



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 17 June 2025 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**
- 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 27 May 2025 (pg 1 - 12)
 - 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 Fisheries Management Committee Meeting (pg 13 - 20)
- 10 Reports of Officers**
 - 10.1 Chief Executive Officer**
 - 10.1.1 Rates, Fees & Charges 2025/26 (pg 21 - 26)
 - 10.2 Director Finance & Administration**
 - 10.2.1 Schedule of Accounts – May 2025 (pg 37 - 43)
 - 10.2.2 Financial Statements – May 2025 (pg 44 - 67)
 - 10.3 Director Community/Recreation Services & Training**
 - 10.4 Director Works, Services & Waste**
 - 10.5 Director Planning, Governance & Policy**
 - 10.5.1 Expression of Interest of Light Industrial Area Lots 509 and 510 (pg 68 - 76)
 - 10.5.1 Policy Manual Review (pg 77 - 134)
- 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**
22 July 2025



UNCONFIRMED MINUTES

Ordinary Meeting of the Shire of Christmas Island held at the George Fam Chambers at 7.00pm on Tuesday 27 May 2025

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

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

- 1.2 Record of Attendance

Shire President

Deputy President

Councillors

Cr Gordon **THOMSON**

Cr Azmi **YON**

Cr Kee Heng **FOO**

Cr Philip **WOO**

Cr Hafiz **MASLI**

Cr Vincent Cheng-Siew **SAW**

Cr Kelvin Kok Bin **LEE**

Cr Azmi **YON**

Cr Steve **PEREIRA**

Cr Swee **TUNG**

Chief Executive Officer

Director Planning, Governance & Policy/Minute Taker

Director Community/Recreation Services

Director Works, Services & Waste

Assistant Director of Finance & Corporate Services

David **PRICE**

Chris **SU**

Olivier **LINES**

Troy **DAVIS**

Wei **HO**

Guests

Town Planning Consultant

Herve **CALMY**

- 2.2 **Leave of Absence**

- 2.3 **Apologies**

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

- 2.4.1 Cr Azmi YON declares an Impartiality Interest regarding item 13.1 Parks Australia Road Upgrade Tender as an employee of Parks Australia. Meeting noted the declaration.

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

- 3.1 Director of Works, Services and Waste Troy DAVIS reports on questions taken on notice from the previous meeting:

April 22nd OCM, item 4.1

Cr Hafiz MASLI raised attention to signposts to the rear of 'blue block' in Flying Fish Cove that have been downed recently. Cr MASLI unsure if it was due to the recent water mains work by Water Corporation contractors in their works in the area, the recent storm damage or other.

ACTION – Director of Works and Services to investigate the matter, action appropriately and report to Council.

Director DAVIS responds: Some sign posts have failed and will be replaced. Some signs were removed by Watercorp Contractors and will be reinstated.

April 22nd OCM, item 4.2

Cr Vincent SAW advised that signs around the island were looking aged and may be due for a refresh. These included locality signs as well as street signs.

ACTION – Director of Works and Services to inspect and advise of appropriate next steps.

Direct DAVIS responds: Council adopted the 24/25 Budget with an allocation from the LRCIP Phase 4 Grant to Replace Road Signage. Subsequently a Public Notice was issued advising residents of the works to replace aged, or remove obsolete Warning, Regulatory and Hazard signage. The works were planned for late 2024, however issues with the shipping of approximately 350 signs meant the signs have only recently arrived. As Civil Works staff are deep into the road program, we are unable to allocate resources until early in the new financial year to undertake the signage program.

April 22nd OCM 4.4

Cr PEREIRA reported that he received feedback from the community that the Islamic Cemetery had not been attended to by the Parks and Gardens team in time for the Eid celebrations.

ACTION – That the Director of Works and Services ensure future programming of maintenance prior to Eid.

Director DAVIS responds: All organisations and interest groups normally request maintenance works prior to any event or celebration. These works are then programmed by the relevant team. As dates for particular events or celebrations can vary each year, we are not able to pre-determine when works are required.

4 PUBLIC QUESTION TIME

- 4.1 Cr Melissa TUNG requested to be updated on the sourcing of cat traps discussed in the March 18th 2025 Ordinary Council Meeting, and also requested to know how often does the rat bait.

CEO David PRICE advises that the cat traps are still being sourced. Director Troy DAVIS advised the query will be taken on notice.

CEO David PRICE advised that Parks Australia may have recently acquired additional rat bait supplies. CEO to follow up with Parks Australia if they intend to distribute any rat bait into the community as in the previous year.

- 4.2 Cr Melissa TUNG raised a question from Drumsite parents requesting the frequency and method of cleaning for the Drumsite playground equipment.

CEO David PRICE advised that new playground equipment had recently been acquired. Director Oliver LINES responded that maintenance and cleaning is performed on a visual check.

- 4.3 Cr PEREIRA asked about the potential replacement of the bus shelter in Flying Fish Cove? CEO David PRICE advised that the bus shelter was completely destroyed in the cyclone earlier this year, and has since been removed from the Flying Fish Cove foreshore. Advised that IOTA is currently underway with tenders to repair the Flying Fish Cove seawall.

Once the seawall has been replaced and the area stabilised, can the plans for a replacement bus shelter be revisited. Until the land is remediated and the adjunct sea wall is replaced, it is not sound to commence plans on a replacement bus stop facility.

- 4.4 Cr PEREIRA raised that with Territory Week 2025 upcoming, can the Shire provide an update as to the useability of the Flying Fish Cove foreshore to receive the guests expected?

Director for Recreation Oliver LINES advises the meeting that IOTA Director Ian MCKENDRICK had been approached for an update to the Commonwealth's plan of works to address the Flying Fish Cove foreshore precinct.

Shire President THOMSON and CEO David PRICE advise that the area is unusable until the sea wall is addressed.

- 4.5 Cr MASLI raised a query from Silver City residents about the replacement of playground equipment in the small Silver City park on Lower Poon Saan Road. The Shire President advised that it is an opportunity for a budget submission for municipal matters like this.
- 4.6 Cr WOO passes on positive public comments on SOCI's tree / branch control maintenance in the recent weeks. CEO David PRICE notes the new telehandler on the next ship will give access to even higher branches.

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 22 April 2025

Members considered the unconfirmed minutes.

Council Resolution

Moved: Cr LEE

Seconded: Cr WOO

Res. No: 29/25

That Council adopt the unconfirmed minutes of the 22 April 2025 Council Meeting.

Carried: 9/0

For:
Cr THOMSON
Cr PEREIRA
Cr TUNG

Cr YON
Cr FOO
Cr SAW

Cr MASLI
Cr WOO
Cr LEE

Against:

7.2 Business Arising from the Minutes of Previous Meetings

- 7.2.1** Cr PEREIRA refers to the question taken on notice at the 4 February Ordinary Council Meeting at item 4.5 of that meeting around Jalan Ketam Merah roadworks and general council roadworks. Shire President Gordon THOMSON advises that Councillors receive monthly updates on the roadwork progress based on the financial reports tabled at council showing the expenditure from the different council units, including the roadworks division; refers Councillors to page 132 in the present Agenda.

Cr PEREIRA clarifies that he is seeking clarification for a response to scheduling of maintenance works on the council's road networks.

Director Davis advises that the approach to maintaining the Council's road network is adaptive and considers multiple factors at any given time to determine what maintenance works are possible and how they should be prioritised during that period.

Director DAVIS notes at present as an example that the aggregate supply is minimal, the spreader truck is inoperable with the new spreader truck experiencing teething problems. In addition the unseasonably wet weather in this dry season has delayed roadworks planned.

Director DAVIS expects to complete the Jalan Ketam Merah works in the new financial year.

- 7.2.2** Cr PEREIRA requests an update on the question taken on notice at the 18th March Ordinary Council Meeting regarding a truck parked at Drumsite Park, item 4.6 of that meeting.

Director DAVIS advised that upon investigation the truck is parked on the road reserve of Lam Lok Loh and not in the boundaries of Drumsite Park.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

- 8.1 Shire President Gordon THOMSON advises that there is a tentative arrangement for a vet visit from August 1st to August 8th. This is dependent on the WA Vet Board approving of the visit in their June meeting. The Councillors will be updated following this meeting of the outcome.
- 8.2 Shire President Gordon THOMSON speaks to the print outs of the Draft Silver City Structure Plan and Draft Phosphate Hill Structure Plans given to each councillor. These are the products of the *Christmas Island Housing Futures Masterplan*, the successful *2024 Housing Support Program Stream 1* application made by the Shire. This application also funded the environmental studies needed to make the EPBC Act Referral to give possible clearance approval for the sites and the civil engineering design for utilities and proposed roads.

Shire President Gordon THOMSON invited Town Planning consultant Herve CALMY to present the Draft Structure Plans for Phosphate Hill and Silver City to the meeting.

Herve CALMY presented the Draft Structure Plan maps. Provided a summary of the community engagement process to get to this point, which is the statutory advertising of the Draft Structure Plans to the public for comment and feedback.

Recounted that the Phosphate Hill area had been identified since Local Planning Strategy No.1 as a place for urban infill expansion to accommodate future growth on the island. Recounted the recognised risk of residential use in Flying Fish Cove in light of climate risks into the future as well as rockfall and land slippage.

Informed council that an additional 'Outline Development Plan' area in the Silver City precinct has also been included in the Silver City Draft Structure Plan documents as an infill opportunity.

Herve CALMY referred to the considered planning on environmental corridors in each Draft Structure Plan aimed to offset the impact of the planned urban infill. Director for Planning Chris SU informed council that the JBS&G consultancy had done extraordinarily extensive work in documenting the PH and SC sites on foot mapping the environmental values in each area to be able to complete the required survey for the EPBC assessors. Director SU noted the significant share of the *Housing Support Program Stream 1* application funds JBS&G and the DWA civil engineering consultants took to assist in the necessary technical for the development of the Draft Structure Plans.

Shire President Gordon THOMSON thanked Herve CALMY for the presentation.

9 REPORTS OF COMMITTEES

9.1 Minutes of Fisheries Management Committee Meetings

Council Resolution

Moved: Cr Yon

Seconded: Cr Lee

Res. No: 30/25

That Council receive the confirmed minutes of the

- Confirmed Minutes of the March 20th 2025 FMC meeting
- Confirmed Minutes of the October 16th 2024 FMC meeting

Carried: 9/0

For:
Cr THOMSON
Cr PEREIRA
Cr TUNG

Cr YON
Cr FOO
Cr SAW

Cr MASLI
Cr WOO
Cr LEE

Against:

10 REPORTS OF OFFICERS

10.1 Chief Executive Officer

10.1.1 Revised Organisational Chart 2025

Council Resolution

Moved: Cr YON

Seconded: Cr SAW

Res. No: 31/25

Council endorses the new 2025 Organisational Chart.

Carried: 9/0

For:
Cr THOMSON
Cr PEREIRA
Cr TUNG

Cr YON
Cr FOO
Cr SAW

Cr MASLI
Cr WOO
Cr LEE

Against:

10.1.2 WALGA Local Government Conference 2025

Council Resolution

Moved: Cr YON

Seconded: Cr MASLI

Res. No: 32/25

That Council –

1. Nominate the following elected members Cr TUNG, Cr LEE, Cr FOO, Cr PEREIRA and Cr WOO to attend the 2025 Annual West Australian Local Government Association (WALGA) conference to be held at the Perth Convention and Exhibition Centre 21 Mounts Bay Road from 22 to 24 September 2025 inclusive, and
2. Nominate two elected members Cr LEE and Cr FOO as voting delegates and two elected members Cr PEREIRA and Cr TUNG as proxy delegates to register for the forthcoming 2025 conference.

Carried: 9/0

For:
Cr THOMSON
Cr PEREIRA
Cr TUNG

Cr YON
Cr FOO
Cr SAW

Cr MASLI
Cr WOO
Cr LEE

Against:**10.1.3 Date Change for the August and September Ordinary Council Meeting****Council Resolution****Moved: Cr YON****Seconded: Cr SAW****Res. No: 33/25**

The Ordinary Meeting date of Council for August 2025 be changed from 26th August to 19th August and the Ordinary Meeting September 2025 be changed from 23rd September to 16th September and the reschedule 2025 Ordinary Council meeting dates be advertised through a Public Notice.

Carried: 9/0

For:
Cr THOMSON
Cr PEREIRA
Cr TUNG

Cr YON
Cr FOO
Cr SAW

Cr MASLI
Cr WOO
Cr LEE

Against:**10.1.4 Building Approval Application Gaze Road Motel****Council Resolution****Moved: Cr YON****Seconded: Cr SAW****Res. No: 34/25**

That Council approves the building application for a new double level building for an 18 room Motel at 4 Gaze Road Christmas Island Lot No 337 subject to the following conditions.

All building work permitted by this permit –

1. Must be carried out in accordance with the plans and specifications specified in the applicable certificate of design compliance for this building permit.
2. Must be carried out in accordance with any conditions set out below.

Conditions

(i) The construction of the proposed 2x Story Motel, Refurbishment Works to New Motel Reception, Carparking and External Amenities as per the approved plans with conditions and stamped by the Shire of Christmas Island and the requisite Certificate of Design Compliance provided by Milestone Certifiers Pty Ltd.

(ii) Building Legislation requires that the builder must sign and submit the attached Certificate of Completion to the Shire of Christmas Island within 7 working days of the building works having been completed.

(iii) Construction works shall be limited as follows:

Monday to Friday, 8am to 5pm.

(iv) This motel be for the short-term accommodation of guests only - (no more than three (3) months in a twelve (12) month period)

(v) The breakfast room operation is limited to use of guests of the motel only.

3. Permission to demolish the demolish existing derelict building, curved retaining wall and staircase as per the building licence application drawings will require the construction of the 18-room motel to begin within 6 months of the permission to demolish being issued. Failure to do so without the written agreement of the Shire for an extension of time will result in the Building License being voided.
4. That prior to an Occupancy Permit being issued, a BA9 Application for Occupation Permit and a BA17 Certificate of Construction Compliance indicating the below conditions have been satisfied/completed has been lodged with the Shire to the Shire's satisfaction whereafter an Occupancy Permit will be issued.
 1. A Landscape Management Plan is to be prepared and approved by the local government prior to the commencement of site works identifying the existing vegetation on site to be retained and vegetation to be replaced because of site works and detailing landscape works to be undertaken.
 2. The approved Landscape Management Plan is to be implemented to the satisfaction of the local government.
 3. All external fixtures such as air conditioning units are to be adequately screened or located such that they are not visible from key viewing areas to the satisfaction of the local government.
 4. Parking associated with the use of the site shall not impact on the function of the public road network or surrounding landowners and shall be designed such that vehicles can exit the site in a forward direction.
 5. Signage limited to the name, number and address of the building, purpose of the building and the name and address of the managing agent thereof to a maximum size of 0.2m2 is exempted from the need for planning approval.
 6. An Interpretation Strategy which addresses the history and significance of Mandor's House and the former Labour Contractor's Quarters in the context of the early Chinese settlement of the area shall be provided prior to occupancy and

operation of the use. The Interpretation Plan should consider an interpretation outcome for the demolished Mandor's House and the retained former Labour Contractor's Quarters. Interpretation outcomes should be implemented prior to occupancy of the new hotel development.

7. All works to the former Labour Contractor's Quarters should be carefully undertaken to ensure that minimal damage occurs to the original building fabric. Cleaning and repair work to the original limestone walls should follow best practice conservation methods and technique and/or be guided by a heritage professional. Low pressure water washing and soft brush cleaning of masonry/stonework is recommended to ensure no pitting or raking of the surface stone occurs.
8. An historical archaeologist should be consulted regarding the potential to impact existing archaeological evidence and if necessary, an Archaeological Management Plan is to be prepared to include appropriate procedures for identification, assessment, documentation and management of any archaeological material encountered during ground disturbance work. Implementation of an archaeological watching brief by a suitably qualified archaeologist at the commencement of any ground disturbance work may be necessary to manage the site's archaeological potential.
9. An updated Heritage Impact Assessment (HIA) is to be undertaken to consider any direct or indirect significant impacts for adjoining Commonwealth land. This is to be prepared and endorsed by the Shire prior to issue of a building permit.
10. Preparation of an archival record of both heritage ruins is required to the satisfaction of the local government prior to any works/demolition being undertaken.
11. External finishes/treatments for the proposal shall as per the 'Gaze Road Finishes' schedule attached. All external treatments and colours should be consistent with that prevailing in the Settlement Heritage precinct.

Carried: 9/0

For:	Cr THOMSON	Cr YON	Cr MASLI
	Cr PEREIRA	Cr FOO	Cr WOO
	Cr TUNG	Cr SAW	Cr LEE

Against:

10.1.5 Appointment of Acting CEO

Council Resolution

Moved: Cr YON

Seconded: Cr FOO

Res. No: 35/25

That Council appoints the Director Planning, Governance & Policy Chris Su as the acting CEO for the period 21 July to 5 September 2025 and that the applicable higher duties apply.

Carried: 9/0

For:
Cr THOMSON
Cr PEREIRA
Cr TUNG

Cr YON
Cr FOO
Cr SAW

Cr MASLI
Cr WOO
Cr LEE

Against:

10.1.6 Application for Registration of Food Business – Salted Coffee Co

Council Resolution

Moved: Cr LEE

Seconded: Cr SAW

Res. No: 36/25

Council approve Registration of the proprietor Sarah Coote and Jarrad Coote and their proposed Salted Coffee Co to operate a Coffee Van subject to:

1. Compliance with the applicable provisions of the Western Australian Food Act 2008 and all of its subsidiary regulations and codes where applicable;
2. Trade is permitted at the Waterfront Park on Murray Road, 3 San Chye Loh between the hours of 5.00am and 10.00am Monday to Friday and subject to the landowner being the Commonwealth granting written permission at Jalan Pantai between the hours of 6.00am and 10.30am on Saturday and Sunday.
3. Location of the Coffee Van on Murray Road must be 4 meters off the road edge and not impede vehicles entering or leaving parking spaces.
4. Proponent provide an ABN and copy of \$10,000,000 Public Liability Insurance Policy covering the food trailer prior to any Registration of the Food Business;
5. This Registration /Licence expires each 30th June, the registration is ongoing and renewable when applied for and paid prior to 30th June in each year provided conditions have not changed;
6. The Coffee Van is to be maintained in accordance with applicable ANZFA Food Safety Standards;
7. The Coffee Van must have access to and be parked within walking distance of an available public or other available toilet facility for the operator's use only during trading hours;
8. The operator is to provide a suitable waste receptacle for rubbish which is generated from the Coffee Van only and remove always ensuring the area around the Coffee Van is left in a clean and tidy state upon departure;
9. The Shire as the enforcement agency may where the Food Act 2008 and its subsidiary regulations

permits may cancel the Registration of a Food Business; and

10. Part 9 of the Food Act 2008 a copy of which is attached as Appendix 2 to this report to be provided to the proponent for information.

Carried: 9/0

For:	Cr THOMSON	Cr YON	Cr MASLI
	Cr PEREIRA	Cr FOO	Cr WOO
	Cr TUNG	Cr SAW	Cr LEE

Against:

10.2 Director Finance & Administration

10.2.1 Schedule of Accounts – April 2025

Council Resolution

Moved: Cr FOO **Seconded: Cr WOO** **Res. No: 37/25**

That Council receive the expenditure totaling \$1,628,922.82 as presented in April 2025 Schedule of Accounts.

Carried: 9/0

For:	Cr THOMSON	Cr YON	Cr MASLI
	Cr PEREIRA	Cr FOO	Cr WOO
	Cr TUNG	Cr SAW	Cr LEE

Against:

10.2.2 Financial Statements – April 2025

Council Resolution

Moved: Cr SAW **Seconded: Cr YON** **Res. No: 38/25**

That Council receives the Financial Statements of April 2025.

Carried: 9/0

For:	Cr THOMSON	Cr YON	Cr MASLI
	Cr PEREIRA	Cr FOO	Cr WOO
	Cr TUNG	Cr SAW	Cr LEE

Against:

10.2.3 Auditor General Report to Parliament Local Government Financial Audit 23/24

Council Resolution

Moved: Cr YON **Seconded: Cr MASLI** **Res. No: 39/25**

That Council note the Auditor General Report to Parliament dated 24 April 2025, advising that the Shire of Christmas Island was rated in the top 20 Best Practice Shires for financial reporting practices for 23/24.

Carried: 9/0

For:	Cr THOMSON	Cr YON	Cr MASLI
	Cr PEREIRA	Cr FOO	Cr WOO
	Cr TUNG	Cr SAW	Cr LEE
Against:			

10.3 Director Community/Recreation Services & Training

10.4 Director Works, Services & Waste

10.5 Director Planning, Governance & Policy

10.5.1 Housing Support Program - Stream1

Council Resolution			
Moved: Cr MASLI	Seconded: Cr LEE	Res. No:	40/25
Council resolves to release the Draft Phosphate Hill Structure Plan and the Draft Silver City Structure Plan for a public advertising period of 42 days pursuant to the requirements of Schedule 2 Part 4 cl. 18 of the Planning and Development (Local Planning Schemes) Regulations 2015.			
Carried:	9/0		
For:	Cr THOMSON	Cr YON	Cr MASLI
	Cr PEREIRA	Cr FOO	Cr WOO
	Cr TUNG	Cr SAW	Cr LEE
Against:			

10.5.2 Policy Manual Review

Council Resolution			
Moved: Cr MASLI	Seconded: Cr SAW	Res. No:	41/25
That Council adopts the following reviewed policies –			
10.5.2.1 Elected Members 1 – Policy Development and Review			
10.5.2.2 Elected Members 2 – Donations to Community Organisations, Other Groups and Persons			
10.5.2.3 Financial Policy 6 - Investment Policy			
10.5.2.5 Financial Policy 8 – Asset Management Policy			
That Council rescind the following policy			
10.5.2.4 Financial Policy 7 – COVID19 Financial Hardship Policy			
Carried:	9/0		
For:	Cr THOMSON	Cr YON	Cr MASLI
	Cr PEREIRA	Cr FOO	Cr WOO
	Cr TUNG	Cr SAW	Cr LEE
Against:			

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 SAW

Seconded: Cr MASLI

Res. No: 42/25

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 matter of a confidential nature.

Carried: 9/0

For:
Cr THOMSON
Cr PEREIRA
Cr TUNG

Cr YON
Cr FOO
Cr SAW

Cr MASLI
Cr WOO
Cr LEE

Against:

13.1 Parks Australia Road Upgrade Tender

Council Resolution

Moved: Cr LEE

Seconded: Cr MASLI

Res. No: 43/25

That Council:

- Direct the Chief Executive Officer to execute a Contract with Parks Australia for the upgrade of East West Baseline Road for the Lump Sum of \$3,949,665; and
- Allocate \$2.35 Million in the budget to enable Staff to commence the process of purchasing the necessary plant and equipment.

Carried: 9/0 Absolute Majority

For:
Cr THOMSON
Cr PEREIRA
Cr TUNG

Cr YON
Cr FOO
Cr SAW

Cr MASLI
Cr WOO
Cr LEE

Against:

Council Resolution

Moved: Cr

Seconded: Cr

Res. No: 44/25

The meeting be reopened to members of the public.

Carried: 9/0

For:
Cr THOMSON
Cr PEREIRA
Cr TUNG

Cr YON
Cr FOO
Cr SAW

Cr MASLI
Cr WOO
Cr LEE

Against:

14 CLOSURE OF MEETING

The Shire President closed the meeting at 8:00 pm

15 DATE OF NEXT MEETING: 17 June 2025



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 17 June 2025
AGENDA REFERENCE	9.1
SUBJECT	Minutes of Fisheries Management Committee Meetings
LOCATION/ADDRESS/APPLICANT	Nil
FILE REFERENCE	2.4.13
INTEREST DISCLOSURE	None
DATE OF REPORT	10 June 2025
AUTHOR	Chris Su, Director Planning, Governance & Policy
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council receive the confirmed minutes of the

- **Confirmed Minutes of the May 14th 2025 FMC meeting**

BACKGROUND

The Fisheries Management Committee is a committee of council formed of Councillors, the Fisheries Ranger, Shire CEO, senior staff and members of the community who respond to the bi-annual public notice calling for membership.

COMMENT

Meeting of 14 May 2025 received Dr J.Prince and FMC scientific advisor Dr. K. Travaille presenting on the Fish Stock Assessment update. Some evidence uncovered suggesting that offshore fleets are catching wahoo, based on recovery of hooks that seem non-local in origin in fish caught by islanders.

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 the May 14th 2025 FMC Meeting

Fisheries Management Committee 2025

CONFIRMED MINUTES

Date: 5.00pm Wednesday 14th May 2025

Location: George Fam Council Chambers

1. Declaration of Opening

Chairperson Azmi YON opened the meeting at 5.02pm

2. Record of Attendance / Apologies / Leave of Absence / Declaration of Financial, Proximity or Impartiality Interest

Ami YON (Chair)	David PRICE
Brady COLLETTE	Gordon THOMSON
Kelvin LEE	Mark ROCHFORD (5.06pm)
Shahrin JAMIL	Chris SU (Teams video)

Absent

Kristy SHANYGINA

2.1 Guests

Dr. Jeremy PRINCE, Biospherics
Dr Kendra TRAVAILLE, Scientific Advisor

3. Confirmation of Previous Minutes

3.1 Confirmation of FMC meeting of 20th March 2025

FMC Resolution

Moved: PRICE

Seconded: SHAHRIN

Res. No: FMC7/25

That the FMC minutes of the 20th March 2025 be confirmed as a true and accurate record.

Carried: 7/ 0

For:	Azmi YON	Brady COLLETTE	Gordon THOMSON
	Shahrin JAMIL	Kelvin LEE	
	David PRICE	Chris SU	

Against:

Fisheries Management Committee 2025

5.06pm Mark ROCHFORD joins meeting

4. Action Items / Business Arising

5. Agenda

5.1 Dr Jeremy PRINCE, Stock Assessment Program update

Dr PRINCE of Biospherics presented the Stock Assessment Program update to the FMC.

Dr PRINCE reviewed the Spawning Potential Ratio (SPR) as the fish stock equivalent to the Human Reproductive Index (HRI).

An HRI of 2.0 children or less per couple would result in a declining human population.

An HRI of 2.1 children per couple would result in a stable human population.

An HRI of 2.2 children or more would result in an increasing human population.

The SPR measures the impact of fishing on a fish stock's ability to spawn, relative to an unfished stock. Dr PRINCE advised SPR metrics for decline, stable and growing fish populations to be as follows:

An SPR of more than 0.20 would equal a growing population.

An SPR of 0.20 would equal a stable population.

An SPR of less than 0.20 indicates a declining population.

Dr PRINCE advised that the initial 2024 Wahoo Stock Assessment Program of 300 individual wahoo data, mostly provided by March ROCHFORD using his commercial fishing records, provided an SPR of 0.24. This indicated a healthy and sustainable level of fish take for the population.

The FMC noted the SPR 0.24 recording.

Dr PRINCE presented a slide with photographs of fish hooks that were recovered from caught wahoo. These fish hooks seemed not to be Christmas Island in origin. FMC discussed the presence of 'offshore fishing fleets' in IOT waters and the movements of this population of wahoo around the Indian Ocean.

Chris SU recounted the presentation by Christabel MITCHELL of Pew Foundation and Dr TRAVAILLE several years ago of a time-lapse satellite photo of the Indian Ocean showing where fishing fleets traversed the Indian Ocean. The white beacons encircled the EEZ of both CKI and CI – anecdotally it was thought that the fishing vessels may be turning off their beacons to fish within the IOT EEZ before retreating back to international waters.

The FMC concluded after discussion that the SPR number would improve with greater control of offshore fishing fleets in the IOT Marine Parks.

Fisheries Management Committee 2025

Brady COLLETTE asked if there was a length to weight scale for wahoo? Dr PRINCE advised that an accurate scale does not exist for our wahoo population in the Indian Ocean. Dr PRINCE noted that once wahoo reached 100cm+, then their weight increased quickly.

Dr PRINCE provided scientific advice on the temperature of the water versus size of fish. In short, colder waters produce larger fish. Hence, why Wahoo and related Spanish Mackerel species were recorded in the Atlantic Ocean to be 1.5m to 2.0m in length, these sizes may not be possible in tropical Indian Ocean waters. Therefore the lack of 1.5m+ wahoo in the 2024 catch data does not indicate an absence of 'full-sized adults' in the local wahoo population in the same way that it would in the Atlantic Ocean. Our 'full-sized adults' may only reach 1.2m before 'capping out' in growth with these warm waters.

Dr PRINCE advised that, given the maximum adult size of wahoo in IOT waters appears to be around 1.2m, the two-thirds length metric—approximately 80cm—can be considered the size at which wahoo reach breeding maturity.

An extended period of time with additional catch data would further refine our understanding of Indian Ocean Territories' wahoo population statistics.

Brady COLLETTE advised that he had sighted some wahoo which he estimated at 20kg+ that appeared to be of quite some size larger than 1.2m whilst diving on occasion. He notes that he does not see these presentations of size when is trawling for wahoo.

The FMC looked forward to Dr PRINCE's next Stock Assessment Program results for the following fish as resolved 9/24 at the 23 Sept 2024 FMC meeting:

<i>Flying Fish</i>	<i>Mackerel Scad</i>	<i>Flame Tail & Ruby Snapper</i>
<i>Red Tip Grouper</i>	<i>Rock Lobster</i>	<i>Black Leather Jacket</i>

5.2 Marine Research Code of Conduct

Dr Kendra TRAVAILLE presented the draft *Marine Research Code of Conduct PDF* to the committee by email 9 May 2025.

Dr TRAVAILLE reviewed the draft Code of Conduct with the FMC. She advised CI Marine Parks official Laura SMITH had viewed the document as well and supported this version. Parks wished to explore making the Code of Conduct a joint document from the FMC and National Parks, a kind of 'one-stop' document to present to all researchers visiting Christmas Island waters.

FMC discussed the utility of a joint Code of Conduct document for all researchers in island waters and directed Dr Kendra TRAVAILLE to progress discussions with Laura SMITH to enact a final version with Parks' input alongside the FMC material for FMC review. The FMC were satisfied at the text presented

Fisheries Management Committee 2025

in the *Marine Research Code of Conduct* presented by Dr TRAVAILLE.

5.3 Australian Society for Fish Biology Annual Conference, Darwin, August 2025

Dr TRAVAILLE had sent draft of abstract for presentation at the ASFB Annual Conference in Darwin, August 2025 on 9 May 2025 to FMC members.

FMC members reviewed the abstract in the meeting. There was discussion regarding FMC participation in the Darwin conference scheduled for August 2025. Dr TRAVAILLE viewed FMC's involvement in presenting its findings as a valuable opportunity to showcase the significant work undertaken by the FMC within a unique and unprecedented governance model in the Indian Ocean Territories.

FMC discussed whom might be able to represent the FMC at the conference.

Action Item: Dr TRAVAILLE to send costs of two FMC members to CEO David PRICE.

FMC Resolution

Moved: ROCHFORD

Seconded: COLLETTE

Res. No: FMC8/25

That the Abstract be sent to the Australian Society for Fish Biology Annual Conference.

Carried: 8/ 0

For:

Azmi YON
Shahrin JAMIL
David PRICE

Brady COLLETTE
Kelvin LEE
Chris SU

Gordon THOMSON
Mark ROCHFORD

Against:

5.4 Commercial Fishing Policy

Dr TRAVAILLE presented the *Commercial Fishing Policy vs2 May 2025* PDF in the meeting.

In summary –

- FMC received requests for comment from the Commonwealth in October 2024 regarding two commercial fishing license applications

Fisheries Management Committee 2025

- FMC could not respond to requests for comment as it had no guidelines on how to assess – deemed it was not transparent to have the members provide comments in the absence of a written framework on how to proceed with assessing CFL applications.
- Dr TRAVAILLE advised in the meeting that there are five commercial fishing licenses for Christmas Island. Three are presently awarded to license holders, two are in reserve held by the Commonwealth.

Of the three presently awarded, one is to a Darwin entity who has not fished Christmas Island waters yet; they procured it from a CI license holder who disposed of it to them in 2023/2024.

- Dr TRAVAILLE advised that the existing legislation requires license holders who do not fish in a two-year period to justify why they continue to need a license to the Minister should the Minister requests.

The FMC observed that the two-year time frame for the Darwin license holder should be nearing, if not already exceeded.

- FMC reviewed the underlying principle for its formation, to ensure that the fisheries of Christmas Island are sustainably managed for current and future generations of Christmas Island.

FMC discussed the desire to ensure that only local territory residents should be afforded the ability to compete for one of the commercial fishing licenses available.

FMC also discussed the importance of CI fish not forming part of an export economy – that any fish caught would be for commercial domestic sale in the territory.

- FMC discussed the present right of someone to on sell their license to someone else. FMC thought a future fishing regime could restrict this ability from commercial fishing license holders.
- FMC considered requesting the two commercial fishing licenses held by the Commonwealth to be extinguished. This is based on the underlying principle that commercial fishing is to satisfy local demand. Each license can catch 5 tons of pelagic and 1 ton of demersal fish a year.

Dr TRAVAILLE documents that currently less than 10t of pelagic and less than 1t of demersal fish are caught each year.

This at present seems to adequately satisfy the community needs on the shelf on Island.

- FMC has the opportunity to discuss commercial fishing licenses in greater detail with visiting Department official Sharon Jones visiting later in May 2025.

Fisheries Management Committee 2025

- David PRICE suggested a follow up workshop with FMC members to specifically discuss Fishing License matters again after further discussion with Sharon Jones.
- FMC resolved to meet again after FMC members met with Sharon Jones in the coming week.

6. **General Business:**

7. **Close of Business: 6.45pm**

8. **Next Meeting Date: TBA**



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 17 June 2025
AGENDA REFERENCE	10.1.1
SUBJECT	Rates, Fees & Charges 2025/26
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.7
INTEREST DISCLOSURE	Nil
DATE OF REPORT	09 June 2025
AUTHOR	David Price, CEO
SIGNATURE OF CEO	SIGNED

RECOMMENDATIONS

1. Council adopts the rates, fees and charges for financial year 2025/26 as listed in the attachment.
2. All rates, fees and charges to apply from 1 July 2025.
3. The Internal rate will apply to any work carried out for the Commonwealth within the Road Funding/Contract Agreement.

BACKGROUND

Section 6.2(4) (c) the annual budget is to incorporate – the fees & charges proposed to be imposed by the local Government.

Council and Management team had a budget meeting in April 2025 to consider the fees & charges.

COMMENT

Increase to rates, fees & charges.

- Rates – GRV & UV 4%
- Garbage charges – 4% residential & 4% Commercial
- Other Fees & Charges – 4%
- Some other fees have been adjusted to cost recovery basis.

STATUTORY ENVIRONMENT

Section 6.2(1) of the Local Government Act 1995 (WA)(CI) requires the adoption of the budget by no later than 31 August in each financial year, or such extended time as the Minister allows.

Section 6.2(4) (c) the annual budget is to incorporate – the rates, fees & charges proposed to be imposed by the local Government.

Local Government (Financial Management) Regulation s 1996 – Reg. 25 – Fees & Charges – the annual budget is to include an estimate of the total revenue from the fees & Charges from each program.

FINANCIAL IMPLICATIONS

Once the rates, fees & charges are adopted, the Shire will be able to raise revenue from rates and service charges.

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 Rates, Fees & Charges 2025-26

SHIRE OF CHRISTMA ISLAND RATES, FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2026

General Purpose Funding

31.0 Rates

31.1 General Rate (Section 6.32 - LG Act)

- | | |
|-----------------------------|---|
| a) Gross Rental Value (GRV) | 11.1821 cents in the dollar (0.111821/\$) |
| b) Unimproved Value (UV) | 44.9904 cents in the dollar (0.449904/\$) |

31.2 Minimum Rate (Section 6.35 - LG Act)

- | | |
|-----------------|----------------------|
| a) Minimum Rate | \$675 GRV Properties |
| b) Minimum Rate | \$406 UV Properties |

31.3 Discount (Section 6.46 - LG Act)

- a) A discount of 2.5% is to apply if rates are paid within 35 Days of issue of notice.

31.4 Penalty/Interest (Section 6.51 - LG Act)

- a) A penalty of 10% is to apply as from 36 days after date of issue of rate notice and 10% of interest is to apply for overdue rates that remain unpaid

31.5 Administration Fee (Section 6.45 – LG Act)

- a) An administration fee of \$53.10 is to apply if rates are paid by instalments

31.6 Zoning, application, orders, requisitions, rates

- | | |
|--|-----------------------|
| a) Land Purchase Enquiry seven day processing time | \$242.00 |
| b) Land Purchase Enquiry 48 hours processing time | \$319.00 |
| c) Rating Account Enquiry | \$ 64.00 per research |

General Administration

42.0 Photocopy/Printing Charges

- | | |
|-----------------------------------|------------------|
| a) A4 - one sided (black & white) | \$ 1.10 per copy |
| b) A3 – one sided (black & white) | \$ 2.10 per copy |
| c) Bulk Printing (50+) | \$ 0.70 per copy |
| d) A4 paper size (colour) | \$ 6.20 per copy |
| e) A3 paper size (colour) | \$10.00 per copy |

42.1 Report

- | | |
|---|------------------|
| a) Annual Report | \$64.00 per copy |
| b) Corporate Business Plan | \$64.00 per copy |
| c) Strategic Plan | \$64.00 per copy |
| d) Street Numbers List Whole Island | \$64.00 per copy |
| e) Copy of extract of Records or Plans (A3) | \$32.00 per copy |
| f) Copy of extract of Records or Plans (A4) | \$20.00 per copy |

Law, Order & Safety

51.0 Keeping of Cats

- | | |
|--|----------------------------------|
| a) Application for Permit to keep a cat | \$56.00 non-refundable |
| b) Claiming of an impounded cat | \$34.00 plus applicable penalty |
| c) Sustenance of an impounded cat | \$34.00 each day or part thereof |
| d) Cat local law Schedule 1 Modified Penalties | \$34.00 per offence |

51.1 Concessional registration rates:

- | | |
|--|----------|
| a) Cats owned & kept by bona-fide pensioners | \$ 16.00 |
|--|----------|

51.2 Animal Trap

- | | |
|------------|---------------|
| a) Deposit | \$261.00 each |
|------------|---------------|

**SHIRE OF CHRISTMAS ISLAND
FEES AND CHARGES
FOR THE YEAR ENDED 30 JUNE 2026**

Law, Order & Safety

51.3 Offences relating to Cats

Cat Local Law 2010 Schedule 1 Modified Penalties below is applicable regards fines Local Government Act 1995(WA)(CI)

Item No.	Clause No.	Nature of Offence	Modified Penalty
a)	2.1	Failure of a keeper to identify a cat	\$250
b)	2.2	Interference with or removal of the identification of a cat	\$250
c)	2.4	Marking cat with universal mark of de-sexing via neutering when cat not neutered.	\$250
d)	3.1(1)	Keeping a cat without a permit	\$500
e)	4.1	Using a premises as a cat boarding premises without a permit	\$250
f)	6.6(a)	Releasing or attempt to release a cat from a pound	\$250
g)	6.6(b)	Destroy, break into, damage or in any other way interfere or render not cat proof a pound	\$250
h)	6.6(c)	Destroy, break into, damage or in any other way interfere with any container used for the purpose of catching, holding or conveying cats	\$250
i)	7.1	Abandonment of cat	\$250
j)	11.1	Cat in a public place	\$250
k)	11.3	Cat in a place that is not a public place.	\$250
l)	11.4	Cat in a cat prohibited area	\$300
m)	11.5	Breach of a condition of permit	\$300

Health

71.0 Food Premises Licence & Registration

a)	New Registration and Licence	\$262.00
b)	New Licence	\$262.00
c)	Licence Renewal	\$262.00 per annum
d)	Food Training Seminars and presentations	\$103.00 per student
e)	Pre-purchase inspection of food premises	\$407.00

71.1 Lodging Houses

a)	New Registration	\$262.00
b)	New Licence	\$262.00
c)	Licence Renewal	\$262.00 per annum

71.2 71.2 Grease Trap Service

a)	Trap Cleaning Service	
	(i) Up to 1,500 litres	\$354.00 per service
	(ii) Over 1,500 litres	\$354.00 per hopperload
b)	Call out Fee	
	(i) Working Hour	\$116.00 per call out
	(ii) After Working Hour	\$471.00 per call out

71.3 Spoutvac Hire

a)	Wet Hire with operators	\$354.00 per hour
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SHIRE OF CHRISTMAS ISLAND FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2026

Welfare

82.0 Interpretation/Translation \$206.00 per hour

Communities Amenities

101.0 Sanitation

Waste management levy (per annum) section 66 -67 of the Waste Avoidance and Resource Recovery Act 2007 (WA) (CI)

a) Per residential unit/household	\$ 97.00
b) Per individual commercial property	\$ 97.00
c) Per vacant land	\$ 97.00
d) Per specified institution	\$964.00

101.1 Bin Collection Fees (Rated Premises)

a) Household	\$399.00
b) Multi residential unit	\$257.00
c) Rated Enterprise (per quarter - see Note: 1)	\$ 97.00 per collection unit
d) Sulo bin left out or put in wrong place	\$ 90.00 per bin

Note: 1 collection unit is equivalent to 1MGB collected per week for 3 months. An enterprise is any premises that are not a domestic use.

101.2 Collection Service Establishment Fees

a) Waste Service Establishment Fee – Rated Dwelling	\$231.00 Per dwelling
b) Waste Service Establishment Fee – Rated Unit	\$157.00 Per unit
c) Waste Service Establishment Fee – Rated Enterprise	\$ 92.00 Per MGB plus \$79.00
d) Waste Service Establishment Fee – Non-rated Enterprise	\$166.00 Per MGB plus \$122.00
e) Change of a Service – Rated Enterprise	\$48.00 plus \$ 79.00 per extra MGB
f) Change of a Service – Non - Rated Enterprise	\$99.00 plus \$129.00 per extra MGB

101.3 Others

a) Hire of MGB	\$ 15.60 per MGB per week
b) Hire of MGB (emptied once a week)	\$ 28.00 per MGB per week
c) Industrial Skip Bin Green Wastes Only	\$246.00 delivered & removed within 10 days + \$25.00 per day rental Thereafter
d) Industrial Skip Bin – Paper/Cardboard Only	\$246.00 delivered & removed within 10 days + \$25.00 per day rental Thereafter
e) Industrial Waste Cage – Paper/Cardboard Only	\$246.00 delivered & removed within 10 days + \$25.00 per day rental thereafter
f) Industrial Skip Bin – Mixed/Wet Wastes	\$287.00 delivered & removed within 10 days + \$30.00 per day rental thereafter. (Mixed /wet waste not to cause odours or a fly nuisance or can be removed at Council discretion)
g) Hire & Disposal of Green Waste Bag	\$ 38.00

Note: MGB = Mobile Garbage Bin (eg “Sulo Bin”, Wheelie Bin)

SHIRE OF CHRISTMAS ISLAND FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2026

Communities Amenities

101.4 Tip Entrance Fees/Tips Entry Vouchers – Commercial Waste*

a) Sedan/Van	\$ 27.00 per vehicle
b) Single axle light trailer	\$ 27.00 per vehicle
c) Double axle light trailer	\$ 50.00 per vehicle
d) Light rigid truck (up to 8T GVM)	\$ 111.00 per vehicle
e) Medium rigid truck	\$ 251.00 per vehicle
f) Heavy rigid truck or Dog trailer	\$ 434.00 per vehicle
g) Semi-trailer/Articulated truck	\$ 770.00 per vehicle
h) Double-trailer	\$1,545.00 per vehicle

***Note:** Where vehicle does not fit into category discretion lies with the CEO to determine the charge.

101.5 Disposal of Controlled Wastes

a) Asbestos Disposal (Minimum charge m ³)	\$700.00 per cubic metre*
b) Biomedical Waste Disposal (Minimum charge m ³)	\$700.00 per cubic metre*
c) Quarantine Waste Disposal (Minimum charge m ³)	\$700.00 per cubic metre*
d) Sewerage Sludge Disposal (Minimum charge m ³)	\$153.00 per cubic metre*
e) Car bodies (must have all oils and fluids drained)	\$325.00 per car

101.6 Commercial Putrescible Waste Collections \$1,779.00 per day

101.7 Woodchips \$105.00 per cubic metre*

101.8 Oily Waste \$115.00 per hour

101.9 Disposal of Batteries and Tyres

a) Battery	\$ 13.50 each
b) Car tyre	\$ 3.10 each
c) Truck tyre (small)	\$ 5.20 each
d) Truck tyre (large)	\$ 8.30 each
e) Tractor/Loader/etc tyre	\$ 13.50 each

101.10 Oily Waste \$116.00 per hour

Note:

A permit from the Shire of Christmas Island is required prior to the dumping of asbestos and quarantine at the tip site. Permits can be obtained from the Planning Building & Health Department of the Shire of Christmas Island. The Shire of Christmas Island requires a minimum of 24 hours notice prior to the dumping of these materials.

102.0 Septic Tanks

Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 (WA)

- a) Fees for a single dwelling on a single lot or septic system producing < 540L sewage per day:
 - (i) Local Government Application Fee \$128.00
 - (ii) Fee for the grant of a permit to Use an Apparatus (Including all inspections) \$128.00
- b) Fees for non residential systems requiring approval from the Health Dept of WA:
 - Health Department of WA Application Fee
 - (i) With a Local Government Report \$ 39.00
 - (ii) Without a Local Government Report \$128.00
 - (iii) Local Government Report Fee \$128.00

**SHIRE OF CHRISTMAS ISLAND
FEES AND CHARGES
FOR THE YEAR ENDED 30 JUNE 2026**

Communities Amenities

106.0 Planning Services

106.1 Planning Fees

Planning and Development Regulations 2011 (Part 7- Local Government Planning Charges)

Consideration of an amendment to a Planning Approval 50% of original fee

Consideration of an amendment to a Building Licence 50% of original fee

Item	Part 1 – Maximum Fixed Fees	Maximum Fee 2025/26 (*see information below)
1.	Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is -	
	(a) not more than \$50,000	\$147
	(b) more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development
	(c) more than \$500,000 but not more than \$2.5 million	\$1,700 + 0.257% for every \$1 in excess of \$500 000
	(d) more than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million
	(e) more than \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5 million
	(f) more than \$21.5 million	\$34,196
2.	Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus, by way of penalty, twice that fee
3.	Determining a development application for an extractive industry where the development has not commenced or been carried out	\$739
4.	Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee
5A.	Determining an application to amend or cancel development approval	\$295
5.	Providing a subdivision clearance for –	
	(a) not more than 5 lots	\$73 per lot
	(b) more than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$35 per lot
	(c) more than 195 lots	\$7,393

**SHIRE OF CHRISTMAS ISLAND
FEES AND CHARGES
FOR THE YEAR ENDED 30 JUNE 2026**

Communities Amenities

106.1 Planning Fees (continued)

Item	Part 1	Maximum Fixed Fees	Maximum Fee 2025/26 (*see information below)
6.	Determining an initial application for approval of a home occupation where the home occupation has not commenced		\$222
7.	Determining an initial application for approval of a home occupation where the home occupation has commenced		The fee in item 6 plus by way of penalty, twice that fee
8.	Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires		\$73
9.	Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired		The fee in item 8 plus, by way of penalty, twice that fee
10.	Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out		\$295
11.	Determining an application for a change of use or for an alteration or extension or change of a non-conforming use after the alteration, extension or change has commenced or been carried out		The fee in item 10 plus, by way of penalty, twice that fee
12.	Building envelope variations or development outside of building envelope (includes advertising fee)		\$400
13.	Advertising – Newspaper and surrounding neighbour		\$300
14.	Advertising – Surrounding neighbour notification only		\$100
15.	Extension of term – requests for extension of term for planning Approval prior to expiry		50% of application fee or full minimum fee whichever is greater
16.	Requests for amendment or reconsideration		\$295
17.	Sign permit fee		\$60
18.	Sign applications		\$147
19.	Section 40 Certificates (Liquor Licence)		\$147

**SHIRE OF CHRISTMAS ISLAND
FEES AND CHARGES
FOR THE YEAR ENDED 30 JUNE 2026**

Communities Amenities

106.2 - 4 Planning Fees

Item	Part 2	Maximum Fees: Scheme amendments and Structure Plan
1.	In Principle	\$1,250
2.	Basic	Fee determined on application pursuant to Town Planning Regulations
3.	Standard	Fee determined on application pursuant to Town Planning Regulations
4.	Complex	Fee determined on application pursuant to Town Planning Regulations
5.	Structure Plan	Fee determined on application pursuant to Town Planning Regulations
6.	Local Development Plan	Fee determined on application pursuant to Town Planning Regulations
7.	Minor variations to Structure Plans	Fee determined on application pursuant to Town Planning Regulations

Item	Part 3	Development Assessment Panel (DAP) – Applications valued over \$7 million or opt in applications
1.	Shire Fee – As per planning application fees above No. GST	
2.	DAP Fee – As per DAP Regulations No GST	

Item	Part 4	Planning Staff Fees for Amendments and Structure Plans – Per Hour *Regulatory
1.	Director / City / Shire Planner	\$88.00 per hour
2.	Manager / Senior Planner	\$66.00 per hour
3.	Planning Officer	\$36.86 per hour
4.	Other staff – e.g. Environmental Health Officer	\$36.86 per hour
5.	Secretary / Administrative Officer	\$30.20 per hour

**SHIRE OF CHRISTMAS ISLAND
FEES AND CHARGES
FOR THE YEAR ENDED 30 JUNE 2026**

Communities Amenities

106.5 - 6 Planning Fees

Item	Part 5	Subdivision / Strata / Built Strata Clearance Fees
Subdivision / Strata Clearance Application Fees <i>*Regulatory*</i>		
1.	Not more than 5 lots @ \$73 per lot	\$73
2.	More and then \$35 per lot than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$35 per lot
3.	More than 195 lots	\$7,393
Built Strata <i>*Regulatory Fee – WAPC Planning Bulletin 52/2009*</i>		
1.	Up to and Including 5 lots - \$656 plus \$65 per lot	\$656
2.	6 lots up to 100 lots - \$981 plus \$43.50 per lot in excess of 5 lots	\$981
3.	Capped at 100 lots maximum	\$5,113
Item	Part 6	Planning Search fees and customer relations
1.	Planning exemption advice (BCA)	\$155
2.	Building Envelope, Site Plans and Planning Application Search	\$60
3.	Providing a zoning certificate	\$73
4.	Replying to a property settlement questionnaire	\$73
5.	Providing written planning advice	\$73
6.	Copy of Local Planning Scheme No. 2 District Zoning Scheme Text including Maps at A3 size	275.00 per copy
7.	Copy of Scheme Maps at A3 size	\$15.00 per set
8.	Copy of current Local Planning Strategy	\$40.00 per copy
9.	Scheme Text including maps at A4 size	\$5.00 per copy
10.	Any Other Statutory Licence or Permit (Not otherwise provided for)	\$92.00

**SHIRE OF CHRISTMAS ISLAND
FEES AND CHARGES
FOR THE YEAR ENDED 30 JUNE 2026**

Communities Amenities

Any Other Statutory Licence or Permit
(Not otherwise provided for) \$107.00

106.7 Building Control

- a) Written Building Advice \$116.00
- b) Copy of Building Plans (*where legally permitted to be issued*) \$234.00 per copy
- c) Inspection Not Referred to Elsewhere \$216.00 per hour
(Min \$249.00)

106.8 Fees are as per the Building Regulations 2012 (Schedule 2 Divisions 1, 2 & 3)

Division 1 – Applications for Building Permits, Demolition Permits

Item	Application	Fee
1.	Certified application for a building permit (s. 16(l)) —	
	(a) for building work for a Class 1 or Class 10 building or incidental structure	0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110
	(b) for building work for a Class 2 to Class 9 building or incidental structure	0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110
2.	Uncertified application for a building permit (s. 16(l))	0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110
3.	Application for a demolition permit (s. 16(l)) —	
	(a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure	\$110
	(b) for demolition work in respect of a Class 2 to Class 9 building	\$110 for each storey of the building
4.	Application to extend the time during which a building or demolition permit has effect (s. 32(3)(f))	\$110

**SHIRE OF CHRISTMAS ISLAND
FEES AND CHARGES
FOR THE YEAR ENDED 30 JUNE 2026**

Communities Amenities

106.9 Fees are as per the Building Regulations 2012 (Schedule 2 Divisions 1, 2 & 3)

Division 2 - Application for occupancy permits, building approval certificates

Item	Application	Fee
1.	Application for an occupancy permit for a completed building (s. 46)	\$110
2.	Application for a temporary occupancy permit for an incomplete building (s. 47)	\$110
3.	Application for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48)	\$110
4.	Application for a replacement occupancy permit for permanent change of the building's use, classification (s. 49)	\$110
5.	Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision (s. 50(1) and (2))	\$10.50 for each strata unit covered by the application, but not less than \$105.80
6.	Application for an occupancy permit for a building in respect of which unauthorised work has been done (s. 51(2))	0.18% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$110
7.	Application for a building approval certificate for a building in respect of which unauthorised work has been done (s. 51(3))	0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$110
8.	Application to replace an occupancy permit for an existing building (s. 52(1))	\$110
9.	Application for a building approval certificate for an existing building where unauthorised work has not been done (s. 52(2))	\$110
10.	Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a))	\$110

106.10 Fees are as per the Building Regulations 2012 (Schedule 2 Divisions 1, 2 & 3)

Division 3 - Other applications

Item	Application	Fee
1.	Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought)	\$2,232

SHIRE OF CHRISTMAS ISLAND FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2026

Communities Amenities

107.0 Cemetery Fees

Cemeteries Act (CI) 1986 & CI Cemeteries Local Law 2013

a). Sinking Fee – Ordinary Grave Plus Excavation	\$1246.00 Cost recovery
b). Sinking Fee – To extra depth per metre or part thereof	\$ 310.00
c). Sinking Fee – Child 13 years and under	\$ 137.00
d). Sinking Fee – Stillborn	\$ 66.00
e). Grant of Right of Burial (25 years	\$ 192.00
f). Purchase of Plot Land	\$ 629.00
g). Renewal of Grant of Right of Burial	\$ 207.00
h). Transfer of Grant of Right of Burial	\$ 39.00
i). Exhumation – Single Grave	\$1,537.00
j). Reinstatement of Exhumed Grave	\$ 347.00 reinsert
k). Single Permit to erect monument or headstone	\$ 34.00
l). Monumental Mason's Annual Licence *	\$ 137.00
m). Funeral Directors Annual Licence *	\$ 207.00
n). Funeral Directors Single Fee Licence*	\$ 137.00
o). Memorial Garden	\$ 80.00

*** Where applicable**

Recreation & Culture

111.0 Public Halls & Civic Centre

111.1 Poon Saan Community Hall/Senior Citizens Building

a) Commercial Rent	\$ 57.00 per 2 hours
b) Community Groups	\$ 25.00 per hour
c) Community Groups (Regular Users -Advance payment)	
(i) fixed 6 months booking	\$ 17.00 per hour for
(ii) fixed 3 months booking	\$ 19.00 per hour for
(iii) fixed 1 month booking	\$ 21.00 per hour for
d) Other (maximum 8 hours)	\$206.00 per day
e) Chair (maximum 3 days)	\$ 2.00 per day
f) Storeroom	\$ 41.00 per month (each)
g) Key Deposit (Refundable)	\$ 40.00

Note: Community Group that make use of the facility at least twice every month are defined as "Regular users"

SHIRE OF CHRISTMAS ISLAND

FEES AND CHARGES

FOR THE YEAR ENDED 30 JUNE 2026

Recreation & Culture

111.2 George Fam

a)	Training & Conference Room	\$ 225.00 per day \$ 116.00 half a day \$ 51.00 an hour
b)	Office Space (One Quarter Room)	\$ 225.00 per day
c)	Non-Profit Community Group	F.O.C availability
d)	Television	\$ 64.00 per day
e)	Video	\$ 64.00 per day
f)	Overhead Projector	\$ 64.00 per day
g)	Multi Media Projector	\$ 64.00 per day

113.0 Library

a)	Overdue video	\$2.00 per day late fee
b)	Overdue books	\$2.00 per week late fee
c)	Lost books	Actual cost of the book
d)	Damaged books	Actual costs of the book
e)	Lost Library card	\$5.00 each
f)	Internet use	\$5.00 per hour
g)	Printer use	\$1.00 per copy

114.0 "The Islander" Newsletter

a)	Advertisement (Community Not for Profit Organizations)	
(i)	Block (5.5 cm x 3.5 cm)	\$ 25.00
(ii)	Quarter page	\$ 45.00
(iii)	Half page	\$ 83.00
(iv)	Three Quarter page	\$119.00
(v)	Full page	\$161.00

Note: Community Not for Profit Organisations Free of Charge advertisements (FOC) - refer Council Policy

b)	Island Commercial and Businesses	
(i)	Block (5.5 cm x 3.5 cm)	\$ 27.00
(ii)	Quarter page	\$ 48.00
(iii)	Half page	\$ 93.00
(iv)	Three Quarter page	\$138.00
(v)	Full page	\$182.00
c)	Government Agencies	
(i)	Block (5.5 cm x 3.5 cm)	\$ 34.00
(ii)	Quarter page	\$ 64.00
(iii)	Half page	\$129.00
(iv)	Three Quarter page	\$192.00
(v)	Full page	\$255.00
(vi)	Insert Handling Fee	\$348.00 per issue
d)	Subscribe to "The Islander"	
(i)	1 year (25 issues) WA /on CI	\$194.00
(ii)	1 year (25 issues) outside WA	\$194.00
(iii)	1 year (25 issues) overseas	\$315.00

SHIRE OF CHRISTMAS ISLAND FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2026

Economic Services

131.0 Sea Container rental rates at the LIA

- a) 20 foot
Yearly rates and monthly pro rata on shorter term rates
 - (i) Fork lift entry access \$2,318.00
 - (ii) Non Fork lift entry access \$1,738.00
- b) 40 foot
Yearly rates and monthly pro rata on shorter term rates
 - (i) Fork lift entry access \$4,058.00
 - (ii) Non Fork lift entry access \$3,584.00

Other Property & Services

141.0 Private Works Rates and Charges

141.1 Labour

Rate per hour

- a) Driver/Plant Operators/Handyman/
Cleaner/ Labourer /Gardener /Mechanic \$112.00 (working hours)
- b) Supervisor \$187.00 (working hours)
- c) Professional & Technical Services \$224.00

141.2 Community Bus with Driver \$167.00 (Minimum 2 hours)

Note: Minimum charge during working hours is 2 hours. Overtime rates in accordance with the industrial agreement in force at the time will apply

141.3 Vehicle and Plant Hire with Operators

Rate per hour

- a) Light Trucks \$176.00
- b) Truck with Hiab \$254.00
- c) Tipper 10 tonnes \$254.00
- d) Water Truck 10,000L \$265.00 (excluding water)
- e) Grader \$265.00
- f) Loader (with attachments) \$242.00
- g) Bobcat with or without attachments \$197.00
- h) Forklift \$186.00
- i) Multi Tyred Roller - light \$186.00
- j) Multi Tyred Roller - heavy \$265.00
- k) Tractor with or without attachments \$190.00
- l) Komatsu Excavator \$254.00 plus mobilisation
- m) Mini Excavator \$214.00
- n) Drum Roller - light \$197.00
- o) Drum Roller - heavy \$265.00
- p) Wood Chipper (3 x operator costs included) \$428.00
- q) Concrete Truck (not inc. concrete) \$263.00
- Standby rate where applicable p/hour following
Minimum 15 minutes unloading time \$76.00
- r) Concrete product/cubic meter \$1,045.00
- s) Bitumen Spray Truck (not inc. bitumen) \$214.00
- t) Car/Ute \$16.00
- u) Telehandler \$209.00
- v) Rubbish Truck \$257.00
- w) Vac Pump \$107.00

SHIRE OF CHRISTMAS ISLAND FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2026

Other Property & Services

x) Trailer	\$ 22.00
y) Portable Lights	\$ 54.00
	\$268.00 per day

Note: Hire based on a depot to depot arrangement. Minimum hire is 4 hours.

141.4 Excavation Permits

a) Application Fee (includes one inspection)	\$319.00
b) Bond	\$ 52.00m ² unsealed roads
	\$ 91.00m ² sealed roads
	\$240.00m ² concrete areas
c) Materials	
(i) Bitumen Emulsion	\$ 6.00/liter
(ii) Sealing Aggregate	\$ 428.00/tonne
(iii) Cold Mix	\$2,142.00/tonne
	\$ 857.00/m ³

Additional Inspections (per inspection as required)	\$334.00
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141.5 Other Charges

a) Large Marquee	
(i) Hire only – no delivery	\$121.00 per day plus
(ii) Set up and dismantled costs	\$482.00 plus (\$541 deposit)
c) Small Marquee	
(i) Hire only – no delivery	\$ 57.00 per day
(ii) Set up and dismantled costs	\$354.00 plus (\$400 deposit)
d) Stage	
(i) Hire only- no delivery	\$240.00 per day
(ii) Set up and dismantled costs	\$768.00 plus (\$958 deposit)

Note: Delivery charges may apply. Hire is based on depot to depot arrangement. Other conditions may apply with some equipment, please inquire with the department prior to hiring.

141.6 Laminating Services

a) A0 paper size	\$32.00 per copy
b) A1 paper size	\$26.00 per copy
c) A2 paper size	\$23.00 per copy
d) A3 paper size	\$20.00 per copy
e) A4 paper size	\$ 8.00 per copy

Key to Abbreviated Legislation:

LG Act	-	Local Government Act 1995 (WA) (CI)
WARR Act	-	Waste Avoidance and Resource Recovery Act 2007 (WA) (CI)
Health Act	-	Health Act 1911 (WA) (CI)
Dog Act	-	Dog Act 1976 (WA) (CI)
Cat Act	-	Cat Act 2011 (WA) (CI)



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 17 June 2025
AGENDA REFERENCE	10.2.1
SUBJECT	Schedule of Accounts - May 2025
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	09 June 2025
AUTHOR	Wei Ho, Assistant Director of FCS
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council receive the expenditure totaling \$1,063,257.95 as presented in May 2025 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 31 May 2025: **\$130,270.24**

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) authorises 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 – May 2025 (including Credit Card Transaction in accordance with Financial Regulation 13A)

“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

SUBMISSION TO	Ordinary Council Meeting 17 June 2025
AGENDA REFERENCE	10.2.2
SUBJECT	Financial Statements – May 2025
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	11 June 2025
AUTHOR	Wei Ho, Assistant Director of FCS
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council receives the Financial Statements of May 2025.

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 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.

This financial statement are prepared in a new accrual type format including the statement of financial activity (operating income and expenditure) and statement of financial position (balance sheet).

This new format provides council with a more comprehensive of financial information and is in line with all other local government monthly financial report.

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 May 2025

SHIRE OF CHRISTMAS ISLAND

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 May 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF CHRISTMAS ISLAND
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	1,904,574	1,904,574	1,904,713	139	0.01%	
Grants, subsidies and contributions	8,603,209	8,481,857	7,905,825	(576,032)	(6.79%)	▼
Fees and charges	1,221,706	1,119,737	1,248,313	128,576	11.48%	▲
Interest revenue	298,385	268,908	226,511	(42,397)	(15.77%)	▼
Other revenue	475,722	425,161	444,068	18,907	4.45%	▲
Profit on asset disposals	29,499	110,630	115,614	4,984	4.51%	
	12,533,095	12,310,867	11,845,044	(465,823)	(3.78%)	
Expenditure from operating activities						
Employee costs	(7,723,325)	(7,269,673)	(6,640,249)	629,424	8.66%	▲
Materials and contracts	(4,679,323)	(3,574,453)	(1,922,741)	1,651,712	46.21%	▲
Utility charges	(128,297)	(117,516)	(57,152)	60,364	51.37%	▲
Depreciation	(1,702,000)	(1,559,953)	(1,502,939)	57,014	3.65%	▲
Insurance	(206,699)	(199,158)	(265,495)	(66,337)	(33.31%)	▼
Other expenditure	(304,406)	(718,140)	(757,177)	(39,037)	(5.44%)	▼
Loss on asset disposals	0	0	(4,984)	(4,984)	0.00%	
	(14,744,050)	(13,438,893)	(11,150,737)	2,288,156	17.03%	
Non cash amounts excluded from operating activities	2(c) 1,672,501	1,449,323	1,547,309	97,986	6.76%	▲
Amount attributable to operating activities	(538,454)	321,297	2,241,616	1,920,319	597.68%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	2,465,477	2,259,833	1,127,757	(1,132,076)	(50.10%)	▼
Proceeds from disposal of assets	112,630	117,614	129,091	11,477	9.76%	▲
	2,578,107	2,377,447	1,256,848	(1,120,599)	(47.13%)	
Outflows from investing activities						
Payments for property, plant and equipment	(1,654,682)	(1,621,320)	(1,167,830)	453,490	27.97%	▲
Payments for construction of infrastructure	(2,421,357)	(2,359,323)	(1,006,417)	1,352,906	57.34%	▲
	(4,076,039)	(3,980,643)	(2,174,247)	1,806,395	45.38%	
Amount attributable to investing activities	(1,497,932)	(1,603,196)	(917,400)	685,796	42.78%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	816,943	0	716,417	716,417	0.00%	▲
	816,943	0	716,417	716,417	0.00%	
Outflows from financing activities						
Transfer to reserves	(251,711)	0	(139,734)	(139,734)	0.00%	▼
	(251,711)	0	(139,734)	(139,734)	0.00%	
Amount attributable to financing activities	565,232	0	576,683	576,683	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 1,467,397	1,467,397	1,467,397	0	0.00%	
Amount attributable to operating activities	(538,454)	321,297	2,241,616	1,920,319	597.68%	▲
Amount attributable to investing activities	(1,497,932)	(1,603,196)	(917,400)	685,796	42.78%	▲
Amount attributable to financing activities	565,232	0	576,683	576,683	0.00%	▲
Surplus or deficit after imposition of general rates	(3,757)	185,498	3,368,296	3,182,798	1715.81%	▲

KEY INFORMATION

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

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

SHIRE OF CHRISTMAS ISLAND
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2025

	Actual 30 June 2024	Actual as at 31 May 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,162,032	2,418,889
Trade and other receivables	234,267	178,080
Other financial assets	5,612,689	5,896,313
Inventories	47,255	991,755
Other assets	4,535	14,761
TOTAL CURRENT ASSETS	9,060,778	9,499,798
NON-CURRENT ASSETS		
Property, plant and equipment	15,299,705	15,392,913
Infrastructure	23,005,422	23,565,062
TOTAL NON-CURRENT ASSETS	38,305,127	38,957,975
TOTAL ASSETS	47,365,905	48,457,773
CURRENT LIABILITIES		
Trade and other payables	532,033	132,625
Other liabilities	947,050	644,412
Employee related provisions	2,221,241	2,221,241
TOTAL CURRENT LIABILITIES	3,700,324	2,998,278
NON-CURRENT LIABILITIES		
Employee related provisions	8,717	8,717
TOTAL NON-CURRENT LIABILITIES	8,717	8,717
TOTAL LIABILITIES	3,709,041	3,006,995
NET ASSETS	43,656,864	45,450,778
EQUITY		
Retained surplus	14,254,427	16,625,021
Reserve accounts	5,592,618	5,015,935
Revaluation surplus	23,809,820	23,809,820
TOTAL EQUITY	43,656,865	45,450,776

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

SHIRE OF CHRISTMAS ISLAND
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 May 2025

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

MATERIAL ACCOUNTING POLICIES

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

Critical accounting estimates and judgements

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

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

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

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

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

SHIRE OF CHRISTMAS ISLAND
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

2 NET CURRENT ASSETS INFORMATION

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

	Adopted Budget Opening 1 July 2024	Actual as at 30 June 2024	Actual as at 31 May 2025
Note	\$	\$	\$
Current assets			
Cash and cash equivalents	2,532,891	3,162,032	2,418,889
Trade and other receivables	234,268	234,267	178,080
Other financial assets	6,241,830	5,612,689	5,896,313
Inventories	47,255	47,255	991,755
Other assets	4,535	4,535	14,761
	9,060,779	9,060,778	9,499,798
Less: current liabilities			
Trade and other payables	(532,033)	(532,033)	(132,625)
Other liabilities	(947,050)	(947,050)	(644,412)
Employee related provisions	(2,221,241)	(2,221,241)	(2,221,241)
	(3,700,324)	(3,700,324)	(2,998,278)
Net current assets	5,360,455	5,360,454	6,501,520
Less: Total adjustments to net current assets	2(b) (3,807,031)	(3,893,057)	(3,133,221)
Closing funding surplus / (deficit)	1,553,424	1,467,397	3,368,299

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(5,615,393)	(5,592,618)	(5,015,935)
Less: Current assets not expected to be received at end of year			
- Current financial assets at amortised cost - self supporting loans			
- Other liabilities [describe]	(198,610)	(299,189)	(151,537)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of employee benefit provisions held in reserve	2,006,972	1,998,750	2,034,251
Total adjustments to net current assets	2(a) (3,807,031)	(3,893,057)	(3,133,221)

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2025	YTD Budget Estimates 31 May 2025	YTD Actual 31 May 2025
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(29,499)	(110,630)	(115,614)
Add: Loss on asset disposals	0	0	4,984
Add: Depreciation	1,702,000	1,559,953	1,502,939
Movement in current employee provisions associated with restricted cash			155,000
Total non-cash amounts excluded from operating activities	1,672,501	1,449,323	1,547,309

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF CHRISTMAS ISLAND
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2024-25 year is \$10,000 or 5.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	(576,032)	(6.79%)	▼
Project has not complete to generate grants		Timing	
- Housing Support Program Grant -\$738,500			
Fees and charges	128,576	11.48%	▲
Residential Waste Management Levy generate with rates		Timing	
Quarterly enterprises waste service charges		Timing	
Interest revenue	(42,397)	(15.77%)	▼
Interest on FTD investment		Timing	
Other revenue	18,907	4.45%	▲
Employee Incentive Payment		Permanent	
Expenditure from operating activities			
Employee costs	629,424	8.66%	▲
Overhead has not fully transfer		Timing	
Materials and contracts	1,651,712	46.21%	▲
Activity not as high as budgeted for		Timing	
Utility charges	60,364	51.37%	▲
Usage not as high as budgeted for		Timing	
Depreciation	57,014	3.65%	▲
Depreciation not as high as budgeted		Timing	
Insurance	(66,337)	(33.31%)	▼
Yearly Insurance paid in July 2024/Increase in Insurance Premium		Timing	
Workers Compensation Insurance Premium Adjustment for FY23/24 - \$21,920.58			
Other expenditure	(39,037)	(5.44%)	▼
Resources to be allocate		Timing	
Non cash amounts excluded from operating activities	97,986	6.76%	▲
Process on sale of asset		Timing	
Depreciation not as high as budgeted		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(1,132,076)	(50.10%)	▼
Project has not complete to generate grants		Timing	
Proceeds from disposal of assets	11,477	9.76%	▲
Budget movement on proceed of sale of asset		Permanent	
Outflows from investing activities			
Payments for property, plant and equipment	453,490	27.97%	▲
Plants not purchase as per scheduled		Timing	
Payments for construction of infrastructure	1,352,906	57.34%	▲
Some project has not started yet due to lack of stock		Timing	
Surplus or deficit after imposition of general rates	3,182,798	1715.81%	▲
Due to variances discribed above			

SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

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

SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.47 M	\$1.47 M	\$1.47 M	\$0.00 M
Closing	(\$0.00 M)	\$0.19 M	\$3.37 M	\$3.18 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$8.34 M	% of total
Unrestricted Cash	\$3.33 M	39.9%
Restricted Cash	\$5.02 M	60.1%
Refer to 3 - Cash and Financial Assets		

Payables		
	\$0.13 M	% Outstanding
Trade Payables	\$0.13 M	
0 to 30 Days		39.1%
Over 30 Days		60.9%
Over 90 Days		0.0%
Refer to 9 - Payables		

Receivables		
	\$0.04 M	% Collected
Rates Receivable	\$0.14 M	93.3%
Trade Receivable	\$0.04 M	% Outstanding
Over 30 Days		18.1%
Over 90 Days		10.9%
Refer to 7 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.54 M)	\$0.32 M	\$2.24 M	\$1.92 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$1.90 M	% Variance
YTD Budget	\$1.90 M	0.0%

Grants and Contributions		
YTD Actual	\$7.91 M	% Variance
YTD Budget	\$8.48 M	(6.8%)
Refer to 11 - Grants and Contributions		

Fees and Charges		
YTD Actual	\$1.25 M	% Variance
YTD Budget	\$1.12 M	11.5%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.50 M)	(\$1.60 M)	(\$0.92 M)	\$0.69 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.13 M	%
Adopted Budget	\$0.12 M	9.8%
Refer to 6 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$1.01 M	% Spent
Adopted Budget	\$2.42 M	(58.4%)
Refer to 5 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$1.13 M	% Received
Adopted Budget	\$2.47 M	(54.3%)
Refer to 5 - Capital Acquisitions		

Key Financing Activities

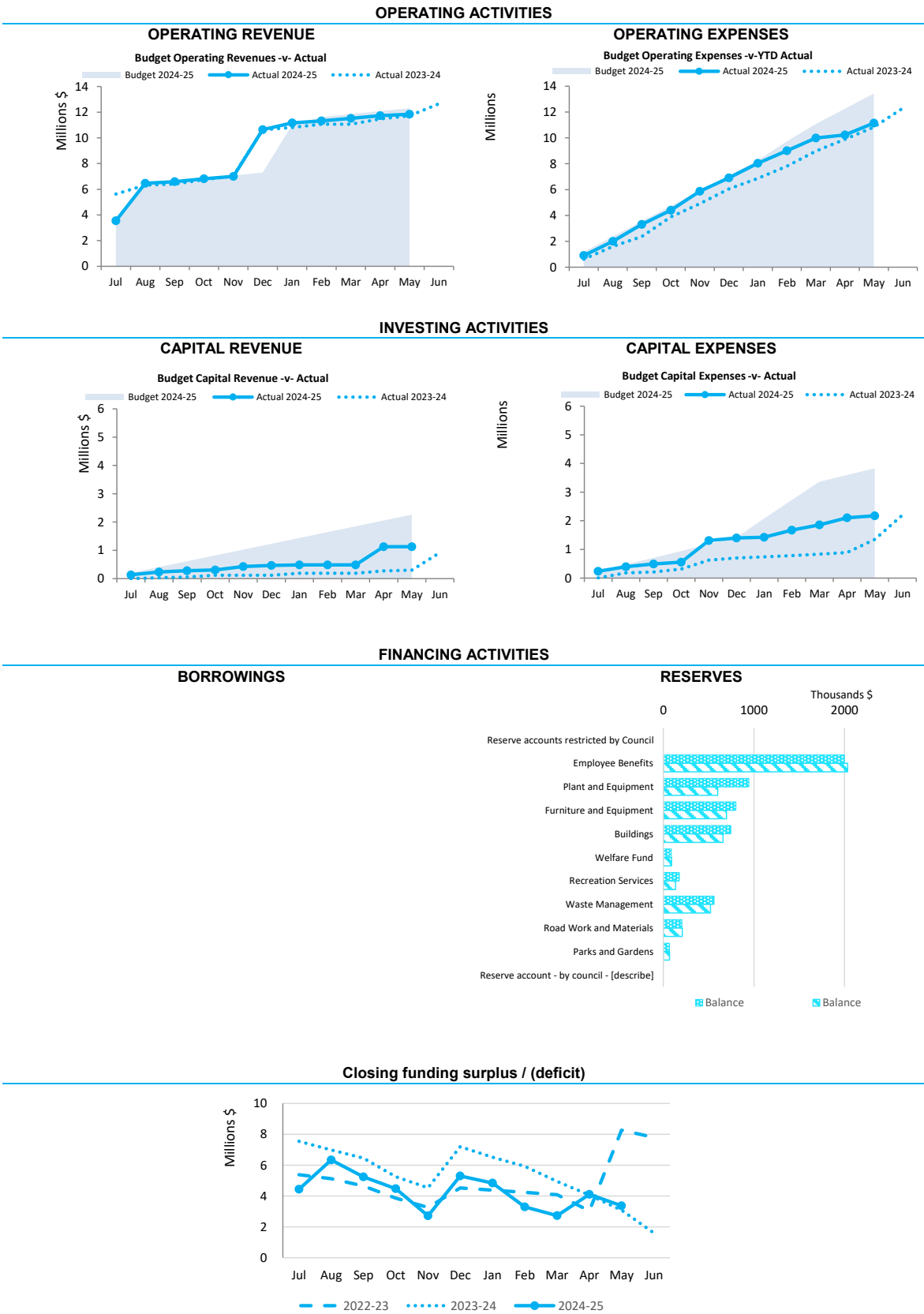
Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.57 M	\$0.00 M	\$0.58 M	\$0.58 M
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Reserves	
Reserves balance	\$5.02 M
Net Movement	(\$0.58 M)
Refer to 4 - Cash Reserves	

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

2 KEY INFORMATION - GRAPHICAL



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

SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Petty Cash and Floats	Cash and cash equivalents	600	0.00	600.00	0	N/A	N/A	On Hand
Municipal Fund	Cash and cash equivalents	2,418,289	0.00	2,418,288.75	0	Bank-Westpac	Variable	N/A
Municipal Fund FTD #947	Financial assets at amortised cost	656,689	0.00	656,689.34	0	Bank-Westpac	4.26%	06-2025
Municipal Fund FTD #946	Financial assets at amortised cost	203,622	0.00	203,621.70	0	Bank-Westpac	4.26%	06-2025
Trust Fund FTD #141	Financial assets at amortised cost	0	0.00	0.00	61,804	Bank-Westpac	4.32%	09-2025
Community Welfare Fund	Financial assets at amortised cost	0	1,590.86	1,590.86	0	Bank-Westpac	Variable	N/A
CW Fund FTD #230	Financial assets at amortised cost	0	24,660.35	24,660.35	0	Bank-Westpac	4.80%	08-2025
CW Fund FTD #233	Financial assets at amortised cost	0	35,729.48	35,729.48	0	Bank-Westpac	4.26%	06-2025
CW Fund FTD #234	Financial assets at amortised cost	280	28,446.61	28,726.17	0	Bank-Westpac	4.32%	09-2025
Reserve Fund	Financial assets at amortised cost	27,318	13,936.73	41,255.13	0	Bank-Westpac	Variable	N/A
Reserve Fund FTD #350	Financial assets at amortised cost	0	1,874,541.43	1,874,541.43	0	Bank-Westpac	4.80%	08-2025
Reserve Fund FTD #356	Financial assets at amortised cost	1,500	70,035.97	71,536.31	0	Bank-Westpac	4.32%	09-2025
Reserve Fund FTD #357	Financial assets at amortised cost	17,080	797,309.25	814,389.58	0	Bank-Westpac	4.32%	09-2025
Reserve Fund FTD #358	Financial assets at amortised cost	0	522,126.86	522,126.86	0	Bank-Westpac	4.80%	03-2026
Reserve Fund FTD #353	Financial assets at amortised cost	0	559,554.90	559,554.90	0	Bank-Westpac	4.30%	06-2025
Reserve Fund FTD #354	Financial assets at amortised cost	0	555,652.27	555,652.27	0	Bank-Westpac	4.30%	06-2025
Reserve Fund FTD #355	Financial assets at amortised cost	0	532,346.10	532,346.10	0	Bank-Westpac	4.30%	06-2025
Total		3,325,378	5,015,930.81	8,341,309.23	61,804			
Comprising								
Cash and cash equivalents		2,418,889	0.00	2,418,889.00	0			
Financial assets at amortised cost - Term Deposits		906,490	5,015,931.00	5,922,420.00	61,804			
		3,325,378	5,015,931.00	8,341,309.00	61,804			

KEY INFORMATION

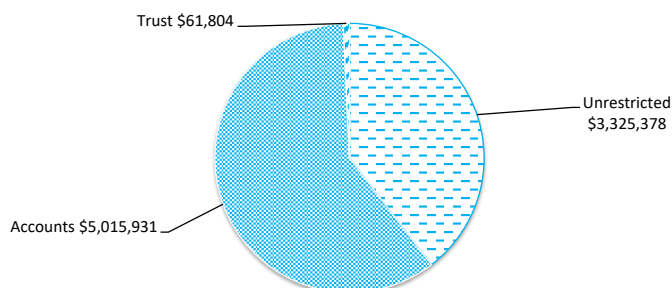
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

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

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

4 RESERVE ACCOUNTS

Reserve account name	Budget			
	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$
Reserve accounts restricted by Council				
Employee Benefits	2,006,972	75,693		2,082,665
Plant and Equipment	949,320	75,773	(400,000)	625,093
Furniture and Equipment	805,451	30,384		835,835
Buildings	748,310	28,215	(200,000)	576,525
Welfare Fund	88,491	5,929		94,420
Recreation Services	178,711	5,176		183,887
Waste Management	563,194	8,041	(50,000)	521,235
Road Work and Materials	206,427	19,918		226,345
Parks and Gardens	68,517	2,582		71,099
Reserve account - by council - [describe]			(166,943)	(166,943)
	5,615,393	251,711	(816,943)	5,050,161

Opening Balance	Actual			Closing Balance
	Transfers	Transfers		
	In (+)	Out (-)		
\$	\$	\$	\$	
1,998,750	35,501	0	2,034,251	
945,001	56,785	(400,000)	601,786	
802,242	14,249	(120,000)	696,491	
745,133	13,235	(99,474)	658,894	
88,491	1,972		90,463	
178,108	3,163	(46,943)	134,328	
560,996	9,964	(50,000)	520,960	
205,692	3,654	0	209,346	
68,205	1,211	0	69,416	
0	0	0	0	
5,592,618	139,734	(716,417)	5,015,935	

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	130,000	130,000	35,424	(94,576)
Furniture and equipment	280,510	280,510	159,132	(121,378)
Plant and equipment	1,244,172	1,210,810	973,274	(237,536)
Acquisition of property, plant and equipment	1,654,682	1,621,320	1,167,830	(453,490)
Infrastructure - roads	2,421,357	2,359,323	1,006,417	(1,352,906)
Acquisition of infrastructure	2,421,357	2,359,323	1,006,417	(1,352,906)
Total of PPE and Infrastructure.	4,076,039	3,980,643	2,174,247	(1,806,395)
Total capital acquisitions	4,076,039	3,980,643	2,174,247	(1,806,395)
Capital Acquisitions Funded By:				
Capital grants and contributions	2,465,477	2,259,833	1,127,757	(1,132,076)
Other (disposals & C/Fwd)	112,630	117,614	129,091	11,477
Reserve accounts				
Plant and Equipment	400,000		400,000	400,000
Furniture and Equipment	0		120,000	120,000
Buildings	200,000		99,474	99,474
Recreation Services	0		46,943	46,943
Waste Management	50,000		50,000	50,000
Reserve account - by council - [describe]	166,943		0	0
Contribution - operations	680,989	1,603,196	200,983	(1,402,213)
Capital funding total	4,076,039	3,980,643	2,174,247	(1,806,395)

KEY INFORMATION

Initial recognition

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

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

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

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

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

Measurement after recognition

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

Reportable Value

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

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

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators

0%

20%

40%

60%

80%

100%

Over 100%

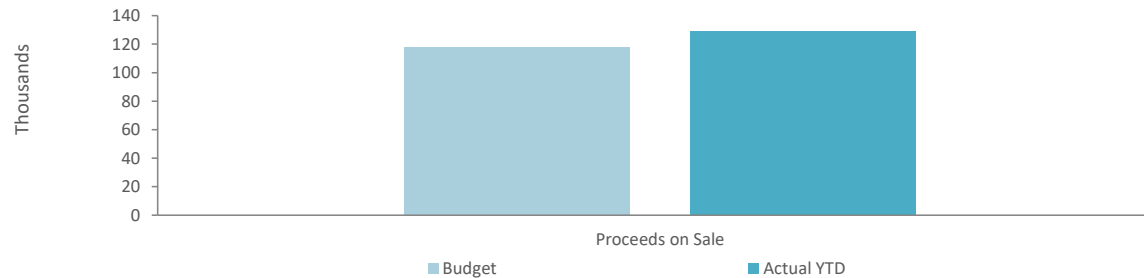
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

			Completed	
			Adopted	Variance
Account Description	Budget	YTD Budget	YTD Actual	(Under)/Over
	\$	\$	\$	\$
Furniture and Equipment				
1127805 Lily Beach Redevelopment	40,943	40,943	40,943	0
1127800 Replacement of Poon Saan Outdoor Cinema Seating	20,000	20,000	0	20,000
1127800 Playground & Park Upgrades	80,000	80,000	5,870	74,130
1127807 Foreshore Padang Footpath Extension	120,000	120,000	110,433	9,567
1127208 Foreshore Padang Bowls Rink Shade	9,567	9,567	1,885	7,681
427800 Phone System Upgrade	10,000	10,000	0	10,000
Furniture and Equipment Total	280,510	280,510	159,132	121,378
Plant and Machinery				
1017500 Iveco Waste Compector 4 x 2 Dual Control & Freight	400,000	366,640	420,397	(53,757)
1127500 Ride-On Mower-P&G	21,672	21,672	17,081	4,590
1127500 Truck Crew Cab-P&G	100,000	99,999	0	99,999
1127500 Freight for P&G Plant & Machinery	22,500	22,500	0	22,500
1217500 Skidsteer-Projects	75,000	75,000	0	75,000
1217500 Roller-C/Wks	200,000	200,000	199,470	530
1217500 Telehandler	225,000	225,000	212,725	12,275
1217500 Freight for 24/25 P&E	75,000	75,000	0	75,000
1217500 Emulsion Sprayer-Pump Kit	35,000	35,000	25,136	9,864
1217500 Freight for 23/24 P&E (7 x Hilux/Install Bitumen Tank)	90,000	90,000	98,465	(8,465)
Plant and Machinery Total	1,244,172	1,210,810	973,274	237,536
Land Building & Fixed Plant				
Building Specialised				
Building Specialised Total	0	0	0	0
Building Non-Specialised				
907900 General Housing Upgrade (For Budget Transfer)	130,000	130,000	35,424	94,576
907212 12 Guano Close			26,568	
907230 30 Seaview Drive			8,856	
Building Non-Specialised Total	130,000	130,000	35,424	94,576
Land Building & Fixed Plant Total	130,000	130,000	35,424	94,576
Infrastructure				
72325 CRA 24/25 - EW Baseline from Blowhole to NPB National Park	555,880	509,512	331,169	178,343
72317 CRA 23/24 - Reseal Jalan Ketam Merah	94,348	86,479	0	86,479
72318 CRA 23/24 - Reseal Abbotts Nest	18,563	17,012	22,290	(5,278)
72319 CRA 23/24 - Reseal Jalan Masjid	3,228	2,959	0	2,959
72320 CRA 23/24 - Reseal Jalan Masjid Carpark	7,870	7,216	0	7,216
72321 CRA 23/24 - Reseal Poon Saan Rd at Hardware	62,143	56,965	0	56,965
72322 CRA 23/24 - Reseal & Kerb Tampa View	919	847	35,899	(35,052)
72323 CRA 23/24 - Reseal Phosphate Hill/Irvine Hill	41,767	38,281	0	38,281
72324 CRA 23/24 - Reseal EW Baseline to Blowholes Turn Off	97,125	89,020	156,423	(67,403)
72605 Blowhole Rd Upgrade-Maintenance to Blowhole Rd Stage 1	500,000	458,292	10,771	447,521
72617 LRCIP 4 - Lily Beach Boardwalk Replacement	133,831	122,666	310,681	(188,015)
72618 LRCIP 4 - Replacement of Road Signage	194,689	178,447	45,977	132,470
72107 RTR 23/24 - Reseal Lily Beach Rd	300,704	275,618	34,926	240,692
72108 RTR 24/25 - Rocky Point Spur Rd Construction	25,000	22,900	0	22,900
72109 RTR 24/25 - Nursery Rd Construction	50,000	45,822	0	45,822
72110 RTR 24/25 - Kung Wai Lane Reseal	38,000	34,827	37,408	(2,581)
72111 RTR 24/25 - Sin Sang Rd Reseal	38,000	34,827	0	34,827
72911 RTR 24/25 - Taman Sweetland Close Reseal	50,000	45,826	19,120	26,706
72912 RTR 24/25 - Taman Sweetland Crescent Reseal	99,704	91,388	1,753	89,635
72932 RTR 24/25 - Gaze Road	89,586	82,104	0	82,104
72933 RTR 24/25 - Block 413 Carpark	20,000	158,315	0	158,315
Infrastructure Total	2,421,357	2,359,323	1,006,417	1,352,906
	4,076,039	3,980,643	2,174,247	1,806,395

Updated on 10-06-25

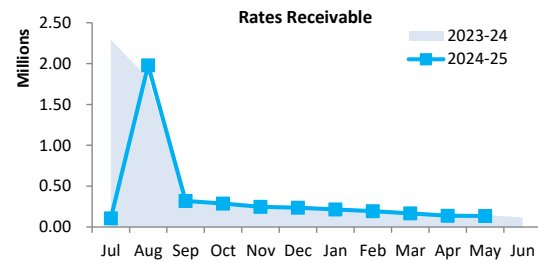
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
VN61197	Toyota Hilux Dual Cab 4x4 AT-Ranger	0	13,900	13,900	0	0	13,900	13,900	0.00
VN61320	Toyota Hilux Dual Cab 4x4 AT Diesel-Mgr Rec Svs Mgr	0	16,223	16,223	0	0	16,223	16,223	0.00
VN61322	Hino 300 Series 716 Crew Cab with Accessories & Body-P&G	5,156	8,500	3,344	0	5,156	8,500	3,344	0.00
VN61323	Hino 300 Series 716 Crew Cab with Accessories & Body-C/Wks	0	0	0	0	0	6,501	6,501	0.00
VN61325	Hino 300 Series 716 Med Sgl Cab with Accessories & Body-Projects Depot	5,821	18,024	12,203	0	5,821	23,000	17,179	0.00
VN61327	Toyota Hilux 4x4 T/D DC/CC MT-Fisheries Ranger	0	9,289	9,289	0	0	9,289	9,289	0.00
VN61571	Toyota Hilux 4x4 3.0L T/D D/C AT-Civil Works	0	16,555	16,555	0	0	16,555	16,555	0.00
VN61572	Toyota Hilux 4x4 3.0L T/D D/C AT-Senior Ranger	0	16,650	16,650	0	0	16,650	16,650	0.00
VN61636	Caterpillar 226B3 Skid Steer Loader Model 226B3	0	11,750	11,750	0	0	11,750	11,750	0.00
VN62137	Telehandler JLG 3.5T 13m Model 3513 with Associated Accessories-C/Wks	7,484	2,500	0	(4,984)	7,484	2,500	0	(4,984.00)
VN60963	(CI2771) Toyota Hilux Dual Cab 4x4 Turbo Manual Diesel-C/Wks	0	4,223	4,223	0	0	4,223	4,223	0.00
		18,461	117,614	104,137	(4,984)	18,460	129,091	115,614	(4,984.00)



7 RECEIVABLES

Rates receivable	30 June 2024	31 May 2025
	\$	\$
Opening arrears previous year		118,058
Levied this year		1,904,713
Less - collections to date	118,058	(1,886,314)
Net rates collectable	118,058	136,457
% Collected	0.0%	93.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	34,064	2,205	803	4,552	41,623
Percentage	0.0%	81.8%	5.3%	1.9%	10.9%	
Balance per trial balance						
Trade receivables		34,064	2,205	803	4,552	41,623
Total receivables general outstanding						41,623

Amounts shown above include GST (where applicable)

KEY INFORMATION

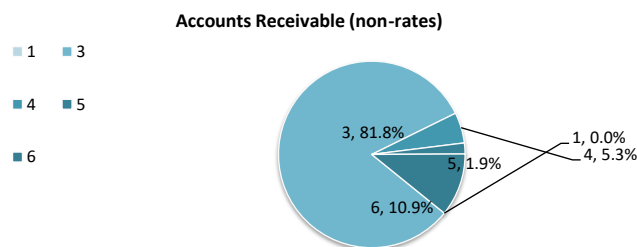
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 May 2025
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost	5,592,618	2,769,455	(2,485,831)	5,876,242
Financial assets at fair value through profit and loss	20,071			20,071
Inventory				
Fuel and materials	47,255	1,327,638	(383,138)	991,755
Other assets				
Prepayments	3,293	26,407	(14,939)	14,761
Accrued income	1,242		(1,242)	0
Total other current assets	5,664,479	4,123,500	(2,885,150)	6,902,829
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

Inventories are measured at the lower of cost and net realisable value.

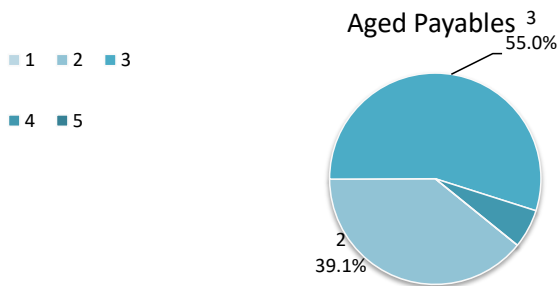
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	50,946	71,602	7,722	0	130,270
Percentage	0.0%	39.1%	55.0%	5.9%	0.0%	
Balance per trial balance						
Sundry creditors		50,946	71,602	7,722	0	130,270
Adjustment-Trust Interfund Tft	(60)					(60)
Other payables- Payroll Suspense		2,415				2,415
Total payables general outstanding						132,625
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



10 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 May 2025 \$
Other current liabilities						
Other liabilities						
Contract liabilities		204,747	0	270,678	(445,559)	29,866
Capital grant/contributions liabilities		742,303	0	400,000	(527,757)	614,546
Total other liabilities		947,050	0	670,678	(973,316)	644,412
Employee Related Provisions						
Provision for annual leave		1,155,366	0			1,155,366
Provision for long service leave		1,065,875	0			1,065,875
Total Provisions		2,221,241	0	0	0	2,221,241
Total other current liabilities		3,168,291	0	670,678	(973,316)	2,865,653

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

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

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

11 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider		Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue				
		Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	Annual	Budget	YTD
		1 July 2024	Liability	Liability	31 May 2025	Liability	Budget	Budget	Budget	Variations	Revenue
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies											
246654	Financial Assistant Grant	0.00	0.00	0.00	0.00	0.00	6,834,785	6,834,785	6,984,296	(149,511)	6,834,785
U202	Commonwealth Community Service Obligations	0.00	0.00	0.00	0.00	0.00	500,459	500,459	500,459	0	500,459
	CI Fisheries Management DITRDCA Grant	198,746.65	218,663.60	(417,410.25)	(0.00)	0.00	396,876	363,769	396,876	0	417,410
	Housing Support Program	0.00	0.00	0.00	0.00	0.00	738,500	676,906	738,500	0	738,500
	Saluting Their Service Commemorations Grant	6,000.00	0.00	0.00	6,000.00	6,000.00	0	0	0	0	0
	Creative Australia - Strengthening Australian Indian Ocean Territories Ties	0.00	25,366.00	(23,060.00)	2,306.00	2,306.00	25,366	25,366	0	25,366	23,060
	CI Exchange Program	0.00	21,560.00	0.00	21,560.00	21,560.00	21,560	0	0	21,560	0
	Speed Zone Changes-Mainroads WA SDA Grant	0.00	5,088.00	(5,088.00)	0.00	0.00	24,663	24,663	0	24,663	5,088
	Attraction & Retention Packages for Regional Child Care Workers Grant	0.00	0.00	0.00	0.00	0.00	0	0	0	0	27,500
	Storm Relief Funding - Removal of Kampong Bus Shelter	0.00	0.00	0.00	0.00	0.00	0	0	0	0	35,000
		204,746.65	270,678.00	(445,558.25)	29,866.00	29,866.00	8,542,209	8,425,948	8,620,131	(77,922)	8,542,209
Contributions											
	Australia Day NADC/Building Better Region Grant	0.00	0.00	0.00	0.00	0.00	20,000	18,332	20,000	0	20,000
	Australia Day Contribution	0.00	0.00	0.00	0.00	0.00	1,000	913	1,000	0	1,000
	Bus Service Contract Contribution & Donation	0.00	0.00	0.00	0.00	0.00	30,000	27,498	30,000	0	30,000
	CI Marathon Contribution & Donation	0.00	0.00	0.00	0.00	0.00	10,000	9,166	10,000	0	10,000
	Territory Week Donation and Sponsor (CIP)	0.00	0.00	0.00	0.00	0.00	0	0	0	0	12,000
		0.00	0.00	0.00	0.00	0.00	61,000	55,909	61,000	0	61,000
TOTALS		204,746.65	270,678.00	(445,558.25)	29,866.00	29,866.00	8,603,209	8,481,857	8,681,131	(77,922)	8,603,209
											7,905,825

12 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2024		(As revenue)	31 May 2025	31 May 2025	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Road to Recovery (RTR) Grant	300,704	0	(75,387)	225,317	225,317	710,994	651,688	75,387
Central Road Authority (CRA) Grant	325,963	0	(325,963)	0	0	925,963	848,731	925,963
Local Road & Community Infrastructure Program (LRCIP) Phase 4	115,636		(115,636)	0	0	328,520	301,118	115,636
72605 Blowhole Rd Upgrade-Maintenance to Blowhole Rd Stage 1	0	400,000	(10,771)	389,229	389,229	500,000	458,296	10,771
	742,303	400,000	(527,757)	614,546	614,546	2,465,477	2,259,833	1,127,757

SHIRE OF CHRISTMAS ISLAND
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MAY 2025

13 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 31 May 2025
	\$	\$	\$	\$
Taman Sweetlant Reserve (POS)	59,204	2,600		61,804
	59,204	2,600	0	61,804

SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

14 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption						(3,757)
1141505 - Creative Australia Grant Expenditure	02/25	Operating expenses		-	(25,366.00)	(29,123)
1141506 - Indian Ocean Cultural Exchange Grant E	02/25	Operating expenses		-	(21,560.00)	(50,683)
1145400 - Reimbursements	02/25	Operating revenue		46,926.00	-	(3,757)
422300 - Printing & Stationery	02/25	Operating expenses		10,000.00	-	6,243
422500 - Office Equipment/Furniture Maintenance	02/25	Operating expenses		-	(10,000.00)	(3,757)
1203210 - 32111 Speed Zone Changes-MRWA	02/25	Operating expenses		-	(24,663.00)	(28,420)
1205210 - Main Road WA Grants-SDA	02-25	Operating revenue		24,663.00	-	(3,757)
1137800 - Furniture & Equipment (Library Shelving)	02/25	Capital expenses		5,000.00	-	1,243
1133700 - Book/DVDs/Magazine	02/25	Operating expenses		3,500.00	-	4,743
1132750 - Purchase of Small Furniture & Equipmen	02/25	Operating expenses		-	(8,500.00)	(3,757)
427800 - Furniture & Equipment	02/25	Capital expenses		-	(10,000.00)	(13,757)
1436800 - Proceeds Sale of Asset	02/25	Operating revenue		57,155.00	-	43,398
111232800 - Foreshore Padang Storm Damage Cle	02/25	Operating expenses		-	(470,000.00)	(426,602)
1127200 - 1127807 Foreshore Padang Footpath Ex	02/25	Capital expenses		-	(120,000.00)	(546,602)
1127200 - 1127805 Lily Beach Redevelopment	02/25	Capital expenses		-	(30,943.00)	(577,545)
425400 - Reimbursements/Refund (Foreshore Insur	02/25	Operating revenue		394,247.00	-	(183,298)
325200 - Financial Assistant Grant	02/25	Operating revenue		-	(149,511.00)	(332,809)
513150 - Consultant/Vermin/Fowl Control/Vet Servi	02/25	Operating expenses		-	(16,000.00)	(348,809)
427900 - Building-George Fam Centre	02/25	Capital expenses		150,000.00	-	(198,809)
907900 - General Housing Upgrade	02/25	Capital expenses		50,000.00	-	(148,809)
1420100 - Employee Costs	02/25	Operating expenses		113,764.00	-	(35,045)
Operating Surplus adjusted after audit	02/25	Opening surplus(deficit)			(135,655.00)	(170,700)
Transfer from Reserve	02/25			166,943.00		(3,757)
				1,022,198	(1,022,198)	0



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Meeting 17 June 2025
AGENDA REFERENCE	10.5.1
SUBJECT	Expression of Interest for Light Industrial Area Lots 509 and 510
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	1.5.11
INTEREST DISCLOSURE	None
DATE OF REPORT	10 June 2025
AUTHOR	Chris Su, Director of Planning, Governance & Policy
SIGNATURE OF OFFICER	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council approves the proposed Expression of Interest for Light Industrial Area Lots 509 and 510 LIA to be advertised according to the Elected Members 3 – Community Consultation Policy.

BACKGROUND

The Shire of Christmas Island obtained Lot 555 in Quarry Road measuring approximately 8.6ha in 2006 from the Commonwealth. It sought to subdivide Lot 555 into lots suitable for small-to-medium enterprise use in a dedicated light industrial area; the precinct is zoned 'Industrial' in the present Local Planning Scheme No.2 in force.

SOCI engaged surveyors to map lots of approximately 2500sqm each in a series of Stage 1-3 to give effect to the council's plan for the area. In 2012 Landgate WA completed the valuation for the land and certificates of title were created for the Stage 1 lots being 508, 509 and 510.

SOCI underwent the statutory procedures under s3.58 and 3.59 in the 2016 EOI and follow up tender process which resulted in the sale of Lot 508. No suitable bids were received for Lots 509 and 510.

COMMENT

The proposed EOI is a non-binding process to assist Council to decide whether or not to proceed with a disposal process of Lots 509 and 510. The results of the EOI will help us inform how Council will approach a disposal of the land to meet the level of identified demand through s3.58 and s3.59 of the Local Government Act (WA)(1995)

STATUTORY ENVIRONMENT

Local Governments must follow s3.58 and s3.59 of the Local Government Act (WA)(CI)(1995) should they choose to dispose of property.

Section 3.58 requires that Councils dispose –

- a) *To the highest bidder at public auction*
- b) *To the party who at the public tender called by Council, makes what is, in the opinion of Council, the most acceptable tender, whether or not it is the highest tender, or*
- c) *By private treaty, as long as before agreeing to dispose of the property by private treaty, it gives local public notice of the proposed disposition.*

Section 3.59 describes the statutory steps Council must follow when undertaking a *major land transaction* as defined by the Act. Any sale/lease of LIA land would constitute this.

The Shire followed s3.58 and 3.59 in the disposal of Lot 508 in 2016.

POLICY IMPLICATIONS

No policy implications

FINANCIAL IMPLICATIONS

No financial implications for the EOI process. Should the Council decide to proceed to s3.58 disposal process, a further council agenda item documenting financial implications will be created.

STRATEGIC IMPLICATIONS & MILESTONES

Council's current Strategic Community Plan '*Our Island, Our Responsibility 2023-2033*' documents the communities' priorities in six development areas including '*Economy and Employment*' and '*Infrastructure*.' The applicable goals for this EOI in the LIA precinct proposal includes:

Action	Description	EOI – LIA Application
Infrastructure 1: Managing Municipal Built Spaces	That Christmas Islanders have confidence that the municipal built environment is managed in a satisfactory way.	That the Shire researches the needs of commercial sector and responds accordingly in terms of municipal LIA space it controls.
Infrastructure 2: Planned and Facilitated Growth	That municipal infrastructure programs and deliveries meet identified community needs.	That the Shire maintains zoning and other planning instruments supportive of contemporary commercial sector needs.

Economy and Employment 1: Sustainable Business Growth	Actively support and develop industrial level sites to replace outgoing industries	That the Shire should release land accordingly to respond to demands identified.
Economy and Employment 2: Planned and Facilitated Growth	Advocate and attract business investment opportunities	That the Shire will seek to maximise the economic impact of any land set to be disposed.

The statutory 5 Year *SOCI Corporate Business Plan 2023-2028* also specifically features performance metrics on the Light Industrial Area Precinct Development.

VOTING REQUIREMENTS

Simple majority is required.

ATTACHMENT

- 10.5.1.1 EOI - LIA Advertisement
- 10.5.1.2 EOI Submission Form
- 10.5.1.3 WA Planning Commission Deposited Plan 410358

Expression of Interest for LIA Lots 509 and 510

The Shire of Christmas Island invites Expressions of Interest (EOI) from parties interested in acquiring Lots 509 and 510 in the Light Industrial Area on Quarry Road.

This EOI is the first stage of a multi-phase process to identify suitable buyers or lessees who align with the economic development objectives in Council's statutory strategic community plan *Our Island, Our Responsibility 2023-2033*.

Following this EOI process the Shire will consider opening a public tender under section 3.58(2)(a) and development of the necessary major land transaction plan as per section 3.59 of the *Local Government Act (1995)(WA)(CI)*.

1. Objectives

The Shire of Christmas Island is seeking to address goals E1 'Sustainable Growth' and E2 'Diversified Economic Growth' in the statutory strategic community plan *Our Island, Our Responsibility 2023-2033*. Broadly these are summarised as below -

- *Stimulate local economic growth and job creation.*
- *Encourage compatible industrial activity and sustainable land use.*
- *Ensure the land is developed in line with planning, environmental, and community expectations.*

2. Property Overview

- **Number of Lots Available:** 2
 - Lot 509, Quarry Road, approximately 3,026 sqm
 - Lot 510, Quarry Road, approximately 2,737 sqm
- **Zoning:** Industrial, under the present *Shire of Christmas Island Local Planning Scheme No.2*
- **Services:** Power, water and sewerage on Quarry Road, needing to be connected to the sites.

A survey map with lot layout are attached in **Annexure A**.

3. EOI Submission Requirements

Interested parties are requested to fill in the EOI Submission Form that includes:

- **Entity Details** (name, ABN/ACN if applicable, contact person)

- **Intended Use or Business Activity**
 - **Relevant Experience or Background**
 - **Indicative Interest** (e.g. preferred lot(s), purchase vs lease preference)
 - **Statement of Financial Capacity or Funding Readiness**
 - **Any Conditions or Requirements for Acquisition**
-

4. Assessment Criteria

EOIs will be evaluated based on:

- Alignment with the Council's land use and economic goals
- Demonstrated experience and capability
- Value of proposed use to the local economy
- Capacity to proceed within reasonable timeframes

Note: This is a non-binding process. Council may shortlist respondents for further discussion, request additional information, or otherwise proceed to a full competitive public tender process under s3.58(2)(a) of the Local Government Act 1995(WA)(CI).

5. Lodgement Details

EOIs must be submitted in writing by email or hand delivered by **30th September 2025** to:

CEO David Price

Email - shire.ceo@shire.gov.cx

Post - PO Box 863, Christmas Island 6798

In person – at the George Fam Shire Building between Monday to Friday 8am to 4pm.

Late submissions may not be considered.

7. Additional Information

For further details or to request a site inspection, please contact:

Chris Su, chris@shire.gov.cx, 9164 86300 (237) / 040 7994218

Annexure:

WA Planning Commission Deposited Plan 41053

EOI Submission Form

Expression of Interest Submission Form for Light Industrial Area Lots 509 and 510

The Shire of Christmas Island is seeking Expressions of Interest for Lots 509 and 510 on Quarry Road. This is a non-binding process Council is pursuing to inform any future disposal process. You may use additional pages if necessary.

- **Entity Details** (name, ABN/ACN if applicable, contact details)

- **Intended Use or Business Activity**

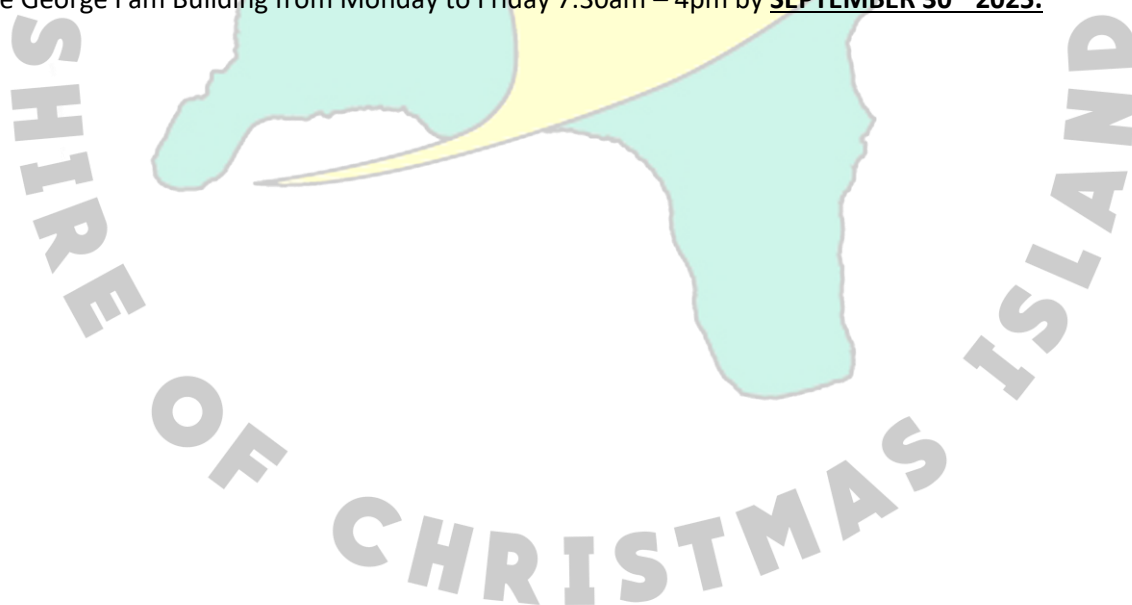
- **Relevant Experience or Background**

- **Indicative Interest** (e.g. preferred lot(s), purchase vs lease preference)

- **Statement of Financial Capacity or Funding Readiness (OPTIONAL)**

- Any Conditions or Requirements for Acquisition (OPTIONAL)

Please submit this EOI Submission Form to shire.ceo@shire.gov.cx or in person to the reception at the George Fam Building from Monday to Friday 7.30am – 4pm by **SEPTEMBER 30th 2025.**



VER.	AMENDMENT	AUTHORISED BY	DATE

BROOK MARSH

PTY LTD.

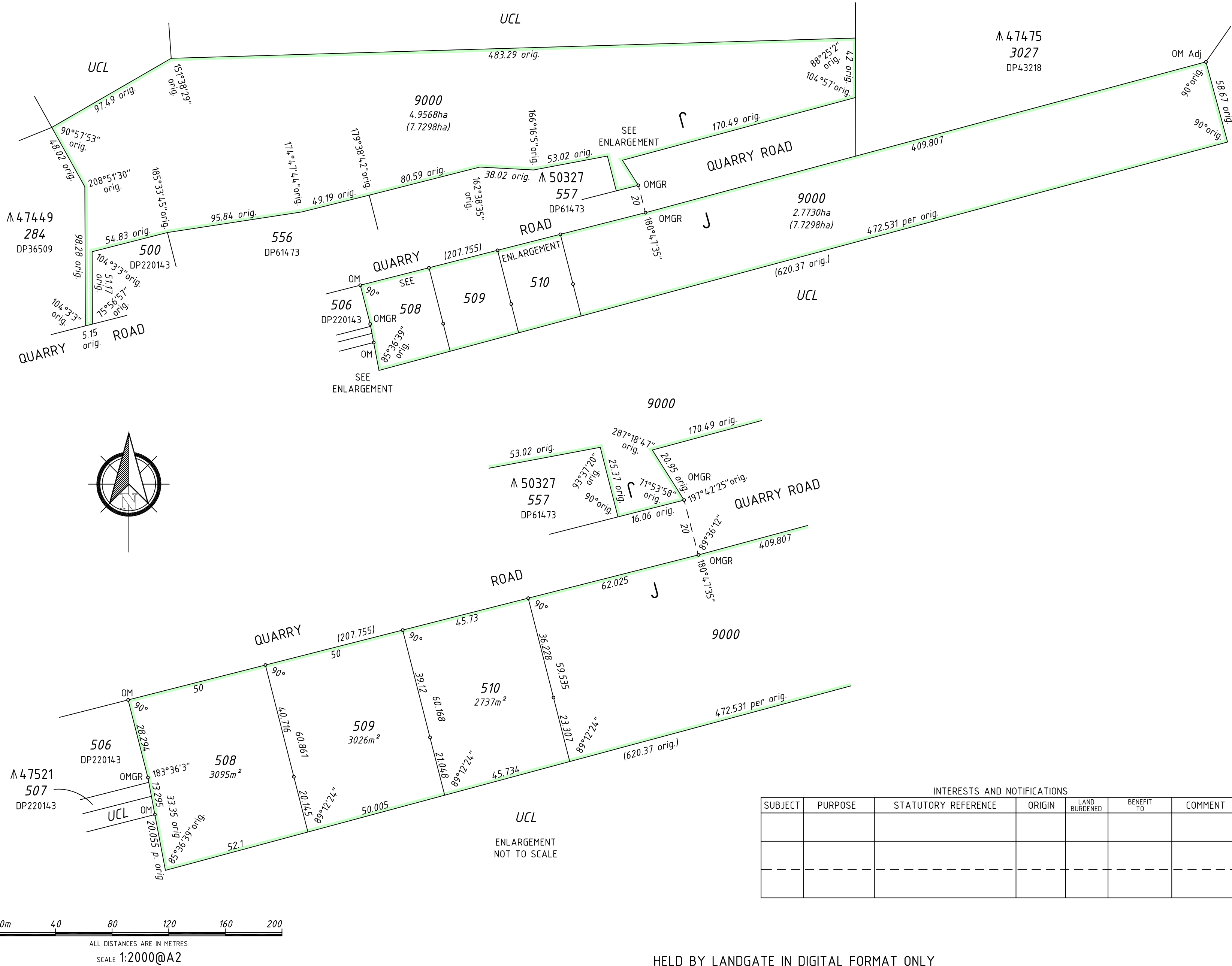
LICENSED SURVEYORS

ph 9398 2441

fax 9490 1313

P.O. BOX 91 GOSNELLS 6990

admin@brookandmarsh.com.au



INTERESTS AND NOTIFICATIONS						
SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENT

TYPE

FREEHOLD

S.S.A. NO

PURPOSE

SUBDIVISION

PLAN OF

LOTS 508-510 INC AND LOT 9000

FORMER TENURE

LOT 555 ON DP61473 C/T 2726-366

LOCAL AUTHORITY

SHIRE OF CHRISTMAS ISLAND

LOCALITY

CHRISTMAS ISLAND

D.O.L. FILE

FIELD RECORD

139189

SURVEYOR'S CERTIFICATE - REG 54

I, G HOSKINS

hereby certify that this plan is accurate and is a correct representation of the -

(a) *survey; and/or

(b) *calculations from measurements recorded in the field records,

[* delete if inapplicable]

undertaken for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged.

2016.12.05 09:01:11 +08'00'

LICENSED SURVEYOR

DATE

LODGED

8-Dec-16

\$554.50

20638478

DATE

FEE PAID

ASSESS No.

I.S.C.

EXAMINED

24-Feb-2017

DATE

WESTERN AUSTRALIAN PLANNING COMMISSION

FILE 148244

2102-JEW-10

Delegated under S.16 P&D Act 2005

DATE

IN ORDER FOR DEALINGS

SUBJECT TO

FOR INSPECTOR OF PLANS AND SURVEYS

DATE

APPROVED

INSPECTOR OF PLANS AND SURVEYS

(S. 18 Licensed Surveyors Act 1909)

DATE

GOVERNMENT OF WESTERN AUSTRALIA

Landgate

DEPOSITED PLAN

410358

SHEET 1 OF 1 SHEETS

VERSION 1

DRAWING NUMBER B&M- 12266

HELD BY LANDGATE IN DIGITAL FORMAT ONLY

Agenda of Ordinary Council Meeting 17 June 2025 Page 76



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 17 June 2025
AGENDA REFERENCE	10.5.2
SUBJECT	Policy Manual Review
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	6.8.1, 5.9.3, 5.9.4, 1.17.1, 1.17.3, 1.17.2, 5.9.1, 5.9.2
INTEREST DISCLOSURE	Nil
DATE OF REPORT	11 June 2025
AUTHOR	Chris Su, Director Planning, Governance & Policy
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATIONS:

That Council adopts the following reviewed policies –

- 10.5.2.1 Land Administration 1 – Crown Land Management Policy
- 10.5.2.2 Waste Policy 1 – Provision of Waste Collection Services
- 10.5.2.3 Waste Policy 2 – Disposal of Demolition Materials
- 10.5.2.4 Human Resources 1 –
Shire Code of Conduct for Council Members, Committee Members and Candidates
- 10.5.2.5 Human Resources 1.1 – Behaviour Complaint Form
- 10.5.2.6 Human Resources 2 – SOCI Employee Code of Conduct
- 10.5.2.7 Human Resources 2.1 – Code of Conduct Behaviour Complaints Management Policy for Council Members, Committee Members and Candidates
- 10.5.2.8 Works and Services Policy 1 – Private Works
- 10.5.2.9 Works and Services Policy 1.1 – Private Works Request Form
- 10.5.2.10 Works and Services Policy 2 – Plant and Vehicle Replacement

BACKGROUND

Council Policies are high-level statements articulating the intent of the Shire's strategic objectives and provides high level guidance for Shire's operations.

They are developed by senior management in accordance with feedback from operations staff. They aim to strengthen good governance and support consistency in decision-making and outcomes.

Whilst policy review is not a statutory requirement, unlike local law reviews which are to be done at least once in seven years, regular formalized reviews ensure that policies are kept updated and relevant to any changes in the local government space.

Alignment of the full suite of Council Policies in 2025 will ensure an equal review time for all future review periods ensuring consistency in governance delivery.

COMMENT

Land Administration Policy:

Broadly this policy captures the position that Council will not accept land management orders from the Commonwealth unless financial arrangements are included to ensure ratepayers are not out of pocket for accepting Commonwealth land. No changes were made; staff recommend that ratepayers' funds should not be utilized on Commonwealth property as ongoing practice.

Waste Services Policies:

These policies recognize Council's rights and obligations under the *Environmental Protection Act (WA)(CI)(1986)* and *Waste Avoidance and Resource Recovery Act (WA)(CI)(2007)*. In summary local councils are required to steward the collection, disposal and management of residential and commercial waste in their district according to changing regulations as the case may be. For Christmas Island this includes the waste created at the Immigration Detention Centre, a *non-rated enterprise* under our policy.

The council is to set fees and charges to assist in this statutory responsibility; it has the ability to create an agreement with non-rated enterprises to utilize its waste collection and waste site services. There have been no changes made.

Human Resources Policies:

WALGA provided pro-forma templates for member councils to assist compliance in the *Local Government (Model Code of Conduct) Regulations 2021* and other requirements as required by DLGSCI in the *Local Government Reforms* program.

Council adopted these pro-forma templates in 2021, and reviewed them with WALGA's advice in 2023. WALGA advised in 2025 that the templates are still in currency with the *Local Government (Model Code of Conduct) Regulations 2021* and will advise members accordingly of when an update needs to be made. There have been no changes made.

Works and Services Policies:

Council does not as a rule make its resources available for private works, but when approached by other agencies or members of the public to provide a service these policies will apply. As a note the majority of private works are contracts for sealing and other road works for Commonwealth agencies.

STATUTORY IMPLICATIONS

Continued utility of these reviewed policies will ensure compliance with:

Local Government (Model Code of Conduct) Regulations 2021

Waste Avoidance and Resource Recovery Act 2007

Environmental Protection Act 1986

FINANCIAL IMPLICATIONS

None

STRATEGIC IMPLICATIONS & MILESTONES

Adherence to the Land Administration Policy will ensure a continued practice of accepting land tenure without causing unnecessary impost on ratepayers.

As waste management is a core function of municipal government, it requires a strategic and deliberate approach to ensure alignment with Council's commitments under the *UN Sustainable Development Goals* in the *Our Island, Our Responsibility 2023-2033 Strategic Community Plan*.

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENTS

- 10.5.2.1 Land Administration 1 – Crown Land Management Policy
- 10.5.2.2 Waste Policy 1 – Provision of Waste Collection Services
- 10.5.2.3 Waste Policy 2 – Disposal of Demolition Materials
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Land Administration 1 – Crown Land Management

Objective

- To ensure matters relating to dealings in Crown land between the Shire and the Commonwealth are suitably communicated to Councillors and the community.
- To ensure the intrinsic community value of Crown land is preserved and maintained for the benefit of present and future generations.
- To ensure Crown land with a community value is managed locally.
- To ensure the Shire does not expose itself unduly to financial liabilities when accepting management responsibility of property and its associated infrastructure.

Policy

1. The Shire of Christmas Island will generally only accept management responsibility or ownership of property and its associated infrastructure where the use and function of that property is generally accepted as being a core local government area of responsibility.
2. Property and its associated infrastructure whose use and function is not generally accepted as being a core local government responsibility will not be considered for management or ownership by the Shire of Christmas Island unless there are compelling reasons to do so, there is an immediate impact upon the community if the property is unmanaged and all other avenues of property management have been exhausted.
3. No property will be accepted for management or ownership by the Shire unless the property and its associated infrastructure is compliant with accepted standards, is in an acceptable state of repair and is unaffected by contamination.
4. Upon receipt of request for the Shire of Christmas Island to accept ownership and/or management responsibility for a particular parcel of land, the Chief Executive Officer shall prepare a report to Council outlining the details of the proposal which shall include but not be limited to:
 - A detailed description of the property and its use/function to the community;
 - Details and condition assessment of any infrastructure associated with the property;
 - An estimate of annual maintenance costs associated with management of the property;
 - An estimate of the timing and costs of any required capital replacements;
 - Details of the extent of the management proposed;
 - Details of any consultation undertaken with stakeholder groups and/or the community and;
 - A recommendation to Council on the acceptance or otherwise of the management responsibility of the property.
5. Council shall consider the report of the Chief Executive Officer and decide upon the recommendation.

Key Performance Indicators	The extent to which the policy is accurately and consistently applied
Key words	Crown, Land, Reserve, Management Order
Related Policies	Nil
Related Procedures/ documents	Chart 1 – DOTARS proposes a Reserve or Management Order Chart 2 - SOCI proposes a Reserve or Management Order
Delegation Level	Council/CEO/Manager Planning Building & Health/Manager Works & Services
Adopted by Council	9 November 2004
Resolution No.	158/04
Adoption Conditions	Absolute Majority
Consultation	No consultation necessary
Reviewed by Council	26 September 2017
Resolution No.	88/17
Next review date	September 2021
Reviewed by Council	23 August 2022
Resolution No.	XX/22
Changes	Changed title of policy from Planning and Building 1 to Land Administration 1.
Next review date	August 2024
File Reference	2.11.22

Key Performance Indicators	The extent to which the policy is accurately and consistently applied
Keywords	Crown, Land, Reserve, Management Order
Related Policies	Strategic Community Plan, Corporate Business Plan
Related Procedures/ Documents	

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Absolute Majority	9/11/2004	CEO	158/04			2.11.43
2	Approved	26/9/2017	GRPG	88/17		Sept 2019	2.11.43
3	Approved	26/7/2022	GRPG	67/22	Changed title of policy from Planning and Building 1 to Land Administration 1.	July 2024	2.11.43

Waste Policy 1 – PROVISION OF WASTE COLLECTION SERVICES

Objective

- To define the scope of waste collection services provided by the Shire
- To clearly enunciate the types of waste collection services, and the minimum service provision applicable to domestic and commercial waste collection from rated and non-rated premises and enterprises

Policy

1. Classification of Premises

Premises subject to waste collection services are classified and defined as follows:

- (a) Domestic – rated (or subject to a community obligation payment or other payment equivalent to rates), self-contained single residences with long-term occupancy
- (b) Enterprise – commercial, industrial, residential other than domestic and other premises including places of detention or alternate places of detention either rated, non-rated or subject to a community obligation payment or other payment equivalent to rates.

2. Service Level

- (a) Council will determine the number of receptacles and number of weekly collections provided to domestic premises.
- (b) Changes to services to domestic premises will only occur following a resolution of Council and will be subject to appropriate notice to the premises affected.
- (c) Services to a rated or non-rated enterprise will be agreed with that enterprise and the Shire with an agreement in place to stipulate level of service provision and costs thereof.
- (d) Council will collect all waste from the hours of 6am to 3pm on assigned pick up days from Monday to Friday. This schedule shall also be in place for public holidays where a pick up is scheduled to normally occur,

3. Charges

- (a) An establishment fee will apply for the supply of all new services.
- (b) A fee may be charged to initiate a requested change to a service.
- (c) Collection services will be charged at gazetted rates.

4. Provision of Collection Services

A. DOMESTIC

- (a) SOCI will provide the use of a single or shared receptacle for collection of domestic waste.
- (b) SOCI will collect the waste.
- (c) Collection fees will be levied against the premises owner 12 months in advance, in conjunction with rates.

B. RATED ENTERPRISE

- (a) SOCI may provide the use of suitable receptacles for collection of commercial waste upon request, provided that the waste can be safely handled using a receptacle available to SOCI.
- (a) If the enterprise does not require a collection service, SOCI may provide the use of agreed receptacles provided that the collection of the receptacles is not performed by a third party (ie: contracted out); the enterprise has to collect the receptacles themselves for dumping at the tip site. A fee may be charged for the supply and use of the receptacles.
- (b) Collection fees will be levied against the premises owner or occupier requesting the service.

C. NON RATED ENTERPRISE

- (a) SOCI may provide the use of suitable receptacles for collection of commercial waste upon request, provided that the waste can be safely handled using a receptacle available to SOCI.
- (b) If the enterprise does not require a collection service, SOCI may provide the use of agreed receptacles provided that the collection of the receptacles is not is not performed by a third party (ie: contracted out); the enterprise has to collect the receptacles themselves for dumping at the tip site. A fee may be charged for the supply and use of the receptacles.
- (c) Collection fees will be levied against the premises owner or occupier requesting the service. Fees may be calculated as gazetted hourly rates for labour and plant hire or agreed upon rates. An equivalent fee for service may be negotiated provided that the agreed fee is not less than the appropriate gazetted fee for service.
- (d) All Non-Rated Enterprises who create commercial waste (ie non-domestic waste) must have an agreement with the Shire of Christmas Island to utilise its waste collection services and waste site services.

5. Provision of Skip Bin Services

A. DOMESTIC

- (a) SOCI may provide the use of a skip bin, for the collection of green waste only and for a fixed term, when requested by a domestic user.

- (b) This service will be levied against the person making the request at gazetted fee for service rates.

B. RATED ENTERPRISE

- (a) SOCI may provide the use of a skip bin to rate paying enterprises for the removal of unsegregated waste for a fixed term while setting up that enterprise.
- (b) SOCI may provide a suitable receptacle (eg cardboard cage) for the collection of segregated waste on an ongoing basis.
- (c) SOCI will not provide a skip bin collection service to rate paying enterprises on an ongoing basis.
- (d) The fees for this service will be levied against the person making the request, at gazetted fee for service rates.

C. NON RATED ENTERPRISE

- (a) SOCI will not provide the use of a skip bin to non-rate paying enterprises without an agreement between the Non Rated Enterprise and the Shire in place.

6. Definitions:

Sulo bin	plastic wheeled garbage bin of any colour and typically 240 or 120 litre capacity
MGB	mobile garbage bin (aka 'sulo bin')
New Service	Provision of a waste collection service where none has existed within the previous 6 months
Self Contained	Dwelling with integral bathroom, kitchen and other general living amenities
Waste Collection Service	The emptying of rubbish at premises, from suitable receptacles supplied by SOCI, into a suitably designed and operated vehicle, at a frequency that ensures the receptacle is, generally, not full to capacity at the time of the collection.
Waste Site Services	The management of waste disposed of at the Vagabond Road Waste Tip Site through the waste collection service or other means including creating of trenches, landfill sites, chalking, vermin control, covering and rehabilitating of the waste tip site.

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved	27/9/2022	GRPG	89/22	None	2024	2.11.19

Authority	Environmental Protection Act 1986 (WA)(CI) Occupational Safety & Health Act 1984 (WA)(CI) DEP Landfill Waste Classification and Waste Definitions 1996 (as amended) Christmas Island Health Local Laws 2000 Local Government (Miscellaneous Provisions) Act 1960 (WA)(CI)
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Waste Policy 2 – DISPOSAL OF DEMOLITION MATERIALS

Objective

- To reduce landfill with a consequent reduction of landfill costs and environmental burden
- To maximise recovery of resources
- Effective management of the landfill site in accordance with the terms of the licence
- To plan and manage the disposal of demolition materials at the landfill in conjunction with contractors/commercial operators working on demolition projects and works and project managers of such projects.

Policy

1. Council will work to provide effective mechanisms for the disposal and re-use of suitable demolition materials, to meet the objectives of this policy. This includes producing and disseminating procedures and information and enacting local laws about the disposal of waste.
2. Council will work to ensure appropriate and effective liaison between Shire officers and contractors/commercial operators/project managers engaged in demolition works. This liaison will include:
 - Dissemination of information about this policy and any related procedures at the time that demolition projects are being planned
 - Information exchange about the types and quantities of demolition materials to be disposed of and the timeframe for their disposal
 - Inspections of demolition sites
 - Directions as to the limitations on materials disposal and specific placement of accepted materials within the landfill site, including segregation of such materials
 - Notice requirements regarding access to the landfill site, including types and quantities of the demolition materials to be disposed of on a particular day and any specialist equipment required to handle the materials at the landfill site
 - Effective reporting about the disposal of demolition materials, including any incidents or issues arising from such disposal
3. Council will endeavour to ensure that demolition works will be accompanied by a waste management plan identifying:
 - The volumes of materials to be disposed of
 - Where and how it is to be disposed of, including any re-use of materials

- The extent of segregation of materials prior to disposal
4. Where demolition materials are to be placed at the landfill site operated by the Shire, the materials will be segregated to the maximum extent practicable to enable the reduction, re-use, and recycling of the materials.
 5. Council will ensure compliance with all relevant legislation associated with demolition materials disposal. This includes, but is not limited to, observance of landfill licence requirements, legislation pertaining to the disposal of specific categories of waste, public health and safety, and occupational health and safety.

Key Performance Indicators % of demolition materials that are reused or recycled

The extent to which the policy and procedures are observed by contractors engaged in the disposal of demolition materials

The extent to which demolition materials going to landfill are reduced

Keywords demolition, waste, landfill

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved	18/03/03	CEO	34/03			
2	Approved	26/09/17	GRPG	88/17			2.11.18
3	Approved	27/9/2022	GRPG	89/22	None	2024	2.11.30

Shire of Christmas Island

Code of Conduct for Council Members, Committee Members and Candidates

September 2024

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Shire of Christmas Island Code of Conduct for Council Members, Committee Members and Candidates

Policy Purpose:

This Policy is adopted in accordance with section 5.104 of the *Local Government Act 1995*.

Division 1 — Preliminary provisions

1. Citation

This is the Shire of Christmas Island Code of Conduct for Council Members, Committee Members and Candidates.

Division 1 — Preliminary provisions

1. Citation

This is the Shire of Christmas Island Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the Local Government Act 1995;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

- (c) act lawfully; and
 - (d) identify and appropriately manage any conflict of interest; and
 - (e) avoid damage to the reputation of the local government.
- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
- (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
- (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
- (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.

- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —
electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
resources of a local government includes —
 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.

- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
- local government employee** means a person —
- (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
- interest** —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Keywords	Code of Conduct, Complaints
Related Policies	Code of Conduct for Councillors, Committee Members and Candidates
Related Procedures/ Documents	
Delegation Level	Council, CEO
First endorsed by Council	August 2021
Resolution No.	76/21
Adoption Conditions	Nil
Consultation	Nil required
Second endorsed by Council	August 2022
Resolution No.	74/22
Third endorsed by Council	September 2024
Resolution No.	69/24
Next Review Date	July 2026
File Reference	1.17.1 / 1.17.2/ 1.17.3

Behaviour Complaint Form - Code of conduct for council members, committee members and candidates

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

NOTE: A complaint about an alleged breach must be made —
(a) in writing in the form approved by the local government
(b) to an authorised person
(c) within one month after the occurrence of the alleged breach.

Name of person who is making the complaint:
Name: _____ <div style="display: flex; justify-content: space-around; margin-top: 10px;"><u>Given Name(s)</u><u>Family Name</u></div>

Contact details of person making the complaint:
Address: _____ Email: _____ Contact number: _____

Name of the local government (city, town, shire) concerned:

Name of council member, committee member, candidate alleged to have committed the breach:

State the full details of the alleged breach. Attach any supporting evidence to your complaint form.

Manager of Governance, Research, Policy and Grants Chris Su
Chris@shire.gov.cx
September 2024, v1

Date of alleged breach:
_____ / _____ / 20____

SIGNED: Complainant's signature: Date of signing: _____ / _____ / 20____

Received by Authorised Officer Authorised Officer's Name: Authorised Officer's Signature: Date received: _____ / _____ / 20____
--

NOTE TO PERSON MAKING THE COMPLAINT:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

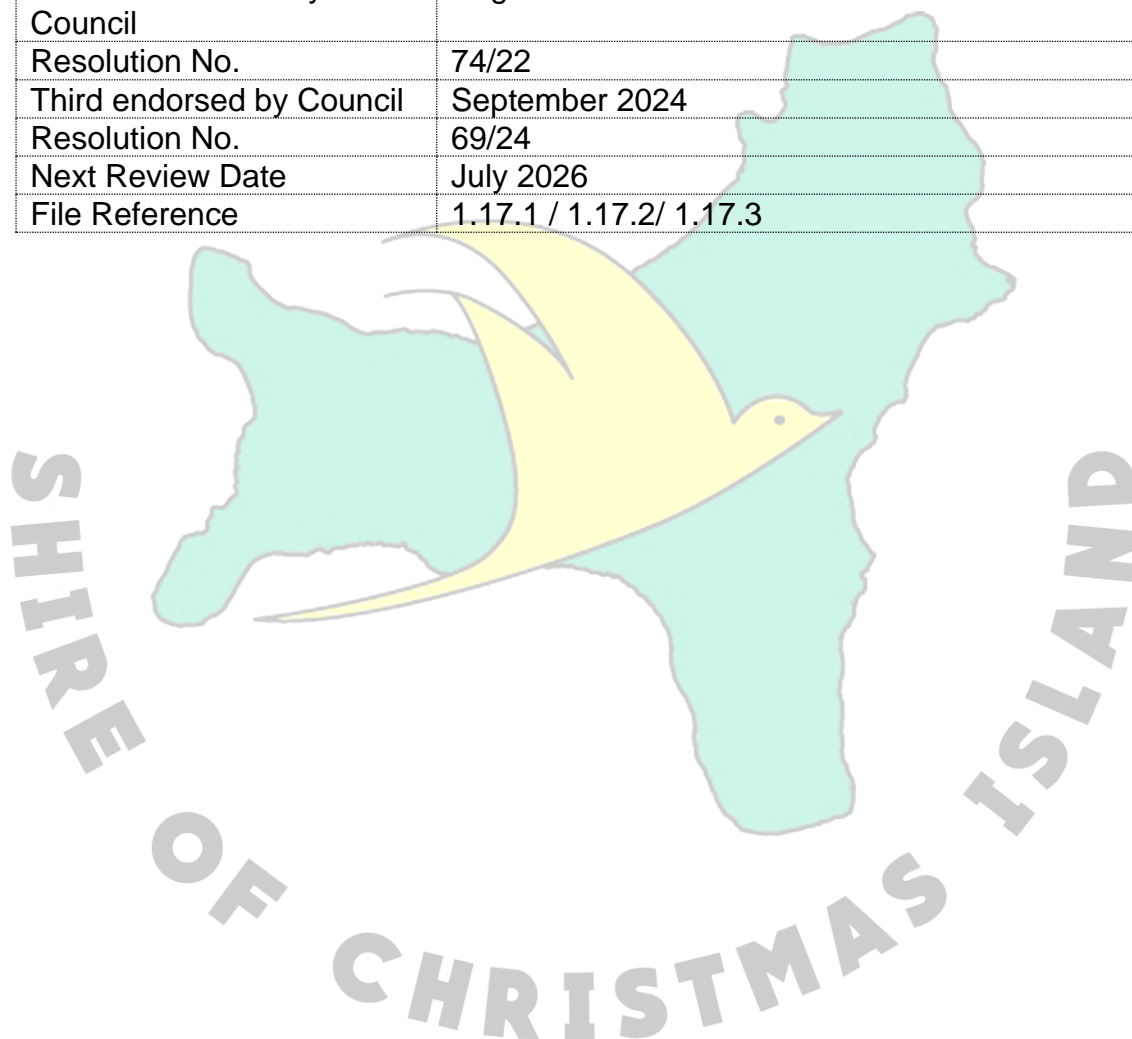
The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to:

shire.ceo@shire.gov.cx

By hand to the Shire CEO at the George Fam Building or
 Mail to: CEO c/o Shire of Christmas Island, PO Box 863 Christmas Island WA 6798

Keywords	Code of Conduct, Complaints
Related Policies	Code of Conduct for Councillors, Committee Members and Candidates
Related Procedures/ Documents	
Delegation Level	Council, CEO
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Shire of Christmas Island

Code of Conduct for Employees

September 2024



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1 Introduction

The Shire of Christmas Island Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Christmas Island's commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

- (a) *better decision-making by local governments;*
- (b) *greater community participation in the decisions and affairs of local governments;*
- (c) *greater accountability of local governments to their communities; and*
- (d) *more efficient and effective local government.*

1.1 Statutory environment

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

1.2 Application

For the purposes of the Code, the term employees includes persons employed by the Shire of Christmas Island or engaged by the Shire of Christmas Island under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

2 Values/vision/mission

‘Our Island, Our Responsibility’ is a poignant community vision that encapsulates the profound commitment of the people of Christmas Island to the stewardship and guardianship of our home..(it) expresses a powerful sense of collective ownership and responsibility for the Island’s well-being and sustainability, emphasizing the indispensable role of its inhabitants in shaping its future.’

Shire of Christmas Island 10 Year Strategic Community Plan 2023-2033
www.shire.gov.cx

3 Code of Conduct

3.1 Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO’s functions are to:

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government Act 1995

3.2 Principles affecting employment by the Shire of Christmas Island

The principles set out in section 5.40 of the Act apply to the employment of the Shire of Christmas Island's employees.

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) employees are to be treated fairly and consistently; and*
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the City on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) such other principles, not inconsistent with this Division, as may be prescribed.*

Local Government Act 1995

3.3 Personal Behaviour

Employees will:

- (a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire of Christmas Island;
- (b) perform their duties impartially and in the best interests of the Shire of Christmas Island, uninfluenced by fear or favour;
- (c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Christmas Island and the community;
- (d) make no allegations which are improper or derogatory (unless true and in the public interest);
- (e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (f) always act in accordance with their obligation of fidelity to the Shire of Christmas Island.

3.4 Honesty and Integrity

Employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) be frank and honest in their official dealing with each other; and
- (c) report any dishonesty or possible dishonesty on the part of any other employee to their Line Manager or the CEO in accordance with this Code and the Shire of Christmas Island's policies.

3.5 Performance of Duties

While on duty, employees will give their whole time and attention to the Shire of Christmas Island's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Christmas Island.

3.6 Compliance with Lawful and Reasonable Directions, Decisions and Policies

- (a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Line Manager, Manager or the CEO.
- (b) Employees will give effect to the lawful decisions and policies of the Shire of Christmas Island, whether or not they agree with or approve of them.

3.7 Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

3.8 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Christmas Island upon its creation unless otherwise agreed by separate contract.

3.9 Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire of Christmas Island's Recordkeeping Plan.

3.10 Dealing with Other Employees

- (a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- (b) Employees must be aware of, and comply with their obligations under relevant law and the Shire of Christmas Island's policies regarding workplace behaviour and occupational safety and health.

- (c) Employee behaviour should reflect the Shire of Christmas Island's values and contribute towards creating and maintaining a safe and supportive workplace.

3.11 Dealing with community

- (a) Employees will treat all members of the community with respect, courtesy and professionalism.
- (b) All Shire of Christmas Island services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly and equitably.

3.12 Professional Communications

- (a) All aspects of communication by employees (including verbal, written and electronic), involving the Shire of Christmas Island's activities should reflect the status, values and objectives of the Shire of Christmas Island.
- (b) Communications should be accurate, polite and professional.

3.13 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Shire of Christmas Island, its Council Members, employees or contractors, which breach this Code.
- (c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

3.14 Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Shire of Christmas Island's relevant policies and procedures.

3.15 Gifts

- (a) Application

This clause does not apply to the CEO.

- (b) Definitions

In this clause –

activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

gift —

- (a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- (b) does not include —
 - (i) a gift from a relative as defined in section 5.74(1); or
 - (ii) a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
 - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift means —

- (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- (b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person

[Section 5.57 of the Local Government Act 1995]

relative, in relation to a relevant person, means any of the following —

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- (b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the Local Government Act 1995]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the Local Government (Administration) Regulations 1996]

reportable gift means:

- (i) a gift worth more than \$20; or
- (ii) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$20.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the Local Government (Administration) Regulations 1996]

- (c) Determination

In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996* the CEO has determined \$20 as the threshold amount for prohibited gifts.

- (d) Employees must not accept a prohibited gift from an associated person.
- (e) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.
- (f) The notification of the acceptance of a reportable gift must be in writing and include:
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is one of two or more accepted from the same person within a period of one year:
 - (1) a description;
 - (2) the estimated value; and
 - (3) the date of acceptance,of each other gift accepted within the one year period.
- (g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
- (h) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire of Christmas Island's official website.
- (i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

3.16 Conflict of Interest

- (a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Christmas Island, without first disclosing the interest to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire of Christmas Island, or which may

otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).

- (d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
- (e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

WALGA Note:

The Equal Opportunity Act 1984 provides that it is unlawful to discriminate against an employee or prospective employee on the ground of political conviction.

3.17 Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

3.18 Disclosure of Financial Interests

- (a) All employees will apply the principles of disclosure of financial interest as contained within the Act.
- (b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

3.19 Disclosure of Interests Relating to Impartiality

- (a) In this clause, **interest** has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (b) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.

- (c) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
- (e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not now and could not reasonably be expected to know:
 - (i) that they had an interest in the matter; or
 - (ii) that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
- (f) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
 - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- (g) If:
 - (i) to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (e)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (f)(ii), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting,the nature of the interest is to be recorded in the minutes of the meeting.

3.20 Use and Disclosure of Information

- (a) Employees must not access, use or disclose information held by the Shire of Christmas Island except as directly required for, and in the course of, the performance of their duties.
- (b) Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire of Christmas Island's policies and procedures.
- (c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire of Christmas Island.
- (d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- (e) Nothing in this section prevents an employee from disclosing information if the disclosure:

- (i) is authorised by the CEO or the CEO's delegate; or
- (ii) is permitted or required by law.

3.21 Improper or Undue Influence

- (a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- (b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- (c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

3.22 Use of Shire of Christmas Island Resources

- (a) In this clause –

Shire of Christmas Island resources includes local government property and services provided or paid for by the Shire of Christmas Island;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

- (b) Employees will:
 - (i) be honest in their use of the Shire of Christmas Island resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
 - (ii) use the Shire of Christmas Island resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
 - (iii) not use the Shire of Christmas Island 's resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

3.23 Use of Shire of Christmas Island Finances

- (a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire of Christmas Island's finances.
- (b) Employees will use Shire of Christmas Island finances only within the scope of their authority, as defined in position descriptions, policies and procedures, administrative practices.
- (c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- (d) Employees exercising purchasing authority will comply with the Shire of Christmas Island's Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- (e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.
- (f) Employees will ensure that any use of Shire of Christmas Island finances are appropriately documented in accordance with the relevant policy and procedure, including the Shire of Christmas Island's Recordkeeping Plan.

3.24 Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to their Line Manager, any Executive Manager or the CEO, in accordance with the Shire of Christmas Island's *Disciplinary Policy, Grievance Policy and Grievance Procedure*.

3.25 Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire of Christmas Island's policies and procedures, depending on the nature of the suspected breach.

3.26 Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

- (a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor, Manager, or the CEO in accordance with Shire of Christmas Island's Public Interest Disclosure Procedures.
- (b) In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - (i) the Corruption and Crime Commission, in the case of serious misconduct; or
 - (ii) the Public Sector Commissioner, in the case of minor misconduct.

- (a) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- (d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire of Christmas Island's Public Interest Disclosure Procedures, published on the Shire of Christmas Island's website.

3.27 Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire of Christmas Island policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

Document Control Box							
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1.	July 2021 Res. 76/21		WALGA template submitted to Council for adoption at July 2021 Ordinary Council Meeting.				
2.	August 2022 Res. 74/22		Public Interest Disclosure Procedures added to website				
3.	September 2024 Res. 69/24		Update to the mention of the new 10 Year Strategic Community Plan				

Shire of Christmas Island

Code of Conduct Behaviour Complaints Management Policy for Council Members, Committee Members and Candidates

September 2024



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Policy Objective

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and Shire of Christmas Island Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Christmas Island Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire of Christmas Island's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

Policy Scope

This Policy applies to complaints made in accordance with Clause 11 of the Shire of Christmas Island Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

Definitions

Act means the *Local Government Act 1995*.

Behaviour Complaints Officer means a person authorised in writing [*by Council resolution or by the CEO exercising delegated authority*] under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 of this Policy.

Breach means a breach of Division 3 of the Shire of Christmas Island Code of Conduct for Council Members, Committee Members and Candidates.

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

Code of Conduct means the Shire of Christmas Island Code of Conduct for Council Members, Committee Members and Candidates.

Committee means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member means a Council Member, employee of the Shire of Christmas Island or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint means a complaint submitted under Clause 11 of the Code of Conduct.

Complainant means a person who has submitted a Complaint in accordance with this Policy.

Complaint Documents means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form means the form approved under clause 11(2)(a) of the Code of Conduct *[by Council resolution or by the CEO exercising delegated authority]*.

Council means the Council of the Shire of Christmas Island.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Response Documents means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

Policy Statement

1. Principles

1.1. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;

- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

1.3. Confidentiality

The Shire of Christmas Island will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

1.4. Accessibility

The Shire of Christmas Island will ensure that information on how to make a complaint, including this Policy, is available at the Shire of Christmas Island's Administration Building and on the Shire of Christmas Island's website. The Shire of Christmas Island will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the CEO in their role as Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

2. Roles

2.1. Behaviour Complaints Officer

The Shire CEO is the Shire's Behaviour Complaints Officer.

The Shire CEO as Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Shire CEO as Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent. Their role is to also make an assessment of the complaint and make a finding, plan for action or dismissal as the case may be under this policy

In undertaking their functions, the Shire of CEO as Behaviour Complaints Officer will apply the Principles of this Policy.

3. Procedure

3.1. Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct *[clause 11(1) of the Code of Conduct]*.

A Complaint must be made within one (1) month after the alleged Breach *[clause 11(2)(c) of the Code of Conduct]*.

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Shire CEO as Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Shire CEO as Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Shire CEO as Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

3.2. Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Shire CEO as Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

3.3. Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Shire CEO as Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

3.4. Notice to Complainant

Within 7 days after receiving a Complaint, the Shire CEO as Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Shire CEO as Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

3.5. Notice to Respondent

Within 14 days after receiving a Complaint, the Shire CEO as Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

3.6. Alternative Dispute Resolution

The Shire of Christmas Island recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

3.7. Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

3.8. Search of Local Government Records

The Shire CEO as Behaviour Complaints Officer may search for any relevant records in the Shire of Christmas Island's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Shire CEO as Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Shire of Christmas Island's Meeting Procedures and Standing Orders Local Law.

3.9. Assessment of the Complaint

The Shire CEO as Behaviour Complaints Officer will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Shire CEO as Behaviour Complaints Officer must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

3.10. Complaint Report

The Shire CEO as Behaviour Complaints Officer will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Shire CEO as Behaviour Complaints Officer will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

If the Shire CEO as Behaviour Complaints Officer dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Shire CEO as Behaviour Complaints Officer will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

If the Shire CEO as Behaviour Complaints Officer finds that the alleged Breach **did not** occur, the Shire CEO as Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Shire CEO as Behaviour Complaints Officer finds that the alleged breach **did** occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Shire CEO as Behaviour Complaints Officer decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Shire CEO as Behaviour Complaints Officer decides to prepare a Plan, he/she will first consult with the Respondent in accordance with clause 12(5)* of the Code of Conduct. The Shire CEO as Behaviour Complaints Officer will consider any submissions made by the Respondent before preparing and implementing a Plan.

3.11. Compliance with Plan Requirement

The Shire CEO as Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. Decision Making

4.1. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

4.2. Dismissal

The Shire CEO as Behaviour Complaints Officer must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the Shire of Christmas Island Meeting Procedures and Standing Orders Local Law.

4.3. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur *[clause 12(3) of the Code of Conduct]*.

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Shire CEO as Behaviour Complaints Officer may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5. Plan Requirements

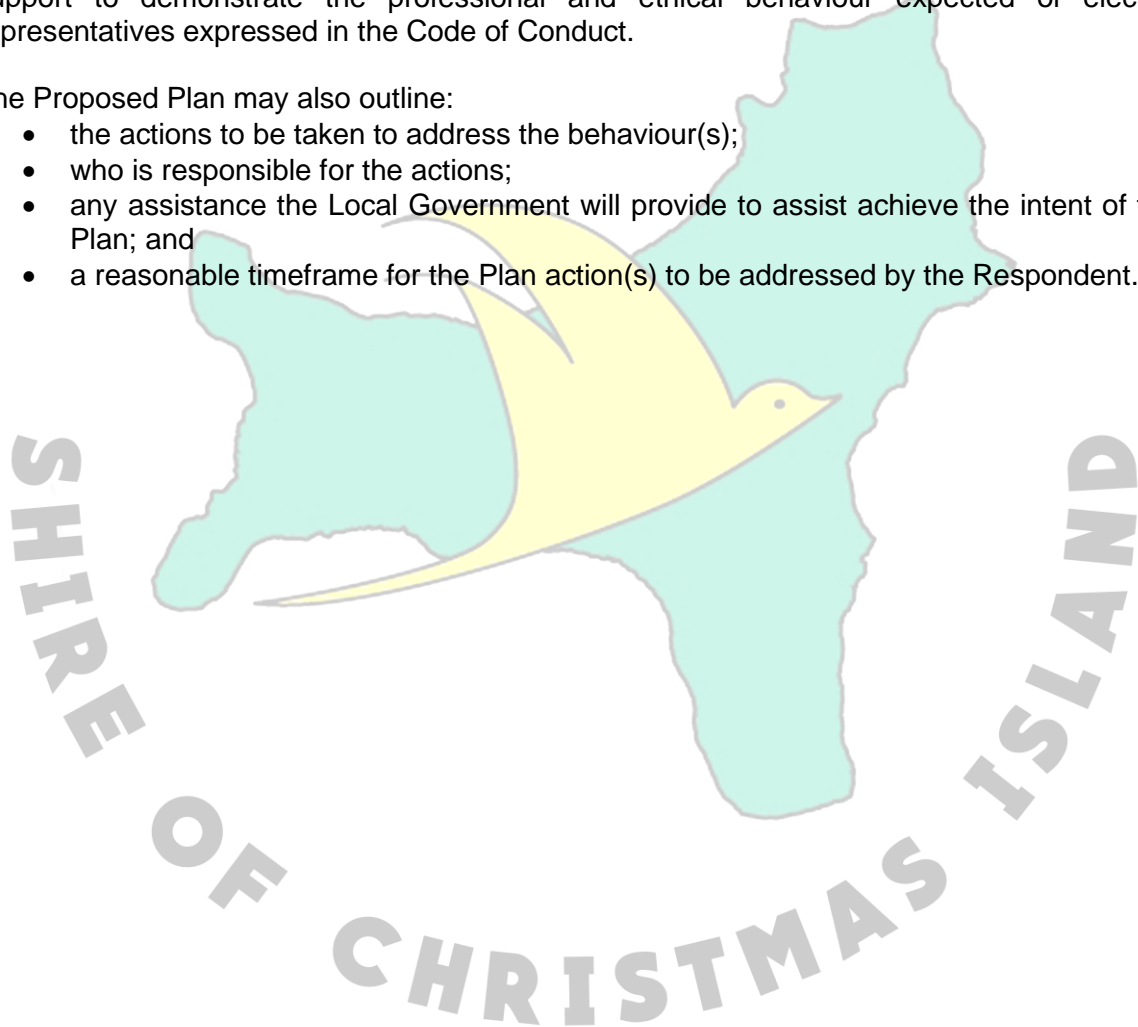
The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Shire CEO as Behaviour Complaints Officer considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.



Keywords	Code of Conduct, Complaints
Related Policies	Code of Conduct for Councillors, Committee Members and Candidates
Related Procedures/ Documents	
Delegation Level	Council, CEO
First endorsed by Council	August 2021
Resolution No.	76/21
Adoption Conditions	Nil
Consultation	Nil required
Second endorsed by Council	August 2022
Resolution No.	74/22
Third endorsed by Council	September 2024
Resolution No.	69/24
Next Review Date	July 2026
File Reference	1.17.1 / 1.17.2/ 1.17.3

Works and Services Policy 1 – PRIVATE WORKS

Objective

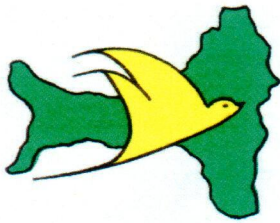
- To outline the Shire policy for undertaking private works requests.
- To ensure the Shire does not directly compete with local businesses or contractors.
- To ensure mechanisms are in place to ensure private works is supplied, delivered and paid for in a timely and transparent manner.

Policy

1. Private works will only be undertaken by the Shire of Christmas Island where the use of private contractors is not possible, practicable or an economically viable alternative.
2. Private works shall not be undertaken until the prescribed Private Works Application form attached to this policy is fully completed by the applicant requesting the works or in the case of a company, corporation or incorporated organisation, an official order authorising such private works has been received.
3. In requesting and authorising the Shire to carry out private works, the applicant shall indemnify the Shire of Christmas Island against any claim, action or process for damage or injury which might arise during the progress of such works and shall keep indemnified the Shire of Christmas Island against any claim, action or process for damage and/or injury which might arise from the existence of such works unless such damage and/or injury is due to or contributed to by an act or omission of the Shire of Christmas Island, its employees or agents.
4. Subject to the discretion of the Director Works and Services, a firm quotation may be provided if requested. Such quotations, if provided will be in writing and must be accepted by the applicant in writing prior to the commencement of works. Quotations shall be valid for 30 days only.
5. Private works of a value in excess of \$50,000 shall not be undertaken by the Shire of Christmas Island without the approval of Council by resolution.
6. Unless otherwise authorised in writing by the Chief Executive Officer (or nominated officer) the applicant shall make payment in full in advance or shall provide appropriate security in the form of a Bank Guarantee prior to commencement of the works. This requirement excludes Government or Statutory agencies.
7. All private works will be estimated independently to the client.
8. All estimates of private works will be costed in accordance with the Council's schedule of adopted fees and charges.
9. No plant or equipment will be hired on a 'dry hire' basis.
10. The applicant shall be charged actual costs incurred by the Shire of Christmas Island in completing the requested private works unless a firm quotation has been provided and accepted by the applicant in writing, in which case the applicant will be charged the firm quotation
11. The applicant shall be charged for the actual cost of transporting the plant/equipment and operator to and from the private works job unless a firm quotation is provided in writing prior to commencement of the works.

12. The applicant will not be charged for plant/equipment stand-down, breakdown or idle time.
13. A minimum charge of 1 hour plant hire will apply to private works.
14. Where plant/equipment is hired outside of normal working hours, the applicant will be charged the applicable overtime or penalty rates as prescribed in Council's schedule of adopted fees and charges.
15. The Shire of Christmas Island shall be solely responsible for the payment of Shire Staff and/or its own Sub-Contractors engaged on private works. No other payment arrangements are permitted.
16. The Shire of Christmas Island reserves the right to refuse any application for private works and/or the private hire of plant/equipment/labour.

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved	27/9/2022	GRPG	89/22	None	2024	2.11.34



SHIRE OF CHRISTMAS ISLAND

P.O. Box 863, Christmas Island

Indian Ocean 6798, Australia

All correspondence should be addressed to the Chief Executive Officer

Telephone: (08) 9164 8300

Facsimile: (08) 9164 8304

PRIVATE WORKS REQUEST

No: _____

Please provide the following details:

IMPORTANT

From: _____ **1. Please print all details.**

Postal Address: _____

Telephone Number: _____

Date of Work Requested: _____

Location: _____

Work/Hire Required: _____

Signature: _____

Date of Work/Hire Commenced: _____

Comments: _____

Date of Work/Hire Completed: _____

Total Cost - Labour \$ _____

- Plant/Equipment \$ _____

- Material \$ _____

Total Cost of Job: \$ _____

Works and Services Policy 2 – PLANT AND VEHICLE REPLACEMENT

Objective

- To develop and maintain a modern, efficient and safe plant and vehicle fleet for the Shire of Christmas Island.
- Provide a vehicle and plant fleet to deliver Shire of Christmas Island services to the community at the desired level of service in the most cost effective manner.
- To routinely update and review the Plant and Vehicle Replacement Program to ensure it is appropriate to meet the present and future needs for the delivery of Shire of Christmas Island services to the community.

Policy

1. This policy applies to all Shire of Christmas Island plant and vehicles.
2. A five year plant replacement program shall be prepared each year as part of the annual budget process.
3. The plant and vehicle replacement program shall adopt an approach to develop and maintain plant and equipment to ensure that:
 - Plant and vehicle replacements are driven by defined service levels and performance standards;
 - Financial resources are properly allocated and managed to optimise investment in plant and equipment; and
 - A whole of life approach is taken when determining plant and vehicle renewal strategies.
4. The Council of the Shire of Christmas Island shall:
 - act as community custodians for plant and vehicle assets;
 - approve Council's annual five year Plant and Vehicle Replacement Program;
 - ensure appropriate resources for plant and vehicle replacement activities are made available; and
 - approve the Plant and Vehicle Replacement Policy.
5. The Chief Executive Officer shall:
 - present the Plant and Vehicle Replacement Policy to Council.
 - ensure that accurate and reliable information is presented to Council for decision-making.
6. The Director Works and Services shall:
 - develop a five year Plant and Vehicle Replacement Program;
 - ensure plant and vehicle condition assessments are carried out and provide input to the Plant and Vehicle Replacement Program;

- develop the five year Plant and Vehicle Replacement Program in consultation with other Departments, operational staff and servicing and maintenance staff;
- present information to Council and the Chief Executive Officer on the Plant and Vehicle Replacement Program;
- co-ordinate the implementation of Plant and Vehicle Replacement across Council departments;
- communicate Plant and Vehicle Replacement Policy across Council;
- develop and review Councils Plant and Vehicle Replacement Policy; and
- develop strategies for improving plant and vehicle utilisation and efficiency.

7. Other Managers shall:

- Determine the plant and vehicle replacement requirements of their departments by consultation with operational staff and the Manager Works and Services.

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved	27/9/2022	GRPG	89/22	None	2024	2.11.35