



# AGENDA

FOR THE

ORDINARY MEETING OF COUNCIL

**27 FEBRUARY 2025**

# NOTICE OF MEETING

Dear Council Member,

The next Ordinary Meeting of Council will be held on Thursday, 27 February 2025 in the Council Chambers, Corner Weld and Haas Streets, Broome, commencing at 5:00PM.

Regards,



S MASTROLEMBO  
**Chief Executive Officer**

20/02/2025

## Our Mission

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

### 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 in section 5.25 of the *Local Government Act 1995* 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.*



Councillor Attendance Register										
Councillor		Cr C Mitchell	Cr D Male	Cr S Cooper	Cr J Lewis	Cr J Mamid	Cr P Matsumoto	Cr E Smith	Cr P Taylor	Cr M Virgo
2023	14 December									
2024	29 February									
2024	28 March	E								
2024	24 April	E								
2024	30 May							LOA		
2024	27 June		LOA							
2024	25 July			LOA						
2024	29 August									
2024	19 September									
2024	31 October									
2024	21 November (Meeting Cancelled)									
2024	12 December				LOA				A	

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

## 2.25. Disqualification for failure to attend meetings

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

**SHIRE OF BROOME**  
**ORDINARY MEETING OF COUNCIL**  
**THURSDAY 27 FEBRUARY 2025**  
**INDEX – AGENDA**

1.	OFFICIAL OPENING .....	6
2.	ATTENDANCE AND APOLOGIES .....	6
3.	ANNOUNCEMENTS BY PRESIDENT.....	6
4.	DECLARATIONS OF INTEREST.....	6
5.	PUBLIC QUESTION TIME.....	6
6.	APPLICATION FOR LEAVE OF ABSENCE .....	6
7.	CONFIRMATION OF MINUTES .....	6
8.	PRESENTATIONS / PETITIONS / DEPUTATIONS.....	6
9.	REPORTS FROM OFFICERS .....	7
9.1	PEOPLE.....	7
9.2	PLACE .....	8
9.2.1	STAGE 17B ROEBUCK ESTATE - PROPOSED ROAD NAMING.....	8
9.3	PROSPERITY .....	13
9.4	PERFORMANCE .....	14
9.4.1	2025 LOCAL GOVERNMENT ORDINARY ELECTION .....	14
9.4.2	NEW COUNCIL POLICIES - INFORMATION PRIVACY, RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS AND FRAUD AND CORRUPTION PREVENTION.....	25
9.4.3	MONTHLY PAYMENT LISTING - DECEMBER 2024 .....	44
9.4.4	MONTHLY PAYMENT LISTING - JANUARY 2025.....	68
9.4.5	MONTHLY FINANCIAL REPORT - DECEMBER 2024 .....	87
9.4.6	MINUTES AND RECOMMENDATIONS FROM THE AUDIT AND RISK COMMITTEE MEETING HELD 18 FEBRUARY 2025 .....	116
10.	REPORTS OF COMMITTEES.....	176
11.	NOTICES OF MOTION WITH NOTICE .....	177
12.	NOTICES OF MOTION WITHOUT NOTICE.....	177
13.	BUSINESS OF AN URGENT NATURE .....	177
14.	MEETING CLOSED TO PUBLIC.....	178

---

14.1	RFT 24/11 - PROVISION OF CABLE BEACH LIFEGUARD SERVICES .....	178
14.2	APPOINTMENT OF DIRECTOR DEVELOPMENT AND COMMUNITY.....	179
15.	MEETING CLOSURE .....	180

**1. OFFICIAL OPENING**

**2. ATTENDANCE AND APOLOGIES**

**3. ANNOUNCEMENTS BY PRESIDENT**

**4. DECLARATIONS OF INTEREST**

**5. PUBLIC QUESTION TIME**

**6. APPLICATION FOR LEAVE OF ABSENCE**

**7. CONFIRMATION OF MINUTES**

**8. PRESENTATIONS / PETITIONS / DEPUTATIONS**

<b>9.       REPORTS FROM OFFICERS</b>
---------------------------------------

<b>9.1     PEOPLE</b>
-----------------------

There are no reports in this section.

## 9.2 PLACE

### 9.2.1 STAGE 17B ROEBUCK ESTATE - PROPOSED ROAD NAMING

<b>LOCATION/ADDRESS:</b>	Lot 9066 on Plan 427061
<b>APPLICANT:</b>	RJ Menzies and Associates Pty Ltd
<b>FILE:</b>	PLA69
<b>AUTHOR:</b>	Land Tenure Officer
<b>CONTRIBUTOR/S:</b>	Manager Building & Planning
<b>RESPONSIBLE OFFICER:</b>	Acting Director Development & Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

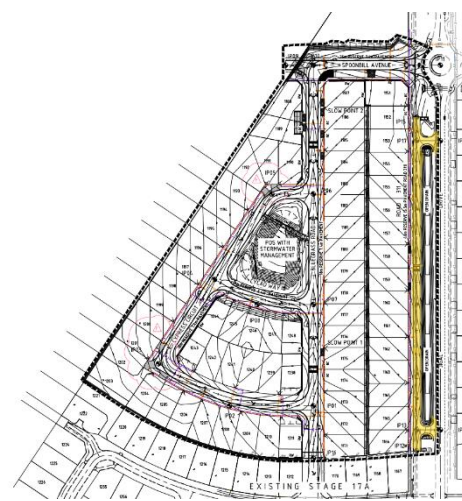
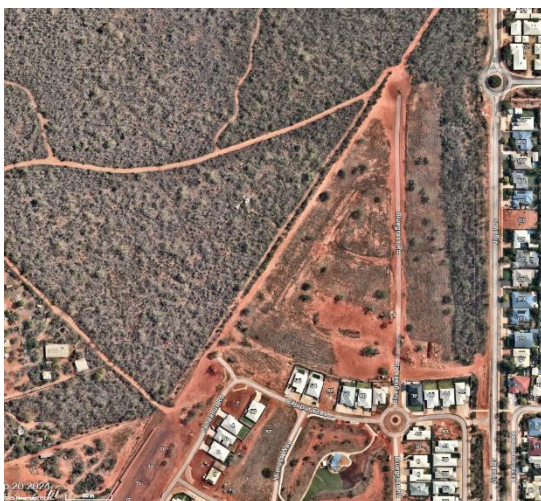
#### SUMMARY:

RJ Menzies and Associates Pty Ltd have submitted a request for approval to name an unnamed road that will form part of the Roebuck Estate Stage 17B Western Triangle subdivision within the suburb of Djugun. It has been proposed to name the road 'Tamarind Loop'. The Geographic Names Committee at Landgate are the approval authority for road naming but first require the local government's approval of the name before the road can be named.

This report recommends Council approve the recommended road naming request.

## BACKGROUND

The Roebuck Estate Stage 17B subdivision forms part of a number of subdivisions that have occurred throughout Roebuck Estate (WAPC Subdivision Reference No. 160671). Stage 17B is located west of Jigal Drive, on a triangular piece of freehold land currently owned by Roebuck Estate Development Pty Ltd. The subdivision includes the extension of Spoonbill Avenue and the designation of the unnamed road 'Tamarind Loop'. However, before the road can be named, approval of the recommended road name has to be forwarded to the Minister for Lands by the local authority, as per section 26A of the *Land Administration Act 1997* (LAA).



**Figure 1 :** Location of Tamarind Loop (highlighted yellow) alongside Western Triangle subdivision area (aerial image) in Roebuck Estate

## COMMENT

Shire officers have been contacted by RJ Menzies and Associates Pty Ltd (**RJMA**), on behalf of Roebuck Estate Construction Pty Ltd, to endorse a road name application. The road is currently unconstructed and undedicated but can be identified as Road 311 (highlighted yellow) within the Roebuck Estate Stage 17b Subdivision Layout and Settlement Plan in **Attachment 1**.

Landgate's Geographic Names Committee (**GNC**) is responsible for processing submissions for naming (or re-naming) places, features administrative boundaries, localities and roads. Consultation with the relevant local government is required in each case, for their comment and/or endorsement prior to the submission to GNC for consideration. GNC will consider the name in line with the 'Policies and Standards for Geographical Naming in Western Australia' document.

Roads throughout Roebuck Estate have historically been named after fauna and flora important to the Dampier Peninsula. 'Tamarind Loop' has been selected in this instance as the name for Road 311. 'Tamarind' has been selected due to its historical presence within the Dampier Peninsula, as described in Figure 1 'Plans and People of the Dampier Peninsula, Kimberley, Western Australia' by Kevin F. Kenneally, Daphne Choules Edinger and Tim Willing.

*\*Tamarindus indica L. Tamarind*

Tall tree to 10 m, with broad crown and wide-spreading branches, bark dark greyish brown, slightly tessellated; leaves abruptly pinnate, leaflets 10 to 20 pairs, oblong-linear, obtuse; flowers yellow in terminal racemes; pod cinnamon-brown, linear or oblong-linear, curved, thick, the epicarp crustaceous and fragile; the mesocarp pulpy.

Occasional in *Melaleuca acacioides* thicket behind Nimalaica Claypan and on Waterbank Station and One Arm Point. Also naturalised in NT and Qld.

A widely cultivated tree native to Asia and Africa, and grown throughout the tropics and in Broome as an ornamental and shade tree.

The acid fruit pulp is widely used to prepare a refreshing drink, chutneys, preserves, and also for medicinal purposes. The bark is used as a source of tannin for tanning leather.

Tamarind trees at coastal sites in northern Australia have often been associated with the visits of Macassans since c. 1700, seeking bêche-de-mer (also known as trepang or sea cucumber). Tamarinds were often planted at their campsites where catches were boiled down. Burges (1913) describes a Macassan fleet at Roebuck Bay in 1864-65. However, there is little evidence that Macassans established tamarind trees on the Dampier Peninsula as they did around Kalumburu on the north Kimberley coast.

Good examples of this tree can be seen in Broome at Bedford Park, the Courthouse and outside the Post Office.

Flowering and fruiting December-June.

Figure 2 : An extract from 'Plans and People of the Dampier Peninsula, Kimberley, Western Australia

The request aligns with the GNC Policy and Standards for Geographical Naming in WA and the road name aligns with the theme applied throughout Roebuck Estate. Therefore officers recommend that Council approves the request to name the unnamed road as 'Tamarind Loop' and forward this approval to the Geographic Names Committee at Landgate.

## CONSULTATION

No public consultation was undertaken for this item. Landgate have confirmed that approval from the local government authority is required before approving the naming of a road under section 26A of the LAA.

## STATUTORY ENVIRONMENT

*Land Administration Act 1997* - Part 2 – General administration, Division 3 – General, section 26 Constitution, etc. of land districts and townsites and section 26A Names of roads and areas in new subdivisions.

### 26A. Names of roads and areas in new subdivision

- (1) If a person delivers a plan of a survey or sketch plan of a subdivision of land approved by the Planning Commission to a local government, and the proposed subdivision includes the provision of a road for use by the public, that person must also deliver to the local government the name proposed to be given to the road.
  - (2) The local government may require the person so subdividing the land –
    - a. To propose a name for the proposed road or, if a name has already been proposed, to alter that name; and
    - b. To propose a name for the area the subject of the proposed subdivision, or if a name has already been proposed, to alter that name.
  - (3) If the local government approves a name proposed under subsection (1) or (2), the local government is to forward the proposal to the Minister.
  - (4) The Minister may –
    - a. Approve the proposed name; or
    - b. Direct the local government to reconsider the proposed name, having regard to such matters as the Minister may mention in the direction; or
    - c. Refuse to approve the proposed name.
  - (5) A person must not –
    - a. Assign a name to the area or road unless the name is first approved by the Minister;
    - b. Alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.
- Penalty for this subsection:
- a. A fine of \$2 000;
  - b. A daily penalty or a fine of \$200 for each day or part of a day during which the offence continues.

## POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

Nil.

## RISK

Nil.

## STRATEGIC ASPIRATIONS



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

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

**Objective** 7.1 Provide safe and efficient roads and parking.

**VOTING REQUIREMENTS**

*Simple Majority*

REPORT RECOMMENDATION:

*That Council:*

1. *In accordance with Section 26A of the Land Administration Act 1997, approves the request to name the new road, depicted in **Attachment 1**, as Tamarind Loop; and*
2. *Request the Chief Executive Officer lodge a submission to Landgate's Geographic Names Committee to consider the request to officially name the road Tamarind Loop.*

**Attachments**

1. Engineering Drawing - Stage 17B Roebuck Estate - Tamarind Loop



<b>9.3      PROSPERITY</b>
----------------------------

There are no reports in this section.

## 9.4 PERFORMANCE

### 9.4.1 2025 LOCAL GOVERNMENT ORDINARY ELECTION

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	GOE04
<b>AUTHOR:</b>	Manager Governance, Strategy And Risk
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

This report recommends that Council appoint the Western Australian Electoral Commission (**WAEC**) to conduct the 2025 Ordinary Election on behalf of the Shire of Broome and that the election be an 'In-Person' election.

## BACKGROUND

The next local government ordinary election is scheduled to be held on Saturday, 18 October 2025.

The Chief Executive Officer of a local authority is responsible for the conduct of local government elections unless arrangements are made in accordance with section 4.20 of the *Local Government Act 1995* (**Act**) to appoint another person. This appointment must occur at least 80 days prior to election day.

Section 4.61(1) of the Act provides for an election to be conducted as a:

**postal election** which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or

**voting in person election** which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

Postal voting legislation currently prohibits early polling. This limits the ability to provide pre-polling opportunities particularly in the remote communities and for this reason has not been considered for the 2025 Ordinary Election.

The WAEC has conducted the in-person elections on behalf of the Shire since 2009.

## COMMENT

The WAEC have provided a cost estimate to conduct the 2025 election with options for either a local Returning Officer (RO) or a non-local RO (**Attachment 1** and **Attachment 2** respectively).

Previously Council requested that the WAEC appoint a non-local RO for the 2019, 2021 and 2023 elections to eliminate any perception of political or personal influence. This has

provided increased assurance to the candidates and the community that the election process is undertaken in an open and transparent manner.

The cost estimates received from the WAEC are listed below:

- Local RO                      \$39,033.50 including GST
- Non-local RO                \$51,683.50 including GST.

To confirm the WAEC engagement for the 2025 election a resolution of Council by absolute majority is required under section 4.20(4) of the Act and in accordance with the Local Government Ordinary Election Process as outlined **Attachment 3**.

Overseeing local government elections by the WAEC was recommended in the Local Government Act Review Final Report issued in May 2020 which stated:

*"The Panel decided that the WAEC was the most appropriate organisation to coordinate local government elections. Having the one body responsible for conducting elections would allow for greater consistency across local governments."*

The Shire has a well-established relationship with the WAEC and their continued appointment is strongly recommended. Officers also recommend that a non-local RO is requested to ensure that there are no perceptions of bias affecting the election process.

In accordance with the **WAEC Election (Attachment 3)**, this report seeks Council approval for the \$51,683.50 (including GST) Non-local RO cost estimate letter. Upon approval, the Shire will confirm the estimate with **WAEC** in writing. **WAEC** will then issue a written agreement for the Electoral Commissioner to conduct the election, which will be presented to Council for consideration.

## CONSULTATION

Western Australian Electoral Commission.

## STATUTORY ENVIRONMENT

### 4.20. CEO to be returning officer unless other arrangements made

- (1) *Subject to this section the CEO is the returning officer of a local government for each election.*
- (2) *A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint\* a person other than the CEO to be the returning officer of the local government for —*
  - (a) *an election; or*
  - (b) *all elections held while the appointment of the person subsists.*

*\* Absolute majority required.*
- (3) *An appointment under subsection (2) —*
  - (a) *is to specify the term of the person's appointment; and*
  - (b) *has no effect if it is made after the 80th day before an election day.*
- (4) *A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

\* Absolute majority required.

#### 4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —  
**postal election** which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or  
**voting in person election** which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) The local government may decide\* to conduct the election as a postal election.  
 \* Absolute majority required.

#### POLICY IMPLICATIONS

Shire of Broome Council Policy Election Caretaker.

#### FINANCIAL IMPLICATIONS

The amount of \$51,683.50 (incl. GST) will be allocated in the 2025/26 municipal budget (GL 20404), subject to Council endorsement.

#### RISK

Utilising the WAEC resources and expertise reduces the risk of non-compliance and ensures a high level of impartiality and transparency.

#### STRATEGIC ASPIRATIONS

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

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

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

#### VOTING REQUIREMENTS

*Simple Majority*

##### REPORT RECOMMENDATION:

*That Council:*

1. Agrees to the cost estimate of \$51,683.50 including GST provided by the Electoral Commissioner in **Attachment 2** to conduct the Shire of Broome 2025 Election as an in- person election:
  - a) utilising a non-local returning officer; and
  - b) utilising Western Australian Electoral Commission casual staff support on election day.
2. Requests the Chief Executive Officer provide written confirmation to the Western Australian Electoral Commission of the Cost Estimate.

**Attachments**

1. Western Australian Electoral Commission Cost Estimate Letter: 2025 Local Government Ordinary Election - Local Returning Officer
2. Western Australian Electoral Commission Cost Estimate Letter: 2025 Local Government Ordinary Election - Non Local Returning Officer
3. Western Australian Electoral Commission Local Government Ordinary Election Process



Mr Sam Mastrolembro  
Chief Executive Officer  
Shire of Broome  
PO Box 43  
BROOME WA 6725

Dear Mr Mastrolembro,

**Cost Estimate Letter: 2025 Local Government Ordinary Election**

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is your Cost Estimate for the Western Australian Electoral Commission to conduct your election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

Cost Estimate

The Commission has estimated the cost to conduct your Council's election in 2025 as an in person election at approximately \$35,485 (ex GST).

This cost has been based on the following assumptions:

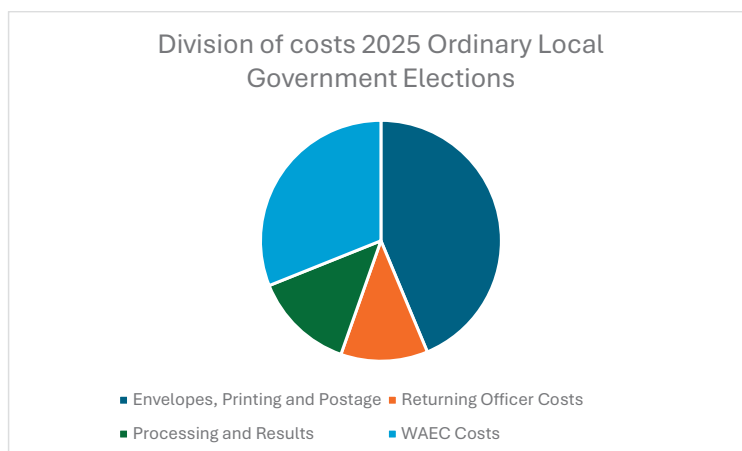
- The method of election will be in person;
- 4 Councillor(s) vacancies;
- 9700 electors;
- response rate of approximately 25%
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

Cost Methodology

To provide your estimate, the Commission has estimated the costs of all aspects of the election, from supply of materials to staffing costs. For the 2025 Local Government elections, we have applied the following apportionment across the State:





For individual local Governments the exact apportionment of costs may differ slightly from the above, as the cost categories are determined by applying the following variables:

- Envelopes, Printing and Postage, and WAEC Costs are determined by the number of electors in your Local Government;
- Processing and Results is determined by the expected response rate for your election; and
- Returning Officer Costs are determined by the complexity of the election for the Returning Officer; we classify Local Governments into bands depending on a number of factors including number of Wards, number of vacancies and the number of candidates, and then we pay our Returning Officers a rate which reflects this band.

#### Estimated Cost of 2025 Local Government Elections

The Commission estimates that the total cost of conducting the Local Government Elections across Western Australia in 2025 will increase by \$1.3 million, compared to 2023. The key drivers for this cost increase are as follows:

- a 45% cost increase from Australia Post, comprising of a 25% increase which came into effect in March 2024, and an additional 20% proposed increase currently being considered by the Australian Competition and Consumer Commission, which if approved will take effect in July 2025; and
- a 9% increase in the salaries paid to Returning Officers as required by the Public Sector CSA Agreement 2024.

#### Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your election package;
- If casual staff are required for the issuing of Replacement Election Packages;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

#### Service Commitment

The Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

#### Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

If you have any queries, please contact [lgelections@waec.wa.gov.au](mailto:lgelections@waec.wa.gov.au).

Yours sincerely,



Robert Kennedy  
**ELECTORAL COMMISSIONER**

12 December 2024



Mr Sam Mastrolembro  
Chief Executive Officer  
Shire of Broome  
PO Box 43  
BROOME WA 6725

Dear Mr Mastrolembro,

**Cost Estimate Letter: 2025 Local Government Ordinary Election**

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is your Revised Cost Estimate for the Western Australian Electoral Commission to conduct your election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

Cost Estimate

The Commission has estimated the cost to conduct your Council's election in 2025 as an in person election at approximately \$46,985 (ex GST).

This cost has been based on the following assumptions:

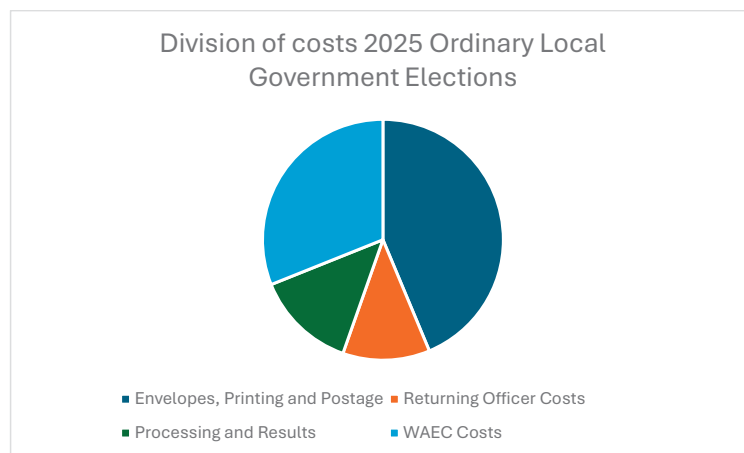
- The method of election will be in person;
- 4 Councillor(s) vacancies;
- 9700 electors;
- response rate of approximately 25%
- appointment of a non- local Returning Officer (associated costs include airfares, travel time, meals, accommodation during Nomination Period & Election Period including early voting at Remote Locations; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

Cost Methodology

To provide your estimate, the Commission has estimated the costs of all aspects of the election, from supply of materials to staffing costs. For the 2025

Local Government elections, we have applied the following apportionment across the State:



For individual local Governments the exact apportionment of costs may differ slightly from the above, as the cost categories are determined by applying the following variables:

- Envelopes, Printing and Postage, and WAEC Costs are determined by the number of electors in your Local Government;
- Processing and Results is determined by the expected response rate for your election; and
- Returning Officer Costs are determined by the complexity of the election for the Returning Officer; we classify Local Governments into bands depending on a number of factors including number of Wards, number of vacancies and the number of candidates, and then we pay our Returning Officers a rate which reflects this band.

#### Estimated Cost of 2025 Local Government Elections

The Commission estimates that the total cost of conducting the Local Government Elections across Western Australia in 2025 will increase by \$1.3 million, compared to 2023. The key drivers for this cost increase are as follows:

- a 45% cost increase from Australia Post, comprising of a 25% increase which came into effect in March 2024, and an additional 20% proposed increase currently being considered by the Australian Competition and Consumer Commission, which if approved will take effect in July 2025; and
- a 9% increase in the salaries paid to Returning Officers as required by the Public Sector CSA Agreement 2024.

#### Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost

greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your election package;
- If casual staff are required for the issuing of Replacement Election Packages;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

#### Service Commitment

The Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

#### Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

If you have any queries, please contact [lgelections@waec.wa.gov.au](mailto:lgelections@waec.wa.gov.au).

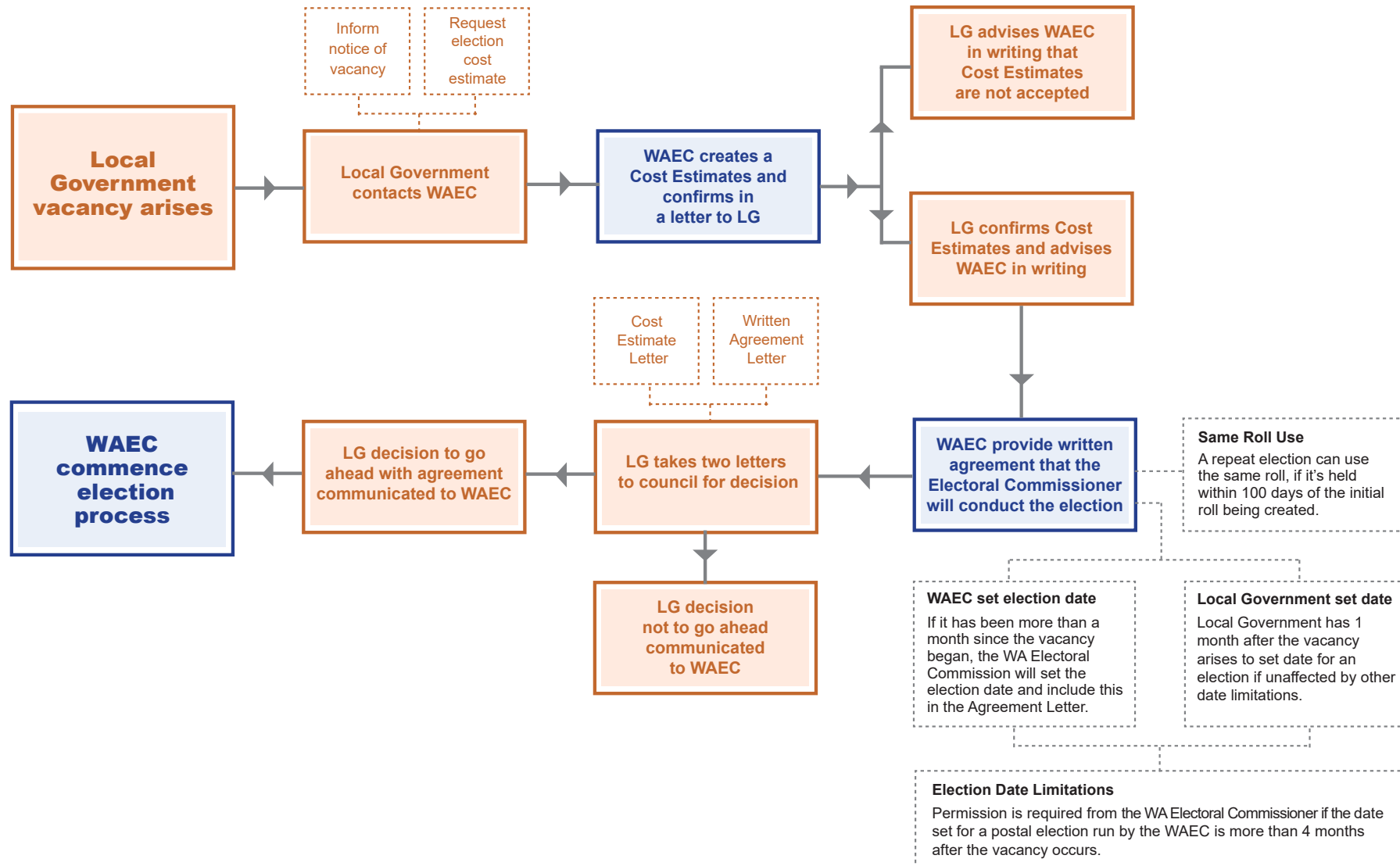
Yours sincerely,



Robert Kennedy  
**ELECTORAL COMMISSIONER**

31 January 2025

## Local Government Extraordinary Election Process



#### 9.4.2 NEW COUNCIL POLICIES - INFORMATION PRIVACY, RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS AND FRAUD AND CORRUPTION PREVENTION

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

#### SUMMARY:

This report recommends that Council adopts the following new Council Policies:

1. Information Privacy (**Attachment 1**).
2. Recording and Livestreaming of Council Meetings (**Attachment 2**).
3. Fraud and Corruption Prevention (**Attachment 3**).

### BACKGROUND

#### Previous Considerations

Nil.

#### 1. **Information Privacy**

The Department of Premier and Cabinet established the Public Sector Implementation Steering Committee (**ISC**) in 2022, to guide agencies efforts in developing their culture and capability in readiness for the Privacy and Responsible Information Sharing (**PRIS**) reforms.

The Federal government has committed to overhauling Australia's privacy laws, with the Western Australian Parliament passing the new Privacy and Responsible Information Sharing Bill (**the Bill**) on 17 September 2024.

The purpose of this Bill is to:

- provide a framework to protect the privacy of personal information handled by public entities, including contracted services providers to public entities;
- to provide a framework to authorise the responsible sharing of information held by public entities;
- to establish the Office of Chief Data Officer;
- to amend the *Freedom of Information Act 1992*; and
- to make consequential amendments to other acts.

Focus Points for Local Government agencies:

- Privacy by default;
- Informed consent to our privacy policy; and
- Obligations to destroy data in a timely manner.

## **2. Livestreaming and Recording of Council Meetings**

The Shire of Broome (**Shire**) recording of Ordinary Meetings of Council (**OMC**) commenced trials in July 2023.

Section 58 of the *Local Government Amendment Act 2023* (**the Amendment Act**), which commenced on Thursday, 19 October 2023, inserts a new section 5.23A into *the Local Government Act 1995* (**the Act**) covering electronic broadcasting (**livestreaming**) and video and audio recording of council meetings.

Section 5.23A(2) of the Act is a power that allows regulations to be made that may require, regulate, or otherwise make provision for any of the following matters:

- electronic broadcasting of council meetings;
- making or retaining recordings of council meetings;
- making recordings of council meetings publicly available; and
- provision, or otherwise making available, recordings of council meetings.

The *Local Government Regulations Amendment Regulations* (No. 3) were published on Wednesday, 18 October 2023 and prescribe various new requirements for local governments with respect to electronic broadcasting. For Band 2 local governments, including the Shire of Broome, this includes:

- video and audio livestreaming of council meetings (open proceedings);
- no livestreaming of closed proceedings;
- video and audio recording of council meetings (open proceedings);
- audio recordings of closed proceedings; and
- livestreaming and recording technology installed at the council's usual meeting place.

New electronic broadcasting requirements are compulsory from 1 January 2025; the Shire has drafted this Policy to ensure compliance.

## **3. Fraud And Corruption Prevention**

The prevention of fraud and corruption forms part of the Shire's risk management system.

The Shire seeks to identify and limit exposure to fraud and corruption by reducing the potential opportunity for this to occur. As the Shire is committed to a zero tolerance toward fraud and misconduct the Shire intends to formalise protocols for reporting suspected misconduct or fraudulent behaviour.

Elected Members and the Shire administration are committed to policies and practices that prevent, deter and detect fraudulent and corrupt behaviour in the performance of Shire activities.

The Western Australian Auditor-General has recommended all Councils adopt specific fraud control policies that address the risk of fraud and corrupt conduct.

## **COMMENT**

### **1. Information Privacy**

The importance of data privacy and security is paramount in the context of local government operations. As part of the Shire's commitment to upholding best practices in



governance, it is proposed that the Council adopt Council Policy Information Privacy. This policy will serve to guide the collection, management, and protection of personal and sensitive information held by the Shire, ensuring compliance with relevant legislation and fostering public trust.

## **Overview of Local Government Approaches to Information Privacy**

Several local governments in Western Australia and beyond have implemented robust Information Privacy Policies. These policies are designed to protect personal information, comply with legal frameworks such as the *Privacy Act 1988* (Cth), and ensure transparency in how the Shire handles sensitive data.

## **Benefits for the Shire of Broome**

By adopting an Information Privacy Policy, the Shire can achieve several key outcomes:

- **Compliance with Privacy Legislation:** The policy will ensure that the Shire adheres to the *Privacy Act 1988* (Cth) and other relevant state laws, reducing the risk of legal challenges.
- **Enhanced Trust and Accountability:** Clear and transparent data handling practices will foster trust among residents and stakeholders.
- **Protection Against Data Breaches:** Proactive management and monitoring of personal information will reduce the likelihood of breaches and mitigate the impact of any incidents.
- **Improved Staff Training and Awareness:** Regular training on privacy issues will ensure that Shire employees understand their obligations and are equipped to handle personal information responsibly.

## **2. Livestreaming and Recording of Council Meetings**

Regulation 14H of the Administration Regulations requires Class 1 and 2 Local Governments to broadcast meetings of Council electronically. Electronic broadcasting is defined in section 5.23A(1) of the Act as “broadcasting by way of the internet or other electronic means”. Another common term for electronic broadcasting is 'livestreaming'.

Band 1 and 2 Local Governments are required to broadcast (livestream) Council Meetings from the Council's usual meeting place. As the term suggests, this is the place where the Council ordinarily holds Council Meetings, noting that Local Governments may sometimes hold meetings in different locations. Local Governments are also required to broadcast meetings conducted entirely by electronic means (electronic meetings) in accordance with the existing requirements of the Administration Regulations.

The Department of Local Government, Sport and Cultural Industries (**DLGSC**) has published an explanatory paper for the livestreaming and recording of Council Meetings which is summarised below for the Class 2 requirements:

- Elected Members attending Council meetings electronically are to be audio recorded, however video recording is not required.
- The Shire must retain recordings of Council meetings for a five-year period on the website, or a link on the Shire's website to an external location where the recordings are kept.

- Meetings held outside of the usual meeting place (Council Chambers) require that at a minimum the meeting audio is recorded, however video recording is not mandatory.
- Meetings may continue in the event of audio/visual technical failures, on the condition that:
  - o Every attempt to correct the issue was made; and
  - o If not resolved, a reason for this failure is published on website within 14-days.
- Audio recordings of closed proceedings must be kept but are not published.

### **3. Fraud and Corruption Prevention**

The development of a Council Policy Fraud and Corruption Prevention whilst not a statutory requirement, demonstrates to all stakeholders that Council and the Shire takes preventative action seriously, including the requirement under the *Local Government (Financial Management) Regulations 1996* to establish efficient systems and procedures to prevent fraud and corruption.

## **CONSULTATION**

### **1. Information Privacy**

The consultation process for developing the Shire 's Information Privacy Policy has involved input from internal stakeholders and other local governments. Internal consultation with departments such as Governance, Administration, Customer Service, Records Management, and IT has been essential in addressing practical challenges and identifying staff training needs.

The policy was provided electronically to Elected Members in January 2025 to allow for comments to be provided. No comments were received.

### **2. Livestreaming and Recording of Council Meetings**

Department of Local Government Sport and Cultural Industries

The policy was provided electronically to Elected Members in January 2025 to allow for comments to be provided. No comments were received.

### **3. Fraud and Corruption Prevention**

The policy was provided electronically to Elected Members in January 2025 to allow for comments to be provided. No comments were received.

## **STATUTORY ENVIRONMENT**

### **1. Information Privacy**

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

*Section 2.7 – Role of council*

*(2)(b) determine the local government's policies.*

### **2. Livestreaming and Recording of Council Meetings**

#### **Disability Services Act 1993**

*Section 3 – definition of disability.*

**Freedom of Information Act 1992**

**Local Government Amendment Act 2023**

*Section 58 – section 5.23A inserted.*

**Local Government Act 1995**

*Section 2.7 (2) (b) – Role of Council.*

*Section 5.23 – Meetings generally open to public.*

*Section 5.23A – Electronic broadcasting and video or audio recording of council meetings.*

*Section 5.94 – Public can inspect certain local government information.*

*Section 9.57A – Local government protected from liability for defamation: council proceedings on website.*

**Local Government (Administration) Regulations 1996**

*Part 2A – Electronic broadcasting and video or audio recording of council meetings.*

*Regulation 14H – Class 1 local governments and class 2 local governments to broadcast council meetings publicly.*

*Regulation 14I – Local government to make recordings of council meetings.*

*Regulation 14J – Informing members of public of broadcasting or recording.*

*Regulation 14K – Defamation.*

*Regulation 29 – Information to be available for public inspection.*

**State Records Act 2000**

**3. Fraud and Corruption Prevention**

**Local Government (Audit) Regulations 1996**

**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 procedure 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 not less than once in every 3 financial years.

(3) *The CEO is to report to the audit committee the results of that review.*

## **Local Government (Financial Management) Regulations 1996**

### *Regulation 5:*

*(1) Efficient systems and procedures are to be established by the CEO of a local government–*

- a) for the proper collection of all money owing to the local government; and*
- b) for the safe custody and security of all money collected or held by the local government; and*
- c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
- d) to ensure proper accounting for municipal or trust –
  - i. revenue received or receivable; and*
  - ii. expenses paid or payable; and*
  - iii. assets and liabilities; and**
- e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
- f) for the maintenance of payroll, stock control and costing records; and*
- g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

## **POLICY IMPLICATIONS**

### **1.Information Privacy**

Nil.

### **2. Livestreaming and Recording of Council Meetings**

Shire of Broome Code of Conduct for Council Members, Committee Members and Candidates.

Shire of Broome Code of Conduct for Employees.

Shire of Broome Council Policy Forums of Council – Workshops and Agenda Briefings.

Shire of Broome Meeting Procedures Local Law 2020.

### **3. Fraud and Corruption Prevention**

Nil.

## **FINANCIAL IMPLICATIONS**

### **1.Information Privacy**

Nil.

### **2. Livestreaming and Recording of Council Meetings**

There are no significant budget impacts to be presented as part of this report. Minimal costs may be involved in the ongoing connection of the Shire's audio-visual system to a live streaming service (YouTube). These costs are included in annual municipal budgets.

### 3. **Fraud and Corruption Prevention**

Nil.

#### **RISK**

##### **1.Information Privacy**

To mitigate risks, having a written Information Privacy Policy ensures clear guidelines for handling personal data, helps comply with privacy laws, and reduces the likelihood of data breaches or misuse. It also provides staff with a clear framework for data management and ensures transparency, building trust with the community.

##### **2. Livestreaming and Recording of Council Meetings**

The Council Policy on Livestreaming and Recording of Council Meetings ensures that Ordinary Council Meetings, Special Council Meetings, and the Annual General Meeting of Electors in the Shire of Broome are accessible, open, and transparent to the community, while also complying with current legislation to mitigate risks to the Shire.

##### **3. Fraud and Corruption Prevention**

That fraud or corruption may have greater opportunity to occur without vigilance and scrutiny. Risk is acceptable with adequate controls, managed by routine procedures and subject to monitoring.

#### **STRATEGIC ASPIRATIONS**

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

**Outcome Eleven – Effective leadership, advocacy and governance:**

11.2 Deliver best practice governance and risk management.

#### **VOTING REQUIREMENTS**

*Simple Majority*

##### REPORT RECOMMENDATION:

*That Council adopts the following Council policies:*

- *Information Privacy (**Attachment 1**)*
- *Recording and Livestreaming of Council Meetings (**Attachment 2**); and*
- *Fraud and Corruption Prevention (**Attachment 3**).*

#### **Attachments**

1. Council Policy Information Privacy
2. Council Policy Recording and Livestreaming of Council Meetings
3. Council Policy Fraud and Corruption Prevention

## COUNCIL POLICY



### Information Privacy

#### Policy Objective

This Policy, aligns with the *Privacy Act 1988*, to protect personal information of members of the public and Shire Employees, ensuring transparency and providing clear guidelines on when, how, and to what extent their information is collected, used, and managed.

#### Policy Scope

This policy applies to all employees, contractors, elected members and agents of the Shire of Broome who handle personal information in the course of their duties.

#### Policy Statement

The Shire of Broome is committed to protecting the privacy of individuals, which we acknowledge as a fundamental human right.

#### Definitions:

- **Information Privacy:** refers to People's personal and sensitive information and their right to control when, how and to what extent it is used.
- **Personal Information:** any information that can identify an individual, such as name, address, phone number, email address, and other identifying details.
- **Sensitive Information:** information that includes racial or ethnic origin, political opinions, religious beliefs, health information, and other sensitive data.
- **Information Classification:** a business-level process whereby the sensitivity of a piece of information is evaluated, and a classification label applied to it, such that the sensitivity will be clear to all those who subsequently access it. (see the WA Government Information Classification Policy 2020).
- **Information Asset Register:** a comprehensive list of types of information and the systems that store the information or produce the information themselves – anywhere we store information that is critical to the running of our agency.

## **Management Guidelines**

### **The Australian Privacy Principles (APPs):**

The set of 13 APPs form the cornerstone of the privacy protection framework in the Privacy Act. They apply to any organisation or agency covered by the Privacy Act.

#### **1-2 Planning and Governance**

1. Open and Transparent – making available a clearly expressed privacy policy about the management of personal information by the agency.
2. Anonymity & Pseudonymity – individuals have the option of not identifying themselves or making use of a pseudonym where they choose.

#### **3-5 Collection**

3. Collecting Personal information - is only collected where it is required for the function of the agency. Information should be collected directly from the person with consent to collect sensitive information.
4. Unsolicited Personal Information – within a reasonable period of time after receiving and determining it was not solicited, the information should be as soon as practicable disposed of.
5. Giving Notice – Individuals must be given notice when are collecting information about them, and why.

#### **6-9 Handling**

6. Using or disclosing information – Personal information collected about an individual can only be used for the purpose it was collected; it must not be used or disclosed for a secondary purpose.(see below note1 on when information can be disclosed.)
7. Direct Marketing – Agencies that hold personal information must not use or disclose the information for the purpose of direct marketing unless reasonably expected to or consent is provided by the individual.
8. Cross-border disclosure – before disclosing personal information to an overseas recipient, reasonable steps must be taken to ensure that the overseas recipient doesn't breach the APPs.
9. Adoption, use or disclosure – outlines circumstances when an agency may adopt a government related identifier of individual as its own.

## 10-11 Integrity

10. Quality of Information – Reasonable steps need to be taken to ensure that the personal information collected is accurate, complete and relevant before it is disclosed or used,
11. Security – Reasonable steps need to be taken to ensure that the personal information is protected from misuse, loss and/or interference, unauthorised access, modification or disclosure. An Agency has the obligation to destroy or de-identify personal information where it is no longer needed, or where the information is not contained in a Commonwealth record required by law to retain.

## 12-13 Access and Control

12. Access – Individuals must be provided access to the information collected about them unless any exceptions apply. Requests for access must be responded to within a reasonable period of time.
13. Correction of Personal Information – Reasonable steps should be taken to correct personal information and ensure it is relevant, accurate, complete and not misleading.

### Disclosing personal information for a secondary purpose, without consent:

Where the secondary purpose is related to the primary purpose and the Individual would reasonably expect the disclosure.

Where the use or disclosure is necessary for action to be taken against suspected unlawful activity or serious misconduct relating to the agency's functions.

Where the use or disclosure is necessary to lessen or prevent a serious threat to the life, health or safety of any individual or to public health or safety.

## Information Classification Plan

The WA Government Information Classification Policy 2020 provides direction for public sector agencies to label their information according to its sensitivity.

It requires all government agencies to:

Clearly and consistently identify sensitive information;  
Apply appropriate security measures; and  
Communicate the classification within the agency and with others.

The three classifications mandated under the Policy align with the Aust Government protective markings for non-security classified information in its Protective Security Policy Framework.

**UNOFFICIAL**  
**OFFICIAL**  
**OFFICIAL: Sensitive**

This is primarily a risk management activity. Information classification is the responsibility of the entire business, NOT a delegated task for ICT teams.



A Business Operating Procedure for the classification of the Shire's information will mandate how our information will be classified and marked with appropriate classification labels.

**Note:** Agencies are not required to conduct a classification process on existing information until they are use

### **Information Asset Register (IAR)**

IAR is a critical component of data management and security – particularly in relation to increasing Cyber compromises.

Data management and the development of an IAR is not just the responsibility of Information and Records Management, or ICT, it is important that we can rely on the custodians of the systems and the information they hold to ensure that we have a comprehensive IAR.

An IAR should be a body of information, defined and practically managed so that the Information and systems can be understood, shared, protected and used to their full potential. An IAR should have:

- A set of guiding principles incorporated into process documents.
- A process for the creation, maintenance, use of, and reporting of an IAR, including destruction principles.
- Clearly identified vital records – critical to business requirements.
- Information of historical value and Corporate legacy.
- Documents with a legal or regulatory obligation.
- Documents with protective classification – sensitive and confidential.
- And IT component identified, classified and managed – integration with IT is essential

A Business Operating Procedure for the process for developing and maintaining the Shire's Information Asset Register will mandate how the register is used and who is responsible for the collecting of information and maintenance of the register.

## **Roles & Responsibilities**

### **Director Corporate Services**

Will ensure there is published to the Shire Website, and also to the Intranet, a clearly expressed, up-to-date privacy policy.

### **Manager Governance, Strategy and Risk**

Will regularly review and update the Shire of Broome Council Privacy Policy.

### **Manager Information Services**

Will take reasonable steps (in compliance with relevant Policies and Cyber security and protection procedures) to ensure that the personal information collected is protected from Misuse, loss or interference:

1. Unauthorised access; and
2. Disclosure (other than intended purpose).

## Records Services Coordinator

Will develop and maintain an Information Asset Register which forms part of the Shire's Information Classification Implementation Plan

## All Employees

Shire Employees dealing with members of the public, and/or involved with the collection and storing of personal information about individual members of the public will follow the basic AAP principles, in particular:

1. Informing the public on why we are collecting information, what we will do with it and who might see it,
2. Only collecting information that is essential to the functions performed by the Shire;
3. Using information provided only for the original intended purpose;
4. Taking reasonable steps to ensure that the information we collect, use and share is accurate and legible;
5. Storing personal information securely, protected from unauthorised access, and destroyed in a timely manner in accordance with the GRDALG 2023-005; and
6. Using empathetic and open communication and consultation handle requests and complaints with care and diligence and assist Customers to see their own personal information and change it where applicable.

## Compromised can mean any of the following:

- Physical unauthorised access.
- Phishing – scam emails, SMS to trick people into providing sensitive information, or clicking on malicious links or attachments.
- Drive-by – when attackers hack into a legitimate site and install malware that will infect anyone who visits the site.
- Watering-hole – targeted attacks that take advantage of your interests to strategically infect many people in certain groups.
- USB devices – when attackers infect USB devices using malicious software that will run automatically when plugged in.

**Note:** Security breaches are not always Criminal Acts – they can be accidental such as leaked documents, unprotected data, information sent to wrong person.

## Review and Improvement

Once the breach has been addressed, the Incident will be reviewed by key stakeholders including, the Director Corporate Services, the Manager Governance, Risk and Strategy and the Manager Information Services to identify any weaknesses in privacy practices and processes. An improvement plan will then be recorded and presented to the CEO and the Executive Management Team.

<b>Document Control Box</b>						
<b>Document Responsibilities:</b>						
<b>Owner:</b>	Director Corporate Services			<b>Owner Business Unit:</b>	Governance	
<b>Reviewer:</b>	Manager Governance, Strategy and Risk			<b>Decision Maker:</b>	Council	
<b>Compliance Requirements:</b>						
<b>Legislation:</b>	The Privacy Act 1988 Local Government Act 1995					
<b>Industry:</b>	State Records Act 2000 Freedom of Information Act 1992 WA Information Classification Policy 2020					
<b>Organisational:</b>	Council Policy Information Services Physical and Environmental Security Council Policy Records Management Record Keeping Plan 2024 Business Operating Procedure Information Asset Register					
<b>Document Management:</b>						
<b>Risk Rating:</b>		<b>Review Frequency:</b>	<b>Reviewer</b>	<b>Annual Desktop</b>	<b>Next Due:</b>	
			Council			
<b>Version #</b>	<b>Decision Reference:</b>		<b>Synopsis:</b>			
1.	Initial Adoption		Endorsed by Council at OMC of			
2.						
3.						

## COUNCIL POLICY



### Livestreaming and Recording of Council Meetings

#### Policy Objective

To provide guidance in relation to the livestreaming and recording of Shire of Broome (Shire) Ordinary Meetings of Council (OMC), Special Meetings of Council (SCM) and Annual General Meeting of Electors (AGM).

To ensure open and transparent engagement with the community and accessibility to Council decision-making through the livestreaming and recording of the Shire OMC, SCM and AGM meetings.

#### Policy Scope

This policy applies to all Livestreaming and Recording of OMC, SCM and AGM meetings, and all requests for such recordings.

#### Policy Statement

##### Definitions

- **Act:** Local Government Act 1995.
- **Livestream:** To Transmit or receive live audio and video coverage of an event with the intent with simultaneously recorded and broadcast in real time to the viewer.
- **Meeting:** Any Shire of Broome Ordinary Meeting of Council, Special Meeting of Council, Annual General Meeting of Electors or Electors meetings.
- **Policy:** This Shire of Broome Council policy titled "Livestreaming and Recording of Council Meetings".
- **Recording:** Any recording made by an electronic device capable of recording visions and / or audio.
- **Regulations:** Local Government (Administration) Regulations) 1996.

##### Livestreaming and Recording of Meetings

1. Wherever technically possible, meetings will be video and audio recorded and will be made available via the Shire's YouTube channel.
2. Meetings will be livestreamed and recorded until the meeting ceases or when the meeting is closed to the public.
3. Recordings will be made available through the Shire's YouTube channel and website as soon as practical following the meeting. It is to be noted that should any unforeseen technical difficult arise, the audio or video recording may not be available or delayed.
4. The recording will provide an unedited broadcast of the meeting proceedings, including discussions and the decision-making process.
5. The recording will include audio and visual components, capturing Elected Members and Shire staff.

6. The recording of a meeting will remain accessible to the public through the Shire's website for a period of five years after the meeting date.
7. Closed proceedings will be audio recorded only, and the recording will be retained for a period of five years after meeting date. Audio recordings of closed proceedings will not be made publicly available.
8. The official record of the meeting will be the written minutes prepared in accordance with the requirements of the Act and the Regulations.
9. Council may resolve to close the meeting to the public in accordance with section 5.23 of the Act.
10. Clear signage will be placed in the Council Chamber advising members of the public that the meeting will be livestreamed and recorded, and the Presiding Member will announce that the meeting is livestreamed and recorded at the commencement of the meeting.
11. By participating in a public meeting, those members of the public in attendance consent to being recorded.
12. Recordings will not be transcribed.
13. Other than in accordance with this Policy, a person must not use any recording device or instrument to record the proceedings of a meeting without the written permission of the Presiding Member.
14. Under section 9.57A of the Act, the Shire is not liable for defamation in relation to a matter published on its website a part of a livestream or recording of a meeting. Elected Members and Shire staff are not liable for defamation for any statements made in good faith or to which a defence is available under the *Defamation Act 2005*.

### **Record Keeping**

1. The Shire retains copyrights over its livestreaming and recordings of its meetings.
2. Closed proceedings will be audio recorded, and the recording will be retained for at least a period of five years after the meeting date. Audio recordings of closed proceedings will not be made publicly available.
3. Current Elected Members may request from the Chief Executive Officer (CEO) an audio recording hearing of a meeting at no charge. All Elected Members are to be notified when requests for recordings have been received and the recording is required to be heard in attendance with the CEO at the Shire Administration building.
4. Recordings will be stored and disposed of in accordance with the *State Records Act 2000*.

Document Control Box					
Document Responsibilities:					
Owner:	Chief Executive Officer		Owner Business Unit:	Office of the CEO	
Reviewer:	Manager Governance, Strategy and Risk		Decision Maker:	Council	
Compliance Requirements:					
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>State Records Act 2000</i> <i>Defamation Act 2005</i>				
Industry:					
Organisational:	Shire of Broome Code of Conduct for Council Members, Committee Members and Candidates Shire of Broome Code of Conduct for Employees Shire of Broome Meetings Procedure Local Law 2020 Shire of Broome Council Policy Forums of Council – Workshops and Agenda Briefings				
Document Management:					
Risk Rating:	Low	Review Frequency:	2 Yearly	Next Due:	3/2027
Version #	Decision Reference:		Synopsis:		
1.			OMC Initial Adoption		
2.					
3.					

## COUNCIL POLICY



### Fraud and Corruption Prevention

#### Objective

The Shire of Broome ("the Shire") Fraud and Corruption Prevention Policy outlines the Shire's commitment to zero tolerance for Fraud and Corruption, compliance with Regulation 5 of the *Local Government (Financial Management) Regulations 1996*, and strategies for prevention, detection, and response.

The Policy aims to:

- Foster integrity and ethical conduct across the organisation.
- Strengthen internal controls to mitigate risks.
- Promote transparency and accountability in operations and decision-making.
- Provide clear guidance on managing fraud and corruption.

#### Scope

This Policy applies to the Shire's Elected Members, Committee Members, Election Candidates, Volunteers, Employees (including those appointed, seconded, contracted, or in temporary roles), and external parties such as contractors, consultants, and suppliers.

All individuals share a collective responsibility to assess and mitigate the risk of fraud and corruption, act ethically, and conduct their activities in alignment with the Shire's values of transparency, accountability, and integrity.

#### Policy Statement

The Shire is the custodian of significant public funds and assets therefore it is important that the community has assurance that these are adequately protected from Fraud and Corruption.

A zero tolerance approach is adopted by the Shire towards fraudulent and corrupt behaviours.

The Shire expects its Elected Members to lead an ethical culture, through compliance with the:

- *Local Government (Model Code of Conduct) Regulations 2021*; and
- The Shire Code of Conduct for Council Members, Committee Members and Candidates.

The Shire expects employees to comply with *Code of Conduct for Employees* and expects they behave ethically and honestly when performing their functions and during their interactions with each other, the community and all other stakeholders.

Fraud and Corruption are a risk to the Shire and can damage the Shire's capacity to serve the community through loss of financial capacity, loss of assets, loss of public confidence (either real or perceived), and reputational damage.

All persons associated with the Shire have a role to play in Fraud and Corruption prevention and control. The Shire encourages the disclosure of actual or suspected fraudulent or corrupt activity, and will offer multiple ways for people to report suspected acts.

The Shire will protect the anonymity of those reporting suspected acts of Fraud and Corruption, from retaliation, consistent with the requirements of the *Public Interest Disclosure Act 2003 (WA)*.

When identified, any suspected fraudulent or corrupt activity will be promptly investigated, and where legal remedies are available under the law they will be pursued. The Shire will seek to recover all losses suffered through acts of Fraud or Corruption and report all acts of Fraud and Corruption to the appropriate authority.

Council will appropriately resource the Shire to implement Fraud and Corruption Control through prevention, detection and response strategies.

The Chief Executive Officer will develop and implement a Fraud and Corruption Control Plan to deliver the policy objective. The Fraud and Corruption Control Plan will be reviewed on a biennial basis by the Chief Executive Officer with oversight from Council's Audit and Risk Committee.

## Definitions

Code of Conduct	Code of Conduct documents broadly communicated within the organisation setting out expected standards of behaviour.
Conflict of Interest	Situation where business, financial, family, political or personal interests could interfere with the judgement of persons in carrying out their duties for the organisation.
Control	Measure that is modifying risk.
Corruption	Corruption is defined by Australian Standard AS8001-2021 as: Dishonest activity in which a person associated with an organisation (e.g. director, executive, manager, employee or contractor) act contrary to the interests of the organisation and abuses their position of trust in order to achieve personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by the organisation, or a person purporting to act on behalf of and in the interest of the organisation, in order to secure some form of improper advantage for the organisation either directly or indirectly.
Fraud	Fraud is defined by Australian Standard AS8001-2021 as: Dishonest activity causing actual or potential gain or loss to any person or organisation including theft of moneys or other property by persons internal and/or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity.



<b>Document Control Box</b>					
<b>Document Responsibilities:</b>					
<b>Owner:</b>	Council		<b>Owner Business Unit:</b>	Corporate Services	
<b>Reviewer:</b>	Manager of Governance, Strategy and Risk		<b>Decision Maker:</b>	Council	
<b>Compliance Requirements:</b>					
<b>Legislation:</b>	<i>Local Government Act 1995 (WA)</i> <i>Public Interest Disclosure Act 2003 (WA)</i> <i>Corruption, Crime and Misconduct Act 2003 (WA)</i> <i>Local Government Act 1995 (WA)</i> <i>Local Government (Functions and General) Regulations 1996 (WA)</i>		<i>Local Government (Rules of Conduct) Regulations 2007 (WA)</i> <i>Local Government (Financial Management) Regulations 1996 (WA)</i> <i>Local Government (Audit) Regulations 1996 (WA)</i> <i>Local Government (Administration) Regulations 1996 (WA)</i>		
<b>Industry:</b>	AS8001-2021 Fraud and Corruption Control AS ISO 31000:2018 Risk Management Guidelines WA Auditor General's Report – Fraud Risk Management Better Practice June 2022 Public Sector Commission Integrity Strategy for WA Public Authorities 2024-28				
<b>Organisational:</b>	Code of Conduct for Council Members, Committee Members and Candidates Code of Conduct for Employees Code of Conduct Behaviour Management Policy Public Interest Disclosure Procedure		General Complaints Governance Framework Risk Management Policy Statement of Business Ethics Audit and Risk Committee Terms of Reference		
<b>Document Management:</b>					
<b>Risk Rating:</b>	Moderate	<b>Review Frequency:</b>	<b>Reviewer</b>	<b>Annual Desktop</b>	<b>Next Due:</b>
			Council	Biennial	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Synopsis:</b>		
1.					
2.					
3.					

**9.4.3 MONTHLY PAYMENT LISTING - DECEMBER 2024**

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

**SUMMARY:**

This report recommends that Council receives the list of payments made under delegated authority, as per the attachment to this report, for December 2024.

**BACKGROUND**

The Chief Executive Officer (CEO) has delegated authority via Delegation 1.2.20 Payments from the Municipal or Trust Funds, to make payments from the Municipal and Trust funds as per budget allocations and in line with applicable policies.

**COMMENT**

The Shire provides payments to suppliers by Electronic Funds Transfer (EFT and BPAY), cheque, credit card or direct debit. Attachment 1 provides a list of all payments processed under delegated authority in December 2024.

**CONSULTATION**

Nil.

**STATUTORY ENVIRONMENT*****Local Government (Financial Management) Regulations 1996*****12. *Payments from municipal fund or trust fund, restrictions on making***

- (1) *A payment may only be made from the municipal fund or the trust fund —*
  - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
  - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*

**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; and
- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

(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.

#### 13A. Payments by employees via purchasing cards

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment;
- (d) sufficient information to identify the payment.

(2) A list prepared under sub regulation (1) must 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.

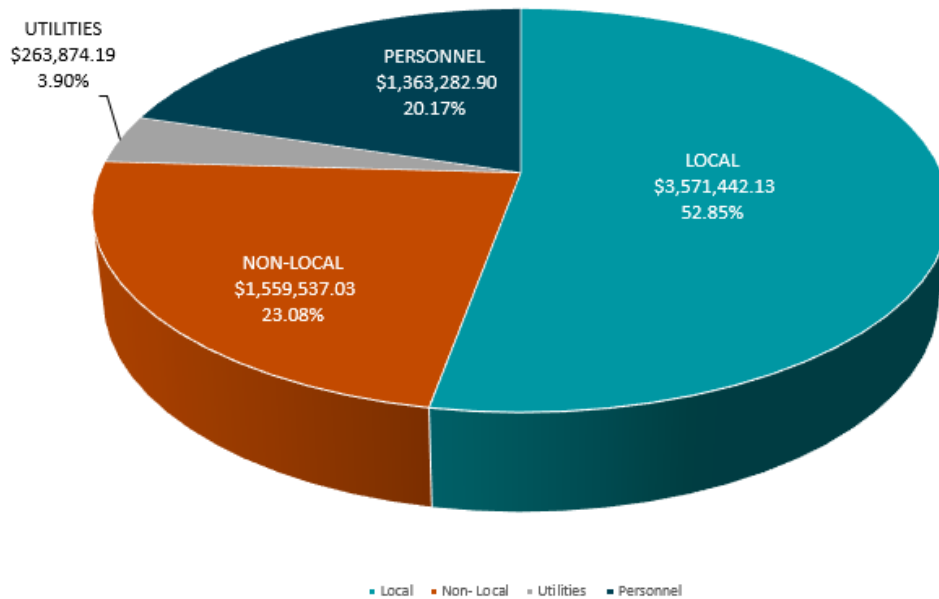
#### **POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

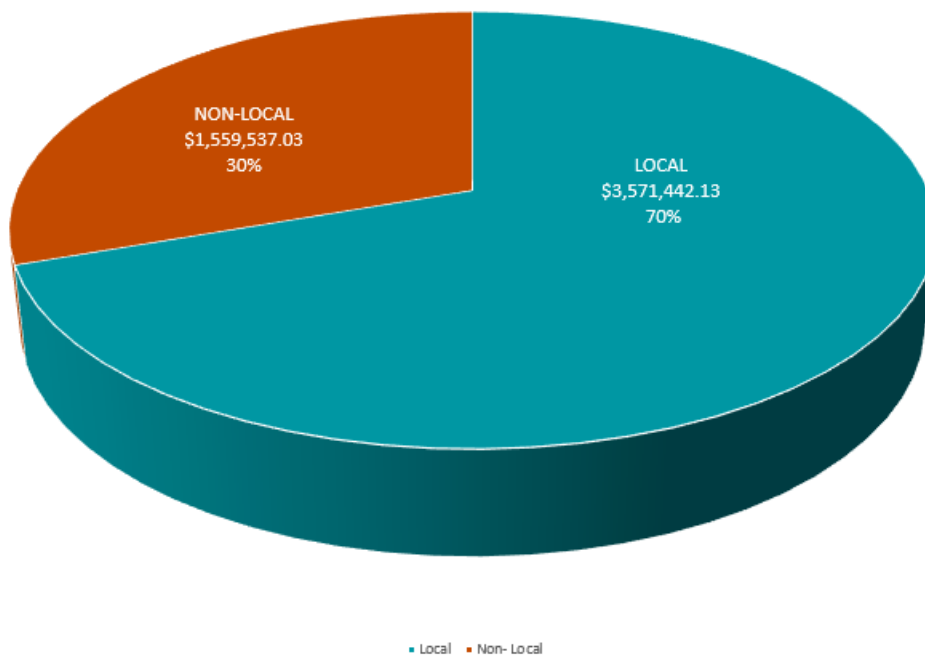
List of payments made in accordance with budget and delegated authority. Payments can also be analysed as follows:

### SHIRE OF BROOME PAYMENTS DECEMBER 2024



Note: Personnel payments in this analysis include payroll, superannuation (contained within Direct Debit type payments), payroll tax and other deductions (contained within the EFT Payments type payments).

### LOCAL Vs NON-LOCAL PAYMENTS DECEMBER 2024



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for December 2024 after \$1,363,282.90 in personnel payments, \$263,874.19 in utilities and other non-local sole suppliers were excluded.

## YEAR TO DATE CREDITOR PAYMENTS

The below table summarises the total payments made to creditors year to date:

Month	Cheques	EFT Payments	Direct Debit	Credit Card	Trust	Payroll	Total Creditors
Jul-24	\$ 577.84	\$ 2,589,926.74	\$ 417,706.68	\$ 40,214.86	\$ -	\$ 810,379.14	\$ 3,858,805.26
Aug-24	\$ -	\$ 3,339,215.48	\$ 216,884.00	\$ 44,550.61	\$ -	\$ 811,035.25	\$ 4,411,685.34
Sep-24	\$ 1,522.00	\$ 4,377,814.98	\$ 206,644.31	\$ 30,455.57	\$ -	\$ 871,605.88	\$ 5,488,042.74
Oct-24	\$ 319.90	\$ 3,429,201.48	\$ 321,266.66	\$ 30,283.93	\$ -	\$ 1,253,165.45	\$ 5,034,237.42
Nov-24	\$ 4,500.00	\$ 5,328,066.11	\$ 309,561.39	\$ 40,280.98	\$ -	\$ 846,765.67	\$ 6,529,174.15
Dec-24	\$ -	\$ 5,369,457.99	\$ 525,594.31	\$ 37,847.27	\$ -	\$ 825,236.68	\$ 6,758,136.25
Jan-25							
Feb-25							
Mar-25							
Apr-25							
May-25							
Jun-25							
<b>TOTAL</b>	<b>\$ 6,919.74</b>	<b>\$ 24,433,682.78</b>	<b>\$ 1,997,657.35</b>	<b>\$ 223,633.22</b>	<b>\$ -</b>	<b>\$ 5,418,188.07</b>	<b>\$ 32,080,081.16</b>

## RISK

The risk of Council not receiving this report is extreme as this will result in non-compliance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

The likelihood of this ever occurring is rare due to the CEO's implementation of procedures to ensure payment details are disclosed to Council in a timely manner, as well as Procurement and Purchasing policies which ensure these payments are made in accordance with budget and delegated authority and comply with *Local Government (Financial Management) Regulations 1996*.

## STRATEGIC ASPIRATIONS

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

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

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

## VOTING REQUIREMENTS

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

1. *Receives the list of payments made from the Municipal and Trust Accounts in December 2024 totalling \$6,758,136.25 (Attachment 1) per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:*
  - a) *EFT Vouchers EFT77777 - EFT78142 totalling \$5,369,457.99;*
  - b) *Municipal Cheque Vouchers 00000 – 00000 totalling \$0.00;*
  - c) *Trust Cheque Vouchers 00000 - 00000 totalling \$0.00; and*
  - d) *Municipal Direct Debits DD34045.1 - DD34081.6 including payroll totalling \$1,350,830.99.*

2. *Receives the list of payments made by credit cards in November 2024 totalling \$37,847.27 (contained within Attachment 1) per the requirements of Regulation 13A of the Local Government (Financial Management) Regulations 1996 covering EFT Vouchers EFT78261 – EFT78288.*
3. *Notes the local spend of \$3,571,442.13 included in the amount above, equating to 70% of total payments excluding personnel, utility, and other external sole supplier costs.*

**Attachments**

1. Payment Listing - December 2024

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
EFT #	Date	Name	Description	Amount
EFT77918	11/12/2024	A & M MEDICAL SERVICES PTY LTD	Oxygen Regulators Service- BRAC	\$ 273.74
EFT77920	11/12/2024	A RANN	Umpire Payments- BRAC	\$ 70.00
EFT77921	11/12/2024	A LOVETT	Umpire Payments- BRAC	\$ 70.00
EFT77919	11/12/2024	AAC ID SOLUTIONS	Entry Wristbands- BRAC	\$ 895.40
EFT77834	05/12/2024	ABLE ELECTRICAL (WA) PTY LTD	Replace Power Point- Japanese Cemetery	\$ 143.00
EFT78005	12/12/2024	ACOR CONSULTANTS (WA) PTY LIMITED	Stormwater Drainage Review- Cable Beach Foreshore Redevelopment	\$ 15,680.50
EFT77869	09/12/2024	ACURIX NETWORKS PTY LTD	Public Wi-Fi Services- Library	\$ 497.20
EFT77786	03/12/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Grass Catchers & Mounting Plates- Parks & Gardens	\$ 3,620.16
EFT77835	05/12/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Filters for Servicing- Parks & Gardens	\$ 1,943.83
EFT78006	12/12/2024	AGENT SALES & SERVICES PTY LTD	Chlorine Testing Disks- Environmental Health	\$ 873.40
EFT78076	16/12/2024	AIT SPECIALISTS PTY LTD	Monthly Review- Fuel Tax Credits	\$ 749.87
EFT77922	11/12/2024	AUSSIE BROADBAND LIMITED	Internet Links- ICT	\$ 2,526.70
EFT77923	11/12/2024	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA (INC)	Ambassador Flights Australia Day 2025	\$ 541.50
EFT77870	09/12/2024	AUSTRALIA POST	Post Charges- Administration	\$ 1,748.87
EFT78057	13/12/2024	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	\$ 685.00
EFT78131	19/12/2024	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	\$ 685.00
EFT78058	13/12/2024	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	\$ 140,484.00
EFT78132	19/12/2024	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	\$ 123,111.00
EFT77871	09/12/2024	AVIAIR	Sponsorship November C/1222/026	\$ 17,678.10
EFT78077	16/12/2024	B ENNIS	Rates Refund- A305904	\$ 521.00
EFT78111	17/12/2024	B HART	Staff Rent- January 2025	\$ 1,698.99
EFT78139	20/12/2024	B SHATTOCK	Rates Refund- A100640	\$ 5,936.58
EFT77836	05/12/2024	BIG MAMA PRODUCTIONS	Artist Salary- Man-Gala Lanterns Project	\$ 7,500.00
EFT77788	03/12/2024	BLACKWOODS	Grease Gun Skin- Parks & Gardens	\$ 1,225.49
EFT77872	09/12/2024	BLACKWOODS	Staff Uniforms- People & Culture RFT 23/17	\$ 380.72
EFT77924	11/12/2024	BLACKWOODS	Staff Uniforms- WMF	\$ 766.38
EFT78007	12/12/2024	BLACKWOODS	Staff Uniforms- People & Culture RFT 23/17	\$ 5,193.77
EFT78078	16/12/2024	BLACKWOODS	Staff Uniforms- People & Culture	\$ 247.21
EFT77789	03/12/2024	BP AUSTRALIA PTY LTD - FUEL	Fuel- Depot	\$ 16,923.28
EFT78008	12/12/2024	BP AUSTRALIA PTY LTD - FUEL	Fuel- Depot	\$ 25,556.52
EFT78009	12/12/2024	BRENNAN IT PTY LTD	Microsoft Annual Server Licensing- ICT	\$ 3,880.69
EFT77965	12/12/2024	BROOKS HIRE	Excavator Hire- WMF	\$ 15,523.68
EFT78010	12/12/2024	BROOME ACCIDENT REPAIR CENTRE	Repair & Respray Rangers Vehicle Canopy	\$ 5,186.50
EFT77790	03/12/2024	BROOME AUTO ELECTRICS	Hook Truck Water Cart Attachment- Depot	\$ 1,381.50
EFT78011	12/12/2024	BROOME BOLT SUPPLIES WA PTY LTD	Concrete Saw Blade- Works & Operations	\$ 484.00
EFT77837	05/12/2024	BROOME BULLETS NETBALL CLUB	CDF Funding 202425 - Broome Bullets C/0624/066	\$ 2,200.00
EFT77966	12/12/2024	BROOME DOCTORS PRACTICE PTY LTD	Pre Employment Medicals- People & Culture	\$ 1,386.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
EFT78079	16/12/2024	BROOME DOCTORS PRACTICE PTY LTD	Pre Employment Medicals- People & Culture	\$ 924.00
EFT78013	12/12/2024	BROOME FISHING CLUB	Beverages- Staff Christmas Party	\$ 3,458.50
EFT78014	12/12/2024	BROOME HISTORICAL SOCIETY & MUSEUM	Interpretive Services- Cable Beach Foreshore Re-development	\$ 3,162.50
EFT77925	11/12/2024	BROOME PERFORMING ARTS CO INC	Event Development Funding- BPAC Concert (Ferngully 2024)	\$ 7,185.00
EFT78015	12/12/2024	BROOME PERFORMING ARTS CO INC	Performance- Town Beach Christmas Party	\$ 500.00
EFT77926	11/12/2024	BROOME PLUMBING & GAS	Inside Waste System Maintenance- BRAC	\$ 364.00
EFT77791	03/12/2024	BROOME PROGRESSIVE SUPPLIES	Kiosk Stock- BRAC	\$ 620.72
EFT77873	09/12/2024	BROOME PROGRESSIVE SUPPLIES	Milk- Shire Administration	\$ 52.25
EFT77927	11/12/2024	BROOME PROGRESSIVE SUPPLIES	Milk- Depot	\$ 17.18
EFT78080	16/12/2024	BROOME PROGRESSIVE SUPPLIES	Milk- Shire Administration	\$ 69.43
EFT77792	03/12/2024	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Whipper Snipper Line- Parks & Gardens	\$ 630.00
EFT77928	11/12/2024	BROOME SENIOR HIGH SCHOOL	Christmas Party Performance	\$ 500.00
EFT78059	13/12/2024	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 500.00
EFT78133	19/12/2024	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 500.00
EFT78060	13/12/2024	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 1,080.00
EFT78134	19/12/2024	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 1,110.00
EFT77874	09/12/2024	BROOME SMALL ENGINE SERVICES	Hedge Trimmer Repairs- Parks & Gardens	\$ 229.86
EFT78081	16/12/2024	BROOME STATE EMERGENCY SERVICES	First Aid Tent- Shire Christmas Party	\$ 300.00
EFT77838	05/12/2024	BROOME TOURIST BUREAU INC	Annual Subsidy- Broome Visitor Centre C/0323/026	\$ 137,500.00
EFT77929	11/12/2024	BROOME TOWING & SALVAGE	Vehicle Impound Fees- Ranger Services	\$ 450.00
EFT78016	12/12/2024	BROOME TOWING & SALVAGE	Vehicle Impound Tow- Ranger Services	\$ 150.00
EFT77875	09/12/2024	BROOME TRANSIT- BROOME TAXIS	Bus Hire- Councillors	\$ 528.00
EFT78082	16/12/2024	BROOME VETERINARY HOSPITAL	November Vet Fees- Ranger Services	\$ 1,677.05
EFT77793	03/12/2024	BROOME WHEEL ALIGNING & SUSPENSION	Truck Wheel Alignment- Works & Operations	\$ 327.00
EFT77930	11/12/2024	BROOME WHEEL ALIGNING & SUSPENSION	Wheel Alignment- Depot	\$ 327.00
EFT77794	03/12/2024	BROOME CRETE	Pindan Fill- WMF	\$ 825.00
EFT77931	11/12/2024	BROOME CRETE	Cement- Parks & Gardens	\$ 845.35
EFT78017	12/12/2024	BROOME CRETE	Cracker Dust- Works & Operations	\$ 91.30
EFT78083	16/12/2024	BUNNINGS BROOME	Recovery Tracks Set- Ranger Services	\$ 588.00
EFT78084	16/12/2024	C TOWNSEND	Rates Refund- A110933	\$ 979.52
EFT77795	03/12/2024	CABLE BEACH ELECTRICAL SERVICE	Check Solar Speed Sign- Works & Operations	\$ 484.00
EFT77932	11/12/2024	CABLE BEACH TYRE SERVICE PTY LTD ( GOODYEAR AUTOCARE BROOME )	Tyres & Fitting- Depot	\$ 1,961.00
EFT78018	12/12/2024	CABLE BEACH TYRE SERVICE PTY LTD ( GOODYEAR AUTOCARE BROOME )	Tyres, Fitting and Disposal- Depot	\$ 1,680.00
EFT77876	09/12/2024	CATALYSE PTY LTD	Strategic Community & Corporate Business Plan- Corporate Services RFQ24/16	\$ 25,575.00
EFT78019	12/12/2024	C TRIBBLE	Travel- Staff Reimbursement	\$ 447.90



PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
EFT78020	12/12/2024	CENTRAL REGIONAL TAFE	Staff Training- Ranger Services	\$ 874.36
EFT78112	17/12/2024	CHARTER PROPERTY GROUP PTY LTD	Staff Rent- January 2025	\$ 3,910.71
EFT77933	11/12/2024	CHI MAYI KITCHEN (A.K KEARNEY & D.G KITCHEN)	Catering - Arts Industry Night	\$ 1,305.00
EFT78061	13/12/2024	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	\$ 866.63
EFT78135	19/12/2024	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	\$ 866.63
EFT77877	09/12/2024	CHRISTOPHER HILL	Artist Salary- Man-Gala Lanterns Project 2024	\$ 7,500.00
EFT77878	09/12/2024	CIVIQ PTY LTD	Drinking Fountain- Library	\$ 4,210.80
EFT77879	09/12/2024	CLARK POOLS & SPAS BROOME ( NEW)	Pool Service & Chemicals- Residential	\$ 317.23
EFT77839	05/12/2024	CLEANAWAY CO PTY LTD	Kerbside Waste & Recycling Collection- Waste RFQ 23- 16	\$ 616,478.14
EFT77880	09/12/2024	CLEANAWAY CO PTY LTD	Residential Bin Service- Waste RFQ 23- 16	\$ 84,322.26
EFT77967	12/12/2024	CLEANAWAY CO PTY LTD	Waste Removal- Kimberley Regional Offices	\$ 4,369.94
EFT78021	12/12/2024	CLEANAWAY CO PTY LTD	Waste Removal- Shire Administration RFT 23-16	\$ 1,231.08
EFT77840	05/12/2024	CMA CONTRACTING PTY LTD	Cable Beach Foreshore Redevelopment- Contract Claim #8 RFT 23-12	\$ 1,334,161.90
EFT77881	09/12/2024	COAST & COUNTRY ELECTRICS	Power Point Replacement- Broome Visitors Centre	\$ 143.15
EFT77934	11/12/2024	COAST & COUNTRY ELECTRICS	Replacement Globes- Civic Centre	\$ 2,573.85
EFT77968	12/12/2024	COAST & COUNTRY ELECTRICS	Exhaust Fan Installation- Environmental Health	\$ 3,383.75
EFT77969	12/12/2024	CORNERSTONE LEGAL	Legal Advice- Ranger Services	\$ 1,210.00
EFT77841	05/12/2024	CORSIGN WA PTY LTD	Road Signs- Infrastructure	\$ 1,621.62
EFT78022	12/12/2024	CORSIGN WA PTY LTD	Orange Traffic Cones- Operations & Works	\$ 1,815.00
EFT77785	03/12/2024	CR. COOPER	Monthly Councillor Sitting Fee & Allowances	\$ 2,394.75
EFT78075	16/12/2024	CR. COOPER	Monthly Councillor Sitting Fee & Allowances	\$ 2,394.75
EFT77780	03/12/2024	CR. LEWIS	Monthly Councillor Sitting Fee & Allowances	\$ 2,394.75
EFT78070	16/12/2024	CR. LEWIS	Monthly Councillor Sitting Fee & Allowances	\$ 2,394.75
EFT77778	03/12/2024	CR. MALE	Monthly Councillor Sitting Fee & Allowances	\$ 3,822.91
EFT78068	16/12/2024	CR. MALE	Monthly Councillor Sitting Fee & Allowances	\$ 3,822.91
EFT77781	03/12/2024	CR. MAMID	Monthly Councillor Sitting Fee & Allowances	\$ 2,394.75
EFT78071	16/12/2024	CR. MAMID	Monthly Councillor Sitting Fee & Allowances	\$ 2,394.75
EFT77784	03/12/2024	CR. MATSUMOTO	Monthly Councillor Sitting Fee & Allowances	\$ 2,394.75
EFT78074	16/12/2024	CR. MATSUMOTO	Monthly Councillor Sitting Fee & Allowances	\$ 2,394.75
EFT77777	03/12/2024	CR. MITCHELL	Monthly Councillor Sitting Fee & Allowances	\$ 8,821.50
EFT78067	16/12/2024	CR. MITCHELL	Monthly Councillor Sitting Fee & Allowances	\$ 8,821.50
EFT77779	03/12/2024	CR. SMITH	Monthly Councillor Sitting Fee & Allowances	\$ 2,394.75
EFT78069	16/12/2024	CR. SMITH	Monthly Councillor Sitting Fee & Allowances	\$ 2,394.75
EFT77783	03/12/2024	CR. TAYLOR	Monthly Councillor Sitting Fee & Allowances	\$ 2,394.75
EFT78073	16/12/2024	CR. TAYLOR	Monthly Councillor Sitting Fee & Allowances	\$ 2,394.75

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
EFT77782	03/12/2024	CR. VIRGO	Monthly Councillor Sitting Fee & Allowances	\$ 2,394.75
EFT78072	16/12/2024	CR. VIRGO	Monthly Councillor Sitting Fee & Allowances	\$ 2,394.75
EFT77935	11/12/2024	D HAYWARD	Umpire Payments- BRAC	\$ 105.00
EFT77937	11/12/2024	D RANN	Umpire Payments- BRAC	\$ 140.00
EFT77796	03/12/2024	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2nd Quarter Contribution - Emergency Services Levy	\$ 410,269.54
EFT78065	16/12/2024	DEPARTMENT OF MINES, INDUSTRY AND SAFETY - BUILDING & ENERGY (PREVIOUSLY BUILDING COMMISSION)	Building Service Levy- November 2024	\$ 13,302.06
EFT77936	11/12/2024	DEPARTMENT OF THE PREMIER AND CABINET	Government Gazette- Advertising	\$ 127.92
EFT78140	20/12/2024	E GUGERI	Bond Refund- Staff Rent	\$ 1,963.95
EFT78086	16/12/2024	E MARIAN	Compost Subsidy- Rebate	\$ 124.50
EFT78062	13/12/2024	EASISALARY PTY LTD T/A EASI	Payroll Deductions/Contributions	\$ 3,987.39
EFT78136	19/12/2024	EASISALARY PTY LTD T/A EASI	Payroll Deductions/Contributions	\$ 3,817.18
EFT77938	11/12/2024	ECOSCAPE AUSTRALIA PTY LTD	Broome Playground Strategy- RFQ 21-55	\$ 6,435.00
EFT78023	12/12/2024	ECOSCAPE AUSTRALIA PTY LTD	Variation Playground Strategy- RFQ 21-55	\$ 6,308.50
EFT77939	11/12/2024	EDUARDO MAHER	Artist Salary- Man-Gala Lanterns Project	\$ 2,600.00
EFT77970	12/12/2024	ELAN ENERGY MATRIX	Disposal of Equipment and Vehicles- Depot	\$ 3,437.68
EFT78085	16/12/2024	ELAN ENERGY MATRIX	Disposal of Vehicles- WMF	\$ 2,858.87
EFT77797	03/12/2024	EMMA KRAUSE	Comedy Show- Civic Centre	\$ 2,800.00
EFT78024	12/12/2024	ETC SOLUTIONS	Technical Advice & Design Horizon Power- Cable Beach Foreshore Upgrade	\$ 1,155.00
EFT77798	03/12/2024	EURO DIESEL SERVICES PTY LTD	Tensioner- Parks & Gardens	\$ 2,710.38
EFT78088	16/12/2024	F & P WARD	Boundary Fence- Infrastructure	\$ 3,430.35
EFT77882	09/12/2024	FE TECHNOLOGIES	Secure Stand Book Return Kiosk- Library	\$ 1,342.00
EFT77842	05/12/2024	FIRE & SAFETY SERVICES COMPANY	Routine Fire Equipment Servicing- BRAC	\$ 139.70
EFT77883	09/12/2024	FIRE & SAFETY SERVICES COMPANY	Routine Fire Equipment Servicing- Civic Centre	\$ 1,181.40
EFT77940	11/12/2024	FIRE & SAFETY SERVICES COMPANY	Investigate & Repair Line Fault Fire Panel- Civic Centre	\$ 151.80
EFT77971	12/12/2024	FIRE & SAFETY SERVICES COMPANY	Fire Safety Equipment Maintenance- Depot	\$ 1,928.30
EFT78025	12/12/2024	FIRE & SAFETY SERVICES COMPANY	Supply & Installation- Fire Extinguisher	\$ 776.60
EFT78113	17/12/2024	FIRST NATIONAL REAL ESTATE BROOME	Staff Rent- January 2025	\$ 13,315.47
EFT77972	12/12/2024	FIT2WORK	Police Clearance - People & Culture	\$ 616.00
EFT78026	12/12/2024	FIT2WORK	Police Clearance - People & Culture	\$ 440.00
EFT78089	16/12/2024	FOCUS NETWORKS (PROGRESSIVE CREATIVE SOLUTIONS)	Managed Proactive Service- IT	\$ 17,143.50
EFT77843	05/12/2024	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Cleaning Services- Shire Housing	\$ 145.20
EFT77884	09/12/2024	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Cleaning Services- Shire Housing	\$ 163.35
EFT77941	11/12/2024	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Cleaning- Town Beach	\$ 871.20
EFT78090	16/12/2024	FORCH WA PTY LTD	Assorted Nuts Bolts & Washers- Depot	\$ 213.79
EFT77844	05/12/2024	FORMS EXPRESS PTY LTD	Data Processing- Rates Instalment Notices	\$ 1,188.02
EFT77942	11/12/2024	FORMS EXPRESS PTY LTD	Data Processing- Rates Final Notices	\$ 1,877.37
EFT77799	03/12/2024	FRANYART	Christmas Party- Poster Design	\$ 185.00
EFT77845	05/12/2024	FUNERGY (DIX INITIATIVES PTY LTD)	Kids Activities & Santa- Staff Christmas Party	\$ 4,928.00
EFT77943	11/12/2024	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Various Items	\$ 4,742.71
EFT78114	17/12/2024	GARRY & JACQUELINE KING	Staff Rent- January 2025	\$ 3,764.33

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
EFT77885	09/12/2024	GLASS CO KIMBERLEY	Automatic Doors- Library	\$ 19,833.00
EFT78123	17/12/2024	GLASS CO KIMBERLEY	Supply & Install Entry Auto Doors- Library	\$ 880.00
EFT77973	12/12/2024	GO GO MEDIA	Radio BRAC FM	\$ 198.00
EFT77800	03/12/2024	GOOD EARTH GARDEN PRODUCTS PTY LTD	Potting Mix- Parks & Gardens	\$ 644.99
EFT77886	09/12/2024	GOOLARRI MEDIA ENTERPRISES PTY LTD	Entertainment Costs - Industry Night	\$ 1,650.00
EFT78091	16/12/2024	GRESLEY ABAS PTY LTD	Architectural Concept Design- BRAC Redevelopment RFT 23/01	\$ 22,121.10
EFT78027	12/12/2024	H & M TRACEY CONSTRUCTION PTY LTD	Claim#3 Design & Construction of 4 Dwellings- RFT 24-06	\$ 623,998.31
EFT77887	09/12/2024	HAMES SHARLEY	Broome Housing Diversity & Affordability Analysis RFQ 24/18	\$ 18,866.10
EFT78124	17/12/2024	HARBY ENTERPRISES PTY LTD T/A HARBY STUDIOS	Website Hosting- Cable Beach Redevelopment	\$ 385.00
EFT77846	05/12/2024	HOIST SALES & HYDRAULIC REPAIRS PTY LTD	Oil Filter Breathers- Depot	\$ 253.20
EFT77801	03/12/2024	HOLDFAST FLUID POWER NW PTY LTD	Hydraulic Hoses for Loader- WMF	\$ 1,366.54
EFT77847	05/12/2024	HOLDFAST FLUID POWER NW PTY LTD	Hydraulic Parts- Depot	\$ 161.25
EFT77944	11/12/2024	HOLDFAST FLUID POWER NW PTY LTD	Hose Assemble- Parks & Gardens	\$ 255.78
EFT78028	12/12/2024	HOLDFAST FLUID POWER NW PTY LTD	Hose Assembly- Depot	\$ 315.20
EFT77802	03/12/2024	HORIZON POWER (ELECTRICITY USAGE)	Water Usage- Infrastructure	\$ 1,605.95
EFT77848	05/12/2024	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- BRAC Aquatic	\$ 17,264.99
EFT77945	11/12/2024	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Street Lighting	\$ 157,886.71
EFT78092	16/12/2024	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Commercial	\$ 33,426.97
EFT77803	03/12/2024	HT CLEANING SERVICES PTY LTD	Cleaning- Civic Centre	\$ 724.43
EFT77849	05/12/2024	HT CLEANING SERVICES PTY LTD	Cleaning- Various Shire Buildings	\$ 50,210.14
EFT77946	11/12/2024	HT CLEANING SERVICES PTY LTD	Cleaning- Civic Centre	\$ 618.89
EFT77974	12/12/2024	HT CLEANING SERVICES PTY LTD	Cleaning- Shire Administration	\$ 356.74
EFT78115	17/12/2024	HUTCHINSON REAL ESTATE	Staff Rent- January 2025	\$ 7,848.58
EFT77888	09/12/2024	IANNELLO DESIGN	Graphic Design for Annual Report- Marketing	\$ 264.00
EFT77947	11/12/2024	IANNELLO DESIGN	Graphic Design Work- Expression of Interest Document	\$ 396.00
EFT78029	12/12/2024	INTERTEK INFORM (PREVIOUSLY SAI GLOBAL LIMITED)	Mechanical Ventilation- Engineering	\$ 164.76
EFT77889	09/12/2024	IP & ST ELSON PTY LTD	Crossover Subsidy	\$ 1,000.00
EFT77890	09/12/2024	J RIMINGTON	Crossover Subsidy	\$ 1,000.00
EFT78116	17/12/2024	JADE HEARSCH	Staff Rent- January 2025	\$ 2,607.14
EFT77948	11/12/2024	JAYE SMOKER ( UNBOUND SOUND )	Staging & AV Hire - Town Beach Christmas Party	\$ 12,683.00
EFT77949	11/12/2024	JENNY LITTLE	Swimming Lessons Program- BRAC	\$ 1,170.00
EFT78117	17/12/2024	JOCAPH SUPER FUND	Staff Rent- January 2025	\$ 3,693.45
EFT78030	12/12/2024	JOSH BYRNE & ASSOCIATES	Design Advice & Updates- Cable Beach Foreshore Redevelopment	\$ 2,981.00
EFT77950	11/12/2024	JULIEN APPERE	Staff Reimbursement- Safety Prescription Glasses	\$ 400.00
EFT77954	11/12/2024	K BECKINGHAM	Umpire Payments- BRAC	\$ 70.00
EFT77805	03/12/2024	K INGRAM	Rates Refund- A110893	\$ 3,781.48
EFT77953	11/12/2024	K JOL	Umpire Payments- BRAC	\$ 70.00
EFT77804	03/12/2024	KABOOM TOONS PTY LTD	Cartoon Drawing Activity- A Sporting Chance	\$ 1,430.00
EFT77850	05/12/2024	KARAJARRI TRADITIONAL LANDS ASSOCIATION ABORIGINAL CORPORATION	Welcome to Country & Smoking Ceremony	\$ 2,115.08
EFT77891	09/12/2024	KARRATHA ASPHALT (CORPS & MANNING PAVEMENT SERVICES PTY LTD )	Urban Reseal Program 24/25 RFT 22-03	\$ 134,752.97
EFT77806	03/12/2024	KENNARDS HIRE	Excavator Hire- De Marchi Rd	\$ 3,939.70

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
EFT77851	05/12/2024	KENNARDS HIRE	Porta-Loo Hire- De Marchi Road Black Spot	\$ 283.24
EFT77892	09/12/2024	KENNARDS HIRE	Concrete Saw & Portaloo Hire- Infrastructure	\$ 2,108.00
EFT78031	12/12/2024	KENNARDS HIRE	Plate Compactor Hire- Works-& Operations	\$ 349.78
EFT77852	05/12/2024	KEYCODE PTY LTD T/AS ACCESS PLUS BUILDING SOLUTIONS	Schematic Design Review- Cable Beach Foreshore Redevelopment	\$ 825.00
EFT77893	09/12/2024	KIMBERLEY CONTRACTING	Posi Shell Daily Application- WMF RFT 23-07	\$ 36,476.00
EFT77975	12/12/2024	KIMBERLEY FITNESS & SUPPORT SERVICES	Group Fitness- BRAC	\$ 1,518.00
EFT77807	03/12/2024	KIMBERLEY FUEL & OIL SERVICES	Diesel Exhaust Fluid- Depot	\$ 687.51
EFT77853	05/12/2024	KIMBERLEY FUEL & OIL SERVICES	Transmission Oil- Depot	\$ 2,125.48
EFT77951	11/12/2024	KIMBERLEY FUEL & OIL SERVICES	Oil & Filters- Depot	\$ 550.35
EFT78032	12/12/2024	KIMBERLEY FUEL & OIL SERVICES	Vehicle Maintenance- Depot	\$ 654.50
EFT77808	03/12/2024	KIMBERLEY GOLD PURE DRINKING WATER	Bottles for Water Cooler- WMF	\$ 90.00
EFT77894	09/12/2024	KIMBERLEY GOLD PURE DRINKING WATER	Water Bottles for Dispenser- Library	\$ 288.00
EFT77976	12/12/2024	KIMBERLEY GOLD PURE DRINKING WATER	Water Bottles- Library	\$ 72.00
EFT77952	11/12/2024	KIMBERLEY KERBS (ROADLINE CIVIL CONTRACTORS)	Semi Mountable Kerb- Infrastructure	\$ 32,773.02
EFT77895	09/12/2024	KIMBERLEY QUARRY PTY LTD	Gravel/Fine Crushed Rock- RFT-23/14	\$ 7,884.00
EFT78093	16/12/2024	KIMBERLEY TRAFFIC MANAGEMENT - KTM	Traffic Management Services- Demarchi Road	\$ 13,503.88
EFT77896	09/12/2024	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Timbers for Bus Stop- Fredrick Street	\$ 1,420.33
EFT78125	17/12/2024	KIMBERLEY WASHROOM SERVICES	Sanitary Waste Disposal- Shire Venues	\$ 3,695.00
EFT77809	03/12/2024	KIMNOM PTY LTD	Rates Refund- A306847	\$ 1,446.48
EFT77854	05/12/2024	KOLORS PTY LTD (PINDAN PRINTING)	New Street Sign- Chinatown	\$ 332.88
EFT77897	09/12/2024	KOLORS PTY LTD (PINDAN PRINTING)	Road Sign- Infrastructure	\$ 581.90
EFT77955	11/12/2024	L PLUMMER	Umpire Payments- BRAC	\$ 105.00
EFT78033	12/12/2024	LA TERRETA PTY LTD	Catering- Staff Christmas Party	\$ 3,366.00
EFT77977	12/12/2024	LACHLAN STUART FRASER	Restoration Works- Sam Male Lugger	\$ 8,250.00
EFT77810	03/12/2024	LANDMARK PRODUCTS PTY LTD	Outdoor Furniture- Cable Beach Redevelopment RFQ24-10	\$ 59,862.00
EFT78063	13/12/2024	LGRCEU	Payroll Deductions/Contributions	\$ 66.00
EFT78137	19/12/2024	LGRCEU	Payroll Deductions/Contributions	\$ 66.00
EFT77978	12/12/2024	LIFT 'N' RIG PTY LTD	Crane Hire- WMF	\$ 935.00
EFT78034	12/12/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Employment Advertisements- People & Culture	\$ 850.00
EFT77957	11/12/2024	LOCK & LOAD LASER TAG	Laser Tag- Town Beach Christmas Party 2024	\$ 2,145.00
EFT77956	11/12/2024	LO-GO APPOINTMENTS	Contract Relief Staff- Director Corporate Services	\$ 17,034.84
EFT77855	05/12/2024	M KELLY AIRCONDITIONING	Removal & Re-installation Cassette- Library	\$ 7,172.00
EFT77812	03/12/2024	M TRELOAR	Rates Refund- A304063	\$ 3,465.06
EFT77811	03/12/2024	MAJOR MOTORS PTY LTD	Truck Oil- Parks & Gardens	\$ 1,775.91
EFT78094	16/12/2024	MARKET CREATIONS	Professional Writing Services- Marketing	\$ 14,000.00
EFT77813	03/12/2024	MARKETFORCE(OMNICOM)	Advertisement- Cable Beach Ramp Closure	\$ 355.52
EFT77856	05/12/2024	MARKETFORCE(OMNICOM)	Tender Advertisement- RFT24-09	\$ 624.16

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
EFT77857	05/12/2024	MATSO'S BROOME BREWERY	Sponsorship- Matsos Street Fest C/0624/066	\$ 11,000.00
EFT77958	11/12/2024	MATTHEW FRANCIS	Professional MC Service- Town Beach Christmas Party	\$ 1,200.00
EFT78126	17/12/2024	MBC PLUMBING	Plumbing Maintenance- Library	\$ 927.75
EFT77979	12/12/2024	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Plot Survey- Cemetery	\$ 2,117.50
EFT77858	05/12/2024	MELBOURNE URBIS PTY LTD	Concept Design Report- RFT 24-07 Cable Bech Water Park	\$ 187,985.60
EFT77959	11/12/2024	MICHAEL PETER STEPHENS	Entertainment Sip & Shop Markets- Civic Centre	\$ 1,000.00
EFT77898	09/12/2024	MICRO PRODUCTS AUSTRALIA	Microchips- Ranger Services	\$ 1,065.00
EFT78035	12/12/2024	MILLS OAKLEY LAWYERS	Provision Legal Advice- Employment Contracts	\$ 6,572.50
EFT77859	05/12/2024	MIRLI MIRLI PTY LTD TRADING AS MIRLI MIRLI PTY LTD	Stationery- Shire Administration	\$ 17.48
EFT77899	09/12/2024	MIRLI MIRLI PTY LTD TRADING AS MIRLI MIRLI PTY LTD	Office Furniture- Shire Administration	\$ 3,964.59
EFT77960	11/12/2024	MIRLI MIRLI PTY LTD TRADING AS MIRLI MIRLI PTY LTD	Furniture- BRAC	\$ 476.38
EFT78036	12/12/2024	MIRLI MIRLI PTY LTD TRADING AS MIRLI MIRLI PTY LTD	Paper Delivery- Shire Administration	\$ 573.75
EFT78095	16/12/2024	MIRLI MIRLI PTY LTD TRADING AS MIRLI MIRLI PTY LTD	Filing Cabinet- Depot	\$ 896.93
EFT78127	17/12/2024	MIRLI MIRLI PTY LTD TRADING AS MIRLI MIRLI PTY LTD	Furniture- Shire Chambers Office	\$ 380.00
EFT78096	16/12/2024	MOORE AUSTRALIA AUDIT (WA)	Nuts & Bolts Workshop- Staff Training	\$ 1,611.50
EFT77814	03/12/2024	M DIA	Travel Expenses- Library Board Awards	\$ 141.43
EFT77860	05/12/2024	NEIL MANSELL TRANSPORT PTY LTD	eWaste for Recycling- WMF	\$ 3,000.00
EFT78097	16/12/2024	NETSTAR AUSTRALIA	Software Annual Licencing & Maintenance- ICT	\$ 4,940.76
EFT77863	05/12/2024	NORTH WEST 4X4	Vehicle Service- Parks & Gardens	\$ 290.00
EFT77815	03/12/2024	NORTH WEST COAST SECURITY	Security- Civic Centre	\$ 2,099.63
EFT77861	05/12/2024	NORTH WEST COAST SECURITY	Security- Various Shire Facilities RFT 22/06	\$ 9,027.02
EFT77900	09/12/2024	NORTH WEST COAST SECURITY	Security- Library RFT 22/06	\$ 4,567.75
EFT77961	11/12/2024	NORTH WEST COAST SECURITY	Security- Town Beach Christmas Party	\$ 1,944.25
EFT77980	12/12/2024	NORTH WEST COAST SECURITY	Security- Various Shire Facilities	\$ 4,941.22
EFT78128	17/12/2024	NORTH WEST COAST SECURITY	Cash Pickup - Shire Administration	\$ 66.00
EFT77862	05/12/2024	NORTH WEST LOCKSMITHS	Install Lock Bolts- Broome Visitor Centre	\$ 275.00
EFT78098	16/12/2024	NORTH WEST STRATA SERVICES	Strata Fees- Infrastructure	\$ 1,427.90
EFT78099	16/12/2024	NORTH WEST STRATA SERVICES	Strata Fees- Infrastructure	\$ 1,470.40
EFT77901	09/12/2024	NORTH WEST TRIM & SHADE (RED HILL MOTOR TRIMMING)	PVC Covers For Electrical Area- Parks & Gardens	\$ 880.00
EFT77816	03/12/2024	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER BROOME)	Reticulation Parts- Parks & Gardens	\$ 1,780.04
EFT77864	05/12/2024	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER BROOME)	Reticulation Parts- Parks & Gardens	\$ 2,120.79
EFT77902	09/12/2024	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER BROOME)	Reticulation Parts- Parks & Gardens	\$ 706.14

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
EFT77981	12/12/2024	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER BROOME)	Reticulation Parts- Parks & Gardens	\$ 673.38
EFT78118	17/12/2024	NUNAN FAMILY HOLDINGS	Staff Rent- January 2025	\$ 2,042.26
EFT77817	03/12/2024	OHM ELECTRONICS	UHF Radios & Programming- Depot	\$ 1,040.00
EFT77903	09/12/2024	OPTEON PROPERTY GROUP PTY LTD	Valuation Shire Depot- Infrastructure	\$ 5,016.00
EFT77865	05/12/2024	OPTIC SECURITY GROUP- NORWEST	Investigate Smoke Alarm/Detector- Medland Pavilion	\$ 929.50
EFT78100	16/12/2024	OTIUM PLANNING GROUP PTY LTD	BRAC Redevelopment Business Case RFQ 23/01	\$ 17,825.50
EFT77904	09/12/2024	PARKER BLACK & FORREST PTY LTD	Padlocks & Keys- BRAC	\$ 1,531.20
EFT78037	12/12/2024	PAXON GROUP	Regulation 17 Audit Report- Governance RFQ24/20	\$ 17,270.00
EFT77905	09/12/2024	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	\$ 2,959.42
EFT77962	11/12/2024	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	\$ 1,519.53
EFT78119	17/12/2024	PETER WILLIAM RULAND AND SARAH MAY LLOYD-MOSTYN	Staff Rent- January 2025	\$ 2,607.14
EFT77818	03/12/2024	POOL WISDOM	Pool Chemicals- BRAC	\$ 2,525.00
EFT77982	12/12/2024	POOL WISDOM	Pool Chemicals- BRAC	\$ 3,356.60
EFT78101	16/12/2024	POOL WISDOM	Water Quality Testing- Town Beach Water Park	\$ 275.00
EFT78102	16/12/2024	PRICE CONSULTING GROUP PTY LTD	Performance Review- CEO	\$ 4,653.00
EFT77963	11/12/2024	PRINTING IDEAS	Maps- Town Beach Christmas Party 2024	\$ 124.58
EFT77906	09/12/2024	QUEEN TIDE CREATIVE	Photoshoot- Thank a Volunteer Day	\$ 1,402.50
EFT78038	12/12/2024	QUEEN TIDE CREATIVE	Event Photography- Staff Christmas Party	\$ 495.00
EFT77983	12/12/2024	RAECO	Pinboard Dividers- Library	\$ 4,285.60
EFT78120	17/12/2024	RAY WHITE BROOME (STAFF RENTAL PAYMENTS)	Staff Rent- January 2025	\$ 5,322.92
EFT78039	12/12/2024	RED DIRT AUTO ELECTRICAL PTY LTD	Vehicle Electrical Parts- Depot	\$ 384.10
EFT77819	03/12/2024	REGIONAL AUSTRALIA INSTITUTE	Regions Rising Conference- Development Services	\$ 11,000.00
EFT77907	09/12/2024	RESOLUTE SECURITY SERVICES	Security Services- Library	\$ 330.00
EFT77820	03/12/2024	RID (AUSTRALIA)	Itch Relief Lotion- Development Services	\$ 1,143.78
EFT77964	11/12/2024	RM SURVEYS PTY LTD	Drone Photography- Cable Beach Redevelopment	\$ 604.99
EFT77821	03/12/2024	ROEBUCK BAY HOTEL	Bar Stock- Civic Centre	\$ 4,546.15
EFT78040	12/12/2024	ROEBUCK BAY HOTEL	Bar Stock- Civic Centre	\$ 60.39
EFT78041	12/12/2024	ROSMECH SALES & SERVICE PTY	Machinery Parts- Parks & Gardens	\$ 5,721.83
EFT77984	12/12/2024	ROYAL LIFE SAVING SOCIETY - WA	Watch Around Water Registration- BRAC	\$ 440.00
EFT78104	16/12/2024	S HALLEN	Bond Refund- Staff	\$ 3,078.50
EFT78141	20/12/2024	S KAPITEYN	Rates Refund A114340	\$ 334.55
EFT78129	17/12/2024	S MASTROLEMBO	Staff Reimbursement- Utilities & Travel	\$ 7,361.31
EFT78103	16/12/2024	S ORRICK	Cross Over Subsidy- Infrastructure	\$ 1,000.00
EFT77985	12/12/2024	SAFETY XPRESS UNIT TRUST	Bollard- Infrastructure	\$ 749.38
EFT77822	03/12/2024	SEAT ADVISOR PTY LTD	Ticket Sale Costs- Civic Centre	\$ 182.17

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
EFT77986	12/12/2024	SEAT ADVISOR PTY LTD	Ticket Sale Costs- Civic Centre	\$ 16.83
EFT77823	03/12/2024	SECUREPAY PTY LTD	Security Web Payments- Civic Centre	\$ 70.07
EFT77987	12/12/2024	SECUREPAY PTY LTD	Antifraud Web Payment Software- Civic Centre	\$ 10.78
EFT77988	12/12/2024	SEEK LIMITED	Employment Advertising- People & Culture	\$ 770.00
EFT78042	12/12/2024	SEEK LIMITED	Employment Advertising- People & Culture	\$ 1,177.00
EFT77989	12/12/2024	SHENTON ENTERPRISES PTY LTD T/A JOHN SHENTON PUMPS	Pool Cleaner Cable & Base- BRAC	\$ 961.95
EFT77866	05/12/2024	SHINJU MATSURI INC COMMITTEE	Final Grant- Community Development Fund C/0323/001	\$ 21,312.50
EFT78066	16/12/2024	SHIRE OF BROOME	Building Service Levy- November 2024	\$ 155.00
EFT77824	03/12/2024	SITE ENVIRONMENTAL & REMEDIATION SERVICES PTY LTD (SERS)	Ground Watering- WMF RFQ 23-24	\$ 10,230.00
EFT77825	03/12/2024	SOURCE BUSINESS PARTNERS PTY LTD (KELLI SMALL)	Accounting Services- Finance	\$ 4,801.79
EFT78043	12/12/2024	SOURCE BUSINESS PARTNERS PTY LTD (KELLI SMALL)	Accounting Services- Finance	\$ 4,195.66
EFT78044	12/12/2024	SOUTH METROPOLITAN TAFE	Course Fees- Parks & Gardens	\$ 16.75
EFT78045	12/12/2024	SOUTHERN CROSS AUSTEREO (SCA)	Radio Advertising- Community Engagement	\$ 4,887.30
EFT78064	13/12/2024	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	\$ 3,643.38
EFT78138	19/12/2024	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	\$ 3,643.38
EFT77826	03/12/2024	SPORTS STAR TROPHIES	Medals Mixed Netball- BRAC	\$ 332.35
EFT77827	03/12/2024	SPORTSPOWER BROOME	Netballs- BRAC	\$ 300.00
EFT77828	03/12/2024	ST JOHN AMBULANCE AUSTRALIA (WA) INC	First Aid Kits- People & Culture	\$ 226.94
EFT77908	09/12/2024	ST JOHN AMBULANCE AUSTRALIA (WA) INC	First Aid Training- People & Culture	\$ 144.00
EFT78121	17/12/2024	STELLA LUMINOSA HOLDINGS PTY LTD	Staff Rent- January 2025	\$ 12,021.43
EFT77829	03/12/2024	STEPHEN MORGAN AND DEBORAH ELAINE BURR	Staff Rent- January 2025	\$ 2,314.28
EFT78122	17/12/2024	STEPHEN MORGAN AND DEBORAH ELAINE BURR	Staff Rent- January 2025	\$ 2,607.14
EFT77990	12/12/2024	STRATAGREEN (FORMERLY GREENWAY ENTERPRISES)	Drainage System Components- Parks & Gardens	\$ 2,747.12
EFT78046	12/12/2024	STRATCO WA PTY LTD	Weld Mesh- Depot	\$ 923.73
EFT77909	09/12/2024	STREETER & MALE PTY MITRE 10	West Australian Newspapers- Library	\$ 96.50
EFT77867	05/12/2024	SUNNY INDUSTRIAL BRUSHWARE	Street Sweeping Brushes- Infrastructure	\$ 5,506.60
EFT78047	12/12/2024	T - QUIP	Track Roller- Parks & Gardens	\$ 2,613.04
EFT78105	16/12/2024	T - QUIP	Switch Kit- Depot	\$ 740.60
EFT78130	17/12/2024	T - QUIP	Bellow Kit- Depot	\$ 151.49
EFT78048	12/12/2024	TALIS CONSULTANTS	Project Work- Infrastructure	\$ 2,924.63
EFT77910	09/12/2024	TAPPED PLUMBING & GAS PTY LTD	Replace Urinal- BRAC	\$ 2,505.80
EFT77991	12/12/2024	TARA GOWER - DANCE (BURRB WANGGARAJU NURLU)	Town Beach Christmas Party 2024 - Burrb Wanggaraju Nurlu Performance	\$ 880.00
EFT78106	16/12/2024	TARA GOWER - DANCE (BURRB WANGGARAJU NURLU)	Tarkett Hire- Town Beach Christmas Party	\$ 275.00
EFT77911	09/12/2024	TAYLAH O'BRIEN (SUNDAY STUDIO BY TAYLAH)	Promotional Material- Christmas Party 2024	\$ 175.00
EFT77992	12/12/2024	TELSTRA LIMITED	Usage Charges & Equipment Rental - ICT	\$ 2,582.96
EFT78107	16/12/2024	TELSTRA LIMITED	Usage Charges & Equipment Rental - ICT	\$ 5,318.11



PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
EFT77993	12/12/2024	THE GREEN FAIRY CRAFT & ENTERTAINMENT	Shire Staff Christmas Party Kids Activities	\$ 470.00
EFT77994	12/12/2024	THEATRE KIMBERLEY INC (WORN ART)	Town Beach Christmas Party 2024 - Unicyclists	\$ 660.00
EFT78049	12/12/2024	THEATRE KIMBERLEY INC (WORN ART)	Sandfly Circus Event 2024- Community Development Fund C/0624/066	\$ 10,555.05
EFT77995	12/12/2024	TIALE FAMILY TRUST (BROOME ACADEMY OF MUSIC)	Carols by Candlelight Coordinators	\$ 9,750.00
EFT77996	12/12/2024	TNT AUSTRALIA PTY LTD	Freight- Environmental Health	\$ 862.14
EFT78050	12/12/2024	TNT AUSTRALIA PTY LTD	Freight- Environmental Health	\$ 474.12
EFT78108	16/12/2024	TNT AUSTRALIA PTY LTD	Freight- Environmental Health	\$ 138.67
EFT77997	12/12/2024	TOMORROW'S TRIBE	Santa Chair- Town Beach Christmas Party	\$ 561.00
EFT77830	03/12/2024	TOOMEBRIDGE PTY LTD	Rates Refund- A102350	\$ 12,495.73
EFT77868	05/12/2024	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Routine Maintenance- Broome Museum RFT21-13	\$ 10,539.28
EFT77912	09/12/2024	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Electrical Maintenance- Library	\$ 132.00
EFT77998	12/12/2024	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Investigate & Repair Rangehood- Civic Centre	\$ 519.20
EFT77999	12/12/2024	TOTALLY WORKWEAR	Uniform Modifications- Rangers	\$ 286.00
EFT78051	12/12/2024	TOTALLY WORKWEAR	Personal Protective Equipment- Environmental Health	\$ 385.00
EFT77787	03/12/2024	TOURISM NORTH WEST (AUSTRALIA'S NORTH WEST TOURISM)	Annual Contribution- Destination Marketing C/0323/026	\$ 44,000.00
EFT78052	12/12/2024	TYREPOWER BROOME	Tyres & Wheel Alignment- Works & Operations	\$ 1,050.00
EFT78053	12/12/2024	VERAISON WA PTY LTD	Council Planning Day- Governance	\$ 2,937.00
EFT77831	03/12/2024	VISIMAX	Dog Catching Equipment- Rangers	\$ 1,287.98
EFT78109	16/12/2024	VISIMAX	Handheld Microchip Reader & Infringement Books- Ranger Services	\$ 3,457.71
EFT78000	12/12/2024	VOCUS COMMUNICATIONS	Monthly Phone Provider Charges- ICT	\$ 1,013.10
EFT78110	16/12/2024	VOYA GROUP	Website Recovery- Marketing	\$ 440.00
EFT78001	12/12/2024	WA CONTRACT RANGER SERVICES PTY LTD	Staff Relief- Ranger Services	\$ 7,425.00
EFT78054	12/12/2024	WA CONTRACT RANGER SERVICES PTY LTD	Staff Relief- Ranger Services	\$ 19,360.00
EFT78055	12/12/2024	WA HINO	Vehicle Parts- Parks & Gardens	\$ 109.82
EFT77914	09/12/2024	WA LIBRARY SUPPLIES	Laser Spine Labels- Library	\$ 799.61
EFT77832	03/12/2024	WATERTORQUE	Supply & Install Hydraulic Works- Cable Beach Foreshore Redevelopment RFT24-03	\$ 8,325.54
EFT78002	12/12/2024	WEI SU	Group Fitness Classes- BRAC	\$ 600.00
EFT77915	09/12/2024	WEST AUSTRALIAN NEWSPAPERS	Newspaper Delivery- Shire Administration	\$ 5,438.40
EFT77916	09/12/2024	WEST COAST ON HOLD (ON HOLD ONLINE)	Monthly On Hold Messages- Marketing & Communications	\$ 77.00
EFT78142	30/12/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 198 Interest payment - Chinatown Revitalisation Stage 2	\$ 128,263.04
EFT78056	12/12/2024	WESTERN DIAGNOSTIC PATHOLOGY	Drug & Alcohol Screening- People & Culture	\$ 579.04
EFT77917	09/12/2024	WILLIAM TREDINNICK	Artist Salary- Man-Gala Lantern Project	\$ 4,200.00
EFT78003	12/12/2024	WORK METRICS PTY LTD	Online Induction Annual Subscription Fee	\$ 1,452.00
EFT77833	03/12/2024	YOGAMON (MONIQUE ELLIS)	Group Fitness- BRAC	\$ 900.00
EFT78004	12/12/2024	YOGAMON (MONIQUE ELLIS)	Yoga Instructor- BRAC	\$ 675.00



PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$ 5,369,457.99

MUNICIPAL CHEQUES - DECEMBER 2024				
Cheque #	Date	Name	Description	Amount
MUNICIPAL CHEQUES TOTAL:				\$ -

TRUST CHEQUES - DECEMBER 2024				
Cheque #	Date	Name	Description	Amount
				\$ -
TRUST CHEQUES TOTAL:				\$ -

PAYROLL - DECEMBER 2024				
DD #	Date	Name	Description	Amount
DD	24/12/2024	PAYROLL	Payroll Fortnight Ending 24/12/2024	\$ 394,910.57
DD	12/12/2024	PAYROLL	Payroll Fortnight Ending 10/11/2024	\$ 430,326.11
PAYROLL TOTAL:				\$ 825,236.68

MUNICIPAL CREDIT CARD PAYMENTS - DECEMBER 2024				
EFT #	Date	Card	Description	Amount
EFT78261	18/12/2024	Administration Officer - Environmental Health and Events	PAYMENT	\$ 29.75
X0000000000000005806	16/12/2024	COLES	Sentinel Chickens- Food	\$ 4.80
X0000000000000005808	16/12/2024	NORTHERN RURAL SUPPLIES	Sentinel Chickens- Treatment of Parasites	\$ 24.95
EFT78262	18/12/2024	BRAC Operations Supervisor	PAYMENT	\$ 1,081.99
X0000000000000005583	25/11/2024	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 6.09
X0000000000000005632	25/11/2024	ZOOMSHIFT	Online Rostering Platform Monthly Fee BRAC/Civic Centre	\$ 243.47
X0000000000000005633	26/11/2024	BUNNINGS	Fittings for Siphon Pump BRAC	\$ 48.62
X0000000000000005634	26/11/2024	POOL SHOP	Drum Taps for Vegetable Oil BRAC	\$ 64.95
X0000000000000005700	03/12/2024	AQUALYTE	Aqualyte Hydration BRAC Staff	\$ 599.55
X0000000000000005714	10/12/2024	BUNNINGS	Gas BBQ's BRAC	\$ 31.50
X0000000000000005715	10/12/2024	BP SHINJU BROOME	Fuel Garden Tools BRAC	\$ 66.10
X0000000000000005713	11/12/2024	BUNNINGS	Parts Chlorine Siphon BRAC.	\$ 6.46
X0000000000000005716	11/12/2024	WOOLWORTHS	Milk BRAC Kiosk	\$ 3.00
X0000000000000005717	12/12/2024	WOOLWORTHS	Chip Salt- Kiosk BRAC	\$ 12.25

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
EFT78263	18/12/2024	Chief Executive Officer	PAYMENT	\$ 1,348.39
X000000000000005545	18/11/2024	TWO BEFORE TEN	Lunch- Canberra Conference	\$ 57.70
X000000000000005547	18/11/2024	AERIAL CAPITAL GROUP	Travel- Canberra KEG Dinner	\$ 22.10
X000000000000005539	18/11/2024	PERTH TAXI	Travel- Canberra Conference	\$ 20.74
X000000000000005542	18/11/2024	AERIAL CAPITAL GROUP	Travel- Canberra Conference	\$ 16.64
X000000000000005543	18/11/2024	DEPARTMENT OF PARLIAMENTARY SERVICES	Coffee- Canberra Conference	\$ 16.20
X000000000000005538	19/11/2024	ACT CABS	Travel- Canberra Conference	\$ 16.85
X000000000000005540	19/11/2024	DEPARTMENT OF PARLIAMENTARY SERVICES	Coffee- Canberra Conference	\$ 9.40
X000000000000005541	19/11/2024	ACT CABS	Travel- Canberra Conference	\$ 20.53
X000000000000005544	19/11/2024	DEPARTMENT OF PARLIAMENTARY SERVICES	Shire President & CEO Lunch- Canberra Conference	\$ 60.00
X000000000000005849	20/11/2024	GM TAXIPAY	Travel- Canberra Conference	\$ 19.48
X000000000000005850	20/11/2024	GM TAXIPAY	Travel- Canberra Conference	\$ 48.67
X000000000000005777	28/11/2024	BROOME SURF LIFE SAVING CLUB	Refreshments Cable Beach Reference Group	\$ 20.31
X000000000000005778	28/11/2024	BROOME SURF LIFE SAVING CLUB	Refreshments Cable Beach Reference Group	\$ 52.80
X000000000000005776	12/12/2024	Cable Beach House	Council Dinner	\$ 966.97
EFT78264	18/12/2024	Civic Centre Coordinator	PAYMENT	\$ 711.86
X000000000000005637	25/11/2024	BROOME COURT HOUSE	Occasional Liquor License	\$ 58.50
X000000000000005636	27/11/2024	BUNNINGS	Trellis, Fertiliser & Plastic Saucers	\$ 83.37
X000000000000005635	28/11/2024	BUNNINGS	Door Bell	\$ 149.00
X000000000000005756	10/12/2024	HARVEY NORMAN	Microwave	\$ 218.00
X000000000000005780	11/12/2024	FACEBOOK	Social Media, Promo & Advertising	\$ 99.91
X000000000000005781	13/12/2024	BUNNINGS	Tape, Dollys, Lead Holders	\$ 110.66
X000000000000005782	13/12/2024	BUNNINGS	Return - Tape	-\$ 53.86
X000000000000005812	13/12/2024	J BLACKWOOD & SON P/L	Tape PVC Floor Marking	\$ 32.29
X000000000000005783	15/12/2024	SPOTIFY	Music Streaming- Monthly Fee	\$ 13.99
EFT78265	18/12/2024	Director Corporate Services	PAYMENT	\$ 654.61
X000000000000005718	09/12/2024	MICROSOFT	Microsoft Azure License - Network Security Storage	\$ 654.61
EFT78266	18/12/2024	Director Infrastructure	PAYMENT	\$ 358.34
X000000000000005684	02/12/2024	THE COMMON BISTRO	Meals - Travel Expenses	\$ 57.92
X000000000000005685	03/12/2024	GOLDCAPE HOLDINGS WA PTY LTD	Meals - Travel Expenses	\$ 60.00
X000000000000005686	04/12/2024	WHITE ELEPHANT CAFE	Meals - Travel Expenses	\$ 64.64
X000000000000005687	04/12/2024	WITCHY PIES & CAKERY	Meals - Travel Expenses	\$ 26.92
X000000000000005688	04/12/2024	THE COMMON BISTRO	Meals - Travel Expenses	\$ 66.05
X000000000000005689	05/12/2024	ATLAS FUEL	Hire Car- Fuel Expenses	\$ 82.81
EFT78267	18/12/2024	Executive Assistant to the Chief Executive Officer	PAYMENT	\$ 14,489.97
X000000000000005551	20/11/2024	CORPORATE TRAVEL MANAGER	Cr. Mitchell CTM Fee	\$ 12.05
X000000000000005552	20/11/2024	CORPORATE TRAVEL MANAGER	Cr. Mitchell CTM Fee	\$ 3.05
X000000000000005748	20/11/2024	CORPORATE TRAVEL MANAGER	Cr. Mitchell Accommodation Perth	\$ 226.00
X000000000000005747	22/11/2024	CORPORATE TRAVEL MANAGER	Cr. Mitchell CTM Fee	\$ 5.96
X000000000000005738	25/11/2024	CORPORATE TRAVEL MANAGER	Cr. Mitchell Accommodation Perth	\$ 199.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
X000000000000005739	25/11/2024	CORPORATE TRAVEL MANAGER	Cr. Mitchell CTM Fee	\$ 2.68
X000000000000005740	25/11/2024	CORPORATE TRAVEL MANAGER	Cr. Mitchell CTM Fee	\$ 12.05
X000000000000005744	25/11/2024	QANTAS AIRWAYS LIMITED	Cr. Mitchell Flights Perth	\$ 727.86
X000000000000005745	25/11/2024	CORPORATE TRAVEL MANAGER	Cr. Mitchell CTM Fee	\$ 5.96
X000000000000005746	25/11/2024	CORPORATE TRAVEL MANAGER	CTM Fee- Director Infrastructure	\$ 5.96
X000000000000005752	28/11/2024	CORPORATE TRAVEL MANAGER	Staff Accommodation Training	\$ 596.00
X000000000000005757	28/11/2024	CORPORATE TRAVEL MANAGER	Staff Accommodation Training	\$ 894.00
X000000000000005831	29/11/2024	DISCOVERY HOLIDAY PARKS	Staff Accommodation Port Hedland- Training	\$ 1,427.53
X000000000000005749	02/12/2024	CORPORATE TRAVEL MANAGER	LG Pro Perth Accommodation- Manager Community Engagement	\$ 895.00
X000000000000005735	04/12/2024	CORPORATE TRAVEL MANAGER	Staff Accommodation Training- Ranger Services	\$ 1,165.00
X000000000000005736	04/12/2024	CORPORATE TRAVEL MANAGER	CTM Fee- Ranger Services	\$ 12.05
X000000000000005737	04/12/2024	CORPORATE TRAVEL MANAGER	CTM Fee- Ranger Services	\$ 15.72
X000000000000005741	04/12/2024	BROOME POST SHOP	Staff Reward & Recognition Awards.	\$ 3,203.55
X000000000000005742	04/12/2024	COLES	Christmas Party Miscellaneous Items	\$ 116.30
X000000000000005729	10/12/2024	CORPORATE TRAVEL MANAGER	Cr. Mitchell Accommodation Perth	\$ 199.00
X000000000000005730	10/12/2024	CORPORATE TRAVEL MANAGER	Cr. Mitchell Accommodation Perth	\$ 2.68
X000000000000005731	10/12/2024	CORPORATE TRAVEL MANAGER	Cr. Mitchell Accommodation Perth	\$ 12.05
X000000000000005732	10/12/2024	CORPORATE TRAVEL MANAGER	Car Hire- Ranger Services	\$ 684.40
X000000000000005733	10/12/2024	CORPORATE TRAVEL MANAGER	CTM Fee- Ranger Services	\$ 12.05
X000000000000005734	10/12/2024	CORPORATE TRAVEL MANAGER	CTM Fee- Ranger Services	\$ 9.24
X000000000000005755	10/12/2024	CORPORATE TRAVEL MANAGER	Accommodation Perth- Apprentice Horticulturist	\$ 1,690.00
X000000000000005726	11/12/2024	CORPORATE TRAVEL MANAGER	Car Hire- Director Infrastructure	\$ 339.68
X000000000000005727	11/12/2024	CORPORATE TRAVEL MANAGER	CTM Fee- Director Infrastructure	\$ 4.59
X000000000000005728	11/12/2024	CORPORATE TRAVEL MANAGER	Avis Card Fee- Director Infrastructure	\$ 12.05
X000000000000005750	12/12/2024	CORPORATE TRAVEL MANAGER	CTM Fee- Manage Community Engagement	\$ 12.05
X000000000000005758	12/12/2024	CORPORATE TRAVEL MANAGER	CTM Fee- Staff Training Manager Engineering	\$ 12.07
X000000000000005753	13/12/2024	CORPORATE TRAVEL MANAGER	CTM Fee- Staff Training Manager Engineering	\$ 8.04
X000000000000005754	13/12/2024	CORPORATE TRAVEL MANAGER	CTM Fee- Staff Training Manager Engineering	\$ 12.05
X000000000000005809	17/12/2024	CORPORATE TRAVEL MANAGER	Cr. Mitchell Accommodation Canberra KRG Trip	\$ 576.50
X000000000000005810	17/12/2024	CORPORATE TRAVEL MANAGER	Cr. Mitchell CTM Fee Canberra KRG Trip	\$ 7.78
X000000000000005811	17/12/2024	CORPORATE TRAVEL MANAGER	Cr. Mitchell CTM Fee Canberra KRG Trip	\$ 12.05
X000000000000005816	17/12/2024	CORPORATE TRAVEL MANAGER	CEO Accommodation Canberra KRG Trip	\$ 1,328.00
X000000000000005817	17/12/2024	CORPORATE TRAVEL MANAGER	CEO CTM Fee Canberra KRG Trip	\$ 17.92
X000000000000005818	17/12/2024	CORPORATE TRAVEL MANAGER	CEO CTM Fee Canberra KRG Trip	\$ 12.05
EFT78268	18/12/2024	Executive Support Officer- Infrastructure	PAYMENT	\$ 72.40
X000000000000005638	25/11/2024	WOOLWORTHS	Morning Tea- McMahon Group	\$ 25.95
X000000000000005814	16/12/2024	DEPARTMENT OF TRANSPORT	Streeter Jetty License Renewal	\$ 46.45
EFT78269	18/12/2024	Fleet/Store Administrator	PAYMENT	\$ 3,691.21
X000000000000005621	18/11/2024	BROOME BOLT SUPPLIES	Folding Knife- Workshop	\$ 19.75
X000000000000005589	19/11/2024	BROOME BOLT SUPPLIES	Parts for Vehicle Repairs- P16819	\$ 9.90

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
X0000000000000005573	20/11/2024	RED DIRT AUTO ELECTRICAL	60A Circuit Breaker- P6622	\$ 67.40
X0000000000000005574	20/11/2024	RED DIRT AUTO ELECTRICAL	New Battery 780CCA 12V 100AH- P6622	\$ 272.20
X0000000000000005590	20/11/2024	ADVANCED ELECTRICAL EQUIPMENT	Replacement Parts- P5121	\$ 77.00
X0000000000000005622	20/11/2024	GERALDINE NOMINEES PL	Tools- Replacement Sockets	\$ 13.44
X0000000000000005623	20/11/2024	J BLACKWOOD & SON P/L	Tools- Workshop	\$ 20.89
X0000000000000005591	21/11/2024	GERALDINE NOMINEES PL	Parts for Repairs- P5121	\$ 59.61
X0000000000000005592	25/11/2024	RED DIRT AUTO ELECTRICAL	Parts for Repairs - P14611	\$ 23.60
X0000000000000005593	26/11/2024	J BLACKWOOD & SON P/L	Parts for Repairs- P5121	\$ 161.76
X0000000000000005626	27/11/2024	J BLACKWOOD & SON P/L	Electrolytes- Depot Store	\$ 499.80
X0000000000000005628	28/11/2024	OHM ELECTRONICS PTY LTD	Parts for Repairs- Radio	\$ 191.79
X0000000000000005629	28/11/2024	REPCO	Parts for Radio Repairs- P6419	\$ 20.00
X0000000000000005646	28/11/2024	BROOME BOLT SUPPLIES	Screws Nuts and Washers	\$ 9.68
X0000000000000005647	28/11/2024	BROOME BOLT SUPPLIES	Screws Nuts and Washers	\$ 22.00
X0000000000000005648	28/11/2024	NORTRUSS BUILDERS SUPPLIES	Steel and 50mm Bit Driver for Repairs- P83724	\$ 59.12
X0000000000000005649	28/11/2024	BUNNINGS	Hinges and Hooks for Repairs- P83724	\$ 39.70
X0000000000000005650	02/12/2024	CLARK POOLS & SPAS BROOME	Materials for Repairs- P83724	\$ 17.70
X0000000000000005651	02/12/2024	J BLACKWOOD & SON P/L	Electrolytes x 4	\$ 567.59
X0000000000000005652	03/12/2024	RED DIRT AUTO ELECTRICAL	Stereo- P13218	\$ 200.00
X0000000000000005653	03/12/2024	BUNNINGS	Key Holders	\$ 28.65
X0000000000000005654	03/12/2024	OHM ELECTRONICS PTY LTD	UHF Handpiece	\$ 95.00
X0000000000000005655	03/12/2024	MIRLI MIRLI PTY LTD	2025 Wall Planner- Workshop Office	\$ 28.95
X0000000000000005720	04/12/2024	DEPARTMENT OF TRANSPORT	Registration Cost- P18118	\$ 349.10
X0000000000000005671	05/12/2024	REPCO	Handheld Air Gun	\$ 30.00
X0000000000000005696	05/12/2024	BROOME BOLT SUPPLIES	Repairs Air System in Truck- P87021	\$ 70.07
X0000000000000005697	05/12/2024	GERALDINE NOMINEES PL	Repairs Air System in Truck- P87021	\$ 7.83
X0000000000000005672	06/12/2024	J BLACKWOOD & SON P/L	Truck wash	\$ 143.00
X0000000000000005719	10/12/2024	RED DIRT AUTO ELECTRICAL	Belt Gates- P84595 Compactor	\$ 42.15
X0000000000000005765	13/12/2024	OHM ELECTRONICS PTY LTD	New Antenna for P7120	\$ 111.80
X0000000000000005766	17/12/2024	J BLACKWOOD & SON P/L	Acid Core Solder Wire	\$ 431.73
EFT78270	18/12/2024	Horticulture Supervisor	PAYMENT	\$ 398.77
X0000000000000005669	03/12/2024	NORTHERN RURAL SUPPLIES	Harness for Solo Backpack Sprayer	\$ 181.38
X0000000000000005668	04/12/2024	J BLACKWOOD & SON P/L	Cable Ties- Nursery	\$ 95.04
X0000000000000005670	04/12/2024	MIRLI MIRLI PTY LTD	Office Supplies- Parks & Gardens	\$ 122.35
EFT78271	18/12/2024	Library Coordinator	PAYMENT	\$ 1,959.67
X0000000000000005555	18/11/2024	BUNNINGS	Items- Grant Funded Program	\$ 81.12
X0000000000000005556	19/11/2024	STATE LIBRARY OF WESTERN AUSTRALIA	Digital Copy of Historic Photos	\$ 25.00
X0000000000000005572	21/11/2024	DYMOCKS ONLINE	Books	\$ 49.97
X0000000000000005610	22/11/2024	BUNNINGS	Storage Containers	\$ 68.76
X0000000000000005611	25/11/2024	OFFICEWORKS	Safety Cutters- Library Workroom	\$ 71.35
X0000000000000005639	28/11/2024	My Post Business	Interlibrary Loans	\$ 71.75

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
X0000000000000005657	02/12/2024	KMART	Puzzles- Library	\$ 127.20
X0000000000000005658	03/12/2024	BUNNINGS	Plastic Storage Crates	\$ 18.60
X0000000000000005660	03/12/2024	COLES	Catering for IDPwD Event- Grant Funded	\$ 146.86
X0000000000000005661	03/12/2024	COLES	Soap- Library Kitchen	\$ 10.90
X0000000000000005659	04/12/2024	KIMBERLEY BOOKSHOP	Books	\$ 22.49
X0000000000000005662	05/12/2024	HAMMOND CARE SHOP	Books	\$ 86.27
X0000000000000005663	05/12/2024	DEMENTIA SHOP	Puzzles for Dementia	\$ 320.68
X0000000000000005673	06/12/2024	KIMBERLEY BOOKSHOP	Books	\$ 20.69
X0000000000000005694	06/12/2024	My Post Business	Postal Charges- Interlibrary Loans	\$ 45.95
X0000000000000005707	09/12/2024	OFFICEWORKS	Wall Calendar- Library Programs and Events	\$ 114.07
X0000000000000005710	10/12/2024	DYMOCKS ONLINE	Book for Children's Collection	\$ 34.98
X0000000000000005725	12/12/2024	DEMENTIA SHOP	Dementia Guides	\$ 88.00
X0000000000000005760	13/12/2024	ROADSHOW FILMS	Annual Public Performance Licence for Library	\$ 418.69
X0000000000000005761	13/12/2024	SPOTLIGHT PTY LTD	Cotton Bags for Library Grant Program	\$ 96.99
X0000000000000005762	13/12/2024	My Post Business	Postal Charges- Interlibrary Loans	\$ 39.35
EFT78272	18/12/2024	Manager - Community Facilities	PAYMENT	\$ 851.55
X0000000000000005604	22/11/2024	BUNNINGS	Sundry Equipment- BRAC	\$ 22.85
X0000000000000005605	25/11/2024	CLARK POOLS & SPAS BROOME	BRAC Aquatic Parts- In Pool Drain Cover	\$ 65.00
X0000000000000005606	25/11/2024	COLES	Kiosk Items- BRAC	\$ 23.20
X0000000000000005665	06/12/2024	DEPARTMENT OF LOCAL GOVERNMENT SPORT & CULTURE	BRAC Liquor License	\$ 680.50
X0000000000000005711	10/12/2024	SPORTSPOWER BROOME	BRAC- Whistles for Pool Lifeguards	\$ 60.00
EFT78273	18/12/2024	Manager Engineering	PAYMENT	\$ 90.00
X0000000000000005581	21/11/2024	BUNNINGS	Measuring Wheel	\$ 34.98
X0000000000000005695	02/12/2024	BUNNINGS	Pad locks- Traffic Counters	\$ 55.02
EFT78274	18/12/2024	Manager People and Culture	PAYMENT	\$ 252.05
X0000000000000005666	05/12/2024	COLES	Consumables for Shire Christmas Party	\$ 18.50
X0000000000000005708	07/12/2024	BROOME POST SHOP	Christmas Party Committee Gift Cards	\$ 233.55
EFT78275	18/12/2024	Manager Waste Services	PAYMENT	\$ 131.36
X0000000000000005567	21/11/2024	WOOLWORTHS	Morning Tea- Waste Education Workshop in Library	\$ 24.02
X0000000000000005594	25/11/2024	BUNNINGS	Waste Audit Consumables	\$ 94.59
X0000000000000005667	05/12/2024	KMART	Waste Education Items for Christmas Party	\$ 12.75
EFT78276	18/12/2024	Marketing and Communications Officer	PAYMENT	\$ 665.86
X0000000000000005522	18/11/2024	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 5.58
X0000000000000005582	18/11/2024	GRAMMARLY	Grammarly Subscription	\$ 223.39
X0000000000000005743	25/11/2024	NEWS PTY LIMITED	Subscription to The Australian Online Newspaper	\$ 32.00
X0000000000000005698	28/11/2024	CAMPAIGN MONITOR	Campaign Monitor Fee	\$ 383.90
X0000000000000005699	04/12/2024	CANVA	Canva November Invoice	\$ 20.99
EFT78277	18/12/2024	Parks Coordinator	PAYMENT	\$ 38.80
X0000000000000005609	18/11/2024	BUNNINGS	Rust Guard Spray Paint	\$ 38.80
EFT78278	18/12/2024	Parks and Gardens Supervisor	PAYMENT	\$ 1,539.18

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
X0000000000000005558	19/11/2024	TYREPOWER BROOME	Fit New Supplied Tyres	\$ 100.00
X0000000000000005585	19/11/2024	TYROOLA	Replacement Tyres- Trailers	\$ 846.00
X0000000000000005559	20/11/2024	J BLACKWOOD & SON P/L	Batteries for Roundabout Reticulation Controllers	\$ 72.47
X0000000000000005560	20/11/2024	BROOME BOLT SUPPLIES	New Bolts to Secure Battery- Trailer	\$ 5.02
X0000000000000005561	21/11/2024	WOOLWORTHS	Insect Spray	\$ 26.40
X0000000000000005630	28/11/2024	BROOME PHARMACY	Syringes to Measure Small Quantities of Chemicals	\$ 9.90
X0000000000000005631	28/11/2024	BUNNINGS	Phone Charging Cable	\$ 13.91
X0000000000000005645	03/12/2024	TYREPOWER BROOME	Remove & Refit Tyres	\$ 100.00
X0000000000000005682	04/12/2024	TYREPOWER BROOME	Remove & Refit Tyres	\$ 100.00
X0000000000000005683	05/12/2024	BUNNINGS	Cable Ties- Shade Sail Removal and Adapter	\$ 79.28
X0000000000000005759	13/12/2024	REPCO	Tow Hitch for Ute	\$ 186.20
EFT78279	18/12/2024	Place Activation & Engagement Coordinator	PAYMENT	\$ 1,083.23
X0000000000000005557	20/11/2024	AUSTRALIA DAY COUNCIL SA	Merchandise for Australia Day Event 2025	\$ 644.40
X0000000000000005690	04/12/2024	SUBWAY BROOME	Catering - Youth Plan Engagement	\$ 81.00
X0000000000000005763	06/12/2024	BUNNINGS	Bunnings Christmas Event Equipment	\$ 200.00
X0000000000000005764	06/12/2024	COLES	Coles Christmas Event Supplies	\$ 157.83
EFT78280	18/12/2024	Place Activation & Engagement Officer	PAYMENT	\$ 159.54
X0000000000000005767	19/11/2024	WOOLWORTHS	YAC Meeting- Refreshments	\$ 27.45
X0000000000000005768	26/11/2024	WOOLWORTHS	BYFH Xmas Party Shire Stall	\$ 100.09
X0000000000000005769	10/12/2024	COLES	YAC Meeting- Refreshments	\$ 32.00
EFT78281	18/12/2024	Property Maintenance Officer	PAYMENT	\$ 3,367.08
X0000000000000005601	18/11/2024	BUNNINGS	Library - Materials for Wall Mounts	\$ 41.85
X0000000000000005602	18/11/2024	MIRLI MIRLI PTY LTD	Staff - Stand Up Desk	\$ 599.00
X0000000000000005603	18/11/2024	AC POOLS	BRAC - Materials for Pool Repairs	\$ 247.50
X0000000000000005674	20/11/2024	BUNNINGS	Shire Administration- Roof Repairs	\$ 53.56
X0000000000000005675	25/11/2024	STREETER & MALE HARDWARE	Broome Visitors Centre- Door Handle	\$ 47.96
X0000000000000005676	27/11/2024	MIRLI MIRLI PTY LTD	Shire Administration - Whiteboard	\$ 149.00
X0000000000000005677	27/11/2024	CARPET PAINT AND TILE	Civic Centre- Tape for Timber Floors	\$ 28.50
X0000000000000005678	28/11/2024	BUNNINGS	Library- Bracing for Desks	\$ 77.96
X0000000000000005679	02/12/2024	BUNNINGS	Cemetery- Graffiti Repairs	\$ 73.74
X0000000000000005680	02/12/2024	STREETER & MALE HARDWARE	BRAC- Materials for Pool Repairs	\$ 50.99
X0000000000000005681	03/12/2024	STREETER & MALE HARDWARE	BRAC- Materials for Pool Repairs	\$ 79.90
X0000000000000005701	09/12/2024	BUNNINGS	Library- Maintenance Repairs	\$ 48.13
X0000000000000005702	09/12/2024	MIRLI MIRLI PTY LTD	Shire Administration- Whiteboards for MOHR	\$ 135.00
X0000000000000005703	09/12/2024	STREETER & MALE HARDWARE	Library- Temperature Cooler Installation Materials	\$ 17.24
X0000000000000005721	10/12/2024	BUNNINGS	Cable Beach Ablutions- Paint Over Graffiti	\$ 116.46
X0000000000000005722	11/12/2024	TRADELINK	Town Beach- Replace Old Disabled Seat	\$ 276.71
X0000000000000005723	12/12/2024	CLARK POOLS & SPAS BROOME	Shire Housing- Pool Equipment	\$ 139.85
X0000000000000005724	12/12/2024	NORTH WEST LOCKSMITH	Shire Housing- Rekey Deadlocks	\$ 130.00
X0000000000000005838	12/12/2024	TRADELINK	Toilet Seats & Mixers- Town Beach	\$ 667.87

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
X000000000000005826	13/12/2024	BUNNINGS	Shire Housing Door Repairs	\$ 37.50
X000000000000005827	13/12/2024	BROOME BOLT SUPPLIES	Kimberley Regional Office- Screws Roof Repairs	\$ 132.00
X000000000000005839	13/12/2024	BUNNINGS	Kimberley Regional Office- Screws Roof Repairs	\$ 108.56
X000000000000005828	16/12/2024	WAVECOM AUSTRALIA	Test & Tag Subscription	\$ 107.80
EFT78282	18/12/2024	Executive Support Officer - Development Services	PAYMENT	\$ 271.00
X000000000000005624	26/11/2024	KMART	Glass Holders- Function kitchen	\$ 46.00
X000000000000005627	27/11/2024	OASIS EATERY	Catering- Auditors	\$ 225.00
EFT78283	18/12/2024	Senior Customer Service Officer	PAYMENT	\$ 914.60
X000000000000005568	19/11/2024	DEPARTMENT OF TRANSPORT	Shire of Broome Plates	\$ 200.00
X000000000000005569	21/11/2024	COLES	Councillor Workshop- Catering	\$ 55.60
X000000000000005614	25/11/2024	OASIS EATERY	Councillor Workshop- Catering	\$ 184.00
X000000000000005615	26/11/2024	OASIS EATERY	Councillor Workshop- Catering	\$ 272.00
X000000000000005616	26/11/2024	WOOLWORTHS	Councillor Workshop- Catering	\$ 28.00
X000000000000005709	10/12/2024	WOOLWORTHS	Councillor Workshop- Catering	\$ 103.80
X000000000000005712	12/12/2024	WOOLWORTHS	Ordinary Council Meeting- Catering	\$ 71.20
EFT78284	18/12/2024	Senior Property & Leasing Officer	PAYMENT	\$ 39.00
X000000000000005625	28/11/2024	BUNNINGS	Storage Boxes from Bunnings	\$ 39.00
EFT78285	18/12/2024	Sport & Recreation Facility Coordinator	PAYMENT	\$ 231.10
X000000000000005584	21/11/2024	WOOLWORTHS	Milk	\$ 53.00
X000000000000005641	28/11/2024	WOOLWORTHS	BRAC- Christmas Decorations	\$ 4.00
X000000000000005642	28/11/2024	KMART	BRAC- Christmas Decorations	\$ 27.00
X000000000000005643	28/11/2024	BUNNINGS	BRAC- Christmas Decorations	\$ 74.90
X000000000000005640	29/11/2024	WOOLWORTHS	Milk	\$ 63.20
X000000000000005825	06/12/2024	WOOLWORTHS	Milk	\$ 9.00
EFT78286	18/12/2024	Waste Supervisor	PAYMENT	\$ 336.27
X000000000000005598	19/11/2024	AMPOL BROOME	Fuel for Petrol Air Compressor	\$ 32.82
X000000000000005596	20/11/2024	BROOME BOLT SUPPLIES	Replacement Air Regulator for Compressor	\$ 91.19
X000000000000005597	20/11/2024	BUNNINGS	Rollers for Gate House Windows	\$ 25.20
X000000000000005595	21/11/2024	AUTOPRO BROOME	Tyre Plugs	\$ 39.90
X000000000000005692	28/11/2024	AMPOL BROOME	Petrol- Compressor & Pressure Washer	\$ 36.76
X000000000000005691	05/12/2024	MIRLI MIRLI PTY LTD	Till Rolls	\$ 110.40
EFT78287	18/12/2024	Work Health, Safety and Wellbeing Officer	PAYMENT	\$ 1,086.32
X000000000000005521	18/11/2024	KMART	Consumables for Shire Christmas Party	\$ 51.00
X000000000000005617	25/11/2024	MIRLI MIRLI PTY LTD	Office Supplies	\$ 56.45
X000000000000005619	25/11/2024	WOOLWORTHS	Consumables for Shire Christmas Party 7 December 2024	\$ 174.45
X000000000000005656	03/12/2024	BOC LIMITED	First aid Supply and Service	\$ 21.07
X000000000000005664	04/12/2024	KMART	Consumables for Shire Christmas Party	\$ 12.00
X000000000000005704	06/12/2024	AM MEDICAL SERVICES	Annual Service of Medical Oxygen Equipment	\$ 91.25
X000000000000005705	07/12/2024	WOOLWORTHS	Consumables for Shire Christmas Party	\$ 81.60
X000000000000005706	07/12/2024	WOOLWORTHS	Consumables for Shire Christmas Party	\$ 598.50

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - DECEMBER 2024				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - DECEMBER 2024				
EFT78288	18/12/2024	Works Supervisor	PAYMENT	\$ 1,993.37
X0000000000000005562	19/11/2024	BUNNINGS	Grabrail Maintenance	\$ 19.60
X0000000000000005563	19/11/2024	BUNNINGS	Grabrail Maintenance	\$ 31.00
X0000000000000005566	19/11/2024	BUNNINGS	Grabrail Maintenance	\$ 9.50
X0000000000000005564	20/11/2024	BUNNINGS	Grabrail Maintenance	\$ 22.00
X0000000000000005565	20/11/2024	CARPET PAINT AND TILE	Grabrail Maintenance	\$ 373.00
X0000000000000005607	21/11/2024	NWH Solution Pty Ltd	Parts to Clean Drain	\$ 138.67
X0000000000000005608	26/11/2024	VERITAS GROUP	Port Pass for Sweeper Truck	\$ 338.80
X0000000000000005644	02/12/2024	BUNNINGS	Sand for Road Patching	\$ 37.80
X0000000000000005693	05/12/2024	BROOMECECRETE	White Stone	\$ 1,023.00
MUNICIPAL CREDIT CARD TOTAL:				\$ 37,847.27

MUNICIPAL DIRECT DEBIT - DECEMBER 2024				
DD #	Date	Name	Description	Amount
DD34045.1	13/12/2024	SUPER EMPLOYEE PAYMENT DEFINITIV	Superannuation Fortnight Ending 13/12/2024	\$ 102,326.92
DD34064.1	20/12/2024	SUPER EMPLOYEE PAYMENT DEFINITIV	Superannuation Fortnight Ending 10/12/2024	\$ 94,702.45
DD34047.1	06/12/2024	COCA COLA AMATIL (HOLDINGS) LTD	Kiosk Supplies - BRAC	\$ 1,590.23
DD34052.1	16/12/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 197 Interest payment - Town Beach Development - Groyne Project	\$ 54,623.88
DD34059.1	18/12/2024	INLOGIK PTY LTD	Promaster Essentials- User fees	\$ 463.36
DD34073.1	20/12/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 196 Interest payment - Chinatown Revitalisation Project	\$ 93,685.18
DD34075.1	23/12/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 201 Interest payment - Chinatown Revitalisation Stage 2	\$ 131,692.22
DD34084.1	10/12/2024	FORMS EXPRESS PTY LTD	Payment Gateway Fees November - Rates	\$ 659.37
DD34089.1	20/12/2024	COCA COLA AMATIL (HOLDINGS) LTD	Kiosk Supplies- BRAC	\$ 1,075.30
DD34081.1	27/12/2024	WATER CORPORATION	Water Use & Service Charge	\$ 36,016.80
DD34081.2	13/12/2024	WATER CORPORATION	Water Use & Service Charge	\$ 4,766.79
DD34081.3	11/12/2024	WATER CORPORATION	Water Use & Service Charge	\$ 479.06
DD34081.4	09/12/2024	WATER CORPORATION	Water Use & Service Charge	\$ 19.13
DD34081.5	03/12/2024	WATER CORPORATION	Water Use & Service Charge	\$ 1,254.10
DD34081.6	02/12/2024	WATER CORPORATION	Water Use & Service Charge	\$ 2,239.52
MUNICIPAL DIRECT DEBIT TOTAL:				\$ 525,594.31

MUNICIPAL ELECTRONIC TRANSFER TOTAL \$ 5,369,457.99

MUNICIPAL CHEQUES TOTAL \$ -

PAYROLL TOTAL \$ 825,236.68



TRUST CHEQUE TOTAL \$	-
MUNICIPAL CREDIT CARD TOTAL \$	37,847.27
MUNICIPAL DIRECT DEBIT TOTAL \$	525,594.31
TOTAL PAYMENTS December 2024 \$	6,758,136.25

Key for Delegation of Authority:

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

---

Local Government (Financial Management) Regulations 13 & 13A.

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

This report incorporates the Delegation of Authority Local Government (Administration) Regulations 19.

**9.4.4 MONTHLY PAYMENT LISTING - JANUARY 2025**

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

**SUMMARY:**

This report recommends that Council receives the list of payments made under delegated authority, as per the attachment to this report, for January 2025.

**BACKGROUND**

The Chief Executive Officer (CEO) has delegated authority via Delegation 1.2.20 Payments from the Municipal or Trust Funds, to make payments from the Municipal and Trust funds as per budget allocations and in line with applicable policies.

**COMMENT**

The Shire provides payments to suppliers by Electronic Funds Transfer (EFT and BPAY), cheque, credit card or direct debit. Attachment 1 provides a list of all payments processed under delegated authority in January 2025.

**CONSULTATION**

Nil.

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

12. *Payments from municipal fund or trust fund, restrictions on making*
  - (1) *A payment may only be made from the municipal fund or the trust fund —*
    - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
    - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
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; and*
    - (b) *the amount of the payment; and*

- (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (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.

#### 13A. Payments by employees via purchasing cards

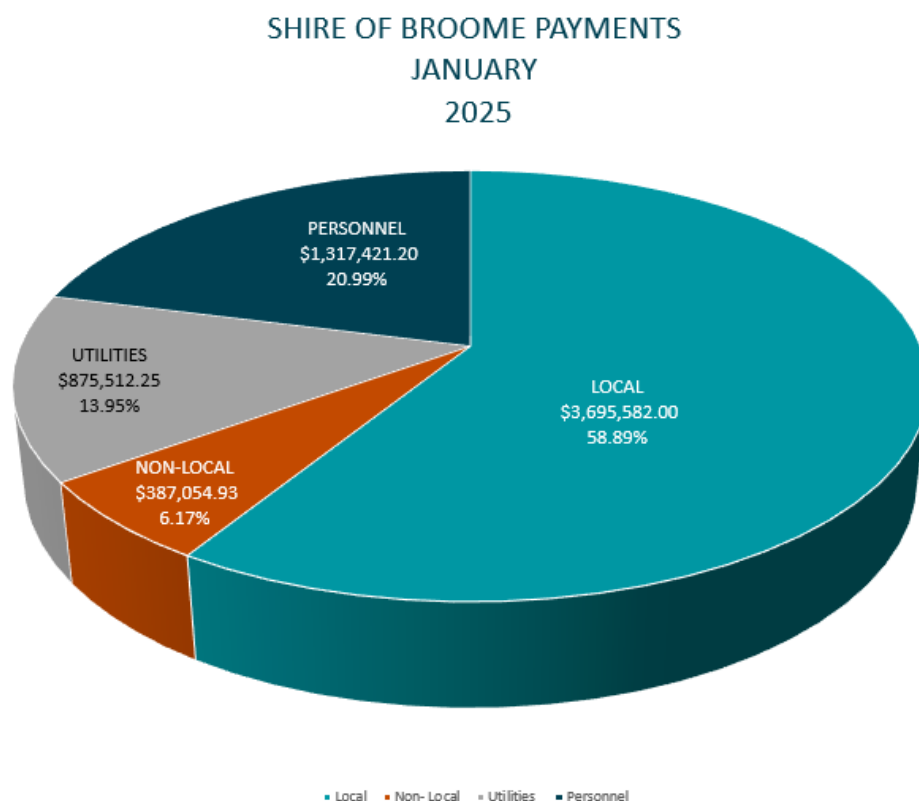
- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
- (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment;
  - (d) sufficient information to identify the payment.
- (2) A list prepared under sub regulation (1) must be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

### POLICY IMPLICATIONS

Nil.

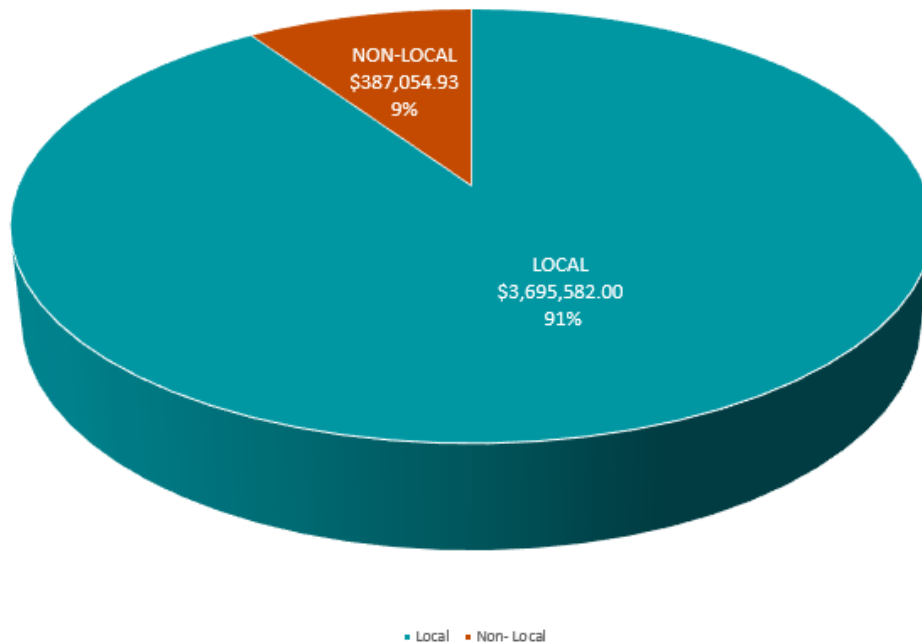
### FINANCIAL IMPLICATIONS

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



Note: Personnel payments in this analysis include payroll, superannuation (contained within Direct Debit type payments), payroll tax and other deductions (contained within the EFT Payments type payments).

#### LOCAL Vs NON-LOCAL PAYMENTS JANUARY 2025



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for January 2025 after \$1,317,421.20 in personnel payments, \$875,512.25 in utilities and other non-local sole suppliers were excluded.

#### YEAR TO DATE CREDITOR PAYMENTS

The below table summarises the total payments made to creditors year to date:

Month	Cheques	EFT Payments	Direct Debit	Credit Card	Trust	Payroll	Total Creditors
Jul-24	\$ 577.84	\$ 2,589,926.74	\$ 417,706.68	\$ 40,214.86	\$ -	\$ 810,379.14	\$ 3,858,805.26
Aug-24	\$ -	\$ 3,339,215.48	\$ 216,884.00	\$ 44,550.61	\$ -	\$ 811,035.25	\$ 4,411,685.34
Sep-24	\$ 1,522.00	\$ 4,377,814.98	\$ 206,644.31	\$ 30,455.57	\$ -	\$ 871,605.88	\$ 5,488,042.74
Oct-24	\$ 319.90	\$ 3,429,201.48	\$ 321,266.66	\$ 30,283.93	\$ -	\$ 1,253,165.45	\$ 5,034,237.42
Nov-24	\$ 4,500.00	\$ 5,328,066.11	\$ 309,561.39	\$ 40,280.98	\$ -	\$ 846,765.67	\$ 6,529,174.15
Dec-24	\$ -	\$ 5,369,457.99	\$ 525,594.31	\$ 37,847.27	\$ -	\$ 825,236.68	\$ 6,758,136.25
Jan-25	\$ 388.90	\$ 5,167,307.63	\$ 289,099.49	\$ 19,948.17	\$ -	\$ 798,876.19	\$ 6,275,570.38
Feb-25							
Mar-25							
Apr-25							
May-25							
Jun-25							
<b>TOTAL</b>	<b>\$ 7,308.64</b>	<b>\$ 29,600,990.41</b>	<b>\$ 2,286,756.84</b>	<b>\$ 243,581.39</b>	<b>\$ -</b>	<b>\$ 6,217,064.26</b>	<b>\$ 38,355,651.54</b>

#### RISK

The risk of Council not receiving this report is extreme as this will result in non-compliance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

The likelihood of this ever occurring is rare due to the CEO's implementation of procedures to ensure payment details are disclosed to Council in a timely manner, as well as Procurement and Purchasing policies which ensure these payments are made in accordance with budget and delegated authority and comply with *Local Government (Financial Management) Regulations 1996*.

## STRATEGIC ASPIRATIONS

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

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

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

## VOTING REQUIREMENTS

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

1. *Receives the list of payments made from the Municipal and Trust Accounts in January 2025 totalling \$6,275,570.38 (Attachment 1) per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:*
  - a) *EFT Vouchers EFT78143 – EFT78480 totalling \$5,167,307.63;*
  - b) *Municipal Cheque Vouchers 57848 - 57848 totalling \$338.90;*
  - c) *Trust Cheque Vouchers 00000 - 00000 totalling \$0.00; and*
  - d) *Municipal Direct Debits DD3410.1 - DD34154.1 including payroll totalling \$1,087,975.68*
2. *Receives the list of payments made by credit cards in January 2025 totalling \$19,948.17 (contained within Attachment 1) per the requirements of Regulation 13A of the Local Government (Financial Management) Regulations 1996 covering EFT Vouchers EFT78490 – EFT78517.*
3. *Notes the local spend of \$3,695,582.00 included in the amount above, equating to 91% of total payments excluding personnel, utility, and other external sole supplier costs.*

## Attachments

1. Payment Listing - January 2025

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JANUARY 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JANUARY 2025				
EFT #	Date	Name	Description	Amount
EFT78233	14/01/2025	12D SOLUTIONS PTY LTD	Software Maintenance- ICT	\$ 2,310.00
EFT78319	15/01/2025	A CLARKE-HALE	Taxi Fares- Staff Reimbursement	\$ 88.29
EFT78143	07/01/2025	A PLUS EVENTS & HIRE	Decorations- Staff Christmas Party	\$ 605.00
EFT78331	20/01/2025	ABLE ELECTRICAL (WA) PTY LTD	Fault Light Fittings- Town Beach	\$ 4,521.00
EFT78234	14/01/2025	ACURIX NETWORKS PTY LTD	January Wi-Fi- Library	\$ 497.20
EFT78144	07/01/2025	AIT SPECIALISTS PTY LTD	Monthly Review Fuel Tax Credits- Finance	\$ 678.92
EFT78401	28/01/2025	AIT SPECIALISTS PTY LTD	Monthly Review Fuel Tax Credits- Finance	\$ 634.15
EFT78189	07/01/2025	ALLPEST (BROOME PEST CONTROL)	Pest Control- Town Beach Water Park	\$ 240.00
EFT78332	20/01/2025	ALLPEST (BROOME PEST CONTROL)	Singapore Ant Treatment- Broome Visitors Centre	\$ 490.00
EFT78402	28/01/2025	ALLPEST (BROOME PEST CONTROL)	Pest Maintenance- Civic Centre	\$ 554.00
EFT78145	07/01/2025	ARTISTRALIA	Screening Rights Magic Mike XXL- Civic Centre	\$ 528.00
EFT78289	15/01/2025	AUSSIE BROADBAND LIMITED	Internet Links- Various Shire Facilities	\$ 2,526.70
EFT78190	07/01/2025	AUSTRALIA POST	Postage- Shire Administration	\$ 1,445.37
EFT78235	14/01/2025	AUSTRALIAN LIBRARY & INFORMATION ASSOCIATION LTD	Staff Training Course- Library	\$ 200.00
EFT78225	10/01/2025	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	\$ 685.00
EFT78379	24/01/2025	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	\$ 685.00
EFT78226	10/01/2025	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	\$ 123,629.00
EFT78380	24/01/2025	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	\$ 130,333.00
EFT78333	20/01/2025	AVIAIR	Sponsorship Contribution- Inter Regional Flight Network	\$ 17,678.10
EFT78388	28/01/2025	B HART	Staff Rent- February 2025	\$ 1,698.99
EFT78334	20/01/2025	BENTLEY MCGUINNESS MEDIA PTY LTD	Half Day Media Training Session- Marketing & Communications	\$ 1,500.00
EFT78146	07/01/2025	BLACKWOODS	Staff Uniforms- WMF	\$ 354.29
EFT78237	14/01/2025	BLACKWOODS	Electrical Testing Equipment- Depot	\$ 594.00
EFT78290	15/01/2025	BLACKWOODS	Wheel Components- BRAC	\$ 683.41
EFT78403	28/01/2025	BLACKWOODS	Staff Uniforms- People & Culture	\$ 829.85
EFT78147	07/01/2025	BLUE TONGUE GARAGE DOORS	Garage Door Service- Depot	\$ 2,099.96
EFT78148	07/01/2025	BOAB DESIGN	Crossover Subsidy- Infrastructure	\$ 1,000.00
EFT78149	07/01/2025	BOC LIMITED	Gas Bottles- Depot	\$ 109.24
EFT78191	07/01/2025	BOC LIMITED	Gas Bottles- Depot	\$ 112.88
EFT78238	14/01/2025	BOC LIMITED	Oxygen- BRAC	\$ 198.00
EFT78291	15/01/2025	BOC LIMITED	Oxygen- BRAC	\$ 204.60
EFT78335	20/01/2025	BOYA EQUIPMENT	Oil Filter- Depot	\$ 2,500.76
EFT78150	07/01/2025	BP AUSTRALIA PTY LTD - FUEL	Fuel- Depot	\$ 20,239.01
EFT78336	20/01/2025	BP AUSTRALIA PTY LTD - FUEL	Fuel- Depot	\$ 17,501.48
EFT78430	31/01/2025	BP AUSTRALIA PTY LTD - FUEL	Fuel- Depot	\$ 18,115.85
EFT78192	07/01/2025	BRENNAN IT PTY LTD	Microsoft Server Licensing- ICT	\$ 3,880.69
EFT78431	31/01/2025	BRENNAN IT PTY LTD	Annual Server Licensing- ICT	\$ 5,265.37

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JANUARY 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JANUARY 2025				
EFT78151	07/01/2025	BROOKS HIRE	Excavator Hire- WMF	\$ 917.73
EFT78432	31/01/2025	BROOME PHYSIO	Pre Employment Medical- Ranger Services	\$ 539.00
EFT78152	07/01/2025	BROOME PLUMBING & GAS	Removal & Re-Installation Toilet Seat- Civic Centre	\$ 467.00
EFT78337	20/01/2025	BROOME PLUMBING & GAS	Plumbing Maintenance- Broome Visitors Centre	\$ 157.00
EFT78433	31/01/2025	BROOME PLUMBING & GAS	Replace Microtubing for Oven- Civic Centre	\$ 698.00
EFT78153	07/01/2025	BROOME PROGRESSIVE SUPPLIES	Milk- Shire Administration	\$ 108.02
EFT78193	07/01/2025	BROOME PROGRESSIVE SUPPLIES	Milk- Depot	\$ 34.36
EFT78292	15/01/2025	BROOME PROGRESSIVE SUPPLIES	Kiosk Stock- BRAC	\$ 1,968.30
EFT78338	20/01/2025	BROOME PROGRESSIVE SUPPLIES	Milk- Depot	\$ 34.36
EFT78404	28/01/2025	BROOME PROGRESSIVE SUPPLIES	Milk- Shire Administration	\$ 104.50
EFT78434	31/01/2025	BROOME PROGRESSIVE SUPPLIES	Kiosk Stock- BRAC	\$ 238.90
EFT78227	10/01/2025	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 480.00
EFT78381	24/01/2025	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 460.00
EFT78228	10/01/2025	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 1,020.00
EFT78382	24/01/2025	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 1,050.00
EFT78154	07/01/2025	BROOME SMALL ENGINE SERVICES	Hose Assembly- Depot	\$ 133.10
EFT78339	20/01/2025	BROOME SMALL ENGINE SERVICES	High Pressure Cleaner- Depot	\$ 5,546.20
EFT78435	31/01/2025	BROOME SURF LIFE SAVING CLUB INC	European Ambassadors Civic Reception	\$ 737.00
EFT78340	20/01/2025	BROOME TOWING & SALVAGE	Towing Fees Impound Cars- Ranger Services	\$ 880.00
EFT78194	07/01/2025	BROOME TOYOTA	Fixed Price Service- Depot	\$ 435.85
EFT78436	31/01/2025	BROOME TOYOTA	Oil Filter & Gasket- Shire Fleet	\$ 1,216.36
EFT78437	31/01/2025	BROOME VETERINARY HOSPITAL	Pound Rental Nov 24- Ranger Services	\$ 5,000.00
EFT78155	07/01/2025	BROOME WHEEL ALIGNING & SUSPENSION	Kings Coil Springs- Infrastructure	\$ 2,623.00
EFT78438	31/01/2025	BROOME CRETE	Concrete- Works & Operations	\$ 1,069.20
EFT78405	28/01/2025	BUSHFIRE PRONE PLANNING	DFES Comments- Planning	\$ 1,155.00
EFT78156	07/01/2025	CABLE BEACH TYRE SERVICE PTY LTD ( GOODYEAR AUTOCARE	Tyres Various Vehicles- Depot	\$ 11,205.00
EFT78341	20/01/2025	CABLE BEACH TYRE SERVICE PTY LTD ( GOODYEAR AUTOCARE	Tractor Parts- Depot	\$ 6,665.50
EFT78439	31/01/2025	CABLE BEACH TYRE SERVICE PTY LTD ( GOODYEAR AUTOCARE	Tyres & Fitting- Depot	\$ 6,435.50
EFT78157	07/01/2025	CARE PROPERTY WA STRATA MANAGEMENT	Quarterly Admin/Reserve Levy- Property	\$ 1,741.78
EFT78158	07/01/2025	CARPET PAINT & TILE CENTRE	Footbridge Maintenance- Works & Operations	\$ 3,864.00
EFT78239	14/01/2025	CARPET PAINT & TILE CENTRE	Vinyl Flooring- Library	\$ 24,824.00
EFT78240	14/01/2025	CBCA WA BRANCH (INC) CHILDRENS BOOK COUNCIL OF AUSTRALIA	Annual Membership- Library	\$ 75.00
EFT78389	28/01/2025	CHARTER PROPERTY GROUP PTY LTD	Staff Rent- February 2025	\$ 3,910.71
EFT78229	10/01/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	\$ 866.63
EFT78383	24/01/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	\$ 866.63
EFT78320	15/01/2025	CIRCUITWEST INC	Presenter Fee- The Awesome Little Ballet	\$ 3,300.00
EFT78342	20/01/2025	CJD EQUIPMENT PTY LTD	Car Filters- Depot	\$ 1,168.73

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JANUARY 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JANUARY 2025				
EFT78159	07/01/2025	CLARK EQUIPMENT SALES PTY LTD	Cutting Edge, Shield & Bolts For Sweeper- Depot	\$ 9,742.23
EFT78241	14/01/2025	CLARK POOLS & SPAS BROOME ( NEW)	Pool Servicing- Shire Housing	\$ 195.00
EFT78242	14/01/2025	CLEANAWAY CO PTY LTD	Residential Recycling Service RFQ 23-16	\$ 269,646.09
EFT78293	15/01/2025	CLEANAWAY CO PTY LTD	Waste Removal- BRAC	\$ 1,738.13
EFT78321	15/01/2025	CLEANAWAY CO PTY LTD	Recycling Collection- WMF	\$ 1,234.37
EFT78343	20/01/2025	CLEANAWAY CO PTY LTD	Waste & Recycling Removal- Kimberley Region Offices	\$ 2,554.65
EFT78344	20/01/2025	CMA CONTRACTING PTY LTD	Head Contract Claim 9- Cable Beah Redevelopment RFT 23/12	\$ 1,970,870.81
EFT78195	07/01/2025	COAST & COUNTRY ELECTRICS	Light Repairs- Civic Centre	\$ 3,830.37
EFT78243	14/01/2025	COAST & COUNTRY ELECTRICS	Service to Generator- Shire Administration	\$ 5,526.46
EFT78440	31/01/2025	COAST & COUNTRY ELECTRICS	Supply Replacement Pump & Rails- BRAC	\$ 12,457.50
EFT78160	07/01/2025	COATES HIRE OPERATIONS PTY LTD	Excavator Hire- Works & Operations	\$ 564.66
EFT78161	07/01/2025	CONNECT CALL CENTRE SERVICES	Call Centre Charges- Governance	\$ 478.61
EFT78406	28/01/2025	CONNECT CALL CENTRE SERVICES	December Call Centre Fees- ICT	\$ 604.36
EFT78441	31/01/2025	CORNERSTONE LEGAL	Legal Advice- Rangers	\$ 3,014.00
EFT78345	20/01/2025	CUTTING EDGES EQUIPMENT PARTS PTY LTD	Bolt-on Cutting Edge Bobcat- Depot	\$ 756.10
EFT78223	08/01/2025	DEPARTMENT OF MINES, INDUSTRY AND SAFETY - BUILDING &	Building Service Levy- December	\$ 5,330.15
EFT78442	31/01/2025	DONUT WASTE	D.I.Y. Workshops- Waste and Sustainability	\$ 1,549.00
EFT78443	31/01/2025	E CARDENAS	Refund School Holiday Program- BRAC	\$ 385.00
EFT78407	28/01/2025	E DARGUE	Reimbursement- Pre Employment Medical	\$ 130.68
EFT78294	15/01/2025	E FRENCH	Shire 2024 Wellness Program- Reimbursement	\$ 275.00
EFT78230	10/01/2025	EASISALARY PTY LTD T/A EASI	GST Claimable on Employee Benefits	\$ 4,594.90
EFT78384	24/01/2025	EASISALARY PTY LTD T/A EASI	Payroll Deductions/Contributions	\$ 3,817.18
EFT78162	07/01/2025	ETC SOLUTIONS	Provision of Professional Services- Cable Beach Redevelopment	\$ 2,227.50
EFT78163	07/01/2025	FIRE & SAFETY SERVICES COMPANY	Routine Fire Equipment Servicing- Various Shire Buildings	\$ 798.60
EFT78244	14/01/2025	FIRE & SAFETY SERVICES COMPANY	Fire Equipment Servicing- BRAC	\$ 229.90
EFT78346	20/01/2025	FIRE & SAFETY SERVICES COMPANY	Routine Fire Equipment Servicing- Kimberley Regional Office	\$ 136.40
EFT78408	28/01/2025	FIRE & SAFETY SERVICES COMPANY	Fire Equipment Maintenance- BRAC	\$ 1,989.72
EFT78390	28/01/2025	FIRST NATIONAL REAL ESTATE BROOME	Staff Rent- February 2025	\$ 9,404.76
EFT78245	14/01/2025	FIT2WORK	Online Police Clearances- People & Culture	\$ 528.00
EFT78295	15/01/2025	FLUIDRA GROUP AUSTRALIA PTY LTD	Pool Testing Tablets- BRAC & Town Beach Water Park	\$ 2,932.60
EFT78246	14/01/2025	FOCUS NETWORKS (PROGRESSIVE CREATIVE SOLUTIONS)	Managed Proactive Service- IT	\$ 17,143.50
EFT78296	15/01/2025	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Entry Cleaning- Shire Housing	\$ 181.50
EFT78164	07/01/2025	FORCH WA PTY LTD	Assorted Grease Nipples- Depot	\$ 393.17
EFT78347	20/01/2025	FORCH WA PTY LTD	Assorted Nuts Bolts & Washers- Depot	\$ 321.94
EFT78444	31/01/2025	FORCH WA PTY LTD	Workshop Consumables- Depot	\$ 889.55
EFT78409	28/01/2025	FORMS EXPRESS PTY LTD	Data Processing- Rates	\$ 1,365.40



PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JANUARY 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JANUARY 2025				
EFT78445	31/01/2025	FORTUS GROUP	Cutting Blade Parts- Depot	\$ 3,034.18
EFT78165	07/01/2025	FUEL TRANS AUSTRALIA PTY LTD T/A RECHARGE PETROLEUM	Petrol- Depot	\$ 1,311.20
EFT78166	07/01/2025	FULTON HOGAN INDUSTRIES PTY LTD / PIONEER ROAD SERVICES	Concrete- Works & Operations	\$ 1,795.20
EFT78297	15/01/2025	FULTON HOGAN INDUSTRIES PTY LTD / PIONEER ROAD SERVICES	Asphalt- Works & Operations	\$ 2,112.00
EFT78391	28/01/2025	G & J KING	Staff Rent- February 2025	\$ 3,764.33
EFT78167	07/01/2025	G BAILEY	Bond Refund- Shire Housing	\$ 1,880.00
EFT78348	20/01/2025	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Depot	\$ 6,000.37
EFT78298	15/01/2025	GO GO MEDIA	Centre Radio- BRAC	\$ 198.00
EFT78349	20/01/2025	GOOD EARTH GARDEN PRODUCTS PTY LTD	Potting Mix- Depot	\$ 643.50
EFT78322	15/01/2025	GOOLARRI MEDIA ENTERPRISES PTY LTD	Radio Advertising- Town Beach Christmas Party	\$ 1,104.40
EFT78299	15/01/2025	GRESLEY ABAS PTY LTD	Contract Documents- BRAC Detailed Design RFT 23/01	\$ 7,144.50
EFT78168	07/01/2025	H & M TRACEY CONSTRUCTION PTY LTD	Security Screens- Shire Key Worker Housing RE RFT 24-06	\$ 290,377.30
EFT78446	31/01/2025	H & M TRACEY CONSTRUCTION PTY LTD	Design & Construction (3 X 2) Dwellings- RFT 24-06	\$ 242,365.40
EFT78350	20/01/2025	HAMES SHARLEY	Broome Housing Diversity & Affordability Analysis	\$ 15,211.90
EFT78410	28/01/2025	HAMES SHARLEY	Planning Consultants- Cable Beach & Chinatown/Old Broome	\$ 7,150.00
EFT78300	15/01/2025	HANG ME U.P. BROOME	Craft Activity- BRAC School Holiday Program	\$ 1,352.00
EFT78169	07/01/2025	HARMONY HORTICULTURE	Weed Spraying- WMF	\$ 572.00
EFT78351	20/01/2025	HARMONY HORTICULTURE	Weed Spraying- WMF	\$ 4,647.50
EFT78447	31/01/2025	HART SPORT	Table Tennis Tables- BRAC	\$ 1,275.20
EFT78323	15/01/2025	HERBERT SMITH FREEHILLS	Draft & Execute Lease- Broome Out of School Care Children's Activities	\$ 1,746.50
EFT78301	15/01/2025	HESPERIAN PRESS	Books- Library	\$ 1,082.10
EFT78170	07/01/2025	HOLDFAST FLUID POWER NW PTY LTD	Hose Assembly- Depot	\$ 500.82
EFT78352	20/01/2025	HOLDFAST FLUID POWER NW PTY LTD	Hydraulic Hose and Connections- Depot	\$ 309.77
EFT78171	07/01/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- BRAC Administration	\$ 15,527.85
EFT78247	14/01/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Street Lighting	\$ 91,370.24
EFT78302	15/01/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Street Lighting	\$ 14,937.56
EFT78324	15/01/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage- Shire Housing	\$ 1,164.39
EFT78353	20/01/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- WMF	\$ 1,502.10
EFT78411	28/01/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Shire Housing	\$ 958.25
EFT78448	31/01/2025	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage- Male Oval	\$ 5,411.55
EFT78303	15/01/2025	HORIZON POWER (SERVICE WORKS)	Install New Streetlights- RFT24/09	\$ 249,395.05
EFT78412	28/01/2025	HORIZON POWER (SERVICE WORKS)	Supply & Installation Electrical Distribution System- Cable Beach Foreshore RFT 24/09	\$ 390,004.44
EFT78172	07/01/2025	HT CLEANING SERVICES PTY LTD	Cleaning Services- Shire Venues RFT 23/04	\$ 55,054.67
EFT78196	07/01/2025	HT CLEANING SERVICES PTY LTD	Cleaning- BRAC	\$ 2,925.23
EFT78354	20/01/2025	HT CLEANING SERVICES PTY LTD	Refreshments- Shire Administration	\$ 19.18
EFT78449	31/01/2025	HT CLEANING SERVICES PTY LTD	Cleaning Services- Civic Centre	\$ 1,314.84
EFT78392	28/01/2025	HUTCHINSON REAL ESTATE	Staff Rent- February 2025	\$ 2,851.56
EFT78450	31/01/2025	HUTCHINSON REAL ESTATE	Rates Refund- A302890	\$ 5,981.55
EFT78304	15/01/2025	INLOGIK PTY LTD	ExpenseMe Pro Monthly User Fees- December	\$ 426.78

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JANUARY 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JANUARY 2025				
EFT78355	20/01/2025	J JOHNSON	Shire 2024 Wellness Program- Reimbursement	\$ 125.00
EFT78413	28/01/2025	J WATT	Utility Reimbursement- J Watt	\$ 1,872.35
EFT78393	28/01/2025	JADE HEARSCH	Staff Rent- February 2025	\$ 2,607.14
EFT78414	28/01/2025	JB HI-FI GROUP PTY LTD	Headsets- ICT	\$ 3,298.35
EFT78394	28/01/2025	JOCAPH SUPER FUND	Staff Rent- February 2025	\$ 3,693.45
EFT78173	07/01/2025	JUST RECYCLE IT PTY LTD	Mulched Green Waste- WMF RFT 22-11	\$ 20,204.25
EFT78451	31/01/2025	KAYNAR GROUP	Wire Canopy- Ranger Ute	\$ 2,928.75
EFT78197	07/01/2025	KENNARDS HIRE	Skid Steer Loader- Parks & Gardens	\$ 1,676.59
EFT78415	28/01/2025	KENNARDS HIRE	Saw & Portaloo Hire- Works & Operations	\$ 1,883.00
EFT78174	07/01/2025	KERFAB GROUP PTY LTD	Heavy Machinery Parts- Infrastructure	\$ 6,850.80
EFT78416	28/01/2025	KIMBERLEY ARTS NETWORK INC	Art Collection Policy Development- Community Engagement	\$ 5,802.50
EFT78325	15/01/2025	KIMBERLEY CONTRACTING	Posi Shell Application- WMF RFT 23-07	\$ 35,090.00
EFT78305	15/01/2025	KIMBERLEY FITNESS & SUPPORT SERVICES	Group Fitness Instructor- BRAC	\$ 1,122.00
EFT78175	07/01/2025	KIMBERLEY FUEL & OIL SERVICES	Grease- Shire Vehicles	\$ 560.27
EFT78248	14/01/2025	KIMBERLEY FUEL & OIL SERVICES	Digital Metered Oil Control Valve- Depot	\$ 654.50
EFT78356	20/01/2025	KIMBERLEY FUEL & OIL SERVICES	Filters- Shire Fleet	\$ 829.68
EFT78452	31/01/2025	KIMBERLEY FUEL & OIL SERVICES	Air Filter- Shire Fleet	\$ 1,888.18
EFT78198	07/01/2025	KIMBERLEY GOLD PURE DRINKING WATER	Water Bottle Filter- WMF	\$ 72.00
EFT78357	20/01/2025	KIMBERLEY GOLD PURE DRINKING WATER	Water Bottle Filter- Library	\$ 108.00
EFT78176	07/01/2025	KIMBERLEY SECURITY SHREDDING	Shredding- Records	\$ 512.00
EFT78199	07/01/2025	KIMBERLEY TREE CARE	Stump Removal- Parks & Gardens	\$ 4,125.00
EFT78200	07/01/2025	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Chainsaw Chain- Parks & Gardens	\$ 865.50
EFT78417	28/01/2025	KIMBERLEY WASHROOM SERVICES	Cleaning Services- Shire Venues	\$ 1,660.00
EFT78306	15/01/2025	KOLORS PTY LTD (PINDAN PRINTING)	Corflute Sign- Infrastructure	\$ 197.21
EFT78358	20/01/2025	KOLORS PTY LTD (PINDAN PRINTING)	Corflute Direct Prints- Community Engagement	\$ 313.50
EFT78419	28/01/2025	L TAYLOR	Staff Relocation- Reimbursement	\$ 4,683.41
EFT78359	20/01/2025	LACHLAN STUART FRASER	Restoration Works- Sam Male Luggage	\$ 19,250.00
EFT78418	28/01/2025	LAND INSIGHTS	Environment Review- Development Services RFQ24-21	\$ 33,514.80
EFT78360	20/01/2025	LANDGATE	Certificate of Title- Land Tenure	\$ 31.60
EFT78231	10/01/2025	LGRCEU	Payroll Deductions/Contributions	\$ 44.00
EFT78385	24/01/2025	LGRCEU	Payroll Deductions/Contributions	\$ 44.00
EFT78453	31/01/2025	LINMAC BEARING EQUIPMENT	Mower Cutter Parts- Depot	\$ 1,904.88
EFT78177	07/01/2025	LIONS CLUB OF BROOME	Train Hire- Town Beach Christmas Party	\$ 300.00
EFT78454	31/01/2025	LOCK & LOAD LASER TAG	Lazer Tag- BRAC	\$ 1,320.00
EFT78201	07/01/2025	LO-GO APPOINTMENTS	Labour Hire- Works & Operations	\$ 8,683.54
EFT78420	28/01/2025	LO-GO APPOINTMENTS	Contracting Services- Ranger Services	\$ 8,683.54
EFT78361	20/01/2025	MAD DOG PROMOTIONS	Champagne Glasses- Australia Day Event	\$ 1,105.50
EFT78202	07/01/2025	MAMMOTH SECURITY PTY LTD (signature security group)	Alarm Monitoring- Various Shire Facilities	\$ 1,202.76
EFT78203	07/01/2025	MARKETFORCE(OMNICOM)	Advertisement- Property	\$ 483.03
EFT78326	15/01/2025	MARKETFORCE(OMNICOM)	Advertisement- Marketing and Communication	\$ 1,277.34
EFT78178	07/01/2025	MCCORRY BROWN EARTHMOVING PTY LTD	Subdivisional Footpath Program- RFT #21-01	\$ 46,244.86
EFT78362	20/01/2025	MCLEODS LAWYERS	Solicitors Letter Annual Audit- Finance	\$ 192.50

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JANUARY 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JANUARY 2025				
EFT78307	15/01/2025	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Cemetery Plot Survey- Infrastructure	\$ 605.00
EFT78327	15/01/2025	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Volumetric Survey- WMF RFT20/02	\$ 4,928.00
EFT78455	31/01/2025	MELBOURNE INTERNATIONAL COMEDY FESTIVAL	Comedy Festival Roadshow Deposit- Civic Centre	\$ 3,575.00
EFT78328	15/01/2025	MICROMAX PTY LTD (TCS PRODUCTS)	Road Tube- Infrastructure	\$ 659.45
EFT78249	14/01/2025	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Office Chairs- Library	\$ 3,019.91
EFT78421	28/01/2025	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Paper Delivery- Shire Administration	\$ 573.75
EFT78250	14/01/2025	MODERN TEACHING AIDS PTY LTD	Program Resources- Bookish Play Program	\$ 1,731.84
EFT78422	28/01/2025	MOORE AUSTRALIA AUDIT (WA)	24/25 Rates Comparison Report- Finance	\$ 1,045.00
EFT78456	31/01/2025	MOORE AUSTRALIA AUDIT (WA)	Review & Adjustments Final Annual Report- Finance	\$ 8,379.25
EFT78395	28/01/2025	MORTAR & SOUL REAL ESTATE ( SBRT PTY LTD)	Staff Rent- February 2025	\$ 4,263.69
EFT78423	28/01/2025	NEARMAP PTY LTD	Annual Subscription Renewal- ICT	\$ 25,025.00
EFT78363	20/01/2025	NICOLE MAY ROUKENS	Team Planning Day- Community Engagement	\$ 228.64
EFT78179	07/01/2025	NORTH WEST 4X4 (NORTH WEST MOTOR GROUP PTY LTD -	Toyota Hilux 4x4- Shire Vehicle	\$ 130,071.95
EFT78204	07/01/2025	NORTH WEST AUTO ELECTRICAL	Workshop Consumables- Depot	\$ 2,111.98
EFT78364	20/01/2025	NORTH WEST AUTO ELECTRICAL	Air-conditioning Compressor- Depot	\$ 4,558.27
EFT78457	31/01/2025	NORTH WEST AUTO ELECTRICAL	Parts & Repairs Hook Lift- Depot	\$ 521.84
EFT78180	07/01/2025	NORTH WEST COAST SECURITY	Security Call Outs- Various Shire Buildings	\$ 313.50
EFT78205	07/01/2025	NORTH WEST COAST SECURITY	Security- Various Shire Facilities	\$ 4,919.22
EFT78251	14/01/2025	NORTH WEST COAST SECURITY	Security- Library	\$ 5,172.76
EFT78308	15/01/2025	NORTH WEST COAST SECURITY	Security Callouts- Library	\$ 523.88
EFT78365	20/01/2025	NORTH WEST COAST SECURITY	Security- Various Shire Facilities	\$ 4,710.22
EFT78424	28/01/2025	NORTH WEST COAST SECURITY	Cash Collection- Shire Administration	\$ 66.00
EFT78458	31/01/2025	NORTH WEST COAST SECURITY	Cash Collection- BRAC	\$ 198.00
EFT78459	31/01/2025	NORTH WEST LOCKSMITHS	Padlocks- BRAC	\$ 1,980.00
EFT78252	14/01/2025	NORTHERN RURAL SUPPLIES PTY LTD	Gypsum Granulated- BRAC Ovals	\$ 13,282.50
EFT78366	20/01/2025	NORTHERN RURAL SUPPLIES PTY LTD	Roundup- Parks & Gardens	\$ 2,012.15
EFT78206	07/01/2025	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER	Poly Pipe- Cable Beach Redevelopment Stage 1	\$ 13,244.68
EFT78460	31/01/2025	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER	Reticulation Parts- Town Beach	\$ 1,406.76
EFT78309	15/01/2025	NORWEST ASSET RESOLUTIONS PTY LTD	Electrical Works- Civic Centre	\$ 9,774.60
EFT78396	28/01/2025	NUNAN FAMILY HOLDINGS	Staff Rent- February 2025	\$ 2,042.26
EFT78207	07/01/2025	NUTRIEN AG SOLUTIONS	Herbicide- Parks & Gardens	\$ 312.81
EFT78367	20/01/2025	NYAMBA BURU YAWURU LTD	Australia Day- Welcome to Country	\$ 687.50
EFT78253	14/01/2025	OASIS EATERY	Catering- Councillor Workshop	\$ 703.00
EFT78368	20/01/2025	OHM ELECTRONICS	UHF Radio- Depot	\$ 3,345.10
EFT78461	31/01/2025	OLIVE + PICKLE	Lunch- Australia Day Workshop	\$ 140.00
EFT78254	14/01/2025	OPTIC SECURITY GROUP- NORWEST	Investigate Works- Chinatown	\$ 1,386.00
EFT78310	15/01/2025	OPTIC SECURITY GROUP- NORWEST	Smoke Detector Replacement- Medland Pavilion	\$ 5,438.74

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JANUARY 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JANUARY 2025				
EFT78208	07/01/2025	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	\$ 2,563.42
EFT78311	15/01/2025	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	\$ 5,755.17
EFT78462	31/01/2025	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	\$ 1,960.99
EFT78397	28/01/2025	PETER WILLIAM RULAND AND SARAH MAY LLOYD-MOSTYN	Staff Rent- February 2025	\$ 2,607.14
EFT78312	15/01/2025	PHRIENDLY PHISHING	Cyber Security Awareness Training Service- ICT	\$ 3,088.80
EFT78313	15/01/2025	POOL WISDOM	Pool Chemicals- BRAC	\$ 12,156.92
EFT78463	31/01/2025	POOL WISDOM	Pool Chemicals- BRAC	\$ 2,875.50
EFT78209	07/01/2025	QUEEN TIDE CREATIVE	Photography- Shire Christmas Party	\$ 990.00
EFT78255	14/01/2025	QUEEN TIDE CREATIVE	Australia Day Event 2025- Photography	\$ 825.00
EFT78210	07/01/2025	R WOODWARD CONSTRUCTIONS PTY LTD	Replace Box Gutter- Kimberley Regional Office	\$ 2,757.70
EFT78256	14/01/2025	R WOODWARD CONSTRUCTIONS PTY LTD	Box Gutter Leak- Kimberley Regional Office	\$ 605.00
EFT78236	14/01/2025	RATES REFUND	Rates Refund- A100640	\$ 6,180.97
EFT78398	28/01/2025	RAY WHITE BROOME (STAFF RENTAL PAYMENTS)	Staff Rent- February 2025	\$ 10,319.94
EFT78211	07/01/2025	RED DIRT AUTO ELECTRICAL PTY LTD	Alternator Belt- Shire Vehicles	\$ 21.25
EFT78369	20/01/2025	RED DIRT AUTO ELECTRICAL PTY LTD	Trailer Plug- Shire Vehicles	\$ 28.90
EFT78464	31/01/2025	RED DIRT AUTO ELECTRICAL PTY LTD	Alternator- Depot	\$ 1,635.80
EFT78314	15/01/2025	REEF PLUMBING	Plant Room Plumbing- Town Beach Water Park	\$ 429.00
EFT78465	31/01/2025	ROEBUCK ESTATE DEVELOPMENT PTY LTD	Rates Refund- A306736	\$ 1,367.00
EFT78466	31/01/2025	ROSMECH SALES & SERVICE PTY	Engine Maintenance- Parks & Gardens	\$ 226.14
EFT78469	31/01/2025	S KIPKURGAT	Travel Expense- Shire Staff	\$ 1,204.00
EFT78182	07/01/2025	S MASTROLEMBO	Shire 2024 Wellness Program- Reimbursement	\$ 150.00
EFT78400	28/01/2025	S MORGAN AND D BURR	Staff Rent- February 2025	\$ 2,607.14
EFT78181	07/01/2025	SALERNO LAW	Legal Advice- WMF	\$ 748.00
EFT78212	07/01/2025	SEAT ADVISOR PTY LTD	Ticket Sales December- Civic Centre	\$ 1.87
EFT78257	14/01/2025	SEEK LIMITED	Job Advertisement- People & Culture	\$ 4,642.00
EFT78467	31/01/2025	SHENTON ENTERPRISES PTY LTD T/A JOHN SHENTON PUMPS	Pump Diaphragm- BRAC	\$ 1,111.00
EFT78224	08/01/2025	SHIRE OF BROOME	Building Service Levy- December	\$ 75.00
EFT78370	20/01/2025	SIGN SUPERMARKET	Aluminium Composite Panel Sign- Ranger Services	\$ 2,002.00
EFT78468	31/01/2025	SIMONE FRANCISCA DE SMIT	Refund School Holiday Program- BRAC	\$ 220.00
EFT78213	07/01/2025	SOURCE BUSINESS PARTNERS PTY LTD (KELLI SMALL)	2025/26 Annual Budget Preparation- Finance	\$ 12,069.76
EFT78371	20/01/2025	SOURCE MY PARTS	Parts for Bomag- WMF	\$ 2,634.45
EFT78315	15/01/2025	SOUTHERN CROSS AUSTEREO (SCA)	Radio Advertising- Communications	\$ 3,449.60
EFT78232	10/01/2025	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	\$ 3,643.38
EFT78386	24/01/2025	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	\$ 3,643.38
EFT78214	07/01/2025	ST JOHN AMBULANCE AUSTRALIA (WA) INC	First Aid Training- People & Culture	\$ 288.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JANUARY 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JANUARY 2025				
EFT78329	15/01/2025	ST JOHN AMBULANCE AUSTRALIA (WA) INC	First Aid Kit Service- Depot	\$ 977.27
EFT78183	07/01/2025	STANTEC AUSTRALIA PTY LTD	Design- Frederick St Intersection RFQ24-03	\$ 21,769.48
EFT78399	28/01/2025	STELLA LUMINOSA HOLDINGS PTY LTD	Staff Rent- February 2025	\$ 7,169.64
EFT78215	07/01/2025	STRATAGREEN (FORMERLY GREENWAY ENTERPRISES)	Tree Pruning Equipment- Parks & Gardens	\$ 1,826.00
EFT78470	31/01/2025	STRATAGREEN (FORMERLY GREENWAY ENTERPRISES)	Battery Powered Back Sprayer- Works & Operations	\$ 2,349.91
EFT78258	14/01/2025	STREETER & MALE PTY MITRE 10	Newspapers- Library	\$ 92.80
EFT78184	07/01/2025	SURFMET PTY LTD T/A KIMBERLEY SOILS LABORATORY	Pavement Testing- DeMarchi Rd	\$ 1,342.00
EFT78471	31/01/2025	T - QUIP	Machinery Equipment- Depot	\$ 608.41
EFT78185	07/01/2025	TARYN YEATES PHOTOGRAPHY	License of Image- Parks & Gardens	\$ 72.00
EFT78425	28/01/2025	TAYLAH O'BRIEN (SUNDAY STUDIO BY TAYLAH)	Australia Day Poster- Library Event	\$ 100.00
EFT78216	07/01/2025	TELSTRA LIMITED	Telstra Usage Charges- ICT	\$ 5,573.86
EFT78426	28/01/2025	TELSTRA LIMITED	Phone Charges- ICT	\$ 2,472.96
EFT78372	20/01/2025	THE GREEN FAIRY CRAFT & ENTERTAINMENT	Facepainting- Shire Christmas Party	\$ 940.00
EFT78217	07/01/2025	THINKON AUSTRALIA	Cloud Storage- ICT	\$ 539.00
EFT78427	28/01/2025	THINKON AUSTRALIA	Cloud Storage- ICT	\$ 539.00
EFT78218	07/01/2025	TNT AUSTRALIA PTY LTD	Freight- Environmental Health	\$ 699.43
EFT78373	20/01/2025	TNT AUSTRALIA PTY LTD	Freight- Environmental Health	\$ 710.52
EFT78472	31/01/2025	TNT AUSTRALIA PTY LTD	Freight - Environmental Health	\$ 375.09
EFT78473	31/01/2025	TOMORROW'S TRIBE	Chair Hire- Australia Day Event	\$ 1,259.50
EFT78186	07/01/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Airconditioning Maintenance- Kimberley Regional Offices	\$ 1,181.08
EFT78219	07/01/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Airconditioning Maintenance- WMF	\$ 12,934.99
EFT78259	14/01/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Airconditioning Maintenance- Kimberley Regional Office 1	\$ 178.20
EFT78374	20/01/2025	TOTAL VENTILATION HYGENE (AVERY AIRCONDITIONING)	Airconditioning Maintenance- Library	\$ 14,023.90
EFT78375	20/01/2025	UNIVERSITY OF SOUTH AUSTRALIA	National Placemaking Benchmark Survey- Economic Development	\$ 550.00
EFT78330	15/01/2025	VESTONE CAPITAL PTY LIMITED	Computer Equipment Rental- ICT RFQ23-04	\$ 43,362.14
EFT78474	31/01/2025	VISIMAX	Microchip Reader- Ranger Services	\$ 1,291.27
EFT78376	20/01/2025	VISUAL COMMUNICATION CONSULTANTS	Auslan Interpreting Service- Australia Day 2025 Ceremony	\$ 1,683.00
EFT78316	15/01/2025	VOCUS COMMUNICATIONS	Phone Charges December- ICT	\$ 1,000.45
EFT78475	31/01/2025	VORGEE PTY LTD	Swim Shop Stock- BRAC	\$ 2,521.31
EFT78387	24/01/2025	W ZADRAVEC	Staff Relocation- Reimbursement	\$ 4,356.25
EFT78377	20/01/2025	WA CONTRACT RANGER SERVICES PTY LTD	Relief Ranger Services	\$ 21,670.00
EFT78476	31/01/2025	WA CONTRACT RANGER SERVICES PTY LTD	Relief Staff- Rangers	\$ 10,065.00
EFT78378	20/01/2025	WA HINO	Multimedia Head Unit- Depot	\$ 3,117.95
EFT78477	31/01/2025	WA HINO	Electrical Schematic for Vehicle- Depot	\$ 209.00
EFT78317	15/01/2025	WATER CORPORATION	Water Usage- Yako Mall	\$ 58.05

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JANUARY 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JANUARY 2025				
EFT78428	28/01/2025	WATER CORPORATION	Water Charges- Shire Housing	\$ 61.93
EFT78187	07/01/2025	WATERTORQUE	Supply & Install Ancillary Items- Cable Beach Foreshore Redevelopment	\$ 168,823.71
EFT78220	07/01/2025	WATERTORQUE	Reticulation Storage Tank- Infrastructure RFT24-03	\$ 5,500.00
EFT78221	07/01/2025	WATTLEUP TRACTORS	Lawn Maintenance Equipment- Parks & Gardens	\$ 990.00
EFT78318	15/01/2025	WEI SU	Group Fitness Instructor- BRAC	\$ 420.00
EFT78478	31/01/2025	WEI SU	Group Fitness- BRAC	\$ 540.00
EFT78222	07/01/2025	WEST AUSTRALIAN NEWSPAPERS	Fortnightly Shire News Article	\$ 2,719.20
EFT78260	14/01/2025	WESTBOOKS	Books- Library	\$ 390.63
EFT78429	28/01/2025	WESTBOOKS	Books- Library	\$ 982.28
EFT78479	31/01/2025	WORDSWORTH PRODUCTIONS	Deposit 'Dave O'Neils: Overweight Lightweight'- Civic Centre	\$ 1,787.50
EFT78480	31/01/2025	YOGAMON (MONIQUE ELLIS)	Group Fitness Instructor- BRAC	\$ 450.00
EFT78188	07/01/2025	ZOOM CAPITAL PTY LTD T/A BROOME AND AROUND BUS	Town Beach Christmas Party - Community Shuttle Bus	\$ 1,800.00
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$ 5,167,307.63

MUNICIPAL CHEQUES - JANUARY 2025				
Cheque #	Date	Name	Description	Amount
57848	16/01/2025	SHIRE OF BROOME	Library- Petty Cash	338.90
MUNICIPAL CHEQUES TOTAL:				\$ 338.90

TRUST CHEQUES - JANUARY 2025				
Cheque #	Date	Name	Description	Amount
				\$ -
TRUST CHEQUES TOTAL:				\$ -

PAYROLL - JANUARY 2025				
DD #	Date	Name	Description	Amount
DD	23/01/2025	PAYROLL	Payroll Fortnight Ending 21/01/2025	\$ 409,169.59
DD	09/01/2025	PAYROLL	Payroll Fortnight Ending 07/01/2025	\$ 389,706.60
PAYROLL TOTAL:				\$ 798,876.19

MUNICIPAL CREDIT CARD PAYMENTS - JANUARY 2025				
---	--	--	--	--

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JANUARY 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JANUARY 2025				
EFT #	Date	Card	Description	Amount
EFT78490	17/01/2025	Administration Officer - Environmental Health and Events	PAYMENT	\$ 32.91
X000000000000005885	14/01/2025	BUNNINGS	Water Sampling- Monitoring Program	\$ 32.91
EFT78491	17/01/2025	BRAC Facility Liaison Officer	PAYMENT	\$ 73.30
X000000000000005905	15/01/2025	WOOLWORTHS	Kiosk Stock- BRAC	\$ 73.30
EFT78492	17/01/2025	BRAC Operations Supervisor	PAYMENT	\$ 1,007.67
X000000000000005779	17/12/2024	WOOLWORTHS	Milk- BRAC	\$ 41.95
X000000000000005832	20/12/2024	NORTH WEST LOCKSMITH	Padlock Keys- BRAC	\$ 19.00
X000000000000005869	20/12/2024	WOOLWORTHS	Crawling Insect Surface Spray- BRAC	\$ 35.50
X000000000000005834	24/12/2024	IRRIGATION WAREHOUSE	Transfer Pump Hose Piece- BRAC	\$ 147.50
X000000000000005797	25/12/2024	INTERNATIONAL TRANSACTION FEE	Internation Transaction Fee	\$ 6.33
X000000000000005833	25/12/2024	ZOOMSHIFT	Online Rostering Platform Dec 24 BRAC/Civic Centre	\$ 253.13
X000000000000005835	31/12/2024	STREETER & MALE HARDWARE	Cabinet for Plant Room- Town Beach Water Park	\$ 199.00
X000000000000005836	02/01/2025	BUNNINGS	Gas bottle- BRAC	\$ 38.03
X000000000000005837	02/01/2025	WOOLWORTHS	Milk- BRAC	\$ 6.00
X000000000000005847	06/01/2025	WOOLWORTHS	Kiosk Supplies- BRAC	\$ 125.48
X000000000000005848	07/01/2025	BUNNINGS	Chlorine Dosing Pump Parts- BRAC	\$ 15.75
X000000000000005852	09/01/2025	KMART	Pool Noodles- BRAC	\$ 120.00
EFT78493	17/01/2025	Chief Executive Officer	PAYMENT	\$ 490.85
X000000000000005851	05/01/2025	EG GROUP	CEO Vehicle- Fuel Expenses	\$ 255.69
X000000000000005964	08/01/2025	CABLE BEACH HOUSE	Catering- Taji Delegation	\$ 235.16
EFT78494	17/01/2025	Civic Centre Coordinator	PAYMENT	\$ 752.03
X000000000000005786	17/12/2024	STREETER & MALE HARDWARE	Table- Kitchenette & First Aid Station	\$ 65.90
X000000000000005787	17/12/2024	KMART	Cork Boards & Bin	\$ 42.00
X000000000000005784	17/12/2024	BUNNINGS	Storage Containers	\$ 194.13
X000000000000005785	17/12/2024	BUNNINGS	Stationary- Civic Centre	\$ 3.35
X000000000000005789	19/12/2024	CATCH	2025 Wall Planner	\$ 49.90
X000000000000005790	19/12/2024	BUNNINGS	Refund- Container Lids	-\$ 19.96
X000000000000005791	19/12/2024	BUNNINGS	Potting Mix & Manure	\$ 14.38
X000000000000005845	08/01/2025	DEPARTMENT OF RACING, GAMING AND LIQUOR	Occasional Liquor Licence	\$ 60.50
X000000000000005846	08/01/2025	BROOME PROGRESSIVE SUPPLIES	Kiosk Stock- Civic Centre	\$ 116.16
X000000000000005874	08/01/2025	COLES ONLINE	Kiosk Stock- Civic Centre	\$ 189.47
X000000000000005875	11/01/2025	FACEBOOK	Social Media Advertising	\$ 22.21
X000000000000005916	15/01/2025	SPOFITY	Music Streaming Service	\$ 13.99
EFT78495	17/01/2025	Director Corporate Services	PAYMENT	\$ 1,091.95
X000000000000005887	18/12/2024	AMPOL SOUTH HEDLAND	DCS- Fuel Expenses	\$ 153.57
X000000000000005888	18/12/2024	COLES	DCS- Fuel Expenses	\$ 109.58
X000000000000005889	18/12/2024	BP NEWMAN	DCS- Fuel Expenses	\$ 130.07
X000000000000005899	09/01/2025	MICROSOFT	Microsoft Azure License - Storage Server Network	\$ 698.73
EFT78496	17/01/2025	Director Infrastructure	PAYMENT	\$ 430.46



PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JANUARY 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JANUARY 2025				
X000000000000005871	18/12/2024	PUMA SOUTH HEDLAND	DIS - Fuel Expenses	\$ 229.87
X000000000000005870	19/12/2024	AMPOL KURARINA	DIS - Fuel Expenses	\$ 200.59
EFT78497	17/01/2025	Executive Assistant to the Chief Executive Officer	PAYMENT	\$ 4,136.89
X000000000000005911	13/01/2025	VIRGIN	Flight Staff Training- Gardener Operator	\$ 431.50
X000000000000005912	13/01/2025	CORPORATE TRAVEL MANAGER	CTM Fee- Staff Training Gardener Operator	\$ 5.96
X000000000000005913	13/01/2025	QANTAS AIRWAYS LIMITED	Flight Staff Training- Manager Engineering	\$ 295.33
X000000000000005879	13/01/2025	QANTAS AIRWAYS LIMITED	Flights Canberra RCA Meeting- CEO	\$ 1,351.95
X000000000000005880	13/01/2025	CORPORATE TRAVEL MANAGER	CTM Fee Flights Canberra RCA Meeting- CEO	\$ 5.96
X000000000000005881	13/01/2025	QANTAS AIRWAYS LIMITED	Flights Canberra RCA Meeting- Cr Mitchell	\$ 1,351.95
X000000000000005882	13/01/2025	CORPORATE TRAVEL MANAGER	CTM Flights Canberra RCA Meeting- Cr Mitchell	\$ 5.96
X000000000000005883	13/01/2025	QANTAS AIRWAYS LIMITED	Travel Expenses Canberra RCA Meeting- Cr Mitchell	\$ 676.36
X000000000000005884	13/01/2025	CORPORATE TRAVEL MANAGER	CTM Fee RCA Meeting- Cr Mitchell	\$ 5.96
X000000000000005914	14/01/2025	CORPORATE TRAVEL MANAGER	CTM Fee Staff Training- Manager Engineering	\$ 5.96
EFT78498	17/01/2025	Executive Support Officer- Development Services	PAYMENT	\$ 415.33
X000000000000005868	08/01/2025	J TAGZ PTY LTD	Dog & Cat Registration Tags	\$ 350.08
X000000000000005859	13/01/2025	COLES	Catering- Development & Community Services	\$ 65.25
EFT78499	17/01/2025	Fleet/Store Administrator	PAYMENT	\$ 2,475.28
X000000000000005793	17/12/2024	REPCO	Disc Brakes- P12920	\$ 96.80
X000000000000005794	17/12/2024	OHM ELECTRONICS PTY LTD	Handheld Microphone- IC-400 PRO UHF Radios	\$ 245.00
X000000000000005795	18/12/2024	OFFCIE NATIONAL BROOME	Stationary- A4 Sheet Protectors	\$ 6.75
X000000000000005796	18/12/2024	BUNNINGS	Auto Protectant- Cleaning Vehicles	\$ 64.95
X000000000000005855	18/12/2024	BUNNINGS	Hose Fittings	\$ 69.96
X000000000000005799	20/12/2024	CLARK POOLS & SPAS BROOME	Pinchweld Rubber Door Seal	\$ 127.08
X000000000000005798	23/12/2024	OFFCIE NATIONAL BROOME	2025 Diary- Mechanics	\$ 19.99
X000000000000005801	30/12/2024	BUNNINGS	Paving Paint- Graffiti Removal	\$ 254.90
X000000000000005856	03/01/2025	DEPARTMENT OF TRANSPORT	Replacement Number Plate- P12920	\$ 31.10
X000000000000005857	06/01/2025	STREETER & MALE HARDWARE	Clear Tube Repairs- Water Tank	\$ 15.61
X000000000000005858	06/01/2025	REPCO	Engine Oil	\$ 79.73
X000000000000005860	08/01/2025	BUNNINGS	Tap- Depot Wash Bay	\$ 41.34
X000000000000005861	08/01/2025	BUNNINGS	Broom- Clean Up Crew	\$ 18.98
X000000000000005863	08/01/2025	STREETER & MALE HARDWARE	Makita Die Grinder	\$ 239.00
X000000000000005864	09/01/2025	GERALDINE NOMINEES PL	Parts Repairs- P19423	\$ 15.29
X000000000000005865	13/01/2025	REPCO	Hydraulic Cable Crimper	\$ 110.00
X000000000000005906	14/01/2025	BROOME BOLT SUPPLIES	Taper Tap M4- Drill Bit	\$ 15.40
X000000000000005907	14/01/2025	GERALDINE NOMINEES PL	Parts Servicing- P1917	\$ 283.78
X000000000000005908	14/01/2025	REPCO	Fuel Hose & Joiners	\$ 44.65
X000000000000005909	14/01/2025	BROOME SCOOTERS	Throttle Cables	\$ 162.00
X000000000000005867	14/01/2025	J BLACKWOOD & SON P/L	Replacement Inventory- Depot Store	\$ 532.97
EFT78500	17/01/2025	Horticulture Supervisor	PAYMENT	\$ 108.50
X000000000000005894	14/01/2025	BROOME BOLT SUPPLIES	Nuts & Washers- Haynes Oval Goal Posts	\$ 40.70



PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JANUARY 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JANUARY 2025				
X000000000000005896	14/01/2025	OFFCIE NATIONAL BROOME	2025 Diary for Clean-up Crew & Nursery	\$ 67.80
EFT78501	17/01/2025	Library Coordinator	PAYMENT	\$ 1,419.83
X000000000000005772	18/12/2024	TWINKL	Annual Renewal of Subscription- Library	\$ 99.96
X000000000000005771	19/12/2024	KOORI CURRICULUM	Early Literacy Resources	\$ 621.77
X000000000000005829	02/01/2025	OFFICEWORKS	Stationery & Wall Calendar- Workroom	\$ 87.90
X000000000000005830	03/01/2025	STATE LIBRARY OF WESTERN AUSTRALIA	Digital Copyright Photographs	\$ 350.00
X000000000000005844	07/01/2025	HARVEY NORMAN	Digital Office Suite- Grant-Funded Devices	\$ 159.00
X000000000000005854	10/01/2025	MY POST BUSINESS	Interlibrary Loan Postal Charges	\$ 85.95
X000000000000005895	14/01/2025	KMART	Headphones & Poster Frame	\$ 40.20
X000000000000005897	14/01/2025	BROOME ENGRAVING & MULTI SERVICES	Staff Name Badge	\$ 25.00
X000000000000005898	16/01/2025	OFFICEWORKS LTD	Refund- Calendar Order	-\$ 49.95
EFT78502	17/01/2025	Manager - Community Facilities	PAYMENT	\$ 58.52
X000000000000005807	23/12/2024	UNITED BROOME	BRAC Kiosk- Milk	\$ 13.98
X000000000000005853	10/01/2025	WOOLWORTHS	School Holiday Program Supplies- BRAC	\$ 44.54
EFT78503	17/01/2025	Manager Engineering	PAYMENT	\$ 427.35
X000000000000005804	19/12/2024	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA	IPWEA Membership- Manager Engineering	\$ 427.35
EFT78504	17/01/2025	Manager People and Culture	PAYMENT	\$ 166.40
X000000000000005792	17/12/2024	COLES	Catering- Staff Christmas Decoration Winner	\$ 166.40
EFT78505	17/01/2025	Manager Waste Services	PAYMENT	\$ 59.20
X000000000000005886	15/01/2025	BUNNINGS	Administration Composting Materials	\$ 59.20
EFT78506	17/01/2025	Manager of Information Services	PAYMENT	\$ 23.95
X000000000000005918	14/01/2025	GODADDY	GoDaddy Renewal	\$ 23.95
EFT78507	17/01/2025	Marketing and Communications Officer	PAYMENT	\$ 580.37
X000000000000005820	18/12/2024	NEWS PTY LIMITED	Subscription- The Australian	\$ 32.00
X000000000000005819	28/12/2024	CAMPAIGN MONITOR	Campaign Monitor Subscription	\$ 419.10
X000000000000005873	04/01/2025	CANVA	Canva Subscription	\$ 20.99
X000000000000005872	08/01/2025	PINDAN ENGRAVING	Medal Engraving- Community Citizen of the Year	\$ 76.28
X000000000000005900	16/01/2025	NEWS PTY LIMITED	Subscription- The Australian	\$ 32.00
EFT78508	17/01/2025	Parks Coordinator	PAYMENT	\$ 31.50
X000000000000005815	19/12/2024	BUNNINGS	Parts- Sweeper	\$ 31.50
EFT78509	17/01/2025	Parks and Gardens Supervisor	PAYMENT	\$ 450.11
X000000000000005775	18/12/2024	TYREPOWER BROOME	Puncture Repair- Mower Tyres	\$ 100.00
X000000000000005800	27/12/2024	BUNNINGS	Replacement Harness- Back Pack Sprayers	\$ 110.94
X000000000000005802	30/12/2024	BUNNINGS	Cargo Net- Depot Ute	\$ 54.98
X000000000000005803	30/12/2024	BUNNINGS	Replacement Harness- Back Pack Sprayers	\$ 142.64
X000000000000005823	31/12/2024	BUNNINGS	Foam- Fix Leak in Depot Shed	\$ 13.55
X000000000000005824	02/01/2025	BUNNINGS	Paints, Brushes & Handle for Back Lapping Mowers	\$ 28.00
EFT78510	17/01/2025	Place Activation & Engagement Officer	PAYMENT	\$ 126.74
X000000000000005770	17/12/2024	KMART	School Holiday Activities Outdoor Courts	\$ 54.20
X000000000000005901	14/01/2025	COLES	Catering- Free Lazer Tag Sessions	\$ 72.54

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JANUARY 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JANUARY 2025				
EFT78511	17/01/2025	Property Maintenance Officer	PAYMENT	\$ 2,418.90
X000000000000005840	17/12/2024	HARVEY NORMAN	Replacement Electricals Failed Tag & Test - Library	\$ 444.00
X000000000000005841	18/12/2024	HARVEY NORMAN	Replacement Electricals from Failed Tag & Test- Shire Administration	\$ 218.00
X000000000000005919	08/01/2025	BUNNINGS	Replace Damaged Entry Plant- Library	\$ 141.70
X000000000000005920	09/01/2025	BUNNINGS	Water Leak Roof Repairs- Kimberley Regional Office	\$ 125.80
X000000000000005921	09/01/2025	STREETER & MALE HARDWARE	Water Leak Roof Repairs- Kimberley Regional Office	\$ 109.80
X000000000000005922	10/01/2025	STREETER & MALE HARDWARE	Box Gutter Repairs- Library	\$ 66.00
X000000000000005923	14/01/2025	BUNNINGS	Paint for Interior Walls- Walcott St	\$ 336.43
X000000000000005937	14/01/2025	RISK FACTOR PTY LTD	Replace Damaged Entry Blind- Walcott St	\$ 271.92
X000000000000005924	15/01/2025	BUNNINGS	Materials for General Maintenance- Walcott St	\$ 60.25
X000000000000005926	15/01/2025	KMART	Materials for General Maintenance- Walcott St	\$ 634.50
X000000000000005971	15/01/2025	BUNNINGS	Paint Supplies	\$ 10.50
EFT78512	17/01/2025	Senior Customer Service Officer	PAYMENT	\$ 343.14
X000000000000005805	18/12/2024	DEPARTMENT OF TRANSPORT	Shire of Broome License Plates	\$ 200.00
X000000000000005953	09/01/2025	OFFCIE NATIONAL BROOME	Stationery	\$ 143.74
EFT78513	17/01/2025	Senior Property & Leasing Officer	PAYMENT	\$ 620.90
X000000000000005821	18/12/2024	NORTH WEST LOCKSMITH	Key Cutting	\$ 45.00
X000000000000005822	19/12/2024	BUNNINGS	Storage Crate	\$ 33.90
X000000000000005876	10/01/2025	KMART	Replacement Kitchen Items- Walcott	\$ 164.00
X000000000000005877	10/01/2025	KMART	Replacement Kitchen Items- Walcott	\$ 171.00
X000000000000005878	10/01/2025	KMART	Replacement Kitchen Items- Walcott	\$ 207.00
EFT78514	17/01/2025	Sport & Recreation Facility Coordinator	PAYMENT	\$ 151.93
X000000000000005927	14/01/2025	BROOME PLUMBING & GAS	Pipe Bracket- Town Beach Water Park	\$ 145.93
X000000000000005925	15/01/2025	WOOLWORTHS	Milk- BRAC	\$ 6.00
EFT78515	17/01/2025	Waste Supervisor	PAYMENT	\$ 1,327.04
X000000000000005774	16/12/2024	HARVEY NORMAN	Microwave- WMF Crib room	\$ 279.00
X000000000000005788	19/12/2024	KIMBERLEY FUEL & OIL SERVICES	Hydraulic Oil & Coolant	\$ 409.72
X000000000000005773	19/12/2024	J BLACKWOOD & SON P/L	Hydrolyte- WMF Crib room	\$ 130.46
X000000000000005940	09/01/2025	BROOME BOLT SUPPLIES	Bolts	\$ 46.86
X000000000000005941	09/01/2025	J BLACKWOOD & SON P/L	Riggers Gloves PPE & Marking Paint	\$ 162.05
X000000000000005938	13/01/2025	OFFCIE NATIONAL BROOME	A4 Laminating Pouches	\$ 19.95
X000000000000005939	13/01/2025	REPCO	Battery- WMF Ute	\$ 279.00
EFT78516	17/01/2025	Work Health, Safety and Wellbeing Officer	PAYMENT	\$ 158.40
X000000000000005843	09/01/2025	WOOLWORTHS	Consumables- Outside Workforce	\$ 142.40
X000000000000005890	14/01/2025	WOOLWORTHS	Consumables- Outside Workforce	\$ 16.00
EFT78517	17/01/2025	Works Supervisor	PAYMENT	\$ 568.72
X000000000000005813	18/12/2024	TOTALLY WORKWEAR BROOME	Safety Boots	\$ 200.00
X000000000000005842	06/01/2025	OFFCIE NATIONAL BROOME	2025 Diaries	\$ 56.50
X000000000000005866	10/01/2025	HARVEY NORMAN	Dash Camera- Rural Road Inspections	\$ 271.00
X000000000000005862	13/01/2025	BUNNINGS	Items- Grab Rail Maintenance	\$ 41.22

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - JANUARY 2025				
PAYMENT #	Date	Name	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JANUARY 2025				
MUNICIPAL CREDIT CARD TOTAL:				\$ 19,948.17

MUNICIPAL DIRECT DEBIT - JANUARY 2025				
DD #	Date	Name	Description	Amount
DD34101.1	13/01/2025	SUPER EMPLOYEE PAYMENT DEFINITIV	Superannuation Fortnight Ending 13/01/2025	\$ 92,097.95
DD34117.1	31/01/2025	COCA COLA AMATIL (HOLDINGS) LTD	BRAC Kiosk Supplies- January 2025	\$ 948.94
DD34121.1	03/01/2025	COCA COLA AMATIL (HOLDINGS) LTD	BRAC Kiosk Supplies- November 2024	\$ 519.93
DD34123.1	07/01/2025	FORMS EXPRESS PTY LTD	Payment Gateway Fees- Rates	\$ 1,270.11
DD34132.1	24/01/2025	SUPER EMPLOYEE PAYMENT DEFINITIV	Superannuation Fortnight Ending 24/01/2025	\$ 96,495.77
DD34148.1	31/01/2025	WATER CORPORATION	Water Use & Service Charge	\$ 1,790.70
DD34148.10	07/01/2025	WATER CORPORATION	Water Use & Service Charge	\$ 13,090.12
DD34148.11	06/01/2025	WATER CORPORATION	Water Use & Service Charge	\$ 1,229.88
DD34148.12	03/01/2025	WATER CORPORATION	Water Use & Service Charge	\$ 557.89
DD34148.2	30/01/2025	WATER CORPORATION	Water Use & Service Charge	\$ 8,286.28
DD34148.3	29/01/2025	WATER CORPORATION	Water Use & Service Charge	\$ 17,818.18
DD34148.4	28/01/2025	WATER CORPORATION	Water Use & Service Charge	\$ 6,723.85
DD34148.5	24/01/2025	WATER CORPORATION	Water Use & Service Charge	\$ 509.67
DD34148.6	17/01/2025	WATER CORPORATION	Water Use & Service Charge	\$ 11,315.16
DD34148.7	10/01/2025	WATER CORPORATION	Water Use & Service Charge	\$ 9,725.06
DD34148.8	09/01/2025	WATER CORPORATION	Water Use & Service Charge	\$ 18,756.69
DD34148.9	08/01/2025	WATER CORPORATION	Water Use & Service Charge	\$ 6,270.09
DD34154.1	31/01/2025	COCA COLA AMATIL (HOLDINGS) LTD	BRAC Kiosk Supplies-- January 2025	\$ 1,693.22
MUNICIPAL DIRECT DEBIT TOTAL:				\$ 289,099.49

MUNICIPAL ELECTRONIC TRANSFER TOTAL \$	5,167,307.63
MUNICIPAL CHEQUES TOTAL \$	338.90
PAYROLL TOTAL \$	798,876.19
TRUST CHEQUE TOTAL \$	-
MUNICIPAL CREDIT CARD TOTAL \$	19,948.17
MUNICIPAL DIRECT DEBIT TOTAL \$	289,099.49
TOTAL PAYMENTS January 2025 \$	6,275,570.38

Key for Delegation of Authority:	CEO- Chief Executive Officer
	DCS- Director Corporate Services
	MFS- Manager Financial Services

---

Local Government (Financial Management) Regulations 13 & 13A.

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

This report incorporates the Delegation of Authority Local Government (Administration) Regulations 19.

**9.4.5 MONTHLY FINANCIAL REPORT - DECEMBER 2024**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	FRE02
<b>AUTHOR:</b>	Accountant
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

Council is required under Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* (FMR) to consider and receive the Monthly Financial Report for the period ended 31 December 2024.

**BACKGROUND**

Council is provided with the Monthly Financial Report, which has been prepared in line with statutory reporting obligations and includes the:

- Statement of Financial Activity by nature classifications (satisfying Regulation 34 of the FMR);
- Statement of Financial Position (satisfying Regulation 35 of the FMR);
- Basis of Preparation;
- Statement of Financial Activity Information - the adjustments to the Statement of Financial Activity and Net Current Assets Position which agree to the surplus/deficit position (satisfying Regulation 32 of the FMR); and
- Explanation of material variances to year-to-date budget (satisfying Regulation 34 of the FMR).

Supplementary information has been provided per Regulation 34(2) of the FMR to provide Council with a holistic overview of the operations of the Shire of Broome. The Supplementary Information notes include:

- Cash and financial assets;
- Reserve accounts;
- Capital acquisitions – summarised by asset class, detailed to project, plant disposals;
- Aged payables;
- Borrowings;
- Grants – detailed listing of operating grants, capital grants and contributions; and
- Detailed list of Council adopted Budget amendments – by nature classification.

**COMMENT**

The December 2024 Monthly Financial Report provides an overview of operating and capital project progress. Below are the key indicators of the 2024/25 year-to-date budget position:

<b>Budget Year Elapsed</b>	<b>50%</b>
<b>Total Rates levied</b>	100%
<b>Total Operating Revenue (excluding Rates and Profit on asset disposals)</b>	77%
<b>Total Operating Expenditure (excluding Loss on asset disposals)</b>	45%
<b>Total Capital Revenue</b>	2%
<b>Total Capital Expenditure</b>	17%

For activity categories where progress notably differs from the 50% budget year elapsed, high-level explanations for the variances are provided:

## **Operating Revenue**

### Grants Subsidies and Contributions

\$469,063 less than estimated YTD income (47.86% variance). \$350,000 of funding was budgeted in respect of the Cable Beach Water Park Detailed Design Project however has not been received. Similarly, \$98,000 of funding for the Broome Housing Affordability Strategy Project has not yet been received. These receipts are expected in the coming months. Temporary variance.

### Fees and Charges

\$982,279 over estimated YTD income (9.63% variance). While no material variance significant additional one-off refuse and recycling fees have been received in 2024. Permanent variance with adjustment proposed in Quarter 2 Finance and Costing Review.

### Interest Revenue

\$393,014 over estimated YTD income (41.02% variance). Strong term deposit interest rates have resulted in a higher investment yield than forecast. Permanent variance.

### Other Revenue

\$357,6884 over estimated YTD income (50.02% variance). A reimbursement of \$107,000 was received for a 2023/24 insurance claim, and \$200,000 in additional scrap metal disposal fees were collected. Permanent variance with adjustment proposed in Quarter 2 Finance and Costing Review.

## **Operating Expenditure**

### Materials and Contracts

\$2,897,840 less than estimated YTD expenditure (33.36% variance). \$1.2m has been budgeted for BRAC site remediation and asset rehabilitation works which have not yet commenced. Waste facility contracted recycling services and kerbside collections are \$610,000 under budget. Expenditure for Parks and Ovals is currently \$125,000 below budget. Temporary variance.

### Utility Charges

\$287,774 less than estimated YTD expenditure (21.7% variance). Maintenance of Parks and Ovals is currently \$110,000 under budget with costs expected to rise during wet season. Timing of invoices for street lighting charges has resulted in a budget variance of \$60,000. Temporary variance.

### Finance Costs

\$114,063 less than estimated YTD expenditure (51.4% variance). \$74,000 was budgeted for interest on loans for the Key Worker Housing Project. These loans are expected to be drawn down in the coming months. Permanent variance with adjustment proposed in Quarter 2 Finance and Costing Review.

## Capital Revenue

### Proceeds from capital grants, subsidies and contributions

\$3,641,703 less than estimated YTD revenue (76.58% variance). There is a timing difference between the budget phasing and the receipt of grant funding for the Cable Beach redevelopment, which is funded through various sources, carrying an impact of \$4m. However, \$352,000 from the Regional Road Group was received earlier than budgeted. Temporary variance.

### Proceeds from disposal of assets

\$322,695 less than estimated YTD revenue (100.00% variance). Periodic renewal of Mobile Plant and Equipment is behind schedule. It is expected that replacement vehicles and equipment will be put into service in the coming months. Temporary variance.

## Capital Expenditure

### Payments for property, plant and equipment

\$3,003,609 less than estimated YTD expenditure (62.46% variance). The Key Worker Housing project tender was awarded in July, and expenditure has commenced. The project is on track to meet the budget, with the current variance of \$1.8m being due to timing. Periodic renewal of Mobile Plant and Equipment is behind schedule causing a timing difference of \$1m. A detailed capital expenditure schedule can be found at Supplementary Note 5. Temporary variance.

### Payments for construction of infrastructure

\$1,145,210 more than estimated YTD expenditure (15.17% variance). Infrastructure works are running at \$1m above budget due to timing of invoices received from major contractors in the Cable Beach Redevelopment project. A detailed capital expenditure schedule can be found at Supplementary Note 5. Temporary variance.

Variances identified in the attached report are classified as either timing or permanent variances. For permanent variances, adjustments will be proposed during quarterly budget reviews to ensure the budget aligns with projected outcomes. For further details on major variances by activity (Actual vs. Budget), refer to Note 3 in the Monthly Financial Report. For a full list of budget adjustments approved by Council in 2024/25, refer to Note 9 in the Monthly Financial Report.

## CONSULTATION

Nil

## STATUTORY ENVIRONMENT

### **Local Government (Financial Management) Regulations 1996**

- 34(1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for the previous month (the “relevant 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); and
  - (b) budget estimates to the end of the relevant month; and
  - (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and
  - (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 relevant month and a note containing a summary explaining the composition of the net current assets.
- 34(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).
- 34(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.
- 34(2) Each statement of financial activity is to be accompanied by documents containing-
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- 34(3) The information in a statement of financial activity may be shown according to nature classification.
- 34(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- 34(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.
- 35(1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —
  - (a) the financial position of the local government as at the last day of the previous financial year; or
  - (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- 35(2) A statement of financial position must be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
  - (b) recorded in the minutes of the meeting at which it is presented.

## **POLICY IMPLICATIONS**

Nil



## FINANCIAL IMPLICATIONS

The attached financial statements summarise the transactions for the 2024/25 financial year. The closing position as of 30 June 2025 may change due to year-end accruals and non-cash adjustments. The final closing position and statements will be provided in the audited annual financial report.

All budget amendments must be approved by an absolute majority of Council.

## RISK

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

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

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

## STRATEGIC ASPIRATIONS

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

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

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

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

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

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

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

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

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

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

## VOTING REQUIREMENTS

*Simple Majority*

**REPORT RECOMMENDATION:**

*That Council adopts the Monthly Financial Activity Statement Report for the period ended 31 December 2024 as attached.*

**Attachments**

1. Monthly Statement of Activity December 2024



**SHIRE OF BROOME**

**MONTHLY FINANCIAL REPORT**

**(Containing the required statement of financial activity and statement of financial position)  
For the period ended 31 December 2024**

**LOCAL GOVERNMENT ACT 1995**

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

**TABLE OF CONTENTS**

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Net Current Assets Information	5
Note 3 Explanation of Material Variances	6
Supplementary Information	8

**SHIRE OF BROOME**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 2024**

	Original Adopted Budget	Amended Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a) \$	(b) \$	(c) \$	(c)	(c) - (b) \$	((c) - (b))/(b) %	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	28,649,409	28,649,409	28,545,422	28,621,652	76,230	0.27%	
Grants, subsidies and contributions	2,483,917	1,338,310	980,143	511,080	(469,063)	(47.86%)	▼
Fees and charges	11,400,517	13,830,517	10,198,262	11,180,541	982,279	9.63%	
Interest revenue	1,781,275	1,781,275	958,065	1,351,079	393,014	41.02%	▲
Other revenue	1,316,967	1,431,183	715,111	1,072,799	357,688	50.02%	▲
Profit on asset disposals	248,908	248,908	0	0	0	0.00%	
	45,880,993	47,279,602	41,397,003	42,737,151	1,340,148	3.24%	
<b>Expenditure from operating activities</b>							
Employee costs	(19,696,237)	(19,305,957)	(9,632,438)	(9,039,854)	592,584	6.15%	
Materials and contracts	(13,704,706)	(16,157,763)	(8,687,482)	(5,789,642)	2,897,840	33.36%	▲
Utility charges	(2,652,461)	(2,652,461)	(1,326,270)	(1,038,496)	287,774	21.70%	▲
Depreciation	(16,009,575)	(16,009,575)	(8,004,816)	(7,964,606)	40,210	0.50%	
Finance costs	(450,931)	(450,931)	(221,912)	(107,849)	114,063	51.40%	▲
Insurance	(867,944)	(836,037)	(418,018)	(795,244)	(377,226)	(90.24%)	▼
Other expenditure	(1,586,394)	(1,612,894)	(1,079,696)	(1,020,849)	58,847	5.45%	
Loss on asset disposals	(211,375)	(211,375)	0	0	0	0.00%	
	(55,179,623)	(57,236,993)	(29,370,632)	(25,756,540)	3,614,092	12.31%	
Non cash amounts excluded from operating activities	2(c) 15,972,042	15,972,042	8,004,816	7,964,606	(40,210)	(0.50%)	
<b>Amount attributable to operating activities</b>	<b>6,673,412</b>	<b>6,014,651</b>	<b>20,031,187</b>	<b>24,945,217</b>	<b>4,914,030</b>	<b>24.53%</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	10,794,394	47,267,155	4,755,455	1,113,752	(3,641,703)	(76.58%)	▼
Proceeds from disposal of assets	729,394	571,632	322,695	0	(322,695)	(100.00%)	▼
Proceeds from self supporting loans	96,154	96,154	71,249	71,249	0	0.00%	
	11,619,942	47,934,941	5,149,399	1,185,001	(3,964,398)	(76.99%)	
<b>Outflows from investing activities</b>							
Right of use assets recognised		0	0	(45,881)	(45,881)	0.00%	
Payments for property, plant and equipment	(8,360,381)	(7,308,957)	(4,808,771)	(1,805,162)	3,003,609	62.46%	▲
Payments for construction of infrastructure	(18,264,344)	(54,893,973)	(7,547,301)	(8,692,511)	(1,145,210)	(15.17%)	▼
	(26,624,725)	(62,202,930)	(12,356,072)	(10,543,554)	1,812,518	14.67%	
Non-cash amounts excluded from investing activities	2(d) 0	0	0	28,006	28,006	0.00%	
<b>Amount attributable to investing activities</b>	<b>(15,004,783)</b>	<b>(14,267,989)</b>	<b>(7,206,673)</b>	<b>(9,330,547)</b>	<b>(2,123,874)</b>	<b>(29.47%)</b>	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Leases liabilities recognised		0	0	45,881	45,881	0.00%	
Proceeds from new borrowings	3,963,081	3,963,717	0	0	0	0.00%	
Transfer from reserves	5,567,720	4,687,161	604,459	0	(604,459)	(100.00%)	▼
	9,530,801	8,650,878	604,459	45,881	(604,459)	(92.41%)	
<b>Outflows from financing activities</b>							
Payments for principal portion of lease liabilities	(137,144)	(137,144)	(70,558)	(70,558)	0	0.00%	
Repayment of borrowings	(955,389)	(955,389)	(302,807)	(302,807)	0	0.00%	
Transfer to reserves	(4,234,917)	(5,337,483)	(1,021,000)	(744,952)	276,048	27.04%	▲
	(5,327,450)	(6,430,016)	(1,394,365)	(1,118,317)	276,048	19.80%	
<b>Amount attributable to financing activities</b>	<b>4,203,351</b>	<b>2,220,862</b>	<b>(789,906)</b>	<b>(1,072,436)</b>	<b>(328,411)</b>	<b>(35.77%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>	2(a) 4,128,020	5,913,170	5,913,170	5,913,170	0	0.00%	
Amount attributable to operating activities	6,673,412	6,014,651	20,031,187	24,945,217	4,914,030	24.53%	▲
Amount attributable to investing activities	(15,004,783)	(14,267,989)	(7,206,673)	(9,330,547)	(2,123,874)	(29.47%)	▼
Amount attributable to financing activities	4,203,351	2,220,862	(789,906)	(1,072,436)	(328,411)	(35.77%)	▼
<b>Surplus or deficit after imposition of general rates</b>	<b>0</b>	<b>(119,306)</b>	<b>17,947,778</b>	<b>20,455,403</b>	<b>2,507,625</b>	<b>13.97%</b>	<b>▲</b>

**KEY INFORMATION**

- ▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.  
 ▲ Indicates a variance with a positive impact on the financial position.  
 ▼ Indicates a variance with a negative impact on the financial position.  
 Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF BROOME**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 DECEMBER 2024**

	Actual 30 June 2024	Actual as at 31 December 2024
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	53,524,615	60,031,610
Trade and other receivables	2,570,892	10,379,294
Other financial assets	96,154	24,155
Inventories	27,879	26,473
Other assets	576,111	0
<b>TOTAL CURRENT ASSETS</b>	<b>56,795,651</b>	<b>70,461,532</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	134,560	134,560
Other financial assets	2,003,696	2,003,696
Property, plant and equipment	87,529,274	87,013,876
Infrastructure	324,647,381	327,823,372
Right-of-use assets	356,399	274,756
<b>TOTAL NON-CURRENT ASSETS</b>	<b>414,671,310</b>	<b>417,250,260</b>
<b>TOTAL ASSETS</b>	<b>471,466,961</b>	<b>487,711,792</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	4,186,894	2,849,229
Other liabilities	7,112,533	6,934,991
Lease liabilities	132,032	77,042
Borrowings	608,967	306,160
Employee related provisions	2,016,446	2,009,604
Other provisions	103,000	103,000
<b>TOTAL CURRENT LIABILITIES</b>	<b>14,159,872</b>	<b>12,280,026</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	235,554	265,867
Borrowings	6,626,745	6,626,745
Employee related provisions	352,567	352,567
Other provisions	4,190,943	4,190,943
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>11,405,809</b>	<b>11,436,122</b>
<b>TOTAL LIABILITIES</b>	<b>25,565,681</b>	<b>23,716,148</b>
<b>NET ASSETS</b>	<b>445,901,280</b>	<b>463,995,644</b>
<b>EQUITY</b>		
Retained surplus	153,595,865	170,945,277
Reserve accounts	38,787,299	39,532,250
Revaluation surplus	253,518,116	253,518,117
<b>TOTAL EQUITY</b>	<b>445,901,280</b>	<b>463,995,644</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 2024**

**1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 17 February 2025

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

**MATERIAL ACCOUNTING POLICIES**

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

**Critical accounting estimates and judgements**

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 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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 2024**

**2 NET CURRENT ASSETS INFORMATION**

**(a) Net current assets used in the Statement of Financial Activity**

	Amended Budget Opening 1 July 2024	Actual as at 30 June 2024	Actual as at 31 December 2024
Note	\$	\$	\$
<b>Current assets</b>			
Cash and cash equivalents	53,524,615	53,524,615	60,031,610
Trade and other receivables	2,570,892	2,570,892	10,379,294
Other financial assets	96,154	96,154	24,155
Inventories	27,879	27,879	26,473
Other assets	576,111	576,111	0
	56,795,651	56,795,651	70,461,532
<b>Less: current liabilities</b>			
Trade and other payables	(4,186,894)	(4,186,894)	(2,849,229)
Other liabilities	(7,112,533)	(7,112,533)	(6,934,991)
Lease liabilities	(132,032)	(132,032)	(77,042)
Borrowings	(608,967)	(608,967)	(306,160)
Employee related provisions	(2,016,446)	(2,016,446)	(2,009,604)
Other provisions	(103,000)	(103,000)	(103,000)
	(14,159,872)	(14,159,872)	(12,280,026)
Net current assets	42,635,779	42,635,779	58,181,506
Less: Total adjustments to net current assets	2(b) (36,722,609)	(36,722,609)	(37,726,102)
<b>Closing funding surplus / (deficit)</b>	<b>5,913,170</b>	<b>5,913,170</b>	<b>20,455,404</b>

**(b) Current assets and liabilities excluded from budgeted deficiency**

<b>Adjustments to net current assets</b>			
Less: Reserve accounts	(38,787,299)	(38,787,299)	(39,532,251)
Less: Financial assets at amortised cost - self supporting loans	(96,154)	(96,154)	(24,155)
Less: Current assets not expected to be received at end of year			
- Receivables for employee related provisions	15,566	15,566	15,566
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of lease liabilities	132,032	132,032	77,042
- Current portion of borrowings	608,967	608,967	306,160
- Current portion of employee benefit provisions held in reserve	1,404,279	1,404,279	1,431,536
<b>Total adjustments to net current assets</b>	<b>2(a) (36,722,609)</b>	<b>(36,722,609)</b>	<b>(37,726,102)</b>

**(c) Non-cash amounts excluded from operating activities**

	Amended Budget Estimates 30 June 2025	YTD Budget Estimates 31 December 2024	YTD Actual 31 December 2024
	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(248,908)	0	0
Add: Loss on asset disposals	211,375	0	0
Add: Depreciation	16,009,575	8,004,816	7,964,606
<b>Total non-cash amounts excluded from operating activities</b>	<b>15,972,042</b>	<b>8,004,816</b>	<b>7,964,606</b>

**(d) Non-cash amounts excluded from investing activities**

<b>Adjustments to investing activities</b>			
Adjustment to self supporting loan receipts to be corrected	0	0	749
Movement in current other provision associated with restricted cash	0	0	27,257
<b>Total non-cash amounts excluded from investing activities</b>	<b>0</b>	<b>0</b>	<b>28,006</b>

**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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 2024**

**3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.  
The material variance adopted by Council for the 2024-25 year is \$10,000 for operating, \$20,000 for capital and 10.00%, whichever is the greater.

Description	Var. \$	Var. %
	\$	%
<b>Revenue from operating activities</b>		
<b>General rates</b>	76,230	0.27%
No material variance.		
<b>Grants, subsidies and contributions</b>	(469,063)	(47.86%) ▼
\$350,000 of funding was budgeted in respect of the Cable Beach Water Park Detailed Design Project but has not been received. Similarly, \$98,000 of funding for the Broome Housing Affordability Strategy Project has not yet been received. These receipts are expected in the coming months.		Timing
<b>Fees and charges</b>	982,279	9.63%
No material variance.		
<b>Interest revenue</b>	393,014	41.02% ▲
Strong term deposit interest rates have resulted in a higher investment yield than forecast.		Permanent
<b>Other revenue</b>	357,688	50.02% ▲
A reimbursement of \$107,000 was received for a 2023/24 insurance claim, and \$200,000 in additional scrap metal disposal fees were collected. Both are permanent variations.		Permanent
<b>Profit on asset disposals</b>	0	0.00%
No material variance.		
<b>Expenditure from operating activities</b>		
<b>Employee costs</b>	592,584	6.15%
No material variance.		
<b>Materials and contracts</b>	2,897,840	33.36% ▲
\$1.2m has been budgeted for site remediation and asset rehabilitation works which have not yet commenced. Waste facility contracted recycling services and kerbside collections are \$610,000 under budget. Expenditure for Parks and Ovals is currently \$125,000 below budget.		Timing
<b>Utility charges</b>	287,774	21.70% ▲
Maintenance of Parks and Ovals is currently \$110,000 under budget with costs expected to rise during wet season. Timing of invoices for street lighting charges has resulted in a budget variance of \$60,000.		Timing
<b>Depreciation</b>	40,210	0.50%
No material variance.		
<b>Finance costs</b>	114,063	51.40% ▲
\$74,000 was budgeted for interest on loans for the Key Worker Housing Project. These loans are expected to be drawn down in the coming months.		Timing
<b>Insurance</b>	(377,226)	(90.24%) ▼
The final instalment for insurance across the organisation was paid in November, ahead of budgeted timeframe (January).		Timing
<b>Other expenditure</b>	58,847	5.45%
No material variance.		
<b>Loss on asset disposals</b>	0	0.00%
No material variance.		
<b>Non cash amounts excluded from operating activities</b>	28,006	0.00%
No material variance.		



**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 DECEMBER 2024**

**3 EXPLANATION OF MATERIAL VARIANCES**

**Inflows from investing activities**

**Proceeds from capital grants, subsidies and contributions**

There is a timing difference between the budget phasing and the receipt of grant funding for the Cable Beach redevelopment, which is funded through various sources, carrying an impact of \$4m. However, \$352,000 from the Regional Road Group was received earlier than budgeted.

(3,641,703) (76.58%) ▼

Timing

**Proceeds from disposal of assets**

Periodic renewal of Mobile Plant and Equipment is behind schedule. It is expected that replacement vehicles and equipment will be put into service in the coming months.

(322,695) (100.00%) ▼

Timing

**Proceeds from self supporting loans**

No material variance.

0 0.00%

**Outflows from investing activities**

**Right of use assets recognised**

(45,881) 0.00%

**Payments for property, plant and equipment**

The Key Worker Housing project tender was awarded in July, and expenditure has commenced. The project is on track to meet the budget, with the current variance of \$1.8m being due to timing. Periodic renewal of Mobile Plant and Equipment is behind schedule causing a timing difference of \$1m. A detailed capital expenditure schedule can be found at Supplementary Note 5.

3,003,609 62.46% ▲

Timing

**Payments for construction of infrastructure**

Infrastructure works are running at \$1m above budget due to timing of invoices received from major contractors in the Cable Beach Redevelopment project. A detailed capital expenditure schedule can be found at Supplementary Note 5.

(1,145,210) (15.17%) ▼

Timing

**Non-cash amounts excluded from investing activities**

No material variance.

28,006 0.00%

**Inflows from financing activities**

**Leases liabilities recognised**

No material variance.

45,881 0.00%

**Proceeds from new borrowings**

No material variance.

0 0.00%

**Transfer from reserves**

Transfers to and from reserves were budgeted to occur in the periods to date, but with the exception of interest earned, are yet to be completed. Reserves are expected to be brought up to date by February 2025.

(604,459) (100.00%) ▼

Timing

**Outflows from financing activities**

**Payments for principal portion of lease liabilities**

No material variance.

0 0.00%

**Repayment of borrowings**

No material variance.

0 0.00%

**Transfer to reserves**

Transfers to and from reserves were budgeted to occur in the periods to date, but with the exception of interest earned, are yet to be completed. Reserves are expected to be brought up to date by February 2025.

276,048 27.04% ▲

Timing

**Non-cash amounts excluded from financing activities**

No material variance.

0 0.00%

**Surplus or deficit at the start of the financial year**

**Surplus or deficit after imposition of general rates**

0 0.00%

2,507,625 13.97% ▲

**SHIRE OF BROOME**  
**SUPPLEMENTARY INFORMATION**  
**TABLE OF CONTENTS**

1	Key Information	9
2	Key Information - Graphical	10
3	Cash and Financial Assets	11
4	Reserve Accounts	12
5	Capital Acquisitions	13
6	Receivables	16
7	Payables	17
8	Borrowings	18
9	Rate Revenue	19
10	Grants, Subsidies & Contributions	20
11	Capital Grants, Subsidies & Contributions	21
12	Budget Amendments	22

**BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION**

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$5.91 M	\$5.91 M	\$5.91 M	\$0.00 M
Closing	(\$0.12 M)	\$17.95 M	\$20.46 M	\$2.51 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$60.03 M	% of total		\$2.85 M	% Outstanding		\$1.92 M	% Collected
Unrestricted Cash	\$20.50 M	34.1%	Trade Payables	\$1.10 M		Rates Receivable	\$8.46 M	71.5%
Restricted Cash	\$39.53 M	65.9%	0 to 30 Days		57.7%	Trade Receivable	\$1.92 M	% Outstanding
			Over 30 Days		42.3%	Over 30 Days		67.6%
			Over 90 Days		1.9%	Over 90 Days		14.4%

Refer to 3 - Cash and Financial Assets

Refer to 7 - Payables

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities				Rates Revenue			Grants and Contributions			Fees and Charges		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	% Variance		YTD Actual	% Variance		YTD Actual	% Variance	
\$6.01 M	\$20.03 M	\$24.95 M	\$4.91 M	\$28.62 M	0.3%		\$0.51 M	(47.9%)		\$11.18 M	9.6%	
				YTD Budget			YTD Budget			YTD Budget		

Refer to Statement of Financial Activity

Refer to 10 - Grants and Contributions

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities				Proceeds on sale			Asset Acquisition			Capital Grants		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	%		YTD Actual	% Spent		YTD Actual	% Received	
(\$14.27 M)	(\$7.21 M)	(\$9.33 M)	(\$2.12 M)	\$0.00 M			\$8.69 M	(84.1%)		\$1.11 M	(97.6%)	
				Amended Budget	(100.0%)		Amended Budget			Amended Budget		

Refer to Statement of Financial Activity

Refer to 6 - Disposal of Assets

Refer to 5 - Capital Acquisitions

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities				Borrowings			Reserves			Lease Liability		
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Principal repayments			Reserves balance			Principal repayments		
\$2.22 M	(\$0.79 M)	(\$1.07 M)	(\$0.28 M)	Interest expense			Net Movement			Interest expense		
				Principal due						Principal due		

Refer to Statement of Financial Activity

Refer to 8 - Borrowings

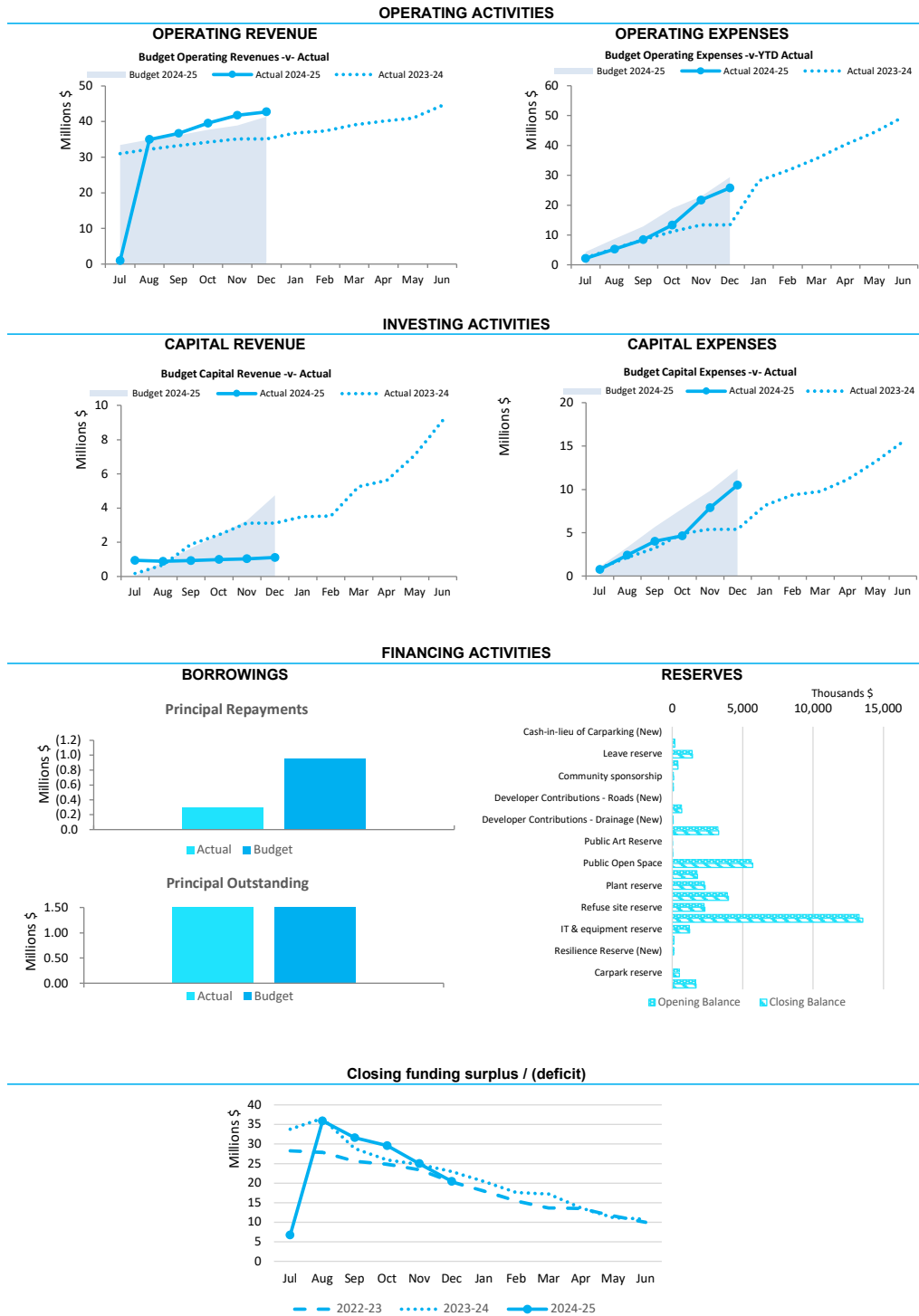
Refer to 4 - Cash Reserves

Refer to Note 9 - Lease Liabilities

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

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

2 KEY INFORMATION - GRAPHICAL



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

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

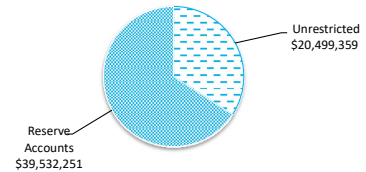
Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand	Cash and cash equivalents	4,200	0	4,200	0	On Hand	Nil	On Hand
Municipal Bank Account	Cash and cash equivalents	3,534,319	0	3,534,319	0	CommBank	3.85%	At Call
Business Online Saver	Cash and cash equivalents	6,180,628	0	6,180,628	0	CommBank	4.35%	At Call
Reserve Bank Account	Cash and cash equivalents	0	3,932,148	3,932,148	0	CommBank	4.35%	At Call
Trust Bank Account	Cash and cash equivalents	200,339	0	200,339	0	CommBank	0.00%	At Call
Grants Bank Account	Cash and cash equivalents	579,873	0	579,873	0	CommBank	4.35%	At Call
ESCROW	Cash and cash equivalents	0	3,600,102	3,600,102	0	Perpetual	0.00%	At Call
Term Deposit	Cash and cash equivalents	10,000,000	0	10,000,000	0	Westpac	5.14%	26/03/2025
Term Deposit	Cash and cash equivalents	0	32,000,000	32,000,000	0	Westpac	5.15%	26/06/2025
<b>Total</b>		<b>20,499,359</b>	<b>39,532,251</b>	<b>60,031,610</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		20,499,359	39,532,251	60,031,610	0			
		<b>20,499,359</b>	<b>39,532,251</b>	<b>60,031,610</b>	<b>0</b>			

**KEY INFORMATION**

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.



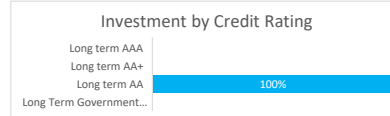
**Term deposit information**

Investment Type	Institution	Rating	Interest rate	Deposit Date	Maturity	Investment Term (days)	Investment \$	Forecast interest \$
Reserve Funds	WBC	AAA	5.15%	26/11/2024	26/06/2025	212	32,000,000	956,539
Municipal Funds	WBC	AAA	5.14%	26/11/2024	26/03/2025	120	10,000,000	168,871
<b>Average Interest rate</b>			<b>5.15%</b>			<b>Total</b>	<b>42,000,000</b>	<b>1,125,410</b>

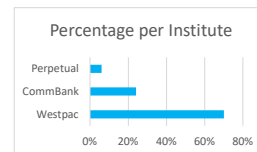
**Investment Policy Reporting**

Note: A review of the credit ratings held in the Investment Policy is required to ensure consistency with the Standard & Poors credit ratings for short and long term ratings.

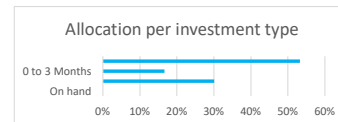
Credit Rating	Maximum % in credit rating category	Shire of Broome allocation
Long term AAA	100%	0%
Long term AA+	50%	0%
Long term AA	25%	100%
Guaranteed Bonds	100%	0%



Institution	Maximum % in authorised institute	Shire of Broome allocation
Westpac	25%	70%
CommBank	25%	24%
Perpetual	25%	6%



Institution	Allocation per investment type
On hand	0.01%
At call	30.03%
0 to 3 Months	16.66%
3 to 6 Months	53.31%



SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

4 RESERVE ACCOUNTS

Reserve account name	Original Budget				Amended Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Reserve accounts restricted by legislation</b>												
Cash-in-lieu of Carparking (New)	0	0	0	0	0	0	0	0	0	0	0	0
Cash-in-lieu of Public Open Space (New)	180,587	0	0	180,587	180,587	0	0	180,587	180,587	3,505	0	184,092
<b>Reserve accounts restricted by Council</b>												
Leave reserve	1,403,925	25,266	0	1,429,191	1,404,279	25,266	(75,242)	1,354,303	1,404,279	27,257	0	1,431,536
Restricted cash	445,042	0	(445,042)	0	406,946	0	(445,042)	(38,096)	406,946	0	0	406,946
Community sponsorship	87,999	1,558	0	89,557	88,021	1,558	0	89,579	88,021	1,708	0	89,729
EDL sponsorship	29,371	520	0	29,891	79,379	520	(26,500)	53,399	79,379	1,541	0	80,920
Developer Contributions - Roads (New)	0	0	0	0	0	0	0	0	0	0	0	0
Developer Contributions - Footpaths (New)	604,206	0	(182,364)	421,842	646,787	0	(168,785)	478,002	646,787	12,554	0	659,341
Developer Contributions - Drainage (New)	91,243	0	0	91,243	61,424	0	0	61,424	61,424	1,192	0	62,616
Road reserve	3,233,510	285,723	(151,981)	3,367,252	3,234,530	285,723	(151,981)	3,368,272	3,234,530	62,781	0	3,297,311
Public Art Reserve	6,711	119	0	6,830	6,712	119	0	6,831	6,712	130	0	6,842
BRAC (Leisure Centre) Reserve	22,092	1,119	(878,163)	(854,952)	22,107	1,119	(854,480)	(831,254)	22,107	429	0	22,536
Public Open Space	6,959,279	1,089,440	(2,797,472)	5,251,247	5,607,811	1,171,006	(1,444,682)	5,334,135	5,607,811	108,846	0	5,716,657
Drainage reserve	1,720,683	54,255	0	1,774,938	1,755,533	54,255	0	1,809,788	1,755,533	34,074	0	1,789,607
Plant reserve	2,279,786	314,471	(55,747)	2,538,510	2,280,160	314,471	(55,747)	2,538,884	2,280,160	44,257	0	2,324,417
Buildings reserve	4,002,171	999,457	0	5,001,628	3,901,844	999,457	42,000	4,943,301	3,901,844	75,734	0	3,977,578
Refuse site reserve	2,162,463	43,748	(698,050)	1,508,161	2,261,492	43,748	(1,003,888)	1,301,352	2,261,492	43,895	0	2,305,387
Regional resource recovery park reserve	13,239,766	579,579	(32,175)	13,787,170	13,281,953	1,600,579	(130,547)	14,751,985	13,281,953	257,799	0	13,539,752
IT & equipment reserve	1,209,183	240,290	0	1,449,473	1,209,451	240,290	0	1,449,741	1,209,451	23,475	0	1,232,926
Kimberley zone reserve	110,746	1,960	(112,706)	0	110,773	1,960	(112,706)	27	110,773	2,150	0	112,923
Resilience Reserve (New)	96,465	100,000	0	196,465	96,465	100,000	0	196,465	96,465	1,872	0	98,337
Staff Housing Reserve (New)	0	0	0	0	0	0	0	0	0	0	0	0
Carpark reserve	499,597	303,187	(105,188)	697,596	499,707	303,187	(105,188)	697,706	499,707	9,699	0	509,406
Footpath reserve	1,605,659	194,225	(108,832)	1,691,052	1,651,338	194,225	(154,373)	1,691,190	1,651,338	32,052	0	1,683,390
	<b>39,990,484</b>	<b>4,234,917</b>	<b>(5,567,720)</b>	<b>38,657,681</b>	<b>38,787,299</b>	<b>5,337,483</b>	<b>(4,687,161)</b>	<b>39,437,621</b>	<b>38,787,299</b>	<b>744,952</b>	<b>0</b>	<b>39,532,251</b>

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

## INVESTING ACTIVITIES

## 5 CAPITAL ACQUISITIONS

Capital acquisitions	Original	Amended		YTD Actual	YTD Variance
	Budget	Budget	YTD Budget		
		\$	\$	\$	\$
Buildings - non-specialised	5,426,684	4,591,132	3,276,596	1,445,375	(1,831,221)
Furniture and equipment	123,926	143,714	64,754	0	(64,754)
Plant and equipment	2,809,771	2,574,111	1,336,874	317,940	(1,018,934)
<b>Acquisition of property, plant and equipment</b>	<b>8,360,381</b>	<b>7,308,957</b>	<b>4,678,224</b>	<b>1,763,315</b>	<b>(2,914,909)</b>
Infrastructure - roads	4,036,811	4,229,867	880,208	678,583	(201,625)
Infrastructure - drainage	10,000	4,570	4,570	5,800	1,230
Infrastructure - recreation areas	14,031,277	50,049,357	6,485,891	7,971,616	1,485,725
Infrastructure - other	186,255	610,179	307,179	78,358	(228,821)
<b>Acquisition of infrastructure</b>	<b>18,264,343</b>	<b>54,893,973</b>	<b>7,677,848</b>	<b>8,734,357</b>	<b>1,056,509</b>
<b>Total capital acquisitions</b>	<b>26,624,724</b>	<b>62,202,930</b>	<b>12,356,072</b>	<b>10,497,673</b>	<b>(1,858,399)</b>
<b>Capital Acquisitions Funded By:</b>					
Capital grants and contributions	10,794,394	47,267,155	4,755,455	1,113,752	(3,641,703)
Lease liabilities	0	0	0	45,881	45,881
Borrowings	3,963,081	3,963,717	0	0	0
Other (disposals & C/Fwd)	729,394	571,632	322,695	0	(322,695)
Reserve accounts	4,285,922	3,303,541	604,459	0	(604,459)
Contribution - operations	6,851,934	6,928,100	6,673,463	9,338,040	2,664,577
<b>Capital funding total</b>	<b>26,624,725</b>	<b>62,034,145</b>	<b>12,356,072</b>	<b>10,497,673</b>	<b>(1,858,399)</b>

## KEY INFORMATION

## Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

## Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

## Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

## INVESTING ACTIVITIES

## 5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

	Account Description	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		\$	\$	\$	\$	\$
	<b>Buildings - non-specialised</b>					
2	Shire Key Worker Housing - Capex New 2023/24	2,965,364	2,123,698	2,123,698	1,020,231	1,103,467
i7	Town Beach Kiosk Cap Build New Const-Cap Exp-Other Build Lea	72,715	64,225	64,225	38,868	25,357
i5	Brac Gym And Fitness Facility - Detailed Design / Tender Package- Cap Ex	406,107	424,926	424,926	125,609	299,317
i7	Pavillion Build New Const Stg 2 - Brac Ovals - Cap Exp	13,200	13,200	0	0	0
	Western Australian Football Commission Grant Expenditure - Medland	60,000	87,000	47,000	0	47,000
i2	Library Building Renewal	17,500	17,500	0	29,087	(29,087)
i6	Male Oval Toilets Renewal Cap Exp	200,000	176,317	76,319	136,947	(60,628)
i2	Building Amp - Museum Capital Works	5,000	5,000	0	0	0
i3	Museum Precinct Master Plan	72,500	72,500	72,500	0	72,500
6	Brac Building Renewal - Cap Exp - Brac Dry	44,500	44,500	0	0	0
i0	Admin Building - Packaged Plant- Cap Ex	365,140	365,140	365,140	0	365,140
i7	Depot Building Const Renewal - Cap Exp - Depot Operations	28,800	28,800	0	7,430	(7,430)
1	Brac Building Upgrade - Cap Exp - Brac Dry	220,000	320,000	0	0	0
	Civic Centre Building Renewal (Inc Plant & Furn) - Cap Exp - Public Halls	62,095	64,470	52,095	40,223	11,872
	Shire Office Barker St - Building Renewal - Cap Exp - Corp Gov Support	11,000	11,000	0	0	0
	KRO1 Building Renewal - Cap Exp - Office Prop Leased	98,600	50,693	50,693	46,798	3,895
	KRO2 Building Renewal - Cap Exp - Office Prop Leased	110,000	110,000	0	0	0
	BOSCCA Building Renewal (Inc Plant & Furn) - Cap Exp - Com Fac Leased	22,000	22,000	0	0	0
	Town Beach Cafe Redevelopment - Cap Exp	590,163	590,163	0	180	(180)
8	Depot Security Gates Upgrade	62,000	0	0	0	0
	<b>Total Buildings - non-specialised</b>	<b>5,426,684</b>	<b>4,591,132</b>	<b>3,276,596</b>	<b>1,445,375</b>	<b>1,831,221</b>
	<b>Furniture and equipment</b>					
	Exhibition Infrastructure For Kimberley Artwork Grant - Cap Exp	0	69,788	27,788	0	27,788
	Software Cap Exp - IT (dont use)	73,926	73,926	36,966	0	36,966
i28	Mola Mapping	50,000	0	0	0	0
	<b>Total Furniture and equipment</b>	<b>123,926</b>	<b>143,714</b>	<b>64,754</b>	<b>0</b>	<b>64,754</b>
	<b>Plant and equipment</b>					
	Vehicle & Mob Plant New Cap Exp - Comm Services	58,000	58,000	0	0	0
	Vehicles & Mobile Plant New - Cap Exp- Sanit Gen Refuse	60,000	60,000	0	0	0
	Vehicle & Mobile Plant New - Cap Exp- IT	30,000	30,000	30,000	0	30,000
	Vehicle & Mobile Plant New - Cap Exp - Depot Ops	68,000	219,534	151,534	0	151,534
	Vehicle & Mob Plant New - Cap Exp - Works Ops	62,000	62,000	0	4,540	(4,540)
	Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	385,615	385,615	262,615	0	262,615
	Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Dev Services	60,277	60,268	60,268	0	60,268
	Vehicles & Mobile Plant Renewal(Replacement) - Cap Exp - Town Plann	58,000	58,000	0	0	0
	Vehicle & Mobile Plant Renewal (Replacement) -Cap Exp- Swim Area & Beaches	25,000	25,000	0	0	0
	Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	793,545	426,588	123,023	72,070	50,953
	Vehicle & Mobile Plant Renewal(Replacement)- Cap Exp - Eng Office	82,000	82,000	0	0	0
	Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	890,891	873,995	476,323	7,770	468,553
	Mobile Plant & Equipment Renewal (Replacement) - Cap Exp - Sanitation Other	70,043	233,111	233,111	233,560	(449)
	BRAC Booster Pump	166,400	0	0	0	0
	<b>Total Plant and equipment</b>	<b>2,809,771</b>	<b>2,574,111</b>	<b>1,336,874</b>	<b>317,940</b>	<b>1,018,934</b>
	<b>Infrastructure - roads, footpaths &amp; bridges</b>					
i9	Urban Maint Reseals Renewal Works Cap Exp	965,619	940,098	151,638	228,762	(77,124)
1	Carpark Annual Reseals As Per Amp - Various	12,841	0	0	0	0
i2	Frederick St Footpath Construction - Jewell To The Boulevard	157,500	157,500	0	0	0
ATH	Various Footpath Renewals - Cap Exp	86,727	132,268	88,903	122,335	(33,432)
7	Black Spot - Fairway Drive Traffic Calming Device	84,622	84,623	0	10,732	(10,732)
8	Frederick St Roundabout - Brac Entry	1,512,126	1,624,626	0	567	(567)
9	Old Broome Road	0	1	1	0	1
9	De Marchi Road Black Spot - Cap Exp	453,821	453,266	144,435	152,024	(7,589)
i5	State Blackspot - Frederick Street Off-Street Carpark Cap (Broome Shs) Exp	250,000	243,640	243,640	0	243,640
i2	Footpaths - Various	150,788	150,788	0	142,430	(142,430)
i7	Broome North Subdivision - New Footpath Construction	31,576	52,573	52,573	32	52,541
i01	Sanctuary Road - Idf - 01 Cap Ex Grant Exp	213,934	270,984	164,018	21,700	142,318
i0	Japanese Cemetery New Infra By P & G - Cap Exp	12,500	12,500	0	0	0
i2	Cape Leveque Tourist Bay And Signage	32,757	35,000	35,000	0	35,000
	Misc Infrastructure Renewals per AMP	72,000	72,000	0	0	0
	<b>Total Infrastructure - roads, footpaths &amp; bridges</b>	<b>4,036,811</b>	<b>4,229,867</b>	<b>880,208</b>	<b>678,583</b>	<b>201,625</b>
	<b>Infrastructure - drainage</b>					
i6	Drainage Grate Improvements	10,000	4,570	4,570	5,800	(1,230)
	<b>Total Infrastructure - drainage</b>	<b>10,000</b>	<b>4,570</b>	<b>4,570</b>	<b>5,800</b>	<b>(1,230)</b>



SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

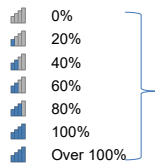
## INVESTING ACTIVITIES

## 5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

	Account Description	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	<b>Infrastructure - recreation areas</b>					
	Cable Beach Stage 1 Rtr/Rpg Grant Expenditure - Cable Beach Road West	0	0	0	3,132	(3,132)
	Cable Beach Stage 1 - Other	477,224	474,980	251,427	569,891	(318,464)
	Cable Beach Stage 1 Pacp Grant Expenditure	3,210,000	3,066,131	1,315,221	2,393,136	(1,077,915)
	Cable Beach Stage 1 Bbrf Grant Expenditure	2,938,744	2,862,504	1,259,555	1,439,818	(180,263)
	Cable Beach Stage 1 Lotterywest Grant Expenditure	961,324	919,482	395,123	304,248	90,875
	Cable Beach Stage 1 Pacp 2 Grant Expenditure	750,000	750,000	340,910	0	340,910
	Cable Beach Stage 1 Loan Expenditure	2,350,507	2,347,463	1,065,366	634,933	430,433
	Cable Beach Stage 1 Reserve Expenditure	1,752,851	1,752,851	796,750	1,748,743	(951,993)
	Cable Beach Stage 1 Lrci Grant Expenditure Phase 4	608,942	608,942	276,790	527,398	(250,608)
	Cable Beach Stage 2 Grant Expenditure	0	35,875,000	0	0	0
	Reticulation Control System New Exp - Cap Exp Parks & Ovals	9,948	9,948	0	0	0
12	Brac Oval Upgrade Of Infra - Cap Exp	450,010	447,835	361,825	38,501	323,324
26	Cable Beach Foreshore Upgrade	205,430	217,924	217,924	54,591	163,333
28	Mola Mapping	0	50,000	50,000	0	50,000
!	Cable Beach Waterpark Detailed Design 23-24 Expenditure	0	350,000	140,000	257,224	(117,224)
7	Haynes Oval Infra Upgrade Const By P&G - Cap Exp - Pks & Ovl	48,740	48,740	15,000	0	15,000
9	Chippindale Park Renewal Infra - Cap Exp - Parks & Ovals	53,293	53,293	0	0	0
13	Male Oval Renewal Infra - Cap Exp - Parks & Ovals	30,816	30,816	0	0	0
11	Tolentino Park Infrastructure Renewal - Cap Exp	72,126	72,126	0	0	0
3	Depot Other Infra Renewal Const - Cap Exp - Depot Ops	111,322	111,322	0	0	0
	<b>Total Infrastructure - recreation areas</b>	<b>14,031,277</b>	<b>50,049,357</b>	<b>6,485,891</b>	<b>7,971,616</b>	<b>(1,485,725)</b>
	<b>Infrastructure - other</b>					
12	Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	0	283,931	163,931	38,434	125,497
12	Street Lighting At Various Locations - Renewal	105,000	105,000	0	1,610	(1,610)
13	Sam Male Luggar Restoration- Cap Ex	49,080	28,700	12,700	32,429	(19,729)
8	Depot Security Gates Upgrade	0	62,000	0	0	0
1	Radar Speed Display Signs Cap Exp	0	1	1	0	1
17	Community Recycling Centre - Rrp - Cap Exp	32,175	130,547	130,547	5,886	124,661
	<b>Total Infrastructure - other</b>	<b>186,255</b>	<b>610,179</b>	<b>307,179</b>	<b>78,358</b>	<b>228,821</b>
		<b>26,624,724</b>	<b>62,202,930</b>	<b>12,356,072</b>	<b>10,497,673</b>	<b>3,716,799</b>

## Capital expenditure total

## Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

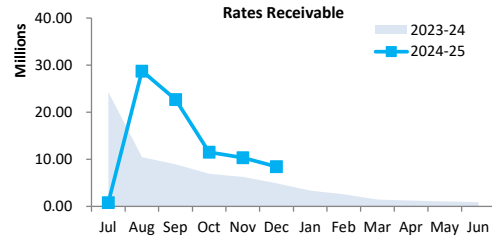
SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

## OPERATING ACTIVITIES

## 6 RECEIVABLES

## Rates receivable

	30 Jun 2024	31 Dec 2024
	\$	\$
Opening arrears previous year	1,227,911	1,052,012
Levied this year	26,565,004	28,621,652
Less - collections to date	(26,740,903)	(21,217,980)
<b>Net rates collectable</b>	<b>1,052,012</b>	<b>8,455,684</b>
% Collected	96.2%	71.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Trade receivables	(117,611)	592,861	743,015	40,375	212,238	1,470,878
Percentage	(8.0%)	40.3%	50.5%	2.7%	14.4%	
<b>Balance per trial balance</b>						
Trade receivables						1,470,530
Infringement Debtors						244,390
GST receivable						403,617
Receivables for employee related provisions						49,347
Allowance for credit losses of other receivables						(244,274)
<b>Total receivables general outstanding</b>						<b>1,923,610</b>

Amounts shown above include GST (where applicable)

## KEY INFORMATION

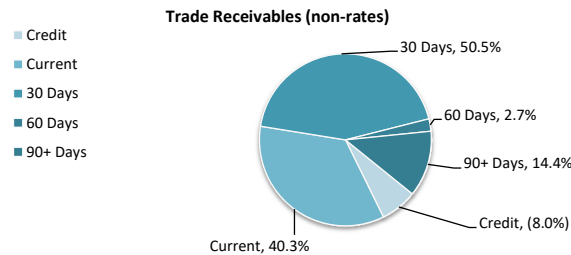
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

## Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024**

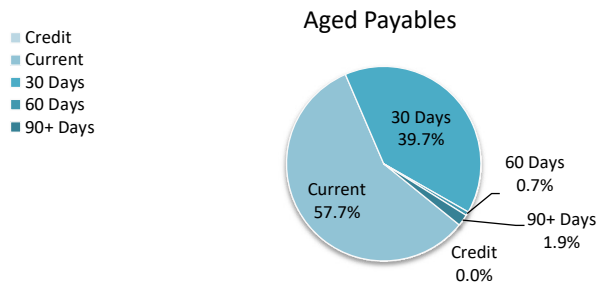
**OPERATING ACTIVITIES**

**7 PAYABLES**

Sundry creditors	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Sundry creditors	0	633,616	436,272	7,269	21,083	1,098,239
Percentage	0.0%	57.7%	39.7%	0.7%	1.9%	
<b>Balance per trial balance</b>						
Trade creditors						1,098,239
Building Services Levy						27,232
Employee liabilities						1,135
Prepaid rates						291,343
Accrued payroll liabilities						2,155
ATO liabilities						39,054
Bonds and deposits held						844,724
Accrued liabilities						545,347
<b>Total payables general outstanding</b>						<b>2,849,229</b>
<b>Amounts shown above include GST (where applicable)</b>						

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

FINANCING ACTIVITIES

8 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Town Beach Redevelopment	197	1,096,897	0	0	(45,758)	(91,886)	1,051,139	1,005,011	(8,091)	(17,362)
Chinatown Revitalisation Project Stage 1	196	889,945	0	0	(85,276)	(171,356)	804,669	718,589	(7,904)	(16,014)
Chinatown Revitalisation Project Stage 2	198	1,468,313	0	0	(54,597)	(109,726)	1,413,716	1,358,587	(14,081)	(28,099)
Chinatown Contingency	201	1,626,711	0	0	(45,927)	(92,946)	1,580,784	1,533,765	(36,559)	(76,252)
Cable Beach Stage 1	NEW	0	0	997,717	0	(49,886)	0	947,831	0	(34,122)
Broome Life Saving Club	200	157,960	0	0	0	0	157,960	157,960	0	0
Shire Key Worker Accommodation	NEW	0	0	2,966,000	0	(296,536)	0	2,669,464	0	(135,221)
		5,239,826	0	3,963,717	(231,558)	(812,336)	5,008,268	8,391,207	(66,635)	(307,070)
<b>Self supporting loans</b>										
Broome Golf Club	199	1,153,846	0	0	(48,077)	(96,154)	1,105,769	1,057,692	(11,088)	(22,076)
Broome Life Saving Club		842,040	0	0	(23,172)	(46,899)	818,868	795,141	(22,876)	(47,289)
		1,995,886	0	0	(71,249)	(143,053)	1,924,637	1,852,833	(33,964)	(69,365)
<b>Total</b>		<b>7,235,712</b>	<b>0</b>	<b>3,963,717</b>	<b>(302,807)</b>	<b>(955,389)</b>	<b>6,932,905</b>	<b>10,244,040</b>	<b>(100,599)</b>	<b>(376,435)</b>
Current borrowings		608,967					306,160			
Non-current borrowings		6,626,745					6,626,745			
		<b>7,235,712</b>					<b>6,932,905</b>			

All debenture repayments were financed by general purpose revenue.  
Self supporting loans are financed by repayments from third parties.

New borrowings 2024-25

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Cable Beach Stage 1	0	997,717	WATC	Debenture	30	835,017	4.56	0	997,717	0
Shire Key Worker Accommodation	0	2,966,000	WATC	Debenture	20	1,560,204	4.56	0	2,966,000	0
	<b>0</b>	<b>3,963,717</b>				<b>2,395,221</b>		<b>0</b>	<b>3,963,717</b>	<b>0</b>

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

OPERATING ACTIVITIES

9 RATE REVENUE

General rate revenue

	Rate in \$	Number of Properties	Rateable Value	Budget Rate Revenue	Reassessed Rate Revenue	Total Revenue	Rate Revenue	YTD Actual Reassessed Rate Revenue	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
GRV - Residential	0.092478	5,118	166,098,639	15,360,470	207,979	15,568,449	15,360,470	128,726	15,489,196
GRV - Vacant	0.200813	173	3,246,770	651,994	0	651,994	651,994	0	651,994
GRV - Commercial	0.126712	558	59,937,332	7,594,779	0	7,594,779	7,594,779	0	7,594,779
GRV - Tourism	0.149846	605	22,611,039	3,388,174	0	3,388,174	3,388,174	0	3,388,174
<b>Unimproved value</b>									
UV - Rural	0.009019	54	19,691,000	177,593	0	420,486	420,486	0	420,486
UV - Mining	0.152538	29	1,501,724	229,070	0	229,070	229,070	0	229,070
UV - Commercial Rural	0.037704	22	11,152,293	420,486	0	177,593	177,593	0	177,593
<b>Sub-Total</b>		<b>6,559</b>	<b>284,238,797</b>	<b>27,822,566</b>	<b>207,979</b>	<b>28,030,545</b>	<b>27,822,566</b>	<b>128,726</b>	<b>27,951,292</b>
<b>Minimum payment</b>									
				Minimum Payment \$					
<b>Gross rental value</b>									
GRV - Residential	1,344	44	578,580	59,136	0	59,136	59,136	0	59,136
GRV - Vacant	1,264	171	795,308	216,144	0	216,144	216,144	0	216,144
GRV - Commercial	1,344	22	153,862	29,568	0	29,568	29,568	0	29,568
GRV - Tourism	1,344	247	782,931	331,968	0	331,968	331,968	0	331,968
<b>Unimproved value</b>									
UV - Rural	1,344	4	196,300	5,376	0	5,376	5,376	0	5,376
UV - Mining	958	28	79,959	26,824	0	26,824	26,824	0	26,824
UV - Commercial Rural	1,344	1	3,300	1,344	0	1,344	1,344	0	1,344
<b>Sub-total</b>		<b>517</b>	<b>2,590,240</b>	<b>670,360</b>	<b>0</b>	<b>670,360</b>	<b>670,360</b>	<b>0</b>	<b>670,360</b>
Concession						(51,496)			0
<b>Total general rates</b>		<b>7,076</b>	<b>286,829,037</b>	<b>28,492,926</b>	<b>207,979</b>	<b>28,700,905</b>	<b>28,492,926</b>	<b>128,726</b>	<b>28,621,652</b>

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

OPERATING ACTIVITIES

10 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Grant	Grants, subsidies and contributions revenue					YTD Revenue Actual
		Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
		\$	\$	\$	\$	\$	\$
WA Grants Commission	Financial Assistance Grant - General Purpose	4	2	1,429,840	(1,429,836)	4	1
WA Grants Commission	Financial Assistance Grant - Roads	64,874	32,437	530,879	(466,005)	64,874	32,438
Department of Health	Broome CLAG Funding	7,000	7,000	7,000	0	7,000	0
Rio Tinto - Pilbara Iron Company Pty Ltd	Youth Partnership Agreement 2022-2025	63,000	63,000	63,000	0	63,000	76,000
Gaming and Wagering Commission	Every Club Scheme Funding (DLGSC)	45,000	0	45,000	0	45,000	0
Department of Local Government, Sport and Cultural Industries	In the House	70,000	70,000	70,000	0	70,000	70,000
State Library of WA	Travel Grant	0	0	0	0	0	1,171
Main Roads WA	Street Lighting Subsidy	45,000	0	45,000	0	45,000	0
Main Roads WA	Direct Grant	202,110	202,110	168,000	34,110	202,110	202,110
Department Of Justice	A Sporting Chance	28,266	28,266	0	28,266	28,266	0
Department of Employment and Workplace Relations	Apprentice Wage Subsidy	0	0	0	0	0	7,246
Library Various grants		18,598	9,300	18,598	0	18,598	12,015
Department of Planning, Lands and Heritage	Coastal Management Plan Assistance Program 2024-25	46,000	22,998	46,000	0	46,000	44,000
Department of Planning, Lands and Heritage	Inclusion Development Fund	2,000	1,002	2,000	0	2,000	0
Department of Communities	Podcast Exhibition	37,500	37,500	0	37,500	37,500	0
Waste Management Grant	Waste Management	14,500	14,500	0	14,500	14,500	14,500
Mental Health Commission	Installation of needle disposal units	187,430	0	0	187,430	187,430	0
	Cable Beach Waterpark Detailed Design Income	507,028	492,028	58,600	448,428	507,028	51,600
<b>TOTALS</b>		<b>1,338,310</b>	<b>980,143</b>	<b>2,483,917</b>	<b>(1,145,607)</b>	<b>1,338,310</b>	<b>511,081</b>

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION

FOR THE PERIOD ENDED 31 DECEMBER 2024

INVESTING ACTIVITIES

11 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

		Capital grants, subsidies and contributions revenue				
Provider	Grant	Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	YTD Revenue Actual
		\$	\$	\$	\$	\$
Main Roads	Black Spot Frederick Street Carpark	211,450	90,726	211,450	0	211,450
Main Roads	RPG Stewart St, Port Guy intersection	880,000	0	880,000	0	880,000
Main Roads	RTR/RPG Cable Beach Stage 1 - Cable Beach Road West	712,500	0	600,000	112,500	712,500
Lotterywest	Cable Beach Stage 1 Cable Beach Stage 1	9,077,432	4,457,972	8,469,010	608,422	9,077,432
Community Sporting & Recreation Facilities	BRAC Tennis Court Surface Renewal	110,000	0	110,000	0	110,000
Department of Communities	Changing Places Cable Beach	35,875,000	0	0	35,875,000	35,875,000
Western Australian Football Commission		60,000	30,000	60,000	0	60,000
Roebuck Estate Development Pty Ltd	Drainage Headworks WAPC 155527 STAGE 11C 2022	0	0	0	0	0
Roebuck Estate Development Pty Ltd	Footpath Contribution WAPC 155527 STAGE 11C 2022	0	0	0	0	0
Education Department of Western Australia	Frederick Street Carpark Contribution towards parking at Broome SHS	0	0	250,000	(250,000)	0
Regional Bikeways Grant- Non Op Inc - Footpaths		1	1	0	1	1
Grants & Contr. Received Non Op - Cap Inc - Tourism & Area Promotion		270,984	106,968	213,934	57,050	270,984
Broome Civic Centre Capital Grants - Cap Inc - Bme Civic Centre		69,788	69,788	0	69,788	69,788
<b>TOTALS</b>		<b>47,267,155</b>	<b>4,755,455</b>	<b>10,794,394</b>	<b>36,472,761</b>	<b>47,267,155</b>
						<b>1,113,752</b>

SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

12 BUDGET AMENDMENTS

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

Description	Classification	Nature & Type	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
<b>Budget adoption</b>						0
<b>OMC 29 August 2024 C/084/008</b>						
Develop Broome Housing Affordability Strategy and Master Planning						
Housing Support Program Grant Expenditure	Operating Expenditure	Materials and contracts			(98,428)	
Housing Support Program Grant Income	Operating Income	Grants, subsidies and contributions		98,428		0
Detailed design of Stage 3 (Waterpark) of the Walmanyjun Cable Beach Foreshore Redevelopment Project						
Cable Beach Waterpark Detailed Design Expenditure	Capital Expenditure	Payments for construction of infrastructure			(350,000)	
Cable Beach Waterpark Detailed Design Grant Income - Lotterywest	Operating Income	Grants, subsidies and contributions		350,000		0
<b>OMC 19 September 2024 C/0924/100</b>						
Implement previous resolution C/0624/066 regarding Energy Developments Ltd Funds	Reserve Transfer	Transfer from reserves		26,500		
Transfer from EDL Sponsorship Reserve	Operating Expenditure	Other expenditure			(26,500)	0
EDL Sponsorship Programme						
Implement previous resolution C/0624/066 regarding Community Development Fund	Operating Expenditure	Other expenditure			(19,500)	
Community Development Fund Stream 1 & Quick Response Grants	Operating Expenditure	Other expenditure		19,500		0
Community Development Fund Stream 2 and 3						
<b>OMC 31 October 2024 C/1024/026</b>						
As per Quarter 1 Finance & Costing Review						
Council Newsletter & Community Info	Operating Expenditure	Materials and contracts			(10,000)	
HRM Consultancy	Operating Expenditure	Materials and contracts			(22,500)	
Salary - Op Exp - Human Resources	Operating Expenditure	Employee costs		22,500		
All Employee Centrelink Paid Parental Leave - Op Exp	Operating Expenditure	Employee costs			(34,511)	
All Employee Centrelink Paid Parental Leave - Op Inc	Operating Income	Other revenue		11,779		
Grant Income - Comm Services - Regional Arts WA - Man-gala Lanterns	Operating Income	Grants, subsidies and contributions		20,000		
Arts & Culture Strategy Implementation - Man-gala Lanterns	Operating Expenditure	Materials and contracts			(20,000)	
Community Development Strategy - Community Safety Plan	Operating Expenditure	Materials and contracts			(13,000)	
Consultants Corp Serv - Op Exp - Corp Gov Support	Operating Expenditure	Materials and contracts			(77,061)	
Salary - Op Exp - Corp Serv Directorate	Operating Expenditure	Employee costs		69,113		
Salary - Op Exp - Corp Serv Directorate	Operating Expenditure	Employee costs		7,948		
Salary - Op Exp - Corp Serv Directorate	Operating Expenditure	Employee costs			(69,113)	
Salary - Op Exp - Corp Serv Directorate	Operating Expenditure	Employee costs			(7,948)	
Transfer from Leave Reserve	Reserve Transfer	Transfer from reserves		75,242		
Entry Fees and Spectator Fees - Op Inc - BRAC Aquatic	Operating Income	Fees and charges		20,000		
WA Football Commission Grant Expenditure - Medlend	Capital Expenditure	Payments for construction of infrastructure			(27,000)	
BRAC Building Upgrade - Cap Exp - BRAC Dry	Capital Expenditure	Payments for property, plant and equipment			(100,000)	
Exhibition Infrastructure for Kimberley Artwork Grant	Capital Income	Proceeds from capital grants, subsidies and contributions		69,788		
Exhibition Infrastructure for Kimberley Artwork Grant - Cap Exp	Capital Expenditure	Payments for property, plant and equipment			(69,788)	
Library Reactive Maint - Op Exp	Operating Expenditure	Materials and contracts			(20,000)	
Transfer From Building Reserve Leased Comm Facilities - Un Clas	Reserve Transfer	Transfer from reserves		20,000		
Salary - Op Exp - Finance	Operating Expenditure	Employee costs		61,454		
Consultants Corp Serv - Op Exp - Corp Gov Support	Operating Expenditure	Materials and contracts		75,000		
Consultants and Relief Staff - Op Exp - Finance - Corp. Gov. & Support	Operating Expenditure	Materials and contracts			(218,054)	
Insurance - General	Operating Expenditure	Insurance		31,907		
Insurance - Workers Compensation	Operating Expenditure	Employee costs		62,077		
Reimbursement of Insurable Claimable Costs - Op Inc - Unclassified General	Operating Income	Other revenue		27,000		
Salary - Op Exp - IT	Operating Expenditure	Employee costs		16,285		
IT Contract Consultants - Exp	Operating Expenditure	Materials and contracts			(16,285)	
Minor Assets<\$5000 - IT Exp	Operating Expenditure	Materials and contracts			(13,560)	
Planning Fees (GST Free) - Op Inc - Town Planning/Regional Devel	Operating Income	Fees and charges		30,000		
Stat Fees & Lic - Building Permits	Operating Income	Fees and charges		40,000		
Planning General Project Consult - Op Exp Town Planning/Reg Dev	Operating Expenditure	Materials and contracts			(8,000)	
Relief Staff Exp - Op Exp - Ranger Operations	Operating Expenditure	Materials and contracts			(150,000)	
Salaries - Op Exp - Fire Prevention	Operating Expenditure	Employee costs		150,000		
Advertising Tags & Other Animal Control Exps - Op Exp - Animal Control	Operating Expenditure	Materials and contracts			(50,000)	
Relief Staff Expenses - Op Exp - Preventive - Inspection/Admin	Operating Expenditure	Materials and contracts			(20,000)	
Salary - Op Exp - Preventive - Inspection/Admin	Operating Expenditure	Employee costs		20,000		
State Direct MRWA/RRG Rd Maint Op Grant Rec'd	Operating Income	Grants, subsidies and contributions		34,110		
Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	Capital Expenditure	Payments for property, plant and equipment			(201,000)	
Transfer Sanitation Steel - Op Exp	Operating Expenditure	Materials and contracts			(52,000)	
Consultants - Op Exp - Sanitation Gen Refuse	Operating Expenditure	Materials and contracts			(20,000)	
Waste Management Grant - Op Exp - Sanitation Gen Refuse	Operating Expenditure	Materials and contracts			(14,500)	
Kerbside collection - Op Inc - Sanitation Gen Refuse	Operating Income	Fees and charges		40,000		
Waste Management Grant - Op Inc - Sanitation Gen Refuse	Operating Income	Grants, subsidies and contributions		14,500		
WMF Op Income - Op Inc - Sanitation Gen Refuse	Operating Income	Fees and charges		500,000		
Transfer to Regional Resource Recovery Park Reserve - Cap Exp - Reg Res Rec Pk	Reserve Transfer	Transfer to reserves			(267,000)	
Town Beach Water Park - P&G Maint	Operating Expenditure	Materials and contracts			(32,700)	
Public BBQs Cleaning - Op Exp	Operating Expenditure	Materials and contracts			(17,342)	
Pressure Washing of Public Infrastructure - Op Exp	Operating Expenditure	Materials and contracts			(42,433)	
Urban Rubbish Bins Servicing - CCC Maint	Operating Expenditure	Employee costs		81,840		
General Litter Control - CCC Maint	Operating Expenditure	Employee costs		10,635		
Haas St Office - Reactive Maint - Op Exp	Operating Expenditure	Materials and contracts			(10,000)	
Cable Beach Restaurant - Reactive Maint - Op Ex	Operating Expenditure	Materials and contracts			(15,000)	
KRO2 - Reactive Maint - Op Exp	Operating Expenditure	Materials and contracts			(15,000)	(122,617)
<b>SMC 25 November 2024 C/1124/031</b>						
Walmanyjun Cable Beach Foreshore Redevelopment Stage 2	Capital Income	Proceeds from capital grants, subsidies and contributions		35,875,000		



SHIRE OF BROOME  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2024

12 BUDGET AMENDMENTS

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

Description	Classification	Nature & Type	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
Walmanjun Cable Beach Foreshore Redevelopment Stage 2 - Head Contract	Capital Expenditure	Payments for construction of infrastructure			(35,875,000)	(122,617)
<b>OCM 12 December 2024 C/1224/005</b>						
Increase budget for A Sporting Chance program to account for unspent monies from prior year						
A Sporting Chance Grant	Operating Income	Grants, subsidies and contributions		28,266		
A Sporting Chance Program Expenditure	Operating Expenditure	Materials and contracts			(39,502)	
A Remote Chance Program Expenditure	Operating Expenditure	Materials and contracts			(22,714)	(156,567)
<b>OCM 12 December 2024 C/1224/006</b>						
Mental Health Commission grant funding received to install needle disposal units						
Operating Grant - Health	Operating Income	Grants, subsidies and contributions		187,430		
Operating Expenditure - Health	Operating Expenditure	Materials and contracts			(187,430)	(156,567)
<b>OCM 12 December 2024 C/1224/023</b>						
Frederick Street Intersection Upgrade						
Frederick Street Intersection Upgrade - Income	Capital Income	Proceeds from capital grants, subsidies and contributions		112,500		
Frederick Street Intersection Upgrade - Expenditure	Capital Expenditure	Payments for construction of infrastructure			(112,500)	(156,567)
<b>OCM 12 December 2024 C/1224/024</b>						
Contaminated Site Remediation						
Contaminated Site Remediation- OP Ex	Operating Expenditure	Materials and contracts			(1,046,000)	
WMF Operating Income	Operating Income	Fees and charges		1,800,000		
Transfer to Regional Recovery Park Reserve	Reserve Transfer	Transfer to reserves			(754,000)	(156,567)
<b>OCM 12 December 2024 C/1224/013</b>						
Adjust brought forward figures after audit finalisation						
Increase in operating grants	Operating Income	Grants, subsidies and contributions		17,500		
Increase in other revenue	Operating Income	Other revenue		75,437		
Financial assistance grant received in prior year	Operating Income	Grants, subsidies and contributions			(1,895,841)	
Increase in operational expenditure	Operating Expenditure	Materials and contracts			(276,548)	
		Proceeds from capital grants, subsidies and contributions		415,472		
Increase in non operating grants	Capital Income	Proceeds from disposal of assets			(157,762)	
Decrease in expected proceeds from sale of assets	Capital Income	Proceeds from new borrowings		636		
Increase in expected proceeds from loans	Capital Income	Payments for construction of infrastructure			(265,127)	
Decrease in expected capital expenditure	Capital Expenditure	Payments for property, plant and equipment		1,422,212		
Decrease in expected capital expenditure	Capital Expenditure	Transfer from reserves			(1,002,301)	
Transfers from Reserve	Reserve Transfer	Transfer to reserves			(81,566)	
Transfers to Reserve - Cable Beach	Reserve Transfer	Surplus or deficit at the start of the financial year		1,785,149		(119,306)
Change in b/fwd surplus	Opening surplus(deficit)					
				43,725,208	(43,844,514)	(119,306)

#### **9.4.6 MINUTES AND RECOMMENDATIONS FROM THE AUDIT AND RISK COMMITTEE MEETING HELD 18 FEBRUARY 2025**

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

#### **SUMMARY:**

Council is requested to consider the recommendations of the Audit and Risk Committee to adopt the 2024 Compliance Audit Return (CAR), and adopt the budget amendments proposed through the 2<sup>nd</sup> Quarter Finance and Costing Review (FACR) of the Shire's budget for the period ended 31 December 2024.

### **BACKGROUND**

#### **Item 5.1 Compliance Audit Return 2023**

##### Previous Considerations

ARC 20 February 2024                      Item 5.1

Local governments are required to complete an annual compliance audit for the previous calendar year by the 31 March. The DLGSC provides the questions each year with the compliance audit being an in-house self-audit that is undertaken by the appropriate responsible officer.

Section 7.13(j) of the *Local Government Act 1995*, and Regulations 13, 14 and 15 of the *Local Government (Audit) Regulations 1996*, outline the requirements for completion of the CAR.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires the Audit and Risk Committee (ARC) to review the CAR and report to Council the results of that review. The CAR is to be:

1. presented to an Ordinary Meeting of Council;
2. adopted by Council; and
3. recorded in the minutes of the meeting at which it is adopted.

Following the adoption by Council of the CAR, a certified copy of the return, along with the relevant section of the minutes and any additional information detailing the contents of the return are to be submitted to the DLGSC by 31 March 2025.

The return requires the Shire President and the Chief Executive Officer to certify that the statutory obligations of the Shire of Broome have been complied with.

## **Item 5.2 2nd Quarter Finance And Costing Review 2024-25**

### Previous Considerations

SMC	22 August 2024	Item 5.4.1
ARC	29 October 2024	Item 5.1
OMC	31 October 2024	Item 13.1

The Shire of Broome has carried out its 2<sup>nd</sup> Quarter Finance and Costing Review (FACR) for the 2023/24 financial year. This review of the 2023/24 adopted Annual Budget is based on actuals and commitments for the first six months of the year from 1 July 2023 to 31 December 2023, and forecasts for the remainder of the financial year.

This process aims to highlight over and under expenditure of funds and over and under achievement of income targets for the benefit of Executive and Responsible Officers to ensure good fiscal management of their projects and programs.

Once this process is completed, a report is compiled identifying budgets requiring amendments to be adopted by Council. Additionally, a summary provides the financial impact of all proposed budget amendments to the Shire of Broome's adopted end-of-year forecast, to assist Council to make an informed decision.

It should be noted that the 2023/24 Annual Budget was adopted at the Special Meeting of Council (SMC) on 11 July 2023 as a balanced budget.

### **COMMENT**

#### **Item 5.1 Compliance Audit Return 2023**

The DLGSC continues to focus on high risk areas of compliance and statutory reporting as prescribed in Regulation 13 of the *Local Government (Audit) Regulations 1996*.

The CAR for the period 1 January to 31 December 2024 comprises a total of 94 questions. The questions are the same as the previous year. A compliance rating of 98% has been achieved for 2024 with one minor non-compliance identified in the optional questions area:

<b>Focus Area</b>	<b>Question</b>	<b>Comments</b>
Optional Questions	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include their information required by section 5.87C of the Act?	One gift was received 09/08/2024 and disclosed as per 5.87C(1) and (3) of the <i>Local Government Act 1995</i> , however the gift was not disclosed until 19/09/2024 as per 5.87C(2).

The Shire will focus on the requirements pertaining to gift disclosures for both staff and elected members to ensure that these requirements are well understood going forward.

## **Item 5.2 2nd Quarter Finance And Costing Review 2024-25**

## **Quarter 2 Finance and Costing Review**

Responsible officers completed the second quarter review in January 2025. The executive team thoroughly reviewed and considered the budget requests, carefully weighing the impacts on service levels and potential delays to projects, against the overall annual budget.

The Quarter 2 FACR results indicate a deficit forecast financial position of **\$10,930** should Council approve the Quarter 2 proposed budget amendments. This figure represents a budget forecast should all expenditure and income occur as expected.

While officers make every effort to ensure the net impact of each FACR is minimal, and offset savings and expenditure within their assigned budgets and directorates, this is not always achievable.

A comprehensive list of accounts has been included for perusal by the committee, presented by Directorate (refer to Attachment 1).

A summary of the results is as follows:

<b>SHIRE OF BROOME SUMMARY REPORT</b>							
<b>BUDGET IMPACT</b>							
	<b>2024/25 Adopted Budget</b>	<b>YTD Adopted Budget Amends. (Inc) / Exp</b>	<b>FACR Q2 Overall (Inc)/ Exp</b>	<b>FACR Q2 Org (Saving) / Expense</b>	<b>FACR Q2 Impact (Inc) / Exp (less Org Saving / Expense)</b>	<b>YTD Impact (Less Org Saving / Expense)</b>	<b>YTD Overall Position</b>
<b>Office of the CEO</b>	\$0	\$45,732	\$0	\$0	\$0	\$45,732	\$45,732
<b>Corporate Services</b>	\$0	\$82,995	-\$74,184	-\$30,184	-\$44,000	\$38,995	\$8,811
<b>Development Services</b>	\$0	-\$12,000	-\$158,201	-\$122,893	-\$35,308	-\$47,308	-\$170,201
<b>Infrastructure Services</b>	\$0	\$5,890	\$120,698	\$79,183	\$41,515	\$47,405	\$126,588
<b>Council budget amends.</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>0,000*</b>	<b>\$122,617</b>	<b>-\$111,687</b>	<b>-\$73,894</b>	<b>-\$37,793</b>	<b>\$84,824</b>	<b>\$10,930</b>

\*Council adopted the annual budget with a predicted end-of-year balanced budget.

## **CONSULTATION**

### ***Item 5.1 Compliance Audit Return 2023***

Department of Local Government, Sport and Cultural Industries.

### ***Item 5.2 2nd Quarter Finance And Costing Review 2024-25***

All amendments have been proposed after consultation with Executive and Responsible Officers at the Shire.

## STATUTORY ENVIRONMENT

### **Item 5.1 Compliance Audit Return 2023 Local Government Act 1995**

#### **7.13 Regulations as to audit**

- (1) Regulations may make provision as follows —
  - (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.

#### **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.

#### **15. Compliance audit return, certified copy of etc. to be given to Departmental CEO**

- (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 Departmental CEO by 31 March next following the period to which the return relates.

### **Item 5.2 2nd Quarter Finance And Costing Review 2024-25 Local Government (Financial Management) Regulation 1996**

#### **r33A. Review of Budget**

- (1) Between 1 January and the last day of February 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; and
  - (d) include the following —
    - (i) the annual budget adopted by the local government;
    - (ii) an update of each of the estimates included in the annual budget;
    - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
    - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.
  - (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
  - (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 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

[Regulation 33A inserted: Gazette 31 Mar 2005 p. 1048-9; amended: Gazette 20 Jun 2008 p. 2723-4; SL 2023/106 r. 18.]

## **Local Government Act 1995**

### **6.8. Expenditure from municipal fund not included in annual budget**

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

“additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.

## **POLICY IMPLICATIONS**

### **Item 5.1 Compliance Audit Return 2023**

Nil.

### **Item 5.2 2nd Quarter Finance And Costing Review 2024-25**

Nil. It should be noted that according to the materiality threshold set at the budget adoption, should a deficit achieve 1% of Shire's operating revenue (\$441,595) the Shire must formulate an action plan to remedy the over expenditure.

## **FINANCIAL IMPLICATIONS**

### **Item 5.1 Compliance Audit Return 2023**

Nil.

### **Item 5.2 2nd Quarter Finance And Costing Review 2024-25**

The **net result** of budget amendments previously endorsed by Council (including Quarter 1 FACR) is a budget deficit position of **\$122,617**.

The **net result** of budget amendments proposed through the Quarter 2 FACR will result in a **\$111,687** surplus.

Council's approval of the Quarter 2 FACR will result in an overall closing position deficit of **\$10,930** to 30 June 2025. This figure represents a budget forecast should all expenditure and income occur as expected.

## **RISK**

### **Item 5.1 Compliance Audit Return 2023**

There is a reputational risk with the DLGSC should the CAR not be completed on time or if significant non compliances are reported.

The likelihood of this occurring is rare.

### **Item 5.2 2nd Quarter Finance And Costing Review 2024-25**

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 2025. Contained within the report are recommendations of amendments to budgets which have financial implications on the estimate of the end-of-year position.

The review does not, however, seek to make amendments below the materiality threshold unless strictly necessary. The materiality thresholds are set at \$10,000 for operating budgets and \$20,000 for capital budgets. Should a number of accounts exceed their budget within these thresholds, it poses a risk that the predicted final end-of-year position may be understated.

In order to mitigate this risk, the CEO enacted the FACRs to run quarterly and Executive examine each job and account to ensure compliance. In addition, the monthly report provides variance reporting highlighting any discrepancies against budget.

It should also be noted that should Council decide not to adopt the recommendations, it could lead to some initiatives being delayed or cancelled in order to offset the additional expenditure associated with running the Shire's operations.

## **STRATEGIC ASPIRATIONS**

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

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

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

**Actions** 11.2.3 **Provide** regular and transparent governance reporting to the community.

## **VOTING REQUIREMENTS**

*Simple Majority*

**COMMITTEE RECOMMENDATION 1:**

*That the Audit and Risk Committee recommends that Council:*

- 1. Accepts the attached 2024 Compliance Audit Return as contained in Attachment 1.*
- 2. Authorises the Shire President and Chief Executive Officer to certify the 2024 Compliance Audit Return in Attachment 1 and provide to the Department of Local Government, Sport and Cultural Industries by 31 March 2025.*

**VOTING REQUIREMENTS**

*Absolute Majority*

**2<sup>ND</sup> QUARTER FINANCE AND COSTING REVIEW 2024-25 (5.2)****COMMITTEE RECOMMENDATION 2:**

*That the Audit and Risk Committee recommends that Council:*

- 1. Receives the Quarter 2 Finance and Costing Review Report for the period ended 31 December 2024;*
- 2. Adopts the operating and capital budget amendment recommendations for the year ended 30 June 2025 as attached (Attachment 1);*
- 3. Notes a forecast net end-of-year deficit position to 30 June 2025 of \$10,930 including previously adopted budget amendments;*
- 4. Endorses the Report as the 2024/25 statutory mid-year budget review; and*
- 5. Requests the Chief Executive Officer to raise concerns regarding the increased Office of the Auditor General's Annual Financial Audit fees to the Minister for Local Government.*

**Attachments**

1. Minutes of the Audit and Risk Committee Meeting held 18 February 2025





# UNCONFIRMED MINUTES

OF THE

AUDIT AND RISK COMMITTEE MEETING

**18 FEBRUARY 2025**

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

Signed:

**SHIRE OF BROOME**  
**AUDIT AND RISK COMMITTEE MEETING**  
**TUESDAY 18 FEBRUARY 2025**  
**INDEX – MINUTES**

1.	OFFICIAL OPENING .....	3
2.	ATTENDANCE AND APOLOGIES .....	3
3.	DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY .....	3
4.	CONFIRMATION OF MINUTES .....	3
5.	REPORTS OF OFFICERS .....	4
	5.1 COMPLIANCE AUDIT RETURN 2024.....	4
	5.2 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25.....	25
6.	MATTERS BEHIND CLOSED DOORS .....	53
7.	MEETING CLOSURE .....	53

**MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF THE SHIRE OF BROOME,  
HELD IN THE COUNCIL CHAMBERS, CORNER WELD AND HAAS STREETS, BROOME,  
ON TUESDAY 18 FEBRUARY 2025, COMMENCING AT 2:30PM.**

**1. OFFICIAL OPENING**

The Chair welcomed Councillors and officers and declared the meeting open at 2:38 PM

**2. ATTENDANCE AND APOLOGIES**

**ATTENDANCE**

<b>Members:</b>	Cr D Male	Chair, Deputy Shire President
	Shire President C Mitchell	Member (via Teams)
	Cr M Virgo	Member
	Cr P Taylor	Deputy Member
<b>Apologies:</b>	Nil	
<b>Leave of Absence:</b>	Nil	
<b>Officers:</b>	Mr S Mastroleambo	Chief Executive Officer
	Mr J Watt	Director Corporate Services
	Mr J Hall	Director Infrastructure
	Ms N Roukens	Acting Director Development & Community
	Ms R Doyle	Manager Governance Strategy and Risk

**3. DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY**

Committee Member	Item No	Item	Nature of Interest
Cr M Virgo	5.2	2 <sup>nd</sup> Quarter Finance and Costing Review 2024-25	Financial "I am an employee of the Broome Visitor Centre"

**4. CONFIRMATION OF MINUTES**

<b><u>COMMITTEE RESOLUTION:</u></b>	<b>Minute No. AR/0225/001</b>
<b>Moved: Shire President C Mitchell</b>	<b>Seconded: Cr M Virgo</b>
<b><i>That the Minutes of the Audit and Risk Committee held on 10 December 2024, as published and circulated, be confirmed as a true and accurate record of that meeting.</i></b>	
<b>CARRIED UNANIMOUSLY 3/0</b>	

## 5. REPORTS OF OFFICERS

### 5.1 COMPLIANCE AUDIT RETURN 2024

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	LCR02
AUTHOR:	Manager Governance, Strategy And Risk
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

#### SUMMARY:

The Department of Local Government, Sport and Cultural Industries (**DLGSC**) requires the Shire of Broome (**Shire**) to complete a Compliance Audit Return (**CAR**) annually. The Audit and Risk Committee (ARC) is requested to recommend that Council adopt the attached CAR for the period of 1 January 2024 to 31 December 2024 (**Attachment 1**) for submission to the Department of Local Government, Sport and Cultural Industries (DLGSC) by 31 March 2024.

#### BACKGROUND

##### Previous Considerations

ARC 20 February 2024                      Item 5.1

Local governments are required to complete an annual compliance audit for the previous calendar year by the 31 March. The DLGSC provides the questions each year with the compliance audit being an in-house self-audit that is undertaken by the appropriate responsible officer.

Section 7.13(i) of the *Local Government Act 1995*, and Regulations 13, 14 and 15 of the *Local Government (Audit) Regulations 1996*, outline the requirements for completion of the CAR.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires the Audit and Risk Committee (ARC) to review the CAR and report to Council the results of that review. The CAR is to be:

1. presented to an Ordinary Meeting of Council;
2. adopted by Council; and
3. recorded in the minutes of the meeting at which it is adopted.

Following the adoption by Council of the CAR, a certified copy of the return, along with the relevant section of the minutes and any additional information detailing the contents of the return are to be submitted to the DLGSC by 31 March 2025.

The return requires the Shire President and the Chief Executive Officer to certify that the statutory obligations of the Shire of Broome have been complied with.

#### COMMENT

The DLGSC continues to focus on high risk areas of compliance and statutory reporting as prescribed in Regulation 13 of the *Local Government (Audit) Regulations 1996*.

The CAR for the period 1 January to 31 December 2024 comprises a total of 94 questions. The questions are the same as the previous year. The key focus areas covered in the CAR are as follows:

Focus Area	2024 Questions
Commercial Enterprises by Local Governments	5
Delegation of Power/Duty	13
Disclosure of Interest	25
Disposal of Property	2
Elections	3
Finance	7
Integrated Planning and Reporting	3
Local Government Employees	5
Official Conduct	4
Optional Questions	9
Tenders for Providing Goods and Services	22
<b>Total</b>	<b>94</b>

During 2024, responsible officers monitored compliance in each of the focus areas through the Shire's cloud-based compliance system, Attain. This has continued an increased awareness of compliance obligations within the Shire and allowed the capture of compliance evidence in a central repository. This compliance system reduces the risk of non-compliance and streamlines compilation of the annual return.

A compliance rating of 98% has been achieved for 2024 with one minor non-compliance identified in the optional questions area as follows:

Focus Area	Question	Comments
Optional Questions	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include their information required by section 5.87C of the Act?	One gift was received 09/08/2024 and disclosed as per 5.87C(1) and (3) of the <i>Local Government Act 1995</i> , however the gift was not disclosed until 19/09/2024 as per 5.87C(2).

The Shire will focus on the requirements pertaining to gift disclosures for both staff and elected members to ensure that these requirements are well understood going forward.

The CAR result continues the Shire's strong history of compliance with the requirements of the *Local Government Act (1995)*, with minimal non compliances reported over the last 5 years and none of a significant risk nature.

It is important to emphasise that the CAR is limited in scope.

Local Governments must also adhere to more than 200 additional legislative instruments, encompassing a broad range of areas such as governance, planning, environmental management, public health, and financial accountability. These laws collectively regulate various aspects of local government operations, ensuring compliance with state and federal requirements.

## **CONSULTATION**

Department of Local Government, Sport and Cultural Industries.

## **STATUTORY ENVIRONMENT**

### **Local Government Act 1995**

#### **7.13 Regulations as to audit**

- (1) Regulations may make provision as follows —
  - (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.

#### **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.

#### **15. Compliance audit return, certified copy of etc. to be given to Departmental CEO**

- (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 Departmental CEO by 31 March next following the period to which the return relates.

#### **POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

Nil.

#### **RISK**

There is a reputational risk with the DLGSC should the CAR not be completed on time or if significant non compliances are reported.

The likelihood of this occurring is rare.

#### **STRATEGIC ASPIRATIONS**

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

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

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

#### **VOTING REQUIREMENTS**

*Simple Majority*

#### **COMMITTEE RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. AR/0225/002**

**Moved: Shire President C Mitchell**

**Seconded: Cr M Virgo**

**That the Audit and Risk Committee recommends that Council:**

- 1. Accepts the attached 2024 Compliance Audit Return as contained in Attachment 1.**
- 2. Authorises the Shire President and the Chief Executive Officer to certify the 2024 Compliance Audit Return in Attachment 1 and provide to the Department of Local Government Sport and Cultural Industries by 31 March 2025.**

**CARRIED UNANIMOUSLY 3/0**

#### **Attachments**

1. 2024 Compliance Audit Return

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

The Shire of Broome - Compliance Audit Return

**Certified Copy of Return**

Please submit a signed copy to the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Delegation of Power / Duty			
Respondent		Renaë Doyle, Manager Governance, Strategy & Risk	
No	Question	Response	Comment
1	1. s5.16 (1) - Were all delegations to committees resolved by absolute majority?	Yes	The Behavioural Complaints Committee established in 2021 is the only Committee with delegated authority. This was initially provided by Absolute Majority (Council resolution C/0422/017) and subsequently by Absolute Majority following the 2023 Ordinary Elections at the 16 November 2023 Ordinary Council Meeting (Council resolution C/1123/019).
2	2. s5.16 (2) - Were all delegations to committees in writing?	Yes	Provided at OMC 16 November 2023 - C/1123/019.
3	3. s5.17 - Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	Yes	Behavioural Complaints Committee has delegated authority through delegation 1.1.1 to, under Clause 12 and 13 of the Code of Conduct, deal with and / or dismiss a complaint. SAGO on behalf of MGSR.
4	4. s5.18 - Were all delegations to committees recorded in a register of delegations?	Yes	Behavioural Complaints Committee delegated authority contained within the Shire delegation register maintained in online Attain system. No exercise of delegation in 2024.
5	5. s5.18 - Has council reviewed delegations to its committees in the 2023/2024 financial year?	Yes	Reviewed and approved by Council at the 30 May 2024 OMC - Minute No. C/0524/073. SAGO on behalf of MGSR.
6	6. s5.42(1) & s5.43 Admin Reg 18G - Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	Delegations register aligned to WALGA Delegations register template. No delegations in breach of s5.43 of LGA or s214 of Planning and Development Act 2005 provided. SAGO on behalf of MGSR.
7	7. s5.42(1) - Were all delegations to the CEO resolved by an absolute majority?	Yes	Yes, Reviewed and approved by Council at the 30 May 2024 OMC - Minute No. C/0524/073 by Absolute Majority. SAGO on behalf of MGSR.



Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

No	Question	Response	Comment
8	8. S5.42(2) - Were all delegations to the CEO in writing?	Yes	Delegation register maintained in the cloud based Attain compliance system which provides electronic delivery of each delegation. SAGO on behalf of MGSR.
9	9. s5.44(2) - Were all delegations by the CEO to any employee in writing?	Yes	Delegation register maintained in the cloud based Attain compliance system which provides electronic delivery to each officer with delegation. SAGO on behalf of MGSR.
10	10 s.5.16(3)(b) & s5.45(1)(b) - Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	No further decision to amend or revoke a delegation. SAGO on behalf of MGSR
11	11. s5.46(1) - Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Delegation register maintained in the Attain online compliance system. SAGO on behalf of MGSR.
12	12. s5.46(2) - Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	Reviewed and approved by Council at the 30 May 2024 OMC - Minute No. C/0524/073. SAGO on behalf of MGSR.
13	13. s.5.46(3), Admin Reg 19 - Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	As far as can be ascertained. All delegations require delegate and/or sub delegate to maintain appropriate records in the Shire's Records Management System or in Attain. SAGO on behalf of MGSR.

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

Disposal of Property			
Respondent		Infrastructure - Lara Blunt, Senior Property and Leasing Officer	
No	Question	Response	Comment
1	1. s3.58(3) - Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	Yes, compliant. 20 Cable Beach Road East – Broome Enterprise Centre (Lessee – Aboriginal Interpreting WA) 5 year lease commencing 15/07/2024 with a further term of 5 year. Local Public Notice given via Shire of Broome website, Broome Advertiser, West Australian Newspaper, Social Media (Facebook).
2	2. s3.58(4) - Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58 (4) of the Act, in the required local public notice for each disposal of property?	Yes	Yes, compliant. 20 Cable Beach Road East – Local Public Notice given via Shire of Broome website, Broome Advertiser, West Australian Newspaper, Social Media (Facebook).

Tenders for Providing Goods and Services			
Respondent		Emma Hallen, Senior Procurement and Risk Officer	
No	Question	Response	Comment
1	1. F&G Reg 11A(1) & (3) Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Compliant.
2	2. s3.57 F&G Reg 11 - Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	Compliant with the regulation. Any tender over \$250,000 that was not publicly published was in compliance with F&G Reg 11(2.)

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

No	Question	Response	Comment
3	3. F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4) - When regulations 11(1), 12(2) or 13 of the Local Government Functions and General Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	Compliant.
4	4. F&G Reg 12 - Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	Compliant.
5	5. F&G Reg 14(5) - If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Compliant - all tenders are managed through VendorPanel. Any queries received through email are also posted to VendorPanel.
6	6. F&G Regs 15 & 16 - Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	Compliant - Tenders were not opened unless in the presence of minimum 2 officers (SPRO and typically Project Manager) and after the deadline date. All details were posted to the Shire Website as soon as practicable after opening in the form of the Tender Register.
7	7. F&G Reg 17 - Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Compliant.
8	8. F&G Reg 18(1) - Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	By utilising VendorPanel for Tender publishing, potential respondents are unable to submit a response following the deadline.
9	9. F&G Reg 18(4) - Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	Extensive evaluation in tender responses undertaken. Evaluations completed via VendorPanel using pre-determined evaluation matrix, accompanied by an Evaluation Report completed by the Project Manager prior to award of the Tender/Contract.

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

No	Question	Response	Comment
10	10. F&G Reg 19 - Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	Compliant.
11	11. F&G Regs 21 & 22 - Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	Compliant.
12	12. F&G Reg 23(1) & (2) - Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes	Compliant - one EOI (EOI24/05) was granted an extended open period to allow for an increased number of submissions.
13	13. F&G Reg 23(3) & (4)- Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	EOI's that were completed in 2024 were for the purpose of finding community members to engage in projects, disposal of lease and testing the market.
14	14. F&G Reg 24 - Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	Yes	EOI24/05 is compliant. EOI24/01, EOI24/02, EOI24/03 and EOI24/04 were not compliant. Due to changes in Officers since June 2024, checks and procedures have been implemented to ensure compliance going forward.
15	15. F&G Regs 24AD(2) & (4) and 24AEDid the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	No panel of pre-qualified suppliers invited in the past 12 months.
16	16. F&G Reg 24AD(6) - If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	No panel of pre-qualified suppliers invited in the past 12 months.

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

No	Question	Response	Comment
17	17. F&G Reg 24AF - Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	No panel of pre-qualified suppliers invited in the past 12 months.
18	18. F&G Reg 24AG Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	No panel of pre-qualified suppliers invited in the past 12 months.
19	19. F&G Reg 24AH(1) - Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	No panel of pre-qualified suppliers invited in the past 12 months.
20	20. F&G Reg 24AH(3) - Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	No panel of pre-qualified suppliers invited in the past 12 months.
21	21. F&G Reg 24AI - Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	No panel of pre-qualified suppliers invited in the past 12 months.
22	22. F&G Regs 24E & 24F - Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	Compliant.

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

Elections			
Respondent		Renae Doyle, Manager Governance, Strategy & Risk	
No	Question	Response	Comment
1	1. Elect Regs 30G(1) & (2) - Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	Yes, published 14 September 2023 - one gift disclosed.
2	2. Elect Regs 30G(3) & (4) - Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G (4) of the Local Government (Elections) Regulations 1997?	Yes	No, the only gift disclosed was from a successful candidate in 2023.
3	3. Elect Regs 30G(5) & (6) Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	Yes, published 14 September 2023 - one gift disclosed.

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

Commercial Enterprise by Local Governments			
Respondent		Alex Clarke-Hale	
No	Question	Response	Comment
1	1. s3.59(2)(a) F&G Regs 7,9,10 - Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	Yes	No major trading undertaking considered by Council during 2024
2	2. s3.59(2)(b) F&G Regs 7,8A, 8, 10 - Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	Yes	Business Plan for the Provision of Key Worker Housing was endorsed by Council in February 2024 and subsequently advertised for public submissions for minimum of six weeks through to 17 April 2024.
3	3. s3.59(2)(c) F&G Regs 7,8A, 8,10 - Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	Yes	Business Plan for the Provision of Key Worker Housing was endorsed by Council in February 2024 and subsequently advertised for public submissions for minimum of six weeks through to 17 April 2024.
4	4. s3.59(4) - Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	Yes	Business Plan for the Provision of Key Worker Housing, seeking public comment, was advertised in the West Australian 06/03/2024, Broome Advertiser 07/03/2024, Shire website and Shire Administration Office.
5	5. s3.59(5) - During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes	Council did not resolve to proceed with any land transaction or undertaking in 2024

Disclosure of Interest			
Respondent		Kristen Cookson, Senior Administration and Governance Officer	
No	Question	Response	Comment
1	1. s5.67 - Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Yes. Recorded in the minutes accordingly.

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

No	Question	Response	Comment
2	2. s5.68(2) & s5.69(5) Admin Reg 21A Were all decisions regarding participation approval, including the extent of participation allowed & where relevant, the information required by Local Government (Administration) Regs 1996 reg 21A, recorded in minutes of the relevant council or committee meeting?	Yes	No participation approval required for any decisions.
3	3. s5.73 Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	All interest disclosures recorded in minutes, financial register and Synergy.
4	4. s5.75 Admin Reg 22, Form 2 - Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	Yes, primary and annual returns recorded and managed in Attain.
5	5. s5.76 Admin Reg 23, Form 3 - Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	All annual returns lodged and recorded in Attain.
6	6. s5.77 - On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	Managed in the Attain system.
7	7. s5.88(1) & (2)(a) - Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	Managed in the Attain system.
8	8. s5.88(1) & (2)(b) Admin Reg 28 - Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in Local Government (Administration) Regulations 1996, regulation 28	Yes	Recorded in File GOC02 within Synergy.
9	9. s5.88(3) - When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	Managed in Attain system, removed from File GOC02 to GOC02.3 for retention of 5 years.



Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

No	Question	Response	Comment
10	10. s5.88(4) - Have all returns removed from the register in accordance with section 5.88 (3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	Managed in Attain system.
11	11. s5.89A(1), (2) & (3) Admin Reg 28A - Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	Yes, one gift disclosed for 2024 and register updated.
12	12. s5.89A(5) & (5A) - Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Yes, up to date on website
13	13. s5.89A(6) - When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	No gifts were disclosed for any people ceasing to be a person required to disclose.
14	14. - s5.89A(7) Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	No records required to be removed.
15	15. s5.70(2) & (3) - Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Yes, recorded in minutes.
16	16. s5.71A & s5.71B(5) - Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	Yes	No gifts received.

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

No	Question	Response	Comment
17	17. s5.71B(6) & s5.71B(7) - Was any decision made by the Minister under subsection 5.71B (6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered?	Yes	No gifts received.
18	18. s5.104(1) - Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	Adopted OMC 29 April 2021. Resolution C/0421/009. Review adopted 16 November 2023 OMC Min C/1123/041
19	19. s5.104(3) & (4) - Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	The Mandatory Code of Conduct as legislated was adopted without any additional requirements.
20	20. s5.104(7) - Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	Published 3 May 2021 following adoption at the April Ordinary Meeting of Council and again 17 November 2023 following Council review.
21	21. s5.51A(1) & (3) - Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Code of Conduct for Employees was approved by the CEO 17 February 2021. Up to date version published on website.

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

Integrated Planning and Reporting			
Respondent		Kristen Cookson, Senior Administration and Governance Officer	
No	Question	Response	Comment
1	1. Admin Reg 19C - Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Following recent reforms under Local Government Amendment Act 2023, combined Strategic Community Plan and Corporate Business Plan as a Council Plan adopted by Council as an Absolute Majority vote at OMC 12 Dec 2024 (Minute No C/1224/015)
2	2. Admin Reg 19DA(1) & (4) - Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Following recent reforms under Local Government Amendment Act 2023, combined Strategic Community Plan and Corporate Business Plan as a Council Plan adopted by Council as an Absolute Majority vote at OMC 12 Dec 2024 (Minute No C/1224/015)
3	3. Admin Reg 19DA(2) & (3) - Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	Will be reviewed once every four years. Corporate Business Plan components will be reviewed annually.

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

Local Government Employees			
Respondent		Catherine Tribble, Manager People & Culture	
No	Question	Response	Comment
1	1. s5.36(4) & s5.37(3) Admin Reg 18A - Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	No senior employees recruited in 2024
2	2. Admin Reg 18E - Was all information provided in applications for the position of CEO true and accurate?	Yes	No CEO recruitment in 2024
3	3. Admin Reg 18F - Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	Yes	No CEO recruitment in 2024
4	4. s5.37(2) - Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	No senior employees recruited in 2024
5	5. s5.37(2) - Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	Yes	No senior employees recruited in 2024

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

Finance			
Respondent		Unassigned, Manager Financial Services	
No	Question	Response	Comment
1	1. s7.1A - Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	Follow Local Government Elections in October 2023, new Committee members were appointed at the 16 November 2023 OCM - Min C/1123/018
2	2. s7.1B - Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	Yes	The Audit and Risk Committee have no delegated authority.
3	3. s7.9(1) Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	Adopted by Council at the 12 December 2024 OCM - Min C/1224/013
4	4. s7.12A(3) - Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	There were no significant matters raised in the auditor's report requiring action.
5	5. s7.12A(4)(a) & (4)(b) - Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes	There were no significant matters raised in the auditor's report requiring action. The Shire of Broome did not prepare a report for the Minister.
6	6. s7.12A(5) - Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	Yes	A report was not required.
7	7. Audit Reg 10(1) - Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	The audit report was received from the Office of the Auditor General 9/12/2024 and was adopted by Council at the 12 December 2024 OCM - Min C/1224/013

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

Official Conduct			
Respondent		Renee Doyle, Manager Governance, Strategy & Risk	
No	Question	Response	Comment
1	1. s5.120 - Has the local government designated an employee to be its complaints officer?	Yes	The CEO is currently the complaints officer for the purposes of s5.37. SAGO on behalf of MGSR.
2	2. s5.121(1) & (2) - Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	No complaints resulted in a finding under section 5.110(2)(a). SAGO on behalf of MGSR.
3	3. S5.121(2) - Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	No minor breaches have been substantiated that require recording in the complaints register. SAGO on behalf of MGSR.
4	4. s5.121(3) - Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	No minor breaches have been substantiated that require online register to be published. SAGO on behalf of MGSR

Optional Questions			
Respondent		Kristen Cookson, Senior Administration and Governance Officer	
No	Question	Response	Comment
1	1. Financial Management Reg 5(2)(c) - Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2024?  If yes, please provide the date of council's resolution to accept the report.	Yes	FMR completed by Stantons during 2022. Council resolution 15 December 2022 OMC - Min C/1222/20. Next due December 2025.

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

No	Question	Response	Comment
2	2. Audit Reg 17 - Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2024?  If yes, please provide date of council's resolution to accept the report.	Yes	Yes, review completed December 2024. Council accepted the report at OMC 12 December 2024 - Min C/1224/012.
3	3. s5.87C - Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	No	One gift was received 09/08/2024 and disclosed as per 5.87C(1) and (3) of the LG Act 1995, however the gift wasn't disclosed until 19/09/2024 as per 5.87C(2).
4	4. s5.90A(2) & (5) - Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?	Yes	Policy adopted on 23/9/2020. Revised 31 August 2023 OMC - Min C/0823/028
5	5. s5.96A(1), (2), (3) & (4) - Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	Yes compliant
6	6. s5.128(1) - Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Reviewed following election 16 Nov 2023 - Min No C/1123/042
7	7. s5.127Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2024?	Yes	Compliant. Website updated in May 2024.
8	8. s6.4(3)By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	Yes. Submitted 20 September 2024.

Item 5.1 - COMPLIANCE AUDIT RETURN 2024



Compliance Audit Return

No	Question	Response	Comment
9	9. s.6.2(3) - When adopting the annual budget, did the local government take into account all it's expenditure, revenue and income?	Yes	Adoption of 2024/25 Annual Budget included consideration of the impact of carryovers from the prior year. SCM 22 August 2024 Item 5.4.1.

**Certification**

I certify the Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor / President, The Shire of Broome

\_\_\_\_\_  
Signed CEO, The Shire of Broome



**Cr Virgo declared a financial interest in Item 5.2 2<sup>nd</sup> Quarter Finance and Costing review 2024-25 being “I am an employee of the BVC”. Cr Virgo left the meeting at 2:53pm.**

**5.2 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25**

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

**SUMMARY:**

The Audit and Risk Committee is requested to consider results of the 2<sup>nd</sup> Quarter Finance and Costing Review (FACR) of the Shire's budget for the period ended 31 December 2024, including forecast estimates and budget recommendations to 30 June 2025.

**BACKGROUND**

Previous Considerations

SMC	22 August 2024	Item 5.4.1
ARC	29 October 2024	Item 5.1
OMC	31 October 2024	Item 13.1

1<sup>st</sup> Quarter Finance and Costing Review

The 1<sup>st</sup> Quarter Finance and Costing Review (the Q1 Review) was approved by Council at the OMC 31 October 2024. The Q1 Review contained a comprehensive list of budget amendments with the following proposed amendments of note:

- **BRAC Importance Level 4 Upgrades Project (expense)**
  1. An additional \$100,000 in municipal funds is required due to an increased scope of work identified during project preparations. The original project budget consists of \$110,000 in grant funding and \$110,000 in municipal funding. No further funding is confirmed at this stage. If the additional municipal funds are not provided, the grant funding will need to be returned, and the project will not proceed.
- **Accounting Support (expense)**
  2. An additional \$81,600 is requested to engage contractors for the preparation of the 2025/26 annual budget and to review Council's Long Term Financial Plan. Contractor support is required due to the long term vacancy in the Accountant position necessitating external support to ensure these statutory projects are completed.
- **Insurance (saving)**
  3. Actual annual insurance costs are \$93,984 lower than budgeted. Additionally, there is a \$27,000 insurance reimbursement for LGIS wage adjustments for 2023/24.
- **Planning and Building Fee Income (saving)**

4. Additional income of \$70,000 is projected above budget, with income tracking ahead across both areas. This increase stems largely from increased solar applications.
- **Main Roads Direct Grant (saving)**
5. Actual grant was confirmed to be \$34,110 more than the budget estimate.
- **Property Reactive Maintenance (expense)**
6. An amount of \$40,000 is required for unplanned maintenance across the Administration building and two commercial properties.
- **Implementation of the Animal Management Plan (expense)**
7. The Animal Management Plan was adopted at the Ordinary Council Meeting on 19 September 2024. Council Resolution Point 3 requested the allocation of \$50,000 through Quarter 1 FACR to cover costs for implementing actions in the plan.

Since the adoption of the 2024/25 annual budget, Council has approved the following budget amendments independent of the FACR process:

**OMC 29 August 2024 Item 9.2.1 – Broome Housing Affordability Strategy And Master Planning**

The net impact on municipal funds for 2024/25 is \$0, as the budget amendments offset each other (\$98,428 in income and \$98,428 in expenditure). An agenda item was presented to the full Council, outside of the FACR process, to facilitate the proposed project. Council resolved the following:

**COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0824/001**

**Moved: Cr E Smith**

**Seconded: Cr S Cooper**

**That Council:**

1. **Notes the successful outcome of application – Housing Support Program Stream 1 (Attachment 1);**
2. **Endorses the proposed scope of works to develop a Broome Housing Affordability Strategy, in addition to offering concept master planning to help stimulate the development of undeveloped and underdeveloped land across the townsite of Broome; and**
3. **Adopt the following budget amendments to the 2024/25 Annual Budget for the Broome Housing Affordability Strategy and Master Planning, noting a nil impact on municipal funds:**
  - a) **Increase expenditure account 1367460 to \$98,428; and**
  - b) **Increase budget account 1367304 by \$98,428.**

**For: Shire President C Mitchell, Cr. D Male, Cr. S Cooper, Cr. J Lewis, Cr. P Matsumoto,  
Cr. M Virgo, Cr. P Taylor, Cr. E Smith, Cr. J Mamid.**

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 9/0**

**OMC 29 August 2024 Item 9.2.3 – Walmanyjun Cable Beach Foreshore Redevelopment - Waterpark Design Services (Stage3)**

The net impact on municipal funds for 2024/25 is \$0, as the budget amendments offset each other (\$350,000 in income and \$350,000 in expenditure). An agenda item was presented to the full Council, outside of the FACR process, to facilitate the proposed project. Council resolved the following:

**COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0824/002**

**Moved: Cr D Male**

**Seconded: Cr P Taylor**

**That Council adopt the following budget amendments to the 2024/25 Annual Budget for the detailed design of Stage 3 (Waterpark) of the Walmanyjun Cable Beach Foreshore redevelopment Project, noting a nil impact on municipal funds:**

- 1. Increase expenditure account WD02 to \$350,000: and**
- 2. Increase grant income account WD01 of \$350,000.**

**For: Shire President C Mitchell, Cr. D Male, Cr. S Cooper, Cr. J Lewis, Cr. P Matsumoto,**

**Cr. M Virgo, Cr. P Taylor, Cr. J Mamid.**

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 9/0**

**OMC 19 September 2024 Item 9.4.3 – Monthly Financial Report - August 2024**

The net impact on municipal funds in 2024/25 is \$0, as the budget amendments offset each other (\$26,500 income and \$26,500 expenditure). An agenda item was presented to full Council, outside of the FACR process, given the critical timing of the Community Development Fund program. Council resolved the following:

**COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0924/003**

**Moved: Cr J Lewis**

**Seconded: Cr E Smith**

**That Council:**

- 1. Receives the Monthly Financial Report for the period ended 31 August 2024 as attached; and**
- 2. Approves the following 2024/25 budget amendments to implement Council's previous resolution, Minute No. C/0624/066, regarding the allocation of the 2024/25 Community Development Fund program and Energy Development Limited grant funding:**
  - a. Budget increase of \$26,500 for Account 100235930 Transfer from EDL Sponsorship Reserve;**
  - b. Budget increase of \$26,500 for Account 100221730 EDL Sponsorship Programme;**
  - c. Budget increase of \$19,500 for Account 100221720 Community Development Fund Stream 1 and Quick Response Grants; and**
  - d. Budget decrease of \$19,500 for Account 100221740 Community Development Fund Stream 2 and 3.**

**For: Shire President C Mitchell, Cr. D Male, Cr. S Cooper, Cr. J Lewis, Cr. P Matsumoto,**

**Cr. M Virgo, Cr. P Taylor, Cr. E Smith, Cr. J Mamid.**

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 9/0**

The **net result** of the Quarter 1 FACR estimates is a budget deficit position of **\$122,617** to 30 June 2025. Budget amendments previously endorsed by Council have had no municipal impact.

This net result includes \$84,560 of additional expenditure requirements across directorates, and \$38,057 of additional organisational expenditure.

#### Quarter 2 Finance and Costing Review

The Shire of Broome has carried out its 2<sup>nd</sup> Quarter Finance and Costing Review (FACR) for the 2023/24 financial year. This review of the 2023/24 adopted Annual Budget is based on actuals and commitments for the first six months of the year from 1 July 2023 to 31 December 2023, and forecasts for the remainder of the financial year.

This process aims to highlight over and under expenditure of funds and over and under achievement of income targets for the benefit of Executive and Responsible Officers to ensure good fiscal management of their projects and programs.

Once this process is completed, a report is compiled identifying budgets requiring amendments to be adopted by Council. Additionally, a summary provides the financial impact of all proposed budget amendments to the Shire of Broome's adopted end-of-year forecast, to assist Council to make an informed decision.

It should be noted that the 2023/24 Annual Budget was adopted at the Special Meeting of Council (SMC) on 11 July 2023 as a balanced budget.

#### **COMMENT**

##### **Council Approved budget amendments**

The following budget amendments have been approved by Council since the 1<sup>st</sup> Quarter FACR:

##### **OMC December 12 2024 Item 14.1 Request for Tender RFT24-09 Frederick Street Intersection**

The net impact on municipal funds in 2024/25 is \$0, as the budget amendments offset each other (\$112,500 income and \$112,500 expenditure). An agenda item was presented to full Council, outside of the FACR process, given the critical timing of the tender. Council resolved the following:

#### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/1224/023**

**Moved: Cr S Cooper**

**Seconded: Cr M Virgo**

**That Council:**

- 1. Note the recommendation in the Evaluation Report for RFT 24-09 Frederick Street Intersection Upgrades as presented in Attachment 2;**

2. **Accepts the Tender provided by McCorry Brown Earthmoving Pty Ltd as the most advantageous Respondent from which to form a Contract, after final contract negotiations to a maximum value of \$1,525,000 Ex GST.**
3. **Authorises the Chief Executive Officer to negotiate and sign the contract documentation following final contract negotiations and the appropriate financial due diligence, and negotiate contract variations during the works/project if necessary;**
4. **Approve a budget amendment of \$112,500 Ex GST to Expense Account 121718 for the delivery of RFT 24-09 Frederick Street Intersection Upgrades.**
5. **Approve a budget amendment of \$112,500 Ex GST to Income Account 121776 for the delivery of RFT 24-09 Frederick Street Intersection Upgrades.**

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr M Virgo.**

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 7/0**

**OMC December 12 2024 Item 14.2 Request for Tender RFT24-08 Contaminated Site Remediation – Reserve 42502**

The net impact on municipal funds in 2024/25 is \$0, as the budget amendments offset each other (\$1,800,000 income, \$1,046,000 expenditure and \$754,000 transfer to reserve). An agenda item was presented to full Council, outside of the FACR process, given the critical timing of the tender. Council resolved the following:

**COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/1224/024**

**Moved: Cr J Mamid**

**Seconded: Cr P Matsumoto**

**That Council:**

1. **Note the recommendation outlined in the Evaluation Report for RFT 24/08 Contaminated Site Remediation Reserve 42502 as presented in Attachment 2;**
2. **Accepts the Tender from Site Environmental and Remediation Services Pty Ltd as the most advantageous Respondent from which to form a Contract, subject to final contract negotiations for RFT 24/08, with a maximum value of \$1,196,000 Ex GST.**
3. **Authorises the Chief Executive Officer to finalise and sign the contract following negotiations and financial due diligence, and to negotiate contract variations during the project;**
4. **If a Contract cannot be executed, authorises negotiations to commence with the second preferred Respondent.**
5. **Approve a budget amendment of \$1,046,000 Ex GST to Expense Account 101010500 for the delivery of RFT 24/08 Contaminated Site Remediation Reserve 42502.**
6. **Approve a budget amendment of \$1,800,000 Ex GST to Income Account 101014200 WMF Op Income – Sanitation Gen Refuse Mun.**
7. **Approve a budget amendment to transfer \$754,000 Ex GST to Account 101018950 Transfer to Regional Resource Recovery Park Reserve.**

**8. Requests the Chief Executive Officer to update the Landfill Closure Management Plan and provide an update on the costings for inclusion in the financial modelling for the Refuse Reserve and Regional Resource Recovery Park Reserve.**

**For: Shire President C Mitchell, Cr D Male, Cr S Cooper, Cr J Mamid, Cr P Matsumoto, Cr E Smith, Cr M Virgo.**

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 7/0**

#### **Quarter 2 Finance and Costing Review**

Responsible officers completed the second quarter review in January 2025. The executive team thoroughly reviewed and considered the budget requests, carefully weighing the impacts on service levels and potential delays to projects, against the overall annual budget.

The Quarter 2 FACR results indicate a deficit forecast financial position of **\$10,930** should Council approve the Quarter 2 proposed budget amendments. This figure represents a budget forecast should all expenditure and income occur as expected.

While officers make every effort to ensure the net impact of each FACR is minimal, and offset savings and expenditure within their assigned budgets and directorates, this is not always achievable. The second quarter review has balanced the impact of the proposed variances within the full budget, including the following proposed amendments:

- \$172,000 additional income at the Waste Management Facility offset by a \$100,000 increase in costs (primarily related to dry hire excavator costs required due to BOMAG repairs) resulting in a \$72,000 transfer to the Regional Resource Recovery Park Reserve.
- \$120,000 decrease to salary accounts in the Ranger Operations business unit with a corresponding \$120,000 increase to fund relief staff required due to vacancies.
- \$88,525 increased income via developer contributions which have been quarantined in reserve for future footpath and drainage works.
- \$85,393 savings in salary allocations for A Sporting Chance due to the program being wound up (refer December 12 2024 OMC Item 9.1.1).
- \$80,000 reduction in loan fees and adjustments due to the delayed draw down of the Key Worker Housing Loan.
- \$77,000 loss of interest income due to the delayed issue of rates notices following late budget adoption coupled with less grant funding being held in the municipal bank account.
- \$60,000 decrease to salary accounts in the Finance business unit with a corresponding \$77,021 increase to fund relief staff and external financial support due to vacancies in key positions. Pleasingly the Manager Finance position has recently been filled with recruitment continuing for the Accountant role.
- \$45,000 decrease to salary accounts in the Information Services business unit with a corresponding \$45,000 increase to fund external ICT support required due to vacancies in key positions.
- \$45,000 decrease to salary accounts in the Works business unit with a corresponding \$45,000 increase to fund relief staff required due to vacancies in key positions.

- \$42,551 in savings following the completion of the Male Oval Toilet Renewals with the savings returned to reserve.

A comprehensive list of accounts has been included for perusal by the committee, presented by Directorate (refer to Attachment 1).

A summary of the results is as follows:

SHIRE OF BROOME SUMMARY REPORT							
BUDGET IMPACT							
	2024/25 Adopted Budget	YTD Adopted Budget Amends. (Inc) / Exp	FACR Q2 Overall (Inc)/ Exp	FACR Q2 Org (Saving) / Expense	FACR Q2 Impact (Inc) / Exp (less Org Saving / Expense)	YTD Impact (Less Org Saving / Expense)	YTD Overall Position
Office of the CEO	\$0	\$45,732	\$0	\$0	\$0	\$45,732	\$45,732
Corporate Services	\$0	\$82,995	-\$74,184	-\$30,184	-\$44,000	\$38,995	\$8,811
Development Services	\$0	-\$12,000	-\$158,201	-\$122,893	-\$35,308	-\$47,308	-\$170,201
Infrastructure Services	\$0	\$5,890	\$120,698	\$79,183	\$41,515	\$47,405	\$126,588
Council budget amends.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	0,000*	\$122,617	-\$111,687	-\$73,894	-\$37,793	\$84,824	\$10,930

\*Council adopted the annual budget with a predicted end-of-year balanced budget.

## CONSULTATION

All amendments have been proposed after consultation with Executive and Responsible Officers at the Shire.

## STATUTORY ENVIRONMENT

### Local Government (Financial Management) Regulation 1996

#### r33A. Review of Budget

- (1) Between 1 January and the last day of February 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; and
- (d) include the following —
  - (i) the annual budget adopted by the local government;
  - (ii) an update of each of the estimates included in the annual budget;
  - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
  - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (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 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

[Regulation 33A inserted: Gazette 31 Mar 2005 p. 1048-9; amended: Gazette 20 Jun 2008 p. 2723-4; SL 2023/106 r. 18.]

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

##### **6.8. Expenditure from municipal fund not included in annual budget**

- 1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government;
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.
- (1a) In subsection (1) —  
“additional purpose” means a purpose for which no expenditure estimate is included in the local government's annual budget.

#### **POLICY IMPLICATIONS**

Nil.

It should be noted that according to the materiality threshold set at the budget adoption, should a deficit achieve 1% of Shire's operating revenue (\$441,595) the Shire must formulate an action plan to remedy the over expenditure.

#### **FINANCIAL IMPLICATIONS**



The **net result** of budget amendments previously endorsed by Council (including Quarter 1 FACR) is a budget deficit position of **\$122,617**.

The **net result** of budget amendments proposed through the Quarter 2 FACR will result in a **\$111,687** surplus.

Council's approval of the Quarter 2 FACR will result in an overall closing position deficit of **\$10,930** to 30 June 2025. This figure represents a budget forecast should all expenditure and income occur as expected.

#### **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 2025. Contained within the report are recommendations of amendments to budgets which have financial implications on the estimate of the end-of-year position.

The review does not, however, seek to make amendments below the materiality threshold unless strictly necessary. The materiality thresholds are set at \$10,000 for operating budgets and \$20,000 for capital budgets. Should a number of accounts exceed their budget within these thresholds, it poses a risk that the predicted final end-of-year position may be understated.

In order to mitigate this risk, the CEO enacted the FACRs to run quarterly and Executive examine each job and account to ensure compliance. In addition, the monthly report provides variance reporting highlighting any discrepancies against budget.

It should also be noted that should Council decide not to adopt the recommendations, it could lead to some initiatives being delayed or cancelled in order to offset the additional expenditure associated with running the Shire's operations.

#### **STRATEGIC ASPIRATIONS**

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

**Outcome Eleven – Effective leadership, advocacy and governance:**

11.2 Deliver best practice governance and risk management.

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

13.1 Plan effectively for short and long term financial sustainability.

#### **VOTING REQUIREMENTS**

*Absolute Majority*

**REPORT RECOMMENDATION:**

That the Audit and Risk Committee recommends that Council:

1. Receives the Quarter 2 Finance and Costing Review Report for the period ended 31 December 2024;
2. Adopts the operating and capital budget amendment recommendations for the year ended 30 June 2025 as attached (Attachment 1);
3. Notes a forecast net end-of-year deficit position to 30 June 2025 of **\$10,930** including previously adopted budget amendments; and
4. Endorses the Report as the 2024/25 statutory mid-year budget review.

**COMMITTEE RESOLUTION:**

**(RECOMMENDATION)**

**Minute No. AR/0225/003**

**Moved: Cr D Male**

**Seconded: Shire President C Mitchell**

That the Audit and Risk Committee recommends that Council:

1. **Receives the Quarter 2 Finance and Costing Review Report for the period ended 31 December 2024;**
2. **Adopts the operating and capital budget amendment recommendations for the year ended 30 June 2025 as attached (Attachment 1);**
3. **Notes a forecast net end-of-year deficit position to 30 June 2025 of \$10,930 including previously adopted budget amendments;**
4. **Endorses the Report as the 2024/25 statutory mid-year budget review; and**
5. **Requests the Chief Executive Officer to raise concerns regarding the increased Office of the Auditor General's Annual Financial Audit fees to the Minister for Local Government.**

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 2/0**

**Attachments**

1. Quarter 2 Finance and Costing Review 2024-25
2. 2024-25 Mid-year Statement of Budget Review

Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME SUMMARY REPORT							
BUDGET IMPACT							
	2024/25 Adopted Budget (Income)/ Expense	YTD Adopted Budget Amendments (Income)/ Expense	FACR Q2 Overall (Income)/ Expense	FACR Q2 Org (Savings) / Expenses	FACR Q2 Impact (Inc) / Exp (Org Savings subtracted)	YTD Impact (Org Savings Subtracted)	YTD Overall Position
Office of the CEO	\$0	\$45,732	\$0	\$0	\$0	\$45,732	\$45,732
Corporate Services	\$0	\$82,995	-\$74,184	-\$30,184	-\$44,000	\$38,995	\$8,811
Development Services	\$0	-\$12,000	-\$158,201	-\$122,893	-\$35,308	-\$47,308	-\$170,201
Infrastructure Services	\$0	\$5,890	\$120,698	\$79,183	\$41,515	\$47,405	\$126,588
Council approved budget amendments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>0,000*</b>	<b>\$122,617</b>	<b>-\$111,687</b>	<b>-\$73,894</b>	<b>-\$37,793</b>	<b>\$84,824</b>	<b>\$10,930</b>

\*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 (\$458,810), an action plan to remedy the situation will be prepared in accordance with Item 5.4.1 of August SMC on Materiality Threshold.

† Includes all additional Council adopted budget amendments year-to-date, including any previous FACRs

Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 2 2024/25										
COA Code	Job Number	IE Code	Job Description	2024/25 Full Year Current Budget	2024/25 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org (Savings) / Expenses
Office of the CEO										
ADMIN2 - Executive Assistant CEO - Vacant										
22121		34	Kimberley Zone - SOB's Members Costs - Op Exp - Kimberley Zone MUN	\$7,500	\$12,016	\$7,500	\$15,000		Additional funds required noting upcoming travel to Halls Creek and previous travel to Canberra.	
24020		34	Shire President & CEO Special Travel - Op Exp - Members MUN	\$12,000	\$18,012	\$10,000	\$22,000		Additional expenditure YTD due to concerted lobbying efforts with upcoming State and Federal election. Further funds requested for National PIA Awards in Darwin and further travel to 30 June; Note \$9k reimbursement from WALGA for State Council attendance to be received. Savings from account 20315 used to offset increased expenses.	
23015		34	Executive Travel & Accom - Op Exp - Other Governance	\$22,000	\$1,174	-\$17,500	\$4,500		Savings identified to offset Shire Pres/CEO travel expenses.	
						\$0		\$0		\$0
			Office of the CEO Directorate (Saving)/Expense			\$0		\$0		\$0

## Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 2 2024/25										
COA Code	Job Number	IE Code	Job Description	2024/25 Full Year Current Budget	2024/25 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org (Savings) / Expenses
<b>Corporate Services</b>										
<b>BRAC1 - Manager Community Facilities - C Zepnick</b>										
117010	117011	34	Aquatic Building & Pool General Maint Exp	\$25,000	\$22,771	\$10,000	\$35,000		Structural wall works required in leisure pool.	\$10,000
117015	117015	34	Chemicals - Chemical related expenses - Aquatic	\$50,000	\$40,640	\$15,000	\$65,000		Costs have increased for supply and delivery. Have had to increase chlorine levels at times to ensure adequate disinfection.	\$15,000
117148		34	Group Fitness Program - Op Exp - BRAC - Aquatic	\$30,000	\$23,420	\$10,000	\$40,000		Some increases in instructor costs, and AV set up and equipment.	\$0
117280		02	Group Fitness by Brac Inc - Aquatic	-\$40,000	\$0	-\$10,000	-\$50,000		Additional \$14k income to end of December yet to be journalled from Perfect Mind point of sale system. Tracking well and expect increase in attendance in Q3 and 4.	
117410		02	Entry fees and Spectator fees - Op Inc - BRAC Aquatic	-\$260,000	-\$50,844	-\$30,000	-\$290,000		Tracking well primarily due to school swim lesson program. Additional \$113k income to end of December yet to be journalled from Perfect Mind point of sale system. Increase full year budget.	-\$30,000
117081	117082	34	General Building & Facility Maint - BRAC Dry - Op Exp	\$40,000	\$42,154	\$20,000	\$60,000		Failure of large items needing replacement and repair - Sewer pump and railing, air conditioner, fire and safety equipment, squash court lighting, squash court flooring.	\$20,000
117266		02	Multipurpose Room Hire Inc - BRAC	-\$10,000	-\$8,660	-\$10,000	-\$20,000		Hires increased over budget. Increase income by \$10k.	-\$10,000
117272		02	Holiday Program Enrolment Fees Rec'd	-\$40,000	\$0	-\$10,000	-\$50,000		\$21k income to end of December yet to be journalled from Perfect Mind point of sale system. Remainder of Xmas holidays remain.	-\$10,000
117218	117220	34	Medland Pavilion - Reactive Maint - Op Exp	\$6,000	\$16,915	\$15,000	\$21,000		Significant repairs required due to vandalism. Portion to be recouped via insurance.	\$15,000

Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 2 2024/25										
COA Code	Job Number	IE Cod e	Job Description	2024/25 Full Year Current Budget	2024/25 YTD Actuals	Proposed Budget Amendme nt	Proposed Budget	Reserve Movement	Amendment Description	Org (Savings) / Expenses
117293		02	BRAC Fields - Father McMahon Playing Field Fees and Other Income - Op Inc	-\$30,000	-\$7,737	-\$10,000	-\$40,000		Additional \$14k income to end of December yet to be journalled from Perfect Mind point of sale system.	-\$10,000
						\$0		\$0		\$0
LS1 - Library Coordinator - A Morris										
115410		02	Libraries - Miscellaneous Op Inc- Libraries MUN	\$0	-\$10,678	-\$20,000	-\$20,000		Budget error - miscellaneous income inadvertently omitted in the annual budget process.	-\$20,000
115480		11	Grant Program Income - Op Inc- Library	-\$18,598	-\$12,015	-\$16,000	-\$34,598		Adjustment to reflect budget error - grant income inadvertently omitted from annual budget process.	-\$16,000
						-\$36,000		\$0		-\$36,000
CS2 - Manager Financial Services - E French										
22200		34	Audit Fees - Op Exp - Other Governance	\$174,100	\$20,401	\$15,000	\$189,100		2024 audit fee \$165,424 which includes an additional \$15,224 for work specified by OAG: restating comparative balances, consulting the OAG technical team, emphasis of matter, and proposing financial report amendments.	\$15,000
51051		58	FESA Levy paid on Shire land - Op Exp - Fire Prevention	\$0	\$13,006	\$13,006	\$13,006		Emergency Services Levy on Shire-owned properties, not captured in the Annual Budget.	\$13,006
32220		34	Valuation Expenses - Op Exp - Rates	\$195,000	\$10,000	\$7,000	\$202,000		Requesting \$7,000 increase for Landgate valuations, as the triennial GRV fee was confirmed after the budget was set.	\$7,000
30106		1	Interim Rates Broome - Op Inc - Rates	-\$207,979	-\$282,721	-\$77,021	-\$285,000		Interim Rates increase comparative to budget.	-\$77,021
142193		34	Consultants and Relief Staff - Op Exp - Finance - Corp. Gov. & Support	\$218,054	\$167,552	\$67,000	\$285,054		External support for Manager Finance and Accountant vacancies - LoGo contract MFS and Source BP \$67,000.	\$67,000
142004		61	Salary - Op Exp - Finance	\$991,182	\$470,162	-\$50,000	\$941,182		Salary account IE 61 Salaries and Wages reduced to cover Manager vacancy.	-\$50,000
142004		76	Salary - Op Exp - Finance	\$133,174	\$63,956	-\$5,000	\$128,174		Salary account IE 76 Superannuation reduced to cover Manager vacancy.	-\$5,000

Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 2 2024/25										
COA Code	Job Number	IE Code	Job Description	2024/25 Full Year Current Budget	2024/25 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org (Savings) / Expenses
142394		14	Employee LSL Leave Reimbursement - Op Inc - Corp Gov	\$0	-\$13,169	-\$13,169	-\$13,169		Long Service Leave for a current employ, recouped from a previous local government.	-\$13,169
						-\$43,184		\$0		-\$43,184
<b>CS4 - Manager Governance, Strategy &amp; Risk - R Doyle</b>										
24010		34	Conferences Travel & Accom Op Exp - Members	\$40,000	\$23,437	\$37,000	\$77,000		Study Tour Town of Port Hedland; Kimberley Economic Forum; Dampier Peninsula community visit.	\$37,000
22110		34	Refreshments & Receptions - Op Exp - Other Governance	\$15,000	\$16,719	\$10,000	\$25,000		Additional expenses due to number of workshops including Council plan workshops, Budget/LTFP workshops, Council planning days and remote community visits.	\$10,000
107370		02	Cemetery Fees - Op Inc - Other Community Amenities	-\$20,000	-\$20,561	-\$10,000	-\$30,000		Tracking high, increase previous year result.	-\$10,000
113417		02	Event Application Fee Male Oval & Concourse - Op Inc - Parks & Ovals	-\$1,000	-\$14,099	-\$14,000	-\$15,000		Circus and Shinju hires. No further income expected.	
142233		34	Consultants Administration Dept - Op Exp - Corp Gov Support	\$128,000	\$42,430	-\$15,000	\$113,000		Strategic review of Council Plan under budget by \$30K. Additional \$15K required for organisational ProMapp system training.	\$15,000
						\$8,000		\$0		\$52,000
<b>BA - Accountant - J Dodds</b>										
95301		55	Key Worker Accommodation Loan (NEW) Fees & Interest Exp - Staff Housing	\$135,221	\$0	-\$80,000	\$55,221		Budget for full year interest, loan not yet drawn down - adjust to four months.	-\$80,000
142212		20	Interest Rec on Muni Investment - Op Inc - General Administration O'Heads	-\$800,000	-\$284,398	\$77,000	-\$723,000		Municipal funds held at bank average funding level lower than budget due to reduced amount of grant funding held in the account comparatively to 2023-24 and delayed issue of rate notices due to late adoption of budget.	\$77,000
						-\$3,000		\$0		-\$3,000

Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 2 2024/25										
COA Code	Job Number	IE Code	Job Description	2024/25 Full Year Current Budget	2024/25 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org (Savings) / Expenses
<b>CS6 - Manager Information Services - R Ali</b>										
146122		34	Software Cap Exp - IT	\$73,926	\$40,102	-\$33,824	\$40,102		Savings from Altus Defintiv payroll system upgrades reallocated to 146109 to offset increased cost of GIS system transition to cloud.	
146109		34	Software - IT Exp	\$8,000	\$34,329	\$33,824	\$41,824		Redistributed from 146122 to address overspend on GIS transition to cloud (Tech One - AMS). Onsite prem end of life.	
146105		61	Salary - Op Exp - IT	\$459,787	\$183,448	-\$40,000	\$419,787		Staff vacancies have necessitated further engagement of external contractors. Cost funded through salary savings.	-\$40,000
146105		76	Salary - Op Exp - IT (Superannuation)	\$54,744	\$20,204	-\$5,000	\$49,744		Staff vacancies have necessitated further engagement of external contractors. Cost funded through salary savings.	-\$5,000
146111		34	IT Contract Consultants - Exp MUN	\$152,385	\$117,970	\$45,000	\$197,385		Staff vacancies have necessitated further engagement of external contractors. Cost funded through salary savings.	\$45,000
						\$0		\$0		\$0
			<b>Corporate Services Directorate (Saving)/Expense</b>			<b>-\$74,184</b>		<b>\$0</b>		<b>-\$30,184</b>



## Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 2 2024/25										
COA Code	Job Number	IE Code	Job Description	2024/25 Full Year Current Budget	2024/25 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org (Savings) / Expenses
<b>Development Services</b>										
<b>BS1 - Manager Planning &amp; Building - K Wood</b>										
133440		4	Stat Fees & Lic - Pool Inspections	-\$110,000	-\$141,217	-\$35,000	-\$145,000		Increased income from commercial pool inspections	-\$35,000
						-\$35,000		\$0		-\$35,000
<b>REQ10 - Place Activation &amp; Engagement Officer - Communities &amp; Sporting Groups - M Doyle</b>										
113702		34	Club Development Officer Programs Exp - Rec Services	\$20,000	\$5,242	\$17,500	\$37,500		Budget increase to account for Aust Sports Commission Play Well Grant reflected in income account 82670.	
82670		11	Grant Income - Comm Services	-\$20,000	\$0	-\$17,500	-\$37,500		Income recieved as operating grant liability - Aust Sports Commission Play Well Grant.	
						\$0		\$0		\$0
<b>CMS2 - Manager Community Engagement &amp; Projects - N Roukens</b>										
82600		34	Salaries - Op Exp - Community Services	\$0	\$12,727	\$12,727	\$12,727		External contractor engaged to assist with Marketing and Communications to cover staff vacancies. Adjustment from Salaries Income Expense (IE) code 61 to Materials and Contracts IE code 34.	\$12,727
82600		61	Salaries - Op Exp - Community Services	\$815,842	\$403,065	-\$12,727	\$803,115		External contractor engaged to assist with Marketing and Communications to cover staff vacancies. Adjustment from Salaries Income Expense (IE) code 61 to Materials and Contracts IE code 34.	-\$12,727
						\$0		\$0		\$0
<b>REQ80 - Place Activation &amp; Engagement Officer - S Fewster</b>										
82635		34	Community Safety Projects -Op Exp - Community Services	\$10,000	\$0	-\$10,000	\$0		Security Incentive Scheme was not an approved project through the 2024-25 budget process.	-\$10,000
23040		34	Youth Development Program & Working Group - Op Exp - Other Governance	\$83,000	\$36,605	\$10,000	\$93,000		Budget increase to reflect \$10,000 grant income Dept of Communities - Future Ready Project (account 82675).	\$0

Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 2 2024/25										
COA Code	Job Number	IE Code	Job Description	2024/25 Full Year Current Budget	2024/25 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org (Savings) / Expenses
82675		11	Grants for Community Programs - Op Inc - Community Services	-\$63,000	-\$76,000	-\$13,000	-\$76,000		Grant income budget increase \$10,000 Dept of Communities Future Ready Project, \$1,000 Dept of Communities Volunteer grant, \$2,000 Bike Week grant.	\$0
1367457		34	Place Activation Plan	\$102,152	\$48,745	-\$10,000	\$92,152		Decreased \$10,000 for INPEX grant funding that has been expended from account 1160860 (Art Residence Program). \$2000 for Bike Week expenditure (income in account 82675). [RO REQ54]	\$0
116086	AC03	34	ACS Priority 3: Increase engagement and accessibility	\$6,000	\$1,764	\$10,000	\$16,000		Budget increase \$10,000 for INPEX funded Artist in residence expenditure (Income account 113673040). [RO REQ54]	\$0
						-\$13,000		\$0		-\$10,000
<b>REQ54 - Activation &amp; Engagement Coordinator - C Lawton</b>										
1367459		34	A Sporting Chance - Op Exp - Economic Services Special Projects	\$39,502	\$7,194	-\$32,308	\$7,194		Adjustment following discontinuation of A Sporting Chance program as per Council Minutes December 12 2024.	
1367459		40	A Sporting Chance - Op Exp - Economic Services Special Projects	\$1,994	\$0	-\$1,994	\$0		Salary adjustments following discontinuation of A Sporting Chance program as per Council Minutes December 12 2024 - Item 9.1.1.	-\$1,994
1367459		61	A Sporting Chance - Op Exp - Economic Services Special Projects	\$102,168	\$28,073	-\$74,095	\$28,073		Salary adjustments following discontinuation of A Sporting Chance program as per Council Minutes December 12 2024 - Item 9.1.1.	-\$74,095
1367459		76	A Sporting Chance - Op Exp - Economic Services Special Projects	\$11,752	\$2,448	-\$9,304	\$2,448		Salary adjustments following discontinuation of A Sporting Chance program as per Council Minutes December 12 2024 - Item 9.1.1.	-\$9,304
						-\$117,701		\$0		-\$85,393
<b>HS1 - Acting Manager Environmental Health, Emergency &amp; Ranger Services - A Waters</b>										

Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 2 2024/25										
COA Code	Job Number	IE Code	Job Description	2024/25 Full Year Current Budget	2024/25 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org (Savings) / Expenses
53015		75	Relief Staff Exp - Op Exp - Ranger Operations	\$0	\$9,905	\$25,000	\$25,000		Contract Rangers require accommodation.	\$25,000
53015		34	Relief Staff Exp - Op Exp - Ranger Operations	\$150,000	\$169,819	\$95,000	\$245,000		Cover for ongoing staff shortages. Reduction in salaries account.	\$95,000
51010		61	Salaries - Op Exp - Fire Prevention	\$480,593	\$186,575	-\$106,200	\$374,393		Reduction in salaries forecast for FY25 due to ongoing staff shortages.	-\$106,200
51010		76	Salaries - Op Exp - Fire Prevention	\$59,175	\$19,665	-\$13,800	\$45,375		Reduction in salaries forecast for FY25 due to ongoing staff shortages.	-\$13,800
106038		341	Legal Expenses - Development Services MUN	\$10,000	\$3,000	\$7,500	\$17,500		Legal advice required for dog attack, beyond budget.	\$7,500
						\$7,500		\$0		\$7,500
			Development Services Directorate (Saving)/Expense			-\$158,201		\$0		-\$122,893

Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 2 2024/25										
COA Code	Job Number	IE Code	Job Description	2024/25 Full Year Current Budget	2024/25 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org (Savings) / Expenses
<b>Infrastructure Services</b>										
<b>ES3 - Manager Works - K Hill</b>										
148010		34	Salary - Op Exp - Works (Mgmt)	\$96,388	\$41,108	\$45,000	\$141,388		External contractor engaged to back fill vacant Manager and Operations Coordinator roles.	\$45,000
143500		61	Salary - Op Exp - P&G (Management)	\$764,452	\$329,837	-\$45,000	\$719,452		Manager Operations budgeted 50% to P&G Management salary account; Operations Coordinator role budgeted 100% to P&G Management salary account.	-\$45,000
143600		34	Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	\$793,545	\$84,748	\$12,515	\$806,060		Purchase of slasher attachment for existing Parks skidsteer loader to enable disposal of tractor at next auction without requiring replacement.	
						\$12,515		\$0		\$0
<b>ES8 - Manager Waste- M Mitchell</b>										
101028	101091	34	Transfer Station Concrete	\$140,180	\$36,414	-\$80,000	\$60,180		Bulk of crushing and testing completed in 23/24 reducing costs this financial year.	
101030	101033	34	Waste Facility Operations - Op Exp - San Gen Ref	\$507,066	\$518,331	\$90,000	\$597,066		Additional expenditure due to dry hire of excavator during BOMAG compactor repairs and processing asbestos/contaminated soil, additional income received through gate as a result.	
101897		34	Community Recycling Centre - RRRP - Cap Exp	\$0	\$20,000	\$20,000	\$20,000		Additional funds required for consultant to review and update Waste Financial Model. [RO: ES7]	\$20,000
101080	101081	34	WMF - Reactive Maint - Op Exp	\$6,500	\$14,066	\$10,000	\$16,500		Additional reactive repairs to weighbridge and faulty CCTV.	
101423		18	Sundry Income - Op Inc - Sanitation Gen Refuse	-\$188,910	-\$281,489	-\$92,000	-\$280,910		Additional income from sale of scrap steel, \$52k in/out for additional security.	
101895		43	Transfer to Regional Resource Recovery Park Reserve - Cap Exp - Reg Res Rec Pk	\$1,600,579	\$257,799	\$72,000	\$1,672,579	\$72,000	Transfer additional income from sale of scrap steel to Regional Resource Recovery Park Reserve.	

Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 2 2024/25										
COA Code	Job Number	IE Code	Job Description	2024/25 Full Year Current Budget	2024/25 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org (Savings) / Expenses
						\$20,000		\$72,000		\$20,000
ES9 - Manager Engineering - L McKenzie										
104482		12	Headworks Contribution - Non Op Inc - Urban Stormwater Drainage	\$0	-\$15,000	-\$15,000	-\$15,000		Income from Drainage Headworks Fee to be transferred to Drainage Reserve.	
104281		43	Transfer to Drainage Reserve - Cap Exp - Urban Stormwater Drainage	\$54,255	\$34,074	\$15,000	\$69,255	\$15,000	Increase transfer to Drainage Reserve recognising Darinage Headworks Fee's paid.	
1076750	107676	34	Male Oval Toilets Renewal - Cap Exp	\$176,317	\$136,947	-\$42,551	\$133,766		Savings based on final caryover correction (yet to be applied). Unspent funds to be returned to the Building Reserve. 101173260.	
147457		43	Transfer to Building Reserve - Cap Exp - Unclassified General	\$999,457	\$0	\$42,551	\$1,042,008	\$42,551	Increase transfer to Building Reserve recognising savings from Male Oval Toilet Renewal.	
121782		12	Dev Contrib - Footpaths	\$0	-\$73,525	-\$73,525	-\$73,525		Roebuck Estate Construction Pty Ltd WAPC 155527 Stage 11 (\$38K) and DevWA Waranyjarri Estate Stage 12 (\$42K) contributions. Funds transferred to Footpath Reserve.	\$0
125950		43	Transfer to Footpath Reserve	\$194,225	\$32,052	\$73,525	\$267,750	\$73,525	Increase transfer to Footpath Reserve recognising footpath developer contributions.	
113131	CB08	34	Cable Beach Stage 1	\$2,347,463	\$1,390,230	-\$50,000	\$2,297,463		Allocation from Cable Beach Foreshore Redevelopment Stage 1 Shire funded budget for construction to be re-allocated to the design and permit costs required for the Monsoonal Vine Thickett boardwalk to be delivered during a future construction stage of the redevelopment.	

Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 2 2024/25											
COA Code	Job Number	IE Code	Job Description	2024/25 Full Year Current Budget	2024/25 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org (Savings) / Expenses	
1181425	1181426	34	Cable Beach Foreshore Upgrade	\$217,924	\$54,591	\$50,000	\$267,924		Allocation from Cable Beach Foreshore Redevelopment Stage 1 Shire funded budget for construction to be re-allocated to the design and permit costs required for the Monsoonal Vine Thickett boardwalk to be delivered during a future construction stage of the redevelopment.		
121550		58	Statutory Contrib for Crossovers - Op Exp - Crossovers & General	\$30,000	\$43,000	\$30,000	\$60,000		Amendment to recognise significant period of development.		\$30,000
						\$30,000		\$131,076			\$30,000
<b>PK3 - Parks and Gardens Coordinator - A Batt</b>											
113380		34	Consultants & Concept Plan Exps - Op Exp - Parks & Ovals MUN	\$0	\$0	\$29,000	\$29,000		Review and update of the Weed Management Strategy to include a Weed Management Action Plan.		
						\$29,000		\$0			\$0
<b>PM3 - Senior Property &amp; Leasing Officer - L Blunt</b>											
96101		34	Staff Housing - Reactive Maint - Op Exp	\$17,200	\$15,263	\$10,000	\$27,200		Reactive works at Walcott Street Shire owned property.		\$10,000
95442		028	69 Robinson St Rent & Recoup Income - Op Inc	-\$14,300	-\$23,400	-\$32,500	-\$46,800		Additional income in recognition of rent increase to market rent and full occupancy.		-\$32,500
145561		028	15 Shelduck Way - Rent & Recoup Income - Op Inc	-\$52,000	-\$14,138	\$22,500	-\$29,500		Recognition of vacancy period following staff departure.		\$22,500
						\$0		\$0			\$0
<b>PM2 - Asset &amp; Building Coordinator - Civil - A Waddell</b>											
144023		34	Asset Management Program & Sundry Exp - Op Exp - Corp Gov & Support	\$15,000	\$0	-\$10,000	\$5,000		Saving in preparation of the Asset Management Plan.		-\$10,000
						-\$10,000		\$0			-\$10,000
<b>REQ3 - Asset Coordinator - Building Infrastructure Property &amp; Assets - A Perry</b>											
107028	107033	39	Cemetery Operating Expense - Op Exp	\$0	\$19,183	\$19,183	\$19,183		Insurance costs not allocated in 2024/25 budget.		\$19,183

Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 2 2024/25										
COA Code	Job Number	IE Code	Job Description	2024/25 Full Year Current Budget	2024/25 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org (Savings) / Expenses
115461	105462	34	Library Building Renewal	\$17,500	\$39,082	\$21,600	\$39,100		Building Reserve additional draw down - Aircon renewal x 2 due to failure prior to AMP timing and additional costs for flooring approved by DIS.	
147457		43	Transfer to Building Reserve - Cap Exp - Unclassified General	\$999,457	\$0	-\$21,600	\$977,857	-\$21,600	Reduction in transfer to Building Reserve recognising additional funds required for Library air conditioning and flooring [note proposed amendment to Building Reserve - ES9 above].	
132050	132052	34	Broome Visitor Centre - Reactive Maint - Op Exp	\$10,200	\$15,697	\$10,000	\$20,200		Unplanned breakdown of the Fire Indicator Panel requiring replacement.	\$10,000
142058		34	Haas St Office - Planned Maint & Minor Works - Op Exp	\$34,615	\$21,101	\$10,000	\$44,615		Additional painting of key areas of Administration Office.	\$10,000
						\$39,183		-\$21,600		\$39,183
			Infrastructure Services Directorate (Saving)/Expense			\$120,698		\$181,476		\$79,183
						-\$111,687		\$181,476		-\$73,894

SHIRE OF BROOME

BUDGET REVIEW REPORT

FOR THE PERIOD ENDED 31 DECEMBER 2024

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

TABLE OF CONTENTS

Statement of Budget Review	2
Note 1    Basis of Preparation	3
Note 2    Summary Graphs - Budget Review	4
Note 3    Net Current Funding Position	5
Note 4    Predicted Variances / Future Budget Amendments	7



Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME  
STATEMENT OF BUDGET REVIEW  
FOR THE PERIOD ENDED 31 DECEMBER 2024

		Budget v Actual			Estimated Year at End Amount (b)	Predicted Variance (a) - (b)	
	Note	Adopted Budget \$	Updated Budget Estimates (a) \$	Year to Date Actual \$			
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	4.1	28,649,409	28,649,409	28,621,652	28,721,430	72,021	▲
Rates excluding general rates					0		
Grants, subsidies and contributions	4.2	2,483,917	1,338,310	511,080	1,349,810	11,500	▲
Fees and charges	4.3	11,400,517	13,830,517	11,180,541	13,944,517	114,000	▲
Service charges					0		
Interest revenue	4.4	1,781,275	1,781,275	1,351,079	1,704,275	(77,000)	▼
Other revenue	4.5	1,316,967	1,431,183	1,072,799	1,582,252	151,069	▲
Profit on asset disposals		248,908	248,908	0	248,908	0	
Fair value adjustments to financial assets at fair value thr					0		
Fair value adjustments to investment property					0		
Share of net profit of associates accounted for using the e					0		
		45,880,993	47,279,602	42,737,151	47,551,192	271,590	
<b>Expenditure from operating activities</b>							
Employee costs	4.6	(19,696,237)	(19,305,957)	(9,039,854)	(18,982,558)	323,399	▲
Materials and contracts	4.7	(13,704,706)	(16,157,763)	(5,789,642)	(16,613,006)	(455,243)	▼
Utility charges		(2,652,461)	(2,652,461)	(1,038,496)	(2,652,461)	0	
Depreciation		(16,009,575)	(16,009,575)	(7,964,606)	(16,009,575)	0	
Finance costs	4.1	(450,931)	(450,931)	(107,849)	(370,931)	80,000	▲
Insurance	4.1	(867,944)	(836,037)	(795,244)	(840,499)	(4,462)	▼
Other expenditure	4.1	(1,586,394)	(1,612,894)	(1,020,849)	(1,655,900)	(43,006)	▼
Loss on asset disposals		(211,375)	(211,375)	0	(211,375)	0	
Loss on revaluation of non-current assets					0		
Reversal of prior year loss on revaluation of assets					0		
		(55,179,623)	(57,236,993)	(25,756,540)	(57,336,305)	(99,312)	
Non-cash amounts excluded from operating activities		15,972,042	15,972,042	7,964,606	15,972,042	0	
<b>Amount attributable to operating activities</b>		6,673,412	6,014,651	24,945,217	6,186,929	172,278	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Capital grants, subsidies and contributions	4.2	10,794,394	47,267,166	1,113,752	47,355,691	88,525	▲
Distributions from investments in associates					0		
Proceeds from disposal of assets		729,394	571,632	0	571,632	0	
		11,619,942	47,934,952	1,185,001	48,023,477	88,525	
<b>Outflows from investing activities</b>							
Purchase of investment property					0		
Purchase of intangible assets					0		
Purchase of land and buildings	4.1	(5,426,684)	(4,591,132)	(1,445,375)	(4,570,181)	20,951	▲
Purchase of plant and equipment		(2,809,771)	(2,574,111)	(317,940)	(2,574,111)	0	
Purchase of furniture and equipment	4.1	(123,926)	(143,714)	0	(109,890)	33,824	▲
Purchase and construction of infrastructure-other		(14,227,533)	(50,664,106)	(8,055,764)	(50,664,106)	0	
Purchase of investments					0		
		(26,624,725)	(62,202,930)	(10,543,554)	(62,194,036)	54,775	
<b>Amount attributable to investing activities</b>		(15,004,783)	(14,267,978)	(9,330,547)	(14,170,559)	143,300	
<b>FINANCING ACTIVITIES</b>							
<b>Cash inflows from financing activities</b>							
Proceeds from advances					0		
Proceeds from new borrowings		3,963,081	3,963,717	0	3,963,717	0	
Proceeds from new leases liabilities	4.1	5,567,720	4,687,161	45,881	45,881	45,881	▲
Transfers from reserve accounts		9,530,801	8,650,878	45,881	4,687,161	0	
					8,696,759	45,881	
<b>Cash outflows from financing activities</b>							
		4,203,351	2,220,862	(1,072,436)	2,199,169	(67,574)	
<b>Amount attributable to financing activities</b>							
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>	4.1	4,128,020	5,913,170	5,913,170	6,161,174	248,004	▲
Amount attributable to operating activities		6,673,412	6,014,651	24,945,217	6,186,929	172,278	
Amount attributable to investing activities		(15,004,783)	(14,267,978)	(9,330,547)	(14,170,559)	88,525	
Amount attributable to financing activities		4,203,351	2,220,862	(1,072,436)	2,199,169	(67,574)	
<b>Surplus or deficit after imposition of general rates</b>	3(a),4.2	0	(119,295)	20,455,404	376,613	441,233	

| 2

Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

---

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 31 DECEMBER 2024

1. BASIS OF PREPARATION

This budget review has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the budget review be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 Leases which would have required the SHIRE OF BROOME to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 33A prescribes contents of the budget review.

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for cash flow and statement of financial activity, the budget review has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the SHIRE OF BROOME controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

**Judgements and estimates**

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

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

Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimation of fair values of provisions

**SIGNIFICANT ACCOUNTING POLICES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these

**3 NET CURRENT FUNDING POSTION**  
**EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)**

	Audited Actual 30 June 2024	Adopted Budget 30 June 2025	Updated Budget Estimates 30 June 2025	Year to Date Actual 31 December 2024	Estimated Year at End Amount 30 June 2025
(a) Composition of estimated net current assets	\$	\$	\$	\$	\$
Current assets					
Cash and cash equivalents	53,524,615	53,524,615	46,489,592	60,031,610	46,489,592
Financial assets	96,154	96,154	96,154	24,155	96,154
Trade and other receivables	2,570,892	2,570,892	909,000	10,379,294	909,000
Inventories	27,879	27,879	30,256	26,473	30,256
Other assets	576,111	576,111	135,000		135,000
Contract assets					
Assets classified as held for sale					
	56,795,651	56,795,651	47,660,002	70,461,532	47,660,002
Less: current liabilities					
Trade and other payables	(4,186,894)	(4,186,894)	(1,201,000)	(2,849,229)	(1,201,000)
Contract liabilities	(7,112,533)	(7,112,533)	(6,034,000)	(6,934,991)	(6,034,000)
Capital grant/contribution liability					
Lease liabilities	(132,032)	(132,032)	(132,032)	(77,042)	(132,032)
Borrowings	(608,967)	(608,967)	(608,967)	(306,160)	(608,967)
Employee related provisions	(2,016,446)	(2,016,446)	(2,010,000)	(2,009,604)	(2,010,000)
Other provisions	(103,000)	(103,000)	(103,000)	(103,000)	(103,000)
	(14,159,872)	(14,159,872)	(10,089,969)	(12,280,026)	(10,089,969)
Net current assets	42,635,779	42,635,779	37,571,003	58,181,506	37,571,003
Less: Total adjustments to net current assets	(36,722,609)	(36,722,609)	(37,195,390)	(37,726,102)	(37,195,390)
Closing funding surplus / (deficit)	5,913,170	5,913,170	375,613	20,455,404	375,613
(b) Non-cash amounts excluded from operating activities					
The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32 .					
	Audited Actual 30 June 2024	Adopted Budget 30 June 2025	Updated Budget Estimates 30 June 2025	Year to Date Actual 31 December 2024	Estimated Year at End Amount 30 June 2025
	\$	\$	\$	\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals	(100,022)	(248,908)	(248,908)	0	(248,908)
Less: Movement in liabilities associated with restricted cash	36,963				
Less: Fair value adjustments to financial assets at fair value through profit or loss	(2,102)				
Add: Loss on disposal of assets	115,383	211,375	211,375	0	(211,375)
Add: Loss on revaluation of fixed assets	99,384				
Add: Depreciation on assets	15,410,833	16,009,575	16,009,575	7,964,606	(16,009,575)
Non-cash movements in non-current assets and liabilities:					
Unwinding of discount	130,132				
Pensioner deferred rates	(36,444)				
Employee benefit provisions	49,606				
Other provisions	1,227,536				
Non-cash amounts excluded from operating activities	16,931,269	15,972,042	15,972,042	7,964,606	(16,469,858)
(c) Investing activities excluded from budgeted deficiency					
The following non-cash revenue and expenditure has been excluded from investing activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32 .					
	Audited Actual 30 June 2024	Adopted Budget 30 June 2025	Updated Budget Estimates 30 June 2025	Year to Date Actual 31 December 2024	Estimated Year at End Amount 30 June 2025
	\$	\$	\$	\$	\$
Adjustments to investing activities					
Add: Property, plant and equipment received for substantially less than fair value				28,006	28,006
Non cash amounts excluded from investing activities	0	0	0	28,006	28,006
(d) Current assets and liabilities excluded from budgeted deficiency					
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.					
	Audited Actual 30 June 2024	Adopted Budget 30 June 2025	Updated Budget Estimates 30 June 2025	Year to Date Actual 31 December 2024	Estimated Year at End Amount 30 June 2025
	\$	\$	\$	\$	\$
Adjustments to net current assets					
Less: Reserve accounts	(38,787,299)	(38,787,299)	(38,069,403)	(39,532,251)	(38,069,403)
Less: Financial assets at amortised cost - self supporting loans	(96,154)	(96,154)	(96,154)	(24,155)	(96,154)
Less : Current assets not expected to be received at end of year					
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	608,967	608,967	(608,967)	306,160	(608,967)
- Current portion of contract liability held in reserve					
- Current portion of lease liabilities	132,032	132,032	132,032	77,042	132,032
- Employee benefit provisions	15,566	15,566	15,566	15,566	15,566
- Current portion of provisions held in reserve	1,404,279	1,404,279	1,431,536	1,431,536	1,431,536
Add: Contract liability not expected to cleared at end of year					
Add: Change in accounting policy					
Total adjustments to net current assets	(36,722,609)	(36,722,609)	(37,195,390)	(37,726,102)	(37,195,390)

Item 5.2 - 2ND QUARTER FINANCE AND COSTING REVIEW 2024-25

SHIRE OF BROOME  
NOTES TO THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 31 DECEMBER 2024

3 COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

**SIGNIFICANT ACCOUNTING POLICIES  
CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, 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 shown as short term borrowings in current liabilities.

**FINANCIAL ASSETS AT AMORTISED COST**

The SHIRE OF BROOME classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

**TRADE AND OTHER RECEIVABLES**

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

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value. The SHIRE OF BROOME applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

**INVENTORIES**

**General**

Net realisable value is the estimated selling price in the ordinary estimated costs necessary to make the sale.

consideration for work completed but not billed at the end of the period.

**CONTRACT LIABILITIES**

Contract liabilities represent the SHIRE OF BROOME's obligation to transfer goods or services to a customer for which the SHIRE OF BROOME has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**CURRENT AND NON-CURRENT CLASSIFICATION**

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the SHIRE OF BROOME's operational cycle. In the case of liabilities where the SHIRE OF BROOME does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the SHIRE OF BROOME's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the SHIRE OF BROOME prior to the end of the financial year that are unpaid and arise when the SHIRE OF BROOME 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

**PREPAID RATES**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the SHIRE OF BROOME recognises revenue for the prepaid rates that have not been refunded.

**EMPLOYEE BENEFITS**

**Short-Term Employee Benefits**

Provision is made for the SHIRE OF BROOME's obligations for 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave, expected to be paid when the obligation is settled.

The SHIRE OF BROOME's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the net current funding position. leave and long service leave entitlements are recognised as provisions in the

**Other long-term employee benefits**

Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The SHIRE OF BROOME's obligations for long-term employee

***Cr Virgo returned to the meeting at 3:48pm and the Chair read the resolution aloud.***

<b>6. MATTERS BEHIND CLOSED DOORS</b>
---------------------------------------

Nil

<b>7. MEETING CLOSURE</b>
---------------------------

There being no further business the Chair declared the meeting closed at 3:49 PM.

<b>10.      REPORTS OF COMMITTEES</b>
---------------------------------------

There are no reports in this section.

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

<b>12. NOTICES OF MOTION WITHOUT NOTICE</b>
---

<b>13. BUSINESS OF AN URGENT NATURE</b>
---

**14. MEETING CLOSED TO PUBLIC**

*This item and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(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”.*

**14.1 RFT 24/11 - PROVISION OF CABLE BEACH LIFEGUARD SERVICES**

<b>LOCATION/ADDRESS:</b>	Cable Beach Reserve
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	RFT24/11
<b>AUTHOR:</b>	Acting Manager Health, Emergency and Rangers
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Acting Director Development & Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

This report considers the submission received in response to Request for Tender (RFT) 24/11 – Provision of Cable Beach Lifeguard Services and seeks Council's adoption of the recommendation contained within the attached confidential Evaluation Report (**Attachment 1**).



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

**14.2 APPOINTMENT OF DIRECTOR DEVELOPMENT AND COMMUNITY**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	HR.int
<b>AUTHOR:</b>	Manager People & Culture
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

Pursuant to section 5.37 of the *Local Government Act 1995* this report is presented to Council in relation to the appointment of a Senior Officer.

<b>15. MEETING CLOSURE</b>
----------------------------