

CS 3 – COMMUNITY WELFARE FUND**Objective**

The Shire of Christmas Island is pleased to announce the re-establishment of the Community Welfare Fund (CWF). The purpose of the CWF 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. However, no transactions have been made from the Fund since 1993.

Council has now established a CWF Management Committee to re-commence the operation of the Fund.

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 faxed, posted or hand delivered to:

Mr CHEW Boon Beng
Manager Community Services
Shire of Christmas Island
PO Box 863, CHRISTMAS ISLAND, 6798

Tel: 9164 8300 ext 233
Fax: 9164 8304

If you require any further information or assistance in making an application, please do not hesitate to contact Council's Manager Community Services, Mr Chew Boon Beng by telephoning 9164 8300 ext 233.

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| 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 | |
| Date Document Updated | September 2017 |
| Next Review Date | September 2021 |
