



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 27 May 2025 commencing at 7.00pm**

David Price
Chief Executive Officer

AGENDA

- 1 Declaration of Opening of Meeting/Announcement of Visitor**
 - 10.1.6 Application for Registration of Food Business – Salted Coffee Co (pg 59 - 110)
- 2 Record of Attendance/Apologies/Leave of Absence/Declaration of Financial/Proximity/Impartiality Interests**
 - 2.1 Attendance
 - 2.2 Leave of Absence
 - 2.3 Apologies
 - 2.4 Declaration of Interests
- 3 Response to Previous Public Questions Taken on Notice**
- 4 Public Question Time**
- 5 Applications for Leave of Absence**
- 6 Petitions/Deputations/Presentations**
- 7 Confirmation of Minutes of Previous Meetings/Business arising from the Minutes of Previous Meetings**
 - 7.1 Minutes of Ordinary Council Meeting held on 22 April 2025 (pg 1 - 8)
 - 7.2 Business Arising from the Minutes of Previous Meetings
- 8 Announcements by Presiding Member Without Discussion**
- 9 Reports of Committees**
 - 9.1 Minutes of Fisheries Management Committee Meetings (pg 9 - 20)
- 10 Reports of Officers**
 - 10.1 Chief Executive Officer**
 - 10.1.1 Revised Organisational Chart 2025 (pg 21 - 22)
 - 10.1.2 WALGA Local Government Conference 2025 (pg 23 - 24)
 - 10.1.3 Date Change for the August and September Ordinary Council Meeting (pg 25 - 26)
 - 10.1.4 Building Approval Application Gaze Road Motel (pg 27 - 57)
 - 10.1.5 Appointment of Acting CEO (pg 58)
- 10.2 Director Finance & Administration**
 - 10.2.1 Schedule of Accounts – April 2025 (pg 111 - 117)
 - 10.2.2 Financial Statements – April 2025 (pg 118 - 141)
 - 10.2.3 Auditor General Report to Parliament Local Government Financial Audit 23/24 (pg 142 - 145)
- 10.3 Director Community/Recreation Services & Training**
- 10.4 Director Works, Services & Waste**
- 10.5 Director Planning, Governance & Policy**
 - 10.5.1 Housing Support Program – Stream1 (pg 146 - 148)
 - 10.5.2 Policy Manual Review (pg 149 - 163)
- 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 Parks Australia Road Upgrade Tender (pg 164 - 230)
- 14 Closure of Meeting**
- 15 Date of the next Ordinary Meeting**
17 June 2025



UNCONFIRMED MINUTES

Ordinary Meeting of the Shire of Christmas Island held at the George Fam Chambers at 7.00pm on Tuesday 22 April 2025

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

- 1.1 The Shire President Gordon THOMSON declared the meeting open at 7.00pm.
- 1.2 Shire President Gordon THOMSON announced Benjamin WEISNER, documentary film maker to the meeting. WEISNER to present later in meeting on purpose of his visit to Christmas Island to create a feature documentary focusing on island youth.

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

- 2.1 Record of Attendance
Shire President
Councillors

Cr Gordon **THOMSON**
Cr Kee Heng **FOO**
Cr Philip **WOO**
Cr Hafiz **MASLI**
Cr Vincent Cheng-Siew **SAW**
Cr Kelvin Kok Bin **LEE**
Cr Swee **TUNG**
Cr Steve **PEREIRA**

Director Planning, Governance & Policy/Minute Taker
Director Community/Recreation Services
Director of Finance and Corporate Services
Assistant Director of Finance and Corporate Services

Chris **SU**
Olivier **LINES**
Kevin **WILSON**
Wei **HO**

- 2.2 **Leave of Absence**
Deputy President

Cr Azmi **YON**

2.3 Apologies

2.4 Declarations of Financial/Impartiality/Proximity Interest

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

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

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

- 4.2 Cr Vincent SAW advised that signs around the island were looking aged and may be due for a refresh. These included locality signs as well as street signs.
ACTION – Director of Works and Services to inspect and advise of appropriate next steps.

- 4.3 Cr Vincent SAW advised that ratepayers queried with him about the three inactive lights in the Poon Saan Community Hall.

ACTION – Director of Recreation and Community Services to inspect, action appropriately and report to Council.

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

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

5 APPLICATIONS FOR LEAVE OF ABSENCE

- 5.1 Cr SAW – Leave of absence

Cr Vincent SAW withdrew his application for leave of absence for the period 22nd April to 23rd April 2025.

- 5.2 Cr YON – Leave of absence

Council Resolution

Moved: Cr LEE

Seconded: Cr SAW

Res. No: 18/25

That the leave of absence application submitted by Cr Azmi YON (11/04/2025 to 29/04/2025) be approved.

Carried: 8 / 0

For:
Cr THOMSON
Cr LEE
Cr WOO

Cr PEREIRA
Cr MASLI
Cr SAW

Cr FOO
Cr TUNG

Against:

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

Shire President Gordon THOMSON invited film maker Benjamin WEISNER to address the council.

WEISNER advises he first came to the island several years ago as a Parks Australia employee. He is now a full-time film maker and was recently successful in a *Documentary Australia* grant in the ACT for a documentary piece focusing on Christmas Island youth.

He will be on Christmas Island for three weeks and is being assisted through the Community Services section with gathering interviewees for the film. Requested Councillors assistance as well in referring him to youth leaders or groups for interview development.

WEISNER advises that he plans for the film to be distributed on the film festival circuit. He also advised he had another grant application through the *Foundation for Rural and Regional Renewal (FRRR)* for the post shooting editing process.

Councillors were informed they can receive WEISNER's contact details through the Director for Recreation and Community Services Oliver LINES following the meeting.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS/BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

7.1 Minutes of Ordinary Council Meeting held on 18 March 2025

Members considered the unconfirmed minutes.

Council Resolution

Moved: Cr LEE

Seconded: Cr FOO

Res. No: 19/25

That Council adopt the unconfirmed minutes of the 18 March 2025 Council Meeting.

Carried: 8 / 0

For: Cr THOMSON

Cr PEREIRA

Cr FOO

Cr LEE

Cr MASLI

Cr TUNG

Cr WOO

Cr SAW

Against:

7.2 Minutes of Special Council Meeting held on 26 March 2025

Members considered the unconfirmed minutes.

Council Resolution

Moved: Cr MASLI

Seconded: Cr LEE

Res. No: 20/25

That Council adopt the unconfirmed minutes of the 26 March 2025 Special Council Meeting.

Carried: 8 / 0

For: Cr THOMSON

Cr PEREIRA

Cr FOO

Cr LEE

Cr MASLI

Cr TUNG

Cr WOO

Cr SAW

Against:

7.3 Business Arising from the Minutes of Previous Meetings

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

- 8.1 Shire President Gordon THOMSON informed the meeting of the availability of a vet on the island for an August 2025 visit for the neutering and chipping of cats.
- 8.2 Shire President Gordon THOMSON advised the meeting that the Australian Electoral Commission are on Christmas Island this week to conduct voting for the 2025 Federal Election. The Shire will host early voting on Wednesday 23rd and Thursday 24th April, with the Christmas Island Polling Day on Saturday 26th April from 8.00am to 6.00pm at the Poon Saan Community Hall. Councillors were encouraged to spread this news to constituents.
- 8.3 Shire President Gordon THOMSON advised the meeting that the ANZAC Day observation will return to Tai Jin House this year, with the ceremony to start at 5.30am. Cr PEREIRA advised that if there was a change to the location because of inclement weather, that the community will be informed as soon as possible.
- 8.4 Shire President Gordon THOMSON advised the meeting that the Union Day festival will take place from 6.30pm to 9.00pm, Saturday 26th April at Chinese Literary Association foreshore stage.
- 8.5 Shire President Gordon THOMSON asked the Council to observe a moment of silence for the passing of His Holiness Pope Francis who passed away April 21, 2025. Councillors rose to observe a moment of silence and reflection at 7.20pm.

9 REPORTS OF COMMITTEES

10 REPORTS OF OFFICERS

10.1 Chief Executive Officer

10.1.1 Local Government Elections October 2025

Council Resolution

Moved: Cr PEREIRA

Seconded: Cr TUNG

Res. No: 21/25

Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the WA Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election.

Carried: 8 / 0

For: Cr THOMSON

Cr PEREIRA

Cr FOO

Cr LEE

Cr MASLI

Cr TUNG

Cr WOO

Cr SAW

Against:

Absolute Majority

10.2 Director Finance & Administration

10.2.1 Schedule of Accounts – March 2025

Council Resolution

Moved: Cr FOO

Seconded: Cr LEE

Res. No: 22/25

That Council receive the expenditure totalling \$1,539,004.24 as presented in March 2025 Schedule of Accounts.

Carried: 8 / 0

For: Cr THOMSON

Cr PEREIRA

Cr FOO

Cr LEE

Cr MASLI

Cr TUNG

Cr WOO

Cr SAW

Against:

10.2.2 Financial Statements – March 2025

Council Resolution

Moved: Cr MASLI

Seconded: Cr SAW

Res. No: 23/25

That Council receives the Financial Statements of March 2025.

Carried: 8 / 0

For: Cr THOMSON

Cr PEREIRA

Cr FOO

Cr LEE

Cr MASLI

Cr TUNG

Cr WOO

Cr SAW

Against:

10.2.3 CEO Delegated Authority- Finance 25/26

Council Resolution

Moved: Cr FOO

Seconded: Cr SAW

Res. No: 24/25

In accordance with Section 5.42 (1) and 5.44 of the Local Government Act 1995 (WA)(CI) Council delegates the following authority to the Chief Executive Officer for the financial year 25/26.

- To make payments on behalf of Council in accordance with Council Signatory/Authorization of EFT Procedure
- To sign cheques on behalf of council for an amount not exceeding \$250,000 s6.10 (d);
- To incur expenditure and to issue official orders not exceeding \$250,000 for non-capital expenditure s6.10 (d);
- To decide free of charge use of community facilities in accordance with CS2 – Use of Community Facilities Policy of Council;
- Power of entrance, etc. in relation to road works;
- To write off debts or rates incorrectly raised & other bad debts up to \$1000;
- To approve budget variations/new budget items not exceeding \$250,000;
- To obtain reassessment of the value of ratable property in the event of property improvement or property subdivision;
- To invest money held by council not required for immediate use s6.14;
- To arrange appropriate insurance in respect of all council properties;
- To negotiate terms and conditions of property leases;
- To negotiate terms and conditions and enter into lease agreements on Shire Houses where the weekly rent does not exceed \$600 per week;
- To dispose of property with no book value;
- To reimburse to an owner or occupier where property is damaged through the performance of a function of the local government to the maximum amount of \$2,000;
- To give notice to an occupier and or owner requiring them to do something in relation to land specified in Schedule 3.1 – Powers Under Notices to Owners or Occupiers of Land of the Local Government Act (WA) (CI) 1995
- To arrange for works to be carried out where the owner or occupier does not carry out required action in relation to land, and to recover the costs as a debt;
- To issue certificates of the local government pursuant to section 23 of the Strata Titles Act 1985 (WA)(CI).
- To change leases for the cost of insurance cover in respect to leased properties;
- As the principal Accounting Officer of Council, to prepare the annual financial reports;

To affix the common seal of the Shire of Christmas Island as required; and

In relation to recurrent expenditure, to pay amounts above the \$250,000 limit for:

- o Wages and salaries
- o Pay As You Earn taxation
- o Fringe Benefits taxation
- o Insurance premiums
- o Electricity charges

- o Lease payments
- o MRWA projects
- o Superannuation

To contract works or capital projects that have been previously approved by a resolution of Council Within the provisions of Section 3.50 (1) (1a) (2) (4) (8) of the Local Government Act 1995 (WA) (CI) to:

- 1) To close any thoroughfare that the SOCI manages for the passage of vehicles, wholly or partially, for a period not exceeding four (4) weeks;
- 2) To close any thoroughfare that the SOCI manages for the passage of vehicles, wholly or partially, for a period exceeding four (4) weeks

Carried: 8 / 0

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

Against:

10.3 Director Community/Recreation Services & Training

10.3.1 Celebrating 27th Anniversary Seniors Week 2025

Council Resolution

Moved: Cr LEE **Seconded: Cr WOO** **Res. No: 25/25**

That the Shire of Christmas Island coordinates the 2025 Seniors Week celebration from the 21st to 27th July 2025 and invites sponsorship from community organisations to assist in facilitating this annual event.

Carried: 8 / 0

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

Against:

10.4 Director Works, Services & Waste

10.5 Director Planning, Governance & Policy

10.5.1 Local Laws Comment Period

Council Resolution

Moved: Cr FOO **Seconded: Cr SAW** **Res. No: 26/25**

That Council notes the feedback received on local laws from the comment period and accept the extension of all local laws put out for statutory comment being –

1. SOCI Animals, Environment and Nuisance Local Law 2018
2. SOCI Cats Local Law 2018
3. SOCI Dogs Local Law 2018
4. SOCI Health Local Law 2018

5. SOCI Waste Local Law 2019
6. SOCI Parking and Parking Facilities Local Law 2019
7. SOCI Plastic Bag Reduction Local Law 2018
8. SOCI Standing Orders Local Law 2018
9. SOCI Cemeteries Local Law 2013

Carried: 8 / 0

For:

Cr THOMSON	Cr PEREIRA	Cr FOO
Cr LEE	Cr MASLI	Cr TUNG
Cr WOO	Cr SAW	

Against:

Absolute Majority

10.5.2 Policy Manual Review

Council Resolution

Moved: Cr LEE **Seconded: Cr MASLI** **Res. No: 27/25**

That Council adopts the following reviewed policies –

- 10.5.2.1 Elected Members 6 – Travel Reimbursement
- 10.5.2.2 Elected Members 7 – Council Employment
- 10.5.2.3 Elected Members 8 – Elected Members Training and Development
- 10.5.2.4 Elected Members 9 – Professional Development for Elected Members
- 10.5.2.5 Financial Policy 1 – Regional Price Preference
- 10.5.2.6 Financial Policy 2 - Purchasing
- 10.5.2.7 Financial Policy 2-1 – Purchasing, Petty Cash
- 10.5.2.8 Financial Policy 3 – Corporate Credit Cards
- 10.5.2.9 Financial Policy 5 – Debt Recovery

Carried: 8 / 0

For:

Cr THOMSON	Cr PEREIRA	Cr FOO
Cr LEE	Cr MASLI	Cr TUNG
Cr WOO	Cr SAW	

Against:

10.6.1 Community Assistance Grant report

Council Resolution

Moved: Cr FOO **Seconded: Cr SAW** **Res. No: 28/25**

That Council receives the President's report of the community assistance grant to the Christmas Island Kung Fu Association of \$1,000 to assist the purchase of new Lion Heads.

Carried: 8 / 0

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

- 11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**
- 13 BEHIND CLOSED DOORS**
- 14 CLOSURE OF MEETING**
The Shire President closed the meeting at 7.45pm.
- 15 DATE OF NEXT MEETING: 27 May 2025**



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 27 May 2025
AGENDA REFERENCE	9.1
SUBJECT	Minutes of Fisheries Management Committee Meetings
LOCATION/ADDRESS/APPLICANT	Nil
FILE REFERENCE	
INTEREST DISCLOSURE	None
DATE OF REPORT	22 May 2025
AUTHOR	Chris Su, Director Planning, Governance & Policy
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council receive the confirmed minutes of the

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

BACKGROUND

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

COMMENT

Confirmed minutes of the last two FMC meetings are presented. Matters resolved in these two meetings include the confirmation of the continuation of the scientific advisor to the FMC funded by the Commonwealth as well as the continued grant funding agreement between the Commonwealth and SOCI to continue the fisheries responsibility with IOT local governments.

Major initial scientific baseline studies regarding *Stock Assessment Health of CI Wahoo* completed with Dr. Prince of Biospherics with the assistance of the SOCI Fisheries Ranger and FMC members. In short, the Wahoo population is sustainably caught with the local wahoo population maintaining a stable reproduction rate that trends slightly above replacement.

STATUTORY ENVIRONMENT

There are no statutory environment implications arising from this matter.

POLICY IMPLICATIONS

There are no significant policy implications arising from this matter.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS & MILESTONES

There are no significant strategic implications arising from this matter.

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENTS

- 9.1.1 - Confirmed Minutes of the March 20th 2025 FMC Meeting
- 9.1.2 - Confirmed Minutes of the 16 October 2024 FMC Meeting

Fisheries Management Committee 2025

CONFIRMED MINUTES

Date: 5.00pm Thursday 20th March 2025

Location: George Fam Council Chambers

1. Declaration of Opening

Chairperson Azmi YON opened the meeting at 5.03pm

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

Ami YON (Chair)	Kristen SHANYGINA (5.05pm)
Brady COLLETTE	Mark ROCHFORT (5.10pm)
Shahrin JAMIL	Gordon THOMSON (5.12pm)
Kelvin LEE	
David PRICE	
Chris SU	

2.1 Guests

Dr. JP HOBBS, Coral Reef researcher Dr Kendra TRAVAILLE, Scientific Advisor

3. Confirmation of Previous Minutes

3.1 Confirmation of FMC meeting of 16th October 2024

FMC Resolution

Moved: SHAHRIN

Seconded: LEE

Res. No: FMC1/25

That the minutes of the 16th October 2024 be confirmed as a true and accurate record.

Carried: 9/ 0

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

Against:

Fisheries Management Committee 2025

4. Action Items / Business Arising

- 4.1 Action Item from November 30th 2023 meeting:
Sign-Off/Sign-On board at the boat ramp. David PRICE advised this board would be costed into the 2025-2026 Funding Agreement.

5. Agenda

5.1 Fisheries Advisor Contract

Shire advertised in the March 7th 2025 edition of The Islander the CI Technical Fisheries consultant notice, seeking applicants to apply to be the FMC's fisheries consultant for the next grant contract period.

Shire CEO David PRICE reported to FMC on the applications received. Recommended the engagement of Blue Transitions as the scientific partner for the next funding period.

FMC were provided with copy of 'Islander Issue 830 070325, CI Fisheries Technical Partner ad'

FMC Resolution

Moved: SU

Seconded: COLLETTE

Res. No: FMC2/25

That the FMC receive the report of the Shire CEO on applicants received for the CI Technical Partner notice of 7/3/25 in The Islander.

Carried: 9/ 0

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

Against:

Fisheries Management Committee 2025

5.2 CI National Parks Community Advisory Committee report

FMC resolved 15/24 at the October 2024 meeting for Hafiz MASLI, Kristen SHANYGINA and Chris SU to represent the FMC at the CINP Community Advisory Committee.

CINP CAC met for its first meeting on 22nd Feb 2025, 3pm-5pm at Old Tech School.

Session revolved around developing a 'Vision Statement' for the new 10 year Management Plan 2025-2035 for the Christmas Island National Park.

FMC delegate members noted at the meeting that this 10 year time frame included the five-year shutdown period for the mine which should start before its 2034 cessation date. CINP CAC is considering members' feedback in the visioning exercise assignment for the next meeting.

FMC Resolution

Moved: Gordon THOMSON

Seconded: LEE

Res. No: FMC3/25

That the FMC receive the report of the FMC delegates at the CINP Community Advisory Committee.

Carried: 9/ 0

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

Against:

Fisheries Management Committee 2025

5.3 FMC Infographic Marine Poster approved by DITRDC

FMC presented with 'FMC Science and Monitoring Priorities' poster. DITRDC provided approval for the text; SOCI provided translations into Malay and Chinese.

The text in the poster has been informed by the FMC's ranking of priority research items at its 2024 meetings.

FMC Resolution

Moved: COLLETTE

Seconded: SU

Res. No: FMC4/25

That the FMC receive the FMC Infographic Marine Poster

Carried: 9/ 0

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

Against:

5.4 Sea Country Solutions presentation at the International Congress for Conservation Biology, Brisbane June 2025

Dr Kendra TRAVAILLE and Dr Rebecca WEEKS provided a draft of their abstract for '*Transforming Marine Management in Australia's Indian Ocean Territories*' to Chair for comment; FMC are listed as a co-author on the paper alongside Cocos Marine Care. Minor suggestions were made for Dr WEEKS' consideration.

Dr WEEKS advised she will file the paper with the Shire for addition to the reserve section in the library and the FMC records.

Noted that Kristen SHANYGINA will be at the same congress for Park's work with reptile preservation.

FMC provided ICCB abstract *IOTs20Feb-FMC edit.pdf* by email 12 March 2025

Fisheries Management Committee 2025

5.5 DITRDC sought FMC feedback for proposed changes to regulations

FMC received on 7 Jan 2025 correspondence from Sharon JONES, Assistant Director at IOT Governance Arrangements in Canberra, on the FMC's views on a change to Fishing Boat License (FBL) and Commercial Fishing License (CFL) application on Christmas Island. Response was requested by Feb 6 2025.

In summary the proposed change was for Commercial Fisherpeople who only intended to commercially fish from their boat needed only a FBL and not a CFL also.

FMC members provided two positive responses to this, and no negatives were received. Sharon JONES was advised by Chris SU that the FMC supported this suggestion on the whole through Dr TRAVAILLE Feb 18th 2025.

Mark ROCHFORT recapped the practicalities of the proposed change to legislation; FMC concurred that the double handling around attainment of both a Commercial Fishing and Boat License could be streamlined for efficiency.

FMC provided '*Out of Session Paper – Commercial Fishing Licenses.PDF*' by email 12 March 2025

5.6 SOCI Fisheries Service Contract Annual Report

Shire is required to produce an Annual Report summarising how the milestones in the grant funding have been met throughout the funding period. This funding period had 15months instead of the normal 12.

This is the second Annual Report we have created. The FMC should note the quality and breadth of the 'baseline' data collected, analysed, interpreted and moreover now publicly accessible is in orders of magnitude greater than the SDA arrangements with DPIRD in the 2010s-2020s era.

This allows for locals to make better informed decisions about fisheries management.

FMC provided *Annual Report 2024-2025, Dr TRAVAILLE and Fisheries Officer Shahrin JAMIL* by email 12 March 2025.

FMC Resolution

Moved: Kelvin LEE

Seconded: COLLETTE

Res. No: FMC5/25

That the FMC receive the Annual Report prepared by scientific advisor Dr TRAVAILLE and SOCI Fisheries Officer Shahrin JAMIL.

Fisheries Management Committee 2025

Carried:	9/ 0		
For:	Azmi YON Shahrin JAMIL David PRICE	Brady COLLETTE Kelvin LEE Chris SU	Kristen SHANYGINA Mark ROCHFORT Gordon THOMSON
Against:			

5.7 Feb 2025 Fisheries Ranger Report

FMC were provided with a copy of *Feb 2025 Fisheries Ranger Report* by email 12 March 2025 for review.

FMC Resolution			
Moved:	Chris SU	Seconded:	LEE
		Res. No:	FMC6/25
<i>That the FMC receive the February 2025 Fisheries Ranger report from Shire Fisheries Officer Sharin JAMIL.</i>			
Carried:	9/ 0		
For:	Azmi YON Shahrin JAMIL David PRICE	Brady COLLETTE Kelvin LEE Chris SU	Kristen SHANYGINA Mark ROCHFORT Gordon THOMSON
Against:			

6. **General Business:**

7. **Close of Business:**

8. **Next Meeting Date:** TBA

CONFIRMED DRAFT MINUTES OF FMC MEETING 16th October 2024

Date: 5.00pm Wednesday 16th October 2024

Location: George Fam Council Chambers

1. Declaration of Opening

Chairperson Azmi YON opened the meeting at 5.00pm

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

FMC Members

Chairperson Azmi YON

Committee	Sharin JAMIL	Kelvin LEE
	Kristen SHANYGINA	David PRICE
	Chris SU (minutes)	

Guests

Blue Transitions, Scientific Advisors to FMC	Dr. Kendra TRAVAILLE
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Apologies

Committee	Gordon THOMSON	Mark ROCHFORD
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Absent

Committee	Brady COLLETTE
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Fishery Management Committee 2024

3. Confirmation of Previous Minutes

3.1 Confirmation of FMC meeting of 23rd September 2024

FMC Resolution

Moved: Kelvin LEE

**Seconded:
JAMIL**

Shahrin Res. No: FMC12/24

That the minutes of the 23rd Sept 2024 be confirmed as a true and accurate record.

Carried: 6/0

**For: Azmi YON
David PRICE**

**Shahrin JAMIL
Chris SU**

**Kelvin LEE
Kristen SHANYGINA**

4. Action Items / Business Arising

No progress on the Boat Ramp Signage request.

5. Agenda

5.1 Craig Bramley Commercial Fishing License Proposal

FMC reviewed the documents and correspondence for Craig BRAMLEY'S Commercial Fishing License proposal.

Dr TRAVAILLE presented scientific analysis for consideration by the members. The stock assessment program has only been recently commenced, with Dr. Jeremy PRINCE completing an initial assessment last month of the first fish species, pelagic Wahoo. No demersal species has yet been assessed for stock health; FMC had nominated six demersal species for priority assessment at the last meeting.

FMC reviewed Craig BRAMLEY'S application to fish for 5 tons of demersal, and 1 ton of pelagic. Members considered the lack of stock assessment data preventing scientific confidence in the sustainability of a take this size annually.

FMC considered a commercial fisher of demersal species would be able to quickly contribute to the collection of catch data to help inform the baseline data; Dr TRAVAILLE noted that the catch data from recreational fisher people's demersal take coming in now would form this data set over time. Dr Jeremy PRINCE and Fisheries Ranger Shahrin JAMIL would be able to compile the stock assessment without risking the population health of the demersal species through a focused targeting by a commercial fisher person in a singular year.

Fishery Management Committee 2024

FMC discussed the need to develop a policy to give guidance as to the circumstances when the FMC would support a commercial fishing license application. Members found that making a decision in regards to licensing in the absence of guidelines developed in consultation with stakeholders would not be transparent.

FMC recapped the formation of the FMC was to ensure sustainability of these marine resources for future generations; concluded that stock assessment data needed to be rigorously documented whilst policy development completed to inform implementation of licensing transparently, based on science and relevant factors to the environment on island.

FMC Resolution

Moved: David PRICE

Seconded: Kelvin LEE

Res. No: FMC13/24

The FMC considers that more research needs to be carried out on particularly demersal species and the necessity for the FMC to establish a formal fisheries policy that outlines the principles regarding the issuing of Commercial Fishing Licences on Christmas Island.

Accordingly, the FMC cannot support the application for a Commercial Fishing licence on Christmas Island from Craig Bramley.

Carried: 6/0

**For: Azmi YON
David PRICE**

**Shahrin JAMIL
Chris SU**

**Kelvin LEE
Kristen SHANYGINA**

5.2 Swell Lodge Commercial Fishing License Proposal

FMC Resolution

Moved: Chris SU

Seconded: Shahrin JAMIL Res. No: FMC14/24

The FMC considers that more research needs to be carried out on particularly demersal species and the necessity for the FMC to establish a formal fisheries policy that outlines the principles regarding the issuing of Commercial Fishing Licences on Christmas Island.

Accordingly, the FMC cannot support the application for a Commercial Fishing licence on Christmas Island from Swell Lodge for their staff member.

Carried: 6/0

Fishery Management Committee 2024

For:	Azmi YON David PRICE	Shahrin JAMIL Chris SU	Kelvin LEE Kristen SHANYGINA
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6. General Business:

6.1 FMC Representatives on the Christmas Island National Park Community Advisory Committee

IOT Marine Parks and Terrestrial Parks are both undergoing 10 Year Draft Management Plan creations. FMC advised by Christmas Island National Parks that a single '*CI National Parks Community Advisory Committee*' will be created and that three seats have been made available for FMC nominees to sit, recognising the importance of its role in marine resource management.

FMC Resolution

Moved: Chris SU

Seconded: Kelvin LEE

Res. No: FMC15/24

The FMC nominates Chris SU, Kristen SHANYGINA and Hafiz MASLI as the FMC's representatives on the new CI National Parks Community Advisory Committee with Shahrin JAMIL as the FMC's alternate to cover absences.

Carried: 6/0

For:	Azmi YON David PRICE	Shahrin JAMIL Chris SU	Kelvin LEE Kristen SHANYGINA
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7. Close of Business: 5.50pm

8. Next Meeting Date: TBA



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 27 May 2025
AGENDA REFERENCE	10.1.1
SUBJECT	Revised Organisational Chart 2025
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	1.4.3
INTEREST DISCLOSURE	None
DATE OF REPORT	21 May 2025
AUTHOR	David Price, CEO
SIGNATURE OF CEO	SIGNED

RECOMMENDATIONS

Council endorses the new 2025 Organisational Chart.

BACKGROUND

The annual Review of the Organisational Chart provides an opportunity to review the current functions and responsibilities within the Shire's Structure and Operations.

COMMENT

The attached Revised Organisational Chart for 2025 identified the temporary new position of Project Manager. This position is to manage the Park's contract for the sealing of the East/West Base Line and could rollover to be the Director for Works Service and Waste as from 17 January 2026.

The 2025 Organisational Chart has been agreed to by the JCC on the 20 May 2025

STATUTORY ENVIRONMENT

POLICY IMPLICATIONS

There are no policy implications arising from this recommendation

FINANCIAL IMPLICATIONS

There are ongoing financial savings arising from this recommendation

STRATEGIC IMPLICATIONS & MILESTONES

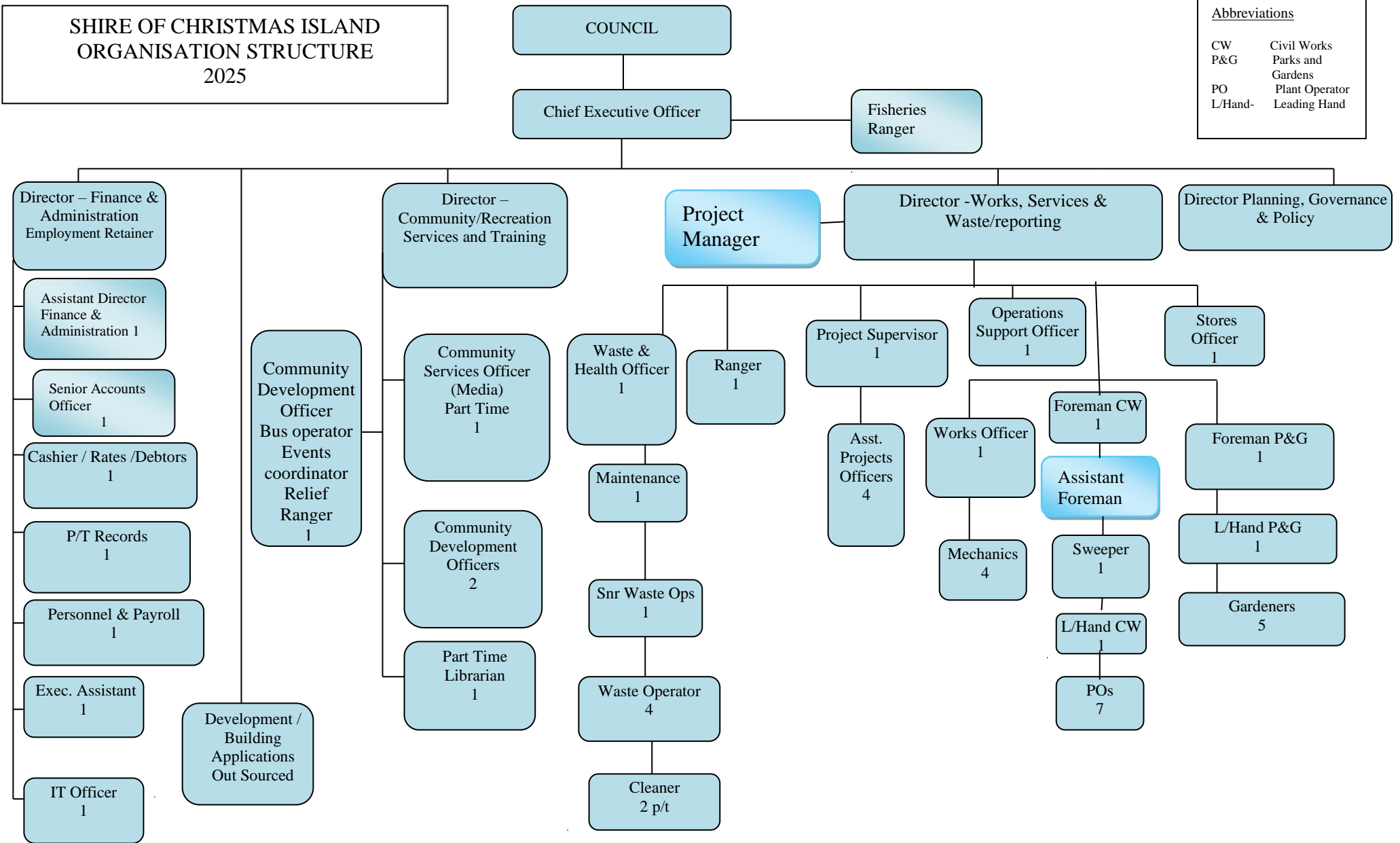
VOTING REQUIREMENTS

Simple majority is required.

ATTACHMENT

10.1.1.1 2025 Organisational Chart

SHIRE OF CHRISTMAS ISLAND ORGANISATION STRUCTURE 2025



Abbreviations	
CW	Civil Works
P&G	Parks and Gardens
PO	Plant Operator
L/Hand-	Leading Hand



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 27 May 2025
AGENDA REFERENCE	10.1.2
SUBJECT	WALGA Local Government Conference 2025
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	2.6.3
INTEREST DISCLOSURE	None
DATE OF REPORT	15 May 2024
AUTHOR	David Price, CEO
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council –

1. **nominate the following elected members 1....., 2....., 3....., 4....., 5....., 6..... to attend the 2025 Annual West Australian Local Government Association (WALGA) conference to be held at the Perth Convention and Exhibition Centre 21 Mounts Bay Road from 22 to 24 September 2025 inclusive, and**
2. **nominate two elected members 1....., 2..... as voting delegates and two elected members 1....., 2..... as proxy delegates to register for the forthcoming 2025 conference.**

BACKGROUND

The annual 2025 Western Australian Local Government Conference (WALGA) is scheduled for the 22 to 24 September 2025.

Key Dates:

Exhibition Open and Welcome Drinks: Tuesday (Yet to be announced)

Gala Cocktail Function Wednesday (Yet to be announced)

Convention Dates Wednesday 22 – 24 September

As the Conference is in October an early identification of the Shire's delegation will allow for flight booking to be made in advance to secure the outgoing and return dates.

The conference normally attracts over 400 delegates from Local Governments around Western Australia as well as various exhibitors and guest speakers. Council attended the 2025 annual conference.

The 2025 conference is to be held at the Perth Convention and Exhibition Centre. The theme of the 2025 Conference (Yet to be announced)

There is also an opportunity for Council to meet with WALGA members of the Kimberley Zone which Council is a member of and attended the meeting and dinner.

Registration of both voting delegates (x 2) and proxy delegates (x 2) is essential for voting purposes at the conference with the registration of voting and proxy delegates. Voting delegates may be either elected members or serving officers however the

CEO is of the view that voting by serving officers should only be undertaken as a last resort when there is a shortage of attending elected members.

COMMENT

- Council to decide if and who will attend the 2025 annual conference.
- Council nominated CRs FOO, TUNG, PEREIRA, WOO, SAW and MASLI to attend the 2024 Annual West Australian Local Government Association (WALGA) conference.
- Council to decide who it will nominate as voting delegates and proxy voting delegates to the 2025 annual conference.
- Council nominated two elected members, Cr MASLI and Cr WOO as voting delegates for the 2024 conference and Cr PEREIRA and Cr TUNG as proxy delegates.
- Registration dates for the 2025 Conference have yet to be announced.
- Opportunity to arrange other meetings/training while in Perth.
- Council to decide if it proposes any agenda items for the conference.

The CEO can complete the required Registration and Nomination form following Council's resolution and can also arrange meetings and training where available with the Department of Local Government and Communities.

STATUTORY ENVIRONMENT

Registration of delegates x 2 (and proxies x 2) in accordance with WALGA constitution.

POLICY IMPLICATIONS

There are no significant policy implications arising from this matter.

FINANCIAL IMPLICATIONS

While the 2025 conference registration costs not available there will be a budget provision in Council's 2025/26 financial year budget for airfares, registration and travel allowance. Full delegate registration for the 2024 conference was \$1,200.00 p/delegate. The Conference 2024 Gala Dinner was at an additional cost of \$125 p/delegate.

STRATEGIC IMPLICATIONS

There are no significant strategic implications arising from this matter.

VOTING REQUIREMENTS

A simple majority is required.



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 27 May 2025
AGENDA REFERENCE	10.1.3
SUBJECT	Date Change for the 2025 August and September Ordinary Meetings of Council
LOCATION/ADDRESS/APPLICANT	George Fam Centre
FILE REFERENCE	2.3.3
INTEREST DISCLOSURE	Nil
DATE OF REPORT	13 May 2025
AUTHOR	David Price, CEO
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

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

BACKGROUND

Council is required to set and publicly advertise (by notice) its annual Ordinary Council Meetings for 2025 in accordance with section 5.25 (1) (g) of the Local Government Act (CI) 1995 and Regulation 12 of the Local Government Administration Regulations 1996.

This was done for the 2025 meeting dates by Council at its Ordinary Meeting held 19 November 2024

COMMENT

The 2025 WALGA Conference is scheduled for 22 to 24 September 2025.

The original Ordinary Council meeting date of 23rd September 2025 now clashes with the 2025 WALGA Conference. To enable Councillors to attend the 2025 WALGA Conference and attend the Ordinary Meeting of Council in September it is necessary to change the September Ordinary Meeting date to 16th September 2025.

The proposed change to the August 2025 Ordinary Council Meeting date is to provide 4 weeks between the July, August and September meetings.

STATUTORY ENVIRONMENT

The applicable legislation is the Local Government Act 1995 (WA)(CI) Section 5.25 (1) (g) as follows –

5.25.Regulations about council and committee meetings and committees

- (1) Without limiting the generality of section 9.59, regulations may make provision in relation to —*
 - (g) the giving of public notice of the date and agenda for council or committee meetings;*

and Regulation 12 (1) of the Local Government Administration Regulations 1996 as follows –

12. Public notice of council or committee meetings — s. 5.25(1)(g)

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
- (a) *the ordinary council meetings; and*
 - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*
- are to be held in the next 12 months.*

POLICY IMPLICATIONS

In accordance with Council Policy.

FINANCIAL IMPLICATIONS

There are no significant financial implications arising from this matter.

STRATEGIC IMPLICATIONS & MILESTONES

There are no significant strategic implications arising from this matter.

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENTS

Nil



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 27 May 2025
AGENDA REFERENCE	10.1.4
SUBJECT	Building Application Gaze Road Motel
LOCATION/ADDRESS/APPLICANT	Off2site Projects, Ann Tuppen Lot 4 Gaze Road Christmas Island
FILE REFERENCE	1750 40
INTEREST DISCLOSURE	None
DATE OF REPORT	9 May 2025
AUTHOR	David Price, CEO
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

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

All building work permitted by this permit –

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

Conditions

- (i) The construction of the proposed 2x Story Motel, Refurbishment Works to New Motel Reception, Carparking and External Amenities as per the approved plans with conditions and stamped by the Shire of Christmas Island' and the requisite Certificate of Design Compliance provided by Milestone Certifiers Pty Ltd.
 - (ii) Building Legislation requires that the builder must sign and submit the attached Certificate of Completion to the Shire of Christmas Island within 7 working days of the building works have been completed
 - (iii) Construction works shall be limited as follows:
Monday to Friday, 8am to 5pm.
 - (iv) This motel be for the short-term accommodation of guests only - (no more than three (3) months in a twelve (12) month period)
 - (v) The breakfast room operation is limited to use of guests of the motel only.
3. Permission to demolish the demolish existing derelict building, curved retaining wall and staircase as per the building licence application drawings will require the construction of the 18-room motel to begin within 6 months of the permission to demolish be issued. Failure to do so without the written agreement of the Shire for an extension of time will result in the Building License being void.

- 4. That prior to an occupancy certificate being issued a BA9 Application for occupation permit and a BA17 Certificate of construction compliance indicating the below conditions have been satisfied/completed has been lodged with the Shire to the Shire's satisfaction.**
- 1. A Landscape Management Plan is to be prepared and approved by the local government prior to the commencement of site works identifying the existing vegetation on site to be retained and vegetation to be replaced because of site works and detailing landscape works to be undertaken.**
- 2. The approved Landscape Management Plan is to be implemented to the satisfaction of the local government.**
- 3. All external fixtures such as air conditioning units are to be adequately screened or located such that they are not visible from key viewing areas to the satisfaction of the local government.**
- 4. Parking associated with the use of the site shall not impact on the function of the public road network or surrounding landowners and shall be designed such that vehicles can exit the site in a forward direction.**
- 5. Signage limited to the name, number and address of the building, purpose of the building and the name and address of the managing agent thereof to a maximum size of 0.2m² is exempted from the need for planning approval.**
- 6. An Interpretation Strategy which addresses the history and significance of Mandor's House and the former Labour Contractor's Quarters in the context of the early Chinese settlement of the area shall be provided prior to occupancy and operation of the use. The Interpretation Plan should consider an interpretation outcome for the demolished Mandor's House and the retained former Labour Contractor's Quarters. Interpretation outcomes should be implemented prior to occupancy of the new hotel development.**
- 7. All works to the former Labour Contractor's Quarters should be carefully undertaken to ensure that minimal damage occurs to the original building fabric. Cleaning and repair work to the original limestone walls should follow best practice conservation methods and technique and/or be guided by a heritage professional. Low pressure water washing and soft brush cleaning of masonry/stonework is recommended to ensure no pitting or raking of the surface stone occurs.**
- 8. An historical archaeologist should be consulted regarding the potential to impact existing archaeological evidence and if necessary, an Archaeological Management Plan is to be prepared to include appropriate procedures for identification, assessment, documentation and management of any archaeological material encountered during ground disturbance work. Implementation of an archaeological watching brief by a suitably qualified archaeologist at the commencement of any**

ground disturbance work may be necessary to manage the site's archaeological potential.

9. An updated Heritage Impact Assessment (HIA) is to be undertaken to consider any direct or indirect significant impacts for adjoining Commonwealth land. This is to be prepared and endorsed by the Shire prior to issue of a building permit.
10. Preparation of an archival record of both heritage ruins is required to the satisfaction of the local government prior to any works/demolition being undertaken.
11. External finishes/treatments for the proposal shall as per the 'Gaze Road Finishes' schedule attached. All external treatments and colors should be consistent with that prevailing in the Settlement Heritage precinct.

BACKGROUND

Council at its Ordinary Meeting held 23 April 2024 passed the following resolution.

That Council grant planning approval for the proposed Motel at Lot 4 Gaze Road, Christmas Island, subject to the following conditions:

- 1 Unless otherwise permitted under other conditions of this approval, all development shall be in accordance with the approved development plans (attached) that form part of this development approval.
- 2 This planning approval is valid for 2 years, if development has not substantially commenced in that time this approval shall lapse and have no further effect.
- 3 A Landscape Management Plan is to be prepared and approved by the local government prior to the commencement of site works identifying the existing vegetation on site to be retained and vegetation to be replaced because of site works and detailing landscape works to be undertaken.
- 4 The approved Landscape Management Plan is to be implemented to the satisfaction of the local government.
- 5 All external fixtures such as air conditioning units are to be adequately screened or located such that they are not visible from key viewing areas to the satisfaction of the local government.
- 6 A minimum 14 car-parking bays being provided for the exclusive use of the Motel being clearly marked including a disabled bay being provided in accordance with AS 2890.6-2009. The proposed crossover, accessway and car parking areas shall be constructed and drained to an appropriate standard to the satisfaction of the local government prior to operation of the use.

- 7 Parking associated with the use of the site shall not impact on the function of the public road network or surrounding landowners and shall be designed such that vehicles can exit the site in a forward direction.
- 8 On application of a building licence, the applicant shall provide engineer certified drawings demonstrating that all structures are compliant with Region B – Wind Actions (AS/NZ 1170.2.2011) and Earthquake Actions (AS 1170.4.2007).
- 9 Structural certification will be required for the construction of buildings in accordance with site and wind classification determined for the subject site.
- 10 Details of fire separation walls and fire resistance levels in accordance with NCC volume one to be submitted at building permit stage.
- 11 Signage limited to the name, number and address of the building, purpose of the building and the name and address of the managing agent thereof to a maximum size of 0.2m² is exempted from the need for planning approval.
- 12 All vehicles connected with the premises including loading and unloading activities shall be parked within the boundaries of the premises.
- 13 A building permit is required to be issued by the Shire prior to consideration of a demolition permit which is required for removal of any existing development on site.
- 14 This motel be for the short-term accommodation of guests only - (no more than three (3) months in a twelve (12) month period).
- 15 An Interpretation Strategy which addresses the history and significance of Mandor's House and the former Labour Contractor's Quarters in the context of the early Chinese settlement of the area shall be provided prior to occupancy and operation of the use. The Interpretation Plan should consider an interpretation outcome for the demolished Mandor's House and the retained former Labour Contractor's Quarters. Interpretation outcomes should be implemented prior to occupancy of the new hotel development.
- 16 Construction works shall be limited as follows:
 - 17 Monday to Friday, 8am to 5pm.
- 18 The breakfast room operation is limited to use of guests of the motel only.
- 19 The Proponent shall submit, at the time of application for a building permit, documentation in compliance with the *Building Regulations 2012* and the NCC 2019 *Building Code of Australia Volume one Amendment 1*, including in particular detailed plans and specifications for site works, including finished

ground and floor levels, storm water and roof run-off disposal, existing easements, parking areas including pavement type, lighting, loading bays, refuse bulk bin areas and fire resistance where applicable, to the satisfaction of Council.

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

COMMENT

A BA1 Application and a BA3 Certificate of design compliance and the application fees were received on the 22 April 2025 for the construction of an 18 room Motel at 4 Gaze Road Christmas Island Lot No 337.

All the outstanding conditions within the original Development Application are now within the recommended conditions attached to a proposed Building Licence

STATUTORY ENVIRONMENT

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENTS

10.1.4.1 – BA1

10.1.4.2 – BA3

10.1.4.3 – Building plans

Electrical, FH/FHR Hose Coverage, Hydraulic, Water, Sanitary plans and other conditional reports and Certificates of Compliance to be tabled at the Council meeting.

Application for building permit – certified

Building Act 2011, section 14, 16
Building Regulations 2012, regulation 4, 16

PERMIT AUTHORITY
USE ONLY

Reference number

Permit authority

Shire of Christmas Island

1. Property this application relates to

Property street
address (provide lot
number where street
number is not
known)

Unit no	Street no 4	Level	Lot no 337
Street name Gaze		Street type Road	Street suffix
Suburb Christmas Island		State WA	Postcode
Certificate of title (if known) Volume 2142		Folio 953	

Local government area (if different
from permit authority)

Is this lot vacant?

☐

Yes

☒

No

2. Details of building work

Project name (if any)

Gaze Road Motel

Description of the
building(s) and
building work

New double level building for 18 room Motel, refurbish existing building for reception

Main use of
building(s)

Motel

Building Code of
Australia (BCA)
class of the
building(s) (refer to
the certificate of
design compliance)

Main BCA class

3

Secondary BCA
class (for multi-
purpose buildings)

5

Third BCA class (for
multi-purpose
buildings)

Type of work

☒

New building/structure

☐

Alteration/addition

☒

Refurbishment/fit out

☐

Relocation of a
building to this site

☐

Change of use/conversion

10.1.4.1 - BA1

Type of building or incidental structure (if a Class 10)

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Swimming pool/spa | <input type="checkbox"/> Garage | <input type="checkbox"/> Patio |
| <input type="checkbox"/> Carport | <input type="checkbox"/> Shed | <input type="checkbox"/> Fence/wall |
| <input type="checkbox"/> Retaining wall | <input type="checkbox"/> Water tank | <input type="checkbox"/> Other |

Number of dwellings relocated TO this site from another site

0

Type of structure

- ☒ Detached (free standing) ☐ Attached to another structure

Number of residential dwellings to be created

0

Number of storeys of the highest building (above ground)

2

Number of basement storeys of the building (below ground)

0

Estimated value of building work (including GST)

\$1.7m

Floor area to be created (m²)

Site (lot) area (m²)

What are the main materials used in the building work?

Floor	Exterior walls	Roof cover	Wall frame
<input checked="" type="checkbox"/> Concrete	<input checked="" type="checkbox"/> Brick (double)	<input type="checkbox"/> Tiles	<input type="checkbox"/> Brick/block
<input type="checkbox"/> Timber	<input type="checkbox"/> Brick (veneer)	<input type="checkbox"/> Concrete	<input type="checkbox"/> Concrete
<input type="checkbox"/> Steel	<input type="checkbox"/> Concrete/stone	<input type="checkbox"/> Fibre cement	<input checked="" type="checkbox"/> Timber
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Fibre cement	<input checked="" type="checkbox"/> Steel	<input type="checkbox"/> Steel
	<input checked="" type="checkbox"/> Timber	<input type="checkbox"/> Aluminium	<input type="checkbox"/> Aluminium
	<input type="checkbox"/> Curtain glass	<input type="checkbox"/> Other	<input type="checkbox"/> Other
	<input type="checkbox"/> Steel		
	<input type="checkbox"/> Aluminium		
	<input type="checkbox"/> Other		
If 'other' please specify			

Intended owner of the completed building

- ☒ Private sector
☐ Government sector

Is this application for a stage of a multi-stage building project?

- ☐ Yes
☒ No

Is a performance solution to a building standard proposed for the building work?

- ☐ Yes ☒ No

10.1.4.1 - BA1

3. Owner details

Where there are multiple owners, please attach a list with the names and signatures of each owner. If each of those owners requires a copy of the building permit, please also provide forwarding details for each owner.

Owner's name

Soon Kheong Chin & Choo Lee

Street address
(provide lot number
where street number
is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

OR**PO Box address**

PO Box no 390			
Suburb Christmas Island	State WA	Postcode 6798	Country (if not Australia)

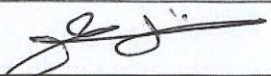
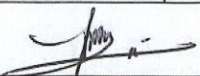
Email address

jaclynn@acker.com.au

Phone/fax

Phone no	Fax
----------	-----

Owner's signature*

		Date
---	--	------

*If you are authorised to sign on behalf of the owner, please provide your written legal authorisation with your application. Owner's signature is not required for Class 1 or Class 10 buildings or incidental structures.

4. Builder details**Builder's name**

ACKER PTY LTD (SHANE ADAMS)

Street address
(provide lot number
where street number
is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

OR**PO Box address**

PO Box no 390			
Suburb CHRISTMAS ISLAND	State WA	Postcode 6798	Country (if not Australia)

Email address

hollywood@acker.com.au

Phone/fax

Phone no 0437 780 618	Fax
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Type of builder

- ☐ Registered building contractor (provide registration number below)
☐ Approved owner-builder (attach owner-builder approval from the Building Services Board and provide owner-builder approval number below)
☐ Public Authority
☒ Other (building work under \$20,000, or where registered building contractor not required)

Registration number or owner-builder approval number

Registration / approval number (if relevant)

Builder's signature

Name (print)

SHANE ADAMS

Signature

Date

18/04/25

5. Applicant details

 Who is the applicant?
 (Tick one box)

☐ Owner

☐ Builder

☒ Other

If 'Other' was selected above, complete the following details:

Applicant's name

Off2Site Projects

 Street address
 (provide lot number where street number is not known)

Unit no

 Street no
 10

Level

Lot no

 Street name
 Corvina

 Street type
 Way

Street suffix

 Suburb
 Woodvale

 State
 WA

 Postcode
 6026

Country (if not Australia)

OR

PO Box address

PO Box no

Suburb

State

Postcode

Country (if not Australia)

Email address

off2site@iinet.net.au

Phone/fax

 Phone no
 0412 281 407

Fax

10.1.4.1 - BA1

6. Statement by applicant

I understand that a building permit cannot be granted unless:

1. All the prescribed information is provided with this application, including a certificate of design compliance signed by a registered building surveyor.
2. In accordance with section 20 of the *Building Act 2011* and regulation 18 of the Building Regulations 2012:
 - all relevant prescribed authorities have been obtained and have been or are being complied with; and
 - all prescribed notifications have been given.

Provide evidence of compliance with approvals given.

3. For Class 2 to Class 9 buildings only, where required by the regulations: In accordance with section 20 of the *Building Act 2011* and regulation 18 of the Building Regulations 2012, the plans and specifications specified in the certificate of design compliance have been given to the FES Commissioner.
4. All consents or court orders have been obtained if part of a building or incidental structure is proposed to be placed beyond the boundaries of the works land.

Does the proposed work encroach on other land? ☐ Yes ☒ No

If yes, has consent or a court order been obtained? ☐ Yes ☐ No

Attach a copy of each consent (form BA20) or court order obtained.

5. All consents or court orders have been obtained if the building work may adversely affect land beyond the boundaries of the works land.

Does the proposed work adversely affect other land? ☐ Yes ☒ No

If yes, has consent or a court order been obtained? ☐ Yes ☐ No

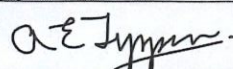
Attach a copy of each consent (form BA20) or court order obtained.

6. If the proposed building work is for a Class 1 or Class 10 building or incidental structure that includes performance solutions to building standards, details have been provided with this application.

Provide details of each performance solution not shown on the plans and specifications.

Applicant's
signature

Name (print)
Ann Tuppen

Signature 

Date
20.04.25

10.1.4.1 - BA1

Certificate of design compliance

Building Act 2011, section 19
Building Regulations 2012, regulation 4, 18A, 18B, 18C

PERMIT AUTHORITY
USE ONLY

Reference number

BUILDING SURVEYING
USE ONLY

Reference number
PRJ121484

1. Property this certificate relates to

Property street
address (provide lot
number where street
number is not
known)

Unit no	Street no 4	Level	Lot no 337
Street name Gaze	Street type Rd	Street suffix	
Suburb Christmas Island	State OT	Postcode 9798	

Local government
area

Shire of Christmas Island

Main BCA class of
the building

3

Use(s) of the
building

Secondary BCA class (for multi- purpose buildings)	5, 7a	Third BCA class (for multi-purpose buildings)	
Motel/Office Reception		Each restriction on use (if applicable)	

Description of the
building(s) and
building work

Proposed 2x Storey Motel, Refurbishment Works to New Motel Reception, Carparking and External Amenities

2. Applicable building standards

The edition of the Building Code applied in respect of this building or incidental structure

NCC BCA Vol 1 2019 AMDT 1

Any declaration under section 39 of the *Building Act 2011* made in respect of this building or incidental structure

n/a

Bush fire prone areas (only required for the types of buildings or incidental structures stated below)

In respect of a Class 1, Class 2 or Class 3 building or an associated Class 10a building or deck that is located less than six (6) metres from the Class 1, Class 2 or Class 3 building:

Is the building or deck located in a bush fire prone area? ☐ Yes ☒ No (if No, continue to part 3)

Under regulation 31BA or 31D of the Building Regulations 2012, does a bush fire performance requirement apply to the building or deck?

☐ Yes. The Bushfire Attack Level or other measure is _____

☐ No. Does not apply because of: _____

(if No, nominate the relevant concession(s) provided under regulation(s) 31BA or 31D)

3. Plans, specifications and other documents

Plans and specifications specified in accordance with section 19(3) of the *Building Act 2011*

Drawing numbers

Architectural Drawings prepared by Off2Site

Drawing Title.	Drawing No.	Revision No.	Dated
Notes	A00_00	D	21.04.25
Survey	24381-01	A	27.06.24
Existing Site Plan	A01_02	D	15.04.25
Demolition Plan	A01_03	D	15.04.25
Proposed Site Plan	A01_04	D	15.04.25
Proposed Landscape Plan	A01_05	D	15.04.25
Heritage Building – Reception Existing and Demolition Plans	A02_01	D	15.04.25
Heritage Building – Reception Proposed Floor & Roof Plans	A02_02	D	15.04.25
Heritage Building - Elevations	A02_03	D	15.04.25
Heritage Building - Sections	A02_04	D	15.04.25
Heritage Building – Reception Stair & Ramp Detail	A02_05	D	15.04.25
Heritage Building – Reception Ramp Detail	A02_06	A	15.04.25
Heritage Building – Reception Ceiling Plan	A02_07	A	15.04.25
Heritage Building – Reception Schedule	A02_08	A	15.04.25
Heritage Building – Reception Floor Finish Detail	A02_09	A	15.04.25
Heritage Building – Reception Room Layouts	A02_10	A	15.04.25
Motel Ground Floor Plan	A03_01	C	15.04.25
Motel Upper Floor Plan	A03_02	C	15.04.25
Motel Roof Plan	A03_03	C	15.04.25
Motel Room Type 1, 2 & 3 Plans	A03_04	C	15.04.25
Motel Room Type 4, 5 & 6	A03_05	C	15.04.25
Motel Elevations	A03_06	C	15.04.25
Motel Elevations	A03_07	C	15.04.25
Motel Sections	A03_08	C	15.04.25
Motel Sections	A03_09	C	15.04.25
Motel Sections	A03_10	C	15.04.25
Motel Sections	A03_11	C	15.04.25
Motel Sections	A03_12	C	15.04.25
Motel Sections	A03_13	C	15.04.25
Motel Stair 1 – Plans	A03_17	C	15.04.25
Motel Stair 1 – Sections	A03_18	C	15.04.25
Motel Stair 2 – Plans	A03_19	C	15.04.25
Motel Stair 2 – Sections	A03_20	C	15.04.25

Motel Typical Ceiling Plans	A03_21	C	21.04.25
Motel Common Area Ceiling Plans	A03_22	C	15.04.25
Motel Common Area Ceiling Plans	A03_23	C	15.04.25
Motel Door Schedule	A03_24	C	15.04.25
Motel Window Schedule	A03_25	C	15.04.25
Motel Window Schedule	A03_26	C	15.04.25
Motel Room Layouts	A03_27	A	15.04.25
Motel Room Layouts	A03_28	A	15.04.25
Motel Room Layouts	A03_29	A	15.04.25
Motel Room Layouts	A03_30	A	15.04.25
Motel Room Layouts	A03_31	A	15.04.25
Motel Room Layouts	A03_32	A	15.04.25
Motel Room Layouts	A03_33	A	15.04.25
Motel Room Layouts	A03_34	A	15.04.25
Motel Room Layouts	A03_35	A	15.04.25
Motel Room Layouts	A03_36	A	15.04.25
Motel Room Layouts	A03_37	A	15.04.25

Electrical Drawings prepared by Off2Site

Drawing Title.	Drawing No.	Revision No.	Dated
Cover Page	000	B	07.04.25
Legend	001	B	07.04.25
Schedule	002	B	07.04.25
Site Plan	003	B	07.04.25
Motel Ground Floor Power and Comms Plan	004	C	07.04.25
Motel Upper Floor Power and Comms Plan	005	C	07.04.25
Motel Ground Floor Lighting and Fire Plan	006	C	07.04.25
Motel Upper Floor Lighting and Fire Plan	007	C	07.04.25
Heritage Building Plan	008	C	07.04.25
Site Main Switchboard Single Line Diagram Sheet 1 of 3	009	B	07.04.25
Site Main Switchboard Single Line Diagram Sheet 2 of 3	010	B	07.04.25
Site Main Switchboard Single Line Diagram Sheet 3 of 3	011	B	07.04.25
Heritage Building Distribution Board Single Line Diagram	012	B	07.04.25
Details Sheet 1	013	A	07.04.25
Details Sheet 2	014	A	07.04.25
Details Sheet 3	015	A	07.04.25
Details Sheet 4	016	A	07.04.25

Fire Services Drawings prepared by CHD

Drawing Title.	Drawing No.	Revision No.	Dated
Proposed Site Plan FH/FHR Coverage	1 of 3	A	18.03.25
Motel Ground Floor Plan FH/FHR Coverage	2 of 3	A	18.03.25
Motel Upper Floor Plan FH/FHR Coverage	3 of 3	A	18.03.25

Hydraulic Drawings prepared by CHD

Drawing Title.	Drawing No.	Revision No.	Dated
General Information and Details	1 of 9	C	01.04.25
Existing Site Plan	2 of 9	C	01.04.25
Proposed Site Plan Property Sewer	3 of 9	C	01.04.25
Proposed Site Plan Water and Fire Services	4 of 9	C	01.04.25
Motel Ground Floor Plan Property Sewer	5 of 9	C	01.04.25
Motel Ground Floor Plan Water and Fire Services	6 of 9	C	01.04.25
Motel Upper Floor Plan Property Sewer	7 of 9	C	01.04.25
Motel Upper Floor Plan Water and Fire Services	8 of 9	C	01.04.25
Proposed Breakfast Room/Café Hydraulic Services	9 of 9	C	01.04.25

Structural Drawings prepared by WA Structural Consulting Engineers

Drawing Title.	Drawing No.	Revision No.	Dated
General Notes and Drawing Schedule	S000	C	17.04.25
Foundation and Ground Slab Layout	S010	C	17.05.25
Lower Wall bracing Layout	S011	C	17.05.25
Foundation Details	S012	C	17.05.25
First Floor Layout	S020	C	17.05.25
Upper Wall Bracing Layout	S021	C	17.05.25
Sections and Details	S022	C	17.05.25
Roof Layout	S030	C	17.05.25
Typical Timber Sheet and Bracing Details	S031	C	17.05.25
Section A	S040	C	17.05.25
Section B	S041	C	17.05.25
Section C	S042	C	17.05.25
Section D	S043	C	17.05.25

Specifications

1. Architectural Specification prepared by Off2Site, dated 15th April 2025
2. Gaze Road Finishes prepared by Off2Site, dated 11th March 2024
3. Electrical Specification prepared by ETC Solutions, dated 9th April 2025

Technical documents

1. FP1.4 Weatherproofing Performance Solution prepared by Off2Site, dated 17th April 2025
2. Electrical Design Certificate prepared by ETC Solutions, dated 10th April 2025
3. Energy JV3 Report prepared by Emergen, dated 2nd April 2025
4. Section J Design Certificate prepared by Emergen, dated 2nd April 2025
5. Hydraulic Design Certificate prepared by CHD, dated 1st April 2025
6. Structural Design Certificate prepared by WA Structural Consulting Engineers, dated 17th April 2025

4. Other prescribed requirements

Details of any advice given by the FES Commissioner in respect of the plans and specifications (Class 2 to Class 9 buildings only)

Refer to DFES Comments dated 10th April 2025

Details of any notification given to the FES Commissioner under regulation 15A(1) of the Building Regulations 2012 (Class 2 to Class 9 buildings only)

n/a

Details of each performance solution and the assessment methods used as required under regulation 18A of the Building Regulations 2012 for:

- Class 2 to Class 9 buildings; or
- the bush fire performance requirement for Class 1 buildings in bush fire prone areas.

n/a

5. Inspections and tests

List the applicable inspections and tests prescribed under section 36(2)(a) of the *Building Act 2011* (i.e. as prescribed in regulations 27 and 28 and Schedule 3 of the Building Regulations 2012)

Mechanical Compliance Certification to be issued to Milestone on Completion of Works.

Fire hose reel system required under EP1.1 and EP1.5	On completion of the installation of the system
Fire hydrant system required under EP1.3 and EP1.5	On completion of the installation of the system
Fire detection, warning, control and intercom systems required under EP2.1 and EP2.2	On completion of the installation of the system

6. Declaration

1. This building or incidental structure, if completed in accordance with the plans, specifications and technical documents specified in part 3 of this certificate, will comply with each applicable building standard.
2. I have applied the edition of the Building Code specified in part 2 of this certificate in respect of the building or incidental structure.
3. A declaration under section 39 of the *Building Act 2011* that a building standard does not apply or is modified in a way as specified in part 2 of this certificate in respect to this building or incidental structure ☐ has been made or ☒ has not been made.
4. Each performance solution that is relied upon to establish compliance with a building standard is shown on the plans and specifications specified in part 3 of this certificate. Where required, I have made the necessary statements in part 4 of this certificate.
5. Where required by the Building Regulations 2012, plans and specifications provided in sufficient detail to allow assessment of compliance with the FES Commissioner's operational requirements were provided to the FES Commissioner at least 15 business days prior to the date of this certificate.
6. Details of any advice given by the FES Commissioner in respect of the plans and specifications are set out in part 4 of this certificate.
7. I have notified the FES Commissioner of the details of any part of the FES Commissioner's advice that is not incorporated in the plans and specifications specified in part 3 of this certificate and the reasons for not incorporating that advice and details of this notification are set out in part 4 of this certificate.
8. Where this certificate relates to a Class 1, Class 2 or Class 3 building or an associated Class 10a building or deck that is located less than six (6) metres from the Class 1, Class 2 or Class 3 building, I have made the required statements in part 2 of this certificate in respect to bush fire prone areas.
9. I am an independent building surveyor as defined in section 4 of the *Building Act 2011*.

Building surveying practitioner's name

Luke Donovan

Street address
(provide lot number where street number is not known)

Unit no C9	Street no 1	Level	Lot no
Street name The Esplanade		Street type	Street suffix
Suburb Mount Pleasant		State WA	Postcode 6153
		Country (if not Australia)	

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)


Email address

luked@milestonebc.com.au

Phone/fax

Phone no 08 9330 7476	Fax
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Registration details

Registration number 2649	Level 1
Building surveying practitioner's signature 	Date 21st April 2025

7. Certificate issued by

Building surveying
contractor / public
authority's name

MILESTONE CERTIFIERS PTY LTD.

Street address
(provide lot number
where street number
is not known)

Unit no C9	Street no 1	Level	Lot no
Street name The Esplanade		Street type	Street suffix
Suburb Mount Pleasant		State WA	Postcode 6153
		Country (if not Australia)	

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)


Email address

laked@milestonebc.com.au

Phone/fax

Phone no 08 9330 7476	Fax
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Registration details
(contractors only)

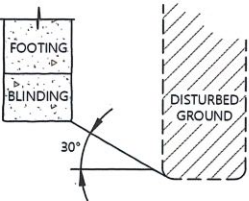
Registration number 008	Level 1
Name (print) Luke Donovan	
Signature 	Date 21st April 2025

Building surveying
contractor/public
authority officer's
signature

- G1. THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER ENGINEERING DRAWINGS AND SPECIFICATIONS AND WITH SUCH OTHER WRITTEN INSTRUCTIONS AS MAY BE ISSUED DURING THE COURSE OF THE CONTRACT. ALL DISCREPANCIES SHALL BE REFERRED TO THE ENGINEER FOR DECISION BEFORE ORDERING MATERIALS OR PROCEEDING WITH THE WORK.
- G2. THE APPROVAL OF A SUBSTITUTION BY THE ENGINEER IS NOT AN AUTHORIZATION OF A COST VARIATION. ANY COST VARIATION INVOLVED MUST BE APPROVED BY THE PROJECT MANAGER BEFORE THE WORK COMMENCES.
- G3. THE BUILDER SHALL ENSURE THAT DURING CONSTRUCTION, THE STRUCTURE SHALL BE MAINTAINED IN A STABLE CONDITION AND THAT NO PART SHALL BE OVERSTRESSED. THE BUILDER SHALL PROVIDE ALL TEMPORARY BRACING AND PROPPING AS NECESSARY, INCLUDING ANY TEMPORARY SUPPORT FOR EXCAVATIONS.
- G4. THE STRUCTURAL DRAWINGS DO NOT SHOW DETAILS OF ALL FIXTURES, INSERTS, SLEEVES, OPENINGS ETC., REQUIRED BY THE VARIOUS TRADES. ALL SUCH DETAILS, INCLUDING OPENINGS FOR CONSTRUCTION PURPOSES, SHALL BE OBTAINED FROM THE ARCHITECT'S OR OTHER CONSULTANT'S DRAWINGS AND/OR FROM THE VARIOUS TRADES AND SHALL BE APPROVED BY THE ENGINEER BEFORE PROCEEDING WITH CONSTRUCTION.
- G5. ALL PENETRATIONS AND SET DOWNS SHOWN ON DRAWINGS ARE INDICATIVE ONLY. THE BUILDER SHALL CO-ORDINATE ALL SERVICES AND ENSURE THAT THE FINAL LOCATION AND SIZES OF PENETRATIONS ARE CONFIRMED BY THE APPROPRIATE SUB-CONTRACTOR. FINAL DETAILS TO BE SUBMITTED TO THE STRUCTURAL ENGINEER FOR APPROVAL.
- G6. ALL WORK TO COMPLY WITH THE LATEST SAA CODES AND AMENDMENTS.
- G7. BRICK OR MASONRY WALLS AND ANY OTHER NON-STRUCTURAL PANELS ARE TO BE SECURELY FIXED INTO THE STRUCTURE.
- G8. IF IN DOUBT - ASK.
- G9. ALL PROPS AND FORMWORK FOR BEAMS AND SLABS SHALL BE REMOVED BEFORE CONSTRUCTION OF ANY MASONRY WALLS OR PARTITIONS ON THE FLOOR

- E1. REMOVE ANY TREE STUMPS, RUBBISH, ETC & REPLACE WITH CLEAN COMPACTED SAND FILL ENSURE NO VEGETATION OR ORGANIC MATTER EXISTS IN THE SOIL STRATA FOR A DEPTH OF AT LEAST 1000mm BELOW FOOTINGS & 2000mm WIDER THAN BUILDING FOOTPRINT.
- E2. THE BUILDER IS TO STRICTLY FOLLOW ANY SITE PREPARATIONS REQUIREMENTS STATED IN THE GEOTECHNICAL ENGINEER'S REPORT IF PROVIDED TO BRING THE SITE TO CLASS 'S' AS SPECIFIED.
- E3. ALL GRANULAR SOIL (SAND) COMPACTION TESTS TO BE CARRIED OUT USING A STANDARD FALLING WEIGHT (PERTH) PENETROMETER.
- E4. THE BUILDER IS RESPONSIBLE FOR SELECTING & PERFORMING AN APPROPRIATE COMPACTION METHOD TO ACHIEVE THE ABOVE STATED COMPACTION REQUIREMENTS. DO NOT USE COMPACTION METHODS THAT MAY CAUSE DAMAGE TO NEIGHBOURING STRUCTURES.
- E5. IT IS THE BUILDER'S RESPONSIBILITY TO ARRANGE FOR COMPACTION TESTING & ARRANGE CERTIFICATION AS REQUIRED BY THE RELEVANT LOCAL BUILDING AUTHORITY.
- E6. COMPACTION CERTIFICATES SHALL BE SUBMITTED TO THE ENGINEER FOR APPROVAL BEFORE POURING OF ANY CONCRETE.
- E7. THE BUILDER IS TO ALLOW FOR & PROVIDE DILAPIDATION REPORTS OF ALL EXISTING NEIGHBOURING STRUCTURES PRIOR TO COMMENCING WORKS (UNDERPINNING, PILING, EXCAVATING, COMPACTING, &/OR GROUND WORKS GENERALLY) & AS REQUIRED TO SATISFY LOCAL AUTHORITY REQUIREMENTS.
- E8. THE BUILDER IS TO ENSURE ALL STORM WATER & SITE DRAINAGE IS LOCATED/INSTALLED IN A MANNER THAT WILL HAVE NO IMPACT ON ANY NEW OR EXISTING STRUCTURES DURING CONSTRUCTION, INSTALLATION AND USAGE.

- F2. SITE PREPARATION IS TO BE UNDERTAKEN IN ACCORDANCE 'AS 2870' AND SITE SPECIFIC GEOTECH REPORT
- F3. SUB-BASE FOR SLABS ON GROUND AND BACKFILL OVER FOOTINGS SHALL BE IN ACCORDANCE WITH 'AS 2870'.
- F4. SOIL UNDER FOOTINGS TO BE CLEAN SAND, AREAS OF UNSUITABLE MATERIAL TO BE EXCAVATED, BACK FILLED AND COMPACTED TO THE REQUIRED RELATIVE DENSITY
- F5. BUILDER TO OBTAIN COMPACTION CERTIFICATE FROM A QUALIFIED ENGINEER PRIOR TO POURING FOOTINGS, COMPACT UNDER FOOTINGS TO 80% RELATIVE DENSITY AND UNDER SLAB TO 70% RELATIVE DENSITY
- F6. ALTERNATIVELY COMPACT UNDER FOOTINGS TO OBTAIN 8 BLOWS PER 300mm TO A DEPTH OF 900mm USING A STANDARD PERTH SANDS PENETROMETER.
- F7. LOCATE FOOTINGS CENTRALLY UNDER WALLS AND COLUMNS UNLESS OTHERWISE SHOWN.
- F8. UNLESS NOTED OTHERWISE, WHEREVER A NEW FOOTING IS LOCATED CLOSE TO AN EXCAVATION, BATTER, EXISTING FOOTING, RETAINING WALL, EXISTING SERVICE OR NEW SERVICE WHICH IS DEEPER THAN THE NEW FOOTING THE EXCAVATION FOR THE NEW FOOTING SHALL BE DEEPEMED AND BACKFILLED WITH BLINDING CONCRETE AS INDICATED BELOW.



- C1. COMPLY WITH REQUIREMENTS OF AS 3600
- C2. LOCATE CONDUITS AND PIPES IN CENTRE OF SLABS, WITH A MINIMUM OF 40mm BETWEEN THEM
- C3. AGGREGATE SHALL BE DENSE AGGREGATE TO AS 2758 (UNLESS OTHERWISE INDICATED) FROM AN APPROVED SOURCE. THE MAXIMUM SIZE OF COARSE AGGREGATE SHALL BE 20 mm GENERALLY, BUT NOT GREATER THAN 14 mm IN WALLS LESS THAN 150 mm THICK. UNLESS OTHERWISE NOTED.
- C4. ADMIXTURES AND CURING COMPOUNDS SHALL NOT BE USED UNLESS APPROVED BY THE ENGINEER.
- C5. HOLES SHALL NOT BE CUT IN ANY STRUCTURAL CONCRETE WITHOUT THE PRIOR APPROVAL OF THE ENGINEER.
- C6. CONCRETE TESTING SHALL COMPLY WITH THE REQUIREMENTS OF AS 3600 - FOR PROJECT ASSESSMENT. CONSTRUCTION JOINTS ADDITIONAL TO THOSE SHOWN ON THE DRAWINGS SHALL BE SUBJECT TO THE APPROVAL OF THE ENGINEER. ALL CONSTRUCTION JOINTS TO BE FULLY SCABBLED TO REMOVE ALL LAITENCE AND POORLY COMPACTED MATERIAL
- C7. CURING SHALL COMPLY WITH THE SPECIFICATION, UNLESS OTHERWISE NOTED. SLABS SHALL BE THOROUGHLY WETTED, THEN COVERED FOR A MINIMUM OF 7 DAYS WITH 0.2 mm THICK POLYTHENE SHEETING, WHICH SHALL BE SECURELY FIXED AGAINST TRAFFIC AND WIND AND OVERLAPPED 300 mm MINIMUM AT JOINTS.
- C8. CONCRETE SIZES SHOWN DO NOT INCLUDE FINISH.
- C9. CONCRETE TO BE COMPACTED USING APPROVED INTERNAL VIBRATORS U.N.O.
- C10. CONCRETE TO BE SUPPLIED BY AN APPROVED PREMIX COMPANY USING TYPE A CEMENT, UNLESS OTHERWISE APPROVED.
- C11. NO BLENDED CEMENT TO BE USED UNLESS APPROVED BY ENGINEER.
- C12. ALL REINFORCEMENT TO BE INSPECTED PRIOR TO POURING CONCRETE, 24 HOURS NOTICE TO BE GIVEN TO ENGINEER PRIOR TO REINFORCEMENT INSPECTION.
- C13. FORM WORK IS TO BE STRIPPED IN ACCORDANCE WITH AS 3610
- C14. CONCRETE SHALL NOT BE PLACED BY PUMP UNLESS APPROVED BY ENGINEER.
- C15. ALL HOLD DOWN BOLTS AND OTHER CAST IN FITTINGS MUST BE FIXED IN POSITION BEFORE CONCRETE IS POURED.

CONCRETE CHARACTERISTICS			
	F'cMPa	MAX. AGGREGATE (mm)	SLUMP
FOOTINGS	25	20	80
SLAB	25	20	80
CAVITY FILL	20	10	100

R1. SYMBOLS -
'N' DENOTES TEMPCORE DEFORMED BAR TO AS/NZS4671
'R' DENOTES STRUCTURAL GRADE ROUND BAR TO AS/NZS4671
'HD' DENOTES HARD DRAWN WIRE TO AS/NZS4671
'S' DENOTES STRUCTURAL GRADE DEFORMED BAR TO AS
AS/NZS4671

R2. STEEL FABRIC TO COMPLY WITH AS4671
REINFORCEMENT IS DETAILED ON THE DRAWINGS THUS:
PLAIN BARS (GRADE 250R).....e.g. R10
WELDED WIRE FABRIC (GRADE 500).....e.g. RL718 (GRADE 450
e.g. F718)
TEMPCORE HOT ROLLED BARS (GRADE 500).....e.g. N16 (GRADE
450 e.g. Y16)

R3. REINFORCE ALL RE-ENTRANT CORNERS WITH 1 N20 x 1200 LONG
BAR CENTRAL IN SLAB AT 45°

R4. HOOKS AND COGS SHALL COMPLY WITH AS 3600 UNLESS
OTHERWISE SHOWN.

R5. ALL REINFORCEMENT SHALL BE HELD RIGIDLY IN POSITION WITHIN
THE SPECIFIED TOLERANCES BEFORE AND DURING CONCRETE
PLACING, UNLESS OTHERWISE DIRECTED BY THE ENGINEER. NON
CORROSIVE BAR CHAIRS SHALL BE USED FOR ALL OFF FORM
SURFACES. FORM WORK AND REINFORCEMENT TO BE CLEANED
PRIOR TO CONCRETING

R6. CONDUITS ETC SHALL BE FABRICATED AND INSTALLED SO THAT NO
CUTTING, BENDING OR DISPLACEMENT OF THE REINFORCEMENT
FROM ITS PROPER POSITION WILL BE REQUIRED.

R7. DETAILS OF REINFORCEMENT AT APPROVED PENETRATIONS SHALL BE
AS SHOWN ON THE DRAWINGS, OR AS DIRECTED BY THE ENGINEER
ON THE SITE. DISPLACE REINFORCEMENT TO EITHER SIDE OF SLAB
PENETRATIONS UNLESS NOTED OTHERWISE.

R8. UNLESS OTHERWISE NOTED ON THE DRAWINGS, THE FOLLOWING
COVER TO REINFORCING BARS, INCLUDING LIGATURES AND TIES,
SHALL BE PROVIDED BASED ON THE BUILDING BEING GREATER THAN
1km FROM THE COAST:

COVER TO REINFORCEMENT U.N.O.		
	COVER	
	INTERNAL	EXTERNAL
GROUND	30MM	50MM BTM
FOOTINGS	-	50MM BTM

- R9. CONCRETE BELOW GROUND IN WALLS, BEAMS, COLUMNS OR PEDESTALS SHALL BE PLACED INTO PROPERLY CONSTRUCTED FORMS. IF APPROVED BY THE ENGINEER, CONCRETE MAY BE PLACED AGAINST AN EARTH FACE BUT THE CONCRETE DIMENSIONS SHOWN ON THE DRAWINGS SHALL BE INCREASED TO PROVIDE 20 mm ADDITIONAL COVER TO THE REINFORCEMENT ADJACENT TO THE EARTH FACE.
- R10. SPLICES SHALL ONLY BE USED AS SHOWN ON THE DRAWINGS OR WHEN BARS LONGER THAN NORMAL STOCK LENGTH WOULD BE REQUIRED. IN LAP SPLICES, THE OVERLAP LENGTH SHALL BE FABRICS-250mm, N-50 DIAMETERS, S-32 DIAMETERS, R&HD-50 DIAMETERS U.N.O.
- R11. WELDING OF REINFORCEMENT SHALL NOT BE ALLOWED WITHOUT THE APPROVAL OF THE ENGINEER. IN SLABS MAIN BARS SHALL BE PLACED OUTSIDE THE SECONDARY REINFORCEMENT, UNLESS OTHERWISE SHOWN ON THE DRAWINGS.
- R12. IN WALLS THE VERTICAL REINFORCEMENT SHALL BE PLACED INSIDE THE HORIZONTAL REINFORCEMENT, UNLESS OTHERWISE SHOWN ON DRAWINGS.

- S1. COMPLY WITH AS 4100, AS 4600 AND 1554.
- S2. ALL STRUCTURAL STEEL SHALL BE:
GRADE 250 FOR HOT ROLLED PLATES,
GRADE 300PLUS FOR UB, UC, WB, WC, PFC, ANGLES AND FLATS,
GRADE 350 FOR RHS, CHS TO AS 1163, AS 1594, AS 3678 AND AS 3679 UNLESS OTHERWISE NOTED ON THE DRAWINGS.
- S3. SHOP DRAWINGS SHALL BE SUBMITTED TO THE ENGINEER FOR APPROVAL BEFORE FABRICATION COMMENCES.
- S4. CORRECT ALL MEMBER DISTORTIONS BEFORE AND AFTER WELDING.
- S5. MEMBER CONNECTIONS TO DEVELOP FULL STRENGTH OF MEMBERS, MINIMUM WELDS ARE 6mm FILLET CONTINUOUS, MINIMUM CONNECTION TO BE EX10 PLATE 6MM CFW WITH 2 X M16 8.8/5 BOLTS TYP.
- S6. CLEATS, CONNECTIONS, HOLES, LINTELS AND OTHER MISCELLANEOUS STEELWORK SHALL BE PROVIDED AS REQUIRED BY THE ARCHITECTURAL OR OTHER CONSULTANT'S DRAWINGS OR SPECIFICATIONS IN PARTICULAR PROVIDE TRIMMERS TO SUPPORT EDGES OF ROOF SHEETING AT HIPPS, VALLEYS, PENETRATIONS AND ANY OTHER UNSUPPORTED EDGES.
- S7. ALL STEELWORK, EXCEPT THAT ENCASED IN CONCRETE OR AT THE MATING SURFACES OF BOLTED CONNECTIONS FULLY TENSIONED IN THE FRICTION MODE (8.8/TF), SHALL BE PREPARED AND SHOP PRIMED IN ACCORDANCE WITH THE STRUCTURAL STEELWORK SPECIFICATION AND COATED IN THE FIELD AS SPECIFIED BY THE ARCHITECT.
- S8. ALL BASE PLATES TO BE SET ON 30mm 1:2 CEMENT SAND MORTAR
- S9. GALVANIZED STEELWORK THAT IS SITE WELDED OR SUSTAINS ANY OTHER KIND OF SURFACE DAMAGE IS TO BE PREPARED TO AS 1627:2 CLASS 3 AND PRIMED WITH 2 COATS OF GALVANITE (MANUFACTURED BY JOTUN) TO MANUFACTURERS SPECIFICATION.
- S10. FULLY SEAL ALL HOLLOW SECTIONS USING 5mm PLATES U.N.O.

WB1. ALL FILLET WELDS SHALL BE AT LEAST 6mm FILLET CONTINUOUS FOR THE FULL CONTACT OF MEMBER, UNLESS OTHERWISE NOTED. WHERE PERMITTED, BUTT WELDS MUST DEVELOP THE FULL TENSILE STRENGTH OF THE MEMBER. ALL WELDING SHALL BE CATEGORY "SP", UNLESS OTHERWISE NOTED.

WB2. ALL BOLTS SHALL BE COMMERCIAL GRADE TO AS 1111 OR HIGH TENSILE TO AS 1252, USED IN CONFORMITY WITH AS 4100. COMMERCIAL GRADE BOLTS ARE DENOTED THUS: M20 4.6/5
HIGH TENSILE BOLTS FULLY TENSIONED: M20 8.8/T.F.
HIGH TENSILE BOLTS IN BEARING, BUT TENSIONED: M20 8.8/T.B.
HIGH TENSILE BOLTS SNUG TIGHT: M20 8.8/5

WB3. WHERE FULLY TENSIONED BOLTS ARE REQUIRED LOAD INDICATING WASHERS ARE TO BE USED. ALL BOLT HOLES SHALL BE 2mm LARGER THAN THE NOMINAL BOLT DIAMETER, UNLESS OTHERWISE NOTED. UNLESS NOTED OTHERWISE, ALL CLEATS TO BE 10mm THICK.

WB4. CADMIUM PLATE ALL BOLTS, NUTS AND WASHERS U.N.O. HOLDING DOWN BOLTS, NUTS AND WASHERS ARE TO BE HOT DIP GALVANIZED.

WB5. USE FULL PENETRATION BUTT WELDS TO SPLICE MEMBERS U.N.O.

- SP1. CORROSION PROTECTION OF BUILT IN STRUCTURAL STEEL MEMBERS SUCH AS LINTELS, SHELF ANGLES, CONNECTORS, ACCESSORIES (OTHER THAN WALL TIES) AND THE LIKE SHALL BE IN ACCORDANCE WITH PART 3.3.3.5 OF THE BUILDING CODE OF AUSTRALIA.
- SP2. STRUCTURAL STEEL MEMBERS THAT ARE NOT BUILT INTO A MASONRY WALL MUST BE PROTECTED AGAINST CORROSION IN ACCORDANCE WITH TABLE 3.4.4.2 OF THE BUILDING CODE OF AUSTRALIA.
- SP3. STEELWORK CAST INTO CONCRETE:
HOT DIP GALVANISED IN ACCORDANCE WITH AS/NZS4680 RATE 900gm/m²
- SP4. EXTERIOR STRUCTURAL STEELWORK:
HOT DIP GALVANISED IN ACCORDANCE WITH AS/NZS4680 RATE 900gm/m².
TOP COAT TO ARCHITECT'S SPECIFICATIONS.
- SP5. INTERIOR STRUCTURAL STEELWORK (EXPOSED TO VIEW):
SAND BLAST TO CLASS TWO AND A HALF, AND COAT WITHIN 4 HOURS INORGANIC ZINC SILICATE (75 MICRONS DFT) COMPLYING WITH AS2105 TYPE 4 AND THE SPECIFICATIONS.
- SP6. INTERIOR STRUCTURAL STEELWORK (CONCEALED IN CEILING):
SAND BLAST TO CLASS TWO AND COAT WITHIN 4 HOURS. RED OXIDE ZINC PHOSPHATE (50 MICRONS).
- SP7. STEELWORK IN CONTACT WITH SOIL:
TAR EPOXY SECONDARY COAT (200 MICRONS DFT) IN ADDITION TO ABOVE REQUIREMENTS.

CD1.ALL WORK AND MATERIALS SHALL CONFORM TO CURRENT AUSTRALIAN STANDARDS, AND TO THE BUILDING REGULATIONS 1994. IN PARTICULAR, THE FOLLOWING STANDARDS SHALL BE READ AS PART OF THESE GENERAL NOTES, AND COPIES SHALL BE KEPT ON SITE WITH THE BUILDING DOCUMENTS:

- AS 3600 - SAA CONCRETE STRUCTURES CODE
- AS 4100 - SAA STEEL STRUCTURES CODE
- AS 1554 - SAA WELDING CODE
- AS 3700 - SAA MASONRY CODE
- AS 1720 - SAA TIMBER ENGINEERING CODE
- AS 1684 - SAA LIGHT TIMBER FRAMING CODE
- AS 2870 - SAA RESIDENTIAL SLABS AND FOOTINGS - CONSTRUCTION
- AS 4055 - SAA WIND LOADS FOR HOUSING

FW1. BUILD ALL FORMWORK (WHERE SUITABLE) TO SUIT ARCHITECTURAL DRAWINGS AND FINISH REQUIREMENTS.

FW2. RESPONSIBILITY FOR DESIGN, CERTIFICATION, CONSTRUCTION AND PERFORMANCE OF FORMWORK LIES WITH CONTRACTOR.

FW3. FORMWORK TO BE DESIGNED BY A CHARTERED ENGINEER TO AS3610. PROVIDE COPY OF CERTIFICATION.

FW4. CONSTRUCT FORMWORK TO COMPLY WITH AS3610 AND AS3600. APPLY RELEASE AGENT COMPATIBLE WITH CONTRACT SURFACES TO INTERIOR OF FORMWORK (EXCEPT WHERE CONCRETE IS TO RECEIVE AN APPLIED FINISH FOR WHICH THERE IS NO COMPATIBLE RELEASE AGENT). WHERE NECESSARY CLEAN REINFORCEMENT TO REMOVE TRACES OF RELEASE AGENT. SEAL JOINTS BETWEEN FORMWORK PANELS, JOINTS, BOLT HOLES etc. CONSTRUCTION TOLERANCES TO BE AS 3600 AND AS3610.

FW5. MINIMUM STRIPPING TIMES:
WALLS AND COLUMNS 1 DAY U.O.N
BEAMS, SLABS AND STAIRS 10 DAYS U.O.N

FW6. WHERE LOAD BEARING WALLS ARE BUILT ON SLAB, ALLOW CONCRETE TO REACH F_c SPECIFIED.

FW7. REMOVE ALL PROPS, PRIOR TO CONSTRUCTING WALLS. DO NOT PLACE PERMANENT LOADS, INCLUDING MASONRY WALLS AND THE LIKE ON THE CONCRETE STRUCTURE UNTIL AFTER FORMWORK AND PROPPING IS REMOVED.

- M2. ALL BRICKS SHALL HAVE A MINIMUM UNCONFINED COMPRESSIVE STRENGTH $f_{uc} = 12\text{MPa}$ UNLESS NOTED OTHERWISE. LOAD BEARING BRICKS (BRICKS UNDER SUSPENDED SLABS) TO HAVE MIN STRENGTH $f_{uc} = 18\text{MPa}$
- M3. BUILD ALL LOAD BEARING WALLS BEFORE SUPPORTED STRUCTURE IS ERECTED.
- M4. ONLY ENGINEER APPROVED MASONRY ANCHORS TO BE USED. ANCHOR DIAMETER SHOWN REFERS TO STUD THREAD DIAMETER. ANCHOR ONLY INTO SOLID BRICKS.
- M5. CUTTING AND CHASING OF BRICKWORK IS NOT PERMITTED WITHOUT PRIOR APPROVAL FROM THE ENGINEER.
- M6. WHERE MASONRY ABUTS OR ADJOINS STEEL OR CONCRETE STRUCTURES, IT SHALL BE RESTRAINED USING 32mm x 12mm THICK GALVANIZED STEEL STRAPS 300 LONG. POWER FIXED TO STRUCTURE WITH A MINIMUM OF 2 FIXINGS PER STRAP AT EVERY - 5th COURSE - STANDARD METRIC BRICKS
4th COURSE - MODULAR METRIC BRICKS, 90mm HIGH METRIC BLOCKS
2nd COURSE - 200mm HIGH METRIC BLOCKS
- M7. BRICK TIES TO BE AT VERTICAL CENTRES AS PER PREVIOUS NOTE HORIZONTAL CENTRES OF TIES NOT TO EXCEED 600mm
- M8. ALL BRICKS SHALL HAVE A MINIMUM UNCONFINED COMPRESSIVE STRENGTH $f_{uc} = 18\text{MPa}$ UNLESS NOTED OTHERWISE.
- M9. MORTAR SHALL BE M3 UNLESS WITHIN 1km OF OPEN WATER, IF SO USE M4 AND VOLUME BATCHED UNLESS NOTED OTHERWISE
- M10. ALL BED AND PERPEND JOINTS SHALL BE SOLIDLY FILLED WITH MORTAR TO A NOMINAL THICKNESS OF 10mm.
- M11. BONDING OF MASONRY SHALL BE STRETCHER BOND UNLESS OTHERWISE SHOWN ON THE DRAWINGS OR SPECIFIED BY THE ARCHITECT.
- M12. DETAILS OF THE BEARING OF STEEL AND CONCRETE MEMBERS ON MASONRY, AT THE HEADS OF NON-BEARING WALLS, AND OF TIES BETWEEN MASONRY AND STRUCTURE SHALL BE AS SHOWN ON THE DRAWINGS.
- M13. MASONRY TIES SHALL BE IN ACCORDANCE WITH AS 2699 AND AS 3700, UNLESS NOTED OTHERWISE.
- M14. UNLESS NOTED OTHERWISE, TOPS OF NON LOAD BEARING MASONRY WALLS ARE TO BE SUPPORTED BY APPROPRIATE LATERAL RESTRAINTS AT MAXIMUM 800 CTS. THE RESTRAINTS SHALL HAVE THE CAPACITY TO ALLOW VERTICAL MOVEMENT OF THE STRUCTURE OVER.
- M15. THE EXTENT OF REINFORCED MASONRY AND ITS REQUIRED REINFORCEMENT SHALL BE AS SHOWN ON THE DRAWINGS.
- M16. BLOCKWORK CORES CONTAINING REINFORCEMENT, AND ONLY SUCH CORES, SHALL BE FILLED WITH GROUT. MASONRY CAVITIES WHERE NOTED ON THE DRAWINGS SHALL ALSO BE FILLED WITH GROUT. GROUT SHALL HAVE A CHARACTERISTIC COMPRESSIVE STRENGTH (f_c) OF NOT LESS THAN 20 MPa AND A SLUMP OF 230mm +/- 30mm. THE MAXIMUM SIZE AGGREGATE SHALL BE 10mm.
- M17. CLEAN-OUT BLOCKS ARE TO BE USED FOR THE BASE COURSE IN REINFORCED BLOCK WALLS UNLESS NOTED OTHERWISE. ALL EXCESS AND LOOSE GROUT IS TO BE REMOVED PRIOR TO FILLING THE VOIDS.
- M18. PROP REINFORCED BLOCKWORK OVER OPENINGS UNTIL BLOCKWORK IS 21 DAYS OLD.
- M19. BUILD ALL LOAD BEARING WALLS BEFORE SUPPORTED STRUCTURE IS ERECTED.
- M20. FOR WALLS LONGER THAN 12m CONTROL JOINTS MUST BE PROVIDED. REFER TO ARCHITECT FOR POSITION AND DETAILS.
- M21. R4 RATED MASONRY TIED TO BE THROUGHOUT, TYPICAL

- T1. ALL TIMBERWORK TO BE IN ACCORDANCE WITH;
AS 1684 - TIMBER FRAMING CODE
- AS 1720 - TIMBER STRUCTURES CODE BUILDING CODE OF AUSTRALIA.
- T2. ALL TIMBER & STEEL CONNECTIONS TO BE IN ACCORDANCE WITH AS 1720.
- T3. ENSURE NO KNOTS OR GUM VEINS IN TIMBER USED.
- T4. COAT ALL TIMBER IN CONTACT WITH GROUND WITH BITUMEN PAINT OR SIMILAR APPROVED.
- T5. ALL STRUCTURAL DETAILS TO BE CONFIRMED, CHECKED & SITE MEASURED BY BUILDER PRIOR TO CONSTRUCTION. REPORT ANY DISCREPANCIES TO STRUCTURAL ENGINEER.
- T6. TREATMENT:
 - H1 - INTERIOR USE, ABOVE GROUND.
 - H2 - INTERIOR USE, ABOVE GROUND. SUBJECT TO TERMITES.
 - H3 - EXTERIOR USE, ABOVE GROUND. SUBJECT TO PERIODIC WETTING.
 - H4 - EXTERIOR USE, IN GROUND. SUBJECT TO SEVERE WETTING.
 - H5 - EXTERIOR USE, IN GROUND, WITH OR IN FRESH WATER.
 - H6 - EXPOSED TO MARINE WATER.
- T7. REQUIRED BENDING STRESS:

MGP10 fb	= 16 MPa
MGP12 fb	= 28 MPa
F14 fb	= 36 MPa
GL17 fb	= 40 MPa
LVL13 fb	= 48 MPa
LVL15 fb	= 59 MPa
LVL18 fb	= 72 MPa
- T8. ALL BOLTED TIMBER CONNECTIONS TO BE RE-TIGHTENED AT END OF PROJECT PRIOR TO COMPLETION , ENSURE NO SPLITTING OR TIMBER OCCURS.
- T9. ALL PROPRIETARY SYSTEMS (FLOOR/WALL/ROOFING) TO BE DESIGNED AND INSTALLED IN STRICT ACCORDANCE WITH MANUFACTURER'S SPECIFICATION & DETAILS.
- T10. ALL TIMBER ROOF FRAMING, WALL FRAMING AND THE LIKE TO HAVE CONNECTIONS TO SUIT DESIGN CRITERIA WIND REGION IN ACCORDANCE WITH AS1684 REQUIREMENTS. IF IN DOUBT, ASK.

DRAWING SCHEDULE	
DWG NUMBER	DRAWING TITLE
S000	GENERAL NOTES AND DRAWING SCHEDULE
S010	FOUNDATION AND GROUND SLAB LAYOUT
S011	FOUNDATION DETAILS
S020	FIRST FLOOR LAYOUT
S021	LOWER WALL BRACING LAYOUT
S022	SECTIONS AND DETAILS
S030	ROOF LAYOUT
S031	TYPICAL TIMBER SHEET AND BRACING DETAILS
S040	SECTION A
S041	SECTION B
S042	SECTION C
S043	SECTION D

SOIL CLASSIFICATION (BASED ON GEOTECH REPORT 123060.01LR01) TO AS 2870	CLASS S
REQUIRED ALLOWABLE BEARING PRESSURE	150KPA
WIND LOADING CLASSIFICATION TO AS1170.2	-
WIND REGION	B2
TERRAIN CATEGORY	1
MD	0.9
MS=MT	1.0
VDES,U	56M/S
VDES,S	38M/S
LIVE LOAD ALLOWANCE TO AS1170.1	
INTERNAL	1.5KPA
BALCONY	2.0KPA
ROOF (CONSTRUCTION LOADS)	0.25KPA
ROOF DEAD LOADING - SHEETED	0.4KPA
EARTHQUAKE LOADING TO AS1170.4	
Z	0.15
SUBSOIL CLASS	B _E

10.1.4.3-
BUILDING PLANS

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REV	DATE	CHKD	DESCRIPTION		
C	16.04.25	JG	ISSUED FOR BUILDING LICENCE		
B	24.03.25	JG	ISSUED FOR BUILDING LICENCE		
A	28.05.24	JG	PRELIMINARY ISSUE		



PROJECT:
PROPOSED MOTEL
No.4 GAZE ROAD,
CHRISTMAS ISLAND

TITLE: GENERAL NOTES AND
DRAWING SCHEDULE of
Agenda of

JOSH GIBBINGS

SIGNED 17/04/2025

(B. Eng.) STRUCTURAL ENGINEERING
MIEAust No. 3029423

DRAWN	JH	SCAL
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DESIGNED	JG	DRG
		No.

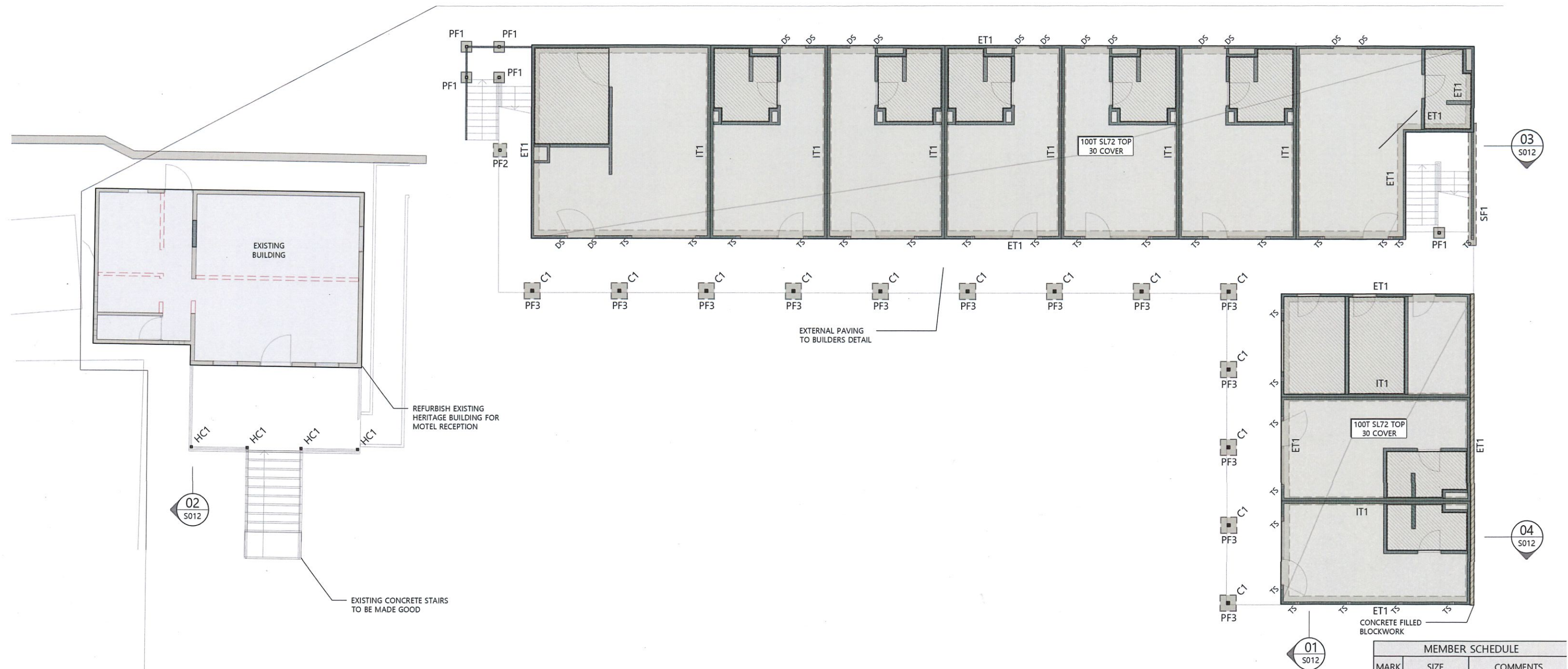
May 4, 1968

ENGINEER

6. A2

REV:

C



FOUNDATION & GROUND SLAB LAYOUT SCALE 1:100

NOTES:
SLAB TO BE 100 THICK U.N.O. LAID ON WATERPROOF MEMBRANE, ON COMPACTED SAND. SLAB REINFORCEMENT TO BE SL72 MESH U.N.O. WITH 40 TOP COVER (UNO). PROVIDE 2-N16 x 2000 LONG RE-ENTRANT BAR CENTRAL IN SLAB AT ALL RE-ENTRANT CORNERS.
REFER ARCHITECT DRAWINGS FOR LEVELS/FALLS AND WET AREA SETDOWNS, TYP.
DO NOT UNDERMINE OR SURCHARGE ANY EXISTING BOUNDARY WALLS. BUILDER TO CONFIRM SITE LEVELS PRIOR TO PROCEEDING AND TO CONTACT ENGINEER TO RESOLVE ANY ISSUES.
BUILDER TO CONFIRM ALL SITE LEVELS AND RETAINING LEVELS PRIOR TO ANY EXCAVATION OR CONSTRUCTION. ADVISE ENGINEER IF ANY DIFFERENTIAL LEVELS EXIST BEFORE BACKFILLING.

- DENOTES CONCRETE FILLED MASONRY WALLS TO AS3700 AND DETAIL
- DENOTES TIMBER STUD TO AS1684 AND DETAIL
- DENOTES EXISTING WALLS TO REMAIN
- DENOTES WALLS TO BE DEMOLISHED
- DENOTES SLAB ON GROUND
- DENOTES WET AREA SETDOWN EXTENTS
- DENOTES EXISTING SLAB ON GROUND EXTENTS
- DENOTES DOUBLE STUD
- DENOTES TRIPLE STUD

FOUNDATION SCHEDULE		
MARK	SIZE	COMMENTS
ET1	300x300DP	3-L8TM BTM
IT1	300x300DP	3-L8TM BTM
SF1	300x400DP	3-L8TM TOP&BTM
PF1	400x400x400DP	MASS CONCRETE
PF2	500x500x400DP	MASS CONCRETE
PF3	600x600x500DP	MASS CONCRETE

HERITAGE BUILDING MEMBER SCHEDULE		
MARK	SIZE	COMMENTS
HC1	90x90 MGP10	-
HB1	240x45 MGP10	-
HB2	2/190x45 MGP10	-
HB3	200PFC	-
HB4	250UB31.4	-
HR1	190x35 MGP10	AT 900C/C
WP1	120x35 MGP10	-
J1	120x35 MGP10	AT 450C/C
J2	120x45 MGP10	AT 450C/C
J3	140x35 MGP10	AT 450C/C
J4	190x35 MGP10	AT 450C/C
J5	170x45 MGP10	AT 600C/C
R1	120x35 MGP10	AT 900C/C
R2	170x45 MGP10	AT 600C/C

MILESTONE CERTIFIERS
CERTIFICATE No.
PRJ121484
Certifier: LUKE DONOVAN
LEVEL 1 (REGISTRATION No. 2849)

MEMBER SCHEDULE		
MARK	SIZE	COMMENTS
C1	120x120 F7	-
SC1	90x90 MGP10	-
FB1	240x45 MGP10	-
FB2	2/120x45 MGP10	-
FB3	2/140x35 MGP10	-
FB4	2/190x35 MGP10	-
FB5	2/240x45 MGP10	-
FB6	2/290x45 MGP10	-
FB7	190x45 MGP10	-
FB8	3/290x45 MGP10	OR 180UB22.2
RB1	240x45 LVL13	OR 180UB22.2
RB2	240x63 LVL13	-
RB3	120x35 MGP10	-
RB4	120x45 MGP10	-
RB5	140x35 MGP10	-
RB6	140x45 MGP10	-
RB7	2/190x35 MGP10	-
RB8	300x75 LVL13	-
HR1	200x35 LVL13	-

10.1.4.3-
BUILDING PLANS

REV	DATE	CHD	DESCRIPTION
C	16.04.25	JG	ISSUED FOR BUILDING LICENCE
B	24.03.25	JG	ISSUED FOR BUILDING LICENCE
A	28.05.24	JG	PRELIMINARY ISSUE

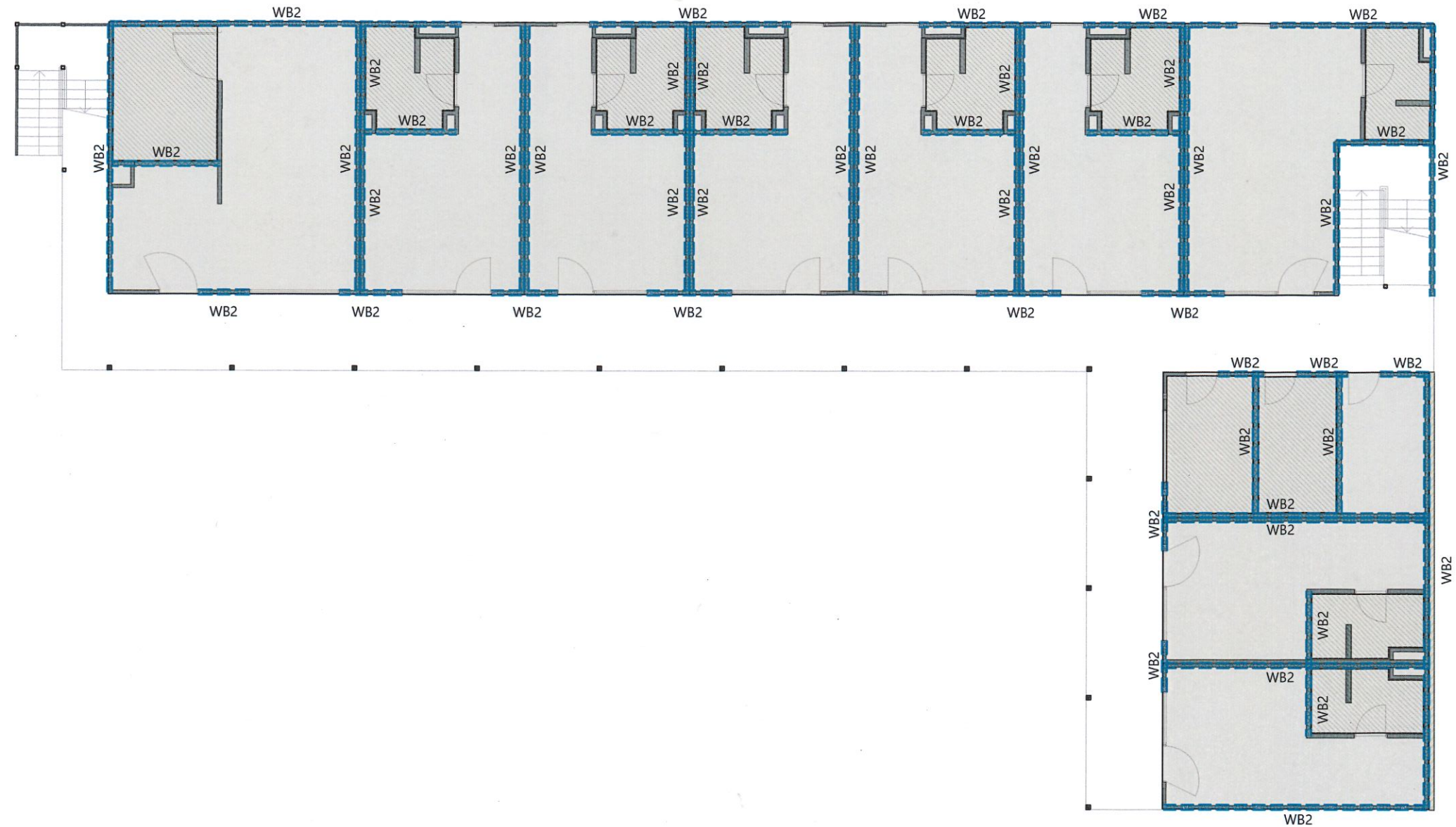
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WIA STRUCTURAL CONSULTING ENGINEERS PTY LTD
10.1.4.3-
BUILDING PLANS



PROJECT:
PROPOSED MOTEL
No.4 GAZE ROAD,
CHRISTMAS ISLAND
TITLE:
FOUNDATION AND GROUND SLAB
LAYOUT
Agenda of Ordinary Council Meeting 27 May 2025 Page 5046

JOSH GIBBINGS
17/04/2025
SIGNED
(B. Eng) STRUCTURAL ENGINEER
MEMBER No. 302943
DRAWN
JH
SCALE: 1:100
SHEET SIZE: A2
REV: C

10.1.4.3-
BUILDING PLANS



LOEWR WALL BRACING LAYOUT
SCALE 1:100

- NOTES:
- WALL BRACING AS NOTED AND IN ACCORDANCE WITH AS1684 FOR TIMBER FRAMING BRACING. INCLUDING ALL FIXINGS/DETAILS AND TIE DOWNS.
 - **WB1** DENOTES TYPE D) METHOD A BRACING TO AS1684
 - **WB2** DENOTES TYPE H) METHOD A BRACING TO AS1684

WESTERN CERTIFIERS
CERTIFICATE No. PR1121484
METHOD A BRACING
ENGINEER LUKE DONOVAN
LEVEL 1 (REGISTRATION No. 2849)

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REV	DATE	CHD	DESCRIPTION
C	16.04.25	JG	ISSUED FOR BUILDING LICENCE
B	24.03.25	JG	ISSUED FOR BUILDING LICENCE
A	28.05.24	JG	PRELIMINARY ISSUE



PROJECT:
PROPOSED MOTEL
No.4 GAZE ROAD,
CHRISTMAS ISLAND

TITLE:
LOWER WALL BRACING LAYOUT

Agenda of Ordinary Council Meeting 27 May 2025 Page 47

JOSH GIBBINGS SIGNED 17/04/2025 (B. Eng.) STRUCTURAL ENGINEER MEMBER No. 305943			
DRAWN	JH	SCALE: 1:100	SHEET SIZE: A2
DESIGNED	JG	DRG	REV: C

11
S02210
S02212
S022B
S041C
S042D
S04310.1.4.3-
BUILDING PLANS

FIRST FLOOR LAYOUT

SCALE 1:100

- REFER TO LINTEL SCHEDULE FOR ALL LINTELS NOT SPECIFIED ON ROOF LAYOUT
- REFER TYPICAL CONNECTIONS DETAILS U.N.O.

- DENOTES UPPER FLOOR EXTENTS
- DENOTES WET AREA EXTENTS
- DENOTES CONCRETE FILLED MASONRY WALL TO AS3700
- DENOTES TIMBER STUD FRAMED WALLS TO AS1684 AND TYPICAL DETAIL
- DENOTES TIMBER STUD WALLS BELOW
- DENOTES EXISTING WALLS BELOW
- DENOTES DOUBLE STUD
- DENOTES TRIPLE STUD
- DENOTES COLUMN BELOW
- DENOTES TIE DOWN 1

REV	DATE	CHG	DESCRIPTION
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MARK	SIZE	COMMENTS
HC1	90x90 MGP10	-
SC1	90x90 MGP10	-
HB1	240x45 MGP10	-
HB2	2/190x45 MGP10	-
HB3	200PFC	-
HB4	250UB31.4	-
HR1	190x35 MGP10	AT 900C/C

PROJECT:
PROPOSED MOTEL
No.4 GAZE ROAD,
CHRISTMAS ISLAND

TITLE:
FIRST FLOOR LAYOUT

DESIGNED: JG DRG
SCALE: 1:100
SHEET SIZE: A2

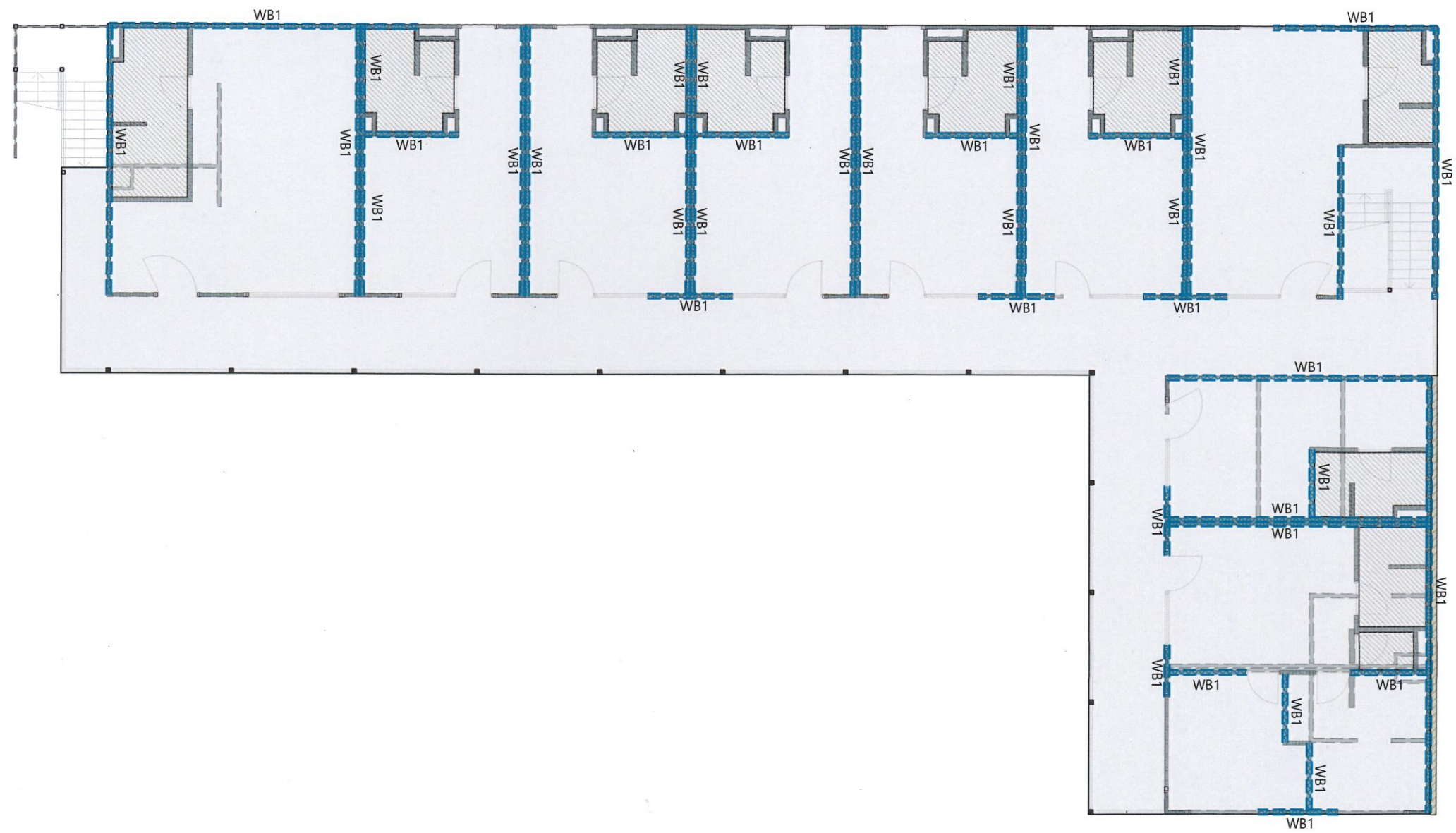
MEMBER SCHEDULE		
MARK	SIZE	COMMENTS
C1	120x120 F7	-
SC1	90x90 MGP10	-
FB1	240x45 MGP10	-
FB2	2/120x45 MGP10	-
FB3	2/140x35 MGP10	-
FB4	2/190x35 MGP10	-
FB5	2/240x45 MGP10	-
FB6	2/290x45 MGP10	-
FB7	190x45 MGP10	-
FB8	3/290x45 MGP10	OR 180UB22.2
RB1	240x45 LVL13	OR 180UB22.2
RB2	240x63 LVL13	-
RB3	120x35 MGP10	-
RB4	120x45 MGP10	-
RB5	140x35 MGP10	-
RB6	140x45 MGP10	-
RB7	2/190x35 MGP10	-
RB8	300x75 LVL13	-
HR1	200x35 LVL13	-
WP1	120x35 MGP10	-
J1	120x35 MGP10	AT 450C/C
J2	120x45 MGP10	AT 450C/C
J3	140x35 MGP10	AT 450C/C
J4	190x35 MGP10	AT 450C/C
J5	170x45 MGP10	AT 600C/C
R1	120x35 MGP10	AT 900C/C
R2	170x45 MGP10	AT 600C/C

MILESTONE CERTIFIERS
CERTIFICATE NO.
PRJ121484
Certifier: LUKE DONOVAN
LEVEL 1 REGISTRATION NO. 2049

17/04/2025
SIGNED: [Signature]
REGISTERED STRUCTURAL ENGINEER
MEMBER NO. 202943

ENGINEERS
AUSTRALIA

10.1.4.3-
BUILDING PLANS



MILESTONE CERTIFIERS
CERTIFICATE No.
PRJ121484
Certifier: LUKE DONOVAN
LIC. 11 (REGISTRATION NO. 3643)

UPPER WALL BRACING LAYOUT
SCALE 1:100

- NOTES:
- WALL BRACING AS NOTED AND IN ACCORDANCE WITH AS1684 FOR TIMBER FRAMING BRACING. INCLUDING ALL FIXINGS/DETAILS AND TIE DOWNS.
 - **WB1** DENOTES TYPE D) METAL STRAP BRACING TO AS1684
 - **WB2** DENOTES TYPE H) METHOD A BRACING TO AS1684

REV	DATE	CHD	DESCRIPTION
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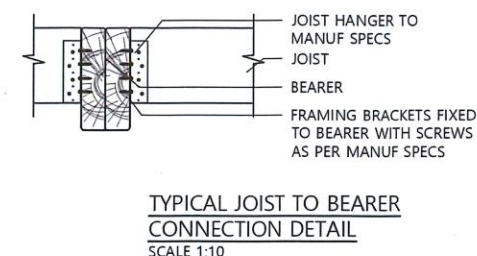
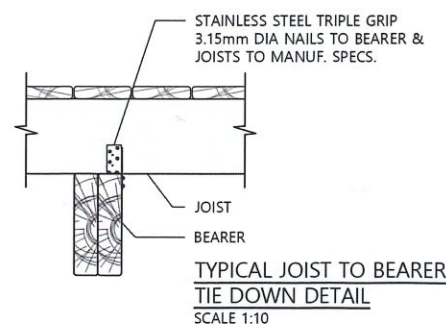
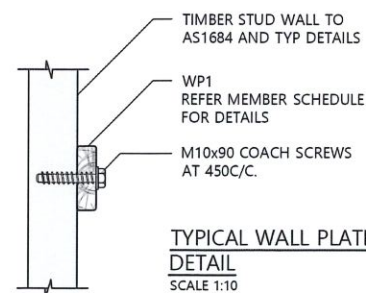
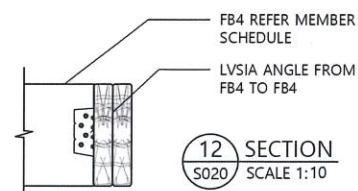
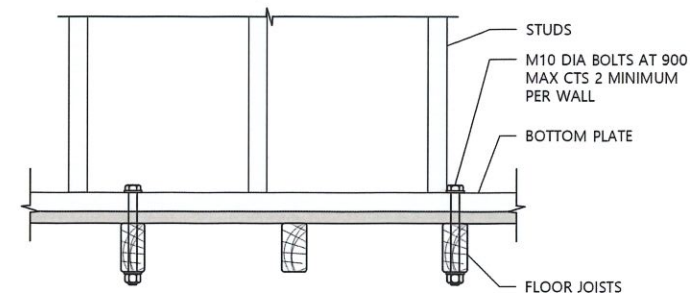
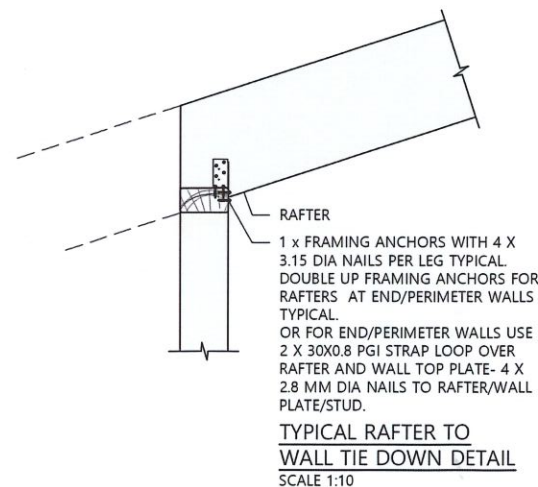
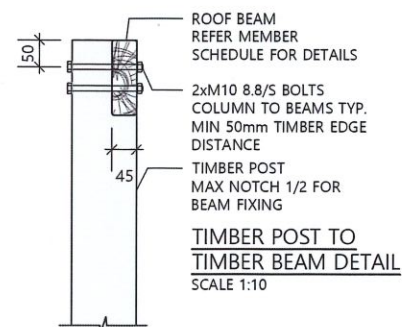
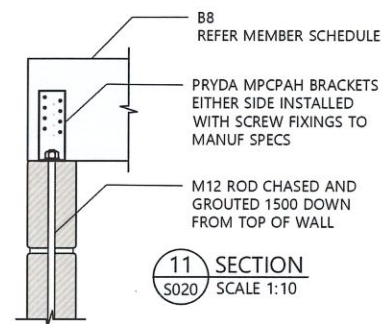
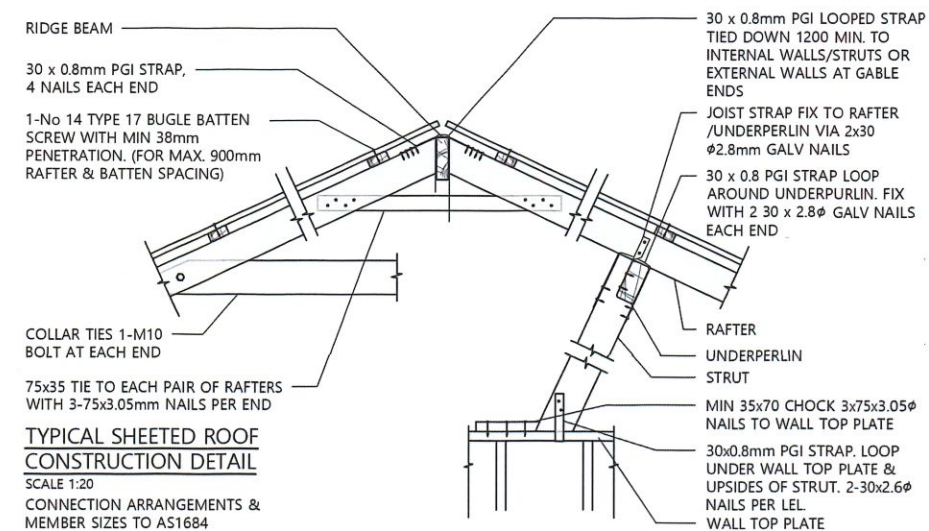
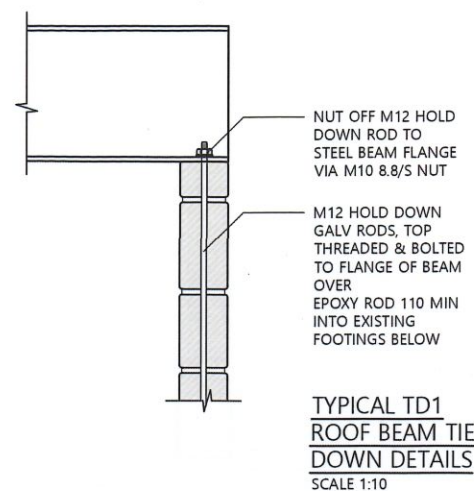
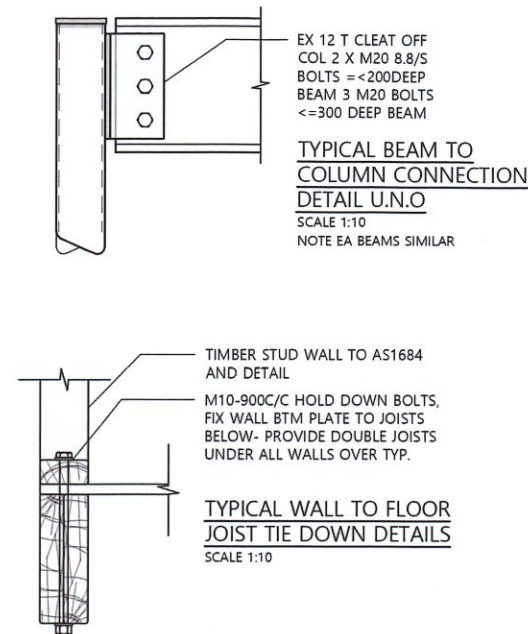
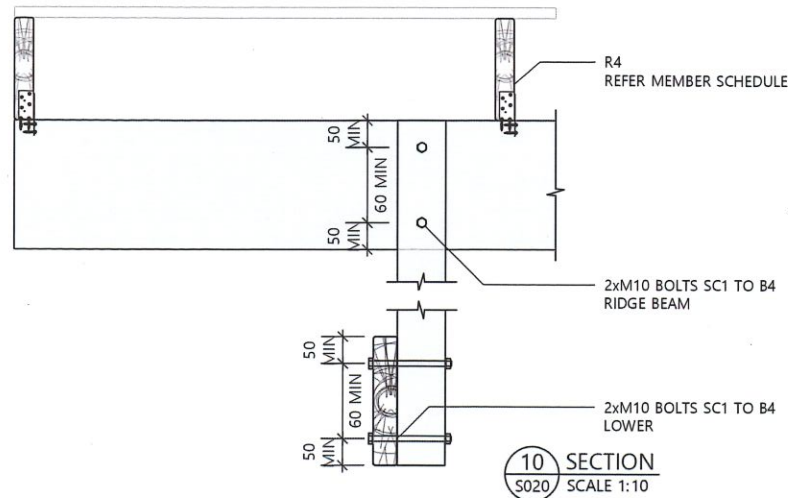
PROJECT:
PROPOSED MOTEL
No.4 GAZE ROAD,
CHRISTMAS ISLAND

TITLE:
UPPER WALL BRACING LAYOUT

JOSH GIBBINGS
17/04/2025
SIGNED: [Signature]
DR. ENG. STRUCTURAL ENGINEER
MEMBER 710, 2023/24/25

DESIGNED: JG
SCALE: 1:100
SHEET SIZE: A2

REV: C



10.1.4.3-
BUILDINGS PLANS

REV	DATE	CHKD	DESCRIPTION
C	16.04.25	JG	ISSUED FOR BUILDING LICENCE
B	24.03.25	JG	ISSUED FOR BUILDING LICENCE
A	28.05.24	JG	PRELIMINARY ISSUE

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PROJECT:
PROPOSED MOTEL
No.4 GAZE ROAD,
CHRISTMAS ISLAND

TITLE:
SECTIONS AND DETAILS

DESIGNED JG
DRG JG

SCALE 1:10

SHEET SIZE: A2

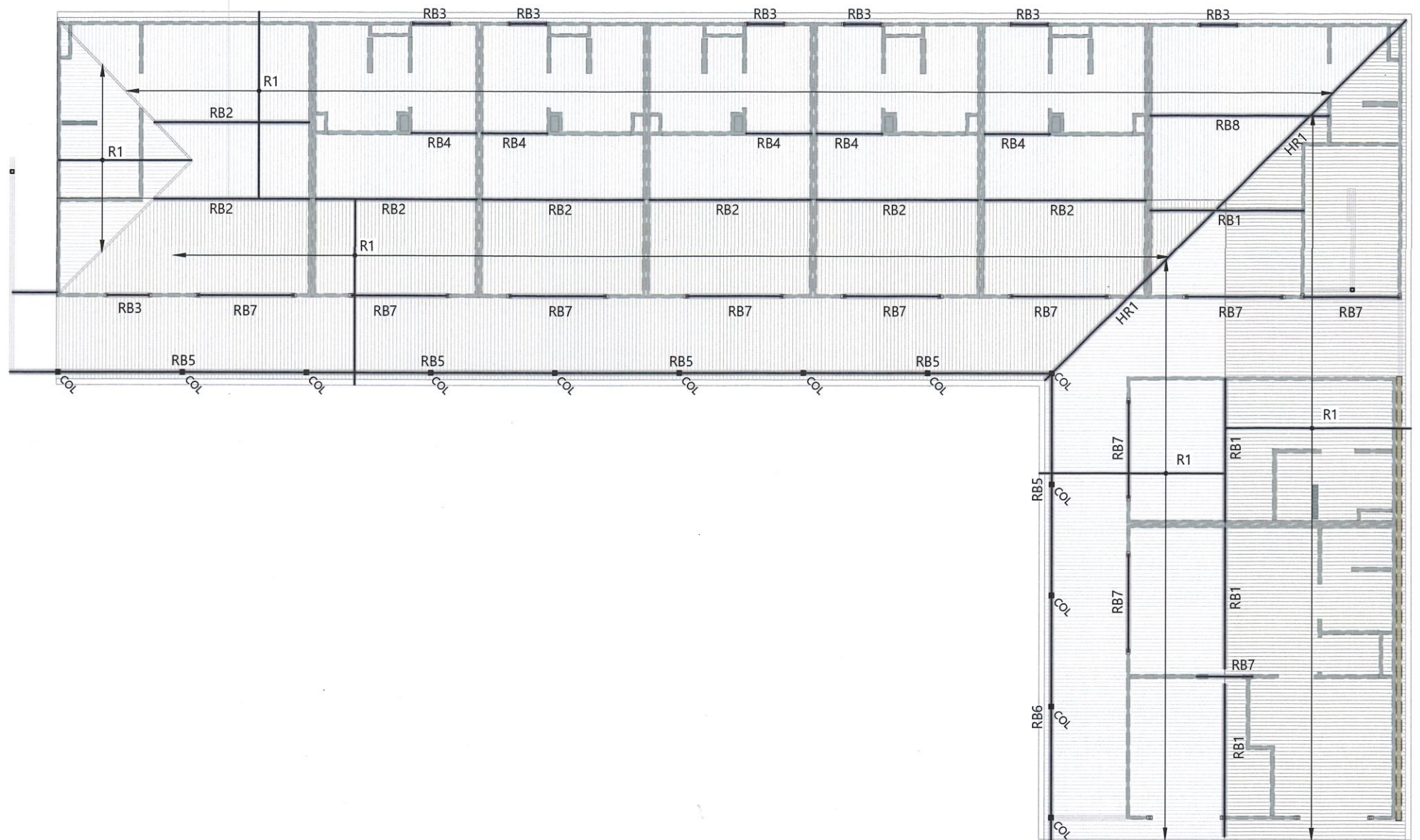
REV: C

JOSH GIBBINGS
SIGNED 17/04/2025
B. Eng. STRUCTURAL ENGINEER
REGISTRATION No. 31029-03

MILESTONE CERTIFIERS
CERTIFICATE No.
PRJ121484
Certifier: LUKE DONOVAN
LEVEL 1 (REGISTRATION No. 2849)

ENGINEERS
AUSTRALIA

Agenda of Ordinary Council Meeting 27 May 2025 Page 52



MEMBER SCHEDULE		
MARK	SIZE	COMMENTS
C1	120x120 F7	-
SC1	90x90 MGP10	-
FB1	240x45 MGP10	-
FB2	2/120x45 MGP10	-
FB3	2/140x35 MGP10	-
FB4	2/190x35 MGP10	-
FB5	2/240x45 MGP10	-
FB6	2/290x45 MGP10	-
FB7	190x45 MGP10	-
FB8	3/290x45 MGP10	OR 180UB22.2
RB1	240x45 LVL13	OR 180UB22.2
RB2	240x63 LVL13	-
RB3	120x35 MGP10	-
RB4	120x45 MGP10	-
RB5	140x35 MGP10	-
RB6	140x45 MGP10	-
RB7	2/190x35 MGP10	-
RB8	300x75 LVL13	-
HR1	200x35 LVL13	-
WP1	120x35 MGP10	-
J1	120x35 MGP10	AT 450C/C
J2	120x45 MGP10	AT 450C/C
J3	140x35 MGP10	AT 450C/C
J4	190x35 MGP10	AT 450C/C
J5	170x45 MGP10	AT 600C/C
R1	120x35 MGP10	AT 900C/C
R2	170x45 MGP10	AT 600C/C

MILESTONE CERTIFIERS
 CERTIFICATE No.
 PRJ121484
 Certifier: LUKE DONOVAN
 LEVEL 1 REGISTRATION No. 3648

ROOF LAYOUT

SCALE 1:100

- FRAMED SHEETED ROOF TO AS1684 REQUIREMENTS
- REFER TO LINTEL SCHEDULE FOR ALL LINTELS NOT SPECIFIED ON ROOF LAYOUT
- REFER TYPICAL CONNECTIONS DETAILS U.N.O.
- DENOTES MASONRY WALLS BELOW
- DENOTES TIMBER STUD WALLS BELOW
- DENOTES EXISTING WALLS BELOW
- DENOTES COLUMN BELOW

10.1.4.3-
 BUILDING PLANS

REV	DATE	CHKD	DESCRIPTION
C	16.04.25	JG	ISSUED FOR BUILDING LICENCE
B	24.03.25	JG	ISSUED FOR BUILDING LICENCE
A	28.05.24	JG	PRELIMINARY ISSUE

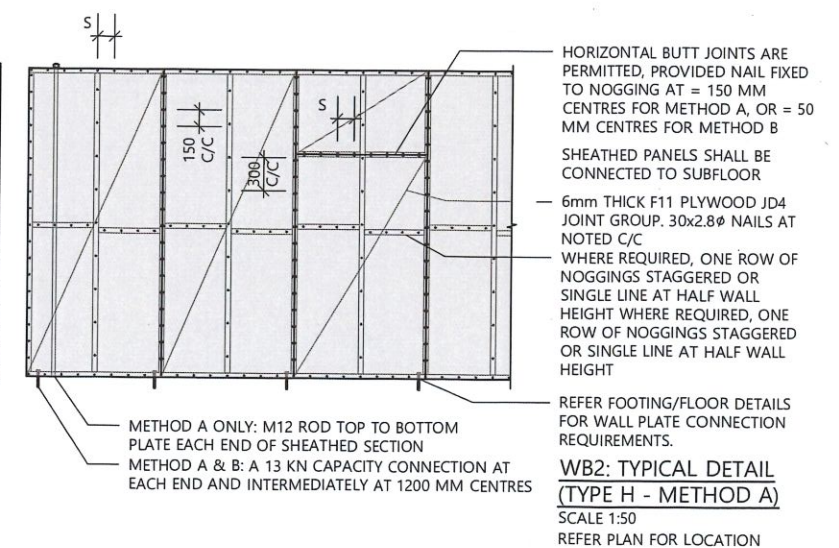
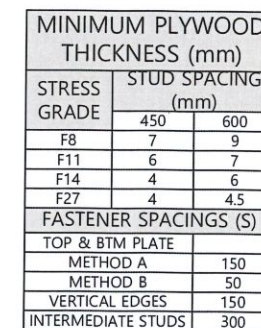
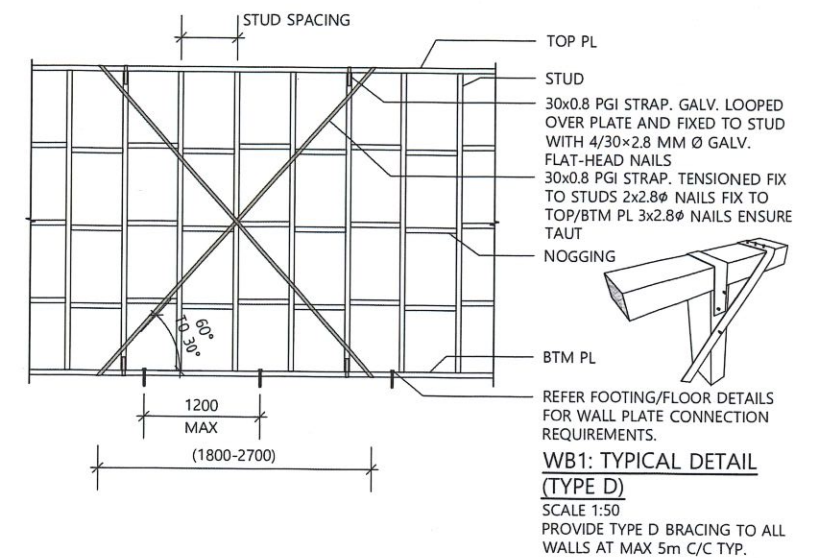
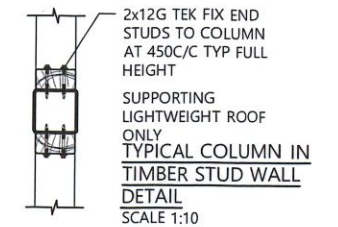
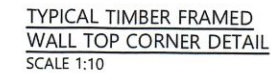
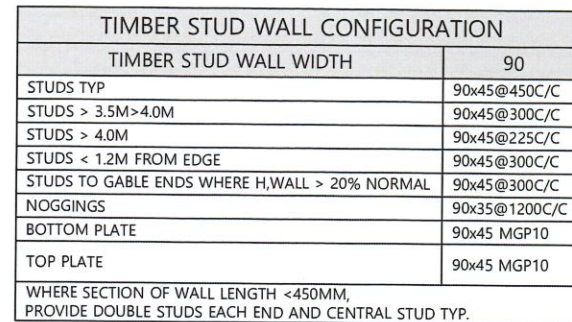
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PROJECT:
 PROPOSED MOTEL
 No.4 GAZE ROAD,
 CHRISTMAS ISLAND

TITLE:
 ROOF LAYOUT

DESIGNED	JG	DRG	SCALE 1:100	SHEET SIZE: A2	REV: C
DRAWN	JH	DRG	SCALE 1:100	SHEET SIZE: A2	REV: C



10.1.4.3-
BUILDING PLANS

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A	16 04 25	JG	ISSUED FOR BUILDING LICENCE	
B	24 03 25	JG	ISSUED FOR BUILDING LICENCE	
A	28 05 24	JG	PRELIMINARY ISSUE	
REV	DATE	CHGD	DESCRIPTION	NOTE THIS IS AN UNCONTROLLED DOCUMENT ISSUED FOR INFORMATION PURPOSES ONLY, UNLESS THE CHECKED SECTIONS ARE SIGNED OR COMPLETED. FIGURED DIMENSIONS TAKE PRECEDENCE OVER SCALE. DO NOT SCALE REDUCE SIZE DRAWINGS.



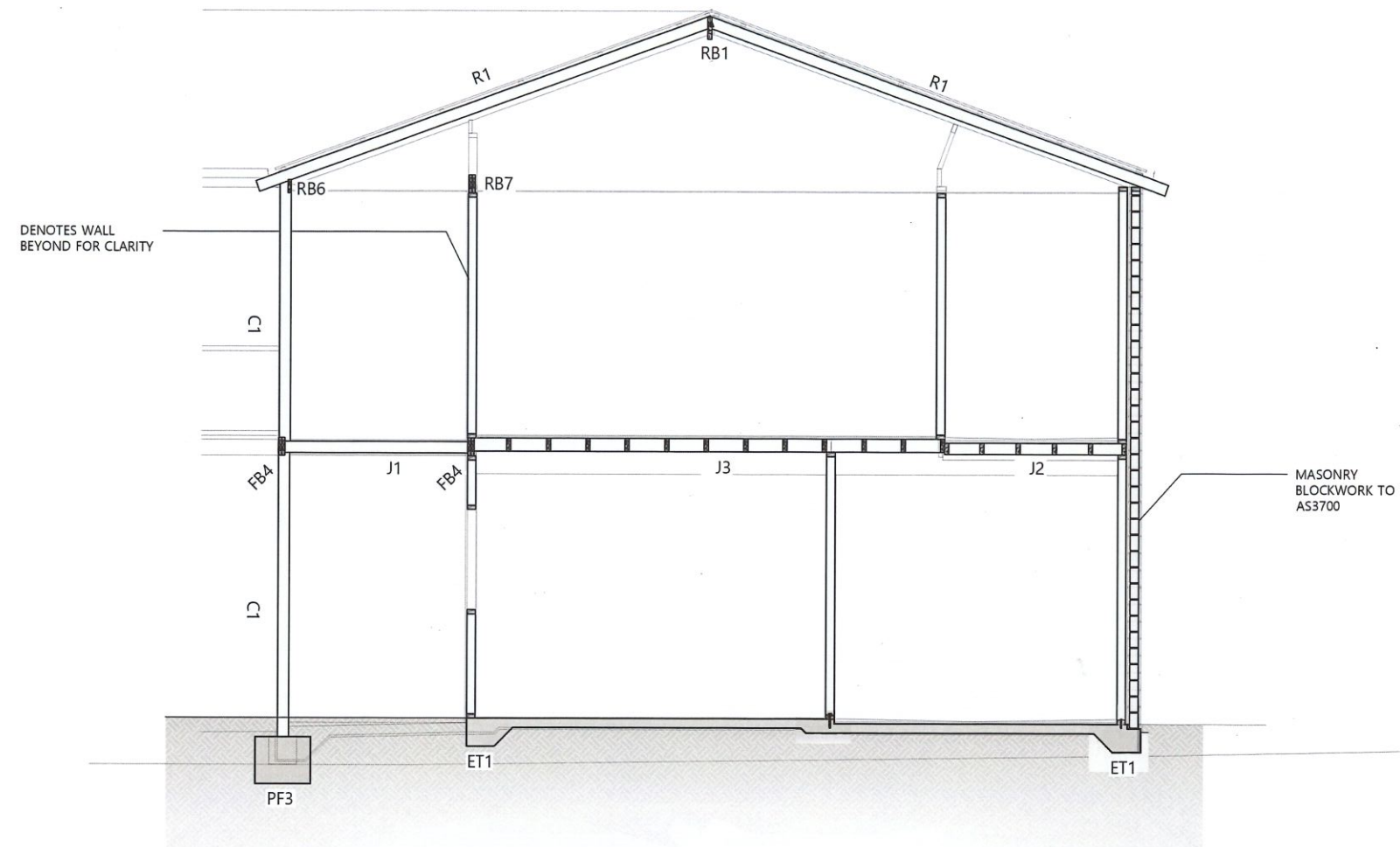
PROJECT:
PROPOSED MOTEL
No.4 GAZE ROAD,
CHRISTMAS ISLAND

TITLE: TYPICAL TIMBER SHEET AND BRACING DETAILS Agenda of Ordinary Court

JOSH GIBBINGS
SIGNED 17/04/2025
(B. Eng.) STRUCTURAL ENGINEER
MIEAust No. 3029433

DRAWN	JH	SCALE: 1:10, 1:50	SHEET SIZE: A2
DESIGNED	JG	DRG	REV:
Meeting 27 May 2025 Page 53			C

MILESTONE CERTIFIERS
CERTIFICATE No.
PRJ121484
Certifier: LUKE DONOVAN
LEVEL 1 (REGISTRATION No. 2649)



A SECTION
5020 SCALE 1:50

10.1.4.3-
BUILDING PLANS

REV	DATE	CHKD	DESCRIPTION
C	16.04.25	JG	ISSUED FOR BUILDING LICENCE
B	24.03.25	JG	ISSUED FOR BUILDING LICENCE
A	28.05.24	JG	PRELIMINARY ISSUE

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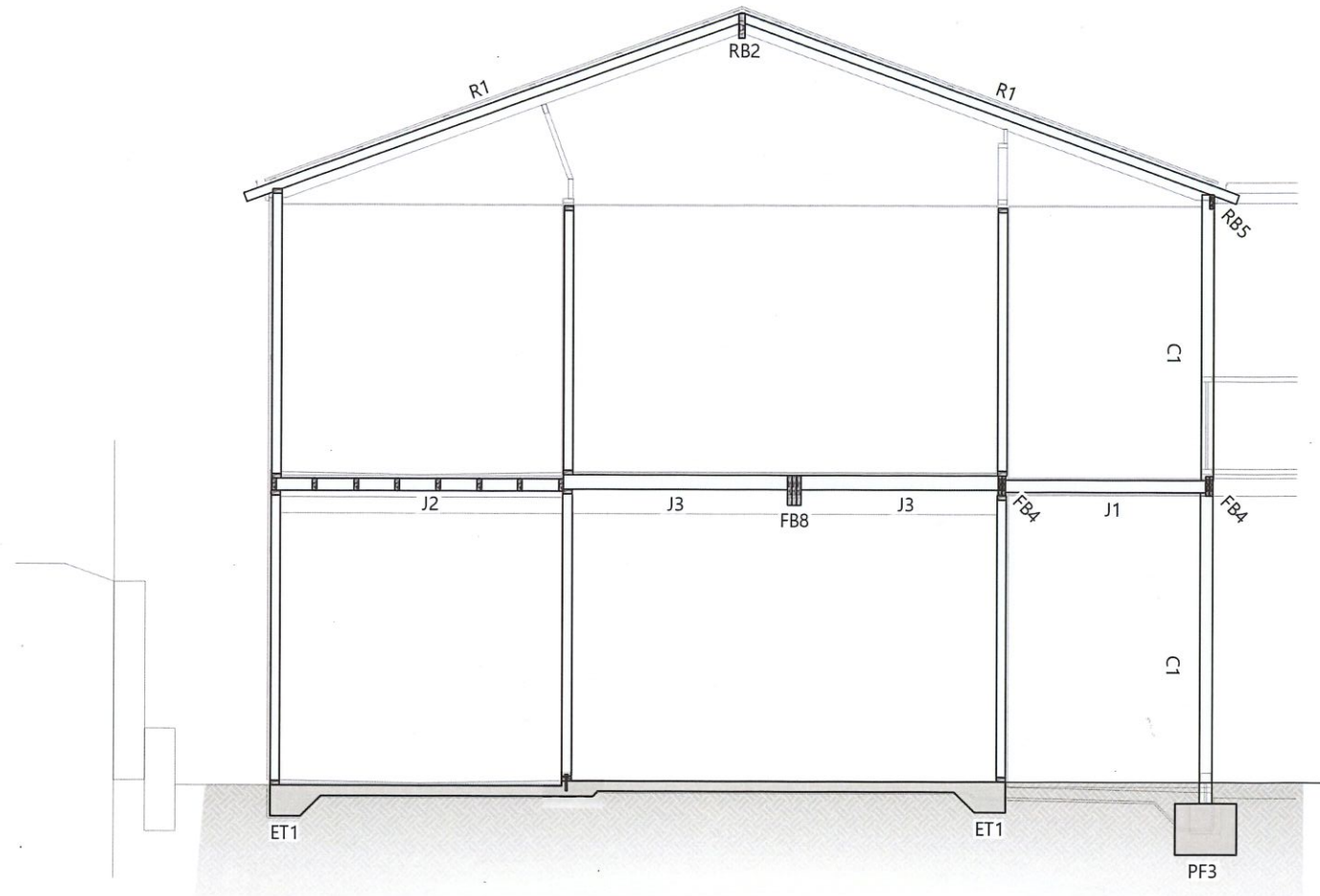


PROJECT:
PROPOSED MOTEL
No.4 GAZE ROAD,
CHRISTMAS ISLAND
TITLE:
SECTION A

JOSH GIBBINGS
SIGNED: 17/04/2025
B. Eng. STRUCTURAL ENGINEER
MEMBER No. 3029423
DESIGNED: JG
DRG: JG
SCALE: A/D
SHEET SIZE: A2
REV: C

MILESTONE CERTIFIERS
CERTIFICATE No.
PRJ121484
Certifier: LUKE DONOVAN
LEVEL 1 (REGISTRATION No. 26440)

10.1.4.3-
BUILDING PLANS



B SECTION
5020 SCALE 1:50

REV	DATE	CHKD	DESCRIPTION
C	16.04.25	JG	ISSUED FOR BUILDING LICENCE
B	24.03.25	JG	ISSUED FOR BUILDING LICENCE
A	28.05.24	JG	PRELIMINARY ISSUE

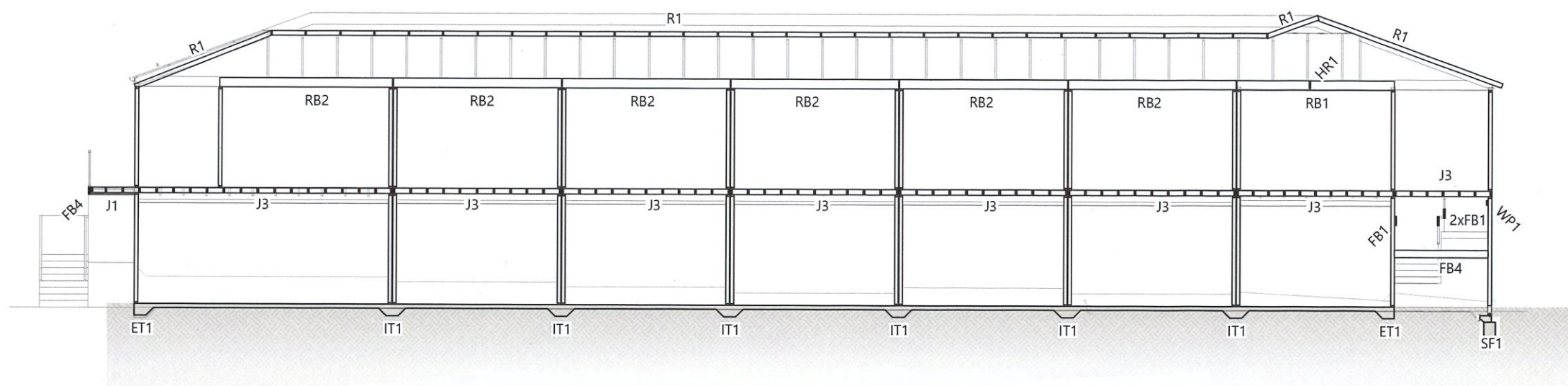
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PROJECT:
PROPOSED MOTEL
No.4 GAZE ROAD,
CHRISTMAS ISLAND
TITLE:
SECTION B

JOSH GIBBINGS
SIGNED 17/04/2025
18. Eng 1 STRUCTURAL ENGINEER
MEMBER No. 3029423
DESIGNED JG **DRG** JG
SCALE: A/D
SHEET SIZE: A2
REV: C

MILESTONE CERTIFIERS
CERTIFICATE No.
PRJ121484
Certifier: LUKE DONOVAN
LEVEL 1 (REGISTRATION No. 28430)



C SECTION
S020 SCALE 1:100

10.1.4.3-
BUILDING PLANS

REV	DATE	CHKD	DESCRIPTION
C	16.04.25	JG	ISSUED FOR BUILDING LICENCE
B	24.03.25	JG	ISSUED FOR BUILDING LICENCE
A	28.05.24	JG	PRELIMINARY ISSUE

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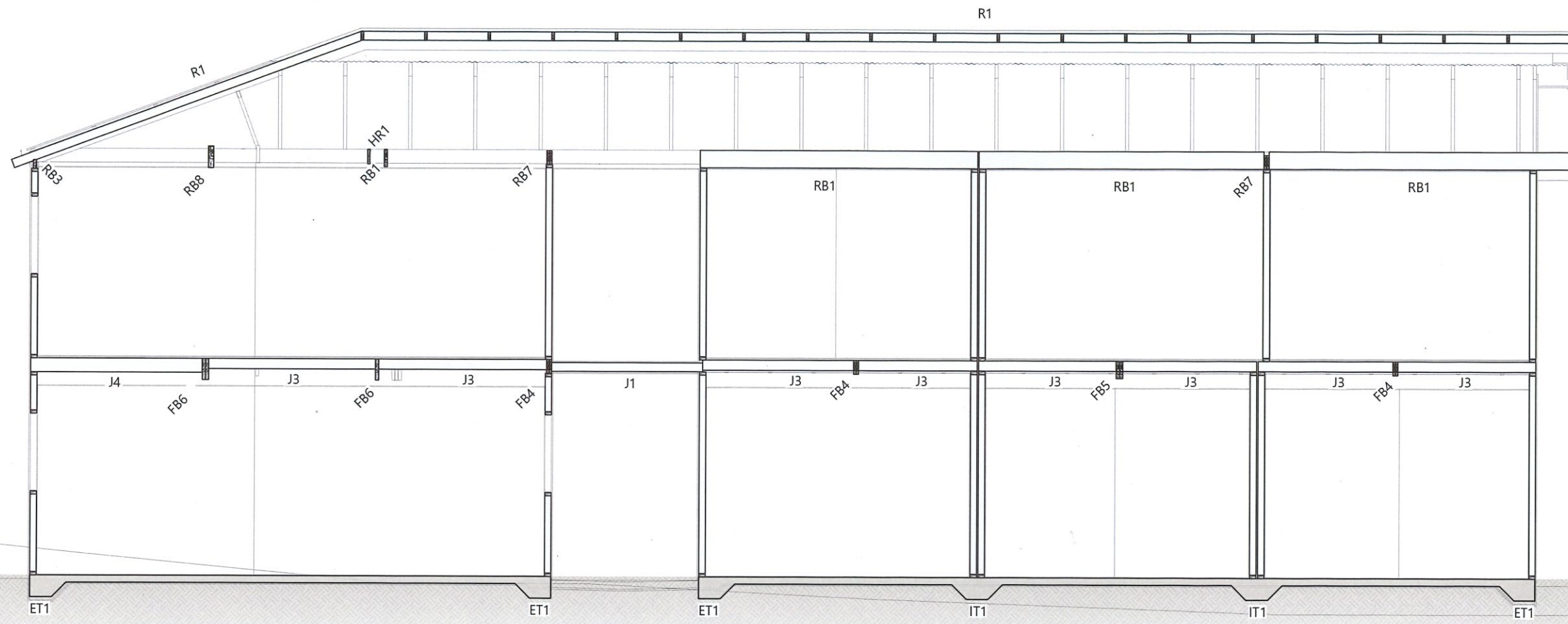


PROJECT:
PROPOSED MOTEL
No.4 GAZE ROAD,
CHRISTMAS ISLAND
SECTION C

JOSH GIBBINGS
SIGNED 17/04/2025
18. Eng.1 STRUCTURAL ENGINEER
MEMBERSHIP NO. 3209423
ENGINEERS AUSTRALIA

DRAWN	JH	SCALE: A/D	SHEET SIZE: A2
DESIGNED	JG	DRG	REV:

MILESTONE CERTIFIERS
CERTIFICATE No.
PRJ121484
Certifier LUKE DONOVAN
LEVEL 1 (REGISTRATION No. 28410)



D SECTION
S020 SCALE 1:50

10.1.4.3-
BUILDING PLANS

REV	DATE	CHKD	DESCRIPTION
C	16.04.25	JG	ISSUED FOR BUILDING LICENCE
B	24.03.25	JG	ISSUED FOR BUILDING LICENCE
A	28.05.24	JG	PRELIMINARY ISSUE

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PROJECT:
PROPOSED MOTEL
No.4 GAZE ROAD,
CHRISTMAS ISLAND
TITLE:
SECTION D

JOSH GIBBINGS
SIGNED 17/04/2025
B. Eng. STRUCTURAL ENGINEER
MEMBER No. 9339425
ENGINEERS
AUSTRALIA
SCALE: A/D
SHEET SIZE: A2
REV: C

MILESTONE CERTIFIERS
CERTIFICATE No.
PRJ121484
Certifier: LUKE DONOVAN
LEVEL 1 (REGISTRATION No. 26495)



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 27 May 2025
AGENDA REFERENCE	10.1.5
SUBJECT	Appointment of Acting CEO
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	1.9.87
INTEREST DISCLOSURE	None
DATE OF REPORT	4 May 2025
AUTHOR	David Price, CEO
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

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

BACKGROUND

Council is advised that the CEO will be absent from the Island for the period 21 July to 5 September 2025. In the past Council has appointed an Acting CEO when the CEO has been absent from the Island for a period longer than one week.

COMMENT

Council has previously appointed the Director Planning, Governance & Policy as Acting CEO's during periods of absence by the CEO of more than 1 week.

STATUTORY ENVIRONMENT

There is 2 Council or Committee meetings scheduled during the CEO's absence.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Acting CEO to be paid higher duties remuneration (or equivalent) for the period of absence by the CEO in accordance with past practice.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

A simple majority is required.



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Meeting 27 May 2025
AGENDA REFERENCE	10.1.6
SUBJECT	Application for Registration of Food Business – Salted Coffee Co
LOCATION/ADDRESS/APPLICANT	Location:- Waterfront Park – Murray Road, 3 San Chye Loh and Jan Pantal. Applicant:- Sarah & Jarrad Coote
FILE REFERENCE	
INTEREST DISCLOSURE	Nil
DATE OF REPORT	19 May 2025
AUTHOR	David Price, CEO
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

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

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

area around the Coffee Van is left in a clean and tidy state upon departure;

9. The Shire as the enforcement agency may where the Food Act 2008 and its subsidiary regulations permits may cancel the Registration of a Food Business; and

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

BACKGROUND

The proponent seeks to gain Council approval regards the Registration of a Food Business operating from a Coffee Van.

The Food Act 2008, Food Regulations 2009 and ANZFA Codes address all food businesses.

Vendors requesting to use vehicles / trailers are sought within the legislation to nominate as either a mobile vendor such as a Mr Whippy constantly moving along a pre-determined route usually or their intention to operate from permanently designated locations and times for approval.

The proponent has requested the latter being to set up and trade at at the Waterfront Park on Murray Road, 3 San Chye Loh between the hours of 5.00am and 10.00am Monday to Friday and subject to the landowner being the Commonwealth granting written permission at 17 Jin Pantai between the hours of 6.00am and 10.30am Saturday and Sunday.

COMMENT

The Cove and Tea Garden sites are under Commonwealth jurisdiction and any approval remains for the present subject to the proponent being successful in gaining approval from the Commonwealth to park at that site.

Considerations when approving vehicle based vendors include other registered food business premises, the usual practice is to provide a sufficient buffer between a vehicle based vendor such as a Mr Whippy Van, regards shops a suitable distance is generally sufficient and by limiting the range of foods sold which is the case.

STATUTORY ENVIRONMENT

Licensing of all food businesses is controlled under the Food Act 2008, Food Regulations 2009 and ANZFA Food Safety Standards.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS & MILESTONES

CONSULTATION

VOTING REQUIREMENTS

A Simple majority only is required.

ATTACHMENTS

10.1.6.1.- Salted Coffee Co Request for Permit to operate a Coffee Van

10.1.6.2. – Salted Coffee Co Business Plan

10.1.6.3.- A copy of the Western Australian Food Act 2008 Part 9 – Registration of Food Businesses is attached as Appendix 2.

Salted Coffee Co.

PO Box 344, Christmas Island 6798

sarah@thewonderfullylost.com.au | 0406077483

March 3rd, 2025

Shire of Christmas Island

Christmas Island, Indian Ocean

Re: Request for Permit to Operate Salted Coffee Co. Coffee Van on Christmas Island.

Dear Shire Council of Christmas Island,

I hope this letter finds you well. On behalf of Salted Coffee Co., We are formally requesting written permission and a permit to operate our mobile coffee van from the following locations on Christmas Island:

1. **Weekdays:** Between 5:00 AM and 10:00 AM at the **Car Park in front of Waterfront Park on Murray Road, 3 San Chye Loh, Christmas Island WA 6798 (-10.425266, 105.679332)**. This location offers easy access to parking and is within walking distance of public toilet facilities at the Christmas Island Outdoor Cinema, ensuring convenience for the community and visitors while maintaining a respectful 50m distance from the nearby temple.
2. **Seeking approval at a later date once Commonwealth has given land use approval. Weekends:** Between 6:00 AM and 10:30 AM at **17 Jln Pantai Christmas Island WA 6798 (-10.429612, 105.670181)**. Closest toilet facilities located at Flying Fish Cove, in walking distance to Coffee Van location.

Salted Coffee Co. is dedicated to enhancing the hospitality and tourism experience on Christmas Island by offering high-quality barista-made coffee and exceptional customer service. With over 20 years of experience in the tourism industry, we recognise the importance of providing consistent, welcoming and quality services that align with the values of the Christmas Island community and the Shire's objectives.

Alignment with the Values of the Shire of Christmas Island

Our business is committed to operating with:

- **Cultural Respect:** We acknowledge and respect the diverse cultural landscape of Christmas Island, ensuring our business integrates harmoniously with the community.
- **Environmental Sustainability:** We actively encourage waste reduction by promoting reusable cups, offering a cup library, and minimising single-use plastics.
- **Economic & Social Contribution:** Our presence will provide a convenient and reliable coffee service for both residents and visitors, supporting local tourism and small business development.

Commonwealth Application & Interim Shire Permit Request

In June 2024, we submitted an application to the Commonwealth to operate at Flying Fish Cove (red location on the map). IOTA has advised that while this application is being processed, we should move forward with an application to the Shire of Christmas Island to operate at alternative locations managed by the Shire. We would appreciate the opportunity to commence trading under Shire approval while awaiting final Commonwealth approval for Flying Fish Cove.

Request to Operate at Community Events

In addition to our regular operating locations, we would like to seek permission to operate Salted Coffee Co. at local community events. We are committed to supporting the Christmas Island community by providing quality coffee and refreshments at events that bring people together. We believe this will add value to the local event experience, creating a welcoming and vibrant atmosphere while promoting social connection.

Regulatory Compliance & Insurance

We are committed to adhering to Australia's food safety standards and the Shire of Christmas Island's conditions of registration. Attached to this letter, we have included:

- Our detailed **business plan**
- Our **Food and Safety Standards Manual**
- A copy of our **Public Liability Insurance** valued at **\$10,000,000**

Generator Use

To ensure uninterrupted service and maintain the high-quality operation of our espresso machine and refrigeration equipment, Salted Coffee Co. will utilise a **ONEX 5.5KW Inverter Generator SC6000i**. This model is known for its quiet performance, with a noise output of only 62dB at 7 metres, which is comparable to normal conversation levels. The inverter technology ensures minimal noise pollution and fuel efficiency, making it ideal for residential and low-impact environments. We are committed to positioning the generator in a way that ensures minimal disturbance to surrounding areas and community spaces, and we will operate it strictly during approved trading hours. Regular maintenance and sound-dampening strategies will be applied to further minimise impact and uphold our commitment to environmental and community standards.

The main offering of Salted Coffee Co. is quality barista made coffee. Secondary to this, we would also like to offer premade New York style cookies from The Cookie Man (<https://cookieman.com.au/collections/new-york-cookies>), slices from Mama Kaz (<https://www.thecafedistributors.com.au/mama-kaz-banana-bread-muffins>) and Ice Cream by Island Way (<https://islandway.com/>) for sale.

We are passionate and confident that Salted Coffee Co. will be a valuable addition to the community, enhancing the local coffee culture and hospitality offerings, while respecting the island's environment, culture and business operators.

We kindly request the Council's consideration of our application and welcome the opportunity to discuss any amendments required to align with local policies and requirements. If any further information is needed, please do not hesitate to contact me via phone 0406077483 or email sarah@thewonderfullylost.com.au.

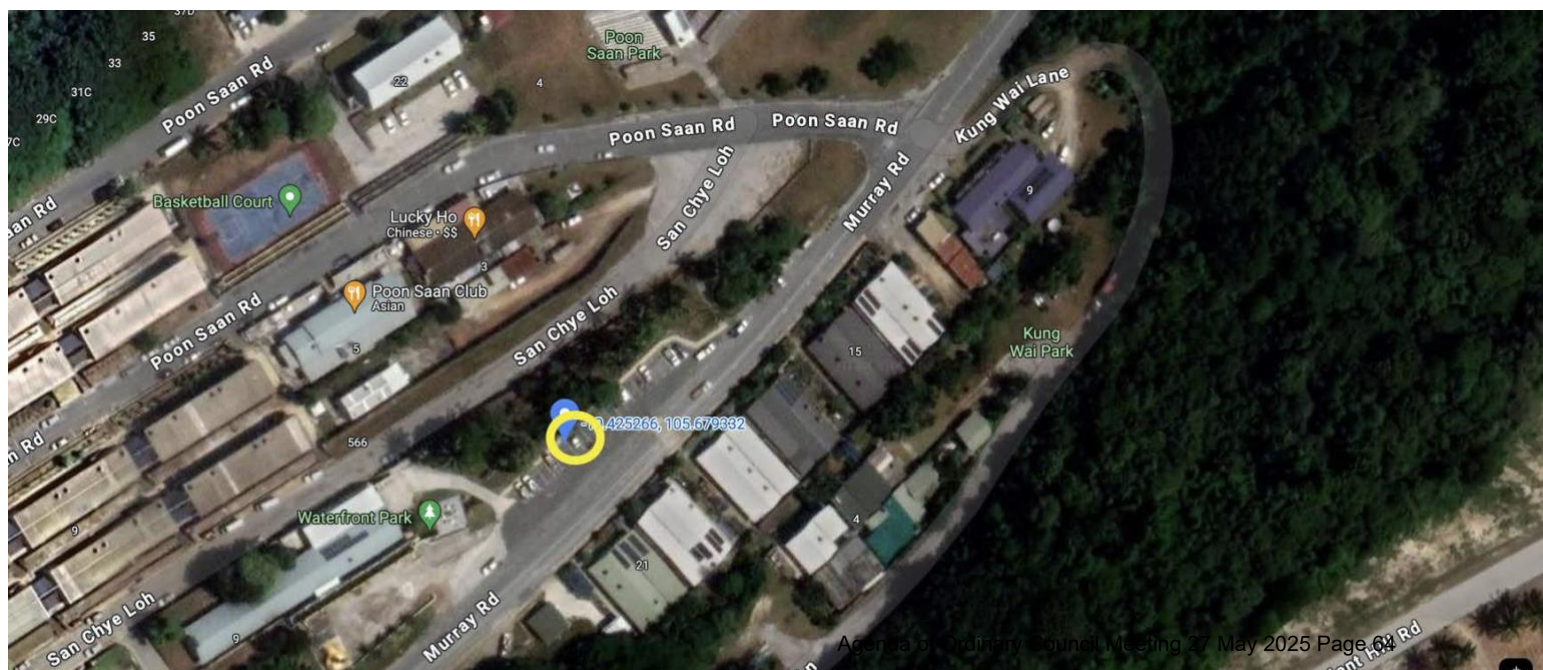
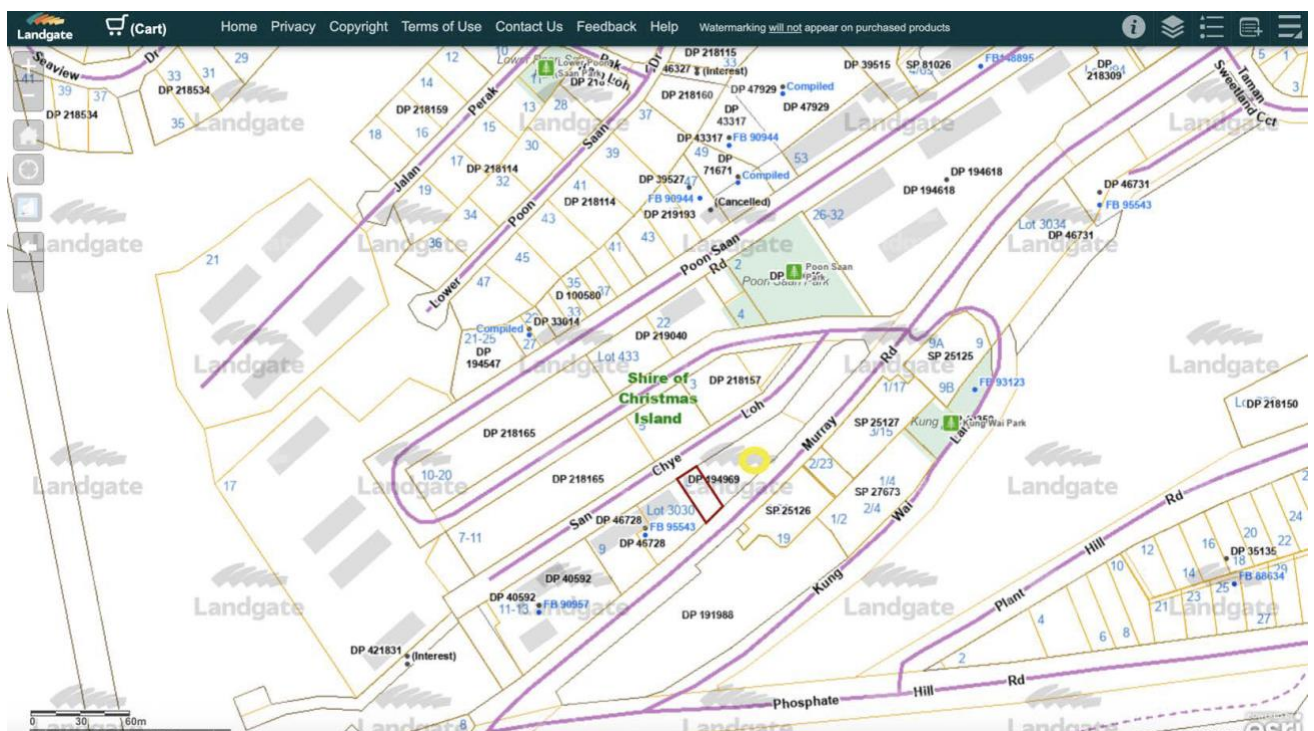
Thank you for your time and consideration. We look forward to your response and the opportunity to contribute positively to Christmas Island.

Yours sincerely,

Sarah & Jarrad Coote
Salted Coffee Co.

LOCATION ONE

Weekdays: Between 5:00 AM and 10:00 AM at the Car Park in front of Waterfront Park on Murray Road, 3 San Chye Loh, Christmas Island WA 6798 (-10.425266, 105.679332).



LOCATION TWO- SEEKING APPROVAL AT A LATER DATE ONCE COMMONWEALTH APPROVES LAND USE.

Weekends: Between 6:00 AM and 10:30 AM at 17 Jln Pantai Christmas Island WA 6798 (-10.429612, 105.670181)

Images of the Salted Coffee Co Van





























salted

CHRISTMAS ISLAND

BUSINESS & OPERATIONS PLAN 2025

Coffee Van Images



Introduction to Salted Christmas Island

Salted Christmas Island is a fresh and innovative venture dedicated to enhancing the local hospitality and tourism experience by offering high-quality coffee and exceptional customer service. Our mobile coffee van, Salted Coffee Co., will provide residents and visitors with convenient, barista-made coffee in scenic and strategic locations across Christmas Island.

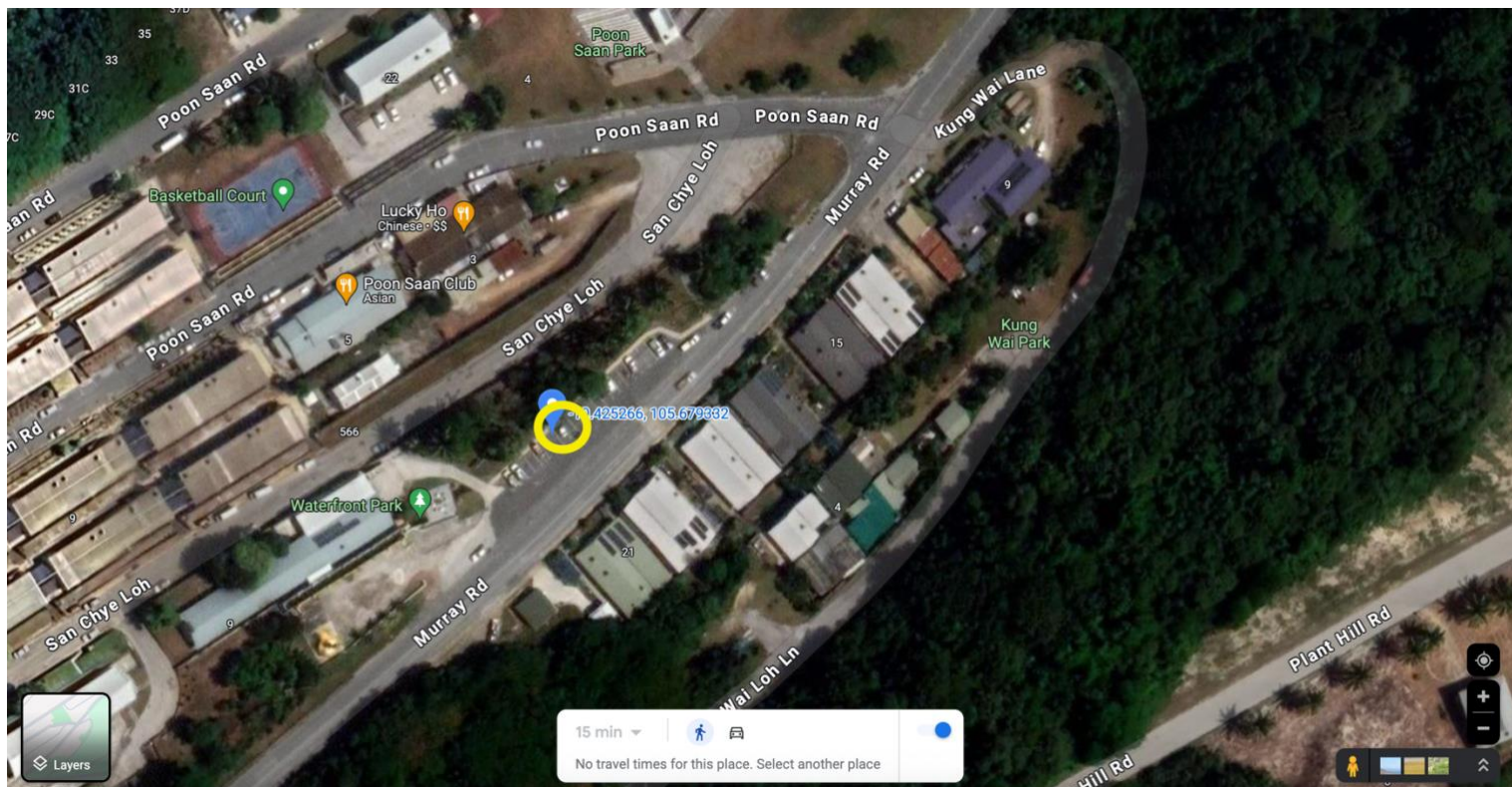
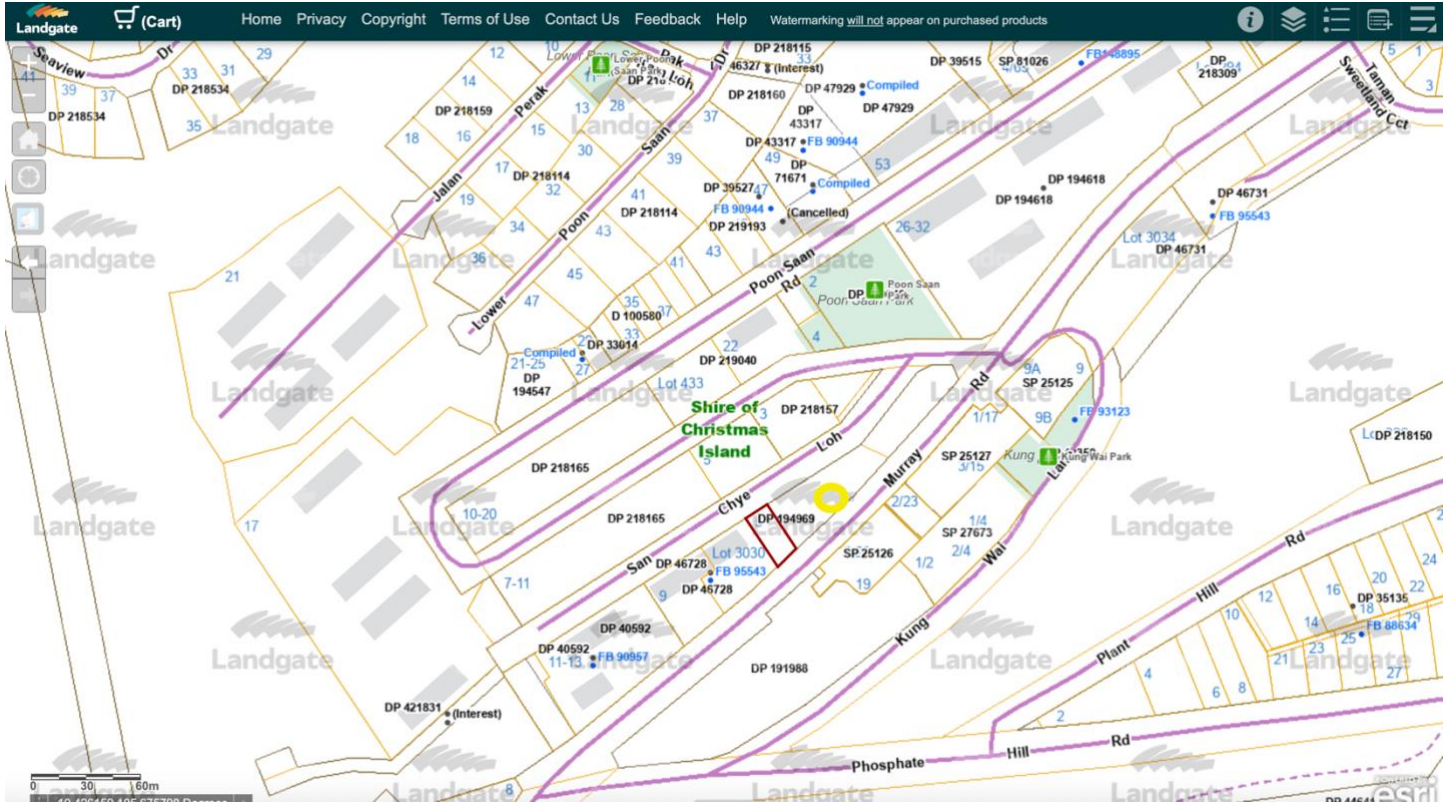
With over 20 years of experience in the tourism industry, we recognise the importance of consistency, quality, and community engagement. Salted Coffee Co. aims to become an integral part of the island's hospitality landscape, aligning with the values of the Christmas Island community by prioritising cultural respect, environmental sustainability, and economic contribution.

Through sustainable business practices, we are committed to minimising waste by encouraging reusable cups, operating with a cup library, and significantly reducing single-use plastics. Our coffee van will operate in key locations, providing both locals and visitors with easy access to premium coffee, while also participating in local events to further engage with the community.

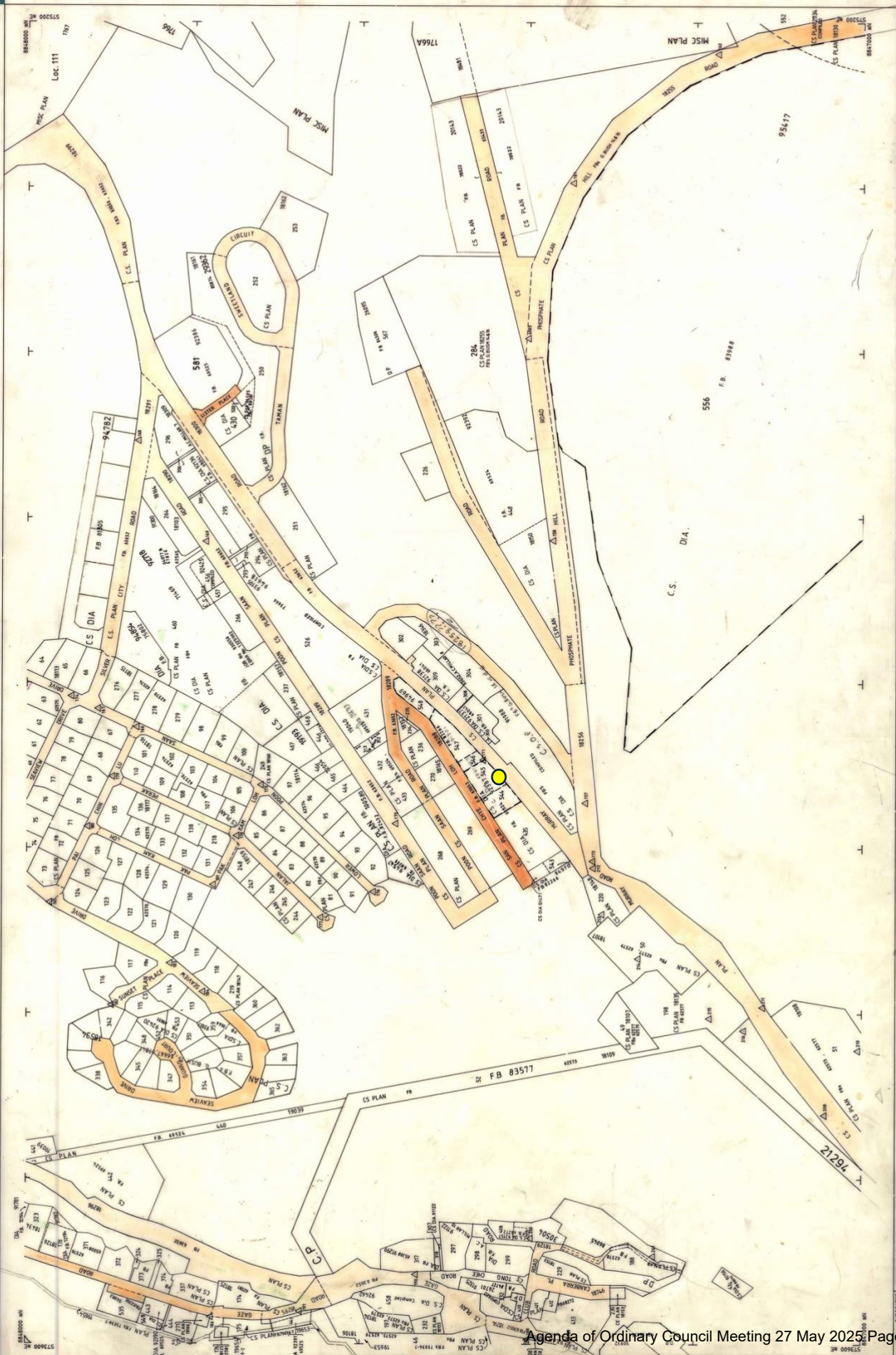
Salted Christmas Island is more than just a coffee business—it is a platform for fostering connections, enhancing the island's hospitality experience, and supporting the local economy. Our vision is to create a high-quality, environmentally responsible, and community-driven coffee experience that becomes a beloved part of daily life on Christmas Island.

Location ONE: 5AM – 10AM 3 San Chye Loh Christmas Island WA 6798
(-10.425266, 105.679332)

Located in car park in front of Waterfront Park, with respectable 50m distance from temple. Access to easy parking for customers and public toilet facilities located at Christmas Island Outdoor Cinema in walking distance.



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SURVEY INDEX PLAN

PLUB / 22A.....	Freelife Plan / Diagne
CE PLUB / 22A.....	Crem Survey Plan / Diagne
SSC PLUB / 22A.....	Shagun Book
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MS PLUB / 22A.....	Samrat Plan / Diagne
CE PLUB.....	Engineering Plan
CE PLUB.....	Chief Overman Plan
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PAST PLUB.....	Post-44 Plan
ST AL PLUB.....	Street Alignment Plan
ST.....	Field Book

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BY THE U.S. GEOLOGICAL SURVEY
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ON THE 1:250,000 SCALE
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AND THE 1:250,000 SCALE
METACARTOGRAPHIC SHEET PROJECTION ZONE 18, N.
NORTHERN ZONE

COMPILED BY: THE DEPARTMENT OF LAND CONSERVATION,
POTOMAC, MARYLAND MATERIALS
CORPORATION

V. Myers

DATE COMPILED REQUIRED

UPDATED DATE

LOCATION TWO- SEEKING APPROVAL AT A LATER DATE ONCE COMMONWEALTH APPROVES LAND USE.

Weekends: Between 6:00 AM and 10:30 AM at **17 Jln Pantai Christmas Island WA 6798** (-10.429612, 105.670181)

Closest toilet facilities located at Flying Fish Cove, in walking distance to Coffee Van location.



Shire of Christmas Island
Christmas Island, Indian Ocean

Re: Request for Permit to Operate Salted Coffee Co. Coffee Van on Christmas Island.

Dear Shire Council of Christmas Island,

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- **Economic & Social Contribution:** Our presence will provide a convenient and reliable coffee service for both residents and visitors, supporting local tourism and small business development.

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In June 2024, we submitted an application to the Commonwealth to operate at Flying Fish Cove (red location on the map). **IOTA has advised that while this application is being processed, we should move forward with an application to the Shire of Christmas Island to operate at alternative locations managed by the Shire.** We would appreciate the opportunity to commence trading under Shire approval while awaiting final Commonwealth approval for Flying Fish Cove.

Request to Operate at Community Events

In addition to our regular operating locations, we would like to seek permission to operate Salted Coffee Co. at **local community events**. We are committed to supporting the Christmas Island community by providing quality coffee and refreshments at events that bring people together. We believe this will add value to the local event experience, creating a welcoming and vibrant atmosphere while promoting social connection.

Regulatory Compliance & Insurance

We are committed to adhering to **Australia's food safety standards** and the **Shire of Christmas Island's conditions of registration**. Attached to this letter, we have included:

- Our detailed **business plan**
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We kindly request the Council's consideration of our application and welcome the opportunity to discuss any amendments required to align with local policies and

requirements. If any further information is needed, please do not hesitate to contact me via **phone 0406077483** or email sarah@thewonderfullylost.com.au.

Thank you for your time and consideration. We look forward to your response and the opportunity to contribute positively to Christmas Island.

Yours sincerely,

Sarah & Jarrad Coote
Salted Coffee Co.

SALTED COFFEE CO. BUSINESS PLAN

Business Contacts

Sarah Coote
0406 077 483
sarah@thewonderfullylost.com.au
19 Jalan Ketam Merah Christmas Island WA 6798

Jarrad Coote
0474 922 050
jarradcoote@live.com
19 Jalan Ketam Merah Christmas Island WA 6798

Executive Summary

Salted Coffee Co. is committed to become a standout offering on Christmas Island, providing high-quality coffee and exceptional customer service to both the local community and visitors. With over 20 years of experience in the tourism industry, we are uniquely positioned to enhance the island's hospitality offerings and support the growth of visitor servicing. Our mission is to serve the Christmas Island community with cultural respect, minimise environmental impacts, and contribute positively to the local economy through consistency and quality.

Business Objectives

- **Quality Coffee and Snacks:** Provide high-quality coffee and prepackaged snacks to the Christmas Island community and visitors.
- **Strategic Locations:** Operate in central, convenient locations to maximise accessibility and visibility.
- **Food Safety Compliance:** Ensure strict adherence to Australian food safety and hygiene standards.
- **Environmental Sustainability:** Minimise environmental impact through truly sustainable practices and reducing waste.
- **Community Engagement:** Support local community events and enhance the visitor experience and community offerings on Christmas Island.

Business Description

Salted Coffee Co. will operate from a dedicated mobile coffee van, offering a range of espresso-based drinks, teas, cold beverages, and prepackaged snacks including ice-cream (when located at The Cove site). The main offering of Salted Coffee Co. is quality barista made coffee. Secondary to this, we would also like to offer premade New York style cookies from The Cookie Man (<https://cookieman.com.au/collections/new-york-cookies>), slices from Mama Kaz (<https://www.thecafedistributors.com.au/mama-kaz-banana-bread-muffins>) and Ice Cream by Island Way (<https://islandway.com/>) for sale. Our van will be strategically located to ensure maximum visibility and accessibility, with a focus on key sites that are within walking distance to public toilet facilities.

Proposed Hours of Operation

Daily: 5:00 AM – 10:00 AM Weekdays and 6:00AM – 10.30 AM Weekends (dependent on customer demand)

Special Events

Proposed Locations

Weekends: Flying Fish Cove location is pending Commonwealth Land Use approval.

Weekdays: Car Park in front of Waterfront Park on Murray Road

Community Events: Various locations, including fetes, fairs, markets, and fundraising events (subject to permissions)

These locations ensure walking distance to public toilet facilities. All rubbish produced by Salted Coffee Co will be taken and responsibly disposed of.

Community and Tourism Support

Our goal is to serve the local community while enhancing the tourism experience on Christmas Island. By providing high-quality coffee and exceptional service, we aim to become an integral part of the island's hospitality offerings, complementing existing food and beverage businesses.

SWOT Analysis | Market Analysis | Target Market

Local Residents: Providing a convenient, consistent and high-quality coffee offering on Christmas Island to complement current offerings.

Tourists: Enhancing the visitor experience by offering quality coffee in accessible locations.

Event Attendees: Serving at community events, fetes, fairs, and markets to increase visibility and sales.

Market Needs

Quality and Convenience: High-quality coffee, consistent operations and efficient service in central locations on Christmas Island. Fast, reliable and outstanding coffee.

Sustainability: Environmentally friendly and sustainable practices, minimal footprint and minimal waste.

Community Engagement: Active participation in local events and support for community initiatives.

Similar Businesses on Christmas Island

Salted Coffee Co.'s aim is to complement and enhance the food and beverage offerings on Christmas Island with a focus on supporting and serving the community. We do not see other vendors as competition; rather, we wish to complement the island's overall offerings. This is outlined in our earlier operating hours and a focus on grab and go coffee rather than a café style setup. We aim to support a collaborative and positive hospitality industry for the island and enhance its community and visitor servicing offerings.

Marketing Strategy

Promotion

Social Media Campaigns: Engage with the local community and tourists through targeted social media marketing.

Local Advertising: Flyers, posters, and partnerships with local businesses and tourist information centre.

Special Promotions: Discounts for customers using reusable cups and loyalty programs.

High-Quality Website: Develop and maintain a professional website with detailed information about our offerings, operating times, and locations.

Clear Communication: Regularly update our social media channels and website to inform customers of any changes in operating hours or locations.

Customer Engagement

Loyalty Programs: Offer free coffee on birthdays.

Feedback Mechanisms: Regular surveys and feedback forms to continuously improve offerings.

Update on Disposable Cups Saved- clearly communicating how many cups have been saved by offering a cup library and reuseable mugs.

Social Media Marketing- regular posts across social media channels to promote coffee and offerings.

Branding

Emphasis on Quality and Sustainability: Highlight our commitment to high-quality coffee and environmentally friendly practices.

Consistent Branding: Ensure all marketing materials and the coffee van have consistent and recognisable branding.

Operations Plan

Food Safety and Hygiene

Compliance: Rigorous food safety and hygiene policies and procedures compliant with Australian standards.

Protection: Use food-grade containers to protect food from contamination.

Temperature Control: Maintain cold products at 5°C or below and hot foods at 60°C or above.

Waste Management

Rubbish Receptacles: Provide suitable rubbish receptacles at all van locations.

Regular Removal: Ensure removal of all rubbish to maintain cleanliness.

Recycling: Implement recycling practices to minimise environmental impact and footprint, use cup library and offer reuseable mugs.

Supply Chain

Reliable Suppliers: Partner with reliable suppliers for coffee beans, milk and prepackaged snacks. The main offering of Salted Coffee Co. is quality barista made coffee. Secondary to this, we would also like to offer premade New York style cookies from The Cookie Man (<https://cookieman.com.au/collections/new-york-cookies>), slices from Mama Kaz (<https://www.thecafedistributors.com.au/mama-kaz-banana-bread-muffins>) and Ice Cream by Island Way (<https://islandway.com/>) for sale.

Regular Restocking: Ensure regular restocking to maintain fresh products.

Equipment

High-Quality Equipment: We have invested in a high-quality espresso machine, grinders, and other necessary equipment.

Portable Dishwasher: We have installed a mug washer for cleaning reusable cups and utensils.

Staffing

Skilled Baristas: As owner operators, we are skilled baristas with vast experience in customer service. We will continually refine our skills to ensure quality every time.

Training Programs: Undertake ongoing training to ensure adherence to food safety and hygiene standards.

Community Engagement

Local Events: Participate in local community events, supporting fundraising activities and enhancing the local economy.

Business Collaboration: Collaborate with local businesses to create a cohesive and supportive business environment. Join Christmas Island Business Association.

Financial Plan

Start-Up Costs

Coffee Van Fit-Out: \$20,000

Equipment (espresso machine, grinder, dishwasher, etc.): \$15,000

Initial Stock (coffee beans, milk, snacks): \$5,000

Licensing, Permits and insurance: \$2,000

Marketing and Promotional Materials: \$3,000

Miscellaneous: \$2,000

Total Start-Up Costs: \$47,000

Revenue Streams

Daily Sales: Coffee and snack sales during regular hours of operation.
Event Sales: Increased sales from community events and special promotions.
Reusable Cup Sales: Revenue from selling branded reusable cups.
Loyalty Programs: Encourage repeat business through discounts and promotions.

FINANCIAL PROJECTIONS

Monthly Revenue:

Daily Sales: \$400/day x 30 days = \$12,000
Event Sales: \$600/event x 5 yearly events = \$3,000 / 12 months = \$250 per month
Total Monthly Revenue: \$12,250

Monthly Expenses:

Supplies: \$3,500
Staff Wages: \$3,000
Maintenance: \$500
Licensing and Permits: \$200
Marketing: \$200
Miscellaneous: \$500
Total Monthly Expenses: \$7,900

Monthly Profit: \$12,250 - \$7,900 = \$4,350
Annual Profit: \$4,350 x 12 months = \$52,200

Cost Management

Efficient Supply Chain: Manage supply chain to reduce costs and ensure consistent quality.
Bulk Purchasing: Purchase supplies in bulk to take advantage of discounts.
Sustainable Practices: Implement sustainable practices to minimise waste and reduce expenses.

Environmental Sustainability

Waste Reduction

Minimize Disposable Cups: Encourage the use of reusable cups through incentives and promotions.
Compostable Materials: Use compostable materials where possible.
Recycling: Implement comprehensive recycling practices for all recyclable materials.

Sustainable Practices

Energy-Efficient Equipment: Use energy-efficient equipment to reduce energy consumption.
Water Conservation: Implement water-saving measures in cleaning and operations.
Reduce Waste and Single Use Products- Encourage use of reusable cups, offer cup library, sell quality reusable cups. Recycle any plastic use- milk bottle cap options.

Legal Compliance

Salted Coffee Co. is committed to operating with the highest standards of legal compliance. Our businesses strictly adhere to all local, state, and federal regulations governing food safety and operations. We also have a current certificate of currency for public liability insurance to \$10,000,000. Our coffee van meets all health and safety standards, providing peace of mind to our customers. We continuously update our practices to stay aligned with the latest legal requirements and industry best practices, ensuring that we not only meet but exceed compliance standards. This commitment to legal compliance underscores our dedication to responsible and sustainable hospitality offerings.

Salted Coffee Co. is committed to providing high-quality coffee and exceptional customer service to our local community, while supporting the growth of visitor servicing and enhancing the tourism industry on Christmas Island by diversifying offerings. By adhering to strict food safety and hygiene standards, implementing sustainable practices and engaging with the community, we aim to create a successful and sustainable business that serves as an asset to Christmas Island's hospitality offerings. With over 20 years of experience in the tourism industry, we are dedicated to delivering an outstanding coffee experience to both locals and visitors, contributing positively to the island's economy and community.

SALTED COFFEE CO. FOOD & SAFETY STANDARDS MANUAL

Introduction

Salted Coffee Co. is a coffee van located on Christmas Island, dedicated to providing high-quality coffee and selected grab and go treats. The main offering of Salted Coffee Co. is quality barista made coffee. Secondary to this, we would also like to offer premade New York style cookies from The Cookie Man (<https://cookieyman.com.au/collections/new-york-cookies>), slices from Mama Kaz (<https://www.thecafedistributors.com.au/mama-kaz-banana-bread-muffins>) and Ice Cream by Island Way (<https://islandway.com/>) for sale. This manual ensures that all staff members possess the necessary skills and knowledge in food safety and hygiene, complying with Australian food safety standards.

Skills and Knowledge Requirements

All staff involved in food handling must have:

- Skills in food safety and food hygiene to ensure safe food handling practices.
- Knowledge of food safety and food hygiene principles relevant to their work activities.

Food Safety and Food Hygiene

- **Food Hygiene:** All conditions and measures necessary to ensure the safety and suitability of food at all stages of the food chain.
- **Food Safety:** Assurance that food will not cause harm to the consumer when prepared and/or eaten according to its intended use.

Operations Complying with Australian Food Safety Standards

Registration and Notification

Salted Coffee Co. is registering as a mobile food business with the Shire of Christmas Island. Notification includes contact details, the nature of the business, and the proposed location of the food premises. Any changes to this information must be reported to the appropriate enforcement agency before the change occurs.

Food Storage Practices

- Store food in food-grade containers or wrapping. This will be provided by wholesale suppliers.
- Regularly inspect packaged food to ensure packaging remains intact.
- Store raw foods separately from ready-to-eat foods to prevent cross-contamination.
- Keep food off the ground and separate from chemicals.
- Maintain proper environmental conditions to prevent food spoilage (e.g., humidity and temperature control).
- Store potentially hazardous food at 5°C or below or 60°C or above.

Handling of UHT Milk

- Once opened, UHT milk is to be refrigerated and used within five days.
- Label and date opened containers to track storage time.

Hygiene Practices for Staff

- Maintain accessible hand washing facilities with warm running water, soap, and single-use towels.
- Ensure hand washing facilities are used only for hand washing and mug and jug washing station only used for this purpose.

Staff must wash hands:

- Before starting work.
- After handling raw food.
- After touching face, hair, or any other part of the body.
- After using the toilet.
- After handling garbage.
- After any cleaning tasks.

Cleaning Protocols

Daily Cleaning Tasks:

- Clean and sanitise all countertops and surfaces.
- Wash, rinse, and sanitise all utensils and equipment.
- Sweep, vacuum and mop the floor.
- Empty and clean all garbage bins.
- Deep clean coffee machine.

Weekly Cleaning Tasks:

- De-scale and deep clean coffee machines.
- Clean and sanitise storage areas.
- Inspect and clean under and behind all equipment.

Monthly Cleaning Tasks:

- Inspect and clean all ventilation systems.
- Conduct a thorough deep clean of the entire coffee van.

Pest Control Plan

Prevention Measures:

- Keep the premises clean and free of food waste to discourage pests.
- Store food and other items off the floor.
- Use sealed containers for food storage.
- Regularly remove garbage and keep garbage bins clean.
- Use pest repellents or lure traps as needed.

Inspection and Monitoring:

- Regularly check for signs of pest activity (e.g., droppings, scratch marks, feathers).
- Maintain a pest control log to record inspections and actions taken.

Eradication Measures:

- Engage a licensed pest controller for regular inspections and treatments.
- Use suitable chemicals or physical means (traps, electric insect controls) to remove pests.

- Ensure chemicals and pest control devices do not contaminate food or surfaces.

Inspection Checklists

Daily Checklist:

- Inspect all food storage areas.
- Check temperatures of refrigeration units.
- Ensure all hand washing stations are stocked and functioning.
- Inspect the premises for signs of pest activity.
- Ensure cleanliness of all surfaces and equipment.

Weekly Checklist:

- Review cleaning logs to ensure all tasks are completed.
- Inspect all equipment for cleanliness and proper function.
- Check for any maintenance issues that need attention.

Monthly Checklist:

- Conduct a full inspection of the premises for overall cleanliness and maintenance.
- Review pest control measures and records.
- Inspect and test all safety equipment (e.g., fire extinguishers).

Coffee Machine Maintenance Plan

Daily Maintenance:

- Clean and sanitise the coffee machine's exterior.
- Backflush the machine with water.
- Clean the steam wand and portafilters.

Weekly Maintenance:

- Backflush the machine with a cleaning solution.
- Clean the group heads thoroughly.
- Inspect and clean the water reservoir.

Monthly Maintenance:

- Inspect the machine for any signs of wear or damage.
- Replace any worn gaskets or seals.
- Descale the machine to remove any mineral buildup.

Food Safety Program

- Maintain proper storage temperatures and conditions for all food items.
- Purchased premade food from these approved wholesalers **premade New York style cookies from The Cookie Man** (<https://cookieyman.com.au/collections/new-york-cookies>), **slices from Mama Kaz** (<https://www.thecafedistributors.com.au/mama-kaz-banana-bread-muffins>) and **Ice Cream by Island Way** (<https://islandway.com/>) for sale.
- Ensure all staff are trained in food safety and hygiene practices.
- Regularly clean and sanitise all equipment and surfaces and sign cleaning log.
- Monitor and record temperatures of refrigeration units daily.
- Implement a pest control plan with regular inspections and treatments.

- Encourage customers to use reusable cups and ensure they are properly cleaned and sanitised.

Preventing Pest Harboursage

- Keep the inside and outside of the premises clean.
- Regularly check for signs of pest activity (e.g., droppings, scratch marks, feathers).
- Store food and waste in sealed containers.
- Ensure rubbish is regularly removed.
- Use pest repellents or lure traps.
- Implement a pest control plan with regular inspections and treatments.

Food Handling and Processing

- Minimise the time food remains at temperatures that allow pathogenic growth.
- Ensure clean and tidy surfaces at all times.
- Milk storage in fridge for any opened cartons and clearly labelled with date opened.
- Premade food through wholesalers.

Hygiene Practices

- Ensure all staff follow strict hygiene practices, including regular hand washing.
- Provide training on correct use of food processing equipment and good personal hygiene practices.
- Keep food processing areas clean, well maintained, and free of pests.
- Prevent contamination from equipment and utensils by cleaning and sanitising before and after use.
- Ensure proper storage and handling of chemicals to prevent contamination.

Cleaning, Sanitising, and Maintenance

- Maintain food premises to a high standard of cleanliness.
- Regularly clean and sanitise all fixtures, fittings, and equipment and sign cleaning log.
- Use appropriate cleaning methods to remove dirt, grease, and food debris.
- Sanitise surfaces to destroy pathogenic microorganisms.
- Ensure all equipment is well maintained and in good working order.

Waste Management and Environmental Impact

- Limit the use of disposable cups and encourage the use of reusable utensils.
- Implement a waste reduction plan to minimise environmental impact.

Food Receipt and Storage

- Accept food only if it is protected from contamination and at the correct temperature.
- Keep records of food suppliers and received food.

- Regularly inspect stored food and follow proper storage practices to maintain safety and quality.

Food Storage Temperature Control

- Store potentially hazardous food at 5°C or below or 60°C or above. Opened milk cartons. Ice cream is stored at -10°C.
- Use appropriate storage conditions in fridge and freezer to prevent spoilage and contamination.
- Follow manufacturer's instructions for storing food to maintain safety and suitability.

Detailed Hygiene Practices

- All staff must wear clean clothing with hair tied back.
- Fingernails should be kept short and clean, and nail polish should be avoided.
- Cuts and abrasions should be covered with high visibility, waterproof dressings.
- Staff should report any illness, particularly gastrointestinal symptoms, to the supervisor.

Cleaning Protocols

General Cleaning:

- Use separate cloths for cleaning and sanitising.
- Clean from cleanest to dirtiest areas to prevent cross-contamination.
- Ensure cleaning chemicals are stored away from food and food contact surfaces.

Equipment Cleaning:

- Disassemble equipment as necessary to clean and sanitize all parts.
- Use appropriate brushes and tools for thorough cleaning.
- Rinse all equipment parts with potable water after cleaning.

Pest Control Plan

Monitoring:

- Use traps and monitoring devices to detect pest activity.
- Record pest sightings and actions taken in a pest control logbook.

Control Measures:

- Seal any cracks and gaps in the premises to prevent pest entry.
- Install screens on windows and doors to keep pests out.
- Use appropriate pest control products and methods, ensuring they do not contaminate food.

Inspection Checklists

Daily Inspection:

- Ensure all areas are clean and free of food debris.
- Check for signs of pest activity and take immediate action if necessary.
- Verify that all hand washing stations are stocked and functional.
- Inspect refrigeration units for proper temperature and cleanliness.
- Sign Cleaning Log.

Weekly Inspection:

- Review cleaning logs for completeness and accuracy.
- Inspect all equipment for cleanliness and functionality.
- Check for maintenance issues and address them promptly.
- Sign Cleaning Log.

Monthly Inspection:

- Conduct a thorough inspection of the entire premises.
- Review pest control measures and update as necessary.
- Test all safety equipment and ensure it is in good working order.

Coffee Machine Maintenance Plan

Daily Maintenance:

- Wipe down the exterior of the machine with a damp cloth.
- Backflush the machine with clean water.
- Clean the steam wand and portafilters with a brush and wipe with a damp cloth.
- Sign Cleaning Log.

Weekly Maintenance:

- Perform a deep backflush using a cleaning solution
- Descale the machine to remove mineral buildup.
- Remove and clean group heads, screens, and gaskets.
- Inspect and clean the water reservoir.
- Sign Cleaning Log.

Monthly Maintenance:

- Inspect all parts for wear and replace as necessary.
- Lubricate moving parts as recommended by the manufacturer.
- Sign Cleaning Log.

Food Safety Program

Storage Temperature Monitoring:

- Record temperatures of all refrigeration units at least twice daily.
- Use calibrated thermometers for accurate readings.
- Take corrective action if temperatures deviate from safe ranges.
- Sign Log.

Staff Training:

- Provide initial and ongoing training on food safety and hygiene practices.
- Keep records of training sessions and attendance.

Sanitation Practices:

- Use approved sanitisers for cleaning food contact surfaces.
- Ensure sanitising solutions are used at the correct concentration.
- Follow a schedule for cleaning and sanitising all areas of the premises.
- Sign Cleaning Log.

Waste Management and Environmental Impact

Waste Reduction:

- Minimise the use of disposable items and encourage the use of reusable mugs.
- Compost organic waste where possible.
- Recycle appropriate materials and reduce overall waste output.

Food Receipt and Storage

Receiving Food:

- Inspect deliveries for signs of damage or contamination.
- Check the temperature of potentially hazardous foods upon receipt.
- Record the date of receipt and any issues noted during inspection.

Storage Practices:

- Follow the FIFO (First In, First Out) method for stock rotation.
- Label and date all food items upon receipt.
- Store food items in appropriate conditions to maintain safety and quality.

Food Storage Temperature Control

Temperature Requirements:

- Store potentially hazardous food at 5°C or below or 60°C or above.
- Use temperature logs to track storage conditions.
- Ensure refrigeration units are not overstocked and allow for proper air circulation.

Managing Storage Time:

- Limit the storage time of ready-to-eat foods to prevent the growth of *Listeria monocytogenes*.
- Follow manufacturer's instructions for the shelf life of opened UHT milk and other products.

- Regularly check and rotate stock to ensure timely use of products.

By adhering to these detailed standards and practices, Salted Coffee Co. ensures the highest level of food safety and hygiene, providing customers with safe and high-quality coffee and snacks.

MARKETING PLAN FOR SALTED CHRISTMAS ISLAND & SALTED COFFEE CO.

1. Marketing Objectives

- **Increase Brand Awareness:** Establish Salted Christmas Island & Salted Coffee Co. as the leading destination for high-quality coffee and sustainably focused marine tourism on Christmas Island.
- **Drive Sales:** Boost daily sales of coffee, snacks, and marine tour bookings.
- **Customer Engagement:** Build a loyal customer base through exceptional service and customer focused marketing.
- **Sustainability Promotion:** Highlight our commitment to sustainability and eco-friendly practices to attract environmentally conscious customers.
- **Partnerships and Collaborations:** Form strategic partnerships with local businesses, national tourism industry, and conservation organisations to enhance visibility and reach.

2. Target Market

- **Local Residents:** Individuals seeking high-quality coffee and convenient grab and go options.
- **Tourists:** Visitors looking for unique and enthralling guided ocean activities and high-quality coffee.
- **Event Attendees:** Participants in community events and markets.
- **Eco-Conscious Travelers:** Tourists interested in sustainable and environmentally friendly activities.
- **Corporate Groups:** Businesses and organisations seeking team-building activities and corporate events.
- **Nature-Inspired Travelers:** Couples aged 30-45 and Free Independent Travelers (FIT), inspired by remote destinations and unique nature experiences.

3. Branding Strategy

- **Brand Identity:** Emphasise our dual focus on exceptional coffee and unique, sustainably focused marine adventures. Use consistent branding across all platforms, including logos, colour schemes, and messaging.
- **Brand Values:** Highlight our commitment to quality, sustainability, community engagement, and inclusivity.
- **Brand Story:** Share the story of our founder's 20+ years of experience in the marine tourism industry and our dedication to enhancing the Christmas Island experience.

4. Promotion Strategy

- **Social Media Campaigns:** Engage with the local community and tourists through targeted social media marketing.
- **Local Advertising:** Flyers, posters, and partnerships with local businesses.
- **Special Promotions:** Discounts for customers using reusable cups and loyalty programs.
- **High-Quality Website:** Develop and maintain a professional website with detailed information about our offerings, operating times, and locations.
- **Clear Communication:** Regularly update our social media channels and website to inform customers of any changes in operating hours or locations.

Local Advertising:

- **Flyers and Posters:** Distribute flyers and posters in key locations around Christmas Island, including accommodation, information center and the Rec Centre.
- **Local Media:** Post regularly to community boards and social media groups to encourage engagement.

Special Promotions:

- **Discounts and Loyalty Programs:** Offer discounts for customers using reusable cups and implement a loyalty program to encourage repeat business.
- **Special Events:** Host special events and promotions, such as coffee tastings, beach clean-ups, and guided tours, to attract new customers and engage with the community.
- **Media Collaborations:** Use network connections to distribute media releases and collaborate with media outlets to increase exposure.

Salted Coffee Co.:

- **Emphasis on Quality and Sustainability:** Highlight our commitment to high-quality coffee and environmentally friendly practices.
- **Consistent Branding:** Ensure all marketing materials and the coffee van have consistent and recognisable branding.

Partnerships and Collaborations:

- **Local Businesses:** Partner with local accommodation, travel agents and wholesalers to offer package deals and cross-promotions.
- **Conservation Organisations:** Partner with conservation groups to support environmental initiatives and enhance our eco-friendly image.

Customer Engagement:

- **Feedback Mechanisms:** Implement regular surveys and feedback forms to gather customer insights and continuously improve our offerings.
- **Community Involvement:** Participate in local community events and support fundraising activities to enhance our presence and reputation on the island.
- **Interactive Experiences:** Provide educational content and interactive experiences during tours to enhance customer engagement and satisfaction.
- **User-Generated Content:** Encourage customers to share photos and videos from their tours on social media. Reshare user-generated content to promote engagement and authenticity.

Sustainability Promotion:

- **Eco-Friendly Practices:** Highlight our commitment to sustainability through social media, website content, and local advertising.
- **Educational Programs:** Offer educational programs about marine conservation and sustainable tourism.
- **Collaborations:** Partner with local conservation organisations to support environmental initiatives and enhance our eco-friendly image.
- **Minimise Impact:** Focus on marine environment preservation and sustainability in all our operations, ensuring we leave no trace and take nothing but photographs and amazing memories.

Monitoring and Evaluation

- **Analytics Tools:** Use website and social media analytics tools to track engagement, reach, and conversion rates.
- **Customer Feedback:** Regularly review customer feedback to identify areas for improvement and measure satisfaction levels.
- **Sales Data:** Monitor sales data to assess the effectiveness of promotions and identify trends.
- **Adjustments:** Continuously refine and adjust our marketing strategies based on data insights and feedback.

Market Needs

Salted Coffee Co.:

- **Quality and Convenience:** High-quality coffee and quick breakfast options in central locations.
- **Sustainability:** Environmentally friendly and sustainable practices.

Community Engagement: Active participation in local events and support for community initiatives

MARKETING CALENDAR FOR SALTED CHRISTMAS ISLAND & SALTED COFFEE CO.

January:

- **Content Sharing:** Highlight ocean tours, showcasing stunning underwater footage and customer experiences.
- **Media Releases:** Issue a media release about New Year's resolutions focusing on sustainable travel and marine conservation.
- **Videos:** Share videos of ocean tours and beach clean-up events, emphasising our commitment to the environment.
- **Marketing Campaigns:** Launch "New Year, New Adventures" campaign, encouraging customers to start the year with unique marine experiences.

February:

- **Content Sharing:** Feature romantic tours and coffee experiences for Valentine's Day, sharing customer stories and scenic shots.
- **Media Releases:** Announce Valentine's Day specials and sustainable gift ideas.
- **Videos:** Post videos of couples enjoying underwater scooter tours and coffee at scenic spots.
- **Marketing Campaigns:** Run "Love the Ocean" campaign, highlighting couples enjoying the marine life of Christmas Island.

March:

- **Content Sharing:** Focus on International Day of Forests with posts about the island's unique flora and how it intertwines with marine life.
- **Media Releases:** Release an article on the importance of protecting both marine and forest ecosystems on Christmas Island.
- **Videos:** Share educational videos about the island's biodiversity, including both marine and forest environments.
- **Marketing Campaigns:** Launch "Nature's Harmony" campaign, showcasing the connection between the island's forests and marine ecosystems. Other Days 3 March - World Wildlife Day 8 March - International Women's Day 20 March - International Day of Happiness 21 March - International Day of Forests 30 March - International Day of Zero Waste

April:

- **Content Sharing:** Celebrate Earth Day with a series of posts on our sustainable practices and eco-friendly tours.
- **Media Releases:** Issue a release about Earth Day activities and commitment to sustainability.
- **Videos:** Post videos from Earth Day and interviews with business owners about conservation and sustainability efforts.
- **Marketing Campaigns:** Run "Earth Day Every Day" campaign, emphasising our ongoing sustainability initiatives. Other Days 2 April - World Autism Awareness Day

May:

- **Content Sharing:** Highlight World Turtle Day with posts about the island's turtles and conservation efforts.
- **Media Releases:** Include the uniqueness of turtles nesting on Christmas Island all year round. Include photos of turtles nesting and hatching with rubbish on Greta beach for impact and how we can make a difference.
- **Videos:** Share footage of turtles and our conservation activities.
- **Marketing Campaigns:** Launch "Turtle Guardians" campaign, promoting awareness and conservation of marine turtles. Other Days 22 May - International Day for Biological Diversity

June:

- **Content Sharing:** Focus on World Ocean Day with posts about the unique marine life of Christmas Island.
- **Media Releases:** Release information about our World Ocean Day and how Christmas Island's marine environment is so unique.
- **Videos:** Share underwater videos highlighting the diverse marine species around the island.
- **Marketing Campaigns:** Run "Ocean Wonders" campaign, celebrating the beauty and importance of our oceans. Other Days 5 June - World Environment Day 8 June - World Oceans Day

July:

- **Content Sharing:** Highlight the International Day of Friendship (July 30th) with posts about friendships formed through ocean adventures and connections with marine life.
- **Media Releases:** Announce activities and special events in celebration of International Day of Friendship, focusing on building friendships through shared ocean experiences.
- **Videos:** Share videos of groups and friends enjoying tours, emphasising the theme of friendship with the ocean.
- **Marketing Campaigns:** Launch "Friendship with the Ocean" campaign, celebrating connections made through marine adventures and promoting group tours.

August:

- **Content Sharing:** Focus on National Science Week, sharing posts about the scientific research being conducted on the island's marine life.
- **Media Releases:** Issue a release about our involvement in scientific research and collaboration with marine biologists.
- **Videos:** Share videos of scientific dives and research projects.
- **Marketing Campaigns:** Run "Discover the Depths" campaign, promoting marine research and discoveries.

September:

- **Content Sharing:** Celebrate Spring with posts about the rejuvenation of marine life and eco-friendly tours.
- **Media Releases:** Announce spring activities and new tour offerings.
- **Videos:** Share videos of springtime tours and the blooming underwater life.
- **Marketing Campaigns:** Launch "Spring into the Blue" campaign, encouraging springtime exploration of the marine environment.

October:

- **Content Sharing:** Highlight World Habitat Day with posts about protecting marine habitats.
- **Media Releases:** Release information about Christmas Island's habitat conservation projects.

- **Videos:** Share footage of habitat restoration efforts and tours showcasing respect for the marine habitat conservation.
- **Marketing Campaigns:** Run “Habitats of Hope” campaign, focusing on the importance of preserving marine habitats and respect for wildlife.

November:

- **Content Sharing:** Focus on National Recycling Week, sharing posts about our recycling initiatives and eco-friendly practices.
- **Media Releases:** Announce our participation in National Recycling Week and partnerships with recycling organisations.
- **Videos:** Post videos about our recycling process and tips for reducing waste.
- **Marketing Campaigns:** Launch “Recycling Revolution” campaign, promoting sustainable practices and waste reduction.

December:

- **Content Sharing:** Celebrate the festive season with posts about holiday-themed tours and eco-friendly and nature inspired gift ideas.
- **Media Releases:** Issue a release about our holiday offerings and year-end reflections on our sustainability achievements and incredible marine encounters.
- **Videos:** Share videos of festive tours, customer testimonials, and highlights from the year.
- **Marketing Campaigns:** Run “Nature’s Festivities” campaign, encouraging nature inspired holiday celebrations and gift-giving.

Continuous Initiatives:

- **Daily Posts:** Share daily updates, beautiful photos, and customer experiences on social media.
- **Monthly Newsletters:** Send monthly newsletters with updates, special content, and exclusive offers.
- **User-Generated Content:** Encourage customers to share their experiences and use a branded hashtag #saltedchristmasisland. Reshare user-generated content to increase engagement and authenticity.
- **SEO Optimisation:** Continuously optimise our website and blog content to improve search engine rankings and drive organic traffic.
- **Regular Monitoring:** Use analytics tools to monitor campaign performance, engagement metrics, and customer feedback. Adjust strategies as needed to ensure effectiveness and alignment with business goals.

Part 9 — Registration of food businesses

107. Notification of conduct of food businesses

- (1) The proprietor of a food business must not conduct the food business at any premises unless the proprietor has given written notification in respect of those premises to the appropriate enforcement agency, in the approved form, of the specified information.

Penalty:

- (a) for an individual — a fine of \$10 000;
 - (b) for a body corporate — a fine of \$50 000.
- (2) In subsection (1) —
specified information means the information specified in the Food Safety Standards that is to be notified to the appropriate enforcement agency before the food business is conducted.
- (3) Subject to subsection (4), the notification must be accompanied by the fee, if any, prescribed by the regulations.
- (4) If the appropriate enforcement agency is a local government —
 - (a) any fee prescribed by the regulations for the purposes of subsection (3) does not apply to notification given to the agency under this section; and
 - (b) the fee for notification given to the agency under this section may be imposed and recovered by the agency under the *Local Government Act 1995* Part 6 Division 5 Subdivision 2.

108. Exemption in relation to notification of information

Section 22 (to the extent to which it requires notification of the information referred to in section 107) and section 107 do not apply to the conduct at any premises of the following food businesses —

- (a) any food business that is not required by the Food Safety Standards to notify that information;
- (b) any food business that is registered in respect of those premises under this Act or under a law prescribed by the regulations.

109. Conduct of unregistered food businesses

- (1) The proprietor of a food business, other than an exempted food business, must not conduct the food business at any premises unless the food business is registered in respect of those premises under this Part.

Penalty:

- (a) for an individual — a fine of \$10 000;
 - (b) for a body corporate — a fine of \$50 000.
- (2) In subsection (1) —
exempted food business means a food business, or a food business within a class of food businesses, prescribed by the regulations for the purposes of this section.

110. Registration of food businesses

- (1) The appropriate enforcement agency may register a food business in respect of any premises for the purposes of this Part.

- (2) The proprietor of a food business may apply, in the approved form, to the appropriate enforcement agency for the registration of the food business in respect of any premises under this Part.
- (3) The application must be accompanied by —
 - (a) if required by the appropriate enforcement agency — the design and fit-out specifications, in a form approved by the appropriate enforcement agency, of the premises, if food is to be handled in the course of conducting the food business at those premises; and
 - (b) any other information that the appropriate enforcement agency requires to determine the priority classification of the food business; and
 - (c) subject to subsection (4), the fee, if any, prescribed by the regulations.
- (4) If the appropriate enforcement agency is a local government —
 - (a) any fee prescribed by the regulations for the purposes of subsection (3)(c) does not apply to an application to the agency under this section; and
 - (b) the fee for an application to the agency under this section may be imposed and recovered by the agency under the *Local Government Act 1995* Part 6 Division 5 Subdivision 2.
- (5) The appropriate enforcement agency may, after considering an application for registration —
 - (a) grant the application, with or without conditions; or
 - (b) refuse the application.
- (6) If the appropriate enforcement agency grants an application for registration, the appropriate enforcement agency must issue the applicant with a certificate of registration, in the approved form, that specifies the premises in respect of which the registration is granted and sets out any conditions to which the registration is subject.
- (7) A condition to which the registration is subject may relate only to compliance with this Act.
- (8) If the appropriate enforcement agency refuses an application for the registration of a food business in respect of any premises, the appropriate enforcement agency must give notice of the refusal in writing to the applicant setting out the reasons for the refusal.

111. Term of approval

The registration of a food business in respect of any premises under this Part remains in force until cancelled.

112. Variation of conditions or cancellation of registration of food businesses

- (1) The appropriate enforcement agency may vary the conditions of, or cancel, the registration of a food business in respect of any premises under this Part.
- (2) The registration of a food business in respect of any premises may be cancelled on one or more of the following grounds —
 - (a) any annual or other fee —
 - (i) prescribed by the regulations in relation to the registration of the food business in respect of those premises has not been paid by the time the regulations require the payment to be made; or
 - (ii) if subsection (3) applies — imposed by the appropriate enforcement agency in relation to the registration of the food business in respect of those premises has not been paid by the time the agency requires the payment to be made;
 - (b) the food business has ceased to be conducted at those premises;

- (c) at the request of the holder of the certificate of registration that specifies those premises.
- (3) If the appropriate enforcement agency is a local government, then for the purposes of subsection (2)(a) in relation to the registration of a food business in respect of any premises —
 - (a) any annual or other fee prescribed by the regulations for the purposes of that provision does not apply to the registration of the food business in respect of those premises by the agency; and
 - (b) an annual or other fee in relation to the registration of the food business in respect of those premises by the agency —
 - (i) may be imposed and recovered by the agency under the *Local Government Act 1995* Part 6 Division 5 Subdivision 2; and
 - (ii) must be paid by the time the agency requires the payment to be made.
- (4) The appropriate enforcement agency may vary the conditions of, or cancel, the registration of a food business in respect of any premises only —
 - (a) after having given the holder of the certificate of registration that specifies those premises —
 - (i) written reasons for the agency's intention to vary or cancel; and
 - (ii) an opportunity to make submissions;
 and
 - (b) after having considered any submissions duly made by that person.
- (5) Subsection (4) does not apply to the cancellation of the registration at the request of the holder of the certificate of registration that specifies the relevant premises.
- (6) A variation of the conditions of, or the cancellation of, the registration of a food business in respect of any premises —
 - (a) must be by notice in writing; and
 - (b) must be served on the holder of the certificate of registration that specifies those premises; and
 - (c) takes effect on the day on which the notice is served or on a later day specified in the notice.

113. Notification of certain changes to registered food businesses

- (1) The proprietor of a food business that is registered in respect of any premises under this Part must give written notification, in the approved form, to the appropriate enforcement agency of any of the following changes to the food business at those premises —
 - (a) the food business ceases to be conducted at those premises;
 - (b) the food business is sold;
 - (c) any change is made to the activities carried out for the purposes of the food business that is likely to affect its priority classification.
- (2) The proprietor must give the notification required under subsection (1) within 7 days after the relevant change takes place.

Penalty:

- (a) for an individual — a fine of \$20 000;
- (b) for a body corporate — a fine of \$100 000.

114. Review of decisions relating to registration

- (1) An applicant for the registration of a food business in respect of any premises under this Part, or the holder of a certificate of registration that specifies any premises, may apply to the State Administrative Tribunal for a review of a decision of the appropriate enforcement agency that relates to any of the following —
 - (a) the grant or refusal of the application for registration of the food business in respect of those premises under this Part;
 - (b) the imposition of conditions on the registration in respect of those premises;
 - (c) the variation of conditions of the registration in respect of those premises;
 - (d) the cancellation of the registration in respect of those premises.
- (2) An application under this section may only be made within 28 days after service of —
 - (a) in the case of an application for the review of a decision referred to in subsection (1)(a) or (b) — the relevant certificate of registration or notice of refusal under section 110; or
 - (b) in the case of an application for the review of a decision referred to in subsection (1)(c) or (d) — the relevant notice of the variation or cancellation under section 112.

115. Register of food businesses to be maintained

Each enforcement agency must prepare and maintain a list of —

- (a) food businesses notified to the agency in respect of any premises under section 107;
and
- (b) food businesses registered by the agency in respect of any premises under section 110.



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 27 May 2025
AGENDA REFERENCE	10.2.1
SUBJECT	Schedule of Accounts - April 2025
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	20 May 2025
AUTHOR	Wei Ho, Assistant Director of FCS
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

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

BACKGROUND

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

Outstanding creditors as at 30 April 2025:

\$ 88,727.13

COMMENT

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS & MILESTONES

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

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENTS

10.2.1.1 Certification of CEO and Chairperson of the Meeting.

10.2.1.2 Schedule of Accounts – April 2025 (including Credit Card Transaction in accordance with Financial Regulation 13A)

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



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 27 May 2025
AGENDA REFERENCE	10.2.2
SUBJECT	Financial Statements – April 2025
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	22 May 2025
AUTHOR	Wei Ho, Assistant Director of FCS
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council receives the Financial Statements of April 2025.

BACKGROUND

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

COMMENT

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

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

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS & MILESTONES

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

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENTS

10.2.2.1 Financial Statements April 2025

SHIRE OF CHRISTMAS ISLAND

MONTHLY FINANCIAL REPORT

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

For the period ended 30 April 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Net Current Assets Information	5
Note 3 Explanation of Material Variances	6

SHIRE OF CHRISTMAS ISLAND
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	1,904,574	1,904,574	1,904,713	139	0.01%	
Grants, subsidies and contributions	8,603,209	8,382,200	7,862,102	(520,098)	(6.20%)	▼
Fees and charges	1,221,706	1,017,976	1,198,624	180,648	17.75%	▲
Interest revenue	298,385	244,470	216,574	(27,896)	(11.41%)	▼
Other revenue	475,722	423,533	442,067	18,534	4.38%	▲
Profit on asset disposals	29,499	110,630	115,614	4,984	4.51%	
	12,533,095	12,083,383	11,739,694	(343,689)	(2.84%)	
Expenditure from operating activities						
Employee costs	(7,723,325)	(6,622,419)	(6,096,567)	525,852	7.94%	▲
Materials and contracts	(4,679,323)	(3,246,855)	(1,721,801)	1,525,054	46.97%	▲
Utility charges	(128,297)	(106,836)	(57,152)	49,684	46.50%	▲
Depreciation	(1,702,000)	(1,418,186)	(1,363,324)	54,862	3.87%	▲
Insurance	(206,699)	(181,059)	(265,495)	(84,436)	(46.63%)	▼
Other expenditure	(304,406)	(684,356)	(729,373)	(45,017)	(6.58%)	▼
Loss on asset disposals	0	0	(4,984)	(4,984)	0.00%	
	(14,744,050)	(12,259,711)	(10,238,696)	2,021,015	16.49%	
Non cash amounts excluded from operating activities	2(c) 1,672,501	1,307,556	1,407,694	100,138	7.66%	▲
Amount attributable to operating activities	(538,454)	1,131,228	2,908,692	1,777,464	157.13%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	2,465,477	2,054,461	1,127,757	(926,704)	(45.11%)	▼
Proceeds from disposal of assets	112,630	117,614	129,091	11,477	9.76%	▲
	2,578,107	2,172,075	1,256,848	(915,227)	(42.14%)	
Outflows from investing activities						
Payments for property, plant and equipment	(1,654,682)	(1,554,680)	(1,161,960)	392,720	25.26%	▲
Payments for construction of infrastructure	(2,421,357)	(1,815,927)	(941,866)	874,061	48.13%	▲
	(4,076,039)	(3,370,607)	(2,103,826)	1,266,781	37.58%	
Amount attributable to investing activities	(1,497,932)	(1,198,532)	(846,978)	351,553	29.33%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	816,943	0	716,417	716,417	0.00%	▲
	816,943	0	716,417	716,417	0.00%	
Outflows from financing activities						
Transfer to reserves	(251,711)	0	(139,734)	(139,734)	0.00%	▼
	(251,711)	0	(139,734)	(139,734)	0.00%	
Amount attributable to financing activities	565,232	0	576,683	576,683	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 1,467,397	1,467,397	1,467,397	0	0.00%	
Amount attributable to operating activities	(538,454)	1,131,228	2,908,692	1,777,464	157.13%	▲
Amount attributable to investing activities	(1,497,932)	(1,198,532)	(846,978)	351,553	29.33%	▲
Amount attributable to financing activities	565,232	0	576,683	576,683	0.00%	▲
Surplus or deficit after imposition of general rates	(3,757)	1,400,093	4,105,794	2,705,700	193.25%	▲

KEY INFORMATION

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

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

SHIRE OF CHRISTMAS ISLAND
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2025

	Actual 30 June 2024	Actual as at 30 April 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,162,032	2,008,686
Trade and other receivables	234,267	890,048
Other financial assets	5,612,689	6,400,585
Inventories	47,255	1,001,688
Other assets	4,535	5,295
TOTAL CURRENT ASSETS	9,060,778	10,306,302
NON-CURRENT ASSETS		
Property, plant and equipment	15,299,705	15,463,219
Infrastructure	23,005,422	23,563,950
TOTAL NON-CURRENT ASSETS	38,305,127	39,027,169
TOTAL ASSETS	47,365,905	49,333,471
CURRENT LIABILITIES		
Trade and other payables	532,033	189,484
Other liabilities	947,050	656,562
Employee related provisions	2,221,241	2,221,241
TOTAL CURRENT LIABILITIES	3,700,324	3,067,287
NON-CURRENT LIABILITIES		
Employee related provisions	8,717	8,717
TOTAL NON-CURRENT LIABILITIES	8,717	8,717
TOTAL LIABILITIES	3,709,041	3,076,004
NET ASSETS	43,656,864	46,257,467
EQUITY		
Retained surplus	14,254,427	17,431,710
Reserve accounts	5,592,618	5,015,935
Revaluation surplus	23,809,820	23,809,820
TOTAL EQUITY	43,656,865	46,257,465

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

SHIRE OF CHRISTMAS ISLAND
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 April 2025

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

MATERIAL ACCOUNTING POLICIES

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

Critical accounting estimates and judgements

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

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

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

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

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

SHIRE OF CHRISTMAS ISLAND
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

2 NET CURRENT ASSETS INFORMATION

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

	Adopted Budget Opening 1 July 2024	Actual as at 30 June 2024	Actual as at 30 April 2025
Note	\$	\$	\$
Current assets			
Cash and cash equivalents	2,532,891	3,162,032	2,008,686
Trade and other receivables	234,268	234,267	890,048
Other financial assets	6,241,830	5,612,689	6,400,585
Inventories	47,255	47,255	1,001,688
Other assets	4,535	4,535	5,295
	9,060,779	9,060,778	10,306,302
Less: current liabilities			
Trade and other payables	(532,033)	(532,033)	(189,484)
Other liabilities	(947,050)	(947,050)	(656,562)
Employee related provisions	(2,221,241)	(2,221,241)	(2,221,241)
	(3,700,324)	(3,700,324)	(3,067,287)
Net current assets	5,360,455	5,360,454	7,239,015
Less: Total adjustments to net current assets	2(b) (3,807,031)	(3,893,057)	(3,133,221)
Closing funding surplus / (deficit)	1,553,424	1,467,397	4,105,794

(b) Current assets and liabilities excluded from budgeted deficiency

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

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2025	YTD Budget Estimates 30 April 2025	YTD Actual 30 April 2025
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(29,499)	(110,630)	(115,614)
Add: Loss on asset disposals	0	0	4,984
Add: Depreciation	1,702,000	1,418,186	1,363,324
Movement in current employee provisions associated with restricted cash			155,000
Total non-cash amounts excluded from operating activities	1,672,501	1,307,556	1,407,694

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF CHRISTMAS ISLAND
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

3 EXPLANATION OF MATERIAL VARIANCES

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

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

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	(520,098)	(6.20%)	▼
Project has not complete to generate grants		Timing	
- Housing Support Program Grant -\$738,500			
Fees and charges	180,648	17.75%	▲
Residential Waste Management Levy generate with rates		Timing	
Quarterly enterprises waste service charges		Timing	
Interest revenue	(27,896)	(11.41%)	▼
Interest on FTD investment		Timing	
Other revenue	18,534	4.38%	▲
Employee Incentive Payment		Permanent	
Expenditure from operating activities			
Employee costs	525,852	7.94%	▲
Overhead has not fully transfer		Timing	
Materials and contracts	1,525,054	46.97%	▲
Activity not as hight as budgeted for		Timing	
Utility charges	49,684	46.50%	▲
Usage not as hight as budgeted for		Timing	
Depreciation	54,862	3.87%	▲
Depreciation not as high as budgeted		Timing	
Insurance	(84,436)	(46.63%)	▼
Yearly Insurance paid in July 2024		Timing	
Other expenditure	(45,017)	(6.58%)	▼
Resources to be allocate		Timing	
Non cash amounts excluded from operating activities	100,138	7.66%	▲
Process on sale of asset		Timing	
Depreciation not as high as budgeted		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(926,704)	(45.11%)	▼
Project has not complete to generate grants		Timing	
Proceeds from disposal of assets	11,477	9.76%	▲
Budget movement on proceed of sale of asset		Permanent	
Outflows from investing activities			
Payments for property, plant and equipment	392,720	25.26%	▲
Plants not purchase as per scheduled		Timing	
Payments for construction of infrastructure	874,061	48.13%	▲
Some project has not started yet due to lack of stock		Timing	
Surplus or deficit after imposition of general rates	2,705,700	193.25%	▲
Due to variances discribed above			

SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Key Information	2
2	Key Information - Graphical	3
3	Cash and Financial Assets	4
4	Reserve Accounts	5
5	Capital Acquisitions	6
6	Disposal of Assets	8
7	Receivables	9
8	Other Current Assets	10
9	Payables	11
10	Other Current Liabilities	12
11	Grants and contributions	13
12	Capital grants and contributions	14
13	Trust Fund	15
14	Budget Amendments	16

BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

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

SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.47 M	\$1.47 M	\$1.47 M	\$0.00 M
Closing	(\$0.00 M)	\$1.40 M	\$4.11 M	\$2.71 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$8.44 M	% of total
Unrestricted Cash	\$3.42 M	40.5%
Restricted Cash	\$5.02 M	59.5%

Refer to 3 - Cash and Financial Assets

Payables		
	\$0.19 M	% Outstanding
Trade Payables	\$0.15 M	
0 to 30 Days		69.6%
Over 30 Days		30.4%
Over 90 Days		1.9%

Refer to 9 - Payables

Receivables		
	\$0.75 M	% Collected
Rates Receivable	\$0.14 M	93.1%
Trade Receivable	\$0.75 M	% Outstanding
Over 30 Days		0.9%
Over 90 Days		0.8%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.54 M)	\$1.13 M	\$2.91 M	\$1.78 M

Refer to Statement of Financial Activity

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

Grants and Contributions		
YTD Actual	\$7.86 M	% Variance
YTD Budget	\$8.38 M	(6.2%)

Refer to 11 - Grants and Contributions

Fees and Charges		
YTD Actual	\$1.20 M	% Variance
YTD Budget	\$1.02 M	17.7%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.50 M)	(\$1.20 M)	(\$0.85 M)	\$0.35 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.13 M	%
Adopted Budget	\$0.12 M	9.8%

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.94 M	% Spent
Adopted Budget	\$2.42 M	(61.1%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$1.13 M	% Received
Adopted Budget	\$2.47 M	(54.3%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

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

Refer to Statement of Financial Activity

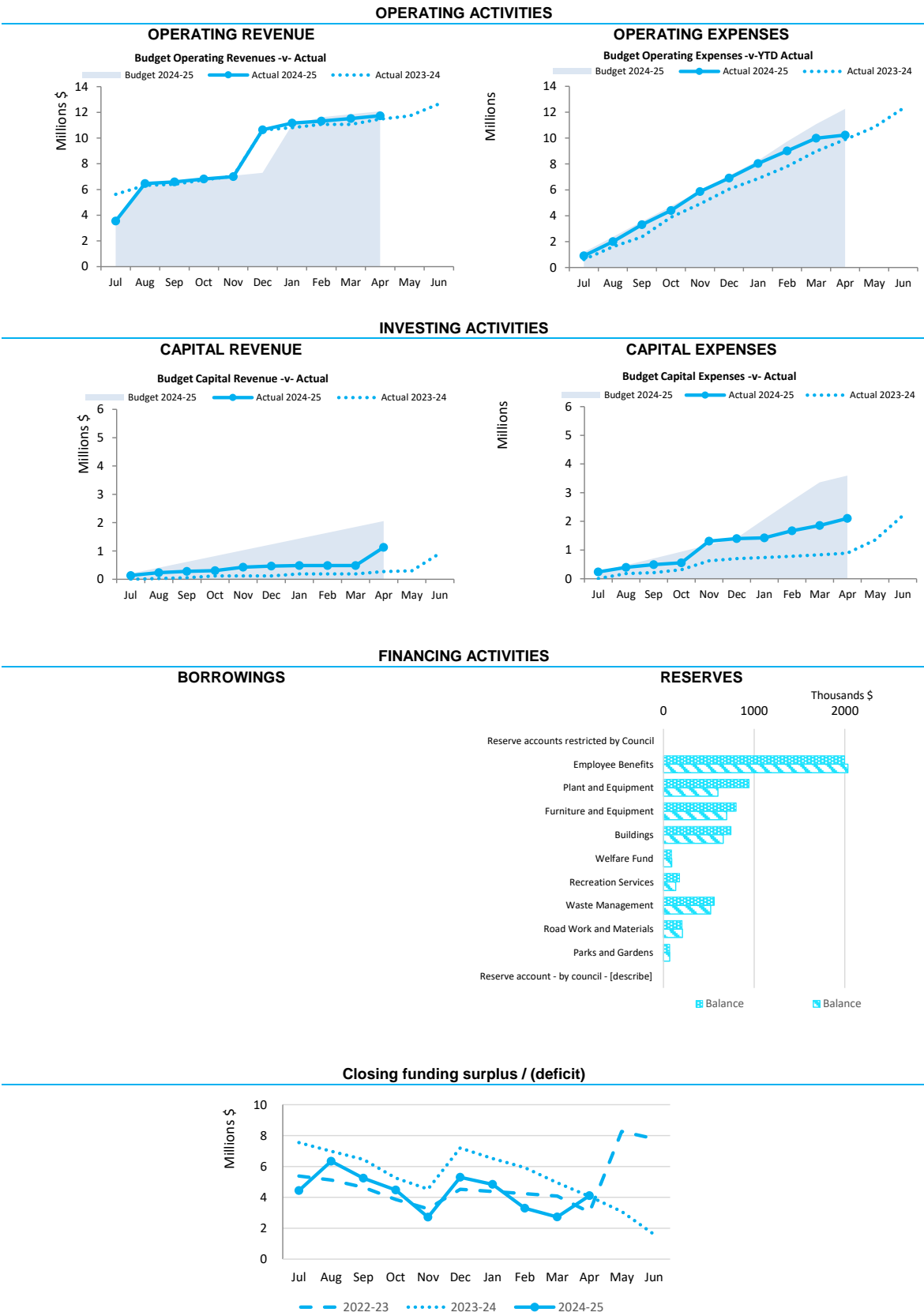
Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Reserves	
Reserves balance	\$5.02 M
Net Movement	(\$0.58 M)

Refer to 4 - Cash Reserves

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

2 KEY INFORMATION - GRAPHICAL



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

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Petty Cash and Floats	Cash and cash equivalents	600	0.00	600.00	0	N/A	N/A	On Hand
Municipal Fund	Cash and cash equivalents	2,008,086	0.00	2,008,085.89	0	Bank-Westpac	Variable	N/A
Municipal Fund FTD #947	Financial assets at amortised cost	656,689	0.00	656,689.34	0	Bank-Westpac	4.26%	06-2025
Municipal Fund FTD #945	Financial assets at amortised cost	304,272	0.00	304,271.67	0	Bank-Westpac	4.26%	05-2025
Municipal Fund FTD #946	Financial assets at amortised cost	203,622	0.00	203,621.70	0	Bank-Westpac	4.26%	06-2025
Municipal Fund FTD #944	Financial assets at amortised cost	200,000	0.00	200,000.00	0	Bank-Westpac	4.42%	05-2025
Trust Fund FTD #141	Financial assets at amortised cost	0	0.00	0.00	61,804	Bank-Westpac	4.32%	09-2025
Community Welfare Fund	Financial assets at amortised cost	4	2,584.71	2,589.11	0	Bank-Westpac	Variable	N/A
CW Fund FTD #230	Financial assets at amortised cost	0	24,660.35	24,660.35	0	Bank-Westpac	4.80%	08-2025
CW Fund FTD #233	Financial assets at amortised cost	636	35,093.98	35,729.48	0	Bank-Westpac	4.26%	06-2025
CW Fund FTD #234	Financial assets at amortised cost	602	28,123.69	28,726.17	0	Bank-Westpac	4.32%	09-2025
Reserve Fund	Financial assets at amortised cost	27,318	13,901.30	41,219.70	0	Bank-Westpac	Variable	N/A
Reserve Fund FTD #350	Financial assets at amortised cost	0	1,874,541.43	1,874,541.43	0	Bank-Westpac	4.80%	08-2025
Reserve Fund FTD #356	Financial assets at amortised cost	1,500	70,035.97	71,536.31	0	Bank-Westpac	4.32%	09-2025
Reserve Fund FTD #357	Financial assets at amortised cost	17,080	797,309.25	814,389.58	0	Bank-Westpac	4.32%	09-2025
Reserve Fund FTD #358	Financial assets at amortised cost	0	522,126.86	522,126.86	0	Bank-Westpac	4.80%	03-2026
Reserve Fund FTD #353	Financial assets at amortised cost	0	559,554.90	559,554.90	0	Bank-Westpac	4.30%	06-2025
Reserve Fund FTD #354	Financial assets at amortised cost	0	555,652.27	555,652.27	0	Bank-Westpac	4.30%	06-2025
Reserve Fund FTD #355	Financial assets at amortised cost	0	532,346.10	532,346.10	0	Bank-Westpac	4.30%	06-2025
Total		3,420,410	5,015,930.81	8,436,340.86	61,804			
Comprising								
Cash and cash equivalents		2,008,686	0.00	2,008,686.00	0			
Financial assets at amortised cost - Term Deposits		1,411,724	5,015,931.00	6,427,655.00	61,804			
		3,420,410	5,015,931.00	8,436,341.00	61,804			

KEY INFORMATION

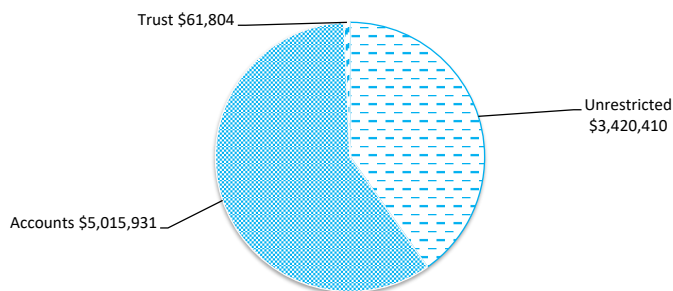
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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

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

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

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

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



SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

4 RESERVE ACCOUNTS

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

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

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	130,000	130,000	35,424	(94,576)
Furniture and equipment	280,510	280,510	153,262	(127,248)
Plant and equipment	1,244,172	1,144,170	973,274	(170,896)
Acquisition of property, plant and equipment	1,654,682	1,554,680	1,161,960	(392,720)
Infrastructure - roads	2,421,357	1,815,927	941,866	(874,061)
Acquisition of infrastructure	2,421,357	1,815,927	941,866	(874,061)
Total of PPE and Infrastructure.	4,076,039	3,370,607	2,103,826	(1,266,781)
Total capital acquisitions	4,076,039	3,370,607	2,103,826	(1,266,781)
Capital Acquisitions Funded By:				
Capital grants and contributions	2,465,477	2,054,461	1,127,757	(926,704)
Other (disposals & C/Fwd)	112,630	117,614	129,091	11,477
Reserve accounts				
Plant and Equipment	400,000		400,000	400,000
Furniture and Equipment	0		120,000	120,000
Buildings	200,000		99,474	99,474
Recreation Services	0		46,943	46,943
Waste Management	50,000		50,000	50,000
Reserve account - by council - [describe]	166,943		0	0
Contribution - operations	680,989	1,198,532	130,561	(1,067,970)
Capital funding total	4,076,039	3,370,607	2,103,826	(1,266,781)

KEY INFORMATION

Initial recognition

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

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

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

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

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

Measurement after recognition



















































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

Reportable Value

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

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

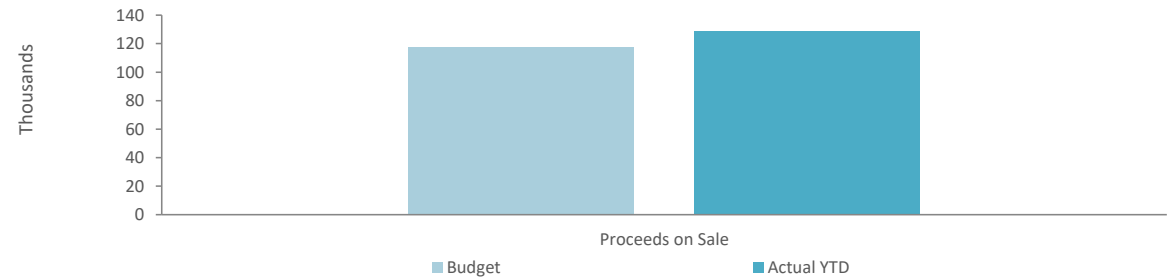
5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total							
Level of completion indicators							
	0%	Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.					
	20%						
	40%						
	60%						
	80%						
	100%						
	Over 100%						
Completed							
Adopted							
Account Description		Budget			YTD Budget	YTD Actual	Variance (Under)/Over
		\$			\$	\$	\$
Furniture and Equipment							
	1127805 Lily Beach Redevelopment	40,943	40,943	40,943	0		
	1127800 Replacement of Poon Saan Outdoor Cinema Seating	20,000	20,000	0	20,000		
	1127800 Playground & Park Upgrades	80,000	80,000	0	80,000		
	1127807 Foreshore Padang Footpath Extension	120,000	120,000	110,433	9,567		
	1127208 Foreshore Padang Bowls Rink Shade	9,567	9,567	1,885	7,681		
	427800 Phone System Upgrade	10,000	10,000	0	10,000		
	Furniture and Equipment Total	280,510	280,510	153,262	127,248		
Plant and Machinery							
	1017500 Iveco Waste Compector 4 x 2 Dual Control & Freight	400,000	300,000	420,397	(120,397)		
	1127500 Ride-On Mower-P&G	21,672	21,672	17,081	4,590		
	1127500 Truck Crew Cab-P&G	100,000	99,999	0	99,999		
	1127500 Freight for P&G Plant & Machinery	22,500	22,500	0	22,500		
	1217500 Skidsteer-Projects	75,000	75,000	0	75,000		
	1217500 Roller-C/Wks	200,000	200,000	199,470	530		
	1217500 Telehandler	225,000	225,000	212,725	12,275		
	1217500 Freight for 24/25 P&E	75,000	75,000	0	75,000		
	1217500 Emulsion Sprayer-Pump Kit	35,000	35,000	25,136	9,864		
	1217500 Freight for 23/24 P&E (7 x Hilux/Install Bitumen Tank)	90,000	90,000	98,465	(8,465)		
	Plant and Machinery Total	1,244,172	1,144,170	973,274	170,896		
Land Building & Fixed Plant							
Building Specialised							
Building Specialised Total		0	0	0	0		
Building Non-Specialised							
	907900 General Housing Upgrade (For Budget Transfer)	130,000	130,000	35,424	94,576		
	907212 12 Guano Close			26,568			
	907230 30 Seaview Drive			8,856			
	Building Non-Specialised Total	130,000	130,000	35,424	94,576		
	Land Building & Fixed Plant Total	130,000	130,000	35,424	94,576		
Infrastructure							
	72325 CRA 24/25 - EW Baseline from Blowhole to NPB National Park	555,880	416,904	331,169	85,735		
	72317 CRA 23/24 - Reseal Jalan Ketam Merah	94,348	70,761	0	70,761		
	72318 CRA 23/24 - Reseal Abbots Nest	18,563	13,920	22,290	(8,370)		
	72319 CRA 23/24 - Reseal Jalan Masjid	3,228	2,421	0	2,421		
	72320 CRA 23/24 - Reseal Jalan Masjid Carpark	7,870	5,904	0	5,904		
	72321 CRA 23/24 - Reseal Poon Saan Rd at Hardware	62,143	46,611	0	46,611		
	72322 CRA 23/24 - Reseal & Kerb Tampa View	919	693	35,899	(35,206)		
	72323 CRA 23/24 - Reseal Phosphate Hill/Irvine Hill	41,767	31,323	0	31,323		
	72324 CRA 23/24 - Reseal EW Baseline to Blowholes Turn Off	97,125	72,840	156,423	(83,583)		
	72605 Blowhole Rd Upgrade-Maintenance to Blowhole Rd Stage 1	500,000	374,994	10,771	364,223		
	72617 LRCIP 4 - Lily Beach Boardwalk Replacement	133,831	100,368	263,950	(163,582)		
	72618 LRCIP 4 - Replacement of Road Signage	194,689	146,013	45,977	100,036		
	72107 RTR 23/24 - Reseal Lily Beach Rd	300,704	225,522	34,926	190,596		
	72108 RTR 24/25 - Rocky Point Spur Rd Construction	25,000	18,738	0	18,738		
	72109 RTR 24/25 - Nursery Rd Construction	50,000	37,494	0	37,494		
	72110 RTR 24/25 - Kung Wai Lane Reseal	38,000	28,497	37,408	(8,911)		
	72111 RTR 24/25 - Sin Sang Rd Reseal	38,000	28,497	0	28,497		
	72911 RTR 24/25 - Taman Sweetland Close Reseal	50,000	37,494	2,449	35,045		
	72912 RTR 24/25 - Taman Sweetland Crescent Reseal	99,704	74,772	604	74,168		
	72932 RTR 24/25 - Gaze Road	89,586	67,176	0	67,176		
	72933 RTR 24/25 - Block 413 Carpark	20,000	14,985	0	14,985		
	Infrastructure Total	2,421,357	1,815,927	941,866	874,061		
		4,076,039	3,370,607	2,103,826	1,266,781		

Updated on 07-03-25

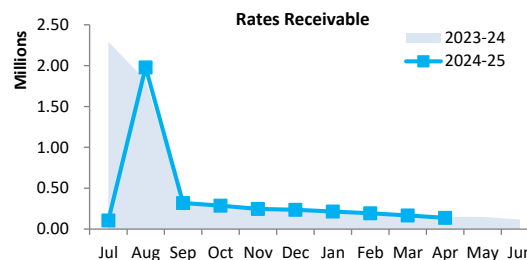
6 DISPOSAL OF ASSETS

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



7 RECEIVABLES

Rates receivable	30 June 2024	30 Apr 2025
	\$	\$
Opening arrears previous year		118,058
Levied this year		1,904,713
Less - collections to date	118,058	(1,883,436)
Net rates collectable	118,058	139,335
% Collected	0.0%	93.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	743,876	490	43	6,305	750,713
Percentage	0.0%	99.1%	0.1%	0.0%	0.8%	
Balance per trial balance						
Trade receivables		743,876	490	43	6,305	750,713
Total receivables general outstanding						750,713

Amounts shown above include GST (where applicable)

KEY INFORMATION

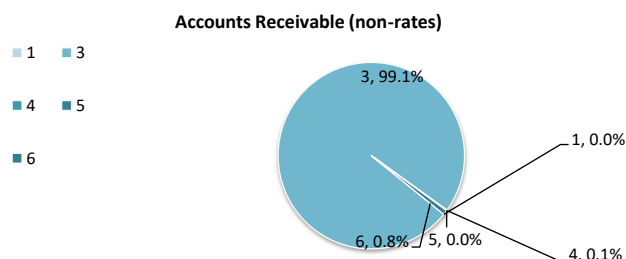
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 30 April 2025
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost	5,592,618	2,769,455	(1,981,559)	6,380,514
Financial assets at fair value through profit and loss	20,071			20,071
Inventory				
Fuel and materials	47,255	1,309,603	(355,170)	1,001,688
Other assets				
Prepayments	3,293	15,680	(13,678)	5,295
Accrued income	1,242		(1,242)	0
Total other current assets	5,664,479	4,094,738	(2,351,649)	7,407,568
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

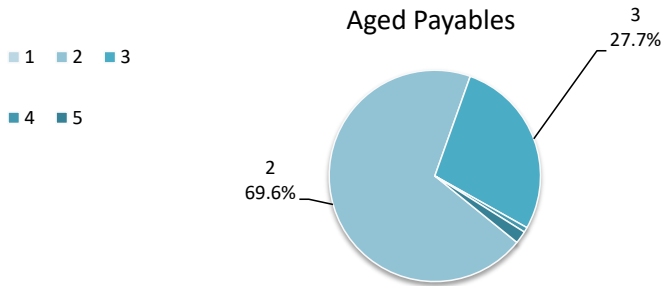
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	101,348	40,348	1,120	2,784	145,601
Percentage	0.0%	69.6%	27.7%	0.8%	1.9%	
Balance per trial balance						
Sundry creditors		101,348	40,348	1,120	2,784	145,601
Adjustment-Trust Interfund Tft	(60)					(60)
Other payables- Payroll Suspense		43,943				43,943
Total payables general outstanding						189,484
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



10 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 30 April 2025 \$
Other current liabilities						
Other liabilities						
Contract liabilities		204,747	0	270,678	(433,409)	42,016
Capital grant/contributions liabilities		742,303	0	400,000	(527,757)	614,546
Total other liabilities		947,050	0	670,678	(961,166)	656,562
Employee Related Provisions						
Provision for annual leave		1,155,366	0			1,155,366
Provision for long service leave		1,065,875	0			1,065,875
Total Provisions		2,221,241	0	0	0	2,221,241
Total other current liabilities		3,168,291	0	670,678	(961,166)	2,877,803

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

11 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					YTD Revenue Actual
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	Annual	Budget	Expected	
	1 July 2024	Liability	Liability	30 Apr 2025	Liability	Budget Revenue	Budget	Budget	Variations		
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies											
246654 Financial Assistant Grant	0	0	0	0	0	6,834,785	6,834,785	6,984,296	(149,511)	6,834,785	6,834,785
U202 Commonwealth Community Service Obligations	0	0	0	0	0	500,459	500,459	500,459	0	500,459	500,459
CI Fisheries Management DITRDCA Grant	198,747	218,664	(405,261)	12,150	12,150	396,876	330,710	396,876	0	396,876	405,261
Housing Support Program	0	0	0	0	0	738,500	615,389	738,500	0	738,500	0
Saluting Their Service Commemorations Grant	6,000	0	0	6,000	6,000	0	0	0	0	0	0
Creative Australia - Strengthening Australian Indian Ocean Territories Ties	0	25,366	(23,060)	2,306	2,306	25,366	25,366	0	25,366	25,366	23,060
CI Exchange Program	0	21,560	0	21,560	21,560	21,560	0	0	21,560	21,560	0
Speed Zone Changes-Mainroads WA SDA Grant	0	5,088	(5,088)	0	0	24,663	24,663	0	24,663	24,663	5,088
Attraction & Retention Packages for Regional Child Care Workers Grant	0	0	0	0	0	0	0	0	0	0	27,500
Storm Relief Funding - Removal of Kampong Bus Shelter	0	0	0	0	0	0	0	0	0	0	35,000
	204,747	270,678	(433,409)	42,016	42,016	8,542,209	8,331,372	8,620,131	(77,922)	8,542,209	7,831,153
Contributions											
Australia Day NADC/Building Better Region Grant				0		20,000	16,666	20,000		20,000	11,000
Australia Day Contribution				0		1,000	830	1,000		1,000	0
Bus Service Contract Contribution & Donation				0		30,000	24,999	30,000		30,000	0
CI Marathon Contribution & Donation				0		10,000	8,333	10,000		10,000	7,949
Territory Week Donation and Sponsor (CIP)				0		0	0	0		0	12,000
	0	0	0	0	0	61,000	50,828	61,000	0	61,000	30,949
TOTALS	204,747	270,678	(433,409)	42,016	42,016	8,603,209	8,382,200	8,681,131	(77,922)	8,603,209	7,862,102

12 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Apr 2025	Current Liability 30 Apr 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Road to Recovery (RTR) Grant	300,704	0	(75,387)	225,317	225,317	710,994	592,463	75,387
Central Road Authority (CRA) Grant	325,963	0	(325,963)	0	0	925,963	771,599	925,963
Local Road & Community Infrastructure Program (LRCIP) Phase 4	115,636		(115,636)	0	0	328,520	273,753	115,636
72605 Blowhole Rd Upgrade-Maintenance to Blowhole Rd Stage 1	0	400,000	(10,771)	389,229	389,229	500,000	416,646	10,771
	742,303	400,000	(527,757)	614,546	614,546	2,465,477	2,054,461	1,127,757

SHIRE OF CHRISTMAS ISLAND
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 APRIL 2025

13 TRUST FUND

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

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 30 April 2025
	\$	\$	\$	\$
Taman Sweetlant Reserve (POS)	59,204	2,600		61,804
	59,204	2,600	0	61,804

SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

14 BUDGET AMENDMENTS

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

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



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 27 May 2025
AGENDA REFERENCE	10.2.3
SUBJECT	Auditor General Report to Parliament Local Government Financial Audit 23/24
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	
INTEREST DISCLOSURE	None
DATE OF REPORT	29 April 2025
AUTHOR	Wei Ho, Assistant Director of FCS
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

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

BACKGROUND

The Office of the Auditor General manages the financial audit of all 135 Local Government Shires in WA and prepares a report to Parliament each year. The report summarises the results of the annual financial audits and includes a detailed brief on any issues, non-compliances or qualified opinions of the sector.

COMMENT

It is a reward for all the effort that the Corporate Services team have undertaken over the past twelve months and efficiency of controls that have been put in place to ensure that Shire has sound financial management and reporting practices in place. Council and ratepayers can have confidence in the financial controls and practices of Shire.

STATUTORY ENVIRONMENT

Section 5.53 (1) of the Local Government Act 1995 (WA)(CI) is to prepare and annual report for each financial year.

Section 5.53 (2) The annual report is to contain-

- f) the financial report for the financial year and:
- h) The Auditor's report prepared under section 7.9(1) or 7.12AD (1) for the financial year.

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

There are no financial implications related to the report

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

Council to Note

ATTACHMENTS

10.2.3.1 Extract from Auditor General report to Parliament 23/24

Best practice top 20 entities

- City of Albany*
- Town of Bassendean
- Shire of Beverley*
- Shire of Brookton*
- Shire of Chapman Valley
- Shire of Christmas Island
- Shire of Cue*
- Shire of Dardanup*
- Shire of Denmark*
- Shire of Dumbleyung*
- Shire of Esperance*
- Shire of Exmouth
- Shire of Irwin*
- Shire of Lake Grace
- Shire of Menzies
- Shire of Mundaring
- Shire of Murray
- Shire of Perenjori*
- Shire of Three Springs*
- City of Vincent

Source: OAG

** Indicates entities which received best practice in the 2022-23 report.*

Table 3: Best practice entities for 2023-24

Certifications

Since November 2024⁵, we completed 14 certifications on Roads to Recovery Program, Local Roads and Community Infrastructure Program, and Deferred Pensioner Claim. All of these were clear certification opinions. Appendix 8 includes a full listing of certifications issued.

Control weaknesses

Control environment

We reported a total of 865 control findings in 2023-24 which is a reduction from the prior year (1,191 control findings). These are made up of 512 financial management issues (2022-23: 718) and 353 information system (IS) control issues (2022-23: 473).

An entity's control environment includes the governance and management functions and the attitudes, awareness and day-to-day actions that contribute to the internal control practices of importance to the entity. A control environment with adequate systems, processes and people reduces the risk of error and fraud, and provides assurance to management, council and auditors that financial reports are materially correct. We assess each entity's control environment during our risk assessment procedures. We report details of weaknesses in the environment to entities. The main themes of these weaknesses are discussed in further detail below. We reported in detail the IS control findings in a separate report to Parliament⁶.

Financial management controls

We alerted 119 entities to 512 financial management control weaknesses across our three risk categories (Figure 4) compared with 718 weakness reported to 132 entities in 2023. The total number of findings is tracking lower than in recent years. These numbers will increase once the 12 outstanding entities are finalised; however, we don't expect the increase in number of findings to be greater than that reported in 2022-23. Importantly, the number of significant issues raised continued on a downward trend in 2023-24.

Definitions of our finding risk ratings can be found at Appendix 10.



Reduction in requests for submission extension of financial report to auditor

Entities can apply to DLGSC prior to the legislated deadline of 30 September for an extension to submit their financial report for audit. There was a 37% reduction in the number of extensions this year, with 17 entities requesting extensions (Appendix 2), down from 27 entities in 2022-23. Entities need to advise us early if they are seeking an extension so we can work with them to minimise any adverse impact on the scheduling of their audit.

Extensions impact the timeliness of reporting. There can be legitimate reasons for one-off extensions; however, repeat extensions can be symptomatic of other underlying problems where early intervention is critical to prevent these from escalating. It is acknowledged that in July and August of each year, a time which should be primarily focused on preparation of the financial report, entities have competing priorities. On top of their business-as-usual work, entities are required to prepare and adopt their annual budget for the year by 31 August. This work is often completed by the same staff that would prepare the financial report.

Of the 17 entities given extensions, one entity received an extension to December 2024 and three obtained extensions into early 2025. These heavily extended deadlines meant it was impossible for these financial reports to be audited by the statutory deadline of 31 December 2024. Of the 12 entities that did not have their audits completed by 31 December 2024, nine had received an extension.

Audits finalised after 31 December 2024 and those that are still in progress

The twelve audits that were not finalised prior to 31 December 2024 encountered numerous challenges (Appendix 3).

Generally, audits in progress share some of the following themes:

- Data integrity and system changeovers: information to support the trial balance and financial report disclosures was not readily available, including appropriate data validation for those entities which had changed financial systems during the year. We encourage entities to review our better practice guides⁴ to better understand audit information requirements.
- Key staff availability: positions were vacated during the audit or have been vacant for some time. When key staff resign prior to or during the audit process, often no one is left at the entity who can assist with audit queries or provide the necessary information.
- Difficulty closing out technical reporting matters: some entities lacked the expertise required to adequately manage complex financial reporting. Technical matters such as business purchases, found assets and additional work required to clear prior year opinion modifications were too often left to the audit teams to resolve.
- Incomplete valuations: valuations are not readily available or we have concerns with their accuracy and/or completeness.

For those audits still in progress, we expect to issue further qualified opinions or opinions that include an EoM paragraph. We also expect the number of financial control findings to increase.

Best practice entities

We rate entities on their financial reporting practices which is measured against the following criteria:

- timeliness of CEO-certified financial report
- quality of financial report (financial statements and notes)
- quality of working papers that support the financial report
- management resolution of accounting matters
- key staff availability during the audit
- number and significance of management letter findings
- clear opinion with no EoM or other audit report modifications.

We congratulate the entities we rated as the top 20 achievers for 2023-24.



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 27 May 2025
AGENDA REFERENCE	10.5.1
SUBJECT	Housing Support Program – Stream1
LOCATION/ADDRESS/APPLICANT	Nil
FILE REFERENCE	
INTEREST DISCLOSURE	Nil
DATE OF REPORT	22/05/25
AUTHOR	Chris Su, Director of Planning, Governance and Policy
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

Council resolves to release the *Draft Phosphate Hill Structure Plan* and the *Draft Silver City Structure Plan* for a public advertising period of 42 days pursuant to the requirements of Schedule 2 Part 4 cl. 18 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

BACKGROUND

The Shire of Christmas Island was successful in its 2024 application to Stream One of the Housing Support Program (HSP1) established by the Government. SOCI's program, the *Christmas Island Housing Futures Masterplan*, set out to address the housing needs of the island and provide guidance in land use planning.

The HSP1 supports the delivery of increased housing supply by focusing on projects, such as the *Christmas Island Housing Futures Masterplan* that improve building planning capability for areas targeting future housing projects. The HSP1 seeks to assist the delivery of 1.2million new homes in Australia by 2030 as set out in the Government's 2022 *National Housing Accord*.

The *CI Housing Futures Masterplan* contains two distinct Structure Plans for the Phosphate Hill and Silver City precincts. A Structure Plan is a key planning document that guides the future subdivision and development of an area. It outlines the layout of roads, zoning, housing density and land use. The WA Planning Commission require parties to strictly follow their *WA Planning Manual – Guidance For Structure Plans, August 2023* in the preparation of a Structure Plan for their eventual consideration.

The Shire of Christmas Island has prepared the Phosphate Hill and Silver City Structure Plans following this document most closely. It has also followed the requirements of other statutory documents listed in the 'Statutory Environment' section in this report and given due regard to the feedback collected from island stakeholders.

Council produced a concept Structure Plan for Phosphate Hill and Silver City and engaged residents in the Malay Club in November 2024 for initial non-statutory briefing and comments. This was built on previous engagements at the Malay Club with residents from 2020 around the now paused Christmas Island Strategic Assessment's Land Use Plan and Shire's Planning Response Map which provided preliminary maps on Phosphate Hill and Silver City in-fill uses structured around assisting Flying Fish Cove residents with coastal risk management.

The May 2025 Draft Structure Plans for Phosphate Hill and Silver City consider feedback from that process; Council must now undergo the statutory advertising period to gain further insights from residents and adjust the draft structure plans accordingly if needed.

COMMENT

The need to formulate Structure Plans at Phosphate Hill and Silver City is highlighted in the SOCI current Local Planning Strategy (LPS) endorsed by the Western Australian Planning Commission (WAPC) in May 2015 that specifically advocates to "*Plan for a total population of 5000 permanent people as per the community-endorsed 2018 Plan.*"

The HSP Stream 1 agreed milestones between the SOCI and the DITRDCA are to provide for each Structure Plan:

- Town planning and urban design elements;
- Environmental and geophysical surveys;
- Essential services strategy;
- Application to clear native vegetation
- Preliminary subdivision concept and
- Environmental Assessment Report

Council will be aware that the completion of the Structure Plan approvals with WAPC will not grant Council ownership of the land, which is still vested in the Commonwealth. The Shire is pursuing a simultaneous Crown Land Enquiry Form as per resolution 97/24 at the 10 December 2024 OCM which, if approved, will begin the pathway for disposal of the Crown Land to the Shire via the Dept. of Finance's *Commonwealth Property Disposal Policy*. The final hurdle will be the completion of referrals under the Environment Protection and Biodiversity Conservation Act (Cth)(1999) for heritage and environmental approvals to allow development. The Council will be briefed on the progress of these two additional processes. All of the above have been funded through the successful HSP1 grant of \$738,500.

STATUTORY ENVIRONMENT

Planning and Development (Local Planning Schemes) Regulations 2015.

WA Planning Manual – Guidance for Structure Plans – August 2023

(WA)(CI) Environmental Protection Act 1986 Part V

Environment Protection and Biodiversity Conservation Act 1999

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS & MILESTONES

- The following elements of the 10 Year Strategic Community Plan 'Our Island, Our Responsibility 2023-2033' are covered by this motion:

Planning 1

Planning 2

Community Development 1

Economy and Employment 3

Infrastructure 1

Infrastructure 2

Governance 2

Natural Env. and Climate Change

A Community that Plans for itself

In currency statutory Planning Instruments

A healthy aging community

A Flowchart Forward

Managing Municipal Built Spaces

Planned and Facilitated Growth

Have a Say

Flying Fish Cove Housing Future

The following elements are implementation milestones to give effect to the project:

- Receipt of Public Comments and considers submissions
- Report on submissions and SOCI schedule of comments
- Submit report and amended Structure Plans to the Western Australian Planning Commission for endorsement.

VOTING REQUIREMENTS

Simple majority

ATTACHMENTS- Distributed to Councillors

Phosphate Hill Draft Structure Plan

Silver City Draft Structure Plan



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 27 May 2025
AGENDA REFERENCE	10.5.2
SUBJECT	Policy Manual Review
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	
INTEREST DISCLOSURE	Nil
DATE OF REPORT	22 May 2025
AUTHOR	Chris Su, Director Planning, Governance & Policy
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATIONS

That Council adopts the following reviewed policies –

- 10.5.2.1 Elected Members 1 – Policy Development and Review**
- 10.5.2.2 Elected Members 2 – Donations to Community Organisations, Other Groups and Persons**
- 10.5.2.3 Financial Policy 6 - Investment Policy**
- 10.5.2.5 Financial Policy 8 – Asset Management Policy**

That Council rescind the following policy

- 10.5.2.4 Financial Policy 7 – COVID19 Financial Hardship Policy**

BACKGROUND

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

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

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

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

COMMENT

Elected Members Policies:

No major changes were made in the suite of EM policies being submitted for consideration. Titles have been updated in EM1 and EM2 to reflect new designations in the staff and Shire President's responsibilities for donations and reporting to the Council confirmed. The updated title designations and a filing code for 'ICT – Information Communications Technology and 'LA' – Land Administration were accidentally left out of the February 2025 review of these two documents and corrected in this edition.

Investment Policy:

It is recommended that the Shire continue the conservative approach to investment management and continue to utilize the Westpac CI branch for term deposit services.

COVID19 Financial Hardship Policy:

The *COVID19 Financial Hardship Policy* was adopted in 2020 under the WA Local Government Amendment (COVID-19 Response) Act which came into effect 21 April 2020. Circular 3-2020 from the Hon David Templeman MLA, WA Minister for Local Government, Heritage, Culture and the Arts on 8th May 2020 provided the direction to local governments to create a *Financial Hardship Policy* with subsequent forms to support the all of Government approach to support the community at that time. WALGA subsequently created a template Financial Hardship Policy for local governments to modify for their individual municipalities. SOCI adopted the WALGA template.

The Christmas Island Emergency Management Committee declared the State of Emergency for the Indian Ocean Territories over in 13 August 2022 after 878 days.

The SOCI COVID19 Financial Hardship serviced several requests in this period and does not expect any more.

It is expected that the WA Minister for Local Government will again issue a direction to local governments requiring the adoption of a policy in the event of a future pandemic or similar scale emergency.

Asset Management Policy:

This was developed in 2022 with Director for Finance after a recommendation from the Office of the Auditor General's auditors at RSM to create an asset policy separate to the Long-Term Financial Plan (LTFP). The LTFP is contains the modelling for depreciation and replacement spending.

FINANCIAL IMPLICATIONS

None

STRATEGIC IMPLICATIONS & MILESTONES

Local Government (Administration) Regulations 1996

Local Government (Administration) Amendment Regulations 2021

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENTS

- | | |
|----------|--|
| 10.5.2.1 | Elected Members 1 – Policy Development and Review |
| 10.5.2.2 | Elected Members 2 – Donations to Community Organisations, Other Groups and Persons |
| 10.5.2.3 | Financial Policy 6 – Investment Policy |
| 10.5.2.4 | Financial Policy 7 – COVID19 Financial Hardship Policy |
| 10.5.2.5 | Financial Policy 8 – Asset Management Policy |

EM 1 – POLICY DEVELOPMENT AND REVIEW

Objective

- To document the practice for the creation, approval and presentation of Council policies.
- To ensure policies are developed to meet legislative and organisational objectives and needs.
- To conduct timely review of policies in the light of legislative and organisational changes.

Policy

1. Council is responsible for the setting of policy by Council resolution. Adopted policy must be retained in accordance with the Council's document management practice and be readily available for public access.
2. All proposed policies must:
 - Have Council's approval or directive for the development of the policy;
 - Have documented Council's clearly stated policy objectives;
 - Indicate whether a "sunset" clause or time limit applies.
3. All policies will be presented as per this policy with all procedure/documents need to implement the policy attached and cross-referenced.
4. The delegation level required to implement the policy is to be clearly stated, with nominated responsible position where applicable.
5. Policy drafts accepted by the Council will be, where relevant, "Adopted in principle subject to public consultation". Public consultation will be undertaken in accordance with the Council's Consultation Policy. A report documenting the public response will be presented to Council for adoption.
6. Council will ensure that all policies are open to review at least every two years or as required to comply with legislative and organisational changes and to meet Council's strategic and organisational objectives.
7. The following acronyms shall be used to identify policies with relevant areas of application:

AD - Administration	EM - Elected Members
CS - Community Services	PB - Planning & Building
LA - Land Administration	HR - Human Resources
FI - Finance	HE - Health
WS - Works & Services	
WE - Waste Management & Environment	
ICT - Information and Communication Technology	
8. Policies will be numbered sequentially as they are raised and entered into the Policy Manual once adopted by Council.

REVIEW OF POLICIES

In order to ensure consistency and relevancy of the policies, Council will have a rolling bi-annual approach to Policy Review, with Policies to be reviewed in sequence. The officer responsible for this process is the Director of Planning, Governance and Policy (PGP) under the direction of the CEO. The Director of PGP will undertake the review through consultation with Management, Employees and the Union, and thereafter the outcome of the review will be endorsed by Council.

All policies will be reviewed bi-annually or as required to comply with legislative and organisational changes and to meet Council's strategic and organisational objectives.

IMPLEMENTATION OF NEW POLICIES

In addition to new policies being submitted to Council by Management and the CEO, Council may implement new Policies at any time in order to comply with legislative requirements and to ensure the organisational goals and strategic objectives are met. The Director of PGP will be tasked to assist Council in this process by the CEO as needed.

New and reviewed policies will be submitted to the Council for review and adoption. Policies cannot be added to the SOCI Policy Manual without this process.

The DPGP and CEO are responsible for ensuring the Policy Manual is kept up to date with new additions and that each Policy has been through the process.

AMENDED AND REVOKED POLICIES

Revoked and amended policies are to be retained as a Council record. The full text of a policy will be retained as a Council record for future reference, to ensure that actions when reviewed in later years can be substantiated, and so that should queries be raised the application of policy and any amendments can be traced. New text pages will be replaced and amended, and revoked text will be filed accordingly.

The history of the policy will be amended to show date and resolution number of the motion of the amendment. The Director of PGP will be responsible to ensure that the Policy Manual is up to date with correct versions of each policy and for notifying staff of changes to the Policy Manual.

Key Performance Indicators	Extent to which new policies are developed in adherence to this policy Extent to which priorities set by Council for policy development are adhered to Extent to which policy objectives set by Council are addressed in policy development
Keywords	Policy development
Related Policies	EM3 - Community Consultation Policy
Related Procedures/ Documents	

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved	5/03/2002	CEO	35/02			2.11.1
2	Approved	26/9/2017	GRPG	88/17		Sept 2019	2.11.1
3	Approved	26/7/2022	GRPG	67/22		July 2024	2.11.1
4	Approved	4/2/2025	DPGP	7/25		July 2027	2.11.1

Authority	Local Government Act 1995 (WA) (CI)
Strategic Plan Link	Social Environment – 2.2 Improve the planning and liaison with community groups in relation to community events and celebrations

EM 2 –	DONATIONS TO COMMUNITY ORGANISATION, OTHER GROUP AND PERSONS
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Objective

- To assist community organisations in the provision of services and facilities for the benefit of the residents and visitors to the Shire of Christmas Island
- To assist appropriate private groups or persons to achieve their objectives
- To establish maximum levels of annual expenditure on donations
- To properly record the value of all donations and eliminate hidden subsidies
- To plan expenditure on donations to ensure an equitable distribution of funds across community organisations and activities
- To maintain a consistent, open and equitable approach to consideration and distribution of Council donations.

Policy

1. Council will provide funds annually in its budget for expenditure on donations.
2. Council will determine the annual total allocation each year.
3. Council will encourage community organisations to submit applications for assistance. As a general rule, Council will encourage community organisations to apply prior to 30 June each year to maximise its ability to plan expenditure in the following financial year.
4. Council will place two advertisements in *The Islander* in May and June each year inviting community organisations to submit an application for donations. This advertisement will emphasise the need for community organisations to plan their financial needs, what contribution they would like to obtain from Council, and when this contribution (if granted) would be required. An application form will be provided to community groups to provide all the information Council would require to consider the application.
5. Council will accept applications for community donations at any time. However, the extent to which these requests can be met will be limited by the funds available as set out in point 6 below.
6. On the basis of applications received by 30 June, Council will identify the amount to be budgeted for community donations for the financial year. Council will retain a proportion of the allocation to accommodate additional calls or requests received during the year. This residual fund shall be identified separately in the Budget.
7. On receipt of an application, the CEO will consider whether other assistance may be available such as government grants or the Community Welfare Fund. Where an applicant for a government grant is required to provide matching funds, the CEO may recommend that it assist by providing these matching funds, as either \$ or in-kind support.

8. Council will decide applications for donations received by 30 June as soon as practicable after the budget is adopted. Council will decide applications arising during the financial year as soon as practicable after these have been received.
9. Allocations to groups and persons shall be determined in order to achieve an equitable distribution of funds throughout the community. Council may allocate funds to individuals or private organisations where, in the opinion of Council the donation is in the interests of the community. Examples of such donations would include assistance to sports persons, artists or researchers. Council may allocate funds to organisations and persons outside the Shire providing Council is of the opinion that the activities of the organisation or person provide a direct benefit to the Shire of Christmas Island.
10. Council will decide all applications requesting a donation of \$1,000 or more. The CEO will refer such applications to Council via a report to a Council meeting. The Shire President will have discretion, subject to budget, to decide applications for donations up to \$1,000 and report at the following Council meeting their decision. Where Council has approved the application, the CEO is authorised to pay the donation at the time required by the organisation or individual.
11. Council may by resolution delegate the responsibility for determining applications in each year to the Shire President, Chief Executive Officer or a Standing or Advisory Committee as defined by the Local Government Act.

Key Performance Indicators

Timeliness and adequacy of advertisements in accordance with the policy
The extent to which applications are received by 30 June each year
The extent to which funds are distributed equitably and meet community needs

Keywords

Donations

Related Policies

EM3 - Community Consultation Policy

Related Procedures/ Documents

CS3 - Community Welfare Fund

Annual Budget

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved	28/05/2002	CEO	04/02			2.11.4
2	Approved	26/9/2017	GRPG	88/17		Sept 2019	2.11.4
3	Approved	26/7/2022	GRPG	67/22		July 2024	2.11.4
4	Approved	4/2/2025	DPGP	7/25		July 2027	2.11.4

Financial Policy 6 – INVESTMENT

Objective

- To provide accountability when dealing with the investment of surplus Council funds
- To ensure surplus Council funds are managed to achieve the best financial result with the minimum risk while retaining access to funds for cash flow purposes

Legislative Compliance

Local Government Act 1995 (Financial Management) Regulations 1996 (as amended), Regulation 19, Part III of the Trustee Act 1962

Policy

Approved Institutions

1. All funds surplus to immediate requirements will be invested in appropriate interest bearing accounts with the Westpac Banking Corporation, the Shire's banking institution, or an authorised institution as defined in Local Government (Financial Management) Regulation 19C.
2. Surplus funds include those in municipal, reserve and trust funds, provided that such funds are kept separate in accordance with the Local Government (Financial Management) Regulations 1996, Local Government Act 1995 and the Trustee Act 1962 Part 3.

All interest earned from the investment of surplus funds will be returned to the fund from which the investment was made; namely the municipal, reserve or trust accounts. In other words, interest from reserve fund investment will be returned to the reserve fund; interest from trust accounts returned to the trust account; and interest earned from the municipal account returned to that account.

Authorised Investments

In accordance with the powers conferred on it by the Local Government Act 1995 Section 6.14 (2), the Local Government (Financial Management) Regulations 1996 and the Trustee Act 1962 Part 3, Authorised Investments shall be limited to Australian currency only. The only two financial vehicles that Council may invest in are described as below.

1. The Shire may invest in an interest bearing account chosen will either be a fixed term deposit account, for a term not exceeding 12 months under Section 19C of the Local Government Act (Financial Management) Amended Regulations 2012 or an at call deposit account, depending on predicted cash flow requirements.

2. The Shire may also invest in bonds that are guaranteed by the Commonwealth Government or a State or Territory and which have a term not exceeding three years.

Delegation of Authority for Authorised Investments

1. The Chief Executive Officer is delegated with the authority to decide on the investment of funds in each case
2. The Chief Executive Officer is responsible for ensuring that proper documentation and other internal procedures are established and maintained that provide directions to be followed by employees to ensure effective control over investments.

Upon the expiry of a fixed term deposit, the Director of Finance and Administration is to recommend to the Chief Executive Officer the renewal and rollover of the fixed term deposit or its transfer to the operational account or part thereof as needed.

The Director of Finance is to report to the next available Council meeting the recommendation given to and action taken by the Chief Executive Officer.

3. The Chief Executive Officer will report annually to Council on the municipal, reserved and trust account monies that have been invested and the interest returned on these investments.
4. Nothing in this policy detracts from the Shire's current holding in shares purchased when the Shire managed the Christmas Island Supermarket to take advantage of a purchasing arrangement for supermarket stock.

Key Performance Indicators

The extent to which interest on investments represents a good return for the funds so invested.

Cash flow is not detrimentally impacted by the investment of surplus funds The extent to which regional suppliers are successful tenderers for goods and services

Key Words

Investments, surplus funds, interest, cash flow

Versi on	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved	6/6/2006	CEO				2.11.30
2	Approved	26/9/17	Finance Manager Gan	88/17	None	2019	2.11.30
3	Approved	27/9/2022	GRPG	89/22	None	2024	2.11.30

Financial Policy 7 – COVID-19 Financial Hardship Policy

Objective

To give effect to the Shire of Christmas Island's commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Christmas Island recognises that these challenges will result in financial hardship for some of our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

Legislative Compliance

The Local Government Amendment (COVID-19 Response) Act 2020 was passed by Parliament on 16 April 2020 and came into effect on 21 April.

This Act provided a power to enable the Minister to modify or suspend provisions of the Local Government Act and regulations while a State of Emergency declaration is in force and where the Minister considers that such an order is necessary to deal with the consequences of the COVID-19 pandemic.

Circular 3-2020 from the Hon David Templeman MLA, WA Minister for Local Government, Heritage, Culture and the Arts dated 8th May 2020 provided the direction to local governments to create a *Financial Hardship Policy* with subsequent forms to support the all of Government approach to support the community in this time. WALGA subsequently created a template Financial Hardship Policy for local governments to modify for their individual municipalities.

As Christmas Island is in a declared State of Emergency under the CI Emergency Ordinance 2012, the Shire will follow the direction in Circular 3-2020 from the WA Minister for Local Government.

Policy Scope

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21, 2021/22 and 2022,23 financial years.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government*

Policy Statement

1 Payment difficulties, hardship and vulnerability¹

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Christmas Island recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

2 Anticipated Financial Hardship due to COVID19

We recognise that some ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration.

3 Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities.

4 Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;

¹ Adapted from the Ombudsman Western Australia publication, Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance: <http://www.ombudsman.wa.gov.au/>

- The ratepayer will be responsible for informing the Shire of Christmas Island of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

5 Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a Payment Plan to be discussed with the Shire for their outstanding debts and rates and service charges. Under this Payment Plan, the applicant will receive a waiver of interest charges for the 2020/2021 financial year from the date of submission of the Financial Hardship Application Form 20/21. Future periods of interest waiver past the 20/21 year will be made on a case by case basis.

6 Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

7 Debt recovery

Debts associated with a Financial Hardship Application will be dealt with under this Policy instead of the Shire of Christmas Island FI Debt Recovery until as such a time the options for recovery and collaboration with the debtor are exhausted under this Policy.

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2023, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2023/24 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995 and the Shire of Christmas Island FI5 Debt Recovery policy*.

8 Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

9 Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

A Financial Hardship Application document will be created to give a structured document for ratepayers to notify Council of their circumstances for consideration of options described in this policy.

Key Performance Indicators	The number of times a Financial Hardship Application form is requested by a rate payer
Keywords	COVID 19, Financial Hardship, Rates, Interest
Related Policies	Nil
Related Procedures/ Documents	FI5 – Debt Recovery

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved	26/5/2020	Chris Su	50/20			2.11.37
2	Approved	27/9/2022	GRPG	89/22	None	2024	2.11.30

F18– Asset Management Policy

Objective

To give effect to the Shire of Christmas Island's obligations under legislation and auditing requirements to

- Ensure that assets service the community for current and future generations;
- Ensure that assets provide a level of service and risk the community is willing to support;
- Ensure the sustainable management of assets and;
- Allow informed decision making incorporating life cycle costing principles

Policy

This policy applies to all Council infrastructure assets, which are required to be managed by the Shire and where their components have a useful life of more than one year and a replacement cost greater than +\$5,000, including;

- Road and street network including pathways
- Parks and recreation facilities
- Community facilities and civic buildings
- Associated asset groups to be managed also include plant and equipment, IT equipment and vehicles

Adopting asset management principles will assist the Council in achieving its Strategic Plan and Long Term Financial objectives. A strategic approach to asset management will ensure that Council delivers the highest appropriate level of service through its assets.

Systematic reviews will be applied to all asset classes and are to ensure that assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Accounting Standards.

The Shire will adhere to the following core principles in planning and decision making relating to the selection, creation/acquisition operation, maintenance and renewal/disposal of all infrastructure assets.

- Service delivery drives asset management practices and decisions
- Asset planning and management has a direct link with the Councils corporate and business plan including the Long Term Financial Plan
- Application of Renewal or Upgrade for assets is appropriate
- As a principle asset depreciation is to be used to fund renewal and/or rehabilitation of assets
- New or upgrade projects funded by grants are to include full lifecycle (whole of life costs) as part of project evaluation

- Asset management plans are to be developed for the Shire's assets and will be informed by community needs

Asset management requires a whole of organisation approach and involves the participation of and is the responsibility of the Council, Executive and Council staff.

Administration will implement procedures that ensure the asset database is maintained and updated and provide required reports to Council to meet their statutory responsibilities.

Key Performance Indicators	
Keywords	
Related Policies	Nil
Related Procedures/ Documents	
Delegation Level	CEO
First endorsed by Council	
Resolution No.	
Consultation	Nil required
Reviewed by Council	/
Resolution No.	/
Date Document Updated	/
Next Review Date	
File Reference	/

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