

Shire of Cocos (Keeling) Islands

Shire of Cocos (Keeling) Islands

Minutes

Ordinary Meeting of Council

Wednesday 29 March 2023, 1.00pm

Council Chamber, Shire Administration Building

Lot 256 Jalan Bunga Melati, Home Island

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received. Any plans or documents contained in this document may be subject to copyright law provisions (Copyright Act 1968, as amended) and the express permission of the copyright owner(s) should be sought prior to the reproduction.

OUR VALUES

Service

Provide the best service we can.

We serve the community and each other.

Accountability

We take responsibility for our own actions.

We do what we say we will do.

Mistakes are an opportunity to learn.

Support

We support our team and our community.

Look for opportunities to help each other.

Respect

We respect and value others.

Our interactions are always respectful towards others.

Integrity

We will be honest and transparent with all our dealings.

Maintain confidentiality.

Trust each other.

Achievement

Being proactive and enabling the outcomes.

Be creative and think outside the square.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1	OPENING/ANNOUNCEMENTS OF VISITORS	6
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	6
3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	6
4	PUBLIC QUESTION TIME	6
5	LEAVE OF ABSENCE	6
5.1	LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	7
5.2	APPLICATION FOR LEAVE OF ABSENCE	7
6	PETITIONS/DEPUTATIONS/PRESENTATIONS	7
7	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	7
7.1	ORDINARY COUNCIL MEETING HELD ON 22 FEBRUARY 2023	7
8	ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS	7
9	DECLARATION OF INTERESTS	7
10	REPORT FROM COMMITTEES AND OFFICERS	7
REPORTS OF OFFICERS		
10.1	CHIEF EXECUTIVE OFFICER	8
10.1.1	CHIEF EXECUTIVE OFFICER REPORT	8
10.1.2	COMMUNITY DEVELOPMENT REPORT – MARCH 2023	12
10.1.3	PROPOSED CARETAKER’S ROOM – LOT 173 CLUNIES ROSS AVENUE, WEST ISLAND	16
10.1.4	LOCAL GOVERNMENT ORDINARY ELECTION 2023	21
10.2	MANAGER FINANCE AND CORPORATE SERVICES	24
10.2.1	MONTHLY FINANCIAL REPORT – FEBRUARY 2023	24
10.2.2	SCHEDULE OF ACCOUNTS PAID FOR THE PERIOD FEBRUARY 2023	27
10.2.3	MID YEAR BUDGET REVIEW 2022/2023	30
10.3	MANAGER INFRASTRUCTURE	35
NIL		35
11	MINUTES TO BE RECEIVED	35
12	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	35
13	MOTIONS WITHOUT NOTICE WITH LEAVE OF COUNCIL	35
14	MATTERS BEHIND CLOSED DOORS	35

14.1	COUNCILLOR COMPLAINT	35
14.2	COUNCILLOR RESIGNATION	37
14.3	COMMONWEALTH CONTRACT – GOODS AND SERVICES	38
15	MATTERS RELATING TO THE LAND TRUSTS	38
15.1	TRUSTS ADMINISTRATION	40
15.1.1	PROPOSED SHADE HOUSE & VERANDAH – LOT 220 MAHOON ROAD, WEST ISLAND	40
15.2	TRUSTS LEASES	44
15.2.1	SHIRE OF COCOCS (KEELING) ISLANDS RETAIL LEASE TEMPLATES	44
15.3	TRUSTS FINANCE	47
NIL		47
16	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING (LATE ITEM)	47
17	CLOSURE	47

1. OPENING/ANNOUNCEMENTS OF VISITORS

The Presiding Member declares the meeting open at 1:00pm and welcomed Councillors and staff.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

President: Cr A Minkom

Deputy President: Cr S Iku

Councillors: Cr Knight (via video link)
Cr T Lacy
Cr Young

Officers: Frank Mills, Chief Executive Officer
Vikki Lauritsen, Manager Finance and Corporate Services
M Faulkner, Manager Infrastructure
I Macrae, Governance Risk Coordinator
A Alim, Administration Officer
S Bulka

Public: Nil

Visitors: Ni

Apologies: Nil

Approved Leave of Absence: Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

In accordance with section 5.24(1) (a) of the *Local Government Act 1995*, time is allocated for questions to be raised by members of the public, as follows:

(1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 15 minutes.

(2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

Pursuant to regulation 7(4) (a) of the Local Government (Administration) Regulations 1996, questions from the public must relate to a matter affecting the local government.

In accordance with section 5.25 (1)(f) of the *Local Government Act 1995* and the Local Government (Administration) Regulations 1996 regulation 11(e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question will be included in the minutes of the meeting.

Where a question is taken on notice at the meeting, a summary of the response to the question will be included in the agenda for the following Council meeting.

Nil

5. LEAVE OF ABSENCE

The *Local Government Act 1995* (Section 2.25) provides that a Council may, by resolution, grant leave of absence to a member for Ordinary Council Meetings. A member who is absent, without first obtaining leave of the Council, throughout three consecutive Ordinary meetings of the Council is disqualified from continuing his or her membership of the Council. Disqualification from membership of the Council for failure to attend Ordinary Meetings of the Council will be avoided so long as the Council grants leave prior to the member being absent. The leave cannot be granted retrospectively. An apology for non-attendance at a meeting is not an application for leave of absence.

5.1 LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Councillor	Date of Leave	Approved by Council
NIL		

5.2 APPLICATION FOR LEAVE OF ABSENCE

Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING(S)

7.1 Ordinary Council Meeting held on 27 January 2023 - Attachment 7.1

OFFICER RECOMMENDATION – ITEM NO 7.1

THAT COUNCIL BY SIMPLE MAJORITY, PURSUANT TO SECTIONS 5.22(2) AND 3.18 OF THE *LOCAL GOVERNMENT ACT 1995 (WA)(CKI)*, RESOLVES THAT THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 29 MARCH 2023, AS PRESENTED IN ATTACHMENT 7.1, BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

COUNCIL RESOLUTION – ITEM NO 7.1

MOVED CR LACY

SECONDED CR YOUNG

THAT COUNCIL BY SIMPLE MAJORITY, PURSUANT TO SECTIONS 5.22(2) AND 3.18 OF THE *LOCAL GOVERNMENT ACT 1995 (WA)(CKI)*, RESOLVES THAT THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 29 MARCH 2023, AS PRESENTED IN ATTACHMENT 7.1, BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

AGAINST: NIL

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS

Nil

9. DECLARATION OF INTERESTS

Councillors are to complete a Disclosure of Interest Form for each item they are required to disclose an interest in. The Form should be given to the Presiding Member before the meeting commences. After the meeting, the Form is to be provided to the Governance and Risk Coordinator for inclusion in the Disclosures Register.

Name	Item No.	Interest	Nature
Cr Lacy	14.1	Impartiality	Cr Lacy is the complainant.
Cr Lacy	14.2	Impartiality	Historical relationship.
Cr Lacy	15.1.1	Financial	Cr Lacy is the applicant and owner of Cocos Artisans Collective Pty Ltd.

10. REPORT FROM COMMITTEES AND OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1.1 CHIEF EXECUTIVE OFFICER REPORT

Report Information

Date: 14 March 2023
 Location: Shire of Cocos (Keeling) Islands
 Applicant: Chief Executive Officer
 File Ref: Nil
 Disclosure of Interest: Nil
 Reporting Officer: Chief Executive Officer
 Island: Shire wide
 Attachments: 10.1.1.1 – 78-10224 Mr Aindil Minkom
 10.1.1.2 – L8684 Shire of CKI – Home Island landfill – DWER Lt27-02-2023

Authority / Discretion

Definition

<input type="checkbox"/>	Advocacy	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>

<input type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input checked="" type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

Report Purpose

The purpose of this report to provide Council with an update of the actions of the Chief Executive Officer since the February 2023 reporting period.

Relevant Documents

Available for viewing at the meeting

Nil

Background

Two weeks leave then a period of recuperation and working remotely, I had daily contact and teams' meetings with staff discussing matters as varied as leases, IT, Council meetings, elections and so forth, a myriad of Commonwealth and State Government agencies, and some community members prior to returning to Cocos (Keeling) Islands on 21 March 2023. Of note for this month's report is the following:

Western Australia Department of Local Government

Attended a meeting with Mustafa Yildiz the Acting Executive Director of Local Government, where we discussed a proposed visit to the Cocos (Keeling) Islands in May with the Grants Commission. We also discussed issues surrounding land tenure, funding we are not entitled to due to relationship with Commonwealth, Land Management Orders, and 40th anniversary of Integration into Australia for the Cocos Malay people. The service level agreements between WA and the Cocos and the Commonwealth were also discussed, and it was suggested that for the Cocos (Keeling) Islands community to progress forward we need the support and commitment of the WA Government and a meeting with the Minister for Local Government and the Premier.

In agreeance, a meeting request was sent to the Minister for Local Government to convene a meeting as a priority to discuss all matters related to the Shire of Cocos (Keeling) Islands, the State of Western Australia, and the Commonwealth.

Land Management Orders – correspondence (see attachment 10.1.1.1) has been received from the Ministers Office regarding Council's request to surrender land management orders (November 2022 Council Meeting). The matter is still ongoing and further advice required.

Focus IT Network

Attended offices of Focus IT Network, Councils IT support agency to discuss future planning for IT and recently approved IT Strategic Plan.

Western Australia Department of Environment and Water Regulation

Attended a team's meeting and held discussions with the Department of Water and Environmental Regulation (the department) regarding the expansion of the prescribed premises boundary at Home Island Transfer Station, located at Jalan Balok Mem, Home Island, Cocos (Keeling) Islands, Indian Ocean Territories (the premises) for the creation of new landfill trenches in this expanded area. This was in response to correspondence provided (see attachment 10.1.1.2) and fellow attendees Martin Faulkner and Thomas Battcher will evaluate all possibilities regarding the situation.

Commonwealth - Department of Infrastructure, Transport, Regional Development, Communications, and the Arts

Advice received from Acting First Secretary of Indian Ocean Territories:

IOT Waste Management Strategy - GHD are well progressed with the IOT Waste Management and Resource Recovery Strategy (the Strategy), specifically:

- *GHD are currently working with the Department to incorporate the final feedback from both Shires and the WA Department of Water and Environmental Regulation on the Strategy document. This includes developing the Strategy Implementation Roadmap and Action Plan (the roadmap) to achieve the objectives of the Strategy.*
- *In developing the roadmap, we appreciate that both Christmas Island and the Cocos (Keeling) Islands have differing paths for the future of waste management. Consequently, we are working with GHD to ensure that there are separate Roadmaps for each Island. We will share the roadmap with you to seek your input once a draft is complete.*
- *GHD are also developing a separate report on organic waste recycling, in recognition of the importance of properly disposing of organics in the region. We expect to be able to share this with both Shires in the coming months.*

My team have engaged with Tim Francis, who is happy to participate in a meeting between the Department and the Shire Councillors. If you would like me to attend this meeting, I will be available in the week of 11-14 April. If you have a preference for a specific day in that week, please let me know and my team will organise the teleconference details.

Shire staff also working with GHD are nearing completion and development of a recommended schedule of fees and charges for waste management and these will be fed into the IOT strategy when complete.

Service level agreements – in response to a request for provisions of “Service Level Agreements between the Commonwealth and the Shire of Cocos Keeling Islands and the

second one is the Service Level Agreement between the Commonwealth and the State of Western Australia relating to the Cocos (Keeling) Islands “advice has been received as follows:

The Cocos (Keeling) Islands Act 1955 (CKI Act) is the source of the Commonwealth’s relationship with the Shire of Cocos (Keeling) Islands. The CKI Act establishes the administrative and legislative system for CKI, including by vesting powers of a local government body under an applied WA law in the Shire (see subsection 8G(5B)).

As of 1 June 2022, there are 39 arrangements with agencies of the Western Australia (WA) Government providing 51 services to the Indian Ocean Territories (IOT). Details are available at the Department’s website Service delivery arrangements | Department of Infrastructure, Transport, Regional Development, Communications, and the Arts.

Both the documents referred to articulate the “legislative” relationship between the Cocos (Keeling) Islands, the Shire, the West Australian Government, and the Commonwealth Government. The missing piece of the puzzle appears to be any form of service level agreement that permits the Commonwealth to override and/or not endorse past agreements between the Commonwealth with respect to issues such as tenure, funding, and levels of service delivery.

Policy and Legislative Implications

Nil

Financial Implications

Nil

Strategic Implications

Shire of Cocos (Keeling) Islands Strategic Plan 2022-2037

L1: To be involved, respectful and inclusive and to facilitate diversity and representation within the decision-making process.

L2: To ensure that resources are utilised in a manner that represents the best interest of the whole community.

Risk Implications

Nil

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM NO 10.1.1

THAT COUNCIL, BY SIMPLE MAJORITY, NOTE AND RECEIVE THE CEO’S REPORT.

COUNCIL RESOLUTION – ITEM NO 10.1.1

MOVED CR IKU

SECONDED CR YOUNG

THAT COUNCIL, BY SIMPLE MAJORITY, NOTE AND RECEIVE THE CEO’S REPORT.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

AGAINST: NIL

10.1.2 COMMUNITY DEVELOPMENT REPORT – MARCH 2023

Report Information

Date: 8 March 2023
 Location: Cocos (Keeling) Islands
 Applicant: Community Development Coordinator
 File Ref: Nil
 Disclosure of Interest: Nil
 Reporting Officer: Community Development Coordinator
 Island: Cocos (Keeling) Islands
 Attachments: 10.1.2.1 – Adopt a Spot Guide
 10.1.2.2 – Adopt a Spot Registration

Authority / Discretion

Definition

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<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input checked="" type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

Report Purpose

Monthly update to Councillors on various Community Development programs and projects for information only.

Relevant Documents

Available for viewing at the meeting

Nil

Background

Sport and Recreation Program

The following sporting clinics have been confirmed for 2023. The dates and clinics are tabled below:

Volleyball – 7th to 10th March

Rugby - 21st to 28th April

Tennis – 28th April to 4th May

Olympians – 9th to 12th May

Soccer – 20th May to 9th June

Sailing – 4th to 11th July

The clinics brings experienced sports coaches who have played or playing at a national and international level. They also bring an opportunity to support community groups in building capacity, governance, and support to the school physical education teachers and community coaches.

School Holiday Program

The five-day program will be advertised in the Atoll and information will also be distributed to the school. The Community Development Team is investigating strategies to attract volunteers to run after school activities and school holiday activities. All volunteers are required to have a current Working with Children Check, it could be beneficial for the Shire to reimburse the cost for volunteers if they are undertaking consistent children-based activities for the Shire as an incentive.

The proposed April School Holiday Program will consist of the following activities:

Bike riding

Visiting a Farm

Basket making

Build a cubby house

Cake topping

Beach fishing

The April School holiday Program fall within the month of Ramadan. a two-week sailing clinic has been confirmed for the next school holiday program. Instructors from Australia Sailing will be teaching basic sailing skills on the T2 Hobie Catamaran. Children will have the opportunity to learn roping, points of sailing and looking after the sailing equipment.

Adopt a Spot Funding

The Community Development Coordinator (CDC) visited the West Island Campus and the Seniors Group to deliver information regarding the Adopt a Spot funding. The information sessions sparked good interest and the outcome very rewarding. The Senior's group on Home Island have commenced by adopting Kampong Atas beachfront. Their first cleaning up session was held on the 1st of March. Photos of their clean up were posted on the Shire's Facebook page. The response on Facebook was overwhelming and appreciative.

The primary school has yet to decide on a clean-up spot but have indicated the old rifle range beach is a popular area for visitors and residents alike.

The CDC will continue to provide information on Adopt a Spot with community groups and interested businesses. The funding program is an incentive to look after our environment and encourages ownership.

Comment

The community development programs are aligned with the following plans and through feedback from several meetings with community groups and relevant key agencies. The Community development section adheres to the Shire’s Strategic Community Plan and Corporate Business Plan for guidance and direction.

Policy and Legislative Implications

Nil

Financial Implications

In the event of an increase in costs for the Community Garden Program, the Community Development Coordinator will review the budget as per the Mid-Year Budget Review in December 2022 in consultation with the Executive Team.

Strategic Implications

Shire of Cocos (Keeling) Islands Strategic Plan 2022-2037
Objective C2: To support the integration the Home Island and West Island communities.
Objective S4: To support and encourage community events that bring us together.

Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Cost of labour hours and use of plant and equipment increase	Moderate 6	Increase in budget allocation for the following financial year.
Health & Safety	Community activities and events.	Moderate 6	Risk assessment plan conducted prior to commencing events and activities
Reputation	Shire to take a leading role and setting high standards.	Low 3	Transparency and management of programs in accordance with Policies and Strategic direction.

Compliance	Programs undertaken by Shire to adhere to Work, Health & Safety Policy.	Low 3	Risk assessment, JSA and HR policies.
Property	Programs and events conducted on Shire owned property or land (where possible)	Low 3	Written permission and follow procedures when undertaken events on non-Shire property.
Environment	Adhere to Shire's Strategic Plan – environment.	Low 3	Consult with parks Australia North on environmental impacts.
Fraud	Compliance with Shire's Policy and Procedures.	Low 3	Void program and investigate cause.

Risk Matrix

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Voting Requirements

Simple majority.

OFFICER RECOMMENDATION – ITEM NO 10.1.2

THAT COUNCIL, BY SIMPLE MAJORITY, NOTE AND RECEIVES THE COMMUNITY DEVELOPMENT REPORT.

COUNCIL RESOLUTION – ITEM NO 10.1.2

MOVED CR IKU

SECONDED CR YOUNG

THAT COUNCIL, BY SIMPLE MAJORITY, NOTE AND RECEIVES THE COMMUNITY DEVELOPMENT REPORT.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

AGAINST: NIL

10.1.3 PROPOSED CARETAKER’S ROOM – LOT 173 CLUNIES ROSS AVENUE, WEST ISLAND

Report Information

Date: 9 March 2023
 Location: Lot 173 Clunies Ross Avenue, West Island
 Applicant: Design Theory on behalf of Jean Morgan
 File Ref: WL173
 Reporting Officer: Chief Executive Officer
 Island: West Island
 Attachments: Nil

Authority / Discretion

Definition

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<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>
<input checked="" type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application / matter that directly affects a person’s right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

Report Purpose

For Council to consider an application for development approval for the conversion of existing storage room into a caretaker’s room within ‘The Breakers’ tourist complex.

Relevant Documents

Available for viewing at the meeting
 Development plans and cover letter

Background



Location Map – Lot 173 Clunies Ross Avenue, West Island

There is an existing short stay tourist facility development and land use on the subject property which is zoned 'Commercial' under the *Shire of Cocos (Keeling) Islands Local Planning Scheme No.1* (Scheme).

The proposal seeks to change the use of an existing storage room to a new caretaker's room. The proposal is to assist the existing tourist facility's caretakers in maintaining the tourist accommodation within the property.

The applicant has outlined that the proposal has been positioned within the existing footprint of a storage room to ensure minimal to no impact to the existing building.

Comment

The caretaker's room will be a modest 14m² and be located to the rear of the site to be incidental to the predominant tourist accommodation land use.

The development complies with all relevant Scheme site and development requirements of the commercial zone.

Furthermore, the development is considered essential to support the ongoing upkeep of the tourist accommodation which has been in operation for several years.

Given the above it is recommended Council approve the development application subject to conditions.

Policy and Legislative Implications

Shire of Cocos (Keeling) Islands Local Planning Scheme No.1

4.6 COMMERCIAL ZONE

4.6.1 Site and Development Requirements

The following site and development requirements shall apply within the Commercial zone with the exception of residential development, which subject to clauses 4.2 and 4.3, shall be in accordance with the provisions of the R-Codes:

(a) Building Design -

Buildings shall be well maintained and demonstrate attractive and practical designs, including:

- (i) inviting facades which address the street and public spaces;*
- (ii) climate control features, including sheltered pedestrian walkways and wide eaves;*
- (iii) use of a variety of building materials*
- (iv) use of building materials and designs which harmonise with the natural setting;*
- (v) incorporation of design features that reflect the cultural background of the Island residents and where appropriate reflect and complement existing designs in or adjacent to heritage precincts; and*
- (vi) incorporate water sensitive urban design best management practices.*

(b) Building Height, Site Coverage and Setbacks -

Buildings, including ancillary buildings, shall:

- (i) be limited to a maximum height of two storeys;*
- (ii) not cover a total of more than 60% of the area of any lot; and*
- (iii) be setback to be compatible with existing development within the locality.*

(c) Access -

Development within the Commercial zone shall provide:

- (i) focal points for public meeting areas;*
- (ii) pedestrian links and cycleways;*
- (iii) access and loading/unloading areas for service vehicles; and*
- (iv) sufficient car parking areas.*

(d) Storage Space -

The Local government will:

- (i) require provision for internal storage space in the design of all developments; and*
- (ii) prohibit the use of external open space for storage.*

Financial Implications

None identified.

Strategic Implications

None identified.

Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Compliance	Building permit not obtained prior to construction	Low (1)	Advice note added to planning approval

Risk Matrix

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Voting Requirements

Simple Majority

Conclusion

Given there is no relevant planning concerns the officer supports the proposal.

OFFICER RECOMMENDATION – ITEM NO 10.1.3

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO THE *SHIRE OF COCOS (KEELING) ISLANDS LOCAL PLANNING SCHEME NO.1*, RESOLVES TO GRANT DEVELOPMENT APPROVAL FOR A CARETAKER’S ROOM UPON 173 CLUNIES ROSS AVENUE, WEST ISLAND SUBJECT TO THE FOLLOWING CONDITIONS AND ADVICE NOTE:

CONDITIONS:

1. ALL DEVELOPMENT SHALL BE CARRIED OUT ONLY IN ACCORDANCE WITH THE DETAILS OF THE APPLICATION AS APPROVED HEREIN AND ANY APPROVED PLAN. SUBJECT TO ANY MODIFICATIONS REQUIRED AS A CONSEQUENCE OF ANY CONDITIONS OF THIS APPROVAL THE APPROVED PLANS SHALL NOT BE ALTERED WITHOUT THE PRIOR WRITTEN APPROVAL OF THE SHIRE OF COCOS (KEELING) ISLANDS.
2. THE DEVELOPMENT SHALL BE LIMITED TO USE BY EMPLOYEES OF THE ESTABLISHED TOURIST FACILITY ON THE SITE ONLY, TO THE SATISFACTION OF THE SHIRE OF COCOS (KEELING) ISLANDS.

ADVICE NOTE:

THIS IS A DEVELOPMENT APPROVAL OF THE SHIRE OF COCOS (KEELING) ISLANDS UNDER ITS *LOCAL PLANNING SCHEME NO.1*. IT IS NOT AN APPROVAL TO COMMENCE OR CARRY OUT DEVELOPMENT UNDER ANY OTHER LAW. IT IS THE RESPONSIBILITY OF THE APPLICANT/LANDOWNER TO OBTAIN ANY OTHER NECESSARY APPROVALS, CONSENTS,

PERMITS AND LICENSES REQUIRED UNDER ANY OTHER LAW, AND TO COMMENCE AND CARRY OUT DEVELOPMENT IN ACCORDANCE WITH ALL RELEVANT LAWS.

COUNCIL RESOLUTION – ITEM NO 10.1.3

MOVED CR LACY

SECONDED CR YOUNG

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO THE *SHIRE OF COCOS (KEELING) ISLANDS LOCAL PLANNING SCHEME NO.1*, RESOLVES TO GRANT DEVELOPMENT APPROVAL FOR A CARETAKER'S ROOM UPON 173 CLUNIES ROSS AVENUE, WEST ISLAND SUBJECT TO THE FOLLOWING CONDITIONS AND ADVICE NOTE:

CONDITIONS:

1. ALL DEVELOPMENT SHALL BE CARRIED OUT ONLY IN ACCORDANCE WITH THE DETAILS OF THE APPLICATION AS APPROVED HEREIN AND ANY APPROVED PLAN. SUBJECT TO ANY MODIFICATIONS REQUIRED AS A CONSEQUENCE OF ANY CONDITIONS OF THIS APPROVAL THE APPROVED PLANS SHALL NOT BE ALTERED WITHOUT THE PRIOR WRITTEN APPROVAL OF THE SHIRE OF COCOS (KEELING) ISLANDS.
2. THE DEVELOPMENT SHALL BE LIMITED TO USE BY EMPLOYEES OF THE ESTABLISHED TOURIST FACILITY ON THE SITE ONLY, TO THE SATISFACTION OF THE SHIRE OF COCOS (KEELING) ISLANDS.

ADVICE NOTE:

THIS IS A DEVELOPMENT APPROVAL OF THE SHIRE OF COCOS (KEELING) ISLANDS UNDER ITS *LOCAL PLANNING SCHEME NO.1*. IT IS NOT AN APPROVAL TO COMMENCE OR CARRY OUT DEVELOPMENT UNDER ANY OTHER LAW. IT IS THE RESPONSIBILITY OF THE APPLICANT/LANDOWNER TO OBTAIN ANY OTHER NECESSARY APPROVALS, CONSENTS, PERMITS AND LICENSES REQUIRED UNDER ANY OTHER LAW, AND TO COMMENCE AND CARRY OUT DEVELOPMENT IN ACCORDANCE WITH ALL RELEVANT LAWS.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

AGAINST: NIL

10.1.4 LOCAL GOVERNMENT ORDINARY ELECTION 2023

Report Information

Date: 22 March 2023
 Location: Cocos (Keeling) Islands
 Applicant: West Australian Electoral Commission
 File Ref: Nil
 Disclosure of Interest: Nil
 Reporting Officer: Chief Executive Officer
 Island: Cocos (Keeling) Islands
 Attachments: 10.1.4.1 – Letter – Local Government Ordinary Election 2023

Authority / Discretion

Definition

<input checked="" type="checkbox"/>	Advocacy	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application / matter that directly affects a person’s right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

Report Purpose

To seek a resolution of Council for the West Australian Electoral Commission to be responsible for the conduct of the 2023 local government ordinary election.

Relevant Documents

Available for viewing at the meeting

Nil

Background

Local Government Ordinary Elections are due to be held on 21 October 2023. For the Shire of Cocos (Keeling) Islands there are 3 full term vacancies and one-half term vacancy.

Advice has been received from the West Australian Electoral Commissioner (see attached) requesting Council endorsement for the Commissioner to be responsible for the conduct of the 2023 ordinary election together with any other elections or polls which may also be required.

Comment

The recommended course of action to have a voting in person election conducted by the Electoral Commissioner will provide an independent, transparent, and accountable election.

Policy and Legislative Implications

The number of vacancies is legislated and required to be filled.

Financial Implications

Estimated cost of the election is \$22,000 incl GST and the Commission is to conduct elections on a full cost recovery basis.

Strategic Implications

Shire of Cocos (Keeling) Islands Strategic Plan 2022-2037

L1: To be involved, respectful and inclusive and to facilitate diversity and representation within the decision-making process.

Elections are essential to fill current vacancies and retiring Councillor vacancies.

Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Reputation	Experience of all the election officials is not sufficient to conduct the elections should the WAEC not conduct the elections resulting in reputation damage to both the Shire and potential candidates.	High	Council to declare the Electoral Commissioner responsible for the 2023 Elections.
Compliance	Experience of all the election officials is not sufficient to conduct the elections should the WAEC not conduct the elections. Resulting in non-compliances	High	Council to declare the Electoral Commissioner responsible for the 2023 Elections.

	from both the Shire and potential candidates.		
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Risk Matrix

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Council requires all vacancies to be filled to be able to provide the highest standard of leadership possible to the Cocos (Keeling) Islands

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION – ITEM NO 10.1.4

THAT COUNCIL, BY ABSOLUTE MAJORITY, RESOLVE TO DECLARE, IN ACCORDANCE WITH SECTION 4.20 (4) OF *THE LOCAL GOVERNMENT ACT 1995*, THE ELECTORAL COMMISSIONER TO BE RESPONSIBLE FOR THE CONDUCT OF THE 2023 ORDINARY ELECTION TOGETHER WITH ANY OTHER ELECTIONS OR POLLS WHICH MAY ALSO BE REQUIRED.

COUNCIL RESOLUTION – ITEM NO 10.1.4

MOVED CR IKU

SECONDED CR YOUNG

THAT COUNCIL, BY ABSOLUTE MAJORITY, RESOLVE TO DECLARE, IN ACCORDANCE WITH SECTION 4.20 (4) OF *THE LOCAL GOVERNMENT ACT 1995*, THE ELECTORAL COMMISSIONER TO BE RESPONSIBLE FOR THE CONDUCT OF THE 2023 ORDINARY ELECTION TOGETHER WITH ANY OTHER ELECTIONS OR POLLS WHICH MAY ALSO BE REQUIRED.

THE MOTION WAS PUT AND DECLARED CARRIED BY ABSOLUTE MAJORITY (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

AGAINST: NIL

10.2 MANAGER FINANCE AND CORPORATE SERVICES

10.2.1 MONTHLY FINANCIAL REPORT – FEBRUARY 2023

Report Information

Date: 6 March 2023
 Location: Not Applicable
 Applicant: Not Applicable
 File Ref:
 Disclosure of Interest:
 Reporting Officer: Manager Finance & Corporate Services
 Island: Shire Wide
 Attachments: 10.2.1.1 - Monthly Financial Report – February 2023

Authority / Discretion

Definition

<input type="checkbox"/>	Advocacy	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

Report Purpose

The purpose of this report is to provide a monthly financial report for February 2023, which includes rating, investment, reserve, debtor, and general financial information to Elected Members in accordance with Section 6.4 of the *Local Government Act 1995 (WA) (CKI)*.

This report is a summary of the financial activities of the Shire as at the reporting date.

Relevant Documents

Available for viewing at the meeting.

Nil

Background

The reporting of monthly financial information is a requirement under section 6.4 of the *Local Government Act 1995 (WA) (CKI)*, and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* and provides oversight of the Shire's finances to Council.

Comment

The period of review is February 2023. The current closing municipal surplus for this period is \$2,256,757 compared to a budget position of \$543,151.

Income for the period year to date is \$6,832,676 which is made up \$6,014,463 in operating revenues and \$818,213 in non-operating grants, contributions, and subsidies. The budget estimated \$6,777,355 would be received for the same period. The variance to budget is \$55,321.

Expenditure for the period year to date is \$6,294,781. This is made up of \$4,377,473 in operating expenditure and \$1,917,308 in capital expenditure. The budget estimated \$7,962,718 would be spent for the same period. The variance to budget is \$1,667,937.

Details of all significant variances against the current budget are provided in the notes to the Monthly Financial Report contained within Attachment 10.2.1.1.

Policy and Legislative Implications

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires all Local Governments to prepare each month a Statement of Financial Activity reporting on the revenue and expenditure for the month.

Financial Management Regulation 34 also requires this statement to be accompanied by:

- a. An explanation of the composition of the net current assets, less committal assets and restricted assets (Reserves);
- b. An explanation of material variances; and
- c. Such supporting information that is relevant to the Local Government

Strategic Implications

Shire of Cocos (Keeling) Islands Strategic Community Plan 2022-2037

Objective L2: To ensure that the Shire resources are utilised in a manner that represents the best interest of the whole community.

Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	That budget allocations are significantly exceeded.	Moderate (6)	Variances are monitored and highlighted to Council on a monthly basis for corrective action.
Reputation	The monthly financial statements are open to public scrutiny.	Low (3)	Procedures in place to ensure all expenditure is justifiable.
Compliance	The report is to be presented to Council within two months in order to comply with relevant legislation.	Low (3)	There are processes in place to ensure compliance with legislation.
Fraud	That the report is manipulated.	Low (3)	Interim and end of year audits.

Risk Matrix

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Conclusion

That the Monthly Financial Report for the period ending 28 February 2023, including explanations of material variances, be received.

OFFICER RECOMMENDATION – ITEM NO 10.2.1

THAT COUNCIL:

1. BY SIMPLE MAJORITY, PURSUANT TO THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996* RECEIVES THE MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2023, AS CONTAINED IN ATTACHMENT 10.2.1.1; AND
2. ACCEPTS THE EXPLANATIONS FOR MATERIAL VARIANCES FOR THE PERIOD ENDING 28 FEBRUARY 2023, AS CONTAINED IN ATTACHMENT 10.2.1.1.

COUNCIL RESOLUTION – ITEM NO 10.2.1

MOVED CR IKU

SECONDED CR LACY

THAT COUNCIL:

- 1. BY SIMPLE MAJORITY, PURSUANT TO THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996* RECEIVES THE MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2023, AS CONTAINED IN ATTACHMENT 10.2.1.1; AND**
- 2. ACCEPTS THE EXPLANATIONS FOR MATERIAL VARIANCES FOR THE PERIOD ENDING 28 FEBRUARY 2023, AS CONTAINED IN ATTACHMENT 10.2.1.1.**

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

AGAINST: NIL

10.2.2 SCHEDULE OF ACCOUNTS PAID FOR THE PERIOD FEBRUARY 2023

Report Information

Date: 15 March 2023
 Location: Not applicable
 Applicant: Not Applicable
 File Ref:
 Disclosure of Interest:
 Reporting Officer: Senior Finance Officer
 Island: Shire Wide
 Attachments: 10.2.2.1 - Schedule of Accounts paid

Authority / Discretion

Definition

<input type="checkbox"/>	Advocacy	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input checked="" type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

Report Purpose

The purpose of this report is to present to Council a list of accounts paid under delegated authority for the period February 2023, as required by the *Local Government (Financial Management) Regulations 1996*.

Relevant Documents

Available for viewing at the meeting

Nil

Background

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid is to be provided to Council, where such delegation is made.

Comment

The following table summarises the payments for the period by payment type, with further details of the accounts paid contained within Attachment 10.2.2.1.

Payment Type	Amount (\$)
EFT Payments #9602 to #9651	\$307,782.11
Direct Debit Payment	\$53,061.59
Cheque Payment 11700 to 11702	\$13,146.61
Total Payments	\$373,990.31

Contained within Attachment 10.2.2.1 is a detailed transaction listing of payments, including credit card expenditure as per the Summary table above.

Policy and Legislative Implications

Nil

Strategic Implications

Shire of Cocos (Keeling) Islands Strategic Community Plan 2022-2037

Objective L2: To ensure that the Shire resources are utilised in a manner that represents the best interest of the whole community.

Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	That budget allocations are significantly exceeded.	Moderate (6)	Variances are monitored and highlighted to Council monthly for corrective action.
Reputation	The accounts paid report is open to public scrutiny.	Low (3)	Procedures in place to ensure all expenditure is justifiable.
Compliance	The report is to be presented to Council in order to comply with relevant legislation.	Low (3)	There are processes in place to ensure compliance with legislation.

Fraud	That the report is manipulated.	Low (3)	Interim and end of year audits along with sequence checks.
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Risk Matrix

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Conclusion

It is recommended that Council receives the reports provided for the periods February 2023.

OFFICER RECOMMENDATION – ITEM NO 10.2.2

THAT COUNCIL:

1. BY SIMPLE MAJORITY, PURSUANT TO REGULATION 13(1) OF THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996* RECEIVES THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO PAYMENTS MADE FROM MUNICIPAL OR TRUST FUNDS FOR THE PERIOD FEBRUARY 2023 TOTALLING \$373,990.31 AS CONTAINED IN ATTACHMENT 10.2.2.1.
2. RECEIVES THE DETAILED TRANSACTION LISTING OF CREDIT CARD EXPENDITURE FOR THE PERIOD FEBRUARY 2023, AS CONTAINED IN ATTACHMENT 10.2.2.1.

COUNCIL RESOLUTION – ITEM NO 10.2.2

MOVED CR IKU

SECONDED CR LACY

1. BY SIMPLE MAJORITY, PURSUANT TO REGULATION 13(1) OF THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996* RECEIVES THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO PAYMENTS MADE FROM MUNICIPAL OR TRUST FUNDS FOR THE PERIOD FEBRUARY 2023 TOTALLING \$373,990.31 AS CONTAINED IN ATTACHMENT 10.2.2.1.
2. RECEIVES THE DETAILED TRANSACTION LISTING OF CREDIT CARD EXPENDITURE FOR THE PERIOD FEBRUARY 2023, AS CONTAINED IN ATTACHMENT 10.2.2.1.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

AGAINST: NIL

10.2.3 MID YEAR BUDGET REVIEW 2022/2023

Report Information

Date: 16 March 2023
 Location: Not Applicable
 Applicant: Not Applicable
 File Ref:
 Disclosure of Interest:
 Reporting Officer: Manager Finance & Corporate Services
 Island: Shire Wide
 Attachments: 10.2.3.1 - 2022-23 Budget Review – Shire of Cocos (Keeling) Islands
 10.2.3.2 - Shire of Cocos (Keeling) Islands – Organisation Chart

Authority / Discretion

Definition

<input type="checkbox"/>	Advocacy	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input checked="" type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

Report Purpose

This report presents the statutory review of the 2022/23 Budget. A number of budget variations are proposed as part of this review, which results in an overall favourable change of projected net current assets of \$80,500 as at 30 June 2023.

Relevant Documents

Available for viewing at the meeting.

Nil

Background

The Budget Review is a statutory review that is undertaken in accordance with the Local Government Act 1995 and Regulation 33 of the Local Government (Financial Management) Regulations 1996. The purpose of this review is to identify significant variations from the Annual Budget and to recommend any amendments that may be necessary.

Changes to the Annual Budget are required during the year as circumstances change from when the Annual Budget was adopted by Council at the beginning of the financial year. Amendments to the Annual Budget will ensure that tight fiscal control is maintained over the Shire’s finances.

The Budget Review for 2022/23 includes a number of significant variations. The below table summarises the estimated closing surplus position as a result of this review and the variance to the original Adopted Budget.

Budget Review 2022-23	Adopted Budget	Budget Review	Variance
Opening Surplus	467,014	564,176	97,162
Revenue from Operating Activities (incl. Rates)	5,925,521	6,816,795	891,274
Expenditure from Operating Activities	(6,536,928)	(7,095,506)	(558,578)
Exclude non-cash items	1,160,740	1,367,767	207,027
Investing Activities (Capital)	(1,831,763)	(2,086,685)	(254,922)
Financing Activities (Reserves)	815,416	513,954	(301,462)
Closing Surplus Funding	-	80,500	80,500

Council has adopted a 10% or \$20,000 (whichever is the greater) threshold for material variances for management reporting, as is used in the statements of financial activity and the annual budget review.

A summary of the major variances and subsequent budget variations are outlined in ‘Note 4 - Variances’ of the attached report 10.2.3.1 2022/23 Budget Review – Shire of Cocos (Keeling) Islands

Recommendation

That Council adopt the Budget variations as itemised in Note 4 of the Budget Review Report and note the forecast \$80,500 surplus.

Recommended option for utilising surplus:

The forecast surplus is \$80,500, potential options for utilising this surplus have been workshoped with Council on 15th March 2023 with the preferred option detailed below.

The Shire is investigating options for winding up the two Land Trusts currently administered by Council. Administration of these Land Trusts is cumbersome, complicates land leases and prevents private ownership of land, particularly by the Cocos Malay population on Home Island. Whilst the Shire intends to pursue Commonwealth support in winding up the Land Trusts, this process is likely to require extensive legal advice and assistance. It is therefore recommended that a new Reserve Fund be established to set aside funds to cover future Land

Trust administration costs and that the surplus funds are to be transferred into this Reserve.

Other Budget Variations for adoption:

1. Due to delays in vehicle deliveries, it is also recommended that the Shire draws upon the Plant Replacement Reserve funds to bring forward the purchase of two Home Island works vehicles due for replacement in the 2023/24 Budget. As the expenditure will be funded from Reserve, this does not affect the \$80,500k available surplus.
2. An updated Organisation Chart is included at attachment 10.2.3.2 for Council endorsement. The updated Organisation Chart incorporates two new positions as included in the Budget Review forecast 'Employee Expenditure' as follows;
 - Human Resources Officer/Trainee for May/June.
Recruitment of this position was highlighted as a required action in the Workforce Plan 2022-2037 adopted by Council in December 2022. The Shire may be eligible for 1000 Grant funding to cover up to 90% of minimum wage for the first two years. The funding has not been recognised in the forecast for 2022/23 as is not yet confirmed and recruitment of the role is not dependant on the funding.
 - Fisheries Ranger April/May/June
The Fisheries Ranger position is a 12month contract funded under the Commonwealth Fisheries Services Contract endorsed by Council at the February 2023 Ordinary Council Meeting.

Policy and Legislative Implications

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires that;

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must –*
 - (a) *Consider the local government's financial performance in the period beginning on the 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *Consider the local government's financial position as at the date of the review; and*
 - (c) *Review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Financial Implications

The financial implications related to the review are outlined in this report.

Based on the review and the recommended allocation of the surplus, there is projected to be a balanced budget with zero budget surplus at 30 June 2023.

Strategic Implications

Shire of Cocos (Keeling) Islands Strategic Community Plan 2022-2037

Objective L2: To ensure that the Shire resources are utilised in a manner that represents the best interest of the whole community.

Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Changes do not reflect current position of Council.	Low (1)	Ensure that existing policies and processes are implemented and are compliant with relevant legislation and that there are sufficient funds to meet estimated expenditure for the remainder of the year.
Reputation	The Budget Review report is open to public scrutiny.	Low (3)	Procedures in place to ensure all expenditure is justifiable.
Compliance	That budget review is not completed in accordance with the Local Government Act.	Low (1)	The budget review is included in the Compliance Calendar to ensure it is completed in a timely manner. An industry template is used to ensure the format complies with requirements.

Risk Matrix

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION – ITEM NO 10.2.3

THAT COUNCIL, BY ABSOLUTE MAJORITY,

1. PURSUANT TO REGULATION 33A OF THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 (WA) (CKI)*, RECEIVES THE 2022/23 BUDGET REVIEW REPORT AS ATTACHED.
2. PURSUANT TO PART 6 DIVISION 4 s6.8(1) OF THE *LOCAL GOVERNMENT ACT 1995 (WA) (CKI)* ADOPTS THE BUDGET ADJUSTMENTS TO THE 2022/23 STATUTORY BUDGET AS DETAILED IN NOTE 4 OF THE 2022/23 BUDGET REVIEW REPORT AS ATTACHED.
3. NOTES THAT THE 2022/23 BUDGET REVIEW RESULTS IN A FAVOURABLE BUDGET SURPLUS AS AT 30 JUNE 2023, WITH A FORECAST UNALLOCATED SURPLUS OF \$80,500.
4. PURSUANT TO SECTION 6.11 OF THE *LOCAL GOVERNMENT ACT 1995 (WA) (CKI)*, CREATE A NEW RESERVE FUND CALLED ‘LAND TRUST ADMINISTRATION RESERVE’ WITH THE PURPOSE OF PROVIDING FUNDS FOR THE FUTURE ADMINISTRATION AND WINDING UP OF THE 1979 AND 1984 LAND TRUSTS.
5. PURSUANT TO PART 6 DIVISION 4 s6.8(1) OF THE *LOCAL GOVERNMENT ACT 1995 (WA) (CKI)* APPROVES THE ALLOCATION THE \$80,500 SURPLUS TO THE NEWLY CREATED ‘LAND TRUST ADMINISTRATION RESERVE’.
6. PURSUANT TO PART 6 DIVISION 4 s6.8(1) OF THE *LOCAL GOVERNMENT ACT 1995 (WA) (CKI)* ADOPTS THE ADDITIONAL BUDGET VARIATIONS TO THE CURRENT BUDGET FOR 2022/23 AS FOLLOWS;

Description	Current Budget	Increase/ Decrease	Revised Budget
Capital Expenditure – 2x Home Island Vehicles	0	(\$100,000)	(\$100,000)
Transfer from Plant and Equipment Reserve	\$468,695	\$100,000	\$568,695

7. ENDORSE THE UPDATED SHIRE ORGANISATION CHART AS PER ATTACHMENT 10.2.3.2.

COUNCIL RESOLUTION – ITEM NO 10.2.3

MOVED CR IKU

SECONDED CR LACY

THAT COUNCIL, BY ABSOLUTE MAJORITY,

1. PURSUANT TO REGULATION 33A OF THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 (WA) (CKI)*, RECEIVES THE 2022/23 BUDGET REVIEW REPORT AS ATTACHED.
2. PURSUANT TO PART 6 DIVISION 4 s6.8(1) OF THE *LOCAL GOVERNMENT ACT 1995 (WA) (CKI)* ADOPTS THE BUDGET ADJUSTMENTS TO THE 2022/23 STATUTORY BUDGET AS DETAILED IN NOTE 4 OF THE 2022/23 BUDGET REVIEW REPORT AS ATTACHED.
3. NOTES THAT THE 2022/23 BUDGET REVIEW RESULTS IN A FAVOURABLE BUDGET SURPLUS AS AT 30 JUNE 2023, WITH A FORECAST UNALLOCATED SURPLUS OF \$80,500.
4. PURSUANT TO SECTION 6.11 OF THE *LOCAL GOVERNMENT ACT 1995 (WA) (CKI)*, CREATE A NEW RESERVE FUND CALLED ‘LAND TRUST ADMINISTRATION RESERVE’ WITH THE PURPOSE OF PROVIDING FUNDS FOR THE FUTURE ADMINISTRATION AND WINDING UP OF THE 1979 AND 1984 LAND TRUSTS.
5. PURSUANT TO PART 6 DIVISION 4 s6.8(1) OF THE *LOCAL GOVERNMENT ACT 1995 (WA) (CKI)* APPROVES THE ALLOCATION THE \$80,500 SURPLUS TO THE NEWLY CREATED ‘LAND TRUST ADMINISTRATION RESERVE’.
6. PURSUANT TO PART 6 DIVISION 4 s6.8(1) OF THE *LOCAL GOVERNMENT ACT 1995 (WA) (CKI)* ADOPTS THE ADDITIONAL BUDGET VARIATIONS TO THE CURRENT BUDGET FOR 2022/23 AS FOLLOWS;

Description	Current Budget	Increase/ Decrease	Revised Budget
Capital Expenditure – 2x Home Island Vehicles	0	(\$100,000)	(\$100,000)
Transfer from Plant and Equipment Reserve	\$468,695	\$100,000	\$568,695

7. ENDORSE THE UPDATED SHIRE ORGANISATION CHART AS PER ATTACHMENT 10.2.3.2.

THE MOTION WAS PUT AND DECLARED CARRIED BY ABSOLUTE MAJORITY (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

AGAINST: NIL

10.3 MANAGER INFRASTRUCTURE

Nil

11. MINUTES TO BE RECEIVED

Nil

12. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13. MOTIONS WITHOUT NOTICE WITH LEAVE OF COUNCIL

Nil

14. MATTERS BEHIND CLOSED DOORS

Pursuant to Section 5.2(1) of the Shire of Cocos (Keeling) Islands Meeting Procedures Local Law 2019, this part of the meeting was closed to the public, as a confidential discussion is required.

Confidential items, details of which have been circulated separately to Elected Members.

PROCEDURAL MOTION

MOVED CR LACY

SECONDED YOUNG

THAT COUNCIL BY SIMPLE MAJORITY RESOLVES TO MOVE BEHIND CLOSED DOORS AT 1.25PM IN ACCORDANCE WITH SECTION 5.23(2) OF THE LOCAL GOVERNMENT ACT 1995 AND SECTION 5.2(1) OF MEETING PROCEDURES LOCAL LAW THAT THE FOLLOWING REPORTS ARE CONFIDENTIAL AS THEY CONTAIN INFORMATION RELATING TO A MATTER THAT IF DISCLOSED WOULD REVEAL INFORMATION ABOUT THE BUSINESS, PROFESSIONAL, COMMERCIAL OR FINANCIAL AFFAIRS OF A PERSON, WHERE THE TRADE SECRET OR INFORMATION WITHHELD BY, OR IS ABOUT, A PERSON OTHER THAN THE LOCAL GOVERNMENT.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

AGAINST: NIL

Cr Lacy declared impartiality interest Item 14.1 and 14.2 as he is the complainant and remained in Chambers.

14.1 COUNCILLOR COMPLAINT

Report Information

Date: 13 March 2023
 Location: Cocos (Keeling) Islands
 Applicant: Chief Executive Officer
 File Ref: Nil
 Disclosure of Interest: Councillor Lacy
 Reporting Officer: Chief Executive Officer
 Island: Cocos (Keeling) Islands
 Attachments: Distributed under separate cover

Authority / Discretion

Definition

<input type="checkbox"/>	Advocacy	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input checked="" type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input checked="" type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

This report is confidential under Section 5.23 (2) of the Local Government Act 1995 and is circulated under a separate cover.

(2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following–*

(b) *the personal affairs of any person.*

OFFICER RECOMMENDATION – ITEM NO 14.1

As per the Confidential item.

COUNCIL RESOLUTION – ITEM NO 14.1

MOVED CR IKU

SECONDED CR YOUNG

THAT COUNCIL, BY SIMPLE MAJORITY, NOTE AND RECEIVE THIS REPORT.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

AGAINST: NIL

14.2 COUNCILLOR RESIGNATION

Report Information

Date: 14 March 2023
 Location: Shire of Cocos (Keeling) Islands
 Applicant: Chief Executive Officer
 File Ref: Nil
 Disclosure of Interest: Nil
 Reporting Officer: Chief Executive Officer
 Island: Shire wide
 Attachments: Distributed under separate cover

Authority / Discretion

Definition

<input type="checkbox"/>	Advocacy	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

This report is confidential under Section 5.23 (2) of the Local Government Act 1995 and is circulated under a separate cover.

(2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following–*

(b) *the personal affairs of any person.*

OFFICER RECOMMENDATION – ITEM NO 14.2

As per the Confidential item.

COUNCIL RESOLUTION – ITEM NO 14.2

MOVED CR IKU

SECONDED CR YOUNG

THAT COUNCIL, BY SIMPLE MAJORITY, APPLY TO THE WEST AUSTRALIAN ELECTORAL COMMISSIONER TO FIX THE ORDINARY ELECTIONS DAY IN 2023 AS THE DAY FOR HOLDING THE POLL NEEDED FOR THE EXTRAORDINARY ELECTION TO FILL THE VACANCY RESULTING FROM COUNCILLOR LIU'S RESIGNATION.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

14.3 COMMONWEALTH CONTRACT – GOODS AND SERVICES

Report Information

Date: 23 March 2023
 Location: Cocos (Keeling) Islands
 Applicant: Chief Executive Officer
 File Ref:
 Disclosure of Interest: Nil
 Reporting Officer: Chief Executive Officer
 Island: West Island
 Attachments: Distributed under separate cover

Authority / Discretion

Definition

<input type="checkbox"/>	Advocacy	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

This report is confidential under Section 5.23 (2) of the Local Government Act 1995 and is circulated under a separate cover.

(2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following–*

(c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*

OFFICER RECOMMENDATION – ITEM NO 14.3

As per the Confidential item.

COUNCIL RESOLUTION – ITEM NO 14.3

MOVED CR LACY

SECONDED CR YOUNG

THAT COUNCIL, BY ABSOLUTE MAJORITY, ENDORSE THE CHIEF EXECUTIVE OFFICER OF THE SHIRE TO SIGN THE COMMONWEALTH CONTRACT – GOODS AND SERVICES – REFERENCE ID: 10026668 AS TABLED ON BEHALF OF THE SHIRE.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

AGAINST: NIL

15. MATTERS RELATING TO THE LAND TRUSTS



MATTERS RELATING TO THE LAND TRUST 1979 AND LAND TRUST 1984

The Australian Government transferred ownership of portions of land on the Cocos (Keeling) Islands, under two separate deeds, to the Territory's local government being the Cocos (Keeling) Islands Council. On 1 July 1992, the Territories Law Reform Act came into effect by which the Commonwealth Government applied Western Australian laws to the Cocos (Keeling) Islands. The *Local Government (Transition) Ordinance 1992* established the Shire of the Cocos (Keeling) Islands by absorbing the Cocos (Keeling) Islands Council. By this arrangement, the body corporate called the Shire of Cocos (Keeling) Islands became the Trustee for both Land Trusts. Decisions relating to the Trust are made by Council as the decision-making arm of the body corporate.

The 1979 Deed: The 1979 Trust Deed applies to all of the land above the high-water mark on Home Island, except Lot 13, Lot 14 and Pulu Gangsa (Cemetery Island). The Deed states that the land is to be held 'upon trust for the benefit, advancement and wellbeing of the community formed by the Kampong residents.' No other terms were expressed in the Deed. 'Kampong residents' were described in the 1979 Trust Deed as 'the residents from time to time of the Kampong area'.

The 1984 Deed: The 1984 Trust Deed applies to all parcels of land situated and being above high-water mark within the Cocos (Keeling) Islands, including North Keeling Island, but not including parcels of land as described in the First Schedule of the 1984 Trust Deed. This transferred land was to be held by the Council (and later, by its successor, the Shire) 'upon trust for the benefit, advancement and wellbeing of the Cocos (Keeling) Islander's resident in the Territory on land owned by the Council.'

15.1 TRUSTS ADMINISTRATION

Cr Lacy declared an interest on Item No 15.1.1. He is the applicant and owner of Cocos Artisans Collective Pty Ltd and left the Council chamber at 1.36pm.

15.1.1 PROPOSED SHADE HOUSE & VERANDAH – LOT 220 MAHOON ROAD, WEST ISLAND

Report Information

Date: 16 March 2023
 Location: Lot 220 Mahoon Road, West Island
 Applicant: Mr Tony Lacy of Cocos Artisans Collective Pty Ltd
 File Ref: WL219/220
 Disclosure of Interest: Cr Lacy
 Reporting Officer: Chief Executive Officer
 Island: West Island
 Attachments: Nil

Authority / Discretion

Definition

<input type="checkbox"/>	Advocacy	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>
<input checked="" type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application / matter that directly affects a person’s right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

Report Purpose

For Council to consider a development application for the erection of shade house and veranda at Lot 220 Mahoon Road, West Island which forms part of the ‘Wild Coconut Farm’ which is a subsidiary of the Cocos Artisans Collective Pty Ltd.

The item was presented to Council at its meeting of 22 February 2023, where it was declared lapsed due to no seconder in accordance with Clause 9.3(2) of the Shire of Cocos (Keeling) Islands Meeting Procedure Local Law 2019.

The application was submitted on 23 January 2023. Under the *Planning and Development Act 2005*, development applications are required to be determined within 60 days from the date the application is accepted (if no community consultation is required) or 90 days from the date the application is accepted (if an application requires community consultation) therefore the item is presented back to Council for consideration.

Relevant Documents

Available for viewing at the meeting

Application for Development Approval
DA Plans Hydroponics Shed
Surveyed Leased Area Lot 219 220
Site Map

Background

On 23 March 2022, Council granted development approval for a land use of ‘rural production’ upon lots 219 and 220 Mahoon Road, West Island subject to the following conditions:

- A. *The approved use shall be undertaken strictly in accordance with the documentation submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the Shire of Cocos (Keeling) Islands.*
- B. *Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the Shire of Cocos (Keeling) Islands.*
- C. *Onsite sales to public are restricted to the hours of 9am to 12pm Tuesday and Wednesdays.*
- D. *The approval for the use hereby permitted allows the use to be operated by Anthony Kevin Lacy. If the operator ceases to operate the use on the subject site, the approval for the use shall expire.*
- E. *The approved use must not cause nuisance or degrade the amenity of West Island in any way, including by reason of the emission of noise, light, odour, fumes, smoke, vapour or other pollutant, or impact on public safety or otherwise; to the satisfaction of the Shire of Cocos (Keeling) Islands.*

The land use of rural production is defined by the Shire’s Local Planning Scheme as the following:

means the use of land for any of the purposes set out hereunder and shall include such buildings normally associated therewith:

- (a) the cultivation of plants for fruit, vegetables and other produce; and*
- (b) the sale of produce grown solely on the lot;*

The subject building works development application seeks approval for the erection of 91m² timber framed veranda extension to an existing farm shed and erection of a 391m² timber framed freestanding shade house with a translucent polycarbonate roof.

The applicant is a leaseholder of Lots 219 and 220 Mahoon Road, West Island which forms part of parent Lot 100 which is under the care and control of Shire. As such, Council is required to give landowner’s consent for the application. Should Council not grant this consent, the application cannot proceed (determination of the application is then not required).

Comment

The proposed building works of the subject development application are in keeping with the approved rural production land use of the site as it will enable the cultivation of plants for produce.

The location of the subject property outside the established urban area of West Island results in the development having minimal appearance or amenity impacts on the immediate locality or neighbouring properties. Nonetheless the approved rural production land use is subject to a condition which ensures the site does not cause a nuisance or degrade the amenity of West Island in any way, including by reason of the emission of noise, light, odour, fumes, smoke, vapour or other pollutant, or impact on public safety or otherwise.

Policy and Legislative Implications

Shire of Cocos (Keeling) Islands Local Planning Scheme No.1

Financial Implications

The item has no financial implications.

Strategic Implications

Shire of Cocos (Keeling) Islands Strategic Community Plan 2022-2037

Objective E2: To work alongside local businesses to facilitate employment, growth, and development.

Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
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Compliance	Building permit not obtained prior to construction	Low (1)	Advice note added to planning approval
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Risk Matrix

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Voting Requirements

Simple Majority

Conclusion

As the development is deemed compatible with the approved rural production land use for the site and any adverse impacts can be appropriately managed by enforcement of the approval conditions, the officer supports the development application, subject to the conditions outlined.

OFFICER RECOMMENDATION – ITEM NO 15.1.1

THAT COUNCIL, BY SIMPLE MAJORITY:

1. AGREES TO PROVIDE LANDOWNER'S CONSENT FOR THE DEVELOPMENT APPLICATION FOR A PROPOSED SHADE HOUSE AND VERANDAH AT LOT 220 MAHOON ROAD, WEST ISLAND.
2. PURSUANT TO THE *SHIRE OF COCOS (KEELING) ISLANDS LOCAL PLANNING SCHEME NO.1*, RESOLVES TO GRANT DEVELOPMENT APPROVAL FOR A PROPOSED SHADE HOUSE AND VERANDAH AT LOT 220 MAHOON ROAD, WEST ISLAND, SUBJECT TO THE FOLLOWING CONDITIONS AND ADVICE NOTE:

CONDITIONS:

- A. ALL DEVELOPMENT SHALL BE CARRIED OUT ONLY IN ACCORDANCE WITH THE DETAILS OF THE APPLICATION AS APPROVED HEREIN AND ANY APPROVED PLAN. SUBJECT TO ANY MODIFICATIONS REQUIRED AS A CONSEQUENCE OF ANY CONDITIONS OF THIS APPROVAL THE APPROVED PLANS SHALL NOT BE ALTERED WITHOUT THE PRIOR WRITTEN APPROVAL OF THE SHIRE OF COCOS (KEELING) ISLANDS.
- B. THE DEVELOPMENT IS NOT TO BE USED FOR HUMAN HABITATION, TO THE SATISFACTION OF THE SHIRE OF COCOS (KEELING) ISLANDS.

ADVICE NOTE:

IF THE APPLICANT/LANDOWNER IS AGGRIEVED BY THIS DETERMINATION, THERE IS A RIGHT OF REVIEW BY THE STATE ADMINISTRATIVE TRIBUNAL IN ACCORDANCE WITH PART

14 OF THE *PLANNING AND DEVELOPMENT ACT 2005*. AN APPLICATION MUST BE SUBMITTED WITHIN 28 DAYS OF THE DETERMINATION.

COUNCIL RESOLUTION – ITEM NO 15.1.1

MOVED CR IKU

SECONDED CR YOUNG

THAT COUNCIL, BY SIMPLE MAJORITY:

1. AGREES TO PROVIDE LANDOWNER’S CONSENT FOR THE DEVELOPMENT APPLICATION FOR A PROPOSED SHADE HOUSE AND VERANDAH AT LOT 220 MAHOON ROAD, WEST ISLAND
2. PURSUANT TO THE *SHIRE OF COCOS (KEELING) ISLANDS LOCAL PLANNING SCHEME NO.1*, RESOLVES TO GRANT DEVELOPMENT APPROVAL FOR A PROPOSED SHADE HOUSE AND VERANDAH AT LOT 220 MAHOON ROAD, WEST ISLAND, SUBJECT TO THE FOLLOWING CONDITIONS AND ADVICE NOTE:

CONDITIONS:

- A. ALL DEVELOPMENT SHALL BE CARRIED OUT ONLY IN ACCORDANCE WITH THE DETAILS OF THE APPLICATION AS APPROVED HEREIN AND ANY APPROVED PLAN. SUBJECT TO ANY MODIFICATIONS REQUIRED AS A CONSEQUENCE OF ANY CONDITIONS OF THIS APPROVAL THE APPROVED PLANS SHALL NOT BE ALTERED WITHOUT THE PRIOR WRITTEN APPROVAL OF THE SHIRE OF COCOS (KEELING) ISLANDS.
- B. THE DEVELOPMENT IS NOT TO BE USED FOR HUMAN HABITATION, TO THE SATISFACTION OF THE SHIRE OF COCOS (KEELING) ISLANDS.

ADVICE NOTE:

IF THE APPLICANT/LANDOWNER IS AGGRIEVED BY THIS DETERMINATION, THERE IS A RIGHT OF REVIEW BY THE STATE ADMINISTRATIVE TRIBUNAL IN ACCORDANCE WITH PART 14 OF THE *PLANNING AND DEVELOPMENT ACT 2005*. AN APPLICATION MUST BE SUBMITTED WITHIN 28 DAYS OF THE DETERMINATION.

THE MOTION WAS PUT AND DECLARED CARRIED (4/0)

FOR: IKU, KNIGHT, MINKOM, YOUNG

AGAINST: NIL

Cr Lacy returned to the Chambers at 1:39pm.

15.2 TRUSTS LEASES

15.2.1 SHIRE OF COCOCS (KEELING) ISLANDS RETAIL LEASE TEMPLATES

Report Information

Date: 21 March 2023
 Location: Shire of Cocos (Keeling) Islands
 Applicant: Chief Executive Officer
 File Ref:
 Disclosure of Interest:
 Reporting Officer: Leasing and Policy Development Officer
 Island: Shire Wide
 Attachments: Nil

Authority / Discretion

Definition

<input type="checkbox"/>	Advocacy	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input checked="" type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

Report Purpose

The purpose of this report is to seek Council approval of the new retail leasing templates as prepared by Civic Legal.

Relevant Documents

Available for viewing at the meeting

Yes

Background

In the past, the Shire utilised the same lease agreements for retail and commercial leases. The documents in use proved to be unsatisfactory and not meet legislative standards. Council engaged Civic Legal, to develop a new suite of lease documents and the retail lease documents have now been developed for Council approval.

The following draft lease documents for the purpose of a retail lease:

1. Template Retail Shop Disclosure Statement
2. Template Retail Lease Precedent Document

The Disclosure Statement must be signed by the tenants first following the execution of the Lease document no earlier than seven (7) days from the date the Disclosure Statement is signed.

In accordance with legislation the Shire is required to lodge a section 13(7) Application to the State Administrative Tribunal (SAT) for every retail lease agreement. The Shire have requested assistance from Civic Legal to prepare this document with an indicative cost of up to \$1,000 ex GST plus lodgement fees between \$100 and \$200 per application. These expenses will be passed on to the tenants.

Once approved by Council, new lease agreements for all retail leases will be prepared for signing by relevant parties.

Policy and Legislative Implications

Section 9.49(A) of the *Local Government Act 1995 (WA)*.

Financial Implications

The costs for Civic to prepare Section 13(7) Application to the SAT is up to \$1,000 plus the lodgement fee between \$100 and \$200 per application. The Shire will recover the expenses from the tenants.

Strategic Implications

Shire of Cocos (Keeling) Islands Strategic Community Plan 2022 – 2037
Objective E2: To work alongside local businesses to facilitate employment, growth and development.

Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	That budget allocations are significantly exceeded.	Moderate (6)	Variances are monitored and highlighted to Council

			on a monthly basis for corrective action.
Reputation	The monthly financial statements are open to public scrutiny.	Low (3)	Procedures in place to ensure all expenditure is justifiable.
Compliance	The report is to be presented to Council within two months in order to comply with relevant legislation.	Low (3)	There are processes in place to ensure compliance with legislation.
Fraud	That the report is manipulated.	Low (3)	Interim and end of year audits.

Risk Matrix

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Voting Requirements

Simple majority

Conclusion

That Council accepts the templates for Retail leases as prepared by Civic Legal.

OFFICER RECOMMENDATION – ITEM NO 15.2.1

THAT COUNCIL, BY SIMPLE MAJORITY ENDORSE AND APPROVE THE NEW SHIRE OF COCOS (KEELING) ISLANDS RETAIL LEASE AGREEMENT DOCUMENTS AS TABLED.

COUNCIL RESOLUTION – ITEM NO 15.2.1

MOVED CR IKU

SECONDED CR LACY

THAT COUNCIL, BY SIMPLE MAJORITY ENDORSE AND APPROVE THE NEW SHIRE OF COCOS (KEELING) ISLANDS RETAIL LEASE AGREEMENT DOCUMENTS AS TABLED.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

AGAINST: NIL

15.3 TRUSTS FINANCE

Nil

16. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING (LATE ITEM)

16.1 PRESENTATION OF THE COMPLIANCE AUDIT RETURN 2022

Report Information

Date: 27 March 2022
 Applicant: Shire of Cocos (Keeling) Islands
 File Ref:
 Location: Not Applicable
 Disclosure of Interest: Nil
 Reporting Officer: Chief Executive Officer
 Island: Shire Wide
 Attachments: 16.1.1 - Compliance Audit Return 2022

Authority / Discretion

Definition

<input type="checkbox"/>	Advocacy	<i>when Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input type="checkbox"/>	Executive	<i>the substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input checked="" type="checkbox"/>	Legislative	<i>includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>when Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

Report Purpose

To refer the Shire's responses to the Department of Local Government Compliance Audit Return 2022 to Council for its consideration and adoption.

Relevant Documents

Available for viewing at the meeting

Nil

Background

In accordance with Regulation 14 of the *Local Government (Audit) Regulations 1996* each local government in Western Australia must carry out an annual audit of statutory compliance for the period 1 January to 31 December, in the form of Department of Local Government Compliance Audit Return.

The 2022 Compliance Audit Return focuses on high-risk areas of compliance and statutory reporting as prescribed in regulation 13 of the *Local Government (Audit) Regulations 1996*.

The Audit Committee is required to review the completed CAR and report the results to Council, prior to CAR adoption by Council and submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2023.

Comment

Any reporting of non-compliance in the CAR is a reminder for local government officers to engage with elected members via the audit committee to provide Council with a plan and timeframe within which to address non-compliance.

Policy and Legislative Implications

Local Government (Audit) Regulations 1996

Financial Implications

Nil

Strategic Implications

Shire of Cocos (Keeling) Islands Strategic Community Plan 2022 – 2037

Objective L1: To be involved, respectful and inclusive and to facilitate diversity and representation within the decision-making process.

Risk Implication

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Compliance	It is a Legislative requirement of council which must be adhered to.	Med (1)	A monthly Compliance Calendar assists the Shire to ensure Legislation is adhered to.

Risk Matrix

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Conclusion

The CAR is a timely reminder of the various areas of compliance required by local governments and is a sound mechanism to test compliance and areas on which to focus improvements

AUDIT AND GOVERNANCE COMMITTEE RECOMMENDATION – ITEM NO 16.1

1. THAT COUNCIL, PURSUANT TO *REGULATION 14 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996*, RESOLVES TO:
 - A. NOTE THAT IT HAS REVIEWED THE COMPLIANCE AUDIT RETURN 2022 FOR THE SHIRE OF COCOS (KEELING) ISLANDS; AND
 - B. RECOMMEND THAT COUNCIL RECEIVES THE COMPLIANCE AUDIT RETURN 2022 FOR THE SHIRE OF COCOS (KEELING) ISLANDS AS AMENDED BY THE AUDIT AND GOVERNANCE COMMITTEE.

COUNCIL RESOLUTION – ITEM NO 16.1

MOVED CR LACY

SECONDED CR IKU

1. THAT COUNCIL, PURSUANT TO *REGULATION 14 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996*, RESOLVES TO:
 - A. NOTE THAT IT HAS REVIEWED THE COMPLIANCE AUDIT RETURN 2022 FOR THE SHIRE OF COCOS (KEELING) ISLANDS; AND
 - B. RECOMMEND THAT COUNCIL RECEIVES THE COMPLIANCE AUDIT RETURN 2022 FOR THE SHIRE OF COCOS (KEELING) ISLANDS AS AMENDED BY THE AUDIT AND GOVERNANCE COMMITTEE.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

AGAINST: NIL

16.2 AUDIT ACTIONS STATUS REPORT – MARCH 2023

Report Information

Date: 16 March 2023
 Applicant: Shire of Cocos (Keeling) Islands
 File Ref:
 Location: Not Applicable
 Disclosure of Interest: Nil
 Reporting Officer: Chief Executive Officer
 Island: Shire Wide
 Attachments: 16.2.1 - Confidential Attachment - Audit Actions Status Report

Authority / Discretion

Definition

<input type="checkbox"/>	Advocacy	<i>when Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	Executive	<i>the substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>when Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

Report Purpose

For the Council to receive a report on the status of Audit Actions presented by internal and external auditors and other improvements as identified by officers.

Relevant Documents

Available for viewing at the meeting

Nil

Background

Local governments are required by the *Local Government Act* and associated regulations to carry out a number of audits/reviews, being:

- Annual financial audit – conducted by the Office of the Auditor General (s7.12AB)
- Systems and Controls Audit (LG Audit Regulation 17.)
- Review of Financial Management Systems and Procedures (LG Financial Management Regulation 5.) – conducted internally or by external consultant/auditor
- Other supplementary or performance audits as directed by the Office of the Auditor General (s7.12AF/s7.12AJ)

Some local governments are additionally utilising a formal internal audit program to ensure risk is managed, and opportunities for continuous improvement are identified.

At the conclusion of any of these audits, the auditor/reviewer, where required, will issue a management report, outlining any identified issues/risks and in most cases a recommendation for improvement. It is then up to management to determine the solution to be implemented and carry out the action.

Comment

It is important for the Audit Committee to maintain oversight of the status of any required actions, ensuring risks are managed effectively. For many councils, it is common practice that audit actions (be it internal or external audits) statuses are reported to the Committee to ensure that actions are closed out. To date, the Shire of Cocos (Keeling) Islands reports to the Committee at the conclusion of each Audit the management letter and any issues identified, provide comment, however where actions may not have been closed out, these can fall away and remain open/unactioned for a many reasons.

Officers have reviewed all Audit reports going back three years, collated all issues/actions listed and provided an update to the status as contained in Confidential Attachment 16.2.1. By incorporating this as a regular report to the Audit Committee it will ensure that accountability and transparency is maintained, and the Committee maintains oversight, identifying any high risks to the Shire.

This is a new process for the Shire and officers, and actions will be progressed as a matter of importance, however it must be noted that this will require a change management focus within the organisation and the process and report will continue to evolve over time.

Policy and Legislative Implications

Section 7.12A of the Local Government Act (WA) (CKI)

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

Local Government (Financial Management) Regulations 1996

5. CEO's duties as to financial management

(1) Efficient systems and procedures are to be established by the CEO of a local government —

(a) for the proper collection of all money owing to the local government; and

(b) for the safe custody and security of all money collected or held by the local government; and

(c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and

(d) to ensure proper accounting for municipal or trust —

(i) revenue received or receivable; and

(ii) expenses paid or payable; and

(iii) assets and liabilities; and

(e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and

(f) for the maintenance of payroll, stock control and costing records; and

(g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.

(2) The CEO is to —

(a) ensure that the resources of the local government are effectively and efficiently managed; and

(b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and

(c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

Financial Implications

Nil

Strategic Implications

Shire of Cocos (Keeling) Islands Strategic Community Plan 2022 – 2037

Objective L1: To be involved, respectful and inclusive and to facilitate diversity and representation within the decision-making process.

Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	High risk actions may remain outstanding, putting the Shire's financial controls at risk, and open to fraudulent action.	Moderate	Close out all actions as soon as possible and look for continuous improvement opportunities.
Reputation	Consecutively not completing audit recommendations can result in reputation risk to the Shire, and Local Government.	Moderate (6)	Providing the report to the Committee will ensure that transparency and accountability is maintained.
Fraud	High risk actions may remain outstanding, putting the Shire's financial controls at risk, and open to fraudulent action.	Moderate	Close out all actions as soon as possible and look for continuous improvement opportunities.

Risk Matrix

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Conclusion

That the Council receive the Audit Actions Status report for March 2023.

AUDIT AND GOVERNANCE COMMITTEE RECOMMENDATION – ITEM NO 16.2

THAT COUNCIL, PURSUANT TO *REGULATION 16 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 (WA) (CKI)* AND RECOMMENDS THAT COUNCIL RECEIVE THE AUDIT ACTIONS STATUS REPORT FOR MARCH 2023 AS CONTAINED IN CONFIDENTIAL ATTACHMENT 16.2.1.

COUNCIL RESOLUTION – ITEM NO 16.2

MOVED CR YOUNG

SECONDED CR IKU

THAT COUNCIL, PURSUANT TO *REGULATION 16 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 (WA) (CKI)* AND RECOMMENDS THAT COUNCIL RECEIVE THE AUDIT ACTIONS STATUS REPORT FOR MARCH 2023 AS CONTAINED IN CONFIDENTIAL ATTACHMENT 16.2.1.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

FOR: IKU, KNIGHT, LACY, MINKOM, YOUNG

AGAINST: NIL

17. CLOSURE

The Presiding member declared the meeting closed at 1:50pm.

These minutes were confirmed at a meeting on

SIGNED this day of 2023

as a true record of proceedings.

PRESIDING MEMBER