



Notice is given that an Ordinary Meeting of Council of the Shire of Christmas Island is to be held at the Council Chambers on Tuesday 26 July 2022 commencing at 7.00pm

David Price
Chief Executive Officer

AGENDA

- 1 Declaration of Opening of Meeting/Announcement of Visitor**
- 2 Record of Attendance/Apologies/Leave of Absence/Declaration of Financial/Proximity/Impartiality Interests**
 - 2.1 Attendance
 - 2.2 Leave of Absence
 - 2.3 Apologies
 - 2.4 Declaration of Interests
- 3 Response to Previous Public Questions Taken on Notice**
- 4 Public Question Time**
- 5 Applications for Leave of Absence**
 - 5.1 Cr Saw – Leave of Absence (pg 1-2)
- 6 Petitions/Deputations/Presentations**
- 7 Confirmation of Minutes of Previous Meetings/Business arising from the Minutes of Previous Meetings**
 - 7.1 Minutes of Ordinary Council Meeting held on 14 June 2022 (pg 3-7)
 - 7.2 Business Arising from the Minutes of Previous Meetings
- 8 Announcements by Presiding Member Without Discussion**
- 9 Reports of Committees**
- 10 Reports of Officers**
 - 10.1 Chief Executive Officer**
 - 10.1.1 Annual Budget 2022-23 (pg 8-9)
 - 10.1.2 Community Assistance Grants (pg 10-12)
 - 10.1.3 WALGA Local Government Conference 2022 (pg 13-14)
 - 10.2 Manager Finance & Administration**
 - 10.2.1 Schedule of Accounts – June 2022 (pg 15-22)
 - 10.2.2 Financial Statements – June 2022 (pg 23-28)
 - 10.2.3 Assets Write Off 2021/22 (pg 29-30)
 - 10.3 Manager Community/Recreation Services & Training**
 - 10.4 Manager Works, Services & Waste**
 - 10.4.1 Sale of Surplus Items (pg 31-32)
 - 10.5 Manager Governance Research Policy & Grants**
 - 10.5.1 Policy Manual Review (pg 33-90)
- 11 Elected Members Motions of which Previous Notice has been given**
- 12 New Business of an Urgent Nature Introduced by Decision of the Meeting**
- 13 Behind Closed Doors**
- 14 Closure of Meeting**
- 15 Date of the next Ordinary Meeting**
23 August 2022



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 26 July 2022
AGENDA REFERENCE	5.1
SUBJECT	Cr SAW – Leave of Absence
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	2.13.14
INTEREST DISCLOSURE	None
DATE OF REPORT	15 June 2022
AUTHOR	David PRICE, CEO
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That the leave of absence application submitted by Cr Vincent SAW (23/9/2022 to 11/10/2022) be approved.

BACKGROUND

Cr Vincent SAW (23/9/2022 to 11/10/2022) submitted a Leave of Absence application to the CEO.

COMMENT

N/A

STATUTORY ENVIRONMENT

There are no statutory environment implications arising from this matter.

POLICY IMPLICATIONS

There are no significant policy implications arising from this matter.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS & MILESTONES

There are no significant strategic implications arising from this matter.

VOTING REQUIREMENTS

A simple majority is required.



SHIRE OF CHRISTMAS ISLAND

APPLICATION FOR LEAVE OF ABSENCE

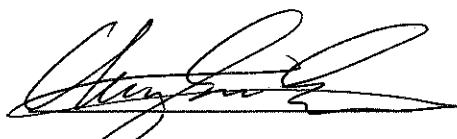
I Councillor VINCENT SAW (CHENG SIEW)

Hereby apply to the Council of the Shire of Christmas Island for

Leave of absence from 23 / 09 / 22 to 11 / 10 / 22

In accordance with section 2.25 (1) of the Local Government Act (CI).

Yours sincerely


Signature

10 / 06 / 22

Date



UNCONFIRMED MINUTES

Ordinary Meeting of the Shire of Christmas Island held at the George Fam Chambers at 7.00pm on Tuesday 14 June 2022

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

- 1.1 The Shire President declared the meeting open at 7.01pm.
- 1.2 Shire President welcomed Heritage Consultant Helene BARTLESON

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

2.1 Record of Attendance

Shire President
Deputy President
Councillors

Cr Gordon **THOMSON**
Cr Kee Heng **FOO**
Cr Philip **WOO**
Cr Kelvin Kok Bin **LEE**
Cr Hafiz **MASLI**
Cr Morgan Boon Hwa **SOH**
Cr Farzian **ZAINAL**
Cr Azmi **YON**
Cr Vincent Cheng-Siew **SAW**

Chief Executive Officer
A/Manager Finance and Admin
Manager Community/Recreation Services
A/Manager Works, Services & Waste
Manager Research, Policy, Governance & Grants
Minute Taker

David **PRICE**
Kevin **WILSON**
Olivier **LINES**
Ian **DODDS**
Chris **SU**
Karin **LWIN**

2.2 Leave of Absence

2.3 Apologies

2.4 Declarations of Financial/Impartiality/Proximity Interest

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

- 4.1 Cr Farzian ZAINAL - Why has Drumsite playground been removed and when will that facility be replaced?

Manager Community/Recreation Services Oliver LINES – Playground equipment removed due to deterioration, new one has been ordered.

- 4.2 CR Farzian ZAINAL requested an update to the removal of the traffic island adjacent to the mosque. CEO David PRICE advised he will follow up.

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

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

7.1 Minutes of Ordinary Council Meeting held on 24 May 2022

Members considered the unconfirmed minutes.

Council Resolution

Moved: Cr LEE

Seconded: Cr YON

Res. No: 49/22

That Council adopt the unconfirmed minutes of the 24 May 2022 Council Meeting.

Carried: 9/0

7.2 Business Arising from the Minutes of Previous Meetings

- 7.2.1** On the matter of freight and flight stresses raised in previous Council Meetings, Shire President THOMSON advised that a meeting with DITRDC Aaron O'NEIL on 27th April he was advised that there was no budget for additional flights. There has since been four cancellations or delays. One flight was turned around, with no recovery flight planned for it. Cargo was shifted to the next fortnight's freight plane. One other cancelled flight had a recovery flight executed for it.

Shire President THOMSON advised that Aaron O'NEIL updated that the Department will be engaging a logistics expert to resolve this systemic problem.

Shire President THOMSON advised that the Community Consultative Committee discussed the same freight stresses in the April, May and June meetings. The CCC had requested the Department to ensure that the logistics expert met with the community on Island, including with the CCC.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

- 8.1** President THOMSON advises that Manager of Works and Services Graeme HEDDITCH is ending his time on Christmas Island in the following weeks. Long-time waste tip staff member Yusof BAHARI is also ending his time at Shire with his retirement. A farewell was recently had for both valued members of the SOCI team.

A locum Works and Services manager Ian DODD has been engaged in the interim. The Shire CEO is beginning the hiring process for a new permanent Works and Services manager.

- 8.2** President THOMSON advises that a new Finance Manager has been engaged by the CEO, Mr Kim CHUA. He will arrive on the Island on 5th July.

- 8.3** President THOMSON informs Council that the Heritage Act (WA)(2018) will apply to Christmas Island from July 1st through an Ordinance and that there was a recent visit by Naomi MAXWELL, Amy NEALE and a support officer alongside their two heritage consultants from Eco-Australia to help create the necessary local government 'heritage list' that Council needs to be compliant with the Heritage Act (WA)(2018).

The Heritage Act (WA)(2018) in force on Christmas Island by an Ordinance will help facilitate the CISA completion.

- 8.4** President THOMSON informed the Council that himself, Cr YON, Cr MASLI, Town Planning Consultant Herve CALMY and CEO David PRICE will be heading to Canberra to meet the new Minister for Territories Kristy McBAIN and attend the Australian Local Government Association Conference 2022.

The major goal of the meeting is to find ways of implementing the Commonwealth's CISA through our strategic plans. Council will present plans that will support the execution of the CISA in respect to the delivery of land to investors.

The CI Strategic Assessment will assist land release through clearing red and green tape in heritage and environmental matters. Council's CI-Singapore Strategy will benefit from the conclusion of the CISA.

SOCI will be presenting options to the Minister on the releasing of land post CISA completion.

SOCI will also be informing the Minister of its support of the Australian Local Power Agency Bill 2021, a bi-partisan supported bill aimed at improving green energy production.

President THOMSON expresses his optimism on the way forward with the Commonwealth and Shire working collaboratively.

9 REPORTS OF COMMITTEES

10 REPORTS OF OFFICERS

10.1 Chief Executive Officer

10.1.1 UV Rates Setting

Council Resolution

Moved: Cr SOH

Seconded: Cr SAW

Res. No: 50/22

The Council adopts an Unimproved Valuation rate of 0.37c for the 2022-23 Budget.

Carried: 9/0

10.1.2 CEO Delegated Authority – Finance 22/23

Council Resolution

Moved: Cr YON

Seconded: Cr LEE

Res. No: 51/22

In accordance with Section 5.42 (1) and 5.44 of the Local Government Act 1995 (WA)(CI) Council delegates the following authority to the Chief Executive Officer for the financial year 22/23.

- To make payments on behalf of Council in accordance with Council Signatory/Authorization of EFT Procedure
- To sign cheques on behalf of council for an amount not exceeding \$100,000 s6.10 (d);
- To incur expenditure and to issue official orders not exceeding \$100,000 for non-capital expenditure s6.10 (d);
- To decide free of charge use of community facilities in accordance with CS2 – Use of Community Facilities Policy of Council;
- Power of entrance, etc. in relation to road works;
- To write off debts or rates incorrectly raised & other bad debts up to \$200;
- To approve budget variations/new budget items not exceeding \$100,000;
- To obtain reassessment of the value of ratable property in the event of property improvement or property subdivision;
- To invest money held by council not required for immediate use s6.14;
- To arrange appropriate insurance in respect of all council properties;
- To negotiate terms and conditions of property leases;
- To negotiate terms and conditions and enter into lease agreements on Shire Houses where the weekly rent does not exceed \$600 per week;
- To dispose of property with no book value;
- To reimburse to an owner or occupier where property is damaged through the performance of a function of the local government to the maximum amount of \$2,000;
- To give notice to an occupier and or owner requiring them to do something in relation to land

specified in Schedule 3.1 – Powers Under Notices to Owners or Occupiers of Land of the Local Government Act (WA) (CI) 1995

- To arrange for works to be carried out where the owner or occupier does not carry out required action in relation to land, and to recover the costs as a debt;
- To issue certificates of the local government pursuant to section 23 of the Strata Titles Act 1985 (WA)(CI).
- To change leases for the cost of insurance cover in respect to leased properties;
- As the principal Accounting Officer of Council, to prepare the annual financial reports;
- To affix the common seal of the Shire of Christmas Island as required; and
- In relation to recurrent expenditure, to pay amounts above the \$100,000 limit for:
 - o Wages and salaries
 - o Pay As You Earn taxation
 - o Fringe Benefits taxation
 - o insurance premiums
 - o Electricity charges
 - o Lease payments
 - o MRWA projects
 - o Superannuation
- To contract works or capital projects that have been previously approved by a resolution of Council
- Within the provisions of Section 3.50 (1) (1a) (2) (4) (8) of the Local Government Act 1995 (WA) (CI) to:
 - 1) To close any thoroughfare that the SOCI manages for the passage of vehicles, wholly or partially, for a period not exceeding four (4) weeks;
 - 2) To close any thoroughfare that the SOCI manages for the passage of vehicles, wholly or partially, for a period exceeding four (4) weeks

Carried: 9/0

10.1.3 Christmas Island Cemeteries Management Plan

Council Resolution

Moved: Cr WOO

Seconded: Cr LEE

Res. No: 52/22

That Council receives and endorses the Shire of Christmas Island Heritage Management Plan Cemeteries 2022-23 (the Plan) as prepared by Ms Helene Bartleson.

Carried: 9/0

10.2 Manager Finance & Administration

10.2.1 Schedule of Accounts – May 2022

Council Resolution

Moved: Cr FOO

Seconded: Cr SOH

Res. No: 53/22

That Council approves the expenditure as presented in May 2022 Schedule of Accounts.

Carried: 9/0

10.2.2 Financial Statements - May 2022

Council Resolution

Moved: Cr MASLI

Seconded: Cr LEE

Res. No: 54/22

That Council receives the Financial Statements of May 2022 for the Municipal Fund.

Carried: 9/0

10.3 Manager Community/Recreation Services & Training

10.4 Manager Works, Services & Waste

10.5 Manager Governance, Research, Policy & Grants

10.5.1 Christmas Island Town Site Designation

Council Resolution

Moved: Cr YON

Seconded: Cr FOO

Res. No: 55/22

That Council resolves to designate the 'Dog's Head' as the *Christmas Island Townsite* as per the attached map and inform the Department of Planning, Lands and Heritage.

Carried: 9/0

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

12.1 MOTION TO ACCEPT NEW BUSINESS – CHRISTMAS ISLAND LOCAL HERITAGE SURVEY

Council Resolution

Moved: Cr YON

Seconded: Cr MASLI

Res. No: 56/22

That the council receive new business regarding Christmas Island Local Heritage Survey.

Carried: 9/0

12.2 CHRISTMAS ISLAND LOCAL HERITAGE SURVEY

Council Resolution

Moved: Cr LEE

Seconded: Cr ZAINAL

Res. No: 57/22

That council advertises to the community the opportunity to nominate Christmas Island places which they consider to be of heritage significance for inclusion in the first Christmas Island Local Heritage Survey.

Carried: 9/0

13 BEHIND CLOSED DOORS

14 CLOSURE OF MEETING

The Shire President closed the meeting at 8.12pm

15 DATE OF NEXT MEETING: 26 July 2022



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 26 July 2022
AGENDA REFERENCE	10.1.1
SUBJECT	Annual Budget 2022/23
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.1
INTEREST DISCLOSURE	Nil
DATE OF REPORT	13 July 2022
AUTHOR	David Price, CEO
SIGNATURE OF AUTHOR	SIGNED

RECOMMENDATIONS

1. Council adopts the 2022/23 Annual Budget of the Shire of Christmas Island as presented to the Ordinary Council Meeting of the 26 July 2022.
2. A materiality level of plus/minus 10% or plus/minus \$10,000 (whichever is the greater) to define significant variance in budget estimates and monthly reports is endorsed.
3. Council adopts the accounting policies contained within the budget.
4. The Shire President/Deputy President and Councillors' allowances to be paid as follows:
 - a) Pursuant to section 5.98 of the *Local Government Act 1995*, council adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

Shire President	\$25,976
Councillors	\$16,776
 - b) Pursuant to section 5.98(5) of the *Local Government Act 1995*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

Shire President	\$37,881
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 - c) Pursuant to section 5.98A (1) of the *Local Government Act 1995*, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance (25%):

Deputy President	\$9,470.25
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BACKGROUND

Under section 6.2 of the Local Government Act 1995 (WA)(CI) Council is required to adopt the budget for 2022/23 by no later than 31 August 2022.

Council and Management team had a number of budget meetings over the period April – July 2022 to consider the draft budgets.

Considerable effort has been made by staff to cut costs and identify additional revenue sources to achieve as close as possible to a balanced budget. The final budget in its required format can now be presented as a balanced budget

COMMENT

The key components of the proposed budget are as follows:

- A balanced budget
- 2.5% increase to rates and garbage charges. 14.2% in UV (Mining)
- 2% increase to salaries and wages.
- 0.5% increase to super.
- 2% increase to district allowance.
- Transfer from reserve of approximately \$400,000 including \$325k and \$73k from Plant and Furniture Reserve respectively..
- Transfer of surplus to reserve of approximately \$1,007,000 to (including);

Leave -	\$202,564	
Plant	\$401,346	
Furniture -	\$101,000	
Buildings -	\$50,990	
Recreation	\$50,188	
Waste	\$100,685	
Road & Materials	\$100,229	-
-

STATUTORY ENVIRONMENT

Section 6.2(1) of the Local Government Act 1995 (WA)(CI) requires the adoption of the budget by no later than 31 August in each financial year, or such extended time as the Minister allows.

FINANCIAL IMPLICATIONS

Once the budget is adopted, the Shire will be able to raise revenue from rates and service charges as well as implement its planned program of activities and asset development.

STRATEGIC IMPLICATIONS & MILESTONES

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

VOTING REQUIREMENTS

An absolute majority is required.

ATTACHMENT

10.1.1.1 Budget 2022/23 to be tabled.



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 26 July 2022
AGENDA REFERENCE	10.1.2
SUBJECT	Community Assistance Grants
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	1.3.1
INTEREST DISCLOSURE	Nil
DATE OF REPORT	19 July 2022
AUTHOR	David Price, CEO
SIGNATURE OF CEO	SIGNED

RECOMMENDATIONS

1. **The Chief Executive Officer is authorised to make payments to those organisations listed under “Proposed” in Attachment 10.1.2.1**
2. **The Chief Executive Officer writes to each applicant advising the outcome of their application and, in the case of unsuccessful applicants, offering any in-kind assistance that may be available to enable the organisation to achieve their objectives.**

BACKGROUND

Council has a budget for community assistance grants of \$60,000.

The Donations to Community Organisations, Other Groups and Persons Policy (EM2) provides direction as to how any such donations are decided and managed. Council decides the general amount available through the budget process. As a general rule, donations decided by either Council are only made once it is confirmed that the activity is occurring. This report provides recommendations to Council for donations from the budgeted community assistance fund.

COMMENT

In accordance with the EM2 Policy, the Shire called for applications for community assistance by public notice in May 2022. Applications totalling \$77,280 have been received. Please refer to attachment 10.1.2.1.

STATUTORY ENVIRONMENT

The Local Government Act 1995 (WA) (CI) and financial regulations apply in relation to the issue of establishing a budgetary basis for funding through the community assistance program.

POLICY IMPLICATIONS

As noted above, EM2 - Donations to Community Organisations, Other Groups and Persons Policy applies.

FINANCIAL IMPLICATIONS

The financial implications have been addressed via the adoption of the 2022/23 budget.

STRATEGIC IMPLICATIONS & MILESTONES

Social Environment Strategy action 1.7 – “Work with local businesses, business associations and community groups to increase funding and resources available for community programs.”

Social Environment Strategy action 2.1 – “Continue to improve the Shire’s support of community groups in relation to community events and celebrations.”

CONSULTATION

No consultation is required. The community has had the opportunity to apply for assistance by notice and the provision of application forms in the three community languages. Feedback from Councillors has been obtained.

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENT

10.1.2.1 Community Assistance Grants 2022/23 (Tabled at the meeting)



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 26 July 2022
AGENDA REFERENCE	10.1.3
SUBJECT	WALGA Local Government Conference 2022
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	2.6.3
INTEREST DISCLOSURE	None
DATE OF REPORT	20 July 2022
AUTHOR	David Price, CEO
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council –

1. nominate the following elected members 1....., 2....., 3....., 4....., 5....., 6..... to attend the 2022 Annual West Australian Local Government Association (WALGA) conference to be held at the Crown Perth from 3-4 October 2022 inclusive, and
2. nominate two elected members 1....., 2..... as voting delegates and two elected members 1....., 2..... as proxy delegates to register for the forthcoming 2021 conference.

BACKGROUND

The annual 2022 Western Australian Local Government Conference (WALGA) is scheduled for the 3 to 4 October 2022

The conference normally attracts over 400 delegates from Local Governments around Western Australia as well as various exhibitors and guest speakers. Council attended the 2021 annual conference.

The 2022 conference is to be held at the Crown Perth.

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

Registration of both voting delegates (x 2) and proxy delegates (x 2) is essential for voting purposes at the conference with the registration of voting and proxy delegates closing with WALGA 14th September 2022. Voting delegates may be either elected members or serving officers however the CEO is of the view that voting by serving officers should only be undertaken as a last resort when there is a shortage of attending elected members.

COMMENT

- Council to decide if and who will attend the 2022 annual conference.
- Council nominated Cr **FOO** Kee Heng, Cr Azmi **YON**, Cr Kelvin **LEE**, Cr Philip **WOO**, Cr Morgan **SOH** and Cr Farzian **ZAINAL** to attend the 2021 Annual West Australian Local Government Association (WALGA) conference.
- Council to decide who it will nominate as voting delegates and proxy voting delegates to the 2022 annual conference.

- Council nominated two elected members, Cr **LEE** and Cr **ZAINAL** as voting delegates for the 2021 conference.
- Registration for conference ends 14th September 2022
- Opportunity to arrange other meetings/training while in Perth.
- Council to decide if it proposes any agenda items for the conference.

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

There are no significant policy implications arising from this matter.

FINANCIAL IMPLICATIONS

Budget provision is in Council's 2022/23 financial year budget for airfares, registration and travel allowance. Full delegate registration for the conference is \$1,200.00 p/delegate, with a registration deadline of 14th September 2022. The Conference Gala Dinner is scheduled for Monday 3rd October 2022 at an additional cost of \$125 p/delegate.

STRATEGIC IMPLICATIONS

There are no significant strategic implications arising from this matter.

VOTING REQUIREMENTS

A simple majority is required.



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 26 July 2022
AGENDA REFERENCE	10.2.1
SUBJECT	Schedule of Accounts - June 2022
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	13 June 2022
AUTHOR	Kim Chua, MFA
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council approves the expenditure as presented in June 2022 Schedule of Accounts

BACKGROUND

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

Outstanding creditors as at 30 June 2022: **\$ 239,486**

COMMENT

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS & MILESTONES

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

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENTS

10.2.1.1 Certification of CEO and Chairperson of the Meeting.

10.2.1.2 Schedule of Accounts - June 2022

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



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 26 July 2022
AGENDA REFERENCE	10.2.2
SUBJECT	Financial Statements – June 2022 (Unaudited)
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.14
INTEREST DISCLOSURE	None
DATE OF REPORT	13 July 2022
AUTHOR	Kim Chua; MFA
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council receives the Financial Statements of June 2022 for the Municipal Fund.

BACKGROUND

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

COMMENT

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS & MILESTONES

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

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENTS

- 10.2.2.1 Financial Statements - Municipal Fund 30 June 2022.
- 10.2.2.2 Asset Acquisition Statement

SHIRE OF CHRISTMAS ISLAND

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2021 TO 30 June 2022

FM Reg 34
FM Reg 22 (1)(d)

		NOTE		30 June 2022	30 June 2022	2021/22 Amended Budget	Variances Budget to
				Y-T-D Actual \$	Y-T-D Budget \$	Budget \$	Actual Y-T-D %
<u>Operating</u>							
Revenues/Sources							
3	1	General Purpose Funding	1	6,476,595	7,108,489	7,108,489	9.11%
	2	Governance	2	50,841	37,600	37,600	35.2%
	3	Law, Order, Public Safety	3	681	900	900	
	4	Health	4	15,832	19,000	19,000	
	5	Welfare	5	3,464	2,000	2,000	73.2%
	6	Housing	6	25,350	70,500	70,500	
	7	Community Amenities	7	1,070,187	768,294	768,294	39.3%
	8	Recreation and Culture	8	149,708	180,100	180,100	
	9	Transport	9	13,302	776,000	776,000	
	10	Economic Services	10	32,407	32,000	32,000	
	11	Other Property and Services	11	13,871	14,000	14,000	
				7,852,239	9,008,883	9,008,883	
(Expenses)/(Applications)							
3	12	General Purpose Funding	12	(131,192)	(149,321.00)	(149,321)	
	13	Governance	13	(885,330)	(984,492.00)	(984,492)	
	14	Law, Order, Public Safety	14	(198,960)	(241,233.00)	(241,233)	
	15	Health	15	(127,254)	(185,382.00)	(185,382)	
	16	Welfare	16	(585,881)	(680,710.00)	(680,710)	
	17	Housing	17	(212,291)	(184,215.00)	(184,215)	
	18	Community Amenities	18	(1,625,607)	(2,069,102.00)	(2,069,102)	
	19	Recreation & Culture	19	(2,046,163)	(2,603,901.00)	(2,603,901)	
	20	Transport	20	(3,760,630)	(4,494,457.00)	(4,494,457)	
	21	Economic Services	21	(149,613)	(254,278.00)	(254,278)	
	22	Other Property and Services	22	(742,958)	(536,750.00)	(536,750)	38.4%
				(10,465,880)	(12,383,841.00)	(12,383,841)	
<u>Adjustments for Non-Cash</u>							
<u>(Revenue) and Expenditure</u>							
3	23	Profit/(Loss) on Asset Disposals	23	0	0	0	
	24	Leave Accruals	24	0	0	0	
		Movement in accrual interests		0	0	0	
	25	Depreciation on Assets	25	1,145,522	2,276,358	2,483,300	
<u>Capital Revenue and (Expenditure)</u>							
3	26	Purchase Property, Plant & Equipment	26	(385,561)	(719,000)	(719,000)	
	27	Purchase Infrastructure Assets - Roads	27	(1,245,947)	(1,791,751)	(1,791,751)	
	28	Proceeds from Disposal of Assets	28	0	-	0	
	29	Transfers to Reserves (Restricted Assets)	29	0	(625,613)	(625,613)	
	30	Transfers from Reserves (Restricted Assets)	30	0	442,000	442,000	
	31	Grants	31	1,865,725	1,111,751	1,111,751	67.8%
				-	-	-	
ADD	1	Net Current Assets July 1 B/Fwd	1	1,002,136	1,002,136	1,002,136	
LESS	1	Net Current Assets Year to Date	1	(41,988)	-	0	
Amount Raised from Rates				(1,489,071)	(1,472,135)	(1,472,135)	

FM Reg 32(d)

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

SHIRE OF CHRISTMAS ISLAND
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2021 TO 30 June 2022

30 June 2022 Actual \$	Brought Forward 01-Jul \$
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Note 1. NET CURRENT ASSETS

FM Reg 34 (2)(a) **Composition of Estimated Net Current Asset Position**

CURRENT ASSETS

Cash - Unrestricted	1,711,511	1,005,729
Cash - Restricted	4,818,699	4,585,316
Receivables	172,114	677,304
Inventories	547,730	832,279
Other Financial Assets	24,386	31,610
	7,274,440	7,132,238

LESS: CURRENT LIABILITIES

Payables and Provisions	(2,497,678)	(1,755,865)
	4,776,762	5,376,373
Less: Cash - Reserves - Restricted	(4,818,699)	(4,585,316)
Less: Cash - Restricted/Committed	(51)	0
NET CURRENT ASSET POSITION	(41,988)	791,057

Note 2. CURRENT RATIO

Current Assets	7,274,440	
Current Liabilities	2,497,678	2.91 : 1

QUICK RATIO

Current Assets - (Restricted Assets + Inventories)		
Current Liabilities		
7,274,440 - (4,818,699 + 547,730)	2,497,678	0.76 : 1

Ratios greater than one indicates that Council has sufficient current assets to meet its short term current liabilities.

SHIRE OF CHRISTMAS ISLAND
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2021 TO 30 June 2022

Note 3.

VARIANCES

FM Reg 34 (2)(b) **Variances greater than 10% and \$ 10,000 were due to:**

General Purpose Comm Amenities Governance	OPERATING REVENUE	
	9.1% below budget estimate	Transfer of a capital payment to Non Operating Grants
	39.3% above budget estimate	due to Commercial Garbage Quarterly Charges For DOIRC
	35.2% above budget estimate	Reeimbursement for Employee Incentive training scheme & apprentice subsidy grant
	OPERATING EXPNDITURE	
	Majority of Programs Under Budget	
Other Property Services	38.4% above budget	Mainly due to increased employee, plant and overhead costs
	CAPITAL INCOME	
Grants	67.8% above budget estimates	due to reallocation of MOU from Fees & Charges to Grants
	CAPITAL EXPENDITURE	
Property,Plant & Equipment	Well under budget	
Infrastructure Assets	Well under budget due to LRCIP 3 Projects	

**SHIRE OF CHRITMAS ISLAND
ASSET ACQUISITION**

FOR THE PERIOD ENDED 30 JUNE 2022

	2021/22 Budget \$	Actual to 30/06/22	Variance
LGA S6.2 (4)			
GOVERNANCE			
Plant & machinery	60000	70079	-10079
Furniture & equipment	120000	125450	-5450
HOUSING			
Buildings	32500	22500	10000 28 Seaview
COMMUNITY AMENITIES			
Plant & machinery	10000	0	10000
Furniture & equipment	5000	0	5000
RECREATION & CULTURE			
Plant and machinery	15000	0	15000
Furniture & equipment	52000	0	52000
Buildings	72000	71169	831 Poon San f
TRANSPORT			
Buildings	35000	0	35000
Roads and transport - infrastructure	1511751	1082980	428771
Plant & machinery	125000	123482	1518
Furniture & equipment	120000	39485	80515
ECONOMIC SERVICES			
Buildings	10000	6187	3813
Plant & machinery	55000	55303	-303
Furniture & equipment	20000	14172	5828
OTHER PROPERTY & SERVICES			
Furniture & equipment	10000	2252	7748
Total	2253251	1613059	640192

By Class

Buildings	149500	99856	49644
Roads and transport - infrastructure	1511751	1082980	428771
Plant and machinery	265000	248864	16136
Furniture and equipment	327000	181359	145641
Total	2253251	1613059	640192



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 26 July 2022
AGENDA REFERENCE	10.2.3
SUBJECT	Assets Write Off 2021/22
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	3.1.17
INTEREST DISCLOSURE	None
DATE OF REPORT	15 July 2021
AUTHOR	Kim Chua, Manager Finance & Admin
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

Council approves to write off the assets of 2021/22 as set out in the attachment to this report.

BACKGROUND

To finalise the books and accounts for the year ended 30 June 2022, a resolution is required from the Council to write off the assets.

Attached is a list of assets to be written off for the financial year 20201/22. The Managers have recommended that these assets to be written off.

COMMENT

The assets are classified as follows:

A Asset that have been damaged or obsolete

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA) (CI) and Local Government (Financial Management) Regulation

POLICY IMPLICATIONS

There are no significant policy implications arising from this matter.

FINANCIAL IMPLICATIONS

The Asset Register will be decreased by \$7522

STRATEGIC IMPLICATIONS & MILESTONES

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

VOTING REQUIREMENTS

Absolute majority is required.

ATTACHMENTS

10.2.3.1 Attachment - Assets Write-Off 2021/22.

SHIRE OF CHRISTMAS ISLAND
ASSET WRITE OFF FINANCIAL YEAR 2021/22

Asset #	Description	Dept	Purchase Date	Value	Depreciation	Net Value	Remarks
NF0151	Tube Slide - Drumsite Park	112	30/06/2016	\$ 8,200.00	\$ 678.45	\$ 7,521.55	Unsafe - scrapped
VN5291	Massey Ferguson Tractor	121	27/04/2001	\$ 25,000.00	\$ 25,000.00	\$ -	Age obsolete



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 26 July 2022
AGENDA REFERENCE	10.4.1
SUBJECT	Sale of Surplus Items, Plant and Equipment
LOCATION/ADDRESS/APPLICANT	N/A
FILE REFERENCE	5.13.52
INTEREST DISCLOSURE	Nil
DATE OF REPORT	18 July 2022
AUTHOR	Ian Dodds, A/Works, Services and Waste Manager
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATION

That Council calls for Tenders for the Sale of Surplus Items, Plant and Equipment as follows.

Description	Plant No	Year	Approx. Km/Hrs
Single Axle Trailer (Blue)	P0547		n/a
Plant Trailer (Yellow)	P0644		n/a
Trench Profiler (approx. 2009)	n/a	2009	n/a
Softfall Mixer – Single Phase Rototub 60kg – Softfall Rubber Mixer	NF0718	2019	n/a
Hydraulic Press	NF0401		n/a
Westmix Plate Compactor	n/a		n/a
Wacker Plate Compactor	n/a		n/a

BACKGROUND

This Plant & Equipment is surplus to Shire requirement.

COMMENT

Trench Profiler has no longer used by the Shire.

The Plate compactors are in poor operating condition.

Trailers were previously tendered but no offers received.

Compactors are well used and no longer reliable.

Hydraulic Press has been replaced by a new Press.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS & MILESTONES

Nil

CONSULTATION

None required

VOTING REQUIREMENTS

Simple majority.



SHIRE OF CHRISTMAS ISLAND

SUBMISSION TO	Ordinary Council Meeting 26 July 2022
AGENDA REFERENCE	10.5.1
SUBJECT	Policy Manual Review
LOCATION/ADDRESS/APPLICANT	
FILE REFERENCE	2.11.25/2.11.24/2.11.9/2.11.31/2.11.8/2.11.3/ 2.11.16/2.11.15/2.11.1/2.11.4/2.11.2/2.11.26/ 2.11.28/2.11.27/2.11.7/2.11.38/2.11.39
INTEREST DISCLOSURE	Nil
DATE OF REPORT	14 July 2022
AUTHOR	Chris Su, GRPG Manager
SIGNATURE OF AUTHOR	SIGNED
SIGNATURE OF CEO	SIGNED

RECOMMENDATIONS

That Council adopts the following reviewed policies –

Administration 1 - Agendas and Minutes of Council Meetings

Administration 2 – Enforcement of Legislation

Administration 3 – Manager Conditions

Administration 4 – Translation Policy

Administration 5 – Vehicle and Plant Allocation and Usage

Community Services 1 – The Islander Editorial Policy

Community Services 2 – Use of the Community Facilities

Community Services 3 – Community Welfare Fund

Elected Members 1 – Policy Development and Review

Elected Members 2 – Donations to Community Organisations, Other Groups and Persons

Elected Members 3 - Community Consultation

Elected Members 4 - Member Allowances

Elected Members 5 - Elected Members Training and Development

Elected Members 6 - Travel Reimbursement

Elected Members 7 – Council Employment

Elected Members 8 – Elected Member and CEO Attendance at Events

Elected Members 9 – Professional Development for Elected Members

BACKGROUND

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

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

COMMENT

The Policy Manual requires require a review every two years for best practice. The period for the last review was the final quarter of 2021; the auditors requested that the relevant staff conduct a review of the manual for adoption by Council this current quarter with a view to have it completed at end of quarter. Auditors also

recommended inputting the date of review in a long-term calendar to ensure the next review is completed in two years.

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

There is a requirement however to ensure that a local government's policies meet with recent standards set in the *Local Government (Administration) Amendment Regulations 2021* which Shire ensured with resolutions to adopt several pro-forma policy documents from WALGA for its members for this purpose mid-2021. This included the new EM8 and EM9 policies pertaining to CEO and Councilors professional development and appearance at events.

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996

Local Government (Administration) Amendment Regulations 2021

FINANCIAL IMPLICATIONS

None

STRATEGIC IMPLICATIONS & MILESTONES

Supports governance outcomes.

VOTING REQUIREMENTS

A simple majority is required.

ATTACHMENTS

- 10.5.1.1 Administration 1 - Agendas and Minutes of Council Meetings
- 10.5.1.2 Administration 2 - Enforcement of Legislation
- 10.5.1.3 Administration 3 - Manager Conditions
- 10.5.1.4 Administration 4 - Translation Policy
- 10.5.1.5 Administration 5 - Vehicle and Plant Allocation and Usage

- 10.5.1.6 Community Services 1 - The Islander Editorial Policy
- 10.5.1.7 Community Services 2 - Use of the Community Facilities
- 10.5.1.8 Community Services 3 - Community Welfare Fund

- 10.5.1.9 Elected Members 1 - Policy Development and Review
- 10.5.1.10 Elected Members 2 - Donations to Community Organisations, Other Groups and Persons
- 10.5.1.11 Elected Members 3 - Community Consultation
- 10.5.1.12 Elected Members 4 - Member Allowances
- 10.5.1.13 Elected Members 5 - Elected Members Training and Development
- 10.5.1.14 Elected Members 6 - Travel Reimbursement
- 10.5.1.15 Elected Members 7 - Council Employment
- 10.5.1.16 Elected Members 8 - Elected Member and CEO Attendance at Events
- 10.5.1.17 Elected Members 9 - Professional Development for Elected Members

Authority	Local Government Act 1995 (WA) (CI) Part 5 – Administration, Division 2 Local Government (Administration) Regulations 1996 Local Government (Financial Management) Regulations 1996
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AD 1 – AGENDAS AND MINUTES OF COUNCIL MEETINGS

Objective

- To ensure that there are clear processes for administering the local government in accordance with the Local Government Act
- To ensure statutory requirements regarding the preparation of agendas and minutes of council meetings are met as a minimum
- To ensure statutory requirements regarding public notice and access to information about council meetings are met as a minimum
- To provide for the timely preparation of agendas and minutes and their circulation to councillors

Policy

Preparation and Circulation of Agendas

1. The CEO will prepare agendas for Ordinary, Special and Committee meetings of Council.
2. “Agenda” means the formal notice of items to be dealt with by the meeting including any reports or documents produced by the local government for presentation at the meeting
3. Agendas will be prepared in accordance with the Act and Regulations, having regard to the type of council or committee meeting convened.
4. The CEO will create and maintain procedures setting out the manner in which agendas will be prepared, noting all relevant sections of the Act and Regulations applicable to the type of council meeting the agenda has been produced for.
5. Papers and documents that accompany an agenda item that deals with any of the matters listed in section 5.23 (2) of the Act will be distributed to councillors or committee members in a separate bundle and clearly marked “private and confidential – local government information not available to the public”.
6. In the case of Council meetings, agendas will be circulated to councillors and committee members no later than 3 days before a meeting.
7. In the case of Special meetings, the CEO will circulate the agenda to councillors with the maximum notice possible.
8. The CEO will ensure that agendas of meetings and reports and other documents that are to be tabled at the meeting are available for public inspection at the same time as the agenda and documents have been made available to councillors; provided that reports and documents do not have to be made available to the public where in the

CEO's view the reports or documents relate to matters listed at section 5.23 (2) of the Act or are otherwise considered private.

9. The CEO will ensure that the public are notified of the agenda of each Ordinary meeting of council.
10. Where practicable, the CEO will ensure that Special meetings of council are notified to the public via a public notice in accordance with the Regulations unless urgent and extraordinary circumstances exist.
11. An urgent or emergency meeting can be initiated under the following circumstances:
 - (a) A natural disaster occurred within Christmas Island;
 - (b) The death, serious injury or the like of any Councillor or Senior Officer or other significant person, which would affect the normal operation of the Council or the organisation as a whole; or
 - (c) Any other reason which may have a major impact on the Council, the organisation or the community and cannot wait until the next scheduled meeting of the Council.
12. In the case of an emergency, the Chief Executive Officer or, in their absence, a Senior Officer, may call or postpone a meeting of the Council, without the necessity to comply with the above clauses provided reasonable attempts are made to notify every Councillor.
13. The Chief Executive Officer or Senior Officer must submit a full written report of the circumstances requiring their action to the next Ordinary Meeting of the Council.

Preparation & Circulation of Minutes of meetings

1. The CEO will prepare minutes of Ordinary, Special and Committee meetings of Council.
2. These minutes will be prepared in compliance with the Act and Regulations and best practice guidelines promulgated by the WA Local Government Association from time to time.
3. The CEO will create and maintain procedures setting out the manner in which unconfirmed minutes will be prepared, noting all relevant sections of the Act and Regulations applicable to the type of council meeting the minutes have been produced for.
4. Unconfirmed minutes of Council meetings will be circulated to councillors within 10 business days following the meeting or sooner if practicable.
5. Unconfirmed minutes of committee meetings will be circulated to committee members within 5 business days following the meeting or sooner if practicable.
6. In accordance with the Regulations, unconfirmed minutes of Council meetings will be made available for public inspection within 10 days of the meeting, or sooner if practicable.

7. Unconfirmed minutes of committee meetings will be confirmed prior to presentation at Council meetings for consideration of any recommendations made by the committee meeting.
8. Unconfirmed minutes of council meetings will be presented to the next Council meeting for confirmation.

Key Performance Indicators	The extent to which adherence to the timeframes for the production and distribution of agendas and minutes is met Councillor and committee member satisfaction with the quality and timeliness of agenda and minute preparation Any public comment about access to information about council and committee meetings and documents and papers associated with those meetings
Key words	Council, committee, meetings, agendas, minutes
Related Policies	Policy Development Policy
Related Procedures/ documents	Agenda & Minutes Procedures
Delegation Level	CEO
First Adopted by Council	12 November 2002
Resolution No.	En bloc resolution 09/02
Adoption Conditions	Nil
Consultation	None required
Review by Council	26 September 2017
Resolution No.	88/17
Changes to Policy as a Result of Review	Minor only; timeframe for distribution of Agenda to Councillors reduced
Date Document Updated	September 2017
Review by Council	26 th July 2022
Resolution No.	XX/22
Changes to Policy as a Result of Review	
Date Document Updated	July 2022
Date of next review	July 2024

Authority Local Government Act 1995 (WA)(CI)
 Local Government (Miscellaneous Provisions) Act 1960 (WA) (CI)
 Local Government (Functions & General) Regulations 1996
 (WA)(CI)

AD 2 – ENFORCEMENT OF LEGISLATION

Objective

- To ensure the effectiveness of laws the Shire is obligated to enforce
- To ensure laws are enforced in a consistent and equitable manner
- To ensure that the Shire, where appropriate, makes all reasonable attempts to find solutions that do not involve persons summonsed to appear in court or liable to pay fines
- To provide guidance to authorised persons

Policy

Community Education

Prior to the making of a new local law a full education program is to be put into place to inform the community of the details of the law. The education program is to take place over a period as determined by Council and be the subject of articles in the Islander. Each article is to be translated into Mandarin and Bahasa Malay.

Serving of Summons

1. No person is to be served with a summons unless it is authorised by the CEO.
2. In determining whether the summons should be issued, the CEO must be satisfied that:
 - adequate evidence exists that an offence was committed;
 - in the case of infringement notices and notices under the Local Government Act 1995 (WA)(CI) and the Local Government (Miscellaneous Provisions) Act 1960 (WA)(CI), the procedures set out in this policy have been followed; and
 - in other circumstances, every reasonable effort has been made to remedy the situation.
3. All summonses must be delivered to the recipient in accordance with the Justices Act 1902 (WA)(CI).

Prescribed Offences and Infringement Notices

1. Infringement notices may only be issued by authorised persons for prescribed offences.
2. Where an infringement notice is not paid within the prescribed period of 28 days, the offender is deemed to have chosen to settle the matter in court. A report is to be presented to the CEO recommending that a summons be issued. Where the fine is

paid before a decision of the CEO, this must be brought to the attention of the CEO so that it may be taken into consideration when making the decision.

3. The sum of the fine shall be decided jointly between the CEO and the Council Officer (if any) who wish to issue the fine upon the member of the public; this sum must be within the range in the relevant local government legislation.

For example, extract from the CI Local Health Laws (2010) Amended, the Shire CEO and the Council Officer wishing to issue a fine for a first offence under (2)(a)(i) must jointly decide on a fine between \$100 and \$1,000.

PART 10 - OFFENCES AND PENALTIES

Division 1 - General

Penalties

10.1.1 (1) A person who contravenes a provision of these Local-Laws commits an offence.

(2) A person who commits an offence under subsection (1) is liable to -

(a) a penalty which is not more than \$1,000 and not less than -

(i) in the case of a first such offence, \$100;

(ii) in the case of a second such offence, \$200; and

(iii) in the case of a third and subsequent such offence, \$500; and

(b) if the offence is a continuing offence, a daily penalty that is not more than \$100 and not less than \$50 for each day during which, the offence continues.

4. Infringement notices are not to be issued on a daily basis for continuing offences.

People are to be given 28 days to pay the infringement notices given to them before any daily fines can be incurred (for example under 10.1.1 (2)(b) of above).

The CEO must authorise the Council Officer who issued the original infringement to have the daily fine incur and accrue. Written correspondence must be served unto the infringement notice holder at the end of the 28 day period that daily fines have been approved by the CEO before the daily fines can start accruing.

5. Where an offence continues for 42 consecutive days then the offence must be dealt with by presenting a report to the CEO recommending that a summons be issued. Where the fines are paid and/or the offence ceases before the issue of the summons this must be brought to the attention of the CEO so that it may be taken into consideration when making the decision.

Notices under the Local Government Act 1995 (WA)(CI) and the Local Government (Miscellaneous Provisions) Act 1960 (WA)(CI)

1. Where, in the opinion of the Chief Executive Officer, a matter of urgency exists then a notice may be issued immediately without any warning.
2. Where the person does not comply with a notice referred to above and works are required to be carried out, the Chief Executive Officer is authorised to ensure those works are effected and to recover any costs incurred by the Shire as a debt.

3. Where the circumstances are not of an urgent nature, the following steps must be taken before issuing a notice;
 - a. other remedies, if they exist, must be pursued to a reasonable extent;
 - b. an initial, if possible verbal, request to do whatever is necessary in the circumstances is to be made to the relevant person;
 - c. if the person takes no action within 7 days then prior to 14 days elapsing since the initial request, the person is to be handed with a formal request in writing to take appropriate action;
 - d. if the person again takes no action within 7 days of the written request then prior to 14 days elapsing since the formal request, the person is to be handed with a written warning requiring appropriate action;
 - e. if after a further 7 days the person takes no action then a notice may be issued.
4. Should the person not comply with the requirements of the notice then a report is to be presented to the CEO recommending that a summons be issued. The report should also identify whether any works necessary should be carried out by the Shire and the costs recovered for the relevant person. Where the person complies with the notice before the issue of the summons this must be brought to the attention of the CEO so that it may be taken into consideration when making the decision.
5. Wherever possible, the Chief Executive Officer is to ensure the Shire President is informed of any intention to serve a notice. Where this is not possible the Shire President is to be informed at the earliest opportunity after the notice is issued.

Offences Other than Prescribed Offences

1. Prior to preparing a report to the CEO recommending a summons be served on a person found committing an offence the following steps must be taken;
 - a) other remedies, if they exist, must be pursued to a reasonable extent;
 - b) an initial, if possible verbal, request to do or refrain from doing whatever is necessary in the circumstances to ensure the offence does not continue or is repeated is to be made to the relevant person;
 - c) if the person takes no action or does not refrain or repeats the offence then the person is to be handed a formal request in writing to do whatever is necessary in the circumstances to ensure the offence does not continue or is repeated;
 - d) if the person again takes no action or does not refrain or repeats the offence then the person is provided with a written warning requiring to do whatever is necessary in the circumstances to ensure the offence does not continue or is repeated
 - e) should the person not comply with the requirements of the written warning then a report is to be presented to CEO at its next meeting recommending that a summons be issued.
2. Where more than twelve (12) months elapses between a repeat of an offence, the process above is to begin from the first step.

3. At least fourteen (14) days must elapse between the steps detailed in point 1 above to allow the person reasonable time to remedy the situation.
4. Where the circumstances warrant it, other means to remedy the situation, such as involving the social worker, the police or the offender's peers, should be considered and used if considered appropriate. This may occur at any time during the above process.

Impounding

1. Impounding may only take place in accordance with the provisions of Subdivision 4 of the Local Government Act 1995 (WA)(CI).
2. Impounding may only be arranged by an employee authorised to do so.
3. Animals are only to be impounded where they pose a threat to public health or safety (eg: wandering the street/public places unattended).
4. Vehicles may only be impounded in the following circumstances:
 - a. Where the vehicle is parked in a public place contrary to a local law or regulation; and either
 - (i) the location of the vehicle creates or is likely to create an unsafe situation or the vehicle is causing an obstruction; or
 - (ii) the vehicle has been issued with an infringement notice and the offence has continued for at least 42 days; and
 - (iii) the vehicle appears to be abandoned or is in a poor state of repair; or
 - (iv) the vehicle has no discernible means of identification; and
 - (v) the owner of the vehicle is not able to be located after using reasonable efforts to do so.

and
 - b. Where suitable facilities exist for the transportation and holding of the vehicle.
5. Goods other than animals and vehicles may only be impounded with the approval of the CEO and where suitable facilities exist for the transportation and holding of the goods.

Key Performance Indicators

The number of infringement notices issued
 The number of notices issued
 The number of summonses served
 The number of repeat offenders
 The extent to which the Shire observes the policy and procedures

Key Words

Law, enforcement, summons, infringement, impounding

Related Policies

Parking Local Law
 Health Local Law
 Dog and Cat Local Law

Related Procedures/ Documents	
Delegation Level	CEO, authorised persons
First Adopted by Council Resolution No.	24 April 2004 34/04
Adoption Conditions Consultation	Adopted in principle subject to public notice Public notice inviting comment
Reviewed by Council Resolution No.	26 September 2017 88/17
Adoption Conditions	A six month education program is put in place to inform the community of the laws the Shire is empowered to enforce and detailing the common offence types. The CEO report to Council on a quarterly basis about the number and type of summons issued and any issues arising.
Changes to Policy as a Result of Review	Amendments after community consultation reduced Council Role in deciding issue of notices and summons
Date Document Updated	14 July 2022
Reviewed by Council Resolution No.	26 July 2022 XX/22
Changes to Policy as a Result of Review	None

AD 3 – MANAGER CONDITIONS

Objectives

- Provide standard conditions for Managers above those contained in the Shire of Christmas Island – UCIW Enterprise Agreement 2021-2023
- Enable Council to set and review conditions in accordance with the Local Government Act 1995 (WA) (CI)

Policy

General Principles

1. Consistent with the Shire of Christmas Island – UCIW Enterprise 2021-2023, manager positions are those classified at Levels 8 to 11 of the classification structure. Positions at these levels can be subject to negotiated salaries and salary packaging.
2. Council recognises that employees employed in these levels are professional employees with managerial responsibilities that require attendance to work matters beyond the ordinary operating hours of the Shire. For these reasons a number of additional conditions apply to this group of employees.

Professional Association Fees

3. The Shire will reimburse the cost of relevant professional association memberships up to a maximum amount of \$650 per year on the provision of receipts.
4. The maximum amount will be reviewed as required; taking into consideration any increases to relevant membership fees in the period and the extent to which managers are utilising this entitlement.
5. The Chief Executive Officer will refer any recommended change to the maximum amount to Council.

Use of Shire vehicles

6. Where a management employee is allocated a vehicle for work purposes, they will be entitled to private use of this Shire vehicle within the terms of the Shire's vehicle policy as determined from time to time.
7. The Chief Executive Officer is delegated with the authority to make a decision whether to allocate management employees with a vehicle or not.

Subsidised Housing

8. The Shire will provide subsidised housing for employees who are recruited off-Island and may also do so for employees recruited on-island at the CEO's discretion.

9. The type of housing provided will be at the discretion of the Chief Executive Officer but will ordinarily be provided from the Shire's housing stock.
10. Management employees in subsidised housing will contribute towards their accommodation at the rate of-

\$209.50 per fortnight for single room accommodation
\$349.31 per fortnight for house accommodation
11. The level of contribution from employees will be reviewed from 1 July 2022 in accordance with the percentage increases in wages for the corresponding year.
12. Employees in subsidised housing will be responsible for all utility costs (including connection to their premises in their own name), breakages and the like consistent with tenants' responsibilities under the Residential Tenancies Act 1987 (WA). However, employees will not be required to enter into a formal tenancy agreement with the Shire or to lodge a bond with the Shire. The Shire, as landlord, will ensure that housing provided is of a satisfactory standard and that employees can expect quiet enjoyment of the housing provided.

Negotiated Salaries

13. The CEO has the authority to decide whether or not to enter into negotiations with a management employee about their salary.
14. The scope for considering the amount of a negotiated salary will be within the following parameters:

EA 2021-23 PROVISION	SCOPE/NEGOTIATED SALARY VALUE
<u>Clause 16.6.3 (a)</u> The range of responsibilities inherent in the position including the size and range of work of the section as measured by revenue and/or expenditure, number of employees, number and range of clients, range of programs, or any other relevant factors.	Depending on significance, up to \$1,000 above the minimum classification rate.
<u>Clause 16.6.3 (b) & (c)</u> The requirement to attend Council meetings and the requirement to work management hours, having regard to the extent to which the hours of work provision adequately compensates for this requirement.	Depending on significance, up to \$1,000 above the minimum classification rate.
<u>Clause 16.6.3 (d)</u> Negotiated change to the number of RDO's taken and the way in which such days are taken off.	Up to cost saving per day change.
<u>Clause 16.6.3 (e)</u> Any requirement to deputise for higher positions and the extent to which this occurs. [NB HDA not paid when a negotiated salary	Up to cost of HDA paid in previous year(s) on an average annual basis.

includes recognition for this component].	
<u>Clause 16.6.3 (f)</u> Whether the contract of employment is fixed term or continuous.	Up to 10% above the minimum for the 1 st range of the minimum classification rate.

15. The CEO is delegated the authority to negotiate and apply a salary above the minimum rate where the negotiated salary is within the salary range set by the Council. For example, if the Council endorsed that a management position is to be advertised at the salary range \$75,000 - \$80,000 then the CEO can negotiate a salary up to \$80,000 without requiring Council endorsement.
16. Where the CEO proposes a salary above the maximum set by Council or where there is no benchmark set by the Council for the position, the CEO must recommend the salary proposed to Council. In considering such a recommendation, Council will have regard to the parameters used by the CEO.
17. Where a negotiated salary is agreed, increments will apply to that salary, taking into account their years of service and performance over that period.
18. General flat or percentage wage increases available through the Enterprise Agreement will apply to a negotiated salary.

Relocation Conditions

19. The Enterprise Agreement provides for relocation costs to and from the Island for employees recruited from the mainland. For employees to which this condition applies, the terms of relocation will be as follows:
 - (a) On termination, an employee must leave the Island within 6 months of the termination date to be eligible for relocation payments. Employee still has to contribute the fortnightly rent contributions as per section 12 during this time.
 - (b) If the employee decides to terminate their contract within the initial term, and less than two-thirds of that term has been worked, the employee will be responsible for their own relocation costs.
 - (c) If an employee's contract is extended such that the term of employment is at least 5 years, or they become permanent, relocation costs will be paid to any nominated place on the mainland irrespective of where the employee was recruited from or that the nominated place is a greater distance than the original place of recruitment.

Recognition of Management Hours – Flexible Leave

22. Managers are entitled to flexible leave in addition to other leave entitlements, subject to the following provisions:
 - (a) Flexible leave amounts to a total of 10 days per year plus an additional 3 days to be taken during the Christmas shutdown.

- (b) Managers are not entitled to be paid out in lieu of this leave
- (c) Flexible leave will not accumulate from year to year.
- (d) For the purpose of calculating the balance of flexible leave, a year means from 1 January to 31 December. While flexible leave may be taken when due on a pro-rata basis, no advanced flexible leave can be taken.

Mobile Phone Provision

23. Where a manager is issued a mobile phone by the Chief Executive Officer for use, the manager shall follow the Mobile Phone Policy set by Council and applicable to all employees who are issued mobile phones by Council, or who utilise a Council mobile phone.

Primarily, personal calls on a work phone are to be kept to a minimum, with the cost of all personal calls and messages reimbursed to the Shire at the end of each billing period via the Finance section.

Variation to Manager Conditions

24. The CEO is to notify Council of any proposed variations to manager conditions before they are to be applied in an employment agreement with a manager.

Key Performance Indicators	The extent to which the policy is applied effectively
Key Words	Manager, above Enterprise Agreement conditions
Related Policies	EM 7 – Council Employment Policy
Related Procedures/ Documents	
Delegation Level	CEO
First Adopted by Council	9 January 2001
Resolution No.	5/01
Adoption Conditions	Nil
Consultation	Direct with Managers
Reviewed by Council	26 September 2017
Resolution No.	88/17
Adoption Conditions	Nil
Changes to Policy as a Result of Review	Increase in professional memberships reimbursement & subsidised housing contribution, negotiated salaries and relocation conditions
Reviewed by Council	26 July 2022
Resolution No.	XX/22
Adoption Conditions	Nil

Changes to Policy as a
Result of Review

1. Removed Home Phone Line benefit. Managers are issued a mobile phone; home lines have fallen into disuse.
2. Removed Management Frequent Flyer membership plan benefit. Joining these FF plans no longer costs anything.
3. Included option for CEO to have discretion to provide housing for staff recruited on island.

Date Document Updated

July 2022

Authority	Local Government Act 1995 (WA) (CI) Part 5 – Administration, Division 2 Local Government (Administration) Regulations 1996 Local Government (Financial Management) Regulations 1996
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AD 4 – TRANSLATION POLICY

Objective

- To support the dissemination of information to the Malay language and Chinese language speaking communities of Christmas Island.
- To maintain and enhance engagement with all residents through communications in the major community languages.

Policy

1. This Translation Policy of the Shire of Christmas Island is about written translations of documents produced by the Shire in English that are able to be translated into Mandarin and Bahasa Melayu. This policy also refers to occasions when interpretation assistance is provided. For the purposes of this policy, interpretation is a verbal and not a written form of communication.
2. Documents to be translated include:
 - All public notices,
 - Summaries of local laws and plans,
 - Shire information published in *The Islander*; such as articles by the Shire and advertisements for Community Assistance Grants, Shire programmes and activities,
 - Other documents directed by the CEO or the Council.
3. Translations of Local Laws and plans such as Town Planning Schemes, Land Planning Schemes, and Strategic Plans (such as the *10 Year Strategic Community Plan*) shall be produced in the form of summaries.
4. Translations shall be made available for online and offline dissemination.
5. Verbal interpretation and explanation of the full documents in community languages shall be available by appointment. Interpretation and explanation in community languages of public access documents such as minutes of Council meetings shall be available by appointment.

Key Performance Indicators	The amount of feedback formally and informally received by Council on the accuracy and availability of translations.
Key words	Council, committee, meetings, agendas, minutes, translation
Related Policies	n/a
Delegation Level	CEO
First Adopted by Council Resolution No.	August 25 th 2015
Adoption Conditions	Nil
Consultation	None required
Review by Council Resolution No.	26 September 2017 88/17
Changes to Policy as a	Nil
Review by Council Resolution No.	26 July 2022 XX/22
Changes to Policy as a	Nil
Date Document Updated	July 2022

AD 5 – VEHICLE AND PLANT ALLOCATION AND USAGE

Objective

- Provide standard conditions of use of Shire vehicles and plant by employees.
- Ensure that the usage and maintenance of Shire vehicles maximises the delivery of services to the community.

Policy

Application

This policy applies to:

1. All employees of the Shire of Christmas Island other than the Chief Executive Officer.
2. All cars, utilities, trucks or other moveable plant operated by the Shire of Christmas Island.

Allocation of Vehicles and Plant

1. The CEO shall allocate vehicles and plant to specific operational areas for work use.
2. Allocation to an area of operation will be based on the requirements of that section so that work can be carried out as effectively as possible.
3. Notwithstanding this allocation, all vehicles and plant will be treated as pool items to the maximum extent possible for use by any operational area.
4. Supervisory staff is responsible for coordinating and organising access to vehicles and plant for their section's work purposes in a co-ordinated and effective manner.

Conditions of Use

Use of any Shire of Christmas Island vehicle or plant is subject to the following conditions:

1. Smoking in Shire vehicles and plant is not permitted.
2. Vehicles and plant shall be identified by the Shire logo.
3. When not in use, keys shall be removed and vehicles and plant shall be kept locked.
4. Modifications of vehicles and plant without proper authorisation are not permitted.
5. The driver/operator must have a current licence or qualification to operate the particular vehicle or item of plant.
6. Vehicles must not be driven in a reckless manner, nor whilst the driver is under the influence of intoxicating liquor or drugs.

7. Vehicles and plant must be kept in a clean and tidy condition.
8. Pre-start checks shall be conducted and recorded on the appropriate form to ensure vehicles/plant is in a suitable working condition prior to use to ensure the asset value is protected and the safety of employees is not put at risk during normal use.
9. Faults, problems, damage or accidents with the vehicle/plant shall be recorded on the appropriate form and reported to the work section supervisor or officer responsible.
10. Plant/vehicles shall be made available for scheduled maintenance when required. Officers will make their own arrangements for a replacement vehicle during scheduled maintenance.
11. Use of Shire vehicles and plant to conduct private commercial business is not permitted.

Commute Use of Vehicles

1. At the discretion of the Chief Executive Officer, an employee may be offered commute use of a vehicle.
2. Commute use means the Shire vehicle may only be used by the nominated employee to drive to and from work or on callout or overtime work.
3. Other use of the vehicle by the nominated employee outside of ordinary working hours is not permitted.
4. The nominated employee is responsible for the safe garaging of the vehicle.
5. The nominated employee will leave the vehicle at the Shire Depot on the commencement of annual, long service or other planned leave;
6. The nominated employee will return the vehicle to the Shire Depot where requested in the case of unplanned leave such as sick or family leave;
7. The employee shall sign an agreement for the commuter use of the vehicle;
8. Where the employee breaches the agreement, the employee will be subject to disciplinary procedures in accordance with the operative industrial agreement.

Private Use of Vehicles

1. At the discretion of the Chief Executive Officer, an employee may be offered private use of a vehicle.
2. Private use means that the employee is entitled to use the vehicle after ordinary hours and on weekends for personal purposes.
3. The nominated employee is responsible for the safe garaging of the vehicle.
4. The nominated employee's spouse is entitled to use the vehicle provided they have a current driver's licence.

5. The nominated employee cannot authorise any other person to use the vehicle for private purposes;
6. The nominated employee will make their vehicle available for pool use during ordinary working hours as required.
7. The employee will leave the vehicle at the Shire Depot upon commencement of annual, long service or other planned leave taken off Island.
8. The vehicle can be retained for any on Island leave, provided operational requirements are met;
9. Employees will contribute for private use of the vehicle in accordance with the operative industrial agreement and/or employment contract.
10. Where the employee breaches the agreement, the employee will be subject to disciplinary procedures in accordance with the operative industrial agreement and/or employment contract.

Commute Use and Private Use Forms

1. All staff who receives Commute Use or Private Use of a work vehicle is to complete the respective form available at human resources before commencing use of vehicle.
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CS1

THE ISLANDER EDITORIAL POLICY

Objective

- To provide a fortnightly community newspaper to the public as a community service and for the amenity of the community
- To provide a vehicle for publishing information relevant to the Shire's operations, including wherever possible to meet the statutory obligation to publish certain Shire information in a "newspaper circulating in the district"
- To obtain financial contributions to the publication through newspaper sales and advertising, recognising that such financial contributions are not full cost recovery

Policy

A. General Policy

1. *The Islander* newspaper is a community newspaper. This means that it is not a local government publication to ratepayers but is a community publication to the whole community.
2. The Shire will publish *The Islander* newspaper on a fortnightly basis or more often if the need arises.
3. As a community publication the Shire invites editorial contributions and advertising from the community, and charges fees for purchasing copies of *The Islander* and advertising goods and services. Fees and charges are set each year within the Shire's Annual Budget.
4. The CEO is designated as the Editor of *The Islander*. The Council is the Publisher.
5. The Editorial Group, comprising the President, a Councillor nominated by the Council, the Manager of Governance, CEO and the Manager of Community Services, will oversee the editorial content of *The Islander*. The committee may invite any other person to assist or advise the committee as required from time to time.
6. Editorial content means unsolicited articles and letters submitted by the public, solicited articles, articles prepared by the Shire, bulletins, public notices, community information such as broadcasting programs and calendar of events, and advertisements. In each case, as guided by this policy, the Editorial Group will determine/identify the category of editorial content submitted.
7. The President, as representative of the Council as the Publisher, has the final decision on editorial content.
8. The Editorial Group shall meet two days prior to the publication date to edit the draft.

9. Following the finalisation of the draft by the Editorial Group, no further changes are to be made to the draft except for minor corrections to spelling and grammar.

B. Editorial Policy

1. The Shire will publish articles, including views and opinions, in *The Islander* where such material submitted is accurate and/or factual, is not defamatory or inflammatory, and the author or source of the material is identified.
2. “Defamatory” means any statement, opinion, article or other material that, if published, may find a complaint of defamation proved against the Islander.
3. “Inflammatory” means any statement, opinion, article or other material that, if published, may be considered to be offensive to sections of the community for reasons of gender, race or religious conviction; or material containing derogatory references.
4. “Accurate and/or factual” means material that appears on the face of it to be
 - Based on proper research, investigation, or known information
 - When using quotations or source information, that it accurately references such quotations or sources
 - Truthful, or not false or misleading or deceptive
 - In the case of advertising material, meet the standards set out in the advertising policy
5. “Identification of source or author” means sufficient detail to know who has written an article, where the person resides, and where the article was previously published and any copyright requirements (in the case of re-printed articles).
6. In some circumstances the name and address of an author will not be published, but the details must be supplied in the first instance.
7. The Editorial Group has the right to edit or refuse to publish articles submitted.
8. In the case of edited articles, the author or source of the article will be advised of the required edits and asked whether or not they still want their article published. The author or source will be given the opportunity to withdraw and re-submit an article if they don’t accept the proposed editing of the article.
9. In the case of letters to the editor, the letter will either be accepted or rejected.
10. The following general disclaimer will appear in each edition of *The Islander* that “The material published in *The Islander*, does not necessarily reflect the views of the Shire of Christmas Island, nor does the Shire of Christmas Island take responsibility for any errors or omissions in articles submitted for publication by external sources.
11. It will also publish its editorial policy statement in each edition of *The Islander* in the following terms:

“The Shire reserves the right to edit or refuse any articles submitted for publication. Letters to the editor will either be accepted or rejected. Items need to be:

- Accurate and/or factual
- Not defamatory or inflammatory
- Identified by author (including letters to the Editor)

A full copy of *The Islander* policy is available from the Shire on request.”

C. Advertising policy

1. In recognising that *The Islander* is a reliable means of advertising goods and services as well as publishing bulletins, notices and community information, the Shire will work to maximise its use through:
 - Maintaining a regular schedule of publication
 - Advertising publication deadlines
 - Facilitating electronic means of submission of articles and information
 - Maintaining a reasonable pricing structure for paid advertisements
2. Where a commercial or community advertisement is submitted, the Shire requires that the advertisements (where applicable):
 - Do not contravene the Trade Practices Act (false or misleading advertising) or other relevant laws
 - Does not encourage the breaching of any laws
 - Are truthful
 - Are clearly distinguishable as advertisements. If produced in an editorial style, the word “Advertisement” must be prominently displayed at the top of the copy
 - Do not disparage identifiable services, products or competitors in an unfair or misleading way
 - Do not contain anything which, taking into full account both the nature of the specific readership and generally prevailing community standards, is likely to cause serious offence to the community or a significant section of the community.
3. As a general rule all of the following types of material will be treated as paid advertising for the purposes of this policy:
 - Commercial advertisements, include private “for sale” notices
 - Public bulletins and notices from all Government sources including Department of Infrastructure and Regional Development, other Government Departments and service delivery providers to Government or Community.
 - Program or course details from community or not for profit organisations where any fees are payable for such courses or programs.
 - Tourism information including flight schedules
 - Job advertisements and expressions of interest
 - One-off community events that incur entry charges or other fees
4. As a general rule all of the following types of material will be treated as ‘free of charge’ advertising/community information for the purposes of this policy:
 - Community organisation notices of AGMs and meetings
 - Community organisation information of community interest for free activities only; paid entrance to programs or events are to be charged unless the monies are going towards charitable cause.
 - Public interest information such as weather details, emergency services details, requests for blood donations etc
 - Religious and cultural notices
 - Funeral, “In Memoriam” or “thank you” notices

- Any notices where the community organisation can demonstrate an inability to pay
5. Where there is any doubt about what category an advertisement of notice falls into, the Editorial Group will decide.
 6. The Shire will explore ways in which it can effectively and efficiently process advertising sales revenue collection.
 7. Incorporated and Unincorporated Community Groups will have the opportunity to register their organisation for free advertising. Advertising space will be given only for notice of events and programs that support community development. Community Groups can register with the Manager of Community Services.

Free advertising is subject to fair use in terms of size and frequency of space utilised as decided by the Editorial Group.

D. Distribution Policy

1. In recognition of the fact that the Shire requires financial contributions towards *The Islander*, the Shire will charge a nominal fee to purchase *The Islander*. This charge is levied on an “honour system” basis. From time to time the Shire will publish details about the extent to which the community is respecting the honour system.
2. The Shire will distribute *The Islander* to the community through as many outlets on-Island outlets as possible. The Shire will continuously seek ways in which to improve its distribution and return system, for example, through direct purchase or by commission sales through local outlets.
3. The Shire will monitor changes in population on the island and vary the amount of copies of *The Islander* produced accordingly.
4. In recognition of the fact that *The Islander* contains information about the Island of interest to ex-residents and off-island organisations, the Shire will distribute copies of *The Islander* to those on a mailing list. The mailing list includes individuals who subscribe to *The Islander* as well as to off-Island organisations and individuals targeted by the Shire to receive complementary copies of *The Islander*.

E. Shire Content Contribution

1. The Shire will maximise its use of *The Islander* as a means of publishing information and views about its activities, actions and undertakings. This includes, but is not limited to, publishing a President column, publishing public notices, providing news from work sections, reporting on decisions of Council of general interest, and otherwise providing Shire information considered to be of general, public or community interest.
2. The CEO will produce a column about council services and issues.
3. In order to ensure information is published about on-Island activities and events, the CEO may engage suitable persons to produce articles for the front and back page of *The Islander* on a paid basis.

4. The Shire will also encourage community members to contribute information, articles and letters of general interest.
5. Without limiting discussion within the Editorial Group about all material published in *The Islander*, the elected members on the Editorial Group will be responsible for dealing with all material submitted for publication in *The Islander* by elected members. The CEO will advise his opinion as to the need for legal advice about any material to be published.
6. The Shire will arrange translation for Shire articles in *The Islander* as determined by the Editorial Group and the current Shire Translation Policy (see section AD4)
7. A quarterly report will be prepared and submitted to the Editorial Committee on the number of issues sold for the purposes of determining print runs required from time to time.

Key Performance Indicators	Extent to which the community purchases copies of <i>The Islander</i> distributed. Timeliness of production of each issue. Extent to which Editorial Group applies the policy. Community feedback
Key words	The Islander Media
Related Policies	Editorial & Advertising Policy Corporate Business Plan, Community Strategic Plan
Delegation Level	CEO, Editorial Group
First Adopted by Council	2014
Resolution No.	50/14
Adoption Conditions	Nil
Consultation	Community access to copies of the policy as advertised in each edition of <i>The Islander</i>
Review by Council	26 September 2017
Resolution No.	88/17
Changes to Policy as a	Nil
Date Document Updated	September 2017
Review by Council	26 July 2022
Resolution No.	XX/22
Changes to Policy as a	Nil
Date Document Updated	July 2022
Next review date	September 2023

CS 2 – USE OF COMMUNITY FACILITIES

Objective

- To provide facilities to the community for cultural, recreational, sporting and other activities as required
- To provide facilities for civic purposes and other community services as co-ordinated through the Shire
- To manage the facilities in a way that ensures equitable, appropriate and affordable access to the community
- To maximise community use of facilities through planned asset maintenance and upgrade, promotion of the availability of facilities, booking planning and related strategies
- To generate income from the use of facilities to partially fund maintenance and upkeep of the facilities

Policy

General

1. The Shire Manager of Community Services is the contact point for the community to liaise with Shire on use of Community Facilities. Current community facilities are Poon Saan Community Hall and George Fam Centre meeting rooms.
2. Council will manage community facilities on behalf of the community for the amenity of the community. Amenity of the community means both direct uses by community organisations and community members and for civic and other community services provided or coordinated by the Shire.
3. Council will maintain management of current facilities and will seek to expand community facilities under its management wherever possible and appropriate.
4. Council will work with the Commonwealth to negotiate the best arrangements under which Council will own and/or manage these facilities.
5. Council will set fees and charges for use of community facilities through its annual budget. Council will determine fees and charges for new facilities on a needs basis between annual budgets. Fees and charges will not be levied on a cost recovery basis; rather fees and charges will go towards the maintenance and upkeep of the facilities.
6. Council will maintain all insurances and indemnities required and keep the facilities in a good condition to ensure safe access and use by the community.

Conditions of Use

Priority of access and use of community facilities will be given as follows:

- Community activities by community groups (eg community festivals, cultural and religious events, school holiday recreation programs, public meetings, local and Federal government elections)
 - Private or club activities by community groups (eg sports and leisure events, training courses and meetings)
 - Private community use (eg weddings and other private functions)
 - Commercial use (eg trade fairs, promotion of products and services)
7. Notwithstanding any request for use or access, the Shire reserves the right to refuse any such request or to cancel a booking once made for any reason.
8. Access to community facilities will be on the following general terms (where applicable):
- No use or access of the facility without the prior agreement of the Shire.
 - All air conditioners, ceiling fans and lights must be turned off when not in use/at the end of hire/use period.
 - The facility must be locked when not in use/at the end of hire/use period.
 - The facility must be returned in good and clean condition. In the event of any damage or a requirement to do additional cleaning, the user will be responsible for the cost incurred.
 - Two working days notice of cancellation must be given or fee will be charged (where applicable).
 - A deposit of \$35 must be paid for issuance of a key to the facility. This will be refunded on return of the key. The key must be returned on the next working day after the facility has been used, or sooner if arranged. The deposit fee is payable at the Community Services Section at the George Fam Centre during office hours.
 - No fixtures or fittings can be placed in the facility without prior advice to and permission from the Shire.
 - The Shire must be advised of any proposed activity in the facility that requires a permit or licence (eg fire crackers, selling of alcohol, food stalls).
 - The Shire reserves the right to refuse or cancel facility hire if the Shire believes any proposed activity in the precinct is dangerous, hazardous or affects the amenity of the facility.
9. Keys are provided on the basis that they are for the specific use of the facility only.
10. In the case of regular or recurrent users, keys will be able to be kept rather than returned between uses on the basis that the keys are not given to anyone else to use, and a maximum of 2 keys are issued to the organisation concerned.
11. Invoices will be issued requesting advance payment for all regular and block bookings for use of the facility and must be paid according to the terms and conditions as indicated on the invoices.
12. Should payment for use of the facility not be complied with, the Shire reserves the right to deny access to its facility and replacement of new locks at the costs of the users.

Free of Charge Use

13. In certain circumstances the Shire has the right to provide access to facilities on a free of charge basis. Free of charge access will only be considered in the following circumstances:
- The activity for which the facility is required is a community activity by a community group; that is, it is open to any member of the community to attend; and
 - The activity is free of charge
14. The Chief Executive Officer is delegated the authority to determine free of charge use on a case-by-case basis. Free of charge use can be agreed on a one-off basis for a particular event or for a period of up to one year in the case of regular or recurrent use. Regular or recurrent use means at least twice per month.

Storage Facilities

15. In certain circumstances use of ancillary facilities such as storage areas can be included in facility hire charges or free of charge use. As a general rule storage facilities would only be available for recurrent or regular community group users of a facility on the following terms and conditions:
- The Shire will allocate the storage area
 - The Shire will have the right to withdraw or change storage area use, including requiring storage areas to be shared, to accommodate other needs
 - The Shire will have first call on storage areas for its own use
 - No appliance or other fixture or fitting can be installed in a storage area unless the Shire grants permission
 - Misuse of a storage area will result in withdrawal of access
 - Keys will be made available to be held by the regular or recurrent user provided that the key deposit is paid and the other key use conditions are adhered to.

In all other circumstances storage fees will apply as per the fee schedule.

Community Facility fees and charges

16. The fees and charges for use of community facilities shall be the rates as fixed by the Shire of Christmas Island in its Annual Fees and Charges Schedule. Details of the fees and charges applicable to Use of Community Facility are obtainable from the Shire.

Community Gazebos, Playgrounds and BBQ areas

17. The Shire of Christmas Island manages the Foreshore Padang, Prickle Park in Silver City, Drumsite Park, Poon Saan Park, Taman Sweetland Park and several other reserves.

These park spaces and the amenities within them (BBQ areas, gazebos, play equipment) cannot be reserved by members of the public via social media or by the placing of 'reserve' signage onsite.

Persons who wish to reserve a park area, a BBQ area or gazebo in a Shire reserve must write to the CEO for permission detailing the time, date and proposed activity.

Key Performance Indicators	Extent to which community understands the policy as demonstrated by applications for use and acceptance and adherence to conditions of use
Key Words	Community Facilities Hire & Use of Facilities Free of Charge use
Related Policies	
Related Procedures/ Documents	Various booking forms
Delegation Level	CEO
First Adopted by Council	24 August 2010
Resolution No.	127/10
Adoption Conditions	Nil
Consultation	Community to be advised of policy via The Islander. Existing regular users of community facilities to be advised of policy via a letter
Reviewed by Council	26 September 2017
Resolution No.	88/17
Adoption Conditions	Nil
Changes to Policy as a Result of Review	
Date Document Updated	September 2017
Reviewed by Council	26 July 2022
Resolution No.	XX/22
Adoption Conditions	Nil
Changes to Policy as a Result of Review	Section 17, detailing the requirement for members of the public to write to the CEO to request for reservation requests for private events.
Date Document Updated	July 2022
Next Review Date	July 2024

CS 3 – COMMUNITY WELFARE FUND**Objective**

The purpose of the Community Welfare Fund is to provide financial support and services to people in need. The main objectives of the fund are to:

- Provide support or services to the elderly, the disabled, and the disadvantaged to assist them to meet needs that are not available from other sources.
- Provide financial support to destitute people to meet specific needs.

Policy**Background**

The Community Welfare Fund was first established during the British Phosphate Commissioners (BPC) period and was known as the Retired Employees, Widows and Orphans (REWO) Fund. The main objective of the REWO Fund was to assist all retired BPC employees and their dependents (in the case of deceased) with financial difficulties. The Fund also provided general welfare and assistance to Christmas Island residents.

When the Phosphate Mining Company of Christmas Island (PMCI) took over the mining in 1981, the fund was renamed PMCI Community Welfare Fund. The PMCI CWF had a similar role to the REWO Fund but the objectives were broader. The CWF provided general assistance to charitable organisations, medical treatments, festivals, and temple and mosque minor repairs and maintenance.

In 1985, the responsibility of the PMCI CWF was directed to the then Christmas Island Assembly. Following the dismissal of the Assembly in 1987, the CWF became the responsibility of the Christmas Island Administrator.

In 1993, the Shire accepted responsibility for the Fund and have made disbursements from it based on written requests from members of the public in times of need.

How the Fund will be managed

The CWF Management Committee will assess applications from individuals and community groups and make recommendations to Council of the Shire of Christmas Island for their approval on the allocation of funds.

The Shire President may approve recommendations by the CWF Committee for sums of up to \$1000 and report any approved applications at the next Council Meeting.

The CWF Management Committee will be elected after each Shire Ordinary Election and will form the Manager of Community Services and two elected Council representatives. The Manager of Community Services and CEO are to arrange for this election as an item of business at the first Ordinary Council meeting after an election.

In order to keep the Fund at a sustainable level, the Shire will need to look at donations and other means of sourcing funds. The CWF Management Committee will be responsible for sourcing and/or recommending ways to obtain additional funds.

How to Access the Fund

- Who Can Apply

Individuals and charitable organisations can make applications for Community Welfare Fund assistance.

Individuals must be bona fide residents who have lived on Christmas Island for not less than three years.

Charitable organisations must be solely concerned with meeting objectives for Christmas Islanders.

Council does not intend that the grants be used for monetary gain or profit. The intention of the grant is to help individuals, groups/organisations to meet their needs as stated in their application.

Grants will not be made where other sources of support are available. Examples of other sources of support include Commonwealth funds, WA-type grants through TOP, and Home and Community Care services.

- Level & conditions of Grant

Other than in exceptional circumstances, grants will be limited up to \$1000 per application.

In relevant cases, in-kind support to a similar value can be provided. In-kind support may include office services (printing, typing, mailing etc), technical assistance (transport or access to plant and equipment) or advice/advocacy.

Applications for funding must be received and approved prior to the associated expenses, services, activities or project taking place.

Applications must be duly signed by the individual or the relevant President of the organisation applying for the grant. Applications received without the signature(s) will NOT be accepted.

In the event that an applicant is unhappy with the outcome of their application, an appeal may be lodged to Council for further consideration.

- How to Apply

Applications for funding can be submitted to the Shire of Christmas Island at any time. Applications should be in writing and should clearly set out the circumstances of need.

Council's Community Welfare Fund Management Committee will firstly assess all Community Welfare Fund Applications. They will then be presented to a full Council Meeting for final consideration and endorsement.

Applicants are advised that the application process may take up to six (6) weeks to process, depending on Council Meeting dates. In exceptional cases, grants may be assessed more urgently.

Applications can either be emailed, faxed, posted or hand delivered to:

Office of the Manager of Community Services
c/o Shire of Christmas Island
PO Box 863, CHRISTMAS ISLAND, 6798

Tel: 9164 8300 ext 233

Fax: 9164 8304

Email: oliver@shire.gov.cx

If you require any further information or assistance in making an application, please do not hesitate to contact Council's Manager Community Services at 9164 8300.

Key Performance Indicators	Applications for assistance are considered in a timely manner The fund is sustained
Key Words	Welfare, need, fund, residents
Related Policies	
Related Procedures/ Documents	
Delegation Level	Committee
First Adopted by Council Resolution No.	11 December 2001 179/01
Adoption Conditions Consultation	
Reviewed by Council Resolution No.	26 September 2017 88/17
Changes to Policy as a Result of Review	
Reviewed by Council Resolution No.	26 July 2022 XX/22
Changes to Policy as a Result of Review	Nil
Date Document Updated	July 2022
Next Review Date	July 2024

EM 1 – POLICY DEVELOPMENT AND REVIEW**Objective**

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

Policy

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

8. Policies will be numbered sequentially as they are raised and entered into the Policy Manual once adopted by Council.

REVIEW OF POLICIES

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

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

IMPLEMENTATION OF NEW POLICIES

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

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

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

AMENDED AND REVOKED POLICIES

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

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

Key Performance
Indicators

Key Words
Related Policies

Extent to which new policies are
developed in adherence to this policy
Extent to which priorities set by Council
for policy development are adhered to
Extent to which policy objectives set by
Council are addressed in policy
development
Policy development
EM3 - Community Consultation Policy

Related Procedures/ Documents	Policy Development Procedure
Delegation Level	Council
First Adopted by Council	5 March 2002
Resolution No.	35/02
Adoption Conditions	Nil
Consultation	Not required
Review by Council	26 September 2017
Resolution No.	88/17
Changes to Policy as a Result of Review	No substantive amendments
Review by Council	26 July 2022
Resolution No.	XX/22
Changes to Policy as a Result of Review	Removed requirement for JCC to be involved in Policy Review.
Date Document Updated	July 2022
Next Review Date	July 2024

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

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

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

Policy

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

8. Council will decide applications for donations received by 30 June as soon as practicable after the budget is adopted. Council will decide applications arising during the financial year as soon as practicable after these have been received.
9. Allocations to groups and persons shall be determined in order to achieve an equitable distribution of funds throughout the community. Council may allocate funds to individuals or private organisations where, in the opinion of Council the donation is in the interests of the community. Examples of such donations would include assistance to sports persons, artists or researchers. Council may allocate funds to organisations and persons outside the Shire providing Council is of the opinion that the activities of the organisation or person provide a direct benefit to the Shire of Christmas Island.
10. Council will decide all applications requesting a donation of \$1,000 or more. The CEO will refer such applications to Council via a report to a Council meeting. The CEO will have discretion, subject to budget, to decide applications for donations under \$1,000. Where Council has approved the application as per point 7 above, the CEO is authorised to pay the donation at the time required by the organisation or individual.
11. Council may by resolution delegate the responsibility for determining applications in each year to the Shire President, Chief Executive Officer or a Standing or Advisory Committee as defined by the Local Government Act.

Key Performance Indicators	Timeliness and adequacy of advertisements in accordance with the policy The extent to which applications are received by 30 June each year The extent to which funds are distributed equitably and meet community needs
Key Words	Donations
Related Policies	CS3 - Community Welfare Fund
Related Procedures/ Documents	Annual Budget
Delegation Level	Council, CEO
First Adopted by Council	28 May 2002
Resolution No.	En bloc resolution 04/02
Adoption Conditions	Nil
Consultation	None specifically required Articles and advertisements in the Islander calling for applications
Review by Council	26 September 2017
Resolution No.	88/17
Changes to Policy as a Result of Review	Amended by adding new 6 th dot point
Review by Council	26 July 2022
Resolution No.	XX/22
Changes to Policy as a Result of Review	Nil
Date Document Updated	July 2022
Next Review Date	September 2024

EM 3 – COMMUNITY CONSULTATION**Objective**

- To develop methods of identifying the impact of Council proposals and functions on the community of Christmas Island;
- To define the level of consultation relevant to Council issues;
- To detail the requirements for consultation;
- To outline the procedure Council will use when undertaking consultation and considering submissions;
- To provide guidance to meet statutory requirements to consult with the community
- To provide Council the ability to make better decisions for the whole community.
- To promote the principles of good governance via community engagement and participation.

Policy

1. Council is committed to providing the community with
 - Adequate and appropriate opportunities to be kept informed;
 - Opportunities to comment on and respond to current issues and proposals;
 - A sense of ownership of key Council functions and activities;
 - A workable partnership where the interests of the people of Christmas Island are represented; and
 - A partnership focusing on achieving the overall strategic direction for Christmas Island.
2. There are four general categories where Council will consider effective and appropriate consultation with the community:
 - A. Where Council has statutory obligations to consult members of the community in specific circumstances. For example, the Shire's Community Strategic Plan and Annual Budget.
 - B. Where development, use, activities and works of Council may or will have a substantial impact on the character, amenity or function of Christmas Island. For example, significant changes to service delivery such as new methods of waste collection; new policies and/or strategic direction such as the Shire's Community Strategic Plan.
 - C. Where there are proposals by the Commonwealth or other bodies/businesses that are likely to be of Shire wide significance.
 - D. Where Council may be requested by the Commonwealth or other bodies/businesses to participate in consultative processes on matters of importance to the community of Christmas Island.

In each case Council will determine the appropriate level and type of community consultation.

3. Where directed by the Council, or required by legislation, the CEO will develop a consultation programme which will focus on the following:
 - A. The specific objectives of consultation, including but not limited to:
 - Raising awareness about a particular issue
 - Establishing communication links with the community
 - Encouraging active participation in planning
 - Collecting views, opinions and ideas, and
 - Building trust and confidence between Council and the community;
 - B. The consultation mechanisms to be used, including but not limited to:
 - Advertising in The Islander, through 6RCI and via the roundabout board
 - Post-box drops or Council public notices
 - Workshops or forums
 - Public meetings
 - Formation of working groups, and
 - Targeting specific groups in the community by direct contact.
 - C. Timeline of the process.
 - D. Costs and budget implications.
 - E. Method(s) of informing the community of outcomes.

Key Performance Indicators	Extent to which community consultation is applied in accordance with its policy Effectiveness of community consultation processes identified
Key Words	Timeliness of community consultation process including report back to Council Community, consultation, Council activities and programmes, Commonwealth activities and programmes
Related Policies	EM1 - Policy Development Policy
Related Procedures/ Documents	Policy Development Procedure
Delegation Level	Council & CEO
First Adopted by Council	15 October 2002
Resolution No.	181/02
Adoption Conditions	
Review by Council	26 September 2017
Resolution No.	88/17
Changes to Policy as a Result of Review	One minor amendment to reflect a change in name for the local radio station
Review by Council	26 July 2022
Resolution No.	XX/22
Changes to Policy as a Result of Review	Nil
Date Document Updated	July 2022
Date of Next Review	July 2024

EM 4 – MEMBER ALLOWANCES

Objective

- To document the manner in which member allowances are calculated and paid.

Policy

1. The Local Government Act & Regulations set the parameters in which members can be paid or reimbursed for their time and expenditure on council business. This policy sets out how these parameters will apply to Shire of Christmas Island councillors.
2. The WA Salaries and Allowances Act (1975) (WA)(CI) Determination of the Salaries and Allowances Tribunal for Local Government, Chief Executive Officers and Elected Members (the Tribunal) sets the remuneration for elected members and CEOs in WA Local Government.

The Shire shall follow the Tribunal's band setting for the Christmas Island district and adopt a remuneration determination for sitting fees and local government allowance to comply that band setting by Council Resolution.

3. The attendance fees and local government allowance will be paid in quarterly instalments in arrears. Payments will be taxed and paid to members in the pay period closest to the end of the months of January, April, July and October.
4. Off-Island travel expenses will be reimbursed in accordance with EM 6 – Travel Reimbursement Policy.
5. Other expenses incurred by a member in performing a local government function must be expressly authorised before the expense is incurred. Evidence of expenditure must be provided by the member before reimbursement.

Key Performance Indicators	Extent to which fees and allowances are paid in adherence to this policy
Key Words	Allowances, members, fees, expenses
Related Policies	EM6 - Travel Reimbursement
Related Procedures	
Delegation Level	Council
First Adopted by Council	27 April 2004
Resolution No.	35/04
Adoption Conditions	Absolute Majority
Consultation	None
Review by Council	26 September 2017
Resolution No.	88/17

Changes to Policy as a Result of Review	Increase to Member allowances pursuant to the Local Government Act 1995 (WA) (CI) Administration Regulations 2005
Date Document Updated	September 2017
Review by Council	26 July 2022
Resolution No.	XX/22
Changes to Policy as a Result of Review	Nil
Date Document Updated	July 2022

EM 5 – ELECTED MEMBERS TRAINING & DEVELOPMENT
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Objective

- To provide for the development of the elected members of Council in fields directly associated with the provision of local government services.
- To assist in the overall organisation and budgeting of the conferences and other training and development opportunities.

Policy

1. Council recognises the importance of managing its affairs in a manner that is compliant with legislation and strives for relevant best practice. The development of member's knowledge and experience of Local Government / mainland practices is vital to the continued development of the organisation and the district.
2. Council maintains links with mainland Local Government organisations, including the Western Australian Local Government Association and the Australian Local Government Association. These links provide avenues of information, education, training and advice to Councillors.
3. Council will participate in Local Government forums such as Association meetings and Conferences to the extent it is practical or relevant to do so.
4. Council will encourage member attendance at relevant Local Government training, whether associated with Local Government conferences or arranged otherwise. Council recognises the need to provide both new and experienced members with training to keep knowledge current.
5. In recognition of the cost of participation in mainland forums, Council will endeavour to 'value add' to participation in these by organising other activities and meetings to occur at the same time.
6. Council will decide the budget each year for member development and decide member participation in specific training and development activities.
7. The Chief Executive Officer will ensure that members receive circulars, magazines, newsletters, advices and other information necessary for members to keep abreast of legislative and other trends and developments in Local Government generally and the Shire specifically.
8. In line with the continual professional development requirements of Councillors and the new section 5.126 of the Local Government Act (WA)(CI)(1995) in 2020, the Shire will ensure that Councillors complete the *Council Member Essential Units* required to meet the standards for all newly elected Members.

The *Council Member Essential Units* are:

- a) *Understanding local government*
- b) *Serving on council*
- c) *Meeting procedures*
- d) *Conflicts of interest*
- e) *Understanding of financial reports and budgets*

Council will engage WALGA to deliver the coursework to Councillors via the WALGA online training platform.

Key Performance Indicators	Timeliness and effectiveness of training and development programs The extent to which members attend conferences
Key Words	Conferences, training, travel
Related Policies	EM6 - Travel Reimbursement; Annual Budget
Related Procedures	Travel claim forms
Delegation Level	Council
Reviewed by Council	26 September 2017
Resolution No.	88/17
Changes to Policy as a Result of Review	
Date Document Updated	September 2017
Next Review Date	September 2021
File Reference	2.2.2

EM 6 – TRAVEL REIMBURSEMENT

Objective

- To provide financial assistance to elected members, management and staff to allow them to travel and develop their skills and knowledge base for the ongoing performance of their official duties.
- To reimburse travel costs incurred by Shire Councillors travelling off Island to perform a function in his or her capacity as a Council Member.

Policy

1. In accordance with the requirements of the legislation, travel costs will be reimbursed on the basis of demonstrated actual expenditure of such costs, up to the general limits set by this policy.
2. The nature and range of travel costs reimbursed will be as follows:
 - (a) Taxi and other ride-sharing fares for travelling to and from airports to accommodation and to conferences and SOCI business meetings.

Shire representatives, management and staff have to collect receipts of taxi and ride-sharing fares for presentation to the finance team upon return to the island for reimbursement.
 - (b) Where a Member, Manager or staff chooses to stay in private accommodation, and doesn't incur any accommodation costs, a hire car will be made available if required.
 - (c) Car hire will also be considered when it is likely that the person will require on average more than 6 taxis per day during their travel.
 - (d) Other costs incurred for the travel; receipts must be presented to the finance section upon return for consideration.
3. The Shire will directly book and pay for airfares and accommodation as needed for travelling Shire parties.
4. The Shire will pay the travel allowance as per the Enterprise Agreement in force to the travelling Shire party before departure. This requires the travelling party to have filled in the travel allowance form available in the finance section and have it signed off by the CEO.

5. As a general rule receipts are required as evidence of expenditure. If the travelling party cannot provide such evidence, a statutory declaration will be acceptable. For ease of administration, standard forms will be available to calculate the extent of an entitlement to be advanced for travelling Shire parties.

Key Performance Indicators	Accuracy and timeliness of processing of member allowance advances and claims Extent to which members provide details of travel expenditure within 4 weeks of return from travel
Key Words	Accommodation, airfares, incidental expenses
Related Policies	Elected members attendance at Local Government Week Perth and National Government Week Canberra
Related Procedures/ Documents	Member Expenses Calculation Form Member Expenses Claim Form
Delegation Level	CEO
First Adopted by Council Resolution No.	16 October 2001 1/01
Adoption Conditions	Nil
Consultation	Nil
Reviewed by Council Resolution No.	26 September 2017 88/17
Changes to Policy as a Result of Review	Amendment made to clarify the circumstances in which hiring a car would be preferred manner of covering travel associated with an off-Island trip
Reviewed by Council Resolution No.	26 July 2022 XX/22
Changes to Policy as a Result of Review	Removed references to outdated reimbursement practices. The Shire pays for airfare and accommodation for all travel requirements; these were previously listed as items that were 'reimbursable' to the travelling party.
Date Document Updated	July 2022

EM 7 – COUNCIL EMPLOYMENT

Objective

- To give practical effect to the requirements of the Local Government Act 1995 (WA) (CI) and employment legislation
- To highlight the importance of good employment policy and practice in the provision of Council services to the community
- To provide and promote a workplace where employees are treated fairly and equally, where diversity is encouraged and Equal Opportunity principles are adhered to

Policy

General Principles

1. The recruitment and promotion of employees will be on the basis of merit and equity. All employees can expect to be treated fairly and consistently, with respect and honesty, culturally appropriately, and without discrimination, favour or patronage.
2. All employees will be provided with a safe, healthy and harassment free work environment.
3. The Shire will consult with employees and the Union on all employment related issues. A Joint Consultative Committee will be maintained for this purpose.
4. Wherever possible, local residents will be engaged, and locally resident employees given opportunities to advance within the Shire, either by promotion or through the creation of higher-level positions.
5. All vacant or newly created positions will be advertised internally prior to any external recruitment. The first level of external recruitment will be on-Island recruitment.
6. Workplace representatives of the Union of Christmas Island Workers will participate in recruitment and selection processes for all vacant or newly created positions, other than the position of Chief Executive Officer. The Union will nominate their representative in each case.
7. External recruitment, where required, will utilise the most appropriate method to effectively target high calibre employees with personal and professional attributes suited to, and an affinity with, the Island and the Shire. Recruitment methods may include public notices, newspaper advertisement, trade paper advertisement, the use of employment agencies such as LOGO, or targeted selection.
8. The Shire will strive to create direct employment opportunities for the performance of its work rather than utilise contractors or consultants, provided it is operationally efficient to do so and the skills required are available internally or on-Island.
9. The Enterprise Agreement and employment-related legislation will be appropriately and accurately applied in the workplace. Wherever possible, conditions of employment will be included in the Enterprise Agreement. The Shire will work with the UCIW to maintain, and enhance where necessary, the Enterprise Agreement conditions.

10. All employees will be subject to an appropriate and effective annual staff performance appraisal.
11. All new employees shall be required, at Council's expense, to undergo a Pre-Employment Medical Assessment that results in a written report to the Chief Executive Officer. All appointment letters for new employees are to be expressed as offers of employment "subject to the receipt of a Pre-Employment Medical Assessment confirming fitness for the required duties of the position".

Creation of positions

1. All proposals to create new positions in the Shire will be referred to the council by the CEO.
2. All proposals will include details about the name of the position, the section the position is to be located in, the salary level to apply, the main position objectives, the nature, type and/or term of employment, including whether the position is to be designated as a senior employee position, and the recruitment method to apply.
3. An organisation chart will accompany the proposal, as will any budget variation required to establish and fill the position. Details should also be provided about consultation with employees undertaken and any other relevant information about the impact of the position on existing employees or their positions.
4. At least annually, the CEO will present the council with an up-to-date organisation chart showing organisational relationships, current incumbents and their salary levels. Any reclassifications, promotions or new appointments that have occurred over the previous year, will be highlighted.
5. As a general rule the council will not designate any position or class of positions as senior employees. The reason for this is that, due to the legislative requirement to employ such people on fixed term contracts, it is not desirable to have some members of a class of employees designated as senior employees and not others. In the alternative, the Shire cannot expect senior staff on permanent employment conditions to change to a fixed term contract. The exception may be in cases where a specialist position is established for a short term and/or has no direct managerial functions.

Recruitment/appointment to positions

1. Except in the case of the CEO, the CEO will be responsible for the recruitment of persons to any vacant or newly created positions. Except in the case of a designated senior employee, the CEO will appoint a person to the position. The CEO will refer his or her recommendation about the appointment of a senior employee to council for endorsement.
2. In the case of the CEO, the President, along with two Councillors appointed by the council, will be responsible for recruitment to this position. Their recommendation will be referred to council for endorsement.
3. In all cases a new or vacant position will be advertised internally in the first instance. If no suitably qualified person is identified by this method, then the agreed external recruitment process will be followed.
4. Unless a selective recruitment method has been agreed, on-Island advertisement via a public notice will be the second level of recruitment. This advertisement may run concurrently with a wider advertisement process.
5. Selective recruitment may be used in the following circumstances:

- (a) Where a person is known to the Shire to be capable of performing the work required to a high standard, through previous work with the Shire or another on-Island employer;
 - (b) Where a person is known to the Shire to have personal attributes suited to and in affinity with the cultural, social and physical features of the island; and
 - (c) The work is of a fixed term, temporary or specialist nature; or
 - (d) The person is known to be the best person for the job through previous experience in the position.
6. Where recruitment extends off Island, prospective employees will be brought to the Island at the final stage in the selection process. This will allow the Shire to assess the personal attributes of the potential employee in the local context as well as allow the prospective employee the opportunity to gain experience of the Island first hand. Although this adds costs to the recruitment process, there is efficiency in ensuring that the candidate most likely to succeed for both the Shire and the Island is chosen.
7. In any position recruited off Island -
- (a) Emphasis in the job description will be given to the skill development of local employees.
 - (b) As a general rule the Shire will provide fully furnished accommodation to reduce the expenses involved in relocating an employee to the Island.

Recruitment for temporary or relief work

- 1. From time to time the Shire has a requirement to fill positions temporarily due to employees taking leave or to meet short-term additional work requirements.
- 2. As a general rule, the CEO will be guided by the following principles in the filling of temporary vacancies:
 - a. The Shire will provide higher duties opportunities to permanent employees and recruit relief employees into the lowest level position made vacant by higher duties arrangements. Opportunities for a temporary transfer from one section of the Shire to that section requiring a relief employee will be encouraged provided that it is operationally efficient to do so.
 - b. The Shire may contact the local employment services provider for a list of residents seeking employment on the island for consideration. Alternatively, the Shire may establish and maintain a list of residents seeking work with the Shire and to offer casual work to people on this list with the required skills. The Shire may advertise for interested residents to put their names on this list along with details about previous work experience and the like.
 - c. Where a temporary position is to be filled by a more formal recruitment process, a workplace representative of the Union of Christmas Island Workers will participate in the interview and selection process.

Handover between positions

- 1. Wherever possible, a handover period will be arranged between the incoming and outgoing employee. Where positions involve off-Island recruitment, such a handover will involve additional cost, particularly accommodation and salary costs, which will need to be budgeted for. However, the usefulness of such a handover in terms of

general familiarisation and the handover of projects and information justifies this additional cost.

2. In the case of the CEO, council will ensure that a handover period occurs. This handover will include the completion of the compliance return to the point of departure of the out-going CEO and a period in which the incoming CEO takes over the position. The requirement to participate in a handover process will be included in the contract of the CEO.

Employment Conditions - CEO

1. In accordance with the Local Government Act 1995 (WA) (CI) the CEO will be employed on a contract of no more than 5 years' duration. The contract will include the following provisions:
 - a. An option to extend the term at the council's discretion
 - b. Performance criteria and the process and timing of performance appraisals
 - c. Job description
 - d. Handover requirement
 - e. Conditions of employment
2. Conditions of employment for the CEO will be determined by the council using the following as a guide:
 - a. A salary rate inclusive of a consideration for living in the district of an amount comparable to CEO positions in remote areas of WA.
 - b. Provision of subsidised housing
 - c. Superannuation on comparable terms to other Shire employees
 - d. Provision of a suitable vehicle with private use at no cost
 - e. Relocation assistance on comparable terms to other Shire employees
 - f. Provision for leave on comparable terms to other Shire employees
 - g. Provision for leave airfares on comparable terms to other Shire employees
3. Where the position is advertised, the total value of all remuneration and benefits payable to the position will be included in the advertisement and detailed job information.

Employment Conditions – all other employees

1. In applying employment conditions to all employees the CEO will observe the provisions of the Shire of Christmas Island – UCIW Enterprise Agreement in force.
2. All relevant employment related legislation will apply, as will any conditions determined by Council policy, eg vehicle policy and subsidised housing.
3. As a general rule the minimum conditions specified in the Enterprise Agreement will apply. Where the CEO is of the view that above minimum conditions should apply, for example a negotiated salary, these conditions will be determined consistent with the Enterprise Agreement. Proposed conditions that are wholly outside the Enterprise Agreement must be referred to Council for endorsement.

Performance appraisal

1. All employees will be subject to an appropriate method of performance appraisal at least annually. Such an appraisal may or may not be tied to an incremental salary increase, depending on the conditions that apply.
2. Performance appraisal criteria for the CEO will be included in his or her contract.
3. The CEO, or the person(s) to whom this role has been delegated by the CEO, will undertake the performance appraisal for all employees other than the CEO.
4. The President and two Councillors will be responsible for undertaking the performance appraisal of the CEO. The Shire's Governance, Research, Policy and Grants Manager or other designated person with the requisite knowledge and experience will assist the President and Councillors in this appraisal.

Finishing work policy

1. As a general rule, the Shire will only pay the Enterprise Agreement and/or contractual entitlements to employees who finish work with the Shire such as payment of accrued sick leave, RDO hours, long service leave and annual leave.
2. In certain circumstances the council may consider a proposal to pay an additional benefit to an employee finishing work with the Shire:
 - a. Council believes an additional payment is merited on the basis that the employee has performed their work to an outstanding degree, and made a contribution over and above what was expected of them in their job.
 - b. The employee has served at least 10 years continuously with the Shire and has shown exemplary service during their employment.
 - c. The additional payment proposed is no more than the equivalent of 6 months' salary for the employee concerned, whether as a cash or non-cash benefit.
 - d. This policy does not apply to the presentation of a gift to an employee leaving the Shire of \$50 or less value.
 - e. Council will ensure that the community is notified of this policy in accordance with section 5.50 of the Act.
 - f. Any decision to vary this policy in a particular case will also be the subject of notification to the community in accordance with section 5.50 of the Act.

Key Performance Indicators	Extent of adherence to the policy
Key Words	Employee satisfaction with work at the Shire
Related Policies	Employment, recruitment, conditions of employment
Related Procedures/ Documents	HR Policy & Procedure Manual
Delegation Level	Chief Executive Officer, Council
First Adopted by Council Resolution No.	19 September 2000 149/00

Adoption Conditions Consultation	Nil Consultation through JCC
Reviewed by Council Resolution No.	24 July 2001 109/01
Changes to Policy as a Result of Review	Inclusion of Finishing Work Policy
Reviewed by Council Resolution No.	26 September 2017 88/17
Changes to Policy as a Result of Review	Employment Medical Assessment Performance Appraisal Recruitment & Selection process to include Union workplace representative.
Date Document Updated	September 2017
Reviewed by Council Resolution No.	26 July 2022 XX/22
Changes to Policy as a Result of Review	Finishing work policy additional payment policy extended to six months and the pre-requisite for application doubled from five to ten years of service.
Date Document Updated	July 2022
Date Review Due	July 2024

EM 8 – ELECTED MEMBER AND CEO ATTENDANCE AT EVENTS

Objective

The event attendance policy is to enable elected members and the Chief Executive Officer (CEO) to attend events as a representative of the Shire without restricting their ability to participate in council meetings in accordance with section 5.90A of the *Local Government Act 1995*.

This policy is not to be used as a mechanism to avoid conflict of interest provisions.

POLICY SCOPE:

This policy applies to all Elected Members and the Chief Executive Officer.

DEFINITIONS:

closely associated person has the meaning given to it in the Act.

event has the meaning given to it in the Act and Regulations, however it does not include an event run by the Shire.

gift has the meaning given to it in the Act and Regulations.

POLICY STATEMENT:

1. This policy addresses invited attendance at any events, including concerts, conferences, forums, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. It does not address attending public non-ticketed cultural and religious events on Christmas Island where the Chief Executive Officer (CEO) or Elected Members participate in as island residents.

The purpose of the policy is to provide transparency about the attendance at events of elected members and the Chief Executive Officer (CEO) and provide a framework for the acceptance of invitations.

Event attendance register

2. The CEO shall maintain an event attendance register listing events attended by elected members in their civic capacity, where they have been invited or received tickets, regardless of value. Elected members are required to declare their event attendance within ten (10) days. The register is listed in Schedule A.

3. Each elected member is required to declare the following information on the register:

- a. who invited the member or provided the tickets to the event
- b. the description of the event
- c. the location of the event
- d. the date of the event

- e. the role that the elected member fulfilled at the event (i.e. presenter, observer or participant)
- f. the benefit of the elected member attending the event for the Shire of Christmas Island
- g. the value of the event (if any).

4. Where the value of the event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act.

5. The event attendance register shall be published on the Shire website and updated at least once a month, provided attendance at an event is declared.

Events pre-approved by Council

6. Where the value of an event attended exceeds \$300, and the donor has a matter before Council, the attendee must disclose an interest relating to the event attendance as a 'closely associated person'. Such disclosure prevents an elected member from participating in debate or voting on that matter, or in the case of the CEO, providing advice on the matter, unless otherwise pre-approved by Council under clause 7 of this policy.

7. In accordance with the Act, Council may resolve to pre-approve attendance to a specific event. It must do this through a Council resolution at an Ordinary Council Meeting in advance of the event.

In this circumstance, the attendee will not need to disclose an interest relating to that event attended as a 'closely associated person'.

Attending a pre-approved event means that an elected member can participate in debate and vote on the matter, or in the case of the CEO, can provide advice.

All pre-approved events shall be recorded in Schedule B of this policy.

8. Where the value of the pre-approved event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act.

Event invitations or tickets addressed to the Shire of Christmas Island

9. Where event invitations or tickets are addressed to the Shire of Christmas Island, and not an individual, the Council shall determine how they are to be allocated at a Council Meeting.

10. Should the recipient of an event invitation or ticket, received under clause 9, be an elected member or the CEO, and the value of the event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or the CEO must declare the event attendance a gift in accordance with sections 5.87A and 5.87B of the Act.

Purchase of event tickets by the Shire of Christmas Island

11. Where it is considered significant and necessary for a representative of the Shire to attend an event, in line with considerations made under clause 11 of this policy, the CEO may approve the purchase of event tickets. Any approval to purchase event tickets must be in line with the adopted annual budget.

12. Clause 11 does not apply to the purchase of conference tickets and any associated costs thereof. Purchases relating to conference tickets, and any associated costs thereof, must be in line with the Policy for Elected Member Professional Development.

Schedule A – Elected Member and CEO Event Attendance

Party that Invited the Member	Event Description	Location	Date	The role that the elected member fulfilled at the event (i.e. presenter, observer or participant)	The benefit of the elected member attending the event for the Shire of Christmas Island	The value of the event (if any)

Schedule B – Events Authorised in Advance

Event	Date of Event	Approved Attendees	Approved local government contribution to cost	Date of Council Resolution

RELATED DOCUMENTS:

Local Government Act 1995

Local Government (Administration) Regulation 1996

Key Performance Indicators	Extent of adherence to the policy
Key Words	Compliance with Act
Related Policies	Elected Member, CEO, Event
Related Procedures/ Documents	
Delegation Level	Chief Executive Officer, Council
First Adopted by Council	February 2021
Resolution No.	4/21
Adoption Conditions	Absolute Majority
Consultation	Manager of Policy consulted with DPLH
Date Document Updated	n/a
Date Review Due	September 2021
Review Date	26 th July 2022
Adoption Conditions	Absolute Majority
Changed Items	Nil
Date Document Updated	July 2022
Date Review Due	July 2024

EM 9 – Professional Development for Elected Members Policy

Objective

Pursuant to Section 5.128 of the Local Government Act 1995 (WA)(CI), the Shire will ensure that all Elected Members meet and comply with the professional development required for Elected Members under the Act.

The Shire shall encourage Elected Members to undertake other professional development opportunities related to their roles as Elected Members under the Act.

POLICY SCOPE:

This policy applies to all Elected Members.

POLICY STATEMENT:

1. The Local Government Act 1995 requires all Elected Members to undertake compulsory training within 12 months of being elected. The Shire is required under the Local Government Act 1995 to adopt and report on compulsory training, and additionally, continuing development for Elected Members of the Shire.

It is policy that Elected Members undertake and successfully complete the following prescribed professional development training modules titled “*Council Member Essentials*” within the period of 12 months from the day the council member was elected, unless a prescribed exemption applies:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

All units and associated costs will be paid for by the Shire and completed within the 12 months following election. Under the Act presently training is valid for 5 years; if this changes the Shire will fund refresher training as necessary for Elected Members who require it.

Pursuant with Section 5.127(2) of the Local Government Act 1995 (WA)(CI), the Shire will publish on the Shire’s website training undertaken by all Elected Members within one month after the end of the financial year.

2. Training Delivery for Council Member Essentials

The Shire of Christmas Island shall engage the WA Local Government Association's online platform to deliver the training required for "*Council Member Essentials*."

3. Ongoing Professional Development

Ongoing professional development opportunities arise throughout the year from the Department of Local Government and Cultural Industries (DLGSCI), the WA Local Government Association (WALGA) and the Australian Local Government Association (ALGA).

Elected Members are encouraged to participate in conferences, seminars and other learning opportunities as presented by WALGA, DLGSCI and ALGA from time to time.

The Shire shall make available to Elected Members the video-conferencing or phone-conferencing resources during Council's opening hours to attend.

Requests for WALGA Elected Member training units beyond the "*Council Member Essentials*" shall be supported by the Shire via the WALGA online platform or other WALGA distance education resources.

Key Performance	Council compliance with s5.126
Key Words	Elected Members
Related Policies	
Related Procedures/ Documents	
Delegation Level	Chief Executive Officer, Council
First Adopted by Council	February 2021
Resolution No.	4/21
Adoption Conditions	Absolute Majority
Consultation	Manager of Policy consulted with DPLH
Date Document Updated	n/a
Reviewed by Council	26 th July 2022
Resolution Number	XX/22
Changes Made	Nil
Adoption Conditions	Absolute Majority
Consultation	Manager of Policy consulted with DPLH
File Reference	2.11.39