



CONFIRMED MINUTES

OF THE

SPECIAL MEETING OF COUNCIL

17 MARCH 2020

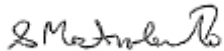
NOTICE OF MEETING

Dear Council Member,

The next Special Meeting of the Shire of Broome will be held on Tuesday, 17 March 2020 in the Council Chambers, Corner Weld and Haas Streets, Broome, commencing at 5:00 PM for the purpose of considering:

- BROOME BOATING FACILITY REQUEST FOR ENDORSEMENT OF CONCEPT PLAN AND BROOME BOAT HARBOUR ADVISORY GROUP MEETING 6 MONTHLY UPDATE

Regards,



S MASTROLEMBO
Chief Executive Officer

13/03/2020

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
Respect
Transparency**

**Integrity
Innovation
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.

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

SHIRE OF BROOME
SPECIAL MEETING OF COUNCIL
TUESDAY 17 MARCH 2020
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1. OFFICIAL OPENING

2. ATTENDANCE AND APOLOGIES

Public Gallery:	Carmel Leahy	Resident
	Carly Laden	Broome Advertiser
	Craig Bowra	Resident
	Cheyne Pollard	Resident
	Tom Cowton	Resident
	Dianne Bennett	Resident
	Kael Stein	Resident
	Liz Locke	Resident
	Wes Francks	Resident
	Colin Windle	Resident
	Joel Gooch	Resident
	Mel Murphy	Resident
	Glen Malcolm	
	Sonny Malcolm	
	Graham Tanner	

Jack Tanner	
Michelle Teoh	Dinosaur Coast Management Group
Leong Teoh	
Sam Tomlin	ABC
Jessica Healy	Shire of Broome
Robyn Wells	
Shaun Clark	
Sebhon Fisher	
Karl Scholte	
Trent Audas	
James Audas	
Kim Loxton	
Eric Locke	
Travis Blackman	
Paula Blackman	
Dan Huntley	
David Milton	
Don Bacon	
Simon Penn	
Brenden Renkin	
Ross Italiano	
Jason King	
Wade Freeman	
Nick Wadge	
Ned Leithead	
Keith Bedford	Shire of Derby West Kimberley
Ellen Smith	

3. DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY

FINANCIAL INTEREST			
Councillor	Item No	Item	Nature of Interest
Nil			

IMPARTIALITY			
Councillor	Item No	Item	Nature of Interest
Cr P Matsumoto	6.3.1	Broome Boating Facility Request for Endorsement of Concept Plan and Broome Boat Harbour Advisory Group Meeting 6 Monthly Update	"Member of Nyamba Buru Yawuru".
Cr E Foy	6.3.1	Broome Boating Facility Request for Endorsement of Concept Plan and Broome Boat Harbour Advisory Group Meeting 6 Monthly Update	"Traditional Owner and Member of Yawuru Aboriginal Corporation."
Cr N Wevers	6.3.1	Broome Boating Facility Request for Endorsement of Concept Plan and Broome Boat Harbour Advisory Group Meeting 6 Monthly Update	"Member of Dinosaur Coast Management Group."
Cr F West	6.3.1	Broome Boating Facility Request for Endorsement of Concept Plan and Broome Boat Harbour Advisory Group Meeting 6 Monthly Update	"I am vice-chair of the Roebuck Bay Working Group."

4. PUBLIC QUESTION TIME

Questions were received from the Dinosaur Coast Management Group (DCMG) prior to the meeting. Michelle Teoh asked questions on behalf of the group.

Question 1

Will the Shire and State Government (Department of Transport (DOT)) now engage with DCMG representatives and our Scientific Advisor Dr Steve Salisbury (SS) so we can formally assess the proposed BBF design's impact on dinosaur tracks in the following manner:

1. By 24 March 2020 DOT and other relevant BBHAG reps provide a briefing on why the BBF is now to be located at Entrance Point first boat ramp this is to include:
 - a. An explanation of the MOLA mapping
 - b. Any other technical issues (ramps, car parking design) re locating next to the KMSB.
 - c. Clarification on why the proposed footprint is required (i.e.: 4 Boat ramps, stone groynes)
2. One week before the BBF Technical Committee or by 31 March 2020 whichever is soonest, provide:

- a. The BBF design details on maps using Broome 94 or MCA 94 mapping coordinates and showing Lowest Astronomical Tide and Highest Astronomical Tide.
 - b. Include to-scale cross sections of the proposal
 - c. Highlight the areas open to change and those areas not open to change
 - d. Provide the details of the technical design of groynes that use pylons with examples of how this has been done elsewhere and comparative cost.
 - e. Coastal Movements modelling outputs. If these are not available at this date refer to (4 below)
3. Convene a Technical Committee by the latest 7 April 2020 at which the DCMG design improvements will be seriously considered.
4. Once the Coastal Movement modelling is concluded brief the DCMG and provide a copy of the report. If this occurs after the Technical Committee meeting on 7 April 2020 any submission made by the DCMG will be formally accepted and inform the final BBF design and determination.
5. In a similar manner to Nyamba Buru Yawuru (NBY) requesting they be present at any discussions with DCMG, the DCMG requests we be present if there are discussions with NBY about this proposal.
6. Meetings:
 - a. All meetings are to be at a time outside of university or work commitments and takes account of the time difference.
 - b. Any meeting held online should be in an IT platform that enables all participants to see all the information, documents and screens. If this does not occur the meeting does not proceed.
 - c. If any participant is unable to attend due to ill health or restrictions associated with the COVID-19 pandemic the meeting is to be reconvened as soon as possible. Any subsequent submission made by the DCMG as a result of information tabled at the delayed meeting will be considered a formal submission and informs the final BBF design determination.

Response provided by the Chief Executive Officer:

In the first instance, I must respond by explaining that the DCMG has been consulted and fully engaged with during the concept design phase for the Broome Boating Facility. To state otherwise is simply not truthful and not in keeping with the good faith in which the Shire has endeavoured to engage with the group over the last 2 years.

The Broome Boating Facility project has placed a high priority on identifying and recognising issues of environmental, cultural and heritage concerns. Considerable baseline work has been undertaken on these issues and this has helped to refine and develop the latest facility design concept.

The project team recognised early in the planning phase that the potential presence of dinosaur trackways at the initial project site at Reddell Beach needed to be investigated. Experts from the University of Queensland were engaged to map footprints and trackways so impacts could be better understood, avoided and or mitigated. The subsequent report mapped extensive areas of Broome sandstone, as opposed to tracks and prints, where footprints and tracks were likely to be present. The report identified that prints and tracks

were readily accessible on low tide at Reddell Beach and this was considered to have exciting local potential for tourism. As such the report was instrumental in a decision to relocate the boat facility to Entrance Point where further work with the Yawuru community narrowed down possible locations.

Since that time environmental, cultural and heritage concerns have driven the boating design to date and compromises have been made on all fronts leading to the latest preliminary design concept at Entrance Point.

The Shire President has on many occasions outlined this project as a community priority and has reiterated the fact that compromises would need to be made on all fronts by many stakeholders.

The original project envisioned a much larger boat harbour which would have had a greater impact to the coastline and included dredging. The latest concept design represents a much smaller facility focussing on addressing the critical needs around safer boat launching and retrieval. There is no dredging or removal of natural rock proposed as part of the current design.

Whilst the mapping of areas of sandstone has been undertaken in the vicinity of the new concept design there is currently no specific definition of trackways and prints available to the project. At the same time the facility design is still undergoing modelling refinements. As the current concept progresses towards a final design, adjustments will be made to avoid, mitigate and or offset any identified impacts to tracks in the area.

Throughout the design process, the Shire and project team are committed to continued work with DCMG on this project and incorporating this accordingly to broader community feedback as received.

On a final note and for the public record I hereby list meetings held to date with the DCMG and make note that Council also appreciated the opportunity to undertake a dinosaur trackway walkthrough with yourselves on 28 November 2019.

- 30 January
- 20 July 2018
- 28 November 2018
- 13 March 2019
- 4 February 2020
- 18 February 2020
- 10 March 2020

I am not in a position to meet your request for information, however as discussed, previous provision of GPS locations for known trackways would be useful information at this time.

As you are aware, Department of Transport and the project team are committed to minimising impact on dinosaur trackways and we maintain this commitment.

Question 2

I understand that the Broome Boating Facility is to be designed for use in all tides. Does this mean at low tide the groyne height will have to be over 9 metres high at the seaward end and that the most seaward side of Parking Area A (where many people usually park and enjoy the beach) would be reclaimed and filled to at least 4 metres in height?

Response provided by the Chief Executive Officer:

Department of Transport have confirmed that this is likely to be the case, but again I must reiterate that this concept is not the final detailed design.

Questions were received from Leong Teoh prior to the meeting.**Question 1**

The report recommendation is that Councillors endorse this Concept Plan today before the public or DCMG, a key stakeholder, has had sufficient time to review the plan - which only went live on Saturday 14 March 2020 (giving the community only 2 working days). This shows a lack of transparency and due process by the Shire. What is the rush to endorse the Concept Plan now?

Response provided by the Chief Executive Officer:

A revised report recommendation was circulated to Councillors prior to the meeting. The revised report recommendation seeks endorsement of the concept design for the purpose of community consultation. Community consultation will be a two-stage process that engages with key stakeholders' details of this is contained within the Agenda. It is important to obtain feedback from the community. We have 1M in funding from the State to finalise a business case for this project and we plan on having this finalised so it can be tabled to the State for a potential election promise.

Leong Teoh asked an additional question.

Is the concept plan subjected to changes?

Response provided by the Chief Executive Officer:

The design will be refined once community consultation has been finalised. We will be assessing any information received on the location of dinosaur tracks and avoiding tracks where possible.

Question 2

In a time of local and global economic downturn Broome is at the beginning of new and developing industry that is paleo-tourism. To date several local tour operators have included dinosaur trackways into their tour programs and new ventures are in the start-up phases eg: Entrance Point is a regular stopping point for several operators, and DCMG conducts local school educational field trips there as the tracks are easy and safe to access.

Response provided by the Chief Executive Officer:

Council have reiterated the importance of dinosaur trackways in the past and are cognisant of what they can mean to tourism opportunities. Council have also recognised the importance of the trackways in its Corporate Business Plan by adding a new action to "undertake a feasibility study into a Dinosaur Trackway Interpretive Centre / Trail". Council has included funding allocations in its Long-Term Financial Plan in 2020-21 and a project brief has been developed for the 2020-21 budget process. It should be noted that the

budget process is still underway and the allocation of funding for this project is not guaranteed at this stage.

Public questions were received by Robyn Wells at the meeting:

Question 1

Is the Shire aware of the delays, risk and additional expenses caused by moving into a public consultation stage with a concept plan that has not been developed in conjunction with DCMG?

Response provided by the Chief Executive Officer:

The Shire and the broader project team have been engaging for two years with the Dinosaur Coast Management Group. Tough decisions have had to be made throughout this process and we have worked to try to reduce negative impacts where possible.

Question 2

Will the Shire acknowledge that the Dinosaur Coast, and everything it has to offer is a significant asset to the town and commit to working closely with the DCMG to protect and further develop the economic and cultural values of the trackways, including a commitment to work with them in consultation of the design of the Broome Safe Boating Facility?

Response provided by the Chief Executive Officer:

The Shire has reiterated the importance of the tracks in responses to previous public questions received from Michelle Teoh and I can again affirm that the Shire will keep working with the Dinosaur Coast Management Group. I would also like to again reiterate Council's support of Dinosaur Trackways through the inclusion of a specific action in its Corporate Business Plan relating to the development of a Trackways Interpretive Centre / Trail. This project is currently under consideration through Council's budget process for 2020-21.

No further public questions were received.

Public Question Time was closed at 5:32pm.

Cr H Tracey submitted a request to join the meeting via telephone as per Regulation 14A of the Local Government (Administration) Regulations 1996. The address provided for the purpose of this request is Unit 10/985, Woodbrook Road, Karratha. Cr H Tracey declared that there would be no one else present.

COUNCIL RESOLUTION:

Moved: Cr N Wevers

Seconded: Cr P Matsumoto

That Council,

- 1. Approve the request from Cr H Tracey to attend this meeting via telephone, and**
- 2. Note that the address he is phoning in from is Unit 10/985, Woodbrook Road, Karratha and that he has declared that no one else is present.**

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 6/0

Cr C Mitchell submitted a request to join the meeting via telephone as per Regulation 14A of the Local Government (Administration) Regulations 1996. The address provided for the purpose of this request is 339 Murray Street, Perth. Cr C Mitchell declared that there would be no one else present.

COUNCIL RESOLUTION:

Moved: Cr N Wevers

Seconded: Cr H Tracey

That Council,

- 1. Approve the request from Cr C Mitchell to attend this meeting via telephone, and**
- 2. Note that the address he is phoning in from is 339 Murray Street, Perth and that he has declared that no one else is present.**

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 7/0

5. 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.

No matters were moved behind closed doors.

6. REPORTS FROM OFFICERS

6.1 OUR PEOPLE

There are no reports in this section.

6.2 OUR PLACE

There are no reports in this section.

6.3 OUR PROSPERITY

With regard to Item 6.3.1 Broome Boating Facility Request for Endorsement of Concept Plan and Broome Boat Harbour Advisory Group Meeting 6 Monthly Update:

Cr P Matsumoto declared an Impartiality Interest as a “Member of Nyamba Buru Yawuru.”

Cr F West declared an Impartiality Interest as “I am a vice-chair of the Roebuck Bay Working Group.”

Cr N Wevers declared an Impartiality Interest as “Member of the Dinosaur Coast Management Group.”

Cr E Foy declared an Impartiality Interest as a “Traditional Owner and Member of Yawuru Aboriginal Corporation.”

The Chair advised the public gallery that the report recommendation was revised by Officers and circulated to Councillors prior to the meeting. The revised recommendation was updated in the meeting’s Agenda which can be sourced from the Shire’s website.

6.3.1 BROOME BOATING FACILITY REQUEST FOR ENDORSEMENT OF CONCEPT PLAN AND BROOME BOAT HARBOUR ADVISORY GROUP MEETING 6 MONTHLY UPDATE

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	CTE33
AUTHOR:	Special Projects Coordinator
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	2 February 2020

SUMMARY: This report seeks Council endorsement of the new concept plans for the proposed Broome Boating Facility (**BBF**) at Entrance Point.

The report also seeks to provide Council with a six-monthly update on progress made by the Broome Boat Harbour Advisory Group and Council endorsement to change the group's name to 'Broome Boating Facility Advisory Group'.

BACKGROUND

Previous Considerations

OMC 19 December 2013	Item 12.2
OMC 28 February 2019	Item 9.3.1
OMC 29 August 2019	Item 9.3.1

In 2010, the State Government committed approximately \$55M towards a small boating facility in Broome. Following a \$2.8M spend on planning, design and research, the State Government pulled the balance of allocated funding and cancelled the project. At the

Ordinary Meeting of Council held 19 December 2013, Council resolved the following in response:

COUNCIL RESOLUTION:

Moved: Cr J Bloom

Seconded: Cr C Mitchell

That Council:

- 1. Writes to the Minister for Transport and Treasury requesting a meeting to discuss the reconsideration of the Small Boating Facility for Broome in the 2014/2015 State Government Budget due to concerns for community safety and wellbeing.**
 - 1.1. Council authorises the delegation to comprise the President, Deputy President, Chief Executive Officer and members of the Broome Port Authority and Broome Fishing Club.**
- 2. Requests the Chief Executive Officer to form a CEO Advisory Group comprising Broome Fishing Club, Broome Port Authority and other stakeholders as determined by the Chief Executive Officer to consider interim options for upgrades to facilities at Gantheaume and the Broome Port Authorities land at Entrance Point.**
- 3. Writes to the Minister for Regional Development requesting a meeting to discuss Royalty for Regions funding to implement interim upgrades at Entrance Point and Gantheaume.**
 - 3.1. Council authorises the delegation to comprise the President, Deputy President, Chief Executive Officer and members of the Broome Port Authority and Broome Fishing Club.**
- 4. The Chief Executive Officer develops an implementation policy for Capital projects considering Aboriginal Heritage and local planning requirements for Council's consideration.**

CARRIED UNANIMOUSLY 9/0

Following this resolution, the CEO Advisory Group was established and subsequently prioritised some interim boating facility upgrades across Broome, including at Entrance Point and Town Beach. The Broome Boat Harbour Advisory Group (**BBHAG**) was established in July 2016 through the Department of Transport (**DoT**) to investigate a new safe boat 15arbor's potential location and consider options for components and functions of the facility. In September 2017, \$1 million was committed by the State Government towards a Business Case and technical investigations for a safe boat 15arbor. At this time, the BBHAG were investigating a possible site located at Reddell Point. It should be acknowledged that the BBHAG considered several site options through a rigorous site selection process.

Shire officers engaged with the Dinosaur Coast Management Group (**DCMG**) in January 2018 and learned of the National Heritage Values associated with dinosaur trackways in the Entrance and Reddell Point areas. As a result, The University of Queensland (**UQ**) were engaged to undertake a Dinosaur Trackway Field Studies survey from Reddell Point to Broome Port slipway in July 2018.

The UQ Dinosaur Trackway Report was presented to the BBHAG in November 2018. This report found the BBF would have a direct impact on Dinosaur Trackways from construction

activity and potential impacts from changes to marine processes (not quantified). The report concluded that if referred to Department of Environment and Energy (**DEE**), impact on dinosaur trackways would likely trigger a fatal flaw, based on National Heritage Values protected under the Environment Protection and Biodiversity Conservation (**EPBC**) Act 1999. As a result, at the 11 February 2019 BBHAG meeting, the BBHAG endorsed moving away from the Reddell Beach concept and sought to progress further design and co-location opportunities with the Kimberley Marine Supply Base Project (**KMSB**) at a location between Broome Port and Entrance Point.

At the OMC held 28 February 2019, Council resolved the following:

COUNCIL RESOLUTION:

Moved: Cr B Rudeforth

Seconded: Cr C Marriot

That Council:

- 1. Notes the progress achieved to date in the delivery of the Safe Boat Harbour Project as outlined in this report;**
- 2. Notes and endorses the Terms of Reference for the Broome Boat Harbour Advisory Group as set out in Attachment 1;**
- 3. Requests the Chief Executive Officer to provide six monthly updates on the progress of the Safe Boat Harbour Project henceforth;**
- 4. Endorses the direction to move away from Reddell Beach Concept based on the findings of the Dinosaur Trackways Field Studies Report as set out in Attachment 3;**
- 5. Endorses investigating further design and co-location opportunities with Kimberley Marine Support Base Pty. Ltd.**
- 6. Endorses the Community Engagement Plan for the Safe Boat Harbour Project as set out in Attachment 4; and**
- 7. Authorises the Chief Executive Officer to make minor changes to the plan as required during implementation.**

CARRIED UNANIMOUSLY 6/0

Following this resolution, conceptual engineering design for the coastal infrastructure and access roads was undertaken and the Broome Boating Facility Technical Advisory Group was established in March 2019. This group was made up of technical officers from DoT, Nyamba Buru Yawuru (**NBY**), Kimberley Port Authority (**KPA**) and the Shire of Broome and was established to review technical matters related to the BBF including investigation into the Kavite Road alignment and car parking design requirements. Consultation also occurred with the Yawuru Park Council Working Group.

A heritage survey was undertaken to understand heritage values surrounding the new site and ascertain any fatal flaws. A Heritage Survey Report was delivered to the project team in early June 2019. The report found that not enough was known about the projects across the Entrance Point precinct (including KMSB, BBF, Entrance Point Upgrades and Port Upgrades) and the Yawuru Heritage Advisory Group was unable to provide formal clearance for the BBF until further engagement was undertaken.

Consultants Walbridge Gilbert Aztec (WGA) and Baird were engaged by Department of Transport in March 2019 to undertake preliminary engineering design services and a coastal processes study, respectively, for the BBF project. Preliminary concept options were tabled at the June 2019 BBHAG Meeting where WGA provided an overview of the concept development. Further concept drawings and artist impressions were tabled at the August 2019 BBHAG meeting. Concept design was originally due to be completed by the end of September and was proposed to be tabled for endorsement at the October 2019 BBHAG meeting. Detailed design was due to follow once a review of the car parking concept had been undertaken. Based on the extended time elapsing through the engagement with the NBY Heritage Advisory Group and further to necessary site visits and mapping processes, this did not take place and the design engineering team was placed on hold.

Environmental consultants Teal Solutions and O2 Marine were engaged in May 2019 to provide technical environmental advice for the project. Coastal processes studies and sediment mapping were undertaken to understand environmental impacts and maintenance obligations of the design concept. At this time, no fatal flaws were found in regard to environmental and coastal process studies. This body of work will form part of a future EPA referral document. At the OMC held 29 August 2019, Council was provided with a 6 monthly update outlining many of the aforementioned points and resolved the following:

COUNCIL RESOLUTION:

Moved: Cr C Marriot

Seconded: Cr B Rudeforth

That Council:

1. ***Notes the progress achieved to date in the delivery of the Broome Boating Facility Project as outlined in this report, and;***
2. ***Receives and endorses the minutes of the Broome Boat Harbour Advisory Group as found in Attachment 1.***

CARRIED UNANIMOUSLY 7/0

This report provides a further 6 monthly update for Council.

COMMENT

This report seeks to provide Council with an outline on the progress of the BBF and matters that have been tabled with the BBHAG over the past 6-month period. Since the 29 August 2019 OMC update, there have been two BBHAG meetings held:

- 19 December 2019 (Minutes – **Attachment 1**)
Key Outcomes:
 - Endorsed changing the location of the concept designs for the BBF to the existing Entrance Point boat ramp location.
- 24 February 2020 (Minutes – **Attachment 2**)
Key Outcomes:
 - Following the NBY Board meeting endorsed the new location of the BBF to the existing Entrance Point boat ramp location.

- Endorsed changing the name of the Broome Boat Harbour Advisory Group (BBHAG) to Broome Boating Facility Advisory Group (BBFAG) to avoid confusion.
- SoB and DoT to continue to work closely with the DCMG to refine the BBF designs to minimise the impact on the dinosaur trackways as much as possible.

Progress over the last six months has been summarised within the following subheadings below.

MOLA Mapping

In November 2019 NBY were engaged by the SoB and DoT to undertake a MOLA (Multi Objective Land Allocation) mapping report. The mapping process used is called MOLA and is essentially a multi criteria analysis that uses numerous spatial (GIS) datasets including heritage, environmental, engineering and tenure to analyse the impact of the project footprint.

The output of this process is a 'heat map' that highlights areas of high sensitivity that should ideally be avoided and the information is used to inform the design process. This process aimed to assist the Yawuru community in deciding on heritage approvals for the BBF.

On the 2 December 2019 NBY and Senior Yawuru Knowledge Holders performed a site walkover, which was attended by Councillor Rudeforth and the Chief Executive Officer. The MOLA map was used to inform a facilitated design review workshop held 18 December 2019. Attendees included Yawuru Elders, NBY staff, DoT and Shire of Broome President and Chief Executive Officer. A full copy of this report can be found in

Confidential Attachment 3.

The MOLA mapping exercise identified environmental and cultural sensitives at the original Entrance Point location (closer to the new KMSB site). During this meeting, initial findings from the site walk were discussed, site concerns and considerations were debated, and the group workshopped alternate location options for the BBF. The MOLA map report proposed a new BBF location at Entrance Point (location of the existing boat ramp). An outcome from this meeting was recommending to the BBHAG that the concept designs for the BBF be moved to the existing boat ramp at Entrance Point.

The new proposed BBF location at Entrance Point (site of the existing boat ramp) were then presented to the BBHAG on the 19 December for endorsement. Following this meeting DoT agreed to remodel the concept designs for the new proposed location.

Revised Concept Designs for Entrance Point were then prepared by DoT and presented to the NBY Board meeting for endorsement on the 20 February 2020. The new BBF concept for Entrance Point was endorsed subsequently by the NBY Board.

It is noted that the alignment for the access road is yet to be finalised, however the SoB is continuing to work with NBY representatives and Kimberley Port Authority (KPA) to determine alignment options.

The new location for the BBF at Entrance Point (existing boat ramp) was endorsed by the BBHAG on the 24 February 2020 and now Council is requested to do the same for the purpose of commencing further community consultation.

NBY have requested interpretation opportunities are considered in the detailed design phase of the project, allowing important environmental and cultural areas to be recognised.

Engineering Design

Consultants WGA and Baird were on hold until December 2019 waiting for agreement on a location for the BBF. A revised concept design following the MOLA process was completed by DoT engineers on 16 January 2020 for Entrance Point.

The Entrance Point location improves the functionality of the boat ramp from the previous location with the toe of the ramp being in deeper water and closer to the shore. The new concept plan also meets Australian Standards for Car / Boat Trailer Parking with 160 bays.

Baird have been re-commissioned by DoT to undertake further coastal modelling of the new concept with regards to waves, currents and sand movements.

The new concept plan is currently being tested with computer modelling for coastal processes. There is likely to be further refinement of the concept as an outcome of the modelling.

DoT are committed to refining the BBF designs to minimise impact on Dinosaur Trackways in the area and SoB officers continue to work with the DCMG.

Business Case

DoT are currently working on consultancy scope for the development of a Business Case to assist with securing capital funding for the project.

If recommendations in this report are endorsed by the Council, SoB Officers will commence with Community Consultation as outlined below. Information collected in the community consultation process will be used to inform the Business Case and potentially influence design changes.

Consultation

To date there has been formal consultation on the BBF through the BBHAG, and NBY Heritage Advisory Group. The Dinosaur Coast Management Group has also been engaged on matters relating to Dinosaur Trackway Field Studies. Discussions are continuing and the designs will continue to be refined as the project progresses.

The Shire of Broome has agreed to lead the community consultation process for the BBF at the February OMC 2019. Once complete this information will be used to inform the Business Case. The Community Engagement Plan **Attachment 4** has previously been endorsed by the BBHAG and Council at the OMC February 2019. This Community Engagement Plan details the intent of the consultation for the project i.e. Inform, consult, involve, collaborate and the projects key stakeholders.

The table below provides an update and timeline for community engagement associated with the BBF project.

The community consultation period will be open for 4 weeks and request interested community members to complete a short survey.

Please note these dates may be subject to change.

Survey seeking community support for the project	<ul style="list-style-type: none"> • Open from 18 March 2020 – 16 April 2020 (4 weeks). • Questions below <table border="1" data-bbox="699 302 1412 846"> <tr> <td data-bbox="699 302 1098 548">1. Please rate your support for the proposed Broome Boating Facility</td><td data-bbox="1098 302 1412 548"> <ul style="list-style-type: none"> • Not supportive • Neutral • Supportive • Highly Supportive </td></tr> <tr> <td data-bbox="699 548 1098 649">2. Do you own a boat or regularly go boating?</td><td data-bbox="1098 548 1412 649"> <ul style="list-style-type: none"> • Yes • No </td></tr> <tr> <td data-bbox="699 649 1098 846">3. Do you want to provide any comments or suggestions on the proposal?</td><td data-bbox="1098 649 1412 846"></td></tr> </table>	1. Please rate your support for the proposed Broome Boating Facility	<ul style="list-style-type: none"> • Not supportive • Neutral • Supportive • Highly Supportive 	2. Do you own a boat or regularly go boating?	<ul style="list-style-type: none"> • Yes • No 	3. Do you want to provide any comments or suggestions on the proposal?	
1. Please rate your support for the proposed Broome Boating Facility	<ul style="list-style-type: none"> • Not supportive • Neutral • Supportive • Highly Supportive 						
2. Do you own a boat or regularly go boating?	<ul style="list-style-type: none"> • Yes • No 						
3. Do you want to provide any comments or suggestions on the proposal?							
Website	<ul style="list-style-type: none"> • Website www.broomeboatingfacility.com.au • Website will be included on the home page of the SoB website • This will include images of the boat facility, project background, Frequently Asked Questions etc. 						
Community Information Sessions	<ul style="list-style-type: none"> • Broome Fishing Club 27 March 2020 5.00pm – 7.00pm • Broome Boulevard 28 March 2020 10.00am – 12.00pm. <p>The Community Information Sessions will be manned by staff from the Shire of Broome and Department of Transport. NBY representative have also been invited.</p>						
Community Information Displays	<p>18 March 2020 – 16 April 2020</p> <ul style="list-style-type: none"> • Broome Fishing Club • Broome Boulevard • Paspaley Plaza • NBY Offices • DoT Broome Office • Tackle World • BRAC • Library • Shire Offices <p>Please note hard copies of the Survey will be available at the Community Information Displays.</p>						
Media Release	Directing the community to the Shire of Broome website and Survey						
Targeting Key Stakeholder Email	Directing the community to the Shire of Broome website and Survey						
Social Media Posts	Directing the community to the Shire of Broome						

	website and Survey
Shire News in the Broome Advertiser	Directing the community to the Shire of Broome website and Survey
SoB Newsletter	Directing the community to the Shire of Broome website and Survey

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The development of the Business Case for BBF is fully funded by the Department of Transport's Royalties for Regions Grant. The Department of Transport are the beneficiary and fund holder for the project.

RISK

The following risks have been considered based on the BBF's current position.

Risk	Type (Health, Financial Impact, Service Interruption, Compliance, Reputational, Property Environment)	Rank (based on measures of consequence and likelihood)	Mitigation
Community concerns relating to environmental impact on Broome landscape	Reputational	Low	Ensure Engagement and Communications activities are undertaken in a timely manner to mitigate any community concerns through active engagement.
Fatal flaws relating to Heritage are found at Entrance Point Site	Reputational Financial	Medium	Ensure other site options are available.
Community unhappy with concepts or location	Reputational Financial	High	Ensure that engagement materials are clear and compelling.
Possible impacts to dinosaur trackways	Environmental Reputational	High	Adjust design to minimise impacts where possible. Continue to work closely with the DCMG. Explore interpretation opportunities.

STRATEGIC IMPLICATIONS

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

Effective communication

Participation in recreational and leisure activity

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 built environment that reflects tropical climate design principles

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:

Effective community engagement

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION: **(REPORT RECOMMENDATION)**

Moved: Cr B Rudeforth

Seconded: Cr H Tracey

That Council:

- 1. Endorses the new concept for the Broome Boating Facility at the revised Entrance Point location as found in Attachment 5 for the purposes of commencing broader community consultation;***
- 2. Endorse changing the name of the existing Broome Boat Harbour Advisory Group to Broome Boating Facility Advisory Group;***
- 3. Receives and endorses the minutes of the Broome Boat Harbour Advisory Group as found in Attachment 1 and Attachment 2;***
- 4. Note the community consultation process as outlined in this report; and***
- 5. Requests the Chief Executive Officer to present any community submissions received through the consultation period in addition to the final concepts of the Broome Boating Facility to Council for formal consideration of endorsement.***

CARRIED UNANIMOUSLY 8/0

Attachments

1. Minutes Broome Boating Harbour Advisory Group December 2019
2. Minutes Broome Boat Harbour Advisory Group February 2020
3. Broome Boating Facility Multi-Criteria Spatial Analysis NBY (*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. Broome Boating Facility Community Engagement Plan
5. Broome Boating Facility Entrance Point Concept Plan

Boat Harbour Advisory Group Minutes

Date: 19 December 2019

Venue: Shire of Broome Function Room

Time: 9:00am

Attendees:	Harold Tracey (via teleconference)	Shire of Broome
	Jo Bruyn (via teleconference)	Department of Transport
	James Holder (via teleconference)	Department of Transport
	Colin Hart (via teleconference)	Department of Transport
	Craig Faulkner	Kimberley Ports Authority
	Peter Yu	Nyamba Buru Yawuru
	Sam Mastrolembo	Shire of Broome
	Steve Jenkins (via teleconference)	Department of Transport
	Daren Hutchins (observer)	Department of Transport
	Jeremy Macmath (observer)	Shire of Broome
	John Clark (observer)	Broome Fishing Club
	Julie Melbourne (observer)	Nyamba Buru Yawuru
	Tim Bray (observer)	Kimberley Development Commission
Apologies:	Chad Avenell	Kimberley Marine Tourism Association
	Shane Minshull	Broome Fishing Club
	Jeffrey Cooper (observer)	Broome Fishing Club
	Scott Baker	Kimberley Ports Authority
	Wes Franks (observer)	Broome Fishing Club

Item 1 Welcome, apologies

S.Mastrolembo assumed the position of Chairperson as H.Tracey attended via teleconference.

Item 2 Matters arising from previous meeting

Nil.

Item 3 Heritage Status Update (MOLA Mapping) (SoB)

An onsite walkthrough of the proposed Broome Boating Facility (BBF) site at Entrance Point was held on 2 December 2019 with Yawuru Elders, community members, SoB and DoT representatives. An overview of the concept was provided and the location was walked through.

On 18 December 2019, MOLA mapping of the BBF site was presented to NBY's Heritage Advisory Group through a joint workshop with DoT and SoB. The MOLA mapping is essentially a heat map identifying areas of high environmental and cultural sensitivities. There were clear issues outlined with the original Entrance Point concepts and the group worked through concerns.

The MOLA mapping confirmed that the proposed concept was impacting some areas of cultural significance, particularly a midden site. Yawuru also raised concerns with the scale of the carpark and island groyne and its impact on the reef.

Technical difficulties with the water depths were discussed and in the end NBY's Heritage Advisory Group/members in attendance suggested re-orientating the facility to take the groyne away from the reef.

The revised concepts do have more exposure to waves and swell than the original concept location. The group also discussed pushing the toe of the ramp north to increase the tidal range. It was agreed and understood at the workshop that technical details of the revised concept will need to be reviewed and resolved with DoT engineering and modelling experts before the new site can be endorsed.

C.Faulker advised KPA are fully supportive of the Broome Boating Facility and the revised concept location, however the commercial navigation channel concerns need to be considered. KPA are also comfortable with the proposed road alignment, however will need to discuss the road interface with KMSB.

James Holder thanked P.Yu for the facilitation of the workshop and the push for outcomes. At the next meeting DoT will present slides and summarise the workshop outcomes and site conditions.

H.Tracey raised that this is a significant step forward for project, and a great outcome and example of great stakeholder management.

T.Bray asked whether the new facility is separate to the Port and recreational boating?

C.Faulkner advised it depends on where it lands with the commercial shipment channel – it's a safety issue to be worked through and might affect currents.

J.Holder advised concept will need to be re-modelled to make sure the design addresses all concerns.

S.Mastrolembo supported the requirement for minor change in location.

A consensus was reached on moving forward with this concept from the entire group.

Action: Changes to Concept plans to be complete end of Jan by DoT

Action: S.Mastrolembo & H.Tracey to work through this with Dinosaur Coastal Management Group in the new year.

Item 4 Project Consultancies Update (DoT)

Coastal modelling, site conditions and concept design

Re-modelling of the new footprint and retesting the modelling will be required. DoT believe this task to be straight forward and not too challenging.

WGA - footprint design and costings

This body of work has been on hold and will require rework following concept changes.

Environmental Work

J.Holder advised that Environmental Consultants have pulled together site data sets some time ago and that these datasets are for the precinct in general and are therefore portable and able to be used and refocused on revised site location.

Julie Melbourne- Raised concerns regarding threatened ecological communities within the area.

James responded that the Consultants have outlined this in their work and the design team are well aware of TEC concerns, with the only risk area surrounding the proposed Kavite Road extension and not the marine footprint.

J.Holder added that in general, budgets are relatively intact, knowing that a final location hasn't been confirmed. Halting works on engineering designs has assisted in quarantining budgets.

S.Mastrolembo advised the completion of a refined concept plan is priority in order to get a business case up to Government. The Election commitment expectation is that this is received Q1 next year.

C.Hart discussed the Coastal Engineering findings re: breakwater options, waves, currents, sediment transport. A detached breakwater is optimum to meet safety standards and sediment transport considerations.

Item 5 Technical Working Group Update

The Technical Working Group have not met and will be reconvened in the new year.

Item 6 KMSB Status Update (KPA)

KPA are working through heritage and cultural approvals and have engaged consultants for environmental approvals.

S.Mastrolembo advised that over 200 electors attended the recent Shire of Broome Annual Electors Meeting. In support of KMSB for Broome's economy.
Council will consider this elector motion at the February OMC.

Item 7 General Business

J.Holder – the community engagement plan will take place following the completion of the revised concept, 3D modelling and physical model (mid-late February).

Item 8 Meeting Closure

Boat Harbour Advisory Group Minutes

Date: 24 February 2020
Venue: Shire of Broome Function Room
Time: 8:00am

Attendees:	Sam Mastrolembro (Chairperson)	Shire of Broome
	Harold Tracey	Shire of Broome
	Wes Franks	Broome Fishing Club
	Daren Hutchins (observer)	Department of Transport
	Jo Bruyn (via teleconference)	Department of Transport
	James Holder (via teleconference)	Department of Transport
	Tim Bray (observer)	Kimberley Development Commission
	Peter Yu	Nyamba Buru Yawuru
	Peter Collins	Shire of Broome
Apologies:	Jeffrey Cooper (observer)	Broome Fishing Club
	Steve Jenkins	Department of Transport
	Chad Avenell	Kimberley Marine Tourism Association
	Craig Faulkner	Kimberley Ports Authority
	Scott Baker	Kimberley Ports Authority
	Nicole Roukens	Shire of Broome

Item 1 Welcome, apologies

The Chairperson opened the meeting at 8:10am.

Item 2 Matters arising from previous meeting

Action: *Changes to Concept plans to be completed end of Jan by DoT.*
Complete. Status update provided in Item 3.

Action: *S.Mastrolembro & H.Tracey to work with Dinosaur Coastal Management Group in the new year.*
Complete. Status update provided in Item 3.

Item 3 Heritage Status Update (MOLA Mapping) (NBY/SoB)

S.Mastrolembro ran through the evolution of concept plans following the MOLA mapping exercise undertaken with NBY prior to Christmas.

J.Holder - the final concept was refined post the workshop session held in December. The updated concepts reflect the initial hand drawn sketch presented at the last BBHAG meeting. The functionality of the boat ramp is improved from the previous location with the toe of the ramp being in deeper water and closer to shore. The new design and location change has also responded to cultural heritage concerns around the previous location. The new concept plan addresses the car/trailer parking capacity requirement and meets Australian Standards with approximately 160 bays. The plan utilises and expands slightly on the existing Entrance Point trailer parking area to meet these requirements.

The concept is being tested with computer modelling for coastal processes – this work was conducted on the previous design is currently being re-commissioned for this new design.

There is likely to be some further refinement to the initial concept as an outcome of the modelling, consultation and more detailed design work to follow.

T.Bray queried where the public amenities would be located.

J. Holder identified that the blue square shown on the concept was the indicative location but this would be subject to more detailed design in due course. The BBHAG discussed public amenities/locations and pedestrian pathways and access.

J.Holder advised that DoT worked closely to Universal Access standards including around pathways, parking and floating jetties for ease of access. Provision of Universal Access can be difficult in marine environments especially in an area with an extreme tidal range. DoT is seeking to include floating pontoons/jetty's on the boat ramp subject to engineering feasibility. Floating pontoons greatly improve accessibility.

T.Bray queried the scope of the floating jettys to facilitate access.

J.Holder estimated that the floating jettys would be approximately 50-60m long however DoT is still to work on the finer detail. Floating jettys are highly desirable on boat ramps for improved access. Another option would be to have a fixed jetty/s with different level stages suitable for a range of different tides, however these are generally not preferred as there can be more maintenance required.

P.Yu advised the BBHAG that the PCB Board has met last week and endorsed the boating facility concept. The work involved to get to this point has been over a lengthy period of time. P. Yu asked that in the later stages of the detailed design that there is an opportunity to look at interpretive opportunities issues associated with cultural and environmental importance of the area as elements to be incorporated through the design process. This will encourage people to develop an understanding of the local heritage and environment. This should be considered as a component of the more detailed design process.

S.Mastrolembo agreed with P.Yu in terms of the cultural and environmental importance, and reiterated the opportunity to continue working with the Dinosaur Coastal Management Group on the dinosaur trackways interpretation opportunity also.

J.Holder also agreed that there will be a great opportunity to include interpretative elements within the design and landscaping for the facility.

S.Mastrolembo – SoB met with the Dinosaur Coastal Management Group and paleontologist Steven Salisbury on 18 February 2020 who did the original survey work on the dinosaur trackways.

H.Tracey - acknowledged that there has been and will need to be concessions with all parties to successfully deliver the Broome Boating Facility. There have been significant concessions with NBY, there will be concessions that the community will make in terms of beach access, and further concessions may need to be made around impacts to offshore areas of sandstone with possible dinosaur trackways. It is recognised that this project will not meet everyone expectations; however, the SoB will continue to work with all stakeholders including the Dinosaur Coast Management Group to understand and minimise impacts and concerns.

This has been a 30-year process to get to this point of agreement and support. The project has now achieved a significant milestone with broad support for the current concept design.

P.Yu would like NBY to be involved with any further discussions SoB have with the Dinosaur Coast Management Group.

S.Mastrolembo supported this.

H.Tracey – post Council's endorsement of the concept plans we need to have a clear ToR with what the BBHAG are. This will assist in how to best engage with the Dinosaur Coast Management Group.

S.Mastrolembo advised that the Technical Working Group has been set up and the DCMG could be involved through that forum.

J.Holder – DoT are aware of and are reviewing the information provided around dinosaur trackways in the area of the proposed facility. DoT's has committed to refine and minimise any impacts as much as possible. The design still needs to be tested through the coastal modelling process where tweaks and adjustments may be required and these will also be considered around the DMG areas of concern.

T.Bray queried whether the group should be renamed to better suit the project.

S.Mastrolembro - the project was renamed to the Broome Boating Facility project last year however the BBHAG name did not change.

Action: *ToR's to be reviewed post Council meeting and name of the BBHAG to be renamed to Broome Boating Facility Advisory Group.*

P.Collins presented the MOLA map with the proposed road alignment options. He advised he had met with J.Melbourne from NBY and walked through the proposed alignment and identified fatal flaws. The BBHAG discussed the road alignment options in detail.

S.Mastrolembro queried what formal resolutions were reached by the NBY Board in relation to the Boating Facility concepts.

P.Yu advised there were two resolutions reached by the Board, which were:

1. They supported the concept plan for the Boating Facility; and
2. NBY are to continue working through the access road alignment issues with the Technical Advisory Group.

S.Mastrolembro advised the SoB are keen to continue discussions with NBY on the road alignment, however due to timing constraints would like to commence broader community consultation on concept plans concurrently. Timing to finish the Business Case is critical.

P.Yu agreed that the SoB can continue discussions with NBY concurrently to commencing broader community consultation.

P.Yu suggested SoB/NBY do a walkthrough to look at adjustments of the road alignment.

Action: *SoB to arrange a walkthrough of possible adjustments of the road alignment with NBY representatives and the Technical Working Group.*

Decision: *The BBHAG endorsed the concept plan for broader community consultation.*

H.Tracey advised that a press release will need to be prepared post Thursday's Council meeting from the BBHAG.

Action: *SoB to prepare a press release post Council meeting and provide DoT with a draft for check and review through DoT's Communications office.*

Item 4 Concept Endorsement for Community Consultation (SoB)

S.Mastrolembro presented the proposed questions for the Community Consultation survey which will be on a electronic online survey (Survey Monkey application) and hard copies will be made available at the various information displays including at DoT's local office.

H.Tracey suggested these also be made available at NBY Offices.

Item 5 Project Consultancies Update (DoT)

Baird are being re-commissioned to undertake further coastal process modelling of the new design concept with

regards to waves, currents and sand movement.

WGA have been undertaking landside civil work on the project, however their work has been on hold while the concepts for the facility in the new location has been worked through.

There is an opportunity for the Environmental Consultancy to undertake a vegetation survey along the proposed access road within the next week or two. Indicative road alignments are required soon so that DoT's environmental consultants can undertake the fieldwork to identify any environmental issues such as presence monsoon vine thickets etc.

DoT have been working on a consultancy scope for the business case to secure capital funding for the project and expects to procure this service soon.

Item 6 Technical Working Group Update (SoB)

Nothing further to add from Item 4.

Item 7 KMSB Status Update (KPA)

Not discussed due to KPA being an apology.

Item 8 General Business

H.Tracey advised he would like to see NBY representatives attend the community information sessions so the community are aware SoB/DoT/NBY are working collaboratively on this project.

S.Mastrolembo suggested Fishing Club representatives also attend these information sessions. It would be good to have as many representatives within the BBHAG attend as possible.

H.Tracey – if there were to be unavoidable impacts to offshore dinosaur prints or tracks there are offset opportunities that could be considered including taking moulds and having them on display nearby.

J.Holder – N.Roukens has organised for drone imagery to be undertaken to support the community consultation process.

Item 9 Meeting Closure

The Chairperson closed the meeting at 9:02am.

COMMUNITY ENGAGEMENT PLAN

Project name:	Recreational Boating Facility Business Case
Project owner:	Sam Mastrolembro
Project manager:	Jeremy Macmath

IDENTIFY TARGET STAKEHOLDERS

Primary Stakeholders	
<ul style="list-style-type: none"> • Broome Boat Harbor Advisory Group <ul style="list-style-type: none"> ○ Kimberley Port Authority ○ Nyamba Buru Yawuru ○ Department of Transport • Kimberley Marine Tourism Association • Broome Fishing Club • Kimberley Development Commission (observer) • Shire of Broome Council • Broome North Fishing Club • Dinosaur Coast Management Group • Environs Kimberley • Kimberley Marine Supply Base Pty Ltd (KMSB) 	
Secondary Stakeholders	
<ul style="list-style-type: none"> • Broome Community • Tourism WA • Shire Staff • LandCorp • Cruise Broome • Consultants • Recfishwest • Tourism Operators • Boating Industry Association • Broome Sailing Club • Broome Chamber of Commerce and Industry • Boat and watercraft owners (Broome, state, national) 	
Tertiary Stakeholders	
<ul style="list-style-type: none"> • Other State and Federal Government Authorities • Potential Funding Bodies • Media Agencies <ul style="list-style-type: none"> ○ Print (Broome Advertiser, West Australian, Western Angler) ○ Radio/TV (GWN, ABC, Red FM) 	

COMMUNITY ENGAGEMENT PLAN

DETERMINE LEVEL OF ENGAGEMENT

Project Scores

	SCORE 1 - 2	SCORE 3 - 4	SCORE 5 - 6	This Project
Degree of complexity	There is one clear issue and or problem that needs to be addressed.	There are more than one or two issues/problems that can be resolved.	There are multiple issues/problems and it is unclear how to resolve them.	4
Degree of potential community impact and political sensitivity	The project will have little effect on stakeholders and they will hardly notice any changes. The project has acceptance throughout the community.	The project will fix a problem that will benefit stakeholders and the change will cause minor inconvenience. There are groups who may see potential in raising the profile of a project to gain attention for their cause.	The project will create a change that will have an impact on stakeholders and the living/working environment and the degree of impact/outrage and acceptance will vary. Stakeholder expectations about the project are different to those of the decision makers and there is high potential for individuals and groups to use the uncertainty to gain attention.	5

Engagement Matrix

The engagement level for this project is varied, based on the level of Stakeholder:

For **Primary Stakeholders**, the level of engagement for the project will be “**Collaborate**”, based on it being a high profile, long-running project with major advantages in gaining buy-in from multiple stakeholders and significant risks should a solution not be identified.

For **Secondary Stakeholders**, the level of engagement for the project will be “**Involve**”, whereby community concerns and aspirations will be highly valued and reflected in project development.

Tertiary Stakeholders will be utilized to distribute information.

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal:				
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the Public:				
We will keep you informed	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

COMMUNITY ENGAGEMENT PLAN

COMMUNICATION TOOLS

The following communication tools have been selected for this project:

Targeted Communication

Stakeholder Meetings

- Ongoing Broome Boat Harbour Advisory Group Meetings
- Individual stakeholder meetings as required

Broad Communication

Information Sessions

- 'Meet and Greet' - information session at Broome Fishing Club, launching public display boards that will remain erected for duration of project
- 'Question Time' - Focused engagement sessions to target fishing community, including during fishing competitions and at fishing clinics.

Information Displays

- Public Displays in Shire Administration Office, Library, Fishing Stores and Boulevard Shopping Centre
- Public Displays at key Shire events, including Australia Day, Christmas Party and any other events that fall within project period.
- Project signage at Entrance Point boat ramp

Advertising – Print Media

- Shire News and formal notices in the Broome Advertiser
- Advertorial in key industry magazines or Recfishwest broadcasts

Other

- Quarterly fact sheet for general public Shire of Broome Website updates
- Social Media presence
- Questionnaire

The way these tools will be used throughout the project will depend on the project stage and the engagement level of the audience, as demonstrated in the Engagement Action Plan below.

COMMUNITY ENGAGEMENT PLAN

ENGAGEMENT ACTION PLAN

The Action Plan outlines the course of engagement activities based on phases of the project. Exact dates are to be confirmed and are pending initial project phase development. Status to be updated following

Engagement Phase One: Demand Study and Concept Option Development							
Date	Tool/Activity	S/holder involved	Purpose	Resp. Officer	Budget (ex GST)	Communication/ message	Feedback/ Follow up
Bi monthly	BBHAG Meeting	BBHAG	Collaborate	SPC	Nil	Project status updates	Meeting minutes and via following meeting update
Bi monthly	One on one Meetings	Primary	Collaborate	SPC, MCED	Nil	Introduce project, discuss project history and present concept options. Present project status updates	Meeting minutes and via following meeting update
TBC	Meet and Greet at Broome Fishing Club	All	Collaborate	SPC	\$2000	Introduce project, discuss project history and present concept options	Establishment of mailing list for feedback and launch of questionnaire.
TBC	Public Display Boards: BFC events, Boulevard, Fishing Stores	All	Collaborate	SPC	\$1500	Introduce project, present project history and concept options. To be launched at key dates and to be manned by project representatives.	Establishment of mailing list for feedback and launch of questionnaire.
TBC	Public Display Boards- Shire Admin and Library	All	Involve	SPC	\$500	Introduce project, present project history and concept options. To be unmanned.	Establishment of mailing list for feedback and launch of questionnaire.
TBC	Website Updates	All	Inform	SPC, MPO	Nil	Major Milestones or updates (quarterly updates at a minimum)	Link to mailing list and questionnaire.
TBC	Shire News and Broome Advertiser Notices	All	Inform	SPC, MPO	\$2000	Major Milestones or updates (quarterly updates at a minimum)	Via mailing list and questionnaire
Quarterly	Quarterly Fact Sheet	All	Inform	SPC, MPO	\$2000	Quarterly Project Update	Via mailing list and questionnaire
Weekly	Social Media Presence	All	Inform	SPC, MPO	Nil	To monitor and respond to comments that may arise following released of public information	Via mailing list and questionnaire

COMMUNITY ENGAGEMENT PLAN

Engagement Phase Two: Masterplan Finalisation and Preliminary Design							
Date	Tool/Activity	S/holder involved	Purpose	Resp. Officer	Budget (ex GST)	Communication/ message	Feedback/ Follow up
Bi monthly	BBHAG Meeting	BBHAG	Collaborate	SPC	Nil	Present final master plan and project status update	Meeting minutes and via following meeting update
Bi monthly	One on one Meetings	Primary	Collaborate	SPC, MCED	Nil	Present final master plan and project status updates	Meeting minutes and via following meeting update
TBC	Public Display Boards: Fishing club events, Boulevard, Fishing Stores	All	Collaborate	SPC	\$1500	Present final masterplan option and project status updates. To be launched at key dates and to be manned by project representatives.	Via mailing list and questionnaire
TBC	Public Display Boards- Shire Admin and Library	All	Involve	SPC	\$500	Present final master plan	Via mailing list and questionnaire
TBC	Project Signage at Entrance Point boat ramp	All	Inform	SPC	\$2000	Invite community to review masterplan	Via mailing list and questionnaire
TBC	Website Updates	All	Inform	SPC, MPO	Nil	Present final master plan	Via mailing list and questionnaire
TBC	Shire News and Broome Advertiser Notices	All	Inform	SPC, MPO	\$2000	Present final master plan	Via mailing list and questionnaire
Quarterly	Quarterly Fact Sheet	All	Inform	SPC, MPO	\$2000	Present final master plan	Via mailing list and questionnaire
Weekly	Social Media Presence	All	Inform	SPC, MPO	Nil	To monitor and respond to comments that may arise following released of public information	Via mailing list and questionnaire

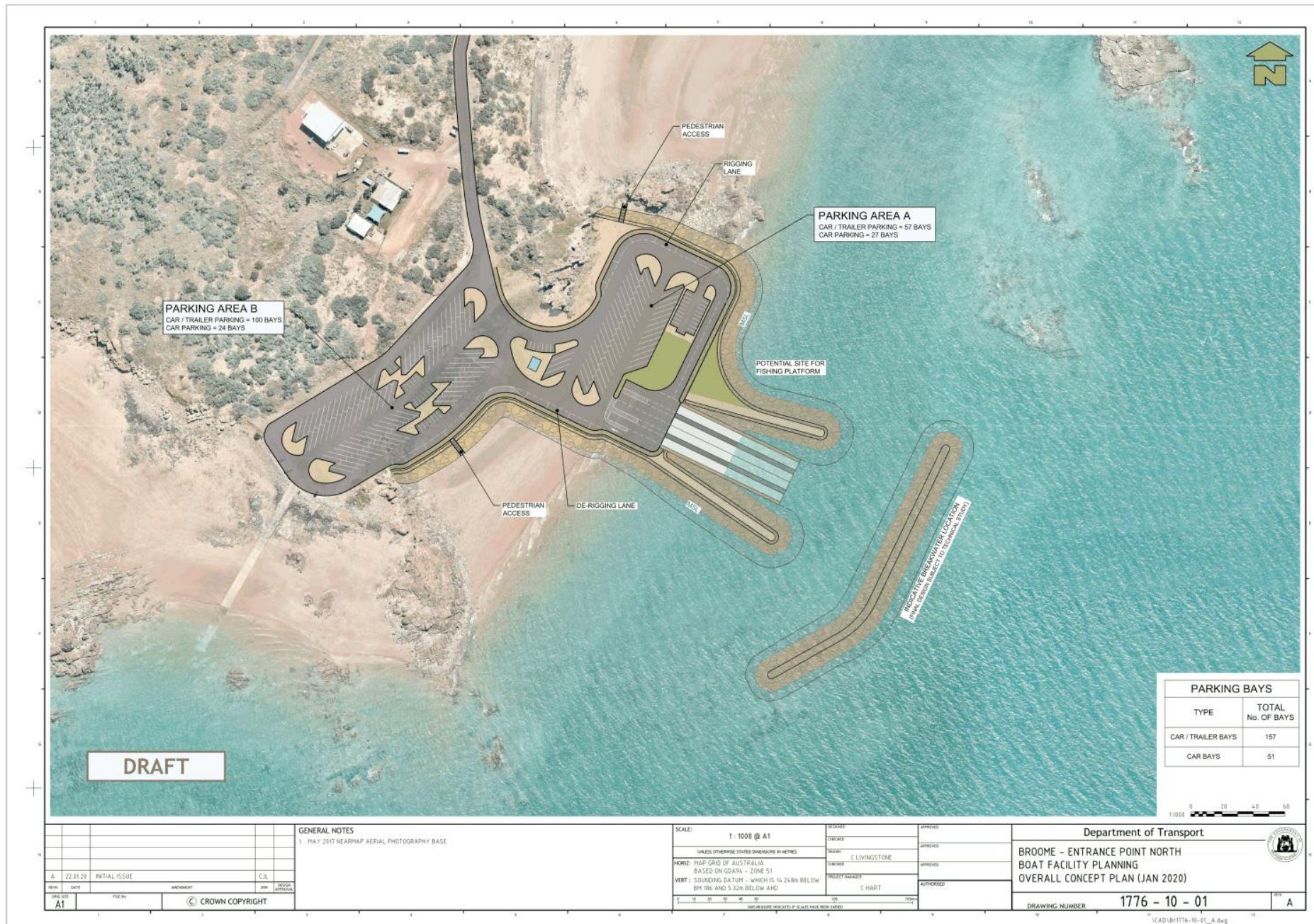
COMMUNITY ENGAGEMENT PLAN

Engagement Phase Three: Business Case Preparation							
Date	Tool/Activity	S/holder involved	Purpose	Resp. Officer	Budget (ex GST)	Communication/ message	Feedback/ Follow up
Bi monthly	BBHAG Meeting	BBHAG	Collaborate	SPC	Nil	Present Business Case, thank stakeholders, process moving forward	Meeting minutes and via following meeting update
Bi monthly	One on one Meetings	Primary	Collaborate	SPC, MCED	Nil	Present Business Case, thank stakeholders, process moving forward	Meeting minutes and via following meeting update
TBC	Community Event- BFC	All	Inform	SPC	\$2500	Present Business Case, thank stakeholders, process moving forward	Project follow up via mailing list
TBC	Website Updates	All	Inform	SPC, MPO	Nil	Announce completion of Business Case and process forward	Project follow up via mailing list
TBC	Shire News and Broome Advertiser Notices	All	Inform	SPC, MPO	\$2000	Announce completion of Business Case	Project follow up via mailing list
TBC	Advertorial in Recfishwest, fishing media	All	Inform	SPC, MPO	\$2000	Announce completion of Business Case	Project follow up via mailing list
Quarterly	Quarterly Fact Sheet	All	Inform	SPC, MPO	\$2000	Announce completion of Business Case and process moving forward	Project follow up via mailing list
Weekly	Social Media Presence	All	Inform	SPC, MPO	Nil	Announce completion of Business Case and process moving forward	Project follow up via mailing list

COMMUNITY ENGAGEMENT PLAN

FEEDBACK ACTION PLAN

Date	Tool/ Activity	Stakeholders involved	Responsible Officer	Budget (ex GST)	Communication / message
TBC	Feedback Report	Primary	SPC, MPO	Nil	To occur following endorsement by Council
TBC	Project Questionnaires	Secondary	SPC, MCED	\$2000	One per project phase, giving stakeholders opportunity to provide comment on the project. Questionnaires to target key feedback to inform design development. Information used to inform feedback report.
TBC	Media Release	All	MPO, SPC	Nil	To occur following endorsement by Council
TBC	Social Media Responses	All	MPO, SPC	Nil	As needs
TBC	Face to Face Meetings	Primary	SPC, MCED	Nil	Following completion of each project phase.
TBC	Thank you message	All	SPC, MCED	Nil	Event, following completion of Business Case
TBC	Acknowledgement of contributions	All	SPC	Nil	To be included within the Business Case.



6.4 OUR ORGANISATION

There are no reports in this section.

7. REPORTS OF COMMITTEES

There are no reports in this section.

8. MATTERS BEHIND CLOSED DOORS

No matters were moved behind closed doors.

9. MEETING CLOSURE

There being no further business the Chairman declared the meeting closed at 5:50pm

These minutes were confirmed at a meeting held Thursday, 26 March 2020, and signed below by the Presiding Person, at the meeting these minutes were confirmed.

A handwritten signature in dark ink, consisting of a large, stylized 'A' followed by a long horizontal stroke extending to the right.

Signed: