Shire of Cocos (Keeling) Islands

AGENDA

Ordinary Meeting of Council

Wednesday, 25 November 2026

I hereby give notice that an Ordinary Meeting of Council will be held on

Date: **Wednesday, 25 November 2026**

Time: **4:00 PM**

Location: **Council Chambers**
Shire Administration
Building Lot 256 Jalan Bunga Melati
Home Island

Matthew Scott
Chief Executive Officer

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.

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1 OPENING/ANNOUNCEMENTS OF VISITORS

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

3 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

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.

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 APPROVED LEAVE OF ABSENCE

Councillor	Date of Leave	Approved by Council
Cr Ayesha Young	2 November 2026 – 20 November 2026	28 October 2026
Cr Signa Knight	13 November 2026 – 27 November 2026	28 October 2026

5.2 APPLICATION FOR LEAVE OF ABSENCE

6 PETITIONS, DEPUTATIONS AND PRESENTATIONS

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting - 28 October 2026

OFFICER RECOMMENDATION – ITEM 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 28 OCTOBER 2026 AS PRESENTED IN ATTACHMENT 7.1 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

8 ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS

9 DECLARATION OF INTEREST

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.

10 REPORTS FROM COMMITTEES AND OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1.1 PRODUCTIVITY COMMISSION - DETERMINANTS OF REGIONAL AIRFARES SUBMISSION.

FILE NUMBER:

AUTHOR: Matthew Scott, Chief Executive Officer

AUTHORISER: Matthew Scott, Chief Executive Officer

DISCLOSURE(S) OF INTEREST: Author - Nil

Authoriser - Nil

ISLAND: Shire Wide

ATTACHMENTS: 10.1.1.1 - Draft Submission - *Under Separate Cover* ⇨
10.1.1.2 - Productivity Commission - Executive Summary - *Under Separate Cover* ⇨

AUTHORITY/DISCRETION

Definition

☐	Advocacy	*When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*

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REPORT PURPOSE

To seek Council endorsement of the Shire of Cocos (Keeling) Islands submission to the Productivity Commission's inquiry into the *Determinants of Regional Airfares*, highlighting issues affecting the Indian Ocean Territories RPT service, including additional baggage arrangements, consultation, service standards, accountability and equity for remote communities.

BACKGROUND

The Australian Government requested that the Productivity Commission undertake an inquiry into the determinants of regional airfares and make recommendations to support a competitive, reliable and affordable regional aviation network.

The Commission released its Interim Report in November 2026 and has invited further submissions. The report recognises that the impacts of airfare and service outcomes are greatest for communities that rely heavily on aviation and have limited alternative transport options, specifically identifying Cocos (Keeling) Islands and Christmas Island as communities that rely completely on-air travel.

From 1 October 2026, Qantas changed baggage arrangements for the Indian Ocean Territories RPT service, including reducing the standard checked baggage allowance from 30 kg to 23 kg and changing additional baggage arrangements. Additional baggage can no longer be pre-purchased and is only available at the airport, subject to operational and aircraft capacity constraints, at a current cost of $236 for an additional piece up to 23 kg.

The community was advised of the changes through a media release approximately one month before implementation, with no meaningful prior consultation with the affected communities or local governments.

These changes have highlighted broader issues relevant to the Productivity Commission inquiry, including affordability, consultation, transparency, sole-carrier arrangements and minimum service expectations for government-supported regional and remote RPT services.

Submissions on the Interim Report are due by **22 December 2026**.

COMMENTS

The Indian Ocean Territories are in a significantly different position from most regional Australian communities. Cocos (Keeling) Islands has no road, rail or ferry connection to mainland Australia and currently has no alternative scheduled RPT carrier.

Recent changes to Qantas baggage arrangements have highlighted some of the broader challenges associated with this reliance on a sole carrier. Of particular concern is the change to additional baggage arrangements, including the inability to pre-purchase additional baggage, the current charge of $236 for an additional piece of up to 23 kg, and the lack of certainty before check-in that additional baggage will travel on the same service.

For CKI residents, baggage can perform a broader role than discretionary holiday luggage. It is often used to transport food, household goods, work equipment and other items that may be difficult, expensive or slow to obtain locally.

The baggage changes also raised concerns regarding consultation. The community was advised of the changes through a media release approximately one month before implementation. While this provided notice, there was no meaningful opportunity for the affected communities or local governments to contribute before the changes took effect.

The draft submission therefore uses the baggage changes as a practical example of broader issues relevant to the Productivity Commission inquiry, including:

- affordability and the total effective cost of air travel;
- the impact of sole-carrier arrangements;
- consultation on material changes to RPT services;
- transparency and review of operational decisions;
- the adequacy of service standards applying to government-supported RPT services;
- the domestic and international treatment of IOT services; and
- equity and minimum service expectations for regional and remote Australians.

The submission does not seek identical fares or operating arrangements across all regional routes. Rather, it advocates for reasonable minimum expectations for government-supported RPT services, particularly where communities have no practical alternative transport option.

There would also be value in sharing the Shire's endorsed submission with the Shire of Christmas Island and relevant local organisations and community members and encouraging them to consider making their own submissions. Separate submissions from different organisations and individuals may assist the Productivity Commission to better understand the practical impacts of current RPT arrangements on the Indian Ocean Territories.

POLICY AND LEGISLATION IMPLICATIONS

There are no identified Shire policy implications arising from the recommendation.

The submission represents an advocacy position in relation to the provision and regulation of regional and remote aviation services.

FINANCIAL IMPLICATIONS

There are no material financial implications associated with lodging the submission.

The broader affordability and accessibility of air services has financial implications for residents, businesses, the Shire and other organisations operating within the Cocos (Keeling) Islands.

STRATEGIC IMPLICATIONS

Theme

L Leadership

Goal

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

Strategy

L1.1 Elected members to become more representative and engage more with Members of Parliament to better understand the dynamics of politics and attitudes of the Commonwealth and West Australian Governments and the Cocos (Keeling) Islands

RISK IMPLICATIONS

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	No material direct financial risk arises from lodging the submission.	Low	Continue to advocate for affordable and appropriate RPT service arrangements and monitor changes affecting the IOT service.
Reputation	There is a risk that advocacy regarding the current air service could be perceived as criticism of the carrier or Australian Government. Conversely, failure to advocate on significant community concerns may also affect the Shire's reputation.	Low	Maintain a constructive and evidence-based submission that acknowledges the importance of the existing service while clearly identifying community concerns and proposed improvements.
Compliance	There are no identified statutory or regulatory compliance risks associated with	Low	Ensure the submission is endorsed by Council and lodged in

	lodging the submission.		accordance with the Productivity Commission's submission requirements and timeframe.
Fraud	No material fraud risk has been identified in relation to the preparation or lodgement of the submission.	Low	Existing governance, records management and approval processes are considered adequate.

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 REQUIREMENT

Simple Majority

CONCLUSION

The Productivity Commission inquiry provides an important opportunity for the Shire to highlight the particular challenges faced by communities that are completely dependent on-air services.

The recent Qantas baggage changes provide a practical example of broader issues affecting the Indian Ocean Territories, including affordability, consultation, transparency, accountability and minimum service expectations for government-supported RPT services.

Endorsing the submission will enable the Shire's position to be formally considered as part of the Commission's final review and will also support broader advocacy by other organisations and community members across the Indian Ocean Territories.

OFFICER RECOMMENDATION – ITEM NO 10.1.1

THAT COUNCIL, BY SIMPLE MAJORITY:

1. **ENDORSES THE SHIRE OF COCOS (KEELING) ISLANDS SUBMISSION TO THE PRODUCTIVITY COMMISSION INQUIRY INTO THE *DETERMINANTS OF REGIONAL AIRFARES*, AS ATTACHED; AND**
2. **SUPPORTS THE SHIRE SHARING ITS SUBMISSION WITH THE SHIRE OF CHRISTMAS ISLAND AND RELEVANT LOCAL ORGANISATIONS AND COMMUNITY MEMBERS AND ENCOURAGING THEM TO CONSIDER MAKING THEIR OWN SUBMISSIONS TO THE PRODUCTIVITY COMMISSION ON REGIONAL AIR SERVICE ISSUES AFFECTING THE INDIAN OCEAN TERRITORIES.**

10.2 GOVERNANCE, RISK AND PLANNING

10.3 FINANCE AND CORPORATE SERVICES

10.3.1 MONTHLY FINANCIAL REPORT - OCTOBER 2026

FILE NUMBER:

AUTHOR: David Tombs, Manager Finance and Corporate Services

AUTHORISER: Matthew Scott, Chief Executive Officer

DISCLOSURE(S) OF INTEREST: Author - Nil

Authoriser - Nil

ISLAND: Shire Wide

ATTACHMENTS: 10.3.1.1 - Shire Monthly Budget Report - October 2026 ⇨

AUTHORITY/DISCRETION

Definition

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☐	Information	*Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).*

REPORT PURPOSE

The purpose of this report is to provide the monthly and year-to-date financial report for October 2026, 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)*.

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.

COMMENTS

The period of review is the 4 months ended 31 October 2026.

Year To Date Figures Commentary

Income for the year to date is:

- Operating Revenues $6.6m (budget $5.9m)
- Capital Revenues $0.1m (budget $0.0m)
- Total $6.7m (budget $5.9m)

(cash receipts were significantly higher due to .CC revenue being received in July – but this is either recorded in the 2025/26 financial year or offset against debtors)

Council's expenditure for the year to date is:

- Operating Expenditure $2.9m (budget $3.2m)

Details of all material variances against the current budget are provided in the notes to the Monthly Financial Report contained within attachment 10.3.1.1. Many variances are timing differences that are expected to reduce during the financial year.

The Shire's capital program and budget for 2026/27 are currently being reviewed.

POLICY AND LEGISLATION 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.
b. An explanation of material variances; and
c. Such supporting information that is relevant to the Local Government

FINANCIAL IMPLICATIONS

As discussed within the Report and attachments.

STRATEGIC IMPLICATIONS

Theme

L Leadership

Goal

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

Strategy

L2.1 Responsible financial management utilizing resources to meet legislative requirements and community expectations

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 REQUIREMENT

Simple Majority

CONCLUSION

That the Monthly Financial Report for the period ending 31 October 2026, including explanations of material variances, be received.

OFFICER RECOMMENDATION – ITEM NO 10.3.1

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996:*

1. **RECEIVES THE MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 OCTOBER 2026, AS CONTAINED IN ATTACHMENT 10.3.1.1 AND**
2. **ACCEPTS THE EXPLANATIONS FOR MATERIAL VARIANCES FOR THE PERIOD ENDING 31**

OCTOBER 2026, AS CONTAINED IN ATTACHMENT 10.3.1.1.

10.3.2 SCHEDULE OF ACCOUNTS PAID - OCTOBER 2026

FILE NUMBER:

AUTHOR: Sally Badlu, Senior Finance Officer

AUTHORISER: David Tombs, Manager Finance and Corporate Services

DISCLOSURE(S) OF INTEREST: Author - Nil

Authoriser - Nil

ISLAND: Shire Wide

ATTACHMENTS: 10.3.2.1 - List of Accounts Paid - October 2026 ⇨
10.3.2.2 - Credit Card Transactions - October 2026 ⇨
10.3.2.3 - Fuel Transactions - October 2026 ⇨

AUTHORITY/DISCRETION

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REPORT PURPOSE

The purpose of this report is to present to Council a list of accounts paid under delegated authority for the month of October 2026, as required by the *Local Government (Financial Management) Regulations 1996*.

BACKGROUND

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.

COMMMENTS

The following table summarises the payments for the period by payment type, with further details of the accounts paid contained within attachment 10.3.2.1.

Payment Type	Amount ($)
EFT #12706 – # 12779	$573,402.74
Cheque # 11797	$3,191.70
Direct Payment	$82,530.09
Total	**$659,124.53**

Contained within attachment 10.3.2.1, 10.3.2.2 and 10.3.2.3 is a detailed transaction listing of payments, including credit card expenditure and fuel card expenditure as per the Summary table above.

POLICY AND LEGISLATION IMPLICATIONS

The schedule of accounts paid is submitted in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*

STRATEGIC IMPLICATIONS

Theme

L Leadership

Goal

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

Strategy

L2.1 Responsible financial management utilizing resources to meet legislative requirements and community expectations

RISK IMPLICATIONS

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	There is a risk that payments may be made for unauthorised purposes or exceed approved budget allocations.	Moderate (8)	All payments are subject to established internal controls, including officer verification, delegated approval, and review against the adopted budget and procurement requirements prior to processing.
Reputation	As the Accounts Paid report is presented to Council and forms part of the public record, any inappropriate expenditure may	Moderate (8)	Due to above Mitigation Action all payments should be bona-fide and accordingly not generate any

	adversely impact public confidence in the Shire's governance and financial management.		reputational damage.
Compliance	Failure to present the Accounts Paid report to Council may result in non-compliance with applicable legislative and governance requirements.	Moderate (8)	The report is prepared and presented to Council in accordance with the *Local Government (Financial Management) Regulations 1996* and the Shire's established monthly financial reporting processes.
Fraud	There is a risk that payment records or reporting may be manipulated.	Moderate (8	Fraud risk is mitigated through segregation of duties, system access controls, payment authorisation limits, reconciliations, and management review prior to presentation to Council.

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 REQUIREMENT

Simple Majority

CONCLUSION

It is recommended that Council receives the reports provided for the period October 2026.

OFFICER RECOMMENDATION – ITEM NO 10.3.2

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 13(1) OF *THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*:

1. **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 MONTH OF OCTOBER 2026 TOTALLING $659,124.53 AS CONTAINED IN ATTACHMENT 10.3.2.1 AND**
2. **RECEIVES THE DETAILED TRANSACTION LISTING OF CREDIT CARD AND FUEL CARD EXPENDITURE FOR THE MONTH OF OCTOBER 2026, AS CONTAINED IN ATTACHMENT 10.3.2.2 AND 10.3.2.3.**

10.4 INFRASTRUCTURE

10.4.1 INFRASTRUCTURE MONTHLY REPORT - OCTOBER 2026

FILE NUMBER:

AUTHOR: Lululilmaknun Sloan, Coordinator Infrastructure

AUTHORISER: Matthew Scott, Chief Executive Officer

DISCLOSURE(S) OF INTEREST: Author - Nil

Authoriser - Nil

ISLAND: Shire Wide

ATTACHMENTS: Nil

AUTHORITY/DISCRETION

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REPORT PURPOSE

The purpose of this report is to update Council on maintenance and construction activities undertaken in October 2026 by the Infrastructure department.

BACKGROUND

Infrastructure operations during October focused on the delivery of routine maintenance programs, asset management activities, capital works planning, and service delivery across the community.

Scheduled works were completed in accordance with operational priorities, with resources directed towards maintaining road networks, public facilities, parks, waste services, and essential infrastructure assets.

Overall, infrastructure services continued to operate effectively throughout the reporting period, with no significant disruptions to community services.

1. Routine Operations

The Parks and Reserves team continued with maintenance and improvement of Council managed parks, recreational spaces, and public amenities throughout October. Activities completed during the reporting period included:

- Reinstallation of shade sails at West Island Playground
- Spraying and edging maintenance undertaken around the West Island Playground to enhance presentation and manage vegetation growth.
- Procurement of rate bait and bait stations for deployment across public areas on both West Island and Home Island as part of Council's ongoing pest management program
- Routine mowing and whipper snipping completed across parks, reserves, and public open spaces across both islands.
- Tree pruning undertaken within the Kampong on Home Island to remove hazardous overhanging branches and improve road safety.
- Tree pruning and general clean-up works completed at Sandy Point, including maintenance of public seating areas.
- Mold removal around Cyclone Shelter Home Island to mitigate slips and trip hazards.

These works contribute to maintaining safe, attractive, and functional public spaces while supporting community wellbeing and environmental management objectives.



Figure 1. before/after photos of Mold cleaning and general grounds maintenance

2. Building & Plumbing

Building maintenance activities continued throughout October, focusing on the upkeep and improvement of Council assets and community facilities.

Key works undertaken during the month included repairs to the decking at Trannies Beach. The repairs have been conducted to address asset conditions issues, improve public safety, and ensure the continued usability of the recreational area for residents and visitors.

The building and plumbing maintenance team also continued to undertake housing maintenance works across the community, including repairs to damaged veranda posts, fascia, unblocking of drains and repairing water leaks. These works assist in maintaining the structural integrity, safety, and serviceability of Council housing assets.

In addition, the team completed home modification works to support aged and palliative care needs, enabling residents to receive care at home and assisting families in providing a safe and comfortable environment for ongoing support.



Figure 2. damaged fascia for front veranda





Figure 2.1. removal of shower hob to improve accessibility

3. Waste Services

Waste management services continue to operate effectively throughout October, with all scheduled waste collection services delivered without significant disruption.

The annual cyclone verge collection program was successfully completed across both Home and West Island. The collection forms an important part of Council's cyclone preparedness initiatives, enabling residents to remove bulky items and potential wind-borne debris ahead of the cyclone season.

To support ongoing waste management operations and off-island disposal requirements, containers were delivered to the West Island Transfer Station for the storage and loading of regulated waste streams. These arrangements will improve the waste handling processes and facilitate the efficient export of waste materials for appropriate treatment and disposal. Further improvements to waste infrastructure are underway, with the delivery of additional containers to the Home Island Transfer Station pending. These containers will provide dedicated storage capacity for waste oil and other materials designated for off-island disposal.

As part of environmental and public health management measures, rat bait stations were installed around the fenced perimeter of the West Island Transfer Station to assist with pest control and site management.

4. Road and Civil

Routine civil maintenance activities were also undertaken across the road network and public infrastructure assets, including pothole patching, shoulder repairs, clearing of debris off road services and boat ramps.

Progress continues of Stage 1 of the sandbagging project behind the West Island Clinic, with sandbag filling, handling, and transportation activities advancing as scheduled. During October, Council crews successfully filled a total of 234 sandbags in preparation for installation works. The project is being delivered on behalf of the Department of Infrastructure (DITRDCSA) and forms part of broader coastal protection and emergency preparedness initiatives.



Figure 4. filled sandbags ready for sawing and bags stored at worksite.





Figure 4.1. pothole patching and cleaning of boat ramp

5. Technical

The team continued to provide technical support for infrastructure projects across the Shire, including coordination with the Department of Infrastructure, consultants, contractors, and service providers to facilitate project planning and implementation.

Key activities undertaken during the reporting period included the development and review of project scopes, cost estimates, procurement documentation, and technical assessments to support the delivery of Council's capital works and maintenance programs.

- Meeting with MRWA to discuss Sydney Hwy and road maintenance and management support.
- Amendment to Capital Expenditure budget to reflect current requirements.
- Startup discussions with Project Manager (Maritime Constructions) Seawall to establish program delivery.
- Continued discussions with Department Infrastructure regarding delivery contracts and Seawall project implementation
- Meeting with Fulton Hogan and AECOM to discuss ongoing matters regarding the Runway project.
    a. Water Main location Fremantle Road
    b. Widening of Sydney Hwy
    c. Ongoing Material supply

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

CONCLUSION

October was a productive month for the Infrastructure team, with significant progress achieved across all areas. Accomplishments included building maintenance and housing improvement works, and the continued upkeep of public open spaces and community facilities.

The team remains committed to maintaining essential services, improving community assets, and enhancing resilience across the Shire. As we are at the commencement of cyclone season, preparations will continue to focus on community safety, infrastructure readiness, and the delivery of priority maintenance and capital works programs.

OFFICER RECOMMENDATION – ITEM NO 10.4.1

THAT COUNCIL, BY SIMPLE MAJORITY, NOTE AND RECEIVE THE SHIRE'S INFRASTRUCTURE MONTHLY UPDATE FOR OCTOBER 2026.

10.5 COMMUNITY DEVELOPMENT

10.5.1 COMMUNITY DEVELOPMENT REPORT - OCTOBER 2026

FILE NUMBER:

AUTHOR: Aindil Minkom, Community Development Coordinator

AUTHORISER: Matthew Scott, Chief Executive Officer

DISCLOSURE(S) OF INTEREST: Author - Nil

Authoriser - Nil

ISLAND: Shire Wide

ATTACHMENTS: Nil

AUTHORITY/DISCRETION

Definition

☐	Advocacy	*When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*
☐	Executive	*The substantial direction setting and oversight role of the Council. E.g., adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
☐	Legislative	*Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.*
☐	Quasi-Judicial	*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.*
☒	Information	*Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).*

REPORT PURPOSE

The purpose of this report is to provide Council an update on activities conducted in October-November.

BACKGROUND

Community Development Coordinator

The Community Development Coordinator was away on leave most of October (28 Sep-23Oct).

Kitchen Hire

The former 'Sweet As Makan' Restaurant premise is now out for Public Notice to introduce casual hire as a Commercial Kitchen. The notice will end on Monday 23rd of November which will then allow the community to hire at $25p/hr.

The Community Development Team along with the Leasing and Policy Development Officer have prepared documents relating to the use and management of the Commercial Kitchen Hire. Community members will need to go through the Community Development Team and go through a booking procedure to ensure safe and appropriate use of the premises.

Since the announcement through the Public Notice, community members have started to reach out and enquire about the conditions of hire etc. It is great to see some interest within the community, and we hope these interests continue to grow.

Arts, Activities in Regional Community (AARC) Grant

The Community Development Team has applied a grant through the AARC (Arts Activities in Regional Communities) for a project called Cocos Music and Dance. The project aims to safeguard these significant cultural practices through skill-building workshops that connect community seniors with younger generations and share the seniors' knowledge. The Suka Dan Duka Seniors Group will facilitate the sessions, which will build towards a festival performance displaying the skills learnt.

In addition to engaging local musicians, the project partners with the School of Audio Engineering (SAE), which will:

- Capture the music of traditional Cocos Malay as accurately as possible, ensuring it is preserved through proper recordings.
- Assist with artist development.
- Assist with event operations.
- Support community-engaged creative projects.

Successful applicants will be notified at the end of December. Community Development will provide further updates on the application in due course.

Culture & Heritage Officer

Cerita Seni Pulu Cocos

As part of the Cerita Seni Pulu Cocos project, the Cyanotype workshops are now completed, and we are seeing some great designs and products coming out of the workshops, inspired by culture and island life.

Cyanotype is an image-making technique by brushing paper using iron solution, which is composed of ferric ammonium acid and potassium ferricyanide then later exposing it to UV light. The results of the UV reaction print the image in magical Prussian blue.

Examples of some artwork our community members have designed are included below.

Hand-cut Screen Print is now on it 's way and we look forward to seeing some cool designs next month.


Notes
We Know

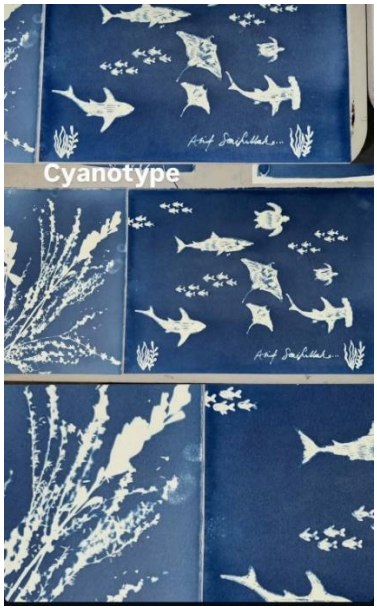











Cyanotype



POLICY AND LEGISLATION IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are sufficient funds(grant) in the current budget for allocation of these items and activities under the Cerita Seni Pulu Cocos.

STRATEGIC IMPLICATIONS

Theme

C Cultural

S Social

Goal

C2 To support the integration of the Home Island and West Island communities.

S2 To establish good working relationships between groups and improve communication with the community.

S3 To provide access to services, support and activities for young people.

S4 To support and encourage community events that bring us together.

Strategy

C2.1 Support and advocate for existing events (including sport / community group activities) that encourage inter-island participation

C2.2 Encourage development of new events that have opportunities for both island communities to attend e.g. WI and HI yacht clubs co-hosting a catamaran competition

S2.3 Work with community groups to overcome barriers in accessing grant funding, discuss options and provide appropriate assistance (if possible)

S3.2 Identify agencies (Government, NFP etc). with existing community youth programs and advocate and support suitable programs to consider local implementation

S3.3 Support and encourage local community groups to deliver youth events and programs

S3.1 Provide a range of coordinated activities specifically aimed at youth e.g. holiday program, youth week

S4.1 Support major festive events e.g. New Years Eve, Hari Raya, Christmas, Act of Self-Determination Day

S4.2 Support and advocate for existing events (including sport / community group activities) that encourage inter-island participation. Annual community event supporting integration and inter-island participation include – Australia Day, Act of Self Determination Day, RU Ok Day.

RISK IMPLICATIONS

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Budget allocations may be exceeded.	Moderate (6)	Monitor variances and report them to Council for

			corrective action.
Reputation	Monthly financial statements are open to public scrutiny.	Low (3)	Ensure all expenditures are justifiable.
Compliance	Report to be presented to Council within two months to comply with legislation.	Low (3)	Processes in place to ensure compliance.
Fraud	Risk of report manipulation.	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 REQUIREMENT

Simple Majority

CONCLUSION

For Council's information and update purpose only and does not require a decision of Council.

OFFICER RECOMMENDATION – ITEM NO 10.5.1

THAT COUNCIL, BY SIMPLE MAJORITY, NOTES AND RECEIVES THE COMMUNITY DEVELOPMENT COORDINATOR'S REPORT FOR OCTOBER 2026.

11 MINUTES TO BE RECEIVED

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 MOTIONS WITHOUT NOTICE WITH LEAVE OF COUNCIL

14 MATTERS BEHIND CLOSED DOORS

15 MATTERS RELATING TO THE LAND TRUSTS

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

15.2 TRUSTS LEASES

15.2.1 NEW LEASE APPLICATION - TENANCY 7, PART LOT 18 HOME ISLAND RETAIL CENTRE

FILE NUMBER:

AUTHOR: Suzie Bulka, Leasing and Policy Development Officer

AUTHORISER: Matthew Scott, Chief Executive Officer

DISCLOSURE(S) OF INTEREST: Author - Nil

Authoriser - Nil

ISLAND: Home Island

ATTACHMENTS: 15.2.1.1 - EOI Submission - J Young ⇨
15.2.1.2 - EOI Submission J Young - Business Plan ⇨
15.2.1.3 - EOI Submission J Young - Lease Application ⇨
15.2.1.4 - EOI Submission - J Young (Email) ⇨

AUTHORITY/DISCRETION

Definition

☐	Advocacy	*When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*
☒	Executive	*The substantial direction setting and oversight role of the Council. E.g., adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
☐	Legislative	*Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.*
☐	Quasi-Judicial	*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.*
☐	Information	*Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).*

REPORT PURPOSE

To seek Council approval to give local public notice of its intention to dispose of Tenancy 7, located at Part Lot 18 Home Island Retail Centre, by way of lease to Jeannette Young for the operation of a bakery, and to invite public submissions in accordance with section 3.58 of the *Local Government Act 1995 (WA) (CKI)*.

BACKGROUND

Tenancy 7 has remained vacant since the lease was handed over. Although we have received several enquiries, only one formal submission has been received from Jeannette Young.

COMMENTS

Jeannette Young proposes to operate a bakery under the business name Roti Kita, offering a variety of baked goods, sweets and pastries, as well as traditional local items. The proposed business would expand the food options available on Home Island that is currently very limited. Offering traditional local products could increase the visitor experience contributing positively to the tourism industry.

As part of her submission, Ms Young has provided indicative costs associated with establishing and operating the bakery. In consideration of these anticipated expenses, she has requested a three-month rent-free period at the commencement of the lease to assist with initial establishment costs. This will provide financial relief during the establishment phase and support the applicant's preparation of the premises for trading.

Following the three-month rent-free period, the applicant has proposed an annual rent of $2,850.00. At the commencement of the previous tenancy, the recommended rental valuation was $2,800.00 per annum. An additional annual charge of $1,056.82 was applied to account for depreciation of the kitchen amenities provided in the tenancy. Following annual CPI reviews over the lease term, the annual rental payment increased to $3,936.35.

The proposed annual rent aligns with the original rental valuation but does not include an additional contribution towards depreciation of the kitchen amenities. While the proposed rent is lower than the previous rental payment, Council is requested to consider accepting the propose rent of $2,850.00 to support the establishment of an additional food service on Home Island, where existing options are very limited. This will also secure a tenant for Tenancy 7, which has otherwise remained vacant and unused.

The proposed annual rent of $2,850.00 would become payable upon expiry of the three-month rent-free period, from the lease commencement date. This would be subject to annual CPI reviews and Shire rates would also be payable by the tenant.

POLICY AND LEGISLATION IMPLICATIONS

- *Section 3.58 of the Local Government Act 1995 (WA),* which governs the disposition of property by local governments.
- The Shire is acting as Trustee under the 1979 Land Trust Deed and must ensure that all decisions align with the objectives of the Trust.
- The retail lease terms are in accordance with the *Commercial Tenancy (Retail Shops) Agreements Act 1985*.

FINANCIAL IMPLICATIONS

Entering into formal lease agreements will generate ongoing revenue for the Shire. Lease conditions include:

- Annual lease payment.
- Annual CPI review.
- Market review at the commencement of any further lease term.
- One-off lease preparation fee of $275.00 per lease.

STRATEGIC IMPLICATIONS

Theme

E Economic

Goal

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

Strategy

E2.1 Work with community members / businesses to overcome barriers in accessing grant funding, discuss options and provide appropriate assistance (if possible)

RISK IMPLICATIONS

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Reputation	Delays may cause uncertainty for a potential stakeholder.	Moderate (8)	Progressing as quickly as possible while ensuring compliance.
Compliance	Lease may not comply with statutory obligations or Land Trust Deed if conditions are not properly enforced.	Low (3)	Follow statutory leasing process under *Local Government Act 1995 (WA)* and include protective lease clauses.
Service Interruption	Without a lease, demand for this service on Home Island may be unmet.	Moderate (6)	Process is being expedited while ensuring compliance.
Property Use	Misuse of property for unintended purposes.	Low (3)	Annual property inspections to be conducted.

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)

Identified risks relating to compliance, service continuity, and property use can be mitigated through appropriate lease conditions and inspections.

VOTING REQUIREMENT

Simple Majority

CONCLUSION

As Trustee of the 1979 Land Trust Deed, Council must ensure that land is managed in a manner that benefits the Home Island community.

Administration recommends progressing the lease proposal for Tenancy 7, Part Lot 18 Home Island Retail Centre, to Jeannette Young for the purpose of operating a Bakery, subject to the statutory public notice process required under section 3.58 of the *Local Government Act 1995 (WA) (CKI)* prior to entering into the lease.

OFFICER RECOMMENDATION – ITEM NO 15.2.1

THAT COUNCIL, BY SIMPLE MAJORITY, THAT COUNCIL, BY SIMPLE MAJORITY, ACTING IN ITS CAPACITY AS TRUSTEE OF THE 1979 LAND TRUST DEED:

1. **AUTHORISES THE CHIEF EXECUTIVE OFFICER, PURSUANT TO SECTION 3.58 OF THE *LOCAL GOVERNMENT ACT 1995 (WA) (CKI),* TO GIVE LOCAL PUBLIC NOTICE OF COUNCIL'S INTENTION TO DISPOSE OF PROPERTY BY WAY OF LEASE FOR TENANCY 7 AT THE HOME RETAIL CENTRE TO JEANNETTE YOUNG AND INVITE PUBLIC SUBMISSIONS.**
2. **NOTES THAT THE PROPOSED LEASE IS INTENDED TO INCLUDE THE FOLLOWING KEY CONDITIONS:**
    - **A. LEASE TERM OF 12 MONTHS WITH A FURTHER OPTION PERIOD OF THREE (3) YEARS.**
    - **B. THREE-MONTHS FREE-RENT PERIOD AT THE COMMENCEMENT OF THE LEASE.**
    - **C. ACCEPTS THE PROPOSED ANNUAL LEASE PAYMENT OF $2,850.00 PAYABLE UPON EXPIRY OF THE THREE-MONTH RENT-FREE PERIOD.**
    - **D. ANNUAL CONSUMER PRICE INDEX (CPI) REVIEW.**
    - **E. MARKET REVIEW AT THE COMMENCEMENT OF ANY FURTHER LEASE TERM**
    - **F. ONEOFF LEASE PREPARATION FEE OF $275.**
3. **AUTHORISES THE CHIEF EXECUTIVE OFFICER, FOLLOWING COMPLETION OF THE PUBLIC NOTICE PERIOD AND PROVIDED NO SUBMISSIONS ARE RECEIVED, TO ENTER INTO THE LEASE WITH JEANNETTE YOUNG TO FINALISE THE DETAILED TERMS OF THE LEASE, PROVIDED THEY ARE SUBSTANTIALLY CONSISTENT WITH THE KEY CONDITIONS OUTLINED ABOVE.**
4. **RESOLVES THAT IF SUBMISSIONS ARE RECEIVED DURING THE PUBLIC NOTICE PERIOD, THE MATTER BE RETURNED TO COUNCIL FOR CONSIDERATION.**
5. **RESOLVES THAT SHOULD THE PROPONENT WITHDRAW FROM THE PROPOSED LEASE PRIOR TO EXECUTION OF THE RELEVANT LEASE AGREEMENT; THE CHIEF EXECUTIVE OFFICER IS AUTHORISED TO NEGOTIATE WITH ANOTHER SUITABLE PROPONENT FROM THE EXPRESSION OF INTEREST PROCESS OR DISCONTINUE THE PROPOSED DISPOSAL AND REPORT BACK TO COUNCIL.**
6. **JEANNETTE YOUNG TO MEET ALL APPLICABLE FOOD BUSINESS REGISTRATION REQUIREMENTS PRIOR TO EXECUTING THE AGREEMENT.**
7. **AUTHORISES THE CHIEF EXECUTIVE OFFICER AND THE SHIRE PRESIDENT TO SIGN AND AFFIX THE COMMON SEAL OF THE SHIRE OF COCOS (KEELING) ISLANDS TO THE LEASE AGREEMENTS.**

15.3 TRUSTS FINANCE

16 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

17 CLOSE OF MEETING