

Summary of Review Shire of Cocos (Keeling) Islands Policy Manual August 2024

Policy Manual is categorised under the following heading:

- Administrative - CPA#
- Chief Executive Officer - CPC#
- Finance & Human Resource – CPFH#
- Governance - CPG#
- Infrastructure - CPI#

Policy	Summary of Review	Comments
Administrative		
CPA1 - Dealing with Family Members Policy	No changes.	
CPA2 - Motor Vehicles on Home Island Policy	No changes.	
CPA3 - Camping Policy	Minor updates in the Emergency management section.	
Chief Executive Officer		
CPC1 - Approval of leave for Chief Executive Officer and Acting Chief Executive Officer Policy	No changes.	
CPC2 - After Hours Use of Shire Vehicles Policy	No changes	
CPC3 - Designated Senior Employees Policy	Deleted Manager Infrastructure in Policy body section.	
CPC4 - Complaints Handling and Public Interest Disclosures Policy	No changes.	
CPC5 - Community Funding Program	No changes.	
CPC6 - Home Island Housing Policy	Review in progress.	
CPC7 - Higher Duties Policy	No changes.	
CPC8 - Risk Management Policy	No changes.	
CPC9 - Letters of Support for Grant Applications	No changes.	
CPC10 – Local Small Business Policy	No changes.	
CPC11 - Funding Contributions – Resident Further Education Policy	No changes.	
CPC12 - Business Improvement Grants Policy	No changes.	
CPC13 - Legal Representation for Councillors and Employees Policy	No changes.	
CPC14 - Access Control Policy	No changes.	
CPC15 - Bring Your Own Device Policy	No changes.	
CPC16 - Change Management Policy	No changes.	
CPC17 - Data Backup Policy	No changes.	
CPC18 - Data Destruction and Disposal Policy	No changes.	
CPC19 - ICT Security Framework	No changes.	
CPC20 - Incident Management Plan	No changes.	
CPC21- Information Security Policy	No changes.	
CPC22- Password Policy	No changes.	
CPC23 - Patching and Vulnerability Management Policy	No changes.	
CPC24 - Remote Access Policy	No changes.	
CPC25 - Training And Awareness Plan Policy	No changes.	
CPC26 - Use of Encryption Policy	No changes.	
CPC27 - Volunteer Policy	No changes.	
CPC28 - Employee Leave Policy		New policy to be endorsed.
CPC29 - Flexible Working Arrangements Policy		New policy to be endorsed.

CPC30 - Remote Work Policy		New policy to be endorsed.
Finance & Human Resource		
CPFH1 - Investment Policy	No changes.	
CPFH2 - Related Party Transactions Disclosure Policy	No changes.	
CPFH3 - Recovery of Sundry Debts Policy	Insert information regarding adding interest to outstanding accounts in Policy body section.	
CPFH4 – Community - Funding Waste Management Policy	No changes.	
CPFH5 – Drug & Alcohol Policy	No changes.	
CPFH6 – Office Dress Standard Policy	Currently in Review.	
CPGH7 - Recognition of Service and Retirement Policy	No changes.	
CPFH8 - Annual Airfares Entitlement Policy	Update information regarding maximum airfare allowances.	
CPFH9 - Ferry Travel Allowance Policy	No changes.	
CPFH10 – Fitness for Work Policy	No changes.	
CPFH11 - Internet and Email Usage Policy	No changes.	
CPFH12 - Shire Employees Undertaking Secondary Employment Policy	No changes.	
CPFH13 - Superannuation Contribution Policy	No changes.	
CPFH14 - Travel Allowance Policy	Insert information regarding Councillors travel allowance entitlements. Minor formatting changes.	
CPFH15 - Recruitment and Selection Policy	No changes.	
CPFH16 - Employee Performance and Development Review Policy	No changes.	
CPFH17 - Rating Policy	No changes.	
CPFH18 - Rating Exemptions Policy	No changes.	
Governance		
CPG1 - Communications and Social Media Policy	No changes. Minor formatting changes.	
CPG2 - New Councillor Training and Continuing Professional Development Policy	Update information regarding travel allowance entitlements. Minor formatting changes.	
CPG3 - Use of Council Chambers Policy	Minor formatting changes.	
CPG4 - e-Meetings During States of Emergency Policy	Minor formatting changes.	
CPG5 - Attendance at Events Policy Error! Bookmark not defined.	Minor formatting changes.	
CPG6 - Importation of Poultry and other Species of Birds Policy	Minor formatting changes.	
CPG7 - Prevention of Cats and Dogs Being Imported Policy	Minor formatting changes.	
CPG8 - Shipping and/or Sea Containers Policy	Minor formatting changes.	
CPG9 - Occupational Safety and Health Policy	Minor formatting changes.	
CPG10 - Personal Protective Equipment and Clothing Policy	Minor formatting changes.	
CPG11 - Building Heights Policy	Minor formatting changes.	
CPG12 – Caretaker’s Dwelling Policy	Minor formatting changes.	
CPG13 - New Bed and Breakfast Establishments Policy	Minor formatting changes.	
CPG14 - New Holiday Homes Policy	Minor formatting changes.	
CPG15 - South End Precinct Commercial Development Policy	Minor formatting changes.	
CPG16 - Adopt a Spot Funding Policy	Minor formatting changes.	

CPG17 - Corporate Credit Card Policy	Minor formatting changes.	
CPG18 - Purchasing Policy	Minor formatting changes.	
Infrastructure		
CPI1 - Temporary Signs Policy	No changes.	
CPI2 - Asset Management Policy	No changes.	
CPI3 - Naming of Roads, Reserves and Structures Policy	No changes.	
CPI4 - Publishing of Delegated Legislation and State-wide Public Notices Policy	No changes.	
CPP5 - Coastal Development Policy	No changes.	
CPP6 - Growth & Essential Services Policy	No changes.	