



**Notice is given that an Ordinary Meeting of Council of the Shire of Christmas Island is to be held at the Council Chambers on **Tuesday 22 March 2022** commencing at 7.00pm**

David Price  
Chief Executive Officer

## **AGENDA**

- 1 Declaration of Opening of Meeting/Announcement of Visitor**
- 2 Record of Attendance/Apologies/Leave of Absence/Declaration of Financial/Proximity/Impartiality Interests**
  - 2.1 Attendance
  - 2.2 Leave of Absence
  - 2.3 Apologies
  - 2.4 Declaration of Interests
- 3 Response to Previous Public Questions Taken on Notice**
- 4 Public Question Time**
- 5 Applications for Leave of Absence**
  - 5.1 Cr SOH (pg i-ii)
- 6 Petitions/Deputations/Presentations**
- 7 Confirmation of Minutes of Previous Meetings/Business arising from the Minutes of Previous Meetings**
  - 7.1 Minutes of Ordinary Council Meeting held on 8 February 2022 (pg 1-5)
  - 7.2 Business Arising from the Minutes of Previous Meetings
- 8 Announcements by Presiding Member Without Discussion**
- 9 Reports of Committees**
  - 9.1 Minutes of Community Consultative Committee Meetings (pg 6-26)
- 10 Reports of Officers**
  - 10.1 Chief Executive Officer**
    - 10.1.1 Annual Report 2021 (pg 27-46)
  - 10.2 Manager Finance & Administration**
    - 10.2.1 Schedule of Accounts – February 2022 (pg 47-52)
    - 10.2.2 Financial Statements – February 2022 (pg 53-58)
    - 10.2.3 Christmas Island - Compliance Audit Return (CAR) 2021 (pg 59-71)
  - 10.3 Manager Community/Recreation Services & Training**
  - 10.4 Manager Works, Services & Waste**
    - 10.4.1 Tender Sale of Items, Plant & Equipment – Tender T01-2022 (pg 72-73)
    - 10.4.2 Sale of Surplus – Tender T02-2022 (pg 74)
    - 10.4.3 Tender of Sale of Surplus (pg 75)
  - 10.5 Manager Governance Research Policy & Grants**
    - 10.5.1 Proposed Heritage ACT WA (2018) application from 1/7/22 to IOT (pg 76-83)
- 11 Elected Members Motions of which Previous Notice has been given**
- 12 New Business of an Urgent Nature Introduced by Decision of the Meeting**
- 13 Behind Closed Doors**
- 14 Closure of Meeting**
- 15 Date of the next Ordinary Meeting**  
**26 April 2022**



## SHIRE OF CHRISTMAS ISLAND

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SUBMISSION TO	Ordinary Council Meeting 22 March 2022
AGENDA REFERENCE	5.1
SUBJECT	Cr SOH – Leave of Absence
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	2.13.17
INTEREST DISCLOSURE	None
DATE OF REPORT	14 March 2022
AUTHOR	David PRICE, CEO
SIGNATURE OF A/CEO	SIGNED

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### RECOMMENDATION

That the leave of absence application submitted by Cr Morgan SOH (22/3/2022 to 26/4/2022) be approved.

### BACKGROUND

Cr Morgan SOH (22/3/2022 to 26/4/2022) submitted a Leave of Absence application to the CEO.

### COMMENT

N/A

### STATUTORY ENVIRONMENT

There are no statutory environment implications arising from this matter.

### POLICY IMPLICATIONS

There are no significant policy implications arising from this matter.

### FINANCIAL IMPLICATIONS

There are no significant financial policy implications arising from this matter.

### STRATEGIC IMPLICATIONS & MILESTONES

There are no significant strategic implications arising from this matter.

### VOTING REQUIREMENTS

A simple majority is required.



## SHIRE OF CHRISTMAS ISLAND

### APPLICATION FOR LEAVE OF ABSENCE

I Councillor Morgan Soh Boon Hwa

Hereby apply to the Council of the Shire of Christmas Island for

Leave of absence from 22 / 03 / 2022 to 26 / 04 / 2022

In accordance with section 2.25 (1) of the Local Government Act (CI).

Yours sincerely

Signature

14 / 03 / 2022

Date



## **UNCONFIRMED MINUTES**

**Ordinary Meeting of the Shire of Christmas Island held at the George Fam Chambers at 7.00pm on Tuesday 8 February 2022**

### **1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

- 1.1 The Shire Deputy President declared the meeting open at 7.00 pm.

### **2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE/DECLARATIONS OF FINANCIAL INTEREST**

- 2.1 Record of Attendance  
Deputy President  
Councillors

Cr Kee Heng **FOO**  
Cr Philip **WOO**  
Cr Kelvin Kok Bin **LEE**  
Cr Hafiz **MASLI**  
Cr Azmi **YON**

Chief Executive Officer  
Acting Manager Finance and Admin  
Manager Community/Recreation Services  
Manager Works, Services & Waste

David **PRICE**  
Kevin **WILSON**  
Olivier **LINES**  
Graeme **HEDDITCH**

#### **2.2 Leave of Absence**

- 2.3 **Apologies**  
Shire President

Cr Gordon **THOMSON**

#### **2.4 Declarations of Financial/Impartiality/Proximity Interest**

### **3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

### **4 PUBLIC QUESTION TIME**

### **5 APPLICATIONS FOR LEAVE OF ABSENCE**

### **6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

### **7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS/BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

#### **7.1 Minutes of Ordinary Council Meeting held on 7 December 2021**

Members considered the unconfirmed minutes.

#### **Council Resolution**

**Moved: Cr LEE**

**Seconded: Cr WOO**

**Res. No: 1/22**

That Council adopt the unconfirmed minutes of the 7 December 2021 Council Meeting.

**Carried: 5/0**

#### **7.2 Business Arising from the Minutes of Previous Meetings**

## 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

## 9 REPORTS OF COMMITTEES

## 10 REPORTS OF OFFICERS

### 10.1 Chief Executive Officer

#### 10.1.1 Assessment of Development Application –two single bedroom dwellings (grouped dwelling development)

##### **Council Resolution**

**Moved: Cr LEE**

**Seconded: Cr MASLI**

**Res. No: 2/22**

Council grants approval for two single bedroom dwellings (grouped dwellings) at Lot 23 Lower Poon Saan Road, Christmas Island, subject to the following conditions:

1. All development shall be in accordance with the approved development plans (attached) that form part of this development approval unless modified by other conditions of approval.
2. This development approval will expire if the approved development is not substantially commenced within two (2) years of the date of issue of this approval, or, within any extended period of time for which the Shire of Christmas Island has granted prior written consent.
3. Stormwater is to be contained on-site, or appropriately treated and connected to the local drainage system. Prior to the commencement of site works, detailed drainage plans are to be submitted for approval, to the satisfaction for the local government.
4. The existing on site effluent disposal system is to be modified and upgraded to Shire specifications to cater for the additional loading associated with the development as required.
5. On application for a building licence, the applicant shall provide engineer certified drawings demonstrating that the all structures are compliant with Building Code requirements. It will be necessary to provide drawings showing compliance with NCC volume two specifically structural compliance, energy efficiency and fire separation of the proposed units.
6. The two single bedroom dwellings (grouped dwellings) the subject of this approval are not to be used for short term accommodation. Refer to advice note VII below.
7. The single bedroom dwellings are both limited to a maximum plot ratio area of 70m<sup>2</sup>.

**Carried: 5/0**

#### 10.1.2 Budget Review 2021/22

##### **Council Resolution**

**Moved: Cr WOO**

**Seconded: Cr MASLI**

**Res. No: 3/22**

That the variations in the existing budget line items as set out in the attached proposed budget review report be approved.

**Carried: 5/0 Absolute Majority**

#### 10.1.3 Assessment of Development Application – Dwelling additions

##### **Council Resolution**

**Moved: Cr LEE**

**Seconded: Cr YON**

**Res. No: 4/22**

Council grants approval for dwelling additions at Strata Lot 207, No. 4 Coconut Grove, Christmas

Island, subject to the following conditions:

1. All development shall be in accordance with the approved development plans (attached) that form part of this development approval unless modified by other conditions of approval.
2. This development approval will expire if the approved development is not substantially commenced within two (2) years of the date of issue of this approval, or, within any extended period of time for which the Shire of Christmas Island has granted prior written consent.
3. Stormwater is to be contained on-site, or appropriately treated and connected to the local drainage system. Prior to the commencement of site works, detailed drainage plans are to be submitted for approval, to the satisfaction for the local government.
4. On application for a building licence, the applicant shall provide engineer certified drawings demonstrating that the all structures are compliant with Building Code requirements.
5. Details of materials, colours and finishes for the dwelling additions shall be submitted for approval by the Chief Executive Officer of the Shire of Christmas Island prior to the issue of a building permit. Materials and finishes of the proposed development are to reflect those used throughout the Settlement Residential Precinct'
6. The rear laundry to be constructed to a fire rated standard to on accordance with BCA requirements. Details to be provided at building permit stage.
7. Privacy screening to a minimum height of 1.6metres from Finished Floor Level is to be provided on the southern elevation of the decking area where in excess of 500mm from natural ground level. Details to be provided at building permit stage.

**Carried: 5/0**

## **10.2 Manager Finance & Administration**

### **10.2.1 Schedule of Accounts – December 2021 & January 2022**

#### **Council Resolution**

**Moved: Cr WOO**

**Seconded: Cr LEE**

**Res. No: 5/22**

That Council approves the expenditure as presented in December 2021 & January 2022 Schedule of Accounts

**Carried: 5/0**

### **10.2.2 Financial Statements - December 2021**

#### **Council Resolution**

**Moved: Cr MASLI**

**Seconded: Cr LEE**

**Res. No: 6/22**

That Council receives the Financial Statements of December 2021 for the Municipal Fund.

**Carried: 5/0**

### **10.2.3 Outstanding Rates/Debtors Report 31 January 2022**

#### **Council Resolution**

**Moved: Cr LEE**

**Seconded: Cr YON**

**Res. No: 7/22**

The report is noted.

**Carried: 5/0**

#### 10.2.4 Financial Statements - January 2022

##### **Council Resolution**

**Moved: Cr MASLI**

**Seconded: Cr WOO**

**Res. No: 8/22**

That Council receives the Financial Statements of January 2022 for the Municipal Fund.

**Carried: 5/0**

#### 10.3 Manager Community/Recreation Services & Training

#### 10.4 Manager Works, Services & Waste

##### 10.4.1 Tender for Sale of Surplus Items, Plant and Equipment

##### **Council Resolution**

**Moved: Cr YON**

**Seconded: Cr LEE**

**Res. No: 9/22**

That Council calls for Tenders for the Sale of Surplus Items and Plant and equipment as below:

Description	Plant No	Year	Approx. Km/Hrs
01 Stihl Brush cutter FS130	P0010	n/a	n/a
02 Stihl Brush cutter FS130	P0010	n/a	n/a
03 Stihl Brush cutter FS130	P0010	n/a	n/a
04 Stihl Brush cutter FS130	P0010	n/a	n/a
01 Stihl Leaf Blower Machine BG56	P0150		
01 Kubota Ride-on Mower	P0060	2014	n/a
02 Kubota Ride-on Mower	P0210	2015	n/a
03 Honda Mower HRU216		n/a	n/a
01 Chain Saw MS180	P0130	n/a	n/a
02 Chain Saw MS211	P0130	n/a	n/a
03 Chain Saw MS250	P0130	n/a	n/a
04 Chain Saw MS250	P0130	n/a	n/a
05 Chain Saw MS250	P0130	n/a	n/a
06 Chain Saw MS250C	P0130	n/a	n/a
07 Chain Saw MS461	P0130	n/a	n/a

**Carried: 5/0**

##### 10.4.2 Tender for Sale of Surplus Hino Truck

##### **Council Resolution**

**Moved: Cr YON**

**Seconded: Cr LEE**

**Res. No: 10/22**

That Council calls for Tenders for the Sale of the Old Hino Hiab Tray Truck.

**Carried: 5/0**

#### 10.5 Manager Governance, Research, Policy & Grants

#### 11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

#### 12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

**13 BEHIND CLOSED DOORS**

**14 CLOSURE OF MEETING**

The Shire President closed the meeting at 7.25pm

**15 DATE OF NEXT MEETING: 22 March 2022**





## SHIRE OF CHRISTMAS ISLAND

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SUBMISSION TO	Ordinary Council Meeting 22 March 2022
AGENDA REFERENCE	9.1
SUBJECT	Minutes of Community Consultative Committee Meetings
LOCATION/ADDRESS/APPLICANT	Nil
FILE REFERENCE	2.4.1
INTEREST DISCLOSURE	None
DATE OF REPORT	17 March 2022
AUTHOR	Chris Su, GRPG Manager
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

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### RECOMMENDATION

**That the Confirmed Minutes of the Community Consultative Committee meeting of June 2<sup>nd</sup> 2021, June 7<sup>th</sup> 2021, June 23<sup>rd</sup> 2021, November 15<sup>th</sup> 2021 and Information Session with Fisheries Management Committee August 2<sup>nd</sup> 2021 be received.**

### BACKGROUND

The objectives of the Community Consultative Committee are set as follows:

- To review and make recommendations about the impact, application and administration of the applied WA laws on its own motion or by referral from Council or the CEO;
- To review and make recommendations about the performance of WA government agencies providing services under formal or informal SDAs on its own motion or by referral from Council or the CEO;
- To review and make recommendations about the application of Commonwealth law and “state-type services” provided by the Commonwealth on its own motion or by referral from Council or the CEO;
- To review and make recommendations about any Council policy the subject of community consultation as referred to it by Council or the CEO;
- To meet with Commonwealth and State Government representatives about the application of laws and service provision for information and feedback; and
- To establish sub-committees and working groups to facilitate consideration of any matter for report back to the Committee.

### COMMENT

The CCC met a total of nine times in 2021.

### STATUTORY ENVIRONMENT

There are no statutory environment implications arising from this matter.

### POLICY IMPLICATIONS

There are no significant policy implications arising from this matter.

### FINANCIAL IMPLICATIONS

There are no significant financial policy implications arising from this matter.

**STRATEGIC IMPLICATIONS & MILESTONES**

There are no significant strategic implications arising from this matter.

**VOTING REQUIREMENTS**

A simple majority is required.

**ATTACHMENTS**

- 9.1.1 Confirmed minutes of June 2<sup>nd</sup> 2021
- 9.1.2 Confirmed minutes of June 7<sup>th</sup> 2021
- 9.1.3 Confirmed minutes of June 23<sup>rd</sup> 2021
- 9.1.4 Confirmed minutes of Information Session with FMC, August 2<sup>nd</sup> 2021
- 9.1.5 Confirmed minutes of November 15<sup>th</sup> 2021



## CONFIRMED MINUTES

### Meeting of the Community Consultative Committee (CCC) of the Shire of Christmas Island held at the George Fam Centre at 4.15pm Wednesday 2<sup>nd</sup> June 2021

#### 1 Declaration of Opening of Meeting / Announcement of Visitors

1.1 Gordon THOMSON declared the meeting opened at 4.25pm

1.2 Welcomed the marine consultants engaged by the Australian Marine Conservation Society Harriet DAVIES and Rebecca WEEKES

Fisheries Management Committee members also present

#### 2 Record of Attendance/Apologies/Leave of Absence/Declarations of Financial, Proximity or Impartiality Interest

##### 2.1 Record of Attendance

##### Community Consultative Committee

Shire President	Gordon THOMSON
Council Representative	Hafiz MASLI
CI Neighbourhood Centre	Oliver LINES
Union of Christmas Island Workers	Kelvin LEE
Poon Saan Club	Suzane CHAN
CI Phosphates	Joy WICKENDEN
Chinese Literary Association	GEE Foo
Christmas Island Women's Association	Nora KOH
Islamic Council of Christmas Island	Greg MCINTOSH
Malay Association of CI	Azmi YON

Manager of Policy	Chris SU
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##### Fisheries Management Committee

Member	Mark ROCHFORD
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##### 2.2 Apologies

Councillor Representative	Morgan SOH
Shire CEO	David PRICE

### **3. Agenda Business**

#### **3.1 Visit from Marine Consultants from Australian Marine Conservation Society**

Gordon THOMSON recapped that this opportunity to help co-design the Marine Park and applicable Fisheries Regulations was a first in terms of governance on Christmas Island where local input is being meaningfully sought.

Gordon THOMSON summarised Harriet DAVIES and Rebecca WEEKES' meeting at the Malay Club the evening previous and informs meeting that the Malay Club meetings will continue throughout the week and are open to all.

Azmi YON recounted from Malay Club meeting that residents were dissatisfied that there was a lack of hard data from WA DoF in terms of population count before the draft regulations were put forward. WA DoF had used a precautionary principle of outright protecting species from catch without providing evidence that those fish needed to be protected in totality. Science needs to inform the laws.

Harriet DAVIES put forward that they are here to meet the community, collecting views and evidence to support the proposed plan.

There are two separate things at hand; Fishing Regulations and Marine Park. One is a state type concern and the other is federal.

Marine Parks create zones within them which can be managed by its own set of rules with Rangers funded to do that. Its aims are to protect bio-diversity.

The meeting noted that preserving the IOT's bio-diversity in the Marine Park zone will protect eco-systems near and far. The impact on the preservation within the Marine Park zone will have positive impacts on places far outside it.

Meeting had present position to have the first 12 nautical miles from shore as Yellow (enabling recreational and small scale commercial fishing) and the subsequent Exclusive Economic Zone as Green (preserving it from all fish take). There was wide agreement that Islanders should not have any Blue Zones (for industrial activity).

Meeting discussed need for collecting data to make informed decisions and regulations about fisheries management in the 12 nautical miles. It may be years before the decisions may be made, with interim time collecting data.

Agreement that present planning of zones in 12 nautical mile should not lock out future generations from fishing.

Gordon THOMSON summarised that a CI Fisheries Management Authority had been put forward, that would hold the Government structurally to following its resolutions. Such an authority would have locals working in tandem with fishery scientists and legal/government experts.

GEE Foo asked for the expected timeline for a plan to be put to the Commonwealth. Harriet DAVIES shared that the Department had wished to have a finished plan put to them before the next federal election.

Mark ROCHFORD informed the meeting that an email correspondence with WA DoF confirmed to him that WA DoF would not be part of a Service Delivery Agreement

with the Commonwealth from July 1 2021. The CCC was unaware of this development.

Discussion on the annual cost of the Fisheries SDA, \$700,000, being possibly made available to a proposed new local body.

Agreement by meeting that Stock Assessments of fish populations should form an early focus in the proposed plan to best understand the present health of the stocks.

Meeting reaffirmed that to protect the IOT bio-diversity was to protect eco-systems beyond the boundary of the IOTs.

Harriet DAVIES and Rebecca WEEKES made arrangements to sit with CCC and FMC members as needed until 8/6/21 when they leave for Cocos.

Resolved to invite Harriet DAVIES and Rebecca WEEKES come to the planned CCC meeting at 4.15pm Monday 7<sup>th</sup> June.

**5 General Business**

**6 Closure of Meeting**

6.1 Meeting ended at 17:50

**7 Date of Next Meeting**

7.1 The date of the next meeting is to 7<sup>th</sup> June with National Parks.



## CONFIRMED MINUTES

### Meeting of the Community Consultative Committee (CCC) of the Shire of Christmas Island held at the George Fam Centre at 4.15pm Monday 7th June 2021

#### 1 Declaration of Opening of Meeting / Announcement of Visitors

- 1.1 Gordon THOMSON declared the meeting opened at 4.25pm
- 1.2 Welcomed Mike MISSO and Alleyn WHYTE from National Parks Australia
- 1.3 Welcomed marine consultants engaged by the Australian Marine Conservation Society Harriet DAVIES and Rebecca WEEKES

Fisheries Management Committee members also present

#### 2 Record of Attendance/Apologies/Leave of Absence/Declarations of Financial, Proximity or Impartiality Interest

##### 2.1 Record of Attendance

##### Community Consultative Committee

Shire President	Gordon <b>THOMSON</b>
Council Representative	Hafiz <b>MASLI</b>
CI Neighbourhood Centre	Oliver <b>LINES</b>
Union of Christmas Island Workers	Kelvin <b>LEE</b>
Poon Saan Club	Suzane <b>CHAN</b>
Chinese Literary Association	<b>GEE</b> Foo
Christmas Island Women's Association	Nora <b>KOH</b>
Islamic Council of Christmas Island	Greg <b>MCINTOSH</b>
Malay Association of CI	Azmi <b>YON</b>

Manager of Policy	Chris <b>SU</b>
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##### Fisheries Management Committee

Member	Mark <b>ROCHFORD</b>
Member	Kelana <b>ARSHAD</b>

##### National Parks

Mike **MISSO**  
Alleyn **WHYTE**

##### Marine Park Consultants

Harriet **DAVIES**  
Rebecca **WEEKS**

## 2.2 Apologies

Councillor Representative  
Shire CEO  
CI Phosphates

Morgan **SOH**  
David **PRICE**  
Joy **WICKENDEN**

## 3. Agenda Business

### 3.1 Visit from National Parks Australia, on proposed CI Marine Park

Gordon THOMSON summarised that the CCC and FMC discussion to date for zoning of the proposed Marine Park is yellow zone for the inner 12nm and then green from there to the edge of the EEZ.

### 3.2 Mike MISSO and Alleyn WHYTE recapped the three zones of a Marine Park. Summarised that Marine Parks are Commonwealth creations and not concerned with rules around fish take such as size, amount caught, season of catch or export of fish.

A Marine Park zoned areas for usage and concentrates of preserving habitat.

### 3.3 CCC queried on the planned visit of the CSIRO scientific vessel '*The Investigator*.' Alleyn WHYTE updates that COVID has caused a delay to the planned mid-year visit and in addition the planned school student visit onboard *The Investigator* and other educational aspects of the visit onshore by the scientists will be paused for COVID restriction reasons.

Summarised the scientific mission of *The Investigator* to be mapping the deep sea areas off Christmas Island where there was a large gap in knowledge.

### 3.4 CCC discussed the 50m exclusion zone from spearfishing of water adjacent to a National Park. Mike MISSO advised that the proposed National Park will likely push up against the 50m in its establishment *Proclamation*.

### 3.5 The CCC asked if any other information regarding the \$5.4m announcement by the Minister for the funding of CKI and CI Marine Parks was available.

Mike MISSO said that \$5.4m was for both CKI and CI over four years. This money is to develop usage of the marine parks, with Tourism being a possible use that could tap into the funding.

It is an allocation in the 2021 Federal Budget to National Parks and a portion will be towards grants. The scope of the grants program is still to be written. Mike MISSO provided some examples of what the grant funding could possible by used for:

- Coastal Walks
- Training for monitoring
- Rangers
- Citizen Science
- Tourism usage of the marine park
- Moorings

Summarised that the grant funding would be towards economic development for the marine environment.

- 3.6 The CCC put forward that at \$5.4m for each island over four years, it equated to about \$675,000 per year per Island. It is unknown what portion of the \$675,000 would be allocated for grant funding.

CCC expressed that an initial project that the allocation could go to is continued engagement of independent consultants as what is presently the case with the two independent persons funded by Australian Marine Conservation Society.

Action Item no.	Description	Officer
1	National Parks to continue discussion with DITRDC on how to progress and continue this process of engaging third party consultants on state fishing and federal marine park matters?	Mike MISSO

- 3.7 Chris SU asked which agency is responsible for patrolling waters in the Australian EEZ zones?

Alleyn WHYTE advised that it is the portfolio of *Maritime Border Command* which is under Border Force. Several agencies interact within it:

- Defence
- Border Force
- Australian Fisheries Authority
- National Parks Australia

The MBC is responsible for coordinating and controlling operations to protect Australia's national interests against the following maritime security threats:

- illegal exploitation of natural resources
- illegal activity in protected areas
- unauthorised maritime arrivals
- prohibited imports/exports
- maritime terrorism
- piracy
- compromise to bio-security
- marine pollution.

- 3.8 Alleyn WHYTE explained that this joint agency group whom Parks works with to request and task those agencies to do patrols along with other activities.

- 3.9 Chris SU put forward that normally requesting information from Marine Border Command on how many patrol hours they did in an EEZ (Norfolk Island for example) and how many unauthorised fishing vessels they intercepted would be an ordinary supply of information from a federal agency to a member of the public. In the Christmas Island context however, 'on the water' matters surrounding fishing vessel activities have historically been redacted.

- 3.10 Chris SU put forward that being able to document the number of hours patrolling the CI EEZ in combination with collection of fishing vessel number turnarounds /



intercepts would be an important variable to understand in the eventual formula to calculate the efficacy of the Marine Park.

Broadly, if “X” hours of patrol on the water per year turned away “Y” vessels per year and the data count for fish population was “Z”, then after taking into account mitigating factors A,B,C regarding weather, IOT dipole, el nino, etc for margin of error, we should be able to see over time the impact of patrol activity on population health quantified numerically.

The CCC noted that there was a lack of fish population data from the WA Dept of Fisheries historically and this was one of the points of contention the community had with the proposed Draft Fisheries Ordinances 19/20. The CCC were keen to document the health of the populations with a base line study first so that future population counts could be compared against it.

- 3.11 National Parks noted the feedback on the CCC wish to be able to know the patrol hours spent in the Marine Park and vessels intercepted / turned around.

- 3.12 Mike MISSO presented a draft map of the Marine Park. The inner 12nm is yellow and runs along latitude and longitude lines for simplicity. The balance is green zone to the edge of the allowable EEZ.

Advises that National Parks plans to return in late July with a Draft Proposal for Marine Park design. This will start the ‘informal consultation.’

The formal legislative mandated consultation will follow, which will be for 60 days minimum.

- 3.13 National Parks said the accompanying Management Plan following the Proclamation will align with the communities wishes for the Marine Park.

The CCC reaffirmed that it would be useful if the \$5.4m went to ongoing consultation to be resourced; and for it to be auspiced to the people of the Island and not the Department. Gordon THOMSON put forward that the local government is a logical place to auspice the money as the Fisheries Management Committee and Community Consultative Committee operate from there with the Councillors being democratically elected.

- 3.14 CCC put forward concerns that the follow through on the completion of the Management Plan and the Marine Park zone design might not be aligned with the communities’ input as put forward earlier by National Parks.

The CCC is optimistic, but cautious in this respect. Recounted the ‘community consultation’ between Draft Fisheries Regulations 2019 and 2020 versions where nothing changed except the date and the name of the Governor General on the documents.

- 3.15 Mike MISSO said that he was supportive of the process that has been happening presently on CI and CKI, and hoped that the final plans measured up to the vision of the communities.

- 3.16 Harriet DAVIES reiterates that the orange box at the end of the “*How a Marine Park is Established*” handout National Parks provided shows the ‘rule making’ section and the stage which the FMC and CCC and community could provide input to.

#### **4. Confirmation of Previous Minutes**

##### **4.1 October 20<sup>th</sup> 2020 Minutes**

###### **CCC Resolution**

**Moved: Hafiz MASLI**

**Seconded: Kelvin LEE**

**Res. No: CCC4/21**

That the Community Consultative Committee accept the Minutes of the CCC meeting on 20 October 2020 as a true and accurate record.

**Carried: 10/0**

##### **4.2 February 17<sup>th</sup> 2021 Minutes**

###### **CCC Resolution**

**Moved: Hafiz MASLI | Seconded: Kelvin LEE**

**Res. No: CCC5/21**

That the Community Consultative Committee accept the Minutes of the CCC meeting on 17<sup>th</sup> February 2021 as a true and accurate record.

**Carried: 10/0**

##### **4.3 April 7<sup>th</sup> 2021 Minutes**

###### **CCC Resolution**

**Moved: Hafiz MASLI**

**Seconded: Kelvin LEE**

**Res. No: CCC6/21**

That the Community Consultative Committee accept the Minutes of the CCC meeting on 7<sup>th</sup> April 2021 as a true and accurate record.

**Carried: 10/0**

##### **4.4 April 19<sup>th</sup> 2021 Minutes**

###### **CCC Resolution**

**Moved: Hafiz MASLI**

**Seconded: Kelvin LEE**

**Res. No: CCC7/21**

That the Community Consultative Committee accept the Minutes of the CCC meeting on 19<sup>th</sup> April 2021 as a true and accurate record.

**Carried: 10/0**

#### **4.5 April 29<sup>th</sup> 2021 Minutes**

##### **CCC Resolution**

**Moved: Hafiz MASLI**

**Seconded: Kelvin LEE**

**Res. No: CCC8/21**

That the Community Consultative Committee accept the Minutes of the CCC meeting on 29<sup>th</sup> April 2021 as a true and accurate record.

**Carried: 10/0**

#### **4.6 June 2nd 2021 Minutes**

##### **CCC Resolution**

**Moved: Hafiz MASLI**

**Seconded: Kelvin LEE**

**Res. No: CCC9/21**

That the Community Consultative Committee accept the Minutes of the CCC meeting on June 2nd 2021 as a true and accurate record.

**Carried: 10/0**

#### **5 General Business**

#### **6 Closure of Meeting**

6.1 Meeting ended at 17:50

#### **7 Date of Next Meeting**

7.1 The date of the next meeting is to 23<sup>rd</sup> June with several WA State Agencies



## CONFIRMED MINUTES

### Meeting of the Community Consultative Committee (CCC) of the Shire of Christmas Island held at the George Fam Centre at 4.15pm Wednesday June 23rd 2021

#### 1 Declaration of Opening of Meeting / Announcement of Visitors

1.1 Gordon THOMSON declared the meeting opened at 4.25pm

1.2 Welcomed visiting WA State agencies

- Health and Disabilities Services Commission  
Erica John, Manager Strategy and Engagement  
[erica.john@hadsco.wa.gov.au](mailto:erica.john@hadsco.wa.gov.au) ph: (08) 6551 7600
  - Equal Opportunity Commission  
Stephen Goodall,  
[Stephen.Goodall@eoc.wa.gov.au](mailto:Stephen.Goodall@eoc.wa.gov.au) , 08 92163900
  - Department of Commerce  
Joan Susinetti  
[joan.susinetti@dmirs.wa.gov.au](mailto:joan.susinetti@dmirs.wa.gov.au), 08 65529253
  - WA Ombudsman  
Deidre Govindan, Compliance Officer  
[deidre.govindan@ombudsman.wa.gov.au](mailto:deidre.govindan@ombudsman.wa.gov.au) ph: (08) 9220 7555
- Lindon McKenna, Principal Project Officer  
[lindon.mckenna@ombudsman.wa.gov.au](mailto:lindon.mckenna@ombudsman.wa.gov.au) ph: (08) 9220 7555

#### 2 Record of Attendance/Apologies/Leave of Absence/Declarations of Financial, Proximity or Impartiality Interest

##### 2.1 Record of Attendance

##### Community Consultative Committee

Shire President  
CI Neighbourhood Centre  
Union of Christmas Island Workers  
Poon Saan Club  
Chinese Literary Association  
Shire CEO  
CI Phosphates

Gordon **THOMSON**  
Oliver **LINES**  
Kelvin **LEE**  
Jackie **TEH**  
Melanie **HAN**  
David **PRICE**  
Joy **WICKENDEN**

## **2.2 Apologies**

Manager of Policy  
Councillor Representative  
Christmas Island Women's Association  
Islamic Council of Christmas Island  
Malay Association of CI  
Council Representative

Chris **SU**  
Morgan **SOH**  
Nora **KOH**  
Greg **MCINTOSH**  
Azmi **YON**  
Hafiz **MASLI**

## **3. Agenda Business**

### **3.1 Presentations from visiting WA State Agencies**

Equal Opportunity Commission, HADSCO, Dept of Commerce and WA Ombudsman presented to the CCC.

Overview of areas of responsibilities for each agency presented; material provided to members to assist Islanders in contacting the agencies for follow up queries.

Invite to CCC members from state agencies for their community bbq information session on Thursday 24<sup>th</sup> July at the CRC. They also had community meets at the Poon Saan Club and Malay Club in the weeks' engagement as well.

## **4 General Business**

## **5 Closure of Meeting**

### **5.1 Meeting ended at 17:50**

## **6 Date of Next Meeting**

### **6.1 The date of the next meeting is to TBA.**



## CONFIRMED MINUTES OF INFORMATION SESSION

### Information Session with Parks Australia, Fisheries Management Committee and CCC at George Fam Centre at 9.00am August 2<sup>nd</sup> 2021

#### 1 Declaration of Opening of Meeting / Announcement of Visitors

- 1.1 Gordon THOMSON declared the meeting opened at 9.05am
- 1.2 Welcomed FMC members and Mike MISSO, Jason MUNDY and Alleyn WHYTE from National Parks

#### 2 Record of Attendance/Apologies/Leave of Absence/Declarations of Financial, Proximity or Impartiality Interest

##### 2.1 Record of Attendance

##### Community Consultative Committee

Shire President	Gordon <b>THOMSON</b>
CI Neighbourhood Centre	Oliver <b>LINES</b>
Malay Association of CI	Azmi <b>YON</b>
Manager of Policy	Chris <b>SU</b>
Shire CEO	David <b>PRICE</b>
CI Phosphates	Joy <b>WICKENDEN</b>

##### Fisheries Management Committee

Member	Kelana <b>ARSHAD</b>
Member	Mark <b>ROCHFORD</b>

##### National Parks

Director IOT Marine Parks	Mike <b>MISSO</b>
Assistant Director IOT Marine Parks	Alleyn <b>WHYTE</b>
A/G First Assistant Secretary	Jason <b>MUNDY</b>

##### 2.2 Apologies

Councillor Representative	Morgan <b>SOH</b>
Christmas Island Women's Association	Nora <b>KOH</b>
Islamic Council of Christmas Island	Greg <b>MCINTOSH</b>
Council Representative	Hafiz <b>MASLI</b>
Poon Saan Club	Jackie <b>TEH</b>
Chinese Literary Association	Melanie <b>HAN</b>
Union of Christmas Island Workers	Kelvin <b>LEE</b>

### 3. Previous Minutes and Actions

	Action Item	CCC Meeting	Action Officer	Status
1.	DIRDC Community Engagement Protocol-DIRDC still has not responded to August 15th 2019 request by CCC Secretariat for copy of DIRC's Community Engagement Protocol.	August 2019	Chris Su	Still awaiting from DITCRD
2.	Awaiting response from NDIS Minister Linda Reynolds on CCC letter of 12 April 2021 on whether or not the NDIS will continue to apply on CI in the future	April 7 <sup>th</sup> 2021	Shire CEO	Still awaiting from NDIS Minister
3.	National Parks to discuss with DITRDC on a long term way forward to continue engaging with island residents with a funded independent third party consultancy	June 7 <sup>th</sup> 2021	Mike Misso	Mike Misso informed meeting of 2/8/2021 that he had been in contact with DITRDC and they are continuing dialogue.

### 4. Agenda Business

#### 4.1 Updates from National Parks on proposed Marine Park

Mike MISSO and Alleyn WHYTE presented the Draft Christmas Island Marine Park map. It comprises of a yellow zone for the first 14NM offshore and then a green zone for the balance of the Exclusive Economic Zone.

Meeting noted that the 97nautical mile line to the north of Christmas Island runs parallel to the Indonesian EEZ as per the 1997 agreement with Indonesia.

National Parks summarised the process taken to get to this map. It involved educational workshops around 'what are marine parks/how do they differ from state fishing regulations' to what the zoning options for marine parks are.

National Parks said from their engagements on CKI and CI that a consensus has been reached on their respective draft designs with stakeholder input.

Kelana ARSHAD wanted to know more about what permit systems may be put in place for using the new marine park.

Mike MISSO provided that the Marine Park Management Plan will issue 'Class Approvals' to minimise disruption to community use.

Mike MISSO presented the 7 step chart for creating a Marine Park. Noted that we are at step 4 – *Informal Consultation*. This involves the Dept of Parks receiving feedback from stakeholders on a proposed draft. The following step 5 – *Formal Consultation*, is the mandatory 60 day process under the EPBC Act that allows for all interested parties to make submissions.

#### ACTION ITEM:

Mike MISSO reported as requested from the June 7<sup>th</sup> 2021 CCC meeting that he had been in discussions with DITRDC on a continued funded consultation assistance program to assist the Island in meeting maritime management needs.

CCC discussed the importance of the community being resourced correctly to help make its decisions. The CCC's preference was that the CCC be funded to choose which consultants it wants to engage with, rather than the consultants being chosen by the Commonwealth or otherwise externally.

Oliver LINES recounts Australian Border Force Facebook Post of July 27<sup>th</sup> reporting an intercept of a foreign vessel in Christmas Island EEZ waters. 1.5t of tuna fish on board.

Discussion on what input National Parks has with ABF via their joint Marine Border Command (MBC) for compliance management.

Chris SU raised again the challenges he sees with transparency in reporting number of hours the Navy/ABF spend patrolling the waters off Christmas Island. Noted that it would most likely be public information to request how many hours MBC spent patrolling waters in other parts of Australia – but with the dimension of asylum seeker boat patrolling performed by the MBC it may be seen as 'on water' matters and not disclosed.

Chris SU raised that the purpose for learning the patrolled hours spent on the water would be useful in creating a model to describe "X" number of patrolled hours will detect "Y" number of boats which will save "Z" tons of fish. Chris SU noted that all models have 'noise' but a baseline model would be useful to gauge impacts.

Jason MUNDY thought that the data regarding hours spent patrolling would be available once the Marine Parks are established.

CCC asked what were the punitive measures for a vessel caught? National Parks responded that forfeitures and onshore prosecutions are options for the authorities to pursue.

Mike MISSO provided more information on the \$5.4m Marine Park grants for CKI and CI in the first four years of the establishment of the park. The grant program was focused on creating opportunities for interpretation and tourism. National Parks said that CKI were considering a Marine Interpretive Centre on CKI.

Meeting discussed opportunities for the Marine Park grant program involving conservation, research and tourism.



Mark ROCHFORD raised that people needed to know more about the Step 7 - *Management Plan*. CCC and FMC noted that they are more across the marine park and fisheries matters than the normal Islander. Details regarding how the marine parks and fisheries will be managed on a user level are unclear. Confusion with fisheries regulations at the state level still exists.

Kelana ARSHAD expressed that the terrestrial park team have challenges in monitoring and managing the parks because of manpower and funding issues. Discussion in CCC that the Marine Park may go the same way if sufficient resources are not allocated.

Discussion about Ministerial commitment towards training Islanders to form the ranger division for marine park management. Joy WICKENDEN highlighted that retaining our young people is important.

Meeting agreed to make their submissions to the Step 4- *Informal Consultation* phase as well as the future Step 5 – *Formal Consultation* phase to follow.



**4 General Business**

**5 Closure of Meeting**

5.1 10.50am – Meeting Closed.

**6 Date of Next Meeting**

6.1 The date of the next meeting is to TBA.



## CONFIRMED MINUTES OF MEETING

### Meeting of the Community Consultative Committee (CCC) of the Shire of Christmas Island held at the George Fam Centre at 4.15pm Monday 15<sup>th</sup> November 2021

#### 1 Declaration of Opening of Meeting / Announcement of Visitors

##### 1.1 Gordon THOMSON declared the meeting opened at 4.20pm

Explained as outgoing Chairperson that the first Committee meeting after a local government election requires that Committee to elect a Chairperson, and in the CCC's case have the Member Organisations inform the committee secretary whom their representatives would be.

#### 2 Record of Attendance/Apologies/Leave of Absence/Declarations of Financial, Proximity or Impartiality Interest

##### 2.1 Record of Attendance

##### Community Consultative Committee

Shire President	Gordon <b>THOMSON</b>
Council Representative	Hafiz <b>MASLI</b>
CI Neighbourhood Centre	Oliver <b>LINES</b>
Malay Association of CI	Azmi <b>YON</b>
Manager of Policy	Chris <b>SU</b>
Shire CEO	David <b>PRICE</b>
Union of Christmas Island Workers	Kelvin <b>LEE</b>
Christmas Island Tourism Assoc.	David <b>WATCHORN</b>
Chinese Literary Association	Melanie <b>HAN</b>

##### Apologies

Council Representative	Morgan <b>SOH</b>
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##### National Parks

Director IOT Marine Parks	Mike <b>MISSE</b>
National Parks officer	Alleyn <b>WHYTE</b>

#### 3. Election of CCC Chairperson

##### 3.1 Shire CEO as Returning Officer conducted the election for the position of CCC Chairperson. Gordon THOMSON was nominated by Kelvin LEE. Seconded by Hafiz MASLI.

Gordon THOMSON accepted the nomination.

No other nominations were received.

Shire CEO declared Gordon THOMSON as the CCC Chairperson for the 2021-2023 term.

#### **4. Previous Minutes and Action Items.**

##### **4.1 Confirmation of Previous Minutes**

#### **CCC Resolution**

**Moved:**

**Seconded:**

**Res. No: CCC15/21**

That the CCC confirm that the minutes of the August 9<sup>th</sup> 2021 meeting is a true and accurate record.

**Carried: 9/0**

#### **3. Business Arising and Action Items from Previous Meetings**

	<b>Action Item</b>	<b>CCC Meeting</b>	<b>Action Officer</b>	<b>Status</b>
1.	DIRDC Community Engagement Protocol-DIRDC still has not responded to August 15 <sup>th</sup> 2019 request by CCC Secretariat for copy of DIRC's Community Engagement Protocol.	August 2019	Chris Su	Still awaiting from DITCRD
2.	Awaiting response from NDIS Minister Linda Reynolds on CCC letter of 12 April 2021 on whether or not the NDIS will continue to apply on CI in the future	April 7 <sup>th</sup> 2021	Shire CEO	Still awaiting from NDIS Minister

#### **4. Agenda Business**

##### **4.1 Presentation from Michael MISSO and Alleyn WHYTE, National Parks**

Michael MISSO and Alleyn WHYTE inform CCC of the Mandatory Consultation period for the Marine Park proposal under the EPBC Act.

The informal consultation stage was from 16 July to 13 August. CCC members had provided written submissions in this period. MISSO informed the CCC that the Mandatory Consultation was from October 6<sup>th</sup> through to 6<sup>th</sup> December 2021, a period of 60 days.

CCC members encouraged to make a submission in this consultation round too.

#### **4.2 CI Fisheries Bag Limit Ordinance Vote Results, 23<sup>rd</sup> October 2021**

Chairperson THOMSON informed the CCC of the results of the fishing vote at the Poon Saan Community Hall. 231 in favour, with 10 opposed.

The Minister had been informed of the outcome of the fishing vote through correspondence from the Shire after the result.

#### **4.3 Mail Delays**

Residents have reported that they have missed their specialist appointments in Perth because they did not receive their appointment confirmation letters in time.

Perth Hospitals send appointment confirmation letters 3-4 weeks prior to the appointment day. They send a text message to reconfirm 48 hours before the appointment day.

Residents report that the text message is the first they have known about their appointment; they are forced to subsequently reschedule.

#### **4.4 PATS WA new travel subsidy**

CCC secretary read on 29 Sept an update on new WA PATS travel subsidy changes. The daily rate is increasing from \$60 to \$100 per night for commercial accommodation for WA PATS patients.

CCC Secretary Chris SU had asked IOTHS if they will be mirroring this subsidy change; IOTHS informed that they will return with more information at a later date.

### **4 General Business**

### **5 Closure of Meeting**

5.1 6.05pm

### **6 Date of Next Meeting**

6.1 The date of the next meeting is to TBA



## SHIRE OF CHRISTMAS ISLAND

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SUBMISSION TO	Ordinary Meeting 22 March 2022
AGENDA REFERENCE	10.1.1
SUBJECT	Annual Report 2020/21
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.5
INTEREST DISCLOSURE	None
DATE OF REPORT	16 March , 2022
AUTHOR	David Price, CEO
SIGNATURE OF AUTHOR	SIGNED

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### RECOMMENDATIONS

1. **The Shire of Christmas Island Annual Report for 2021 is accepted.**
2. **An Elector's General Meeting is held on Tuesday 26 April 2022 commencing at 6.30pm for the purpose prescribed by the Local Government Act 1995 (WA) (CI).**
3. **The Chief Executive Officer is to give notice of the Elector's Meeting and to ensure that statutory requirements regarding the acceptance of the Annual Report 2021 are met.**

### BACKGROUND

RSM has been engaged by the Office of the Attorney General (AGO) Western Australia to perform an audit of the Shire of Christmas Island's annual report for the year ended 30 June 2021.

RSM has completed the audit of the Shire of Christmas Island's Financial Statements for the year ended 30 June 2021.

Attached is a copy of the Shire of Christmas Island Annual Report which includes the Financial Statements 20/21 for Council's consideration.

### COMMENT

The auditors have reported that the Shire's financial accounts for the period ending 30 June 2021 were in good order and a fair representation of Council activities.

There is a significant adverse trend in the financial position of the Shire as, the Own Source Revenue Coverage Ratio and the Operating Surplus Ratio have been below the industry benchmark and OAG threshold for the past 3 years.

There were also significant weaknesses identified in the Shire's access and change management relating to the financial system. These weaknesses increase the risk of inappropriate or unauthorised access to the system and undermine the confidentiality, integrity and availability of the Shire's financial system and information. Steps are being put in place to address these matters.

In accordance with section 5.27 (2) of the Local Government Act 1995 (WA) (CI) an elector's meeting must be held within 56 days of the acceptance of the annual report. It is recommended that the elector's meeting is scheduled for Tuesday 26 April 2021.

## **STATUTORY ENVIRONMENT**

Section 5.53 (1) of the Local Government Act 1995 (WA) (CI) requires the Council to prepare an annual report for each financial year.

Section 5.54 of the Local Government Act 1995 (WA) (CI) outlines the time period for acceptance of the annual report; namely that the report must be accepted no later than 31 December after that financial year.

Section 5.55 of the Local Government Act 1995 (WA)(CI) requires the CEO to give public notice of the availability of the annual report as soon as practicable after Council has accepted the annual report.

Section 5.27 (2) of the Local Government Act 1995 (WA)(CI) requires a general electors meeting to be held within 56 days of Council receiving the annual report.

Section 7.2 of the Local Government Act 1995 (WA)(CI) requires the accounts and annual financial report of a local government for each financial year to be audited by an auditor appointed by the local government.

Section 7.9 (1) of the Local Government Act 1995 (WA)(CI) requires an auditor to examine the accounts and annual financial reports submitted for audit and, by 31 December next following the financial year to which the accounts and report relate or such date as may be prescribed, to prepare a report thereon and forward a copy of that report to:

- The Shire President;
- The CEO of the Local Government; and
- The Minister.

## **POLICY IMPLICATIONS**

There are no significant policy implications arising from this matter.

## **FINANCIAL IMPLICATIONS**

There are no financial implications arising from this matter.

## **STRATEGIC IMPLICATIONS & MILESTONES**

Objective 1 of the Government environment is to “Provide good governance in line with the requirements of the Local Government Act and the culture of the Island”. Objective 4 of the same Environment is to “Effectively manage the resources of the Shire in line with the objectives of the Strategic Plan”.

## **VOTING REQUIREMENTS**

An absolute majority is required.

## **ATTACHMENT**

- |          |  |
|----------|--|
| 10.1.1.1 | Annual Report including the Audited Financial Statements and opinion provided separately |
| 10.1.1.2 | Management Letter  |

## SHIRE OF CHRISTMAS ISLAND

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

### FINDINGS IDENTIFIED DURING THE AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Maintenance of grant register including assessment on AASB15/1058 revenue recognition		✓	
2. Shire policies and processes		✓	
3. Business continuity/succession planning for key staff		✓	
4. Inventory practices		✓	
5. Excessive annual leave		✓	

### KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.



## SHIRE OF CHRISTMAS ISLAND

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

### FINDINGS IDENTIFIED DURING THE AUDIT

#### 1. Maintenance of grant register including assessment on AASB15/1058 revenue recognition

##### Finding

In our assessment on grant revenue, contract asset and contract liabilities, we noted that:

1. The Shire does not maintain a complete grant register that records the purpose of the grant, funding received and amount spent during the year. We note a schedule of grants reconciling to the total contract asset and liability is maintained, there is no reconciliation maintained for total grant revenue.
2. The Shire does not perform revenue assessment on grants that is recognised under AASB 15 and AASB 1058.

##### Rating: Moderate

##### Implication

There is an increased risk that any grant received or expended during the year may be omitted from reporting hence resulting in error in financial reporting. There is also a risk that certain grant revenue may not be adequately recognised under the accounting standards.

##### Recommendation

The Shire should actively maintain a grant register and regularly update the register whenever a grant is received or expended. The grant register should be independently reviewed. The responsible party should be aware of AASB15 and AASB 1058 requirements and implement them accordingly.

##### Management Comment

*These new accounting standards AASB15/1058 have brought about the change and accounting treatment of grant revenue and the onus is on the Shire to determine the status of that revenue and ensure that it is accounted for in the appropriate way. If there is a contractual obligation to deliver an outcome and revenue is received in advance then a liability is created until that obligation is met and revenue is then brought to account.*

*The finance section will put in a process where all grant revenue will be assessed and contracts associated with that grant will be reviewed to determine contractual obligations and the grant will be accounted for appropriately as either a contract liability or revenue. The Shire maintains a Grants folder with the Records Officer, and kept on file 3.2.78. A grant register will also be established to capture all grant revenue received by the Shire.*

**Responsible Person:** Manager Finance & Administration and Governance, Research, Policy and Grants Manager

**Completion Date:** 28 February 2022

## SHIRE OF CHRISTMAS ISLAND

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

### FINDINGS IDENTIFIED DURING THE AUDIT

## 2. Shire Policies and Processes

### Finding

We noted the Shire does not have formally documented policies for fixed assets, revenue and petty cash. We also note previous practice of the Shire is to review policies and processes every 4 years. Council Employment, Corporate Credit Cards, Purchasing Policy and the finance manual have not been reviewed in the required timeframe.

Furthermore, the following was also identified:

- Risk Management Plan is required to be updated every 2 years, as per regulation 17. This plan was last updated on August 2018 and is now overdue.
- There's no formalised review scheduled for the Internal Control Framework, this review commenced in November 2018 but is yet to be completed.

### Rating: Moderate

### Implication

Without updated and approved policies, procedures and plans, staff may be unaware of Council and management's expectations regarding how they conduct themselves and perform key transactions and activities which can lead to errors, fraud and/or non-compliance.

### Recommendation

The Shire should:

- formally document a policies and procedures for fixed assets, revenue and petty cash;
- policies and procedures should be reviewed periodically and approved by Council; and
- review and update the Risk Management Plan an Internal Control Framework.

### Management Comment

*The Shire will undertake a full assessment and review of its policies and procedures and present to Council for adoption over the coming months. The Council does in fact have a Policy Manual which at the time of audit did not have the policies mentioned above but is in the process of developing these specific policies. The Council also has an existing Significant Accounting Policy within their financial statements which covers the above mentioned sections, but will endeavour to develop a separate policy for those areas.*

*The Shire will also review its Risk Management Plan and report status to the Council Audit Committee for noting.*

*The Council is aware that a review of Internal Controls as required under Financial Management Reg 5(2) is due during this calendar year and is scheduled to be completed during 2022.*

*The Shire will establish a Compliance Calendar which will ensure that all Statutory reporting obligations are managed under the stewardship of the Manager Research, Policy & Grants, this calendar will include annual review of policies & adoption by Council.*

**Responsible Person:** Governance, Research, Policy and Grants Manager& Manager Finance & Administration

**Completion Date:** 31 December 2022

## SHIRE OF CHRISTMAS ISLAND

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

### FINDINGS IDENTIFIED DURING THE AUDIT

#### 3. Business continuity/succession planning for key staff

##### **Finding**

During our audit, the finance manager had to attend to a personal matter and could not attend to audit queries. Due to the concentration of knowledge with a sole officer and lack of succession planning for key staff several audit queries were unable to be addressed by another officer of the Shire due to their lack of understanding/knowledge and experience of the processes being queried.

##### **Rating: Moderate**

##### **Implication**

There is an increased risk due to the concentration of knowledge in key officers where the Shire does not have backup plans in place.

##### **Recommendation**

The Shire should ensure adequate succession planning processes are developed and implemented to ensure business continuity is maintained.

##### **Management Comment**

*This particular issue is a cause of concern for all small to medium Shires due to resourcing issues and of course should be addressed in this Shire. This is a major concern for the Shire of Christmas Island, with its aging workforce and problems identified with large leave balances. It is imperative that the Shire look at succession planning and ensure that staff within critical areas, such as finance is trained in different areas of the portfolio. It is not good practice for one officer to hold and retain the knowledge; it should and will be shared to all staff.*

*Staff will also be encouraged to attend staff development opportunities to broaden and strengthen their knowledge base.*

##### **Responsible Person:**

Chief Executive Officer and all Managers

##### **Completion Date:**

Initially 31 December 2022 but an ongoing process

## SHIRE OF CHRISTMAS ISLAND

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

### FINDINGS IDENTIFIED DURING THE AUDIT

#### 4. Inventory practices

##### Finding

When the Shire utilises the inventory items such as aggregate or bitumen, we noted that there is no formal invoice, or alternative documentation to confirm the quantity of inventory used for each project. We understand the estimated quantity of materials used are communicated verbally and in certain occasions via email with the finance team.

We also noted there was an unexplained variance of \$16,952 between the year-end stocktake performed by the audit team 5 days prior to year-end and the balance reported at 30 June 2021 as the Shire was unable to provide a reconciliation for the diesel.

##### Rating: Moderate

##### Implication

Without effectively monitoring and controlling inventory items used there is an increased risk that internal controls are weakened due to the absence any formality of the quantity of inventory used. Further amounts reported in the financials may be inaccurate.

##### Recommendation

The Shire should improve current practices for inventory use and ensure all adequate supporting documentation is maintained by the Shire for all movements in inventory level.

##### Management Comment

*The Shire purchases a large amount of inventory such as aggregate or bitumen for roads and other infrastructure jobs mainly due to the fact that this is an island and stock needs to be stockpiled for convenience purposes. The Shire has already implemented a process where this inventory is drawn down and charged appropriately to the relevant jobs which will ensure integrity of the opening and closing balances.*

*A review of current process will be undertaken and implement a formal process to ensure that the monthly reconciliation of Shire inventory is correct and the physical stock reconciles with stock on hand and balances are correct and accounted for.*

**Responsible Person:** Manager Finance, Storeman, Manager Works & Services & Waste  
**Completion Date:** 30 June 2022

## SHIRE OF CHRISTMAS ISLAND

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

### FINDINGS IDENTIFIED DURING THE AUDIT

#### 5. Excessive annual leave

##### **Finding**

We note there are 23 employees that have accrued more than 8 weeks of annual leave entitlements with no leave management plan in place.

##### **Rating: Moderate**

##### **Implication**

There is an increased risk that internal controls are weakened due to the absence of staff and rotation of duties. Further, unbudgeted cash outflows may be required in the future if leave entitlements are required to be paid out.

##### **Recommendation**

The Shire should continue to manage and monitor the excessive annual leave accruals and ensure long outstanding leave balances are cleared in a timely manner.

##### **Management Comment**

*An important factor contributing to the excessive leave balances has been the impact of COVID 19 on the Island. In the past many staff would leave the Island and visit China, Malaysia, Indonesia or Australia on an annual basis, but due to the travel restrictions imposed by Covid 19 staff could not travel and many of the staff did not want to take leave and stay on the Island.*

*It is anticipated that with the easing of travel restrictions staff will again take up their overseas travel arrangements which will result in a reduction in the leave liability. Unfortunately it is difficult to mandate that staff must clear their leave but this option could be looked at in the next round of EBA negotiations. In the meantime staff will be encouraged to take their leave as soon as possible.*

**Responsible Person:** CEO, Manager Finance and all Managers

**Completion Date:** Ongoing

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

## FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
<b>Findings identified in the current audit</b>			
1. SynergySoft Financial Application – User Access Management	✓		
2. IT Governance - Standards, Policies & Procedures	✓		
3. Network Access Management		✓	
4. Password Management		✓	
5. Change Management		✓	
6. Backup Management		✓	
7. Disaster Recovery Planning		✓	
8. Network Security Management		✓	
9. Physical and Environmental Security Management		✓	

## KEY TO RATINGS

The ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We consider these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

## FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

**1. SynergySoft Financial Application – User Access Management****Finding**

During our audit we identified the following issues relating to user management of the SynergySoft financial application:

- The Shire does not have a formal policy or procedure in place to manage user access (i.e., new user provisioning, de-provisioning and management of generic user accounts) or to perform periodic user access reviews for active SynergySoft administrator and user accounts
- The generic “Administrator” user account is shared between the finance manager and IT officer
- There is a segregation of duties (SoD) conflict where the finance manager has SynergySoft administration access, performs day-to-day operational activities and provides approval for and can provision new user access in the SynergySoft finance application.
- User activity logs are not reviewed to detect inappropriate access.
- No process is defined to maintain segregation of duties within the financial application, including a security matrix that provides visibility of roles assigned to each user with object level access to the application.

We acknowledge that during the audit period there was no onboarding or offboarding of user accounts.

**Rating: Significant**

**Implication**

Without effective segregation of duties and user access management processes in place, there is an increased risk of unauthorised access to the finance system. This could impact the confidentiality, integrity of data, availability of the Shire systems and increases the risk of unauthorised and fraudulent transactions.

**Recommendation**

The Shire should:

- Develop a policy and implement a process to ensure named, generic and privileged accounts are appropriately requested, approved and de-provisioned (when required). Maintain audit trail of all account requested and approved.
- Ensure accounts are not shared between multiple employees
- Implement separate privileged and business as usual accounts for employees who need privileged accounts
- Segregation of duties controls are appropriately defined and implemented for the SynergySoft application and business users should not have “Administrator” privileges.

**Management comment:**

*Develop a policy and implement a process to ensure named, generic and privileged accounts are appropriately requested, approved and de-provisioned (when required). Maintain audit trail of all account requested and approved.*

*Manager of Governance will develop a policy on named, generic and privileged accounts for IT Manager to execute. This will capture the list of current users, and training they have been provided to utilise the Synergy system.*

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

## FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

Ensure accounts are not shared between multiple employees

The sole account on Synergy that has more than one person accessing it is the Administrator account. This is shared by the IT Manager and the IT Officer. The IT Officer knows the password to be able to access the Administration functions on Synergy should the IT Manager be unable to do so.

Implement separate privileged and business as usual accounts for employees who need privileged accounts

In analysing the BAU accounts and the Privileged (Administration) accounts, the Shire notes that it is only the IT Manager and the IT Officer that share the Administration account access. The Shire considers it an acceptable risk for the IT Manager and the IT Officer to have access to the same Administration Account as the ability to verify whom made a systems Administrative level change between the two is easy.

Segregation of duties controls are appropriately defined and implemented for the SynergySoft application and business users should not have "Administrator" privileges.

The sole employee/business user with Administrator privileges is the IT Officer. The Shire considers this an acceptable risk. The Shire considers the practical benefits of having a second person with the ability to have Administrator access on remote Christmas Island as being more practical than having total Administrator access siloed to one person.

The Shire will investigate with Synergy vendor if there is a 'log function' on the platform that can record when the Administrator access has been used. It is noted that the IT Manager is the only person that would use this with any regularity. Any unusual log-ins will be easily identifiable. A Shire Register of Synergy Users will be prepared to ensure accounts are documented as to when they were requested, approved and de-commissioned.

**Responsible Person:** Manager of Governance  
**Completion Date:** 30 June 2022



PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

## FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

## 2. IT Governance - Standards, Policies &amp; Procedures

**Finding**

We identified that there are no formal policies, procedures, guidelines or governance documents defined for the following key IT functional areas or processes:

- IT Security Acceptable Use;
- Identify and Access Management; and
- Business Continuity Plan.

Further, we noted that the IT strategy has not been defined and planning is performed on an ad hoc basis informally.

**Rating: Significant****Implication**

Without appropriate and defined IT governance structures and processes the Shire may not be able to:

- Effectively align IT with business strategies, increasing the risk of sub-optimal achievement in relation to business plans and initiatives
- Efficiently manage, monitor, and ensure effective outsourced IT systems requirements, functionality, and availability.

**Recommendation**

The Shire should develop, document, review, approve, and publish missing policies, procedures, guidelines and governance documents as required and ensure that these documents are appropriately governed

- Periodically review and update policies, procedures, guidelines and Governance documents following any relevant internal or external changes
- Developing IT strategy and document decisions made in the IT planning meetings.

**Management comment**

Periodically review and update policies, procedures, guidelines and Governance documents following any relevant internal or external changes

*The IT Officer and Governance, Research, Policy and Grants Manager will develop policies and guidelines to promote sounder approach to IT Security Acceptable Use.*

Developing IT strategy and document decisions made in the IT planning meetings

*The Manager for IT and IT Officer will document decisions made in IT planning meetings and file these with the Records Officer on a pro-forma form. There are three main areas that the pro-forms IT Planning Meeting forms will cover:*

- 1.) Identification of ICT problem/opportunity*
- 2.) Explanation of options available to address problem/opportunity*
- 3.) Recommendation to IT Manager for course of action*

*Any acquisition of new ICT equipment will be conducted through the Shire's Procurement Policy. Any disposal of ICT equipment will be recorded with IT/Finance Manager.*

**Responsible Person:** Manager of Governance

**Completion Date:** 30 June 2022

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

## FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

**3. Network Access Management****Finding**

During our audit we identified the following issues with the management of user accounts in the Shire's network:

- The Shire does not have a formal network user access management policy or procedure in place to manage user access (i.e., new user provisioning, de-provisioning and management of generic user accounts) or to perform periodic user access reviews for active network administrator and user accounts
- 4 out of 5 generic network accounts are used by employees to log into the Shire's network

We acknowledge that during the audit period there was no onboarding or offboarding of user accounts.

**Rating: Moderate****Implication**

Without appropriate user access management controls in place there is an increased risk of inappropriate or unauthorised access to the Shire's IT systems and/or information. This could impact the confidentiality, integrity, and availability of information.

**Recommendation**

The Shire should:

- develop a consistent access management process to ensure named, generic and privileged accounts are appropriately requested, approved and de-provisioned (when required);
- maintain an audit trail of all account requested and approved; and
- ensuring generic accounts are not used by employees to access the network.

**Management comment**

*The Shire's Manager of Governance will develop a Network Access Management Framework for implementation in 2022. This will provide consistent guidance to the IT and Administration section on the process of on boarding and decommissioning named and generic accounts. It will also stipulate the policy for generic accounts for use at the Shire.*

**Responsible Person:** Manager of Governance  
**Completion Date:** 30 June 2022

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

## FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

**4. Password Management****Finding**

Appropriate password management protocols and procedures mitigate the risk of unauthorised access or compromises to the Shire's network and system security. We identified the Shire does not have a defined formal password policy in place to enforce strong password settings and account lockout parameters are not configured in the network.

**Rating: Moderate****Implication**

Without adequate password management protocols and procedures, there is an increased risk of unauthorised access or compromises to network and system security. The network and systems may become susceptible to potential security breaches, such as brute force or social engineering attacks.

**Recommendation**

The Shire should consider:

- developing, documenting, and publishing an appropriate password policy to govern password configuration and management
- assessing and configuring appropriate account lockout parameters within the network.

**Management comment**

*IT Officer will implement a quarterly password change request protocol with all accounts commencing from 1 July 2022.*

**Responsible Person:** Manager of Governance  
**Completion Date:** 30 June 2022

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

## FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

## 5. Change Management

### Finding

During our audit, we identified the following issues with the management of changes implemented to network and financial application:

- The Shire does not have a formal defined change management process/policy/procedure to manage the changes implemented to the network or the financial application
- Changes implemented to the network and financial application are not logged and recorded
- Evidence of change approval and testing is not captured or retained.

We acknowledge that changes to the financial application are implemented by a third-party vendor, however the Shire does not have an oversight of changes implemented.

### Rating: Moderate

### Implication

There is a risk that without formalised change control procedures, changes made to IT systems may not be adequately tested, recorded, and authorised. The availability or security of IT systems could be compromised should a change negatively impact them.

### Recommendation

The Shire should consider:

- Developing, implementing, and endorsing a change management policy to ensure that changes are appropriately requested, logged, approved and tested.
- Creating a change register to track and monitor all changes made to the Shire's IT infrastructure
- Ensuring all changes are adequately documented containing:
  - Approvals
  - Implementation testing
  - Backout plans
  - Post implementation reviews.

### Management comment

*Shire Governance Manager will develop an ICT Activity Log for the ICT section to use. This logbook will be a chronological accounting of the activities completed by the IT Officer and IT Manager with respect to repair, replace, remove or install software, hardware and peripherals. Every movement will be logged. It will also record the on boarding or decommissioning of accounts and record who has access to what software in the system.*

**Responsible Person:** Manager of Governance  
**Completion Date:** 30 June 2022

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

## FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

**6. Backup Management****Finding**

During our audit, we identified the following issues with the management of backup and restoration:

- No defined process for restoration testing of backup tapes. No evidence of restoration testing was provided, so we could not ascertain if restoration testing was performed during the audit period
- Backup server repository is in the same location as the main production server
- Offsite backup tapes are stored at the residence of Shire's employee. This increases the risk of permanent loss of data and impact the Shire's ability to deliver its core services
- Backup schedule start time parameter configured in the backup application 'Veeam' does not align with the backup schedule start time parameter defined in the Disaster Recovery Plan (DRP).

We acknowledge due to poor network connectivity, there are limitations to what can be backed up over the internet

**Rating: Moderate****Implication**

Without an appropriate backup and restoration management system, the Shire may not be able to recover critical services in a timely manner, in line with business requirements. This could affect the Shire in providing key operations and business functions.

**Recommendation**

The Shire should consider:

- Documenting, implementing and periodically reviewing a Backup policy and management plan
- Ensuring backup and restoration testing is completed regularly to ensure that the integrity and compatibility of data is retained throughout backup and restore processes
- Storing offsite backups in a secure and controlled environment such as a locked safe that helps protect from heat, humidity, and fires. Alternative backup solutions should be assessed and considered to ensure appropriate security and controls over backups (i.e., Cloud backup solutions).

**Management comment**

*The Shire considers the practice of taking the daily backup tapes offsite to the IT Manager's residence as an adequate practice to address the back-up needs of Council.*

*IT officer and Manager of Policy will develop a formal backup policy and data management plan to address backup and restoration of the system, Backups are completed on LT08 tapes and Veeam backup software to vendor specs.*

*Data of the tapes are encrypted. The most recent tape is taken off site and stored at the IT officer's residence. The remaining backup tapes are stored onsite in a safe.*

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

*As the internet technology improves over time, Council will consider cloud back-up solutions.  
At present this is not feasible on Christmas Island.*

**Responsible Person:** Manager of Governance, Research, Policy and Grants  
**Completion Date:** N/A

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

## FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

**7. Disaster Recovery Planning****Finding**

The Shire's disaster recovery plan (DRP) is a draft document and has not been endorsed by management. Further, we identified that the draft DRP lacks key aspects, including:

- Disaster recovery (DR) scenarios;
- Recovery timeframes; and
- Periodic testing of the DRP.

**Rating: Moderate****Implication**

Without an appropriate disaster recovery plan, the Shire may not be able to recover critical services in a timely manner, in line with business requirements. This could affect the Shire in providing key operations and business functions.

**Recommendation**

The Shire should consider reviewing, authorising, and implementing the IT DRP so that it meets the Shire's recovery requirements (i.e., Recovery scenarios, processes, and timeframes). To help maintain the effectiveness of the IT DRP it should be regularly reviewed and appropriately tested. The IT DRP tests should be used to confirm key IT systems and services can be recovered in accordance with the agreed recovery requirements

**Management comment**

*The Manager for Governance and Manager for IT will review the Disaster Recovery Plan annually for suitability. This will be completed in the first quarter of the calendar year moving forwards. The review of the DRP will be kept with the Records Officer.*

**Responsible Person:** Manager for Governance and Manager for IT

**Completion Date:** 30 June 2022

PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

## FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

**8. Network Security Management****Finding**

During our audit, we identified the following issues with the management of the Shire's network:

- No documented network diagram;
- No defined process to perform vulnerability assessments and security (i.e., penetration) testing; and
- Unsupported operating system is running on the servers.

**Rating: Moderate****Implication**

Without effective security management policies, processes and procedures in place, there is an increased risk that the Shire will not be able to maintain an effective and secure cyber security posture. This could lead to potential cyber breaches, downtime, loss or exposure of critical systems or information.

- Running an unsupported operating system on servers exposes the shire to vulnerabilities that cannot be patched and could lead to critical failure of operations and business functions.

**Recommendation**

The Shire should consider:

- Documenting, reviewing, and endorsing a network diagram depicting the status of the Shire's network.
- Developing a process to perform vulnerability assessment and periodic penetration (security) testing.
- Upgrading to a supported operating system on servers.

**Management comment**

*Council will maintain the Server 2008 OS until the IT Officer recommends that it be upgraded. The IT Officer currently has a schedule of security testing that has consistently protected ICT assets from security threats.*

*IT Officer advises that*

- *Antivirus updated monthly*
- *Antivirus logs checked daily*
- *Antivirus updates pushed out to computers when applicable*
- *WIFI network logs checked daily*
- *Firewall logs checked daily*
- *All servers and UPS have login notification when login in to backend*
- *Active directory logs checked weekly*

*Council will review and develop a network diagram that will formalise current status of the network*

**Responsible Person:**

Manager of Governance, Research, Policy and Grants

**Completion Date:**

30 September 2022



PERIOD OF AUDIT: 1 JULY 2020 TO 30 JUNE 2021

## FINDINGS IDENTIFIED DURING THE INFORMATION SYSTEMS AUDIT

**9. Physical and environmental security management****Finding**

During our audit, we identified the following issues in the physical and environmental security management of the Shire's datacentre / server room:

- The Shire does not have a documented and approved data centre policy or procedure to outline physical and environmental requirements for data locations;
- No equipment is installed to control and monitor environmental controls in the server room; and
- Access to the fire extinguisher at the datacentre / server room is obstructed by a printer.

**Rating: Moderate****Implication**

Without appropriate controls in place to manage the physical and environmental controls within the datacentre, there is an increased risk of inappropriate, unauthorised access and potential failure of critical hardware to support key infrastructure or systems. This could impact the confidentiality, integrity and availability of the Shire's systems and information.

**Recommendation**

The Shire should consider:

- Developing, documenting, and implementing datacentre management policies and procedures which contains, appropriate physical and environmental controls management
- Removing the obstruction to the fire extinguisher to ensure it is accessible at all times
- Implementing temperature and humidity monitoring equipment in the datacentre / server room.

**Management comment**

*The Shire Manager for Governance has assessed the physical and environmental factors of interest for the Administration section. The Shire will prune back treelines appropriately to the east of the building which may threaten the server room. Fire extinguishers will be accessible. We will investigate options for remote climate control regulation.*

**Responsible Person:** Manager for Governance

**Completion Date:** N/A



## SHIRE OF CHRISTMAS ISLAND

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SUBMISSION TO	Ordinary Council Meeting 22 March 2022
AGENDA REFERENCE	10.2.1
SUBJECT	Schedule of Accounts - February 2022
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	3 February 2022
AUTHOR	Kevin Wilson, Acting Manager Finance & Admin
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

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### RECOMMENDATION

**That Council approves the expenditure as presented in February 2022 Schedule of Accounts**

### BACKGROUND

The Local Government Act 1995 (WA)(CI) requires Council to maintain a Municipal Fund, a Reserve Fund and a Trust Fund and to manage and report on these accounts in accordance with this Act and Regulations.

Outstanding creditors as at 28 February 2022:

**\$118,206.20**

### COMMENT

A schedule of accounts is attached to this report, setting out expenditure from the Municipal and Trust Funds. This report is provided in compliance with the Act and Regulations.

### STATUTORY ENVIRONMENT

Section 6.10 of the Local Government Act 1995 (WA)(CI) authorizes payment from Municipal and Trust Funds.

Regulation 12 of the Local Government (Financial Management) Regulations 1996 requires a local government to compile a list of Creditors each month.

Regulation 13 of the Local Government (Financial Management) Regulations 1996 requires that if a Local Government has delegated to the CEO the exercise of its power to make payments from the Municipal Fund or the Trust Fund, the CEO is to compile each month a list of accounts paid since the last payment such list was prepared.

### POLICY IMPLICATIONS

There are no significant policy implications arising from this matter. The CEO is to ensure that all expenditure incurred is in accordance with the Annual Budget and any approved variations.

**FINANCIAL IMPLICATIONS**

The financial implications arising from expenditure from the Municipal, Reserve and Trust funds are reported on a monthly/quarterly basis to Council via Financial and cash flow statements in accordance with the Act and Regulations.

**STRATEGIC IMPLICATIONS & MILESTONES**

Objective 1 of the Government Environment is to “Provide good governance in line with the requirements of the Local Government Act and the culture of the Island”. Objective 4 of the same Environment is to “Effectively manage the resources of the Shire in line with the objectives of the Strategic Plan”.

**VOTING REQUIREMENTS**

A simple majority is required.

**ATTACHMENTS**

10.2.1.1 Certification of CEO and Chairperson of the Meeting.

10.2.1.2 Schedule of Accounts - February 2022

“Pursuant to s 5.25 (j) of the Local Government Act, and Regulation 14 (2) of the Local Government (Administration) Regulations, this attachment is not available to the public.”



## SHIRE OF CHRISTMAS ISLAND

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SUBMISSION TO	Ordinary Council Meeting 22 March 2022
AGENDA REFERENCE	10.2.2
SUBJECT	Financial Statements - February 2022
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	3 March 2022
AUTHOR	Kevin Wilson, Acting Manager Finance & Admin
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

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### RECOMMENDATION

**That Council receives the Financial Statements of February 2022 for the Municipal Fund.**

### BACKGROUND

The Local Government Act 1995 (WA)(CI) requires the local government to prepare a monthly or a quarterly financial report in accordance with this Act, Financial Regulations and other relevant legislation.

### COMMENT

A monthly or a quarterly financial report is attached to this report, setting out expenditure from the Municipal and Trust Funds. This report is provided in compliance with the Act and Regulations. Also included is a status report on Asset Acquisition expenditure for the period.

### STATUTORY ENVIRONMENT

Section 6.4 of the Local Government Act 1995 (WA)(CI) requires a local government to prepare a financial report.

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare a monthly or a quarterly financial report.

Regulation 35 of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare the quarterly report in the form as set out.

### POLICY IMPLICATIONS

There are no significant policy implications arising from this matter. Each Manager and the CEO are to ensure that the expenditure is incurred in accordance with the Annual Budget and or any variations as approved.

### FINANCIAL IMPLICATIONS

The financial implications arising from expenditure from the Municipal and Trust funds are reported on a monthly/quarterly basis to Council via Financial and cash flow statements in accordance with the Act and Regulations.

**STRATEGIC IMPLICATIONS & MILESTONES**

Objective 1 of the Government environment is to “Provide good governance in line with the requirements of the Local Government Act and the culture of the Island”. Objective 4 of the same Environment is to “Effectively manage the resources of the Shire in line with the objectives of the Strategic Plan”.

**VOTING REQUIREMENTS**

A simple majority is required.

**ATTACHMENTS**

- 10.2.2.1 Financial Statements - Municipal Fund 28 February 2022.
- 10.2.2.2 Asset Acquisition Statement

**SHIRE OF CHRISTMAS ISLAND**  
**STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2021 TO 28 FEBRUARY 2022**

FM Reg 34  
FM Reg 22 (1)(d)

		NOTE	28 February 2022 Y-T-D Actual \$	28 February 2022 Y-T-D Budget \$	2021/22 Amended Budget \$	Variances Budget to Actual Y-T-D %	>10% & >\$10,000
<b><u>Operating</u></b>							
<b>Revenues/Sources</b>							
3	1	General Purpose Funding	6,461,905	4,738,993	7,108,489	36.4%	19,144
	2	Governance	44,211	25,067	37,600	76.4%	
	3	Law, Order, Public Safety	426	600	900		
	4	Health	12,593	12,667	19,000		
	5	Welfare	1,686	1,333	2,000		
	6	Housing	20,700	47,000	70,500		
	7	Community Amenities	788,372	512,196	768,294	53.9%	
	8	Recreation and Culture	75,333	120,067	180,100		
	9	Transport	413,876	517,333	776,000		
	10	Economic Services	21,559	21,333	32,000		
	11	Other Property and Services	8,986	9,333	14,000		
			7,849,648	6,005,922	9,008,883		
<b>(Expenses)/(Applications)</b>							
3	12	General Purpose Funding	(69,765)	(99,547.33)	(149,321)		
	13	Governance	(595,994)	(656,328.00)	(984,492)		
	14	Law, Order, Public Safety	(125,366)	(160,822.00)	(241,233)		
	15	Health	(80,653)	(123,588.00)	(185,382)		
	16	Welfare	(346,027)	(453,806.67)	(680,710)		
	17	Housing	(100,815)	(122,810.00)	(184,215)		
	18	Community Amenities	(976,089)	(1,379,401.33)	(2,069,102)		
	19	Recreation & Culture	(1,265,646)	(1,735,934.00)	(2,603,901)		
	20	Transport	(2,311,469)	(2,996,304.67)	(4,494,457)		
	21	Economic Services	(91,475)	(169,518.67)	(254,278)		
	22	Other Property and Services	(318,728)	(357,833.33)	(536,750)		
			(6,282,027)	(8,255,894.00)	(12,383,841)		
<b><u>Adjustments for Non-Cash</u></b>							
<b><u>(Revenue) and Expenditure</u></b>							
3	23	Profit/(Loss) on Asset Disposals	0	0	0		
	24	Leave Accruals	0	0	0		
	25	Movement in accrual interests	0	0	0		
	25	Depreciation on Assets	554,904	1,448,592	2,483,300		
<b><u>Capital Revenue and (Expenditure)</u></b>							
3	26	Purchase Property, Plant & Equipment	(279,276)	(419,417)	(719,000)		355,447
	27	Purchase Infrastructure Assets - Roads	(621,010)	(1,045,188)	(1,791,751)		
	28	Proceeds from Disposal of Assets	0	-	0		
	29	Transfers to Reserves (Restricted Assets)	0	(364,941)	(625,613)		
	30	Transfers from Reserves (Restricted Assets)	0	257,833	442,000		
	31	Grants	1,003,968	648,521	1,111,751	54.8%	
			-	-	-		
ADD	1	Net Current Assets July 1 B/Fwd	791,057	668,091	1,002,136		
LESS	1	Net Current Assets Year to Date	4,245,518	-	0		
<b>Amount Raised from Rates</b>			(1,483,020)	(981,423)	(1,472,135)		

FM Reg 32(d)

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

**SHIRE OF CHRISTMAS ISLAND**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2021 TO 28 FEBRUARY 2022**

**28 February  
2022  
Actual  
\$**

**Brought  
Forward  
01-Jul  
\$**

**Note 1. NET CURRENT ASSETS**

FM Reg 34 (2)(a) **Composition of Estimated Net Current Asset Position**

**CURRENT ASSETS**

Cash - Unrestricted	4,383,486	1,005,729
Cash - Restricted	4,585,316	4,585,316
Receivables	555,860	677,304
Inventories	562,217	832,279
Other Financial Assets	(21,765)	31,610
	10,065,113	7,132,238

**LESS: CURRENT LIABILITIES**

Payables and Provisions	(1,234,229)	(1,755,865)
	8,830,884	5,376,373
Less: Cash - Reserves - Restricted	(4,585,316)	(4,585,316)
Less: Cash - Restricted/Committed	(51)	0
<b>NET CURRENT ASSET POSITION</b>	<b>4,245,518</b>	<b>791,057</b>

**Note 2. CURRENT RATIO**

Current Assets	10,065,113	<b>8.15 : 1</b>
Current Liabilities	1,234,229	

**QUICK RATIO**

<u>Current Assets - (Restricted Assets + Inventories)</u>		
Current Liabilities		
10,065,113	- ( 4,585,316 + 562,217 )	<b>3.98 : 1</b>
	1,234,229	

Ratios greater than one indicates that Council has sufficient current assets to meet its short term current liabilities.

**SHIRE OF CHRISTMAS ISLAND**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2021 TO 28 FEBRUARY 2022**

**Note 3.**

**VARIANCES**

FM Reg 34 (2)(b) **Variances greater than 10% and \$ 10,000 were due to:**

<b>OPERATING REVENUE</b>		
<b>General Purpose</b>	36.4% above budget estimate	due to final FAG payment.
<b>Comm Amenities</b>	53.9% above budget estimate	due to Commercial Garbage Quarterly Charges sent out in October 2021.
<b>Governance</b>	76.4% above budget estimate	Reeimbursement for Employee Incentive training scheme & apprentice subsidy grant

<b>OPERATING EXPNDITURE</b>	
<b>Governance</b>	All Programs Under Budget
<b>Other Property Services</b>	



**SHIRE OF CHRITMAS ISLAND  
ASSET ACQUISITION**
**FOR THE PERIOD ENDED 28 FEBRUARY 2022**

	2021/22 Budget \$	Actual to 28/2/22	Variance
LGA S6.2 (4)			
GOVERNANCE			
Plant & machinery	60000	12000	48000
Furniture & equipment	120000	125450	-5450
HOUSING			
Buildings	32500	29650	2850 28 Seaview Drive
COMMUNITY AMENITIES			
Plant & machinery	10000	0	10000
Furniture & equipment	5000	0	5000
RECREATION & CULTURE			
Plant and machinery	15000	0	15000
Furniture & equipment	52000	0	52000
Buildings	72000	71169	831 Poon San Basketball/5
TRANSPORT			
Buildings	35000	0	35000
Roads and transport - infrastructure	1511751	570982	940769
Plant & machinery	125000	12189	112811
Furniture & equipment	120000	37828	82172
ECONOMIC SERVICES			
Buildings	10000	6187	3813
Plant & machinery	55000	0	55000
Furniture & equipment	20000	14172	5828
OTHER PROPERTY & SERVICES			
Furniture & equipment	10000	2200	7800
<b>Total</b>	<b>2253251</b>	<b>881827</b>	<b>1371424</b>
<b>By Class</b>			
Buildings	149500	107006	42494
Roads and transport - infrastructure	1511751	570982	940769
Plant and machinery	265000	24189	240811
Furniture and equipment	327000	179650	147350
<b>Total</b>	<b>2253251</b>	<b>881827</b>	<b>1371424</b>



## SHIRE OF CHRISTMAS ISLAND

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SUBMISSION TO	Ordinary Council Meeting 22 March 2022
AGENDA REFERENCE	10.2.3
SUBJECT	Christmas Island - Compliance Audit Return (CAR) 2021
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	2.4.6
INTEREST DISCLOSURE	None
DATE OF REPORT	8 February 2022
AUTHOR	Kevin Wilson , A/MFA
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

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### RECOMMENDATION

**Audit Committee review the Christmas Island-Compliance Audit Return (CAR) 2021 and present to council for adoption.**

### BACKGROUND

Between 1 January & 31 March Local government is to carry out an Audit of Compliance, covering the prior 1 January to 31 December period – and be reviewed by the Audit Committee and then adopted by Council. The Certified Compliance Audit Return (CAR) together with an extract of the Council Minutes where the CAR was adopted, is to be lodged in the Smart Hub portal by 31 March.

### COMMENT

The Local Government Compliance Return is one of the tools available to assist Council to monitor how the organisation is functioning.

### STATUTORY ENVIRONMENT

Section 7.13(i) of the Local Government Act 1995 (WA)(CI) requires the Council to carry out an audit of compliance.

### POLICY IMPLICATIONS

There are no significant policy implications arising from this matter.

### FINANCIAL IMPLICATIONS

There are no financial implications arising from this matter

### STRATEGIC IMPLICATIONS & MILESTONES

Objective 1 of the Government Environment is to “Provide good governance in line with the requirements of the Local Government Act and the culture of the Island”. Objective 4 of the same Environment is to “Effectively manage the resources of the Shire in line with the objectives of the Strategic Plan”.

### VOTING REQUIREMENTS

‘Absolute’ majority is required.

### ATTACHMENT

5.2.1 Christmas Island - Compliance Audit Return 2021



Department of  
Local Government, Sport  
and Cultural Industries

## Christmas Island - Compliance Audit Return 2021

### Certified Copy of Return

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

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A		Kevin Wilson
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	N/A		Kevin Wilson
3	s3.59(2)(c) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	N/A		Kevin Wilson
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	N/A		Kevin Wilson
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Kevin Wilson



Department of  
**Local Government, Sport  
and Cultural Industries**

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes		Kevin Wilson
2	s5.16	Were all delegations to committees in writing?	Yes		Kevin Wilson
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Kevin Wilson
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Kevin Wilson
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	Yes		Kevin Wilson
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Kevin Wilson
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Kevin Wilson
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Kevin Wilson
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Kevin Wilson
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	N/A		Kevin Wilson
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Kevin Wilson
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes		Kevin Wilson
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Kevin Wilson

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Kevin Wilson



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and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Kevin Wilson
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Kevin Wilson
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	N/A	No newly designated employee in 2020/21	Kevin Wilson
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes		Kevin Wilson
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Kevin Wilson
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Kevin Wilson
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Kevin Wilson
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Kevin Wilson
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Kevin Wilson
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Kevin Wilson
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	No	No gift received in 2020/21	Kevin Wilson
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Kevin Wilson





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No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Kevin Wilson
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?*  *Question not applicable after 2 Feb 2021	Yes		Kevin Wilson
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	Yes		Kevin Wilson
		*Question not applicable after 2 Feb 2021			
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Kevin Wilson
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Kevin Wilson
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	Yes	SCM 15/11/2021, Res 101/21	Kevin Wilson
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	Yes		Kevin Wilson
		*Question not applicable after 2 Feb 2021			
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	Yes		Kevin Wilson
		*Question not applicable after 2 Feb 2021			



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No	Reference	Question	Response	Comments	Respondent
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	OCM 24/8/2021 Res 76/21	Kevin Wilson
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	No		Kevin Wilson
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes		Kevin Wilson
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	Yes		Kevin Wilson

#### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	N/A		Kevin Wilson
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Kevin Wilson



Department of  
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Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	N/A	No declaration of gifts made by candidates	Kevin Wilson
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A		Kevin Wilson
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	N/A		Kevin Wilson





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Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Kevin Wilson
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Yes		Kevin Wilson
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	No	Delays with audit due to transfer of some roads to the Commonwealth and additional workings with auditor. Extension advised by OAGH	Kevin Wilson
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Waiting on auditors opinion	Kevin Wilson
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	Waiting on auditors opinion	Kevin Wilson
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	Waiting on auditors opinion	Kevin Wilson
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	N/A	Waiting on auditors opinion	Kevin Wilson



Department of  
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Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	OCM 24/7/2018 Res 56/18	Kevin Wilson
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	No	Review of Corporate Business Plan And Strategic Resource Plan is underway	Kevin Wilson
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	Current Corporate Business Plan complies	Kevin Wilson

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	No	No vacancy for the position of CEO was advertised in 2021	Kevin Wilson
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	No		Kevin Wilson
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Kevin Wilson
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Kevin Wilson
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes		Kevin Wilson
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Kevin Wilson



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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	N/A	CEO is the complaints officer	Kevin Wilson
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121(2)?	No	No Complaints during 2021	Kevin Wilson
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	No	No Complaints during 2021	Kevin Wilson
Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	OCM 27/8/2019 Res 66/19, next due in 2022/23	Kevin Wilson
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	Yes	OCM 26/10/21 Res 95/21	Kevin Wilson
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	N/A		Kevin Wilson
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	No		Kevin Wilson



Department of  
**Local Government, Sport  
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No	Reference	Question	Response	Comments	Respondent
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Kevin Wilson
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Kevin Wilson
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes		Kevin Wilson
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	Yes	Submitted 25/8/2021	Kevin Wilson
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		Kevin Wilson

#### Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Kevin Wilson
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Kevin Wilson
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Kevin Wilson
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		Kevin Wilson





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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Kevin Wilson
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Kevin Wilson
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Kevin Wilson
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		Kevin Wilson
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A		Kevin Wilson
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Kevin Wilson
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes		Kevin Wilson
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes		Kevin Wilson
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes		Kevin Wilson
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes		Kevin Wilson
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	Yes		Kevin Wilson



Department of  
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and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Kevin Wilson
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Kevin Wilson
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Kevin Wilson
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	No		Kevin Wilson
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes		Kevin Wilson
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes		Kevin Wilson
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes		Kevin Wilson

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

\_\_\_\_\_  
Signed Mayor/President, Christmas Island

\_\_\_\_\_  
Signed CEO, Christmas Island



## SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 22 March 2022
AGENDA REFERENCE	10.4.1
SUBJECT	Tender Sale of Items, Plant & Equipment - Tender T01/2022
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	5.13.49
INTEREST DISCLOSURE	
DATE OF REPORT	15 March 2022
AUTHOR	Graeme Hedditch, Mngr Works, Services & Waste
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

### RECOMMENDATIONS

That Council accepts the following tenders for the Sale of Items, Plant and Equipment at the tendered price submitted.

Description	Plant No/ Asset No	Tenderer	Tendered Price
01 – Stihl Brushcutter	P0010	Eng Huat	\$ 110.00
03 – Stihl Brushcutter	P0010	Eng Huat	\$ 110.00
01 – Kubota Ride on Mower	P0060	Kok Seong Tee	\$ 1000.00
02 – Kubota Ride on Mower	P0210	Kok Seong Tee	\$ 1000.00
03 – Honda Mower HRU-216	N/A	Kim Chey H'ng	\$ 200.00
03 – Chainsaw MS250	P0130	Kim Chey H'ng	\$ 100.00
01 – Hedge Trimmer MS250	P0130	Eng Huat	\$ 110.00
02 – Hedge Trimmer MS250C	P0130	Eng Huat	\$ 110.00

### BACKGROUND

It was decided on the 8th February Council meeting to tender out aging Plant and Equipment.

### COMMENT

Tenders were received for the sale of Items, Plant and Equipment

Name	Kim Chey H'ng	Eng Huat	Kok Seong Tee	Tan Jodie	Chin Kooi Yeap
Description					
01 – Stihl Brushcutter		\$110.00			
02 – Stihl Brushcutter					
03 – Stihl Brushcutter		\$110.00			
04 – Stihl Brushcutter					
01 – Stihl Leaf Blower					
01 – Kubota Ride on Mower			\$1000.00	\$100.00	
02 – Kubota Ride on Mower			\$1000.00	\$100.00	
03 – Honda Mower HRU-216	\$200.00		\$100.00		
01 – Chainsaw MS211					

02 – Chainsaw MS211					
03 – Chainsaw MS250	\$100.00				
04 – Chainsaw MS250					
05 – Chainsaw MS461					
01 – Hedge Trimmer MS250		\$110.00			
02 – Hedge Trimmer MS250C		\$110.00			
01 – Stihl Brushcutter					
02 – Stihl Brushcutter					\$ 50.00

#### **STATUTORY ENVIRONMENT**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Yes

#### **STRATEGIC IMPLICATIONS & MILESTONES**

Nil

#### **CONSULTATION**

None required

#### **VOTING REQUIREMENTS**

Simple majority





## SHIRE OF CHRISTMAS ISLAND

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SUBMISSION TO	Ordinary Council Meeting 22 March 2022
AGENDA REFERENCE	10.4.2
SUBJECT	Sale of Surplus - Tender T02/2022
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	5.13.50
INTEREST DISCLOSURE	
DATE OF REPORT	15 March 2022
AUTHOR	Graeme Hedditch, Mngr Works, Services & Waste
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

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### RECOMMENDATIONS

**That Council Accepts the Tender from Kim Chey H'ng for \$ 5,000.00**

### BACKGROUND

It was decided in 8th February Council meeting to tender out the Old Hino Tray Truck. Only once the New Hino Truck arrived.

### COMMENT

Tenders for the Hino Tray Truck on the 14th March 2022

- A total of 2 submissions were received.

1.	Kim Chey H'ng	\$ 5,000.00
2.	Evercrown Group	\$ 999.00

### STATUTORY ENVIRONMENT

Nil

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Sale to Surplus

### STRATEGIC IMPLICATIONS & MILESTONES

Nil

### CONSULTATION

None required

### VOTING REQUIREMENTS

Simple majority



## SHIRE OF CHRISTMAS ISLAND

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SUBMISSION TO	Ordinary Council Meeting 22 March 2022
AGENDA REFERENCE	10.4.3
SUBJECT	Tender of Sale of Surplus
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	
INTEREST DISCLOSURE	
DATE OF REPORT	15 March 2022
AUTHOR	Graeme Hedditch, Mngr Works, Services & Waste
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

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### RECOMMENDATIONS

**That Council calls for Tenders for the Sale of Surplus, Trailers.**

### BACKGROUND

Aging trailers are due to be replaced.

### COMMENT

The New Plant / Mower Trailers have now arrived on Christmas Island, after a long delay due to covid-19 closures.

### STATUTORY ENVIRONMENT

Nil

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

### STRATEGIC IMPLICATIONS & MILESTONES

Nil

### CONSULTATION

None required

### VOTING REQUIREMENTS

Simple majority



## SHIRE OF CHRISTMAS ISLAND

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SUBMISSION TO	Ordinary Council Meeting 22 March 2022
AGENDA REFERENCE	10.5.1
SUBJECT	Proposed Heritage Act WA (2018) application from 1/7/22 to IOTs
LOCATION/ADDRESS/APPLICANT	
FILE REFERENCE	
INTEREST DISCLOSURE	Nil
DATE OF REPORT	17 March 2022
AUTHOR	Chris Su
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

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### RECOMMENDATIONS

**That Council publishes the proposed Local Heritage List on the Shire website in accordance with the Planning and Development Regulations 2015 ahead of the Heritage Ordinance commencing on 1 July 2022**

### BACKGROUND

Shire was advised mid-February that the Heritage Act 2018 (WA) will be applying to Christmas Island from July 1 2022.

This is part of the CISA works and will potentially bring more planning considerations from the federal to the local government level once in place.

Currently the sum of all Heritage Sites on Christmas Island reside in the Commonwealth Heritage List under the Commonwealth Environmental Protection and Biodiversity Conservation Act (Cth)(1999).

Accepting this recommendation will begin the process to migrate them to a 'Local Heritage List' under the upcoming to be applied Heritage Act 2018 (WA).

### COMMENT

Council has been engaging with Amy Neale, Acting Director of the Christmas Island Strategic Assessment taskforce of the IOT branch, DTRDC on the proposed legislative change to heritage laws applied to Christmas Island.

### STATUTORY ENVIRONMENT

A 'Local Heritage List' under the Heritage Act 2018 (WA) requires Councils to undertake a community consultation 'Local Heritage Survey' which seeks to document all places in a municipal area of heritage value as nominated by the community. A process follows this nomination process to assess sites against a statutory matrix to deem it worthy of inclusion on the 'Local Heritage List'

### FINANCIAL IMPLICATIONS

N/A

## **STRATEGIC IMPLICATIONS & MILESTONES**

Council will have powers enabled to all municipal governments under the Heritage Act (WA)(2018). Governance Manager is meeting with Dept. Planning, Lands and Heritage WA to learn more about the responsibilities and obligations Council will have in the future.

*CI 2021 Plan: Land Use 2 – Review the Local Planning Strategy and Town Planning Scheme. Ensure that the Vision, Values and Principles contained within are reflected in the Planning Scheme*

A commitment to Heritage assets on Island is reflected as part of our Values.

## **VOTING REQUIREMENTS**

A simple majority is required.

## **ATTACHMENTS**

10.5.1.1        SOCI heritage next steps as provided by DITCRD to SOCI, 9/3/2022

# Applying WA heritage laws to Christmas Island

## February 2022

OCM 22/3/22 Attachment 10.5.1.1



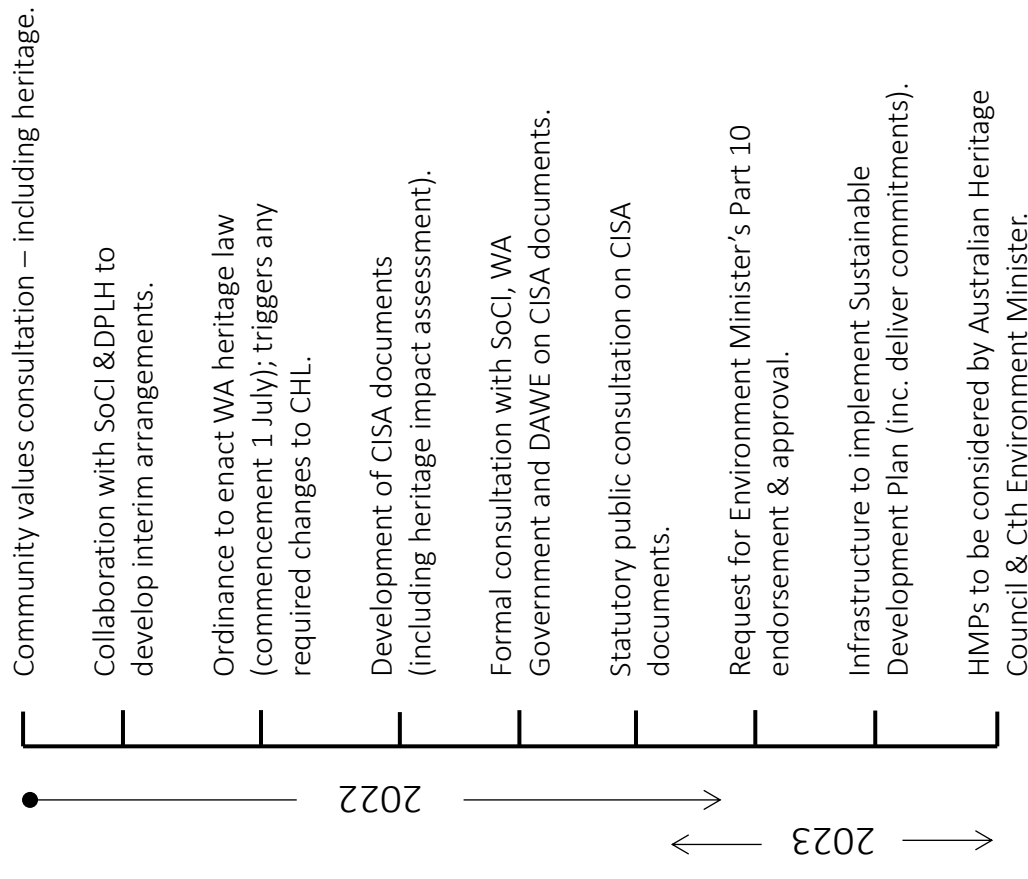
## Benefits of applying WA heritage laws to Christmas Island

1. **Enables the Shire of Christmas Island (SoCI) to consider and manage heritage values through planning and development decisions.**
  - Aligns private freehold land on Island with private land across Australia where private heritage values are managed locally.
  - Local heritage survey can more flexibly account for values of importance to the community.
  - Local heritage lists are able to be updated more regularly to account for new / changing values.
  - WA Government to provide advice under SDA to support planning, development and management decisions.
2. **Consolidated and streamlined approach to regulating and managing heritage values.**
  - One set of heritage laws, better able to reflect local values, regulating private freehold properties (e.g., under WA Heritage Act).
  - Reduced regulatory burden and improved streamlining for landowners under the EPBC Act (e.g., no need to refer minor renovations).
  - Landowners will have improved access to advice to guide management of heritage values on their properties.
  - These outcomes are expected to reduce non-compliance with heritage requirements and improve conservation outcomes.
3. **Heritage places on Commonwealth Land are not affected (although will be able to be listed at a local level).**
  - CISA heritage commitments (including EPBC Act Heritage Management Plans), heritage impact assessment as part of the Strategic Assessment and Part 10 EPBC Act approval can be targeted to places owned and controlled by the Commonwealth.

# Proposed timeline of approach for heritage laws

- Currently working with OPC to prepare an ordinance to apply *WA Heritage Act 2018* on Island.
  - Community consultation on ordinance to be included in February community values consultation.
  - Following public consultation, briefing to Ministers in March requesting ordinance to be signed.
  - Proposed commencement of 1 July 2022 to align with updated SDA with DPLH.
- Draft advice from Government that ordinance will give effect to 2006 EPBC Act amendments:
  - private freehold land will no longer be a ‘Commonwealth Area’ under the EPBC Act:
    - privately owned places will be removed from the CHL by the Cth Environment Minister (refer [Attachment A](#)); supported by DAWE.
    - sale of Cth Land to be considered as an activity in the CISA Plan.
- Transitional arrangements jointly developed by Department, SoCI and DPLH to ensure heritage protections, define roles and responsibilities, and develop resourcing estimates and arrangements between parties (slide 3).
- CISA Program commitments to heritage places, including finalisation of HMPs, reflected in Sustainable Development Plan.
- Administration of Part 10 approval to third-party developers guided by a Development Control Plan (DCP).
  - Strikes effective balance between high level HMPs and case-by-case requests to DAWE in post-approvals.
  - Existing DCP will be reviewed and used to inform the proposed approach through the strategic assessment design phase.

Figure 1: Timeframes for CISA Program - heritage





# Interim heritage arrangements to be collaboratively developed with SoCI

## Application of WA heritage laws:

- Application of whole of *Heritage Act 2018* (WA) to Christmas Island.
  - To discuss with SoCI: are there any concerns with the whole Act applying to Christmas Island?
- Proposed commencement date of 1 July 2022.
  - Aligns with SDA being in place to ensure WA heritage support for SoCI and the CI community.
  - To discuss with SoCI: does this approach work for the Shire and provide time to develop any required processes for development applications?

## Local heritage surveys (s103 - 105):

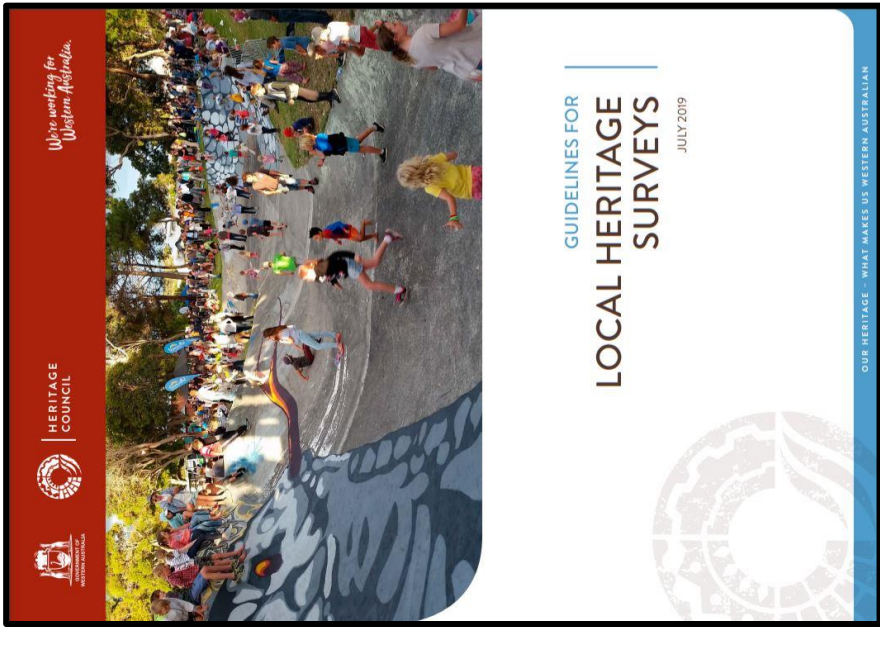
- Christmas Island will require a local heritage survey under s103 for *places which are (or may become) of cultural heritage significance*.
- Department is able to assist with the scoping and delivery of this local heritage survey in accordance with ss104 – 105 and the WA Government heritage guidelines; community values consultation is the first step to inform heritage values.
- To discuss with SoCI:
  - Does SoCI have any requirements that would need to be included in the scope of this survey?
  - Is there an incorporated heritage list in the current planning scheme?
  - Process and timing for incorporation of a heritage list under the local planning scheme following the assessment.

## Relationship with the proposed updated planning scheme:

- To discuss with SoCI:
  - Are there any concerns or constraints with the proposed approach based on SoCI's updates to the planning scheme?

## Additional considerations:

- To discuss with SoCI:
  - Are there any other considerations / requirements that would support SoCI to manage some heritage places locally?
  - Is there a preferred process for notifying landowners about regulatory changes to their properties?





# Next steps



# Attachment A: Status of places on the Commonwealth Heritage List

Place		Privately owned	Heritage Act (WA)(CI)	EPBC Act
1	Administrator’s House Precinct (Historic)	✗	✓ entire	✓ entire
2	Bungalow 702 (Historic)	✓ entire	✓ entire	✗
3	Drumsite Industrial Area (Historic)	✗	✓ entire	✓ entire
4	Industrial and Administrative Group (Historic)	✓ part	✓ entire	✓ part ✗ part
5	Malay Kampong (Residential) Precinct (Historic)	✓ part	✓ Entire	✓ part ✗ part
6	Malay Kampong Group (Community Precinct) (Historic)	✗	✓ entire	✓ entire
7	Phosphate Hill Historic Area (Historic)	✗	✓ entire	✓ entire
8	Poon Saan Group (Historic)	✓ part	✓ entire	✓ part ✗ part
9	Settlement (Historic)	✓ part	✓ entire	✓ part ✗ part
10	South Point Settlement Remains (Historic)	✗	✓ entire	✓ entire
11	Christmas Island Natural Areas (Natural)	✓ part	N/A	✓ part ✗ part