



**Australian Government**

**Department of Infrastructure and Regional Development**

## Service Delivery Arrangements (SDA) Information Kit




CHRISTMAS  
ISLAND

COCOS  
(KEELING)  
ISLANDS

AUSTRALIA

PERTH



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# 1: Definitions

AEDT	Australian Eastern Daylight Time
AEST	Australian Eastern Standard Time
AFP	Australian Federal Police
AUC	Asset Under Construction
CBA	Commonwealth Bank of Australia
CI	Christmas Island
CI Act	<i>Christmas Island Act 1958</i>
CKI	Cocos (Keeling) Islands
CKI Act	<i>Cocos (Keeling) Islands Act 1955</i>
Commonwealth Minister	The Minister with portfolio responsibility for the Territories
Contract Manager	Contract Manager, Indian Ocean Territories
CRC	Community Resource Centre
CRF	Consolidated Revenue Fund
Department	Department of Infrastructure and Regional Development (Commonwealth)
DIBP	Department of Immigration and Border Protection
DPC	Department of the Premier and Cabinet
GST	Goods and Services Tax
IOTA	Indian Ocean Territories Administration
Islands	Christmas Island and Cocos (Keeling) Islands
JLL	Jones Lang LaSalle (Real Estate Managing Agency)
SDA	Service Delivery Arrangement
State Agencies	WA State Government Agencies
State Coordinator Territories	DPC State Coordinator Indian Ocean Territories
Territories	Indian Ocean Territories
WA	Western Australia
WST	Western Standard Time

## 2: Introduction

The purpose of this Information Kit is to provide background information for State Agencies providing services to the Territories under SDAs with the Commonwealth as represented by the Department.

The information provided in this kit ranges from general information about Christmas Island and the Cocos (Keeling) Islands through to specific instructions to assist with meeting SDA requirements.



*Image supplied by the Western Australian Department of Fisheries.*

## 3: Information on the Islands

While Christmas Island and the Cocos (Keeling) Islands are part of Australia, they are 2600km and 2900km North West of Perth respectively. Their distance from the mainland does result in a number of differences including: access to services; effective means of communication; weather conditions and acceptable dress standards. This section provides an overview of some of these issues that should be considered when planning travel to and communication with the Islands.

### 3.1: Cocos (Keeling) Islands (CKI)

#### Shire of Cocos (Keeling) Islands (SOCKI)

The Shire of Cocos (Keeling) Islands is the local government body created in 1992. The Shire provides standard local government type services and has a permanent staff and an elected Council.

Information on the Shire is available from its website <http://www.shire.cc/en/>

#### The Atoll

The Shire publishes a fortnightly newsletter, *The Atoll*, in conjunction with the Community Resource Centre. Details of the publication, including publishing dates are available from <http://www.shire.cc/en/your-community/the-atoll-newsletter.html>

State Agencies can subscribe to receive the newsletter electronically.

Any information provided to the Shire for publication in *The Atoll* should also be translated. This can be arranged by the Shire on a fee for service basis.

#### Community Groups

A list of community groups and contact details is available at: <http://www.shire.cc/en/your-community/community-groups.html>

#### Population

The Australian Bureau of Statistics Census of 2011 recorded the population of CKI as 550 persons.

The Cocos Malay community, which has social and cultural links to both Sabah in Malaysia and to Cocos Malay communities in several centres in WA, predominantly lives on Home Island.

West Island is largely comprised of government employees, contractors, other residents and their families.

A large proportion of the CKI population come from a non-English speaking background, and generally speaks Cocos Malay.



## Time Difference

CKI is 1½ hours behind Australian Western Standard Time (AWST) and 3½ hours behind Australian Eastern Standard Time (AEST).

As in Western Australia, daylight saving time is not applied on CKI. During summer CKI is 4½ hours behind Australian Eastern Daylight Time (AEDT).

## Travelling to the Islands

CKI is a GST/duty free territory with a separate biosecurity regime to the mainland so flights depart from the **Perth International Airport**.

Australian citizens do not need a passport (it is recommended), however travellers must carry some form of photographic identification.

Please note that as flights depart from the international terminal, check-in is **two hours prior to departure**.

## Accommodation

A range of accommodation is available from motel rooms to self-contained rooms and houses. Details are available from the [Cocos \(Keeling\) Islands Tourism Association](#). It is highly recommended that bookings are made well in advance of travelling to the Islands.

## Banking Services

There are Commonwealth Bank of Australia (CBA) agencies located on both West and Home Islands. These offer CBA Keycard holders online withdrawal facilities. Visitors should however take whatever cash they deem necessary in case Automated Teller Machines (ATMs) and agencies are unavailable.

Many businesses accept most major credit cards and some have EFTPOS facilities.

## Telecommunications

The telephone service is within the Australian network—area code (08).

There is a local digital (GSM) mobile phone service, however handsets from the mainland will not operate unless registered on the local network. Contact the CKI Community Resource Centre (for contact details please refer to [www.cocos.crc.net.au](http://www.cocos.crc.net.au)) to hire a local mobile or to acquire a temporary SIM and mobile number for your stay on the Islands. More information about mobile phone services can be found at <http://cocos.cc/cocosmobiles/>



## Dress

Visitors are advised to be mindful of the local culture when determining attire for a visit to the Islands.

- Smart casual and comfortable is the recommended business dress code.
- As Home Island is predominantly Muslim it is recommended that shoulders and knees be covered where possible.
- A hat and sunscreen is recommended for outdoors, as well as walking shoes.
- Reef shoes are handy for walking on coral beaches.
- An umbrella is advisable.



### Additional Information

Comprehensive up-to-date information about CKI can be obtained from:



<http://www.cocoskeelingislands.com.au/>

This visitor website provides specific information on flight details, restaurants, shopping and recreational activities as relevant to the Islands and visitors.



<http://www.cocos.crc.net.au/Services/Pages/default.aspx#>

The CKI CRC website provides information on telecommunications and business type of services available on the Island.



<http://www.shire.cc/en/your-community/the-atoll-newsletter.html>

The Shire's website provides information on the community and services provided on the Islands.



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[http://www.regional.gov.au/territories/Cocos\\_Keeling/traveller\\_info.aspx](http://www.regional.gov.au/territories/Cocos_Keeling/traveller_info.aspx)

The Department's website provides high level information on the Islands and is a great starting point in understanding the Islands.

### 3.2: Christmas Island (CI)

#### Shire of Christmas Island (SOCl)

The Shire of Christmas Island is the local government body created in 1992. The Shire provides standard local government type services and has a permanent staff and an elected Council.

Information on the Shire is available from its website: <http://www.shire.gov.cx/>

For assistance on the ground in contacting organisations and individuals, the Community Services Team can assist. Contact details are available from:

[http://www.shire.gov.cx/Community\\_Services/commain.html](http://www.shire.gov.cx/Community_Services/commain.html)

#### The Islander

A community newsletter, *The Islander*, is published fortnightly on Fridays by SOCl. The timeframe for content is Monday of the publishing week. Content can be emailed to [islander@shire.gov.cx](mailto:islander@shire.gov.cx) in pdf, word or jpeg format.

Interested agencies can also receive copies on a subscription basis. Further details on the publication, including advertising rates, is available at:

[http://www.shire.gov.cx/Community\\_Services/comnews.html](http://www.shire.gov.cx/Community_Services/comnews.html)

#### Community Consultative Committee (CCC)

The CCC convenes on the first Wednesday of every month to raise matters about the impact, application and administration of the applied WA laws regime on CI as well as other local concerns passed onto its members by residents.

Members of the CCC and contact details are available at:

[http://www.shire.gov.cx/Community\\_Services/comconsult.html](http://www.shire.gov.cx/Community_Services/comconsult.html)

#### Community Groups

Contact the Shire's Manager Community Services by email [chew@shire.gov.cx](mailto:chew@shire.gov.cx) for details of community groups.

#### Population

Christmas Island has a resident population of approximately 2072 (2011) with an ethnic composition of approximately 31.2 per cent of people were born in Australia. The most common countries of birth were Malaysia 18 per cent, Iran 15.9 per cent, Afghanistan 5.4 per cent, Iraq 4.5 per cent and Singapore 2.2 per cent. There is also a fly-in, fly-out population.

## Time Difference

CI is 1 hour behind AWST and 3 hours behind AEST.

As in WA, daylight saving time is not applied on CI. During summer CI is 4 hours behind EDT.

## Travelling to the Islands

CI is a GST/duty free territory with a separate biosecurity regime to the mainland so flights depart from the **Perth International Airport**.

Australian citizens do not need a passport (it is recommended), however travellers must carry some form of photographic identification.

Please note that as flights depart from the Perth International Terminal, check-in is **two hours prior to departure**.

## Accommodation

There is a range of accommodation options available and more information can be found at <http://www.christmas.net.au>. It is highly recommended that bookings are made prior to arrival on the Island.

## Banking Services

There is a branch of the Westpac Bank at Flying Fish Cove. Automated Teller Machines (ATMs) are not available. However, for longer-term visitors access to local accounts is available outside normal banking hours at sub-branches in the general stores at Poon Saan and the Kampong.

The Post Office at Flying Fish Cove provides online EFTPOS access to Commonwealth Bank accounts, including credit card accounts. The Post Office also provides access to some other Australian banks. Major credits cards are accepted by some retailers on the Island.

## Telecommunications

There is full STD access by phone and fax to and from the Australian mainland. A Telstra 2G GSM Mobile Telephone Service (**no data services**) operates on the Island and a Telstra dealership is available for new, postpaid or prepaid products. Contact Germadjem Communications on +61 (0) 8 9164 8505 for further information.

See more at: <http://www.christmas.net.au/about/useful-info.html#telephone>

## Dress

Visitors are advised to be mindful of the local culture when determining attire for a visit to the Island. Shoes should be removed before entering houses.

- Smart casual and comfortable is the recommended business dress code.
- A hat and sunscreen is recommended for outdoors, as well as walking shoes.
- Reef shoes are handy for walking on coral beaches.
- An umbrella is advisable.

## Additional Information



**Christmas Island**  
A Natural Wonder



The destination guide provides a comprehensive overview of Christmas Island:

<https://www.christmas.net.au/destination-guide.html>

The Tourism website also provides helpful links to find further information on services available, including internet and phone.

<http://www.christmas.net.au/links.html>

The overarching Christmas Island website provides some further information on travelling to the Island and things to do.

<http://www.christmas.net.au>



The Shire of Christmas Island provides an overview of the services available to the community members.

<http://www.shire.gov.cx/>



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[http://regional.gov.au/territories/christmas/traveller\\_info.aspx](http://regional.gov.au/territories/christmas/traveller_info.aspx)

The Department's website provides high level information on the Islands and is a great starting point in understanding the Islands.

## 4: Role of the Commonwealth

### 4.1: State-type services

The Commonwealth, through the Department, is responsible for the provision of state-type services to the Territories.

State-type services are predominantly delivered in three ways:

- SDAs with the WA Government;
- direct service provision; and
- contracts with the private sector.

To support and complement these services the Department performs the following functions:

- developing policy advice and legislation to maintain effective systems of governance; and
- managing a capital works programme to maintain, replace and develop the infrastructure and land for which the Department is responsible.

The underlying principle of policy development, service delivery, and capital works is to ensure that the Territories communities are provided with services and infrastructure comparable with those provided to equivalent WA mainland communities.

More information about the Department can be obtained from the internet at:

<https://www.infrastructure.gov.au/>

### 4.2: SDAs with the WA Government

Since 1992 the Commonwealth and WA Governments have been entering into SDAs for the provision of services to the Territories. There are now 40 State Agencies providing services in the Territories. These SDAs are managed by the Department's team in Perth.

### 4.3: Direct Service Provision

A number of services are delivered directly by the Commonwealth through the IOTA. IOTA has an office on both CI and CKI. Services provided by IOTA include:

- power generation and distribution;
- health services;
- community infrastructure;
- Magistrates Court, motor vehicle registration (CI only), Collector of Public Money;
- employee and public housing maintenance and management; and
- land management (the Commonwealth is responsible for a significant portion of land in the Territories).



#### 4.4: Commercial Contracts

The Department has a range of commercial contracts in place for services that would ordinarily be provided through similar arrangements in mainland Australia, or where a market failure exists.

The current commercial contracts include:

- airport maintenance and management;
- port maintenance and management;
- airline services;
- ferry and bus (CKI);
- motor vehicle registration (CKI); and
- recreation centre management (CI).

#### 4.5: Capital Works

The Department owns a wide range of assets and infrastructure in the Territories. To ensure these assets are replaced and upgraded appropriately, the Department administers a capital works programme. The allocation of capital funds is determined through an annual process, usually commencing in March, in which business cases must be put forward. State Agencies wanting to bid for capital funds for the Territories should work with the Department's Contract Manager.

#### 4.6: Office of the Administrator

The Administrator is appointed by the Governor-General and is the senior Commonwealth Government representative in the Territories. The Administrator provides a vital link between the community and the Commonwealth Minister responsible for the Territories.

## 5: Legal Regime

### 5.1: Commonwealth Acts

The Territories are non-self-governing, for which the Commonwealth has exclusive legislative responsibility. That is, not only does the Commonwealth have the same role in the Territories that it has elsewhere in Australia, but it also fulfils the role of a State Government.

To provide a comprehensive set of state-type services, the Commonwealth must have a comprehensive set of state-type laws. This has been achieved through the introduction of a number of pieces of Commonwealth legislation that form the foundation of the legal regime. The framework for establishing this system of state-type laws can be found in the:

***Christmas Island Act 1958 and  
Cocos (Keeling) Islands Act 1955.***

### 5.2: Applied Laws

These Commonwealth Acts have the effect of applying the laws of Western Australia as Commonwealth Laws in the Territory, known as 'applied laws'.

When citing a piece of applied legislation, the applied law mirrors the title of the WA Law, ending in (WA), which is then followed by either (CI) for Christmas Island or (CKI) for Cocos (Keeling) Islands, or both (CI)(CKI) to denote the law applies to both Territories.

For example: *Land Administration Act 1997 (WA)(CI)(CKI)*.

### 5.3: Reading Applied Laws

In 1992 the *Interpretation Act 1984 (WA)(CI)(CKI)* was amended by the *Interpretation Act 1984 (WA)(CI)(CKI) (Amendment) Ordinance 1992*.

***Interpretation Act 1984 (WA)(CI)(CKI) and  
Interpretation Act 1984 (WA)(CI)(CKI) (Amendment) Ordinance 1992.***

This amended law provides some basic rules on how to read the applied laws. For example:

- a) "Crown" means the Crown in the right of the Commonwealth;
- b) "police officer" means a member or special member of the AFP; and
- c) "the State", "this State" or "Western Australia" means the Territories.

#### 5.4: Changes to the Applied Laws

The Commonwealth may also make changes to applied WA laws: they may be incorporated; amended; repealed; or suspended by Ordinance. A number of applied laws have been repealed. The main reasons have been:

- to avoid confusion where Commonwealth legislation is operative, e.g. industrial relations, electoral matters, heritage and conservation matters;
- the applied laws are contrary to Commonwealth criminal law policy; and
- where there is already an effective law operating in the Territories, e.g. applied casino laws have been repealed as there is already an Ordinance operating in the Territories.

A list of most of the laws repealed in the Territories can be found in Schedule 4 of the

#### ***Applied Laws (General) Ordinance 1992 (CI)(CKI).***

This Ordinance can be found on [www.comlaw.gov.au](http://www.comlaw.gov.au)

#### 5.5: Delegations

Where there is an SDA in place there are automatic delegations for those services covered by the SDA. The automatic delegations mean that WA officials have the same powers in the IOT as they have in WA except where that power is originally vested in a WA Minister or the Governor of WA.

This is a difficult concept and delegations specific to your SDA should be discussed with your Contract Manager within the Department.

#### 5.6: Tips for finding Legislation relevant to the Territories

Both the Commonwealth Government and WA Government have websites where both laws can be accessed, Acts and any amendments made to those.

The Commonwealth site is ComLaw: [www.comlaw.gov.au](http://www.comlaw.gov.au)

The State site is State Law Publisher: [www.slp.wa.gov.au](http://www.slp.wa.gov.au)

#### 5.7: Steps to finding relevant legislation in the Territories

##### **Commonwealth Acts**

##### **Check ComLaw**

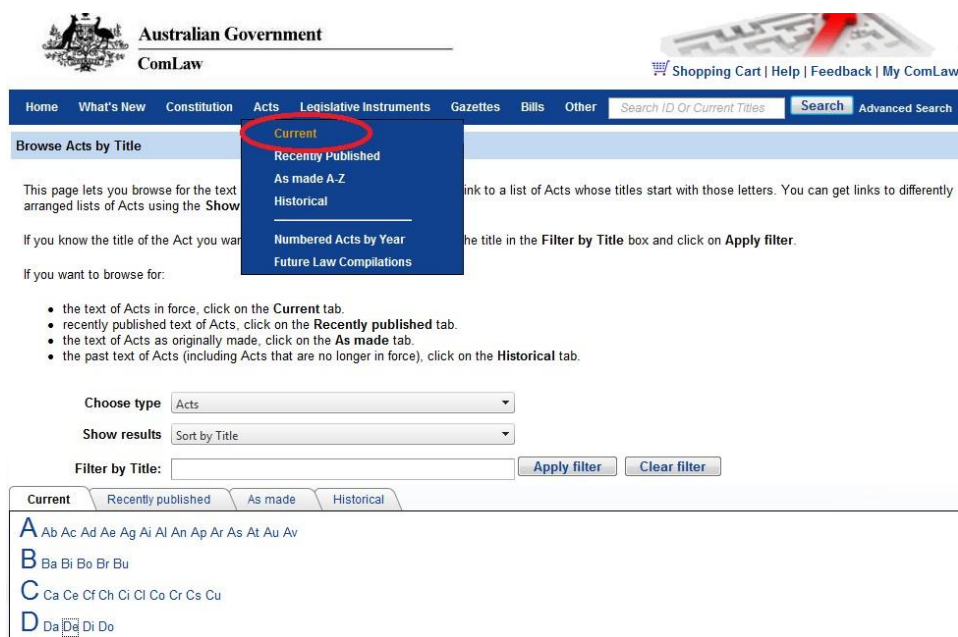
Commonwealth Legislation, including:

- *Christmas Island Act 1958*;
- *Cocos (Keeling) Islands Act 1955*; and
- Applied Laws that have been amended by Ordinance and are now different in some way from the WA Law.



To find current versions of a Commonwealth Act:

- From the home page, hover over the drop down menu under 'Acts' and select 'Current'.
- Select the appropriate pair of letters for the beginning of the title of your Act.



## Amendments

If an Applied Law has been amended in any way by a legislative instrument (ordinance), then the Instrument (which just has the changes made) can be found on ComLaw.

Finding a CI/CKI Ordinance:

- From the home page go into 'Legislative Instruments', 'Current'.
- From the 'Classified as' drop down menu, select 'Ordinances/CI', 'Ordinances/CKI', 'Regulation/CI' or 'Regulation/CKI'.
- Select the appropriate pair of letters to find your Instrument.



Home What's New Constitution Acts **Legislative Instruments** Gazettes Bills Other   [Advanced Search](#)

**Browse Legislative Instruments - Ordinances**

This page lets you browse for the text of legislative instruments.

You can get links to differently arranged lists of legislative instruments.

If you know the title of the legislative instrument, you can search for it.

If you want to:

- browse for the text of legislative instruments
- browse for recently published text of legislative instruments
- browse for the text of legislative instruments
- browse for the past text of legislative instruments
- browse legislative instruments undergoing Parliamentary scrutiny, click on the **Currently open to disallowance** tab.
- browse legislative instruments that have been disallowed by Parliament, click on the **Disallowed** tab.
- see legislative instruments that are sunseting soon, click on the **Sunseting soon** tab.

Choose type:

**Classified as:**

Show results:

Filter by Title:

## Applied Law (unchanged State Acts)

### Check State Law Publisher

When an Applied Law has not been repealed or varied by the Commonwealth (i.e. if it is not on the list of repealed legislation and there is no ordinance relating to it) then the WA Law, as it appears on the State Law Publisher's website is the reference document. However, it should still be read in conjunction with the *Interpretation Act 1984 (WA)(CI)(CKI)*, which can be found on ComLaw.

## 6: State-type Services in the Territories

### 6.1: Role of the WA State Government

The CI Act and the CKI Act (Section 8H) contain powers enabling the Commonwealth to enter into arrangements with the WA State Government so that State type services can be delivered effectively in the Territories. The Commonwealth is also able to engage other parties to provide services where the Commonwealth believes the other provider is better able to meet the Territories needs.

The WA Government has enacted State legislation, the *Indian Ocean Territories (Administration of Laws) Act 1992* (the State Act), to enable State Agencies to exercise powers, perform functions and duties and to provide services in or in relation to the Territories when the appropriate arrangements are in place.

**The Premier** is responsible for the State Act.

### 6.2: Department of the Premier and Cabinet

The position of State Coordinator, Indian Ocean Territories (State Coordinator), located within the Department of the Premier and Cabinet (DPC), protects the State's interests and provides a first point of contact in Territories matters for State Agencies. The State Coordinator provides advice to the Premier on Territory issues and develops policy in relation to service provision in the Territories. The State Coordinator has a key role in the negotiation, development and review of all SDAs. The position is supported by an Administrative Officer.

Email: [iotsdpc@dpc.wa.gov.au](mailto:iotsdpc@dpc.wa.gov.au)

### 6.3: State Agencies

The guiding principle of service delivery to the Islands is that the communities should have access to similar services as those available to comparable mainland communities.

The WA Government is well equipped to assist in the provision of state-type services in the Territories as Western Australian law has applied in the Territories since 1992.

This means that state-type services (or taxes and charges) are, where possible, provided (or collected) by State Agencies under arrangements with the Commonwealth.

As at July 2015 the following State Agencies provide services to the Commonwealth for the Territories.

**Table 1:**  
**2015-16 Western Australian Government Agencies providing services to the Territories**

Agency	Service
Department of Agriculture and Food	Deliver biosecurity support to minimise the impact of identified noxious weed species on the environment of the Territories.
Department of the Attorney General	Provide access to the justice system including Judicial and Non-Judicial Court Services; Registry Office; State Solicitor's Office; Public Advocate and Victim Support and Child Witness Service.
Office of the Auditor General for Western Australia*	Undertakes an annual audit of State Agencies providing services to the Territories.
Department for Child Protection and Family Support	Provide professional supervision and support for the Territories Social Worker. Provide assistance in administering the applied legislation concerning Working with Children Checks.
Department of Commerce (Including Building Commission, Consumer Protection, EnergySafety and WorkSafe)	Support the application of building and plumbing, consumer protection; energy safety (electricity and gas); occupational safety and health legislation; and regulatory services.
Department of Corrective Services	Provide offender management and community justice services.
Department of Culture and the Arts	Provide broad policy and planning services; arts development services (including art funding administration); art gallery services; museums services; and cultural planning services.
Disability Services Commission	Work in partnership with Territories service providers to provide information, and support services to people with disabilities, their families and carers in the Territories, including the services of a Local Area Coordinator.
Economic Regulation Authority	Promote economically efficient outcomes at the lowest practicable cost through efficient and effective independent economic regulation. Provide independent advice to the Australian Government.
Department of Education*	Operate the Christmas Island District High School and the Cocos (Keeling) Islands District High School, providing school-based education for Kindergarten to Year 10 (CKI) and to Year 12 (CI) students under the Western Australian curriculum.

Department of Environment Regulation	Protect and conserve the Territories environment through advice and implementation of strategies for a healthy environment in the Territories to protect public health, minimise environmental impact and implement environmental policy to the Territories. This includes regulation of prescribed premises, native vegetation, pollution, contamination, emissions and wastes, and incident protection and response, environmental sustainability and climate change and waste policy and programmes.
Equal Opportunity Commission of Western Australia	Provide information and advice on equal opportunity and human rights issues. Investigate complaints under the applied equal opportunity legislation.
Department of Finance	Collect state-type revenue in accordance with applied legislation and remit revenue to the Australian Government. Sub-contract JLL to manage commercial properties. Provide advice on energy policy and regulatory matters in the Territories.
Department of Fire and Emergency Services	Support volunteer brigades, including planning and training.
Department of Fisheries	Assist with the protection of the Territories marine environment through: commercial and recreational fisheries management; fisheries research and assessment; fisheries community education; aquatic biosecurity services; fish health diagnostic and pathology services; fisheries compliance services; and aquaculture management and licensing.
Department of Health	Provide regulatory, advisory and other support services and specialist advice to the Australian Government, including to the Territories Health Service. Provide accessible in-hospital services and care in Western Australia. Provide community and public health policy advice and support, and tobacco licensing services and compliance.  Provide screening and diagnostic mammography services through Breastscreen WA.
Health and Disability Services Complaints Office	Investigate complaints about the provision of health and disability services in the Territories.
Department of Housing	Provide advice and support to the IOTA Housing Unit for the effective administration of social housing.
Insurance Commission of WA	Provide funds management, expert advice and claims handling services in relation to the operation of a compulsory third party insurance scheme in the Territories.

Landgate	Provide land information services, including registration of title, and geographic and cadastral information. Provide impartial valuation services supporting asset management and revenue collection.
Department of Lands	Administer Crown land.
Legal Aid Commission of Western Australia	Provide legal services to those in need and assistance to the community in accessing justice.
Department of Local Government and Communities	Provide licensing, monitoring and support services for childcare providers, including family day care. Implement programmes for social inclusion and develop partnerships with non-government organisations. Support the volunteer Resource Centre and Neighbourhood Centre on CI (including funding administration). Ensure compliance with applied local government legislation and facilitate the development of local government.
Main Roads Western Australia	Provide advice on road funding. Provide direct support and advice to the local government on traffic management and road networks.
Department of Mines and Petroleum	Register Territories mineral titles and provide advice on associated environmental matters. Collect mining revenue. Regulate resources safety issues, including the storage, transport and handling of dangerous goods.
Parliamentary Commissioner for Administrative Investigations (State Ombudsman)	Investigate complaints about the administrative actions of state government agencies that are within the Commissioner's jurisdiction (other than health).
Department of Planning	Provide planning and administrative advice to ensure the use and development of land is consistent with strategic planning, policy guidelines and planning standards. Provide advice and assistance to the Australian Government on coastal planning issues. Provide professional and technical expertise, administrative services, and resources to advise the WA Planning Commission.
Planning Commission (WAPC)	Provide information, advice and recommendations to the Minister on land use planning and land development matters.
Department of the Premier and Cabinet*	Facilitate negotiations between State agencies and the Australian Government. Coordinates the Territories Programme on behalf of the State Government.
Public Trustee	Provide trustee services, including the preparation of wills and provision of executor and administrator services.

Department of Racing, Gaming and Liquor	Provide liquor licensing services, including compliance audits and inspection of licensed premises.
Department of Regional Development	Support community capacity building and regional development through support to the CKI Community Resource Centre (including funding administration).
Department of Sport and Recreation	Provide advice to the Australian Government and the local governments on the sporting and recreational needs. Provide advice to sporting and recreational groups.
State Library of Western Australia	Provide local authorities and associated bodies with library materials, information and support services.
Department of Training and Workforce Development	Provide training and advice to vocational and adult education and training providers. Register and monitor apprentices and trainees.
Department of Transport	Provide advice, assistance and support on transport issue including driver and vehicle licensing, vehicle safety standards, marine safety, taxi/charter (passenger transport), transport planning, aviation freight and active transport.
Department of Water	Provide advice and support to the Australian Government on licensing and water source regulation.
Water Corporation of WA	Provides water and wastewater services to the communities on CI and CKI, and electricity generation and supply to the CKI communities. These services include the procurement of assets and the planning and management of the capital works programme.
WorkCover WA	Administer the <i>Workers Compensation and Injury Management Act (1981) (WA)(CI)(CKI)</i> for the benefit of injured workers.

\* = services are not provided through a SDA.



## 7: The Arrangements Explained

In order to allow your Agency to perform services and to ensure the automatic vesting of powers to your Agency under the applied laws, the Commonwealth and State must enter into a SDA.

The Department negotiates SDA templates with DPC and the State Solicitor's Office. These templates provide the generic terms and conditions for use across all SDAs.

### 7.1: Make-up of SDAs

Service Delivery Arrangements consist of three sections:

- Generic Head Arrangement
- Schedule A – Operational Brief
- Schedule B – Financial Provisions.

### 7.2: Generic Head Arrangement (standard to all SDAs)

Deals with:

- commencement and cessation dates;
- legislation enabling the Arrangement;
- an introduction to the operational brief and performance reviews;
- provision and ownership of facilities;
- financial arrangements, including budget submissions, record keeping, reporting, and treatment of money collected by the State Agency on behalf of the Commonwealth;
- indemnification for the State Agency and its employees;
- variations of law – what happens if things change; and
- consultation, review and other miscellaneous matters.

In 2015 the Department and DPC renegotiated new SDA templates. These templates reflect current State and Commonwealth requirements under legislation such as the [Public Governance, Performance and Accountability Act 2013](#) and [Privacy Act 1988](#). All SDAs renegotiated after this time will be based on these new templates. The table below contains a summary of key clauses of the templates. This summary should be read in conjunction with the Arrangement itself and is not intended to be an exhaustive description of services. Where the information contained here differs to that in the SDA, the SDA should be used. This table is only relevant to SDAs that have been renegotiated since 2014-15.



Generic Head Arrangement (standard to all SDAs)	
Important Clauses	Description of Clause
Background	<p>Outlines the legislation that enables the arrangement.</p> <p>Specifically states that this is an arrangement made under Section 8H of the <i>Christmas Island Act 1958</i> and <i>Cocos (Keeling) Islands Act 1955</i>.</p>
Delegations Clauses 12 & 13	<p>As these arrangements are Section 8H agreements, where employees of the State Agency would normally hold powers under WA law, then those same powers are automatically vested in that person or authority.</p> <p>It should be noted that powers vested in WA Ministers under WA law and then delegated to employees of the State are not automatically vested.</p>
Funding Clauses 20 - 24	<p>The Commonwealth will pay the State Agency on a full cost recovery basis.</p> <p>Payment may be for Operational or Capital costs.</p>
Capital Clauses 26, 27 & 28	<p>The Commonwealth must provide written agreement for any capital items.</p> <p>State Agencies may undertake procurements in accordance with their usual policies and procedures.</p>
Superseded Arrangement Clause 32	<p>This arrangement supersedes all previous arrangements and the State Agency waives any rights to further claims of payment under superseded arrangements.</p>
Indemnity Clause 47	<p>The Commonwealth indemnifies and holds the State harmless for anything in connection with the SDA.</p>
<i>Privacy Act 1988</i> Clause 63	<p>There is an obligation on the Commonwealth under the <i>Privacy Act 1988</i> to include this clause in all agreements. It is triggered when services are subcontracted out to third parties.</p>

### 7.3: Schedule A – Operational Brief

The content of the Operational Brief varies to suit the State Agency and the services involved but usually includes:

- objective of the State Agency (in relation to Territories) sometimes stated mission and goals;
- services that will be provided; and
- performance indicators against which the services can be assessed.

Objectives of the State Agency	As far as practicable, this is linked to existing Corporate documents of the State Agency e.g. Annual Report and Strategic Plan.
Description of Services	The services are described at a high level and should outline all of the services that the Agency is ordinarily responsible for within WA to ensure these services are accessible during the life of the arrangement. Note that by listing the services here it does not create an obligation on the State Agency to provide all of those services.
Work Plan	The purpose of the work plan is to articulate which of the available services will be provided in the coming year. The work plan is a flexible document that is negotiated annually to allow the services to adapt to changing needs.
Obligation to Provide Services	This clause clearly states that the State Agency is only obliged to provide those services described in the work plan and funded through the budget.
Service Levels	The intention of this clause is that Agencies will provide services to the Territories in the same way that they would to a WA community.
Performance Indicators	There are a number of standard performance indicators that are designed to measure: <ul style="list-style-type: none"><li>• What and how much did you do?</li><li>• Did your services have an impact?</li><li>• How well you delivered the services to meet the objectives of the SDA.</li><li>• Timeliness of Reports.</li><li>• Financial performance.</li></ul>
Reporting	See Section 9.



## 7.4: Schedule B – Financial Provisions

Includes:

- specific conditions about the “when and how” of budgets and what is included;
- payment details and audit requirements;
- initial budget – listing inputs required to provide agreed services; and
- Schedule B has now been redrafted to include two alternate clauses.

Significant consultation was undertaken on Schedule B during the SDA template negotiations. The new schedule allows **low risk** agencies who receive income of less than \$50,000 each financial year or conduct less than 5000 transactions in a financial year to offset their revenue against operational expenditure.

These State Agencies provide a report, at least annually (by 31 August) a reconciliation that has been prepared by an officer authorised to handle money by the client, and verified by a Financial Controller or Chief Financial Officer.

For those **high risk** State Agencies (more than \$1 million) the requirement is for payments to be made into the Commonwealth Account next banking day, or as soon as practicable as negotiated with the Department.

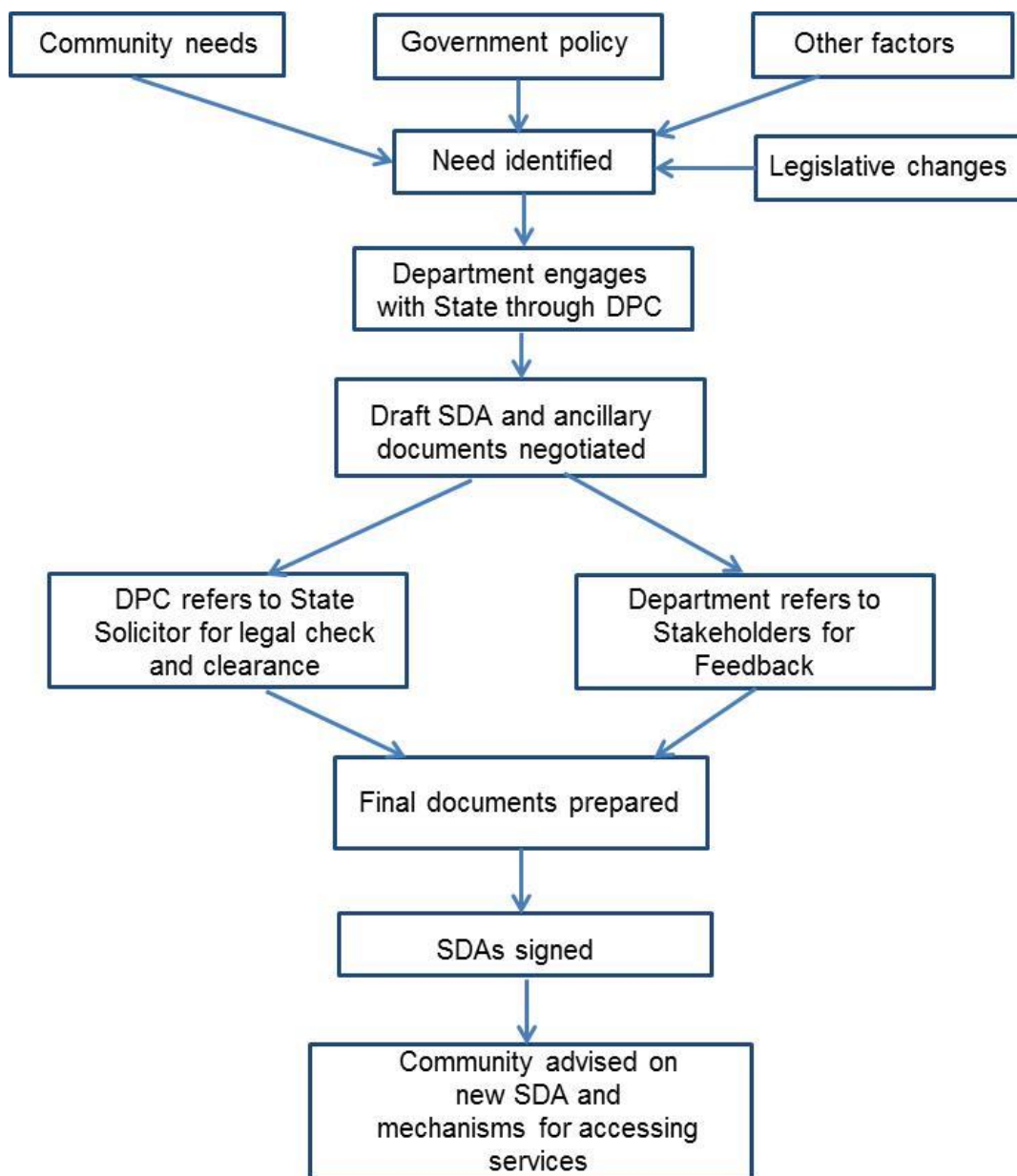
A monthly reconciliation is provided to the Department, prepared by an officer authorised to handle money by the client, and verified by a Financial Controller or Chief Financial Officer.

## 8: SDA Development

The flow chart below provides an overview of the process followed in developing an SDA for the provision of State Agency services to the Territories. This process is adjusted to deal with specific issues that need to be addressed for particular State Agency services.

The Development of new SDAs is led in partnership by the Department's Perth Office and DPC.

### 8.1: SDA Development Process Flow Chart



## 9: Budgets, Reporting, Invoicing and Payment Schedule

State Agencies are required to provide a series of reports, budgets, work plans and invoices to the Department each financial year. The following table provides a summary of milestone dates for deliverables.

By Date	State Agencies with annual budgets ≤ \$100,000 or for SDAs commencing after 1 July 2015 with annual budgets < \$500,000	State Agencies with annual budgets > \$100,000
<b>1 July</b>	The Commonwealth must notify the State Agency of the approved funding level and provide a payment schedule for invoicing purposes.	
<b>15 July</b>	State Agency issues invoice for one half of total annual SDA budget.	State Agency issues invoice for one quarter of total annual SDA budget.
<b>31 August</b>	State Agency provides annual statement of operating and capital expenditure and revenue for previous financial year. Statement is certified by an appropriate officer that the details are correct, and that expenditures are consistent with the SDA.	
<b>15 October</b>		State Agency issues invoice for second quarterly payment (adjusted as necessary to account for carryover from previous financial year).
<b>31 October</b>	State Agency submits annual performance report for previous financial year, and provides updated asset register.	
<b>31 October</b>	State Agency provides revised budget estimate and work plan for current financial year.	State Agency provides revised budget estimate and work plan for current financial year.
	The Commonwealth approves (or otherwise) the revised budget and work plan.	
<b>15 January</b>	State Agency issues invoice for remaining half of total budget (adjusted as necessary to account for carryover from previous financial year, and for October budget revisions).	State Agency issues invoice for third quarterly payment (adjusted as necessary to account for October budget revisions).
<b>1 February</b>	State Agency provides forward budget estimate and work plan for next financial year.	
<b>15 April</b>		State Agency issues invoice for remaining quarterly payment (adjusted as necessary to account for October budget revisions).

## 10: Preparation of Budgets

### 10.1: Background

The Service Delivery Arrangement at Part VII – Finance, and Financial Provisions (Schedule B) sets out the financial requirements for administering the SDAs. The State of Western Australia provides services under SDAs on the principle that State Agencies work on a full cost recovery basis for the services outlined in the Operational Brief (Schedule A).

The careful preparation of budgets is essential to ensure that State Agencies are not:

- providing significant services without advance payment; and
- accumulating carryover funds not required for the provision of services in the Territories.

The budgets are reviewed by the Department to assess their reasonableness for the services to be provided.


When annual Financial Statements (due in August) or revised current year estimates (due in October) are received, adjustments are made to the next scheduled payment to the State Agency.

### 10.2: Budget Items

While budget formats vary between State Agencies, the following is a guide to general items that should be considered in the preparation of SDA Budgets.

#### **Operational Costs**

- Staff Salary Costs and on-costs (see Section 10.3).
- Work done off-island (e.g. administration of SDA, operational services, coordination, financial, performance and post-visit reporting, preparation of budgets, and preparation for visits).
- Travel Costs for trips to the Territories including:
  - air fares;
  - vehicle hire and fuel; and
  - travel and accommodation allowances (if claimed) or direct accommodation costs, meals and incidental costs (if State Agency corporate Purchasing Card used).
- Specific materials, publications including translation and freight costs, etc.
- Where possible, costs should be estimated against service programmes listed in the Operational Brief (Schedule A). Administration costs should be identified separately.



Where costs are estimated based on number of services provided (e.g. \$ cost per complaint received), the basis for the estimated number of services should be provided.

### **Capital Costs**

Where new assets are required to deliver services (and capital expenditure has been approved by the Commonwealth through an agreed payment schedule), separate capital costs should be listed providing details of all new items to be purchased.

### **The Territories are specifically exempted from the GST.**

Goods purchased by State Agencies, for use within the Territories, are exempt from GST (e.g. computer workstations or furniture that will be used exclusively in the Territories).

### 10.3: On-costs

In 1996 WA Treasury released a guideline which was prepared to provide direction for State Agencies in charging labour on-costs for providing SDA services to the Indian Ocean Territories. Any questions regarding the appropriate calculation of on-costs should be raised with the DPC State Coordinator.

Direct staff salary costs are readily identifiable. To ensure that State Agencies fully recover costs of SDA services, on-costs need to be applied to labour costs to cover overheads. State Agencies that are in a position to estimate their actual on-costs should do so, but where that is not practical can follow guidelines issued by the WA Treasury in 1996 which estimated labour on-costs as follows:

On-cost/Overhead component	Cost (per cent of base salary)
<b>Salary Expenses</b>	
Annual Leave Loading	1.35
Long Service Leave	3.56
Workers' Compensation	1.27
Superannuation	8.14
Fringe Benefits Tax	0.91
<b>Operational Expenses</b>	
Fuel, power, training, travel, postage, telephone, office equipment, stores, furniture and fittings, consultants, computer services and other incidentals.	40.00
<b>Accommodation</b>	23.50
<b>Corporate Support</b>	
Personnel, records management, office services, library, staff development and executive management.	31.00
<b>TOTAL</b>	<b>109.73</b>

If the State Agency pays Payroll Tax an additional 6 per cent loading can be applied.

If a specific replacement cost will be incurred for an annual leave period (e.g. when additional staff are employed temporarily to take the place of staff on annual leave) a loading of 7.66 per cent can be applied.

Care should be taken to ensure that only the components listed in the WA Treasury guidelines that are relevant to the Territories services are applied.



## 11: Work Plan

The requirement for State Agencies to provide annual Work Plans to the Commonwealth was introduced in 2015. The Work Plans are designed to work hand-in-hand with the Annual Budgets and articulate:

- which of the services articulated in Schedule A are to be delivered; and
- key activities and priorities for the State Agency over the next financial year.

The Annual Work Plan is to be submitted at the same time as the Annual Budget, that is:

- 1 February the Work Plan is submitted to the Commonwealth; and
- 31 October a revised Work Plan is submitted.

Below is a template provided by the Commonwealth for the preparation of Work Plans.

Indian Ocean Territories Service Delivery Arrangement for Provision of [INSERT AGENCY NAME] Services	
Work Plan for Financial Year [year-year]	
Explanatory Note: <ul style="list-style-type: none"> <li>• Include key activities and priorities for the State Agency over the next financial year.</li> <li>• May include (but not limited to):               <ul style="list-style-type: none"> <li>• Customer Service (call centre support, on-island consultation)</li> <li>• Service Delivery (as outlined in Schedule A of this SDA)</li> <li>• Regulatory Functions (licence, permits, inspections, compliance)</li> <li>• Capital and Asset (delivery of project or maintenance).</li> </ul> </li> </ul>	
Key Activities	Details
Service 1	•
Service 2	•
Service 3	•
Capital and Assets	•
Other	•
<b>Agency Approval (if required)</b>	
Name:	Position:
Signature:	Date:

## 12: Performance Reporting

### 12.1: Background

Under the terms of the SDA, State Agencies are to provide a Performance Report annually. The Performance Report can be used to:

- assess the success of service delivery to the Territories;
- provide valuable information for both the State Agency and the Department to review the SDA; and
- inform the Department, DPC and other interested stakeholders (including Territory community representatives).

All information from State Agencies Performance Reports will be compiled into a combined annual SDA report published by the Department.

By **31 October** each year State Agencies are required to forward their Annual Performance Report to the Department in both word and PDF format.

Email: Please email your nominated Contract Manager within the Department directly.

Mail to:

Director  
Territories Office Perth  
Department of Infrastructure and Regional Development  
PO Box Z5048  
PERTH WA 6831

A copy of the Performance Report is also to be provided to the DPC State Coordinator.

### 12.2: Format and Content

Given the range of services that are provided by State Agencies, it is not reasonable to be prescriptive as to the format and content of annual Performance Reports. The format of the Performance Reports is jointly developed by the Department and the State Agencies concerned. A standard template may be provided to State Agencies for performance reporting.

As a general guide only, the following suggested headings have been useful to many State Agencies in presenting performance information. Not all will suit the operations of all State Agencies. Reports need to be prepared to match the nature of the services provided.

#### 12.2.1: Status of Services

What is the current situation in the Territories (in relation to your services/or client base)?  
e.g. State Agencies providing services to business may comment on a reduction or increase in business activity.



### **12.2.2: Activities during the Year**

Outline of activities or work undertaken by the State Agency during the financial year, for example:

- visits;
- education or training programmes;
- inspections or audits;
- licenses issued;
- or complaints actioned.

### **12.2.3: Performance Indicators**

The extent to which the State Agency has met the performance indicators included in the SDA. In SDAs signed after 1 July 2015, there are a number of standard performance indicators that are designed to determine:

- what (and how much) you did;
- if your services had an impact;
- how well you delivered the services to meet the objectives of the SDA;
- your timeliness in providing the required documentation; and
- the extent to which you have delivered services within the agreed budget.

### **12.2.4: Future Issues/Risks**

Given the results reported, identify the focus of activities or issues that will need to be addressed in the coming year by your State Agency under the SDA.

Consideration should be given to:

- will there be an increase or decrease in services required?
- are there any risks in providing the services to the Territories?
- is there going to be any new or repealed legislation?
- assistance required from the Department.



## 13: Financial Reporting

### 13.1: Statement of Receipts and Expenditure

Under the terms of the SDA, State Agencies are to provide a Statement of Receipts and Expenditure for the previous financial year to the Department by **31 August** each year.

This notification enables adjustments to quarterly payments to be made early in the new financial year to take into account any under or over spends against budget estimates from the previous financial year.

The standard format for the Statement is provided on the next page.

The Statement of Receipts and Expenditure should be sent to IOT Government Arrangements Perth electronically at: [iotsda@infrastructure.gov.au](mailto:iotsda@infrastructure.gov.au)

**Indian Ocean Territories Service Delivery Arrangement  
for Provision of [INSERT AGENCY NAME] Services**

Statement of Receipts and Expenditure for Year Ended 30 June [YEAR]

		Budget for Reporting Year		
		Operating	\$	
		Capital	\$	
		Total	\$	
	<b>Receipts and Expenditure</b>	<b>Operating \$</b>	<b>Capital \$</b>	<b>Total \$</b>
A	Amount Brought Forward (from previous year – c/f 1 July)			
B	Commonwealth Payments (this financial year)			
C	Revenue Raised (see below – if applicable) (where offset against costs)			
D	Revenue Raised (see below – if applicable) (where remitted to Commonwealth)			
E	Total Funds Available (A+B+C)			
F	Expenditure by Programme (see below) (cost of service provision)			
G	Amount to Carry Forward (c/f 1 July) (E-F)			

C	Details – Revenue Raised (where offset against costs)	Operating \$	Capital \$	Total \$

D	Details – Revenue Raised (where remitted to Commonwealth)	Operating \$	Capital \$	Total \$

F	Details - Expenditure by Programme	Operating \$	Capital \$	Total \$

**Certification**

I hereby certify that this statement is correct and that funds provided by the Commonwealth have been spent on provision of services as specified in the Service Delivery Arrangement.

Name:	Position:
Signature:	Date:

### 13.2: WA Auditor General

State Agency accounts for the Territories are audited annually by the WA Auditor General in accordance with the *Financial Administration and Audit Act 1985*. The Commonwealth pays full costs for the Office of the Auditor General to examine SDA accounts. Statutory Authorities where annual financial statements are not audited by the Office of the Auditor General may be treated differently.

The audit reports against details provided in notes to State Agencies' Annual Report Certified Notes to Financial Statements that should detail for Territories' services:

- amounts carried forward from previous financial year;
- payments made by the Commonwealth for Territories' services;
- costs of services; and
- amounts carried forward to following financial year.

The State Auditor General provides a report to the Commonwealth that:

- indicates whether financial statements are based on (and reconcile with) proper accounts and records;
- indicates whether the receipt and expenditure of moneys are in accordance with the Arrangement; and
- includes reference to other findings that need to be reported.

Any problems found through the audit process will also be included in Management Notes to the State Agency's CEO as part of the Auditor General's certification of the State Agency's financial statements.

## 14: Invoicing

### 14.1: Payment Arrangements

The Department will make payments in advance according to the projected quarterly or half yearly expenditure requirement, for operating expenditure, on receipt of an invoice from the State Agency. The Department operates on a paperless system. All invoices should be emailed to:

[invoices@infrastructure.gov.au](mailto:invoices@infrastructure.gov.au)

A copy should also be emailed for the attention of your Department Contract Manager to:

[iotsda@infrastructure.gov.au](mailto:iotsda@infrastructure.gov.au).

Where the estimated operational expenditure for a financial year is greater than \$500,000, payments will be made quarterly by 15 July, 15 October, 15 January and 15 April.

Where the estimated operational expenditure for a financial year is equal to or less than \$500,000, payments will be made half-yearly by 15 July and 15 January.

Quarterly or half yearly payments will be adjusted following processing of the annual acquittal and agreed budget revisions supplied by the State Agency in accordance with arrangements. Any adjustments will be made in the next payment due.

## 15: Asset Registers

State Agencies must be able to separately account for assets purchased through the SDA. Unless specific exceptions are made in the SDA, all assets remain the property of the Commonwealth, and their purchase, depreciation and disposal must be included in the State Agency's financial reporting.

State Agencies with Commonwealth assets should undertake an annual stock take and submit an updated asset register for items worth more than \$5,000 by **31 August** each year.

If suitable, State Agencies can use their standard asset tracking system as long as it is possible to extract information relating to SDA assets from the State Agency's records. If this is not possible, it will be necessary for State Agencies to maintain a separate asset register.


The SDA Asset Register will provide the basis for a capital replacement programme and ensure that provision is made for asset replacement in a planned and orderly manner.

Note: Permission is required from the Commonwealth before the purchasing, improvement or disposal of any asset.

Asset Registers provided annually to the Department (Perth) should detail:

- Purchase Order Number
- Vendor
- Invoice Number
- Method of acquisition
- Part of existing asset
- Purchase price or qualified Valuer price
- Acquisition costs
- Date asset is first available for use (depreciation start date)
- Asset Description
- Notes
- Serial Number
- Model Number
- Quantity
- Unit of measure
- Location of asset
- Warranty type
- Warranty period
- Purchasing Officer
- Approving Officer.





If the asset is **improved**, provide the following information:

- Additional improvement costs
- Details of improvement
- Warranty
- Estimated economic useful life of asset
- Date first became available for use
- Approver.

If the asset is **disposed** of or retired from use, provide the following additional information:

- Disposal date
- Method of disposal
- Approver of disposal
- Proceeds of disposal
- Written down value of asset at date of disposal.
- Expenses related to disposal.

## 16: SDA Reviews

In accordance with SDA requirements, a review of services is required to be undertaken six months prior to the expiry of an SDA. This review recommends to the parties to the SDA whether the SDA should be renewed, and if so, in what form.

The SDA review is jointly conducted by the State (through the DPC State Coordinator) and the Commonwealth, following agreement on the SDA Review Terms of Reference.

All negotiated SDAs use template documents, the clauses of which have been agreed by the Commonwealth and State in advance. In order to change the template documents, legal advice and clearance is required by both parties.

The SDA Review involves a number of key activities:

- Review meetings with State Agencies to discuss what, if any, changes have been made to the services delivered by the State Agency since the SDA was signed.
- Consultation with the Territories communities.
- Renegotiation meetings between the Commonwealth and State.

The consultation with the Territories communities will include:

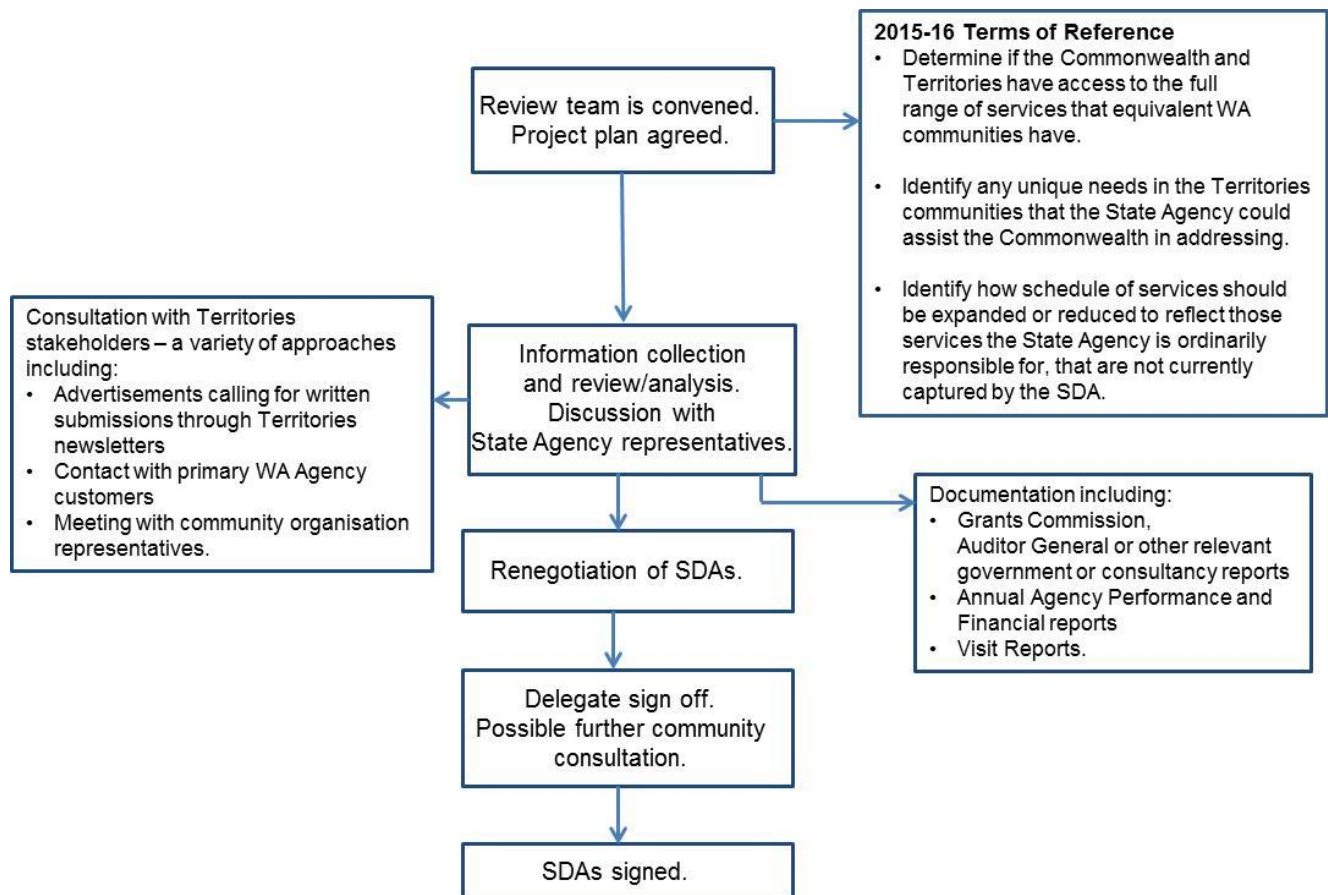
- A Community Bulletin issued at the commencement of each SDA review and renegotiation phase seeking input from the community on the SDAs scheduled for review and renegotiation.
- Consultation visit to the Territories with representatives from the Department and DPC. During this visit input will be sought from community groups and organisations identified as stakeholders of the State Agencies being reviewed.
- Letters may also be sent to external stakeholders.

Other documentation and sources of information are also considered in the review process including, but not limited to:

- Commonwealth Grants Commission Reports;
- State Agency Performance Reports;
- State Agency Financial Reports and Auditor General Reports; and
- previous Review Reports.

## D

## 16.1: SDA Review Process Flow Chart




## 17: Community Engagement

Consultation with the Territories communities is an important aspect of service delivery. Before planning any consultation activity, State Agencies may wish to consider the issue and planned approach with:

- IOT Government Arrangements Team, Perth (your normal SDA Contract Manager);
- IOTA on Christmas Island;
- State Agency key stakeholders within the Territories;
- other State Agencies who have recently completed similar consultation; and
- WA Department of the Premier and Cabinet.

State Agencies are encouraged to provide advance notice of SDA visits and promote their services and visits through:

Communication Tool	Relevant Island	Location	Information suggestions
Community Bulletins	CI & CKI	<a href="http://www.regional.gov.au/territories/indian_ocean/community_bulletins.aspx">http://www.regional.gov.au/territories/indian_ocean/community_bulletins.aspx</a>	Commonwealth information
SDA Calendar	CI & CKI		SDA visits
CKI Community Resource Centre website Upcoming events calendar Business Buzz sessions (quarterly).	CKI	<a href="http://www.cocos.crc.net.au/Pages/default.aspx">http://www.cocos.crc.net.au/Pages/default.aspx</a>	SDA visits State Agency presentations Social media posts
<i>The Islander</i> newsletter	CI	<a href="http://www.shire.gov.cx/Community_Services/comnews.html">http://www.shire.gov.cx/Community_Services/comnews.html</a>	Agency in Focus Articles, good news stories
<i>The Atoll</i> newsletter	CKI	<a href="http://www.shire.cc/en/your-community/the-atoll-newsletter.html">http://www.shire.cc/en/your-community/the-atoll-newsletter.html</a>	Agency in Focus Articles, good news stories



In delivering services to Territories residents, it is important to keep in mind the various cultural backgrounds, languages and religions practiced. To assist in communicating with residents and organisations, the following steps are recommended:

- keep language simple;
- translate printed products, e.g. relevant brochures and presentations into Cocos Malay or Mandarin depending on the target audience language;
- use interpreters, particularly in CKI;
- where possible, ensure languages other than English are available when Territory residents contact WA mainland call centres; and
- Access interpreter services from the Translating and Interpreting Service on 13 14 50.

## 18: Travel to the Territories

Travel to the Territories is generally undertaken to fulfil Service Delivery Arrangement (SDA) obligations and is fully funded by the Commonwealth.

If travel to the Territories is required where no SDA exists advice must first be sought from the DPC State Coordinator.

A Premier's Circular - Guidelines for Official Air Travel by Ministers, Parliamentary Secretaries and Government Officers 2014/02 deals with travel approval procedures, including official travel to the Territories (at section 17), and is at:

[https://www.dpc.wa.gov.au/GuidelinesAndPolicies/PremiersCirculars/Documents/2014\\_02%20Guidelines%20for%20Official%20Air%20Travel%20by%20Government%20Officers.pdf](https://www.dpc.wa.gov.au/GuidelinesAndPolicies/PremiersCirculars/Documents/2014_02%20Guidelines%20for%20Official%20Air%20Travel%20by%20Government%20Officers.pdf)

### **Approval Process**

As travel to the Territories is of an operational nature, it is treated as intrastate travel and may be approved by heads of State Government agencies. The Travel Proposal form is at Attachment 1 to *Premier's Circular 2014/02*.

### **Flight Booking Procedure**

Travel to and from the Territories is treated as international travel by the travel industry and therefore bookings should be made in accordance with State Government's arrangements for international travel. Further information is available in the Buyers Guide for Travel Reservations and Associated Services Common Use Arrangement (CUA) that is published by the Department of Finance and found at the following link:

[http://infopage.gem.wa.gov.au/docs/Buying\\_Guide\\_-\\_44107.pdf?](http://infopage.gem.wa.gov.au/docs/Buying_Guide_-_44107.pdf?)

The Buyers Guide states it is not mandatory that State agencies use the CUA when booking international travel (which includes travel to the Territories). This means State Agencies may choose to use the CUA to book travel to the Territories, if they wish, but may make bookings directly with suppliers or through a travel agent.

### **Accommodation**

If flights have been purchased through the CUA, it may also be used to buy accommodation. Again, this is not mandatory and accommodation may be booked directly with the provider, via the internet, through a travel agent, etc.

### **Motor Vehicle Rental**

The contractors listed in the relevant CUA for Motor Vehicle Rental Services do not operate in the IOT. Vehicles may be rented directly from Territories providers.

### **Leave**

Leave undertaken in conjunction with any official travel must be declared and included in the travel proposal. If the leave exceeds four working days in total, then only a one way airfare is to be funded.

## Reporting

Travel to the IOT is not required to be reported in the *Quarterly Return Overseas Travel*.

### Travelling Allowances\*

For travelling allowances, meals and incidental rates for travel to the Territories see the Circular to Departments and Authorities, Christmas and Cocos Islands – Travelling Allowance, issued by the Department of Commerce, Labour Relations. The latest Circular is at:

[http://www.commerce.wa.gov.au/sites/default/files/atoms/files/2014\\_no.06\\_cda\\_christmas\\_and\\_co\\_islands\\_-\\_travelling\\_allowance.pdf](http://www.commerce.wa.gov.au/sites/default/files/atoms/files/2014_no.06_cda_christmas_and_co_islands_-_travelling_allowance.pdf)

From 19 August 2014 travelling allowance rates for the Territories are consistent with the Australian Taxation Office's Taxation Determination relating to reasonable travel and overtime meal allowance expenses amounts (accommodation, meals and incidentals). Allowances will be moved each year in line with each new ATO Taxation Determination and included in a new circular issued by the Department of Commerce, Labour Relations.

(\*Individual State Agency policies may require officers to use a corporate purchasing card for travel costs instead of paying travel allowances.)

Summary of Travel Processes for Official Travel by State Government Officers to the Territories	
Travel required where no SDA is in place	Contact State Coordinator Indian Ocean Territories Department of the Premier and Cabinet Telephone: 08 6552 5824 Email: <a href="mailto:iotsdpc@dpc.wa.gov.au">iotsdpc@dpc.wa.gov.au</a>
Travel Proposal Approval	Treated as intrastate travel and may be approved by heads of State Government Agencies.
Flights	Not mandatory to use the Buyers Guide for Travel Reservations and Associated Services CUA when booking travel to the Territories, but may be used if preferred.
Accommodation	If flights to the Territories have been purchased through the CUA, it may also be used to buy accommodation. Accommodation may be booked directly with the provider or through another travel agent.
Motor Vehicle Rental	Vehicles may be rented directly with the provider or through another travel agent.
Reporting	Travel to the Territories is <u>not</u> required to be reported in the <i>Quarterly Return Overseas Travel</i> .
Leave	Leave taken in conjunction with any official travel must be declared and included in the travel proposal. Only a one way airfare is to be funded if leave exceeding four (4) working days in total is taken in conjunction with official travel.
Travel Allowances	If travel allowances are paid by the State Agency, see the relevant Circular to Departments and Authorities (issued by the Department of Commerce, Labour Relations) for rates payable.