



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 7 December 2021 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
Cr THOMSON
 - 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 16 November 2021 (pg 1-4)
 - 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 Appointment of Acting MFA (pg 5-11)
 - 10.2 Manager Finance & Administration**
 - 10.2.1 Schedule of Accounts – November 2021 (pg 12-19)
 - 10.2.2 Financial Statements – November 2021 (pg 20-24)
 - 10.3 Manager Community/Recreation Services & Training**
 - 10.3.1 Celebrating 24th Anniversary Seniors Week (pg 25-26)
 - 10.4 Manager Works, Services & Waste**
 - 10.5 Manager Governance Research Policy & Grants**
 - 10.5.1 Fishery Management Committee 2021/22 Nomination (pg 27-28)
- 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 2021 CEO Performance Review (pg 30-65)
- 14 Closure of Meeting**
- 15 Date of the next Ordinary Meeting
8 February 2022**



UNCONFIRMED MINUTES

Ordinary Meeting of the Shire of Christmas Island held at the George Fam Chambers at 7.00pm on Tuesday 16 November 2021

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

- 1.1 The Shire President declared the meeting open at 7.02pm.

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 Azmi **YON**

Cr Vincent Cheng-Siew **SAW**

Chief Executive Officer

A/Manager Finance and Admin

Manager Community/Recreation Services

Manager Works, Services & Waste

Manager Research, Policy, Governance & Grants/Minute Taker

David **PRICE**

Rostyna **OH**

Olivier **LINES**

Graeme **HEDDITCH**

Chris **SU**

2.2 Leave of Absence

2.3 Apologies

Councillor

Cr Farzian **ZAINAL**

2.4 Declarations of Financial/Impartiality/Proximity Interest

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

- 4.1 Cr YON asked for an update on Shire's crab management planning, following a resident raising the matter at an earlier time. Cr THOMSON responded that the resident had contacted the President's office earlier in the fortnight and expressed her satisfaction on the crab management planning this migration season. Crab fatalities are anecdotally much less than in the previous seasons thanks to more manpower on the roads in the township. She wished to pass on her thanks to the Council.

Cr YON noted that the crab management at this first stage, males and females migrating to the shore, will soon be followed by the females making their way back up the mountain after the spawning occurs in the next fortnight.

Cr YON put forward that taking care of spawning females was the height of preservation needs for Shire to consider and requested that additional Council resources be allocated at this critical time. CEO David PRICE responded that he will organise resources as required when Parks advises Council of the spawning date and predicted female return to the forest. CEO David PRICE credited Parks Australia for their strong crab management this year.

5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence - Cr THOMSON

Council Resolution

Moved: Cr YON

Seconded: Cr LEE

Res. No: 102/21

That Cr Gordon THOMSON be granted a leave of absence for the December 7th 2021 Ordinary Council Meeting

Carried: 8/0

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 26 October 2021

Members considered the unconfirmed minutes.

Council Resolution

Moved: Cr FOO

Seconded: Cr MASLI

Res. No: 103/21

That Council adopt the unconfirmed minutes of the 26 October 2021 Council Meeting.

Carried: 8/0

7.2 Minutes of Special Council Meeting held on 15 November 2021

Members considered the unconfirmed minutes.

Council Resolution

Moved: Cr SOH

Seconded: Cr SAW

Res. No: 104/21

That Council adopt the unconfirmed minutes of the 15 November 2021 Special Council Meeting.

Carried: 8/0

7.3 Business Arising from the Minutes of Previous Meetings

7.3.1 Cr YON requested an update from the CEO and MRST on Shire staff being able to provide assistance to persons in their immigration paperwork. MRST Oliver LINES had contacted Home Affairs and was redirected to a website for information. MRSTT Oliver LINES contacted the mailbox on the website and is awaiting a formal response.

7.3.2 MWS Graeme HEDDITCH updated the Council that the HIAB is still awaiting a component to arrive to complete the installation. Upon successful install and testing, the regular service can resume.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Cr THOMSON encouraged all Councillors to invite people to the Shire's Local Planning Scheme Community Engagement Workshops this fortnight and provided the details to Council.

8.2 Cr THOMSON advised that the Community Consultative Committee had received advice from Cr Morgan SOH that he could not represent Council on the CCC this year as his work schedule prevents him from being able to attend at that time. Cr THOMSON put to the Council that it could address the matter of finding a replacement Councillor in New Business at the end of the meeting. The other Councillor representatives on the CCC were Cr THOMSON and Cr MASLI.

9 REPORTS OF COMMITTEES

10 REPORTS OF OFFICERS

10.1 Chief Executive Officer

10.1.1 Dates for Ordinary Council Meetings 2021

Council Resolution

Moved: Cr YON

Seconded: Cr MASLI

Res. No: 105/21

That Council adopts the following schedule of Ordinary Meetings for 2021 in accordance with section 5.25 (1) (g) of the Local Government Act (CI) 1995 and the Local Government Administration Regulations 1996 commencing at 7.00pm at the George Fam Centre Council Chambers on the fourth Tuesday of each month with the exceptions of:

- 8 February 2022 ordinary meeting due to the long period of no meetings between 7 December 2020 and 8 February 2021.
- 14th June 2022 Ordinary Meeting being the 2nd Tuesday due to the ALGA National Conference in Canberra being the following week.
- The December 2022 Ordinary Meeting which is scheduled for the 13th December 2022 being the 2nd Tuesday due to the Christmas close down period in December 2022.

8 February 2022

22 March 2022

26 April 2022

24 May 2022

14 June 2022

26 July 2022

23 August 2022

27 September 2022

25 October 2022

22 November 2022

13 December 2022

Carried: 8/0

10.2 Manager Finance & Administration

10.2.1 Schedule of Accounts – October 2021

Council Resolution

Moved: Cr LEE

Seconded: Cr FOO

Res. No: 106/21

That Council approves the expenditure as presented in October 2021 Schedule of Accounts

Carried: 8/0

10.2.2 Financial Statements - October 2021

Council Resolution

Moved: Cr MASLI

Seconded: Cr WOO

Res. No: 107/21

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

Carried: 8/0

10.3 Manager Community/Recreation Services & Training

10.4 Manager Works, Services & Waste

10.5 Manager Governance, Research, Policy & Grants

10.5.1 Planning and Development (Local Planning Schemes) Regulations 2015, Regulation 19

Council Resolution

Moved: Cr LEE

Seconded: Cr SAW

Res. No: 108/21

That the Council uses WAPC pro-forma Form 1A (Reg 19) (Attachment 1) to satisfy Regulation 19 of the WA Planning and Development (Local Planning Schemes) Regulations 2015 to prepare Local Planning Scheme No. 3 to apply to the municipality of Christmas Island as shown on map in Attachment 2 with the inclusion of the Strategic Directions v4 endorsed in 2020 in Attachment 4.

Delegates to the Chief Executive Officer to use WAPC pro-forma Form 1B (Reg 20) (Attachment 2) to carry out notification of the resolution in accordance Regulation 20 of the WA Planning and Development (Local Planning Schemes) Regulations 2015.

Carried: 8/0

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 Resolution to accept new business

Council Resolution

Moved: Cr SOH

Seconded: Cr MASLI

Res. No: 109/21

That the Council receive new business regarding Cr Morgan SOH's resignation from the Community Consultative Committee due to work scheduling conflict.

Carried: 8/0

12.2 Nomination of Councillor Representative on Community Consultative Committee

Council Resolution

Moved: Cr FOO

Seconded: Cr WOO

Res. No: 110/21

That Cr Vincent SAW replace Cr Morgan SOH on the Community Consultative Committee for the 2021-2023 term.

Carried: 8/0

13 BEHIND CLOSED DOORS

14 CLOSURE OF MEETING

The Shire President closed the meeting at 7.50pm

15 DATE OF NEXT MEETING: 7 December 2021



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 7 December 2021
AGENDA REFERENCE	10.1.1
SUBJECT	Appointment of Acting MFA
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	1.9.1
INTEREST DISCLOSURE	None
DATE OF REPORT	1 December 2021
AUTHOR	David Price, CEO
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council indorses the actions of the CEO in the appointment of an acting MFA on a monthly basis from 24 January 2022.

BACKGROUND

The Manager for Finance and Administration has taken extended leave to late February 2022 and has indicated the possibility of a period of further extension of leave.

COMMENT

Against the background of the of the extended leave of the MFA and the Senior Accounts Officer taking pre-approved leave in January through February 2022 the CEO approached LO-GO Appointments to secure the temporary employment of a MFA.

LO-GO Appointments provided the resume of Kevin Wilson who has acting in Shires in WA within that capacity.

Following a telephone interview the CEO took the necessary action with LO-GO Appointments to engage Kevin Wilson through LO-GO Appointments with a start date of 24 January 2022.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

This will require a budget variation at the February 2022 Ordinary Meeting of Council.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENTS

10.1.1.1 – Resume of Kevin Wilson



Geraldine Kistnasing
Senior Recruitment
Consultant
LO-GO Appointments
(08) 9380 4505
geraldine@logoapp.com.au
Charge rate = \$86.78/hr

Kevin Wilson

SUMMARY

As a Director of Finance and CFO I have developed a comprehensive set of skills and experience in the Public Sector relating to the rigours of the Financial Management Act and other complaint legislation. During my term as Corporate Services Director at Great Southern TAFE these skills expanded to include Human Resource Management, Facilities and Assets Management, and Information Technology and the relevant legislative requirements covering these functional areas. My core expertise is in financial management however I believe I have strong skills in leading teams that are flexible, and customer focused. I will bring several qualities to an organisation. My aim is to obtain a management position that will enable me to utilise my highly developed skills and qualifications, for the benefit of the organisation.

CORE SKILLS

- High level financial management experience
- Team player with extensive experience in Corporate Executive teams.
- Planning and leadership skills
- Motivated and committed
- Strong commitment to human resource management

EDUCATION AND PROFESSIONAL TRAINING & CERTIFICATES

Diploma in Accounting
Bachelor of Business
Certified Practising Accountant (CPA)

PROFESSIONAL EXPERIENCE

May 2020 – August 2021 Manager Corporate Services (CFO) SHIRE of LAKE GRACE, LAKE GRACE WA

The Shire of Lake Grace is a small shire in the southern wheatbelt region of WA about 330 kilometres from Perth, it has four satellite towns being Newdegate, Lake King & Varley. The Shire has an annual operating budget of approximately \$15M including capital works. The shire has a rate base of 1400 ratepayers providing approximately \$3.3M in rates. The Shire employs 37 staff with these staff shared between the engineering services crew and administration.

Key responsibilities:

- Lead the strategic direction, reporting an analysis of the Councils finances including budget, audit, and resource management
- Ensure all local government activities and functions are in accordance with the Local Government Act 1995
- Provide professional assistance, information, advice and reports to the Chief Executive Officer, Council, staff, public and community members on Department matters affecting the Shire of Lake Grace
- Lead continuous improvement matters within the Corporate Services team and assist with organisational continuous improvement.,
- Prepare the Council Annual budget in consultation with management, oversee the presentation of monthly, quarterly, and annual financial reports
- Integrated strategic planning & reporting including the Corporate Business plan, Long Term Financial Plan and Asset Management Plan.
- Oversees rates model for rating
- Oversee annual financial audit and records keeping function.

Key achievements:

- Oversaw the implementation of Risk Management Policy, Framework and Procedures for the Shire.
- Oversaw the development of the asset management plan for the Shire in accordance with Local Government Act requirements.
- Reviewed and updated the Long-Term Financial Plan and Corporate Business Plan
- Ensured the Shire met its obligations by coordinating the Reg 17 review with successful outcomes.
- Bought financial reporting and rates processing back in-house after being outsourced.
- Completed two annual budgets for the Shire with minimal impact on ratepayers.
- Achieved minimal audit issues with two successfully completed annual financial statements.

**Feb 2018 – August 2019 Executive Manager Corporate Services (CFO)
SHIRE of EXMOUTH, EXMOUTH WA**

The Shire of Exmouth is a small shire in the Gascoyne region of WA about 1400 kilometres from Perth, it has only one town being Exmouth but does operate the Learmonth Airport on a lease arrangement with the Department of Defence. The Shire has an annual operating budget of approximately \$15M including capital works. The shire has a rate base of 1850 ratepayers providing approximately \$3.3M in rates. The Shire employs 79 staff with these staff shared between the engineering services crew, Learmonth airport and administration.

Key responsibilities included:

- Lead the strategic direction, reporting an analysis of the Councils finances including budget, audit and resource management
- Ensure all local government activities and functions are in accordance with the Local Government Act 1995
- Provide professional assistance, information, advice and reports to the Chief Executive Officer, Council, staff, public and community members on Department matters affecting the Shire of Exmouth
- Lead continuous improvement matters within the Corporate Services team and assist with organisational continuous improvement.,
- Prepare the Council Annual budget in consultation with management, oversee the presentation of monthly, quarterly, and annual financial reports

- Integrated strategic planning & reporting including the Corporate Business plan, Long Term Financial Plan and Asset Management Plan.
- Oversees rates model for rating
- Oversee annual financial audit and records keeping function

Key achievements:

- Implemented a new internal financial management reporting tool with support of IT Vision
- Developed and introduced Corporate Credit Card policy and procedures for the Shire
- Oversaw the implementation of Risk Management Policy, Framework and Procedures for the Shire.
- Oversaw the development of the asset management plan for the Shire in accordance with Local Government Act requirements.
- Ensured the Shire met its obligations by coordinating the Reg 17 review with successful outcomes.
- Completed two annual budgets for the Shire with minimal impact on ratepayers.
- Achieved minimal audit issues with two successfully completed annual financial statements.

Sept 2013 – Feb 2016

**General Manager Strategic Corporate Support (CFO)
ABILITY CENTRE (formerly The Centre for Cerebral Palsy)
COOLBINIA WA**

The Centre for Cerebral Palsy is a not-for-profit organisation providing services and support to over 1700 people with disabilities and their families and carers, with specialty in supporting people with cerebral palsy. The Centre is a leader in the field, providing excellence in disability service provision. The Centre employs approximately 800 staff and in any given year receives support from more than 200 volunteers.

Key responsibilities included:

- Participating at Executive level in the development of The Centre's vision and strategic plan.
- The provision of professional leadership and effective management of all finance, information technology and assets corporate service processes in accordance with relevant policies and procedures
- The development and maintenance of the Centre's risk management plan and internal audit plan
- The statutory functions/role of Chief Finance Officer
- Management of the overall financial management of capital and recurrent funds managed by The Centre.
- The overall management of the physical assets of the Centre.
- The management of the supply and procurement functions of the Centre
- The management of the information technology function of the Centre
- The development and management of the Centre's capital infrastructure master plan.

Key achievements:

- Managed the implementation of a new client services database
- Managed the implementation of the splitting of the finance system data base to manage the two different commercial businesses of The Centre more efficiently.
- Oversaw a major building project which saw the completion of 5 state of the art Villa's for some of our clients.

Oct 2011 – Sept 2013

**Chief Finance Officer
DEPARTMENT OF PLANNING & WA PLANNING
COMMISSION, PERTH WA**

The Department of Planning has state wide responsibility for the planning for future communities. The department plays a vital role in improving the quality of life of all Western Australians. The Department plans the cities and towns in which we live and the transport routes that connect us to our jobs, friends, and places of recreation. The Department generates thousands of direct and indirect jobs through the planning approval process

Key responsibilities included:

- The development and implementation of financial resource strategies to support the achievement of agency objectives
- The Provision of high-level financial planning and policy support to corporate executive and senior management
- Provision of high-level strategic purchasing planning and policy support to corporate executive and senior management
- Provision of leadership and direction and development of business plans for the finance and purchasing branch
- The statutory functions and role of the Chief Finance Officer.

Key achievements:

- Developed a costing model to be implemented in the agency to fully recover costs from the WAPC and externally funded projects.
- In conjunction with IT developed a time sheeting tool for Planners to capture the time to enable the Department to justify direct effort for purposes of setting fees and charges.

July 2010 – Oct 2011

**Director Finance & Purchasing (CFO)
POLYTECHNIC WEST, WA**

Polytechnic West is the State's largest publicly training provider of vocational education and training and has major campuses at Bentley, Carlisle, Thornlie, Midland and Balga with several smaller campuses within the South East Metropolitan Region. Polytechnic West employs nearly 1900 full time, part time and casual staff of which two thirds are involved in training delivery. The Institute enrolls approximately 32,000 full time, part time, overseas and short course students. The Institute has an annual budget of approximately \$134m with nearly 26% of that generated from external fee for service activities.

Key responsibilities included:

- The development and implementation of financial resource strategies to support the achievement of agency objectives
- The Provision of high-level financial planning and policy support to corporate executive and senior management
- Provision of leadership and direction and development of business plans for the finance and purchasing branch
- The statutory functions and role of the Chief Finance Office.

Key achievements:

- Assisted in the development of Polytechnic West Annual Business Plan for 2011 and presentation of the 2011 Section 42 annual Estimates to the Minister.
- Completed a review of the financial impacts that a recent tender won by the Institute that was initially submitted as a sole state provider, but we were only successful in being awarded two thirds of our submission, was to have on the agency.
- Developed a training presentation on financial management, budget, and project management as part of the Institutes Leadership Development Program for managers.

July 2009 – July 2010

**Chief Finance Officer
WORKCOVER, WA**

Workcover WA is responsible for overseeing the workers compensation and injury management system in WA. This included monitoring compliance with the *Workers' Compensation and Injury Management Act 1981*, informing and educating workers, employers and others about workers' compensation and injury management, and providing an independent dispute resolution system. The agency employed approximately 150 staff and enjoyed an operating budget of \$20m.

Key responsibilities included:

- The development and implementation of financial resource strategies to support the achievement of agency objectives
- Provision of high-level financial planning and policy support to corporate executive and senior management
- Provision of leadership and direction and the development of business plans for the finance and administration branch
- The statutory functions/role of Chief Finance Officer

Key achievements:

- Assisted in the development of WorkCover WA Annual Business Plan for 2010 and presentation of the 2010 Section 42 annual Estimates to the Minister.
- Resolved a complex problem revolving around the non-reporting in the financial statements of a large liability. The result led to a clear audit opinion of the agencies financial statements.
- Developed the tender specifications for a new Financial Management System to be implemented into the agency.
- Reviewed and improved the Executive and Board monthly financial reports.

Jan 1998 – June 2009

**Director, Corporate Services (CFO)
GREAT SOUTHERN TAFE (Now SOUTH WEST TAFE), WA**

Great Southern TAFE was a publicly funded provider of vocational education and training in WA with campuses in Albany, Denmark, Mount Barker and Katanning. With a catchment area of some 40,000 square kilometres, the college provided training and assessment services to over 6000 students each year. The agency employed approximately 180 staff and enjoyed an operating budget of approximately \$20m.

Key responsibilities included:

- Participating at College Executive level in the development of college vision and strategic plan.
- The provision of professional leadership and effective management of all corporate service processes in accordance with relevant policies and procedures
- The development and maintenance of the college risk management plan and internal audit plan
- The statutory functions/role of Chief Finance Officer
- Management of the overall financial management of capital and recurrent funds allocated to the College
- Directs and supervises all matters relating to the development and implementation of quality human resource services
- The overall management of the physical assets of the college.
- The management of the supply and procurement functions of the college
- The management of the information technology function of the college
- The development and management of the College capital infrastructure master plan.

Key achievements:

- I assisted in the development of the Annual Business Plans or Statement of Corporate Intent for Great Southern TAFE for my years at the college.,
- I developed comprehensive financial and corporate reports for Corporate Executive and Governing Board.
- I developed service agreements for internal clients and managed the college service level agreement with the ETSSC shared services provider Great Southern and Polytechnic West.
- I was involved in the development of agency strategic plans at several agencies also business unit operational plans for corporate support units.
- I established the Terms of Reference for the Audit & Finance Committee at Great Southern TAFE.
- I assisted in the development of a workforce plan for Great Southern TAFE.
- As CFO prepared the annual financial statements for the agency and maintained clear audit opinions and in fact have received Best Practice status from the Auditor General on some occasions.
- I developed a delivery and performance agreement with key deliverables and indicators between the Managing Director and Directors.

Jan 1996 – Jan 1998

**Manager Financial Management & Analysis (CFO)
AGRICULTURE WA, WA**

The department's major focus was to assist the rural and agriculture industry in the ongoing development and management of its resources. Also within the responsibilities was the Agriculture Protection Board and the Rural Adjustment Finance Corporation. The agency at this time employed approximately 1200 people and had an operating budget of approximately \$226m.

Key responsibilities included:

- The management of the finance and budgeting function of the agency
- The management of the implementation of a new financial management information system
- The statutory functions of the Principal Accounting Officer
- The provision of financial advisory service for agency personnel
- The provision of executive support during parliamentary estimates hearings.

Key achievements:

- The development of the agencies budget for 1997/98
- The implementation of the funder purchaser provider model into the new FMIS system.
- The development of a new chart of accounts to be implemented with the new Finance system.



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 7 December 2021
AGENDA REFERENCE	10.2.1
SUBJECT	Schedule of Accounts - November 2021
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	1 December 2021
AUTHOR	Rostyna Oh, Acting Manager Finance & Admin
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council approves the expenditure as presented in November 2021 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 November 2021:

\$235,058.80

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 - November 2021.

“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 7 December 2021
AGENDA REFERENCE	10.2.2
SUBJECT	Financial Statements - November 2021
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	2 December 2021
AUTHOR	Rostyna Oh, Acting Manager Finance & Admin
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council receives the Financial Statements of November 2021 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.

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 November 2021.

SHIRE OF CHRISTMAS ISLAND

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2021 TO 30 NOVEMBER 2021

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

		NOTE	30 November 2021 Y-T-D Actual \$	30 November 2021 Y-T-D Budget \$	2021/22 Budget \$	Variances Budget to Actual Y-T-D %	>10% & >\$10,000
Operating							
Revenues/Sources							
General Purpose Funding	3	1	3,066,046	2,874,939	6,899,853		
Governance		2	544,620	2,083	5,000		
Law, Order, Public Safety		3	300	375	900		
Health		4	10,324	7,917	19,000		
Welfare		5	1,301	833	2,000		
Housing		6	13,050	19,583	47,000		
Community Amenities		7	604,360	320,123	768,294	88.8%	284,238
Recreation and Culture		8	17,679	75,042	180,100		
Transport		9	391,566	323,333	776,000	21.1%	68,232
Economic Services		10	13,423	13,333	32,000		
Other Property and Services		11	5,896	5,833	14,000		
			4,668,566	3,643,395	8,744,147		
(Expenses)/(Applications)							
General Purpose Funding	3	12	(39,329)	(62,217.08)	(149,321)		
Governance		13	(369,892)	(384,371.67)	(922,492)		
Law, Order, Public Safety		14	(81,472)	(100,513.75)	(241,233)		
Health		15	(43,432)	(77,242.50)	(185,382)		
Welfare		16	(222,153)	(283,629.17)	(680,710)		
Housing		17	(57,949)	(76,756.25)	(184,215)		
Community Amenities		18	(612,157)	(849,417.50)	(2,038,602)		
Recreation & Culture		19	(750,990)	(1,084,958.75)	(2,603,901)		
Transport		20	(1,388,750)	(1,872,690.42)	(4,494,457)		
Economic Services		21	(41,251)	(105,949.17)	(254,278)		
Other Property and Services		22	8,429	(204,166.67)	(490,000)		
			(3,598,946)	(5,101,912.92)	(12,244,591)		
Adjustments for Non-Cash							
(Revenue) and Expenditure							
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	0	1,034,708	2,483,300		
Capital Revenue and (Expenditure)							
Purchase Property, Plant & Equipment	3	26	(276,701)	(269,583)	(647,000)		
Purchase Infrastructure Assets - Roads		27	(550,891)	(629,896)	(1,511,751)		
Proceeds from Disposal of Assets		28	0	-	0		
Transfers to Reserves (Restricted Assets)		29	0	(260,672)	(625,613)		
Transfers from Reserves (Restricted Assets)		30	0	184,167	442,000		
Grants		31	256,351	463,230	1,111,751		
			-	-	-		
ADD Net Current Assets July 1 B/Fwd	1		791,057	323,176	775,622		
LESS Net Current Assets Year to Date	1		2,735,242	-	0		
Amount Raised from Rates			(1,445,805)	(613,390)	(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 NOVEMBER 2021

	30 November 2021 Actual \$	Brought Forward 1-Jul \$
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Note 1. NET CURRENT ASSETS

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

CURRENT ASSETS

Cash - Unrestricted	2,995,930	1,005,729
Cash - Restricted	4,585,316	4,585,316
Receivables	371,029	677,304
Inventories	820,436	832,279
Other Financial Assets	21,185	31,610
	8,793,895	7,132,238

LESS: CURRENT LIABILITIES

Payables and Provisions	(1,473,287)	(1,755,865)
	7,320,608	5,376,373
Less: Cash - Reserves - Restricted	(4,585,316)	(4,585,316)
Less: Cash - Restricted/Committed	(51)	0
NET CURRENT ASSET POSITION	2,735,242	791,057

Note 2. CURRENT RATIO

Current Assets	8,793,895	5.97 : 1
Current Liabilities	1,473,287	

QUICK RATIO

Current Assets - (Restricted Assets + Inventories)		
Current Liabilities		
8,793,895 - (4,585,316 + 820,436)		2.30 : 1
1,473,287		

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 NOVEMBER 2021

Note 3. VARIANCES

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

	OPERATING REVENUE	
7 Comm Amenities	88.8% above budget estimate	due to Commercial Garbage Quarterly Charges sent out in October 2021.
9 Transport	21.1% above budget estimate	due to payment of RTR/LRCI grants transferred to Capital Revenue.



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting of 7 December 2021
AGENDA REFERENCE	10.3.1
SUBJECT	Celebrating 24th Anniversary Seniors Week
LOCATION/ADDRESS/APPLICANT	Nil.
FILE REFERENCE	4.2.3
INTEREST DISCLOSURE	None
DATE OF REPORT	2 December 2021
AUTHOR	Olivier Lines, Manager Community Recreation Services & Training Officer
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That the Shire of Christmas Island coordinates the celebration of 24th Anniversary Seniors Week from the 18th to 24th July 2022 and invites sponsorship from community organisations to assist in facilitating this annual event.

BACKGROUND

The Shire of Christmas Island has been coordinating the celebration of Seniors Week on Island for the past twenty three (23) years. In conjunction with the celebration of International Year of Older Persons (IYOP) in 1999, the 1st Seniors Week was launched in July 1999.

The Community Services team continues to, with the support of local agencies, associations and individuals, develop Seniors Week as an exciting, stimulating, informative and fun series of activities looked forward by local Seniors each year.

Seniors Week as traditionally conducted continues to commence with a Shire sponsored & hosted Opening Ceremony & then a Gala Dinner at the end of the week on the Sunday.

The Shire provides an amount of \$7000 to facilitate the coordination of this celebration including meals, events and activities. Cash contributions and in-kind support are welcome from community organisations, business groups and individuals to facilitating and join in this annual event. Surplus donations from the Seniors Week have been transferred to the Senior Citizens Centre Building Fund and seniors activities. The Senior Citizens Centre Building Fund was established in 2002.

COMMENT

Seniors Week on Christmas Island is a time to promote positive understanding of ageing in our community, to encourage Seniors to enjoy an active, healthy & social lifestyle, inviting community groups and organisations to organise events and activities during the week that can be enjoyed by all Seniors residents. Seniors are defined as people over 65 years of age.

Seniors Week also provides an opportunity for all sectors of the community to acknowledge and appreciate the diversity of our community and the value and contribution that Seniors make to our lives in general.

The Shire is confident that many organisations and individuals involved in previous Seniors Week will continue to build on the developments and achievements of Seniors Week.

Shire information indicates that there are around 75 long-term seniors currently residing on Christmas Island. This group is made up of Chinese, Malay and Caucasians. It represents a 7.5% of current estimated population of 1000 long-term residents. In the most recent years, approximately 30 seniors have either relocated to Australia, Singapore and Malaysia or passed away.

STATUTORY ENVIRONMENT

There are no specific statutory implications arising from this matter.

POLICY IMPLICATIONS

There are no major implications arising from this matter.

FINANCIAL IMPLICATIONS

An amount of \$7000 will be budgeted for the celebration of Seniors Week 2022.

STRATEGIC IMPLICATIONS & MILESTONES

Social Environment: 1.1 “Develop processes to work closely with the Commonwealth in relation to the planning, funding, delivery and evaluation of community services; and to address service gaps, e.g. in related to aged care and health care.

Social Environment: 1.2 “Develop policy and procedures for consultation with the community in relation to community services”

CONSULTATION

Community members are advised of this event through Shire Public Notices and articles in *The Islander*.

VOTING REQUIREMENTS

A simple majority is required.



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 7 December 2021
AGENDA REFERENCE	10.5.1
SUBJECT	Fishery Management Committee 2021/22 Nominations
LOCATION/ADDRESS/APPLICANT	
FILE REFERENCE	
INTEREST DISCLOSURE	Nil
DATE OF REPORT	2 December 2021
AUTHOR	Chris Su
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATIONS

That the Council accepts the Community Representative nominations received for the Fishery Management Committee 2021/22 for the two year term as below

- **Shahrin Jamil**
- **Rosnah Pal**
- **Mark Rochfort**
- **Michael Pride**
- **Kelana Arshad**
- **Brady Collett**
- **Abas Omar**
- **Gregor McIntosh**

BACKGROUND

Community Representative vacancies on the Fishery Management Committee were advertised through Public Notice 53/21 on November 15th 2021 with a closing period of November 30th.

Eight Community Representative nominations were received in that time.

The FMC has three Councillor representatives, the CEO and the MGRPG as Shire's representatives.

COMMENT

The FMC has lead the *CI Fisheries Bag Limits Ordinance* work and recently reported to the Minister of Territories the outcome of the 23rd October ballot at the Community Hall to be 231-10 in favour of the *CI Fisheries Bag Limits Ordinance* generated through community consultations in 2021.

The FMC will continue to work with stakeholders in 2022 in this area as well as the providing input into the proposed structure of fisheries governance for Christmas Island.

STATUTORY ENVIRONMENT

The FMC is a committee of Council that was formed by resolution at the December 2020 Council Meeting in accordance with LGA 1995 (WA)(CI) Part 5, Subdivision 2, Sections 5.8 and 5.9.

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS & MILESTONES**VOTING REQUIREMENTS**

A simple majority is required.

Behind Closed Doors

Recommendation:

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

Meeting Reopened to the Public:

Recommendation:

The meeting be reopened to members of the public