



# CONFIRMED MINUTES

Ordinary Meeting held on 23 April 2024



**SHIRE OF CHRISTMAS ISLAND  
MEETING MINUTES CERTIFICATION**

**Minutes of the Ordinary meeting of the Shire of Christmas Island Council held at the George Fam Chambers at 7.00pm on Tuesday 23 April 2024**

**TABLE OF CONTENTS**

<b>Agenda No.</b>	<b>Item</b>	<b>Page</b>
1	<u>DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS</u> 1.1 SHIRE PRESIDENT DECLARED THE MEETING OPEN AT 7.00PM	1
2	<u>RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE GRANTED/DECLARATION OF FINANCIAL/PROXIMITY &amp; IMPARTIALITY INTERESTS</u> 2.1 RECORD OF ATTENDANCE 2.2 LEAVE OF ABSENCE 2.3 APOLOGY 2.4 DECLARATION OF FINANCIAL/IMPARTIALITY/PROXIMITY INTEREST	1
3	<u>RESPONSE TO PREVIOUS PUBLIC QUESTION TAKEN ON NOTICE</u>	2
4	<u>PUBLIC QUESTION TIME</u>	2-3
5	<u>APPLICATION FOR LEAVE OF ABSENCE</u> 5.1 CR AZMI YON 5.2 CR HAFIZ MASLI	3
6	<u>PETITIONS/DEPUTATIONS/PRESENTATIONS</u>	4
7	<u>CONFIRMATION OF MINUTES OF PREVIOUS MEETING(S)/BUSINESS ARISING FROM PREVIOUS MEETINGS</u> 7.1 MINUTES OF ORDINARY COUNCIL MEETING HELD ON 19 MARCH 2024 7.2 BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS	4
8	<u>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION</u>	4
9	<u>COMMITTEE REPORTS</u>	4
10	<u>OFFICER REPORTS</u>	4
10.1	<u>CHIEF EXECUTIVE OFFICER</u> 10.1.1 LEASE OF PROJECT TEAM OLD WORKSHOP 10.1.2 TELECOMMUNICATION INFRASTRUCTURE-(EQUIPMENT BUILDING WITH ANCILLARY) 10.1.3 DEVELOPMENT APPLICATION GAZE ROAD MOTEL	4-9

	10.1.4 APPOINTMENT OF ACTING CEO	
10.2	<u>DIRECTOR PLANNING, GOVERNANCE &amp; POLICY</u> 10.2.1 POLICY MANUAL REVIEW 10.2.2 LOCAL HERITAGE SERVERY, BATCH TWO ADOPTION 10.2.1 LOCAL HERITAGE LIST POLICY ADOPTION	9-10
10.3	<u>DIRECTOR COMMUNITY/RECREATION SERVICES &amp; TRAINING</u> 10.3.1 CELEBRATING 26 <sup>TH</sup> ANNIVERSARY SENIORS WEEK 2024	10
10.4	<u>DIRECTOR WORK, SERVICES &amp; WASTE</u>	10
10.5	<u>DIRECTOR FINANCE AND IT</u> 10.5.1 SCHEDULE OF ACCOUNTS – MARCH 2024 10.5.2 FINANCIAL STATEMENTS – MARCH 2024 10.5.3 CEO DELEGATED AUTHORITY-FINANCE 24/25 10.5.4 WRITE OF BAD DEBTS	10-13
11	<u>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</u>	13
12	<u>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING</u>	13
13	<u>BEHIND CLOSED DOORS</u>	13
14	<u>CLOSURE OF MEETING</u> THE SHIRE PRESIDENT CLOSED THE MEETING AT 8.00PM	13
15	<u>DATE OF NEXT MEETING: 28 MAY 2024</u>	13



## CONFIRMED MINUTES

**Ordinary Meeting of the Shire of Christmas Island held at the George Fam Chambers at 7.00pm on Tuesday 23 April 2024**

### 1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

- 1.1 The Shire President declared the meeting open at 7.00pm.  
1.2 Phone attendance for Cr TUNG

#### Council Resolution

**Moved: Cr LEE**

**Seconded: Cr WOO**

**Res. No: 14/24**

That Council resolve to have Cr Mel TUNG attend the Council Meeting of 23 April 2024 under the Local Government (Administrative) Regulations 1996 Section 14C

**Carried: 6/0**

<b>For:</b>	Cr Gordon <b>THOMSON</b>	Cr Steven <b>PEREIRA</b>
	Cr Kee Heng <b>FOO</b>	Cr Kelvin Kok Bin <b>LEE</b>
	Cr Vincent Cheng-Siew <b>SAW</b>	Cr Philip <b>WOO</b>

**Against:**

CEO PRICE called through to Cr TUNG at 7.01pm; this went through to message bank.

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

- 2.1 Record of Attendance  
Shire President  
Deputy President  
Councillors

Cr Gordon **THOMSON**  
Cr Kee Heng **FOO**  
Cr Philip **WOO**  
Cr Vincent Cheng-Siew **SAW**  
Cr Kelvin Kok Bin **LEE**  
Cr Steve **PEREIRA**  
Cr Swee **TUNG** (7.05pm,  
phone)

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**  
Councillor

Cr Hafiz **MASLI**  
Cr Azmi **YON**

- 2.3 **Apologies**

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

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

- 3.1 CEO David PRICE reported on the CI Cinema maintenance query from the March 2024 Ordinary Council meeting. SOCI Maintenance officer had performed repairs on cinema seating following emails received from the cinema committee. Director for Works Troy DAVIS has had follow up contact with the CI Cinema committee and has used their feedback to help inform the 2024/2025 budget allocation for maintenance work.
- 3.2 CEO David PRICE reported on the fowl maintenance program from the March 2024 Ordinary Council meeting. CEO reported that the Ranger Office has removed 80 fowl in the past month. SOCI has engaged with Parks Australia on a joint fowl maintenance campaign when the new animal traps arrive.

### **4 PUBLIC QUESTION TIME**

CEO PRICE dialled Cr TUNG; Cr TUNG entered the meeting at 7.05pm

- 4.1 Cr PEREIRA requested to know the Shire's procedure for ensuring rate collection from ratepayers?

CEO David PRICE summarised Council's protocol for recovery of rates from households that are late. Noted that the rate of compliance is very high, and provided an overview to the enforceable options available to local governments through the regulations for rates recovery.

CEO David PRICE informed Council that there is an outstanding rate notice associated with Softstar, the former lease owners of the CI Resort facility. Consequently, the Council would be categorized among debtors whose matters would be addressed through any receivership process that Softstar undergoes.

- 4.2 Cr PEREIRA inquired about the approach adopted by the Civil Works team for managing potholes. He cited an instance of a pothole that had emerged in recent weeks opposite the police station, particularly following the recent stormy weather. Additionally, he highlighted that utility contractors had carried out works at the site.

Director Troy DAVIS explained to the meeting that due to the size of the road network on the island, it is not feasible to have a dedicated pothole team. Instead, the civil works team schedules repairs around maintaining an acceptable service level across the whole network considering potholes, sealing, grading and painting.

Director Troy DAVIS advised the meeting that Shire had received a work order on Friday 19 April for that site; utility contractors perform their works which involved the tearing up of road surface to access the necessary. Utility contractors then provide compacted chalk cover to the road surface and advise Council when the road bitumen resurfacing can occur. It was noted that April's stormy weather had washed out the surface left by the contractors and also prevented SOCI from being able to conduct bitumen sealing repairs across the network.

Director Troy DAVIS briefly summarised the logistics of utilising the emulsion truck for repairs and the number of workers needed for repairs; this warranted the wider network management approach to the schedule of repairs.

- 4.3 Cr PEREIRA requested to know the Shire's procedure for addressing abandoned vehicles? Noted that there was a black RAV4 at the corner of Irvine Hill road and Lily Beach road in the airport precinct for some weeks.

CEO PRICE provided an overview of the procedures involved in addressing suspected abandoned vehicles; also advised that the process to address vehicle abandonment on Commonwealth grounds commences with contact with the Commonwealth. The Shire will contact Administration regarding the black RAV4 in the airport precinct.

4.3 Cr PEREIRA requested to know if Council could consider utilising the Toll freighter to bring recyclables to the mainland? Put forward that this would assist in addressing landfill.

Cr PEREIRA informed the meeting that he had met with the Administrator from Norfolk Island in recent weeks who had advised him that Toll’s service to Norfolk Island takes out recyclables to the mainland. Cr PEREIRA noted that the Department of Territories underwrites both services, and that the CI – Perth leg of the Toll freighter has a 13 tonne capacity that is largely not utilised.

CEO PRICE provided some background to the Commonwealth’s strategic waste management planning to date, and that the Commonwealth is committing to funding an Environmental Management Plan for their Vagabond Tipsite which includes identifying its useable life. It will also make recommendations on how to manage waste to that exit point.

CEO PRICE explained to the meeting that Norfolk Island does not have a landfill site, nor an incinerator. It was therefore by necessity that waste had to flown off Norfolk Island.

Summarised that the context of where the different islands are determine the way that waste can be managed.

## 5 APPLICATIONS FOR LEAVE OF ABSENCE

### 5.1 Cr YON

<b>Council Resolution</b>		
<b>Moved: Cr FOO</b>	<b>Seconded: Cr LEE</b>	<b>Res. No: 15/24</b>
That the leave of absence application submitted by Cr Azmi YON (29/03/2024 to 04/05/2024) be approved.		
<b>Carried: 7/0</b>		
<b>For:</b>	Cr Gordon <b>THOMSON</b> Cr Kee Heng <b>FOO</b> Cr Vincent Cheng-Siew <b>SAW</b> Cr Mel <b>TUNG</b> (phone)	Cr Steven <b>PEREIRA</b> Cr Kelvin Kok Bin <b>LEE</b> Cr Philip <b>WOO</b>
<b>Against:</b>		

### 5.2 Cr MASLI

<b>Council Resolution</b>		
<b>Moved: Cr LEE</b>	<b>Seconded: Cr WOO</b>	<b>Res. No: 16/24</b>
That the leave of absence application submitted by Cr Hafiz Masli (19/04/2024 to 03/05/2024) be approved.		
<b>Carried: 7/0</b>		
<b>For:</b>	Cr Gordon <b>THOMSON</b> Cr Kee Heng <b>FOO</b> Cr Vincent Cheng-Siew <b>SAW</b> Cr Mel <b>TUNG</b> (phone)	Cr Steven <b>PEREIRA</b> Cr Kelvin Kok Bin <b>LEE</b> Cr Philip <b>WOO</b>
<b>Against:</b>		

**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 March 2024**

Members considered the unconfirmed minutes.

**Council Resolution**

**Moved: Cr FOO**

**Seconded: Cr LEE**

**Res. No: 17/24**

That Council adopt the unconfirmed minutes of the 19 March 2024 Council Meeting.

**Carried: 7/0**

**For:** Cr Gordon **THOMSON** Cr Steven **PEREIRA**  
Cr Kee Heng **FOO** Cr Kelvin Kok Bin **LEE**  
Cr Vincent Cheng-Siew **SAW** Cr Philip **WOO**  
Cr Mel **TUNG** (phone)

**Against:**

**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 Lease of Project Team Old Workshop**

**Council Resolution**

**Moved: Cr LEE**

**Seconded: Cr FOO**

**Res. No: 18/24**

That Council approves a new lease free of charge of the Old Parks & Garden Depot to Island Care for 24 months with an option of a further 24 months on the following conditions.

- Island Care have the necessary public liability insurance for volunteers
- Island Care pays for the power and water utilities usage
- The premises is to be used for the following purposes
  - Office and operational facilities for Island Care
  - Storage of collected categorised waste
  - The recycling of plastic waste by low heat methods
- Non Passive use of the premises will only be undertaken during the hours of 7am and 5pm Monday to Friday and on Saturday 7.30am until 2pm.
- Island Care will ensure their vehicles do not block access behind the depot
- Signage is allowed subject to the CEO's written permission

**Carried: 7/0**

**For:** Cr Gordon **THOMSON** Cr Steven **PEREIRA**  
Cr Kee Heng **FOO** Cr Kelvin Kok Bin **LEE**

Cr Vincent Cheng-Siew **SAW**  
Cr Mel **TUNG** (phone)

Cr Philip **WOO**

**Against:**

#### 10.1.2 Telecommunication Infrastructure- (Equipment Building with Ancillary Facilities)

##### **Council Resolution**

**Moved: Cr PEREIRA**

**Seconded: Cr WOO**

**Res. No: 19/24**

That Council grants approval for the development and use of the site to accommodate Telecommunications Infrastructure – (Equipment Building with Ancillary Facilities) 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.
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. Prior to development, tie down details certified by structural engineers and fencing footing details are to be provided.
4. On application of a building licence, the applicant shall provide engineer certified drawings demonstrating that all structures are compliant with Region B – Wind Actions (AS/NZ 1170.2.2011) and Earthquake Actions (AS 1170.4.2007).
5. Construction works associated with the proposal are to be undertaken between the hours of 7am – 6pm.
6. The operational term of this approval is to accord with any lease agreement made with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.
7. Legal access from a gazetted constructed road to the lease area is to be maintained for the term of the lease.

**Carried 7/0**

**For:**

Cr Gordon **THOMSON**  
Cr Kee Heng **FOO**  
Cr Vincent Cheng-Siew **SAW**  
Cr Mel **TUNG** (phone)

Cr Steven **PEREIRA**  
Cr Kelvin Kok Bin **LEE**  
Cr Philip **WOO**



**Against:**

10.1.3 Development Application Gaze Road Motel

**Council Resolution**

**Moved: Cr PEREIRA**

**Seconded: Cr TUNG**

**Res. No: 20/24**

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

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

drawings demonstrating that all structures are compliant with Region B – Wind Actions (AS/NZ 1170.2.2011) and Earthquake Actions (AS 1170.4.2007).

9. Structural certification will be required for the construction of buildings in accordance with site and wind classification determined for the subject site.
10. Detail regarding fire wall rating is to be submitted at building permit stage.
11. Signage limited to the name, number and address of the building, purpose of the building and the name and address of the managing agent thereof to a maximum size of 0.2m<sup>2</sup> is exempted from the need for planning approval.
12. All vehicles connected with the premises including loading and unloading activities shall be parked within the boundaries of the premises.
13. A building permit is required to be issued by the Shire prior to consideration of a demolition permit which is required for removal of any existing development on site.
14. This motel be for the short-term accommodation of guests only - (no more than three (3) months in a twelve (12) month period).
15. An Interpretation Strategy which addresses the history and significance of Mandor's House and the former Labour Contractor's Quarters in the context of the early Chinese settlement of the area shall be provided prior to occupancy and operation of the use. The Interpretation Plan should consider an interpretation outcome for the demolished Mandor's House and the retained former Labour Contractor's Quarters. Interpretation outcomes should be implemented prior to occupancy of the new hotel development.
16. Construction works shall be limited as follows:
  - a) Monday to Friday, 8am to 5pm.
17. The breakfast room operation is limited to use of guests of the motel only.
18. The Proponent shall submit, at the time of application for a building permit, documentation in compliance with the Building Regulations 1989 and the Building Code of Australia 2004, including in particular detailed plans and specifications for site works, including finished ground and floor levels, storm water and roof run-off disposal, existing easements, parking areas including pavement type, lighting, loading bays, refuse bulk bin areas and fire resilience where applicable, to the

satisfaction of Council.

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

**Carried: 7/0**

<b>For:</b>	Cr Gordon <b>THOMSON</b>	Cr Steven <b>PEREIRA</b>
	Cr Kee Heng <b>FOO</b>	Cr Kelvin Kok Bin <b>LEE</b>
	Cr Vincent Cheng-Siew <b>SAW</b>	Cr Philip <b>WOO</b>
	Cr Mel <b>TUNG</b> (phone)	

**Against:**

#### 10.1.4 Appointment of Acting CEO

<b>Council Resolution</b>		
<b>Moved: Cr LEE</b>	<b>Seconded: Cr FOO</b>	<b>Res. No: 21/24</b>
That Council appoints the Director Works, Services & Waste Troy Davis as the acting CEO for the period 1 June to 9 July 2024 and that the applicable higher duties apply.		
<b>Carried: 7/0</b>		
<b>For:</b>	Cr Gordon <b>THOMSON</b> Cr Kee Heng <b>FOO</b> Cr Vincent Cheng-Siew <b>SAW</b> Cr Mel <b>TUNG</b> (phone)	Cr Steven <b>PEREIRA</b> Cr Kelvin Kok Bin <b>LEE</b> Cr Philip <b>WOO</b>
<b>Against:</b>		

#### 10.2 Director Planning, Governance & Policy

##### 10.2.1 Policy Manual Review

<b>Council Resolution</b>		
<b>Moved: Cr FOO</b>	<b>Seconded: Cr WOO</b>	<b>Res. No: 22/24</b>
That Council adopts the following reviewed policies – Financial Policy 2 Purchasing Financial Policy 2.1 Purchasing – Petty Cash		
<b>Carried: 7/0</b>		
<b>For:</b>	Cr Gordon <b>THOMSON</b> Cr Kee Heng <b>FOO</b> Cr Vincent Cheng-Siew <b>SAW</b> Cr Mel <b>TUNG</b> (phone)	Cr Steven <b>PEREIRA</b> Cr Kelvin Kok Bin <b>LEE</b> Cr Philip <b>WOO</b>
<b>Against:</b>		

##### 10.2.2 Local Heritage Survey, Batch Two Adoption

<b>Council Resolution</b>		
<b>Moved: Cr LEE</b>	<b>Seconded: Cr FOO</b>	<b>Res. No: 23/24</b>
That Council adopts the following batch of places nominated by the public for the first Christmas Island Local Heritage Survey in accordance with the Heritage Act (WA)(CI) 2018.		
<b>Carried: 7/0</b>		
<b>For:</b>	Cr Gordon <b>THOMSON</b> Cr Kee Heng <b>FOO</b> Cr Vincent Cheng-Siew <b>SAW</b> Cr Mel <b>TUNG</b> (phone)	Cr Steven <b>PEREIRA</b> Cr Kelvin Kok Bin <b>LEE</b> Cr Philip <b>WOO</b>
<b>Against:</b>		

##### 10.2.3 Local Heritage List Policy Adoption

<b>Council Resolution</b>
---------------------------

**Moved: Cr LEE** **Seconded: Cr FOO** **Res. No: 24/24**

That Council adopts the Western Australian Local Government Association's Heritage List Guidelines to develop the first Shire of Christmas Island Local Heritage List.

**Carried: 7/0**

**For:** Cr Gordon **THOMSON** Cr Steven **PEREIRA**  
Cr Kee Heng **FOO** Cr Kelvin Kok Bin **LEE**  
Cr Vincent Cheng-Siew **SAW** Cr Philip **WOO**  
Cr Mel **TUNG** (phone)

**Against:**

### 10.3 Director Community/Recreation Services & Training

#### 10.3.1 Celebrating 26<sup>th</sup> Anniversary Seniors Week

##### Council Resolution

**Moved: Cr PEREIRA** **Seconded: Cr LEE** **Res. No: 25/24**

That the Shire of Christmas Island coordinates the 2024 Seniors Week celebration from the 22nd to 28th July 2024 and invites sponsorship from community organisations to assist in facilitating this annual event.

**Carried: 7/0**

**For:** Cr Gordon **THOMSON** Cr Steven **PEREIRA**  
Cr Kee Heng **FOO** Cr Kelvin Kok Bin **LEE**  
Cr Vincent Cheng-Siew **SAW** Cr Philip **WOO**  
Cr Mel **TUNG** (phone)

**Against:**

### 10.4 Director Works, Services & Waste

### 10.5 Director Finance & Administration

#### 10.5.1 Schedule of Accounts – March 2024

##### Council Resolution

**Moved: Cr LEE** **Seconded: Cr FOO** **Res. No: 26/24**

That Council approves the expenditure as presented in March 2024 Schedule of Accounts.

**Carried: 7/0**

**For:** Cr Gordon **THOMSON** Cr Steven **PEREIRA**  
Cr Kee Heng **FOO** Cr Kelvin Kok Bin **LEE**  
Cr Vincent Cheng-Siew **SAW** Cr Philip **WOO**  
Cr Mel **TUNG** (phone)

**Against:**

#### 10.5.2 Financial Statements – March 2024

##### Council Resolution

**Moved: Cr WOO** **Seconded: Cr LEE** **Res. No: 27/24**

That Council receives the Financial Statements of March 2024 for the Municipal Fund.

**Carried: 7/0**

**For:** Cr Gordon **THOMSON** Cr Steven **PEREIRA**  
Cr Kee Heng **FOO** Cr Kelvin Kok Bin **LEE**  
Cr Vincent Cheng-Siew **SAW** Cr Philip **WOO**  
Cr Mel **TUNG** (phone)

**Against:**

### 10.5.3 CEO Delegated Authority- Finance 24/25

#### **Council Resolution**

**Moved: Cr LEE**

**Seconded: Cr FOO**

**Res. No: 28/24**

In accordance with Section 5.42 (1) and 5.44 of the Local Government Act 1995 (WA)(CI) Council delegates the following authority to the Chief Executive Officer for the financial year 24/25.

- To make payments on behalf of Council in accordance with Council Signatory/Authorization of EFT Procedure
- To sign cheques on behalf of council for an amount not exceeding \$250,000 s6.10 (d);
- To incur expenditure and to issue official orders not exceeding \$250,000 for non-capital expenditure s6.10 (d);
- To decide free of charge use of community facilities in accordance with CS2 – Use of Community Facilities Policy of Council;
- Power of entrance, etc. in relation to road works;
- To write off debts or rates incorrectly raised & other bad debts up to \$200;
- To approve budget variations/new budget items not exceeding \$250,000;
- To obtain reassessment of the value of ratable property in the event of property improvement or property subdivision;
- To invest money held by council not required for immediate use s6.14;
- To arrange appropriate insurance in respect of all council properties;
- To negotiate terms and conditions of property leases;
- To negotiate terms and conditions and enter into lease agreements on Shire Houses where the weekly rent does not exceed \$600 per week;
- To dispose of property with no book value;
- To reimburse to an owner or occupier where property is damaged through the performance of a function of the local government to the maximum amount of \$2,000;
- To give notice to an occupier and or owner requiring them to do something in relation to land specified in Schedule 3.1 – Powers Under Notices to Owners or Occupiers of Land of the Local Government Act (WA) (CI) 1995
- To arrange for works to be carried out where the owner or occupier does not carry out required action in relation to land, and to recover the costs as a debt;
- To issue certificates of the local government pursuant to section 23 of the Strata Titles Act 1985 (WA)(CI).
- To change leases for the cost of insurance cover in respect to leased properties;
- As the principal Accounting Officer of Council, to prepare the annual financial reports;
- To affix the common seal of the Shire of Christmas Island as required; and
- In relation to recurrent expenditure, to pay amounts above the \$250,000 limit for:
  - Wages and salaries

