



CONFIRMED MINUTES

Ordinary Meeting held on 28 August 2018



SHIRE OF CHRISTMAS ISLAND MEETING MINUTES CERTIFICATION

Minutes of the Ordinary meeting of the Shire of Christmas Island Council held at the George Fam Chambers at 7.00pm on Tuesday 28 August 2018

TABLE OF CONTENTS

Agenda No.	Item	Page
1	<u>DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS</u> 1.1 SHIRE DEPUTY PRESIDENT DECLARED THE MEETING OPEN AT 7.03PM	1
2	<u>RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE GRANTED/DECLARATION OF FINANCIAL/PROXIMITY & IMPARTIALITY INTERESTS</u> 2.1 RECORD OF ATTENDANCE 2.2 LEAVE OF ABSENCE 2.3 APOLOGY 2.4 DECLARATION OF FINANCIAL/IMPARTIALITY/PROXIMITY INTEREST	1
3	<u>RESPONSE TO PREVIOUS PUBLIC QUESTION TAKEN ON NOTICE</u>	1
4	<u>PUBLIC QUESTION TIME</u>	1
5	<u>APPLICATION FOR LEAVE OF ABSENCE</u> 5.1 LEAVE OF ABSENCE – CR THOMSON	1
6	<u>PETITIONS/DEPUTATIONS/PRESENTATIONS</u>	1
7	<u>CONFIRMATION OF MINUTES OF PREVIOUS MEETING(S)/BUSINESS ARISING FROM PREVIOUS MEETINGS</u> 7.1 MINUTES OF ORDINARY COUNCIL MEETING HELD ON 24 JULY 2018 7.2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS	1-2
8	<u>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION</u>	2
9	<u>COMMITTEE REPORTS</u> 9.1 COMMUNITY WELFARE FUND MANAGEMENT COMMITTEE MEETING	2
10	<u>OFFICER REPORTS</u>	2
10.1	<u>CHIEF EXECUTIVE OFFICER</u> 10.1.1 MANAGER WORKS, SERVICES AND WASTE 10.1.2 DEVELOPMENT OF AN AGED CARE ROADMAP FOR CHRISTMAS ISLAND 10.1.3 REPORT ON THE BUILDING LICENSES ISSUED IN THE 2 ND QUARTER 2018 10.1.4 PLANT & MACHINERY RESERVE BUDGET VARIATION 10.1.5 GEOSPATIAL SATELLITE PROJECT	2-3

10.2	<u>MANAGER FINANCE AND IT</u> 10.2.1 SCHEDULE OF ACCOUNTS – JUNE 2018 10.2.2 FINANCIAL STATEMENTS – JUNE & JULY 2018	3
10.3	<u>MANAGER COMMUNITY SERVICES</u> 10.1.3 20 TH ANNIVERSARY SENIORS WEEK SURPLUS CONTRIBUTION	3
10.4	<u>MANAGER WORK & SERVICES</u>	4
10.5	<u>MANAGER RECREATIONAL SERVICES</u>	4
11	<u>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</u>	4
12	<u>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING</u>	4
13	<u>BEHIND CLOSED DOORS</u> 13.1 CEO PERFORMANCE APPRAISAL	4
14	<u>CLOSURE OF MEETING</u> THE SHIRE DEPUTY PRESIDENT CLOSED THE MEETING AT 7.25PM	4
15	<u>DATE OF NEXT MEETING: 25 SEPTEMBER 2018</u>	4



CONFIRMED MINUTES

Ordinary Meeting of the Shire of Christmas Island held at the George Fam Chambers at 7.00pm on Tuesday 28 August 2018

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Deputy President declared the meeting open at 7.03pm.

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 Rosnah **PAL**
Cr Azmi **YON**
Cr Nora **KOH**
Cr Kelvin **LEE**
Cr Philip **WOO (7.12pm)**
Cr Vincent **SAW**
Cr Hafiz **MASLI**

Chief Executive Officer
Manager Finance and Admin
Manager Community Services
Manager Works & Services

David **PRICE**
GAN So Hon
CHEW Boon Beng
Terry **CLARKE**

Minute Taker

Shikin **HASINUDIN**

2.2 Leave of Absence

2.3 Apologies – Manager Recreation Services and Training Officer, Olivier **LINES**

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

5.1 Leave of Absence – Cr THOMSON

Council Resolution

Moved: Cr YON

Seconded: Cr KOH

Res. No: 63/18

That the leave of absence application submitted by Cr THOMSON (27/8/18 to 31/8/18) be approved.

Carried: 7/0

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 24 July 2018

Members considered the unconfirmed minutes.

Council Resolution

Moved: Cr PAL

Seconded: Cr KOH

Res. No: 64/18

That Council adopt the unconfirmed minutes of the 24 July 2018 Council Meeting.

Carried: 7/0

7.2 Business Arising from the Minutes of Previous Meetings

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

9 REPORTS OF COMMITTEES

9.1 Community Welfare Fund Management Committee Meeting

Council Resolution

Moved: Cr YON

Seconded: Cr LEE

Res. No: 65/18

That the Confirmed Minutes of the Community Welfare Fund Management Committee Meeting held on 17 May 2018 and the Unconfirmed Minutes of the Community Welfare Fund Management Committee Meeting held on 20 August 2018 be received.

Carried: 7/0

10 REPORTS OF OFFICERS

10.1 Chief Executive Officer

10.1.1 Manager Works, Services and Waste

Council Resolution

Moved: Cr MASLI

Seconded: Cr YON

Res. No: 66/18

1. Council notes the advertisement of the Manager for Works, Services & Waste, closing 1 October 2018
2. Council notes the engagement of LO-GO Appointments for the advertising of that position and the short listing of applicants and the Selection Committee of CEO, Gan So Hon and Chris Su to make and advise Council on the employment of the new Manager for Works, Services and Waste.
3. Council endorses the new draft Organisation Structure effective from the date the new manager is employed.

Carried: 7/0

10.1.2 Development of an Aged Care Roadmap for Christmas Island

Council Resolution

Moved: Cr YON

Seconded: Cr KOH

Res. No: 67/18

Council endorses:

1. That quality aged care services delivered to Christmas Island residents remains a high priority.
2. Acknowledgement and endorsement of the proposed Aged Care Roadmap development process.
3. Commitment to working with PRL in the development of the Roadmap.
4. Endorsement and supports the development of Roadmap recommendations, operational plan for provision of quality aged care on Christmas Island. This plan would be forwarded to the Commonwealth for incorporation into their 5 year strategic health planning for Christmas Island.
5. That Chris Su be the Shire's lead participant working with CIP's consultant in the Aged Care Roadmap development process.

Carried: 7/0

Cr WOO entered the Chamber at 7.12pm

10.1.3 Report on the Building Licenses issued in the 2nd quarter 2018

Council Resolution		
Moved: Cr SAW	Seconded: Cr PAL	Res. No: 68/18
That Council notes the report		
Carried: 8/0		

10.1.4 Plant & Machinery Reserve Budget Variation

Council Resolution		
Moved: Cr LEE	Seconded: Cr KOH	Res. No: 69/18
That Council approves a budget variation of \$65,000 from the Plant & Machinery Reserve Fund for the purchase of the 2 nd Kubota SSV75 Skid steer/Concrete mixer bucket plus freight.		
Carried: 8/0		

10.1.5 Geospatial Satellite Project

Council Resolution		
Moved: Cr YON	Seconded: Cr PAL	Res. No: 70/18
That Council acknowledges the works proposed to be undertaken as documented by RPS Group for a geospatial satellite imagery facility and recognises this is exempt from the requirement for planning and building approval. Further, that the CEO be requested to write to RPS Group advising that the Shire of Christmas Island acknowledges this work, notes that this is exempt from the requirement for planning and building approval but points out to the RPS Group that in conducting the works the proponent should ensure they have due regard for other relevant legislation notably the Environmental Protection Biodiversity Conservation Act requirements and also ensures the structures are designed and structurally certified to withstand the climatic conditions the structures are to be subjected to addressing the provisions NCC BCA Volume Two - 2016		
Carried: 8/0		

10.2 Manager Finance & Administration

10.2.1 Schedule of Accounts – July 2018

Council Resolution		
Moved: Cr LEE	Seconded: Cr MASLI	Res. No: 71/18
That Council approves the expenditure as presented in July 2018 Schedule of Accounts.		
Carried: 8/0		

10.2.2 Financial Statements – June & July 2018

Council Resolution		
Moved: Cr WOO	Seconded: Cr MASLI	Res. No: 72/18
That Council receives the Financial Statements of the June 2018 (unaudited) and July 2018 for the Municipal Fund.		
Carried: 8/0		

10.3 Manager Community Services

10.3.1 20th Anniversary Seniors Week Surplus Contribution

Council Resolution		
Moved: Cr SAW	Seconded: Cr WOO	Res. No: 73/18
That Council endorse the transfer of 20 th Anniversary Seniors Week surplus contribution of \$1,806.78 to the Shire's Seniors Activities Fund.		
Carried: 8/0		

10.4 Manager Works & Services

10.5 Manager Recreation Services & Training Officer

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

Council Resolution

Moved: Cr YON

Seconded: Cr PAL

Res. No: 74/18

The meeting be closed to members of the public in accordance with section 5.23(2) of the Local Government Act 1995 for council to discuss matters of a confidential nature.

Carried: 8/0

13.1 CEO Performance Appraisal

Council Resolution

Moved: Cr LEE

Seconded: Cr YON

Res. No: 75/18

That Council –

1. Commence the performance review of the CEO, in accordance with Clause 4 of the Contract of Employment between the Shire of Christmas Island and the CEO, to be completed prior to the Ordinary Council Meeting scheduled for 25 September 2018.
2. That the Shire President write to the CEO formally advising of such in accordance with Clause 4 of the Contract of Employment between the Shire of Christmas Island and the CEO and;
3. That the CEO provides approved performance review documentation to Council in accordance with the procedure detailed in Clause 4 of the Contract of Employment between the Shire of Christmas Island and the CEO.

Carried: 8/0

Council Resolution

Moved: Cr KOH

Seconded: Cr YON

Res. No: 76/18

The meeting be reopened to members of the public

Carried: 8/0

14 CLOSURE OF MEETING

The Deputy President closed the meeting at 7.25pm

15 DATE OF NEXT MEETING: 25 September 2018