



## **Our Vision**

*"Broome - a future for everyone."*

# **AGENDA**

**FOR THE**

**ORDINARY MEETING OF COUNCIL**

**29 APRIL 2021**

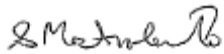
# NOTICE OF MEETING

Dear Council Member,

The next Ordinary Meeting of Council will be held on Thursday, 29 April 2021 in the Council Chambers, Corner Weld and Haas Streets, Broome, commencing at 5:00 PM.

Social distancing measures are in place throughout the building. It is a condition of entry that people adhere to remaining the prescribed 2 meters apart.

Regards,



S MASTROLEMBO  
**Chief Executive Officer**

29/04/2021

## 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 H Tracey	Cr D Male	Cr E Foy	Cr P Matsumoto	Cr C Mitchell	Cr B Rudeforth	Cr P Taylor	Cr N Wevers	Cr F West
2020	26 March									
2020	30 April			LOA						
2020	28 May									LOA
2020	25 June	LOA								
2020	30 July		A	LOA						
2020	27 August			LOA	LOA					
2020	23 September				LOA					LOA
2020	29 October				LOA					
2020	19 November			LOA	A					
2020	10 December									
2021	25 February	A								
2021	25 March	LOA			LOA					

- LOA (Leave of Absence)
- A (Apologies)
- 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.

- (5) *The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council —*
- (a) *if no meeting of the council at which a quorum is present is actually held on that day; or*
  - (b) *if the non-attendance occurs —*
    - (i) *while the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5); or*
    - (ii) *while proceedings in connection with the disqualification of the member have been commenced and are pending; or*
    - (iii a) *while the member is suspended under section 5.117(1)(a)(iv) or Part 8; or*
    - (iii) *while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.*
- (6) *A member who before the commencement of the Local Government Amendment Act 2009 section 5 was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting.*

*[Section 2.25 amended: No. 49 of 2004 s. 19(1); No. 17 of 2009 s. 5; No. 31 of 2018 s. 5.]*

**SHIRE OF BROOME**  
**ORDINARY MEETING OF COUNCIL**  
**THURSDAY 29 APRIL 2021**  
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**1. OFFICIAL OPENING****2. ATTENDANCE AND APOLOGIES**

Attendance:

Apologies:

Leave of Absence:

Officers:

Public Gallery:

**3. ANNOUNCEMENTS BY PRESIDENT****4. DECLARATIONS OF INTEREST****5. PUBLIC QUESTION TIME****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. CONFIRMATION OF MINUTES**RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on 25 March 2021, as published and circulated, be confirmed as a true and accurate record of that meeting.

**8. PRESENTATIONS / PETITIONS / DEPUTATIONS**

<b>8.1 PRESENTATIONS</b>
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There are no reports in this section.

<b>8.2</b>	<b>PETITIONS</b>
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There are no reports in this section.

<b>8.3</b>	<b>DEPUTATIONS</b>
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There are no reports in this section.



<b>9.       REPORTS FROM OFFICERS</b>
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<b>9.1     PEOPLE</b>
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There are no reports in this section.

## 9.2 PLACE

### 9.2.1 REGIONAL RESOURCE RECOVERY PARK SITE SELECTION COMMUNITY ENGAGEMENT REPORT AND IMPLEMENTATION PROCESS

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	PLA71
<b>AUTHOR:</b>	Special Projects Coordinator
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

This report presents Council an update on progress made on the Regional Resource Recovery Park Project (RRRP) since the December 2020 Ordinary Meeting of Council (OMC). A 6-week community engagement process has now concluded, and a Community Survey Report has been drafted and is now presented for Council's information to inform the decision-making process for a preferred development option and site selection for the RRRP. Council is requested to formally endorse Development option 1, which includes co-location of all RRRP components on Site D2 in accordance with the Site Selection Report and authorise the next steps to progress the RRRP project.

#### BACKGROUND

##### Previous Considerations

OMC 15 March 2012	Item 9.2.9
OMC 29 November 2012	Item 9.3.2
OMC 21 February 2013	Item 9.3.1
OMC 17 October 2013	Item 9.3.1
OMC 25 September 2014	Item 9.3.1
OMC 30 July 2015	Item 9.2.5
SMC 10 September 2015	Item 6.2.2
SMC 19 January 2016	Item 6.1.3
OMC 31 March 2016	Item 9.1.1
OMC 28 July 2016	Item 9.4.5
OMC 27 October 2016	Item 12.2
OMC 29 June 2017	Item 9.4.8
OMC 22 February 2018	Item 12.1
OMC 13 December 2018	Item 9.2.11
OMC 27 June 2019	Item 9.3.1
OMC 26 September 2019	Item 9.3.1
OMC 10 December 2020	Item 14.2

Investigations relating to a new landfill site have been underway for almost a decade. The Regional Resource Recovery Park Project (RRRP) is the name that has historically been given to the new waste management facility being progressed by the Shire of Broome. This project has a long history, including extensive site selection processes and site investigations that have occurred on multiple sites. What follows is a chronological summary of the RRRP project since 2012.

Council appointed Cardno (WA) Pty Ltd to undertake a site investigation and approvals process for the RRRP at its meeting on 15 March 2012. The initial steps of this undertaking were for the progression of a Preliminary Site Investigation and Approvals Path Mapping for a site adjacent to the Water Corp's Wastewater Treatment Plant on Crab Creek Road. The site was Crown land vested with the Water Corp, however following identification of a bird strike risk, it was decided that an alternative site for the RRRP should also be investigated.

Cardno were subsequently instructed to also undertake a Preliminary Site Investigation and Approvals Path Mapping for Lot 351 McGuigan Rd. The decision to undertake detailed investigation of this site was deferred at the 21 February 2013 OMC to a workshop as Council requested more information prior to making a decision.

Following a RRRP Site Selection workshop with Councillors held 3 April 2013 it was recommended that a third alternative site be investigated. In response and further to extensive discussions in-house and with the Department of Lands, Lot 512 Broome Rd, Skuthorpe was proposed and included into preliminary site investigations for the RRRP.

At the OMC held on 17 October 2013, Council resolved the following:

**COUNCIL RESOLUTION:**

**REPORT RECOMMENDATION**

**Moved: Cr C Mitchell**

**Seconded: Cr J Bloom**

***That Council:***

- 1. Request the Chief Executive Officer to seek confirmation from the Department of Lands of the availability of Lot 512 Broome Rd as a Regional Resource Recovery Park site.***
- 2. The Shire President and Chief Executive Officer be authorised to engross the deed of Licence issued in terms of Section 91 of the Lands and Administrations Act 1997 for the new Regional Resource Recovery Park located on Lot 512 Broome Rd Skuthorpe.***
- 3. Request the Chief Executive Officer to terminate the existing RRRP Site Investigation consultancy with Cardno.***
- 4. Request the Chief Executive Officer to call quotations to***
  - a. Undertake a Preliminary Site Investigation and Approval Path Mapping of Lot 512 Broome Rd Skuthorpe for the purpose of developing a Regional Resource Recovery Park.***
  - b. Develop typical site master plans for the 3 proposed RRRP Sites (Crab Creek Rd, McGuigan Rd and Broome Rd)***
  - c. Undertake community consultation in accordance with the Community Engagement Framework on all three identified RRRP sites.***
- 5. Request the CEO report back to Council on the outcomes of the community Consultation and the preferred location for the RRRP.***

**CARRIED UNANIMOUSLY 6/0**

Following this decision, it was later confirmed through the Department of Lands that Lot 512 Broome Rd, Skuthorpe was governed by a 'Skuthorpe Land Agreement', which restricted

the use of the land for 'Horticultural Purposes' only. It was therefore not suitable as a site for the RRRP and in June 2014 Council through a Workshop highlighted the need to identify other site options to de-risk the project.

A scope of works was developed for a consultant to undertake a Site Selection Study which included constraints mapping, a RRRP master plan and community consultation. Talis Consultants were subsequently engaged to investigate all sites within a 60km radius of Broome and to utilise a Multi Criteria Analysis to assist in determining sites of preference.

A Community Engagement Strategy was tabled at the OMC held on 25 September 2014. Council resolved the following:

**COUNCIL RESOLUTION:**

**REPORT RECOMMENDATION**

**Moved: Cr C Mitchell**

**Seconded: Cr P Matsumoto**

**That Council:**

- 1. Endorses the Community Engagement Plan and Consultation Documents as attached to this report.**
- 2. Requests the Chief Executive Officer to implement the Community Engagement Plan.**
- 3. Requests the Chief Executive Officer to report back to Council to seek endorsement of the preferred site(s) prior to undertaking detailed site investigation.**

**CARRIED UNANIMOUSLY 7/0**

Consultation was undertaken in 2014-15 with Federal and State Government Departments, Native Title Holders/Aboriginal Corporations, Large Commercial Landholders, Environmental/Heritage Conservation Groups and Community Groups.

Talis Consultants prepared a RRRP Sites of Interest Report that included findings from the engagement and the Multi Criteria Analysis process.

The Report identified 11 sites of interest as outlined below:

<b>Site</b>	<b>Lot Details</b>	<b>MCA Score</b>	<b>Rank</b>
D1	351 McGuigan Road & Broome - Cape Leveque Rd (NW of intersection)	256.5	1
H1	270 Great Northern Highway, Broome Road (immediately southeast of intersection)	248.3	Equal 2
F3	270 Great Northern Highway, Broome Road (south of Broome Rd)	248.3	Equal 2
G1	270 Great Northern Highway, Broome Road (northeast of intersection)	244.3	4
F1	270 Great Northern Highway, Broome Road (south of Broome Rd)	241.8	5
F2	270 Great Northern Highway, Broome Road (south of Broome Rd)	232.3	6

C1	259 Broome - Cape Leveque Rd (western side)	228.5	7
A1	259 Broome - Cape Leveque Rd (western side)	227.2	8
A2	259 Broome - Cape Leveque Rd (western side)	221.7	9
J1	270 Great Northern Highway (southern side)	218.8	10
B1	259 Broome - Cape Leveque Rd (eastern side)	170.5	11

**Attachment 1** to this report outlines the location of all of these sites.

As the report identified potential RRRP Sites within the Roebuck Plains Pastoral Station (Nyamba Buru Yawuru (NBY) land), there was a need for a preliminary heritage assessment to be undertaken.

At the OMC held on 30 July 2015, Council therefore resolved the following:

**COUNCIL RESOLUTION:**

**REPORT RECOMMENDATION**

**Moved: Cr D Male**

**Seconded: Cr C Mitchell**

**That Council:**

**1. Notes:**

- (a) The Regional Resource Recovery Park Sites of Interest Report has identified potential Sites on the Roebuck Plains Pastoral Station.**
- (b) That Native Title on the Roebuck Plains Pastoral Station has been determined to be held exclusively by the Yawuru Community.**

**2. Authorise the Chief Executive Officer to:**

- (a) Negotiate with Yawuru on the scope and cost to undertake a preliminary heritage assessment for potential Regional Resource Recovery Park Sites on the Roebuck Plains Pastoral Station.**
- (b) Engage Yawuru to undertake a preliminary heritage assessment to identify acceptable sites for the Regional Resource Recovery Park on the Roebuck Plains Pastoral Station, following successful negotiations on scope and cost.**

**3. Acknowledge the importance of progressing the Regional Resource Recovery Park Site selection process and identifying potential sites for detailed site investigations.**

**CARRIED UNANIMOUSLY 5/0**

Following consultation with NBY, other stakeholders and in consideration of community feedback, Council, removed top ranked Site D1 and third ranked Site F3 from further consideration.

Feedback from the Department of Water advised that G1 was preferred over F3 and H1 from a water resource management perspective. Yawuru advised that sites F1, F2 and F3 could impact the operations of their pastoral lease. Site D1 was tabled as the highest-ranking site however was removed by Council in consideration of community concerns raised with regard to potential risks to groundwater for Coconut Well.

At the Special Meeting of Council (SMC) held on 10 September 2015, Council resolved the following:

**COUNCIL RESOLUTION:**

**REPORT RECOMMENDATION**

**Moved: Cr G Campbell**

**Seconded: Cr M Manado**

**That Council:**

1. ***Receives the Site Selection Study for the Broome Regional Resource Recovery Park***
2. ***Adopts Site G1 and Site H1 as the Preferred Sites for the RRRP***
3. ***Authorises the Chief Executive Officer to undertake the required detailed site investigation studies for Site G1 and Site H1.***
4. ***Requests the Chief Executive Officer to:***
  - a) ***report back to Council on the results of the detailed site investigations;***
  - b) ***obtain Council endorsement of the preferred site prior to seeking the required approvals for the RRRP construction; and***
  - c) ***respond to the comments and questions received from members of the public and stakeholders who made submissions to the Draft RRRP Sites Selection Study Report and inform them of the decision of Council.***

**CARRIED UNANIMOUSLY 6/0**

On 24 November 2015, noting that at the time both preferred sites were located on Roebuck Plains Station, NBY advised that Site G1 was the only location they believed was suitable as a potential RRRP site.

At the SMC held on 19 January 2016, Council resolved the following:

**COUNCIL RESOLUTION:**

**REPORT RECOMMENDATION**

**Moved: Cr C Mitchell**

**Seconded: Cr M Croft**

**That Council:**

1. ***Note that;***
  - (a) ***Yawuru have advised that on Roebuck Plains Pastoral Station only Site G1 is considered to be potentially suitable as a Regional Resource Recovery Park site;***
  - (b) ***Detailed site investigations on two potential Regional Resource Recovery Park Sites is recommended to reduce the Shire of Broome's risk;***
2. ***Requests the Chief Executive Officer to;***
  - (a) ***revisit the outcomes of the site selection study document as a result of Yawuru's advice in relation to site selection and investigate options for a second preferred site to Site G1; and***
  - (b) ***report back to Council to seek endorsement to investigate a second site.***

3. **Endorse, as Council's position, the draft Regional Resource Recovery Park Phase 2 Agreement for Site G1 with the following amendments;**
  - (i) **Clause 8.3 (c) an anthropologist, to be jointly agreed upon by the Shire and Yawuru RNTBC.**
  - (ii) **Clause 8.6 Within 14 days of the date of the Survey, Yawuru RNTBC must prepare a report ("the Survey Report") setting out the results of the Survey. The Survey Report must state whether the Preferred Site is cleared or not cleared, including "no go" areas and any conditions which are recommended if a particular Preferred Site is selected. The Survey Report may also indicate which, if any, Preferred Site is preferred by the Yawuru Cultural Advisors. The Survey Report must include maps marked up accordingly and be provided to the Shire of Broome by the Yawuru RNTBC within 7 days of the Commencement Date.**
  - (iii) **new Clause 8.7 "Should the Survey Report not be provided within 14 days the Shire may assume there are no heritage issues."**
  - (iv) **Clause 10.1 (c) the Monitored Activity involves disturbance of previously undisturbed ground and/or the initial clearing of native vegetation.**
  - (v) **Schedule 2.1 The following rates are current as at 1 January 2014 and costs may only be increased by CPI.**
  - (vi) **Schedule 2.3 (f) A 15% administrative surcharge will be applied to all disbursements, capped at \$1,000 (excluding GST).**
4. **Authorise the Chief Executive Officer and Shire President to execute the final Regional Resource Recovery Park Phase 2 Agreement for Site G1 with Yawuru;**
5. **Requests the Chief Executive Officer to;**
  - (a) **report back to Council if the Regional Resource Recovery Park Phase 2 Agreement for Site G1 is unable to be executed within 42 days;**
  - (b) **report back to Council on the results of the detailed site investigations for Site G1;**
  - (c) **obtain Council endorsement of the Preferred Site prior to proceeding to the approvals phase of the Regional Resource Recovery Park project.**

**CARRIED UNANIMOUSLY 6/0**

Following NBY advice, the Shire was back to only having one potential site to take forward for future investigation. An additional site needed to be identified to meet Council's resolution to conduct detailed site investigations on two sites to de-risk the project.

A second preferred RRRP site was determined based on an update of the RRRP Sites of Interest Report Site Rankings. This is outlined in the table below:

Site	Lot Details	MCA Score	Rank
A1	259 Broome - Cape Leveque Rd (western side)	250.0	1
G1	270 Great Northern Highway, Broome Road (northeast of intersection)	244.3	2
A2	259 Broome - Cape Leveque Rd (western side)	235.0	3

C1	259 Broome - Cape Leveque Rd (western side)	228.5	4
B1	259 Broome - Cape Leveque Rd (eastern side)	170.5	5

Site A1 was adopted as the top-ranking site and the second preferred site for detailed site investigations. The rise in the ranking of Site A1 to previous assessment was due to advice from Main Roads WA that the environmental approvals had been issued for the sealing of Cape Leveque Rd.

At the OMC held on 31 March 2016, Council resolved the following:

**COUNCIL RESOLUTION:**

**REPORT RECOMMENDATION**

**Moved: Cr D Male**

**Seconded: Cr C Mitchell**

**That Council:**

- 1. Notes the Revised Regional Resource Recovery Park Site Rankings;**
- 2. Adopts Site A1 as one of the Preferred Sites for the Regional Resource Recovery Park;**
- 3. Authorises the Chief Executive Officer to apply to the Department of Lands for a Licence to undertake the required site investigations on Site A1;**
- 4. Indemnifies the Minister for Lands against any claims for compensation arising from the site investigation activities on Site A1;**
- 5. Requests the Chief Executive Officer to:**
  - a. Undertake site investigations on Site A1**
  - b. Report back to Council on the results of the site investigations;**
  - c. Obtain Council endorsement of the preferred site prior to seeking the required approvals for the RRRP construction.**

**CARRIED UNANIMOUSLY 8/0**

To ensure that Site A1 was suitable for the RRRP, preliminary site investigations were carried out to confirm the groundwater, surface water, topographic, flora and fauna characteristics of the site. The investigations required the creation of approximately four kilometres of access tracks off the Broome - Cape Leveque Road and the installation of five groundwater monitoring bores. This necessitated the Shire obtaining a section 91 License from the Department of Lands to occupy Site A1 for the purpose of undertaking environmental assessments associated with the RRRP. This license required execution by the CEO and endorsement by Council.

At the OMC held on 28 July 2016, Council resolved the following:

**COUNCIL RESOLUTION:**

**REPORT RECOMMENDATION**

**Moved: Cr B Rudeforth**

**Seconded: Cr W Fryer**

**That Council:**



- 1. Authorises the Shire President and Chief Executive Officer to engross the Licence to Occupy Crown Land 00303/2016\_A5726334;**
- 2. Requests the Chief Executive Officer to initiate discussions with the current claimants over Site A1 to inform them of the Shire's approach and aspirations for the project; and**
- 3. Authorises the Shire President and Chief Executive Officer to engross a new Licence to occupy crown land if the Native Title considerations are not determined by 6 February 2017.**

**CARRIED UNANIMOUSLY 9/0**

With a section 91 License in place for Site A1, the Shire sought to clarify the conditions of access to Site G1 as set out by NBY and sought authorisation to proceed with the detailed site investigations for both Sites A1 and G1.

At the OMC held on 27 October 2016, Council resolved the following:

**COUNCIL RESOLUTION:**

**REPORT RECOMMENDATION**

**Moved: Cr H Tracey**

**Seconded: Cr M Fairborn**

**That Council:**

- 1. Notes that the Regional Resource Recovery Park Phase 2 Agreement for Site G1 will not be progressed as it is not required for access to Site G1 for the purposes of the detailed site investigations;**
- 2. Authorises the Chief Executive Officer to undertake the detailed site investigations in accordance with the conditions of the attached Yawuru letter received 26 October 2016;**
- 3. Requests the Chief Executive Officer to;**
  - a. Report back to Council on the results of the detailed site investigations for Site G1;**
  - b. Obtain Council endorsement of the Preferred Site prior to proceeding to the approvals phase of the Regional Resource Recovery Park project.**

**CARRIED UNANIMOUSLY 9/0**

An update was provided to Council on the site investigations and recommended that both sites be carried through to the next phase of the site selection process.

At the OMC held on 29 June 2017, Council resolved the following:

**COUNCIL RESOLUTION:**

**REPORT RECOMMENDATION**

**Moved: Cr H Tracey**

**Seconded: Cr C Mitchell**

**That Council:**

- 1. Notes that Site A1 and Site G1 are suitable sites for the Regional Resource Recovery Park; and**
- 2. Requests the Chief Executive Officer to:**
  - a. initiate discussions with Yawuru Registered Native Title Holders Body Corporate to develop the terms for Site G1;**
  - b. initiate discussions with the native title claimants to develop the terms for Site A1; and**
- 3. Report back to Council on the outcomes of the discussions with Yawuru Registered Native Title Holders Body Corporate and the native title claimants to seek endorsement of a preferred site and to seek approval to enter into an appropriate arrangement to secure the land for the preferred site.**

**CARRIED UNANIMOUSLY 7/0**

Based on Phase One investigations at Sites A1 and G1, Talis Consultants concluded that both the sites would be suitable for the RRRP. Initial negotiations were held with Proponents for both A1 and G1, with G1 being selected based on having an established PBC and organisational structure. Council's endorsement was sought to negotiate terms and legal instruments required to secure long term tenure of the site.

At the OMC held on 22 February 2018, Council resolved the following:

**COUNCIL RESOLUTION:**

**REPORT RECOMMENDATION**

**Moved: Cr C Mitchell**

**Seconded: Cr B Rudeforth**

**That Council:**

- 1. Acknowledges the negotiations that have occurred with both Nyamba Buru Yawuru Ltd on site G1 and the native title claimant Jabirr Jabirr on site A1 in regard to a preferred site for the Regional Resource Recovery Park.**
- 2. Endorse G1 as the preferred site for the Regional Resource Recovery Park.**
- 3. Requests the Chief Executive Officer to:**
  - a. Accept the lease terms as set out in Attachment 7 and the lease offer as offered in Attachment 1.**
  - b. Progress the Lease Agreement and Indigenous Land Use Agreement with Nyamba Buru Yawuru Ltd for site G1.**
  - c. Carry out any additional studies required to complete design and obtain licenses on the G1 site; and**
- 4. Note that the negotiated Lease Agreement and Indigenous Land Use Agreement will be presented to Council for consideration.**

**CARRIED UNANIMOUSLY 7/0**

It is noted that Council's endorsement of Site G1 was based on a tabled lease offer that was subsequently withdrawn by NBY as it was deemed inadequate and did not appropriately compensate the Yawuru community for the loss of Native Title rights on the site.

In June 2018, it was formally determined that an Indigenous Land Use Agreement (ILUA) would be required. As a result, negotiations reset from this point with an ILUA in mind.

Due to the increasing length of negotiations for land tenure and the Buckley's Road Waste Management Facility approaching capacity, Talis Consultants were engaged to undertake the *Waste Disposal Strategy, November 2018*, including the investigation of a short-term waste disposal strategy and contingency plans to ensure that waste disposal services could continue in the Shire until the opening of the RRRP. An update on tenure and future site investigations was provided to Council, with further site investigations set for January 2019.

At the OMC held on 13 December 2018, Council resolved the following:

**COUNCIL RESOLUTION:**

**REPORT RECOMMENDATION**

**Moved: Cr C Mitchell**

**Seconded: Cr B Rudeforth**

**That Council:**

- 1. Notes the status and progress of the Regional Resource Recovery Park land tenure negotiations with Nyamba Yawuru Buru Ltd;**
- 2. Receives the Waste Disposal Strategy, November 2018 as attached and endorses the following recommendations contained within the report for the Shire to:**
  - a. Continue to investigate initiatives for C&D waste processing;**
  - b. Continue to investigate initiatives for greenwaste mulching;**
  - c. Continue to investigate a long-term liquid waste disposal solution to ensure that the current Buckleys Road Waste Management Facility maximises its current footprint;**
  - d. Consider site investigations and design of a separate site for a Community Recycling Centre and waste processing and storage functions;**
  - e. Consider expanding the landfill into the area of the current Community Recycling Centre as a short-term option while the longer-term solutions are resolved; and**
  - f. Consider other options to expand the current Buckleys Road Waste Management Facility;**
- 3. Requests that the Chief Executive Officer consider opportunities for separating and relocating parts of the current Buckleys Road Waste Management Facility to other land.**
- 4. Requests that the Chief Executive Officer consider opportunities to expand waste disposal at the current Buckleys Road Waste Management Facility;**
- 5. Authorises the Chief Executive Officer to execute documents or make requests to the Department of Planning, Lands and Heritage as required to secure land to guarantee continuation of appropriate waste disposal services in Broome.**

**CARRIED UNANIMOUSLY 7/0**

At the 27 June 2019 OMC a report was tabled with Council providing an update on land access and tenure for the RRRP in addition to an update on the implementation of the aforementioned recommendations from the Waste Disposal Strategy.

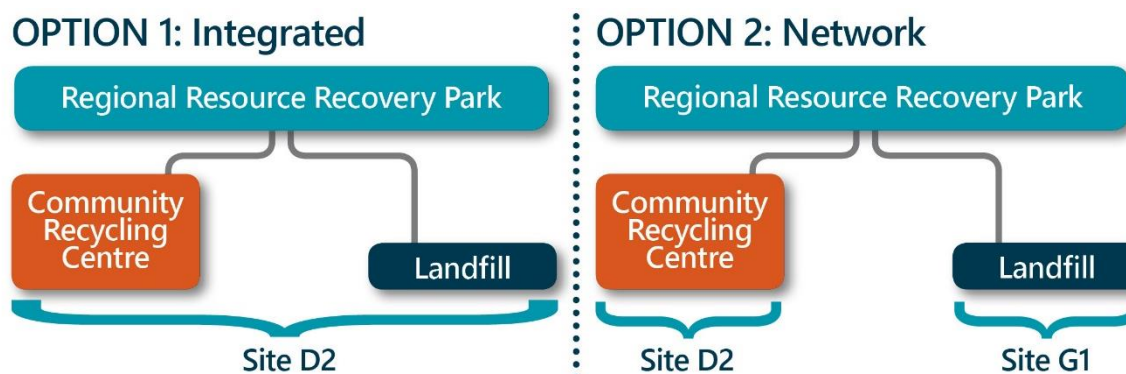
A key update provided at this meeting was in regard to one component of the project relating to the Community Recycling and Waste Transfer Facility. In pursuit of opportunities to extend the life of the Buckley's Rd Waste Facility, research was undertaken into an option of staging relocation of this component of the RRRP in the first instance. Lot 544 Crab Creek Road was investigated for this purpose given its location and noting that the Management Order was with the Shire of Broome. In consultation with the WaterCorp it became evident they held a strategic interest in this site for future expansion of the Waste Water Treatment Ponds.

Discussion ensued with WaterCorp and a proposed land exchange became a possible opportunity in the interest of both parties. This said parcel of land is located on the south western corner of Cape Leveque Rd and McGuigan Rd and was referred to as site D2. A subsequent Desktop Review of site D2 was undertaken and tabled for Council consideration. Although originally earmarked for just the siting of the Community Recycling and Waste Transfer Facility, Desktop review highlighted its potential suitability for co-location of the landfill component.

Two options were subsequently derived and proposed for the development of the RRRP:

- **Option 1:** Development of one Waste Management Facility at D2 including landfill, CRC and WTS.
- **Option 2:** Develop two waste management facilities over two sites, namely,
  - Site G1 as landfill
  - Site D2 as CRC and WTS.

The illustration below summarises the development options:



Council resolved the following at the 27 June 2019 OMC meeting:

**COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Moved: Cr M Fairborn**

**Seconded: Cr B Rudeforth**

**That Council:**

1. **Notes the status and progress of the Regional Resource Recovery Park land tenure negotiations with Nyamba Yawuru Buru Pty Ltd for Site G1;**

2. **Requests the Chief Executive Officer to:**
  - (a) **request Nyamba Buru Yawuru Pty Ltd's G1 Site Valuation Reports, and;**
  - (b) **Continue the negotiation of final terms of the In-Principle Agreement for future Council consideration.**
3. **Receives and endorses the recommendations contained in the Broome Regional Resource Recovery Park Site Selection Desktop Review of Site D2 Report;**
4. **Authorises the Chief Executive Officer to:**
  - (a) **Commence negotiations with Proponent of Site D2;**
  - (b) **Upon approval from the Proponent, undertake site investigations for Site D2, and;**
  - (c) **Undertake comparative financial modelling for operations located at Sites G1 and D2.**
5. **Notes the progress of the Satellite Waste Facility Project and acknowledges that the schematic planning undertaken can be transferred to another site.**
6. **Acknowledges a Community Engagement process will need to be undertaken in accordance with Council's Community Engagement Framework prior to final site selection.**
7. **Approve an amendment to the 2019/20 budget up to a maximum of \$425,000 to undertake investigations at Site D2, noting that the identification of any fatal flaw will result in investigations being ceased.**
8. **Transfer \$425,000 from Regional Resource Recovery Park Reserve BANK MUN to Account 101080010 New Refuse Site Exp - Op Exp - Regional Resource Recovery Park MUN.**

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

A Request for Quotation to appoint a suitable Consultant to manage all the required project planning, site investigations and monitoring tasks required to confirm the suitability for sites under review for Broome's waste facilities was subsequently undertaken.

A report was provided to Council seeking endorsement of a preferred consultant and a further update was also provided on land access negotiations.

Council resolved the following at the 26 September 2019 OMC:

**COUNCIL RESOLUTION:**

**REPORT RECOMMENDATION**

**Moved: Cr C Mitchell**

**Seconded: Cr B Rudeforth**

**That Council:**

1. **Accepts the Quotation submitted by Talis Consultants as the most advantageous quotation from which to form a contract for RFQ 19-72 'Broome Waste Facilities Site Investigations and Planning'.**
2. **Authorises the Chief Executive Officer to negotiate any minor variations with Talis Consultants.**

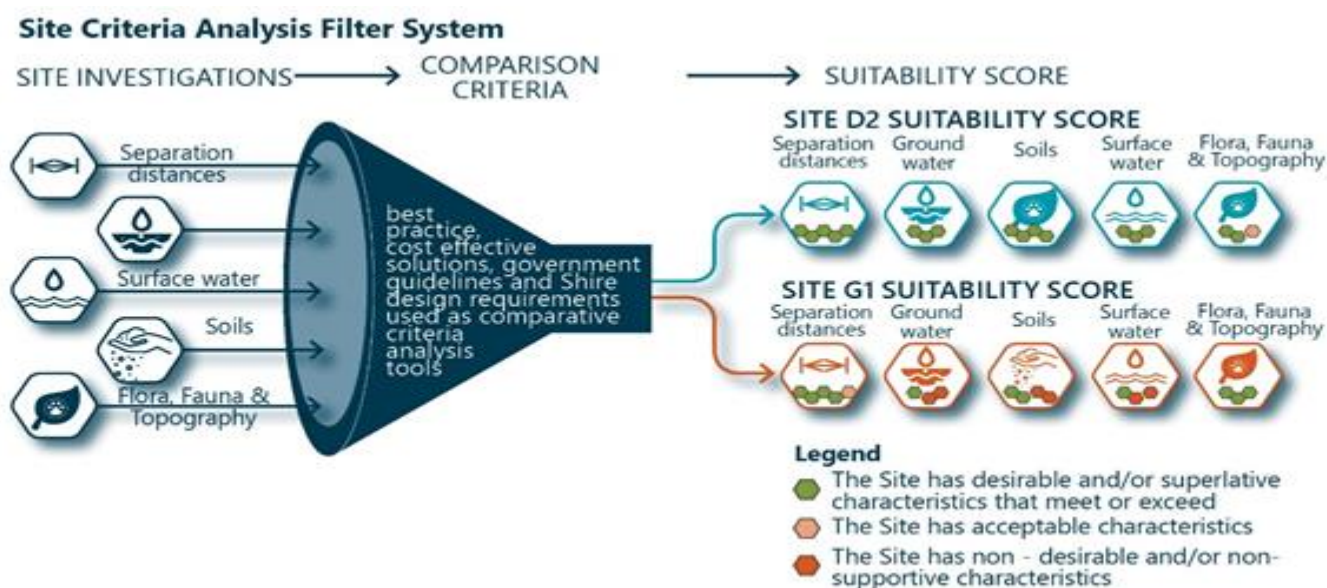
3. **Authorises the Chief Executive Officer to award and sign contract documentation on Council's behalf up to the value of \$865,000 ex GST for RFQ 19-72.**
4. **Approve an amendment to the 2019/20 budget up to a maximum of \$440,000 ex GST.**
5. **Transfer \$440,000 ex GST from Regional Resource Recovery Park Reserve BANK MUN to Account 101080010 New Refuse Site Exp - Op Exp - Regional Resource Recovery Park MUN.**
6. **Authorises the Chief Executive Officer to further negotiate and execute the In-Principle Agreement with Nyamba Buru Yawuru and facilitate all terms and conditions pursuant to the agreement in attachment 10.**

**CARRIED UNANIMOUSLY 7/0**

Further to this decision, it is noted that in November 2019, WaterCorp provided consent to access Site D2 to undertake feasibility studies (Aboriginal heritage, flora and fauna surveys).

In December 2020 a report was tabled to Council providing an update on the site investigations which had been undertaken on the two preferred locations for the siting of the proposed Regional Resource Recovery Park (RRRP). It also provided an update on progress made more broadly on the project and presented a Site Comparison Report for Council's consideration. The report essentially compared the technical suitability and financial implications of each site Development Option, recommending site D2 as the preferred site for co-location of all components of the RRRP. This was primarily based upon Site D2 being able to exceed in the needs for material balance, groundwater distance, separation distance as well as having lower capital, operating and logistical costs.

The below diagram illustrates the analysis process used to assess site investigation findings from both sites. A traffic light system was developed to assist with comparative assessment.



In brief, Site D2 was determined to be a technically superior site to Site G1 for the development of a landfill due to findings relating to groundwater, soils, flooding, downstream receptors, social attributes, compliance with guideline recommendations and capital and operating costs. Co-locating both the CRC and landfill at Site D2 was also

deemed more cost effective and a beneficial solution for the delivery of the Shire's waste management services.

A Community Engagement Plan was also tabled that outlined the engagement process proposed for the RRRP. Council resolved the following at the 10 December 2020 OMC:

**COUNCIL RESOLUTION:**

**REPORT RECOMMENDATION**

**Moved: Cr N Wevers**

**Seconded: Cr C Mitchell**

**That Council:**

- 1. Endorses the Site Comparison Report as set out in Attachment 3 for the purposes of commencing community engagement and authorises the Chief Executive Officer to make minor amendments and continue to update the Report as further site data is obtained;**
- 2. Requests the Chief Executive Officer to undertake a peer review of the Site Comparison Report;**
- 3. Endorses the Community Engagement Plan for the Regional Resource Recovery Park Project as set out in Attachment 5; and authorises the Chief Executive Officer to make minor changes to the plan as required during implementation;**
- 4. Notes the proposed community consultation is at the 'involve' level and includes a 6-week public submission period on the Site Comparison Report commencing on 15 February 2021;**
- 5. Notes that Council consideration of the preferred site for the Regional Resource Recovery Park will occur post consideration of community feedback;**
- 6. Authorises the Chief Executive Officer to revoke Management Order for Reserve 53301 (Lot 544 Crab Creek Rd) in favour of the Water Corporation; and**
- 7. Authorises the Chief Executive Officer to accept the Management Order for a portion of Reserve 25716, being portion of Lot 990 on Deposited Plan 414194 and portion of Lots 593 and 595 on Deposited Plan 71791 (currently vested with the Water Corporation) for the future purpose of 'waste management' with power to lease.**

**CARRIED 6/1**

This report now presents the results and feedback garnered through the public submission period for Council consideration and requests a formal decision be made to determine the preferred site for the progression of the RRRP.

**COMMENT**

Since the OMC held December 2020, project activities have been continuing, including the following items that form the outline and structure of the comments section of this report:

- Broome Waste Facilities Site Investigations Project Peer Review
- Community Engagement & Communication Consultant and Services Provided
- Community Engagement Activities and Process
- Tony Laws Engagement

- Community Survey Report Findings Overview
- Further Groundwater Monitoring Data
- Planning Direction
- Land Exchange Progress and Liaison

### **Broome Waste Facilities Site Investigations Project Peer Review**

Industry expert consultancy firm Golder and Associates were engaged in December 2020. Golder's role was to undertake an independent Peer Review of the detailed site investigations and findings undertaken by the Project Consultancy Team as part of RFQ19-72 Broome Waste Facility Site Investigations Project. This has been a critical body of work to provide confidence in the work undertaken to date for both Council and the community.

General findings concluded that there were no fatal flaws in any of the deliverables developed as part of RFQ 19-72 (including Site Investigation Reports for both Sites G1 & D2 as well as the Site Comparison Report). The report also provided several recommendations in regard to how future detailed design should be undertaken in line with best practice standards. A copy of the Site Comparison Report is on the project website and found as **Attachment 2**. A copy of the Peer Review Report, including responses from the Project Team is on the project website and found as **Attachment 3**.

### **Community Engagement & Communication Consultant and Services Provided**

An RFQ process was progressed for Communications and Community Engagement Services in December 2020. The RFQ was deliberately structured towards Consultancy teams with high levels of experience in large scale capital projects, waste projects and innovative consultancy, facilitation and communications. Aha! Consulting (**Aha!**) were engaged as the preferred respondent based on meeting needs, timeframes and proposed methodology. Aha! refined and developed Community Engagement and Communication Planning Strategies and assisted with the creation of engagement materials. Most importantly, Aha! independently facilitated the engagement activities with Key Stakeholders ensuring all key concerns were addressed and responded to. The role of Aha! ended upon the completion of facilitation services.

### **Community Engagement Activities and Process**

Council endorsed the Community Engagement Plan (**Attachment 4**) at the December 2020 OMC.

#### Engagement Materials

The following materials were developed to assist in summarising the technical and extensive project deliverables and reports. Materials created included:

- **Information Pack:** a synthesis of the Site Comparison Report.
- **Fact Sheets:** based on key areas of interest or concern such as ground water, landfill requirements and the Community Recycling Centre.
- **Story Boards:** Large stand-alone design documentation that focused on key areas of interest.
- **Website:** project hub for all project information, community access and communications.



- **Online Survey:** a detailed survey was created to give all Broome community members the opportunity to respond to the project and 'get involved'. March 4 2021 – March 27 2021
- **Pop Up Survey:** A simplified Survey was developed to quickly gauge public opinion during community information sessions or pop-up sessions. March 4 2021 – March 27 2021
- **Post Cards:** A take home flyer to 'put on the fridge', aiming to entice other interested householders to take part in the engagement activities.

### Community Engagement Activities

As a summary, the engagement activities outlined below were undertaken to actively communicate with the community:

- **Letters** sent out to Coconut Well residents on 15 February 2021 to request involvement and attendance in the Community Engagement Process.
- **RRRP Project website** ([www.rrrp.com.au](http://www.rrrp.com.au)) launched on 15 February 2021. The website was established to act as a 'project hub' housing all project information including background documents, engagement findings and engagement event details.
- **Community Information Sessions** were held at the Shire of Broome Administration Centre with the following key Stakeholders:
  - Environs Kimberley – March 3 (12 attendees, a copy of this Information Session Report, including responses from the Project Team is on the project website and can be found in **Attachment 5**)
  - Coconut Wells residents – March 4 (22 attendees, including Councillors Foy and Wevers. A copy of this Information Session Report, including responses from the Project Team is on the project website and can be found in **Attachment 6**)
  - General community – March 5 (15 attendees, including Councillor Wevers. A copy of this Information Session Report, including responses from the Project Team is on the project website and can be found in **Attachment 7**)
- Sessions were set to provide a full briefing on the projects including:
  - historic project background;
  - statement of key project objectives and messaging;
  - presentation of recent project activities;
  - an overview of the information found and described in the Site Investigations and Comparison Reports;
- **One on One** with Key Stakeholders and Interest Groups:
  - Tony Laws 25 February 2021.
  - NBY Exec and PBC 12 and 24 February 2021.
  - Water Corp Teams 12, 15 and 25 February 2021.
- **Pop-up stalls** were established to held at:
  - Paspaley Plaza Shopping Centre – 5 March 2021
  - Broome Courthouse Markets – 6 and 20 March 2021
  - Broome Boulevard Shopping Centre – March 6
- **Unmanned content stall** at Shire Admin foyer from March 15 – March 29.
- **E-newsletters** were sent to the Shire of Broome database on 18 February 18 and 19 and 26 March 2021.

### Community Engagement Snap Shot

Results of the six-week Community Review process are summarised below:

- **Online Survey:** 97 completed and submitted.
- **Pop-up Surveys:** 103 completed and submitted.
- **Written Submissions:** 3 written submissions were received from:

- James and Lynda Hagan: concerns relating to location of RRRP on Site D2 due to proximity to coast, potential residential growth pathways and concerns regarding littering.
- Environs Kimberley: Regarding management of waste and illegal dumping, groundwater concerns, proximity to Cape Leveque Road, waste acceptance and EPA referral pathways.
- Broome International Airport: Regarding flight paths and bird strikes of the future Broome International Airport (construction of which is yet to be forecast or determined).

A Schedule of the Submissions and response from Officers is included at **Attachment 8**.

- **Facebook Posts:** 28 Facebook posts created and launched between February 15 and March 26. Reached 34,626 people and caused 1512 'engagements' on the Shire's content.
- **Shire News:** RRRP project promoted in 'Shire News' advertorial in Broome Advertiser on three occasions – February 25, March 11 and March 25.
- Additional content advertised in the Broome Advertiser on March 4.
- **Advertisement:** Additional content advertised in the Broome Advertiser on March 4. Recurring RRRP advert on Triple M and Hit FM from February 25 until March 29.
- **E-newsletters:** Three e-newsletters sent to 2893 people, with 1056 recipients opening the e-mail. 36.5% open rate.
- **Website:** RRRP website visits: 1852 during Community Review period
- **Media coverage:**
  - Stories in the **Broome Advertiser** on 18 February and 4 March 2021.
  - **ABC Kimberley** radio interviews on 15 February and 5 March 2021.
  - **Goolarri Radio** interview on 16 February 2021.
  - **Triple M** radio interview on 23 February 2021.
  - Two **promotional videos** released on YouTube and social media on February 15 and March 17 2021.

### Tony Laws Engagement

Tony Laws is a now retired, renowned hydrogeologist. Most importantly to the Project, he was engaged by the Coconut Well Residents whose response to desktop analysis findings was influential in Council calling off detailed site investigations on Site D1 (Cape Leveque Road, northern side of McGuigan Road) in 2015.

Based on the Shire's desire to maintain transparency and to mitigate risks, Shire Staff and the CEO held a workshop on 25 February 2021 with Tony Laws, WaterCorp and the Principal Consultant on RFQ19-72 Talis Consultants. This was established to discuss and walk through the Project deliverables after sending them through for review some weeks prior. The workshop was a collegial exercise whereby Tony Laws outlined that he saw no risks in the works undertaken as part of The Project, nor any risks developing the RRRP at Site D2.

Tony Laws amicably outlined his intentions to assist in presenting his findings to Coconut Well residents and would aim to support them to understand the documentation provided. A copy of this Information Session Report, including responses from the Project Team is on the project website and can be found in **Attachment 9**.

### Community Survey Report Findings Overview

Shire officer's have reviewed all the written survey responses. The responses have been divided into key themes and a detailed Community Survey Report prepared **Attachment 10**.

The seven key themes identified in the Community Survey Report are listed in the table below were defined as frequently raised commentary of perceived critical impacts.

Key Theme 1	Importance of recycling / Community Recycling Centre
Key Theme 2	Protection of Flora and fauna
Key Theme 3	Groundwater concerns
Key Theme 4	Proximity to housing, visual amenity and odour
Key Theme 5	Increase in illegal dumping due to distance of facility from Broome town center
Key Theme 6	Cost to ratepayers and commercial operators
Key Theme 7	The future of the current Buckleys Road site

Minor Themes were also captured through the process that were based upon receipt of not as numerous and not as critical queries and are listed below:

Minor Theme 1	Ability of the new site to manage extreme weather events
Minor Theme 2	Gas emissions
Minor Theme 3	Cultural considerations
Minor Theme 4	Access and surrounding infrastructure
Minor Theme 5	Capabilities of Class III landfill
Minor Theme 6	Employment

Detailed responses for each theme are provided in **Attachment 10**.

Through the Community Review, the overwhelming public sentiment from survey respondents and attendees at information sessions mirrored the opinion that Site D2 was a better option for the landfill siting than Site G1.

This has been confirmed by the fact that:

- 65% of survey respondents were happy with the investigation criteria used by the Shire in relation to site selection – criteria and investigations that show Site D2 is a better option for the landfill.
- 68% of survey respondents were extremely, very or moderately confident in the Shire's investigations related to the landfill component of the RRRP – which show Site D2 is a better option for the landfill.
- 77% of Pop-Up Survey respondents said they were feeling positive or very positive about the RRRP project.
- The vast majority of comments in relation to Site D2 from survey respondents stated that it was a better option for the landfill component.
- The vast majority of comments in relation to Site G1 from survey respondents raised concerns about the location, additional cost and reduced distance to groundwater, as compared to Site D2.
- The Shire met with respected hydrogeologist Tony Laws on February 25, who had been critical of plans to establish a landfill at Site D1 in 2015. Mr Laws indicated no major concerns about Site D2 in relation to the landfill component.

As with any new landfill facility or major infrastructure project, concerns were raised and a level of dispute was witnessed. In relation to Site D2, this was predominantly from Coconut Well residents, who raised concerns over the proximity of the site to their properties.

However, following a constructive Information Session with Coconut Well residents, all concerns have been answered in a fashion Shire officers feel should allay these fears and all questions about the potential use of Site D2 as a landfill have been answered comprehensively by the Project Team.

The main concerns raised by Coconut Well residents and the wider community are covered in this document in Key Themes 1-7. The corresponding conclusions to each Key Theme show that the Project Team has undertaken the required scientific investigations and peer-reviewed research to allay these concerns. While the Themes raised are pertinent, they are not reason for either Site D2 or Site G1 to be ruled out as an option for landfill.

The overarching community sentiment, as can be seen in the survey responses and when garnering feedback from the community at engagement sessions, mirrors the Project Team's investigations and subsequent prognosis – that Site D2 is a superior option for the RRRP's landfill component. It should also be acknowledged that option 1 will require only site D2 to be cleared, of native vegetation as opposed to option 2 which requires both G1 and D2 to be cleared.

It is the view of officers that all submissions and concerns raised have adequately been responded to and/or have been addressed or mitigated through the design of the facility. There have been no fatal flaws or critical areas of concern identified through the community engagement process and as such Council is requested to proceed with D2 as the preferred site.

### **Further Groundwater Monitoring Data**

Since the finalisation of the Site Comparison Report, further, additional water sampling results have been provided by the Project Team. Data loggers (pressure transducers) have been installed within the bores at both Sites which record groundwater levels on a daily basis. Groundwater monitoring data was then compared to rainfall data during the period between 14 December 2020 to 30 March 2021. Groundwater levels have slightly increased at both sites with ranges of 0.1 – 0.5m at Site D2 and 0.2 – 0.4m at Site G1. These results are as expected due to the rainfall influences on groundwater during the wet season. However, importantly all levels are less than the estimated highest groundwater level modelled for both Sites by the Project Team to date. A copy of the Groundwater Monitoring Data Reports from this period can be found in **Attachment 11**.

### **Planning Direction**

The development of a Regional Resource Recovery Park is considered public works and is therefore exempt from requiring development approval from the Shire of Broome.

The preferred site (Site D2) is located on land classified under the Shire's Local Planning Scheme No. 6 (LPS6) as a Local Reserve for 'Public Purposes: Water Supply'. The site is also located within Special Control Area No. 2 'Future Broome International Airport Environs'.

It is recommended that the scheme be amended to change the intent of the Public Purpose Reserve from '*Public Purpose: Water Supply*' to '*Public Purpose: Refuse Site*'. This is to ensure that the Local Reserve adequately reflects the intended use of the site as a Regional Resource Recovery Park. This process should be undertaken to ensure that the scheme adequately reflects the ultimate intended use. However, this is not a prerequisite for the development to proceed.

The appropriate Reservation of the site is therefore proposed to be addressed in the current review of Local Planning Scheme No. 6.

## Land Exchange Progress and Liaison

Following tenure progress outlined in December 2020, a site survey and creation of Deposited Plan of the D2 area to be excised from Reserve 25716 (Water Corporation) was progressed and has now been completed and lodged with Landgate 19 April 2021. Land Tenure is expected to be finalised within 2-3 months, however is not a hindrance to progression of the next stages of the Works Approval process.

## Next Steps

The proposed immediate next steps for the project are defined in the table below, outlining major actions relating to the current project plan for planning and detail design.

Planning/Detail Design		
Milestones	Deliverable	Forecast Due Date
Preparation and Submission of CRC Works Approval Documentation & EPA Referrals	CRC Works Approvals & EPA Referrals	May 2021
Commence Procurement Process for Detail Design Consultancy Services	RFT Documents to Tender	June 2021
Detail Design Consultancy Services Contract Award	Executed Contract	August 2021

## CONSULTATION

Consultation activities and process have been outlined in the commentary section and exceed the requirements from the December 2020 endorsed Community Engagement Plan. It must be recognised that an engagement process has been undertaken with a site selections lens, aligned with the current development stage of the project. Engagement and Stakeholder liaison will continue. Engagement planning, activities and reporting will take place for each future phase of the project.

## STATUTORY ENVIRONMENT

Planning & Development Act 2005

Planning and Development (Local Planning Scheme's) Regulations 2015

## POLICY IMPLICATIONS

Shire of Broome Policy 3.4.6: Community Engagement

## FINANCIAL IMPLICATIONS

Development Option 1 is a far more cost-effective solution for the delivery of the Shire's waste management services. Over the 40-year financial modelling works undertaken, Development Option 1 results in a cost saving of \$62.02M (NPV \$22.4M). The key reasons associated with the cost savings are:

The large capital investment required for the landfill at Site G1;

Less void space gain across the landfill resulting in the requirement to develop additional landfill cells earlier than Site D2;

No soils revenue generation due to the low separation distance to groundwater;

Additional labour and plant requirements due to the requirement to have two isolated facilities; and

Additional haulage costs associated with the 29km additional distance to Site G1.

Financial Implications for the RRRP Project from a capital, operational and logistics considerations are best defined within the Financial Review and Assessment component of the Site Comparison Report. Further development of the RRRP project is to be funded by Shire of Broome Reserves, accumulated from Waste Management functions. Account '101080010 New Refuse Site Exp - Op Exp - Regional Resource Recovery Park' has been used for this project through site investigations process and will continue through future project phases.

The forecast balance of the RRRP reserve on 30 June 2021 is \$13,168,564.

Following Council endorsement of the preferred development option it is recommended project delivery timeframes be reviewed and a funding strategy be developed for inclusion in the next review of the Shire's Long-Term Financial Plan.

It should also be noted, that on 3 September 2020, the Shire, NBY and Yawuru PBC entered into an escrow agreement, with an agreed figure deposited into an escrow account on 20 October 2020. If Development Option One is endorsed and Site G1 is not to be used, funds held in the Escrow Agreement will be returned as per the conditions of the Escrow Agreement. These funds are included in the forecast RRRP Reserve balance above.

Alternatively, if Development option 2 is progressed, \$3,373,278 will be required to be formally transferred to NBY for provision of access and limited tenure of G1.

## RISK

Risks associated with this item have been presented in the following table, developed following a Waste TAG team-based risk assessment held 8 March 2021.

Risk	Type (Health, Financial Impact, Service Interruption, Compliance, Reputational, Property Environment)	Rank (based on measures of consequence and likelihood)	Mitigation
Run out of space at Buckley's Road landfill prior to new transfer station and landfill being constructed. Based on 2014 waste tonnages, it is estimated that annual cost to transport waste to Port Hedland is approximately \$7M. This equates to an	Reputational Financial	High	Undertake actions as outlined in the Waste Disposal Strategy (2018) to ensure maximum landfilling time is secured at Buckley's Road.  Ensure DWER and EPA are aware of the RRRP Project and can assist in expediting the

increase in tipping fees of approximately 400% and kerbside collection fees of approximately 210%.			process on the grounds of essential public works.
Yawuru Community ILUA (G1 Site) is delayed (timeframe potentially 1-5years)	Service Interruption Financial Reputational	High	In principle agreement and ongoing engagement with Yawuru
EPA Landfill and CRC Referral and approval delays	Service Interruption Financial Reputational	High	Quarterly meetings with Environs Kimberley, continue to liaise with DWER, Specialist Waste Consultant engaged.
Community concerns relating to environmental impact on Broome landscape and business impact relating to distance to landfill.	Reputational	Low	Ensure Engagement and Communications activities continue to be undertaken with sound information and data and in a timely manner to mitigate any community concerns through active engagement.
Special Interest Groups remain unhappy and either site is removed from consideration	Reputational Financial Service Interruption	High	Ensure communication with Proponents for alternate sites continue and that Site Investigations findings are available and transparent to community.
Break down in negotiations with Nyamba Buru Yawuru caused by progressing with D2 may lose any future access to G1.	Reputational	High	Maintain open and transparent discussions in good faith with NBY, ensuring channels of communication are clear.
Council fails to make or delays a decision	Reputational	Medium	Provision of sufficient information and community feedback to make an informed decision
Section 18 Process is required to alleviate any heritage issues though is a long process that may withhold construction timeframes	Reputational Financial Service Interruption	High	Engagement with DPLH to commence immediately.

## STRATEGIC IMPLICATIONS

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

Affordable services and initiatives to satisfy community need  
Effective communication

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

Core asset management to optimise the Shire's infrastructure whilst minimising life cycle costs.

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

Affordable and equitable services and infrastructure

Effective community engagement

**VOTING REQUIREMENTS**

*Simple Majority*

REPORT RECOMMENDATION:

*That Council:*

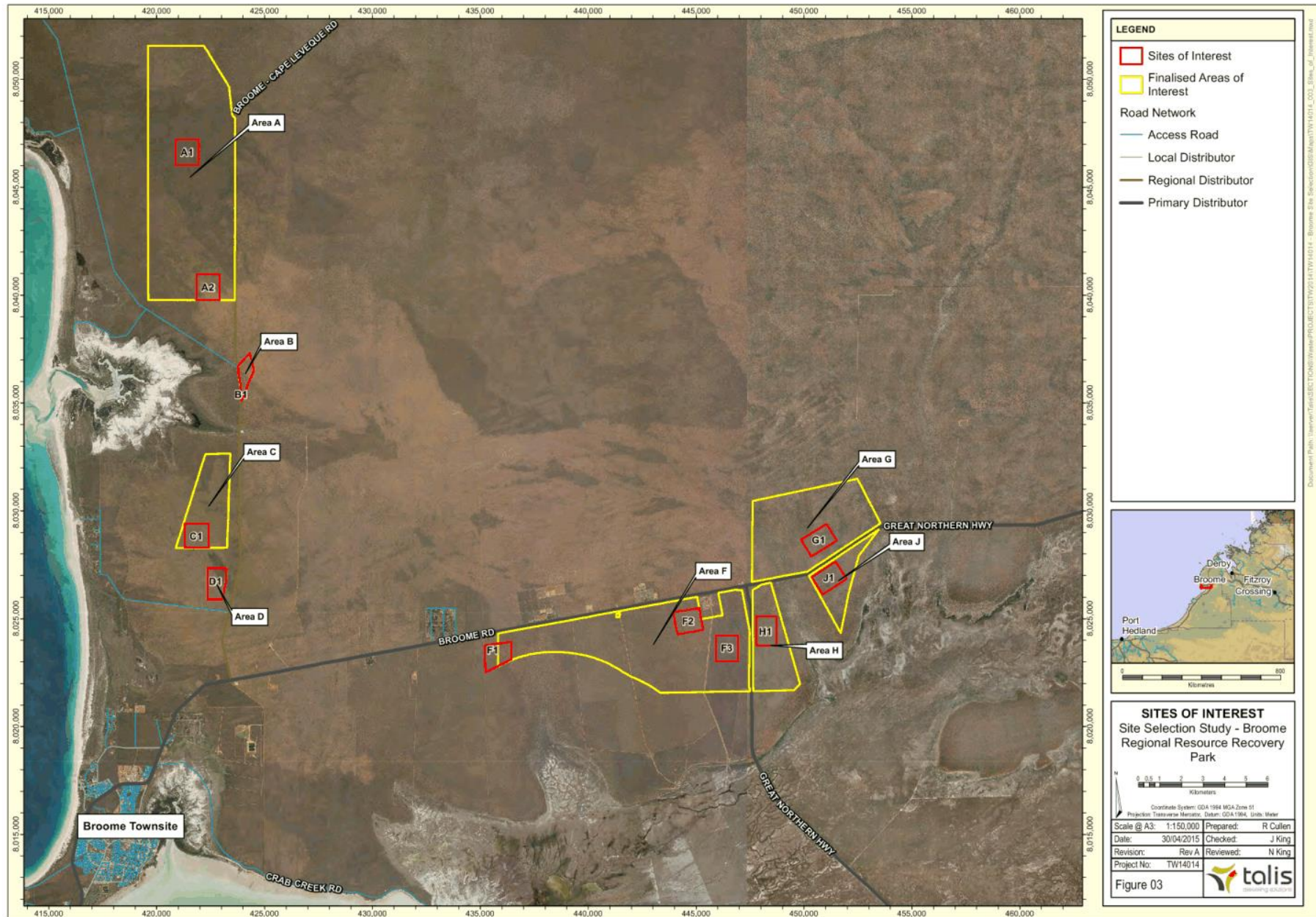
1. *Receives and notes the Regional Resource Recovery Park (RRRP) Site Selection Community Engagement Report (**Attachment 10**);*
2. *Endorses Development Option One on Site D2 as the preferred option to progress the RRRP as detailed in the Site Comparison Report (**Attachment 2**);*
3. *Requests the Chief Executive Officer advise WaterCorp of the above and thank them for their involvement throughout the process;*
4. *Request the Chief Executive Officer advise Nyamba Buru Yawuru and Yawuru Native Title Holders Aboriginal Corporation RNTBC of the outcome of the site selection of the RRRP and thank them for their involvement throughout the project to date and in an ongoing capacity;*
5. *Request the Chief Executive Officer to commence all the relevant environmental approvals for the RRRP at Site D2.*
6. *Acknowledges the RRRP is deemed a 'public works' and requests the Chief Executive Officer to include and progress the amendment of the Reservation of site D2 through the review of Local Planning Scheme No.6 with the intent to change the Reservation from Public Purpose: Water Supply to Public Purpose: Refuse Site.*
7. *Request the Chief Executive to review RRRP project delivery timeframes and develop a draft funding strategy for inclusion in the next review of the Shire's Long-Term Financial Plan.*

**Attachments**

1. Sites of Interest Report 2015
2. Site Comparison Report
3. RRRP Peer Review Report
4. RRRP Site Selection Community Engagement Plan
5. RRRP Info Session Minutes Environs Kimberley
6. RRRP Info Session Minutes Coconut Well Residents
7. RRRP Info Session Minutes Broome Community



8. RRRP Schedule of Submissions from Public Comment Period
9. Tony Laws Meeting Minutes
10. RRRP Community Survey Report
11. Groundwater Monitoring Data Reports





## Site Comparison Report

Broome Regional Resource Recovery Park



Prepared for Shire of Broome

12 February 2021

Project Number: TW19104

Site Comparison Report  
Broome Regional Resource Recovery Park  
Shire of Broome



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## Appendices

**APPENDIX A** Drawings

**APPENDIX B** Figures

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## Acronyms

AHD	Australian Height Datum
ARI	Average Recurrence Interval
BPEM	Best Practice Environmental Management
CRC	Community Recycling Centre
DBCA	Department of Biodiversity, Conservation and Attractions
DFES	Department of Fire and Emergency Services
DMIRS	Department of Mines, Industry Regulation and Safety
DWER	Department of Water and Environmental Regulation
ESA	Environmentally Sensitive Area
EPA	Environmental Protection Authority
FPM	Floodplain Mapping
FTE	Full - time Equivalent
GCL	Geosynthetic clay liner
GSWA	Geology Survey of WA
GPS	Global Positioning System
HHW	Hazardous Household Waste
HDPE	High Density Polyethylene
KLC	Kimberley Land Council
LDPE	Low Density Polyethylene
PDWSA	Public Drinking Water Source Areas
PEC	Priority Ecological Communities
RRRP	Regional Resource Recovery Park
RIWI Act	Rights in Water and Irrigation Act
SCA	Special Control Area
TEC	Threatened Ecological Communities
TWS	Town Water Supply
WMF	Waste Management Facility



## 1 Introduction

The Shire of Broome's (**the Shire**) current active unlined landfill at the Buckleys Road Waste Management Facility is approaching the end of its operational life, with the latest survey data suggesting approximately three years of landfill void space remaining. The Shire has undertaken a number of site selection studies over the past decade to assess options for providing long-term resource recovery and disposal facilities to modern best practice standards to provide these critical services to satisfy the needs of the Broome's domestic and economic communities. From the outset of this significant project, the Shire identified the opportunity for the project to advance the recycling and resource recovery initiatives as well as the standard of waste treatment services for the Shire and also for the wider Kimberley area. With this the Regional Resource Recovery Park (**RRRP**) project was born.

In November 2019, the Shire commissioned Talis Consultants Pty Ltd (Talis) to further progress the RRRP across two preferred sites arising from the extensive site selection works previously delivered by the Shire and its project partners. The objective of the works is to assist the Shire to make an informed decision based on both technical and financial information on the selected site(s) to progress the development of the RRRP project.

The development of the RRRP (herein referred to as **the Project**) will consist of either an integrated waste facility or a waste infrastructure network, which will depend on the Development Option chosen by the Shire. The two options currently being considered are:

- **Development Option 1:** A fully integrated RRRP at Site D2, including a Class III landfill and community recycling centre (**CRC**); or
- **Development Option 2:** A waste infrastructure network over two sites consisting of:
  - Class III landfill at Site G1; and
  - CRC at Site D2.

As outlined above the Shire proposes to develop the CRC at Site D2 for a variety of key reasons including its close proximity to the Town centre and its supportive site attributes.

The works completed so far encompassed the development of a Master Plan for both Development Options being considered. These works were conducted over several months and supported by a series of workshops with the Shire to ensure that the final designs satisfied the long-term requirements of the Project, and that it aligns with modern best practice design principles. Based on the designs for the facility, Talis has led the delivery of a range of site investigations including:

- Flora and Fauna Investigations delivered by Spectrum Ecology;
- Geotechnical and Hydrogeological Investigations delivered by Talis; and
- Hydrology (Flood) Modelling Assessment delivered by Talis.

Utilising the information gathered from these investigations as well as public data collected from a range of government agencies, Talis has assessed the suitability of both Sites for the development of the Project, particularly the landfill. Talis has also utilised this information to undertake a site comparison from a technical perspective.

Talis has also been tasked with assessing the financial implications over a 40 year and 70 year timeframe of the two development options to assist the Shire to make an informed decision with due consideration of this critical aspects of the Project and the costs to the ratepayers.

This Site Comparison Report has been prepared to summarise the findings of the extensive works completed across both sites over 12 months. The report aims to compare the technical and financial aspects of each Development Option in order to assist the Shire with making an informed decision on

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which Development option to progress with. Based on the findings, Talis has provided a recommendation on the Selected Site.

## **1.1 Objectives**

The objectives of this Site Comparison Report are to:

- Provide an outline of the RRRP development;
- Summarise and compare the technical aspects of both sites including both environmental and social factors;
- Identify any fatal flaws that may hinder the development of the site(s);
- To compare the financial cost of each Development Option; and
- Talis to provide a recommendation on the Development Option and the therefore the Selected Site(s).

## 2 Background

The Shire currently operates the Buckleys Road Waste Management Facility (Buckleys Road WMF) at 164 Buckleys Road, Waterbank. The Buckleys Road WMF contains an unlined landfill and a community drop off area. Just over 500 metres (m) south of this site is Lot 400 on Buckleys Road (Lot 400). This site is held under Management Order from DevelopmentWA and is currently used as a process and storage facility for inert waste, green waste, tyres and other bulky waste streams. The Shire has been aware that the Buckleys Road Facility is approaching the end of its operational life and therefore the Shire has undertaken a large range of site selection, site investigations, tenure and development studies over the last decade to assess options for providing a long-term resource recovery and disposal facility to modern best practice standards for its community and ratepayers.

The siting of waste management facilities, particularly landfills, can be a complex process with the requirement for the assessment of a variety of factors including environmental, social and financial aspects, as well as seasonality changes to values. An extensive site selection study has been undertaken since 2014 using desktop analyses to identify Areas of Interest, Sites of Interest and Preferred Sites within a 60km radius of the Broome townsite that warranted further consideration. This process commenced with wider stakeholder consultation to assist in the establishment of Site Selection Criteria. Based on the adopted Site Selection Criteria, a geospatial model was prepared based on in excess of 100 governmental datasets covering all the key factors across the environmental and social aspects. A key finding arising from the geospatial model was that the Shire is a highly constrained location for the development of a RRRP, particularly a landfill, due to the lack of land arising from its peninsular formation and the very high heritage, environmental and social values across the region. However, a range of Areas of Interest and Sites of Interests were identified and assessed by the Shire over the years including intrusive investigations on a number of Preferred Sites. However, the Shire has yet to determine a Selected Site for the RRRP that would allow the Project progress to the next phase, which is the approvals process.

In November 2019, the Shire commissioned Talis Consultants Pty Ltd (Talis) to further progress the site selection works for the RRRP by undertaking detailed investigations for two Preferred Sites (Site G1 and Site D2) arising from the previous decade of work on the siting study. The locality of each site is shown in **Figure 2**.

- **Site D2:** occupies an area of approximately 119 hectare (ha) located over two lots, the northern section of Lot 990 on DP 414194 Broome Road and the northern section of Lot 593 on DP71791 Broome – Cape Leveque Road. Site D2 is located 12km northeast of the Broome town centre and 5.5km northeast of the Buckleys Road WMF.
- **Site G1:** is located on the Great Northern Highway, Roebuck WA, 6725, approximately 38 km north-east of the town centre and 31km east of the current Buckleys Road WMF. Site G1 comprises of an area of approximately 98 ha in size. Site G1 is immediately north of Great Northern Highway with the surrounding land being uncleared bushland.

Each site has been subject to a range of investigations and surveys including a topographic survey, flora and fauna surveys, heritage surveys, hydrological assessments, geotechnical and hydrogeological surveys to confirm their suitability for the development of the Project. The outcome of these investigations will help the Shire make an informed decision on the Selected Site(s) to progress the development of the Project.

### 2.1 Waste Disposal Strategy

In 2018, the Shire prepared a Waste Disposal Strategy that assessed a variety of options to satisfy the critical long term disposal needs for both the domestic and commercial communities of Broome. As

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part of these works, Talis assessed a variety of alternative short term disposal options available to the Shire to allow the Shire to continue to proceed with the RRRP as a long-term disposal option.

The Waste Disposal Strategy provided key findings, the most significant of which was the need to relocate the Shire's current CRC to allow the current landfill to expand into this area. Furthermore, the report highlighted the potential financial implications of not doing so, and instead transporting the Shire's waste to alternative landfill facilities.

While the next closest landfill facility that could potentially accept the Shire's waste for disposal is the Town of Port Hedland's South Hedland Landfill facility, the City of Karratha's Seven Mile Landfill was instead chosen as the appropriate facility. The Town of Port Hedland's South Hedland landfill is approaching the end of its operational life. Therefore, in the near future the Town of Port Hedland may decide not to accept the Shire's waste to conserve its valuable void space to service its own domestic and commercial communities.

The City of Karratha's Seven Mile Landfill facility has significant void space after recently developing two Class III landfill cells. However, the distance to the City of Karratha's Seven Mile Landfill is 835km. This is an additional 236km beyond Port Hedland's facility and therefore, significantly increases the cost.

With this in mind, it was anticipated that the transportation of waste to an alternative disposal facility would require a capital investment of the Shire of between \$2M and \$3.5M to deliver a waste transfer station to consolidate the waste prior to shipment. The waste transfer station would also have an operational cost of approximately \$3.5M per annum. This investment would be a short-term solution as this facility would only aid in giving the Shire additional time to find a suitable location for the RRRP.

Arising from the Waste Disposal Strategy, it is clear that the Shire must deliver the RRRP project, which would include a modern best practice Class III landfill, to ensure that cost effective waste services can be provided to the current and future communities of Broome. It is also recognised that providing this facility is critical to the future growth of the town.

### 3 RRRP Infrastructure

As outlined previously, the Shire wishes to make a decision between two potential development options for the RRRP, consisting of:

- **Development Option 1:** A fully integrated RRRP at Site D2, including a Class III landfill and community recycling centre (CRC); or
- **Development Option 2:** A waste infrastructure network over two sites, including:
  - Class III landfill at Site G1; and
  - CRC at Site D2.

As reflected in the above Development Options, the Selected Site for the CRC is proposed to be on Site D2. There are a variety of key reasons for this including the suitability of the site for the establishment and operation of the CRC, as well as the need for a CRC to be located within a reasonable distance to the Shire's town centre for easy and convenient access for the community and other users.

The following sections provides an overview of the various infrastructure elements for each Development Options arising from the Master Planning works undertaken by Talis and the Shire.

#### 3.1 Community Recycling Centre

The following section provides a description of the CRC and its key design elements including:

- Entrance;
- Community Recycling Areas;
  - Reuse Shop;
  - Education and Admin Area;
  - Greenwaste Drop Off and Mulch Collection Area;
  - Household Hazardous Waste;
  - On-Ground Recycling Drop Off
- Weighbridge;
- Refuse Drop Off Facility; and
- Stockpile and Processing Areas.

The proposed layout of the facility as shown in APPENDIX A considered a range of aspects to ensure the efficient operation, future expansion and alignment with the Waste Hierarchy i.e. reuse, recycle, recover and disposal.

It should be noted that the CRC Conceptual Design is consistent for both development options, with all activities to remain on Site D2 regardless of which development option is chosen by the Shire for its preferred long term disposal service (i.e. whether the landfill is developed at Site D2 or G1).



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Plates 3-1: CRC Visualisation

### **3.1.1 Entrance**

Entrance to the CRC facility will be via Broome-Cape Leveque Road, approximately 750m south of the intersection of Broome-Cape Leveque Road and McGuigan Road. All vehicles will enter the facility via this entrance. All light vehicles (both domestic and commercial) will be directed to the Community Reuse and Recyclables Drop Off Areas before reaching the weighbridge and gatehouse, after which they can proceed the Refuse Drop Off facility to dispose of mixed waste. This will encourage all users to source separate their waste to maximise the diversion of waste from landfill.

Large commercial vehicles entering Site D2 will proceed directly to the weighbridge/gatehouse once they have entered the facility. These vehicles will be directed to the appropriate processing/stockpiling area or the landfill. Shire employees will have the ability to bypass the weighbridge/gatehouse and proceed to the Shire's offices/workshop.

### **3.1.2 Community Recycling Areas**

Upon entrance into Site D2, domestic users will be directed to the Community Reuse and Recycling Areas that will run parallel to the main road leading to the weighbridge. This area will provide the following advantages to both the Shire and domestic users:

- Optimisation of traffic over the weighbridge/gatehouse;
- Increased source separation;
- Separation of light and heavy vehicles as early as possible; and
- Clear separation of front and back of house operations.

The Community Recycling Area comprises of a variety of facilities focused on the higher level of the waste hierarchy to divert these materials from landfill.



**Plates 3-2: Community Recycling Area Visualisation**

#### **3.1.2.1 Reuse Shop**

The Reuse Shop will be located at the front of the community area aligning with the Waste Management Hierarchy and provide efficient public access. The activities at the Reuse Shop will include acceptance, inspection, and the preparation for sale of items collected at the drop-off areas. This would primarily involve the cleaning of and potentially making repairs to reusable items as well as separating materials to be recycled or disposed of.



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The Reuse Shop includes a Reuse Shed, a two-lane drive through forecourt and drop-off area for the collection, repair and sale of used goods back to the community. There are 20 car parking bays proposed for the Reuse Shop as well as 4 extended parking bays for car and trailer configurations.

The Reuse Shop has been designed to cover an area of approximately 375 square metres (m<sup>2</sup>). The hard-standing area adjacent to the Reuse Shop provides an area of approximately 375m<sup>2</sup> for the storage of materials that can be exposed to the elements. There will be a drive through forecourt area opposite the reuse shed of approximately 200 m<sup>2</sup>. Site staff will sort through the drop-off items to determine where they should be placed. The forecourt canopy will also provide visitors and Site staff protection from the elements.



**Plates 3-3: Reuse Shop and Education/Admin Centre Visualisation**

#### **3.1.2.2 Education Centre and Admin Area**

Waste education is a key element of a successful waste management system with the best performing waste management systems supported by strong waste education programs. The provisions of waste education will help to support the resource recovery and waste services offered across the facility and the Shire as a whole. It will be used to explain the important 'why the community should participate' and the 'how the community should interact' with the various services offered by the Shire. Waste education focuses on initiatives at the top of the Waste Management Hierarchy (avoid, reduce, reuse and recycle) as well as creating awareness of the sustainability challenges associated with current consumption and waste management habits.

An Education Centre is proposed as part of the CRC development to assist with improving community awareness of sustainable waste management practices, as well as educating the community on the use of the facility. It is currently proposed that the Education Centre will be located adjacent to the reuse shop. The centre will include a classroom with displays, IT equipment for presentations and associated parking for visitors and school bus tours. A bus parking bay has been proposed on the main entrance road with a pedestrian pathway allowing access from the bus parking bay to the education centre. It proposed that the education centre and administration area would be co-located within this building, covering an area of 160m<sup>2</sup>.



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### **3.1.2.3 Green waste Drop Off and Mulch Collection Area**

The green waste stockpile area has been designed to allow light vehicles to safely and efficiently drop off green waste directly into the green waste windrows but separate to the drop off areas for heavy vehicles. By providing the community and commercial customers with direct access to the stockpiles will eliminate the need for double handling of this high volume material (especially pre and post cyclone events).

Domestic users will be directed to drop off these materials within the green waste stockpile areas outside the Community Recycling Areas. A gated entry point will be installed between the Community Recycling Area and stockpile areas. It is anticipated that mobile bollards and cones will be used to direct traffic to the appropriate windrow(s) and maintain clear separation of the front-of-house and back-of-house operations. Site staff will manage and supervise this activity to ensure that community only have access to windrows that have been designated for community access and that all users safely enter and leave the green waste drop off area.

A Mulch Collection area has been located within the green waste drop off area to continue the Shire's current mulch collection service. It is anticipated that at designated times a site staff member will operate a front-end loader to allow for the loading of mulch onto vehicles and trailers.



**Plates 3-4: Reuse Shop and Education/Admin Centre Visualisation**

### **3.1.2.4 Hazardous Household Waste**

A fully enclosed Hazardous Household Waste (HHW) shed will be development at the CRC for the safe acceptance and storage of hazardous materials such as oil, paint, batteries, fluorescent tubes and globes, aerosols and pesticides etc. The shed will be fully enclosed with appropriate bunding to contain any leaks or spills as well as designated storage areas for each waste type to ensure source separation. This facility will provide domestic users a free and safe drop-off facility for these problematic wastes for the community and therefore ensure that these materials are treated appropriately and diverted from landfill. The HHW will be located adjacent to the Reuse Shop to allow site staff to supervise and manage both activities simultaneously.

### **3.1.2.5 On-Ground Recycling Drop Off Area**

The on-ground drop-off area for recyclables and bulk waste, including white goods, mattresses and tyres, have been amalgamated into one laydown area, measuring 1,000m<sup>2</sup>, with a small canopy over

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parts of the area to protect some materials from the elements. The community vehicles parallel park alongside the laydown area to place their bulk waste items on the floor. This area is serviced from the opposite side with mobile bollards used to maintain clear separation of the front-of-house and back-of-house operations.

Half of this area will be allocated to on-ground receptacles or hook lift bins for source separated recyclables. These waste streams may include cardboard, scrap metal and commingled recyclables. It is anticipated that front lift or hook-lift bins will be provided to cater for these materials. The 15m<sup>3</sup> hook lift bins allow the community to drop waste into an open top bin to dispose of their materials while the 30m<sup>3</sup> bins can include specialist openings to allow materials to be deposited. The concept is to generate clean streams of these materials to maximise future reprocessing opportunities.



**Plates 3-5: Recycling Drop-off Receptacles**

### **3.1.3 Weighbridge**

All large vehicles, and light vehicles disposing of refuse, will pass over the weighbridge where each load will be inspected and directed to the appropriate stockpile/drop off area. Tip passes or financial transactions will occur at this point. Due to the low volume of traffic at the site, a single dual access weighbridge, with a bypass lanes has been proposed at this stage.

### **3.1.4 Refuse Drop-off Facility**

All light vehicles (domestics and commercial) with mixed waste will be directed to the Refuse (mixed waste) Drop Off Facility for safe disposal of their waste. The facility will be covered by a canopy and contain 12 reverse parking bays which align with 6 hook lift bins. The hook lift bins are located on the lower ground of the facility and a safety wall will be installed to protect customers while depositing materials. This facility will also include edge protection for to limit the proximity of cars to the wall.



Plates 3-6: Refuse Drop Off Area

### 3.1.5 Stockpile and Processing Areas

Stockpile and Processing areas have been located south of the CRC area and will contain the back-of-house operations of the facility. Access to this area will be limited to commercial vehicles, with the majority of users being heavy commercial vehicles and Shire's operators. Domestic users will have no access to these areas, with the exception of the green waste areas located adjacent to the community recycling area. These areas have been strategically located to provide logical linkages between the acceptance and processing areas for these key materials and to minimise the internal travel distances. Table 3-1 summarises the stockpile/processing areas allocated to each waste stream.

Table 3-1: Stockpile Processing Areas

Waste Stream	Stockpile/Processing Area (m <sup>2</sup> )
Green waste	31,500
Scrap Metal / Vehicles	3,950
C&D	8,550
Glass	3,000
Clean Fill	1,800

### 3.2 Liquid Waste Facility

Most major regional centres within WA have liquid waste facilities for the treatment of domestic and commercial liquid waste generate within the communities they service. Due to the favourable climatic conditions within WA, the preferred treatment method is evaporation. The Liquid Waste Facility consists of three ponds (two receival ponds and one evaporation pond). The receival ponds will consist of concrete ponds with a capacity of approximately 12m<sup>3</sup> each. The evaporation pond is much larger approximately 245m<sup>3</sup> and will be lined with high-density polyethylene (HDPE).

Liquid wastes will be transferred from liquid waste tankers via pipes into one of the receival ponds. Liquid waste tankers will reverse into the disposal location until they reach a wheel stop, at which point they will be directed to discharge the liquid waste into the required receival ponds via pipes with shut off valves. The solid constituents of the waste will settle in the receival ponds and the remaining liquid will be directed by gravity into an evaporation pond. Sunlight and oxygen naturally biodegrade



the incoming organic matter and evaporation reduces the volume of liquid waste in the pond. The solid content will be removed from the ponds and placed in the Class III landfill, as required.

The types of liquid waste to be accepted at a liquid waste facility is approved by the DWER who issue the licence to operate the facilities. It is anticipated that liquid wastes that will be accepted at the facility will be similar to the City of Karratha's liquid waste treatment facility at its Seven Mile Landfill. Examples of liquid wastes that may be accepted include:

- Waste oil, oily wastes (e.g. from oil filters) and oily water;
- Car and truck wash waters from wash down bays;
- Industrial wash waters, including those originating from cooling towers, industrial plants, ports, landfills, textile effluent and residues, and other industrial processes;
- Saline water;
- Brake fluid, coolant, ethylene glycol (antifreeze), propylene glycol, radiator fluid;
- Surfactants and detergents;
- Scrubber sludge, industrial waste treatment sludges and residues;
- Aqueous and solvent based wastes from the production, formulation and use of inks, dyes, pigments, paints, lacquers, varnishes, resins, latex, plasticisers, glues and adhesives; and
- Biological waste (septage and grease trap waste only).

### **3.3 Class III Landfill Design**

The Shire is committed to adhering to, and where possible, exceeding the Best Practice Landfill Standards for the siting design and construction of the Broome RRRP Landfill. There is no current WA specific landfill guideline and the industry and approval authorities generally adopt the Victorian Environmental Protection Authority (2015) Best Practice Environmental Management – Siting, Design, Operation and Rehabilitation of Landfills (BPEM Guideline).

Unlike the current Buckleys Road landfill, the RRRP Class III landfill will be a fully engineered landfill to minimise the potential for uncontrolled emissions to the environment. The key design aspects of the Class III landfill includes the following:

- Engineered Composite Basal Lining System (in order of construction/installation):
  - 500mm engineered in-situ soils attenuation layer;
  - Geosynthetic clay liner (GCL);
  - 2mm double textured (HDPE) geomembrane;
  - Cushion/protection geotextile;
- Environmental Controls:
  - Leachate collection and management system incorporating 300mm aggregate drainage layer and a primary and secondary collection pipe network, as well as evaporation ponds
  - Landfill gas management system incorporating gas wells, pipes and vents;
  - Surface water management system consisting of open channel drains and siltation ponds;
- Engineered Landfill Capping System (in order of construction/installation):
  - Geosynthetic cap including linear low-density polyethylene (LLDPE) or GCL
  - Restoration subsoils of 1m; and
  - Topsoil/growth medium of 200mm.

#### **3.3.1 Lining and Capping Systems**

The composite basal lining system will be installed at the bottom of the landfill with the primary role of protect the soil and groundwater beneath the facility. All leachate generated within the landfill cells will be collected on the basal lining system and then pumped to the surface for treatment in the

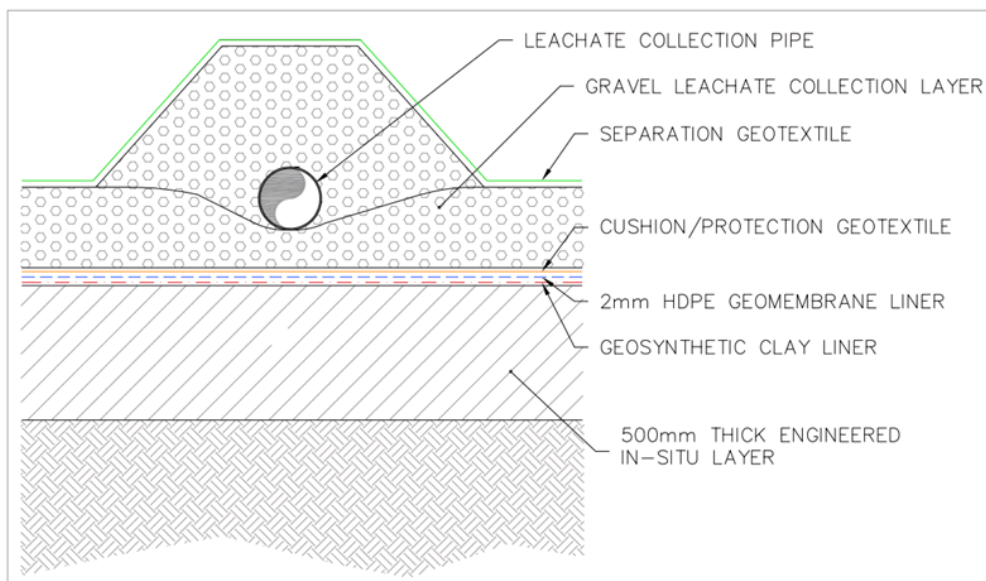
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leachate pond. The various layers of the basal lining system is illustrated within Plate 3-7 with their function summarised within Table 3-2.

**Table 3-2: Description of Basal Lining System**

Basal Lining System Layers (Descending Order)	Function
Gravel Leachate Collection Layer	The gravel drainage layer is constructed at the base of the landfill to collect leachate draining from the waste. Leachate drains to a network of perforated leachate collection pipes installed within the gravel layer.
Leachate Collection Pipe	The perforated leachate collection pipes transmit leachate towards the leachate sump at the lowest part of the landfill cell where it is extracted for treatment.
Cushion/Protection Geotextile	The cushion / protection geotextile provides protection to the HDPE lining from the strains imposed by the overlying gravel drainage layer which will be under load from the waste placed in the landfill.
High Density Polyethylene (HDPE) Geomembrane Liner	The High Density Polyethylene geomembrane is an impermeable barrier that acts as the primary sealing layer to prevent landfill leachate leaking into the groundwater environment.
Geosynthetic Clay Liner	The Geosynthetic Clay Liner (GCL) is a further impermeable barrier that acts as the secondary sealing layer to provide an additional level of protection from any damage which may occur to the overlying HDPE lining. If the HDPE is damaged, the bentonite clay within the underlying GCL lining material becomes hydrated and swells to seal the perforation in the HDPE by creating a low permeability clay barrier between the landfill and the underlying engineered attenuation layer.
Thick Engineered In-Situ Layer	The Engineering Attenuation Layer is the final layer in the composite lining system and comprises compacted in situ soils to provide a suitable foundation for the landfill lining system and further reduce the permeability of the ground beneath the landfill.



**Plates 3-7: Cross Section of Basal Liner**

The Shire will adopt a phased approach to rehabilitation of the landfill. This means that after each cell of the landfill has been filled to their designated levels, the Shire will apply a capping system. This will include a LLDPE or GCL along with approximately 1.2m of restoration soils graded to relevant slopes to ensure it is free draining. This will ensure the waste mass is fully encapsulated and can shed clean stormwater, which in turn will minimise leachate generation. The restoration soils will then be revegetated using local flora species. The various layers of the capping system is illustrated within Plate 3-8 with their function summarised within Table 3-3.

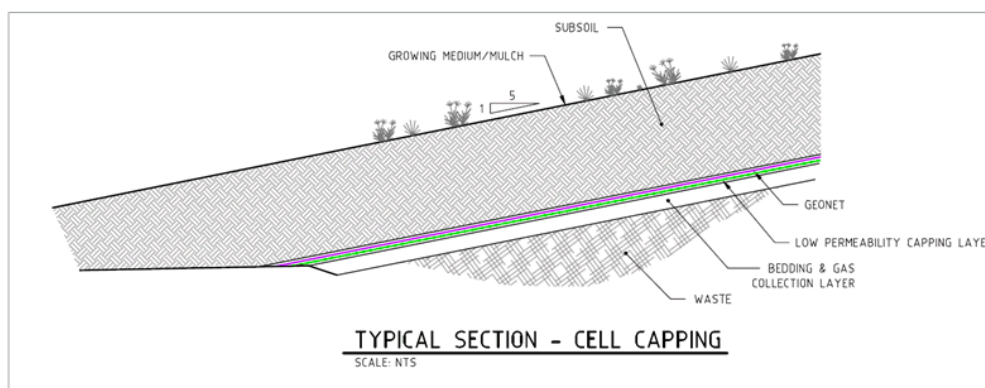
**Table 3-3: Description of Capping System**

Capping System Layers (Descending Order)	Function
Vegetation Layer incorporating hydromulch/seeding	Stabilise the surface of the slopes, advance revegetation and minimise erosion.
1000mm of Restoration Layer, comprising: <ul style="list-style-type: none"> <li>800mm thick layer of site-won subsoils; and</li> <li>200mm thick layer of growing medium/mulch</li> </ul>	Provides long term protection to the underlying geosynthetic layers and provide a growing medium for revegetation.
Geonet Drainage Layer	Quickly and effectively transmits subsurface water away from the low permeability sealing layer to the perimeter stormwater swales. Also provides protection to the underlying geomembrane layer from the overlying Restoration Layer.

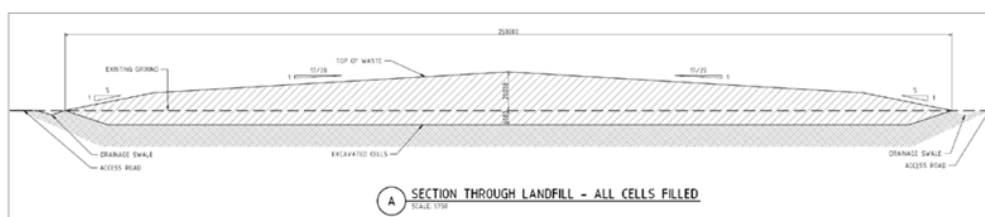
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1.5mm thick double textured Linear Low-Density Polyethylene (LLDPE) Geomembrane Layer	Provides a low permeability sealing layer (with a maximum saturated hydraulic conductivity of $2 \times 10^{-15} \text{m/s}$ ) to prevent the ingress of rainfall, which would otherwise generate leachate, and encourage the shedding of water off the landfill cap to the perimeter stormwater swales. Also provides a low permeability layer to prevent the uncontrolled release of landfill gas through the surface of the landfill, by directing the gas to landfill gas extraction wells.
300mm Sand Gas Collection / Regulating Layer	Provides a smooth firm subgrade for the installation of the overlying layers of the capping system. Also provides a permeable layer to facilitate the effective transmission of landfill gas beneath the sealing layer to landfill gas wells where it is extracted for treatment by thermal destruction.



**Plates 3-8: Cross Section – Capping System**



**Plates 3-9: Cross Section – Capped landfill**

Conceptual drawings of the landfill lining, capping system and typical cross section is shown in APPENDIX A.

### 3.3.2 Construction Quality Assurance

Historically it was found that the vast majority of issues with lining systems occurred during constructions works. Therefore, the various approval authorities now require that independent Construction Quality Assurance is performed during all landfill engineering works including basal and

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capping systems. This is undertaken by an independent engineering firm with suitable qualifications and experience to supervise and certify the construction works.

The various tasks involved in the Construction Quality Assurance works include:

- Conformance testing of the various lining and construction materials. This includes laboratory testing of various materials to ensure they comply with the specification as conditioned by the relevant approval authority (DWER);
- Approval of the construction methodology;
- Full time supervision of all construction works including but not limited to earthworks, lining, pipe and gravel installation;
- Supervision of all on site testing including weld tests (etch) of plastic liners, etc;
- Supervision of independent leak detection survey of the lining system; and
- Preparation of Construction Quality Assurance Report and Certification.

The leak detection survey is a critical element for all basal lining systems and leachate. This is generally undertaken by a specialist, independent contractor survey to ensure that there are no holes in the liner following the construction works. If there are any holes in the liner, these will be detected and then located, and repaired prior to being retested. This will ensure that the lining system is fully intact and sealed prior to the completion of the construction works.

The Construction Quality Assurance Report and Certification is submitted to the DWER (or relevant approval authority) for assessment and approval prior to the commencement of landfilling activities.

### **3.3.3 Shire's Landfill Design Requirements**

In addition to compliance with the BPEM Guidelines including the lining, environmental controls and capping with system, Talis and the Shire consulted on the key design requirements for the landfill.

This commenced with a needs analysis to determine the Shire's future waste disposal requirements. As part of this process, the current tonnage data for the Shire's various waste streams was determined including the domestic and commercial collections as well as waste tonnages from surrounding communities (within the Shire of Broome). Future waste projections were then modelled based on population and waste growth factors to determine future void space requirements up to the next 70 years. Based on the expected tonnages, Talis and the Shire consulted and determined the required design of the landfill including shape, size, depth and final height.

At this stage it is anticipated that the landfill will be 250m wide and be divided into cells of approximately half this width (125m). The length of each cell will be sized to provide sufficient capacity to waste disposal for approximately 2-3 years.

A critical component of the design that has been discussed with the Shire is the depth of the landfill cells. It has been determined that the landfill cells will be excavated to 6 metres below ground level which will provide valuable void space and also ensure that sufficient materials is capture to satisfy the various needs for the facility including the cell engineering, operational (daily cover) and restoration (final capping of 1.2m with insitu soils). In addition, the Shire has also recognised the opportunity to gain valuable soils that can be utilised by the Shire on other engineering projecting (including the potential capping of Buckley's Road landfill). This is result in a significant saving as the Shire is currently paying \$18/m<sup>3</sup> (ex GST). Based on the current design, it is anticipated that that on average the last 2 metres of excavations of the cells will be surplus materials that can be used by the Shire for other activities.

The anticipated final fill height the facility will be 20 above surrounding ground level.



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The final geometry and design of the landfill will be refined and determined at a later stage during the further, more detailed design works.

### **3.4 Supporting Site Infrastructure**

Both the CRC and Landfill include a suite of supporting site infrastructure including:

- Network of groundwater monitoring bores;
- Roads – sealed and unsealed in low use areas;
- Stormwater management systems;
- Administration Building and Workshops;
- Fire fighting services;
- Solar power system; and
- Security (fencing, gates, etc).

## 4 Environmental Setting

The key environmental aspects for Site D2 and Site G1 that have been considered for the development of the RRRP include climate, topography, geology, hydrology, hydrogeology, fauna, flora and vegetation. Information on each of these aspects is discussed in the following sections.

### 4.1 Climate

The climate of the Shire is considered to be semi-arid as per the Köppen classification system used by the Bureau of Meteorology (BoM). The local climate is defined by distinct wet and dry seasons. Rainfall is distinctly erratic with the majority of rain occurring within the wet season (November to April). The average monthly rainfall and mean maximum/minimum temperatures from 1930 to 2020 recorded at Broome Airport (ID 3003) are provided in Table 4-1.

Table 4-1: Monthly mean rainfall and temperature 1939 – 2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mean Rainfall (mm)	192.7	179.6	97.7	25.4	27.4	18.2	6.5	2.2	1.4	1.4	8.9	62.4
Mean Max Temp (°C)	33.3	32.9	34	34.3	31.6	29.3	29	30.4	31.9	32.9	33.7	33.9
Mean Min Temp (°C)	26.3	26.1	25.5	22.7	18.3	15.2	13.7	14.9	18.5	22.5	25.2	26.6

### 4.2 Topography

A topographic survey was undertaken by RM Surveys at both sites on the 28 October 2019 using a combination of traditional global positioning system (GPS) survey and aerial capture. During this survey, it was observed that the elevation ranges from 18m Australian Height Datum (AHD) at the south west corner of Site G1 to 24m AHD at the eastern corner. At Site D2 it ranges from 20.5m AHD at the south western corner to 38.5m AHD at the north eastern corner of Site D2. The topography for Site D2 is shown in Figure 3 and Site G1 in Figure 4.

### 4.3 Geology

#### 4.3.1 Regional Geology

The geology of the Canning Basin in which the sites fall has been mapped at the 1:250,000 scale by Gibson (1983) and summarised in Department of Mines, Industry Regulation and Safety (DMIRS) geological online database (DMIRS, 2020).

The Quaternary age Superficial formations are approximately 10m thick at both sites and comprise fine to medium grained sand and silt (Qz) which is probably of mixed aeolian and alluvial origin, colloquially known as Pindan Sand.

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Tertiary to Quaternary laterite (Czl) overlying Broome Sandstone is exposed in the headwaters of some creeks reaching the coast between Coulomb Point and Carnot Bay.

#### Site D2

- Qz: Quaternary red sand, fine to medium, minor silt, ~10m thick (Pindan Sand);
- Czl: Early Tertiary to Quaternary pisolitic and massive laterite, ~2m thick;
- Kb: Early Cretaceous sedimentary rocks, fine to very coarse sandstone, minor conglomerate, 280m in Broome water bore No. 2 (Broome Sandstone);
- JKr: late Jurassic to Early Cretaceous siltstone, claystone, sandstone, glauconitic, ferruginous (Jarlemai Siltstone);
- Ja: Late Jurassic interbedded fine to coarse sandstone and mudstone, pyritic, glauconitic in part (Alexander Formation); and
- Jl: Early to late Jurassic sandstone; minor siltstone, conglomerate, lignite (Wallal Sandstone).

#### Site G1

- Qs: Quaternary sand, silt, minor gravel, ~10m thick (Pindan Sand);
- Czl: Tertiary to Quaternary pisolitic and massive laterite, ~2m thick;
- K-sz-CA: Early Cretaceous sedimentary rocks, fine to very coarse sandstone, minor conglomerate, 280m in Broome water bore No. 2 (Broome Sandstone); overlying
- JKr: late Jurassic to Early Cretaceous siltstone, claystone, sandstone, glauconitic, ferruginous (Jarlemai Siltstone).

The Jarlemai Siltstone separates the Alexander Formation and overlying Broome Sandstone with a maximum thickness of 260 m in petroleum well Barlee 1. The Jarlemai Siltstone consists of predominantly siltstone and claystone, with minor interbeds of sand and sandstone towards the base. The base of this unit is recorded to occur in the deep groundwater bores ACP 1 and Keelindi 1 beneath Broome townsite at depths of around -430 m AHD.

The Cretaceous Broome Sandstone, which includes the Jowlaenga Formation as described by Towner and Gibson (1983), conformably overlies the Jarlemai Siltstone, and consists of mainly unconsolidated quartzose sandstone with minor conglomerates and beds of siltstone and claystone. The Broome Sandstone subcrops the entire Broome area with maximum thickness from 280 m (ACP 1) and is thinnest over the Barlee and Baskerville anticlines where the top of the Broome Sandstone has been eroded. The base of the unit is around -270 m AHD near the Broome townsite and rises towards the east where it rises above sea level to 34 m AHD on the Baskerville anticline.

Laterite overlying the Broome Sandstone is exposed in the headwaters of some of the creeks north of the site between Coulomb Point and Carnot Bay.

Pindan Sand, the surficial sediment cover of the Broome Peninsula, has been deposited by aeolian and alluvial processes (Vogwill, 2003). It has a grain size ranging from fine grained sand to silt with a deep red colour, with the red coloration due to the iron oxide staining of the individual grains and clay content. It is non-water repellent and takes its name from the unique vegetation which dominates the area (Vogwill, 2003). The unit is Quaternary in age and unconformably overlies the Broome Sandstone (Department of Water, 2012a). Intertidal and supratidal mud flats occur around inlets and bays.

#### **4.3.2 Site Geology**

The Department of Mines, Industry Regulation and Safety (DMIRS) geological online database classified the surface geology in the region as “S: Sandplain, mainly eolian including some residual deposits.” The Geological Survey of Western Australia Hydrogeological Series-Explanatory Notes, Broome, Western Australia, Department of Mines Western Australia, 1991 (DMIRS, 1991), indicates that most of the Broome area is covered by red sand and silt soils which are a mix of eolian and alluvial origin which are colloquially known as “pindan”. Pindan sand is classified as either clayey sand or silty sand with low density and high void ratios. Although described as collapsible silty-sand or clayey-sand soil it displays a self-cementation property on drying (Emery. S.J et al, 2003). Nonetheless, investigations conducted in the Kimberley region (Browse Liquefied Natural Gas Precinct Strategic Assessment Report, Government of Western Australia, 2010) have shown that the soil, prior to compaction and further engineering, exhibit a ‘trouble’ classification (Jennings and Knight, 1975). This suggests the soils at both sites may be subject to settlement issues without further engineering.

The surface geology mapped by the Geology Survey of WA (GSWA) for the Broome-Roeback Plains 1:50,000 Environmental Geology Series (1988) indicates that the soils for each site are classified as:

- Site D2: Sm10 - Silty Sand - red, fine-grained, subrounded quartz, variable silt content, homogeneous
- Site G1: Qa - Sand, silt, clay; minor gravel: alluvial and lacustrine

The geology is shown in Figure 5 and Figure 6 respectively.

To provide a more detailed understanding of geology at both sites, a Geotechnical Investigation was completed by Talis in November 2020 in accordance with the relevant standards. It is important to note that these investigations were focused on the suitability of the sites for the development of a landfill facility and to assess for any potential fatal flaw in relation to the site geology that could prohibit or compromise such development. With this in mind, these investigations will be complemented with further investigations at a later stage to assist with the detailed design and construction data requirements.

The Geotechnical Investigations consisted of:

- Site D2 – 7 boreholes and 50 trial pits; and
- Site G1 - 5 boreholes and 50 trial pits.

D2 consisted of:

- Silty clayey SAND – pale red sand, fine to medium grained, subangular with trace gravel probably of aeolian origin to between 10-15 m bgl (Pindan Plain Soil); overlying
- SANDSTONE – pale yellow to white, very fine to medium grained, variably cemented, bedded to weakly bedded sandstone probably of shallow marine or tidal origin (Broome Sandstone).

Groundwater was encountered within all boreholes at D2, at a depth of between 20 to 32 m bgl, within the sandstone horizon. At this depth, groundwater is not anticipated to be a constraint to the development.

The soil profile was also easily excavated using a 20 T excavator. Based on this, all earthworks should be easily achievable using standard earthwork machinery.

G1 consisted of:

- Silty clayey SAND – pale red sand, fine to medium grained, subangular with trace gravel probably of aeolian origin to between 9-16 m bgl (Pindan Plain Soil); overlying
- SANDSTONE – pale yellow to white, very fine to medium grained, variably cemented, bedded to weakly bedded sandstone probably of shallow marine or tidal origin (Broome Sandstone).

Groundwater was encountered within all boreholes at G1, at a depth of between 7.2 to 12.0 m bgl, within the sandstone horizon. At this depth, consideration of the vertical extent of the landfill cells would be required, ensuring a suitable unsaturated zone separation distance is achieved.

Similarly to D2, the soil profile at G1 was also easily excavated using a 20 T excavator. Based on this, all earthworks should be easily achievable using standard earthwork machinery.

Overall, a variety of on site and laboratory testings was undertaken on the soils across both sites which are all detailed within their respective Site Investigation Report. All on-site and laboratory testing have returned favourable results for the proposed landfill development.

#### **4.3.3 Fault Lines**

Data sourced from the DMIRS GeoVIEW.WA online database infers that a major concealed fault (Fenton Fault) is located approximately 1.6km north of Site D2 and 0.1km north from G1, trending south east to north west. The fault is a near vertical, normal fault (Yeates et al, 1984). No information has been sourced on the dip and strike of the sedimentary lithologies. This is to be expected due to the surface covering and limited outcrop across the majority of Site G1. The fault line in relation to each site is shown in Figure 5 (site D2) and Figure 6 (Site G1).

### **4.4 Groundwater**

#### **4.4.1 Hydrogeology System**

The groundwater system in the Broome area can be divided into three main aquifers listed from bottom upwards as; the Wallal Sandstone (Jl), Alexander Formation (Ja) and the Broome Sandstone (Kb). The Broome Sandstone is the most utilised source of groundwater in the Broome area, is overlain unconformably by Quaternary deposits and separated from the underlying Wallal Sandstone (Jl), Alexander Formation (Ja) aquifers by the confining Jarlemai Siltstone.

The Broome Sandstone consists of mainly unconsolidated quartzose sandstone with minor conglomerates and beds of siltstone and claystone. Vogwill (2003) describes two main sedimentary facies. The upper zone is described as layers of consolidated sands and interbedded siltstones and minor claystone demonstrated by higher gamma and lower resistivity logs. The lower zone is characterised by lower gamma and high resistivity logs with unconsolidated sands and rare beds of siltstone. The low resistivity zone that occurs as a thin layer at the base of the Broome Sandstone is interpreted as saline water that may occur as leakage from units underlying the Broome Sandstone aquifer. Beneath the Sites the Broome Sandstone is interpreted as having a thickness of approximately 150-200m.

The most utilised source of groundwater in the area is the Broome Sandstone. The unconfined aquifer is overlain unconformably by Quaternary deposits and separated from the underlying aquifers by the confining Jarlemai Siltstone.



It is also important to note that the hydrogeological systems in the Broome region are well understood with a large volume of published data available. This information is beneficial to assist with determining and comparing the information gathered from the site investigations to provide multiple lines of evidence where possible.

#### **4.4.2 Groundwater Proclaimed Areas**

Under the Rights in Water and Irrigation Act 1914 (RIWI Act), proclaimed groundwater areas in WA are areas in which licences are required to construct or alter a well and to take groundwater. Site D2 is located in the Broome Proclaimed Groundwater Area (see Figure 7) and Site G1 is located within the Canning-Kimberley Proclaimed Area which was proclaimed in 1997 (see Figure 8). If the Shire wished to install a production bore a licence will be required on both Sites.

#### **4.4.3 Public Drinking Water Sources Areas**

Under the Metropolitan Water Supply, Sewerage and Drainage Act 1909 or the Country Areas Water Supply Act 1947 the Department of Water and Environmental Regulation (DWER) has the power necessary to legally define the boundaries of Public Drinking Water Source Areas (PDWSAs). These legally defined boundaries with varying Priority levels (P1, P2 and P3) are assigned to ensure that PDWSAs are managed and protected to ensure the availability of reliable, safe, good quality drinking water from either groundwater or surface water sources.

Site G1 is not located within a PDWSA. The nearest PDWSA to Site G1 is approximately 8.9km to the north west as shown in Figure 9. Site D2 is located immediately west of the P1 Broome Water Reserve as shown in Figure 8.

From an early stage in the Site Selection process, the Shire engaged with the Water Corporation (WaterCorp) in regard to the Broome Town Water Supply Scheme Borefield (TWS borefield). Following the determination of Site D2 as a preferred location, WaterCorp prepared a Groundwater Assessment report to provide its comments and/or concerns on the proposed development and the Broome Town Water Supply Scheme Borefield. In the preparation for the Groundwater Assessment, the Watercorp “undertook modelling with uncertainty analysis methodologies to develop a numerical modelling framework. This model provided probabilistic model outputs, under an arrangement of model parameters to simulate future system states. The predictive modelling has focused on particle tracking for estimating the maximum and minimum travel distance of solutes in the groundwater with simulations.”

Arising from this assessment, the key findings with respect to Site D2 were that the TWS borefield is up-hydraulic gradient with the nearest production bore being approximately 2 km away and therefore no unacceptable risk to the TWS borefield was identified (WaterCorp, 2010).

#### **4.4.4 Groundwater Levels**

Hydrogeological Investigations have been undertaken at both sites including drilling and installation of seven (7) bores at Site D2 and five (5) bores at Site G1. A groundwater gauging event was undertaken recently during November and determined the present depth to groundwater at Site D2 ranges from 20-32 m below ground level (bgl) and at Site G1 is comparatively less ranging from 7-12 m bgl (Table 4-2 and Table 4-3). The groundwater contours for Site D2 and Site G1 are shown in Figure 11 and Figure 12 respectively. Talis has also undertaken some modelling works on the groundwater recharge potentials on both sites and determined the potential minimum depth to groundwater (discussed in the following section).

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Table 4-2: Groundwater levels (GWL) and Depth to Groundwater (DTW) – Site D2

Bore ID	2020 GWL (m AHD)	Maximum GWL (m AHD)	Minimum DTW (m bgl)
GW1-D	5.566	6.066	19.6
GW2-D	5.104	5.604	15.0
GW3-D	5.796	6.296	23.9
GW4-D	5.822	6.322	22.5
GW5-D	5.934	6.434	27.8
GW6-D	6.165	6.665	31.3
GW7-D	5.759	6.259	29.0
AVERAGE	N/A	N/A	24.15

Table 4-3: Groundwater levels (GWL) and Depth to Groundwater (DTW) – Site G1

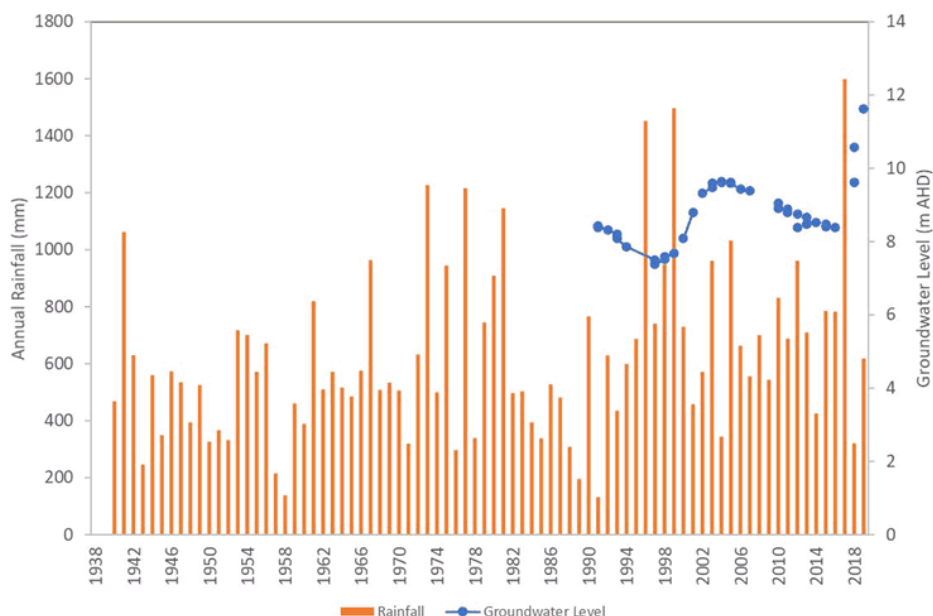
Bore ID	2020 GWL (m AHD)	Maximum GWL (m AHD)	Minimum DTW (m bgl)
GW1-D	12.291	14.7	6.753
GW2-D	12.187	14.6	4.815
GW3-D	11.788	14.45	5.991
GW4-D	11.297	14.15	3.823
GW5-D	11.527	14.4	9.193
AVERAGE	N/A	N/A	6.12

Groundwater level changes due to changes in aquifer storage are caused by natural climate variability and human abstraction (or injection) e.g. operation of the TWS borefield and horticultural irrigation. With respect to the latter, WaterCorp advised it intends to develop the TWS borefield to the north to reduce the risk of saline intrusion caused by up-coning of more dense saline water at depth due to over pumping. However, bores in the southern region will continue to be used for the Irrigation of Public Open Space (through communications with Water Corp 2020, 25 November). It is therefore assumed groundwater will continue to be utilised at or near current rates and consequently will have no significant effect on the overall water balance.

The groundwater levels at both sites are influenced by extreme rainfall events which tend to re-set the aquifer storage. This is most evident in the plot showing the available groundwater level data for registered bores near the sites compared to monthly rainfall recorded at Broome airport. It can be seen following the 1997 and 2018 events the groundwater levels rise rapidly before beginning to decline. The annual rainfall recorded during 2018 was the highest since records commenced in 1941 and corresponds with the maximum reported groundwater level.

Talis has assessed the groundwater elevations recorded at the sites during November are approximately 2-3 m and 0.5 m below the 2019 long term maximum at Site G1 and D2 respectively as shown in Table 4-2 and Table 4-3, with the difference being due to position of the sites in the catchment. Site D2 therefore appears not to be constrained by minimum separation distance to the groundwater water table as the minimum depth to groundwater is expected to be between approximately 15-31 m bgl. The minimum depth to groundwater at Site G1, however ranges between approximately 3-9 m bgl.

Graph 4-1: Rainfall versus Groundwater Levels



**Source:** Annual rainfall for Broome Airport (BoM site 3003) and groundwater levels for WIN Site 80119404 (Horticultural Lots Brme - HCL 3).

#### 4.4.5 Groundwater Flow Direction and Receptors

The groundwater flow direction, based on accurately surveyed groundwater levels, is toward the south-west at D2 and toward the south at G1 as indicated in Figure 9 and Figure 10. As mentioned previously, the Broome Water Reserve borefield is to the east of Site D2 and has been assessed by the WaterCorp to not be at risk from a landfill at Site D2 because there is no potentially complete exposure pathway via groundwater.

The potential receptors via the groundwater flow path for Site D2 have been assessed to include, from closest to furthest, Waterbank Government Well No.1, a private residence, Buckley's Plain (supratidal mudflats), and private bores at Cable Beach North, and the Indian Ocean further to the west. The nearest of these, Waterbank Government Well No. 1 is 1.4 km from Site D2 with the next closest being the private residence located off McGuigan Road located 3.8 km from Site D2.

Coconut Well is much further to the north and therefore not a downstream receptor as there is no potentially complete exposure pathway via groundwater.

Potential receptors via the groundwater flow path for Site G1 include Roebuck Plains/Roebuck Bay system which comprises a Ramsar Convention wetland of international significance, as shown in Figure 11. This has not been deemed as a critical flaw in the assessment of Site G1 as it is deemed to have a very low environmental risk. This is discussed further in Section 4.4.6.



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#### 4.4.6 Seepage Velocity

Based on the information collected on site and published data on the Broome sandstone aquifer, the calculated seepage velocity beneath Site D2 and Site G1 is similar being approximately 10-20 and 12-25 m/year respectively. This is consistent with WaterCorp modelling in 2010 which showed a seepage velocity of 10-13 m/year (WaterCorp, 2010).

The travel time of a potential contaminant front moving through the aquifer can be estimated from the seepage velocity which in this case would require over 100 years to reach the nearest sensitive receptors not taking into consideration any dilution, attenuation and/or hydrodynamic dispersion which would tend to reduce contaminant concentrations along the flow path to negligible levels.

Table 4-4 Seepage Risk Level

Site	#	Downstream receptors	Distance from Site	Travel Time	Risk Level	Comment
D2	1	Govt Well 1	1.5 km south west	72 Years	Very Low	Government Well that is used for stock water.
	2	Buckleys Plain	2.4 km west	115 Years	Very Low	Buckleys Plain is a seasonal wetland
	3	Single Dwelling	3.7 km west	177 Years	Very Low	Single dwell located on the eastern edge of Buckleys Plain. Based on aerial imagery it is assumed that groundwater is extracted from a small lake on site
G1	1	Roebuck Plains System	4 km south	2,000 Years	Very Low	Roebuck floodplain including RAMSAR wetlands

#### 4.4.7 Groundwater Chemistry

Groundwater sampling events to confirm the baseline conditions prior to development have been completed at both sites. The investigations show groundwater at the water table is fresh based on total dissolved solids (TDS) concentrations ranging between 210 milligrams per litre (mg/L) and 990 mg/L (average 421 mg/L at D2 and 528 mg/L at G1) and slightly acidic pH ranging from 4.88 to 6.56 (average 5.9 at D2 and 6.1 at G1). Groundwater chemistry, major ions analysis indicated the groundwater was Na:Cl type reflective of recharge from rainfall and passage through siliclastic aquifer with minor residual carbonate. No groundwater contamination was identified.

#### 4.4.8 On Going Investigations

The Shire and Talis will continue to collect further information on the hydrogeological systems below the various sites including on-going groundwater level to determine depths to groundwater as well groundwater quality data.

## 4.5 Hydrology

### 4.5.1 Catchments

NationalMap is an online map-based tool to allow easy access to spatial data from Australian government agencies. Data sourced from NationalMap indicates that both sites are located within Hydrographic Catchment Division - Timor Sea and Hydrographic Catchment Basin - Cape Leveque Coast. Site G1 is also located within the Ramsar Wetlands Upstream Catchment – Roebuck Bay.

### 4.5.2 Flood Plains

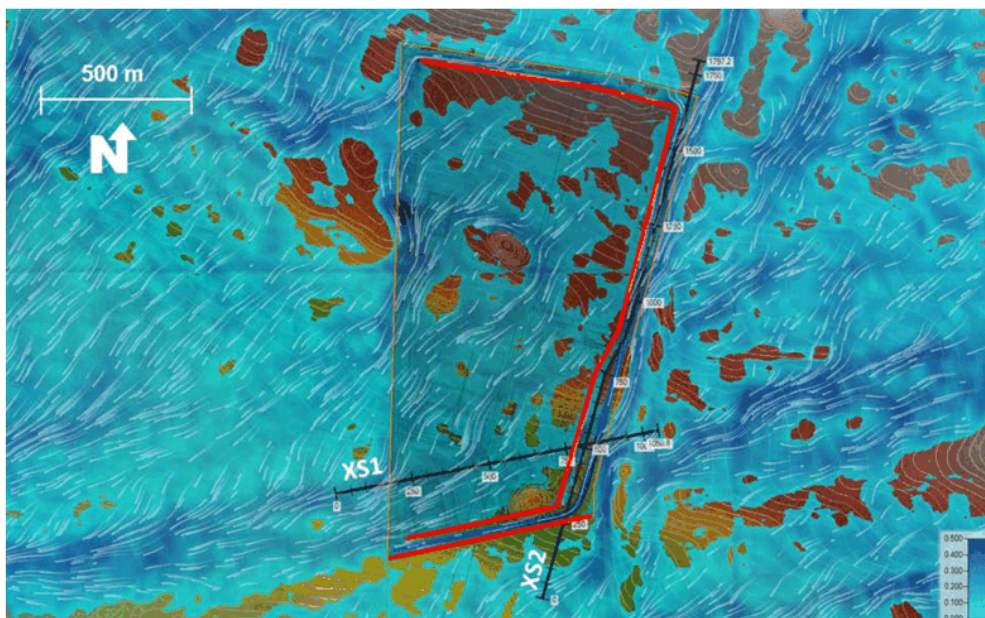
The DWER prepares floodplain mapping (FPM) to indicate the extent of flooding associated with Average Recurrence Interval (ARI) 100-year flood events. The ARI 100-year flood event is a statistical estimate of the average period in years between the occurrences of a flood of a given size and is roughly equal to a 1% probability of occurring in any given year. The nearest FPM is 2.4km west from Site D2 and 3.4km south from Site G1. The FPM areas are shown in Figure 13 and Figure 14.

### 4.5.3 Flood Modelling

To further understand the surface water flows in the region and the potential impacts of flooding for each site, modelling was completed for flood events up to the 2% Annual Exceedance Probability (AEP) event, or the 500-year Average Recurrence Interval (ARI) flood. Using regional topographic data, the catchment area for each site was identified. The catchment for Site D2 covers 5km<sup>2</sup> and 197km<sup>2</sup> for G1 (inclusive of the sites) as shown below.

Site D2 has a relatively small contributing catchment area with no concentrated flow channels discernible in the available terrain mapping.

Plates 4-1: Site D2 Modelled Flood Depths for 1-in-a-500 year event



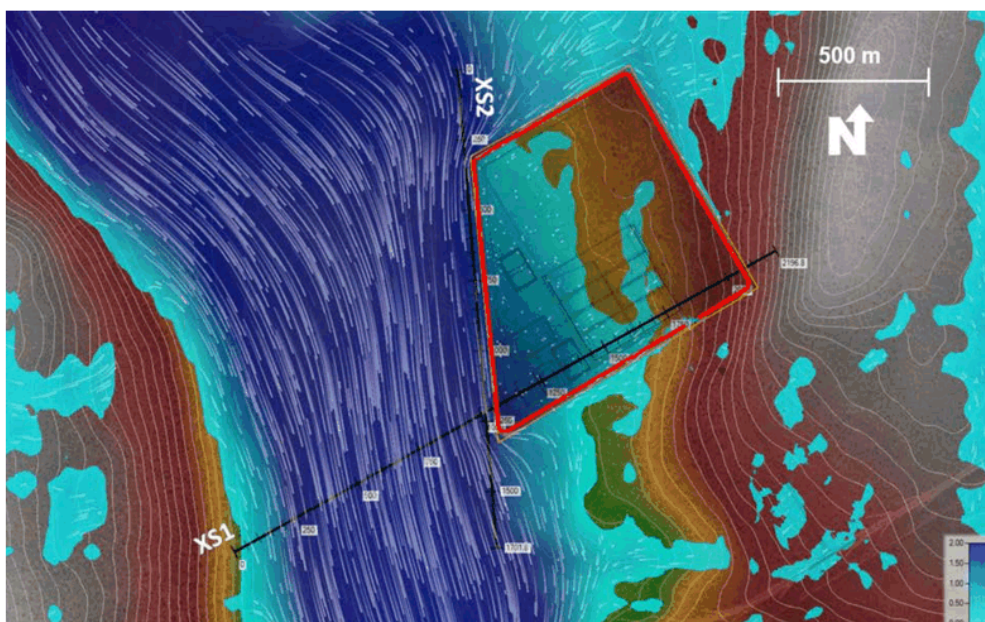
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Based on the modelling works, Site D2 will require a 1.3m levees along the northern, eastern and southern boundaries. Sheet flow will be collected through the levee system from around Site's eastern boundary and conveyed through a drain along the southern boundary with a maximum depth of 2 metres, bounded by levees with a maximum height of 1.3 metre and a total length of 3,300 metres. The recommended top width is 2 metres, with side slopes not to exceed 3H:1V. No armour rock is required for the levee; however, the placement of coarser material such as Class A or B1 rock is recommended for approximately 50 metres of the southern levee in the immediate vicinity of the channel bend at the southeast corner of the site.

Site G1 requires a levee with a maximum height of 2.8 metres extending over a length of approximately 3,400 metres around the whole of Site G1. The recommended top width is 2 metres, with side slopes not to exceed 3H:1V. No armour rock is required for the levee; however, the placement of coarser material such as Class A or B1 rock is recommended for approximately 50 metres of the levee near the northwest corner of the site.

**Plates 4-2: Site G1 Modelled Flood Depths for 1-in-a-500 year event**



The results of the hydraulic modelling assessment at Site G1 indicated that some erosion is likely to occur at the northwest corner around the toe of the levee. Although rock armour is below the required for velocities >2m/s some Facing Class rock may be warranted in this area to reduce scour.

The hydrology modelling indicates that surface water for each site can be adequately managed although significantly more flood engineering is required at Site G1 to mitigate the larger flood risk in that area.

The specifications for the surface water management system, including flood defences, will be determined during the detailed design stage of the project. It is also important to note that the levee (bunds) can be vegetated and form visual screens to the surrounding areas. This approach has been adopted on a range of waste management facilities across Western Australia.



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#### **4.5.4 Wetlands and Rivers**

In WA, the term 'wetland' generally refers to a natural or artificially made basin or flat wetland that is permanently, seasonally or intermittently waterlogged or inundated with water that may be fresh, saline (salty), flowing or static. There are no waterbodies or wetlands located within Site G1 or Site D2. An unnamed minor water course is located to the west of Site G1 as shown in Figure 15 which feeds into land subject to inundation and contains three nationally important wetlands of the Roebuck Plains System.

##### **4.5.4.1 Directory of Important Wetlands in Australia**

A list of nationally important wetlands in Australia was established in 1993. Nationally important wetlands meet one of more of the following criteria:

- It is a good example of a wetland type occurring within a biogeographic region in Australia.
- It is a wetland which plays an important ecological or hydrological role in the natural functioning of a major wetland system/complex.
- It is a wetland which is important as the habitat for animal taxa at a vulnerable stage in their life cycles, or provides a refuge when adverse conditions such as drought prevail.
- The wetland supports 1% or more of the national populations of any native plant or animal taxa.
- The wetland supports native plant or animal taxa or communities which are considered endangered or vulnerable at the national level.
- The wetland is of outstanding historical or cultural significance.

Three nationally important wetlands referred to as the Roebuck Plains System are located down hydraulic gradient approximately 5.41km to the south of the Site G1 as shown in Figure 14. The Roebuck Plains although excluded from the Roebuck Bay Ramsar site "are contiguous with the Bay and hydrologically connected" (Bennelongia, 2009).

Roebuck Bay which is also a nationally important wetland is located approximately 5.46km south of Site D2. However based on the published literature and site investigations, this is not down hydraulic gradient of the Site D2. In other words, the groundwater below Site D2 flows in a south westerly direction away and discharges to the wetlands immediately north of the current Buckleys Road Landfill facility. Therefore, the groundwater from below Site D2 does not flow towards Roebuck Bay See Figure 11

##### **4.5.4.2 Ramsar Wetlands**

The Ramsar Convention is an intergovernmental treaty that provides the framework to allow for the conservation of wetland habitats. Ramsar wetlands are those recognised as wetlands of international importance.

No Ramsar wetlands are located within either site however, the nearest Ramsar wetland; Roebuck Bay is located approximately 11.5km to the south east of Site D2 as shown in Figure 11 and 20.4km south west of Site G1. The Roebuck Bay Ramsar site is approximately 34,119 hectares (Bennelongia, 2009). The Ramsar site is located down hydraulic gradient of Site G1 and within the Ramsar Wetlands Upstream Catchment, but does not appear to be down hydraulic gradient to Site D2.

Roebuck Bay was designated a Ramsar wetland in 1990 and is described as "a tropical marine embayment with extensive, biologically diverse, intertidal mudflats. The site is internationally

important for at least 20 species of migratory shorebirds with total numbers of waders using the site each year estimated at over 300,000. This makes Roebuck Bay one of the most important sites for shorebird conservation in the East Asian-Australasian Flyway" (CALM, 2003).

## 4.6 Fauna, Flora and Vegetation

Spectrum Ecology completed the following flora and fauna surveys on both sites:

- Reconnaissance Flora & Level 1 Fauna Survey;
- Detailed Flora & Vegetation Assessment; and
- Level 2 Fauna Assessment.

The finding of these surveys is outlined in the following subsections.

### 4.6.1 Vegetation Unit and Condition

The vegetation unit within both sites was recorded by Spectrum Ecology (2020b) as *Corymbia greeniana* low open woodland with *Acacia eriopoda* and *Bauhinia cunninghamii* tall open shrubland, over *Triodia schinzii* and *Triodia caelestialis* low sparse hummock grassland and *Chrysopogon pallidus* and *Sorghum plumosum* low sparse tussock grassland. The vegetation unit was considered to have low regional and local significance as the distribution was not restricted within the bioregion and did not provide habitat for restricted significant flora. Spectrum Ecology (2020b) assessed the condition of the vegetation unit within both sites as Excellent (100%) which the Environmental Protection Authority (EPA) (2016) describe as "Pristine or nearly so, no obvious signs of damage caused by human activities since European settlement."

### 4.6.2 Threatened and Priority Ecological Communities

In Western Australia (WA) 'Threatened Ecological Communities' (TECs) are defined by the WA Threatened Ecological Communities Scientific Advisory Committee (within DBCA) and are assigned to one of four categories (Presumed Totally Destroyed, Critically Endangered, Endangered, Vulnerable). While they are not afforded direct statutory protection at a State level (unlike Declared Rare Flora under the Wildlife Conservation Act 1950) their significance is acknowledged through other State environmental approval processes (i.e. Environmental Impact Assessment process pursuant to Part IV of the Environmental Protection Act 1986). Priority Ecological Communities (PECs) are ecological communities that are under consideration for listing as a TEC, but do not yet meet the criteria. The PEC is placed into a Priority Rating between 1-5 that ranks the PEC based on known occurrences, threats and management of the community.

During the Detailed Flora and Vegetation Assessment (Spectrum Ecology, 2020b) the desktop assessment found the Mangarr (Minyjuru) (P1) Priority Ecological Community (PEC) was present in northeast corner of Site D2 (as shown in Figure 15). Scattered *Sersalisia sericea* (Minyjuru) trees were recorded in Site D2 outside the current PEC; however, it is unlikely that these individuals indicate the presence of the Mangarr PEC. The *Corymbia paractia* (P1) PEC was likely recorded at Site D2 based on the known distribution of *C. paractia*, abundance recorded in the survey, and the location of the site. No TECs were recorded within Site D2.

A single *Sersalisia sericea* tree was recorded at Site G1 however, this does not represent the Mangarr PEC as there were no frequent mature individuals recorded. No TECs were recorded within Site G1.

#### 4.6.3 Threatened and Priority Flora

Spectrum Ecology (2020b) recorded three Priority flora taxa within both sites: *Corymbia paractia* (Priority 1), *Jacquemontia* sp. Broome (A.A. Mitchell 3028) (Priority 1), and *Terminalia kumpaja* (Priority 3). The occurrence of these Priority Flora was determined to have low local and regional significance. No Threatened Flora were recorded within Site G1 or Site D2. Although not recorded in the survey, Threatened Flora *Seringia exastia* was assessed as having a medium likelihood of occurrence at both sites. The location of the Priority Flora is shown in Figure 15 and Figure 16.

#### 4.6.4 Introduced Flora

Three introduced flora were recorded within and immediately outside to the west of Site G1: *Lolium perenne*, *Conyza bonariensis*, and *Stylosanthes hamata*. Two introduced flora were recorded within and immediately outside to the east of Site D2: *Stylosanthes hamata* and *Stylosanthes scabra*. None of the introduced flora are listed as Declared Pests in Western Australia (Spectrum Ecology, 2020b).

#### 4.6.5 Fauna

Systematic trapping and opportunistic foraging undertaken by Spectrum Ecology (2020a) identified a total of thirty eight (38) vertebrate fauna species within G1; seventeen (17) bird species, three (3) non-volant mammal species (two introduced), two (2) bat species (with a further three possible species) and sixteen (16) reptile species.

Within Site D2 a total of thirty one (31) vertebrate fauna species were recorded; ten (10) bird species, four (4) non-volant mammal species (three introduced), three (3) bat species (with a further three possible species) and fourteen (14) reptile species.

#### 4.6.6 Threatened and Priority Fauna

The DBCA Priority 1 listed Northern Coastal Free-tailed Bat (*Ozimops cobourgiensis*) was detected Spectrum Ecology (2020a) multiple times via ultrasonic recorder within both sites during the Level 2 Terrestrial Fauna Assessment. No other Priority Fauna or Threatened Fauna were recorded within either site.

#### 4.6.7 Fauna Habitat

The fauna habitat recorded within both sites is the Pindan shrubland habitat which consists of open to sparse *Acacia* sp. shrubland over tussock grassland, which is mostly homogenous with a natural patchiness in tree, shrub and grass density. The habitat is homogenous and the microhabitats present are not thought likely to support SRE invertebrate species. The Pindan Shrubland habitat occurs across a large continuous extend across the Dampier Peninsula, which indicates that there is a low likelihood that the habitat supports any taxa with a distribution restricted the sites (Spectrum Ecology (2020a).

#### 4.6.8 Short Range Endemics

Spectrum Ecology (2020a) collected two species of Short Range Endemic (SRE) taxa from dry pitfall traps during the systematic trapping survey completed for the Terrestrial Fauna Assessment. Genetic sequencing and morphological analysis identified the specimens as previously undescribed species *Lychas* 'BSCO048' and *Aname* 'BMYG165'. *Lychas* 'BSCO048' was recorded within Site D2 (see Figure 15) and both species were recorded within Site G1 (see Figure 16).

#### **4.6.9 Environmentally Sensitive Areas**

Environmentally Sensitive Areas (ESAs) are declared in Environmental Protection (Clearing of Native Vegetation) Regulations 2004 as areas that cover any and/or all of the following conservation significant areas:

- a) a declared World Heritage property as defined in s 13 of the Environment Protection and Biodiversity Conservation Act 1999
- b) an area that is included on the Register of the National Estate, because of its natural heritage value under the Australian Heritage Council Act 2003
- c) a defined wetland and the area within 50 metres of the wetland
- d) the area covered by vegetation within 50 metres of rare (threatened) flora, to the extent to which the vegetation is continuous with the vegetation in which the rare (threatened) flora is located
- e) the area covered by a TEC
- f) a Bush Forever site listed in "Bush Forever" Volumes 1 and 2 (2000), published by the Western Australia Planning Commission, except to the extent to which the site is approved to be developed by the Western Australia Planning Commission
- g) the areas covered by the following policies:
  - i. the Environmental Protection (Gnangara Mound Crown Land) Policy 1992 - available from EPA website. This policy has been repealed.
  - ii. the Environmental Protection (Western Swamp Tortoise) Policy 2002 - refer to the "EPP 2003 Western Swamp Tortoise Policy Boundary"
- h) the areas covered by the lakes to which the Environmental Protection (Swan Coastal Plain Lakes) Policy 1992 applies. This policy has been repealed.
- i) protected wetlands as defined in the Environmental Protection (South West Agricultural Zone Wetlands) Policy 1998. This policy has been repealed.
- j) areas of fringing native vegetation in the policy area as defined in the Environmental Protection (Swan and Canning Rivers) Policy 1998. This policy has been repealed.

Both sites are not located in an ESA. The nearest ESA is a TEC located 598m to the south of Site D2. A Register of the National Estate, Natural Class, "Roebuck Bay Area including Roebuck Plains and Lake Eda" is located 4.05km from the Site G1 development footprint and 3.12km from the site boundary.

#### **4.6.10 Bushfire Prone Areas**

The Department of Fire and Emergency Services (DFES) manages a Bushfire Prone Areas geospatial dataset. This dataset maps bushfire prone areas which are subject to, or likely to be subject to, bushfire attack. These bushfire prone areas are identified by the presence of and proximity to bushfire prone vegetation and a 100 metre buffer zone immediately surrounding it. Where a bushfire prone area cuts across a portion of a parcel of land, the entire parcel is considered bushfire prone. Both sites are located in a designated Bushfire Prone area therefore additional planning and building requirements may apply. A Bushfire Management Plan will be required for both site is development is proceed.



## 5 Social Setting

### 5.1 Zoning

Under the Shire's Local Planning Scheme (LPS) No. 6 (currently under review by the Shire) Site G1 and surrounding area is zoned 'General Agriculture' with the exception of nearby roads. Site D2 is reserved 'Public Purposes: Water Supply' and is located in the outer portion of the Special Control Area (SCA) 2 assigned for the future Broome International Airport. The boundary of Site D2 is located approximately 3 kilometres from the proposed airport footprint which satisfies the required separation distance for landfills and airports. As stipulated in the BPEM Landfill Guideline, which are currently adopted by the WA industry. The zoning for Site D2 is shown in Figure 17 and Figure 18 for Site G1.

The development of Waste infrastructure inclusive of landfill by a Local Government is a 'Public Work' and therefore under the Planning and Development Act 2005, is exempt from development approval.

### 5.2 Surrounding Land Uses

Land located north and east of Site D2 is also reserved 'Public Purposes: Water Supply' with management vested in the Water Corporation and consisting of native vegetation. Immediately surrounding Site D2 on the southern border is a combination of land reserved for 'Public Purposes', majority of it being for 'Motor Sport' and the remaining as 'Water Supply'. Surrounding the western border of Site D2 is land zoned for 'Culture and Natural Resource Use' and is governed by Native Title.

Site G1 is surrounded by land zoned 'Public Purposes: General Agriculture.'

### 5.3 Aboriginal Heritage

Aboriginal Heritage sites (registered or not) are protected under the Aboriginal Heritage Act 1972 (AH Act). An Aboriginal Heritage Site under Section 5 of the AH Act is defined as:

*(a) any place of importance and significance where persons of Aboriginal descent have, or appear to have, left any object, natural or artificial, used for, or made or adapted for use for, any purpose connected with the traditional cultural life of the Aboriginal people, past or present;*

*(b) any sacred, ritual or ceremonial site, which is of importance and special significance to persons of Aboriginal descent;*

*(c) any place which, in the opinion of the Committee, is or was associated with the Aboriginal people and which is of historical, anthropological, archaeological or ethnographical interest and should be preserved because of its importance and significance to the cultural heritage of the State;*

*(d) any place where objects to which this Act applies are traditionally stored, or to which, under the provisions of this Act, such objects have been taken or removed.*

A Heritage Survey was conducted across both sites in late February and early March 2020 by Nyamba Buru Yawuru Pty Ltd (Yawuru) and Kimberley Land Council (KLC). The survey team did not identify anything of cultural heritage value within the development footprints for both Site D2 and Site G1.



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However, it was found that the development footprint of Site G1 encompassed a seasonal creek line which may have high heritage values. In consultation with the Shire, it was agreed that the area encompassing the creek line should be removed from the proposed development area of G1. This decreased the development envelope on Site G1 from 125 ha to 98 ha (which was adopted from all works going forward).

Numerous registered Aboriginal Sites are located to the west of Site D2 and are shown in Figure 19.

## **5.4 Native Title**

Under Australian Law, Native Title is a form of land title that recognises the unique connections Aboriginal groups have to the land. Native title exists where Aboriginal people have maintained a traditional connection to their land and waters, since sovereignty, and where acts of government have not removed it. Site G2 is located within a Native Title determination area 'Ruibibi Community' which is held by the Yawuru Community (Figure 19). The Shire have consulted with the Yawuru throughout the development of the Project and obtained conditional approval to further investigate the development of the RRRP at Site G1.

## **5.5 European Heritage**

To protect cultural heritage places in WA, the Heritage Council maintain a list of places that are either 'Statutory Listings' or 'Other Listings and Surveys'. Statutory Listings are heritage places that can affect or may affect the use and development of land and buildings and Other Listings and Surveys lists heritage places that do not have any effect on the use and development of land and buildings (HC, 2017). No European Heritage sites are located within either site.

## **5.6 Mining Tenements**

Site D2 is located within a live Exploration Licence E40/2357 held by Gundara Enterprises Pty Ltd and Petroleum Exploration Permit EP 436 (Buru Energy Pty Ltd). The Exploration Licence was granted on the 19 July 2019 and expires on the 18 July 2024. The Shire has held discussions with the tenement holder and will continue to liaise with them throughout the advancement of the project.

Site G1 is not located in a mining tenement. The tenement boundary for E40/2357 is shown in Figure 20.

## **5.7 Industry Separation Distances**

The WA Environmental Protection Authorities (EPA's) Guidance Statement No. 3 – Separation Distances between Industrial and Sensitive Land Uses (2005) contains the recommended minimum separation distances between industrial activities, including waste management facilities and sensitive land uses.

Sensitive land uses are defined as those that are sensitive to industrial emissions and include residential developments, schools, hospitals, shopping centres and other public areas and buildings. The recommended minimum separation distances between sensitive land uses and the industry activity is shown in Table 5-1.

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**Table 5-1: Recommended separation distances from the proposed industry activities**

Guidance	Industry	Impacts				Recommended separation distance (m)
		Noise	Dust	Odour	Risk	
Separation Distances between Industrial and Sensitive Land Uses (2005)	Putrescible landfill site (Class II and III)	✓	✓	✓		500 for sensitive land uses, 150 for single residences.
	Solid waste depot	✓	✓	✓		200
	Crushing of building material	✓	✓			1,000
	Used tyre storage		✓		✓	100-200 depending on size
	Industrial liquid waste	✓		✓		case by case

The nearest sensitive receptor is an isolated residence approximately 3.4km south of Site D2 and 2.5km to Site G1. Therefore, both sites far exceed the recommended separation distances for the proposed activities.

## 6 Site Suitability and Comparisons

The following section forms the technical assessment of the various Development Options which for ease of reference are repeated below:

- **Development Option 1:** A fully integrated RRRP at Site D2, including a Class III landfill and community recycling centre (CRC); or
- **Development Option 2:** A waste infrastructure network over two sites consisting of:
  - Class III landfill at Site G1; and
  - CRC at Site D2.

As outlined above the Shire proposes to develop the CRC at Site D2 for a variety of key reasons including its close proximity to the Town centre and its supportive site attributes for the proposed development.

Therefore, the key element remaining in assessing the Preferred Development Option is the Selected Site for the location of the landfill facility.

To assess and compare the suitability of the sites for landfilling activities the environmental and social aspects of each site were assessed against a variety of criteria devised from the Shire's requirements as well as the following guidelines and guidance from various government bodies:

- Environmental Protection Authority Victoria 2015 Best Practice Environmental Management - Siting, Design, Operation and Rehabilitation of Landfills (BPEM Guideline);
- Environmental Protection Authority WA Draft Guidance Statement: Separation Distances (2015) (Draft Guidance Statement); and
- Industry standards from the Waste Management Branch of the DWER.

Although the BPEM Landfill Guideline is a Victorian EPA document, the guideline contains the highest landfill standards available within Australia. Its use for assessing metropolitan and major regional centre landfills throughout WA is well accepted by the DWER. The BPEM Landfill Guideline aims to "provide existing and future operators of landfills, planning authorities and regulating bodies with:

- Information on the potential impact of landfills on the environment and how this is to be assessed;
- A clear statement of environmental performance objectives of each segment of the environment; and
- Information on how to avoid or minimise environmental impacts, including suggested Best Practice Landfill Guidelines measures, to assist them to meet the objectives."

The WA EPA Draft Guideline Statement on Separation Distances was released for stakeholder and public comments in October 2015. Although still in draft format, the Guidance Statement has been adopted for this study as it contains the most stringent requirements for separation distances for landfills and associated waste infrastructure within WA. Sensitive land uses are those which are sensitive to emissions from industrial and similar activities, and include residential developments, hospitals, schools, shopping centres and some public buildings (EPA, 2015b). Separation distance between sensitive receptors and sites used for waste management purposes varies according to the type of waste received and the activities occurring.

The DWER's Waste Industry licensing branch administrate the approvals for waste facilities across the State. The DWER has adopted requirements for future landfills and cells to achieve a separation

distance of 3 m from the lowest point of the basal cell and the highest groundwater level ever recorded. This exceeds the BPEM Guidelines which is specified as 2 m groundwater separation distance. Talis is aware that in some circumstance, the DWER has approved recent landfill facilities with 2 m groundwater separation.

Another key factors associated with the assessment of the suitability of each site is its ability to deliver upon the Shire's Landfill Design Requirements (as stipulated within Section 3.3.3). A key component of this is for the Site to facilitate 6 m excavations while maintaining the DWER 3 m groundwater separation distance.

The recommendations from these various sources have been adopted for assessing each site across the following key environmental and social aspects:

- Buffer and separation distances;
- Topography;
- Soils;
- Flora and Fauna;
- Surface water; and
- Groundwater.

Site D2 and G1 were assessed to determine the compliance with relevant criteria as determined by the relevant government agencies and complimented by some key factors relevant to the Shire. This allowed for a comparison of the both sites across a range of set criterion to highlight the technical strengths and weaknesses as well as points of difference between each other. For illustrative purposes a traffic light system has been utilises for this assessment with scores allocated based on the following logic:

<b>Green</b>	The Site has desirable and/or supportive characteristics that meet or exceed requirements for this criteria
<b>Orange</b>	The Site has acceptable characteristics to this criteria
<b>Dark Orange</b>	The Site has non-desirable and/or non-supportive characteristics to this criteria.

It is important to note that a dark orange allocation does not suggest a fatal flaw for this Site but less favourable characteristics which may result in greater investigations, construction and management during the life of the project. Generally dark orange allocations mean additional costs to the project in comparison to more favourable characteristics.

The results of the assessment are presented in Table 6-1.

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Table 6-1: Assessment of Site D2 and Site G1 Attributes With Guideline Recommendations

Aspect	Guideline/ Agency	Criterion	D2	Comments	G1	Comments
Buffer and Separation Distances	Draft Guidance Statement	1km from residential dwelling (or sensitive receptor)	YES	The nearest residential subdivision is located 3.4km	YES	The nearest single isolated residence is approximately 2.5km to the west.
	Draft Guidance Statement	1500m from piston-engine propeller-driven aircraft aerodromes	YES	The nearest aircraft aerodrome is Broome Airport which is 9.5km south west from Site D2 as shown in Figure 21 The boundary is located approximately 3 kilometres from the proposed airport footprint which still meets the required separation distance for landfills and airports	YES	The current Broome Airport is 33.5km from the site and the new proposed airport is 25km away.
	Draft Guidance Statement	3000m from jet aircraft aerodromes	YES		YES	
	Draft Guidance Statement	100m from a fault line	YES	A inferred major concealed fault (Fenton Fault) is located approximately 1.6km north as shown in Figure 21	MAYBE	An inferred major concealed fault (Fenton Fault) is located approximately 0.1km north of the Site boundary. Further geotechnical investigations (such as geophysical survey) may be required by the approval authorities to confirm the exact location of the fault line.
	Draft Guidance Statement	100m from surface water body	YES	The nearest surface water body is the Indian Ocean located 5.5km to west	YES	The nearest surface water body is located 12.1km to the south east (Lake Eda). A seasonal
Topography	BPBM Guideline	Consider natural features which will reduce the visual impact of the landfill	YES	A vegetation buffer will be established and maintained to provide suitable screening. The development footprint is set back approximately 90m from Broome- Cape Leveque Road.	YES	A vegetation buffer will be maintained help maintain visual amenity. The development footprint is set back approximately 950m from Great Northern Highway.
Groundwater	BPBM Guideline	Should not be located in areas of potable groundwater	YES	The nearest PDWSA is approximately 0.39km east of the Site. Watercorp has confirmed that Site D2 is down hydraulic gradient of the Broome Town Water Supply Scheme Borefield and therefore supportive of the project.	YES	The nearest PDWSA (Broome Water Reserve) is approximately 9.5km north west.
	DWER	DWER recommends a 3m separation distance from groundwater	YES	The range of depth to groundwater across the Site varies from 15m bgl to 31m bgl. Based on a 6m excavation depth for the landfill, the average depth to groundwater from the base of the landfill is 14m.  A minimum separation distance of 3m can be achieved at all locations, furthermore the large depth to groundwater can allow for a more conservative separation distance to groundwater, if required.	NO	The range of depth to groundwater across the Site varies from 3.8m to 9m bgl.  Based on the current landfill design, a separation distance of 3m cannot be achieved in all locations. Therefore, the base of the landfill cells in certain area will need to increase however this will have financial implications and also result in the loss of void space.
	Shire's Design Requirements	Maximise the separation distance from Groundwater	YES	Assuming 6m excavation, the average thickness of soils in the unsaturated zones are 14m. This is the larger attenuation zone of both sites.	NO	Due to the high water levels across the site, there will be minimal separation distance to groundwater.
Soils	BPBM Guideline	Prefer sites with naturally attenuating soils, such as sites in clayey areas, than those in sandy areas. Highly attenuating soils minimise the impacts of leachate on the soil and groundwater below the landfill.	YES	The Pindan Sands have clayey content which will assist in the natural attenuation of any potential emissions to groundwater.	YES	The Pindan Sands have clayey content which will assist in the natural attenuation of any potential emissions to groundwater.

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Aspect	Guideline/ Agency	Criterion	D2	Comments	G1	Comments
	Shire's Design Requirements	Allow for 4 m of excavation into the ground to achieve a material balance (provide sufficient engineering, operational and rehabilitation soils)	YES	Depth to groundwater across the site ranges from 15 -31m. Therefore the site can achieve a material balance from the landfill excavation works.	NO	The range of depth to groundwater across the Site varies from 3.8m to 9m. Therefore, the site cannot achieve 4 metre excavation in all locations.
	Shire's Design Requirements	Allow for 6 m of excavation to provide surplus engineering materials for us in the Shire's construction projects.	YES	Assuming 6m excavation, the average thickness of soils in the unsaturated zones are 14m. Therefore, the Shire could excavate further into the site if desired to generate further engineering material	NO	Due to the high groundwater table at the Site, the average depth to groundwater from the base of the landfill is 3.7m. Therefore, the is insufficient depth of soils to facilitate the excavation of additional engineering materials
	BPEM Guideline	Avoid soils and sediments exhibiting Acid Sulfate Soils (ASS) characteristics (DWER's Identification and investigation of acid sulfate soils and acidic landscapes)	YES	No acid sulphate soils present at the site.	YES	No acid sulphate soils present at the site.
Flora and Fauna	BPEM Guideline	Should not be located in Critical habitats of taxa and communities of flora and fauna.	MAYBE	The development footprint is not located within a TEC or PEC. A Mangarr (Minyjuru) P1 PEC is present in northeast corner outside the development footprint. However, if the PEC is present, approvals can be obtained to clear the land.	YES	The development footprint is not located within a TEC or PEC.
	BPEM Guideline	Areas where landfilling is likely to have a significant impact on threatened species and ecological communities as identified in the Environmental Protection and Biodiversity Conservation Act 1999, except with the approval of the Commonwealth Environment Minister.	YES	Development footprint does not contain such species or communities.	YES	Development footprint does not contain such species or communities.
Surface Water	BPEM Guideline	Should not be located wetlands protected under RAMSAR and JAMBA/CAMBA treaties.	YES	The nearest Ramsar wetland is Roebuck Bay approximately 20.4km south is not down gradient of the site.	YES	The nearest Ramsar wetland is Roebuck Bay approximately 11.4km south west from Site G1. Although not located within or close to the Ramsar wetland the site is located within the Ramsar Wetlands Upstream Catchment – Roebuck Bay.
	BPEM Guideline	Not within a 1-in-100 year floodplain (unless it can be demonstrated that the facility will be protected from flooding and erosion by flood waters)	YES	The nearest floodplain is located 2.4km west	YES	The nearest floodplain is located 4km south
	Shire Design Requirement	Reduced flooding and long term maintenance requirements	YES	The flood modelling indicated that there is a lower level of risk of flooding and therefore less engineering and maintenance requirements at the site.	NO	The flood modelling indicated that there is a higher level of risk of flooding and therefore greater engineering and maintenance requirements at the site.



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As shown in Table 6-1, the environmental and social attributes of each site were assessed against the Shire's landfill design requirements and the various best practice landfill criterion as specified by the relevant approval authorities and government agencies. It should be noted that no critical or fatal flaws were found on either of the sites. A summary of the traffic light scoring awarded to each site is summarised below in Table 6-1.

Sites	Scoring		
	17	1	0
D2			
G1	11	2	5

As outlined above, Site D2 is the most preferred site for the following key technical reasons:

- Greater separation to ground water which will ensure compliance with the 3m separation distance from groundwater;
- Provides greater amount of soils (on average 14m) below the landfill for natural attenuation to reduce the risk to groundwater;
- The site can satisfy the Shire desires to achieve a material balance and excavate surplus pindan soils for engineering purposes;
- The site is located in a smaller surface water catchment area which results in:
  - Less risk of flooding;
  - Will requiring less engineering and maintenance requirements to mitigate flooding risks;
- Meets all recommended separation distances to sensitive receptors.
- A vegetation buffer can be maintained to maintain visual amenity.

Site G1 is the least preferred site for the following key technical reasons:

- Failure to meet the recommended groundwater separation distance based on the current landfill design. This will result in alteration to the landfill design and a lifting of the basal cell floor in Cells 6 and 8 to ensure the separation distance are achieved. However, this will reduce the void space in these cells;
- Provide less amount of soils below the landfill for natural attenuation;
- Failure to satisfy the Shire's landfill design requirements including achieve a material balance or provide surplus engineering materials for the Shire's construction works;
- Proximity to the inferred location for the fault line is extremely close to the Site northern boundary. Although it meets the recommended separation distance, the exact location of the fault line is unknown and the approval authorities may request for the Shire to confirm its location;
- The site is located toward the end of a large surface water catchment area which:
  - Increases the risk of flooding at the site;
  - Will requiring greater engineering and maintenance requirements to mitigate flooding risks; and
- The site is located within the Ramsar Wetlands Upstream Catchment – Roebuck Bay.



## 7 Financial Assessment

The objective of the financial assessment is to determine the financial implications associated with the two Development Options and the points of difference. To undertake the financial modelling works, Talis has prepared a range of cost estimates including Capital, Operational and Logistics, and has prepared a financial model covering the whole of life costs over a 40 and 70 year period.

### 7.1 Assumptions

The financial modelling was undertaken based on the following key assumptions:

- A landfill compaction rate of 0.75 tonnes/m<sup>3</sup> which is achieved via the use of a landfill compactor;
- The volume of daily cover was assumed to be 15% of the total landfill void space;
- Quantities shown reflect the assumptions made throughout the conceptual design stage and may change during the detailed design
- Rates shown are based off Talis' experience with similar projects and input from the Shire, but these may vary depending on market conditions;
- Transport costs to or from the landfill the landfill by the Shire have not been included within the financial modelling, except in the logistical model which estimates the *difference* in transport costs between the two Development Options;
- Total capital and operational costs are based on current day costs with an escalation of 2% per annum assumed as the CPI;
- Costs for the closure of the existing landfill are not included;
- Contingency of 20% has been added to the capital and operational costs;
- GST is not included in any of the estimates.

### 7.2 Capital Costs

Capital cost estimates for the two Development Options have been prepared based on the Conceptual Design prepared to date. The capital costs represent all expenses relating to the establishment of physical infrastructure such as road works, hardstands earthworks, landfill cells and capping along with relevant site structures. The capital cost estimates have been generated utilising Talis' internal database of unit costs for both civil and structural works based on similar waste projects completed. These have been supplemented with rates from the Shire and also Rawlinsons Australian Construction Handbook Edition 33, 2015 (Rawlinsons). It is important to note that Rawlinsons figures tend to represent high end market rates. A contingency of 20% has been incorporated into the capital cost estimate model as well as a Professional Services loading of 8% to cater for design, approvals, project management, contract administration and construction superintendent activities. The CRC is to only be constructed at Site D2 and the preferred location for the Class III landfill (either co-located at D2 or at Site G1), will not alter the proposed design of the CRC. Therefore, the capital costs estimate for the CRC to be established at D2 will have the same capital costs for both Development Option 1 and 2.

### 7.3 Operational Cost Estimates

The operational cost estimates were generated utilising a range of datasets including input from the Shire, operational waste budgets from similar projects and general industry knowledge/experience. This included obtaining costs for labour, consumables, machinery and vehicle amortisation, utility services along with additional operating expenditure.

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The operational costs for have been calculated for both the landfill and CRC. However, as will be shown below, there is a significant costs difference between the Development Option 1 with the collocation of the RRRP at Site D2 as opposed to splitting the facilities over Sites D2 and G1. Therefore, the operational costs have been presented as per the various Development Options.

### 7.3.1 Staffing and Plant Requirements

A most significant costs associated with the operation of waste facilities are the staffing and plant levels and there is significant difference between Development Option 1 and 2 associated with the collocation of the various waste facilities opposed to having separate facilities over multiple sites. Therefore, Talis has modelled the various staffing and plant required for both Development Options which are illustrated in the following tables.

**Table 7-1: Staffing Requirements**

Labour (FTE)	Development Option 1		Development Option 2	
	Landfill	CRC	Landfill	CRC
Weighbridge Attendant 1	0.50	0.50	0.20	
Waste Compactor Operator	0.50		0.67	
Dump Truck Driver	0.50		0.67	
Front End Loader Operator	0.30	0.70	0.25	
Utility Vehicle + Water Cart Driver 1	0.25	0.25	0.67	
Site Coordinator	0.50	0.50	0.30	0.70
Weighbridge Attendant 2				1.00
Utility Vehicle + Water Cart Driver 2				0.25
Front End Loader Operator 2				1.00
General Operative 1		0.50		0.50
General Operative 2		1.00		1.00
General Operative 3		1.00		1.00
General Operative 4		1.00		1.00
<b>Total</b>	<b>8.00</b>		<b>9.20</b>	

**Table 7-2: Plant Requirements**

Plant	Development Option 1			Development Option 2		
	Landfill	CRC	Total	Landfill	CRC	Total
Weighbridge	0.5	0.5	1	1		1
Waste Compactor	1		1	1		1
Dump Truck	1		1	1		1
Front End Loader	0.3	0.7	1	1		1
Utility Vehicle + Water Cart	0.5	0.5	1	1		1
Weighbridge 2			0		1	1
Utility Vehicle + Water Cart			0		1	1
Front End Loader			0		1	1
<b>Total</b>	<b>5.00</b>			<b>8.00</b>		

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As shown above, the collocation of both facilities at D2 results in the Shire requiring 8 staff FTE and 5 items of plant while the splitting of facilities results in 9.20 staff FTE and 8 items of plant. The big difference is the duplication of additional plant at Site G1 as opposed to Development Options 1 where the plant can be utilised on both the CRC and landfill facility at Site D2.

## **7.4 Logistics**

A critical aspect in the financial assessment to assist in determining the cost difference between the Development Options is the differences in the logistical cost between the two. Waste management service is recognised as a large logistical exercise particularly focused around the kerbside collection services provided to rates payers and delivery of the designated disposal location.

The purpose of the modelling works was to assess the difference in the logistics costs between Development Option 1 and 2. Therefore, the additional costs of hauling various relevant waste streams from Site D2 to Site G1 has been assessed including:

- Shire Haulage:
  - Kerbside Refuse Collections
  - Refuse drop off from at the CRC at Site D2 which we have assumed will be transported to Site G1 via hook lift truck
- Commercial and Other Sources:
  - All other waste generated from commercial and other sources within the LGA. This cost is important as these costs will need to be covered by the various commercial communities of Broome.

To commence with the financial assessment, the logistical arrangement was modelled to determine the additional truck movements associated with the difference to haulage the various waste streams between Site D2 and G1.

## **7.5 Financial Results and Findings**

As outlined previously, the various capital, operational and logistical costs across the 40 and 70 year lifespans for Development Option 1 and 2 have been modelled. Table 7-3 summarises the total costs and Net Present Value costs associated with the various options along with the differences.

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Table 7-3: Total Cost and NPV Findings

Aspect		40 Year Model			70 Year Model		
		Development Option 1	Development Option 2	Additional Cost of Development Option 2	Development Option 1	Development Option 2	Additional Cost of Development Option 2
Capital Cost	Landfill	\$55.67M	\$63.79M	\$8.13M	\$135.52M	\$171.15M	\$35.63M
	CRC	\$15.67M	\$15.67M	\$0.00M	\$15.67M	\$15.67M	\$0.00M
Operational Costs		\$260.36M	\$294.78M	\$34.42M	\$668.52M	\$756.57M	\$88.05M
Logistics		\$0.00M	\$11.77M	\$11.77M	\$0.00M	\$16.99M	\$16.99M
Land Acquisition Cost		\$0.00M	\$3.37M	\$3.37M	\$0.00M	\$3.37M	\$3.37M
Pindan Revenue		-\$4.32M	\$0.00M	\$4.32M	-\$10.56M	\$0.00M	\$10.56M
TOTAL		\$327.37M	\$389.39M	\$62.02M	\$809.14M	\$963.75M	\$154.61
Average Cost Per Annum		\$8.18M	\$9.73M	\$1.55 M	\$11.56M	\$13.77M	\$2.21M
NPV		\$100.50M	\$122.37M	\$21.87M	\$113.61M	\$136.02M	\$22.4M

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As detailed above, Development Option 2 incurs an additional \$62.02M over the 40 years of the model which equates to an annual average cost difference of approximately \$1.55M. Over the 70 year model the additional cost of Development Option 2 increased to \$154.61M which averages out to an annual increase of approximately \$2.21M.

It is important to note that Table 7-3 only considers the Shire's direct haulage costs which include the kerbside refuse collections and the refuse dropped off by the community at the CRC. If the haulage of commercial waste streams is included with the Shire's waste stream, to understand the additional costs to the wider Broome community, Development Option 2 is \$6.2M more expensive over the 40 year (or \$18.6M over the 70 year model) increasing the costs difference to \$62.1M (or \$173.2M over the 70 year model).

## **8 Preferred Development Option**

As outlined within Section 6, Site D2 is a far superior site from a technical perspective for the development of a landfill facility in comparison to Site G1. The key findings supporting this conclusion are as follows:

- Greater depth to groundwater and soils underlying provide natural attenuation reducing the risk to groundwater;
- Ability of the site to deliver upon the Shire's Landfill Design Requirements including materials requirements;
- Reduced risk of flooding; and
- Very low risk to downstream receptors.

As outlined within Section 7, Development Option 1 is a far more cost effective solution for the delivery of the Shire's waste management services. Over the 40 year financial modelling works undertaken, Development Option results in a cost saving of \$55.5M (NPV \$20.3M). The key reasons associated with the cost savings are:

- the large capital investment required for the landfill at Site G1;
- Less void space gain across the landfill resulting in the requirement to develop additional landfill cells earlier than Site D2;
- No soils revenue generation due to the low separation distance to groundwater;
- Additional labour and plant requirements due to the requirement to have two isolated facilities; and
- Additional haulage costs associated with the 29km additional distance to Site G1.

**Based on the findings of the technical and financial assessment, Talis recommends that the Shire proceed with Development Option 1 and the establishment of the Community Recycling Centre and Landfill at Site D2.**

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## **APPENDIX A Drawings**

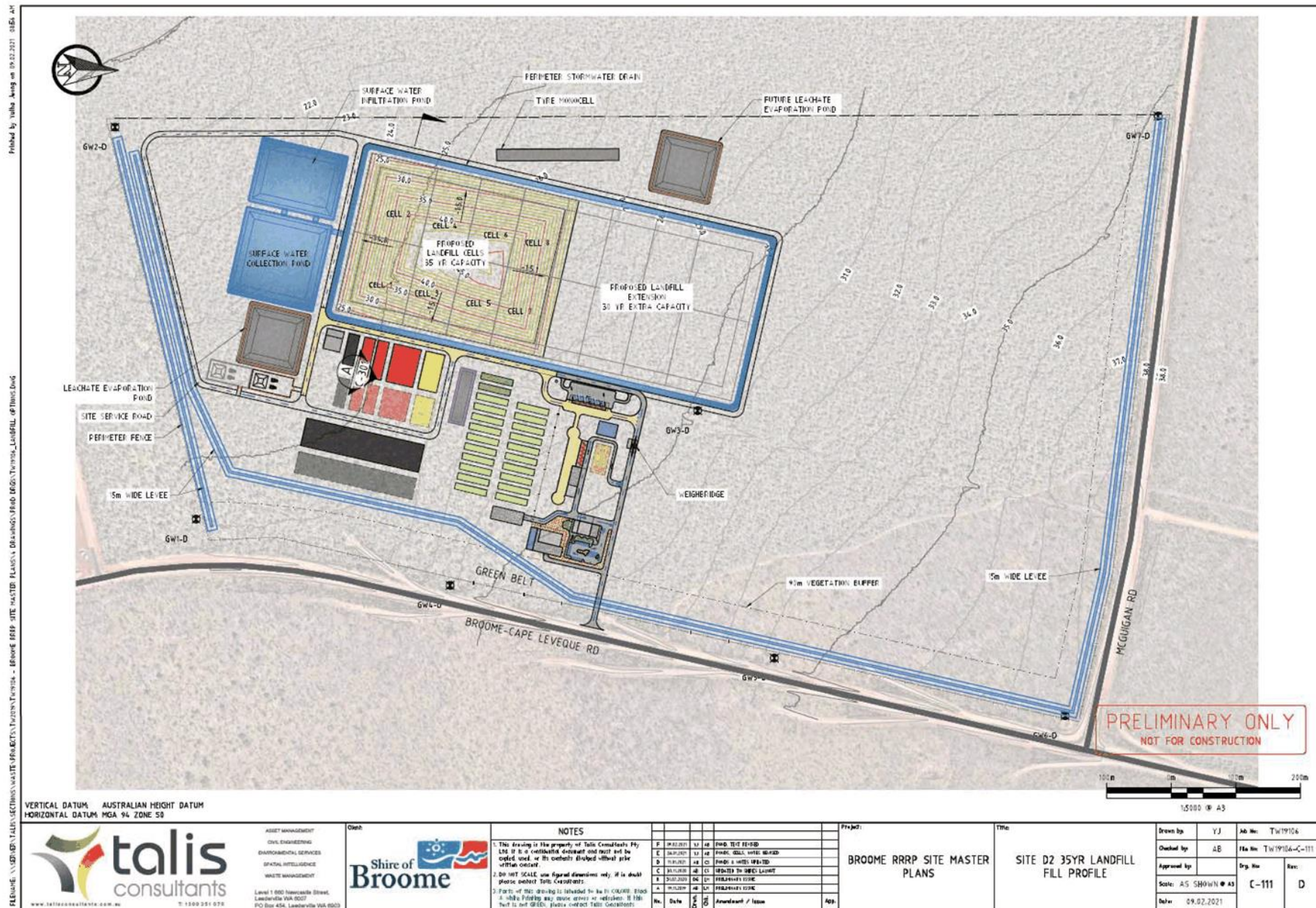
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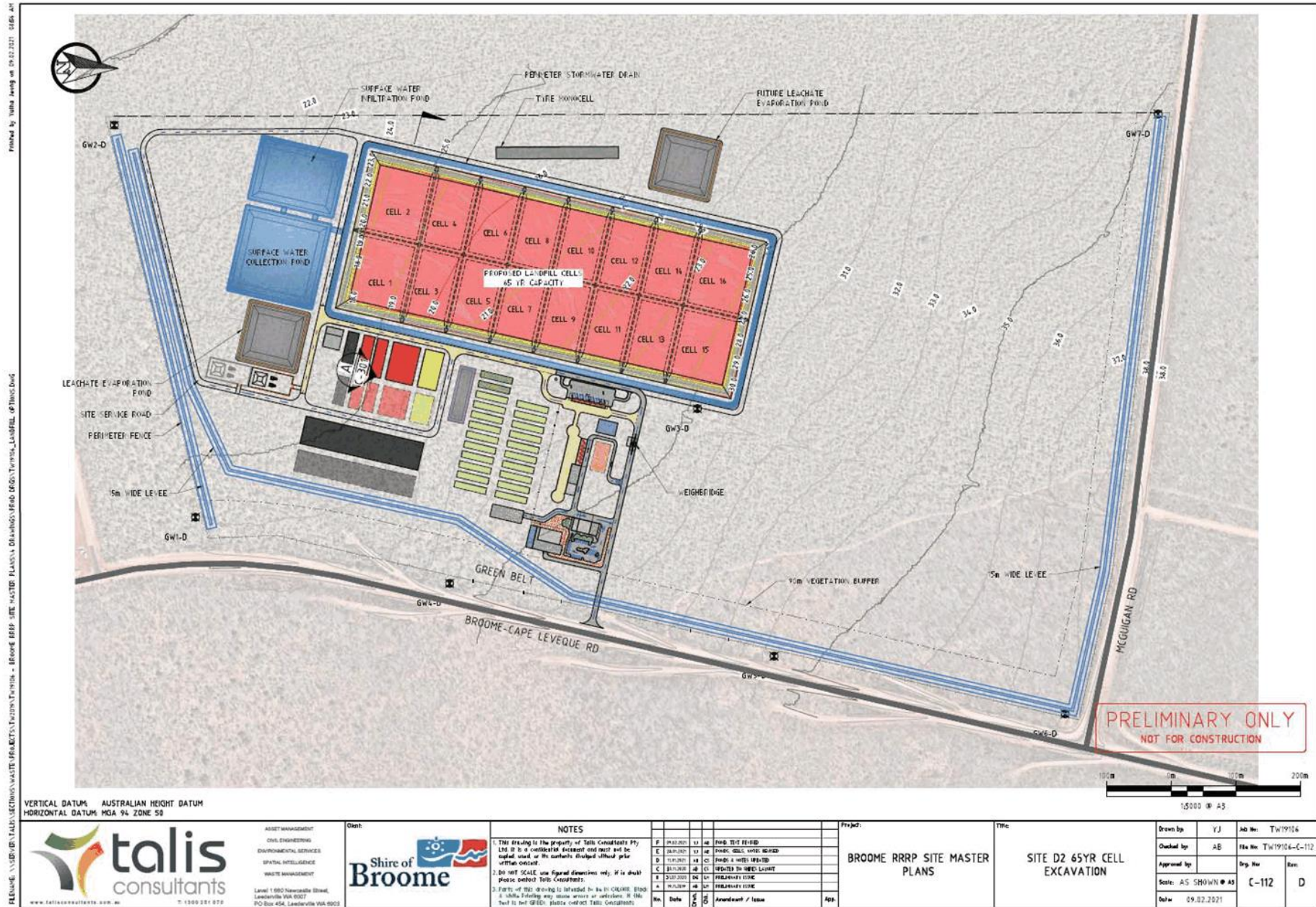




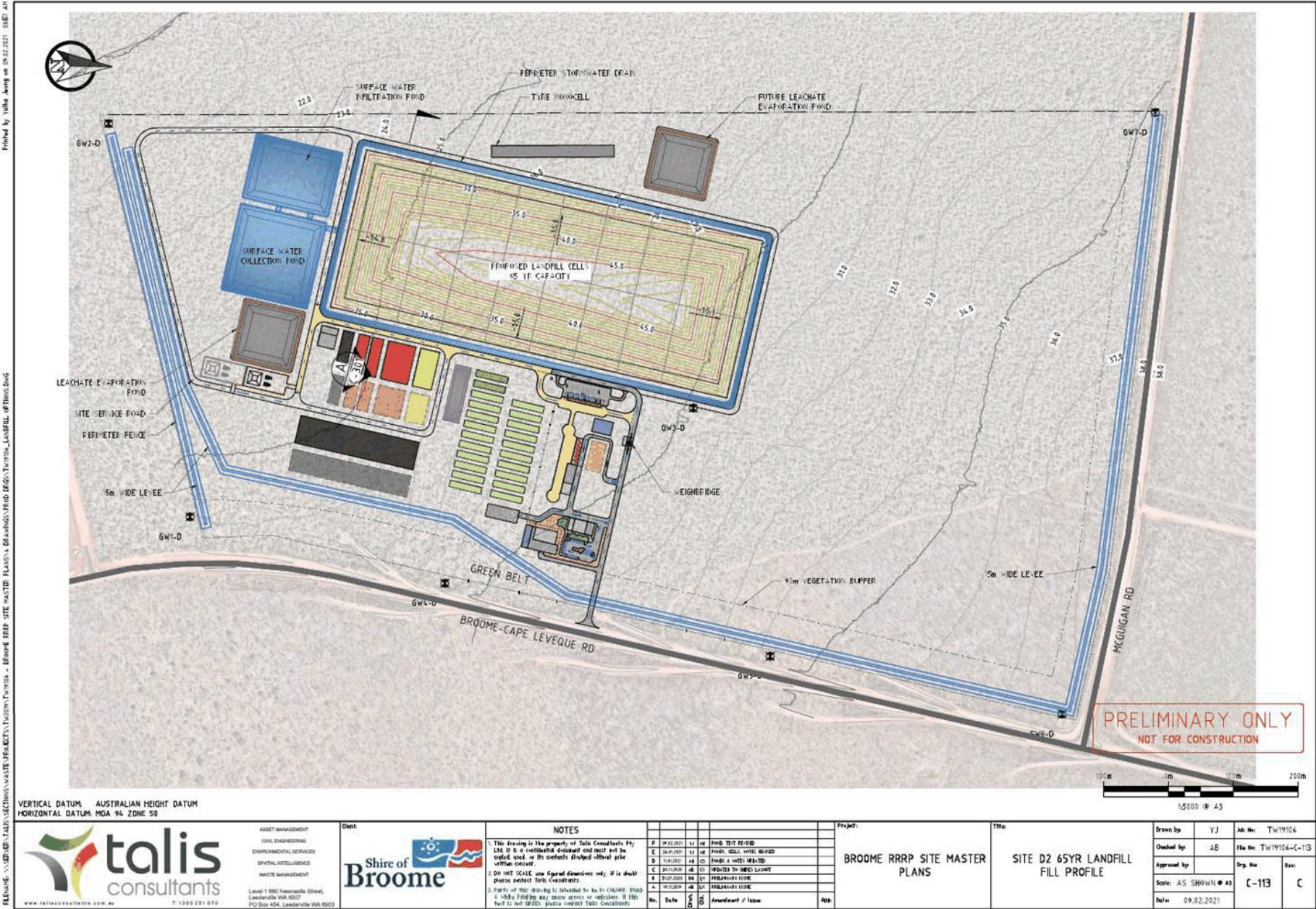




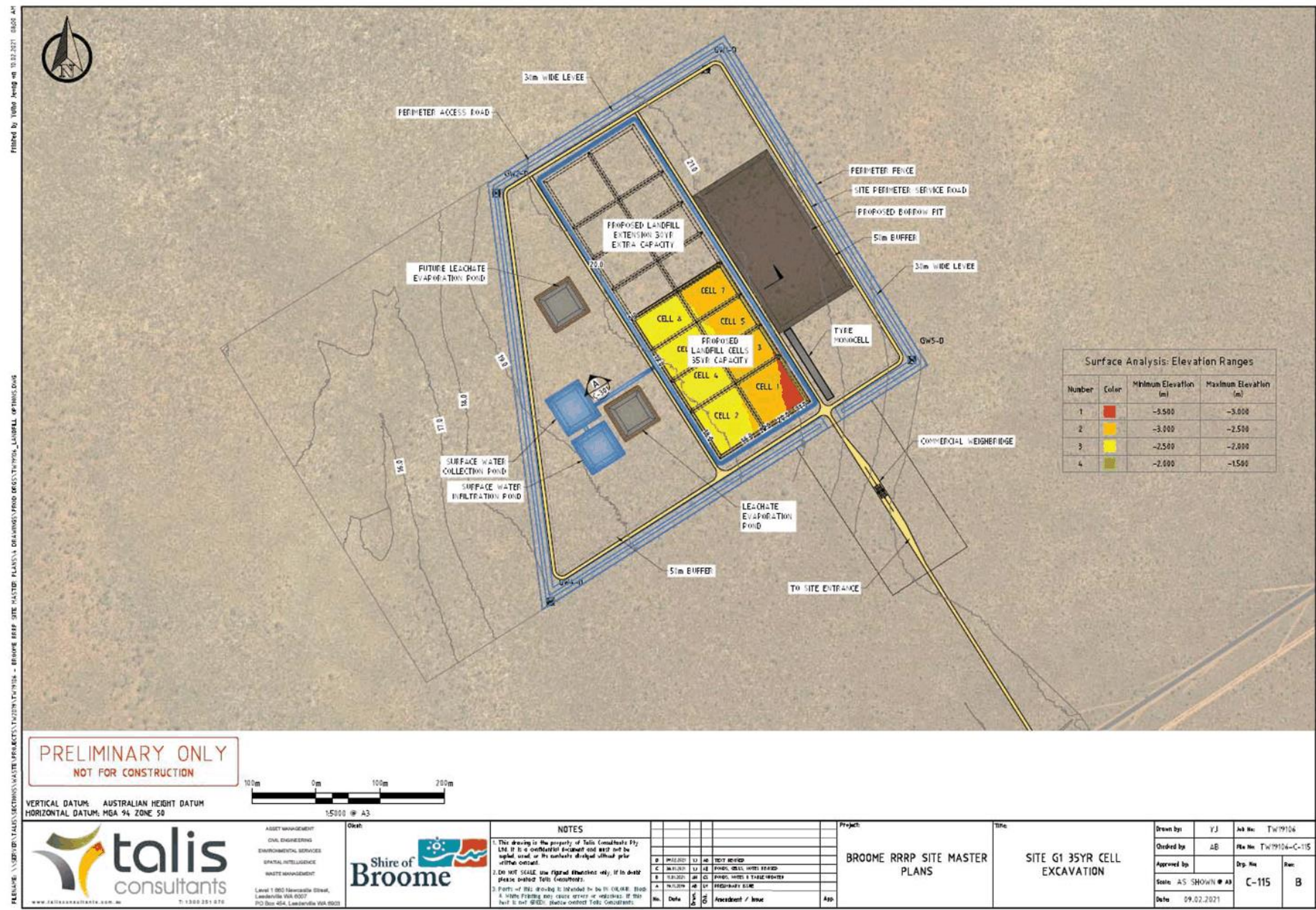




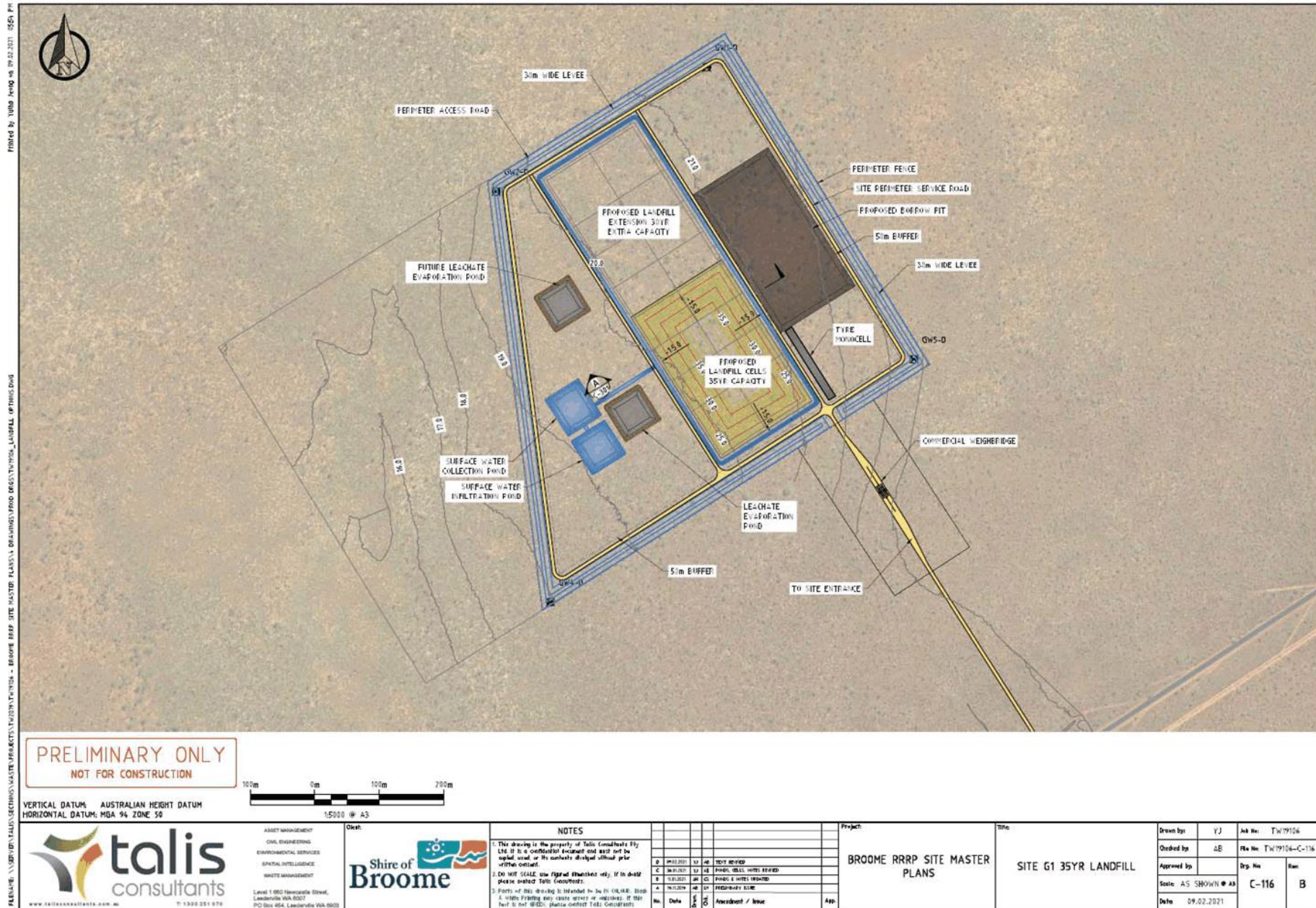




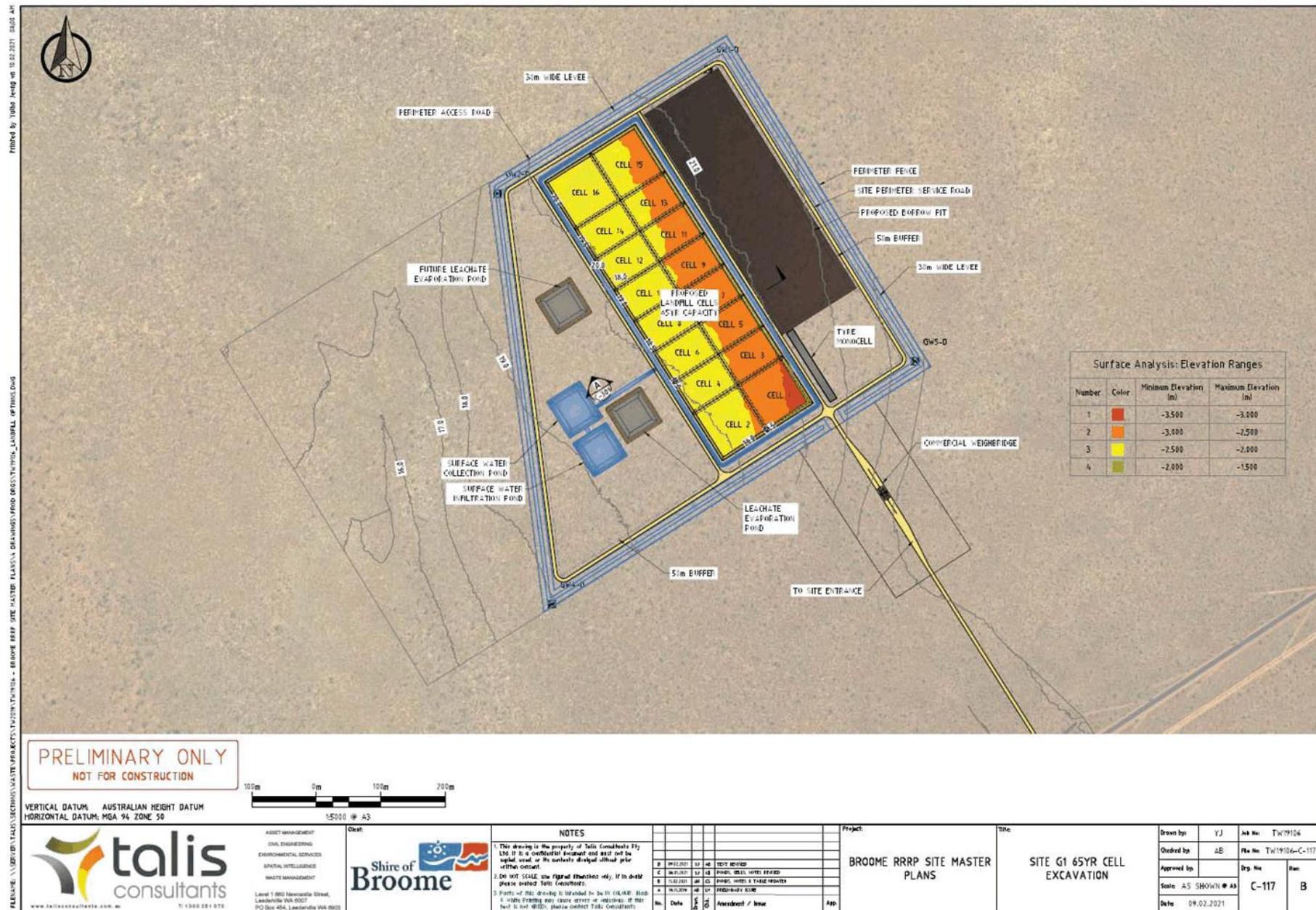




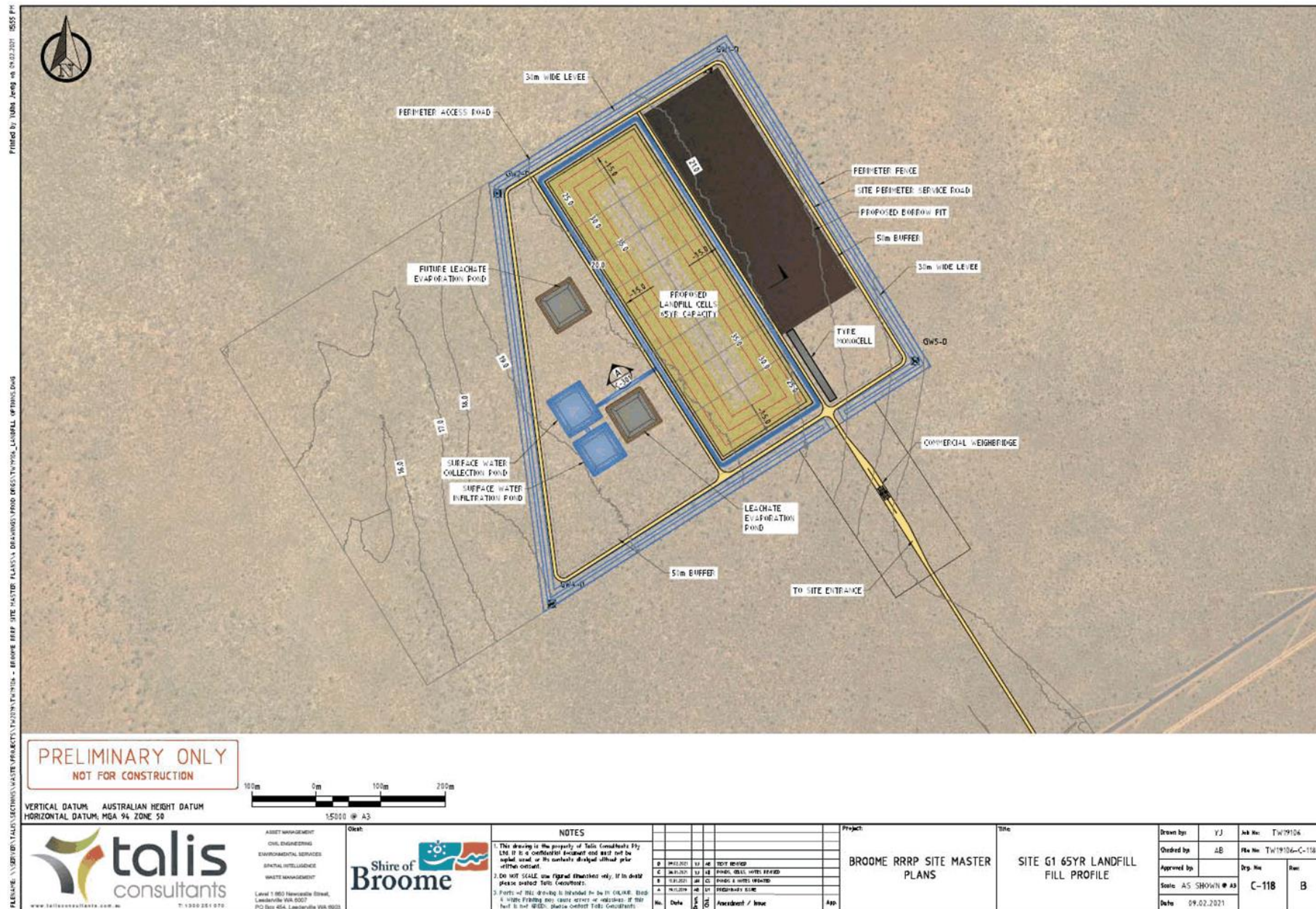






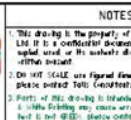








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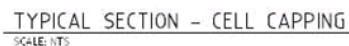
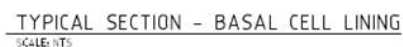


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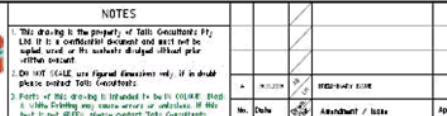
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Date:	18.11.2020			





VERTICAL DATUM: AUSTRALIAN HEIGHT DATUM  
HORIZONTAL DATUM: MGA 94 ZONE 50



TYPE

TYPICAL LANDFILL DETAILS

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Checked by:	LM	File No:	TW9106-C-1	
Approved by:		Dep. No:		Rev:
Scale:	NTS	43	C-401	A
Date:	18.11.2020			

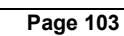


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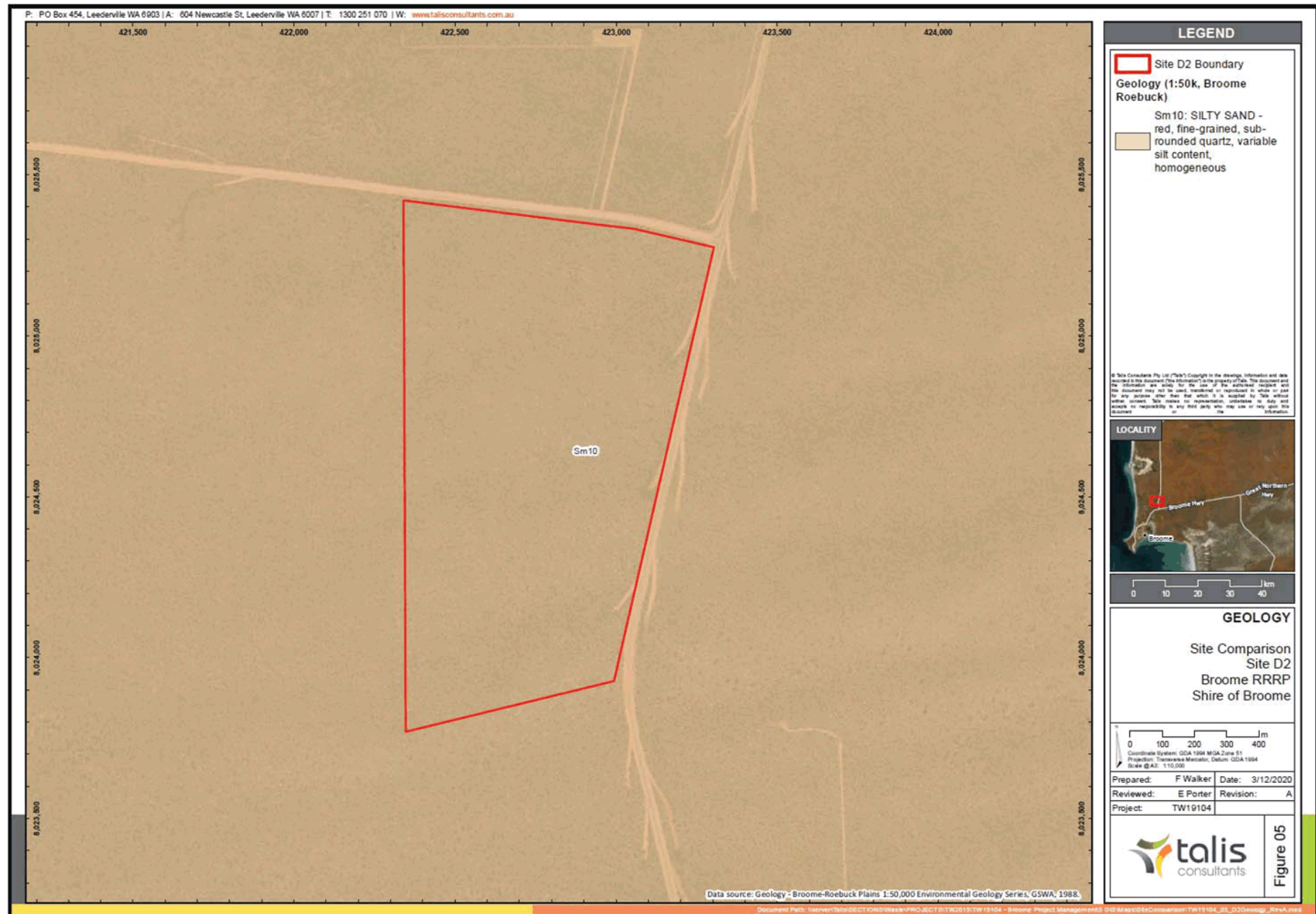
















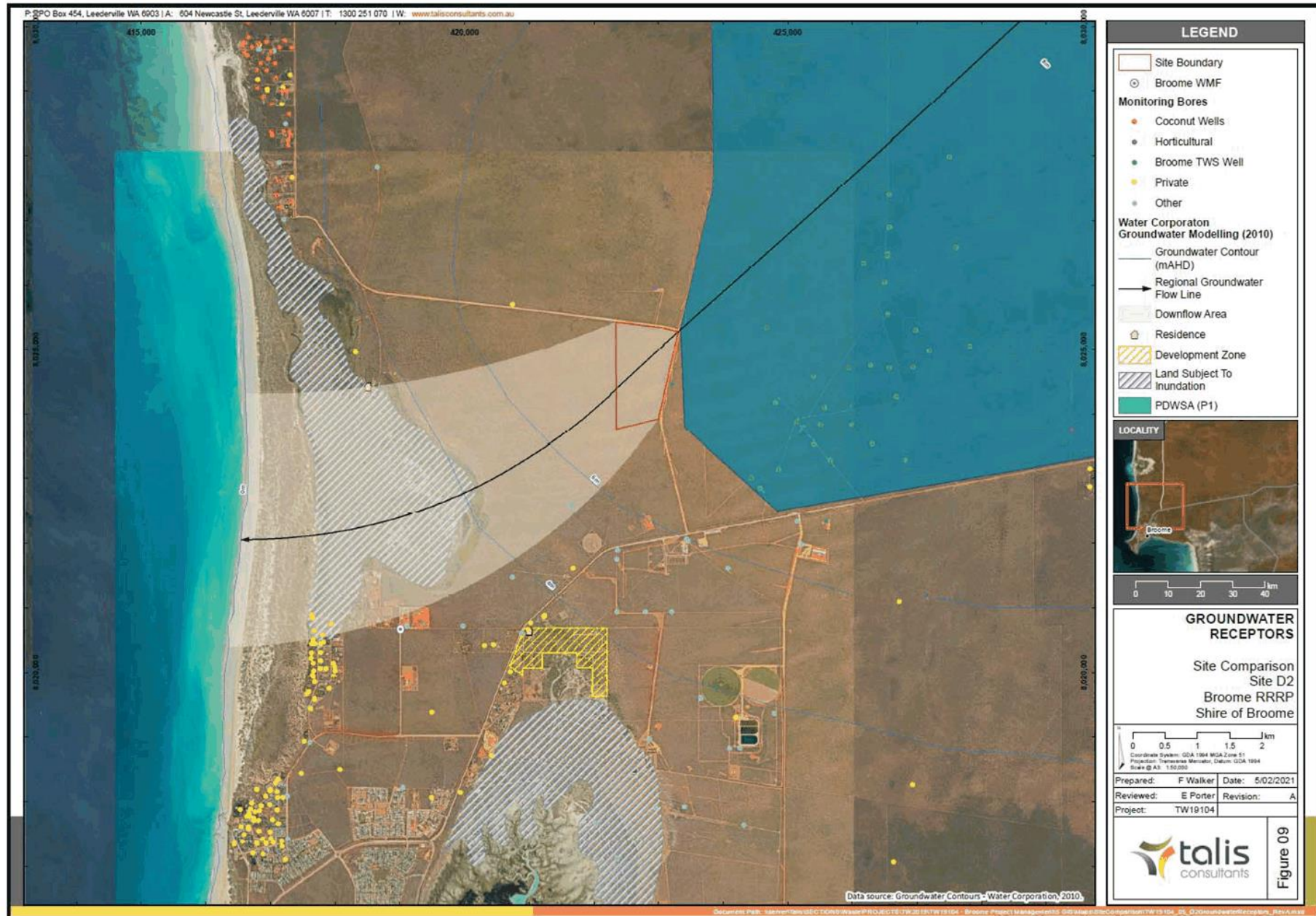




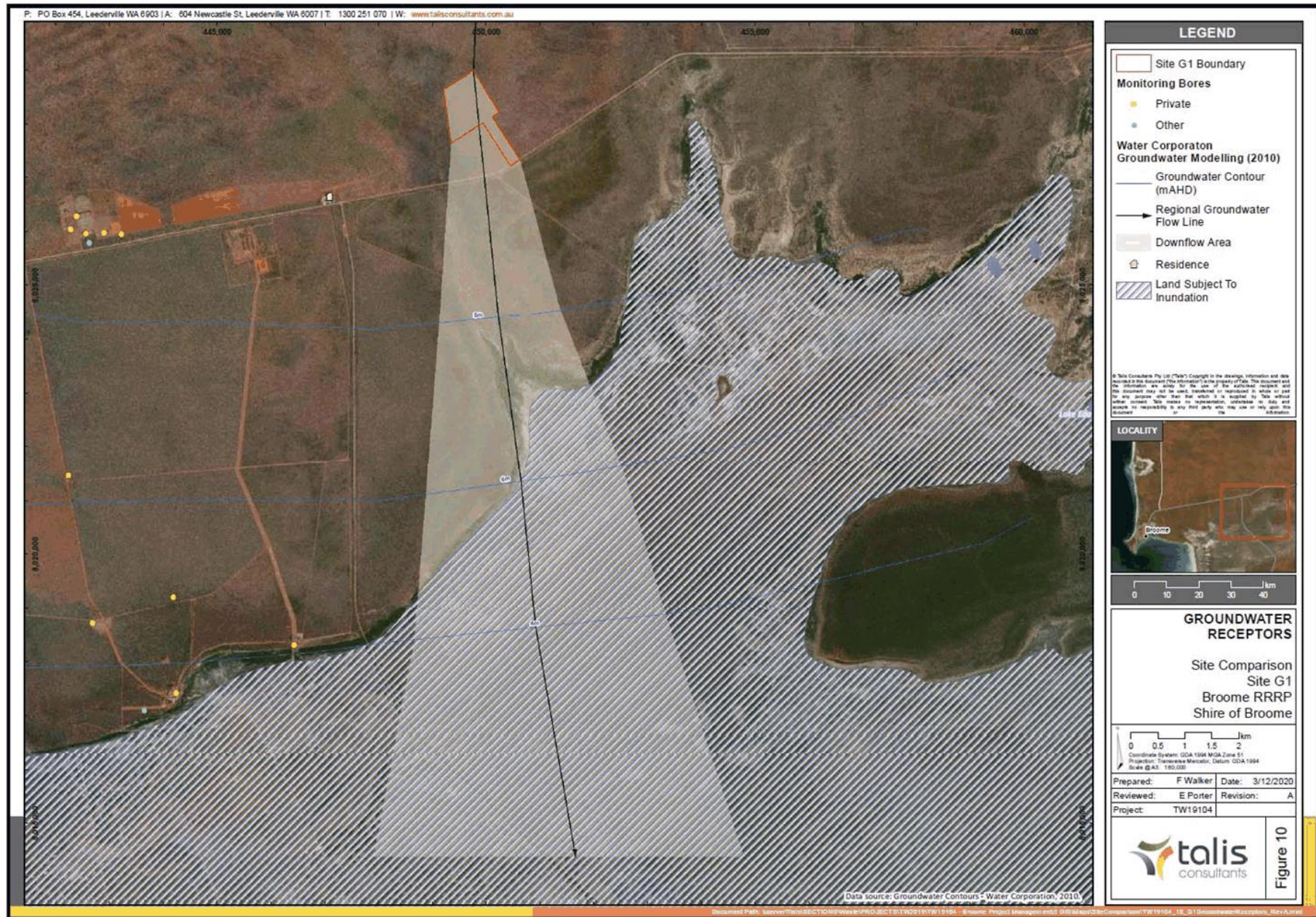




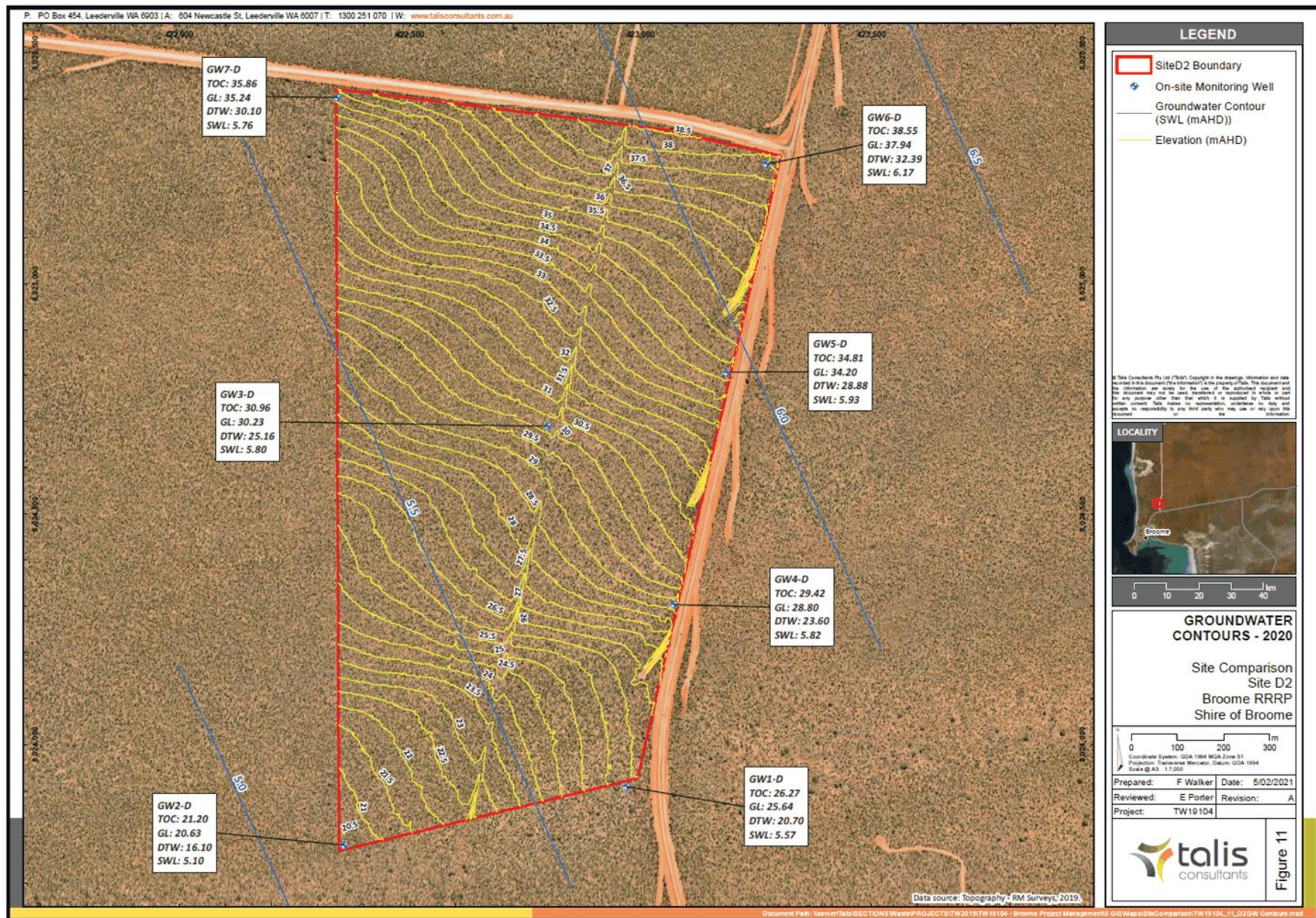




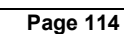




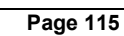




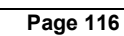




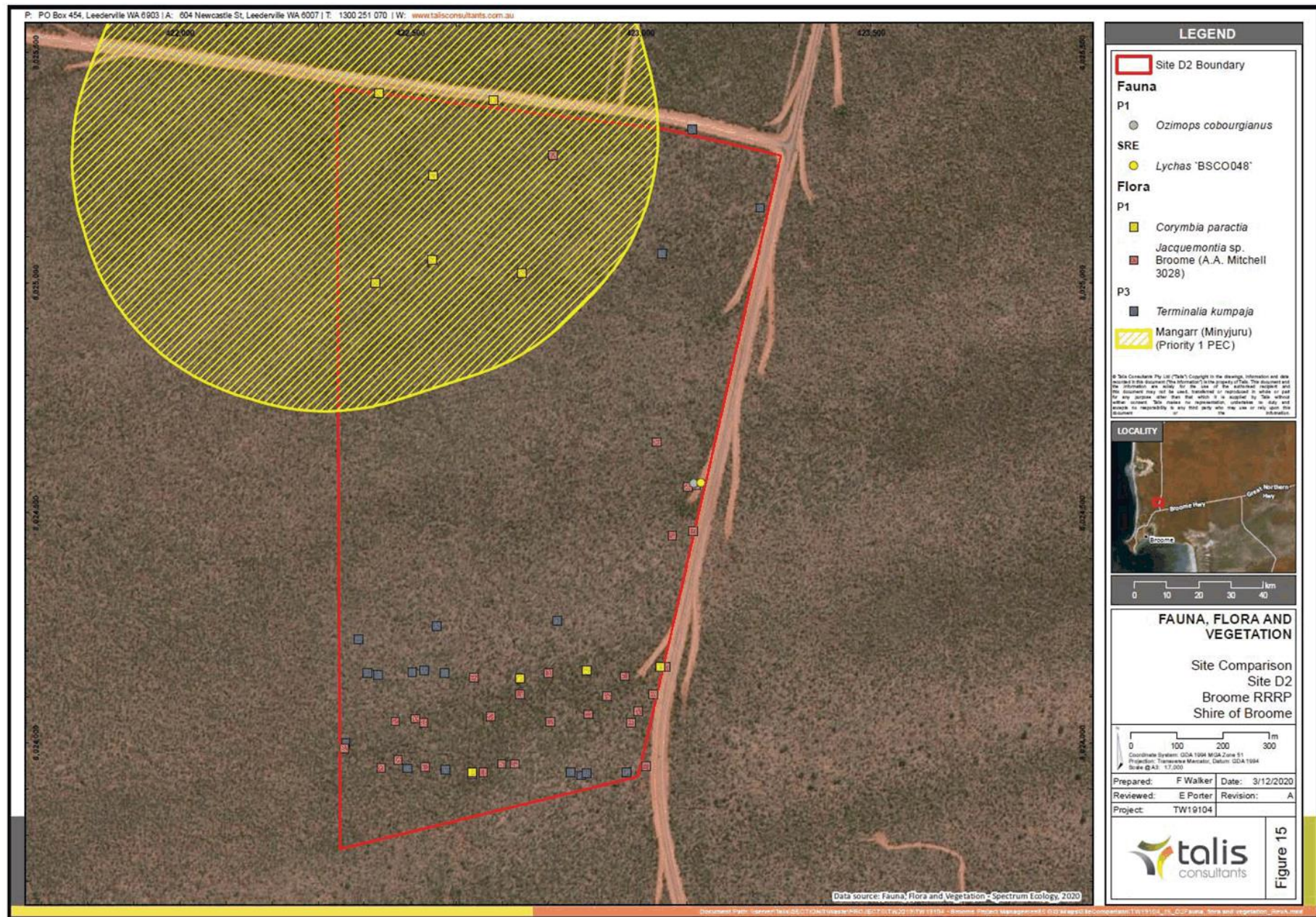




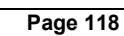




















PEER REVIEW REPORT

**Proposed Regional Resource Recovery Park**  
*Broome, Western Australia*

Submitted to:

**Shire of Broome**

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Important Information

## 1.0 INTRODUCTION

### 1.1 Purpose and Terms of Reference

This Peer Review Report presents the findings from a peer review of selected site investigation and site comparison reports prepared for the proposed Broome Regional Resource Recovery Park (RRRP), to be located near Broome, Western Australia.

Golder Associates Pty Ltd (Golder) was commissioned by Shire of Broome (the Shire) on 24 December 2020 to undertake the peer review in accordance with Golder's email proposal, dated 17 December 2020.

### 1.2 Project Background

The Shire's current active landfill, the Broome Waste Management Facility, is approaching the end of its operational life. The Shire has undertaken a number of site selection studies over the last ten years to assess options for a new long-term resource recovery and waste disposal facility to meet the needs of the Broome community. The outcome of these studies was the selection by the Shire of two preferred sites for the proposed facility:

- **Site D2:** An approximately 119 ha site on Cape Leveque Road, approximately 12 km north-east of the Broome town centre. The site is currently undeveloped.
- **Site G1:** An approximately 98 ha site on Great Northern Highway, approximately 42 km from the Broome town centre. The site is currently undeveloped.

The proposed new facility is currently referred to as the Broome RRRP. Two possible development options are being considered by the Shire for delivery of the RRRP:

- **Development Option 1:** Develop all components of the RRRP, including a Class III landfill and community recycling centre, at Site D2.
- **Development Option 2:** Develop the RRRP over the two sites, namely:
  - Community recycling centre and waste transfer station at Site D2.
  - Class III landfill at Site G1.

In November 2019, the Shire commissioned more detailed site investigation and site comparison studies to further assess the feasibility of developing the Broome RRRP on one or both of the preferred sites. The Shire commissioned Golder to undertake a peer review of selected documents prepared during these studies.

### 1.3 Scope of Review

Golder's scope was to undertake a high-level peer review of the selected site investigation and site comparison documents prepared for the proposed Broome RRRP (refer to Section 2.0 for document list). The peer review covered the following subject areas:

- Landfill Engineering
- Hydrogeology
- Hydrology
- Geotechnical Engineering
- Flora and Fauna
- Heritage.

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Other components of the studies, such as visioning, master planning, financial review and assessment, and social assessment were not included in the peer review.

Minor grammatical and typographical errors have been ignored for the purpose of this high-level review.

## 2.0 REVIEW DOCUMENTS

A list of documents provided to Golder for peer review is contained in Table 1. The table includes a shortened 'document reference' for each document, which has been used in this Peer Review Report for conciseness.

**Table 1: List of Documents**

Title	Shortened Document Reference	Author	Revision
Site Comparison Report, Broome Regional Resource Recovery Park	SCR	Talis Consultants	Version 1.2 (Draft) 3 Dec 2020
Site Investigation Report, Broome Regional Resource Recovery Park – Site D2	SIR-D2	Talis Consultants	Version 1a (Draft) 18 Jan 2021
Site Investigation Report, Broome Regional Resource Recovery Park – Site G1	SIR-G1	Talis Consultants	Version 1a (Draft) 27 Jan 2021
Broome Regional Resource Recovery Park Site Selection, Hydrology Assessment	HA	Talis Consultants	0b (Draft) 25 Nov 2020
Proposed Landfill Broome Cape Leveque Rd (Lot 25716) – Groundwater Source Protection Assessment	GSPA	Water Corporation	–*
Broome Regional Resource Recovery Facility, Reconnaissance Flora & Level 1 Fauna Survey	RFFS	Spectrum Ecology	Version 2 29 Jan 2020
Broome Regional Resource Recovery Park, Detailed Flora & Vegetation Assessment	DFVA	Spectrum Ecology	Version 2 3 July 2020
Broome Regional Resource Recovery Park, Terrestrial Fauna Assessment	TFA	Spectrum Ecology	Version 2 23 July 2020
Broome Shire Regional Resource Recovery Park, Heritage Survey Report	HSR	Kimberley Land Council	20 March 2020

Note: \*No date or revision number is provided on this document

## 3.0 REVIEW FINDINGS

### 3.1 Landfill Engineering

#### 3.1.1 Reviewer

The landfill engineering review was undertaken by Liza du Preez, Principal Landfill Engineer at Golder. Liza has around 24 years' experience as a landfill designer and has carried out landfill designs at various landfill sites in Western Australia, Victoria, Queensland, and South Africa.

#### 3.1.2 Summary of Information Presented

The SCR has been prepared to compare Development Option 1 and Development Option 2. Development Option 1 is proposed to be located at site D2 and will consist of a Class III landfill and community recycling centre (CRC). Development Option 2 will comprise a landfill at site G1 and the CRC at site D2.

The SCR contains the proposed conceptual layout details for the CRC components as well as conceptual details and plans for the landfill.

Site investigation reports [SIR-D2 and SIR-G1] have been prepared for each of the two sites and cover, hydrogeology, geology, hydrology, fauna and flora, and heritage aspects.

#### 3.1.3 Review Comments and Recommendations

The SCR, SIR-D2, and SIR-G1 reports are generally deemed appropriate for the level of investigation required at this stage of the project. Review comments and recommendations are presented in Table 2.



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**Table 2: Review Comments – Landfill Engineering**

No.	Comment	Recommended Approach
1	<u>SCR, Section 3.2</u> Cognisance should be taken that the majority of liquid wastes contain hydrocarbons. All the hydrocarbons are unlikely to be removed prior to water being transferred to the evaporation pond, which is to be lined with HDPE. Hydrocarbons are known to be detrimental to the long-term performance of HDPE.	The SCR should acknowledge this potential constraint. Further assessment should be undertaken during detailed design phase.
2	<u>SCR, Section 3.3, Bullet 3</u> The figure after the description of the capping includes a gas collection and bedding layer, as well as a drainage layer above the geosynthetic capping material.	The SCR description of the capping system should be amended to match the figure.
3	<u>SCR, Section 4.2</u> The site description includes the maximum and minimum site elevations.	The SCR description of the topography should be amended to include the general slope of the site.
4	<u>SIR-D2 and SIR-G1</u> No assessment has been included on the in-situ soils available on the site for use in landfill construction.	The SIR-D2 and SIR-G1 should include a preliminary assessment on the suitability of the site soils to be utilised as: <ul style="list-style-type: none"> <li>■ Foundation material for the landfill</li> <li>■ Attenuation layer below the geosynthetic liner system</li> <li>■ Capping materials</li> <li>■ Landfill perimeter bund construction</li> </ul> We expect further assessment of these aspects will be undertaken during detailed design phase.

## 3.2 Hydrogeology

### 3.2.1 Reviewer

The hydrogeology review was undertaken by Alan Puhlovich, Principal Hydrogeologist at Golder. Alan has around 28 years' experience as a hydrogeologist and has undertaken hydrogeological assessments at various landfill sites in Western Australia and New South Wales.

### 3.2.2 Summary of Information Presented

Site hydrogeological investigations have been undertaken at both sites D2 and G1 [SIR-D2 and SIR-G1]. At each site, these investigations comprised the drilling of shallow and deep groundwater (monitoring) wells and a production well, aquifer testing, a single groundwater monitoring "event" (measurement of groundwater levels) and groundwater sampling for water quality analyses.

Using the above collected data, conceptual site models were developed at each site, and fate and transport and risk assessments (to human health and the environment) completed.

Other studies have been undertaken to support the assessment of potential impacts to important downstream receptors:

- A hydrology assessment was completed for the two sites [HA].
- A comparison study was undertaken, assessing the relative risks of the two sites to groundwater systems [SCR].
- An existing, calibrated groundwater model was utilised to assess whether potential seepage at the D2 landfill site could be captured by pumping by the public water supply borefield located to the east of D2 [GSPA].

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### 3.2.3 Review Comments and Recommendations

Generally, the site investigative approaches and hydrogeological model/risk assessment methodologies adopted at both sites are appropriate. Key comments and recommendations arising from the hydrogeology review are presented in Table 3.

**Table 3: Review Comments – Hydrogeology**

No.	Comment	Recommended Approach
1	<u>GSPA</u> The Water Corporation has utilised a calibrated model to assess likely pathways of landfill seepage-affected groundwater. The modelling approach appears to be sound but the assumptions around bore pumping at Water Corporation bores and other bores have not been described.	The GSPA should confirm the bore pumping assumptions (sites and rates) used in the model and that this reflects Water Corporation's future pumping plans. The model should consider the results of field investigations at the D2 site and pumping from the proposed production well at D2. The GSPA should clearly show the extents of the Water Corporation bore capture zones.
2	<u>SIR-D2 Section 8 &amp; SIR-G1 Section 8:</u> The SIR-D2 and SIR-G1 estimate transmissivity (T) of 1,300 and 194 m <sup>3</sup> /m/day based on the results of water level responses from bores that partially-penetrate the aquifer. Hydraulic conductivity (K) was then estimated to be 9 and 1.3 m/day (respectively) by dividing T by the full aquifer thicknesses. In both cases, K values and seepage velocity estimates are likely to have been under-estimated.	The SIR-D2 & SIR-G1 should re-assess the derivation of hydraulic conductivity to reflect the part of the aquifer tested. This should be cross-checked with GSPA's assumptions.
3	<u>SIR-D2, Section 10:</u> The SIR-D2 uses the results of field investigations to support the modelling assessment. Once the site is cleared and the landfill is constructed, increasing local recharge rates and changing groundwater flow gradients in the wet season. Importantly, site water supplies are planned to be obtained from a site production well. Potential seepage from the landfill may be captured by this well rather than migrate offsite or be captured by adjacent Water Corporation bores.	The SIR-D2 should assume operation of the production well and re-assess whether potential seepage from the landfill could be collected within the capture zone of the production well.
4	<u>SIR-D2, Section 10:</u> The SIR-D2 uses the results of field investigations (including a single groundwater monitoring event) to support the modelling assessment. The seasonal fluctuations of groundwater conditions at the landfill site should be discussed in the context of potential changes groundwater flow gradients and velocities.	The SIR-D2 should discuss seasonal groundwater level fluctuations and whether flow gradients and potential downstream receptors change seasonally.
5	<u>SIR-D2, Section 10:</u> The SIR-D2 undertakes hydrogeological modelling to assess potential impacts to downstream water quality. Focus has been on ammonia, although other water quality parameters related to landfill seepage are likely to be at elevated concentrations.	The SIR-D2 should elaborate further on why focus has been on ammonia and consider assessing potential impacts related to other water quality parameters.
6	<u>SIR-D2, Section 3:</u> The SIR-D2 makes the statement...."Consistent with the views of Water Corporation, the Broome Town Bore Field is located up hydraulic gradient of the Site and therefore not considered a down hydraulic gradient receptor."	The SIR-D2 should describe the Water Corporation's modelling study and its approach (i.e. use of particle tracking approach to assess potential direction of seepage-affected groundwater) rather than statements such as "....with the views of Water Corporation".
7	<u>SIR-G1, Sections 10 &amp; 11:</u> The SIR-G1 estimates seepage velocity to be 2 m/yr in Section 10 whereas it is estimated to be 21 m/yr in Section 11.	The seepage velocity estimate should be checked and re-assessed.
8	<u>SCR</u> The study concludes that the risk of potential seepage from the landfill to groundwater is higher at G1 than D2, given that groundwater levels are significantly shallower at the G1 site. Specifically, the average minimum depth to water at D2 is 24.15 m (15-31 m range), whereas the	This is an important outcome but is not captured in the individual site investigation reports. It would be helpful that the risk of seepage to groundwater is discussed in these (SIR-D2 & SIR-G1) reports.

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No.	Comment	Recommended Approach
	average minimum depth to water at G1 is 6.12 m (3-9 m range).	

### 3.3 Hydrology

#### 3.3.1 Reviewer

The hydrology review was undertaken by Amila Basnayaka, Senior Water Resources Engineer at Golder. Amila has around 13 years' experience as a civil and water resources engineer and has undertaken hydrological assessments at various landfill sites in Western Australia.

#### 3.3.2 Summary of Information Presented

Site hydrological investigations have been undertaken at both sites D2 and G1, considering both the existing site conditions and proposed site conditions [HA]. These investigations included flood assessments, estimating flood levels at each site for annual exceedance probability (AEP) events of 1% and 0.2% (similar to 1 in 100 year and 1 in 500 year average recurrence interval (ARI) events, respectively).

The flood assessment was undertaken utilising HEC-RAS software to develop two-dimensional (2D) flood models. The runoff peak flows were also estimated utilising the Regional Flood Frequency Estimation (RFFE) method presented in Ball *et al.* 2019.

The rainfall intensity frequency duration (IFD) data for the site was developed based on the latest IFD data sourced from the Bureau of Meteorology and assuming highest point rainfall intensities occur across the entire catchment instead of using areal reduction factor (ARF). The adopted infiltration loss rates extracted from the Australian Rainfall and Runoff (ARR) data hub and the surface roughness losses appear to be in the acceptable range. Critical duration event analysis was undertaken considering various duration storm events and the resulting critical duration events were 3-hour and 24-hour for site D2 and site G1 respectively.

Based on the flood modelling results, both sites are likely to be flooded for both 1% and 0.2% AEP events. Levees and stormwater drains are required and have been sized for the 0.2% AEP event, for both sites. The following are proposed:

- Site D2 levees: Two levees around the northern and eastern site boundaries to prevent upstream runoff inflow and two levees along the southern boundary (located either side of the proposed drain) were proposed up to a maximum height of 1.3 m, including 300 mm freeboard. The total levee length was 3,300 m.
- Site G1 levees: Approximately 3,400 m long levee with one-way valve at the south-west corner of the site (to drain out internal site flows) was proposed around the site perimeter up to a maximum height of 2.8 m, including 300 mm freeboard.
- Site D2 drain: A 1,200 m long drain with 20 m base width and maximum depth of 2 m was proposed along the southern site boundary.

Flood inundation and velocity mapping was presented to compare the 1% and 0.2% AEP flooding for the existing and proposed site conditions.

#### 3.3.3 Review Comments and Recommendations

The hydrological assessments undertaken for both sites appear to be appropriate and are presented well. Some minor comments and recommendations arising from the hydrology review are presented in Table 4.



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Table 4: Review Comments – Hydrology

No.	Comment	Recommended Approach
1	<p><u>DHR, Section 3.5</u></p> <p>The method adopted to generate the storm patterns appears to be sound but different to the ARR recommended approach of using the ARR provided temporal patterns and ARF. Although the adopted method is likely to be more conservative, it may not replicate the actual flood behaviour of the catchment and could overestimate the required flood protection infrastructure.</p> <p>Considering the sizing of the required flood protection infrastructure, it would be helpful to understand the difference of flood results between the adopted approach to generate storm hydrographs and the approach using ARR temporal patterns in combination with ARF.</p> <p>Also, it would be helpful to understand the catchment runoff response for different storm durations if the critical duration analysis results are provided in a graph.</p>	<p>The DHR should provide an explanation of why it did not consider using the ARR recommended temporal patterns and ARF.</p> <p>It would be helpful if DHR provides results of the critical duration analysis for different storm durations in a graph.</p>
2	<p><u>DHR, Section 3.5</u></p> <p>DHR, Section 2.3 and Appendix A provide RFFE model results for both sites but a comparison between the RFFE results and the 2D flood modelling results is not provided. It is noted that the nearest gauged catchment to the site used in the RFFE model is about 300 km away and results may not directly relate to the site. However, it is important to have a results comparison between the two methods in the absence of another method to calibrate/validate the 2D flood model.</p>	<p>The DHR should provide a comparison between RFFE results and the 2D flood modelling results. This will highlight whether the 2D flood modelling results sit between the lower and upper confidence levels arising from the RFFE model.</p>
3	<p><u>DHR, Section 4, SIR G1 and SIR D2, Section 7.5 and SCR, Section 4.4.12</u></p> <p>It would be useful if the basis of design for storm event selection is provided, i.e. any referenced guidelines.</p>	<p>It would be useful if the DHR, SIR and SCR provide the basis of design for storm event selection.</p>
4	<p><u>DHR, Section 5</u></p> <p>It is important to understand the peak flows at the key locations of the site, specifically in regard to the sizing of the proposed infrastructure. Providing these within the report would add value.</p> <p>A comparison of peak flow discharges from the site between existing and proposed conditions is important to assess how the proposed development may impact the hydrology of the downstream environment.</p>	<p>It would be useful if the DHR provides a table with peak flood estimate results at the key locations of the site and for the proposed infrastructure.</p> <p>It would be useful if the DHR provides a comparison of peak flow discharge from the site between existing and proposed conditions.</p>
5	<p><u>SCR, Section 4.4.12</u></p> <p>Details of the proposed stormwater drain associated with Site D2 are not provided.</p> <p>Requirement for a one-way valve at the south-west corner of Site G1 to convey discharge from the site is not noted.</p> <p>For site comparison purposes, it would be beneficial if the required earthworks quantities for the proposed infrastructure are provided for both sites.</p>	<p>The SCR should provide proposed stormwater drain details for Site D2 and requirement for a one-way valve at the levee for Site G1.</p> <p>It would be helpful if the SCR provided required earthwork quantities associated with the proposed infrastructure for both sites.</p>
6	<p><u>SIR G1 and SIR D2, Section 7.5</u></p> <p>SIR recommends "stormwater drainage design should be undertaken in accordance AS 3500.3-2015 Plumbing and drainage, Part 3: Stormwater drainage". There are additional guidelines applicable for the stormwater infrastructure designs that should be noted e.g. ARR 2019, erosion and scouring protection guidelines and guidelines associated with landfill designs.</p>	<p>Comment, for consideration during detailed design phase.</p>

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## 3.4 Geotechnical Engineering

### 3.4.1 Reviewer

The geotechnical review was undertaken by David Barrett, Principal Geotechnical Engineer at Golder. David has over 15 years' experience as a geotechnical engineer and has undertaken geotechnical assessments at various landfill sites in Western Australia and New South Wales.

### 3.4.2 Summary of Information Presented

Geotechnical site investigations were undertaken at sites D2 and G1 to assess subsurface soil and groundwater conditions underlying the sites. The methodology and findings of the investigations are presented in the site investigation reports [SIR-D2 and SIR-G1] and a summary is presented in the SCR.

The geotechnical investigation at D2 Site was conducted during November 2020 and included drilling of 15 boreholes, excavation of 50 test pits, and dynamic cone penetrometer testing.

The geotechnical investigation at G1 Site was conducted during November 2020 and included drilling 11 boreholes, excavation of 50 test pits, and dynamic cone penetrometer testing.

Geotechnical laboratory testing was conducted on samples collected from the test pits and boreholes at both sites. Samples were tested for particle size distribution, Atterberg limits, shrink-swell, permeability, maximum dry density, California bearing ratio, total organic carbon, and cation exchange capacity.

Based on the findings of the geotechnical investigations, the generalised soil profile at both the D2 and G1 sites was described as comprising:

- Silty clayey SAND (Pindan Sand): pale red sand, fine to medium grained, subangular, with trace gravel, of aeolian origin, extending to depths of between 10 m to 15 m bgl (D2) and 9 m to 16 m bgl (G1) overlying
- SANDSTONE (Broome Sandstone): pale yellow to white, very fine to medium grained, variably cemented, bedded to weakly bedded sandstone, very low to low strength.

### 3.4.3 Review Comments and Recommendations

The geotechnical investigations, as presented in the SIR-D2, SIR-G1 and SCR reports are generally deemed appropriate for the level of investigation required at this stage of the project. Review comments and recommendations are presented in Table 5.

**Table 5: Review Comments – Geotechnical Engineering**

No.	Comment	Recommended Approach
1	<p><u>SIR-D2 and SIR-G1, Section 7.3:</u></p> <p>The SIR-D2 and SIR-G1 identifies the presence of Pindan Soils near the ground surface across the site footprint. Pindan soils have been shown to exhibit collapse potential at other sites in the Kimberley.</p> <p>The potential for collapsible soils to be present is not addressed in the SIR.</p> <p>It is noted that the SCR (Section 4.3.2.) describes the Pindan sands as, <i>'although described as collapsible silty-sand or clayey-sand soil it displays a self-cementation property on drying'</i>.</p>	<p>The SIR-D2 and SIR-G1 should be updated to include preliminary discussion on the collapse potential of the soils on site.</p> <p>Further assessment of collapse potential should be undertaken during the detailed design phase.</p>

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No.	Comment	Recommended Approach
2	<p><u>SIR-D2 and SIR-G1, Section 7.3</u> SIR-D2 and SIR-G1 address earthworks related to construction of buildings with shallow footings approximately &lt;0.5 m. However deeper earthworks and excavation activities have not been discussed.</p> <p>There is no discussion on deeper earthworks, such as that would be expected to be required to construct the landfill cells or leachate pond.</p>	<p>The SIR-D2 and SIR-G1 should be updated to also include preliminary discussion on deeper excavations. The potential for encountering Broome Sandstone within the excavations should also be considered.</p>
3	<p><u>SIR-D2:</u> The test pits excavated within the proposed landfill footprint at Site D2 were excavated to a maximum depth of 5 m. The conceptual landfill design shown in Figure 09 indicates that excavations of up to about 6 m depth may be required to construct the landfill cells.</p> <p>There is currently some uncertainty in the geotechnical conditions that will be encountered at the base of the landfill cells and the presence of Broome Sandstone at these depths cannot be completely ruled out.</p> <p>It is noted that the nearest boreholes, GW2-S/D to GW4-S/D, are located approximately 500 m to 700 m away. Therefore, interpolating subsurface conditions within the landfill footprint using this data may not be accurate.</p>	<p>Additional geotechnical investigation will be required during detailed design phase to assess the subsurface conditions in these areas at the base of the landfill cells</p>
3	<p><u>SIR-D2, Figure 07</u> Figure 07 (Sample Locations) shows no sample locations within the proposed footprints of the future landfill expansion area, leachate evaporation ponds, weighbridge or community recycling centre (based on the layout presented in the SCR).</p>	<p>Additional geotechnical investigations should be undertaken during detailed design phase to assess the subsurface conditions in these areas.</p>
4	<p><u>SIR-G1, Figure 07</u> Figure 07 (Sample Locations) shows no sample locations within the proposed footprints of the future landfill expansion area, the surface water infiltration/collection ponds, the future leachate evaporation pond, commercial weighbridge, and access roads (based on the layout presented in the SCR).</p>	<p>Additional geotechnical investigations should be undertaken during detailed design phase to assess the subsurface conditions in these areas.</p>
5	<p><u>SIR-D2 and SIR-G1, Section 6</u> The SIR-D2 and SIR-G1 state that 'Shrink/swell testing showed the surficial soils were not subject to a large degree of expansion'.</p> <p>Based on the shrink-swell results presented in Table 6.3, these soils are slightly reactive.</p>	<p>For clarity, SIR-D2 and SIR-G1 should be updated to describe the surficial soils as 'slightly reactive', based on the initial laboratory testing.</p> <p>Additional laboratory testing should be undertaken during detailed design phase to confirm the shrink/swell properties of the surficial Pindan Soils.</p>
6	<p><u>SIR-D2 and SIR-G1, Appendix E</u> The SIR-D2 and SIR-G1 state that both shallow (S' into Pindan Sand) and deep (D' into Broome Sandstone) groundwater monitoring wells were drilled and installed at the sites.</p> <p>Only logs for the deep wells are presented in Appendix E. Logs for the shallow wells are not provided.</p>	<p>Logs for the shallow wells, showing geology and well construction details, should be included in Appendix E of the SIR-D2 and SIR-G1.</p>



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## 3.5 Flora and Fauna

### 3.5.1 Reviewers

The review of the flora and vegetation surveys was undertaken by Dr. Andrew Craigie, Principal Botanist at Ecologia (PhD, B.Sc. (Hons)). Andrew has over 12 years' experience undertaking detailed flora and vegetation surveys in Western Australia, including on the Dampier Peninsula.

The review of the fauna surveys was undertaken by Tim McCabe, Senior Zoologist at Ecologia (B.App.Sc.). Tim has over eight years' experience undertaking fauna assessments in Western Australia, including on the Dampier Peninsula.

### 3.5.2 Summary of Information Presented

The following flora and fauna studies were undertaken at the two preferred RRRP sites:

- Desktop study (presented in the RFFS, DFVA and TFA)
- Reconnaissance flora and vegetation survey (presented in the RFFS)
- Detailed flora and vegetation survey (presented in the DFVA)
- Level 1 fauna survey (presented in the RFFS)
- Level 2 terrestrial fauna assessment (presented in the TFA).

A brief overview of each of the studies is presented in the following sections.

#### Desktop study [RFFS, DFVA and TFA]

The desktop study evaluated relevant information relating to the study areas including climate, disturbance history, vegetation, geology, land systems, significant plant species and communities, and relevant flora and vegetation surveys.

#### Reconnaissance flora and vegetation survey [RFFS]

Reconnaissance surveys are undertaken to provide context and gather broad biological information about a survey area (EPA 2016a). The reconnaissance flora and vegetation survey was undertaken in late November 2019. The survey included a combination of relevés, traverses, and opportunistic sampling to broadly characterise the flora and vegetation of the study areas. The broad floristic composition of the study areas and broad vegetation types were described and mapped. The reconnaissance survey was completed in accordance with the EPA *Technical Guidance: Flora and Vegetation Surveys for Environmental Impact Assessment* (EPA 2016a).

#### Detailed flora and vegetation survey [DFVA]

The detailed flora and vegetation survey of the two sites was undertaken in April 2020. The survey included assessment of five 50 m × 50 m quadrats, five relevés, and 45 km of traverses at 100 m spacing. The field survey, subsequent data analysis and interpretation, and vegetation mapping were completed in accordance with the EPA *Technical Guidance: Flora and Vegetation Surveys for Environmental Impact Assessment* (EPA 2016a).

#### Level 1 fauna survey [RFFS]

A Level 1 fauna survey was undertaken concurrently with the reconnaissance for flora and vegetation in November 2019 to identify fauna habitats, undertake low-intensity fauna sampling and verify the accuracy of the desktop assessment, with a focus on any conservation significant fauna identified as likely to be present. The desktop assessment identified conservation significant fauna and SRE invertebrate potentially occurring in the area and likelihood of occurrence assessments were undertaken for each species. The Level 1 survey was completed in accordance with the EPA *Technical Guidance: Terrestrial Fauna Surveys* (EPA 2016b).

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### Level 2 terrestrial fauna assessment [TFA]

The Level 2 terrestrial fauna field survey was undertaken in April 2020. The survey included systematic trapping sites, bird surveys, diurnal opportunistic searches, bat acoustic recording, nocturnal opportunistic searches, and camera trapping. The field survey, subsequent data analysis and interpretation, fauna habitat assessment, conservation significant fauna species likelihood of occurrence and SRE invertebrate fauna assessment was completed in accordance with the EPA *Technical Guidance: Terrestrial Fauna Surveys* (EPA 2016b).

### 3.5.3 Review Comments and Recommendations

Overall, the reviewers are satisfied that the reconnaissance and detailed flora and vegetation assessments, and Level 1 and Level 2 fauna assessments of the two sites accord with the EPA's *Technical Guidance: Flora and Vegetation Surveys for Environmental Impact Assessment* and *Technical Guidance: Terrestrial Fauna Surveys* (EPA, 2016a; EPA, 2016b) and are likely to meet regulatory requirements. The reports sufficiently detail the survey methodology, the survey area, and the process undertaken during the field survey components. No major limitations were identified that would likely negatively affect the results.

Some minor comments, relating to the qualifications of the study teams, are presented in Table 6.

**Table 6: Review Comments – Flora and Fauna**

No.	Comment	Recommended Approach
1	<u>TFA, Section 2.3.7 &amp; DFVA, Section 2.1</u> Although experienced and possessing the appropriate licences for the surveys, no qualifications for the study teams were provided in the TFA or DVFA reports. The qualifications of all personnel involved should be included in survey reporting in accordance with the EPA's <i>Technical Guidance: Flora and Vegetation Surveys for Environmental Impact Assessment</i> (EPA 2016a) and the EPA <i>Technical Guidance: Terrestrial Fauna Surveys</i> (EPA 2016b).	Include qualifications of study teams in Table 2.5 of the TFA and Table 2.1 of the DFVA.
2	<u>TFA, General</u> It is the reviewers' understanding that the field survey lead for the Level 2 fauna survey and report co-author (Jordan Voss) does not possess the appropriate tertiary biological qualifications.	Level 2 terrestrial fauna field survey leads and associated reporting personnel should be appropriately qualified

Further comments on the individual study elements are presented in the following sections.

### Desktop study [RFFS, DFVA and TFA]

The desktop study provided sufficient background information for the reconnaissance and detailed surveys and was completed in accordance with EPA *Technical Guidance Flora and Vegetation Surveys for Environmental Impact Assessment* (EPA, 2016a).

### Reconnaissance flora and vegetation survey [RFFS]

The reconnaissance flora and vegetation survey was undertaken in late November 2019, during the 'supplementary' survey season for flora and vegetation surveys in the Northern Botanical Province according to the EPA *Technical Guidance: Flora and Vegetation Surveys for Environmental Impact Assessment* (EPA 2016a). This survey timing is considered appropriate for a reconnaissance flora and vegetation survey.

There were no significant limitations to the reconnaissance survey identified as part of this review.

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### Detailed flora and vegetation survey [DFVA]

The detailed flora and vegetation survey of the two sites was undertaken in April 2020, following the 'primary' or optimal survey season (January to March) for flora and vegetation surveys in the Northern Botanical Province according to the EPA *Technical Guidance: Flora and Vegetation Surveys for Environmental Impact Assessment* (EPA 2016a). The timing of the survey is considered appropriate for a detailed flora and vegetation survey on the Dampier Peninsula.

The survey was undertaken by botanists who are sufficiently experienced with the flora and vegetation of the Dampier Peninsula. Given the relatively small size of the survey areas and the apparent homogeneity of the vegetation present (only one vegetation type recorded within both study area, which was represented by four quadrats), sampling effort is considered sufficient to characterise floristic composition and plant communities, and to determine the presence and distribution of significant plant species and communities.

There were no significant limitations to the detailed survey identified as part of this review.

### Level 1 fauna survey [RFFS]

The survey timing was appropriate for a Level 1 fauna survey. The report sufficiently details the survey methodology, the survey area, and the process undertaken.

### Level 2 terrestrial fauna assessment [TFA]

The Level 2 terrestrial fauna field survey was undertaken in April 2020, just outside the optimal season for fauna surveys for the region (December – March). The survey timing is justified in the report and is considered appropriate for a fauna survey in the Kimberley. The survey was undertaken by zoologists who are sufficiently experienced in conducting fauna survey on the Dampier Peninsula.

Although there are some discrepancies relating to the number of pit trap nights described in the survey methodology and survey effort outlined in Table 2.4 of the TFA, overall survey effort appears adequate to describe fauna species present and likelihood of significant fauna species occurring given the small size of the survey areas.

## 3.6 Heritage

### 3.6.1 Reviewer

The heritage review was undertaken by Daniel Bruckner, Senior Anthropologist with over 15 years' experience in Heritage and Native Title. Daniel is a former Research Fellow at the University of Western Australia and independent advisor to Industry, Native Title Representative Bodies, and Aboriginal Corporations.

### 3.6.2 Summary of Information Presented

This section of the peer review covers the key elements of the Heritage Survey undertaken by the Consultant and representatives of local Native Title group as presented in the HSR. The HSR identifies the survey area, methodology and survey outcomes. It includes the maps of the survey area and tables with the associated spatial extents of the areas. The survey team itself was not described in any detail.

### 3.6.3 Review Comments and Recommendations

Overall, the reviewer is satisfied that the HSR report meets industry standard and is highly likely to meet regulatory requirements. The report clearly spells out the applied methodology, the survey area, and the process undertaken during the field survey component. The Department of Planning Land and Heritage (DPLH) register was consulted prior to the fieldwork and the area subject to the report has been adequately covered by pedestrian survey. Even though the survey appeared to finish early, adequate time has been spent in the field to identify any sites of potential significance.



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The maps in the report appendix are clear and the coordinate system has been defined as GDA94, which is expected for the purpose of the report. Additional to the maps, polygon information was provided in tabulator format with eastings and northings in the correct projection. No sites have been identified in the report, which makes away with the fact that no specific site recording methodology was included in the document. The only shortcomings of the report are the lack of detail in respect of the participants of the survey, specifically:

- Who selected the participants?
- How are they connected to the survey area and what is their authority to speak for country?
- There is also no background on the Author and the relevant expertise to conduct the survey and associated report.

A minor structural issue is that the report is deemed to be an open report but on page two of the report, under confidentiality and copyright, it appears that the report may contain legal privilege and is hence confidential.

The comments and recommendations arising from the review are presented in Table 7.

**Table 7: Review Comments – Heritage**

No.	Comment	Recommended Approach
1	HSR, General Lack of detail in relation to the author's qualifications and experience	Include author's qualifications and experience in Section 2.0 of HSR
2	HSR, Section 3.1 Lack of detail about the survey participants in relation to their connection to the survey area and their cultural authority	Include additional information under Section 3.1 in the HSR
3	HSR Confusion as to whether the report is confidential or open for public submission.	Clarify under Confidentiality and Copyright

## 4.0 RESPONSES

Responses to the comments and recommendations included in this Peer Review Report (excluding heritage component) were prepared by the relevant document authors and presented in Talis (2021b). The responses have been tabulated in Appendix A, with an additional column presenting close-out comments from the respective peer reviewers.

## 5.0 IMPORTANT INFORMATION

Your attention is drawn to the document titled – "Important Information Relating to this Report", which is included in Appendix B of this report. The statements presented in that document are intended to inform a reader of the report about its proper use. There are important limitations as to who can use the report and how it can be used. It is important that a reader of the report understands and has realistic expectations about those matters. The Important Information document does not alter the obligations Golder has under the contract between it and its client.

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## Signature Page

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APPENDIX A

Response Table

Table A1: Responses and Close-out Comments

Item	Section	Reviewer Feedback	Recommended Approach	Talis' Response	Reviewer Close-out
Landfill Design					
1	Site Comparison Report – Section 3.2	Cognisance should be taken that the majority of liquid wastes contain hydrocarbons. All the hydrocarbons are unlikely to be removed prior to water being transferred to the evaporation pond, which is to be lined with HDPE. Hydrocarbons are known to be detrimental to the long term performance of HDPE.	The SCR should acknowledge this potential constraint. Further assessment should be undertaken during detailed design phase.	<p>The Shire is currently engaging with various bodies, including waste generators and services providers, to obtain a greater understanding of the exact types and quantities of liquid wastes to be accepted at the facility. The Shire's final select waste streams and quantities to be accepted will need to be approved by the Department of Water and Environmental Regulation (DWER). This information will be utilised as part of the Approvals and Detailed Design phases of the project.</p> <p>HDPE geomembrane has been selected for the primary barrier in the containment systems as it is one of the most chemically resistant geosynthetic lining materials available.</p> <p>HDPE is primarily susceptible to short chain / light range hydrocarbons and organic solvents which have the capability of permeating HDPE geomembrane when in high concentrations or neat form, however this is unlikely to occur during normal operation of the liquid waste facility. Furthermore, HDPE has the ability to maintain its physical strength and tensile capabilities following such exposure.</p> <p>The more aggressive light range hydrocarbons and solvents which are volatilised far easier than the heavy range, will be diluted upon entering the evaporation pond and volatilised during the evaporation of the liquid waste. Any residual heavy range hydrocarbons are by their molecular size, non-challenging to HDPE. This pre-treatment stage will minimise the concentrations of residual hydrocarbons in the solid waste being disposed of in the landfill.</p> <p>It is also important to note that there will be environmental monitoring and inspections of the liquid waste facility and, if required, these ponds can be decommissioned and remediated. As the liquid waste facility is at surface, this is an easy task.</p> <p>Concentrations of hydrocarbons to be accepted within the Class III landfill facility will be condition by the Department of Water and Environmental Regulation in accordance with its Landfill Waste Classification and Waste Definition (as amended 2019) publication.</p>	Approach is acceptable. No further comments.
2	Site Comparison Report – Section 3.3 – Bullet 3	The figure after the description of the capping includes a gas collection and bedding layer, as well as a drainage layer above the geosynthetic capping material.	The SCR description of the capping system should be amended to match the figure	The SCR has been amended as per Golder Associate's feedback.	No further comments.
3	Site Comparison Report – Section 4.2	The site description includes the maximum and minimum site elevations.	The SCR description of the topography should be amended to include the general slope of the site.	The SCR has been amended as per Golder Associate's feedback.	No further comments.
4	Site Investigations Report D2 and G1	No assessment has been included on the in-situ soils available on the site for use in landfill construction.	<p>The SCR should include a preliminary assessment on the suitability of the site soils to be utilised as:</p> <ul style="list-style-type: none"> <li>Foundation material for the landfill</li> <li>Attenuation layer below the geosynthetic liner system</li> <li>Capping materials</li> <li>Landfill perimeter bund construction</li> </ul> <p>We expect further assessment of these aspects will be undertaken during detailed design phase</p>	<p>The primary focus of the geotechnical investigation was to confirm there are no fatal flaws with the underlying geology at both sites in relation to the landfill site development. This has now been confirmed.</p> <p>Preliminary assessment of the site-won soils indicates they will be suitable for these purposes however further detailed assessment of site-won soils will be undertaken during the detailed design and construction phases of the project.</p>	

Item	Section	Reviewer Feedback	Recommended Approach	Talis' Response	Reviewer Close-out
Hydrogeology					
1	Groundwater Source Protection Assessment	The Water Corporation has utilised a calibrated model to assess likely pathways of landfill seepage-affected groundwater. The modelling approach appears to be sound but the assumptions around bore pumping at Water Corporation bores and other bores have not been described.	GSPA should confirm the bore pumping assumptions (sites and rates) used in the model and that this reflects Water Corporation's future pumping plans. The model should consider the results of field investigations at the D2 site and pumping from the proposed production well at D2. GSPA should clearly show the extents of the Water Corporation bore capture zones.	<p>The Water Corporation modelling objective included predicting the scale of changes in groundwater levels in the aquifer under a range of scenarios which included increased pumping rates to 6.2 GL/year to match its planned abstractions. The Water Corporation also advised it has progressively reduced pumping from the southern wells within the TWS due to the potential of saltwater intrusion with future expansion of the borefield expected to occur further to the north and not from existing bores near Site D2.</p> <p>The Water Corporation model was calibrated to long-term data available for the TWS borefield and available data for private abstractions recorded in the Department of Water (DoW), Water Information Reporting (WIR) database. It is noted the dataset included TWS observation bores near D2. As such the modelling depicted a relatively high degree of confidence across the region of the model in which D2 is located, which was confirmed by analysis of observed and predicted residuals following calibration performance metrics in Murray-Darling Basin Commission, Groundwater Flow Modelling Guideline (2000).</p> <p>A subsequent run of the Water Corporation model incorporated particle tracking using the MODPATH package which clearly showed D2 is not within the TWS borefield capture zone. It is recognised there are private abstractions not included in the model including at the Motorplex to the south and tree plantation to the north but these are relatively minor compared to the TWS bores and would not significantly affect the groundwater flow direction at D2.</p> <p>Overall, all data collated by multiple parties specify that groundwater flow direction at D2 is to the south-west such that conclusions regarding potential impact on sensitive receptors are robust.</p> <p>The D2 Site Investigations report has been updated to reflect Golder Associates recommendations.</p>	The clarification provided is satisfactory. This clarification should be presented in the D2 Site Investigations report and/or an updated Water Corporation report (released at an appropriate time).
2	Site Investigations Report D2 and G1 – Section 8	The SIR-D2 and SIR-G1 estimate transmissivity (T) of 1,300 and 194 m <sup>3</sup> /m/day based on the results of water level responses from bores that partially-penetrate the aquifer. Hydraulic conductivity (K) was then estimated to be 9 and 13 m/day (respectively) by dividing T by the full aquifer thicknesses. In both cases, K values and seepage velocity estimates are likely to have been underestimated.	The SIR-D2 & SIR-G1 should re-assess the derivation of hydraulic conductivity to reflect the part of the aquifer tested. This should be cross-checked with Groundwater Source Protection Assessment assumptions.	<p>The results of pumping test analysis and estimation of seepage velocity is required for the assessment of risk posed by migration of landfill leachate. The estimated seepage velocity was 9 and 21 m/year at G1 and D2, respectively. It is noted the hydraulic gradients (i) used in the calculations are near the top of the range given groundwater levels are close to the long term maximum recorded levels (see SIR Section 8.4.1), drawdown is also likely to have been influenced by more permeable horizons at depth with resultant higher values for K based on the assumption of homogeneity in the calculated result. It is also noted the aquifer parameters were consistent with Water Corporation's modelled results including seepage velocity estimates in the range 10 to 13 m/year near D2.</p> <p>Nevertheless, additional conservatism will be included in the assessment and the report has been updated to reflect GA recommendations.</p>	No further comments.
3	Site Investigations Report D2 – Section 10	The SIR-D2 uses the results of field investigations to support the modelling assessment. Once the site is cleared and the landfill is constructed, increasing local recharge rates and changing groundwater flow gradients in the wet season. Importantly, site water supplies are planned to be obtained from a site production well. Potential seepage from the landfill may be captured by this well rather than migrate offsite or be captured by adjacent Water Corporation bores.	The SIR-D2 should assume operation of the production well and re-assess whether potential seepage from the landfill could be collected within the capture zone of the production well.	<p>The exact volume of water to be extracted from the production bore on site is yet to be determined, however it will not be significant. Furthermore, the Shire is looking to capture rainwater and install a tank system on site to further minimise the volume of water that needs to be extracted from the production bore on site.</p> <p>The Shire will be implementing a staged clearing program and only clearing the land required for their immediate infrastructural needs. The Shire will also adopt progressive capping of the landfill with all stormwater generated from the capping system divert to the stormwater management system on site which discharges to the environment during storm events. Overall, influence of the landfill on the local hydrogeology is insignificant.</p> <p>In relation to the potential influence of the production bore on capturing potential seepage from the landfill, this will be assessed at a later stage during the approvals process but is not being relied on in the risk assessment.</p> <p>The report has been updated based on the above information.</p>	No further comments.



Item	Section	Reviewer Feedback	Recommended Approach	Talis' Response	Reviewer Close-out
4	Site Investigations Report D2 – Section 10	The SIR-D2 uses the results of field investigations (including a single groundwater monitoring event) to support the modelling assessment. The seasonal fluctuations of groundwater conditions at the landfill site should be discussed in the context of potential changes groundwater flow gradients and velocities	The SIR-D2 should discuss seasonal groundwater level fluctuations and whether flow gradients and potential downstream receptors change seasonally.	The groundwater levels gauged across the sites are relatively close to the estimated long-term maximum and therefore the seepage velocities used for calculating contaminant travel times to receptors are at the more conservative end. Nevertheless, the report has been updated to reflect Golder Associates recommendations.	No further comments.
5	Site Investigations Report D2 – Section 10	The SIR-D2 undertakes hydrogeological modelling to assess potential impacts to downstream water quality. Focus has been on ammonia, although other water quality parameters related to landfill seepage are likely to be at elevated concentrations	The SIR-D2 should elaborate further on why focus has been on ammonia and consider assessing potential impacts related to other water quality parameters.	Numerous studies on landfill leachate have shown similarities between sites with chloride and ammonia consistently being the key indicators (Kim and Lee 2009, Robinson 1995, Cozzarelli et al. 2011). Talis has updated the hydrogeological modelling and included chloride and ammonia for Site D2.  The report has been updated to reflect GA recommendations.	The response is fine but the report should note these referenced studies (i.e. (Kim and Lee 2009, Robinson 1995, Cozzarelli et al. 2011) as examples of why chloride and ammonia are used here.
6	Site Investigations Report D2 – Section 3	The SIR-D2 makes the statement...."Consistent with the views of Water Corporation, the Broome Town Bore Field is located up hydraulic gradient of the Site and therefore not consider a down hydraulic gradient receptor."	The SIR-D2 should describe the Water Corporation's modelling study and its approach (i.e. use of particle tracking approach to assess potential direction of seepage-affected groundwater) rather than statements such as "...with the views of Water Corporation".	Section 3.3 and 3.3.1 of the report has been updated to reflect Golder Associates recommendations.	No further comments.
7	Site Investigations Report G1 – Sections 10 & 11	The SIR-G1 estimates seepage velocity to be 2 m/yr in Section 10 whereas it is estimated to be 21 m/yr in Section 11.	The seepage velocity estimate should be checked and re-assessed.	The seepage velocity value within Section 11 was a typographical error, and the report has been updated accordingly.	No further comments.
8	Site Comparison Report	The study concludes that the risk of potential seepage from the landfill to groundwater is higher at G1 than D2, given that groundwater levels are significant shallower at the G1 site. Specifically, the average minimum depth to water at D2 is 24.15 m (15-31 m range), whereas the average minimum depth to water at G1 is 6.12 m (3-9 m range).	This is an important outcome but is not captured in the individual site investigation reports. It would be helpful that the risk of seepage to groundwater is discussed in these (SIR-D2 & SIR-G1) reports.	The various reports have been updated to reflect Golder Associates recommendations.	No further comments.
Hydrology					
1	Draft Hydrology Report – Section 3.5	The method adopted to generate the storm patterns appears to be sound but different to the ARR recommended approach of using the ARR provided temporal patterns and ARF. Although the adopted method is likely to be more conservative, it may not replicate the actual flood behaviour of the catchment and could overestimate the required flood protection infrastructure.  Considering the sizing of the required flood protection infrastructure, it would be helpful to understand the difference of flood results between the adopted approach to generate storm hydrographs and the approach using ARR temporal patterns in combination with ARF. Also, it would be helpful to understand the catchment runoff response for different storm durations if the critical duration analysis results are provided in a graph.	DHR should provide an explanation of why it did not consider using the ARR recommended temporal patterns and ARF. It would be helpful if DHR provides results of the critical duration analysis for different storm durations in a graph.	Adopted method provides a conservative approach for rain-on-grid assessment, particularly for short-duration rainfall across local site areas where no defined drainage paths are present. The Hydrology Report has been updated to include comparison runs using ARR patterns as recommended by Golder Associates.  During the detailed design phase of the project, further modelling works will be completed to confirm the surface water infrastructure requirements.	No further comments.

Item	Section	Reviewer Feedback	Recommended Approach	Talis' Response	Reviewer Close-out
2	Draft Hydrology Report – Section 3.5	DHR, Section 2.3 and Appendix A provide RFFE model results for both sites but a comparison between the RFFE results and the 2D flood modelling results is not provided. It is noted that the nearest gauged catchment to the site used in the RFFE model is about 300 km away and results may not directly relate to the site. However, it is important to have a results comparison between the two methods in the absence of another method to calibrate/validate the 2D flood model.	DHR should provide a comparison between RFFE results and the 2D flood modelling results. This will highlight whether the 2D flood modelling results sit between the lower and upper confidence levels arising from the RFFE model.	Comparison table has been added to Section 5 of the report showing the RFFE results, as recommended by Golder Associates.	No further comments.
3	Draft Hydrology Report – Section 4	It would be useful if the basis of design for storm event selection is provided, i.e. any referenced guidelines	It would be useful if DHR, SIR and SCR provide the basis of design for storm event selection	This has been added to the report.	No further comments.
4	Draft Hydrology Report – Section 5	It is important to understand the peak flows at the key locations of the site, specifically in regard to the sizing of the proposed infrastructure. Providing these within the report would add value. A comparison of peak flow discharges from the site between existing and proposed conditions is important to assess how the proposed development may impact the hydrology of the downstream environment.	It would be useful if DHR provides a table with peak flood estimate results at the key locations of the site and for the proposed infrastructure. It would be useful if DHR provides a comparison of peak flow discharge from the site between existing and proposed conditions.	The report has been amended to include the index section locations to plan views with a figure showing the comparison of existing and proposed conditions hydrographs.	No further comments.
5	Site Comparison Report – Section 4.4.12	Details of the proposed stormwater drain associated with Site D2 are not provided. Requirement for a one-way valve at the south-west corner of Site G1 to convey discharge from the site is not noted. For site comparison purposes, it would be beneficial if the required earthworks quantities for the proposed infrastructure are provided for both sites.	SCR should provide proposed stormwater drain details for Site D2 and requirement for a one-way valve at the levee for Site G1. It would be helpful if SCR provided required earthwork quantities associated with the proposed infrastructure for both sites.	The Hydrology Report has been amended to include the earthworks table and conceptual design figures with one-way valve location to plan views.	No further comments.
6	Site Investigations Report D2 and G1 – Section 7.5	SIR recommends "stormwater drainage design should be undertaken in accordance AS 3500.3-2015 Plumbing and drainage, Part 3: Stormwater drainage". There are additional guidelines applicable for the stormwater infrastructure designs that should be noted e.g. ARR 2019, erosion and scouring protection guidelines and guidelines associated with landfill designs.	Comment, for consideration during detailed design phase.	The reports have been amended to include text stating that additional guidelines will be followed during detailed design with accompanying list.	No further comments.
Geotechnical					
1	Site Investigations Report D2 and G1 – Section 7.3	The SIR-D2 and SIR-G1 identifies the presence of Pindan Soils near the ground surface across the site footprint. Pindan soils have been shown to exhibit collapse potential at other sites in the Kimberley. The potential for collapsible soils to be present is not addressed in the SIR. It is noted that the SCR (Section 4.3.2.) describes the Pindan sands as, 'although described as collapsible silty-sand or clayey-sand soil it displays a selfcementation property on drying'.	The SIR-D2 and SIR-G1 should be updated to include preliminary discussion on the collapse potential of the soils on site. Further assessment of collapse potential should be undertaken during the detailed design phase.	Both reports have been updated to provide preliminary advice around collapsing soils. Testing, for the collapsing potential of soils, will be undertaken at a later date, during the detailed design stage.	No further comments.

Item	Section	Reviewer Feedback	Recommended Approach	Talis' Response	Reviewer Close-out
2	Site Investigations Report D2 and G1 – Section 7.3	SIR-D2 and SIR-G1 address earthworks related to construction of buildings with shallow footings approximately <0.5 m. However deeper earthworks and excavation activities have not been discussed. There is no discussion on deeper earthworks, such as that would be expected to be required to construct the landfill cells or leachate pond.	The SIR-D2 and SIR-G1 should be updated to also include preliminary discussion on deeper excavations. The potential for encountering Broome Sandstone within the excavations should also be considered.	The primary focus of the geotechnical investigation was to confirm there are no fatal flaws with the underlying geology at both sites in relation to the proposed development. This has been confirmed. The preliminary geotechnical classification provided within these reports targets shallow foundations and footings, such as those for the gatehouse. Geotechnical advice relating to deeper excavations associated with the landfill cells or leachate ponds will be provided at a later stage to support the detailed design phase of the project. A statement highlighting this has been included within the various reports.	No further comments.
3	Site Investigations Report D2	The test pits excavated within the proposed landfill footprint at Site D2 were excavated to a maximum depth of 5 m. The conceptual landfill design shown in Figure 09 indicates that excavations of up to about 6 m depth may be required to construct the landfill cells. There is currently some uncertainty in the geotechnical conditions that will be encountered at the base of the landfill cells and the presence of Broome Sandstone at these depths cannot be completely ruled out. It is noted that the nearest boreholes, GW2-S/D to GW4-S/D, are located approximately 500 m to 700 m away. Therefore, interpolating subsurface conditions within the landfill footprint using this data may not be accurate.	Additional geotechnical investigation will be required during detailed design phase to assess the subsurface conditions in these areas at the base of the landfill cells	Drilling across the Site generally identified homogenous soils, to a depth beyond 6 m bgl, including from the soil bore within the central locations. Whilst the excavations only extended to 5m bgl, the maximum reach of the excavator, it is unlikely that conditions will change between 5 and 6 m bgl-based on conditions encountered within the soils bore. Soil bores, which extended to the Broome Sandstone were utilised in our assessment of the Site. Additional investigations targeting the base of the landfill are not deemed necessary at this stage. However, further geotechnical investigations are planned as part of the detailed design and construction phases of the project.	No further comments.
4	Site Investigations Report D2 – Figure 07	Figure 07 (Sample Locations) shows no sample locations within the proposed footprints of the future landfill expansion area, leachate evaporation ponds, weighbridge or community recycling centre (based on the layout presented in the SCR).	Additional geotechnical investigations should be undertaken during detailed design phase to assess the subsurface conditions in these areas.	Geotechnical works targeting the future landfill cells did not form part of this investigation, and further, confirmatory investigations will be required in this area, at a later date. Similarly, investigations did not directly target the proposed infrastructure, such as the gatehouse. Conditions across the Site can likely be extrapolated with a high degree of confidence, however, limited confirmatory investigations will be required prior to construction of these buildings. Excavations were sunk within the footprint of the first evaporation pond only, the location of the pond for the landfill extension will be determined during the detailed design stage. Further geotechnical investigations are planned as part of the detailed design and construction phases of the project.	No further comments.
5	Site Investigations Report G1 – Figure 07	Figure 07 (Sample Locations) shows no sample locations within the proposed footprints of the future landfill expansion area, the surface water infiltration/collection ponds, the future leachate evaporation pond, commercial weighbridge, and access roads (based on the layout presented in the SCR).	Additional geotechnical investigations should be undertaken during detailed design phase to assess the subsurface conditions in these areas.	The primary focus of the geotechnical investigation was to confirm there are no fatal flaws with the underlying geology at both sites in relation to the proposed development. This has been confirmed. Further geotechnical investigations are planned as part of the detailed design and construction phases of the project.	No further comments.
6	Site Investigations Report D2 and G1 – Section 6	The SIR-D2 and SIR-G1 state that 'Shrink/swell testing showed the surficial soils were not subject to a large degree of expansion'. Based on the shrink-swell results presented in Table 6.3, these soils are slightly reactive.	For clarity, SIR-D2 and SIR-G1 should be updated to describe the surficial soils as 'slightly reactive', based on the initial laboratory testing. Additional laboratory testing should be undertaken during detailed design phase to confirm the shrink/swell properties of the surficial Pandan Soils	Talis acknowledges that the soils are slightly reactive and this has been incorporated into our Site Classification. However, Talis has reworded this statement, highlighting that the soils are slightly reactive. We do not believe that additional geotechnical investigations targeting shrink/swell will be required at a later date and the data, which is consistent across both Sites, is showing homogenous soils across both the areal extent and vertical extent of the proposed development, is sufficient to classify the shrink/swell potential. Additional testing appears to be an unnecessary at this time however this will be given greater consideration at the detailed design stage of the project.	No further comments.
7	Site Investigations Report D2 and G1 – Appendix E	The SIR-D2 and SIR-G1 state that both shallow (S' into Pandan Sand) and deep (D' into Broome Sandstone) groundwater monitoring wells were drilled and installed at the sites. Only logs for the deep wells are presented in Appendix E. Logs for the shallow wells are not provided.	Logs for the shallow wells, showing geology and well construction details, should be included in Appendix E of the SIR-D2 and SIR-G1.	These logs were omitted in error. They have been incorporated into the final report.	No further comments.



Item	Section	Reviewer Feedback	Recommended Approach	Talis' Response	Reviewer Close-out
Flora and Fauna					
1	Terrestrial Fauna Assessment Section 2.3.7 & Detailed Flora and Vegetation Assessment – Section 2.1	Although experienced and possessing the appropriate licences for the surveys, no qualifications for the study teams were provided in the TFA or DVFA reports. The qualifications of all personnel involved should be included in survey reporting in accordance with the EPA's Technical Guidance: Flora and Vegetation Surveys for Environmental Impact Assessment (EPA 2016a) and the EPA Technical Guidance: Terrestrial Fauna Surveys (EPA 2016b)	Include qualifications of study teams in Table 2.5 of the TFA and Table 2.1 of the DFVA.	<p>We are unsure where exactly it is written in either of the Technical Guidance documents that "qualifications" (we assume they are referring to tertiary qualifications based on comment 2) are required for the survey teams. Searches of the flora guidance fail to detect any use of this term, and the terrestrial fauna guidance indicates that the survey team must be suitably qualified, however there is no indication that tertiary qualifications are required (see below).</p> <p>The Flora and vegetation guidance indicates that "The botanist leading the survey should have at least five years' experience in botanical survey in the bioregion in which the survey is to be conducted. Where the bioregion has been poorly surveyed, the experienced botanist should have more than five years' experience planning and leading surveys in that bioregion".</p> <p>The Terrestrial Fauna guidance indicates that "Fauna and faunal assemblage surveys should be coordinated and led by fauna specialists who have had: a) training, experience and mentoring in the area of fauna identification/fauna and faunal assemblage surveys and/or specific training in elements of survey or sampling theory and Australian fauna identification and zoogeography; and b) would normally have had a wide exposure to WA's fauna and faunal assemblages, preferably with knowledge and experience in the region being surveyed."</p> <p>As indicated in the relevant section of the reports, all survey staff were suitably experienced to complete the field surveys.</p>	<p>Although EPA's Technical Guidance: Flora and Vegetation Surveys for Environmental Impact Assessment (EPA 2016a) doesn't specifically require survey personnel qualifications to be provided in reporting, it is generally accepted practice in environmental consulting, for the purposes of transparency and to demonstrate survey rigor, for flora and vegetation survey reports to include the qualifications of personnel, along with respective project roles, in the Project Team section of reporting.</p> <p>However, the EPA Technical Guidance: Sampling methods for terrestrial vertebrate fauna (EPA 2016b) does explicitly require that the reporting associated with fauna surveys will include "details of the licences held by relevant survey member and the <u>qualifications</u> and experience of <u>all personnel involved</u>" (see pg. 31 Technical Guidance: Sampling methods for terrestrial vertebrate fauna (EPA 2016b)). The qualifications of the Spectrum fauna team members have not been listed in the associated reporting.</p>

Item	Section	Reviewer Feedback	Recommended Approach	Talis' Response	Reviewer Close-out
2	Terrestrial Fauna Assessment - General	It is the reviewers' understanding that the field survey lead for the Level 2 fauna survey and report co-author (Jordan Vos) does not possess the appropriate tertiary biological qualifications.	Level 2 terrestrial fauna field survey leads and associated reporting personnel should be appropriately qualified	<p>As discussed above there is no requirement for tertiary qualifications within the relevant guidance, and Spectrum is uncertain why the reviewers believe that this is a requirement under the guidance. In our experience, having tertiary qualifications in no way guarantees either experience or ability to complete a fauna survey.</p> <p>Jordan Vos is a highly experienced and respected zoologist that has been working as a zoological consultant continually for over 11 years. Jordan has completed over 70 fauna assessments over that period including over 30 Level 2 surveys, numerous targeted conservation significant fauna assessments and also a variety of SRE invertebrate fauna assessments. Jordan Vos has extensive experience in fauna survey techniques and fauna identification and is a well-respected part of the Australian fauna taxonomy community, with many of his photographs appearing in several field guides including the latest Reptiles of Australia (by Steve Wilson). Jordan Vos also has extensive additional personal fauna experience including working with and advising several PhD researchers. Jordan's extensive experience means that he has also mentored many junior zoologists in both fauna identification and fauna survey techniques.</p> <p>Jordan Vos is in many ways one of the more experienced zoologists in Western Australia and the quality of this field survey is due to his high level of experience.</p>	<p>As per the requirements of the EPA terrestrial fauna survey technical guidance that applied to the fauna surveys at the time when Spectrum undertook Level 1 and 2 fauna surveys of the Broome RRRP survey area in 2019 (ie Technical Guidance: Sampling methods for terrestrial vertebrate fauna (EPA 2016b)) and as stated in Item 1 above, reporting associated with fauna surveys is required to include "details of the licences held by relevant survey member and the qualifications and experience of all personnel involved". Furthermore, the revised EPA technical guidance (EPA 2020) also requires details of the licences held by relevant survey members and the qualifications and experience of all personnel involved to be provided in reporting.</p> <p>While Jordan Vos may be suitably experienced, as is required by the EPA guidance, his qualifications aren't listed in the associated reporting.</p> <p>In the opinion of the reviewer, the absence of a list of qualifications for all Spectrum personnel involved in the fauna surveys, in the fauna reporting, represents a risk to third party scrutiny of the survey reports, particularly as the fauna field lead and reporting co-author isn't suitably qualified.</p>

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**APPENDIX B**

**Important Information**





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**RRRP Site Selection | COMMUNITY  
ENGAGEMENT PLAN**

REV C | 2020.12.02

<b>Project Name:</b>	<b>Regional Resource Recovery Park Site Selection Community Engagement Plan</b>
<b>Project Owner:</b>	<b>Sam Mastrolembo</b>
<b>Project Manager:</b>	<b>Jeremy Macmath</b>

This Community Engagement Plan (**CEP**) has been developed to outline the level, tools and audience for engagement and communication regarding the site selection process for the proposed Regional Resource Recovery Park Project (**RRRP**). This Plan has been created in partnership with the RRRP Project Technical Advisory Group.

**BACKGROUND**

The Shire of Broome owns and operates the Buckley's Road Waste Management Facility located approximately 9km from the centre of the townsite of Broome. The landfill is approaching the end of its operational life. The Shire also has a short-term lease arrangement with DevelopmentWA for the adjacent lot 400 Buckley's Rd, which is currently used for stock-piling and processing of inert recyclable material and green waste.

Based on the above, the Shire of Broome has been planning for the development of a new facility, the Regional Resource Recovery Park (RRRP). A site selection process has been ongoing for this facility for over 8 years. Site options within a 60km radius of the Broome townsite have been explored and considered over this period, with Council most recently endorsing two preferred sites for detailed site investigation (fatal flaw analysis).

The purpose of the RRRP is in line with Waste Hierarchy to receive, process, reuse, recycle and dispose of waste in line with contemporary waste management principles. The facility will be designed and constructed to comply with best practice environmental management standards. The landfill component of the project has an intended life/capacity of approximately 70 years, with a further 30 years earmarked for remediation of the site. The RRRP aims to facilitate best practice landfill and community recycle functions.

The two preferred sites that have been investigated include:

- Site 1 (G1): a 98ha site, approximately 37km from the Broome townsite.
- Site 2 (D2): a 120ha site, approximately 13km from the Broome townsite.

The two sites under investigation essentially provide two potential development options for the delivery of the RRRP:

1. Development of all components of the RRRP at Site 2 (D2) including landfill, community recycling centre and waste transfer station; or
2. Development of the RRRP split over two sites, namely,
  - Site 1 (G1) as landfill; and
  - Site 2 (D2) as community recycling centre and waste transfer station.

Site investigations, master planning and concept development has been underway since December 2019 for both development options. The findings from the site investigation work inform a Site Comparison Report which will determine what the preferred option for development is and will catalyse in due course a decision to be made by Council on how to proceed with the RRRP. This CEP outlines the proposed community engagement for this site selection process. Further phases and methods of engagement will take place continuing throughout the project development and will be developed in subsequent CEPs related to project phases.



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## ESTABLISH ENGAGEMENT PARAMETERS

Parameters provide a clear description of the limitations, and the negotiables and non-negotiables involved in a project. Setting parameters provide a starting point or baseline that allows for realistic expectations. The key parameters to consider are:

Legislative Parameters | State Government has been involved through DWER's Native Vegetation Clearing Application process, used to manage ground disturbing works for site investigations.

Geographic Parameters - Community engagement is to be based on the following two sites:

- Site 1 (G1): a 98ha site, approximately 37km from Broome townsite.
- Site 2 (D2): a 120ha site, approximately 13km from Broome townsite.

Budget Constraints – Sufficient budget has been allocated for the site selection process for the RRRP Project. Cost estimates for the delivery of the RRRP are contained within Council's Long Term Financial Plan.

Timelines – Engagement activities are to take place February – March 2021 for this project phase. Findings of engagement are proposed to be prepared and tabled to Council as a Summary Report at the 13 April 2021 Council Workshop and for formal consideration at the 29 April 2021 OMC.

## ENGAGEMENT DECISION TO BE MADE / PURPOSE AND OBJECTIVES

The aim of this community engagement plan is to define the level of community engagement to be undertaken to inform a future decision of Council regarding the preferred site for the RRRP. The RRRP site selection process has been ongoing for over 8 years and been challenging on many fronts. Over this time many sites have been investigated and/or proposed, however community concerns and angst associated with a landfill site are often high with projects of this nature and this is no exception. Community concerns and unease have previously led to Council ruling out sites and recommencing site selection processes, with many concerns typically related to environmental concerns.

To this end, Council has been deliberate in undertaking detailed investigations of two sites. This ensures that full detail of site conditions and constraints can be disclosed to the community and an informed engagement can occur.

The aim of this community engagement plan is to ensure we involve the community in the site selection process. Site investigations and a Site Comparisons Report (**SCR**) have been completed on two preferred sites and it is proposed to seek community feedback on the recommended preferred site prior to tabling the matter for Council's formal consideration. This engagement process will be the first step in demonstrating the Shire of Broome's commitment to engaging with the community on Broome's future waste facility.

The SCR provides a summary of site investigations and financial analysis of the two sites and recommends a preferred option for the progression of the RRRP. It is the objective of this engagement process to provide this information to the community and ensure there is a sound level of understanding of the SCR in order to inform a community consultation and feedback process. All community feedback will then be tabled to Council for consideration as part of the final decision-making process on the preferred way forward for this required community facility.

## RRRP Site Selection | COMMUNITY ENGAGEMENT PLAN

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### IDENTIFY TARGET STAKEHOLDERS

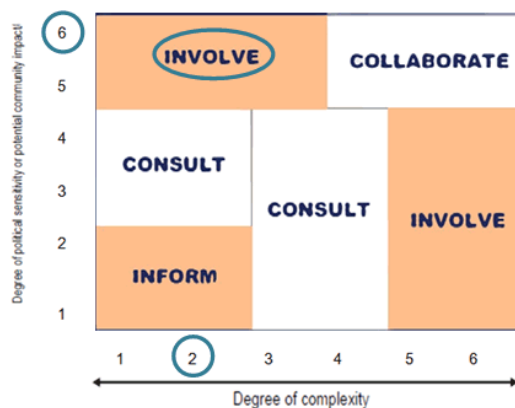
Primary Stakeholders	
<ul style="list-style-type: none"> <li>Shire of Broome Council</li> <li>Shire of Broome Waste Technical Advisory Group</li> <li>Coconut Wells Resident Group</li> <li>Nyamba Buru Yawuru</li> <li>Environs Kimberley</li> <li>Water Corporation</li> <li>Department of Water &amp; Environmental Regulation (DWER)</li> </ul>	
Secondary Stakeholders	
<ul style="list-style-type: none"> <li>Broome community</li> <li>Kimberley Development Commission</li> <li>West Kimberley Alliance Ltd.</li> <li>Shire Staff- Depot, Waste and Admin</li> <li>Design Consultants</li> <li>Kimberley Regional Group Waste TAG</li> </ul>	<ul style="list-style-type: none"> <li>Broome Chamber of Commerce and Industry</li> <li>Commercial Operators, Customers &amp; Recipients</li> <li>WALGA Waste Team</li> <li>Waste Authority WA</li> <li>Main Roads WA</li> <li>Broome Motorcross Club</li> </ul>
Tertiary Stakeholders	
<ul style="list-style-type: none"> <li>Other State (and Federal) Government Authorities</li> <li>Potential Funding Bodies</li> <li>Media Agencies                             <ul style="list-style-type: none"> <li>Print (Broome Advertiser, West Australian, WALGA WasteNews, Waste Mags etc)</li> <li>Radio/TV (GWN, ABC, Red FM)</li> </ul> </li> </ul>	

Stakeholders list and will be refined and

### DETERMINE LEVEL OF ENGAGEMENT

#### Engagement Matrix

The Engagement Matrix on the right is based on the IAP2 engagement model and acts as a tool for determining engagement level based on complexity and sensitivity of the project.



## RRRP Site Selection | COMMUNITY ENGAGEMENT PLAN

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### Project Scores

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

Project score for Degree of Complexity: **Two.**

The key issue to be addressed is the site selection decision for the RRRP. The Site Comparison Report investigates two options for the delivery of the RRRP as follows:

1. Co-location of the Waste Transfer Station, CRC and Landfill at D2
2. Waste Transfer Station and CRC located at D2 and Landfill at G1

### The Site Comparison Report Recommends Option 1.

Project score for Degree of Community Impact/Political Sensitivity: **Six**

The problem that exists is the fact that the Shire's current landfill facility is critically running out of space and therefore operational life. Further to this the Shire has limited tenure of lot 400 Buckleys Rd, which is currently used for stockpiling and processing of inert and green waste. Suitable locations for a new facility have been heavily investigated for 8 years with limited options for sites identified. This Project will address this critical issue and ensure Council can continue to provide this essential facility and service to the community in a timely manner.

It is acknowledged the decision on the location for a new facility will impact the community significantly. This includes residential households, in addition to both commercial and industrial customers. The decision will also impact costs of delivery of this service to the community, which will ultimately impact fees and charges.

The RRRP will benefit all of the Broome community and stakeholders by creating a state of the art, best practice facility that will engage the community in resource recovery, create community owned facilities and allow the Shire of Broome to continue provision of essential services without the need for the extremely costly, undesirable option of transporting waste to other regions e.g. Port Hedland. The facility will also have the capacity to process recyclable material from across the Shire and possibly the greater Kimberley Region and therefore has the potential to impact other stakeholders outside of the Broome townsite.

Stakeholder expectations about this project are likely to be different to those of the decision makers. Council is cognisant of the need to provide this essential service prior to the closure of the current landfill, and the need to comply with all guidelines and State Environmental Approvals. Some stakeholders will have formed views and fears on the impacts a landfill facility may have. There is high potential for such individuals and groups to use the uncertainty to gain attention.

At a political level there are two elected members with properties within the Coconut Well area. Further, a number of Councillors have recently disclosed financial interests with NBY and hence may not be permitted to participate in the decision-making process on site selection.

## RRRP Site Selection | COMMUNITY ENGAGEMENT PLAN

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It is proposed for the community engagement level for this project to be varied, based on the level of Stakeholder:

1. For **Primary Stakeholders**, the level of engagement for the project will be “**Involve**”, based on it being a high profile, long-running project with major advantages in gaining buy-in from multiple stakeholders and significant risks should a solution not be identified.
2. For **Secondary Stakeholders**, the level of engagement for the project will be “**Involve**”, whereby concerns and aspirations will be highly valued and reflected in project development.
3. For **Tertiary Stakeholders**, the level of engagement for the project will be “**Inform**”, to distribute information and retain a transparent process of project development. Goals and promises to public for both engagement levels can be seen below.

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

As outlined in the Background above and in light of the definition of the goal of ‘involve’ to be “To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered”, it must be recognised that this is the first project engagement phase. Therefore, this engagement plan focuses directly on site selection report engagement and will be followed by engagement plan processes for later stages of the project.



## RRRP Site Selection | COMMUNITY ENGAGEMENT PLAN

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### COMMUNICATION TOOLS

Based on the Community Engagement Framework, the following engagement tools have been selected for this project:

#### Media Releases

- To be issued immediately following Council decision in regard to Site Comparison Report
- To be issued as site selection community engagement commences in February 2021
- At key project milestones

#### Information Sessions

- 'Meet and Greet' - information session at shopping centres, waste facility and other appropriate destinations
- 'Question Time' - Focused engagement sessions including manned information displays to target community at Markets, Shopping Centres, hardware stores and at waste facility.
- Target Group Workshops: Methods, messaging and theming to be based on interest groups

#### Public Consultation Process

- Six week public submission period (1 February 2021 to 17 March 2021)

#### Information Displays

- Public Displays at Shire Administration Office, Library and Waste Facility.
- Pamphlets/flyers made for Shire facilities.

#### Advertising – Print Media

- Shire News and formal notices in the Broome Advertiser..

#### Other

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

The way these tools will be used throughout the project is dependant on the methods developed by a Specialist Communications Consultant Team that will be engaged to assist with project engagement and will also depend on the engagement level of the audience, as demonstrated in the Engagement Action Plan below.

## RRRP Site Selection | COMMUNITY ENGAGEMENT PLAN

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### ENGAGEMENT ACTION PLAN

The Action Plan outlines the course of engagement activities related to the Site Selection process and outcomes for the project. Exact dates are to be confirmed and are pending input from the consultant engaged. Key activities can be found below.

Date	Tool/ Activity	S/holders involved	Purpose	R.O	Budget ex GST	Communication/ message	Feedback/ Follow up
TBC	One on one Meetings	Primary	Involve	SPC, CEO	Nil	Introduce project, discuss project history and present site investigation and comparison report findings.	Meeting minutes and via following meeting update
TBC	Meet and Greet	All	Involve	SPC, CEO	\$2000	Introduce project, discuss project history and present site investigation and comparison report findings.	Establishment of mailing list for feedback and launch of questionnaire.
TBC	Question Time	All	Involve	SPC, TAG	\$2000	Introduce project, discuss project history and present site investigation and comparison report findings.	Establishment of mailing list for feedback and launch of questionnaire.
TBC	Public Display	All	Involve	SPC, TAG	\$1500	To be launched at key dates and to be manned by project representatives.	Via mailing list and questionnaire
TBC	Public Events Booth	All	Involve	SPC, TAG	\$1500	Introduce project, discuss project history and present site investigation and comparison report findings. To be launched at key dates and to be manned by project representative.	Establishment of mailing list for feedback and launch of questionnaire.
TBC	Public Display Boards-Shire Facilities	All	Inform	SPC	\$500	Introduce project, discuss project history and present site investigation and comparison report findings. To be unmanned.	Establishment of mailing list for feedback and launch of questionnaire.
TBC	Website Updates	All	Inform	SPC, MCC	Nil	Announcement of site section decision and respond to community concerns that may arise.	Link to mailing list and questionnaire.
TBC	Shire News and Broome Advertiser Notices	All	Inform	SPC, MCC	\$2000	Announcement of site section decision and respond to community concerns that may arise.	Via mailing list and questionnaire
One off	Project Fact Sheet	All	Inform	SPC, MCC	\$2000	Public document that summarises the Project Aims, Objectives and Progress	Via mailing list and questionnaire
Weekly	Social Media Presence	All	Inform	SPC, MCC	Nil	To monitor and respond to comments that may arise following released of public information	Via mailing list and questionnaire
One off	Graphic messaging and Stickers	All	Inform	SPC, MCC, TAG	\$5000	To distribute information and develop positive public perception of the project and enable waste education to be at the forefront.	Via mailing list and questionnaire

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FEEDBACK ACTION PLAN

Date	Tool/ Activity	S/holders involved	Responsible Officer	Budget ex GST	Communication / message
TBC	Project Questionnaires	Secondary	SPC, CEO, TAG	\$2000	One off, giving stakeholders opportunity to provide comment on the project. Questionnaires to target key concerns and opportunities.
TBC	Survey Report	All	SPC, CEO, TAG	\$2000	Questionnaire Submission findings to be collated and overviewed. To initially act as a tool to provide findings to Council and subsequently to be provided to respondents.
TBC	Media Release	All	MCC, SPC	Nil	To occur following endorsement by EMG
TBC	Social Media Responses	All	MCC, SPC, TAG	Nil	As needs
TBC	One on one Meetings	Primary	SPC, CEO	Nil	At end of process to offer engagement findings
TBC	Engagement Report	All	SPC, MCC, TAG	Nil	'Close out' report to occur following completion of Engagement exercises and Council

ENGAGEMENT EVALUATION

The selection of a Site for the landfill that has strong support from all levels of stakeholders is paramount in the further development of this project. This result can only be achieved through involvement with key special interest groups and stakeholders where site analysis information is shared to assist in ensuring public perception of the project is inline with Shire and Consultant Team's Technical understanding of the site. Acceptance that <100% support for projects occurring needs to be considered.

Collection and recording of meeting minutes, notes from public engagement and participant surveys are important data in illustrating public perception, concerns and support of the project. This data is also useful in illustrating variance in public opinion of the project. Response to queries will be required to assist in strengthening public perceptions of the project and demonstrating the Shire's transparency in project development. Data collected will be used to inform engagement summary reports to be provided to Council to assist in the final decision making on the preferred site.

## RRRP SITE SELECTION INFORMATION SESSION | ENVIRONS KIMBERLEY

Workshop	Environs Kimberley Information Session		
Project	Regional Resource Recovery Park Community Review 2021	Date	19/03/2021
Client	Shire of Broome	Author	Talis Consultants

### Introduction

The Shire of Broome (**The Shire**) is planning for the closure of the Buckley's Rd Waste Management Facility and the establishment of a new Regional Resource Recovery Park (**RRRP**).

This project includes a community engagement process, which is designed to create awareness of the RRRP, present results of the site investigations conducted to date, and to gather feedback from the community on the project and the proposed locations for the Community Recycling Centre (**CRC**) and Class III Landfill.

A three-hour workshop was held for Environs Kimberly (**EK**) Board, Members and Staff on Wednesday 3 March 2021, forming part of the community review. The session format was a question and answer presentation forum facilitated by The Shire, whereby questions were able to be asked throughout and content was tailored based on the interest shown by the 12 attendees that were present.

### Responses

The following notes capture the questions asked and responses provided. In some instances, the Shire/Technical Consultants have added information or clarification to the questions raised. Some information discussed during the workshop is not captured within these notes. That information is available in the Information Pack and supporting reports on the project website [www.rrrp.com.au](http://www.rrrp.com.au).

### Next Steps

Participants were encouraged to take away the information packs and fact sheets and were provided information about the additional engagement sessions being run by the Shire. Participants were also invited to provide a response to the online survey that is open until 27 March 2021.



## RRRP SITE SELECTION INFORMATION SESSION | ENVIRONS KIMBERLEY

Session: Environs Kimberley Workshop  
Engagement and Communications

Project: Regional Resource Recovery Park: Site Selection Community  
Client: Shire of Broome

Date: 19 March 2021 Revision: 1.2

Question	Response
1. Who are the investors in the project?	<ul style="list-style-type: none"> <li>The RRRP is the Shire's project and will be funded by the Shire. The Shire will therefore own and operate the RRRP. Talis has assisted the Shire with concept design, site selection and environmental investigations to date through a contract endorsed by Council in November regarding RFQ19-76 Broome Waste Facilities Site Investigation Project.</li> </ul>
2. What is the Shire's plan to further reduce waste to landfill going forward?	<ul style="list-style-type: none"> <li>The Shire has been committed to sustainable waste management practice and the diversion of valuable resources away from landfill for many decades now. The Shire was one of the first councils in the north west to implement a kerbside recycling services for its rate payers both domestic and commercial. In addition, the Shire provide the community with a variety of recycling options at Buckley's Road.</li> <li>The CRC to be developed at Site D2 will further expand on the sustainable waste management practices provided in line with modern best practice standards. The CRC will include a Tip Shop for the reuse of suitable goods including furniture, household items and sports equipment. There will also be a range of recycling and recovery options for various materials from cardboard through to scrap metal as well as household hazardous waste materials. The CRC will also include an Education Centre to facilitate workshops with community and school groups on the important of recycling and how to participate with the Shire's recycling initiatives.</li> <li>The Shire has recently completed a Strategic Waste Management Plan as required by the State Government. This plan assesses a variety of future sustainable waste management options for the Shire to further divert materials away from landfill. The CRC at Site D2 will be a critical piece of waste infrastructure to support the future expansion of the Shire's resource recovery initiatives and already includes a variety of provisional spaces for future facilities. The RRRP is the Shire's project and will be funded by the Shire using reserves from waste fees and charges. The Shire will therefore own and operate the RRRP. Talis has assisted the Shire with the site selection process and environmental investigations to date under the contract RFQ19-76 Broome Waste Facilities Site Investigation Project that was endorsed by Council in November 2019.</li> </ul>
3. There is a need for greater waste education. What is the Shire's plans on this?	<ul style="list-style-type: none"> <li>Waste education is an important element of successful resource and waste management systems. The Shire will include a waste education program as part of the development of the RRRP. The CRC will also include an Education Centre to assist with improving community awareness of sustainable waste management practices, as well as educating the community on the use of the facility. The centre will include a multifunctional room with displays, IT equipment for presentations and associated parking for visitors and school bus tours.</li> </ul>
4. Is the Shire aware that the Cable Beach north bores are not used?	<ul style="list-style-type: none"> <li>Cable Beach north are now on the public drinking water scheme and therefore do not use their bores for potable water supplies. The Shire is of the understanding that the bores are used for irrigation and gardening purposes</li> </ul>

## RRRP SITE SELECTION INFORMATION SESSION | ENVIRONS KIMBERLEY

Session: Environs Kimberley Workshop  
Engagement and Communications

Project: Regional Resource Recovery Park: Site Selection Community  
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5. What are the assumptions about the amount of waste to be generated and landfill at the facility? And how will future recycling and resource recovery initiatives impact on the size of the landfill?	<ul style="list-style-type: none"> <li>Future waste volumes estimates were modelled based on the current Shire's waste data, projected waste and population growths sourced from Australian Bureau of Statistics (ABS) over a period of 70 years and assumptions based on future waste growth rates.</li> <li>The landfill concept design has been based on the waste generation projections to ensure that there is sufficient void space for the foreseeable future. The landfill will be delivered in a phased approach across its life with cells designed and constructed to cater for a 2-3 year capacity of the Shire disposal requirements. During detailed design of new cells, waste projections will be reviewed and the sizing and capacity of the cells determined. This will happen across the life of the facility and therefore any further resource recovery initiatives or reduction in waste generation can be catered for and the landfill cells appropriately sized. The Shire objective is to minimise the void of waste disposed of within the landfill and therefore preserving the valuable void space within this community infrastructure asset.</li> </ul>
6. It is not clear in the information pamphlet what infrastructure is to be located at Site D2 and Site G1?	<ul style="list-style-type: none"> <li>The RRRP includes a Community Recycling Centre and Class III landfill. The proposed location for the CRC is Site D2 as this location provides a facility that is conveniently located for the community and will assist in encouraging the reuse and recycling of materials. The site investigations have concluded that Site D2 is a suitable location for the CRC. The landfill may be located at either Site D2 (the preferred site) or Site G1 which is subject to a future Council decision.</li> </ul>
7. Why can't the Shire undertake recycling at Buckley's Road landfill or the other site along Buckley's Road?	<ul style="list-style-type: none"> <li>Buckley's Road Waste Management Facility (Buckley's Road) is rapidly running out of void space. To provide an additional 3 years of void space, the existing recycling activities at Buckley's Road will be relocated to the new CRC allowing expansion of the existing landfill until the relevant approvals are obtained to construct a new landfill.</li> <li>The Shire also use Lot 400 Buckley's Road for the storage of bulky waste materials for further recycling including greenwaste, scrap metal, etc. The Shire currently leases this land from DevelopmentWA on a short term lease and there is no option for the Shire to purchase Lot 400 longer term.</li> </ul>
8. Will the Shire implement the Container Deposit Scheme (CDS)?	<ul style="list-style-type: none"> <li>The Shire submitted an application to become a CDS refund point to the State Government however were unsuccessful with the application. The CRC includes provisional space for a future CDS area should the Shire choose to include this program either by themselves or via a relationship with a third party in the future.</li> </ul>
9. What happens to the sediment accumulated in the leachate ponds?	<ul style="list-style-type: none"> <li>Leachate is collected from the landfill through the leachate collection system and transferred into lined ponds for evaporation. Evaporation is normal process for leachate management. Typically, there is no sediment remaining from the evaporation process.</li> </ul>
10. What happened at the motor cross (in regards to Greater Bilbies)?	<ul style="list-style-type: none"> <li>The Broome Motor Cross Project has been a project developed by DevelopmentWA. Flora, fauna and heritage surveys would need to have been undertaken on site prior to seeking approval to clear the vegetation and develop the site. Any evidence of Bilbies will have required management plans and actions created to rehouse and protect Greater Bilbies on site.</li> </ul>

## RRRP SITE SELECTION INFORMATION SESSION | ENVIRONS KIMBERLEY

Session: Environs Kimberley Workshop  
Engagement and Communications

Project: Regional Resource Recovery Park: Site Selection Community  
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Date: 19 March 2021  
Revision: 1.2

<p><b>11. What is the lifespan of the High Density Polyurethane (HDPE) liner?</b></p>	<ul style="list-style-type: none"> <li>The lifespan of HDPE is highly dependent on material properties (physical, mechanical, durability and performance), other materials it is used with and the environment in which it is installed. A variety of factors such as temperature, the types of chemicals substances it comes into contact with, exposure to air and ultraviolet light can alter the lifespan. Geofabrics is a provider of HDPE in Australia who source their material from Solmax. Solmax suggest that its HDPE has a lifespan of 69 years up to 446 years based on the properties of the material alone. Further information can be found at <a href="https://www.solmax.com/en/blog/the-expected-operational-life-of-solmax-geomembrane-liners">https://www.solmax.com/en/blog/the-expected-operational-life-of-solmax-geomembrane-liners</a>.</li> <li>As part of the approval process, the Shire will be required to assess the potential impact if there was a breach of the lining system and ensure that there is not a significant impact on downstream receptors. These works have been completed by the Shire's consultancy team and have returned favourable results.</li> </ul>
<p><b>12. Can the leachate ponds manage a 1 in 200 year rainfall event?</b></p>	<ul style="list-style-type: none"> <li>The final design and capacity of the leachate management system will be determined during the detailed design stage however it is anticipated that it will be designed to mitigate 1 in 100 or 1 in 200 year events. During flood events that exceed the adopted rainfall event, the leachate pumps can be turned off to leave the leachate within the landfill cell or if required, leachate can be transferred back into the cell(s) to prevent over topping of the leachate ponds.</li> <li>The leachate management system will be regularly inspected to ensure it is operating effectively. Inspections include checking the leachate level in the pond, the leachate collection sump and leachate flow meter/pumping records. Heavy rainfall events and cyclonic activity will be closely monitored as required.</li> </ul>
<p><b>13. Has the Shire considered the potential impacts to Buckley's Plain if Site D2 was utilised for a landfill.</b></p>	<ul style="list-style-type: none"> <li>The Shire and the Project Team have determined that Buckley's Plain is a downstream receptor from the potential landfill to be developed at Site D2. This is based on the determination of the groundwater flows below Site D2 to be in a south westerly direction. Buckley's Plain is located approximately 2.37km west of the boundary of Site D2. Buckley's Plain is recognised as a downstream receptor and therefore was subject to a risk assessment.</li> <li>Based on a calculated seepage velocity of 21 m/year (or groundwater flow rate), in the unlikely event that the lining system was compromised, the estimated travel time for a potential contaminant (plume front) to reach the mapped boundary of Buckley's Plain is approximately 112 years. Groundwater modelling works undertaken confirmed that any potential leaks from the landfill would return to background concentration by the time it reached any of the downstream receptors including Buckley's Plain.</li> <li>The Shire is committed to delivering a fully lined landfill facility with construction quality assurance and leak detection testing to ensure there is no holes in the lining system prior to completion of the construction works. In addition, the Shire will have an extensive monitoring system surrounding the landfill and leachate ponds that will be sampled and tested across the life of the facility.</li> <li>The overall risk to Buckley's Road is considered to be a low risk.</li> <li>The Shire and Project Team are also of the belief that relocating the landfill away from Buckley's Road which abut the southern boundary of Buckley's Plain will further reduce the risk to Buckley's Plain. The key reasons for this include:</li> </ul>

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## RRRP SITE SELECTION INFORMATION SESSION | ENVIRONS KIMBERLEY

Session: Environs Kimberley Workshop  
Engagement and Communications

Project: Regional Resource Recovery Park: Site Selection Community  
Client: Shire of Broome Date: 19 March 2021 Revision: 1.2

	<ul style="list-style-type: none"> <li>○ The Buckley Road facility is an old unlined landfill and published reports suggest groundwater from the site can flow north towards Buckley's Plain;</li> <li>○ Site D2 will be a modern, fully lined facility with leachate extraction and continuous monitoring requirements;</li> <li>○ Site D2 is 2.37km from Buckley's Plain which is significantly greater than the current Buckley's Road Facility which shares boundaries;</li> <li>○ This increase distance will further reduce the potential impact to groundwater below Buckley's Plain; and</li> <li>○ The current Buckley's Road landfill is clearly visible from Buckley's Plain, particularly the southern portion. While the landfill at Site D2 will not be visible at ground level from Buckley's Plain</li> <li>• Based on the above analysis, the movement of landfilling operations away from Buckley's Road to Site D2 will have a reduced level of risk to Buckley's Plain.</li> </ul>
14. Who is the DWER?	<ul style="list-style-type: none"> <li>• The Department of Water and Environmental Regulation (DWER) is the State Government body that is responsible for the regulation of water and the environment. One of the roles of DWER is to assess approval applications for the construction and operation of Prescribed Premises (i.e. waste management infrastructure such as landfills and CRCs). DWER is responsible for the regulation of Prescribed Premises under Part V of the Environmental Protection Act 1986. Certain industrial premises with significant potential to cause emissions and discharges to air, land or water are classified as 'Prescribed Premises' and triggers regulation under the Environmental Protection Act 1986. Those activities that are considered to be Prescribed Premises, and their associated production or design thresholds, are listed in Schedule 1 of the Environmental Protection Regulations 1987.</li> <li>• As part of the Works Approval assessment process, DWER will assess whether the engineering controls designed for the RRRP are appropriate and that any potential impacts during the construction works are minimised to the appropriate standards. If satisfied of the above, DWER will issue a Works Approval, which will contain a variety of legally binding conditions. DWER will then assess the operational risks as part of a Licence application. The licence includes a variety of conditions on the performance standards, environmental management measures, monitoring and reporting requirements for the operation of the facility.</li> </ul>
15. There are already problems with illegal dumping and waste blowing off trailers when driving to tip site. What is the Shire proposing to do to manage this?	<ul style="list-style-type: none"> <li>• Illegal Dumping is an ongoing issue that the Shire is investigating and will be dealt with regardless of the location of the landfill. Education on covering waste loads will be included within the Shire's future waste education program.</li> </ul>
16. Can Environs Kimberley see the Peer Review (by Golder Associates)?	<ul style="list-style-type: none"> <li>• On Friday 19 March 2021, the Peer Review Report was released to the community via the resource page on the project website <a href="http://rrrrp.com.au">rrrrp.com.au</a> following a collegial review process.</li> </ul>

END OF DOCUMENT

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## RRRP SITE SELECTION INFORMATION SESSION | COCONUT WELL RESIDENTS

Workshop	Coconut Well Residents Information Session		
Project	Regional Resource Recovery Park Community Review 2021	Date	19/03/2021
Client	Shire of Broome	Author	Aha! & Talis Consultants

### Introduction

The Shire of Broome (**The Shire**) is planning for the closure of the Buckley's Rd Waste Management Facility and the establishment of a new Regional Resource Recovery Park (**RRRP**).

This project includes a community engagement process, which is designed to create awareness of the RRRP, present results of the site investigations conducted to date, and to gather feedback from the community on the project and the proposed locations for the Community Recycling Centre (**CRC**) and Class III Landfill.

A three-hour workshop was held for Coconut Well residents on 4 March 2021, forming part of the community review. The session format was a question and answer forum that was facilitated by Aha! Consulting. The participants were provided the opportunity to raise any questions or queries they may have in relation to the RRRP at the start of the meeting. The presentations provided were then tailored to these key question topics.

### Responses

Responses to all question raised during the Information Session that were captured by the Facilitator or by the Project Team have been collated with responses to all questions included as the body of the section below. All questions and responses have been arranged according to theming to assist in the absorption of large amounts of information and with the aim of simplifying the review by participants who have special interest on particular themes. Some information discussed during the workshop is not captured within these notes. That information is available in the Information Pack and supporting reports on the project website [www.rrrp.com.au](http://www.rrrp.com.au).

### Next Steps

Participants were encouraged to take away the information packs and fact sheets and were provided information about the additional engagement sessions being run by the Shire. Participants were also invited to provide a response to the online survey that is open until 27 March 2021.

## RRRP SITE SELECTION INFORMATION SESSION | COCONUT WELL RESIDENTS

Session: Coconut Well Residents Workshop  
Engagement and Communications

Project: Regional Resource Recovery Park: Site Selection Community  
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Question	Response
<b>THEME: LOCATION</b>	
1. Can you confirm the location and size of the sites?	<ul style="list-style-type: none"> <li>Site D2 – a 98 hectare site located 12km northeast of Broome's town centre along Cape Leveque Rd.</li> <li>Site G1 – 119 hectare site located 38km northeast of Broome's town centre along Great Northern Highway.</li> <li>The proposed landfill location within Site G1 is conceptually designed approximately 1,030m from Great Northern Hwy</li> <li>Site D2 is located on the corner of Cape Leveque Rd and McGuigan Rd with a 110m setback to the CRC and 385m to proposed landfill location from Cape Leveque Rd.</li> </ul>
2. Is it possible for the landfill to go to Site G1?	<ul style="list-style-type: none"> <li>Both Sites G1 and D2 have been assessed as suitable for landfill and are currently being considered.</li> <li>Based on the results of the site investigations and data gathered on both sites to date, Site D2 is the preferred site for environmental and operational reasons. Council will make the final decision on the preferred location of landfill taking into consideration technical reports as well as the feedback from the Community Review process.</li> </ul>
3. Why can't both CRC and the landfill be located at Site G1?	<ul style="list-style-type: none"> <li>38km travel for community to travel to drop off their recycling and waste materials at the CRC has been deemed to be too far. Therefore, the CRC is to be developed at D2.</li> </ul>
4. Please provide an aerial of Site D2 without the landfill	<ul style="list-style-type: none"> <li>See Drawing C-101 which shows Site D2 with the CRC and associated Site Infrastructure (<a href="#">Appendix One</a>).</li> </ul>
5. Can you confirm Site D2 is in Water Corp Lease?	<ul style="list-style-type: none"> <li>Site D2 is located within Reserve 25716, which is a Crown Reserve vested to Water Corp. The Shire has obtained agreement from The Water Corporation (<b>Water Corp</b>) to transfer the vesting of the land to the Shire.</li> <li>Site D2 is not located within the Broome Water reserve.</li> <li>The Public Drinking Water Resource Area borefield is approximately 1.5km to the east of Site D2</li> <li>The PDWSA is up hydraulic gradient to Site D2</li> </ul>
<b>THEME: GROUNDWATER</b>	
6. When were the groundwater bores installed and what is the difference between the two bores types?	<ul style="list-style-type: none"> <li>Groundwater bores were installed during November 2020.</li> <li>Monitoring bores comprise a shallow and deep well (a cluster), <ul style="list-style-type: none"> <li>Shallow wells are screened in Pindan sand above the regional water table to assess if there is perching of groundwater during the wet season that would be needed to be understood, for geotechnical and engineering reasons.</li> <li>Deep wells are used to assess groundwater levels and to collect samples for laboratory analysis to determine the baseline conditions at the sites.</li> </ul> </li> <li>One larger (100mm ø) bore was installed centrally at each site to ~60-65m below ground level for conversion to a production bore though used currently for pumping tests. It is proposed on the selected site that the production bore will be used for site water requirements including dust suppression.</li> </ul>

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<p>7. When will the hydro-geological testing be completed? How long will groundwater monitoring be undertaken for?</p>	<ul style="list-style-type: none"> <li>Initial hydrogeological investigations are now complete with ongoing quarterly analysis to continue.</li> <li>Groundwater levels are monitored continuously using data loggers installed in the deep monitoring bores to assess the seasonal groundwater level fluctuations.</li> <li>There will be at least three more quarterly groundwater monitoring events whereby groundwater samples are collected from the monitoring bores and are tested at National Association of Testing Authorities, Australia (NATA) accredited laboratories to confirm the baseline conditions. The critical aspect of these investigations is to assess seasonal variations which alter pre and post the wet season. These figures will then be used to compare against the maximum groundwater levels determined through the historical records for rainfall and groundwater levels across the Broome Region (refer Section 3.3.1 of the Site Investigation Reports for further information).</li> </ul>
<p>8. What is the depth to groundwater at both sites?</p>	<ul style="list-style-type: none"> <li>The range of depth to groundwater recorded during the November 2020 groundwater monitoring event across Site D2 was 15 to 31m. The range of depth to groundwater across Site G1 was 3.8 to 9 m.</li> <li>The maximum (wet season) groundwater levels at both D2 and G1 is based on the historical available data for groundwater levels in the area recorded in nearby registered bores screened in the same formation.</li> </ul>
<p>9. What is the groundwater velocity (speed) at Buckley's Plain?</p>	<ul style="list-style-type: none"> <li>Groundwater velocity decreases between Site D2 and wetlands on Buckley's Plain due to a flattening out of the hydraulic gradient. This further reduces the risk to groundwater contamination.</li> <li>Groundwater and surface water interactions are complex and for instance discharge of groundwater to the Buckley's Plain wetlands probably includes seepage around the edges of the wetlands that is from rainfall recharge falling in the immediate vicinity as well as up-coning of groundwater from a considerable depth in the aquifer.</li> </ul>
<p>10. What is the groundwater velocity (speed) of both sites?</p>	<ul style="list-style-type: none"> <li>Site D2 has been estimated to have a velocity of 21m per year.</li> <li>Site G1 has been estimated to have a velocity of 2m per year.</li> <li>Water Corp figures estimate a velocity in the Site D2 area near the TWS borefield in the order of 10 to 13m per year.</li> <li>The reason for the difference in groundwater velocity between the sites is due to a combination of factors including the lower hydraulic gradient and aquifer transmissivity recorded at G1.</li> <li>The groundwater velocity is useful for screening risk to nearby sensitive receptors because it provides an estimate for unimpeded contaminant migration so provides conservative modelling. However it must be noted that it does not take into consideration the natural attenuation processes including adsorption (adhesion of atoms), dispersion and degradation processes which retard contaminant migration and reduce concentrations along the flow path.</li> </ul>

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<p>11. Why does Site D2 have greater depths to groundwater than Site G1 when it is further inland?</p>	<ul style="list-style-type: none"> <li>The range of depth to groundwater recorded during the November 2020 groundwater monitoring event across Site D2 was 39m The Australian Height Datum (AHD) to 21m AHD. The range of depth to groundwater across Site G1 was 24.5m AHD to 15.5m AHD. Results show that Site D2 is located on higher ground than Site G1. Talis has also assessed the regional topographical models published by Landgate which are shown in the Regional Topography figure (Appendix Two) and are consistent with the results from the onsite investigations.</li> <li>To illustrate the depths to groundwater Talis has mapped the regional topography and groundwater levels to determine the average depths to groundwater on across both Sites. Utilising this information, cross sections from both Sites to respective discharge points down stream are provided (Appendix Three).</li> <li>These figures clearly show that Site D2 has a greater depth to groundwater than Site G1. These results are consistent with the site specific data collected during hydrogeological investigation however, there are slight alterations to the values between the regional maps and the site specific data which is normal due to the accuracy of the regional data sets.</li> </ul>
<p>12. What is Water Corp's view of the proposed use of Site D2?</p>	<ul style="list-style-type: none"> <li>Water Corp undertook a Groundwater Source Protection Assessment for a landfill located at Site D2 which determined that a proposed landfill is a low risk groundwater contamination source to P1 Public Drinking Water Source Area</li> <li>Water Corp is supportive of the proposed use of Site D2 for both the CRC and Class III Landfill.</li> </ul>
<p>13. What volume of water will be extracted and how often will it be used for dust suppression?</p>	<ul style="list-style-type: none"> <li>An estimated 2-5ML per year will be extracted for dust suppression and other uses for the landfill operations.</li> <li>Dust suppression likely to be undertaken on a daily basis during the dry season and as required outside of this period.</li> </ul>
<p>14. What is the total water drawdown and its impact on the salt water interface?</p>	<ul style="list-style-type: none"> <li>The expected draw from the aquifer for the operation of the RRRP is 2-5ML/year which is relatively minor. The risk posed by up-coning of saline water at depth beneath the site due to operation of a small production bore at Site D2 is minimal. Nevertheless, salinity levels would be monitored frequently during operation of a production bore and measures taken should any increasing trend be detected. This is a typical licensing requirement.</li> </ul>



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<p>15. What happens if the landfill lining system fails and groundwater contamination occurs?</p>	<ul style="list-style-type: none"> <li>Talis has undertaken groundwater risk assessments including the potential impacts arising from a breach of the lining system which has returned favourable results with all contaminants returning to background concentrations prior to reaching downstream receptors. Several reasons for this finding are as listed below. <ul style="list-style-type: none"> <li>The landfill will include a range of environmental engineering controls particularly a basal lining and leachate management system to be designed and constructed to best practice standards.</li> <li>Engineering control materials and construction will be subject to Construction Quality Assurance testing and supervision to ensure it meets the performance and design specifications.</li> <li>Leak detection testing will be undertaken at the end of the construction phase to detect any holes in the lining system that will be repaired if found.</li> <li>Construction of the landfill will require sign off by the Department of Water and Environmental Regulation (<b>DWER</b>).</li> <li>Ongoing groundwater monitoring using networks of monitoring bores positioned close to the landfill will be undertaken, including testing for landfill indicators as per licence requirements.</li> <li>Contingency measures if required can be put in place should a leak be detected and would include treatment and/or recovery of contaminated groundwater.</li> </ul> </li> </ul>
<p>16. Why can't you build a landfill only 1m deep (to ensure separation for the groundwater table) at Site G1?</p>	<ul style="list-style-type: none"> <li>A 1m deep landfill can be designed and constructed, however there are significant disadvantages to this type of design including: <ul style="list-style-type: none"> <li>Significant material deficiency will require a borrow pit to obtain the required operational and rehabilitation soil for the facility;</li> <li>Significant loss of void space and reduced lifespan of the facility;</li> <li>Requirement to develop landfill cells much sooner, and;</li> <li>Greater surface area/land clearing required.</li> </ul> </li> <li>This will result in a much more costly landfill development (as described in the financial modelling in the Site Comparison Report).</li> </ul>
<p>17. If groundwater contamination occurs will the Shire provide potable water?</p>	<ul style="list-style-type: none"> <li>In the event groundwater contamination occurred, remediation and/or management measures would be required to be implemented.</li> </ul>
<p><b>THEME: SURFACE WATER</b></p>	
<p>18. Why is there no levee bund to the west of Site D2?</p>	<ul style="list-style-type: none"> <li>Regional flood modelling indicates that regional surface water flows from north east to the south west across Site D2.</li> <li>The modelling to date has not indicated the requirement for a levee along the western boundary however the final levee design will be determined during the detail design phase of the project.</li> <li>The levee bund has been designed to direct surface water flows along the eastern boundary to the south west and to re-join the local surface water flow, minimising interruption to local surface water flow.</li> </ul>
<p>19. How high are the levee bunds?</p>	<ul style="list-style-type: none"> <li>Based on the modelling works, the levee bunds at Site D2 are 1.3m in height and 3,300m in length. Levee height is anticipated to be increased to 2-3m to provide visual screening of the site.</li> <li>The height of the levee bund at Site G1 is 2.8m and 3,400m in length. Some rock armour may be incorporated into the design if required.</li> <li>The final design of the levee bunds at the preferred site will be determined during the detailed design phase of the project.</li> </ul>

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<p>20. What happens to the surface water system on site during cyclonic events?</p>	<ul style="list-style-type: none"> <li>A surface water management system will be developed on site to ensure all clean surface water on the site is captured and directed to surface water ponds. The final design and capacity of the surface water system will be designed through detailed design stage however it is anticipated it will be to manage 1 in 100 or 1 in 200 year events. The system will allow for overtopping and discharge into the regional drainage flow path of the clean surface water if a storm event is exceeded. This is a standard approval authorities design requirement.</li> </ul>
THEME: LEACHATE MANAGEMENT	
<p>21. What happens to leachate management system on site during cyclonic event?</p>	<ul style="list-style-type: none"> <li>Leachate (i.e. any water that encounters waste) will be collected through the leachate management system. Leachate will be pumped from the base of the landfill to the leachate ponds for evaporation.</li> <li>The final design and capacity of the leachate management system will be determined through detail design however it is anticipated that it will be designed to a 1 in 100 or 1 in 200 year events.</li> <li>During flood events that exceed the adopted rainfall event, leachate pumps can be turned off to leave the leachate within the landfill cell. If required, leachate can be transferred back into landfill cell(s) to prevent over topping of the leachate ponds.</li> </ul>
THEME: LANDFILL GAS	
<p>22. Can you turn the landfill gas into power?</p>	<ul style="list-style-type: none"> <li>It is common in large landfill facilities accepting approximately 200,000 tonnes of waste per annum to cover the landfill gas generated into power. The Shire's current landfill only accepts approximately 38,000 tonnes per annum. This volume is not anticipated to be sufficient to make power generation a financially viable option for initial commencement, however may be an option in the future if waste volumes increase significantly or technology for smaller scale systems become viable.</li> </ul>
THEME: GEOLOGY	
<p>23. Why is Site G1 being considered if it is near a fault line?</p>	<ul style="list-style-type: none"> <li>The Site meets the Environmental Protection Authority (EPA) WA Draft Guidance Statement: Separation Distances (2015) recommended separation distance of 100m from a fault line. Approval authorities may request confirmation through geophysical surveys.</li> </ul>
<p>24. How deep is the fault line at Site G1?</p>	<p>Geophysical surveys may be required to further understand the geology of Site G1 and the presence of any fault lines.</p>
THEME: FLORA AND FAUNA	
<p>25. What about the animals that occupy the sites?</p>	<ul style="list-style-type: none"> <li>Flora and Fauna Surveys have been completed at both sites to determine the presence of significant fauna species.</li> <li>The survey concluded a low likelihood that the habitats on both sites supports any taxa with a distribution restricted to the sites.</li> <li>Progressive clearing will be undertaken for the landfill therefore sufficient time for larger fauna species to move on will exist.</li> </ul>
<p>26. How will weeds be managed?</p>	<ul style="list-style-type: none"> <li>Weeds will be managed with best practice standards to minimise the impact of weeds of significance on surrounding lands.</li> <li>A weed management plan will be developed and submitted to the DWER as part of the approvals process.</li> </ul>

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### THEME: AMENITY

27. How do we handle illegal dumping of waste?	<ul style="list-style-type: none"> <li>This is an ongoing issue that the Shire is constantly working on and will be ongoing regardless of the preferred location of the landfill.</li> <li>The Shire proposes to construct the CRC at Site D2 to ensure that community drop off facilities for all recycling and waste materials are provided close to town. This should also reduce the potential risk of illegal dumping by providing the community waste services within an appropriate distance from town.</li> </ul>
28. What will Site D2 look like from Cape Leveque Rd?	<ul style="list-style-type: none"> <li>The site will be screened from the roadside with regionally endemic native vegetation.</li> <li>Behind the vegetation will be a 2-3 metre levee bund constructed and vegetated for stormwater management as well as providing visual screening. This will also provide an important visual barrier in the event a bush fire impacting vegetation adjacent to Cape Leveque Rd.</li> <li>The CRC is set back 110m from Cape Leveque Rd. The proposed landfill should it be located within this site is 385m from Cape Leveque Rd.</li> </ul>
29. What about visual amenity from the western side (Buckley's Plain)?	<ul style="list-style-type: none"> <li>There will be approximately 3km of bushland between Buckley's Plain and the proposed western boundary of D2 which will provide suitable screening of operations at the Site.</li> </ul>
30. How are impacts like dust, odour and wind-blown waste dealt with?	<ul style="list-style-type: none"> <li>There are multiple management measures adopted at modern landfill facilities to reduce dust, litter and odour emissions. This includes: <ul style="list-style-type: none"> <li>Staged development of landfill cells to minimise cleared areas.</li> <li>Daily soil cover of 150mm on top of the waste to minimise odour, vermin and wind-blown waste issues.</li> <li>A water cart used on site to minimise dust emissions.</li> <li>Full cells will be capped and revegetated with native species.</li> <li>The entire site will be fenced and litter fencing will be used close to the active landfill area.</li> <li>There will be regular collection of wind-blown waste in and immediately around the facility.</li> <li>Operations will be ceased during periods of high winds.</li> </ul> </li> <li>Both sites will exceed the recommended separation distances of 500m to sensitive receptors. The approval authorities provide recommended separation distances to minimise odour, noise and dust impacts for surrounding sensitive receptors such as houses dwelling, schools, etc. The minimum separation distance for landfill facilities is 150m from a house and 500m from multiple dwellings. Site D2 has a minimum separation distance of 3.4km to the nearest resident which is 7 times the recommended 500m separation distance.</li> </ul>
31. What is the finished height of the landfill?	<ul style="list-style-type: none"> <li>The proposed landfill will be a maximum of 20m above ground level. This includes a 1.2m layer of capping soil for cell revegetation.</li> <li>The height is required to achieve the desired shape and profile to ensure the capped landfill is free draining.</li> <li>Buckley's Rd is currently at approximately 25m above the ground with the final capping design height of 30m.</li> </ul>

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### THEME: ABORIGINAL HERITAGE

<p>32. What discussions have occurred with Northern Yawuru people?</p>	<ul style="list-style-type: none"> <li>The Shire has worked closely with Nyamba Buru Yawuru (NBY) throughout the investigation process.</li> <li>As the prescribed body corporate responsible for Yawuru Native title lands, the Shire will continue to work with NBY through the next phases of the project.</li> </ul>
<p>33. The site will break up a song line. How can you repair it? How can you replace law and culture?</p>	<ul style="list-style-type: none"> <li>Engagement undertaken with Nyamba Buru Yawuru as Registered Native Title Body Corporate and Traditional Owners of both sites. Have engaged actively with Executive, Law Bosses, Cultural Reference group, All Boards throughout the entirety of studies from November 2019- present on both Sites G1 and D2.</li> <li>Cultural Heritage Surveys undertaken by NBY and Anthropologists with no heritage issues found with either site.</li> <li>Cultural monitoring during all ground disturbing works were undertaken as part of investigations.</li> <li>Lurujarri Heritage Trail (LSC11) is included in the Shire's Municipal Inventory of Heritage Places 2019. It is an 80km coastal walking trail commencing in Broome and following the land of a traditional Song Cycle. A map can be found in <a href="#">Appendix Four</a>. This trail has cultural heritage significance for the following reasons: <ul style="list-style-type: none"> <li>the trail follows the land of a traditional Song Cycle, with camping places which have been used for millennia and a number of archaeological sites which testify to the long-standing presence of Aboriginal people utilising the route for practical and cultural purposes;</li> <li>the trail is associated with prominent local Law Man, the late Paddy Roe OAM, who created and promoted the heritage trail to both maintain Aboriginal cultural heritage and to further the cause of reconciliation, and who was awarded the Order of Australia Medal in recognition of his achievements;</li> <li>with spectacular scenery and substantially unmodified landscapes, the trail has outstanding aesthetic values with varying landscape types and opportunities for vistas;</li> <li>the trail includes several sites of scientific interest, most notably dinosaur footprints claimed to be one of the world's most important resources for further study; and,</li> <li>the trail has been established for more than 25 years and has been walked by a large number of people—both Aboriginal and non-Aboriginal—furthering an appreciation of country, leading to increased potential for reconciliation, and gaining international recognition of this Song Line</li> </ul> </li> </ul>

### THEME: ENVIRONMENTAL MANAGEMENT

<p>34. What monitoring will be put in place and will these results be available to the community?</p>	<ul style="list-style-type: none"> <li>An extensive monitoring program will be required for the Site in accordance with the DWER Licence to operate the facility. This will include groundwater monitoring wells surrounding the landfill cells and up and down stream of the facility to assess any potential impact to groundwater. Reports will be provided to the DWER on a quarterly basis (or as specified with the various licence conditions). The Shire can make these report publicly available.</li> <li>All current technical information including the Site Investigation Report and the Site Comparison Reports are available at <a href="http://rrrp.com.au">rrrp.com.au</a>.</li> </ul>
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## RRRP SITE SELECTION INFORMATION SESSION | COCONUT WELL RESIDENTS

Session: Coconut Well Residents Workshop  
Engagement and Communications

Project: Regional Resource Recovery Park: Site Selection Community  
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Date: 19 March 2021

Revision: 1.4

### THEME: TRAFFIC MANAGEMENT

35. What will be the impact to Cape Leveque Rd from increased traffic?

- A Traffic Impact Assessment and Management Plan will be developed during detail design stage of the project and will be submitted to approval authorities.
- The Shire is currently assessing the potential improvements required for Cape Leveque Rd including turning pockets in both directions which is common for these types of facilities.

### THEME: APPROVALS

36. Will there be a public Environmental Review process? Has it been referred yet? What is the highest level of assessment?

- There are two key approval processes.
  - The DWER require a Works Approval to construct the facility and a Licence to operate the facility.
  - A referral can be made to the EPA for Environmental Impact Assessment.
- While all EPA approvals require community consultation, the EPA decides on the level of consultation required.
- The highest level of consultation is called a Public Environmental Review which includes a formal public review process of all the information for ~6-8 weeks.
- The Shire will refer both elements of the RRRP to the EPA for transparency, to reduce project timeframes and risks.
- As part of the Shire's submission to the EPA, it can recommend or request the level of assessment. At this stage, it is anticipated that the Shire will request formal assessment including Public Review.

### THEME: DECISION MAKING PROCESS AND FUTURE DEVELOPMENT

37. Is the Minister of Tourism aware of the project?

- Previous Minister of Tourism, Paul Papalia was briefed on the RRRP and has shown interest in the projects ability to manage resource recovery throughout the Dampier Peninsula region.

38. Where will the town of Broome extend to? Site D2 is located in prime real estate / future development area.

- The Shire has assessed the potential further expansion and development areas of the town as determined in the current planning documentation. Site D2 is not in any further development areas identified in any planning documents. In addition, if the town size was to double in a northern direction, the site could still maintain significant separation distances to future development areas.

## RRRP SITE SELECTION INFORMATION SESSION | COCONUT WELL RESIDENTS

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<p>39. How can the Shire decide on the landfill site without a full 12 months monitoring data?</p>	<ul style="list-style-type: none"> <li>Approval authorities require information on seasonal variations across a range of aspects at both sites, particularly flora and fauna and groundwater values. The focus for this in Broome is pre and post wet season.</li> <li>The Project Team has completed required pre and post wet season studies in accordance with approval requirements.</li> <li>The Shire has also undertaken pre wet season groundwater monitoring and investigations. Further: <ul style="list-style-type: none"> <li>data loggers within the groundwater wells are constantly recording the groundwater depths.</li> <li>Three more rounds of groundwater sampling are to be undertaken with the next round to be complete in April 2021 and will provide the Shire with post wet season data.</li> <li>This will then be assessed against the maximum groundwater levels determined at the Site by the Hydrogeologists Team.</li> </ul> </li> <li>All this information will be available at <a href="http://rrrp.com.au">rrrp.com.au</a> soon and will be available to Councillors for a decision on development options.</li> <li>Once the preferred site has been determined, the Shire will continue to monitor groundwater and collect further information to support the relevant approval authority's data requirements.</li> <li>Talis explained at the meeting that other landfill projects have been approved by the relevant approval authorities with similar information currently collected by the Shire.</li> </ul>
<p>40. What is the decision-making process?</p>	<ul style="list-style-type: none"> <li>The Council will need to decide on development option for the RRRP between an 'integrated' facility at D2 with both the CRC and landfill or a 'network' with CRC at D2 and landfill at G1.</li> <li>This community consultation process is being used to provide the community and stakeholders with all the technical information that will be provided to the Councillors.</li> <li>Once a development option has been determined a more detailed design and approval application process will begin. This will also require community consultation as part of the various approval process going forward.</li> </ul>
<p>41. Why is the decision being made so soon ie in April?</p>	<ul style="list-style-type: none"> <li>As outlined during the meeting, the current Buckley's Rd landfill is running out of operational space and the Shire need to deliver a new facility to satisfy the community needs. There is now urgency to progress this project in a timely manner so the Shire's aim is to present this matter to the April Ordinary Council Meeting at the earliest.</li> </ul>
<p><b>THEME: COST AND LIABILITY</b></p>	
<p>42. How will the RRRP be funded?</p>	<ul style="list-style-type: none"> <li>The Shire is planning that it will provide 100% of the funding required for the RRRP project. Investigation into Federal and State Government funding opportunities the project are always underway.</li> </ul>
<p>43. Why spend all this money if the monitoring reveals that there is a fatal flaw?</p>	<ul style="list-style-type: none"> <li>From all the investigations to date as well as involved various government agencies and peer review consultants, there is no indication of any potential fatal flaws for the project at either site.</li> <li>The Shire believe it has sufficient information at this stage to make an appropriately informed decision on the project.</li> </ul>

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## RRRP SITE SELECTION INFORMATION SESSION | COCONUT WELL RESIDENTS

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44. Why does the costing for Site G1 include a loading of 20%? Can you show a cost comparison without these included?	<ul style="list-style-type: none"> <li>The 20% loading is a standard contingency built into projects like this that are at the conceptual stage. This contingency was only applied to both capital and operation costs of the two Development Options associated with Sites D2 and G1.</li> <li>If this contingency is removed then the total cost difference over 40 years would reduce from \$62.02M to \$54.5M. Over 70 years this would reduce from \$154.61M to \$130M.</li> <li>Regardless of the loading, the cost of developing and operating Site G1 will still be a greater cost to the community than at Site D2.</li> </ul>
45. What has been the cost to rate payers to do the reviews required?	<ul style="list-style-type: none"> <li>The Shire has invested approximately \$1M to date to undertake the relevant investigations across both Sites to ensure all the relevant information has been gathered and peer review undertaken to enable the Council to make an informed decision on this important community and municipal service project.</li> </ul>
46. What guarantees can the Shire provide to the community about the safety of the proposed location of landfill to Site D2? What liability does the Shire cover into the future?	<ul style="list-style-type: none"> <li>The Shire is undertaking a rigorous series of investigations to ensure that decisions are made using the best information currently available based on best interests of the community and the environment.</li> <li>Any development must first comply with strict regulatory and approval frameworks and will not be developed unless it complies with approvals frameworks.</li> <li>The risk level for locating the landfill at either Site D2 or G1 has been determined to be low.</li> </ul>
47. Who is liable/accountable if impacts to Coconut Well residents and Traditional Owners occurs?	<ul style="list-style-type: none"> <li>The Shire will own and operate the facility and would therefore be liable for any potential impacts associated with the facility. This is the same as the liability that the Shire has with Buckley's Rd facility.</li> </ul>
48. Has the Shire considered the long term loss of revenue from impacts to Tourism?	<ul style="list-style-type: none"> <li>The Shire does not anticipate there would be any impact on social or environmental values on or surrounding the site that in turn would result in an impact on tourism.</li> </ul>
<b>THEME: WASTE ACCEPTANCE AND VOLUMES</b>	
49. Who will use the RRRP?	<ul style="list-style-type: none"> <li>The RRRP will be a fully integrated facility providing both recycling and waste disposal services to the Broome community</li> <li>The Community will access the CRC to drop of their reusable items, recyclables and general waste requiring disposal.</li> <li>The Community will not access the landfill regardless of its location at Site D2 or Site G1.</li> <li>Commercial waste generators will have access to the stockpile areas and landfill to cater for recycling and waste disposal requirements.</li> </ul>
50. How will waste from mining companies be handled?	<ul style="list-style-type: none"> <li>There are strict regulations about what types of waste can be put into a Class III Landfill. All waste accepted at the new landfill needs to meet requirements that will be validated through laboratory testing. Test results will be supplied to the Shire and if the material does not comply with the Class III standard, loads will not be accepted at the Site.</li> </ul>

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## RRRP SITE SELECTION INFORMATION SESSION | COCONUT WELL RESIDENTS

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**Revision:** 1.4

<p>51. Will the landfill accept waste from other parts of the region?</p>	<ul style="list-style-type: none"> <li>There are no plans to accept waste requiring landfill from outside of the Shire of Broome with the cost of transporting waste to the proposed site also considered expensive for neighbouring Shires.</li> <li>To make recycling facilities viable, there are opportunities to accept recyclable materials from other parts of the region. However, the full details of this are not yet developed.</li> <li>Site D2 has expansion capacity to cater potential regional recycling initiatives within the master plan footprint conceptually developed.</li> </ul>
<p>52. How can you say the lifespan is 70 years when you do not know what waste volumes are being accepted?</p>	<ul style="list-style-type: none"> <li>The current design is based on waste volume projections for the Shire's waste along with population projections. Based on these future estimates the void space available will provide 70 years of landfill void space.</li> <li>A variety of factors can alter the lifespan as new technologies are developed, legislation changes, population numbers alter and waste volumes fluctuate.</li> </ul>
<p><b>THEME: COMMUNITY CONSULTATION</b></p>	
<p>53. Is the rest of the community to be consulted or is it just Coconut Well?</p>	<ul style="list-style-type: none"> <li>The entire community is invited to provide feedback on the RRRP through a variety of events and mediums such as community meetings, pop-up information sessions, surveys and through social and general media channels. .</li> <li>This Coconut Well meeting was schedule as the Shire recognise this group as a key stakeholder.</li> </ul>
<p><b>THEME: ALTERNATIVES</b></p>	
<p>54. Can a transfer station be established closer to town?</p>	<ul style="list-style-type: none"> <li>The Shire does not anticipate that a waste transfer station or CRC will be required as the proposed location of the CRC at D2 is at an acceptable distance from the town of Broome.</li> </ul>

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## RRRP SITE SELECTION INFORMATION SESSION | COCONUT WELL RESIDENTS

**Session:** Coconut Well Residents Workshop  
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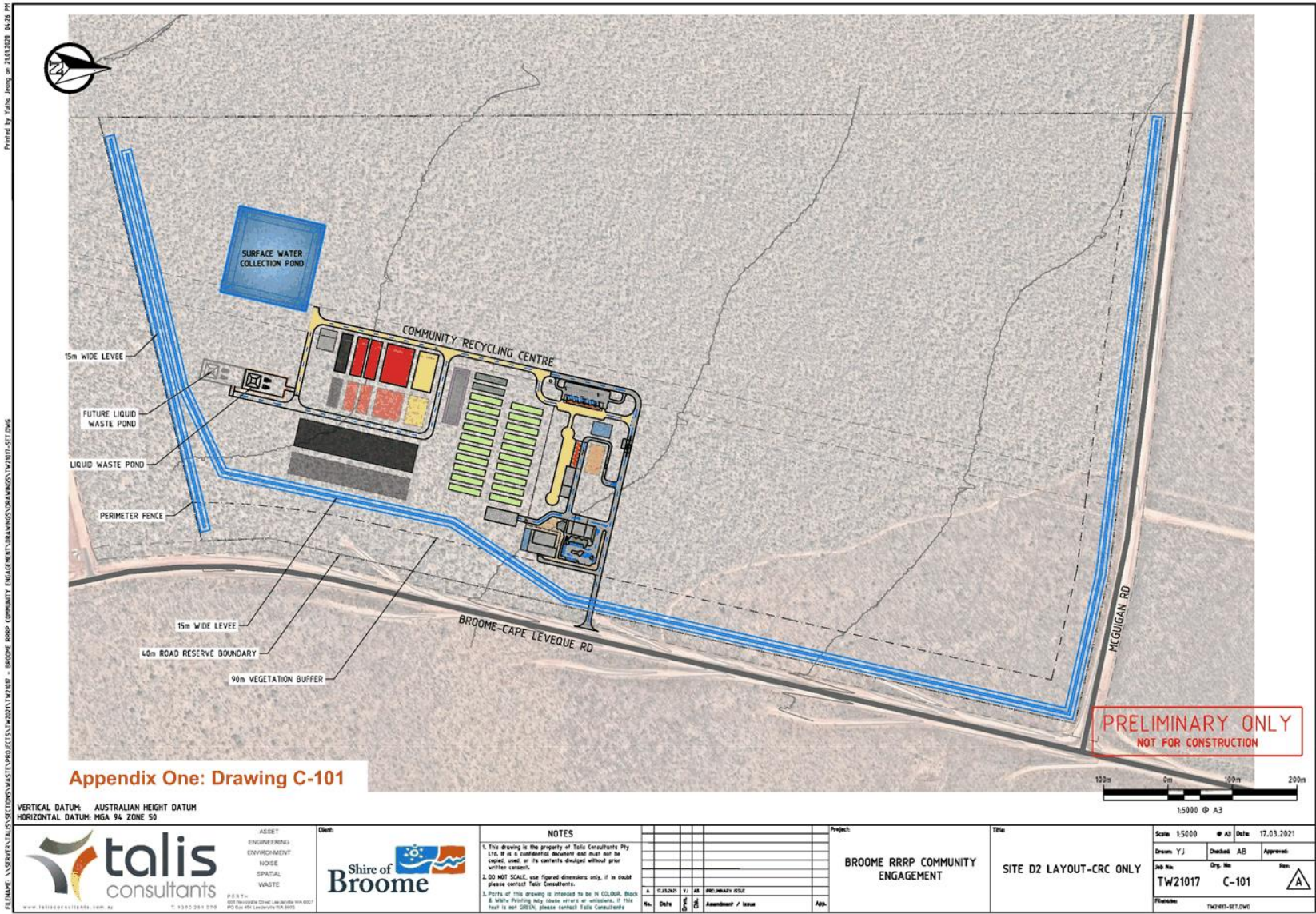
**Date:** 19 March 2021  
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### Appendices

1. Appendix One: Drawing C-101
2. Appendix Two: Regional Topography Plan
3. Appendix Three: Depth to Groundwater
4. Appendix Four: Lurujarri Heritage Trail Map

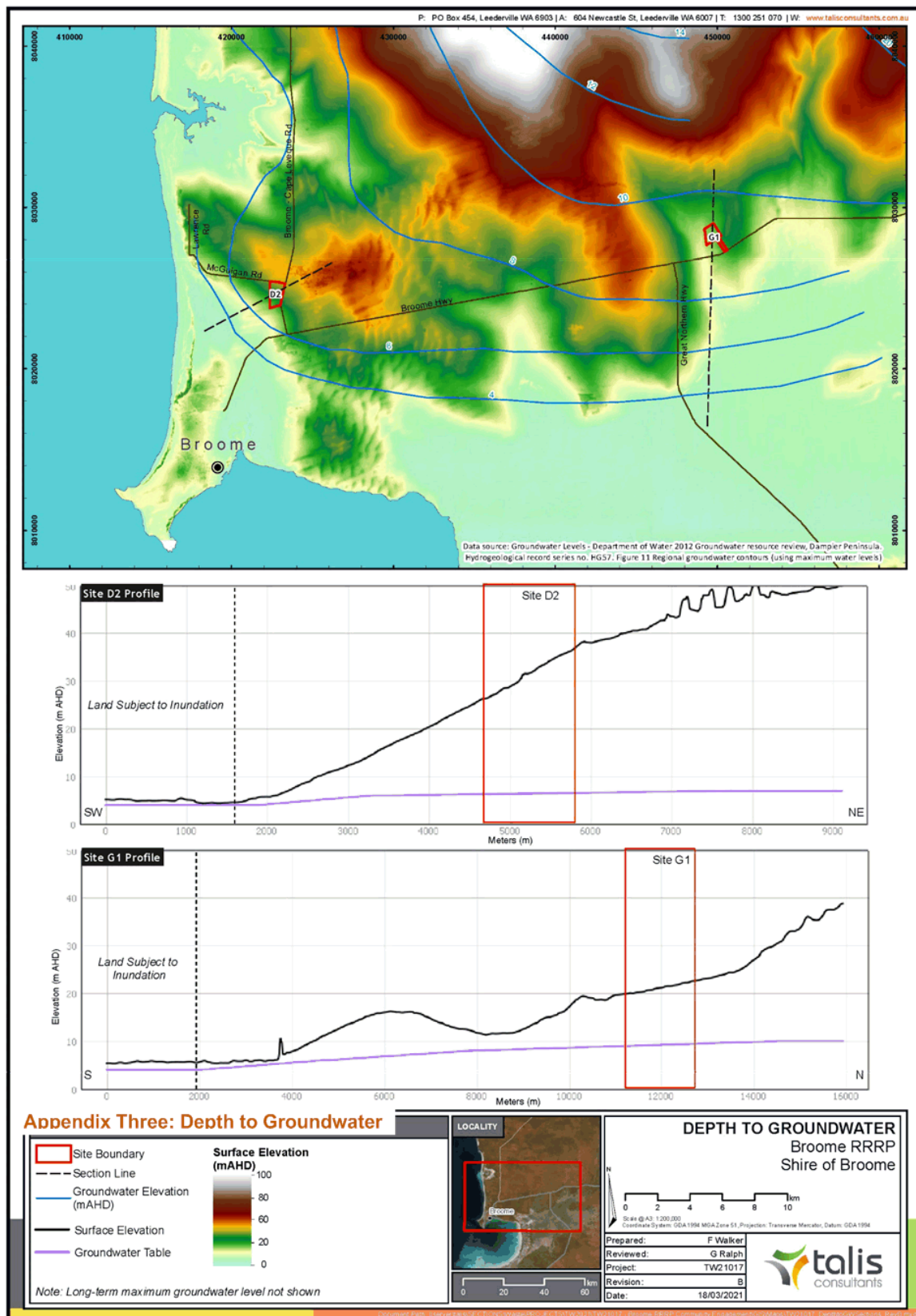
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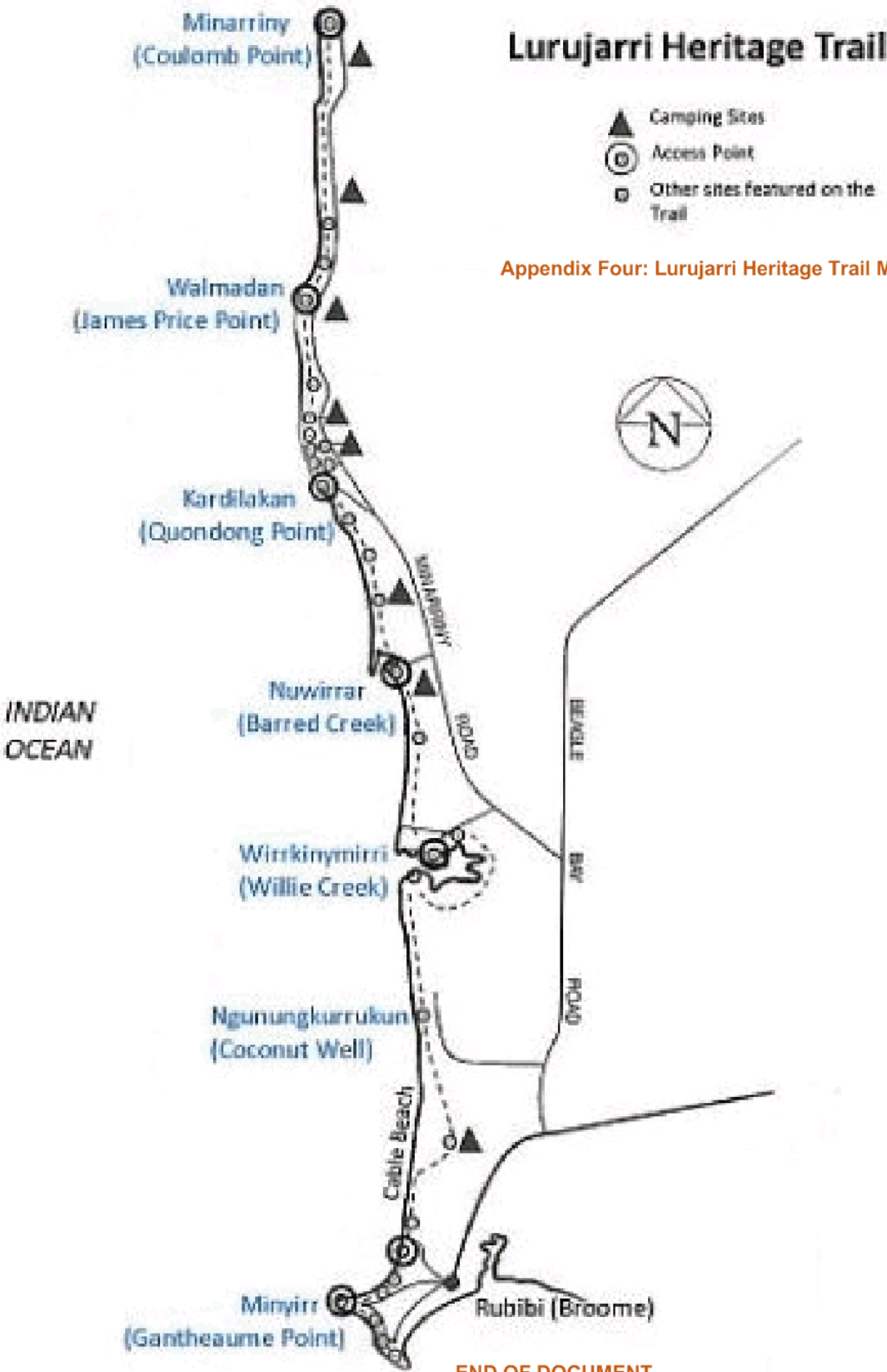












Appendix Four: Lurujarri Heritage Trail Map

## RRRP SITE SELECTION INFORMATION SESSION | BROOME COMMUNITY

Workshop	Broome Community Information Session		
Project	Regional Resource Recovery Park Community Review 2021	Date	19/03/2021
Client	Shire of Broome	Author	Aha! & Talis Consultants

### Introduction

The Shire of Broome (**The Shire**) is planning for the closure of the Buckley's Rd Waste Management Facility and the establishment of a new Regional Resource Recovery Park (**RRRP**).

This project includes a community engagement process designed to create awareness of the RRRP, present results of the site investigations conducted to date and to gather feedback from the community on the project and the proposed locations for the Community Recycling Centre (**CRC**) and Class III Landfill.

A three-hour workshop was held on Friday 5 March 2021, forming part of the community review. The session format was a question and answer forum that was facilitated by Aha! Consulting. The participants were provided the opportunity to raise any questions or queries they may have in relation to the RRRP at the start of the meeting. The presentation was then tailored to respond to topics of interest.

### Responses

The following notes capture the questions asked and responses provided. In some instances, the Shire/Technical Consultants have added information or clarification to the questions raised. Some information discussed during the workshop is not captured within these notes. That information is available in the Information Pack and supporting reports on the project website [www.rrrp.com.au](http://www.rrrp.com.au).

### Next Steps

Participants were encouraged to take away the information packs and fact sheets and were provided information about the additional engagement sessions being run by the Shire. Participants were also invited to provide a response to the online survey that is open until 27 March 2021.

## RRRP SITE SELECTION INFORMATION SESSION | ENVIRONS KIMBERLEY

Session: Broome Community Workshop  
Engagement and Communications

Project: Regional Resource Recovery Park: Site Selection Community  
Client: Shire of Broome

Date: 19 March 2021  
Revision: 1.3

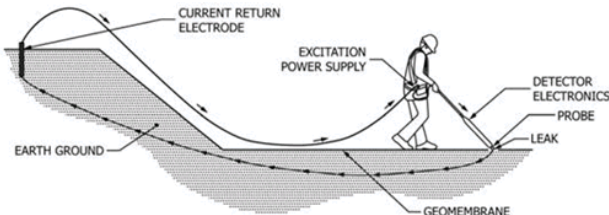
Question		Response											
LOCATION													
1.	1. Can you confirm the location and the distance to the sites?	<ul style="list-style-type: none"><li>• Site D2 - located 12km northeast of Broome's town centre along Cape Leveque Road.</li><li>• Site G1 - located 38km northeast of Broome's town centre along Great Northern Highway</li></ul>											
2.	What is the Shire's plan to further reduce waste to landfill going forward?	<table><tr><th>Type</th><th>Site D2</th><th>Site G1</th></tr><tr><td>Single isolated residence/dwelling</td><td>3.8km west</td><td>2.5km west</td></tr><tr><td>Nearest Residence within a Rural or Residential Zone</td><td>3.4Km south</td><td>15.8km west</td></tr></table>	Type	Site D2	Site G1	Single isolated residence/dwelling	3.8km west	2.5km west	Nearest Residence within a Rural or Residential Zone	3.4Km south	15.8km west		
Type	Site D2	Site G1											
Single isolated residence/dwelling	3.8km west	2.5km west											
Nearest Residence within a Rural or Residential Zone	3.4Km south	15.8km west											
3.	Why is Site D2 being considered when Site D1 was discounted as viable?	<ul style="list-style-type: none"><li>• Site D1 was recommended as a potential site through a desktop review process however was removed based on community concerns and the Shire not having sufficient detailed data at the time.</li><li>• Site D2 and G1 have now undergone extensive investigations and return favourable results for the development of the various RRRP elements. All these works are being shared with the community through this engagement to obtain feedback that will be provided to the Councillors to ensure there is a well-informed decision-making process.</li></ul>											
4.	What about other sites located further north along Cape Leveque Road?	<ul style="list-style-type: none"><li>• A site selection process originally commenced in 2013 which assessed a variety of potential locations for the siting of the RRRP.</li><li>• These works have been ongoing particularly after potential site have been removed.</li><li>• Sites located further north along Cape Leveque Road were in Area A but these sites were excluded from further consideration as a Native Title Prescribed Body Corporate had not been established.</li></ul>											
5.	Irrespective of the landfill location, will the CRC be located at site D2?	<ul style="list-style-type: none"><li>• Yes, the proposed location of the CRC is Site D2 with the site investigations deeming it a suitable location.</li><li>• This location is convenient to community and will help to encourage reuse and recycling. If the CRC were located further away i.e., at Site G1, the community would be less likely to use the facility due to the 76km return journey.</li></ul>											
6.	What other sites were investigated for the landfill?	<ul style="list-style-type: none"><li>• There have been eight sites identified within a 60km radius of the Broome townsite.</li><li>• These sites were discounted for a range of matters including environmental, social, land ownership and timeframes.</li></ul>											
7.	If the airport is not developed in its proposed location can this land be used for the RRRP?	<ul style="list-style-type: none"><li>• The proposed future airport location is already zoned for this purpose so the landfill cannot go on that location. Furthermore, in accordance with the best practice siting standards adopted for this study, landfills cannot be located within 3km of an airport which has been applied to the proposed landfill area.</li></ul>											
8.	What is the Water Corporation's view of the proposed use of Site D2?	<ul style="list-style-type: none"><li>• The Water Corporation undertook a Groundwater Source Protection Assessment for a landfill located at Site D2 which determined that the proposed landfill is a low risk groundwater contamination source to the P1 Public Drinking Water Source Area</li><li>• The Water Corporation is supportive of the proposed use of Site D2 for both the CRC and Class III Landfill.</li></ul>											

RRRP SITE SELECTION INFORMATION SESSION   ENVIRONS KIMBERLEY	
<b>Session:</b> Broome Community Workshop Engagement and Communications	
<b>Project:</b> Regional Resource Recovery Park: Site Selection Community <b>Client:</b> Shire of Broome <b>Date:</b> 19 March 2021 <b>Revision:</b> 1.3	
WASTE ACCEPTANCE AND LIFESPAN	
9. Who can drop off waste at the CRC and landfill?	<ul style="list-style-type: none"> <li>The community will be able to drop off reusable items, recyclable materials and refuse (general waste) requiring disposal at the CRC.</li> <li>The landfill will only be accessed by the Shire and large commercial contractors.</li> </ul>
10. How will waste from mining companies be handled?	<ul style="list-style-type: none"> <li>There are strict regulations about what types of waste can be accepted into a Class III landfill. All waste accepted at the new landfill needs to meet these requirements which will be validated through laboratory testing. These test results will be supplied to the Shire and if the material does not comply with the Class III standard, these loads will not be accepted at the Site.</li> </ul>
11. What is the long-term plan for recyclables?	<ul style="list-style-type: none"> <li>The Master Plan for Site D2 has future expansion areas to allow for the acceptance a wider range of materials or new infrastructure as necessary.</li> <li>As the volume of recyclable waste is comparatively small to metropolitan areas, there is a need to stockpile these materials to be able to process these in a cost-effective manner.</li> <li>Recyclable materials such as green waste, C&amp;D waste and scrap metal will be stockpiled until sufficient volumes of these materials are generated to make processing of these material viable by relevant recycling contractors. The CRC has been designed to ensure adequate space for the long-term storage of these materials if required.</li> <li>Part of improving the cost effectiveness and expanding the diversion of waste from landfill, the Shire and neighbouring local governments are continuously exploring opportunities to recycling across the region.</li> <li>The new landfill will only accept waste from within the Shire.</li> </ul>
12. What is the impact on existing recycling businesses?	<ul style="list-style-type: none"> <li>At this stage, the Shire does not anticipate that the CRC will have an impact on existing recycling companies. However, the Shire will continue to engage with these companies moving forward and seek opportunities that can be mutually beneficial to all parties.</li> </ul>
13. Where do we drop off hazardous household wastes such as paints etc	<ul style="list-style-type: none"> <li>The CRC has a Household Hazardous Waste (HHW) shed for the acceptance and safe storage of these waste types. HHW will then be collected from the CRC by a contractor for recycling and/or treatment. This will ensure that these hazardous materials do not get landfilled at either Site D2 or G1.</li> </ul>
14. How do you dispose of waste without compacting the initial "fluffy" layer. What is the process for the machinery	<ul style="list-style-type: none"> <li>The first layer of waste (to a 1m depth) to be deposited in the waste cell uses selective, fluffy materials including soils, mulch and soft waste only. No bulky or sharp waste will be deposited in this initial layer. This layer is left uncompacted and is then covered by soil material, 300mm thick to minimise any potential damage to basal liner.</li> <li>The second layer of waste is then applied, compacted and covered as per normal practice</li> </ul>
15. What is the projected lifespan of the two sites?	<ul style="list-style-type: none"> <li>The current design was based on waste volume projections for the Shire's waste only along with population projections. Based on these future estimates, approximately 70 years of landfill void space has been designed at both sites.</li> <li>A variety of factors can alter the lifespan as new technologies are developed, legislation changes, population numbers alter, and waste volumes fluctuate.</li> </ul>



RRRP SITE SELECTION INFORMATION SESSION   ENVIRONS KIMBERLEY	
Session: Broome Community Workshop Engagement and Communications	Project: Regional Resource Recovery Park: Site Selection Community Client: Shire of Broome Date: 19 March 2021 Revision: 1.3
GROUNDWATER	
16. If there was no lining system included in the landfill design what would be the rate of groundwater flow?	<ul style="list-style-type: none"> <li>The lining system is designed to contain and stop leachate infiltration into the underlying soils. In the event the integrity of the lining system was comprised, i.e., a puncture/hole occurred, the first (bottom) layer of Geosynthetic Clay Liner (CGL) will swell when hydrated and block the hole within the High Density Polyethylene (HDPE) layer above. This will stop the leachate from seeping into the underlying soils. It is also important to note that leachate is actively extracted from the landfill across its operational and rehabilitation life and treated.</li> <li>Without a lining system, leachate would not be prevented from seeping directly into the underlying soils and eventually into the groundwater.</li> <li>Buckley's Road landfill is not lined like all regional landfills across the state established prior to the recent best practice guidelines.</li> <li>Regardless of the presence of the lining system, the flow rate (speed/velocity) of the groundwater remains the same.</li> </ul>
17. Can the parameters of an aquifer change?	<ul style="list-style-type: none"> <li>Yes, groundwater aquifer parameters can change if significant volumes of groundwater are abstracted. The RRRP will require minimal (approximately 2-5 mega litres per annum for dust suppression and fire water) which will have very little impact on the Broome Sandstone aquifer.</li> </ul>
SURFACE WATER	
18. Does the site prevent surface water run-off to the surrounding environment cyclonic and heavy rainfall events?	<ul style="list-style-type: none"> <li>A surface water management system will be developed on site to ensure all clean surface water on the site is captured and directed to surface water ponds.</li> <li>The final design and capacity of the surface water system will be designed during the detailed design stage however, it is anticipated it will be to a 1 in 100 or 1 in 200 year events.</li> <li>The system will allow for overtopping and discharge into the regional drainage flow path of the clean surface water if the adopted storm event is exceeded. This is a standard design requirement from the various approval authorities and ensure that the waste facility is not flooded.</li> </ul>
19. Why is there no levee bund to the west of Site D2?	<ul style="list-style-type: none"> <li>Regional flood modelling indicates that regional surface water flows from north east to the south west across Site D2.</li> <li>The modelling to date has not indicated the requirement from a levee along the western boundary however the final levee design will be determined during the detailed design phase of the project.</li> <li>The levee bund has been designed to direct surface water flows along the eastern boundary to the south west and to re-join the predevelopment regional surface water flows therefore minimising interruption to local surface water flows</li> </ul>
LEACHATE MANAGEMENT	
20. What contaminants are in leachate?	<ul style="list-style-type: none"> <li>Leachate constituents vary depending on the waste types accepted. The landfill will be limited to only accepting Class III waste materials as specified by the Department of Water and Environment Regulation.</li> <li>Class III leachate may contain metals (i.e. cadmium, nickel, silver etc) and metalloids (i.e. arsenic), other inorganic species (i.e. fluoride), non-chlorinated organics (i.e. Benzene and styrene), and chlorinated organics (polychlorinated biphenyls).</li> <li>The leachate will be continuously extracted from the base of the landfill and treated through evaporation on site.</li> </ul>

RRRP SITE SELECTION INFORMATION SESSION   ENVIRONS KIMBERLEY	
Session: Broome Community Workshop Engagement and Communications	Project: Regional Resource Recovery Park: Site Selection Community Client: Shire of Broome Date: 19 March 2021 Revision: 1.3
21. Once leachate is evaporated, how is the residue dealt with?	<ul style="list-style-type: none"> <li>Leachate is collected from the landfill through the leachate collection system and transferred into High Density Polyethylene (HDPE) lined ponds for evaporation.</li> <li>Evaporation is normal process for leachate management.</li> <li>Typically, there is no sediment remaining from the evaporation process.</li> </ul>
22. What happens if the leachate ponds overflow/flood due to cyclonic events	<ul style="list-style-type: none"> <li>The final design and capacity of the leachate management system will be determined during the detailed design stage however, it is anticipated that it will be designed to a 1 in 100 or 1 in 200 year events.</li> <li>During flood events that exceed the adopted rainfall event, the leachate pumps can be turned off to leave the leachate within the landfill cell or if required, leachate can be transferred back into the cell(s) to prevent over topping of the leachate ponds.</li> <li>The leachate ponds will also have a freeboard of 0.5m to mitigate over topping.</li> <li>The leachate management system will be regularly inspected to ensure it is operating effectively. Inspections include checking the leachate level in the pond, the leachate collection sump and leachate flow meter/pumping records.</li> <li>Weather will be monitored daily to check for heavy rainfall events and cyclonic activity.</li> </ul>
23. What if there was a tsunami, would it wash the leachate ponds away?	<ul style="list-style-type: none"> <li>In the unlikely event of a tsunami, the leachate ponds would probably be a very low priority for the Shire compared the safety of the community. If there was sufficient warning, leachate from the ponds could be pumped back into the landfill.</li> <li>It is also important to note that both Sites are located on higher ground and approximately 5.5km and 20km from the coastline at Site D2 and G1 respectively.</li> </ul>
LANDFILL LINING SYSTEM	
24. Are the landfill liner materials stable in the long term?	<ul style="list-style-type: none"> <li>The stability or lifespan of the lining materials is highly dependent on material properties (e.g. physical, mechanical, durability, and performance), other materials it is used with and the environment in which it is installed.</li> <li>A variety of factors such as temperature, the types of chemicals substances it comes into contact with, exposure to air and ultraviolet light can alter the lifespan.</li> <li>Geofabrics is a provider of HDPE in Australia who source their material from Solmax. Solmax suggest that its HDPE has a lifespan of 69 years up to 446 years based on the properties of the material alone. <a href="https://www.solmax.com/en/blog/the-expected-operational-life-of-solmax-geomembrane-liners">https://www.solmax.com/en/blog/the-expected-operational-life-of-solmax-geomembrane-liners</a>.</li> <li>It is important to note, that as part of the approval process the Shire will be required to assess the potential impact if there was a breach of the lining system and ensure that there is not a significant impact on downstream receptors. This works have been completed by the Shire's consultancy team and have return favourable results.</li> </ul>

RRRP SITE SELECTION INFORMATION SESSION   ENVIRONS KIMBERLEY	
Session: Broome Community Workshop Engagement and Communications	Project: Regional Resource Recovery Park: Site Selection Community Client: Shire of Broome Date: 19 March 2021 Revision: 1.3
25. What happens during a leak detection test?	<ul style="list-style-type: none"> <li>Leak detection testing will be undertaken by a qualified third-party consultant at the completion of the installation of the lining system to detect the presence of any holes.</li> <li>The testing method introduces a high voltage between a leak detection test probe and the conductive medium underneath the liner. Where a hole is present, the current to pass through, resulting in the completion of the circuit and the detection of a hole.</li> <li>If a hole is detected it is repaired and re-tested.</li> <li>Once complete, the landfill construction compliance report is signed off by the Department of Water and Environmental Regulation.</li> </ul> 
ILLEGAL DUMPING	
26. How do we handle illegal dumping of waste?	<ul style="list-style-type: none"> <li>This is an ongoing issue that the Shire is investigating and will be dealt with regardless of the location of the landfill.</li> </ul>
TRAFFIC	
27. Are the plans to do road works to Cape Leveque road to improve traffic flow	<ul style="list-style-type: none"> <li>A Traffic Impact Assessment and Management Plan will be developed during the detailed design stage of the project and will be submitted to the relevant approval authorities</li> <li>The Shire's engineering department are currently assessing the potential improvements required for Cape Leveque Road including turning pockets in both direction which is common for these types of facilities.</li> </ul>
ENVIRONMENTAL MANAGEMENT AND ACCESS TO INFORMATION	
28. What monitoring will be put in place and will these results be available to the community?	<ul style="list-style-type: none"> <li>An extensive monitoring program will be required for the Site in accordance with the DWER Licence to operate the facility. This will include groundwater monitoring wells surrounding the landfill cells and also up and down stream of the facility to assess any potential impact to groundwater. These reports will be provided to the DWER on a quarterly basis (or as specified with the various licence conditions). The Shire can make these report publicly available. In addition, all the current technical information including the Site Investigation Report and the Site Comparison report is available at <a href="http://www.rrrp.com.au">www.rrrp.com.au</a>.</li> </ul>
APPROVALS	
29. What is the minimum timeframe for the approval process?	<ul style="list-style-type: none"> <li>The Shire will look to refer the RRRP project to the Environmental Protection Authority for Environmental Impact Assessment. The EPA will then decide if a formal assessment process is required.</li> <li>A Works Approval is required for the construction of the RRRP and a Licence to operate the facility from the DWER.</li> <li>Applications for these approvals include all environmental, social, design and operational aspects of the project.</li> <li>Assessment timeframes can vary for these applications and may take approximately 18 to 24 months collectively.</li> <li>No construction works can commence on the project until the various approvals are obtained from the relevant approval authorities.</li> </ul>

[rrrp.com.au](http://rrrp.com.au)

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RRRP SITE SELECTION INFORMATION SESSION   ENVIRONS KIMBERLEY	
<b>Session:</b> Broome Community Workshop Engagement and Communications	<b>Project:</b> Regional Resource Recovery Park: Site Selection Community <b>Client:</b> Shire of Broome <b>Date:</b> 19 March 2021 <b>Revision:</b> 1.3
30. Will there be a public Environmental Review process?	<ul style="list-style-type: none"> <li>The Shire will referral the RRRP project to EPA for Environmental Impact Assessment.</li> <li>While all EPA approvals require community consultation, the EPA decides on the level of consultation required.</li> <li>The highest level of consultation is called a Public Environmental Review which includes a formal public review process of all the information for generally for a 6-8 weeks community consultation phase.</li> <li>As part of the Shire's submission to the EPA, it can recommend or request the level of assessment. At this stage, it is anticipated that the Shire will request a formal assessment including a Public Review process.</li> </ul>
COST	
31. What is the cost to the community for both sites?	<ul style="list-style-type: none"> <li>The costs of the project over 40 and 70 years are provided within Section 7 of the Site Comparison Report. There is a cost difference of \$62M over 40 years increasing to \$154M over 70 years for developing the landfill component of the RRRP at Site G1 as opposed to Site D2.</li> <li>However it is important to note that the logistics costs included within this financial model only covers the Shire kerbside collection as waste dropped off at the CRC. It therefore does include the additional cost to commercial operators to transport waste to Site G1.</li> </ul>
BUCKLEY'S ROAD	
32. What is the plan for Buckley's Road? Why can't a waste transfer station be located there?	<ul style="list-style-type: none"> <li>Buckley's Road is running out of void space and has approximately 3 years lifespan remaining.</li> <li>The development of the new CRC is required urgently so that the current drop off area at Buckley's Road can be utilised for landfilling activities.</li> <li>There is insufficient room at Buckley's Road to develop a waste transfer station or CRC.</li> </ul>
33. What will happen to the Buckley's Road site in the long term/post closure?	<ul style="list-style-type: none"> <li>The site will be capped, revegetated and rehabilitated. There will also be on going monitoring at the site for approximately 30 years post closure.</li> </ul>

END OF DOCUMENT



N o.	Name/Date Received	Site D2 or Site G1 Affected	Content of Submission	Officer Comment	Recommendation
1	James & Lynda Hagan	D2	<p>We would like to start by saying that the design and layout of the proposed RRRP is good, but we do not agree that putting it on the corner of Cape Leveque and McGuigan Road is for the benefit of the community.</p> <p>Waterbank Station was bought in approx. 1992 for the expansion of Broome. As Australians are coastal dwellers Broome will be expanding up the coast, as south is not possible, this will start with Coconut well as this is already freehold land. With the sealing of Cape Leveque Road this will encourage a lot more development of the peninsula. If the RRRP is a forty-to-seventy-year development, it does not make sense to put a facility like the RRRP in the middle of this future development. This comment was made by Cr Elsta Foy at the Coconut Well resident Information session. If the RRRP is a forty-to-seventy-year development, then the Broome Shire needs a forty-to-seventy-year plan for the surrounding areas.</p> <p>In general people are lazy, probably more now than ever before and we who live at Coconut Well get that comment all the time, that it is too far to travel. We believe that having smaller and closer facilities would be a better way to tackle the recycling products and to use G1 for the landfill. Karratha has a new recycle center situated behind the shopping area, one or two of these in town in the light industrial areas (e.g.: Clementson / Blue Haze) would be a closer option. Land fill items could also have a collection area i.e.: skip bins.</p>	<p>Noted</p> <p>Noted. The area surrounding Site D2 is considered to have sufficient buffer to not adversely affect future urban growth.</p> <p>Noted. The Shire has recently enacted a Waste Local Law to provide additional control measures to deal with illegal dumping and littering which is an ongoing issue for the Shire.</p> <p>Additional collection options and transfer points is something that Council may wish to consider in the future.</p> <p>It should be noted that the container deposit scheme is located in Clementson Street.</p>	The submission is noted.
2	Broome International Airport	D2	<p>Our concerns with the siting of the RRRP nearly under/adjacent to the approach/departure flight paths for the proposed future airport. Attached are copies of the flight paths diagrams as detailed and documented in the Public Environmental Review (April 2000) with a hand mark-up of the location of RRRP Site D2.</p> <p>It is the landfill component of the RRRP at Site D2 that is of concern. Despite the landfill being a Class III Landfill and not a "hole in the ground" as is the case with the Shire's Buckleys Road site, it will still attract birds which could pose a threat to aircraft on landing or take-off. I can find no reference in the numerous reports to consideration of, and threat posed by, birds on aircraft if the landfill is at Site D2.</p> <p>There is reference to the proximity of the RRRP to both the existing airport and the future airport but not related to flight paths. To our knowledge there is no precedent of the landfill component of such facilities being in close proximity to a major airport with the mix of RPT, GA and rotary wing aircraft such as Broome.</p> <p>It is appreciated that the relocation of the airport may be many years away. However, the life of the RRRP is expected to be at least 60 years and it could well be expected that the airport could be relocated within that time frame.</p>	<p>The EPA Victoria 'Siting, design, operation and rehabilitation of landfills' is the Best Practice Guidelines for landfills in Australia.</p> <p>This guideline recommends a separation distance of 1,500 m from an aerodrome for piston-engine propeller-driven aircraft and 3,000 m from an aerodrome for jet aircraft. The boundary of Site D2 is located approximately 3,000 m from the proposed airport footprint which therefore satisfies the required separation distance between landfills and airports.</p> <p>There is no known guidance or recommendations available in regard to flight paths, however it is assumed that the separation distances within the EPA Victoria 'Siting, design, operation and rehabilitation of landfills' has considered this risk when determining the separation distance.</p> <p>To deter birds from the site the Shire will apply daily cover material on waste in the landfill and keep the active tipping face as small as possible. The Shire will also implement a high level of bird control which may include a variety of strategies such as:</p>	The submission is noted.

				<ul style="list-style-type: none"> <li>• nets or monofilament wires over glide-paths or water dams;</li> <li>• anti-perch strips on buildings;</li> <li>• active measures such as acoustic bird-scaring devices (gas guns or mimicking distress calls); and</li> <li>• predator decoys.</li> </ul> <p>Recent capital investment at the Broome International Airport would suggest relocation of the airport is many years away. Possible bird strike risk can be mutually managed by the Shire and BIA into the future should airport relocation occur.</p>	
3	Environs Kimberley		<p>We note that we commented on the site selection process six years ago and express disappointment at the current hasty process.</p> <p>We have the following concerns:</p> <p><b>1. The lack of a holistic approach to the issue of waste:</b></p> <ul style="list-style-type: none"> <li>• No discussion on the decommissioning and impacts of the current waste facility which is a contaminated site</li> <li>• No discussion on a waste reduction strategy which as well as having a positive impact on the environment could reduce costs to ratepayers</li> <li>• The lack of discussion on a waste reduction strategy leads to potential missed opportunities on how to manage waste and recycling in the future.</li> <li>• No discussion on the potential use of land closer to Broome for the recycling facility</li> </ul> <p><b>2. Uncertainty about hydrogeology</b></p> <ul style="list-style-type: none"> <li>• Groundwater flow – conflicting flow rates</li> <li>• Potential for contaminants to flow into the saltwater interface and for it to flowback into the Broome Groundwater Area.</li> <li>• Lack of analysis by the Department of Water and Environmental Regulation</li> </ul>	<p>Noted.</p> <p>Council adopted a Landfill Closure Management Plan in March 2021 that provides details of the closure of the current facility and the ongoing monitoring and rehabilitation requirements.</p> <p>The Shire is currently in the final stages of developing a Waste Strategy which has involved extensive community consultation during 20/21. This Strategy is expected to be formally endorsed by Council in May 2021.</p> <p>Refer comment above.</p> <p>Extensive site selection process has been undertaken over a number of years, looking at all possible sites within a 60 km radius of Broome.</p> <p>Refer to Talis Consultants Site Comparison Report and the Golder &amp; Associates Peer Review Report.</p> <p>Refer comment above</p> <p>Development will be subject to meeting all DWER and EPA requirements.</p>	The submission is noted.

		<ul style="list-style-type: none"> <li>• Climate change impacts – are these modelled?</li> </ul> <p><b>3. Management of illegal littering</b></p> <ul style="list-style-type: none"> <li>• The further out of town the recycling and dumping facility is, the more likely people will litter illegally, how will this be managed?</li> <li>• How will any inadvertent littering while travelling to the new site be managed?</li> </ul> <p><b>4. Class of waste</b></p> <ul style="list-style-type: none"> <li>• The proposal is to accept Class 3 waste, we are strongly opposed to any waste from the oil and gas, fracking and mining industry being accepted here. Naturally Occurring Radioactive Materials (NORMs) are prevalent in the oil and gas fracking industry, we seek assurance that no such material will be allowed in any new facility.</li> </ul> <p><b>5. Cape Leveque Road – tourism gateway</b></p> <ul style="list-style-type: none"> <li>• We question the wisdom of locating a waste facility on the Cape Leveque Road. The sealing of the road now means that a predicted 100,000 visitors a year will drive up the road expecting to see nature and culture as part of a world class tourism experience.</li> <li>• We request that analysis be undertaken of the potential for impacts to landscape and perception of a waste facility on the Cape Leveque Road</li> <li>• We found no reference to traffic predictions in the Talis D2 report – this is essential given the significant increase in traffic from the RRRP as well as increased tourism use</li> </ul> <p><b>6. Referral to the EPA</b></p> <ul style="list-style-type: none"> <li>• We have not yet had an opportunity to review the flora and fauna study – we are concerned that developing site D2 decommissions important Bilby habitat.</li> <li>• Has the Department of Biodiversity Conservation and Attractions provided comment on the site?</li> <li>• We will be seeking the highest level of assessment by the EPA to ensure the most detailed scrutiny is applied to the project.</li> </ul>	<p>No</p> <p>Noted. The Shire has recently enacted a Waste Local Law to provide additional control measures to deal with illegal dumping and littering which is an ongoing issue for the Shire.</p> <p>Additional collection options and transfer points is something that Council may wish to consider in the future.</p> <p>Education on covering of waste loads will be included within the Shire's future waste education program.</p> <p>Noted. Waste will only be accepted that meets the Class 3 or less classification.</p> <p>Noted. Site will be screened.</p> <p>Noted. Refer to the Site Selection Reports for further analysis.</p> <p>Noted. This will be considered during the detailed design process.</p> <p>Flora and fauna studies were completed at both sites and found no evidence of Bilbies. Please refer to Site Comparison Report.</p> <p>No.</p> <p>Noted</p>	
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Ref: TW19104 – Broome RRRP  
Rev: 1.a

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## Meeting Minutes

### Meeting with Tony Laws – Broome RRRP

Project: Broome Regional Resource Recovery Facility	
Attendees	Meeting Information
Mr. Sam Mastrolembro - Shire of Broome	<b>Date:</b> Thursday 25 <sup>th</sup> of February
Mr. Jeremy Macmath - Shire of Broome	
Mr. Tony Laws	<b>Time:</b> 11.00am till 12.30pm (approximately)
Mr. Ronan Cullen - Talis Consultants	
Mr. Gray Ralph - Talis Consultants	<b>Location:</b> Talis Consultants – Boardroom
Mr. Robert Woods - Water Corporation	

The meeting was arranged by the Shire of Broome (the Shire) to engage with Mr. Laws on the hydrogeological aspects of the RRRP project. Mr. Laws was identified as a key stakeholder based on his significant knowledge and experience of the hydrogeological regime across the Broome Region. Mr. Laws has also had some involvement in previous Site Selection works for the RRRP including the preparation of Report on the Proposed Locations for the future RRRP site for Broome in 2015 (Laws Report, 2015)

The focus of the meeting was to introduce Mr. Laws to the RRRP, the various investigations and key findings to date. In preparation for the meeting Tony Laws had reviewed the following reports prepared by Talis available from the RRRP website:

- Site Comparison Report;
- Site D2 Site Investigations Report, and;
- Site G1 Site Investigations Report.

Overall, Mr Laws indicated no major concerns about the investigations undertaken to date or key findings in relation to the hydrogeology on or surrounding the various Sites. In addition, previous concerns raised within the Laws Report 2015 are largely addressed since the location of the RRRP has moved from Site D1(?) (north of the Cape Leveque Road and McGuigan Road intersection) to Site D2 and is therefore no longer considered to be in the catchment of Coconut Well private bores.

Mr Laws did raise a variety of comments on the various reports that were discussed during the meeting. The following table provides a summary of the key topics discussed including the key comments raised by Mr. Laws and the responses discussed.



Meeting with Tony Laws – Broome RRRP



#	Topics / Mr. Laws Comments	Response
1	<i>Potential risk from dense non-aqueous phase liquids (DNAPL) to the Broome TWS borefield.</i>	After discussion, including consideration of source-pathway-receptor consistent with regulatory requirements, it was agreed there was no plausible exposure pathway by which DNAPL could impact on the TWS and therefore the potential risk was negligible.
2	<i>Queries raised on the Hydraulic conductivity (k) values provided in Site Investigation Report<sup>1</sup>.</i>	After discussion it was agreed the values for hydraulic conductivity (k) contained in the Site Investigation Report are reasonable for the assessment of risk posed by the Broome RRRP to the identified receptors. It was pointed out by Tony that the aquifer comprises a more transmissive lower facies (layers) and consequently use of a higher k value would be appropriate for the assessment of seepage velocity across the lower half of the aquifer should this be required in future assessments.
3	<i>A groundwater mound exists beneath Cable Beach north due to recharge across more permeable dune sands.</i>	It was noted groundwater mounding occurs beneath coastal dunes caused by localised recharge and confirmed by studies including assessment of chloride distribution. <sup>2</sup> Site D2 is therefore not within the catchment of Cable Beach north private bores and consequently Cable Beach north is not considered to be a downstream receptor.
4	<i>Queries were raised in relation to detail of the Monitoring Program to be adopted at Site D2.</i>	Talis outlined that in accordance with regulatory requirements a comprehensive environmental program will be devised at a later stage of the project and be submitted as part of the various Approvals applications. The environmental program will identify the proposed location of monitoring locations, the suite of analytes to be assessed, monitoring timeframes and relevant reporting requirements.
5	<i>Operation of a production bore has the potential to cause saline intrusion from a saltwater wedge which has been identified in</i>	The RRRP will require a small groundwater allocation of approximately 2 ML/year primarily for dust suppression. This will be obtained from production bores installed on-site. Prior to operation and as part of licencing

<sup>1</sup> Talis (2021) Site Investigation Report – Broome RRRP Site D2, and Talis (2021) Site Investigation Report – Broome RRRP Site G1

<sup>2</sup> Laws, T. (1985) Groundwater conditions in the Broome – Cable Beach – Coconut Wells Area. Hydrogeology Report No. 2638 (GSWA File No. 55/85)

Meeting with Tony Laws – Broome RRRP

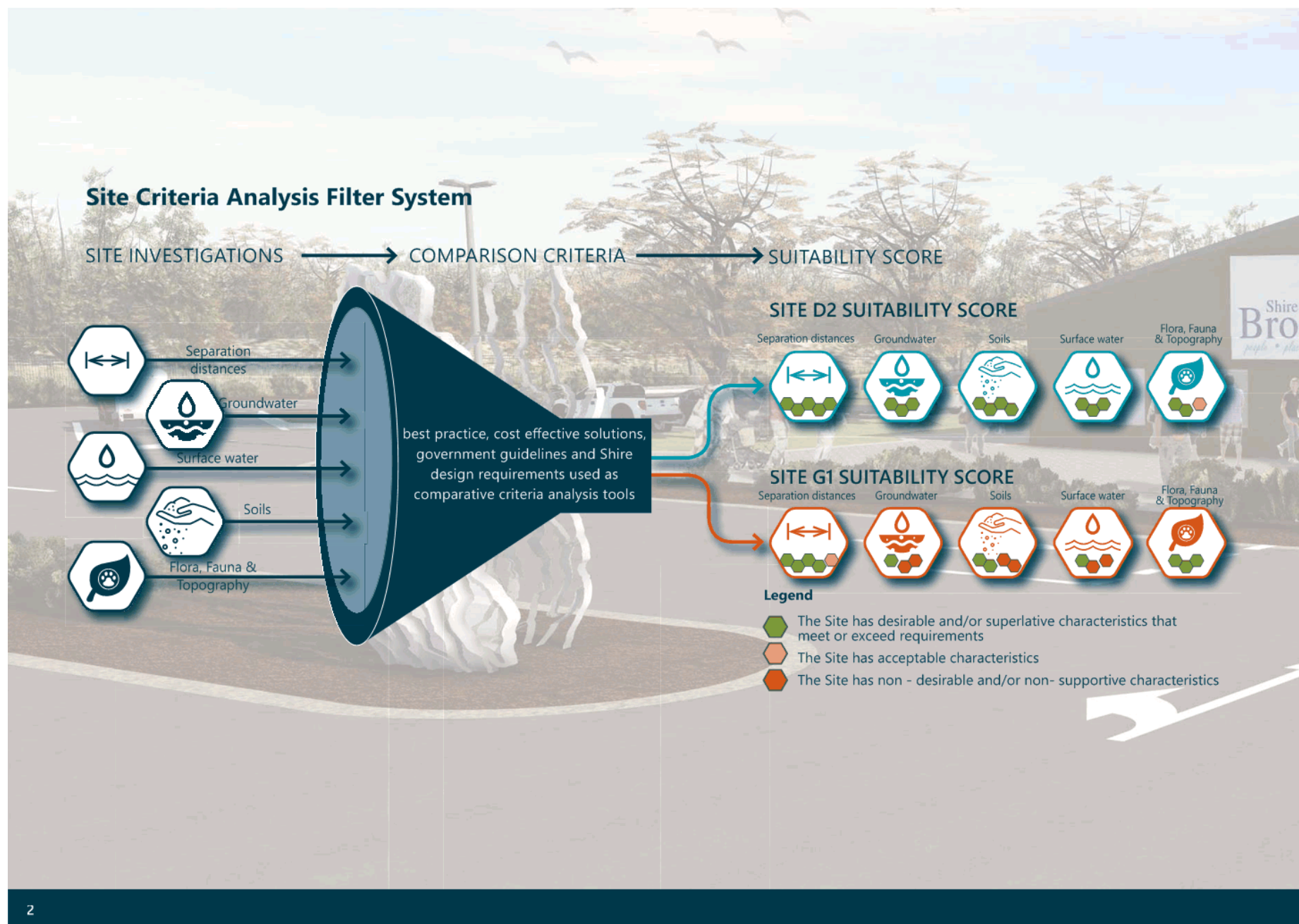


#	Topics / Mr. Laws Comments	Response
	<i>resistivity logs of bores drilled at horticultural lots to the south.</i>	requirements an assessment of potential up-coning of saline water will be undertaken. As the extraction rate is relatively low in comparison to surrounding production bores, the risk of up-coning of saline water is extremely low.
6	<i>Water Corporation Assessment</i>	Mr. Woods outlined the extent and key findings arising from Water Corporation's own internal assessment of the proposed landfill at Site D2 to the Broome Town Water Supply. Water Corporation has confirmed it is a low risk to the Town Water Supply borefield.
7	<i>Laws Report 2015</i>	Talis outlined that the community had raised a variety of comments in relation to the Laws Report 2015. Talis suggested that the information collated from the various site investigations and the advice from Water Corp conflicted with the information provided within the Laws Report. It was agreed by all parties at the meeting that Site D2 was in a different part of the catchment and the Coconut Well bores are not downstream receptors. Talis suggested that if further queries were raised by the community in relation to the Laws Report 2015, a response may have to be released. The Shire committed to providing the response to Mr Laws prior to release.
8	<i>Conclusion</i>	The Shire thanked Mr Laws for his time and valuable input to the project and confirmed they would keep him informed of any key developments in the project moving forward.

Ends.









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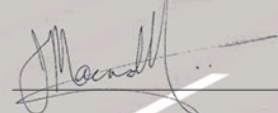
Authorising Officer



Sam Mastrolemba  
Chief Executive Officer  
Shire of Broome

28/04/2021

Responsible Officer



Jeremy Macmath  
Special Projects Coordinator  
Shire of Broome

28/04/2021

Revision	Date	Author	Status
1	07/04/2021	Shire of Broome Waste TAG	For Waste TAG Review
2	13/04/2021	Shire of Broome Waste TAG	For Executive Review
3	21/04/2021	Shire of Broome Waste TAG	For Council Endorsement
4	28/04/2021	Shire of Broome Waste TAG	For Council Endorsement (minor revision)



## Introduction

The Regional Resource Recovery Park (RRRP) is an important project to ensure that the Shire of Broome (The Shire) can continue to provide municipal waste services to the Broome community. This project has been developing for almost a decade, requiring an extensive amount of iterative site consideration and conceptual design. Following endorsement by Shire of Broome Council in December 2020, a Community Engagement Plan was used as a road map for community engagement for the site selection process.

This Engagement Report is a document set to outline the engagement process developed, the engagement methods and activities undertaken as well as the outcomes achieved through the engagement process.

Diagrams through this document have been developed as part of the engagement process and have been selected based on their importance in illustrating the messaging.

Three key time periods are important to understand for this process to understand the development of a facility such as the RRRP.

### Key RRRP Milestones





## Background & Overview

The landfill at Broome's existing Buckleys Road Waste Management Facility is fast approaching the end of its operational life. In preparation for that and in line with the community's desire to see a stronger commitment to waste minimisation and recycling, a new Regional Resource Recovery Park is being planned to support the Broome community for the next 70 years and beyond. This Facility aims to be a state of the art facility that reduces waste to landfill by 70% by 2030 in line with the State's aspirational Waste Strategy targets and driven by the 'Waste Hierarchy' concept shown to the right. This target is one normally reserved for major centres and metropolitan Regional Councils in Australia. It is therefore seen as incredibly advanced for a regional centre to aim for such strong and balanced sustainable municipal service targets.

The RRRP will have multiple key elements including a Community Recycling Centre (CRC) and a new best-practice landfill. The components of each is illustrated in the 'Components Puzzle' diagram below.





## Site Selection Process

The Shire of Broome has been working for almost a decade to identify a suitable site for the RRRP. This Community Review is an opportunity for the community to be part of this historic and important decision. Along with the Broome community, the Shire of Broome wants to be sure to select a landfill site that is safe for the community and the environment.

The RRRP is not just about landfill, it is also about holistic and sustainable waste management practice. It is about offering a best-practice facility that supports the community to reuse, recycle and recover waste materials. This creates a reduced reliance on landfill and allows the Shire of Broome to reduce the quantity of waste going into landfill.

What is known about the Shire of Broome landscape is that it is located within an area with high social, heritage, native title and environmental values. High level values are partnered by the following making it even more challenging to secure a suitable site for a waste facility. This includes

- limited road networks;
- minimal land availability due to;
  - strict requirements for waste facility sites;
  - tenure and ownership arrangements, and;
- Broome's geographic location on a small peninsular.

An overview of key site selection considerations are shown in the diagram on the right.



## Site Selection Process cont...

The project has remained for almost a decade in the same project stage: site selection. What this exemplifies is the rigorous process and expected pace of the site selection process for a facility such as the RRRP. Site selection works have been the forefront of project development during this period with a simplification of the steps taken shown in the timeline diagram below.

As a result, the options available for a landfill are quite constrained. During the initial site selection works in 2019, the Shire consulted with a range of stakeholders including the Broome community, Nyamba Buru Yawuru and various Government departments.

The result of the consultation formed the basis of the Site Selection Criteria which governed the entire siting process. These criteria were also consistent with EPA Victoria's Best Practice Environmental Management Guidelines. This is a nationally recognised guideline that covers all relevant factors including environmental, social and infrastructure values.

Site selection process has been a long and time consuming task that commenced with investigation of sites within a 60km radius of Broome. The outcomes of this process is summarised in the diagram below. In 2015, Site D1 located just north of the junction of McGuigan and Cape Leveque Roads was identified as a potential location for the RRRP following desktop analysis. Through this process, concerns were raised by local residents about the potential impact on the surrounding groundwater. At the time, the Shire had not conducted sufficient on site investigations and analysis to be sure of the viability of Site D1 and as such, due to community concern and lack of data, Site D1 was ruled out as an option.

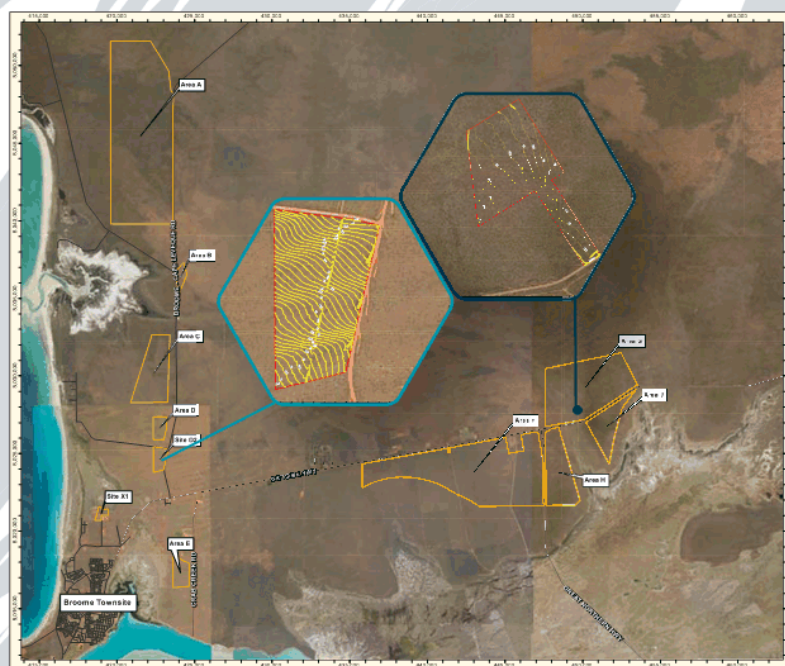
The Shire, with the services of a multi- disciplinary project team (Project Team) has conducted initial desktop site analysis followed by detailed site investigations and further detailed site and data analysis for over 18 months as part of the project in it's current form. On top of this, all deliverables completed and the process undertaken by the Project team has been examined and peer reviewed by a highly regarded multinational, multi- disciplinary consultancy with strong experience in the development of waste projects. This detailed development and review process has galvanised the direction forward with the two remaining sites for the landfill element of the RRRP.



Site information is critical to this project development illustrated and described below.

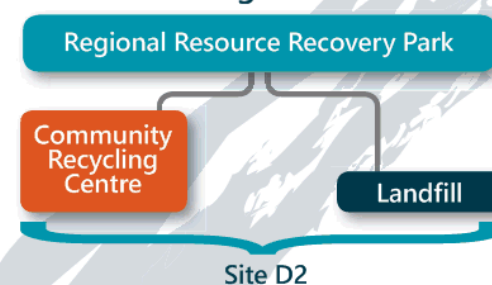
- **Site D2:** located 12km northeast of Broome's town centre along Cape Leveque Road. The site is 5.5km northeast of the Buckley's Road Waste Management Facility.
- **Site G1:** located 38km northeast of Broome's town centre along Great Northern Highway. The site is 31km east of the Buckley's Road Waste Management Facility.

The two sites of consideration as well as the other sites investigations over the eight year period can be seen in the below location plan with detailed vignettes showing both sites.



Based on the two sites and requirement to develop the CRC at Site D2, two Development Options have been presented through engagement and are illustrated in the diagram below. The Community Review process has been a broad involvement process that has given the community an opportunity to provide the Shire with feedback on the work undertaken to date and the two development options under consideration.

### OPTION 1: Integrated



### OPTION 2: Network





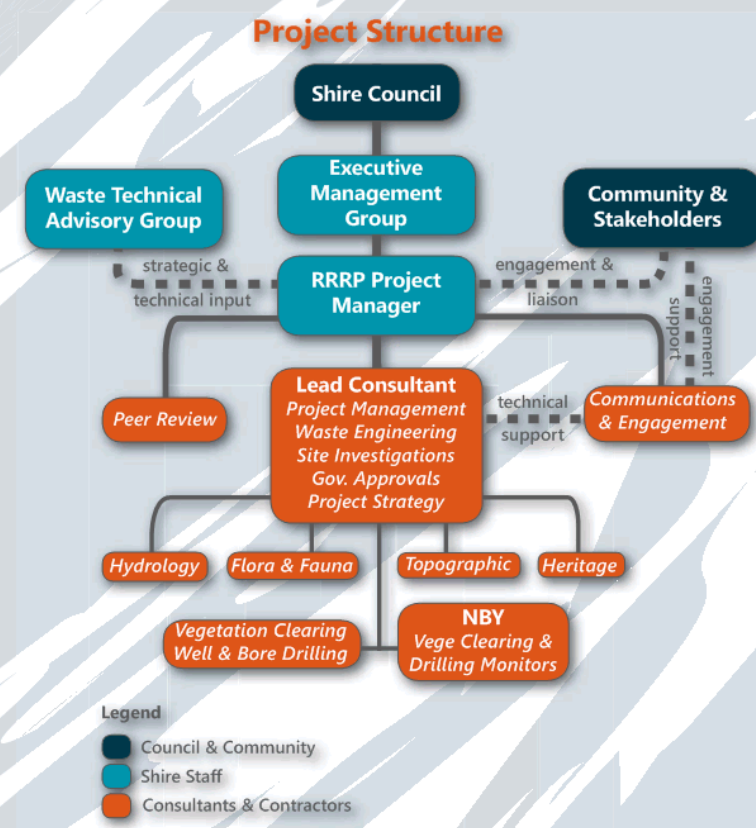
## Engagement Background & Overview

In December 2020 a report was tabled to Council providing an update on the site investigations which had been undertaken on the two preferred locations for the siting of the proposed RRRP. It also provided an update on progress made more broadly on the project and presented a Site Comparison Report for Council's consideration. The report essentially compared the technical suitability and financial implications of each site Development Option, recommending site D2 as the preferred site for co-location of all components of the RRRP. The below diagram illustrates the analysis process used for site investigations components.

Based on the findings of the site investigations, Groundwater Source Protection Assessment, Financial Review and Assessment and Site Comparison Report, The Project Team recommended proceeding with Development Option 1 as Site D2 has been determined to be a technically superior site to Site G1 for the development of a landfill including groundwater, soils, flooding, downstream receptors, social attributes, compliance with guideline recommendations and capital and operating costs. Co-locating both the CRC and landfill at Site D2 was also deemed more cost effective and a beneficial solution for the delivery of the Shire's waste management services.

A Community Engagement Plan outlining the proposed engagement process and methodology was also tabled for Council consideration of endorsement at this meeting. Council resolved the following at the 10 December 2020 OMC.

The below project structure diagram simply outlines the all the entities involved in the RRRP Project and illustrates the complexity of the project. The masterplans shown overleaf are the basis of all conceptual design services undertaken over 18 months that shows at a high level all components and layout structure for both Sites G1 and D2 as required for both development options.





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## Engagement Snapshot

- 4 project deliverables driven community engagement and communications process
- 9 engagement materials created for engagement
- Online Community Surveys taken – 97
- Pop-up Surveys taken – 103
- 28 Facebook posts. Facebook analytics show these posts 'reached' 34,626 people and there were 1512 'engagements' on the Shire's content.
- E-newsletters – Three e-newsletters sent to a total of 2893 people, with 1056 recipients opening the e-mail. This is a 36.5% open rate.
- Registered attendance at Info Sessions:
  - Environs Kimberley – 12 Attendees
  - Coconut Well residents – 22 attendees
  - General community – 6 attendees registered 12 attendees
  - RRRP website visits – 1852 during Community Review period.
- Media coverage:
  - Stories in Broome Advertiser on 18 February & 4 March 2021.
  - ABC Kimberley radio interviews on 15 February & 5 March 2021.
  - Goolarri Radio interview on 16 February 2021.
  - Triple M radio interview on 23 February 2021.
  - Two promotional videos released on YouTube and social media on February 15 and March 17 2021.

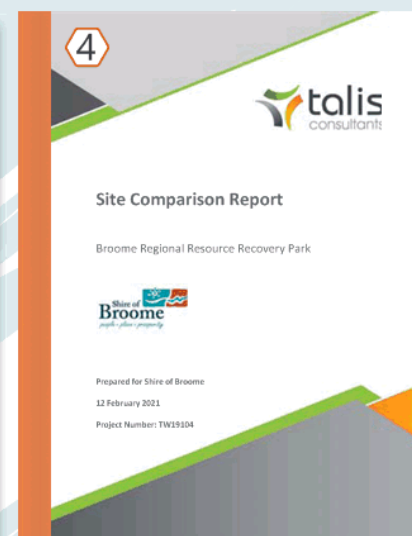
## Project Materials and Engagement Materials

The engagement process was built upon the Shire's desires to ensure the community recognise that practices are open, transparent and honest. This means that all information created in the development of this project over the last 18 months is made available to the public for review and commentary.

The key Documentation to inform the process includes

- ① Site Investigation Report G1- All technical reports undertaken as part of the investigations
- ② Site Investigation Report D2- All technical reports undertaken as part of the investigations
- ③ Masterplan Report- Outline of the conceptual design and process to create this early design stage.
- ④ Site Comparison Report: an amalgam of all works undertaken as part of the Project that compares the two development options to assist Councilors making a formulated decision on which option to follow.
- ⑤ Peer Review Report: Technical overview and investigation of items 1, 2 and 4 by third party multidisciplinary consultant with experience in landfill project review services.

In total this documentation exceeds 400 pages and is unfair to expect Broome Community to read, digest and understand all the theoretical and technical reports developed by expert consultants.





Engagement materials were created to assist the community to understand all the key parts of the studies undertaken including:

- 1 **Information Pack:** a synthesis of the Site Comparison Report.
- 2 **Fact Sheets:** based on key areas of interest or concern. These include groundwater, landfill requirements, environmental approvals and the CRC. Fact sheets are more technical in terminology and content than other engagement documents and are aimed as takeaway materials for community members who had special interests in particular topics.
- 3 **Story Boards:** Large stand-alone graphic documentation that focused on key messages, findings and illustrations to explain technical content of interest.
- 4 **Website:** A standalone project website developed to be the project hub where all project information would be stored and added for community access and communications.
- 5 **Online Survey:** Detailed survey was created to give all Broome community members the opportunity to respond to the project and 'get involved'. This was a long and detailed survey that encompassed background questions, landfill questions and site selection concerns.
- 6 **Pop Up Survey:** A simplified Survey was developed to quickly gauge public opinion during community information sessions or pop-up sessions.
- 7 **Post Cards:** A take home flyer to 'put on the fridge', aiming to entice other interested householders to take part in the engagement activities.
- 8 **PowerPoint Presentations:** For community presentations
- 9 **3Ds:** Renders, fly and drive through videos illustrate the RRRP

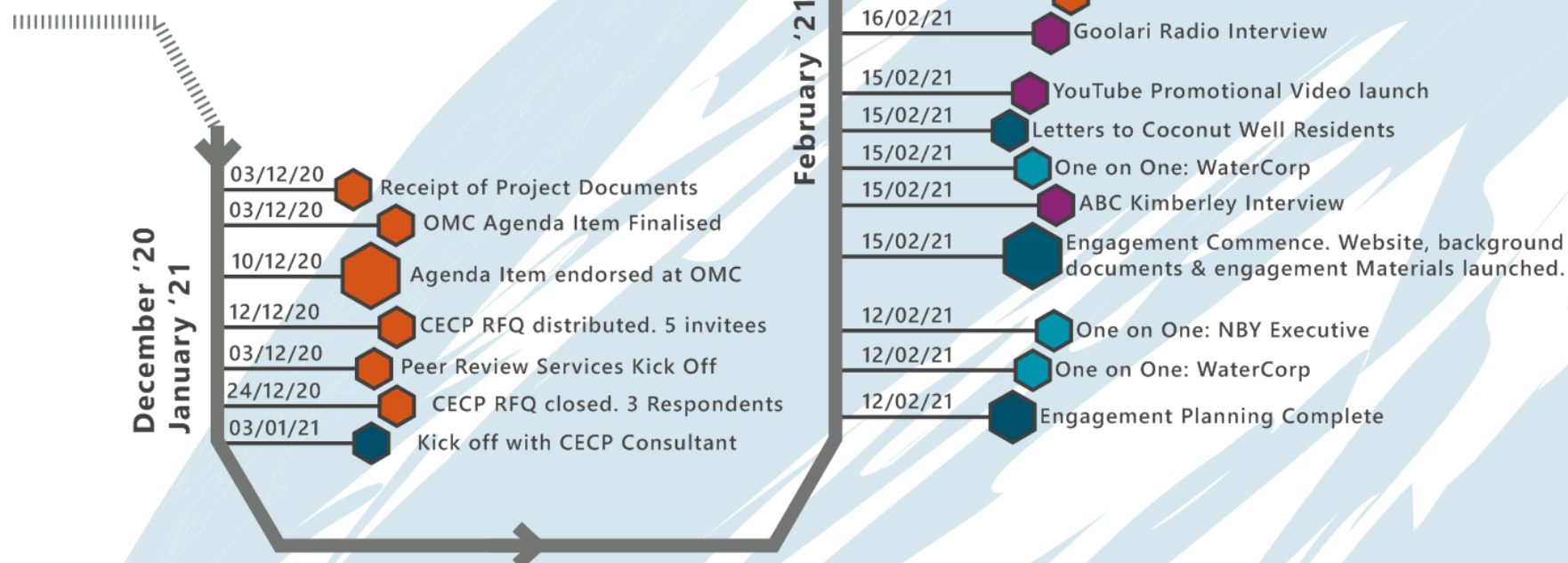


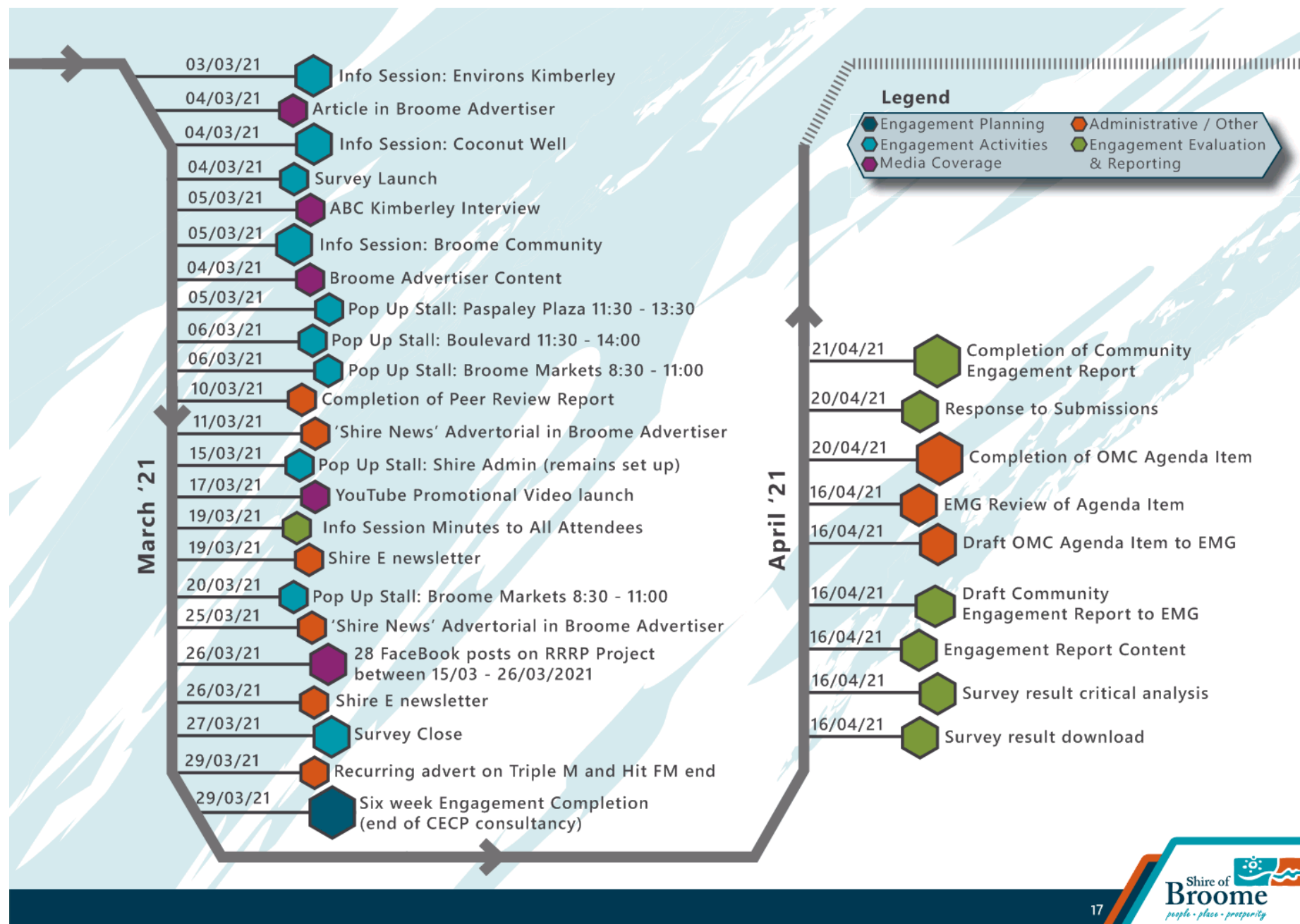
## Community Review Timeline

The exercises undertaken as part of this engagement process are broad and extensive, best summarised as:

- engagement planning
- engagement activities
- Administrative and internal elements or other projects tasks
- Engagement evaluation and reporting
- Media coverage

The process is best illustrated in the colour coded, chronological timeline illustrated below and overleaf.







## Community Review Responses and Involvement

### Primary Stakeholder Engagement Responses

All questions raised as part of the Info Sessions were captured and responded to. Most responses were able to be developed with existing documents, whilst some additional plans were created using existing data to assist in explain responses that were given. All questions asked and responses formed summary reports from each individual engagement session that can be found on the website. Response from community info session were the basis of most questions and comments raised through the engagement process.

### Written Submissions

Three written submissions were received:

- James and Lynda Hagan: concerns relating to location of RRRP on Site D2 due to proximity to coast, potential residential growth pathways and littering.
- Environs Kimberley (received late): Regarding management of waste and illegal dumping, groundwater concerns, proximity to Cape Leveque Road, waste acceptance and EPA referral pathways.
- Broome International Airport (received as an email) regarding flight paths and bird strikes of the future Broome International Airport (construction of which is yet to be forecast or determined).

All concerns raised are answerable with existing or project data and documentation or with other background information that governs best practice landfill site design. On top of the above formal submissions, several emails were received throughout engagement period with a broad range question relating to the project. All question asked will be responded to and are comfortably answerable

based upon the holistic responses and messaging on the RRRP, based on the site Investigations works undertaken to date.

### Tony Laws Engagement

Tony Laws is a renowned, now retired hydrogeologist. Most importantly to the Project, he was engaged by Coconut Well Residents whose response to desktop analysis findings were influential in Council calling off detailed site investigations on Site D1 (Cape Leveque Road, northern side of McGuigan Road) in 2015.

Based on the Shire's desire to maintain transparency and to mitigate risks, Shire Staff and the CEO held a workshop on 25 February 2021 with Tony Laws, WaterCorp and the Principal Consultant on RFQ19-72 Talis Consultants. This was established to discuss and walk through the Project deliverables after sending them to Tony for review some weeks prior. The workshop was a collegial exercise whereby Tony Laws outlined that he saw no risks in the works undertaken as part of The Project, nor any risks developing the RRRP at Site D2.

Tony amicably outlined his intentions to assist in presenting his findings to Coconut Well residents and would aim to support them to understand the documentation provided. A copy of this Information Session Report, including responses from the Project Team is on the project website.

### Further Studies

Additional water sampling results have been provided by the Project Team. Based on feedback received through the Community engagement process, the Project Team drilled down into further detailed analysis of areas of concern to attempt to allay concerns and also 'involve' the community input into the development consideration process. A variety of reoccurring



questions regarding groundwater from various stakeholders were raised. The Project Team is conducting ongoing groundwater monitoring for each site and has provided additional information back to the various stakeholders. Key additional information includes Surface and Groundwater Contours across both Sites and meeting minutes from Tony Laws engagement.

## Involvement

This community engagement exercise was defined as 'involvement' through the planning. The definition of the goal of 'involve' as per the endorsed Community Engagement Plan is "To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered".

The Project Team has worked diligently to ensure this occurs, evident through community concern responses, additional works and additional engagement with key parties through the engagement period.

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RESPONSE SELECTION INFORMATION SECTION		LEARNER'S ANSWER
<p>Question and answer options are listed in the left column. The correct answer is indicated by a green checkmark in the right column.</p>		
<b>LOCATION</b>		
1. Can you confirm the distance to the village is about 100 miles?	<p>Yes 30/32</p> <p>No 30/32</p> <p>Not reached 30/32</p> <p>Don't know 30/32</p>	
2. How far is the lake to the village?	<p>Type: 30/32</p> <p>Answer: 30/32</p> <p>Correct: 30/32</p> <p>Wrong: 30/32</p> <p>Blank: 30/32</p> <p>Repeat or rephrase: 30/32</p>	
3. Why is the lake being considered when 30/32 is not being discussed as a lake?	<p>Yes 30/32</p> <p>No 30/32</p> <p>Not reached 30/32</p> <p>Don't know 30/32</p>	
4. What about other lake locations near the Cape Leveque River?	<p>Yes 30/32</p> <p>No 30/32</p> <p>Not reached 30/32</p> <p>Don't know 30/32</p>	
5. Importance of the small location, will the lake be located in the lake?	<p>Yes 30/32</p> <p>No 30/32</p> <p>Not reached 30/32</p> <p>Don't know 30/32</p>	
6. What other lake area is mentioned for the lake?	<p>Yes 30/32</p> <p>No 30/32</p> <p>Not reached 30/32</p> <p>Don't know 30/32</p>	
7. If the project is not being discussed for the lake?	<p>Yes 30/32</p> <p>No 30/32</p> <p>Not reached 30/32</p> <p>Don't know 30/32</p>	
8. What is the water Corporation's view of the lake?	<p>Yes 30/32</p> <p>No 30/32</p> <p>Not reached 30/32</p> <p>Don't know 30/32</p>	

Page 2 of 2

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## Survey Responses

During the six-week Community Review process, 200 submissions were received of the online survey or pop-up survey at one of the engagement sessions. Many respondents left comments detailing their thoughts about the project, opinions on the Shire's work to date and sentiments in relation to Sites D2 and G1. Demographic data on all surveys was collected. Survey analysis of online and pop up surveys are outlined below.

### Online Survey Response Summary

Key questions and responses from the engagement survey are outlined below in infographics and key word 'collection maps'. This is followed by general response statements. All questions that offered written responses have been categorised based on the theme of the response type written and are located in the next section of the report that outlines key themes. All raw data has been provided in the final section of the report.

**Q1:** Do you have any questions about how this landfill will be operated?

**A1:** Answers were provided by 71% of respondents and have been summarised in the 'word map' below:

Shire operation etc concerned facility dumped waste people will  
Yes landfill town water class plans long Broome

**Response:** This 'word map' aligns with public concerns related to groundwater safety and management of illegal dumping. 50% of respondents had no questions regarding landfill operations, with some respondents stipulating they had read the documentation and which had been well explained. ~22% of respondents had questions, which related to employment, environmental concerns and community recycling program management. Many questions were answerable with investigation of documentation provided which highlights the needs for future community liaison and education.

p 97, n-1 30, n 67

**Q2:** Are there any other operational considerations that you feel the Shire needs to be aware of as it plans for the development of a landfill?

**A2:** Answers were provided by 69% of respondents and have been summarised in the 'word map' below:

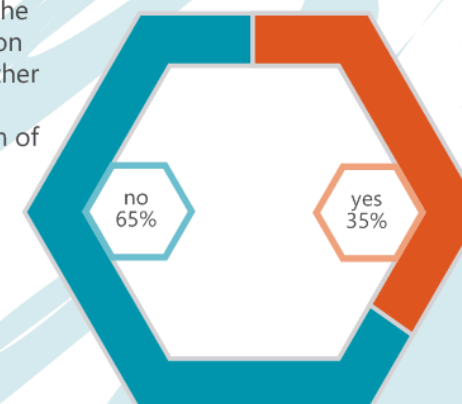
tip road town think use gas needs people recycling Make  
will Broome waste dumping landfill illegal dumping shire community far  
rubbish

**Response:** This 'word map' aligns with public concerns related to management of illegal dumping as well as the community's understanding for resource recovery practice available elsewhere such as stronger recycling and waste to energy components

p 97, n-1 30, n 67

**Q3.** When considering the above list of investigation criteria, are there any other criteria that need to be included in the selection of the landfill site?

**A3.** Shown right



**Response:** 65% of respondents were happy with the investigation criteria used by the Shire in relation to site selection. If 'Yes' was answered, the following word map summarised the most consistent terms and messaging for rational into decision on landfill selection criteria.

rubbish<sub>eg</sub> people Distance also access will road site  
illegal dumping<sub>impact</sub> dumping<sub>town</sub> cost  
p 97, n-1 30, n 67

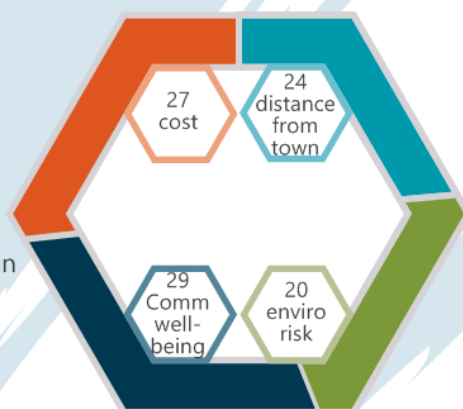
**Q5: How would you prioritise the following considerations in determining a landfill location?**

Respondents were asked to rank four key criteria based on priorities of values for landfill location on a scale of 1 – 4 with 1 being the highest rank.

**A5 and Response:** From this, an aggregate score was determined whereby the lowest the score showed the consideration of the highest the importance. Averages from all responses were assessed with the lowest figures of highest value as shown in the infographic below right.

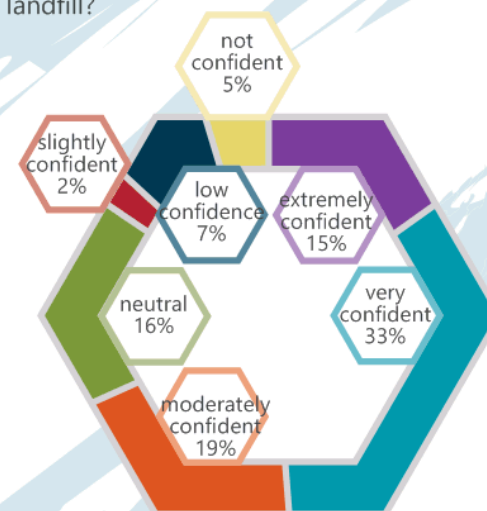
This concluded that the most prioritised consideration for a new landfill was Environmental Risk, followed by Distance from Town, Cost to residents and Community Well-being. This is similar in findings to the web based survey.

p 78, n-1 18, n 96



**Q9: How confident do you feel that the necessary investigations have been undertaken to ensure there is an informed decision about the location of the landfill?**

**A9:** As shown right, 67% of survey respondents were extremely, very or moderately confident in the Shire's investigations relating to the landfill location component of the RRRP. 16% were neutral, with 14% stating slight, low or no confidence.



**Response:** This shows majority of confidence in the investigative practice and results received through the Project. When asked what further could be done to increase confidence, the following were the most frequently used terms.

good independent Department Water testing Nothing public  
studies site water protection see think  
investigations sites provided well report  
Kimberley Shire meetings consultants expert review science G1



## Pop Up Survey Results Overview

Some Key questions are summarised below in infographics with simple responses provided.

**Q2.** Before today, had you heard about the RRRP?



**Response.** Shows the duration of the project and high level of engagement and communication materials through the engagement period.

p 92, n-1 11, n 103

**Q4.** Based on what you know about the project, how are you feeling about the RRRP?



**A4.** 77% of respondents felt positive or very positive about the RRRP project. 22% felt neutral, and 1% felt negative. 0% felt very negative.

**Response.** This is very similar in findings to the web based survey and shows a high majority of support for the RRRP.

p 92, n-1 11, n 103



**Q6.** How would you prioritise the following considerations in determining a landfill location?



**A6.** Environmental Risk was the most prioritised consideration, followed by Community Well-being, Cost to residents and Distance from Town rated the highest. Again, answers are aligned with web survey results, strengthening the view that the Broome community share similar views regarding this project.

**Response.** This is very similar in findings to the web based survey and shows a high majority of support for the RRRP.

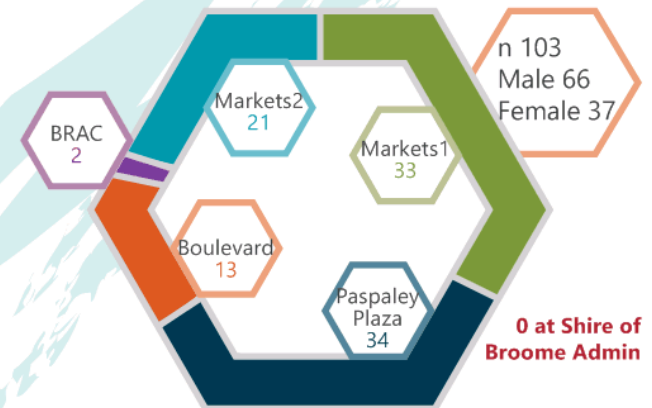
p 92, n-1 11, n 103

**Q5.** Do you have any questions about the RRRP project?  
A5. The following 'word map' was created that outlined the community's outstanding queries.

Green community cost Tip waste information will site FOGO better

FOGO (Food Organics Garden Organics) was raised and is a consideration that was raised through the Shire of Broome's Waste Survey in 2020 and aligns with best practice resource recovery components that will aim to be developed through the RRRP's 70 year life.

Survey data



0 at Shire of Broome Admin



## Themes Snapshot

During the six-week Community Review process:

- 200 submissions were received of the online survey or pop-up survey at one of the engagement sessions
- Many respondents left comments detailing their thoughts about the project, opinions on the Shire's work to date and sentiments in relation to Sites D2 and G1.

The Shire has assessed the received responses in detail and grouped the comments in relation to common topics. From this, a total of seven key themes and six minor themes were identified, as below. These are then explained in more detail within this section of the document.

### Key Themes

- ① Importance of recycling / Community Recycling Centre
- ② Protection of flora and fauna
- ③ Groundwater concerns
- ④ Proximity to housing, visual amenity and odour
- ⑤ Increased illegal dumping due to distance town centre
- ⑥ Cost to ratepayers and commercial operators
- ⑦ The future of the current Buckleys Road site

### Minor Themes

- ① Ability of the new site to manage extreme weather events
- ② Gas emissions
- ③ Cultural considerations
- ④ Access and surrounding infrastructure
- ⑤ Capabilities of Class III landfill
- ⑥ Employment



## Key Theme One



### Findings

In 2020, the Shire of Broome undertook a public survey to guide the actions and outcomes of the Broome Waste Strategy. One of the key messages arising from this process was the community sentiment that recycling could be improved and reducing the amount of waste going to landfill should be a priority.

This desire to apply sustainable waste practice was apparent during the Community Review process, with many attendees articulating their wishes through the survey and at information sessions. The need to increase community education around recycling was also expressed frequently. This feedback is a mandate for the Shire to proceed with the establishment of a modern, best-practice Community Recycling Centre (CRC).

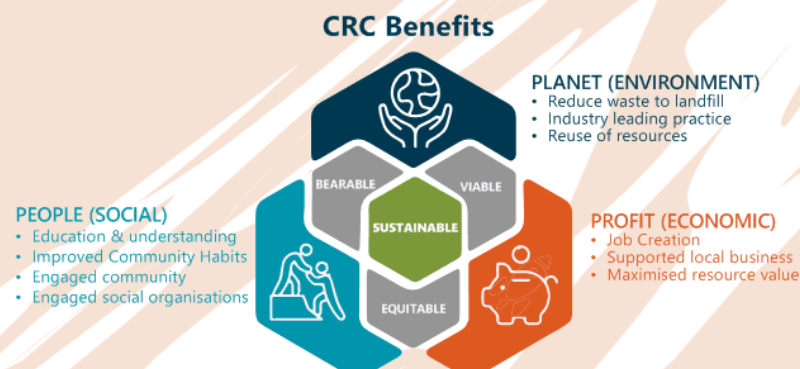
The CRC will replace and improve the community drop-off facilities currently at Buckleys Road Facility, with the intended provision of:

- A Reuse Shop to assist with the acceptance, inspection and sale of second-hand and reusable items, including furniture, household items, kitchenware, sports and recreation equipment.
- An Education and Administration Centre to offer school and community group tours, information and resources to raise awareness of sustainable waste management practice.

- An On- Ground Recycling Drop- Off Area. Anticipated items that will be accepted include cardboard, scrap metal, white goods, gas bottles, batteries, E- waste and tyres.
- Future entrepreneurial business & community led initiatives.

### Conclusion

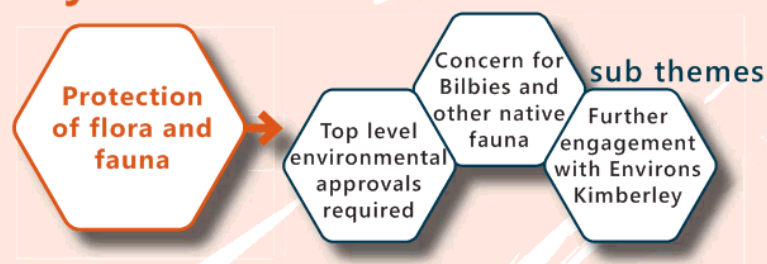
- The Shire has listened to and understands the community's desire for improved recycling and waste minimisation – the CRC component of the RRRP project presents the ideal opportunity to make meaningful change.
- Community education will be of paramount importance to change habits and ensure the CRC's facilities are maximised.
- One of the major goals of the RRRP project is to reduce the amount of waste to landfill and to be innovative in the reducing, reusing and recycling of products.



*"I believe more needs to be done in community education and policing of rubbish separation so that our actual landfill requirements are drastically reduced."*



## Key Theme Two



### Findings

As with any infrastructure project on previously undeveloped land, some concerns in relation to the flora and fauna were raised during the Community Review. Respondents expressed concerns about the potential for disruption to Bilbies and other endemic wildlife, regardless of whether Site D2 or G1 is used.

The Shire can confirm that flora and fauna surveys were undertaken prior to both sites being considered for the RRRP project. The reports concluded that there was a low likelihood that the habitats on either site supports priority fauna species with distribution restricted to the sites. Reports also found that flora species found on both sites were not critically endangered nor limited to the sites. Regardless of the development option selected, progressive clearing will be undertaken to allow larger fauna species to relocate. Minimisation and management of flora species will also take place.

An information session was held specifically with Environs Kimberley staff, Board and Members on 03 March 2021 to ensure meaningful involvement took place. This was to ensure the group could ask questions and provide feedback; the Shire will be working closely with this group moving forward. When a decision is made by Council in relation to site selection, a stringent environmental approvals process will need to be undertaken to ensure the desired location is suitable to be developed.

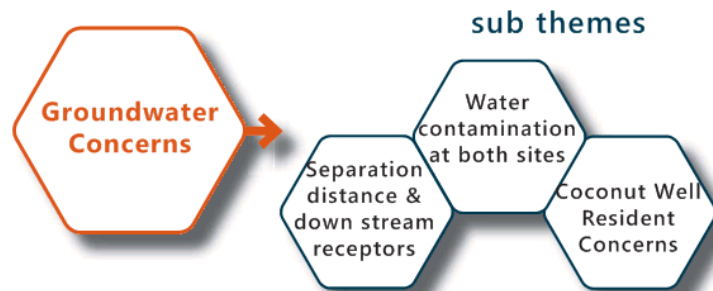
### Conclusion

- Flora and fauna surveys have been undertaken by the Shire to ensure both sites D2 and G1 are suitable for the landfill component of the RRRP.
- No high priority fauna or flora species were identified.
- Environs Kimberley have been consulted as an important stakeholder in the project.
- Self referred EPA Approvals process will need to be undertaken after Council decides whether the landfill will be based at Site D2 or G1.



*"I haven't seen much detailed information regarding the flora and fauna aspect of the sites in question; although it sounds like there have been reviews undertaken."*

## Key Theme Three



### Findings

With landfill projects, stringent and exhaustive measures are required by the Department of Water and Environmental Regulation (DWER) to mitigate risks to the environment through water, air and land contamination.

Given that Site D1 was ruled out by the Shire in 2015 due to groundwater contamination fears, anxiety exists among Coconut Well residents about the potential use of Site D2 for a landfill.

Detailed hydrogeological investigations have been undertaken by the Project Team to understand the groundwater values on and surrounding the proposed sites. In November 2020, 12 bores were installed – seven at Site D2 and five at Site G1 – to measure the depths to groundwater and assess groundwater quality.

The Department of Water and Environmental Regulation (DWER), who manages approvals for landfill facilities, requires a 3m minimum separation from the base of a landfill to the groundwater water table.

The depth to groundwater at Site D2 ranges from 15.0 - 31.3m below ground level, with an average of 24.2m. This means Site D2 can easily accommodate DWER's regulatory requirement of a 3m minimum separation distance to the groundwater water table.

*"It absolutely cannot affect our water supply, or that of wetlands 'downstream' of underground water flows."*

The depth to groundwater at Site G1 ranges from 3.8 - 9.2m below ground level, with an average of 6.1m. However, the Shire wishes to excavate the landfill to 6m to retrieve sufficient materials (soil) for use on the site. These groundwater levels therefore present a challenge in achieving the regulatory requirement of a 3m minimum separation distance to the water table. This is a significant technical difference between the two sites.

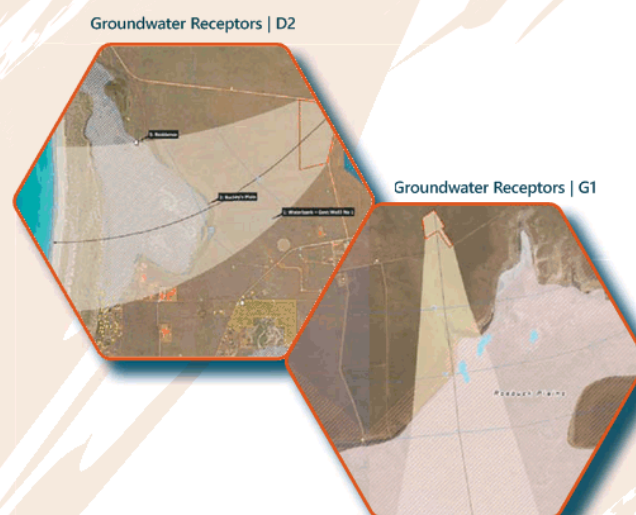
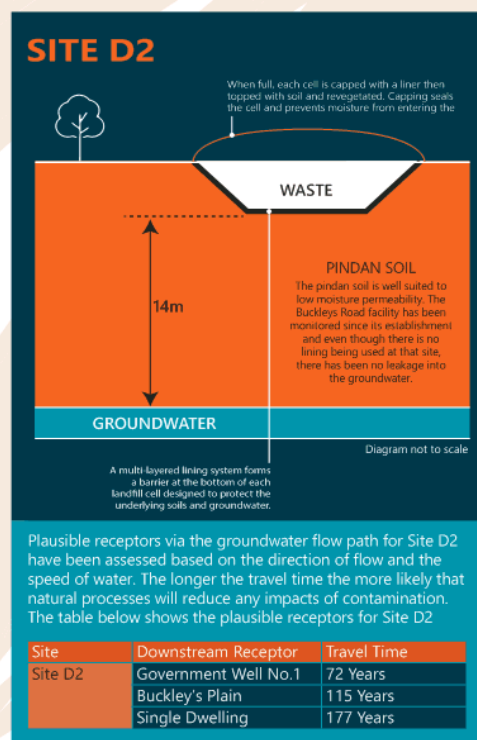
Regarding groundwater flow direction, the Broome town water supply bore field is near Site D2; however, it has been assessed by The Project Team and the Water Corporation as not being at risk from a landfill facility. The bore field capture zone is upstream from Site D2.

Coconut Well is further to the north of the proposed RRRP site and is not a downstream receptor so there is insignificant risk to the groundwater resources at that area. Potential receptors via the groundwater flow path for Site G1 include wetlands on Roebuck Plains, however the potential for groundwater contamination at this site was identified as low.

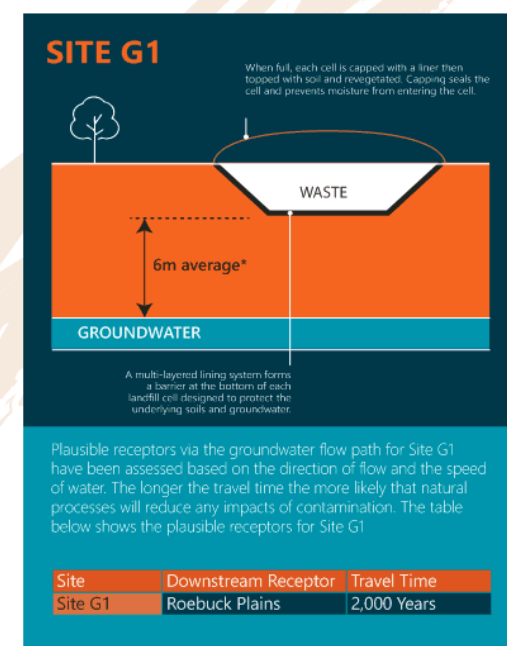
The Project Team will continue to assess the hydrogeological systems at both sites. This will include obtaining additional groundwater level data using data loggers installed in the wells to determine seasonal variability, as well as additional baseline groundwater quality to be used to support future approval applications.

## Conclusion

- DWER requires a 3m minimum separation from the base of a landfill to the groundwater water table. Both sites can comfortably achieve this, but D2 has a greater depth to groundwater at an average of 24.2m.
- If Site D2 is selected for the landfill, there is considered to be insignificant risk to Coconut Well or the town water supply, which are north of Site D2, while ground water flows in a south- west direction.
- Ongoing hydrogeological testing will monitor groundwater quality on a quarterly basis.



### Key Landfill Design Parameters | Groundwater





## Key Theme Four



### Findings

Some Coconut Well community expressed concern over the proximity of Site D2 to their homes, while a number of responses to the online survey reiterated the need for adequate buffer zones. The recommended separation distance from a landfill to multiple dwellings in Australia is 500 metres, but the Shire of Broome wanted to ensure a minimum of 1km before exploring potential sites for consideration.

At Site D2, the nearest dwelling is 4.4km away, which is almost nine times the recommended separation distance. At Site G1, the nearest dwelling is 2.5km away. The minimum separation distances are put in place by DWER to minimise odour, noise and dust impacts.

Given the distance from both sites to dwellings, the Shire anticipates few issues with odour or dust. For comparison, the closest home to the current Buckleys Road waste management facility is 1.2km away. The buffer of 2.5km from the landfill to dwellings is sufficient to ameliorate the noise and dust generated from the landfill.

The proposed landfill will be a maximum of 20m above ground level to achieve the desired shape and profile.

Some survey respondents indicated concerns that if Site D2 was selected, the landfill could be an eyesore for tourists travelling up the Dampier Peninsula. If Site D2 is selected, it will be screened from the roadside with endemic vegetation, while a 2-3m levee bund will also provide visual screening. Further, the proposed landfill cell will be 385m from Cape Leveque Road, minimising visual amenity concerns.

### Conclusion

- Both Sites D2 and G1 significantly exceed the DWER required separation distances from landfill to dwellings, meaning issues such as odour and dust will not be pertinent.
- Adequate buffer zones made up of endemic vegetation will reduce visual amenity issues.
- If Site D2 is selected for landfill, the facility would be 385m from Cape Leveque Road. This is deemed to be distance sizeable enough not to negatively visually impact motorists and tourists.



*"Make sure that there is a decent buffer zone around whichever site is selected."*



## Key Theme Five



### Findings

A frequent concern for survey respondents was the potential for illegal dumping to increase, given that the new landfill and CRC are set to be based out of town.

With the CRC to be established at Site D2, community drop-off facilities for all recycling and waste materials will be provided within 12km of Broome, a 2 km increase in distance from Buckleys Road. However, illegal dumping is already an issue in Broome and across Australia, with the Shire committed to continually work on alleviating the problem.

One measure will be to increase community awareness and education, which has been established in Key Theme 1 as a priority. The Shire Council also adopted the Waste Local Law 2021 at February 2021's Ordinary Meeting of Council.

As well as existing laws against illegal dumping of rubbish, this new piece of legislation means anyone who does not safely secure their loads on vehicles, leading to littering or dumping, can be prosecuted.

Regardless of whether the landfill is based at Site D2 or Site G1, the community recycling centre will be located at site D2 for the processing of all domestic recycling and waste.

Given this site is further from town than the current Buckleys Road Waste Management Facility, the Shire will continuously monitor illegal dumping, prosecute those undertaking it and ensure community education assists in informing the Broome Community of the correct processes.

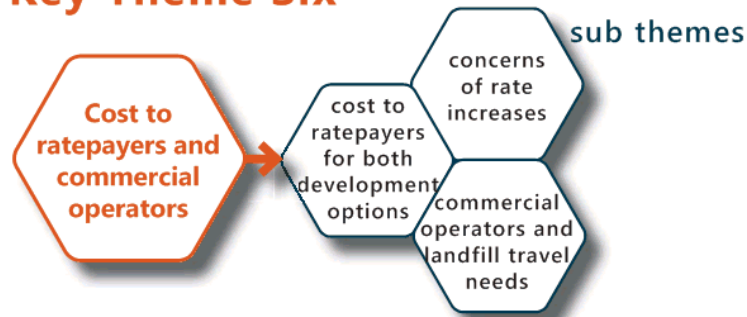
### Conclusion

- Illegal dumping is a concern for the community and an issue that residents want the Shire to rectify.
- Concerns that the new landfill site will encourage illegal dumping and littering
- Community education will be paramount in attempts to rectify the situation.
- Regardless of whether Site D2 or G1 is selected for the landfill, residents will need to travel to D2 to drop-off their recycling and waste.

*"A new facility brings the very high risk of increased dumping at sites in town simply by virtue of bringing a change for users."*



## Key Theme Six



### Findings

A key primary consideration for the Shire when assessing the available sites is the cost to ratepayers to establish, maintain and operate the RRRP. A key theme articulated in survey responses was concern from residents over the potential cost to ratepayers, especially if Site G1 was selected for the landfill component.

For the landfill to be based at Site G1, a transfer station would be required at Site D2 to process waste and move it to landfill. This would incur additional costs. The long-term financial impacts show this would mean the network option (landfill at G1) would require an additional \$62.02 million over 40 years and \$154.61 million over 70 years.

The RRRP project will also cost more if this option is selected, as the Shire owns the land at Site D2. Site G1 is privately owned and would be leased to accommodate the landfill.

The Shire hopes to secure State and/or Federal funding for the project but there will undoubtedly be an additional financial burden passed to ratepayers should Site G1 be selected for the landfill.

Commercial operators both attended information sessions and completed the online survey, with concerns over having to

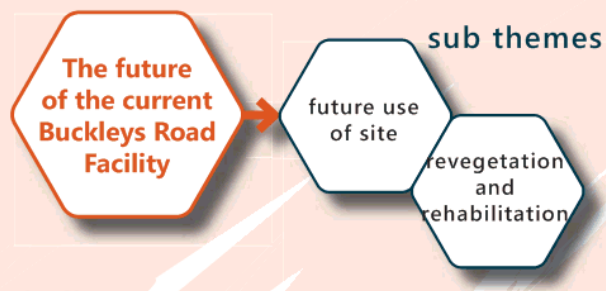
potentially travel 38kms from Broome to Site G1 to access the landfill. The selection of site G1 would lead to increased travel costs for operators, given the additional distance (if required).

### Conclusion

- Opting to locate the landfill at Site G1 would add significant expense to the project, which would almost certainly mean higher rates for residents.
- The Shire will have to lease Site G1 if it is selected as the preferred landfill location.
- Commercial operators have expressed their support for Site D2 as a landfill location, given it is closer to town and would be cheaper for them to access as a result. All commercial operators, apart from Cleanaway trucks, would still use D2



## Key Theme Seven



### Findings

The current landfill at Buckleys Road is fast approaching the end of its operational life, with approximately three more years of waste disposal left. During the Community Review, members of the public questioned whether the current landfill site could be expanded to avoid the search for a new RRRP site.

The landfill footprint has already been expanded to increase the life of the existing landfill. Without this expansion, the landfill would already be closed. Once the new CRC has been built, the landfill footprint will extend into the existing transfer station area.

This expansion into Lot 400 is not an option, as this is part of DevelopmentWA's future planning for the growth of Broome North.

Residents were also concerned and interested in what would happen with the current Buckleys Road landfill once it ceased operation. The Shire can confirm that a rehabilitation and revegetation process will commence once the waste management facility closes. This will take 30 years, once the landfill has closed and there is an expectation that the land will have limited future use as a result.

### Conclusion

- Expanding the current landfill at Buckleys Road has been explored by the Shire and acted upon.
- It is not an option to develop Lot 400, as the land is on a short term Management Order.
- The current landfill will be revegetated and rehabilitated once closed in forthcoming years.



*"What revegetation/ rehabilitation is budgeted for and planned for at the existing site?"*



## Minor Theme One

RRRP ability to  
manage extreme  
weather events

### Findings

The Project Team has undertaken investigations to ensure the RRRP can withstand 1-in-200-year storm events. This includes the production of a surface water management system on site to allow for over topping and discharge as required if an extreme storm event occurs.



## Minor Theme Two

Gas emissions

### Findings

It is common in large landfill facilities accepting approximately 200,000 tonnes of waste per annum to convert the landfill gas generated into power. The Shire's current landfill accepts approximately 20,000 to 25,000 tonnes of waste per annum. This volume is not anticipated to be sufficient to make power generation a financially viable option. It may be an option in the future if waste volumes increase significantly or technology for smaller scale systems become viable.

Nonetheless, gas will be collected and flared, converting Methane into Carbon Dioxide which is 23x less impacting to the greenhouse effect.





## Minor Theme Three

### Cultural Considerations

#### Findings

Over the course of this Project, the Shire has worked closely with Nyamba Buru Yawuru throughout the investigation process. As the PBC responsible for Yawuru Native Title lands, the Shire will continue to work with NBY through the next phases of the project. Over the past two years, engagement with NBY has included meetings, workshops and involvement with the following on varying occasions in the project and at varying frequency

- NBY Executive Team
- Country Manager & Land and Sea Teams
- NBY Board
- Prescribed Body Corporate (PBC) Board
- 'All Boards Forums'
- Cultural Reference Group
- Cultural Monitors
- Law Bosses and Elders



## Minor Theme Four

### Access

#### Findings

Regardless of whether Site D2 or G1 is selected for the landfill component of the project, the Shire will investigate whether there is a need for additional roadworks, new road design and associated infrastructure to ensure safe and practical access to the site.



## Minor Theme Five

### Capabilities of a Class III landfill

#### Findings

The Shire of Broome is committed to best-practice landfill standards for the siting, design and construction of the RRRP landfill component to ensure this critical waste disposal service is delivered to stringent regulatory standards.

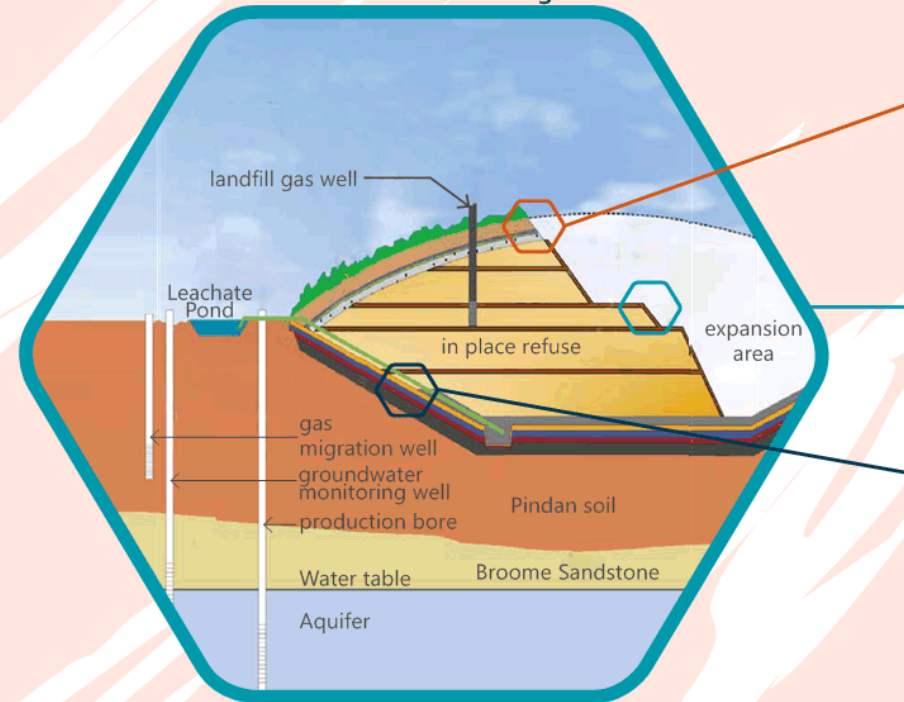
The RRRP's Class III Landfill has been designed based on the Environmental Protection Authority Victoria's Best Practice Environmental Management (BPEM) guidelines. This covers the siting, design, operation and rehabilitation of landfills.

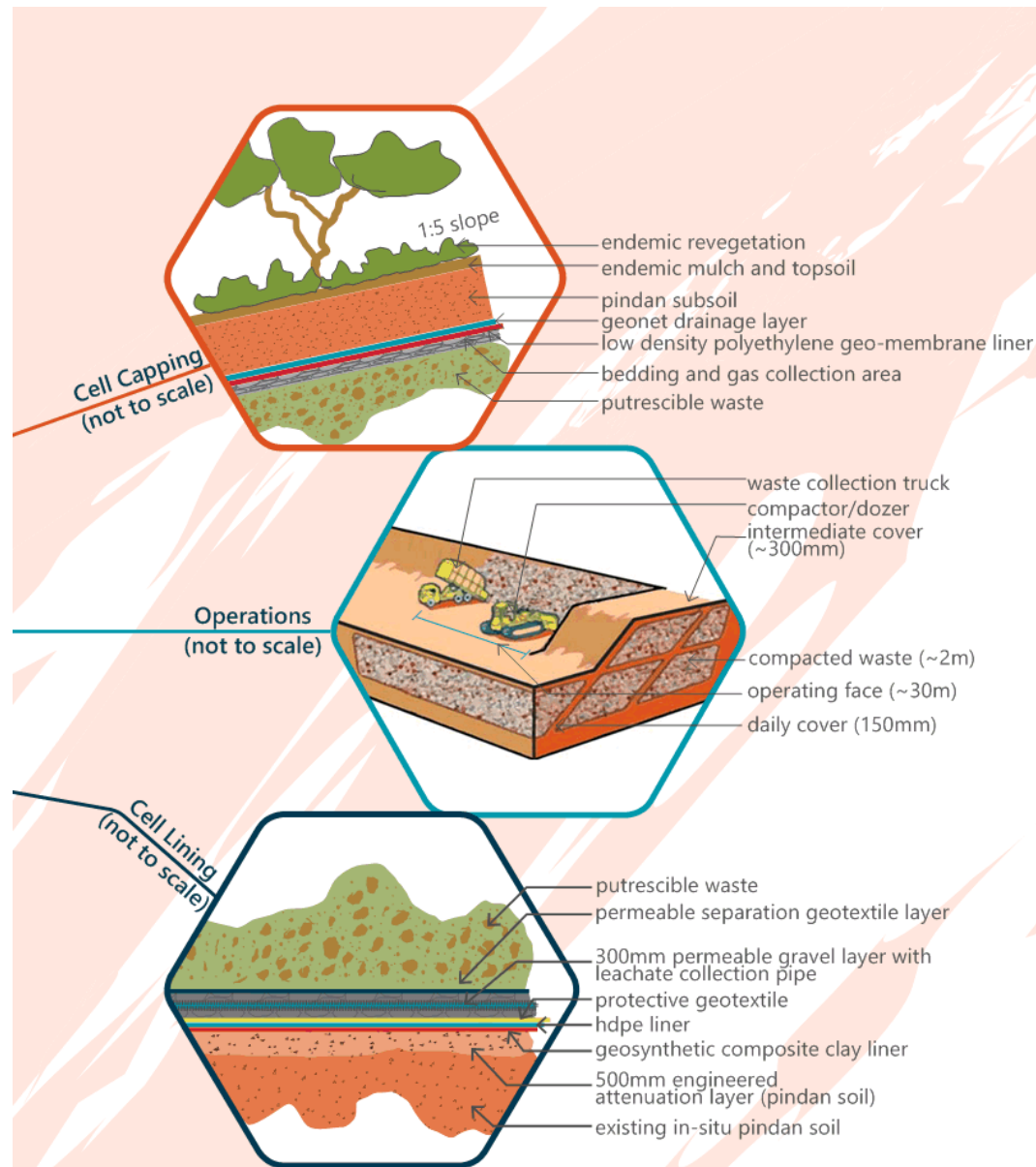
There is no current Western Australian standard and the BPEM guidelines are known to be the most stringent in Australia and consistent with international standards. Unlike the current Buckleys Road landfill site, the RRRP Class III Landfill will be a fully engineered facility to minimise the potential for uncontrolled emissions into the environment. The design will consist of:

- A basal lining system
- Leachate management system
- Landfill gas management system
- Landfill capping
- Surface water management system

There are strict regulations about what types of waste can be put into a Class III landfill. All waste accepted at the new landfill needs to meet requirements that will be validated through laboratory testing. Test results will be supplied to the Shire and if the material does not comply, loads will not be accepted at the site.

Class III Landfill Cell Diagram





## Minor Theme Six

### Employment and Management of the RRRP

### Findings

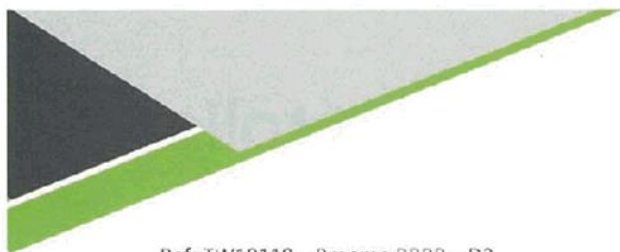
It is anticipated that several new employment opportunities will be created with the establishment of the RRRP due to the increased scale of the facility. Entrepreneurial leases with commercial and community based groups for waste avoidance initiatives may be considered.











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## Memorandum

### Groundwater Monitoring Data – 14/12/2020 to 30/3/2021

Broome RRRP – Site D2

To:	Jeremy Macmath, Shire of Broome	
CC:		
From:	Gray Ralph, Talis Consultants	
Date:	7 April 2021	

The purpose of this Memo is to provide results of ongoing monitoring for groundwater levels (GWL) at the proposed Broome RRRP Site D2 located at the corner of McGuigan Road and Broome – Cape Leveque Road, Broome Western Australia.

## 1 Groundwater Monitoring Wells

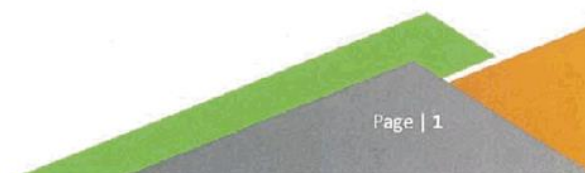
To understand the depth to water (DTW) and groundwater level response to rainfall across Site D2, seven groundwater well clusters (GW1-7) which consisted of one deep well 'D' and one shallow well 'S' were installed at each location during November 2020 as part of the Phase 1 Hydrogeological Risk Assessment (see Talis, Site Investigation Report, February 2021). Groundwater monitoring is undertaken on a quarterly basis to confirm the baseline conditions. Groundwater levels for the 'D' wells, screened across the groundwater table, are monitored daily using pressure transducers. The 'S' wells targeted the Pindan Plain Soils above the water table to allow future assessment of the significance of any temporary (wet season) perching of groundwater.

## 2 Groundwater Monitoring Well Locations

The groundwater monitoring wells have been placed at strategic locations across the site with particular focus on the proposed landfill footprint. The location of the monitoring wells is shown in Figure 1 and survey data is presented in Table 2-1 showing the elevation of the monitoring well top of casing (ToC) and ground level in meters above Australian Height Datum (m AHD).

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Groundwater Monitoring Data – 14/12/2020 to 30/3/2021  
Broome RRRP – Site D2



Figure 1: Groundwater Monitoring Well Locations



Table 2-1 Survey Data

Well ID	Northings (m)	Eastings (m)	Top of Casing (m AHD)	Ground level (m AHD)
Deep ('D') wells				
GW1-D	422970.088	8023909.123	26.266	25.637
GW2-D	422358.031	8023781.215	21.204	20.629
GW3-D	422799.796	8024690.327	30.956	30.228
GW4-D	423072.993	8024303.778	29.422	28.804
GW5-D	423186.016	8024807.778	34.814	34.205
GW6-D	423274.26	8025258.931	38.555	37.943
GW7-D	422342.91	8025403.053	35.859	35.242
Shallow ('S') wells				
GW1-S	422971.259	8023910.04	26.349	25.7
GW2-S	422360.473	8023783.051	21.33	20.604
GW3-S	422801.247	8024688.765	30.957	30.251
GW4-S	423070.194	8024303.302	29.386	28.743
GW5-S	423187.529	8024806.568	34.899	34.178

Groundwater Monitoring Data – 14/12/2020 to 30/3/2021  
Broome RRRP – Site D2



Well ID	Northings (m)	Eastings (m)	Top of Casing (m AHD)	Ground level (m AHD)
GW6-S	423275.737	8025259.882	38.573	37.978
GW7-S	422343.137	8025404.397	35.909	35.266

### 3 Rainfall

The rainfall recorded during the monitoring period and long-term average rainfall for Broome Airport (Bureau of Meteorology station No. 003003) is presented in Table 3-1. During the groundwater monitoring period (December 2020 to March 2021) the actual monthly rainfall for December 2020 was above average and January and February 2021 were below average.

Table 3-1: Monthly mean rainfall 1939 – 2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mean Rainfall (mm)	192	179	97.7	25.4	27.4	18.2	6.5	2.2	1.4	1.4	8.9	62.4
Actual (mm)	59.8	61.6	90	-	-	-	-	-	-	-	-	220

### 4 Depth to Water

The Depth to Water (DTW) recorded during the monitoring period is summarised in Table 4-1. The results indicate the minimum and maximum recorded DTW across the site was 16m bgl and 32.5 m bgl respectively.

All 'S' wells were dry indicating no evidence of groundwater perching in the Pindan Sand and are not discussed further.

Table 4-1 Depth to Water (m bgl)

Well ID	Max	Min	Average	Range
GW1-D	20.9	20.7	20.8	0.1
GW2-D	16.2	16.0	16.1	0.1
GW3-D	25.7	25.2	25.3	0.5
GW4-D	23.6	23.6	23.6	0.1
GW5-D	29.1	28.9	29.0	0.1
GW6-D	32.5	32.4	32.4	0.1
GW7-D	30.4	30.1	30.4	0.3

### 5 Groundwater Levels

The groundwater levels (GWL) recorded at the beginning and end of the monitoring period are summarised in Table 5-1. The GWLs recorded from the pressure transducers (in m AHD) are presented



Groundwater Monitoring Data – 14/12/2020 to 30/3/2021  
Broome RRRP – Site D2



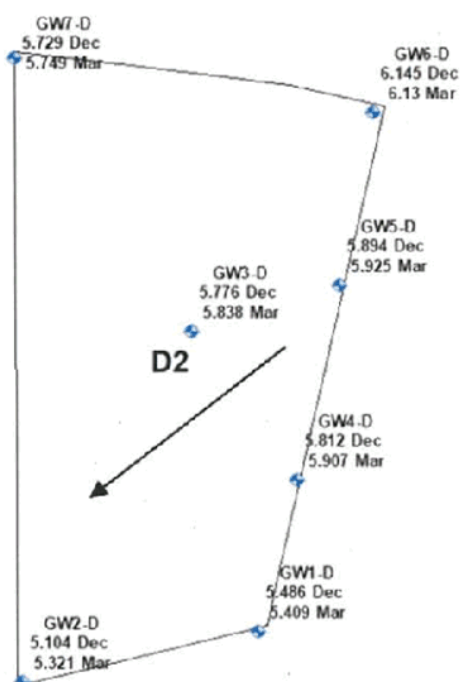
in graphs together with daily recorded rainfall. Figure 2 presents the groundwater contour plan showing flow direction.

Table 5-1 Groundwater Level (m AHD)

Well ID	14/12/2020	30/3/2021
GW1-D	5.486	5.409
GW2-D	5.104	5.321
GW3-D	5.776	5.838
GW4-D	5.812	5.907
GW5-D	5.894	5.925
GW6-D	6.145	6.13
GW7-D	5.729	5.749

The results show an approximately 1 m fall in GWL across Site D2 from the north-east corner to the south-west corner indicating a south-westerly groundwater flow regime. This is consistent with the regional data and including Water Corporations modelling discussed in Section 3.3.1 of the Site Investigation Report (February 2021). The results from pressure transducers plotted against rainfall show GWL respond rapidly to rainfall events indicating direct recharge to the aquifer from rainfall infiltration.

Figure 2: Groundwater Contour Plan (m AHD)

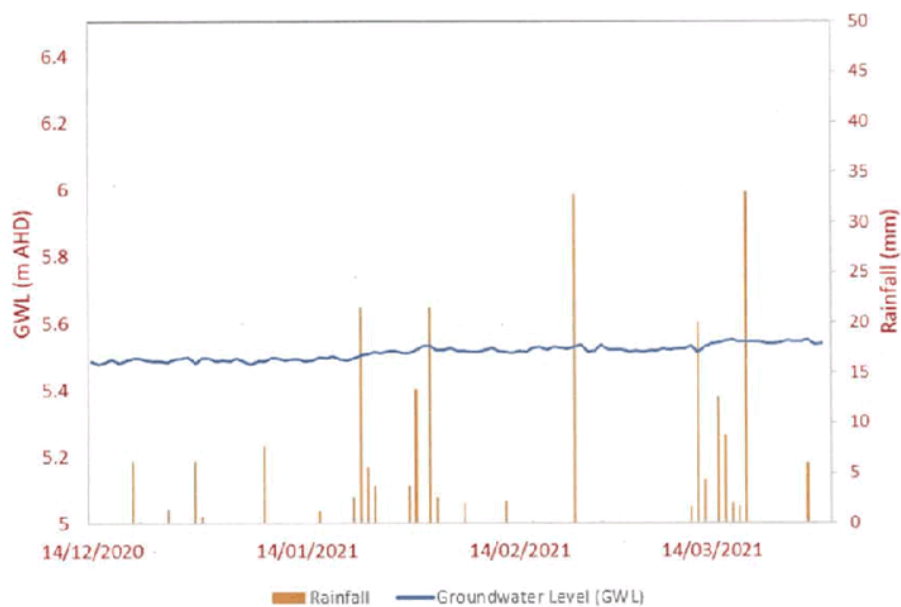




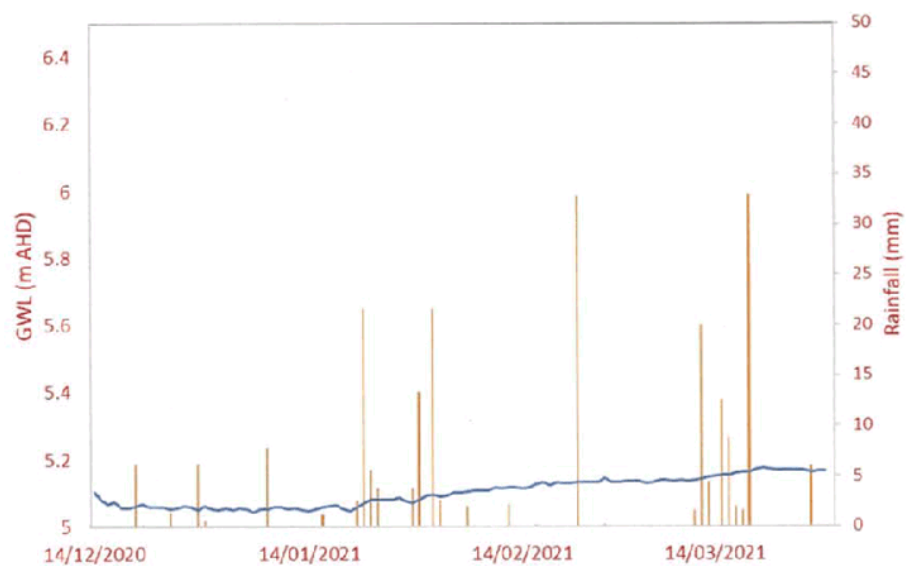
Groundwater Monitoring Data – 14/12/2020 to 30/3/2021  
Broome RRRP – Site D2



GW1-D



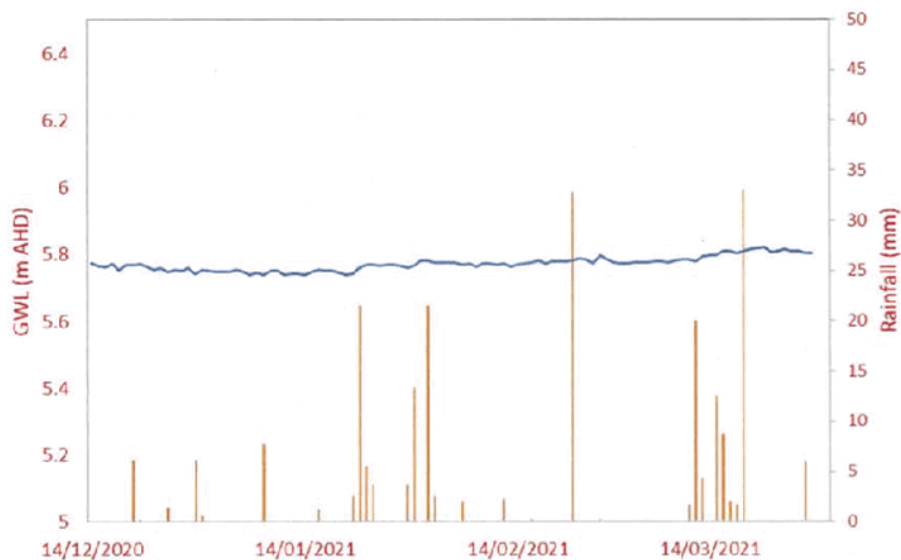
GW2-D



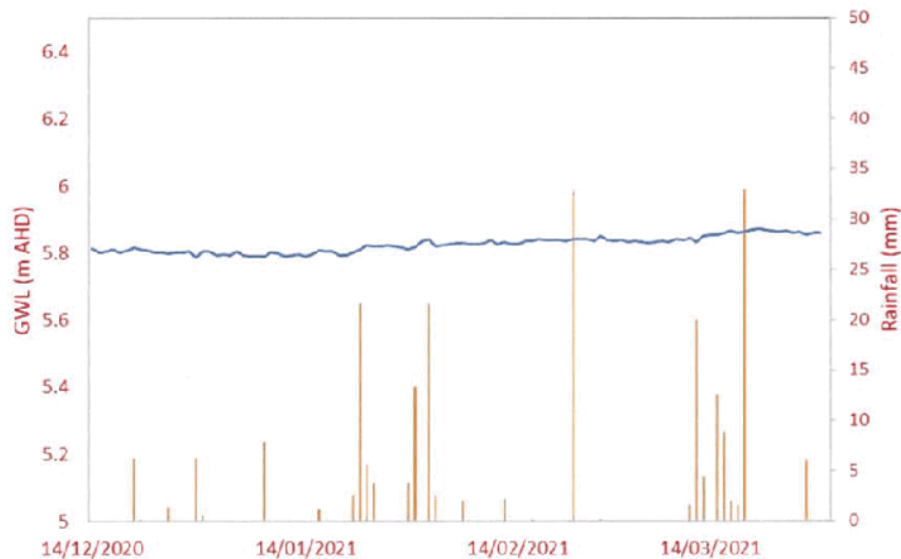
Groundwater Monitoring Data – 14/12/2020 to 30/3/2021  
Broome RRRP – Site D2



GW3-D



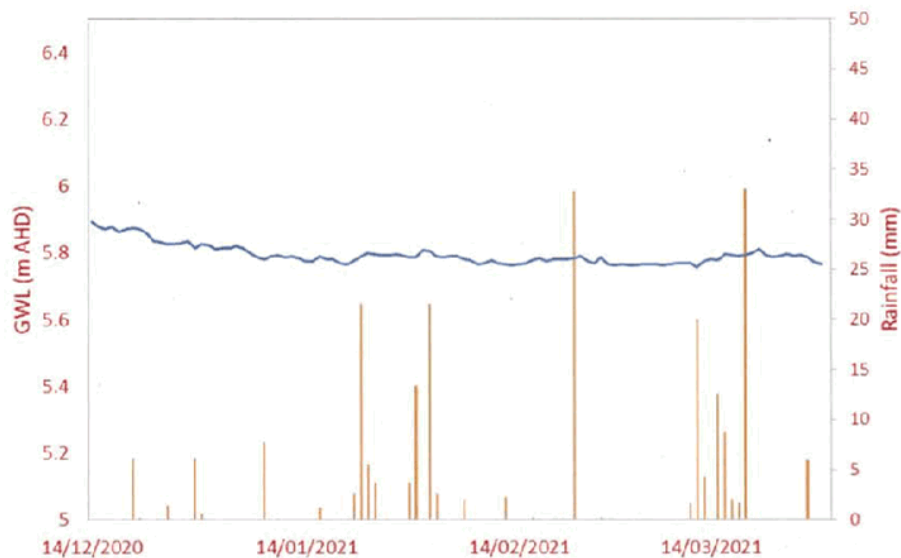
GW4-D



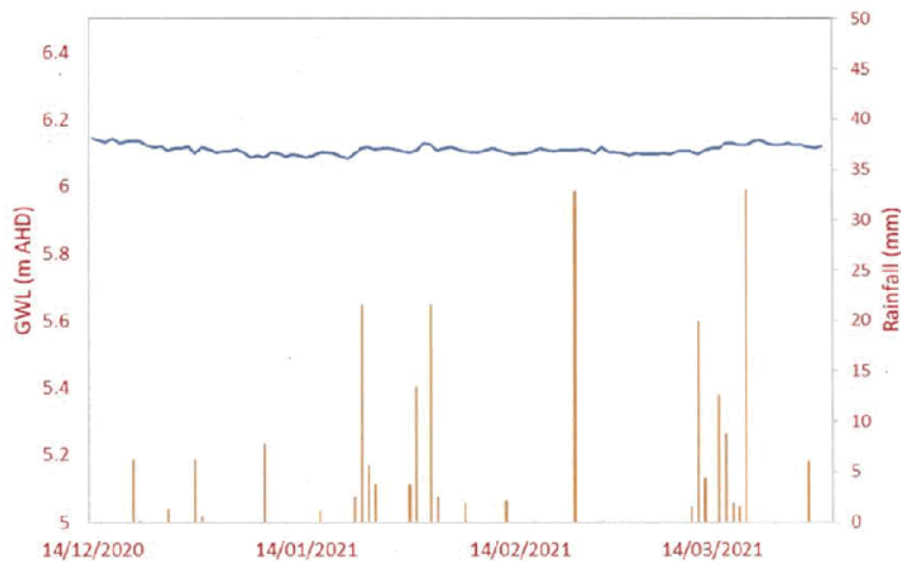
Groundwater Monitoring Data – 14/12/2020 to 30/3/2021  
Broome RRRP – Site D2



GW5-D



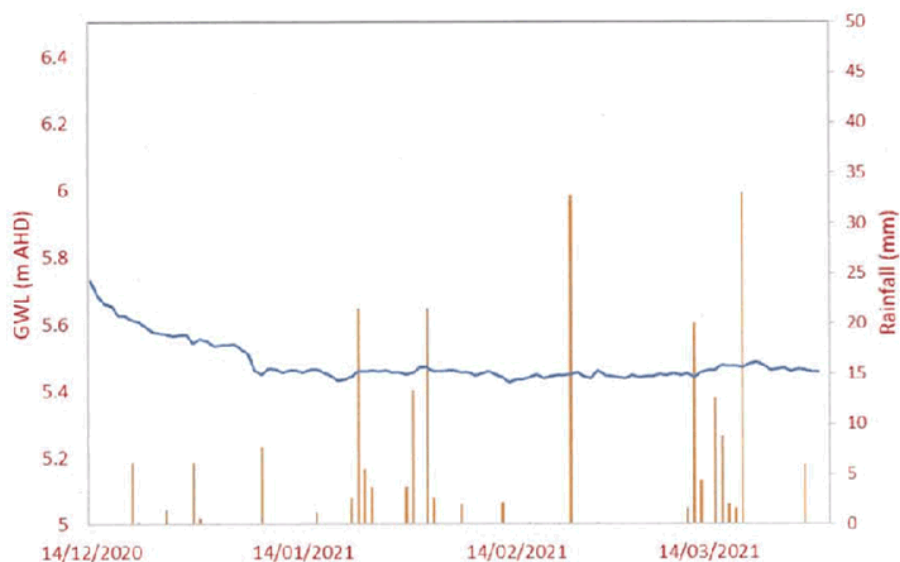
GW6-D



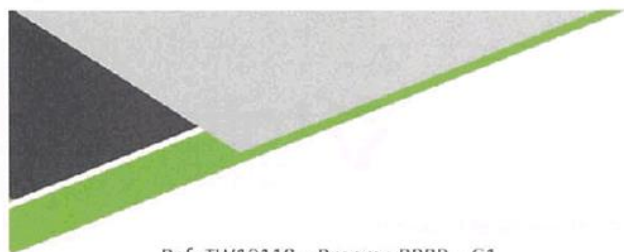
Groundwater Monitoring Data – 14/12/2020 to 30/3/2021  
Broome RRRP – Site D2



GW7-D







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## Memorandum

### Groundwater Monitoring Data – 14/12/2020 to 30/3/2021

Broome RRRP – Site G1

To:	Jeremy Macmath, Shire of Broome	
CC:		
From:	Gray Ralph, Talis Consultants	
Date:	7 April 2021	

The purpose of this Memo is to provide results of ongoing monitoring for groundwater levels (GWL) at the proposed Broome RRRP Site G1 located on the Great Northern Highway, Roebuck WA approximately 38 km north-east of the town centre.

## 1 Groundwater Monitoring Wells

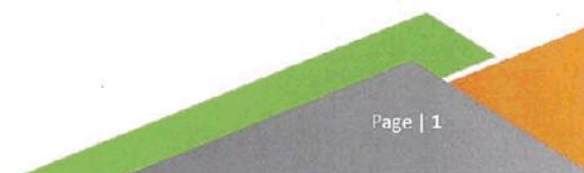
To understand the depth to water (DTW) and groundwater level response to rainfall across Site G1, five groundwater well clusters (GW1-5) which consisted of one deep well 'D' and one shallow well 'S' were installed at each location during November 2020 as part of the Phase 1 Hydrogeological Risk Assessment (see Talis, Site Investigation Report, February 2021). Groundwater monitoring is undertaken on a quarterly basis to confirm the baseline conditions. Groundwater levels for the 'D' wells, screened across the water table, are being monitored daily since installation using pressure transducers. The 'S' wells targeted the Pindan Plain Soils above the water table to allow future assessment of the significance of any temporary (wet season) perching of groundwater.

## 2 Groundwater Monitoring Well Locations

The groundwater monitoring wells have been placed at strategic locations across the site with particular focus on the proposed landfill footprint. The location of the monitoring wells is shown in Figure 1 and survey data is presented in Table 2-1 showing the elevation of the monitoring well top of casing (ToC) and ground level in meters above Australian Height Datum (m AHD).

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Groundwater Monitoring Data – 14/12/2020 to 30/3/2021  
Broome RRRP – Site G1



Figure 1: Groundwater Monitoring Well Locations



Table 2-1 Survey Data

Well ID	Northings (m)	Eastings (m)	Top of Casing (m AHD)	Ground level (m AHD)
Deep ('D') wells				
GW1-D	8028918.587	449726.723	22.201	21.453
GW2-D	8028629.441	449238.197	20.167	19.415
GW3-D	8028340.79	449721.717	21.188	20.441
GW4-D	8027672.937	449364.545	18.767	17.973
GW5-D	8028239.06	450209.918	24.327	23.593
Shallow ('S') wells				
GW1-S	8028918.825	449727.913	22.211	21.464
GW2-S	8028629.035	449239.474	20.08	19.400
GW3-S	8028339.666	449720.966	21.248	20.462
GW4-S	8027673.767	449364.464	18.769	17.989
GW5-S	8028239.442	450210.828	24.357	23.602

### 3 Rainfall

The rainfall recorded during the monitoring period and long-term average rainfall for Broome Airport (Bureau of Meteorology station No. 003003) is presented in Table 3-1. During the groundwater monitoring period (December 2020 to March 2021) the actual monthly rainfall for December 2020 was above average and January and February 2021 were below average.

Groundwater Monitoring Data – 14/12/2020 to 30/3/2021  
Broome RRRP – Site G1



Table 3-1: Monthly mean rainfall 1939 – 2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mean Rainfall (mm)	192.7	179.6	97.7	25.4	27.4	18.2	6.5	2.2	1.4	1.4	8.9	62.4
Actual	59.8	61.6	90	-	-	-	-	-	-	-	-	220

## 4 Depth to Water

The Depth to Water (DTW) recorded during the period is summarised in Table 4-1. The results indicate the minimum and maximum recorded DTW across the site was 7.3 and 12.9 m respectively.

The shallow 'S' wells screened above the regional water table including GW3-S and GW5-S were dry indicating no evidence of groundwater perching and are not discussed further.

Table 4-1 Depth to Water (meters below ground level, m bgl)

Well ID	Max	Min	Average	Range
GW1-D	10.0	9.8	9.9	0.2
GW2-D	8.0	7.8	7.9	0.2
GW3-D	9.4	9.2	9.3	0.3
GW4-D	7.7	7.3	7.5	0.4
GW5-D	12.9	12.7	12.8	0.2

## 5 Groundwater Levels

The groundwater levels (GWL) recorded at the beginning and end of the monitoring period are summarised in Table 5-1. The GWLs recorded from the pressure transducers (in m AHD) are presented in graphs together with daily recorded rainfall. Figure 2 presents the groundwater contour plan showing flow direction.

Table 5-1 Groundwater Level (m AHD)

Well ID	14/12/2020	30/3/2021
GW1-D	12.281	12.556
GW2-D	12.197	12.503
GW3-D	11.778	12.108
GW4-D	11.087	11.844
GW5-D	11.497	11.784

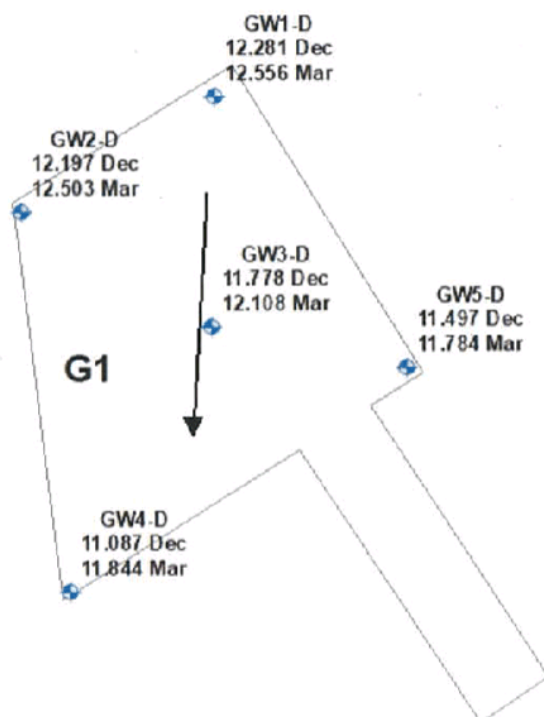
The results show an approximately 0.7 - 1.2 m fall in GWL across the Site from the north corner to the south corner indicating a southerly groundwater flow regime. This is consistent with the regional data and including Water Corporations modelling discussed in Section 3.3.1 of the Site Investigation Report (February 2021).

Groundwater Monitoring Data – 14/12/2020 to 30/3/2021  
Broome RRRP – Site G1



The results from pressure transducers plotted against rainfall show GWL respond rapidly to rainfall events indicating direct recharge to the aquifer from rainfall infiltration. GW4 and, to a lesser extent, GW2 showed a pronounced response to rainfall indicating localised recharge across the western side where the water table is shallowest and where natural drainage is developed off-site along the western site boundary.

Figure 2: Groundwater Contour Plan (m AHD)

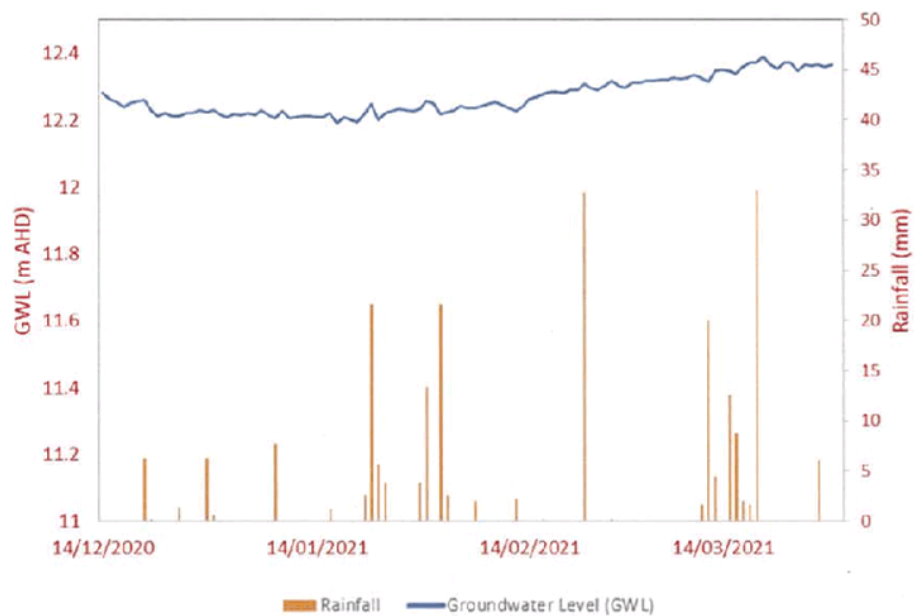




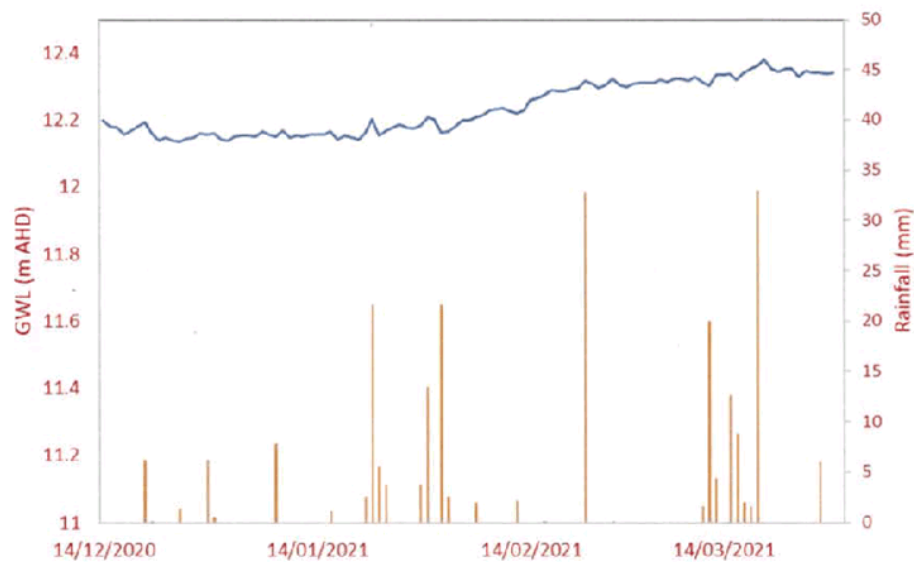
Groundwater Monitoring Data – 14/12/2020 to 30/3/2021  
Broome RRRP – Site G1



GW1-D



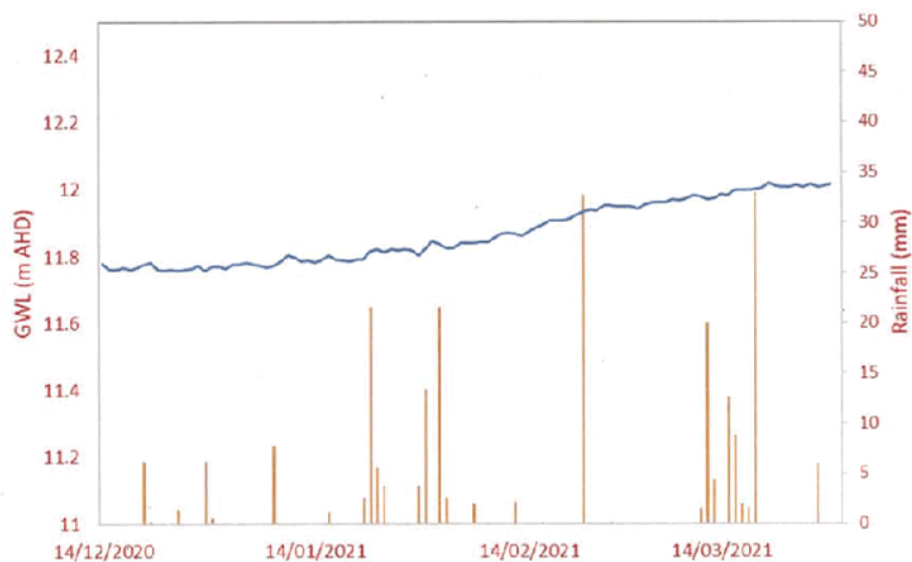
GW2-D



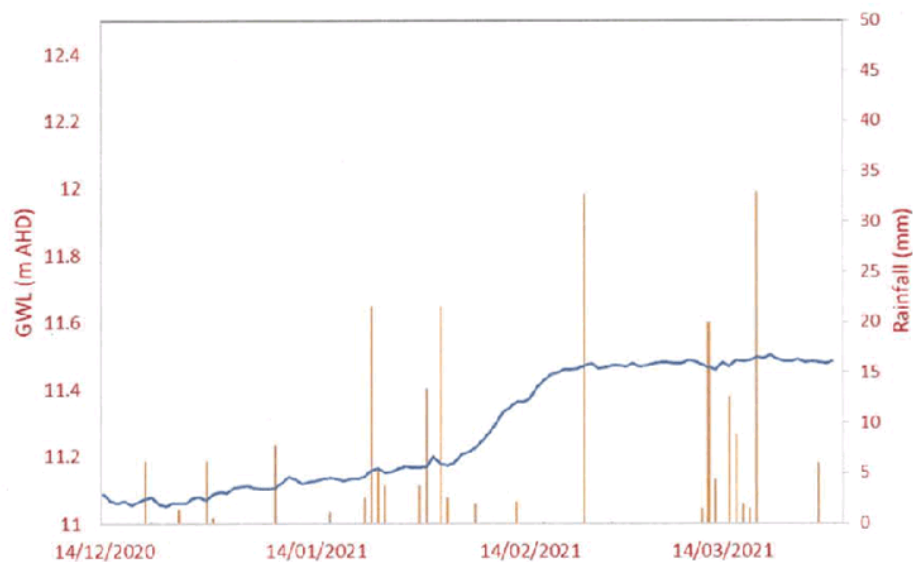
Groundwater Monitoring Data – 14/12/2020 to 30/3/2021  
Broome RRRP – Site G1



GW3-D



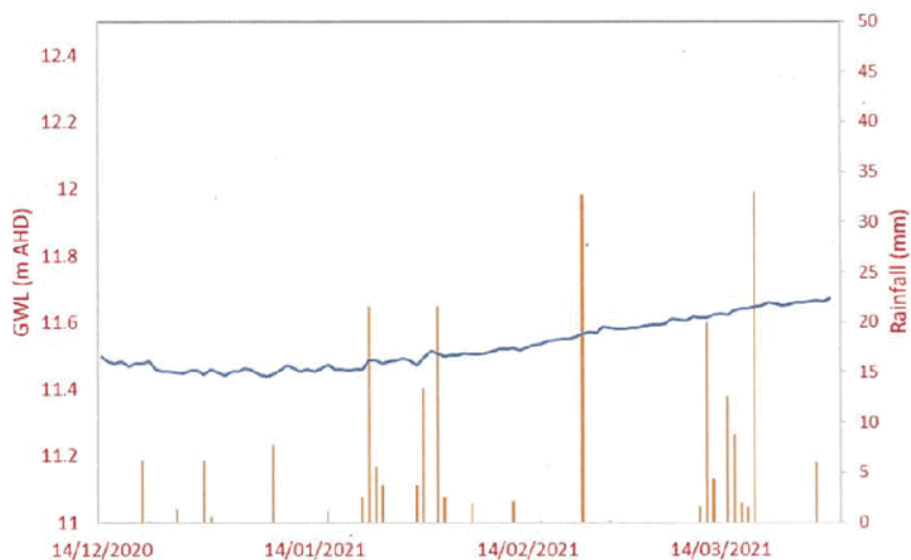
GW4-D



Groundwater Monitoring Data – 14/12/2020 to 30/3/2021  
Broome RRRP – Site G1



GW5-D



**9.2.2 DAMPIER PENINSULA WASTE MANAGEMENT PLAN**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	PLA99
<b>AUTHOR:</b>	Waste Coordinator
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Infrastructure
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The Dampier Peninsula Waste Management Plan (DPWMP) was undertaken by the Shire of Broome in response to a request from the Senior Officer Working Group (SOWG) regarding the concern over the perceived increase in waste and litter with the recent sealing of the Cape Leveque Road.

The DPWMP concluded that existing waste infrastructure and practices are not meeting legislative requirements and that there is a resulting potential negative impact on the environment and health of the communities on the Dampier Peninsula. An action plan was developed within the DPWMP and it is recommended that the Shire of Broome advocate the State government to ensure the action plan is implemented.

It is further recommended that the DPWMP is provided to the Dampier Peninsula Working Group (DPWG) through the SOWG and added as a reference document to the draft Shire of Broome Waste Strategy 2020 -2030.

**BACKGROUND**Previous Considerations

Nil

**COMMENT**

The Dampier Peninsula Project was established in mid-2019 to maximise the social and economic opportunities for Aboriginal communities on the Dampier Peninsula in the Kimberley region.

The project leverages off the \$65 million Commonwealth-State investment to fully seal the Cape Leveque road.

The intended outcomes of the Dampier Peninsula Project were to:

- Implement strategies to protect the unique environmental and cultural heritage values of the Dampier Peninsula and mitigate negative impacts on communities.
- Leverage economic opportunities for Aboriginal people on the Dampier Peninsula by improving the overall tourism experience and financial returns for operators, identifying economic opportunities across other sectors, and building local skills and enterprise capacity



The DPWG guides the project's implementation and ensures local needs and aspirations are prioritised.

DPWG members include representatives from the four largest Aboriginal communities on the Dampier Peninsula, as well as representatives from outstations, Aboriginal rangers and native title groups.

At the West Australian (WA) Government level, the project is jointly led by the Department of the Premier and Cabinet (DPC) and the Kimberley Development Commission (KDC). It is being delivered collaboratively across 19 local, State and Commonwealth government agencies.

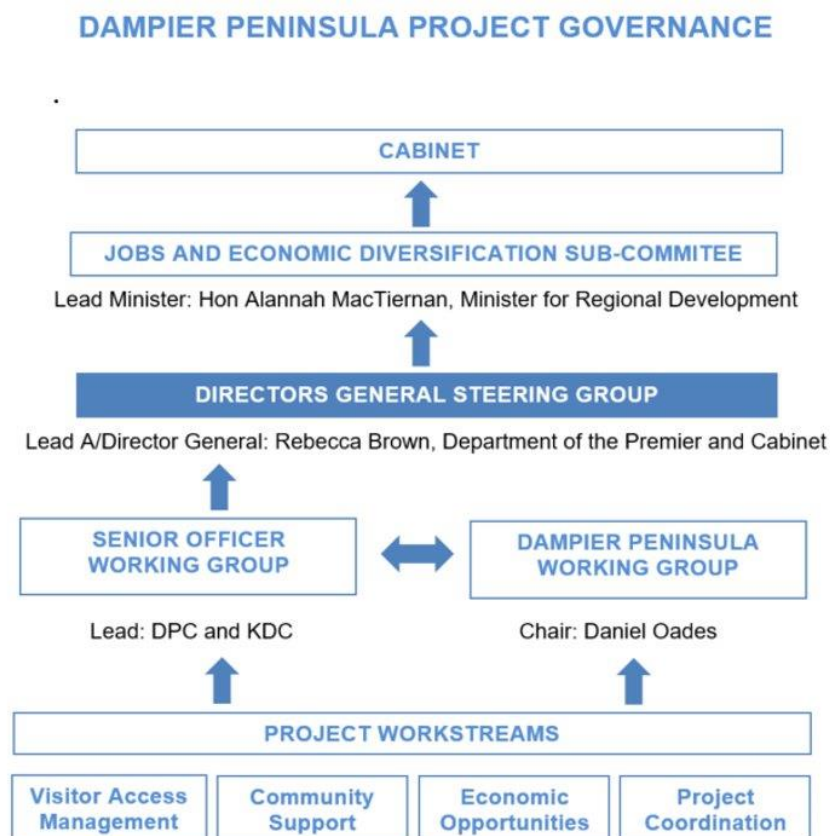
The Senior Officer Working Group is chaired by the KDC and coordinates government effort and project implementation

The DPWG identified 14 priority projects to work with government. In response, a project delivery program was developed through the SOWG with a lead government agency under four inter-linking project work streams as listed below:

- Visitor access management
- Community support
- Economic opportunities
- Project coordination

The Waste Management upgrade was led by the Shire of Broome under the Project Coordination work stream (Diagram 1).

**Diagram 1: Dampier Peninsula Project Governance**



ASK Waste Management were contracted by the Shire of Broome to complete the Shire of Broome Waste Strategy 2020-2030. As part of this project, ASK was also engaged to complete the Dampier Peninsula Waste Management Plan (DPWMP). An engagement strategy was undertaken for both documents. Information was collated and stakeholders' recommendations reviewed. Solutions for delivery of sustainable waste management services on the Dampier Peninsula were compiled in the document. It should be noted that the Shire of Broome does not currently provide waste services on the Dampier Peninsula. The DPWMP was undertaken as a visioning tool for the current residents/communities/businesses of the Dampier Peninsula.

The engagement plan was developed to include:

- Major communities
- Tourism/commercial operators
- Out stations
- Other stakeholders such as Dept of Communities, Main Roads etc.

The engagement process was delayed due to COVID19 restrictions and occurred in October 2020.

The stakeholder information gathered included;

- Current waste infrastructure, waste generation information, practices and issues
- Concerns around the future increase in visitor numbers and subsequent increase in waste
- Views about waste recovery and recycling
- Solutions for future waste /recycling services
- Business opportunities

Specifically, the investigations of the DPWMP conclude:

#### Landfill Operations

The landfills visited were generally well operated. However, they do not meet the minimum legislative requirements, the waste is regularly burnt including hazardous materials.

There is little or no guidance available, or training for the operators of the landfills.

There is a lack of process or system for the management of bulk waste streams, recyclable material or hazardous waste streams.

#### Litter Management

There is a litter problem on the Peninsula and there is concern that this will get worse with the road sealing.

Addressing local litter attitudes and practices and legacy litter issues (roadside litter on the Cape Leveque Road) was deemed a priority by many stakeholders.

#### Future Waste Management Preferences

There was a general preference for waste to be taken off the Dampier Peninsula for disposal at a better practice facility.

Community preferences for future waste management systems include the need to be community led, look after Country, and create training, education, employment and income opportunities within communities.

Future options must consider the needs of smaller settlements and outstations.

Concerns were expressed that whilst an improvement is required, the high unit cost of waste management operations in remote areas mean that it may be prohibitive for commercial operators to meet best practice standards.

Future options must consider the needs of smaller settlements and outstations.

#### Tourism Waste and Litter

Increasing tourism due to the sealed road will increase the responsibilities and costs for tourism providers and commercial operators to manage the waste.

Current public place waste and litter disposal is inadequate to meet the needs and expectations of visitors.

#### Construction and Demolition Waste

The significant amount of construction waste illegally dumped in the region indicates that a significant quantity of construction and commercial waste is not being managed in line with the regulatory requirements.

#### Better Practice Management of Small Rural Landfills

Many stakeholders indicated the need for better practice guidance for landfill management.

The Dampier Peninsula landfills that are within the scope of the Environmental Protection (Rural Landfill) Regulations, are in breach of many conditions within the regulations.

#### Stakeholder Collaboration

Responsibility for the management of waste and litter in the region is spread across many stakeholders and dependent on land ownership/vesting.

There is little collaboration between the numerous stakeholders relating to waste management on the Peninsula.

#### Actions

Actions from the findings of the DPWMP include:

- Undertake a hydrogeological investigation of existing community landfills to ascertain the impacts on groundwater and potable water sources:
- Closure of illegal landfills and address legacy waste and litter issues
- Undertake a waste data collection project for waste generated on the Dampier Peninsula
- Develop and introduce a coordinated waste collection and disposal system
- Undertake a feasibility study for the establishment of waste and recovery centres
- Close and rehabilitate community landfills
- Develop a multi stakeholder waste and litter working group to implement outcomes of the DPWMP

- Develop and implement a multi stakeholder litter strategy for the Dampier Peninsula
- Implement improved practices for management of tourist waste
- Develop a set of operating guidelines in relation to the disposal of waste products, construction waste and demolition debris from construction and demolition projects within communities on the Dampier Peninsula.
- Ensure landfills that fall within the scope of the Environmental Protection (Rural Landfill) Regulations 2002 are appropriately managed.
- Development of better practice guidance for small settlements in relation to the management of waste
- Develop an Emergency Waste Management Plan or protocol for the communities of the Dampier Peninsula

The actions are listed in priority of urgent to low, with no associated timeline. It is recommended that the DPWMP is provided to the Dampier Peninsula Working Group (DPWG) through the SOWG and that the CEO on behalf of the Council, advocates State Government to ensure the actions are undertaken as a priority. It should be noted that the DPWMP actions are the responsibility of numerous external agencies.

## CONSULTATION

ASK Waste Management

DWER

Stakeholders on and relating to the Dampier Peninsula (Table 1).

Councillors at a Council workshop.

**Table 1: Stakeholders on the Dampier Peninsula and type of consultation undertaken.**

Stakeholder	Consultation method
Beagle Bay Community	Visit
Lombadina Community	Visit
Djarindjin Community	Visit
Ardyaloon Community	Visit
Kooljaman Resort	Phone and visit
Cygnets Bay Pearls	Phone
Embalgun (Smithy Seaside Adventures)	Phone
Gumbarnun (Gumbarnan Wilderness Retreat)	Phone
Goobaragin (Goobaragin Eco Retreat)	Phone and visit
Gnylmarung	Phone and visit
Banana Wells (Banana Wells Getaway)	Phone
Arrow Pearls	Phone
Mercedes Cove	Phone
Willie Creek Pearls	Phone
Department of Communities	Phone
Department of Water and Environmental Regulation	Phone
Department of Fire and Emergency Services	Phone



<b>Shire of Broome (Environmental Health &amp; Rangers)</b>	Phone
<b>Main Roads Western Australia</b>	Phone
<b>Roadwise (WALGA)</b>	Phone
<b>Kimberley Regional Service providers</b>	Phone
<b>Cleanaway</b>	Phone
<b>Broome Visitor Centre</b>	Phone

The main Communities on the Dampier Peninsula and the Department of Communities were given the opportunity to comment on the draft DPWMP prior to tabling with the Shire of Broome.

After the endorsement at the Shire of Broome OMC, it is recommended that the DPWMP be provided to the Dampier Peninsula Working Group for reference and action. Further, that the DPWMP also be referenced in the draft Shire of Broome Waste Strategy 2020-2030.

## **STATUTORY ENVIRONMENT**

*Waste Avoidance and Resource Recovery Act 2007*

*Waste Avoidance and Resource Recovery Regulations 2008*

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

There are no financial implications from the recommended actions. The actions from the DPWMP are for external agencies to undertake.

## **RISK**

There is a potential reputational risk to the Shire if the actions in the DPWMP are not addressed. It may be perceived that the management of the health and environmental issues are Council's responsibility and that by not addressing the actions, Council is irresponsible.

Further, if State Government changes the management responsibilities of the services on the Dampier Peninsula without appropriate funding, Council may be responsible for the legacy management issues, including undertaking actions from the DPWMP.

The management agencies on the Dampier Peninsula may also undertake the action of closing the larger community landfills prior to the building of the Regional Resource Recovery Park (new landfill and CRC) in Broome. There is a risk of filling up the old landfill in Broome prior to its anticipated closure time with the additional waste from the Dampier Peninsula.

## **STRATEGIC IMPLICATIONS**

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

Effective communication

Affordable services and initiatives to satisfy community need

Accessible and safe community spaces

A healthy and safe environment

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

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

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

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

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

Sustainable and integrated strategic and operational plans

## **VOTING REQUIREMENTS**

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

- 1. Endorse the Dampier Peninsula Waste Management Plan;*
- 2. Provide this document to the Dampier Peninsula working group through the Senior Officer Working Group;*
- 3. Acknowledge the Dampier Peninsula Waste Management Plan is referenced in the draft Shire of Broome Waste Strategy 2020-2030 as a reference document; and*
- 4. Endorse the Shire Chief Executive Officer to advocate state ministers to ensure the health of the communities on the Dampier Peninsula and address as a priority, the actions outlined in the Dampier Peninsula Waste Management Plan.*

## **Attachments**

1. Attachment 1 - Dampier Peninsula Waste Management Plan



# Waste Management Plan

## Dampier Peninsula



December 2020

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## Acknowledgements

ASK Waste Management acknowledges the Traditional Owners of the land in which we work and live, and pays respects to Elders past, present, and emerging.

ASK also gratefully acknowledge the cooperation of the many stakeholders that provided information and assistance in the development of this report.

## Disclaimer

Information in this document is current as of November 2020. While all professional care has been undertaken in preparing the document, ASK Waste Management accepts no liability for loss or damages incurred as a result of reliance placed on its content.

Any plans, designs or otherwise contained in this report are schematic and are provided for general guidance only. No reliance should be made by any user on this material for construction purposes. Advice must be sought from a suitably qualified engineer, prior to any construction, excavation or otherwise.

The mention of any company, product or process in this report does not constitute or imply endorsement by ASK Waste Management.

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# EXECUTIVE SUMMARY

The Dampier Peninsula offers a mix of iconic attractions and tourism experiences. With the recent sealing of the Cape Leveque Road, it is likely the Region will experience a rapid expansion in visitation rates, resident populations through local indigenous people returning to Country and the development of new commercial and tourism operations. Increasing population and tourism pressures will bring a new set of challenges for waste management in the Region.

In recognition of this, the Shire of Broome engaged ASK waste Management to prepare a Dampier Peninsula Waste Management Plan (DPWMP) to guide the direction and delivery of sustainable waste management services into the future. The central objectives of the DPWMP are focused on protection of human health and the environment, increasing resource recovery, meeting regulatory requirements, addressing concerns and preferences from stakeholders for future waste management within the region and maximising local economic development and employment opportunities.

## Baseline Assessment

A baseline assessment of waste practices was undertaken to inform the project outcomes. Waste management on the Dampier Peninsula is basic. All communities, outstations and tourism operators manage their own waste and there is no coordination. Landfills are not generally sited appropriately, do not comply with minimum regulatory operational requirements and are likely to be impacting on the health of communities and the environment. There is minimal recovery of resources occurring. Litter within communities and along roadways is also a significant concern.

## Stakeholder Consultation

To guide the actions of the DPWMP consultation was undertaken to establish the opinions of people who live and work on the Dampier Peninsula regarding current waste management issues and future preferences for waste management in the region. The overall conclusions that emerged from the consultation indicates:

- Concern at the way waste is currently managed on the Peninsula particularly around impacts on the health, the environment and visual amenity
- Local litter attitudes and practices is a priority issue to be addressed
- Concern about the increased utilisation of resources (both human resources and landfill capacity) in needing to manage increased volumes of waste disposed from tourists
- Tourist waste disposal points/litter collection infrastructure is believed to be inadequate and needs improvement to manage the increase of waste expected
- There was a general preference for waste to be taken off the Dampier Peninsula for disposal at a better practice waste management facility
- Community preferences for future waste management systems include the need to be community led, look after Country, and create training, education and employment opportunities within communities
- More opportunity to recycle waste streams in accessible and convenient locations is desired
- Future management options must also consider needs of smaller settlements and outstations
- More education on appropriate waste management for all stakeholders on the Peninsula is needed.

## Action Plan

To meet the objectives of the DPWMP, waste and litter management practices need substantial improvement. A plan has been developed to guide stakeholders towards the delivery of sustainable waste management services for the region. The key action areas include:

- Undertake a **hydrogeological investigation** of existing community landfills to ascertain the impacts on groundwater and potable water sources.
- **Waste data collection** to facilitate effective planning of the waste system service needs and infrastructure requirements.
- **Remediation of illegal and legacy waste and litter issues.**



- Development of a **best practice waste management system** including coordinated collection services and disposal of waste at an appropriately sited, lined and managed landfill. The feasibility of establishing a network of waste and recovery centres (W&RC) to support the coordinated waste collection and disposal system should also be determined.
- The **closure and rehabilitation of community landfills** upon implementation of the new coordinated waste management system.
- Addressing stakeholder issues and concerns in relation to **management of waste and litter from tourists to the Region.**
- Development of processes for **better management and control of waste from construction and demolition projects** within communities.
- **Better Practice management systems** for small rural landfills that fall within and outside of the *Environmental Protection (Rural Landfill) Regulations 2002*.
- **Development of an emergency waste management plan or protocol** to ensure waste from emergencies and disasters that impact the region can be quickly and efficiently managed to protect residents on the Peninsula.
- **Development of a multi stakeholder waste and litter working group** to progress the actions of the DPWMP.
- Development of a **multi stakeholder Dampier Peninsula Litter Strategy.**

Integral to the success of any action will be the need for ongoing community and stakeholder engagement, acceptance, education and awareness and is as important as the provision of physical infrastructure and collection systems.

This DPWMP links government regulatory and policy requirements with the identified objectives for waste management service provision on the Dampier Peninsula to form an overarching strategic document to guide waste service delivery into the future.

#### 2021 ADDENDUM TO REPORT

Since the DPWMP has been completed, Aboriginal communities have received \$38.9 million dollars to upgrade water services from the State Government's WA Recovery Plan. Water Corp has also become the service provider for the communities of Ardyaloon, Djarindjin, Lombadina and Beagle Bay. The plans include relocating bores.

## 1 INTRODUCTION

The Shire of Broome (the Shire) engaged ASK Waste Management (ASK) to prepare a waste management plan for the Dampier Peninsula to guide the direction and delivery of sustainable waste management services into the future.

The Cape Leveque Road and its tributaries link Aboriginal communities, outstations, commercial operations and pastoral stations on the Dampier Peninsula with the highway to Broome and forms the main rural road network within the Shire of Broome. With the sealing of the Cape Leveque Road anticipated to be completed by December 2020, traffic movements are likely to increase by up to 40 per cent by 2030 (KPP Business Development, 2018).

With the increase in visitors, there will be more waste and litter generated within the Peninsula. A waste plan is required to address this issue and capitalise on the more efficient transport of waste materials that the sealed road may allow.

The Shire of Broome does not provide waste services on the Dampier Peninsula.

### 1.1 PURPOSE OF THE DPWMP

The purpose of the Dampier Peninsula Waste Management Plan (DPWMP or the Plan) is to provide a framework to deliver sustainable waste management services to the Dampier Peninsula.

### 1.2 OBJECTIVES

The objectives of the DPWMP have been developed based on consultation with the stakeholders, the objectives are to:

- Limit negative health and environmental impacts from waste and litter management
- Meet regulatory requirements
- Align with the objectives and targets of the Waste Authority, Waste Avoidance and Resource Recovery Strategy 2030
- Ensure appropriate, cost effective and sustainable waste management services for communities
- Maximise viable resource recovery
- Address concerns and preferences from stakeholders for future waste management within the region
- Ensure community driven solutions with continued consultation
- Maximise local economic development and employment opportunities.

### 1.3 DAMPIER PENINSULA

The Dampier Peninsula (the Peninsula) is located north of Broome in the Kimberley Region of Western Australia. It encompasses an area (excluding the islands) of approximately 1,100 km of coastline and 990,000 ha of land. Census records indicate 1,113 people reside on the Peninsula (ABS 2016). Aboriginal and/or Torres Strait Islander people make up 86.3% of the population. The Peninsula is home to Aboriginal people of six different language groups and around half of the Peninsula is covered by Aboriginal Native Title.

There are four main settlements on the Dampier Peninsula being the Aboriginal communities of Ardyaloon (formerly One Arm Point), Beagle Bay, Djarindjin and Lombadina, together with over 50 settlements of varying sizes and populations, **Figure 1.1** shows the northern portion of the Peninsula. These settlements are linked to Broome via the Cape Leveque Road which is 220km in length.

There are several different stakeholders on the Peninsula, including:

- Residents
- Native Title holders
- Freehold landowners
- Approximately 50 lease holders (under both the Land Administration Act 1997 and Aboriginal Affairs Planning Authority Act 1972)
- Community corporations with their associated retail outlets and other enterprises
- Aquaculture and agricultural businesses

- Resources services industry
- Tourism business (including resorts, camping grounds, small tour operators).

The Dampier Peninsula offers a mix of iconic attractions and tourism experiences. With increased accessibility to the region through the sealing of the main access road, the region is likely to experience a rapid expansion in visitation rates and expanding resident populations through local indigenous people returning to Country and the development of new commercial and tourism operations.

Figure 1.1 Map of the northern portion of the Dampier Peninsula (DPPS, 2015)



#### 1.4 WASTE MANAGEMENT SERVICES – THE INCREASED RISKS

Typically, communities, settlements and outstations (including commercial operators) on the Dampier Peninsula are small in size, sparsely dispersed, away from major markets and central service economies (i.e. equipment servicing and repairs), which results to high unit costs for the provision of “conventional” waste management services that are used in urban waste collection, processing or disposal systems. Therefore, waste management practices in remote areas are often very basic, increasing the risk of potential health, environment, social and economic problems for those living, working and visiting the region.

A literature review of waste, and its relationship to health and wellbeing, in rural and remote Aboriginal communities was conducted in 2017 (Swinburne University). The review states that *‘potential health issues are associated with every step of the handling, treatment and disposal of waste. Health impacts may occur following exposure to environmental hazards found in wastes. Waste is a complex mixture of different substances - only some of which are intrinsically hazardous to health’*.

Hazards in waste include:

- Biological – Microorganisms can cause a range of communicable diseases including gastroenteritis, respiratory illnesses, parasitic infections and skin infestations.
- Chemical – Heavy metals (lead, arsenic, chromium) from paints, solvents, batteries, e-waste, landfill leachate and gas emissions from the burning of waste (including ammonia, sulphur dioxide, nitric oxide, volatile organic compounds, polyaromatic hydrocarbons, dioxin, furans).

- Physical – Sharp objects that may cause trauma or particulate matter that may be harmful when inhaled including asbestos, clinical waste (needles) broken bottles, sharp objects. Flammable/explosive material (e.g. aerosol cans, tyres, methane) also pose physical hazards for those working in landfills.
- Indirect – Solid waste often provides an environment suitable for harbourage and proliferation of disease vectors such as mosquitoes, flies, vermin and cockroaches. These vectors may be capable of transmitting a range of diseases under suitable environmental conditions.

People may be exposed to these hazards via various routes including inhalation (e.g. dust, ash or smoke emitted from the landfill), ingestion (e.g. via water supplies contaminated with landfill leachate), direct contact (physical injury, chemical burns) and through vector transmission.

Waste can also have a significant impact on the environment through greenhouse gas emissions, pollution, biodiversity loss and resource depletion (Environmental Protection Authority, 2015).

The appropriate management of waste through access to better practice waste management systems, including recycling and disposal (landfill) facilities, is critical to protect public health and the environment from the negative impacts of waste.



## 2 DRIVERS AND INFLUENCERS

There are several government projects, policies and legislation that direct and influence the outcomes of this project.

### 2.1 DAMPIER PENINSULA ACCESS MANAGEMENT PLAN (2005)

The Dampier Peninsula Access Management Plan was prepared in 2005. The Management Plan was sponsored by Mamabulanjin Aboriginal Corporation overseen by the Department for Indigenous Affairs. The Management Plan addressed the implications of improvements to Cape Leveque Road to the people of the Peninsula.

The main recommendation from the Management Plan regarding the Peninsula was to *'prepare and implement a Waste Disposal and Management Strategy that would (among other things) minimise the number of landfill sites on the Dampier Peninsula'*.

### 2.2 DAMPIER PENINSULA PLANNING STRATEGY 2015

The Dampier Peninsula Planning Strategy 2015 (DPPS) was produced by the Western Australian Planning Commission and Department of Planning to reflect the long-term land use, infrastructure provision, access and development aspirations of Traditional Owners, Dampier Peninsula residents and other land holders.

The stated objective of the DPSS in relation to waste is *'To ensure that there are no unauthorised waste management sites on the Dampier Peninsula.'* The strategy to achieve this is listed as *'Improve waste management (collection and facilities) on the Dampier Peninsula through the integration of waste collection services and sharing of waste management infrastructure where practicable and cost effective.'*

The other actions relating to waste management have not been listed here, but include topics such as:

- The need for and location of waste disposal, material recovery, resource recovery and waste transfer infrastructure on the Dampier Peninsula
- Waste management facilities (landfill, a material and resource recovery facility and possible multiple transfer stations) needs to be further investigated through the local planning strategy process.
- Provide education and support to all waste generators on the Dampier Peninsula on approaches to progressing towards zero waste.
- Require new development located outside of the towns to transfer all waste that cannot be recycled or reused on site to a designated transfer station or landfill

### 2.3 ESSENTIAL AND MUNICIPAL SERVICES UPGRADE PROGRAM (EMSUP)

The Regional Resources Reform Unit (RRRU) is part of the Department of Communities and has been operating since 2015 after the withdrawal of Federal funding used by the State for delivery of essential services to remote Aboriginal communities.

Under the Essential and Municipal Services Upgrade Program (EMSUP), the State Government, through the RRRU, will progressively upgrade infrastructure in larger remote Aboriginal communities to standards comparable to other regional towns. This will enable the delivery of improved power, water and wastewater services, and municipal services such as road maintenance and waste collection. A future step may include handing the balance of the municipal services back to local government to manage.

The State Government recognises that the living conditions of families in remote Aboriginal communities must improve through mutual accountability between households, communities and government.

The first 10 remote Aboriginal communities to participate in the Essential and Municipal Services Upgrade Program include four communities located on the Dampier Peninsula: Ardyaloon, Beagle Bay, Djarindjin, and Lombadina.

The outcomes of the DPWMP will inform the future of waste management infrastructure within the region that may be progressed through the EMSUP program.

## 2.4 WASTE AVOIDANCE AND RESOURCE RECOVERY STRATEGY 2030

The Waste Avoidance and Resource Recovery (WARR) Strategy 2030 was released in 2019, with a key focus to generate less waste, recover more value and resources from waste, and to protect the environment by managing waste responsibility.

The Strategy defines a shared responsibility for improved waste management outcomes for Western Australia across all stakeholders including individuals, households, neighbourhoods, community groups, schools, small and big businesses, local governments, waste managers, the State Government and the media. The Strategy set targets for waste avoidance and resource recovery and requires all stakeholders to commit to adopting best practice waste management and engagement. The principles and approaches in this Strategy apply to waste management across WA, regardless of the type, form or source of waste.

## 2.5 WASTE AVOIDANCE AND RESOURCE RECOVERY (WARR) 2030 ACTION PLAN

The WARR 2030 Action Plan clarifies the specific actions, responsibilities and collaborations to achieve the objectives of the WARR strategy. Actions that are relevant to rural and remote communities which may have some impact over the life of the Plan include:

<p>Action 1.11 <b>Managing waste in regional/remote communities</b></p>	<p>In consultation with relevant State Government agencies, local government and communities, develop pragmatic guidelines for the design, maintenance and management of waste services and infrastructure in regional/remote communities, including Aboriginal communities.</p>
---	--

## 2.6 ENVIRONMENTAL PROTECTION (RURAL LANDFILL) REGULATIONS 2002

Within Western Australia, small rural landfills are generally managed under the *Environmental Protection (Rural Landfill) Regulations 2002*. These regulations apply to landfills that receive more than 20 but less than 5000 tonnes per year. They cover the siting, operation and closure requirements for rural landfills. These regulations apply to the community landfills and potentially some of the larger tourism operators within the region.

Many small settlements on the Peninsula, with a population of less than 40 people, are likely to produce less than 20 tonnes of waste per annum in a typical year. However, when any works are completed to buildings or infrastructure, the 20 tonnes per year threshold is likely to be exceeded and trigger the need for the facility to be registered with DWER.

There is currently no legislation or better practice guidance on the operation for landfills that received less than 20 tonnes per year.

## 2.7 SHIRE OF BROOME REGIONAL RESOURCE RECOVERY PARK

The Shire of Broome is progressing with feasibility and monitoring activities to determine the preferred site for a new waste management facility. With the current landfill approaching the end of its operational life, it has become critical for the Shire to establish a new Regional Resource Recovery Park (RRRP) that includes a landfill with the capacity to service the community for at least another 70 years.

The Shire has identified two potential sites for the establishment of the RRRP, including a site off the Cape Leveque Road. The facility is proposed to incorporate best practice lined landfill cells and facilities for the recovery of resources. The facility is anticipated to be completed and operational by 2024. Waste from the Dampier Peninsula could potentially be transferred to this facility once it is operational.

## 2.8 CONTAINER DEPOSIT SCHEME 'CONTAINERS FOR CHANGE'

WA's container deposit scheme (CDS) 'Containers for Change' commenced in October 2020 and is run by not-for-profit WA Return Recycle Renew Ltd. The CDS allows consumers to take beverage containers to a refund point to receive a refund of 10 cents per container. For communities without kerbside recycling services it provides an opportunity to participate in recycling activities. There are two CDS refund points within the Shire of Broome; one within the town of Broome and another in the Djarindjin Aboriginal Community on the Dampier Peninsula.

### 3 EXISTING SERVICES AND INFRASTRUCTURE

The following section provides an overview of waste data for the Dampier Peninsula and outlines the waste management services provided.

#### 3.1 POPULATION DATA

According to the ABS 2016, the total population of the Dampier Peninsula is 1,113 people. This does not include visitors, in particular long-term visitors living on the Dampier Peninsula during the dry season (April - November). The actual population at any one time is likely to be higher than that reflected in the ABS as there is significant variation in occupancy within communities depending on when family members and visitors come to stay with relatives and friends, often for extended periods of time.

#### 3.2 WASTE QUANTITIES

Solid waste is generally categorised into three major streams:

- **Municipal Solid Waste (MSW)** – Waste derived from residential and public activities, collected by local governments (or their agents) from households, public places and public buildings. Municipal waste may include waste from small commercial premises or other similar activities where this is collected as part of the standard local government service. (DWER census glossary)
- **Commercial and Industrial Waste (C&I)** – Waste produced by institutions and businesses including schools, restaurants, offices, retail and wholesale, including manufacturing. (WARR 2030)
- **Construction and Demolitions Waste (C&D)** – Waste produced by demolition and building activities, including road and rail construction and maintenance and excavation of land associated with construction activities. (WARR 2030)

There is currently no waste data available regarding waste types and volumes generated within communities and settlements on the Dampier Peninsula. Landfill facilities within communities are unstaffed and there is no data collected on the quantities disposed.

To estimate the waste generation in the Peninsula, the WA average per capita non-metropolitan waste generation values (Table 3.1) and the population of the region (Section 3.1) has been used.

Table 3.1 Average waste generation rates for rural and regional WA – kg/capita (ASK, 2019)

MSW	C&I	C&D	Total
600kg	800kg	1,100kg	2,500kg

Based on this data, the estimated total quantity of waste generated per annum within the Dampier Peninsula is 3,000t as shown in Table 3.2. It is noted, however, this number is an approximation and does not take into account waste generated by any tourists and the impacts of population fluctuations within communities. It is likely the actual quantity of waste generated in the Peninsula will be between 3,000 – 4,500 tonnes per annum.

Table 3.2 Estimated tonnes of waste generated per annum on the Dampier Peninsula

	MSW	C&I	C&D	Total (rounded to nearest 1000)
Estimated tonnes of waste generated	670	890	1,220	3,000

#### 3.3 WASTE GENERATION PROJECTIONS

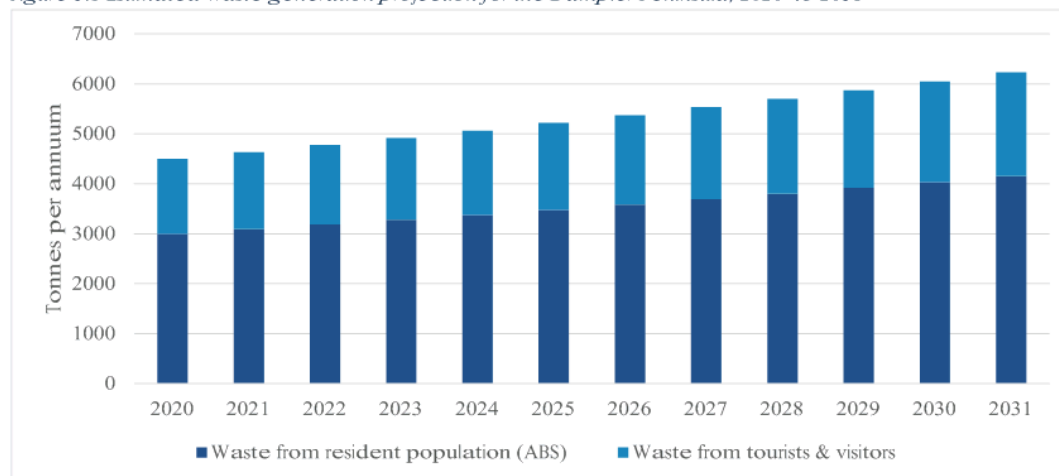
Once the Cape Leveque Road is sealed, access to Broome will be easier and it is possible more people will return to live on Country. In addition, there will be an increase in tourists and commercial business in the area. Therefore, the quantity of waste generated in the Peninsula will increase.

Waste generation projections have been made to 2031 based on the population growth data provided by the Dampier Peninsula Planning Strategy (DPPS) 2015. The DPPS projects growth in the Kimberley to be high in the context of the State and predicts an average annual population growth rate of approximately 3% between 2004 and 2031. The growth rate is expected to decline from about 2.93% per annum between 2007 and 2012 to less

than 2% in the decade ending 2031. The Dampier Peninsula's population is expected to reflect this forecast. This is reflected in **Figure 3.1** that shows the total annual waste generation projection to 2031.

The waste projections shown in **Figure 3.1** include the estimated quantity of waste produced by the resident population of the Peninsula and likely additional quantity of waste generated by tourists and the impacts of population fluctuations within communities. This shows that approximately 4,000 – 6,000 tonnes of waste being generated by 2031. This is an increase of approximately 75% in 11 years.

*Figure 3.1 Estimated waste generation projection for the Dampier Peninsula, 2020 to 2031*



### 3.4 WASTE INFRASTRUCTURE, OPERATIONS AND SERVICES


Basic waste management facilities exist on the Dampier Peninsula. All communities, outstations and tourism operators manage their own waste and there is no coordination. The following sections provide a summary of the Peninsula's waste management infrastructure, operations and services.

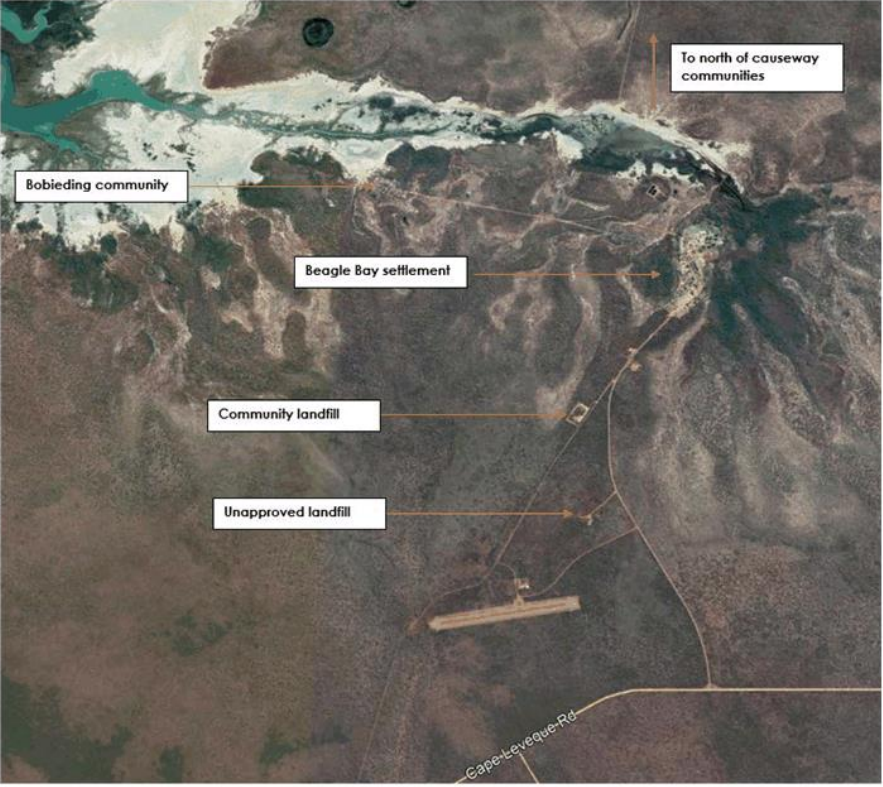
#### 3.4.1 Towns (*Aboriginal Communities*)

The communities of Ardyaloon, Djarindjin, Lombadina and Beagle Bay are identified as towns within the Dampier Peninsula Planning Strategy. Towns are defined as large permanent settlements with a substantial population that provide a range of community, government and commercial services. These communities have access to essential and municipal services and infrastructure (power, potable water, sewerage disposal and treatment and solid waste collection and disposal). Towns support smaller near-by settlements, minor settlements and tourist activities on the Dampier Peninsula. Ardyaloon, Djarindjin, Lombadina and Beagle Bay and were visited as part of the project to gain a broader understanding of waste management services provided and are described in the following tables.



Table 3.3 Beagle Bay

General information	<p>Beagle Bay is located 120km from Broome by road. The township is a formally established entity, and its main function is as a service centre for the Beagle Bay/Pender region.</p> <p>The Beagle Bay community comprises of the town settlement (Beagle Bay), settlements of Bobieding and Billard with a population of approximately 350 – 370 people. There are around 45 outstations with a population of around 60 - 70 people.</p> <p>Population fluctuates in the wet season when people from surrounding outstations come into the community.</p>
Industry types	Store, school, office, clinic, workshops, training centre, women's centre, tourism (Beagle Bay Mission)
Waste service provision	<ul style="list-style-type: none"> <li>The Department of Communities (DOC) fund waste services to the community which are delivered through the Kimberley Regional Service Providers (KRSP). The services include kerbside rubbish collection, bulk waste collection, pushing up and digging of trenches, and litter collection within the main community.</li> <li>Rubbish collection is undertaken twice weekly with two 240L MGBs per household.</li> <li>Regular bulk waste collection is provided.</li> <li>There are five KRSP staff employed at Beagle Bay. Waste is just one role. A lot of staff time is spent on litter collection.</li> </ul>
Waste types	Domestic waste, packaging waste, paper and cardboard, beverage containers, construction and demolition waste, tyres, hazardous household waste, whitegoods, car bodies
Waste Infrastructure	The community has two landfills. One is the designated community landfill, the other is an illegal landfill used by the community and others (contractors, tourists) for waste disposal. The illegal landfill was originally a 'borrow pit' for roadworks near Beagle Bay.
Waste plant	<ul style="list-style-type: none"> <li>The community have access to a rear lift waste collection truck, a loader which they have for the majority of the year (used by KRSP for pushing up waste and digging trenches at other landfills in area) and a tipper truck for bulk waste collection. The equipment is supplied by the DOC through the Municipal Services Program.</li> <li>They report no problems with servicing and repairs, either someone comes to repair the plant or it is taken to a workshop.</li> </ul> <p><i>Waste plant used at Beagle Bay</i></p> 
Landfill siting	<ul style="list-style-type: none"> <li>Department of Water bore data indicates groundwater is within 1-5m of the surface</li> <li>During flood events at Beagle Bay the entire community living area is surrounded by flood water, to the point that the current living area is referred to as an 'island'. This means that during the wet season flooding can occur that completely surrounds the living area and most community infrastructure. (DPLH, 2018)</li> <li>The residential settlement is located within the 2000m minimum separation distance set for landfills within the Department of Planning, Lands and Heritage (DPLH), Aboriginal Settlements Guideline 3. The Beagle Bay Community Layout Plan (DPLH, 2018) states that this is a land use hazard with a medium level management priority due to the potential risk of contaminants leaching into the groundwater. The DPLH recommends a new landfill location should be identified in the future that is at least two kilometres away from the community living area and of less risk to the quality of drinking water.</li> </ul>

	<p>Image showing location of landfills in relation to Beagle Bay settlement</p> 
<p>Landfill operation</p>	<p>The community landfill is located on 1.3km south of the community with a short sand/gravel road leading to the site from the main sealed road into Beagle Bay.</p> <ul style="list-style-type: none"> <li>• The landfill is fenced and well maintained with minimal windblown waste or litter observed surrounding the site.</li> <li>• Car bodies separated and collected on occasions.</li> <li>• Some gas bottles, tyres separated where possible and stockpiled.</li> <li>• Uncontrolled access to the facility as it is not gated.</li> <li>• All waste is burnt (twice per week).</li> <li>• Waste covered only at end of trench life, which is approximately 14months per cell.</li> <li>• DOC contractors allegedly dumping asbestos at landfill, community is concerned about impacts.</li> <li>• No hazardous materials disposal options, with whatever placed in bin or trench burnt as required. This includes e-waste, batteries, tyres, asbestos waste, clinical waste, and used motor oil.</li> <li>• No training, operational planning and procedures, post closure plan or information kept on location of completed cells/trenches.</li> <li>• In general the operation of the landfill does not comply with the <i>Environmental Protection (Rural Landfill) Regulations</i>.</li> </ul>

	<p><i>Images of Beagle Bay community landfill</i></p> 
<p>Unapproved landfill</p>	<ul style="list-style-type: none"> <li>• The unapproved landfill is located further south of the community with a short sand/gravel road leading to the site from the main sealed road into Beagle Bay.</li> <li>• It is reportedly used by the community and others (contractors, tourists) for waste disposal.</li> <li>• The waste is burnt once a week and every couple of days waste is pushed back into pit. Tyres are pulled out of waste where practicable and stockpiled.</li> <li>• The landfill is not fenced, there is no firebreak and no signage.</li> <li>• The landfill does not comply with the <i>Environmental Protection (Rural Landfill) Regulations</i>.</li> </ul> <p><i>Images of unapproved landfill</i></p> 
<p>Landfill capacity</p>	<p>Capacity at the community landfill is said to be limited. There are no records of the location of old trenches.</p>



Table 3.4 Djarindjin

General information	<p>Djarindjin is located on the west coast of the northern Dampier Peninsula sub-region approximately 190km north of Broome, and 60km north of Beagle Bay. The township is approximately 2km due west of Cape Leveque Road.</p> <p>Djarindjin is part of a single urban area that incorporates Lombadina Aboriginal community and the Lombadina Mission. Djarindjin Aboriginal Corporation manages a 56,727ha Crown Lease. This area includes part of the Djarindjin/Lombadina township, including an airstrip, (existing and proposed) powerhouse, multi-function police station, proposed drinking water protection area and several independent outstations. Djarindjin has grown very rapidly over the past 30 years. It is expected that Djarindjin will continue to experience constant growth into the future. (DPLH, 2016)</p> <p>There are currently 57 houses within Djarindjin with an estimated population of approximately 400. (Nathan Melvor, per comms)</p> <p>The community is not open to tourists.</p>
Industry types	<ul style="list-style-type: none"> <li>General store, café, roadhouse, airport, workshop, community resource centre, mechanic workshop, CDS return point.</li> <li>Djarindjin will be opening a caravan park in December next year. The park will have 37 powered sites and 10-15 camping sites.</li> </ul>
Waste service provision	<p>Department of Communities (DOC) fund the community approx. \$275,000 per annum to provide basic municipal services including rubbish collection, parks and gardens maintenance, road maintenance, installation and maintenance of firebreaks and waste facility management. Three full time employees and approx. five casual employees work in this space.</p> <ul style="list-style-type: none"> <li>One 240L MGB is provided to each household. Additional MGBs are provided depending on numbers of residents in houses. Bins are repaired and maintained where possible (wheels, pins frames, lids).</li> <li>Bins are collected twice weekly.</li> <li>Bulk waste is collected kerbside every two months</li> </ul>
Waste types	Domestic waste, packaging waste, paper and cardboard, beverage containers, construction and demolition waste, tyres, hazardous household waste, whitegoods, car bodies
Waste Infrastructure	<ul style="list-style-type: none"> <li>Solid waste disposal site</li> <li>CDS return point under construction</li> </ul> <p><i>CDS infrastructure at Djarindjin refund point outlet</i></p> <div data-bbox="421 1122 963 1397" data-label="Image"> </div> <div data-bbox="979 1122 1343 1397" data-label="Image"> </div>
Waste plant	<p>The community has a hydraulic lift trailer connected to a 4WD. It is reportedly working well with low servicing and repair costs. They do five runs of a mostly full trailer to the landfill each collection.</p> <p>Bulk waste is collected using a dual cab 5 tonne 2wd tipper truck. A JCB Waste Master Backhoe has also been purchased recently.</p>



	<p><i>Waste plant at Djarindjin</i></p>  <p>The community does not have access to appropriate equipment to manage the landfill operations and undertake planned remedial work. The community are in the process of purchasing a new wheeled loader or alike to manage operations at the landfill.</p>
<p>Landfill siting</p>	<p>The residential settlement is located within the 2000m minimum separation distance set for landfills within the DPLH, Aboriginal Settlements Guideline 3. The landfill buffer is also located within the drinking water source wellhead protection zone. The depth of groundwater is unknown, however given the close distance of the settlement location to the ocean, it is assumed to be shallow. Waterways and wetland areas are located approximately 1km east and south of the landfill.</p> <p>The Djarindjin Layout Plan 3 (DPLH) recognises the existing location of the landfill. The plan recommends that the landfill be closed because of the potential that it may contaminate all drinking and irrigation water supplies in Djarindjin and Lombadina. It is considered that a future landfill should be developed some distance further away from the town. The future landfill would best be a central facility used by Lombadina, Djarindjin, Djarindjin Junction and nearby outstations.</p> <p>Shire of Broome Local Planning Strategy also refers to the inappropriate siting of the Djarindjin landfill stating <i>‘that current servicing problems within this centre include the proximity of the waste water treatment facility and the waste site to the ground water supply. Urgent attention should be given to relocating these facilities to ensure public health and safety is addressed.’</i></p> <p><i>Djarindjin Layout Plan 3 showing location of landfill in relation to settlements</i></p> 

	<p><i>Aerial image of settlements in relation to Djarindjin landfill</i></p> 
<p>Landfill operation</p>	<ul style="list-style-type: none"> <li>• The community landfill is located approximately 1km east of the community with a short sand road leading to the site from an unsealed road.</li> <li>• The landfill receives all waste from the community. Contractors working in the region also dump waste at the facility. Whilst the facility is fenced, it is not gated allowing unrestricted access.</li> <li>• During the site visit, the facility did not appear to be well maintained with numerous stockpiles of above ground waste and substantial windblown litter. This is understandable given the community do not have access to machinery to push up waste.</li> <li>• Waste from weekly collections is burnt once per week.</li> <li>• Legacy stockpiles are not burnt and will be pushed up, compacted where possible and covered to create a level surface once suitable plant is obtained.</li> <li>• There was indication of some separation of whitegoods and metals.</li> <li>• Generally waste oil and batteries collected kerbside is stockpiled at the mechanical workshop and taken to Broome as required.</li> <li>• Some tyres are recycled– used for levies and grading of roads.</li> <li>• Car bodies collected on infrequent occasions, challenge attracting contractors to the region</li> <li>• No hazardous materials disposal options, with whatever placed in bin or trench – burnt as required. This includes e-waste, batteries, tyres, asbestos waste, clinical waste, and used motor oil.</li> <li>• No training, operational planning and procedures, post closure plan or information kept on location of cells.</li> </ul> <p><i>Images of landfill from visit</i></p>  <p><i>Images of landfill after remediation activities*</i></p>  <p>*Subsequent to the site visit, new plant was acquired and remedial works undertaken to bury legacy waste stockpiles as displayed in the above images.</p>
<p>Landfill capacity</p>	<p>Below ground landfill capacity appears to be limited. There is inadequate information available on the location of old trenches.</p>

The community CEO believes however if the site is managed right with appropriate equipment there should be capacity for the next five – ten years. It was advised there is a portion of land next to the site (Aboriginal Lands Trust land) that could be used for waste disposal for 30 years or more. This land however is inside the 2000m minimum separation distance set for landfills within the DPLH, Aboriginal Settlements Guideline 3.


With appropriate plant it is intended to push up and cover all existing waste to create a level surface. Gravel will then be put down and above ground landfilling will commence. Locations will also be provided on site for separation and stockpiling of bigger material tyres, metals, whitegoods, etc. Some staff have previous experience in landfill management, hence confidence in new methods of working.



Table 3.5 Lombadina

General	<p>Lombadina is part of a single urban area that incorporates Djarindjin Aboriginal community and the Lombadina Mission. Lombadina Aboriginal Corporation leases a 130ha lot that is held by the Aboriginal Lands Trust. This area includes part of the Djarindjin/Lombadina township, generally south of the church. Lombadina is an established community. The community is administered by Lombadina Aboriginal Corporation and it supports a range of businesses, particularly in tourism.</p> <p>There are currently 25 houses in Lombadina community with a population of approximately 50 people. Lombadina has existing tourist facilities to accommodate up to 41 visitors at a time. Lombadina is intending to expand tourism services to include campsites for caravans and campers to the region.</p>	
Industry types	Tourism, concrete and roadworks supplies, civil construction, bakery, craft shop, small shop	
Waste service provision	<ul style="list-style-type: none"> <li>Department of Communities (DOC) fund the community to provide basic municipal services including rubbish collection and waste facility management.</li> <li>Houses are provided with 240L MGBs.</li> <li>Collection is undertaken three times a week (Mon, Wed, Fri) using a side lift compaction truck which the community purchased itself.</li> <li>Bulk waste collection offered regularly.</li> <li>No recycling options provided</li> </ul>	
Waste infrastructure	The existing Lombadina landfill is approximately 500m south of the community living area.	
Waste plant	<p>The community have a side life compactor truck (not shown), a loader and backhoe to assist with landfill operations.</p> <p>Civil construction/road services is offered at cost to other communities.</p> <p><i>Lombadina plant</i></p> <div>    </div>	
Waste types	<ul style="list-style-type: none"> <li>General mixed domestic waste, packaging waste, paper &amp; cardboard, beverage containers, construction and demolition waste, tyres, hazardous household waste, whitegoods, car bodies etc</li> <li>Batteries are stacked and stockpiled at workshop</li> <li>Tyres stacked and stockpiled at workshop</li> <li>Waste oil collected from workshop operations</li> </ul>	
Landfill siting	<p>The Lombadina landfill is approximately 500m south of the community living area and within the 2000m minimum separation distance set for landfills within the DPLH, Aboriginal Settlements Guideline 3. The depth of groundwater is unknown, however given the close distance of the settlement location to the ocean, it is assumed to be shallow. The site is located within 30m of the Chile creek tidal inlet and wetlands.</p> <p>The Djarindjin landfill is located upstream of the Lombadina drinking water bore and is reported to be potentially contaminating the drinking water supply drawn from the existing Lombadina and Djarindjin bores. (DPLH, 2018)</p> <p>The Community Layout Plan recognises the existing location of the landfill. However, it is stated that a future landfill will be developed some distance further away from the town. The future landfill would best be a central facility used by Lombadina, Djarindjin and nearby outstations, tourist centres and other uses.</p>	



	<p><i>Aerial image showing location of sensitive receptors in relation to Djarindjin and Lombadina landfills</i></p> 
<p>Landfill operation</p>	<ul style="list-style-type: none"> <li>• The existing Lombadina landfill is approximately 500m south of the community living area with a short sand/gravel road leading to the site from the main residential settlement.</li> <li>• The landfill was fenced and well maintained at the time of visit. A firebreak is installed around the boundary of the site. There was some wind-blown waste or litter observed surrounding the site.</li> <li>• A trench was used for kerbside waste and domestic waste disposal. The waste is burnt weekly or crows and dingoes get to waste and spread it through the country. Burnt material is then pushed up into the existing waste mass.</li> <li>• A second cell was used for disposal of unsalvageable construction and demolition waste and whitegoods/bulky waste from housing development within the community. The cell consisted of a large, excavated hole in which waste was dumped. No compaction was occurring. This was located outside of the fenced 'landfill' area.</li> <li>• Metals (mostly car bodies) separated where possible and collected on occasions</li> <li>• Whilst the facility is fenced it is not gated allowing unrestricted access.</li> <li>• Waste covered only at end of trench life.</li> <li>• No hazardous materials disposal options, with whatever placed in bin or trench – burnt as required. This includes e-waste, batteries, tyres, asbestos waste, clinical waste, and used motor oil.</li> <li>• No training, operational planning and procedures, post closure plan or information kept on location of cells.</li> <li>• There was also a significant amount of salvaged building materials stored separate to the site. The material is intended to be used by the community and contractors for construction of new houses.</li> <li>• Fridges and whitegoods to landfill (not degassed).</li> <li>• Some e-waste stockpiled, but community not sure where to take it.</li> </ul>






	<p><i>Aerial of Lombadina landfill (SLIP)</i></p>  <p><i>Images of domestic waste trench and C&amp;D disposal pit</i></p>  <p><i>Images of salvage building materials storage area</i></p>  <p><b>Landfill capacity</b></p> <p>Landfill capacity is reported to be significant (10-15years) based on the small population and waste generation within Lombadina.</p>
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Table 3.6 Ardyaloon

General	<p>Ardyaloon community is located at the northern end of the Cape Leveque road on the Dampier Peninsula approximately 202kms by road from Broome and 29kms from Djarindjin community.</p> <p>Ardyaloon was settled permanently in the early 1970's and has grown quickly to be one of the largest communities in the State. Ardyaloon is home to approximately 400 people and serves as a hub for many outstations that exist in the area. There are 92 houses within the settlement.</p> <p>20,000 tourists visited the trochus hatchery last year.</p>
Industry types	Community and public buildings (school, supermarket, office and community centre), mechanics workshop, aquaculture centre, health clinic,
Waste infrastructure	The Ardyaloon landfill is located 4.5km west from the community.
Waste Service provision	<ul style="list-style-type: none"> <li>• KRSP providing rubbish collection and tip management services</li> <li>• Rubbish is collected twice weekly of one MGBs per household.</li> <li>• Bulk waste collection is undertaken as required. Residents place bulk waste next to bin and it is manually collected and placed in the truck.</li> </ul>
Waste plant	<ul style="list-style-type: none"> <li>• KRSP use to rear lift rubbish truck. The plant breaks down often and KRSP are responsible for resolving.</li> <li>• KRSP supply landfill plant for pushing up waste and digging trenches on periodic basis</li> </ul> <p><i>Plant Ardyaloon</i></p> 
Waste types	<ul style="list-style-type: none"> <li>• General mixed domestic waste, packaging waste, paper and cardboard, beverage containers, construction and demolition waste, tyres, hazardous household waste, whitegoods, car bodies etc</li> <li>• Batteries are stacked and stockpiled at the KRSP workshop if can be separated from general waste</li> </ul>
Landfill siting	<p>The landfill is located 4.5km from the community. The Community Layout Plan (DPLH, 2017) indicates that there are concerns that the rubbish site is contaminating the community water supply and there is a need for monitoring bores to be established to attempt to investigate whether there is any significant leaching is occurring.</p> <p><i>Aerial showing location of Ardyaloon landfill in relation to the settlement</i></p> 

Landfill  
operation

- The landfill receives all waste from the community. Contractors working in the region also dump waste at the facility. Whilst the facility is fenced it is not gated allowing unrestricted access.
- During the site visit, the facility appeared generally well maintained with numerous tip faces (trenches) provided for various waste streams (greenwaste, general waste, kerbside waste). There was minimal evidence of windblown litter.
- Waste is burnt once per week and subsequently pushed up into the general waste mass within the trench.
- There was a substantial pile of separated whitegoods, though the community is not sure what to do with them. Fridges are not degassed. Dumped cars from the community are stockpiled at the facility until metal collection available.
- No hazardous materials disposal options, with whatever placed in bin or trench – burnt as required. This includes e-waste, batteries, tyres, asbestos waste and clinical waste, used motor oil.
- No training, operational planning and procedures, post closure plan or information kept on location of cells.
- There was a significant accumulation of legacy waste stockpiles outside the landfill facility. It is understood to contain a mix of commercial and construction and demolition waste. Asbestos is believed to be within the material.

Aerial image of Ardyaloon landfill (SLIP)



Images of Ardyaloon landfill





Landfill capacity	
	
	
<i>Legacy waste stockpiles</i>	
	
	
	Unknown

### 3.4.2 Settlements

Settlements are defined within the Dampier Peninsula Planning Strategy as consisting of approximately 50 - 150 people and rely on towns to access facilities and services. These communities generally source potable water from their own bore, operate their own generators, utilise septic tanks and have their own waste management facilities. Settlements may be associated with tourist related enterprise opportunities in the vicinity. Living areas such as Billard, Budgarjook, La Djardarr Bay and Millargoan are identified as settlements. Consultation was not undertaken with these communities, though it is assumed that waste management practices would reflect that undertaken in communities and outstations.

### 3.4.3 Outstations and Minor settlements

Minor settlements are generally communities that comprise a family or a family group living on a rural residential lot or lease area. Minor settlements are not necessarily permanently occupied, with residents relocating for periods of time for a variety of reasons. Population numbers vary but are usually less than 50 people. Minor settlements may operate tourism related ventures within their living or lease area. The communities are generally self-sufficient in terms of power, water and sewerage infrastructure and solid waste management. Minor settlements access government and commercial services at towns or regional centres such as Broome or Derby. There are more than 80 minor settlements on the Peninsula including places such as Camot Springs, Pender Bay, Bindurk, Mercedes Cove, Mudnunn and Malaburra. The outstations visited as part of this project to gain an understanding into existing waste practices were Pender Bay and Mercedes Cove.

#### 3.4.3.1 Beagle Bay outstations (North of the causeway group)

General information	<p>The north of the causeway outstation community (NCC) is located within the Beagle Bay/Pender Bay coastline. The outstations are essentially minor settlements providing indigenous tourism related ventures. Properties are approximately 30km from the Beagle Bay community landfill. Properties in this area include:</p> <ul style="list-style-type: none"> <li>• Goombaragin eco retreat</li> <li>• Embalgun (Smithys seaside)</li> <li>• Red shells</li> <li>• Whalesong (Munget)</li> <li>• Pender Bay escape</li> <li>• Mercedes Cove</li> <li>• Middle lagoon campground</li> <li>• Gnylmarung</li> </ul> <p>The NCC residents have previously expressed their dissatisfaction with current waste management methods. In the early 2000's residents formed an action group and obtained external funding from Centre of Appropriate Technology (Indigenous organisation) and Rio Tinto for the development of a waste management plan for the area. The draft 'North of the Causeway Community Waste Management Plan' was developed in 2006. The author of the document is unknown.</p> <p>It advocated for the introduction of regular waste collection, development of a waste disposal depot to store beverage containers, lead acid batteries, waste oil, car bodies and scrap metal, and development of waste disposal trenches within the depot. It was proposed that management of the service should be undertaken by an independent organisation, and that there must be adequate funding provided for establishment and operation of the service.</p> <p>It is not known as to the intended audience of the document nor as to why recommendations were not progressed further.</p>
Industry types	Residential, tourism operators
Waste types	General domestic mixed waste, fish waste, cardboard, paper, bulky waste, beverage containers, whitegoods, car bodies, construction waste
Waste management practices	<p>Residents are responsible for managing their own waste.</p> <ul style="list-style-type: none"> <li>• Most residents use 240L MGBS to store household waste</li> <li>• Trenches are excavated for waste disposal using KRSP or local machinery when available</li> <li>• Some residents own loaders</li> <li>• Domestic mixed waste is generally burnt to prevent scavengers and odours</li> <li>• Hazardous waste generally not separated as no facilities for appropriate disposal</li> </ul>

	<ul style="list-style-type: none"> <li>• Bulky waste, car bodies, tyres, construction and demolition waste etc separated from general waste to preserve trench life</li> <li>• Much of this separated material is stockpiled until suitable plant is available to bury them or remove off site to Broome or Beagle Bay landfill site</li> <li>• Waste is sometimes transported to Beagle Bay landfill by private vehicles</li> <li>• Some recyclables are taken to Broome waste disposal facility when visiting Broome</li> <li>• Some tourism providers have notices stating 'rubbish disposal not permitted' to reduce waste needing to be handled and disposed within the settlement</li> </ul> <p><i>No rubbish disposal signage at Middle Lagoon</i></p> <div data-bbox="422 526 906 810">  </div> <div data-bbox="922 526 1329 810">  </div> <p><i>Waste trenches (Gnylmarung and Goombaragin)</i></p> <div data-bbox="422 853 829 1149">  </div> <div data-bbox="842 853 1329 1149">  </div> <p><i>Bulky waste storage/separation</i></p> <div data-bbox="422 1189 1329 1480">  </div>
Waste management challenges	<ul style="list-style-type: none"> <li>• Windblown litter</li> <li>• Smoke emissions from burning impacting on health and amenity</li> <li>• Public health and environmental problems of disposing waste close to residential property</li> <li>• Lack of appropriate machinery to excavate disposal trenches, push up waste, cover waste and handle bulky and heavy material</li> <li>• Loss of amenity due to windblown litter, and stockpiled bulky material.</li> <li>• Lack of sealed road resulting in poor road conditions - road conditions subject to flooding and washaways during wet season</li> <li>• No assistance or guidance provided for managing waste more effectively and managing environmental impacts</li> <li>• Hazardous disposal options do not exist therefore gets put in trench and burnt or buried</li> </ul>



### 3.4.4 Commercial/tourism operators

There are a number of commercial stakeholders on the Dampier Peninsula including aquaculture, agricultural and tourism businesses (i.e. resorts, camping grounds, small tour operators).

These stakeholders are generally self-sufficient in terms of power, water and sewerage infrastructure and solid waste management. Most have individual landfills that cater for the waste generated by their operations. Stakeholders consulted include Cygnet Bay Pearls, Kooljaman Resort, Arrow Pearls, and Willie Creek Pearls. Stakeholders indicated that waste management was a key aspect of business operations and was undertaken independently. There are no waste disposal services provided that they can access.

In general, substantial effort was made to separate material streams to preserve landfill airspace, minimise environmental impacts and emissions where feasible and reduce waste generated within business operations. Activities included:

- Composting of small volumes of food waste and putrescible waste by some providers
- Separation of bulky waste, steel, car bodies and batteries which are stockpiled until a viable solution for disposal and/or recycling is found
- One operator had a recycling area for beer cans, wine bottles, beverage containers, which is stockpiled until a viable solution is found
- Building materials are generally salvaged and reused where possible
- Implementation of waste minimisation practices where possible including:
  - Mandatory use of reusable cups as opposed to disposable coffee cups
  - Advising visitors of the need to reduce plastic and packaging waste when packing for the trip
  - Increasing the use of more sustainable packaging and buying in bulk to reduce packaging waste
  - Minimising takeaway style packaging for hospitality operations

All operators regularly burn waste to some extent and there is limited sorting of the waste disposal bins. The project team was not able to visit landfills operated by commercial stakeholders.

### 3.4.5 Roadside waste disposal options

There are no waste disposal points at popular recreational spots. Public place bins are provided within some communities and at the Djarindjin roadhouse. There is a single rubbish disposal point on the Cape Leveque Road south of the Manari Road turnoff that is managed by the Shire of Broome. This will be removed once management of the road is vested in MRWA in July 2021. Waste that is brought onto the Peninsula is dealt with by the communities or tourism operators.

Figure 3.2 Rubbish disposal points south of Manari Road (Shire of Broome facility)



### 3.4.6 Unapproved landfill (Mitre 11)

During the site visit the project team was advised of the existence of an illegal landfill near Ardyaloon known locally as 'Mitre 11'. It is alleged to be used by contractors and tradespeople on the Peninsula to dispose of waste from construction and demolition activity. It is believed to be about 10 years old and was originally constructed by the army to dispose of waste from the demolition of two houses at Ardyaloon. The site is understood to contain hazardous waste including asbestos.

Inspection of the site revealed a significant quantity of commercial and construction and demolition waste.



Figure 3.3 Images of waste disposed at an illegal landfill near Ardyaloon



### 3.5 ISSUES AND FINDINGS

As a result of the site visit, literature review and consultation, the following issues and findings were identified in relation to waste infrastructure, operations and services on the Dampier Peninsula.

#### 3.5.1 Waste data

- The effective planning of strategies and design of infrastructure is limited by the lack of accurate and standardised waste data for the region.
- Waste quantities are expected to increase into the future.
- There are seasonal fluctuations in waste quantities generated due to tourist season.
- Waste that is brought onto the Peninsula is dealt with by communities or tourism operators.

#### 3.5.2 Landfill siting

- There are more than 50 landfills reported to be operating within the region.
- Many of the landfills are incorrectly sited and may be impacted on community health, specifically:
  - In most cases environmental considerations and need for buffers have not been considered when locating the community landfills. Consideration around impacts of groundwater and surface water are further compounded by lack of geohydrological data including groundwater depth and direction on the Dampier Peninsula.
  - Three of the four community landfills are poorly sited, as they are located within the 2km exclusion boundary required for the landfill land use, to protect drinking water and public health, with this boundary extending into the community living areas. There are concerns for all communities that the landfill sites may be contaminating the community potable water supplies.
  - The Department of Water has strongly recommended that Djarindjin landfill be closed down because of the potential that it may contaminate all drinking and irrigation water supplies in Djarindjin and Lombadina (DPLH, 2016).
- There are no groundwater monitoring bores at the landfills to monitor depth and impacts on groundwater quality.
- Some community landfills were in close proximity to each other (i.e. Lombadina and Djarindjin were only 1.5 km apart).
- Landfills within communities are unlined and some do not comply with the siting requirements as required under the Environmental Protection (Rural Landfill) Regulations (Regulation 9) presenting an environmental and health risk from the operation of the landfill.
- There is no guidance available for siting of landfills in small settlements and outstations.

### 3.5.3 *Landfill operation*

- Landfills have uncontrolled access which means there is no waste acceptance procedure or records kept.
- There is a general lack of appropriate equipment for proper landfill management.
- There is a lack of process or system for the management of bulk waste and there are large stockpiles of metals, whitegoods and car bodies. These waste streams are removed from the waste stream to preserve landfill life and stockpiled for significant lengths of time until a solution for disposal is found.
- Burning of waste is the primary method of landfill management to reduce waste volumes, odours and vermin risks. This does not align with better practice and has the potential impact on health and the environment.
- There is no process to manage hazardous waste streams, with the majority of this waste burnt at the landfills (e.g. waste oil, batteries, e-waste, HHW, tyres, etc).
- No degassing of fridges occurring.
- There is limited resource recovery.
- There are no records regarding site operations (i.e. where the waste has been previously buried).
- There are no operational or post closure management plans for operation of sites, therefore no plans to work with for operations and closure.
- There appears to be a lack of skills collaboration and knowledge between facilities.
- There is no system coordination, with each stakeholder essentially 'doing its own thing'.

### 3.5.4 *Service provision*

- Kerbside and hardwaste service collection appears to be working effectively within communities.
- MGBs within communities appear to be well maintained.
- There are no services for waste or recycling provided for other stakeholders, with each responsible for their own waste management.
- Limited resource recovery occurring with most waste being disposed of to landfill, where it is subsequently burnt.
- Containers for Change initiative in Djarindjin

### 3.5.5 *Legacy waste issues*

- Illegal landfills at 'Mitre 11' near Ardyaloon and Beagle Bay are not approved and do not comply with *Environmental Protection (Rural Landfill) Regulations 2002*. They have the potential to impact in health and the environment.
- Legacy waste stockpiles outside Ardyaloon landfill need to be appropriately disposed of to limit potential health and environmental impacts. Asbestos is believed to be contained within the material.

## 4 COMMUNITY CONSULTATION

Consultation was undertaken to establish the opinions of people who live and work on the Peninsula regarding current waste management issues and future preferences for waste management in the region.

General information sought from stakeholders included:

- Feedback about the existing waste management practices
- Feedback about the impacts from increased tourism numbers and corresponding waste quantities
- Stakeholder preferences for the future waste management within region
- Views and importance on waste recovery and recycling
- Waste education requirements

Consultation with stakeholders via telephone was conducted from 7-11 September 2020. Onsite community visits were undertaken between 12-16 October 2020. Meetings were held with Community CEO's or Community council representatives.

A list of stakeholders consulted is contained in the **Appendix**.

Stakeholder feedback is discussed under the key themes to follow. For ease of reference, feedback has been grouped by community, outstations, tourism/commercial operator, government and non-government stakeholder. However, the first section summarises the key themes of the stakeholder consultation findings.

### 4.1 CONSULTATION FINDINGS

The findings of the stakeholder consultation includes a number of key themes.

#### 4.1.1 *Concerns around current waste management practices*

- All stakeholders expressed concern at the way waste is currently managed on the Peninsula particularly around impacts on the health, the environment and visual amenity.
- Communities felt a lack of control over decisions around the structure and format of government delivered services in the region (including waste services). Empowerment and self-determination are an important vision for the central communities of Djarindjin and also Lombadina.
- There is a lack of guidance material available for better waste management practices for small settlements.
- There is an inability to recycle material given there are no services close by to receive material or any local markets for reuse.
- Stakeholders face difficulty in managing visitor expectations for recycling and waste disposal options

#### 4.1.2 *Impacts of more waste and litter being generated within the region due to increase in tourists*

- Addressing local litter attitudes and practices is a priority.
- There is concern about the increased utilisation of resources (both human resources and landfill capacity) in needing to manage increased volumes of waste disposed.
- The current tourist waste disposal points/litter collection infrastructure is believed to be inadequate and needs improvement to manage the increase of waste expected. There was a desire amongst stakeholders for more roadside bins and/ or litter and waste dump points at key tourist spots and service centres where waste can be collected and taken off the Peninsula for disposal without accommodation providers needed to 'foot the bill'.
- The installation of caravan dump points needs to be considered as part of the planning for the region.
- Increasing number of dead animals on road (cows, camels, birds, wallabies etc) due to increased visitation that will need to be managed appropriately.

#### 4.1.3 *Future waste management preferences*

- To improve health and environmental outcomes for the region there was a general preference for waste to be taken off the Dampier Peninsula for disposal at a better practice facility.
- Community preferences were aligned around ensuring that for any future option the following outcomes are attained:
  - Must be community led,

- Needs to create training, education and employment opportunities within communities
- Must look after country and the people that live on it (environmental protection)
- Increases the recovery of resources and potential income streams for the communities
- More opportunity to recycle waste streams in accessible and convenient locations.
- Future options to also consider needs of smaller settlements and outstations.

#### 4.1.4 Importance of waste recovery and recycling

- Waste recovery and recycling needs to be understood in context of basic hierarchy of needs.
- It is important but very challenging given the site isolation and lack of rules and standards.
- Litter management and education widely recognised as an important issue that needs to be addressed by all stakeholders.

#### 4.1.5 Education

- There was unanimity amongst stakeholders regarding the need for more education on appropriate waste management for all stakeholders on the Peninsula. This includes:
  - Addressing littering and illegal dumping within communities
  - Need for better practice guidance to assist with the management and disposal of waste for small settlements including environmental emissions and management, operational efficiency and ways to minimise waste to landfill
  - Visitor education on how, why and where to dispose of waste appropriately on the Dampier Peninsula including messaging around waste minimisation and avoidance practices to reduce waste generated and needing to be handled.

## 4.2 CONCERNS AROUND CURRENT WASTE MANAGEMENT PRACTICES

*'We live and work in a pristine environment and to keep it that way for future generations we need to walk the walk and weave better waste practices into our everyday practices'*

All stakeholders expressed concern at the way waste is managed on the Peninsula particularly around impacts on the health, the environment and visual amenity.

### 4.2.1 Communities

Communities were concerned about the lack of options for managing their waste appropriately to ensure impacts on health and the environment can be managed. This included concerns around:

- Lack of access to appropriate equipment.
- Lack of options for managing bulk waste and large accumulation of metals, whitegoods and car bodies. These waste streams are generally removed from the waste stream to preserve landfill life and stockpiled for significant lengths of time until a solution for disposal is found.
- Whilst burning of waste was not a general preference, there is no other option due to lack of machinery to push up and cover waste daily, lack of available cover material, and the potential for spread of litter and disease if left uncovered.
- Little control over decisions around the structure and format of government delivered services in the region (including waste services). Numerous communities and outstations stated that they don't want government making decisions on their behalf. Some community representatives stated the need to remove money from government for delivery of municipal services and give back to community. Empowerment and self-determination was stated as important visions for the central communities of Djarindjin and also Lombadina.
- No management of hazardous waste streams where everything goes to landfill where it is burnt (including waste oil, batteries, e-waste, HHW, tyres, etc).
- Some government building contractors in the region dumping waste at community landfills where landfill space is precious or at illegal landfills (Mitre 11).
- The lack of options for fresh food supplies and lack of basic household amenities (fridges) means that a lot of packaging waste and beverage containers are generated.



#### 4.2.2 Government

Government stakeholders were generally concerned with the inappropriate siting of community landfills and that many were close to where the communities water sources are drawn out of the ground, hence the potential to contaminate ground water. Concern was also raised for the safety of communities from the routine practice of burning of waste at landfills including risks around:

- HAZMAT (hazard material) fires (from explosives, compressed gases, flammable liquids and gases, poisons, corrosive substances, radioactive materials and infectious materials) can cause plumes of toxic smoke, affecting at risk residents in the adjoining communities.
- Fire from community refuse sites can escape into adjoining scrubland and possibly impacting community.
- The mixing of rubbish (all in same hole) creating the potential for unknown explosions/fires should they find an ignition source.

Government stakeholders also raised concerns regarding the absence of minimum environmental standards for landfill operations of small rural and remote communities and that this should be progressed and consistently applied across the state.

#### 4.2.3 Outstations

Outstation settlements within the Beagle Bay area expressed concern that they need to manage their own waste with little assistance or guidance provided. Currently some of those consulted do not get any services from the Department of Communities (through KRSP) and feel 'left out' of any arrangements to ensure minimum standards of waste management can be maintained in these settlements.

Other general concerns about waste management methods reflected those of the bigger communities. It was also raised that many within the area don't have trailers or utes, and as such bulky material accumulates in yards or on properties. Road access to the community waste site in Beagle Bay is a significant issue in the wet and the poor condition of the road further impedes on their ability to remove waste from their property.

Septic waste disposal was also raised as a concern, with advice provided about the septage ponds for Beagle Bay being situated on tidal area which is usually completely flooded in wet season. The septage ponds are reported to fill up with water and overflow into the tidal streams which is used by locals for fishing.

#### 4.2.4 Tourism Operators

Tourism operators expressed concern around:

- Environmental impacts of landfills.
- Lack of guidance available to guide the implementation of better waste management practices.
- The need to burn waste.
- Inability to recycle material given there are no services close by to receive material or any local markets for reuse and recycling.
- Managing the visitor expectations for recycling options and lack of awareness of how waste is managed within the region.
- One operator summarised their position as being in a position of conflict, trying to the best they can to preserve the pristine environment however with no options for better waste management methods and the high costs associated with better practice - *'it costs a lot to be green, however we do the best we can with what we have'*.
- The amount of waste generated on the Peninsula given the lack of access to fresh supplies. Tourists stock up before they come and leave the packaging waste and beverage containers behind with accommodation providers as they have nowhere to dispose of it.
- Some felt irritated by the lack of access to better waste services given the high amounts of rates paid annually to the Shire of Broome. Collecting and transporting waste and managing the landfill is an additional duty for staff and comes at additional cost to the business.
- Keeping wildfires out of the landfill is extremely difficult.

Most stakeholders raised the amount of roadside litter on the Cape Leveque Road being an issue that needs to be addressed, and the need for more roadside bins to be put in place as part of the road sealing to prevent this from occurring.

#### 4.3 CONCERNS AROUND INCREASES IN TOURISM AND THE CORRESPONDING WASTE AND LITTER IMPACTS

Many stakeholders on the Peninsula were supportive of the road and the benefits year round access will bring as well as the potential business development opportunities.

##### 4.3.1 *Communities and outstations*

Communities and outstations reflected similar views that whilst waste and litter may increase, local litter attitudes and practices were of greater concern with many stating there is a significant need for litter awareness and education in communities around proper disposal of waste and care in country. *'If they don't care for country, how do you expect tourists to do the right thing.'* Proper nappy disposal was a particular issue of concern noted by most communities.

General concerns around tourism waste varied from community to community based on whether services were offered to tourists. These concerns include:

- Increased utilisation of resources (both human resources and landfill capacity) in needing to manage increased volumes of waste.
- The lack of dump points on the Peninsula for disposal of toilet waste from caravans.
- Lack of feedback to communities from working groups as to how waste at roadside rests and recreational spots is intending to be managed as part of the road upgrade.
- Managing impacts of illegal camping by tourists and the flow on effects on country particularly fire and litter.

Outstations consulted within Beagle Bay were generally positive about the impacts the road sealing will bring to the communities. The main concerns reflected the views of the larger communities regarding litter issues within the communities being a greater priority for action than litter from tourists. Additional concerns were raised regarding the increase in resources needed to collect and manage tourism waste and the impacts on the trench life of their small landfills for those outstations providing accommodation options.

##### 4.3.2 *Tourism Operators*

Tourism operators were generally optimistic regarding the road sealing the positive implications that should have on business operations. Many were, however, concerned about the significant influx of day visitors and the lack of public bin services to deal with this waste. One larger operator stated they do not have the capacity or infrastructure to handle the rubbish coming with these people in addition to their own generated from within the resort. In addition to day visitors, waste from extended visits was also raised as problematic. Tourists leave waste for operators to deal with, which is stated to be less than ideal given the method in which this waste is disposed (i.e. burnt).

Non-government stakeholders identified concerns around the following key topics:

- Current tourist waste disposal points/litter collection infrastructure is not appropriate and needs improvement to manage the increase of waste expected. The need for more roadside bins/ litter waste dump points and key tourist spots where waste can be collected and taken off the Peninsula without the accommodation providers needed to 'foot the bill'.
- Dumping of black water will occur illegally and that the installation of dump points hasn't been considered as part of the resealing of the road.
- Dumping of tyres is already believed to be a significant issue and will increase as the road opens given more cars and caravans will be on the road. They are littered everywhere - if they do make it back to a landfill they are generally burnt. There must be options for proper collection and disposal of tyres.
- Increasing number of dead animals on road (cows, camels, birds, wallabies etc) due to increased visitation. There needs to be a procedure/mechanism for animals to be dragged off road so to reduce road safety implications.

#### 4.4 PREFERENCES FOR FUTURE WASTE MANAGEMENT WITHIN THE REGION

Stakeholders were asked about their preferences for future waste management within the region.

#### 4.4.1 Communities

The communities were aligned in their preferences around ensuring that for any future option/s the following outcomes are attained:

- Must be community led.
- Needs to create training, education and employment opportunities within communities.
- Must look after country and the people that live on it (environmental protection).
- Increases the recovery of resources and potential income streams for the communities.

Community provided suggestions for future waste management options included a central better practice landfill being run by all four communities, development of a number of transfer stations/recycling depots which are serviced by a network of trucks picking up and taking waste and recyclables back to Broome, or a combination of both being a network of transfers stations and new best practice landfill on the Dampier Peninsula.

#### 4.4.2 Outstations

The outstations at Beagle Bay preferences reflected the larger communities and included the need to ensure any option is accessible and convenient for outstations taking into consideration many don't have access to utes, trailers or plant to move large bulky waste and car bodies from their sites. They reiterated that given their unique situation with a significant number of tourism operators, outstations and settlements being situated in tight cluster that their needs are considered as part of any future option.

#### 4.4.3 Tourism Operators

Tourism and commercial operators suggested they would like to see improvement in the way waste is handled given the negative impacts it has on the environment and amenity in the region (*'the environment is fundamental to supporting the many aspects of business we are involved in and therefore keeping it in pristine condition is critical to the continued and ongoing success of the region.'*) with some operators stating that waste should not be disposed of on the Dampier Peninsula.

Concerns were expressed that whilst an improvement is required someone will have to pay for it and that current communities and operators should not be lumbered with that burden. One operator stated that the Shire should be responsible for provision of new services given the rates paid annually. Preferences for future waste management included:

- Periodic collection options for recycling.
- Options for disposal of hazardous waste including oils and batteries needs.
- Collection points for waste on the main road to ensure waste and litter can be appropriately disposed
- Options for cardboard recycling.
- A central location that operators can go and dump their rubbish and it is collected and run back to Broome at least twice a week by the Shire.
- More opportunity to recycle waste streams in accessible and convenient locations.

#### 4.4.4 Government

Government stakeholder preferences reflected the following requirements:

- Any future scenario is community led as much as possible and has the potential for income generation and increased employment opportunities.
- The need for the development and consistent implementation of minimum environmental standards for rural and remote communities and settlements landfills.
- The closure of existing community landfills and for all refuse to be transported to the main landfill in Broome to be properly disposed.
- The development of a central landfill and transfer/drop-off hubs within communities and along main routes that can be serviced regularly. Recycling can also be pulled out at required intervals and brought back to Broome.
- Responsibility for capital and ongoing operation costs needs to be addressed.
- Future service scenarios need to be addressed collaboratively and collectively by all stakeholders, not a piece meal approach.

Non-government stakeholder preferences were around better health and environmental outcomes for communities with most stating the waste should be transferred off the Peninsula.

#### 4.5 IMPORTANCE OF WASTE RECOVERY AND RECYCLING

Communities felt that whilst good waste management practice is integral to the protection of public health and the environment, waste recovery and recycling was not as important. This needs to be understood in context of basic hierarchy of needs which was summarised in a statement provided by the Djarindjin community *'when you don't have a fridge or a mattress, recycling is not high up the list'*.

Tourism operators stated that whilst it is important, it is very challenging given the site isolation and lack of rules and minimum standards.

Litter management and education was widely recognised as a critical issue that needs to be addressed by all stakeholders.

#### 4.6 EDUCATION

There was consensus amongst stakeholders regarding the need for more education of businesses, communities and visitors to the region regarding better management of waste and litter.

*'Yes absolutely. There is a mentality up here of dump it or burn it.'*

*'Yes - all sectors need educating. Particularly providing culturally appropriate messaging about litter and caring for country. Our property is very large and we have a creek on our property which is accessed by local people. The litter left behind is very concerning. We have provided bins but they just get set alight. Elders try very hard to educate the youth and are very proactive about caring for country.'*

Communities and outstations consulted believed waste education needs to be undertaken as a priority to address littering issues within communities. It was stated that there is a need to educate communities that the inappropriate disposal of waste and litter is dangerous to health and dangerous to country. It was also noted that appropriate behaviours need to be displayed and role modelled and inappropriate littering behaviours need to be 'called out' as well as a need to stimulate more community involvement and responsibility in regard to litter.

Many stakeholders felt that visitors need to be informed of the lack of waste services in the region and of the need to take rubbish with them when they leave to reduce the impacts of disposal of this waste on the 'pristine' environment. Additionally, visitors need education as to how to reduce and avoid waste generation as part of planning for and holidaying on the Peninsula. Adequate signage is also needed as to the location of waste drop off locations and/or requirements upon entering the region.

A common theme from outstations and commercial and tourism providers was the need for better practice guidance to assist with the management and disposal of waste generated within their operations. This includes environmental emissions and management, operational efficiency, and ways to minimise waste to landfill.



## 5 CONCLUSIONS

Based on the assessment of existing services and infrastructure, stakeholder consultation and project objectives, a number of key conclusions can be drawn.

Waste management on the Dampier Peninsula is basic. All communities, outstations and tourism operators manage their own waste and there is no coordination. Many landfills are not sited appropriately, do not comply with minimum regulatory operational requirements and are likely to be impacting on the health of communities and the environment.

There is minimal recovery of resources occurring. Litter within communities and along roadways is also a significant concern. Increasing tourists to the area will only amplify the impacts and issues around inadequate waste management. To meet the objectives of the DPWMP, waste and litter management practices need substantial improvement.

Key conclusions are provided to follow.

### 5.1 WASTE DATA

- There is currently no data available about waste types or quantities generated on the Dampier Peninsula.
- The lack of waste data means it is difficult to manage and plan for current and future waste services.

### 5.2 LEGACY WASTE

- Illegal landfills at 'Mitre 11' near Ardyaloon and Beagle Bay are not approved and do not comply with *Environmental Protection (Rural Landfill) Regulations 2002*.
- The impact on health and the environment from the illegal landfills is unknown.
- There are legacy waste stockpiles outside Ardyaloon landfill. Asbestos is understood to be contained within the material. The legacy waste stockpiles present serious health and environmental risks.

### 5.3 LANDFILL SITING

- Many of the community landfills are incorrectly sited within the minimum required buffer distances to protect community health. Given the landfills are unlined there is a significant risk that the landfill sites are contaminating potable water supplies.
- Numerous previous government reports indicate the need for further investigation to ascertain groundwater impacts from landfills and/or require the relocation of existing landfills.
- None of the landfills have groundwater monitoring bores. Therefore the impact of the waste on groundwater and potable water supplies is unknown and unquantified.

### 5.4 LANDFILL OPERATIONS

- Given the lack of guidance, operational constraints and isolated location, the landfills visited were generally well operated. However, they do not meet the minimum legislative requirements, the waste is regularly burnt including hazardous materials which can impact on health and the environment.
- There is little or no guidance available, or training for the landfill operators.
- There is a lack of process or system for the management of bulk waste streams, recyclable material or hazardous waste streams.
- Public health and environmental impacts of the landfills is unknown.

### 5.5 LITTER MANAGEMENT

- There is a litter problem on the Peninsula and there is concern that this will get worse with the road sealing.
- Litter issues affect many of the Dampier Peninsula stakeholders.
- Addressing local litter attitudes and practices and legacy litter issues (roadside litter on the Cape Leveque Road) was deemed a priority by many stakeholders.

#### 5.6 FUTURE WASTE MANAGEMENT PREFERENCES

- All stakeholders expressed concern at the way waste is currently managed on the Peninsula particularly around impacts on the health, the environment and visual amenity.
- To improve health and environmental outcomes for the region there was a general preference for waste to be taken off the Dampier Peninsula for disposal at a better practice facility.
- The cost implications of constructing and operating a lined landfill on the Dampier Peninsula is prohibitive given the low volumes of waste generated. Therefore, if the waste is to be disposed of in line with best practice, it will need to be transferred from the Peninsula to a lined landfill.
- Community preferences for future waste management systems include the need to be community led, look after Country, and create training, education, employment and income opportunities within communities.
- More opportunity to recycle waste streams in accessible and convenient locations is desired.
- Future options must consider the needs of smaller settlements and outstations.
- Concerns were expressed that whilst an improvement is required, the high unit cost of waste management operations in remote areas mean that it may be prohibitive for commercial operators to meet best practice standards.

#### 5.7 TOURISM WASTE AND LITTER

- Many stakeholders on the Peninsula were supportive of the sealing of the Cape Leveque Road and the benefits year-round access will bring as well as the potential business development opportunities.
- Increasing tourism due to the sealed road will increase the responsibilities and costs for tourism providers and commercial operators to manage the waste.
- Current public place waste and litter disposal is inadequate to meet the needs and expectations of visitors.

#### 5.8 CONSTRUCTION AND DEMOLITION WASTE

- The significant amount of construction waste illegally dumped in the region indicates that a significant quantity of construction and commercial waste is not being managed in line with the regulatory requirements.

#### 5.9 BETTER PRACTICE MANAGEMENT OF SMALL RURAL LANDFILLS

- Many stakeholders indicated the need for better practice guidance for landfill management. Guidance would minimise the impacts to the environment and to improve the efficiency of operations.
- The Dampier Peninsula landfills that are within the scope of the Environmental Protection (Rural Landfill) Regulations, are in breach of many conditions within the regulations.

#### 5.10 STAKEHOLDER COLLABORATION

- Responsibility for the management of waste and litter in the region is spread across many stakeholders and dependent on land ownership/vesting.
- There is little collaboration between the numerous stakeholders relating to waste management on the Peninsula.

## 6 ACTION PLAN

There is a great opportunity to improve waste management on the Dampier Peninsula. The action plan below provides a framework to guide the stakeholders towards the delivery of sustainable waste management services for the region.

### 6.1 GROUNDWATER IMPACT INVESTIGATION

Action	<b>Undertake a hydrogeological investigation of existing community landfills to ascertain the impacts on groundwater and potable water sources</b>
Priority	<b>Urgent</b>
Rationale	Given the landfill operational practices, uncontrolled nature of disposal, illegal fires and poor siting there is a high risk that groundwater, including potable water sources has been impacted by the landfills.  These risks to public health and the environment are yet to be monitored, quantified and appropriate action taken.
Implementation	<ul style="list-style-type: none"> <li>• Determine suitable locations for the installation of groundwater monitoring bores at each community landfill.</li> <li>• Install groundwater monitoring bores.</li> <li>• Undertake a hydrological assessment to confirm groundwater depth, direction and quality (including microbiological and chemical) and the risk to potable water supplies.</li> <li>• Take appropriate action based on the results of the assessment and impacts on groundwater and potable water sources</li> <li>• Develop an ongoing monitoring program to monitor groundwater quality beneath landfills.</li> </ul>

### 6.2 REMEDIATION OF ILLEGAL AND LEGACY WASTE AND LITTER ISSUES

Action	<b>Closure of illegal landfills and address legacy waste and litter issues</b>
Priority	<b>High</b>
Rationale	Illegally disposed waste impacts is deemed an offence under the Environmental Protection Act and Litter Act. In addition, it increases the risk of impacts on public health and the environment, harms wildlife, impacts on visual amenity and can undermine the spirit and pride of a community. 'Waste attracts waste' and the longer these issues remain visible, the quantity of illegal waste will increase, along with the health risks, environmental impacts and cost of remediation.  The illegal landfills near Ardyaloon (Mitre 11) and Beagle Bay, legacy waste stockpiles outside of Ardyaloon and litter and roadside waste (including abandoned cars) along the Cape Leveque road needs to be addressed.
Implementation	<ul style="list-style-type: none"> <li>• Assess each site to estimate the quantity and types of wastes to be disposed of or recovered. Given the mix of waste disposed at these sites may contain asbestos and other hazardous material, further advice should be sought as to the most appropriate method to dispose of this waste.</li> <li>• Organise the removal and disposal or recovery of waste and litter from these locations.</li> <li>• Rehabilitate these areas and restrict access to illegal landfill sites to prevent further dumping of materials.</li> <li>• Education must be provided to the Beagle Bay community to make them aware of the impacts of illegal dumping, the changes being introduced and to encourage the use of the approved community landfill.</li> <li>• Waste from construction activities needs to be removed from Dampier Peninsula. This can be addressed through action 6.10 below.</li> </ul>

### 6.3 WASTE DATA COLLECTION

Action	<b>Undertake a waste data collection project for waste generated on the Dampier Peninsula</b>
Priority	<b>High</b>

Rationale	For effective planning and monitoring of waste management in the Peninsula, reliable waste data is required. There is no waste type or quantity data collected at communities and settlements on the Dampier Peninsula.
Implementation	Landfill facilities are unstaffed. Until facilities are staffed and data can be collected at a gatehouse alternative methods are required to provide more accurate data for economic and operational assessments. This could include: <ul style="list-style-type: none"> <li>• Bin audits to determine the composition of the waste and bin weights</li> <li>• Recording bins lifted (collected) per week over a given period along with numbers and description of types of bulk waste collected</li> <li>• Weighing collection trucks/vehicles using mobile weigh cells. This data, when combined with the number of bin lifts in each weighed load will provide a more accurate value for the waste produced per household.</li> </ul>

#### 6.4 DEVELOP A COORDINATED WASTE COLLECTION AND DISPOSAL SYSTEM

Action	<b>Develop and introduce a coordinated waste collection and disposal system</b>
Priority	<b>High</b>
Rationale	<p>To minimise health and environmental impacts from waste and litter and to align with the objectives of the DPWMP, there is an opportunity to introduce improved waste management for the Peninsula. This system should include coordinated collection services and disposal of waste at an appropriately sited, lined and managed landfill.</p> <p>The cost of constructing and operating a lined landfill on the Dampier Peninsula is prohibitive due to the low quantity of waste generated. As such waste must be transferred from the Peninsula, most likely for disposal at the Shire of Broome's proposed lined landfill.</p>
Implementation	<ul style="list-style-type: none"> <li>• Maintaining ongoing community engagement throughout the development of a new system.</li> <li>• Define the waste streams and quantities to be managed through the system (i.e. kerbside waste, hard waste, greenwaste, etc),</li> <li>• Define servicing locations. Services may just apply to towns (communities) or may include servicing of some smaller settlements, outstations, and commercial/tourism operations. Locations are likely to be guided by settlement population and road access.</li> <li>• Develop an efficient waste collection and transport system that will enable waste to be collected and transported to the Broome facility. Transport costs are a significant portion of the operational cost for collection services. Collection vehicle types and infrastructure options (e.g. bins sizes, compaction equipment) are largely reliant on the volume and type of waste to be collected.</li> <li>• Define service costs (capital and operational), funding responsibility and management responsibilities</li> <li>• Evaluate service delivery options that will help in maximising local economic development and employment opportunities</li> <li>• Develop a culturally appropriate community education program to support the system requirements.</li> </ul>

#### 6.5 FEASIBILITY STUDY FOR WASTE AND RECOVERY CENTRES

Action	<b>Undertake a feasibility study for the establishment of waste and recovery centres</b>
Priority	<b>High</b>
Rationale	<p>Kerbside domestic waste may be transferred from the Peninsula in the future (Section 6.5). However bulk waste, hazardous waste (i.e. e-waste, waste oil, batteries, tyres) and recoverable material streams would still require facilities where these materials can be dropped-off, consolidated and stored prior to transport for disposal or reprocessing.</p> <p>The feasibility of establishing a network of waste and recovery centres (W&amp;RC) to support the coordinated waste collection and disposal system should be determined.</p> <p>A standard design for the waste and recovery centres can be developed, which will make it easier for operations and customers to be familiar with the layout, and costs associated with servicing the centres can be minimised through shared contracts and/or plant costs.</p>



	<p>The W&amp;RC will allow users to drop off materials in dedicated areas/containers with appropriate signage including:</p> <ul style="list-style-type: none"> <li>• Facilities to collect materials delivered to the site for recovery (e.g. waste oil, batteries, bins for recyclable material, scrap metal, packaged recyclables, tyres)</li> <li>• Stockpiling of material to be processed either on site or collected and processed at the Broome landfill including (scrap metals, greenwaste, construction and demolition material)</li> <li>• Recyclables such as cardboard, plastics, aluminium cans etc.</li> <li>• Reuse area for reusable material and goods</li> </ul> <p>Decisions on which materials to segregate for recycling should be made based on an analysis of markets, transport costs, savings in disposal costs and environmental benefits.</p>
Implementation	<p>The feasibility assessment of establishing waste and recovery centres on the DP will include the following:</p> <ul style="list-style-type: none"> <li>• Define the waste streams to be managed through the centres.</li> <li>• Define locations for establishment of the centres. Locations are likely to be guided by catchment population and road access.</li> <li>• Develop a standard design for the W&amp;RC that reflect local factors such as power availability, waste quantities, available plant and repair / servicing facilities.</li> <li>• Define a transport system and servicing configuration that will enable waste to be collected and transported off the Peninsula as efficiently as possible.</li> <li>• Define service costs (capital and operational), funding responsibility and management responsibilities</li> <li>• Evaluating service delivery options that will help in maximising local economic development and employment opportunities</li> <li>• Define costs, resources and actions to maintain ongoing community engagement, acceptance, education and awareness of changes.</li> </ul>

#### 6.6 CLOSE AND REHABILITATE COMMUNITY LANDFILLS

Action	<b>To close and rehabilitate community landfills</b>
Priority	<b>Medium</b>
Rationale	The implementation of a new waste management system that transfers waste from the Peninsula will result in the closure and rehabilitation of community landfills, which must be completed in line with legislative requirements.
Implementation	<ul style="list-style-type: none"> <li>• Develop a Post Closure Management Plan (PCMP) to guide closure and capping requirements for community landfills based on the Environmental Protection (Rural Landfill) Regulations 2002 (even if the landfills are not closed, the production of a PCMP is a requirement of the regulations).</li> <li>• Submit the PCMP to the Minister of Environment for approval in line with requirements of the regulations.</li> <li>• Implement the PCMP for each facility including post closure monitoring requirements.</li> <li>• Restrict access to facilities to ensure illegal waste dumping does not occur</li> </ul>

#### 6.7 DEVELOP A MULTI STAKEHOLDER WASTE AND LITTER WORKING GROUP

Action	<b>Develop a multi stakeholder waste and litter working group to implement outcomes of the DPWMP</b>
Priority	<b>High</b>
Rationale	<p>Waste and littering impacts on and affects many of the Dampier Peninsula stakeholders. Responsibility for the management of waste and litter in the region is spread across many different stakeholders dependent on land ownership/vesting. Each stakeholder has a share of responsibility for managing waste and litter in the region.</p> <p>Without coordination, stakeholders are not usually familiar with each other's scope of work, statutes, cultures, issues and attitudes, even though they serve common customer groups. These challenges all contribute to inadequate service efficiency and effectiveness which in turn increases the impacts from waste and litter upon the region.</p>

	Developing a multi stakeholder working group to improve waste management and amenity on the Dampier Peninsula will contribute to holistic health and environmental outcomes for the region.
Implementation	<p>The tasks required to progress this action include:</p> <ul style="list-style-type: none"> <li>• Identify a lead agency to manage the group</li> <li>• Identify relevant stakeholders with a strong interest in and ability to influence the goals of the group and their current scope of responsibility.</li> <li>• Set up charter of operation of the working group including as a minimum: vision, objectives, expected outcomes, by whose authority they are working, ground rules for participation, financial contributions (if required), reporting requirements.</li> <li>• Formalise group.</li> <li>• Commence meetings, identify issues for resolution and formulate actions to progress required outcomes.</li> <li>• Annually review and monitor progress and outcomes achieved by group to ensure effective use of group resources.</li> </ul>

#### 6.8 DEVELOP A DAMPIER PENINSULA LITTER STRATEGY

Action	<b>Develop and implement a multi stakeholder litter strategy for the Dampier Peninsula</b>
Priority	<b>Medium</b>
Rationale	<p>Given litter impacts on many stakeholders within the region a collaborative approach is required to drive any substantial change and achieve successful outcomes. The strategy will require several different approaches and should include:</p> <ul style="list-style-type: none"> <li>• Identification of problem areas, issues and concerns.</li> <li>• Identification of stakeholder responsibilities for management of litter</li> <li>• Assessment of infrastructure required to facilitate proper disposal of materials.</li> <li>• Development of education, awareness and behaviour change initiatives to prevent the creation of litter and to achieve long-term positive behavioural change.</li> <li>• Identification of enforcement strategies to change behaviour and reinforce the commitment to a community with less littering and illegal dumping (i.e. reinstatement of community by-laws).</li> <li>• Incentives to encourage people to maintain litter-free environments.</li> <li>• Opportunities for stakeholder collaboration and partnerships to build consistent and effective approaches.</li> <li>• Identification of training and development opportunities for stakeholders to increase their level of expertise regarding effective management of litter and illegal dumping.</li> <li>• Broad stakeholder support and promotion of the Djarindjin CDS refund point should also help to reduce the amount of beverage containers littered throughout the region.</li> </ul>
Implementation	<p>In line with <b>Section 6.6</b>, the multi stakeholder working group will progress development of a litter strategy to address issues and practices on the region. Steps for development include:</p> <ul style="list-style-type: none"> <li>• Obtain/identify suitable resourcing to develop the strategy</li> <li>• Develop the strategy</li> <li>• Implement the strategy providing relevant resourcing where required.</li> <li>• Monitor the implementation of the strategy through the Dampier Peninsula Waste and Litter working group</li> <li>• Provide for annual reporting of outcomes</li> <li>• Regularly review of the strategy.</li> </ul> <p>The Keep Australia Beautiful Council Western Australia (KABC) provides Community Litter Grants for projects and initiatives which aim to change littering behaviour.</p>

#### 6.9 IMPROVE MANAGEMENT OF TOURISM WASTE

Action	<b>Implement improved practices for management of tourist waste</b>
Priority	<b>High</b>
Rationale	<p>Increased tourist numbers in the region will increase responsibilities and costs upon tourism providers and commercial operators in managing this waste. There are very few options for tourists to dispose of waste appropriately.</p>

Implementation	<ul style="list-style-type: none"> <li>Review options and adopt a preferred approach to manage waste from public places, roadside rests, recreational and tourist locations.</li> <li>Improve education and engagement with visitors to the region around waste minimisation, avoidance (i.e. reducing plastics and packaging waste) and recycling options and locations when planning for and preparing to visit will help to reduce waste generated and needing to be handled on the Dampier Peninsula.</li> <li>Increase promotion of the Djarindjin and Broome CDS refund points to encourage visitors to reduce beverage containers littered and disposed on the Peninsula</li> <li>Investigate options for development of agreements with communities to manage litter and waste on main access roads (including removal of dead animals), roadside rest areas, recreation and tourism locations for financial return.</li> </ul>
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## 6.10 DEVELOP BUILDING CONTRACTOR GUIDELINES

Action	<b>Develop a set of operating guidelines in relation to the disposal of waste products, construction waste and demolition debris from construction and demolition projects within communities on the Dampier Peninsula.</b>
Priority	<b>High</b>
Rationale	The significant amount of construction waste disposed illegally in the region indicates that waste from construction and commercial operations is not being handled satisfactorily.
Implementation	To control and minimise ongoing waste generation from on-site construction within communities, a set of operating guidelines must be prepared in relation to the disposal of waste products, construction waste and demolition debris on the Dampier Peninsula. These guidelines must be documented in all government construction contracts for all works within communities and government related facilities. The construction contracts must indicate that all waste must be removed from Dampier Peninsula. Weighbridge receipts from the Broome waste management facility should be supplied to as part of invoicing requirements to ensure this practice is adhered to, together with on-site audits towards the end of construction projects that completed by the organisation managing the contract.

## 6.11 REGULATION OF LANDFILLS UNDER THE ENVIRONMENTAL PROTECTION (RURAL LANDFILL) REGULATIONS 2002

Action	<b>Ensure landfills that fall within the scope of the <i>Environmental Protection (Rural Landfill) Regulations 2002</i> are appropriately managed.</b>
Priority	<b>Medium</b>
Rationale	The <i>Environmental Protection (Rural Landfill) Regulations 2002</i> apply to premises which handle more than 20 but less than 5,000 tonnes of waste per year for burial. These regulations provide a series of measures and actions that must be met.
Implementation	Ensure landfills that fall within the scope of the <i>Environmental Protection (Rural Landfill) Regulations</i> are appropriately managed to mitigate emissions on health and the environment and met the minimum regulatory requirements by DWER.

## 6.12 DEVELOP BETTER PRACTICE GUIDANCE FOR MANAGEMENT OF WASTE FROM SMALL SETTLEMENTS

Action	<b>Development of better practice guidance for small settlements in relation to the management of waste.</b>
Priority	<b>Low</b>
Rationale	<p>There are many small settlements and outstations and commercial operators on the Dampier Peninsula (and throughout Western Australia) which due to their size and remote location will likely not have their waste collected.</p> <p>Many of these settlements will produce less than 20 tonnes of waste per annum fall and as such fall outside the scope of <i>Environmental Protection (Rural Landfill) Regulations</i>. There is a lack of better practice guidance for these smaller facilities.</p> <p>Many of these stakeholders stated the need for advice and guidance to operate their landfills and minimise negative impacts on the environment and to achieve better efficiencies in how</p>

	they manage waste generated. This includes guidance on options to avoid, minimise, recover and reuse waste materials.
Implementation	<ul style="list-style-type: none"> <li>• Confirm that DWER is responsible for the development of guidance material</li> <li>• Develop guidance material</li> <li>• Distribute guidance material</li> <li>• Provide ongoing support and guidance as required</li> </ul>

## 6.13 EMERGENCY WASTE MANAGEMENT PLANNING

Action	<b>Develop an Emergency Waste Management Plan or protocol for the communities of the Dampier Peninsula</b>
Priority	<b>Low</b>
Rationale	<p>The implementation of a new waste management system is likely to result in the closure of most community landfills on the Peninsula. Therefore the ability to dispose of waste locally from an emergency or natural disaster will be significantly reduced.</p> <p>The Peninsula is regularly impacted by cyclones and natural disaster impacts can generate significant quantities of waste. Emergency waste issues can have significant environmental and public health impacts, place an additional financial strain on those tasked with recovery, and can impede community recovery.</p> <p>Before communities can rebuild after emergencies, waste generated from these incidents must first be safely removed and disposed. Following a disaster or emergency, there is little time for assessment and planning. The lack of planning can lead to costly and slow recovery and increase health and safety risks.</p>
Implementation	As part of emergency and recovery planning for the communities of the region, an emergency waste management sub-plan should be developed, including consideration of the type and risk of likely emergencies, estimates of types and amounts of waste, funding responsibilities and resources, identifying locally and regionally available plant, equipment, disposal, recycling and storage capacity.



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## 8 APPENDIX

## Stakeholder consultation list

Stakeholder	Contact	Consultation method
Beagle Bay Community	Mary O'Reeri	Visit
Lombadina Community	Darrell and Caroline Sibasado	Visit
Djarindjin Community	Nathan McIvor	Visit
Ardyaloon Community	Col Woodman	Visit
Kooljaman Resort	Maree Milne	Phone and visit
Cygnat Bay Pearls	Duncan Smith	Phone
Embalgun (Smithy Seaside Adventures)	William Smith	Phone
Gumbamun (Gumbanan Wilderness Retreat)	Jarrade	Phone
Goombaragin (Goombaragin Eco Retreat)	Kathleen and John Cox	Phone and visit
Gnylmarung	Alphonse Cox	Phone and visit
Banana Wells (Banana Wells Getaway)	Carrie Wright	Phone
Arrow Pearls	Steve Arrow	Phone
Mercedes Cove	David Channing	Phone
Willie Creek Pearls	Paul Birch	Phone
Department of Communities	Jacinta Thompson	Phone
Department of Water and Environmental Regulation	Damian Thomas	Phone
Department of Fire and Emergency Services	Vance Lee	Phone
Shire of Broome (Environmental Health & Rangers)	Stuart Martin	Phone
Main Roads Western Australia	Carmen Murdock	Phone
Roadwise (WALGA)	Greg Hayes	Phone
Kimberley Regional Service providers	Rob Immes	Phone
Cleanaway	Russell Clauston	Phone
Broome Visitor Centre	Mel Virgo	Phone

Some outstation settlements were closed due to COVID 19 implications and were unable to be contacted. These included:

Middle Lagoon
Munget (Whale Song)
Bindurk Hideaway
Country Downs Station
Mudnann (Contact was in Broome for Funeral on planned meeting date)

### 9.2.3 DEVELOPMENT APPLICATION 2021/15 - AMENDMENT TO DA2019/111 - BAR AND DECK ADDITIONS, PARKING ALTERATIONS AND LANDSCAPING IMPROVEMENTS

<b>LOCATION/ADDRESS:</b>	2 Louis Street, Broome
<b>APPLICANT:</b>	Alan Ross Architects
<b>FILE:</b>	LOU-1/2
<b>AUTHOR:</b>	Planning Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Acting Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

The Shire has received an amended development application for modifications to the existing Continental Hotel. The amendment is based only on the parking and entry to the Hotel off Weld Street.

The Applicant seeks approval for the provision of:

- The implementation of a one-way roundabout from the entrance of Weld Street.
- The amendment includes the removal of one parking bay within the lot boundaries (to make way for the roundabout) and the loss of the bay is to be compensated by an additional bay within the road reserve (verge) area.

These changes are shown on the plans included as **Attachment 1**.

All other aspects the development approval remains the same as previously approved under OMC 30 April 2020 Item 9.2.1 as shown on the existing approved plans at **Attachment 2**. A copy of the Notice of Determination, including relevant conditions, is included as **Attachment 3**.

The application is being referred to Council for determination as the development proposes a variation to the car parking requirements and proposes changes to parking and other improvements in adjacent road reserves. This report recommends the application is approved, amending the approved plans only.

#### BACKGROUND

##### Previous Considerations

OMC 3 May 2005 Item 9.4.7  
 OMC 26 August 2008 Item 9.3.7  
 OMC 17 December 2008 Item 9.3.3  
 OMC 30 April 2020 Item 9.2.1

The previous considerations of Council relevant to the proposal are limited to:

- the amount of parking required; and
- proportions of parking to be required on site and off site.

These previous decisions **have** culminated in the requirement for 177 parking bays to be provided prior to occupation, with a further 40 parking bays to be provided in the event parking surveys undertaken in the next 3 years of operation determine additional parking is required. (See Notice of Determination, particularly conditions 2-5 in **Attachment 3**).



Of the required parking bays, 111 bays are required to be provided on site with 66 bays to be provided in the adjoining road reserves. If the further 40 parking bays are required, they are to be placed in the Weld Street road reserve adjoining Bedford Park.

Guidance for decision making on the provision of parking is provided via Local Planning Scheme No.6 and Local Planning Policy 5.6 Parking and is considered in the Comment section of the report.

### Site and Surrounds



The Continental Hotel is located on Lot 2, No. 2 Louis Street, which is a 19,425m<sup>2</sup> property. The subject site is zoned 'Mixed Use' under the Shire's Local Planning Scheme No 6 (LPS6). The site fronts Weld Street to the east, adjacent to Bedford Park and overlooks Roebuck Bay. The site also fronts Louis Street to the south, Robinson Street to the west and Anne Street (adjacent to Broome Primary School) to the north.

The existing structures and facilities onsite comprise of function rooms, a bar (formerly Captain Murphy's Irish Pub), a take-away liquor outlet (Bottle-O), a TAB and a restaurant (Conti Bar and Bistro) and accommodation rooms.

The proposed amendment seeks the following changes to Development Approval 2019/111 (**Attachment 2**):

- A one-way roundabout from the entrance of Weld Street as opposed to the currently approved T end.



- Relocation of one car parking bay from onsite to offsite to facilitate the roundabout. These proposed changes are shown at **Attachment 1**.

## COMMENT

An assessment of the application against the relevant Local Planning Framework is set out below:

### Local Planning Scheme No 6 (LPS6)

Clause 4.7 Car Parking requires the number of car parking bays to be provided for the development to meet with Schedule 9 or if the Local Government is satisfied, it may reduce the requirement if sufficient car parking is provided in close proximity of the development.

Council has previously determined that 177 car parking bays are required prior to occupation with 111 of these car parking bays to be provided on site and 66 bays in the adjacent road reserves. No change to the number of car parking bays is proposed.

### Local Planning Policy 5.6 (LPP5.6) – Parking

Section 3.0 of LPP5.6 provides guidance for consideration of off-site parking. Whilst the expectation is that parking is to be provided on site, Section 3.2 allows for flexibility in the following instances:

- The parking for the land use cannot be accommodated on-site;
- The location of off-site parking is to be in the immediate road verge directly adjoining the subject property and will not in any way obstruct pedestrian movements on an existing or proposed footpath; and
- The proposed parking must meet minimum parking bay size, be hard-sealed standard and shall not be detrimental to the visual amenity of the streetscape or impact upon traffic safety.

Furthermore, Section 3.3 requires a minimum of 50% of the required car parking bays to be provided on site.

Although only 177 car parking bays have been required initially for the redevelopment, conditions may result in a requirement for 217 car parking bays to be provided. It is therefore appropriate to require the minimum 50% of car parking bays to be provided on site to relate to the 217 ultimate total bays which may be required. Subsequently a minimum of 109 car parking bays should be required to be provided on site.

Whilst the proposed amendment will see the number of car parking bays on site reduce by 1 to 110, this is still more than the minimum 50% (109) of car parking bays. The car parking bay no longer proposed to be provided on site is proposed to be relocated to the Weld Street road reserve which meets with LPP5.6 requirements.

### Deemed Provisions

Clause 67(s) of the deemed provisions requires the Local Government to have due regard to:

*The adequacy of –*

- (i) *The proposed means of access to and egress from the site; and*
- (ii) *Arrangements for the loading, unloading, manoeuvring and parking of vehicles*

In this regard the amendment was referred to the Shire's Infrastructure team who considered it to be an appropriate form of access and egress.

### Conclusion

The proposed amendment to Development Approval 2019/111 is minor in nature and meets the requirements for car parking set out in the Local Planning Framework. The proposed change will not have any adverse impacts on the functionality of the site or surrounds and therefore it is recommended that the relevant existing approved plans be amended.

The approval does not require amendments to the exiting conditions of approval and the Notice of Determination dated 5 May 2020 remains applicable. Only the plans related to the access and parking amendment will be superseded.

### **CONSULTATION**

In accordance with Local Planning Policy 5.14 – Public Consultation, no public consultation is required, as the proposed land use is a 'D' use under LPS6.

Internal consultation with the Shire's Infrastructure and Environmental Health teams occurred. No adverse comments were received.

### **STATUTORY ENVIRONMENT**

*Planning and Development Act 2005*

*Planning and Development (Local Planning Schemes) Regulations 2015*

*Local Planning Scheme No.6*

### **POLICY IMPLICATIONS**

Nil. Complies with LPP 5.6 – Parking

### **FINANCIAL IMPLICATIONS**

Nil.

### **RISK**

Nil.

### **STRATEGIC IMPLICATIONS**

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

Realistic and sustainable land use strategies for the Shire within state and national frameworks and in consultation with the community

A built environment that reflects tropical climate design principles

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

**VOTING REQUIREMENTS***Simple Majority***REPORT RECOMMENDATION:**

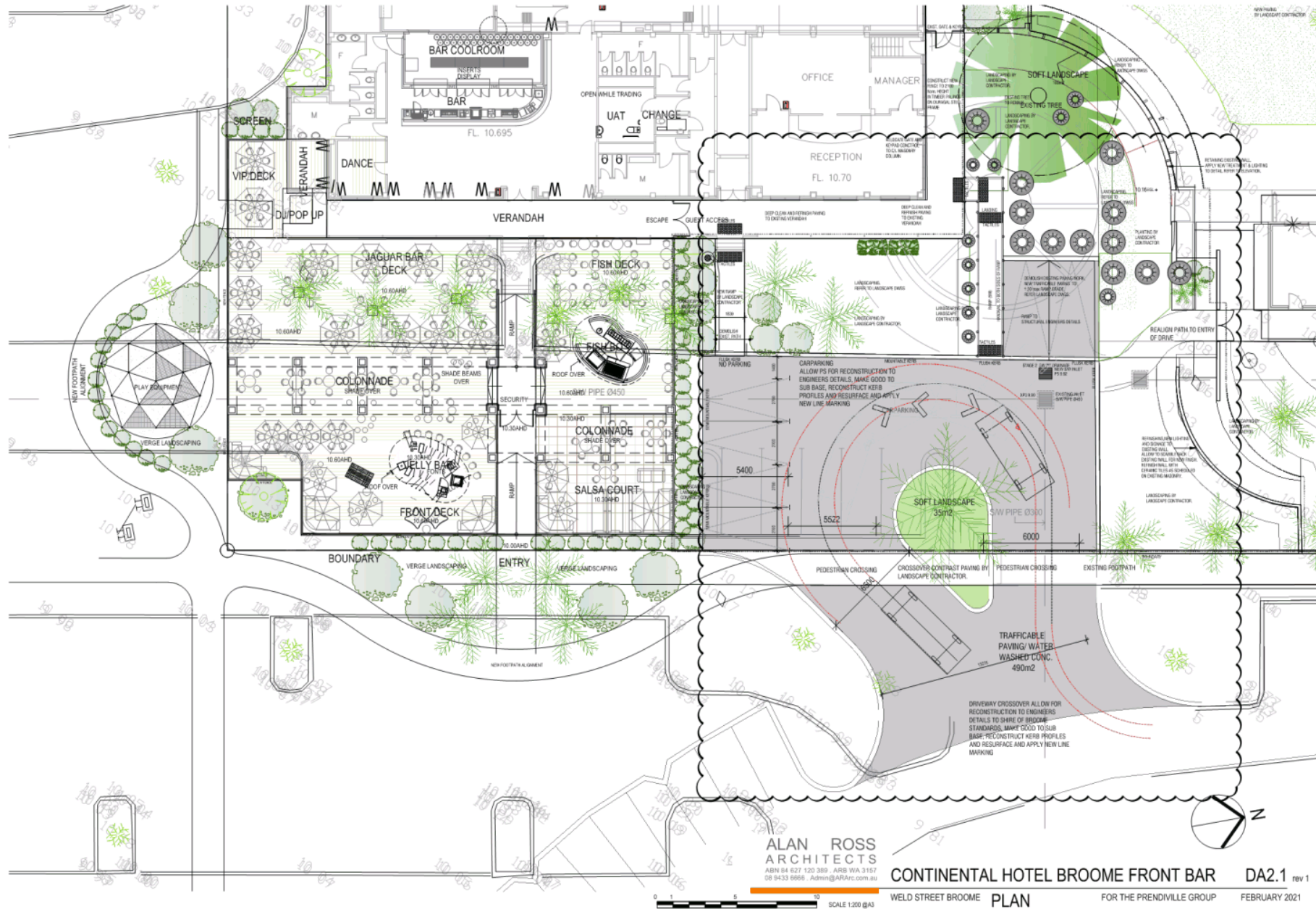
*That Council approves the amendment to Development Approval 2019/111 for 'Alterations to the Continental Hotel - New Bar Facilities, Landscaping, Parking and Outdoor Function Area' at 2 Louis Street, Broome submitted by Alan Ross Architects, by superseding plans numbered DA1.1, DA1.2, and DA2.1 previously issued on 5 May 2020 **(Attachment 2)** and replacing with the revised plans in **(Attachment 1)** numbered DA1.1 (rev 1), DA1.2 (rev 1) and DA2.1 (rev 1) dated February 2021.*

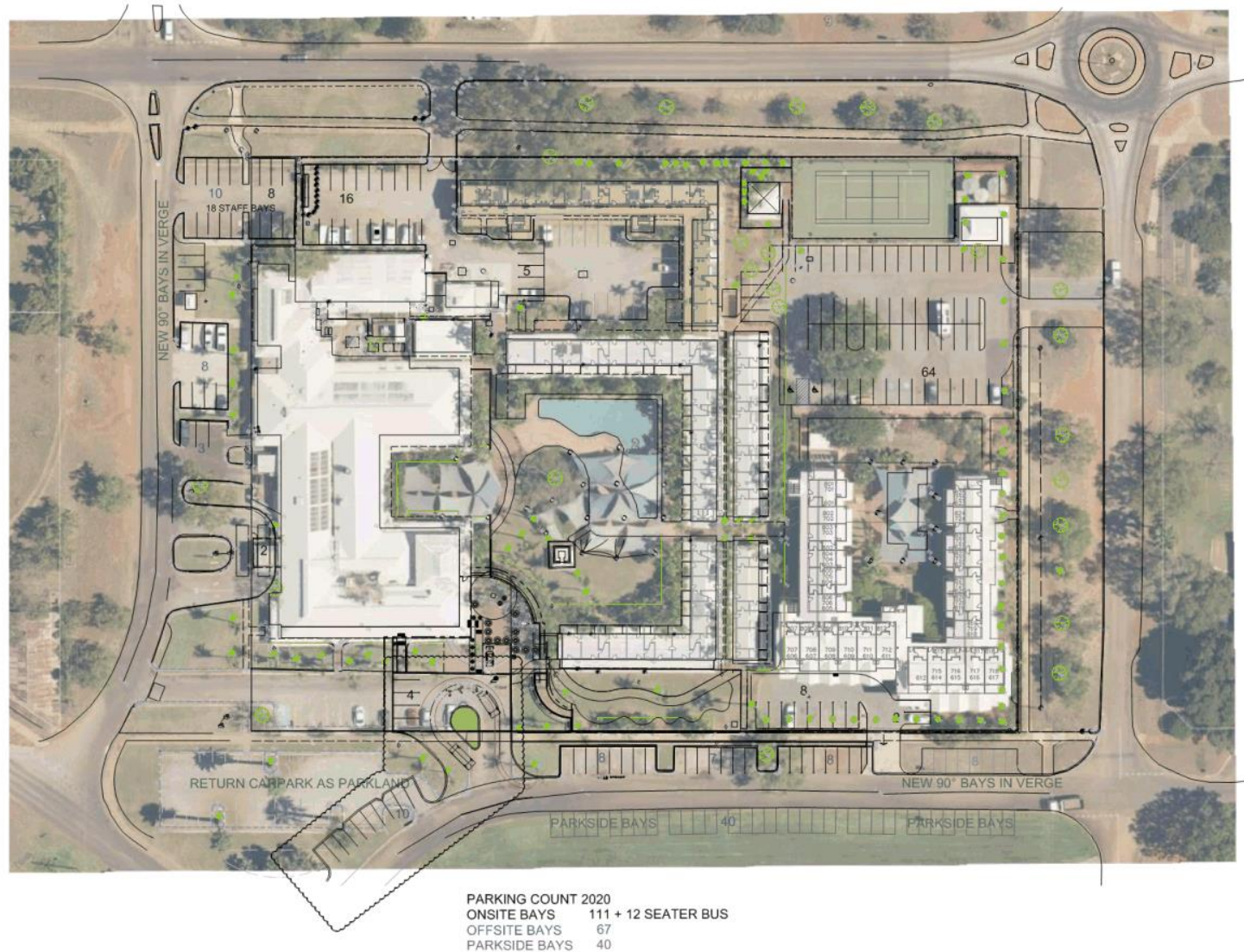
**Attachments**

1. DA2021\_15 - Amended Plans for Approval
2. DA2019-111 Plans to be superseded
3. Notice of Determination DA2019\_111









ALAN ROSS  
ARCHITECTS  
ABN 84 627 120 389 ARB WA 3157  
DE 9433 6666 Admin@ARArco.com.au

BROOME CONTINENTAL HOTEL BROOME

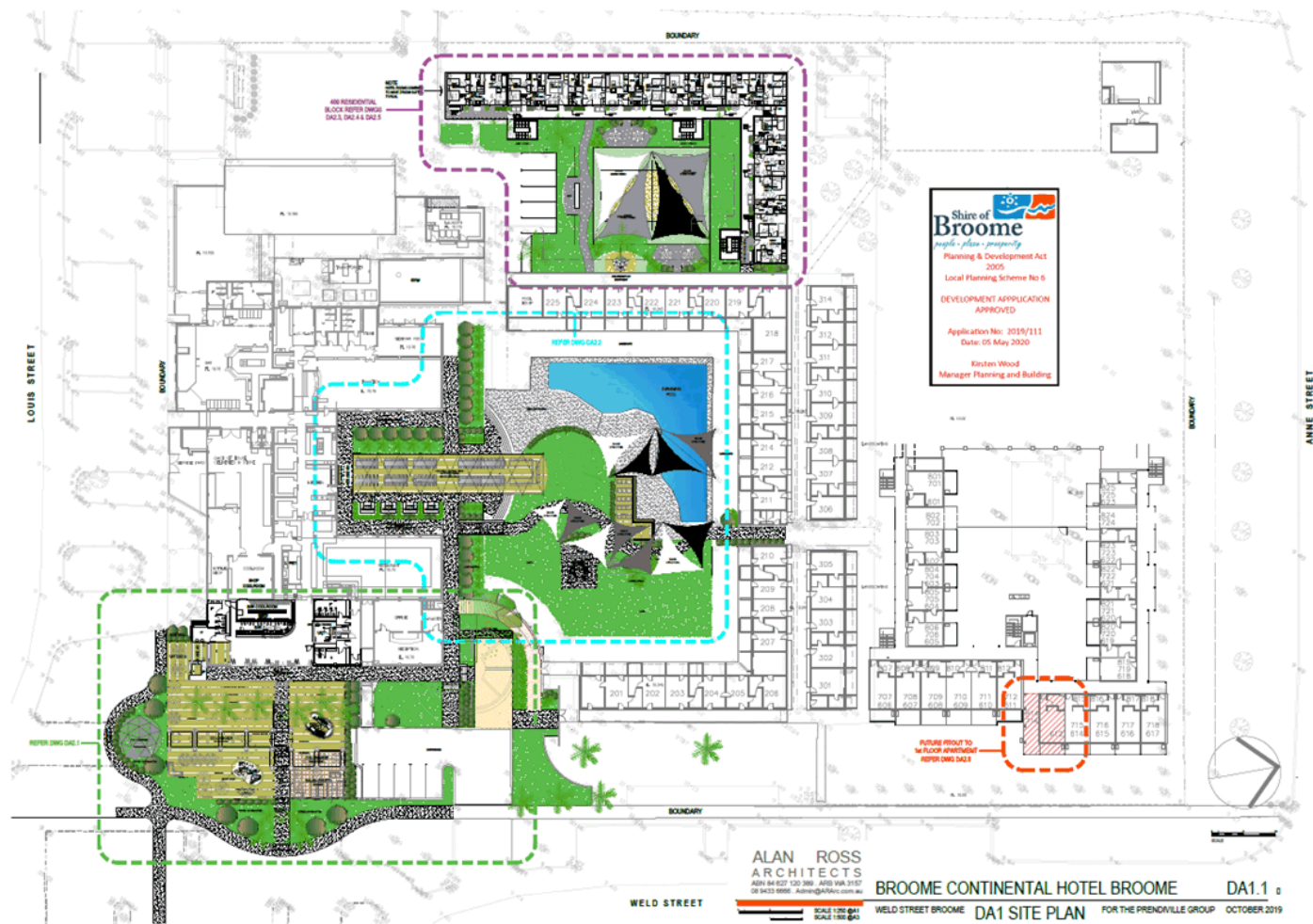
DA1.2 REV 1

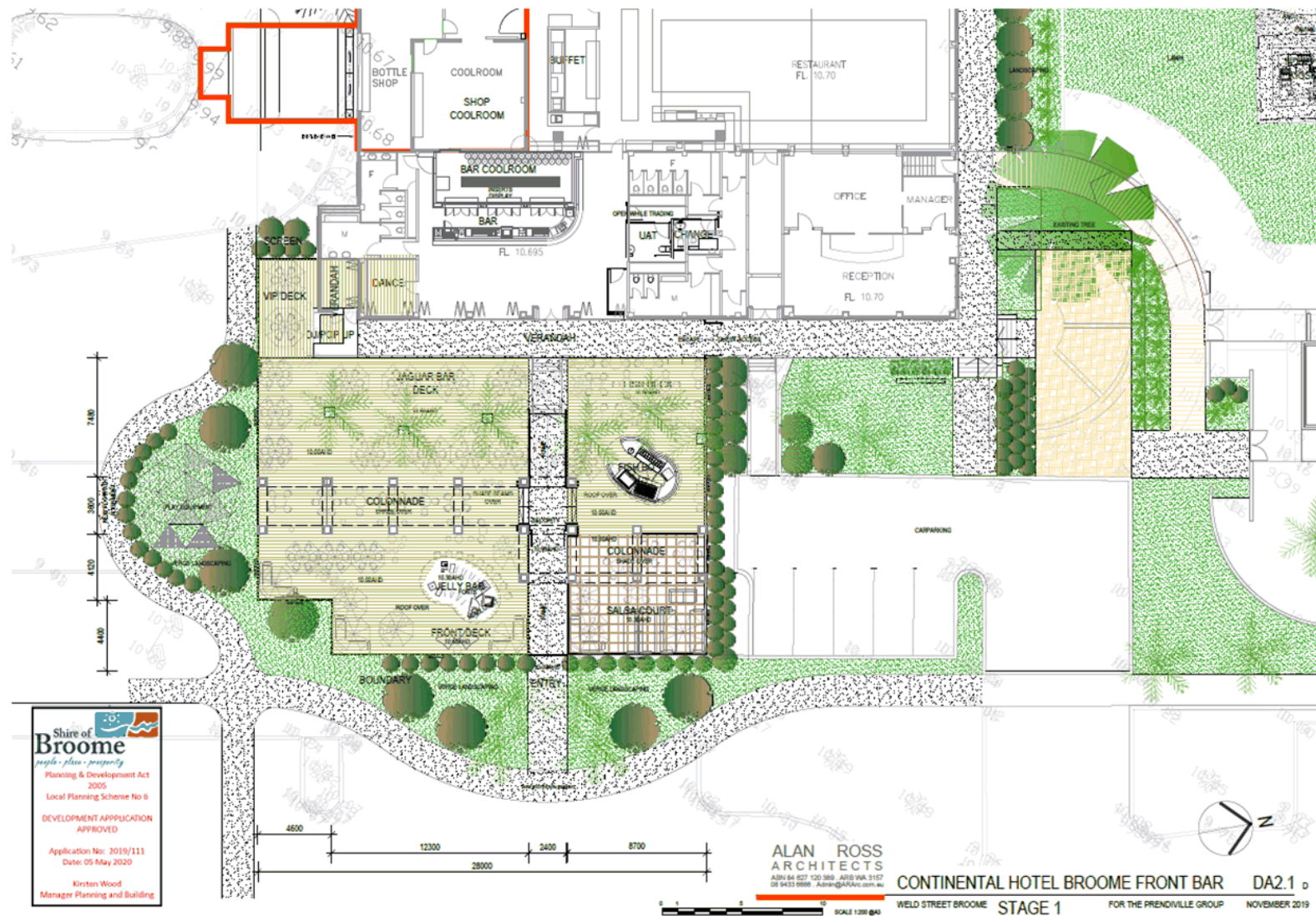
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WELD STREET BROOME CARPARKING

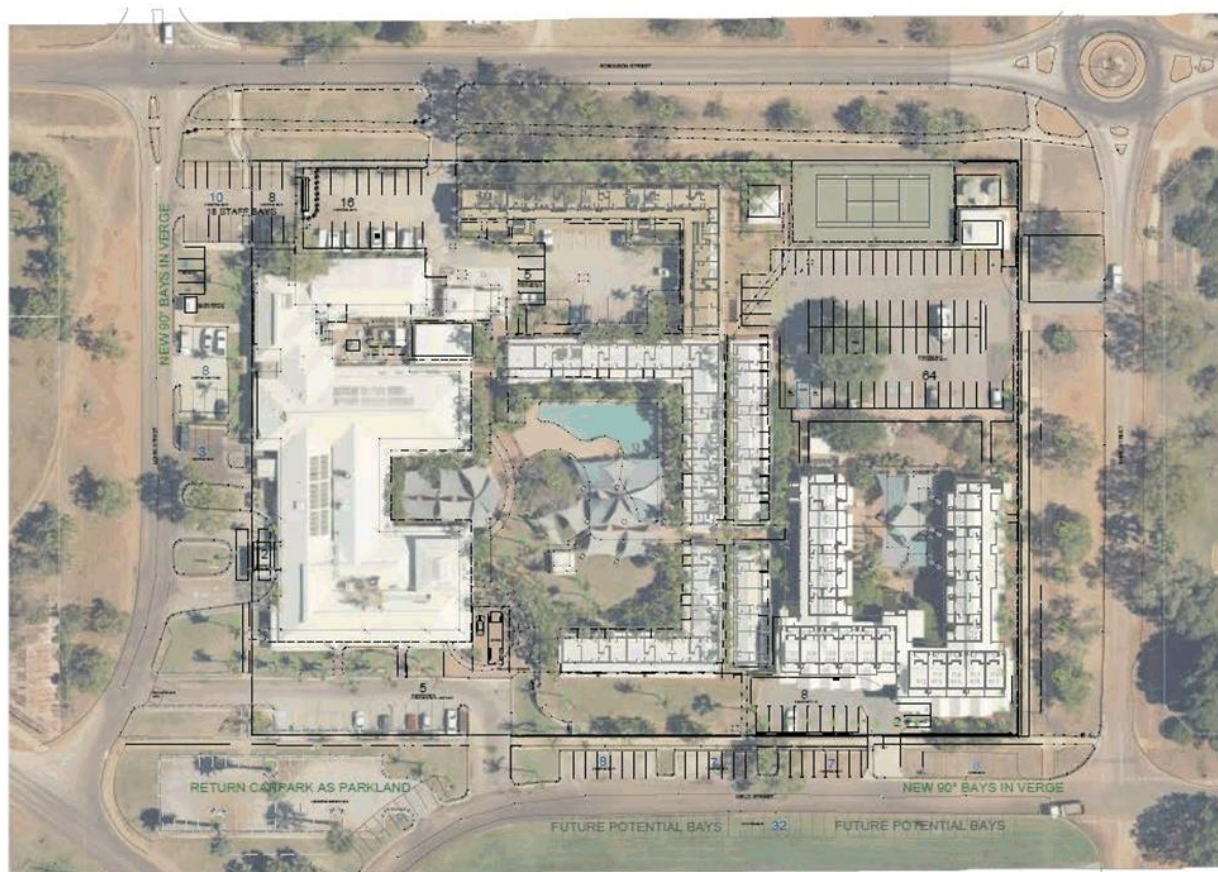
FOR THE PRENDIVILLE GROUP FEBRUARY 2021











PARKING COUNT 2020  
 ONSITE BAYS 111 + BUS  
 OFFSITE BAYS 66  
 FUTURE POTENTIAL BAYS 32

ALAN ROSS  
 ARCHITECTS  
 ABN 84 627 120 380, AFS VAA 3157  
 20 0433 9969, Admin@ARAS.com.au

BROOME CONTINENTAL HOTEL BROOME DA1.2  
 WELD STREET BROOME CARPARKING FOR THE PRENDIVILLE GROUP APRIL 2020

**Planning and Development Act 2005**

**SHIRE OF BROOME**

**NOTICE OF DETERMINATION ON APPLICATION FOR DEVELOPMENT  
APPROVAL NO: 2019/111**

**PROPERTY:** Lot 2, No. 2 LOUIS STREET BROOME WA 6725

<b>OWNERS</b>	<b>REGIONAL PROPERTY</b>	<b>OWNERS</b>	<b>12 HIGH STREET</b>
<b>NAME:</b>	<b>CUSTODIAN PTY LTD</b>	<b>ADDRESS:</b>	<b>FREMANTLE WA</b>
			<b>6160</b>

**APPLICATION RECEIVED ON:** 24/12/2019

<b>DESCRIPTION OF PROPOSED DEVELOPMENT:</b>	<b>Bar and Deck Additions, Parking Alterations and Landscaping Improvements - Continental Hotel</b>
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That the application for development approval for Bar and Deck Additions, Parking Alterations and Landscaping Improvements - Continental Hotel at Lot 2, No. 2 LOUIS STREET BROOME WA 6725 is APPROVED, subject to compliance with the following conditions:

**CONDITIONS**

1. The development plans, as date marked and stamped 'Approved', together with any requirements and annotations detailed thereon by the Shire of Broome, are the plans approved as part of this application and shall form part of the development approval issued, except where amended by other condition of this approval.
2. Prior to any construction or works commencing on-site, the owner must prepare and submit the following plan(s) for the approval of the Shire of Broome:
  - a) A detailed engineering plan for all car parking and works as shown on the approved site plan and car parking plan;
  - b) A storm water drainage plan designed and documented by a practising Civil Engineer; and
  - c) A landscaping plan.
3. Prior to the occupation of the development, the owner is to complete the following works and therein maintain to the satisfaction of the Shire of Broome:
  - a) Construct the car parking bays on-site and within the road verge in accordance with the approved engineering plan and storm water drainage plan.

- b) Install the landscaping in accordance with the approved landscaping plan.
- 4. A legal agreement is to be prepared and executed between the owner and the Shire of Broome, prior to any construction or works commencing on-site, under which the owner agrees and acknowledges the following:
  - a) A parking survey, in a format approved by the Shire, must be performed and supplied to the Shire by the 30<sup>th</sup> November of each year, for the first three years from occupation of the development.
  - b) If the parking survey shows that the parking requirements of patrons are not being met by the constructed parking bays in proximity to the site, the owner must construct the additional bays, shown as 'Potential Future Bays' on the approved Carparking Plan.
  - c) The Parking bays referenced in b) above must be detailed in an engineering plan for approval of the Shire, prior to construction and must be installed within 6 months of the survey results being supplied to the Shire.

The costs of the legal agreement are to be met by the owner.

- 5. A deed of agreement is to be prepared and executed at the cost of the owner between the owner and the Shire of Broome prior to the commencement of site works, under which the owner agrees and acknowledges the following:
  - a) The owner agrees to maintain the car parking, landscaping and any construction within the road verge; and
  - b) The owner agrees to indemnify the Shire over any claim arising from the improvements in the road verge and agrees to take out and maintain public liability insurance for a minimum amount of \$10 million for any one claim.

The deed of agreement is to permit the Shire of Broome to lodge a caveat against the Certificate of Title to the land to secure the performance of the obligations of the Deed.

#### **ADVICE NOTES**

- Note 1: This is a Development Approval of the Shire under Local Planning Scheme No 6. It is not a Building Permit or an approval to commence or carry out development under any other law. It is the responsibility of the owner to obtain any other necessary approvals, consents and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
- Note 2: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in this approval after the date of determination, the approval will lapse and be of no further effect.

- Note 3: If the applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.
- Note 4: The granting of this Development Approval is not a clearance that there are no Aboriginal Heritage Sites on the land nor is it an approval under Section 18 of the *Aboriginal Heritage Act 1972*. The owner will need to make enquiry and application to the Department of Planning, Lands and Heritage in order to ensure compliance with the *Aboriginal Heritage Act 1972*.
- Note 5: The proposed development is required to comply in all respects with the Building Code of Australia and Health (Public Buildings) Regulations 1992. Plans and specifications which reflect these requirements are required to be submitted with the Building Permit application.
- Note 6: Regarding condition No 2, the detailed engineering plan for all car parking and works must demonstrate ability for bus / coaches to manoeuvre safely from the identified drop-off point and must show an accessible bay compliant with AS 2890.6 at the reception parking location on Weld Street.
- Note 7: Regarding condition No 2, the landscaping plan must be submitted to, and approved by, the Shire. It is highly desirable mature trees already on-site are incorporated into the development, if feasible and practicable. For the purpose of this condition, a detailed Landscaping Plan must be drawn to an appropriate scale and show the following:
- The location and type of existing trees, including girth sizes (to be measured around the width circumference) and how they interact with the proposed development.
  - The location and type of new trees and shrubs, including an estimate of ultimate girth sizes, as proposed to be installed as part of the landscaping. To allow establishment of landscaping a suitable area should be shown around tree trucks and this should be kept clear of all impervious materials.
  - Any lawns to be established.
  - Any natural landscape areas to be retained.
  - Those areas to be reticulated or irrigated.
  - All new car parking areas are required to be supplied with a shade tree in the adjacent landscaping area, at the rate of one shade tree per four consecutive parking bays.

Signed:



Kirsten Wood  
Manager Planning and Building Services

Dated: 5 May 2020

For and on behalf of the Shire of Broome



### 9.3 PROSPERITY

#### 9.3.1 NOTICE OF INTENTION TO IMPOSE 2021/22 DIFFERENTIAL RATES

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

#### SUMMARY:

As part of the 2021/22 budget process, Council is required to endorse the proposed differential rates for local public notice seeking public comment for not less than 21 days. The local public notice provides an opportunity to consider public submissions before the final adoption of rates.

In summary, the proposed rates for the 2021/22 financial year required a general rate increase of 1.83% to balance the draft budget for 2021/22. The UV Mining rating category is proposed to have a lesser minimum payment of \$500 consistent with 2020/21. Minimum payments on all other properties are proposed to remain at \$1,220.

### BACKGROUND

#### Previous Considerations

The purpose of levying rates is to meet Council's budget requirements to deliver services and community infrastructure in each financial year. The rates levied on properties is equal to the applicable property valuation multiplied by the rate in the dollar. The Minister determines the methods of land valuation for Local Government and Communities (the Minister), and the actual amount of property valuation is provided by the Valuer General's Office (VGO).

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

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

Under section 6.36 of the LGA, a local government must give local public notice of imposing general differential rates or a minimum payment.

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

This report has been developed to present to Council:

- The 2021/22 budget process to date including revenue required to be raised from rates as per the 2021/22 draft budget;
- The proposed rating categories and corresponding valuations;
- The proposed rate in the dollar for each rating category reflecting a 1.83% increase from the preceding year;
- The proposed minimum payments for each rating category, which remained the same as the preceding year. Once again UV Mining category is set at a lower level to ensure compliance with section 6.35 of the LGA;
- An illustration of the proposed differential rates and minimum payments required to be raised to balance the 2021/22 budget;
- The requirement to advertise certain rating information through public notice; and
- The requirement to consider submissions received concerning the proposed rates.

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

## COMMENT

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

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

24 November 2020	Finalised Corporate Business Plan and Long Term Financial Plan; 4 Year Balanced Long Term Financial Plan
18 March 2021	Draft Fees and Charges and Operating Budget (including Engineering Works Resource Budget)
30 March 2021 and 13 April 2021	Capital Budget and Project Briefs, Plant Replacement, and Rates Information

The Draft Operations Budget was discussed at the 18 March 2021 workshop, which identified a deficit of a \$17.9M operating deficit.

Capital and other special projects were discussed at the 30 March 2021 workshop. Council's adopted Corporate Business Plan (CBP), Long Term Financial Plan (LTFP) and Asset Management Plans (AMP's) were considered when developing the capital budget. Several project briefs submitted by staff and Councillors were also tabled with Council for consideration through the above workshops.

Following the Budget Workshop's deliberations and feedback on 30 March 2021, minor amendments have been made to the draft budget documents. As part of the budget workshops, which considered both the operating and capital requirements, it was identified that \$23.94M of rate revenue was required to achieve a balanced budget in 2021/22, and this could be achieved through a 1.83% rates increase.

Preparation of the 2021/22 budget was particularly challenging due to the following:

- At the end of the salary freeze in 2020/21, employee costs which accounted for nearly \$17M, would increase by at least 2% as per the applicable enterprise agreements;
- Power tariffs are expected to increase by up to 10%;
- Insurance premiums are expected to increase by up to 10%;
- Reduced interest rates resulting in a \$500K loss in investment revenue;

- Officers still anticipate conservative growth in population and, therefore, minimal growth in most user-paid services; and
- Increased mandatory superannuation guarantee contributions under the Super Guarantee Act.

Key achievements in this year's budget include:

- Zero-based budgeting – all operational account budgets start at 0 not based on historical figures;
- Operational revenues, expenses and net results in line with the 2021/22 LTFP;
- A continued focus by officers in leveraging Council funds to attract significant grant funding;
- \$110K additional "In The House" grant funding for the Broome Civic Centre
- \$1.9M commercial leases or 2% increase from increased tenancies
- \$5.7M revenue from the waste management facility or 10% increase from last year due to anticipated growth in construction and taking back on some caravan parks

These factors have resulted in rates being contained within the 1.83% increase across differential rating categories. This 1.83% increase is lower than the indicative figure of 1.85% included within the Shire's LTFP.

A minimum rate of \$1,220 is recommended to all rating categories except for the UV-Mining category, which has been maintained at \$500 to ensure compliance with section 6.35 of the LGA, whereby not more than half of the properties pay the minimum rates.

Despite the minimal 1.83% change in rates, the Shire is aiming to deliver the following critical capital and special projects:

Projects		Amount
Asset Renewal Expenditure as per various Asset Management Plans		\$5.24M
Skate Park Redevelopment		\$1.5M
Off Street Carpark and Infrastructure in Frederick Street and port Drive		\$1.13M
Cable Beach Foreshore Revitalisation Project – Design Costs	\$867K	
Sanctuary Road Caravan Park Consultancy	\$ 70K	
Cable Beach Shoreline Monitoring	\$ 10K	
Buckley's Road Waste Facility Capping		\$700K
Review of ICT Digital Strategy and ICT Renewals		\$559K
Conti Foreshore Shared Path Development (Connecting the Guy Street and Hamersley Street Shared Paths)		\$472K
Community Recycling Centre Detailed Design		\$420K
BRAC Parking Improvements		\$315K
Implementation of Cemetery Master Plan		\$310K
BRAC Grid Solar Connection		\$231K
Broome Lighting Upgrades		\$150K
Place Activations Plan		\$97K
Cape Leveque Tourist Bay and Signage		\$92K
Footbridge		\$84K
Old Broome and Cable Beach Precinct Plans		\$75K
Reconciliation Week, Christmas Decorations and Various Community Events		\$66K

Projects	Amount
Local Planning Scheme and Local Planning Strategy Review	\$65K
Various Improvements in BRAC (WiFi, Self-Scanning, Floorball Rink)	\$53K
Review of Sport & Recreation Plan and BRAC Master Plan	\$50K
Broome Air Raid 80th Anniversary	\$35K
Implement the Youth Plan	\$32K
New Public Open Space Strategy	\$30K
New Radar Speed Display Signs	\$30K
New Corporate Communications Strategy	\$25K
Access and Inclusion	\$15K
Neighbourhood Engagement Program	\$15K

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

### **2021/22 Rating Categories and Corresponding Valuation Amounts**

#### Gross Rental Value (GRV)

The LGA prescribes that properties with a non-rural purpose be rated using GRV as the basis of calculation of annual rates. The Valuer General's Office (VGO) determines the GRV for all properties within the Shire. As per section 22 of the Valuation of Land Act 1978, the VGO determines the frequency of general valuations, although historically, a GRV revaluation has occurred every three to five years. In October 2018, the VGO commenced reviewing all GRV properties within the Shire, with revised valuations becoming effective from 1 July 2019. The next GRV valuation is expected to happen in 2021/22, with the revised valuations taking effect from 1 July 2022.

Properties rated based on GRV are categorised as follows:

- **GRV – Residential** – This rating category consists of properties located within the townsite boundaries with predominant residential use. This category is the base rate by which all other GRV rated properties are assessed. The reason is that the different GRV rating categories have a higher demand for Shire resources, and vacant land is encouraged to be developed.
- **GRV – Vacant** – This rating category consists of vacant properties located within the townsite boundaries, including land zoned as Tourist, Commercial or Industrial. The object of the rate for this category is designed to encourage landowners to develop vacant land, discourage land banking and reflect the different methods used for the valuation of vacant land compared to the GRV-Residential rate category. The reason is that excessive vacant land leaves subdivisions and various parts of the Shire appearing barren and unsightly to the detriment of the aesthetics of the area. The rate in the dollar for this category is 83% higher than the GRV-Residential base rate.
- **GRV – Commercial** – This rating category consists of properties used for Commercial, Town Centre or Industrial purposes, excluding properties with tourism use. The object of the rate for this category is to raise additional revenue to fund the costs associated with the higher level of service provided to properties in this category. The reason is that the Shire incurs higher costs to service these areas, including car park infrastructure, landscaping, and other amenities. Also, extra charges are associated with economic development activities that have a benefit to these ratepayers. The rate in the dollar for this category is 3.6% higher than the GRV-Residential base rate.
- **GRV – Tourism** – This rating category consists of properties with tourism use. The object of the rate for this category is to raise additional revenue to fund the costs associated



with the higher reliance on Shire resources and the higher level of service provided to properties in this category. This category is rated higher than the base rate for GRV to fund costs associated with the more significant use of infrastructure and other Council assets and services and contribution towards tourism promotion activities. The rate in the dollar for this category is 35.5% higher than the GRV–Residential base rate.

### Unimproved Value (UV) Revaluations

UV properties are updated and re-valued by the VGO on an annual basis, with the most recent valuations taking effect from 1 July 2020. UV-Rural revaluations have yet to be received from the VGO at the date of this report. However, historically, UV properties did not change significantly, and therefore the rateable value of UV properties in 2021/22 is expected to remain the same as 2020/21. UV-Mining revaluations had not been received as of the date of this report and expected to be available in late May. Council will be consulted should these valuations affect the rate model as presented. Should the adopted differential rates vary from the advertised due to significant changes in valuations, certain disclosures would be made to comply with the requirements of FMR 23(b).

- **UV – Rural** – This rating category consists of properties that are exclusively for rural use. This category is the base rate by which all other UV rated properties are assessed. The reason is that the different UV rating categories have a higher demand for Shire resources.
- **UV - Commercial Rural** – This rating category consists of properties with commercial use outside of the townsite and inclusive of:
  - i. Pearling Leases;
  - ii. Pastoral leases or Pastoral use;

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

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

### The Proposed Rate in the Dollar

The draft budget documents reflect a 1.83% general rate change for all differential rating categories. Rates modelling has been undertaken, and adjustments in the proposed general rates in the dollar and minimum payments have been made with consideration to achieving a minimal rate increase given the current economic climate.

Differential Rate Category	Minimum Payment Proposed	Rate in the \$ (Cents) Proposed
GRV – Residential	\$1,220	11.0204
GRV – Vacant	\$1,220	20.1729
GRV – Commercial/Industrial	\$1,220	11.4171
GRV – Tourism	\$1,220	14.9349
UV – Rural	\$1,220	0.7763

UV – Mining	\$500	11.9883
UV – Commercial Rural	\$1,220	3.2458

The proposed rate in the dollar for each rating category is summarised in the table above and reflects a 1.83% change from the preceding year.

#### Proposed Minimum Payments

As part of the annual budget process, the Council must determine the minimum payment for differential rating categories in the 2021/22 financial year.

The setting of minimum rates within rating categories recognises that every property receives some minimum level of benefit from the Shire's works and services, which is shared by all properties regardless of size, value, and use. A proposed minimum rate of \$1,220 has been applied to all rating categories except for the UV-Mining category, set at \$500.

UV of the 57 mining tenements ranges from \$198 to \$448,000 with an average UV of \$20,415. The minimum rate for the UV-Mining category is set at a lower level than the other rating categories to ensure that the rate burden is distributed equitably between all other property owners paying the minimum amount. A lower minimum payment will also ensure that less than 50% of the properties in this category are on the minimum rate and comply with section 6.35 of the LGA.

#### Rates from Proposed Differential Rates and Minimum Payments Making up the 2021/22 Budget Deficiency

Applying the rate in the dollar to the rateable value of the various properties within each rating category, plus a conservative estimate of interim rates of \$100,000, results in an estimated total rate of \$23.94M, which is 100% of the \$23.94M budget deficiency. This percentage satisfies the requirements of section 6.34 of the LGA.

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

The proposed objects and reasons for Differential Rating for 2021/22 is found in Attachment 2.

From a statutory perspective, it is important to note that section 6.35 of the LGA requires a local government to ensure that the general rate is imposed on not less than 50% of the number of separately rated properties or 50% of the number of properties in a differential general rate category. This requirement has been achieved in all categories except in GRV – Vacant. It is proposed that Ministerial approval be sought in this circumstance to ensure a consistent rate increase is applied to all properties within this category.

In line with previous years, Ministerial approval must also be sought under section 6.33 of the LGA for the proposed UV-Mining and UV-Commercial differential general rates as these are more than twice the lowest UV general rate.

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

Council will need to consider these valuations before formally adopting differential rates and adjust the UV rates accordingly. To progress the timely adoption of the budget, it is

proposed to seek public comments on the proposed UV differential rates indicating a 1.83% rate increase subject to review upon receipt of UV-Mining valuations.

### The Required Public Notice of Certain Rates

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

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

- be published at least once in a newspaper circulating generally in the district;
- be displayed on a notice board at the local government's offices;
- be displayed on a notice board at each local government library;
- contain details of each rate or minimum payment the Council proposes to impose;
- advise where a document can be inspected that provides the objects of and reasons for each proposed rate and minimum payment;
- contain an invitation for electors or ratepayers to lodge submissions on any of the proposals within 21 days from the date of the notice (i.e. the 21-day submission period excludes the first day of publishing); and
- be published within two months before 1 July 2021 (i.e. not earlier than 1 May).

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

## **CONSULTATION**

Department of Local Government, Sport and Cultural Industries  
Moore Australia

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

### **1.7 Local public notice**

- (1) *Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be —*
- (a) *published in a newspaper circulating generally throughout the district; and*
  - (b) *exhibited to the public on a notice board at the local government's offices; and*
  - (c) *exhibited to the public on a notice board at every local government library in the district.*
- (2) *Unless expressly stated otherwise it is sufficient if the notice is —*
- (a) *published under subsection (1)(a) on at least one occasion; and*
  - (b) *exhibited under subsection (1)(b) and (c) for a reasonable time, being not less than —*
    - (i) *the time prescribed for this paragraph; or*

(ii) if no time is prescribed, 7 days.

#### **6.28 Basis of Rates**

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

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

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

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

#### **6.33 Differential general rates**

- (1) A local government may impose differential general rates according to any or a combination, of the following characteristics -
  - (a) the purpose for which the land is zoned under a local planning scheme in force under the Planning and Development Act 2005;
  - (b) the predominant purpose for which the land is held or used as determined by the local government;
  - (c) whether or not the land is vacant land; or
  - (d) any other characteristic or combination of characteristics prescribed.

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

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

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

#### **6.35. Minimum payment**

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.



- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —
  - (a) 50% of the total number of separately rated properties in the district; or
  - (b) 50% of the number of properties in each category referred to in subsection (6),
 on which a minimum payment is imposed.
- (4) A minimum payment is not to be imposed on more than the prescribed percentage of —
  - (a) the number of separately rated properties in the district; or
  - (b) the number of properties in each category referred to in subsection (6),
 unless the general minimum does not exceed the prescribed amount.
- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.
- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —
  - (a) to land rated on gross rental value; and
  - (b) to land rated on unimproved value; and
  - (c) to each differential rating category where a differential general rate is imposed.

[Section 6.35 amended by No. 49 of 2004 s. 61.]

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

- (1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.
- (2) A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).
- (3) A notice referred to in subsection (1) —
  - (a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency; and
  - (b) is to contain —
    - (i) details of each rate or minimum payment the local government intends to impose; and
    - (ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and
    - (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed; and
  - (c) is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.
- (4) The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.
- (5) Where a local government —

- (a) *in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or*
  - (b) *proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4),*
- it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.*

#### **6.47 Concessions**

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

*\* Absolute majority required*

#### **POLICY IMPLICATIONS**

Rating Policy

Tourism Administration Policy

#### **FINANCIAL IMPLICATIONS**

The proposed differential rates and minimum payments for the 2021/22 financial year will raise estimated rates revenue of \$23.94M. A detailed rates model is in **Attachment 3**.

#### **RISK**

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

There is a possible moderate risk of non-compliance with the LGA, potential moderate level public embarrassment and almost certain significant financial implications to Council. It is advised that the Council support the recommendations of this report to mitigate these risks.

#### **STRATEGIC IMPLICATIONS**

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

Affordable services and initiatives to satisfy community need

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

Core asset management to optimise the Shire's infrastructure whilst minimising life cycle costs.

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

Affordable and equitable services and infrastructure

Affordable land for residential, industrial, commercial and community use

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

Sustainable and integrated strategic and operational plans

## Responsible resource allocation

**VOTING REQUIREMENTS***Simple Majority***REPORT RECOMMENDATION:***That Council:*

1. *Publishes a local public notice proposing the 2021/22 differential general rates and minimum payments set out in the table below and invites electors or ratepayers to lodge submissions about this proposal within 21 days from the date of notice:*

<i>DIFFERENTIAL RATE CATEGORY</i>	<i>RATE IN THE DOLLAR (cents)</i>	<i>MINIMUM PAYMENT</i>
<i>Residential (GRV)</i>	<i>11.0204</i>	<i>\$1,220</i>
<i>Vacant (GRV)</i>	<i>20.1729</i>	<i>\$1,220</i>
<i>Commercial (GRV)</i>	<i>11.4171</i>	<i>\$1,220</i>
<i>Tourism (GRV)</i>	<i>14.9349</i>	<i>\$1,220</i>
<i>Mining (UV)</i>	<i>11.9883</i>	<i>\$500</i>
<i>Rural (UV)</i>	<i>0.7763</i>	<i>\$1,220</i>
<i>Commercial Rural (UV)</i>	<i>3.2458</i>	<i>\$1,220</i>

2. *Adopts the Objects and Reasons presented in Attachment 2 for each of the proposed differential general rates and minimum payments in point 1 above; and*
3. *Following the close of the public submission period, requests the Chief Executive Officer to report back to Council, presenting any submissions for formal consideration before seeking Minister's Approval:*
  - (a) *Under section 6.33(3) of the Local Government Act 1995 to impose differential rates which are more than twice the lowest differential rate; and*
  - (b) *Under section 6.35(5) of the Local Government Act 1995 to impose a minimum payment of \$1,220 on GRV - Vacant properties as an exemption to subsections 2, 3 and 4 of section 6.35 of the Local Government Act 1995.*

**Attachments**

1. Attachment 1 - Proposed Local Public Notice on Differential Rates
2. Attachment 2 - 2021/22 Proposed Differential Rates Objects and Reasons
3. Attachment 3 - 2021/22 Proposed Differential Rates Model

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

Under section 6.36 of the Local Government Act 1995, in its budget for the year ending **30 June 2022**, the Shire of Broome intends imposing the following differential rates and minimum payments.

<b>DIFFERENTIAL RATE CATEGORY</b>	<b>RATE IN THE DOLLAR</b>
<b>UNIMPROVED VALUED PROPERTIES</b>	
<i>UV – Mining</i>	<b>0.119883</b>
<i>UV – Rural</i>	<b>0.007763</b>
<i>UV – Commercial Rural</i>	<b>0.032458</b>
<b>GROSS RENTAL VALUED PROPERTIES</b>	
<i>GRV – Residential</i>	<b>0.110204</b>
<i>GRV – Vacant</i>	<b>0.201729</b>
<i>GRV – Commercial</i>	<b>0.114171</b>
<i>GRV – Tourism</i>	<b>0.149349</b>

A minimum payment of \$1,220 is proposed for all categories except UV – Mining category for which a minimum payment of \$500 is proposed.

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

A statement of the objects and reasons for the proposed differential rates is available at Council's offices, corner Weld and Haas Streets, Broome Monday to Friday 8am to 4pm and on the Shire of Broome website [www.broome.wa.gov.au](http://www.broome.wa.gov.au).

Written submissions from electors and ratepayers on the proposed rates and the minimum payments are to be addressed to the Chief Executive Officer, Shire of Broome, PO Box 44, Broome WA 6725 or emailed to [shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au). No submissions will be considered after **4pm, 24 May 2021**.

For further details contact the Manager Financial Services, Alvin Santiago, on 08 9191 3456.

S MASTROLEMBO  
CHIEF EXECUTIVE OFFICER

<b>WAMA ADVERTISING ORDER</b>			
Purchase Order Number:			
Contact Name:		Gareth McKnight	
Phone No.:		08 9191 3483	
Email:		<a href="mailto:Gareth.McKnight@broome.wa.gov.au">Gareth.McKnight@broome.wa.gov.au</a>	
Publications	Size and Style	Section or Classification	Insertion Date/s
Broome Advertiser	Lineage	Public Notices	6 May 2021
West Australian	Lineage	Local Govt Notices	1 May 2021
Authorised By:	Darren Kennedy		Date:





## Objectives and Reasons for the Differential Rates and Minimum Payments for the 2021/22 Financial Year

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

### Overall Objective

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

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

- Objectivity
- Fairness and Equity
- Consistency
- Transparency and administrative efficiency

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

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

Council determines the required rates yield by reviewing all revenue sources, expenditure and efficiency measures. As part of its budget deliberations, it is assumed that the Shire's operations will return to the same levels before the COVID-19 pandemic. A budget deficiency of \$23.94M has been identified for the financial year 2021/22, and a 1.83% increase in the rate-in-dollar across all rating categories would yield the required rates to fund this deficit. There being no changes to the rating categories, the consistency and equitable distribution of the rates are maintained from one year to the next.

The Shire's Long-Term Financial Plan (LTFP) targeted a 1.85% increase in the 2021/22 financial year rates. The rate yield of \$23.94M is slightly higher (1%) than the revenue projected in Shire's LTFP. It will fund the Capital Works Program as per the Shire's latest Corporate Business Plan.

- Plant Replacement - \$2.1M
- Skate Park Redevelopment - \$1.5M
- Other Road Upgrades & Renewal \$1.0M
- Cable Beach Foreshore Upgrade Detailed Design - \$867K
- Off-Street Carpark and Infrastructure in Frederick Street - \$829K
- Renewal of Various Buildings - \$779K
- Buckley's Road Waste Facility Capping - \$700K
- Renewal and Upgrades of Various Parks and Ovals - \$663K
- Review of ICT Digital Strategy and ICT Renewals - \$559K

- Conti Foreshore Shared Path Development (Connecting the Guy Street and Hamersley Street Shared Paths) - \$472K
- Review of ICT Digital Strategy and ICT Renewals - \$559K
- Community Recycling Centre Detailed Design - \$ 420K
- Various Footpath Constructions, Renewals and Upgrades - \$ 366K
- Renewal and Upgrades of Various Parks and Ovals - \$664K
- BRAC Parking Improvements \$315K
- Implementation of Cemetery Master Plan \$310K
- Off-Street Carpark and Infrastructure in Port Drive - \$299K
- BRAC Grid Solar Connection - \$231K
- Broome Lighting Upgrades – \$150K
- Various Street Lighting Renewals - \$121K
- Place Activations Plan – \$97K
- Cape Leveque Tourist Bay and Signage - \$92K
- Sanctuary Road Caravan Park Consultancy - \$80K
- Footbridges – \$84K
- Old Broome and Cable Beach Precinct Plans \$75K
- Reconciliation Week, Christmas Decorations and Various Community Events - \$66K
- Local Planning Scheme and Local Planning Strategy Review \$65K
- Various Coastal Asset Renewals - \$63K
- Various Improvements in BRAC (WiFi, Self Scanning, Floorball Rink) - \$53K
- Bin Replacement \$50K
- Review of Sport & Recreation Plan and BRAC Master Plan \$50K
- Various Carparks Renewals - \$44K
- Broome Air Raid 80th Anniversary \$35K
- Implement the Youth Plan - \$32K
- New Public Open Space Strategy - \$30K
- New Radar Speed Display Signs - \$30K
- Various Bus Facilities Renewals - \$29K
- Various Drainage Renewals – \$28K
- New Corporate Communications Strategy - \$25K
- Access and Inclusion - \$15K
- Neighbourhood Engagement Program -\$15K
- Cable Beach Shoreline Monitoring - \$10K

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

Efficiency Measures:

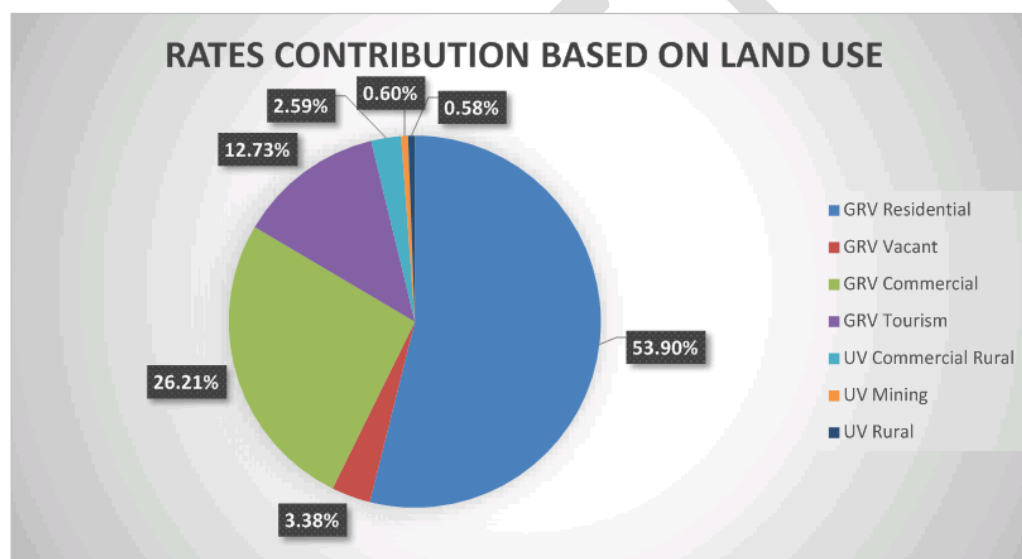
- reviewed position descriptions and remuneration as vacancies arise;
- renewal of Shire assets based on adopted Asset Management Plan;
- encouraged certain staff to take advantage of remote area housing through the Shire leases, therefore, minimising the need for staff housing stock;
- continued use of local suppliers whenever possible and appropriate;
- conduct of three budget reviews each financial year;
- continued to outsource waste collection and recycling education cost-effectively;
- bush fire mitigation strategies and compliance measures were put in place to reduce the scope of recurring work;
- disposal of the under-utilised and maintenance-demanding light fleet and plant;
- installation of LED street lighting and energy-efficient fixtures throughout Shire facilities;
- contractor inductions to reduce exposure to occupational health and safety risks;
- conducted several internal audits of governance and legislative compliance;
- a robust review of insurance services and identify opportunities to self-insure;
- changed the provision of pre-cyclone clean-up activities to become less resource-intensive but still responsive to safety objectives of pre-cyclone preparations;
- revisiting the resourcing of GIS services;

- reduced some facility opening hours in line with service review findings regarding usage patterns; and
- after hours shut-off switch at Administration Building to limit unnecessary air-conditioning when the building is not occupied.

Below is a summary of the proposed minimum payments and rates in the dollar for 2021/22

Differential Rate Category	Minimum Payment	Rate in the \$ (Cents)
GRV – Residential	\$1,220	11.0204
GRV – Vacant	\$1,220	20.1729
GRV – Commercial	\$1,220	11.4171
GRV – Tourism	\$1,220	14.9349
UV – Rural	\$1,220	0.7763
UV – Mining	\$500	11.9883
UV – Commercial Rural	\$1,220	3.2458

#### Rates contribution based on land use:



The 2021/22 Rating Year utilises the most recent general revaluation that took effect on 1 July 2019 due to the general valuations assessed by the Valuer General's office in October 2018.

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

The *Local Government Act 1995* determines that properties of a non-rural purpose be rated using the Gross Rental Valuation (GRV) as the basis for the calculation of annual rates. The Valuer-General determines the GRV for all properties within the Shire of Broome. Under section 22 of the Valuation of Land Act 1978, the Valuer-General also determines the frequency of general valuations. However, historically, the Valuer-General has undertaken a GRV revaluation every three to five years, with the most recent valuation occurring in October 2018 and effective from 1 July 2019. Factors such as age, construction, size, car shelters, pools and location influence the rental value for a house or other GRV property. Interim valuations are provided fortnightly to the Shire by the Valuer-General for properties where changes have occurred (i.e. subdivisions or strata title of a property, amalgamations, building constructions, demolition, additions and/or property rezoning). In such instances, the Shire recalculates the rates for the affected properties and issues interim rates notices.

GRV properties contribute about 96.2% of the total rates as the properties in this category generally have a much higher demand for Shire resources.

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

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

Council is focused on sustainably managing its community and infrastructure assets through the funding of renewal and replacement asset programs. These programs include but are not limited to investment in the resealing of roads, replacement and development of footpath networks, refurbishing public ablutions and other building maintenance programs. The rates from this category are expected to meet the community needs and service levels for properties under this category within the Shire of Broome. This category is expected to contribute 53.9% of the total rates to be raised for 2021/22.

### **GRV – Commercial**

This rating category covers the town centre, commercial business, shopping centres, telecom tower sites and the airport. All properties rated under this category are zoned Commercial under the Town Planning Scheme, excluding properties with tourism use. This rating category recognises the impact of commercial properties on infrastructure and the environment within the Shire. This category recognises the more significant share of costs associated with providing additional services like economic development, maintaining car park infrastructure, landscaping, environmental health, light industrial area infrastructure and other amenities. The rate in the dollar for this category is 3.6% higher than the GRV – Residential base rate. This category is expected to contribute 26.2% of the total rates to be raised for 2021/22.

### **GRV – Tourism**

This rating category consists of properties with operations related to tourism. This category recognises the impact of such properties on infrastructure and the environment within the Shire. This rating category recognises the more significant share of costs associated with the provision of services in addition to the services provided in the GRV Commercial category. Some additional costs contribute to economic development, tourism promotion, marketing activities, environmental health, public safety and law enforcement during the tourist season. The rate in the dollar for this category is 35.5% higher than the GRV – Residential base rate. This category is expected to contribute 12.7% of the total rates to be raised for 2021/22.

### **GRV – Vacant**

This rating category consists of vacant properties zoned Residential, Tourist, Commercial or Industrial under the Shire's Local Planning Scheme. The object of the rate for this category is to signify the Council's preference for land to be developed rather than leaving it vacant. Development is encouraged due to its importance and positive effect on local employment and economic diversity. Further community returns are also expected from population-linked investment in the region by both State and Federal funding bodies. The rate is also higher than the base rate to distribute the rates burden equitably considering the different method used for the valuation of vacant land as compared to other GRV properties. The rate is also intended to discourage land investors from land banking and discourage excessive vacant land leaving subdivisions barren and aesthetically unappealing which may provide prospects for potential antisocial behaviour. The rate in the dollar for this category is 83.1% higher than the GRV – Residential base rate. This category is expected to contribute 3.4% of the total rates to be raised for 2021/22.



## **Unimproved Value (UV)**

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

UV properties contribute about 3.8% of the total rates as the properties in this category generally have a much lower demand on Shire resources.

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

This rating category consists of properties that are exclusively for rural use. This category is the base rate by which all other UV rated properties are assessed. Other UV rating categories have a higher demand for Shire resources than properties in the UV - Rural rating category. This category is expected to contribute 0.58% of the total rates to be raised for 2021/22.

### **UV - Commercial Rural**

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

This category recognises the increased rates required to operate efficiently and provide for rural infrastructure and services. The above services are in addition to the urban services, programs, and infrastructure available to the properties in this category. The Shire incurs higher costs of infrastructure maintenance and renewal of the rural road network due to its vulnerability to extreme weather conditions, further increasing due to extra vehicle movements and activities associated with these properties. This category is expected to contribute 2.6% of the total rates to be raised for 2021/22.

### **UV – Mining**

This rating category consists of properties for mining, exploration or prospecting purposes. The object of the rate for this category is to reflect the impact on utilisation of rural infrastructure (compared to pastoral) by heavy transport and associated higher traffic volumes. Also, these properties have access to all other services and facilities provided by the Shire. This category is rated higher than UV-Commercial due to the higher road infrastructure maintenance costs to the Shire from frequent heavy vehicle use over extensive lengths of Shire roads throughout the year. This category is expected to contribute 0.60% of the total rates to be raised for 2021/22.

## **Minimum Payments**

Every property, regardless of size, value, and use, receives some minimum level of benefit from the Shire's works and services. Minimum rates ensure that all ratepayers make a reasonable contribution to essential services and infrastructure. A proposed minimum rate of \$1,220 has been applied to all rating categories except for the UV-Mining.

UV of mining tenements ranges from \$198 to \$448,000 and an average UV of \$20,415. The \$500 minimum rate for the UV-Mining category is set at a lower level than the other rating categories to ensure that less than 50% of the properties in this category are on the minimum rate and comply with section 6.35 of the *Local Government Act 1995*. Given the lower valuation figure assigned to small mining tenements, a lower minimum payment will also ensure that the rate burden is distributed equitably between all other property owners paying the minimum amount.

Yours Faithfully,

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

SHIRE OF BROOME  
PROPOSED RATES MODEL  
30 JUNE 2021

RATE TYPE	2021-22							2020-21						
	Rate in \$	Number of Properties	Rateable Value New	2021/22 Budgeted Rate Revenue \$	2021/22 Budgeted Interim Rates \$	2021/22 Budgeted Back Rates \$	2021/22 Budgeted Total Revenue	Rate in \$	Number of Properties	Rateable Value New	2020/21 Budgeted Rate Revenue \$	2020/21 Budgeted Interim Rates \$	2020/21 Budgeted Back Rates \$	2020/21 Budgeted Total Revenue
	as cents							as cents						
<b>Differential general rate or general rate</b>														
<u>Gross Rental Valuations</u>														
GRV Residential	11.0204	4,942	116,990,601	12,892,832	100,000		12,992,832	10.8224	4,918	116,292,696	12,585,661			12,585,661
GRV Vacant	20.1729	187	2,909,900	587,011			587,011	19.8104	176	2,904,940	575,480			575,480
GRV Commercial	11.4171	555	55,404,596	6,325,598			6,325,598	11.2119	547	55,146,367	6,182,956			6,182,956
GRV Tourism	14.9349	454	17,635,596	2,633,859			2,633,859	14.6665	454	17,635,596	2,586,525			2,586,525
<u>Unimproved Value Valuations</u>				0			0							0
UV Commercial Rural	3.2458	21	19,304,079	626,572			626,572	3.1875	21	6,638,773	211,611			211,611
UV Mining	11.9883	32	1,116,071	133,798			133,798	11.7729	39	1,211,081	142,579			142,579
UV Rural	0.7763	54	17,509,000	135,922			135,922	0.7623	54	17,509,000	133,471			133,471
<b>Sub-Totals</b>		6,245	230,869,843	23,335,592	100,000	0	23,435,592		6,209	217,338,453	22,418,283	0	0	22,418,283
<b>Minimum payment</b>	<b>Minimum \$</b>							<b>Minimum \$</b>						
<u>Gross Rental Valuations</u>														
GRV Residential	1220	61	585,654	74,420			74,420	1220	67	652,734	81,740			81,740
GRV Vacant	1220	191	869,842	233,020			233,020	1220	176	810,422	214,720			214,720
GRV Commercial	1220	23	170,490	28,060			28,060	1220	24	179,590	29,280			29,280
GRV Tourism	1220	371	1,599,000	452,620			452,620	1220	371	1,599,000	452,620			452,620
<u>Unimproved Value Valuations</u>							0							0
UV Commercial Rural	1220	2	13,300	2,440			2,440	1220	2	13,300	2,440			2,440
UV Mining	500	25	47,576	12,500			12,500	500	29	54,849	14,500			14,500
UV Rural	1220	4	191,300	4,880			4,880	1220	4	191,300	4,880			4,880
<b>Sub-Totals</b>		677	3,477,162	807,940	0	0	807,940		673	3,501,195	800,180	0	0	800,180
<b>Total amount raised from general rates</b>		6,922	234,347,005	24,143,532			24,243,532		6,882	220,839,648	23,218,463			23,218,463
Discounts							(297,366)							(55,142)
<b>Total Rates</b>		6,922	234,347,005	24,143,532			23,946,166		6,882	220,839,648	23,218,463			23,163,321



**9.3.2 REVIEW OF THE TOURISM ADMINISTRATION POLICY**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ECI05.1
<b>AUTHOR:</b>	Manager Community and Economic Development
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Acting Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

Officers have undertaken a review of the Shire's Tourism Administration Policy. Minor changes are recommended - including a new funding application timeline to align with the Shire's annual budget process.

**BACKGROUND**

The objective of the Tourism Administration Policy (**TAP**) is to realise the benefits from tourism, promote coordination, infrastructure sharing opportunities and integration of tourism with other business sectors to optimise benefits and minimise any adverse impacts to the community and other industries.

The TAP identifies that Council funding will focus on the following areas:

1. *Visitor Information Services*: Council will work collaboratively with the Broome Visitor Centre (**BVC**) for the provision of visitor servicing and determining of high-level tourism priorities for the district.
2. *Destination Marketing*: Council will work collaboratively with Australia's North West (**ANW**) for the promotion of the Broome local government area as a visitor destination to external markets and determining of associated high-level tourism priorities for the district.
3. *Cruise Ship Services*: Council will work collaboratively with Cruise Broome to respond to the opportunities offered by cruise shipping, including the servicing the visitation of cruise ship passengers and work towards attracting more cruise ships annually.
4. *Other Tourism Initiatives*: Council will work collaboratively with organisations for the promotion and development of the district as a visitor destination on initiatives to meet the high-level tourism priorities for the district.

**COMMENT**

Following a desktop review by Shire officers, aligning the funding process with the Shire's annual budget process was a key consideration. The submission timeline is the most significant change proposed, and is explored in further detail under *Financial Implications* below.

Consultation was subsequently undertaken with ANW, BVC and Cruise Broome on April 13 and 14. Three key themes emerged:



- In-principle support of providing submissions and a funding request to the Shire as per the new timeline;
- Only limited operational and budget information would be able to be provided at this time, with detailed information to be submitted closer to the commencement of the financial year; and
- Strong desire for multi-year agreements to achieve administrative efficiencies for the organisations and the Shire.

The table below summarises the proposed changes to the content of the Tourism Administration Policy. A 'clean' copy of the policy is included as **Attachment 1** to this report. A 'tracked changes' copy is included as **Attachment 2** to demonstrate revisions to the original version of the policy.

Proposed Change		Rationale
1	Revised submission timeline for nominated organisations	Alignment with the Shire's annual budget process
2	Clarity regarding multi-year agreements	Provides opportunity to achieve administrative efficiencies and a level of funding certainty
3	Delegation for CEO to approve ad hoc allocations to \$10,000 for <i>Other Tourism Initiatives</i>	Provides opportunity to achieve administrative efficiencies and increased responsiveness
4	Minor edits (various)	Various minor edits and corrections

## CONSULTATION

- Councillors Male, Foy, Mitchell, Taylor (Concept Forum on April 13)
- Australia's North West
- Broome Visitors Centre
- Cruise Broome

## STATUTORY ENVIRONMENT

### **Local Government Act 1995**

#### **6.2. Local government to prepare annual budget**

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

*\* Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
- (a) the expenditure by the local government; and*
  - (b) the revenue and income, independent of general rates, of the local government; and*
  - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be considered unless otherwise prescribed.*

- (4) The annual budget is to incorporate —
- (a) particulars of the estimated expenditure proposed to be incurred by the local government; and
  - (b) detailed information relating to the rates and service charges which will apply to land within the district including —
    - (i) the amount it is estimated will be yielded by the general rate; and
    - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;
 and
  - (c) the fees and charges proposed to be imposed by the local government; and
  - (d) the particulars of borrowings and other financial accommodation proposed to be entered by the local government; and
  - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and
  - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
  - (g) such other matters as are prescribed.
- (5) Regulations may provide for —
- (a) the form of the annual budget; and
  - (b) the contents of the annual budget; and
  - (c) the information to be contained in or to accompany the annual budget.

[Section 6.2 amended: No. 49 of 2004 s. 42(8) and 56.]

## **6.7. Municipal fund**

- (1) All money and the value of all assets received or receivable by a local government are to be held and brought to account in its municipal fund unless required by this Act or any other written law to be held in the trust fund.
- (2) Money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by this Act or any other written law.

## **POLICY IMPLICATIONS**

Tourism Administration

## **FINANCIAL IMPLICATIONS**

Under the existing TAP, funding applications are invited from nominated organisations (Australia's North West, Broome Visitors Centre, Cruise Broome) and for 'ad hoc' tourism initiatives.

Nominated organisations are required to complete a formal request for Shire funding by 31 March for the proceeding financial year. Given that this date falls towards the later stages of the Shire's annual budget development and allocation process (also for the proceeding financial year), an indicative budget amount or sum certain has been included in the budget to cover funding to the nominated organisations, and a balance for minor tourism initiatives and opportunities that may arise throughout the year.

Recognising increased allocations to the Broome Visitors Centre in recent years, the sum certain approach is no longer considered appropriate given the decreasing balance of funding that would have been available for other purposes or tourism initiatives under the policy.

A snapshot of TAP funding since 2016-2017 is outlined in the following table and demonstrates the changing nature of allocations:

Applicant	2016/17	2017/18	2018/19	2019/20	2020/21	Total
Australia's North West	\$175,000	\$175,000	\$175,000	\$175,000	No allocation due to COVID-19 impacts	<b>\$700,000</b>
Broome Visitor Centre**	\$258,178	\$308,178	\$477,090	\$494,178	\$473,178	<b>\$2,010,802</b>
Cruise Broome			\$27,000	\$44,000		<b>\$71,000</b>
Cable Beach Polo	\$17,761	\$20,000	EETDF*	Event cancelled	Event cancelled due to COVID-19 impacts	<b>\$37,761</b>
Broome International Charter (Singapore flights)			\$57,657			<b>\$57,657</b>
Fat Bike Championships		\$2,000				<b>\$2,000</b>
Kimberley Land Council		\$20,000				<b>\$20,000</b>
FitEvents	\$10,000					<b>\$10,000</b>
Broome Tourism Leadership Group	\$20,000					<b>\$20,000</b>
<b>Total</b>	<b>\$480,939</b>	<b>\$525,178</b>	<b>\$736,747</b>	<b>\$713,178</b>	<b>\$473,178</b>	<b>\$2,929,220</b>

#### NOTES

Requested

Indicative budget

\*EETDF: Economic, Events and Tourism Development Funding

\*\*The BVC allocation includes:

- Cash funding
- Rental value of facility
- Garden servicing
- Write-off of overheads

The new timeline and process articulated in the policy will allow for funding applications from the nominated organisations to be considered individually and endorsed as appropriate early in the budget cycle. Critically, an accurate and endorsed total funding allocation to be included in the budget for the next financial year.

#### RISK

Option	Risk	Type	Impact	Mitigation
Endorse changes to timeline	Limited information for proceeding financial year	Financial Reputational	Medium	Funding is conditioned, or administration process streamlined

	available in November.			through multi year agreements.
Consideration of multi year agreements	Economic climate or performance may change over life of agreement.	Financial	Medium	Funding is conditioned to include ongoing review and consideration of said factors.
Council does not endorse changes	Budget does not accurately reflect funding allocations to nominated organisations.	Financial	Medium	Endorse changes to the timeline.
	Ability to maximise use of funding gathered through the differential rating scheme	Financial	Medium	Endorse changes to the timeline.

## STRATEGIC CORPORATE PLAN OBJECTIVES

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

***Outcome Nine – A strong, diverse and inclusive economy where all can participate:***

9.1 Increase Broome's domestic and international trade in tourism, agriculture,

## VOTING REQUIREMENTS

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council endorses the reviewed Tourism Administration Policy (Attachment 1) which is inclusive of minor changes.*

## Attachments

1. Attachment 1: Tourism Administration - Policy CLEAN
2. Attachment 2: Tourism Administration - Policy REVISED TRACKED





## Tourism Administration

### Policy Objective

To realise the benefits from tourism, promote coordination, infrastructure sharing opportunities and integration of tourism with other business sectors to optimise benefits and minimise any adverse impacts to the community and other industries. Ensuring a sustainable tourism industry that has balance between environmental, cultural and heritage values, and community lifestyle.

### Policy Statement

The Shire of Broome is committed to ensuring Broome is a premier tourism location increasing economic outcomes and creating a sustainable tourism industry positioned for growth and development.

It will achieve this through clearly defining:

- The process for administration, consultation and determining of high level priorities related to Council funding of tourism initiatives;
- The scope of Council engagement in the development and marketing of the Shire as a visitor destination, both directly and in partnership with the community and other stakeholders to optimise collaboration, consultation and outcomes of Shire funded initiatives; and the extent of Council's direct financial assistance to tourism initiatives.
- High level tourism priorities for Broome Shire, determined through collaborative meetings and high-level priority setting workshops that will include Council and input from applicable industry stakeholders.
- Key performance indicators against the high-level priorities as outlined in this policy, set in collaboration with each organisation awarded funding through this policy.

#### Funding – Focus Areas

Funding will focus on the following areas:

1. *Visitor Information Services*  
Council will work collaboratively with the Broome Visitors Centre for the provision of visitor servicing and determining of high-level tourism priorities for the Shire of Broome.
2. *Destination Marketing*

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Pg 1

Council will work collaboratively with Australia's North West (ANW) for the promotion of the Broome local government area as a visitor destination to external markets and determining of associated high-level tourism priorities for the Shire of Broome.

3. *Cruise Ship Services*

Council will work collaboratively with Cruise Broome to respond to the opportunities offered by cruise shipping, including the servicing the visitation of the passengers and work towards attracting more cruise ships annually.

4. *Other Tourism Initiatives*

Council will work collaboratively with organisations for the promotion and development of the Broome Shire as a visitor destination on initiatives that meet the high-level tourism priorities for the Shire of Broome

Applications for this stream will be considered on an ad hoc basis where the proposed project is considered to be exceptional, opportunistic or otherwise ineligible for other Shire funding programs such as the Events, Economic and Tourism Development Funding Program (EEDTF).

Allocations can be considered at the discretion of the Chief Executive Officer.

### **Collaboration**

1. Council will encourage liaison between all tourism related organisations and or groups to:
  - a. Ensure the best outcomes for the Broome tourism industry
  - b. Strengthen and enhance the Broome product
  - c. Provide aligned messaging and advocacy
  - d. Ensure the benefit for Shire funding is maximised
2. Council will encourage business and community groups to actively collaborate by participating in relevant regional and sector specific organisations.

### **Tourism Industry Development**

Council may lobby State and Federal Government departments to ensure funding for the Broome district is maximised to support industry development.

Council may ensure that other industries are not adversely affected by the tourism industry and encourage industries to work together and communicate opportunities for shared infrastructure or other avenues of cross industry benefit.

Council will encourage networking amongst the operators, Local Business Associations, Tourism Associations, and Tourism WA within the Shire to expand product knowledge.

Council will encourage Local Business Associations and Tourism Associations to actively engage with Tourism WA and other industry stakeholders as a means of increasing the profile of the Shire of Broome as a tourism destination.

### **Planning**

In the formulation of its planning policies and development frameworks, Council will be mindful of the effects on and needs of the tourism industry.

Council will, in reviewing its planning strategies and other forward planning documents, take into consideration policies on tourism and other leisure activities.

In the preparation of local laws, Council will have regard to their impact on tourism and the balanced development of the Shire.

When considering tourism developments, Council will consider the social, economic, cultural and environmental impact of the proposal within the Shire.

#### **Infrastructure and amenities**

In the development of its capital works program, Council will allocate appropriate budgets to facilities that will support and encourage visitors to appropriate areas within its boundaries, for example, toilet blocks, boat launching facilities, directional and interpretative signage, walkways etc.

Council will seek financial support from other agencies whenever possible for the provision of tourist facilities.

Council will, where possible, support the enhancement of specific natural features, conserve areas of outstanding beauty and recognise items of heritage and cultural significance.

#### **Tourism Advisory or Working Groups and Chief Executive Officer Delegation**

The Chief Executive Officer, may, at his/her discretion appoint an advisory or working group from the Broome Tourism Industry to advise him/her in relation to any matter pertaining to Broome tourism. It is envisaged that the Chief Executive Officer would report to Council on issues pertaining to the tourism industry in Broome.

The Chief Executive Officer is also given delegated authority by this policy to:

1. Amend allocations against proposed initiatives of organisations (provided it is within the overall allocation determined for each organisation and appropriate justification is received 4 weeks prior to the initiative)
2. Provide approvals for the allocation of funding amounts up to \$10,000 for *Other Tourism Initiatives*

## **Management Procedures**

#### **Funding of Tourism Initiatives**

1. Allocations for tourism Initiatives will be determined by the Chief Executive Officer on a 'per-application' basis
2. The Shire will commit financial resources to the support the operations of the organisations involved in visitor information servicing, destination marketing and initiatives that demonstrate clearly defined tourism outcomes that are aligned to high-level tourism priorities. This will be achieved through formal consideration of applications from nominated organisations at an Ordinary Meeting of Council.

3. Subject to the application requirements being met, the Chief Executive Officer may refer applications for funding to the Economic Development Advisory Committee, a relevant reference or advisory group and/or Council workshop to provide recommendations and advice related to the request for financial support prior to formal consideration by Council.
4. Subject to Council approval of the expenditure amount the organisation shall submit two invoices for payment in September and March of each financial year.

### Application and Reporting

1. A nominated organisation applying for Visitor Information Services, Destination Marketing or Cruise Ship Services funding through this policy may submit the following as per the timeline below:
  - a. A formal request for funding in the Shire's nominated format prior to the commencement of the funding period, to allow time for consideration.
  - b. A preliminary report against KPI achievements set where funding has previously been allocated to applicant.
  - c. Their strategic / business plan in its nominated format to allow Council consideration of the strategic direction of the organisation.
  - d. A copy of the organisation's year end audited financial statements for the preceding year and provide assurance that the organisation is viable; and
  - e. A summary of activities/projects of expenditure proposed to be funded by the Shire including the proposed key performance indicators aligned to the high-level priorities set by the Shire for the funding period
2. The following timeline will determine the application and consideration process:

Date	Item
30 September	Acquittals for Preceding Financial Year Due (Eg FY 20/21 Acquittal Due in Sept 2021)
1 November	Applications Due for the next FY (Eg FY 22/23 Application due in November 2021)
November	Council Workshop
December	OCM – Council Consideration of Requests

3. Where exceptional circumstances can be demonstrated, Council, may at its discretion, request and/or consider applications from nominated organisations at different times throughout the financial year.
4. An organisation reporting on funding provided through this policy will provide the Shire with a report within 90 days of the end of the funding period that includes;
  - a. A detailed overview to Council in relation to the expenditure of the awarded funds.
  - b. Outcomes measured against the set key performance indications and the high-level priorities previously set for the funding period.
  - c. Detail the acknowledgement that the Shire has received in relation to the financial



assistance on any promotional materials, campaigns, social media, speaking engagements or other promotional avenues connected with the activities / projects and acknowledgment in the organisations annual report and relevant publications.

- d. Other information or data that was agreed to as part of the award of funding through this policy.

Document Control Box							
<b>Document Responsibilities:</b>							
<b>Owner:</b>	Director Development and Community			<b>Owner Business Unit:</b>	Development and Community		
<b>Reviewer:</b>	Economic Development Coordinator			<b>Decision Maker:</b>	Council		
<b>Compliance Requirements:</b>							
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<b>Industry:</b>							
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<b>Document Management:</b>							
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1.	19 April 2012	OMC - Initial Adoption					
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<b>Version #</b>	<b>Decision Reference:</b>	<b>Synopsis:</b>					
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3.	May 20221	Review and Revisions					

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## 9.4 PERFORMANCE

### 9.4.1 ADOPTION OF THE SHIRE OF BROOME CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ADC06
<b>AUTHOR:</b>	Acting Director Corporate Services
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Acting Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

The *Local Government (Model Code of Conduct) Regulations 2021* came into effect on 3 February 2021.

Council are required to adopt a Code of Conduct that includes the Model Code by no later than 3 May 2021. This Code of Conduct applies to Council Members, Committee Members and Candidates only. A separate Code of Conduct for Employees is to be developed by the CEO.

This report recommends Council adopt the Model Code of Conduct (MCC) as legislated.

## BACKGROUND

### Previous Considerations

OMC 25 February 2021 - Item 9.4.3 MCC for Council Members, Committee Members and Candidates.

## COMMENT

At the OMC 25 February 2021, Council commenced the implementation of the new MCC by:

- Approving the Shire of Broome Complaint About Alleged Breach Form; and
- Authorising the Director Corporate Services and the Manager Governance, Strategy and Risk to receive complaints and withdrawals relating to Division 3 – Behaviour.

Section 5.104 of the *Local Government Act 1995* requires each local Government to have prepared and adopted (by absolute majority) a code of conduct within 3 months after the day on which the MCC regulations came into operation.

The intent of the MCC and the previous Shire of Broome Code of Conduct is principally the same. The new regulations however clarify that alleged behavioural complaints are to be dealt with at a local level.

As a result, in addition to adopting the MCC, Council will be required to develop a complaint handling policy/procedure, to enable complaints to be handled in a consistent manner. WALGA have indicated that they will be releasing some guidance to the sector towards the end of April 2021. Following a review of the guidance a draft policy will be developed and workshopped with Councillors in May prior to adoption.

The new regulations allow Council to include additional behavioural requirements that are not inconsistent with the Model Code. No additional behavioural requirements have been recommended at this stage. Should any be identified in the future, Council can update the Code of Conduct at any time in accordance with the Act.

Alleged rules of conduct breaches (i.e. misuse of local government resources, securing personal advantage or disadvantaging others, prohibition against involvement in administration, relationships with local government employees, disclosure of information, disclosure of interest, and non compliance with a behavioural action plan) will continue to be referred to the Local Government Standards Panel who administer the minor breach process.

Alleged serious breaches of the *Local Government Act* that carry a possible fine up to \$10,000 or imprisonment up to 2 years continue to be reported to and investigated by the Department of Local Government.

A summary of the main local government complaint types impacting Elected Members is provided below:

	Behaviour	Rules of Conduct	Breaches of Local Government Act
<b>LODGEMENT</b>	<ul style="list-style-type: none"> <li>Shire of Broome</li> <li>Made to authorised complaints officer/s</li> <li>Complete approved form</li> <li>Within 30 days of alleged breach.</li> </ul>	<ul style="list-style-type: none"> <li>Standards Panel</li> <li>Complete Minor Breach form</li> </ul>	<ul style="list-style-type: none"> <li>Department of Local Government</li> <li>Complete Serious Breach form</li> </ul>
<b>INVESTIGATION</b>	As per Council Policy	Standards Panel convened	Department of Local Government Investigations Unit
<b>POSSIBLE OUTCOMES</b>	<ul style="list-style-type: none"> <li>Withdrawn (successful mediation)</li> <li>Council finding of breach</li> <li>Action Plan</li> </ul>	If finding of minor breach: <ul style="list-style-type: none"> <li>Public censure</li> <li>Public apology</li> <li>Participation in training</li> <li>Order of costs</li> </ul>	If found guilty: <ul style="list-style-type: none"> <li>Fines up to \$10,000 or</li> <li>Imprisonment up to 2 years</li> </ul>

## CONSULTATION

WALGA Governance Team

DLGSC

Workshopped with Councillors on 13 April 2021, with Councillors Foy, Male, Mitchell, Taylor, West and Wevers in attendance.

## STATUTORY ENVIRONMENT

*Local Government Act (1995)- Division 9 Conduct Sections 5.102A – 5.125*

*Local Government (Model Code of Conduct) Regulations 2021*



## POLICY IMPLICATIONS

Councillors are required to comply with all policies, procedures and resolutions of Council under the Code of Conduct.

Alleged breaches of the behavioural provisions of the Code of Conduct – Division 3, will be managed in accordance with a complaints policy to be developed.

## FINANCIAL IMPLICATIONS

Nil. In the future costs maybe incurred by having to engage external parties to assist with mediation or convening the Standards Panel, but these cannot be quantified at this point.

## RISK

There is a small reputational risk if Council do not adopt a compliant code of conduct in accordance with the new legislative requirements.

## STRATEGIC CORPORATE PLAN OBJECTIVES

**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

*Absolute Majority*

### REPORT RECOMMENDATION:

*That Council:*

- 1. Adopts the Local Government (Model Code of Conduct) Regulations 2021 as the Shire of Broome Code of Conduct for Council Members, Committee Members and Candidates as attached; and*
- 2. Requests the Chief Executive Officer to publish the Shire of Broome Code of Conduct for Council Members, Committee Members and Candidates on the Shire website as soon as practicable.*

## Attachments

1. Attachment 1 - Shire of Broome Code of Conduct for Council Members, Committee Members and Candidates



# CODE OF CONDUCT for COUNCIL MEMBERS, COMMITTEE MEMBERS and CANDIDATES

27 Weld Street  
PO Box 44, Broome, WA 6725

Phone: (08) 9191 3456  
Fax: (08) 9191 3455

shire@broome.wa.gov.au  
www.broome.wa.gov.au

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

### Policy Purpose:

This Policy is adopted in accordance with section 5.104 of the *Local Government Act 1995*.

## Division 1 — Preliminary provisions

### 1. Citation

This is the *Shire of Broome Code of Conduct for Council Members, Committee Members and Candidates*.

### 2. Terms used

(1) In this code —

**Act** means the *Local Government Act 1995*;

**candidate** means a candidate for election as a council member;

**complaint** means a complaint made under clause 11(1);

**publish** includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — General principles

### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

### 4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision making in an honest, fair, impartial and timely manner; and



- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

#### **5. Relationship with others**

- (1) A council member, committee member or candidate should —
  - (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

#### **6. Accountability**

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

### **Division 3 — Behaviour**

#### **7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

#### **8. Personal integrity**

- (1) A council member, committee member or candidate —
  - (a) must ensure that their use of social media and other forms of communication complies with this code; and
  - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
  - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
  - (b) must comply with all policies, procedures and resolutions of the local government.

## **9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

## **10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

## **11. Complaint about alleged breach**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

## **12. Dealing with complaint**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### **13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

### **14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

### **15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

## **Division 4 — Rules of conduct**

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

### **16. Overview of Division**

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.



**17. Misuse of local government resources**

- (1) In this clause —

**electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

**resources of a local government** includes —

- (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

**18. Securing personal advantage or disadvantaging others**

- (1) A council member must not make improper use of their office —
- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

**19. Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

## 20. Relationship with local government employees

- (1) In this clause —  
**local government employee** means a person —
  - (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
  - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

## 21. Disclosure of information

- (1) In this clause —  
**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.2 3(2) of the Act;  
**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;  
**document** includes a part of a document;  
**nonconfidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
  - (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a nonconfidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
  - (a) at a closed meeting; or

- (b) to the extent specified by the council and subject to such other conditions as the council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

**22. Disclosure of interests**

- (1) In this clause —  
**interest** —
  - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
  - (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
  - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
  - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

### 23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Document Control Box							
Document Responsibilities:							
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Reviewer:	Manager Governance, Strategy and Risk			Decision Maker:	Council		
Compliance Requirements:							
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Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:		Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.							
2.							



#### **9.4.2 ADOPTION OF THE SHIRE OF BROOME STANDARDS FOR CEO RECRUITMENT - PERFORMANCE AND TERMINATION**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ADC06
<b>AUTHOR:</b>	Acting Director Corporate Services
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Acting Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

##### **SUMMARY:**

The *Local Government (Administration) Regulations 1996 (Admin Regs)* were amended on 3 February 2021 to include Model Standards for the recruitment, performance review and termination of Local Government CEOs (Model Standards).

Council must adopt CEO Standards that incorporate the Model Standards by no later than 3 May 2021. Until adopted by Council, the Model Standards are taken to be the adopted standards.

This report recommends Council adopt the Model Standards as a Council Policy to ensure regular review within the Council Policy Framework.

##### **BACKGROUND**

On 27 June 2019, the *Local Government Legislation Amendment Act 2019* was passed by Parliament. The Amendment Act included the requirement to adopt best practice standards for CEO recruitment, performance review and early termination. Regulations to enact the changes including the Model Standards came into effect on the 3 February 2021.

##### **COMMENT**

Council can add additional provisions to the Model Standards provided they are not inconsistent with the Model Standards.

At this early stage it is recommended that Council not adopt any additional provisions, as Council will be required to certify, by absolute majority, that any future recruitment or termination process was undertaken in accordance with the adopted CEO Standards.

The Department of Local Government and WALGA are expected to provide additional guidance in this area which can form part of future reviews of this policy and the development of procedures to assist Council undertake these processes.

##### **Recruitment**

The Model Standards formalise the process for undertaking a CEO recruitment. Points to note include:

- Council will be required to approve the job description by an absolute majority resolution of Council;
- Selection panel must be established and include at least 1 independent person;

- Council must approve by an absolute majority resolution the making of the offer of employment and the proposed terms of the contract of employment.
- Any variations to the proposed terms of the contract of employment must be approved by Council by an absolute majority resolution.
- As soon as practicable after a CEO is appointed, Council by an absolute majority resolution must certify that the CEO was employed in accordance with the adopted standards in relation to the recruitment of CEOs.
- Copy of this resolution to be forwarded to the Department of Local Government within 14 days.
- External recruitment to occur on expiry of CEO contract where CEO has held the position for 10 or more consecutive years.

### **Performance Reviews**

- Process for review to be agreed between Council and CEO;
- Council must endorse the outcomes of the review by absolute majority resolution;
- Annual review required under section 5.38 of the Act.

### **Termination**

- Procedural fairness must be afforded to the CEO;
- If proposed termination if performance related, the principles in the Model Standards must be adhered to prior to termination;
- Any decision to terminate the employment of a CEO must be made by an absolute majority resolution of Council.
- Written notification including termination reasons must be provided to the CEO.

## **CONSULTATION**

WALGA Governance Team  
DLGSC

Workshopped with Councillors on 13 April 2021, with Councillors Foy, Male, Mitchell, Taylor, West and Wevers in attendance.

## **STATUTORY ENVIRONMENT**

### **Local Government Act (1995) – Division 4 Local Government Employees**

**Section 5.39A: Model standards for CEO recruitment, performance and termination.**

### **Local Government (Administration) Regulations 1996**

**Schedule 2 – Model standards for CEO recruitment, performance and termination.**

## **POLICY IMPLICATIONS**

This is a new policy determined by Council under the *Local Government Act 1995*, section 2.7(2)(b) and satisfies the statutory requirements of section 5.39A.

## **FINANCIAL IMPLICATIONS**

There are no financial implication associated with the adoption of this policy.

## **RISK**

Minimal risk. This item ensures that Council meets compliance with the new legislative requirements.

## **STRATEGIC CORPORATE PLAN OBJECTIVES**

**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**

*Absolute Majority*

### REPORT RECOMMENDATION:

*That Council:*

- 1. Adopts the Shire of Broome Standards for Chief Executive Officer Recruitment, Performance and Termination Policy in accordance with section 5.39B of the Local Government Act; and*
- 2. Request the Chief Executive Officer to publish the Shire of Broome Standards for Chief Executive Officer Recruitment, Performance and Termination Policy on the Shire website as soon as practicable.*

## **Attachments**

1. Attachment 1 - Shire of Broome Standards for CEO Recruitment, Performance and Termination Policy.



# STANDARDS FOR CEO RECRUITMENT, PERFORMANCE and TERMINATION POLICY

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## Shire of Broome Standards for CEO Recruitment, Performance and Termination

### Policy Purpose:

This Policy is adopted in accordance with section 5.39B of the *Local Government Act 1995*.

### Division 1 — Preliminary provisions

#### 1. Citation

These are the Shire of Broome Standards for CEO Recruitment, Performance and Termination.

#### 2. Terms used

- (1) In these standards —

**Act** means the *Local Government Act 1995*;

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the Shire of Broome;

**selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

- (2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — Standards for recruitment of CEOs

### 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

### 4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
  - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

### 5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

### 6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

### 7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

## 8. Establishment of selection panel for employment of CEO

- (1) In this clause —  
**independent person** means a person other than any of the following —
  - (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
  - (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

## 9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
  - (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
  - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
  - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
  - (a) in an impartial and transparent manner; and
  - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
  - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
  - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
  - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.



- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

#### 10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
  - (a) clause 5 does not apply to the new recruitment and selection process; and
  - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

#### 11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

#### 12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the **negotiated contract**) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

#### 13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —  
**commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
  - (a) upon the expiry of the contract of employment of the person (the **incumbent CEO**) who holds the position of CEO —
    - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
    - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
  - and
  - (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

#### **14. Confidentiality of information**

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

### **Division 3 — Standards for review of performance of CEOs**

#### **15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

#### **16. Performance review process to be agreed between local government and CEO**

- (1) The local government and the CEO must agree on —
  - (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

#### **17. Carrying out a performance review**

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
  - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

#### **18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

#### 19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

### Division 4 — Standards for termination of employment of CEOs

#### 20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

#### 21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
  - (b) notifying the CEO of any allegations against the CEO; and
  - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
  - (d) genuinely considering any response given by the CEO in response to the allegations.

#### 22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
  - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the **performance issues**) related to the performance of the CEO; and
  - (b) informed the CEO of the performance issues; and
  - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
  - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

### 23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

### 24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

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Document Control Box							
<b>Document Responsibilities:</b>							
<b>Owner:</b>	Chief Executive Officer			<b>Owner Business Unit:</b>	Office of the CEO		
<b>Reviewer:</b>	Chief Executive Officer			<b>Decision Maker:</b>	Council		
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>		<b>Records Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Synopsis:</b>				
1.							
2.							



**9.4.3 MONTHLY PAYMENT LISTING MARCH 2021**

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

**SUMMARY:**

This report recommends that Council receives the list of payments made under delegated authority for March 2021, as per Attachment 1 to this report.

**BACKGROUND**

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

**COMMENT**

The Shire provides payments to suppliers by either Electronic Funds Transfer (EFT & BPAY), cheque, credit card or direct debit. Attached is a list of all payments processed under delegated authority during March 2021.

**CONSULTATION**

Nil.

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

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

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

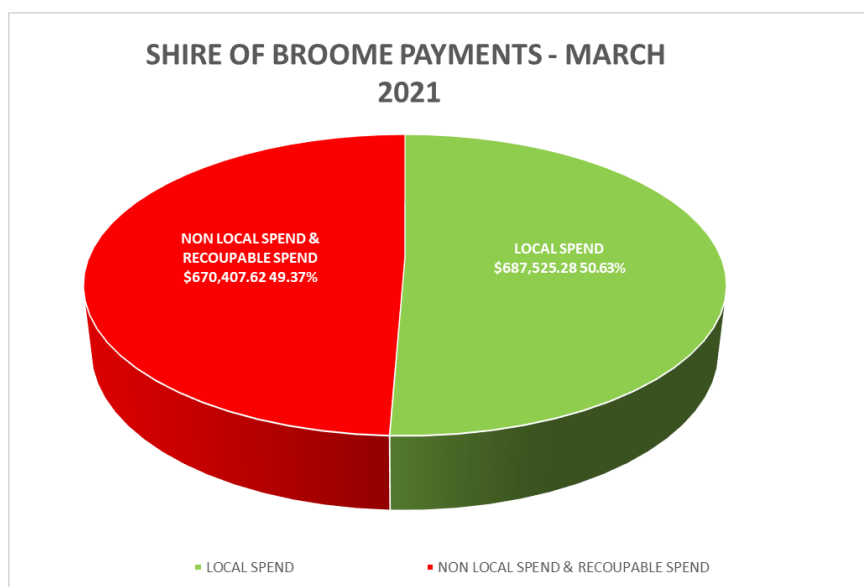
- (b) the date of the meeting of the Council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the Council at the next ordinary meeting of the Council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

## POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

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



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for March 2021 after \$1,241,678.00 in personnel payments, \$3,201,194.27 in utilities and other non-local sole suppliers were excluded.

## RISK

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

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

## STRATEGIC CORPORATE PLAN OBJECTIVES

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

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

13.2 Improve real and perceived value for money from rates

**VOTING REQUIREMENTS***Simple Majority***RECOMMENDATION:***That Council:*

1. *Receives the list of payments made from the Municipal and Trust Accounts in March 2021 totalling in \$5,800,805.17 (Attachment 1) as per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:*
  - a) *EFT Vouchers 59867 to 60184 totalling \$5,620,120.73;*
  - b) *Municipal Cheque Vouchers 57674 to 27678 totalling \$1,552.06;*
  - c) *Trust Cheque Vouchers 0000 to 0000 totalling \$0.00; and*
  - d) *Credit Card Payments and Municipal Direct Debits 29151.1 to 29239.11 totalling \$179,132.38.*
2. *Notes the local spend of \$687,525.28, equating to 50.63%. of total payments excluding personnel, utility and other external sole supplier costs.*

**Attachments**

1. Attachment 1 - Monthly Payment Listing March 2021

## Management Regulation 12.

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

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

PAYMENTS BY EFT & CHEQUE & FROM TRUST - March 2021						
MUNICIPAL & TRUST ELECTRONIC TRANSFER - March 2021						
EFT	Date	Name	Description	Amount	DEL	Local Spend
EFT59867	05/03/2021	ADAM KARL PUSEP	Reimbursement of TAFE Fees- People & Culture	\$ 180.00	MFS	\$ 180.00
EFT59868	05/03/2021	AVERY AIRCONDITIONING	Degassing Units- WMF	\$ 522.50	MFS	\$ 522.50
EFT59869	05/03/2021	BJ DAVIES PLUMBING	Plumbing Works- KRO2	\$ 335.28	MFS	\$ 335.28
EFT59870	05/03/2021	BROOME TOWING &	Abandoned Vehicle Towing- Ranger	\$ 792.00	MFS	\$ 792.00
EFT59871	05/03/2021	CARPET PAINT & TILE	Decking Oil for Wooden Seating- Chinatown	\$ 561.60	MFS	\$ 561.60
EFT59872	05/03/2021	DATAFUEL FINANCIAL	Datafuel Keys- Depot	\$ 869.00	MFS	
EFT59873	05/03/2021	DFP RECRUITMENT (	Temporary Staff- Ranger	\$ 4,613.61	MFS	\$ 4,613.61
EFT59874	05/03/2021	ELLYN HARTVIGSEN	Easter Posters- Chinatown	\$ 150.00	MFS	\$ 150.00
EFT59875	05/03/2021	FIRE & SAFETY SERVICES	Fire Equipment Replacement- KRO	\$ 3,400.69	MFS	\$ 3,400.69
EFT59876	05/03/2021	FOOTPRINT CLEANING	Cleaning- Male Oval	\$ 1,791.84	MFS	\$ 1,791.84
EFT59877	05/03/2021	GEORGIOU GROUP PTY	Construction Works Stage Two (RFQ 20-08)- Chinatown	\$ 866,476.89	MFS	
EFT59878	05/03/2021	HORIZON POWER	Electricity Charges- Shire Buildings & Facilities	\$ 22,872.25	MFS	
EFT59879	05/03/2021	MADALAH LIMITED	Bond Refund (1638)- Civic Centre	\$ 200.00	MFS	
EFT59880	05/03/2021	MAGIQ SOFTWARE PTY	EOFY Rollover Process- Finance	\$ 929.50	MFS	
EFT59881	05/03/2021	MIRACLE RECREATION	Playground Equipment Six Seasons (Quote)- P&G	\$ 17,600.00	MFS	
EFT59882	05/03/2021	MOORE AUSTRALIA	Webinar Training- Finance	\$ 242.00	MFS	
EFT59883	05/03/2021	NORTH WEST	Locksmith- Shire Administration	\$ 207.00	MFS	\$ 207.00
EFT59884	05/03/2021	REGIONAL CAPITALS	Membership Renewal- WA Regional Capitals Alliance	\$ 8,800.00	MFS	
EFT59885	05/03/2021	SWAN MARINE	Construction Jetty (RFT 20-03)- Town Beach	\$ 469,767.10	MFS	
EFT59886	05/03/2021	TELSTRA	Phone Charges- Broome Volunteer Fire	\$ 85.00	MFS	
EFT59887	05/03/2021	VIVA ENERGY AUSTRALIA	Vehicle Fuel Charges- Director Community Development	\$ 693.62	MFS	
EFT59888	10/03/2021	WATER CORPORATION	Water Charges- Various	\$ 54,087.71	MFS	
EFT59889	11/03/2021	SALARY & WAGES	Payroll S&W	\$ 15,760.17	MFS	
EFT59890	11/03/2021	SALARY & WAGES	Payroll S&W	\$ 952.30	MFS	
EFT59891	11/03/2021	SALARY & WAGES	Payroll S&W	\$ 820.00	MFS	
EFT59892	11/03/2021	SALARY & WAGES	Payroll S&W	\$ 660.00	MFS	
EFT59893	11/03/2021	SALARY & WAGES	Payroll S&W	\$ 501.21	MFS	
EFT59894	11/03/2021	SALARY & WAGES	Payroll S&W	\$ 19.40	MFS	
EFT59895	11/03/2021	SALARY & WAGES	Payroll S&W	\$ 145,291.09	MFS	
EFT59896	11/03/2021	SALARY & WAGES	Payroll S&W	\$ 412,114.00	MFS	
EFT59897	12/03/2021	ABBY MURRAY	Photography- Community	\$ 300.00	MFS	\$ 300.00
EFT59898	12/03/2021	ALVIN SANTIAGO	Reimbursement Fuel- Corporate Services	\$ 169.09	MFS	\$ 169.09
EFT59899	12/03/2021	ALYSON HAYES	Refund Swimming Lessons- BRAC	\$ 45.00	MFS	\$ 45.00
EFT59900	12/03/2021	AMY MCGILLIVRAY	Refund of Swimming Fees- BRAC	\$ 120.00	MFS	\$ 120.00
EFT59901	12/03/2021	AUSTRALIA POST	Postage February- Shire Administration	\$ 2,019.86	MFS	\$ 2,019.86
EFT59902	12/03/2021	AVERY AIRCONDITIONING	Airconditioning Servicing- Library	\$ 2,117.50	MFS	\$ 2,117.50
EFT59903	12/03/2021	BIDFOOD ( PREVIOUSLY	Ice Cream Stock- BRAC	\$ 995.62	MFS	\$ 995.62
EFT59904	12/03/2021	BROOME ACCIDENT	Damage Vehicle Repairs- P&G	\$ 500.00	MFS	\$ 500.00
EFT59905	12/03/2021	BROOME ALI WORKS	Supply Steel Framework- Gantheaume Point	\$ 561.44	MFS	\$ 561.44
EFT59906	12/03/2021	BROOME DIESEL &	Vehicle Jack - Depot	\$ 471.75	MFS	\$ 471.75



EFT59907	12/03/2021	BROOME HOLDEN	Service Vehicle- P&G	\$ 1,200.27	MFS	\$ 1,200.27
EFT59908	12/03/2021	BROOME PRIDE INC	Bond Refund (1633)- Civic Centre	\$ 730.00	MFS	\$ 730.00
EFT59909	12/03/2021	BROOME SCOOTERS PTY	Stroke Oil- Depot	\$ 300.00	MFS	\$ 300.00
EFT59910	12/03/2021	BROOME TOYOTA	New Vehicle (RFQ20-70)- Depot	\$ 56,213.27	MFS	\$ 56,213.27
EFT59911	12/03/2021	COCA COLA AMATIL	Stock Kiosk- BRAC	\$ 1,750.75	MFS	
EFT59912	12/03/2021	CS LEGAL	Legal Fees Debt Collection- Finance	\$ 1,798.62	MFS	
EFT59913	12/03/2021	DEPARTMENT OF FIRE &	3rd Quarter ESL DFES Payment- Rates	\$ 325,287.98	MFS	
EFT59914	12/03/2021	DFP RECRUITMENT (	Creditor Officer Placement Fee- Finance	\$ 7,350.30	MFS	\$ 7,350.30
EFT59915	12/03/2021	E & M J ROSHER PTY LTD	Blades Tractor- P&G	\$ 2,103.75	MFS	
EFT59916	12/03/2021	ENTERTAINMENT	Power Cords- Library	\$ 72.99	MFS	\$ 72.99
EFT59917	12/03/2021	FOOTPRINT CLEANING	Cleaning February (RFT 17-02)- Various	\$ 45,073.67	MFS	\$ 45,073.67
EFT59918	12/03/2021	G. BISHOPS TRANSPORT	Freight- P&G	\$ 370.02	MFS	
EFT59919	12/03/2021	HARMONY	Spraying Weeds- P&G	\$ 2,750.00	MFS	\$ 2,750.00
EFT59920	12/03/2021	ISOBEL BROAD	Refund Swimming Lessons- BRAC	\$ 105.00	MFS	\$ 105.00
EFT59921	12/03/2021	JULIA MIKHLIK	Reimbursement Personal Vehicle Use- Community	\$ 62.90	MFS	\$ 62.90
EFT59922	12/03/2021	KIMBERLEY BOOKSHOP	Vouchers Marketing Campaign- Chinatown	\$ 200.00	MFS	\$ 200.00
EFT59923	12/03/2021	KIMBERLEY	Landfill Cover (RFT 19-11)- WMF	\$ 29,260.00	MFS	\$ 29,260.00
EFT59924	12/03/2021	KIMBERLEY FUEL & OIL	Tractor Filters- P&G	\$ 102.20	MFS	\$ 102.20
EFT59925	12/03/2021	KIMBERLEY TRUSS	Machinery- P&G	\$ 2,639.45	MFS	\$ 2,639.45
EFT59926	12/03/2021	KO CONTRACTING	Line Marking- Works	\$ 2,033.90	MFS	\$ 2,033.90
EFT59927	12/03/2021	KOMATSU AUSTRALIA PTY	Parts Loader- Works	\$ 4,636.92	MFS	
EFT59928	12/03/2021	LEE AMANDA STEWART	Refund Swimming Lessons- BRAC	\$ 120.00	MFS	\$ 120.00
EFT59929	12/03/2021	LGIS INSURANCE	Health Risk Appraisals- People & Culture	\$ 4,526.01	MFS	
EFT59930	12/03/2021	LIFTRITE HIRE & SALES	Switch Vehicle- Depot	\$ 128.70	MFS	
EFT59931	12/03/2021	NUTRIEN AG SOLUTIONS	Chemicals- P&G	\$ 2,357.30	MFS	\$ 2,357.30
EFT59932	12/03/2021	NYAMBA BURU YAWURU	Cultural Monitoring- Demco	\$ 14,300.00	MFS	\$ 14,300.00
EFT59933	12/03/2021	OHM ELECTRONICS	Program ICOM Radio Excavator- Works	\$ 55.00	MFS	\$ 55.00
EFT59934	12/03/2021	PINE TIMBER PRODUCT	Timber- P&G	\$ 2,370.50	MFS	
EFT59935	12/03/2021	RAMM SOFTWARE PTY	Training RAMM (RFT 19/14)- IT	\$ 3,508.40	MFS	
EFT59936	12/03/2021	ROBERTS DAY PTY LTD	Analysis, Research, Review (RFQ 20-65)- McMahon Estate	\$ 17,051.65	MFS	
EFT59937	12/03/2021	SEASHORE ENGINEERING	Geotechnical and Erodibility Study- Town Beach	\$ 2,882.00	MFS	
EFT59938	12/03/2021	ST ANNE'S FLORIST	Flowers- People & Culture	\$ 115.00	MFS	
EFT59939	12/03/2021	T - QUIP	Parts Mower- P&G	\$ 133.75	MFS	
EFT59940	12/03/2021	TELSTRA	Phone Charges- Rangers	\$ 85.00	MFS	
EFT59941	12/03/2021	THE LEMONADE HUT	Yoga- Library	\$ 75.00	MFS	\$ 75.00
EFT59942	12/03/2021	TOTALLY WORKWEAR	Uniform- People & Culture	\$ 999.10	MFS	\$ 999.10
EFT59943	12/03/2021	VORGEE PTY LTD	Stock Kiosk- BRAC	\$ 1,985.01	MFS	
EFT59944	12/03/2021	WEST AUSTRALIAN	Program Items WAYRBA- Library	\$ 40.50	MFS	
EFT59945	12/03/2021	WESTRAC	Parts Dozer- Works	\$ 930.91	MFS	
EFT59946	12/03/2021	ABLE ELECTRICAL (WA)	Electrical Repairs Father McMahan Oval- BRAC	\$ 715.00	MFS	\$ 715.00
EFT59947	12/03/2021	ACOR CONSULTANTS	Chinatown Revitalisation Stage 2 (RFQ 20-62)- Chinatown	\$ 44,317.91	MFS	
EFT59948	12/03/2021	ACURIX NETWORKS PTY	Network Monitoring- Library	\$ 436.70	MFS	
EFT59949	12/03/2021	ANDREW BLACK	Retic Repair- Staff Housing	\$ 82.50	MFS	\$ 82.50
EFT59950	12/03/2021	AURORA ENVIROMENTAL	Professional Fees- WMF	\$ 330.00	MFS	\$ 330.00
EFT59951	12/03/2021	AUTOPRO BROOME (Gaff	Truck Drawers- Works	\$ 5,740.00	MFS	\$ 5,740.00
EFT59952	12/03/2021	AVERY AIRCONDITIONING	Airconditioning Repairs- Civic Centre	\$ 115.50	MFS	\$ 115.50
EFT59953	12/03/2021	BOB'S WORKSHOP	Inspection Trailer- P&G	\$ 145.60	MFS	\$ 145.60
EFT59954	12/03/2021	BROOME BOLT SUPPLIES	Rake & Sealant- Depot	\$ 315.81	MFS	\$ 315.81
EFT59955	12/03/2021	BROOME CLARK POOLS &	Pool Servicing- Staff Housing	\$ 224.13	MFS	\$ 224.13
EFT59956	12/03/2021	BROOME DIESEL &	Parts Trailer- P&G	\$ 1,675.95	MFS	\$ 1,675.95
EFT59957	12/03/2021	BROOME PLUMBING &	BBQ, Taps & Plumbing Works- Depot	\$ 3,909.00	MFS	\$ 3,909.00

EFT59958	12/03/2021	BROOME PROGRESSIVE	Stock Kiosk- BRAC	\$ 1,292.31	MFS	\$ 1,292.31
EFT59959	12/03/2021	BROOME TOWING &	Abandoned Vehicle Towing- Rangers	\$ 891.00	MFS	\$ 891.00
EFT59960	12/03/2021	BROOME TRANSIT-	Transport- Councillors	\$ 560.00	MFS	\$ 560.00
EFT59961	12/03/2021	BROOME WHEEL	Brake Callipers Trailer- Depot	\$ 290.00	MFS	\$ 290.00
EFT59962	12/03/2021	BROOME CRETE	Concrete & Sand Various Locations (RFQ 20-63)- P&G	\$ 14,182.03	MFS	\$ 14,182.03
EFT59963	12/03/2021	BT EQUIPMENT PTY LTD	Key & Fuel Cap Compactor- WMF	\$ 192.79	MFS	
EFT59964	12/03/2021	BWS LIQUOUR	Stock for Back Bar- BRAC	\$ 354.60	MFS	\$ 354.60
EFT59965	12/03/2021	CABLE BEACH ELECTRICAL	Electrical Repairs- P&G	\$ 418.00	MFS	\$ 418.00
EFT59966	12/03/2021	NYAMBA BURU YAWURU	Cultural Monitoring (FRQ 20-77)- RRRP	\$ 25,354.50	MFS	\$ 25,354.50
EFT59967	17/03/2021	BUNNINGS BROOME	Temp Fencing- WMF	\$ 3,869.48	MFS	\$ 3,869.48
EFT59968	17/03/2021	ADVANCED ELECTRICAL	Materials- P&G	\$ 123.75	MFS	
EFT59969	17/03/2021	ASK WASTE	Waste Consultancy- WMF	\$ 1,493.25	MFS	
EFT59970	17/03/2021	BIDFOOD ( PREVIOUSLY	Consumables Kiosk- BRAC	\$ 268.64	MFS	\$ 268.64
EFT59971	17/03/2021	BILLY-JEAN MAREE	Travel Expenses WALGA Training- Finance	\$ 205.06	MFS	\$ 205.06
EFT59972	17/03/2021	BOC LIMITED	Gas- BRAC	\$ 177.29	MFS	
EFT59973	17/03/2021	BROOME RFF PTY LTD	Financial Feasibility Study- Town Beach	\$ 5,225.00	MFS	\$ 5,225.00
EFT59974	17/03/2021	BUSHY'S PIZZA	Vouchers Marketing Campaign- Chinatown	\$ 200.00	MFS	\$ 200.00
EFT59975	17/03/2021	DEAN TRAILERS	Trailer (RFQ 20-32)- Depot	\$ 21,693.10	MFS	
EFT59976	17/03/2021	FOOTPRINT CLEANING	Exit Clean- Staff Housing	\$ 506.39	MFS	\$ 506.39
EFT59977	17/03/2021	HAMES SHARLEY	Local Planning Strategy Review- Planning	\$ 1,386.00	MFS	
EFT59978	17/03/2021	J BLACKWOOD & SON	Sunscreen- Depot	\$ 272.80	MFS	\$ 272.80
EFT59979	17/03/2021	KELLY CLIFTON (CLIFTON	Marketing Campaign- Chinatown	\$ 200.00	MFS	\$ 200.00
EFT59980	17/03/2021	RAGHUNATH NEMBI	Rates Refund- Finance	\$ 1,438.55	MFS	\$ 1,438.55
EFT59981	17/03/2021	SARAH OWEN	Reimbursement Gift Card- People & Culture	\$ 160.00	MFS	\$ 160.00
EFT59982	17/03/2021	TELSTRA	Phone Charges- Councillors	\$ 56.25	MFS	
EFT59983	17/03/2021	WESTERN AUSTRALIAN	Training- Finance	\$ 1,623.00	MFS	
EFT59984	17/03/2021	WESTRAC	Seals & Windows Scraper- Works	\$ 1,603.57	MFS	
EFT59985	17/03/2021	WURTH AUSTRALIA PTY	Gloves & Cleaner- Depot	\$ 527.55	MFS	
EFT59986	19/03/2021	BIDFOOD ( PREVIOUSLY	Stock Kiosk- BRAC	\$ 1,666.33	MFS	\$ 1,666.33
EFT59987	19/03/2021	BROOME CLEANAWAY	Waste Collection (RFQ 20-53)- WMF	\$ 26,929.23	MFS	\$ 26,929.23
EFT59988	19/03/2021	BROOME DOCTORS	Pre-employment Medical- People & Culture	\$ 314.50	MFS	\$ 314.50
EFT59989	19/03/2021	BROOME TOWING &	Abandoned Vehicle Towing- Health	\$ 198.00	MFS	\$ 198.00
EFT59990	19/03/2021	BROOME VETERINARY	Pound Fees- Rangers	\$ 3,484.00	MFS	\$ 3,484.00
EFT59991	19/03/2021	CHADSON ENGINEERING	Chemicals- BRAC	\$ 551.10	MFS	
EFT59992	19/03/2021	COLD BLUE BUSINESS	Digital Consulting- Civic Centre	\$ 120.00	MFS	\$ 120.00
EFT59993	19/03/2021	CORSIGN WA PTY LTD	Signage- Works	\$ 418.00	MFS	
EFT59994	19/03/2021	DFP RECRUITMENT (	Temporary Staff- Community	\$ 4,583.24	MFS	\$ 4,583.24
EFT59995	19/03/2021	ELLYN HARTVIGSEN	Logo Design- IT	\$ 2,040.00	MFS	\$ 2,040.00
EFT59996	19/03/2021	G. BISHOPS TRANSPORT	Freight- Works	\$ 292.49	MFS	
EFT59997	19/03/2021	HOLDFAST FLUID POWER	Hose Loader- WMF	\$ 151.30	MFS	
EFT59998	19/03/2021	HORIZON POWER	Electricity Charges- Various	\$ 30,029.05	MFS	
EFT59999	19/03/2021	JSA HOSPITALITY (LAND	Vouchers Marketing Campaign- Chinatown	\$ 200.00	MFS	\$ 200.00
EFT60000	19/03/2021	KIMBERLEY TRUSS	Protective Clothing- Depot	\$ 924.03	MFS	\$ 924.03
EFT60001	19/03/2021	LOMBADINA ABORIGINAL	Removal Sand Cape Leveque- Works	\$ 2,310.00	MFS	\$ 2,310.00
EFT60002	19/03/2021	LORITZ CIRCUS PTY LTD	Refund of Credit Balance in Debtor Account (Debtor 39256)-	\$ 55.00	MFS	
EFT60003	19/03/2021	LRL BROOME MEDICAL	Medical- People & Culture	\$ 203.50	MFS	\$ 203.50
EFT60004	19/03/2021	MAGIQ SOFTWARE PTY	MAGIQ System Enhancements- IT	\$ 1,859.00	MFS	
EFT60005	19/03/2021	MARKETFORCE	Advertising RFT Notices- Works	\$ 1,064.31	MFS	
EFT60006	19/03/2021	MASTER BUILDERS	Sponsorship MBA- Community	\$ 767.89	MFS	
EFT60007	19/03/2021	NORTH WEST COAST	Security Cash Pickups- Shire Administration	\$ 121.00	MFS	\$ 121.00
EFT60008	19/03/2021	NORTH WEST	Locks- Civic Centre	\$ 758.95	MFS	\$ 758.95

EFT60009	19/03/2021	OPTEON PROPERTY	Property Valuation- BOSSCA	\$ 1,980.00	MFS	
EFT60010	19/03/2021	POOL WISDOM	Pool Chemicals- BRAC	\$ 2,082.70	MFS	\$ 2,082.70
EFT60011	19/03/2021	PRD NATIONWIDE	Refund of Credit Balance in Debtor Account (Debtor 2463)-	\$ 15.52	MFS	\$ 15.52
EFT60012	19/03/2021	PTE GROUP	Hydraulic Ramp Kit- Works	\$ 3,520.00	MFS	
EFT60013	19/03/2021	REEN AUTO ELECTRICS	Electrical Repairs Compactor- WMF	\$ 313.50	MFS	\$ 313.50
EFT60014	19/03/2021	STREETER & MALE PTY	Assorted Materials- Property	\$ 173.12	MFS	\$ 173.12
EFT60015	19/03/2021	TOTALLY WORKWEAR	Uniform- People & Culture	\$ 1,275.80	MFS	\$ 1,275.80
EFT60016	19/03/2021	TOULA MARINIS (PHAT	Catering Workshop- Council	\$ 198.00	MFS	\$ 198.00
EFT60017	23/03/2021	A2K TECHNOLOGIES PTY	AutoCAD Subscription- IT	\$ 8,030.00	MFS	
EFT60018	23/03/2021	BENARA NURSERIES	Plants- Chinatown	\$ 7,785.29	MFS	
EFT60019	23/03/2021	BEST IT & BUSINESS	Monthly Copier Charges- IT	\$ 358.33	MFS	\$ 358.33
EFT60020	23/03/2021	BP AUSTRALIA PTY LTD -	Bulk Fuel- Depot	\$ 11,244.32	MFS	
EFT60021	23/03/2021	BROOME CLARK POOLS &	Matting for Tool Box Base- P&G	\$ 649.50	MFS	\$ 649.50
EFT60022	23/03/2021	BROOME CLEANAWAY	Rubbish Collection (RFT 14/01)- WMF	\$ 81,969.11	MFS	\$ 81,969.11
EFT60023	23/03/2021	COASTAL PAVESCAPING	Pump Track Earthworks- BRAC	\$ 4,048.00	MFS	\$ 4,048.00
EFT60024	23/03/2021	FOOTPRINT CLEANING	Cleaning Medland- BRAC	\$ 1,300.75	MFS	\$ 1,300.75
EFT60025	23/03/2021	FREEDOM FAIRIES	Children's Activities- Town Beach	\$ 305.00	MFS	
EFT60026	23/03/2021	GARDEN CITY PLASTICS	Woven Bags- Nursery	\$ 471.47	MFS	
EFT60027	23/03/2021	GEORGIU GROUP PTY	Construction Works Stage 2 (RFQ20-08)- Chinatown	\$ 1,705,763.66	MFS	
EFT60028	23/03/2021	GOOD EARTH GARDEN	Potting Mix- Nursery	\$ 1,309.00	MFS	
EFT60029	23/03/2021	KIMBERLEY CAMPING &	Uniform- Depot	\$ 56.80	MFS	\$ 56.80
EFT60030	23/03/2021	LG INFRASTRUCTURE	Contract Management Services (RFQ 20-77)- RRRP	\$ 7,631.25	MFS	
EFT60031	23/03/2021	NIC COMPTON	Public Art Stage 2 (FRQ 20-22)- Chinatown	\$ 11,000.00	MFS	
EFT60032	23/03/2021	TNT AUSTRALIA PTY LTD	Freight- Assorted	\$ 647.47	MFS	
EFT60033	23/03/2021	TOTALLY WORKWEAR	Uniform- People & Culture	\$ 645.02	MFS	\$ 645.02
EFT60034	23/03/2021	WEST AUSTRALIAN	Advertising Council Newsletter & Community Info- Various	\$ 3,680.37	MFS	
EFT60035	23/03/2021	YOGAMON (MONIQUE	Yoga Instructor- BRAC	\$ 795.00	MFS	\$ 795.00
EFT60036	25/03/2021	2TSustainAbility Pty Ltd	Construction Phase Support- Chinatown	\$ 7,623.76	MFS	
EFT60037	25/03/2021	ABLE ELECTRICAL (WA)	Electrical Repairs- Town Beach	\$ 1,463.00	MFS	\$ 1,463.00
EFT60038	25/03/2021	ARTISTRALIA	Movie Screening Rights- Community	\$ 990.00	MFS	
EFT60039	25/03/2021	AUSTRAL POOL	LTS Platform- BRAC	\$ 1,030.70	MFS	
EFT60040	25/03/2021	BIDFOOD ( PREVIOUSLY	Consumables Kiosk- BRAC	\$ 388.15	MFS	\$ 388.15
EFT60041	25/03/2021	BROOME SQUASH CLUB	Sponsorship- Community	\$ 1,100.00	MFS	\$ 1,100.00
EFT60042	25/03/2021	BROOME VETERINARY	Boarding & Vet Cost February- Rangers	\$ 9,426.20	MFS	\$ 9,426.20
EFT60043	25/03/2021	CATALYSE RESEARCH &	Strategic Community Review (RFQ20-56)	\$ 46,293.49	MFS	
EFT60044	25/03/2021	CLARK EQUIPMENT SALES	Parts Bobcat- Works	\$ 2,106.21	MFS	
EFT60045	25/03/2021	COCA COLA AMATIL	Stock Kiosk- BRAC	\$ 897.80	MFS	
EFT60046	25/03/2021	COGGO PTY LTD	Instructor Aqua- BRAC	\$ 900.00	MFS	\$ 900.00
EFT60047	25/03/2021	DFF RECRUITMENT (	Wages Project Officer- Community	\$ 6,341.86	MFS	\$ 6,341.86
EFT60048	25/03/2021	EFTSURE PTY LTD	EFTsure Set up & Monthly Fee- Finance	\$ 2,750.00	MFS	
EFT60049	25/03/2021	ELLYN HARTVIGSEN	Posters Youth Week- Community	\$ 135.00	MFS	\$ 135.00
EFT60050	25/03/2021	EVENTPRO SOFTWARE	EventPro Licensing- IT	\$ 1,394.59	MFS	
EFT60051	25/03/2021	FIRE & SAFETY SERVICES	Reset Fire Panel- KRO1	\$ 399.67	MFS	\$ 399.67
EFT60052	25/03/2021	GO GO MEDIA	Radio Service- BRAC	\$ 198.00	MFS	
EFT60053	25/03/2021	HARMONY	Removal Trees Morrell Park- P&G	\$ 5,005.00	MFS	\$ 5,005.00
EFT60054	25/03/2021	HORIZON POWER	Electricity Charges- BRAC	\$ 7,587.69	MFS	
EFT60055	25/03/2021	ILLION AUSTRALIA PTY	Monthly Fee Rates Debt Recovery- Finance	\$ 1,969.00	MFS	
EFT60056	25/03/2021	IT VISION	Restoring Documents- IT	\$ 550.00	MFS	
EFT60057	25/03/2021	KENNARDS HIRE	Hire Boards- Chinatown	\$ 4,434.98	MFS	\$ 4,434.98
EFT60058	25/03/2021	KIMBERLEY TRUSS	Fire Door- BRAC	\$ 310.85	MFS	\$ 310.85
EFT60059	25/03/2021	KIMBERLEY WASHOOM	Sanitary Waste Removal- Various Locations	\$ 826.00	MFS	\$ 826.00

EFT60060	25/03/2021	LGIS INSURANCE	Insurance- Broome Golf Club (Quote)	\$ 10,594.84	MFS	
EFT60061	25/03/2021	MARKETFORCE	Public Notices- Office of the CEO	\$ 255.20	MFS	
EFT60062	25/03/2021	MCCORRY BROWN	Water Truck, Variations & Upgrades (RFQ 20-05)- Old	\$ 15,028.56	MFS	\$ 15,028.56
EFT60063	25/03/2021	NORTH WEST	Keys Horizon Power Boxes- P&G	\$ 193.50	MFS	\$ 193.50
EFT60064	25/03/2021	OFFICE NATIONAL	Stationary- Shire Administration	\$ 785.07	MFS	\$ 785.07
EFT60065	25/03/2021	PRD NATIONWIDE	Strata Levies- Staff Housing	\$ 1,781.25	MFS	\$ 1,781.25
EFT60066	25/03/2021	RAY BROOKES PTY LTD	GPO Enclosure- Town Beach	\$ 7,255.60	MFS	
EFT60067	25/03/2021	RIPCURL BROOME	Vouchers Marketing Campaign- Chinatown	\$ 200.00	MFS	\$ 200.00
EFT60068	25/03/2021	ROADLINE CIVIL	Supply Machine- Works	\$ 704.00	MFS	\$ 704.00
EFT60069	25/03/2021	ROYAL LIFE SAVING	Bronze Award- BRAC	\$ 316.80	MFS	
EFT60070	25/03/2021	SLATER & GARTRELL	Floorball Equipment- BRAC	\$ 423.50	MFS	
EFT60071	25/03/2021	TAPPED PLUMBING &	Plumbing- Broome Surf Club	\$ 110.00	MFS	\$ 110.00
EFT60072	25/03/2021	TELSTRA	Phone Charges- IT	\$ 5,509.23	MFS	
EFT60073	25/03/2021	TENDERSPOT MEAT	Catering for Meeting- Infrastructure	\$ 171.92	MFS	\$ 171.92
EFT60074	25/03/2021	TOULA MARINIS (PHAT	Voucher Marketing Campaign- Chinatown	\$ 200.00	MFS	\$ 200.00
EFT60075	25/03/2021	WA HINO	Parts Truck- Works	\$ 570.65	MFS	
EFT60076	25/03/2021	WESTERN DIAGNOSTIC	Pre-employment Drug Testing- People & Culture	\$ 60.50	MFS	
EFT60077	25/03/2021	SALARY & WAGES	Payroll S&W	\$ 118,182.70	MFS	
EFT60078	25/03/2021	SALARY & WAGES	Payroll S&W	\$ 18,298.45	MFS	
EFT60079	25/03/2021	SALARY & WAGES	Payroll S&W	\$ 952.30	MFS	
EFT60080	25/03/2021	SALARY & WAGES	Payroll S&W	\$ 800.00	MFS	
EFT60081	25/03/2021	SALARY & WAGES	Payroll S&W	\$ 700.00	MFS	
EFT60082	25/03/2021	SALARY & WAGES	Payroll S&W	\$ 501.21	MFS	
EFT60083	25/03/2021	SALARY & WAGES	Payroll S&W	\$ 19.40	MFS	
EFT60084	25/03/2021	SALARY & WAGES	Payroll S&W	\$ 357,947.00	MFS	
EFT60085	25/03/2021	COLES SUPERMARKETS -	Catering Supplies- Council Meetings	\$ 609.92	MFS	\$ 609.92
EFT60086	26/03/2021	ALLPEST (BROOME PEST	Pest Inspection- Depot	\$ 104.50	MFS	\$ 104.50
EFT60087	26/03/2021	BIDFOOD ( PREVIOUSLY	Ice Cream Kiosk- BRAC	\$ 2,100.61	MFS	\$ 2,100.61
EFT60088	26/03/2021	BK SIGNS (HALLIDAY	Street Signage- Depot	\$ 148.50	MFS	\$ 148.50
EFT60089	26/03/2021	BOARD (AUSTRALIA) PTY.	BOARD Software Licence Jan - March 2021	\$ 1,378.30	MFS	
EFT60090	26/03/2021	BROOME CAMPUS	TAFE Fees- People & Culture	\$ 552.46	MFS	\$ 552.46
EFT60091	26/03/2021	BROOME PLUMBING &	Installation Tap- P&G	\$ 1,055.00	MFS	\$ 1,055.00
EFT60092	26/03/2021	BROOME SMALL ENGINE	Repairs Pruner- P&G	\$ 191.94	MFS	\$ 191.94
EFT60093	26/03/2021	BUDGET CAR & TRUCK	4WD Car Hire- P&G	\$ 2,320.56	MFS	
EFT60094	26/03/2021	CABLE BEACH TYRE	Tyres Tipper Truck- Works	\$ 5,034.00	MFS	\$ 5,034.00
EFT60095	26/03/2021	CARPET PAINT & TILE	Roller Cover-Works	\$ 43.56	MFS	\$ 43.56
EFT60096	26/03/2021	CD SOFT	Robotics- Library	\$ 1,197.85	MFS	
EFT60097	26/03/2021	CLARK EQUIPMENT SALES	Parts Bobcat- Works	\$ 1,676.42	MFS	
EFT60098	26/03/2021	COAST & COUNTRY	Electrical Repairs- Civic Centre	\$ 4,716.80	MFS	\$ 4,716.80
EFT60099	26/03/2021	CORSIGN WA PTY LTD	Roadwork Signs- Depot	\$ 1,805.10	MFS	
EFT60100	26/03/2021	CS LEGAL	Debt Recovery Services- Finance	\$ 394.00	MFS	
EFT60101	26/03/2021	DEPARTMENT OF	Information Fees- Health & Rangers	\$ 13.60	MFS	
EFT60102	26/03/2021	DFP RECRUITMENT (	Temporary Staff- P&G	\$ 8,406.75	MFS	\$ 8,406.75
EFT60103	26/03/2021	DIRECTCOMMS PTY LTD	SMS Service- Library	\$ 48.07	MFS	
EFT60104	26/03/2021	DYNAMIC PLAYGROUNDS	Freight- Town Beach	\$ 198.00	MFS	
EFT60105	26/03/2021	ELGAS LTD	Gas Forklift- Depot	\$ 79.19	MFS	
EFT60106	26/03/2021	ELLYN HARTVIGSEN	Graphic Design- Community	\$ 742.50	MFS	\$ 742.50
EFT60107	26/03/2021	FIELD AIR CONDITIONING	Electrical Repairs Truck- P&G	\$ 1,579.90	MFS	\$ 1,579.90
EFT60108	26/03/2021	NYAMBA BURU YAWURU	Welcome To Country- Golf Club	\$ 1,357.40	MFS	\$ 1,357.40
EFT60109	26/03/2021	RAY WHITE BROOME	Property Condition Report- Staff Housing	\$ 99.00	MFS	\$ 99.00
EFT60110	26/03/2021	TERENCE LEWIS	Rates Refund- Finance	\$ 92.56	MFS	\$ 92.56



EFT60111	30/03/2021	BROOME FIRST NATIONAL	Staff Rent- April 2021	\$ 12,213.33	MFS	\$ 12,213.33
EFT60112	30/03/2021	HUTCHINSON REAL	Staff Rent- April 2021	\$ 2,389.88	MFS	\$ 2,389.88
EFT60113	30/03/2021	PRD NATIONWIDE	Staff Rent- April 2021	\$ 10,552.35	MFS	\$ 10,552.35
EFT60114	30/03/2021	RAY WHITE BROOME	Staff Rent- April 2021	\$ 10,384.94	MFS	\$ 10,384.94
EFT60115	30/03/2021	REALMARK BROOME	Staff Rent- April 2021	\$ 3,910.70	MFS	\$ 3,910.70
EFT60116	30/03/2021	VICKI ELIZABETH COBBY	Staff Rent- April 2021	\$ 3,466.66	MFS	\$ 3,466.66
EFT60117	30/03/2021	BRUCE RUDEFORTH	Monthly Councillor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT60118	30/03/2021	CHRISTOPHER RALPH	Monthly Councillor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT60119	30/03/2021	DESIREE MAGDOLNA	Monthly Councillor Sitting Fee and Allowances	\$ 2,737.67	MFS	\$ 2,737.67
EFT60120	30/03/2021	ELSTA REGINA FOY	Monthly Councillor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT60121	30/03/2021	FIONA LEIGH WEST	Monthly Councillor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT60122	30/03/2021	HAROLD NORMAN	Monthly Councillor Sitting Fee and Allowances	\$ 6,202.16	MFS	\$ 6,202.16
EFT60123	30/03/2021	NIK WEVERS	Monthly Councillor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT60124	30/03/2021	PETER JOHN TAYLOR	Monthly Councillor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT60125	30/03/2021	PHILLIP FRANCIS	Monthly Councillor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT60126	31/03/2021	ALVIN SANTIAGO	Reimbursement Expenses- Finance	\$ 130.56	MFS	\$ 130.56
EFT60127	31/03/2021	ANTHONY JAMES FRENCH	Cert 3 Horticulture- P&G	\$ 739.55	MFS	\$ 739.55
EFT60128	31/03/2021	BOC LIMITED	Gas- Depot	\$ 90.82	MFS	
EFT60129	31/03/2021	BROOME LOTTERIES	Catering & Venue Hire for Mosquito Management Course-	\$ 2,286.00	MFS	\$ 2,286.00
EFT60130	31/03/2021	BROOME TOYOTA	Key Replacement Vehicle- P&G	\$ 626.03	MFS	\$ 626.03
EFT60131	31/03/2021	GINREAB THAI	Vouchers Marketing Campaign- Chinatown	\$ 200.00	MFS	\$ 200.00
EFT60132	31/03/2021	GPC ASIA PACIFIC PTY LTD	Workshop Consumables- Depot	\$ 48.93	MFS	
EFT60133	31/03/2021	GRANTS EMPIRE	Foreshore Management Plan- Town Beach	\$ 594.00	MFS	
EFT60134	31/03/2021	HARMONY	Annual Spray Program- WMF	\$ 3,575.00	MFS	\$ 3,575.00
EFT60135	31/03/2021	HERBERT SMITH	Legal Work- Golf Club	\$ 1,002.98	MFS	
EFT60136	31/03/2021	HERITAGE WAY PTY LTD	Plants for Chinatown (Quote)- Nursery	\$ 10,076.51	MFS	
EFT60137	31/03/2021	HOLDFAST FLUID POWER	Parts Dozer- Works	\$ 792.00	MFS	
EFT60138	31/03/2021	INTELLIHR SYSTEMS PTY	March Charge- IT	\$ 2,887.50	MFS	
EFT60139	31/03/2021	J BLACKWOOD & SON	Masks- Depot	\$ 1,153.92	MFS	\$ 1,153.92
EFT60140	31/03/2021	KIMBERLEY ARTS	Books- Library	\$ 119.85	MFS	\$ 119.85
EFT60141	31/03/2021	KIMBERLEY BOOKSHOP	Children Books- Library	\$ 17.99	MFS	\$ 17.99
EFT60142	31/03/2021	KIMBERLEY CAMPING &	Safety Equipment- Depot	\$ 332.55	MFS	\$ 332.55
EFT60143	31/03/2021	KIMBERLEY GOLD PURE	Water Supply- WMF	\$ 323.00	MFS	\$ 323.00
EFT60144	31/03/2021	KIMBERLEY QUARRY PTY	Supply Road Base (RFQ 19-05)- Work	\$ 51,919.49	MFS	\$ 51,919.49
EFT60145	31/03/2021	KIMBERLEY TRUSS	Sweatband- P&G	\$ 51.31	MFS	\$ 51.31
EFT60146	31/03/2021	KO CONTRACTING	Line marking- Works	\$ 2,964.50	MFS	\$ 2,964.50
EFT60147	31/03/2021	KOMATSU AUSTRALIA PTY	Parts Loader- WMF	\$ 4,021.34	MFS	
EFT60148	31/03/2021	LGIS RISK MANAGEMENT	OHS Contract- People & Culture	\$ 22,000.00	MFS	
EFT60149	31/03/2021	M P ROGERS &	Engineering Services (RFQ 20-73)- Jetty Streeters	\$ 22,030.05	MFS	
EFT60150	31/03/2021	MALCOLM THOMPSON	Pool Materials- BRAC	\$ 297.00	MFS	
EFT60151	31/03/2021	MG TYRES	Puncture Loader Tyre- WMF	\$ 200.00	MFS	\$ 200.00
EFT60152	31/03/2021	MONICA WAGER	In-store Activation Grant- Chinatown	\$ 500.00	MFS	\$ 500.00
EFT60153	31/03/2021	MUDMAP STUDIO	Public Art- Town Beach	\$ 3,960.00	MFS	\$ 3,960.00
EFT60154	31/03/2021	NUTRIEN AG SOLUTIONS	Timer Retic & Materials (Quote)- P&G	\$ 21,063.42	MFS	\$ 21,063.42
EFT60155	31/03/2021	OFFICE NATIONAL	Printer Toners- Depot	\$ 1,513.16	MFS	\$ 1,513.16
EFT60156	31/03/2021	PMK WELDING & METAL	Metal Barriers- WMF	\$ 4,092.57	MFS	\$ 4,092.57
EFT60157	31/03/2021	POOL WISDOM	Pool Chemicals- BRAC	\$ 587.90	MFS	\$ 587.90
EFT60158	31/03/2021	REEN AUTO ELECTRICS	Fuses Trailer- Works	\$ 160.50	MFS	\$ 160.50
EFT60159	31/03/2021	RESOLUTE SECURITY	Security Services- Various	\$ 8,591.00	MFS	\$ 8,591.00
EFT60160	31/03/2021	T - QUIP	Blade Replacement- P&G	\$ 195.80	MFS	
EFT60161	31/03/2021	TECHNOLOGY ONE LTD	Intramaps Upgrade- IT	\$ 2,156.00	MFS	

EFT60162	31/03/2021	VANDERFIELD PTY LTD	Parts Mower- P&G	\$ 2,083.40	MFS	
EFT60163	31/03/2021	WATTLEUP TRACTORS	Blade Slasher- Works	\$ 317.82	MFS	
EFT60164	31/03/2021	WELDING SOLUTIONS	Tyres Water Cart- Works	\$ 325.33	MFS	
EFT60165	31/03/2021	ALLPEST (BROOME PEST	Pest Inspection- BRAC	\$ 356.25	MFS	\$ 356.25
EFT60166	31/03/2021	AURORA ENVIROMENTAL	Asbestos Plan- WMF	\$ 2,310.00	MFS	\$ 2,310.00
EFT60167	31/03/2021	AUSTRALIAN	Samples Testing- Health	\$ 776.69	MFS	
EFT60168	31/03/2021	AVERY AIRCONDITIONING	Airconditioning Maintenance- Civic Centre	\$ 627.00	MFS	\$ 627.00
EFT60169	31/03/2021	BP AUSTRALIA PTY LTD -	Fuel- Depot	\$ 15,364.32	MFS	\$ 15,364.32
EFT60170	31/03/2021	BROOME BOAT SHOP	Small Tools & Equipment- P&G	\$ 400.00	MFS	\$ 400.00
EFT60171	31/03/2021	BROOME BOLT SUPPLIES	Toolbox- Vehicles	\$ 4,761.45	MFS	\$ 4,761.45
EFT60172	31/03/2021	BROOME CLARK POOLS &	Pool Chemicals- BRAC	\$ 214.93	MFS	\$ 214.93
EFT60173	31/03/2021	BROOME DIESEL &	Repairs Loader- Works	\$ 315.00	MFS	\$ 315.00
EFT60174	31/03/2021	BROOME HOLDEN	Bracket Vehicle- Depot	\$ 33.95	MFS	\$ 33.95
EFT60175	31/03/2021	BROOME PLUMBING &	Anti-Vandal Hose- P&G	\$ 1,715.00	MFS	\$ 1,715.00
EFT60176	31/03/2021	BROOME PROGRESSIVE	Stock Kiosk- BRAC	\$ 1,336.23	MFS	\$ 1,336.23
EFT60177	31/03/2021	CENTRAL REGIONAL TAFE	TAFE Fees- Rangers	\$ 834.90	MFS	
EFT60178	31/03/2021	CENTURION TRANSPORT	Freight- Chinatown	\$ 842.79	MFS	
EFT60179	31/03/2021	COAST & COUNTRY	Electrical Repairs- Various Locations	\$ 12,203.96	MFS	\$ 12,203.96
EFT60180	31/03/2021	DFP RECRUITMENT (	Temporary Staff- Depot	\$ 3,600.69	MFS	\$ 3,600.69
EFT60181	31/03/2021	ELLYN HARTVIGSEN	Graphic Design Pearlers Games- Chinatown	\$ 520.00	MFS	\$ 520.00
EFT60182	31/03/2021	SUZANNAH STANFORD	Bond Refund (1671)- Civic Centre	\$ 390.00	MFS	
EFT60183	31/03/2021	TOULA MARINIS (PHAT	Catering Aims Training- People & Culture	\$ 399.00	MFS	\$ 399.00
EFT60184	31/03/2021	WESTRAC	Seal Windows Scraper- Works	\$ 203.98	MFS	
<b>MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:</b>				<b>\$5,620,120.73</b>		<b>\$682,629.34</b>

MUNICIPAL CHEQUES - March 2021						
DD#	Date	Name	Description	Amount	Del Auth	Local Spend
57674	03/03/2021	SHIRE OF BROOME	Petty cash- Administration	\$ 509.71	MFS	\$ 509.71
57675	03/03/2021	SHIRE OF BROOME	Library- Petty Cash	\$ 162.35	MFS	\$ 162.35
57676	09/03/2021	DEPARTMENT OF	Shire of Broome Plates- Administration	\$ 400.00	MFS	
57677	25/03/2021	DEPARTMENT OF	Shire of Broome Plates- Administration	\$ 200.00	MFS	
57678	31/03/2021	BROOME TAI CHI	Tai Chi Training- Civic Centre	\$ 280.00	MFS	\$ 280.00
<b>MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:</b>				<b>\$1,552.06</b>		<b>\$952.06</b>

TRUST CHEQUES - March 2021						
DD#	Date	Name	Description	Amount	Del Auth	Local Spend
					MFS	
<b>TRUST CHEQUES TOTAL:</b>				<b>\$0.00</b>		<b>\$0.00</b>

MUNICIPAL DIRECT DEBIT/CREDIT CARD PAYMENTS - March 2021						
DD#	Date	Name	Description	Amount	Del. Auth.	Local Spend
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 49,867.04	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 642.45	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 446.78	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 272.37	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 2,848.07	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 385.79	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 1,158.31	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation contributions	\$ 370.23	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 1,324.14	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 43,098.20	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 1,454.04	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation contributions	\$ 446.78	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation contributions	\$ 272.37	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 3,200.18	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation contributions	\$ 343.55	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation contributions	\$ 370.23	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 1,324.14	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 931.81	MFS	
DD29233.	26/03/2021	QANTAS AIRWAYS LTD	Flights IPWEA Conference- Infrastructure (Credit Card	\$ 304.98	MFS	
DD29233.	26/03/2021	VIRGIN AUSTRALIA	Flight Tax for IPWEA Conference- Infrastructure (Credit Card	\$ 267.71	MFS	
DD29233.	26/03/2021	INSTITUTE OF SURVEYING	Civil Design Basics Training Course- Infrastructure (Credit	\$ 836.00	MFS	
DD29233.	26/03/2021	INSTITUTE OF PUBLIC	IPWEA Australasian Fleet Conference- Depot (Credit Card	\$ 720.00	MFS	
DD29233.	26/03/2021	ESPLANADE HOTEL	Accommodation for IPWEA Conference- Infrastructure	\$ 394.16	MFS	
DD29234.	26/03/2021	ALANA MARTINOVICH -	Facebook Boosts- BRAC (Credit Card Payment 26.03.21)	\$ 647.15	MFS	
DD29235.	26/03/2021	VIRGIN AUSTRALIA	LG Conference Flights- Finance (Credit Card Payment	\$ 535.43	MFS	
DD29235.	26/03/2021	THE MURRAY HOTEL	Accommodation WALGA Training- Finance (Credit Card	\$ 396.00	MFS	
DD29235.	26/03/2021	LANI LEVI - CREDIT CARD	Synergy soft Training Platter- Rates (Credit Card Payment	\$ 874.60	MFS	
DD29235.	26/03/2021	EXCLAIMER LTD	Exclaimer Cloud Mail Signature Subscription- IT (Credit Card	\$ 1,459.20	MFS	
DD29236.	26/03/2021	SARAH OWEN - CREDIT	Gratuity Payment- Library (Credit Card Payment 26.03.21)	\$ 631.00	MFS	\$ 631.00
DD29236.	22/03/2021	SARAH OWEN - CREDIT	Gift Cards for Youth Week- Community (Credit Card Payment	\$ 250.00	MFS	\$ 250.00
DD29239.	26/03/2021	SUBWAY BROOME	Catering for Training- People & Culture (Credit Card Payment	\$ 171.00	MFS	\$ 171.00
DD29239.	26/03/2021	JOHN FAIRFAX GROUP	Digital Subscription to WA Today Website- Media (Credit	\$ 15.08	MFS	
DD29239.	26/03/2021	LEAH BERKREY - CREDIT	Women's Leadership Forum- People & Culture (Credit Card	\$ 2,871.88	MFS	\$ 2,871.88
DD29239.	04/03/2021	LEAH BERKREY - CREDIT	RRRP Community Engagement Market Stall- WMF (Credit	\$ 20.00	MFS	\$ 20.00
DD29239.	26/03/2021	IBIS HOTELS - PERTH	Accommodation State Council Meeting- Councillor (Credit	\$ 239.00	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 931.81	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 1,176.61	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 2,559.96	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 635.04	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 361.04	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 1,293.53	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 679.26	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 710.51	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 1,511.10	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 776.22	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 441.89	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 783.34	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 741.10	MFS	

DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 3,062.77	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 436.10	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 343.09	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 347.15	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 1,992.84	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 8,348.53	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation contributions	\$ 704.82	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation contributions	\$ 480.60	MFS	
DD29151.	09/03/2021	SUPERANNUATION	Superannuation contributions	\$ 1,479.80	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 1,186.32	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 635.04	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 2,559.96	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 964.52	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation contributions	\$ 347.45	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 1,319.85	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 679.26	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 711.65	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 1,511.10	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 776.22	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 401.19	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 783.34	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 741.10	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 3,364.22	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 434.65	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation contributions	\$ 276.63	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation contributions	\$ 426.23	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 1,992.84	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation contributions	\$ 704.82	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation Contributions	\$ 8,984.10	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation contributions	\$ 480.60	MFS	
DD29192.	23/03/2021	SUPERANNUATION	Superannuation contributions	\$ 324.09	MFS	
DD29239.	26/03/2021	SQUARESPACE INC	Chinatown Broome Website- Chinatown (Credit Card	\$ 34.93	MFS	
DD29239.	26/03/2021	FACEBOOK	Facebook Advertising- Media (Credit Card Payment 26.03.21)	\$ 305.49	MFS	
				<b>\$179,132.38</b>		<b>\$3,943.88</b>

**MUNICIPAL ELECTRONIC TRANSFER TOTAL****\$5,620,120.73****\$682,629.34****MUNICIPAL CHEQUES****\$1,552.06****\$952.06****TRUST CHEQUE TOTAL****\$0.00****\$0.00****MUNICIPAL DIRECT****\$179,132.38****\$3,943.88****TOTAL PAYMENTS March****\$5,800,805.17****\$687,525.28**Key for Delegation of  
Authority:**CEO-** Chief Executive Officer**MFS-** Manager Financial Services**DCS-** Director Corporate Services



**9.4.4 MONTHLY STATEMENT OF FINANCIAL ACTIVITY REPORT MARCH 2021**

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

**SUMMARY:**

Council is required by legislation to consider and adopt the Monthly Statement of Financial Activity Report for the period ended 31 March 2021, as required by Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* (FMR).

**BACKGROUND***Previous Considerations*

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

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

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

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

**COMMENT**

The 2020/21 Annual Budget was adopted at the Ordinary Meeting of Council on 25 June 2020. The following are key indicators supporting the year to-date budget position with respect to the Annual Forecast Budget:

Budget Year elapsed	75%
Total Rates Raised Revenue	100% (of which 93.80% has been collected)
Total Other Operating Revenue	65%
Total Operating Expenditure	65%
Total Capital Revenue	74%
Total Capital Expenditure	43%
Total Sale of Assets Revenue	17%

More detailed explanations of variances are contained in Note 2 of the Monthly Statement of Financial Activity. The commentary identifies material variations between the expected year-to-date budget position and the position at the reporting date.

Based on the 2020/21 Annual Budget presented at the Ordinary Meeting of Council on 25 June 2020, Council adopted a balanced budget to 30 June 2021.

## **CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

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

#### **34. Financial activity statement report — s. 6.4**

(1A) In this regulation —

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

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

## **Local Government Act 1995**

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

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

\* Absolute majority required.

(1a) In subsection (1) —

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

- (2) Where expenditure has been incurred by a local government —
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

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

## **RISK**

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

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

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

## **STRATEGIC IMPLICATIONS**

**Performance - We will deliver excellent governance, service and value, for everyone:**

Responsible resource allocation

Improved systems, processes and compliance

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

**VOTING REQUIREMENTS**

*Simple Majority*

**RECOMMENDATION:**

*That Council adopts the Monthly Financial Activity Statement Report for the period ended 31 March 2021 as attached.*

**Attachments**

1. Attachment 1 - Monthly Statement of Financial Activity Report March



**SHIRE OF BROOME**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 March 2021**

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

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## Shire of Broome

Compilation Report  
For the Period Ended 31 March 2021

### Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34.

### Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.  
No matters of significance are noted.

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 March 2021 of \$19,086,585.

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

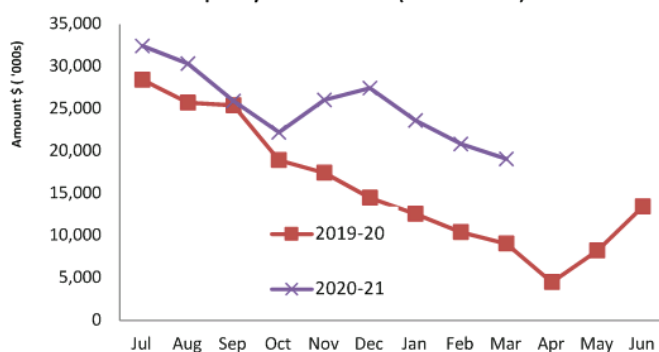
### Preparation

Prepared by: N Schneider  
Reviewed by: A Santiago  
Date prepared: 09/04/2021

## Shire of Broome

Monthly Summary Information  
For the Period Ended 31 March 2021

Liquidity Over the Year (Refer Note 3)

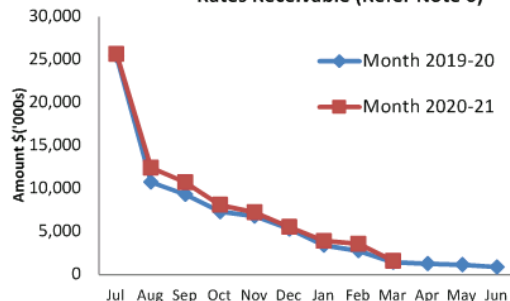
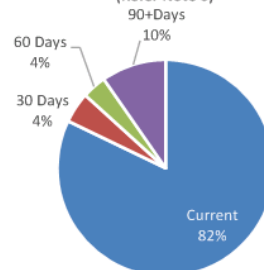
Cash and Cash Equivalents  
as at period end

Unrestricted	\$ 17,991,611
Restricted	\$ 31,977,482
	<u>\$ 49,969,093</u>

## Receivables

Rates	\$ 1,498,507
Other	\$ 1,928,858
	<u>\$ 3,427,366</u>

Rates Receivable (Refer Note 6)

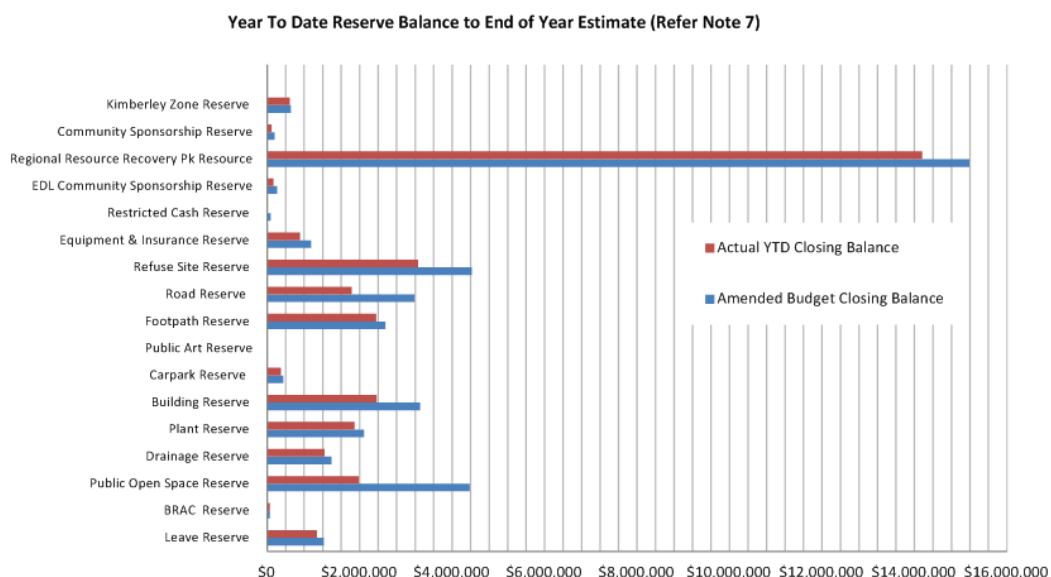
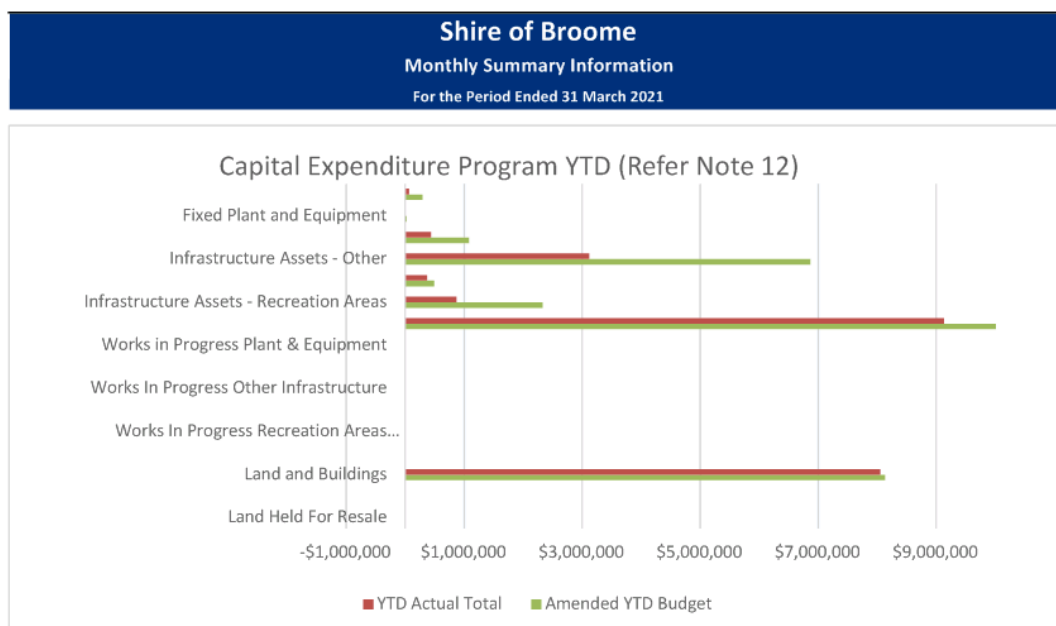
Accounts Receivable Ageing (non-rates)  
(Refer Note 6)

## Comments

1. Liquidity refers to the Shire of Broome's ability to meet its financial obligations within the current year. Liquidity increased at the start of the financial year by \$18.984M due mainly to the issuance of rates. Liquidity is a combination of unrestricted cash, Current Debtors (including Rates), and Current Creditors. The Shire of Broome's current position (representing liquidity) can be found in Note 3.

2. Rates were raised in July with payment due 35 days after issuing. Total Rates raised for the year was \$23.28M with total outstanding rates YTD at \$1.5M.

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



#### Comments

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

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

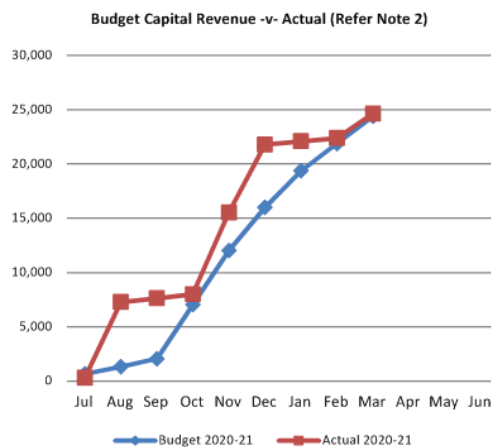
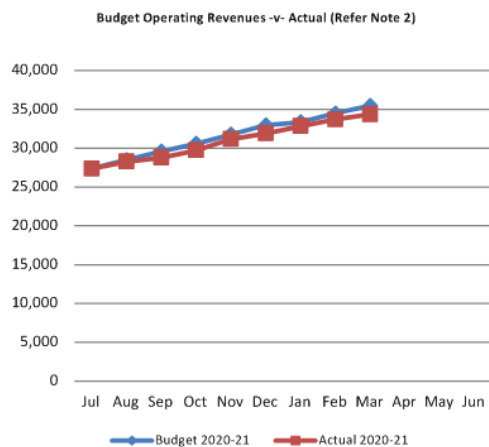


## Shire of Broome

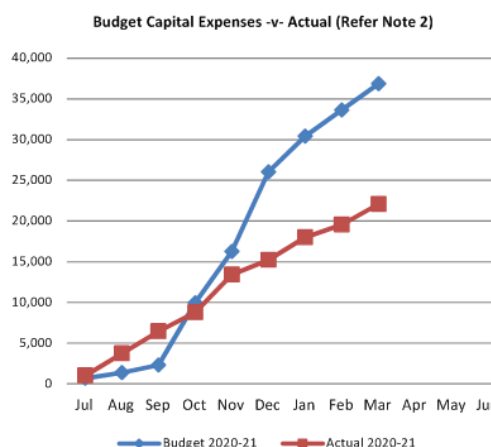
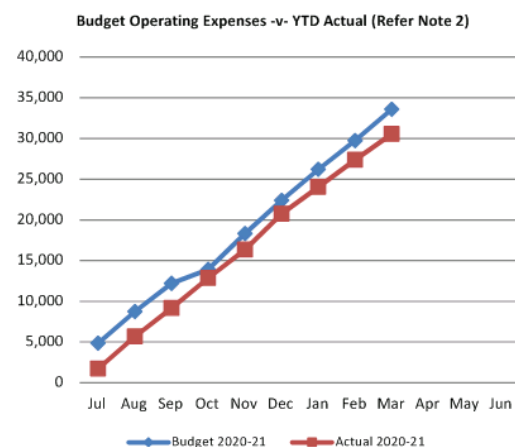
### Monthly Summary Information

For the Period Ended 31 March 2021

#### Revenues



#### Expenditure



#### Comments

Explanation on material variances are presented in note 2.

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

**SHIRE OF BROOME**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 March 2021**

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	Var.
<b>Operating Revenues</b>		\$	\$	\$		\$	%	
Governance		341,246	261,909	294,225		32,316	12.34%	▲
General Purpose Funding - Rates	9	23,389,041	23,360,108	23,378,582		18,474	0.08%	
General Purpose Funding - Other		922,048	691,536	685,330		(6,206)	(0.90%)	
Law, Order and Public Safety		115,033	86,283	133,362		47,079	54.56%	▲
Health		184,084	138,051	156,793		18,742	13.58%	▲
Education and Welfare		33,716	25,281	33,716		8,435	33.36%	
Housing		1,926,356	1,444,761	515,642		(929,119)	(64.31%)	▼
Community Amenities		6,672,801	4,893,286	4,875,715		(17,571)	(0.36%)	
Recreation and Culture		1,408,708	1,056,474	1,151,135		94,661	8.96%	
Transport		1,589,305	1,191,951	746,142		(445,809)	(37.40%)	▼
Economic Services		1,703,016	808,852	758,097		(50,755)	(6.27%)	
Other Property and Services		2,009,956	1,523,608	1,630,546		106,938	7.02%	
<b>Total Operating Revenue</b>		<b>40,295,311</b>	<b>35,482,100</b>	<b>34,359,285</b>	<b>85%</b>	<b>(1,122,815)</b>		
<b>Operating Expense</b>								
Governance		(2,646,894)	(1,970,901)	(1,683,319)		287,582	14.59%	▲
General Purpose Funding		(392,836)	(294,624)	(316,887)		(22,263)	(7.56%)	
Law, Order and Public Safety		(1,292,643)	(958,121)	(852,757)		105,364	11.00%	▲
Health		(620,829)	(465,362)	(541,708)		(76,346)	(16.41%)	▼
Education and Welfare		(545,406)	(410,513)	(374,113)		36,400	8.87%	
Housing		(1,994,704)	(1,497,456)	(573,212)		924,244	61.72%	▲
Community Amenities		(11,248,164)	(7,069,993)	(7,019,927)		50,066	0.71%	
Recreation and Culture		(12,652,282)	(9,500,477)	(9,377,985)		122,492	1.29%	
Transport		(10,049,073)	(7,536,799)	(6,867,915)		668,884	8.87%	
Economic Services		(2,466,906)	(1,457,216)	(1,290,506)		166,710	11.44%	▲
Other Property and Services		(2,999,092)	(2,414,085)	(1,644,967)		769,118	31.86%	▲
<b>Total Operating Expenditure</b>		<b>(46,908,829)</b>	<b>(33,575,547)</b>	<b>(30,543,296)</b>	<b>65%</b>	<b>3,032,251</b>		
<b>Funding Balance Adjustments</b>								
Add back Depreciation		11,653,092	8,739,822	9,031,280		291,458	(3.33%)	
Adjust (Profit)/Loss on Asset Disposal	8	339,548	315,976	7,818		(308,158)	97.53%	
Adjust Revaluation, Provisions and Accruals		0	0	0		0		
<b>Net Cash from Operations</b>		<b>5,379,122</b>	<b>10,962,351</b>	<b>12,855,087</b>		<b>1,892,736</b>		
<b>Capital Revenues</b>								
<b>Grants, Subsidies and Contributions</b>		33,317,377	24,114,779	24,572,649		457,870	(1.90%)	
Governance		8,000	5,994	0		(5,994)	100.00%	
General Purpose Funding		0	0	0		0		
Rates		0	0	0		0		
Other General Purpose Funding		0	0	0		0		
Law, Order and Public Safety		0	0	0		0		
Health		0	0	0		0		
Education and Welfare		0	0	0		0		
Housing		0	0	0		0		
Community Amenities		(124,000)	(92,997)	(124,069)		(31,072)	(33.41%)	▼
Recreation and Culture		16,537,233	11,547,691	8,592,089		(2,955,602)	25.59%	
Transport		4,351,019	3,245,248	4,497,867		1,252,619	(38.60%)	
Economic Services		12,545,125	9,408,843	11,606,762		2,197,919	(23.36%)	
Other Property and Services		0	0	0		0		
Proceeds from Disposal of Assets	8	361,651	261,111	62,588	17%	(198,523)	76.03%	
<b>Total Capital Revenues</b>		<b>33,679,028</b>	<b>24,375,890</b>	<b>24,635,237</b>	<b>74%</b>	<b>259,347</b>		

**SHIRE OF BROOME**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 March 2021**

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	Var.
<b>Capital Expenses</b>								
Land Held for Resale	12	0	0	0		0		
Land Under Control (Crown Land)	12	0	0	0		0		
Land and Buildings	12	(12,131,622)	(8,136,051)	(8,054,801)		81,250	1.00%	
Works in Progress Land & Buildings	12	0	0	0		0		
Works In Progress Recreation Areas								
Infrastructure	12	0	0	0		0		
Works in Progress - Rds, F/Paths & Bridges	12	0	0	0		0		
Works In Progress Other Infrastructure	12	0	0	0		0		
Works in Progress Drainage								
Infrastructure	12	0	0	0		0		
Works in Progress Plant & Equipment	12	0	0	0		0		
Infrastructure Assets - Roads & Footpaths	12	(22,915,614)	(17,596,636)	(9,135,702)		8,460,934	48.08%	▲
Infrastructure Assets - Recreation Areas	12	(3,194,240)	(2,332,560)	(870,594)		1,461,966	62.68%	▲
Infrastructure Assets - Drainage	12	(658,234)	(493,641)	(372,858)		120,783	24.47%	▲
Infrastructure Assets - Other	12	(9,805,739)	(6,869,096)	(3,122,760)		3,746,336	54.54%	▲
Mobile Plant and Equipment	12	(1,775,367)	(1,082,514)	(439,670)		642,844	59.38%	▲
Fixed Plant and Equipment	12	(40,500)	(30,375)	0		30,375	100.00%	▲
Furniture and Equipment	12	(398,205)	(298,647)	(67,984)		230,663	77.24%	▲
Total Capital Expenditure		(50,919,521)	(36,839,520)	(22,064,370)	43%	14,775,150		
<b>Net Cash from Capital Activities</b>		(17,240,493)	(12,463,630)	2,570,867		15,034,497		
<b>Financing</b>								
Proceeds from New Debentures		5,082,741	1,185,389	(42,904)		(1,228,293)	103.62%	
Proceeds from Advances		0	0	0		0		
Self-Supporting Loan Principal		0	0	0		0		
Transfer from Reserves	7	5,672,795	2,959,641	0		(2,959,641)	100.00%	
Advances to Community Groups		0	0	0		0		
Repayment of Debentures	10	(875,556)	(383,969)	(380,334)		3,635	0.95%	
Transfer to Reserves	7	(2,546,590)	(1,781,163)	(104,523)		1,676,640	94.13%	▲
<b>Net Cash from Financing Activities</b>		7,333,390	1,979,898	(527,761)		(2,507,659)		
<b>Net Operations, Capital and Financing</b>		(4,527,981)	478,619	14,898,193		14,419,574		
<b>Opening Funding Surplus(Deficit)</b>	3	4,188,392	4,188,392	4,188,392		0		
<b>Closing Funding Surplus(Deficit)</b>	3	(339,589)	4,667,011	19,086,585		14,419,574		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF BROOME  
STATEMENT OF FINANCIAL ACTIVITY  
(By Nature or Type)  
For the Period Ended 31 March 2021

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	Var.
<b>Operating Revenues</b>		\$	\$	\$		\$	%	
Rates	9	23,273,321	23,273,321	23,284,688		11,367	0.05%	
Operating Grants, Subsidies and Contributions		3,167,142	2,372,301	2,332,900		(39,401)	(1.66%)	
Fees and Charges		12,376,650	8,704,822	7,670,192		(1,034,630)	(11.89%)	▼
Service Charges		0	0	0		0		
Interest Earnings		281,811	211,266	203,954		(7,312)	(3.46%)	
Other Revenue		1,095,077	826,596	856,937		30,341	3.67%	
Profit on Disposal of Assets	8	101,309	93,794	10,615		(83,179)	(88.68%)	▼
Total Operating Revenue		40,295,310	35,482,100	34,359,286	85%	(1,122,814)		
<b>Operating Expense</b>								
Employee Costs		(15,797,683)	(11,858,023)	(11,510,157)		347,866	(2.93%)	
Materials and Contracts		(13,139,316)	(9,225,365)	(6,649,230)		2,576,135	(27.92%)	
Utility Charges		(2,104,237)	(1,578,168)	(1,527,038)		51,130	(3.24%)	
Depreciation on Non-Current Assets		(11,653,092)	(8,739,822)	(9,031,280)		(291,458)	3.33%	
Interest Expenses		(165,706)	(103,985)	(46,425)		57,560	(55.35%)	
Insurance Expenses		(661,758)	(661,758)	(762,119)		(100,361)	15.17%	
Other Expenditure		(2,946,179)	(998,656)	(998,615)		41	(0.00%)	
Loss on Disposal of Assets	8	(440,857)	(409,770)	(18,433)		391,337	(95.50%)	
Total Operating Expenditure		(46,908,828)	(33,575,547)	(30,543,297)	65%	3,032,250		
<b>Funding Balance Adjustments</b>								
Add back Depreciation		11,653,092	8,739,822	9,031,280		291,458	3.33%	
Adjust (Profit)/Loss on Asset Disposal	8	339,548	315,976	7,818		(308,158)	(97.53%)	▼
Adjust Revaluation, Provisions and Accruals		0	0	0		0		
<b>Net Cash from Operations</b>		5,379,122	10,962,351	12,855,087		1,892,736		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions		33,317,377	24,114,779	24,572,649		457,870	1.90%	
Proceeds from Disposal of Assets		361,651	261,111	62,588	17%	(198,523)	(76.03%)	▼
Total Capital Revenues		33,679,028	24,375,890	24,635,237	74%	259,347		



**SHIRE OF BROOME**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 March 2021**

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	Var.
<b>Capital Expenses</b>								
Land Held for Resale	12	0	0	0		0		
Land Under Control (Crown Land)	12	0	0	0		0		
Land and Buildings	12	(12,131,622)	(8,136,051)	(8,054,801)		81,250	(1.00%)	
Works in Progress Land & Buildings	12	0	0	0		0		
Works In Progress Recreation Areas								
Infrastructure	12	0	0	0		0		
Works in Progress - Rds, F/Paths & Bridges	12	0	0	0		0		
Works In Progress Other Infrastructure	12	0	0	0		0		
Works in Progress Drainage								
Infrastructure	12	0	0	0		0		
Works in Progress Plant & Equipment	12	0	0	0		0		
Infrastructure Assets - Roads & Footpaths	12	(22,915,614)	(17,596,636)	(9,135,702)		8,460,934	(48.08%)	
Infrastructure Assets - Recreation Areas	12	(3,194,240)	(2,332,560)	(870,594)		1,461,966	(62.68%)	
Infrastructure Assets - Drainage	28	(658,234)	(493,641)	(372,858)		120,783	(24.47%)	
Infrastructure Assets - Other	12	(9,805,739)	(6,869,096)	(3,122,760)		3,746,336	(54.54%)	
Fixed Plant and Equipment	12	(40,500)	(30,375)	0		30,375	(100.00%)	
Furniture and Equipment	12	(398,205)	(298,647)	(67,984)		230,663	(77.24%)	
Total Capital Expenditure		(50,919,521)	(36,839,520)	(22,064,370)	43%	14,775,150		
<b>Net Cash from Capital Activities</b>								
		(17,240,493)	(12,463,630)	2,570,867		15,034,497		
<b>Financing</b>								
Proceeds from New Debentures		5,082,741	1,185,389	(42,904)		(1,228,293)	(103.62%)	▼
Proceeds from Advances		0	0	0		0		
Self-Supporting Loan Principal		0	0	0		0		
Transfer from Reserves	7	5,672,795	2,959,641	0		(2,959,641)	(100.00%)	▼
Advances to Community Groups		0	0	0		0		
Repayment of Debentures	10	(875,556)	(383,969)	(380,334)		3,635	(0.95%)	
Transfer to Reserves	7	(2,546,590)	(1,781,163)	(104,523)		1,676,640	(94.13%)	
Net Cash from Financing Activities		7,333,390	1,979,898	(527,761)		(2,507,659)		
<b>Net Operations, Capital and Financing</b>								
		(4,527,981)	478,619	14,898,193		14,419,574		
<b>Opening Funding Surplus(Deficit)</b>								
	3	4,188,392	4,188,392	4,188,392		0		
<b>Closing Funding Surplus(Deficit)</b>								
	3	(339,589)	4,667,011	19,086,585		14,419,574		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold  
Refer to Note 2 for an explanation of the reasons for the variance

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

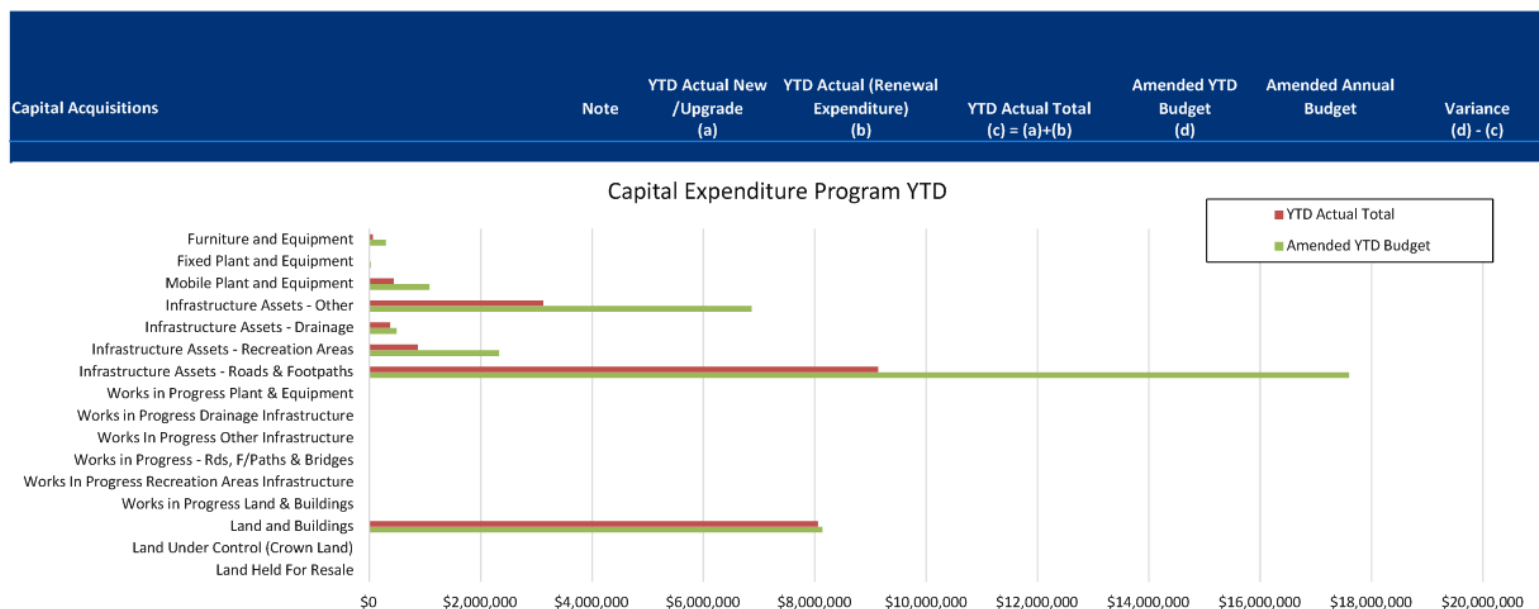
SHIRE OF BROOME  
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING  
For the Period Ended 31 March 2021

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land Held For Resale	12	0	0	0	0	0	0
Land Under Control (Crown Land)	12	0	0	0	0	0	0
Land and Buildings	12	3,088,558	4,966,243	8,054,801	8,136,051	12,131,622	(81,250)
Works in Progress Land & Buildings	12	0	0	0	0	0	0
Works In Progress Recreation Areas Infrastructure	12	0	0	0	0	0	0
Works in Progress - Rds, F/Paths & Bridges	12	0	0	0	0	0	0
Works In Progress Other Infrastructure	12	0	0	0	0	0	0
Works in Progress Drainage Infrastructure	12	0	0	0	0	0	0
Works in Progress Plant & Equipment	12	0	0	0	0	0	0
Infrastructure Assets - Roads & Footpaths	12	8,837,371	298,331	9,135,702	17,596,636	22,915,614	(8,460,934)
Infrastructure Assets - Recreation Areas	12	803,987	66,607	870,594	2,332,560	3,194,240	(1,461,966)
Infrastructure Assets - Drainage	12	372,858	0	372,858	493,641	658,234	(120,783)
Infrastructure Assets - Other	12	3,077,009	45,751	3,122,760	6,869,096	9,805,739	(3,746,336)
Mobile Plant and Equipment	12	56,743	382,927	439,670	1,082,514	1,775,367	(642,844)
Fixed Plant and Equipment	12	0	0	0	30,375	40,500	(30,375)
Furniture and Equipment	12	67,984	0	67,984	298,647	398,205	(230,663)
Capital Expenditure Totals		16,304,510	5,759,860	22,064,370	36,839,520	50,919,521	(14,775,150)

### Funded By:

Capital Grants and Contributions	24,572,649	24,114,779	33,317,377	457,870
Borrowings	(42,904)	1,185,389	5,082,741	(1,228,293)
Other (Disposals & C/Fwd)	62,588	261,111	361,651	(198,523)
Total Own Source Funding - Cash Backed Reserves	0	2,959,641	(5,672,795)	(2,959,641)
Own Source Funding - Operations	(2,527,963)	8,318,600	17,830,547	(10,846,563)
Capital Funding Total	22,064,370	36,839,520	50,919,521	(14,775,150)

**SHIRE OF BROOME**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
**For the Period Ended 31 March 2021**



SHIRE OF BROOME  
STATEMENT OF BUDGET AMENDMENTS  
(Statutory Reporting Program)  
For the Period Ended 31 March 2021

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget (a)
<b>Operating Revenues</b>	\$	\$	\$
Governance	264,694	84,553	349,247
General Purpose Funding - Rates	23,599,821	(210,780)	23,389,041
General Purpose Funding - Other	922,048	0	922,048
Law, Order and Public Safety	115,033	0	115,033
Health	187,984	(3,900)	184,084
Education and Welfare	20,000	13,716	33,716
Housing	1,926,356	0	1,926,356
Community Amenities	6,871,348	(198,547)	6,672,801
Recreation and Culture	1,371,080	37,628	1,408,708
Transport	742,132	847,173	1,589,305
Economic Services	869,000	834,017	1,703,017
Other Property and Services	2,599,518	(601,562)	1,997,956
<b>Total Operating Revenue</b>	<b>39,489,015</b>	<b>802,297</b>	<b>40,291,312</b>
<b>Operating Expense</b>			
Governance	(2,642,893)	(4,000)	(2,646,893)
General Purpose Funding	(466,775)	73,939	(392,836)
Law, Order and Public Safety	(1,189,168)	(103,475)	(1,292,643)
Health	(616,829)	(4,000)	(620,829)
Education and Welfare	(533,490)	(11,916)	(545,406)
Housing	(1,965,704)	(29,000)	(1,994,704)
Community Amenities	(10,162,860)	(1,085,305)	(11,248,165)
Recreation and Culture	(12,479,499)	(164,779)	(12,644,278)
Transport	(10,263,074)	214,000	(10,049,074)
Economic Services	(2,667,906)	201,000	(2,466,906)
Other Property and Services	(2,750,131)	(248,961)	(2,999,092)
<b>Total Operating Expenditure</b>	<b>(45,738,329)</b>	<b>(1,162,497)</b>	<b>(46,900,826)</b>
<b>Funding Balance Adjustments</b>			
Add back Depreciation	11,653,092	0	11,653,092
Adjust (Profit)/Loss on Asset Disposal	343,548		343,548
Adjust Provisions and Accruals	0	0	0
<b>Net Cash from Operations</b>	<b>5,747,326</b>	<b>(360,200)</b>	<b>5,387,126</b>
<b>Capital Revenues</b>			
Grants, Subsidies and Contributions	30,737,197	2,572,179	33,309,376
Proceeds from Disposal of Assets	328,500	33,151	361,651
Proceeds from Sale of Investments	0		0
<b>Total Capital Revenues</b>	<b>31,065,697</b>	<b>2,605,330</b>	<b>33,671,027</b>



**SHIRE OF BROOME**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 March 2021**

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget (a)
<b>Capital Expenses</b>			
Land Held for Resale	0	0	0
Land Under Control (Crown Land)	0	0	0
Land and Buildings	(9,469,652)	(2,661,970)	(12,131,622)
Works in Progress Land & Buildings	0	0	0
Works In Progress Recreation Areas Infrastructure	0	0	0
Works in Progress - Rds, F/Paths & Bridges	0	0	0
Works In Progress Other Infrastructure	0	0	0
Works in Progress Plant & Equipment	0	0	0
Infrastructure Assets - Roads & Footpaths	(15,853,105)	(7,062,511)	(22,915,616)
Infrastructure Assets - Recreation Areas	(2,864,945)	(329,297)	(3,194,242)
Infrastructure Assets - Drainage	0	(658,234)	(658,234)
Infrastructure Assets - Other	(10,309,212)	503,473	(9,805,739)
Mobile Plant and Equipment	(1,918,000)	142,633	(1,775,367)
Fixed Plant and Equipment	(20,500)	(20,000)	(40,500)
Furniture and Equipment	(237,925)	(160,280)	(398,205)
<b>Total Capital Expenditure</b>	<b>(40,673,339)</b>	<b>(10,246,185)</b>	<b>(50,919,524)</b>
<b>Net Cash from Capital Activities</b>	<b>(9,607,642)</b>	<b>(7,640,855)</b>	<b>(17,248,497)</b>
<b>Financing</b>			
Proceeds from New Debentures	3,335,000	1,747,741	5,082,741
Proceeds from Advances	0	0	0
Self-Supporting Loan Principal	0	1,250,000	1,250,000
Transfer from Reserves	2,714,010	2,958,784	5,672,794
Purchase of Investments	0	0	0
Advances to Community Groups	(1,250,000)	0	(1,250,000)
Repayment of Debentures	(875,554)	0	(875,554)
Transfer to Reserves	(2,289,685)	(256,906)	(2,546,592)
<b>Net Cash from Financing Activities</b>	<b>1,633,770</b>	<b>5,699,619</b>	<b>7,333,389</b>
<b>Net Operations, Capital and Financing</b>	<b>(2,226,546)</b>	<b>(2,301,436)</b>	<b>(4,527,982)</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>2,226,546</b>	<b>1,961,846</b>	<b>4,188,392</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>(0)</b>	<b>(339,590)</b>	<b>(339,590)</b>

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2021

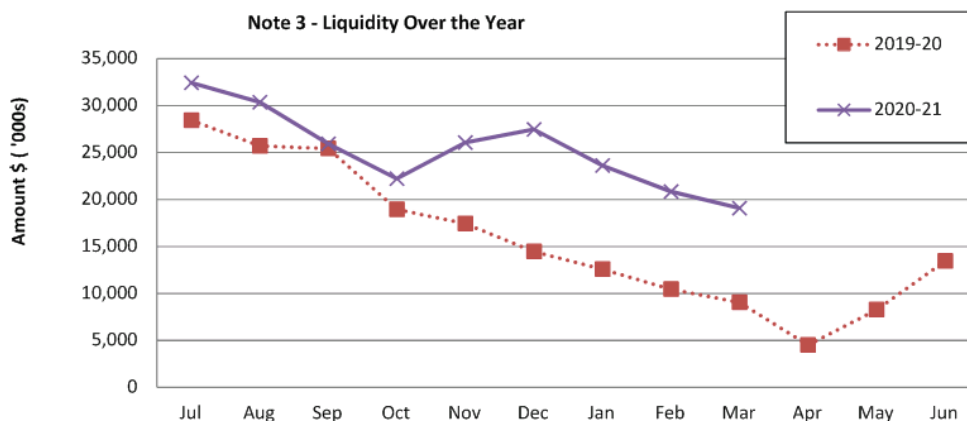
**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	32,316	12.34%	▲	Timing	All Kimberly Zone contributions received
General Purpose Funding - Rates	18,474	0.08%			
General Purpose Funding - Other	(6,206)	(0.90%)			
Law, Order and Public Safety	47,079	54.56%	▲	Permanent	Implementation new Fines system to allow for action being taken to chase up outstanding revenue from Fines.
Health	18,742	13.58%	▲	Timing	Annual Food Licence Fees Raised in August
Education and Welfare	8,435	33.36%			
Housing	(929,119)	(64.31%)	▼	Permanent	Lower level of staff salary sacrificed housing than budget
Community Amenities	(17,571)	(0.36%)			
Recreation and Culture	94,661	8.96%			
Transport	(445,809)	(37.40%)	▼	Timing	Carry over income for Natural Disaster - Cape Leveque Rd TC Kelvin damage not yet received.
Economic Services	(50,755)	(6.27%)			
Other Property and Services	106,938	7.02%			
<b>Operating Expense</b>					
Governance	287,582	14.59%	▲	Timing	Various Community sponsorships Initiatives programmed for remaining months of the year & EDL reserve transfer set for June.
General Purpose Funding	(22,263)	(7.56%)			
Law, Order and Public Safety	105,364	11.00%	▲	Timing	Ranger Fire Prevention works scheduled to start April Works vehicle being used by Rangers with allocated plant costs and Health salaries over due to high leave payout on employee's final payment.
Health	(76,346)	(16.41%)	▼	Permanent	
Education and Welfare	36,400	8.87%			
Housing	924,244	61.72%	▲	Permanent	Lower level of staff salary sacrificed housing than budget
Community Amenities	50,066	0.71%			
Recreation and Culture	122,492	1.29%			
Transport	668,884	8.87%			
Economic Services	166,710	11.44%	▲	Permanent	Salary savings from vacancies.
Other Property and Services	769,118	31.86%	▲	Permanent	Higher than budgeted Engineering Overhead recoup and vacancies in Corporate Services without relief staff to backfill.
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	457,870	(1.90%)		Timing	Receipt of \$6M Chinatown Grant monies in advance offset by various grants not yet received.
Proceeds from Disposal of Assets	(198,523)	76.03%		Timing	Replacement works plant items waiting auction.
<b>Capital Expenses</b>					
Land Held for Resale	0				
Land Under Control (Crown Land)	0				
Land and Buildings	81,250	1.00%		Permanent /Timing	Take up Broome Motocross offset by delayed start to Surf Club Building with change over of board.
Infrastructure Assets - Roads & Footpaths	8,460,934	48.08%	▲	Timing	Chinatown Stage 2 roadworks commenced Oct - project works on track.
Infrastructure Assets - Recreation Areas	1,461,966	62.68%	▲	Timing	Nipper Roe Lighting - design finalised & engineering works commenced.
Infrastructure Assets - Drainage	120,783	24.47%	▲	Timing	Short St Drainage carryover - project complete & remaining budget to be transferred back to reserve
Infrastructure Assets - Other	3,746,336	54.54%	▲	Timing	Town Beach Jetty project - onsite works progressing, overall projects currently 2 weeks behind schedule.
Mobile Plant and Equipment	642,844	59.38%	▲	Timing	Timing on various plant replacement items
Fixed Plant and Equipment	30,375	100.00%	▲	Timing	Reticulation Control System - not yet started.
Furniture and Equipment	230,663	(8.37%)			
<b>Financing</b>					
Proceeds from New Debentures	(1,228,293)	103.62%			Broome Golf Club Self supporting loan not yet drawn down.
Proceeds from Advances	0				
Self-Supporting Loan Principal	0				
Transfer from Reserves	(2,959,641)	100.00%		Timing	Reserve transfers happen at EOFY
Advances to Community Groups	0				
Loan Principal	3,635	0.95%			
Transfer to Reserves	1,676,640	94.13%	▲	Timing	Reserve transfers happen at EOFY

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2021**

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Mar 2021	30 Jun 2020	YTD 31 Mar 2020
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	17,991,611	11,704,705	9,264,240
Cash Restricted	4	31,977,482	31,872,958	35,409,925
Receivables - Rates	6	1,498,507	876,141	1,371,741
Receivables - Rates Other		69,761	(22,334)	47,629
Receivables - Debtors	6	1,807,080	4,939,275	3,277,841
Receivables - Other		178,460	434,555	270,717
Sundry Provisions & Accruals		96,557	684,314	101,309
Inventories		56,007	44,407	43,662
		53,675,465	50,534,021	49,787,065
<b>Less: Current Liabilities</b>				
Payables		(2,933,989)	(14,350,499)	(4,777,109)
Provisions		(1,323,413)	(1,764,463)	(905,433)
		(4,257,402)	(16,114,962)	(5,682,542)
Less: Cash Reserves	7	(31,977,482)	(31,872,958)	(35,409,925)
Rounding and Timing Adjustment		1,646,004		
<b>Net Current Funding Position</b>		<b>19,086,585</b>	<b>2,546,101</b>	<b>8,694,597</b>

**Note 3 - Liquidity Over the Year****Comments - Net Current Funding Position**

The budget was adopted at the OMC 25 June 2020. It was presented to Council with a predicted carried forward surplus of \$2,226,546.

The Rounding and Timing Adjustment is calculated by subtracting the sum of current assets less current liabilities and cash reserves from the YTD funding surplus (see page 7).

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2021**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.15%	4,768,376			4,768,376	CommBank	At Call
Business Online Saver	0.40%	25,727			25,727	CommBank	At Call
BRAC Bank Account	0.10%	106,702			106,702	CommBank	At Call
BPAY Bank Account	0.00%	0			0	CommBank	At Call
Reserve Bank Account	0.40%		35,324		35,324	CommBank	At Call
Trust Bank Account	0.00%			235,662	235,662	CommBank	At Call
ESCROW - Trust	0.00%		3,373,348		3,373,348	Perpetual	At Call
Cash On Hand	Nil	4,400			4,400	N/A	On Hand
<b>(b) Term Deposits</b>							
Term Deposit	0.42%		28,568,810		28,568,810	BANKWEST	19-Apr-21
Term Deposit	0.41%	3,006,210			3,006,210	BANKWEST	07-Mar-21
Term Deposit	0.37%	5,007,629			5,007,629	BANKWEST	10-Apr-21
Term Deposit	0.40%	5,000,000			5,000,000	BANKWEST	10-May-21
Term Deposit	0.70%				0	BANKWEST	
<b>Total</b>		17,919,045	31,977,482*	235,662‡	50,132,188		
<b>Adjustments</b>							
Payment Timing Adjustments**		(72,566)					
<b>Total</b>		17,991,611	31,977,482				

**Comments/Notes - Investments**

\*Note - The total of Restricted Cash balances to the reserves on Note 7

\*\*NOTE - Payment Timing adjustments indicate payments that have been recorded on the ledger but have yet to be paid out of the bank. The bank accounts are reconciled monthly to ensure no discrepancies occur.

‡Note - A discrepancy between Trust balance and the balance of Note 11 is a result of money in transit, either as a refund or a payment, or an unrepresented cheque.



SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2021

Note 5: BUDGET AMENDMENTS  
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		<b>Budget Adoption</b>		Opening Surplus				0
		<b>Permanent Changes</b>						0
		Opening surplus adjustment				0		0
		Budgeted EOY Surplus/(Deficit)					0	0
		<b>General Purpose Funding</b>						
0030146		Interest - Rates Instalments - Op Inc - Rates	OMC 20/11/20 - FACR1	Operating Income			(150,000)	(150,000)
0030147		Rates Admin Instalment Charge - Op Inc - Rates	OMC 20/11/20 - FACR1	Operating Income			(60,780)	(210,780)
0030201		Rates Non Payment Int - Op Inc - Rates	OMC 20/11/20 - FACR1	Operating Income			(148,000)	(358,780)
0032250		General Expenditure - Op Exp - Rates	OMC 20/11/20 - FACR1	Operating Expenditure		73,939		(284,841)
30105		Rates Broome - Op Inc - Rates	OMC 25/2/21 - FACR2	Operating Income		110,000		(174,841)
30201		Rates Non Payment Int - Op Inc - Rates	OMC 25/2/21 - FACR2	Operating Income		38,000		(136,841)
		<b>Governance</b>						
0023050		Grant Op - Youth Coordinating Committee Op Inc - Other Governance	OMC 20/11/20 - FACR1	Operating Income		81,968		(54,873)
0022172		Community Sponsorship Program - Op Exp - Other Governance	OMC 20/11/20 - FACR1	Operating Expenditure			(30,000)	(84,873)
0023040		Youth Development Programme & Working Group - Op Exp - Other Governance	OMC 20/11/20 - FACR1	Operating Expenditure			(16,000)	(100,873)
0022172		Community Sponsorship Program - Op Exp - Other Governance	OMC 20/11/20 - FACR1	Operating Expenditure			(40,000)	(140,873)
0024010		Conferences Travel & Accom Op Exp - Members	OMC 20/11/20 - FACR1	Operating Expenditure		22,000		(118,873)
0022172		Community Sponsorship Program - Op Exp - Other Governance	OMC 10/12/20 - Carryovers	Operating Expenditure		80,000		(38,873)
22173		EDL sponsorship programme Reserve Funded - Op Exp - Other Governance	OMC 10/12/20 - Carryovers	Operating Expenditure		10,000		(28,873)
23596		Transfer From Community Sponsorship Reserve Cap Inc - Other Gov	OMC 10/12/20 - Carryovers	Capital Income			(80,000)	(108,873)
23593		Transfer From EDL Sponsorship Reserve - Cap Inc - Other Gov	OMC 10/12/20 - Carryovers	Capital Income			(10,000)	(118,873)
23050		Grant Op - Youth Coordinating Committee Op Inc - Other Governance	OMC 10/12/20 - Carryovers	Operating Income		8,871		(110,002)
23015		Executive Travel & Accom - Op Exp - Other Governance	OMC 25/2/21 - FACR2	Operating Expenditure		20,000		(90,002)
23450		Consultants - Op Exp - Other Governance	OMC 25/2/21 - FACR2	Operating Expenditure			(58,000)	(148,002)
22218		Grants - Op Inc - Other Governance	OMC 25/2/21 - FACR2	Operating Income		8,000		(140,002)
22290		Sister City Relations/Japanese Youth Ambassador - Op Exp - Other Governance	OMC 25/2/21 - FACR2	Operating Expenditure		5,000		(135,002)
23050		Grant Op - Youth Coordinating Committee Op Inc - Other Governance	OMC 25/2/21 - FACR2	Operating Income			(9,000)	(144,002)
23052		Volunteers Day Program Op Exp - Other Governance	OMC 25/2/21 - FACR2	Operating Expenditure		3,000		(141,002)
23530		Interest Rec EDL Sponsorship Reserve - Op Inc - Other Governance	OMC 25/2/21 - FACR2	Operating Income			(292)	(141,294)
23592		Transfer to EDL Sponsorship Reserve - Cap Exp - Other Governance	OMC 25/2/21 - FACR2	Capital Expenditure		292		(141,002)
23535		Interest Rec Community Sponsorship Reserve - Op Inc - Other Governance	OMC 25/2/21 - FACR2	Operating Income			(550)	(141,552)
23595		Transfer to Community Sponsorship Reserve - Cap Exp - Other Governance	OMC 25/2/21 - FACR2	Capital Expenditure		550		(141,002)
23536		Kimberley Zone - Interest on Reserve - Op Inc.	OMC 25/2/21 - FACR2	Operating Income			(4,444)	(145,446)
23597		Kimberley Zone - Transfer to Kimberley Zone Reserve - Cap Exp -	OMC 25/2/21 - FACR2	Capital Expenditure		4,444		(141,002)
		<b>Law, Order and Public Safety</b>						
0053010	53010	Ranger Salaries - Gen & Beach - R & B Op	OMC 20/11/20 - FACR1	Operating Expenditure			(24,800)	(165,802)
0053015		Relief Staff Exp - Op Exp - Ranger Operations	OMC 20/11/20 - FACR1	Operating Expenditure			(25,000)	(190,802)
0052850		Proceeds on Asset Sale Cap Inc - Emerg & Rang Serv	OMC 20/11/20 - FACR1	Capital Income			(43,000)	(203,802)
0053033		Security Beach Patrols - Op Exp - Ranger Operations	OMC 20/11/20 - FACR1	Operating Expenditure			(6,000)	(209,802)
53172		VBFB Building New Const - Cap Exp - Volunteer Bush Fire Brigade	OMC 10/12/20 - Carryovers	Capital Expenditure			(64,049)	(273,851)
53390		Capital Grant Funding For Plant/Equip/ Buildings - Cap Inc - Volunteer Bush Fire Brigade	OMC 10/12/20 - Carryovers	Capital Income		121,649		(152,202)
53238		Surf Club Building Renewal (Inc Plant & Furniture) Cap Exp - Law	OMC 10/12/20 - Carryovers	Capital Expenditure			(15,000)	(167,202)
53273		Ord & PS	OMC 10/12/20 - Carryovers	Operating Expenditure			(10,175)	(177,377)
0053172		VBFB Building New Const - Cap Exp - Volunteer Bush Fire Brigade	OMC 25/2/21 - FACR2	Capital Expenditure		606,499		429,122
0055286		SES Buildings New Const > \$5000 - Cap Exp - SES/ Fire & Emergency Services	OMC 25/2/21 - FACR2	Capital Expenditure		15,000		444,122
0053390		Capital Grant Funding For Plant/Equip/ Buildings - Cap Inc - Volunteer Bush Fire Brigade	OMC 25/2/21 - FACR2	Capital Income			(675,243)	(231,121)
0053060		Impounding of Vehicles Expense - Op Exp - Other Law Order & Public Safety	OMC 25/2/21 - FACR2	Operating Expenditure			(17,500)	(248,621)
0053015		Relief Staff Exp - Op Exp - Ranger Operations	OMC 25/2/21 - FACR2	Operating Expenditure			(20,000)	(268,621)
0052450		Vehicle & Mobile Plant Renewal (Replace) Cap Exp - Emerg & Rang Serv	OMC 25/2/21 - FACR2	Capital Expenditure			(5,662)	(274,283)
0053238		Surf Club Building Renewal (Inc Plant & Furniture) Cap Exp - Law	OMC 25/2/21 - FACR2	Capital Expenditure		15,000		(259,283)
		<b>Health</b>						
0074413		Commercial Pool Inspection Fees - Op Inc - Preventive - Inspection/Admin	OMC 20/11/20 - FACR1	Operating Income			(6,000)	(265,283)
0075391		Grants and Contributions Rec'd Op Inc - Prev Svcs - Pest Control	OMC 20/11/20 - FACR1	Operating Income		2,700		(262,583)
74420		Health Licences - Op Inc - Preventive - Inspection/Admin	OMC 25/2/21 - FACR2	Operating Income		11,400		(251,183)
74490		Trading Licences - All Except Beach - Op Inc - Prevent - Inspection/Admin	OMC 25/2/21 - FACR2	Operating Income			(12,000)	(263,183)
75020		Mosquito Control & Pest Control - Op Exp - Preventive Service-Pest Control	OMC 25/2/21 - FACR2	Operating Expenditure			(4,000)	(267,183)
		<b>Education and Welfare</b>						
0082675		Grants For Community Programs - Op Inc - Community Services	OMC 20/11/20 - FACR1	Operating Income			(20,000)	(287,183)
82675		Grants For Community Programs - Op Inc - Community Services	OMC 10/12/20 - Carryovers	Operating Income		8,716		(278,467)
82670		Grant Income - Comm Services	OMC 10/12/20 - Carryovers	Operating Income		25,000		(253,467)
0082613		Advertising Promotion & Printing - Op Exp - Community Services	OMC 25/2/21 - FACR2	Operating Expenditure			(5,000)	(258,467)
0082617		Community Development Strategy - Op Exp - Community Services	OMC 25/2/21 - FACR2	Operating Expenditure			(3,716)	(262,183)
0082635		Community Safety Projects - Op Exp - (Income in 82675) - Community Services	OMC 25/2/21 - FACR2	Operating Expenditure			(3,200)	(265,383)
		<b>Housing</b>						
0096102		Staff Housing - Operating Expense - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(29,000)	(294,383)
		<b>Community Amenities</b>						
0105546	105550	Project - Broome Townsite Coastal Hazard Risk Mgt & Adaptation Plan Consult - Op Exp - Prot of Envrn	OMC 20/11/20 - FACR1	Operating Expenditure			(5,000)	(299,383)
0106030	106055	Planning General Project Consult - Op Exp Town Planning/Reg	OMC 20/11/20 - FACR1	Operating Expenditure			(155,000)	(454,383)
0106106	106107	Dev	OMC 20/11/20 - FACR1	Operating Expenditure		140,000		(314,383)

**Item 9.4.4 - MONTHLY STATEMENT OF FINANCIAL ACTIVITY REPORT MARCH 2021**

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2021**

**Note 5: BUDGET AMENDMENTS**  
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
0104600	104795	Frederick (KBR Report) - Infra Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(65,000)	(379,383)
0104600	104795	Frederick (KBR Report) - Infra Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(35,000)	(414,383)
0104600	104795	Frederick (KBR Report) - Infra Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(65,000)	(479,383)
0104600	104795	Frederick (KBR Report) - Infra Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(126,750)	(606,133)
0107071	107024	Town Beach Ablutions (New) - Operating Expense - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(30,000)	(636,133)
0108001		New Refuse Site Exp - Op Exp - Regional Resource Recovery Park Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	OMC 20/11/20 - FACR1	Operating Expenditure			(186,704)	(822,837)
0101995		Headworks Contribution - Non Op Inc - Urban Stormwater Drainage	OMC 20/11/20 - FACR1	Capital Income		186,704		(636,133)
0104482			OMC 20/11/20 - FACR1	Capital Income		6,000		(630,133)
0101480		Refuse & Recycling Bin Sales - Op Inc - Sanitation Gen Refuse	OMC 20/11/20 - FACR1	Operating Income			(27,106)	(657,239)
0101525		Transfer From Refuse Site Reserve - Sanitation Gen Refuse	OMC 20/11/20 - FACR1	Capital Income		27,106		(630,133)
0101060	101082	WMF - Planned Maint & Minor Works - Op Exp	OMC 10/12/20 - Carryovers	Operating Expenditure			(26,439)	(656,572)
0104800	104920	Broome Townsite Drains Renewal - Cap Infra Exp - Urb Stwater Short St-Paspaley Camarvon Street New Drainage Const - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(20,000)	(676,572)
0104270	104299		OMC 10/12/20 - Carryovers	Capital Expenditure			(154,830)	(831,402)
0104600	104795	Frederick (KBR Report) - Infra Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(291,654)	(1,123,056)
0106030	106055	Planning General Project Consult - Op Exp Town Planning/Reg Dev	OMC 10/12/20 - Carryovers	Operating Expenditure		22,145		(1,100,911)
0101525		Transfer From Refuse Site Reserve - Sanitation Gen Refuse	OMC 10/12/20 - Carryovers	Capital Income			(223,561)	(1,324,472)
0101510		Vehicle & Mob Plant Renewal/Replacement-Cap Exp-Sanit Gen Refuse	OMC 10/12/20 - Carryovers	Capital Expenditure		250,000		(1,074,472)
107034		Broome Cemetery Survey & Other - Op Exp - Other Comm Amen	OMC 10/12/20 - Carryovers	Operating Expenditure			(12,349)	(1,086,821)
108001		New Refuse Site Exp - Op Exp - Regional Resource Recovery Park Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	OMC 10/12/20 - Carryovers	Operating Expenditure			(701,958)	(1,788,779)
0101995		Reg Res Recov	OMC 10/12/20 - Carryovers	Capital Income		701,958		(1,086,821)
106482		Grant Income - Op Inc - Town Planning/Regional Devel	OMC 10/12/20 - Carryovers	Operating Income		11,712		(1,075,109)
0101038	101039	Training Expenses - OpExps - Sanitation Gen Refuse	OMC 25/2/21 - FACR2	Operating Expenditure		11,400		(1,063,709)
0101038	101039	Training Expenses - OpExps - Sanitation Gen Refuse	OMC 25/2/21 - FACR2	Operating Expenditure			(11,400)	(1,075,109)
0108001		New Refuse Site Exp - Op Exp - Regional Resource Recovery Park Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	OMC 25/2/21 - FACR2	Operating Expenditure			(110,000)	(1,185,109)
0101995		Reg Res Recov	OMC 25/2/21 - FACR2	Capital Income		110,000		(1,075,109)
0106030	106055	Planning General Project Consult - Op Exp Town Planning/Reg Dev	OMC 25/2/21 - FACR2	Operating Expenditure			(25,000)	(1,100,109)
0106038		Legal Expenses - Development Services	OMC 25/2/21 - FACR2	Operating Expenditure			(5,000)	(1,105,109)
0106420		Rezoning Fees (incl GST) - Op Inc - Town Planning/Regional Devel	OMC 25/2/21 - FACR2	Operating Income		2,500		(1,102,609)
0101515		Transfer to Refuse Reserve - Cap Exp - Sanitation Gen Refuse	OMC 25/2/21 - FACR2	Capital Expenditure		35,253		(1,067,356)
0101425		Interest - Refuse Site Reserve - Op Inc - Sanitation Gen Refuse	OMC 25/2/21 - FACR2	Operating Income			(35,253)	(1,102,609)
0101426		Interest - Reg Res Rec Pk Reserve - Op Inc - Reg Res Recov Pk	OMC 25/2/21 - FACR2	Operating Income			(152,047)	(1,254,656)
0101895		Transfer to Regional Resource Recovery Park Reserve - Cap Exp - Reg Res Rec Pk	OMC 25/2/21 - FACR2	Capital Expenditure		152,047		(1,102,609)
0102983		Interest Rec Drainage Reserve -Op IncUrban S'water Drainage	OMC 25/2/21 - FACR2	Operating Income			(11,302)	(1,113,911)
0104281		Transfer to Drainage Reserve - Cap Exp - Urban Stormwater Drainage	OMC 25/2/21 - FACR2	Capital Expenditure		11,302		(1,102,609)
1033399		Interest Rec - Public Art Reserve - Op Inc - Other Comm Amen	OMC 25/2/21 - FACR2	Operating Income			(51)	(1,102,660)
1033499		Transfer to Public Art Reserve - Cap Exp - Other Community Amenities	OMC 25/2/21 - FACR2	Capital Expenditure		51		(1,102,609)
0107370		Cemetery Fees Inc GST - Op Inc - Other Community Amenities	OMC 25/2/21 - FACR2	Operating Income		8,500		(1,094,109)
0107375		Cemetery related Licenses - GST Free - Op Inc - Other Community Amenities	OMC 25/2/21 - FACR2	Operating Income		4,500		(1,089,609)
0107060	107061	Broome Roadwise - Road Safety Project	OMC 25/2/21 - FACR2	Operating Expenditure			(5,000)	(1,094,609)
0101500		Proceeds From Sale of Assets - Cap Inc - Sanitation Gen Refuse	OMC 25/2/21 - FACR2	Capital Income		30,000		(1,064,609)
0101508		Vehicles & Mobile Plant New - Cap Exp - Sanit Gen Refuse	OMC 25/2/21 - FACR2	Capital Expenditure			(20,000)	(1,084,609)
0101031	101037	Liquid Waste - Works - Op Exp - San Gen Refuse	OMC 25/2/21 - FACR2	Operating Expenditure		15,000		(1,069,609)
0101642		Non-Operating Grant - Sanitation - General Refuse	OMC 25/2/21 - FACR2	Capital Income			(130,000)	(1,199,609)
1052510		Transfer From Refuse Site Reserve - Sanitation Other	OMC 25/2/21 - FACR2	Capital Income		105,000		(1,094,609)
0104800	104920	Broome Townsite Drains Renewal - Cap Infra Exp - Urb Stwater	OMC 25/2/21 - FACR2	Capital Expenditure			(30,000)	(1,124,609)
0104600	104795	Frederick (KBR Report) - Infra Cap Exp	OMC 25/2/21 - FACR2	Capital Expenditure		130,000		(994,609)
0104205		Transfer to Restricted Cash Reserve - Cap Exp - Urban Storm Water Drainage	OMC 25/2/21 - FACR2	Capital Expenditure			(15,000)	(1,009,609)
111989		Recreation and Culture						
0117010	117011	Transfer to POS Reserve - Cap Exp - Parks & Ovals	OMC 23/9/20	Capital Expenditure			(500,000)	(1,509,609)
0117300	117365	Aquatic Building & Pool General Maint Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(5,000)	(1,514,609)
0113000	113043	Building New Construction Expense - BRAC Dry - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(28,873)	(1,543,482)
0117300	117365	Town Beach - P&G Maint	OMC 20/11/20 - FACR1	Operating Expenditure			(10,000)	(1,553,482)
0117300	117365	Building New Construction Expense - BRAC Dry - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(6,000)	(1,559,482)
0117300	117365	Building New Construction Expense - BRAC Dry - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(3,000)	(1,562,482)
0117300	117365	Building New Construction Expense - BRAC Dry - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(35,000)	(1,597,482)
0117300	117365	Building New Construction Expense - BRAC Dry - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(68,250)	(1,665,732)
0113000	113581	Matsumoto Courts - P&G Maint	OMC 20/11/20 - FACR1	Operating Expenditure			(2,000)	(1,667,732)
117455	117456	BRAC Ovals Renewal - Infra Works - Cap Exp - BRAC Ovals	OMC 20/11/20 - FACR1	Capital Expenditure		996,580		(671,152)
0117450	117452	BRAC Oval Upgrade of Infra - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(996,580)	(1,667,732)
0113550	113560	Cemetery Reserve New Infra Const - Cap Exp - Parks & Ovals	OMC 20/11/20 - FACR1	Capital Expenditure			(5,000)	(1,672,732)
0111021	111021	Lotteries House - Operating Expense - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure		20,073		(1,652,659)
0111021	111021	Lotteries House - Operating Expense - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(25,000)	(1,677,659)
0117294		Grant Income - Non-Op Inc - BRAC Dry	OMC 20/11/20 - FACR1	Capital Income		28,873		(1,648,786)
1140201		Salary - Op Exp - Swim Areas & Beach Life Guard	OMC 20/11/20 - FACR1	Operating Expenditure			(5,000)	(1,653,786)
1140211		General Operating Exp - Swim Areas & Beach Life Guard	OMC 20/11/20 - FACR1	Operating Expenditure				(1,648,786)
0117156		Program Annual Events - Op Exp - BRAC Dry	OMC 20/11/20 - FACR1	Operating Expenditure		5,000		(1,653,786)
0116540		Broome Civic Centre Reimbursements Received - Op Inc - Bme Civic Centre	OMC 20/11/20 - FACR1	Operating Income			(35,000)	(1,687,786)
0115010		Salary - Op Exp - Libraries	OMC 20/11/20 - FACR1	Operating Expenditure			(8,735)	(1,696,521)
0115011		Superannuation Employee Expense - Libraries	OMC 20/11/20 - FACR1	Operating Expenditure			(830)	(1,697,351)
0113403		Grants - Non Op - Cap Inc - Other Rec & Sport	OMC 20/11/20 - FACR1	Capital Income			(4,671,798)	(6,369,149)
0113361		Broome Golf Clubhouse Redevelopment - Non Op Grant	OMC 20/11/20 - FACR1	Capital Income		4,671,798		(1,697,351)
1181405		Town Beach Redevelopment - Greenspace & Waterpark - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(40,397)	(1,737,748)
1181409		Town Beach Development - Jetty Project - Other Infra New - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure		1,035,310		(702,438)
1181407		Town Beach Redevelopment - Greenspace Stage 2 - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure		70,148		(632,290)
1181420	YBRA001	Youth Bike Recreation Area - New Construction - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(301,664)	(933,954)

**Item 9.4.4 - MONTHLY STATEMENT OF FINANCIAL ACTIVITY REPORT MARCH 2021**

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2021**

**Note 5: BUDGET AMENDMENTS**  
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
0117455	117456	BRAC Ovals Renewal Infra Works - Cap Exp - BRAC Ovals	OMC 10/12/20 - Carryovers	Capital Expenditure		12,641		(921,313)
0113027	113029	Skatepark New Infrs Const - Cap Exp - Other Rec & Sport	OMC 10/12/20 - Carryovers	Capital Expenditure			(19,180)	(940,493)
0117300	117365	Building New Construction Expense - BRAC Dry - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(512,347)	(1,452,840)
0117450	117452	BRAC Oval Upgrade of Infra - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(18,000)	(1,470,840)
0116125	116126	Visitor Information Signage New Const - Cap Exp - Other Cult	OMC 10/12/20 - Carryovers	Capital Expenditure			(11,245)	(1,482,085)
112071		Broome Golf Club Building Renewal - Cap Exp - Other Recreation & Sport	OMC 10/12/20 - Carryovers	Capital Expenditure			(583,860)	(2,065,945)
0112397		Vehicle & Mobile Plant Renewal (Replacement) - Cap Exp - Swim Area & Beaches	OMC 10/12/20 - Carryovers	Capital Expenditure			(8,750)	(2,074,695)
112500		Proceeds From Sale of Assets Swimm Areas & Bchs	OMC 10/12/20 - Carryovers	Capital Income	5,000			(2,069,695)
112296		Loss on Sale of Assets - Swimming Areas & Beaches	OMC 10/12/20 - Carryovers	Operating Expenditure	(8,000)			(2,069,695)
113403		Grants - Non Op - Cap Inc - Other Rec & Sport	OMC 10/12/20 - Carryovers	Capital Income		744,130		(1,325,565)
113489		Transfer From POS Reserve - Other Rec & S	OMC 10/12/20 - Carryovers	Capital Income		922,857		(402,708)
113371		Royalties For Regions Loc Govt Non Op Grant - Op Inc - Other Recreation & Sport	OMC 10/12/20 - Carryovers	Capital Income		256,904		(145,804)
113371		Royalties For Regions Loc Govt Non Op Grant - Op Inc - Other Recreation & Sport	OMC 10/12/20 - Carryovers	Capital Income			(2,381,592)	(2,527,396)
113603		Reticulation Control System New Exp - Cap Exp Parks & Ovals	OMC 10/12/20 - Carryovers	Capital Expenditure			(20,000)	(2,547,396)
115280		Grant Program Expenses - Op Exp - Library (Income in 115480)	OMC 10/12/20 - Carryovers	Operating Expenditure			(3,032)	(2,550,428)
115480		Grant Program Income - Op Inc - Library (Expense in 115280)	OMC 10/12/20 - Carryovers	Operating Income		9,153		(2,541,275)
116201		Museum Building Renewal- Cap Exp - Other Cult	OMC 10/12/20 - Carryovers	Capital Expenditure			(15,315)	(2,556,590)
116085		Arts, Culture and Heritage Strategy - Op Exp - Other Culture	OMC 10/12/20 - Carryovers	Operating Expenditure			(24,250)	(2,580,840)
117294		Grant Income - Non-Op Inc - BRAC Dry	OMC 10/12/20 - Carryovers	Capital Income			(12,439)	(2,593,279)
117294		Broome Civic Centre Operational Grants & Contributions - Op Inc - Bme Civic Centre	OMC 10/12/20 - Carryovers	Capital Income		453,249		(2,140,030)
116483		Broome Civic Centre Operational Grants & Contributions - Op Inc - Bme Civic Centre	OMC 10/12/20 - Carryovers	Operating Income		48,850		(2,091,180)
116483		Broome Civic Centre Operational Grants & Contributions - Op Inc - Bme Civic Centre	OMC 10/12/20 - Carryovers	Operating Income			(40,000)	(2,131,180)
116495		Performance Production Expenses - Broome Civic - Op Exp Operating Grants & Contributions Rec d - Recreation Services - Op Inc	OMC 10/12/20 - Carryovers	Operating Expenditure			(34,091)	(2,165,271)
0113751			OMC 25/2/21 - FACR2	Operating Income		30,000		(2,135,271)
0117010	117011	Aquatic Building & Pool General Maint Exp	OMC 25/2/21 - FACR2	Operating Expenditure			(5,000)	(2,140,271)
0117061	117062	General Building & Facility Maint - BRAC Dry - Op Exp	OMC 25/2/21 - FACR2	Operating Expenditure			(6,000)	(2,146,271)
0117218	117220	Medland Pavilion - Reactive Maint - Op Exp	OMC 25/2/21 - FACR2	Operating Expenditure			(3,000)	(2,149,271)
0113027	113029	Skatepark New Infrs Const - Cap Exp - Other Rec & Sport	OMC 25/2/21 - FACR2	Capital Expenditure			(10,480)	(2,159,751)
0117272		Holiday Program Enrolment Fees Rec'd	OMC 25/2/21 - FACR2	Operating Income		10,000		(2,149,751)
0116125	116126	Visitor Information Signage New Const - Cap Exp - Other Cult	OMC 25/2/21 - FACR2	Capital Expenditure		22,490		(2,127,261)
0116085		Arts, Culture and Heritage Strategy - Op Exp - Other Culture	OMC 25/2/21 - FACR2	Operating Expenditure			(10,000)	(2,137,261)
0116184	116198	Sundry Community Events	OMC 25/2/21 - FACR2	Operating Expenditure		8,500		(2,128,761)
0116470	116471	Broome Civic Centre Building General Maint Exps - Op Exp Bme Civic Centre	OMC 25/2/21 - FACR2	Operating Expenditure			(10,000)	(2,138,761)
0116540		Broome Civic Centre Reimbursements Received - Op Inc - Bme Civic Centre	OMC 25/2/21 - FACR2	Operating Income		10,000		(2,128,761)
0116483		Broome Civic Centre Operational Grants & Contributions - Op Inc - Bme Civic Centre	OMC 25/2/21 - FACR2	Operating Income		160,000		(1,968,761)
0116483		Broome Civic Centre Operational Grants & Contributions - Op Inc - Bme Civic Centre	OMC 25/2/21 - FACR2	Operating Income			(155,000)	(2,123,761)
0116495		Performance Production Expenses - Broome Civic - Op Exp	OMC 25/2/21 - FACR2	Operating Expenditure			(19,759)	(2,143,520)
0115279		Minor Assets Expensed - Op Exp Library	OMC 25/2/21 - FACR2	Operating Expenditure			(7,000)	(2,150,520)
0111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals	OMC 25/2/21 - FACR2	Capital Expenditure		4,749		(2,145,771)
0112989		Interest Rec-REC-POS Reserve - Op Inc - Parks & Ovals	OMC 25/2/21 - FACR2	Operating Income			(4,749)	(2,150,520)
0117982		Interest Rec'd All BRAC Reserves - BRAC General	OMC 25/2/21 - FACR2	Operating Income			(626)	(2,151,146)
0117983		Transfer to BRAC Reserve - Cap Exp - BRAC - General	OMC 25/2/21 - FACR2	Capital Expenditure		626		(2,150,520)
053202		Town Beach Development Loan 195 - Principle Exp - Other Recreation & Sport	OMC 25/2/21 - FACR2	Capital Expenditure			(52,259)	(2,202,779)
0112500		Proceeds From Sale of Assets Swimm Areas & Bchs	OMC 25/2/21 - FACR2	Capital Income			(5,000)	(2,207,779)
0112071		Broome Golf Clubhouse Redevelopment - Non Op Grant	OMC 25/2/21 - FACR2	Capital Expenditure		157,293		(2,050,486)
0113361		Sporting Clubs Loans Forwarded	OMC 25/2/21 - FACR2	Capital Income			(823,433)	(2,873,919)
113305		Roadwise Contribution - Op Inc - Parks & Ovals	OMC 25/2/21 - FACR2	Operating Income		1,250,000		(1,623,919)
0113419		Sunset Park - P&G Maint	OMC 25/2/21 - FACR2	Operating Expenditure		5,000		(1,618,919)
0113000	113070	Town Beach Water Park - P&G Maint	OMC 25/2/21 - FACR2	Operating Expenditure				(1,613,919)
0113000	113543	Pioneer Cemetery - P&G Maint	OMC 25/2/21 - FACR2	Operating Expenditure		17,000		(1,596,919)
0113000	113542	Streeters Jetty Park - P&G Maint	OMC 25/2/21 - FACR2	Operating Expenditure			(16,657)	(1,613,576)
0113000	113039	Town Beach - P&G Maint	OMC 25/2/21 - FACR2	Operating Expenditure		2,000		(1,611,576)
0113000	113043	Reticulation Control System - P&G Maint	OMC 25/2/21 - FACR2	Operating Expenditure			(10,000)	(1,621,576)
0113396	113397	Haynes Oval Reserve Renewal of Infrastructure - Cap Exp	OMC 25/2/21 - FACR2	Capital Expenditure			(3,000)	(1,624,576)
0113551	113762	Grounds Maint Exp by P & G - BRAC	OMC 25/2/21 - FACR2	Capital Expenditure		10,000		(1,614,576)
0117000	117070	Grounds Maint Exp by P & G - BRAC	OMC 25/2/21 - FACR2	Operating Expenditure			(10,000)	(1,624,576)
0115461		Library Building Renewal (Inc Plant & Furn) - Cap Exp - Libraries	OMC 25/2/21 - FACR2	Capital Expenditure			(10,000)	(1,634,576)
0113403		Grants - Non Op - Cap Inc - Other Rec & Sport	OMC 25/2/21 - FACR2	Capital Income		2,322,544		687,968
1181421		Motocross Building Improvements - Cap Exp - Other Recreation & Sport	OMC 25/2/21 - FACR2	Capital Expenditure			(1,928,761)	(1,240,793)
1181422		Motocross Roadworks & Earthworks - Cap Exp - Other Recreation & Sport	OMC 25/2/21 - FACR2	Capital Expenditure			(366,418)	(1,607,211)
1181423		Motocross Other Infrastructure - Fencing - Other Recreation & Sport	OMC 25/2/21 - FACR2	Capital Expenditure			(27,365)	(1,634,576)
		<b>Transport</b>						
0121000	121560	McDaniel Rd - Archer to Ward Stage 1 New Rd Const - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(11,500)	(1,646,076)
0123000	123000	Mtce Strees, Rds - Rural Summary Budget Only - No Post-Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure		71,000		(1,575,076)
0123000	123000	Mtce Strees, Rds - Rural Summary Budget Only - No Post-Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure		38,000		(1,537,076)
0123000	123000	Mtce Strees, Rds - Rural Summary Budget Only - No Post-Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure		100,000		(1,437,076)
0123000	123000	Mtce Strees, Rds - Rural Summary Budget Only - No Post-Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure		195,000		(1,242,076)
0121100	R0226	Black Spot - Port Drive Refuge Island - Rd Upgrade Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(114,414)	(1,356,490)
0125140	125177	Broome North Footpath New Const - Capex	OMC 20/11/20 - FACR1	Capital Expenditure			(87,000)	(1,443,490)
0121510	121510	Chinatown Landscaping Upgrade of Infra by P & G - Cap	OMC 20/11/20 - FACR1	Capital Expenditure			(75,000)	(1,518,490)
0121762		State Direct MRWA/RRG Rd Maint Op Grant Rec'd	OMC 20/11/20 - FACR1	Operating Income		26,000		(1,492,490)
0121783		Developer Contributions - Roadworks	OMC 20/11/20 - FACR1	Capital Income		11,500		(1,480,990)
0121771		Black Spot State Non Op Grant	OMC 20/11/20 - FACR1	Capital Income		114,414		(1,366,576)
0125960		Transfer From Footpath Reserve - Footpath Construction	OMC 20/11/20 - FACR1	Capital Income		87,000		(1,279,576)
1223481	FPUP001	Various FootPath Upgrade - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(46,337)	(1,325,913)
0121000	121560	McDaniel Rd - Archer to Ward Stage 1 New Rd Const - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(998,391)	(2,324,304)
0125300	125291	Footpath Old Broome Road - One Mile Access/Sandpiper/Short St	OMC 10/12/20 - Carryovers	Capital Expenditure			(25,626)	(2,349,930)

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2021

## Note 5: BUDGET AMENDMENTS

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

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
0125140	125290	Old Broome Estate Subdivision - Whole Estate - Various Paths	OMC 10/12/20 - Carryovers	Capital Expenditure			(11,931)	(2,361,861)
0121100	RU555	Old Broome Road/ Gus Winckel Road Upgrade - Capex	OMC 10/12/20 - Carryovers	Capital Expenditure		44,174		(2,317,687)
0121100	RU226	Black Spot - Port Drive Refuge Island - Rd Upgrade Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(400,000)	(2,717,687)
0113561	RU666	Federal Black Spot - Herbert / Saville Roundabout - NEW- Capex Dep't Premier & Cabinet Natural Disaster Grant - Cape Leveque Rd	OMC 10/12/20 - Carryovers	Capital Expenditure			(485,099)	(3,202,786)
120306		Black Spot Non Op Grant (Commonwealth/Federal)	OMC 10/12/20 - Carryovers	Operating Income		787,840		(2,414,946)
121763		Black Spot Non Op Grant (Commonwealth/Federal)	OMC 10/12/20 - Carryovers	Capital Income		45,275		(2,369,671)
0121763		Black Spot Non Op Grant (Commonwealth/Federal)	OMC 10/12/20 - Carryovers	Capital Income		172,654		(2,197,017)
121757		Reimb & Contrib'n Rec'd for Road Construction Regional Rd Group (RRG) Rural Rd Const Funding - Non Op Inc-Rd Const	OMC 10/12/20 - Carryovers	Capital Income		21,089		(2,175,928)
121778		Contribution Non Op - St Marys Carparking	OMC 10/12/20 - Carryovers	Capital Income		480,733		(1,695,195)
125252		Transfer to Road Reserve (for Bus Shelters)	OMC 25/2/21 - FACR2	Capital Expenditure		400,000	(22,490)	(1,295,195)
0121390		Transfer to Carpark Reserve - Cap Exp - Carpark Const	OMC 25/2/21 - FACR2	Capital Expenditure		3,461		(1,314,224)
0124988		Interest Recd - Car Park Reserve - Op IncCons Sts Rds Bridges Dep Transfer to Road Reserve - Cap Exp - Cons Streets Roads Bridges Dep	OMC 25/2/21 - FACR2	Operating Income			(3,461)	(1,317,685)
0121950		Transfer to Road Reserve - Cap Exp - Cons Streets Roads Bridges Dep	OMC 25/2/21 - FACR2	Capital Expenditure		33,691		(1,283,994)
0121985		Interest Recd on Road Reserve - Op IncCons Sts Rds Bridges Dep Transfer to Footpath Reserve	OMC 25/2/21 - FACR2	Operating Income			(33,691)	(1,317,685)
125950		Transfer to Footpath Reserve	OMC 25/2/21 - FACR2	Capital Expenditure		19,516		(1,298,169)
0125988		Interest Recd Footpath Reserve - Op IncCons Sts Rds Bridges Dep Street Lighting - Mnthly Elect Accts & Insurance - Op Exp - Road Operating Exp	OMC 25/2/21 - FACR2	Operating Income			(19,516)	(1,317,685)
0122204		MRWA Grant Rec'd For St Lighting Op Costs - Op Inc - Cross & Gen	OMC 25/2/21 - FACR2	Operating Expenditure			(140,000)	(1,457,685)
0121404		MRWA Grant Rec'd For St Lighting Op Costs - Op Inc - Cross & Gen	OMC 25/2/21 - FACR2	Operating Income		40,000		(1,417,685)
0124600	124612	Town Beach - Carpark and Robinson / Hopton Intersection	OMC 25/2/21 - FACR2	Capital Expenditure			(296,936)	(1,714,621)
0125251		Carparks LRCI Grant - Cap Inc - Cons Carpark	OMC 25/2/21 - FACR2	Capital Income		296,936		(1,417,685)
0120306		Dep't Premier & Cabinet Natural Disaster Grant - Cape Leveque Rd	OMC 25/2/21 - FACR2	Operating Income		50,000		(1,367,685)
0123000	102204	2017-2018 WANDRRA Events - Works Maint	OMC 25/2/21 - FACR2	Operating Expenditure			(50,000)	(1,417,685)
0121100	RU555	Old Broome Road/ Gus Winckel Road Upgrade - Capex	OMC 25/2/21 - FACR2	Capital Expenditure			(135,682)	(1,553,367)
0121763		Black Spot Non Op Grant (Commonwealth/Federal)	OMC 25/2/21 - FACR2	Capital Income		219,811		(1,333,556)
<b>Economic Services</b>								
121962		Transfer From Road Reserve Economic Services Special Projects- Cap Inc	SMC 6/10/20	Capital Income		836,000		(497,556)
1367404	1367414	Short Street Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	SMC 6/10/20	Capital Expenditure			(1,221,500)	(1,719,056)
1367404	1367416	Napier Terrace Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	SMC 6/10/20	Capital Expenditure			(899,000)	(2,618,056)
1367404	1367433	Carnarvon Street South Streetscape Enhancements	SMC 6/10/20	Capital Expenditure			(887,000)	(3,505,056)
1367404	1367417	Carnarvon Street North Streetscape Enhancements (Chinatown Stage 2) Cap Exp	SMC 6/10/20	Capital Expenditure			(813,000)	(4,318,056)
1367405	1367420	Chinatown Transit Hub and Pocket Park (Chinatown Stage 2) Cap Exp	SMC 6/10/20	Capital Expenditure			(307,000)	(4,625,056)
1367405	1367421	Visitor Centre Amenities (Chinatown Stage 2) Cap Exp	SMC 6/10/20	Capital Expenditure			(36,000)	(4,661,056)
1367502		Loans Received China Town Revitalisation - Cap Inc - Economic Services Special Projects	SMC 6/10/20	Capital Income		1,800,000		(2,861,056)
1367504		Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	SMC 6/10/20	Capital Income		828,500		(2,032,556)
132410		Roebuck Bay CP - Rent & Recoup Income - Op Inc	OMC 23/9/20	Operating Income		561,500		(1,471,056)
1367404	1367414	Short Street Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(136,916)	(1,607,972)
1367404	1367416	Napier Terrace Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(47,413)	(1,655,385)
1367404	1367417	Carnarvon Street North Streetscape Enhancements (Chinatown Stage 2) Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(97,518)	(1,752,903)
1367405	1367412	Public Art (funded from Reserve) - Other Infra New - Cap Ex	OMC 20/11/20 - FACR1	Capital Expenditure		49,351		(1,703,552)
1367405	1367419	Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(8,854)	(1,712,406)
0136723		Chinatown Place Activation Initiatives - Op Exp - Economic Services Special Projects	OMC 20/11/20 - FACR1	Operating Expenditure		20,000		(1,692,406)
1367221		Chinatown Project Mgmt, Feasibility & Design Consultancy - Cap Exp - Economic Services Special Projects	OMC 20/11/20 - FACR1	Capital Expenditure		163,645		(1,528,761)
1367504		Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	OMC 20/11/20 - FACR1	Capital Income			(5,342,500)	(6,871,261)
1367504		Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	OMC 20/11/20 - FACR1	Capital Income		5,363,125		(1,508,136)
1367504		Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	OMC 20/11/20 - FACR1	Capital Income		50,000		(1,458,136)
0132020		Australia's North West Tourism Contribution - Op Exp - Tourism	OMC 20/11/20 - FACR1	Operating Expenditure		155,000		(1,303,136)
0132060		Tourism Development - Op Exp - Tourism & Area Promotion	OMC 20/11/20 - FACR1	Operating Expenditure		60,000		(1,243,136)
132410		Roebuck Bay CP - Rent & Recoup Income - Op Inc	OMC 20/11/20 - FACR1	Operating Income		200,000		(1,043,136)
1367404	1367407	Dampier St Upgrade - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(15,000)	(1,058,136)
1367404	1367408	Carnarvon St Upgrade - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(42,000)	(1,100,136)
1367405	1367412	Public Art (funded from Reserve) - Other Infra New - Cap Ex	OMC 10/12/20 - Carryovers	Capital Expenditure			(20,861)	(1,120,997)
1367405	1367419	Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(216,799)	(1,337,796)
1367405	1367415	Chinatown Entry Statement - Other Infra New - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(2,919)	(1,340,715)
1367228		Detailed Design Chinatown Project Stage 2 - CapEx	OMC 10/12/20 - Carryovers	Capital Expenditure			(56,648)	(1,397,363)
1367301		Grants & Contributions Received (Chinatown Revitalisation Stage 2) - Op Inc - Economic Services Special Projects	OMC 10/12/20 - Carryovers	Operating Income		53,517		(1,343,846)
132038		Transfer to Restricted Cash Reserve - Cap Exp - Tourism & Area Promo	OMC 10/12/20 - Carryovers	Capital Expenditure			(50,000)	(1,393,846)
0132129		Visitor Centre Renewal (Inc plant & Furn) - Cap Bldg Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(25,000)	(1,418,846)
136723		Chinatown Place Activation Initiatives - Op Exp - Economic Services Special Projects	OMC 10/12/20 - Carryovers	Operating Expenditure			(29,000)	(1,447,846)
132129		Visitor Centre Renewal (Inc plant & Furn) - Cap Bldg Exp	OMC 27/8/20	Capital Expenditure			(70,950)	(1,518,796)
0133015		Consultants - Op Exp - Building Control	OMC 25/2/21 - FACR2	Operating Expenditure			(5,000)	(1,523,796)
0133410		Stat Fees & Lic - Building Permits	OMC 25/2/21 - FACR2	Operating Income		20,000		(1,503,796)
1367301		Grants & Contributions Received (Chinatown Revitalisation Stage 2) - Op Inc - Economic Services Special Projects	OMC 25/2/21 - FACR2	Operating Income		5,000		(1,498,796)
0134212		Cable Beach Camel Tours (Res 52985) - Rent & Recoup Income - Op Inc	OMC 25/2/21 - FACR2	Operating Income			(6,000)	(1,504,796)
<b>Other Property and Services</b>								
147483		Dept of Housing Tenancy 11& 10B - KRO1 - Rent & Recoup Income - Op Inc	OMC 29/10/20	Operating Income		21,000		(1,483,796)
147487		Far North Tenancy 10A - KRO1 - Rent & Recoup Income - Op Inc	OMC 29/10/20	Operating Income		9,000		(1,474,796)
147489		User Charges KRD Outgoings - Op Inc - Office Properties Leased	OMC 29/10/20	Operating Income		19,500		(1,455,296)



**Item 9.4.4 - MONTHLY STATEMENT OF FINANCIAL ACTIVITY REPORT MARCH 2021**

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2021**

**Note 5: BUDGET AMENDMENTS**  
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
147374		KRO1 Building Renewal - Cap Exp - Office Prop Leased	OMC 29/10/20	Capital Expenditure			(57,528)	(1,512,824)
0112051	112062	Town Beach Cafe - Planned Maint & Minor Works - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(3,000)	(1,515,824)
0146020	141022	Mulberry Tree Child Care - Planned Maint & Minor Works - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(2,000)	(1,517,824)
0146050	146052	4 Jones Place - Planned Maint & Minor Works - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(2,000)	(1,520,024)
0147280	147282	BEC - Reactive Maint - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(400)	(1,520,424)
0147270	147270	KRO - Operating Expense - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(91,809)	(1,612,233)
0142015		All Employee Centrelink Paid Parental Leave - Op Exp - Gen Admin O'Heads	OMC 20/11/20 - FACR1	Operating Expenditure			(10,000)	(1,622,233)
0142395		All Employee Paid Parental Leave Reimb - Op Inc - Gen Admin O'Heads	OMC 20/11/20 - FACR1	Operating Income		10,000		(1,612,233)
0142393		LGIS Insurance Bonus & Funding (Exp in 142232) - Op Inc - Corp Gov	OMC 20/11/20 - FACR1	Operating Income		49,000		(1,563,233)
0147585		Reimbursement of Insurable Claimable Costs - Op Inc - Unclassified General	OMC 20/11/20 - FACR1	Operating Income		32,000		(1,531,233)
0146122		Software >\$5000 Cap Exp - IT	OMC 20/11/20 - FACR1	Capital Expenditure			(28,390)	(1,559,623)
0146102		License Maint and Support - IT Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(18,900)	(1,578,523)
0143395		Transfer From - Leave Reserve - Eng Office	OMC 20/11/20 - FACR1	Capital Income		61,270		(1,517,253)
0143027		Relieving Staff - Op Exp - Engineering	OMC 20/11/20 - FACR1	Operating Expenditure			(28,500)	(1,545,753)
0143050		Wages & related Sick & Annual Leave Workers Exp - Works Ops	OMC 20/11/20 - FACR1	Operating Expenditure		20,000		(1,525,753)
0148060		Relief Staff Op Exp - Depot Ops	OMC 20/11/20 - FACR1	Operating Expenditure			(20,000)	(1,545,753)
0142111		Minor Asset Purchases - Op Exp - General Administration O'Heads	OMC 20/11/20 - FACR1	Operating Expenditure			(5,000)	(1,550,753)
0142446		Barker St Rent and Recoup Income - Op Inc - Corporate Gov. & Support	OMC 20/11/20 - FACR1	Operating Income		12,966		(1,537,787)
0146408		Zanders - Rent & Recoup Income - Op Inc	OMC 20/11/20 - FACR1	Operating Income		9,300		(1,528,487)
0146409		DO NOT USE - Cable Beach Restaurant Facilities Reimb - Op Inc - Other Build Leased	OMC 20/11/20 - FACR1	Operating Income			(18,447)	(1,546,934)
0147463		Far North Community Services Tenancy 5,6,7 - KRO2 - Rent & Recoup Income - Op Inc	OMC 20/11/20 - FACR1	Operating Income			(78,121)	(1,625,055)
0147489		User Charges KRO Outgoings - Op Inc - Office Properties Leased	OMC 20/11/20 - FACR1	Operating Income			(21,372)	(1,646,427)
14296		***DO NOT USE***COVID-19 Emergency Costs - Unclassified General	OMC 10/12/20 - Carryovers	Operating Expenditure			(5,000)	(1,651,427)
142558		Shire Office Build Haas St Renewal - Cap Exp - Corp Gov Vehicle & Plant Renewal/Replacement - Cap Exp - P&G Operations	OMC 10/12/20 - Carryovers	Capital Expenditure			(11,190)	(1,662,617)
143610		IT Contract Consultants - Exp	OMC 10/12/20 - Carryovers	Operating Expenditure			(72,955)	(1,735,572)
146111		Profit on Sale of Assets - Op Inc - Parks & Gardens Operations	OMC 10/12/20 - Carryovers	Operating Income	12,000			(1,760,546)
146122		Software >\$5000 Cap Exp - IT	OMC 10/12/20 - Carryovers	Capital Expenditure			(21,890)	(1,782,436)
148600		Proceeds from Sale of Assets - Cap Inc - Works Operations	OMC 10/12/20 - Carryovers	Capital Income		10,091		(1,772,345)
147374		KRO1 Building Renewal - Cap Exp - Office Prop Leased	OMC 10/12/20 - Carryovers	Capital Expenditure			(20,639)	(1,792,984)
142790		Transfer From Building Reserve Gen Admin	OMC 27/8/20	Capital Income		42,450		(1,750,534)
0142046		Recruitment Expenses - Op Exp - General Admin O'Heads	OMC 25/2/21 - FACR2	Operating Expenditure		35,000		(1,715,534)
0142048		HRM Consultancy - Op Exp	OMC 25/2/21 - FACR2	Operating Expenditure			(47,750)	(1,763,284)
0141790		Transfer to Building Reserve - Cap Exp - General Administration O'Heads	OMC 25/2/21 - FACR2	Capital Expenditure			26,523	(1,736,761)
0142791		Interest Rec Building Reserve - Op Inc - General Administration O'Heads	OMC 25/2/21 - FACR2	Operating Income			(26,523)	(1,763,284)
0141995		Transfer to Equip & Insurance Reserve IT Operations Cap Exp	OMC 25/2/21 - FACR2	Capital Expenditure		5,123		(1,758,160)
0142996		Interest Rec Equip & Ins Reserve - Op Inc - General Administration O'Heads	OMC 25/2/21 - FACR2	Operating Income			(5,123)	(1,763,284)
141997		Transfer to Leave Reserve - Cap Exp - Corp Gov & Support	OMC 25/2/21 - FACR2	Capital Expenditure		12,608		(1,750,676)
0142997		Interest Rec Leave Reserve - Op Inc - General Administration O'Heads	OMC 25/2/21 - FACR2	Operating Income			(12,608)	(1,763,284)
142988		Transfer to Plant Reserve - Cap Exp - Engineering Office	OMC 25/2/21 - FACR2	Capital Expenditure		20,348		(1,742,936)
0143988		Interest Rec Plant Reserve - Op Inc - Engineering Office	OMC 25/2/21 - FACR2	Operating Income			(20,348)	(1,763,284)
0142212		Interest Rec on Muni Investment - Op Inc - General Administration O'Heads	OMC 25/2/21 - FACR2	Operating Income			(529,778)	(2,293,062)
0142320		Transfer From Leave Reserve Corp Gov & Support	OMC 25/2/21 - FACR2	Capital Income		82,000		(2,211,062)
0142193		Relief Staff - Op Exp - Finance - Corp. Gov. & Support	OMC 25/2/21 - FACR2	Operating Expenditure			(59,000)	(2,284,062)
0142004		Salary - Op Exp - Finance	OMC 25/2/21 - FACR2	Operating Expenditure		25,400		(2,238,662)
0142005		Superannuation Employee Expense - Finance	OMC 25/2/21 - FACR2	Operating Expenditure		7,116		(2,231,546)
0148060		Relief Staff Op Exp - Depot Ops	OMC 25/2/21 - FACR2	Operating Expenditure			(16,000)	(2,247,546)
0143050		Wages & related Sick & Annual Leave Workers Exp - Works Ops	OMC 25/2/21 - FACR2	Operating Expenditure		16,000		(2,231,546)
0147585		Reimbursement of Insurable Claimable Costs - Op Inc - Unclassified General	OMC 25/2/21 - FACR2	Operating Income		13,000		(2,218,546)
0146305		Salary - Op Exp - IT	OMC 25/2/21 - FACR2	Operating Expenditure		40,000		(2,178,546)
0146111		IT Contract Consultants - Exp	OMC 25/2/21 - FACR2	Operating Expenditure			(40,000)	(2,218,546)
0146120		Equip & H'Ware > \$5000 Cap Exp - IT	OMC 25/2/21 - FACR2	Capital Expenditure			(40,000)	(2,258,546)
0146122		Software >\$5000 Cap Exp - IT	OMC 25/2/21 - FACR2	Capital Expenditure			(70,000)	(2,328,546)
0146166		Transfer From Equip & Ins Reserve - IT Ops - Cap Inc	OMC 25/2/21 - FACR2	Capital Income		110,000		(2,218,546)
0143600		Proceeds from Sale of Assets - Cap Inc - Engineering Office	OMC 25/2/21 - FACR2	Capital Income		6,000		(2,212,486)
0148293		Safety Equip - Op Exp - Depot Operations	OMC 25/2/21 - FACR2	Operating Expenditure			(6,000)	(2,218,486)
0141610	141610	Private Works P & G	OMC 25/2/21 - FACR2	Operating Expenditure			(46,000)	(2,264,486)
0112483		Town Beach Cafe - Rent & Recoup Income - Op Inc	OMC 25/2/21 - FACR2	Operating Income		24,488		(2,239,998)
0142050	142051	Barker St Offices - Operating Expense - Op Exp	OMC 25/2/21 - FACR2	Operating Expenditure		13,056		(2,226,942)
0142995		Reimbursement Property Dept Legal Fee - Op Inc - Corp Gov & Supp (Legal opex refer 144027)	OMC 25/2/21 - FACR2	Operating Income			(10,000)	(2,236,942)
0147181		Office Bagot St (Magabala Books) - Rent & Recoup Income - Op Inc	OMC 25/2/21 - FACR2	Operating Income			(12,500)	(2,249,442)
0147270	147270	KRO - Operating Expense - Op Exp	OMC 25/2/21 - FACR2	Operating Expenditure		15,000		(2,234,442)
0147485		Dep Corrective Services - KRO2 (Tenancy 4) - Rent & Recoup Income - Op Inc	OMC 25/2/21 - FACR2	Operating Income			(26,000)	(2,260,442)
0147496		Mulberry Tree Child Care - Rent & Recoup Income - Op Inc	OMC 25/2/21 - FACR2	Operating Income			(10,000)	(2,270,442)
0147496		Mulberry Tree Child Care - Rent & Recoup Income - Op Inc	OMC 25/2/21 - FACR2	Operating Income			(13,000)	(2,283,442)
0149408		Rent & Recoup Income - Op Inc - Community Facilities Leased	OMC 25/2/21 - FACR2	Operating Income			(14,000)	(2,297,442)
0149410		BOSCCA - Rent & Recoup Income - Op Inc	OMC 25/2/21 - FACR2	Operating Income			(4,000)	(2,301,442)
					<b>4,000</b>	<b>30,701,006</b>	<b>(33,002,447)</b>	

Classifications Pick List

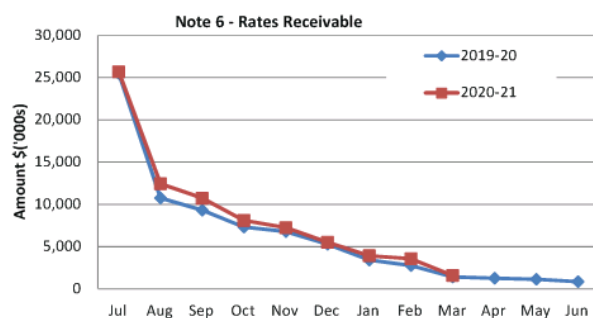
Operating Revenue  
Operating Expenses  
Capital Revenue  
Capital Expenses  
Operating Surplus/(Deficit)  
Non Cash Item

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2021**

**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

	YTD 31 Mar 2021	30 Jun 2020
	\$	\$
Opening Arrears Previous Years	876,141	755,320
Levied this year	23,284,688	23,107,761
Less Collections to date	(22,662,322)	(22,986,940)
Equals Current Outstanding	1,498,507	876,141
<b>Net Rates Collectable</b>	<b>1,498,507</b>	<b>876,141</b>
% Collected	93.80%	96.33%



**Comments/Notes - Receivables Rates**

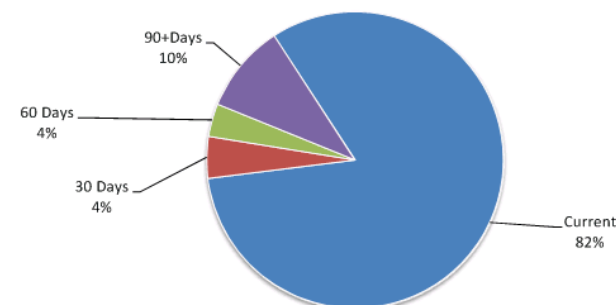
\* NOTE - Rates were raised on 16 July 2020 and are due on 20 August 2020

\*\*NOTE - The calculation of percentage of Rates collected only reports on current Rates, Arrears and Back Rates. For a full breakdown on Rates received, please see the Rates Receipt Statement in the info bulletin

Receivables - General	Credit*	Current	30 Days	60 Days	90+Days
		\$	\$	\$	\$
Receivables - General	(110,097)	1,528,749	84,910	66,352	180,483
<b>Total Receivables General Outstanding</b>					<b>1,750,399</b>

Amounts shown above include GST (where applicable)

**Receivables - General**



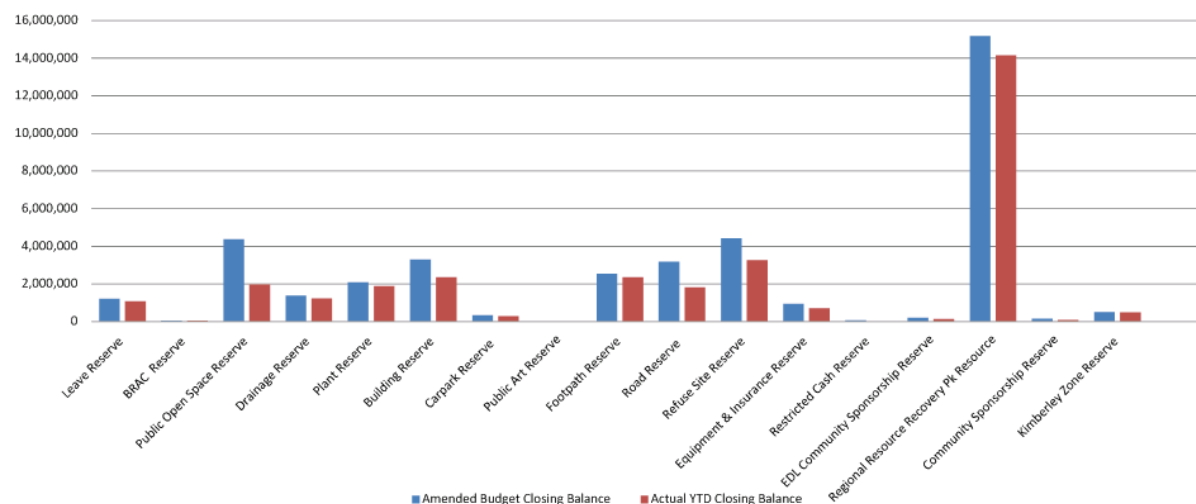
**Comments/Notes - Receivables General**

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

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2021

Note 7: Cash Backed Reserve

2020-21		Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
Name	Opening Balance									
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	1,076,266	5,100	3,523	0	0	143,271	0		1,224,637	1,079,789
BRAC Reserve	58,224	276	191	(0)	(0)	0	0		58,499	58,414
Public Open Space Reserve	1,976,821	9,371	7,166	1,018,174	0	1,377,637	0		4,382,003	1,983,987
Drainage Reserve	1,235,496	5,855	4,045	147,696	(0)	0	0		1,389,047	1,239,541
Plant Reserve	1,886,301	8,940	6,175	(1)	0	200,000	0		2,095,241	1,892,476
Building Reserve	2,361,421	11,190	7,730	447,349	0	490,917	0		3,310,878	2,369,152
Carpark Reserve	295,639	1,401	968	51,161	(0)	0	0		348,201	296,606
Public Art Reserve	6,182	29	20	(0)	0	0	0		6,210	6,202
Footpath Reserve	2,349,298	10,611	7,179	40,279	0	158,930	0		2,559,118	2,356,477
Road Reserve	1,824,122	8,645	5,971	520,373	0	836,000	0		3,189,140	1,830,093
Refuse Site Reserve	3,253,067	15,417	10,649	(0)	0	1,158,545	0		4,427,028	3,263,716
Equipment & Insurance Reserve	710,263	3,366	2,325	96,075	0	140,000	0		949,703	712,588
Restricted Cash Reserve	0	0	0	74,955	0	0	0		74,955	0
EDL Community Sponsorship Reserve	134,882	639	442	1	(0)	80,000	0		215,522	135,324
Regional Resource Recovery Pk Resource	14,121,030	66,920	46,227	0	(0)	998,662	0		15,186,612	14,167,257
Community Sponsorship Reserve	97,271	461	318	(0)	0	61,988	0		159,720	97,590
Kimberley Zone Reserve	486,676	2,307	1,593	(0)	0	26,845	0		515,828	488,269
						0	0			
	31,872,958	150,528	104,522	2,396,062	1	5,672,795	0		40,092,343	31,977,482



SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2021

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Annual Budget Profit/(Loss)	YTD Actual Profit/(Loss)	Variance	Comments
Cost	Accum Depr	Proceeds	Profit (Loss)					
\$	\$	\$	\$		\$	\$	\$	
				<b>P Number Plant and Equipment</b>				
				0 P12913 Utility Crew Cab Isuzu D-Max LS-M (MERBS) 1EHRD10	1,789	0	0	
51,193	(18,779)	33,060	646	P7616 Toyota Prado (DiS) (DES) 1GCB245	(69,153)	646	69,799	
				0 P12808 Pump Water 4" Diesel PTG405DS (Works)	0	0	0	
				0 P14611 Road Roller Compact Combination Ammann AV40 2K - Works BM23909	(13,855)	0	0	
				0 P5116 Rosmech Mistral Road Sweeper with Hino 500 series FG1628 (Replaces P5110)	(208,617)	0	0	
64,950	(64,950)	9,815	9,815	P13313 Compact Sweeper Rosmech Azura MC200 (Works)	15,000	9,815	(5,185)	
				0 P15311 Trailer - Variable Message Display (Works) BM13417	(18,646)	0	0	
				0 P8812 Truck - Prime Mover Hino 700 series FS2844 (Works) >4.5T 1EAB261	54,487	0	0	
				0 P87012 Hino 500 series 2630 Medium Auto Tip Truck 10T (Works) 1DZK 931	(4,096)	0	0	
				0 P13108 Compressor Air Champion CSi11 Rotary Screw with CRDi024 Filters (Workshop)	(2,163)	0	0	
				0 P18218 TORO GROUND MASTER 360 4WD - 1GOO288	(16,672)	0	0	
				0 P14012 Pressure Cleaner Bar 3513G-HJ plus reel & hose (Waterpark P&Gs)	500	0	0	
				0 P6510 Trailer Caged Tipper Tandem - P&G's	3,000	0	0	
				0 P6601 Trailer Polmac Caged/Tipper 1TCX086	4,000	0	0	
				0 P8412 Water Truck Hino 500 Series 1628 Auto (P&Gs) 1EAR805 (see P4712 for tank)	(55,247)	0	0	
				0 P11514 Utility Cab Chassis Tray Extra Cab Retic 2 (P&Gs) (1EPL510)	10,533	0	0	
64,257	(43,534)	15,480	(5,242)	P1114 Self Propelled Elevated Work Platform (P&Gs) (1TPW699)	0	(5,242)	(5,242)	
				0 P17815 HINO 500 SERIES HOOKLIFT TRUCK (1EUV532) REPLACES P87005	(44,408)	0	0	
				612 P6002 Mower Rotary Push Type (Not In Service)		612	612	
27,104	(27,104)	587	587	P88515 HOWARD STEALTH S2 WING TIP MOWER (REPLACES P88513) INSURANCE		587	587	
500	(500)	153	153	P16612 Pressure Cleaner Spitwater SW151 with attachments (Depot)		153	153	
		8	8	P11604 Spreader Fertilizer Sitrex S400 (PTO driven)		8	8	
		2,873		P13611 Rota slasher Howard EHD180 (P&Gs)		0	0	
				0 P10909 Trailer Custom Made - Beach Lifeguard	(8,000)	0	0	
				0 P14012 Pressure Cleaner Bar 3513G-HJ plus reel & hose (Waterpark P&Gs)	5,000	0	0	
				0 P85807 TRAILER POLMAC DUAL AXLE - P&G	5,000	0	0	
18,435	(4,037)	0	(14,398)	P1500 Trailer Dean No 17 Flatbed Tilting (for ride-on mower) BM1679	2,000	0	0	
				P2416 Graytill Smartspray Ute mounted Spray System		(14,398)	(14,398)	
						0	0	
208,003	(158,905)	62,588	(7,818)		(339,548)	(7,818)	46,335	
Comments - Capital Disposal/Replacements								



SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2021

Note 9: RATING INFORMATION		Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>RATE TYPE</b>												
<b>Differential General Rate</b>												
Gross Rental Valuations												
GRV -	Residential	10.8224	4,918	116,292,696	12,585,661			12,585,661	12,585,661			12,585,661
GRV -	Residential - Vacant	19.8104	176	2,904,940	575,480			575,480	575,480			575,480
GRV -	Commercial/Industrial	11.2119	547	55,146,367	6,182,956			6,182,956	6,182,956			6,182,956
GRV -	Tourism	14.6665	454	17,635,596	2,586,525			2,586,525	2,586,525			2,586,525
Unimproved Value Valuations												
UV -	Rural	0.7623	54	17,509,000	133,471			133,471	133,471			133,471
UV -	Mining	11.7729	39	1,211,081	142,579			142,579	142,579			142,579
UV -	Commercial Rural	3.1875	21	6,638,773	211,611			211,611	211,611			211,611
<b>Sub-Totals</b>			6,209	217,338,453	22,418,283	0	0	22,418,283	22,418,283	0	0	22,418,283
<b>Minimum Payment</b>		Minimum \$										
Gross Rental Valuations												
GRV -	Residential	1,220	67	652,734	81,740			81,740	81,740			81,740
GRV -	Residential - Vacant	1,220	176	810,422	214,720			214,720	214,720			214,720
GRV -	Commercial/Industrial	1,220	24	179,590	29,280			29,280	29,280			29,280
GRV -	Tourism	1,220	371	1,599,000	452,620			452,620	452,620			452,620
Unimproved Value Valuations												
UV -	Rural	1,220	4	191,300	4,880			4,880	4,880			4,880
UV -	Mining	500	29	54,849	14,500			14,500	14,500			14,500
UV -	Commercial Rural	1,220	2	13,300	2,440			2,440	2,440			2,440
<b>Sub-Totals</b>			673	3,501,195	800,180	0	0	800,180	800,180	0	0	800,180
Charitable Concessions								23,218,463 (55,142)				23,218,463 (55,142)
<b>Amount from General Rates</b>								23,163,321				23,163,321
Ex-Gratia Rates								0				0
Specified Area Rates								0				0
<b>Totals</b>								23,163,321				23,163,321

**Comments - Rating Information**

NOTE - This note represents the budgeted rating and back rating revenue expected for the 2020/21 financial year. The Statement of Financial Activity (by Reporting Program) examines the reporting program for rates which also includes other items, such as debt recovery and rates instalments charges, which are not represented in this table as they do not form part of ordinary rates modelling.

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2021**

**10. INFORMATION ON BORROWINGS**
**(a) Debenture Repayments**

Particulars	Principal 30-Jun-20	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 191 - BRAC Inf & Stage 2B	0	0	0	0	0	0	0	0
Loan 193 - Civic Centre Redevelopment	994,411		241,358	487,484	753,053	506,927	28,273	42,286
Loan 194 - BRAC Oval Pavillion	121,518		59,882	121,518	61,636	0	4,183	6,328
Loan 196 - Chinatown Revitalisation Loan	1,608,135		79,094	158,936	1,529,041	1,449,199	24,795	39,716
Loan 195 - Town Beach Redevelopment	2,000,000		0	0	2,000,000	2,000,000	0	0
Chinatown Revitalisation Project Stage 2		1,785,000		0	0	0	0	0
Broome Surf Life Saving Club	0	300,000		0	0	0	0	0
				0	0	0	0	0
<b>Self Supporting Loans</b>								
Broome Golf Club		1,250,000	0	0	0	0	0	0
	4,724,064	3,335,000	380,334	767,938	4,343,730	3,956,126	57,250	88,330

All debenture repayments were financed by general purpose revenue.

\*A negative amount indicated in the "Interest Repayments Actuals" column is a result of end of financial year accruals to recognise the proportion of interest incurred during the 20/21 financial year.

**(b) New Debentures**

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2021**

**Note 11: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 20	Amount Received	Amount Paid	Closing Balance 31-Mar-21
	\$	\$	\$	\$
Verge Bonds		0	0	0
Library Transient Borrower Deposits	-82	0	0	(82)
Election Nomination Deposits		0	0	0
Civic Centre Event Takings	5,763	0	0	5,763
Key & Other General Purpose Deposits		5,686	0	5,686
BCITF Collection & Refund Deposits		0	0	0
Japanese Cemetery Improvements Deposits		0	0	0
Town Planning Related Bond Deposits	106,562	0	0	106,562
Cemetery Plot Reservation Deposits		0	0	0
Recreation Facility use Bond Deposits	-4,044	0	0	(4,044)
Cash In Lieu Of Public Open Space	100,209	0	0	100,209
Parking Facilities Bond Deposits		0	0	0
Road & Footpath Facilities Bond Deposits		0	0	0
Capital Works Bond Deposits		0	0	0
Bank Guarantee Deposits Received	16,431	0	0	16,431
Contract Bonds & Retentions	-16,431	0	0	(16,431)
Overpayments Held		0	0	0
Unclaimed Monies	2,662	0	0	2,662
BRB Levy	6,410	56,223	(33,442)	29,191
Staff Rental Bonds	190	0	0	190
Key Deposits		0	0	0
Chinatown Revitalisation grant		0	0	0
	<b>217,671</b>		<b>(33,442)</b>	<b>246,137</b>

Level of Completion Indicators

- 0% ○  
20% ○  
40% ○  
60% ●  
80% ●  
100% ●  
No Budget ☒

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2021

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 31 Mar 2021					Strategic Reference / Comment
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	
		<b>Governance</b>								
0%	○	<b>Governance Total</b>			0	0	0	0	0	
		<b>Law, Order And Public Safety</b>								
101%	●	Vehicle & Mobile Plant Renewal (Replace) Cap Exp- Emerg & Rang Serv	0052450		70,662	52,992	0	358	71,020	
452%	●	VBFB Building New Const - Cap Exp - Volunteer Bush Fire Brigade	0053172		11,144	8,352	50,397	39,253	0	
0%	○	Surf Club Building Upgrade (Inc Plant & Furniture) Cap Exp-Law Ord & PS	0053239		3,222,000	1,611,000	15,097	(3,206,903)	0	
100%	●	SES Buildings New Const > \$5000 - Cap Exp - SES/ Fire & Emergency Services	0055288		209,000	156,744	208,987	(13)	0	
		Surf Club Building Renewal (Inc Plant & Furniture) Cap Exp-Law Ord & PS	53238		0	0	0	0	0	
10%	○	<b>Law, Order And Public Safety Total</b>			3,512,806	1,829,088	274,480	(3,167,306)	71,020	
		<b>Education and Welfare</b>								
0%	○	<b>Education and Welfare Total</b>			0	0	0	0	0	
		<b>Housing</b>								
0%	○	<b>Housing Total</b>			0	0	0	0	0	
		<b>Health</b>								
0%	○	<b>Health Total</b>			0	0	0	0	0	
		<b>Community Amenities</b>								
0%	○	Vehicles & Mobile Plant New - Cap Exp- Sanit Gen Refuse	0101508		220,000	164,997	0	(220,000)	0	
		Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	0101510		0	0	0	0	0	
51%	●	Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	0101550	101552	50,000	25,000	0	(24,352)	25,648	
3%	○	Cemeteries Other Infrastructure New - - Cap Exp - Other Community Amenities	0107550		135,800	67,900	4,130	(131,670)	0	
123%	●	Broome Cemetery Renewal by P & G - Cap Exp	0107552	107561	6,000	3,000	0	1,396	7,396	
106%	●	Vehicle Mob Plant New -Cap Exp - Other Comm Ament	0107562		53,000	26,500	56,437	3,437	0	
0%	○	Ganthuam Toilet Block Renewal Inc Furn & Services - Build Cap Exp	0107666	107768	60,000	30,000	0	(60,000)	0	
82%	●	Frederick (KBR Report) - Infra Cap Exp	104600	104795	453,404	340,029	372,858	(80,546)	0	
		Buckleys Rd Closure Upgrade (was Opex 101302) - Cap Exp - San Gen Refuse	101545	101558	200,000	100,000	51,448	(148,553)	0	
0%	○	Short St-Paspaley Carranvon Street New Drainage Const - Cap Exp	104270	104299	154,830	116,118	0	(154,830)	0	
0%	○	Broome Townsite Drains Renewal - Cap Infra Exp - Urb Stwater	104800	104920	50,000	37,494	0	(50,000)	0	
37%	○	<b>Community Amenities Total</b>			1,383,034	911,038	484,872	(865,118)	33,044	
		<b>Recreation And Culture</b>								
98%	●	Broome Golf Club Building Renewal - Cap Exp - Other Recreation & Sports	0112071		4,909,064	3,681,792	0	(110,882)	4,798,182	
52%	○	Skatepark New Infrs Const - Cap Exp - Other Rec & Sport	0113027	113029	43,390	32,535	22,355	(21,035)	0	
0%	○	Dakas Street Reserve New Infra Const Cap Exp-P&O	0113550	113570	104,761	56,621	300	(104,461)	0	
98%	●	Cable Beach Reserve Renewal Works - Cap Exp	0113551	113574	17,275	8,956	0	(387)	16,888	
58%	○	Haynes Oval Reserve Renewal of Infrastructure- Cap Exp	0113551	113762	25,000	18,747	0	(10,625)	14,375	
0%	○	Male Oval Renewal Infra - Cap Exp - Parks & Ovals	0113551	113763	22,500	11,250	0	(22,500)	0	
0%	○	Cygnat Park Infrastructure Renewal - Cap Exp	0113551	113788	126,961	67,721	0	(126,961)	0	
155%	●	Six Seasons Parks Infrastructure Renewal - Cap Exp	0113551	113790	20,848	11,636	0	11,443	32,291	
0%	○	Male Oval Upgrade Infra - Cap Exp - Parks & Ovals	0113552	113613	2,430	1,822	0	(2,430)	0	
0%	○	Haynes Oval Other Infrastructure Renewal - Cap Exp	0113553	HAYN001	1,271	955	0	(1,271)	0	
0%	○	Reticulation Control System New Exp - Cap Exp Parks & Ovals	0113603		40,500	30,375	0	(40,500)	0	
74%	○	Library Building Renewal (Inc Plant & Furn) - Cap Exp - Libraries	0115461		20,000	14,994	0	(5,291)	14,709	
32%	○	Bme Civic Centre Building Design & Const Upgrade - Cap Exp - Bme Civic Centre	0116115	116140	10,000	5,000	0	(6,786)	3,214	
0%	○	Visitor Information Signage New Const - Cap Exp - Other Cult	0116125	116126	0	0	0	(0)	0	
0%	○	Lord McAlpine Bust New Construction	0116125	116128	50,000	25,000	0	(50,000)	0	
79%	○	Museum Building Renewal- Cap Exp - Other Cult	0116201		19,315	14,481	0	(3,965)	15,350	
111%	●	Building New Construction Expense - BRAC Dry - Cap Exp	0117300	117365	793,470	595,089	879,966	86,496	0	
3%	○	BRAC Building Renewal - Cap Exp - BRAC Dry	0117315	117316	438,428	219,214	0	(425,786)	12,642	
2%	○	BRAC Oval Upgrade of Infra - Cap Exp	0117450	117452	1,128,717	846,531	24,727	(1,103,990)	0	
1%	○	BRAC Ovals Renewal Infra Works - Cap Exp - BRAC Ovals	0117455	117456	248,814	186,606	0	(245,761)	3,053	
87%	○	Town Beach Redevelopment - Greenspace & Waterpark - Cap Exp	1181405		140,397	105,291	122,323	(18,074)	0	
57%	○	Town Beach Redevelopment - Greenspace Stage 2 - Cap Exp	1181407		944,530	708,390	537,111	(407,419)	0	



SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2021

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator		Infrastructure Assets	Acct	Job	YTD 31 Mar 2021						Strategic Reference / Comment
						Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)		
34%	○		Town Beach Development - Jetty Project - Other Infra New - Cap Exp	1181409		6,199,044	4,649,283	2,115,288	(4,083,756)		0	
17%	○		Youth Bike Recreation Area - New Construction - Cap Exp	1181420	YBRA001	334,983	251,235	55,891	(279,092)		0	
138%	●		Cemetery Reserve New Infra Const - Cap Exp - Parks & Ovals	113550	113560	5,000	3,744	6,877	1,877		0	
No Budget	□		Town Beach Reserve Upgrade - Cap Exp - P&G	0113552	113807	0	0	7,039	7,039		0	
100%	●		Motocross Other Infrastructure -Fencing- Other Recreation & Sport	1181423		27,365	20,520	27,365	0		0	
100%	●		Motocross Roadworks & Earthworks- Cap Exp - Other Recreation & Sport	1181422		366,418	274,806	366,418	0		0	
100%	●		Motocross Building Improvements - Cap Exp - Other Recreation & Sport	1181421		1,928,761	1,446,570	1,928,761	0		0	
No Budget	□		Haynes Oval Clubroom & Toilets New Const by P&G - Cap Exp	113572	113573	0	0	322	322		0	
0%	○		Vehicle & Mobile Plant Renewal (Replacement)-Cap Exp- Swim Area & Beaches	112397		8,750	6,561	0	(8,750)		0	
0%	○		Furniture & Equip - New - BRAC Dry	117372	117373	0	0	(448)	(448)		0	
No Budget	□		Town Beach Redevelopment - Fishing Platform & Amenities -Other Infra New -	1181402		0	0	36	36		0	
61%	⊕		Recreation And Culture Total			17,977,991	13,295,725	6,094,332	(6,972,955)		4,910,704	
			Transport									
70%	⊕		Federal Black Spot - Herbert / Saville Roundabout - NEW- Capex	113561	RU666	712,223	534,159	500,273	(211,950)		0	
96%	●		McDaniel Rd - Archer to Ward Stage 1 New Rd Const - Cap Exp	121000	121560	3,282,729	3,253,593	3,135,125	(147,603)		0	
13%	○		Black Spot - Port Drive Refuge Island - Rd Upgrade Cap Exp	121100	RU226	797,858	598,392	104,899	(692,959)		0	
81%	●		Old Broome Road/ Gus Winckel Road Upgrade - Capex	121100	RU555	135,682	101,754	110,335	(25,347)		0	
0%	○		Bme Roudabouts L/Scaping Rd Infra Renewal Const by P&G - Capex	121101	121561	14,396	10,800	0	(14,396)		0	
			Urban Reseals Renewal Program - Various (Sealing Contractor) - Cap Ex -									
53%	○		Renewal	121101	RRU	439,777	219,888	0	(208,645)		231,132	
30%	○		Hammersley Street - New Footpath Construction	125140	125183	120,983	129,773	65,863	(155,120)		0	
4%	○		Broome Streets General Purpose Street Lighting Upgrades-CapE	125215	125033	150,000	112,500	5,538	(144,462)		0	
4%	○		Street Lighting at Various Locations - Renewal	125225	125232	50,000	25,000	0	(48,020)		1,980	
0%	○		Access & Inclusion Improvements New Infra - Cap Exp	1254421		107,124	72,843	440	(106,684)		0	
430%	●		Chinatown Landscaping Upgrade of Infra by P & G - Cap	121510	121510	75,000	56,250	322,369	247,369		0	
31%	○		Various Footpath Renewal - Renewal Construction - Cap Exp	125300	VARPATH	79,195	52,988	0	(54,984)		24,211	
No Budget	□		Black Spot (State)- Port Drive Childrens Crossing Stage 1	121100	RU227	0	0	8,462	8,462		0	
100%	●		Footpath Old Broome Road - One Mile Access/Sandpiper/Short St	125300	125291	25,626	19,215	0	0		25,626	
3%	○		Broome North Footpath New Const - Capex	125140	125277	87,000	65,250	2,516	(84,484)		0	
100%	●		Various FootPath Upgrade - Cap Exp	1223481	FPUP001	46,337	34,749	46,337	0		0	
0%	○			125140	125290	11,931	8,946	0	(11,931)		0	
6%	○		Town Beach - Carpark and Robinson / Hopton intersection	124600	124612	296,936	222,696	0	(279,574)		17,362	
70%	⊕		Transport Total			6,532,796	5,518,795	4,302,159	(1,930,326)		300,311	
			Economic Services									
74%	⊕		Visitor Centre Renewal (Inc plant & Furn) - Cap Bldg Exp	0132129		110,950	83,214	0	(28,359)		82,591	
32%	○		Detailed Design Chinatown Project Stage 2 - CapEx	1367228		173,192	129,888	55,028	(118,164)		0	
153%	●		Chinatown Project Mgmt, Feasibility & Design Consultancy - Cap Exp - Economic	1367221		568,855	426,636	867,819	298,964		0	
17%	○		Short Street Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	1367404	1367414	6,183,423	4,637,567	1,035,405	(5,148,018)		0	
26%	○		Napier Terrace Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	1367404	1367416	4,416,413	3,312,306	1,161,310	(3,255,103)		0	
25%	○		Camrarnov Street North Streetscape Enhancements (Chinatown Stage 2) Cap Exp	1367404	1367417	3,930,518	2,947,887	979,133	(2,951,385)		0	
0%	○		Public Art (funded from Reserve) - Other Infra New - Cap Ex	1367405	1367412	506,779	380,079	1,000	(505,779)		0	
0%	○		Smart Cities Enabling Items - Cap Exp	1367405	1367418	300,000	150,000	0	(300,000)		0	
11%	○		Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp	1367405	1367419	392,197	294,147	43,887	(348,310)		0	
40%	○		Chinatown Transit Hub and Pocket Park (Chinatown Stage 2) Cap Exp	1367405	1367420	1,577,000	942,000	635,085	(941,915)		0	
0%	○		Visitor Centre Amenities (Chinatown Stage 2) Cap Exp	1367405	1367421	186,000	93,000	0	(186,000)		0	
1372%	●		Chinatown Entry Statement - Other Infra New - Cap Ex	1367405	1367415	2,919	2,187	40,043	37,124		0	
No Budget	□		Chinatown Public Art - Art Coordination & Contingency	1367405	1367422	0	0	49,644	49,644		0	
No Budget	□		Chinatown Public Art - Start of the Pearling Story	1367405	1367423	0	0	9,260	9,260		0	
No Budget	□		Chinatown Public Art - Chinese Community	1367405	1367424	0	0	3,201	3,201		0	
No Budget	□		Chinatown Public Art - Diverses Quarter and the Boating Industry	1367405	1367425	0	0	34,674	34,674		0	
No Budget	□		Chinatown Public Art - Sam Male	1367405	1367426	0	0	68,152	68,152		0	
No Budget	□		Chinatown Public Art - The Tram	1367405	1367427	0	0	5,755	5,755		0	
No Budget	□		Chinatown Public Art - The Japanese in Broome	1367405	1367428	0	0	2,267	2,267		0	
No Budget	□		Chinatown Public Art - Interpretation Trail	1367405	1367429	0	0	2,462	2,462		0	
No Budget	□		Chinatown Public Art - Customised Designs for Sandblasted Benches	1367405	1367430	0	0	3,085	3,085		0	
No Budget	□		Chinatown Public Art - Customised Designs Filagree Panels	1367405	1367431	0	0	2,053	2,053		0	
139%	●		Dampier St Upgrade - Cap Exp	1367404	1367407	15,000	11,250	20,864	5,864		0	
130%	●		Camrarnov St Upgrade - Cap Ex	1367404	1367408	42,000	31,500	54,775	12,775		0	
0%	○		Camrarnov Street South Streetscape Enhancements	1367404	1367433	887,000	443,500	0	(887,000)		0	

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2021

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 31 Mar 2021						Strategic Reference / Comment
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)		
27%	○	Economic Services Total			19,292,246	13,885,161	5,074,901	(14,134,754)	82,591		
		Other Property & Services									
14%	○	Shire Office Build Haas St Renewal - Cap Exp - Corp Gov	0142558		201,323	150,984	0	(172,800)	28,523		
50%	●	Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	0143610		479,955	359,964	0	(237,830)	242,125		
7%	○	Equip & H'Ware > \$5000 Cap Exp - IT	0146120		214,000	160,497	14,449	(199,551)	0		
29%	○	Software >\$5000 Cap Exp - IT	0146122		184,205	138,150	53,982	(130,223)	0		
0%	○	Child Care Ctr cnr Guy & Herbert Build Renewal - Cap Exp	0146652	146653	4,000	2,000	0	(4,000)	0		
0%	○	BOSCCA Building Renewal (Inc Plant & Furn) - Cap Exp - Com Fac Leased	0146662		4,000	2,000	0	(4,000)	0		
0%	○	Shire Office Barker St - Building Renewal - Cap Exp - Corp Gov Support	0147372		10,000	5,000	0	(10,000)	0		
71%	●	Depot Building Const Renewal - Cap Exp - Depot Operations	0148003	148007	4,000	2,000	0	(1,179)	2,821		
94%	●	Vehicle & Mobile Plant Renewal(Replacement)- Cap Exp - Eng Office	0148004		60,000	30,000	0	(3,749)	56,251		
5%	○	Depot Building Upgrade - Cap Exp - Depot Ops	0148242	148243	98,000	49,000	5,028	(92,972)	0		
93%	●	Vehicle & Mobile Plant Renewal(Replacement) - Cap Exp - Depot Ops	0148610		12,000	6,000	0	(829)	11,171		
0%	○	Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	0148611		871,000	435,500	0	(868,639)	2,361		
No Budget	□	KRO2 Building Renewal - Cap Exp - Office Prop Leased	0147375		0	0	0	4,860	4,860		
No Budget	□	Vehicle & Plant New - Cap Exp - P&G Operations	143621		0	0	307	307	0		
4%	○	KRO1 Building Renewal - Cap Exp - Office Prop Leased	147374		78,167	58,617	0	(74,817)	3,350		
No Budget	□	4 Jones Place - Renewal - Community Facilities Leased - Unclassified	146054		0	0	0	10,727	10,727		
20%	○	Other Property & Services Total			2,220,650	1,399,712	73,766	(1,784,695)	362,189		
43%	●	GRAND TOTAL			50,919,523	36,839,519	16,304,510	(28,855,154)	5,759,859		

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2021

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 31 Mar 2021						Strategic Reference / Comment
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)		
104%	●	Land & Buildings - New			2,942,375	2,206,755	3,068,433		0		
1%	○	Land & Buildings - Upgrade			3,320,000	1,660,000	20,124	(3,299,876)			
85%	●	Land & Buildings - Renewal			5,869,247	4,269,296	0	(903,005)	4,966,242		
		Works in Progress Land & Buildings			0	0	0	0	0		
66%	●	Land & Buildings - Total			12,131,622	8,136,051	3,088,558	(4,076,823)	4,966,242		
29%	○	Recreation Areas Infrastructure - New			2,729,142	2,024,867	796,948	(1,932,194)			
290%	●	Recreation Areas Infrastructure - Upgrade			2,430	1,822	7,039	4,610			
14%	○	Recreation Areas Infrastructure - Renewal			462,669	305,871	0	(396,062)	66,607		
		Works in Progress Recreation Areas Infrastructure			0	0	0	0	0		
27%	○	Recreation Areas Infrastructure - Total			3,194,240	2,332,560	803,987	(2,323,646)	66,607		
85%	●	Roads, F/Paths & Bridges Infrastructure - New			4,788,407	4,339,369	4,070,636	(717,772)			
28%	○	Roads, F/Paths & Bridges Infrastructure - Upgrade			17,271,278	12,731,679	4,766,736	(12,504,542)			
35%	○	Roads, F/Paths & Bridges Infrastructure - Renewal			855,929	525,587	0	(557,598)	298,331		
		Works in Progress - Rds, F/Paths & Bridges			0	0	0	0	0		
40%	○	Roads, F/Paths & Bridges Infrastructure - Total			22,915,614	17,596,636	8,837,371	(13,779,912)	298,331		
0%	○	Drainage Infrastructure - New			154,830	116,118	0	(154,830)	0		
82%	●	Drainage Infrastructure - Upgrade			453,404	340,029	372,858	(80,546)	0		
0%	○	Drainage Infrastructure - Renewal			50,000	37,494	0	(50,000)	0		
		Works in Progress Drainage Infrastructure			0	0	0	0	0		
57%	●	Drainage Infrastructure - Total			658,234	493,641	372,858	(285,376)	0		
32%	○	Other Infrastructure - New			9,349,739	6,603,596	3,020,023	(6,329,716)	0		
16%	○	Other Infrastructure - Upgrade			350,000	212,500	56,986	(293,014)	0		
43%	●	Other Infrastructure - Renewal			106,000	53,000	0	(60,249)	45,751		
		Works in Progress Other Infrastructure			0	0	0	0	0		
32%	○	Other Infrastructure - Total			9,805,739	6,869,096	3,077,009	(6,682,980)	45,751		
21%	○	Mobile Plant & Equip New			273,000	191,497	56,743	(216,257)	0		
		Mobile Plant & Equip Upgrade			0	0	0	0	0		
25%	○	Mobile Plant & Equipment Renewal (Replacement)			1,502,367	891,017	0	(1,119,439)	382,928		
25%	○	Mobile Plant & Equip - Total			1,775,367	1,082,514	56,743	(1,335,696)	382,928		
0%	○	Fixed Plant & Equipment - New			40,500	30,375	0	(40,500)	0		
		Fixed Plant & Equipment - Upgrade			0	0	0	0	0		
		Fixed Plant & Equipment - Renewal			0	0	0	0	0		
0%	○	Fixed Plant & Equipment - Total			40,500	30,375	0	(40,500)	0		
17%	○	Furniture & Equipment - New			398,205	298,647	67,984	(330,221)	0		
17%	○	Furniture & Equipment - Total			398,205	298,647	67,984	(330,221)	0		
43%	○	Capital Expenditure Total			50,919,523	36,839,519	16,304,510	(28,855,154)	5,759,859		

**SHIRE OF BROOME**  
**Monthly Statement of Financial Activity**  
**For the Period Ending 31 March 2021**

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

**NOTES TO THIS MONTH'S REPORT**

**OVERVIEW**

For the period ended 31 March 2021, the following are key indicators supporting the year to-date budget position with respect to the Annual Forecast Budget:

Budget Year elapsed	75.07%
Total Rates Raised Revenue	100% (of which 93.80% were collected)
Total Other Operating Revenue	65%
Total Operating Expenditure	65%
Total Capital Revenue	74%
Total Capital Expenditure	43%
Total Sale of Assets Revenue	17%

The budget was adopted at the Ordinary Meeting of Council on 25 June 2020. Council adopted a balanced annual budget, which included a net carried forward balance of \$2,226,546 being \$844,078 of carry-over projects, plus \$1,382,467 Financial Assistance Grants received in advance.

It should be noted that the end of financial year (EOFY) processes are now complete and the Annual Financial statements were presented to the Audit Committee on 2 December 2020 before the recommendations were presented to the Ordinary Meeting of Council on 10 December 2020. The final report included recommendations for the use of an adjusted surplus \$4,188,392 in carried forward surplus. These recommendations were approved by Council and incorporated into the 2020-21 budget.

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

**ADJUSTMENTS TO DETERMINE THE CASH POSITION**

**CURRENT POSITION**

Currently, to the end of March 2021, the current position stands at \$19.0M.

**Cash**

Total Cash Assets are now \$50.0M being \$1.9M decrease from prior month.

The major collections this month include receipt of:

- \$2.1M – Final Instalment Rates collections – Highest Properties: 106 Frederick, 28 Cable Beach, 8 Short St & 2 Louis St
- \$672K – Dept of Infrastructure – LRCI Claims Town Beach Carpark & Phase 2
- \$553K - Department Of Transport - Progress Claim Town Beach Revetment Wall



- \$212K – ATO - Feb BAS refund

The major expenditure items this month include payments of:

- \$2.6M Georgiou Group – Chinatown Construction Stage 2 (RFQ20-08)
- \$470K Swan Marine Construction – Jetty Progress Claim (RFT20-03)
- \$325K DFES – 3<sup>rd</sup> Quarter ESL Rates
- \$109K Broome Cleanaway – Waste Collection (RFT14-01)

### **Receivables**

Sundry debtors including GST refundable stand at \$2.0M

Rates and rubbish debtors stand at \$1.6M. Annual rates were raised on 16th July 2020 with due date of 20 August 2020. Rates & Rubbish debtors will continue to reduce throughout the year as ratepayers on instalment and payment plans continue to pay their rates.

### **Other Assets**

These stand at \$153K having a \$7K decrease since the previous month.

### **Cash Liabilities**

These stand at \$388K. This represents our obligation on our outstanding loans in 20/21.

### **Creditors and Payables**

Sundry Creditors are \$2.4M, due to continued major infrastructure works in progress.

Other Payables comprising Tax Payable, FESA Levy Collected, Accrued Loan Interest, Prepayments Received and accruals stand at \$566K.

### **Employee Provisions and Accruals**

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

Current leave provisions are \$2.40M (Non-current leave provisions are \$280K). Accruals to reflect the year end position have been completed for the 2020-2021 year.

## 10. REPORTS OF COMMITTEES

### 10.1 YAWURU PARK COUNCIL MEETING MINUTES 17 MARCH 2021

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	NAT55.1; NAT55.3
<b>AUTHOR:</b>	Land Tenure Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Acting Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

This report presents Council with a progress report for the Yawuru Park Council (**YPC**), comprising the draft minutes and associated recommendations of the YPC meeting held 17 March 2021.

## BACKGROUND

### Previous Considerations

The Yawuru Park Council (**YPC**) has been formed in accordance with the two Yawuru Indigenous Land Use Agreements (**ILUAs**) and is comprised of Yawuru Registered Native Title Body Corporate/Nyamba Buru Yawuru Representatives (**Yawuru**), delegates from the Department of Biodiversity, Conservation and Attractions (**DBCA**) and Shire of Broome representatives. Through the YPC, these three organisations are responsible for jointly managing land within the Yawuru Conservation Estate in accordance with the ILUAs.

The following table outlines the four land/sea management areas within the Conservation Estate, including the bodies with direct management responsibility for each area:

Conservation Estate Area	Management responsibility
Minyirr Buru ( <b>Townsite Areas</b> )	Yawuru and the Shire
Guniyan Binba (located approximately 600 metres north of the rocks at Cable Beach) ( <b>Cable Beach Intertidal Zone</b> )	Yawuru, the Shire and DBCA
Birragun ( <b>Out of town Areas</b> )	Yawuru and DBCA
Nagulagun ( <b>Marine Park Areas</b> )	Yawuru and DBCA

The following are the current representatives on the YPC:

Yawuru Representatives:	Debra Pigram (Chair), Ben Dolby and Dean Mathews.
Yawuru Proxies:	Eduardo Maher, Kevin Puertollano and Johani Mamid
Shire Representatives:	Cr Harold Tracey (Shire President), Chief Executive Officer (Sam Mastrolembro) and Acting Director Development and Community Services (James Watt)

Shire Proxies:	Cr Elsta Foy, Cr Nik Wevers, Manager Planning and Building Services (Director Development and Community Services) and Land Tenure Officer (CEO)
DBCA Representatives:	Robert Blok (District Manager), Wil Bennett (Yawuru Parks Coordinator) and Luke Puertollano (Operations Officer)
DBCA Proxies:	Nil

The Joint Management Agreement and Assistant Agreement form part of the ILUA's. In accordance with section 9.3 of the Management Agreement, the Parties (Yawuru RNTBC, DBCA and Shire of Broome) must ensure their Representative Members and proxies are available and authorised to carry out their functions as set out in the Joint Management Agreement and the Terms of Reference, therefore, Minutes are for Council's noting.

YPC minutes were last presented to Council for noting at the Ordinary Meeting of Council (**OMC**) on 10 December 2020 which included minutes for the YPC meeting held on 18 November 2020. Since the OMC on 10 December 2020 the YPC met on 17 March 2021

## COMMENT

### YPC Meeting on 17 March 2021

The Agenda (**Attachment 1**) and Minutes (**Attachment 2**) of the YPC meeting held on 17 March 2021 are attached. At the meeting, the YPC considered the following items:

### **3. Matters across all tenure**

#### **3.1** Update: Management strategy prioritisation review – Conservation Action Planning methodology

Verbal update provided by Nyamba Buru Yawuru (NBY).

A revised work plan and timetable has been provided by Conservation Management Pty Ltd to commence Conservation Action Planning (CAP) and Monitoring, Evaluation, Reporting and Improvement (MERI) framework for the three terrestrial Yawuru Conservation Park management plans.

Stage One: Desk top analysis of Management Plans	29 March – 20 April
Stage Two: Workshops (3x hour sessions)	11 – 12 May
Stage Three: Draft implementation / workshops	31 May – 4 June
Stage Four: Training	7 – 25 June

#### **3.2** Update: Yawuru Recreation Master Plan review

Verbal update provided by DBCA.

One and half day desk top review of Recreation Master Plan completed 18-19 February 2021. Prioritisation and risk ranking workshop scheduled for 16 April 2021.

### **4. Minyirr Buru (In-Town Conservation Estate) (Yawuru & Shire)**

#### **4.1** Update: Request for possible installation of lifesaving rings at Gantheaume Point.

Verbal update provided by Shire of Broome.

In February 2021, Shire of Broome, in collaboration with YPC, installed life rings at Gantheaume Point, following public petition presented to the Broome Shire Council in May 2020. Media release regarding installation published 16 March 2021. The Yawuru cultural messaging has been ordered and will be installed by DBCA Yawuru Rangers upon receipt.

Update: Reddell Beach precinct grant funding

Verbal update provided by DBCA.

Funding of \$800,000 for the upgrade of Reddell Beach precinct awarded by the Australian Government, Department of Agriculture, Water and Environment, COVID-19 Relief and Recovery funding for conservation, tourism and infrastructure upgrades at National and World Heritage places to be expended by end of June 2022.

Further consultations, project designs and management will be required to progress this project. YPC Working Group project kick-off 24 March 2021.

## **5. Guniyan Binba (Northern Inter tidal Zone) (Yawuru, Shire and DBCA)**

### **5.1 Cable Beach turtle nesting – vehicle access review**

Verbal update provided by DBCA.

### **5.2 YPC Working Group workshop scheduled 28 April 2021, to consider ongoing management and protection of turtles during nesting / hatching season. Recommendation, taking into consideration impacts of any proposed closures, to be presented to the YPC for support / consideration and then Broome Shire Council.**

## **6. Birragun (Out-of-Town Conservation Estate) (Yawuru and DBCA)**

### **6.1 Update: Gurlbinwila precinct works**

Verbal update provided by DBCA.

Man-galagun road maintenance work complete. Gurlbinwila ablution construction delayed due to rain / road closures, expected completion first week April 2021.

## **7. Reports**

### **7.1 Financial Statement**

Royalties for Regions (Operational) February 2021:

- YTD Actual \$618,326
- YTD Budget \$1,100,000
- YTD percentage spend 56%

Yawuru Trust Account (Capital) February 2021:

- YTD Actual: \$10,096 (Gurlbinwila ablutions and Man-galagun Road maintenance)
- YTD Budget: No budget – pending prioritisation of capital projects
- YTD percentage spend 0%



DBCA to review outstanding accruals and advise YPC Working Group of any forecast underspend.

## **8. Other Business**

Recent announcement by Minister Papalia (24 February 2021) of \$4.5 million commitment to provide facilities and upgrade roads to meet visitor demand and environmental management, in partnership with Yawuru and joint managers (Shire of Broome and DBCA) in the Yawuru Conservation Parks.

DBCA to confirm process to receive funds and any criteria or expectations of how funded is to be utilised.

## **CONSULTATION**

The YPC comprises representatives from Yawuru, the Shire and DBCA, working collaboratively to manage the Yawuru Conservation Estate.

## **STATUTORY ENVIRONMENT**

### Local Government Act

#### **5.23 Meetings generally open to public**

- (1) Subject to subsection (2), the following are to be open to members of the public -
  - (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
  - (a) a matter affecting an employee or employees; and
  - (b) the personal affairs of any person; and
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret; or
    - (ii) information that has a commercial value to a person; or
    - (iii) information about the business, professional, commercial or financial affairs of a person,
 where the trade secret or information is held by, or is about, a person other than the local government; and
  - (f) a matter that if disclosed, could be reasonably expected to —
    - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
    - (ii) endanger the security of the local government's property; or
    - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 and
  - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and

(h) such other matters as may be prescribed.

(3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

Nil.

## **RISK**

Nil.

## **STRATEGIC IMPLICATIONS**

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

Effective communication

Accessible and safe community spaces

Participation in recreational and leisure activity

A healthy and safe environment

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

Realistic and sustainable land use strategies for the Shire within state and national frameworks and in consultation with the community

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

A preserved, historical and cultural heritage of Broome

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

## **VOTING REQUIREMENTS**

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council notes the minutes of the Yawuru Park Council meeting held on 17 March 2021 as attached.*

## **Attachments**

1. Attachment 1 - Yawuru Park Council Agenda
2. Draft Minutes 17 March 2021



Department of Biodiversity,  
Conservation and Attractions



## Yawuru Park Council Agenda

<b>Meeting no: 49</b> <b>Meeting location: DBCA Conference Room</b> <b>Meeting date: 17/03/2021</b> <b>Meeting time: 9:00am</b> <b>Apologies:</b>				
	ITEM	YPC action:	Who:	Format:
1.0	<b>Welcome and apologies</b>			
1.1	Opening and welcome		Chairperson	
1.2	Apologies		Chairperson	
1.3	Role of persons present (YPC representative/ alternative/ proxy, associate member, observer, guest etc)		Chairperson	
2.0	<b>Minutes of previous meeting</b>			
2.1	YPC meeting 48 minutes 18 November 2020.	For voting	Chairperson	Minutes
2.2	Actions arising	Discuss	Chairperson	Minutes
3.0	<b>Matter across all tenure (Yawuru, DBCA, Shire)</b>			
3.1	Management strategy prioritisation review – Conservation Action Planning methodology - UPDATE	For noting	NBY	Verbal
3.2	Recreational Master Plan review - UPDATE	For noting	DBCA	Verbal
4.0	<b>Minyirr Buru (Yawuru, Shire)</b>			
4.1	Life Rings installation - UPDATE	For noting	JJ	Verbal
5.0	<b>Guniyan Binba (Yawuru, DBCA, Shire)</b>			
5.1	Cable Beach turtle nesting vehicle access review	For noting	DBCA	Verbal



Department of Biodiversity,  
Conservation and Attractions



**PARKS AND  
WILDLIFE  
SERVICE**



6.0	Birragun (Yawuru, DBCA)			
	Gurlbinwila precinct update	For noting	DBCA	Verbal
7.0	Reports			
7.1	Budget Update	For noting	DBCA	Attachment
8.0	Other matters and correspondence in			
	Nil			
9.0	Next Meeting			
Thursday 10th June 0900 – 1030				
10.0	Close of Meeting			





## **Yawuru Park Council**

### **Meeting Minutes**

**Meeting #:** 49

**Meeting location:** DBCA

**Meeting date:** 17<sup>th</sup> March 2021

**Meeting start:** 09:15am

**Meeting end:** 11:37am

#### **Attendees:**

##### **Yawuru:**

Debra Pigram (chairperson), Dean Mathews (representative), Ben Dolby (representative), Cate White (observer), Julie Melbourne (observer)

##### **Shire of Broome:**

Louis Fouche (proxy), Elsta Foy (proxy), Jacqueline Jankowski (proxy)

##### **Parks & Wildlife Service:**

Rob Blok (representative), Luke Puertollano (representative), Wil Bennett (representative), Todd Quartermaine (observer), Danielle Linardopoulos (minute taker)

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#### **1. Welcome and apologies**

##### **1.1. Opening and welcome**

Meeting opened by Deb Pigram (Chairperson) Accepted all present and facilitated introductions.

##### **1.2. Apologies**

Sam Mastrolembro (SM), Harold Tracey (HT), James Watt (A/ Director Development and Community)

##### **1.3. Role of persons present (YPC representative/ alternative/ proxy, associate member, observer etc)**



**Yawuru:**

Debra Pigram (chairperson), Dean Mathews (representative), Ben Dolby (representative), Cate White (observer), Julie Melbourne (observer)

**Shire of Broome:**

Louis Fouche (proxy), Elsta Foy (proxy), Jacqueline Jankowski (proxy)

**Parks & Wildlife Service:**

Rob Blok (representative), Luke Puertollano (representative), Wil Bennett (representative), Todd Quartermaine (observer), Danielle Linardopoulos (minute taker)

**2. Minutes of previous meeting**

**2.1. Review and adoption of previous minutes**

Moved- JJ.  
Seconded- TQ.

**2.2. Actions arising from previous minutes**

4.1 Minyirr Park Signage Presentation – Ongoing

4.2 Wedding approval process – Complete

4.1 Angel Rings – Complete

4.1 YPCWG to do undertake a media release on the installation of Life Rings with consistent message on the cultural significance of Gantheaume Point and that the YPC does not condone these activities. - Complete

3.1 Management strategy prioritization review – Conservation Action Planning methodology. – Complete

4.2 Minyirr Park Fire Recovery – Report 2 post wet season – Complete

4.4 Reddell Beach Precinct funding – Complete.

6.1 Man-galagun Track repairs update – Complete

7.1 Budget Update – Complete

4.3 Waste Disposal fee Waiver – Complete



### **3. Matters across all tenure (Yawuru, Parks and Wildlife Service, Shire)**

#### **3.1. Management strategy prioritisation review – Conservation Action Planning methodology. – UPDATE**

NBY provided an update to all members in regard to the management strategy system (currently used for the Indigenous Protected Area (IPA)), intended to support a revised work plan. Work to start by Stuart Cowell on 29<sup>th</sup> March 2021, in stages to analyse the existing Joint Management plans (JM plans) and IPA, also to incorporate assets, threats, KPI's and the use of shared language. NBY explained this structure will bring alignment of IPA and the JM plans to ensure objectives and information is consistent. Dates are being determined for sessions engaging the working group, to prioritise objectives and link this to regular reporting. Timing is tight for alignment with 2021/22 work plans.

Action: Working group to confirm appropriate dates for inputting into the prioritization process.

#### **3.2. Recreational Master Plan review – UPDATE**

NBY rep explains to all present the importance of the Recreation Master plan, the culture, historic dynamics and what the visitor experience is in Broome and Yawuru country. NBY reps advise they like the ideas promoted in the Lalang-garram Marine Park visitor plan. Emphasis on management options based on capturing data through track counters and the visitors/ community.

DBCA discusses the meeting with Landscape Architects in February regarding commencement of the review of the master plan. DBCA advises there is still more work to complete including next stage of the review focusing on activities as opposed to sites. Acknowledges importance of being able to collect data for high use areas. Dates are set for next month (April 16) and will bring back to the park council.

DBCA explains the crocodile zones from crab creek to below Willie creek and the monthly croc spotting DBCA staff have been completing.

Discussion between all regarding continued emphasis on education for croc wise and for consistent signage in areas around Broome at popular locations. Discussion that it is common knowledge we are in croc country however both DBCA and NBY have communication and risk management in place for this.

### **4. Minyirr Buru (Yawuru, Shire)**

#### **4.1 Life rings installation – Update**

Shire provided an update on the recent life ring installation, unfortunately the southern one at Gantheaume point was stolen, however this has since been replaced. Discussion amongst DBCA and NBY ways to stop this from reoccurring, e.g. use of a stencil or GPS tracking however some sort of ID is required as these are expensive to replace. DBCA and Shire including bi-monthly inspections into work rosters.

NBY explain the importance of safety entering onto Yawuru country and to ensure the community/ visitors are safe. Discussion regarding a media release or newsletter to communicate to the



community on inherent risks and control measures when visiting in town and the conservation estate— e.g., life rings to make awareness.

Signage to be maintained at the site to compliment life rings, explaining coastal hazards.

Action: Working group to come up with a solution regarding life rings for ID and to reduce incidents of theft.

DBCA updated all members on the National Heritage Covid funding for Reddell Beach, to be spent by end of FY June 2022 from the Commonwealth Government. This project is commencing this fortnight as there is a lot to consider, stakeholders, and the establishment of the project milestones.

## 5. Guniyan Binba (Yawuru, DBCA, Shire)

### 5.1 Cable beach turtle nesting vehicle access review

DBCA provided an update of the turtle nesting season and raised with the Park Council the closures of the beach north of the rocks from 8pm to 6am. Discussion made amongst the group regarding extending closure times.

Discussion made regarding social media postings with the access of vehicles and interruption this causes for turtle nesting and hatchlings. DBCA raised awareness of the petition from the community and could be brought forward to the Shire to provide further comments on closures during turtle nesting season.

YPC Working Group to consider ongoing management and protection of turtles during the nesting / hatching season. Recommendation, taking into consideration impacts of any proposed closures, to be presented to the YPC for support / consideration and then to the Broome Shire Council.

NBY address the incident of the recent shark attack at Cable Beach, and the shark watch app if this will cause issues in the future regarding confirmed sightings of sharks and closures of the beach. Potentially review in the next YPC meeting.

Action: Working group to convene a review of vehicle access during nesting season.

## 6. Birragun (Yawuru, DBCA)

### 6.1. Gurlbinwila precinct update

DBCA provided an update to all members regarding the Gurlbinwila project, due to the road closures from this wet season there has been delays in construction of the ablutions which has lead the completion date to be pushed back from the end of Feb to April, however the project is 80% complete.





Discussion regarding the toilets being on stilts for snakes, smell etc, DBCA explained the engineering works which went into the project to prevent any of this happening.

Discussion also amongst all reps regarding Man-galagun Road repairs, and previous action to use access north of Wattle Downs along pastoral boundary. DBCA provided an update due to that track falling outside of the conservation estate this is not appropriate for public access. Addressing the future of the road alignment should be a priority. Further road maintenance will occur with Shire of Broome once rain has stopped.

Action: Working group to discuss future management of the Man-galagun Road through the Recreational Master Plan review.

## 7. Reports

### 7.1. Budget Update

DBCA provided an update of the current budget report and handed a spreadsheet to all members – see attached.

Update included the code issues have been addressed and resolved, simplifying review of the expenditure including in town and out of town and budgets for capital works. DBCA are happy to receive feedback on the layout of the budget reports provided at YPC meetings.

## 8. Other matters and correspondence

DBCA advises all members present regarding the \$4.5 million election commitment from the WA labour state government which is still needing clarity on the conditions and constraints.

## 9. Next Meeting

Thursday 10<sup>th</sup> June

## 10. Close of Meeting

11:37am

Action	Outcome / Recommendation	Lead	Date	Completed
3.1 Management strategy prioritisation	Working group to confirm appropriate dates for inputting into	ALL	ASAP	NEW



review – Conservation Action Planning methodology. – Update (17/03/21)	the prioritization process.			
4.1 Life ring installation (17/03/21)	Working group to come up with a solution regarding life rings for ID.	YPCWG	ASAP	NEW
5.1 Cable beach turtle nesting vehicle access review	Working group to convene a review of vehicle access during nesting season.	YPCWG	ASAP	NEW
6.1 Gurlbinwila precinct update (17/03/21)	Working group to discuss future management of the Man-galagun Road.	YPCWG	ASAP	NEW

**10.2 AUDIT AND RISK COMMITTEE MEETING MINUTES 19 APRIL 2021**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	COA01;RCG01
<b>AUTHOR:</b>	Manager Financial Services
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Acting Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

This report requests the Council to consider outcomes of the Audit and Risk Committee (ARC) meeting held on 19 April 2021 and seek adoption of the Quarter 3 Finance and Costing Review (FACR) and Risk Management Policy update.

**BACKGROUND**Previous Considerations**Quarter 3 Finance and Costing Review**

OMC 25 June 2020	Item 9.3.2
OMC 19 November 2020	Item 10.1
OMC 25 February 2021	Item 9.4.8

The Shire of Broome has carried out its 3rd Quarter FACR for the 2020-21 financial year. This review of the 2020-21 Annual Budget is based on actuals and commitments for the nine months ending 31 March 2021, and forecasts for the remainder of the financial year.

The FACR 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 informed decision.

It should be noted that the 2020-21 annual budget was adopted at the Ordinary Meeting of Council on 25 June 2020 as a balanced budget.

**Risk Management Policy Review and Update**

The Shire first adopted a risk management policy in October 2010. The Policy has largely remained the same since this time. The Policy was supported by a Risk Management Strategy that described the detailed process of implementing a Risk Management Framework and associated systems and processes across the Shire.

The Risk Management Policy and Strategy were based on the principles, framework, and guidelines detailed in the AS/NZS Risk Management Standard; 31000:2009. This Standard was updated in 2018.

**COMMENT****Quarter 3 Finance and Costing Review**

The Quarter 3 FACR occurred on 8 April 2021. The results from this process indicated a forecast deficit financial position to 30 June 2021 of **\$173,509** should Council approve the proposed budget amendments. This is down **\$166,080** from the Q2 FACR forecast net deficit of **\$339,589**.

The above figure represents a budget forecast should all expenditure and income occur as expected. It does not represent the actual end-of-year position, which can only be determined as part of the financial year's normal annual financial processes.

The **\$166,080** savings is net of **\$168,940** of organisational savings that the Shire would typically quarantine to reserves rather than offsetting against departmental surplus of deficit. However, the **\$339,589** starting net deficit referred to above included **\$230,018** of organisational expenses. Rather than transferring the organisational savings identified in Q3 to reserve, this was used to reduce the organisational expenses identified to date.

Management will focus on controlling the forecast deficit and is confident that through strong financial management and controls the deficit can be addressed by 30 June.

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

A summary of the results is as follows:

<b>SHIRE OF BROOME SUMMARY REPORT</b>							
<b>BUDGET IMPACT</b>							
	<b>Adopted Budget</b>	<b>YTD Budget Amendments</b>	<b>FACR Q3 Overall Amendments</b>	<b>FACR Q3 Org. Expense/ (Savings)</b>	<b>FACR Q3 Residual Deficit/ (Savings)</b>	<b>YTD Impact</b>	
Executive - Total	0	29,830	(48,000)	(20,000)	(28,000)	1,830	
Corporate Services - Total	0	605,652	46,000	46,000	0	605,652	
Development and Community- Total	0	(304)	(111,740)	(77,000)	(34,740)	(35,044)	
Infrastructure Services - Total	0	(452,534)	(52,340)	(117,940)	65,600	(386,934)	
Offset Q1 and Q2 Org Expenses				168,940	(168,940)	(168,940)	
Impact of Other Council budget amendments †	0	156,945	0	0	0	156,945	
	<b>0,000*</b>	<b>339,589</b>	<b>(166,080)</b>	<b>(0)</b>	<b>(166,080)</b>	<b>173,509</b>	

<b><u>Income Items</u></b>	<b><u>Deficit/(Surplus)</u></b>
Fees & Charges Levied Rec'd	(165,940)
Other Revenue Rec'd	(26,186)
Transfer From Reserves (Cap Accts)	(22,000)
Interest Rec'd From All Sources	(12,000)
Operating Grants, Subsidies, Contributions, & Reimb Rec'd	16,460
Non Operating Grants & Subsidies Rec'd	155,721
<b><u>Expense Items</u></b>	
Materials & Contracts	(684,510)
Utilities Expenses	(24,000)



Other Expenses	13,500
Insurance Exps (Not Workers Comp)	60,000
Employee Exps (Inc Workers Comp, Excl. Overheads)	74,348
Transfer to Reserve (Cap Accts)	448,527
<b>Net Deficit/(Surplus)</b>	<b>(166,080)</b>

A total of 107 budget amendments were proposed at Q3 FACR, which made up the \$166,080 net surplus for the quarter. There is no single transaction to which this net surplus is attributed. However, the most significant amendments among these are as follows:

#### Income Items

- \$165K net increase in fees and charges revenue due to additional interim rates, building and planning fees from increased subdivisions and residential property improvements. Sport and recreation fees are also expected to increase, leading to the sporting season.
- \$26K increase in other revenue due to workers' compensation and government parental leave reimbursements
- \$22K reserve transferred in to fund the BRAC and Civic Centre improved business systems
- \$12K reduction in operating grants expected to be received from the State Library due to change in the funding structure
- \$155K reduction in capital grants for McDaniel and Herbert-Saville roundabout projects upon completing the projects at a lower total cost

#### Expense Items

- \$155K reduction in capital grants for Herbert-Saville and McDaniel projects
- \$685K net savings in materials and contracts
  - \$271K savings from Herbert-Saville and McDaniel
  - \$165K Air Conditioner renewals transferred to reserves
  - \$150K Frederick Street drainage savings transferred to reserves
- \$24K savings to date in power and water charges
- \$13K net increase in other expenses due to \$80K increase in tip fees despite \$66K savings in various community sponsorship expenditure for Cable Beach Polo and Broome Visitor Centre
- \$60K increase in insurance due to increase in reinsurance rates of assets above the 26<sup>th</sup> parallel, insurance for new infrastructure and property together with increased declared values of the Shire's fleet
- \$74K increase in employment costs (funded from relief staff budget).
- \$449K additional transfer to reserves from savings from Air Conditioner Renewals and Frederick Street drainage work.

#### **Risk Management Policy Review and Update**

Many organisations including the Shire of Broome, have found the implementation of a risk management framework a challenging process, and one that has not developed into a business as usual process that can be clearly linked to a reduction in risk events and more importantly being used as a integral tool in the assessment of Shire priorities.

With that in mind, a change of approach was required and to that end during 2020 the Shire commenced working remotely with a Risk Management consultant based in Canberra, to refresh the Shire approach to risk management.

Unfortunately, the Coronavirus pandemic has prevented the consultant from visiting Broome to complete staff and elected member risk management training, but it is hoped that this will be possible in June of this year.

In the meantime, the Risk Management Policy has been completely rewritten, to provide a concise snapshot of what risk management is, why it is important to the Shire of Broome, the commitment required, an explanation of the approach that will be taken, how the Policy will be measured, and the roles and responsibilities for risk management within Council.

### **Approach**

Not all risks are the same and for that reason the Policy breaks risks into three distinct focus groups:

**Strategic Risks:** defined in the context of Shire of Broome as risks where the causes/contributing factors are outside the control of Council, but, if they were to occur, they may be serious enough to require a revision of the Shire's Strategic Community Plan.

**Enterprise (Operational) Risks:** are those where the causes are either inside or outside the control of the Shire of Broome, but, if they occur, they will impact on the achievement of the current Strategic Community Plan and Corporate Business Plan strategies.

**Project Risks:** requires a unique approach, given the significant difference in context. The assessment of project risk requires consideration of schedule, cost and performance within the context of the project. Therefore, the use of a typical risk reference table based on likelihood and consequence is not appropriate.

Rather than one Risk Management Strategy to support the implementation of the Risk Management Policy separate Risk Management Plans for Strategic, Enterprise and Project Risks will be developed. These are currently being drafted and will be presented to the Audit and Risk Committee for endorsement at the next opportunity. The separate Risk Management Plans identify that likelihood needs to be assessed differently between strategic, enterprise and project risk when determining a suitable risk assessment matrix.

Finally, a Strategic Risk Register and Enterprise Risk Register will be established. This is aimed at ensuring that the risk context is set at the correct level and that the focus of control assurance and investment in risk management improvements is aligned to the highest level of risk areas identified.

## **CONSULTATION**

### **Quarter 3 Finance and Costing Review**

All amendments have been proposed after consultation with the Executive and responsible officers at the Shire.

### **Risk Management Policy Review and Update**

Paladin Risk Management

## **STATUTORY ENVIRONMENT**

### **Quarter 3 Finance and Costing Review**

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

**r33A. Review of Budget**

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

\*Absolute majority required.

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Local Government Act 1995

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

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

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

**Risk Management Policy Review and Update****Local Government (Audit) Regulations 1996****Regulation 17. CEO to review certain systems and procedures**

The CEO is to review the appropriateness and effectiveness of risk management, internal controls and legislative compliance once in every 3 financial years and report results to the audit committee.

**POLICY IMPLICATIONS****Quarter 3 Finance and Costing Review**

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 (\$394,804) the Shire must formulate an action plan to remedy the over expenditure.

**Risk Management Policy Review and Update**

This report recommends the updating of an existing policy of Council.

## **FINANCIAL IMPLICATIONS**

### **Quarter 3 Finance and Costing Review**

The Quarter 3 FACR estimated net result is a budget deficit position of **\$173,509** to 30 June 2021.

### **Risk Management Policy Review and Update**

Nil

## **RISK**

### **Quarter 3 Finance and Costing Review**

The Finance and Costing Review (FACR) seeks to provide the best estimate of the end-of-year position for the Shire of Broome at 30 June 2021. The report contains recommendations of amendments to budgets that 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 several accounts exceed their budget within these thresholds, it poses a risk that the predicted final end-of-year position may be understated.

To mitigate this risk, the CEO enacted the FACRs to run quarterly, and the Executive Management Group examine each job and account to ensure compliance. Also, 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 to offset the additional expenditure associated with running the Shire's operations.*

### **Risk Management Policy Review and Update**

Nil

## **STRATEGIC CORPORATE PLAN OBJECTIVES**

**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

**Outcome Fourteen – Excellence in organisational performance and service delivery:**

14.3 Monitor and continuously improve performance levels.

## **VOTING REQUIREMENTS**

*Absolute Majority*



*Simple Majority Vote*

REPORT RECOMMENDATION:

*(COMMITTEE RESOLUTION)*

*That Council adopts the attached updated Risk Management Policy.*

*Absolute Majority Vote*

REPORT RECOMMENDATION:

*(COMMITTEE RESOLUTION)*

*That Council:*

1. *Receives the Quarter 3 Finance and Costing Review Report for the period ended 31 March 2021;*
2. *Adopts the operating and capital budget amendment recommendations for the year ended 30 June 2021 as attached; and*
3. *Notes a forecast end-of-year deficit position to 30 June 2021 of **\$173,509.***

## **Attachments**

1. Attachment 1 - Audit and Risk Committee Minutes 19 April 2021



**Our Vision**

*"Broome - a future for everyone."*

**UNCONFIRMED  
MINUTES**

**OF THE**

**AUDIT AND RISK COMMITTEE MEETING**

**19 APRIL 2021**

## NOTICE OF MEETING

Dear Council Member,

The next Audit and Risk Committee of Council will be held on Monday, 19 April 2021 in the Committee Room, Corner Weld and Haas Streets, Broome, commencing at 2:00 PM.

Social distancing measures are in place throughout the building. It is a condition of entry that people adhere to remaining the prescribed 2 meters apart.

Regards,



S MASTROLEMBO  
Chief Executive Officer

19/04/2021

### 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.*

**SHIRE OF BROOME**  
**AUDIT AND RISK COMMITTEE MEETING**  
**MONDAY 19 APRIL 2021**  
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**MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF THE SHIRE OF BROOME,  
HELD IN THE COMMITTEE ROOM, CORNER WELD AND HAAS STREETS, BROOME, ON  
MONDAY 19 APRIL 2021, COMMENCING AT 2:00 PM.**

**1. OFFICIAL OPENING**

The Chairman welcomed Councillors and Officers and declared the meeting open at 2:03 PM

**2. ATTENDANCE AND APOLOGIES**

**ATTENDANCE**

<b>Members:</b>	Cr C Mitchell Cr D Male Cr B Rudeforth	Chair Deputy Shire President
<b>Apologies:</b>	Nil	
<b>Leave of Absence:</b>	Cr H Tracey	Shire President
<b>Officers:</b>	Mr S Mastrolembro Mr J Watt  Mr A Graffen Mr D Kennedy Mr A Santiago	Chief Executive Officer Acting Director Community and Development Director Infrastructure Acting Director Corporate Services Manager Financial Services

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

Committee Member	Item No	Item	Nature of Interest
Nil.			

**4. CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION:**

**(RECOMMENDATION)**

*Minute No. AR/0421/001*

**Moved: Cr D Male**

**Seconded: Cr C Mitchell**

*That the Minutes of the Audit and Risk Committee held on 10 February 2021, as published and circulated, be confirmed as a true and accurate record of that meeting.*

**CARRIED UNANIMOUSLY 3/0**

## 5. REPORTS OF OFFICERS

### 5.1 3RD QUARTER FINANCE AND COSTING REVIEW 2020-21

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	FRE02
AUTHOR:	Manager Financial Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Acting Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

#### SUMMARY:

The Audit and Risk Committee is requested to consider results of the 3rd Quarter Finance and Costing Review (FACR) of the Shire's budget for the period ended 31 March 2021, including forecast estimates and budget recommendations to 30 June 2021.

#### BACKGROUND

##### Previous Considerations

OMC 25 June 2020	Item 9.3.2
OMC 19 November 2020	Item 10.1
OMC 25 February 2021	Item 9.4.8

##### Quarter 3 Finance and Costing Review

The Shire of Broome has carried out its 3rd Quarter FACR for the 2020-21 financial year. This review of the 2020-21 Annual Budget is based on actuals and commitments for the nine months ending 31 March 2021, and forecasts for the remainder of the financial year.

The FACR 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 2020-21 annual budget was adopted at the Ordinary Meeting of Council on 25 June 2020 as a balanced budget.

#### COMMENT

The Quarter 3 FACR occurred on 8 April 2021. The results from this process indicated a forecast deficit financial position to 30 June 2021 of **\$173,509** should Council approve the proposed budget amendments. This is down **\$166,080** from the Q2 FACR forecast net deficit of **\$339,589**.

The above figure represents a budget forecast should all expenditure and income occur as expected. It does not represent the actual end-of-year position, which can only be determined as part of the financial year's normal annual financial processes.

The **\$166,080** savings is net of **\$168,940** of organisational savings that the Shire would typically quarantine to reserves rather than offsetting against departmental surplus of deficit. However, the **\$339,589** starting net deficit referred to above included **\$230,018** of organisational expenses. Rather than transferring the organisational savings identified in Q3 to reserve, this was used to reduce the organisational expenses identified to date.

Management will focus on controlling the forecast deficit and is confident that through strong financial management and controls the deficit can be addressed by June 30.

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

A summary of the results is as follows:

SHIRE OF BROOME SUMMARY REPORT						
BUDGET IMPACT						
	Adopted Budget	YTD Budget Amendments	FACR Q3 Overall Amendments	FACR Q3 Org. Expense/ (Savings)	FACR Q3 Residual Deficit/ (Savings)	YTD Impact
Executive - Total	0	29,830	(48,000)	(20,000)	(28,000)	1,830
Corporate Services - Total	0	605,652	46,000	46,000	0	605,652
Development and Community- Total	0	(304)	(111,740)	(77,000)	(34,740)	(35,044)
Infrastructure Services - Total	0	(452,534)	(52,340)	(117,940)	65,600	(386,934)
Offset Q1 and Q2 Org Expenses				168,940	(168,940)	(168,940)
Impact of Other Council budget amendments †	0	156,945	0	0	0	156,945
	<b>0,000*</b>	<b>339,589</b>	<b>(166,080)</b>	<b>(0)</b>	<b>(166,080)</b>	<b>173,509</b>

<u>Income Items</u>	<u>Deficit/(Surplus)</u>
Fees & Charges Levied Rec'd	(165,940)
Other Revenue Rec'd	(26,186)
Transfer From Reserves (Cap Accts)	(22,000)
Interest Rec'd From All Sources	(12,000)
Operating Grants, Subsidies, Contributions, & Reimb Rec'd	16,460
Non Operating Grants & Subsidies Rec'd	155,721
<u>Expense Items</u>	
Materials & Contracts	(684,510)
Utilities Expenses	(24,000)
Other Expenses	13,500
Insurance Exps (Not Workers Comp)	60,000
Employee Exps (Inc Workers Comp, Excl. Overheads)	74,348
Transfer to Reserve (Cap Accts)	448,527
<b>Net Deficit/(Surplus)</b>	<b>(166,080)</b>

A total of 107 budget amendments were proposed at Q3 FACR, which made up the \$166,080 net surplus for the quarter. There is no single transaction to which this net surplus is attributed. However, the most significant amendments among these are as follows:

#### Income Items

- \$165K net increase in fees and charges revenue due to additional interim rates, building and planning fees from increased subdivisions and residential property improvements. Sport and recreation fees are also expected to increase, leading to the sporting season.
- \$26K increase in other revenue due to workers' compensation and government parental leave reimbursements
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- \$13K net increase in other expenses due to \$80K increase in tip fees despite \$66K savings in various community sponsorship expenditure for Cable Beach Polo and Broome Visitor Centre
- \$60K increase in insurance due to increase in reinsurance rates of assets above the 26<sup>th</sup> parallel, insurance for new infrastructure and property together with increased declared values of the Shire's fleet
- \$74K increase in employment costs (funded from relief staff budget).
- \$449K additional transfer to reserves from savings from Air Conditioner Renewals and Frederick Street drainage work.

#### **CONSULTATION**

All amendments have been proposed after consultation with Executive and responsible officers at the Shire.

#### **STATUTORY ENVIRONMENT**

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

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

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
  - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*



- (b) consider the local government's financial position as at the date of the review; and*
- (c) review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.*
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

*\*Absolute majority required.*

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

*Local Government Act 1995*

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

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

*"additional purpose" means a purpose for which no expenditure estimate is included in the local government's annual budget.*

#### **POLICY IMPLICATIONS**

Nil.

It should be noted that according to the materiality threshold set at the budget adoption, should a deficit achieve 1% of Shire's operating revenue (\$394,804) the Shire must formulate an action plan to remedy the over expenditure.

#### **FINANCIAL IMPLICATIONS**

The Quarter 3 FACR estimated net result is a budget deficit position of **\$173,509** to 30 June 2021.

#### **RISK**

The Finance and Costing Review (FACR) seeks to provide the best estimate of the end-of-year position for the Shire of Broome at 30 June 2021. The report contains recommendations of amendments to budgets that 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 several accounts exceed their budget within these thresholds, it poses a risk that the predicted final end-of-year position may be understated.

To mitigate this risk, the CEO enacted the FACRs to run quarterly, and the Executive Management Group examine each job and account to ensure compliance. Also, 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 to offset the additional expenditure associated with running the Shire's operations.

#### STRATEGIC CORPORATE PLAN OBJECTIVES

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

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

***Outcome Fourteen – Excellence in organisational performance and service delivery:***

#### VOTING REQUIREMENTS

*Absolute Majority*

##### **COMMITTEE RESOLUTION:**

***(REPORT RECOMMENDATION)***

***Minute No. AR/0421/002***

***Moved: Cr B Rudeforth***

***Seconded: Cr C Mitchell***

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

- 1. Receives the Quarter 3 Finance and Costing Review Report for the period ended 31 March 2021;***
- 2. Adopts the operating and capital budget amendment recommendations for the year ended 30 June 2021 as attached; and***
- 3. Notes a forecast end-of-year deficit position to 30 June 2021 of \$173,509.***

***CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 3/0***

#### Attachments

1. 2020-2021 Quarter 3 Finance and Costing Review

SHIRE OF BROOME SUMMARY REPORT						
BUDGET IMPACT						
	Adopted Budget	YTD Budget Amendments	FACR Q3 Overall Amendments	FACR Q3 Org. Expense/ (Savings)	FACR Q3 Residual Deficit/ (Savings)	YTD Impact
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Impact of Other Council budget amendments †	0	156,945	0	0	0	156,945
	<b>0,000*</b>	<b>339,589</b>	<b>(166,080)</b>	<b>(0)</b>	<b>(166,080)</b>	<b>173,509</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 (\$394,804), an action plan to remedy the situation will be prepared in accordance with Item 9.3.2 of June OMC on Materiality Threshold.

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

## Item 5.1 - 3RD QUARTER FINANCE AND COSTING REVIEW 2020-21

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2020-21										
Account	Job	IE Code	Description	2020/21 Current Budget	2020/21 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve movement	Amendment Description	Org Savings
OFFICE OF THE CEO										
ADMIN1 - Chief Executive Officer - S Mastrolembo										
22121		34	Kimberley Zone - SOB's Members Costs - Op Exp - Kimberley Zone	12,000	1,800	-8,000	4,000		Savings due to more meetings being held by videoconference. Two meetings remaining for the FY, to be held in Broome and Derby.	
22124		58	Contribution to Kimberley Zone Secretariat	55,000	50,000	-5,000	50,000		Annual member contribution was reduced to only \$51.5k this year.	
22125		34	WARCA (WA Regional Capitals Alliance) - Op Exp - Other Governance	35,000	24,343	-8,000	27,000		Savings due to more meetings held by Video Conferencing with the last meeting hosted in Broome.	
22230		341	Legal Exps Op Exp - Other Governance	25,000	2,130	-20,000	5,000	0	Legal expense savings	(20,000)
				127,000	78,273	(41,000)	86,000	0		0 (20,000)
ADMIN2 - Personal Assistant To CEO - L Berkrey										
24020		34	Shire President & CEO Special Travel - Op Exp - Members	11,000	1,679	-7,000	4,000		Reduce the budget to cover only one remaining trip to Perth in Q4	
				11,000	1,679	(7,000)	4,000	0		0
CS3 - Manager People and Culture - S Parker										
142015		61	All Employee Centrelink Paid Parental Leave - Op Exp - Gen Admin O'Heads	10,000	25,651	15,000	25,000		Parental leave payments offset by income in Acct 0142395	
142395		14	All Employee Paid Parental Leave Reimb - Op Inc - Gen Admin O'Heads	- 10,000	- 24,143	-15,000	- 25,000		Parental leave reimbursements from Centrelink offset by expense in Acct 0142015	
				0	1,508	0	0	0		0
ES7 - Special Projects Coordinator - J Macmath										
				0	0	0	0	0		0
OVERALL OFFICE OF THE CEO - DEPT. SAVINGS/EXPENSE						-48,000	OCEO - ORG. SAVINGS/EXPENSE			-20,000
RESERVE MOVEMENT - OFFICE OF THE CEO								0		
OFFICE OF THE CEO - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE)								-28,000		
DEVELOPMENT & COMMUNITY										
BRAC1 - Manager Sport & Recreation - C Zepnick										
113391		02	Haynes Oval & Pavilion Income - Op Inc	- 100,000	- 3,215	-50,000	- 150,000		20/21 balance by the end of the financial year would include the 19/20 second half invoice that wasn't accrued	
117002	117180	61	Salary - Group Fitness - Op Exp - BRAC Aquatic	-	1,797	10,000	10,000		Reallocation of BRAC salary accounts	
117002	117182	61	Salary - Swimming Lessons - Op Exp - BRAC Aquatic	73,158	22,072	-30,000	43,158		Reallocation of BRAC salary accounts	



## Item 5.1 - 3RD QUARTER FINANCE AND COSTING REVIEW 2020-21

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2020-21										
Account	Job	IE Code	Description	2020/21 Current Budget	2020/21 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve movement	Amendment Description	Org Savings
117002	117002	61	Salary - Lifeguard - Op Exp - BRAC Aquatic	164,592	87,054	30,000	194,592		Reallocation of BRAC salary accounts	
117004	117057	61	Salary & Related Customer Service Officer Expense	199,111	54,113	-70,000	129,111		Reallocation of BRAC salary accounts	
117004	117055	61	Salary & Related Duty Manager Expense - BRAC	141,754	97,394	60,000	201,754		Reallocation of BRAC salary accounts	
117004	117054	61	Salaries & Related BRAC Admin & Management Staff Exps	259,301	87,472	-30,000	229,301		Reallocation of BRAC salary accounts	
117160		61	Salary - Op Exp - BRAC Dry	-	17	15,000	15,000		Creche salary expenses - Reallocation of BRAC salary accounts	
117171		61	Salary - Op Exp - Holiday Prog Exps - BRAC Dry	35,009	5,541	-5,000	30,009		Reallocation of BRAC salary accounts	
1140201		61	Salary - Op Exp - Swim Areas & Beach Life Guard	5,000	8,479	45,000	50,000		Operation of life guard service in house for the short term partly funded by the budget for external lifeguard services plus salary savings.	
1140211		34	General Operating Exp - Swim Areas & Beach Life Guard	230,000	189,204	-25,000	205,000		Tenders received but no suitable offers. Transfer funds for salaries to operate service in house.	
117049		34	Rubbish & Recycling - Op Exp - BRAC - Genera	10,000	14,863	5,000	15,000		Increased cost of bin collections	
117146		34	Netball Expenses - Op Exp - BRAC - Dry	5,000	8,474	2,000	7,000		Increase additional term of mixed netball competition. Corresponds with increase in income 117246.	
117246		02	Netball BRAC Program - Op Inc - BRAC Dry	-	18,000	-	22,000		Increased income due to additional term. Corresponds with increased exp in 117146.	
117148		34	Group Fitness Program - Op Exp - BRAC - Aquatic	8,000	10,056	5,000	13,000		Have utilised contractors more than group fitness staff.	
117266		02	Multipurpose Room Hire Inc - BRAC	-	3,000	-	7,000		Increased usage/hires	
117275		02	Stadium Venue Hire Inc. Rec'd - Op Inc - Dry BRAC	-	30,000	-	35,000		Increased revenue expected coming into the busier time of the year. BNA, BBA, Kimberley Cup.	
117300	117365	34	Building New Construction Expense - BRAC Dry - Cap Exp	681,220	706,370	28,000	709,220		Increase the expenditure budget for the Netball and Basketball Clubs' contribution received and adjusted in Q2	
				1,661,145	1,241,580	(23,000)	1,638,145	0		0
<b>BS1 - Manager Planning &amp; Building Services - L. Fouché</b>										
106030	106055	34	Planning General Project Consult - Op Exp Town Planning/Reg Dev	223,510	158,163	8,000	231,510		Increase in budget to include the review of the Housing Strategy	8,000
106039		34	Planning Appeals - Op Exp - Town Planning/ Regional Devel	10,000	7,776	10,000	20,000		Unanticipated increase in various legal expenses from current major projects	10,000

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SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2020-21										
Account	Job	IE Code	Description	2020/21 Current Budget	2020/21 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve movement	Amendment Description	Org Savings
106410		04	Planning Fees (GST Free) - Op Inc - Town Planning/Regional Devel	- 60,000	- 67,172	-15,000	- 75,000		Tracking ahead of expected income.	-15,000
106421		02	Rezoning and Structure Plan Fees (Excl GST) - Op Inc - Town Planning	- 5,000	-	-30,000	- 35,000		2 Structure Plans (\$20K) & 2 LDPs (\$15K). Increase by \$30K.	-30,000
133015		34	Consultants - Op Exp - Building Control	10,000	4,409	5,000	15,000		To cover external Building Surveyor Consultant costs while Building Surveyor is absent from work. Also covers Shire Project Work and Level 1 signoffs. Increase by \$5,000 for consultant work until new Building Surveyor commences.	5,000
133410		04	Stat Fees & Lic - Building Permits	- 70,000	- 85,672	-25,000	- 95,000		Tracking ahead of anticipated building permit income.	-25,000
133440		04	Stat Fees & Lic - Pool Inspections	- 100,975	- 102,988	-5,000	- 105,975		Tracking ahead of anticipated income coming into the busier period of commercial pool inspections	-5,000
				7,535	(85,485)	(52,000)	(44,465)	0		(52,000)
CMS2 - Manager Community & Economic Development - M Davis				0	0	0	0	0		0
REQ36 - Youth & Community Development Officer - C Lawton				0	0	0	0	0		0
CMS3 - Events and Economic Development Coordinator - J Hatch										
22174		58	Sundry In Kind Donations Op Exp - Other Governance	250,000	190,609	-46,500	203,500		Savings from cancellation of the Cable Beach Polo 2021 proposed to be transferred to building reserves.	
132950		43	Transfer to Building Reserve - Tourism & Area Promotion	-	-	46,500	46,500	46,500	Savings from cancellation of the Cable Beach Polo 2021 proposed to be transferred to building reserves.	

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Account	Job	IE Code	Description	2020/21 Current Budget	2020/21 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve movement	Amendment Description	Org Savings
132070		58	Broome Visitor Centre - Annual Subsidy - Op Exp - Tourism & Area Promot	260,000	-	-15,000	245,000		To adjust the budget for BVC subsidy to equal to the \$125,000 cash funding and approximately \$120,000 ex GST of unpaid outgoings to be written off as per March OMC resolution. The difference between the Council resolution value (\$245,000) and the original budget (\$260,000) represents a \$15,000 saving.	-15,000
				510,000	190,609	(15,000)	495,000	46,500		(15,000)
<b>CMS4 - Venue Supervisor - S Bowra</b>										
116541		026	Broome Civic Centre Venue Income - Op Income - Brme Civic Centre	75,000	72,115	-15,000	90,000		Income account is exceeding expectations. Anticipated additional income based on productions for the remainder of the year.	
				(75,000)	(72,115)	(15,000)	(90,000)	0		0
<b>HS1 - Manager Health &amp; Ranger Services - S Martin</b>										
51401		14	Bush Fire Brigade FESA Operating Grant - Op Inc - Volunteer Bush Fire Brigade	5,000	8,105	-3,000	8,000		To adjust the total actual grants received	

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Account	Job	IE Code	Description	2020/21 Current Budget	2020/21 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve movement	Amendment Description	Org Savings
52040		34	Pound Fees Animal Destruction & Disposal - Op Exp - Animal Control	70,000	36,115	-10,000	60,000		Reduced pound fees due to increased homing/ collection by owners. Expected costs at the rate of \$4500/m for March to June on top of YTD plus contingency	-10,000
53015		34	Relief Staff Exp - Op Exp - Ranger Operations	45,000	51,603	8,000	53,000		Costs of casual Ranger backfilling Ranger vacancy to be funded by salary savings	
51010		61	Salaries - Op Exp - Fire Prevention	330,551	33,881	-8,000	322,551		Salary savings to fund relief staff costs of rangers	
75020		34	Mosquito Control & Pest Control - Op Exp - Preventive Service-Pest Control	14,000	16,033	3,000	17,000		Unplanned venue hire of Broome Lotteries House for the 2021 Mosquito Management Course.	
				454,551	129,526	(10,000)	444,551	0		(10,000)
LS1 - Acting Library Coordinator - A Morris										
115280		34	Grant Program Expenses - Op Exp - Library (Income in 115480)	21,564	8,407	-6,900	14,664		Reduction in expense due to reduction in the expected grant funding.	
115480		11	Grant Program Income - Op Inc - Library (Expense in 115280)	15,660	-	10,160	5,500		Only the grants for the Children's Book Week Grant \$5500 is expected to be received with reduced funding that would have covered the expense above and some salary costs	
115286		34	SLWA Travel & Accommodation Op Exp - Library	6,300	-	-6,300	-		No grants received this FY. 100% grant funded.	
115380		11	Grant Op - State SLWA Library Grant	6,300	-	6,300	-		Funding is now from SLWA Travel Grants for library staff to attend training at SLWA.	
				21,564	8,407	(6,900)	14,664	0		0
OVERALL DEVELOPMENT & COMMUNITY - DEPT. SAVINGS/EXPENSE						-111,740	DEV & COM - ORG. SAVINGS/EXPENSE			-77,000
RESERVE MOVEMENT - DEVELOPMENT & COMMUNITY								46,500		
DEVELOPMENT & COMMUNITY - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE)								-34,740		
CORPORATE SERVICES										
BA - Coordinator Financial Services - A Wamasooriya										
				0	0	0	0	0		0

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<b>CS2 - Manager Financial Services - A Santiago</b>										
30105		01	Rates Broome - Op Inc - Rates	- 23,273,321	- 23,298,612	-40,000	- 23,313,321		Increased rates from property subdivisions but also offset with back rates in 32492	-40,000
30201		23	Rates Non Payment Int - Op Inc - Rates	- 50,000	- 62,316	-12,000	- 62,000		Interest levied on defaulting ratepayers not on financial hardship	-12,000
32480		02	Rates Enquiry Fees - Op Inc - Rates	- 27,720	- 37,895	-6,000	- 33,720		Increased rates inquiry fees due to increased property sales activity	-6,000
32492		01	Back Rates - Op Inc - Rates	-	13,924	14,000	14,000		Interim adjustments that offset account 30105.	14,000
142004		61	Salary - Op Exp - Finance	843,471	634,674	-10,000	833,471		Salary savings to fund the relief staff incurred on Creditors Officer	
142193		34	Relief Staff - Op Exp - Finance - Corp. Gov. & Support	53,000	62,155	10,000	63,000		To adjust the budget based on actual costs to date incurred for relief staff. No on-going relief staff arrangements in place after the filling the Creditors Officer role	
				(22,454,570)	(22,688,070)	(44,000)	(22,498,570)	0		(44,000)
<b>CS4 - Manager Governance - D Kennedy</b>										
23453		34	Review of Strategies Relating to the Community Strategic Plan - Op Exp - Other Gov	80,000	108,209	30,000	110,000		2020 Community Survey moved from CEO consulting to SCP G/L	30,000
142260		39	Insurance - Op Exp - General Administration O'Heads	190,586	260,717	60,000	250,586		Insurance budget inadvertently reduced at the Q1 FACR for properties who took on self-insurance. \$100K variance in insurance less \$40K savings in workers compensation insurance	60,000
				270,586	368,926	90,000	360,586	0		90,000
<b>CS6 - Manager Information Technology - J Hawks</b>										
146122		34	Software >\$5000 Cap Exp - IT	184,205	53,982	22,000	206,205		Required capital expenditure for BRAC & Civic Centre Business Software funded from reserves	
146166		26	Transfer From Equip & Ins Reserve - IT Ops - Cap Inc	- 140,000	-	-22,000	- 162,000		Required capital expenditure for BRAC & Civic Centre Business Software funded from reserves	
142012		34	Relieving Staff Exp - DCS - Gen Admin	102,348	-	-102,348	-		RO: CS1 - Acting Director Corporate Services - D Kennedy Business Systems Improvement Coordinator budget moved to IT salaries account.	



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146105		61	Salary - Op Exp - IT	347,590	281,448	102,348	449,938		Adjustment required for Level 5 Business systems project officer \$87,076 from DCS account 142012	
				449,938	281,448	0	449,938	0		0
OVERALL CORPORATE SERVICES - DEPT. SAVINGS/EXPENSE						46,000			CORP SERV - ORG. SAVINGS/EXPENSE	46,000
RESERVE MOVEMENT - CORPORATE SERVICES								0		
CORPORATE SERVICES - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE)								0		
INFRASTRUCTURE SERVICES										
ES1 - Director Infrastructure - A Graffen								1,456,992		
125251		10	Carparks LRCI Grant - Cap Inc - Cons Carparks	- 296,936	- 745,610	-806,556	1,103,492		Total income from Phase 1 and Phase 2 \$1,465,992 less \$362,500 not to be received until 21/22. Any unspent amounts are restricted for next year.	
125251		25	Carparks LRCI Grant - Cap Inc - Cons Carparks	-	-	806,556	806,556		Total income from Phase 1 and Phase 2 \$1,465,992 less \$362,500 not to be received until 21/22. Any unspent amounts are restricted for next year.	
				(296,936)	(745,610)	0	(296,936)	0		0
REQ73 Project Engineer - P Hinde				0	0	0	0	0		0
ES3 - Manager Works - J Welshman										
145103		34	Plant Parts & Repairs - Op Exp - Plant Operation	300,000	319,631	60,000	360,000		Unanticipated increase in plant repairs to be funded from plant fuel savings to date	
145105		34	Plant Fuel & Oil - Op Exp - Plant Operation	330,000	204,498	-60,000	270,000		Plant fuel savings to fund unanticipated increase in plant repairs	
148060		34	Relief Staff Op Exp - Depot Ops	36,000	51,698	30,000	66,000		Relief staff used to backfill staff resignations utilise wage savings from parks and works	
148279	148279	34	Apprentice Training - Depot	2,500	22,137	20,000	22,500		Traineeship through Nirumbuk finished in Dec 2020 funded from staff salary savings in parks and works.	
123000		62	Rural Road Maintenance - Op Exp - Rd Maint	136,607	69,353	-50,000	86,607		Salary savings to fund relief staff and apprenticeship positions.	
				666,000	575,827	0	696,000	0		0

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<b>ES5 - Works Coordinator - D Greaves</b>										
122000	121028	34	Sector 5 Roebuck Est - Works Maint	40,044	17,056	-10,000	30,044		Savings from Roebuck Estate Maintenance Account transferred to Renewal Capital Account for additional work in Sanderling Drive.	
126000	126036	58	Sector 3 Old Broome- Operating	10,000	21,845	80,000	90,000		Increase in tip fees of drainage and roads maintenance following the change in charges from volume-based to weight-based.	
				50,044	38,901	70,000	120,044	0		0
<b>ES6 - Senior Project Engineer - Luke McKenzie</b>										
113561	RU666	34	Federal Black Spot - Herbert / Saville Roundabout - NEW- Capex	635,099	472,803	-162,235	472,864		Savings in materials and contracts which also reduces expected grants this year. Freed up grants can be made available in future years.	-101,286
121763		10	Black Spot Non Op Grant (Commonwealth/Federal)	487,922	72,835	87,213	400,709		Lesser grants equivalent to \$162K reduction in materials and contracts less \$75K of engineering costs claimed against the grant	
121000	121560	34	McDaniel Rd - Archer to Ward Stage 1 New Rd Const - Cap Exp	3,166,185	3,057,149	-109,036	3,057,149		Project delivered within budget but grant funding lesser than originally anticipated at completion.	-40,528
121776		10	Rds To Recovery Non Op Grant for Urban Rds - Non Op Inc	652,738	576,120	76,618	576,120		Grant funding lesser than originally anticipated at completion.	

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121778		10	Regional Rd Group (RRG) Rural Rd Const Funding - Non Op Inc-Rd Const	1,503,556	1,431,666	-8,110	1,511,666		Increase to \$1,511,666 following recent correspondence from MRWA. Subject to change upon confirmation of the predicted 21/22 RPG split.	
121100	RU555	34	Old Broome Road/ Gus Winckel Road Upgrade - Capex	135,682	109,418	-26,265	109,418		Project delivered within budget. Savings to be used for McDaniel grant shortfall.	
				1,292,750	1,558,749	(141,814)	1,150,936	0		(141,814)
<b>ES9 - Manager Engineering - P Collins</b>										
104600	104795	34	Frederick (KBR Report) - Infa Cap Exp	161,654	12,259	-149,154	12,500		Savings realised through internal delivery of the project and proposed to be transferred to reserves which funded the project	
104281		43	Transfer to Drainage Reserve - Cap Exp - Urban Stormwater Drainage	153,551	4,045	149,154	302,705	149,154	Savings from Frederick drainage project due to delivery using internal resources rather than contractors	
				315,205	16,304	0	315,205	149,154		0
<b>PK3 - Parks Coordinator - C Hankinson</b>										
116283	116284	34	Women of Pearling Statue Maint - Op Exp - Other Culture	9,180	300	-5,000	4,180		Savings from parks and gardens materials	
113000	113075	34	Sugar Glider Park - P&G Maint	6,200	681	-5,000	1,200		Savings from parks and gardens materials	
113000	113080	34	Six Season Park - P&G Maint	9,270	1,643	-5,000	4,270		Savings from parks and gardens materials	
113000	113582	34	Solway Park - P&G Maint	9,250	3,232	-5,000	4,250		Savings from parks and gardens materials	
113000	113045	34	Gibson Park - P&G Maint	7,610	633	-5,000	2,610		Savings from parks and gardens materials	
113000	113077	34	Januburu Park - P&G Maint	13,650	7,326	-5,000	8,650		Savings from parks and gardens materials	
113000	113031	34	Palm Leaf Beetle- P&G Maint	9,000	164	-5,000	4,000		Savings from parks and gardens materials	
113000	113073	34	Maritana Park - P&G Maint	1,970	5,442	5,000	6,970		Installation of 24 station controller	

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142000	142054	34	Shire Office Haas St - P & G Maint	7,310	1,671	-5,000	2,310		Savings from parks and gardens materials	
143384		14	Reimbursements - W. Comp & Sundry No GST P & G Ops - Op Inc	-	12,012	-13,000	13,000		Workers' compensation reimbursement to cover cost backfilling of staff	
147270	147271	34	KRO - P&G Maint	2,330	6,856	6,000	8,330		Garden bed renovating required in June.	
				75,770	15,935	(42,000)	33,770	0		0
<b>PM2 - Asset and Building Coordinator -M Mitchell</b>										
53036	53046	34	Surf Club - Reactive Maint - Op Exp	- 500	2,854	5,000	4,500		Budget adjustment to match the actual expenditure	
101080	101084	34	WMF - Operating Expense - Op Exp	29,700	11,055	-11,500	18,200		Savings due to new security contract RFT20/07	
107071	107071	34	Male Oval Ablutions - Operating Expense - Op Exp	41,000	24,679	-5,000	36,000		Savings due to new Security Contract RFT 20/07	
107666	107768	34	Gantheume Toilet Block Renewal Inc Furn & Services - Build Cap Exp	60,000	-	-60,000	-		Renewal funds no longer likely to be spent after Yawuru Park Council secured funding to undertake the works. Savings to be transferred to reserves.	
113850		43	Transfer to Building Reserve - Cap Exp - Other Rec & Sport	-	-	60,000	60,000	60,000	Renewal funds no longer likely to be spent after Yawuru Park Council secured funding to undertake the works. Savings to be transferred to reserves.	
115281	115320	34	Library - Operating Expense - Op Exp	62,500	55,237	9,000	71,500		Budget adjustment to match the actual expenditure	
116090	116092	34	Broome Museum - Reactive Maint - Op Exp	- 2,800	1,696	5,600	2,800		Budget adjustment to match the actual expenditure	

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117000	117052	34	BRAC - Operating Expense, Security & Insurance - Op Exp	133,000	103,712	7,000	140,000		Additional security for Basketball carnival, additional staff escorts added to security scope not previously budgeted for	
132129		34	Visitor Centre Renewal (Inc plant & Furn) - Cap Bldg Exp	110,950	82,591	-27,550	83,400		Residual funds from the BVC fencing costs as per August 2020 OMC to be transferred to building reserve .	
132950		43	Transfer to Building Reserve - Tourism & Area Promotion	-	-	27,550	27,550	27,550	Residual funds from the BVC fencing costs as per August 2020 OMC to be transferred to building reserve .	
142000	142000	34	Haas St Office - Operating Expense - Op Exp	95,000	78,899	9,500	104,500		To adjust the budget for the current cleaning contract requirements.	
142558		34	Shire Office Build Haas St Renewal - Cap Exp - Corp Gov	201,323	28,523	-151,323	50,000		Remaining unspent funds for split AC system renewal to be transferred to building reserves for future AMP renewals.	
146662		34	BOSCCA Building Renewal (Inc Plant & Furn) - Cap Exp - Com Fac Leased	4,000	-	-4,000	-		Planned building renewal no longer needed and to be transferred to reserve	
147372		34	Shire Office Barker St - Building Renewal - Cap Exp - Corp Gov Support	10,000	-	-10,000	-		Replacement A/C not required, transfer to reserve	
147457		43	Transfer to Building Reserve - Cap Exp - Unclassified General	447,348	-	165,323	612,671	165,323	Remaining unspent funds for split AC system renewal to be transferred to building reserves for future AMP renewals.	
146054		34	4 Jones Place - Renewal - Community Facilities Leased - Unclassified	-	10,727	11,000	11,000		Planned renewal brought forward which reduces 21/22 building renewal budget by \$10,727	
148100	148296	34	Depot - Operating Expense - Op Exp	40,244	36,051	7,000	47,244		Budget adjustment to match the actual expenditure	
				1,231,765	436,024	37,600	1,269,365	252,873		0
<b>PM3 - Property and Leasing Senior Officer - A Rowett</b>										
111021	111021	52	Lotteries House - Operating Expense - Op Exp	31,216	1,032	-24,000	7,216		Reclassify the budget from IE 52 (Utilities) (Materials) to 32 (Materials)	



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111021	111021	34	Lotteries House - Operating Expense - Op Exp	-		23,653	24,000	24,000		Reclassify the budget from IE 52 (Utilities) (Materials) to 32 (Materials)		
112483		14	Town Beach Cafe - Rent & Recoup Income - Op Inc	-	6,814	-	4,814	- 2,000		Reduce budget - lease legal fees not recoupable	4,814	
147487		028	Far North Tenancy 10A - KRO1 - Rent & Recoup Income - Op Inc	-	9,000	-	6,300	- 2,700		Only May and June rent can be charged due to abatement from the fit out	6,300	
147491		028	Old Broome Lock Up - Rent & Recoup Income - Op Inc	-	12,760	-	12,760	-		No tenant post April. Removed rent to budget to date.	12,760	
					2,642	24,685	23,874	26,516	0		23,874	
OVERALL INFRASTRUCTURE SERVICES - DEPT. SAVINGS/EXPENSE							-52,340	INFRASTRUCTURE - ORG. SAVINGS/			-117,940	
RESERVE MOVEMENT - INFRASTRUCTURE									402,027			
INFRASTRUCTURE SERVICES - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE)									65,600			
							-166,080					-168,940

**5.2 RISK MANAGEMENT POLICY REVIEW AND UPDATE**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	COA01
<b>AUTHOR:</b>	Acting Director Corporate Services
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Acting Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

A new risk management policy has been developed to meet the requirements of AS/NZS Risk Management Standard; 31000:2018 and to assist the Shire improve its Risk Management Framework.

The report recommends that the Audit and Risk Committee endorse the policy for Council approval.

**BACKGROUND***Previous Considerations*

The Shire first adopted a risk management policy in October 2010. The policy has largely remained the same since this time. The Policy was supported by a Risk Management Strategy that described the detailed process of implementing a Risk Management Framework and associated systems and processes across the Shire.

The Risk Management Policy and Strategy were based on the principles, framework and guidelines as detailed in the AS/NZS Risk Management Standard; 31000:2009. This Standard was updated in 2018.

**COMMENT**

Many organisations including the Shire of Broome, have found the implementation of a risk management framework a challenging process, and one that has not developed into a business as usual process that can be clearly linked to a reduction in risk events and more importantly being used as a integral tool in the assessment of shire priorities.

With that in mind, a change of approach was required and to that end during 2020 the Shire commenced working remotely with a Risk Management consultant based in Canberra, to refresh the Shire approach to risk management.

Unfortunately, the Corona virus pandemic has prevented the consultant from visiting Broome to complete staff and elected member risk management training, but it is hoped that this will be possible in June of this year.

In the meantime, the Risk Management Policy has been completely rewritten, with a view to providing a concise snap shot of what risk management is, why it is important to the Shire of Broome, the commitment required, an explanation of the approach that will be taken, how the policy will be measured, and the roles and responsibilities for risk management within Council.

**Approach**

Not all risks are the same and for that reason the Policy breaks risks into three distinct focus groups:

**Strategic Risks:** defined in the context of Shire of Broome as risks where the causes/contributing factors are outside the control of Council, but, if they were to occur, they may be serious enough to require a revision of the Shire's Strategic Community Plan.

**Enterprise (Operational) Risks:** are those where the causes are either inside or outside the control of the Shire of Broome, but, if they occur, they will impact on the achievement of the current Strategic Community Plan and Corporate Business Plan strategies.

**Project Risks:** requires a unique approach, given the significant difference in context. The assessment of project risk requires consideration of schedule, cost and performance within the context of the project. Therefore, the use of a typical risk reference table based on likelihood and consequence is not appropriate.

Rather than one Risk Management Strategy to support the implementation of the Risk Management Policy separate Risk Management Plans for Strategic, Enterprise and Project Risks will be developed. These are currently being drafted and will be presented to the Audit and Risk Committee for endorsement at the next opportunity. The separate Risk Management Plans identify that likelihood needs to be assessed differently between strategic, enterprise and project risk when determining a suitable risk assessment matrix.

Finally, a Strategic Risk Register and Enterprise Risk Register will be established. This is aimed at ensuring that the risk context is set at the correct level and that the focus of control assurance and investment in risk management improvements is aligned to the highest level of risk areas identified.

**CONSULTATION**

Paladin Risk Management

**STATUTORY ENVIRONMENT*****Local Government (Audit) Regulations 1996*****Regulation 17. CEO to review certain systems and procedures**

The CEO is to review the appropriateness and effectiveness of risk management, internal controls and legislative compliance once in every 3 financial years and report results to the audit committee.

**POLICY IMPLICATIONS**

Nil. Updates existing policy of Council.

**FINANCIAL IMPLICATIONS**

Nil

**RISK**

Nil

**STRATEGIC CORPORATE PLAN OBJECTIVES**

**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*

**COMMITTEE RESOLUTION:**

***(REPORT RECOMMENDATION)***

***Minute No. AR/0421/003***

***Moved: Cr C Mitchell***

***Seconded: Cr B Rudeforth***

***That the Audit and Risk Committee recommends that Council adopts the updated Risk Management Policy as attached.***

***CARRIED UNANIMOUSLY 3/0***

**Attachments**

1. Risk Management Policy (updated)
2. Risk Management Policy (Existing to be retired)



# RISK MANAGEMENT POLICY

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## Shire of Broome Risk Management Policy

### General

1. The Shire of Broome (SoB) recognises that risk management is fundamental to the organisation achieving its strategic and operational objectives, and that it plays an integral role in day-to-day management and decision making at all levels in the organisation.
2. To enable the Executive (and to a lesser extent Council) to decide on the nature and extent of the risks it is prepared to take to meet its strategic objectives, the organisation must have an appropriate risk management program to identify and manage risk on an ongoing basis. This policy sets out the organisation's approach to risk management, including its approach to identifying and managing risk, the responsibilities of the Council, management and staff within the organisation in relation to risk management, and the resources and processes dedicated to risk management. Everyone has a role to play in the management of risk within SoB, whether as a Risk Owner, a Control Owner, right down to the need for every employee to follow procedures and processes without deviation.
3. The application of effective enterprise-wide risk management practice as a part of the strategic planning and monitoring systems of an organisation ensures that investment decisions are founded on evidence-based decision making and are linked to the strategic directions of the organisation. Good risk management discipline and practice, stress tests the objectives and goals of the SoB, and are to be embedded throughout the organisation.
4. Risk management is viewed as central to SoB's management process, having relevance and linkage to the Integrated Planning and Reporting Framework (Strategic Community Plan, Corporate Business Plan, Annual Budget and associated informing strategies) performance, quality and safety.
5. Effective risk management requires Executive Management and all SoB staff to understand the business risks in their area as part of their day-to-day activities. All staff have a role in managing risk and therefore it is important that all employees of the SoB are familiar with the SoB Risk Management Program.
6. Council is committed to the effective management of risks and ensuring that sufficient resources are available to manage risks within the organisation. Those allocated responsibility for managing risks or being accountable for critical controls must ensure appropriate monitoring and reporting occurs through Council's existing management reporting and governance framework.
7. The effective management of risks plays an important role in shaping Council's strategic direction as outlined in the Council's Strategic Community Plan and thereby contributes to evidence-based decision-making and the successful delivery of Council's objectives.

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### Purpose

8. The purpose of the risk management policy is to provide information and guidance regarding the management of risk to support the achievement of the strategic and operational objectives, protect staff and business assets and ensure financial sustainability.

9. This Policy provides the over-arching guidance for the SoB risk management program.

10. The Policy and the associated Risk Management Plans are aligned with AS/NZS ISO 31000 2018.

### Policy Owner, Approver and Review Requirements

11. The policy owner is the Manager Governance, Strategy & Risk, and it is to be reviewed biennially or when there is any significant change to Council's strategic environment. The Council is the Approver for the Policy.

### Why Risk Management is Important to SoB

12. It is not possible to eliminate all risk, however organisations that actively identify and manage risks are more likely to be better prepared to respond quickly to take advantage of an opportunity or to re-focus effort when things go wrong.

13. Accordingly, risk management within SoB is about managing uncertainty and creating an environment where surprises are minimised. When our management of risk goes well it often remains unnoticed. When it fails, the consequences can be significant and high profile.

14. From a SoB perspective, effective risk management can:

- a. Prevent loss of life/injury;
- b. Prevent damage to reputation;
- c. Protect assets/resources;
- d. Manage legal liability;
- e. Prevent disruption to SoB operations; and
- f. Prevent financial loss, including theft and fraud.

15. Risk management will improve SoB's performance by identifying and then mitigating events/incidents that would hinder the achievement of its objectives. The management and communication of risks needs to be an integral part of existing processes and procedures to realise maximum benefit.

16. The key benefit of the application of a robust risk management program, however, is to provide decision makers with the information necessary to make **risk informed decisions**.

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### Management Commitment

17. The SoB Executive is fully committed to the maintenance of an effective risk management program. In implementing this policy, the Council and Executive is committed to ensuring:

- a. That risk management is an integral part of Council planning and decision-making processes.
- b. There is a consistent approach to the management of risks across SoB.
- c. Clear roles, responsibilities and accountabilities are defined.
- d. All staff with risk management roles and responsibilities are provided with the necessary authority to undertake these responsibilities.
- e. All staff with risk management roles and responsibilities are provided with the necessary skills to undertake these responsibilities.
- f. The resources necessary to achieve the policy outcomes are allocated.
- g. Communication within SoB's stakeholder community in relation to the identification and management of risk is promoted and encouraged.
- h. We are honest with ourselves and with others in relation to the risk exposures and challenges faced by SoB.

18. We also accept that, on occasions, even with sound risk management practices, things may go wrong. On such occasions, we will take the opportunity to review the reasons for the failure and endeavour to further strengthen controls to reduce the likelihood of a reoccurrence.

19. In making this commitment, Council will be well placed to meet our vision and will ensure the credibility and reputation of the organisation within our stakeholder community is of the highest order.

### Approach

20. The approach taken by SoB is to centralise the management of strategic and enterprise (operational) risks in order to ensure they are managed holistically, that there are no control gaps, and that duplication is significantly reduced.

21. There will be three distinct areas of focus for the Risk Management Program within SoB, as shown in the diagram below:



22. This Policy covers all these areas of focus.

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23. The development and implementation of the risk management program will contribute significantly to the effective governance of SoB. The visibility of risks will provide the Council with a detailed understanding of the SoB risk profile and will assist greatly in decision making.

24. By taking a prudent but positive approach to risk management it will enable the SoB to improve services to the community, improve identification of opportunities as well as threats and vulnerabilities and improve our organisational resilience, operational effectiveness and efficiency.

25. The effective implementation and ongoing maintenance of the risk management program, therefore, requires commitment and leadership from all levels of management within SoB. Council's expectation is that this commitment and leadership will be provided.

#### Strategic Risk

26. Strategic Risks are defined in the context of SoB as risks where the causes/ contributing factors are outside the control of Council but, if they were to occur, they may be serious enough to require a revision of the Shire's Strategic Community Plan.

#### Enterprise (Operational Risk)

27. Enterprise (Operational) Risks are those where the causes are either inside or outside the control of SoB, but, if they occur, they will impact on the achievement of the current Strategic Community Plan and Corporate Business Plan strategies.

28. The most important point to note is that there is no such thing as a safety risk, or a reputation risk, or a financial risk etc. they are just risks. These risks, if they materialise, will have multiple consequences, so categorising them as either one type of risk or another significantly detracts from the ability to manage these risks holistically.

29. To that end, there will be no separate risk management plans, or registers, for different "categories" of operational risk (e.g. safety, fraud, IT etc). All enterprise risks will be managed centrally in one register.

#### Project Risk

30. The management of risk in Projects requires a unique approach, given the significant difference in context. The assessment of project risk requires consideration of schedule, cost and performance within the context of the project so, utilising the enterprise risk context (e.g. Consequence Matrix) is not appropriate.

31. There will, however, be inputs to the management of Enterprise Risks from Projects.

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### Goal and Sub-goals

#### Goal

32. The goal of the risk management program within SoB is:

***To ensure that the risks facing Shire of Broome are appropriately managed in order to:***

- ***protect the interests of the organisation and its many stakeholders;***
- ***assist in the decision-making process; and***
- ***minimise disruption to critical business functions***

33. This goal is further divided into sub-goals.

#### Sub-Goals

34. As this Policy is incorporating a range of risk environments, the following are the sub-goals for the risk management program within SoB:

- a. *To ensure that SoB is, where possible, protected and/or prepared from threats arising from the external environment.*
- b. *To maintain a working environment for all employees, contractors and visitors that minimises the risks to their health and safety.*
- c. *To prevent fraud where possible, detect fraud as early as practicable and when discovered, demonstrate a zero tolerance to fraudulent behaviour through appropriate response.*
- d. *To protect the information, systems and assets that support the operations of SoB.*
- e. *To ensure organisational resilience through the maintenance of critical business functions during and after disruption related events.*
- f. *To ensure that all information provided to critical stakeholders is accurate, complete and provided in a timely manner.*
- g. *To ensure all Projects delivered by SoB are safe and fit for their intended purpose.*
- h. *To ensure that SoB operations do not adversely affect the environment.*



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### Application

35. This Risk Management Policy applies to all SoB activities, including:
- a. When conducting any planning activity (strategic, operational or project);
  - b. When assessing specific work health and safety implications or concerns;
  - c. When assessing and managing fraud;
  - d. When conducting significant procurement activities;
  - e. When undertaking business continuity and disaster recovery planning; and
  - f. When assessing protective security requirements.
36. This Policy must be read in conjunction with the applicable SoB Risk Management Plans.

### Policy Statements

37. The following policy statements are to be adhered to by all SoB personnel with roles and responsibilities in the SoB risk management program:
- a. Risk is to be considered in any planning process undertaken within SoB.
  - b. The criteria to be used for risk assessments are those detailed in the applicable SoB Risk Management Plan. These plans supersede any risk plans that have been developed previously.
  - c. Accountability for activities within the SoB Risk Management Program will be allocated to those with the levels of authority necessary for decision making.
  - d. All SoB risks are to be recorded and updated within SoB's centralised risk register.
  - e. All personnel with roles and responsibilities within the Risk Management Program are to receive appropriate training
  - f. Those allocated responsibility for managing risks or being accountable for critical controls are to establish and maintain appropriate monitoring and reporting mechanisms.
  - g. Risks are to be reported to the Audit and Risk Committee and the Council quarterly in accordance with the templates within the applicable Risk Management Plan.
  - h. Adjustments to the risk register, including addition of risks, removal of risks and/or changes to risk level are to be endorsed by the Audit and Risk Committee prior to being submitted for approval by the Council.
38. By implementing these policy statements, Council will have a much greater chance of achieving the objectives captured in the Strategic Community Plan. Furthermore, it will provide the Council with visibility of the entire SoB risk profile.

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## Item 5.2 - RISK MANAGEMENT POLICY REVIEW AND UPDATE

## Measuring Adherence to the Policy

39. The following are the performance measures for this policy:

Policy Requirement	Performance Measure	KPI/Target	Data Gathering
Risk is to be considered in any planning process undertaken within SoB.	% of planning activities where risk has been considered and documented in planning documents	100%	Review of plans completed for SoB planning activities
The criteria to be used for risk assessments are those detailed in SoB Risk Management Plans, which supersedes all risk plans that have been developed previously.	% of risk assessments conducted utilising criteria detailed in the Risk Management Plans.	100%	Review of risk assessments completed for SoB activities for alignment to the Risk Management Plans.
Accountability for activities within the Risk Management Plans will be allocated to those with the levels of authority necessary for decision making.	% of personnel assigned roles and responsibilities within the Risk Management Plans that have the necessary level of authority/delegation to undertake the role	100%	Comparison of authority and delegations against accountabilities
All SoB risks are to be recorded and updated within SoB's centralised risk register.	Number of risk registers being used within Departments outside of the centralised risk register	0	Data mining for risk registers across SoB
All personnel with roles and responsibilities within the Risk Management Plans are to receive appropriate training	% of staff with responsibilities within the risk management plans that have received training	100%	Personnel database
Those allocated responsibility for managing risks or being accountable for critical controls are to establish and maintain appropriate monitoring and reporting mechanisms.	% of risks and critical controls with established monitoring and reporting mechanisms	100%	Review of control assurance activities
Risks are to be reported to the Council quarterly using the format specified in the Risk Management Plans.	% of Council reports that include reports on the status of risks	100%	Review of Council Reports
	% of Council reports that are presented in accordance with the format provided in the Risk Management Plans	100%	
Adjustments to the risk register, including addition of risks, removal of risks and/or changes to risk level are to be endorsed by the Audit and Risk Committee prior to being approved by the Council.	% of changes to the risk register that have been endorsed by the appropriate authority	100%	Review of changes to risk register against authorisation

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### Measurement of Performance of the Risk Management Program

40. The performance of the risk management program will be measured against three distinct criteria:

- a. Compliance with this policy (as detailed above);
- b. Maturity of the risk management program; and
- c. The contribution risk management is making to the achievement of SoB's objectives detailed in the Strategic Community Plan.

41. The full detail of the performance measures for the risk management program are detailed in the applicable Risk Management Plan.

### Roles and Responsibilities for Risk Management within the Council

42. The following is a broad overview of the roles and responsibilities for the governance of the risk management program. Detailed roles and responsibilities relating to the management of risks are contained within SoB's Risk Management Plans.

<b>Council</b>	The Council is ultimately accountable for the management of the risk exposures within SoB. Specifically, the Council: <ul style="list-style-type: none"><li>• Define Council's risk appetite</li><li>• Establish Council's risk criteria</li><li>• Manage strategic risks and review actions to address risks</li><li>• Promote a risk management culture within Council</li></ul>
<b>Audit and Risk Committee</b>	The Audit and Risk Committee is to: <ul style="list-style-type: none"><li>• Review the effectiveness of the SoB risk management program</li><li>• Regularly monitor risks as part of a standing item on the consideration of governance issues</li><li>• Monitor performance of the program against established KPI's</li><li>• Monitor the effectiveness of critical controls</li><li>• Provide reports to the Council on audit findings and ensure any recommendations are implemented where agreed</li></ul>

## Item 5.2 - RISK MANAGEMENT POLICY REVIEW AND UPDATE

## Associated Documents (Under Development)

43. The following are the associated documents that should be read in conjunction with this Policy:

- a. Shire of Broome Risk Management Plan – Strategic Risks
- b. Shire of Broome Risk Management Plan – Enterprise (Operational) Risks
- c. Shire of Broome Risk Management Plan – Project Risks
- d. Shire of Broome Strategic Risk Register
- e. Shire of Broome Enterprise Risk Register

Document Control Box							
<b>Document Responsibilities:</b>							
<b>Owner:</b>	Director Corporate Services			<b>Owner Business Unit:</b>	Corporate Services		
<b>Reviewer:</b>	Manager Governance, Strategy and Risk			<b>Decision Maker:</b>	Council		
<b>Compliance Requirements:</b>							
<b>Legislation:</b>							
<b>Industry:</b>							
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>		<b>Records Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Synopsis:</b>				
1.							
2.							

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## Risk Management

### Part A

#### Introduction

The Shire of Broome recognises that as a local government authority it is exposed to a broad range of risks, which if not managed, could adversely impact on the organisation achieving its strategic objectives. Therefore the Shire will implement an enterprise-wide risk management framework and system to identify and address areas of potential risk, where appropriate and practical, within the Shire.

The intent of this policy is to create an environment where Council, management and staff assume responsibility for risk management, through consistent risk management practices.

#### Policy Objective

1. To protect the Shire of Broome's assets – people, property, reputation, financial sustainability and information.
2. Promote Risk Management principles and practices as a tool to achieve the Shire's strategic goals.
3. Capitalise on opportunities presented and minimise adverse effects of risks.
4. Continually improve the services provided by the Shire of Broome.

#### Policy Statement

1. The Shire of Broome is committed at all levels to managing risk in accordance with the principles, framework and guidelines as detailed in the AS/NZS Risk Management Standard; 31000:2009.
2. The Shire will implement a Risk Management system, via a comprehensively planned and consistent enterprise-wide program and approach.
3. The Shire will prioritise identified Strategic, Operational and Project-based risks across the organisation and implement treatments, as practicable, based on the level of risk and the effectiveness of the current risk treatments.
4. Ensure Risk Management processes are integrated with current strategic and operational planning processes.
5. Ensure relevant contexts are considered when managing risk, including legislation, political, social and economic factors.

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## Item 5.2 - RISK MANAGEMENT POLICY REVIEW AND UPDATE

6. Create and promote a culture of risk awareness and ensure adequate resources and operational capacity are provided and the responsibility for Risk Management is clarified and allocated.
7. The Shire of Broome will follow the process as suggested in the AS/NZS 31000:2009 standard for Risk Management when implementing a risk management framework.

## Part B

### Management procedures

#### Definitions:

For the purpose of the Policy the following definitions apply:

<b>Risk</b>	The effect of uncertainty on objectives. An 'effect' is a deviation from the expected (either positive or negative). Objectives can have different aspects (such as financial, health and safety and environmental) and can be strategic, organisation-wide, project based or procedural. Risk is often characterised by reference to potential events and consequences or a combination of these. Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated likelihood of occurrence.
<b>Risk Management</b>	Coordinated activities to direct and control an organisation with regard to risk, which may include a policy (outlining the overall intentions and direction of an organisation related to risk management), and a framework - a set of components that provide the foundations and organisational arrangements for designing, implementing monitoring, reviewing and continually improving risk management throughout the organisation. (Refer ISO Guide 73: 2009 - AS/NZS 31000: 2009 - Risk Management Standard).

#### Responsibility/Accountability:

Risk Management is the responsibility of all employees. All employees are accountable for managing risk in their own area of responsibility and will play a part in the risk management process to differing degrees.

After risk management training is implemented across the organisation, all staff are required to comply with Risk Management principles, framework and practices.

Executive Management Group will create a risk aware environment where managers are accountable for managing risks within their work areas. In each area, risks should be anticipated and reasonable proactive protective measures / risk treatments should be taken. Management and supervisory staff will create a work environment for staff which encourages openness and honesty ensures there is no hesitation of reporting identified risks or escalations of risks, for fear of recrimination.

#### Monitoring, Reviewing and Reporting:

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## Item 5.2 - RISK MANAGEMENT POLICY REVIEW AND UPDATE

A monitoring and reporting process / system has been implemented which provides 6 monthly reports to the Executive Management Group, Management Coordination Group, Audit Committee and Council on the status of Risk Management within the Shire of Broome.

Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services			Owner Business Unit:	Corporate Services		
Reviewer:	Manager Governance, Strategy & Risk			Decision Maker:	Council		
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennial	Next Due:	12/2023	Records Ref:	
Version #	Decision Reference:	Synopsis:					
1.	28 October 2010	Initial Adoption					
2.	12 December 2019	Review and converted to new Policy Template					

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

<b>7. MEETING CLOSURE</b>
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There being no further business the Chairman declared the meeting closed at 2:42 PM.

These minutes were confirmed at a meeting held Monday, 19 April 2021, and signed below by the Presiding Person, at the meeting in which these minutes were confirmed.

Signed: .....

<b>11. NOTICES OF MOTION</b>
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<b>12. QUESTIONS BY MEMBERS WITHOUT NOTICE</b>
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<b>13. BUSINESS OF AN URGENT NATURE</b>
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**14. MEETING CLOSED TO PUBLIC**

***This item and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(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 RFQ 21-08 PORT DRIVE CHILDREN'S CROSSING AND CARPARK**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	RFQ21-08
<b>AUTHOR:</b>	Project Engineer
<b>CONTRIBUTOR/S:</b>	Engineering Technical Officer Manager of Engineering
<b>RESPONSIBLE OFFICER:</b>	Senior Procurement and Risk Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

This report considers tenders received for "Request for Quote (RFQ) 21-08" and seeks Council's adoption of the recommendation contained within the attached confidential Evaluation Report.



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

**14.2 RFT21/01 CONSTRUCTION OF CONCRETE FOOTPATHS AND CROSSTOVS**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	RFT21/01
<b>AUTHOR:</b>	Manager Works
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Infrastructure
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

This report considers tenders received for the Construction of Concrete Footpaths and Crossovers RFT21/01 and seeks Council's adoption of the recommendation contained within the attached confidential Evaluation Report.

***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”.***

**14.3 RFT 21/02 - PROVISION OF BEACH LIFEGUARD SERVICES**

<b>LOCATION/ADDRESS:</b>	Cable Beach Foreshore Reserve
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	RFT21/02
<b>AUTHOR:</b>	Manager Sport and Recreation
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Acting Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The Shire of Broome has undertaken a Request for Tender Process to appoint a suitable Contractor to provide Beach Lifeguard Services at Cable Beach for the period 2021 - 2023.

This report provides an overview of the procurement process and seeks Council's adoption of the recommendation provided in the attached confidential evaluation report.

<b>15. MEETING CLOSURE</b>
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