



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 24 May 2022 commencing at 7.00pm**

David Price
Chief Executive Officer

AGENDA

- 1 Declaration of Opening of Meeting/Announcement of Visitor**
- 2 Record of Attendance/Apologies/Leave of Absence/Declaration of Financial/Proximity/Impartiality Interests**
 - 2.1 Attendance
 - 2.2 Leave of Absence
 - 2.3 Apologies
 - 2.4 Declaration of Interests
- 3 Response to Previous Public Questions Taken on Notice**
- 4 Public Question Time**
- 5 Applications for Leave of Absence**
 - 5.1 Leave of Absence – Cr ZAINAL (pg 1-2)
- 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 26 April 2022 (pg 3-7)
 - 7.2 Business Arising from the Minutes of Previous Meetings
- 8 Announcements by Presiding Member Without Discussion**
- 9 Reports of Committees**
- 10 Reports of Officers**
 - 10.1 Chief Executive Officer**
 - 10.1.1 Additions – Outbuilding & Attached Patio Lot 131 Pak Kam Loh (pg 8-18)
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 - 10.2.1 Schedule of Accounts – April 2022 (pg 35-41)
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 - 10.2.3 Transition to Altus – Corporate Solution (pg 48-50)
 - 10.3 Manager Community/Recreation Services & Training**
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 - 10.4.1 T03/2022 Sale of Surplus Trailers (pg 51)
 - 10.5 Manager Governance Research Policy & Grants**
- 11 Elected Members Motions of which Previous Notice has been given**
- 12 New Business of an Urgent Nature Introduced by Decision of the Meeting**
- 13 Behind Closed Doors**
- 14 Closure of Meeting**
- 15 Date of the next Ordinary Meeting**
14 June 2022



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 24 May 2022
AGENDA REFERENCE	5.1
SUBJECT	Cr ZAINAL – Leave of Absence
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	2.13.16
INTEREST DISCLOSURE	None
DATE OF REPORT	18 May 2022
AUTHOR	David PRICE, CEO
SIGNATURE OF A/CEO	SIGNED

RECOMMENDATION

That the leave of absence application submitted by Cr Farzian ZAINAL (16/5/2022 to 25/5/2022) be approved.

BACKGROUND

Cr Farzian Zainal (16/5/2022 to 25/5/2022) submitted a Leave of Absence application to the CEO.

COMMENT

N/A

STATUTORY ENVIRONMENT

There are no statutory environment implications arising from this matter.

POLICY IMPLICATIONS

There are no significant policy implications arising from this matter.

FINANCIAL IMPLICATIONS

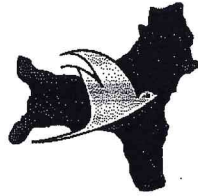
There are no significant financial policy implications arising from this matter.

STRATEGIC IMPLICATIONS & MILESTONES

There are no significant strategic implications arising from this matter.

VOTING REQUIREMENTS

A simple majority is required.



SHIRE OF CHRISTMAS ISLAND

APPLICATION FOR LEAVE OF ABSENCE

I Councillor Farzian Zainal

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

Leave of absence from 16 / 05 / 22 to 25 / 05 / 22

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

Yours sincerely

Signature

16 / 05 / 22

Date



UNCONFIRMED MINUTES

Ordinary Meeting of the Shire of Christmas Island held at the George Fam Chambers at 7.00pm on Tuesday 26 April 2022

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

2.1 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 Morgan Boon Hwa **SOH**

Cr Farzian **ZAINAL**

Cr Azmi **YON**

Cr Vincent Cheng-Siew **SAW**

Chief Executive Officer

Manager Community/Recreation Services

Manager Works, Services & Waste

Manager Research, Policy, Governance & Grants/Minute

Taker

David **PRICE**

Olivier **LINES**

Graeme **HEDDITCH**

Chris **SU**

2.2 Leave of Absence

2.3 Apologies

Acting Manager of Finance

Kevin **WILSON**

2.4 Declarations of Financial/Impartiality/Proximity Interest

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

- 4.1 Cr ZAINAL passed on the Islamic Council of Christmas Island's appreciation to the Shire for the term school holiday program, and the organisation of bus runs to facilitate.
- 4.2 Cr ZAINAL raised Flying Fish Cove resident's feedback about an obsolete road island in the turn-in to the shopping carpark. It may have served a purpose in a previous road design in the precinct, but it does not seem to add to safety or utility presently. CEO David PRICE and Works Manager Graeme HEDDITCH to examine and action as necessary.
- 4.3 Cr ZAINAL raised residents' dissatisfaction regarding freight to the Island. There has been no mail since March and cancelled and postponed fortnightly freighters. Cr ZAINAL informed Council that she would like Council to visit the matter in 'New Business.' President Gordon THOMSON advised Council that Cr ZAINAL will raise the matter for consideration and Council discussion in 'New Business.'

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 March 2022

Members considered the unconfirmed minutes.

Council Resolution

Moved: Cr LEE

Seconded: Cr WOO

Res. No: 24/22

That Council adopt the unconfirmed minutes of the 22 March 2022 Council Meeting.

Carried: 9/0

7.2 Business Arising from the Minutes of Previous Meetings

- 7.2.1 GRPG Manager Chris SU reported on the Community Garden public question time item from the March Council Meeting. A public meeting was called for to discuss possibilities in the revamp of the Vagabond Road Community Garden. A proposal was generated from participants to create a 'Community Orchard' concept within the site to plant suitable fruit trees along the perimeter of the site. Several small lots would be created in the interior, open to community members infree 12 month cycles. GRPG Chris SU requested that Shire have the Parks and Garden team clear the site to prepare for planting.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

9 REPORTS OF COMMITTEES

9.1 Minutes of Community Consultative Committee Meetings

Council Resolution

Moved: Cr FOO

Seconded: Cr MASLI

Res. No: 25/22

That the Confirmed Minutes of the Community Consultative Committee meeting of March 2nd 2022 and the Unconfirmed Minutes of the CCC meeting of 6th April be received.

Carried: 9/0

9.2 Meeting Minutes of Fishery Management Committee

Council Resolution

Moved: Cr FOO

Seconded: Cr MASLI

Res. No: 26/22

That the Confirmed Minutes of the Special Meeting on the 16th February 2022 of the Fishery Management Committee and the Unconfirmed Minutes of the 24th March 2022 be received.

Carried: 9/0

9.3 Meeting Minutes of Audit Committee

Council Resolution

Moved: Cr FOO

Seconded: Cr MASLI

Res. No: 27/22

That the Unconfirmed Minutes of the Audit Committee Meeting of March 22nd 2022 be received

Carried: 9/0

10 REPORTS OF OFFICERS

10.1 Chief Executive Officer

10.1.1 CEO Report on the 20/21 Auditors Report

Council Resolution

Moved: Cr SAW

Seconded: Cr SOH

Res. No: 28/22

Council endorses the CEOs Report and directs the CEO to forward a copy of the Report to the Minister and to place on the Shire's Web Site in accordance with the Act.

Carried: 9/0

10.1.2 Proposal to Revoke Management Order Over Reserve 46644, Cancel Reserve and Issue a Lease for Tourist Accommodation

Council Resolution

Moved: Cr MASLI

Seconded: Cr LEE

Res. No: 29/22

Council is of the opinion that the Cocos Padang under a management order to the Shire and leased to Amicable Holdings Pty Ltd should not be transferred to Free Hold via a 50 year lease and does not agree to the relinquishment of the Cocos Padang Management Order as requested.

Carried: 9/0

10.1.3 ALGA National Conference Attendance

Council Resolution

Moved: Cr ZAINAL

Seconded: Cr WOO

Res. No: 30/22

That Council –

1. confirm registration to attend the 2022 Australian Local Government Association National Assembly conference scheduled for 19 to 22 June 2022 in Canberra,
2. nominates the Shire President, the CEO and Councillors Azmi YON and Hafiz MASLI to attend the conference for the purpose of registration, travel and accommodation arrangements,
3. confirm the voting (MASLI) and proxy (YON) delegates for the conference.

Carried: 9/0

10.1.4 Budget Variations

Council Resolution

Moved: Cr LEE

Seconded: Cr YON

Res. No: 31/22

That Council approves the budget variation for the following to cover the costs associated with recruitment of new Finance & Administration Manager.:

- Reduce GL 0713150 Consultants Fees \$15,000
- Reduce GL 0423200 Valuation Expense \$10,000
- Reduce GL 0422800 Vehicle Running Expense \$10,000
- Increase GL 0423150 Consultants Fees & Expense \$35,000

Carried: 9/0

10.1.5 Australian Local Power Agency Bill 2021 Budget Variations

Council Resolution

Moved: Cr SAW **Seconded: Cr LEE** **Res. No: 32/22**

Council supports that the Australian Local Power Agency Bill 2021 be referenced and acknowledged as a strategic aim of the forthcoming Draft Local Planning Strategy.

Carried: 9/0

10.2 Manager Finance & Administration

10.2.1 Schedule of Accounts – March 2022

Council Resolution

Moved: Cr ZAINAL **Seconded: Cr FOO** **Res. No: 33/22**

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

Carried: 9/0

10.2.2 Financial Statements - March 2022

Council Resolution

Moved: Cr MASLI **Seconded: Cr LEE** **Res. No: 34/22**

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

Carried: 9/0

10.3 Manager Community/Recreation Services & Training

10.4 Manager Works, Services & Waste

10.4.1 Tender for Sale of Surplus Trailers

Council Resolution

Moved: Cr YON **Seconded: Cr FOO** **Res. No: 35/22**

That Council call tenders for the sale of surplus Trailers

Carried: 9/0

10.5 Manager Governance, Research, Policy & Grants

10.5.1 ICT and Asset Management Policy

Council Resolution

Moved: Cr SAW **Seconded: Cr MASLI** **Res. No: 36/22**

That Council adopts the proposed ICT Systems Security and Asset Management Policy 2022.

Carried: 9/0

10.5.2 Rating Strategy Report

Council Resolution

Moved: Cr LEE **Seconded: Cr WOO** **Res. No: 37/22**

That Council receives the Moore Australia Shire of Christmas Island Strategic Rating Review April 2022 and request the CEO to develop recommendations based on the Review for budgetary consideration.

Carried: 9/0

10.5.3 Housing Stress Workshop Summary Minutes

Council Resolution

Moved: Cr LEE

Seconded: Cr WOO

Res. No: 38/22

That Council receive the summary minutes of the 30th March 2022 Housing Stress Workshop and Survey Launch.

Carried: 9/0

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 CONSIDERATION OF FREIGHT ISSUE

Council Resolution

Moved: Cr ZAINAL

Seconded: Cr LEE

Res. No: 39/22

That the Council receive new business regarding the freight difficulties to Christmas Island.

Carried: 9/0

12.2 RESOLUTION ON FREIGHT ISSUE

Council Resolution

Moved: Cr ZAINAL

Seconded: Cr LEE

Res. No: 40/22

The Shire of Christmas Island strongly recommends the Dept. of Infrastructure, Territories, Regional Development and Communications immediately reinstate the weekly freighter services to Christmas Island for the following reasons;

- No air mail received since March. This includes non-delivery of premium express post packages and envelopes.
- Continuous backlog of cargo across all categories
- Lack of confidence in the ability for Postal Votes in the upcoming Federal Election on May 21st to be able to be delivered to those on Island who have applied
- Essential medical supplies, such as prescription blood pressure medications, are not making uplift which presents a serious health risk

The Shire of Christmas Island requests a refund of the \$2.50/kg paid for the 'Priority Uplift' service to Islanders as the service was not provided. The Shire notes the constant offload of non-perishable cargo from the fortnightly freight plane even though 'Priority Uplift' was paid for.

The Shire of Christmas Island so requests that the allocation system of cargo be reviewed as a matter of urgency so that a balance of perishable cargo, non-perishable cargo and mail is carried on each freighter.

The Shire of Christmas Island requests that compensation for perishable cargoes lost due to failure of freight forwarder to be able to allocate space on flights be made to Islanders who have suffered loss.

Carried: 9/0

13 BEHIND CLOSED DOORS

14 CLOSURE OF MEETING

The Shire President closed the meeting at 8.25pm

15 DATE OF NEXT MEETING: 24 May 2022



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 24 May 2022
AGENDA REFERENCE	10.1.1
SUBJECT	Additions – Outbuilding and Attached Patio
ADDRESS	Lot 131 Pak Kam Loh, Silver City, Christmas Island
APPLICANT	Renata De Jong - Cyclonic Construction
FILE REFERENCE	1750-27 / 6.2.03/22
INTEREST DISCLOSURE	Nil
DATE OF REPORT	April 2022
AUTHOR	Halsall and Associates
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

Council grants development approval for an Outbuilding and Attached Patio at Lot 131 Silver City, Christmas Island, subject to the following conditions:

- 1. All development shall be in accordance with the approved development plans (attached) that form part of this development approval unless modified by other conditions of approval.**
- 2. This development approval will expire if the approved development is not substantially commenced within two (2) years of the date of issue of this approval, or, within any extended period of time for which the Shire of Christmas Island has granted prior written consent.**
- 3. Stormwater is to be contained on-site, or appropriately treated and connected to the local drainage system. Prior to the commencement of site works, detailed drainage plans are to be submitted for approval, to the satisfaction for the local government.**
- 4. On application for a building licence, the applicant shall provide engineer certified drawings demonstrating that the all structures are compliant with Building Code requirements.**
- 5. The retaining wall in the street frontage is to be modified and reinstated to Council specification following completion of works.**
- 6. The outbuilding is to be utilised for commercial purposes.**

Advice Notes:

- I. This is development approval only. The applicant/owner is advised that it is their responsibility to obtain a building licence prior to construction commencing.*
- II. External colours are to be compatible with the immediate locality.*
- III. The Shire of Christmas Island advises that where a development approval contains conditions which are required to be fulfilled prior to the*

commencement of site works, to commence development prior to fulfilling these conditions is contrary to this approval and therefore unauthorised development.

- IV. You are advised of the need to comply with the requirements of the following other legislation:*
- V. This is not a Building Permit. A Building Permit must be issued by the relevant Permit Authority before any work commences on site as per the Building Act 2011 and;*
- VI. 1.6 Health (Miscellaneous Provisions) Act 1911 and Department requirements in respect to the development and use of the premises;*

BACKGROUND

The subject site is identified as Lot 131 Pak Kam Loh, Silver City, Christmas Island ('the site'). The subject site is 782m² in area and is a corner allotment located on the south western bend of Pak Kam Loh road. The site is incorporated in a residential locality that is characterised by a distribution of existing residential development and is zoned for consideration of residential development at the R17.5 density coding. The site currently accommodates an existing single dwelling which is situated centrally orientated toward the primary western site frontage, there is also a standalone outbuilding (14m²) located adjoining the southern secondary street frontage, from which the dwelling also accommodates the location of an attached carport and associated driveway access. The location and site characteristics are evident in Figure 1 and 2 respectively below.

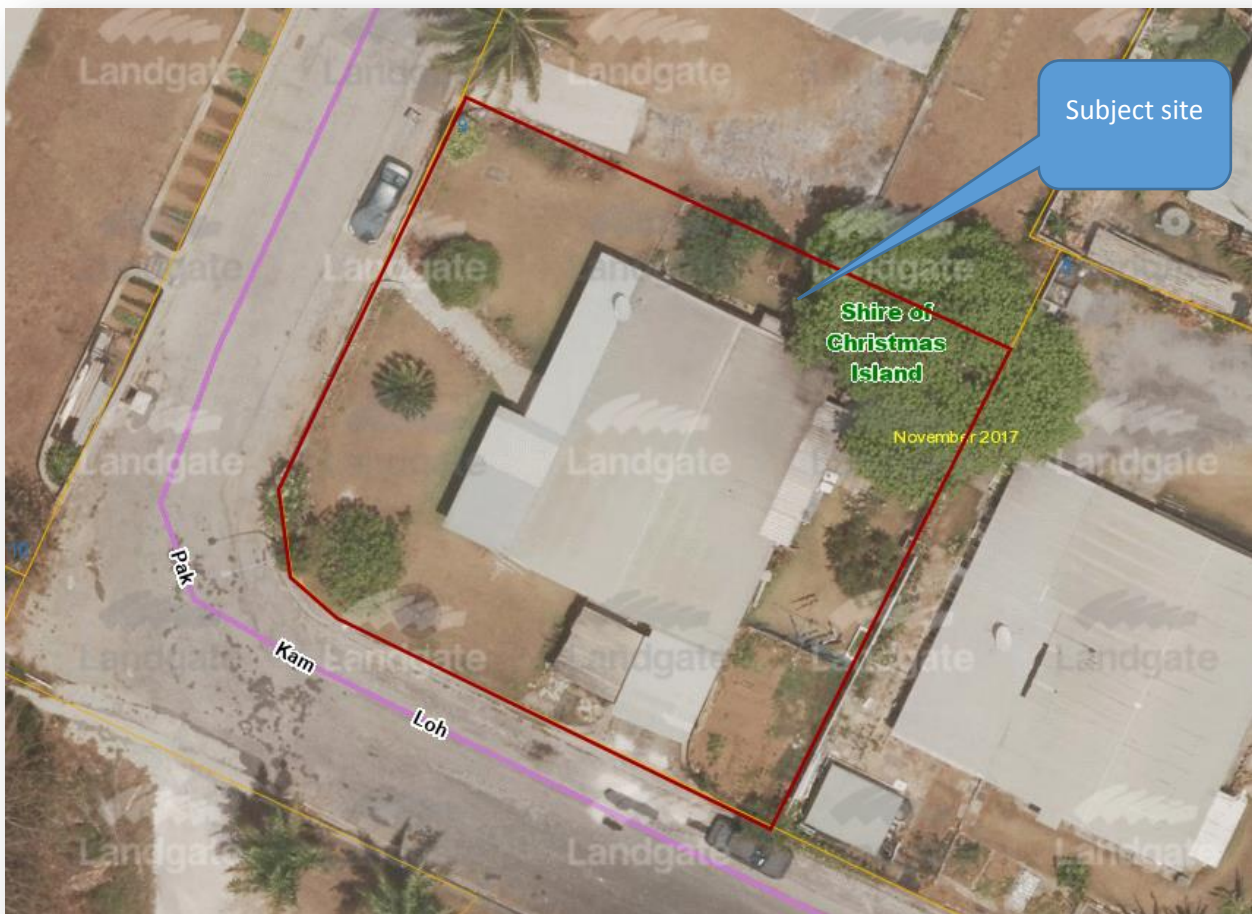
Figure 1 – Location Plan

Source: Plan WA



Figure 2 – Site Plan

Source: Plan WA



As evident in Figure 1 and Figure 2 above, the balance lot area about the existing dwelling is maintained to a managed landscaped standard with a distribution of vegetation located about the property boundaries, primarily to the north east of the site. The characteristics of existing development from the street frontage is evident in Figure 3 below. There is also a rock retaining wall that runs the length of the street frontage.

Figure 3 – image of the site from the site frontage associated with the proposal.



The site adjoins existing residential development and incorporates a gradient that slopes towards the west.

THE PROPOSAL

The proposal is for consideration of a 32.89m² outbuilding for the purpose of a workshop, parking of vehicles, home vehicle repairs and large enough for the storage of tools and general home wares and also includes an attached 53.94m² extension to the rear of the outbuilding that will accommodate a patio structure. The proposed addition will take access from the secondary street frontage with roller door access provided. The overall structure is disconnected to the existing single dwelling on site. Construction will be of custom orb walls and the structure will have an internal dividing wall to separate the two sections. The patio area will feature a solid wall with a distribution of highline windows to the immediate boundary with Lot 218 adjoining and will feature an opening to the north-west. Drainage will be accommodated by way of a spoon drain that will overflow to the concrete apron to the east of the structure. The development will also be constructed on part on an existing retaining wall adjoining the eastern boundary which addresses the drop in gradient across the site to the west.

Plans associated with the structure are appended to this report for review.

COMMENT

The proposal will be the subject of consideration of planning approval given there is a variation to the side setback to the eastern boundary with Lot 218 adjoining, has wall and ridge height variations and crossover width in excess of 6m. The proponent has also provided a letter of support from the adjoining landowner, which is appended to this report. The site is not located in a heritage area.

STATUTORY ENVIRONMENT

The following documents are relevant in the assessment of this development application for an outbuilding and attached patio:

1. Local Planning Scheme No. 2
2. Residential Design Codes

Local Planning Scheme No. 2 ('the scheme')

The subject site is zoned 'Residential' under LPS No. 2 and allocated an 'R17.5' density coding. The objective of the Residential zone is:

"To provide for a range of housing densities and dwelling types to meet the diverse needs and climatic conditions associated with Christmas Island."

Furthermore Clause 5.2.3 states:

"Unless otherwise provided for in the Scheme, the development of land for any of the residential purposes dealt with by the Residential Planning Codes is to conform to the provisions of those Codes."

There is no special application provision of the R-Codes contained in LPS No. 2. However, LPS No.2 does contain no provisions or are there any other provisions that would affect this proposal and therefore the R-Codes are the principle document for assessing its compliance.

Residential Design Codes (2018) (the Codes)

Site area

The subject site is provided with a density coding of R17.5 and is 782m² in area. Open space requirements under Table 1 provide that 50% open space is required at the R17.5 density. The anticipated built form that would result on site following construction of the proposal would equate to approximately 316.26m². This provides that approximately 59.56% of the site is available for open space in compliance with Table 1.

The following interpretations are defined under the Codes:

‘Outbuilding - *An enclosed non-habitable structure that is detached from any dwelling’.*

Enclosed - *An area bound on three or more sides by a permanent wall and covered in a water impermeable material’.*

Unenclosed – *An area bounded on no more than two sides by a permanent wall and covered in a water impermeable material.*

Wall – *The vertical external face of a constructed building comprising solid building material and including enclosures to verandahs and balconies.*

Patio – *An unenclosed structure covered in a water impermeable material which may or may not be attached to a dwelling’.*

The structure is unenclosed on three sides given the definition of wall excludes internal walls. The proposal is however in this instance interpreted as outbuilding with an attached patio area. The development of an outbuildings is provided under the Codes at element 5.4.2 – C3 (B – Large and multiple outbuildings) under the Deemed to Comply criteria is as follows –

‘Collectively do not exceed 60m² in area or 10 per cent in aggregate of the site whichever is the lesser

Do not exceed a wall height of 2.4m

Do not exceed a ridge height of 4.2m

Are not within the primary or secondary street setback area

Are setback in accordance with Tables 2a and 2b’.

Does not reduce the open space and outdoor living area requirements in Table 1’.

The wall height from NGL varies given the fall across the site however this is 3m from NGL on the secondary street elevation adjoining the dwelling. The same elevations also incorporates an overall ridge height of 4.430m from NGL. The variations in overall height are a result of a fall in gradient across the site and the variations are considered acceptable in the context of the topography and existing built form.

The proposed development also has a side setback from the eastern boundary down to 770m with a setback of 1m required under the Codes under Table 2a. As such a variation to the side setback is also required as such the proposal requires consideration under the Design Principles of the Codes which provides the following –

‘Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties’.

A review site shows a significant fall in gradient towards the west and a review of adjoining development together with the letter of support from the immediate

adjoining neighbour demonstrates that the proposal is not considered to detract from the visual amenity of the locality or adjoining properties. Balance criteria under element 5.4.3 of the Codes detailed above has been met.

The driveway width is in excess of 6m in width at the street boundary as required under the Deemed to Comply criteria. Design principles state –

‘Vehicular access provided for each development site to provide:

- *Vehicle access safety;*
- *Reduced impact of access points on the streetscape;*
- *Legible access;*
- *Pedestrian safety;*
- *Minimal crossovers; and*
- *High quality landscaping features’.*

It is considered that the overall width of crossover to the site can be considered acceptable in this instance as it will provide a legible access and given the limited length of the secondary street which provides secondary frontage to the subject site and only Lot 8 adjoining in the street block. A condition of approval will require the retaining wall in the street frontage to be reinstated to Council specifications following completion of works. A further condition of approval will state that the outbuilding is to be associated with ancillary uses in association with the dwelling and not utilised for commercial purposes.

Local Planning Strategy

The Local Planning Strategy identifies that the site is located in the Poon Saan locality and the proposal does not have implications for the intent of the precinct.

Conclusion

The proposed outbuilding and attached patio is considered to be generally in compliance with the criteria for consideration of a development of this typology with variations that are considered to address the design principles for consideration of development of an outbuilding and attached (rear) patio in arrangement with the existing dwelling on site.

Given the context and constraints the application can be supported subject to conditions.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS AND MILESTONES

Nil.

VOTING REQUIREMENTS

Simple majority

ATTACHMENTS

10.1.1.1 – Site plan

10.1.1.2 – Revised Elevation

10.1.1.3 – Drainage Plan

10.1.1.4 – Letter of Neighbour support

Tuesday, 19th April 2022

To: Whom it may concern

I/We, **Ron Foo & Jeannie Ku**, of **8 Jalan Perak, Silver City** have viewed the proposed plans to **9 Pak Kam Loh, Silver City**.

I/We support the build and have no concerns or issues with our neighbor, **Safrizan Aksan** wanting to proceed with building a garage/patio.

Kind regards,

Signature 1:

A handwritten signature in black ink, appearing to be 'Ron', written over a horizontal line.

FOO Tee Kwang (Ron)

Signature 2:

A handwritten signature in blue ink, appearing to be 'Jeannie', written over a horizontal line.

KU Gaik Heok (Jeannie)



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 24 May 2022
AGENDA REFERENCE	10.1.2
SUBJECT	Rates, Fees & Charges 2022/23
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.1
INTEREST DISCLOSURE	Nil
DATE OF REPORT	16 May 2022
AUTHOR	David Price, CEO
SIGNATURE OF CEO	SIGNED

RECOMMENDATIONS

1. **Council adopts the rates, fees and charges for financial year 2022/23 as listed in the attachment.**
2. **All rates, fees and charges to apply from 1 July 2022.**
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 number of budget meetings over the period March – May 2021 to consider the fees & charges.

COMMENT

Increase to rates, fees & charges.

- Rates – GRV 2.5% & UV 2.5%
- Garbage charges – 2.5% residential & 2.5% Commercial
- Other Fees & Charges – 2.5%
- 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

10.1.2 Rates, Fees & Charges 2022-23

RATES, FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2023

General Purpose Funding

31.0 Rates

31.1 General Rate (Section 6.32 - LG Act)

- | | |
|-----------------------------|---|
| a) Gross Rental Value (GRV) | 10.1348 cents in the dollar (0.101348/\$) |
| b) Unimproved Value (UV) | 33.21 cents in the dollar (0.3321/\$) |

31.2 Minimum Rate (Section 6.35 - LG Act)

- | | |
|-----------------|-------------------------|
| a) Minimum Rate | \$610.00 GRV Properties |
| b) Minimum Rate | \$368.00 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 \$49.00 is to apply if rates are paid by instalments

31.6 Zoning, application, orders, requisitions, rates

- | | |
|--|----------------------|
| a) Land Purchase Enquiry seven day processing time | \$220.00 |
| b) Land Purchase Enquiry 48 hours processing time | \$290.00 |
| c) Rating Account Enquiry | \$59.00 per research |

General Administration

42.0 Photocopy/Printing Charges

- | | |
|---------------------------|-----------------|
| a) A4 - one sided | \$1.00 per copy |
| b) A3 – one sided | \$2.00 per copy |
| c) Bulk Printing (50+) | \$0.50 per copy |
| d) A4 paper size (colour) | \$5.90 per copy |
| e) A3 paper size (colour) | \$9.30 per copy |

42.1 Report

- | | |
|---|------------------|
| a) Annual Report | \$59.00 per copy |
| b) Corporate Business Plan | \$59.00 per copy |
| c) Strategic Plan | \$59.00 per copy |
| d) Street Numbers List Whole Island | \$59.00 per copy |
| e) Copy of extract of Records or Plans (A3) | \$30.00 per copy |
| f) Copy of extract of Records or Plans (A4) | \$18.00 per copy |

Law, Order & Safety

51.0 Keeping of Cats

- | | |
|--|----------------------------------|
| a) Application for Permit to keep a cat | \$51.00 non-refundable |
| b) Claiming of an impounded cat | \$31.00 plus applicable penalty |
| c) Sustenance of an impounded cat | \$31.00 each day or part thereof |
| d) Cat local law Schedule 1 Modified Penalties | \$31.00 per offence |

51.1 Concessional registration rates:

- | | |
|--|---------|
| a) Cats owned & kept by bona-fide pensioners | \$15.00 |
|--|---------|

51.2 Animal Trap

- | | |
|------------|---------------|
| a) Deposit | \$237.00 each |
|------------|---------------|

FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2023

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	\$256
b)	2.2	Interference with or removal of the identification of a cat	\$256
c)	2.4	Marking cat with universal mark of de-sexing via neutering when cat not neutered.	\$256
d)	3.1(1)	Keeping a cat without a permit	\$512
e)	4.1	Using a premises as a cat boarding premises without a permit	\$256
f)	6.6(a)	Releasing or attempt to release a cat from a pound	\$256
g)	6.6(b)	Destroy, break into, damage or in any other way interfere or render not cat proof a pound	\$256
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	\$256
i)	7.1	Abandonment of cat	\$256.
j)	11.1	Cat in a public place	\$256
k)	11.3	Cat in a place that is not a public place.	\$256
l)	11.4	Cat in a cat prohibited area	\$307
m)	11.5	Breach of a condition of permit	\$307

Health

71.0 Food Premises Licence & Registration

a)	New Registration and Licence	\$245.00
b)	New Licence	\$245.00
c)	Licence Renewal	\$245.00 per annum
d)	Food Training Seminars and presentations	\$ 96.00 per student
e)	Pre-purchase inspection of food premises	\$380.00

71.1 Lodging Houses

a)	New Registration	\$245.00
b)	New Licence	\$245.00
c)	Licence Renewal	\$245.00 per annum

71.2 71.2 Grease Trap Service

a)	Trap Cleaning Service	
(i)	Up to 1,500 litres	\$330.00 per service
(ii)	Over 1,500 litres	\$330.00 per hopperload
b)	Call out Fee	
(i)	Working Hour	\$109.00 per call out
(ii)	After Working Hour	\$440.00 per call out

71.3 Spoutvac Hire

a)	Wet Hire with operators	\$330.00 per hour
----	-------------------------	-------------------

FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2023

Welfare

82.0 Interpretation/Translation \$186.00 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 | \$ 88.00 |
| b) Per individual commercial property | \$ 88.00 |
| c) Per vacant land | \$ 88.00 |
| d) Per specified institution | \$ 880.00 |

101.1 Bin Collection Fees (Rated Premises)

- | | |
|---|------------------------------|
| a) Household | \$362.00 |
| b) Multi residential unit | \$233.00 |
| c) Rated Enterprise (per quarter - see Note: 1) | \$ 88.00 per collection unit |
| d) Sulo bin left out or put in wrong place | \$ 82.00 per bin |

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

101.2 Collection Service Establishment Fees

- | | |
|---|-------------------------------------|
| a) Waste Service Establishment Fee – Rated Dwelling | \$210.00 Per dwelling |
| b) Waste Service Establishment Fee – Rated Unit | \$143.00 Per unit |
| c) Waste Service Establishment Fee – Rated Enterprise | \$ 84.00 Per MGB plus \$74.00 |
| d) Waste Service Establishment Fee – Non-rated Enterprise | \$150.00 Per MGB plus \$114.00 |
| e) Change of a Service – Rated Enterprise | \$44.00 plus 74.00 per extra MGB |
| f) Change of a Service – Non - Rated Enterprise | \$90.00 plus \$120.00 per extra MGB |

Communities Amenities

101.3 Others

- | | |
|---|---|
| a) Hire of MGB | \$14.00 per MGB per week |
| b) Hire of MGB (emptied once a week) | \$25.00 per MGB per week |
| c) Industrial Skip Bin Green Wastes Only | \$224.00 delivered & removed within 10 days + \$22.00 per day rental Thereafter |
| d) Industrial Skip Bin – Paper/Cardboard Only | \$224.00 delivered & removed within 10 days + \$22.00 per day rental Thereafter |
| e) Industrial Waste Cage – Paper/Cardboard Only | \$224.00 delivered & removed within 10 days + \$22.00 per day rental thereafter |
| f) Industrial Skip Bin – Mixed/Wet Wastes | \$260.00 delivered & removed within 10 days + \$27.00 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 | \$35.00 |

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

FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2023

Communities Amenities

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

a) Sedan/Van	\$ 24.00 per vehicle
b) Single axle light trailer	\$ 24.00 per vehicle
c) Double axle light trailer	\$ 46.00 per vehicle
d) Light rigid truck (up to 8T GVM)	\$ 101.00 per vehicle
e) Medium rigid truck	\$ 228.00 per vehicle
f) Heavy rigid truck or Dog trailer	\$ 393.00 per vehicle
g) Semi-trailer/Articulated truck	\$ 699.00 per vehicle
h) Double-trailer	\$1,401.00 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)	\$635.00 per cubic metre*
b) Biomedical Waste Disposal (Minimum charge m ³)	\$635.00 per cubic metre*
c) Quarantine Waste Disposal (Minimum charge m ³)	\$635.00 per cubic metre*
d) Sewerage Sludge Disposal (Minimum charge m ³)	\$139.00 per cubic metre*
e) Car bodies (must have all oils and fluids drained)	\$296.00 per car

101.6 Commercial Putrescible Waste Collections \$1,614.00 per day

101.7 Woodchips \$95.00 per cubic metre*

101.8 Oily Waste \$105.00 per hour

101.9 Disposal of Batteries and Tyres

a) Battery	\$12.90 each
b) Car tyre	\$ 2.70 each
c) Truck tyre (small)	\$ 4.50 each
d) Truck tyre (large)	\$ 7.70 each
e) Tractor/Loader/etc tyre	\$12.90 each

101.10 Oily Waste \$106.00 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 \$116.00
 - (ii) Fee for the grant of a permit to Use an Apparatus (Including all inspections) \$116.00
- 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 \$ 36.00
 - (ii) Without a Local Government Report \$116.00
 - (iii) Local Government Report Fee \$116.00

FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2023

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 2022/23 (*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

FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2023

Communities Amenities

106.1 Planning Fees (continued)

Item	Part 1	Maximum Fixed Fees	Maximum Fee 2022/23 (*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

**FEES AND CHARGES
FOR THE YEAR ENDED 30 JUNE 2023
FEES AND CHARGES
FOR THE YEAR ENDED 30 JUNE 2023**

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

FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2023

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	\$168.00 per set
8.	Copy of current Local Planning Strategy	\$275.00 per copy
9.	Scheme Text including maps at A4 size	\$275.00 per copy
10.	Any Other Statutory Licence or Permit (Not otherwise provided for)	\$92.00
11.	Planning Documents on CD	\$11.00

FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2023

Communities Amenities

Copy of Town Planning Scheme No: 1 Scheme Text including Maps at A3 size	\$310.00 per copy
Copy of Scheme Maps at A3 size	\$190.00 per set
Copy of Local Planning Scheme No: 2 Scheme Text including Maps at A3 size	\$310.00 per copy
Copy of current Local Planning Strategy	\$310.00 per copy
Scheme Text including maps at A4 size	\$310.00 per copy
Copies of Scheme maps at full size	\$190.00 per sheet
Any Other Statutory Licence or Permit (Not otherwise provided for)	\$103.00

106.7 Building Control

a) Written Building Advice	\$112.00
b) Copy of Building Plans (<i>where legally permitted to be issued</i>)	\$225.00 per copy
c) Inspection Not Referred to Elsewhere	\$208.00 per hour (Min \$240.00)

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

FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2023

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

FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2023

Communities Amenities

107.0 Cemetery Fees

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

a).	Sinking Fee – Ordinary Grave Plus Excavation	\$1,130.00 Cost recovery
b).	Sinking Fee – To extra depth per metre or part thereof	\$281.00
c).	Sinking Fee – Child 13 years and under	\$125.00
d).	Sinking Fee – Stillborn	\$ 61.00
e).	Grant of Right of Burial (25 years	\$176.00
f).	Purchase of Plot Land	\$570.00
g).	Renewal of Grant of Right Buria	\$188.00
h).	Transfer of Grant of Right Burial	\$ 36.00
i).	Exhumation – Single Grave	\$1,394.00
j).	Reinstatement of Exhumed Grave	\$315.00 reinsert
k).	Single Permit to erect monument or headstone	\$ 31.00
l).	Monumental Mason's Annual Licence *	\$125.00
m).	Funeral Directors Annual Licence *	\$188.00
n).	Funeral Directors Single Fee Licence *	\$125.00

*** Where applicable**

Recreation & Culture

111.0 Public Halls & Civic Centre

111.1 Poon Saan Community Hall/Senior Citizens Building

a)	Commercial Rent	\$51.00 per 2 hours
b)	Community Groups	\$22.00 per hour
c)	Community Groups (Regular Users -Advance payment)	
	(i) fixed 6 months booking	\$15.00 per hour
	(ii) fixed 3 months booking	\$16.00 per hour
	(iii) fixed 1 month booking	\$18.00 per hour
d)	Other	\$187.00 per day (maximum 8 hours)
e)	Chair	\$ 2.00 per day (maximum 3 days)
f)	Storeroom	\$ 38.00 per month (each)
g)	Key Deposit (Refundable)	\$ 37.00

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

FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2023

Recreation & Culture

111.2 George Fam

a) Training & Conference Room	\$210.00 per day \$109.00 half a day \$ 48.00 an hour
b) Office Space (One Quarter Room)	\$210.00 per day
c) Non-Profit Community Group	F.O.C availability
d) Television	\$ 59.00 per day
e) Video	\$ 59.00 per day
f) Overhead Projector	\$ 59.00 per day
g) Multi Media Projector	\$ 59.00 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) Newsletter	\$ 2.00 per issue
b) Advertisement (Community Not for Profit Organizations)	
(i) Block (5.5 cm x 3.5 cm)	\$ 22.00
(ii) Quarter page	\$ 40.00
(iii) Half page	\$ 76.00
(iv) Three Quarter page	\$110.00
(v) Full page	\$149.00

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

c) Island Commercial and Businesses	
(i) Block (5.5 cm x 3.5 cm)	\$ 24.00
(ii) Quarter page	\$ 44.00
(iii) Half page	\$ 86.00
(iv) Three Quarter page	\$128.00
(v) Full page	\$168.00
d) Government Agencies	
(i) Block (5.5 cm x 3.5 cm)	\$ 31.00
(ii) Quarter page	\$ 59.00
(iii) Half page	\$118.00
(iv) Three Quarter page	\$178.00
(v) Full page	\$236.00
(vi) Insert Handling Fee	\$323.00 per issue
e) Subscribe to "The Islander"	
(i) 1 year (25 issues) WA /on CI	\$181.00
(ii) 1 year (25 issues) outside WA	\$181.00
(iii) 1 year (25 issues) overseas	\$291.00

FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2023

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	\$2,101.00
(ii)	Non Fork lift entry access	\$1,575.00
b)	40 foot	
	Yearly rates and monthly pro rata on shorter term rates	
(i)	Fork lift entry access	\$3,677.00
(ii)	Non Fork lift entry access	\$3,152.00

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	\$106.00	(working hours)
b) Professional & Technical Services	\$210.00	
141.2 Community Bus with Driver	\$156.00	(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	\$159.00	
b) Truck with Hiab	\$230.00	
c) Tipper 10 tonnes	\$230.00	
d) Water Truck 10,000L	\$241.00	(excluding water)
e) Grader	\$241.00	
f) Loader (with attachments)	\$220.00	
g) Bobcat with or without attachments	\$179.00	
h) Forklift	\$169.00	
i) Multi Tyred Roller - light	\$169.00	
j) Multi Tyred Roller - heavy	\$241.00	
k) Tractor with or without attachments	\$179.00	
l) Komatsu Excavator	\$230.00	plus mobilisation
m) Mini Excavator	\$195.00	
n) Drum Roller - light	\$179.00	
o) Drum Roller - heavy	\$241.00	
p) Wood Chipper (3 x operator costs included)	\$389.00	
q) Road Sweeper	\$179.00	
r) Concrete Truck	\$230.00	
	(Standby rate where applicable p/hour following Minimum 15 minutes unloading time)	\$ 69.00
s) Concrete product/cubic meter	\$948.00	
t) Bitumen Spray Truck	\$195.00	

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

FEES AND CHARGES FOR THE YEAR ENDED 30 JUNE 2023

Other Property & Services

141.4 Excavation Permits

a) Application Fee (includes one inspection)	\$290.00
b) Bond	\$ 48.00m2 unsealed roads \$ 84.00m2 sealed roads \$218.00m2 concrete areas

Additional Inspections (per inspection as required) \$303.00

141.5 Other Charges

a) Large Marquee	
(i) Hire only – no delivery	\$110.00 per day plus
(ii) Set up and dismantled costs	\$440.00 plus (\$525.00 deposit)
c) Small Marquee	
(i) Hire only – no delivery	\$ 52.00 per day
(ii) Set up and dismantled costs	\$330.00 plus (\$374 deposit)
d) Stage	
(i) Hire only- no delivery	\$218.00 per day
(ii) Set up and dismantled costs	\$697.00 plus (\$894 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	\$29.00 per copy
b) A1 paper size	\$23.00 per copy
c) A2 paper size	\$20.00 per copy
d) A3 paper size	\$17.00 per copy
e) A4 paper size	\$7.50 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 24 May 2022
AGENDA REFERENCE	10.2.1
SUBJECT	Schedule of Accounts - April 2022
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	14 May 2022
AUTHOR	Kevin Wilson, A/MFA
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

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

BACKGROUND

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

Outstanding creditors as at 30 April 2022: **\$173,112.12**

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 - April 2022

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



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 24 May 2022
AGENDA REFERENCE	10.2.2
SUBJECT	Financial Statements – April 2022
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	14 May 2022
AUTHOR	Kevin Wilson, A/MFA
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

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

BACKGROUND

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

COMMENT

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS & MILESTONES

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

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENTS

10.2.2.1 Financial Statements - Municipal Fund 30 April 2022.

10.2.2.2 Asset Acquisition Statement

SHIRE OF CHRISTMAS ISLAND

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2021 TO 30 April 2022

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

		NOTE	30 April 2022 Y-T-D Actual \$	30 April 2022 Y-T-D Budget \$	2021/22 Amended Budget \$	Variances Budget to Actual Y-T-D %
<u>Operating</u>						
Revenues/Sources						
	3	1	6,461,766	5,923,741	7,108,489	10.91%
General Purpose Funding		2	47,259	31,333	37,600	50.8%
Governance		3	520	750	900	
Law, Order, Public Safety		4	13,681	15,833	19,000	-13.6%
Health		5	1,943	1,667	2,000	
Welfare		6	23,850	58,750	70,500	
Housing		7	922,057	640,245	768,294	44.0%
Community Amenities		8	112,227	150,083	180,100	
Recreation and Culture		9	1,026,425	646,667	776,000	
Transport		10	26,983	26,667	32,000	
Economic Services		11	11,613	11,667	14,000	
Other Property and Services			8,648,324	7,507,403	9,008,883	
(Expenses)/(Applications)						
General Purpose Funding	3	12	(97,623)	(124,434.17)	(149,321)	
Governance		13	(772,489)	(820,410.00)	(984,492)	
Law, Order, Public Safety		14	(150,968)	(201,027.50)	(241,233)	
Health		15	(96,718)	(154,485.00)	(185,382)	
Welfare		16	(431,049)	(567,258.33)	(680,710)	
Housing		17	(148,571)	(153,512.50)	(184,215)	
Community Amenities		18	(1,308,546)	(1,724,251.67)	(2,069,102)	
Recreation & Culture		19	(1,655,280)	(2,169,917.50)	(2,603,901)	
Transport		20	(2,887,177)	(3,745,380.83)	(4,494,457)	
Economic Services		21	(119,006)	(211,898.33)	(254,278)	
Other Property and Services		22	(453,859)	(447,291.67)	(536,750)	
			(8,121,286)	(10,319,867.50)	(12,383,841)	
<u>Adjustments for Non-Cash</u>						
<u>(Revenue) and Expenditure</u>						
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	925,824	2,069,417	2,483,300	
<u>Capital Revenue and (Expenditure)</u>						
Purchase Property, Plant & Equipment	3	26	(279,329)	(599,167)	(719,000)	
Purchase Infrastructure Assets - Roads		27	(960,057)	(1,493,126)	(1,791,751)	
Proceeds from Disposal of Assets		28	0	-	0	
Transfers to Reserves (Restricted Assets)		29	0	(521,344)	(625,613)	
Transfers from Reserves (Restricted Assets)		30	0	368,333	442,000	
Grants		31	1,148,006	926,459	1,111,751	23.9%
			-	-	-	
ADD Net Current Assets July 1 B/Fwd	1		791,057	835,113	1,002,136	
LESS Net Current Assets Year to Date	1		2,503,929	-	0	
Amount Raised from Rates			(1,484,075)	(1,226,779)	(1,472,135)	

FM Reg 32(d)

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

SHIRE OF CHRISTMAS ISLAND
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2021 TO 30 April 2022

30 April
2022
Actual
\$

Brought
Forward
01-Jul
\$

Note 1.

NET CURRENT ASSETS

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

CURRENT ASSETS

Cash - Unrestricted	3,207,048	1,005,729
Cash - Restricted	4,585,316	4,585,316
Receivables	210,473	677,304
Inventories	473,629	832,279
Other Financial Assets	24,174	31,610
	8,500,640	7,132,238

LESS: CURRENT LIABILITIES

Payables and Provisions	(1,411,344)	(1,755,865)
	7,089,296	5,376,373
Less: Cash - Reserves - Restricted	(4,585,316)	(4,585,316)
Less: Cash - Restricted/Committed	(51)	0
NET CURRENT ASSET POSITION	2,503,929	791,057

Note 2.

CURRENT RATIO

Current Assets	8,500,640	6.02 : 1
Current Liabilities	1,411,344	

QUICK RATIO

Current Assets - (Restricted Assets + Inventories)		
Current Liabilities		
8,500,640 - (4,585,316 + 473,629)	2.44 : 1	
1,411,344		

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

SHIRE OF CHRISTMAS ISLAND
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2021 TO 30 April 2022

Note 3.

VARIANCES

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

OPERATING REVENUE		
General Purpose	10.9% above budget estimate	due to final FAG payment.
Comm Amenities	44% above budget estimate	due to Commercial Garbage Quarterly Charges For DOIRC
Governance	50.8% above budget estimate	Reeimbursement for Employee Incentive training scheme & apprentice subsidy grant
OPERATING EXPNDITURE		
Governance	All Programs Under Budget	
Other Property Services		

**SHIRE OF CHRITMAS ISLAND
ASSET ACQUISITION**

FOR THE PERIOD ENDED 30 April 2022

	2021/22 Budget \$	Actual to 30/04/22	Variance
LGA S6.2 (4)			
GOVERNANCE			
Plant & machinery	60000	12000	48000
Furniture & equipment	120000	125450	-5450
HOUSING			
Buildings	32500	29650	2850 28 Seaview Drive
COMMUNITY AMENITIES			
Plant & machinery	10000	18448	-8448 Freight for Isuzu truck
Furniture & equipment	5000	0	5000
RECREATION & CULTURE			
Plant and machinery	15000	0	15000
Furniture & equipment	52000	0	52000
Buildings	72000	71169	831 Poon San Basketball/5
TRANSPORT			
Buildings	35000	0	35000
Roads and transport - infrastructure	1511751	908383	603368
Plant & machinery	125000	12189	112811
Furniture & equipment	120000	39484	80516
ECONOMIC SERVICES			
Buildings	10000	6187	3813
Plant & machinery	55000	0	55000
Furniture & equipment	20000	14172	5828
OTHER PROPERTY & SERVICES			
Furniture & equipment	10000	2252	7748
Total	2253251	1239384	1013867

By Class

Buildings	149500	107006	42494
Roads and transport - infrastructure	1511751	908383	603368
Plant and machinery	265000	42637	222363
Furniture and equipment	327000	181358	145642
Total	2253251	1239384	1013867



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 24 May 2022
AGENDA REFERENCE	10.2.3
SUBJECT	Transition to Altus – Corporate Solution
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	2.4.6
INTEREST DISCLOSURE	None
DATE OF REPORT	14 May 2022
AUTHOR	Kevin Wilson , A/MFA
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

Council approves the strategy to transition from SynergySoft suite of financial modules to Altus

BACKGROUND

SynergySoft is IT Vision's legacy product suite, which can be fully integrated into Altus Solutions. SynergySoft is currently utilised by over 200 local governments across all States of Australia, it encompasses all business areas of an organisation with a single user interface. Recent discussions with IT Vision have highlighted that IT Vision is updating from SynergySoft to Altus, which is a modern platform for digital transformation for users. Altus is managed through a Cloud Based platform and mobile enabled system, such as mobile apps for timesheet entry, time clocking, leave applications and associated approvals.

IT Vision have advised that they will be phasing out support for SynergySoft within 10 years and have recommended that the Shire consider a 5-10 year strategy to change from the dated SynergySoft platform to Altus.

COMMENT

IT Vision have provided the Shire with a Module cost spreadsheet and an uplift costing to transition to Altus over a 5 year timeframe (see Attachment1), These numbers are indicative and a formal proposal can be finalised following Council approval The first module to transition is Altus Payroll Further work will be undertaken to ensure that the Shire has the IT capacity to accommodate the transition This will be included in the budget plan.

STATUTORY ENVIRONMENT

Section 6.5(a) of the Local Government Act 1995 (WA)(CI) and Section 5 (1) and Section 5 (2) of the Local Government Financial Management Regulations 1996 requires the Council to ensure the financial records of the Shire are securely managed and compliant .

POLICY IMPLICATIONS

There are no policy implications

FINANCIAL IMPLICATIONS

Over a five year implementation cycle the implementation and training cost is \$157,540, with system upgrades at no additional cost; Year one cost will be the Payroll Module at \$31,494

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

Simple majority is required.

ATTACHMENT

10.2.3 5 Year Cost Plan

Uplift Approach

Module	Deployed Modules	FY	ALF (projected)	Services Effort Cost	Payment Plan	Additional ALF
3rd Party Product	Altus Payroll	22/23	\$29,645	\$59,730	\$31,494	\$14,823
Altus Platform Uplift	Altus Financials	23/24	\$39,377	\$45,250	\$31,494	\$8,400
Altus Platform Uplift	Altus Budgeting	24/25	\$40,755	\$7,240	\$31,494	\$0
Altus Platform Uplift	Altus Rates	25/26	\$42,181	\$22,625	\$31,494	\$0
Altus Platform Uplift	Altus Property	26/27	\$43,658	\$22,625	\$31,494	\$0
Grand Total				\$157,470	\$157,470	

In this approach the licence associated with new modules are all rolled up into the altus uplift strategy. The list of modules are defined above and excludes 3rd party products, e.g. Altus Payroll. The focus of this strategy is smoothing implementation costs over a 5 year plan.

5 year commitment to the ALF

Note

ALF values exclude ODRs and Technical Managed Services

Notes

CPI
Annual License Fee Uplift

CPI plus 1%
\$14,822.50



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 24 May 2022
AGENDA REFERENCE	10.4.1
SUBJECT	T03/2022 Sale of Surplus Trailers
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	5.13.51
INTEREST DISCLOSURE	
DATE OF REPORT	19 May 2022
AUTHOR	Graeme Hedditch, Mngr Works, Services & Waste
SIGNATURE OF AUTHOR	
SIGNATURE OF CEO	

RECOMMENDATIONS

That Council accepts the tender from Kok Seong Tee for the Sale of trailer P0152 at price \$100.00.

BACKGROUND

It was decided on the 26th April 2022 Council meeting to tender out aging Plant and Equipment.

COMMENT

Only one tender were received for the sale of trailer.

Name	
	Kok Seong Tee
Description	
P0152 Single Axle Trailer	\$ 100.00

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Yes

STRATEGIC IMPLICATIONS & MILESTONES

Nil

CONSULTATION

None required

VOTING REQUIREMENTS

Simple majority