



**Notice is given that an Ordinary Meeting of Council of the Shire of Christmas Island is to be held at the Council Chambers on **Tuesday 22 August 2023** 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 25 July 2023 (pg 1-5)
  - 7.2 Business Arising from the Minutes of Previous Meetings
- 8 Announcements by Presiding Member Without Discussion**
- 9 Reports of Committees**
- 10 Reports of Officers**
  - 10.1 Chief Executive Officer**
  - 10.2 Director Finance & Administration**
    - 10.2.1 Schedule of Accounts – July 2023 (pg 6-11)
    - 10.2.2 Financial Statements – July 2023 (pg 12-17)
  - 10.3 Director Community/Recreation Services & Training**
  - 10.4 Director Works, Services & Waste**
    - 10.4.1 RFQ 03-23 Supply of Guardrail and Components (pg 18-19)
  - 10.5 Director Planning, Governance & Policy**
- 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**
  - 13.1 CEO Performance Appraisal (pg 20-42)
- 14 Closure of Meeting**
- 15 Date of the next Ordinary Meeting**  
**26 September 2023**



**UNCONFIRMED MINUTES**  
**Ordinary Meeting of the Shire of Christmas Island held at the George Fam Chambers at 7.00pm on Tuesday 25 July 2023**

**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 Kee Heng **FOO**

Cr Philip **WOO**

Cr Kelvin Kok Bin **LEE**

Cr Hafiz **MASLI**

Cr Vincent Cheng-Siew **SAW**

Acting CEO Director Planning, Governance & Policy/Minute Taker/

Chris **SU**

Director Community/Recreation Services

Director Finance

Olivier **LINES**

Kevin **WILSON**

- 2.2 **Leave of Absence**

Councillors

Cr Azmi **YON**

Cr Morgan **SOH**

- 2.3 **Apologies**

Chief Executive Officer

Director of Works, Services and Waste

David **PRICE**

Troy **DAVIS**

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

Crs Kelvin LEE, FOO Kee Heng, Hafiz MASLI, Vincent SAW, Phillip WOO and Gordon THOMSON declared an interest in item 10.1.3 Community Assistance Grants for various memberships in the community groups participating in the CAG program.

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

- 3.1 Acting CEO Chris SU reported on item from June 27<sup>th</sup> Ordinary Council Meeting regarding skip bin in Upper Poon Saan road. The skip bin has been returned to the original location.

**4 PUBLIC QUESTION TIME****5 APPLICATIONS FOR LEAVE OF ABSENCE****5.1 Cr Kelvin LEE leave of absence****Council Resolution****Moved: Cr MASLI****Seconded: Cr SAW****Res. No: 46/23**

That the leave of absence application submitted by Cr Kelvin LEE (28/7/2023 to 5/9/2023) be approved.

**Carried: 6/0****5.2 Cr Azmi YON and Cr Morgan SOH leave of absence****Council Resolution****Moved: Cr MASLI****Seconded: Cr SAW****Res. No: 47/23**

That the leave of absence applications submitted by Cr Azmi YON and Cr Morgan SOH (25/7/2023-8/8/23) be approved.

**Carried: 6/0****6 PETITIONS/DEPUTATIONS/PRESENTATIONS****7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS/BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS****7.1 Minutes of Ordinary Council Meeting held on 27 June 2023**

Members considered the Ordinary Council Meeting minutes

**Council Resolution****Moved: Cr SAW****Seconded: Cr FOO****Res. No: 48/23**

That Council adopt the unconfirmed minutes of the 27 June 2023 Council Meeting.

**Carried: 6/0****7.2 Minutes of Special Council Meeting held on 17 July 2023**

Members considered the Special Council Meeting minutes

**Council Resolution****Moved: Cr LEE****Seconded: Cr WOO****Res. No: 49/23**

That the unconfirmed minutes of the Special Meeting of July 17<sup>th</sup> 2023 be adopted

**Carried: 6/0****7.3 Business arising from minutes of the previous meeting**

Shire President Gordon THOMSON advised that he had carried out the resolution from the Special Meeting of July 17<sup>th</sup> 2023 to inform the Hon. Minister Kristy McBAIN of the outcomes of the community submissions and Council's subsequent position. The Shire President had sent a

copy of the correspondence to Councillors as well as members of the Community Consultative Committee.

## 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

## 9 REPORTS OF COMMITTEES

### 9.1 Reports of Committee-Fisheries Advisory Committee

#### Council Resolution

**Moved: Cr LEE**

**Seconded: Cr FOO**

**Res. No: 50/23**

That the Confirmed Minutes of the Fisheries Advisory Committee (FAC) meetings of 30<sup>th</sup> November 2022 and 12<sup>th</sup> April 2023 and the Unconfirmed Minutes of the July 6<sup>th</sup> 2023 be received.

**Carried: 6/0**

### 9.2 Reports of Committee-Community Consultative Committee

#### Council Resolution

**Moved: Cr MASLI**

**Seconded: Cr SAW**

**Res. No: 51/23**

That the Confirmed Minutes of the Community Consultative Committee Meetings of 27<sup>th</sup> April 2023, 7<sup>th</sup> June 2023, Unconfirmed Minutes of 5<sup>th</sup> July 2023 are received.

**Carried: 6/0**

### 9.3 Youth Advisory Council Creation

#### Council Resolution

**Moved: Cr MASLI**

**Seconded: Cr SAW**

**Res. No: 52/23**

That the Shire

- receives the minutes of the inaugural Christmas Island Youth Advisory Council;
- receive the Shire of Christmas Island – Youth Advisory Council WA Youth Conference 2023 Report; and
- requests the CEO to commence appropriate community consultation regarding resolution YAC4/23 on the appeal for Council to bring a veterinarian on Island for a cat desex and chip program in amnesty allowing for owners of unregistered cats to participate

**Carried: 6/0**

### 9.4 Reports of Committee-Fisheries Management Committee

#### Council Resolution

**Moved: Cr WOO**

**Seconded: Cr LEE**

**Res. No: 53/23**

That the Shire receives the Confirmed Minutes of the April 12th 2023 Fisheries Management Committee minutes and the Unconfirmed Minutes of the July 6th Fisheries Management Committee minutes.

**Carried: 6/0**

## 10 REPORTS OF OFFICERS

### 10.1 Chief Executive Officer

#### 10.1.1 Annual Budget 2023-24

##### Council Resolution

**Moved: Cr WOO**

**Seconded: Cr FOO**

**Res. No: 54/23**

1. Council adopts the 2023/24 Annual Budget of the Shire of Christmas Island as presented to the Ordinary Council Meeting of the 25 July 2023.
2. A materiality level of plus/minus 10% or plus/minus \$10,000 (whichever is the greater) to define significant variance in budget estimates and monthly reports is endorsed.
3. Council adopts the accounting policies contained within the budget.
4. The Shire President/Deputy President and Councillors' allowances to be paid as follows:
  - a) Pursuant to section 5.98 of the Local Government Act 1995, council adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:  
Shire President \$26,370  
Councillors \$17,030
  - b) Pursuant to section 5.98(5) of the Local Government Act 1995, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:  
Shire President \$38,450
  - c) Pursuant to section 5.98A (1) of the Local Government Act 1995, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance (25%):  
Deputy President \$9,612.50

**Carried: 6/0 (Absolute Majority)**

#### 10.1.2 Strategic Community Plan

##### Council Resolution

**Moved: Cr MASLI**

**Seconded: Cr LEE**

**Res. No: 55/23**

That Council adopt the Shire of Christmas Island Strategic Community Plan 2023-2033 'Our Island, Our Responsibility.

**Carried: 6/0 (Absolute Majority)**

#### 10.1.3 Community Assistance Grants

##### Council Resolution

**Moved: Cr FOO**

**Seconded: Cr SAW**

**Res. No: 56/23**

1. The Chief Executive Officer is authorised to make payments to those organisations listed under "Proposed" in Attachment 10.1.2.1.
2. The Chief Executive Officer writes to each applicant advising the outcome of their application and, in the case of unsuccessful applicants, offering any in-kind assistance that may be available to enable the organisation to achieve their objectives.

**Carried: 6/0**

## 10.2 Director Finance & Administration

### 10.2.1 Schedule of Accounts – June 2023

#### Council Resolution

**Moved: Cr LEE**

**Seconded: Cr WOO**

**Res. No: 57/23**

That Council approves the expenditure as presented in June 2023 Schedule of Accounts

**Carried: 6/0**

### 10.2.2 Financial Statements – June 2023

#### Council Resolution

**Moved: Cr FOO**

**Seconded: Cr MASLI**

**Res. No: 58/23**

That Council receives the Financial Statements of June 2023 for the Municipal Fund.

**Carried: 6/0**

## 10.3 Director Community/Recreation Services & Training

## 10.4 Director Works, Services & Waste

## 10.5 Director Planning, Governance & Policy

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

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

### 12.1 New business to be introduced to the meeting

#### Council Resolution

**Moved: Cr LEE**

**Seconded: Cr WOO**

**Res. No 59/23**

That a new item of business be introduced to the meeting.

**Carried: 6/0**

### 12.2 Council Resolution on 'The Voice' referendum

#### Council Resolution

**Moved: Cr LEE**

**Seconded: Cr WOO**

**Res. No 60/23**

This resolution is informed by the Uluru Statement from the Heart, the expression of the first peoples of Australia, which calls for the voice of the first peoples to be heard. The 'Voice' referendum is the appropriate response to that call.

Councillors resolve to declare support for the 'Voice' referendum and to support the 'YES' campaign and distribution of information about the referendum that supports a 'YES' vote.

**Carried: 6/0**

## 13 BEHIND CLOSED DOORS

## 14 CLOSURE OF MEETING

The Shire President closed the meeting at 8.50 pm

## 15 DATE OF NEXT MEETING: 22 August 2023



## SHIRE OF CHRISTMAS ISLAND

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SUBMISSION TO	Ordinary Council Meeting 22 August 2023
AGENDA REFERENCE	10.2.1
SUBJECT	Schedule of Accounts – July 2023
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	15 August 2023
AUTHOR	Wei Ho, Assistant Director of FCS
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF ACTING CEO	SIGNED

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### RECOMMENDATION

**That Council approves the expenditure as presented in July 2023 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 July 2023: **\$ 91,925.52**

### COMMENT

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

### STATUTORY ENVIRONMENT

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

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

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

### POLICY IMPLICATIONS

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

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS & MILESTONES**

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

### **VOTING REQUIREMENTS**

A simple majority is required.

### **ATTACHMENTS**

10.2.1.1 Certification of CEO and Chairperson of the Meeting.

10.2.1.2 Schedule of Accounts – July 2023

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





## SHIRE OF CHRISTMAS ISLAND

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SUBMISSION TO	Ordinary Council Meeting 22 August 2023
AGENDA REFERENCE	10.2.2
SUBJECT	Financial Statements – July 2023
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	15 August 2023
AUTHOR	Wei Ho, Assistant Director of FCS
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF ACTING CEO	SIGNED

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### RECOMMENDATION

**That Council receives the Financial Statements of July 2023 for the Municipal Fund.**

### BACKGROUND

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

### COMMENT

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

### STATUTORY ENVIRONMENT

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

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

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

### POLICY IMPLICATIONS

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

### FINANCIAL IMPLICATIONS

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

### **STRATEGIC IMPLICATIONS & MILESTONES**

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

### **VOTING REQUIREMENTS**

A simple majority is required.

### **ATTACHMENTS**

10.2.2.1 Financial Statements - Municipal Fund 31 July 2023.

## SHIRE OF CHRISTMAS ISLAND

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024

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

	NOTE		31 JULY 2023 Y-T-D Actual \$	31 JULY 2023 Y-T-D Budget \$	2023/24 Budget \$	Variances Budget to Actual Y-T-D %
<b>Operating</b>						
<b>Revenues/Sources</b>						
General Purpose Funding	3	1	3,338,475	575,988	6,911,850	57.96%
Governance		2	-	417	5,000	-100.0%
Law, Order, Public Safety		3	7,409	37,816	453,794	
Health		4	3,463	1,621	19,450	113.7%
Welfare		5	428	167	2,000	
Housing		6	1,299	1,333	16,000	
Community Amenities		7	374,307	65,940	791,274	467.7%
Recreation and Culture		8	1,502	8,383	100,600	-82.1%
Transport		9	596	27,128	325,541	-97.8%
Economic Services		10	2,874	2,707	32,480	
Other Property and Services		11	977	3,929	47,148	-75.1%
			3,731,330	725,428	8,705,137	
<b>(Expenses)/(Applications)</b>						
General Purpose Funding	3	12	(5,243)	(14,968.75)	(179,625)	15.8%
Governance		13	(99,145)	(85,618.33)	(1,027,420)	
Law, Order, Public Safety		14	(14,256)	(58,782.25)	(705,387)	
Health		15	(1,872)	(15,025.25)	(180,303)	
Welfare		16	(24,851)	(62,567.75)	(750,813)	
Housing		17	(12,365)	(17,450.17)	(209,402)	
Community Amenities		18	(73,855)	(169,950.42)	(2,039,405)	
Recreation & Culture		19	(105,080)	(201,216.25)	(2,414,595)	
Transport		20	(225,056)	(392,635.58)	(4,711,627)	
Economic Services		21	(9,830)	(20,577.42)	(246,929)	
Other Property and Services		22	(48,342)	(52,801.17)	(633,614)	
			(619,895)	(1,091,593.33)	(13,099,120)	
<b>Adjustments for Non-Cash</b>						
<b>(Revenue) and Expenditure</b>						
Profit/(Loss) on Asset Disposals	3	23	0	0	0	
Leave Accruals		24	0	0	0	
Movement in accrual interests			0	0	0	
Depreciation on Assets		25	136,493	148,250	1,779,000	
<b>Capital Revenue and (Expenditure)</b>						
Purchase Property, Plant & Equipment	3	26	-	(137,675)	(1,652,104)	
Purchase Infrastructure Assets - Roads		27	(5,379)	(102,743)	(1,232,914)	
Proceeds from Disposal of Assets		28	0	465	5,575	
Transfers to Reserves (Restricted Assets)		29	0	(77,478)	(929,733)	
Transfers from Reserves (Restricted Assets)		30	0	33,333	400,000	
Grants		31	0	173,614	2,083,373	(100.0%)
ADD Net Current Assets July 1 B/Fwd	1		2,688,367	85,911	1,030,930	
LESS Net Current Assets Year to Date	1		6,877,537	-	-	
<b>Amount Raised from Rates</b>			1,892,406	154,912	-	1,858,948

FM Reg 32(d)

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

**SHIRE OF CHRISTMAS ISLAND**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024**

**31 JULY**  
**2023**  
**Actual**  
**\$**

**Brought**  
**Forward**  
**01-Jul**  
**\$**

**Note 1.**

**NET CURRENT ASSETS**

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

**CURRENT ASSETS**

Cash - Unrestricted	5,196,984	2,690,702
Cash - Restricted	4,884,658	4,818,699
Receivables	2,371,476	247,846
Inventories	441,417	441,417
Other Financial Assets	32,397	23,600
	<b>12,926,932</b>	<b>8,222,264</b>

**LESS: CURRENT LIABILITIES**

Payables and Provisions	(1,163,877)	(714,338)
	<b>11,763,055</b>	<b>-</b>
		<b>7,507,926</b>
Less: Cash - Reserves - Restricted	(4,884,658)	(4,818,699)
Less: Cash - Restricted/Committed	(860)	(860)
<b>NET CURRENT ASSET POSITION</b>	<b>6,877,537</b>	<b>2,688,367</b>

**Note 2.**

**CURRENT RATIO**

Current Assets	12,926,932	<b>11.11 : 1</b>
Current Liabilities	1,163,877	

**QUICK RATIO**

<u>Current Assets - (Restricted Assets + Inventories)</u>		
Current Liabilities		
12,926,932	- ( 4,884,658 + 441,417 )	<b>6.53 : 1</b>
	1,163,877	

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

**SHIRE OF CHRISTMAS ISLAND**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024**

**Note 3. VARIANCES**

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

<b>OPERATING REVENUE</b>		
<b>General Purpose</b>	58% above budget estimate	due to receipt of 50% FAG payment.
<b>Comm Amenities</b>	467.7% above budget estimate	due to Commercial Garbage Quarterly Charges For DOIRC
<b>OPERATING EXPNDITURE</b>		
<b>Governance</b>	15.8% above budget estimate	Due to back pay for increase of level and end of level pay
<b>CAPITAL INCOME</b>		
<b>Grants</b>	31.5% Below budget estimates	Roads to recovery grant not received
<b>CAPITAL EXPENDITURE</b>		
<b>Property,Plant &amp; Equipment</b>	Well under budget	
<b>Infrastructure Assets</b>	Well under budget	

SHIRE OF CHRITMAS ISLAND  
ASSET ACQUISITION

FOR THE PERIOD ENDED 31 July 2023

	2023/24 Budget \$	Actual to 31/07/2023	Variance
LGA S6.2 (4)			

**GOVERNANCE**

Furniture & equipment	12000	0	12000
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**HOUSING**

Buildings	265000	0	265000
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**COMMUNITY AMENITIES**

Furniture & equipment	5000	0	5000
Buildings	80000	0	80000

**RECREATION & CULTURE**

Plant and machinery	0	0	0
Furniture & equipment	5000	0	5000
Buildings	272000	0	272000

**TRANSPORT**

Plant & machinery	1013104	0	1013104
Furniture & equipment	0	0	0
Buildings	0	0	0
Roads and transport - infrastructure	1232914	5379	1227535

<b>Total</b>	<b>2885018</b>	<b>5379</b>	<b>2879639</b>
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By Class

1 Buildings	617000	0	617000
1 Roads and transport - infrastructure	1232914	5379.25	1227535
1 Plant and machinery	1013104	0	1013104
1 Furniture and equipment	22000	0	22000
<b>Total</b>	<b>2885018</b>	<b>5379</b>	<b>2879639</b>



## SHIRE OF CHRISTMAS ISLAND

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SUBMISSION TO	Ordinary Council Meeting 22 August 2023
AGENDA REFERENCE	10.4.1
SUBJECT	RFQ 03-23 Supply of Guardrail and Components
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	
INTEREST DISCLOSURE	None
DATE OF REPORT	11 August 2023
AUTHOR	Troy Davis, Director of Work Services & Waste
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

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### RECOMMENDATION

**That Council accepts the quote from Blackwoods for the lump sum price of \$158,309.20 for the supply of guardrail and components for the repair of existing, unserviceable guardrail.**

### BACKGROUND

In conjunction with the Indian Ocean Territories Administration (IOTA), Shire staff identified the need to replace a significant amount of unserviceable guardrail around the Island.

As guardrail components are expensive to supply and ship, Shire staff sought financial support from IOTA to purchase the materials last financial year, with the intention to install the components on nominated sites, plus have some additional components for future maintenance.

The nominated sites are currently:

- Golf Course/Casino Road
- Road up to Taijin House
- Sections along Phosphate Hill Road and Linkwater Road

Additionally it has been recognised that the end treatments on most of the guardrail installations are non-compliant, so a program of replacement will start with this material order.

A Request for Quote (RFQ) was issued on 5 May 2023 and closed on 17 May 2023. The RFQ was a Schedule of Rates request so the final order could be scaled according to IOTA's budget.

Submissions were received from:  
Blackwoods; and  
Safety Barriers WA

Whilst the unit rates provided by both Suppliers were comparable, the RFQ called for the products to be containerised and delivered to Zentner Shipping. Only Blackwoods complied with this request.

Negotiations then commenced with both IOTA and Blackwoods to refine the list of items and a price that met with IOTA's budget.

**COMMENT**

The Shire has been fortunate to secure funding from IOTA to purchase and ship a supply of guardrail and components last financial year. There are numerous current guardrail installations that are in disrepair and provide little to no protection to significant drop-offs. This purchase will go a long way to improving the safety and amenity of Shire roads.

**STATUTORY ENVIRONMENT**

Section 3.57 Local Government Act 1995 (WA) (CI); Section 4 Local Government (Functions and General) Regulations 1996; Local Government (Functions and General) Amendment Regulations 2007.

**POLICY IMPLICATIONS**

Financial Policy 2 – Purchasing

**FINANCIAL IMPLICATIONS**

The purchase of the materials is via a Contract with IOTA where the materials and freight are paid for. The installation will be undertaken by Shire staff with wages and plant costs are already budgeted for.

**STRATEGIC IMPLICATIONS & MILESTONES**

NIL

**CONSULTATION**

None required

**VOTING REQUIREMENTS**

Simple majority.