



MISSION AND VALUES OF COUNCIL

"A Sustainable Community that is inclusive, attractive, healthy and pleasant to live in, that uses our land so as to preserve our history and environment, respects the rights and equality of our citizens and manages our future growth wisely."

CONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

22 NOVEMBER 2018

OUR VISION

"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."

OUR MISSION

"To deliver affordable and quality Local Government services."

CORE VALUES OF THE SHIRE

The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:

Communication

Integrity

Respect

Innovation

Transparency

Courtesy

DISCLAIMER

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

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

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

		2017 Local Government Ordinary Election held 21 October								
Councillor		Cr H Tracey	Cr D Male	Cr M Fairborn	Cr W Fryer	Cr E Foy	Cr C Marriott	Cr P Matsumoto	Cr C Mitchell	Cr B Rudeforth
2017	23 November					LOA				
2017	14 December			A	A	A				
2018	22 February				LOA					
2018	22 March		LOA		LOA			LOA		
2018	26 April						LOA			
2018	31 May									
2018	28 June			A	A	A		LOA		
2018	26 July					LOA		NA		A
2018	30 August		A					LOA		
2018	27 September	LOA			A	LOA				
2018	25 October		LOA			LOA	LOA			
2018	22 November		LOA	LOA		A			LOA	

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

2.25. Disqualification for failure to attend meetings

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

- (5) *The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council —*
- (a) *if no meeting of the council at which a quorum is present is actually held on that day; or*
 - (b) *if the non-attendance occurs —*
 - (i) *while the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5); or*
 - (ii) *while proceedings in connection with the disqualification of the member have been commenced and are pending; or*
 - (iiia) *while the member is suspended under section 5.117(1)(a)(iv); or*
 - (iii) *while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.*
- (6) *A member who before the commencement of the Local Government Amendment Act 2009 section 5¹ was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting.*

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

SHIRE OF BROOME
ORDINARY MEETING OF COUNCIL
THURSDAY 22 NOVEMBER 2018
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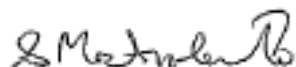
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NOTICE OF MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Broome will be held on Thursday, 22 November 2018 in the Council Chambers, corner Weld and Haas Streets, Broome, commencing at 5.00pm.

Regards

A handwritten signature in dark ink, appearing to read 'S Mastrolembo', with a stylized flourish at the end.

S MASTROLEMBO
Chief Executive Officer

15/11/2018

**MINUTES OF THE ORDINARY MEETING OF COUNCIL OF THE SHIRE OF BROOME,
HELD IN THE COUNCIL CHAMBERS, CORNER WELD AND HAAS STREETS, BROOME,
ON THURSDAY 22 NOVEMBER 2018, COMMENCING AT 5.00PM.**

1. OFFICIAL OPENING AND ATTENDANCE

The Chairman welcomed Councillors, Officers and members of the public and declared the meeting open at 5.00pm.

Attendance:	Cr H Tracey Cr W Fryer Cr C Marriott Cr P Matsumoto Cr B Rudeforth	Shire President (It is noted that a Leave of Absence was previously granted for Cr Matsumoto however he was in attendance)
Apologies:	Cr E Foy	
Leave of Absence:	Cr D Male Cr C Mitchell Cr M Fairborn	(as granted at OMC 30 August 2018) (as granted at OMC 25 October 2018) (as granted at OMC 25 October 2018)
Officers:	Mr S Mastrolembo Mr J Watt Ms A Nugent Mr A Graffen Ms R Piggin Ms L Levi Ms M Wevers	Chief Executive Officer Director Corporate Services Director Development and Community Director Infrastructure Manager Governance Senior Administration and Governance Officer Minute Taker
Public Gallery:	Angela Roberson Rhonda Chappell Leah Rakabundel Peter Smith Denis Ryan Vanessa Margetts Andrew Close Kirsten Wood Andrew Waters Richard Agar Jakeb Waddell	Beach Hut Shire of Broome Shire of Broome Shire of Broome Broome Futures Mud Map Shire of Broome Shire of Broome Shire of Broome Broome Advertiser

2. DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY

FINANCIAL INTEREST			
Councillor	Item No	Item	Nature of Interest
Nil.			

IMPARTIALITY			
Councillor	Item No	Item	Nature of Interest
Nil.			

3. PUBLIC QUESTION TIME

The following question was received from Terry Wooltorton at the Ordinary Meeting of Council held 25 October 2018 and was taken on notice:

Are Councillors aware of the results of any research carried out by either the applicant or Council staff into:

- the attitudes of local and visiting beach users especially during the proposed times of access and egress;
- the average number of people using the beach and operator access route during times of access and egress;
- the statistics on incidents and fatalities involving jet skis on hire, particularly at international tourist destinations;
- the direct economic benefit to Broome given that availability of jet skis on Cable Beach will of itself, be unlikely to attract tourists;
- the potential economic social damage to Broome should an incident – personal or environmental, occur?

Response provided by Director Development & Community:

Taking onboard feedback received about the lack of activities for people to do in Broome, including on Cable Beach, the Shire has approved Ultimate Watersports' trading licence application. The licence application was assessed to ensure it was consistent with and minimised the impact on the amenity of other beach users. Officers also ensured that risks associated with the activity were adequately managed by the applicant through its Business Operating Plan, Risk Assessment and Management Plan and Emergency Response Plan.

The following questions were received from Jan Lewis at the Ordinary Meeting of Council held 25 October 2018 and were taken on notice

Question One:

If it's the Department of Transport that is responsible for monitoring the jet skis and other machines, how many people do they have working in that role, how often will they be on the beach, how do we contact them, who do we ring if there is a noise complaint and what do the people on the beach do when they're upset with the noise of jet skis?

Response provided by Director Development & Community:

Shire officers are unaware of the staffing structure or work programs of officers at the Department of Transport. The contact number for the Department of Transport in Broome is (08) 9022 5999.

Noise complaints should be directed to the Shire. Further information on noise complaints can be found on the Shire website at: <http://www.broome.wa.gov.au/Community-Information/Public-Health-Safety/Nuisance-Complaints-Including-Noise>.

Question Two:

Why weren't users of the beach, like me, consulted or told about the application? Why wasn't it more publicly advertised?

Response provided by Director Development & Community:

There is no obligation on the Shire to seek public comment in relation to proposed trading activities. Instead, comment from surrounding businesses is sought by the applicant. For this trading activity, comments were sought from the Beach Hut and the Surf Club.

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

5. CONFIRMATION OF MINUTES

COUNCIL RESOLUTION:

Moved: Cr P Matsumoto

Seconded: Cr B Rudeforth

That the Minutes of the Ordinary Meeting of Council held on 25 October 2018, as published and circulated, be confirmed as a true and accurate record of that meeting.

CARRIED UNANIMOUSLY 5/0

6. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

6.1 The Chairperson congratulated Cr Fairborn on the birth of her baby boy.

7. PETITIONS / DEPUTATIONS

Nil.

8. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Under section 5.23 (2)(d) of the *Local Government Act 1995* Council may resolve to move the meeting behind closed doors.

9.

**REPORTS
OF
OFFICERS**

9.1

OUR PEOPLE



PRIORITY STATEMENT

Embracing our cultural diversity and the relationship between our unique heritage and people, we aim to work in partnership with the community to provide relevant, quality services and infrastructure that meet the needs and aspirations of our community and those visiting and doing business in our region.

Supporting and contributing to the well-being and safety of our community is paramount, as is our focus on community engagement and participation.

Council aims to build safe, strong and resilient communities with access to services, infrastructure and opportunities that will result in an increase in active civic participation, a reduction in anti-social behaviour and improved social cohesion.

9.1.1 RENEWAL OF APPLICATION FOR LICENCE TO TRADE IN A PUBLIC PLACE - BEACH HUT

LOCATION/ADDRESS:	Cable Beach
APPLICANT:	Beach Hut WA Pty Ltd
FILE:	HEA001
AUTHOR:	Environmental Health Officer
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development & Community
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	1 November 2018

SUMMARY: The Shire has received an application to renew a licence to trade in a public place in accordance with the Trading, Outdoor Dining and Street Entertainment Local Law 2016 from Beach Hut WA Pty Ltd (Beach Hut). The Beach Hut are also seeking a minor amendment to the conditions of the trading license. This report provides an overview of the renewal application for Council's consideration.

BACKGROUNDPrevious Considerations

OMC 24 April 2014	Item 9.1.4
OMC 29 June 2017	Item 9.2.8

COMMENT

Beach Hut WA Pty Ltd (**Beach Hut**) have applied to the Shire for the renewal of its license to trade in a public place, so as to continue current operations located on Cable Beach (see **Attachment 1**). The application was received by the Shire on 1 November 2018.

The Beach Hut currently operates under Trading Licence 006/2014 on the central section of Cable Beach in front of the Cable Beach Foreshore (see **Attachment 2**). The beach equipment hire business has been in operation on Cable Beach for 35 years. The Beach Hut has been owned and operated by Daryl and Angela Roberson for the last 15 years, since 2003. Mr Roberson had managed the beach hire business for the previous owner for 7 years prior to purchasing the business. The Beach Hut is currently the only beach equipment hire service operating on Cable Beach in Broome.

Approved operations include the hire of beach equipment, and is restricted to the hire of umbrellas, sun lounges, chairs, surfboards, stand up paddle boards, boogie boards, portable shades and children's beach toys.

The Beach Hut has a custom-made tandem axle equipment trailer which is towed onto Cable Beach and parked daily by a Toyota Hilux vehicle. The vehicle and trailer act as the Beach Hut's hiring point for customers. Operation hours are 7:00am to 5:30pm all year round.

In 2013 Council called for expressions of interest for licences to conduct trading activities on Cable Beach, including the ability to express an interest in obtaining a licence for "Beach Gear Hire". Previously, the Shire's Policy 5.1.3 - Commercial Activities on Cable Beach stated that the Shire will invite applications for each of the 6 available Trading Licences for commercial activities on Cable Beach. One application had been received

for "Beach Gear Hire" from Daryl and Angela Roberson who at that time held the current licence and were successful in obtaining the licence to continue conducting a "Beach Gear Hire" business.

An expressions of interest process has not been followed on this occasion. The application before Council is for a licence renewal in accordance with clause 2.5.1 of the Trading, Outdoor Dining and Street Entertainment Local Law 2016 (**Local Law**), where prior to the expiry of a trading licence the licensee may apply for the renewal of the licence. Daryl and Angela Roberson were the only applicants for this activity following the previous expression of interest process, and they have been operating consistently since 2003 in accordance with the Local Law and relevant Shire policy. In addition, the requirement for an expression of interest process to be followed before issuing trading licences for Cable Beach is not included in the current Trading in Public Places Policy 3.3.6 (**Policy**). It is for these reasons that officers have brought this application to Council and are not recommending an expressions of interest process be followed.

At the April 2014 Ordinary Meeting of Council (**OMC**), Council resolved to issue a new trading licence to the Robersons. The Trading Licence was subsequently issued to the Robersons on 16 May 2014.

At the OMC on 29 June 2017, a request for Council to vary the Beach Hut trading licence was received from the Robersons. The requested variations included amending the entity that holds the licence, amending the items able to be hired and amending the expiry date of the licence, as well as amendment of an administrative error in the resolution made by Council for Item 9.1.4 at the April 2014 OMC. Council resolved to vary the licence conditions but declined to change the expiry date, and the current expiry date is 31 December 2018 (see current licence in **Attachment 3**).

On 1 November 2018 and upon submission of the renewal application, Daryl and Angela Roberson met with Shire officers to discuss the application. In particular, request for a 7.5 year trading license and variation of licence conditions to include the potential sale of business related merchandise from the trailer was discussed. The Licensees have advised that other than the requested variation to conditions and extension of the trading period, their current business activities have not deviated from the operations approved under license 006/2014.

Request for a 7.5 year Trading Licence

The Beach Hut is applying for a 7.5 year trading licence from 1 January 2019 to 30 June 2027. The licensee has advised that in order to continue operating and offering for hire the highest quality and durable equipment, significant investment of time and finances have been placed in the business. They have stated that a 7.5 year commitment would allow them to continue to maintain a professional, efficient business as new equipment is required in the near future and for the Beach Hut to invest financially in upgrading and maintaining its visual appeal on Cable Beach, the 7.5 year license term will be essential.

The Policy does not stipulate the length of a licence, except in relation to the commercial camel activities. Given the long standing nature of the business and the fact it is now an established part of Cable Beach, Shire officers recommend that Council grant the extended licence term, until 30 June 2027.

Request for the sale of merchandise to be included within the conditions of the trading license

The current license permits the hire of beach equipment as listed above, but does not allow for the sale of merchandise.

The licensee has requested that conditions of the trading license be varied to allow for the sale of merchandise that is directly related to the Beach Hut, as the Beach Hut equipment hire is a well known aspect of Cable Beach.

The sale of merchandise falls within the definition of trading under the Local Law. As the proposed additional activity is for the sale of merchandise directly related to the business and will have limited impact on current operations, Officers recommend that this additional activity be included as part of the trading licence.

Other proposed changes to conditions

It is proposed that the trading licence issued in response to the renewal application be updated to the current format for trading licences, and include certain standard conditions now included on all licences. This does not restrict or alter the approved trading activity or the way the Beach Hut has been operating.

During discussions between officers and the Robersons, the potential for other, complimentary trading activities to occur within the Beach Hut trading area was discussed. This is consistent with the Local Law and the Robersons understanding of how their trading licence operates, and the prospect of new and complimentary activities was welcomed by the Robersons. Consistent with the increased interest in trading on Cable Beach and the desirability to permit additional and varied activities on Cable Beach, it is therefore recommended a new condition be included on the trading licence that clarifies that the use of the trading area is non-exclusive.

Summary

The Beach Hut has continued to be an attraction and asset to Cable Beach, adding to the tourism offerings available. It is therefore recommended that the Beach Hut high-risk trading license be renewed for a period of 7.5 years, for the existing location and operations with variations outlined above, in accordance with the Policy and subject conditions.

CONSULTATION

Shire officers have consulted with the Angela and Daryl Roberson in relation to the renewal application.

STATUTORY ENVIRONMENT

Trading, Outdoor Dining and Street Entertainment Local Law 2016

1.6 Definitions

trading includes:

- (a) the selling or offering for sale of goods or services in a public place; or
- (b) the hiring or offering for hire of goods; or
- (c) the soliciting of orders for goods or services in a public place; or
- (d) the undertaking of training or instruction, including fitness classes, in a public place, where:

- (i) any person(s) receiving the training or instruction pay a fee to the person undertaking the training or instruction; and
 - (ii) the training or instruction operates primarily and regularly in public places; or
- (e) displaying goods in any public place for the purpose of:
 - (i) offering them for sale or hire;
 - (ii) inviting offers for their sale or hire;
 - (iii) soliciting orders for their sale or hire; or
 - (iv) carrying out any other transaction in relation to them; and
- (f) the going from place to place, whether or not public places, and:
 - (i) offering goods or services for sale or hire; or
 - (ii) inviting offers or soliciting orders for the sale or hire of goods or services, but does not include:
 - A. the delivery of pre ordered goods or services to the purchaser of those goods or services; or
 - B. the taking of further orders for goods or services from the purchaser of the pre ordered goods or services when those orders are taken at the same time as the previous order is being delivered; but excludes the erection or placement of a sign advertising the selling or hiring of, the offering for sale or hire of or the soliciting of orders for goods or services on local government property or a thoroughfare approved in accordance with the Shire of Broome Local Government Property and Public Places Local Law 2012;

2.5 Licence renewal

- 2.5.1 Prior to the expiry of an outdoor dining licence, a market licence or a trading licence, the licensee may apply to the local government for the renewal of the licence.
- 2.5.2 Subject to subclause 2.5.3, the provisions of this local law which are relevant to the licence to be renewed apply to an application for the renewal of the licence.
- 2.5.3 Where the relevant details in relation to an activity have not changed since the licence was issued, the licensee is not required to resubmit details required at the time of the initial application with the application to renew the licence.
- 2.5.4 Where the local government approves an application under subclause 2.5.1 —
 - (a) the licensee must pay the licence fee for the renewed licence prior to the issue of that licence; and
 - (b) the renewed licence will be in the form determined by the local government

POLICY IMPLICATIONS

The Shire's Trading in Public Places Policy 3.3.6 (**Policy**) provides guidance for the issuing of trading licences, with specific provisions for trading activities on Cable Beach. The proposed changes to the trading licence are consistent with the Policy.

FINANCIAL IMPLICATIONS

Should Council approve the renewal of the trading licence a high-intensity annual trading licence fee of \$1,540 will be payable.

The proposed trading activity is considered high-intensity on the basis that it is being undertaken on Cable Beach, an area to which significant Shire resources are dedicated.

RISK

Risks associated with the business are to be managed by the licensee. The Beach Hut has developed a Risk Assessment and Management Plan and an Emergency Response Plan to mitigate associated risks (see **Attachment 1**).

Considering these mitigation measures, the risk to the Shire in approving the activity is considered Low.

There is a risk if the Shire were to refuse the application that the decision may be challenged in the State Administrative Tribunal. The risk of this occurring should the Shire refuse the application, given the application complies with the Local Law and is consistent with the Policy, is considered Moderate.

STRATEGIC IMPLICATIONS

Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:

Affordable services and initiatives to satisfy community need

Accessible and safe community spaces

Participation in recreational and leisure activity

A healthy and safe environment

Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:

A natural environment for the benefit and enjoyment of current and future generations

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION: **(REPORT RECOMMENDATION)**

Moved: Cr B Rudeforth

Seconded: Cr C Marriott

That Council:

- 1. Approves the renewal application for a Trading in Public Places Licence received from the Beach Hut WA Pty Ltd for the operation of the 'Beach Hut' - Beach Equipment Hire on Cable Beach:**
 - a) in accordance with the application received on 1 November 2018; and**
 - b) subject to modification by the conditions specified in point 2 below.**
- 2. Authorises the Chief Executive Officer to issue the Trading in a Public Place Licence to the Beach Hut WA Pty Ltd for Cable Beach in accordance with clauses 2.3.1 and 2.4 of the Trading, Outdoor Dining and Street Entertainment Local Law 2016 and subject to the following conditions:**
 - a) The licence expiry date is 30 June 2027.**

- b) The trading activity will be operated in the hours between 7:00am and 5:30pm.**
- c) The trading activity; including placing of sign, is to occur only on Cable Beach within the area approved for the specific activity as depicted in Attachment A (Attachment 2 to this report).**
- d) The only trading activities permitted on the area approved by this licence is:**
 - i) the offering of beach equipment hire, and is restricted to the hire of umbrellas, sun lounges, chairs, surfboards, stand up paddle boards, boogie boards, portable shades and children's beach toys; Note: Children's beach toys are limited to items designed and intended to be operated by a child and include: spades, buckets, balls and other equipment that is unpowered and of a type that could not reasonably be expected to interfere with the comfort or enjoyment of other beach users; and**
 - ii) the display and selling of merchandise related only to the approved business and restricted solely within the equipment trailer.**
- e) All equipment must be located at least 5 metres from the base of the sand dunes or vegetation.**
- f) All equipment must be removed at the close of operation each day.**
- g) The trading activity must be carried out in accordance with the following documents submitted with the trading licence application on 1 November 2018:**
 - i. Beach Hut Risk Management Plan;**
 - ii. Beach Hut Safety Management Plan;**
 - iii. Safety Management Action Plan;**
 - iv. Beach Hut Business and Operation Plan; and**
 - v. Environmental Assessment Report.**
- h) The licensee must, at the conclusion of each business day, remove any refuse and litter associated with the operation of the trading activity and ensure the site is left in a clean and safe condition.**
- i) No sale of food or beverages is permitted.**
- j) The licence holder must ensure that public liability insurance cover is in place for the trading activity to the value of \$10,000,000 (\$10 million) at all times.**
- k) The licensee must immediately comply with any lawful direction given at any time by the Chief Executive Officer of the Shire of Broome or his or her delegate, or an Authorised Officer, including the Shire of Broome Rangers.**
- l) The licensee must maintain and adhere to, during the period of the licence, all procedures, policies, licences and accreditation outlined in the licence application and allow Shire officers, at any time, to inspect and verify the use and currency of those procedures, policies, licences and accreditation.**
- m) A licensee must at all times comply with the requirements of any legislative requirement, including but not limited to the Local Laws, Environmental Protection (Noise) regulations 1997, Road Traffic Act 1974 and the Occupational Health and Safety Act 1984.**
- n) The licensee may place one portable sign within the approved trading area. That sign must:**
 - i. not exceed 750mm in height;**
 - ii. not exceed 0.9 square metres double sided area (e.g. 750mm x 600mm each face);**
 - iii. not indicate or display any matter other than the nature of the trading activity;**
 - iv. be placed so as not to cause interference or be hazardous to vehicular traffic or cause any interference or hazard or impede pedestrians;**
 - v. be of sound construction, maintained in good condition, neatly written and fixed in position to the satisfaction of the Shire's Building Surveyor;**
 - vi. be removed from the land in the event of a cyclone threat; and**
 - vii. be removed at the end of each trading session.**

- o) The Shire of Broome reserves the right to vary licence conditions as required, or to revoke this licence at any stage in accordance with the Trading, Outdoor Dining and Street Entertainment Local Law 2016.***
- p) The Shire of Broome reserves the right to close Cable Beach to all activities, including commercial activities at any time.***
- q) A licensee must have current permission in writing under delegation from the Chief Executive Officer to drive a vehicle and/or trailer on Cable Beach.***
- r) Use of the trading area allocated is non-exclusive.***

CARRIED UNANIMOUSLY 5/0

Attachments

1. Application to renew Trading Licence
2. Trading Area
3. Current Trading Licence

Chief Executive Officer
Mr S Mastrolembro
Shire of Broome

P.O Box 44
Broome W.A 6725

BEACH HUT TRADING LICENCE APPLICATION

1st November 2018

Licensee Name: Beach Hut WA Pty. Ltd
Business Name: Beach Hut Equipment Hire
Company Name: Beach Hut WA Pty. Ltd

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1. APPLICATION FOR TRADING LICENCE



This application is for: an existing business (holds a current Shire of Broome Trading Licence)

BUSINESS NAME: Beach Hut Equipment Hire
ABN: 44 846 730 288

APPLICANT DETAILS:

Company name: Beach Hut WA Pty Ltd
Licensee's Name/ Nominee: Beach Hut WA Pty Ltd
Persons responsible for complying with the terms and conditions of this licence:
 Daryl Roberson & Angela Roberson
Residential address: 22 Kapang Drive, Cable Beach 6725
Postal Address: P.O Box 363. Broome WA 6725
Contact Numbers: phone: 08 9192 5787
mobile: 0412 087 080
email: b.hut2@bigpond.com

BUSINESS/OPERATION DETAILS

Proposed Location/s:

Park up and Hiring Point Location

The Beach Hut's vehicle and trailer are parked on Cable Beach between the Surf Club ramp and the wooden stairs (tide, beach and surf conditions may vary this location slightly). The location is more than 5 meters from the base of the sand dunes.

Approximately: South 17°55.889 East 122°12.580

Operational Area Location Beach Hut's operation area has remained the same for the duration of the beach hire equipment licence. The expanse of a 350 metre operational area is required so that our business can operate during peak times, when the spring/high tides restrict the surface area available for beach goers. Operational Area extends from:

The Zanders stairs - South 17°55.819 East 122°12.597 (130 m North of Beach Hut) to the

Dog sign - South 17°56.008 East 122°12.582 (220 m South of Beach Hut)

This area is on Cable Beach within the westerly prolongation of Murray road and a point located 500 metres north of the vehicle ramp adjacent to the Surf Club, between the high and low water marks. All surf board and SUP board hires are permitted to surf outside the swimming flags. Our customers are advised by Beach Hut staff as to the surf locations permitted, these areas are directed by the SLSA lifeguards and B.S.L.S life guards swimming and surfing flags.

Our business collaborates well with life guards, rangers, surf club and Broome Shire permitted events and general beach users that are within the same Cable Beach location.

SHIRE USE: Account number 74490

Paid	
Receipt No	
Debtors No	
Synergy No	
Notification	Registration

<i>Office use only</i>	FILE:	ACTION OFFICER
ACTION	Noted	Responded
RECORD NO		
FURTHER REFERRAL ACTION OFFICER		Already Received by EMAIL / FAX
ACTION REQUIRED	NOTE OR RESPOND	

Proposed Days/Dates: 7 days per week, all days of the year (weather permitting)

Proposed Hours: 7am -5.30pm

Description of stall/van/trailer: Toyota Hilux vehicle and a custom built tandem side opening trailer
 Vehicle dimensions - height -2.2m / width – 1.9m / length - 5.5m
 Trailer dimensions – height - 3.0m / width – 2.3m / length - 6.0m
 Dimensions when trailer side door is opened – width – 4.2m

Vehicle Registration Number: Toyota Hilux vehicle - 1DNQ959
 Tandem trailer - 1TIW228

Goods, Wares, Merchandises or Services: Beach Hut provides a professional service hiring umbrellas, porta shades, chairs, sun lounges, surf boards, stand up paddle boards, boogie boards and children's beach toys. For the safety and enjoyment of our customers, the umbrellas, porta shades, sun lounges and chairs are set up for customers by Beach Hut staff.

Number of Employees: 2 full time, 2 casual for the season

Public Liability

Beach Hut has a current Public Liability Cover for no less than \$10 million.

Food trader requirements:

Beach Hut is not a food trader

Payment of Fees

Beach Hut will pay its application fee upon submission of this trading application document


 Daryl Roberson
 Beach Hut


 Angela Roberson
 Beach Hut

Signature of Persons responsible for complying with terms and conditions of the trading licence.

Date: 1st November 2018

SHIRE USE: Account number 74490

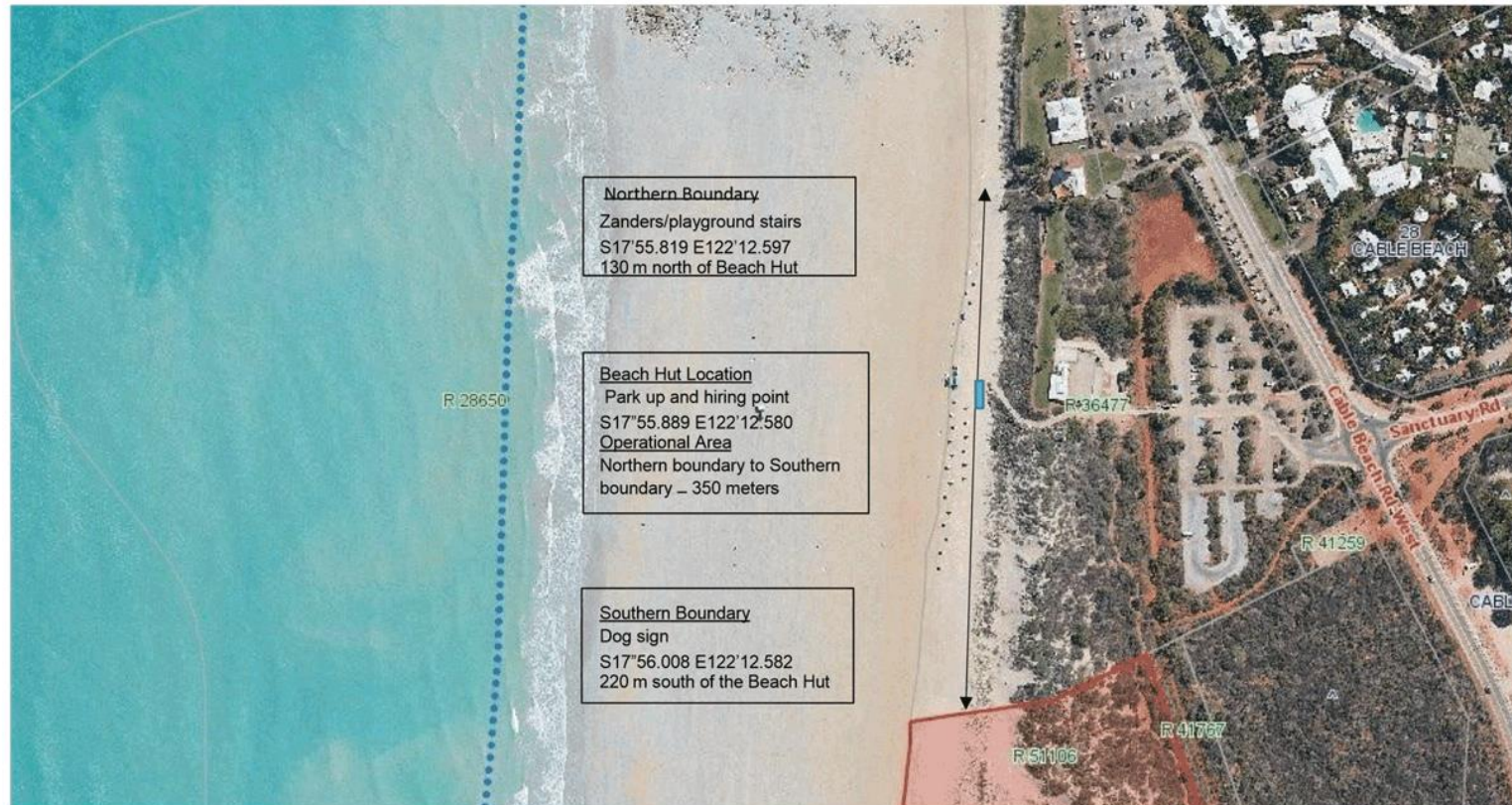
Paid	
Receipt No	
Debtors No	
Synergy No	
Notification	Registration

<i>Office use only</i>	FILE:	ACTION OFFICER
ACTION	Noted	Responded
RECORD NO		
FURTHER REFERRAL ACTION OFFICER		Already Received by EMAIL / FAX
ACTION REQUIRED	NOTE OR RESPOND	

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Cable Beach, Broome WA

Map of Beach Hut Park up Location & Operational Area



Beach Hut Trading Licence Application

November 2018

- 4 -

2. INTRODUCING THE BEACH HUT



2.1 Trading Activities:

The beach equipment hire business has been in operation on Cable Beach for 35 years. The Beach Hut business has been owned and operated by Daryl and Angela Roberson for the last 15 years, since 2003. Daryl had managed the beach hire business for the previous owner for 7 years prior to purchasing the business. Beach Hut is currently the only beach equipment hire service operating on Cable Beach in Broome.

Beach Hut provides the hire of beach equipment to the public, including umbrellas, porta shades, sun lounges, chairs, surfboards, stand up paddle boards and boogie boards, as well as children's beach toys throughout the season usually from March/April until November/December (depending on the weather conditions)

The Beach Hut hire business has become an iconic business providing a unique and beneficial service to the public of Broome, including tourist visitors and locals alike. This service increases the recreational enjoyment for all visitors to Cable Beach.

2.2 Business Vehicle and Trailer:

A custom-made tandem equipment trailer is towed onto Cable Beach and parked up daily by a Toyota Hilux 2009 vehicle. The vehicle and trailer act as Beach Hut's hiring point for customers. The vehicle and trailer assembly is kept neat and tidy and in good working order.



2.3 Beach Hire Equipment:

Once the vehicle and trailer are parked up at the hiring location, Beach Hut prepares their hiring equipment for customers to use during that day. An appropriate number and assortment of beach equipment is set up and put on display depending on the time of year and how many customers Beach Hut anticipates. This involves the set-up of the umbrellas and sun lounges in the positions where it will be hired within the operational area.

Beach Hut's beach hire equipment such as body boards, Stand up paddle boards, surfboards and children's play equipment (i.e. bucket and spade) are kept back in the trailer and/or neatly displayed beside the trailer, ready for use on a customer's request.

The Beach Hut hire equipment has to be of the highest quality, our stock has proved to be durable, safe and very aesthetic. All items are in high demand and need to be able to withstand the daily use. Items are all well maintained and repaired or replaced as needed.

Our equipment is continually checked for damage or faults, all equipment is stored in the trailer and upon set up and pack up and hiring the item each time, the equipment is inspected to make sure it is safe for hire. If there are safety concerns the item is immediately removed from use. Each Hire Item is numbered to keep track of the duration of the hired item and also to keep track of repairs, parts replaced and length of service.

Beach Hut keeps a store of replacement hire items. The stock is usually bought in advance of the coming season so that our business is well prepared and able to meet demand.

2.4 Inventory of Beach Hut Equipment

Equipment for Hire	Operational Equipment (Business Assets)		
100 Umbrella tops	1 2009 Toyota Hilux	100 guy ropes	1 dustpan and brush
120 Umbrella Poles	1 tandem open out trailer	100 sand pegs	1 pair of binoculars
80 Flat bed Sun lounges	1 first aid kit	2 hammers	1 box of assorted repair tools
100 Recliner Sun lounges	1 fire extinguisher	1 shovel	1 box of assorted parts for repairs
80 Boogie Boards	1 EFTPOS machine	4 Max Trax (vehicle retrieval boards)	2 storage boxes
20 Surfboards	2 24 volt power drills & batteries & chargers	1 50 lt drinking water container with tap	4 traffic cones
12 Stand Up Paddle Boards	2 stainless steel auger drill bits	2 additional water containers	8 occy straps
	4 two way radios & chargers	1 cash box	1 clock
	1 A- frame sign	1 cash lock box	10 deck chairs



2.5 Business Location & Area of operation:

Beach Hut's principal location and hiring point is where the vehicle and trailer are parked on Cable Beach between the Surf Club access ramp and the stairs adjoining the ramp. This location does vary depending on the tide, the varying beach and surf conditions and consultation with the life guard. Beach Hut will also work in with activities and events that have consulted and notified Beach Hut of their Shire of Broome approved activity or event.

Beach Hut's operational area's has remained the same for the duration of the businesses trading licence. The northern boundary is the Zanders beach access stairs (130 metres to the North of Beach Hut's Location) to a southern boundary of the Broome Shire dog sign (220 meters from the Beach Hut location) Beach Huts operational area on Cable Beach is approximately 350m from its northern boundary to its southern boundary. This allocated expanse is necessary for our beach equipment hiring operations during the peak season on spring tides and also to allow the general public enough beach space within the patrolled swimming flags.



3. CURRENT REGISTRATIONS, LICENCE & PERMIT

3.1 Business Name Registration:



The image shows a document titled "Record of Registration for Business Name" issued by the Australian Securities & Investments Commission (ASIC). The document is for the business name "Beach Hut Equipment Hire". It includes the ASIC logo, the Australian coat of arms, and a large green diamond-shaped watermark in the background. The text states that the record contains information recorded on the ASIC register under section 33(8) of the Business Names Registration Act 2011. It provides the date of registration (7 September 2016) and the next renewal date (7 September 2019). The document is signed by Rosanne Bell, Senior Executive Leader, Registry. The text "RECORD OF REGISTRATION" is written vertically on the right side. At the bottom, it says "Beach Hut Equipment Hire" and "Page 1 of 3".

  **ASIC**
Australian Securities & Investments Commission

Record of Registration for Business Name

Business name information for:

Beach Hut Equipment Hire

This Record of Registration contains information recorded on the Australian Securities and Investments Commission's (ASIC) register under section 33(8) of the Business Names Registration Act 2011.

Date: 7 September 2016
Next renewal date: 7 September 2019

Record of registration issued by the Australian Securities and Investments Commission on 7 September 2016

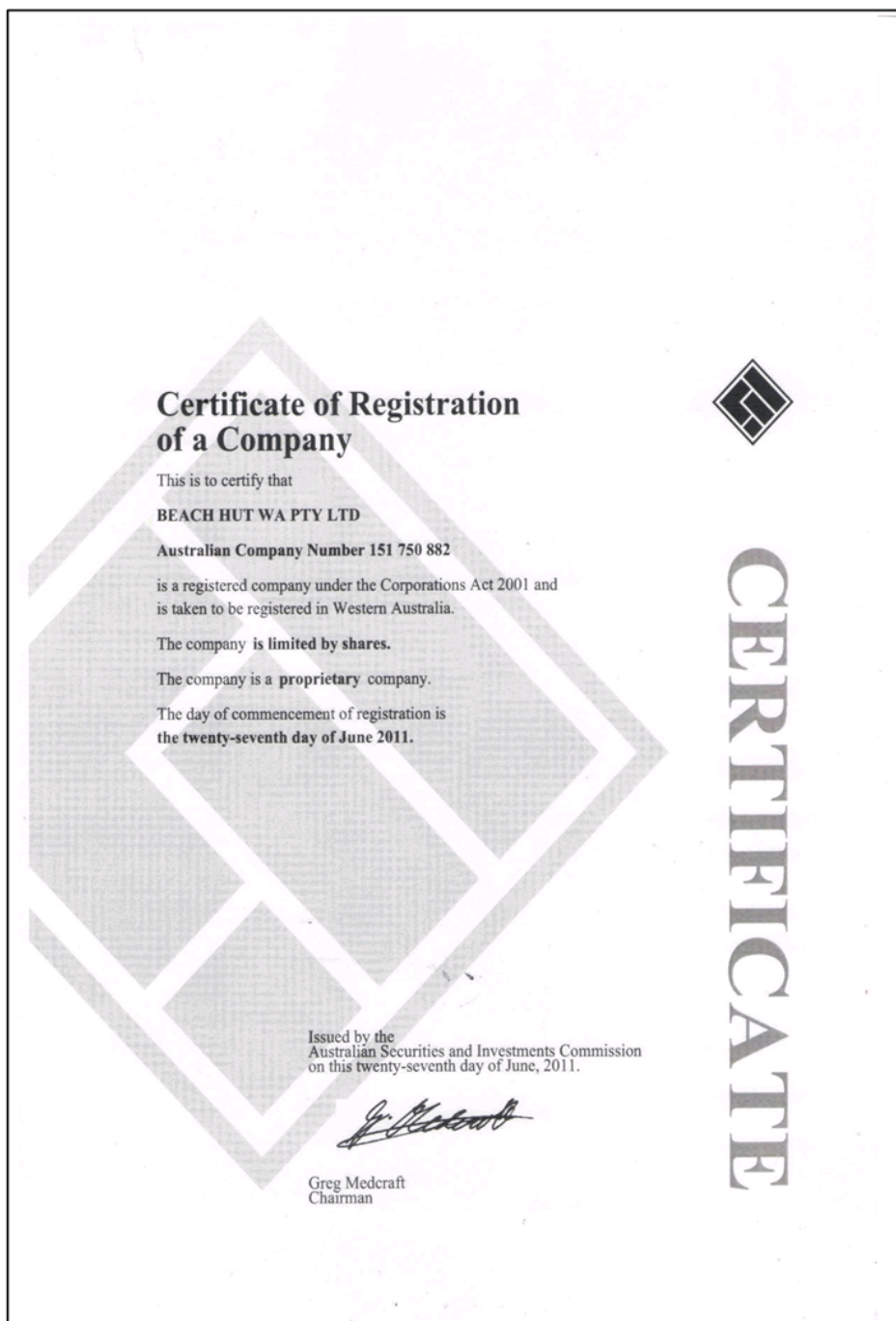

Rosanne Bell
Senior Executive Leader
Registry

RECORD OF REGISTRATION

Beach Hut Equipment Hire

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3.2 Company Name

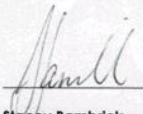


3.3 Current Licence to Trade on Cable Beach


LICENCE FOR TRADING IN PUBLIC PLACES
 Trading, Outdoor Dining and Street Entertainment Local Law 2016

Licence Number:	006/2014
Licence Expiry Date:	31 December 2018
Business Name:	Beach Hut
Company Name:	Beach Hut WA Pty Ltd.
Vehicle Registration Number:	Vehicle – 18KF 982 and Trailer 1TIW 228
Licensee's Name / Nominee:	Beach Hut WA Pty Ltd.
Persons Responsible for Complying with the Terms and Conditions of this Licence:	Daryl Roberson and Angela Roberson
Postal Address:	PO Box 363 Broome WA 6725
Number of Employees:	2
Location of Permitted Place:	Cable Beach opposite Surf Club – as depicted in Attachment A.
Approved Operation Dates:	All days of the year.
Approved Hours of Operation:	7:00AM – 5:30PM
Selling / Offering:	Hire of Beach Equipment, and is restricted to the hire of umbrellas, sun lounges, chairs, surfboards, stand up paddle boards, boogie boards, portable shades and children's beach toys. Note: Children's beach toys are limited to items designed and intended to be operated by a child and include: spades, buckets, balls and other equipment that is unpowered and of a type that could not reasonably be expected to interfere with the comfort or enjoyment of other beach users.

See Over for Special Conditions:


 Stacey Bambrick
 Acting Manager Health Emergency & Rangers


7 June 17
 DATE




27 Weld Street, PO Box 44
 Broome WA 6725
 P: 9191 3456
www.broome.wa.gov.au

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3.4 Permit to Drive on Cable Beach

PERMIT FOR VEHICULAR ACCESS TO PROHIBITED AREAS OF CABLE BEACH	
Permit Holder's Name:	Darryl & Angela Roberson
Contact Telephone Number:	0412 087 080
Business Name:	The Beach Hut.
Vehicle Reg. Number(s)	Toyota Hilux Utility: 1DNQ595 Tandem Enclosed Trailer: 1TIW228
No. of Employees:	3
Validity Dates:	16th May 2014 – 31 st December 2018
Postal Address:	PO BOX 363 BROOME WA 6725
Location of Permitted Place:	Cable Beach adjacent to Surf Club – See Attached Map
Approved Operation Dates:	All days of the year
Approved Hours of Operation:	7.00 am -5.30pm
Reason For Permit:	Requirement of Licence to Trade on Cable Beach - Licence No 006/2014
Special Conditions:	<ol style="list-style-type: none"> 1. Permit holder shall comply with all relevant legislation and Shire local laws. 2. Provision of public liability insurance cover to the value of \$10,000,000 (\$10 Million) at all times. 3. The Shire of Broome reserves the right to restrict access to public areas and roads. 4. No responsibility will be taken by the Shire to recover bogged or disabled vehicles and any damages caused by any 'permit' vehicles may be chargeable to the permit holders, depending on circumstances at the time; 5. Travel is at drivers own risk and the applicant shall indemnify and keep indemnified the Shire of Broome and all their respective agents, officers, members and employees from and against all claims, demands, suits, proceedings, actions, causes of action, liabilities, losses and damage sustained, suffered or incurred by the applicant whilst travelling within the prohibited area. 6. The permit can be cancelled at any time at the discretion of the Chief Executive Officer, if circumstances warrant 7. This permit must be carried in the approved vehicle at all times and presented on demand 8. Vehicles must display headlights and hazard warning lights to increase visibility whilst in motion. 9. Vehicles are to travel the most direct route through the prohibited area and are to give way to, or maintain a safe distance from members of the public at all times. 10. Vehicles must be licensed and roadworthy 11. Vehicles are not to exceed 20km/hr
 K R DONOHOE CHIEF EXECUTIVE OFFICER	31 July 2014 DATE



**Shire of
Broome**

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3.5 Public Liability Insurance



protecsure
keeping businesses on the move

Insurance Certificate

21/08/2018

Apollo Risk Services Pty Ltd
Unit 3 / 97 Hector Street West
Osborne Park, WA, 6916

Policy Wording Public and Product Liability Policy Wording Berkley Insurance Australia Standard

This is to certify that in accordance with the authorisation granted under Contract No. P1L120672335 to the undersigned by Berkley Insurance Australia ABN 53 126 559 706, and in consideration of the premium specified herein, the said Insurer is hereby bound to insure in accordance with the terms and conditions contained herein or endorsed hereon.

To ensure continuity of cover please forward your remittance by the due date noted on the invoice.

Schedule Public & Products Liability Insurance Policy

Insurance Certificate No.	EN1039870L
Insured	Beach Hut WA Pty Ltd
Address	6726
Business	Beach Equipment Hire (Hire Agreement Required) Employees - 2 0% of Insured's turnover is generated by subcontractors 0% use of heat Current annual revenue \$0 to \$250,000 Cover of Sub-Contractor: No
Period of Insurance	From 21/8/2018 to 4pm EST 17/7/2019 inclusive
Limit of Indemnity	Section 1 (Public Liability) \$10,000,000 any one occurrence or series of occurrences arising out of any one cause Section 2 (Products Liability) \$10,000,000 any one occurrence or series of occurrences arising out of any one cause and in all during the Period of Insurance
Excess	Section 1 (Public Liability) The Insured shall be responsible for the first \$500 any one occurrence or series of occurrences arising out of any one original source or cause. Section 2 (Products Liability) The Insured shall be responsible for the first \$500 any one occurrence or series of occurrences arising out of any one original source or cause.
Geographical Limit	Anywhere in the World except the United States of America, Canada and their respective protectorates and territories where this insurance will only apply in respect of the Insured's Product exported into such countries.
Conditions	The following endorsements will apply CTR032 Hire Agreement Exclusion
Date of Proposal	This insurance is based on the responses provided to those questions set out in the online Proposal
Special Terms & Conditions	Insured Name: Beach Hut WA Pty Ltd Beach Hut Equipment Hire Equipment is under constant supervision by Insured - no Hire Agreement is required
Notice of any claim or incident is to be given to	Protecsure Pty Ltd Level 2, 151 Castlereagh Street, SYDNEY NSW 2000 Ph: 1300 692 524 Fax: 02 9249 3860

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protecsure ABN 26094 997163 AFSL 238815

PO Box 1239 QVB Sydney NSW 1230 t 02 8251 6666 f 02 8088 7775 www.protecsure.com.au

4. APPLICATION CRITERIA

4. Part 1: Compliance with Trading in Public Places Policy (Policy 3.3.6)

The Beach Hut, under its current licence (Number: 006/2014) complies with all required and relevant Shire regulations and approvals. We have always complied with all the Shire's relevant regulations regarding our business and pride ourselves on our honesty, good business reputation and adherence to all legislation and Shire requirements. Our business has never previously been issued with a warning or fine from the Shire or any other regulatory body in our 15 Years of operations.

Our business demonstrates compliance in all areas with the required Policies and Law as per the current 2016 Trading in Public Place and the 2016 Trading Law Policy. As per the Application Process instructions:

4.1.1 Competition, Location and Suitability of Activity

As per the requirements of the policy

Clause 3.1: "The proposed trading activity does not occur within 300 m of a permanent business that it would be directly competing with"

As per the requirements of the policy, Cable Beach is deemed a Public Place. As per the definitions of the policy, our operation is deemed a "trader", as we are in the business of hiring beach services or offering to hire beach equipment to the public.

We do not operate within 300m of another business which is offering similar or identical services. There are no other businesses which operate on Cable Beach (or in Broome) with which we compete.

Clause 3.3: "The trading will not have an unreasonable impact on other traders' permanent business"

As stated above, there are no businesses that operate in a similar business to ours within a vicinity of 300 m (or within Broome).

We work at all times collaboratively with other Departments/ Businesses/ permit holders on Cable Beach

1. Surf Life Saving WA Lifeguards(SLSWA)
2. Broome Shire Rangers
3. The Broome Surf Life Saving Club Lifeguards (BSLC)
4. Shire approved permitted Events/ Sporting activities

With the SLSWA we communicate daily (in the season) in order to work together to not affect their operations and to provide a safe beach environment to the public.

Clause 3.4: "No noise disturbance"

Once Beach Hut is parked up on Cable Beach for the day's trading at approximately 7am, the vehicle or trailer does not get moved until the end of the day's trading at approximately 5pm, therefore no vehicle disturbance is made to any beach goers and no noisy equipment within our beach equipment hire operation is used.

Clause 3.5: Zoning of land

Town planning & Business Compliance

- Beach Hut does not have surveyed watercraft or operate under Department of Transport jurisdiction
- Beach Hut does not have any camels as part of its operation
- Beach Hut does not operate from a residential lot, the business only operates on Cable Beach

Therefore the only approval required is from Broome Shire to trade in a Public Place on Cable Beach.

Beach Hut currently holds a Beach Equipment Hire licence and is licenced to trade until 31st December 2018 as per the 2016 Trading in Public Place Policy, Schedule 1, activities on Cable Beach policy.

Beach Hut does not operate from a residential lot. The business only operates on Cable Beach

The residential house at 22 Kapang Drive, Sunset Park is the location where the vehicle and trailer are stored overnight and where the business's bookkeeping, storage of equipment, maintenance and minor repairs are carried out. No approvals are required for these minor ancillary business activities.

4. Part 2: Compliance with Additional Provisions for Trading in Public Places Policy (Policy 3.3.6- Schedule 1)

Schedule 1:1 "A maximum of six trading licences will be granted for trading activities on Cable Beach"

Beach Hut has continuously maintained its trading licence and currently makes up one of the 4 issued Shire of Broome trading licences on Cable Beach: (per schedule 1)

1. Beach Hut
2. Wildflower Pop up Picnics
3. Broome Fat bike Tours
4. Ultimate Water Sports

Schedule 1:2.1 "Trading activities which support and are directly related to the recreational use and enjoyment of Cable Beach and its adjacent waters"

The Beach Hut business provides an exceptional and unique service to those who choose to hire equipment on Cable Beach, to relax on a sunlounge in the shade of an umbrella or enjoy some fun in the surf hiring a board. The Beach Hut's beach equipment hire activity supports and is directly related to the recreational use and enjoyment on Cable Beach and its waters.

All equipment such as sun lounges and umbrellas are of the same make and model and in excellent condition. They are also assembled and positioned on the beach in an orderly fashion. Due to these factors and those listed above, the visual integrity of central Cable beach is not compromised as a result of Beach Hut's operation.

The success of Beach Hut's business on Cable Beach is evident from the high demand of daily customers during the season. The availability of the beach hire equipment such as umbrellas and sun lounges is therefore,

regarded as an important factor increasing the quality of a visitors experience on Cable Beach. The availability of shade, a comfortable lounge, fun water equipment, complimentary sunscreen and cold water creates benefits for those people who use our equipment and services and increases their level of enjoyment on Cable Beach

We have long term customers and repeat visit tourists who have expressed extreme satisfaction with our services provided.

We pride ourselves on our ability to meet our customers' needs in a way that minimises impact on other beach users, nearby business and within all current regulations.

Schedule 1:4 "A person must not hold more than one trading licence for a trading activity on Cable Beach at any time"

Daryl Roberson and Angela Roberson, the persons responsible for complying with the terms and conditions of the trading licence issued to Beach Hut WA Pty. Ltd. Do not hold any other trading licences in Broome.

5. REQUEST FOR A 7.5 YEAR TRADING LICENCE

Beach Hut is applying for a 7.5 year trading licence. From 01/01/2019 to 30/06/2025

Beach Hut has stood the test of time. The beach equipment hire business has been in operation now for 35 years. The Beach Hut has become a part of the beautiful Cable Beach aesthetics and is renowned for the professional and reliable service that our business offers to our customers.

The service that Beach Hut provides has become an essential part of the memorable Cable Beach experience. This service is viable due to the consistent and ongoing hard work of the owners/ operators.

We have been involved with tourism on Cable Beach for 25 years owning and operating beach businesses. In this time we have invested immense time and money into our business, we continue to hire the most durable and highest quality equipment to our customers and pride ourselves on our excellent safety record.

We believe a 7.5 year commitment will allow us to continue to maintain a professional, efficient business and continue to supply an essential service to Cable Beach visitors. New equipment is required in the near future and for Beach Hut to invest in upgrading and maintaining all of its visual appeal on Cable Beach a 7.5 year licence term will be essential. Financially we will be making a big commitment to the future success of tourism on Cable Beach. We need to operate our business with confidence and security to plan ahead for our business.

Broome is home for us and our family. We have borrowed to build our family home and have shown our commitment to tourism in Broome. We believe a 7.5 year trading licence to be a reasonable and fair request for the hard work and commitment that both of us and our small business has consistently provided each year on Cable Beach.

6. RISK MANAGEMENT PLAN

The Beach Hut prides itself on running a professional and well managed business. A lot of planning and review is done to achieve a standard of safety and to continue to run an efficient and organised business. The major part of planning occurs before the start of the tourist/dry season (in March). All Plans, procedures, policies and practices are reviewed and updated, a mid year review is completed in July and if necessary we review or update throughout the year if new risks are identified or a safety matter occurs.

Planning for busy operations is vital in maintaining such high safety standards. Beach Hut has a Safety Management Plan and a Safety Management Action Plan in place to plan and monitor, review all areas of Health & Safety.

Beach Hut has a Risk Management Plan and Risk Registers in place in order to identify and effectively manage all risks to the business operations.

Beach Hut's Risk Management Plan is attached overleaf.

BEACH HUT RISK MANAGEMENT PLAN 2018

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Beach Hut Owner's Commitment and Policy

The Beach Hut acknowledge there are risks apparent in our daily operations and the services provided to its customers. It also recognises the responsibility to manage these risks for the benefit of its customers, the public and the future of the business.

The business is exposed to many pressures, events and changes, which may prevent us from operating or achieving our business objectives. These risks come from different sources; internal, external, local, state, national and global. We believe it is in the best interest of our business that we identify, respond to, eliminate and/or mitigate the impact of these risks. We will prioritise these risks and effectively reduce the potential impact on our business' customers and other stakeholders...

To effectively manage risk, we have put in place a system to identify, assess and treat risks to ensure we

- 1. Continue to operate efficiently, safely and within legislation*
- 2. Protect our business, equipment, employees and customers*
- 3. Ensure our financial sustainability should any unexpected events occur.*
- 4. Minimise damage to the business from these risks and capitalise on opportunities to improve our operations.*

We are committed to continually improving this system is to ensure risk principles are entrenched in everyday actions. This will ensure we remain viable in the future and continue to provide services to the beach-going public of Cable Beach.


Daryl Roberson
Beach Hut


Angela Roberson
Beach Hut

Beach Hut Owners/ Operators

Risk Management – What's involved?

What is a Risk?

A risk is the effect that any situation or event will have on the achievement of the business's objectives or services; either negative or positive.

The Beach Hut is responsible for the delivery of an essential beach service on Cable Beach for local and visiting customers, however, we are affected by many different factors, local, state, federal and global and are impacted upon by many issues, some of which are in our control and some which are not.

What is Risk Management and why do we do it?

We manage risks every day as a normal part of our business practices. We often do this without thinking, but when we actively practice this, we can minimise losses or outcomes in unforeseen circumstances or we can take advantage of opportunities.

Risk Management is the process of proactively identifying any issues, which may affect Beach Hut's ability to meet objectives or continue operations, evaluating how great the risk is and deciding how we will respond to reduce the risk of its effect on the business.

This Risk Management Plan allows The Beach Hut staff to be able to make informed decisions about what risks need to be managed and what risks can be tolerated. Our Risk Tables allow us to see what level of risk the business can tolerate and manage within acceptable levels.

Risk Management System

When Beach Hut proactively manages risk it is more likely to successfully achieve its goals, by being prepared for unforeseen events, and having controls in place to lessen the negative impact or take advantage of the unexpected positive outcomes.

When management and staff follow standard risk processes and understand what risk is and how it affects the business, this allows improved strategic planning and business decisions to be made, because all relevant information is taken into consideration at the appropriate time.

To summarise, ensuring a Risk Management system is in place:

- Helps ensure goals and objectives are achieved
- Assists effective operational and strategic planning – providing a process for appropriate business decisions to be made.
- Improves service delivery to Beach Hut customers
- Plans for the management of unexpected events
- Aids compliance with regulatory requirements
- Assists with obtaining funding or insurance and may reduce insurance costs
- Reduces likelihood of investigation or litigation
- Demonstrates preparedness for business continuity or emergency management and recovery.

How do we Manage Risk

We manage risk by having standard risk management processes in place; our Risk System. These include ensuring management commitment and staff understanding, systematically identifying and assessing existing and new risks involved in all activities currently undertaken or potential new business initiatives proposed.

To achieve this Beach Hut will:

- ✦ Take a consistent approach to managing risk, including having a defined maximum acceptable level of risk
- ✦ Ensure staff understand the reasons why and the processes for managing risks
- ✦ Identify, assess and treat risks; and
- ✦ Monitor and review risks periodically.

The documents and tools which form this system are:

1. Risk Management Plan:	Demonstrating our commitment to managing risk and documenting responsibilities and the process.
2. Risk Tables:	Defining risk Consequences and Likelihood levels and illustrating defined levels of risk.
4. Risk Register:	A list of risks that have been identified, how they are managed and update regularly on their risk to the business.

Risks can be viewed as different types:

1. Strategic
2. Financial
3. Hazard-based
4. Operational

Risk Types

The risk arising from poor business policy decisions and/or implementation covering activities such as new projects, services / facilities, joint ventures
Speculative risks that could include potential profit/loss. Often undertaken willingly.

Risks arising from the use of funds including risk of investments resulting in loss, budget management, interest rate fluctuations.

Speculative risks that could include profit/loss, often undertaken willingly and can be uninsurable.



Risks arising out of daily operations and business execution.

Inadequate or failed internal systems, processes
human error.

Pure risks – risk where there is only a possibility of loss or no loss. Generally not taken on willingly and uninsurable. Personal and Property risks that could affect personal or real property or someone.
Legal/Liability with risk of being sued.

Diagram 3: Different Types of Risks

November 2018

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When do we manage risk?

We need to manage risks on a daily basis. It ensures we remain conscious of our operating environment as we manage our services and equipment. Formal risk management processes are undertaken by the owners each year or when any of the following occur:

- Business Planning
- Asset Management
- Planning for changes to service delivery, due to changes in legislation or policy direction
- OSH planning and review of incidents;
- Other changes in business circumstances as they arise.

A mid-year Risk Review (reviewing existing risks or identifying any new ones) will occur approximately every 6 months to account for any risks that have arisen since the previous business planning review.

By including risk management practices into our existing business planning processes, we are able to respond to our changing environment, are more likely to achieve our business objectives and are able to provide a better service to our customers.

Risk Management Responsibilities

The following responsibilities have been allocated to the various roles within the organisation and will ensure that risk is effectively managed in our business.

Owner

- Responsible for Beach Hut Risk management strategy, implementation and monitoring.
- Educate staff in the principles of risk management and how it is put in place.
- Identify and assess risks and decides on the most appropriate treatment
- Reviews risks every 6 months and when any new initiative is being considered.
- Ensure that risk is considered as part of business planning, service delivery, performance management and any other key business process.
- Oversee the effective management of all types of risk across operations.
- Promote a proactive risk awareness within the business.

Owner / Safety Officer

- Ensure that risk assessments are undertaken and documented on the Risk Register and ensure an action plan to address each identified risk is in place.
- Ensure the Beach Hut Risk Register is updated to reflect all identified risks and that the individual department registers are current and uploaded to synergy.
- Ensure that all employees understand risk management processes.

Employees

- Perform duties safely and without risk to other employees, contractors, customers and the community in general.
- Identify potential risks and report to supervisor or managers.
- Assist in the risk review process as required or directed.

Risk Management Procedure

Beach Hut has put in place risk management practices across the business. Below is our standard process followed, which is in line with AS/NZS 31000:2018, to ensure industry best practice is followed. This practice is discussed with employees to ensure they are aware of it and understand its purpose; why we do it.

1. Risks are identified having consideration of the scope and context in which we operate.
2. Risks are assessed against our Likelihood and Consequence ratings.
3. Risks Levels have been determined for each risk
4. Appropriate and relevant treatments have been decided upon and put in place as per our Risk Tables.
5. Our list of Risks is recorded on the Main Risk Register and the Board Hire Risk Register
6. Risks are monitored 6 monthly by the Owners; Annually in the Business Planning process and review and at the Mid-Year review.
7. New risks are identified periodically by management or employees which may arise in our operations, by considering accidents, near misses and other changing circumstances of the business.
8. The new Risks are rated and treated and recorded on the Risk Register.

Review and Evaluation

Ongoing review is essential to ensure that the Risk Management practices are relevant to The Beach Hut's current requirements. Risks and the effectiveness of treatments need to be monitored to ensure that changing business environmental conditions do not increase risk ratings. Owners monitor and ensure the treatments are adequate at all times, during the mid year and Annual reviews.

Risk Register

The Beach Hut risk register is the identified operational, strategic, hazard and financial risks that could potentially affect our beach equipment hire business. The outcomes of the risk analysis are recorded, the risk rating evaluated.

The register will record the identified risks with management controls and a final assessment to ensure we are minimising the risk of the risk occurring or to reduce the consequence. It is the responsibility of the owners to ensure the risks are managed and recorded

The register will be regularly reviewed every 6 months by the owners and will be altered as existing risks are managed or new risks are identified.

This may also occur as a result of any discussions or issues raised by staff with staff with management.

Step by Step – A Risk Management Example

Risk Management Process

The process for managing Beach Hut's risks is consistent with the International Risk Management Standard ISO 31000: 2018, as illustrated below in Figure 5.

It involves five key steps and also includes feedback through a monitoring and review process and appropriate communication and consultation.

Each of these steps are outlined below, together with key questions to assist staff in performing each step.



Figure 5: Australian Risk Management Standard (ISO 31000:2018)

Step 1: Establish the Context, Scope and Criteria

Firstly, we consider the context in which the business or service operates. Establishing the context requires examining the external legal, political, economic environments and factors which may affect our business operations. These may include current economic conditions, legislation or regulations we operate under, or political, social and physical environments that may affect the day to-day operations of The Beach Hut.

See Figure 6 below for an example of the context we operate in.

We also need to set the parameters that we measure and evaluate risk by. These are the Likelihood and Consequence Levels for risks which may occur. We also need to decide our tolerance for risk, and what sort of magnitude each risk level would present to our business.

These definitions are shown in the [Risk Tables](#).

Beach Hut

(Internal Strategic/Operational)

e.g: Current services , and proposed initiatives

External (Local, State and Federal)

e.g: Local, State and Federal

Regulations, Recruitment
Market, Supplier Prices,
Freight Costs, Tourism,
Insurance costs, Tourist data
and demographics, new beach
trends

External (Global)

eg: World Economy, Terror
Threats, Climate Change
or other world crisis or disaster,
Beach trends

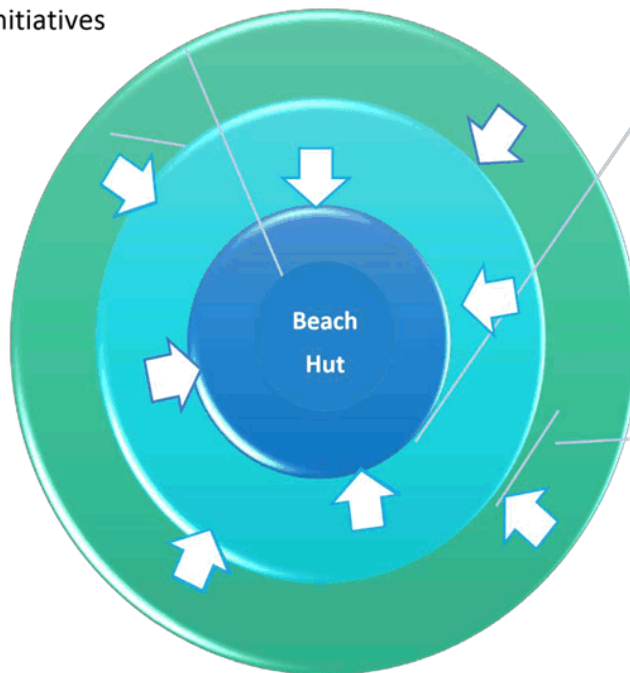


Figure 6: The different contexts that Beach Hut operates within

These are the key questions in establishing the context the Beach Hut operates within:

- What is the business' function, service or activity?
- What could impact Beach Hut's strategic and operational objectives?
- What are the major outcomes expected?
- What are the major strengths, weaknesses, opportunities and threats (SWOT) of the business?
- What resources are required to achieve the aims?
- Who owns the area where the activities take place?
- Who are the internal and external stakeholders?
- What licences, approvals are required for business activities?
- What problems were identified in previous cases?
- What laws, regulations, local laws, policies or procedures may be relevant?
- What risk criteria should be established (i.e. no loss, limited impact)?

Step 2: Identify Risks

The business has examined the context in which we operate, both internal and external, and the factors which influence us through our business planning processes and staff discussions. We have used this process to identify different risks from all aspects of the business, as noted in Step 1. Unidentified risks can pose a major threat to the business and it is important to ensure that the widest range of risks are identified. These are the risks which impact the achievement of the Beach Hut's objectives, whether or not they are under Beach Hut's control.

We have summarised the range of possible risks in the table below.

Figure 7. Potential sources of risk for The Beach Hut.

<i>Risk Source category</i>	<i>Examples of risk events and issues that may impact the Business.</i>	
Asset Management	<ul style="list-style-type: none"> Severe structural failure Vandalism 	<ul style="list-style-type: none"> Premature ageing of asset Theft
Regulatory Compliance	<ul style="list-style-type: none"> Shire Local Law requirements, changes or non-issue of licence Insurance non-compliance 	<ul style="list-style-type: none"> Employment legislation noncompliance New / altered State or Federal legislation
Customers Stakeholders /	<ul style="list-style-type: none"> Excessive complaints Demand for services 	<ul style="list-style-type: none"> Inability to support new products/ services
Economic	<ul style="list-style-type: none"> Down turn in Tourism Energy price increases Fuel Prices 	<ul style="list-style-type: none"> Decrease in visitors and spend Increase in inflation costs Airfare price changes
Environmental	<ul style="list-style-type: none"> Beach / dune degradation Jellyfish stings/ crocodiles 	<ul style="list-style-type: none"> Water contamination / pollution Weather Issues
Financial	<ul style="list-style-type: none"> Rising interest rates Revenue shortfalls 	<ul style="list-style-type: none"> Significant unforeseen expenditure Reduced levels of service
Human Resources	<ul style="list-style-type: none"> Inability to attract/retain skilled employees Increase in LTI's 	<ul style="list-style-type: none"> Loss of business knowledge as a result of turnover Major staff injury/Workers Compensation Claim
Information Technology	<ul style="list-style-type: none"> Loss of Business data 	<ul style="list-style-type: none"> Misuse of data

Legal	▪ Employee actions	▪ Litigation
Emergency Management	▪ Beach Closure for extended period of time due to emergency	▪ Inadequate business continuity ▪ Poor emergency planning
Political	▪ Change in Council direction	▪ Change in State tourism initiatives.
Operational	▪ Poor business planning and implementation	▪ New competitor ▪ Incorrect operational procedures
Public Health / Safety	▪ Beach contamination	▪ Public safety risk ▪ Shark / Crocodile attack
Reputation	▪ Loss / reduction in Service ▪ quality or Range of Service ▪	Increase in complaints Drop in staff morale

In order to ensure a clear understanding of the risk identified, it is important to agree 'how and why' a risk may arise and to ensure that all owners and employees are on the same page. This is referred to as the contributing factors for that risk.

Key questions in identifying key issues contributing factors for a risk are:

- When, where, why and how are the risks likely to occur, and who might be involved?
- What are the consequences of each risk?
- Is there a need for research into specific risks?

Step 3: Analyse Risks

Once all risks have been identified, they are then analysed by determining the **likelihood** (frequency or probability) and the **consequences** (impact of the effect) of the risk occurring. The level of risk is analysed after this in relation to existing controls, if any.

Key questions in analysing risks are:

- What is the potential likelihood of the risk happening?
- What are the potential consequences of the risk if they do occur?
- What are the current controls already in place which may alter or prevent potential or undesirable risks or events?

Risks are analysed in 3 stages:

Stage 1 - Consequence

A risk can have many different consequence categories ranging from Service Delivery, Health, Compliance, Financial and Reputational. The consequence of the risk occurring is determined by referring to the [Consequence Table](#). Choose the category which is the most significant to determine the Consequence Category rating.

Stage 2 - Likelihood

Risks are then measured against established criteria for likelihood by referring to the Likelihood Table Tables (scales) developed by The Beach Hut (refer Appendix 3 – Likelihood [Tables](#)).

Determine the Likelihood of the risk occurring, by choosing a rating on the Likelihood Table. Try to consider the risk objectively and in line with the whole operation.

Stage 3 - Analysis

The Risk Rating for each risk is determined by combining the Likelihood level and the Consequence level, by referring to the Risk Rating Matrix (refer [Appendix 4](#)) to give a risk rating of “Extreme”, “High”, “Medium” or “Low”.

All risks are recorded on the Risk Register and action must be taken for extreme and high risks to treat or control them to an acceptable level for the business.

Step 4: Evaluate Risks

This step is about priorities, in the overall business context, and deciding whether risks are acceptable or unacceptable. This assessment should take account of the amount of control you have over each risk and the cost impact, benefits and opportunities presented by the risks. The risks borne by other stakeholders, which affect your service and / or objectives, should also be considered.

Determine the action required, based on the Risk Rating level. Refer to the [Risk Tolerance Table](#) for this information, for example, a risk with a High risk rating may or may not be Acceptable. It needs to have urgent management attention and will usually be acceptable, as long as there is a documented action plan with specific reviews and monitoring put in place to control the risk.

Step 5: Treat risks

This step involves identifying the options to treat the risk, evaluating the options and choosing the most appropriate risk treatments and actions required to put them in place. Any treatment chosen should ultimately reduce the risk of the risk occurring or reduce its consequence.

This follows the Risk Tolerance Table (refer to [Appendix 5](#)). A trade-off may be necessary between the cost and benefit of treating and minimising the identified risks and/or their impact.

Options for treating risks include the following hierarchy of controls:

- Elimination – can you remove or avoid the risk altogether?
- Transference – can you shift the responsibility for a risk to another party? Risks may be transferred by contract, insurance, legislation and administrative process
- Substitution – can you swap it for something else?
- Isolation – can you barricade it or screen it off?
- Engineering – can you change it by design?
- Administration – can you use policy, signage, training or process to reduce the level of the risk?
- Personal Protective Equipment – if you can't reduce the hazard or risk, you can only reduce the outcome.
- Acceptance – is the risk rated as “low” and therefore acceptable to retain, i.e. do it anyway regardless of the risk apparent?

Key questions in treating risks:

- What processes and controls exist, or are needed, to minimise the level of risk?
- What is an acceptable level of risk?
- Who has responsibility for actioning the treatments to manage the risk?
- What resources are needed (people, money, technical)?

Once the most appropriate treatment options have been determined, record on the Risk Register and reanalyse the risk to ensure that the residual risk is acceptable and in line with the Risk Tolerance Table.

Step 6: Monitor and review

The Owners monitor the identify risks and note the progress of the actions taken to treat the risk and rate the effectiveness of these actions.

The Owners are also accountable for identifying new risks as they arise and treating them accordingly to ensure Beach Hut is most likely to achieve its objectives.

The reviews involve revisiting each of the risks and updating the Beach Hut relevant Risk Registers accordingly.

Key questions in monitoring risks:

- Has the risk changed, including its causes or possible effects?
- Has the Initial Risk Rating (prior to any controls put in place) or Residual Risk Rating (after controls have been put in place) changed?
- Has the Likelihood or Consequence Level of the risk changed? Review the Likelihood and Consequence of the risk after any risk treatment plans you have implemented or from changes in circumstances regarding the risk's environment

- Has the assessed level of risk changed?
- Are there any new risks that should be recorded on the Risk Register?

The Residual Risk Rating is reviewed (after treatments have been applied to the risk) as well as the existing risk treatments.

Steps 1 – 6: Communicate and Consult

- The Owners have involved the staff in the identification of risks. Risk Management is discussed with staff and their input is important to us during the planning processes.
- The Owners will ensure that the Risk Management Plan and Register are updated regularly, and any changes are communicated to staff.

Supporting Documentation

To support this process, several tools have been developed to assist staff. These include:

1. Standard Risk Definitions
2. Risk Responsibilities and standard processes
3. Risk Tables
4. Risk Registers

Standard Definitions have been developed to ensure common meaning within the Beach hut business (refer [here](#)).

Responsibilities for Risk Management have been set and Risk Processes have been built into standard business processes. This will allow the Risk Management System to be relevant, to be used and to, most importantly, produce effective results.

Staff have been inducted and are encouraged to participate in the identification and treatment of risks in their daily duties.

A set of **Risk Tables** have been developed which shows the way the business can tolerate risk and how it will handle risk when it arises. Refer [here](#) for the Tables.

These tables also define the boundaries of the risks that business deems acceptable and unacceptable. The tables also define the Likelihood and Consequence measures for the risks identified.

Processes and procedures have been established to ensure the process is embedded into our normal business practices and will be followed. Staff understand their role to report any risks to management when they become aware of it.

The **Risk Register** is the list of the identified risks and how we manage them. The Risk Register is updated each 6 months by the owners. There are 2 types of Risk Registers that the Beach Hut maintains; the standard Risk Register and the Board Hire Risk Register.

Risk Management System Tools

Risk	“The effect of uncertainty on your objectives”. Anything which could prevent Beach Hut from achieving its objectives. A risk may arise from an event, an action, or from a lack of action. It is measured in terms of Consequences and Likelihood.
Strategic Risk	The risks that will affect the entire business and its ability to achieve its objectives, and which are most appropriately managed at Management level.
Financial Risk	The risk affecting the business by way of a monetary impact or cost.
Operational Risk	Risks that occur and affect Beach Hut at the operational level which are most appropriately managed by the Owners.
Hazard Risk	Risks that occur by chance and may cause injury, harm or loss
Risk Management	The processes and structures which guide the management of potential opportunities and adverse effects.
Risk Control	Measures which are taken to modify (usually lessen) the impact of a risk.
Risk Tolerant	The minimum and maximum level of risk that Beach Hut of Broome is prepared to accept.
Incident	Event in which a loss or damage occurred or could have occurred regardless of severity
Hazard	A source of potential harm or loss.
Likelihood	The chance of something happening
Consequence	Outcome of an incident or change in circumstances affecting the achievement of objectives. The impacts, actions resulting if the risk occurs.
Risk Rating	Risk priority based on Consequence and Likelihood assessments.
Risk Register	A list of identified organisational risks which have been officially noted, analysed, assessed and treated where applicable.

Appendix 2 - Consequence Table

Consequence Scale Measure ↓ →	MINOR	MODERATE	MAJOR	CRITICAL
SERVICE DELIVERY	Minor delays / impact, easily dealt with, still business-as-usual. 1 day to 1 week interruption	Some objectives effected or major deliverables, can continue as usual with minor controls executed. 1 week – 1 month interruption.	Some of the strategic objectives cannot be achieved, business can still deliver but not to expected level. More than 1 month interruption.	Most strategic objectives cannot be achieved and business will not operate. Interruption of 1 – 3 months.
FINANCIAL	\$0 - \$5,000	\$5,000 - \$20,000	\$20,000 - \$40,000	\$40,000 +
REPUTATION	Low impact, with low profile, low media attention, possible complaint	Moderate impact and media attention, public embarrassment, public complaint	Damage to reputation, public embarrassment, high profile media attention, several public complaints, third party intervention	Irreversible damage to reputation, very high level of public embarrassment, very high media attention, many public complaints
HEALTH	Incident requiring First aid treatment.	Lost time injury - Medical treatment required.	Major Lost time injury, disablement or death.	Multiple deaths or severe permanent disablements
ENVIRONMENT Event that has a negative impact on plants, animals, natural environment or the community's health, safety or quality of life.	Minor short-term effects but not affecting ecosystem functions that can be corrected within 1-12 months by Beach Hut, with ongoing management / monitoring required.	Environmental damage with serious medium term environment effects requiring restitution or internal cleanup which can be managed by Beach Hut. Expected recovery from 1-2 years, with ongoing management required.	(Major Breach of legislation) Very serious, long-term environment impairment of ecosystem functions. Cleanup requiring third party with expected recovery between 2-3 years, with ongoing management required.	(Severe breach of legislation) Catastrophic irreversible environmental harm or permanent negative impact of ecosystem. Cleanup will require multiple stakeholders, all levels of the community and recovery time estimated to be greater than 3 years or irrecoverable, with ongoing management required.
COMPLIANCE	Identified breach of policy or process requiring additional work or minimal damage control. Some temporary non-compliances with penalty, prosecution or fines unlikely. Low level legal issue.	Breach requiring investigation, mediation or restitution. Significant regulatory requirements imposed and/or fines likely.	Major regulatory breach or non-compliance with potential major penalty and/or termination of services involving external investigation or 3 rd party action, which results in tangible loss, likely prosecution by authority and reputation damage to Beach Hut.	Breach or non-compliance involving regulatory investigation and/or 3 rd party actions which results in litigation, criminal charges or significant damage or penalties, after investigation by authority. Very serious litigation, including class actions and very serious damage to the reputation of Beach Hut.

Appendix 3 - Likelihood Table

LEVEL	DESCRIPTION	DEFINITION	OPERATIONAL FREQUENCY EXAMPLE	PROJECT FREQUENCY EXAMPLE	CHANCE OF OCCURRENCE
4	ALMOST CERTAIN	The event is expected to occur	More than once per year	The event is expected to occur in most circumstances	90%
3	LIKELY	The event will probably occur	At least once per year	The event will probably occur in most circumstances	70%
2	POSSIBLE	The event should occur at some time	At least once in 3 years	The event should occur at some time	50%
1	UNLIKELY	Could occur at some time	At least once in 10 years	The event could occur at some time	30%



Appendix 4 – Risk Rating Table

<div>CONSEQUENCE</div> <div>LIKELIHOOD</div>		MINOR	MODERATE	MAJOR	CRITICAL
		1	2	3	4
ALMOST CERTAIN	A	Medium	High	Extreme	Extreme
LIKELY	B	Medium	High	High	Extreme
POSSIBLE	C	Low	Medium	High	High
UNLIKELY	D	Low	Medium	Medium	Medium

Appendix 5 - Risk Tolerance Table ‘

LEVEL OF RISK	RISK TOLERANCE	MANAGED BY	WHO IS RESPONSIBLE	ENTERED INTO RISK REGISTER
LOW	Acceptable	Periodic monitoring - via routine procedures	Staff member / Supervisor	Yes
MEDIUM	Acceptable with Regular Monitoring	Adequate controls and appropriate changes to procedures – with regular reviews	Supervisor	Yes
HIGH	May be Acceptable with Urgent Management Attention	Action plan - specific reviews and monitoring	Director	Yes
EXTREME	May be Unacceptable	Only acceptable with excellent controls if project / task / service MUST be undertaken with continuous monitoring	Director	Yes

Appendix 6 - Beach Hut Risk Register

Beach Hut Owners Names: Daryl Roberson/Angela Roberson Signatures:   Date: 15/06/2018

ID	RISK CATEGORY	RISK DESCRIPTION	RISK RATING	RISK MANAGEMENT CONTROL	FINAL ASSESSMENT	RESPONSIBLE PERSON/S	REVIEW DATE
1.1	Operational Risk	Incident or accident during travel times to and from the beach	Medium D2	<input type="checkbox"/> Complete daily prestart vehicle check <input type="checkbox"/> Drive with care at all times regular <input type="checkbox"/> follow correct driving procedures and rules <input type="checkbox"/> maintain and service vehicle and trailer regularly	➤ Owners to ensure regular vehicle & trailer maintenance and service ➤ Driver of vehicle to drive with care and follow all road and beach permit rules ➤ Owners to ensure employee Inductions are completed annually	15/6/18 D.Roberson A.Roberson	Review 15/3/19
1.2	Operational Risk	Possible injury to employee/employer whilst working	Medium C2	<input type="checkbox"/> Employee Inductions and training <input type="checkbox"/> Safe work procedures & instructions <input type="checkbox"/> Manual Handling procedure <input type="checkbox"/> Lifeguards and first aid staff on site	➤ Owners to ensure employee Inductions are completed annually ➤ Ensure safe work practices are adhered to at all times ➤ Manual Handling Procedure -Ensure trolley and drill are used properly ➤ Maintain current workers compensation insurance	15/6/18 D.Roberson A.Roberson	Review 15/3/19
1.3	Operational Risk and Hazard Risk	Possible injury to a customer on the beach or in the water	Medium C2	<input type="checkbox"/> Duty of care to the customer & persons in the work area <input type="checkbox"/> Lifeguards and first aid staff on site <input type="checkbox"/> Customer Information Procedure explain safe use of equipment <input type="checkbox"/> Set up all beach equipment for the customer. Customers do not set up umbrellas, lounges or chairs <input type="checkbox"/> BOARD HIRE RISK REGISTER <input type="checkbox"/> All equipment numbered and inspected before and after each hire <input type="checkbox"/> Complete Stock condition Log Book weekly	➤ Ensure all employees complete Inductions before commencing employment ➤ Existing employees to complete induction before season commencement ➤ Maintain current Stock condition Log Book – remove and equipment damaged or in need of repair ➤ Ensure Safe Work procedures and practices are followed at all times ➤ Adhere to risk management controls in the BOARD HIRE RISK REGISTER ➤ Maintain current Public Liability Insurance	15/6/18 D.Roberson A.Roberson	Review 15/3/19

ID	RISK CATEGORY	RISK DESCRIPTION	RISK RATING	RISK MANAGEMENT CONTROL	FINAL ASSESSMENT	RESPONSIBLE PERSON/S	REVIEW DATE
1.4	Operational Risk and Financial Risk	Reputation Operational errors or customer service issues lack of communication on business operations and general beach issues	Low C1	<input type="checkbox"/> All employees inducted and follow safe work procedures <input type="checkbox"/> All employees to have a high standard of customer service <input type="checkbox"/> During busy times, staff to have radio communications	➤ Comply with Safety Management Plan ➤ Ensure all employees complete Inductions ➤ Maintain radios and phones and make sure fully charged daily ➤ Maintain good communications with employees and lifeguards	15/6/18 D.Roberson A.Roberson	Review 15/3/19
1.5	Hazard Risk	Damage of stock and equipment due to an accident, fire or theft Asset damage	High C3	<input type="checkbox"/> Vehicle and trailer regularly maintained and serviced <input type="checkbox"/> Vehicle and trailer parked in a secure location and locked overnight <input type="checkbox"/> fire extinguisher at work and home locations <input type="checkbox"/> Keep all Insurances current	➤ Ensure that all Business Insurances are relevant and current ➤ Keep Mechanical services up to date ➤ Annual trailer maintenance done before commencing the season ➤ Check Fire extinguishers are still in date before commencing the season	15/6/18 D.Roberson A.Roberson	Review 15/3/19 *Rating is high due to cost of vehicle & trailer
1.6	Financial Risk	Weather extremes (e.g. thunderstorms, cyclone) General weather (e.g. wind, heat, humidity) and rain)	Medium B1	<input type="checkbox"/> Monitor weather & wind forecasts regularly <input type="checkbox"/> Emergency evacuation and storm evacuation procedure <input type="checkbox"/> All umbrellas are anchored with peg and guy rope <input type="checkbox"/> free drinking water and sunscreen for customers and staff	➤ Be vigilant with checking changing weather conditions ➤ Follow the evacuation procedure ➤ Follow safe work procedures and practices for set up of all equipment ➤ Providing complimentary sunscreen and water is beneficial for all	15/6/18 D.Roberson A.Roberson	Review 15/3/19

ID	RISK CATEGORY	RISK DESCRIPTION	RISK RATING	RISK MANAGEMENT CONTROL	FINAL ASSESSMENT	RESPONSIBLE PERSON/S	REVIEW DATE
1.7	Financial Risk	Beach Closed due to stings, crocodiles or other marine life Environmental issues such as jellyfish plague, coral spawn	High A2	<input type="checkbox"/> Keeping informed- communicate regularly with life guards and rangers, DPAW <input type="checkbox"/> Emergency Response Procedure if required. All emergency numbers on site at trailer <input type="checkbox"/> Cease hiring boards when conditions unfavourable or beach is closed	➤ Follow advice issued by lifeguards, rangers and DPAW ➤ Keep customers informed ➤ Follow Emergency Response Procedure if required.	15/6/18 D.Roberson A.Roberson	Review 15/3/19
1.8	Strategic Risk	Government decisions in regards to changing trading law or policy	Low C1	<input type="checkbox"/> Monitor government proposals, strategies, development plans and decisions, keep informed <input type="checkbox"/> Monitor Shire Agenda and Minutes <input type="checkbox"/> Submit objection or appeal on changes that could affect our business	➤ Ensure understanding of government proposals, strategies, development plans and decisions, keep informed ➤ Seek clarification or support for more information on matters affecting our business future ➤ Seek transparency and good governance from government bodies	15/6/2018 D.Roberson A.Roberson	Review 15/3/19
1.9	Strategic Risk	Trading licence issues Lack of consultation and communication	High C4	<input type="checkbox"/> Comply with all licence and permit regulations <input type="checkbox"/> Monitor Shire Agenda and Minutes <input type="checkbox"/> Communicate effectively with Shire about matters of concern	➤ Ensure all licence criteria is current ➤ Ensure trading licence and permit compliance- all plans, procedures in place and adhered to and on site or on file ➤ Keep all Insurances current	15/6/2018 D.Roberson A.Roberson	Review 15/3/19

Appendix 7 - Beach Hut Board Hire Risk Register

Beach Hut Owners Names: Daryl Roberson/Angela Roberson

Signatures:



Date: 15/06/2018

ID	POSSIBLE RISKS IDENTIFIED		
	HIRING BOOGIE BOARDS, SURF BOARDS & SUP BOARDS	RISK MANAGEMENT CONTROLS	EMERGENCY CONTROLS
2.1	<ul style="list-style-type: none"> Injury by impact with hire equipment (boogie board, surf board, SUP board) Failure of leg rope/leash 	<ul style="list-style-type: none"> Give clear instructions on hire equipment use Check equipment regularly (Stock Condition log book) and prior to hiring the item Check leg ropes regularly and prior to use have spare leg ropes available 	<ul style="list-style-type: none"> Life guard services Daily Life guard rescue boards at flags First aid kits available at Beach Hut and Lifeguard Hut Emergency Contact list on site
2.2	<ul style="list-style-type: none"> Hirer impacts/ injures others, with hire equipment Hirer injured by impact on rocks/ shallow water Drowning 	<ul style="list-style-type: none"> Confirm surfing ability- if identified as lacking in confidence/ability suggest option of boogie board hire (as boogie boards are used in the patrolled swimming area) Give clear instructions on hire equipment use Give clear instructions to hirer as to the swimming/surfing flag boundaries and location of rocks to the North Life guard/BH Staff to move hirers to correct area if moved into incorrect surfing location 	<ul style="list-style-type: none"> Life guard services Daily Life guard rescue boards at flags First aid kits available at Beach Hut and Lifeguard Hut Emergency Contact list on site Staff trained/inducted in the emergency procedures
2.3	<ul style="list-style-type: none"> Hirers not following instructions issued in regards to use of board or location. 	<ul style="list-style-type: none"> Life guard/BH Staff to move hirer to correct area, if hirer has moved into incorrect surfing location Hand signal in and re-issue instructions If instructions are ignored remove hire item from water, as hirer is not cooperating 	<ul style="list-style-type: none"> Life guard services Daily Request assistance from lifeguard if required to prevent emergency situation

ID	POSSIBLE RISKS IDENTIFIED HIRING BOOGIE BOARDS, SURF BOARDS & SUP BOARDS	RISK MANAGEMENT CONTROLS	EMERGENCY CONTROLS
2.4	Water Hazards- Including but not restricted to: <ul style="list-style-type: none"> • Rips • Sweeping currents • Big waves • Dumping waves • Shallow water • Submerged rocks 	<ul style="list-style-type: none"> • Prior to daily hiring check land and sea conditions for any hazards • Liaise with lifeguards at start of day • If a dangerous hazard is identified alert lifeguards • Identify safest place to use varying hire equipment • Lifeguards will move flags or take a course of action if unsafe. Recall all hire equipment and cease hiring equipment if water conditions are deemed too dangerous 	<ul style="list-style-type: none"> • Lifeguards will immediately clear water if conditions become too extreme and dangerous • Beach Hut staff to cease hiring equipment if considered too dangerous.
2.5	Weather Hazards Including but not restricted to: <ul style="list-style-type: none"> • Strong winds • Weather change • Thunderstorms 	<ul style="list-style-type: none"> • Prior to hiring equipment check wind and weather report • Monitor weather conditions throughout the day • Inform hirers of any potential weather hazards predicted for the day 	<ul style="list-style-type: none"> • Beach Hut staff to cease hiring equipment if considered too dangerous. • Follow Emergency evacuation and storm evacuation procedures
2.6	Dangerous marine life Including but not restricted to: <ul style="list-style-type: none"> • Sharks • Crocodiles • Jellyfish • Sting rays • Fish 	<ul style="list-style-type: none"> • Beach Hut staff to always remain alert for any marine life that could potentially harm • Report anything sighted/ possibly sighted to Lifeguards. Lifeguards will sound the alarm if anything dangerous is sighted • Assist the lifeguards in clearing hirers from the water and checking all hirers are out of the water 	<ul style="list-style-type: none"> • Lifeguards will sound the alarm and immediately clear water if a dangerous marine animal is sighted • Beach Hut staff to cease hiring equipment if considered too dangerous. • Beach Hut staff to keep informed of situation and inform customers



LICENCE FOR TRADING IN PUBLIC PLACES

Trading, Outdoor Dining and Street Entertainment Local Law 2016

Licence Number: 006/2014
Licence Expiry Date: 31 December 2018
Business Name: Beach Hut
Company Name: Beach Hut WA Pty Ltd.
Vehicle Registration Number: Vehicle – 1BKF 982 and Trailer 1TIW 228
Licensee's Name / Nominee: Beach Hut WA Pty Ltd.
Persons Responsible for Complying with the Terms and Conditions of this Licence: Daryl Roberson and Angela Roberson
Postal Address: PO Box 363
Broome WA 6725
Number of Employees: 2
Location of Permitted Place: Cable Beach opposite Surf Club – as depicted in Attachment A.
Approved Operation Dates: All days of the year.
Approved Hours of Operation: 7:00AM – 5:30PM
Selling / Offering: Hire of Beach Equipment, and is restricted to the hire of umbrellas, sun lounges, chairs, surfboards, stand up paddle boards, boogie boards, portable shades and children's beach toys.

Note: Children's beach toys are limited to items designed and intended to be operated by a child and include: spades, buckets, balls and other equipment that is unpowered and of a type that could not reasonably be expected to interfere with the comfort or enjoyment of other beach users.

See Over for Special Conditions:



Stacey Bambrick
Acting Manager Health Emergency & Rangers

7 June 17

DATE



27 Weld Street, PO Box 44
Broome WA 6725
P: 9191 3456
www.broome.wa.gov.au

people • place • prosperity

Conditions:

1. All commercial activities, including the placing of signs are to occur within the area approved for the specific activity to be conducted as detailed on the attached plan of the area.
2. A licensee must immediately comply with any lawful direction given at anytime by the Chief Executive Officer of the Shire of Broome or his or her delegate, an Authorised Officer, including the Shire of Broome Rangers and Lifeguards.
3. A licensee may place only one portable sign within the set down/pick up area of activity carried out by the licensee. That sign must comply with the following:
 - a. not exceed 750 mm in height;
 - b. not exceed 0.9 square metres double sided area (eg: 750mm x 600mm each face);
 - c. not indicate or display any matter other than the name of the owner or occupier of the premises to which it relates and the nature of the business carried on therein;
 - d. be placed so as not to cause interference or be hazardous to vehicular traffic or cause any interference or hazard or impede pedestrians;
 - e. be of sound construction, maintained in good condition, neatly sign written and fixed in position to the satisfaction of the Surveyor;
 - f. be removed from the land in the event of a cyclone threat;
 - g. be removed at the end of each trading session.
4. A licensee must, at the conclusion of business each day, remove all and any refuse and litter associated with the operation of their activity and ensure the site is left in a clean and safe condition.
5. The Shire of Broome reserves the right to close Cable Beach to all activities, including commercial activities at any time.
6. A licensee must have current permission in writing under delegation from the Chief Executive Officer to drive a vehicle and/or trailer on Cable Beach.
7. The licence must maintain and adhere to, during the period of the licence, all procedures, policies, licences and accreditation outlined in its licence application and allow the Shire officers, at any time, to inspect and verify that the use and currency of those procedures, policies, licences and accreditation are current and in place.
8. If at the time of the inspection any of the procedures, policies, licences and accreditation are not current or in place or adhered to, then this will be deemed as a breach of the licence conditions.
9. All equipment must be stored at least 5 metres from the base of the sand dunes or vegetation.



OUR PLACE



PRIORITY STATEMENT

The Shire of Broome has an abundance of unique natural features, coastal attractions, significant streetscapes, historic precincts and a mix of old and new urban developments.

Our aim is for all communities and settled areas, including the Broome Township, to be a place where the natural environment, on which life depends, is maintained, whilst at the same time the built environment contributes to the economy and a quality lifestyle for all.

Preserving the Shire's natural environment is a critical community outcome. Council will put into place strategies that nurture and improve the Shire's unique environment and biodiversity.

The Shire will work in partnership with the community and other agencies to ensure responsible and accountable management of both the natural and built environments is achieved in the short term and for future generations.

There are no reports in this section.

9.3

OUR PROSPERITY



PRIORITY STATEMENT

Our region has grown significantly over the past years in terms of population, economy and industry – this will continue! Balancing ecological sustainability with economic growth and retaining the 'look and feel' of Broome and its environs are an ongoing challenge for the region. Encouraging appropriate investment and business development opportunities to ensure a strong, diverse economic base is essential for community prosperity and the success of our future generations.

Focusing on developing clear pathways linking education with employment for our youth and the community at large is essential as we aim to retain our local people and continue to build a skilled and highly motivated workforce.

Business and Industry partnerships must be fostered to ensure sustainable economic growth is achieved, along with the provision of affordable and equitable services and infrastructure. Ensuring development meets community needs and legislative requirements whilst creating close community relationships and enhancing our understanding of local heritage and cultural issues will continue to be a major focus. The built environment must contribute to the economy, long term viability of the region and provide a quality lifestyle for all.

There are no reports in this section.

OUR ORGANISATION



PRIORITY STATEMENT

Council will strive to create an environment where local governance is delivered in an open and accountable manner; where we provide leadership to the region in such areas as planning and financial management; where the community has the opportunity to contribute to the Council's decision making thereby fostering ownership of strategies and initiatives.

In delivering open, accountable and inclusive governance, we will be ever mindful that we operate within a highly regulated environment that requires a high level of compliance.

Council will strive to be the conduit between the other spheres of government and the community, translating State and Federal law, policy and practice into customer focussed, on ground service delivery that support's Broome's unique lifestyle.

The Region is experiencing significant change with Council dedicated to sound governance, effective leadership and innovation, and high quality services. Building organisational capacity is a priority with a commitment to delivering services to the community in a sustainable, effective and accountable way.

9.4.1 MONTHLY PAYMENT LISTING - OCTOBER 2018

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	FRE02
AUTHOR:	Coordinator Financial Operations
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Manager Financial Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	10 October 2018

SUMMARY: This report recommends that Council receives the list of payments made under delegated authority, as per the attachment to this report for the month of October 2018.

BACKGROUNDPrevious Considerations

Nil.

COMMENT

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

The Shire provides payments to suppliers by either Electronic Funds Transfer (EFT), cheque, credit card or direct debit.

Attached is a list of all payments processed under delegated authority during the month of October 2018.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT**Local Government (Financial Management) Regulations 1996**

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
 - (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name;*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
 - (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*

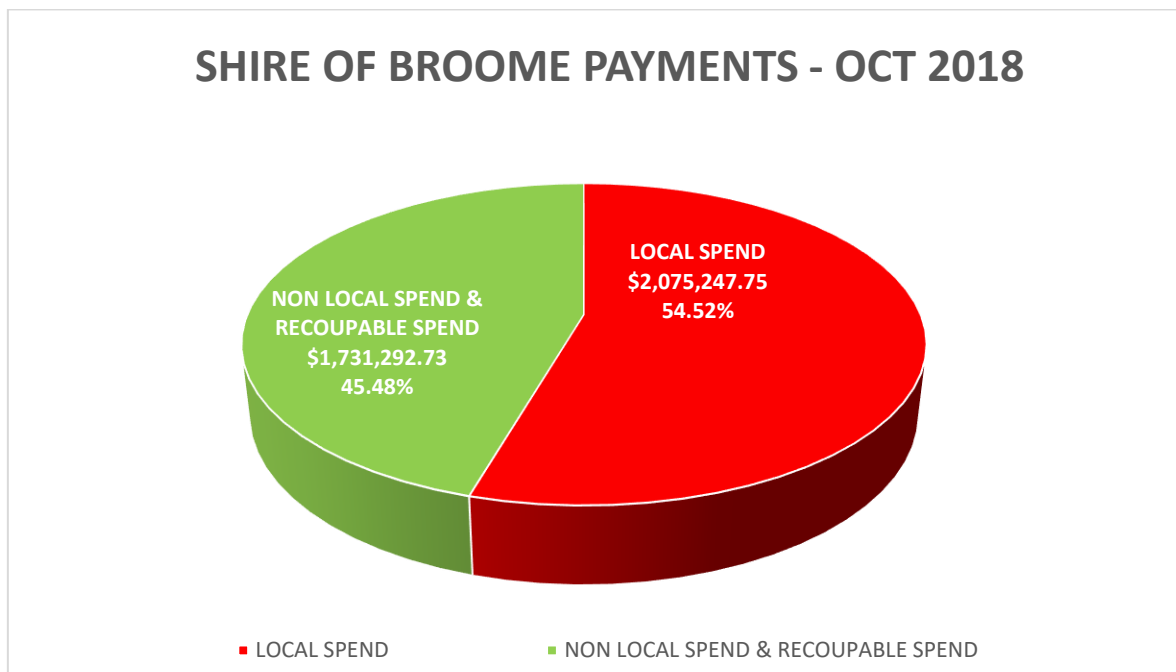
- (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

List of payments made in accordance with budget and delegated authority. Payments can also be analysed as follows:



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for the month of October 2018 after \$829,515.16 in personnel payments, \$231,114.15 in utilities and other non-local sole suppliers have been excluded.

RISK

The risk of Council not adopting this report is extreme as this will result in non-compliance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*. The likelihood of this ever occurring is rare due to the CEO's implementation of procedures to ensure payment details are disclosed to Council in a timely manner, as well as Procurement and Purchasing policies which ensure these payments are made in accordance with budget and delegated authority and comply with *Local Government (Financial Management) Regulations 1996*.

STRATEGIC IMPLICATIONS

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:

An organisational culture that strives for service excellence

Responsible resource allocation

Effective community engagement

Improved systems, processes and compliance

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:
(REPORT RECOMMENDATION)

Moved: Cr W Fryer

Seconded: Cr B Rudeforth

That Council:

1. ***Receives the list of payments made from the Municipal and Trust Accounts in October 2018 totalling \$4,867,169.79 (Attachment 1) in accordance with the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:***
 - a. ***EFT Vouchers 47564 – 48055 totalling \$4,700,328.18;***
 - b. ***Municipal Cheque Vouchers 57548 – 57549 totalling \$754.63;***
 - c. ***Trust Cheque Vouchers 3452 – 3452 totalling \$302.21; and***
 - d. ***Credit Card Payments & Municipal Direct Debits DD25356.1– DD25501.10 totalling \$165,784.77.***
2. ***Notes the local spend of \$2,075,247.75 included in the amount above, equating to 54.52% of total payments excluding personnel, utility and other external sole supplier costs.***

CARRIED UNANIMOUSLY 5/0

Attachments

1. Monthly Payment Listing October 2018
2. Local Spend Payment Listing October 2018

Management Regulation 12.

Each payment must show on a list the payees name, the amount of the payment, the date of the payment and sufficient information to identify the transaction.

This report incorporates the Delegation of Authority (Administration Regulation 19)

PAYMENTS BY EFT & CHEQUE & FROM TRUST - OCTOBER 2018

MUNICIPAL & TRUST ELECTRONIC TRANSFER - OCTOBER 2018					
EFT	Date	Name	Description	Amount	DEL AUTH
EFT47564	02/10/2018	IAN CHESTER	Training reimbursement- BRAC	\$ 148.39	MFS
EFT47565	02/10/2018	KIMBERLEY QUARRY PTY LTD	Material- Works	\$ 28,981.77	MFS
EFT47566	02/10/2018	ROADLINE CIVIL CONTRACTORS	Hunter Reconstruction Project (RFQ18-04)- Infrastructure	\$ 47,072.91	MFS
EFT47567	02/10/2018	THINK WATER BROOME	Reticulation- P&G	\$ 4,095.15	MFS
EFT47568	02/10/2018	J BLACKWOOD & SON T/AS BLACKWOODS	Safety equipment- Stores	\$ 328.98	MFS
EFT47569	02/10/2018	MANDALAY TECHNOLOGIES PTY LTD	Subscription fee- Infrastructure	\$ 22,550.00	MFS
EFT47570	02/10/2018	TOLL IPEC PTY LTD	Freight- Library	\$ 90.72	MFS
EFT47571	03/10/2018	ABLE ELECTRICAL (WA) PTY LTD	Electrical works- Works	\$ 1,320.00	MFS
EFT47572	03/10/2018	ADS AUTOMATION	Air key remote- Property	\$ 165.00	MFS
EFT47573	03/10/2018	APPLE PTY LTD	iPhone- IT	\$ 2,547.01	MFS
EFT47574	03/10/2018	AVERY AIRCONDITIONING PTY LTD	Air-conditioning maintenance- BVC	\$ 231.00	MFS
EFT47575	03/10/2018	BOC LIMITED	Oxygen- Workshop	\$ 24.45	MFS
EFT47576	03/10/2018	BP AUSTRALIA PTY LTD - FUEL	Fuel- Depot	\$ 11,883.89	MFS
EFT47577	03/10/2018	BROOME BARRACUDAS SWIMMING CLUB	Reimbursement of registration fees- KidSport funding	\$ 750.00	MFS
EFT47578	03/10/2018	BROOME CAMPUS NORTH REGIONAL TAFE	Chainsaw course- Works	\$ 2,146.40	MFS
EFT47579	03/10/2018	BROOME DIESEL & HYDRAULIC SERVICE	Oil filter- Workshop	\$ 107.45	MFS
EFT47580	03/10/2018	BROOME DOCTORS PRACTICE PTY LTD	Medical- HR	\$ 105.00	MFS
EFT47581	03/10/2018	BROOME FIRST NATIONAL REAL ESTATE	Staff rental- Property	\$ 880.00	MFS
EFT47582	03/10/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Equipment- Works	\$ 149.03	MFS
EFT47583	03/10/2018	BROOME VETERINARY HOSPITAL	Veterinary fees- Rangers	\$ 5,050.00	MFS
EFT47584	03/10/2018	BROOME CRETE	Concrete- Works	\$ 781.66	MFS

EFT47585	03/10/2018	COATES HIRE OPERATIONS PTY LTD	Lighting tower hire- Works	\$ 287.35	MFS
EFT47586	03/10/2018	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Stores	\$ 89.05	MFS
EFT47587	03/10/2018	GOLDLINE DISTRIBUTORS (KIMBERLEY DISTRIBUTORS)	Kiosk consumables- BRAC	\$ 367.23	MFS
EFT47588	03/10/2018	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Equipment- IT	\$ 486.85	MFS
EFT47589	03/10/2018	PARKER BLACK & FORREST PTY LTD	Key cutting- Property	\$ 436.70	MFS
EFT47590	03/10/2018	PAUL MCDONAGH	Reimbursement of swimming lessons fee- BRAC	\$ 300.00	MFS
EFT47591	03/10/2018	PEARL COAST CRANE HIRE	Crane hire- Works	\$ 1,628.00	MFS
EFT47592	03/10/2018	PERFORMING LINES LIMITED	Entertainment fee- Civic Centre	\$ 3,850.00	MFS
EFT47593	03/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Labour hire- P&G	\$ 6,141.12	MFS
EFT47594	03/10/2018	PRITCHARD FRANCIS CONSULTING PTY LTD	Town beach works- Infrastructure	\$ 2,200.00	MFS
EFT47595	03/10/2018	SURFMET PTY LTD T/A KIMBERLEY SOILS LABORATORY	Compacting testing Crab Creek Rd- Works	\$ 4,708.00	MFS
EFT47596	03/10/2018	THINK WATER BROOME	Reticulation- Depot	\$ 75.04	MFS
EFT47597	03/10/2018	TRANSFERS PTY LTD	Flights- Infrastructure	\$ 1,693.50	MFS
EFT47598	03/10/2018	AARLI BAR (WENDLAND EVENTS P/L)	Catering- CEO	\$ 389.00	MFS
EFT47599	03/10/2018	ABLE ELECTRICAL (WA) PTY LTD	Maintenance- P&G	\$ 2,970.00	MFS
EFT47600	03/10/2018	ACURIX NETWORKS PTY LTD	Monitoring licensing- Library	\$ 436.70	MFS
EFT47601	03/10/2018	ALLVOLTS POWER SOLUTIONS PTY LTD	Consumables- P&G	\$ 213.75	MFS
EFT47602	03/10/2018	AVERY AIRCONDITIONING PTY LTD	Air-conditioning maintenance- Administration office	\$ 368.50	MFS
EFT47603	03/10/2018	BROOME DOCTORS PRACTICE PTY LTD	Medical- HR	\$ 286.00	MFS
EFT47604	03/10/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Equipment maintenance- Works	\$ 388.10	MFS
EFT47605	03/10/2018	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Dragon Boat entry fee- Shinju	\$ 500.00	MFS
EFT47606	03/10/2018	BROOME SURF LIFE SAVING CLUB INC	Grant proposal- BRAC	\$ 22,000.00	MFS
EFT47607	03/10/2018	CARPET PAINT & TILE CENTRE	Facility maintenance- BRAC	\$ 3,987.50	MFS
EFT47608	03/10/2018	COASTAL DISTRIBUTING & PROVEDORING (CDP)	Ice creams- BRAC	\$ 231.12	MFS
EFT47609	03/10/2018	DIRECTCOMMS PTY LTD	SMS messaging service- Library	\$ 71.90	MFS

EFT47610	03/10/2018	E & M J ROSHER PTY LTD	Vehicle parts- P&G	\$ 4,112.00	MFS
EFT47611	03/10/2018	ELBO GRAPHICS	Design fee- Chinatown	\$ 292.50	MFS
EFT47612	03/10/2018	ENGINEERING CONSULTANTS AUSTRALIA PTY LTD	Town Beach consultancy- Office of the CEO	\$ 825.00	MFS
EFT47613	03/10/2018	EVENTPRO SOFTWARE	Software license- IT	\$ 814.38	MFS
EFT47614	03/10/2018	FIRE & SAFETY SERVICES	Fire equipment- Infrastructure	\$ 36,153.60	MFS
EFT47615	03/10/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- BRAC	\$ 3,285.15	MFS
EFT47616	03/10/2018	FORPARK AUSTRALIA	Consumables- Works	\$ 1,490.50	MFS
EFT47617	03/10/2018	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Depot	\$ 190.80	MFS
EFT47618	03/10/2018	GALVINS PLUMBING PLUS	Maintenance- Stores	\$ 155.26	MFS
EFT47619	03/10/2018	GREAT NORTHERN DEMOLITION PTY LTD	Cleaning- Engineering	\$ 1,545.00	MFS
EFT47620	03/10/2018	HARBY STUDIOS	Consulting- Media	\$ 10,230.00	MFS
EFT47621	03/10/2018	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Equipment- IT	\$ 348.00	MFS
EFT47622	03/10/2018	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Recruitment- Finance	\$ 21,348.33	MFS
EFT47623	03/10/2018	HOLDFAST FLUID POWER NW PTY LTD	Vehicle parts- Workshop	\$ 132.99	MFS
EFT47624	03/10/2018	HUTCHINSON REAL ESTATE	Rates refund for assessment A111142 18 KESTREL PLACE DJUGUN WA 6725	\$ 800.95	MFS
EFT47625	03/10/2018	JOSH BYRNE & ASSOCIATES	Consulting- Special Projects	\$ 12,994.99	MFS
EFT47626	03/10/2018	KIMBERLEY AUTO CARE	Car detailing- Workshop	\$ 462.00	MFS
EFT47627	03/10/2018	KIMBERLEY FUEL & OIL SERVICES	Filters- Workshop	\$ 2,156.00	MFS
EFT47628	03/10/2018	KIMBERLEY GOLD PURE DRINKING WATER	Drinking water- Administration	\$ 132.00	MFS
EFT47629	03/10/2018	LO-GO APPOINTMENTS	Temporary staff- Chinatown	\$ 4,150.01	MFS
EFT47630	03/10/2018	MCKENO BLOCKS & PAVERS	Consumables- Works	\$ 121.00	MFS
EFT47631	03/10/2018	ROSMECH SALES & SERVICE PTY LTD	Monitor- Works	\$ 25.85	MFS
EFT47632	03/10/2018	SECURITY & TECHNOLOGY SERVICES - NORWEST	UPS replacement- IT	\$ 288.64	MFS
EFT47633	03/10/2018	SIGNS PLUS	Business cards- HR	\$ 288.00	MFS
EFT47634	03/10/2018	SLATER & GARTRELL SPORTS	Equipment- BRAC	\$ 155.10	MFS
EFT47635	03/10/2018	SMI STAINLESS METAL INDUSTRIES	Consumables- Works	\$ 434.50	MFS

EFT47636	03/10/2018	STOTT & HOARE BUSINESS COMPUTERS	Surface pro- IT	\$ 6,177.60	MFS
EFT47637	03/10/2018	TOTALLY WORKWEAR	Uniforms- HR	\$ 611.35	MFS
EFT47638	03/10/2018	A PLUS EVENTS & HIRE	Hire (Minister visit)- Chinatown HQ	\$ 442.00	MFS
EFT47639	03/10/2018	BENARA NURSERIES	Plants- Nursery	\$ 52.25	MFS
EFT47640	03/10/2018	BROOME TOXFREE	Skip bin emptied- Nursery	\$ 255.22	MFS
EFT47641	03/10/2018	BROOME CRETE	Materials- Depot	\$ 55.00	MFS
EFT47642	03/10/2018	D & K BOBCAT	Stump removal- P&G	\$ 1,980.00	MFS
EFT47643	03/10/2018	FORPARK AUSTRALIA	Play equipment- P&G	\$ 8,492.00	MFS
EFT47644	03/10/2018	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Various	\$ 178.10	MFS
EFT47645	03/10/2018	GOOD EARTH GARDEN PRODUCTS PTY LTD	Fertiliser- Nursery	\$ 709.50	MFS
EFT47646	03/10/2018	KOTT GUNNING LAWYERS	Audit letter- Finance	\$ 694.98	MFS
EFT47647	03/10/2018	LAIRD TRAN STUDIO	Consulting- Assets	\$ 3,533.20	MFS
EFT47648	03/10/2018	LEISURE INSTITUTE OF WA AQUATICS (INC) LIWA	LIWA membership- BRAC	\$ 120.00	MFS
EFT47649	03/10/2018	M P ROGERS & ASSOCIATES PTY LTD	Engineering Services- Infrastructure	\$ 4,779.99	MFS
EFT47650	03/10/2018	MIRACLE RECREATION EQUIPMENT	Materials- P&G	\$ 2,952.40	MFS
EFT47651	03/10/2018	NORTH WEST COAST SECURITY	Security- Various	\$ 7,634.00	MFS
EFT47652	03/10/2018	NORTH WEST STRATA SERVICES	Levies staff housing- 17 Honeyeater	\$ 490.75	MFS
EFT47653	03/10/2018	OPTEON PROPERTY GROUP PTY LTD	Valuation- Property	\$ 1,376.54	MFS
EFT47654	03/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Temporary staff- P&G	\$ 2,359.85	MFS
EFT47655	03/10/2018	QUIK CORP	Vehicle parts- P&G	\$ 537.14	MFS
EFT47656	03/10/2018	REDWAVE MEDIA PTY LTD	Advertising- Media	\$ 1,210.00	MFS
EFT47657	03/10/2018	REGAL TRANSPORT	Freight- Library	\$ 321.92	MFS
EFT47658	03/10/2018	ROADLINE CIVIL CONTRACTORS	Napier intersection upgrade (RFT18-02)- Infrastructure	\$ 522,203.20	MFS
EFT47659	03/10/2018	ROEBUCK BAY HOTEL	Drinks- Depot	\$ 256.95	MFS
EFT47660	03/10/2018	ROEBUCK TREE SERVICE	Maintenance- P&G	\$ 1,529.00	MFS
EFT47661	03/10/2018	ROSMECH SALES & SERVICE PTY LTD	Vehicle filters- Works	\$ 5,595.61	MFS
EFT47662	03/10/2018	SECUREPAY PTY LTD	Web payment- Events	\$ 3.17	MFS
EFT47663	03/10/2018	SECURITY & TECHNOLOGY SERVICES - NORWEST	Security code- Depot	\$ 132.00	MFS
EFT47664	03/10/2018	SGS AUSTRALIA PTY LTD	Consumables- Health	\$ 369.60	MFS
EFT47665	03/10/2018	START Consulting PTY LTD	Consultant (RFQ18/50)- HR	\$ 7,425.00	MFS
EFT47666	03/10/2018	STRATAGREEN (FORMERLY GREENWAY ENTERPRISES)	Equipment- P&G	\$ 3,139.94	MFS
EFT47667	03/10/2018	STREETER & MALE PTY LTD	Newspapers- Library	\$ 207.80	MFS

EFT47668	03/10/2018	SUNNY SIGN COMPANY PTY LTD	Signage- Depot	\$ 346.50	MFS
EFT47669	03/10/2018	SURF LIFE SAVING WESTERN AUSTRALIA	Lifeguards- BRAC	\$ 33,894.96	MFS
EFT47670	03/10/2018	TAPPED PLUMBING & GAS PTY LTD	Maintenance- Property	\$ 110.00	MFS
EFT47671	03/10/2018	TENDERSPOT MEAT COMPANY	Catering- Works	\$ 226.63	MFS
EFT47672	03/10/2018	TERRITORY RURAL BROOME	Reticulation- P&G	\$ 3,108.15	MFS
EFT47673	03/10/2018	THE KIMBERLEY GRANDE	Accommodation- Office of the CEO	\$ 1,694.00	MFS
EFT47674	03/10/2018	THE WORKWEAR GROUP (NNT)	Employee uniform- HR	\$ 268.96	MFS
EFT47675	03/10/2018	TOTALLY WORKWEAR	Safety boots- WMF	\$ 391.00	MFS
EFT47676	03/10/2018	VIVA ENERGY AUSTRALIA	Fuel cards (16.08.18 to 31.08.18)- Shire various departments	\$ 165.25	MFS
EFT47677	03/10/2018	VORGE PTY LTD	Goggles- BRAC	\$ 1,330.01	MFS
EFT47678	03/10/2018	WATERCHOICE (AUST) PTY LTD	Water filter- Assets	\$ 130.00	MFS
EFT47679	03/10/2018	WEST COAST ON HOLD	Message service- Media	\$ 69.00	MFS
EFT47680	03/10/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Tender service- Infrastructure	\$ 554.40	MFS
EFT47681	03/10/2018	WILLIE CREEK PEARL FARM PTY LTD	Pearl shell- P&G	\$ 2,000.00	MFS
EFT47682	04/10/2018	BUNNINGS BROOME	Tools- P&G	\$ 1,707.88	MFS
EFT47683	04/10/2018	AMPAC DEBT RECOVERY WA PTY LTD	Debt recovery- Finance	\$ 209.00	MFS
EFT47684	04/10/2018	AVERY AIRCONDITIONING PTY LTD	Air-conditioning repairs- Library	\$ 115.50	MFS
EFT47685	04/10/2018	BOC LIMITED	Oxygen, argon & acetylene- Workshop	\$ 148.03	MFS
EFT47686	04/10/2018	BROOME EVENTS & PARTY HIRE	Hire couches- Civic Centre	\$ 650.00	MFS
EFT47687	04/10/2018	CENTURION TRANSPORT	Freight- Library	\$ 41.60	MFS
EFT47688	04/10/2018	FITEVENTS (GLENN TAYLOR)	EEDT Funding- Community	\$ 2,750.00	MFS
EFT47689	04/10/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- Various	\$ 36,853.53	MFS
EFT47690	04/10/2018	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- P&G	\$ 407.11	MFS
EFT47691	04/10/2018	GOOD EARTH GARDEN PRODUCTS PTY LTD	Potting mix- Nursery	\$ 2,128.50	MFS
EFT47692	04/10/2018	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Temporary staff- Finance	\$ 1,871.39	MFS

EFT47693	04/10/2018	JALLY ENTERTAINMENT (JOHN BAILEY)	Royalties- Civic Centre	\$ 488.16	MFS
EFT47694	04/10/2018	MERCURE HOTEL - PERTH	Accommodation- Corporate Services	\$ 159.87	MFS
EFT47695	04/10/2018	THE UNIVERSITY OF QUEENSLAND	Consultant (RFQ18-65)- Office of the CEO	\$ 11,000.00	MFS
EFT47696	04/10/2018	TNT AUSTRALIA PTY LTD T/AS TNT EXPRESS	Freight- Health	\$ 656.24	MFS
EFT47697	04/10/2018	WA RANGERS ASSOCIATION INC	Conference- Rangers	\$ 550.00	MFS
EFT47698	04/10/2018	WATER CORPORATION	Water Use and Service Charge Account - Shire sites	\$ 37,397.41	MFS
EFT47699	08/10/2018	AUSTRALIA POST	Postage charges- Shire	\$ 2,930.01	MFS
EFT47700	08/10/2018	BERRY BOWLING SYSTEMS PTY LTD	Bowling Green renewal (RFT18-04)- Infrastructure	\$ 194,590.00	MFS
EFT47701	08/10/2018	COAST & COUNTRY ELECTRICS	Maintenance- Property	\$ 631.72	MFS
EFT47702	08/10/2018	EXTREME MARQUEES PTY LTD	Inflatable marquee- BRAC	\$ 1,174.55	MFS
EFT47703	08/10/2018	MARKETFORCE	Advertising- Property	\$ 347.89	MFS
EFT47704	08/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Temporary staff- P&G	\$ 10,214.70	MFS
EFT47705	08/10/2018	ROADLINE CIVIL CONTRACTORS	Town Beach Seawall Revetment Project (RFT18-05)- Infrastructure	\$ 198,497.55	MFS
EFT47706	08/10/2018	HORIZON POWER (ELECTRICITY USAGE)	Electricity charges- Weld St- Shire sites	\$ 2,079.35	MFS
EFT47707	08/10/2018	ROADLINE CIVIL CONTRACTORS	Supply plant & equipment for WANDRRA restoration works (RFQ18-62)- Infrastructure	\$ 308,819.85	MFS
EFT47708	10/10/2018	2TSustainAbility Pty Ltd	Project management- Chinatown	\$ 7,359.74	MFS
EFT47709	10/10/2018	A PLUS EVENTS & HIRE	Hire Worn Art- Chinatown	\$ 320.00	MFS
EFT47710	10/10/2018	ABLE ELECTRICAL (WA) PTY LTD	Upgrade Short St roundabout lights- Infrastructure	\$ 4,180.00	MFS
EFT47711	10/10/2018	ALLVOLTS POWER SOLUTIONS PTY LTD	Vehicle parts- P&G	\$ 204.55	MFS
EFT47712	10/10/2018	AVANOVA PTY LTD	Rates refund for assessment A120596 14 TANAMI DRIVE BILINGURR WA 6725	\$ 6,361.09	MFS
EFT47713	10/10/2018	BK SIGNS (HALLIDAY ENTERPRISES PTY LTD)	Uniforms- BRAC	\$ 800.80	MFS
EFT47714	10/10/2018	BROOME CLARK RUBBER	Monthly pool service- Staff housing	\$ 109.95	MFS
EFT47715	10/10/2018	BROOME FIRST NATIONAL REAL ESTATE	Staff rental- Property	\$ 880.00	MFS

EFT47716	10/10/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Starter rope- Works	\$ 30.50	MFS
EFT47717	10/10/2018	CABLE BEACH TYRE SERVICE PTY LTD	Puncture repair- WMF	\$ 95.00	MFS
EFT47718	10/10/2018	ELBO GRAPHICS	School holiday advert design fee- Chinatown	\$ 180.00	MFS
EFT47719	10/10/2018	FIXIT BROOME	Maintenance- BRAC	\$ 66.00	MFS
EFT47720	10/10/2018	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Various	\$ 680.85	MFS
EFT47721	10/10/2018	GOLDLINE DISTRIBUTORS (KIMBERLEY DISTRIBUTORS)	Kiosk stock- BRAC	\$ 384.90	MFS
EFT47722	10/10/2018	GREENHILLS TURF FARM	Lawn paint- P&G	\$ 1,140.00	MFS
EFT47723	10/10/2018	INLAND STUDIO	Graphic design- Town Beach	\$ 700.00	MFS
EFT47724	10/10/2018	KOMATSU AUSTRALIA PTY LTD	Loader repairs- WMF	\$ 721.30	MFS
EFT47725	10/10/2018	LEISURE MANAGEMENT SERVICES (LINKS MODULAR SOLUTIONS)	Annual access fee- IT	\$ 5,094.10	MFS
EFT47726	10/10/2018	LOCKTEC AUSTRALIA PTY LTD	Document scanner (RFQ18-78)- Records	\$ 12,132.30	MFS
EFT47727	10/10/2018	M P ROGERS & ASSOCIATES PTY LTD	Consultancy Town beach Jetty- Infrastructure	\$ 823.51	MFS
EFT47728	10/10/2018	MARK THOMAS HUBBARD	Pillowcase- BRAC	\$ 50.00	MFS
EFT47729	10/10/2018	MOORE STEPHENS (WA) PTY LTD	Audit- KRO	\$ 1,760.00	MFS
EFT47730	10/10/2018	NORTH WEST COAST SECURITY	Security- Various sites	\$ 7,634.00	MFS
EFT47731	10/10/2018	NORTH WEST LOCKSMITHS	Repairs- BRAC	\$ 182.00	MFS
EFT47732	10/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Temporary staff- P&G	\$ 3,212.09	MFS
EFT47733	10/10/2018	PRD NATIONWIDE *STRATA PAYMENTS ONLY*	Levies staff housing- 8/83 Walcott	\$ 1,781.25	MFS
EFT47734	10/10/2018	PROMOTIONAL EXPOSURE	Deposit for performance- Civic Centre	\$ 2,664.75	MFS
EFT47735	10/10/2018	THINK WATER BROOME	Water tank Haynes Oval (RFQ18-66)- Infrastructure	\$ 29,981.96	MFS
EFT47736	10/10/2018	HORIZON POWER (ELECTRICITY USAGE)	Electricity charges-Shire sites	\$ 4,716.03	MFS
EFT47737	10/10/2018	TELSTRA	Phone charges- Rangers & Emergency Services	\$ 105.00	MFS
EFT47738	11/10/2018	AMPAC DEBT RECOVERY WA PTY LTD	Debt collection- Finance	\$ 385.00	MFS
EFT47739	11/10/2018	BMT CONSTRUCTIONS	Replacement flashing- BRAC	\$ 550.00	MFS
EFT47740	11/10/2018	BROOME BETTA HOME LIVING	Washing machine- Property	\$ 719.00	MFS
EFT47741	11/10/2018	BROOME DIESEL & HYDRAULIC SERVICE	Air fittings- Works	\$ 78.15	MFS

EFT47742	11/10/2018	ALLPEST (BROOME PEST CONTROL)	Pest control- Library	\$ 195.00	MFS
EFT47743	11/10/2018	CHE TOURING	Performance fee- Civic Centre	\$ 10,312.50	MFS
EFT47744	11/10/2018	DEAN WILSON TRANSPORT PTY LTD	Freight- BRAC	\$ 132.00	MFS
EFT47745	11/10/2018	DEPARTMENT OF THE PREMIER & CABINET	Advertising- Office of the CEO	\$ 384.36	MFS
EFT47746	11/10/2018	DUNBAR SERVICES	Equipment- BRAC	\$ 130.90	MFS
EFT47747	11/10/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Carpet cleaning- Library	\$ 2,260.50	MFS
EFT47748	11/10/2018	GOOLARRI MEDIA ENTERPRISES PTY LTD	Event set up- Community	\$ 8,250.00	MFS
EFT47749	11/10/2018	HARBY STUDIOS	Marketing workshop- Chinatown	\$ 880.00	MFS
EFT47750	11/10/2018	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Dehumidifier- Library	\$ 518.00	MFS
EFT47751	11/10/2018	KIMBERLEY CONTRACTING	Posi shell- WMF	\$ 1,947.00	MFS
EFT47752	11/10/2018	KIMBERLEY WASHROOM SERVICES	Sanitary disposal- Various Shire sites	\$ 880.00	MFS
EFT47753	11/10/2018	LEAH MARGARET RAKABUNDEL	Consumables- Community	\$ 142.05	MFS
EFT47754	11/10/2018	LHM FABRICATION & FENCING	Fencing- Building	\$ 4,537.50	MFS
EFT47755	11/10/2018	MARK THOMAS HUBBARD	School holiday program items- BRAC	\$ 86.35	MFS
EFT47756	11/10/2018	NYAMBA BURU YAWURU LTD	Law Boss site visit Volunteer bushfire brigade HQ- Development & Community	\$ 1,100.00	MFS
EFT47757	11/10/2018	ROADLINE CIVIL CONTRACTORS	Traffic management (RFQ 17-108)- Works	\$ 18,955.75	MFS
EFT47758	11/10/2018	STREETER & MALE PTY LTD	Toolbox lid- P&G	\$ 151.05	MFS
EFT47759	11/10/2018	TRANSFERS PTY LTD	Temporary staff- Chinatown	\$ 9,861.50	MFS
EFT47760	11/10/2018	VERON AND PETTY TRADING TRUST (FLOORBALL CULTURE)	Floorball gloves- BRAC	\$ 192.50	MFS
EFT47761	11/10/2018	VIVA ENERGY AUSTRALIA	Fuel cards (1.09.18 to 15.09.18)- Various	\$ 170.59	MFS
EFT47762	11/10/2018	WESTBOOKS	Books- Library	\$ 1,219.97	MFS
EFT47763	11/10/2018	BUILDING COMMISSION - INC BCITF DEPARTMENT OF COMMERCE	BRB LEVY JUNE-SEPTEMBER 2018	\$ 7,519.72	MFS
EFT47764	11/10/2018	SHIRE OF BROOME	BRB COMMISSION JUNE-SEPTEMBER 2018	\$ 394.50	MFS
EFT47765	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 234.92	MFS
EFT47766	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 111,982.34	MFS

EFT47767	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 406.04	MFS
EFT47768	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 540.00	MFS
EFT47769	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 450.00	MFS
EFT47770	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 450.00	MFS
EFT47771	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 152.60	MFS
EFT47772	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 125.00	MFS
EFT47773	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 450.00	MFS
EFT47774	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 340.00	MFS
EFT47775	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 75.04	MFS
EFT47776	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 550.00	MFS
EFT47777	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,585.80	MFS
EFT47778	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 846.70	MFS
EFT47779	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 660.00	MFS
EFT47780	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 540.00	MFS
EFT47781	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,042.38	MFS
EFT47782	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 19.40	MFS
EFT47783	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 322,455.74	MFS
EFT47784	11/10/2018	SALARY & WAGES	Payroll S & W	\$ 105,434.62	MFS
EFT47785	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,925.00	MFS
EFT47786	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 35.64	MFS
EFT47787	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 9,834.00	MFS
EFT47788	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 165.00	MFS
EFT47789	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 487.75	MFS
EFT47790	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 395.80	MFS
EFT47791	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 153.51	MFS
EFT47792	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,871.39	MFS
EFT47793	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 77.10	MFS
EFT47794	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 5,065.73	MFS
EFT47795	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 19,064.93	MFS
EFT47796	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 18,615.74	MFS
EFT47797	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,568.24	MFS
EFT47798	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 31,079.40	MFS
EFT47799	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 452.81	MFS
EFT47800	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 3,614.56	MFS
EFT47801	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 385.00	MFS
EFT47802	12/10/2018	SALARY & WAGES	Payroll S & W	\$ 583.00	MFS
EFT47803	15/10/2018	SALARY & WAGES	Payroll S & W	\$ 483.00	MFS
EFT47804	15/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,516.00	MFS
EFT47805	16/10/2018	SALARY & WAGES	Payroll S & W	\$ 21,406.52	MFS
EFT47806	16/10/2018	SALARY & WAGES	Payroll S & W	\$ 549.41	MFS
EFT47807	16/10/2018	SALARY & WAGES	Payroll S & W	\$ 90.75	MFS
EFT47808	16/10/2018	SALARY & WAGES	Payroll S & W	\$ 70.40	MFS
EFT47809	16/10/2018	SALARY & WAGES	Payroll S & W	\$ 2,194.00	MFS
EFT47810	16/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,000.33	MFS
EFT47811	16/10/2018	SALARY & WAGES	Payroll S & W	\$ 7,160.17	MFS
EFT47812	16/10/2018	SALARY & WAGES	Payroll S & W	\$ 440.52	MFS
EFT47813	16/10/2018	SALARY & WAGES	Payroll S & W	\$ 638.00	MFS

EFT47814	16/10/2018	SALARY & WAGES	Payroll S & W	\$ 10,199.20	MFS
EFT47815	16/10/2018	SALARY & WAGES	Payroll S & W	\$ 161.40	MFS
EFT47816	16/10/2018	SALARY & WAGES	Payroll S & W	\$ 330.00	MFS
EFT47817	16/10/2018	SALARY & WAGES	Payroll S & W	\$ 3,649.72	MFS
EFT47818	16/10/2018	SALARY & WAGES	Payroll S & W	\$ 275.94	MFS
EFT47819	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,521.63	MFS
EFT47820	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 159.50	MFS
EFT47821	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 395.00	MFS
EFT47822	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 22,000.00	MFS
EFT47823	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 500.00	MFS
EFT47824	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 132.00	MFS
EFT47825	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 133.98	MFS
EFT47826	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 515.00	MFS
EFT47827	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 38.23	MFS
EFT47828	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 966.67	MFS
EFT47829	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 70.00	MFS
EFT47830	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,871.39	MFS
EFT47831	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 421.07	MFS
EFT47832	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 390.50	MFS
EFT47833	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 152.00	MFS
EFT47834	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,413.61	MFS
EFT47835	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 94.30	MFS
EFT47836	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 7,634.00	MFS
EFT47837	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 7,370.00	MFS
EFT47838	18/10/2018	SALARY & WAGES	Payroll S & W	\$ 150.00	MFS
EFT47839	19/10/2018	SALARY & WAGES	Payroll S & W	\$ 2,648.77	MFS
EFT47840	19/10/2018	SALARY & WAGES	Payroll S & W	\$ 92.42	MFS
EFT47841	19/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,210.00	MFS
EFT47842	19/10/2018	SALARY & WAGES	Payroll S & W	\$ 9,930.00	MFS
EFT47843	19/10/2018	SALARY & WAGES	Payroll S & W	\$ 1.32	MFS
EFT47844	19/10/2018	SALARY & WAGES	Payroll S & W	\$ 184.65	MFS
EFT47845	19/10/2018	SALARY & WAGES	Payroll S & W	\$ 130.00	MFS
EFT47846	19/10/2018	SALARY & WAGES	Payroll S & W	\$ 674.95	MFS
EFT47847	24/10/2018	SALARY & WAGES	Payroll S & W	\$ 9,165.83	MFS
EFT47848	24/10/2018	SALARY & WAGES	Payroll S & W	\$ 6,247.07	MFS
EFT47849	24/10/2018	SALARY & WAGES	Payroll S & W	\$ 6,735.11	MFS
EFT47850	24/10/2018	SALARY & WAGES	Payroll S & W	\$ 2,824.40	MFS
EFT47851	24/10/2018	SALARY & WAGES	Payroll S & W	\$ 2,710.33	MFS
EFT47852	24/10/2018	SALARY & WAGES	Payroll S & W	\$ 16,947.03	MFS
EFT47853	24/10/2018	SALARY & WAGES	Payroll S & W	\$ 3,910.71	MFS
EFT47854	24/10/2018	SALARY & WAGES	Payroll S & W	\$ 2,607.14	MFS
EFT47855	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 200.00	MFS
EFT47856	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,916.75	MFS
EFT47857	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 88.00	MFS
EFT47858	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 550.00	MFS
EFT47859	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 5,121.60	MFS
EFT47860	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 3,166.00	MFS

EFT47861	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 18,270.32	MFS
EFT47862	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 51.84	MFS
EFT47863	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 218.00	MFS
EFT47864	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,200.00	MFS
EFT47865	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 429.00	MFS
EFT47866	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,736.80	MFS
EFT47867	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 938.30	MFS
EFT47868	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 100.00	MFS
EFT47869	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 706.00	MFS
EFT47870	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,593.90	MFS
EFT47871	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 522.50	MFS
EFT47872	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 688.14	MFS
EFT47873	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 792.47	MFS
EFT47874	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 7,315.00	MFS
EFT47875	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 360.00	MFS
EFT47876	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 7,026.25	MFS
EFT47877	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 3,003.34	MFS
EFT47878	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 123.00	MFS
EFT47879	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 15,950.00	MFS
EFT47880	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 129.71	MFS
EFT47881	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 127.61	MFS
EFT47882	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 73.92	MFS
EFT47883	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,871.39	MFS
EFT47884	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 2,640.00	MFS
EFT47886	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 160,384.29	MFS
EFT47887	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 2,395.80	MFS
EFT47888	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 50.00	MFS
EFT47889	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 96.88	MFS
EFT47890	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 11,409.75	MFS
EFT47891	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 460.88	MFS
EFT47892	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 62.50	MFS
EFT47893	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 7,500.00	MFS
EFT47894	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 33,894.96	MFS
EFT47895	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 55,599.85	MFS
EFT47896	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 168.30	MFS
EFT47897	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 244.74	MFS
EFT47898	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 2,920.50	MFS
EFT47899	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 1,475.10	MFS
EFT47900	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 5,808.00	MFS
EFT47901	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 322.23	MFS
EFT47902	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 11,740.74	MFS
EFT47903	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 15,436.97	MFS
EFT47904	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 9,241.27	MFS
EFT47905	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 4,631.37	MFS
EFT47906	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 927.00	MFS
EFT47907	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 234.92	MFS
EFT47908	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 112,748.12	MFS

EFT47909	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 406.04	MFS
EFT47910	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 540.00	MFS
EFT47911	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 450.00	MFS
EFT47912	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 450.00	MFS
EFT47913	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 152.60	MFS
EFT47914	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 125.00	MFS
EFT47915	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 302.92	MFS
EFT47916	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 800.00	MFS
EFT47917	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 450.00	MFS
EFT47918	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 340.00	MFS
EFT47919	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 75.04	MFS
EFT47920	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 550.00	MFS
EFT47921	25/10/2018	SALARY & WAGES	Payroll S & W	\$ 2,366.74	MFS
EFT47922	25/10/2018	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll deductions	\$ 846.70	MFS
EFT47923	25/10/2018	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll deductions	\$ 640.00	MFS
EFT47924	25/10/2018	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll deductions	\$ 540.00	MFS
EFT47925	25/10/2018	CHILD SUPPORT AGENCY	Payroll deductions	\$ 1,043.19	MFS
EFT47926	25/10/2018	LGRCEU	Payroll deductions	\$ 19.40	MFS
EFT47927	25/10/2018	BROOME COMMONWEALTH BANK OF AUSTRALIA	Payroll S & W	\$ 327,258.00	MFS
EFT47928	26/10/2018	ACURIX NETWORKS PTY LTD	Internet services- Library	\$ 436.70	MFS
EFT47929	26/10/2018	AUSTRALASIAN PERFORMING RIGHTS ASSOC (APRA)	Licence fee- BRAC	\$ 1,359.82	MFS
EFT47930	26/10/2018	AUTOPRO BROOME (Gaff Holdings Pty Ltd)	Tools- Depot	\$ 163.45	MFS
EFT47931	26/10/2018	BOAB FENCING	Mesh gate- BRAC	\$ 660.00	MFS
EFT47932	26/10/2018	BROOME BOLT SUPPLIES WA PTY LTD	Tools & equipment- Workshop	\$ 2,226.95	MFS
EFT47933	26/10/2018	BROOME CLARK RUBBER	Pool service- Property	\$ 291.83	MFS
EFT47934	26/10/2018	BROOME DIESEL & HYDRAULIC SERVICE	Machinery parts- WMF	\$ 584.15	MFS
EFT47935	26/10/2018	BROOME MOTORS	Vehicle parts- Workshop	\$ 2,337.85	MFS
EFT47936	26/10/2018	BROOME PLUMBING & GAS	Plumbing maintenance- P&G	\$ 595.00	MFS
EFT47937	26/10/2018	BROOME PROGRESSIVE SUPPLIES	Kiosk stock- BRAC	\$ 259.74	MFS
EFT47938	26/10/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Mower repairs- P&G	\$ 301.00	MFS
EFT47939	26/10/2018	COASTAL DISTRIBUTING & PROVEDORING (CDP)	Kiosk stock- BRAC	\$ 1,573.47	MFS

EFT47940	26/10/2018	COCA COLA AMATIL (HOLDINGS) LTD	Consumables- BRAC	\$ 1,560.20	MFS
EFT47941	26/10/2018	EDUCATIONAL EXPERIENCE	Program equipment- BRAC	\$ 534.27	MFS
EFT47942	26/10/2018	EIGHTY MILE BEACH CARAVAN PARK	Accommodation + meals- Works	\$ 1,580.00	MFS
EFT47943	26/10/2018	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Vehicle repair- Works	\$ 518.50	MFS
EFT47944	26/10/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- Library	\$ 88.00	MFS
EFT47945	26/10/2018	HORIZON POWER (SERVICE WORKS)	Power upgrade Male Oval- Infrastructure	\$ 59,269.16	MFS
EFT47946	26/10/2018	LGIS WA	Insurance- Corporate	\$ 411,281.85	MFS
EFT47947	26/10/2018	MAGIQ SOFTWARE PTY LTD	Budget management system phase 2- Corporate Services	\$ 17,325.00	MFS
EFT47948	26/10/2018	MOORE STEPHENS (WA) PTY LTD	Annual report- Chinatown	\$ 2,035.00	MFS
EFT47949	26/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Labour hire- Depot	\$ 5,053.91	MFS
EFT47950	26/10/2018	SEAT ADVISOR PTY LTD	Commission Aug2018- Civic Centre	\$ 20.57	MFS
EFT47951	26/10/2018	MARTIN FOX	Payroll payment	\$ 2,635.00	MFS
EFT47952	26/10/2018	BROOME CLARK RUBBER	Repairs- BRAC	\$ 79.00	MFS
EFT47953	26/10/2018	BROOME TOWING & SALVAGE	Towing- Rangers	\$ 440.00	MFS
EFT47954	26/10/2018	CABLE BEACH TYRE SERVICE PTY LTD	Tyres- Works	\$ 7,538.50	MFS
EFT47955	26/10/2018	COAST & COUNTRY ELECTRICS	Roller door repairs- BRAC	\$ 385.00	MFS
EFT47956	26/10/2018	DIRECTCOMMS PTY LTD	Maintenance fee- Library	\$ 659.55	MFS
EFT47957	26/10/2018	J BLACKWOOD & SON T/AS BLACKWOODS	Mesh barricade- Works	\$ 1,261.10	MFS
EFT47958	26/10/2018	KENNARDS HIRE	Toilet hire- BRAC	\$ 1,520.50	MFS
EFT47959	26/10/2018	KIMBERLEY CAMPING & OUTBACK SUPPLIES	Protective clothing- Depot	\$ 759.95	MFS
EFT47960	26/10/2018	KIMBERLEY GOLD PURE DRINKING WATER	Drinking water- Civic Centre	\$ 292.00	MFS
EFT47961	26/10/2018	KIMBERLEY KERBS	Kerbing- Works	\$ 1,815.00	MFS
EFT47962	26/10/2018	MCKENO BLOCKS & PAVERS	Consumables- Works	\$ 1,100.00	MFS
EFT47963	26/10/2018	OPTIMISE HR CONSULTING	Outplacement service- HR	\$ 528.00	MFS
EFT47964	26/10/2018	TNT AUSTRALIA PTY LTD T/AS TNT EXPRESS	Freight- Health & Workshop	\$ 426.22	MFS
EFT47965	29/10/2018	AUSTRALASIAN PERFORMING RIGHTS ASSOC (APRA)	Licencing for live music- Civic Centre	\$ 615.62	MFS

EFT47966	29/10/2018	BROOME NETBALL ASSOCIATION	Reimbursement registration fee- BRAC	\$ 390.00	MFS
EFT47967	29/10/2018	BROOME TOXFREE	Removal of waste- Infrastructure	\$ 13,469.19	MFS
EFT47968	29/10/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- Various	\$ 7,823.50	MFS
EFT47969	29/10/2018	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Temporary staff- Rangers	\$ 2,646.60	MFS
EFT47970	29/10/2018	HUTCH INVESTMENTS (WA) PTY LTD	Settlement of claim- Corporate Services	\$ 575.00	MFS
EFT47971	29/10/2018	KIRSTEN RENEE WOOD	Reimbursement expenses- HR	\$ 100.00	MFS
EFT47972	29/10/2018	MARKET CREATIONS	Annual report (HR 67)- Corporate	\$ 1,430.00	MFS
EFT47973	29/10/2018	RAJAH SIVAPALAN	Relocation expenses- Infrastructure	\$ 815.51	MFS
EFT47974	29/10/2018	RAY WHITE BROOME	Staff rent- Property	\$ 660.00	MFS
EFT47975	29/10/2018	REFACE	Consumables- Library	\$ 173.55	MFS
EFT47976	29/10/2018	RM SURVEYS PTY LTD	Site survey- Community	\$ 2,366.38	MFS
EFT47977	29/10/2018	ROYAL LIFE SAVING SOCIETY - WA	Lifeguard annual certificate- BRAC	\$ 1,780.00	MFS
EFT47978	29/10/2018	SEAT ADVISOR PTY LTD	Ticket sales commission SEP2018- Civic Centre	\$ 69.09	MFS
EFT47979	29/10/2018	TALIS CONSULTANTS	Consultancy services (RFQ18-44)- Infrastructure	\$ 49,714.43	MFS
EFT47980	29/10/2018	TRANSFERS PTY LTD	Pillows- Property	\$ 30.00	MFS
EFT47981	29/10/2018	WEST AUSTRALIAN NEWSPAPERS	Advertising- Media	\$ 2,996.00	MFS
EFT47982	29/10/2018	WRITING WA	Membership renewal- Library	\$ 135.00	MFS
EFT47983	29/10/2018	YUEN WING GENERAL STORE	Wine baskets- Civic Centre	\$ 947.50	MFS
EFT47984	29/10/2018	AVERY AIRCONDITIONING PTY LTD	Air-conditioning maintenance- Buildings	\$ 635.25	MFS
EFT47985	29/10/2018	BROOME BROOME CAR RENTALS	Car hire- Infrastructure	\$ 1,152.29	MFS
EFT47986	29/10/2018	BROOME TOYOTA	Vehicle service- Administration	\$ 388.75	MFS
EFT47987	29/10/2018	CHAS CLARKSON	Tree & foliage- Events	\$ 8,764.70	MFS
EFT47988	29/10/2018	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Workshop & Depot	\$ 1,363.59	MFS
EFT47989	29/10/2018	GLASS CO KIMBERLEY (FORMALLY KIMBERLEY GLASS SERVICE)	Replacement windows- KRO2	\$ 862.40	MFS
EFT47990	29/10/2018	GOLDLINE DISTRIBUTORS (KIMBERLEY DISTRIBUTORS)	Kiosk stock- BRAC	\$ 384.90	MFS

EFT47991	29/10/2018	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Electronic equipment- IT	\$ 865.00	MFS
EFT47992	29/10/2018	JASON SIGNMAKERS	Rigid steel guide post- BRAC	\$ 9,020.00	MFS
EFT47993	29/10/2018	KIMBERLEY FUEL & OIL SERVICES	Lubricants- Workshop	\$ 36.30	MFS
EFT47994	29/10/2018	KIMBERLEY GOLD PURE DRINKING WATER	Water cooler hire- Works	\$ 132.00	MFS
EFT47995	29/10/2018	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Helmet kit- P&G	\$ 120.35	MFS
EFT47996	29/10/2018	L.P AIRCONDITIONING INSTALLATION	New air conditioner- Shire Committee room	\$ 6,125.00	MFS
EFT47997	29/10/2018	LAIRD TRAN STUDIO	Consultancy- Works	\$ 883.30	MFS
EFT47998	29/10/2018	LAVAN	Legal advise- Planning	\$ 5,828.13	MFS
EFT47999	29/10/2018	MUDMAP STUDIO	Chinatown revitalisation project (RFQ 18-27)- Chinatown	\$ 5,935.05	MFS
EFT48000	29/10/2018	OHM ELECTRONICS	Washing machine repair- Property	\$ 264.00	MFS
EFT48001	29/10/2018	OPTEON PROPERTY GROUP PTY LTD	Rental valuation- Town Beach Cafe	\$ 1,980.00	MFS
EFT48002	29/10/2018	PERFEKT PTY LTD	Block hours (RFQ18-71)- IT	\$ 17,461.10	MFS
EFT48003	29/10/2018	PRINTING IDEAS	Signage- Library	\$ 1,283.88	MFS
EFT48004	29/10/2018	PRITCHARD FRANCIS CONSULTING PTY LTD	Design document Hamersley St (RFQ18-59)- Infrastructure	\$ 17,380.00	MFS
EFT48005	29/10/2018	RM SURVEYS PTY LTD	GPS survey- Engineering	\$ 544.50	MFS
EFT48006	29/10/2018	SECURITY & TECHNOLOGY SERVICES - NORWEST	UPS replacement- IT	\$ 420.64	MFS
EFT48007	29/10/2018	SITE ENVIRONMENTAL & REMEDIAL SERVICES PTY LTD (SERS)	Ground water sampling (RFQ 16-99)- WMF	\$ 5,016.00	MFS
EFT48008	29/10/2018	SPORTS STAR TROPHIES	Medals- BRAC	\$ 776.00	MFS
EFT48009	29/10/2018	SPORTSPOWER BROOME	Tally counter- Library	\$ 67.50	MFS
EFT48010	29/10/2018	SUNNY SIGN COMPANY PTY LTD	Signage- Works	\$ 531.30	MFS
EFT48011	29/10/2018	SURF LIFE SAVING WESTERN AUSTRALIA	Lifeguard service Oct '18- BRAC	\$ 33,894.96	MFS
EFT48012	29/10/2018	TOTAL TASK SECURITY INTERNATIONAL	Security- Civic Centre	\$ 572.00	MFS
EFT48013	29/10/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	People & Culture Seminar- HR	\$ 300.00	MFS
EFT48014	29/10/2018	WURTH AUSTRALIA PTY LTD	Gas soldering unit- Works	\$ 211.27	MFS
EFT48015	30/10/2018	BUNNINGS BROOME	Tools- Civic Centre	\$ 2,156.74	MFS
EFT48016	30/10/2018	DAVID GRAY & CO PTY LTD	MGB key- Depot	\$ 189.75	MFS
EFT48017	30/10/2018	MIDALIA STEEL PTY LTD	Purlin galvanised- Works	\$ 736.03	MFS
EFT48018	30/10/2018	OFFICE NATIONAL BROOME	Commercial shredder- IT	\$ 7,545.92	MFS
EFT48019	30/10/2018	OFFICEMAX AUSTRALIA LTD	Stationery- Administration	\$ 776.24	MFS

EFT48020	30/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Temporary staff- Infrastructure	\$ 2,533.72	MFS
EFT48021	30/10/2018	POOL WISDOM	Chemicals- BRAC	\$ 338.80	MFS
EFT48022	30/10/2018	ROADLINE CIVIL CONTRACTORS	Construction (RFQ 18/01)- Office of the CEO	\$ 247,422.72	MFS
EFT48023	30/10/2018	SUNNY SIGN COMPANY PTY LTD	Signage- Depot	\$ 1,420.10	MFS
EFT48024	30/10/2018	TERRITORY RURAL BROOME	Cotton rags- Depot	\$ 180.00	MFS
EFT48025	30/10/2018	WESTRAC	Parts- Works	\$ 156.01	MFS
EFT48026	31/10/2018	2TSustainAbility Pty Ltd	Project management Chinatown Revitalisation- Infrastructure	\$ 3,823.34	MFS
EFT48027	31/10/2018	ARTHOUSE FRAMING & ART SUPPLIES	Christmas recycled decoration Youth- Community	\$ 349.28	MFS
EFT48028	31/10/2018	AVERY AIRCONDITIONING PTY LTD	Maintenance- Building	\$ 600.00	MFS
EFT48029	31/10/2018	BROOME BRICKLAYERS	Repairs- Building	\$ 1,710.00	MFS
EFT48030	31/10/2018	BROOME DIESEL & HYDRAULIC SERVICE	Repairs- WMF	\$ 3,353.35	MFS
EFT48031	31/10/2018	BROOME DOCTORS PRACTICE PTY LTD	Medical- HR	\$ 214.50	MFS
EFT48032	31/10/2018	BROOME FIRST NATIONAL REAL ESTATE	Rent adjustment- Chinatown	\$ 668.52	MFS
EFT48033	31/10/2018	BROOME FREIGHTLINES (CTI ONTRAQ)	Freight- Depot	\$ 121.81	MFS
EFT48034	31/10/2018	BROOME PROGRESSIVE SUPPLIES	Polish- BRAC	\$ 131.42	MFS
EFT48035	31/10/2018	BROOME SMALL MAINTENANCE SERVICES	Repairs- Building	\$ 374.00	MFS
EFT48036	31/10/2018	BROOME TREE & PALM SERVICE	Mulching (RFQ18-70)- WMF	\$ 97,709.92	MFS
EFT48037	31/10/2018	BROOME CRETE	Concrete- Depot	\$ 1,779.80	MFS
EFT48038	31/10/2018	CABLE BEACH CLUB RESORT & SPA	Managers strategy session- HR	\$ 1,330.00	MFS
EFT48039	31/10/2018	CARPET PAINT & TILE CENTRE	Pave coat clearer- P&G	\$ 217.80	MFS
EFT48040	31/10/2018	CHRISSY LEE CARTER	School holiday program- Chinatown	\$ 480.00	MFS
EFT48041	31/10/2018	CLARK EQUIPMENT SALES PTY LTD	Equipment- Works	\$ 1,758.22	MFS
EFT48042	31/10/2018	CLEMENTSON STREET ACCIDENT REPAIR CENTRE	Paint- Depot	\$ 605.88	MFS
EFT48043	31/10/2018	COASTAL DISTRIBUTING & PROVEDORING (CDP)	Ice cream- BRAC	\$ 931.16	MFS
EFT48044	31/10/2018	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Vehicle Antenna- Works	\$ 37.90	MFS
EFT48045	31/10/2018	GINREAB THAI	Catering- Office of the CEO	\$ 250.00	MFS

EFT48046	31/10/2018	GOLDLINE DISTRIBUTORS (KIMBERLEY DISTRIBUTORS)	Cooking oil- BRAC	\$ 275.00	MFS
EFT48047	31/10/2018	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Temporary staff- Rangers	\$ 8,469.12	MFS
EFT48048	31/10/2018	HUTCHINSON REAL ESTATE	Double payment of rates- Finance	\$ 1,661.31	MFS
EFT48049	31/10/2018	KOMATSU AUSTRALIA PTY LTD	Consumables- Works	\$ 327.58	MFS
EFT48050	31/10/2018	MARKETFORCE	Advertisement- HR	\$ 6,271.40	MFS
EFT48051	31/10/2018	OFFICEMAX AUSTRALIA LTD	Paper supply- Corporate	\$ 489.38	MFS
EFT48052	31/10/2018	REGAL TRANSPORT	Freight- P&G	\$ 193.39	MFS
EFT48053	31/10/2018	THE WORKWEAR GROUP (NNT)	Clothing- HR	\$ 563.65	MFS
EFT48054	31/10/2018	TOTALLY WORKWEAR	Uniforms- Rangers	\$ 1,794.20	MFS
EFT48055	31/10/2018	TELSTRA	P&G- Call and usage charges to 28/10/18 18, Service charges to 27/11/18	\$ 3,810.57	MFS
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$4,700,328.18	

MUNICIPAL CHEQUES - OCTOBER 2018					
DD#	Date	Name	Description	Amount	Del Auth
57548	29/10/2018	SHIRE OF BROOME	Petty cash- Library	\$ 215.63	MFS
57549	30/10/2018	SHIRE OF BROOME	Admin- Petty Cash	\$ 539.00	MFS
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$754.63	

TRUST CHEQUES - OCTOBER 2018					
DD#	Date	Name	Description	Amount	Del Auth
3452	11/10/2018	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY JUNE-SEPTEMBER 2018	\$ 302.21	MFS
					MFS
TRUST CHEQUES TOTAL:				\$302.21	

MUNICIPAL DIRECT DEBIT/CREDIT CARD PAYMENTS - OCTOBER 2018					
DD#	Date	Name	Description	Amount	Del Auth
DD25356.1	09/10/2018	WA LOCAL GOVERNMENT OCCUPATIONAL SUPERANNUATION	Payroll deductions	\$ 52,223.60	MFS
DD25356.2	09/10/2018	SUPER MAGBRIDGE PTY LTD	Payroll deductions	\$ 622.91	MFS
DD25356.3	09/10/2018	MARITIME SUPER	Superannuation contributions	\$ 273.95	MFS
DD25356.4	09/10/2018	SUN SUPER	Superannuation contributions	\$ 348.42	MFS

DD25356.5	09/10/2018	NETWEALTH SUPER ACCELERATOR PERSONAL SUPER	Superannuation contributions	\$ 442.12	MFS
DD25356.6	09/10/2018	HOSTPLUS SUPERANNUATION FUND	Payroll deductions	\$ 1,290.13	MFS
DD25356.7	09/10/2018	AUSTRALIAN SUPER	Payroll deductions	\$ 4,726.14	MFS
DD25356.8	09/10/2018	THE TRUSTEE FOR AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND E861238	Superannuation contributions	\$ 486.79	MFS
DD25356.9	09/10/2018	WESTPAC MASTERTRUST - BT BUSINESS SUPER 81236903448	Superannuation contributions	\$ 294.67	MFS
DD25413.1	23/10/2018	WA LOCAL GOVERNMENT OCCUPATIONAL SUPERANNUATION	Payroll deductions	\$ 55,110.84	MFS
DD25413.2	23/10/2018	MCFARLANE FAMILY SUPERANNUATION FUND	Superannuation contributions	\$ 193.00	MFS
DD25413.3	23/10/2018	AMP FLEXIBLE SUPER (26150)	Superannuation contributions	\$ 52.88	MFS
DD25413.4	23/10/2018	CBUS SUPERANNUATION	Payroll deductions	\$ 1,204.80	MFS
DD25413.5	23/10/2018	SUPER MAGBRIDGE PTY LTD	Payroll deductions	\$ 622.44	MFS
DD25413.6	23/10/2018	MARITIME SUPER	Superannuation contributions	\$ 273.65	MFS
DD25413.7	23/10/2018	SUN SUPER	Superannuation contributions	\$ 307.72	MFS
DD25413.8	23/10/2018	NETWEALTH SUPER ACCELERATOR PERSONAL SUPER	Superannuation contributions	\$ 442.12	MFS
DD25413.9	23/10/2018	HOSTPLUS SUPERANNUATION FUND	Payroll deductions	\$ 1,889.66	MFS
DD25466.2	25/10/2018	My Diffability Australia PTY LTD	Equipment- Library	\$ 146.00	MFS
DD25466.8	25/10/2018	LANTERNSHOP.COM.AU	Lanterns- Chinatown	\$ 70.20	MFS
DD25483.1	15/10/2018	TOYOTA FINANCIAL SERVICES AUSTRALIA	Vehicle lease (RFQ 16-90)- Chinatown	\$ 452.03	MFS
DD25500.1	26/10/2018	QANTAS AIRWAYS LTD	Flights- Corporate	\$ 297.41	MFS
DD25500.2	26/10/2018	VIRGIN AUSTRALIA	Flights- Corporate	\$ 302.89	MFS
DD25500.3	26/10/2018	JB HI-FI GROUP PTY LTD	DVD stock- Library	\$ 54.95	MFS
DD25500.4	26/10/2018	TNT AUSTRALIA PTY LTD T/AS TNT EXPRESS	Freight- WMF	\$ 216.98	MFS
DD25501.1	26/10/2018	QANTAS AIRWAYS LTD	Flights- Corporate	\$ 399.51	MFS
DD25501.2	31/10/2018	QANTAS AIRWAYS LTD	Flights- Office of the CEO	\$ 297.41	MFS
DD25501.3	31/10/2018	VIRGIN AUSTRALIA	Flights- Office of the CEO	\$ 302.89	MFS
DD25501.4	26/10/2018	VIRGIN AUSTRALIA	Flights- Office of the CEO	\$ 2,841.55	MFS
DD25501.5	26/10/2018	DEPARTMENT OF LOCAL GOVERNMENT, SPORT & CULTURAL INDUSTRIES - RGL	Liquor licence- Civic Centre	\$ 111.00	MFS

DD25501.6	26/10/2018	BROOME CHAMBER OF COMMERCE	Memberships- Office of the CEO	\$ 1,320.00	MFS
DD25501.7	26/10/2018	WESTERN ANGLER MAGAZINE	Subscription- Library	\$ 50.00	MFS
DD25501.8	26/10/2018	FACEBOOK	Facebook advertising- Media	\$ 165.00	MFS
DD25501.9	26/10/2018	ROEBUCK BAY HOTEL	Ice- Office of the CEO	\$ 270.96	MFS
DD25356.10	09/10/2018	HESTA AUSTRALIA LIMITED (SUPERANNUATION)	Payroll deductions	\$ 376.07	MFS
DD25356.11	09/10/2018	COLONIAL FIRST STATE- FIRSTCHOICE SUPERANNUATION TRUST	Payroll deductions	\$ 1,109.78	MFS
DD25356.12	09/10/2018	THE HAPPY JUNGLE SUPERANNUATION FUND MANAGER PTY LTD	Superannuation contributions	\$ 460.94	MFS
DD25356.13	09/10/2018	LG SUPER	Payroll deductions	\$ 844.37	MFS
DD25356.14	09/10/2018	IOOF EMPLOYER SUPER	Superannuation contributions	\$ 367.06	MFS
DD25356.15	09/10/2018	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	\$ 292.16	MFS
DD25356.16	09/10/2018	ONE PATH MASTERFUND	Superannuation contributions	\$ 294.62	MFS
DD25356.17	09/10/2018	ENERGY INDUSTRIES SUPERANNUATION SCHEME (EISS)	Superannuation contributions	\$ 346.21	MFS
DD25356.18	09/10/2018	FIRST STATE SUPER	Payroll deductions	\$ 903.15	MFS
DD25356.19	09/10/2018	QSUPER	Superannuation contributions	\$ 201.66	MFS
DD25356.20	09/10/2018	UNISUPER	Superannuation contributions	\$ 369.33	MFS
DD25356.21	09/10/2018	INTRUST SEPERANUATION FUND	Payroll deductions	\$ 546.93	MFS
DD25356.22	09/10/2018	LOCAL GOVERNMENT SUPER	Superannuation contributions	\$ 774.07	MFS
DD25356.23	09/10/2018	ASGARD INFINITY EWRAP SUPER	Payroll deductions	\$ 2,570.19	MFS
DD25356.24	09/10/2018	BENDIGO SMART START SUPER	Superannuation contributions	\$ 271.05	MFS
DD25356.25	09/10/2018	MEDIA SUPER	Superannuation contributions	\$ 346.21	MFS
DD25356.26	09/10/2018	REST SUPERANNUATION	Payroll deductions	\$ 2,320.66	MFS
DD25356.27	09/10/2018	HUB24	Superannuation contributions	\$ 693.41	MFS
DD25356.28	09/10/2018	CBUS SUPERANNUATION	Superannuation contributions	\$ 1,204.80	MFS
DD25356.29	09/10/2018	BT SUPER FOR LIFE	Superannuation contributions	\$ 328.23	MFS
DD25356.30	09/10/2018	AMP FLEXIBLE LIFETIME SUPER	Payroll deductions	\$ 1,474.02	MFS
DD25356.31	09/10/2018	MCFARLANE FAMILY SUPERANNUATION FUND	Superannuation contributions	\$ 193.00	MFS
DD25413.10	23/10/2018	AUSTRALIAN SUPER	Payroll deductions	\$ 4,625.32	MFS
DD25413.11	23/10/2018	WESTPAC MASTERTRUST - BT BUSINESS SUPER 81236903448	Superannuation contributions	\$ 334.71	MFS

DD25413.12	23/10/2018	THE HAPPY JUNGLE SUPERANNUATION FUND MANAGER PTY LTD	Superannuation contributions	\$ 460.94	MFS
DD25413.13	23/10/2018	HESTA AUSTRALIA LIMITED (SUPERANNUATION)	Payroll deductions	\$ 562.93	MFS
DD25413.14	23/10/2018	COLONIAL FIRST STATE- FIRSTCHOICE SUPERANNUATION TRUST	Payroll deductions	\$ 1,109.78	MFS
DD25413.15	23/10/2018	LG SUPER	Payroll deductions	\$ 986.30	MFS
DD25413.16	23/10/2018	IOOF EMPLOYER SUPER	Superannuation contributions	\$ 367.06	MFS
DD25413.17	23/10/2018	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	\$ 292.16	MFS
DD25413.18	23/10/2018	ONE PATH MASTERFUND	Superannuation contributions	\$ 402.58	MFS
DD25413.19	23/10/2018	ENERGY INDUSTRIES SUPERANNUATION SCHEME (EISS)	Superannuation contributions	\$ 346.21	MFS
DD25413.20	23/10/2018	FIRST STATE SUPER	Payroll deductions	\$ 903.15	MFS
DD25413.21	23/10/2018	QSUPER	Superannuation contributions	\$ 91.38	MFS
DD25413.22	23/10/2018	UNISUPER	Superannuation contributions	\$ 369.33	MFS
DD25413.23	23/10/2018	ASGARD INFINITY EWRAP SUPER	Payroll deductions	\$ 2,570.19	MFS
DD25413.24	23/10/2018	INTRUST SEPERANUATION FUND	Payroll deductions	\$ 546.93	MFS
DD25413.25	23/10/2018	LOCAL GOVERNMENT SUPER	Superannuation contributions	\$ 774.07	MFS
DD25413.26	23/10/2018	BENDIGO SMART START SUPER	Superannuation contributions	\$ 240.71	MFS
DD25413.27	23/10/2018	MEDIA SUPER	Superannuation contributions	\$ 346.21	MFS
DD25413.28	23/10/2018	MLC MASTERKEY BUSINESS SUPER	Superannuation contributions	\$ 79.88	MFS
DD25413.29	23/10/2018	REST SUPERANNUATION	Payroll deductions	\$ 2,512.65	MFS
DD25413.30	23/10/2018	HUB24	Superannuation contributions	\$ 693.41	MFS
DD25413.31	23/10/2018	AMIST SUPER	Superannuation contributions	\$ 373.90	MFS
DD25413.32	23/10/2018	BT SUPER FOR LIFE	Superannuation contributions	\$ 286.03	MFS
DD25413.33	23/10/2018	AMP FLEXIBLE LIFETIME SUPER	Payroll deductions	\$ 1,385.27	MFS
DD25413.34	23/10/2018	THE TRUSTEE FOR AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND E861238	Superannuation contributions	\$ 611.13	MFS
DD25501.10	26/10/2018	AWARDS AUSTRALIA	Registration fee- Office of the CEO	\$ 120.00	MFS
MUNICIPAL DIRECT DEBIT TOTAL:				\$165,784.77	

MUNICIPAL ELECTRONIC TRANSFER TOTAL

\$4,700,328.18

MUNICIPAL CHEQUES TOTAL	\$754.63
TRUST CHEQUE TOTAL	\$302.21
MUNICIPAL DIRECT DEBIT/ CREDIT CARD TOTAL	\$165,784.77
TOTAL PAYMENTS - OCTOBER 2018	\$4,867,169.79

Item 9.4.1 - MONTHLY PAYMENT LISTING - OCTOBER 2018

Part 5, Division 4, Section 5.42 Delegation of some powers to CEO. Sub Section Finance Management Regulation 12.

Each payment must show on a list the payees name, the amount of the payment, the date of the payment and sufficient information to identify the transaction.

This report incorporates the Delegation of Authority (Administration Regulation 19)

PAYMENTS BY EFT & CHEQUE & FROM TRUST - OCTOBER 2018					
MUNICIPAL & TRUST ELECTRONIC TRANSFER - OCTOBER 2018					
EFT	Date	Name	Description	Amount	DEL AUTH
EFT47566	02/10/2018	ROADLINE CIVIL CONTRACTORS	Hunter Reconstruction Project (RFQ18-04)- Infrastructure	\$ 47,072.91	MFS
EFT47567	02/10/2018	THINK WATER BROOME	Reticulation- P&G	\$ 4,095.15	MFS
EFT47571	03/10/2018	ABLE ELECTRICAL (WA) PTY LTD	Electrical works- Works	\$ 1,320.00	MFS
EFT47574	03/10/2018	AVERY AIRCONDITIONING PTY LTD	Air-conditioning maintenance- BVC	\$ 231.00	MFS
EFT47577	03/10/2018	BROOME BARRACUDAS SWIMMING CLUB	Reimbursement of registration fees- KidSport funding	\$ 750.00	MFS
EFT47578	03/10/2018	BROOME CAMPUS NORTH REGIONAL TAFE	Chainsaw course- Works	\$ 2,146.40	MFS
EFT47579	03/10/2018	BROOME DIESEL & HYDRAULIC SERVICE	Oil filter- Workshop	\$ 107.45	MFS
EFT47580	03/10/2018	BROOME DOCTORS PRACTICE PTY LTD	Medical- HR	\$ 105.00	MFS
EFT47581	03/10/2018	BROOME FIRST NATIONAL REAL ESTATE	Staff rental- Property	\$ 880.00	MFS
EFT47582	03/10/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Equipment- Works	\$ 149.03	MFS
EFT47583	03/10/2018	BROOME VETERINARY HOSPITAL	Veterinary fees- Rangers	\$ 5,050.00	MFS
EFT47584	03/10/2018	BROOME CRETE	Concrete- Works	\$ 781.66	MFS
EFT47587	03/10/2018	GOLDLINE DISTRIBUTORS (KIMBERLEY DISTRIBUTORS)	Kiosk consumables- BRAC	\$ 367.23	MFS
EFT47588	03/10/2018	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Equipment- IT	\$ 486.85	MFS
EFT47590	03/10/2018	PAUL MCDONAGH	Reimbursement of swimming lessons fee- BRAC	\$ 300.00	MFS
EFT47591	03/10/2018	PEARL COAST CRANE HIRE	Crane hire- Works	\$ 1,628.00	MFS
EFT47593	03/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Labour hire- P&G	\$ 6,141.12	MFS
EFT47596	03/10/2018	THINK WATER BROOME	Reticulation- Depot	\$ 75.04	MFS
EFT47599	03/10/2018	ABLE ELECTRICAL (WA) PTY LTD	Maintenance- P&G	\$ 2,970.00	MFS
EFT47601	03/10/2018	ALLVOLTS POWER SOLUTIONS PTY LTD	Consumables- P&G	\$ 213.75	MFS
EFT47602	03/10/2018	AVERY AIRCONDITIONING PTY LTD	Air-conditioning maintenance- Administration office	\$ 368.50	MFS
EFT47603	03/10/2018	BROOME DOCTORS PRACTICE PTY LTD	Medical- HR	\$ 286.00	MFS
EFT47604	03/10/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Equipment maintenance- Works	\$ 388.10	MFS
EFT47605	03/10/2018	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Dragon Boat entry fee- Shinju	\$ 500.00	MFS
EFT47606	03/10/2018	BROOME SURF LIFE SAVING CLUB INC	Grant proposal- BRAC	\$ 22,000.00	MFS
EFT47607	03/10/2018	CARPET PAINT & TILE CENTRE	Facility maintenance- BRAC	\$ 3,987.50	MFS
EFT47608	03/10/2018	COASTAL DISTRIBUTING & PROVEDORING (CDP)	Ice creams- BRAC	\$ 231.12	MFS
EFT47614	03/10/2018	FIRE & SAFETY SERVICES	Fire equipment- Infrastructure	\$ 36,153.60	MFS
EFT47615	03/10/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- BRAC	\$ 3,285.15	MFS
EFT47619	03/10/2018	GREAT NORTHERN DEMOLITION PTY LTD	Cleaning- Engineering	\$ 1,545.00	MFS
EFT47621	03/10/2018	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Equipment- IT	\$ 348.00	MFS
EFT47624	03/10/2018	HUTCHINSON REAL ESTATE	Rates refund for assessment A111142 18 KESTREL PLACE DJUGUN WA 6725	\$ 800.95	MFS
EFT47627	03/10/2018	KIMBERLEY FUEL & OIL SERVICES	Filters- Workshop	\$ 2,156.00	MFS
EFT47630	03/10/2018	MCKENO BLOCKS & PAVERS	Consumables- Works	\$ 121.00	MFS
EFT47632	03/10/2018	SECURITY & TECHNOLOGY SERVICES - NORWEST	UPS replacement- IT	\$ 288.64	MFS
EFT47637	03/10/2018	TOTALLY WORKWEAR	Uniforms- HR	\$ 611.35	MFS
EFT47638	03/10/2018	A PLUS EVENTS & HIRE	Hire (Minister visit)- Chinatown HQ	\$ 442.00	MFS
EFT47641	03/10/2018	BROOME CRETE	Materials- Depot	\$ 55.00	MFS
EFT47642	03/10/2018	D & K BOBCAT	Stump removal- P&G	\$ 1,980.00	MFS
EFT47647	03/10/2018	LAIRD TRAN STUDIO	Consulting- Assets	\$ 3,533.20	MFS
EFT47651	03/10/2018	NORTH WEST COAST SECURITY	Security- Various	\$ 7,634.00	MFS
EFT47652	03/10/2018	NORTH WEST STRATA SERVICES	Levies staff housing- 17 Honeyeater	\$ 490.75	MFS
EFT47654	03/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Temporary staff- P&G	\$ 2,359.85	MFS
EFT47658	03/10/2018	ROADLINE CIVIL CONTRACTORS	Napier intersection upgrade (RFT18-02)- Infrastructure	\$ 522,203.20	MFS
EFT47659	03/10/2018	ROEBUCK BAY HOTEL	Drinks- Depot	\$ 256.95	MFS
EFT47660	03/10/2018	ROEBUCK TREE SERVICE	Maintenance- P&G	\$ 1,529.00	MFS
EFT47663	03/10/2018	SECURITY & TECHNOLOGY SERVICES - NORWEST	Security code- Depot	\$ 132.00	MFS
EFT47667	03/10/2018	STREETER & MALE PTY LTD	Newspapers- Library	\$ 207.80	MFS
EFT47672	03/10/2018	TERRITORY RURAL BROOME	Reticulation- P&G	\$ 3,108.15	MFS
EFT47675	03/10/2018	TOTALLY WORKWEAR	Safety boots- WMF	\$ 391.00	MFS
EFT47681	03/10/2018	WILLIE CREEK PEARL FARM PTY LTD	Pearl shell- P&G	\$ 2,000.00	MFS
EFT47684	04/10/2018	AVERY AIRCONDITIONING PTY LTD	Air-conditioning repairs- Library	\$ 115.50	MFS
EFT47686	04/10/2018	BROOME EVENTS & PARTY HIRE	Hire couches- Civic Centre	\$ 650.00	MFS
EFT47689	04/10/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- Various	\$ 36,853.53	MFS
EFT47701	08/10/2018	COAST & COUNTRY ELECTRICS	Maintenance- Property	\$ 631.72	MFS
EFT47704	08/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Temporary staff- P&G	\$ 10,214.70	MFS
EFT47705	08/10/2018	ROADLINE CIVIL CONTRACTORS	Town Beach Seawall Revetment Project (RFT18-05)- Infrastructure	\$ 198,497.55	MFS
EFT47707	08/10/2018	ROADLINE CIVIL CONTRACTORS	Supply plant & equipment for WANDRRA restoration works (RFQ18-62)- Infrastructure	\$ 308,819.85	MFS
EFT47709	10/10/2018	A PLUS EVENTS & HIRE	Hire Worn Art- Chinatown	\$ 320.00	MFS
EFT47710	10/10/2018	ABLE ELECTRICAL (WA) PTY LTD	Upgrade Short St roundabout lights- Infrastructure	\$ 4,180.00	MFS
EFT47711	10/10/2018	ALLVOLTS POWER SOLUTIONS PTY LTD	Vehicle parts- P&G	\$ 204.55	MFS
EFT47714	10/10/2018	BROOME CLARK RUBBER	Monthly pool service- Staff housing	\$ 109.95	MFS

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EFT47715	10/10/2018	BROOME FIRST NATIONAL REAL ESTATE	Staff rental- Property	\$ 880.00	MFS
EFT47716	10/10/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Starter rope- Works	\$ 30.50	MFS
EFT47721	10/10/2018	GOLDLINE DISTRIBUTORS (KIMBERLEY DISTRIBUTORS)	Kiosk stock- BRAC	\$ 384.90	MFS
EFT47722	10/10/2018	GREENHILLS TURF FARM	Lawn paint- P&G	\$ 1,140.00	MFS
EFT47730	10/10/2018	NORTH WEST COAST SECURITY	Security- Various sites	\$ 7,634.00	MFS
EFT47731	10/10/2018	NORTH WEST LOCKSMITHS	Repairs- BRAC	\$ 182.00	MFS
EFT47732	10/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Temporary staff- P&G	\$ 3,212.09	MFS
EFT47733	10/10/2018	PRD NATIONWIDE *STRATA PAYMENTS ONLY*	Levies staff housing- 8/83 Walcott	\$ 1,781.25	MFS
EFT47735	10/10/2018	THINK WATER BROOME	Water tank Haynes Oval (RFQ18-66)- Infrastructure	\$ 29,981.96	MFS
EFT47739	11/10/2018	BMT CONSTRUCTIONS	Replacement flashing- BRAC	\$ 550.00	MFS
EFT47740	11/10/2018	BROOME BETTA HOME LIVING	Washing machine- Property	\$ 719.00	MFS
EFT47741	11/10/2018	BROOME DIESEL & HYDRAULIC SERVICE	Air fittings- Works	\$ 78.15	MFS
EFT47744	11/10/2018	DEAN WILSON TRANSPORT PTY LTD	Freight- BRAC	\$ 132.00	MFS
EFT47747	11/10/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Carpet cleaning- Library	\$ 2,260.50	MFS
EFT47748	11/10/2018	GOOLARRI MEDIA ENTERPRISES PTY LTD	Event set up- Community	\$ 8,250.00	MFS
EFT47750	11/10/2018	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Dehumidifier- Library	\$ 518.00	MFS
EFT47751	11/10/2018	KIMBERLEY CONTRACTING	Posi shell- WMF	\$ 1,947.00	MFS
EFT47752	11/10/2018	KIMBERLEY WASHROOM SERVICES	Sanitary disposal- Various Shire sites	\$ 880.00	MFS
EFT47753	11/10/2018	LEAH MARGARET RAKABUNDEL	Consumables- Community	\$ 142.05	MFS
EFT47754	11/10/2018	LHM FABRICATION & FENCING	Fencing- Building	\$ 4,537.50	MFS
EFT47756	11/10/2018	NYAMBA BURU YAWURU LTD	Law Boss site visit Volunteer bushfire brigade HQ- Development & Community	\$ 1,100.00	MFS
EFT47757	11/10/2018	ROADLINE CIVIL CONTRACTORS	Traffic management (RFQ 17-108)- Works	\$ 18,955.75	MFS
EFT47758	11/10/2018	STREETER & MALE PTY LTD	Toolbox lid- P&G	\$ 151.05	MFS
EFT47764	11/10/2018	SHIRE OF BROOME	BRB COMMISSION JUNE-SEPTEMBER 2018	\$ 394.50	MFS
EFT47785	12/10/2018	ALLUVIAL CONTRACTING	Ablution rental Turf Club- Property	\$ 1,925.00	MFS
EFT47786	12/10/2018	BROOME BOLT SUPPLIES WA PTY LTD	Screws- Depot	\$ 35.64	MFS
EFT47787	12/10/2018	BROOME BUILDERS PTY LTD	Site inspection- Turf Club	\$ 9,834.00	MFS
EFT47788	12/10/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Hearing protectors- P&G	\$ 165.00	MFS
EFT47790	12/10/2018	Boab Toys	Halloween activity- Chinatown	\$ 395.80	MFS
EFT47795	12/10/2018	HFM LEGAL PTY LTD	Shire prosecutions- Health & Rangers	\$ 19,064.93	MFS
EFT47797	12/10/2018	POOL WISDOM	Chemicals- BRAC	\$ 1,568.24	MFS
EFT47798	12/10/2018	ROADLINE CIVIL CONTRACTORS	Traffic management services WANDRRA (RFQ17-108)- Infrastructure	\$ 31,079.40	MFS
EFT47801	12/10/2018	ALLUVIAL CONTRACTING	Ablution rental Turf Club- Property	\$ 385.00	MFS
EFT47803	15/10/2018	GARDUWA AMBOORNY WIRNAN ABORIGINAL CORPORATION	BOND REFUND CIVIC CENTRE 19/09/18	\$ 483.00	MFS
EFT47804	15/10/2018	SHIRE OF BROOME	BOND REFUND CIVIC CENTRE 19/09/18 (TO PAY INV 48138)	\$ 1,516.00	MFS
EFT47805	16/10/2018	ATEA CONSULTING	Consultancy Kimberley Zone (RFQ18-40)- Corporate Services	\$ 21,406.52	MFS
EFT47806	16/10/2018	AVERY AIRCONDITIONING PTY LTD	Air-conditioning repair- Administration	\$ 549.41	MFS
EFT47808	16/10/2018	BROOME BOLT SUPPLIES WA PTY LTD	Drill bit- P&G	\$ 70.40	MFS
EFT47809	16/10/2018	SHIRE OF BROOME	BOND REFUND CIVIC CENTRE (TO PAY INV. 48139)	\$ 2,194.00	MFS
EFT47810	16/10/2018	TERRISHA MCINTOSH	BOND REFUND CIVIC CENTRE 05.10.18	\$ 1,000.33	MFS
EFT47816	16/10/2018	NORTH WEST COAST SECURITY	Security- Civic Centre	\$ 330.00	MFS
EFT47817	16/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Temporary staff- P&G	\$ 3,649.72	MFS
EFT47818	16/10/2018	ROEBUCK BAY HOTEL	Afternoon drinks- Infrastructure	\$ 275.94	MFS
EFT47819	18/10/2018	BEST KIMBERLEY COMPUTING	Copier charges- IT	\$ 1,521.63	MFS
EFT47820	18/10/2018	BROOME DOCTORS PRACTICE PTY LTD	Medical- BRAC	\$ 159.50	MFS
EFT47821	18/10/2018	BROOME PLUMBING & GAS	Plumbing repairs- Medland Pavilion	\$ 395.00	MFS
EFT47822	18/10/2018	BROOME TURF CLUB	EETD funding- Events	\$ 22,000.00	MFS
EFT47823	18/10/2018	BROOME VOLLEYBALL ASSOCIATION	Sponsorship- Community	\$ 500.00	MFS
EFT47824	18/10/2018	CABLE BEACH ELECTRICAL SERVICE	RDC reset- Property	\$ 132.00	MFS
EFT47826	18/10/2018	CONNOLLY HOMES PTY LTD	Crossover subsidy- 550/8 SARIAGO TERRACE	\$ 515.00	MFS
EFT47828	18/10/2018	BROOME FIRST NATIONAL REAL ESTATE	Staff rental- Property	\$ 966.67	MFS
EFT47829	18/10/2018	FLOWERS ON SAVILLE STREET	Wreath Police Remembrance Day- Media	\$ 70.00	MFS
EFT47832	18/10/2018	KIMBERLEY FUEL & OIL SERVICES	Oil- Works	\$ 390.50	MFS
EFT47835	18/10/2018	MIDALIA STEEL PTY LTD	Materials- WMF	\$ 94.30	MFS
EFT47836	18/10/2018	NORTH WEST COAST SECURITY	Security- Various	\$ 7,634.00	MFS
EFT47837	18/10/2018	NORTH WEST LOCKSMITHS	Padlocks- P&G	\$ 7,370.00	MFS
EFT47838	18/10/2018	NORTH WEST TRIM & SHADE	Shade sail- P&G	\$ 150.00	MFS
EFT47839	19/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Temporary staff- Events	\$ 2,648.77	MFS
EFT47844	19/10/2018	STREETER & MALE PTY LTD	Newspapers- Library	\$ 184.65	MFS
EFT47845	19/10/2018	SUN CINEMAS (indoor)	Movie ticket prize- Community	\$ 130.00	MFS
EFT47846	19/10/2018	TOTALLY WORKWEAR	Uniform- HR	\$ 674.95	MFS
EFT47847	24/10/2018	BROOME FIRST NATIONAL REAL ESTATE	Staff Rent	\$ 9,165.83	MFS
EFT47849	24/10/2018	HUTCHINSON REAL ESTATE	Staff Rent	\$ 6,735.11	MFS
EFT47851	24/10/2018	PRD NATIONWIDE	Staff Rent	\$ 2,710.33	MFS
EFT47852	24/10/2018	RAY WHITE BROOME	Staff Rent	\$ 16,947.03	MFS
EFT47853	24/10/2018	REALMARK BROOME	Staff Rent 96 Kalang	\$ 3,910.71	MFS
EFT47854	24/10/2018	RICHARD & SUSAN BARTLETT & THOMAS	Staff Rent	\$ 2,607.14	MFS
EFT47855	25/10/2018	A PLUS EVENTS & HIRE	Tea & coffee setup- Chinatown	\$ 200.00	MFS
EFT47856	25/10/2018	ACOR MCE CONSULTANTS PTY LTD (ACOR CONSULTANTS (CC) PTY LTD)	Consultants- Building	\$ 1,916.75	MFS

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EFT47858	25/10/2018	ANASTASIA'S OF BROOME	Activation grant- Chinatown	\$ 550.00	MFS
EFT47859	25/10/2018	AVERY AIRCONDITIONING PTY LTD	Reclaim units- WMF	\$ 5,121.60	MFS
EFT47860	25/10/2018	BJ DAVIES PLUMBING	Portable toilets- Chinatown	\$ 3,166.00	MFS
EFT47862	25/10/2018	BP BROOME CENTRAL & TYREPLUS BROOME	Fuel- BRAC	\$ 51.84	MFS
EFT47863	25/10/2018	BROOME BETTA HOME LIVING	Bar fridge- BRAC	\$ 218.00	MFS
EFT47864	25/10/2018	BROOME BRICKLAYERS	Repair drains & paving- KRO2	\$ 1,200.00	MFS
EFT47865	25/10/2018	BROOME DOCTORS PRACTICE PTY LTD	Medical- HR	\$ 429.00	MFS
EFT47866	25/10/2018	BROOME MOTORS	Roof rack- Development & Community	\$	MFS
				\$ 1,736.80	
EFT47867	25/10/2018	BROOME PROGRESSIVE SUPPLIES	Consumables- Depot	\$ 938.30	MFS
EFT47868	25/10/2018	BROOME SENIOR HIGH SCHOOL	Sponsorship- Office of the CEO	\$ 100.00	MFS
EFT47869	25/10/2018	BROOME TOWING & SALVAGE	Impound vehicle- Rangers	\$ 706.00	MFS
EFT47870	25/10/2018	BROOME CRETE	Concrete- Depot	\$ 1,593.90	MFS
EFT47871	25/10/2018	BULLDOGS ELECTRICAL & MAINTENANCE	Welding- Depot	\$ 522.50	MFS
EFT47872	25/10/2018	COAST & COUNTRY ELECTRICS	Relocate PowerPoint- Administration	\$	MFS
				\$ 688.14	
EFT47874	25/10/2018	EAST TO WEST DATA & ELECTRICAL SERVICES	Led lights- KRO01	\$ 7,315.00	MFS
EFT47877	25/10/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- Various	\$	MFS
				\$ 3,003.34	
EFT47878	25/10/2018	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Phone supplies- IT	\$ 123.00	MFS
EFT47884	25/10/2018	LACHLAN BIRCH PAINTING SERVICES	Painting- Barker St	\$ 2,640.00	MFS
EFT47886	25/10/2018	MCCORRY BROWN EARTHMOVING PTY LTD	Pindan- WMF	\$ 160,384.29	MFS
EFT47888	25/10/2018	NORTH WEST LOCKSMITHS	Key cuts- BRAC	\$ 50.00	MFS
EFT47891	25/10/2018	ROEBUCK BAY HOTEL	Consumables- Office of the CEO	\$ 460.88	MFS
EFT47892	25/10/2018	SALLY EATON	Transport- Library	\$ 62.50	MFS
EFT47893	25/10/2018	SALTWATER COUNTRY Inc.	EEDT funding- Events	\$ 7,500.00	MFS
EFT47899	25/10/2018	TOTALLY WORKWEAR	Uniforms- Depot	\$ 1,475.10	MFS
EFT47902	25/10/2018	BROOME CRETE	Concrete- Works	\$ 11,740.74	MFS
EFT47904	25/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Temporary staff- Depot	\$ 9,241.27	MFS
EFT47905	25/10/2018	THINK WATER BROOME	Reticulation- P&G	\$ 4,631.37	MFS
EFT47906	25/10/2018	TOTALLY WORKWEAR	Uniform- Community	\$ 927.00	MFS
EFT47930	26/10/2018	AUTOPRO BROOME (Gaff Holdings Pty Ltd)	Tools- Depot	\$ 163.45	MFS
EFT47931	26/10/2018	BOAB FENCING	Mesh gate- BRAC	\$ 660.00	MFS
EFT47932	26/10/2018	BROOME BOLT SUPPLIES WA PTY LTD	Tools & equipment- Workshop	\$ 2,226.95	MFS
EFT47933	26/10/2018	BROOME CLARK RUBBER	Pool service- Property	\$ 291.83	MFS
EFT47934	26/10/2018	BROOME DIESEL & HYDRAULIC SERVICE	Machinery parts- WMF	\$ 584.15	MFS
EFT47935	26/10/2018	BROOME MOTORS	Vehicle parts- Workshop	\$ 2,337.85	MFS
EFT47936	26/10/2018	BROOME PLUMBING & GAS	Plumbing maintenance- P&G	\$ 595.00	MFS
EFT47937	26/10/2018	BROOME PROGRESSIVE SUPPLIES	Kiosk stock- BRAC	\$ 259.74	MFS
EFT47938	26/10/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Mower repairs- P&G	\$ 301.00	MFS
EFT47939	26/10/2018	COASTAL DISTRIBUTING & PROVEDORING (CDP)	Kiosk stock- BRAC	\$ 1,573.47	MFS
EFT47943	26/10/2018	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Vehicle repair- Works	\$ 518.50	MFS
EFT47944	26/10/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- Library	\$	MFS
				\$ 88.00	
EFT47949	26/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Labour hire- Depot	\$ 5,053.91	MFS
EFT47952	26/10/2018	BROOME CLARK RUBBER	Repairs- BRAC	\$ 79.00	MFS
EFT47953	26/10/2018	BROOME TOWING & SALVAGE	Towing- Rangers	\$ 440.00	MFS
EFT47955	26/10/2018	COAST & COUNTRY ELECTRICS	Roller door repairs- BRAC	\$ 385.00	MFS
EFT47958	26/10/2018	KENNARDS HIRE	Toilet hire- BRAC	\$ 1,520.50	MFS
EFT47959	26/10/2018	KIMBERLEY CAMPING & OUTBACK SUPPLIES	Protective clothing- Depot	\$ 759.95	MFS
EFT47961	26/10/2018	KIMBERLEY KERBS	Kerbing- Works	\$ 1,815.00	MFS
EFT47962	26/10/2018	MCKENO BLOCKS & PAVERS	Consumables- Works	\$ 1,100.00	MFS
EFT47963	26/10/2018	OPTIMISE HR CONSULTING	Outplacement service- HR	\$ 528.00	MFS
EFT47968	29/10/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- Various	\$	MFS
				\$ 7,823.50	
EFT47970	29/10/2018	HUTCH INVESTMENTS (WA) PTY LTD	Settlement of claim- Corporate Services	\$	MFS
				\$ 575.00	
EFT47971	29/10/2018	KIRSTEN RENEE WOOD	Reimbursement expenses- HR	\$ 100.00	MFS
EFT47973	29/10/2018	RAJAH SIVAPALAN	Relocation expenses- Infrastructure	\$	MFS
				\$ 815.51	
EFT47974	29/10/2018	RAY WHITE BROOME	Staff rent- Property	\$ 660.00	MFS
EFT47983	29/10/2018	YUEN WING GENERAL STORE	Wine baskets- Civic Centre	\$ 947.50	MFS
EFT47984	29/10/2018	AVERY AIRCONDITIONING PTY LTD	Air-conditioning maintenance- Buildings	\$	MFS
				\$ 635.25	
EFT47986	29/10/2018	BROOME TOYOTA	Vehicle service- Administration	\$ 388.75	MFS
EFT47989	29/10/2018	GLASS CO KIMBERLEY (FORMALLY KIMBERLEY GLASS SERVICE)	Replacement windows- KRO2	\$ 862.40	MFS
EFT47990	29/10/2018	GOLDLINE DISTRIBUTORS (KIMBERLEY DISTRIBUTORS)	Kiosk stock- BRAC	\$ 384.90	MFS
EFT47991	29/10/2018	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Electronic equipment- IT	\$ 865.00	MFS
EFT47993	29/10/2018	KIMBERLEY FUEL & OIL SERVICES	Lubricants- Workshop	\$ 36.30	MFS
EFT47995	29/10/2018	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Helmet kit- P&G	\$ 120.35	MFS
EFT47997	29/10/2018	LAIRD TRAN STUDIO	Consultancy- Works	\$ 883.30	MFS
EFT47999	29/10/2018	MUDMAP STUDIO	Chinatown revitalisation project (RFQ 18-27)- Chinatown	\$	MFS
				\$ 5,935.05	
EFT48000	29/10/2018	OHM ELECTRONICS	Washing machine repair- Property	\$ 264.00	MFS
EFT48003	29/10/2018	PRINTING IDEAS	Signage- Library	\$ 1,283.88	MFS
EFT48006	29/10/2018	SECURITY & TECHNOLOGY SERVICES - NORWEST	UPS replacement- IT	\$ 420.64	MFS
EFT48009	29/10/2018	SPORTSPOWER BROOME	Tally counter- Library	\$ 67.50	MFS
EFT48012	29/10/2018	TOTAL TASK SECURITY INTERNATIONAL	Security- Civic Centre	\$ 572.00	MFS
EFT48017	30/10/2018	MIDALIA STEEL PTY LTD	Purlin galvanised- Works	\$ 736.03	MFS
EFT48018	30/10/2018	OFFICE NATIONAL BROOME	Commercial shredder- IT	\$ 7,545.92	MFS
EFT48020	30/10/2018	PINDAN LABOUR SOLUTIONS PTY LTD	Temporary staff- Infrastructure	\$ 2,533.72	MFS
EFT48021	30/10/2018	POOL WISDOM	Chemicals- BRAC	\$ 338.80	MFS
EFT48022	30/10/2018	ROADLINE CIVIL CONTRACTORS	Construction (RFQ 18/01)- Office of the CEO	\$	MFS
				\$ 247,422.72	
EFT48024	30/10/2018	TERRITORY RURAL BROOME	Cotton rags- Depot	\$ 180.00	MFS
EFT48027	31/10/2018	ARTHOUSE FRAMING & ART SUPPLIES	Christmas recycled decoration Youth- Community	\$	MFS
				\$ 349.28	
EFT48028	31/10/2018	AVERY AIRCONDITIONING PTY LTD	Maintenance- Building	\$ 600.00	MFS
EFT48029	31/10/2018	BROOME BRICKLAYERS	Repairs- Building	\$ 1,710.00	MFS

EFT48030	31/10/2018	BROOME DIESEL & HYDRAULIC SERVICE	Repairs- WMF	\$ 3,353.35	MFS
EFT48031	31/10/2018	BROOME DOCTORS PRACTICE PTY LTD	Medical- HR	\$ 214.50	MFS
EFT48032	31/10/2018	BROOME FIRST NATIONAL REAL ESTATE	Rent adjustment- Chinatown	\$ 668.52	MFS
EFT48034	31/10/2018	BROOME PROGRESSIVE SUPPLIES	Polish- BRAC	\$ 131.42	MFS
EFT48035	31/10/2018	BROOME SMALL MAINTENANCE SERVICES	Repairs- Building	\$ 374.00	MFS
EFT48037	31/10/2018	BROOME CRETE	Concrete- Depot	\$ 1,779.80	MFS
EFT48038	31/10/2018	CABLE BEACH CLUB RESORT & SPA	Managers strategy session- HR	\$ 1,330.00	MFS
EFT48039	31/10/2018	CARPET PAINT & TILE CENTRE	Pave coat clearer- P&G	\$ 217.80	MFS
EFT48042	31/10/2018	CLEMENTSON STREET ACCIDENT REPAIR CENTRE	Paint- Depot	\$ 605.88	MFS
EFT48043	31/10/2018	COASTAL DISTRIBUTING & PROVEDORING (CDP)	Ice cream- BRAC	\$ 931.16	MFS
EFT48044	31/10/2018	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Vehicle Antenna- Works	\$ 37.90	MFS
EFT48045	31/10/2018	GINREAB THAI	Catering- Office of the CEO	\$ 250.00	MFS
EFT48046	31/10/2018	GOLDLINE DISTRIBUTORS (KIMBERLEY DISTRIBUTORS)	Cooking oil- BRAC	\$ 275.00	MFS
EFT48048	31/10/2018	HUTCHINSON REAL ESTATE	Double payment of rates- Finance	\$ 1,661.31	MFS
EFT48054	31/10/2018	TOTALLY WORKWEAR	Uniforms- Rangers	\$ 1,794.20	MFS
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$2,072,902.16	

MUNICIPAL CHEQUES - OCTOBER 2018					
DD#	Date	Name	Description	Amount	Del Auth
57548	29/10/2018	SHIRE OF BROOME	Petty cash- Library	\$ 215.63	MFS
57549	30/10/2018	SHIRE OF BROOME	Admin- Petty Cash	\$ 539.00	MFS
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$754.63	

MUNICIPAL DIRECT DEBIT/CREDIT CARD PAYMENTS - OCTOBER 2018					
DD#	Date	Name	Description	Amount	Del Auth
DD25501.6	26/10/2018	BROOME CHAMBER OF COMMERCE	Memberships- Office of the CEO	1320	
DD25501.9	26/10/2018	ROEBUCK BAY HOTEL	Ice- Office of the CEO	270.96	
MUNICIPAL DIRECT DEBIT TOTAL:				\$1,590.96	

MUNICIPAL ELECTRONIC TRANSFER TOTAL \$2,072,902.16

MUNICIPAL CHEQUES TOTAL \$754.63

TRUST CHEQUE TOTAL \$0.00

MUNICIPAL DIRECT DEBIT/ CREDIT CARD TOTAL \$1,590.96

TOTAL PAYMENTS - OCTOBER 2018 \$2,075,247.75

9.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY REPORT OCTOBER 2018

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	FRE02
AUTHOR:	Senior Finance Officer
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	31 October 2018

SUMMARY: Council is required by legislation to consider and adopt the Monthly Statement of Financial Activity Report for the period ended 30 October 2018, as required by Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* (FMR).

Council is further provided with a General Fund Summary of Financial Activity (Schedules 2 to 14) which provides comprehensive information on Council's operations by Function and Activity.

BACKGROUND*Previous Considerations*

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

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

Disclosure and supply of appropriate explanations for variances presented in the Statement of Financial Activity, is mandatory under FMR 34(2)(b) as stated in Policy 2.2.2 Materiality in Financial Reporting.

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 2018/19 Annual Budget was adopted at the Ordinary Meeting of Council on 28 June 2018.

The following are key indicators supporting the year to-date budget position with respect to the Annual Forecast Budget:

Budget Year elapsed	33.7%
Total Rates Raised Revenue	100% (of which 71.37% has been collected)

Total Other Operating Revenue	29%
Total Operating Expenditure	30%
Total Capital Revenue	16%
Total Capital Expenditure	14%
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 2018/19 Annual Budget presented at the Ordinary Meeting of Council on 28 June 2018, Council adopted a balanced budget to 30 June 2019.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

(1A) *In this regulation —*

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

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

- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

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

* Absolute majority required.

- (1a) In subsection (1) —

"additional purpose" means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
 - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

POLICY IMPLICATIONS

2.2.2 Materiality in Financial Reporting

FINANCIAL IMPLICATIONS

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

RISK

The Financial Activity report is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

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

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

STRATEGIC IMPLICATIONS

Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:

Affordable and equitable services and infrastructure

Affordable land for residential, industrial, commercial and community use

Key economic development strategies for the Shire which are aligned to regional outcomes working through recognised planning and development groups/committees

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:

An organisational culture that strives for service excellence

Sustainable and integrated strategic and operational plans

Responsible resource allocation

Effective community engagement

Improved systems, processes and compliance

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION: (REPORT RECOMMENDATION)

Moved: Cr C Marriott

Seconded: Cr W Fryer

That Council:

- 1. Adopts the Monthly Financial Activity Report for the period ended 31 October 2018; and**
- 2. Receives the General Fund Summary of Financial Activity (Schedules 2-14) for the period ended 31 October 2018.**

CARRIED UNANIMOUSLY 5/0

Attachments

1. Financial Activity Report October 2018
2. Schedule 2
3. Schedule 3 - 16

SHIRE OF BROOME
MONTHLY FINANCIAL REPORT
For the Period Ended 31 October 2018

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

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Shire of Broome
Compilation Report
For the Period Ended 31 October 2018

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 October 2018 of \$20,393,269.

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

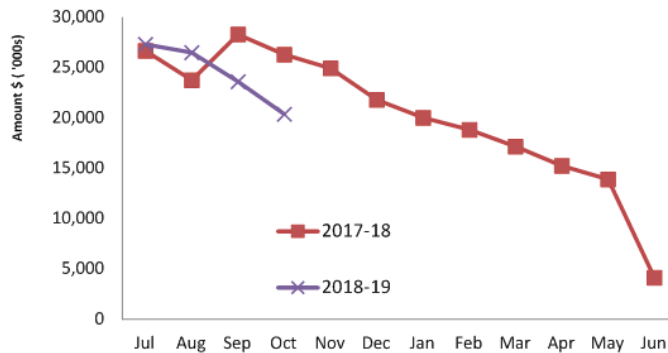
Preparation

Prepared by: Vicki Cobby
Reviewed by: Alvin Santiago
Date prepared: 12/11/2018

Shire of Broome

Monthly Summary Information
For the Period Ended 31 October 2018

Liquidity Over the Year (Refer Note 3)

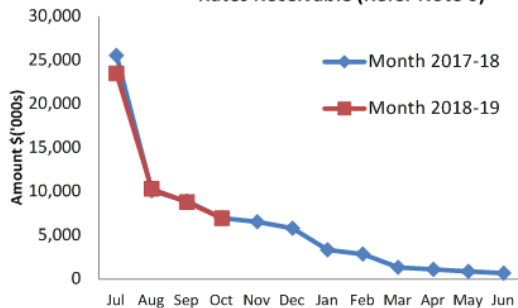
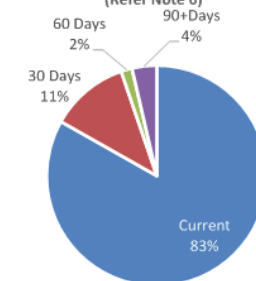
Cash and Cash Equivalents
as at period end

Unrestricted	\$ 16,253,375
Restricted	\$ 38,125,624
	<u>\$ 54,378,999</u>

Receivables

Rates	\$ 6,578,857
Other	\$ 2,344,713
	<u>\$ 8,923,570</u>

Rates Receivable (Refer Note 6)

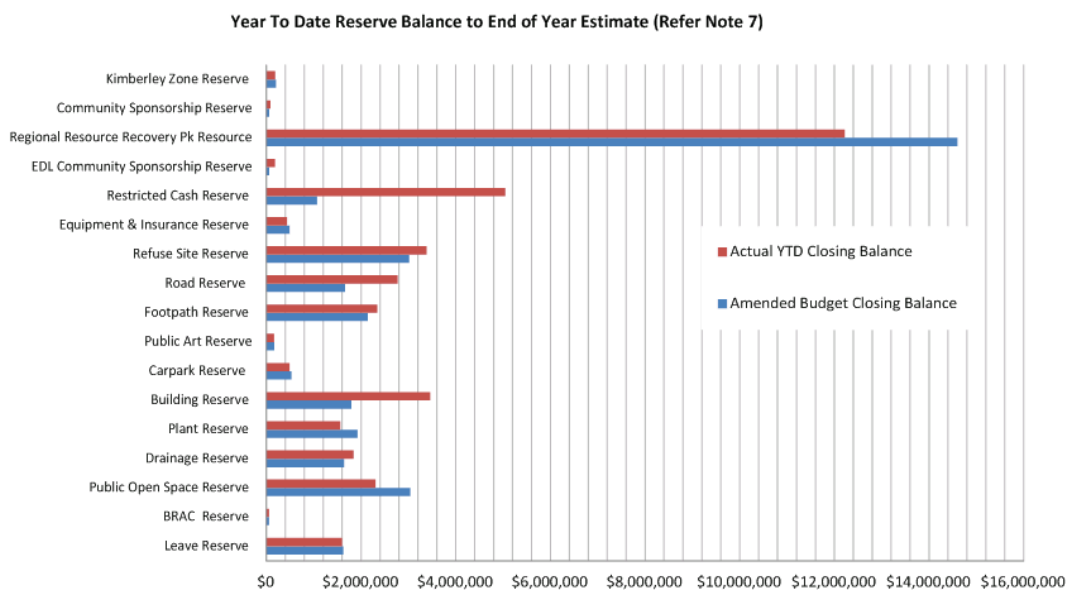
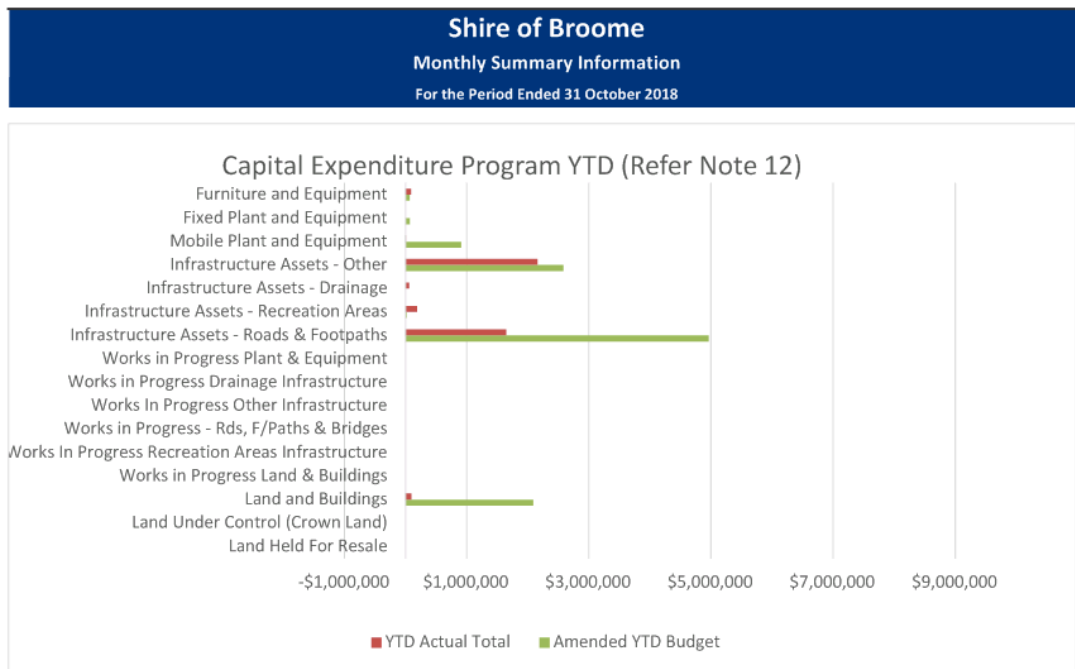
Accounts Receivable Ageing (non-rates)
(Refer Note 6)

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 \$23.199M 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. The recognition of Reserve transfers has also occurred in June 2018 reducing liquidity significantly, as demonstrated by the sharp decline between May and June 2018.

2. Rates were raised in July with payment due 35 days after issuing. Total Rates raised for the year was \$22.34M with total outstanding rates YTD at \$6.58M.

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



Comments

*Amended Budget Closing balance is the forecast of the closing balance after all budgeted transfers to and from reserve have been performed. At this time there have been no transactions to or from reserve other than to recognise interest earned on reserve investments. All interest earned on Reserve investments is recorded on reserve at the end of each month.

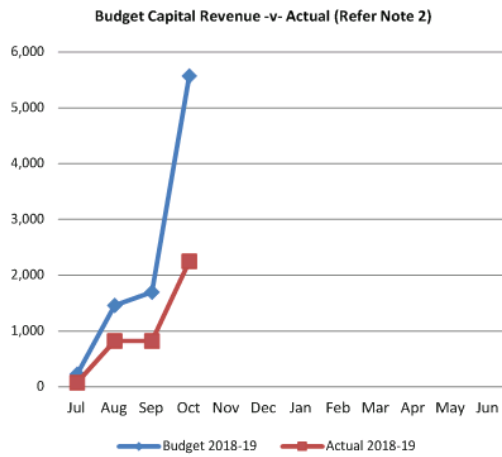
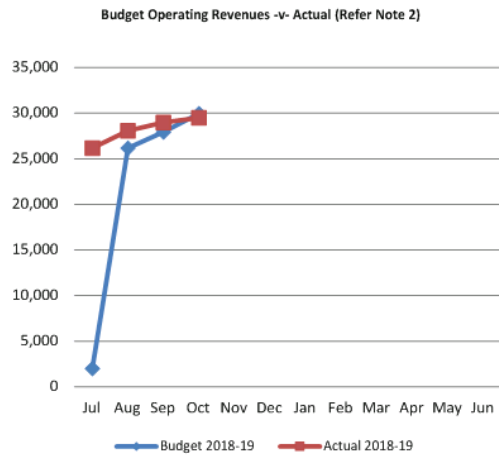
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Broome

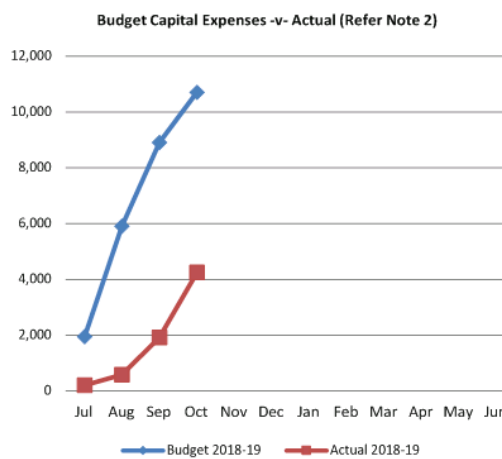
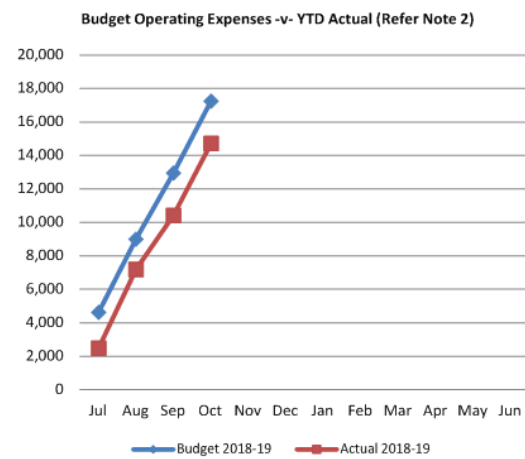
Monthly Summary Information

For the Period Ended 31 October 2018

Revenues



Expenditure



Comments

Explanation on material variances are presented in note 2.

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

SHIRE OF BROOME
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 October 2018

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(a)	Var.
Operating Revenues		\$	\$	\$		\$	%	
Governance		399,596	143,200	343,692		200,492	50.17%	▲
General Purpose Funding - Rates	9	22,814,457	22,558,317	22,615,165		56,848	0.25%	
General Purpose Funding - Other		900,904	450,452	235,019		(215,433)	(23.91%)	▼
Law, Order and Public Safety		389,743	46,248	40,485		(5,763)	(1.48%)	
Health		189,761	63,252	108,371		45,119	23.78%	▲
Education and Welfare		90,000	-	1,000		1,000		
Housing		622,164	207,364	231,284		23,920	3.84%	
Community Amenities		7,598,727	2,530,240	4,243,163		1,712,923	22.54%	▲
Recreation and Culture		1,468,156	452,361	325,020		(127,341)	(8.67%)	
Transport		6,288,769	1,732,954	1,681		(1,731,273)	(27.53%)	▼
Economic Services		3,103,330	1,021,490	302,413		(719,077)	(23.17%)	▼
Other Property and Services		2,367,097	743,354	1,035,379		292,025	12.34%	▲
Total Operating Revenue		46,232,704	29,949,232	29,482,672	64%	(466,560)		
Operating Expense								
Governance		(2,779,522)	(931,238)	(888,715)		42,523	1.53%	
General Purpose Funding		(462,213)	(75,502)	(75,469)		33	0.01%	
Law, Order and Public Safety		(1,022,337)	(369,002)	(373,158)		(4,156)	(0.41%)	
Health		(791,157)	(267,776)	(237,289)		30,487	3.85%	
Education and Welfare		(737,232)	(231,834)	(206,815)		25,019	3.39%	
Housing		(751,394)	(263,892)	(292,485)		(28,593)	(3.81%)	
Community Amenities		(8,976,019)	(3,133,060)	(2,451,113)		681,947	7.60%	
Recreation and Culture		(12,373,474)	(4,545,570)	(4,064,697)		480,873	3.89%	
Transport		(14,200,116)	(4,867,683)	(4,464,656)		403,027	2.84%	
Economic Services		(4,378,249)	(1,500,130)	(1,066,458)		433,672	9.91%	
Other Property and Services		(2,649,425)	(1,062,746)	(595,518)		467,228	17.64%	▲
Total Operating Expenditure		(49,121,138)	(17,248,433)	(14,716,373)	30%	2,532,060		
Funding Balance Adjustments								
Add back Depreciation		9,667,682	3,222,548	3,344,496		121,948	1.26%	
Adjust (Profit)/Loss on Asset Disposal	8	82,220	79,053	9,506		(69,547)	(84.59%)	▼
Adjust Revaluation, Provisions and Accruals		0	0	(1,156)		(1,156)		
Net Cash from Operations		6,861,468	16,002,400	18,119,145		2,116,745		
Capital Revenues								
Grants, Subsidies and Contributions								
Law, Order and Public Safety		13,824,891	5,339,378	2,249,730		(3,089,648)	(22.35%)	▼
Recreation and Culture		1,200,000	0	0		0		
Transport		8,126,705	3,657,500	0		(3,657,500)	(45.01%)	▼
Economic Services		1,868,192	805,218	2,170,269		1,365,051	73.07%	▲
Other Property and Services		2,629,994	876,660	0		(876,660)	(33.33%)	▼
Proceeds from Disposal of Assets	8	0	0	79,461		79,461		▲
		251,000	238,000	450	0%	(237,550)	(94.64%)	▼
Total Capital Revenues		14,075,891	5,577,378	2,250,180	16%	(3,327,198)		
Capital Expenses								
Land and Buildings	12	(3,863,746)	(2,090,446)	(95,698)		1,994,748	51.63%	▲
Infrastructure Assets - Roads & Footpaths	12	(12,548,452)	(4,965,068)	(1,647,159)		3,317,909	26.44%	▲
Infrastructure Assets - Recreation Areas	12	(1,074,570)	(17,389)	(189,145)		(171,756)	(15.98%)	▼
Infrastructure Assets - Drainage	12	(559,334)	0	(59,625)		(59,625)		▼
Infrastructure Assets - Other	12	(10,943,042)	(2,586,079)	(2,160,730)		425,349	3.89%	
Mobile Plant and Equipment	12	(986,000)	(910,000)	(587)		909,413	92.23%	▲
Fixed Plant and Equipment	12	(112,500)	(72,500)	0		72,500	64.44%	▲
Furniture and Equipment	12	(362,656)	(69,000)	(90,893)		(21,893)	(6.04%)	
Total Capital Expenditure		(30,450,300)	(10,710,482)	(4,243,838)	14%	6,466,644		
Net Cash from Capital Activities		(16,374,409)	(5,133,104)	(1,993,658)		3,139,446		
Financing								
Proceeds from New Debentures		1,700,000	0	0		0		
Transfer from Reserves	7	9,415,748	1,457,207	0		(1,457,207)	(15.48%)	▼
Repayment of Debentures	10	(619,827)	0	0		0		
Transfer to Reserves	7	(5,449,476)	(1,429,672)	(78,718)		1,350,954	24.79%	▲

SHIRE OF BROOME
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 October 2018

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(a)	Var.
Net Cash from Financing Activities		5,046,445	27,535	(78,718)		(106,253)		
Net Operations, Capital and Financing		(4,466,496)	10,896,831	16,046,769		5,149,938		
Opening Funding Surplus(Deficit)	3	4,346,500	4,346,500	4,346,500		0		
Closing Funding Surplus(Deficit)	3	(119,996)	15,243,331	20,393,269		5,149,938		

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 October 2018

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(a)	Var.
Operating Revenues		\$	\$	\$		\$	%	
Rates	9	22,376,649	22,343,317	22,342,328		(989)	(0.00%)	
Operating Grants, Subsidies and Contributions		10,007,693	3,061,585	265,319		(2,796,266)	(27.94%)	▼
Fees and Charges		11,343,800	3,713,420	5,545,345		1,831,925	16.15%	▲
Interest Earnings		1,121,872	440,624	321,403		(119,221)	(10.63%)	▼
Other Revenue		1,381,520	389,116	1,008,279		619,163	44.82%	▲
Profit on Disposal of Assets	8	1,170	1,170	0		(1,170)	(100.00%)	
Total Operating Revenue		46,232,704	29,949,232	29,482,674	64%	(466,558)		
Operating Expense								
Employee Costs		(16,195,079)	(5,540,495)	(4,592,518)		947,977	5.85%	
Materials and Contracts		(17,089,127)	(6,185,374)	(4,463,749)		1,721,625	10.07%	▲
Utility Charges		(2,002,962)	(667,584)	(600,284)		67,300	3.36%	
Depreciation on Non-Current Assets		(9,667,682)	(3,222,548)	(3,344,496)		(121,948)	(1.26%)	
Interest Expenses		(92,755)	0	3,017		3,017		
Insurance Expenses		(657,174)	(491,206)	(847,494)		(356,288)	(54.22%)	▼
Other Expenditure		(3,332,969)	(1,061,003)	(861,342)		199,661	5.99%	
Loss on Disposal of Assets	8	(83,390)	(80,223)	(9,506)		70,717	84.80%	▲
Total Operating Expenditure		(49,121,138)	(17,248,433)	(14,716,372)	30%	2,532,061		
Funding Balance Adjustments								
Add back Depreciation		9,667,682	3,222,548	3,344,496		121,948	1.26%	
Adjust (Profit)/Loss on Asset Disposal	8	82,220	79,053	9,506		(69,547)	(84.59%)	▼
Adjust Revaluation, Provisions and Accruals		0	0	(1,156)		(1,156)		
Net Cash from Operations		6,861,468	16,002,400	18,119,148		2,116,748		
Capital Revenues								
Grants, Subsidies and Contributions		13,824,891	5,339,378	2,249,730		(3,089,648)	(22.35%)	▼
Proceeds from Disposal of Assets	8	251,000	238,000	450	0%	(237,550)	(94.64%)	▼
Total Capital Revenues		14,075,891	5,577,378	2,250,180	16%	(3,327,198)		
Capital Expenses								
Land and Buildings	12	(3,863,746)	(2,090,446)	(95,698)		1,994,748	51.63%	▲
Infrastructure Assets - Roads & Footpaths	12	(12,548,452)	(4,965,068)	(1,647,159)		3,317,909	26.44%	▲
Infrastructure Assets - Recreation Areas	12	(1,074,570)	(17,389)	(189,145)		(171,756)	(15.98%)	▼
Infrastructure Assets - Drainage	12	(559,334)	0	(59,625)		(59,625)		▼
Infrastructure Assets - Other	12	(10,943,042)	(2,586,079)	(2,160,730)		425,349	3.89%	
Mobile Plant and Equipment	12	(986,000)	(910,000)	(587)		909,413	92.23%	▲
Fixed Plant and Equipment	12	(112,500)	(72,500)	0		72,500	64.44%	▲
Furniture and Equipment	12	(362,656)	(69,000)	(90,893)		(21,893)	(6.04%)	
Total Capital Expenditure		(30,450,300)	(10,710,482)	(4,243,838)	14%	6,466,644		
Net Cash from Capital Activities		(16,374,409)	(5,133,104)	(1,993,658)		3,139,446		
Financing								
Proceeds from New Debentures		1,700,000	0	0		0		
Transfer from Reserves	7	9,415,748	1,457,207	0		(1,457,207)	(15.48%)	▼
Repayment of Debentures	10	(619,827)	0	0		0		
Transfer to Reserves	7	(5,449,476)	(1,429,672)	(78,718)		1,350,954	24.79%	▲
Net Cash from Financing Activities		5,046,445	27,535	(78,718)		(106,253)		
Net Operations, Capital and Financing		(4,466,496)	10,896,831	16,046,772		5,149,941		
Opening Funding Surplus(Deficit)	3	4,346,500	4,346,500	4,346,500		0		
Closing Funding Surplus(Deficit)	3	(119,996)	15,243,331	20,393,272		5,149,941		

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 October 2018

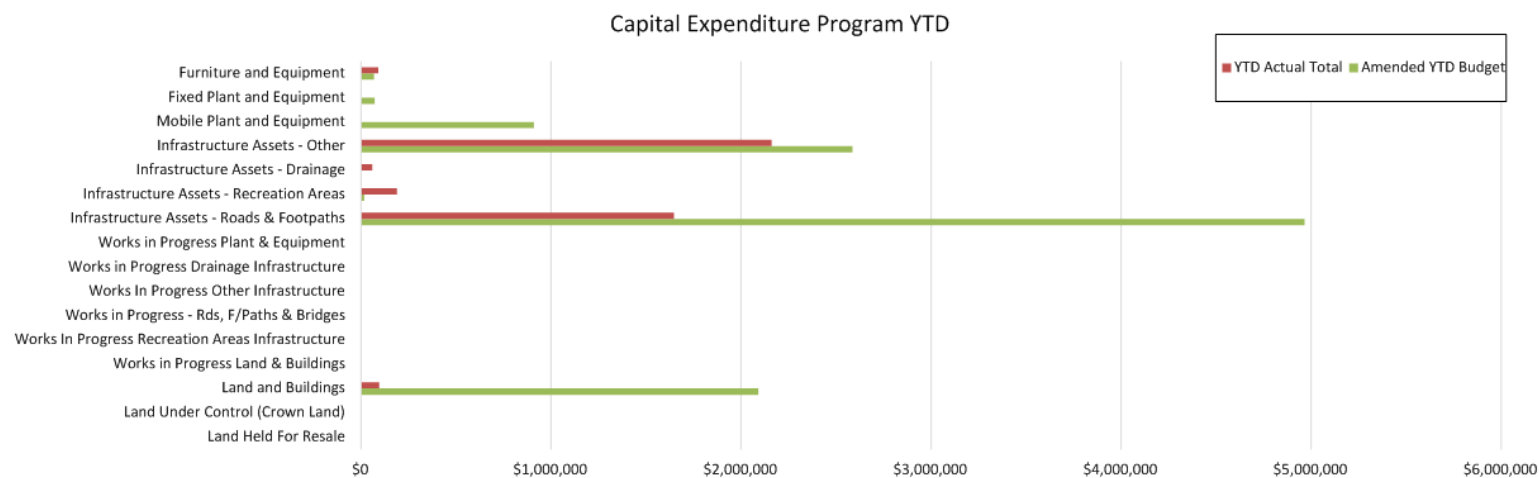
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land Held For Resale	12	0	0	0	0	0	0
Land Under Control (Crown Land)	12	0	0	0	0	0	0
Land and Buildings	12	1,000	94,698	95,698	2,090,446	3,863,746	(1,994,748)
Works in Progress Land & Buildings	12	0	0	0	0	0	0
Works In Progress Recreation Areas Infrastructure	12	0	0	0	0	0	0
Works in Progress - Rds, F/Paths & Bridges	12	0	0	0	0	0	0
Works In Progress Other Infrastructure	12	0	0	0	0	0	0
Works in Progress Drainage Infrastructure	12	0	0	0	0	0	0
Works in Progress Plant & Equipment	12	0	0	0	0	0	0
Infrastructure Assets - Roads & Footpaths	12	1,461,392	185,767	1,647,159	4,965,068	12,548,452	(3,317,909)
Infrastructure Assets - Recreation Areas	12	134,043	55,102	189,145	17,389	1,074,570	171,756
Infrastructure Assets - Drainage	12	59,625	0	59,625	0	559,334	59,625
Infrastructure Assets - Other	12	2,107,537	53,193	2,160,730	2,586,079	10,943,042	(425,349)
Mobile Plant and Equipment	12	479	108	587	910,000	986,000	(909,413)
Fixed Plant and Equipment	12	0	0	0	72,500	112,500	(72,500)
Furniture and Equipment	12	90,893	0	90,893	69,000	362,656	21,893
Capital Expenditure Totals		3,854,969	388,869	4,243,838	10,710,482	30,450,300	(6,466,644)

Funded By:

Capital Grants and Contributions	2,249,730	5,339,378	13,824,891	3,089,648
Borrowings	0	0	1,700,000	0
Other (Disposals & C/Fwd)	450	238,000	251,000	(237,550)
Total Own Source Funding - Cash Backed Reserves	0	1,457,207	9,415,749	(1,457,207)
Own Source Funding - Operations	1,993,658	3,675,897	5,258,660	(1,682,239)
Capital Funding Total	4,243,838	10,710,482	30,450,300	(6,466,644)

SHIRE OF BROOME
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 October 2018

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
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SHIRE OF BROOME
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 October 2018

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget (a)	Amended YTD Budget (b)
Operating Revenues	\$	\$	\$	\$
Governance	399,596	0	399,596	143,200
General Purpose Funding - Rates	22,814,457	0	22,814,457	22,558,317
General Purpose Funding - Other	900,904	0	900,904	450,452
Law, Order and Public Safety	138,743	251,000	389,743	46,248
Health	189,761	0	189,761	63,252
Education and Welfare	90,000	0	90,000	0
Housing	622,164	0	622,164	207,364
Community Amenities	7,598,727	0	7,598,727	2,530,240
Recreation and Culture	1,473,656	(5,500)	1,468,156	452,361
Transport	2,641,520	3,647,249	6,288,769	1,732,954
Economic Services	3,103,330	0	3,103,330	1,021,490
Other Property and Services	2,244,733	122,364	2,367,097	743,354
Total Operating Revenue	42,217,591	4,015,113	46,232,704	29,949,232
Operating Expense				
Governance	(2,707,164)	(72,358)	(2,779,522)	(931,238)
General Purpose Funding	(446,696)	(15,517)	(462,213)	(75,502)
Law, Order and Public Safety	(1,022,337)	0	(1,022,337)	(369,002)
Health	(788,573)	(2,584)	(791,157)	(267,776)
Education and Welfare	(737,232)	0	(737,232)	(231,834)
Housing	(751,394)	0	(751,394)	(263,892)
Community Amenities	(9,276,019)	300,000	(8,976,019)	(3,133,060)
Recreation and Culture	(12,329,557)	(43,917)	(12,373,474)	(4,545,570)
Transport	(10,851,832)	(3,348,284)	(14,200,116)	(4,867,683)
Economic Services	(4,264,199)	(114,050)	(4,378,249)	(1,500,130)
Other Property and Services	(2,334,493)	(311,765)	(2,646,258)	(1,062,746)
Total Operating Expenditure	(45,509,496)	(3,608,475)	(49,117,971)	(17,248,433)
Funding Balance Adjustments				
Add back Depreciation	9,667,682	0	9,667,682	3,222,548
Adjust (Profit)/Loss on Asset Disposal	79,053	0	79,053	79,053
Adjust Provisions and Accruals	0	0	0	0
Net Cash from Operations	6,454,830	406,638	6,861,468	16,002,400
Capital Revenues				
Grants, Subsidies and Contributions	13,782,824	42,067	13,824,891	5,339,378
Proceeds from Disposal of Assets	238,000	13,000	251,000	238,000
Proceeds from Sale of Investments	0	0	0	0
Total Capital Revenues	14,020,824	55,067	14,075,891	5,577,378
Capital Expenses				
Land Held for Resale	0	0	0	0
Land Under Control (Crown Land)	0	0	0	0
Land and Buildings	(2,848,906)	(1,014,840)	(3,863,746)	(2,090,446)
Infrastructure Assets - Roads & Footpaths	(11,542,452)	(1,006,000)	(12,548,452)	(4,965,068)
Infrastructure Assets - Recreation Areas	(974,538)	(100,032)	(1,074,570)	(17,389)
Infrastructure Assets - Drainage	(400,000)	(159,334)	(559,334)	0
Infrastructure Assets - Other	(10,752,571)	(190,471)	(10,943,042)	(2,586,079)
Mobile Plant and Equipment	(940,000)	(46,000)	(986,000)	(910,000)
Fixed Plant and Equipment	(112,500)	0	(112,500)	(72,500)
Furniture and Equipment	(364,395)	1,739	(362,656)	(69,000)
Total Capital Expenditure	(27,935,362)	(2,514,938)	(30,450,300)	(10,710,482)
Net Cash from Capital Activities	(13,914,538)	(2,459,871)	(16,374,409)	(5,133,104)
Financing				
Proceeds from New Debentures	1,700,000	0	1,700,000	0
Transfer from Reserves	6,905,388	2,510,360	9,415,748	1,457,207
Repayment of Debentures	(619,827)	0	(619,827)	0
Transfer to Reserves	(4,289,032)	(1,160,444)	(5,449,476)	(1,429,672)
Net Cash from Financing Activities	3,696,529	1,349,916	5,046,445	27,535
Net Operations, Capital and Financing	(3,763,179)	(703,317)	(4,466,496)	10,896,831
Opening Funding Surplus(Deficit)	3,763,179	583,321	4,346,500	4,346,500
Closing Funding Surplus(Deficit)	0	(119,996)	(119,996)	15,243,331

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a general purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 11.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) **Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) **Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) **Inventories**

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) **Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	40 to 50 years
Construction other than Buildings (Public Facilities)	40 to 50 years
Furniture and Equipment	10 years
Plant and Equipment	4 to 15 years
Roads	15 to 100 years
Footpaths	50 years
Sewerage Piping	60 years
Water Supply Piping and Drainage Systems	60 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) **Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) **Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) **Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."

The Strategic Community Plan defines the key objectives of the Shire as:

"Our People Goal - Foster a community environment that is accessible, affordable, inclusive, healthy and safe.

Our Place Goal - Help to protect the natural and built environment and Cultural heritage of Broome whilst recognising the unique sense of place

Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population.

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community."

(s) Reporting Programs

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

Provision and maintenance of rented housing accommodation for pensioners and employees.

COMMUNITY AMENITIES

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

RECREATION AND CULTURE

Parks, gardens and recreation reserves, library services, television and radio re-broadcasting, swimming facilities, walk trails, youth recreation, Shark Bay World Heritage Discovery and Visitor Centre, boat ramps, foreshore, public halls and Shark Bay Recreation Centre.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase, marine facilities and cleaning of streets.

ECONOMIC SERVICES

Tourism, community development, pest control, building services, caravan parks and private works.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 2: EXPLANATION OF MATERIAL VARIANCES

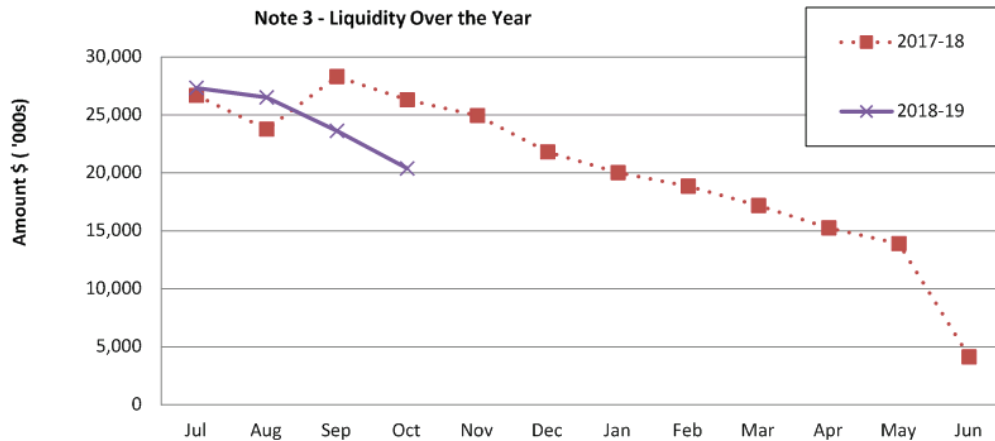
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	200,492	50.17%	▲	Permanent	Insurance payouts exceeded budget.
General Purpose Funding - Rates	56,848	0.25%			
General Purpose Funding - Other	(215,433)	(23.91%)	▼	Timing	Quarterly FAGS grant not received at 31.10.18
Law, Order and Public Safety	(5,763)	(1.48%)			
					Majority of health licenses are raised annually, budget is phased evenly.
Health	45,119	23.78%	▲	Timing	
Education and Welfare	1,000				
Housing	23,920	3.84%			
Community Amenities	1,712,923	22.54%	▲	Timing	Annual refuse charges raised with rates in July.
Recreation and Culture	(127,341)	(8.67%)			
Transport	(1,731,273)	(27.53%)	▼	Timing	Variance is due to natural disaster funding not yet being received.
Economic Services	(719,077)	(23.17%)	▼	Timing	Variance is due to no WATC drawdown to cover the operating cost.
					Variance due to Cyclone Hilda insurance claim received, budget phased evenly over the year, annual income received in Aug 18.
Other Property and Services	292,025	12.34%	▲	Timing	
Operating Expense					
Governance	42,523	1.53%			
General Purpose Funding	33	0.01%			
Law, Order and Public Safety	(4,156)	(0.41%)			
Health	30,487	3.85%			
Education and Welfare	25,019	3.39%			
Housing	(28,593)	(3.81%)			
Community Amenities	681,947	7.60%			
Recreation and Culture	480,873	3.89%			
Transport	403,027	2.84%			
Economic Services	433,672	9.91%			
					Variance due to insurance budget phased evenly over 12 months, annual invoices and 1st & 2nd contribution invoices already paid.
Other Property and Services	467,228	17.64%	▲	Timing	
Capital Revenues					
					Grant funded projects not completed yet - BRAC Youth Precinct, Catalina Boat Ramp parking, Skate Park shade.
Grants, Subsidies and Contributions	(3,089,648)	(22.35%)	▼	Timing	
Proceeds from Disposal of Assets	(237,550)	(94.64%)	▼	Timing	Assets have not been sold yet.
Capital Expenses					
Land and Buildings	1,994,748	51.63%	▲	Timing	KRO1, KRO2 & VBFB building still in progress.
Infrastructure Assets - Roads & Footpaths	3,317,909	26.44%	▲	Timing	Various infrastructure projects in progress, particularly Chinatown Revitalisation.
Infrastructure Assets - Recreation Areas	(171,756)	(15.98%)	▼	Timing	Town Beach upgrade commenced, carryovers added to budget in November.
Infrastructure Assets - Drainage	(59,625)		▼	Timing	Hammersley St upgrade drainage works, carryovers added to budget in November
Infrastructure Assets - Other	425,349	3.89%			
					Hino truck (Works), Isuzu truck (Works), Kubota Utility vehicle (Lifeguards) & Wheel Loader Komatsu not done yet and purchase of BRAC generator phased over 12 months.
Mobile Plant and Equipment	909,413	92.23%	▲	Timing	Purchase of Depot air compressor not done yet and weather station installation & maxicom software/site purchasing not done yet.
Fixed Plant and Equipment	72,500	64.44%	▲	Timing	
Furniture and Equipment	(21,893)	(8.37%)			
Financing					
Transfer from Reserves	(1,457,207)	(15.48%)	▼	Timing	Transfers from Reserves is done at the EOFY
Transfer to Reserves	1,350,954	24.79%	▲	Timing	Transfers to Reserves is done at the EOFY

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Oct 2018	30 Jun 2018	YTD 31 Oct 2017
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	16,253,375	7,086,441	21,119,916
Cash Restricted	4	38,125,624	38,046,906	31,413,549
Receivables - Rates	6	6,578,857	635,058	6,608,933
Receivables - Rates Other		371,918	53,798	369,621
Receivables - Debtors	6	1,925,541	909,069	633,393
Receivables - Other		419,172	325,186	145,581
Sundry Provisions & Accruals		50,019	593,208	38,938
Inventories		28,780	34,015	20,955
		63,753,286	47,683,680	60,350,886
Less: Current Liabilities				
Payables		(4,614,819)	(4,223,559)	(1,997,715)
Provisions		(616,894)	(1,066,714)	(631,480)
		(5,231,713)	(5,290,273)	(2,629,195)
Less: Cash Reserves	7	(38,125,626)	(38,046,906)	(31,413,549)
Rounding and Timing Adjustment		(2,678)		
Net Current Funding Position		20,393,269	4,346,502	26,308,142

Note 3 - Liquidity Over the Year


Comments - Net Current Funding Position

The budget was adopted at the OMC 28 June 2018. It was presented to Council with a predicted carried forward surplus of \$3,763,179.

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).

A full list of all budget amendments can be found Note 5.

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.15%	5,474,284			5,474,284	CommBank	At Call
Business Online Saver	0.60%	1,381,099			1,381,099	CommBank	At Call
BRAC Bank Account	0.10%	43,580			43,580	CommBank	At Call
BPAY Bank Account	0.00%	0			0	CommBank	At Call
Reserve Bank Account	0.60%		125,624		125,624	CommBank	At Call
Trust Bank Account	0.00%			917,415	917,415	CommBank	At Call
Cash On Hand	Nil	4,400			4,400	N/A	On Hand
(b) Term Deposits							
WATC grant in Trust	1.45%			4,032,658	4,032,658	WATC	
Term Deposit	2.80%		38,000,000		38,000,000	CommBank	26-Jun-19
Term Deposit	2.52%	5,000,000			5,000,000	BankWest	12-Nov-18
Term Deposit	2.67%	5,000,000			5,000,000	NAB	13-Dec-18
Total		16,903,363	38,125,624*	4,950,074‡	59,979,061		
Adjustments							
Payment Timing Adjustments**		649,988					
Add back Cash on Hand		4,400					
Total		16,248,975					

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 October 2018

Note 5: BUDGET AMENDMENTS

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

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		Budget Adoption		Opening Surplus	\$	\$	\$	\$
		Permanent Changes						0
		Opening surplus adjustment						0
		Budgeted EOY Surplus/(Deficit)						0
		General Purpose Funding						
32220		Valuation Expenses - Op Exp - Rates		Operating Expenditure			(15,517)	(15,517)
		Governance						
22172		Community Sponsorship Program - Op Exp - Other Governance		Operating Expenditure			(4,399)	(19,916)
23596		Transfer From Community Sponsorship Reserve Cap Inc - Other Gov		Capital Income		4,399		(15,517)
22172		Community Sponsorship Program - Op Exp - Other Governance		Operating Expenditure			(10,809)	(26,326)
23596		Transfer From Community Sponsorship Reserve Cap Inc - Other Gov		Capital Income		20,809		(5,517)
22173		EDL sponsorship programme Reserve Funded - Op Exp - Other Governance		Operating Expenditure			(36,395)	(41,912)
23593		Transfer From EDL Sponsorship Reserve - Cap Inc - Other Gov		Capital Income		36,395		(5,517)
23040		Youth Development Programme & Working Group - Op Exp - Other Governance		Operating Expenditure			(6,545)	(12,062)
23049		Transfer From - Restricted Cash Reserve - Other Governance - Cap Inc		Capital Income		6,545		(5,517)
22177		LandCorp Bme North Community-Sponsorship Prog Grant Exps - Op Exp - Other Gov		Operating Expenditure			(14,210)	(19,727)
		Law, Order and Public Safety						
52341		Reimb & Other Op Income - Emerg & Rang Serv		Operating Income		251,000		231,273
		Health						
75020		Mosquito Control & Pest Control - Op Exp - Preventive Service-Pest Control		Operating Expenditure			(2,584)	228,689
717599		Transfer From Restricted Cash Reserve - Cap Inc - Health Service - Pest Control		Capital Income		2,584		231,273
		Education and Welfare						
		Housing						
		Community Amenities						
107540		Cemeteries Other Infrastructure Upgrade - Cap Exp - Other Com Amenit		Capital Expenditure		210		231,483
107550	107556	Broome Cemetery New Infrastructure Cap Exp		Capital Expenditure			(387)	231,096
108001		New Refuse Site Exp - Op Exp - Regional Resource Recovery Park		Operating Expenditure		300,000		531,096
101995		Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov		Capital Income			(300,000)	231,096
104600	104695	Hammersley St Upgrade Drainage - Infa Cap Exp		Capital Expenditure			(159,334)	71,762
104480		Transfer From Drainage Reserve - Urban Stormwater Drainage - Cap Inc		Capital Income		159,334		231,096
		Recreation and Culture						
1181401		Town Beach Redevelopment - Other Infra New - Cap Exp		Capital Expenditure			(268,000)	(36,904)
113489		Transfer From POS Reserve - Other Rec & S		Capital Income		268,000		231,096
113553	HAYN001	Haynes Oval Other Infrastructure Renewal - Cap Exp		Capital Expenditure			(2,593)	228,503

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 5: BUDGET AMENDMENTS

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

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
116125	116126	Broome Entry Statement Signage New Const - Cap Exp - Other Cult		Capital Expenditure			(89)	228,414
1181401		Town Beach Redevelopment - Other Infra New - Cap Exp		Capital Expenditure		81,288		309,702
113403		Grants - Non Op - Cap Inc - Other Rec & Sport		Capital Income			(42,933)	266,769
1181405		Town Beach Redevelopment - Greenspace & Waterpark - Cap Exp		Capital Expenditure		63,568		330,337
113704		Consultants - Op Exp - Rec Services		Operating Expenditure		3,510		333,847
1181420	YBRA001	Youth Bike Recreation Area - New Construction - Cap Exp		Capital Expenditure			(31,100)	302,747
113403		Grants - Non Op - Cap Inc - Other Rec & Sport		Capital Income		85,000		387,747
113409		Transfer From Restricted Cash Reserve - Other Rec & Sport		Capital Income		9,870		397,617
115280		Grant Program Expenses - Op Exp - Library (Income in 115480)		Operating Expenditure			(901)	396,716
115480		Grant Program Income - Op Inc - Library (Expense in 115280)		Operating Income			(5,500)	391,216
115311		Transfer from Restricted Cash Reserve - Libraries - Cap Inc		Capital Income		3,881		395,097
113550	113554	Herbert Park New Infra Const - Cap Exp		Capital Expenditure			(12,500)	382,597
1181201		Jetty to Jetty Town Beach - Design/Plans/Feasibility - Op Exp - Other Recreation & Sport		Operating Expenditure			(46,526)	336,071
1181405		Town Beach Redevelopment - Greenspace & Waterpark - Cap Exp		Capital Expenditure			(120,000)	216,071
111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals		Capital Expenditure			(900,444)	(684,373)
		Transport						
123000	102204	2017-2018 WANDRRA Events - Works Maint		Operating Expenditure			(2,362,260)	(3,046,633)
120306		Dep't Premier & Cabint Natural Disaster Grant - Cape Leveque Rd		Operating Income		2,362,260		(684,373)
121960		Transfer From Road Reserve Road Construction - Cap Inc		Capital Income		843,153		158,780
123000	122197	2016-2017 WANDRRA Events - Works Maint		Operating Expenditure		19,606		178,386
120306		Dep't Premier & Cabint Natural Disaster Grant - Cape Leveque Rd		Operating Income			(325,606)	(147,220)
121100	RU433	Hammersley Napier Black Spot Project - Cap Exp		Capital Expenditure			(63,138)	(210,358)
121960		Transfer From Road Reserve Road Construction - Cap Inc		Capital Income		140,295		(70,063)
121101	121552	Hunter St Renewal Rd Infra Const - Capex (was Herbert st)		Capital Expenditure			(41,090)	(111,153)
121778		Regional Rd Group (RRG) Rural Rd Const Funding - Non Op Inc - Rd Const		Capital Income			(30,600)	(141,753)
121779		Regional Rd Group (RRG) Urban Rd Const Funding - Non Op Inc - Rd Const		Capital Income		30,600		(111,153)
121960		Transfer From Road Reserve Road Construction - Cap Inc		Capital Income		32,129		(79,024)
125140	121597	Frangipani Subdivision Footpath Construction Expense - Cap Exp		Capital Expenditure			(4,763)	(83,787)
125140	125269	Roebuck Estate Subdivision - Various Stages		Capital Expenditure			(20,000)	(103,787)
125140	125279	Six Seasons Estate - Januburu Subdivision - Various Stages		Capital Expenditure			(7,000)	(110,787)
125140	125289	Sunset Rise Subdivision - Whole Estate - Various Paths		Capital Expenditure			(20,000)	(130,787)
125140	125290	Old Broome Estate Subdivision - Whole Estate - Various Paths		Capital Expenditure			(6,856)	(137,643)
125960		Transfer From Footpath Reserve - Footpath Construction		Capital Income		232,076		94,433
125225	125232	Street Lighting at Various Locations - Renewal		Capital Expenditure			(900)	93,533
122415	122416	Flood Damage Repairs Consultant Expense - Op Exp		Operating Expenditure			(365,035)	(271,502)
122430		Natural Disaster Grant - Flood Damage Repairs		Operating Income		970,000		698,498
121778		Regional Rd Group (RRG) Rural Rd Const Funding - Non Op Inc - Rd Const		Capital Income			(680,000)	18,498
121779		Regional Rd Group (RRG) Urban Rd Const Funding - Non Op Inc - Rd Const		Capital Income		680,000		698,498
120306		Dep't Premier & Cabint Natural Disaster Grant - Cape Leveque Rd		Operating Income		640,595		1,339,093
123000	102204	2017-2018 WANDRRA Events - Works Maint		Operating Expenditure			(640,595)	698,498

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 5: BUDGET AMENDMENTS

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

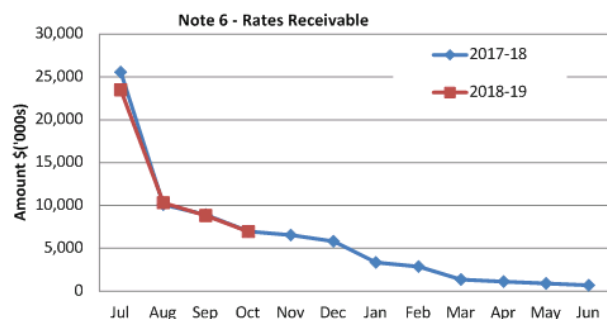
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Classifications Pick List
Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Opening Surplus/(Deficit)
Non Cash Item

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 6: RECEIVABLES

Receivables - Rates Receivable	YTD 31 Oct 2018	30 Jun 2018
	\$	\$
Opening Arrears Previous Years	635,058	850,382
Levied this year	22,342,328	21,931,509
Less Collections to date	(16,398,530)	(22,146,833)
Equals Current Outstanding	6,578,857	635,058
Net Rates Collectable	6,578,857	635,058
% Collected	71.37%	97.21%


Comments/Notes - Receivables Rates

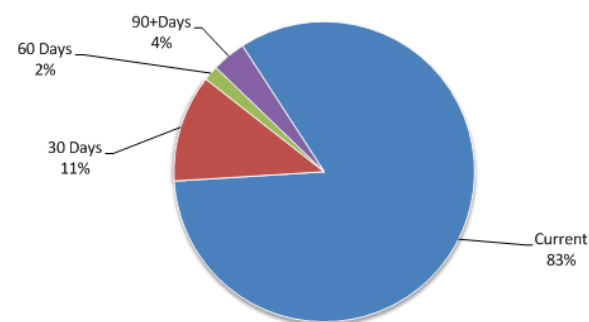
[Insert explanatory notes and commentary on trends and timing]

* NOTE - Rates were raised on 19 July 2018 and are due on 23 August 2018

**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	(21,061)	1,619,045	225,386	31,609	70,562
Total Receivables General Outstanding					1,925,541

Amounts shown above include GST (where applicable)

Receivables - General

Comments/Notes - Receivables General

[Insert explanatory notes and commentary on trends and timing]

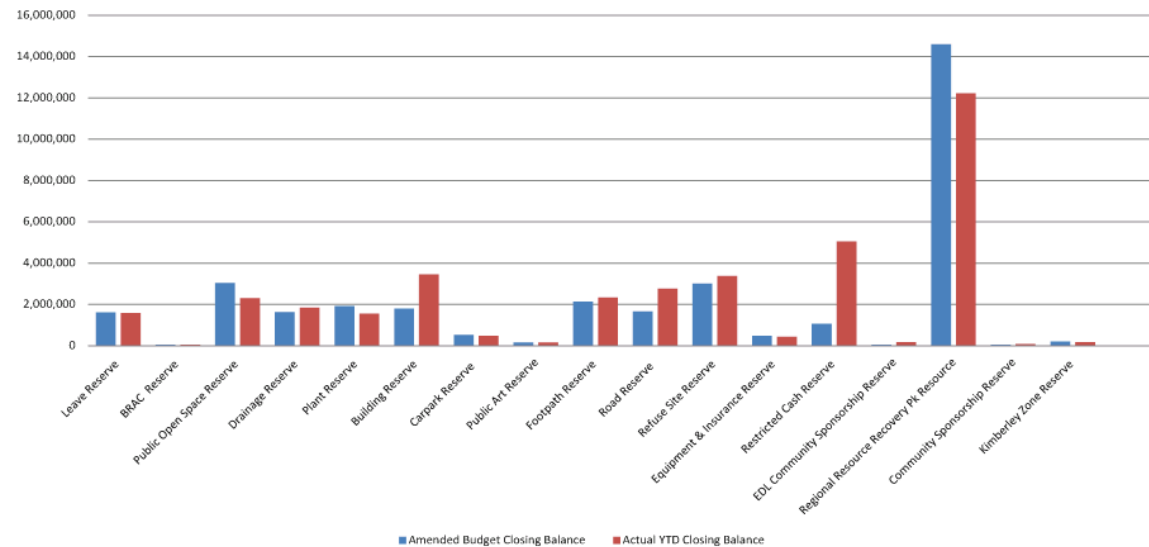
* Note - A credit refers to a debtor paying more than required in the current billing period. It sits as a credit against the account until the following period when it is applied

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 7: Cash Backed Reserve

2018-19											
		Amended		Amended		Amended				Amended	
		Budget	Actual	Budget	Actual	Budget	Actual			Budget	
		Interest	Interest	Transfers In	Transfers In	Transfers Out	Transfers Out	Transfer out		Closing	Actual YTD Closing
		Earned	Earned	(+)	(+)	(-)	(-)	Reference		Balance	Balance
Name	Opening Balance										
	\$	\$	\$	\$	\$	\$	\$		\$	\$	
Leave Reserve	1,592,184	33,108	3,798	0	0	0	0		1,625,292	1,595,982	
BRAC Reserve	54,376	1,260	130	0	0	0	0		55,636	54,506	
Public Open Space Reserve	2,300,553	53,700	5,487	955,497	0	(268,000)	0		3,041,750	2,306,040	
Drainage Reserve	1,839,818	37,356	4,389	23,951	0	(260,135)	0		1,640,990	1,844,207	
Plant Reserve	1,559,838	31,500	3,721	333,000	0	0	0		1,924,338	1,563,559	
Building Reserve	3,451,746	52,020	8,234	468,367	0	(2,176,690)	0		1,795,443	3,459,980	
Carpark Reserve	485,090	11,496	1,157	34,416	0	0	0		531,002	486,247	
Public Art Reserve	162,748	3,816	388	0	0	0	0		166,564	163,136	
Footpath Reserve	2,338,141	42,576	5,577	265,392	0	(504,076)	0		2,142,033	2,343,718	
Road Reserve	2,764,619	61,068	6,595	270,251	0	(1,435,577)	0		1,660,361	2,771,214	
Refuse Site Reserve	3,377,489	58,836	8,057	0	0	(422,900)	0		3,013,425	3,385,546	
Equipment & Insurance Reserve	432,473	8,904	1,032	45,705	0	0	0		487,082	433,505	
Restricted Cash Reserve	5,045,886	0	0	72,878	0	(4,046,767)	0		1,071,997	5,045,886	
EDL Community Sponsorship Reserve	182,371	2,064	435	0	0	(126,395)	0		58,040	182,806	
Regional Resource Recovery Pk Resource	12,190,279	282,624	29,078	2,278,659	0	(150,000)	0		14,601,562	12,219,357	
Community Sponsorship Reserve	84,449	1,152	201	0	0	(25,209)	0		60,392	84,650	
Kimberley Zone Reserve	184,845	4,380	441	15,500	0	0	0		204,725	185,286	
									0	0	
	38,046,906	685,860	78,720	4,763,616	0	(9,415,749)	0		34,080,633	38,125,626	

Error



SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
					YTD 31 Oct 2018			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
Cost	Accum Depr	Proceeds	Profit (Loss)		\$	\$	\$	
\$	\$	\$	\$					
				P Number Plant and Equipment				
				0 P12913 Utility Crew Cab Isuzu D-Max LS-M (MERBS) 1EHR010	(7,100)	0	0	
				0 P4208 Scrubber Nilfisk (CA531) - BRAC	0	0	0	
				0 P16108 Generator (standby) mega - gen DVAS 165E	0	0	0	
				0 P17313 Hyundai i30 Active CRDI 5D hatchback diesel (Property) BM25995	(2,750)	0	0	
				ALL TERRAIN VEHICLE 4WD - BEACH AREA (REPLACES P9911) - Used by CCC and				
				Weed Control	(4,250)	0	0	
				0 P1313 Isuzu NPR 300 Light Truck 2WD Crew Cab Steel Tray (P&Gs) 1ECN037	(10,613)	0	0	
				0 P17214 Toro Groundmaster Front Deck Ride on Mower (refer P6910 old unit)	(5,934)	0	0	
				0 P16813 Mini Wheel Loader Toro Wheelmaster 320D (P&Gs)	170	0	0	
				0 P7901 Aerator Tractor Mounted	0	0	0	
				0 P6713 Howard Stealth S2 Dual winged rotary mower (tractor towed) (P&Gs)	(2,650)	0	0	
				0 P6413 Hino 300 series 717 Single Cab truck steel tray (signs) (Works) 1EGO887	(3,206)	0	0	
				0 P14713 Utility 4WD Crew Cab Tray Isuzu D-Max SX Auto (Works - Supervisor) 1EHR009	(6,903)	0	0	
				0 P12809 Submersible Pump (Works)	0	0	0	
				0 P6313 Truck 2WD Dual Cab w- steel tray Isuzu NPR 300 (Works) 1EDA148	(14,940)	0	0	
				0 P13108 Compressor Air Champion CSI11 Rotary Screw with CRDI024 Filters (Workshop)	(3,704)	0	0	
				0 P4003 Compressor Atlas Copco - Rubbish Tip	1,000	0	0	
				0 P413 Wheel Loader Komatsu WA250PZ-6 (WMPF) 1EBV039	(11,973)	0	0	
				Utility Crew Cab Tray Top 4WD Isuzu D-Max SX man (Waste Coordinator) 1GDI709				
				(old plate1EHR033)	(6,200)	0	0	
				0 P13008 Fire Engine Walter Mark IV BM7767		0	0	
0	0	0	0		(79,053)	0	0	
Comments - Capital Disposal/Replacements								

Comments - Capital Disposal/Replacements

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 9: RATING INFORMATION		Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE												
Differential General Rate												
<u>Gross Rental Valuations</u>												
GRV - Residential		9.9283	4,849	123,138,866	12,234,303	50,000		12,284,303	12,234,303	50,000		12,284,303
GRV - Residential - Vacant		16.0727	138	2,331,400	374,857			374,857	374,857			374,857
GRV - Commercial/Industrial		10.9568	579	54,140,974	5,917,153			5,917,153	5,917,153			5,917,153
GRV - Tourism		15.2390	425	16,860,500	2,548,542			2,548,542	2,548,542			2,548,542
<u>Unimproved Value Valuations</u>												
UV - Rural		3.1327	21	6,643,773	208,129			208,129	208,129			208,129
UV - Mining		12.5464	37	690,043	86,576			86,576	86,576			86,576
UV - Commercial Rural		0.6687	53	17,486,000	116,928			116,928	116,928			116,928
Sub-Totals			6,102	221,291,556	21,486,488	50,000	0	21,536,488	21,486,488	50,000	0	21,536,488
Minimum Payment		Minimum \$										
<u>Gross Rental Valuations</u>												
GRV - Residential		1,220	74	900,572	90,280			90,280	90,280			90,280
GRV - Residential - Vacant		1,220	198	1,157,070	241,560			241,560	241,560			241,560
GRV - Commercial/Industrial		1,220	25	182,874	30,500			30,500	30,500			30,500
GRV - Tourism		1,220	413	1,888,640	503,860			503,860	503,860			503,860
<u>Unimproved Value Valuations</u>												
UV - Rural		1,220	2	28,300	2,440			2,440	2,440			2,440
UV - Mining		500	29	42,639	14,500			14,500	14,500			14,500
UV - Commercial Rural		1,220	4	191,300	4,880			4,880	4,880			4,880
Sub-Totals			745	4,391,395	888,020	0	0	888,020	888,020	0	0	888,020
Charitable Concessions								22,424,508				22,424,508
								(47,858)				(47,858)
Amount from General Rates								22,376,650				22,376,650
Ex-Gratia Rates								0				0
Specified Area Rates								0				0
Totals								22,376,650				22,376,650

Comments - Rating Information

NOTE - This note represents the budgeted rating and back rating revenue expected for the 2017/18 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 October 2018

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 30-Jun-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 191 - BRAC Inf & Stage 2B	60,765		0	60,765	60,765	0	8,898	3,253
Loan 193 - Civic Centre Redevelopment	1,913,995		0	450,801	1,913,995	1,463,194	(8,343)	83,639
Loan 194 - BRAC Oval Pavillion	344,478		0	108,261	344,478	236,217	(3,573)	20,817
			0	0	0	0	0	0
Chinatown Revitalisation Loan	0	1,700,000	0	0	0	0	0	0
	2,319,238	1,700,000	0	619,827	2,319,238	1,699,411	(3,017)	107,709

All debenture repayments were financed by general purpose revenue.

*A negative amount indicated in the "Interest Repayments Actuals" column is a result of end of financial year accruals to recognise the proportion of interest incurred during the 17/18 financial year.

(b) New Debentures

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

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 18	Amount Received	Amount Paid	Closing Balance 31-Oct-18
	\$	\$	\$	\$
Verge Bonds	32,276	0	0	32,276
Library Transient Borrower Deposits	70	0	0	70
Election Nomination Deposits	0	0	0	0
Civic Centre Event Takings	3,654	0	0	3,654
Key & Other General Purpose Deposits	8,493	3,262	0	11,755
BCITF Collection & Refund Deposits	820	3,699	(4,518)	0
Japanese Cemetery Improvements Deposits	0	0	0	0
Town Planning Related Bond Deposits	106,208	0	0	106,208
Cemetery Plot Reservation Deposits	35,794	733	0	36,527
Recreation Facility use Bond Deposits	49,294	29,816	(50,346)	28,763
Cash In Lieu Of Public Open Space	99,876	0	0	99,876
Parking Facilities Bond Deposits	0	0	0	0
Road & Footpath Facilities Bond Deposits	506,947	0	0	506,947
Capital Works Bond Deposits	3,060	0	0	3,060
Bank Guarantee Deposits Received	46,431	0	0	46,431
Contract Bonds & Retentions	0	0	0	0
Overpayments Held	0	0	0	0
Unclaimed Monies	19,583	0	0	19,583
BRB Levy	1,687	8,425	(10,112)	(0)
Staff Rental Bonds	47,093	7,440	(5,980)	48,553
Key Deposits	2,545	0	0	2,545
Chinatown Revitalisation grant	4,017,956	19,669	0	4,037,625
	4,981,786	73,043	(70,957)	4,983,872

Level of Completion Indicators



SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 12: CAPITAL ACQUISITIONS

		YTD 31 Oct 2018							
% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)
		Governance							
0%	○	Governance Total			0	0	0	0	0
		Law, Order And Public Safety							
0%	○	Law, Order And Public Safety Total			0	0	0	0	0
		Education and Welfare							
0%	○	Vehicle & Mob Plant Renewal(Replacement) Exp -Cap Exp -Ranger Ops	52550		40,000	40,000	0	(40,000)	0
0%	○	VFBF Building New Const - Cap Exp - Volunteer Bush Fire Brigade	53172		1,200,000	800,000	1,000	(1,199,000)	0
0%	○	Surf Club Building Upgrade (Inc Plant & Furniture) Cap Exp-Law Ord & PS	53239		170,356	18,928	0	(170,356)	0
0%	○	Fire Danger Rating Signs: Old Broome Rd/Cape Leveque Rd (Electronic Board)	53257	53270	14,300	0	0	(14,300)	0
0%	○	Cable Beach Vehicle Ramp Signage Upgrade - Cap Exp - Oth Law Ord & PS	53257	53271	17,500	0	0	(17,500)	0
No Budget	□	Furn & Equip New - Cap Exp - Ranger Operations	53955		0	0	198	198	0
0%	○	Education and Welfare Total			1,442,156	858,928	1,198	(1,440,958)	0
		Housing							
0%	○	Housing Total			0	0	0	0	0
		Health							
0%	○	Health Total			0	0	0	0	0
		Community Amenities							
0%	○	Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	101510		335,000	335,000	0	(335,000)	0
26%	○	Buckleys Rd Closure Upgrade (was Opex 101302) - Cap Exp - San Gen Refuse	101545	101558	70,900	0	18,423	(52,477)	0
24%	○	Other Infra Renewal Rubbish Services - Cap Exp - San Gen Refuse	101550	101552	50,000	16,668	0	(37,978)	12,022
4%	○	Short St-Paspaley Carnarvon Street New Drainage Const - Cap Exp	104270	104299	400,000	0	14,862	(385,138)	0
0%	○	Cemeteries Other Infrastructure Upgrade - Cap Exp- Oth Com A	107540	107541	54,440	54,650	0	(54,440)	0
0%	○	Broome Cemetery New Infrastructure Cap Exp	107550	107556	38,387	38,000	0	(38,387)	0
0%	○	Broome Cemetery Renewal by P & G - Cap Exp	107552	107561	27,664	0	0	(27,664)	0
0%	○	Vehicles & Mobile Plant New - Cap Exp - Sanitation Other	1042510		45,000	15,000	0	(45,000)	0
28%	○	Hammersley St Upgrade Drainage - Infa Cap Exp	104600	104695	159,334	0	44,762	(114,572)	0
8%	○	Community Amenities Total			1,180,725	459,318	78,047	(1,090,656)	12,022
		Recreation And Culture							
0%	○	Vehicle & Mobile Plant Renewal (Replacement) -Cap Exp- Swim Area & Beaches	112397		30,000	30,000	0	(30,000)	0
0%	○	Skatepark New Infrs Const - Cap Exp - Other Rec & Sport	113027	113029	140,000	0	0	(140,000)	0
0%	○	Herbert Park New Infra Const - Cap Exp	113550	113554	12,500	0	0	(12,500)	0
0%	○	Sugar Glider Park New Const - Cap Exp	113550	113606	24,901	0	0	(24,901)	0
29%	○	Cable Beach Reserve Renewal Works - Cap Exp	113551	113674	13,617	0	0	(9,697)	3,920
0%	○	Town Beach Renewal Works - Infa Cap Exp	113551	113677	38,107	0	0	(38,107)	0
47%	○	Chippindale Park Renewal Infra - Cap Exp - Parks & Ovals	113551	113679	11,444	0	0	(6,023)	5,421
37%	○	Haynes Oval Reserve Renewal of Infrastructure- Cap Exp	113551	113762	89,294	0	0	(56,112)	33,182
0%	○	Solway Park renewal Infra - Cap Exp - Pks & Ovals	113551	113787	26,050	0	0	(26,050)	0
13%	○	Cygnnet Park Infrastructure Renewal - Cap Exp	113551	113788	13,144	0	0	(11,466)	1,678
33%	○	Six Seasons Parks Infrastructure Renewal - Cap Exp	113551	113790	7,445	2,480	0	(4,989)	2,456
16%	○	Tolentino Park Infrastructure Renewal - Cap Exp	113551	113791	35,560	0	0	(29,989)	5,571

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 12: CAPITAL ACQUISITIONS

YTD 31 Oct 2018									
% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)
0%	<input type="radio"/>	Sugar Glider Park Renewal Infra - Cap Exp - Parks & Ovals	113551	113793	6,000	0	0	(6,000)	0
19%	<input type="radio"/>	Lawrence Park Renewal Infra - Cap Exp - Parks & Ovals	113551	113794	15,417	0	0	(12,544)	2,873
98%	<input checked="" type="radio"/>	Haynes Oval Other Infrastructure Renewal - Cap Exp	113553	HAYN001	41,950	39,357	0	(779)	41,171
No Budget	<input checked="" type="radio"/>	Boating Facilities Prog New Infra - Cap Exp - Swim Areas & Bchs	113567		0	0	12,671	12,671	0
0%	<input type="radio"/>	Reticulation Control System New Exp - Cap Exp Parks & Ovals	113603		40,500	40,500	0	(40,500)	0
0%	<input type="radio"/>	Broome Entry Statement Signage New Const - Cap Exp - Other Cult	116125	116126	74,089	74,000	0	(74,089)	0
0%	<input type="radio"/>	Aquatic Infrastructure Renewal - Cap Exp - BRAC Aquatic	117128	117129	61,600	0	0	(61,600)	0
0%	<input type="radio"/>	Building New Construction Expense - BRAC Dry - Cap Exp	117300	117365	17,700	0	0	(17,700)	0
0%	<input type="radio"/>	Recreation Centre Building New Const BRAC Dry - Cap Exp	117300	117395	15,000	15,000	0	(15,000)	0
0%	<input type="radio"/>	Plant & Elect Imp Exp (Dry) - BRAC	117370	117371	60,000	20,000	0	(60,000)	0
0%	<input type="radio"/>	Furniture & Equip - New - BRAC Dry	117372	117373	15,100	0	0	(15,100)	0
0%	<input type="radio"/>	Vehicle & Mobile Plant Renewal (Replacement) -Cap Exp- BRAC General	117398		7,000	7,000	0	(7,000)	0
0%	<input type="radio"/>	BRAC Oval Upgrade of Infra - Cap Exp	117450	117452	14,909	14,909	0	(14,909)	0
0%	<input type="radio"/>	BRAC Ovals Renewal - Infra Works - Cap Exp - BRAC Ovals	117455	117456	21,850	0	0	(21,850)	0
31%	<input type="radio"/>	Town Beach Redevelopment - Other Infra New - Cap Exp	1181401		4,686,712	1,664,000	1,440,441	(3,246,271)	0
0%	<input type="radio"/>	Town Beach Redevelopment - Fishing Platform & Amenities -Other Infra New - Cap Exp	1181402		271,138	0	0	(271,138)	0
0%	<input type="radio"/>	Town Beach Redevelopment - Catalina Boat Ramp Carpark - Car Parks New - Cap Exp	1181403		378,373	0	0	(378,373)	0
3%	<input type="radio"/>	Town Beach Redevelopment - Greenspace & Waterpark - Cap Exp	1181405		3,947,885	0	121,372	(3,826,513)	0
0%	<input type="radio"/>	Youth Bike Recreation Area - New Construction - Cap Exp	1181420	YBRA001	476,300	0	0	(476,300)	0
16%	<input type="radio"/>	Recreation And Culture Total			10,593,585	1,907,246	1,574,483	(8,922,830)	96,272
		Transport							
8%	<input type="radio"/>	Hammersley St Upgrade Construction - Cap Exp	121100	121113	897,901	438,383	68,904	(828,997)	0
14%	<input type="radio"/>	Black Spot - Dakas St Refuge Island - Rd Upgrade Cap Exp	121100	RU226	86,088	86,088	12,321	(73,767)	0
107%	<input checked="" type="radio"/>	Hammersley Napier Black Spot Project - Cap Exp	121100	RU433	1,062,593	999,455	1,140,234	77,641	0
12%	<input type="radio"/>	Hunter St Renewal Rd Infra Const - Capex (was Herbert st)	121101	121552	694,525	300,000	0	(610,791)	83,734
		Urban Reveals Renewal Program - Various (Sealing Contractor) - Cap Ex - Renewal							
0%	<input type="radio"/>		121101	RRU	427,887	0	0	(427,887)	0
0%	<input type="radio"/>	Cape Leveque Rd Upgrade Const - Cap Exp (See 121507 for Reforms & Drainage)	121501	121540	103,324	103,324	0	(103,324)	0
0%	<input type="radio"/>	Broome / Cape Leveque Rd - Unsealed pindan section - Cap Ex - Renewal	121505	RR80	120,710	40,236	0	(120,710)	0
No Budget	<input checked="" type="radio"/>	Chinatown Street Scape Upgrade of Infra by P & G - Cap	121510		0	0	36,109	36,109	0
0%	<input type="radio"/>	Old Broome Estate - New Bus bay Construction - Cap Exp	125100	BUSN002	31,278	31,278	0	(31,278)	0
0%	<input type="radio"/>	Frangipani Subdivision Footpath Construction Expense - Cap Exp	125140	121597	4,763	0	0	(4,763)	0
0%	<input type="radio"/>	Carnarvon Street Footpath Construction	125140	125160	112,504	38,780	0	(112,504)	0
0%	<input type="radio"/>	Palmer Road - Footpath Construction	125140	125192	20,300	20,300	0	(20,300)	0
0%	<input type="radio"/>	Hunter Street - Footpath Construction	125140	125222	150,000	49,996	0	(150,000)	0
0%	<input type="radio"/>	Roebuck Estate Subdivision - Various Stages							
0%	<input type="radio"/>		125140	125269	40,300	0	0	(40,300)	0
3%	<input type="radio"/>	Broome North Footpath New Const - Capex	125140	125277	198,775	198,775	5,641	(193,134)	0
0%	<input type="radio"/>	Six Seasons Estate - Januburu Subdivision - Various Stages	125140	125279	14,250	0	0	(14,250)	0
0%	<input type="radio"/>	Barker Street Footpath Const New - Capex	125140	125281	107,000	0	0	(107,000)	0
0%	<input type="radio"/>	Sunset Rise Subdivision - Whole Estate - Various Paths	125140	125289	40,300	0	0	(40,300)	0
		Old Broome Estate Subdivision - Whole Estate - Various Paths							
0%	<input type="radio"/>		125140	125290	11,931	0	0	(11,931)	0
0%	<input type="radio"/>	Broome New Street Light Construction - Cap Exp	125200	STLN002	150,000	150,000	0	(150,000)	0
No Budget	<input checked="" type="radio"/>	Street Lighting Upgrade - Cap Exp - Cons Streets Roads Bridges	125215		0	0	3,360	3,360	0
0%	<input type="radio"/>	Street Lighting at Various Locations - Renewal	125225	125232	48,204	47,304	0	(48,204)	0
25%	<input type="radio"/>	Various Footpath Renewal - Renewal Construction - Cap Exp	125300	VARPATH	407,928	176,910	0	(305,895)	102,033
0%	<input type="radio"/>	Various FootPath Upgrade - Cap Exp	1223481	FPUP001	82,100	82,100	0	(82,100)	0
0%	<input type="radio"/>	Access & Inclusion Improvements New Infra - Cap Exp	1254421		20,000	0	0	(20,000)	0
									0
30%	<input type="radio"/>	Transport Total			4,832,661	2,762,929	1,266,568	(3,380,326)	185,767
		Economic Services							

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 12: CAPITAL ACQUISITIONS

			YTD 31 Oct 2018							
% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
No Budget	☑	New Caravan Dumping Point - Other Infrastructure - Tourism & Area Promotion - Cap Exp	1365495	136549	0	0	782	782	0	
No Budget	☑	Chinatown Revitalisation Project Management - Cap Exp - Economic Services Special Projects	1367402		0	0	153,166	153,166	0	
1%	○	Dampier St Upgrade - Cap Exp	1367404	1367407	3,094,671	930,405	27,084	(3,067,587)	0	
4%	○	Carnarvon St Upgrade - Cap Exp	1367404	1367408	4,440,951	1,469,037	171,100	(4,269,851)	0	
61%	⦿	Frederick St Lookout - Other Infra New - Cap Exp	1367405	1367409	802,166	267,388	491,366	(310,800)	0	
0%	○	Tourist Rest Stop at Pearl Luggar - Other Infra New - Cap Exp	1367405	1367410	704,139	234,712	0	(704,139)	0	
9%	○	Economic Services Total			9,041,927	2,901,543	843,498	(8,198,429)	0	
		Other Property & Services								
0%	○	Vehicle & Mob Plant Renewal (Replacement) - Cap Exp - Gen Admin	142551		22,000		0	(22,000)	0	
18%	○	Shire Office Build Haas St Renewal - Cap Exp - Corp Gov	142558		90,000		0	(73,844)	16,156	
0%	○	Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	143610		214,000	214,000	0	(213,892)	108	
42%	⦿	Equip & H'Ware > \$5000 Cap Exp - IT	146120		198,556	69,000	83,895	(114,661)	0	
5%	○	Software >\$5000 Cap Exp - IT	146122		149,000	0	6,800	(142,200)	0	
0%	○	Broome Golf Club Renewal Building Wks- Other Build Leased - Cap Exp	146699		250,000	0	0	(250,000)	0	
2%	○	Building Capital > \$5k - Cap Exp - Unclassified General	147100		774,000	64,668	0	(755,589)	18,411	
0%	○	KRO Garden Renewal Infra Const - Cap Exp - Office Properties Leased	147357	147358	10,000	0	0	(10,000)	0	
5%	○	KRO1 Building Renewal - Cap Exp - Office Prop Leased	147374		735,814	619,850	0	(700,142)	35,672	
4%	○	KRO2 Building Renewal - Cap Exp - Office Prop Leased	147375		610,876	542,000	0	(586,417)	24,459	
0%	○	Plant Equip & Tools Over \$5000 - Depot (Excluding Vehicles)	148290		12,000	12,000	0	(12,000)	0	
0%	○	Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	148611		293,000	247,000	0	(293,000)	0	
No Budget	☑	Vehicle & Mob Plant New - Cap Exp - Works Ops	148621		0	0	479	479	0	
6%	○	Other Property & Services Total			3,359,246	1,820,518	91,174	(3,173,266)	94,806	
14%	○	GRAND TOTAL			30,450,300	10,710,482	3,854,969	(26,206,464)	388,867	

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 12: CAPITAL ACQUISITIONS

		YTD 31 Oct 2018							
% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)
0%	○	Land & Buildings - New			1,232,700	815,000	1,000	(1,231,700)	0
0%	○	Land & Buildings - Upgrade			170,356	18,928	0	(170,356)	0
4%	○	Land & Buildings - Renewal			2,460,690	1,256,518	0	(2,365,992)	94,698
		Works in Progress Land & Buildings			0	0	0	0	0
2%	○	Land & Buildings - Total			3,863,746	2,090,446	1,000	(3,768,048)	94,698
3%	○	Recreation Areas Infrastructure - New			4,626,495	14,909	134,043	(4,492,452)	0
		Recreation Areas Infrastructure - Upgrade			0	0	0	0	0
16%	○	Recreation Areas Infrastructure - Renewal			339,528	2,480	0	(284,423)	55,101
		Works in Progress Recreation Areas Infrastructure			0	0	0	0	0
4%	○	Recreation Areas Infrastructure - Total			4,966,023	17,389	134,043	(4,776,879)	55,101
0%	○	Roads, F/Paths & Bridges Infrastructure - New			1,129,774	339,129	5,641	(1,124,133)	0
15%	○	Roads, F/Paths & Bridges Infrastructure - Upgrade			9,767,628	4,108,793	1,455,751	(8,311,877)	0
11%	○	Roads, F/Paths & Bridges Infrastructure - Renewal			1,651,050	517,146	0	(1,465,263)	185,767
		Works in Progress - Rds, F/Paths & Bridges			0	0	0	0	0
13%	○	Roads, F/Paths & Bridges Infrastructure - Total			12,548,452	4,965,068	1,461,391	(10,901,293)	185,767
4%	○	Drainage Infrastructure - New			400,000	0	14,862	(385,138)	0
28%	○	Drainage Infrastructure - Upgrade			159,334	0	44,762	(114,572)	0
		Drainage Infrastructure - Renewal			0	0	0	0	0
		Works in Progress Drainage Infrastructure			0	0	0	0	0
11%	○	Drainage Infrastructure - Total			559,334	0	59,624	(499,709)	0
31%	○	Other Infrastructure - New			6,726,631	2,428,100	2,085,755	(4,640,876)	0
14%	○	Other Infrastructure - Upgrade			157,140	54,650	21,783	(135,357)	0
32%	○	Other Infrastructure - Renewal			167,818	103,329	0	(114,625)	53,193
		Works in Progress Other Infrastructure			0	0	0	0	0
31%	○	Other Infrastructure - Total			7,051,589	2,586,079	2,107,537	(4,890,819)	53,193
1%	○	Mobile Plant & Equip New			45,000	15,000	479	(44,521)	0
		Mobile Plant & Equip Upgrade			0	0	0	0	0
0%	○	Mobile Plant & Equipment Renewal (Replacement)			941,000	895,000	0	(940,892)	108
0%	○	Mobile Plant & Equip - Total			986,000	910,000	479	(985,413)	108
0%	○	Fixed Plant & Equipment - New			112,500	72,500	0	(112,500)	0
		Fixed Plant & Equipment - Upgrade			0	0	0	0	0
		Fixed Plant & Equipment - Renewal			0	0	0	0	0
0%	○	Fixed Plant & Equipment - Total			112,500	72,500	0	(112,500)	0
25%	○	Furniture & Equipment - New			362,656	69,000	90,893	(271,763)	0
25%	○	Furniture & Equipment - Total			362,656	69,000	90,893	(271,763)	0
14%	○	Capital Expenditure Total			30,450,300	10,710,482	3,854,969	(26,206,464)	388,867

SHIRE OF BROOME
Monthly Statement of Financial Activity
For the Period Ending 31 October 2018

Appendix A: SUPPLEMENTARY NOTES TO THE MONTHLY REPORT

NOTES TO THIS MONTH'S REPORT

OVERVIEW

For the period ended 31 October 2018, the following are key indicators supporting the year to-date budget position with respect to the Annual Forecast Budget:

Budget Year elapsed	33.7%
Total Rates Raised Revenue	100% (of which 71.37% were paid)
Total Other Operating Revenue	29%
Total Operating Expenditure	30%
Total Capital Revenue	16%
Total Capital Expenditure	14%
Total Sale of Assets Revenue	0%

The budget was adopted at the Ordinary Meeting of Council on 28 June 2018. Council adopted a balanced annual budget, which included a net carried forward balance of \$3,763,179, being \$2,163,471 of carry-over projects, plus \$1,599,708 Financial Assistance Grants received in advance.

It should be noted that the end of financial year (EOFY) processes are now complete and the Annual Financial statements were presented to the Audit Committee on 22 October 2018 before the recommendations were presented to the Ordinary Meeting of Council on 25 October 2018. The final report included recommendations for the use of an additional \$583,320 in carried forward surplus. These recommendations were approved by Council and incorporated into the 2018-19 budget.

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

The details of all amendments year-to-date can be found on Note 5 of the Financial Report.

ADJUSTMENTS TO DETERMINE THE CASH POSITION

Budget Allocations

No amendments for Wages, Overhead and Plant Costs have been made this year.

CURRENT POSITION

Currently, to the end of October, the current position stands at \$20.39M.

Cash

Total Cash Assets are now \$54.38M having decreased by \$17.05M.

The major revenue items this month include receipt of:

- \$133K from Department of Industry, Innovation & Science for 50% of Safer Communities Grant 18/19;
- \$82K from Broome Toxfree for Waste Management Facility charges,
- \$44K from Department of Transport for Recreational Boating Facility Scheme Grant,
- \$35K from Assessment No: A101660 commercial rates,
- \$34K from Assessment No: A107620 back rates and interest.

The major expenditure items this month include payments of:

- \$522K to Roadline Civil Contractors for Hamersley-Napier intersection upgrade;
- \$411K to LGIS WA, 2nd instalment for 18/19 for property, workcare and liability insurance,
- \$308K to Roadline Civil Contractors for WANDRRA restoration works,
- \$247K to Roadline Civil Contractors for construction on Roebuck Bay Lookout
- \$195K to Berry Bowling Systems for Bowling Green renewal.

Receivables

Sundry debtors including GST refundable stand at \$2.34M, an increase of \$1.39M. This includes an invoice to Landcorp for the Broome North Infrastructure Contribution Agreement for \$1.23M.

Rates and rubbish debtors stand at \$6.95M. Annual rates were raised on 19 July 2018 with due date of 23 August 2018. 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 \$78.8K having decreased by \$10.3K since the previous month.

Cash Liabilities

These stand at \$620K. This represents our obligation on our outstanding loans.

Creditors and Payables

Sundry Creditors are \$3.74M, due to increased receipt of invoices to be processed and paid for the infrastructure works in Chinatown.

Other Payables comprising Tax Payable, FESA Levy Collected, Accrued Loan Interest, Prepayments Received and accruals stand at \$877K.

Employee Provisions and Accruals

In the normal course of events, these figures are adjusted in June and July each year by end of year accounting adjustments.

Current leave provisions are \$2.21M (Non-current leave provisions are \$469K). Accruals to reflect the year end position have been completed for the 2017-2018 year.

SHIRE OF BROOME
SCHEDULE 2
GENERAL FUND SUMMARY OF FINANCIAL ACTIVITY
Financial Statement For The Period Ending 31/10/2018

			Income		Expenditure	
Particulars			Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Operating Section						
GENERAL PURPOSE FUNDING	03		\$23,715,361.00	\$22,850,184.58	\$462,213.00	\$75,469.33
GOVERNANCE	04		\$399,596.00	\$343,691.75	\$2,779,522.00	\$888,715.09
LAW ORDER AND PUBLIC SAFETY	05		\$389,743.00	\$40,484.72	\$1,022,337.00	\$373,157.78
HEALTH	07		\$189,761.00	\$108,370.86	\$791,157.00	\$237,288.88
EDUCATION AND WELFARE	08		\$90,000.00	\$1,000.00	\$737,232.00	\$206,814.52
HOUSING	09		\$622,164.00	\$231,284.48	\$751,394.00	\$292,484.63
COMMUNITY AMENITIES	10		\$7,598,727.01	\$4,243,163.27	\$8,976,019.00	\$2,451,112.81
RECREATION AND CULTURE	11		\$1,468,156.00	\$325,020.48	\$12,373,474.00	\$4,064,696.78
TRANSPORT	12		\$6,288,769.00	\$1,681.54	\$14,200,116.00	\$4,464,655.23
ECONOMIC SERVICES	13		\$3,103,330.00	\$302,413.42	\$4,378,249.00	\$1,066,458.17
OTHER PROPERTY AND SERVICES	14		\$2,367,097.00	\$1,035,379.20	\$2,649,425.00	\$595,518.42
Total Operating Section			\$46,232,704.01	\$29,482,674.30	\$49,121,138.00	\$14,716,371.64
Capital Section						
GOVERNANCE	04		\$158,148.00	\$0.00	\$23,096.00	\$1,077.40
LAW ORDER AND PUBLIC SAFETY	05		\$1,213,000.00	\$0.00	\$1,442,156.00	\$1,197.82
HEALTH	07		\$2,584.00	\$0.00	\$0.00	\$0.00
EDUCATION AND WELFARE	08		\$0.00	\$0.00	\$0.00	\$0.00
HOUSING	09		\$0.00	\$0.00	\$30,000.00	\$0.00
COMMUNITY AMENITIES	10		\$911,035.00	\$449.61	\$3,865,967.00	\$131,980.19
RECREATION AND CULTURE	11		\$8,416,456.00	\$0.00	\$12,223,869.00	\$1,676,374.05
TRANSPORT	12		\$3,911,169.00	\$2,170,268.60	\$5,590,738.00	\$1,465,664.82
ECONOMIC SERVICES	13		\$8,228,860.00	\$0.00	\$9,041,927.00	\$843,497.51
OTHER PROPERTY AND SERVICES	14		\$2,350,387.00	\$79,461.00	\$4,301,850.00	\$202,764.15
Total Capital Section			\$25,191,639.00	\$2,250,179.21	\$36,519,603.00	\$4,322,555.94
TOTAL INCOME AND EXPENDITURE			\$71,424,343.01	\$31,732,853.51	\$85,640,741.00	\$19,038,927.58
			\$71,424,343.01	\$31,732,853.51	\$85,640,741.00	\$19,038,927.58
Surplus / Deficit C/Fwd			\$14,216,397.99	\$0.00	\$0.00	\$12,693,925.93
			\$85,640,741.00	\$31,732,853.51	\$85,640,741.00	\$31,732,853.51

SURPLUS / DEFICIT REPRESENTED BY:

NET CURRENT ASSETS

SHIRE OF BROOME
Schedule 03
GENERAL PURPOSE FUNDING

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
FUNCTION SUMMARY				
Operating Expenditure				
Rates			462,213.00	75,469.33
TOTAL OPERATING EXPENDITURE	\$0.00	\$0.00	\$462,213.00	\$75,469.33
Operating Income				
Rates	22,814,457.00	22,615,165.33		
Other General Purpose Funding	900,904.00	235,019.25		
TOTAL OPERATING INCOME	\$23,715,361.00	\$22,850,184.58	\$0.00	\$0.00
TOTAL GENERAL PURPOSE FUNDING	\$23,715,361.00	\$22,850,184.58	\$462,213.00	\$75,469.33

SUB-FUNCTION DETAIL FOLLOWS.....

SHIRE OF BROOME
Schedule 03
GENERAL PURPOSE FUNDING

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Rates				
Operating Expenditure				
0030145 - Debt Collection Recovery			76,808.00	3,244.72 4%
0030149 - Legal & Rates Consulting Exp - Op Exp - Rates			20,376.00	0.00 0%
0030251 - Rates Reduced/Written Off - Op Exp - Rates			5,000.00	512.10 10%
0030530 - Admin Cost Alloc - Op Exp - Rates			139,812.00	59,273.53 42%
0032220 - Valuation Expenses - Op Exp - Rates			184,517.00	1,000.99 1%
0032230 - Rates Review Land Use Pickup - Op Exp - Rates			2,000.00	0.00 0%
0032250 - General Expenditure - Op Exp - Rates			33,000.00	11,438.29 35%
0032290 - Refunds - Over/ Prepaid Rates - Op Exp - Rates			500.00	-0.30 0%
0032291 - Refunds/Reimbursements of Fees - Op Exp - Rates			200.00	0.00 0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$462,213.00	\$75,469.33
Operating Income				
0030105 - Rates Broome - Op Inc - Rates	22,326,649.00	22,339,057.95 100%		
0030146 - Interest - Rates Instalments - Op Inc - Rates	130,000.00	136,572.70 105%		
0030147 - Rates Admin Instalment Charge - Op Inc - Rates	42,000.00	58,470.00 139%		
0030201 - Rates Non Payment Int - Op Inc - Rates	150,000.00	64,472.48 43%		
0030203 - Interest - Deferred Rates - Op Inc - Rates	0.00	-1,683.05 100%		
0032480 - Rates Enquiry Fees - Op Inc - Rates	31,900.00	8,525.00 27%		
0032481 - Rates Other Fees for Service (ex GST)- Op Inc - Rates	6,600.00	3,950.00 60%		
0032489 - Legal Expense Recovery Inc GST - Op Inc - Rates				
0032490 - Legal Expense Recovery No GST - Op Inc - Rates	76,808.00	2,529.90 3%		
0032491 - Other Refunds/Reimbursements - Op Inc - Rates	500.00	0.00 0%		
0032492 - Back Rates - Op Inc - Rates	50,000.00	3,270.35 7%		
Sub Total To Programme Summary	\$22,814,457.00	\$22,615,165.33	\$0.00	\$0.00
Total Rates	\$22,814,457.00	\$22,615,165.33	\$462,213.00	\$75,469.33
Other General Purpose Funding				
Operating Income				
0030301 - Grants Commission - Op Inc - Other General Purpose Funding	900,904.00	235,019.25 26%		
Sub Total To Programme Summary	\$900,904.00	\$235,019.25	\$0.00	\$0.00
Total Other General Purpose Funding	\$900,904.00	\$235,019.25	\$0.00	\$0.00

SHIRE OF BROOME
Schedule 03
GENERAL PURPOSE FUNDING

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
TOTAL GENERAL PURPOSE FUNDING	\$23,715,361.00	\$22,850,184.58	\$462,213.00	\$75,469.33

SHIRE OF BROOME
Schedule 04
GOVERNANCE

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
FUNCTION SUMMARY				
Operating Expenditure				
Council Member Activities			664,123.00	303,572.60
Other Governance Activities			1,701,859.00	554,750.34
Kimberley Regional Collaborative Group (Zone)			413,540.00	30,392.15
TOTAL OPERATING EXPENDITURE	\$0.00	\$0.00	\$2,779,522.00	\$888,715.09
Operating Income				
Council Member Activities	1,000.00	52,873.50		
Other Governance Activities	18,216.00	1,244.28		
Kimberley Regional Collaborative Group (Zone)	380,380.00	289,573.97		
TOTAL OPERATING INCOME	\$399,596.00	\$343,691.75	\$0.00	\$0.00
Capital Expenditure				
Other Governance Activities			3,216.00	636.48
Kimberley Regional Collaborative Group (Zone)			19,880.00	440.92
TOTAL CAPITAL EXPENDITURE	\$0.00	\$0.00	\$23,096.00	\$1,077.40
Capital Income				
Other Governance Activities	158,148.00			
TOTAL CAPITAL INCOME	\$158,148.00	\$0.00	\$0.00	\$0.00
TOTAL GOVERNANCE	\$557,744.00	\$343,691.75	\$2,802,618.00	\$889,792.49

SUB-FUNCTION DETAIL FOLLOWS.....

SHIRE OF BROOME
Schedule 04
GOVERNANCE

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Council Member Activities				
Operating Expenditure				
0024010 - Conferences Travel & Accom Op Exp - Members			42,000.00	20,747.08 49%
0024020 - Shire President & CEO Special Travel - Op Exp - Members			11,000.00	1,938.64 18%
0024040 - Election Expenses Op Exp - Members				
0024060 - Broome Shire Council Allowances Members Op Exp - Members			251,887.00	83,961.92 33%
0024160 - Subscriptions Op Exp - Members			44,700.00	63,996.13 143%
0024280 - Sundry Expenses - Op Exp - Members			7,060.00	683.30 10%
0024530 - Admin Costs Alloc-Op Exp - Members			244,236.00	103,541.09 42%
0403298 - IT Costs Allocated - Council Members			63,240.00	28,704.44 45%
Sub Total To Programme Summary	\$0.00	\$0.00	\$664,123.00	\$303,572.60
Operating Income				
0024390 - Reimbursements & Sundry Income With GST - Op Inc - Members	500.00	0.00 0%		
0024391 - Reimbursements & Sundry Income No GST - Op Inc - Members	500.00	52,873.50 0575%		
Sub Total To Programme Summary	\$1,000.00	\$52,873.50	\$0.00	\$0.00
Total Council Member Activities	\$1,000.00	\$52,873.50	\$664,123.00	\$303,572.60
Other Governance Activities				
Operating Expenditure				
0022110 - Refreshments & Receptions - Op Exp - Other Governance			35,000.00	2,064.32 6%
0022114 - Reimbursements (GST Free)- Op Exp - Other Governance				
0022115 - Minor Asset & Equip <\$5K - Op Exp - Other Governance			1,000.00	0.00 0%
0022118 - Kullarri Patrol Support - Op Exp - Other Governance			20,000.00	0.00 0%
0022120 - Naturalisation Ceremonies - Op Exp - Other Governance			5,000.00	115.36 2%
0022121 - Kimberley Zone - SOB's Members Costs - Op Exp - Kimberley Zone			25,000.00	5,262.58 21%
0022124 - Contribution to Kimberley Zone Secretariat			65,000.00	0.00 0%
0022125 - WARCA (WA Regional Capitals Alliance) - Op Exp - Other Governance			35,000.00	11.17 0%
0022130 - Sundry Op Exp - Other Governance			500.00	0.00 0%
0022171 - Council Newsletter & Community Info Op Exp - Other Governance			55,000.00	10,318.20 19%
0022172 - Community Sponsorship Program - Op Exp - Other Governance			96,153.00	13,069.00 14%

SHIRE OF BROOME
Schedule 04
GOVERNANCE

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0022173 - EDL sponsorship programme Reserve Funded - Op Exp - Other Governance			126,395.00	12,090.00	10%
0022174 - Sundry In Kind Donations Op Exp - Other Governance			124,236.00	149,795.66	121%
0022175 - CEO Ad hoc Sponsorship Programme - Op Exp - Other Governance			10,000.00	1,274.90	13%
0022177 - LandCorp Bme North Community-Sponsorship Prog Grant Exps - Op Exp - Other Gov			14,210.00	0.00	0%
0022200 - Audit Fees Op Exp - Other Governance			51,500.00	18,348.35	36%
0022230 - Legal Exps Op Exp - Other Governance			25,000.00	563.53	2%
0022290 - Sister City Relations/Japanese Youth Ambassador - Op Exp - Other Governance			5,000.00	4,827.44	97%
0022530 - Gen Agenda Items & Councillor Support - IT Eng & Admin Costs Alloc - Op Exp			175,656.00	74,842.20	43%
0023010 - Salary - Op Exp - Other Governance			430,601.00	138,425.37	32%
0023014 - Superannuation Employee Expense- Other Governance			60,762.00	19,542.66	32%
0023015 - Executive Travel & Accom - Op Exp - Other Governance			25,000.00	7,957.53	32%
0023016 - Promotions Exp - Op Exp - Other Governance			33,232.00	5,495.64	17%
0023031 - Other Employment Costs - Other Gov			54,282.00	9,110.75	17%
0023035 - Plant & Vehicle Op Exp - Other Governance			9,800.00	4,212.80	43%
0023040 - Youth Development Programme & Working Group - Op Exp - Other Governance			36,545.00	2,660.64	7%
0023052 - Volunteers Day Program Op Exp - Other Governance			2,000.00	0.00	0%
0023096 - Loss On Sale Of Assets Op Exp - Other Governance					
0023450 - Consultants - Op Exp - Other Governance			100,000.00	50,855.36	51%
0023451 - Staff EBA Review Provision - Op Exp - Other Gov			10,000.00	0.00	0%
0023453 - Review of Strategies Relating to the Community Strategic Plan - Op Exp - Other Gov			29,991.00	5,807.54	19%
0404298 - IT/Records Costs Allocated - Other Governance			39,996.00	18,099.34	45%
Sub Total To Programme Summary	\$0.00	\$0.00	\$1,701,859.00	\$554,750.34	
Operating Income					
0022116 - Reimbursements Including GST Op Inc. - Other Governance	0.00	607.80			100%
0022117 - Reimbursements & Donations No GST Op Inc - Other Governance					
0022450 - User Charges - Sale of Minutes & Rolls Op Inc. - Other Governance					

SHIRE OF BROOME
Schedule 04
GOVERNANCE

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0023050 - Grant Op - Youth Coordinating Committee Op Inc. - Other Governance	15,000.00	0.00	0%		
0023530 - Interest Rec EDL Sponsorship Reserve - Op Inc. - Other Governance	2,064.00	435.03	21%		
0023535 - Interest Rec Community Sponsorship Reserve - Op Inc. - Other Governance	1,152.00	201.45	17%		
Sub Total To Programme Summary	\$18,216.00	\$1,244.28	\$0.00	\$0.00	
Capital Expenditure					
0023592 - Transfer to EDL Sponsorship Reserve - Cap Exp - Other Governance			2,064.00	435.03	21%
0023595 - Transfer to Community Sponsorship Reserve - Cap Exp - Other Governance			1,152.00	201.45	17%
0023696 - Transfer to Restricted Cash Reserve - Cap Exp - Other Governance					
Sub Total To Programme Summary	\$0.00	\$0.00	\$3,216.00	\$636.48	
Capital Income					
0023049 - Transfer From - Restricted Cash Reserve - Other Governance - Cap Inc	6,545.00	0.00	0%		
0023094 - Proceeds On Sale Of Assets - Cap Inc - Other Governance					
0023593 - Transfer From EDL Sponsorship Reserve - Cap Inc - Other Gov	126,395.00	0.00	0%		
0023596 - Transfer From Community Sponsorship Reserve Cap Inc - Other Gov	25,208.00	0.00	0%		
Sub Total To Programme Summary	\$158,148.00	\$0.00	\$0.00	\$0.00	
Total Other Governance Activities	\$176,364.00	\$1,244.28	\$1,705,075.00	\$555,386.82	
Kimberley Regional Collaborative Group (Zone)					
Operating Expenditure					
0022122 - Kimberley Zone - Salary -Regional Project Officer - Op Exp			122,944.00	19,460.47	16%
0022126 - Kimberley Zone - Kimberley Waste Management Plan - Op Exp			0.00	5,345.00	100%
0022127 - Kimberley Zone - Vehicle Expenses - Op Exp			18,000.00	0.00	0%
0022128 - Kimberley Zone - Forums & Conferences - Op Exp			5,000.00	0.00	0%
0022129 - Kimberley Zone - Zone & RCG Meeting Expenses - Op Exp			52,000.00	3,636.68	7%
0022131 - Kimberley Zone - Meetings - Op Exp			7,000.00	0.00	0%
0022133 - Kimberley Zone - Legal Advice - Op Exp			5,000.00	0.00	0%
0022134 - Kimberley Zone - Annual Financial Audit - Op Exp			5,000.00	0.00	0%
0022135 - Kimberley Zone - Office Expenses - Op Exp			3,000.00	0.00	0%
0022136 - Kimberley Zone - IT Support - Op Exp			0.00	1,950.00	100%

SHIRE OF BROOME
Schedule 04
GOVERNANCE

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0022137 - Kimberley Zone - Sundry Expenses - Op Exp			1,000.00	0.00	0%
0022138 - Kimberley Zone - Superannuation Employee Expense - Op Exp			19,056.00	0.00	0%
0022146 - Kimberley Zone - Strategic Community Plan - Op Exp			10,000.00	0.00	0%
0022148 - Kimberley Zone - Other Employment Costs - Op Exp			2,500.00	0.00	0%
0022180 - Kimberley Zone - Volunteering Strategy - Op Exp			65,000.00	0.00	0%
0404226 - Kimberley Zone - Personal Development Training - Op Exp			5,000.00	0.00	0%
0405233 - Kimberley Zone - RCG Project Seed Fund - Op Exp			40,000.00	0.00	0%
0405297 - Kimberley Zone - Admin Cost Allocated - Op Exp			38,496.00	0.00	0%
0405298 - Kimberley Zone - IT/Records C0st Allocated - Op Exp			14,544.00	0.00	0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$413,540.00	\$30,392.15	
Operating Income					
0023013 - Kimberley Zone - Reimbursement Zone & RCG Meetings Expenses - Op Inc	48,000.00	-3,082.95	-6%		
0023018 - Kimberley Zone - Reimbursement Meetings - Op Inc	3,000.00	0.00	0%		
0023020 - Kimberley Zone - Refund of Member Contribution Prior Year - Op Inc	0.00	292,216.00	100%		
0023021 - Kimberley Zone - Members Contribution Secretariat Costs - Op Inc	220,000.00	0.00	0%		
0023536 - Kimberley Zone - Interest on Reserve - Op Inc.	4,380.00	440.92	10%		
0405370 - Kimberley Zone - Kimberley Volunteer Strategy Grant	65,000.00	0.00	0%		
0405382 - Kimberley Zone - RCG Project Seed Fund - Op Inc	40,000.00	0.00	0%		
Sub Total To Programme Summary	\$380,380.00	\$289,573.97	\$0.00	\$0.00	
Capital Expenditure					
0023597 - Kimberley Zone - Transfer to Kimberley Zone Reserve - Cap Exp -			19,880.00	440.92	2%
Sub Total To Programme Summary	\$0.00	\$0.00	\$19,880.00	\$440.92	
Total Kimberley Regional Collaborative Group (Zon	\$380,380.00	\$289,573.97	\$433,420.00	\$30,833.07	
TOTAL GOVERNANCE	\$557,744.00	\$343,691.75	\$2,802,618.00	\$889,792.49	

SHIRE OF BROOME
Schedule 05
LAW ORDER AND PUBLIC SAFETY
Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
FUNCTION SUMMARY				
Operating Expenditure				
Emergency & Ranger Administration			2,000.00	476.43
Ranger Operations			489,984.00	215,118.79
Fire Prevention			114,642.00	38,226.81
Animal Control			307,157.00	80,461.67
Other Law Order & Public Safety			38,950.00	15,074.67
Volunteer Bush Fire Brigade			39,325.00	12,805.33
SES/Fire & Emergency Services			30,279.00	10,994.08
TOTAL OPERATING EXPENDITURE	\$0.00	\$0.00	\$1,022,337.00	\$373,157.78
Operating Income				
Emergency & Ranger Administration	251,000.00			
Fire Prevention	7,500.00			
Animal Control	78,940.00	26,097.17		
Other Law Order & Public Safety	22,508.00	14,387.55		
Volunteer Bush Fire Brigade	9,037.00			
SES/Fire & Emergency Services	20,758.00			
TOTAL OPERATING INCOME	\$389,743.00	\$40,484.72	\$0.00	\$0.00
Capital Expenditure				
Ranger Operations			40,000.00	197.82
Other Law Order & Public Safety			202,156.00	
Volunteer Bush Fire Brigade			1,200,000.00	1,000.00
TOTAL CAPITAL EXPENDITURE	\$0.00	\$0.00	\$1,442,156.00	\$1,197.82
Capital Income				
Emergency & Ranger Administration				
Ranger Operations	13,000.00			
Volunteer Bush Fire Brigade	1,200,000.00			
TOTAL CAPITAL INCOME	\$1,213,000.00	\$0.00	\$0.00	\$0.00
TOTAL LAW ORDER AND PUBLIC SAFETY	\$1,602,743.00	\$40,484.72	\$2,464,493.00	\$374,355.60

SUB-FUNCTION DETAIL FOLLOWS.....

SHIRE OF BROOME
Schedule 05
LAW ORDER AND PUBLIC SAFETY
Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Emergency & Ranger Administration				
Operating Expenditure				
0052110 - Salary - Op Exp - Emerg & Rang Serv				
0052114 - Other Employment Costs - Emerg & Ranger Services				
0052116 - Phone Expenses Op Exp - Emerg & Rang Serv			2,000.00	476.88 24%
0052119 - Emergency Management Expenses - Op Exp - Emerg & Rang Serv				
0052184 - Sundry Equip - Op Exp - Emerg & Rang Serv			0.00	-0.45 100%
Sub Total To Programme Summary	\$0.00	\$0.00	\$2,000.00	\$476.43
Operating Income				
0052341 - Reimb & Other Op Income - Emerg & Rang Serv	251,000.00	0.00 0%		
Sub Total To Programme Summary	\$251,000.00	\$0.00	\$0.00	\$0.00
Capital Income				
0052342 - Transfer From Long Service Leave Reserve - Ranger Admin				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00
Total Emergency & Ranger Administration	\$251,000.00	\$0.00	\$2,000.00	\$476.43
Ranger Operations				
Operating Expenditure				
0052020 - Other Employment Costs - Op Exp - Ranger Operations			7,917.00	1,817.83 23%
0052281 - Ranger Uniforms - Op Exp - Ranger Operations			2,500.00	1,394.91 56%
0052284 - Advertising & Promotion - Op Exp - Ranger Operations			2,000.00	0.00 0%
0052285 - Phone Exp - Op Exp - Ranger Operations			4,960.00	2,708.75 55%
0052296 - Loss on Asset Sale - Op Exp - Ranger Operations			7,100.00	0.00 0%
0052530 - Admin Costs Alloc - Op Exp - Ranger Operations			92,028.00	39,203.06 43%
0052800 - Vehicle & Plant Exps - Rangers (Post Expenses to the Plant Number Only) - Op Exp - Ranger Operations			22,900.00	9,399.87 41%
0053010 - 10731800			195,517.00	73,062.38 37%
0053011 - Superannuation Employee Expense - Ranger Ops			55,250.00	11,736.78 21%
0053015 - Relief Staff Exp - Op Exp - Ranger Operations			0.00	35,026.20 100%
0053017 - Fines Enforcement Registry Exp - Op Exp - Ranger Operations			10,000.00	5,723.00 57%
0053018 - Rangers Equipment - Op Exp - Ranger Operations			7,500.00	239.55 3%
0053033 - Security Beach Patrols - Op Exp - Ranger Operations			9,424.00	1,789.30 19%

SHIRE OF BROOME
Schedule 05
LAW ORDER AND PUBLIC SAFETY
Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0507298 - IT/Records Allocated - Ranger Operations			72,888.00	33,017.16	45%
Sub Total To Programme Summary	\$0.00	\$0.00	\$489,984.00	\$215,118.79	
Capital Expenditure					
0052548 - Vehicle & Mob Plant New -Cap Exp -Ranger Ops					
0052550 - Vehicle & Mob Plant Renewal(Replacement) Exp -Cap Exp -Ranger Ops			40,000.00	0.00	0%
0053955 - Furn & Equip New - Cap Exp - Ranger Operations			0.00	197.82	100%
Sub Total To Programme Summary	\$0.00	\$0.00	\$40,000.00	\$197.82	
Capital Income					
0052950 - Proceeds From Sale of Assets - Cap Inc- Ranger Operations	13,000.00	0.00			0%
Sub Total To Programme Summary	\$13,000.00	\$0.00	\$0.00	\$0.00	
Total Ranger Operations	\$13,000.00	\$0.00	\$529,984.00	\$215,316.61	
Fire Prevention					
Operating Expenditure					
0051010 - Salaries - Op Exp - Fire Prevention			48,878.00	11,981.50	25%
0051015 - 569300			5,866.00	0.00	0%
0051051 - FESA Levy Paid on Shire Land - Op Exp - Fire Prevention			10,500.00	11,606.37	111%
0051530 - Admin cost Alloc - Op Exp - Fire Prevention			33,624.00	14,255.65	42%
0508206 - Other Employment Costs - Op Exp - Fire Prevention			774.00	383.29	50%
0508216 - Bush Fire Mitigation - Op Exp - Fire Prevention			15,000.00	0.00	0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$114,642.00	\$38,226.81	
Operating Income					
0051400 - Fines - Op Inc - Fire Prevention	2,500.00	0.00			0%
0051410 - User Charges - Fire - Slashing Etc - Op Inc - Fire Prevention	5,000.00	0.00			0%
Sub Total To Programme Summary	\$7,500.00	\$0.00	\$0.00	\$0.00	
Total Fire Prevention	\$7,500.00	\$0.00	\$114,642.00	\$38,226.81	
Animal Control					
Operating Expenditure					
0052010 - Salaries - Op Exp - Animal Control			122,198.00	45,547.92	37%
0052011 - Reimbursement Exp - Op Exp - Animal Control			25,000.00	0.00	0%
0052012 - Advertising Tags & Other Animal Control Exps - Op Exp - Animal Control			5,000.00	0.00	0%

SHIRE OF BROOME
Schedule 05
LAW ORDER AND PUBLIC SAFETY
Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0052040 - Pound Fees Animal Destruction & Disposal - Op Exp - Animal Control			80,000.00	4,590.91	6%
0052286 - Cat Sterilisation Program - Op Exps - Animal Control			2,000.00	103.00	5%
0052287 - Dog Sterilisation Program - Op Exps - Animal Control			2,000.00	0.00	0%
0057530 - Admin Costs Alloc to Animal Control - Op Exp - Animal Control			69,024.00	29,261.62	42%
0509206 - Other Employment Costs - Op Exp - Animal Control			1,935.00	958.22	50%
Sub Total To Programme Summary	\$0.00	\$0.00	\$307,157.00	\$80,461.67	
Operating Income					
0052400 - Animal Fines & Penalties - Op Inc - Animal Control	12,000.00	3,941.92	33%		
0052410 - Dog Impounding Fees & Sundries - Op Inc - Animal Control	24,940.00	13,199.00	53%		
0052411 - Dog Handling Accessories - Op Inc - Animal Control MUN					
0052416 - Cat Registration - Op Inc - Animal Control	2,000.00	247.50	12%		
0052420 - Dog Registration - Op Inc - Animal Control	40,000.00	8,708.75	22%		
0052486 - Cat Sterilisation Program Income - Op Inc - Animal Control					
Sub Total To Programme Summary	\$78,940.00	\$26,097.17	\$0.00	\$0.00	
Total Animal Control	\$78,940.00	\$26,097.17	\$307,157.00	\$80,461.67	
Other Law Order & Public Safety					
Operating Expenditure					
0053034 - Surf Club Operating Exps - Op Exp - Other Law Order & Public Safety			12,646.00	6,545.80	52%
0053036 - Surf Club Building Maint - Op Exp - Other Law Order & Public Safety			1,000.00	4,180.91	418%
0053060 - Impounding of Vehicles Expense - Op Exp - Other Law Order & Public Safety			15,000.00	1,203.64	8%
0053283 - 4394200					
0053286 - Warning Signs Maintenance - Op Exp - Other Law Order & Public Safety			1,000.00	0.00	0%
0053288 - Local Laws Review - Op Exp - Other Law Order & Public Safety					
0053410 - Fixed Asset Dep'n - Op Exp - Other Law Order & Public Safety			9,304.00	3,144.32	34%
Sub Total To Programme Summary	\$0.00	\$0.00	\$38,950.00	\$15,074.67	
Operating Income					
0053340 - Surf Club - Rent & Recoup Income - Op Inc	6,000.00	6,742.16	112%		
0053400 - Sundry (ORV Etc) Fines & Penalties - Op Inc - Other Law Order & Public Safety	15,008.00	7,393.39	49%		
0053405 - Vehicle Impounding Fees - Op Inc - Other Law Order & Public Safety	500.00	252.00	50%		

SHIRE OF BROOME
Schedule 05
LAW ORDER AND PUBLIC SAFETY
Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0053450 - Sale of Impounded Vehicles & Goods - Op Inc - Other Law Order & Public Safety	1,000.00	0.00	0%		
Sub Total To Programme Summary	\$22,508.00	\$14,387.55	\$0.00	\$0.00	
Capital Expenditure					
0053239 - Surf Club Building Upgrade (Inc Plant & Furniture) Cap Exp-Law Ord & PS			170,356.00	0.00	0%
0053257 - Danger & Warning Signs Upgrade - Cap Exp - Law Ord & PS			31,800.00	0.00	0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$202,156.00	\$0.00	
Total Other Law Order & Public Safety	\$22,508.00	\$14,387.55	\$241,106.00	\$15,074.67	
Volunteer Bush Fire Brigade					
Operating Expenditure					
0051050 - Insurance Exp - VBFB/FESA - Op Exp - Volunteer Bush Fire Brigade			2,169.00	322.24	15%
0053130 - Land & Building Maint - VBFB/FESA - Op Exp - Volunteer Bush Fire Brigade			2,000.00	0.00	0%
0053146 - Utilities Rates & Taxes - VBFB/FESA - Op Exp - Volunteer Bush Fire Brigade			550.00	240.90	44%
0053198 - Dep'n Exp - VBFB/FESA - Op Exp - Volunteer Bush Fire Brigade			33,406.00	11,311.44	34%
0053291 - Vehicles & Boat Maint - VBFB/FESA - Op Exp - Volunteer Bush Fire Brigade			1,200.00	930.75	78%
Sub Total To Programme Summary	\$0.00	\$0.00	\$39,325.00	\$12,805.33	
Operating Income					
0051401 - Bush Fire Brigade FESA Operating Grant - Op Inc - Volunteer Bush Fire Brigade	9,037.00	0.00	0%		
Sub Total To Programme Summary	\$9,037.00	\$0.00	\$0.00	\$0.00	
Capital Expenditure					
0053172 - VBFB Building New Const - Cap Exp - Volunteer Bush Fire Brigade			1,200,000.00	1,000.00	0%
0053174 - VBFB Buildings Renewal - Cap Ex - VBFB					
Sub Total To Programme Summary	\$0.00	\$0.00	\$1,200,000.00	\$1,000.00	
Capital Income					
0053390 - Capital Grant Funding For Plant/Equip/ Buildings - Cap Inc - Volunteer Bush Fire Brigade	1,200,000.00	0.00	0%		
Sub Total To Programme Summary	\$1,200,000.00	\$0.00	\$0.00	\$0.00	
Total Volunteer Bush Fire Brigade	\$1,209,037.00	\$0.00	\$1,239,325.00	\$13,805.33	

SES/Fire & Emergency Services

SHIRE OF BROOME
Schedule 05
LAW ORDER AND PUBLIC SAFETY
Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
Operating Expenditure					
0055125 - Vehicles & Boats Maint - - Op Exp			1,700.00	666.50	39%
- SES/ Fire & Emergency Services					
0055130 - Land & Building Maint - Op Exp -			4,000.00	0.00	0%
SES/ Fire & Emergency Services					
0055146 - Utilities Rates & Taxes - - Op Exp			10,300.00	2,692.46	26%
- SES/ Fire & Emergency Services					
0055155 - Insurance Exp - - Op Exp - SES/			3,611.00	4,041.18	112%
Fire & Emergency Services					
0055198 - Dep'n Exp - Op Exp - SES/ Fire &			10,668.00	3,593.94	34%
Emergency Services					
Sub Total To Programme Summary	\$0.00	\$0.00	\$30,279.00	\$10,994.08	
Operating Income					
0055300 - State Grants/Reimbursements -	20,758.00	0.00			0%
Op Inc - SES/ Fire & Emergency Services					
Sub Total To Programme Summary	\$20,758.00	\$0.00	\$0.00	\$0.00	
Total Ses/Fire & Emergency Services	\$20,758.00	\$0.00	\$30,279.00	\$10,994.08	
TOTAL LAW ORDER AND PUBLIC SAFETY	\$1,602,743.00	\$40,484.72	\$2,464,493.00	\$374,355.60	

SHIRE OF BROOME

Schedule 07

HEALTH

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
FUNCTION SUMMARY				
Operating Expenditure				
Health Service - Inspection			749,873.00	228,285.26
Health Service - Pest Control			19,284.00	446.58
Health Service - Other			22,000.00	8,557.04
TOTAL OPERATING EXPENDITURE	\$0.00	\$0.00	\$791,157.00	\$237,288.88
Operating Income				
Health Service - Inspection	187,761.00	108,370.86		
Health Service - Pest Control	2,000.00			
Health Service - Other				
TOTAL OPERATING INCOME	\$189,761.00	\$108,370.86	\$0.00	\$0.00
Capital Expenditure				
Health Service - Inspection				
TOTAL CAPITAL EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00
Capital Income				
Health Service - Inspection				
Health Service - Pest Control	2,584.00			
TOTAL CAPITAL INCOME	\$2,584.00	\$0.00	\$0.00	\$0.00
TOTAL HEALTH	\$192,345.00	\$108,370.86	\$791,157.00	\$237,288.88

SUB-FUNCTION DETAIL FOLLOWS.....

SHIRE OF BROOME
Schedule 07
HEALTH

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Health Service - Inspection				
Operating Expenditure				
0074010 - Salary - Op Exp - Preventive - Inspection/Admin			480,833.00	130,785.71 27%
0074012 - Superannuation Employee Expense - Health			54,314.00	11,575.73 21%
0074028 - FBT & Staff Utilities Expense - Op Exp - Preventive - Inspection/Admin			3,000.00	0.00 0%
0074280 - Other Minor Expenditure - Op Exp - Preventive - Inspection/Admin			10,720.00	1,253.69 12%
0074296 - Loss on Sale Of Assets - Op Exp - Preventive - Inspection/Admin				
0074298 - Fixed Asset Dep'n - Op Exp - Preventive - Inspection/Admin			1,214.00	410.58 34%
0074530 - Admin Costs Alloc - Op Exp - Preventive - Inspection/Admin			111,936.00	47,831.48 43%
0078800 - Vehicle & Plant Exps - Op Exp - Preventive - Inspection/Admin			22,100.00	7,841.08 35%
0716206 - Other Employment Costs - Op Exp - Health Services Inspection			11,048.00	3,841.80 35%
0716298 - IT/Records Costs Allocated -Health Services Inspection			54,708.00	24,745.19 45%
Sub Total To Programme Summary	\$0.00	\$0.00	\$749,873.00	\$228,285.26
Operating Income				
0074400 - Health Fines & Penalties - Op Inc - Preventive - Inspection/Admin	100.00	0.00 0%		
0074413 - Commercial Pool Inspection Fees - Op Inc - Preventive - Inspection/Admin	85,801.00	28,592.40 33%		
0074414 - Water Sampling (Not Swimming Pools) - Op Inc - Health Service Inspect	2,860.00	0.00 0%		
0074420 - Health Licences - Op Inc - Preventive - Inspection/Admin	70,000.00	75,452.18 108%		
0074421 - Inspections and Minor Charges includes GST - Op Inc - Preventive - Inspection/Admin	500.00	0.00 0%		
0074425 - Service on Demand Fees - Op Inc - Health Service Inspection	500.00	0.00 0%		
0074490 - Trading Licences - All Except Beach - Op Inc - Prevent - Inspection/Admin	28,000.00	4,326.28 15%		
Sub Total To Programme Summary	\$187,761.00	\$108,370.86	\$0.00	\$0.00
Capital Expenditure				
0074550 - Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Health Inspect's				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00
Capital Income				
0074950 - Proceeds from Sale of Assets - Cap Inc - Health Inspect				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00
Total Health Service - Inspection	\$187,761.00	\$108,370.86	\$749,873.00	\$228,285.26

SHIRE OF BROOME
Schedule 07
HEALTH

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Health Service - Pest Control				
Operating Expenditure				
0075020 - Mosquito Control & Pest Control - Op Exp - Preventive Service-Pest Control			14,084.00	44.42 0%
0075030 - Eradication Flies/Rodents - Op Exp - Preventive Service-Pest Control			2,000.00	0.00 0%
0075800 - Vehicle & Plant Exps - Op Exp - Preventive Service-Pest Control			3,200.00	402.16 13%
Sub Total To Programme Summary	\$0.00	\$0.00	\$19,284.00	\$446.58
Operating Income				
0075391 - Grants and Contributions Rec'd Op Inc - Prev Svcs - Pest Control	2,000.00	0.00 0%		
Sub Total To Programme Summary	\$2,000.00	\$0.00	\$0.00	\$0.00
Capital Income				
0717599 - Transfer From Restricted Cash Reserve - Cap Inc - Health Service - Pest Control	2,584.00	0.00 0%		
Sub Total To Programme Summary	\$2,584.00	\$0.00	\$0.00	\$0.00
Total Health Service - Pest Control	\$4,584.00	\$0.00	\$19,284.00	\$446.58
Health Service - Other				
Operating Expenditure				
0076020 - Analytical Expenses - Op Exp - Preventive Services Other			22,000.00	8,557.04 39%
Sub Total To Programme Summary	\$0.00	\$0.00	\$22,000.00	\$8,557.04
Operating Income				
0076030 - Grants Contributions Rec'd - Op Inc - Preventive Services Other				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00
Total Health Service - Other	\$0.00	\$0.00	\$22,000.00	\$8,557.04
TOTAL HEALTH	\$192,345.00	\$108,370.86	\$791,157.00	\$237,288.88

SHIRE OF BROOME
Schedule 08
EDUCATION AND WELFARE

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
FUNCTION SUMMARY				
Operating Expenditure				
Aged & Disabled Services				
Community Services			737,232.00	206,814.52
TOTAL OPERATING EXPENDITURE	\$0.00	\$0.00	\$737,232.00	\$206,814.52
Operating Income				
Community Services	90,000.00	1,000.00		
TOTAL OPERATING INCOME	\$90,000.00	\$1,000.00	\$0.00	\$0.00
Capital Expenditure				
Community Services				
TOTAL CAPITAL EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00
Capital Income				
Community Services				
TOTAL CAPITAL INCOME	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EDUCATION AND WELFARE	\$90,000.00	\$1,000.00	\$737,232.00	\$206,814.52

SUB-FUNCTION DETAIL FOLLOWS.....

SHIRE OF BROOME
Schedule 08
EDUCATION AND WELFARE

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Aged & Disabled Services				
Operating Expenditure				
0082034 - Disability Access and Inclusion Maint & Operating Exp - Op Exp - Aged & Disabled Services				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00
Total Aged & Disabled Services	\$0.00	\$0.00	\$0.00	\$0.00
Community Services				
Operating Expenditure				
0082600 - Salary - Op Exp - Community Services			371,918.00	89,291.49 24%
0082602 - Other Employment Costs - Community Services			10,518.00	3,402.55 32%
0082603 - Legal Exp - Op Exp - Community Services			10,000.00	4,600.00 46%
0082604 - Vehicle & Plant Exps - Op Exp - Community Services			9,800.00	2,537.67 26%
0082608 - Loss On Sale Of Assets Op Exp - Community Services				
0082610 - Relief Staff - Op Exp - Community Services)				
0082611 - Consultants - Op Exp - Community Services			70,000.00	0.00 0%
0082613 - Advertising Promotion & Printing - Op Exp - Community Services			3,000.00	590.80 20%
0082616 - Superannuation Employee Expense - Community Services			41,496.00	15,722.63 38%
0082617 - Community Development Strategy - Op Exp - Community Services			15,000.00	1,068.82 7%
0082621 - Sundry Exp - Op Exp - Community Services			600.00	465.45 78%
0082630 - Admin Costs Alloc - Comm Serv			127,428.00	54,209.02 43%
0821298 - IT/Records Costs Alloc - Comm Serv			77,472.00	34,926.09 45%
Sub Total To Programme Summary	\$0.00	\$0.00	\$737,232.00	\$206,814.52
Operating Income				
0082607 - Profit On Sale Of Assets - Op Inc. - Community Services				
0082670 - Grant Income - Comm Services	75,000.00	0.00 0%		
0082675 - Grants For Community Programs - Op Inc - Community Services	15,000.00	1,000.00 7%		
Sub Total To Programme Summary	\$90,000.00	\$1,000.00	\$0.00	\$0.00
Capital Expenditure				
0082605 - Vehicle & Mob Plant Renewal (Replacement) Cap Exp - Comm Services				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00
Capital Income				

SHIRE OF BROOME
Schedule 08
EDUCATION AND WELFARE

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0082606 - Proceeds On Sale Of Assets - Cap Inc - Community Services				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00
Total Community Services	\$90,000.00	\$1,000.00	\$737,232.00	\$206,814.52
TOTAL EDUCATION AND WELFARE	\$90,000.00	\$1,000.00	\$737,232.00	\$206,814.52

SHIRE OF BROOME

Schedule 09

HOUSING

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
FUNCTION SUMMARY				
Operating Expenditure				
Staff Housing			620,426.00	236,962.59
Other Housing			130,968.00	55,522.04
TOTAL OPERATING EXPENDITURE	\$0.00	\$0.00	\$751,394.00	\$292,484.63
Operating Income				
Staff Housing	622,164.00	231,284.48		
TOTAL OPERATING INCOME	\$622,164.00	\$231,284.48	\$0.00	\$0.00
Capital Expenditure				
Staff Housing			30,000.00	
TOTAL CAPITAL EXPENDITURE	\$0.00	\$0.00	\$30,000.00	\$0.00
Capital Income				
Staff Housing				
TOTAL CAPITAL INCOME	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL HOUSING	\$622,164.00	\$231,284.48	\$781,394.00	\$292,484.63

SUB-FUNCTION DETAIL FOLLOWS.....

SHIRE OF BROOME

Schedule 09

HOUSING

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Staff Housing				
Operating Expenditure				
0092299 - Fixed Asset Dep'n - Op Exp - Staff Housing			12,303.00	7,435.62 60%
0095110 - 2/10 Frederick Street (ex Manager Infra break lease)				
0095200 - Staff Housing Rental Costs (External Arrangement)			536,000.00	203,616.66 38%
0096100 - Staff Housing - Planned Maint & Minor Works - Op Exp			9,940.00	309.95 3%
0096101 - Staff Housing - Reactive Maint - Op Exp			16,500.00	8,430.46 51%
0096102 - Staff Housing - Operating Expense - Op Exp			45,683.00	17,169.90 38%
Sub Total To Programme Summary	\$0.00	\$0.00	\$620,426.00	\$236,962.59
Operating Income				
0095400 - Rented Staff Housing Annual Operating Income - Staff housing	536,000.00	203,890.69 38%		
0095442 - 69 Robinson St Rent & Recoup Income - Op Inc	8,750.00	6,621.42 76%		
0096200 - 1/17 Honeyeater Loop - Rent & Recoup Income - Op Inc	11,375.00	3,985.36 35%		
0096201 - 8/83 Walcott Street - Rent & Recoup Income - Op Inc	10,539.00	4,237.13 40%		
0096202 - 8/6 Ibis Way - Rent & Recoup Income - Op Inc	5,650.00	1,285.60 23%		
0096203 - 11/6 Ibis Way - Rent & Recoup Income - Op Inc	11,375.00	4,950.00 44%		
0096204 - 2/50 Tanami Drive - Rent & Recoup Income - Op Inc	12,825.00	5,850.00 46%		
0096205 - 4/50 Tanami Drive - Rent & Recoup Income - Op Inc	12,825.00	0.00 0%		
0145561 - Lot 1002 Shelduck Way - Rent & Recoup Income - Op Inc	12,825.00	464.28 4%		
Sub Total To Programme Summary	\$622,164.00	\$231,284.48	\$0.00	\$0.00
Capital Expenditure				
0095810 - Building Staff Housing - Cap Exp - New				
0095901 - Transfer to Building Reserve - Cap Exp - Housing			30,000.00	0.00 0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$30,000.00	\$0.00
Capital Income				
0095910 - Transfer From Building Reserve - Staff Housing - Cap Inc				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00
Total Staff Housing	\$622,164.00	\$231,284.48	\$650,426.00	\$236,962.59

Other Housing**Operating Expenditure**

SHIRE OF BROOME

Schedule 09

HOUSING

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0947294 - Admin Costs Allocated Op Exp - Other Housing			130,968.00	55,522.04	42%
Sub Total To Programme Summary	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$130,968.00</u>	<u>\$55,522.04</u>	
Total Other Housing	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$130,968.00</u>	<u>\$55,522.04</u>	
TOTAL HOUSING	<u>\$622,164.00</u>	<u>\$231,284.48</u>	<u>\$781,394.00</u>	<u>\$292,484.63</u>	

SHIRE OF BROOME
Schedule 10
COMMUNITY AMENITIES

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
FUNCTION SUMMARY				
Operating Expenditure				
Regional Resource Recovery Park			150,000.00	44,305.00
Sanitation - General Refuse			4,838,971.00	979,798.31
Sanitation - Other			948,660.00	384,545.33
Sewerage			2,000.00	
Storm Water Drainage			833,914.00	380,576.03
Town Planning/Regional Development			942,371.00	239,209.34
Development Services Support			759,140.00	266,722.35
Protection of Environment			106,717.00	24,729.52
Other Community Amenities			394,246.00	131,226.93
TOTAL OPERATING EXPENDITURE	\$0.00	\$0.00	\$8,976,019.00	\$2,451,112.81
Operating Income				
Regional Resource Recovery Park	282,624.00	29,077.65		
Sanitation - General Refuse	7,176,466.00	4,190,032.42		
Sanitation - Other	2,000.00	-3,653.39		
Sewerage	1,001.00	1,062.00		
Storm Water Drainage	37,356.00	4,388.55		
Town Planning/Regional Development	66,163.01	16,243.92		
Development Services Support	5,000.00			
Protection of Environment	10,000.00			
Other Community Amenities	18,117.00	6,012.12		
TOTAL OPERATING INCOME	\$7,598,727.01	\$4,243,163.27	\$0.00	\$0.00
Capital Expenditure				
Regional Resource Recovery Park			282,624.00	29,077.65
Sanitation - General Refuse			2,793,395.00	38,501.21
Sanitation - Other			45,000.00	
Storm Water Drainage			620,641.00	64,013.12
Other Community Amenities			124,307.00	388.21
TOTAL CAPITAL EXPENDITURE	\$0.00	\$0.00	\$3,865,967.00	\$131,980.19
Capital Income				
Regional Resource Recovery Park	150,000.00			
Sanitation - General Refuse	455,900.00	449.61		

SHIRE OF BROOME
Schedule 10
COMMUNITY AMENITIES

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Sanitation - Other	45,000.00			
Storm Water Drainage	260,135.00			
TOTAL CAPITAL INCOME	\$911,035.00	\$449.61	\$0.00	\$0.00
TOTAL COMMUNITY AMENITIES	\$8,509,762.01	\$4,243,612.88	\$12,841,986.00	\$2,583,093.00

SUB-FUNCTION DETAIL FOLLOWS.....

SHIRE OF BROOME
Schedule 10
COMMUNITY AMENITIES

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
Regional Resource Recovery Park					
Operating Expenditure					
0108001 - New Refuse Site Exp - Op Exp - Regional Resource Recovery Park			150,000.00	44,305.00	30%
Sub Total To Programme Summary	\$0.00	\$0.00	\$150,000.00	\$44,305.00	
Operating Income					
0101426 - Interest - Reg Res Rec Pk Reserve - Op Inc - Reg Res Recov Pk	282,624.00	29,077.65	10%		
Sub Total To Programme Summary	\$282,624.00	\$29,077.65	\$0.00	\$0.00	
Capital Expenditure					
0101895 - Transfer to Regional Resource Recovery Park Reserve - Cap Exp - Reg Res Rec Pk			282,624.00	29,077.65	10%
Sub Total To Programme Summary	\$0.00	\$0.00	\$282,624.00	\$29,077.65	
Capital Income					
0101995 - Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	150,000.00	0.00	0%		
Sub Total To Programme Summary	\$150,000.00	\$0.00	\$0.00	\$0.00	
Total Regional Resource Recovery Park	\$432,624.00	\$29,077.65	\$432,624.00	\$73,382.65	
Sanitation - General Refuse					
Operating Expenditure					
0101010 - Salary & Wages Default - Op Exp - Sanitation General Refuse			102,672.00	15,222.18	15%
0101012 - Relief Staff - Op Exp - Sanitation Gen. Refuse			68,380.00	250.37	0%
0101020 - Kerbside Refuse Collection - Op Exp - Sanitation Gen Refuse			420,240.00	58,850.32	14%
0101022 - Kerbside Recycling Collection -Op Exp - San Gen Refuse			728,280.00	62,381.88	9%
0101023 - Commercial Recycling - Op Exp - Sanitation Gen Refuse			71,500.00	0.00	0%
0101024 - Less On Cost Allocated - Op Exp - Sanitation General Refuse			-328,524.00	-135,371.86	41%
0101027 - Recycling Advertising - Op Exp - San Gen Refuse			2,000.00	0.00	0%
0101028 - 20415300			311,814.00	88,827.20	28%
0101029 - Salary - Waste Co-ordinator - Op Exp -Sanitation Gen Refuse			110,235.00	34,276.43	31%
0101030 - 23245900			1,489,494.00	594,850.52	40%
0101031 - Liquid Waste - Op Exp - Sanitation Gen Refuse			49,500.00	7,539.00	15%
0101032 - Other Employment Costs - Op Exp - Sanitation General Refuse			14,424.00	5,613.64	39%
0101033 - Superannuation Employee Expense - Op Exp - Sanitation General			96,533.00	29,776.43	31%
0101036 - Mobile Phone & Sundries - Op Exp - Sanitation Gen Refuse			900.00	270.43	30%

SHIRE OF BROOME
Schedule 10
COMMUNITY AMENITIES

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0101038 - Training & Staff Meeting Expenses - Op Exp - Sanitation Gen Refuse			19,497.00	4,091.34	21%
0101040 - Consultants - Op Exp - Sanitation Gen Refuse			0.00	3,000.00	100%
0101080 - Refuse Site Building Maint & Operating - Op Exp - Sanitation Gen Refuse			47,510.00	16,823.22	35%
0101285 - Minor Assets Equipment & Consumables - Op Exps - Sanitation Gen Refuse			5,000.00	1,014.85	20%
0101295 - Dep'cn Expense Infrastructure - Op Exps - Sanitation Gen Refuse			46,271.00	19,213.63	42%
0101296 - Loss on Sale of Assets - Sanitation Gen Refuse			18,173.00	9,505.59	52%
0101299 - Dep'n Exp Furniture & Fittings - Sanitation Gen Refuse			203.00	68.21	34%
0101530 - Admin Costs Alloc - Op Exps - Sanitation Gen Refuse			276,972.00	117,984.33	43%
0101800 - Vehicle & Plant Exps - Op Exps - Sanitation Gen Refuse			40,500.00	6,484.58	16%
1011298 - IT/Record Costs Allocated - Op Exps - Sanitation Gen Refuse			44,748.00	20,149.67	45%
1026218 - Kerbside Collection Disposal Costs - (Internal Shire Charge) - Op Exp - San Gen Refuse			1,168,410.00	0.00	0%
1026296 - Fixed Asset Dep'n - Op Exp - Sanitation General Refuse			34,239.00	18,976.35	55%
Sub Total To Programme Summary	\$0.00	\$0.00	\$4,838,971.00	\$979,798.31	
Operating Income					
0101410 - Refuse & Recycling Chgs - Op Inc - Sanitation Gen Refuse	3,343,748.00	3,346,246.92			100%
0101411 - Refuse & Recycling Removal Chgs - Additional & C'van Pk Services - Op Inc - Sanitation Gen Refuse	341,696.00	56,664.62			17%
0101420 - Charges Refuse Site - Op Inc - Sanitation Gen Refuse	2,203,896.00	721,292.94			33%
0101423 - Sundry Income (Inc. GST) - Op Inc - Sanitation Gen Refuse	20,000.00	57,394.02			287%
0101424 - EDL Lease - Op Inc - Sanitation Gen Refuse	36,228.00	0.00			0%
0101425 - Interest - Refuse Site Reserve - Op Inc - Sanitation Gen Refuse	58,836.00	8,056.52			14%
0101480 - Refuse & Recycling Bin Sales - Op Inc - Sanitation Gen Refuse	2,652.00	377.40			14%
0101499 - Profit On Sale Of Assets - Op Inc - Sanitation Gen Refuse	1,000.00	0.00			0%
0102636 - Kerbside Collection Disposal Costs - Internal Shire charge - Op Inc - Sanitation Gen Refuse	1,168,410.00	0.00			0%
Sub Total To Programme Summary	\$7,176,466.00	\$4,190,032.42	\$0.00	\$0.00	
Capital Expenditure					
0101510 - Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse			335,000.00	0.00	0%
0101512 - Transfer to Resource Recovery Park Reserve - Cap Exp - San Gen Refuse			2,278,659.00	0.00	0%

SHIRE OF BROOME
Schedule 10
COMMUNITY AMENITIES

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0101515 - Transfer to Refuse Reserve - Cap Exp - Sanitation Gen Refuse			58,836.00	8,056.52	14%
0101545 - Other Infra Upgrade Const - Cap Exp - Sanitation Gen Refuse			70,900.00	18,422.65	26%
0101550 - Other Infra Renewal Const - Cap Exp - Sanitation Gen Refuse			50,000.00	12,022.04	24%
Sub Total To Programme Summary	\$0.00	\$0.00	\$2,793,395.00	\$38,501.21	
Capital Income					
0101500 - Proceeds From Sale of Assets - Cap Inc - Sanitation Gen Refuse	78,000.00	449.61			1%
0101525 - Transfer From Refuse Site Reserve - Sanitation Gen Refuse	377,900.00	0.00			0%
Sub Total To Programme Summary	\$455,900.00	\$449.61	\$0.00	\$0.00	
Total Sanitation - General Refuse	\$7,632,366.00	\$4,190,482.03	\$7,632,366.00	\$1,018,299.52	
Sanitation - Other					
Operating Expenditure					
0102010 - 3577300			883,146.00	354,379.05	40%
0102060 - 2419000			15,624.00	4,716.02	30%
0102070 - Purchase of Bins- Op Exp - Sanitation Other					
0102530 - Admin Costs Alloc - Op Exp - Sanitation Other			49,116.00	21,008.34	43%
1022501 - Vehicle & Plant Exps - Op Exps - Sanitation Other			0.00	4,058.63	100%
1027206 - Other Employment Costs - Sanitation Other			774.00	383.29	50%
Sub Total To Programme Summary	\$0.00	\$0.00	\$948,660.00	\$384,545.33	
Operating Income					
0102390 - Litter Control Bin Hire Etc User Charges - Op Inc - Sanitation Other	0.00	-5,190.54			100%
0102400 - Litter - fines & Penalties & Reimb (No GST)- Op Inc - Sanitation Other	2,000.00	1,537.15			77%
Sub Total To Programme Summary	\$2,000.00	-\$3,653.39	\$0.00	\$0.00	
Capital Expenditure					
1042510 - Vehicles & Mobile Plant New - Cap Exp - Sanitation Other			45,000.00	0.00	0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$45,000.00	\$0.00	
Capital Income					
1052510 - Transfer From Refuse Site Reserve - Sanitation Other	45,000.00	0.00			0%
Sub Total To Programme Summary	\$45,000.00	\$0.00	\$0.00	\$0.00	
Total Sanitation - Other	\$47,000.00	-\$3,653.39	\$993,660.00	\$384,545.33	

Sewerage

Operating Expenditure

SHIRE OF BROOME
Schedule 10
COMMUNITY AMENITIES

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0103101 - Sewerage Facility Maintenance Exps - Op Exp - Sewerage			2,000.00	0.00	0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$2,000.00	\$0.00	
Operating Income					
0103480 - Septic Tank Fees - Op Inc - Sewerage	1,001.00	944.00			94%
0103481 - Septic Tank Inspection Fees - Op Inc - Sewerage	0.00	118.00			100%
Sub Total To Programme Summary	\$1,001.00	\$1,062.00	\$0.00	\$0.00	
Total Sewerage	\$1,001.00	\$1,062.00	\$2,000.00	\$0.00	
Storm Water Drainage					
Operating Expenditure					
0102202 - 13884400			141,828.00	150,505.21	106%
0102210 - Drainage Consultant/Strategy - op Exp - Urban Stormwater Drainage			9,500.00	0.00	0%
0102295 - Fixed Asset Dep'n - Op Exp - Urban Stormwater Drainage			682,586.00	230,070.82	34%
Sub Total To Programme Summary	\$0.00	\$0.00	\$833,914.00	\$380,576.03	
Operating Income					
0102983 - Interest Rec Drainage Reserve -Op IncUrban S'water Drainage	37,356.00	4,388.55			12%
Sub Total To Programme Summary	\$37,356.00	\$4,388.55	\$0.00	\$0.00	
Capital Expenditure					
0104270 - Drainage New Infra Const - Urban Stormwater Drainage			400,000.00	14,862.24	4%
0104281 - Transfer to Drainage Reserve - Cap Exp - Urban Stormwater Drainage			61,307.00	4,388.55	7%
0104600 - Drainage Upgrade Infra Const - Urban Stormwater Drainage			159,334.00	44,762.33	28%
0104800 - Drainage Renewal Infra Wks - Urban Stormwater Drainage					
Sub Total To Programme Summary	\$0.00	\$0.00	\$620,641.00	\$64,013.12	
Capital Income					
0104480 - Transfer From Drainage Reserve - Urban Stormwater Drainage - Cap Inc 0104484 - Gen Non Op Grants - Cap Inc - Urban Stormwater Drainage	260,135.00	0.00			0%
Sub Total To Programme Summary	\$260,135.00	\$0.00	\$0.00	\$0.00	
Total Storm Water Drainage	\$297,491.00	\$4,388.55	\$1,454,555.00	\$444,589.15	
Town Planning/Regional Development					
Operating Expenditure					
0106010 - Salary - Op Exp - Planning			493,083.00	123,143.17	25%
0106011 - Superannuation Employee Expense - Planning			57,174.00	16,200.26	28%

SHIRE OF BROOME
Schedule 10
COMMUNITY AMENITIES

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0106024 - Other Employment Costs - Op Exp - Planning			11,950.00	3,951.73	33%
0106030 - Consultants & Project Employees - Op Exp - Town Planning/Reg Dev			149,400.00	2,887.00	2%
0106032 - Relief Staff - Op Exp - Town Planning/Regional Devel					
0106039 - Planning Appeals - Op Exp - Town Planning/ Regional Devel			10,000.00	707.20	7%
0106040 - Advertising - Op Exp - Town Planning/Regional Devel			4,000.00	234.22	6%
0106051 - Engagement Expenses - Op Exp - Town Planning/Regional Dev			3,000.00	583.15	19%
0106279 - Copying & Printing Expenses - Op Exp - Town Planning/Regional Devel			500.00	0.00	0%
0106280 - Sundry Expenses - Op Exp - Town Planning/Regional Devel			500.00	235.00	47%
0106290 - Reimbursement Expense Legal & Other - Town Planning			1,000.00	147.00	15%
0106530 - Admin Cost Alloc - Town Planning & Reg Dev - Op Exp			168,132.00	71,465.86	43%
0106531 - Engineering Office Staff Time - Op Exp - Town Planning & Reg Develop					
1030298 - IT/Records Costs Allocated -Town Planning & Reg Development			43,632.00	19,654.75	45%
Sub Total To Programme Summary	\$0.00	\$0.00	\$942,371.00	\$239,209.34	
Operating Income					
0106410 - Planning Fees (GST Free) - Op Inc - Town Planning/Regional Devel	60,000.00	12,429.92	21%		
0106420 - Rezoning Fees (Incl GST) - Op Inc - Town Planning/Regional Devel					
0106421 - Rezoning Fees (Excl GST) - Op Inc - Town Planning	5,000.00	2,500.00	50%		
0106430 - Subdivision/ Strata Title Fees - Op Inc - Town Planning/Regional Devel	1,000.00	1,314.00	131%		
0106480 - Other Minor Charges No GST - Op Inc - Town Planning/Regional Devel	163.00	0.00	0%		
0106482 - Grant income - Op Inc - Town Planning/Regional Devel	0.01	0.00	0%		
Sub Total To Programme Summary	\$66,163.01	\$16,243.92	\$0.00	\$0.00	
Total Town Planning/Regional Development	\$66,163.01	\$16,243.92	\$942,371.00	\$239,209.34	
Development Services Support					
Operating Expenditure					
0106038 - Legal Expenses - Development Services			25,000.00	30,631.28	123%
0106100 - Salary - Op Exp - Development Services			424,889.00	143,685.41	34%
0106102 - Other Employment Costs - Development Services			24,103.00	3,473.37	14%
0106104 - Vehicle & Plant Exps - Development Services			5,400.00	5,248.95	97%
0106106 - Consultants & Project Employees - Op Exp - Development Services			65,000.00	0.00	0%

SHIRE OF BROOME
Schedule 10
COMMUNITY AMENITIES

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0106107 - Superannuation Employee Expense - Development Services			57,928.00	15,403.57	27%
0106120 - Conferences Travel & Accom - Development Services					
0106125 - Sundry Expenses - Development Services			1,600.00	972.46	61%
0106630 - Admin Costs Alloc - Dev Serv			107,952.00	45,955.74	43%
0106631 - Engineering Office Staff Time - Op Exp Dev Serv Sup					
1031298 - IT/Records Costs Alloc - Development Services			47,268.00	21,351.57	45%
Sub Total To Programme Summary	\$0.00	\$0.00	\$759,140.00	\$266,722.35	
Operating Income					
0106390 - Reimbursements Received - Development Services	5,000.00	0.00	0%		
Sub Total To Programme Summary	\$5,000.00	\$0.00	\$0.00	\$0.00	
Total Development Services Support	\$5,000.00	\$0.00	\$759,140.00	\$266,722.35	
Protection of Environment					
Operating Expenditure					
0105054 - 1231900			57,611.00	7,827.51	14%
0105297 - Fixed Asset Dep'n - Op Exp - Protection of Environment			11,950.00	4,028.06	34%
0105530 - Admin Costs Alloc - Op Exp - Protection of Environment			29,640.00	12,567.49	42%
0105546 - Consultants - Environmental - Op Exp - Prot of Envirn					
0113300 - 2055200			7,516.00	306.46	4%
Sub Total To Programme Summary	\$0.00	\$0.00	\$106,717.00	\$24,729.52	
Operating Income					
0105541 - Coastal Grants & Reimb Rec'd	10,000.00	0.00	0%		
Sub Total To Programme Summary	\$10,000.00	\$0.00	\$0.00	\$0.00	
Total Protection Of Environment	\$10,000.00	\$0.00	\$106,717.00	\$24,729.52	
Other Community Amenities					
Operating Expenditure					
0107010 - Public Toilets - Building Maintenance Exps			21,360.00	4,302.36	20%
0107028 - Cemetery Operating Expenses - Other Comm Amen			35,505.00	17,459.75	49%
0107029 - 4585900			30,932.00	4,540.71	15%
0107030 - 7644000			74,390.00	18,795.07	25%
0107034 - Broome Cemetery Survey & Other - Op Exp - Other Comm Amen			0.00	808.00	100%
0107035 - General CCTV & Wireless Network Maint - Op Exp - Other Comm Amen			5,000.00	8,660.00	173%
0107071 - 450000			161,655.00	40,819.61	25%

SHIRE OF BROOME
Schedule 10
COMMUNITY AMENITIES

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0107100 - Cleaning Materials Util & Sundries			250.00	145.90	58%
- Op Exp - Other Community Amenities					
0107530 - Admin Costs Alloc - Op Exp -			36,720.00	15,568.68	42%
Other Community Amenities					
1033296 - Fixed Asset Depn - Op Exp -			28,434.00	20,126.85	71%
Other Community Amenities					
Sub Total To Programme Summary	\$0.00	\$0.00	\$394,246.00	\$131,226.93	
Operating Income					
0107370 - Cemetery Fees Inc GST - Op Inc	10,211.00	3,735.91			37%
- Other Community Amenities					
0107375 - Cemetery related Licenses - GST	4,090.00	1,888.00			46%
Free - Op Inc - Other Community Amenities					
1033399 - Interest Rec - Public Art Reserve -	3,816.00	388.21			10%
Op Inc - Other Comm Amen					
Sub Total To Programme Summary	\$18,117.00	\$6,012.12	\$0.00	\$0.00	
Capital Expenditure					
0107540 - Cemeteries Other Infrastructure			54,440.00	0.00	0%
Upgrade - Cap Exp - Other Com Amenit					
0107550 - Cemeteries Other Infrastructure			38,387.00	0.00	0%
New - - Cap Exp - Other Community					
Amenities					
0107552 - Cemeteries Other Infrastructure			27,664.00	0.00	0%
Renewal - - Cap Exp - Other Community					
Amenities					
1033499 - Transfer to Public Art Reserve -			3,816.00	388.21	10%
Cap Exp - Other Community Amenities					
Sub Total To Programme Summary	\$0.00	\$0.00	\$124,307.00	\$388.21	
Total Other Community Amenities	\$18,117.00	\$6,012.12	\$518,553.00	\$131,615.14	
TOTAL COMMUNITY AMENITIES	\$8,509,762.01	\$4,243,612.88	\$12,841,986.00	\$2,583,093.00	

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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
FUNCTION SUMMARY				
Operating Expenditure				
Public Halls & Civic Centres			169,556.00	65,041.43
Libraries			1,246,653.00	439,828.98
Broome Civic Centre (Was Arts Centre)			896,258.00	289,834.25
Other Culture			402,239.00	104,143.01
Recreation Services			403,814.00	104,552.98
Swimming Areas & Beaches			256,671.00	125,605.03
Other Recreation & Sport			1,411,780.00	450,705.02
Parks & Ovals			3,278,925.00	1,030,656.42
BRAC - General			1,903,781.00	694,111.23
BRAC - Aquatic			467,884.00	134,161.82
BRAC - Dry			1,359,782.00	461,384.01
BRAC - Ovals			576,131.00	164,672.60
TOTAL OPERATING EXPENDITURE	\$0.00	\$0.00	\$12,373,474.00	\$4,064,696.78
Operating Income				
Public Halls & Civic Centres	500.00			
Libraries	35,502.00	7,911.63		
Broome Civic Centre (Was Arts Centre)	283,067.00	45,026.88		
Other Culture	57,395.00	5,549.19		
Recreation Services	80,000.00			
Other Recreation & Sport	148,781.00	6,806.93		
Parks & Ovals	86,783.00	39,155.81		
BRAC - General	160,832.00	37,760.19		
BRAC - Aquatic	403,080.00	127,647.91		
BRAC - Dry	157,005.00	42,246.92		
BRAC - Ovals	55,211.00	12,915.02		
TOTAL OPERATING INCOME	\$1,468,156.00	\$325,020.48	\$0.00	\$0.00
Capital Expenditure				
Libraries				
Broome Civic Centre (Was Arts Centre)			450,801.00	
Other Culture			74,089.00	
Swimming Areas & Beaches			30,000.00	12,670.87

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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Other Recreation & Sport			9,900,408.00	1,561,812.61
Parks & Ovals			1,385,126.00	101,760.86
BRAC - General			8,260.00	129.71
BRAC - Aquatic			61,600.00	
BRAC - Dry			107,800.00	
BRAC - Ovals			205,785.00	
TOTAL CAPITAL EXPENDITURE	\$0.00	\$0.00	\$12,223,869.00	\$1,676,374.05
Capital Income				
Libraries	3,881.00			
Other Culture				
Swimming Areas & Beaches	8,000.00			
Other Recreation & Sport	8,397,075.00			
BRAC - Aquatic				
BRAC - Dry	7,500.00			
TOTAL CAPITAL INCOME	\$8,416,456.00	\$0.00	\$0.00	\$0.00
TOTAL RECREATION AND CULTURE	\$9,884,612.00	\$325,020.48	\$24,597,343.00	\$5,741,070.83

SUB-FUNCTION DETAIL FOLLOWS.....

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Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Public Halls & Civic Centres				
Operating Expenditure				
0111021 - 1970000			47,304.00	21,383.17 45%
0111530 - Admin Costs Alloc - Op Exp - Public Halls Civic Centres			28,320.00	12,004.77 42%
1135296 - Fixed Asset Dep'n - Op Exp - Public Halls			93,932.00	31,653.49 34%
Sub Total To Programme Summary	\$0.00	\$0.00	\$169,556.00	\$65,041.43
Operating Income				
0111411 - Lotteries House - Rent & Recoup Income - Op Inc	500.00	0.00 0%		
Sub Total To Programme Summary	\$500.00	\$0.00	\$0.00	\$0.00
Total Public Halls & Civic Centres	\$500.00	\$0.00	\$169,556.00	\$65,041.43
Libraries				
Operating Expenditure				
0115010 - Salary - Op Exp - Libraries			513,746.00	166,725.13 32%
0115011 - Superannuation Employee Expense - Libraries			51,922.00	18,350.45 35%
0115024 - Other Employment Costs - Op Exp - Library			6,997.00	0.00 0%
0115070 - IT Costs Alloc Lib - Op Exp - Libraries			234,780.00	105,838.76 45%
0115260 - Consultancy - Op Exp - Libraries			20,000.00	0.00 0%
0115270 - Local History Resources - Op Exp - Library			1,500.00	403.07 27%
0115279 - Minor Assets Expensed - Op Exp Library			7,900.00	4,398.62 56%
0115280 - Grant Program Expenses - Op Exp - Library (Income in 115480)			11,027.00	4,570.64 41%
0115281 - 2500000			102,795.00	24,204.59 24%
0115282 - Library Office - Op Exp - Libraries			3,050.00	1,362.42 45%
0115284 - Subscriptions - Op Exp - Libraries			14,065.00	2,549.87 18%
0115285 - Freight - Op Exp - Libraries			2,500.00	256.31 10%
0115286 - SLWA Travel & Accommodation Op Exp - Library			9,030.00	2,402.18 27%
0115287 - Loan Reservation Service - Op Exp - Libraries			1,800.00	785.99 44%
0115289 - Programmes & Materials - Op Exp - Libraries			4,560.00	4,191.04 92%
0115290 - Lost/Damaged Items Exp - Library			1,700.00	1,500.00 88%
0115292 - Books & Binding - Op Exp			8,820.00	2,859.08 32%
0115293 - Office Equipment - Op Exp - Libraries			2,000.00	158.18 8%
0115294 - Advertising & Promotions Exp - Op Exp - Libraries			5,608.00	1,501.70 27%
0115295 - Sundry Exp - Op Exp - Libraries			350.00	111.47 32%
0115299 - Dep'n - Furniture & Fittings - Op Exp - Libraries			2,853.00	961.83 34%
0115530 - Admin Costs Alloc - Op Exp - Libraries			176,100.00	74,842.20 42%

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
1136206 - Other Employment Costs - Op Exp - Libraries			11,296.00	4,058.70	36%
1136296 - Fixed Asset Dep'n - Op Exp - Libraries			52,254.00	17,796.75	34%
Sub Total To Programme Summary	\$0.00	\$0.00	\$1,246,653.00	\$439,828.98	
Operating Income					
0115380 - Grant Op - State SLWA Library Grant	23,030.00	0.00	0%		
0115410 - Lost/Damaged Items - Op Inc - Libraries	1,500.00	659.67	44%		
0115420 - Sundry Income & Special Op Grants - Op Inc - Libraries	1,185.00	318.12	27%		
0115431 - Income Library (photocopier mobile and fax services) - Op Inc - Libraries	9,787.00	5,004.75	51%		
0115480 - Grant Program Income - Op Inc - Library (Expense in 115280)	0.00	1,929.09	100%		
Sub Total To Programme Summary	\$35,502.00	\$7,911.63	\$0.00	\$0.00	
Capital Expenditure					
0115511 - Transfer to Restricted Cash Reserve - Libraries - Cap Exp					
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00	
Capital Income					
0115311 - Transfer from Restricted Cash Reserve - Libraries - Cap Inc	3,881.00	0.00	0%		
Sub Total To Programme Summary	\$3,881.00	\$0.00	\$0.00	\$0.00	
Total Libraries	\$39,383.00	\$7,911.63	\$1,246,653.00	\$439,828.98	

Broome Civic Centre (Was Arts Centre)

Operating Expenditure

0116106 - Interest Expense Broome Civic Centre Loan 193 - Op Exp- Bme Civic Centre			83,639.00	-8,342.69	-10%
0116107 - Fixed Asset Dep'n - Op Exp - Bme Civic Centre			182,793.00	61,598.49	34%
0116470 - Broome Civic Centre Build Maint & Services Op Exp - Bme Civic Centre			44,300.00	10,125.59	23%
0116486 - Salary - Op Exp - Broome Civic Centre - Op Exp			47,116.00	19,029.55	40%
0116489 - Operational Expenses - Broome Civic Centre - Production/Events			33,500.00	11,531.71	34%
0116491 - Minor Assets - Op Exp - Bme Civic Centre			13,000.00	1,674.87	13%
0116492 - Sundry Consultant Expenses - Broome Civic Centre - Op Exp			60,000.00	0.00	0%
0116493 - Advertising Promotion & Printing Expenses - Broome Civic Centre - Op Exp			25,000.00	761.28	3%
0116494 - Broome Civic Centre - Operating Expense - Op Exp			128,885.00	57,025.47	44%
0116495 - Performance Production Expenses - Broome Civic - Op Exp			54,000.00	42,667.66	79%

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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0116496 - Refunds Donations & Sundry Exps - Broome Civic Centre - Op Exp				
0116497 - Superannuation Employee Expense - Broome Civic Centre			4,499.00	1,481.41 33%
0116730 - Admin Costs Alloc - Op Exp - Bme Civic Centre			216,360.00	91,911.49 42%
1137206 - Other Employment Costs - Op Exp - Broome Civic Centre			3,166.00	369.42 12%
Sub Total To Programme Summary	\$0.00	\$0.00	\$896,258.00	\$289,834.25
Operating Income				
0116483 - Broome Civic Centre Operational Grants & Contributions - Op Inc - Bme Civic Centre	55,000.00	0.00 0%		
0116540 - Broome Civic Centre Reimbursements Received - Op Inc - Bme Civic Centre	43,000.00	10,673.18 25%		
0116541 - Broome Civic Centre Venue Income - Op Income - Bme Civic Centre	185,067.00	34,353.70 19%		
Sub Total To Programme Summary	\$283,067.00	\$45,026.88	\$0.00	\$0.00
Capital Expenditure				
0116116 - Princ Repay Broome Civic Centre Loan 193 - Cap Exp - Bme Civic Centre			450,801.00	0.00 0%
0116119 - Broome Civic Centre Other Infrastructure Renewal - Cap Exp - Bme Civic Centre				
0116511 - Transfer to Restricted Cash Reserve - Broome Civic Centre - Cap Exp - Bme Civic Centre				
0116512 - Transfer to Building Reserve - Cap Exp - Bme Civic Centre				
Sub Total To Programme Summary	\$0.00	\$0.00	\$450,801.00	\$0.00
Total Broome Civic Centre (Was Arts Centre)	\$283,067.00	\$45,026.88	\$1,347,059.00	\$289,834.25
Other Culture				
Operating Expenditure				
0116084 - Community Signage - Op Exp - Other Culture			40,570.00	0.00 0%
0116085 - Heritage Projects - Op Exp - Other Culture			60,000.00	0.00 0%
0116090 - 890000			31,245.00	6,012.18 19%
0116101 - Festival Events and Culture Promotion Program General - Op Exp - Other Culture			2,600.00	339.54 13%
0116175 - Community Storage Shed Expenditure			2,825.00	6,885.81 244%
0116180 - Event Sponsorship - Op Exps - Other Culture				
0116184 - Festivals & Events Contributions/Support Op Exp - Other Culture			197,920.00	69,470.65 35%
0116282 - Triple J Maintenance & Operating Exp - Other Culture			2,200.00	0.00 0%

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0116283 - Public Statue & Artwork Maintenance & Operating Exp - Other Culture			14,490.00	2,820.09	19%
0116297 - Dep'cn - Land & Building - Op Exp - Other Culture			13,632.00	4,593.89	34%
1138296 - Fixed Asset Dep'n - Op Exp - Other Culture			36,757.00	14,020.85	38%
Sub Total To Programme Summary	\$0.00	\$0.00	\$402,239.00	\$104,143.01	
Operating Income					
0116070 - Community Storage Facility Income - Op Inc	6,895.00	1,223.04			18%
0116071 - Festival & Events Sundry Inc - Op Inc - Other Culture	500.00	2,810.18			562%
0116098 - Reimb & Other Income - Op Inc - Other Culture	0.00	1,515.97			100%
1138332 - Grant Income & Contributions - Op Inc - Other Culture	50,000.00	0.00			0%
Sub Total To Programme Summary	\$57,395.00	\$5,549.19	\$0.00	\$0.00	
Capital Expenditure					
0116125 - Other Infrastructure New Const - Cap Exp - Other Cult			74,089.00	0.00	0%
0116201 - Museum Building Renewal- Cap Exp - Other Cult					
Sub Total To Programme Summary	\$0.00	\$0.00	\$74,089.00	\$0.00	
Capital Income					
0116151 - Non Operating Grants Other Culture - Non Op Inc					
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00	
Total Other Culture	\$57,395.00	\$5,549.19	\$476,328.00	\$104,143.01	
Recreation Services					
Operating Expenditure					
0113697 - Superannuation Employee Expense - Recreation Services			21,918.00	3,132.06	14%
0113699 - Salary - Op Exp - Rec Services			231,799.00	65,982.40	28%
0113702 - Club Development Officer Programs Exp - Rec Services			20,820.00	-949.22	-5%
0113704 - Consultants - Op Exp - Rec Services			13,990.00	0.00	0%
0113708 - Grant Funded Operational Expense - Rec Serv			40,000.00	3,610.00	9%
1139206 - Other Employment Costs - Recreation Services			3,671.00	1,817.90	50%
1139297 - Admin Costs Allocated - Op Exp - Recreation Services			57,072.00	24,384.68	43%
1139298 - IT/Records Costs Allocated -Recreation Services			14,544.00	6,575.16	45%
Sub Total To Programme Summary	\$0.00	\$0.00	\$403,814.00	\$104,552.98	
Operating Income					

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0113751 - Operating Grants & Contributions Rec'd - Recreation Services - Op Inc	80,000.00	0.00	0%		
Sub Total To Programme Summary	\$80,000.00	\$0.00	\$0.00	\$0.00	
Total Recreation Services	\$80,000.00	\$0.00	\$403,814.00	\$104,552.98	
Swimming Areas & Beaches					
Operating Expenditure					
0112053 - 20000			1,624.00	161.52	10%
0112296 - Loss on Sale of Assets - Swimming Areas & Beaches			4,250.00	0.00	0%
1140203 - Other Employee Exp - Op Exp - Swim Areas & Beach Life Guard					
1140211 - General Operating Exp - Swim Areas & Beach Life Guard			240,243.00	123,254.40	51%
1140213 - Cable Beach Life Guard Office Maint - Op Exp - Swim Areas & Beach Life Guard			500.00	0.00	0%
1140291 - Vehicle and Plant Exp - Op Exp - Swim Areas & Beach Life Guard			8,900.00	1,801.58	20%
1140296 - Fixed Asset Dep'n - Op Exp - Swimming Areas & Beaches			1,154.00	387.53	34%
Sub Total To Programme Summary	\$0.00	\$0.00	\$256,671.00	\$125,605.03	
Capital Expenditure					
0112397 - Vehicle & Mobile Plant Renewal (Replacement) -Cap Exp- Swim Area & Beaches			30,000.00	0.00	0%
0113567 - Boating Facilities Prog New Infra - Cap Exp - Swim Areas & Bchs			0.00	12,670.87	100%
Sub Total To Programme Summary	\$0.00	\$0.00	\$30,000.00	\$12,670.87	
Capital Income					
0112500 - Proceeds From Sale of Assets Swimm Areas & Bchs	8,000.00	0.00	0%		
Sub Total To Programme Summary	\$8,000.00	\$0.00	\$0.00	\$0.00	
Total Swimming Areas & Beaches	\$8,000.00	\$0.00	\$286,671.00	\$138,275.90	
Other Recreation & Sport					
Operating Expenditure					
0113001 - Haynes Oval Pavilion Maint & Operating Exp - Other Rec & Sport			29,247.00	14,985.92	51%
0113005 - Weed Control - Op Exp - Other Rec & Sport			187,980.00	40,745.99	22%
0113026 - 1152500			12,866.00	216.90	2%
0113060 - 1537300			9,852.00	424.94	4%
0113297 - Dep'cn - Land & Buildings - Op Exp - Other Recreation & Sport			754.00	252.71	34%
0113298 - Dep'cn - Plant & Equip - Op Exp - Other Recreation & Sport			60,142.00	20,266.75	34%
0116100 - Library Gazebo (Old Wackett Roof) Expenses - Op Exp			858.00	178.52	21%

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
1141296 - Fixed Asset Dep'n - Op Exp - Other Recreation & Sport			1,063,555.00	355,630.70	33%
1181201 - Jetty to Jetty Town Beach - Design/Plans/Feasibility - Op Exp - Other Recreation & Sport			46,526.00	18,002.59	39%
Sub Total To Programme Summary	\$0.00	\$0.00	\$1,411,780.00	\$450,705.02	
Operating Income					
0113391 - Haynes Oval & Pavilion Income - Op Inc	111,729.00	3,589.18			3%
0113411 - Venue Hire Inc - Cable Beach & Amphitheatre - Op Inc - Other Rec & Sport	12,177.00	1,609.75			13%
0113412 - Cable Beach Club - Rent & Recoup Income - Op Inc	19,655.00	0.00			0%
0113415 - Contributions To Sporting Facility Const Rec'd - Op Inc - Other Rec&Sport					
0113416 - Event Application Fees No GST - Cable Beach & Amphitheatre - Op Inc - Other Rec & Sport	5,220.00	1,608.00			31%
Sub Total To Programme Summary	\$148,781.00	\$6,806.93	\$0.00	\$0.00	
Capital Expenditure					
0113027 - Skatepark New Infra Const - Cap Exp - Other Recreation & Sport			140,000.00	0.00	0%
1181401 - Town Beach Redevelopment -Other Infra New - Cap Exp			4,686,712.00	1,440,440.74	31%
1181402 - Town Beach Redevelopment - Fishing Platform & Amenities -Other Infra New - Cap Exp			271,138.00	0.00	0%
1181403 - Town Beach Redevelopment - Catalina Boat Ramp Carpark - Car Parks New - Cap Exp			378,373.00	0.00	0%
1181405 - Town Beach Redevelopment - Greenspace & Waterpark - Cap Exp			3,947,885.00	121,371.87	3%
1181420 - Youth Bike Recreation New Infra Const - Cap Exp - Other Recreation & Sport			476,300.00	0.00	0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$9,900,408.00	\$1,561,812.61	
Capital Income					
0113371 - Royalties For Regions Loc Govt Non Op Grant - Op Inc - Other Recreation & Sport	271,138.00	0.00			0%
0113403 - Grants - Non Op - Cap Inc - Other Rec & Sport	7,848,067.00	0.00			0%
0113406 - Council Loans Received - Other Rec & Sport					
0113409 - Transfer From Restricted Cash Reserve - Other Rec & Sport	9,870.00	0.00			0%
0113489 - Transfer From POS Reserve - Other Rec & S	268,000.00	0.00			0%
Sub Total To Programme Summary	\$8,397,075.00	\$0.00	\$0.00	\$0.00	
Total Other Recreation & Sport	\$8,545,856.00	\$6,806.93	\$11,312,188.00	\$2,012,517.63	

Parks & Ovals

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
Operating Expenditure					
0113000 - 0			3,239,223.00	1,015,957.99	31%
0113283 - 70000			9,807.00	4,423.07	45%
0113380 - Consultants & Concept Plan Exps			2,500.00	0.00	0%
- Op Exp - Parks & Ovals					
0113396 - Reticulation Control System Maint			13,635.00	6,791.09	50%
Op Exp - Parks & Ovals					
0113398 - Work for the Dole Turf Reduction					
& L/scaping Project - Op Exp - Parks &					
Ovals					
0115222 - Haynes Oval Utility Exp - OP Exp			13,760.00	3,484.27	25%
- Parks & Ovals					
Sub Total To Programme Summary	\$0.00	\$0.00	\$3,278,925.00	\$1,030,656.42	
Operating Income					
0112989 - Interest Rec-REC-POS Reserve -	53,700.00	5,487.47			10%
Op Inc - Parks & Ovals					
0113410 - Male Oval & Concourse - Op Inc -	10,741.00	971.37			9%
Parks & Ovals					
0113413 - Town Beach Hire - Op Inc - Parks	10,899.00	722.50			7%
& Ovals					
0113414 - Parks Ovals & Oth Rec Areas (not	3,500.00	10,340.42			295%
Ovals) Hire - Op Inc - Parks and Ovals					
0113417 - Event Application Fee (No GST)	2,943.00	5,217.34			177%
Male Oval & Concourse - Op Inc - Parks &					
Ovals					
0113418 - Event application Fee (No GST)	500.00	1,018.00			204%
Town Beach Hire - Op Inc - Parks & Ovals					
0113420 - Sundry Contributions - Op Inc -					
Parks & Ovals					
0113421 - Event Application Fee (No GST)	4,500.00	15,398.71			342%
Parks & Ovals & Oth Rec Areas (not Ovals) -					
Op Inc - Other Rec & Spor					
Sub Total To Programme Summary	\$86,783.00	\$39,155.81	\$0.00	\$0.00	
Capital Expenditure					
0111989 - Transfer to POS Reserve - Cap			1,009,197.00	5,487.47	1%
Exp - Parks & Ovals					
0113550 - Parks - Infrastructure - New			37,401.00	0.00	0%
Construction - Cap Exp - Parks & Ovals					
0113551 - Parks - Infrastructure - Renewal			256,078.00	55,102.14	22%
- Cap Exp - Parks & Ovals					
0113553 - Parks - Other Infrastructure -			41,950.00	41,171.25	98%
Renewal - Cap Exp - Parks & Ovals					
0113603 - Reticulation Control System New			40,500.00	0.00	0%
Exp - Cap Exp Parks & Ovals					
Sub Total To Programme Summary	\$0.00	\$0.00	\$1,385,126.00	\$101,760.86	
Total Parks & Ovals	\$86,783.00	\$39,155.81	\$4,664,051.00	\$1,132,417.28	
BRAC - General					
Operating Expenditure					
0117000 - BRAC General Building Maint &			447,227.00	160,819.37	36%
Op Exp - BRAC Gen					

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0117004 - Salary - Op Exp - Admin Staff - BRAC General			620,063.00	207,086.03	33%
0117005 - Superannuation Employee Expense - BRAC General Admin			79,820.00	28,752.49	36%
0117006 - Salary - Op Exp - Cleaning & Maint Exp - BRAC General			79,293.00	26,208.06	33%
0117013 - First Aid - Op Exp - BRAC - General			2,000.00	210.69	11%
0117017 - Consultants - Op Exp - BRAC - General					
0117022 - Uniforms BRAC			3,000.00	3,706.99	124%
0117044 - Licence Exps - BRAC			6,000.00	2,354.93	39%
0117049 - Rubbish & Recycling - Op Exp - BRAC - Genera			12,000.00	464.04	4%
0117058 - Sundry Equipment - Op Exp - BRAC - Genera			3,000.00	855.16	29%
0117080 - Marketing - BRAC			10,000.00	59.09	1%
0117235 - Cost of Goods Sold Goods Kiosk - Op Exp - BRAC - General MUN			60,000.00	10,689.28	18%
0117268 - Cost of Goods Equip - Op Exp - BRAC - Genera			6,000.00	2,492.39	42%
0117336 - Cost Of Goods Sold Direct (Consumables) Op Exp - BRAC General			30,000.00	8,229.99	27%
0117530 - Admin Costs Alloc - Op Exp - BRAC - General			531,828.00	236,156.24	44%
0117555 - Plant and Equipment Maintenance - Op Exp - BRAC General			1,500.00	428.68	29%
1143206 - Other Employment Costs - BRAC General			12,050.00	5,597.80	46%
Sub Total To Programme Summary	\$0.00	\$0.00	\$1,903,781.00	\$694,111.23	
Operating Income					
0117200 - Hire of BRAC Staff Inc Recd - Op Inc - BRAC General	3,572.00	443.60	12%		
0117233 - Kiosk Sales - No GST	15,000.00	3,114.00	21%		
0117234 - Kiosk Sales - Op Inc - BRAC - General	81,000.00	15,721.55	19%		
0117236 - Consumables Sales	48,000.00	13,995.87	29%		
0117269 - Sales Income Equipment - Op Inc - BRAC General	12,000.00	4,355.46	36%		
0117982 - Interest Rec'd; All BRAC Reserves - BRAC General	1,260.00	129.71	10%		
Sub Total To Programme Summary	\$160,832.00	\$37,760.19	\$0.00	\$0.00	
Capital Expenditure					
0117398 - Vehicle & Mobile Plant Renewal (Replacement) -Cap Exp- BRAC General			7,000.00	0.00	0%
0117983 - Transfer to BRAC Reserve - Cap Exp - BRAC - General			1,260.00	129.71	10%
Sub Total To Programme Summary	\$0.00	\$0.00	\$8,260.00	\$129.71	
Total Brac - General	\$160,832.00	\$37,760.19	\$1,912,041.00	\$694,240.94	

BRAC - Aquatic

Operating Expenditure

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0112014 - Aquatic Utilities Exp - BRAC			95,010.00	37,174.51	39%
0117001 - Superannuation Employee Expense - BRAC Aquatic			23,302.00	7,027.68	30%
0117002 - Salary -Op Exp - Lifeguard - BRAC Aquatic			250,929.00	69,507.12	28%
0117003 - Relieving Staff Exp - Op Ex - BRAC Aquatic			0.00	2,015.51	100%
0117009 - Plant & Equip Maint - Aquatic			6,000.00	557.11	9%
0117010 - Aquatic Building & Pool Maint Exp			12,830.00	1,009.00	8%
0117015 - 3000000			41,500.00	10,447.18	25%
0117016 - Reimbursements/Refunds - Aquatic			1,000.00	300.00	30%
0117148 - Group Fitness Program - Op Exp - BRAC - Aquatic			8,000.00	773.59	10%
0117150 - Swimming Lessons Program- Op Exp - BRAC Aquatic			4,000.00	1,211.55	30%
0117182 - Salary & Related Swimming Lesson Exp - BRAC - Aquatic					
0117184 - BRAC Equipment - Wet Programs - Op Exp - BRAC Aquatic			1,000.00	368.64	37%
0117186 - Inflatable Operating Exp - BRAC Aquatic			15,000.00	0.00	0%
1144206 - Other Employment Costs - BRAC Aquatic			3,988.00	1,974.88	50%
1144296 - Fixed Asset Dep'n - Op Exp - BRAC Aquatic			5,325.00	1,795.05	34%
Sub Total To Programme Summary	\$0.00	\$0.00	\$467,884.00	\$134,161.82	
Operating Income					
0117262 - Education Inc - Aquatic	6,386.00	68.19			1%
0117280 - Group Fitness by BRAC Inc - Aquatic	39,245.00	11,552.28			29%
0117282 - Swimming Lessons by BRAC Inc	120,675.00	63,861.52			53%
0117285 - School Program Income - Op Inc - BRAC Aquatic	17,745.00	0.00			0%
0117286 - Inflatable Hire Fees - Op Inc - BRAC Aquatic	10,459.00	2,579.55			25%
0117287 - BBQ & Party Hire Fees - Op Inc - BRAC Aquatic	5,182.00	627.27			12%
0117410 - Entry Fees and Spectator Fees - Op Inc - BRAC Aquatic	203,388.00	48,959.10			24%
Sub Total To Programme Summary	\$403,080.00	\$127,647.91	\$0.00	\$0.00	
Capital Expenditure					
0117128 - Aquatic Infrastructure Renewal - Cap Exp - BRAC Aquatic			61,600.00	0.00	0%
0117132 - Plant & Equip Renewal/Replacement - Cap Exp - BRAC - Aquatic					
Sub Total To Programme Summary	\$0.00	\$0.00	\$61,600.00	\$0.00	
Capital Income					
0117414 - Grant Non Op - BRAC Aquatic - Cap Inc MUN					
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00	

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Total Brac - Aquatic	\$403,080.00	\$127,647.91	\$529,484.00	\$134,161.82
BRAC - Dry				
Operating Expenditure				
0117081 - Building & Facility Maint Exp - BRAC Dry			48,410.00	18,128.82 37%
0117140 - BRAC Equipment - Dry Programs - Op Exp - BRAC - Dry			8,000.00	5,931.33 74%
0117142 - Holiday Program Op Exp - BRAC - Dry			5,000.00	2,168.52 43%
0117146 - Netball Expenses - Op Exp - BRAC - Dry			5,000.00	18.00 0%
0117152 - Volleyball Expenses - Op Exp - BRAC - Dry			1,500.00	0.00 0%
0117156 - Program Annual Events - Op Exp - BRAC Dry			8,000.00	8,290.86 104%
0117160 - Salary - Op Exp - BRAC Dry			15,984.00	1,844.05 12%
0117161 - Superannuation Employee Expense - BRAC Dry			4,706.00	1,779.91 38%
0117170 - Creche Program Expenses - Op Exp - BRAC				
0117171 - Salary - Op Exp - Holiday Prog Exps - BRAC Dry			29,341.00	8,984.34 31%
0117173 - Grant Submission Costs - Op Exp - BRAC				
0117800 - Vehicle & Plant Exps - BRAC Dry - (Inc Gen Set) - Op Exp			11,400.00	3,396.70 30%
1145206 - Other Employment Costs - BRAC Dry			13,125.00	359.02 3%
1145296 - Fixed Asset Dep'n - Op Exp - BRAC Dry			1,209,316.00	410,482.46 34%
Sub Total To Programme Summary	\$0.00	\$0.00	\$1,359,782.00	\$461,384.01
Operating Income				
0117205 - Reimb Rec'd inc GST Inc Rec'd - Dry BRAC				
0117244 - Volleyball BRAC Program - Op Inc				
0117246 - Netball BRAC Program - Op Inc - BRAC Dry	16,935.00	1,159.09 7%		
0117248 - Squash BRAC Program Inc	25,246.00	7,433.24 29%		
0117250 - Tennis BRAC Program Inc	23,108.00	6,193.22 27%		
0117251 - Outdoor Court Hire - Op Inc - BRAC Dry	12,171.00	2,067.26 17%		
0117252 - Introductory Programs - Op Inc - BRAC Dry	8,000.00	4,329.10 54%		
0117256 - Program Annual Events - Op Inc - BRAC Dry	9,547.00	2,818.19 30%		
0117260 - Creche User Fees Inc. Rec'd	4,633.00	654.55 14%		
0117261 - Term Program Enrolment Fees Rec'd				
0117266 - Multipurpose Room Hire Inc - BRAC	7,682.00	160.00 2%		
0117272 - Holiday Program Enrolment Fees Rec'd	24,726.00	9,990.90 40%		

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Particulars	Income			Expenditure	
	Current Year Estimated	Current Year Actual		Current Year Estimated	Current Year Actual
0117275 - Stadium Venue Hire Inc. Rec'd - Op Inc - Dry BRAC	23,957.00	7,441.37	31%		
0117277 - Back Bar & Grassed Area Venue Hire BRAC Inc. Rec'd - Dry BRAC	1,000.00	0.00	0%		
Sub Total To Programme Summary	\$157,005.00	\$42,246.92		\$0.00	\$0.00
Capital Expenditure					
0117300 - BRAC Building New Const - Cap Exp - BRAC Dry				32,700.00	0.00 0%
0117310 - BRAC Building Upgrade - Cap Exp - BRAC Dry					
0117315 - BRAC Building Renewal - Cap Exp - BRAC Dry					
0117370 - Fixed Plant & Equip New BRAC Dry - Cap Exp				60,000.00	0.00 0%
0117372 - Furniture & Equip New BRAC Dry - Cap Exp				15,100.00	0.00 0%
Sub Total To Programme Summary	\$0.00	\$0.00		\$107,800.00	\$0.00
Capital Income					
0117294 - Grant Income - Non-Op Inc - BRAC Dry	7,500.00	0.00	0%		
Sub Total To Programme Summary	\$7,500.00	\$0.00		\$0.00	\$0.00
Total Brac - Dry	\$164,505.00	\$42,246.92		\$1,467,582.00	\$461,384.01
BRAC - Ovals					
Operating Expenditure					
0117105 - Interest & Fees Exp on Loan 191 BRAC Ovals Stg 2B - Op Exp				3,253.00	8,897.76 274%
0117106 - Int Repaym't Loan 194 BRAC Oval Pavilion - Op Exp				20,817.00	-3,572.52 -17%
0117210 - BRAC Ovals Maint - Op Exp				394,401.00	106,069.19 27%
0117212 - BRAC Ovals Utility Exp - Op Exp				106,990.00	35,648.44 33%
0117218 - Pavilion Building Maint & Operating Expenses - Op Exp - BRAC Ovals				29,865.00	10,620.24 36%
0117487 - Fixed Asset Dep'n - Op Exp - BRAC Ovals				20,805.00	7,009.49 34%
Sub Total To Programme Summary	\$0.00	\$0.00		\$576,131.00	\$164,672.60
Operating Income					
0117289 - BRAC Field - Glenn & Pat Medlend Pavilion Fees - Op Inc - BRAC Ovals	6,546.00	1,249.10	19%		
0117291 - BRAC Fields - Electricity Reimb and Other Income - Op Inc	20,000.00	5,061.82	25%		
0117292 - BRAC Fields - Joseph Nipper Roe Playing Field Fees and Other Income - Op Inc	5,118.00	2,093.63	41%		
0117293 - BRAC Fields - Father McMahon Playing Field Fees and Other Income - Op Inc	23,547.00	4,510.47	19%		
Sub Total To Programme Summary	\$55,211.00	\$12,915.02		\$0.00	\$0.00

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
Capital Expenditure					
0117305 - Princ Repay BRAC Ovals Stg 2B - Loan 191			60,765.00	0.00	0%
0117306 - Princ Repay BRAC Ovals Pavilion - Loan 194			108,261.00	0.00	0%
0117450 - BRAC Ovals Upgrade of Infra - Cap Exp			14,909.00	0.00	0%
0117455 - BRAC Ovals Renewal Infra Works - Cap Exp - BRAC Ovals			21,850.00	0.00	0%
Sub Total To Programme Summary	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$205,785.00</u>	<u>\$0.00</u>	
Total Brac - Ovals	<u>\$55,211.00</u>	<u>\$12,915.02</u>	<u>\$781,916.00</u>	<u>\$164,672.60</u>	
TOTAL RECREATION AND CULTURE	<u>\$9,884,612.00</u>	<u>\$325,020.48</u>	<u>\$24,597,343.00</u>	<u>\$5,741,070.83</u>	

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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
FUNCTION SUMMARY				
Operating Expenditure				
Crossovers & General Expenses			4,574,393.00	1,532,577.48
Road Maintenance			7,376,985.00	2,206,134.93
Flood Damage Repairs			365,035.00	145,564.35
Road Operating Expenses			1,769,407.00	535,562.82
Parking Control & Management			114,296.00	44,815.65
TOTAL OPERATING EXPENDITURE	\$0.00	\$0.00	\$14,200,116.00	\$4,464,655.23
Operating Income				
Car Park Construction	11,496.00	1,157.10		
Footpath Construction	42,576.00	5,577.24		
Road Construction	61,068.00	6,594.54		
Crossovers & General Expenses				
Road Maintenance	5,178,629.00	-14,338.89		
Flood Damage Repairs	970,000.00			
Parking Control & Management	25,000.00	2,691.55		
TOTAL OPERATING INCOME	\$6,288,769.00	\$1,681.54	\$0.00	\$0.00
Capital Expenditure				
Bus Shelter Construction			63,754.00	
Car Park Construction			45,912.00	1,157.10
Footpath Construction			1,498,119.00	113,251.89
Road Construction			3,711,871.00	1,347,895.83
Street Lighting Construction			271,082.00	3,360.00
TOTAL CAPITAL EXPENDITURE	\$0.00	\$0.00	\$5,590,738.00	\$1,465,664.82
Capital Income				
Footpath Construction	575,745.00	1,232,907.00		
Road Construction	3,335,424.00	804,183.60		
Street Lighting Construction		133,178.00		
TOTAL CAPITAL INCOME	\$3,911,169.00	\$2,170,268.60	\$0.00	\$0.00
TOTAL TRANSPORT	\$10,199,938.00	\$2,171,950.14	\$19,790,854.00	\$5,930,320.05

SUB-FUNCTION DETAIL FOLLOWS.....

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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Bus Shelter Construction				
Capital Expenditure				
0125100 - Bus Facilities Program New Const - Cap Exp - Rd Infra			31,278.00	0.00 0%
0125134 - Transfer to Road Reserve (for Bus Shelters)			32,476.00	0.00 0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$63,754.00	\$0.00
Total Bus Shelter Construction	\$0.00	\$0.00	\$63,754.00	\$0.00
Car Park Construction				
Operating Income				
0124988 - Interest Recd - Car Park Reserve -Op IncCons Sts Rds Bridges Dep	11,496.00	1,157.10 10%		
Sub Total To Programme Summary	\$11,496.00	\$1,157.10	\$0.00	\$0.00
Capital Expenditure				
0121390 - Transfer to Carpark Reserve - Cap Exp - Carpark Const			45,912.00	1,157.10 3%
0124600 - Car Park Renewal Wks - Cap Exp - Car Park Const				
0125000 - 7000000				
Sub Total To Programme Summary	\$0.00	\$0.00	\$45,912.00	\$1,157.10
Total Car Park Construction	\$11,496.00	\$1,157.10	\$45,912.00	\$1,157.10
Footpath Construction				
Operating Income				
0125988 - Interest Recd Footpath Reserve -Op IncCons Sts Rds Bridges Dep	42,576.00	5,577.24 13%		
Sub Total To Programme Summary	\$42,576.00	\$5,577.24	\$0.00	\$0.00
Capital Expenditure				
0125140 - Footpath Construction New - Cap Exp - Cons Streets Roads Bridges			700,123.00	5,641.45 1%
0125300 - Footpath Const Renewal - Cap Exp - Cons Streets Roads Bridges			407,928.00	102,033.20 25%
0125950 - Transfer to Footpath Reserve			307,968.00	5,577.24 2%
1223481 - Footpath Const Upgrade - Cap Exp - Cons Streets Roads Bridges			82,100.00	0.00 0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$1,498,119.00	\$113,251.89
Capital Income				
0121767 - Grant Non Op - Footpath Construction - Cap Inc	71,669.00	0.00 0%		
0121782 - Dev Contrib - Footpaths	0.00	1,232,907.00 100%		
0125960 - Transfer From Footpath Reserve - Footpath Construction	504,076.00	0.00 0%		
Sub Total To Programme Summary	\$575,745.00	\$1,232,907.00	\$0.00	\$0.00
Total Footpath Construction	\$618,321.00	\$1,238,484.24	\$1,498,119.00	\$113,251.89

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
Road Construction					
Operating Income					
0121985 - Interest Recd on Road Reserve - Op IncCons Sts Rds Bridges Dep	61,068.00	6,594.54	11%		
Sub Total To Programme Summary	\$61,068.00	\$6,594.54	\$0.00	\$0.00	
Capital Expenditure					
0121100 - Urban Road Upgrade Const - Cap Exp			2,046,582.00	1,221,458.50	60%
0121101 - Urban Road Renewal Const - Cap Exp			1,122,412.00	83,734.25	7%
0121501 - Rural Road Upgrade Const - Cap Exp			103,324.00	0.00	0%
0121505 - Rural Road Renewal Const - Cap Exp			120,710.00	0.00	0%
0121510 - Chinatown Street Scape Upgrade of Infra by P & G - Cap			0.00	36,108.54	100%
0121950 - Transfer to Road Reserve - Cap Exp - Cons Streets Roads Bridges Dep			298,843.00	6,594.54	2%
0121951 - Transfer to Restricted Cash Reserve - Road Construction - Cap Exp					
1254421 - Access & Inclusion Improvements New Infra - Cap Exp			20,000.00	0.00	0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$3,711,871.00	\$1,347,895.83	
Capital Income					
0121761 - Aboriginal Roads Non Op Grant from MRWA - Op Inc - Rd Const	120,000.00	9,000.00	8%		
0121763 - Black Spot Non Op Grant (Commonwealth/Federal)	677,226.00	0.00	0%		
0121770 - Rds to Recovery Grant for Rural Rds - Non Op Inc - Rd Const					
0121771 - Black Spot State Non Op Grant	57,392.00	0.00	0%		
0121776 - Rds To Recovery Non Op Grant for Urban Rds - Non Op Inc	231,305.00	0.00	0%		
0121778 - Regional Rd Group (RRG) Rural Rd Const Funding -Non Op Inc-Rd Const	680,000.00	0.00	0%		
0121779 - Regional Rd Group (RRG) Urban Rd Const Funding - Non Op Inc - Rd Const	30,600.00	795,183.60	2599%		
0121906 - Transfer From Restricted Cash Reserve - Road Construction	103,324.00	0.00	0%		
0121960 - Transfer From Road Reserve Road Construction - Cap Inc	1,435,577.00	0.00	0%		
Sub Total To Programme Summary	\$3,335,424.00	\$804,183.60	\$0.00	\$0.00	
Total Road Construction	\$3,396,492.00	\$810,778.14	\$3,711,871.00	\$1,347,895.83	
Street Lighting Construction					
Capital Expenditure					
0125200 - Street Lighting New - Cap Exp - Cons Streets Roads Bridges			150,000.00	0.00	0%
0125215 - Street Lighting Upgrade - Cap Exp - Cons Streets Roads Bridges			0.00	3,360.00	100%

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0125225 - Street Lighting Renewal Const - Cap Exp - St Lighting			48,204.00	0.00	0%
0125506 - Transfer to Restricted Cash Reserve - St Lighting Construction - Cap Exp					
0125507 - Transfer to Road Reserve - St Lighting - Cap Exp			72,878.00	0.00	0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$271,082.00	\$3,360.00	
Capital Income					
0125107 - St Lighting Const Grant Rec'd - Cap Inc - St Lighting Const	0.00	133,178.00			100%
Sub Total To Programme Summary	\$0.00	\$133,178.00	\$0.00	\$0.00	
Total Street Lighting Construction	\$0.00	\$133,178.00	\$271,082.00	\$3,360.00	
Crossovers & General Expenses					
Operating Expenditure					
0121209 - 1057000			26,341.00	7,242.31	27%
0121217 - 397100			34,749.00	9,865.92	28%
0121541 - 496400			11,542.00	0.00	0%
0121550 - Statutory Contrib for Crossovers - Op Exp - Crossovers & General			15,000.00	515.00	3%
0121990 - 4767900			46,216.00	9,800.50	21%
0122207 - 1374700			18,154.00	19,469.59	107%
0122285 - 1224900			13,473.00	0.00	0%
0122295 - Dep'cn Infrastructure - Op Exp - Mtce Streets Roads Bridges Dep			4,408,918.00	1,485,684.16	34%
Sub Total To Programme Summary	\$0.00	\$0.00	\$4,574,393.00	\$1,532,577.48	
Operating Income					
0121404 - MRWA Grant Rec'd For St Lighting Op Costs - Op Inc - Cross & Gen					
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00	
Total Crossovers & General Expenses	\$0.00	\$0.00	\$4,574,393.00	\$1,532,577.48	
Road Maintenance					
Operating Expenditure					
0122000 - Urban Road Maintenance - Op Exp - Mtce Streets Roads Bridges			1,558,651.00	315,663.06	20%
0123000 - 82817600			5,818,334.00	1,890,471.87	32%
Sub Total To Programme Summary	\$0.00	\$0.00	\$7,376,985.00	\$2,206,134.93	
Operating Income					
0120305 - WALGGC Road Grants Untied Op Grant Rec'd	390,179.00	112,675.50			29%
0120306 - Dep't Premier & Cabint Natural Disaster Grant - Cape Leveque Rd	4,665,540.00	-325,606.39			-7%
0121762 - State Direct MRWA/RRG Rd Maint Op Grant Rec'd	122,910.00	198,592.00			162%
Sub Total To Programme Summary	\$5,178,629.00	-\$14,338.89	\$0.00	\$0.00	

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
Total Road Maintenance	\$5,178,629.00	-\$14,338.89	\$7,376,985.00	\$2,206,134.93	
Flood Damage Repairs					
Operating Expenditure					
0122415 - Flood Damage Repairs			365,035.00	145,564.35	40%
Sub Total To Programme Summary	\$0.00	\$0.00	\$365,035.00	\$145,564.35	
Operating Income					
0122430 - Natural Disaster Grant - Flood Damage Repairs	970,000.00	0.00	0%		
Sub Total To Programme Summary	\$970,000.00	\$0.00	\$0.00	\$0.00	
Total Flood Damage Repairs	\$970,000.00	\$0.00	\$365,035.00	\$145,564.35	
Road Operating Expenses					
Operating Expenditure					
0122204 - Street Lighting - Mnthly Elect Accts & Insurance - Op Exp - Road Operating Exp			441,830.00	108,865.98	25%
0126000 - Road Operating Expenses - Op Exp - Rd Op Exps			942,994.00	265,119.80	28%
0126050 - 2547000			74,236.00	44,870.06	60%
0126051 - 1257600			310,347.00	116,706.98	38%
Sub Total To Programme Summary	\$0.00	\$0.00	\$1,769,407.00	\$535,562.82	
Total Road Operating Expenses	\$0.00	\$0.00	\$1,769,407.00	\$535,562.82	
Parking Control & Management					
Operating Expenditure					
0124010 - 9413900			73,319.00	27,359.01	37%
0124530 - Admin Cost Alloc - Op Exp - Parking Facilities			39,816.00	16,881.71	42%
1260206 - Other Employment Costs - Parking Control			1,161.00	574.93	50%
Sub Total To Programme Summary	\$0.00	\$0.00	\$114,296.00	\$44,815.65	
Operating Income					
0124910 - Parking Fines - Op Inc - Parking Facilities	25,000.00	2,691.55	11%		
Sub Total To Programme Summary	\$25,000.00	\$2,691.55	\$0.00	\$0.00	
Total Parking Control & Management	\$25,000.00	\$2,691.55	\$114,296.00	\$44,815.65	
TOTAL TRANSPORT	\$10,199,938.00	\$2,171,950.14	\$19,790,854.00	\$5,930,320.05	

SHIRE OF BROOME
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ECONOMIC SERVICES

Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
FUNCTION SUMMARY				
Operating Expenditure				
Tourism & Area Promotion			860,482.00	435,363.56
Building Control			433,237.00	157,420.77
Economic Services Special Projects			2,284,713.00	208,164.59
Other Economic Services			799,817.00	265,509.25
TOTAL OPERATING EXPENDITURE	\$0.00	\$0.00	\$4,378,249.00	\$1,066,458.17
Operating Income				
Tourism & Area Promotion	699,443.00	186,399.83		
Building Control	182,527.00	115,543.75		
Economic Services Special Projects	2,221,360.00	469.84		
Other Economic Services				
TOTAL OPERATING INCOME	\$3,103,330.00	\$302,413.42	\$0.00	\$0.00
Capital Expenditure				
Tourism & Area Promotion				782.17
Building Control				
Economic Services Special Projects			9,041,927.00	842,715.34
Other Economic Services				
TOTAL CAPITAL EXPENDITURE	\$0.00	\$0.00	\$9,041,927.00	\$843,497.51
Capital Income				
Tourism & Area Promotion				
Building Control				
Economic Services Special Projects	8,142,454.00			
Other Economic Services	86,406.00			
TOTAL CAPITAL INCOME	\$8,228,860.00	\$0.00	\$0.00	\$0.00
TOTAL ECONOMIC SERVICES	\$11,332,190.00	\$302,413.42	\$13,420,176.00	\$1,909,955.68

SUB-FUNCTION DETAIL FOLLOWS.....

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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Tourism & Area Promotion				
Operating Expenditure				
0132020 - Australia's North West Tourism Contribution - Op Exp - Tourism			0.00	175,000.00 100%
0132050 - Broome Visitor Centre Complex- Op Exp - Tourism & Area Promotion			150,036.00	69,888.93 47%
0132060 - Tourism Development - Op Exp - Tourism & Area Promotion			323,000.00	57,657.00 18%
0132069 - Broome Visitor Centre - BVC Subsidised Rental (In-Kind) - Op Exp - Tourism & Area Promot			158,178.00	0.00 0%
0132070 - Broome Visitor Centre - Annual Subsidy - Op Exp - Tourism & Area Promot			0.00	55,000.00 100%
0132075 - Sundry Exp - Tourism & Area Promotion				
0132078 - Promotional Signage Structures Maint Exp - Tourism & Area Promotion			4,785.00	0.00 0%
0132310 - 1021000			48,820.00	9,959.72 20%
0132311 - Commercial & Tourism Consultants - Op Exp				
0132530 - Admin Costs Alloc - Op Exp - Tourism & Area Promotion			55,752.00	23,821.96 43%
1365296 - Fixed Asset Dep'n - Op Exp - Tourism & Area Promotion			119,911.00	44,035.95 37%
Sub Total To Programme Summary	\$0.00	\$0.00	\$860,482.00	\$435,363.56
Operating Income				
0132380 - Promotional Banners & Sundry Income Inc GST Tourism	3,300.00	9,754.00 296%		
0132381 - Shire Directory Sales Income - Tourism				
0132410 - Roebuck Bay CP - Rent & Recoup Income - Op Inc	362,500.00	125,000.00 34%		
0132411 - Stat Fees & Lic - Caravan Parks	15,000.00	0.00 0%		
0132414 - Broome Visitor Centre - Rent & Recoup Income - Op Inc	260,444.00	23,631.38 9%		
0132415 - Broome Visitor Centre Courthouse - Rent & Recoup Income - Op Inc	58,199.00	22,014.45 38%		
0134212 - Cable Beach Camel Tours (Res 52985) - Rent & Recoup Income - Op Inc	0.00	6,000.00 100%		
Sub Total To Programme Summary	\$699,443.00	\$186,399.83	\$0.00	\$0.00
Capital Expenditure				
0132141 - Pearl Luggur Const Upgrade - Cap Exp - Tourism				
1365495 - Other Infrastructure - New Const - Cap Exp			0.00	782.17 100%
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$782.17
Capital Income				
0132938 - Transfer From Restricted Cash Reserve - Tourism & Area Promotion				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00

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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Total Tourism & Area Promotion	\$699,443.00	\$186,399.83	\$860,482.00	\$436,145.73
Building Control				
Operating Expenditure				
0133010 - Salary - Op Exp - Building Control			166,826.00	57,656.72 35%
0133011 - Salary - Op Exp - Swimming Pool Inspections			45,154.00	12,742.89 28%
0133013 - Superannuation Employee Expense- Building Control			29,952.00	9,864.81 33%
0133015 - Consultants - Op Exp - Building Control			5,000.00	450.00 9%
0133027 - Other Employment Costs - Op Exp - Building Control			5,065.00	1,740.64 34%
0133030 - Subscriptions - Op Exp - Building Control			3,000.00	0.00 0%
0133283 - Sundry Expenses - Op Exp - Building Control			500.00	21.81 4%
0133284 - Reimbursements Exps - Build Control			500.00	0.00 0%
0133296 - Loss on Sale of Assets - Op Exp - Building Control				
0133800 - Vehicle & Plant Exps - Building Control			8,400.00	2,018.01 24%
1366297 - Admin Cost Allocated - Building Control			125,208.00	53,271.14 43%
1366298 - IT/Records Costs Allocated -Building Control			43,632.00	19,654.75 45%
Sub Total To Programme Summary	\$0.00	\$0.00	\$433,237.00	\$157,420.77
Operating Income				
0133410 - Stat Fees & Lic - Building Permits	70,000.00	16,855.31 24%		
0133411 - Building Strata Application Fees - Op Inc - Building Control	500.00	0.00 0%		
0133420 - Stat Fees & Lic - Demolition Permits	1,920.00	637.70 33%		
0133440 - Stat Fees & Lic - Pool Inspections	97,107.00	94,087.50 97%		
0133480 - Other Minor Charges Inc GST - Op Inc - Building Control	12,000.00	3,618.24 30%		
0133485 - Other Minor Building Charges & Penalties No GST - Op Inc - Building Control	1,000.00	345.00 35%		
0133499 - Profit on Sale of Assets - Op Inc - Building Control				
Sub Total To Programme Summary	\$182,527.00	\$115,543.75	\$0.00	\$0.00
Capital Expenditure				
0133550 - Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Building Control				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00
Capital Income				
0133950 - Proceeds from Sale of Assets - Cap Inc - Building Control				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00

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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Total Building Control	\$182,527.00	\$115,543.75	\$433,237.00	\$157,420.77
Economic Services Special Projects				
Operating Expenditure				
1367206 - Salary - Op Exp - Economic Services Special Projects			228,338.00	31,745.54 14%
1367207 - Superannuation Employee Exp - Op Exp - Economic Services Special Projects			34,996.00	8,646.68 25%
1367208 - Other Employment Costs - Op Exp - Economic Services Special Projects			9,515.00	1,897.13 20%
1367209 - Phone & PC - Op Exp - Economic Services Special Projects			1,340.00	254.52 19%
1367211 - Chinatown Revitalisation Consultant and Other Expenses			1,761,474.00	95,114.24 5%
1367212 - Chinatown Revitalisation Grant/Seed Funding for Enhanced Lanways Projects				
1367215 - Vehicle Lease Exps - Op Exp - Economic Services Special Projects			5,050.00	4,408.38 87%
1367218 - CIDC Led Initiatives - Op Exp - Economic Services Special Projects			140,000.00	46,034.24 33%
1367220 - Chinatown Revitalisation Laneway & Activation Grants			64,000.00	19,763.86 31%
1367231 - CIDC Activation Grants - Op Exp - Economic Services Special Projects			40,000.00	300.00 1%
Sub Total To Programme Summary	\$0.00	\$0.00	\$2,284,713.00	\$208,164.59
Operating Income				
1367301 - Grants & Contributions Received - Op Inc - Economic Services Special Projects	2,221,360.00	0.00 0%		
1367302 - Fees & Charges - Op Inc - Economic Services Special Projects	0.00	469.84 100%		
Sub Total To Programme Summary	\$2,221,360.00	\$469.84	\$0.00	\$0.00
Capital Expenditure				
1367221 - Chinatown Project Mgmt Feasibility & Design Consultancy - Op Exp - Economic Services Special Project				
1367402 - Chinatown Revitalisation Project Management - Cap Exp - Economic Services Special Projects			0.00	153,165.60 100%
1367404 - 15000			7,535,622.00	198,183.73 3%
1367405 - 15000			1,506,305.00	491,366.01 33%
1367998 - Transfer to Restricted Cash Reserve - Cap Exp - Economic Services Special Projects				
Sub Total To Programme Summary	\$0.00	\$0.00	\$9,041,927.00	\$842,715.34
Capital Income				
1367502 - Loans Received China Town Revitalisation - Cap Inc - Economic Services Special Projects	1,700,000.00	0.00 0%		

SHIRE OF BROOME
Schedule 13
ECONOMIC SERVICES

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Particulars	Income			Expenditure	
	Current Year Estimated	Current Year Actual		Current Year Estimated	Current Year Actual
1367504 - Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	2,629,994.00	0.00	0%		
1367505 - Transfer From Restricted Cash Reserve - Chinatown Revitalisation	3,812,460.00	0.00	0%		
Sub Total To Programme Summary	\$8,142,454.00	\$0.00		\$0.00	\$0.00
Total Economic Services Special Projects	\$10,363,814.00	\$469.84		\$11,326,640.00	\$1,050,879.93
Other Economic Services					
Operating Expenditure					
1367201 - Salary - Op Exp - Economic Services				399,322.00	154,681.42 39%
1367202 - Superannuation Employee Expense - Op Exp - Economic Services				47,346.00	7,188.08 15%
1367204 - Other Employment Costs - Op Exp - Economic Services				11,087.00	5,059.50 46%
1367210 - Economic Development Program Expense - Op Exp - Other Economic Services				196,406.00	35,225.00 18%
1367297 - Admin Cost Allocated - Economic Services				93,804.00	39,953.37 43%
1367298 - IT/Records Costs Allocated - Economic Services				51,852.00	23,401.88 45%
Sub Total To Programme Summary	\$0.00	\$0.00		\$799,817.00	\$265,509.25
Operating Income					
1367310 - Grants & Contributions Received - Op Inc - Other Economic Services					
Sub Total To Programme Summary	\$0.00	\$0.00		\$0.00	\$0.00
Capital Expenditure					
1367450 - Transfer to Restricted Cash Reserve - Cap Exp - Other Economic Services					
Sub Total To Programme Summary	\$0.00	\$0.00		\$0.00	\$0.00
Capital Income					
1367525 - Transfer From Restricted Cash Reserve - Other Economic Services	86,406.00	0.00	0%		
Sub Total To Programme Summary	\$86,406.00	\$0.00		\$0.00	\$0.00
Total Other Economic Services	\$86,406.00	\$0.00		\$799,817.00	\$265,509.25
TOTAL ECONOMIC SERVICES	\$11,332,190.00	\$302,413.42		\$13,420,176.00	\$1,909,955.68

SHIRE OF BROOME
Schedule 14
OTHER PROPERTY AND SERVICES
Financial Statement For The Period Ending 31/10/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
FUNCTION SUMMARY				
Operating Expenditure				
Private Works			39,901.00	12,401.28
Engineering Office			1,163,828.00	109,659.07
Parks & Gardens Operations			-858,617.00	-362,023.27
Works Operations			-781,237.00	-23,318.14
Depot Operations			1,032,545.00	245,770.09
Plant Operation			-380,172.00	-129,277.61
Salaries & Wages				
Corporate Governance & Support			480,432.00	107,318.88
IT and Records Operations			74,198.00	1,031.59
Unclassified General			803,047.00	311,128.93
Other Buildings Leased - Unclassified			98,007.00	32,347.25
Community Facilities Leased - Unclassified			365,435.00	120,734.03
Office Properties Leased - Unclassified			612,058.00	169,746.32
TOTAL OPERATING EXPENDITURE	\$0.00	\$0.00	\$2,649,425.00	\$595,518.42
Operating Income				
Private Works	29,567.00	16,538.12		
Engineering Office	106,125.00	25,471.07		
Parks & Gardens Operations	170.00			
Works Operations				
Depot Operations	26,770.00			
Corporate Governance & Support	356,336.00	105,010.93		
IT and Records Operations	8,904.00	1,031.59		
Unclassified General	477,327.00	349,273.86		
Other Buildings Leased - Unclassified	209,046.00	67,467.37		
Community Facilities Leased - Unclassified	151,608.00	72,310.13		
Office Properties Leased - Unclassified	1,001,244.00	398,276.13		
TOTAL OPERATING INCOME	\$2,367,097.00	\$1,035,379.20	\$0.00	\$0.00
Capital Expenditure				
Engineering Office			364,500.00	3,720.74
Parks & Gardens Operations			214,000.00	108.38
Works Operations			293,000.00	479.25

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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Depot Operations			12,000.00	
Corporate Governance & Support			635,495.00	28,187.19
IT and Records Operations			402,165.00	91,726.43
Unclassified General			774,000.00	18,411.27
Community Facilities Leased - Unclassified			250,000.00	
Office Properties Leased - Unclassified			1,356,690.00	60,130.89
TOTAL CAPITAL EXPENDITURE	\$0.00	\$0.00	\$4,301,850.00	\$202,764.15
Capital Income				
Private Works	21,697.00			
Engineering Office				
Parks & Gardens Operations	53,000.00			
Works Operations	91,000.00			
Depot Operations				
Corporate Governance & Support	8,000.00			
IT and Records Operations		79,461.00		
Unclassified General	580,000.00			
Community Facilities Leased - Unclassified	250,000.00			
Office Properties Leased - Unclassified	1,346,690.00			
TOTAL CAPITAL INCOME	\$2,350,387.00	\$79,461.00	\$0.00	\$0.00
TOTAL OTHER PROPERTY AND SERVICES	\$4,717,484.00	\$1,114,840.20	\$6,951,275.00	\$798,282.57

SUB-FUNCTION DETAIL FOLLOWS.....

SHIRE OF BROOME
Schedule 14
OTHER PROPERTY AND SERVICES
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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Private Works				
Operating Expenditure				
0141271 - 1796200			27,530.00	11,841.84 43%
0141610 - 570800			12,371.00	559.44 5%
Sub Total To Programme Summary	\$0.00	\$0.00	\$39,901.00	\$12,401.28
Operating Income				
0141450 - Works Private Works Income - Not Prepaid	5,800.00	13,083.66 226%		
0141451 - Works - Blue & White Directional Signs & Prepaid Private Works Income	13,559.00	2,783.13 21%		
0141600 - P & G Private Works - Fees Charged	10,208.00	671.33 7%		
Sub Total To Programme Summary	\$29,567.00	\$16,538.12	\$0.00	\$0.00
Capital Income				
0141960 - Transfer From Restricted Cash Reserve Private Wks Rd Const - Cap Inc	21,697.00	0.00 0%		
Sub Total To Programme Summary	\$21,697.00	\$0.00	\$0.00	\$0.00
Total Private Works	\$51,264.00	\$16,538.12	\$39,901.00	\$12,401.28
Engineering Office				
Operating Expenditure				
0143010 - Salary - Op Exp - Engineering Office			732,260.00	132,363.22 18%
0143013 - Superannuation Employee Expense - Engineering			87,495.00	23,307.33 27%
0143020 - Reimb & Other Exp - Op Exp - Eng Office			500.00	0.00 0%
0143021 - Survey Consumables - Op Exp - Eng Office			1,000.00	0.00 0%
0143022 - Minor Assets Expensed - Op Exp - Eng Office			1,000.00	0.00 0%
0143025 - Safety Audit Op Exp - Eng Office			10,000.00	0.00 0%
0143027 - Relieving Staff - Op Exp - Engineering				
0143029 - Other Employment Costs - Engineering			30,246.00	5,743.39 19%
0143031 - Survey Equipment & Maintenance - Op Exp - Engineering Office			500.00	0.00 0%
0143032 - Minor Non IT Items Exp Engineering			4,480.00	772.44 17%
0143033 - Title Searches/Survey Info - Op Exp - Engineering Office			10,000.00	5,548.16 55%
0143035 - Map Printing & Photos - Op Exp - Engineering Office				
0143036 - Advertising - Op Exp - Engineering Office			1,000.00	0.00 0%
0143038 - Consultants Engineering Office			115,000.00	2,000.00 2%
0143102 - Less Design & Project Management Costs Alloc - Eng Office - Op Exp			-192,849.00	-251,897.90 131%

SHIRE OF BROOME
Schedule 14
OTHER PROPERTY AND SERVICES

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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0143110 - Office Duties & Non Productive Eng Office Staff Time - Op Exp-Eng Office			0.00	34,649.78 100%
0143800 - Vehicle & Plant Exps - Eng Office			29,600.00	10,816.50 37%
1471296 - Fixed Asset Dep'n - Op Exp - Engineering Office			1,508.00	508.99 34%
1471297 - Admin Costs Allocated - Op Exp - Engineering			154,860.00	66,026.22 43%
1471298 - IT/Records Costs Allocated - Op Exp - Engineering			177,228.00	79,820.94 45%
Sub Total To Programme Summary	\$0.00	\$0.00	\$1,163,828.00	\$109,659.07
Operating Income				
0143313 - User Charges - Private Vehicle Use Eng Off	0.00	-1,047.54 100%		
0143390 - Reimb Received No GST Incl Diesel Fuel Rebate & Insurance - Op Inc	60,000.00	15,181.87 25%		
0143405 - Grant Op - R4R KRGS - Op Inc - Eng Off	0.00	7,616.00 100%		
0143485 - Subdivision Engineering Supervision Charges - Op Inc - Eng Off	14,625.00	0.00 0%		
0143988 - Interest Rec Plant Reserve - Op Inc - Engineering Office	31,500.00	3,720.74 12%		
Sub Total To Programme Summary	\$106,125.00	\$25,471.07	\$0.00	\$0.00
Capital Expenditure				
0142988 - Transfer to Plant Reserve - Cap Exp - Engineering Office			364,500.00	3,720.74 1%
Sub Total To Programme Summary	\$0.00	\$0.00	\$364,500.00	\$3,720.74
Capital Income				
0143395 - Transfer From - Leave Reserve - Eng Office				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00
Total Engineering Office	\$106,125.00	\$25,471.07	\$1,528,328.00	\$113,379.81

Parks & Gardens Operations

Operating Expenditure

0113048 - 1596100			22,272.00	0.00 0%
0143048 - Other Employment Costs - Op Exp - Parks			84,394.00	19,729.46 23%
0143049 - Relieving Staff Exp - P&G - Gen Admin			0.00	76,133.92 100%
0143500 - Salary - Op Exp - P & G (Management)			393,920.00	132,126.99 34%
0143501 - Minor Tools & Equipment - Op Exp - Parks and Gardens Ops			14,000.00	4,290.03 31%
0143502 - Staff Meetings - P & G Workers			65,033.00	20,264.12 31%
0143503 - Workers Compensation - Op Exp - Parks & Gardens Operations				
0143504 - 3940900			68,955.00	19,694.78 29%
0143507 - C Hankinson			25,610.00	836.27 3%
0143508 - Wages & Related Sick & Holiday - P & G Ops			435,245.00	113,572.58 26%

SHIRE OF BROOME
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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0143510 - Protective Clothing & Equip Uniforms & Boots - Op Exp - P & G Ops			20,625.00	10,760.82	52%
0143511 - General Expenses - Op Exp - Parks & Gardens Operations			6,130.00	568.58	9%
0143512 - Medicals - Op Exp - Parks & Gardens Operations			2,100.00	365.00	17%
0143520 - Loss on Sale of Assets - Op Exp - Parks & Gardens Operations			19,197.00	0.00	0%
0143521 - PWOH Parks Allocated - Op Exp - Parks & Gardens Operations			-3,040,756.00	-1,136,646.46	37%
0143523 - Superannuation Employee Expense - P & G Management			55,432.00	12,290.15	22%
0143526 - Superannuation Employee Expense - P&G Ops			244,062.00	83,301.27	34%
0143585 - Phone Exps - P & G			2,540.00	1,972.59	78%
0143801 - Vehicle & Plant Exps - P & G Ops			108,000.00	20,616.18	19%
1472296 - Fixed Asset Dep'n - Op Exp - Parks & Gardens			32,564.00	7,547.52	23%
1472297 - Admin Cost Allocated - P & G			479,616.00	204,456.17	43%
1472298 - IT/Records Costs Allocated -P & G			102,444.00	46,096.76	45%
Sub Total To Programme Summary	\$0.00	\$0.00	-\$858,617.00	-\$362,023.27	
Operating Income					
0143384 - Reimbursements - W. Comp & Sundry No GST P & G Ops - Op Inc					
0143518 - Profit on Sale of Assets - Op Inc - Parks & Gardens Operations	170.00	0.00	0%		
Sub Total To Programme Summary	\$170.00	\$0.00	\$0.00	\$0.00	
Capital Expenditure					
0143610 - Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations			214,000.00	108.38	0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$214,000.00	\$108.38	
Capital Income					
0143601 - Proceeds from Sale of Assets - Cap Inc - Parks & Gardens Operations	53,000.00	0.00	0%		
Sub Total To Programme Summary	\$53,000.00	\$0.00	\$0.00	\$0.00	
Total Parks & Gardens Operations	\$53,170.00	\$0.00	-\$644,617.00	-\$361,914.89	
Works Operations					
Operating Expenditure					
0142045 - 544400			43,543.00	6,632.23	15%
0143050 - Wages & related Sick & Annual Leave Workers Exp - Works Ops			255,771.00	81,958.65	32%
0143054 - Superannuation Employee Expense - Works Operations			137,930.00	38,144.19	28%
0143055 - Relieving Staff Exp - Works - Gen Admin					
0143056 - Workers Compensation - Op Ex - Works Operations					

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0143080 - Works Protective Clothing - Op Exp - Works Operations			32,995.00	5,841.97	18%
0143290 - Less On Costs Alloc - Op Exp - Works Operations			-2,218,419.00	-483,504.76	22%
0148010 - Salary - Op Exp - Works (Management)			322,973.00	107,566.05	33%
0148015 - Superannuation Employee Expense - Works Management			44,512.00	13,555.63	30%
0148035 - Other Employment Costs - Works Ops			39,171.00	9,800.60	25%
0148281 - 4248300			52,091.00	19,005.75	36%
0148282 - 59700			5,450.00	0.00	0%
0148283 - Minor Equipment Replacement - Op Exp - Works Operations			6,600.00	233.60	4%
0148284 - Sundry Mobile & Sat Phone Exp - Works Ops			5,520.00	2,284.78	41%
0148287 - Workshop Renewal - Fabrication Area - Op Ex			4,786.00	0.00	0%
0148396 - Loss On Sale Of Assets - Op Exp - Works Operations			28,216.00	0.00	0%
0148800 - Vehicle & Plant Exps - Works Ops			107,800.00	24,379.53	23%
1473297 - Admin Cost Allocated - Woks Ops			279,624.00	119,109.77	43%
1473298 - IT/Records Costs Allocated -Works Ops			70,200.00	31,673.87	45%
Sub Total To Programme Summary	\$0.00	\$0.00	-\$781,237.00	-\$23,318.14	
Operating Income					
0148406 - Reimbursements Rec'd No GST - Works Ops - Op Inc					
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00	
Capital Expenditure					
0148611 - Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops			293,000.00	0.00	0%
0148621 - Vehicle & Mob Plant New - Cap Exp - Works Ops			0.00	479.25	100%
Sub Total To Programme Summary	\$0.00	\$0.00	\$293,000.00	\$479.25	
Capital Income					
0148395 - Transfer from Plant Reserve - Works Ops					
0148600 - Proceeds from Sale of Assets - Cap Inc - Works Operations	91,000.00	0.00			0%
Sub Total To Programme Summary	\$91,000.00	\$0.00	\$0.00	\$0.00	
Total Works Operations	\$91,000.00	\$0.00	-\$488,237.00	-\$22,838.89	
Depot Operations					
Operating Expenditure					
0000800 - Oils & Lubricants - Op Exp - Depot Operations			22,400.00	6,807.66	30%
0148025 - Staff Meetings & Office Duties Exp - Depot Operations			225,213.00	1,840.62	1%

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0148050 - Default Wages Sick & Annual Leave Mechanics Exp - Depot			54,561.00	57,667.34	106%
0148051 - Superannuation Employee Expense - Depot Staff			29,666.00	6,379.17	22%
0148060 - Relief Staff Op Exp - Depot Ops			3,500.00	31,723.21	906%
0148070 - Salary - Op Exp - Depot (Management)			86,279.00	0.00	0%
0148071 - Superannuation Employee Expense - Depot			13,234.00	0.00	0%
0148078 - Minor Assets - Op Exp - Depot Operations			7,800.00	3,973.02	51%
0148100 - Depot Building & Grounds Op Exps - Depot Operations			212,777.00	54,213.77	25%
0148271 - Workshop Consumables Exp - Depot			11,500.00	2,624.06	23%
0148279 - Apprentice Training - Op Exp - Depot Operations			2,500.00	0.00	0%
0148291 - Consumables - Op Exp - Depot Operations			19,200.00	5,583.99	29%
0148292 - Tool Replacement - Op Exp - Depot Operations			13,200.00	992.45	8%
0148293 - Safety Equip - Op Exp - Depot Operations			26,400.00	10,919.03	41%
0148297 - 1107700			22,000.00	6,664.83	30%
0148298 - 535700			14,158.00	0.00	0%
0148299 - Insurances - Op Exp - Depot Operations			0.00	110.54	100%
0148301 - Depot Overheads Alloc - Op Exp - Depot Operations			0.00	-39,979.44	100%
0148305 - IT Costs Alloc - Depot Ops			55,656.00	25,098.71	45%
0148630 - Admin Costs Alloc - Op Exp - Depot Operations			106,188.00	45,205.45	43%
0148696 - Loss on Sale of Assets - Op Exp - Depot Operations			3,704.00	0.00	0%
0148801 - Vehicle & Plant Exps - Depot Ops			17,700.00	9,715.10	55%
0149028 - Workshop Cleaning & Other Operational Exps - Op Exp			33,344.00	1,541.68	5%
0149225 - Depot Sundry Exp - Depot Ops			1,200.00	0.00	0%
1474206 - Other Employment Costs - Depot Staff			16,725.00	3,582.81	21%
1474296 - Fixed Asset Depn - Op Exp - Depot			33,640.00	11,106.09	33%
Sub Total To Programme Summary	\$0.00	\$0.00	\$1,032,545.00	\$245,770.09	
Operating Income					
0148602 - Apprentice Subsidy/Grants/Contributions - Op Inc - Depot Ops	26,770.00	0.00	0%		
0148699 - Profit on Sale of Assets - Op Inc - Depot Operations					
Sub Total To Programme Summary	\$26,770.00	\$0.00	\$0.00	\$0.00	
Capital Expenditure					
0148008 - Transfer to Furniture & Equipment Reserve - Cap Exp					

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0148230 - Transfer to Restricted Cash Reserve - Cap Exp - Depot Operations					
0148290 - Plant Equip & Tools Over \$5000 - Depot (Excluding Vehicles)			12,000.00	0.00	0%
0148610 - Vehicle & Mobile Plant Renewal(Replacement) - Cap Exp - Depot Ops					
Sub Total To Programme Summary	\$0.00	\$0.00	\$12,000.00	\$0.00	
Capital Income					
0148601 - Proceeds From Sale of Assets - Cap Inc - Depot Operations					
0148613 - Transfer From Restricted Cash Reserve - Cap Inc - Depot Operations					
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00	
Total Depot Operations	\$26,770.00	\$0.00	\$1,044,545.00	\$245,770.09	
Plant Operation					
Operating Expenditure					
0145101 - Plant Repair Wages - Op Exp - Plant Operation			941,150.00	187,067.27	20%
0145102 - Plant Tyres & Tubes - Op Exp - Plant Operation			70,000.00	28,647.75	41%
0145103 - Plant Parts & Repairs - Op Exp - Plant Operation			266,300.00	90,208.92	34%
0145104 - Plant Insurance & Licences - Op Exp - Plant Operation			57,702.00	52,371.83	91%
0145105 - Plant Fuel & Oil - Op Exp - Plant Operation			377,481.00	113,160.51	30%
0145106 - Plant Depreciation - Op Exp - Plant Operation			546,919.00	193,229.73	35%
0145290 - Plant Operation Costs Allocated - Op Exp - Plant Operation			-1,962,760.00	-587,475.82	30%
0145291 - Plant Dep'n Op Alloc (Credits) - Op Exp - Plant Operation			-676,964.00	-206,487.80	31%
Sub Total To Programme Summary	\$0.00	\$0.00	-\$380,172.00	-\$129,277.61	
Total Plant Operation	\$0.00	\$0.00	-\$380,172.00	-\$129,277.61	
Salaries & Wages					
Operating Expenditure					
0146010 - Salaries & Wages For Year - Op Exp - Salaries & Wages			0.00	4,465,624.76	100%
0146200 - Salaries & Wages Allocated - Op Exp - Salaries & Wages			0.00	-4,465,624.76	100%
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00	
Total Salaries & Wages	\$0.00	\$0.00	\$0.00	\$0.00	
Corporate Governance & Support					
Operating Expenditure					

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0141800 - Vehicle & Plant Exps - Gen Admin			5,200.00	3,895.47	75%
0141801 - Vehicle Running Exps - Property Management			5,200.00	1,922.13	37%
0142000 - 16630000			517,518.00	136,230.68	26%
0142002 - Salary - Op Exp - Corp Serv Directorate			269,565.00	54,885.61	20%
0142003 - Superannuation Employee Expense - Corp Service Directorate			35,176.00	5,214.15	15%
0142004 - Salary - Op Exp - Finance			883,706.00	265,351.82	30%
0142005 - Superannuation Employee Expense - Finance			117,052.00	34,457.24	29%
0142006 - Salary - Op Exp - Human Resources			300,416.00	98,800.96	33%
0142007 - Superannuation Employee Expense - HR			36,088.00	11,316.40	31%
0142008 - Relieving Staff Exp - HR					
0142010 - Salary - Op Exp - Gen Admin			563,300.00	177,849.10	32%
0142011 - Superannuation Employee Expense - General Admin			54,080.00	21,387.20	40%
0142012 - Relieving Staff Exp - DCS - Gen Admin			10,000.00	110.51	1%
0142013 - Salary - Op Exp - Property Management			296,728.00	108,298.97	36%
0142015 - All Employee Centrelink Paid Parental Leave - Op Exp - Gen Admin O'Heads			0.00	7,483.19	100%
0142016 - Superannuation Employee Expense - Property Management			34,320.00	10,789.32	31%
0142020 - Other Employment Costs - Corp Serv Directorate			17,214.00	1,895.76	11%
0142025 - Other Employment Costs - General Admin			14,168.00	4,738.12	33%
0142027 - Other Employment Costs - Property Management			7,411.00	2,792.80	38%
0142034 - Other Employment Costs - Finance			24,111.00	7,251.28	30%
0142037 - Other Employment Costs - Human Resources			8,910.00	2,676.09	30%
0142040 - All Ex Employee LSL & Other Exps (From any work area) - Gen Admin					
0142042 - Performance Based Rewards - Gen Admin			13,081.00	4,620.25	35%
0142043 - Organisational Training - General			230,000.00	34,407.10	15%
0142044 - Uniform - Op Exp - General Admin O'Heads			20,000.00	12,471.64	62%
0142046 - Recruitment Expenses - Op Exp - General Admin O'Heads			90,000.00	82,447.18	92%
0142048 - HRM Consultancy - Op Exp			10,000.00	8,266.00	83%
0142049 - Employee Assistance Programme - Op Exp			9,150.00	0.00	0%
0142050 - Shire Office Barker St - Op Exps - Corp Gov Support			50,419.00	26,872.75	53%
0142060 - IT Costs Allocated - Op Exp - General Administration O'Heads			283,788.00	128,392.23	45%
0142070 - Printing & Stationery - Op Exp - General Admin O'Heads			20,000.00	5,741.93	29%

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0142090 - Postage & Freight - Op Exp - General Administration O'Heads			32,000.00	8,616.45	27%
0142100 - Advertising - Op Exp - General Administration O'Heads			3,000.00	0.00	0%
0142111 - Minor Asset Purchases - Op Exp - General Administration O'Heads			10,000.00	10,788.54	108%
0142112 - Sundry Exp Corp Serv - Op Exp - General Administration O'Heads			500.00	188.46	38%
0142120 - Bank Charges with GST Only - Op Exp - General Administration O'Heads			42,303.00	26,914.10	64%
0142121 - Bank Charges - No GST - Op Exp - General Administration O'Heads			600.00	-39.72	-7%
0142160 - Other Office Expenses - Op Exp - General Administration O'Heads			7,000.00	1,658.87	24%
0142184 - Gifts & Miscellaneous Employee Op Exp - Corp Gov			1,000.00	253.64	25%
0142191 - Relocation & Removal Costs - All Staff - Op Exp - Corp Gov			30,000.00	9,800.00	33%
0142193 - Relief Staff - Op Exp - Finance - Corp. Gov. & Support			0.00	26,147.72	100%
0142230 - Legal Corp Serv - Op Exp - Corp Gov & Support (legal recovery opinc see 142391)			5,000.00	0.00	0%
0142231 - Consultants Corp Serv - Op Exp - Corp Gov Support			83,000.00	8,957.04	11%
0142232 - LGIS Insurance Funded Expenses (Inc in 142393) - Op Exp - Corp Gov			184,106.00	0.00	0%
0142233 - Consultants Administration Dept - Op Exp - Corp Gov Support			7,000.00	6,300.00	90%
0142260 - Insurance - Op Exp - General Administration O'Heads			212,500.00	498,156.65	234%
0142261 - Occupation Health & Safety - Op Exp - General Admin O'Heads			7,000.00	2,066.36	30%
0142273 - HR Staff Printing & Stationery and Other Exp - Op Exp - General Admin O'Heads			2,850.00	1,558.24	55%
0142281 - Refund Overpayments - Op Exp - General Admin (Clearing)			1,000.00	0.00	0%
0142296 - Loss on Asset Disposal - Gen Admin			2,750.00	0.00	0%
0142298 - Dep'n Exp Plant & Equip Op Exp - Corp Gov & Support			7,491.00	2,613.20	35%
0142299 - Dep'cn Furniture & Fittings - Op Exp-Corp Gov & Support			7,245.00	2,441.59	34%
0142300 - Accrued Leave Expense					
0142305 - Doubtful Debt Expenses - Op Exp - General Administration O'Heads					
0142548 - Local Number Plate Purchases - Op Exp - General Administration O'Heads			2,000.00	1,000.00	50%
0142999 - Less Cost Alloc - Op Exp - General Administration O'Heads			-4,424,508.00	-1,875,744.57	42%
0144027 - Property Dept Legal Expenses - Op Exp - Property Dep't (see legal recovery opinc 142995)			20,000.00	9,662.24	48%
1441244 - Drug & Alcohol Testing - General			8,000.00	2,118.25	26%

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
1477296 - Fixed Asset Depn - Op Exp - Corporate Governance			301,994.00	103,295.94	34%
Sub Total To Programme Summary	\$0.00	\$0.00	\$480,432.00	\$107,318.88	
Operating Income					
0142212 - Interest Rec on Muni Investment - Op Inc - General Administration O'Heads	156,012.00	43,322.19			28%
0142390 - Reimb Bonuses Rebates & Sundry Income Inc GST - Op Inc - General Admin O'Heads	5,000.00	4,112.73			82%
0142392 - Reimbursement Insurance No GST - Op Inc - Corp Gov & Supp					
0142393 - LGIS Insurance Bonus & Funding (Exp in 142232) - Op Inc - Corp Gov	60,000.00	34,593.60			58%
0142395 - All Employee Paid Parental Leave Reimb - Op Inc - Gen Admin O'Heads	0.00	7,193.50			100%
0142440 - Sales Information Of Records (i.e. FOI) - Op Inc - General Administration O'Heads	90.00	30.00			33%
0142441 - Photocopying & Sundries + GST - Op Inc - General Administration O'Heads	20.00	0.00			0%
0142446 - Barker St Rent and Recoup Income - Op Inc - Corporate Gov. & Support	38,857.00	0.00			0%
0142471 - Commission - DFES / FESA ESL Levy collection	7,820.00	0.00			0%
0142481 - HR Operating Grants Rec'd - Op Inc - Gen Admin	0.00	2,272.73			100%
0142499 - Profit on Sale of Assets - Op Inc - General Administration O'Heads					
0142500 - Local Number Plate Sales Op Inc - Gen Admin	2,909.00	1,454.55			50%
0142791 - Interest Rec Building Reserve - Op Inc - General Administration O'Heads	52,020.00	8,233.75			16%
0142995 - Reimbursement Property Dept Legal Fee - Op Inc - Corp Gov & Supp (Legal opex refer 144027)	500.00	0.00			0%
0142997 - Interest Rec Leave Reserve - Op Inc - General Administration O'Heads	33,108.00	3,797.88			11%
Sub Total To Programme Summary	\$356,336.00	\$105,010.93	\$0.00	\$0.00	
Capital Expenditure					
0141790 - Transfer to Building Reserve - Cap Exp - General Administration O'Heads			490,387.00	8,233.75	2%
0141997 - Transfer to Leave Reserve - Cap Exp - Corp Gov & Support			33,108.00	3,797.88	11%
0142551 - Vehicle & Mob Plant Renewal (Replacement) - Cap Exp - Gen Admin			22,000.00	0.00	0%
0142552 - Shire Office Haas St Fixed Plant New -Cap Exp- Corp Gov					
0142557 - Shire Office Build Haas St Upgrade (Inc Fixed Furn)-Cap Exp- Corp Gov					
0142558 - S Clark			90,000.00	16,155.56	18%
0147371 - Shire Office Barker St - Building Upgrade Wks - Cap Exp - Corp Gov Support					

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0147372 - Shire Office Barker St - Building Renewal - Cap Exp - Corp Gov Support				
Sub Total To Programme Summary	\$0.00	\$0.00	\$635,495.00	\$28,187.19
Capital Income				
0142320 - Transfer From Leave Reserve Corp Gov & Support				
0142790 - Transfer From Building Reserve Gen Admin				
0142794 - Transfer From Plant Reserve - Corp Gov & Support				
0142951 - Proceeds from Sale of Assets - Cap Inc - General Administration	8,000.00	0.00 0%		
Sub Total To Programme Summary	\$8,000.00	\$0.00	\$0.00	\$0.00
Total Corporate Governance & Support	\$364,336.00	\$105,010.93	\$1,115,927.00	\$135,506.07
IT and Records Operations				
Operating Expenditure				
0142075 - Records Management Exps - IT			3,500.00	300.00 9%
0146102 - License Maint and Support - IT Exp			529,880.00	297,301.49 56%
0146104 - Equip Maint & Supplies - IT Exp - OP Exp			72,642.00	43,560.94 60%
0146105 - Salary - Op Exp - IT			326,709.00	102,651.32 31%
0146106 - Salary - Op Exp - Records			245,054.00	81,436.93 33%
0146108 - Superannuation Employee Expense - IT			42,822.00	13,339.33 31%
0146109 - Software<\$5000 - IT Exp			10,000.00	726.97 7%
0146110 - Minor Assets<\$5000 - IT Exp			80,350.00	44,240.83 55%
0146111 - IT Contract Consultants - Exp			177,945.00	16,111.26 9%
0146113 - Superannuation Employee Expense - Records			23,010.00	10,602.67 46%
0146117 - Other Employment Costs - IT			7,435.00	2,882.59 39%
0146121 - Other Employment Costs - Records			6,078.00	2,242.29 37%
0146159 - Less Op Costs Alloc - IT			-1,581,000.00	-707,005.69 45%
0146199 - Fixed Asset Dep'n - Op Exp - IT			129,773.00	92,640.66 71%
Sub Total To Programme Summary	\$0.00	\$0.00	\$74,198.00	\$1,031.59
Operating Income				
0142996 - Interest Rec Equip & Ins Reserve - Op Inc - General Administration O'Heads	8,904.00	1,031.59 12%		
Sub Total To Programme Summary	\$8,904.00	\$1,031.59	\$0.00	\$0.00
Capital Expenditure				
0141995 - Transfer to Equip & Insurance Reserve IT Operations Cap Exp			54,609.00	1,031.59 2%
0146120 - Equip & H'Ware > \$5000 Cap Exp - IT			198,556.00	83,894.84 42%
0146122 - Software >\$5000 Cap Exp - IT			149,000.00	6,800.00 5%
Sub Total To Programme Summary	\$0.00	\$0.00	\$402,165.00	\$91,726.43
Capital Income				

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0146178 - Grants Received - Non Op Inc - IT & Records Operations	0.00	79,461.00 100%		
Sub Total To Programme Summary	\$0.00	\$79,461.00	\$0.00	\$0.00
Total It And Records Operations	\$8,904.00	\$80,492.59	\$476,363.00	\$92,758.02
Unclassified General				
Operating Expenditure				
0014295 - Insurance Claimable Costs - Unclassified General			505,306.00	180,085.00 36%
0114301 - Broome Turf Club Building Operating & Maintenance Expenses - Op Exp - Unclassified General			0.00	6,540.00 100%
0114310 - Broome Turf Club Recoupable Expenses (Income in 114401) - Op Exp - Unclassified General			19,521.00	9,732.23 50%
0147103 - Survey & Misc Expenses Leased Properties - Op Exp - Unclassified Gen			30,000.00	9,542.43 32%
0147104 - Consultant Expenses - Op Exp - Unclassified General				
0147530 - Admin Costs Alloc - Op Exp - Unclassified General			248,220.00	105,229.27 42%
Sub Total To Programme Summary	\$0.00	\$0.00	\$803,047.00	\$311,128.93
Operating Income				
0114401 - Turf Club - Rent & Recoup Income - Op Inc	21,521.00	17,694.97 82%		
0147585 - Reimbursement of Insurable Claimable Costs - Op Inc - Unclassified General	455,306.00	331,136.43 73%		
0147586 - Reimbursements & Other Income - Op Inc - Unclassified General	500.00	442.46 88%		
0147587 - Recouped Income (Exp In 147287) -Op Inc-Unclass Gen				
0147588 - Recoupable Income Non-GST - Op Inc - Unclassified General				
Sub Total To Programme Summary	\$477,327.00	\$349,273.86	\$0.00	\$0.00
Capital Expenditure				
0147100 - Building Capital > \$5k - Cap Exp - Unclassified General			774,000.00	18,411.27 2%
Sub Total To Programme Summary	\$0.00	\$0.00	\$774,000.00	\$18,411.27
Capital Income				
0147510 - Transfer From Building Reserve - Unclassified)	580,000.00	0.00 0%		
Sub Total To Programme Summary	\$580,000.00	\$0.00	\$0.00	\$0.00
Total Unclassified General	\$1,057,327.00	\$349,273.86	\$1,577,047.00	\$329,540.20
Other Buildings Leased - Unclassified				
Operating Expenditure				
0112051 - 630800			11,042.00	1,533.97 14%

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0132000 - Office Bagot St - Op Exp - Tourism & Area Promotion			8,298.00	3,573.13	43%
0147409 - Cable Beach Restaurant Facilities (Zanders) Build Maint & Operating - Op Exp-Other Build Leased			500.00	0.00	0%
0147482 - 510000			6,352.00	3,042.45	48%
0147862 - Sam Male Lugger - Op Exp- Other Build Leased			1,639.00	548.79	33%
1480296 - Fixed Asset Depn - Op Exp - Other Buildings Leased			70,176.00	23,648.91	34%
Sub Total To Programme Summary	\$0.00	\$0.00	\$98,007.00	\$32,347.25	
Operating Income					
0112483 - Town Beach Cafe - Rent & Recoup Income - Op Inc	41,559.00	28,186.43	68%		
0146408 - Zanders - Rent & Recoup Income - Op Inc	38,050.00	15,236.35	40%		
0147181 - Office Bagot St (Magabala Books) - Rent & Recoup Income - Op Inc	49,270.00	23,966.69	49%		
0147491 - Old Broome Lock Up - Rent & Recoup Income - Op Inc	15,900.00	9,383.05	59%		
0147492 - Broome Last Resort Carpark (Reserve 34305) - Rent & Recoup Income - Op Inc	18,870.00	-14,000.00	-74%		
0147502 - Comms Tower Crown Castle BRAC (Reserve 39420) - Rent & Recoup Income - Op Inc	28,897.00	4,115.23	14%		
0147865 - Sam Male Lugger - Op Inc - Other Build Leased	16,500.00	579.62	4%		
Sub Total To Programme Summary	\$209,046.00	\$67,467.37	\$0.00	\$0.00	
Total Other Buildings Leased - Unclassified	\$209,046.00	\$67,467.37	\$98,007.00	\$32,347.25	
Community Facilities Leased - Unclassified					
Operating Expenditure					
0114201 - Broome Speedway Club Maint & Operating Expenses - Op Exp - Community Facilities Leased			1,000.00	0.00	0%
0114601 - Naval Cadets Building Maint & Operating Expenses - Op Exp - Community Facilities Leased			1,420.00	149.71	11%
0146020 - Child Care Centre Cnr Guy & Herb Sts - Op Exp - Comm Fac Leasd			25,857.00	4,258.43	16%
0146030 - Broome Golf Club Maint & Operating Expenses - Op Exp - Community Facilities Leased			8,550.00	4,262.65	50%
0146040 - Broome Pistol Club Maint & Operating Expenses - Op Exp - Community Facilities Leased			3,520.00	1,754.83	50%
0146050 - 4 Jones Place Maint & Operating Expenses - Op Exp - Comm Fac Leased			7,491.00	3,358.64	45%
0146091 - Scout & Guide Shed Maint & Operating Exps - Op Exp - Com Fac Leased			500.00	0.00	0%
0146297 - Dep'n - Land & Buildings - Community Facilities Leased			102,692.00	34,604.70	34%

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0146670 - Bowling Club Maint & Operating Expenses - Op Exp - Community Facilities Leased			8,612.00	3,938.97	46%
0147704 - Loss on Derecognition of WIP - Op Exp - Community Facilities Leased					
0149420 - 930000			8,962.00	1,865.77	21%
1481296 - Fixed Asset Depn - Op Exp - Commercial Facilities Leased			196,831.00	66,540.33	34%
Sub Total To Programme Summary	\$0.00	\$0.00	\$365,435.00	\$120,734.03	
Operating Income					
0147496 - Mulberry Tree Child Care - Rent & Recoup Income - Op Inc	89,532.00	37,015.78			41%
0149408 - Rent & Recoup Income - Op Inc - Community Facilities Leased	22,000.00	15,048.40			68%
0149410 - BOSCCA - Rent & Recoup Income - Op Inc	35,875.00	14,469.20			40%
0149450 - 4 Jones Place - Reent & Recoup Income - Op Inc	4,201.00	5,776.75			138%
Sub Total To Programme Summary	\$151,608.00	\$72,310.13	\$0.00	\$0.00	
Capital Expenditure					
0146682 - Bowling Club Building Renewal - Cap Exp - Com Fac Leased					
0146699 - Broome Golf Club Renewal Building Wks- Other Build Leased - Cap Exp			250,000.00	0.00	0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$250,000.00	\$0.00	
Capital Income					
0146555 - Transfer From Building Reserve Leased Comm Facilities - Un Clas	250,000.00	0.00			0%
Sub Total To Programme Summary	\$250,000.00	\$0.00	\$0.00	\$0.00	
Total Community Facilities Leased - Unclassified	\$401,608.00	\$72,310.13	\$615,435.00	\$120,734.03	
Office Properties Leased - Unclassified					
Operating Expenditure					
0147270 - 21700000			511,505.00	137,067.22	27%
0147280 - Shire Office Cable Beach Rd - Op Exp - Office Properties Leased			6,383.00	911.09	14%
1482296 - Fixed Asset Dep'n - Op Exp - Office Properties Leased			94,170.00	31,768.01	34%
Sub Total To Programme Summary	\$0.00	\$0.00	\$612,058.00	\$169,746.32	
Operating Income					
0147463 - Far North Community Services Tenancy 567 - KRO2 - Rent & Recoup Income - Op Inc	62,794.00	26,164.35			42%
0147464 - Anglicare Tenancy 23 - KRO2 - Rent & Recoup Income - Op Inc	149,325.00	62,811.45			42%
0147466 - Save the Children Australia KRO2 Rent Rec'd - Op Inc - Office Prop Leased	0.00	2,000.00			100%
0147467 - Main Roads WA Tenancy 9 - KRO1 - Rent & Recoup Income - Op Inc	41,790.00	25,100.39			60%

SHIRE OF BROOME
Schedule 14
OTHER PROPERTY AND SERVICES

Financial Statement For The Period Ending 31/10/2018

Particulars	Income			Expenditure		
	Current Year Estimated	Current Year Actual		Current Year Estimated	Current Year Actual	
0147472 - BEC - Rent & Recoup Income - Op Inc	21,796.00	9,410.05	43%			
0147483 - Dept of Housing Tenancy 11 - KRO1 - Rent & Recoup Income - Op Inc	207,063.00	83,233.25	40%			
0147484 - Tenancy 1 - KRO2 - Rent & Recoup Income - Op Inc						
0147485 - Dep Corrective Serivces - KRO2 (Tenancy 4)- Rent & Recoup Income - Op Inc	131,976.00	54,354.35	41%			
0147487 - WA Police Tenancy 10 - KRO1 - Rent & Recoup Income - Op Inc	32,500.00	0.00	0%			
0147489 - User Charges KRO Outgoings - Op Inc - Office Properties Leased	354,000.00	135,202.29	38%			
Sub Total To Programme Summary	\$1,001,244.00	\$398,276.13		\$0.00	\$0.00	
Capital Expenditure						
0147357 - KRO Garden Renewal Infra Const - Cap Exp - Office Properties Leased				10,000.00	0.00	0%
0147374 - KRO1 Building Renewal - Cap Exp - Office Prop Leased				735,814.00	35,671.91	5%
0147375 - KRO2 Building Renewal - Cap Exp - Office Prop Leased				610,876.00	24,458.98	4%
Sub Total To Programme Summary	\$0.00	\$0.00		\$1,356,690.00	\$60,130.89	
Capital Income						
0147355 - Transfer From Building Reserve Leased Offices Un Clas	1,346,690.00	0.00	0%			
Sub Total To Programme Summary	\$1,346,690.00	\$0.00		\$0.00	\$0.00	
Total Office Properties Leased - Unclassified	\$2,347,934.00	\$398,276.13		\$1,968,748.00	\$229,877.21	
TOTAL OTHER PROPERTY AND SERVICES	\$4,717,484.00	\$1,114,840.20		\$6,951,275.00	\$798,282.57	

9.4.3 COUNCIL MEETING DATES 2019

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	AME01
AUTHOR:	Senior Procurement, Risk & Governance Officer
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	1 November 2018

SUMMARY: This report requests Council consider the dates, times and locations of Ordinary Meetings of Council to be held in 2019 and recommends that Council adopts the proposed meeting dates and they be advertised as required under the *Local Government Act 1995*.

BACKGROUND*Previous Considerations*

Nil.

In accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*, local governments are to, at least once a year, provide local public notice of the date, time and location that their Ordinary Meetings of Council (OMCs) are to be held within the next 12 months.

COMMENT

It is proposed that in 2019, OMCs are held in the Shire of Broome Council Chambers on the last Thursday of every month (except January, April, October, November and December) and commence at 5.00pm.

Since 2011, a total of 11 OMCs have been held during a calendar year with a recess in January. This recess period allows staff and Councillors sufficient time off over the Christmas and school holiday period, and relieves staff from the early January Agenda preparation cycle necessary to hold a January meeting.

The proposed April meeting date has been brought forward a week because the Easter long weekend is 19 April – 22 April, with Anzac Day falling on Thursday 25 April 2019. Traditionally this period sees high engagement levels with Council, particularly around the budget and rate setting process, however officers are comfortable that these processes will not be compromised.

It has been proposed that the October meeting date also be brought forward to provide for the meeting to be held prior to the Local Government Ordinary Elections to be held on Saturday 19 October 2019.

An early December meeting date is proposed to coincide with the expected timing of an Annual Electors Meeting in mid-December, as well as to ensure that the meeting occurs prior to the school holidays and Christmas-New Year period. The proposed November

meeting date has also been brought forward a week to provide for a more even distribution of the Agenda preparation cycle and meeting dates towards the end of 2019.

Proposed 2019 OMC dates are as follows:

January 2019 – Recess
 28 February 2019
 28 March 2019
 18 April 2019
 30 May 2019
 27 June 2019
 25 July 2019
 29 August 2019
 26 September 2019
 17 October 2019
 21 November 2019
 12 December 2019

These proposed dates are included in the attached meeting schedule and calendar. The proposed dates take into consideration the following significant dates:

Public Holidays (excluding December and January)	Monday, 4 March Friday, 19 April – Monday, 22 April Thursday, 25 April Monday, 3 June Monday, 30 September
WALGA Local Government Convention	Wednesday, 7 August – Friday, 9 August
Ladies Day	Tuesday, 13 August
Broome Cup	Saturday, 17 August
School Holidays	Friday, 14 December 2018 – Sunday 3 February Saturday, 13 April – Sunday, 28 April Saturday, 6 July – Sunday 21 July Saturday, 28 September – Sunday, 13 October Friday, 20 December – Sunday, 3 February 2020

Community Meetings

Prior to 2017, one OMC was held each year at a major community within the Shire of Broome. However, Council resolved at the November 2016 OMC that no annual OMC would be held at a community in 2017 due to poor attendance and the high cost of Community meetings. Instead it was proposed that the Shire President, Councillors and Shire officers would visit a major community annually, after necessary appointments and items for discussion have been arranged.

During the annual visit to communities in October 2018, Councillors agreed to attend community council meetings once per year to facilitate substantive discussion on matters relevant to each community and organisation.

It is proposed that the Shire President, Councillors and Senior Staff visit all major communities in the Shire again in 2019.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

5.3. Ordinary and special council meetings

- (1) A council is to hold ordinary meetings and may hold special meetings.*
- (2) Ordinary meetings are to be held not more than 3 months apart.*
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.*

5.25. Regulations about council and committee meetings and committees

- (1) Without limiting the generality of section 9.59, regulations may make provision in relation to:*
 - (g) the giving of public notice of the date and agenda for council or committee meetings;*

Local Government (Administration) Regulations 1996

12. Meetings, public notice of (Act s.5.25(1)(g))

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
 - (a) the ordinary council meetings; and*
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,**are to be held in the next 12 months.*
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub-regulation (1).*
- (3) Subject to sub-regulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.*
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

In accordance with regulation 12(1) of the Local Government (Administration) Regulations 1996, an advertisement of OMC dates for 2019 will be placed in the Broome Advertiser. The estimated cost for advertising the OMC dates is \$500 and this has been included in the 2018/19 budget under account number 142100.

RISK

The *Local Government (Administration) Regulations 1996* require a local government to at least once a year provide local public notice of the dates, time and place at which the ordinary council meetings are to be held in the next 12 months.

The adoption and advertising of the 2019 OMC's will ensure compliance with the Regulations.

STRATEGIC IMPLICATIONS

Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:

Effective communication

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:

Effective community engagement

Improved systems, processes and compliance

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:
(REPORT RECOMMENDATION)

Moved: Cr C Marriott

Seconded: Cr P Matsumoto

That Council:








1. **Adopts the following dates for Ordinary Meetings of Council in 2019, to be held at the Shire of Broome Council Chambers commencing at 5.00pm:**
 - (a) **January 2019 - Recess**
 - (b) **28 February 2019**
 - (c) **28 March 2019**
 - (d) **18 April 2019**
 - (e) **30 May 2019**
 - (f) **27 June 2019**
 - (g) **25 July 2019**
 - (h) **29 August 2019**
 - (i) **26 September 2019**
 - (j) **17 October 2019**
 - (k) **21 November 2019**
 - (l) **12 December 2019**
2. **Notes that in accordance with Regulation 12 of the Local Government (Administration) Regulations 1996, the Chief Executive Officer will provide local public notice of the 2019 Ordinary Council Meeting dates.**

CARRIED UNANIMOUSLY 5/0

Attachments

1. Proposed 2019 Council Meeting Dates

2019 ORDINARY MEETINGS OF COUNCIL													
JANUARY							FEBRUARY						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28			
MARCH							APRIL						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
				1	2	3	1	2	3	4	5	6	7
4 Labour Day	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19 Easter Monday	20	21
18	19	20	21	22	23	24	22 Easter Monday	23	24	25 Anzac Day	26	27	28
25	26	27	28	29	30	31	29	30					
MAY							JUNE						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3 Anzac Day	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
JULY							AUGUST						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7 LG Convention	8 LG Convention	9 LG Convention	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	
SEPTEMBER							OCTOBER						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1 LG (General) Holiday						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19 Ordinary LG Election	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
NOVEMBER							DECEMBER						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25 Christmas Day	26 Boxing Day	27	28	29
							30	31					

	Public Holidays		School Holidays
	OMC		Council Workshops/Presentations + Agenda Forum (Council W/P/AF)
	Agenda Close		Ordinary LG Election 19 October
			LG Convention 7 - 9 August

9.4.4 SMALL BUSINESS FRIENDLY LOCAL GOVERNMENTS

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	OGS62
AUTHOR:	Community and Development Officer - Projects
CONTRIBUTOR/S:	Manager Community and Economic Development
RESPONSIBLE OFFICER:	Director Development & Community
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	2 November 2018

SUMMARY: Small Business Friendly Local Governments is an initiative of the Government of Western Australia's Small Business Development Corporation. It aims to build stronger, more productive relationships between small business and local government. Following engagement with the small business sector and community to guide the development of tasks, this report seeks Council endorsement to formalise the Shire's involvement in the initiative.

BACKGROUNDPrevious Considerations

OMC 22 March 2018

Item 9.3.1

Summary

The Small Business Friendly Local Governments (**SBFLG**) initiative was developed to recognise local government authorities in Western Australia that are committed to actively supporting small businesses in their local area. It is administered by the Small Business Development Corporation.

Local governments are encouraged to sign the SBFLG Charter (**Attachment 1**) to show they have committed to work with, and support, small business by:

- offering enhanced customer service;
- reducing red tape;
- making on-time payments;
- having a process in place to handle disputes; and
- introducing other activities to improve the operating environment for small businesses in their area.

Participating local governments are required to provide 6 and 12 monthly updates as to how they are meeting the commitments of the Charter.

Participating Local Governments

All local governments in Western Australia are invited to participate. Should the Shire of Broome become accredited, it would be the first local government from the Kimberley to be part of the initiative. There are currently 20 local governments participating.

Shire of Broome responsibilities

Taking part in the initiative means the Shire would be committed through the Charter to work with and support small businesses by adopting 3 'standard' activities and at least 3 'flexible' activities (ones that suit organisations and the community). These activities would be developed and recommended to Council based upon stakeholder feedback.

In response to some of the most common issues small business owners face in dealing with their local government, the standard (compulsory) activities include:

- **On-time payment policy** – adopting a policy to pay invoices from small business suppliers within 30 days;
- **Small business engagement** – regularly meeting with and consulting members of the local small business community to improve our understanding of their needs; and
- **Dispute handling** – introducing and promoting a timely and cost-effective process to manage any disputes arising.

These standard activities are currently undertaken by the Shire, as follows:

- The Shire has payment terms that state that invoices will be paid within 30 days and will investigate formalising this in a policy for adoption by Council.
- The Shire regularly meets with the Broome Chamber of Commerce and Industry (**BCCI**), coordinates the Economic Development Advisory Committee and attends a range of business networking events and workshops. Officers and Councillors regularly engage on an informal basis with small businesses and are exploring options to increase the engagement with this sector.
- The Shire has Policy 2.1.6 Complaint Resolution to manage disputes which may arise, in addition to the Shire's Customer Service Charter.

The additional or flexible activities can be developed to meet the local context and will be informed by community engagement by the Shire.

Reporting involves the completion of a simple report card twice a year. The Shire would be responsible for providing data on the progress on the 3 standard and 3 flexible activities.

Council Endorsement

At the OMC on 22 March 2018, Council supported officers undertaking a community engagement process to inform the Shire's commitment as per the resolution below:

COUNCIL RESOLUTION: **(REPORT RECOMMENDATION)**

Moved: Cr C Mitchell

Seconded: Cr M Fairborn

That Council requests that the Chief Executive Officer further investigate the Shire of Broome progressing towards Small Business Friendly Local Government accreditation by:

- 1. Commencing a community engagement process with the small business sector and other relevant stakeholders;***
- 2. Developing three flexible activities as required by the Small Business Friendly Local Government initiative; and***
- 3. Presenting a further report back to Council for consideration on formal participation in the Small Business Friendly initiative.***

CARRIED UNANIMOUSLY 6/0

COMMENT

Officers undertook a 3 stage process in order to develop the proposed standard and flexible activities.

STAGE 1: Community engagement

Following initial engagement and planning in partnership with the BCCI, Shire officers undertook the following engagement initiatives:

a) Survey

A short survey was developed by the Shire and released from 15 to 29 August 2018. This was distributed through the BCCI, and advertised on the Shire website, Facebook page and in the Broome Advertiser, ensuring it was available to a large section of the business community.

A total of 40 businesses responded. The raw data from the survey is attached to this report as **Attachments 2 and 3**. To provide additional information for consideration as part of this process, the BCCI allowed the Shire access to data from a previous business survey (**Attachment 5**).

The survey responses were analysed and the following key themes emerged:

- Improved communication
- Support of economic development, including tourism
- Advocacy for cheaper airfares
- Improvement of Chinatown
- Review of type and implementation of regulations
- Focus on procurement and support of local business
- Review of Shire service provision
- Other specific requests

Attachment 4 shows the survey responses grouped by these key themes.

b) Focus Group

Respondents to the survey had the opportunity to nominate and take part in a workshop to provide detailed feedback on emerging themes. This was held on 5 September 2018 at the Broome Civic Centre and was attended by representatives from:

- Broome Beach Resort (2 representatives)
- Footprint Cleaning
- Cable Beachside Villas
- Habitat Resort
- Art House
- Kimberley Small Business Support Services
- Printing Ideas

Shire officers also considered the results from the previous survey conducted and provided by the BCCI. The themes identified in this body of work largely aligned with the Shire's results. The focus group was provided with both sets of information.

Prior to the focus group meeting, officers requested an update from various Shire departments to gain an understanding of services and initiatives currently underway which address some of the issues raised through the survey. This was used to inform and update the focus group members. A summary of key initiatives currently underway that relate to the themes and survey responses are outlined in the table below.

Theme	Current Shire Initiatives
Improved communication	The Shire's website is currently undergoing redevelopment, and the Shire continues to liaise with the BCCI on a regular basis. The Shire releases regular communications through print, social and online media.
Support and facilitation of economic development, including tourism	<p>The Shire provides annual funding for destination marketing to Australia's North West and visitor servicing to the Broome Visitors Centre through the Tourism Administration Policy.</p> <p>A further \$250,000 was provided in 2018 through the launch of the Events, Economic and Tourism Development Fund.</p> <p>The Broome Growth Plan has been developed in consultation with the Broome community, Yawuru, Kimberley Development Commission, Landcorp and Department of Planning, Land and Heritage. The Plan clearly identifies the traded economy as a priority area for development in the Broome region – which includes all aspects of business and is not limited to any one industry sector or size of business.</p>
Advocacy for cheaper airfares	<p>The Shire of Broome participated in State and Commonwealth government enquiries into airfares during 2017 and advocated on impacts on the Broome community and businesses.</p> <p>The Shire also underwrote the Singapore flight trial, with positive results and outlook for regular flights in the future.</p>
Improvement of Chinatown	The Shire is currently a project partner in the Chinatown Revitalisation Project – with a focus on streetscapes, amenity improvements and activation. Public art and place making plans are currently in place to guide current and future improvements.
Review of type and implementation of regulations	The Shire has recently completed a review of the Events Policy, with further streamlining

	<p>currently taking place regarding the requirements for event delivery within Broome.</p> <p>Other compliance issues raised within this theme are currently being monitored by Rangers.</p> <p>Policy reviews are undertaken across the Shire every 2 years, and other instruments such as the Local Planning Scheme are regularly reviewed with a recent omnibus amendment being gazetted to streamline processes.</p>
Focus on procurement and support of local business	<p>The Shire is committed to maximising contract opportunities with local business where possible, with a significant portion of the annual budget spent locally. The use of local business and services is balanced with an obligation to maximise the benefits for the rate payer through achieving value for money, and also ensuring that successful contractors have the capacity and capabilities to deliver the work or products required.</p> <p>The Shire requires bidders for major projects to demonstrate the use of local content.</p> <p>All of the Shire's procurement activities are required to align with State legislation, including going to tender and publicly advertising different processes. The Shire's own policies articulate different quoting requirements for various purchasing levels.</p>
Review of Shire service provision	<p>The Shire continually reviews service provision throughout the various departments, including independent reviews of focus areas to contribute to streamlining and identification of efficiencies.</p> <p>The Shire's annual budget process allows a detailed review of expenditure and alignment with the strategic plans.</p> <p>There is a strong focus on external customer service across the organisation.</p> <p>Recruitment for a Business Improvement Coordinator is currently underway.</p>

Specific other requests:	A Disability Access and Inclusion Plan is in place for the Shire as per legislative requirements.
Disability and Access Inclusion Plan (DAIP)	
Event recycling	Recycling initiatives are a key focus at present, with the Shire having established a specific focus group with interested community organisations.
	The 2018 Community Christmas Tree is currently being created by local schools from recycled material.

c) Focus Group Recommendations

The focus group discussed the key themes and identified a number of priority areas to be recommended to Council. These recommendations are listed below in order of priority as put forward by the group:

1. Appoint a specific point of contact, i.e. Business Officer to connect directly with the business community and ensure greater advocacy and allow ease of navigation of Shire processes and compliance.
2. Ensure relevant business regulations and policies are uniformly applied.
3. Revisit the model of the Tourism Differential Levy on rates to ensure all tourism beneficiaries are contributing.
4. Develop a broad and local media campaign to address investing, living and working in Broome in addition to the marketing already underway for tourism.
5. Hold a regular forum involving all businesses to increase awareness of business and services within the Shire.

STAGE 2: Officer Review

Following the workshop with the focus group, officers reviewed each of the recommended actions. This review considered the initiatives already being delivered by the Shire, with the view of providing a final recommendation to Council to consider adopting 3 flexible actions within the SBFLG.

Recommendations from Focus Group	Officer Comments	Options to Action
Appoint a specific, one point of contact, Business Officer to connect directly with the business community, ensuring greater advocacy and allow ease of navigation of Shire processes and compliance.	There is currently not a single, dedicated position or allocated budget within the Shire for this purpose. Given the requirements of such a role, to be able to provide this level of service could require an additional FTE or equivalent budget.	Do not include as a Flexible Activity. Prepare a Project Brief as part of the 2019/20 budgeting process for Council consideration.
Ensure relevant business regulations and policies are uniformly applied.	The Shire has reporting processes in place through the approval and assessment process to demonstrate how regulations and policies are applied to	Include as a Flexible Activity to investigate an appropriate response within

	<p>ensure consistency in application.</p> <p>It is noted that the feedback received generally relates to activities that may be undertaken in residential properties without the appropriate approvals, such as using residential properties for short-stay accommodation and some home businesses.</p> <p>The Shire does take compliance action when complaints are received regarding owners operating holiday homes or bed and breakfasts that do not have approval of the Shire. For the Shire to be in a position to follow-up on complaints, the property address needs to be provided, which unfortunately is sometimes not available on the internet sites.</p> <p>Furthermore, the Shire does not have the human resources to scan all internet advertising mediums.</p> <p>Therefore, any increases or alternative ways to address this requirement requires further investigation.</p> <p>To provide an increased level of compliance activity would be likely to require an additional FTE or equivalent budget.</p>	<p>available resources, or alternatives should additional funding or resourcing be required and made available.</p>
Revisit model of Tourism Levy on rates to ensure all tourism beneficiaries are contributing.	The Tourism Levy on rates has been reviewed from time to time between 1999 and 2017. A full review of the model was last undertaken in 2011.	Include as a Flexible Activity and undertake a desktop review of the rating model for the application of the Tourism Levy to ensure it is equitable.
Develop a broad and local media campaign to address aspects other than tourism – investing, living and working in Broome.	<p>Various resources currently exist in this area housed on the Shire of Broome web page.</p> <p>The website is currently undergoing a rebuild and there is a possibility while this occurs to</p>	The BCCI has indicated that it will be pursuing this initiative - do not include as a flexible activity.

	consolidate information relevant to small business.	
Hold a regular forum involving all businesses to increase awareness of business and services within the Shire.	The Shire's 2018/19 budget includes provision to host 2 business breakfast events.	Include as a Flexible Activity and tailor a business breakfast event to focus on providing information for small business about working with the Shire.

STAGE 3: Targeted Key Stakeholder Consultation

A final workshop was held with the BCCI, Broome Visitor Centre (**BVC**) and Cr Harold Tracey on 24 October 2018. The workshop sought to:

- Test the findings of the community engagement process; and
- Workshop officer findings and recommendations prior to presentation to Council.

The workshop attendees were in unanimous support of the officers' recommendations included in the table above. The attendees expressed their support for the appointment of a dedicated resource for the purpose of business and economic development. Officers raised that this would need to be considered by Council as part of a future annual budget process.

Based on the completion of the 3 stages, officers were comfortable in making the recommendations contained in this report for consideration by Council.

CONSULTATION

Broome Chamber of Commerce and Industry
 Small Business Development Corporation
 Broome Small Business Sector (through open invite and focus group)
 Broome Visitor Centre

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

3.4.6 Community Engagement

FINANCIAL IMPLICATIONS

Proposed actions which cannot be delivered within current resourcing or including allocated budgets will not be included as Flexible Actions, and instead progressed through the development of Project Briefs for consideration as part of the Shire's 2019/20 Budget process.

RISK

The following risks have been identified in relation to the options provided for Council's consideration.

Risk	Type	Rank	Mitigation
Shire does not commit to the initiative.	Reputational	High	Council endorses officer recommendations, taking into account the input gathered during the engagement process thus far.
Activities suggested in engagement not delivered.	Financial Reputational	High	Shire commits to initiatives that are achievable within available resource allocations.
Perception of the Shire not addressing or responding to feedback.	Reputational	Low	Engage with the business community regarding actions and provide clear communication regarding resource capabilities to respond.

STRATEGIC IMPLICATIONS

Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:

Effective communication

Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:

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

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:

Responsible resource allocation

Effective community engagement

Improved systems, processes and compliance

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION: **(REPORT RECOMMENDATION)**

Moved: Cr C Marriott

Seconded: Cr W Fryer

That Council:

1. **Requests that the Chief Executive Officer execute the agreement for the Shire of Broome to participate in the Small Business Friendly Local Governments initiative, with the inclusion of the following flexible activities:**
 - a) **Ensure relevant business regulations and policies are uniformly applied.**
 - b) **Review the tourism differential rating model to ensure it is equitable.**
 - c) **Hold a regular forum involving all businesses to increase awareness of business and services within the Shire.**

2. ***Notes that officers will investigate options for a dedicated point of contact within the Shire to engage with the business sector and facilitate economic development initiatives, for consideration by Council as part of the 2019/20 budget process.***

CARRIED UNANIMOUSLY 5/0

Attachments

1. Small Business Friendly Charter Local Governments Charter
2. Shire Survey Responses - Questions 1 - 8, 10
3. Shire Survey Responses - Question 9
4. Shire Survey - Groupings by Key Themes
5. BCCI Survey Shared Data (*Confidential to Councillors and Directors Only*)

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

WESTERN AUSTRALIAN SMALL BUSINESS FRIENDLY LOCAL GOVERNMENTS

Charter

Commitment to this Charter is a requirement for participation in the Small Business Friendly Local Governments (SBFLG) initiative and outlines what the local government agrees to do to support small business in their area.

1. Commitment to small business

The local government agrees to:

- a) recognise that the small business community is an important stakeholder;
- b) undertake regular and targeted consultation with this group;
- b) work towards understanding how its local small business community operates, its needs and goals, and the key challenges;
- c) provide networking and other development opportunities for its local small business community; and
- d) actively engage, where appropriate, with the Small Business Development Corporation (SBDC) on matters affecting small business.

2. Commitment to customer service

The local government agrees to:

- a) maintain open lines of communication with small businesses through both formal and informal approaches;
- b) provide clear advice and guidance to small businesses with a focus on assisting them to understand and meet their regulatory obligations, and to work with them to achieve compliance;
- c) publish a set of clear service standards setting out what small businesses can expect from them;
- d) consider the needs of local small business owners for whom English is not a first language; and
- e) publish a link on its website to take small business owners to resources available on the SBDC website, including the Business Licence Finder.

3. Administration and regulation

The local government agrees to:

- a) take reasonable action to limit unnecessary administrative burdens on small business such as:
 - i. only asking for information that is absolutely necessary;
 - ii. not asking for the same information twice;
 - iii. working collaboratively with other local governments;
- b) undertake regular policy reviews to limit their impact on small businesses, and to test new policies and procedures for 'small business friendliness'; and
- c) ensure that its officers have the necessary knowledge and skills to apply plans and regulations in a consistent manner.

4. On-time payment policy

The local government agrees to work towards ensuring all invoices from small business suppliers are paid within 30 days.

5. Small business engagement

The local government agrees to regularly meet and consult with the small business community, including small business operators and members of representative bodies, to assist their understanding of small business needs in their local area.



Small Business
Development Corporation



Small Business Friendly

An initiative of the Small Business
Development Corporation



6. Dispute resolution

The local government agrees to implement a timely, cost-effective and non-judicial process to manage any disputes it may have with small businesses and to publish details of this on its website. The process could include referring the dispute to an independent dispute resolution service (such as that offered by the SBDC).

7. Additional activities to support small business

In addition to items 4, 5, and 6 above, the local government agrees to implement at least three other activities to improve the operating environment for small businesses within its authority. Details of the initiatives are to be included in the local government's bi-annual reports to the SBDC.

8. Progress reports

The local government agrees to:

- a) provide the SBDC with a biannual progress report that outlines the results achieved in relation to its small business friendly initiatives, including its policy relating to small business being paid on-time, business advisory group, and dispute resolution process; and
- b) forward success stories and case studies to the SBDC in relation to the SBFLG initiative when requested.

9. Promotion and marketing of the program

The local government:

- a) agrees that the Mayor and Chief Executive Officer will make a public statement in relation to its commitment to the SBFLG initiative, and to post this statement on its website;
- b) will be provided with a logo which it agrees to use in accordance with the SBFLG style guide supplied by the SBDC; and
- c) is encouraged to promote the SBFLG initiative by displaying the approved logo on its online and printed marketing and communication materials.

10. Contact details

The local government agrees:

- a) that the primary contact for the SBFLG initiative will be the Chief Executive Officer and that a secondary contact will also be nominated, as a delegate of the Chief Executive Officer; and
- b) to provide the SBDC with direct contact details for the nominated contacts.

	Name	Position	Phone number	Email address
Primary contact		Chief Executive Officer		
Secondary contact				

11. Acceptance

On behalf of [insert local government name], we agree to the terms outlined in this Charter and agree to implement the SBFLG initiative.

Mayor

Chief Executive Officer

Print name:

Print name:

Signature:

Signature:

Date:

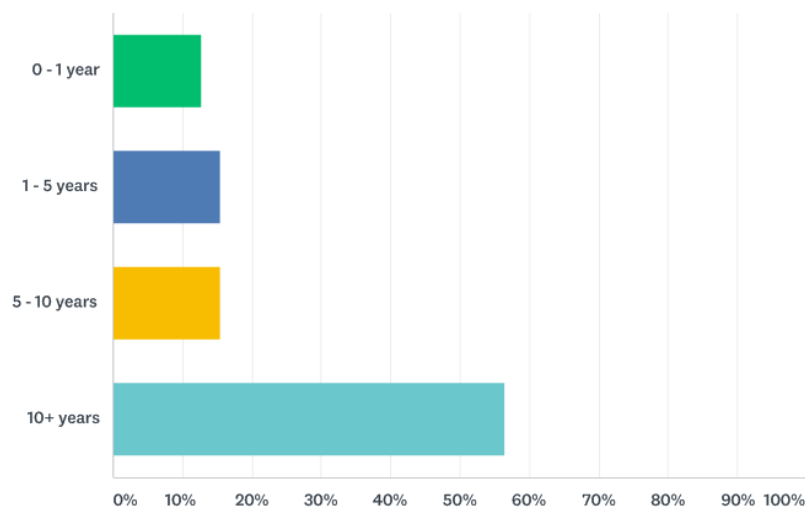
Date:

MAR17/006

The Shire is working towards signing a formal charter in the Small Business Friendly Local Governments initiative. The aim of this is to build stronger, more productive relationships between small business and the Shire.

Q1 How long have you been operating your business in Broome?

Answered: 39 Skipped: 0

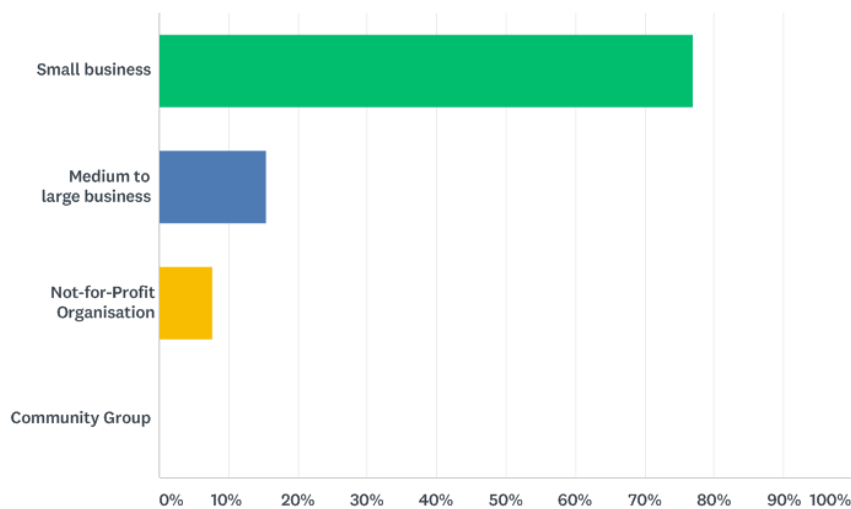


ANSWER CHOICES	RESPONSES	
0 - 1 year	12.82%	5
1 - 5 years	15.38%	6
5 - 10 years	15.38%	6
10+ years	56.41%	22
Total Respondents: 39		

The Shire is working towards signing a formal charter in the Small Business Friendly Local Governments initiative. The aim of this is to build stronger, more productive relationships between small business and the Shire.

Q2 Are you a:

Answered: 39 Skipped: 0

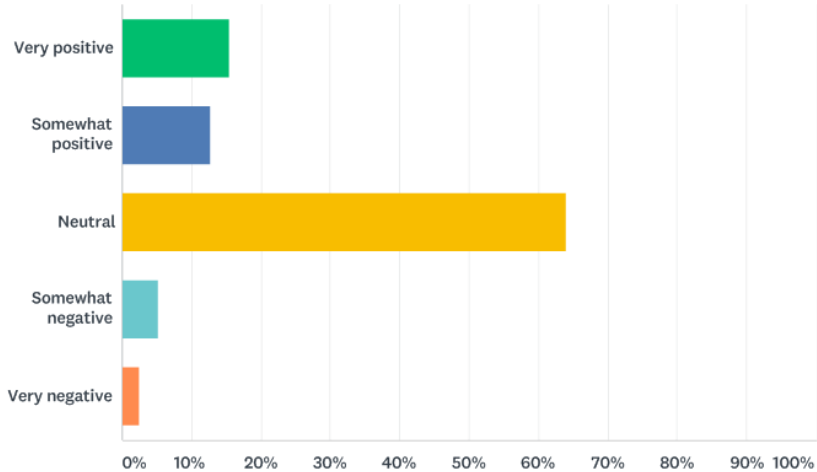


ANSWER CHOICES	RESPONSES	
Small business	76.92%	30
Medium to large business	15.38%	6
Not-for-Profit Organisation	7.69%	3
Community Group	0.00%	0
TOTAL		39

The Shire is working towards signing a formal charter in the Small Business Friendly Local Governments initiative. The aim of this is to build stronger, more productive relationships between small business and the Shire.

Q3 The Shire of Broome is committed to the payment of invoices within 30 days. Please rate your experience with this service.

Answered: 39 Skipped: 0

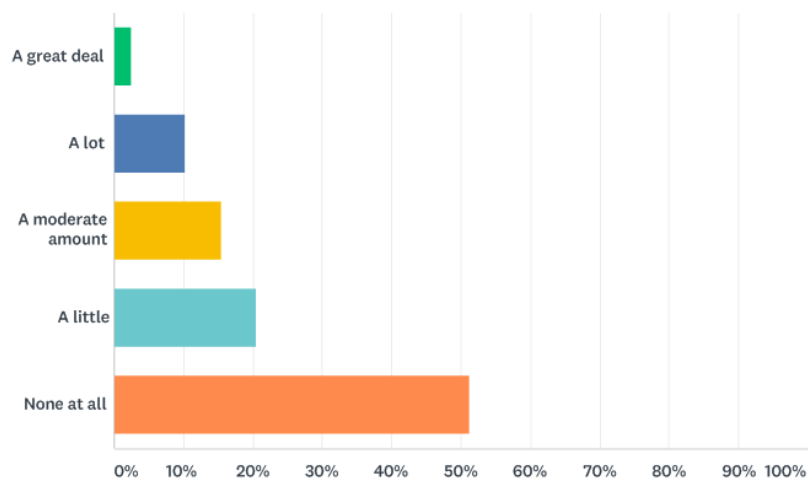


ANSWER CHOICES	RESPONSES	
Very positive	15.38%	6
Somewhat positive	12.82%	5
Neutral	64.10%	25
Somewhat negative	5.13%	2
Very negative	2.56%	1
TOTAL		39

The Shire is working towards signing a formal charter in the Small Business Friendly Local Governments initiative. The aim of this is to build stronger, more productive relationships between small business and the Shire.

Q4 How well do you feel the Shire consults and supports your business?

Answered: 39 Skipped: 0

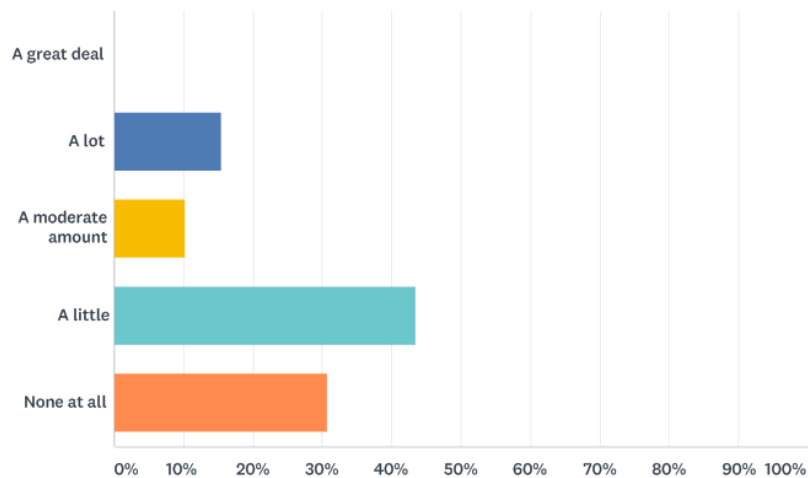


ANSWER CHOICES	RESPONSES	
A great deal	2.56%	1
A lot	10.26%	4
A moderate amount	15.38%	6
A little	20.51%	8
None at all	51.28%	20
TOTAL		39

The Shire is working towards signing a formal charter in the Small Business Friendly Local Governments initiative. The aim of this is to build stronger, more productive relationships between small business and the Shire.

Q5 Do you think that the Shire understands local business needs?

Answered: 39 Skipped: 0

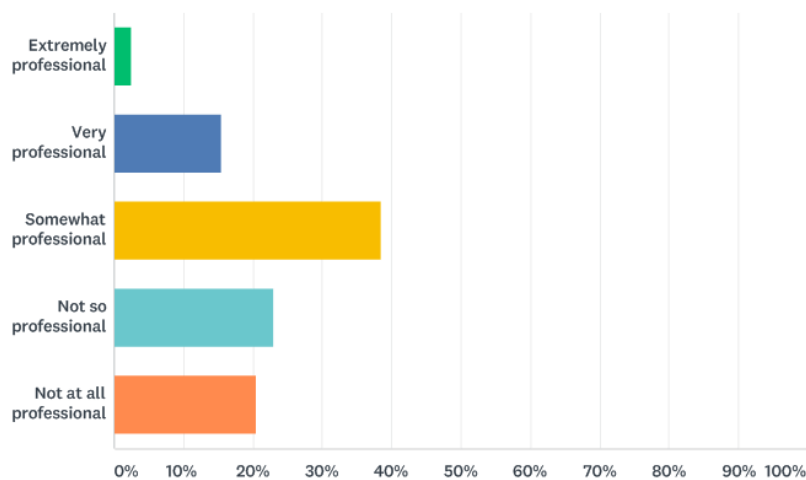


ANSWER CHOICES	RESPONSES	
A great deal	0.00%	0
A lot	15.38%	6
A moderate amount	10.26%	4
A little	43.59%	17
None at all	30.77%	12
TOTAL		39

The Shire is working towards signing a formal charter in the Small Business Friendly Local Governments initiative. The aim of this is to build stronger, more productive relationships between small business and the Shire.

Q6 How well do you feel the Shire handles disputes?

Answered: 39 Skipped: 0

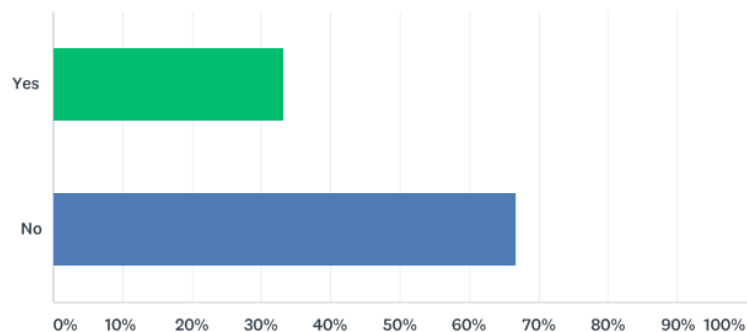


ANSWER CHOICES	RESPONSES	
Extremely professional	2.56%	1
Very professional	15.38%	6
Somewhat professional	38.46%	15
Not so professional	23.08%	9
Not at all professional	20.51%	8
TOTAL		39

The Shire is working towards signing a formal charter in the Small Business Friendly Local Governments initiative. The aim of this is to build stronger, more productive relationships between small business and the Shire.

Q7 Do you feel the Shire service regarding plans and regulations is consistent?

Answered: 39 Skipped: 0

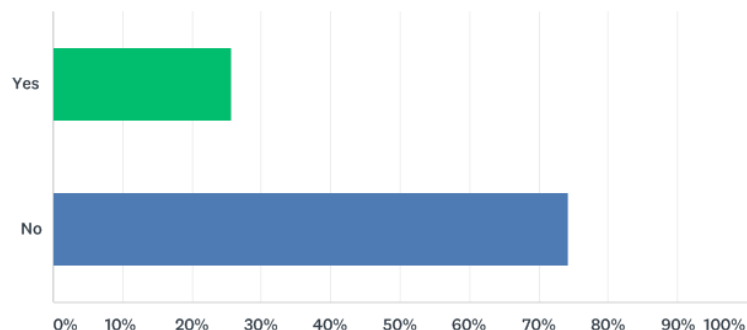


ANSWER CHOICES	RESPONSES	
Yes	33.33%	13
No	66.67%	26
TOTAL		39

The Shire is working towards signing a formal charter in the Small Business Friendly Local Governments initiative. The aim of this is to build stronger, more productive relationships between small business and the Shire.

Q8 Do you feel the Shire recognises small business as an important stakeholder?

Answered: 39 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	25.64%	10
No	74.36%	29
TOTAL		39

The Shire is working towards signing a formal charter in the Small Business Friendly Local Governments initiative.
The aim of this is to build stronger, more productive relationships between small business and the Shire.

Q9 Please suggest 3 activities that you feel the Shire of Broome could undertake that would benefit the small business community and perhaps a short suggestion of how this could be done effectively and consistently.

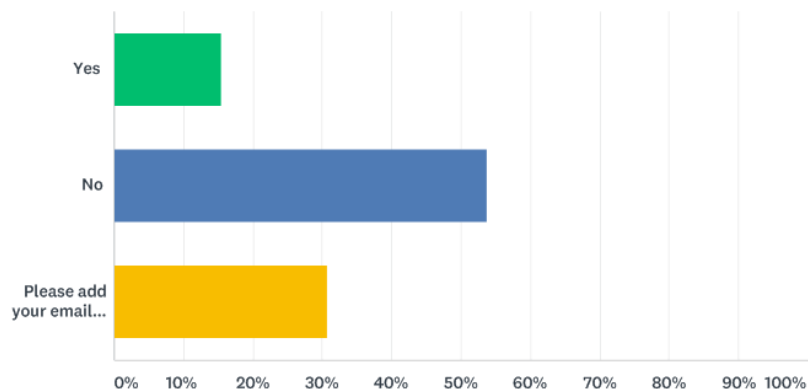
Answered: 39 Skipped: 0

ANSWER CHOICES	RESPONSES	
1.	100.00%	39
2.	79.49%	31
3.	64.10%	25
Other:	17.95%	7

The Shire is working towards signing a formal charter in the Small Business Friendly Local Governments initiative. The aim of this is to build stronger, more productive relationships between small business and the Shire.

Q10 Would you like to be involved in a focus group that will select 3 activities for recommendations to Council?

Answered: 39 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	15.38%	6
No	53.85%	21
Please add your email address if you answered yes:	30.77%	12
TOTAL		39

The Shire is working towards signing a formal charter in the Small Business Friendly Local Governments initiative. The aim of this is to build stronger, more productive relationships between small business and the Shire.

Q9 Please suggest 3 activities that you feel the Shire of Broome could undertake that would benefit the small business community and perhaps a short suggestion of how this could be done effectively and consistently.

Answered: 39 Skipped: 0

ANSWER CHOICES	RESPONSES	
1.	100.00%	39
2.	79.49%	31
3.	64.10%	25
Other:	17.95%	7

#	1.	DATE
1	Open day/market for businesses to provide information to the community and other businesses about their service	8/29/2018 11:31 AM
2	Total transparency	8/25/2018 12:00 PM
3	Simplify the tender process for government contracts that are proposed within the shire of Broome	8/25/2018 11:31 AM
4	Government grants	8/23/2018 8:51 PM
5	Change on perspective from not just a tourist town	8/23/2018 7:04 AM
6	review regulations that impact on small business to see if they are necessary	8/20/2018 8:05 AM
7	Move the weekend markets into Chinatown	8/19/2018 6:43 PM
8	Seek out more quotes	8/18/2018 9:38 AM
9	Introduce the shire to all registered small businesses	8/18/2018 8:06 AM
10	Advertising Broome to Australia and the world	8/17/2018 11:56 AM
11	Reduce Red Tape	8/17/2018 9:45 AM
12	The Broome shire need a disability access and inclusion plan	8/17/2018 9:09 AM
13	Develop Cable Beach foreshore with restaurants	8/17/2018 7:31 AM
14	.	8/16/2018 7:41 PM
15	Modernise the buy local policy	8/16/2018 5:01 PM
16	Keep pushing for more accessible, cheaper flights	8/16/2018 4:16 PM
17	One person to fast track & explain small business issues when they arise	8/16/2018 2:33 PM
18	Complete review of fees of charges and transparency about how those fees and charges are determined	8/16/2018 10:15 AM
19	Look at zoning - current zoning is restricting business expansion	8/16/2018 9:23 AM
20	Have a open public meeting with small business	8/16/2018 8:38 AM
21	Talk to us	8/16/2018 8:37 AM
22	Lower rates	8/16/2018 7:44 AM
23	Assist more with rate payment plans not charging a fee for each when there are multiple	8/16/2018 5:07 AM
24	support more small business workshops - with flexible times	8/15/2018 7:24 PM
25	Review unnecessary permits and regulations and streamline the process so that applications can be expedited in a timely and cost effective manner	8/15/2018 6:43 PM

1 / 4

The Shire is working towards signing a formal charter in the Small Business Friendly Local Governments initiative. The aim of this is to build stronger, more productive relationships between small business and the Shire.

26	Regular small business forums	8/15/2018 4:53 PM
27	daily yellow bin services in Chinatown	8/15/2018 4:36 PM
28	Respond more quickly to enquiries	8/15/2018 3:53 PM
29	Arches at entrances to Chinatown	8/15/2018 3:52 PM
30	Change its culture	8/15/2018 3:36 PM
31	Information exchange	8/15/2018 3:25 PM
32	Regulate the rental fees on business premises - talk to the landowners	8/15/2018 3:23 PM
33	Conduct a serious review of its own expenses, eliminate unnecessary executive level positions and perks, and activities, thereby reducing expenses, leading to reduced rates, and less onerous costs to small businesses.	8/15/2018 3:20 PM
34	Prompt decisions on applications.	8/15/2018 3:16 PM
35	Recognise that small business is a client of the shire and that they need to listen and respond to their clients	8/15/2018 3:16 PM
36	Recognise Small Business outside of Tourism	8/15/2018 3:12 PM
37	Reduce rates and charges to competitive levels	8/15/2018 2:57 PM
38	Stop focusing on tourism during the off season and focus on the small business	8/15/2018 2:52 PM
39	Small business grants	8/6/2018 11:59 AM
#	2.	DATE
1	Local first	8/25/2018 12:00 PM
2	Any large scale development that is proposed within the shire must be broken up into small portions to allow for multiple trades to be employed on the same project.	8/25/2018 11:31 AM
3	Improve tourism	8/23/2018 8:51 PM
4	say yes to all business opportunities	8/23/2018 7:04 AM
5	apply regulations uniformly eg Air bnb	8/20/2018 8:05 AM
6	Don't think the same old contractors are the best option	8/18/2018 9:38 AM
7	Offer an open door	8/18/2018 8:06 AM
8	More facilities to make people want to come here	8/17/2018 11:56 AM
9	The Broome shire should support people with disabilities and events	8/17/2018 9:09 AM
10	Permit fee for visitors driving on Cable Beach	8/17/2018 7:31 AM
11	Streamline approval processes for events and encourage discussion and collaboration	8/16/2018 5:01 PM
12	Small business funding grants to make Broome more Tourist friendly: phone-charge stations, more seats and shade, better maps, super-user friendly website where you can search almost anything: from where to find a pair of thongs to the best sandfly remedies to tour bookings and services such as mechanics; Perhaps a 'shopping' experience tour bus that collects guests from the hotels and takes them to shopping hot spots like Dampier Tce and China town. Just raw thoughts.	8/16/2018 4:16 PM
13	Reduce cost of blue street signs. Once they are up, why an annual rate?	8/16/2018 2:33 PM
14	A review of the services the Shire deliver 'in house' to identify if local business can provide a financial benefit or level of service improvement	8/16/2018 10:15 AM
15	A fair tender process	8/16/2018 8:38 AM
16	Ensure processes are the same for all businesses	8/16/2018 8:37 AM
17	Less regulation	8/16/2018 7:44 AM
18	Respond to queries - this has not been done	8/16/2018 5:07 AM
19	Promote Chinatown as an event centre to stimulate consumer and trader interaction	8/15/2018 6:43 PM

The Shire is working towards signing a formal charter in the Small Business Friendly Local Governments initiative. The aim of this is to build stronger, more productive relationships between small business and the Shire.

20	Quarterly small business expos	8/15/2018 4:53 PM
21	installation of better street lights	8/15/2018 4:36 PM
22	Support business by enforcing bylaws more efficiently	8/15/2018 3:53 PM
23	Chinese type streetlights in Carnarvon St and Dampier Terrace	8/15/2018 3:52 PM
24	Single point of contact	8/15/2018 3:25 PM
25	Be more flexible with people running business from home especially Artists Open Studios - always seems to be an issue with how many car parks are available when you have a whole street to park in	8/15/2018 3:23 PM
26	Reduce the focus on business and increase the focus on community and socila issues.	8/15/2018 3:20 PM
27	Help business owners to find what they are looking for not just refer them to the website.	8/15/2018 3:16 PM
28	Acknowledge that the shire is not a stakeholder in most activities and is actually a supporting organisation. It has nothing on the line based on their decisions, it has nothing to lose yet it makes decisions where others can lose out because of their decision.	8/15/2018 3:16 PM
29	Use only local businesses and contractors for Shire works	8/15/2018 2:57 PM
30	Looking at providing seminars that is appropriate and relevant to small businesses other than tourism and having them in time slots that businesses can attend	8/15/2018 2:52 PM
31	Small business workshops	8/6/2018 11:59 AM
#	3.	DATE
1	Accountability on failures	8/25/2018 12:00 PM
2	Lower tax	8/23/2018 8:51 PM
3	don't make it so hard for business to start up	8/23/2018 7:04 AM
4	dn not introduce regulations or practices without agreement of a small business advisory body	8/20/2018 8:05 AM
5	think a bit outside of a the box	8/18/2018 9:38 AM
6	QF airfares - big bang then nothing !!	8/17/2018 11:56 AM
7	Stop discounting rates payable by Yawuru	8/17/2018 7:31 AM
8	Fill vacant positions with capable and competent staff	8/16/2018 5:01 PM
9	Regular small business seminars	8/16/2018 4:16 PM
10	Less red tape when starting a small business, more encouragement and support	8/16/2018 2:33 PM
11	Event recycling	8/16/2018 10:15 AM
12	Letting every one know what the Shire's objectives are and where small business could fit in	8/16/2018 8:38 AM
13	More incentive	8/16/2018 7:44 AM
14	Don't charge a credit card fee	8/16/2018 5:07 AM
15	Organise and facilitate markets and street closures throughout Chinatown to support Cruise ship visits and other events without the unnecessary paperwork and regulatory directives	8/15/2018 6:43 PM
16	Better education of how the Shire can help small business	8/15/2018 4:53 PM
17	installation of designated smoking zones-places	8/15/2018 4:36 PM
18	Enforce parking regulations	8/15/2018 3:52 PM
19	More communication	8/15/2018 3:25 PM
20	Allow market stalls in Johnny Chi Lane and buskers - brings business into Chinatown	8/15/2018 3:23 PM
21	Get the bureaucrats out from behind their desks and computer screens and out into the real world, to find out how this community really operates.	8/15/2018 3:20 PM
22	Learn to treat shire funds preciously as though they were their own funds. Not splash money on activities such as the Singapore flights and all the Broome Futures projects with out full tendering and governance procedures begin followed.	8/15/2018 3:16 PM

The Shire is working towards signing a formal charter in the Small Business Friendly Local Governments initiative. The aim of this is to build stronger, more productive relationships between small business and the Shire.

23	Outsource professional services and save internal costs	8/15/2018 2:57 PM
24	Put tenders to local developed companies Pryor to newly transferred companies. There for earn't in tenders stays in town and benefits the town	8/15/2018 2:52 PM
25	Subsidies	8/6/2018 11:59 AM
#	OTHER:	DATE
1	Any member of the Broome shire has no place advising business entrepreneurs. With no accountability of results, constant available funds. Proven track record of misconduct with state funds there is absolute no chance of individuals lasting in the private sector	8/25/2018 12:00 PM
2	More social media	8/23/2018 8:51 PM
3	Get Virgin on board with their airfares as well	8/17/2018 11:56 AM
4	Keep the place looking tidy parks, pathways etc are often a mess not a good look for visitors.	8/16/2018 5:07 AM
5	In relation to all of the above, the Council needs to be proactive in supporting initiatives, not reactive and negative as appears to be the case at present	8/15/2018 6:43 PM
6	Go from a culture of authority to trying to assist people make things happen	8/15/2018 3:36 PM
7	Don't compete for business (e.g. tenants) with developers	8/15/2018 2:57 PM

5th September 2018

Small Business Friendly Initiative – Shire of Broome – Focus Group

Suggestion listed in survey for activities the Shire could implement to benefit the small business community - grouped for clarity

Improved Communication

- Open day/market for businesses to provide information to community and other businesses about the service
- Introduce the Shire to all registered small business
- Have an open public meeting with small business
- Talk to us
- Regular small business forums
- Information exchange
- Recognise that small business is a client of the Shire and that they need to listen and respond to their clients
- Quarterly small business expos
- Help business owners to find what they are looking for not just refer them to the website
- Regular small business seminars
- Letting everyone know what the Shire's objectives are and where small business could fit in
- Better education on how the Shire can help small business
- More communication
- Small business workshops
- More social media
- Small business grants

Support of Economic Development, inc Tourism

- Change on perspective from not just a tourist town
 - Recognise small business outside of Tourism
 - Stop focusing on tourism during the off season and focus on small business
 - Look at providing seminars that are appropriate and relevant to small businesses other than tourism and having them in time slots that businesses can attend
- Improve tourism
- More facilities to make people want to come here
- Small business funding grants to make Broome more Tourist friendly: phone-charge stations, more seats and shade, better maps, super-user friendly website where you can search almost anything: from where to find a pair of thongs to the best sand-fly remedies to tour bookings and services such as mechanics; perhaps a 'shopping' experience tour bus that collects guests from the hotels and takes them to shopping hot spots like Dampier terrace and Chinatown. (Just raw thoughts)
- Advertising Broome to Australia and the World
- Keep the place looking tidy, parks pathways etc. are often a mess – not a good look for visitors
- Develop Cable Beach foreshore with restaurants

Advocacy for Cheaper Airfares

- Keep pushing for more accessible, cheaper flights
- QF airfares – big bang then nothing!!
- Get Virgin on board with their airfares as well
- Learn to treat Shire funds preciously as though they were their own funds. Not splash money on activities such as the Singapore flights and all the Broome Future projects with out tendering and governance procedures being followed.

Improvement of Chinatown

- Move the weekend markets into Chinatown
- Chinese type streetlights in Carnarvon St and Dampier Terrace
- Allow market stalls in Johnny Chi lane and buskers – brings business into Chinatown
- Arches at the entrance to Chinatown
- Daily yellow bin service in Chinatown
- Promote Chinatown as an event centre to stimulate consumer and trader interaction
- Organise and facilitate markets and street closures throughout Chinatown to support Cruise ship visits and other events without the unnecessary paperwork and regulatory directives

Regulations

- Review on regulations that impact on small business to see if they are necessary
- Reduce red tape, less regulation
- Complete review of fees of charges and transparency about how those fees and charges are determined
- Do not introduce regulations or practices without agreement of a small business advisory body
- Review unnecessary permits and regulations and streamline the process so that applications can be expedited in a timely and cost-effective manner
- Promote decisions on applications
- Apply regulations uniformly e.g. Air bnb
- Streamline approval process for events and encourage discussion and collaboration
- Ensure processes are the same for all businesses
- Don't make it so hard for small businesses to start up
- Less red tape when starting a small business, more encouragement and support
 - More incentive and subsidies
- The Council needs to be proactive in supporting initiatives, not reactive and negative as appears to be the case at present
- Look at zoning – current zoning is restricting business expansion
- Assist more with rate payer plans not charging a fee for each when there are multiple
- Stop discounting rates payable by Yawuru
- Reduce cost of blue street signs. Once they are up, why the annual rate?
- Regulate the rental fees on business premises – talk to the landowners
- Permit for visitors driving on Cable beach
- Enforce parking regulations
- Support business by enforcing bylaws more efficiently
- Lower rates - Reduce rates and charges to competitive levels

Focus on Procurement and Support of Local Businesses

- Use only local businesses and contractors for Shire works
- Modernise the buy local policy – local first
- Put tenders to local developed companies prior to newly transferred companies. Therefore, earnings from tenders stays in town and benefits the town
- Any large-scale development that is proposed within the Shire must be broken up into small portions to allow for multiple trades to be employed on the same project
- Don't think the same old contractor are the best option
- A fair tender processes
- Seek out more quotes

Review of Shire Service Provision

- A review of the services in the Shire deliver 'in house' to identify if local business can provide a financial benefit or level of service improvement
- One person to fast track and explain small business issues when they arise – single point of contact
 - Respond more quickly to enquiries
 - Offer an open door
- Support more business workshops – with flexible times
- Conduct a serious review of its own expenses, eliminating unnecessary executive level positions and perks, and activities, thereby reducing expenses, leading to reduced rates, and less onerous costs to small businesses
- Outsource professional services and save internal costs
- Don't compete for business (e.g. tenants) with developers
- Say yes to all business opportunities
- Installation of better street lights
- Be more flexible with people running business from home especially Artists Open Studios – always seems to be an issue with how many car parks are available when you have the whole street to park in
- Acknowledge that the Shire is not a stakeholder in most activities and is a supporting organisation. It has nothing on the line based on their decisions, it has nothing to lose yet it makes decisions where others can lose out because of their decision
- Think a bit outside of the box
- Don't charge a credit card fee
- Installation of designated smoking zone-places
- Accountability on failures

- Respond to queries – this has not been done

Trust in the Shire

- Change its culture
 - Go from a culture of authority to trying to assist people to make things happen
- Fill vacant positions with capable and competent staff
 - Reduce the focus on business and increase the focus on community and social issues
 - Event recycling
 - The Broome Shire needs a disability access and inclusion plan
 - The Broome Shire should support people with disabilities and events
- Any member of the Broome Shire has no business advising business entrepreneurs. With no accountability of results, constant available funds. Proven track record of misconduct with State funds there is absolutely no chance of individuals lasting in the private sector
 - Get the bureaucrats out from behind their desks and computer screens and out into the real world, to find out how this community really operates
 - Lower tax

9.4.5 CAPE LEVEQUE ROAD PARTIAL ROAD CLOSURE FOR 2018/2019 WET SEASON

LOCATION/ADDRESS:	Broome Cape Leveque Road
APPLICANT:	Nil
FILE:	ENR01/BRO-3
AUTHOR:	Executive Support Officer
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	3 November 2018

SUMMARY: This report is to inform Council of the partial road closure of the Broome - Cape Leveque Road to vehicles with a gross vehicle mass of 11 tonnes or more for the 2018/19 Wet Season. This partial road closure was publicly advertised on 11 October 2018 for 30 days in accordance with *Section 3.50(4) of the Local Government Act 1995*.

BACKGROUNDPrevious Considerations

Nil.

Standing general road restrictions

The Broome – Cape Leveque Road is a Network 2 Restricted Access Vehicle (RAV) permit route. This allows for B-double vehicle use, but vehicles of greater configuration than RAV 2 are permitted to travel on the road only under a written permit.

This restriction applies all year round and was instigated due to concerns relating to the width and condition of the unsealed pindan section, the cross fall of the road surface, the amount of dust generated and the length of vehicles.

Normal wet season restrictions

The Broome – Cape Leveque Road can become un-trafficable on the unsealed section following wet weather. Council has previously resolved to minimise the damage from traffic during the wet season by limiting the weight of vehicles through the imposition of a partial road closure.

At times, it is also necessary to fully close the road to protect its serviceability. From previous experience, these measures have proven to be the best way to both maintain essential general community access and to prolong essential heavy vehicular access to the communities during the wet season.

In accordance with Section 3.50(4) of the *Local Government Act*, a partial road closure is required to be advertised inviting submissions for consideration. Pursuant to Section 3.50 (5) of the *Local Government Act 1995* the Chief Executive officer is to write to the Commissioner of Main Roads Western Australia advising of the decision to implement the road closure, including a copy of the public notice.

Essential services will still be able to deliver fuel and food supplies throughout the wet season under permit if in excess of 11 Tonne Gross Vehicle Mass (GVM). In accordance

with past practice, there are normally four (4) operators who have the current community contracts and would normally be granted these permits. These are Dean Wilson Transport, Fueltrans on behalf of BP, Toll Express and Caltex Energy.

The road is generally closed to other heavy vehicles, but it has been found on occasions that other companies will have essential business involving heavy transport and they have been permitted on the road under special conditions. This approval is determined by the Chief Executive Officer. It is recognised that activity on the peninsula is gradually increasing and that demand for travel during the wet season is also increasing.

During the wet season, the Shire's Infrastructure staff monitor rainfall via the Bureau of Meteorology website and when warranted, inspections of the road are carried out. By this means, an assessment of the actual condition and driveability of the unsealed section of the road can be determined, advice provided to travellers and control exercised over heavy vehicle usage.

During very wet periods, the Broome - Cape Leveque Road and other unsealed roads within the Shire may be subject to full closure at short notice.

COMMENT

The partial road closure of the Broome – Cape Leveque Road for the period from 1 December 2018 to 31 March 2019 has been publicly advertised for a period of 30 days. The proposed partial road closure was advertised in accordance with *Section 3.50(4) of the Local Government Act 1995*. No submissions were received.

The partial closure of the Broome - Cape Leveque Road to vehicles of 11 tonnes or more has proven successful in past wet seasons and Officers recommend that a partial road closure be implemented for the upcoming 2018/19 wet season.

CONSULTATION

An advertisement was placed in the Broome Advertiser on 11 October 2018 for a period of 30 days inviting submissions from the public. No submissions were received during the advertising period.

STATUTORY ENVIRONMENT

Local Government Act 1995

1.7. Local public notice

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

[Section 1.7 amended by No. 64 of 1998 s. 18(3).]

*Local Government Act, 1995 Section 3.50*3.50. Closing certain thoroughfares to vehicles

- (1) A local government may close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks.
 - (1a) A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.
 - (2) The order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as may be specified in the order and may contain exceptions.
 - (3) repealed]
 - (4) Before it makes an order wholly or partially closing a thoroughfare to the passage of vehicles for a period exceeding 4 weeks or continuing the closure of a thoroughfare, the local government is to —
 - (a) give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare and where, when, and why it would be closed, and inviting submissions from any person who wishes to make a submission;
 - (b) give written notice to each person who —
 - (i) is prescribed for the purposes of this section; or
 - (ii) owns land that is prescribed for the purposes of this section; and
 - (c) allow a reasonable time for submissions to be made and consider any submissions made.
 - (5) The local government is to send to the Commissioner of Main Roads appointed under the Main Roads Act 1930 a copy of the contents of the notice required by subsection (4)(a).
 - (6) An order under this section has effect according to its terms, but may be revoked by the local government, or by the Minister, by order of which local public notice is given.
 - [(7) repealed]
 - (8) If, under subsection (1), a thoroughfare is closed without giving local public notice, the local government is to give local public notice of the closure as soon as practicable after the thoroughfare is closed.
 - (9) The requirement in subsection (8) ceases to apply if the thoroughfare is reopened.
- [Section 3.50 amended by No. 1 of 1998 s. 11; No. 64 of 1998 s. 15; No. 49 of 2004 s. 26.]

3.50A. Partial closure of thoroughfare for repairs or maintenance

Despite section 3.50, a local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure —

- (a) is for the purpose of carrying out repairs or maintenance; and
- (b) is unlikely to have a significant adverse effect on users of the thoroughfare.

[Section 3.50A inserted by No. 64 of 1998 s. 16.]

*Section 92 Road Traffic Act, 1974*92. Roads may be closed

- (1) The Minister may, if he considers any road unsafe for public traffic, cause the same to be closed for such period as he considers necessary.
- (2) A local government for a period of one month may exercise a similar power with regard to any road under its control, but the exercise of such power shall not extend beyond such period, except with the approval in writing of the Minister.
- (3) No person shall drive, take, or use any vehicle on to or on any road while such

*road is closed under this section.
[Section 92 amended by No. 14 of 1996 s. 4.]*

POLICY IMPLICATIONS

4.2.6 Closure of Unsealed Roads Due to Wet Weather

FINANCIAL IMPLICATIONS

The proposed partial closure of the Broome – Cape Leveque Road will ensure the prevention of unreasonable damage to the road due to excessive vehicle movements over 11 Tonne reducing the requirement for maintenance work during and post wet season.

RISK

If the partial road closure does not occur, excessive heavy vehicle movements on the Broome – Cape Leveque Road may damage and create hazards for other road users and may result in increased maintenance costs during and post wet season.

STRATEGIC IMPLICATIONS

Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:

Effective communication.

Affordable services and initiatives to satisfy community need.

Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:

Best practice asset management to optimise Shires' infrastructure whilst minimising life cycle costs.

Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:

Affordable and equitable services and infrastructure.

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:

Responsible resource allocation.

Effective community engagement.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:
(REPORT RECOMMENDATION)**Moved: Cr C Marriott****Seconded: Cr P Matsumoto****That Council:**

- 1. Endorses the partial closure of the Broome - Cape Leveque Road to the passage of vehicles:**
 - a) of all classes of gross vehicle mass (GVM) 11 tonnes or more;**
 - b) for the period from 1 December 2018 to 31 March 2019; and**
 - c) from the end of the sealed section south of the Manari Road turn-off to the start of northern sealed section south of Beagle Bay.**
- 2. Pursuant to Section 3.50(5) of the Local Government Act 1995, requests the Chief Executive Officer to write to the Commissioner of Main Roads Western Australia advising of this decision including a copy of the public notice.**

CARRIED UNANIMOUSLY 5/0**Attachments**

There are no attachments for this report.

10.

**REPORTS
OF
COMMITTEES**

10.1 BUSH FIRE ADVISORY COMMITTEE MEETING MINUTES - 12 SEPTEMBER 2018

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	EMM06
AUTHOR:	Executive Support Officer - Development & Community
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development & Community
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	5 November 2018

SUMMARY: This report presents the minutes and associated recommendations of the Bush Fire Advisory Committee meeting held on 12 September 2018 for Council's consideration.

BACKGROUNDPrevious Considerations

Nil

The Bush Fire Advisory Committee (**BFAC**) meets quarterly to provide advice to the Shire of Broome on:

1. All matters relating to the prevention, controlling and extinguishing of bushfires.
2. The planning and layout of fire breaks in the district.
3. Prosecutions for breaches of the *Bush Fires Act 1956*.
4. The formation of Bush Fire Brigades.
5. Coordination and cooperation between agencies within the district.

COMMENT

The minutes of the BFAC meeting held on 12 September 2018 are included as **Attachments 1 to 4** of this report.

At the meeting, the BFAC discussed the following items:

Item 4.2 Bush Fire Advisory Committee Contact List

Members were reminded to send any changes/additions to the LEMC Secretariat for the 2018 BFAC Contact List (see confidential **Attachment 2**).

Item 4.3 Status Report

The 2018 Status Report was discussed (see **Attachment 3**).

Updates from BFAC members

A round table discussion was conducted allowing Committee members to give an update on their agencies, and any relevant matters.

Summary

There were no items arising at the meeting for Council to consider. Therefore, it is recommended that Council receive the minutes of the BFAC meeting held on 12 September 2018.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Bush Fires Act 1956

Section 67. – Advisory committees

1. *A Local Government may at any time appoint such persons as it thinks fit as a Bush Fire Advisory Committee for the purpose of advising the Local Government regarding all matters relating to the prevention, controlling and extinguishing of bush fires, the planning of the layout of firebreaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified in this subsection.*
2. *A committee appointed under this section shall include a member of the Council of the Local Government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be Chairman thereof.*
3. *In respect to a committee so appointed, the Local Government shall fix the quorum for the transaction of business at meetings of the committee and may:-*
 - (a) make rules for the guidance of the committee;*
 - (b) accept the resignation in writing of, or remove, any member of the committee, appoint a person to fill that vacancy.*
 - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.*
4. *A committee appointed under this section:-*
 - (a) may from time to time meet and adjourn as the committee thinks fit;*
 - (b) shall not transact business at a meeting unless the quorum fixed by the Local Government is present;*
 - (c) is answerable to the Local Government and shall, as and when required by the Local Government, report fully on its activities.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK

Nil

STRATEGIC IMPLICATIONS

Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:

Effective communication

Accessible and safe community spaces

A healthy and safe environment

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:

Sustainable and integrated strategic and operational plans

Responsible resource allocation

Effective community engagement

Improved systems, processes and compliance

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION: **(REPORT RECOMMENDATION)**

Moved: Cr C Marriott

Seconded: Cr P Matsumoto

That Council receives the minutes of the Bush Fire Advisory Committee meeting held on 12 September 2018.

CARRIED UNANIMOUSLY 5/0

Attachments

1. Unconfirmed Minutes of the Bush Fire Advisory Committee - 12 September 2018
2. BFAC Contact List (*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)(b) as it contains "the personal affairs of any person".

3. BFAC Status Report



MISSION AND VALUES OF COUNCIL

"A Sustainable Community that is inclusive, attractive, healthy and pleasant to live in, that uses our land so as to preserve our history and environment, respects the rights and equality of our citizens and manages our future growth wisely."

**UNCONFIRMED
MINUTES**

OF THE

BUSH FIRE ADVISORY COMMITTEE

12 SEPTEMBER 2018

OUR VISION

"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."

OUR MISSION

"To deliver affordable and quality Local Government services."

CORE VALUES OF THE SHIRE

The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:

Communication

Integrity

Respect

Innovation

Transparency

Courtesy

DISCLAIMER

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

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

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

SHIRE OF BROOME
BUSH FIRE ADVISORY COMMITTEE
WEDNESDAY 12 SEPTEMBER 2018
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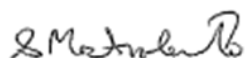
Chairperson.....Date.....

NOTICE OF MEETING

Dear Committee Member,

The next Bush Fire Advisory Committee of the Shire of Broome will be held on Wednesday, 12 September 2018 in the Function Room, Corner Weld and Haas Streets, Broome, commencing at 11:00am.

Regards



S MASTROLEMBO
Chief Executive Officer

31/08/2018

Chairperson.....Date.....

**MINUTES OF THE BUSH FIRE ADVISORY COMMITTEE OF THE SHIRE OF BROOME,
HELD IN THE COMMITTEE ROOM, CORNER WELD AND HAAS STREETS, BROOME, ON
WEDNESDAY 12 SEPTEMBER 2018, COMMENCING AT 11.00AM.**

1. OFFICIAL OPENING

The Chairman welcomed Members and Officers and declared the meeting open at 11:00am.

2. ATTENDANCE AND APOLOGIES

Attendance:	Cr Chris Mitchell	Chairperson
	Chris Fox	Bidyadanga Police
	Mat Morrissy	Broome Regional Volunteer Bush Fire Brigade
	Ben Muller	Department of Fire & Emergency Services
	Erwan Crozetiere	Broome Volunteer Bushfire Brigade
	Jenni Boyle	Bidyadanga Police
	Trevor Fish	12 Mile representative
	Gary Bradshaw	Main Roads
	Phil Leach	Broome Volunteer Fire & Rescue Service
	Sarah Dobson	Nyamba Buru Yawuru
	Pat Foley	Department of Parks & Wildlife
	Les Andrews	Broome Police
	Kevin Hall	Broome Police
Apoloiges:	Tania Baxter	Bidyadanga Community Representative
	Rick Darlow	Department of Fire & Emergency Services
Officers:	Aletta Nugent	Shire of Broome
	Jason Kneipp	Shire of Broome
	Jasmine Wadge	Shire of Broome

3. CONFIRMATION OF MINUTES

3.1 The minutes of the BFAC were distributed and taken as read.

COMMITTEE RESOLUTION:

Moved: Mr B Muller

Seconded: Mr E Crozetiere

That the Minutes of the Bush Fire Advisory Committee held on 13 June 2018, as published and circulated, be confirmed as a true and accurate record of that meeting.

CARRIED UNANIMOUSLY 13/0

Chairperson.....Date.....

4. CORRESPONDENCE IN / OUT

4.1 CORRESPONDENCE IN/OUT

Correspondence In

- Monthly DFES LG Report Package – 4 July 2018
- Monthly DFES LG Report Package – 1 August 2018

Correspondence Out

Nil

4.2 BUSH FIRE ADVISORY COMMITTEE (BFAC) CONTACT LIST

An updated contact list of members and proxies is attached, please inform the secretariat of any changes/additions.

Attachments

1. BFAC Contact List 2018

4.3 STATUS REPORT

The 2018 BFAC Status Report is attached.

Attachments

1. BFAC Status Report 2018

Status Report updated.

5. BUSINESS ARISING

5.1 BUSH FIRE ADVISORY COMMITTEE (BFAC) CONTACT LIST

An updated contact list of members and proxies is attached, please inform the secretariat of any changes/additions.

1. BFAC Contact List 2018

5.2 UPDATES FROM BFAC MEMBERS

Bidyadanga Police

- Bidyadanga Police acknowledged the local Rangers for working well with the community members in Bidyadanga.
- A recent fire got out of hand at the Port Smith refuse site, and they were receiving numerous calls from concerned tenants at the parks. The Caravan Park operators had not informed tenants of evacuation plans and kept them up to date with what was happening with the fire.
- DFES and Bidyadanga will begin consultation with Caravan Parks in the surrounding areas regarding fire mitigation processes for future events and evacuation plans.

Broome Volunteer Bushfire Brigade

- Focus at the moment is on the new proposed Volunteer Bushfire Brigade Building.
- The Volunteer Brigade has reached maximum capacity at the moment with a total of 20 members.

Chairperson.....Date.....

Department of Fire & Emergency Services

- In the process of considering mitigation work for 2019 season.
- Discussion regarding deliberately lit fires in the Region.

WAPOL

- In the process of coordinating the linking of fire reports.

DPOL

- Fire mitigation works undertaken, with two thirds of burns in Minyirr park this year completed.
- Only 30% of the scheduled burns took place. Will work towards completing these next year.
- Confirmed a number of firebreaks completed, also a number of fire suppression activities with Parks and the Broome Shire.

12 Mile Representative

- Trevor requested that he be contacted about any future controlled burns around the area and in particular on Cape Leveque Road or the bore fields.

Yawuru

- In the final stages of finalising fire mitigation for the season.

Main Roads

- Gary requested that Main Roads be contacted about any future controlled burns along the Cape Leveque Road.

Broome Volunteer Fire & Rescue Service

- Received a new vehicle for the region which is available at short notice. It is a significant investment for the Kimberley and will look at possibly bringing the vehicle to the next meeting.

Shire of Broome

- Jason confirmed that 90% of the works have been carried out as part of the fire mitigation program for the season.
- Currently finalising the scope for the new Broome Volunteer Bushfire Brigade building, and will be calling for tenders for the works shortly.

6. REPORTS OF OFFICERS

Nil

7. MEETING CLOSURE

The Chairman closed the meeting at 11:53am.

Chairperson.....Date.....

BFAC STATUS REPORT 2018				
MEETING DATE/ITEM NUMBER	DETAILS	STATUS	COMMENT	ESTIMATED COMPLETION
13/12/2017 Item 5.6	Ty Matson to work with Land Tenure Officer to determine who owns cultural corridor in Skuthorpe.	In Progress	Julie Melbourne (Yawuru) – subject to Skuthorpe Land Agreement between Yawuru & the State – Julie is an apology this meeting but will try to obtain further information. 14/03/18 – Ben Muller (DFES), has spoken to DPaW and they are planning mitigation work at Skuthorpe/12 Mile.	30 Feb 2017
14/03/2018 Item 5.3	Ben Muller (DFES) to find out information on the bush fire incident in Port Smith on the 17 September 2017 – the miscommunication and lack of response from DFES – and to report back to Bidyadanga Police/LEMC.	Complete	DFES have informed Bidyadanga Police of staff shortage and road hazards that contributed to the issues – Bidyadanga Police are happy to close this off and training & better communication have contributed to the resolution.	13 Jun 2018

10.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES - 12 SEPTEMBER 2018

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	EMS02
AUTHOR:	Executive Support Officer - Development & Community
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development & Community
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	5 November 2018

SUMMARY: This report presents the minutes and associated recommendations of the Local Emergency Management Committee meeting held on 12 September 2018 for Council's consideration.

BACKGROUND

Previous Considerations

Nil

The Local Emergency Management Committee (**LEMC**) is established by Council under section 38 of the *Emergency Management Act 2005 (Act)*. In accordance with section 39 of the Act, the functions of the LEMC are:

- (a) to advise and assist the local government in assuring that local emergency management arrangements are established for its district;
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the State Emergency Management Committee, or prescribed by the *Emergency Management Regulations 2006*.

COMMENT

LEMC meeting on 12 September 2018

The minutes of the LEMC meeting held on 12 September 2018 are included as **Attachments 1 to 5** of this report.

At the meeting, the LEMC discussed the following:

Item 5.1 Expression of Interest to join LEMC – Care Flight

An expression of interest had been received from Care Flight to join the LEMC. At the meeting, the role of Care Flight was discussed, and the Committee agreed that their participation in the group was not required, and if necessary they could be invited to attend specific meetings.

Item 5.2 Local Emergency Management Committee (LEMC) Document Updates

Members were reminded to send any changes/additions to the LEMC Secretariat for the following documents:

- Contact List (see confidential **Attachment 2**)
- Resource Register (see confidential **Attachment 3**)
- Incident Report (none to report)
- Training Schedule (see confidential **Attachment 4**)

Item 5.3 Status Report

The 2018 Status Report was discussed (see **Attachment 5**)

Item 5.4 Update from LEMC Members

A round table discussion was conducted allowing Committee members to give an update on their agencies, and any relevant matters.

Summary

There were no items arising at the meeting for Council to consider. Therefore, it is recommended that Council receive the minutes of the LEMC meeting held on 12 September 2018.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Emergency Management Act 2005

Section 36. Functions of local government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;*
- (b) to manage recovery following an emergency affecting the community in its district; and*
- (c) to perform other functions given to the local government under this Act.*

38 Local emergency management committees

- (1) A local government is to establish one or more local emergency management committees for the local government's district.*
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.*
- (3) A local emergency management committee consists of —*
 - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and*
 - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.*

- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

39 Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

Section 41 Emergency management arrangements in local government district

- (1) A local government is to ensure that arrangements (local emergency management arrangements) for emergency management in the local government's district are prepared.
- (2) The local emergency management arrangements are to set out —
 - (a) the local government's policies for emergency management;
 - (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
 - (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);
 - (d) a description of emergencies that are likely to occur in the local government district;
 - (e) strategies and priorities for emergency management in the local government district;
 - (f) other matters about emergency management in the local government district prescribed by the regulations; and
 - (g) other matters about emergency management in the local government district the local government considers appropriate.
- (3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.
- (4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.
- (5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

Section 42 Reviewing and renewing local emergency management arrangements

- (1) local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.
- (2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

Section 43 Local emergency management arrangements to be available for inspection

- (1) A local government is to keep a copy of its local emergency management arrangements at the offices of the local government.

- (2) *The arrangements are to be available for inspection, free of charge, by members of the public during office hours.*
- (3) *The arrangements may be made available in written or electronic form.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK

Nil

STRATEGIC IMPLICATIONS

Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:

Effective communication

Affordable services and initiatives to satisfy community need

A healthy and safe environment

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:

Sustainable and integrated strategic and operational plans

Responsible resource allocation

Effective community engagement

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:
(REPORT RECOMMENDATION)

Moved: Cr H Tracey

Seconded: Cr C Marriott

That Council receives the minutes of the Local Emergency Management Committee held on 12 September 2018.

CARRIED UNANIMOUSLY 5/0

Attachments

1. Unconfirmed Minutes of the Local Emergency Management Committee - 12 September 2018
2. LEMC Contact List 2018 (*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)(b) as it contains “the personal affairs of any person”.
3. LEMC Resource Register 2018 (*Confidential to Councillors and Directors Only*)
This attachment is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(iii)) as it contains “a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government”.
4. LEMC Training Schedule 2018 (*Confidential to Councillors and Directors Only*)
This attachment is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(iii)) as it contains “a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government”.
5. LEMC Status Report 2018



MISSION AND VALUES OF COUNCIL

"A Sustainable Community that is inclusive, attractive, healthy and pleasant to live in, that uses our land so as to preserve our history and environment, respects the rights and equality of our citizens and manages our future growth wisely."

**UNCONFIRMED
MINUTES**

OF THE

**LOCAL EMERGENCY MANAGEMENT
COMMITTEE**

12 SEPTEMBER 2018

OUR VISION

"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."

OUR MISSION

"To deliver affordable and quality Local Government services."

CORE VALUES OF THE SHIRE

The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:

Communication

Integrity

Respect

Innovation

Transparency

Courtesy

DISCLAIMER

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

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

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

SHIRE OF BROOME
LOCAL EMERGENCY MANAGEMENT COMMITTEE
WEDNESDAY 12 SEPTEMBER 2018
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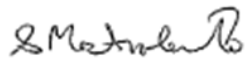
Chairperson.....Date.....

NOTICE OF MEETING

Dear Committee Member,

The next Local Emergency Management Committee Meeting of the Shire of Broome will be held on Wednesday, 12 September 2018 in the Committee Room, Corner Weld and Haas Streets, Broome, commencing at 10:00am.

Regards



S MASTROLEMBO
Chief Executive Officer

31/08/2018

Chairperson.....Date.....

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE OF THE SHIRE
OF BROOME,
HELD IN THE COMMITTEE ROOM, CORNER WELD AND HAAS STREETS, BROOME, ON
WEDNESDAY 12 SEPTEMBER 2018, COMMENCING AT 10.00AM.**

1. OFFICIAL OPENING

The Chairman welcomed Members and Officers and declared the meeting open at 10:03am.

2. ATTENDANCE AND APOLOGIES

Attendance:	Chris Mitchell	Chairperson
	Mat Morrissy	Air Services Australia
	Chris Fox	Bidyadanga Police
	Jenni Boyle	Bidyadanga Police
	Gary Bradshaw	Main Roads WA
	Helen Kent	Office of Emergency Management
	Darren Hutchins	Department of Transport
	Wil White	St John Ambulance
	Megan Spence	Department of Communities
	Phil Leach	Broome Volunteer Fire & Rescue Service
	Chris Channing	Broome International Airport
	Ben Bexley	Broome International Airport
	Pat Foley	Department of Parks & Wildlife
	Nathan Donald	State Emergency Service Broome
	Scott Beckwith	Horizon Power
	Craig Coulson	Yawuru/Broome Sea Rescue
	Lindsay Copeman	Kimberley Ports
	Tanya Smith	Department of Human Services
	Kevin Hall	Broome Police
	Les Andrews	Broome Police
	Paul Beard	Water Corporation
	Trevor Fish	12 Mile Community Representative
	Chris McGlashan	Department of Defence - Norforce
Apoloies:	Tania Baxter	Bidyadanga Community Representative
	Ivan Davie	Townsite Representative
Officers:	Aletta Nugent	Shire of Broome
	Jason Kneipp	Shire of Broome
	Jasmine Wadge	Shire of Broome

3. CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION:

Moved: Mr M Morrissy

Seconded: Mr C Coulson

Chairperson.....Date.....

That the Minutes of the Local Emergency Management Committee held on 13 June 2018, as published and circulated, be confirmed as a true and accurate record of that meeting.

CARRIED UNANIMOUSLY 23/0

4. CORRESPONDENCE IN / OUT

4.1 CORRESPONDENCE IN/OUT

Correspondence In

- Nil

Correspondence Out

- Nil

5. BUSINESS ARISING

5.1 EXPRESSION OF INTEREST TO JOIN LEMC – CARE FLIGHT

An expression of interest had been received from Care Flight to join the Local Emergency Management Committee. The role of Care Flight was discussed. The Committee agreed that their participation on the group was not required and if necessary they could be invited to attend specific meetings.

5.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) DOCUMENT UPDATES

The following documents are to be updated by committee members and sent to the LEMC secretariat with any changes/additions: -

- LEMC Contact List
- Resource Register
- Incident Report
- Training Schedule

Attachments

1. LEMC Contact List 2018
2. LEMC Resource Register 2018
3. LEMC Incident Report 2018
4. LEMC Training Schedule 2018

5.3 STATUS REPORT

The 2018 LEMC Status Report is attached.

Attachments

1. LEMC Status Report 2018

5.4 UPDATE FROM LEMC MEMBERS

Horizon Power

Chairperson.....Date.....

Pillar Safety

Video shown at the meeting.

Fire activity in Fitzroy Crossing recently. Suggestions are that the fires have been deliberately lit, which is concerning. Fires resulted in customers' power being off at Djarlunya overnight from Monday to Tuesday morning.

Spare Parts Puppet Theatre Tour (which Horizon Power sponsor) has been touring throughout the Pilbara and Kimberley to educate and reinforce safety around electricity within school communities. Kimberley Schools such as St Marys College and Broome SHS, plus Ngalapita Remote Community School near Fitzroy Crossing have been visited. They are three weeks into a four-week North West Tour and cover themes such as staying away from power lines, pillars etc and keeping water and electricity separate.

Vegetation

Horizon Power continue to mitigate some sites where individual homeowners and agencies should be mitigating their risk to the power supply by trimming their trees. Expect more cost reflective measures to come into play when those responsible do not manage this risk.

Advanced Meters enhancing safety

Horizon Power's meters are providing excellent data that can enhance safety.

For example, we have just acquired stickers to advise customers 'CAUTION! Ant treatment behind cover' suggesting either ant or similar infestation in the customer's meter. We are better able to inform our customers if their meter suggests that there is an issue on the consumer's side, which was not previously possible. Equally, we have conducted an audit using the meter information to identify non-compliant solar installations. Although there are not many in the Kimberley, we have identified some and we will liaise with the customer to ensure adequate visibility on our network and equity for the customers who have met the requirements for installation.

St Johns Ambulance

- Andrew Graffen has resigned and returned back to the Shire of Broome. Currently in the process of recruiting his replacement.
- LEMC members agreed to have Gary Davis on the LEMC as a representative for St Johns Ambulance.

Department of Transport

- Are keen to see a State wide exercise next year, however logistically very hard to organise.

Bidyadanga Police

- Cyclone clean up has commenced.

Main Roads WA

Chairperson.....Date.....

- Road works on the section of road from Broome to Derby is due to be completed at the end of October 2018.
- Update on the Cape Leveque Road project: The road will be closed for the wet season, and hopefully no major damage to the road will occur. It is proposed that Main Roads will have 30km of bitumen placed down in 2019.

Broome International Airport

- Helicopter movements are still very busy with around 50 per/week. This will continue to decline until March 2019.
- East coast flights still happening.
- The discounted Qantas flights for locals have been very successful.

State Emergency Service

- Preparing the unit for the wet season.
- Another 7 new members trained for the season.

Kimberley Ports Authority

- Currently working on cyclone procedures.
- Annual small vessel mooring inspections in process.
- New fire fighting system is in its final stages of commission.

Water Corporation

- Reviewing Cyclone Management Plan.

Department of Fire & Emergency Services

- The new vehicle has arrived which will be a significant investment for the region. It will be ready to go on short notice and there may be a possibility of viewing the vehicle at the next meeting.
- Increase in response to bush fires in Broome and the Kimberley.

Department of Defence – Norforce

- Recently activated RAF Curtin. There is obvious maintenance issues to be addressed but the runway is in good condition with recent landings by their aircraft. The runway at Bidiyadanga was also given a test run with their aircraft.

Shire of Broome

- Update on the new proposed Broome Volunteer Bush Fire Brigade Building: Will be going out for design and construct tender soon.

Office of Emergency Management

- Helen Kent briefed members on the OEM DEMA Report (attached).

6. REPORTS OF OFFICERS

Nil.

7. MEETING CLOSURE

The Chairman closed the meeting at 10:53am.

Chairperson.....Date.....

LEMC Status Report 2018				
MEETING DATE/ITEM NUMBER	DETAILS	STATUS	COMMENT	ESTIMATED COMPLETION
14 March 2018 Item No 5.5	Aletta Nugent - Shire of Broome, to hold a meeting with Dept of Communities & DFES to work on a response to letter from BERN	In progress	Meeting booked for 28/03/18 Response letter sent – 11 April 2018	Complete
13 June 2018 Item No 5.4	BIA to send details to LEMC Secretariat of upcoming Tabletop Exercise	In progress		30/06/2018

10.3 AUDIT AND RISK COMMITTEE MEETING MINUTES - 13 NOVEMBER 2018

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	FRE02
AUTHOR:	Manager Financial Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	14 November 2018

SUMMARY: This report presents to Council the outcomes of the Audit and Risk Committee's meeting held 13 November 2018 and seeks adoption of the recommendations pertaining to the Audit Regulation 17 Risk Profile Register (Risk Register) and the Quarter 1 Finance and Costing Review (FACR).

BACKGROUNDPrevious ConsiderationsAudit Regulation 17 Risk Profile Register

SMC	27 June 2014	Item 9.4.6
OMC	28 August 2014	Item 10.2
OMC	27 November 2014	Item 10.3
OMC	2 June 2015	Item 10.1
OMC	26 May 2016	Item 10.3
OMC	23 February 2017	Item 10.3
OMC	25 May 2017	Item 10.1
OMC	31 May 2018	Item 10.1
OMC	22 February 2018	Item 10.4

2018/2019 Quarter 1 Finance and Costing Review

OMC 28 June 2018	Item 12.2
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Audit Regulation 17 Risk Profile Register

The *Local Government Audit Regulations 1996* (the Regulations) include reviewing the appropriateness and effectiveness of a local government's risk management systems and procedures. Specifically, Audit Regulation 17 (Audit Reg. 17) requires the CEO to conduct a review and report the results to the Audit and Risk Committee (ARC) on the effectiveness of risk management, internal control and legislative compliance.

The Audit Reg. 17 Risk Profile Register (Risk Register), which was adopted by Council at the Ordinary Meeting held 31 May 2018 and replaced the previous Audit Reg. 17 Improvement Plan. The Risk Register contains a list of items identified by auditors and management as requiring action to improve the appropriateness and effectiveness of the Shire of Broome's systems and processes in regard to risk management, internal control and legislative compliance.

The ARC is required to review the updated Risk Register attached to the minutes of the ARC meeting prepared by the Risk TAG, then report to Council on the result of the ARC's review.

2018/2019 Quarter 1 Finance and Costing Review

The Shire of Broome (the Shire) has carried out its 1st Quarter Finance and Costing Review (FACR) for the 2018/19 Financial Year. This review of the 2018/19 Annual Budget is based on actuals and commitments for the first three months of the year from 1 July 2018 to 30 September 2018, and forecasts for the remainder of the financial year.

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

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

It should be noted that the 2018/19 Annual Budget was adopted at the Ordinary Meeting of Council on 28 June 2018 as a balanced budget. There have been further amendments adopted by Council as part of the Annual Financial Statements for the use of additional carried forward surplus. The result of all amendments prior to the first quarter FACR is a \$100,000 deficit upon the Shire's forecast end of year position.

COMMENT

Audit Regulation 17 Risk Profile Register

The Regulations include reviewing the appropriateness and effectiveness of a local government's risk management systems and procedures. Specifically, Audit Reg. 17 requires the Chief Executive Officer (CEO) to conduct a review and report the results to the ARC on the effectiveness of risk management, internal control and legislative compliance. The Department of Local Government and Communities Audit in Local Government Guideline No. 9 advises that the review can be undertaken either on an internal or external audit basis.

Initially the Shire appointed an external auditor to conduct a third-party review of organisational practices in accordance with updated legislation contained within Audit Reg. 17. The Audit Reg. 17 Review Audit produced a comprehensive Improvement Plan separated into the three main compliance areas; Risk Management (RM), Legislative Compliance (LC) and Internal Controls (IC).

Remaining actions contained within the Improvement Plan have since been incorporated into the Shire's Risk Register to facilitate a centralised reporting mechanism for staff, the ARC and Council.

The Risk Profile Register is separated into the following areas for the purpose of identifying, monitoring and reporting on progress of actions to address organisational risks including internal controls and legislative compliance.

Profile / Section	Risk Context
Asset Sustainability Practices	Failure or reduction in service of infrastructure assets, plant, equipment or machinery
Business and Community Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party

Compliance Requirements	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of inadequate compliance framework
Document Management Processes	Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation
Employment Practices	Failure to effectively manage and lead human resources
Engagement Practices	Failure to maintain effective working relationships with the Community, Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members
Environment Management	Inadequate prevention, identification, enforcement and management of environmental issues
Errors, Omissions and Delays	Error, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff
External Theft and Fraud (inc Cyber Crime)	Loss of funds, assets, data or unauthorised access (whether attempted or successful) by external parties, through any means (including electronic)
Management of Facilities/Venues/Events	Failure to effectively manage the day to day operations of facilities, venues and/or events.
IT or Communication Systems and Infrastructure	Disruption, financial loss or damage to reputation from a failure of information technology systems
Misconduct	Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority
Project/Change Management	Inadequate analysis, design, delivery and/or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes
Safety and Security Practices	Non-compliance with the Occupational Safety and Health Act associated regulations and standards.
Supplier/Contract Management	Inadequate management of external suppliers, contractors, IT vendors or consultants engaged for core operations.

The Shire's Risk TAG effect the framework components identified in the Risk Register. The TAG enables the Shire to fulfil its responsibilities in relation to identifying and reporting on risk management, internal control, and legislative compliance. The action items contained within the Risk Register are allocated to members within the TAG and prioritised in accordance with organisational need and capacity. The TAG meets monthly to review and update specific actions contained in the Risk register and report to the Executive Management Group (EMG), the ARC and Council.

The biannual report is to identify actioned items as detailed in the Risk Register. All actions are reported to the ARC in May and November each year, after endorsement by EMG.

The following risk outcomes have been completed in the period May 2018 – October 2018.

Risk Action	Status
Set aside funds annually for future road maintenance requirements (as per Asset	Complete for 19/20 LTFP - AMP Renewal process incorporated into LTFP and Annual

Management Plan) [Annual]	Budget cycle
LTFP upgraded to reflect Asset Management Plan [Annual]	Complete for 19/20 LTFP - occurs as part of the CBP / LTFP review and annual budget process.
Identify areas for Black Spot funding (high accident prone areas) [Annual]	Complete for 19/20 LTFP - 10 Year Capital Infrastructure Program includes Blackspot identification which is incorporated into LTFP and Annual Budget cycle
Purchasing Policy [August 2018]	Complete - Policy adopted at June OMC
Investigate feasibility of compliance software [July 2018]	Complete - Attain software implemented. Currently Primary and Annual Returns and Related Party Disclosures with further compliance activities targeted over the coming months.
Conduct an internal staff satisfaction survey [Annual]	Initial survey completed - annual surveys to be undertaken in future
Change key entry at Civic Centre and install further CCTV at BRAC [May 2018]	Complete - BRAC CCTV upgrade
Implement Whistle-blower policy (PID / Internal) [Nov 2019]	Complete - Information Statement updated and publicly available
Investigate ways to improve procurement process [Nov 2018]	Complete - Procurement review completed; process in place and reviewed on an ongoing basis.
Review IT Vision contract service delivery conditions [Nov 2018]	Complete

2018/19 Quarter 1 Finance and Costing Review

The 1st Quarter FACR commenced on 18 October 2018. The results from this process indicate a deficit forecast financial position to 30 June 2019 of \$187,272 should Council approve the proposed budget amendments. \$29,233 of this deficit relates to organisational expenses.

Among the high-dollar value expenditure put forward are as follows:

- Additional legal fees & Dampier Peninsula NT Appeals - \$75,000
- Economic, Events and Tourism Development Grants – \$58,000
- Aboriginal Access Road Federal Financial Assistance Grant reduction - \$44,000
- Extra materials and plants for capital projects (Hamersley Napier Roundabout, Chinatown) - \$32,000
- Road material required for asbestos mitigation at BRAC - \$26,000

The forecast net deficit includes the \$100,000 contribution towards Broome Future Alliance Ltd seed funding as per the adopted minutes of the OMC on 28 June 2018.

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

A comprehensive list of accounts has been included as an attachment to the minutes of the ARC meeting for perusal by Council and summarised by Directorate.

A summary of the results follows:

	BUDGET IMPACT					
	2018/19 Adopted Budget (Income) / Expense	FACR Q1 Overall (Income) / Expense (Org Savings not subtracted)	FACR Q1 Org. Expense/(Savings) (by Department)	FACR Q1 Impact (Income) / Expense (Org Savings subtracted)	YTD Adopted Budget Amendments (Income) / Expense	YTD Impact (Org Savings Subtracted)
Executive - Total	0	33,436	31,647	1,789		1,789
Corporate Services - Total	0	(91,297)	(89,606)	(1,691)		(1,691)
Development and Community- Total	0	149,798	129,657	20,141		20,141
Infrastructure Services - Total	0	(4,665)	(42,465)	37,800		37,800
Impact of Council approved budget amendments	0	0	0	0	100,000	100,000
Net impact of Organisation Savings/Expenditure	0	0	0	0		0
	0,000*	87,272	29,233	58,039	100,000†	158,039

CONSULTATION

Audit Regulation 17 Risk Profile Register

Nil

2018/2019 Quarter 1 Finance and Costing Review

All amendments have been proposed after consultation with Executive and Responsible Officers at the Shire.

STATUTORY ENVIRONMENT

Local Government Act 1995

7.13 Regulations as to audits

- (1) Regulations may make provision –
- (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are –
 - (i) of a financial nature or not; or
 - (ii) under this Act or another written law.

Local Government (Audit) Regulations 1996

13. Prescribed statutory requirements for which compliance audit needed (Act s. 7.13(1)(i))

For the purposes of section 7.13(1)(i) the statutory requirements set forth in the Table to this regulation are prescribed.

Table

Local Government Act 1995		
s. 3.57	s. 3.58(3) and (4)	s. 3.59(2), (4) and (5)
s. 5.16	s. 5.17	s. 5.18
s. 5.36(4)	s. 5.37(2) and (3)	s. 5.42
s. 5.43	s. 5.44(2)	s. 5.45(1)(b)
s. 5.46	s. 5.67	s. 5.68(2)
s. 5.70	s. 5.73	s. 5.75
s. 5.76	s. 5.77	s. 5.88
s. 5.103	s. 5.120	s. 5.121
s. 7.1A	s. 7.1B	s. 7.3
s. 7.6(3)	s. 7.9(1)	s. 7.12A
Local Government (Administration) Regulations 1996		
r. 18A	r. 18C	r. 18E
r. 18F	r. 18G	r. 19
r. 22	r. 23	r. 28
r. 34B	r. 34C	
Local Government (Audit) Regulations 1996		
r. 7	r. 10	
Local Government (Elections) Regulations 1997		
r. 30G		
Local Government (Functions and General) Regulations 1996		
r. 7	r. 9	r. 10
r. 11A	r. 11	r. 12
r. 14(1), (3) and (5)	r. 15	r. 16
r. 17	r. 18(1) and (4)	r. 19
r. 21	r. 22	r. 23
r. 24	r. 24AD(2), (4) and (6)	r. 24AE
r. 24AF	r. 24AG	r. 24AH(1) and (3)
r. 24AI	r. 24E	r. 24F

Local Government (Rules of Conduct) Regulations 2007		
r. 11		

[Regulation 13 inserted in Gazette 23 Apr 1999 p. 1722-4; amended in Gazette 1 Jun 2004 p. 1917; 31 Mar 2005 p. 1042-3; 30 Sep 2005 p. 4418-20; 21 Dec 2010 p. 6758-61; 30 Dec 2011 p. 5579-80; 18 Sep 2015 p. 3813.

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

[Regulation 14 inserted in Gazette 23 Apr 1999 p. 1724-5; amended in Gazette 30 Dec 2011 p. 5580-1.]

15. Compliance audit return, certified copy of etc. to be given to Executive Director

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
- (2) In this regulation —

certified in relation to a compliance audit return means signed by —

 - (a) the mayor or president; and
 - (b) the CEO.

[Regulation 15 inserted in Gazette 23 Apr 1999 p. 1725.]

Local Government (Financial Management) Regulation 1996

r33A. Review of Budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.

- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

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

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

- 1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - a) is incurred in a financial year before the adoption of the annual budget by the local government;
 - b) is authorised in advance by resolution*; or
 - c) is authorised in advance by the mayor or president in an emergency.
- (1a In subsection (1) —
 “additional purpose” means a purpose for which no expenditure estimate is included in the local government's annual budget.

Local Government (Audit) Regulations 1996

16. Audit committee, functions of

An audit committee —

- (a) is to provide guidance and assistance to the local government —
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor;
 and
- (b) may provide guidance and assistance to the local government as to —
 - (i) matters to be audited; and
 - (ii) the scope of audits; and
 - (iii) its functions under Part 6 of the Act; and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management; and
- (c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council.

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.

- (3) The CEO is to report to the audit committee the results of that review.

Local Government (Financial Management) Regulation 1996

r33A. Review of Budget

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

*Absolute majority required.

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

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

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

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

POLICY IMPLICATIONS

Audit Regulation 17 Risk Profile Register

2.1.1 Legislative Compliance

2.1.4 Risk Management

2.2.1 Internal Control

2018/2019 Quarter 1 Finance and Costing Review

2.2.2 Materiality in Financial Reporting

It should be noted that according to the materiality threshold set in Policy 2.2.2 Materiality in Financial Reporting, should a total deficit exceed 1% of the Shire's operating revenue (\$422,176) the Shire must formulate an action plan to remedy the over expenditure.

FINANCIAL IMPLICATIONS

Audit Regulation 17 Risk Profile Register

The Shire has received membership funds from the Local Government Insurance Scheme (LGIS) which have been allocated to fund organisational risk initiatives.

The financial implications of actioning individual items contained in the Risk Register will be implemented using existing, internal resources. If any additional resources are required, they will be progressed via the quarterly Finance and Costing Review or presented to Council for consideration.

2018/2019 Quarter 1 Finance and Costing Review

The **net result** of the 1st Quarter FACR estimates a **budget deficit position of \$187,272** to 30 June 2019. \$29,233 of this deficit relates to organisational expenses.

The CEO and senior staff will work towards reducing this deficit through future FACR's to provide a balanced year end position.

RISK

Audit Regulation 17 Risk Profile Register

Nil

2018/2019 Quarter 1 Finance and Costing Review

The Finance and Costing Review (FACR) seeks to provide a best estimate of the end-of-year position for the Shire of Broome at 30 June 2018. Contained within the report are recommendations of amendments to budgets which have financial implications on the estimate of the end-of-year position.

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

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

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

STRATEGIC IMPLICATIONS

Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:

Effective communication

Affordable services and initiatives to satisfy community need

Accessible and safe community spaces

A healthy and safe environment

Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:

Affordable and equitable services and infrastructure

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:

An organisational culture that strives for service excellence

Sustainable and integrated strategic and operational plans

Responsible resource allocation

Effective community engagement

Retention and attraction of staff

Improved systems, processes and compliance

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION:

COMMITTEE RECOMMENDATION 1:

Moved: Cr B Rudeforth

Seconded: Cr H Tracey

That Council:

1. **Receives the 1st Quarter Finance and Costing Review Report for the period ended 30 September 2018;**
2. **Adopts the operating and capital budget amendment recommendations for the year ended 30 June 2019 as attached to the minutes of the Audit and Risk Committee meeting; and**
3. **Notes a forecast end-of-year position to 30 June 2019 of a \$187,272 deficit position.**

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 5/0

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

COMMITTEE RECOMMENDATION:

Moved: Cr C Marriott

Seconded: Cr W Fryer

That Council:

1. **Receives the updated Risk Profile Register and notes the progress of actions as contained in the attachment to the minutes of the Audit and Risk Committee**

meeting;

- 2. Adopts the reviewed actions, timelines and responsible officers as detailed in the Risk Profile Register attached to the minutes of the Audit and Risk Committee meeting.***

CARRIED UNANIMOUSLY 5/0

Attachments

1. Minutes - Audit and Risk Committee Meeting



MISSION AND VALUES OF COUNCIL

"A Sustainable Community that is inclusive, attractive, healthy and pleasant to live in, that uses our land so as to preserve our history and environment, respects the rights and equality of our citizens and manages our future growth wisely."

**UNCONFIRMED
MINUTES**

OF THE

AUDIT AND RISK COMMITTEE MEETING

13 NOVEMBER 2018

OUR VISION

"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."

OUR MISSION

"To deliver affordable and quality Local Government services."

CORE VALUES OF THE SHIRE

The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:

Communication

Integrity

Respect

Innovation

Transparency

Courtesy

DISCLAIMER

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

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

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

SHIRE OF BROOME
AUDIT AND RISK COMMITTEE MEETING
TUESDAY 13 NOVEMBER 2018
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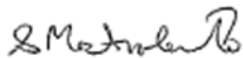
Chairperson.....Date.....

NOTICE OF MEETING

Dear Council Member,

The next Audit and Risk Committee of the Shire of Broome will be held on Tuesday, 13 November 2018 in the Committee Room, corner Weld and Haas Streets, Broome, commencing at 3:00pm.

Regards



S MASTROLEMBO
Chief Executive Officer

09/11/2018

Chairperson.....Date.....

**MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF THE SHIRE OF BROOME,
HELD IN THE COMMITTEE ROOM, CORNER WELD AND HAAS STREETS, BROOME, ON
TUESDAY 13 NOVEMBER 2018, COMMENCING AT 3:00PM.**

1. OFFICIAL OPENING

The Chairperson welcomed Councillors and Officers and declared the meeting open at 3.09pm.

2. ATTENDANCE AND APOLOGIES

Attendance: Cr C Mitchell Chairperson
Cr H Tracey
Cr B Rudeforth

Leave of Absence: Cr D Male

Apologies: Nil

Officers: Mr S Mastrolembo Chief Executive Officer (from 3.36pm)
Mr J Watt Director Corporate Services
Ms A Nugent Director Development and Community
Mr A Graffen Director Infrastructure
Ms R Piggins Manager Governance
Ms Y Wang Coordinator Financial Services

3. DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY

Committee Member	Item No	Item	Nature of Interest
Nil			

4. CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION:

Moved: Cr H Tracey

Seconded: Cr B Rudeforth

That the Minutes of the Audit and Risk Committee held on 22 October 2018, as published and circulated, be confirmed as a true and accurate record of that meeting.

CARRIED UNANIMOUSLY 3/0

Chairperson.....Date.....

5. REPORTS OF OFFICERS

5.1 AUDIT REGULATION 17 IMPROVEMENT PLAN BIENNIAL PROGRESS REPORT

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	COA01
AUTHOR:	Director Corporate Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	31 October 2018

SUMMARY: The Audit and Risk Committee (ARC) is presented with a report for review on the progress of the Audit Regulation 17 Risk Profile Register (Risk Register), which was adopted by Council at the Ordinary Meeting of Council held 31 May 2018. The Risk Register replaced the previous Audit Reg 17 Improvement Plan and incorporates a list of items identified by auditors and management as requiring action to improve the appropriateness and effectiveness of the Shire of Broome's systems and processes in regard to risk management, internal control and legislative compliance.

The ARC is required to review the attached updated Risk Register prepared by the Audit Regulation 17 Technical Advisory Group, then report to Council on the result of the Audit and Risk Committee's review.

BACKGROUND

Previous Considerations

SMC 27 June 2014	Item 9.4.6
OMC 28 August 2014	Item 10.2
OMC 27 November 2014	Item 10.3
OMC 2 June 2015	Item 10.1
OMC 26 May 2016	Item 10.3
OMC 23 February 2017	Item 10.3
OMC 25 May 2017	Item 10.1
OMC 22 February 2018	Item 10.4
OMC 31 May 2018	Item 10.1

COMMENT

The Local Government Audit Regulations 1996 (the Regulations) include reviewing the appropriateness and effectiveness of a local government's risk management systems and procedures. Specifically, Audit Regulation 17 (Audit Reg. 17) requires the Chief Executive Officer (CEO) to conduct a review and report the results to the ARC on the effectiveness of risk management, internal control and legislative compliance. The Department of Local Government and Communities Audit in Local Government Guideline No. 9 advises that the review can be undertaken either on an internal or external audit basis.

Initially the Shire of Broome appointed an external auditor to conduct a third-party review of organisational practices in accordance with updated legislation contained within Audit

Chairperson.....Date.....

Reg. 17. The Audit Reg. 17 Review Audit produced a comprehensive Improvement Plan separated into the three main compliance areas; Risk Management (RM), Legislative Compliance (LC) and Internal Controls (IC).

In the time since the original review the Risk TAG has worked with Local Government Insurance Services risk management team to develop an alternate approach utilising a Risk Register. Any remaining actions from the Improvement Plan have been transitioned to the Risk Register to facilitate an improved, centralised reporting mechanism for staff, the ARC and Council.

The Risk Profile Register is separated into the following areas for the purpose of identifying, monitoring and reporting on progress of actions to address organisational risks including internal controls and legislative compliance.

Profile / Section	Risk Context
Asset Sustainability Practices	Failure or reduction in service of infrastructure assets, plant, equipment or machinery
Business and Community Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party
Compliance Requirements	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of inadequate compliance framework
Document Management Processes	Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation
Employment Practices	Failure to effectively manage and lead human resources
Engagement Practices	Failure to maintain effective working relationships with the Community, Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members
Environment Management	Inadequate prevention, identification, enforcement and management of environmental issues
Errors, Omissions and Delays	Error, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff
External Theft and Fraud (inc Cyber Crime)	Loss of funds, assets, data or unauthorised access (whether attempted or successful) by external parties, through any means (including electronic)
Management of Facilities/Venues/Events	Failure to effectively manage the day to day operations of facilities, venues and/or events.
IT or Communication Systems and Infrastructure	Disruption, financial loss or damage to reputation from a failure of information technology systems
Misconduct	Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority
Project/Change Management	Inadequate analysis, design, delivery and/or status

Chairperson.....Date.....

	reporting of change initiatives, resulting in additional expenses, time delays or scope changes
Safety and Security Practices	Non-compliance with the Occupational Safety and Health Act associated regulations and standards.
Supplier/Contract Management	Inadequate management of external suppliers, contractors, IT vendors or consultants engaged for core operations.

The Shire's Technical Advisory Group (TAG) effect the framework components identified in the Risk Register. The TAG enables the Shire to fulfil its responsibilities in relation to identifying and reporting on risk management, internal control, and legislative compliance. The action items contained within the Risk Register are allocated to members within the TAG and prioritised in accordance with organisational need and capacity. The TAG meets monthly to review and update specific actions contained in the Risk register and report to the Executive Management Group (EMG), the ARC and Council.

The biannual report identifies actioned or completed items as detailed in the Risk Register. All actions are reported to the ARC in May and November each year, after endorsement by EMG.

The following risk outcomes have been completed in the period May 2018 – October 2018.

Risk Action	Status
Set aside funds annually for future road maintenance requirements (as per Asset Management Plan) [Annual]	Complete for 19/20 LTFP - AMP Renewal process incorporated into Long Term Financial Plan (LTFP) and Annual Budget cycle
LTFP upgraded to reflect Asset Management Plan [Annual]	Complete for 19/20 LTFP - occurs as part of the Corporate Business Plan / LTFP review and annual budget process.
Identify areas for Black Spot funding (high accident prone areas) [Annual]	Complete for 19/20 LTFP - 10 Year Capital Infrastructure Program includes Blackspot identification which is incorporated into LTFP and Annual Budget cycle
Purchasing Policy [August 2018]	Complete - Policy adopted at June OMC
Investigate feasibility of compliance software [July 2018]	Complete - Attain software implemented. Currently Primary and Annual Returns and Related Party Disclosures with further compliance activities targeted over the coming months.
Conduct an internal staff satisfaction survey [Annual]	Initial survey completed - annual surveys to be undertaken in future
Change key entry at Civic Centre and install further CCTV at BRAC [May 2018]	Complete - BRAC CCTV upgrade
Implement Whistle-blower policy (PID / Internal) [Nov 2019]	Complete - Information Statement updated and publicly available
Investigate ways to improve procurement process [Nov 2018]	Complete - Procurement review completed; process in place and reviewed on an ongoing basis.
Review IT Vision contract service delivery conditions [Nov 2018]	Complete

Chairperson.....Date.....

CONSULTATION

Nil

STATUTORY ENVIRONMENT**Local Government (Audit) Regulations 1996****16. Audit committee, functions of**

An audit committee —

- (a) is to provide guidance and assistance to the local government —
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor;
- and
- (b) may provide guidance and assistance to the local government as to —
 - (i) matters to be audited; and
 - (ii) the scope of audits; and
 - (iii) its functions under Part 6 of the Act; and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management; and
- (c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council.

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

POLICY IMPLICATIONS

2.1.1 Legislative Compliance
 2.1.4 Risk Management
 2.2.1 Internal Control

FINANCIAL IMPLICATIONS

The Shire has received membership funds from the Local Government Insurance Scheme (LGIS) which have been allocated to fund organisational risk initiatives.

The financial implications of actioning individual items contained in the Risk Register will be implemented using existing, internal resources. If any additional resources are required,

Chairperson.....Date.....

they will be progressed via the quarterly Finance and Costing Review or presented to Council for consideration.

STRATEGIC IMPLICATIONS

Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:

Effective communication

Affordable services and initiatives to satisfy community need

Accessible and safe community spaces

A healthy and safe environment

Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:

Affordable and equitable services and infrastructure

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:

An organisational culture that strives for service excellence

Sustainable and integrated strategic and operational plans

Responsible resource allocation

Effective community engagement

Improved systems, processes and compliance

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RESOLUTION:

(REPORT RECOMMENDATION)

Moved: Cr H Tracey

Seconded: Cr B Rudeforth

That the Audit and Risk Committee recommends that Council:

- 1. Receives the updated Risk Profile Register and notes the progress of actions as contained within the report;**
- 2. Adopts the reviewed actions, timelines and responsible officers as detailed in the attached Risk Profile Register.**

CARRIED UNANIMOUSLY 3/0

Attachments

Chairperson.....Date.....

1. Risk Profile Register

Chairperson.....Date.....

Item 5.1 - AUDIT REGULATION 17 IMPROVEMENT PLAN BIENNIAL PROGRESS REPORT

Shire of Broome					
		Risk		Control	
		Moderate		Adequate	
Asset Sustainability Practices		Responsibility		Status of Actions / Treatments	
Actions / Treatments	Due Date				
Documented role-specific skills training for new inductees / post performance reviews	Nov-19	Manager People & Culture		To be investigated by MFC	
Develop a system to record all asset maintenance and repairs	Nov-19	Asset Building Coordinator		Develop process and procedures to ensure all asset maintenance and repairs are recorded in relevant SynergySoft modules (Plant, Building) and Road Asset Management Module (RAMM)	
Self audit funds annually for future road maintenance requirements (as per Asset Management Plan)	Annual	Director Infrastructure		Completed for 19/20 LTFP - AMP Renewal process incorporated into LTFP and Annual Budget cycle	
Increase lighting coverage across town	Nov-19	Director Infrastructure		Complete for 19/20 LTFP - occurs as part of the CDP / LTFP review and annual budget process	
LTFP upgraded to reflect Asset Management Plan	Annual	Manager Finance		Complete for 19/20 LTFP - 10 Year Capital Infrastructure Program includes Blackspot identification which is incorporated into LTFP and Annual Budget cycle	
Identify areas for Black Spot funding (high accident prone areas)	Annual	Director Infrastructure		Complete for 19/20 LTFP - 10 Year Capital Infrastructure Program includes Blackspot identification which is incorporated into LTFP and Annual Budget cycle	
Reactive maintenance (Buildings & other structures)	Nov-19	Asset Building Coordinator / Manager Sport &		Lack of BRAC specific renewal actions / items in AMP	
Asset renewal - Buildings	Nov-19	Asset Building Coordinator / Manager Sport &		Lack of BRAC specific renewal actions / items in AMP	
Business & Community Disruption		Risk		Control	
		High		Adequate	
Actions / Treatments	Due Date	Responsibility		Status of Actions / Treatments	
RM 2.2 Insurance Strategy or Policy be developed to provide clarity on issues such as the level of self-insurance, the adequacy of cover and the basis of the valuation of the insured assets	May-19	Manager Governance		Draft document to be developed for presentation to the Audit and Risk Committee May 2019	
RM 3.6 Local Emergency Management Arrangements & recovery plans	Nov-18	Manager Health Emergencies & Rangers		Local Emergency Management Plan is being reviewed and will be tested once finalised. The current plan is compliant with the legislation however considered inadequate by officers. Grant funding requests have been made to obtain a fixed term officer to assist in this project.	
RM 3.12 Emergency Response Procedures - Shire Buildings	Nov-18	Asset Building Coordinator		Update required for procedures at the Admin Centre, Depot and Waste Management Facility. Procedures have been drafted for Admin building however require reviewing following administration office refurbishment Civic Centre - emergency response and evacuation plan in existence - to be updated to reflect cyclone procedures. BRAC, CC & Library?	
RM 3.3 BCP - That, as high priority, an effective documented Business Continuity Plan be developed including relevant disaster recovery plans. That, once adopted, the Plan's effectiveness be tested	Nov-19	Director Corporate Services		Draft document still requires final review and amendment to ensure suitability and effectiveness. RFP being developed for implementation in early 2019.	
RM 3.14 Information Systems Plans	Jun-19	Manager Information Services		Develop Information Services Disaster Recovery and Backup and Recovery Plans	
Failure to fulfil Compliance requirements (statutory, regulatory)		Risk		Control	
		Moderate		Adequate	
Actions / Treatments	Due Date	Responsibility		Status of Actions / Treatments	
IC 1.1 Code of Conduct or similar to be developed for volunteers	May-19	Manager People & Culture		Under development - propose new date of May-19	
IC 2.1 Purchasing Policy	Aug-18	Senior Procurement Risk & Governance Officer		The Shire's current process is undertaken through COH reporting and the onsite induction process. Staff Survey conducted in Dec 17 confirms employees are aware of COH reporting and induction process.	
IC 3.1 Communications - ensure staff, contractors and regular volunteers are aware of their obligation to report breaches of legislation to the appropriate Officer.	May-17	Manager People & Culture		Further works to be included in the Shire's corporate contractor induction process pending finalisation. Development of Business Ethics Statement	
IC 2.1 Management Policy - internal control framework be developed reflecting a risk based approach to internal controls and providing the monitoring and reporting systems	Nov-18	Risk TAG		Internal Control Framework developed and in operation however leaving open unit process is fully established and embedded across organisation	
IC 2.3 Internal audit - as the level of documented procedures increases, an expanded internal audit function to confirm adherence to documented policies and procedures may be required	Dec-18	Manager Governance		Currently, no internal auditors have been appointed, and limited internal audit functions have been undertaken. The Senior Procurement, Risk and Governance Officer will coordinate an internal audit	
IC 4.1 Monitoring - That an internal audit function be developed to monitor the appropriateness and effectiveness of financial and non-financial internal controls	November - Biennially Now once every 3 financial years	Risk TAG		December 2016 review completed by external consultant. While internal review is recommended current staff resources do not permit the development of an internal audit function. An external consultant will provide a biennial review as per the Audit Reg 17 regulations with ongoing risk management functions monitored by the Risk TAG. Next external audit review December 2018.	
Investigate feasibility of compliance software	Jul-18	Manager Governance		Complete - Adian software implemented. Currently Primary and Annual Returns and Related Party Disclosures with further compliance activities targeted over the coming months.	
Document Management processes		Risk		Control	
		Moderate		Adequate	
Actions / Treatments	Due Date	Responsibility		Status of Actions / Treatments	
IC 3.3 Opportunity exists to improve and document standard operating procedures with key controls clearly identified. Once these procedures are developed and implemented, they require constant monitoring for adherence and efficiency	November 17 - Ongoing	Manager Finance		Standard operating procedures exist for selected, but not all, financial procedures. Procedure documentation is being developed by officers where it does not currently exist	
IC 3.9 Workflow diagrams - In conjunction with the development of documented procedures and checklists, development of workflow process diagrams may assist in clearly identifying controls and processes to be followed	Apr-19	Manager Information Services		Workflow diagrams have not been compiled.	
Implement formal document records management procedures	Mar-19	Manager Information Services		Full procedure review. Develop process for tracking all incoming and outgoing email correspondence	
Employment practices		Risk		Control	
		High		Adequate	
Actions / Treatments	Due Date	Responsibility		Status of Actions / Treatments	
RM 2.3 Staff Housing Policy	Apr-18	Director Corporate Services / Manager People & Culture		Policy and BCP have been reviewed and are in final draft state. Final Draft out for comment for presentation to December OMC.	
RM 3.8 Workforce Plan	Nov-18	Manager People & Culture		The Workforce Plan is under review. Please note organisational risks have been identified in the external analysis section 2.1.1-2.1.15 and internal analysis section 3.3.1-3.3.14 and again in Workforce Planning 4.1.1 page 47. In order to satisfy the auditors, the risk section will itemise the known risks under 4.5.9 organisational risk management. CDP adopted December 2017. Organisational survey completed and will be used to form the basis of the next review.	
RM 5.2 Risk management training be available to elected members and all senior staff undergo relevant risk management training	November - Annually	Director Corporate Services		Risk Management Training funds not assigned through budget process. Potential to assign funds through LGS initiatives	
Conduct employee performance reviews	Annual	Manager People & Culture		Staff survey confirms 16 voluntary surveys to be undertaken in future	
Engagement practices		Risk		Control	
		Moderate		Adequate	
Actions / Treatments	Due Date	Responsibility		Status of Actions / Treatments	
Review Communications Strategy		Media Promotions Officer			
Ensure communication strategy encapsulates requirements for Advisory groups		Media Promotions Officer			
Environment management		Risk		Control	
		Moderate		Adequate	
Actions / Treatments	Due Date	Responsibility		Status of Actions / Treatments	
Update GIS environmental information	May-19	Manager Information Services		No progress	
Develop business processes to ensure classified contaminated sites are appropriately managed	May-19	Director Development & Community		New action	
Errors, omissions & delays		Risk		Control	
		Moderate		Adequate	
Actions / Treatments	Due Date	Responsibility		Status of Actions / Treatments	
Formalise guidelines for attendance at seminars or training events, especially for non-management staff	May-19	Manager People and Culture		Procedures to be developed and endorsed	
Formalise membership requirements and benefits of staff	May-19	Manager People and Culture		Procedures to be developed and endorsed	
Develop improved Performance Appraisal framework including procedures and training	May-19	Manager People and Culture		Framework and procedures to be developed and endorsed. Training to be provided post implementation.	
External theft & fraud (Inc. Cyber Crime)		Risk		Control	
		Moderate		Adequate	
Actions / Treatments	Due Date	Responsibility		Status of Actions / Treatments	

Item 5.1 - AUDIT REGULATION 17 IMPROVEMENT PLAN BIENNIAL PROGRESS REPORT

Shire of Broome						
Implement Civic Centre sign-in book and cash handing procedure	Dec-17	Civic Centre Coordinator	Outstanding			
Link Library, Civic Centre & BRAC dress alarms to respond unit after hours or issue emergency pendant for lone-worker safety	Apr-18	Manager Community and Development	Ongoing			
Complete CCTV at BRAC	May-19	Manager Information Services	Shire CCTV upgrade complete			
Install eBios at Library	May-19	Coordinator Library Services	New action			
Upgrade waste management facility and Ranger impound yard security	May-19	Waste Coordinator	New action			
IT Disaster Recovery Plan to be developed	May-19	Manager Information Services	No progress - new date proposed			
Management of Facilities / Venues / Events						
		Risk	Control			
		Moderate	Adequate			
Actions / Treatments	Due Date	Responsibility	Status of Actions / Treatments			
All Improvement Plan actions have been completed for this risk profile. Actions will be captured from the Risk Profile Register						
Standardise hiring agreements and bonds	Nov-19	Manager Community & Economic Development				
Implement post-event evaluations	May-19	Manager Community & Economic Development	Evaluation pending for Reconciliation Week Event. Informal evaluations being conducted for minor events and programs. Processes being tightened and developed.			
Review liquor consumption on Shire facilities policy	May-19	Manager People & Culture	New date proposed			
Review Emergency procedures at all venues	May-19	Asset & Building Coordinator	Evacuation diagrams completed for all Shire facilities however full procedures remain			
Facility operation manuals and maintenance plans	Nov-19	Asset & Building Coordinator	Documentation required for all facilities			
IT or communication systems and infrastructure						
		Risk	Control			
		Moderate	Adequate			
Actions / Treatments	Due Date	Responsibility	Status of Actions / Treatments			
Finalise IT Disaster Recovery Plan to deal with failure or an attack	May-19	Manager Information Services	No IT Disaster Recovery Plan or IT Security Plan are in place. Interim protection by relocating a replica of our current system to the civic centre. The backup is then copied offsite on a continuous basis. The replica is working and we also now have a GenSert to maintain power.			
Finalise installation of building generator	Aug-17	Manager Information Services	Complete			
Internal A/CI steering committee	Jun-19	Manager Information Services				
Miscellaneous						
		Risk	Control			
		Moderate	Adequate			
Actions / Treatments	Due Date	Responsibility	Status of Actions / Treatments			
Formalise Governance Framework	May-19	Manager Governance	Draft prepared by Acting Manager Governance - to be reviewed and presented to Council following adoption of Code of Conduct			
Implement Social Media policy	May-19	Media Promotions Officer				
Review credit card procedures	Nov-18	Manager Finance	Complete			
Update 'Investment of surplus funds' policy	Jun-19	Manager Finance	New date proposed			
Review and update IT use and e-mail procedures	May-19	Manager Information Services				
Implement Whistle-Blower policy (PHD / Internal)	Nov-19	Manager Governance	Complete - Information Statement			
Project / Change management						
		Risk	Control			
		Moderate	Adequate			
Actions / Treatments	Due Date	Responsibility	Status of Actions / Treatments			
Implement formal Project Management Framework / guidelines for all projects, including post-project debriefs	Mar-19	Chief Executive Officer / Director Corporate Services	Project Management System RFP out			
Implement post project debriefs	Mar-19	Director Corporate Services				
Safety and Security practices						
		Risk	Control			
		High	Adequate			
Actions / Treatments	Due Date	Responsibility	Status of Actions / Treatments			
RM 3.15 - Volunteer and Contractor Inductions	Nov-18	Manager People & Culture	Contractor inductions complete. Will be conducted as required. Volunteer inductions to be developed.			
Documented labour-hire role-specific inductions	May-19	Manager People & Culture	Process in place however procedure requires documentation - propose new date			
Staff certification and licensing requirements calendar accessible to all users	May-19	Manager People & Culture	Process in place however procedure requires documentation - propose new date			
Implement minimum number of monthly documented safety inspection audits for feedback to management	May-19	Manager People & Culture	Needs reviewed in line with OH&S improvement process - propose new date			
Install swipe-card entry at entry door on right side of Reception	May-19	Asset & Building Coordinator	No progress - new date proposed			
Supplier / Contract management						
		Risk	Control			
		Moderate	Adequate			
Actions / Treatments	Due Date	Responsibility	Status of Actions / Treatments			
All Improvement Plan actions have been completed for this risk profile. Actions will be captured from the Risk Profile Register						
Contract Management Training	May-19	Senior Procurement Risk & Governance Officer	Get IV Procurement and Contract Management training rolled out however limited completion rates. New date for relevant staff to be trained.			
Develop a contractor checklist to ensure all contractor details are confirmed at inception and annually	May-19	Senior Procurement Risk & Governance Officer	In place however procedure requires documentation - new date proposed			
Investigate ways to improve procurement process	Nov-18	Senior Procurement Risk & Governance Officer	Complete - Procurement process in place and reviewed on an ongoing basis.			
Issue guidelines regarding the correct Contract document to use for procurement	Nov-18	Manager Information Services	Complete			
Review IT Vendor contract service delivery conditions	Nov-18	Manager Information Services				
Statement of Business Ethics	May-19	Manager Governance	Advice from the DLGSC is that Business Ethics Statements have also been promoted by the CCC as a way for local governments to guide external parties (eg suppliers and contractors) on the expected standards and conduct required when dealing with a local government, or acting on its behalf. New date proposed.			

The Chief Executive Officer entered the meeting at 3.36pm.

5.2 1ST QUARTER FINANCE AND COSTING REVIEW 2018-19

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	FRE02
AUTHOR:	Coordinator Financial Services
CONTRIBUTOR/S:	Manager Financial Services
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	6 November 2018

SUMMARY: The Audit and Risk Committee (ARC) is requested to consider results of the 1st Quarter Finance and Costing Review (FACR) of the Shire's budget for the period ended 30 September 2018, including forecast estimates and budget recommendations to 30 June 2019.

BACKGROUND

Previous Considerations

OMC 28 June 2018 Item 12.2

Quarter 1 Finance and Costing Review

The Shire of Broome has carried out its 1st Quarter FACR for the 2018/19 financial year. The Q1 review of the 2018/19 Annual Budget is based on actuals and commitments for the first three months of the year from 1 July 2018 to 30 September 2018, and forecasts for the remainder of the financial year.

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

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

It should be noted that the 2018/19 Annual Budget was adopted at the Ordinary Meeting of Council on 28 June 2018 as a balanced budget. There have been further amendments adopted by Council as part of the recently adopted Annual Financial Statements for the use of additional carried forward surplus. The result of all amendments prior to the first quarter FACR had a nil impact upon the Shire of Broome's forecast end of year position.

COMMENT

The 1st Quarter FACR commenced on 18 October 2018. The results from this process indicate a deficit forecast financial position to 30 June 2019 of \$187,272 should Council

Chairperson.....Date.....

approve the proposed budget amendments. \$29,233 of this deficit relates to organisational expenses.

Among the high-dollar value expenditure put forward are as follows:

- Additional legal fees & Dampier Peninsula NT Appeals - \$75,000
- Singapore Flights – \$58,000
- FAGS reduction in Aboriginal Access Road grants - \$44,000
- Extra plant growing for capital projects - \$32,000
- BRAC road base for asbestos mitigation - \$26,000

The net deficit forecasted included the \$100,000 towards seed funding payable to the revised Broome Future Alliance Ltd as per the adopted minutes of the OMC on 28 June 2018.

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

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

A summary of the results follows:

	BUDGET IMPACT					YTD Impact (Organisation al Savings Subtracted)
	2018/19 Adopted Budget (Income) / Expense	FACR Q1 Overall (Income) / Expense (Org Savings not subtracte d)	FACR Q1 Org. Expense/(Savings) (by Department)	FACR Q1 Impact (Income) / Expense (Org Savings subtracte d)	YTD Adopted Budget Amendment s (Income) / Expense	
Executive - Total	0	33,436	31,647	1,789		1,789
Corporate Services - Total	0	(91,297)	(89,606)	(1,691)		(1,691)
Development and Community- Total	0	149,798	129,657	20,141		20,141
Infrastructure Services - Total	0	(4,665)	(42,465)	37,800		37,800
Impact of Council approved budget amendments	0	0	0	0	100,000	100,000
Net impact of Organisation Savings/Expenditure	0	0	0	0		0
	0,000*	87,272	29,233	58,039	100,000†	158,039

CONSULTATION

All amendments have been proposed after consultation with Executive and Responsible Officers at the Shire.

STATUTORY ENVIRONMENT

Chairperson.....Date.....

Local Government (Financial Management) Regulation 1996**r33A. Review of Budget**

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

*Absolute majority required.

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

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

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

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

POLICY IMPLICATIONS**2.1.1 Materiality in Financial Reporting**

It should be noted that according to the materiality threshold set in Policy 2.1.1 Materiality in Financial Reporting, should a deficit achieve 1% of Shire's operating revenue (\$422,176) the Shire must formulate an action plan to remedy the over expenditure.

FINANCIAL IMPLICATIONS

The **net result** of the 1st Quarter FACR estimates is a **budget deficit position of \$187,272** to 30 June 2019. \$29,233 of this deficit relates to organisational expenses.

RISK

The Finance and Costing Review (FACR) seeks to provide a best estimate of the end-of-year position for the Shire of Broome at 30 June 2019. Contained within the report are recommendations of amendments to budgets which have financial implications on the estimate of the end-of-year position.

Chairperson.....Date.....

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

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

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

STRATEGIC IMPLICATIONS

Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:

Effective communication

Affordable services and initiatives to satisfy community need

Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:

Affordable and equitable services and infrastructure

Key economic development strategies for the Shire which are aligned to regional outcomes working through recognised planning and development groups/committees

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:

An organisational culture that strives for service excellence

Sustainable and integrated strategic and operational plans

Responsible resource allocation

Improved systems, processes and compliance

VOTING REQUIREMENTS

Absolute Majority

**COMMITTEE RESOLUTION:
(REPORT RECOMMENDATION)**

Moved: Cr B Rudeforth

Seconded: Cr C Mitchell

That the Audit and Risk Committee recommends that Council:

Chairperson.....Date.....

- | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">1. <i>Receives the 1st Quarter Finance and Costing Review Report for the period ended 30 September 2018;</i>2. <i>Adopts the operating and capital budget amendment recommendations for the year ended 30 June 2019 as attached; and</i>3. <i>Notes a forecast end-of-year position to 30 June 2019 of a \$187,272 deficit position.</i> <p style="text-align: right;">CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 3/0</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Attachments

1. 2018-19 Q1 Finance and Costing Review

Chairperson.....Date.....

SHIRE OF BROOME SUMMARY REPORT						
BUDGET IMPACT						
	2018/19 Adopted Budget (Income) / Expense	FACR Q1 Overall (Income) / Expense (Org Savings not subtracted)	FACR Q1 Org. Expense/(Savi ngs) (By Department)	FACR Q1 Impact (Income) / Expense (Org Savings subtracted)	YTD Adopted Budget Amendments (Income) / Expense	YTD Impact (Organisational Savings Subtracted)
Executive - Total	0	33,436	31,647	1,789		1,789
Corporate Services - Total	0	(91,297)	(89,606)	(1,691)		(1,691)
Development and Community- Total	0	149,798	129,657	20,141		20,141
Infrastructure Services - Total	0	(4,665)	(42,465)	37,800		37,800
Impact of Council approved budget amendments	0	0	0	0	100,000	100,000
Net impact of Organisation Savings/Expenditure	0	0	0	0		0
	0,000*	87,272	29,233	58,039	100,000†	158,039

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

**Please note that should the Forecast budget predict a deficit greater than 1% of budgeted operating revenue excluding grants and contributions for assets, and profit on sale of assets (\$422,176), an action plan to remedy the situation will be prepared in accordance with Finance Policy 2.1.1

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

IMPACT ON RESERVES		
	Accumulated Reserve Balance (excluding Restricted Cash Reserve, Refuse Reserve & RRRP Reserve)	Accumulated Reserve Balance (Refuse & RRRP Reserve only)
Opening Balance	22,479,138	15,567,768
Amended Budget Movements	(5,729,127)	1,747,219
FACR Amendments	(361,253)	(100,000)
Closing Balance	16,388,758	17,214,987

Item 5.2 - 1ST QUARTER FINANCE AND COSTING REVIEW 2018-19

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 1 2018-19									
Account	Job	Description	2018/19 Current Budget	2018/19 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
EXECUTIVE									
ADMIN1 - Chief Executive Officer - S Mastrolembo									
22124		Contribution to Kimberley Zone Secretariat	65,000	0	-10,000	55,000		\$10K saving as designated project contribution not required.	
			65,000	0	-10,000	55,000			0
CSS - Manager People and Culture - R Sharland									
142015		All Employee Centrelink Paid Parental Leave - Op Expo - Gen Admin O'Heads	0	7,483	7,483	7,483		Fully funded for staff on paid parental leave through Centrelink.	
142048		HRM Consultancy - Op Expo - General	10,000	6,226	11,500	21,500		Organisational survey conducted last year and therefore not budgeted in the current year. However, now proposed to be Annual Organisational Surveys.	
142395		All Employee Paid Parental Leave Reimb - Op Inc - Gen Admin O'Heads	0	-7,194	-7,194	-7,194		Fully funded for staff on paid parental leave through Centrelink.	
142261		Occupation Health & Safety - Op Expo - General Admin O'Heads	7,000	2,066	20,000	27,000		LGIS fee for 20 days for the provision of OH&S consultancy services.	20,000
			17,000	8,582	31,789	48,789			20,000
ES7 - Special Projects Coordinator - J Macmath									
1367211		Chinatown Revitalisation Consultant and Other Expense	1,761,474	-8,575	-1,366,765	394,709		Kimberley Centre 18/19 final forecast to complete of \$394,709	-1,366,765
1367218		CIDC Led Initiatives - Op Expo - Economic Services Special Projects	140,000	39,997	62,870	202,870		Remaining budget for CIDC Led Initiatives at 30 June 2018.	62,870
1367220	ELP100	Laneway Enhancement Strategies - Op Expo	24,000	0	61,340	85,340		2018/19 remaining budget for Enhanced Laneways at 30 June 2018.	61,340
1367231		CIDC Activation Grants - Op Expo - Economic Services Special Projects	40,000	300	-39,700	300		Remaining budget for CIDC Led Initiatives at 30 June 2018.	-39,700
1367301		Grants & Contributions Received - Op Inc - Economic Services Special Projects	-2,221,360	0	2,221,360	0		All remaining grants are for construction use only. None for operating activities.	2,221,360
1367405	1367412	Public Art (funded from Reserve) - Other Infra New - Cap Ex	0	0	580,000	580,000		Public Art estimated at \$580,000.	580,000
1367402		Chinatown Revitalisation Project Management - Cap Expo - Economic Services Special Projects	0	146,214	364,234	364,234		RO: A Graften \$364,234 Forecast to complete the remaining commitments - Management in 18/19	364,234
1367504		Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	-2,629,994	0	-820,006	-3,450,000		Remaining undrawn funds from WATC at \$3.45M	-820,006
1367404	1367407	Dampier St Upgrade - Cap Expo	3,094,671	15,772	148,978	3,243,649		RO: L Sumergreene - Dampier Street Upgrade 18/19 final forecast to complete of \$3,338,648 including \$8,462 for insurance	148,978

Item 5.2 - 1ST QUARTER FINANCE AND COSTING REVIEW 2018-19

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 1 2018-19									
Account	Job	Description	2018/19 Current Budget	2018/19 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
1367404	1367408	Carnarvon St Upgrade - Cap Ex	4,440,951	127,049	22,741	4,463,692		RO: L Sumergreene - Carnarvon Street Upgrade 18/19 final forecast to complete of \$4,569,799 including \$8,462 for insurance	22,741
1367405	1367409	Frederick St Lookout - Other Infra New - Cap Ex	802,166	257,514	-25,526	776,640		RO: L Sumergreene - Frederick Street 18/19 final forecast to complete of \$720,320.	-25,526
1367405	1367410	Tourist Rest Stop at Pearl Luggie - Other Infra New - Cap Expo	704,139	0	-704,139	0		RO: L Sumergreene - Project discontinued budget reallocated to other components of the project.	-704,139
181405		Town Beach Redevelopment - Greenspace & Waterpark - Cap Expo MUN	0	87,341	250,000	250,000		23 Oct Council workshop - Increased cost of the following option agreed by Council: • New pump house and plant room • New splashpad surface in existing water play space • Repaint and re-jet existing water features • New water play space behind the existing water play space	250,000
113489		Transfer From POS Reserve - Other Rec & S MUN	-268,000	0	-250,000	-518,000	(250,000)	23 Oct Council workshop - Increased cost of the following option agreed by Council: • New pump house and plant room • New splashpad surface in existing water play space • Repaint and re-jet existing water features • New water play space behind the existing water play space	-250,000
1367206		Salary - Op Expo - Economic Services Special Projects	228,338	23,970	-127,258	101,080		Chinatown Investment and Development Coordinator base salary for full year	-127,258
1367207		Superannuation Employee Expo - Op Expo - Economic Services Special Projects	34,996	6,538	-25,393	9,603		Chinatown Investment and Development Coordinator superannuation based on full year's salary	-25,393
1138501		Transfer From Public Art Reserve - Cap Inc - Other Culture	0	0	-158,662	-158,662	(158,662)	RO: Yan WANG - Public Art Reserve transfer to be used to fund Public Art component of Carnarvon and Dampier Terrace.	-158,662
1367505		Transfer From Restricted Cash Reserve - Chinatown Revitalisation	-3,812,460	0	-182,427	-3,994,887	(182,427)	RO: Yan WANG- \$3,994,887 is the remaining unspent grants in reserve.	-182,427
			2,338,921	696,120	11,647	2,350,568			11,647
OVERALL EXECUTIVE - DEPT. SAVINGS/EXPENSE					33,436			EXECUTIVE - ORG. SAVINGS/EXPENSE	31,647

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 1 2018-19

Account	Job	Description	2018/19 Current Budget	2018/19 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
		contributions for assets, and profit on sale of assets (\$422,176), an action plan to remedy the situation will be prepared in accordance with							
							RESERVE MOVEMENT - EXECUTIVE		-591,089
							EXECUTIVE - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE)		1,789

Item 5.2 - 1ST QUARTER FINANCE AND COSTING REVIEW 2018-19

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 1 2018-19									
Account	Job	Description	2018/19 Current Budget	2018/19 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
DEVELOPMENT & COMMUNITY									
DS1 - Director Development & Community - A Nugent									
105054	105055	Coastal Management Operational - Op Expo -Port of Environment	20,000	0	9,500	29,500		Additional \$4750 in grant funding was secured and this needs to be matched by Shire funding.	
105541		Coastal Grants & Reimb Rec'd	-10,000	0	-4,750	-14,750		Were successful in a CAP grant to the value of \$14,750	
106038		Legal Expenses - Development Services	25,000	21,801	75,000	100,000		Dampier Peninsula NT Appeals. Unforeseen legal advice was required for a number of Ranger compliance and Planning enforcement matters. Further legal expenses likely to arise for SAT costs relating to Ranger and Planning matters.	75,000
116084		Community Signage - Op Expo - Other Culture	40,570	0	25,000	65,570		Increase to reflect total cost of signs. \$22,000 DBCS contribution received in 17/18 but not carried over in 18/19 and formed part of 17/18 surplus.	25,000
			75,570	21,801	104,750	180,320			
BRAC1 - Manager Sport & Recreation - C Zepnick									
113702		Club Development Officer Programs Expo - Rec Services	20,820	-1,941	-10,000	10,820		Reduce budget to counteract the lower grant income received from Every Club.	
113751		Operating Grants & Contributions Rec'd - Recreation Services - Op Inc	-80,000	0	20,000	-60,000		Every Club funding was approved for \$20,000 for 18/19 FY. \$20k less than was budgeted.	
117395		Recreation Centre Building New Const BRAC Dry - Cap Expo	15,000		0			Reduce the budget by \$7,500 for the unsuccessful grant funding and increase by \$7,500 for the muni component taken from 113029 Skatepark	
117294		Grant Income - Non-Op Inc - BRAC Dry	-7,500	0	7,500	0		Reduce by \$7,500 unsuccessful grant for the Kiosk Shade and increase by \$40K DLGSC grant for BRAC roofing. \$7,500 from the Muni funding allocation in 113029 Skatepark proposed to be utilised.	
117455	117456	BRAC Ovals Renewal Infra Works - Cap Expo - BRAC Ovals	0	0	32,000	32,000		Quotes have been requested from suppliers for fresh water tank liner. Commitment of funds yet to be made. \$32K Budget transfer from 117452 FACR Q1	
117450	117452	BRAC Oval Upgrade of Infra	14,909	0	-14,909	0		RO: C Hankinson BRAC Oval renewal account transferred to 117456 BRAC Renewal Account	

Item 5.2 - 1ST QUARTER FINANCE AND COSTING REVIEW 2018-19

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 1 2018-19									
Account	Job	Description	2018/19 Current Budget	2018/19 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
113027	113029	Skatepark New Infra	140,000	0	-140,000	0		\$90K Lotterywest funding unsuccessful and therefore project to be put on hold, \$42.5K of the \$50K Muni proposed to be transferred to BRAC Reserve and use \$7,500 to fund the Kiosk shade in 117395.	
113403		Grants - Non Op - Cap Inc - Other Rec & Sport	-7,806,000	0	40,000	-7,766,000		RO: J Macmath Unsuccessful grant application for Skatepark \$90K. However, \$50K obtained grant from Safer Communities Grant funding for skatepark lighting	
117983		Transfer to BRAC Reserve - Cap Expo - BRAC - General	1,260	129	42,500	43,760	42,500	RO: Yan Wang Following unsuccessful \$90K grant application, \$50K Muni funding of 113029 BRAC 1 Precinct lighting proposed to be transferred to BRAC Reserve less \$7,500 to fund the Kiosk shade in 117395.	
1181420	YBRA001	Youth Bike Recreation Area - New Construction - Cap Expo	445,200	0	50,000	495,200		Safer Community Grant \$50,000 for BRAC 1 Precinct lighting.	
117370	117371	Plant & Elect Imp Expo (Dry) - BRAC	60,000	0	-60,000	0		Emergency generator - BRAC Dry. Replacement not needed at this point. Savings to be returned to plant reserve.	
142988		Transfer to Plant Reserve - Cap Expo	364,500	0	60,000	424,500	60,000	RO: Yan WANG Unspent Muni allocation to #117371 for the generator to be transferred to Plant Reserve	
			-6,831,811	-1,811	27,091	-6,819,720			0
BS1 - Manager Planning & Building Services - K Wood									
106482		Grant income - Op Inc - Town Planning/Regional Devel	-0	0	-55,000	-55,000		Grant successfully secured for the Cable Beach master plan studies. \$40K to be used for geotechnical investigations and \$15K for the environmental and cultural heritage investigations.	-55,000
			-0	0	-55,000	-55,000			
CMS2 - Manager Community & Economic Development - M Davis									
1367210		Economic Development Program Expense - Op Expo - Other Economic Services	160,356	35,225	27,000	187,356		\$27,000 for Cruise Broome funding by resolution of Council 30 Aug 2018 to be funded from organisational savings	27,000
			160,356	35,225	27,000	187,356			27,000
CMS3 - Events and Economic Development Coordinator - R Chappell									

Item 5.2 - 1ST QUARTER FINANCE AND COSTING REVIEW 2018-19

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 1 2018-19									
Account	Job	Description	2018/19 Current Budget	2018/19 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
113421		Event Application Fee (No GST) Parks & Ovals & Oth Rec Areas (not Ovals) - Op Inc Other Rec & Sport	-4,500	-10,521	-10,000	-14,500		Strong numbers of event applications	
132060		Tourism Development - Op Expo - Tourism & Area Promotion	345,000	57,657	-267,343	77,657		OMC 26/4/18: Transfer ANW \$175,000 account 132020 Transfer BVC \$110,000 account 132070 Transfer EETD \$40,000 account 22174. Increase by \$57,657 in accordance with OMC 23/11/17 on Singapore Flights.	57,657
132020		Australia's North West Tourism Contribution - Op Expo - Tourism MUN	0	175,000	175,000	175,000		OMC 26/4/18 allocation - ANW \$175,000 account 132020	
132070		Broome Visitor Centre - Annual Subsidy - Op Expo - Tourism & Area Promot MUN	0	110,000	110,000	110,000		OMC 26/4/18 allocation - BVC \$110,000 account 132070	
22174		Sundry In Kind Donations Op Expo - Other Governance MUN	124,236	149,796	40,000	164,236		OMC 26/4/18 allocation - EETD \$40,000 account 22174.	
132380		Promotional Banners & Sundry Income Inc GST Tourism	-3,300	-8,754	-6,700	-10,000		Increase in banner hires	
			461,436	472,178	40,957	502,393			57,657
HS1 - Manager Health & Ranger Services - J Knellp									
53015		Relief Staff Expo - Op Expo - Ranger Operations	0	17,039	27,000	27,000		Unbudgeted costs associated with temp ranger to cover backlog associated with bushfire mitigation program.	27,000
12401		Salary - OpExp - Parking Control	18,330	8,846	-5,000	13,330		Expected salary savings from Ranger operations to be used to fund Relief Staff expenses	-5,000
53010		Salary - OpExp - Ranger & Beach Operations	48,879	23,555	-22,000	26,879		Expected salary savings from Ranger operations to be used to fund Relief Staff expenses	-22,000
			67,209	49,440	0	67,209			0
LS1 - Library Coordinator - S Eaton									
115280		Grant Program Expenses - Op Expo - Library (Income in 115480)	10,126	4,502	1,929	12,055		Book Week was in August 2018 and has been completed. New grant expected Q4 and spending for 2019 Book Week to commence in 18/19. Increase total budget by \$1929 to correspond with grant income.	
115380		Grant Op - State SLWA Library Grant	-23,030	0	5,000	-18,030		Total amount has been confirmed at \$18K	
115480		Grant Program Income - Op Inc - Library (Expense in 115280)	-5,500	-1,929	-1,929	-7,429		Increase by \$1929 in unexpected grants	
			-18,404	2,573	5,000	-13,404			

Item 5.2 - 1ST QUARTER FINANCE AND COSTING REVIEW 2018-19

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 1 2018-19									
Account	Job	Description	2018/19 Current Budget	2018/19 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
		OVERALL DEVELOPMENT & COMMUNITY - DEPT. SAVINGS/EXPENSE			149,798			DEVELOPMENT & COMMUNITY - ORG. SAVINGS/EXPENSE	129,657
		RESERVE MOVEMENT - DEVELOPMENT & COMMUNITY					102,500		
		DEVELOPMENT & COMMUNITY - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE)					20,141		
CORPORATE SERVICES									
C82 - Manager Financial Services - A Santiago									
22200		Audit Fees Op Expo - Other Governance	51,500	1,255	59,000	110,500		Office of the Auditor General advised SoB to budget twice the previous cost of audits or additional \$51,500 plus an estimated amount of \$7,500 for FMR audit following the change in its frequency to once every 3 years.	59,000
30105		Rates Broome - Op Inc - Rates	-22,326,649	-22,347,804	-12,480	-22,339,129		Additional rates from interim valuations as of October 2018.	-12,480
30146		Interest - Rates Instalments - Op Inc - Rates	-130,000	-133,441	-10,000	-140,000		Additional interest from increased take up of payment arrangement plan	-10,000
30147		Rates Admin Instalment Charge - Op Inc - Rates	-42,000	-56,690	-16,430	-58,430		Additional income from increased take up of standard instalment plans	-16,430
30201		Rates Non Payment Int - Op Inc - Rates	-150,000	-47,513	-10,000	-160,000		Increased interest from arrears. Increase would likely decline as we proceed to the next stages of debt recovery.	-10,000
30301		Grants Commission - Op Inc - Other General Purpose Funding	-900,904	-235,019	-39,173	-940,077		\$940,077 final confirmed amount for untied component of FAGS	-39,173
120305		WALGGC Road Grants Untied Op Grant Rec'd	-390,179	-112,676	-60,523	-450,702		\$450,702 final confirmed amount for Roads component of FAGS	-60,523
142004		Salary - Op Expo - Finance	883,706	202,904	-30,000	853,706		Savings due to vacancies would be reduced by relief staff expenses	-30,000
142193		Relief Staff - Op Expo - Finance - Corp. Gov. & Support	0	24,455	30,000	30,000		Vacancy in Finance Officer - Revenue and CFS and EOFY staffing requirements to be funded by budget transferred from 142012 up to \$10K and the rest from Salary IE61 savings.	30,000
			-23,004,526	-22,704,529	-88,606	-23,094,132			-88,606
C86 - Manager Information Technology - P Smith									
116282		Triple J Maintenance & Operating Expo - Other Culture	2,200	0	8,000	10,200		Need to replace current transmitter and amplifier. Currently interfering with Qantas flights.	

Item 5.2 - 1ST QUARTER FINANCE AND COSTING REVIEW 2018-19

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 1 2018-19

Account	Job	Description	2018/19 Current Budget	2018/19 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
146120		Equip & H/Ware > \$5000 Cap Expo - IT	200,295	58,739	94,940	295,235		Community Safety Grant expense account for the Anne Street CCTV (Inc Acc 146178)	
146178		Grants Received - Non Op Inc - IT & Records Operations	0	-79,461	-94,940	-94,940		Community Safety Grant expense account for the Anne Street CCTV (Ex Acc 146120)	
			202,495	-20,722	8,000	210,495			
KRCG - Kimberley Regional Collaborative Group Secretariat - POSITION GONE									
22122		Kimberley Zone - Salary -Regional Project Officer - Op Expo	122,944	19,460	-122,944	0		Secretariat services budgeted as internal staff but now contracted services	
22127		Kimberley Zone - Vehicle Expenses - Op Expo	18,000	0	-18,000	0		Confirmed Zone Budget C/O JW 16/10/18	
22128		Kimberley Zone - Forums & Conferences - Op Expo	5,000	0	-2,500	2,500		Confirmed Zone Budget C/O JW 16/10/18	
22129		Kimberley Zone - Zone & RCG Meeting Expenses - Op Expo	52,000	3,637	-11,000	41,000		Confirmed Zone Budget C/O JW 16/10/18	
22132		Kimberley Zone - Darwin Forum - Op Expo	0	0	20,000	20,000		Confirmed Zone Budget C/O JW 16/10/18	
22135		Kimberley Zone - Office Expenses - Op Expo	3,000	0	-3,000	0		Confirmed Zone Budget C/O JW 16/10/18	
22136		Kimberley Zone - IT Support - Op Expo	0	1,950	1,500	1,500		Confirmed Zone Budget C/O JW 16/10/18	
22138		Kimberley Zone - Superannuation Employee Expense - Op Expo	19,056	0	-19,056	0		Confirmed Zone Budget C/O JW 16/10/18	
22143		Kimberley Zone - Savannah Way Membership - Op Expo	0	0	5,000	5,000		Confirmed Zone Budget C/O JW 16/10/18	
22146		Kimberley Zone - Strategic Community Plan - Op Expo	10,000	0	4,000	14,000		Confirmed Zone Budget C/O JW 16/10/18	
22148		Kimberley Zone - Other Employment Costs - Op Expo	2,500	0	-2,500	0		Confirmed Zone Budget C/O JW 16/10/18	
22180		Kimberley Zone - Volunteering Strategy - Op Expo	65,000	0	-65,000	0		Confirmed Zone Budget C/O JW 16/10/18	
22181		Kimberley Zone - Executive Consultancy - Op Expo	0	0	67,925	67,925		Confirmed Zone Budget C/O JW 16/10/18	
22182		Kimberley Zone - Administrative Consultancy - Op Expo	0	0	19,360	19,360		Secretariat services budgets as internal staff but now contracted services	
23013		Kimberley Zone - Reimbursement Zone & RCG Meetings Expenses - Op Inc	-48,000	863	13,000	-35,000		Confirmed Zone Budget C/O JW 16/10/18	
23019		Kimberley Zone - Reimbursement Darwin Forum - Op Inc	0	0	-20,000	-20,000		Confirmed Zone Budget C/O JW 16/10/18	
23021		Kimberley Zone - Members Contribution Secretariat Costs - Op Inc	-220,000	0	14,000	-206,000		\$51,500 X 4	
23061		Kimberley Zone - Members Contribution - Kimberley Waste Management Plan Op Inc	0	0	-14,710	-14,710		Confirmed Zone Budget C/O JW 16/10/18	
23536		Kimberley Zone - Interest on Reserve - Op Inc	-4,380	-440	-620	-5,000		Confirmed Zone Budget C/O JW 16/10/18	

Item 5.2 - 1ST QUARTER FINANCE AND COSTING REVIEW 2018-19

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 1 2018-19									
Account	Job	Description	2018/19 Current Budget	2018/19 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
23598		Transfer From Kimberley Zone Reserve - Cap Inc - Kimberley Zone	0	0	-145,000	-145,000	(145,000)	RO: Y Wang - RCG Surplus - Offsetting proposed KRG surplus project	
404226		Kimberley Zone - Personal Development Training - Op Expo	5,000	0	-5,000	0		Confirmed Zone Budget C/O JW 16/10/18	
405233		Kimberley Zone - RCG Project Seed Fund - Op Expo	40,000	0	-40,000	0		Confirmed Zone Budget C/O JW 16/10/18	
405234		Kimberley Zone - Volunteering Strategy - Op Expo	0	0	65,000	65,000		Confirmed Zone Budget C/O JW 16/10/18	
405235		Kimberley Zone - Alcohol Management Initiatives - Op Expo	0	0	30,000	30,000		Confirmed Zone Budget C/O JW 16/10/18	
405236		Kimberley Zone - Procurement Improvement Program - Op Expo	0	0	100,000	100,000		Confirmed Zone Budget C/O JW 16/10/18	
405237		Kimberley Zone - ICT & Office 365 Improvements - Op Expo	0	0	10,000	10,000		Confirmed Zone Budget C/O JW 16/10/18	
405238		Kimberley Zone - Kimberley Waste Management Plan - Op Expo	0	0	19,734	19,734		Confirmed Zone Budget C/O JW 16/10/18	
405239		Kimberley Zone - Kimberley Land Tenure Implementation Plan - Op Expo	0	0	5,000	5,000		Confirmed Zone Budget C/O JW 16/10/18	
405240		Kimberley Zone - Kimberley Regional Education / Training Business Case - Op Expo	0	0	25,000	25,000		Confirmed Zone Budget C/O JW 16/10/18	
405241		Kimberley Zone - Savannah Way Business Case Implementation Plan - Op Expo	0	0	25,000	25,000		Confirmed Zone Budget C/O JW 16/10/18	
405242		Kimberley Zone - Liquid Waste Business Case - Op Expo	0	0	95,000	95,000		Confirmed Zone Budget C/O JW 16/10/18	
405297		Kimberley Zone - Admin Cost Allocated - Op Expo	38,496	0	-33,496	5,000		Confirmed Zone Budget C/O JW 16/10/18	
405298		Kimberley Zone - IT/Records Cost Allocated - Op Expo	14,544	0	-9,544	5,000		Confirmed Zone Budget C/O JW 16/10/18	
405382		Kimberley Zone - RCG Project Seed Fund - Op Inc	-40,000	0	40,000	0		Confirmed Zone Budget C/O JW 16/10/18	
405384		Kimberley Zone - Procurement Improvement Program Grants - Op Inc	0	0	-50,000	-50,000		Confirmed Zone Budget C/O JW 16/10/18	
405385		Kimberley Zone - Alcohol Management Initiatives Grant - Op Inc MUN	0	0	-30,000	-30,000		Confirmed Zone Budget C/O JW 16/10/18	
23597		Kimberley Zone - Transfer to Kimberley Zone Reserve - Cap Expo	19,880	440	272,336	292,216	272,336	RO: Y Wang - Transfer prior years surplus to Kimberley Zone Reserve	
23020		Kimberley Zone - Refund of Member Contribution Prior Year - Op Inc MUN	0	-292,216	-292,216	-292,216	(292,216)	RO: Y Wang - Transfer prior years surplus to Kimberley Zone Reserve	
146159		Less Op Costs Alloc - IT MUN	-1,581,000	-499,951	33,496	-1,547,504		Adjust IT ABC Allocation	
142999		Less Cost Alloc - Op Expo - General Administration O'Heads MUN	-4,424,508	-1,127,676	9,544	-4,414,964		Adjust ADMIN ABC Allocation	
			103,040	-266,306	-9,091	-1,497,195			0
OVERALL CORPORATE SERVICES - DEPT. SAVINGS/EXPENSE					(91,297)			CORPORATE SERVICES - ORG. SAVINGS/EXPENSE	(89,606)

Item 5.2 - 1ST QUARTER FINANCE AND COSTING REVIEW 2018-19

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 1 2018-19

Account	Job	Description	2018/19 Current Budget	2018/19 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
RESERVE MOVEMENT - CORPORATE SERVICES							(145,000)		
CORPORATE SERVICES - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE)							(1,691)		
INFRASTRUCTURE SERVICES									
ES1 - Director Infrastructure - A Graffen									
121762		State Direct MRWA/RRG Rd Maint Op Grant Rec'd	-122,910	-191,392	-68,090	-191,000		Confirmed amount of RRG annual road maintenance grant	-68,090
121782		Dev Contrib - Footpaths	0	0	-1,232,900	-1,232,900		Footpath One Mile to Jigal Drive contribution from Landcorp	
125140		Footpath Construction New - Cap Expo - Cons Streets Roads Bridges	641,504	5,641	1,232,900	1,874,404		Footpath One Mile to Jigal Drive funded by contribution from Landcorp	
			518,594	-185,751	-68,090	450,504			
ES3 - Manager Works - J Welshman									
107391		Non Operating Grants Rec'd - Cap Inc - Other Community Amenities	0	0	-70,000	-70,000		\$70K of the \$345,818 Safer Communities Grant allocated for Broome Cemetery for 18/19.	
107550	107556	Broome Cemetery New Infrastructure Cap Expo	38,000	0	70,000	108,000		\$70K of the \$345,818 Safer Communities Grant allocated for the Broome Cemetery for 18/19.	
125107		St Lighting Const Grant Rec'd - Cap Inc - St Lighting Const	0	0	-130,878	-130,878		\$130,878 of the \$345,818 Safer Communities Grant allocated for Kerr St & Stracke Cove Lighting for 18/19.	
125215	125807	Kerr St & Stracke Cove Lighting Upgrade (Safer Comm) - Cap Expo	0	0	130,878	130,878		\$130,878K of the \$345,818 Safer Communities Grant allocated for Kerr St & Stracke Cove Lighting Upgrade for 18/19.	
148060		Relief Staff Op Expo - Depot Ops MUN	3,500	25,308	21,570	25,070		Relief staff cost funded by salary savings	21,570
148070		Salary - Op Expo - Depot (Management)	21,570	0	-21,570	0		Relief staff cost funded by salary savings	-21,570
141450		Works Private Works Income - Not Prepaid	-5,800	-13,084	-14,200	-20,000		Horizon Power private works, increase target	
			57,270	12,224	-14,200	43,070			0
ES5 - Works Coordinator - D Greaves									
117360	117360	BRAC - Carpark & Roads New Const by Works - BRAC Dry	0	0	29,625	29,625		750 Tonnes of Road base @ \$39.50 to prevent public access to buried asbestos	29,625
			0	0	29,625	29,625			29,625
ES6 - SENIOR PROJECT ENGINEER									

Item 5.2 - 1ST QUARTER FINANCE AND COSTING REVIEW 2018-19

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 1 2018-19									
Account	Job	Description	2018/19 Current Budget	2018/19 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
121501	121540	Cape Leveque Rd Upgrade Const - Cap Expo (See 121507 for Reforms & Drainage)	103,324	0	-103,324	0		RO: D Greeves As per agreement with RTR, Cape Leveque savings to be allocated to Hunter St Stage 2.	
121101	121552	Hunter St Renewal Rd Infra Const - Capex (was Herbert st)	653,435	82,939	103,324	756,759		As per agreement with RTR, Cape Leveque savings to be allocated to Hunter St Stage 2.	
			756,759	82,939	0	756,759			
ES8 - Waste Coordinator - T Parkinson									
101030	101030	Outsourced Materials & Services - Op Expo - San Gen Refuse	300,000	161,479	100,000	400,000		Due to failure in the last financial year to dig out the sediments of drainage ponds, more allocation needed in the current year to actively prepare for the wet season which involves digging out 2-years worth of sediments.	
101525		Transfer From Refuse Site Reserve - Sanitation Gen Refuse MUN	-377,900	0	-100,000	-477,900	(100,000)	Due to failure in the last financial year to dig out the sediments of drainage ponds, more allocation needed in the current year to actively prepare for the wet season which involves digging out 2-years worth of sediments.	
			-77,900	161,479	0	-77,900			
ES9 - Manager Engineering - P Collins									
107034		Broome Cemetery Survey & Other - Op Expo - Other Comm Amen	0	808	7,000	7,000		Unbudgeted for 18/19. Reactive cost of survey and set out of graves	
121761		Aboriginal Roads Non Op Grant from MRWA - Op Inc - Rd Const	-120,000	-8,000	44,000	-76,000		Aboriginal Access Road component of FAGS confirmed at \$36K.	44,000
			-120,000	-8,192	51,000	-69,000			
PK3 - Parks Coordinator - C Hankinson									
113551	113554	Herbert Street Renewal Infra - Cap Expo - Pks & Ovals	12,500	0	16,450	28,950		18/19 renewal budget replenished after spending the 17/18 renewal budget to repair various shade sails in other parks due to weather events. 18/19 budget to be utilised to deliver Councilor project.	16,450
113551	113787	Solway Park renewal Infra - Cap Expo - Pks & Ovals	26,050	0	7,200	33,250		Insurance claimable shade sail repairs paid in 17/18 using renewal budget. 18/19 renewal budget replenished from Insurance Claims budget	7,200
113551	113788	Cygnnet Park Infrastructure Renewal - Cap Expo	13,144	1,678	9,200	22,344		Insurance claimable shade sail repairs paid in 17/18 using renewal budget. 18/19 renewal budget replenished from Insurance Claims budget	9,200

Item 5.2 - 1ST QUARTER FINANCE AND COSTING REVIEW 2018-19

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 1 2018-19									
Account	Job	Description	2018/19 Current Budget	2018/19 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
113551	113674	Cable Beach Reserve Renewal Works - Cap Expo	13,617	3,920	9,400	23,017		Insurance claimable shade sail repairs paid in 17/18 using renewal budget. 18/19 renewal budget replenished from Insurance Claims budget	9,400
113551	113677	Town Beach Renewal Works - Infra Cap Expo	38,107	0	24,700	62,807		Insurance claimable shade sail repairs paid in 17/18 using renewal budget. 18/19 renewal budget replenished from Insurance Claims budget	24,700
113551	113790	Six Seasons Parks Infrastructure Renewal - Cap Expo	7,445	2,456	13,250	20,695		Insurance claimable shade sail repairs paid in 17/18 using renewal budget. 18/19 renewal budget replenished from Insurance Claims budget	13,250
142558		Shire Office Build Haas St Renewal - Cap Expo - Corp Gov	90,000	8,044	2,750	92,750		Insurance claimable shade sail repairs paid in 17/18 using renewal budget. 18/19 renewal budget replenished from Insurance Claims budget	2,750
14295		Insurance Claimable Costs - Unclassified General	382,942	176,900	-82,950	299,992		Insurance claimable shade sail repairs paid in 17/18 using renewal budget. 18/19 renewal budget replenished from Insurance Claims budget	-82,950
113000	113047	Chinatown-P&G Maint	114,296	38,096	20,000	134,296		Extra plant growing for capital projects (Hamerley Napier roundabout, Roebuck Bay lookout and Chinatown) Renovating of garden beds completed	
113553	HAYN001	Haynes Oval Other Infrastructure Renewal - Cap Expo	39,357	13,915	12,000	51,357		Additional costs associated with renewing irrigation tank filters Confirmed amount of filters at \$12K.	
			737,458	245,009	32,000	769,458			0
PM2 - Asset and Building Coordinator - S Clark									
142111		Minor Asset Purchases - Op Expo - General Administration O'Heads	10,000	10,789	8,000	18,000		Various furniture for Administration building (e.g. alfresco area, Committee room, Councillors, etc)	
PM3 - Property and Leasing Senior Officer - P McBride									
96101		Staff Housing - Reactive Maint - Op Expo	16,500	7,263	5,000	21,500		Additional funds required due to unforeseen expenses of 69 Robinson Street	
134212		Cable Beach Camel Tours (Res 52985) - Rent & Recoup Income - Op Inc	0	-6,000	-36,000	-36,000		Increased rent from camel licence leases	-36,000
142446		Barker St Rent and Recoup Income - Op Inc - Corporate Gov. & Support	-38,857	0	-12,000	-50,857		New Lease Commences from 15/10/2018 Rent to commence from 15/12/2018 total rent for remainder of 18/19 of \$50,000	-12,000
			-22,357	1,263	-43,000	-65,357			

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 1 2018-19									
Account	Job	Description	2018/19 Current Budget	2018/19 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org. Savings / Expense
		OVERALL INFRASTRUCTURE SERVICES - DEPT. SAVINGS/EXPENSE			(4,665)			INFRASTRUCTURE SERVICES - ORG. SAVINGS/EXPENSE	(42,465)
		RESERVE MOVEMENT - INFRASTRUCTURE SERVICES					(100,000)		
		INFRASTRUCTURE SERVICES - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE)					37,800		

6. MATTERS BEHIND CLOSED DOORS

Nil

7. MEETING CLOSURE

There being no further business the Chairman declared the meeting closed at 3.43pm.

Chairperson.....Date.....

10.4 KIMBERLEY ZONE OF WALGA AND KIMBERLEY REGIONAL GROUP JOINT MEETING - 9 OCTOBER 2018

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	OGS03 & RCG01
AUTHOR:	Executive Assistant to the CEO
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	22 October 2018

SUMMARY: This report presents for Council endorsement the Minutes from the Joint Meeting of the Kimberley Zone of WALGA and Kimberley Regional Group held on 9 October 2018.

BACKGROUND

Previous Considerations

The minutes from the meeting held 9 October 2018 between members of the Kimberley Zone of WALGA (Zone) and Kimberley Regional Group (KRG) is attached for Council's consideration in Attachment 1.

As a result of a past decision of the group, both the Kimberley Zone and KRG meetings are joined.

It should be remembered that the Kimberley Zone of WALGA is a group established to represent regional issues to the State Council of the Western Australian Local Government Association (WALGA). This group includes the four Kimberley Shires in addition to the Shires of Christmas Island and Cocos Keeling Islands.

The KRG is a group defined through a deed of agreement between the four Kimberley local governments with the Minister for Local Government.

The Shire of Broome accepted the Secretariat role for the Kimberley Zone / KRG late in 2017, with the formal transition to Secretariat finalised in December 2017.

COMMENT

The minutes and respective background information are attached to this report and the following comments are made in relation to the resolutions passed by the Group. Additional recommendations have been made where necessary for Council's consideration.

9.1 KIMBERLEY REGIONAL GROUP ANNUAL FINANCIAL REPORT 2017/18

The Kimberley Regional Group (KRG) Governance Agreement dictates that the Host Shire must arrange to have the KRG's accounts and records for each accounting period audited and prepare an annual financial report of the KRG that represents a true and fair view of the financial position of the KRG. This item presented the 2017/18 Audit and Annual Financial Report for member consideration.

KIMBERLEY REGIONAL GROUP RESOLUTION:
(REPORT RECCOMENDATION)

That the Kimberley Regional Group:

- 1. Notes the report and receives the Annual Financial Statement for the period ending 30 June 2018 as attached; and***
- 2. Notes the carry-forward surplus as at 30 June 2018 of \$292,216.00.***

Moved: Cr Geoff Haerewa

Seconded: Cr David Menzel

CARRIED UNANIMOUSLY 4/0

9.2 STRATEGIC PLAN UPDATE

An initial review of the strategic planning documentation, being the Kimberley Strategic Community Plan 2014-2024 (updated 2016) and the Kimberley Regional Business Plan 2018-2022, was undertaken at the March 2018 meeting hosted by the Shire of Cocos Keeling Islands. It was agreed that a more comprehensive review be undertaken.

A Strategic Planning session was undertaken at the September 2018 meeting hosted by the Shire of Kununurra, with a final session scheduled in October 2018.

This report presented a progress update on the Kimberley Regional Group Strategic Plan review for member's information.

KIMBERLEY REGIONAL GROUP RESOLUTION:
(REPORT RECCOMENDATION)

That the Kimberley Regional Group:

- 1. Notes the status of the review of the strategic planning documents;***
- 2. Supports the approach taken; and***
- 3. Gives in principle support for the document, with appropriate revisions, to be circulated to members for comment and feedback with a view to adoption at the December 2018 meeting.***

Moved: Cr David Menzel

Seconded: Cr Geoff Haerewa

CARRIED UNANIMOUSLY 4/0

9.3 CONSULTANT'S REPORT 1 SEPTEMBER 2018 TO 30 SEPTEMBER 2018

The Kimberley Zone of WALGA (Zone) and the Kimberley Regional Group (KRG) appointed ATEA Consulting on the 22 July 2018 to perform the role of part-time Executive Officer. This report provided an overview of the activities undertaken by ATEA Consulting in the period 1 September to 30 September 2018.

KIMBERLEY REGIONAL GROUP RESOLUTION:
(REPORT RECCOMENDATION)

That the Kimberley Regional Group notes the report provided by ATEA Consulting.

Moved: Cr Geoff Haerewa

Seconded: Cr David Menzel

CARRIED UNANIMOUSLY 4/0

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

As a member of the Kimberley Regional Group the Shire of Broome commits funds to regional initiatives by way of a financial contribution towards the group. The budget forecasts a member contribution of \$53,000. \$55,000 has been allocated to Kimberley Zone Member Contributions within the Shire's 2018/19 Budget.

Historically members have also contributed "seed funding" to allow the group to undertake priority projects identified within the KRG Regional Business Plan. As there is an identified surplus this seed funding contribution is not required in 2018/19.

RISK

There is minimal risk associated with the recommendation of this report to the Shire of Broome.

STRATEGIC IMPLICATIONS

Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:

Affordable services and initiatives to satisfy community need

Accessible and safe community spaces

Participation in recreational and leisure activity

A healthy and safe environment

Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:

Realistic and sustainable land use strategies for the Shire within state and national frameworks and in consultation with the community

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

Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:

Affordable and equitable services and infrastructure

Affordable land for residential, industrial, commercial and community use

Key economic development strategies for the Shire which are aligned to regional outcomes working through recognised planning and development groups/committees

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:

An organisational culture that strives for service excellence

Sustainable and integrated strategic and operational plans

Responsible resource allocation

Effective community engagement

Improved systems, processes and compliance

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:
(REPORT RECOMMENDATION)

Moved: Cr C Marriott

Seconded: Cr H Tracey

That Council receives and endorses the resolutions of the Kimberley Zone of WALGA / Kimberley Regional Group as attached in the minutes from the Joint Meeting held 9 October 2018 en bloc.

CARRIED UNANIMOUSLY 5/0

Attachments

1. Kimberley Regional Group Minutes 9 October 2018



KIMBERLEY REGIONAL GROUP Meeting

UNCONFIRMED MINUTES

2:00PM, 9 OCTOBER 2018

**Shire of Broome Function Room,
Corner Weld and Haas Streets,
Broome**

SHIRE OF BROOME
KIMBERLEY REGIONAL GROUP
TUESDAY 9 OCTOBER 2018
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Chairperson.....Date.....

**MINUTES OF THE KIMBERLEY REGIONAL GROUP OF THE SHIRE OF BROOME,
HELD IN THE FUNCTION ROOM, CORNER WELD AND HAAS STREETS, BROOME, ON
TUESDAY 9 OCTOBER 2018, COMMENCING AT 2:00PM.**

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman welcomed Members and Officers and declared the meeting open at 2:00pm.

2. RECORD OF ATTENDANCE / APOLOGIES

ATTENDANCE:

Sam Mastrolembro	Shire of Broome
Cr Chris Mitchell	Shire of Broome
Stephen Gash	Shire of Derby West Kimberley
Cr Geoff Haerewa	Shire of Derby West Kimberley
Cr Chris Kloss	Shire of Derby West Kimberley
Cr Paul White	Shire of Derby/West Kimberley
Nick Kearns	Shire of Wyndham East Kimberley
Cr David Menzel	Shire of Wyndham East Kimberley
Cr Narelle Brook	Shire of Wyndham East Kimberley
Cr Debra Pearce	Shire of Wyndham East Kimberley
Steven Deckert	Shire of Halls Creek
Cr Malcolm Edwards	Shire of Halls Creek
Debra Goostrey	ATEA Consulting
Neil Thomson	ATEA Consulting
Greg Hayes	WALGA Roadwise
Natasha Mahar	Australia's North West
Tim Bray	Kimberley Development Commission
Emma White	CEO, Kimberley Pilbara Cattlemen's Association
Kevin Schellack	CEO, Kimberley Ports Authority
Krissie Dickman	Regional Manager, Department of Local Government, Sport & Cultural Industries
Grant Pipe	Superintendent, Operations Command, Kimberley Region, DFES

Chairperson.....Date.....

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Rebecca Brown

Manager Waste and Recycling, WALGA

APOLOGIES:

James Watt

Shire of Broome

Carl Askew

Shire of Wyndham East Kimberley

Cr Tony Chafer

Shire of Wyndham East Kimberley

Cr Harold Tracey

Shire of Broome

Cr Chris Loessl

Shire of Halls Creek

3. DECLARATION OF INTERESTS

FINANCIAL INTEREST			
Member	Item No	Item	Nature of Interest
Nil.			

IMPARTIALITY			
Member	Item No	Item	Nature of Interest
Nil.			

4. CONFIRMATION OF MINUTES**KIMBERLEY ZONE RESOLUTION:****(REPORT RECOMMENDATION)**

That the Minutes of the Kimberley Regional Group held on 3 September 2018, as published and circulated, be confirmed as a true and accurate record of that meeting.

Moved: Cr Geoff Haerewa

Seconded: Cr Malcolm Edwards

CARRIED UNANIMOUSLY 4/0**5. BUSINESS ARISING FROM PREVIOUS MEETING**

Nil.

Chairperson.....Date.....

6. PRESENTATIONS FROM REPRESENTATIVES

- 6.1 KIMBERLEY PILBARA CATTLEMENS ASSOCIATION UPDATE - EMMA WHITE**
- 6.2 DEPARTMENT OF LOCAL GOVERNMENT, SPORT & CULTURAL INDUSTRIES UPDATE - KRISSIE DICKMAN**
- 6.3 KIMBERLEY REGIONAL WASTE MANAGEMENT PLAN UPDATE - ASK**
- 6.4 DEPARTMENT OF FIRE AND EMERGENCY SERVICES UPDATE - GRANT PIPE**
- 6.5 KIMBERLEY PORTS AUTHORITY UPDATE - KEVIN SCHELLACK**
- 6.6 NEW WASTE STRATEGY OVERVIEW / WALGA UPDATE - REBECCA BROWN**

Chairperson.....Date.....

7. REPORTS FROM REPRESENTATIVES

- 7.1 WALGA ROADWISE UPDATE - GREG HAYES**
- 7.2 REGIONAL DEVELOPMENT AUSTRALIA UPDATE - CHRIS MITCHELL**
- 7.3 KIMBERLEY DEVELOPMENT COMMISSION UPDATE - TIM BRAY**
- 7.4 AUSTRALIA'S NORTHWEST - NATASHA MAHAR**

8. REPORTS FROM KIMBERLEY COUNTRY ZONE

Nil.

9. REPORTS FROM KIMBERLEY REGIONAL GROUP**9.1 KIMBERLEY REGIONAL GROUP ANNUAL FINANCIAL REPORT 2017/18**

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	KRG01
AUTHOR:	Director Corporate Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	18 September 2018

SUMMARY: The Kimberley Regional Group (KRG) Governance Agreement dictates that the Host Shire must arrange to have the KRG's accounts and records for each accounting period audited and prepare an annual financial report of the KRG that represents a true and fair view of the financial position of the KRG. This item presents the 2017/18 Audit and Annual Financial Report for member consideration.

BACKGROUNDPrevious Considerations

Nil.

The KRG Governance Agreement dictates that the Host Shire must prepare an annual financial report of the KRG that represents a true and fair view of the financial position of the KRG. The report must include the results of its operation for the Accounting Period in compliance with, and in the form required by, the Local Government Act 1995 (the Act) and associated regulations including the *Local Government (Financial Management) Regulations 1996* (FMR).

Chairperson.....Date.....

Additionally, the Host Shire must arrange to have the KRG's accounts and records for each Accounting Period audited by the Host Shire's auditor in accordance with the requirements of the Act and the *Local Government (Audit) Regulations 1996 (WA)*, and have the auditor's report delivered to the Participants. The audit may form part of the Host Shire's annual auditing of its own accounts.

The Host Shire must also arrange for the KRG's auditor to conduct an audit review of the KRG's accounts and records once a year.

It should be noted that Moore Stephens are the auditors for the current and previous Host Shire, and the KRG.

COMMENT

Moore Stephens were engaged by the Shire of Derby West Kimberley (SDWK) to undertake an independent Audit of the 2017/18 Financials for the Kimberley Zone Secretariat and Kimberley Regional Group. Additionally, Moore Stephens were requested to undertake the following audits:

- Acquittal Audit for the AWARE Emergency Management Training Project
- Acquittal Audit for the Department of Local Government, Sport and Cultural Industries (DLGSC) Business Intelligence Project
- Acquittal Audit for the DLGSC Youth Strategy Project
- Audit of the Savannah Way Membership Project
- Audit of the Savannah Way Business Case Project
- Audit of the Land Tenure Project
- Audit of the Department of Communities Volunteering Strategy Project
- Audit of the Waste Management Plan Project
- Audit of the Regional Planning Session.

Members should note that while the transition of the administrative functions of the Secretariat was finalised early in 2018, responsibility for the financial administration of the KRG remained with SDWK until the 2017/18 audit had been finalised.

In the auditor's opinion, the financial report presents fairly in all material respects, the income and expenditure of the Secretariat, and each project of the group for the year ending 30 June 2018.

The audit was undertaken in accordance with the Australian Auditing Standards with responsibilities required under that standard described further in the Auditor's Responsibilities for the Audit of the Financial Report section of the attached Audit Report.

Moore Stephens are independent of the Secretariat, the KRG and the Shire's in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's Code of Ethics.

CONSULTATION

Moore Stephens
Shire of Derby West Kimberley
Shire of Broome

STATUTORY ENVIRONMENT

Chairperson.....Date.....

Local Government Act 1995

FINANCIAL IMPLICATIONS

As at the 30 June 2018 the Kimberley Regional Group carry-forward surplus was \$292,216.

	Budget Income	Budget Expenditure	Actual Income	Actual Expenditure
Opening Surplus carry forward	(153,109)	0	(154,990)	0
Member Contributions	(220,000)	0	(220,038)	0
Regional Project Manager	0	142,000	0	84,402
Other Employment Expenses	0	0	0	6,219
Vehicle Expenses	0	18,244	0	5,518
Forums & Conferences	0	2,500	0	1,758
Kimberley Zone & RCG Meeting Expenses	0	52,000	0	17,643
Reimbursement of Kimberley Zone & RCG Meeting Expenses	(48,000)	0	(10,276)	0
Meeting Expenses	0	7,000	0	2,226
Reimbursement of Meetings	(3,000)	0	0	0
Legal advice	0	5,000	0	0
Audit Fees	0	5,000	0	4,500
Office Expenses	0	10,569	0	8,789
IT Support	0	1,000	0	188
Sundry Expenses	0	1,000	0	0
Training & Development	0	11,700	0	32,720
Kimberley Waste Management Plan	0	14,710	0	0
Savannah Way Membership	0	5,000	0	5,000
Land Tenure Policy Implementation	0	13,388	0	13,388
Interest on Reserve	(10,000)	0	(4,262)	0
Grants to Kimberley Zone	0	0	(85,000)	0
OPERATING TOTAL	(281,000)	289,111	(319,576)	182,350
Surplus / Deficit Carry Forward		8,111		(137,226)
TOTAL Surplus Carry Forward with Carryover		(144,998)		(292,216)

STRATEGIC IMPLICATIONS

Governance Goal – A collaborative group demonstrating strong regional governance:

Effective governance protocols and systems for business efficiency and improved services through collaboration

VOTING REQUIREMENTS

Simple Majority

KIMBERLEY REGIONAL GROUP RESOLUTION: **(REPORT RECCOMENDATION)**

That the Kimberley Regional Group:

- 1. Notes the report and receives the Annual Financial Statement for the period ending 30 June 2018 as attached; and***

Chairperson.....Date.....

2. Notes the carry-forward surplus as at 30 June 2018 of \$292,216.00.

Moved: Cr Geoff Haerewa

Seconded: Cr David Menzel

CARRIED UNANIMOUSLY 4/0

Attachments

1. Kimberley Zone of WALGA and Kimberley Regional Group Signed Annual Financial Report

Chairperson.....Date.....

9.2 STRATEGIC PLAN UPDATE

LOCATION/ADDRESS:	Kimberley Region
APPLICANT:	Nil
FILE:	KRG01
AUTHOR:	Director Corporate Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	26 September 2019

SUMMARY: This report presents a progress update on the Kimberley Regional Group Strategic Plan review for member's information.

BACKGROUND

An initial review of the strategic planning documentation, being the Kimberley Strategic Community Plan 2014-2024 (updated 2016) and the Kimberley Regional Business Plan 2018-2022, was undertaken at the March 2018 meeting hosted by the Shire of Cocos Keeling Islands. It was agreed that a more comprehensive review be undertaken.

A Strategic Planning session was undertaken at the September 2018 meeting hosted by the Shire of Kununurra, with a final session scheduled in October 2018.

COMMENT

Modern principles of strategic planning underpinned the review of the documentation with the focus on outcomes being:

- Specific
- Measurable
- Achievable
- Realistic
- Time based

The challenge within the existing documentation was the inability to "close out" matters as they were not achievable within the remit of the organisation and normally involved making representation to third parties.

The approach taken was to convert, where applicable, open ended actions to the development of a procedure, which would ensure that the action was enduring however the item in the strategic planning documentation could be closed out.

A formal process for the management of advocacy was developed with the following steps:

- Discussion Paper (Issue overview) *
- Agenda item

Chairperson.....Date.....

- Resolution of a position
- Add to the position register
- Advocacy Position paper*
- Communications Plan*
- Business Case/Funding Application*

*Optional steps

Each step is "closed out" enabling precise, up to date information on the status of the item.

Duplication within the documentation was, as far as practicable, removed.

Some items were merged within an advocacy grouping to avoid duplication when developing positioning documentation.

The Business Plan was accompanied by a works program casting forward four years to assist with the budgetary process and smooth workflows.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Governance Goal – A collaborative group demonstrating strong regional governance:

Effective governance protocols and systems for business efficiency and improved services through collaboration

Secure funding for regional initiatives

Effective engagement with Aboriginal governance structures

Recognition of Kimberley Local Government issues and opportunities

Alignment and integration of regional and local priorities for member Councils.

Natural Environment Goal – Responsible management of the environment:

Secure quality water supply

Integrated waste management

Reuse of waste water

Recognition of significant heritage areas.

Chairperson.....Date.....

Built Environment Goal – Improved and secure transport, communications, community and essential services:

Liveable towns supporting regional communities

Improved regional arterial road network, ports and airports

Adequate land supply

High standard of infrastructure planning

Reliable and adequate power and communications.

Community Goal – A vibrant community based on equity, inclusion and opportunity for all:

Innovative and joined up approach to housing development, ownership and design through community participation

Improved Kimberley regional outcomes in health

Improved Kimberley regional outcomes in education

Greater participation in the community and workforce

Better alcohol management across the Kimberley.

Economy Goal – A sustainable and diverse economy:

Generational advantage that captures the wealth for the region

Improved outcomes in employment

Sustainable tourism market and tourism experiences

Sustainable primary industries

Energy sustainability

Sustainable Local Government revenue

Improved regional infrastructure

VOTING REQUIREMENTS

Simple Majority

KIMBERLEY REGIONAL GROUP RESOLUTION:
(REPORT RECCOMENDATION)

That the Kimberley Regional Group:

- 1. Notes the status of the review of the strategic planning documents;***
- 2. Supports the approach taken; and***

Chairperson.....Date.....

- 3. Gives in principle support for the document, with appropriate revisions, to be circulated to members for comment and feedback with a view to adoption at the December 2018 meeting.**

Moved: Cr David Menzel

Seconded: Cr Geoff Haerewa

CARRIED UNANIMOUSLY 4/0

Attachments

Nil

Chairperson.....Date.....

9.3 CONSULTANT'S REPORT 1 SEPTEMBER 2018 TO 30 SEPTEMBER 2018

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	RCG01
AUTHOR:	Director Corporate Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	3 October 2018

SUMMARY: This report provides an overview of the activity undertaken by the consultant to support the activities of the Zone.

BACKGROUNDPrevious Considerations

The Kimberley Zone of WALGA (Zone) and the Kimberley Regional Group (KRG) appointed ATEA Consulting on the 22 July 2018 to perform the role of part-time Executive Officer. This report provides an overview of the activities undertaken by ATEA Consulting in the period 1 September to 30 September 2018 and is attached for member's information.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS**Governance Goal – A collaborative group demonstrating strong regional governance:**

Effective governance protocols and systems for business efficiency and improved services through collaboration

Secure funding for regional initiatives

Effective engagement with Aboriginal governance structures

Recognition of Kimberley Local Government issues and opportunities

Chairperson.....Date.....

Alignment and integration of regional and local priorities for member Councils.

Natural Environment Goal – Responsible management of the environment:

Secure quality water supply

Integrated waste management

Reuse of waste water

Recognition of significant heritage areas.

Built Environment Goal – Improved and secure transport, communications, community and essential services:

Liveable towns supporting regional communities

Improved regional arterial road network, ports and airports

Adequate land supply

High standard of infrastructure planning

Reliable and adequate power and communications.

Community Goal – A vibrant community based on equity, inclusion and opportunity for all:

Innovative and joined up approach to housing development, ownership and design through community participation

Improved Kimberley regional outcomes in health

Improved Kimberley regional outcomes in education

Greater participation in the community and workforce

Better alcohol management across the Kimberley.

Economy Goal – A sustainable and diverse economy:

Generational advantage that captures the wealth for the region

Improved outcomes in employment

Sustainable tourism market and tourism experiences

Sustainable primary industries

Energy sustainability

Sustainable Local Government revenue

Improved regional infrastructure

Chairperson.....Date.....

VOTING REQUIREMENTS

Simple Majority

KIMBERLEY REGIONAL GROUP RESOLUTION:
(REPORT RECCOMENDATION)

That the Kimberley Regional Group notes the report provided by ATEA Consulting.

Moved: Cr Geoff Haerewa

Seconded: Cr David Menzel

CARRIED UNANIMOUSLY 4/0

Attachments

1. ATEA Consulting Report - 1 September to 30 September

Chairperson.....Date.....

10. CORRESPONDENCE

- Minister for Tourism; Racing and Gaming – banned drinkers register letter

11. GENERAL BUSINESS

- Cattle on Roads – the KRG have requested a letter be sent to the Minister for Transport and the Premier to request a policy review in relation to the Main Roads fencing policy, and seek funding from the Road Transport Trauma Trust to support the development of a strategy to reduce and mitigate the risk of cattle on the roads.
- State Waste Strategy Submission – the KRG request the Secretariat prepare an out of session submission on the State Waste Strategy to inform the WALGA submission.
- Appointment of CEO to the Shire of Halls Creek – Noel Mason has been appointed to the role of CEO of Halls Creek and will commence in December. The work of Steve Deckert was acknowledged.

12. MEETING CLOSURE

The Chairperson closed the meeting at 4:15pm.

Chairperson.....Date.....

11.

NOTICES OF MOTION

Nil.

12. BUSINESS OF AN URGENT NATURE

12.1 CHINATOWN PUBLIC ART - ENTRY STATEMENT CONCEPT DESIGN

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	RFT18/06
AUTHOR:	Community Development Officer - Youth and Community
CONTRIBUTOR/S:	Manager Community and Economic Development
RESPONSIBLE OFFICER:	Director Development & Community
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	30 October 2018

SUMMARY: This report presents 3 concept designs received from No33 Safehaven Studios for the Chinatown Entry Statement Public Art for Council's consideration.

BACKGROUND

Previous Considerations

OMC 30 August 2018

Item 12.2

Background

The Chinatown Revitalisation Project, funded in partnership by the Shire of Broome, the Western Australian State Government and Tourism WA, aims to deliver much needed upgrades and enhancements within the Broome central business and retail district. This will see the delivery of key activities aimed at boosting economic activity along with preserving and enhancing Chinatown's role as the social, cultural and economic hub of Broome. Tourism is a key industry for Broome with public art enhancing the visitor experience.

Public Art is recognised as a key element of this project and is guided by the Chinatown Public Art and Interpretation Strategy. The Strategy identified a series of key initiatives to be delivered as part of streetscape improvements, including the Chinatown Entry Statement.

A Request for Tender (**RFT**) was advertised between 25 July and 9 August 2018 for the Chinatown Entry Statement. Sixteen tenders were received by the deadline.

An Artwork Selection Panel was established for this project and comprised of the following representatives tasked with the review and assessment of the submissions and then Phase 1 concept designs:

- Vanessa Margetts – Public Art Coordinator, MudMap Studios
- Jenny Kerr – Public Art Coordinator
- Kirsten Wood - Shire of Broome Manager Planning and Building Services
- Talei Howell-Price - Chinatown Investment & Development Coordinator
- Mark Davis – Shire of Broome Manager Community and Economic Development
- Leah Rakabundel – Shire of Broome Youth and Community Development Officer
- Naomie Hatherley - Kimberley Arts Network

The Artwork Selection Panel assessed the submissions and recommended No33 Safehaven Studio be awarded the contract. The recommendation was then circulated via email to the Chinatown Revitalisation Project's Project Control Group (**PCG**) and Steering Committee (**SC**). The recommendation was unanimously supported. The Chinatown Entry Statement RFT 18/06 was then considered by Council at its Ordinary Meeting in August 2018, where Council awarded the contract to No33 Safehaven Studio.

Phase 1 of the project was undertaken by No33 Safehaven Studio between 11 September – 12 November 2018 requiring the provision of 3 concept design options for the Artwork Selection Panel's assessment. Endorsement of the preferred concept design is required to proceed to Phase 2 of the contract (construction and installation.)

COMMENT

Scope

The scope of works requested tenderers to create an iconic public art work that visually articulates the location and uniqueness of Chinatown. It is to be placed in the main access and approach area to Chinatown near the junction of Napier Terrace and Carnarvon Street. The project is to be completed by 31 May 2019.

Phase 1 Concept Development and Design

No33 Safehaven Studio were awarded the Phase 1 contract for Concept Development and Design up to a maximum of \$15,000 (exc. GST) inclusive of all fees, research, consultation, materials, travel, and engagement with stakeholders, design professionals and community. The outcome of Phase 1 is to develop, cost and present 3 design concept options.

Phase 1 commenced with a teleconference meeting followed by an on-site consultation visit with the artist and a team of project representatives to facilitate the artist's development of the artwork proposal. The teleconference planning meeting set timeframes, implementation and community engagement approaches and reporting mechanisms for the project. The concept design was assessed against the following criteria:

- relevance of the concept;
- quality of design and use of materials;
- methodology and timeframe;
- value for money.

Three concept designs were submitted (see **Attachments 2 and 3**). The Artwork Selection Panel met on 14 November 2018 to assess the 3 concept designs. The outcome of the assessment is outlined in the Assessment Report in **Attachment 1**.

Recommended Concept 2 - 'Shimmer'

The Panel recommends Concept 2 with working title 'Shimmer' be further developed for construction and installation. This design concept is for a 6 metre high sculpture, proposed to be located in the round-a-bout at the junction of Napier Terrace and Carnarvon Street. The design represents the beauty of interwoven cultures, brought together by the pearl and its shell.

The concept addresses the brief most successfully and can be delivered and installed with least risk to the Shire.

In accordance with the governance structure for this individual project as part of the broader Chinatown Revitalisation Project, this SC are required to endorse the recommended concept before it can progress to construction and installation. The Panel's recommendation has been circulated to the SC for approval and Council's consideration of the recommendation is subject to endorsement of the concept by the SC.

CONSULTATION

No33 Safehaven Studios undertook a community consultation trip to Broome between 17 September and 3 October 2018.

No33 Safehaven Studios attended the following meetings, workshops and gatherings during their consultation trip to Broome:

- Broome Chinese Community Meeting
- Kimberley Arts Network Meeting
- Yawuru Cultural Immersion Training
- Meeting with Nyamba Buru Yawuru Ltd staff
- Meeting with Maxine Charlie and Martha Lee – Nagula Jarndu Designs
- Meeting with Chris Maher and Ben and Jody Loaring
- Chinatown tour with Doug Fong
- Morning tea with David Galway, Peter Taylor, Bobbie Telford, Penny Arrow, Des Haynes, Doug Fong and Elisabeth Lucke
- Evening presentation at the Roey with Pearl Hamaguchi, Cori Fong, James Down, Peter Coppin, Naomie Hatherley, Robyn Maher and Chris Maher

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Policy 5.12 Provision of Public Art

FINANCIAL IMPLICATIONS

Funding Source:

Funding Type	Capital or Start Up Expense	Account Number
Shire of Broome Public Art Reserve	\$162,768	100010320
Chinatown Revitalisation Project	\$52,232	113672110
TOTAL	\$215,000	
Contract	Amount	
Phase 1: Concept Design	\$15,000	
Phase 2: Construction and Installation	\$200,000	
TOTAL	\$215,000	

On approval of the Phase 1 Artwork Design Concept by Council, the artist will receive a further written Commission Agreement to undertake the project. The refinements and documentation of the agreed artwork design will take place under the Commission Agreement and is to be presented for final approval to the Artwork Selection Panel before implementation. This stage will include Detailed Design Documentation and final costing, fabrication and Installation.

RFT 18/06 specifies the following conditions if a preferred concept is not approved:

- Where the Principal declines the concepts developed in Phase 1, the Principal reserves the right to terminate any contract associated with Phase 1 and not proceed to Phase 2.
- The Principal reserves the right to engage the next preferred tenderer identified in the shortlist to develop concepts for Phase 1, until such time that the Principal approves concepts to progress into Phase 2.
- Where the Principal declines one or more tenderers' concepts in Phase 1, the maximum contract value of \$200,000 (exc. GST) for Phase 2 shall reduce, and therefore tenderers shall be required develop concepts commensurate to the available budget.

RISK

Risk	Type	Rank	Mitigation
Project delivery	Reputational Financial	Low	The Chinatown Revitalisation Project has engaged the services of an appropriately experienced public art consultant to support the successful public artist in the development of the Entry Statement Project. The consultant will manage the delivery of this project, therefore ensuring value for money, a high quality of work and satisfaction of required approvals.
Project not being delivered in required timeframe	Reputational Financial	Low	The risk of the project not being delivered by 31 May 2019 is low. This risk may increase if a preferred concept is not chosen as Phase 2 for construction and installation will be delayed while new concepts are negotiated.
Concept Design not being chosen	Reputational	Medium	The risk of no concept design being endorsed or disagreement on the preferred concept between Council, the SC and the PCG is low. The tenderer has carried out extensive community consultation and has a significant history of similar projects in metropolitan and regional Australia.
Negative public perception of chosen design	Reputational	Low	The risk of negative public perception on the chosen concept is low due to extensive community consultation and an open,

			transparent procurement process. The project is included as an item in the Chinatown Public Art and Interpretation Strategy. Additionally, the Strategy was developed in consultation with a broad range of community stakeholders.
Public safety and structural risks	Public Safety Statutory Reputational	Low	The public art consultant will support the public artist in the development of the Entry Statement Project ensuring all required approvals and sought through relevant departments and safety standards are met.
Heritage Approvals	Statutory	Low	The public art consultant will support the public artist with input from relevant Shire departments to seek heritage approvals for the chosen design concept. Advice has been sought from the Heritage Council in the design process.

STRATEGIC IMPLICATIONS

Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:

Accessible and safe community spaces

A healthy and safe environment

Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:

A preserved, historical and cultural heritage of Broome

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

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:

Effective community engagement

COUNCIL RESOLUTION:

Moved: Cr B Rudeforth

Seconded: Cr H Tracey

That Standing Orders be suspended at 5.07pm.

CARRIED UNANIMOUSLY 5/0

COUNCIL RESOLUTION:

Moved: Cr H Tracey

Seconded: Cr W Fryer

That Standing Orders be reinstated at 5.11pm

CARRIED UNANIMOUSLY 5/0

VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION:

That Council:

1. *Adopts the recommendation to approve the Chinatown Entry Statement Concept 2 'Shimmer' as per the concept design report contained in Attachment 1, subject to endorsement of Concept 2 by the Chinatown Steering Committee.*
2. *Authorises the Chief Executive Officer to award the Commission Agreement to a maximum of \$200,000 (exc. GST) for Phase 2 of RFT 18-06 contract for No33 Safehaven Studios to proceed to construction and installation for the Chinatown Entry Statement approved concept.*

COUNCIL RESOLUTION:

Moved: Cr B Rudeforth

Seconded: Cr P Matsumoto

That Council:

1. ***Declines all concepts for the Chinatown Entry Statement provided under the contract awarded in accordance with RFT 18/06 and terminates the Phase 1 Contract awarded by Council on 30 August 2018.***
2. ***Requests that the Chief Executive Officer investigate options for developing an Entry Statement as part of the Chinatown Revitalisation Project, for future consideration by Council.***

CARRIED UNANIMOUSLY 5/0

Reason: The concepts do not accurately represent Chinatown.

Attachments

1. Chinatown Entry Statement Concept Design Recommendation 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)((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".

2. Concept 2: Shimmer (*Confidential to Councillors and Directors Only*)

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3. Alternative concepts (*Confidential to Councillors and Directors Only*)

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12.2 CHINATOWN PUBLIC ART - SHOP KEEPERS CONCEPT DESIGN

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	RFQ18-67
AUTHOR:	Community Development Officer - Youth and Community
CONTRIBUTOR/S:	Manager Community and Economic Development
RESPONSIBLE OFFICER:	Director Development & Community
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	31 October 2018

SUMMARY: This report presents 3 concept designs received from Nic Compton for the Chinatown Shop Keepers Public Art for Council's consideration.

BACKGROUNDPrevious Considerations

Nil

The Chinatown Revitalisation Project, funded in partnership by the Shire of Broome, the Western Australian State Government and Tourism WA, aims to deliver much needed upgrades and enhancements within the Broome central business and retail district. This will see the delivery of key activities aimed at boosting economic activity along with preserving and enhancing Chinatown's role as the social, cultural and economic hub of Broome. Tourism is a key industry for Broome with public art enhancing the visitor experience.

Public art is recognised as a key element of this project and is guided by the Chinatown Public Art and Interpretation Strategy. The Strategy identified a series of key initiatives to be delivered as part of streetscape improvements, including the Chinatown Shop Keepers public artwork.

An Expression of Interest was advertised on 20 June 2018 followed by a Request for Quote (**RFQ**) between 20 July and 30 July 2018 for the Chinatown Shop Keepers Public Art. Eight submissions were received by the RFQ deadline.

An Artwork Selection Panel was established for this project and comprised of the following representatives tasked with the review and assessment of the submissions and then Phase 1 concept designs:

- Vanessa Margetts – Public Art Coordinator, MudMap Studios
- Jenny Kerr – Public Art Coordinator
- Kirsten Wood - Shire of Broome Manager Planning and Building Services
- Talei Howell-Price - Chinatown Investment & Development Coordinator
- Mark Davis – Shire of Broome Manager Community and Economic Development
- Leah Rakabundel – Shire of Broome Youth and Community Development Officer
- Naomie Hatherley - Kimberley Arts Network

The Artwork Selection Panel assessed the submissions and recommended Nic Compton be awarded the contract. The recommendation was circulated via email to the Chinatown Revitalisation Project's Project Control Group (**PCG**). The recommendation

report was then tabled at the Chinatown Steering Committee (**SC**) meeting held 10 August 2018 and the recommendation was unanimously supported to award Nic Compton the contract.

Phase 1 of the project was undertaken by Nic Compton between 17 August – 12 November 2018 requiring the provision of 3 concept design options for assessment by the Artwork Selection Panel. Endorsement of the preferred concept design is required to proceed to Phase 2 of the contract (construction and installation.)

COMMENT

Scope

The scope of works requested a suitably qualified and competent artist to create an iconic public art work that pays tribute to the shop keepers of old Chinatown. The artwork is to represent the unique selection of shops and the people who ran them. It is to be placed in Carnarvon Street, Broome. The project is to be completed by 31 May 2019.

Phase 1 Concept Development and Design

Nic Compton was awarded the Phase 1 contract for Concept Development and Design up to a maximum of \$8,000 (exc. GST) inclusive of all fees, research, consultation, materials, travel, and engagement with stakeholders, design professionals and community. The outcome of Phase 1 is to develop, cost and present 3 design concept options.

Phase 1 commenced with a teleconference meeting followed by an on-site consultation visit with the artist and a team of project representatives to facilitate the artist's development of the artwork proposal. The teleconference planning meeting set timeframes, implementation and community engagement approaches and reporting mechanisms for the project. The concept designs were assessed against the following criteria:

- relevance of the concept;
- quality of design and use of materials;
- methodology and timeframe; and
- value for money.

Three concept designs were submitted (see **Attachments 1 and 2**). The Artwork Selection Panel met on 14 November 2018 to assess the 3 concept designs. The outcome of the assessment is outlined in the Assessment Report in **Attachment 1**.

Recommended Concept 2 – Abacus with reference to shops

The Panel recommends Concept 2 be further developed for construction and installation. This artwork design utilises the abacus as a universal symbol of commercial exchange as a basis for an interactive sculpture. Carvings on the beads will depict the diverse range of shop keepers in Chinatown of old.

In accordance with the governance structure for this individual project as part of the broader Chinatown Revitalisation Project, this SC are required to endorse the recommended concept before it can progress to construction and installation. The Panel's recommendation has been circulated to the SC for approval and Council's consideration of the recommendation is subject to endorsement of the concept by the SC.

CONSULTATION

Nic Compton undertook a community consultation trip to Broome in September 2018.

Nic attended the following meetings, workshops and gatherings during his trip to Broome:

- A Taste of Broome Show (Goollarri Media Enterprises)
- Meeting with Hong Yu
- Chinatown tour with Doug Fong
- Traders and old Broome people morning tea
- Cultural tour with Bart Pigram
- Museum visit
- Morning tea with Bobbie Telford, Gwen Knox, Doug Fong and Bill Reed

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Policy 5.12 Provision of Public Art

FINANCIAL IMPLICATIONS

Funding Source:

Funding Type	Capital or Start Up Expense	Account Number
Chinatown Revitalisation Project	\$50,000	113672110
TOTAL	\$50,000	
Contract	Amount	
Phase 1: Concept Design	\$8,000	
Phase 2: Construction and Installation	\$42,000	
TOTAL	\$50,000	

On approval of the Phase 1 Artwork Design Concept by Council, the artist will receive a further written Commission Agreement to undertake the project. The refinements and documentation of the agreed artwork design will take place under the Commission Agreement and is to be presented for final approval to the Artwork Selection Panel before implementation. This stage will include Detailed Design Documentation and final costing, fabrication and Installation.

RISK

Risk	Type	Rank	Mitigation
Project delivery	Reputational Financial	Low	The Chinatown Revitalisation Project has engaged the services of an appropriately experienced public art consultant to support the successful public artist in the development of the Shop Keepers Project. The

			consultant will manage the delivery of this project, therefore ensuring value for money, a high quality of work and satisfaction of required approvals.
Project not being delivered in required timeframe	Reputational Financial	Low	The risk of the project not being delivered by 31 May 2019 is low with appointment of the public art consultant managing the project. This risk may increase if a preferred concept is not chosen as Phase 2 for construction and installation will be delayed while new concepts are negotiated.
Concept Design not being chosen	Reputational	Medium	The risk of no concept design being endorsed or disagreement on the preferred concept between Council, the SC and the PCG is low. The artist has carried out extensive community consultation and has a significant history of similar projects in metropolitan and regional Australia.
Negative public perception of chosen design	Reputational	Low	The risk of negative public perception on the chosen concept is low due to extensive community consultation and an open, transparent procurement process. The project is included as an item in the Chinatown Public Art and Interpretation Strategy. Additionally, the Strategy was developed in consultation with a broad range of community stakeholders.
Public safety and structural risks	Public Safety Statutory Reputational	Low	The public art consultant will support the public artist in the development of the Entry Statement Project ensuring all required approvals and sought through relevant departments and safety standards are met.
Heritage Approvals	Statutory	Low	The public art consultant will support the public artist with input from relevant Shire departments to seek heritage approvals for the chosen design concept. Advice has been sought from the Heritage Council in the design process.

STRATEGIC IMPLICATIONS

Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:

Accessible and safe community spaces

A healthy and safe environment

Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:

A preserved, historical and cultural heritage of Broome

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

Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:

Effective community engagement

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION: **(REPORT RECOMMENDATION)**

Moved: Cr B Rudeforth

Seconded: Cr W Fryer

That Council:

- 1. Adopts the recommendation to approve the Chinatown Shop Keepers Concept 2 as per the concept design report contained in Attachment 1, subject to endorsement of Concept 2 by the Chinatown Steering Committee.**
- 2. Authorises the Chief Executive Officer to award the Commission Agreement to a maximum of \$42,000 (exc. GST) for Phase 2 of RFQ 18-67 contract for Nic Compton to proceed to construction and installation for the Chinatown Shop Keepers approved concept.**

CARRIED UNANIMOUSLY 5/0

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13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

14. MATTERS BEHIND CLOSED DOORS

Nil

15. MEETING CLOSURE

There being no further business the Chairman declared the meeting closed at 5.12pm.

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

Signed:

Date: