

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

## **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.

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**Key Performance Indicators**

The amount of feedback formally and informally received by Council on the accuracy and availability of translations.

**Keywords**

Council, committee, meetings, agendas, minutes, translation

**Related Policies**

**Related Procedures/  
Documents**

| <b>Version</b> | <b>Approved, Amended, Rescinded</b> | <b>Date</b> | <b>Officer</b> | <b>Resolution number</b> | <b>Key changes/ notes</b> | <b>Next Review date</b> | <b>File Ref No.</b> |
|----------------|-------------------------------------|-------------|----------------|--------------------------|---------------------------|-------------------------|---------------------|
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