



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 19 March 2024** commencing at 7.00pm

David Price
Chief Executive Officer

AGENDA

- 1 **Declaration of Opening of Meeting/Announcement of Visitor**
- 2 **Record of Attendance/Apologies/Leave of Absence/Declaration of Financial/Proximity/Impartiality Interests**
 - 2.1 Attendance
 - 2.2 Leave of Absence
 - 2.3 Apologies
 - 2.4 Declaration of Interests
- 3 **Response to Previous Public Questions Taken on Notice**
- 4 **Public Question Time**
- 5 **Applications for Leave of Absence**
- 6 **Petitions/Deputations/Presentations**
- 7 **Confirmation of Minutes of Previous Meetings/Business arising from the Minutes of Previous Meetings**
 - 7.1 Minutes of Ordinary Council Meeting held on 6 February 2024 (pg 1-5)
 - 7.2 Business Arising from the Minutes of Previous Meetings
- 8 **Announcements by Presiding Member Without Discussion**
- 9 **Reports of Committees**
- 10 **Reports of Officers**
 - 10.1 **Chief Executive Officer**
 - 10.1.1 2024 ALGA Conference (pg 6-7)
 - 10.2 **Director Finance & Administration**
 - 10.2.1 Schedule of Accounts – February 2024 (pg 8 -13)
 - 10.2.2 Financial Statements – January & February 2024 (pg 14-55)
 - 10.2.3 Christmas Island- Compliance Audit Return (CAR) 2023 (pg 56-67)
 - 10.3 **Director Community/Recreation Services & Training**
 - 10.4 **Director Works, Services & Waste**
 - 10.4.1 Direct Purchase Report (pg 68-82)
 - 10.5 **Director Planning, Governance & Policy**
- 11 **Elected Members Motions of which Previous Notice has been given**
- 12 **New Business of an Urgent Nature Introduced by Decision of the Meeting**
- 13 **Behind Closed Doors**
- 14 **Closure of Meeting**
- 15 **Date of the next Ordinary Meeting**
23 April 2024



UNCONFIRMED MINUTES

Ordinary Meeting of the Shire of Christmas Island held at the George Fam Chambers at 7.00pm on Tuesday 6 February 2024

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

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

1.2 Record of Attendance

Shire President

Deputy President

Councillors

Cr Gordon **THOMSON**

Cr Kee Heng **FOO**

Cr Philip **WOO**

Cr Hafiz **MASLI**

Cr Vincent Cheng-Siew **SAW**

Cr Kelvin Kok Bin **LEE**

Cr Azmi **YON (7.12pm)**

Cr Steve **PEREIRA**

Cr Swee **TUNG**

Chief Executive Officer

Director Planning, Governance & Policy/Minute Taker

Director Community/Recreation Services

Director Works, Services & Waste

David **PRICE**

Chris **SU**

Olivier **LINES**

Troy **DAVIS**

2.2 **Leave of Absence**

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 PEREIRA passed on a request from Christmas Island Charities for a grant to help re-establish the '*Christmas Island Charity Ball*' which he advised had been defunct for several years. Cr Pereira stated that a government official not associated with CI Charities had organised the charity ball function in past years, and now the CI Charity Ball Committee is looking to re-establish the event under Christmas Island Charities as it was originally.

Cr PEREIRA advised that the proposed date was August 21st 2024, taking into account the confirmation of other events such as the Christmas Island Marathon and Territory Week Festival. Cr PEREIRA advised that the proceeds of the event would go towards CI Charities, with some funds to be made available to the ongoing medical costs of a Christmas Island child in need.

Shire President Gordon THOMSON advised that the Shire's annual Community Assistance Grant program will open in May/June 2024, ready to be spent in the 2024/2025 financial year as a

standing budget item. Shire President THOMSON recounted the parameters of the SOCI Community Assistance Grant and the type of events and functions it serves year-on-year.

Shire President Gordon THOMSON advised that CI Charities would be able to make an application for assistance for a 2024/2025 allocation alongside all other island not-for-profits when the program opens in May/June as their planned event is in the 2024/2025 financial year.

5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Cr FOO Kee Heng Application for Leave of Absence

Council Resolution					
Moved: Cr	LEE	Seconded: Cr	SAW	Res. No:	1/24
That Cr FOO Kee Heng be granted a leave of absence for the 19 th March 2024 Ordinary Council Meeting.					
Carried:	8/0				
For	Cr THOMSON	Cr FOO	Cr TUNG		
	Cr SAW	Cr LEE	Cr PEREIRA		
	Cr WOO	Cr MASLI			
Against					

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 19 December 2023

Members considered the unconfirmed minutes.

Council Resolution					
Moved: Cr		Seconded: Cr		Res. No:	2/24
That Council adopt the unconfirmed minutes of the 19 December 2023 Council Meeting.					
Carried:	8/0				
For	Cr THOMSON	Cr FOO	Cr TUNG		
	Cr SAW	Cr LEE	Cr PEREIRA		
	Cr WOO	Cr MASLI			
Against					

7.2 Business Arising from the Minutes of Previous Meetings

7.2.1 Shire CEO David PRICE provided an update on item 4.1 of the December 19 Ordinary Council Meeting, a request for a convex mirror at the intersection of Lam Lok Loh and Jalan Ketam Merah. The Works and Services section has completed installation at the location.

Shire CEO David PRICE provided an update on item 4.2 of the December 19 Ordinary Council Meeting regarding speeding in the Arenga Close vicinity. A notice in English, Malay and Chinese translations was disseminated through email in December.

Shire CEO David PRICE provided an update on item 4.3 of the December 19 Ordinary Council Meeting, the unsecured PRL boom gate located at Drumsite Park. PRL has since secured the boom gate.

Cr Azmi YON joins the meeting at 7.12pm.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

9 REPORTS OF COMMITTEES

10 REPORTS OF OFFICERS

10.1 Chief Executive Officer

10.1.1 Budget Review 2023-24

Council Resolution

Moved: Cr SAW

Seconded: Cr LEE

Res. No: 3/24

That the variations in the existing budget line items as set out in the attached proposed budget review report be approved.

Carried: 9/0 Absolute Majority

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

Against

10.1.2 Planning Approval Application

Council Resolution

Moved: Cr MASLI

Seconded: Cr PEREIRA

Res. No: 4/24

Council grants approval for the addition of an ancillary Storeroom at Lot 228, 1 Lorong Kampong Melayu, Christmas Island, to be located in Common Property in association with the an existing shop within Strata Lot 19 of the built strata at the site subject to the following conditions:

1. All development shall be in accordance with the approved development plans (attached) that form part of this development approval unless modified by other conditions of approval.
2. This development approval will expire if the approved development is not substantially commenced within two (2) years of the date of issue of this approval, or, within any extended period of time for which the Shire of Christmas Island has granted prior written consent.
3. Stormwater is to be contained on-site, or appropriately treated and connected to the local drainage system. Prior to the commencement of site works, detailed drainage plans are to be submitted for approval, to the satisfaction for the local government.
4. Prior to commencement of construction, the applicant shall provide engineer certified drawings demonstrating that the structure is are compliant with Region B – Wind Actions (AS/NZ 1170.2.2011) and Earthquake Actions (AS 1170.4.2007).
5. Prior to issue of a building permit, formal response is required from the Strata Body Company that the strata group are supportive of the proposal.

Carried: 9/0

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

10.2 Director Finance & Administration

10.2.1 Schedule of Accounts – December 2023

Council Resolution			
Moved: Cr	LEE	Seconded: Cr	WOO
		Res. No:	5/24
That Council approves the expenditure as presented in December 2023 Schedule of Accounts			
Carried:	9/0		
For	Cr THOMSON	Cr FOO	Cr TUNG
	Cr SAW	Cr LEE	Cr PEREIRA
	Cr WOO	Cr MASLI	Cr YON
Against			

10.2.2 Schedule of Accounts – January 2024

Council Resolution			
Moved: Cr	FOO	Seconded: Cr	SAW
		Res. No:	6/24
That Council approves the expenditure as presented in January 2024 Schedule of Accounts			
Carried:	9/0		
For	Cr THOMSON	Cr FOO	Cr TUNG
	Cr SAW	Cr LEE	Cr PEREIRA
	Cr WOO	Cr MASLI	Cr YON
Against			

10.2.3 Financial Statements- December 2023

Council Resolution			
Moved: Cr	MASLI	Seconded: Cr	LEE
		Res. No:	7/24
That Council receives the Financial Statements of December 2023 for the Municipal Fund			
Carried:	9/0		
For	Cr THOMSON	Cr FOO	Cr TUNG
	Cr SAW	Cr LEE	Cr PEREIRA
	Cr WOO	Cr MASLI	Cr YON
Against			

- 10.3 Director Community/Recreation Services & Training**
- 10.4 Director Works, Services & Waste**
- 10.5 Director Planning, Governance & Policy**
- 11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**
- 13 BEHIND CLOSED DOORS**
- 14 CLOSURE OF MEETING**
The Shire President closed the meeting at 7.22pm
- 15 DATE OF NEXT MEETING: 19 March 2024**



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Meeting 19 March 2024
AGENDA REFERENCE	10.1.1
SUBJECT	2024 ALGA National Conference Attendance
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	2.6.1
INTEREST DISCLOSURE	None
DATE OF REPORT	4 March 2024
AUTHOR	David Price, CEO
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council –

1. confirm registration to attend the 2024 Australian Local Government Association National Assembly conference scheduled for 2 to 4 July 2024 in Canberra,
2. nominates the Shire President, the CEO and Councillors _____ and _____ to attend the conference for the purpose of registration, travel and accommodation arrangements,
3. advise the CEO of any Motions by 29 March 2024 that Council may want to have included in the Conference Agenda Papers and,
4. confirm the voting (x 1) and proxy (x 1) delegates for the conference.

BACKGROUND

Council nominated the Shire President, Crs, FOO and YON, and the CEO to attend the 2023 Australian Local Government Association. (ALGA)

Details of the 2024 conference have now been made available on the ALGA website with printed brochure's being sent to Council shortly.

COMMENT

The 2024 ALGA conference is scheduled for 2 to 4 July 2024 at the Canberra National Convention Centre. This year's theme of the conference is *Building Community Trust* and the program will be focused on how councils can work in partnership with the Australian Government in particular to meet current and future needs of local communities.

In accordance with practice last year, Council merely has to nominate 1 x voting delegate (and 1 x proxy) per Council and is not required to provide the voting delegate's name. Therefore presuming Councils endorsement of attendance to the conference, the registration of one voting delegate and one proxy delegate is all that is required.

As in previous years, there is also an opportunity to meet with various Ministers and Government Departments while in Canberra who have portfolio responsibilities relevant to Christmas Island on 4 and 5 July.

STATUTORY ENVIRONMENT

Registration of voting delegate x 1 and proxy x 1 as part of the ALGA conference registration process.

POLICY IMPLICATIONS

There are no significant policy implications arising from this matter.

FINANCIAL IMPLICATIONS

Conference registration, travel and accommodation is provided for in the 2023/24 budget for 3 x elected members and 1 x staff member. Indicative cost to attend conference would be –

1. Full conference Early Bird Registration (before 19/5/24) @ \$895.00 p/person with additional \$225.00 p/person to attend Regional Development Forum on Tuesday 13/6/24, when also registering for full conference. Full standard registration cost (after 19/5/24) is \$995.00.
2. The CEO has already pre booked for 4 x rooms near the conference venue to ensure availability.
3. Airfare cost p/person Christmas Island to Canberra return and,
4. Applicable travel allowance p/person in accordance with Council Policy.

STRATEGIC IMPLICATIONS

There are no significant strategic implications arising from this matter.

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENTS



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 19 March 2024
AGENDA REFERENCE	10.2.1
SUBJECT	Schedule of Accounts - February 2024
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	06 March 2024
AUTHOR	Wei Ho, Assistant Director of FCS
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council approves the expenditure as presented in February 2024 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 29 February 2024:

\$ 31,566.57

COMMENT

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS & MILESTONES

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

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENTS

10.2.1.1 Certification of CEO and Chairperson of the Meeting.

10.2.1.2 Schedule of Accounts – January 2024 (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 19 March 2024
AGENDA REFERENCE	10.2.2
SUBJECT	Financial Statements –January & February 2024
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	08 March 2024
AUTHOR	Wei Ho, Assistant Director of FCS
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council receives the Financial Statements of January 2024 and February 2024.

BACKGROUND

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

COMMENT

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

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 January 2024
- 10.2.2.2 Financial Statements February 2024

SHIRE OF CHRISTMAS ISLAND

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 January 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF CHRISTMAS ISLAND
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

	Supplementary Information	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	10	1,847,948	1,847,948	1,849,856	1,908	0.10%	
Grants, subsidies and contributions	12	8,686,178	5,067,113	7,713,930	2,646,817	52.24%	▲
Fees and charges		1,071,262	624,802	1,132,462	507,660	81.25%	▲
Interest revenue		44,190	25,770	43,596	17,826	69.17%	▲
Other revenue		58,735	16,165	16,074	(91)	(0.56%)	
Profit on asset disposals	6	5,575	0	0	0	0.00%	
		11,713,888	7,581,798	10,755,918	3,174,120	41.87%	
Expenditure from operating activities							
Employee costs		(8,556,758)	(4,799,502)	(4,325,120)	474,382	9.88%	▲
Materials and contracts		(2,906,777)	(1,677,657)	(807,849)	869,808	51.85%	▲
Utility charges		(123,552)	(72,021)	(51,845)	20,176	28.01%	▲
Depreciation		(1,779,000)	(1,037,629)	(774,645)	262,984	25.34%	▲
Insurance		(171,646)	(109,699)	(206,766)	(97,067)	(88.48%)	▼
Other expenditure		(450,809)	(180,899)	(706,690)	(525,791)	(290.65%)	▼
Loss on asset disposals	6	0	0	(13,006)	(13,006)	0.00%	▼
		(13,988,542)	(7,877,407)	(6,885,921)	991,486	12.59%	
Non-cash amounts excluded from operating activities	Note 2(b)	1,773,425	1,037,629	787,651	(249,978)	(24.09%)	▼
Amount attributable to operating activities		(501,229)	742,020	4,657,648	3,915,628	527.70%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	1,582,914	923,313	188,891	(734,422)	(79.54%)	▼
Proceeds from disposal of assets	6	35,079	35,079	0	(35,079)	(100.00%)	▼
		1,617,993	958,392	188,891	(769,501)	(80.29%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(1,652,104)	(879,299)	(310,876)	568,423	64.65%	▲
Payments for construction of infrastructure	5	(1,232,914)	(513,714)	(430,413)	83,301	16.22%	▲
Amount attributable to investing activities		(1,267,025)	(434,622)	(552,398)	(117,776)	(27.10%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	400,000	0	0	0	0.00%	
		400,000	0	0	0	0.00%	
Outflows from financing activities							
Transfer to reserves	4	(929,733)	0	0	0	0.00%	
		(929,733)	0	0	0	0.00%	
Amount attributable to financing activities		(529,733)	0	0	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		2,294,274	2,294,274	2,410,554	116,280	5.07%	▲
Amount attributable to operating activities		(501,229)	742,020	4,657,648	3,915,628	527.70%	▲
Amount attributable to investing activities		(1,267,025)	(434,622)	(552,398)	(117,776)	(27.10%)	▼
Amount attributable to financing activities		(529,733)	0	0	0	0.00%	
Surplus or deficit after imposition of general rates		(3,713)	2,601,673	6,515,804	3,914,132	150.45%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF CHRISTMAS ISLAND
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JANUARY 2024**

	Supplementary Information	30 June 2024	31 January 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	7,575,610	11,591,258
Trade and other receivables		247,846	343,401
Inventories	8	441,417	413,790
Other assets	8	9,726	12,637
TOTAL CURRENT ASSETS		8,274,599	12,361,086
NON-CURRENT ASSETS			
Other financial assets		23,600	23,600
Property, plant and equipment		14,730,799	14,805,959
Infrastructure		22,924,527	22,802,891
TOTAL NON-CURRENT ASSETS		37,678,926	37,632,450
TOTAL ASSETS		45,953,525	49,993,536
CURRENT LIABILITIES			
Trade and other payables	9	428,309	54,447
Other liabilities	11	286,029	633,665
Employee related provisions	11	1,996,788	1,996,787
TOTAL CURRENT LIABILITIES		2,711,126	2,684,899
NON-CURRENT LIABILITIES			
Employee related provisions		30,977	30,977
TOTAL NON-CURRENT LIABILITIES		30,977	30,977
TOTAL LIABILITIES		2,742,103	2,715,876
NET ASSETS		43,211,422	47,277,906
EQUITY			
Retained surplus		14,516,945	18,583,428
Reserve accounts	4	4,884,658	4,884,658
Revaluation surplus		23,809,820	23,809,820
TOTAL EQUITY		43,211,423	47,277,906

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

1 BASIS OF PREPARATION AND SIGNIFICANT 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. Supporting 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.

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. A separate statement of those monies appears at Note 14 to these financial statements.

Judgements and estimates

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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 00 January 1900

SHIRE OF CHRISTMAS ISLAND
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 January 2024
(a) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents	3	\$ 873,084	\$ 7,575,610	\$ 11,591,258
Trade and other receivables		247,846	247,846	343,401
Other financial assets		23,600	0	0
Inventories	8	441,417	441,417	413,790
Other assets	8		9,726	12,637
		1,585,947	8,274,599	12,361,086
Less: current liabilities				
Trade and other payables	9	(427,461)	(428,309)	(54,447)
Other liabilities	11	(286,629)	(286,029)	(633,665)
Employee related provisions	11	(1,996,787)	(1,996,788)	(1,996,787)
		(2,710,877)	(2,711,126)	(2,684,899)
Net current assets		(1,124,930)	5,563,473	9,676,187
Less: Total adjustments to net current assets	Note 2(c)	1,130,864	(3,152,919)	(3,160,383)
Closing funding surplus / (deficit)		5,934	2,410,554	6,515,804

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(5,575)	0	0
Add: Loss on asset disposals	6	0	0	13,006
Add: Depreciation		1,779,000	1,037,629	774,645
Total non-cash amounts excluded from operating activities		1,773,425	1,037,629	787,651

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 January 2024
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	4	(4,884,658)	(4,884,658)	(4,884,658)
- Current financial assets at amortised cost - self supporting loans				(110,635)
Other Liabilities -balancing				(110,635)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of employee benefit provisions held in reserve	4	1,731,739	1,731,739	1,731,739
- Current portion balancing				103,171
Total adjustments to net current assets	Note 2(a)	(3,152,919)	(3,152,919)	(3,160,383)

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 Council's operational cycle.

SHIRE OF CHRISTMAS ISLAND
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

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 2023-24 year is \$10,000 or 5.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	2,646,817	52.24%	▲ Financial Assistance Grant paid in 2 Instalments change cashflow
Fees and charges	507,660	81.25%	▲ Full Year charges for waste services linked to rates notices, change cashflow
Interest revenue	17,826	69.17%	▲ Increase in interest rates
Expenditure from operating activities			
Employee costs	474,382	9.88%	▲ Employment Oncosts well under budget and underspend in admin, parks & gardens and public works overheads
Materials and contracts	869,808	51.85%	▲ Underspend due to classification between this under other expenses category
Utility charges	20,176	28.01%	▲ Slightly under budget
Depreciation	262,984	25.34%	▲ Slightly under budget
Insurance	(97,067)	(88.48%)	▼ Need to change cashflow as invoice for insurance received in July
Other expenditure	(525,791)	(290.65%)	▼ Overspend due to classification between this under other materials & contracts category
Loss on asset disposals	(13,006)	0.00%	▼
Non-cash amounts excluded from operating activities	(249,978)	(24.09%)	▼ Depreciation expense less than budget
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(734,422)	(79.54%)	▼ Major capital works, LRCIP4, R2R and CRA works not started as yet
Proceeds from disposal of assets	(35,079)	(100.00%)	▼
Outflows from investing activities			
Payments for property, plant and equipment	568,423	64.65%	▲ Majority of capital works projects and acquisitions have not started as yet
Payments for construction of infrastructure	83,301	16.22%	▲ Slightly under budget
Surplus or deficit at the start of the financial year	116,280	5.07%	▲ Increase in surplus following audit
Surplus or deficit after imposition of general rates	3,914,132	150.45%	▲ Increase of revenue over expenditure at end of this reporting period.

Due to variances described above

SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION

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SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.29 M	\$2.29 M	\$2.41 M	\$0.12 M
Closing	(\$0.00 M)	\$2.60 M	\$6.52 M	\$3.91 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$11.59 M	% of total
Unrestricted Cash	\$6.71 M	57.9%
Restricted Cash	\$4.88 M	42.1%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.05 M % Outstanding
Trade Payables	\$0.05 M
0 to 30 Days	41.6%
Over 30 Days	58.4%
Over 90 Days	18.6%

Refer to 9 - Payables

Receivables		
	\$0.14 M	% Collected
Rates Receivable	\$0.21 M	89.5%
Trade Receivable	\$0.14 M	% Outstanding
Over 30 Days		0.2%
Over 90 Days		0.0%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.50 M)	\$0.74 M	\$4.66 M	\$3.92 M

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
	\$1.85 M	
	YTD Budget	1.85 M
		0.1%

Refer to 10 - Rate Revenue

Grants and Contributions		
	YTD Actual	% Variance
	\$7.71 M	
	YTD Budget	\$5.07 M
		52.2%

Refer to 12 - Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
	\$1.13 M	
	YTD Budget	\$0.62 M
		81.3%

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)
(\$1.27 M)	(\$0.43 M)	(\$0.55 M)	(\$0.12 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
	\$0.00 M	
	Adopted Budget	\$0.04 M
		(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
	\$0.43 M	
	Adopted Budget	\$1.23 M
		(65.1%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	YTD Actual	% Received
	\$0.19 M	
	Adopted Budget	\$1.58 M
		(88.1%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.53 M)	\$0.00 M	\$0.00 M	\$0.00 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	\$4.88 M
Interest earned	\$0.00 M

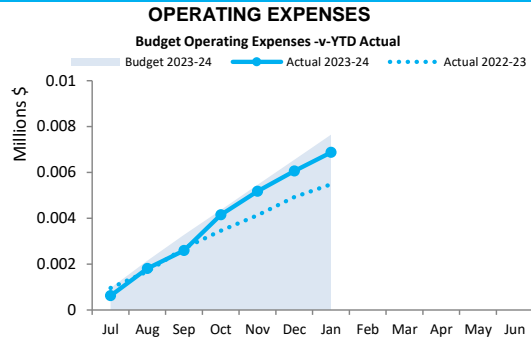
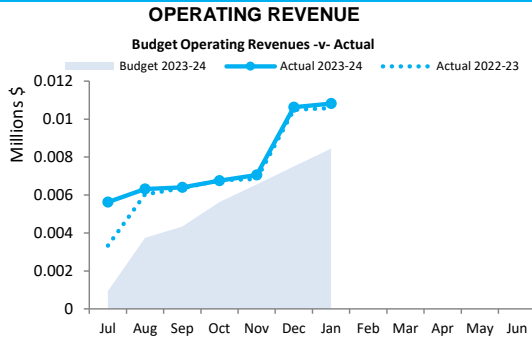
Refer to 4 - Cash Reserves

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

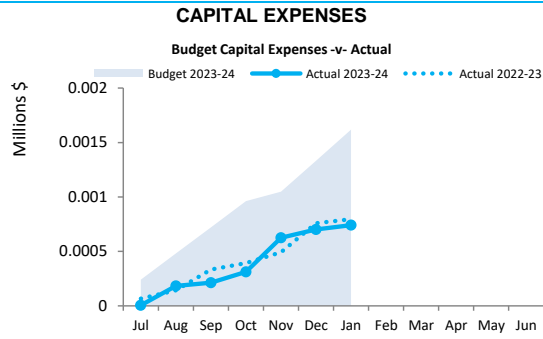
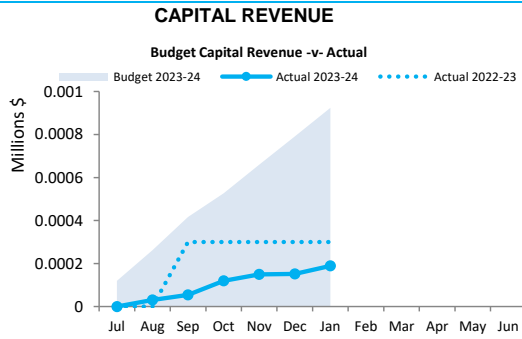
**SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES



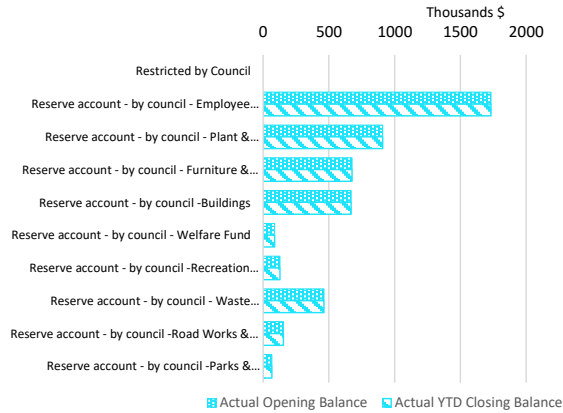
INVESTING ACTIVITIES



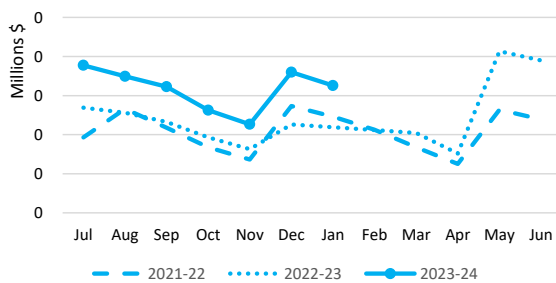
FINANCING ACTIVITIES

BORROWINGS

RESERVES



Closing funding surplus / (deficit)



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

SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal Bank Account	Cash and cash equivalents	3,503,231		3,503,231		Westpac		N/A
Community Welfare fund	Financial assets at amortised cost	0	2,585	2,585		Westpac		N/A
Reserve Funds	Financial assets at amortised cost	63,766	595,533	659,299		Westpac		N/A
Term Deposit - Municipal	Cash and cash equivalents	615,732		615,732		Westpac	4.32%	17-02-24
Term Deposit - Municipal	Cash and cash equivalents	505,142		505,142		Westpac	4.24%	19-06-24
Term Deposit - Municipal	Cash and cash equivalents	500,000		500,000		Westpac	4.16%	16-02-24
Term Deposit - Municipal	Cash and cash equivalents	500,000		500,000		Westpac	4.24%	19-03-24
Term Deposit - Municipal	Cash and cash equivalents	500,000		500,000		Westpac	4.32%	19-04-24
Term Deposit - Municipal	Cash and cash equivalents	500,000		500,000		Westpac	4.40%	19-05-24
Term Deposit - Trust	Cash and cash equivalents	0			57,943	Westpac	4.32%	12-03-24
Term Deposit - CWF	Financial assets at amortised cost	0	23,626	23,626		Westpac	4.32%	17-02-24
Term Deposit - CWF	Financial assets at amortised cost	0	33,606	33,606		Westpac	4.32%	12-03-24
Term Deposit - CWF	Financial assets at amortised cost	0	26,931	26,931		Westpac	4.32%	12-03-24
Term Deposit - Reserve	Financial assets at amortised cost	0	1,795,903	1,795,903		Westpac	4.32%	17-02-24
Term Deposit - Reserve	Financial assets at amortised cost	0	522,127	522,127		Westpac	4.35%	26-03-24
Term Deposit - Reserve	Financial assets at amortised cost	0	67,067	67,067		Westpac	4.32%	12-03-24
Term Deposit - Reserve	Financial assets at amortised cost	0	763,508	763,508		Westpac	4.32%	12-03-24
Term Deposit - Reserve	Financial assets at amortised cost	9,397	528,730	538,127		Westpac	4.24%	10-05-24
Term Deposit - Reserve	Financial assets at amortised cost	9,332	525,042	534,374		Westpac	4.24%	10-05-24
Total		6,706,600	4,884,658	11,591,258	57,943			
Comprising								
Cash and cash equivalents		6,624,105	0	6,624,105	57,943			
Financial assets at amortised cost		82,495	4,884,658	4,967,153	0			
		6,706,600	4,884,658	11,591,258	57,943			

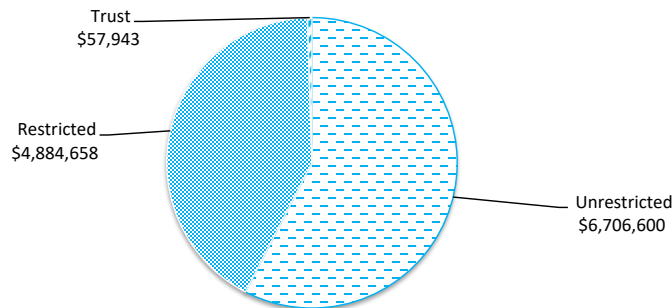
KEY INFORMATION

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 4 - Other ass



**SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024**

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual
	Opening	Interest	Transfer	Transfer	Closing	Opening	Interest	Transfers	Transfer	YTD
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	In (+)	s Out (-)	Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Reserve account - by council - Employee Benefits	1,731,739	14,000	190,000		1,935,739	1,731,739				1,731,739
Reserve account - by council - Plant & Machinery	909,796	2,000	400,000	(400,000)	911,796	909,796				909,796
Reserve account - by council - Furniture & Equipment	676,080	1,000	100,000		777,080	676,080				676,080
Reserve account - by council -Buildings	669,236	1,000	50,000		720,236	669,236				669,236
Reserve account - by council - Welfare Fund	87,174				87,174	87,174				87,174
Reserve account - by council -Recreation Services	127,186	210	46,000		173,396	127,186				127,186
Reserve account - by council - Waste Management	463,077	258	80,000		543,335	463,077				463,077
Reserve account - by council -Road Works & Materials	154,706	265	45,000		199,971	154,706				154,706
Reserve account - by council -Parks & Gardens	65,664				65,664	65,664				65,664
	4,884,658	18,733	911,000	(400,000)	5,414,391	4,884,658	0	0	0	4,884,658

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	265,000	154,583		(154,583)
Buildings - specialised	80,000	46,664		(46,664)
Furniture and equipment	294,000	171,500	8,947	(162,553)
Plant and equipment	1,013,104	506,552	301,929	(204,623)
Acquisition of property, plant and equipment	1,652,104	879,299	310,876	(568,423)
Infrastructure - roads	700,704	291,960	220,844	(71,116)
Infrastructure - Other	532,210	221,754	209,569	(12,185)
Acquisition of infrastructure	1,232,914	513,714	430,413	(1,220,148)
Total capital acquisitions	2,885,018	1,393,014	741,289	(1,788,571)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,582,914	923,313	188,891	(734,422)
Other (disposals & C/Fwd)	35,079	35,079	0	(35,079)
Reserve accounts				
Reserve account - by council - Plant & Machinery	400,000		0	0
Contribution - operations	867,025	434,622	552,398	117,776
Capital funding total	2,885,018	1,393,014	741,289	(651,725)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

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 *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.

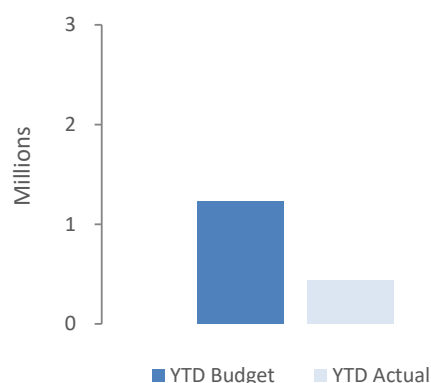
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of 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.

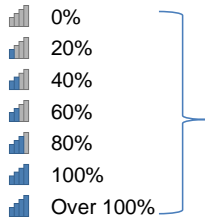
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



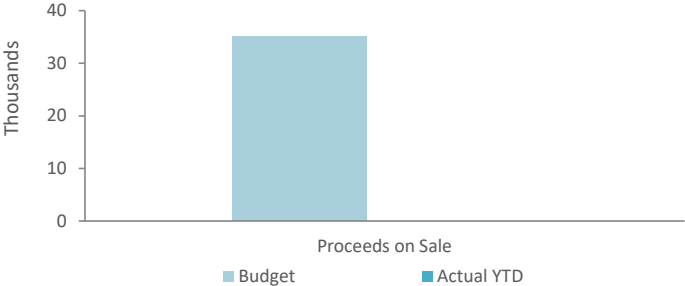
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

	Account Description	Adopted			Variance
		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
	427800 Governance - Printers	12,000	6,995	8,947	-1951.52
	1077800 Roundabout Lighting Upgrade	5,000	2,914	0	2914
	1137800 Library - Shelving Upgrade	5,000	2,914	0	2914
	1127805 Lily Beach Redevelopment	250,000	145,825	209,569	-63744.32
	1127806 Poon Saan Park Resurface	22,000	12,828	0	12828
	907228 28 Seaview Drive	50,000	29,165	0	29165
	907239 5 Jalan Ketam Merah	50,000	29,165	0	29165
	907212 12 Guano Close	50,000	29,165	0	29165
	907223 23 Seaview Drive	50,000	29,165	0	29165
	907238 Flat 138	15,000	7,498	0	7498
	907230 30 Seaview Drive	50,000	25,000	0	25000
	107811 Bus Shelter Upgrades	80,000	46,664	0	46,664
	72931 CRA-Road Resealing Program	556,897	208,833	37,678	171,155
	72617 Lily Beach Boardwalk Replacement - LRCIP Phase 4	337,521	196,878	37,099	159778.9
	72618 Replacement of Road Signage - LRCIP Phase 4	194,689	73,008	0	73008
	72930 Murray Rd-CIDHS Crab Bridge - RTR 23/24	0	0	146,067	-146067
	72107 Reseal Lily Beach Road - RTR 23/24	300,705	175,396	0	175396
	1217500 Kubota GR2120-48-AU-2 Ride on Mower	20,104	11,689	16,171	-4482
		3,041,916	1,612,352	741,289	871,063

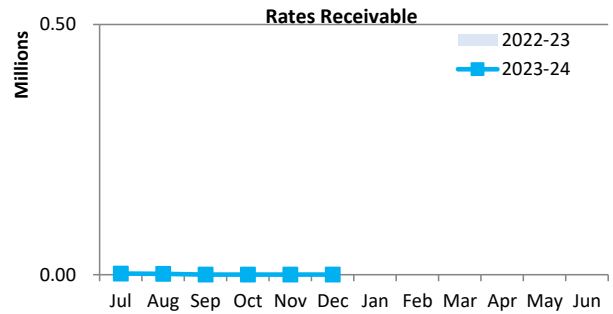
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Various Plant & Machinery	29,504	35,079	5,575	0	13,006	0	0	(13,006)
		29,504	35,079	5,575	0	13,006	0	0	(13,006)



7 RECEIVABLES

Rates receivable	30 June 2023	31 Jan 2024
	\$	\$
Opening arrears previous years	114,373	114,373
Levied this year		1,849,857
Less - collections to date	0	(1,757,725)
Gross rates collectable	114,373	206,505
Net rates collectable	114,373	206,505
% Collected	0.0%	89.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	3,515,137	50,780	3,162	5,134	3,574,213
Percentage	0.0%	1.4%	0.1%	0.1%	0.0%	
Balance per trial balance						
Trade receivables		3,515,137	50,780	3,162	5,134	136,896
Total receivables general outstanding						136,896

Amounts shown above include GST (where applicable)

KEY INFORMATION

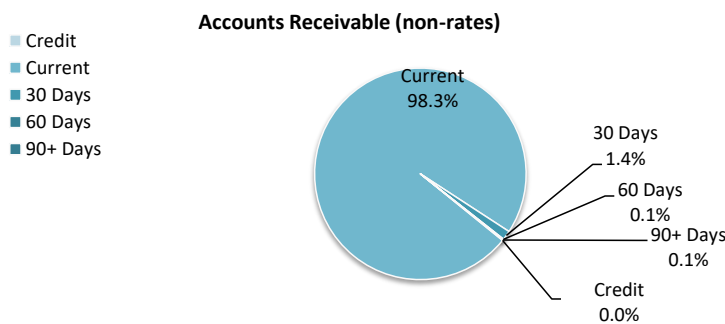
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 2023	Asset Increase	Asset Reduction	Closing Balance 31 January 2024
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel & Materials	441,417	130,554	(158,181)	413,790
Other assets				
Prepayments	5,108	12,147		17,255
Accrued income	4,618		(9,236)	(4,618)
Total other current assets	451,143	142,701	(167,417)	426,427
Amounts shown above include GST (where applicable)				

KEY INFORMATION

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.

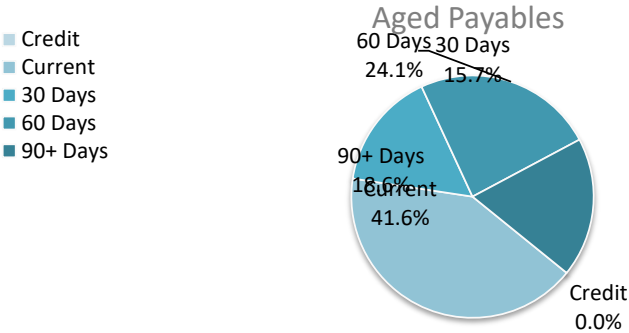
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	22,624	8,554	13,128	10,140	54,447
Percentage	0.0%	41.6%	15.7%	24.1%	18.6%	
Balance per trial balance						
Sundry creditors		22,624	8,554	13,128	10,140	54,447
Total payables general outstanding						54,447

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 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget		YTD Actual		Total
	\$(cents)	Properties	Value	Revenue	Reassessed	Total	Rate	Reassessed	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value - Resident	0.1044	456	8,769,508	915,431		915,431	915,182		915,182
Gross Rental Value - Commercial	0.1044	89	1,960,676	204,671		204,671	204,671		204,671
Gross Rental Value - DIAC	0.0000	20	1,197,820	0		0	0		0
Gross Rental Value - Unallocated	0.1044	4	63,960	6,677		6,677	6,677		6,677
Gross Rental Value - Rural	0.1044	2	45,280	4,727		4,727	4,727		4,727
Gross Rental Value - Industrial	0.1044	12	227,160	23,713		23,713	23,713		23,713
Gross Rental Value - Exempt	0.1044	209	0	0		0	0		0
Unimproved value									
Unimproved Value - Industrial	0.4200	1	940,000	394,800		394,800	394,800		394,800
Unimproved Value - Mining	0.4200	6	689,568	289,619		289,619	300,962		300,962
Sub-Total		799	13,893,972	1,839,638	0	1,839,638	1,850,732	0	1,850,732
Minimum payment									
Minimum Payment \$									
Gross rental value									
Gross Rental Value - Resident	630	5		3,150		3,150	3,150		3,150
Gross Rental Value - Commercial	630	16		10,080		10,080	10,080		10,080
Gross Rental Value - Unallocated	630	37		23,310		23,310	23,310		23,310
Gross Rental Value - Rural	630					0			0
Gross Rental Value - Industrial	630	5		3,150		3,150	3,780		3,780
Gross Rental Value - Exempt	630					0			0
Unimproved value									
Unimproved Value - Industrial	380	1		380		380	0		0
Unimproved Value - Mining	380	2		760		760	758		758
Sub-total		66	0	40,830	0	40,830	41,078	0	41,078
Discount						(31,520)			(41,953)
Concession						(1,000)			
Total general rates						1,847,948			1,849,857

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 January 2024 \$
Other current liabilities						
Other liabilities						
Contract liabilities		286,029	0	167,577	(459,268)	81,592
Capital grant/contributions liabilities		0	0	639,326	0	552,073
Total other liabilities		286,029	0	806,903	(459,268)	633,665
Employee Related Provisions						
Provision for annual leave		1,018,579	0			1,018,579
Provision for long service leave		978,209	0			978,208
Total Provisions		1,996,788	0	0	0	1,996,787
Total other current liabilities		2,282,817.00	0.00	806,903.12	(459,268.12)	2,630,452.00
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

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.

SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
	1 July 2023			31 Jan 2024	31 Jan 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
CI Fisheries Management DITRDCA Grant	178,391	167,578	(270,377)	75,592	75,592	452,059	263,682	270,377
Saluting Their Service Commemorations Grant	6,000			6,000	6,000	6,000	3,495	0
Financial Assistance Grant				0	0	6,866,660	4,005,318	6,780,870
Commonwealth _ Community Service Obligations				0	0	500,459	291,916	500,459
Building Better Regions Grant				0	0	20,000	11,666	8,800
Parks Australia Grading Grant				0	0	800,000	466,640	123,750
	184,391	167,578	(270,377)	81,592	81,592	8,645,178	5,042,717	7,684,256
Contributions								
CI Marathon Contributions				0	0	10,000	5,833	8,121
Ranger Pool Car contributions				0	0	835	483	394
Australia Day Contributions				0	0	1,000	581	14,558
Territory Week Contribution				0	0	0	0	6,600
Bus Contribution				0	0	30,000	17,499	0
	0	0	0	0	0	41,835	24,396	29,673
TOTALS	184,391	167,578	(270,377)	81,592	81,592	8,687,013	5,067,113	7,713,930

SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
	1 July 2023			31 Jan 2024	31 Jan 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Road to Revocery Grant (R2R)				0	0	300,704	175,396	0
Central Road Authority (CRA)		300,000	(30,154)	269,846	269,846	600,000	349,980	30,154
Local Road & Community Infrastructure Program Phase 4		319,326	(37,099)	282,227	282,227	532,210	310,437	37,099
Lily Beach Redevelopment	101,638	20,000	(121,638)	0	0	150,000	87,500	121,638
	101,638	639,326	(188,891)	552,073	552,073	1,582,914	923,313	188,891

SHIRE OF CHRISTMAS ISLAND SUPPLEMENTARY
INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2024

14 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	Amount Received	Amount Paid	Closing Balance
	1 July 2023			31 Jan 2024
	\$	\$	\$	\$
Taman Sweetland Reserve (POS)	56,893	1,050		57,943
	56,893	1,050	0	57,943

SHIRE OF CHRISTMAS ISLAND

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 29 February 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF CHRISTMAS ISLAND
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	Supplementary Information	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	10	1,847,948	1,239,456	1,849,856	610,400	49.25%	▲
Grants, subsidies and contributions	12	8,686,178	5,841,223	7,741,465	1,900,242	32.53%	▲
Fees and charges		1,071,262	844,562	1,209,473	364,911	43.21%	▲
Interest revenue		44,190	29,450	67,134	37,684	127.96%	▲
Other revenue		58,735	16,165	16,074	(91)	(0.56%)	
Profit on asset disposals	6	5,575	0	0	0	0.00%	
		11,713,888	7,970,856	10,884,002	2,913,146	36.55%	
Expenditure from operating activities							
Employee costs		(8,556,758)	(5,361,468)	(4,877,045)	484,423	9.04%	▲
Materials and contracts		(2,906,777)	(1,677,657)	(886,992)	790,665	47.13%	▲
Utility charges		(123,552)	(72,021)	(58,561)	13,460	18.69%	▲
Depreciation		(1,779,000)	(1,119,202)	(1,021,413)	97,789	8.74%	▲
Insurance		(171,646)	(109,699)	(206,766)	(97,067)	(88.48%)	▼
Other expenditure		(450,809)	(207,068)	(754,619)	(547,551)	(264.43%)	▼
Loss on asset disposals	6	0	0	(13,006)	(13,006)	0.00%	▼
		(13,988,542)	(8,547,115)	(7,818,402)	728,713	8.53%	
Non-cash amounts excluded from operating activities	Note 2(b)	1,773,425	1,119,202	1,034,419	(84,783)	(7.58%)	▼
Amount attributable to operating activities		(501,229)	542,943	4,100,019	3,557,076	655.15%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	1,582,914	1,255,666	188,891	(1,066,775)	(84.96%)	▼
Proceeds from disposal of assets	6	35,079	35,079	0	(35,079)	(100.00%)	▼
		1,617,993	1,290,745	188,891	(1,101,854)	(85.37%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(1,652,104)	(879,299)	(327,076)	552,223	62.80%	▲
Payments for construction of infrastructure	5	(1,232,914)	(513,714)	(449,022)	64,692	12.59%	▲
Amount attributable to investing activities		(1,267,025)	(102,269)	(587,207)	(484,939)	(474.18%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	400,000	0	0	0	0.00%	
		400,000	0	0	0	0.00%	
Outflows from financing activities							
Transfer to reserves	4	(929,733)	0	0	0	0.00%	
		(929,733)	0	0	0	0.00%	
Amount attributable to financing activities		(529,733)	0	0	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year							
Amount attributable to operating activities		(501,229)	542,943	4,100,019	3,557,076	655.15%	▲
Amount attributable to investing activities		(1,267,025)	(102,269)	(587,207)	(484,939)	(474.18%)	▼
Amount attributable to financing activities		(529,733)	0	0	0	0.00%	
Surplus or deficit after imposition of general rates		(3,713)	2,734,949	5,923,366	3,188,417	116.58%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF CHRISTMAS ISLAND
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

	Supplementary Information	30 June 2024	29 February 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	7,575,610	10,953,760
Trade and other receivables		247,846	350,355
Inventories	8	441,417	433,692
Other assets	8	9,726	12,637
TOTAL CURRENT ASSETS		8,274,599	11,750,444
NON-CURRENT ASSETS			
Other financial assets		23,600	23,600
Property, plant and equipment		14,730,799	14,769,412
Infrastructure		22,924,527	22,638,138
TOTAL NON-CURRENT ASSETS		37,678,926	37,431,150
TOTAL ASSETS		45,953,525	49,181,594
CURRENT LIABILITIES			
Trade and other payables	9	428,309	31,567
Other liabilities	11	286,029	648,396
Employee related provisions	11	1,996,788	1,996,787
TOTAL CURRENT LIABILITIES		2,711,126	2,676,750
NON-CURRENT LIABILITIES			
Employee related provisions		30,977	30,977
TOTAL NON-CURRENT LIABILITIES		30,977	30,977
TOTAL LIABILITIES		2,742,103	2,707,727
NET ASSETS		43,211,422	46,474,113
EQUITY			
Retained surplus		14,516,945	17,779,389
Reserve accounts	4	4,884,658	4,884,658
Revaluation surplus		23,809,820	23,809,820
TOTAL EQUITY		43,211,423	46,473,867

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

1 BASIS OF PREPARATION AND SIGNIFICANT 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. Supporting 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.

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. A separate statement of those monies appears at Note 14 to these financial statements.

Judgements and estimates

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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 00 January 1900

SHIRE OF CHRISTMAS ISLAND
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 29 February 2024
(a) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents	3	\$ 873,084	\$ 7,575,610	10,953,760
Trade and other receivables		247,846	247,846	350,355
Other financial assets		23,600	0	0
Inventories	8	441,417	441,417	433,692
Other assets	8		9,726	12,637
		1,585,947	8,274,599	11,750,444
Less: current liabilities				
Trade and other payables	9	(427,461)	(428,309)	(31,567)
Other liabilities	11	(286,629)	(286,029)	(648,396)
Employee related provisions	11	(1,996,787)	(1,996,788)	(1,996,787)
		(2,710,877)	(2,711,126)	(2,676,750)
Net current assets		(1,124,930)	5,563,473	9,073,694
Less: Total adjustments to net current assets	Note 2(c)	1,130,864	(3,152,919)	(3,150,328)
Closing funding surplus / (deficit)		5,934	2,410,554	5,923,366

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(5,575)	0	0
Add: Loss on asset disposals	6	0	0	13,006
Add: Depreciation		1,779,000	1,119,202	1,021,413
Total non-cash amounts excluded from operating activities		1,773,425	1,119,202	1,034,419

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 29 February 2024
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	4	(4,884,658)	(4,884,658)	(4,884,658)
- Current financial assets at amortised cost - self supporting loans				(100,580)
Other Liabilities -balancing				
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of employee benefit provisions held in reserve	4	1,731,739	1,731,739	1,731,739
- Current portion balancing				103,171
Total adjustments to net current assets	Note 2(a)	(3,152,919)	(3,152,919)	(3,150,328)

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 Council's operational cycle.

SHIRE OF CHRISTMAS ISLAND
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

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 2023-24 year is \$10,000 or 5.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
General rates	610,400	49.25%	▲ Rates paid in full.
Grants, subsidies and contributions	1,900,242	32.53%	▲ Financial Assistance Grant paid in 2 Instalments change cashflow
Fees and charges	364,911	43.21%	▲ Full Year charges for waste services linked to rates notices, change cashflow
Interest revenue	37,684	127.96%	▲ Increase in interest rates
Expenditure from operating activities			
Employee costs	484,423	9.04%	▲ Employment Oncosts well under budget and underspend in admin, parks & gardens and public works overheads
Materials and contracts	790,665	47.13%	▲ Underspend due to classification between this under other expenses category
Utility charges	13,460	18.69%	▲ Slightly under budget
Depreciation	97,789	8.74%	▲ Slightly under budget
Insurance	(97,067)	(88.48%)	▼ Need to change cashflow as invoice for insurance received in July
Other expenditure	(547,551)	(264.43%)	▼ Overspend due to classification between this under other materials & contracts category
Loss on asset disposals	(13,006)	0.00%	▼
Non-cash amounts excluded from operating activities	(84,783)	(7.58%)	▼ Depreciation expense less than budget
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(1,066,775)	(84.96%)	▼ Major capital works, LRCIP4, R2R and CRA works not started as yet
Proceeds from disposal of assets	(35,079)	(100.00%)	▼
Outflows from investing activities			
Payments for property, plant and equipment	552,223	62.80%	▲ Majority of capital works projects and acquisitions have not started as yet
Payments for construction of infrastructure	64,692	12.59%	▲ Slightly under budget
Surplus or deficit at the start of the financial year	116,280	5.07%	▲ Increase in surplus following audit
Surplus or deficit after imposition of general rates	3,188,417	116.58%	▲ Increase of revenue over expenditure at end of this reporting period.

Due to variances described above

SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION

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SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.29 M	\$2.29 M	\$2.41 M	\$0.12 M
Closing	(\$0.00 M)	\$2.73 M	\$5.92 M	\$3.19 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$10.95 M	% of total
Unrestricted Cash	\$6.07 M	55.4%
Restricted Cash	\$4.88 M	44.6%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.03 M % Outstanding
Trade Payables	\$0.03 M
0 to 30 Days	64.5%
Over 30 Days	35.5%
Over 90 Days	32.1%

Refer to 9 - Payables

Receivables		
	\$0.15 M	% Collected
Rates Receivable	\$0.20 M	89.9%
Trade Receivable	\$0.15 M	% Outstanding
Over 30 Days		37.6%
Over 90 Days		0.0%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.50 M)	\$0.54 M	\$4.10 M	\$3.56 M

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
	\$1.85 M	
	YTD Budget	\$1.24 M
		49.2%

Refer to 10 - Rate Revenue

Grants and Contributions		
	YTD Actual	% Variance
	\$7.74 M	
	YTD Budget	\$5.73 M
		35.0%

Refer to 12 - Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
	\$1.21 M	
	YTD Budget	\$0.84 M
		43.2%

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)
(\$1.27 M)	(\$0.10 M)	(\$0.59 M)	(\$0.48 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
	\$0.00 M	
	Adopted Budget	\$0.04 M
		(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
	\$0.45 M	
	Adopted Budget	\$1.23 M
		(63.6%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	YTD Actual	% Received
	\$0.19 M	
	Adopted Budget	\$1.58 M
		(88.1%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.53 M)	\$0.00 M	\$0.00 M	\$0.00 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	\$4.88 M
Interest earned	\$0.00 M

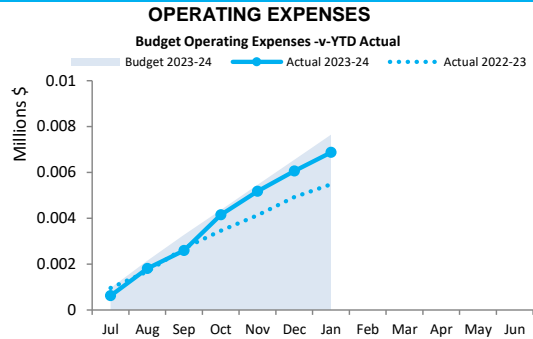
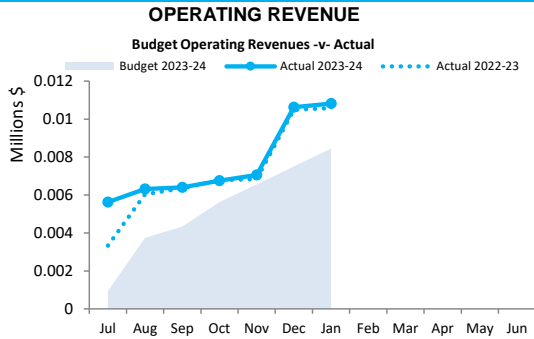
Refer to 4 - Cash Reserves

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

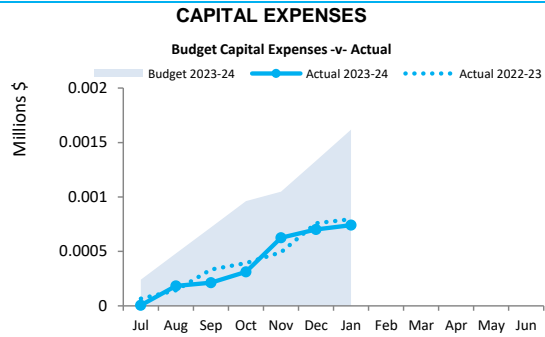
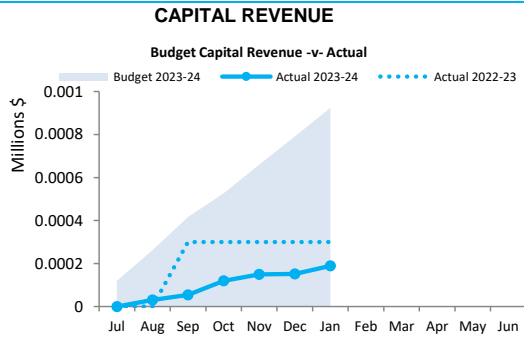
**SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES



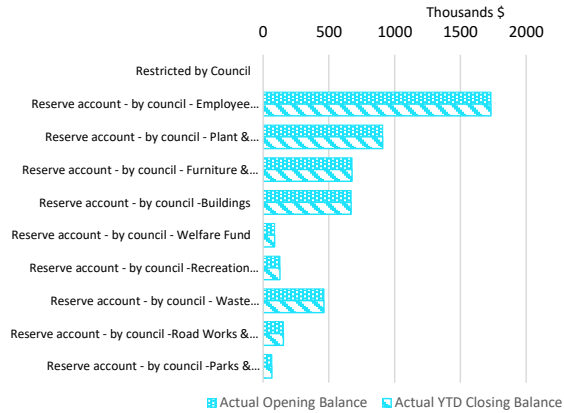
INVESTING ACTIVITIES



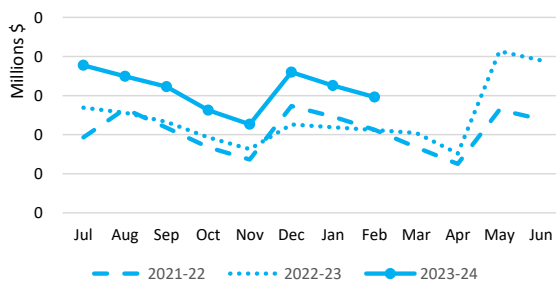
FINANCING ACTIVITIES

BORROWINGS

RESERVES



Closing funding surplus / (deficit)



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

SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal Bank Account	Cash and cash equivalents	1,605,688		1,605,688		Westpac		N/A
Community Welfare fund	Financial assets at amortised cost	0	2,585	2,585		Westpac		N/A
Reserve Funds	Financial assets at amortised cost	63,766	595,533	659,299		Westpac		N/A
Term Deposit - Municipal	Cash and cash equivalents	629,141		629,141		Westpac	4.32%	17-08-24
Term Deposit - Municipal	Cash and cash equivalents	505,142		505,142		Westpac	4.24%	19-06-24
Term Deposit - Municipal	Cash and cash equivalents	507,009		507,009		Westpac	4.16%	19-06-24
Term Deposit - Municipal	Cash and cash equivalents	500,000		500,000		Westpac	4.24%	19-03-24
Term Deposit - Municipal	Cash and cash equivalents	500,000		500,000		Westpac	4.32%	19-04-24
Term Deposit - Municipal	Cash and cash equivalents	500,000		500,000		Westpac	4.40%	19-05-24
Term Deposit - Municipal	Cash and cash equivalents	500,000		500,000		Westpac	4.08%	20-05-24
Term Deposit - Municipal	Cash and cash equivalents	200,000		200,000		Westpac	4.08%	20-05-24
Term Deposit - Municipal	Cash and cash equivalents	500,000		500,000		Westpac	4.16%	20-06-24
Term Deposit - Trust	Cash and cash equivalents	0			57,943	Westpac	4.32%	12-03-24
Term Deposit - CWF	Financial assets at amortised cost	515	23,626	24,140		Westpac	4.32%	17-08-24
Term Deposit - CWF	Financial assets at amortised cost	0	33,606	33,606		Westpac	4.32%	12-03-24
Term Deposit - CWF	Financial assets at amortised cost	0	26,931	26,931		Westpac	4.32%	12-03-24
Term Deposit - Reserve	Financial assets at amortised cost	39,110	1,795,903	1,835,014		Westpac	4.32%	17-08-24
Term Deposit - Reserve	Financial assets at amortised cost	0	522,127	522,127		Westpac	4.35%	26-03-24
Term Deposit - Reserve	Financial assets at amortised cost	0	67,067	67,067		Westpac	4.32%	12-03-24
Term Deposit - Reserve	Financial assets at amortised cost	0	763,508	763,508		Westpac	4.32%	12-03-24
Term Deposit - Reserve	Financial assets at amortised cost	9,397	528,730	538,127		Westpac	4.24%	10-05-24
Term Deposit - Reserve	Financial assets at amortised cost	9,332	525,042	534,374		Westpac	4.24%	10-05-24
Total		6,069,100	4,884,658	10,953,758	57,943			
Comprising								
Cash and cash equivalents		5,946,981	0	5,946,980	57,943			
Financial assets at amortised cost		122,120	4,884,658	5,006,778	0			
		6,069,100	4,884,658	10,953,758	57,943			

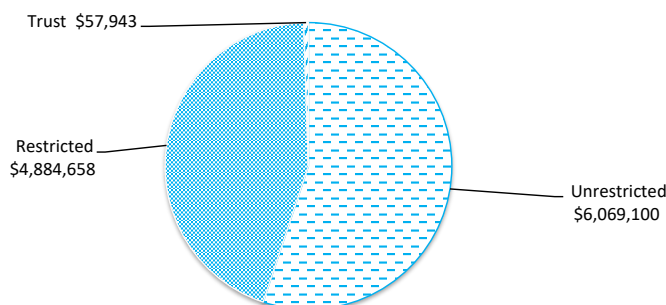
KEY INFORMATION

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 4 - Other asset



**SHIRE OF CHRISTMAS ISLAND
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual
	Opening	Interest	Transfer	Transfer	Closing	Opening	Interest	Transfers	Transfer	YTD
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	In (+)	s Out (-)	Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Reserve account - by council - Employee Benefits	1,731,739	14,000	190,000		1,935,739	1,731,739				1,731,739
Reserve account - by council - Plant & Machinery	909,796	2,000	400,000	(400,000)	911,796	909,796				909,796
Reserve account - by council - Furniture & Equipment	676,080	1,000	100,000		777,080	676,080				676,080
Reserve account - by council -Buildings	669,236	1,000	50,000		720,236	669,236				669,236
Reserve account - by council - Welfare Fund	87,174				87,174	87,174				87,174
Reserve account - by council -Recreation Services	127,186	210	46,000		173,396	127,186				127,186
Reserve account - by council - Waste Management	463,077	258	80,000		543,335	463,077				463,077
Reserve account - by council -Road Works & Materials	154,706	265	45,000		199,971	154,706				154,706
Reserve account - by council -Parks & Gardens	65,664				65,664	65,664				65,664
	4,884,658	18,733	911,000	(400,000)	5,414,391	4,884,658	0	0	0	4,884,658

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	265,000	154,583		(154,583)
Buildings - specialised	80,000	46,664		(46,664)
Furniture and equipment	294,000	171,500	8,947	(162,553)
Plant and equipment	1,013,104	506,552	318,129	(188,423)
Acquisition of property, plant and equipment	1,652,104	879,299	327,076	(552,223)
Infrastructure - roads	700,704	291,960	220,844	(71,116)
Infrastructure - Other	532,210	221,754	228,179	6,424
Acquisition of infrastructure	1,232,914	513,714	449,022	(1,169,139)
Total capital acquisitions	2,885,018	1,393,014	776,098	(1,721,362)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,582,914	1,255,666	188,891	(1,066,775)
Other (disposals & C/Fwd)	35,079	35,079	0	(35,079)
Reserve accounts				
Reserve account - by council - Plant & Machinery	400,000		0	0
Contribution - operations	867,025	102,269	587,207	484,938
Capital funding total	2,885,018	1,393,014	776,098	(616,915)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

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 *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.

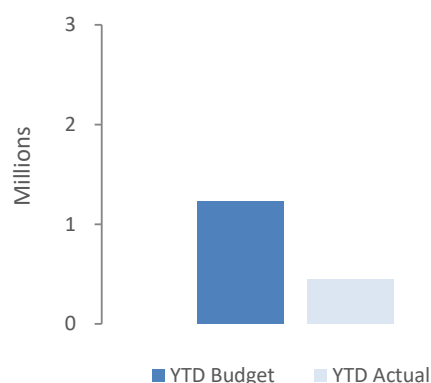
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of 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.

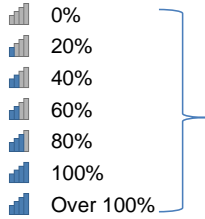
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



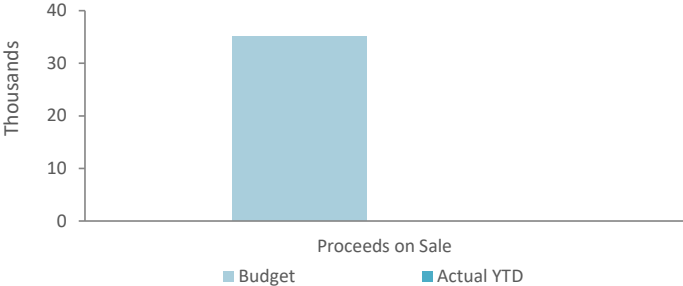
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

	Account Description	Adopted		YTD Actual	Variance (Under)/Over
		Budget	YTD Budget		
		\$	\$	\$	\$
	427800 Governance - Printers	12,000	7,994	8,947	-952.52
	1077800 Roundabout Lighting Upgrade	5,000	3,330	0	3330
	1137800 Library - Shelving Upgrade	5,000	3,330	0	3330
	1127805 Lily Beach Redevelopment	250,000	166,650	228,179	-61528.55
	1127806 Poon Saan Park Resurface	22,000	14,660	0	14660
	907228 28 Seaview Drive	35,000	23,336	0	23336
	907212 12 Guano Close	40,000	26,664	0	26664
	907223 23 Seaview Drive	40,000	26,664	0	26664
	907238 Flat 138	15,000	9,996	0	9996
	907230 30 Seaview Drive	40,000	26,664	0	26664
	107811 Bus Shelter Upgrades	80,000	53,328	0	53,328
	72931 CRA-Road Resealing Program	556,897	278,444	37,678	240,766
	72617 Lily Beach Boardwalk Replacement - LRCIP Phase 4	337,521	224,994	37,099	187894.9
	72618 Replacement of Road Signage - LRCIP Phase 4	194,689	97,344	0	97344
	72930 Murray Rd-CIDHS Crab Bridge - RTR 23/24	300,705	200,475	146,067	54408
	72107 Reseal Lily Beach Road - RTR 23/24	300,705	200,444	0	200444
	1217500 Kubota GR2120-48-AU-2 Ride on Mower	20,104	13,403	16,171	-2769
		3,247,621	2,039,720	776,098	1,263,621

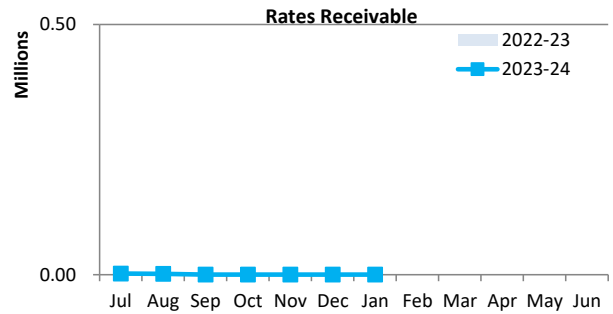
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Various Plant & Machinery	29,504	35,079	5,575	0	13,006	0	0	(13,006)
		29,504	35,079	5,575	0	13,006	0	0	(13,006)



7 RECEIVABLES

Rates receivable	30 June 2023	29 Feb 2024
	\$	\$
Opening arrears previous years	114,373	114,373
Levied this year		1,849,857
Less - collections to date	0	(1,766,646)
Gross rates collectable	114,373	197,584
Net rates collectable	114,373	197,584
% Collected	0.0%	89.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	92,028	3,252	2,652	54,839	152,771
Percentage	0.0%	2.1%	1.7%	35.9%	0.0%	
Balance per trial balance						
Trade receivables		92,028	3,252	2,652	54,839	152,771
Total receivables general outstanding						152,771

Amounts shown above include GST (where applicable)

KEY INFORMATION

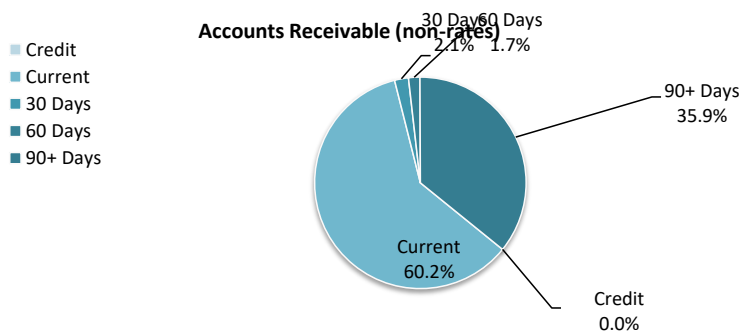
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 2023	Asset Increase	Asset Reduction	Closing Balance 29 February 202
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel & Materials	441,417	150,456	(158,181)	433,692
Other assets				
Prepayments	5,108	12,147		17,255
Accrued income	4,618		(9,236)	(4,618)
Total other current assets	451,143	162,603	(167,417)	446,329
Amounts shown above include GST (where applicable)				

KEY INFORMATION

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.

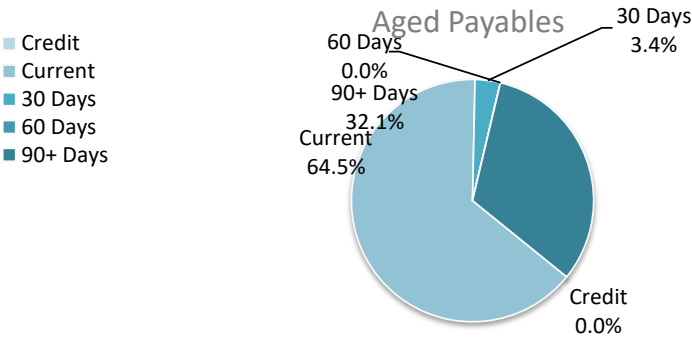
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	20,360	1,063	3	10,140	31,567
Percentage	0.0%	64.5%	3.4%	0.0%	32.1%	
Balance per trial balance						
Sundry creditors		20,360	1,063	3	10,140	31,567
Total payables general outstanding						31,567

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 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget		YTD Actual		Total
	\$(cents)	Properties	Value	Revenue	Reassessed	Total	Rate	Reassessed	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value - Resident	0.1044	456	8,769,508	915,431		915,431	915,182		915,182
Gross Rental Value - Commercial	0.1044	89	1,960,676	204,671		204,671	204,671		204,671
Gross Rental Value - DIAC	0.0000	20	1,197,820	0		0	0		0
Gross Rental Value - Unallocated	0.1044	4	63,960	6,677		6,677	6,677		6,677
Gross Rental Value - Rural	0.1044	2	45,280	4,727		4,727	4,727		4,727
Gross Rental Value - Industrial	0.1044	12	227,160	23,713		23,713	23,713		23,713
Gross Rental Value - Exempt	0.1044	209	0	0		0	0		0
Unimproved value									
Unimproved Value - Industrial	0.4200	1	940,000	394,800		394,800	394,800		394,800
Unimproved Value - Mining	0.4200	6	689,568	289,619		289,619	300,962		300,962
Sub-Total		799	13,893,972	1,839,638	0	1,839,638	1,850,732	0	1,850,732
Minimum payment									
Minimum Payment \$									
Gross rental value									
Gross Rental Value - Resident	630	5		3,150		3,150	3,150		3,150
Gross Rental Value - Commercial	630	16		10,080		10,080	10,080		10,080
Gross Rental Value - Unallocated	630	37		23,310		23,310	23,310		23,310
Gross Rental Value - Rural	630					0			0
Gross Rental Value - Industrial	630	5		3,150		3,150	3,780		3,780
Gross Rental Value - Exempt	630					0			0
Unimproved value									
Unimproved Value - Industrial	380	1		380		380	0		0
Unimproved Value - Mining	380	2		760		760	758		758
Sub-total		66	0	40,830	0	40,830	41,078	0	41,078
Discount						(31,520)			(41,953)
Concession						(1,000)			
Total general rates						1,847,948			1,849,857

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 29 February 2024 \$
Other current liabilities						
Other liabilities						
Contract liabilities		286,029	0	209,471	(486,431)	96,323
Capital grant/contributions liabilities		0	0	639,326	0	552,073
Total other liabilities		286,029	0	848,797	(486,431)	648,396
Employee Related Provisions						
Provision for annual leave		1,018,579	0			1,018,579
Provision for long service leave		978,209	0			978,208
Total Provisions		1,996,788	0	0	0	1,996,787
Total other current liabilities		2,282,817.00	0.00	848,797.40	(486,431.40)	2,645,183.00

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

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.

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					YTD Revenue Actual
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 29 Feb 2024	Current Liability 29 Feb 2024	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies											
CI Fisheries Management DITRDCA Grant	178,391	209,472	(297,541)	90,323	75,592	452,059	301,338			0	297,541
Saluting Their Service Commemorations Grant	6,000			6,000	6,000	6,000	3,994			0	0
Financial Assistance Grant				0		6,866,660	4,520,584	6,866,660	(85,790)	6,780,870	6,780,870
Commonwealth _ Community Service Obligations				0		500,459	333,604			0	500,459
Building Better Regions Grant				0		20,000	13,332			0	8,800
Parks Australia Grading Grant				0		800,000	533,280			0	123,750
	184,391	209,472	(297,541)	96,323	81,592	8,645,178	5,706,132	6,866,660	(85,790)	6,780,870	7,711,420
Contributions											
CI Marathon Contributions				0		10,000	6,666			0	8,428
Ranger Pool Car contributions				0		835	552			0	459
Australia Day Contributions				0		1,000	664			0	14,558
Territory Week Contribution				0		0	0			0	6,600
Bus Contribution				0		30,000	19,998			0	0
	0	0	0	0	0	41,835	27,880	0	0	0	30,045
TOTALS	184,391	209,472	(297,541)	96,323	81,592	8,687,013	5,734,012	6,866,660	(85,790)	6,780,870	7,741,465

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					YTD Revenue Actual
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 29 Feb 2024	Current Liability 29 Feb 2024	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies											
Road to Revocery Grant (RZR)				0		300,704	400,936	300,704	300,704	601,408	0
Central Road Authority (CRA)		300,000	(30,154)	269,846	269,846	600,000	399,960			0	30,154
Local Road & Community Infrastructure Program Phase 4		319,326	(37,099)	282,227	282,227	532,210	354,770			0	37,099
Lily Beach Redevelopment	101,638	20,000	(121,638)	0	0	150,000	100,000			0	121,638
	101,638	639,326	(188,891)	552,073	552,073	1,582,914	1,255,666	300,704	300,704	601,408	188,891

SHIRE OF CHRISTMAS ISLAND SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

14 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	Amount Received	Amount Paid	Closing Balance
	1 July 2023			29 Feb 2024
	\$	\$	\$	\$
Taman Sweetland Reserve (POS)	56,893	1,050		57,943
	56,893	1,050	0	57,943



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 19 March 2024
AGENDA REFERENCE	10.2.3
SUBJECT	Christmas Island- Compliance Audit Return (CAR) 2023
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	2.4.6
INTEREST DISCLOSURE	None
DATE OF REPORT	21 February 2024
AUTHOR	Wei Ho , Assistant Director of FCS
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

Audit Committee review the Christmas Island-Compliance Audit Return (CAR) 2023 and present to council for adoption.

BACKGROUND

Between 1 January & 31 March Local government is to carry out an Audit of Compliance, covering the prior 1 January to 31 December period – and be reviewed by the Audit Committee and then adopted by Council. The Certified Compliance Audit Return (CAR) together with an extract of the Council Minutes where the CAR was adopted is to be lodged in the Smart Hub portal by 31 March.

COMMENT

The Local Government Compliance Return is one of the tools available to assist Council to monitor how the organisation is functioning.

STATUTORY ENVIRONMENT

Section 7.13(i) of the Local Government Act 1995 (WA)(CI) requires the Council to carry out an audit of compliance.

POLICY IMPLICATIONS

There are no significant policy implications arising from this matter.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this matter

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

‘Absolute’ majority is required.

ATTACHMENT

10.2.3.1 Christmas Island - Compliance Audit Return 2023



Christmas Island – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A	
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	Yes	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	Yes	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	



7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	Yes	
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the	Yes	



		return?		
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	No	NO GIFT RECEIVED IN 22/23
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the	N/A	



		interest disclosed and any other information required by the Minister for the purposes of the application?		
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	No	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	



Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	N/A	NO DECLARATION OF GIFTS MADE BY CANDIDATES
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	N/A	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	Yes	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	



4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	



Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	N/A	CEO IS THE COMPLAINTS OFFICER
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	No	ONLY 1 COMPLAINT RECEIVED ON 30/10/2023
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	No	ONLY 1 COMPLAINT RECEIVED
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	No	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	



4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	



14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	Yes	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	Yes	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	No	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	25/07/2023
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	24/10/2023
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	19/12/2023 COUNCIL RESOLUTION 128/23
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	Yes	26/09/2023 COUNCIL RESOLUTION 78/23
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section	N/A	



		5.87C of the Act?		
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government’s website, a policy dealing with the attendance of council members and the CEO at events?	Yes	ORDINARY COUNCIL MEETING 26/7/2022, COUNCIL RESOLUTION 67/22, NEXT REVIEW IN JULY 2024
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government’s website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government’s official website by 31 July 2023?	Yes	
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Mayor/President

Date



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 19 March 2024
GENDA REFERENCE	10.4.1
SUBJECT	Direct Purchase Report
LOCATION/ADDRESS/APPLICANT	Nil
FILE REFERENCE	3.7.2
INTEREST DISCLOSURE	Nil
DATE OF REPORT	7 March 2024
AUTHOR	Troy Davis, Director Work, Services & Waste
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATIONS

Council receives the Direct Purchase Report from the Director of Works, Services and Waste

BACKGROUND

Council at the Ordinary Council Meeting 21 November 2023 adopted *the Financial Policy 2 – Purchasing in the Policy Manual Res No 100/23*

That review included the provision in purchases up to \$99,999 in which: *The CEO and Directors may direct purchase but will be required to report the purchase at the following Council Meeting. Staff cannot make purchases at this tier*

COMMENT

Council's Hyundai Front End Loader requires a full differential replacement. Due to the complexity of the work and the infrequency that it is required, Shire Staff are not able to complete the works internally. Martin Nel was asked to quote on the works and an estimate of \$33,010.34 was received. \$30,000 of that is for parts.

It has been agreed that the work will be carried out in the Shire Workshop with staff to assist and learn during the process.

The Loader has not been flagged for replacement until 2030 with a new unit costing approximately \$200,000, so it was deemed necessary to complete these works.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Financial Policy 2 - Purchasing

FINANCIAL IMPLICATIONS

The cost for the replacement works was not directly budgeted for but will be covered by the Plant Maintenance budget.

STRATEGIC IMPLICATIONS & MILESTONES

Nil

VOTING REQUIREMENTS

Simple Majority

ATTACHMENT

10.4.1.1 - Financial Policy 2 - Purchasing

10.4.1.2 - QUOTE FORM & Quotation Martin Nel

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

Financial Policy 2 – PURCHASING

Objective

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).
- To deliver a best practice approach and procedures to internal purchasing for the Shire of Christmas Island.
- To ensure consistency for all purchasing activities that integrates within all the Shire of Christmas Island operational areas.
- To efficiently and effectively purchase goods and services recognising that the remoteness of Christmas Island limits the Shire's capacity to implement competitive purchasing strategies and recognising that the Shire is expending public monies that must accounted for.

Policy

The Shire of Christmas Island is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire of Christmas Island with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Christmas Island receives value for money in its purchasing.
- Ensures that the Shire of Christmas Island considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Christmas Island is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Upholds respect from the public and industry for the Shire of Christmas Island's purchasing practices that withstands probity.

ETHICS & INTEGRITY

All officers and employees of the Shire of Christmas Island shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Christmas Island.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Christmas Island policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Christmas Island by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Christmas Island. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services. Shire of Christmas Island is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Christmas Island's sustainability objectives.

Practically, sustainable procurement means the Shire of Christmas Island shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
- For new buildings and refurbishments – where available use renewable energy and technologies.

PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Policy
Under \$200	Direct purchase from suppliers using petty cash or purchase order
\$201 to \$5,000	Direct purchase from suppliers requiring only two verbal quotations. Notes to be kept on file.
\$5,001 - \$39,999	CEO and Directors to obtain at least three verbal or written quotations. CEO and Directors may direct purchase but will be required to report the purchase at the following Council Meeting. Staff cannot make purchases at this tier.
\$40,000 - \$99,999	CEO and Directors to obtain at least three written quotations. CEO and Directors may direct purchase but will be required to report the purchase at the following Council Meeting. Staff cannot make purchases at this tier.

\$100,000 - \$149,999	CEO and Directors to obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations). Staff cannot make purchases at this tier.
\$150,000 and above	Conduct a Public Tender process.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

Under \$200

Where the value of procurement of goods or services is under \$200, staff may make purchases via Purchase Order or petty cash.

\$201-\$5,000

Between \$201 to \$5,000, purchase on the basis of at least two verbal quotations is permitted. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk. Staff are permitted to make purchases up to the value of \$5,000 if they have the job responsibility to procure goods and services in their position description. Staff are not able to engage in any procurements above this threshold and are to refer to the Director in their section for assistance.

Record keeping requirements must be maintained in accordance with record keeping policies.

\$5,001 - \$39,999

This category is for CEO and Directors to procure goods or services where the value of such procurement ranges between \$5,001 - \$39,999. Staff are not permitted to engage for procurements at this or any higher level.

At least three verbal or written quotations (or a combination of both) should be sought. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- ensure that the requirement / specification is clearly understood by the Shire of Christmas Island employee seeking the verbal quotations;
- ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote;
- read back the details to the Supplier contact person to confirm their accuracy; and
- written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies.

The CEO and Directors may opt to directly purchase from a supplier, but must report so at the closest possible Council meeting following the procurement.

\$40,000 to \$99,999

For the procurement of goods or services where the between \$40,000 to \$99,999, CEO and Directors are required to obtain at least three written quotes.

The CEO and Directors may opt to directly purchase from a supplier, but must report at the closest possible Council meeting the procurement.

The CEO and Directors are expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

The Shire can still access a WALGA Preferred Supply Contract for these types of purchases.

NOTES: The general principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - Written Specification
 - Selection Criteria to be applied
 - Price Schedule
 - Conditions of responding
 - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

\$100,000 to \$149,999

For the procurement of goods or services where the value exceeds \$100,000 but is less than \$149,999, Directors and the CEO are required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

\$150,000 and above

For the procurement of goods or services where the value will be \$150,000 or more, the CEO and Directors need to put the procurement to tender.

TRADES REGISTER

The Shire will maintain a Trades Register for the supply of electrical, plumbing, painting, mechanical, maintenance and construction goods and services provided by local businesses.

The Trades Register will be utilised to procure services valued at \$99,999 or less via the quotation system. Entry onto the Register will be restricted to businesses, persons or groups which meet nominated assessment criteria to ensure that they are suitably qualified and capable of carrying out quality work for the Shire.

Given the small size of the local economy, the administrative team will scan the business environment diligently for new businesses may be entered onto the Register at any time subject to meeting the assessment criteria.

The assessment criteria for entry onto the register shall include as a minimum but shall not be limited to:

- A current ABN or ACN;
- Currency of Public Liability insurance of not less than \$10M;
- Currency of Workers Compensation;
- Qualifications and experience of personnel.

REGULATORY COMPLIANCE

Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;

- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Anti-Avoidance

The Shire of Christmas Island shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$50,000.

Tender Criteria

The Shire of Christmas Island shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

An evaluation panel shall be established prior to the advertising of a tender and shall include a mix of skills and experience relevant to the nature of the purchase. The panel must contain a minimum of 3 members.

Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

Tenders must remain open for at least 14 full days after the date the tender is advertised.

The notice must include;

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;
- detailed information shall include;
 - such information as the Shire of Christmas Island decides should be disclosed to those interested in submitting a tender;
 - detailed specifications of the goods or services required;
 - the criteria for deciding which tender should be accepted;
 - whether or not the Shire of Christmas Island has decided to submit a tender; and
 - whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

As a general rule, advertising of tenders by statewide notice as required in the Regulations will be addressed by advertising in The Islander and by public notice. Where the goods or services are not available on Island, notice will be advertised off Island.

Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Christmas Island not to compromise its duty to be fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Shire of Christmas Island. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Shire of Christmas Island Officers present at the opening of tenders.

No Tenders Received

Where the Shire of Christmas Island has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 & \$99,999 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire of Christmas Island by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Christmas Island may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Christmas Island and tenderer have entered into a Contract, a minor variation may be made by the Shire of Christmas Island.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Christmas Island's internal records management policy.

Keywords Tender, Goods and Services, Purchases

Related Policies FI1 regional Price Preference Policy

Related Procedures/
Documents Tender/Procurement Procedure
WALGA Purchasing and Tender Guide

Delegation Level Council, CEO

First endorsed by Council 13 March 2007

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved	13/3/2007	CEO	30/07			2.11.12
2	Approved	26/9/2017	GRPG	88/17		2019	2.11.12
3	Approved	27/9/2022	GRPG	89/22		2024	2.11.12
4	Approved	24/10/2023	DGPG	100/23	Changes to thresholds based on advice from DFCS	2024	2.11.12

SHIRE OF CHRISTMAS ISLAND

RECORD OF QUOTATION OBTAINED FOR PURCHASE / EVALUATION REPORT TEMPLATE

In accordance with the procedures contained in Financial Policy 2 – Purchasing, the following quotations for goods/services have been obtained:

Goods/Services Required:

Account/Job Code	Account/Job Description
P61077	DIFFERENTIAL SYSTEM FAILURE

- Quotation Sought (fill as needed below)
 Sole Supplier
 Direct Purchase Decision
 Date for next Council Meeting for Direct Purchase Decision Reporting _____

Quotation No.	Date Received	Supplier	Amount
2324003	29-2-24	MARTINUS STEPHANUS NIEL	\$38,010.34

AUTHORISATION FOR PURCHASE

Purchase Order Number:

- Conflict of Interest Form: YES (required for RFQs/RFTs)
 NO

Additional Purchasing Information:

THIS IS A TIME AND MATERIALS CONTRACT. SCOPE OF THE JOB CAN ONLY BE DETERMINED AFTER WORK COMMENCED

PURCHASING OFFICER

AUTHORISING OFFICER

PLEASE NOTE:

Upon completion, this form is to be forwarded to the Senior Account Officer along with all supporting quotations and purchase order.

4/3/24. Bode by 8/3/24.

Martinus Stefanus Nel

Quote

2 Pai Chin Lu, Silvercity
Christmas Island
0474210881
faithneltrust@gmail.com
ABN 83581345195

Quote :2324003
DATE: 29 February 2024

TO: Shire of Christmas Island

ORDER NO:

PG1077
HYUNDAI FEL

Description: Supply parts for Hyundai Loader and assemble axle.

DATE	DESCRIPTION		Price	TOTAL
	Labour Estimated to assemble axle.	24 hours	\$95.00 p/hr	\$2280.00
	Gear housing.		\$4956.83	\$4956.83
	Disc clutch	27 units	\$66.75 each	\$1802.25
	Washer thrust	2 units	\$133.43 each	\$266.86
	Gear bevel Fr axle	2 units	\$1568.18 each	\$3136.36
	Gear bevel fr	4 units	\$558.49 each	\$2233.96
	Washer thrust	4 units	\$219.17 each	\$876.68
	Differential 1		\$857.41	\$857.41
	Differential 2	2 units	\$199.45 each	\$398.90
	Pin slot 1	2 units	\$7.58 each	\$15.16
	Pin slot axle 2	2 units	\$9.16 each	\$18.32
	Locking screw	12 units	\$37.03 each	\$444.36
	Bearing 2564	2 units	\$579.59 each	\$1159.18
	Inner clutch disc	8 units	\$70.18 each	\$561.44
	Bearing 2580	2 units	\$1154.75 each	\$2309.50
	Bearing 3907	2 units	\$2232.71 each	\$4465.42
	Multi seal	2 units	\$663.22 each	\$1326.44
	Oring 597	2 units	\$16.06 each	\$32.12
	Shim	2 units	\$64.06 each	\$128.12
	Oring 2576	2 units	\$60.57 each	\$121.14
	Oring HL760	2 units	\$30.60 each	\$61.20

Shaft stub	2 units	\$1924.44 each	\$3848.88
Bearing 2530		\$373.06	\$373.06
Washer 2534		\$152.94	\$152.94
Spacer washer		\$137.64	\$137.64
Bearing 2625		\$812.97	\$812.97
Shaft seal		\$233.20	\$233.20
TOTAL DUE			\$33 010.34

- Quotation is valid for 30 days
- All parts are in Korea so allow 6 to 8 weeks for delivery to Christmas Island wa
- Deposit of \$30 000.00 before parts can be ordered from Korea.