



**CHIEF EXECUTIVE OFFICER ATTACHMENTS  
ORDINARY MEETING OF COUNCIL  
WEDNESDAY 15 JULY 2020**

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Name \*

Name MICHELE WALKER.

Agenda Item \*

Agenda Item RELOCATE NBN FROM HOLFORD WAY.

Question 1 \*

Question 1

Question 2

Question 2

Residential Address \*

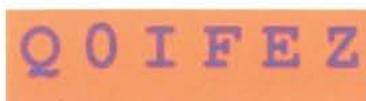
Residential Address [REDACTED]

Email Address \*

Email Address [REDACTED]

Supporting Information

Browse...



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# RELOCATION OF NBN TOWER NOT IN RESIDENTIAL AREA HEREFOR WAY.



Procedures for Deputations, Submissions, Petitions and Pledges

### Petitions template

To the Shire President and Councillors of the Shire of Chittering  
PO Box 70  
BINDOON WA 6502

We, the undersigned, do respectfully request that the Council—

*[Here set out a concise statement of facts and the action sought]*

Correspondence in respect of this petition should be addressed to—

*[Here set out the name and address of the person]*

The names and addresses of your petitioners are as follows—

DATE	FULL NAME	ADDRESS <del>AGREE</del> <u>DISAGREE</u> <del>NEED OPINION</del>	SIGNATURE
✓ 24-5-20	✓ GALLAGHER		
✓ 24-5-20	ANDREW BATES		
✓ 24-5-20	Marion Bates		
✓ 24-5-20	Lure Ruddock		
✓ 24-5-20	T. GALLAGHER		
✓ 25-5-20	J. Junk		
✓ 12-6-20	R. Philip		
✓ 16/6/2020	Daniel Bates		
✓ 16/6/2020	S. VEN		

# RELOCATION OF NBN TOWER NOT IN RESIDENTIAL AREA HEREFOR WAY.



Procedures for Deputations, Adjournment, Petitions and Presentations

### Petitions template

To the Shire President and Councillors of the Shire of Chittering  
PO Box 70  
BINDOON WA 6502

We, the undersigned, do respectfully request that the Council—

*[Here set out a concise statement of facts and the action sought]*

Correspondence in respect of this petition should be addressed to—

*[Here set out the name and address of the person]*

The names and addresses of your petitioners are as follows—

DATE	FULL NAME	ADDRESS <del>AGREE / DISAGREE / NEITHER</del>	SIGNATURE
✓ 22/5/20	JANE THOMASSON		
✓ 25/5/20	IAW. DEWINE		
✓ 25/05/2020	DIANE DEWINE		
✓ 25/05/2020	Vincent Thomasson		
✓ 17/06.2020	Jill Browne		
✓ 17/06/2020	Craig Browne		
✓ 17/06/2020	Lee Thomasson		



RELOCATION OF NBN TOWER  
NOT IN RESIDENTIAL AREA.

Procedure

Public Consultations and Presentations

HEREFORD WAY

**Petitions template**

To the Shire President and Councillors of the Shire of Chittering  
PO Box 70  
BINDOON WA 6502

We, the undersigned, do respectfully request that the Council—

[Here set out a concise statement of facts and the action sought]

Correspondence in respect of this petition should be addressed to—

[Here set out the name and address of the person]

The names and addresses of your petitioners are as follows—

DATE	FULL NAME	ADDRESS <del>AGREE</del> <u>DISAGREE</u> / <del>NO OPINION</del>	SIGNATURE
✓ 17-5-2020	Lynette Edwards	[REDACTED]	[Signature]
✓ 17/5/20	LESLEY VALERIUS	[REDACTED]	[Signature]
✓ 17 May '20	KAY KAVANAGH	[REDACTED]	[Signature]
✓ 17.5.2020	ADAM VOSE	[REDACTED]	[Signature]
✓ 17.5.2020	MICHAEL WARD	[REDACTED]	[Signature]
✓ 20.05.2020	PHIL COVINGTON	[REDACTED]	[Signature]
✓ 20/05/2020	Nanthitu Lowry	[REDACTED]	[Signature]

# RELOCATION OF NBN TOWER NOT IN RESIDENTIAL AREA.



Procedures for Deputations, Submissions, Petitions and Resolutions

### Petitions template

To the Shire President and Councillors of the Shire of Chittering  
PO Box 70  
BINDOON WA 6502

We, the undersigned, do respectfully request that the Council—

*[Here set out a concise statement of facts and the action sought]*

Correspondence in respect of this petition should be addressed to—

*[Here set out the name and address of the person]*

The names and addresses of your petitioners are as follows—

DATE	FULL NAME	ADDRESS <del>AGREE</del> <u>DISAGREE</u> <del>NO OPINION</del>	SIGNATURE
✓ 12/6/20	CLAIRE SQUIRE	[REDACTED]	[Signature]
✓ 12/6/20	JEFF SQUIRE	[REDACTED]	[Signature]

Policy Details	Review or New	Presented to Council to workshop	Presented to Council to adopt
Administration Policy 1.4 Complaints Handling	Review	Tuesday, 12 November 2019	Wednesday, 11 December 2019
Administration Policy 1.5 Execution of Documents	Review	Tuesday, 12 November 2019	Wednesday, 11 December 2019
Administration Policy 1.7 Communications	Review	Tuesday, 12 November 2019	Wednesday, 11 December 2019
Administration Policy 1.9 Recycled Purchasing	Review	Tuesday, 12 November 2019	Wednesday, 11 December 2019
Administration Policy 1.11 Security Cameras and CCTV	Review	Tuesday, 12 November 2019	Wednesday, 11 December 2019
Administration Policy 1.16 Community Engagement	Review	Tuesday, 12 November 2019	Wednesday, 11 December 2019
Finance Policy 2.1 Budget Preparation	Review	Tuesday, 4 February 2020	Wednesday, 18 March 2020
Finance Policy 2.7 Significant Accounting Policies	Review	Tuesday, 4 February 2020	Wednesday, 18 March 2020
Finance Policy 2.10 Cheque Signatory / EFT Requirements	Review	Tuesday, 4 February 2020	Wednesday, 18 March 2020
Finance Policy 2.11 Credit Cards	Review	Tuesday, 4 February 2020	Wednesday, 18 March 2020
Staff Policy 3.1 Code of Conduct - Staff, Volunteers and Contractors	Review	Tuesday, 12 May 2020	Wednesday 17 June 2020
Staff Policy 3.7 Staff Housing	Review	Tuesday, 12 May 2020	Wednesday 17 June 2020
Staff Policy 3.18 Use of Council Vehicles	Review	Tuesday, 12 May 2020	Wednesday 17 June 2020
Staff Policy 3.19 Social Media	Review	Tuesday, 12 May 2020	Wednesday 17 June 2020
Elected Members Policy 4.1 Code of Conduct	Review	Tuesday 11 August 2020	Wednesday 16 September 2020
Elected Members Policy 4.2 Petitions to Council	Review	Tuesday 11 August 2020	Wednesday 16 September 2020
Elected Members Policy 4.3 Elected Members' Fees, Allowances, Reimbursements and Benefits	Review	Tuesday 11 August 2020	Wednesday 16 September 2020
Elected Members Policy 4.6 Agenda Forums	Review	Tuesday 11 August 2020	Wednesday 16 September 2020
Community Development Policy 6.1 Australia Day Awards	Review	Tuesday 13 October 2020	Wednesday 18 November 2020
Engineering, Construction and Maintenance Policy 7.5 Road Maintenance	Review	Tuesday 13 October 2020	Wednesday 18 November 2020
Engineering, Construction and Maintenance Policy 7.6 Heavy Vehicle Access	Review	Tuesday 13 October 2020	Wednesday 18 November 2020
Town Planning Policy 9.5 Road Names	Review	Tuesday 13 October 2020	Wednesday 18 November 2020
Environment and Health Policy 10.2 Bushfire Control	Review	Tuesday 9 February 2021	Wednesday 17 March 2021
Environment and Health Policy 10.4 Clearing of Land	Review	Tuesday 9 February 2021	Wednesday 17 March 2021
Environment and Health Policy 10.7 Multiple Dogs	Review	Tuesday 9 February 2021	Wednesday 17 March 2021
Environment and Health Policy 10.8 Smoke-Free Outdoor Areas	Review	Tuesday 9 February 2021	Wednesday 17 March 2021



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## 2.1 Budget Preparation

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**Policy Owner:** Corporate Services  
**Person Responsible:** Executive Manager Corporate Services  
**Date of Approval:** 19 August 2009  
**Amended:** 25 June 2014

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Council is to be presented with a draft budget before the end of June with an estimated surplus/deficit as at 30 June.

Council shall endeavour to adopt the annual budget in July each year.

DRAFT



## Delegation Register

Shire Of Chittering

### 1. Local Government Act 1995 Delegations

#### 1.1.17 Payments from the Municipal or Trust Funds

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
<b>Council Conditions on this Delegation:</b>	a. Authority to make payments is subject to annual budget limitations. b. Subject to the requirements of Regulation 13 of the Local Government (Financial Management) Regulations 1996. c. Each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month which is to be presented at the next ordinary meeting of Council.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Corporate Services</b> <b>Executive Manager Development Services</b> <b>Executive Manager Technical Services</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO, Executive Manager Corporate Services, Executive Manager Development Services or Executive Manager Technical Services.

<b>Compliance Links:</b>	<a href="#">Local Government Act 1995</a> <a href="#">Local Government (Financial Management) Regulations 1996</a> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. <a href="#">Local Government (Audit) Regulations 1996</a> Department of Local Government, Sport and Cultural Industries <a href="#">Operational Guideline No.11 – Use of Corporate Credit Cards</a> Department of Local Government, Sport and Cultural Industries: <a href="#">Accounting Manual</a>
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# Delegation Register

Shire Of Chittering



## 1. Local Government Act 1995 Delegations

Record Keeping:	As per the requirements of Regulation 13 of the Local Government (Financial Management) Regulations 1996.
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### Version Control:

1	17 June 2020
2	
3	



### 3.1 Code of Conduct – Employee, Volunteers and Contractors

<b>Policy Owner:</b>	Governance
<b>Distribution:</b>	All Elected Members and Staff
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	16 December 2009
<b>Amended:</b>	25 June 2014

#### Objective

The objective of the Code of Conduct is to set out the standards of ethical and professional behaviour expected of employees, volunteers, committee members and contractors.

#### Scope

This policy applies to employees, volunteers, committee members and contractors of the Shire of Chittering.

#### Policy

Every local government is to prepare and adopt a code of conduct to be observed by elected members, committee members and employees (*Local Government Act 1995 s 5.103(1)*).

The Shire of Chittering is committed to the highest standards of conduct and integrity on the part of employees, volunteers, committee members and contractors. To achieve this, people must:

- Conduct themselves with integrity;
- Act fairly and honestly;
- Avoid placing themselves in disputations which may result in divided loyalties;
- Treat each other with dignity and respect;
- Use the shire's resources responsibly and in the best interests of the Shire of Chittering;
- Be responsible for their actions and accountable for their consequences; and
- Communicate with each other in a respectful and honest manner, recognising the obligations and limits of their respective roles.

#### References:

- Shire of Chittering Code of Conduct
- Shire of Chittering Customer Service Charter
- Local Government (Administration) Regulations 1996
- Local Government (Rules of Conduct) Regulations 2007
- Local Government Act 1995

Shire of Chittering  
Employee,  
Volunteer and Contractor  
Code of Conduct

## Message from the Chief Executive Officer

The Shire of Chittering's Employee, Volunteer and Contractor's Code of Conduct (the **Code**) is an extension of our values and is a foundation for our long-term success.

This document sets out the guidelines that we must follow to maintain high ethical standards, appropriate corporate behaviour and accountability across the Shire of Chittering.

Ethical behaviour is an integral part of our culture, a culture that defines who we are, how we are perceived by the community and how we treat our colleagues.

Through openness and integrity, the Code ensures that we comply with procedures that reflect the highest standards of corporate governance.

We will sometimes encounter situations that will test our values, judgment and integrity. When these tests arise, we can use this Code. When each of us follows the Code, we communicate our commitment to the values.

I am personally committed to making sure we embody the strong ethical principles captured in this important document. It is essential for every employee to uphold and follow our Code, regardless of your role at the Shire of Chittering. Equally important is a requirement to hold others accountable to follow our Code and to call out misalignment of values in a respectful way.

Thank you for being engaged and committed to making the principles and practices of our Code part of your daily work.

Please take time to familiarise yourself with your obligations under this Code and continue to refer to it as you perform your duties. If you require further clarification on the Code or any of your obligations outlined below, please contact your Executive Manager.

Matthew Gilfellow  
Chief Executive Officer  
Shire of Chittering

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## 1. Introduction

The Code applies to all persons employed by the Shire of Chittering (the **Shire**) under the *Local Government Act 1995*. Each of us has a personal responsibility to incorporate, and to encourage others to incorporate, the principles of the Code in our work.

Our Code is a great resource, but it doesn't cover every situation you may face, so it's important to use good judgement in everything you do and to ask for help if you're ever unsure about the right course of action.

It should be noted that the Code is not a 'stand-alone' document and does not over-ride any legislation or law. Should the Code be inconsistent with any legislation or law, the legislation or law will take precedence.

## 2. Our Values

The Shire has adopted five corporate values which distinguish and guide our professional conduct and personal behaviour while at work.

Make sure your actions always reflect our values. You are required to follow our Code and comply with the Shire's policies, procedures, all relevant laws and regulations and complete your assigned training.

### **Customer Focused – Delivering service excellence**

- *We act in and advocate for the community's best interest.*
- *We provide accurate and consistent information.*
- *We take a keen interest in the work of others.*
- *We strive to deliver better value to our customer*

### **Improvement – Finding simpler, smarter and better ways of working**

- *We use each customer experience as an opportunity to improve.*
- *We continually review through questioning and debate.*
- *We embrace change.*
- *We strive for excellence.*

### **Accountability – Accepting responsibility and meeting commitments, on time and to standard**

- *We clarify expectations up front.*
- *We demonstrate high and proactive concern for health, safety, environment, community and the Shire's reputation.*
- *We adhere to corporate policies and procedures and legislative requirements.*
- *We avoid waste.*

### **Support and Collaboration – Together we are stronger**

- *We engage and consult with others appropriately.*
- *We share resources, ideas and information.*
- *We develop purposeful and positive relationships and networks with customers, stakeholders and peers.*

**Respect – Trusting others and being trustworthy**

- *We act professionally with courtesy and integrity.*
- *We are inclusive by accepting and valuing diversity and by treating others fairly and with dignity.*
- *We share openly, honestly and appropriately.*
- *We genuinely consider and respond to the needs of others.*

**3. Ethics in Practice****3.1 Personal behaviour**

*Harassment and bullying in any form – verbal, physical, or visual is unacceptable and will not be tolerated. If you believe you've been bullied or harassed by any employee, contractor, or by any member of the public, we strongly encourage you to immediately report the incident to your Manager. Similarly, Managers who learn of any such incident should immediately report it to the CEO.*

**I will**

- Act ethically and with integrity;
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- Treat members of the public and colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interest, rights, safety and welfare;
- Not harass, bully or discriminate against colleagues, members of the public or employees; and
- Fulfil all statutory requirements that relate to my role.

**3.2 Professional conduct**

*We are committed to a supportive work environment, where employees have the opportunity to reach their full potential. The Shire actively creates and promotes an environment that is inclusive of all people and their unique abilities, strengths and differences. We work better together because of our differences, not despite them.*

**I will**

- Respect and value the diversity of the workforce where differences are valued and respected;
- Give colleagues the opportunity to express their views and opinions and invite teamwork and collaboration;
- Respect work spaces and avoid displaying or distributing material or using language that may cause offence;
- Stop unacceptable behaviour if it is offensive or unwelcomed to a colleague or customer;
- Demonstrate respect and understanding for Elected Members in relation to their roles, functions and responsibilities; and
- Report unacceptable behaviour to my Manager, as appropriate.

### 3.3 Professional commitment

*We must all recognise the part our roles play in contributing to the success of the Shire and make a commitment to comply with internal rules, policies and procedures, as well as conduct ourselves with integrity. We should each endeavour to fully utilise our capabilities and exercise our best efforts.*

#### **I will**

- Report improper conduct or misconduct which has been, or may be occurring in the workplace;
- Comply with the requirements of any policy, procedure or work instruction;
- Maintain an appropriate, professional standard of dress and grooming which complies with internal procedures, and/or occupational safety and health standards;
- Ensure that I am “fit for work” and that my actions will not adversely affect my work performance or endanger the health, safety or welfare of others in the workplace or in the community; and
- Report all hazards and adverse events when they occur.

### 3.4 Communication and information

*Our reputation, by which we build trust with our community, is our most valuable asset and it is up to all of us to make sure that we continually earn that trust and not do anything that may bring the Shire’s reputation into disrepute.*

*You must exercise caution and be careful when considering disclosing confidential information. You must ensure that external communications (including online and social media posts) do not disclose Shire information that may be confidential or represent (or otherwise give the impression) that you are speaking on behalf of the Shire unless you are authorised to do so. The same applies to communications with the media.*

#### **I will**

- Not disclose Shire information or documents, acquired through my work, other than as required by law or where proper authorisation is given;
- Not misuse this information for personal or commercial gain for myself, or for a gain or to the detriment of another;
- Ensure that records and reports are truthful, accurate, complete, consistent, timely and understandable;
- Adhere to legal requirements, policies and all other lawful directives regarding communication with Ministers, ministerial staff, lobbyists and members of the public generally;
- Not provide comment or information to the media without proper prior authorisation;
- Where possible, ensure that information and services offered to the community by the Shire are accessible to everyone including people with disabilities, their families and carers;
- Respect the confidentiality and privacy of all personal information; and
- Return all confidential information and intellectual property within my possession and control when terminating my employment with the Shire.

### 3.5 Record-keeping and use of information

*Our procedures limit access to and the use of information held by the Shire, and require that each of us take measures to protect that information from unauthorised access or use.*

**I will**

- Not access or use information that is not required for me to do my role;
- Record actions and reasons for decisions to ensure transparency;
- Ensure the secure storage of sensitive or confidential information;
- Not destroy records without authorisation; and
- Comply with our record keeping plan and the State Records Act 2000.

### 3.6 Fraud, Corruption and Misconduct

*The Shire considers fraud, corruption and misconduct to be serious matters. Such behaviours are unacceptable and the Shire adopts a zero tolerance approach towards such behaviour. All allegations of corrupt conduct will be investigated and may result in disciplinary action including possible dismissal.*

**I will:**

- Not engage in fraud, criminal or corrupt conduct;
- Report any fraudulent, criminal or corrupt behaviour;
- Report any breaches of the Code; and
- Commit to supporting a strong culture and sound governance to prevent, detect and respond to fraud and misconduct.

### 3.7 Use of public resources

*The Shire provides us the tools and equipment we need to do our jobs effectively, but relies on us to be responsible and not wasteful with the resources we are given.*

*The Shire's policy is to allow some personal use of certain assets, such as a Shire car, laptop, mobile phone or other wireless communication device. Always check the relevant policy to ensure that you are using Shire assets as intended. If you are unsure, please ask your Manager or Human Resources Co-ordinator.*

*Simply, the money we spend on behalf of the Shire is not ours, it is public funds. Each employee at the Shire, not just those in Finance, play a role in making sure that the Shire's money is spent appropriately.*

**I will:**

- Be accountable for official expenditure;
- Use Shire resources diligently, efficiently and for their intended purpose;
- Use corporate credit cards and purchasing cards for Shire related expenditure only; and
- Not use work time or resources for personal gain, financial or otherwise.

### 3.8 Gifts and benefits

*You must avoid situations that may give rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you. You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment from you in your role with the Shire. Immediate family members ordinarily include parents, spouses, children and siblings.*

*To comply with Regulation 34B of the Local Government (Administration) Regulations 1996, if any token gift, reward or benefit is offered (token is defined as a value between \$50 to a maximum of \$300) disclosure will be made in a prompt and full manner and in writing in the Token Gifts Register, including the name(s) of the person(s) who gave the token gift, the date of receipt and its estimated value. Gifts exceeding \$300 are not to be accepted, including any two gifts from the same person within six months where the value exceeds \$300.*

*Transparency and openness are the key. If a gift is offered in a public forum, it is less likely to be perceived as a gift of influence than if it were offered in a private context.*

#### **I will**

- Refrain from accepting a prohibited gift;
- Always disclose the acceptance of a notifiable gift from a person who is undertaking or seeking to undertake an activity involving a local government discretion; or it is reasonable to believe is intending to undertake an activity involving a local government discretion (that means that the activity cannot be undertaken without an authorisation from the Shire or by way of a commercial dealing with the Shire); and
- Notify the CEO, or their authorised representative, in writing, within 10 days of accepting a notifiable gift; which provides the following information:
  - a) the name of the person who gave the gift;
  - b) the date on which the gift was accepted;
  - c) a description, and the estimated value, of the gift; and
  - d) the nature of the relationship between the person who is an employee and the person who gave the gift;
 in order for the CEO to maintain the legislated Register of Notifiable Gifts.

### 3.9 Conflicts of interest

*A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty. You must avoid or appropriately manage any conflict of interests. The onus is on you to identify a conflict of interest and take the appropriate action to manage the conflict in discharging your public duty. When considering whether or not you have a conflict of interest, it is always important to think about how others would view your situation.*

*If in doubt consult your Manager.*

**I will:**

- Ensure personal or financial interests do not conflict with my ability to perform my official duties in an impartial manner and declare any conflict between my personal and public duty as soon as it is known;
- Disclose any interest I may have in a matter to be presented at a Council Meeting, whether through advice I provide at the meeting or through advice that I will present in a report to the meeting, to the CEO in writing, either before the meeting, at the time the advice is given, or at the meeting immediately before the matter is discussed; and
- Seek CEO approval before undertaking other (secondary) employment.

## 4. Ethical Decision Making

You have a responsibility to act legally and ethically in carrying out your duties and responsibilities as an employee of the Shire, in a way that complies with the principles outlined in the Local Government Act 1995 and is consistent with our Code.

You are expected to exercise a high degree of care in your decision making and make decisions impartially and in the best interests of the community.

So how do you make an ethical and correct decision? The decision-making guide below will help ensure that your behaviour meets the required standards. Assistance is also available from your Manager, Manager, Director, the CEO, Governance and Legal and People and Culture.

If you are unsure – seek advice BEFORE you act!

### 4.1 Decision making guide

#### Identify and assess the situation

- What is difficult about the situation?
- What are the legal issues to be considered?
- Does the Code require you to behave in a certain way?
- Who else is involved and what effect does your behaviour have on them?

#### Look at the situation from the Shire's standpoint

- What are your duties and responsibilities?
- Is there a relevant guideline, determination or policy?
- Who do you need to involve?

#### Would your behaviour stand up to scrutiny by the public?

*This is sometimes called the family or newspaper test.*

- What would your family or the CEO say if your actions were reported on the front page of the newspaper?
- Would others see you as using your employment and resources for public benefit?
- Do your personal interests conflict with the public interest?

#### Identify and consider the options

- Do you need to seek advice?
- Is there an alternative solution and what would the result of that solution be?

- How would the public view the alternative solution?

Choose your course of action

- Your choice of action must be within the legislation, policies and guidelines.
- Your behaviour must support the Shire's aims and standards.
- You must be able to justify your course of action.

## 5. What can happen if I breach the Code?

There are consequences for breaching your conduct obligations. Local government is subject to extensive regulation through legislation and a breach of any law will be viewed as a serious breach of the terms of your employment. Breaches of this Code, policy and/or procedure may also be considered serious and you may be subject to a disciplinary process in accordance with the Shire's Staff Disciplinary Policy.

Penalties for a breach may range from a reprimand through to the termination of your employment. Some unacceptable behaviours are also criminal offences and you may face prosecution if your behaviour is unlawful.

This means you must:

- Read, understand and comply with the Code and the policies, laws and regulations that apply to your job.
- Speak up when you see possible violations of the Code, policies and legal and regulatory requirements.
- Be truthful and cooperate fully in any investigation. Do not conceal or destroy information.
- Complete training on the Code, and attest that you understand and commit to complying with the Code.

Failing to read and attest to the Code does not excuse you from these obligations.

## 6. Review

Feedback or comments in relation to the Code should be directed to the Executive Manager Corporate Services. The Code will be reviewed every three years or as circumstances and needs dictate. The Executive Manager Corporate Services is authorised to make administrative changes that do not affect the intent of the Code such as if policy or procedure documents change or are repealed.

## 7. Legislative Provisions

Local Government Act 1995 and Regulations  
Occupational Safety and Health Act 1984  
Fair Work Act 2009  
Freedom of Information Act 1992  
Corruption and Crime Commission Act 2003  
Corruption, Crime and Misconduct Act 2003  
State Records Act 2003  
Disabilities Services Act 1993

### 8. Acknowledgement of Shire of Chittering Employee Code of Conduct

I, hereby confirm I have familiarised myself with the Shire of Chittering's Code of Conduct and am aware of my obligations and responsibilities.

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Signature

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Date



### 3.7 Staff Housing

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	All Executive Managers Human Resources Co-ordinator
<b>Date of Approval:</b>	18 November 2009
<b>Amended:</b>	26 October 2016

#### Policy

The Shire of Chittering offer staff housing, so as to:

- Attract people with the skills and experience necessary to carry out the duties required of Executive staff; and
- Provide housing opportunities where there may be limited other alternatives in the area for prospective employees.

The Shire of Chittering provides housing to Executive staff - and other employees at the Chief Executive Officer's discretion - subject to operational requirements.

A Housing budget exists for ongoing maintenance and repairs, renovations, rates and insurances associated with the operation of the staff housing portfolio.

Any employee being offered Council-provided staff housing will be required to sign a tenancy agreement in the form of Form 1AA, pursuant to Section 27A of the Residential Tenancies Act 1987 and Regulation 10AA(a) of the Residential Tenancies Regulations 1989. Form 1AA is included as an annexure to this document.

Provided tenants keep their lawns and gardens, in good order, Council will be responsible for the water charges for the first 200kL of water, per financial year.

Each house, which the shire manages, shall have a garden shed – not smaller than 4m x 3m provided for the tenants.

The following forms which may be useful to staff members residing, or intending to reside, in Shire provided staff housing are included as annexures to this document:

- Check List for Vacating a Property

#### References:

- Residential Tenancies Act 1987 and
- Residential Tenancies Regulations

**FORM 1AA**  
**RESIDENTIAL TENANCY AGREEMENT**  
*RESIDENTIAL TENANCIES ACT 1987 (WA)*  
 Section 27A

**PART A****This agreement is made between:****LESSOR** [name of lessor(s)] \_\_\_\_\_

[lessor(s) contact details] ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (optional) EMAIL: \_\_\_\_\_ (optional)

and

**Tenant** [name of tenant one] \_\_\_\_\_

[tenant contact details] ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Tenant** [name of tenant two] \_\_\_\_\_

[tenant contact details] ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Lessor's property manager**\_\_\_\_\_  
[name of lessor's property manager (if any) and contact details]**Giving of notices and information by electronic means**Indicate below for each of the following persons whether the person agrees to notices and information being given by email or facsimile under the *Electronic Transactions Act 2011*.

Lessor

Email: Yes  No  Facsimile: Yes  No 

[insert email address or facsimile number if different from contact details above]

Tenant one

Email: Yes  No  Facsimile: Yes  No 

[insert email address or facsimile number if different from contact details above]

Tenant two

Email: Yes  No  Facsimile: Yes  No 

[insert email address or facsimile number if different from contact details above]

Lessor's property manager

Email: Yes  No  Facsimile: Yes  No 

[insert email address or facsimile number if different from contact details above]

**TERM OF AGREEMENT**

(\* delete as appropriate)

\* This residential tenancy agreement is **periodic** - starting on \_\_\_\_/\_\_\_\_/\_\_\_\_.\* This residential tenancy agreement is **fixed** - starting on \_\_\_\_/\_\_\_\_/\_\_\_\_ and ending on \_\_\_\_/\_\_\_\_/\_\_\_\_.**Note:** The start date for the agreement should not be a date prior to the date on which the tenant is entitled to enter into occupation of the premises.**RESIDENTIAL PREMISES**

The residential premises are [insert address] \_\_\_\_\_ and include/exclude&gt;(\* delete as appropriate):

\_\_\_\_\_  
[include any additional matters, such as a parking space or furniture provided, or any exclusions, such as sheds]**MAXIMUM NUMBER OF OCCUPANTS**

No more than [insert number] \_\_\_\_\_ persons may ordinarily live at the premises at any one time.

**RENT**

(\* delete as appropriate)

The rent is [insert amount] \$ \_\_\_\_\_ per week/calculated by reference to tenants income

[insert calculation] \_\_\_\_\_

Payable weekly/fortnightly\* in advance starting on \_\_\_\_/\_\_\_\_/\_\_\_\_.

The method by which the rent must be paid is: (\* delete as appropriate)

(a) by cash or cheque\*; or

(b) into the following account or any other account nominated by the lessor\*:

BSB: \_\_\_\_\_ Account number: \_\_\_\_\_ Account name: \_\_\_\_\_ Payment reference: \_\_\_\_\_

or

(c) as follows\*: \_\_\_\_\_

**SECURITY BOND**

A security bond of [insert amount] \$ \_\_\_\_\_ and a pet bond of [insert amount] \$ \_\_\_\_\_ must be paid by the tenant on signing this agreement.

**Note:** Unless the rent for the premises exceeds \$1,200 per week, the security bond must not exceed the sum of 4 weeks' rent plus a pet bond not exceeding \$260 (if a pet is permitted to be kept at the premises). The pet bond is to be used to meet costs of fumigation of the premises.**RENT INCREASE**

In the case of a periodic tenancy (see "TERM OF AGREEMENT") any rent increase will be no sooner than 6 months after the commencement of this tenancy agreement and the date of the last increase. The lessor must give at least 60 days notice of the increase.

**Note:** If rent is calculated by reference to income, the requirement to provide a notice of rent increase only applies if the method of calculating the rent is changed.

In the case of a fixed-term tenancy (see "TERM OF AGREEMENT") the rent increase will be [insert maximum increase or method of calculating increase, e.g. CPI or percentage] \_\_\_\_\_ and take effect no sooner than 6 months after the commencement of this tenancy agreement and the date of the last increase. The lessor must give at least 60 days notice of the increase.

**Note:** For fixed-term lease agreements exceeding 12 months, refer to Part C for details of subsequent rent increases.**WATER SERVICES**Is scheme water connected to the premises? Yes  No **Note:** If the property is not connected to scheme water, the tenant may have to purchase water at his or her own expense.

**WATER USAGE COSTS (SCHEME WATER)**

The tenant is required to pay [insert number] \_\_\_\_\_% of water consumption costs.

**PERMISSION TO CONTACT THE WATER SERVICES PROVIDER**

Does the tenant have the lessor's permission to contact the water services provider for the premises to access accounts for water consumption at the premises and to communicate with the water services provider in relation to concessions available to the tenant or supply faults at the premises? Yes  No

**ELECTRICITY, GAS AND OTHER UTILITIES**

Indicate for the utilities below whether or not the premises are separately metered:

**Electricity** Yes  No       **Gas** Yes  No       **Water** Yes  No

**Other** [please specify]: \_\_\_\_\_ Yes  No

Where the premises are **separately** metered to measure consumption of a specific utility, the tenant must pay for the connection and consumption costs as per the relevant account for the premises.

Where the premises are **not separately** metered to measure the consumption of a specific utility, the tenant must pay the consumption costs for that utility which will be calculated as follows:

- Electricity: [insert method of calculation] \_\_\_\_\_
- Gas: [insert method of calculation] \_\_\_\_\_
- Water: [insert method of calculation] \_\_\_\_\_
- Other [please specify]: \_\_\_\_\_ [insert method of calculation] \_\_\_\_\_

**STRATA BY-LAWS**

Strata by-laws ARE/ARE NOT\* (\*delete as appropriate) applicable to the residential premises. A copy of the by-laws are attached:  
Yes  No

**PETS**

The pets listed may be kept at the premises: \_\_\_\_\_

**RIGHT OF TENANT TO ASSIGN OR SUB-LET**

(\* delete as appropriate)

- \* The tenant may assign the tenant's interest under this agreement or sub-let the premises.
- \* The tenant may not assign the tenant's interest under this agreement or sub-let the premises.
- \* The tenant may assign the tenant's interest under this agreement or sub-let the premises only with the written consent of the lessor.

**RIGHT OF TENANT TO AFFIX AND REMOVE FIXTURES**

(\* delete as appropriate)

- \* The tenant must not affix any fixture or make any renovation, alteration or addition to the premises.
- \* The tenant may only affix any fixture or make any renovation, alteration or addition to the premises with the lessor's written permission.

**PROPERTY CONDITION REPORTS**

A property condition report detailing the condition of the premises must be completed by or on behalf of the lessor and 2 copies provided to the tenant within 7 days of the tenant moving into the premises.

If the tenant disagrees with any information contained in the property condition report, the tenant must note his or her disagreement on a copy of the property condition report and return this to the lessor or property manager within 7 days of receipt of the property condition report from the lessor. If the tenant does not give a copy of the property condition report back to the lessor, the tenant is taken to accept the property condition report as a true and accurate description of the condition of the premises.

A final property condition report must be completed by or on behalf of the lessor and provided to the tenant as soon as practicable but in any event within 14 days of the termination of the tenancy. The tenant must be given a reasonable opportunity to be present at the final inspection.

## **PART B**

### **STANDARD TERMS APPLICABLE TO ALL RESIDENTIAL TENANCY AGREEMENTS**

The *Residential Tenancies Act 1987* and the Residential Tenancies Regulations 1989 apply to this agreement. Both the lessor and the tenant must comply with these laws. Some of the rights and obligations in that legislation are outlined below.

#### **RIGHT TO OCCUPY THE PREMISES**

1. The tenant has the right to exclusive occupation and quiet enjoyment of the residential premises during the tenancy. The residential premises include the additional items but do not include the exclusions noted under "RESIDENTIAL PREMISES" in Part A.

#### **COPY OF AGREEMENT**

2. The lessor or the property manager must give the tenant:
  - 2.1 a copy of this agreement when this agreement is signed by the tenant; and
  - 2.2 a copy of this agreement signed by both the lessor or the property manager and the tenant within 14 days after it has been signed and delivered by the tenant.

#### **RENT**

3. The tenant must pay rent on time or the lessor may issue a notice of termination and, if the rent is still not paid in full, the lessor may take action through the court to evict the tenant.
4. The tenant must not withhold rent because the tenant is of the view that the lessor is in breach of the agreement.
5. The lessor or property manager must not:
  - 5.1 require the tenant to pay more than 2 weeks rent in advance; or
  - 5.2 require the tenant to pay rent by post-dated cheque; or
  - 5.3 use rent paid by the tenant for the purpose of any amount payable by the tenant other than rent; or
  - 5.4 require the tenant to pay any monetary amount other than rent, security bond and pet bond.
6. The lessor or property manager must give a rent receipt to the tenant within 3 days of the rent being paid unless the rent is paid into an authorised bank or credit union account nominated by the lessor.
7. A tenancy agreement cannot contain a provision for a penalty, damages or extra payment if the tenant fails to keep to the agreement or breaches any law. If an agreement allows a reduced rent or a rebate, refund or other benefit if the tenant does not breach the agreement, the tenant is entitled to the reduction, rebate, refund or other benefit in any event.
8. **Warning:** it is an offence for a tenant to fail or refuse to pay any rent due under a residential tenancy agreement with the intention that the amount of such rent be recovered by the lessor from the tenant's security bond.

#### **PAYMENT OF COUNCIL RATES, LAND TAX, WATER AND OTHER CHARGES**

9. The lessor must pay all rates, taxes or charges imposed in respect of the premises under the *Local Government Act 1995*, the *Land Tax Act 2002* or any written law under which a rate, tax or charge is imposed for water supply or sewerage services under the *Water Agencies (Powers) Act 1984* (other than a charge for water consumed). The lessor is responsible for any contribution levied under the *Strata Titles Act 1985* and any contribution levied on a proprietor under the *Strata Titles Act 1985*.

#### **PUBLIC UTILITY SERVICES**

10. **Public utility services** have the meaning given in the *Land Administration Act 1997* and refers to services such as gas, electricity and water.
11. If the premises are not separately metered to measure the tenant's consumption of a public utility service at the premises and the tenant is expected to pay for his or her consumption of the public utility service, the lessor and tenant must agree in writing an alternative method of calculating the charge to be paid by the tenant for the consumption of that public utility service.
12. The tenant must not be required to pay a charge in relation to a public utility service provided to the premises unless the charge is calculated by reference to the tenant's actual consumption of the public utility service at the premises and the tenant is given written notice of the charge.
13. If the premises are separately metered, the notice of the charge must specify:
  - 13.1 the relevant meter reading or readings; and
  - 13.2 the charge per metered unit; and
  - 13.3 the amount of GST payable in respect of the provision of the public utility service to the residential premises

14. If the premises are not separately metered, the notice of the charge must specify:
  - 14.1 the calculation as per the agreed method; and
  - 14.2 the amount of GST payable in respect of the provision of the public utility service to the residential premises.

### POSSESSION OF THE PREMISES

15. The lessor must:
  - 15.1 give the tenant vacant possession of the premises on the day on which the tenant is entitled to enter into occupation of the premises under the agreement; and
  - 15.2 take all reasonable steps to ensure that, at the time of signing this agreement, there is no legal reason why the tenant cannot occupy the premises as a residence for the term of this agreement.

### TENANT'S RIGHT TO QUIET ENJOYMENT

16. The tenant is entitled to quiet enjoyment of the premises without interruption by the lessor or any person claiming by, through or under the lessor or having superior title to that of the lessor.
17. The lessor or the property manager will not interfere with, or cause or permit any interference with, the reasonable peace, comfort or privacy of the tenant in the use of the premises. The lessor or the property manager must also take all reasonable steps to ensure that the lessor's other neighbouring tenants do not interfere with the reasonable peace, comfort or privacy of the tenant in the use of the premises.

### USE OF THE PREMISES BY TENANT

18. The tenant must:
  - 18.1 use the premises as a place of residence; and
  - 18.2 not use or allow the premises to be used for any illegal purpose; and
  - 18.3 not cause or permit a nuisance; and
  - 18.4 not intentionally or negligently cause or permit damage to the residential premises; and
  - 18.5 advise the lessor or property manager as soon as practicable if any damage occurs; and
  - 18.6 keep the premises in a reasonable state of cleanliness; and
  - 18.7 not cause or allow to be caused injury to the lessor, property manager or any person lawfully on adjacent premises; and
  - 18.8 not allow anyone who is lawfully at the premises to breach the terms of this agreement.
19. The tenant is responsible for the conduct or omission of any person lawfully on the premises that results in a breach of the agreement.

### LESSOR'S GENERAL OBLIGATIONS FOR RESIDENTIAL PREMISES

20. In this clause, **premises** includes fixtures and chattels provided with the premises but does not include:
  - 20.1 any fixture or chattel disclosed by the lessor to the tenant as not functioning before the agreement was entered into; or
  - 20.2 any other fixture or chattel that the tenant could not reasonably have expected to be functioning at the time the agreement was entered into.
21. The lessor must:
  - 21.1 provide vacant possession of the premises and in a reasonable state of cleanliness and repair; and
  - 21.2 maintain and repair the premises in a timely manner; and
  - 21.3 comply with all laws affecting the premises including building, health and safety laws.

### URGENT REPAIRS

22. **Urgent repairs** are defined by the *Residential Tenancies Act 1987* and fall into 2 categories: repairs that are necessary for the supply or restoration of an essential service and other urgent repairs.  
Essential services are listed in the *Residential Tenancies Regulations 1989* as electricity, gas, a functioning refrigerator (if one is provided with the premises), waste water management treatment and water (including the supply of hot water). Arrangements for repairs that are necessary to supply or restore an essential service must be made with a suitable repairer within 24 hours. Other urgent repairs are those that are not an essential service, but may nevertheless cause damage to the premises, injure a person or cause undue hardship or inconvenience to the tenant. Arrangements for these repairs must be made within 48 hours.
23. In every tenancy, if the need for urgent repair arises other than as a result of a breach of the agreement by the tenant:
  - 23.1 the tenant is to notify the lessor or the property manager of the need for urgent repairs as soon as practicable; and

- 23.2 the lessor is to ensure that the repairs are carried out by a suitable repairer as soon as practicable after that notification; and
- 23.3 if, within 24 hours (in the case of repairs for the supply or restoration of essential services) or 48 hours (in the case of other urgent repairs), the lessor or property manager cannot be contacted, or, having notified the lessor or property manager of the need for the repairs, the lessor fails to ensure that the repairs will be carried out by a suitable repairer as soon as practicable after that notification, the tenant may arrange for the repairs to be carried out by a suitable repairer to the minimum extent necessary to effect those repairs; and
- 23.4 if a tenant arranges for repairs to be carried out under clause 23.3, the lessor must, as soon as practicable after the repairs are carried out, reimburse the tenant for any reasonable expense incurred by the tenant in arranging for those repairs to be carried out and paying for those repairs.

### **LESSOR'S ACCESS TO THE PREMISES**

- 24. The lessor, property manager or person acting on behalf of the lessor, can only enter the premises in the following circumstances:
  - 24.1 in any case of emergency;
  - 24.2 to conduct up to 4 routine inspections in a 12 month period after giving the tenant at least 7 days, but not more than 14 days', written notice;
  - 24.3 where the agreement allows the rent to be collected at the premises where rent is payable not more frequently than once every week;
  - 24.4 to inspect and secure the premises if there are reasonable grounds to believe that the premises have been abandoned and the tenant has not responded to a notice from the lessor;
  - 24.5 carrying out or inspecting necessary repairs to or maintenance of the premises, at any reasonable time, after giving the tenant not less than 72 hours' notice in writing before the proposed entry;
  - 24.6 showing the premises to prospective tenants, at any reasonable time and on a reasonable number of occasions during the period of 21 days preceding the termination of the agreement, after giving the tenant reasonable notice in writing;
  - 24.7 showing the premises to prospective purchasers, at any reasonable time and on a reasonable number of occasions, after giving the tenant reasonable notice in writing;
  - 24.8 if the tenant agrees at, or immediately before, the time of entry;
  - 24.9 in accordance with the *Residential Tenancies Act 1987* section 46(6A) and (6B).
- 25. There are directions within the *Residential Tenancies Act 1987* which guide tenants, lessors and property managers on appropriate behaviour in relation to gaining or granting access to the premises. The following summary may assist.

### **REASONABLE TIME**

- 26. **Reasonable time** means:
  - 26.1 between 8.00 am and 6.00 pm on a weekday; or
  - 26.2 between 9.00 am and 5.00 pm on a Saturday; or
  - 26.3 at any other time agreed between the lessor and each tenant.

### **REQUIREMENT TO NEGOTIATE A DAY AND TIME FOR A PROPOSED ENTRY BY THE LESSOR**

- 27. If it would unduly inconvenience the tenant for the lessor or property manager to enter the premises as specified in a notice of an intention to enter premises on a particular day, the lessor or property manager must make a reasonable attempt to negotiate a day and time that does not unduly inconvenience the tenant.

### **REQUIREMENT TO GIVE TENANT NOTICE OF PROPOSED ENTRY**

- 28. Where the lessor or property manager gives a tenant notice of an intention to enter premises on a particular day, the notice must specify the day and whether it will be before or after 12.00 pm.

### **TENANT ENTITLED TO BE PRESENT**

- 29. The tenant is entitled to be on the premises during the entry by the lessor, the property manager or any other person acting on behalf of the lessor.

### **ENTRY MUST BE REASONABLE AND NO LONGER THAN NECESSARY**

- 30. The lessor or property manager exercising a right of entry:
  - 30.1 must do so in a reasonable manner; and
  - 30.2 must not, without the tenant's consent, stay or permit others to stay on the premises longer than is necessary to achieve the purpose of the entry.

**LESSOR'S OBLIGATION TO COMPENSATE TENANT IF DAMAGE TO TENANT'S GOODS**

31. If the lessor or property manager (or any person accompanying the lessor or property manager) causes damage to the tenant's goods when exercising a right of entry, the lessor is obliged to compensate the tenant.

**ALTERATIONS AND ADDITIONS TO THE PREMISES**

32. If the tenancy agreement allows the tenant to affix a fixture or make a renovation, alteration or addition to the premises, then:
- 32.1 the tenant must obtain permission from the lessor prior to affixing any fixture or making any renovation, alteration or addition to the premises; and
  - 32.2 the tenant must obtain permission from the lessor to remove any fixture attached by the tenant and make good any damage; and
  - 32.3 notify the lessor of any damage caused by removing any fixture and, at the option of the lessor, repair the damage or compensate the lessor for any reasonable expenses incurred by the lessor in repairing the damage; and
  - 32.4 the lessor must not unreasonably refuse permission for the installation of a fixture or an alteration, addition or renovation by the tenant.
33. If the lessor wants to make an alteration or addition or affix a fixture to the premises, then:
- 33.1 the lessor must obtain the tenant's permission prior to affixing any fixture or making any renovation, alteration or addition to the premises; and
  - 33.2 the tenant must not unreasonably refuse permission for the lessor to affix any fixture or make any renovation, alteration or addition to the premises.
- 33A. For the purposes of the *Residential Tenancies Act 1987* section 47(4), the tenant may make the following prescribed alterations:
- 33A.1 the renovation, alteration or addition of any of the following —
    - security alarms and cameras;
    - locks, screens and shutters on windows;
    - security screens on doors;
    - exterior lights;
    - locks on gates;
  - 33A.2 the pruning of shrubs and trees to improve visibility around the residential premises.
- 33B. Under the *Residential Tenancies Act 1987* section 47(5):
- 33B.1 the cost of making the prescribed alterations must be borne by the tenant; and
  - 33B.2 the tenant must give written notice to the lessor of the tenant's intention to make the prescribed alterations; and
  - 33B.3 work on the prescribed alterations must be undertaken by a qualified tradesperson, a copy of whose invoice the tenant must provide to the lessor within 14 days of the alterations being completed; and
  - 33B.4 the prescribed alterations must be effected having regard to the age and character of the property and any applicable strata company by-laws; and
  - 33B.5 the tenant must restore the premises to their original condition at the end of the residential tenancy agreement if the lessor requires the tenant to do so and, where restoration work has been undertaken by a tradesperson, must provide to the lessor a copy of that tradesperson's invoice within 14 days of that work having been performed.

**LOCKS AND SECURITY DEVICES**

34. The prescribed means of securing the premises are specified in the *Residential Tenancies Regulations 1989*. In every tenancy:
- 34.1 the lessor must provide and maintain such means to ensure the premises are reasonably secure as prescribed in the regulations; and
  - 34.2 any lock or security device at the premises must not be altered, removed or added by a lessor or tenant without the consent of the other or except in accordance with clause 34.4; and
  - 34.3 the lessor or the tenant must not unreasonably withhold the consent referred to in clause 34.2; and
  - 34.4 a tenant may alter or add any lock or other means of securing the residential premises in accordance the *Residential Tenancies Act 1987* section 45(2)(a), and the tenant and lessor must comply with section 45(2)(b) and (c) in relation to copies of keys to altered or added locks or other means of securing the residential premises.

**TRANSFER OF TENANCY OR SUB-LETTING BY TENANT**

35. If the tenancy agreement allows the tenant to assign his or her interest or sub-let the premises with the lessor's consent:
- 35.1 the tenant cannot assign his or her interest or sub-let the premises without the written consent of the lessor; and
  - 35.2 the lessor must not unreasonably withhold such consent; and

- 35.3 the lessor must not make any charge for giving such consent other than the lessor's reasonable incidental expenses.

### CONTRACTING OUT

36. It is an offence to contract out of any provision of the *Residential Tenancies Act 1987*.

### ENDING THE RESIDENTIAL TENANCY AGREEMENT

37. This residential tenancy agreement can only be terminated in certain circumstances.
38. The tenant agrees, when this agreement ends, to give vacant possession of the premises to the lessor. Before giving vacant possession to the lessor the tenant must:
- 38.1 remove all the tenant's goods from the residential premises; and
  - 38.2 leave the residential premises as closely as possible in the same condition, fair wear and tear excepted, as at the commencement of the tenancy; and
  - 38.3 return to the lessor all keys, and other opening devices or similar devices, provided by the lessor.
39. The tenant may be liable for losses incurred by the lessor if the above requirements are not met.

### ENDING A FIXED-TERM AGREEMENT

40. If this agreement is a fixed-term agreement it may be ended:
- 40.1 by agreement in writing between the lessor and the tenant; or
  - 40.2 if either the lessor or tenant does not want to renew the agreement, by giving written notice of termination. The notice must be given to the other party at least 30 days prior to the date on which vacant possession of the premises is to be delivered to the lessor. The notice may be given at any time up until the end of the fixed term but cannot take effect until the term ends.

### ENDING A PERIODIC AGREEMENT

41. If this agreement is a periodic agreement it may be ended:
- 41.1 by agreement in writing between the lessor and the tenant; or
  - 41.2 by either the lessor or the tenant by giving written notice of termination to the other party. The notice may be given at any time. The lessor must give at least 60 days' notice and the tenant must give at least 21 days' notice.

### ENDING A TENANT'S INTEREST IN A RESIDENTIAL TENANCY AGREEMENT BECAUSE OF FAMILY VIOLENCE

- 41A. A tenant's interest in a residential tenancy agreement may be ended:
- 41A.1 by the tenant under the *Residential Tenancies Act 1987* section 60(1)(ba) if the tenant or a dependant of the tenant is, during the tenancy period, likely to be subjected or exposed to family violence; or
  - 41A.2 by the tenant under the *Residential Tenancies Act 1987* section 60(1)(bb) if the tenant receives a copy of a notice of a termination referred to in paragraph 41A.1 from another tenant; or
  - 41A.3 by a court under the *Residential Tenancies Act 1987* section 60(1)(bc) if a family violence order is in force against a tenant to protect another tenant or if the court is satisfied that the tenant has committed family violence against another tenant or their dependant during the tenancy period.

### OTHER GROUNDS FOR ENDING AGREEMENT

42. The *Residential Tenancies Act 1987* also authorises the lessor and tenant to end this agreement on other grounds. The grounds for the lessor include sale of the residential premises, breach of this agreement by the tenant, where the agreement is frustrated (e.g. where the premises are destroyed or become uninhabitable) and hardship. The grounds for the tenant include breach of this agreement by the lessor, where the agreement is frustrated (e.g. where the premises are destroyed or become uninhabitable) and hardship.
43. For more information, refer to the *Residential Tenancies Act 1987* or contact the Department of Mines, Industry Regulation and Safety on 1300 30 40 54 or visit [www.commerce.wa.gov.au/ConsumerProtection](http://www.commerce.wa.gov.au/ConsumerProtection).
44. **Warning:**
- 44.1 It is an offence for any person to obtain possession of the residential premises without an order of the Magistrates Court if the tenant does not willingly move out (a termination notice issued by the lessor or property manager is not a court order). The court may order fines and compensation to be paid for such an offence.
  - 44.2 It is an offence for a tenant to fail to provide the lessor with a forwarding address when vacating the premises.

### SECURITY BOND

45. The security bond is held by the Bond Administrator.
46. The lessor agrees that if the lessor or the property manager applies to the Bond Administrator for all or part of the security

bond to be released to the lessor, the lessor or property manager will provide the tenant with evidence to support the amount that the lessor is claiming.

47. The Bond Administrator can only release the security bond when it receives either:
  - 47.1 a Joint Application for Disposal of Security Bond form signed by all the parties to the tenancy agreement; or
  - 47.2 an order of the court.
48. If the parties cannot agree on how the security bond is to be dispersed, either party can apply to the Magistrates Court to have the dispute decided.
49. **Warning:** It is an offence for a lessor or a property manager to require a tenant to sign a Joint Application for Disposal of Security Bond form unless the residential tenancy agreement has terminated, the rent to be paid under the tenancy agreement is decreased or a pet is no longer kept at the premises, and the amount of the security bond to be paid to the tenant or lessor is stipulated on the form.

### TENANCY DATABASES

50. A lessor or property manager can only list a person on a residential tenancy database if:
  - 50.1 the person is a named tenant on the residential tenancy agreement; and
  - 50.2 the residential tenancy agreement has been terminated; and
  - 50.3 the person owes the lessor a debt that is greater than the security bond or a court has made an order terminating the tenancy agreement.

### NOTICES

- 51A. A notice under this agreement must be given:
  - 51A.1 in the prescribed form; or
  - 51A.2 if there is no prescribed form but there is an approved form — in the approved form; or
  - 51A.3 if there is no prescribed form or approved form — in writing.
- 51B. A notice from the tenant to the lessor may be given to the property manager or the lessor's agent.
- 51C. A notice under this agreement may be given to a person:
  - 51C.1 by giving it to the person directly; or
  - 51C.2 if an address for service for the person is given in the agreement — by posting it to the address for service; or
  - 51C.3 if the person has agreed under Part A to the electronic service of notices — by sending the notice to the email address or facsimile number given in Part A.
- 51D. A person may withdraw his or her consent to a notice being given to the person by email or facsimile by giving a notice to that effect to each other party to the agreement.

### ADVICE, COMPLAINTS AND DISPUTES

#### DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY

52. The *Residential Tenancies Act 1987* allows the Commissioner for Consumer Protection to give advice to parties to a residential tenancy agreement, to look into complaints and, wherever possible, help to settle them. The Department of Mines, Industry Regulation and Safety may be contacted by telephone on 1300 30 40 54 or by visiting one of the Department's offices.
53. The tenant should generally approach the lessor or property manager to solve any problem before approaching the Department of Mines, Industry Regulation and Safety. The Department's role is one of mediation and conciliation, it cannot issue orders or make determinations in respect of disputes.

#### IF A DISPUTE CANNOT BE RESOLVED

54. If a dispute arises between the lessor and the tenant and the dispute cannot be resolved, either party may apply to the Magistrates Court to have the dispute decided by the court. The court can make a range of orders, including:
  - 54.1 restraining any action in breach of the agreement; and
  - 54.2 requiring a party to the agreement to perform a certain action under the agreement; and
  - 54.3 order the payment of any amount owing under the agreement; and
  - 54.4 order the payment of compensation for loss or injury.

**PART C**

**IMPORTANT INFORMATION**

Additional terms may be included in this agreement if:

- (a) both the lessor and tenant agree to the terms; and
- (b) they do not conflict with the *Residential Tenancies Act 1987*, the *Residential Tenancies Regulations 1989*, or any other law; and
- (c) they do not breach the provisions about unfair contract terms in the *Fair Trading Act 2010*; and
- (d) they do not conflict with the standard terms of this agreement.

ADDITIONAL TERMS ARE NOT REQUIRED BY THE *RESIDENTIAL TENANCIES ACT 1987*. HOWEVER, ONCE THE PARTIES SIGN THIS AGREEMENT, THE ADDITIONAL TERMS ARE BINDING UPON THE PARTIES UNLESS THE TERM IS FOUND TO BE UNLAWFUL.

ADDITIONAL TERMS:

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THE LESSOR AND TENANT ENTER INTO THIS AGREEMENT AND AGREE TO ALL ITS TERMS.

Signed by the LESSOR/PROPERTY MANAGER

\_\_\_\_\_  
[Signature of lessor/property manager]

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Signed by the TENANT/S (strike-out non-applicable signature blocks)

\_\_\_\_\_  
[Signature of tenant]

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**For further information** about rights and obligations as a lessor or tenant, refer to the *Residential Tenancies Act 1987* or contact the Department of Mines, Industry Regulation and Safety on 1300 304 054 or [www.commerce.wa.gov.au/Tenancy](http://www.commerce.wa.gov.au/Tenancy)  
For Translating and Interpreting Services please telephone TIS on 13 14 50 and ask to speak to the Department of Mines, Industry Regulation and Safety (1300 304 054) for assistance.

## Shire of Chittering Staff Housing

# Check List for Vacating a Dwelling

If you are vacating a Shire provided dwelling, the following checklist may assist you to leave the premises as closely as possible in the same condition, fair wear and tear excepted, as at the commencement of your tenancy.

Area	Action	Checked
<b>Floors</b>	Floors Vacuum/shampoo/disinfect all carpets removing any new stains.	
	Vacuum/sweep and mop all vinyl and tile surfaces.	
	Shift all items of furnishing and clean floors.	
<b>Wall and Ceilings</b>	Wipe clean any scuff marks etc.	
	Clean to remove any dirt or dust.	
<b>Window Furnishings</b>	Ensure all furnishings are hung properly.	
	Wipe clean all blinds.	
	Wash or dry clean all curtains.	
<b>Windows and Doors</b>	Clean all glass inside and out.	
	Clean all sills and window tracks.	
	Clean all flyscreens and security screens.	
<b>Fittings</b>	Wipe clean all ceiling fans.	
	Wipe clean all light fittings.	
	Wipe clean all exhaust fans.	
	Clean all sinks, troughs and toilet.	
<b>Appliances</b>	Defrost and clean fridge/freezer, turn off power and leave doors open.	
	Clean stove, hot plates and oven.	
	Turn off gas bottles and electricity.	
	Clean air conditioners and filters.	
<b>Cupboards</b>	Clean all shelves and doors	
	Clean pantry thoroughly.	
	Clean all bench tops.	
	Clean bathroom vanity and mirrors.	
<b>External</b>	Ensure all gardens are neat and tidy and grass mowed.	
	Sweep/hose all verandas and carport.	
	Remove all cobwebs under verandas.	
	Close meter box and turn off power supply.	

### Things to Arrange

1. Disconnect Telephone and then settle your Account.
2. Disconnect Power Supply or have a final reading taken and then settle your Account.
3. Have a final Water reading taken and then settle your Account.
4. Lock all Doors and Windows and leave keys at the Shire Administration Centre.



### 3.18 Use of Council Vehicles

<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	27 June 2012
<b>Amended:</b>	XXXXX

Further to Council Resolution 231119 the Chief Executive Officer no longer has the ability to offer Private and/or Commuter Usage of Motor Vehicles as part of a staff member's remuneration package.

**Existing arrangements with employees will remain as per the policy in place at the time that the arrangement was made.**

Council has and will continue to implement a number of initiatives which will make the light vehicle fleet more effective and which will save money.

Specifically:

- All council vehicles will be 4 cylinder vehicles that suit the business use needs of the Shire – delivering a more efficient vehicle fleet with reduced vehicle operating costs and reduced carbon footprint.
- All Shire owned vehicles shall carry a log book which must be completed for a minimum of three months per annum by all drivers of the vehicle.
- Shire owned vehicles shall be included in a car pool for use during business hours.
- Where applicable, Council will provide an optional increase in the base salary for Executive staff as an incentive for staff to provide their own vehicle for all business and private use. This arrangement will be identified in the employment contract as a "car allowance".
- Shire owned vehicles remain the property of the Shire at all times.

A Shire officer assigned a Shire owned vehicle shall:

- Enter into an agreement to confirm the type of vehicle, type of use and contribution rate, if applicable, to the use of a Shire vehicle by an officer.
- Sign their acceptance to Council's conditions of use of a Shire vehicle, which governs use, care and maintenance as detailed in this Policy document.
- Submit a log book of their business and non-business related travel for a period of 90 days during any FBT year (1 April – 31 March).

#### Private Use

Executive Managers with private use arrangements will:-



- Restrict private usage to 35,000km (including commuting) per annum, with a 0.25c per kilometre charge for any additional private use.
- Be required to make a fortnightly after tax contribution towards the cost of a Council supplied vehicle. This arrangement will be identified in the employment contract as a “Vehicle Subsidy”.
- Have full access to their allocated vehicle during all periods of leave.  
When the vehicle is not required during annual leave it is to be garaged at the Shire Depot unless approved by the Chief Executive Officer.

#### Commuting Use

- The vehicle is available for commuting use to and from the employee’s place of work and home in recognition of work requirements.
- Employees will not use Shire vehicles for private use such as taking family to and from work / school etc., and shall not include any substantial deviation or substantial interruption of the journey without the expressed approval of the Chief Executive Officer.
- Diversion to attend a course of study or professional development outside normal business hours is to be authorised by the Executive Manager and taken as part of the journey to or from work.
- Staff with Commuting use arrangements will restrict commuting usage to 25,000km per annum, with a 0.25c per kilometre charge for any additional commuter use.
- Only utility type vehicles will be provided for commuter usage purposes.
- Where utilities are provided for operational / business use, the Australian Taxation Office guidelines regarding use of the vehicle will apply.
- In the event of a change of duties or change to the nature of work for which the employee is employed, the Council reserves the right to withdraw the provision of a vehicle.
- The vehicle will be available during office hours as a pool vehicle and will be returned to the pool during periods of long service leave, annual leave and sick leave.

#### General

- Council owned vehicles are generally linked to a specified position, not the person holding the position.
- Vehicles will not be the subject of negotiations for the inclusion in Certified Agreements, State Workplace Agreements or Australian Workplace Agreements.
- The right to participate in the Vehicle Scheme may be suspended at any time at the discretion of the Chief Executive Officer, if the officer:
  - Is convicted of a serious driving offence;
  - Judged to have incurred excessive insurance claims;
  - Has not maintained the vehicle in a suitable manner;
  - Has breached any of the agreed vehicle policy conditions;
  - Fails to provide accurate FBT information as requested;



## SHIRE OF CHITTERING Register of Policies

- Uses the vehicle to derive income from outside business unless authorised by the Chief Executive Officer;
- Has acted in a manner deemed inappropriate by the Chief Executive Officer.

It shall be the responsibility of the person to whom the vehicle has been allocated to ensure that:

- Any previous driving offences (not speeding or parking) up to five years previously, which may affect insurance cover, are to be revealed.
- The vehicle is housed in a secure and preferably off street location, and kept locked at all times when not in use.
- The vehicle will be available for Shire business on a daily basis (excluding approved periods of leave). This will take precedence over private use.
- Only Shire employees may drive a Shire vehicle. In an emergency any person holding a WA Drivers Licence may drive the vehicle provided the employee is a passenger in the vehicle at the time the vehicle is being driven.
- No pets shall be allowed in Shire vehicles other than those used for the transport of animals.

### **Council's Responsibility**

In respect of Council owned vehicles:

- Annual Registration, Insurance and FBT payments will be met by the Shire.
- Vehicles will be replaced at intervals according to Council's Vehicle Replacement Policy.
- The Council may undertake an independent random audit or inspection of vehicles to ensure that the conditions of this Policy are being met.
- Vehicles will be fully serviced and maintained by the Shire.
- Vehicles will be provided with a fuel card which is to be used when purchasing fuel and oil only.

### **Employee Responsibilities**

All persons driving a Shire owned vehicle shall:-

- Hold a current Western Australian Driver's Licence.
- Ensure that passengers and load limits are not exceeded at any time. Off-road use is not permitted except where the vehicle is designed for such use.
- Ensure that there is no smoking in Shire vehicles at any time.
- To ensure that parking fines and traffic infringements are paid by the offending driver.

### **Accident or Damage**

In the event of an accident or damage to a vehicle it is the responsibility of the employee to:

- (i) Report as soon as practicable to the relevant officer, any involvement in a motor vehicle accident or upon sustaining general damage to the vehicle;
- (ii) Report any accident in a motor vehicle to the Police where required by law;
- (iii) Not accept or acknowledge any liability on behalf of the Shire arising from an accident;



## SHIRE OF CHITTERING Register of Policies

- (iv) Complete as soon as practical after the accident, the appropriate claim form and in consultation with the employee's supervisor, the incident report form, and return them to the relevant officer.

Employees found to be driving a Shire owned vehicle under the influence of drugs and/or alcohol will be held personally responsible for any repairs and/or legal action resulting from any accident in which they are involved. Similar conditions shall apply to damage occurring as a result of inappropriate behaviour. Full costs relating to damage will be recovered from the employee. The employee would not normally be liable for any insurance excess costs involved if damage to the vehicle occurs in circumstances defined within authorised use.

### Maintenance and Cleaning

General maintenance of the vehicle is the responsibility of the employee to whom the vehicle is assigned. This will include:

- (i) Weekly check of oil, water and tyres.
- (ii) The vehicle is to be maintained in a clean and tidy condition at all times. Cleaning (internal and external) will be undertaken during the employee's own time.
- (iii) Additional features including advertising material, shall not be added to the vehicle unless it can be determined that these are required to undertake the functions of the person using the vehicle.
- (iv) The vehicle is to be made available for service maintenance and repairs as required. Mechanical defects are to be reported to the Technical Services Support Officer as soon as practicable.
- (v) All vehicles are designated as work places and shall be used in accordance with the Council's Occupational Safety and Health Policies including the maintenance of a smoke free environment.

### Refuelling of vehicles

Unless there are extenuating circumstances the vehicle is to be refuelled as follows:

- (1) Diesel vehicle – to be refuelled at the Council Depot; and
- (2) Petrol vehicle – the Council supplied fuel card is to be used for all purchases.

### Appropriate Use

Vehicles shall be used in a manner that is consistent with the nature of work requirements. Employees shall be responsible for ensuring an allocated vehicle is used appropriately at all times.

Vehicles other than 4-wheel drives should not be taken off-road.

Employees shall be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately.

Reconditioning costs at change over may be recovered from staff if the vehicle is excessively damaged through negligence.



## SHIRE OF CHITTERING Register of Policies

The relevant officer shall report excessive reconditioning costs to the relevant Executive Manager. The Chief Executive Officer shall decide if excessive costs are required to be paid by the officer.

An employee whose licence has been suspended shall immediately advise their supervisor and arrange for the vehicle to be returned to the Council Depot. The employee will notify the Human Resources Coordinator of the situation and arrange to have any deduction of payments (if being made) discontinued until the suspension expires and / or private use rights are resumed.

Excessive speeding or alcohol and drug offences while driving may result in Council withdrawing the use of a vehicle. Disciplinary processes are in accordance with Administration Policy 1.14 Smoking Other Drugs and Alcohol.

### Fringe Benefit Tax Reporting

All Fringe Benefits Tax (FBT) reporting requirements are to be completed and submitted to the Executive Manager Corporate Services by the due date. These include:

- (i) Log books of vehicle use are to be completed when requested.
- (ii) Annual returns giving details of:
  - any employee using the vehicle,
  - the start and finish dates/times of each period of use; and
  - details of the vehicle use when allocated to another person.

Employees allocated vehicles for commuting or private use are required to notify the Human Resources Coordinator of any changes to the allocation of the vehicle (e.g. during leave or staff rotation etc). Failure to do so will result in the Council assuming the vehicle is still under the employees control and associated fringe benefits will be attributed to the employee.

### Vehicle Types

The Shire's fleet mix consists of a variety of makes and models of vehicles. Unless otherwise determined by the Chief Executive Officer, the vehicle types as listed in "Attachment - Table 1" of this Policy will apply to the identified positions.

The total value of the vehicle entitlement (as detailed in "Attachment – Table 1") will be included in the employee's total remuneration package. Only Executive Managers and the Chief Executive Officer have a choice of using the vehicle provided by the Shire or converting their vehicle entitlement to cash and providing their own vehicle for both business and private use.

### Election to Provide Own Vehicle

Where the employee elects to provide their own vehicle:

- It must comply with the minimum vehicle standards as set out in "Minimum Vehicle Standards" below.
- It will be used by the employee for all business purposes.
- They will not have access to Shire provided pool vehicles.



#### *Employers Responsibility*

- Ensure employees understand their responsibilities to ensure vehicles are legal, safe and well-maintained;
- Check vehicle documents in advance of first use of vehicle for business purposes and at least annually thereafter;
- Carry out periodic visual inspections of employees' own vehicles used for work, follow monitoring, authorisation and reporting procedures to help manage transport usage.

#### *Employees Responsibility - using their own vehicles for business to:*

- Present the vehicle's insurance policy (with the employer noted on the policy and policy for business use of the car) and service / maintenance schedule for inspection in advance of first driving for work and thereafter on request by the employer.
- Present their driving licence for inspection in advance of first driving for work and thereafter on request by the employer.
- Notify employer of any sanctions imposed on their licence, restrictions on ability to drive, material changes to insurance provision and vehicle defects.
- Co-operate with monitoring, authorisation and reporting procedures.

#### *Minimum Vehicle Standards*

As a minimum, any employee-owned vehicle used for business purposes should meet the following standards:

- Vehicle to be of a standard normally used in local government business, (ie no exotic vehicles, sports cars, custom cars).
- ANCAP rating no lower than four stars.
- Age of car no older than five years.
- Vehicle covered for Roadside Assistance.
- Vehicle fitted with a stability control system, such as ABS and ESP.

#### *Insurance of Private Vehicle*

The vehicle entitlement will only be paid where the employee holds an insurance policy that covers bodily injury to or death of third parties, bodily injury to or death of any passenger; and damage to the property of third parties, and permits the use of the car either in connection with the business, or the business of the employing department or agency. The employers name must be noted on the insurance policy as an interested party. When first using their car on official business, employees must declare in writing that they know and understand the ownership and insurance requirements.

It is the responsibility of the employer to verify the insurance status of their employees, via either the original insurance document or a cover note. Any material changes to the employee's insurance provision shall be notified to the employer.



## SHIRE OF CHITTERING Register of Policies

The employee is to provide a declaration accepting that they are paid a vehicle allowance for providing their own vehicle for business purpose. In doing so they accept that all costs relating to the vehicle including but not limited to, fuel, maintenance, tyres, insurance, accidents, insurance excess etc are for their own account.

Version	Next Review	Record No
27 June 2012	18 October 2017	N172062
17 October 2018	20 November 2019	N182194
20 November 2019	18 November 2020	

DRAFT



SHIRE OF CHITTERING  
Register of Policies

Attachment

TABLE 1 – Vehicle Types

Position	Use	Type of Vehicle	Vehicle Value (cap) exc GST	Employment Value in HR Package <sup>1</sup>	Fortnightly contribution post tax <sup>2</sup>
CEO	Private Use	4 cylinder automatic sedan or 4WD: <ul style="list-style-type: none"> <li>• Holden Calais Tourer</li> <li>• Ford Everest</li> <li>• Mitsubishi Pajero</li> <li>• Maada CX8</li> <li>• Nissan Pathfinder Hybrid</li> <li>• Mazda 6</li> </ul> Or equivalent	\$40,000	\$24,000	NIL
Executive Managers	Private Use	4 cylinder automatic sedan or 4WD: <ul style="list-style-type: none"> <li>• Nissan Qashqai</li> <li>• Toyota Camry Atara Hybrid</li> <li>• Toyota RAV 4 GX or GXL</li> <li>• Mazda CX5</li> </ul> Or equivalent	\$30,000	\$18,000	\$140
Senior Staff	Commuter Use	4 cylinder automatic diesel/petrol crew cab utility 4x2 or van – bull bar, cruise control or other specified vehicle as required by the position: <ul style="list-style-type: none"> <li>• Toyota Hilux</li> <li>• Renault Kangoo</li> <li>• Citroen Berlingo</li> <li>• Nissan Navara</li> </ul> Or equivalent	\$25,000	N/A	NIL
Operational	Commuter Use	4 cylinder automatic Diesel Crew Cab utility 4x4 – bull bar, towbar, cruise control or other specified vehicle as required by the position: <ul style="list-style-type: none"> <li>• Ford Ranger</li> <li>• Toyota Hilux</li> <li>• Isuzu D-Max</li> </ul> Or equivalent	N/A	NIL	NIL

<sup>1</sup> Vehicle type will vary from year to year based on a best value, whole of life cost analysis

<sup>2</sup> The values attributed to vehicles in the employment package are consistent with the values as published in the Western Australian Local Government Association Vehicle Values Table for 2017, with the addition of FBT

### 11.3 Shire Vehicles\*

<b>Applicant</b>	Cr Don Gibson
<b>File ref</b>	04/03/1
<b>Prepared by</b>	Executive Assistant
<b>Supervised by</b>	Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting requirements</b>	Simple Majority
<b>Attachments</b>	1. Staff Policy 3.18 Use of Council Vehicles

#### Executive Summary

Council is requested to remove the ability of the Chief Executive Officer to offer Private and Commuter Use of Motor Vehicles as part of a staff member's remuneration package.

#### Background

In accordance with *Local Government (Council Meetings) Local Law 2014, c5.3* the following motion was submitted by Councillor Don Gibson:

MOTION

That Council abolishes all private use of Shire owned motor vehicles

In support of this motion, Cr Gibson provided the following reasons:

*Staff use of public vehicles after working hours imposes a significant health and safety risk to the Shire, with no benefit to ratepayers. The practice of allowing private use of Shire vehicles is outdated and no longer necessary to attract staff, as Chittering is a preferred Shire in the wheatbelt region. Only current contract agreements excluded until expired.*

#### Previous Council Resolutions

At the Ordinary Meeting of Council held on 17 May 2017 a report was presented to amend *Staff Policy 3.18 Vehicle Use* as part of the Shire's Fleet Review, an option was identified to reduce the Shire's Light Vehicle Fleet by providing cash in lieu of a motor vehicle and to reduce Fringe Benefits Tax (FBT) by paying individuals a vehicle allowance; and having this re-paid to Council in the form of a post-tax vehicle contribution. The purpose of the report was to give effect to these arrangements. Subsequently, Council resolved to workshop the policy further (Resolution 120517).

At the Ordinary Meeting of Council held on 19 July 2017 Council resolved "That the Chief Executive Officer is not authorised to set, offer or agree to any provisions for a motor vehicle in the employment contract for the recruitment of any new employee where there is a private use motor vehicle allocated to the position until Council has resolved and adopted the vehicle use policy (*Policy 3.18 Use of Council Vehicles*)." (Resolution 180719).

Following workshops, at the Ordinary Meeting of Council held on 18 October 2017 (Resolution 111017) Council resolved to endorse:

1. *amended Policy 3.18 Use of Council Vehicles; and*
2. *the amendment of senior staff contracts (including the Chief Executive Officer's) to reflect the true value of the benefit as detailed in the amended policy.*

On the 17 October 2018 a further report was presented to Council. The purpose of the report was to propose a revised Vehicle Use Policy following further consultation with Councillors on this matter. The revised Policy was designed to provide more cost effective arrangements for the management of the Shire's light fleet.

The objectives of the policy are to provide:

- (i) Details of the terms and conditions for each category of vehicle use.
- (ii) Guidelines on the range of vehicles which Council will procure and offer to staff for commuting or private use.
- (iii) A way to maximise vehicle availability for business use.
- (iv) A way to minimise Fringe Benefit Tax (FBT) liabilities.
- (v) An attractive employment benefit for staff.

The intent of the policy is to implement a number of changes which will make the light vehicle fleet more effective and which will save money. Specifically:

- All vehicles to be 4 cylinder vehicles which are more cost effective and efficient with reduced operating costs and lower carbon footprint
- Private use vehicles restricted to CEO and Executive Managers (4)
- Providing for a vehicle subsidy as part of Executive Manager salary packages and a fortnightly contribution from after tax salary
- Providing for an optional increase to base salary for Executive Staff and for those staff to provide their own vehicle for both work and private use
- CEO vehicle cost cap of \$40,000 (excl GST)
- Executive Manager vehicle cost cap of \$30,000 (excl GST)
- Refuelling of Private Use Vehicles on weekends and during periods of leave to be at the expense of the individual
- Vehicle selection to be based best whole of life cost which will vary on an annual basis
- Annual cap of 35,000km private use and 25c/km for additional private use
- Annual cap of 25,000km commuter use for commuter use vehicles and 25c/km for additional commuter use
- Commuter use and operational vehicles to be utility type vehicles
- Providing for staff attraction and retention by offering salary packages which are competitive within the industry

At this meeting (Resolution 101018) Council resolved to endorse:

1. *The amended Policy 3.18 Use of Council Vehicles.*
2. *The inclusion of the new vehicle arrangements in future staff contracts.*
3. *The amendment of existing staff contracts with the agreement of individual staff.*

Furthermore, at the Ordinary Meeting of Council held on 18 September 2019, a report was presented to Council to receive the timeline to review the Register of Policies. In this report, Staff Policy 3.18 Use of Council Vehicles is scheduled to be reviewed by Council in May 2020.

#### **Consultation/Communication Implications**

Local

Nil

State

Nil

**Legislative Implications**State

- Local Government Act 1995  
Section 2.8(2)(b) of the *Local Government Act 1995* informs that it is a function of Council to determine the local government's policies.

Local

- Local Government (Council Meetings) Local Law 2014  
**5.3 Motions of which previous notice has been given**
  - (1) *Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included in the agenda.*
  - (2) *A notice of motion under subclause (1) is to be given at least 7 clear working days before the meeting at which the motion is moved.*
  - (3) *A notice of motion is to relate to the good governance of the district.*
  - (4) *The CEO-*
    - (a) *may, with the concurrence of the President, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;*
    - (b) *will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;*
    - (c) *may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and*
    - (d) *may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.*
  - (5) *A motion of which notice has been given is to lapse unless-*
    - (a) *the Member who gave notice of it, or some other Member authorized by the originating Member in writing, moves the motion when called on; or*
    - (b) *the Council on a motion agrees to defer consideration of the motion to a later stage or date.*
  - (6) *If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months after the date of such lapse.*

**Policy Implications**State

Nil

Local

- Policy 3.18 Use of Council Vehicles

Should senior staff (Executive Managers and above) take up the option of a car allowance in lieu of a Council supplied motor vehicle, they will be required to provide a vehicle which meets minimum requirements as detailed in the Policy.

**Financial Implications**

Nil. Current staff cannot have their employment conditions changed to a lesser amount so this decision will not apply to them.

**Strategic Implications**Local

Nil

State

Nil

**Site Inspection**

Not applicable

**Triple Bottom Line Assessment**Economic implications

The revised *Staff Policy 3.18 Use of Council Vehicles* has provided for long term savings in Fleet running costs.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

Nil.

**Officer Comment/Details**

For some time Private and Commuter Use of motor vehicles has been offered as part of remuneration packages to attract staff to the Shire. This was originally introduced as giving Personal Use of a vehicle that the Shire already had to purchase for the position was a cheaper option than providing additional salary or other benefits to ensure the remuneration package was competitive. This however was before Fringe Benefits Tax was introduced and the value of second-hand vehicles in the market place was lowered.

The largest problem with offering Personal Use of vehicles is the public perception that the Shire is paying for staff to live outside of the area. By removing Personal Use of Motor Vehicles, it will change the employee incentives so that commuting from Perth is less attractive. There are other options that Council could also consider to change the incentive structure to encourage employees to live locally such as by offering an allowance for staff to live within the Shire, another common practice. This policy would be more wide reaching within the organisation.

The effect of this decision will not necessarily result in a financial benefit of the Shire. The Shire will benefit in a reduction in vehicle costs and Fringe Benefits Tax. These savings will likely be offset by increases in remuneration to ensure that the Shire is competitive in recruiting a good standard of employee to the Shire. Recruiting the wrong employee could result in much greater financial and reputation as losses than what this decision could offset. Once the Policy is fully applied, there will also need to be an increase in the number of pool vehicles to ensure officers can carry out their duties.

There will be no change in Occupational Health and Safety responsibilities for the Shire.

**11.3 RECOMMENDATION / COUNCIL RESOLUTION 231119**

**Moved Cr Gibson / Seconded Cr Curtis**

**That Council remove the ability of the Chief Executive Officer to offer Private and Commuter Use of Motor Vehicles as part of a staff member's remuneration package.**

**CARRIED 5/2**  
8.37PM

### 3.18 Use of Council Vehicles

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<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	27 June 2012
<b>Amended:</b>	18 October 2017 <sup>Resolution 111017</sup> ; 17 October 2018 Resolution <sup>101018</sup>

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<b>Objective</b>	<p>To provide:</p> <ul style="list-style-type: none"> <li>• Details of the terms and conditions for each category of vehicle use.</li> <li>• Guidelines on the range of vehicles which Council will procure and offer to staff for commuting or private use.</li> <li>• A way to maximise vehicle availability for business use.</li> <li>• A way to minimise Fringe Benefit Tax (FBT) liabilities.</li> <li>• An attractive employment benefit for staff.</li> </ul>
<b>Policy</b>	<p>The Council is charged with responsibility for providing a range of services to meet the needs and wants of the local community. To enable effective delivery of services and management of resources the Shire provides a range of vehicles, plant and equipment.</p>
<b>Intended Outcomes</b>	<p>The intent of the policy is to demonstrate that Council has and will continue to implement a number of initiatives which will make the light vehicle fleet more effective and which will save money. Specifically:</p> <ul style="list-style-type: none"> <li>• All council vehicles will be 4 cylinder vehicles that suit the business use needs of the Shire – delivering a more efficient vehicle fleet with reduced vehicle operating costs and reduced carbon footprint.</li> <li>• Only the Chief Executive Officer and Executive Managers (four staff in total) will be offered private use vehicles.</li> <li>• The purchase price of the Chief Executive Officer's vehicle will be capped at \$40,000.</li> <li>• The purchase price of the Executive Manager's vehicles will be capped at \$30,000.</li> </ul>

- Restricting private use to 35,000km (including commuting) per annum, with a 0.25c per kilometre charge for any additional private use.
- Restricting commuting use to 25,000km per annum, with a 0.25c per kilometre charge for any additional commuter use.
- Council will provide an optional increase in the base salary for Executive staff as an incentive for staff to provide their own vehicle for all business and private use. This arrangement will be identified in the employment contract as a “*car allowance*”.
- Executive Managers with private use arrangements will be required to make a fortnightly after tax contribution towards the cost of a Council supplied vehicle. This arrangement will be identified in the employment contract as a “*vehicle subsidy*”.
- Where utilities are provided for operational / business use, the Australian Taxation Office guidelines regarding use of the vehicle will apply.
- Only utility type vehicles will be provided for commuter use purposes.
- All staff driving a Council vehicle to and from their place of residence will be required to complete a log book declaring the private use mileage of the Council vehicle.

#### **Responsibility**

Executive Managers shall be responsible to ensure this Policy is complied with. The Human Resources Coordinator will be responsible for coordinating the implementation of the Policy in collaboration with the Chief Executive Officer.

#### **General**

- Shire owned vehicles remain the property of the Shire at all times.
- Shire owned vehicles shall be included in a car pool for use during business hours.
- All Shire owned vehicles shall carry a log book which must be completed for a minimum of three months per annum by all drivers of the vehicle.
- Council owned vehicles are generally linked to a specified position, not the person holding the position.
- The nature and type of vehicle to be allocated to the position shall be based on business requirements unless approved by the Chief Executive Officer.

- As positions become vacant, a review will be carried out by the relevant Executive Manager to determine the need for a vehicle allocation.
- Vehicles will not be the subject of negotiations for the inclusion in Certified Agreements, State Workplace Agreements or Australian Workplace Agreements.
- The right to participate in the Vehicle Scheme may be suspended at any time at the discretion of the Chief Executive Officer, if the officer or nominee:
  - Is convicted of a serious driving offence.
  - Judged to have incurred excessive insurance claims.
  - Has not maintained the vehicle in a suitable manner.
  - Has breached any of the agreed vehicle policy conditions.
  - Fails to provide accurate FBT information as requested.
  - Uses the vehicle to derive income from outside business unless authorised by the Chief Executive Officer.
  - Has acted in a manner deemed inappropriate by the Chief Executive Officer.

**Council's Responsibility** In respect of Council owned vehicles:

- Annual Registration, Insurance and FBT payments will be met by the Shire.
- Vehicles will be replaced at intervals according to Council's Vehicle Replacement Policy.
- The Council may undertake an independent random audit or inspection of vehicles to ensure that the conditions of this Policy are being met.
- Vehicles will be fully serviced and maintained by the Shire.
- Vehicles will be provided with a fuel card which is to be used when purchasing fuel and oil only.
- The Council may charge a fee for private use of a Shire owned vehicle, which may be reviewed from time to time by the Chief Executive Officer.

**Executive Managers' Responsibilities**

Executive Managers shall be responsible for monitoring car-pooling and utilisation of vehicles. Swapping of vehicles will be initiated if the target annual utilisation cannot be achieved.

**Employee Responsibilities**

All persons driving a Shire owned vehicle shall hold a current Western Australian Driver's Licence.

A Shire officer assigned a Shire owned vehicle shall:

- Enter into an agreement to confirm the type of vehicle, type of use and contribution rate, if applicable, to the use of a Shire vehicle by an officer.
- Sign their acceptance to Council's conditions of use of a Shire vehicle, which governs use, care and maintenance as detailed in this Policy document.

**Accident or Damage**

In the event of an accident or damage to a vehicle it is the responsibility of the employee to:

- (i) Report as soon as practicable to the Human Resources Coordinator, any involvement in a motor vehicle accident or upon sustaining general damage to the vehicle.
- (ii) Report any accident in a motor vehicle to the Police where required by law.
- (iii) Not accept or acknowledge any liability on behalf of the Shire arising from an accident.
- (iv) Complete as soon as practical after the accident, the appropriate claim form and in consultation with the employee's supervisor, the incident report form (copy attached), and return them to the Human Resources Coordinator.

Employees or their nominated person found to be driving a Shire owned vehicle under the influence of drugs or alcohol will be held personally responsible for any repairs or legal action resulting from any accident in which they are involved. Similar conditions shall apply to damage occurring as a result of inappropriate behaviour. Full costs relating to damage will be recovered from the employee. The employee would not normally be liable for any insurance

excess costs involved if damage to the vehicle occurs in circumstances defined within authorised use.

Maintenance and Cleaning

General maintenance of the vehicle is the responsibility of the employee to whom the vehicle is assigned. This will include:

- (i) Weekly check of oil, water and tyres.
- (ii) The vehicle is to be maintained in a clean and tidy condition at all times. Cleaning (internal and external) will be undertaken during the employee's own time.
- (iii) Additional features including advertising material, shall not be added to the vehicle unless it can be determined that these are required to undertake the functions of the person using the vehicle.
- (iv) The vehicle is to be made available for service maintenance and repairs as required. Mechanical defects are to be reported to the Human Resources Coordinator as soon as practicable.
- (v) All vehicles are designated as work places and shall be used in accordance with the Council's Occupational Safety and Health Policies including the maintenance of a smoke free environment.

Appropriate Use

Vehicles shall be used in a manner that is consistent with the nature of work requirements. Employees shall be responsible for ensuring an allocated vehicle is used appropriately at all times. Vehicles other than 4-wheel drives should not be taken off-road. Employees shall be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately.

Reconditioning costs at change over may be recovered from staff if the vehicle is excessively damaged through negligence.

The Human Resources Coordinator shall report excessive reconditioning costs to the relevant Executive Manager. The Chief Executive Officer shall decide if excessive costs are required to be paid by the officer.

An employee whose licence has been suspended shall immediately advise their supervisor and arrange for the vehicle to be returned to the Council Depot. The employee will notify the Human Resources Coordinator of the situation and arrange to have any deduction of payments (if being made) discontinued until the suspension expires and / or private use rights are resumed.

Excessive speeding or alcohol and drug offences while driving may result in Council withdrawing the use of a vehicle. Disciplinary processes are in accordance with *Administration Policy 1.14 Smoking Other Drugs and Alcohol*.

#### Fringe Benefit Tax Reporting

All Fringe Benefits Tax (FBT) reporting requirements are to be completed and submitted to the Human Resources Coordinator by the due date. These include:

- (i) Log books of vehicle use are to be completed when requested.
- (ii) Annual returns giving details of:
  - any employee using the vehicle,
  - the start and finish dates/times of each period of use, and
  - details of the vehicle use when allocated to another person.

Employees allocated vehicles for commuting or private use are required to notify the Human Resources Coordinator of any changes to the allocation of the vehicle (e.g. during leave or staff rotation etc.). Failure to do so will result in the Council assuming the vehicle is still under the employees control and associated fringe benefits will be attributed to the employee.

#### Vehicle Utilisation

Shire owned vehicles are to be rotated to maximise utilisation. Employees must accept that they may be allocated a different vehicle from time to time in order to increase that vehicles utilisation.

Employees superannuation surcharge and government benefits may be affected by their reportable FBT and employees allocated a vehicle are expected to actively take part in reducing the Shire's FBT liabilities.

Employees are required to submit a log book of their business and non-business related travel for a period of 90 days during any FBT year (1 April – 31 March).

Other Responsibilities

It shall be the responsibility of the person to whom the vehicle has been allocated to ensure that:

- All drivers shall reveal any previous driving offences (not speeding or parking) up to five years previously, which may affect insurance cover.
- The person is familiar with the conditions of this Policy and that all forms relating to the allocation of the vehicle (including nominee's information) are provided to the Shire.
- To ensure that parking fines and traffic infringements are paid by the offending driver.
- The vehicle is housed in a secure and preferably off street location, and kept locked at all times when not in use.
- The vehicle will be available for Shire business on a daily basis (excluding approved periods of leave). This will take precedence over private use.
- When the vehicle is not required during annual leave it is to be garaged at the Shire Depot unless approved by the Chief Executive Officer.
- Only authorised persons (employee or nominee) may drive a Shire vehicle. In an emergency any person holding a WA Drivers Licence may drive the vehicle provided the employee is a passenger in the vehicle at the time the vehicle is being driven.
- Employees are to ensure that passengers and load limits are not exceeded at any time. Off-road use is not permitted except where the vehicle is designed for such use.
- No pets shall be allowed in Shire vehicles other than those used for the transport of animals.
- No smoking is not permitted in Shire vehicles at any time.

**Special Conditions**

In addition to the general employee responsibilities as outlined, special conditions will apply to each category of use.

Private Use

- The Chief Executive Officer and Executive Managers are limited to a maximum mileage of 35,000km annually (including commuter use).
- Where the Chief Executive Officer and Executive Managers exceed 35,000km annually they will be required to make an additional contribution of \$0.25 per km plus the cost of additional fuel.
- The Chief Executive Officer and Executive Managers may authorise their spouse / partner or another person as a user of the vehicle. The nomination form will be completed by the employee and submitted to the Human Resources Coordinator who will maintain a central register.
- Executive Managers will be required to make fortnightly contribution towards the cost of the Shire supplied vehicle (to be separately identified in the employment contract).
- The Chief Executive Officer and Executive Managers have full access to their allocated vehicle during all periods of leave.

Commuting Use

- The vehicle is available for commuting use to and from the employee's place of work and home in recognition of work requirements.
- Employees will not use Shire vehicles for private use such as taking family to and from work / school etc., and shall not include any substantial deviation or substantial interruption of the journey without the expressed approval of the Chief Executive Officer.
- Employees are limited to a maximum of 25,000km annually.
- Where the employee exceeds 25,000km annually they will be required to make an additional contribution of \$0.25 per km plus the cost of additional fuel.
- Diversion to attend a course of study or professional development outside normal business hours is to be authorised by the Executive Manager and taken as part of the journey to or from work.

- In the event of a change of duties or change to the nature of work for which the employee is employed, the Council reserves the right to withdraw the provision of a vehicle.
- The vehicle will be available during office hours as a pool vehicle and will be returned to the pool during periods of long service leave, annual leave and sick leave.

### **Vehicle Types**

The Shire's fleet mix consists of a variety of makes and models of vehicles. Unless otherwise determined by the Chief Executive Officer the vehicle types as listed in the table at [Attachment 1](#) will apply to the identified positions.

The total value of the vehicle entitlement (as detailed in the table on the last page of this Policy) will be included in the employee's total remuneration package. Only Executive Managers and the Chief Executive Officer have a choice of using the vehicle provided by the Shire or converting their vehicle entitlement to cash and providing their own vehicle for both business and private use.

Where the employee elects to provide their own vehicle:

- It must comply with the minimum vehicle standards as set out in "[Minimum Vehicle Standards](#)" below.
- It will be used by the employee for all business purposes.
- They will not have access to Shire provided pool vehicles.

### **Employers Responsibility**

- Ensure employees understand their responsibilities to ensure vehicles are legal, safe and well-maintained.
- Check vehicle documents in advance of first use of vehicle for business purposes and at least annually thereafter.
- Carry out periodic visual inspections of employees' own vehicles used for work, follow monitoring, authorisation and reporting procedures to help manage transport usage.

Employees Responsibility - using their own vehicles for business to:

- Present the vehicle's insurance policy (with the employer noted on the policy and policy for business use of the car) and service / maintenance schedule for inspection in advance of first driving for work and thereafter on request by the employer.
- Present their driving licence for inspection in advance of first driving for work and thereafter on request by the employer.
- Notify employer of any sanctions imposed on their licence, restrictions on ability to drive, material changes to insurance provision and vehicle defects.
- Co-operate with monitoring, authorisation and reporting procedures.

Minimum Vehicle Standards

As a minimum, any employee-owned vehicle used for business purposes should meet the following standards:

- Vehicle to be of a standard normally used in local government business, i.e. no exotic vehicles, sports cars, custom cars.
- ANCAP rating no lower than four stars.
- Age of car no older than five years.
- Vehicle covered for Roadside Assistance.
- Vehicle fitted with a stability control system, such as ABS and ESP.

Insurance of Private Vehicle

The vehicle entitlement will only be paid where the employee holds an insurance policy that covers bodily injury to or death of third parties, bodily injury to or death of any passenger; and damage to the property of third parties, and permits the use of the car either in connection with the business, or the business of the employing department or agency. The employers name must be noted on the insurance policy as an interested party. When first using their car on official business, employees must declare in writing that they know and understand the ownership and insurance requirements.

It is the responsibility of the employer to verify the insurance status of their employees, via either the original insurance document or a cover note. Any material changes to the employee's insurance provision shall be notified to the employer.

The employee is to provide a declaration accepting that they are paid a vehicle allowance for providing their own vehicle for business purpose. In doing so they accept that all costs relating to the vehicle including but not limited to, fuel, maintenance, tyres, insurance, accidents, insurance excess etc are for their own account. The employee must also accept as a policy that they will not have use of a Shire vehicle during work hours unless in exceptional circumstances and authorised by the Chief Executive Officer.

- Car Pooling Priorities** All allocated vehicles shall be available for other staff to use. Priority for allocation within the pool shall be:
1. Pool vehicle(s).
  2. Other staff vehicles.
  3. Executive Managers' vehicles.
  4. Chief Executive Officer's vehicle.
- Refuelling of vehicles** Unless there are extenuating circumstances the vehicle is to refuelled as follows:
- (1) Diesel vehicle – to be refuelled at the Council Depot; and
  - (2) Petrol vehicle – the Council supplied fuel card is to be used for all purchases.
- Review Period** As with all Council policies, this policy will be subject to annual review.

## Attachment

TABLE 1 -Vehicle Types

Position	Use	Type of Vehicle	Vehicle Value (cap) exc GST	Employment Value in HR Package <sup>1</sup>	Fortnightly contribution post tax <sup>2</sup>
CEO	Private Use	4 cylinder automatic sedan or 4wd: <ul style="list-style-type: none"> <li>• Holden Calais Tourer</li> <li>• Ford Everest</li> <li>• Mitsubishi Pajero</li> <li>• Mazda CX8</li> <li>• Nissan Pathfinder Hybrid</li> <li>• Mazda 6</li> </ul> Or equivalent	\$40,000	\$24,000	NIL
Executive Managers	Private Use	4 cylinder automatic sedan or SUV: <ul style="list-style-type: none"> <li>• Nissan Qashqai</li> <li>• Toyota Camry Atara Hybrid</li> <li>• Toyota Rav 4 GX or GXL</li> <li>• Mazda CX5</li> </ul> Or equivalent	\$30,000	\$18,000	\$140
Senior Staff	Commuter Use	4 cylinder automatic diesel/petrol crew cab utility 4x2 or van – bull bar, cruise control or other specified vehicle as required by the position: <ul style="list-style-type: none"> <li>• Toyota Hi-Lux</li> <li>• Renault Kangoo</li> <li>• Citroen Berlingo</li> <li>• Nissan Navara</li> </ul> Or equivalent	\$25,000	N/A	NIL
Operational	Commuter Use	4 Cylinder Automatic Diesel Crew Cab Utility 4x4 - bull bar, tow bar, cruise control or other specified vehicle as required by the position <ul style="list-style-type: none"> <li>• Ford Ranger</li> <li>• Toyota Hi-Lux</li> <li>• Isuzu D-Max</li> </ul> Or equivalent	N/A	NIL	NIL

<sup>1</sup> Vehicle type will vary from year to year based on a best value, whole of life cost analysis

<sup>2</sup> The values attributed to vehicles in the employment package are consistent with the values as published in the Western Australian Local Government Association Vehicle Values Table for 2017 with the addition of FBT.



### 3.19 Social Media

<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Executive Manager Corporate Services
<b>Date of Approval:</b>	19 December 2012
<b>Amended:</b>	XXXXX

#### Policy

To use social media, the Shire requires a framework for users to ensure the organisation's integrity is protected; and that the methods used are in line with the Shire's Community Engagement Plan so that risks associated with online technologies are managed.

Before engaging in social media as a representative of the Shire, you must become authorised to comment; and to become authorised to comment in an official capacity, you will need to gain approval from your Executive Manager. An authorised contributor has been approved to engage online, with corporate goals in mind, on behalf of the Shire of Chittering.

You may not comment as a representative of the Shire unless you are authorised to do so.

#### **Responsibilities of Authorised Contributors**

The following are the responsibilities of Authorised Contributors utilising social media:

- i. They will only post specific content to their related area/department of authorisation.
- ii. At all times, the content shall be of the highest standard and should:-
  - portray a positive image of the Shire
  - keep the community informed; and/or
  - to promote (a) Shire event(s)
- iii. Anybody posting, should do so in line with the Employee, Volunteers and Contractors Code of Conduct.

#### References:

- Employee Code of Conduct
- Community Engagement Plan



Department of  
Local Government, Sport  
and Cultural Industries

# Local Government Operational Guidelines

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December 2019

## Attendance at events policy



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#### About DLGSC

The DLGSC works with partners across government and within its diverse sectors to enliven the Western Australian community and economy through support for and provision of sporting, recreational, cultural and artistic policy, programs and activities for locals and visitors to the State.

The department provides regulation and support to local governments and the racing, gaming and liquor industries to maintain quality and compliance with relevant legislation, for the benefit of all Western Australians. This publication is current at December 2019.

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# 1. Introduction

Council members are expected to make decisions in the best interests of their community. To do this, they must consider each issue on its merits.

Decision-making could be influenced – or perceived to be influenced – in a number of ways, including through financial relationships, personal relationships and the receipt of gifts. The *Local Government Act 1995* sets out requirements on council members, Chief Executive Officers (CEOs) and other employees to ensure transparency and accountability in decision-making.

Certain gifts received by council members and CEOs are specifically excluded from the conflict of interest provisions (section 5.62(1B)), including a gift that is received in accordance with an Attendance at Events policy. This guideline gives an overview of matters which could be included in the Attendance at Events policy.

Note: this guideline does not apply to the gift provisions in the code of conduct that relates to employees (other than the CEO).

Other related operational guidelines:

- Operational Guideline: Disclosure of gifts and disclosure of interests relating to gifts
- Operational Guideline: Disclosure of interests affecting impartiality
- Operational Guideline: Primary and annual returns

## 2. Gifts

A gift is defined under section 5.57 of the Act as a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral. It includes any contributions to travel.

For the purposes of both disclosure of receipt and disclosing an interest when a matter comes before council, a gift is any gift valued at over \$300 or a cumulative value of \$300 where the gifts are received from the same donor in a 12-month period.

### 2.1. Interests in matters before council

The interest provisions are aimed at ensuring that decision-making is free from influence and so decisions can be made in the best interests of the community.

An interest created from receipt of a gift recognises that a relationship is formed between the donor and a recipient of a gift which could be perceived to affect decision-making. This applies to any gift received, not just a gift that must to be disclosed under sections 5.87A and 5.87B.

The basic principle is, that unless the gift is an excluded gift (section 5.62(1B) and Administration Reg. 20B), the council member who has received the gift is not to participate in any part of the meeting dealing with the matter. They must be absent from any deliberations (unless approval is granted by the council or the Minister).

If the council member has such an interest they must disclose this interest before the meeting to the CEO or to the presiding member before the matter is discussed.

If it is the CEO who has the interest due to receipt of a gift, they are not to provide advice to council or prepare reports for council, either directly or indirectly. They must disclose their interest to the mayor or president.

## 2.2. Gifts excluded from the interest provisions

Any gift received over \$300 is specifically excluded from the conflict of interest provisions if:

- the gift relates to attendance at an event where attendance has been approved by the council in accordance with the council endorsed Attendance at Events policy, or
- the gifts is from specified entities.

Regulation 20B of the *Local Government (Administration) Regulations 1996* prescribes the specified entities as WALGA (but not LGIS), ALGA, LG Professionals, a State public service department, a Commonwealth, State or Territory government department or another local government or regional local government.

Excluded gifts are still a gift that must be disclosed and published on the gifts register if over the value of \$300 and received in the capacity of council member or CEO.

# 3. Attendance at events policy

Section 5.90A of the Local Government Act requires that local governments have an attendance at events policy. The purpose of the policy is for the council to actively consider the purpose of and benefits to the community from council members and CEOs attending events.

The policy provides a framework for the acceptance of invitations to various events and clarifies who will pay for tickets or the equivalent value of the invitation.

The tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person, unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

## 3.1. The legislation [section 5.90A]

### 5.90A. Policy for attendance at events

- (1) In this section —

**event** includes the following —

- (a) a concert;
  - (b) a conference;
  - (c) a function;
  - (d) a sporting event;
  - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
- (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.
- \* Absolute majority required.
- (3) A local government may amend\* the policy.
- \* Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

## 4. Matters for consideration in developing the policy

In developing the policy, there are a number of matters which need to be considered. Principally, the council needs to consider what is the benefit to the community or local government in having members of council or the CEO attend the event.

The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings. It is not intended to be used as a mechanism to avoid conflict of interest provisions where significant matters are likely to come before council from the provider of the invitation.

While attending events is generally considered an important function for council members and the CEO to represent the local government, if there are costs involved, especially significant costs, it can lead to criticism from the community for spending ratepayer's money if the tangible benefits are not identified. Similarly, if the council is accepting tickets, including those as a result of sponsorship, there can be a perception of bias when matters affecting that organisation come before council.

The policy should also consider the role that the person attending will have at the event - for example, speaking, giving an award or being a member of the audience – especially if there are significant costs associated with attendance. The community perception will be different for a person attending to undertake a specific role or function versus being a member of the audience.

Note that examples are provided in the legislation of what constitutes an event: concerts, conferences, functions and sporting events. This is not an exhaustive list and councils should consider the full range of events that may be relevant to their local government, such as agricultural shows, field days, school awards nights and cultural events.

Ultimately, it is the decision of the council as to what is contained within the policy and this will vary between local governments.

Matters that could be included are:

- To whom invitations are to be directed,
- Who authorises attendance at an event, including how the decision is made for a council member or CEO to attend an event,
- How many people are authorised to attend an event,
- Who is responsible for the cost of attending (if any), including whether there is a requirement for the council member or CEO to contribute to the cost, particularly if the person's partner is also attending;
- Whether there are any events that are authorised in advance by council (preauthorised events),
- Whether the location of the event is within the district,
- Attendance at sponsored events, and
- Attendance at events that are outside the policy.

The council, with accountability to the local community, is in the best position to determine the design and content of the policy. Some local governments have requested guidance from the Department. To this end a sample policy is included on the following pages.

The policy may provide authorisation for the CEO to be the decision maker where decisions align with the policy intent. In that case, the policy must set out clear criteria by which the CEO may make such determinations.

## 5. Concluding remarks

In developing the Attendance at Events policy, councils need to actively consider the purpose of and benefits to the community from council members and CEOs attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before council.

Local governments are encouraged to use this template as a guide and to adapt it to reflect the needs and expectations of their communities. The policy can also be adapted to include attendance at events by employees other than the CEO.

The community's trust in local government is crucial to its success.

# Attendance at Events – template policy

## Introduction

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions.

## Purpose

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the chief executive officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

## Legislation

### 5.90A. Policy for attendance at events

- (1) In this section —  
**event** includes the following —
  - (a) a concert;
  - (b) a conference;
  - (c) a function;
  - (d) a sporting event;
  - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
  - (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.

\* Absolute majority required.

- (3) A local government may amend\* the policy.  
\* Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

## Provision of tickets to events

### 1. Invitations

- 1.1 All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the [Click or tap here to enter text.]
- 1.2 Any invitation or offer of tickets not addressed to the [Click or tap here to enter text.] is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 1.3 A list of events and attendees authorised by the local government in advance of the event is at Attachment A.

### 2 Approval of attendance

- 2.1 In making a decision on attendance at an event, the council will consider:
  - a) who is providing the invitation or ticket to the event,
  - b) the location of the event in relation to the local government (within the district or out of the district),
  - c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
  - d) whether the event is sponsored by the local government,
  - e) the benefit of local government representation at the event,
  - f) the number of invitations / tickets received, and
  - g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- 2.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

Guidance Note: If the local government is proposing to provide authorisation to the CEO to determine matters in accordance with this policy, then it will be necessary for the policy statement to include specific principles / criteria by which the CEO may make such determinations.

### 3 Payments in respect of attendance

- 3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- 3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
- 3.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 3.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

**Attachment A – events authorised in advance**

<b>Event</b>	<b>Date of event</b>	<b>Approved Attendee/s</b>	<b>Approved local government contribution to cost</b>	<b>Date of council resolution or CEO authorisation</b>
Example: Greater Westralia Regional Agricultural Ball	20 December 2019	<ul style="list-style-type: none"> <li>• President Cr Brown and partner</li> <li>• Deputy President Cr Green and partner</li> <li>• CEO and partner</li> </ul>	6 tickets @ \$190 each  Total cost \$1,140	Ordinary Council Meeting 4 November 2019

## X.X Gifts, Benefits, Hospitality and Attendance at Events Policy

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<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	xxx
<b>Amended:</b>	xxx

---

### Objective

The purpose of this policy is to establish guidelines for appropriate conduct in circumstances where Elected Members and/or Employees are offered gifts, benefits, hospitality or are granted awards or win prizes, whether part of their official duties or while attending functions as Council representatives; and to establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and employees are invited free of charge, whether as part of their official duties as council or Shire representatives or not.

### Scope

This policy applies to all Elected Members and/or Employees and operates in accordance with *Local Government Act 1995*, *Local Government (Rules of Conduct) Regulations 2007*, *Local Government (Administration) Regulations 1996*, and Shire of Chittering Code of Conduct.

### Policy

#### 1. RESPONSIBILITY

Elected Members and/or Employees are responsible for ensuring that when any gift, benefit or hospitality offer is received the following are addresses:

- A high standard of probity and accountability is maintained;
- Legislative requirements and community expectations are met;
- Council activities are not influenced or perceived to be influenced by the receipt of gifts, benefits or hospitality; and
- Gifts that are accepted or declined are properly disclosed and managed.

Elected Members and/or Employees must:

- At all times be ethical, transparent, fair and honest in the conduct of official duties.
- Be aware that corruptly receiving a gift (including a benefit or hospitality) is an offence under the *Local Government Act 1995*.
- Be fully accountable and responsible for their actions and ensure that the methods and processes they use to arrive at decisions are beyond reproach and can withstand audit scrutiny.
- Not seek, solicit or use their position with Council to obtain gifts or benefits from external organisations or people.

- Ensure that a person or organisation is not placed in a position in which they feel obliged to offer gifts, benefits or hospitality to secure or retain Council business.
- In case of an Elected Member, report any incidences immediately to the Chief Executive Office, and in the case of an Employee to their Manager and/or Chief Executive Officer where a bribe and/or cash are offered.

## 2. The GIFT Test

**G (Giver) Who is providing the gift, benefit or hospitality and what is their relationship to me?**

*Does my role require me to select contractors, award grants, regulate industries or determine a Council policy? Could a person or organisation benefit from a decision I have made?*

**I (Influence) Are they seeking to influence my decisions or actions?**

*Has the gift, benefit or hospitality been offered to me publically or privately? Is it a courtesy, a token of appreciation or valuable? Does its timing coincide with a decision I am about to make, have made or contributed to?*

**F (Favour) Are they seeking a favour in return for the gift, benefit or hospitality?**

*Has the gift, benefit or hospitality been offered honestly?  
Has the person or organisation made several offers over the last 12 months?  
Would accepting it create an obligation to return a favour?*

**T (Trust) Would accepting the gift, benefit or hospitality diminish public trust?**

*How would I feel if the gift, benefit or hospitality became public knowledge?  
What would my colleagues, family and friends, associates or a member of the public think?*

In considering whether a benefit such as an invitation to an event or hospitality given to an elected member or an employee is a gift for the purposes of the Act and Regulations, the key issues include:

1. What is the value of the benefit?
2. Does the elected member or employee of the benefit contribute anything of value to the donor in return for the benefit such as formally opening or speaking at the event or presenting prizes/awards?
3. If so, does the value of that contribution outweigh the value of the benefit? If so, it will not be a gift for the purposes of the Act and Regulations.

## 3. PRINCIPLES

### 3.1 Gifts must never be sought

Elected Members and/or Employees must not solicit, demand or request gifts or any personal benefit for themselves or another person by virtue of their position.

### 3.2 No sense of obligation

No gift should be accepted that could influence or be perceived to influence an Elected Member and/or Employee in the performance of their public duty.

### **3.3 Prohibited Gifts**

In addition to other limitations imposed by this policy, monetary gifts of any value and an individual gift from a person or organisation, with a value exceeding \$300 must not be accepted.

### **3.4 Gifts of Appreciation**

A person or organisation wishing to demonstrate their appreciation for services received from Council or Employee should not involve the presentation of a gift or benefit. Acceptable alternatives may include a letter of thanks or a thank you card as these are considered less likely to result in a situation that may compromise or be perceived to compromise either party.

### **3.5 Token Gifts**

Gifts of token value may be accepted by an Elected Member and/or Employees provided that the gift does not create a real, or perceived sense of obligation that may lead to a perception of preferential service as a result of the gift.

The following should be used as a guide for an Elected Member and/or Employees in determining whether to accept token gifts. Such gifts may be accepted only when the following have been considered:-

- a) Such a gift is offered in an open or public forum and refusal would be obviously discourteous;
- b) Acceptance would not cause any potential perceived or actual compromise or conflict of interest;
- c) The gift does not have a significant monetary value (as a guide, less than \$10); and
- d) The gift is not offered on a regular basis.

### **3.6 Offer to attend a “Free” Event**

There is no such thing as a free event. In these circumstances there needs to be a reasonable calculation or assessment of the value of attendance as a member of the “paying public”. The threshold of \$300 also applies in these circumstances.

#### **3.6.1 Commercial entertainment events**

Any tickets accepted by an elected member or employee without payment for any commercial entertainment event, for which a member of the public is required to pay whether sponsored by the Shire or not will generally be classified as a gift for the purposes of the Act and Regulations.

An exception to this is where the Shire President or his / her representative attends the event in an official capacity to perform a civic or mayoral function.

Where there is a commercial entertainment event that, in the opinion of the Chief Executive Officer, it is in the interests of the Shire for one or more elected members or employees to attend in order to assess and understand first-hand the impacts on the community or business, then one or more tickets for that event will be purchased for the relevant elected member or employee by the Shire at full cost.

### 3.6.2 *Other commercial (non-entertainment) events*

For other commercial (non-entertainment) events, such as a conference or seminar, for which a member of the public is required to pay, where the Chief Executive Officer is of the opinion that it is in the interests of the Shire for one or more Elected Members or employees to attend (such as for their professional development or to undertake a function as an Elected Member or employee), then one or more registrations or other benefits for that event will be purchased for the relevant Elected Member or employee by the Shire at full cost to enable attendance.

If the Shire does not pay for the event, free registration or any other benefit (such as hospitality) given to an Elected Member or employee would be classified as a 'gift' unless the contribution of the Elected Member or employee to the event (such as by way of a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the Elected Member or employee.

### 3.6.3 *Community/local business events*

Acceptance of reasonable and modest hospitality by an Elected Member or employee at an unpaid event run by a local community group for local business would not generally be classified as a 'gift' where the contribution by the Elected Member or employee to the event is reasonably considered to outweigh the value of the hospitality.

This is more likely where the Elected Member or employee attends the event in his or her capacity as an Elected Member or employee - preferably where the attendance has been specifically authorised by the Shire, but otherwise where the person is performing his or her functions as an Elected Member or employee.

## 3.7 **Event Attendance Register**

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.

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 Chittering; and
- g) the value of the event (if any)

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.

### **3.8 Official Gifts**

From time to time a person or organisation may offer gifts of goodwill to Council through conferences or social, cultural, community, industry events where gifts are presented or exchanged. It is reasonable for an Elected Member and/or Employee to accept the gift on behalf of Council and such gifts shall be considered to be the property of the Shire.

### **3.9 Hospitality**

Elected Members and/or Employees in an official capacity will from time to time receive invitations of hospitality to attend various functions and events.

Where hospitality is only modest in nature and provides an opportunity to network or undertake business of a common purpose, it may be considered appropriate to accept such invitations.

Such incidental refreshments at meetings, working lunches, community events or similar are not considered to be a gift and need not be recorded, unless they occur at a frequency that may give rise to the perception of a conflict of interest under the Act.

If acceptance of the hospitality is likely to create the impression that an attempt is being made to compromise the impartiality of the Elected Member and/or Employee, or could be perceived as a conflict of interest, the offer of hospitality should be politely declined and recorded.

Where possible any offer of hospitality made to an Elected Member and/or Employee should be declared and approved prior to the event.

## **4. PROCEDURAL GUIDELINES**

### **4.1 Declaration of Gifts – Elected Members and/or Employees in their role (r12 of the Local Government (Rules of Conduct) Regulations 2007 and Shire of Chittering Code of Conduct.**

Nothing in this policy shall be construed to override the provisions of the Act.

#### *4.1.1 Individual Gift (Single Item)*

An Elected Member and/or Employee is to disclose a notifiable gift where the value is between \$50 and \$300, or where a gift is one of two or more gifts given

by the same person or organisation, within a period of six months, that are in total valued between \$50 and \$300.

No Elected Member and/or Employee is to accept a gift valued at \$300 or more, or where the value is one of two or more gifts given to the Elected Member and/or Employee by the same person or organisation, within a period of six months, that are in total valued \$300 or more.

An Elected Member and/or Employee may accept a gift with a value less than \$50, but the Elected Member and/or Employees' disclosure will be made in a prompt and full manner and in writing in the Gifts Register, including the name(s) of the person(s) who gave the token gift, the date of receipt and its estimated value.

Gifts from relatives, statutory authorities, government instrumentalities, non-profit associations for professional training, WALGA, the Australian Local Government Association or Local Government Professionals Australia WA are not required to be disclosed.

#### 4.1.2 *Multiple Gift (More than one item in the same batch)*

An Employee may receive a multiple gift from a person or organisation on behalf of the Shire, on the condition that the value of each item is less than \$300.

*Note: A batch of individual tickets to attend a community event is defined as a multiple gift, whereas, a basket of gift wrapped confectionery is defined as an individual gift.*

The Holder of a multiple gift is not permitted to receive a benefit from the batch and must notify their Manager immediately, ensuring the details on what has been received is clear and precise.

The relevant Manager shall determine the disbursement of the individual item.

The Holder is not permitted to accept further multiple gifts from the same provider within 6 months, if the individual items total \$300 or more.

#### **4.2 Declaration of Gifts – An Elected Member and/or Employee with delegated authority who accept a gift from a person other than a relative outside their role as an Elected Member or Employee**

Nothing in this policy shall be construed to override the provisions of the Act.

An Elected Member or Employee with delegated authority is to disclose the acceptance of a gift worth more than \$200, or where a gift is one of two or more gifts, given by the same person or organisation within a period of 12 months that are in total valued more than \$200.

Gifts from relatives are not required to be disclosed.

#### 4.3 Notifiable Gift Register

All gifts received by an Elected Member and/or Employee between \$50 and \$300 must be declared. Disclosure will be made in a prompt (within 10 days of receipt) and full manner and in writing in the Gifts Register, including the name(s) of the person(s) who gave the token gift, the date of receipt and its estimated value.

#### 4.4 Disposing of Gifts that are unable to be returned

In instances where returning the gift would be inappropriate due to protocol, the gift is anonymous and/or returning it would cause significant embarrassment, the Executive Team will determine how the gift will be disposed of.

#### 4.5 Awards and Prizes won at Conferences/ Seminars

In circumstances where an Elected Member and/or Employee is able to keep a prize or award is restricted to personal payment for the attendance, or the Elected Member and/or Employee pays for the raffle ticket that wins the prize or award.

Prizes or awards valued over \$100 that are won at functions, attended at the Shire's expense, must immediately become the property of the Shire.

#### 4.6 Other Benefits must not be accepted

Other benefits may be offered and must not be accepted under any circumstances include:

- a) Benefits under loyalty schemes where the Shire is able to obtain the benefit;
- b) Discounts on Commercial Items;
- c) Discounts from local suppliers not available to the general public;
- d) Offers for coffee/ drinks / lunch / food when meeting with external service providers to the Shire where they occur often and may be perceived as a conflict of interest; and
- e) Offers of articles or accessories where the Shire has business dealings with the person or organisation may lead to perceptions of improper influence.

#### References:

- *Local Government Act 1995*
- *Local Government (Rules of Conduct) Regulations 2007*
- *Local Government (Administration) Regulations 1996*
- *Local Government Regulations Amendment (Gifts) Regulations 2019*
- Shire of Chittering Code of Conducts

<b>DEFINITIONS</b>	
<b>Acceptance</b>	The date the gift was received, not the date of the event or function.
<b>Act</b>	<i>The Local Government Act 1995.</i>
<b>Benefit</b>	An item which is believed to be of value to the receiver such as a service (ie access to a sporting event, preferential treatment, access to confidential information, accommodation, pleasure or vacation trips.
<b>Bribe</b>	A corrupt inducement to reward.
<b>Donor</b>	A person or organisation that provides a gift to the Shire
<b>Gift of Appreciation</b>	A gift that is presented to an Elected Member and/or Employee to express their appreciation and a feeling of goodwill on behalf of the giver where there is no expectation of repayment or reciprocal arrangement. These gifts are generally a one-off occurrence.
<b>Holder</b>	The custodian of the multiple gifts of the Shire, prior to the gift being disbursed.
<b>Hospitality</b>	Where a meal or service is offered which has a value and is not viewed as being connected to official Shire business or part of the accepted meal at a conference or seminar.
<b>Item</b>	An article or thing
<b>Monetary Gift</b>	Cash, cheques, gift cards, frequent flyer points, money orders, traveller's cheques and direct deposits, lottery tickets and scratchies.
<b>Notifiable Gift</b>	A gift between \$50 and \$300 or; 2 or more gifts from the same donor within a 6 month period that combined value is between \$50 and \$300
<b>Official Gift</b>	A gift received by an employee, as the representative of the Shire or Council. These gifts may be received from an organisation bestowing a corporate gift (ie plaques, vases, trophies art work) or souvenir to the Shire, or as a token of appreciation for a contribution to a conference or industry event.
<b>Organisation</b>	Company or corporation
<b>Prohibited Gift</b>	A gift worth \$300 or more or; 2 or more gifts from the same donor within a 6 month period that combined value is \$300 or more.
<b>Relative</b>	Is defined in s5.74 of the Act – as a spouse or de facto partner, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or the relevant person's spouse or de facto partner, or a spouse or de facto partner of any relative, whether or not the relationship is a natural relationship or a relationship established by written law.
<b>Token Gift</b>	Of such a nature and value that it could not reasonably be regarded as capable of influencing any actions or decision of the relevant person in relation to the matter.
<b>Value</b>	The face value or estimated retail value.



Enquiries: Warren Bellouard on 9323 4463  
Our Ref: 17/947-03  
Your Ref:

30 June 2020

Chief Executive Officer  
Shire of Chittering  
PO Box 70  
BINDOON WA 6502

Dear Mr Gilfellow

### **GREAT NORTHERN HIGHWAY – BINDOON BYPASS**

The Great Northern Highway Bindoon Bypass will connect from new North Link (Tonkin Hwy) and upgraded to New Norcia bypass (comprising a 66km highway).

Attached for consideration by Council are plans depicting land required for Great Northern Highway – Bindoon Bypass. In order for the project to proceed, the land shown shaded on the enclosed copies of overall Land Dealing Plans **1760-188 to 1760-210 (inclusive) and 1760-211-1** are required for inclusion in the road reserve.

Main Roads has approached all landowners and other affected parties and arrangements for acquisition are being finalised. To enable the land to be dedicated as road reserve, it is a requirement of the *Land Administration Act 1997* that local government resolve to dedicate the road. The land is outlined in Appendix A **attached**.

It would be appreciated if Council could consider the matter at its next meeting and provide the following statement in a letter to Main Roads marked to my attention. This will satisfy the requirements of Regional and Metro Services (RMS) at the Department of Lands who will be arranging dedication when the land has been acquired.

*"Council at its ordinary meeting held on (Day Month Year) passed a resolution for the dedication of the land the subject of Main Roads Land Dealing Plans **1760-188 to 1760-210 (inclusive) and 1760-211-1**, as a road pursuant to Section 56 of the Land Administration Act 1997".*

In addition, please provide a copy of the minutes of the Council meeting relating to the resolution, which is required for the Department of Lands and Main Roads' records.

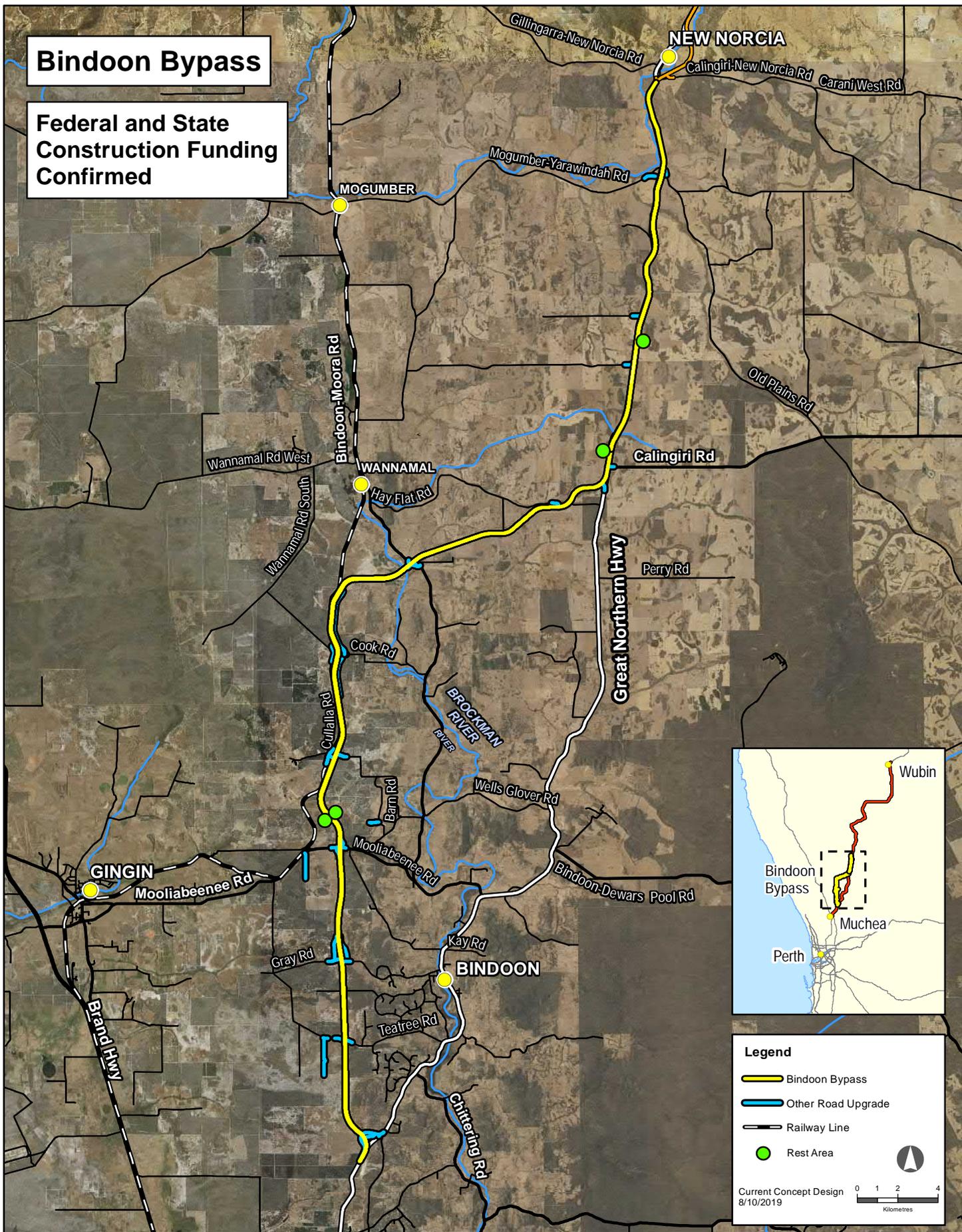
Main Roads will be responsible for any costs and claims that may arise as a result of the dedication.

If you require any further information please contact me on 9323 4463 or e-mail [warren.bellouard@mainroads.wa.gov.au](mailto:warren.bellouard@mainroads.wa.gov.au).

Yours faithfully

Warren Bellouard  
**LAND ACQUISITION MANAGER**

Enc: Appendix A, Bindoon Bypass Alignment Plan and MRWA LDP's



Australian Government

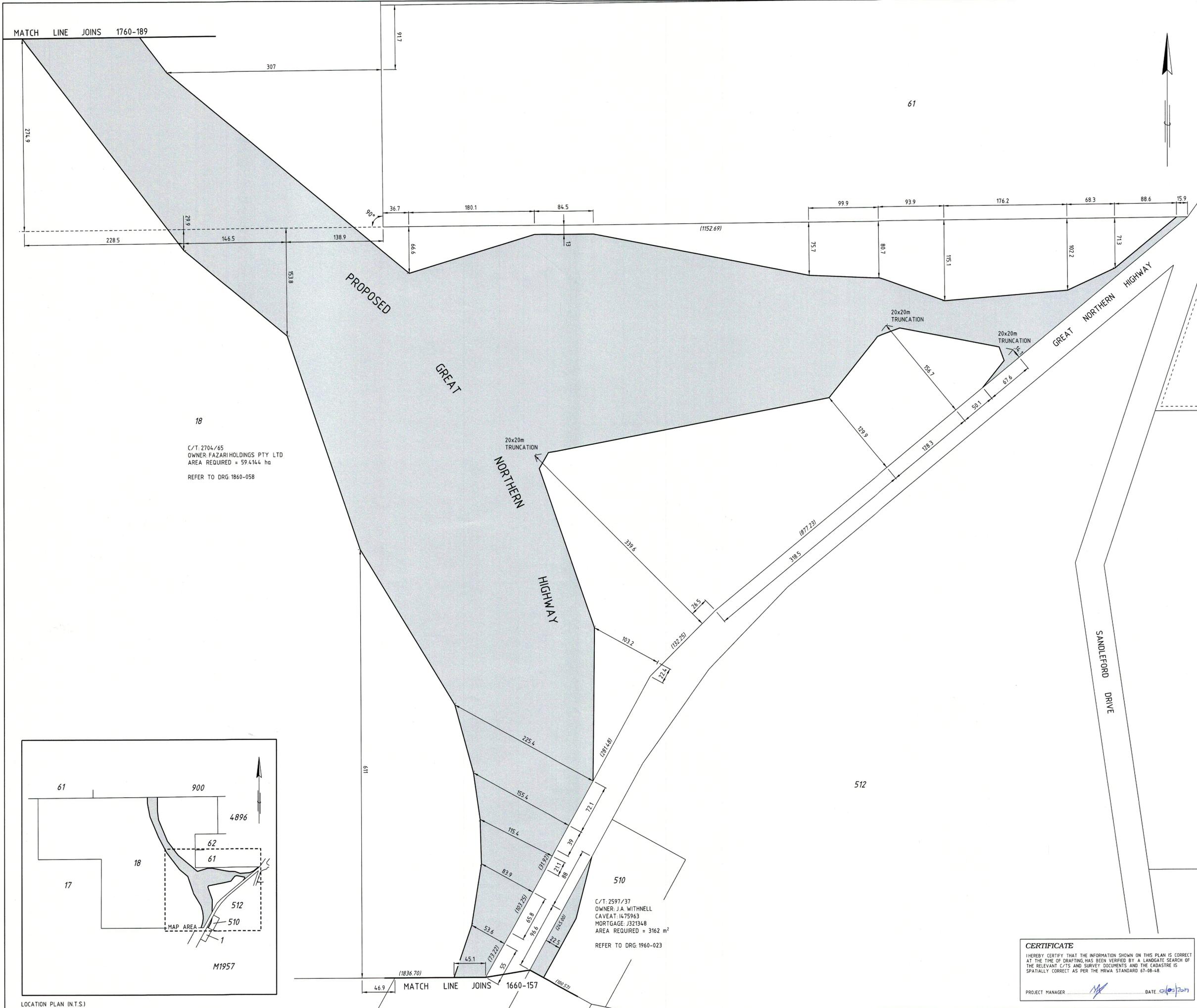
**BUILDING OUR FUTURE**



GREAT NORTHERN HIGHWAY  
MUCHEA TO WUBIN

PROJECT DELIVERED IN PARTNERSHIP WITH  
**JACOBS ARUP**

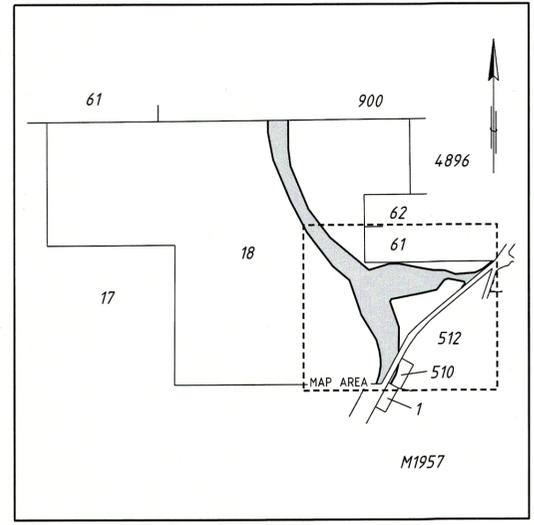
Tel: 1800 820 366  
Email: [info@m2w.com.au](mailto:info@m2w.com.au)  
[www.m2w.com.au](http://www.m2w.com.au)



MATCH LINE JOINS 1760-189

18  
 C/T: 2704/65  
 OWNER: FAZARI HOLDINGS PTY LTD  
 AREA REQUIRED = 59.4144 ha  
 REFER TO DRG: 1860-058

C/T: 2597/37  
 OWNER: J.A. WITHNELL  
 CAVEAT: I475963  
 MORTGAGE: J321348  
 AREA REQUIRED = 3162 m<sup>2</sup>  
 REFER TO DRG: 1960-023



LOCATION PLAN (INT.S.)

AMENDMENTS	DESCRIPTION	DATE	AUTHORISED	MICRO DATE
No. 1				

LEGEND	
	BOUNDARY TO BE SURVEYED.
	LAND REQUIRED FOR ROAD PURPOSES

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - S.L.K. IS A MAIN ROADS W.A. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

**INFRASTRUCTURE DELIVERY DIRECTORATE**  
 Telephone 9323 4636 Fax 9323 4930

**APPROVED FOR IMPLEMENTATION**

FILE NUMBER 17/0947	DATE	APPROVAL NUMBER
AUTHORISED	<i>[Signature]</i> 14/08/19	
APPROVED	<i>[Signature]</i> 14/8/19	

**mainroads**  
WESTERN AUSTRALIA  
 FINANCE AND SERVICES  
**PROPERTY MANAGEMENT**  
 Telephone 9323 4580 Fax 9323 4600

**ARUP JACOBS**

GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL. *[Signature]* 8/8/19

**GREAT NORTHERN HWY H6**  
 LAND DEALINGS  
 BINDOON BYPASS  
 51.09 - 52.76 S.L.K.

LOCAL AUTHORITY (502) SHIRE OF CHITTERING

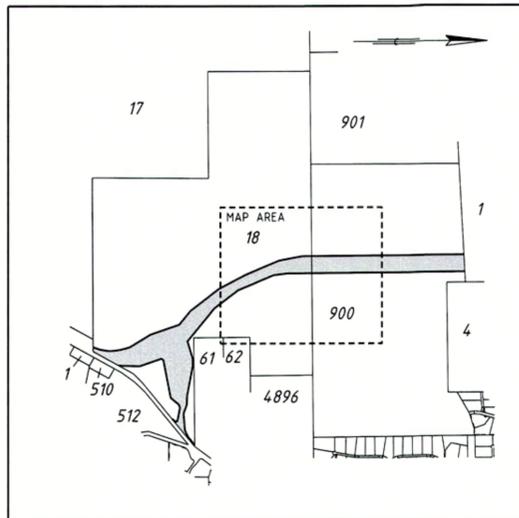
DRAWING TYPE 7200	DRAWING NUMBER <b>1760-188</b>
FILE NUMBER 17/0947	

**CERTIFICATE**  
 I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48

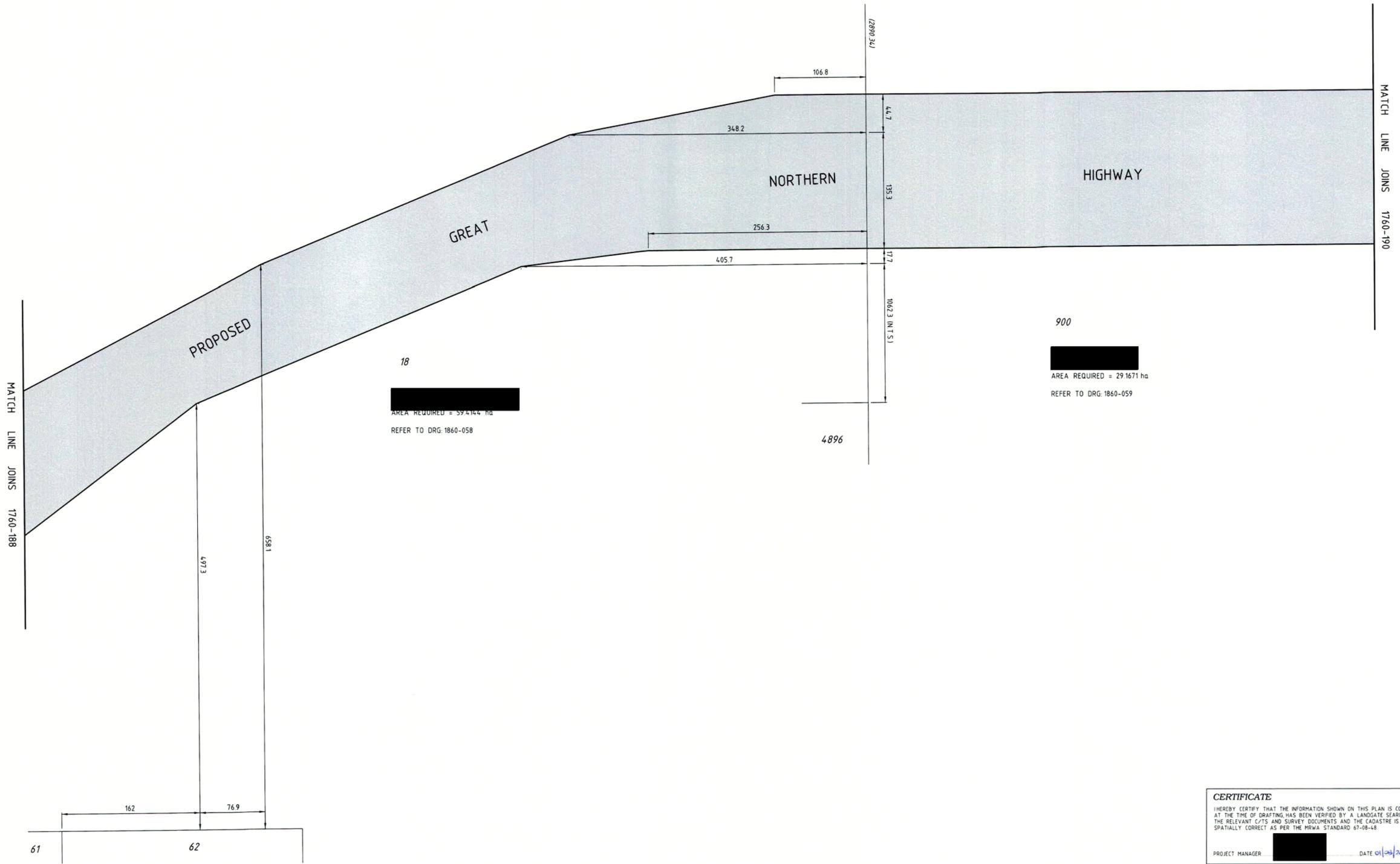
PROJECT MANAGER *[Signature]* DATE 01/02/2019

SCALE: 1:2500  
 SCAM DATE: A 1





LOCATION PLAN (N.T.S.)



18  
 AREA REQUIRED = 59.444 ha  
 REFER TO DRG: 1860-058

900  
 AREA REQUIRED = 29.1671 ha  
 REFER TO DRG: 1860-059

AMENDMENTS	DESCRIPTION	No.
		1

AMENDMENTS	DESCRIPTION	No.
		1

- LEGEND**
- BOUNDARY TO BE SURVEYED
  - LAND REQUIRED FOR ROAD PURPOSES
- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - S.L.K. IS A MAIN ROADS W.A. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

**INFRASTRUCTURE DELIVERY DIRECTORATE**  
 Telephone 9323 4636 Fax 9323 4930

APPROVED FOR IMPLEMENTATION		
FILE NUMBER	DATE	APPROVAL NUMBER
17/0947	08/19	
AUTHORISED		
APPROVED		14/8/19

**mainroads**  
 WESTERN AUSTRALIA  
 FINANCE AND SERVICES  
 PROPERTY MANAGEMENT  
 Telephone 9323 4580 Fax 9323 4600

**ARUP JACOBS**

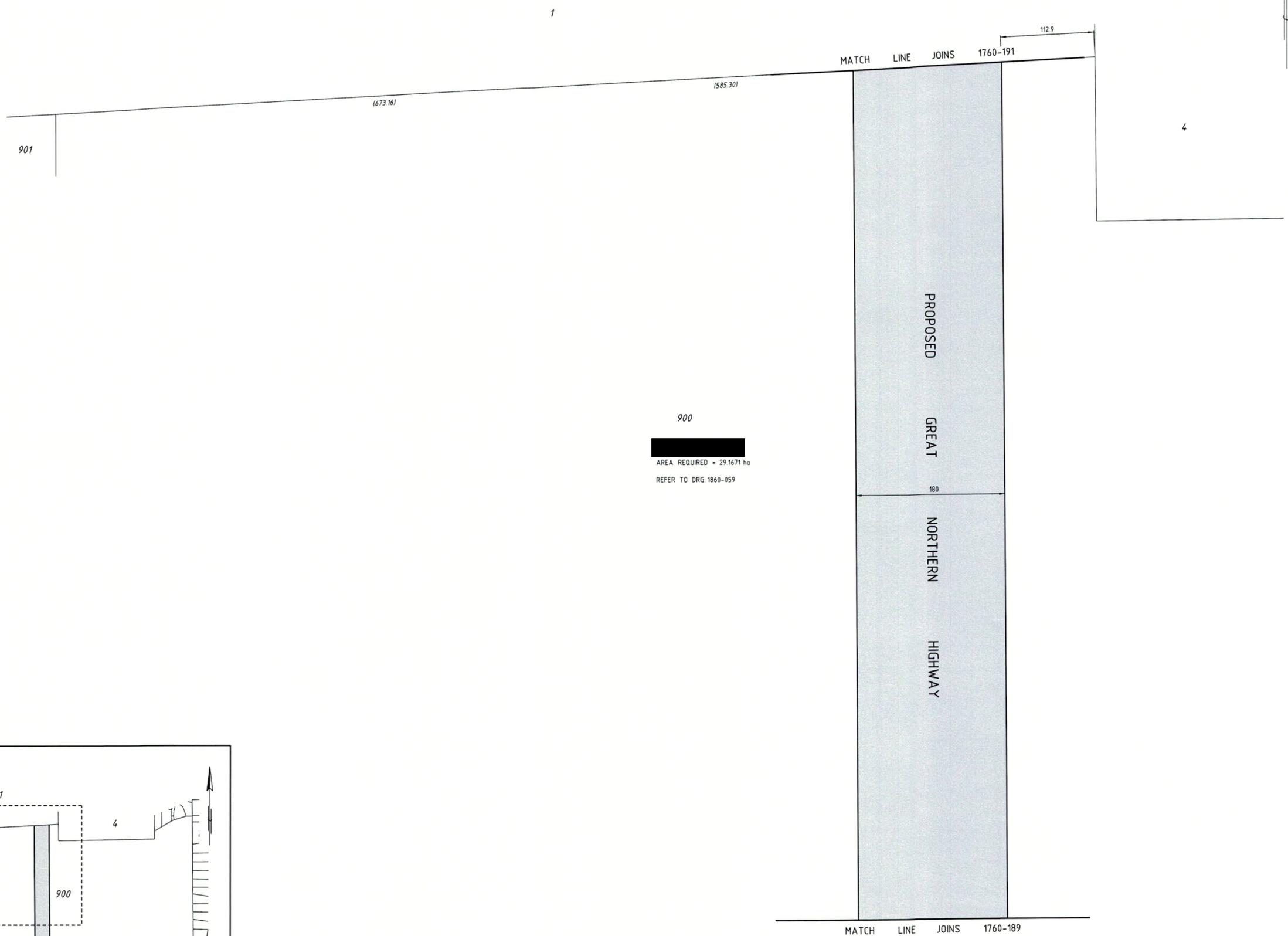
GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 47-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL. DATE 08/19

**GREAT NORTHERN HWY H6**  
 LAND DEALINGS  
 BINDOON BYPASS  
 52.76 - 54.37 S.L.K.

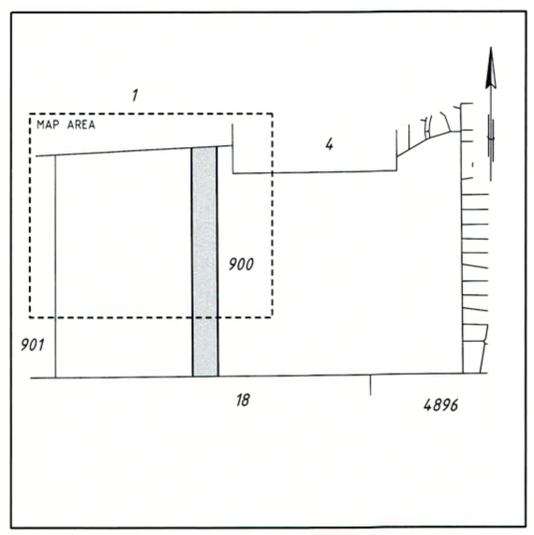
LOCAL AUTHORITY (502) SHIRE OF CHITTERING  
 DRAWING TYPE 7200 DRAWING NUMBER 1760-189  
 FILE NUMBER 17/0947

**CERTIFICATE**  
 I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING, HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 47-08-48  
 PROJECT MANAGER: [REDACTED] DATE 01/08/2019

500  
400  
300  
200  
100  
0  
SCALE 1:2500  
SCAN DATE A 1



900  
 AREA REQUIRED = 29 1671 ha  
 REFER TO DRG 1860-059



LOCATION PLAN (INTS)

**CERTIFICATE**  
 I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING, HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48  
 PROJECT MANAGER: [Redacted] DATE: 21/08/19

AMENDMENTS	DESCRIPTION	DATE	AUTHORISED	MICRO DATE
No. 1				

**LEGEND**

- BOUNDARY TO BE SURVEYED
- LAND REQUIRED FOR ROAD PURPOSES

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - S.L.K IS A MAIN ROADS W.A. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

**INFRASTRUCTURE DELIVERY DIRECTORATE**  
 Telephone 9323 4636 Fax 9323 4930

**APPROVED FOR IMPLEMENTATION**

FILE NUMBER	DATE	APPROVAL NUMBER
17/0947		
AUTHORISED	[Redacted]	14/08/19
APPROVED	[Redacted]	14/8/19

**mainroads**  
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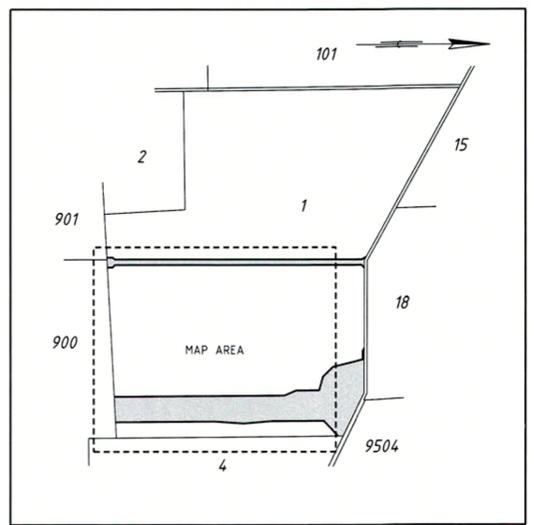
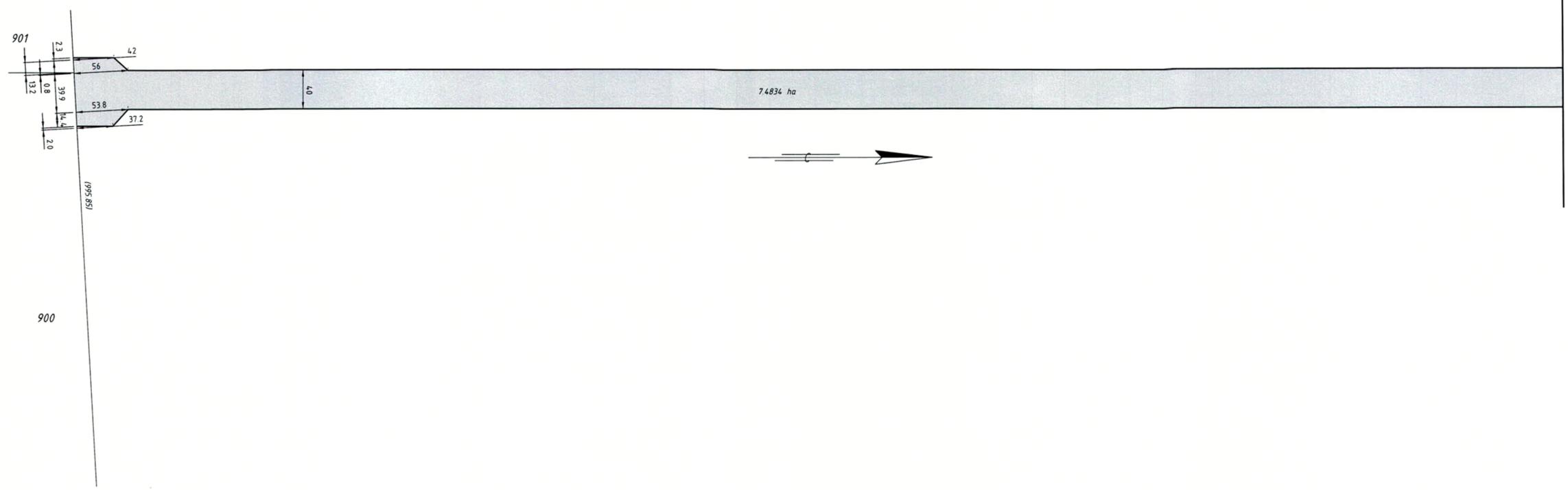
**ARUP JACOBS**

GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL  
 [Redacted] 21/08/19

**GREAT NORTHERN HWY H6**  
 LAND DEALINGS  
 BINDOON BYPASS  
 54.37 - 55.40 S.L.K.

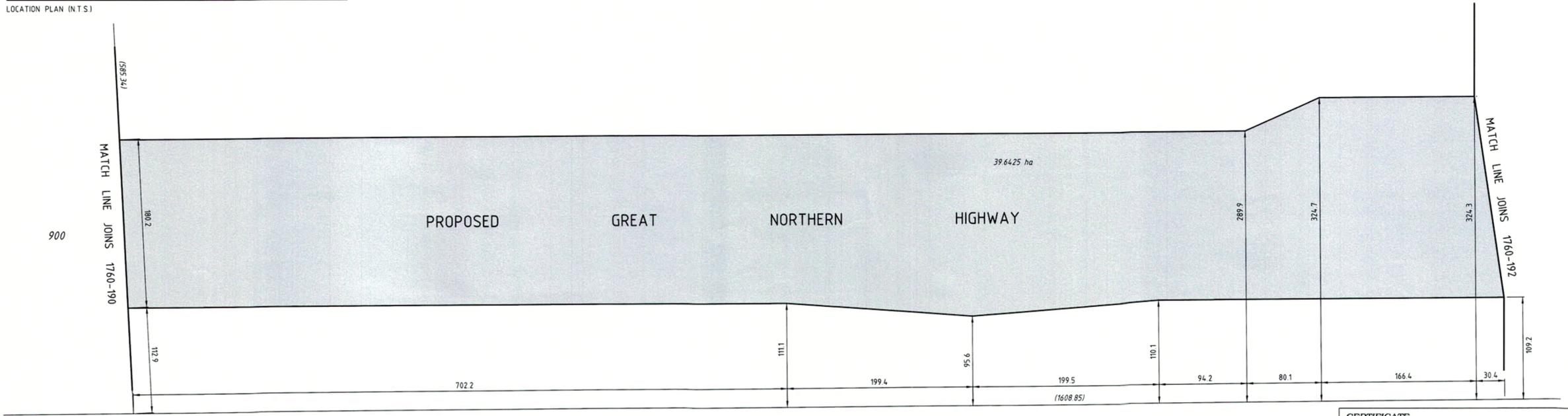
LOCAL AUTHORITY (502)	SHIRE OF CHITTERING
DRAWING TYPE	DRAWING NUMBER
7200	1760-190
FILE NUMBER	AMEND.
17/0947	

500  
400  
300  
200  
100  
0  
SCALE: 1:2500  
SCAN DATE: A 1



1

TOTAL AREA REQUIRED = 47.1259 ha  
REFER TO DRG. 1860-060



AMENDMENTS	No.	DESCRIPTION	AUTHORISED	DATE	MICRO DATE
	1				

LEGEND	
	BOUNDARY TO BE SURVEYED.
	LAND REQUIRED FOR ROAD PURPOSES

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - S.L.K IS A MAIN ROADS W.A. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

**INFRASTRUCTURE DELIVERY DIRECTORATE**  
Telephone 9323 4636 Fax 9323 4930

APPROVED FOR IMPLEMENTATION		
FILE NUMBER	DATE	APPROVAL NUMBER
17/0947		
AUTHORISED	14/08/19	
APPROVED	14/8/19	

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**ARUP JACOBS**

GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

8/2/19

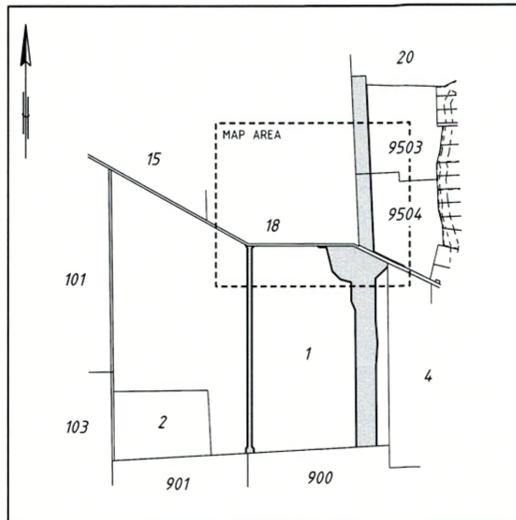
**GREAT NORTHERN HWY H6**  
LAND DEALINGS  
BINDOON BYPASS  
55.40 - 56.89 S.L.K.

LOCAL AUTHORITY (502)	SHIRE OF CHITTERING
DRAWING TYPE	DRAWING NUMBER
7200	1760-191
FILE NUMBER	AMEND.
17/0947	

**CERTIFICATE**  
I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48

PROJECT MANAGER: [Redacted] DATE: 01/08/2019

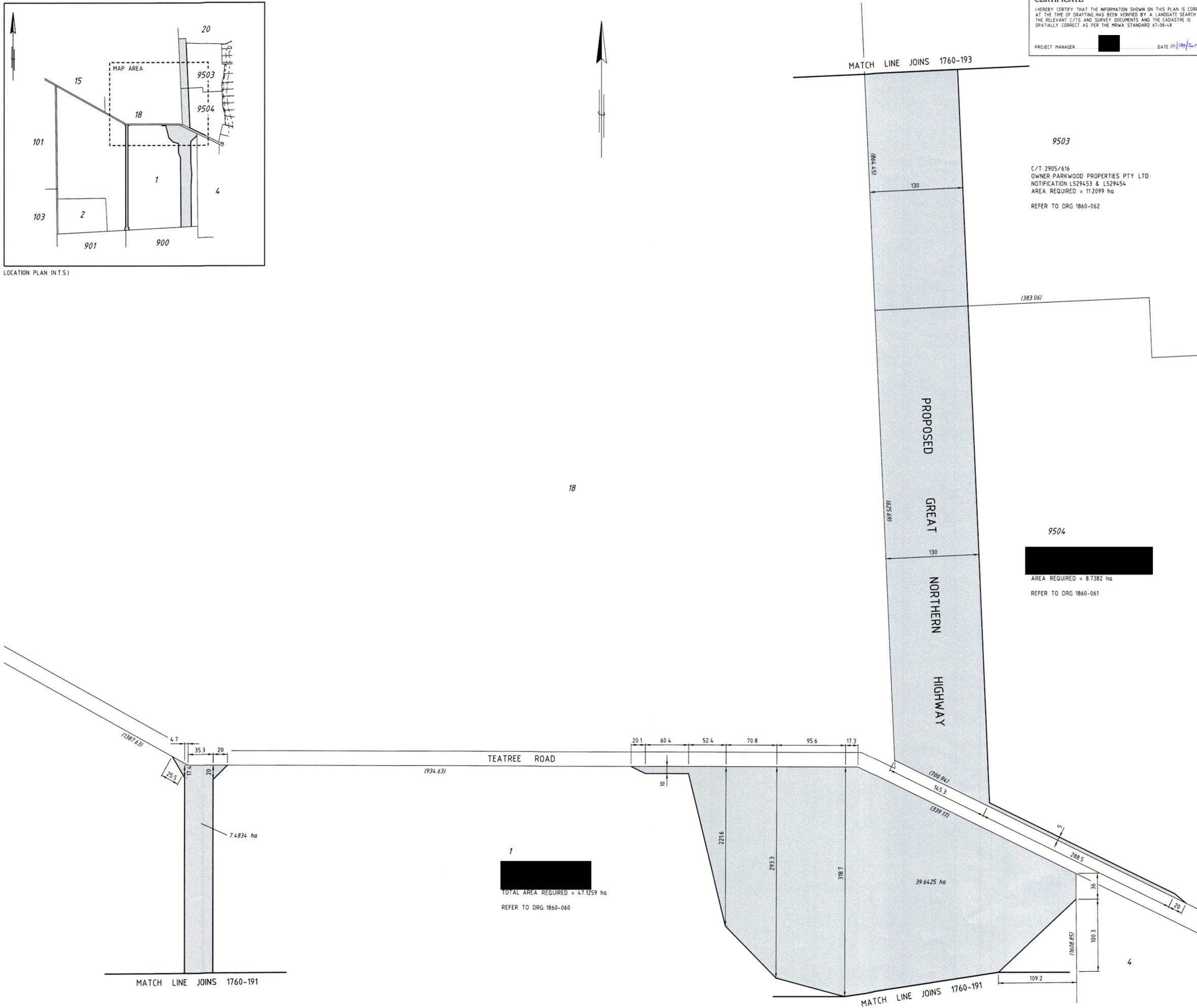
500  
400  
300  
200  
100  
0  
SCALE 1:2500  
SCAN DATE  
A  
1



LOCATION PLAN (N.T.S.)

**CERTIFICATE**  
 I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48

PROJECT MANAGER [REDACTED] DATE 01/08/19



AMENDMENTS	DESCRIPTION	DATE	AUTHORISED	APPROVED
No. 1				

**LEGEND**

- BOUNDARY TO BE SURVEYED
- LAND REQUIRED FOR ROAD PURPOSES

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - S.L.K IS A MAIN ROADS W.A STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

**INFRASTRUCTURE DELIVERY DIRECTORATE**  
 Telephone 9323 4636 Fax 9323 4930

**APPROVED FOR IMPLEMENTATION**

FILE NUMBER	DATE	APPROVAL NUMBER
17/0947		
AUTHORISED	14/08/19	
APPROVED	14/8/19	

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GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

04/8/19

**GREAT NORTHERN HWY H6**  
 LAND DEALINGS  
 BINDOON BYPASS  
 56.89 - 58.14 S.L.K.

LOCAL AUTHORITY (502) SHIRE OF CHITTERING

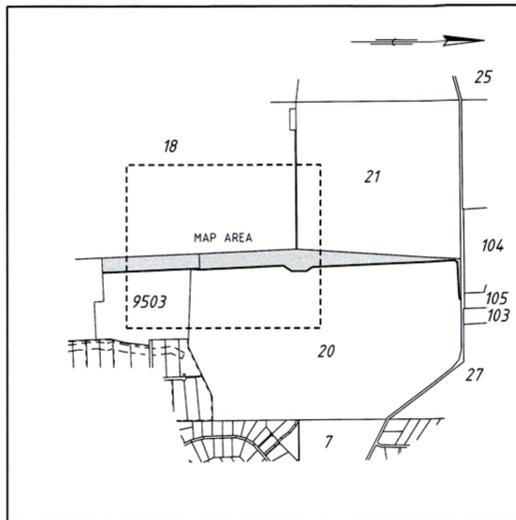
DRAWING TYPE 7200 DRAWING NUMBER 1760-192

FILE NUMBER 17/0947

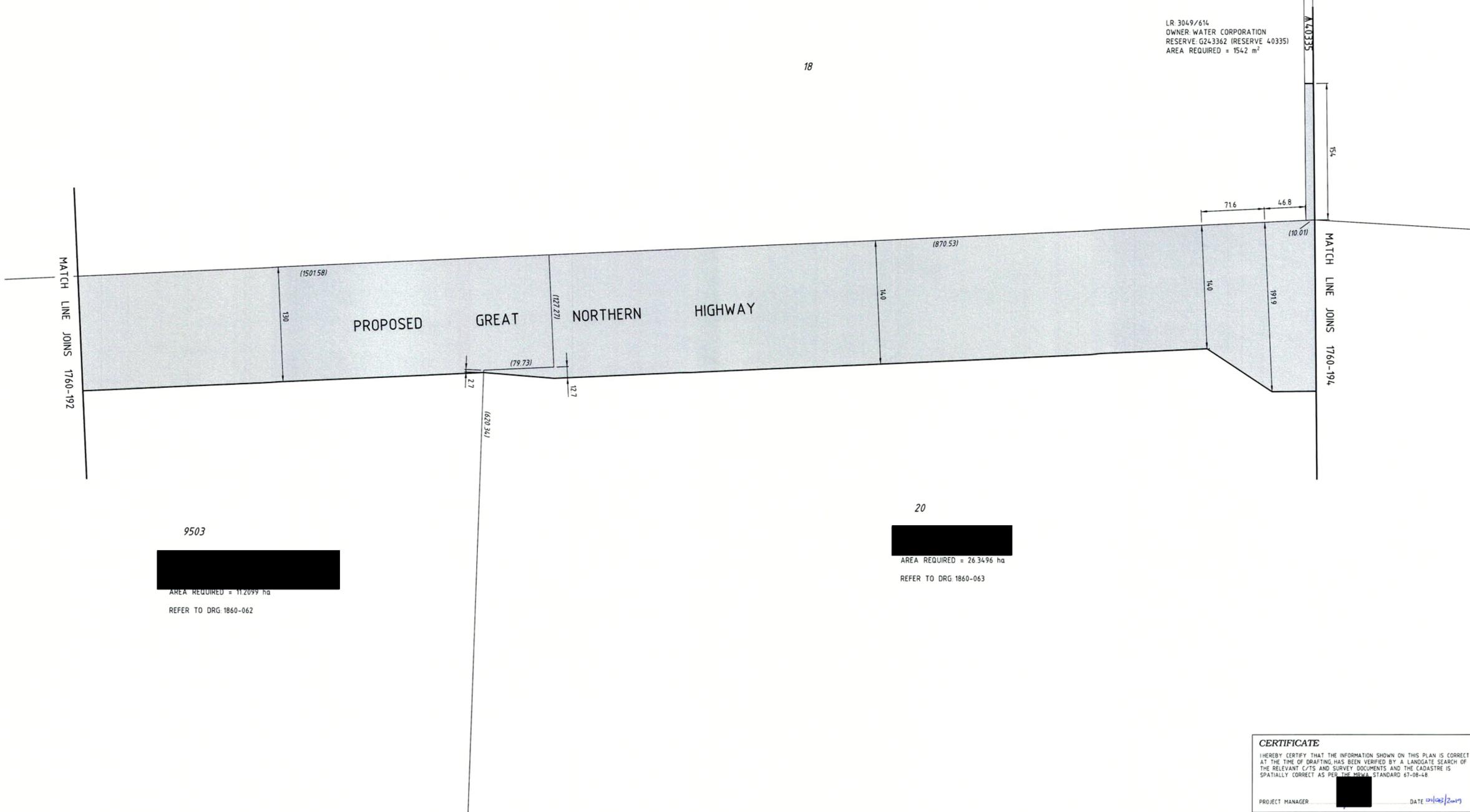
SCALE 1:2500

SCAN DATE

A 1



LOCATION PLAN (N.T.S.)



AMENDMENTS	DESCRIPTION	DATE	AUTHORISED	MICRO DATE
No. 1				

LEGEND	
	BOUNDARY TO BE SURVEYED.
	LAND REQUIRED FOR ROAD PURPOSES

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - S.L.K IS A MAIN ROADS W.A STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

**INFRASTRUCTURE DELIVERY DIRECTORATE**  
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**APPROVED FOR IMPLEMENTATION**

FILE NUMBER	DATE	APPROVAL NUMBER
17/0947		
AUTHORISED	14/08/19	
APPROVED	14/8/19	

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GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

**GREAT NORTHERN HWY H6**  
LAND DEALINGS  
BINDOON BYPASS  
58.14 - 59.54 S.L.K.

LOCAL AUTHORITY (502)	SHIRE OF CHITTERING
DRAWING TYPE	DRAWING NUMBER
7200	1760-193
FILE NUMBER	AMEND.
17/0947	

**CERTIFICATE**  
I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING, HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE HDWA STANDARD 67-08-48

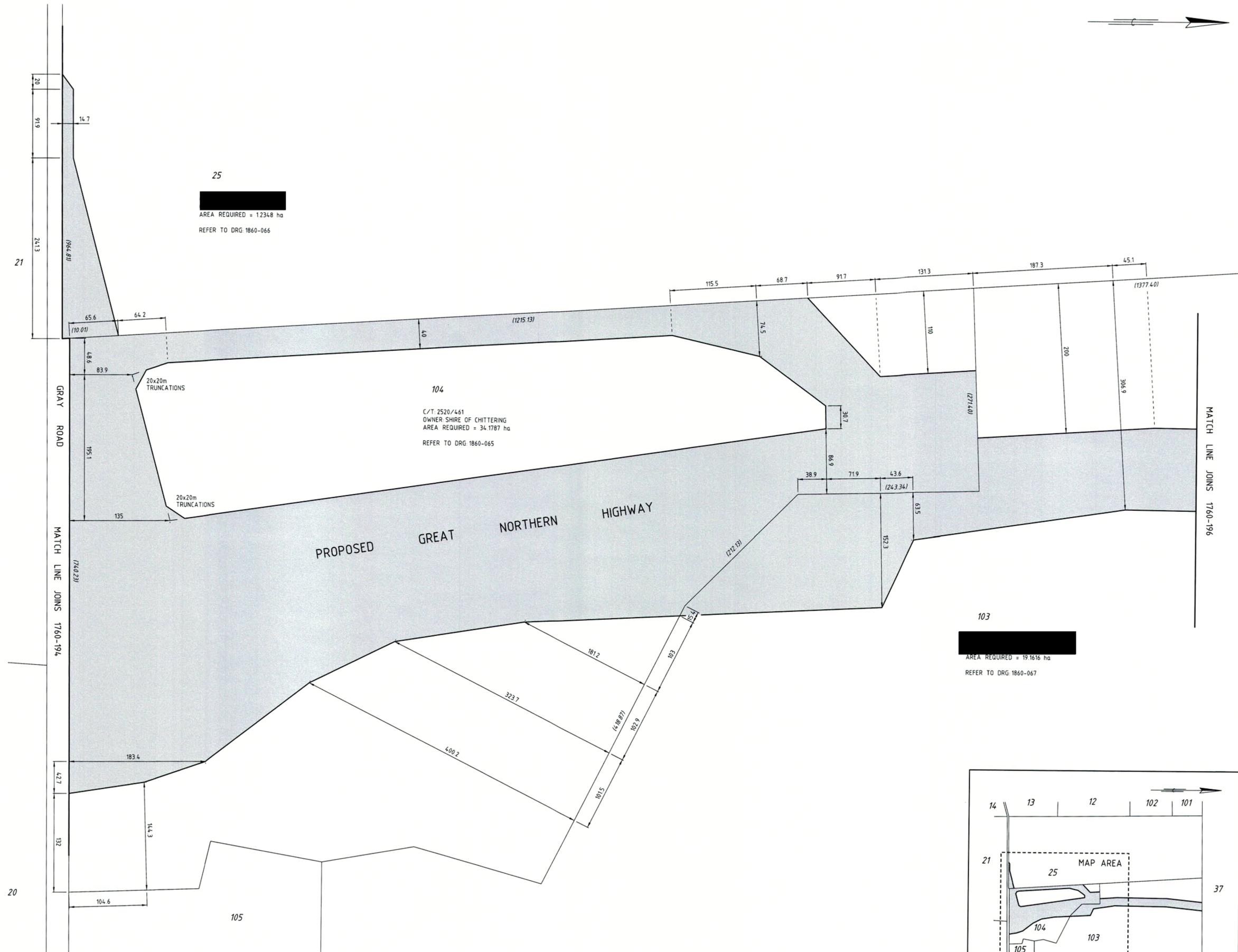
PROJECT MANAGER: [Redacted] DATE: 01/08/2019

SCALE: 1:2500

SCAN DATE: A 1

Page 86





AMENDMENTS	DESCRIPTION	AUTHORISED	DATE	MICRO DATE
No. 1				

**LEGEND**

- BOUNDARY TO BE SURVEYED.
- LAND REQUIRED FOR ROAD PURPOSES

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - S.L.K. IS A MAIN ROADS W.A STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

**INFRASTRUCTURE DELIVERY DIRECTORATE**

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**APPROVED FOR IMPLEMENTATION**

FILE NUMBER	DATE	APPROVAL NUMBER
17/0947		

AUTHORISED: [Redacted] 14/08/19

APPROVED: [Redacted] 14/8/19

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GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 47-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL

DATE: 8/8/19

**GREAT NORTHERN HWY H6**

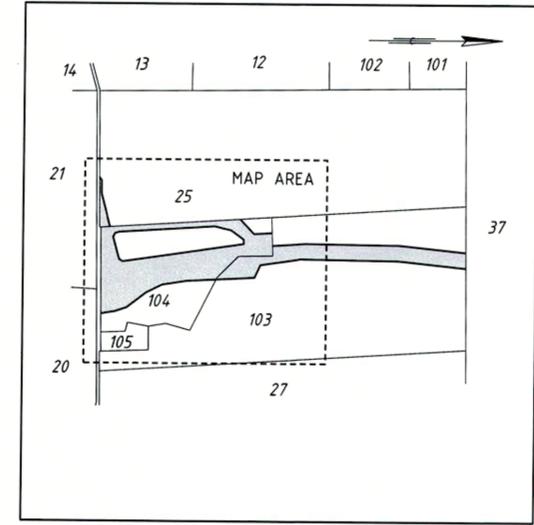
LAND DEALINGS  
BINDOON BYPASS  
61.02 - 62.75 S.L.K.

LOCAL AUTHORITY (502) SHIRE OF CHITTERING

DRAWING TYPE: 7200 DRAWING NUMBER: AMEND.

FILE NUMBER: 17/0947

**1760-195**



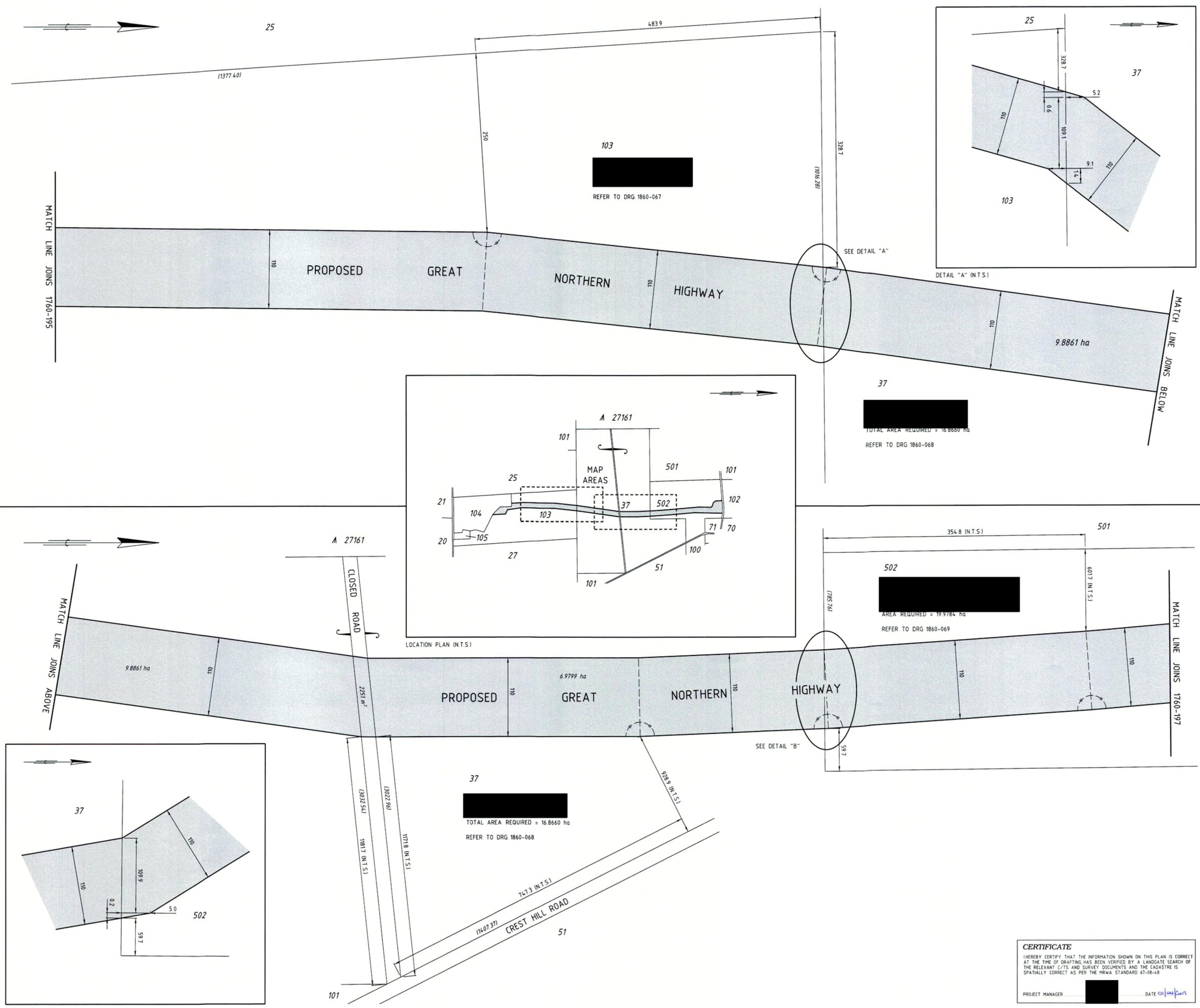
**CERTIFICATE**

I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48

PROJECT MANAGER: [Redacted] DATE: 01/29/2019

SCALE: 1:2500

SCAN DATE: A 1



AMENDMENTS	DESCRIPTION	DATE	AUTHORISED
No.			
1			

LEGEND	
	BOUNDARY TO BE SURVEYED
	LAND REQUIRED FOR ROAD PURPOSES

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - S.L.K IS A MAIN ROADS W.A STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

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**APPROVED FOR IMPLEMENTATION**

FILE NUMBER 17/0947	DATE 14/08/19	APPROVAL NUMBER
AUTHORISED	[Signature]	
APPROVED	[Signature]	

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**ARUP JACOBS**

GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL

**GREAT NORTHERN HWY H6**  
 LAND DEALINGS  
 BINDOON BYPASS  
 62.75 - 65.66 S.L.K.

LOCAL AUTHORITY (502) SHIRE OF CHITTERING

DRAWING TYPE 7200	DRAWING NUMBER 1760-196
FILE NUMBER 17/0947	AMEND.

**CERTIFICATE**  
 I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48

PROJECT MANAGER: [Signature] DATE: 04/08/19

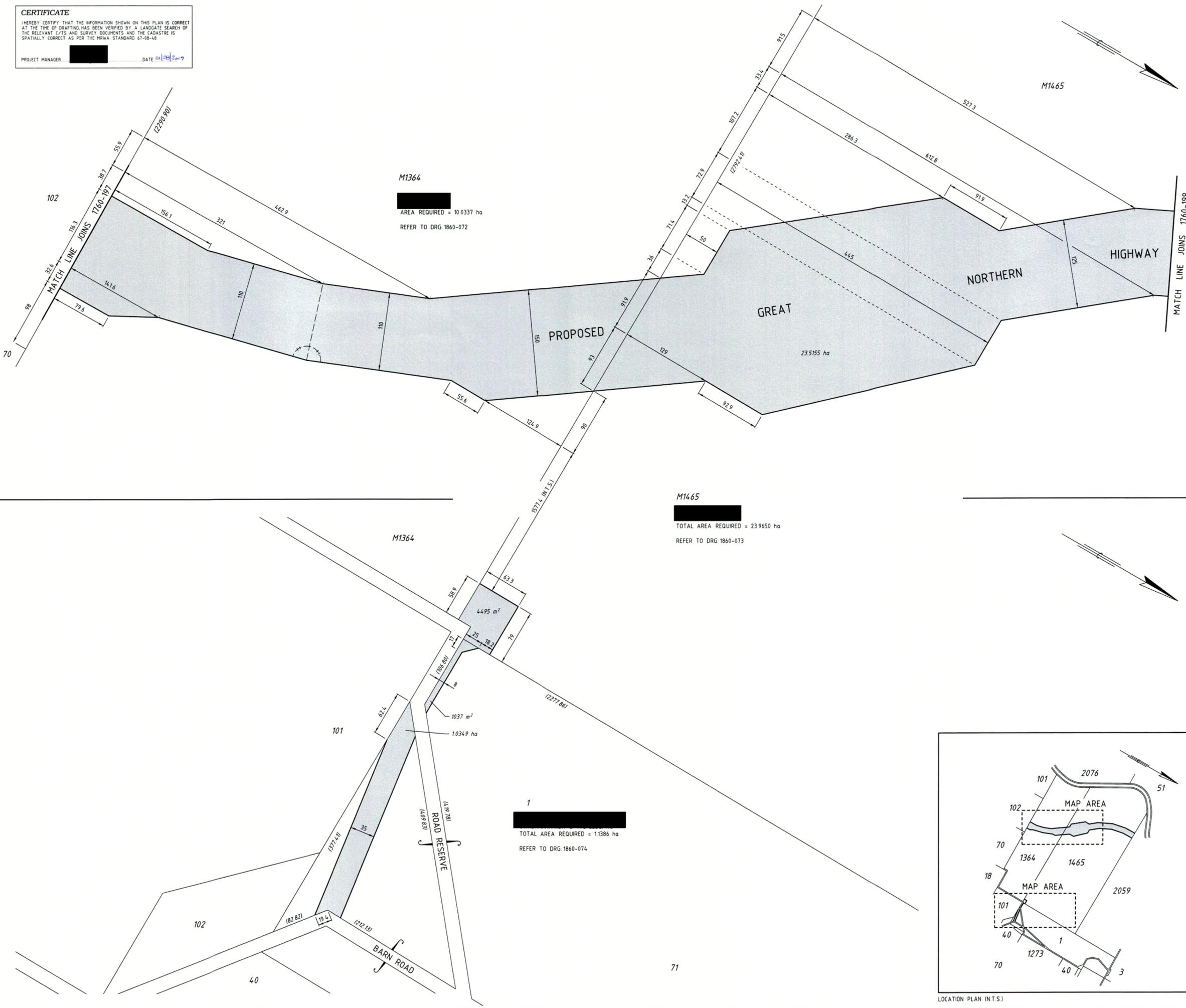
SCALE: 1:2500  
 SCANDATE: A 1  
 Page 89



**CERTIFICATE**

HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING, HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48

PROJECT MANAGER [REDACTED] DATE 14/08/19



**M1364**  
 [REDACTED]  
 AREA REQUIRED = 10,0337 ha  
 REFER TO DRG 1860-072

**M1465**  
 [REDACTED]  
 TOTAL AREA REQUIRED = 23,9650 ha  
 REFER TO DRG 1860-073

**1**  
 [REDACTED]  
 TOTAL AREA REQUIRED = 1,1386 ha  
 REFER TO DRG 1860-074

AMENDMENTS	DESCRIPTION	DATE	AUTHORISED	MICRO DATE
No. 1				

**LEGEND**

- BOUNDARY TO BE SURVEYED
- LAND REQUIRED FOR ROAD PURPOSES

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - S.L.K IS A MAIN ROADS W.A STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

**INFRASTRUCTURE DELIVERY DIRECTORATE**  
 Telephone 9323 4636 Fax 9323 4930

**APPROVED FOR IMPLEMENTATION**

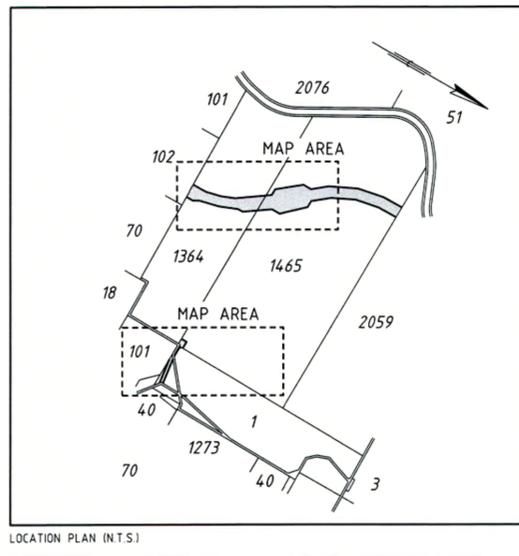
FILE NUMBER	DATE	APPROVAL NUMBER
17/0947	14/08/19	[REDACTED]
AUTHORISED	[REDACTED]	
APPROVED	[REDACTED]	

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**ARUP JACOBS**  
GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL

**GREAT NORTHERN HWY H6**  
 LAND DEALINGS  
 BINDOON BYPASS  
 67.23 - 68.89 S.L.K.

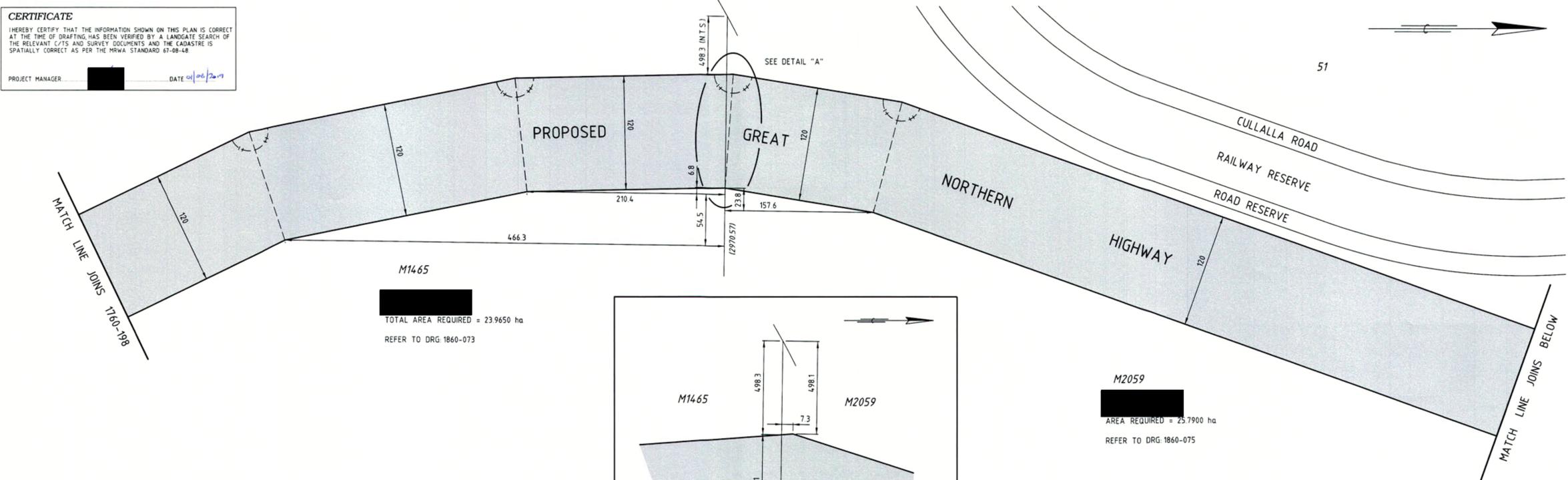
LOCAL AUTHORITY (502) SHIRE OF CHITTERING  
 DRAWING TYPE 7200 DRAWING NUMBER 1760-198  
 FILE NUMBER 17/0947



SCALE: 1:2500  
 SCAN DATE: A 1

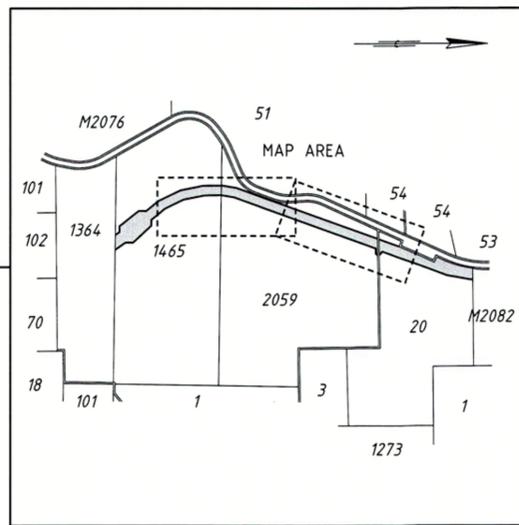
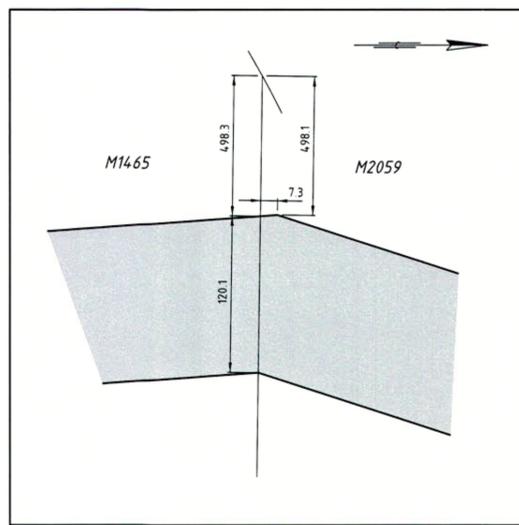
**CERTIFICATE**  
 I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48

PROJECT MANAGER: [REDACTED] DATE: 14/08/19

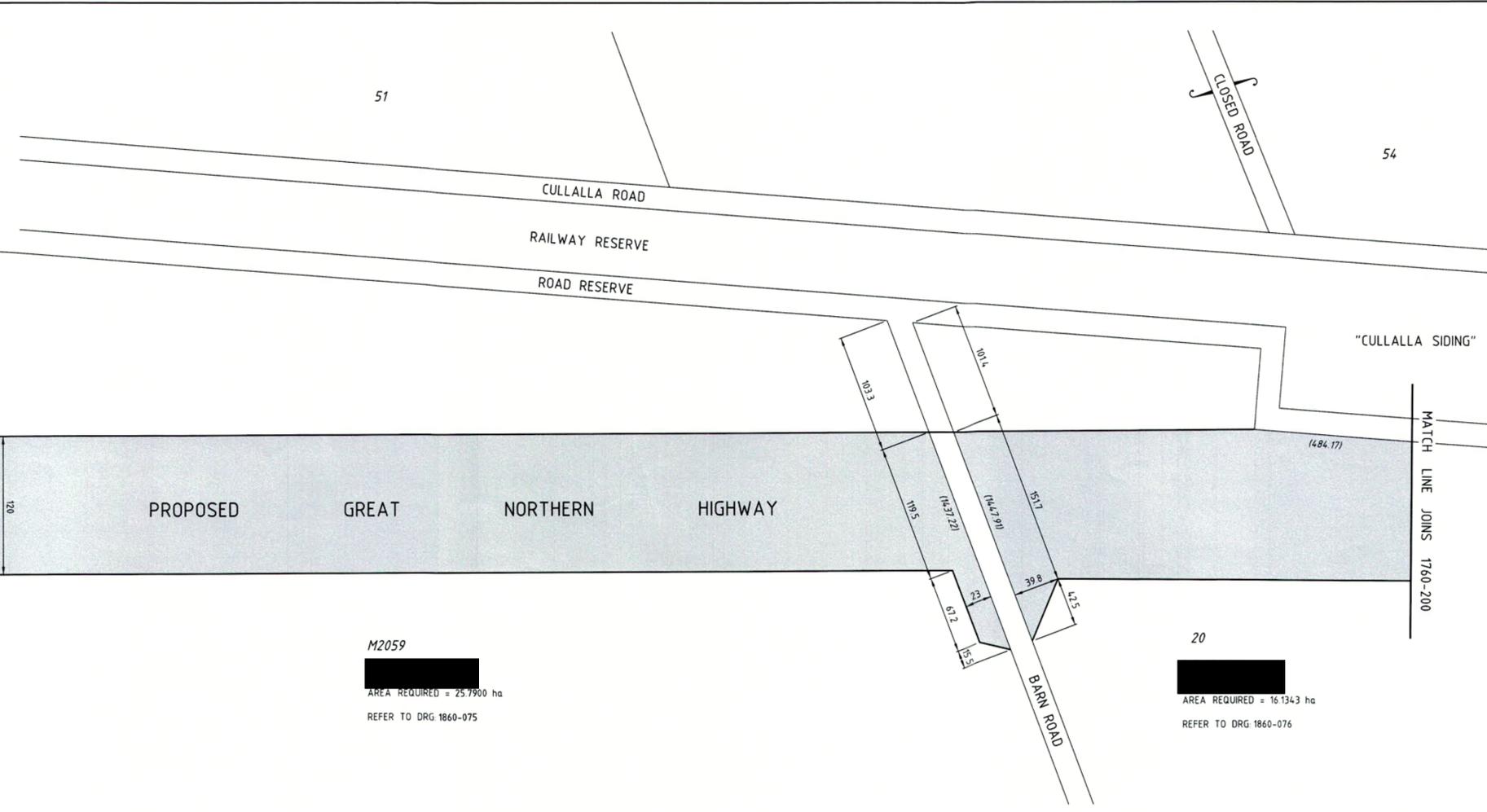


M1465  
 TOTAL AREA REQUIRED = 23.9650 ha  
 REFER TO DRG 1860-073

M2059  
 AREA REQUIRED = 25.7900 ha  
 REFER TO DRG 1860-075



LOCATION PLAN (N.T.S.)



M2059  
 AREA REQUIRED = 25.7900 ha  
 REFER TO DRG 1860-075

20  
 AREA REQUIRED = 16.1343 ha  
 REFER TO DRG 1860-076

AMENDMENTS	DESCRIPTION	DATE	AUTHORISED	MICRODATE
No. 1				

LEGEND	
	BOUNDARY TO BE SURVEYED.
	LAND REQUIRED FOR ROAD PURPOSES

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - S.L.K IS A MAIN ROADS W.A STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

**INFRASTRUCTURE DELIVERY DIRECTORATE**  
 Telephone 9323 4636 Fax 9323 4930

APPROVED FOR IMPLEMENTATION		
FILE NUMBER	DATE	APPROVAL NUMBER
17/0947	14/08/19	[REDACTED]
AUTHORISED	[REDACTED]	
APPROVED	[REDACTED]	

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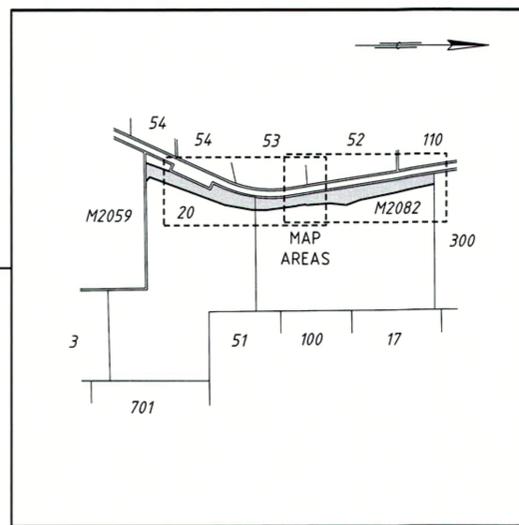
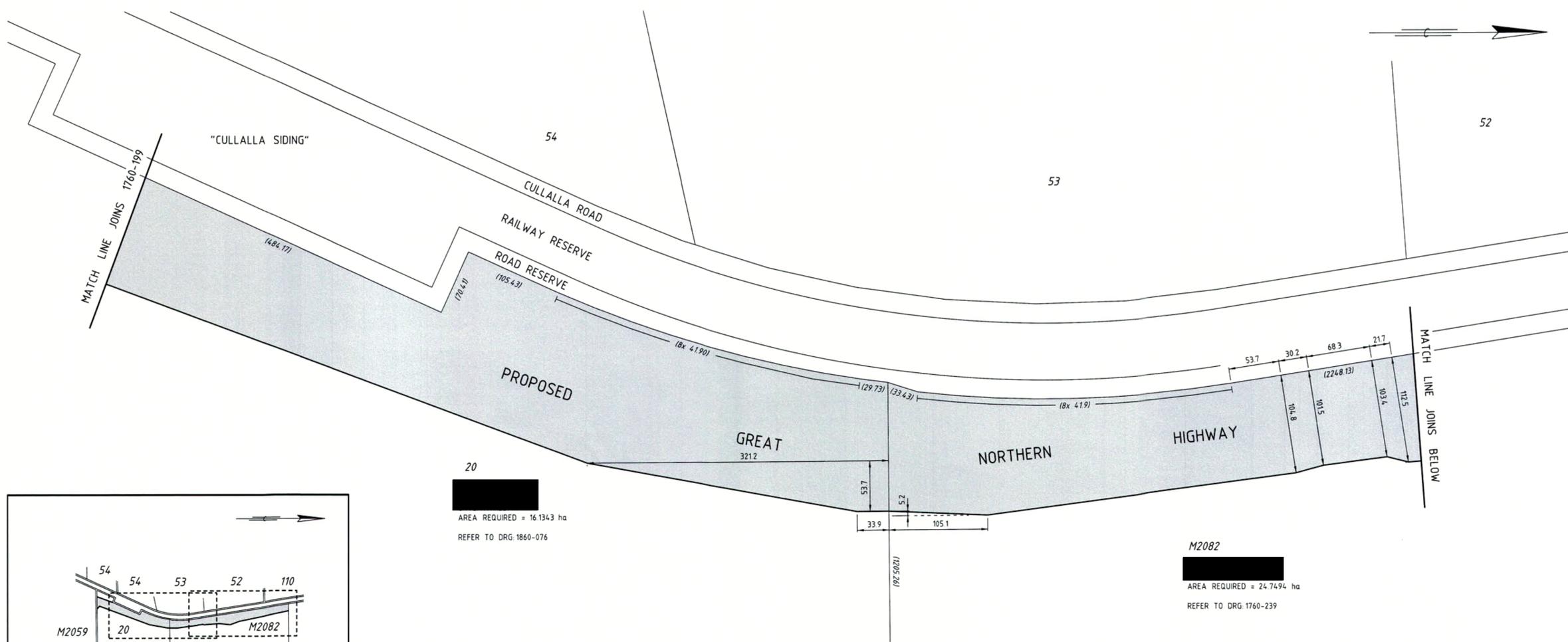
**ARUP JACOBS**

GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 63-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

**GREAT NORTHERN HWY H6**  
 LAND DEALINGS  
 BINDOON BYPASS  
 68.89 - 72.03 S.L.K.

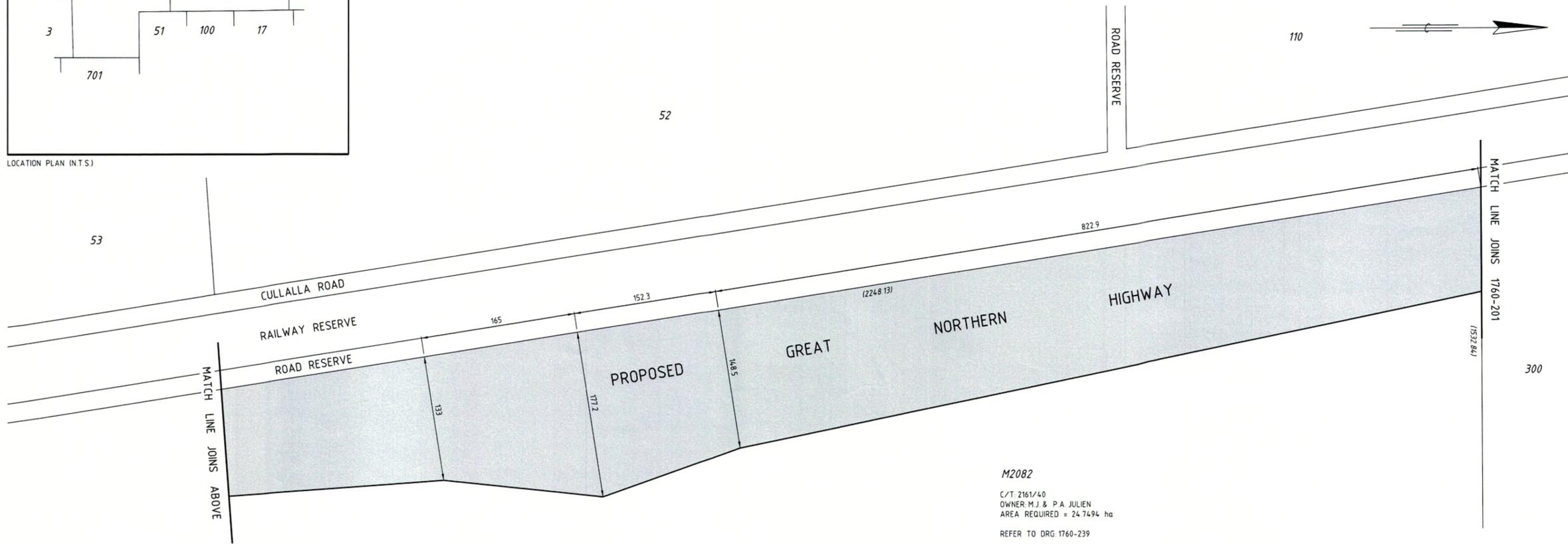
LOCAL AUTHORITY (502)	SHIRE OF CHITTERING
DRAWING TYPE	DRAWING NUMBER
7200	1760-199
FILE NUMBER	AMEND.
17/0947	

SCALE: 1:2500  
 SCAN DATE: A 1



20  
 AREA REQUIRED = 16 134.3 ha  
 REFER TO DRG 1860-076

M2082  
 AREA REQUIRED = 24 749.4 ha  
 REFER TO DRG 1760-239



M2082  
 C/T 2161/40  
 OWNER M.J & P.A JULIEN  
 AREA REQUIRED = 24 749.4 ha  
 REFER TO DRG 1760-239

**CERTIFICATE**  
 I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING HAS BEEN VERIFIED BY A LANDGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRA STANDARD 67-08-48  
 PROJECT MANAGER: [Redacted] DATE: 21/02/2019

AMENDMENTS	DESCRIPTION	DATE	AUTHORISED
No. 1			

LEGEND	
	BOUNDARY TO BE SURVEYED
	LAND REQUIRED FOR ROAD PURPOSES

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - S.L.K IS A MAIN ROADS W.A. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

**INFRASTRUCTURE DELIVERY DIRECTORATE**  
 Telephone 9323 4636 Fax 9323 4930

**APPROVED FOR IMPLEMENTATION**

FILE NUMBER	DATE	APPROVAL NUMBER
17/0947		

AUTHORISED: [Redacted] 14/08/19  
 APPROVED: [Redacted] 14/8/19

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**ARUP JACOBS**

GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH AS/NZS 4360:2004 AND THE ROAD AND TRAFFIC ENGINEERING MANUAL

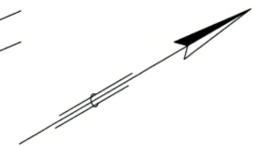
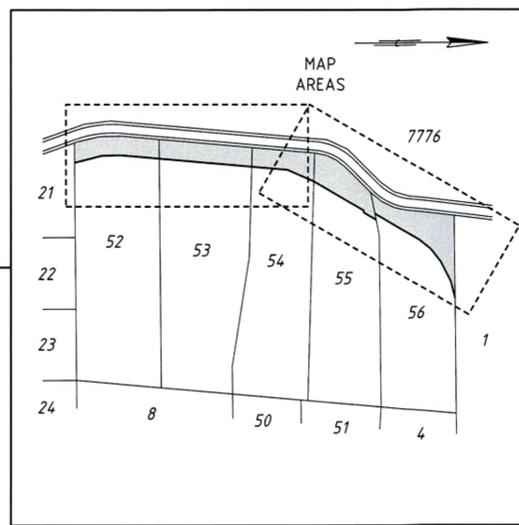
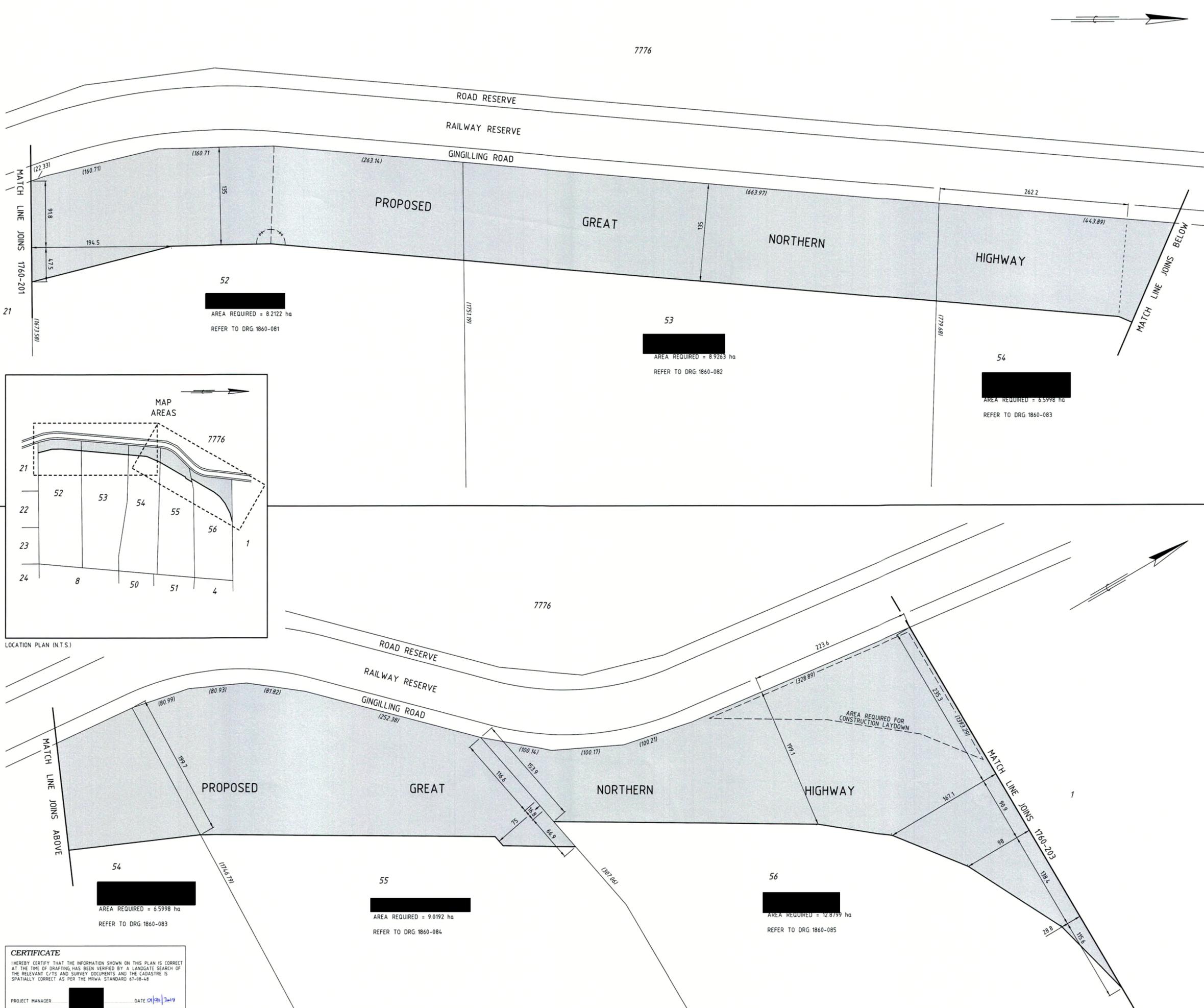
14/8/19

**GREAT NORTHERN HWY H6**  
 LAND DEALINGS  
 BINDOON BYPASS  
 72.03 - 74.81 S.L.K.

LOCAL AUTHORITY (502)	SHIRE OF CHITTERING
DRAWING TYPE	DRAWING NUMBER
7200	1760-200
FILE NUMBER	AMEND.
17/0947	

500  
400  
300  
200  
100  
0  
SCALE: 1:2500  
SCAN DATE: A 1





AMENDMENTS	DESCRIPTION	DATE	AUTHORISED	MICRO DATE
No. 1				

LEGEND	
	BOUNDARY TO BE SURVEYED.
	LAND REQUIRED FOR ROAD PURPOSES

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - S.L.K IS A MAIN ROADS W.A. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

**INFRASTRUCTURE DELIVERY DIRECTORATE**

Telephone 9323 4636 Fax 9323 4930

APPROVED FOR IMPLEMENTATION		
FILE NUMBER	DATE	APPROVAL NUMBER
17/0947	14/08/19	
AUTHORISED	[Signature]	
APPROVED	[Signature]	

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**ARUP JACOBS**

GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL	
GREAT NORTHERN HWY H6 LAND DEALINGS BINDOON BYPASS 77.93 - 80.83 S.L.K.	
LOCAL AUTHORITY (502)	SHIRE OF CHITTERING
DRAWING TYPE 7200	DRAWING NUMBER 1760-202
FILE NUMBER 17/0947	AMEND. 1

**CERTIFICATE**

HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING, HAS BEEN VERIFIED BY A LANGUAGE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-48

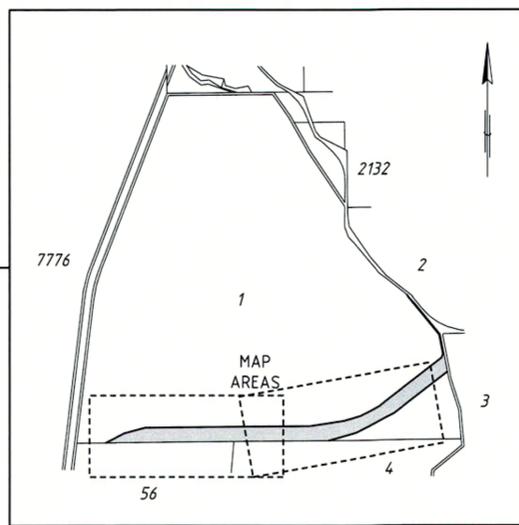
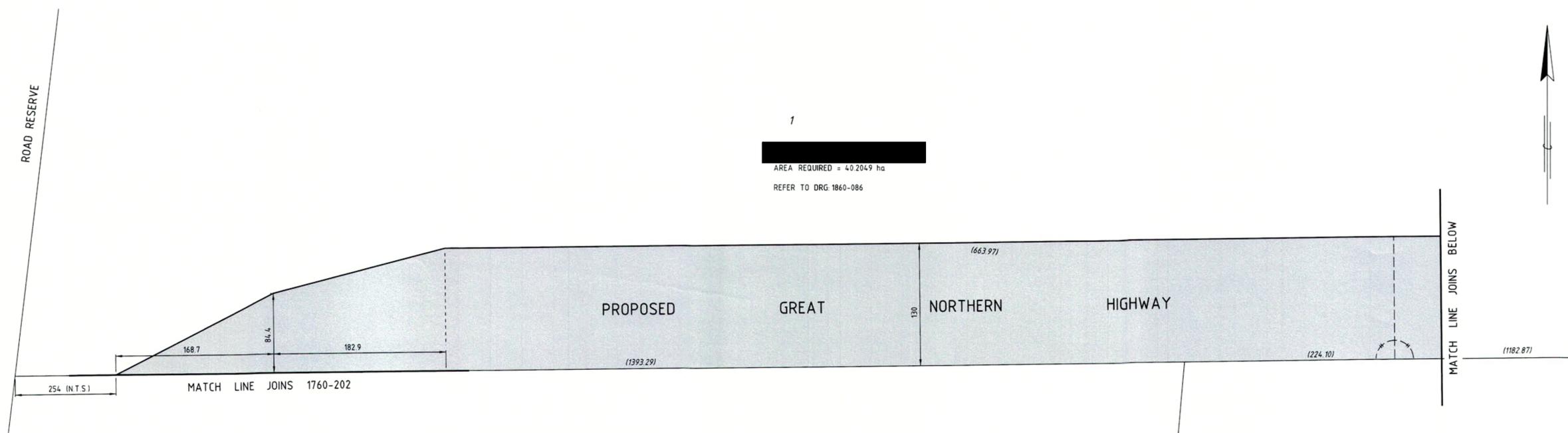
PROJECT MANAGER [Signature] DATE 01/08/2019

SCALE 1:2500

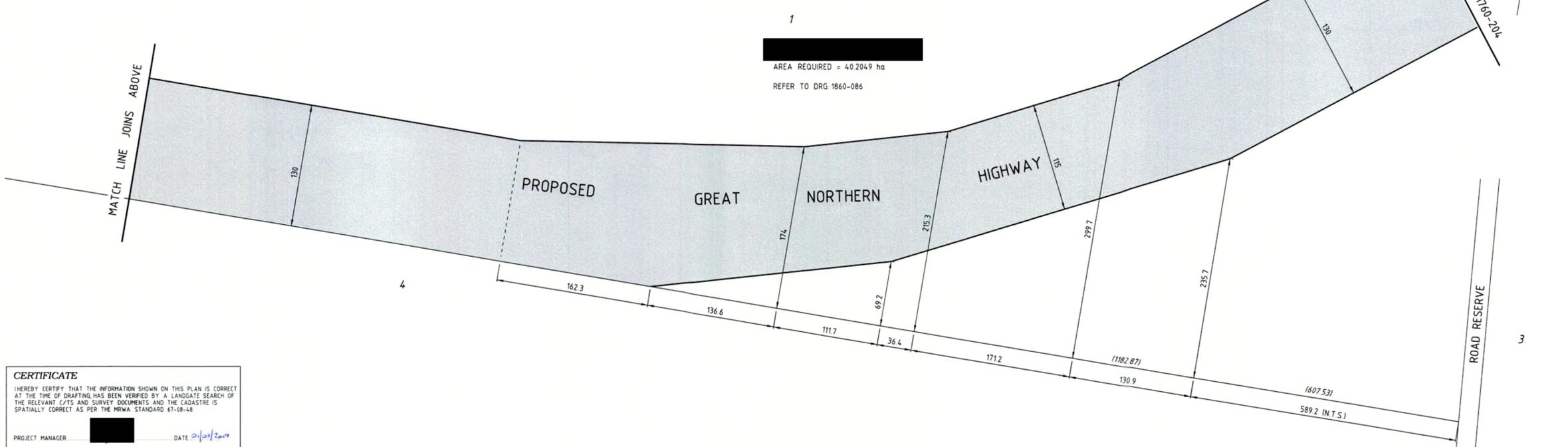
SCAN DATE

A 1

Page 9b



LOCATION PLAN (N.T.S.)



**CERTIFICATE**  
 I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS PLAN IS CORRECT AT THE TIME OF DRAFTING, HAS BEEN VERIFIED BY A LANGGATE SEARCH OF THE RELEVANT C/T'S AND SURVEY DOCUMENTS AND THE CADASTRE IS SPATIALLY CORRECT AS PER THE MRWA STANDARD 67-08-18

PROJECT MANAGER: [Redacted] DATE: 21/08/19

1  
 AREA REQUIRED = 40 204.9 ha  
 REFER TO DRG 1860-086

1  
 AREA REQUIRED = 40 204.9 ha  
 REFER TO DRG 1860-086

AMENDMENTS	DESCRIPTION	DATE	AUTHORISED	MICRO DATE
No. 1				

LEGEND	
	BOUNDARY TO BE SURVEYED
	LAND REQUIRED FOR ROAD PURPOSES

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - S.L.K IS A MAIN ROADS W.A. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

**INFRASTRUCTURE DELIVERY DIRECTORATE**  
 Telephone 9323 4636 Fax 9323 4930

APPROVED FOR IMPLEMENTATION		
FILE NUMBER	DATE	APPROVAL NUMBER
17/0947	14/08/19	
AUTHORISED	[Redacted]	
APPROVED	[Redacted]	14/8/19

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**ARUP JACOBS**

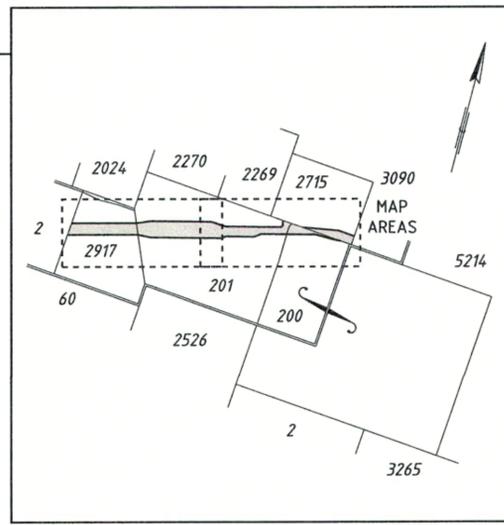
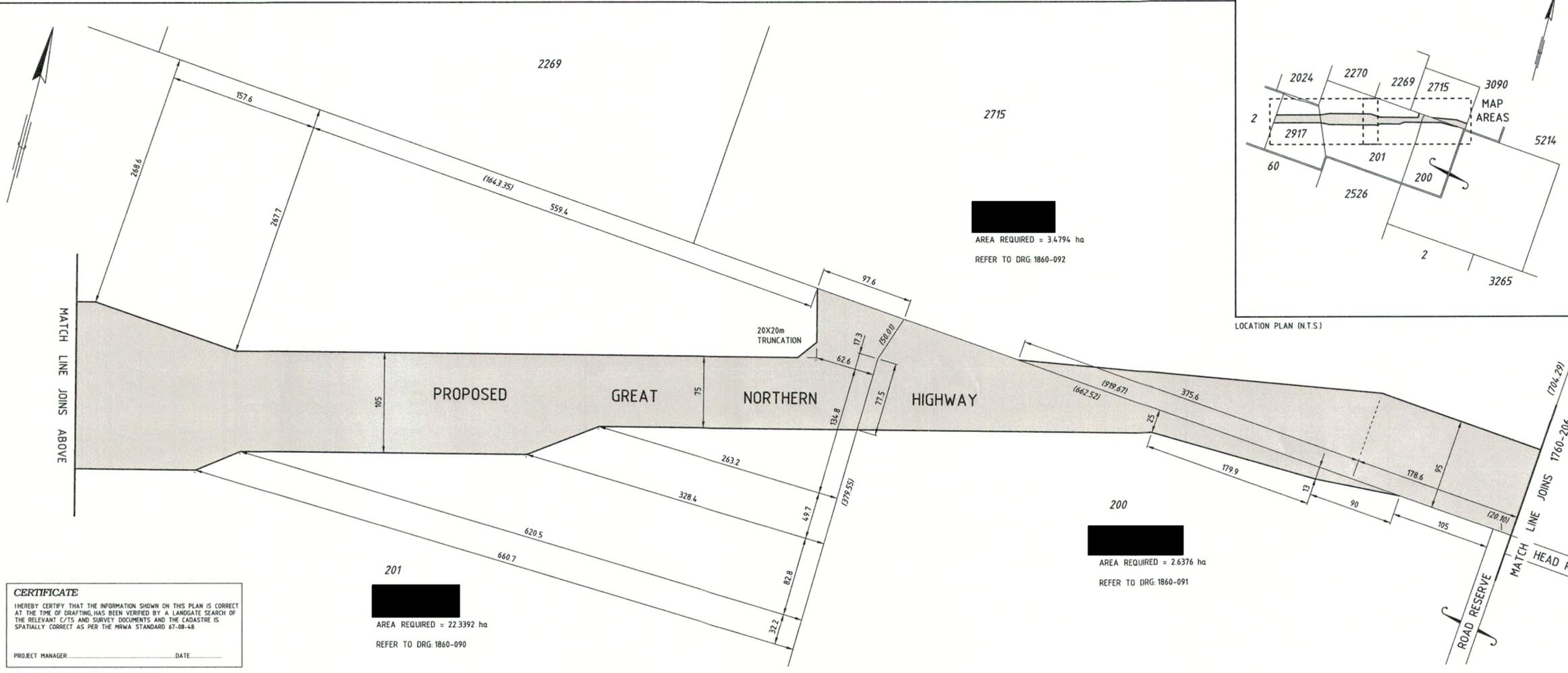
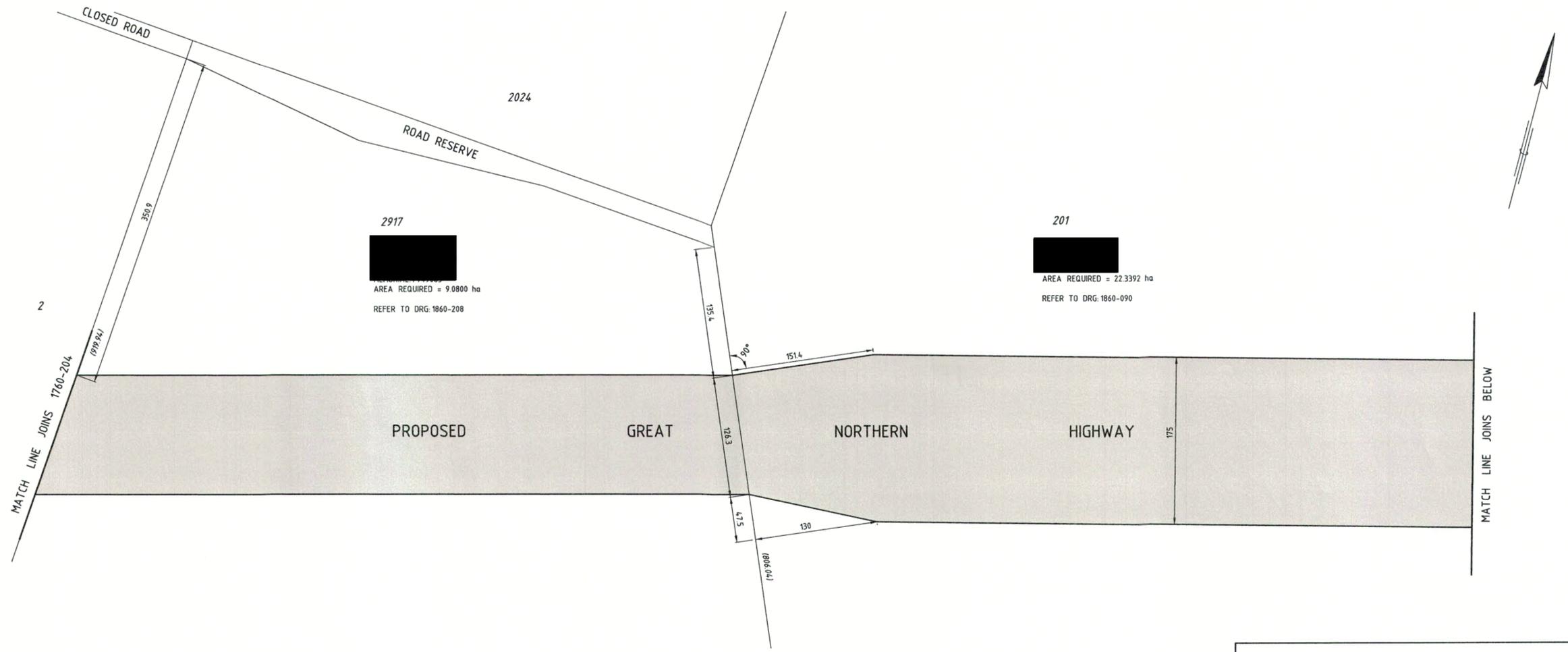
GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL  
 [Redacted] 21/8/19

**GREAT NORTHERN HWY H6**  
 LAND DEALINGS  
 BINDOON BYPASS  
 80.83 - 83.61 S.L.K.

LOCAL AUTHORITY (502)	SHIRE OF CHITTERING	AMEND.
DRAWING TYPE 7200	DRAWING NUMBER 1760-203	
FILE NUMBER 17/0947		

SCALE: 1:2500  
 SCANDATE: A1  
 Page 96





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 PROJECT MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

201  
 AREA REQUIRED = 22.3392 ha  
 REFER TO DRG. 1860-090

2715  
 AREA REQUIRED = 3.4794 ha  
 REFER TO DRG. 1860-092

200  
 AREA REQUIRED = 2.6376 ha  
 REFER TO DRG. 1860-091

AMENDMENTS	DESCRIPTION	AUTHORISED	DATE	MICRO DATE
No. 1				

**LEGEND**

- BOUNDARY TO BE SURVEYED.
- LAND REQUIRED FOR ROAD PURPOSES
- ROAD TO BE CLOSED

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
  - S.L.K IS A MAIN ROADS W.A. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

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FILE NUMBER 17/0947	DATE 25/08/19	APPROVAL NUMBER
AUTHORISED	APPROVED	

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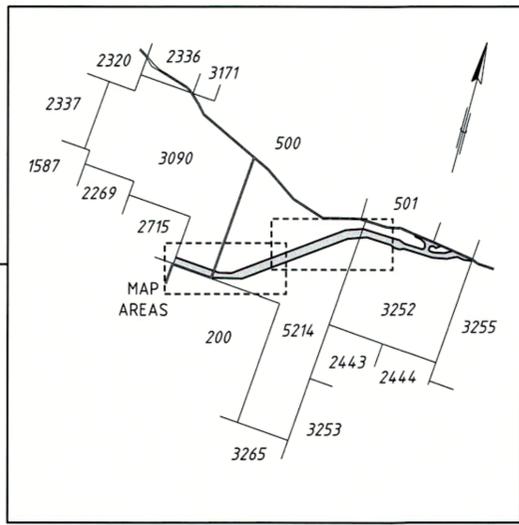
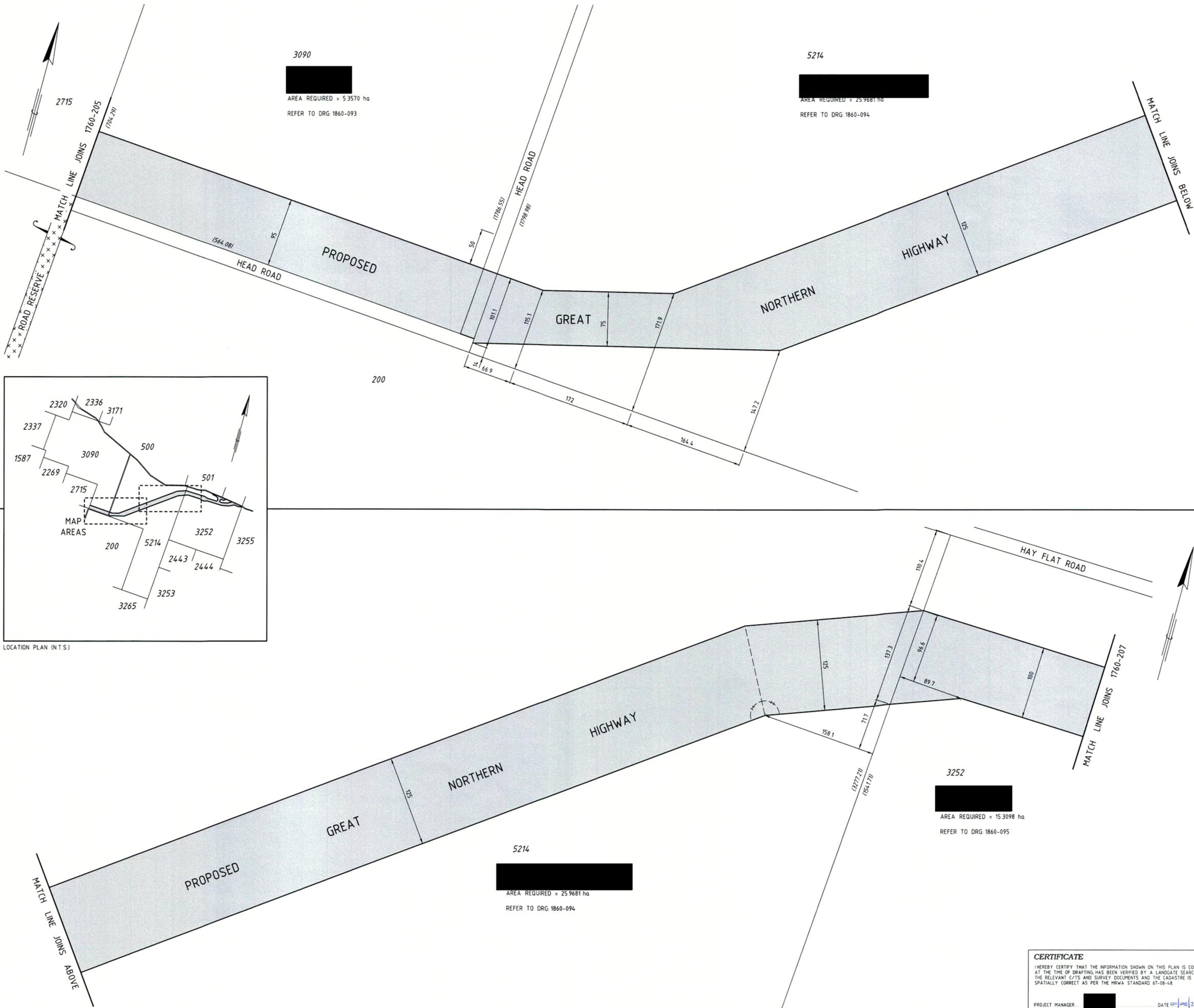
**ARUP JACOBS**

GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

**GREAT NORTHERN HWY H6**  
 LAND DEALINGS  
 BINDOON BYPASS  
 85.47 - 89.70 S.L.K.

LOCAL AUTHORITY (502)	SHIRE OF CHITTERING
DRAWING TYPE 7200	DRAWING NUMBER 1760-205
FILE NUMBER 17/0947	

SCALE: 1:2500  
SCANDATE  
A 1



AMENDMENTS	DESCRIPTION	DATE	AUTHORISED	MICRO DATE
No. 1				

LEGEND	
	BOUNDARY TO BE SURVEYED
	LAND REQUIRED FOR ROAD PURPOSES
	ROAD TO BE CLOSED

- NOTES**
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  - CADASTRAL MODEL : CAD1185A
  - HORIZONTAL DATUM IS MGA50.

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**APPROVED FOR IMPLEMENTATION**

FILE NUMBER 17/0947	DATE 14/08/19	APPROVAL NUMBER
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AUTHORISED: [Signature] 14/08/19  
APPROVED: [Signature] 14/8/19

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GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL. 8/8/19

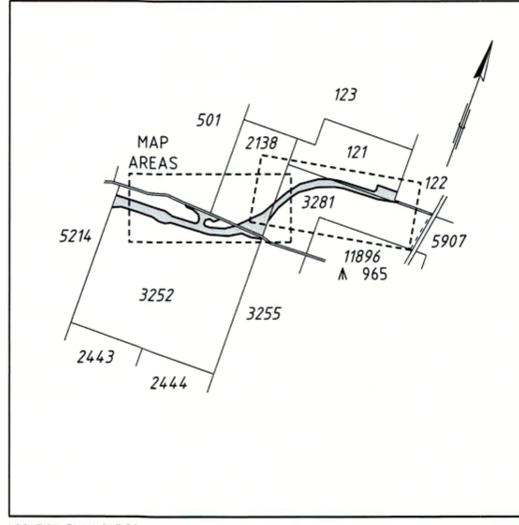
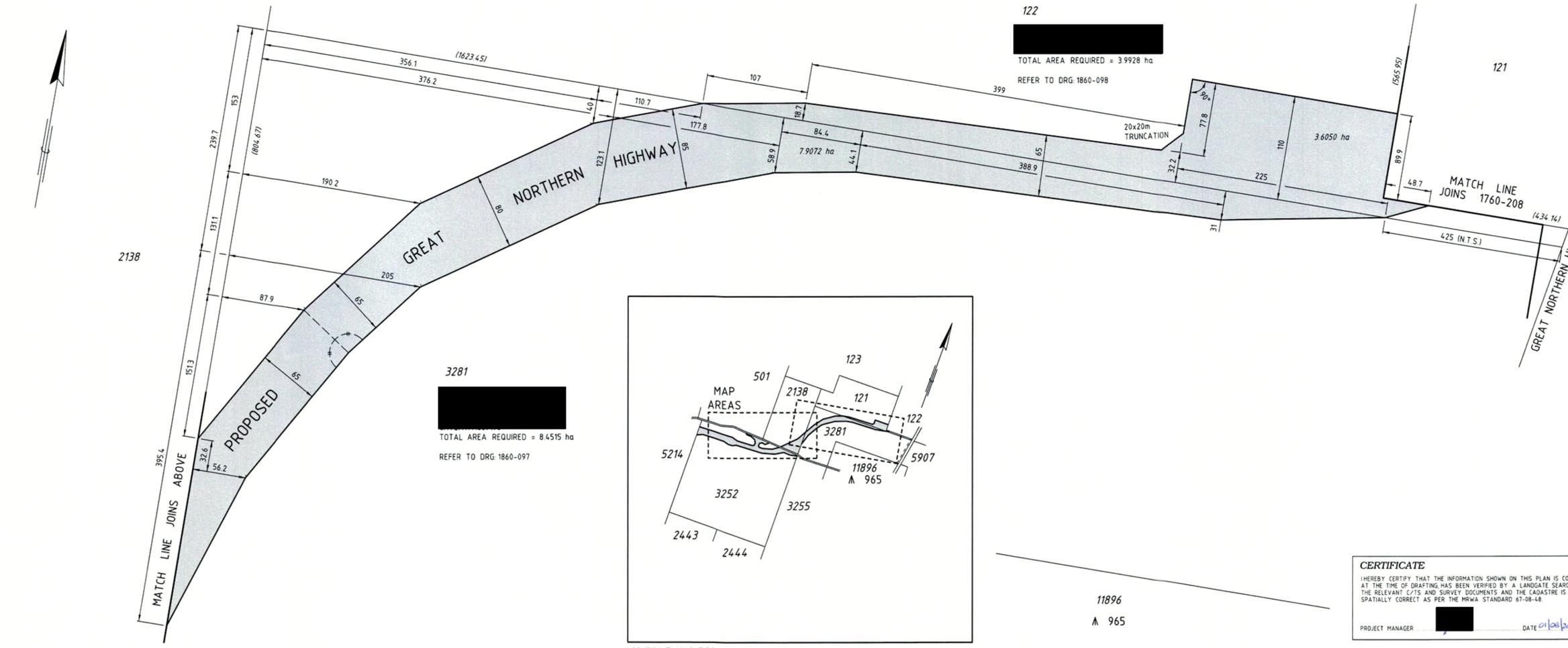
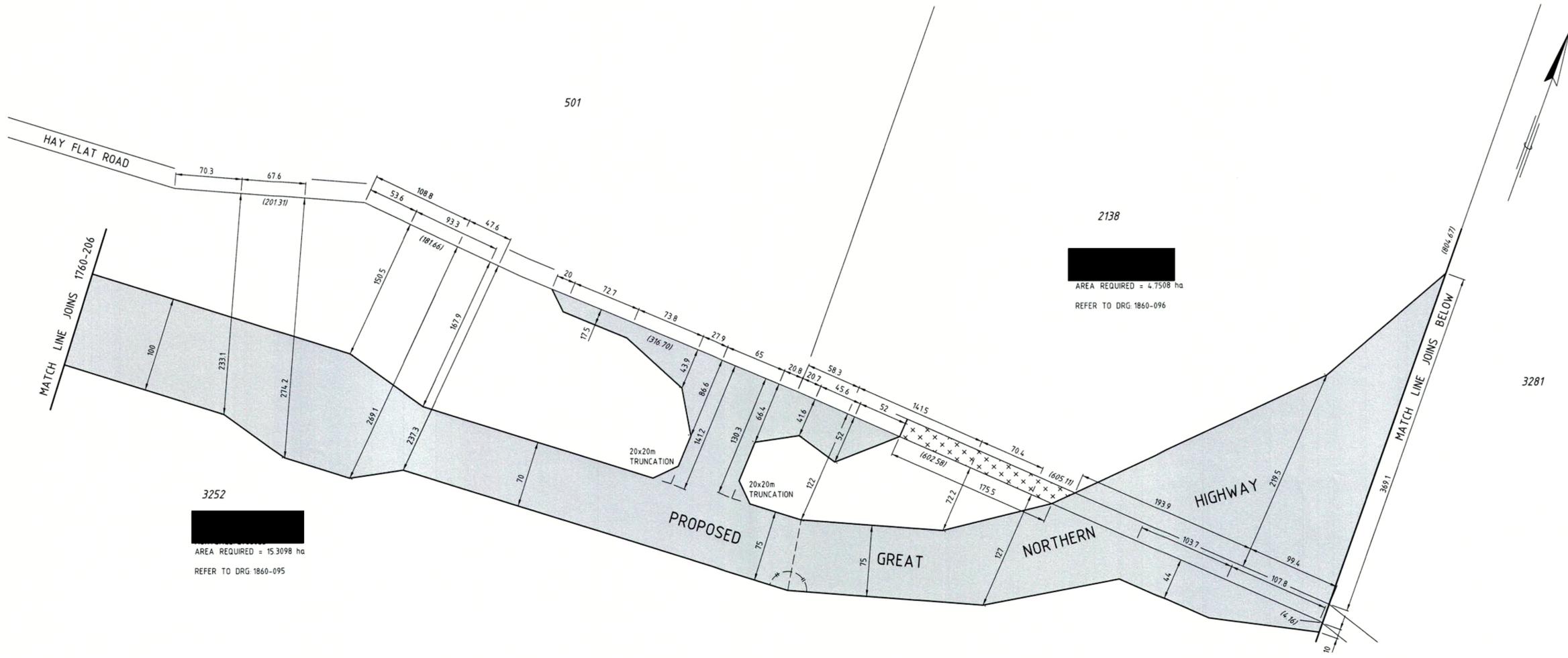
**GREAT NORTHERN HWY H6**  
LAND DEALINGS  
BINDOON BYPASS  
89.70 - 92.75 S.L.K.

LOCAL AUTHORITY (502) SHIRE OF CHITTING	AMEND.
DRAWING TYPE 7200	DRAWING NUMBER
FILE NUMBER 17/0947	<b>1760-206</b>

**CERTIFICATE**  
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PROJECT MANAGER: [Signature] DATE: 01/08/2019

SCALE: 1:2500  
SCAN DATE: A 1



11896  
A 965

**CERTIFICATE**  
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 PROJECT MANAGER: [Redacted] DATE: 21/08/19

AMENDMENTS	DESCRIPTION	DATE	AUTHORISED	MICRODATE
No. 1				

LEGEND	
	BOUNDARY TO BE SURVEYED.
	LAND REQUIRED FOR ROAD PURPOSES
	ROAD TO BE CLOSED

- NOTES**
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  - CADASTRAL MODEL - CAD1185A
  - HORIZONTAL DATUM IS MGA50.

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**APPROVED FOR IMPLEMENTATION**

FILE NUMBER 17/0947	DATE 14/08/19	APPROVAL NUMBER
AUTHORISED	[Redacted]	14/08/19
APPROVED	[Redacted]	14/08/19

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GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 31-08-18 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL. DATE: 21/08/19

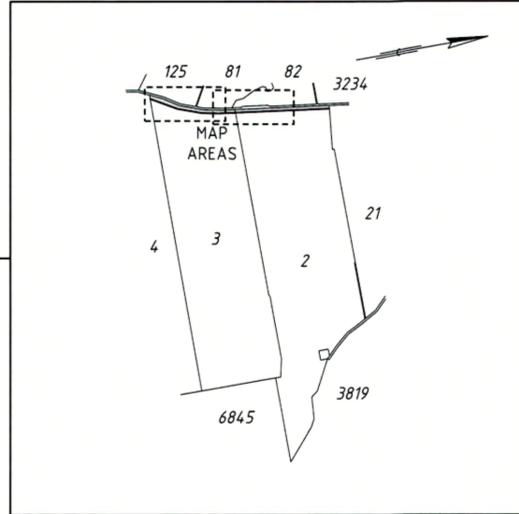
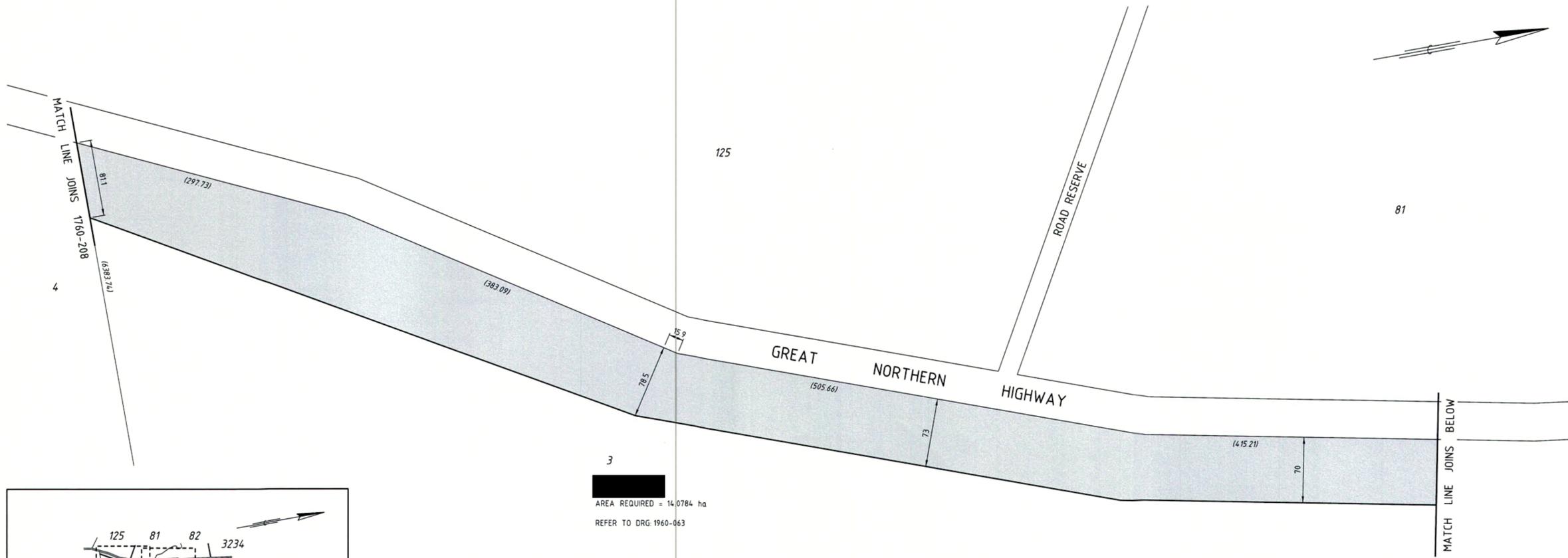
**GREAT NORTHERN HWY H6**  
 LAND DEALINGS  
 BINDOON BYPASS  
 92.75 - 95.70 S.L.K.

LOCAL AUTHORITY (502) SHIRE OF CHITTERING  
 DRAWING TYPE 7200 DRAWING NUMBER  
 FILE NUMBER 17/0947

**1760-207**

500  
400  
300  
200  
100  
0  
SCALE 1:2500  
SCAN DATE  
A  
1  
Page 100





LOCATION PLAN (N.T.S.)

3  
 AREA REQUIRED = 14.0784 ha  
 REFER TO DRG. 1960-063

2  
 AREA REQUIRED = 13.0236 ha  
 REFER TO DRG. 1960-064

3  
 AREA REQUIRED = 14.0784 ha  
 REFER TO DRG. 1960-063

**CERTIFICATE**  
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PROJECT MANAGER: [Redacted] DATE: 21/09/2019

AMENDMENTS	DESCRIPTION	AUTHORISED	DATE	MICRO DATE
No.				
1				

**LEGEND**

- BOUNDARY TO BE SURVEYED
- LAND REQUIRED FOR ROAD PURPOSES

- NOTES**
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  - HORIZONTAL DATUM IS MGA50.

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**APPROVED FOR IMPLEMENTATION**

FILE NUMBER	DATE	APPROVAL NUMBER
17/0947		

AUTHORISED: [Signature] 28/10/19  
 APPROVED: [Signature] 23/10/19

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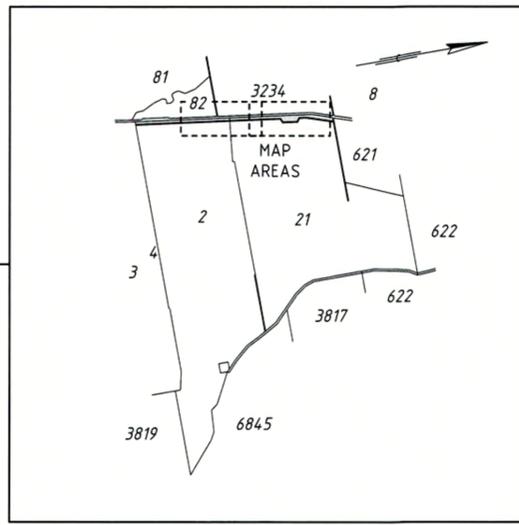
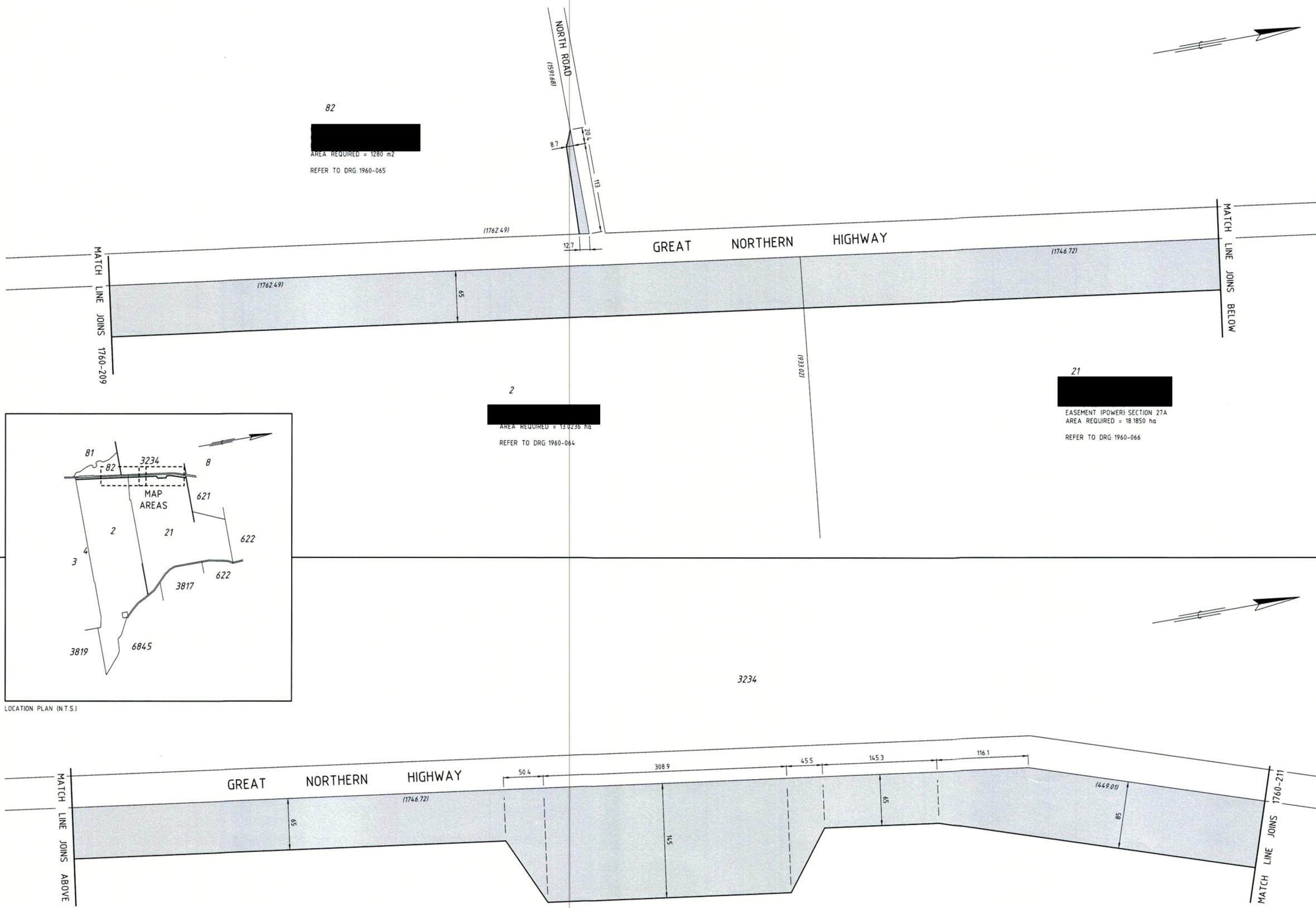
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GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL  
 [Signature] 4/10/19

**GREAT NORTHERN HWY H6  
 LAND DEALINGS  
 BINDOON BYPASS  
 98.28 - 101.27 S.L.K.**

LOCAL AUTHORITY (502)	SHIRE OF CHITTERING
DRAWING TYPE 7200	DRAWING NUMBER 1760-209
FILE NUMBER 17/0947	AMEND. 1





LOCATION PLAN (INTS.)

**CERTIFICATE**  
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PROJECT MANAGER: [Redacted] DATE: 29/10/2019

21  
 EASEMENT (POWER) SECTION 27A  
 AREA REQUIRED = 18 1850 ha  
 REFER TO DRG 1960-066



AMENDMENTS	DESCRIPTION
No. 1	

LEGEND	
	BOUNDARY TO BE SURVEYED
	LAND REQUIRED FOR ROAD PURPOSES

- NOTES**
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  - HORIZONTAL DATUM IS MGA50.

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APPROVED FOR IMPLEMENTATION		
FILE NUMBER	DATE	APPROVAL NUMBER
17/0947		
AUTHORISED	[Redacted]	23/10/19
APPROVED	[Redacted]	23/10/19

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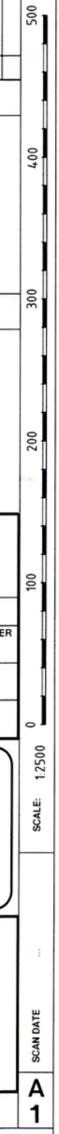
4/10/19

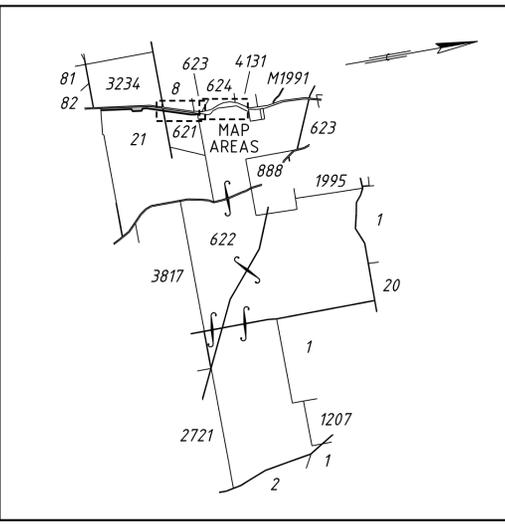
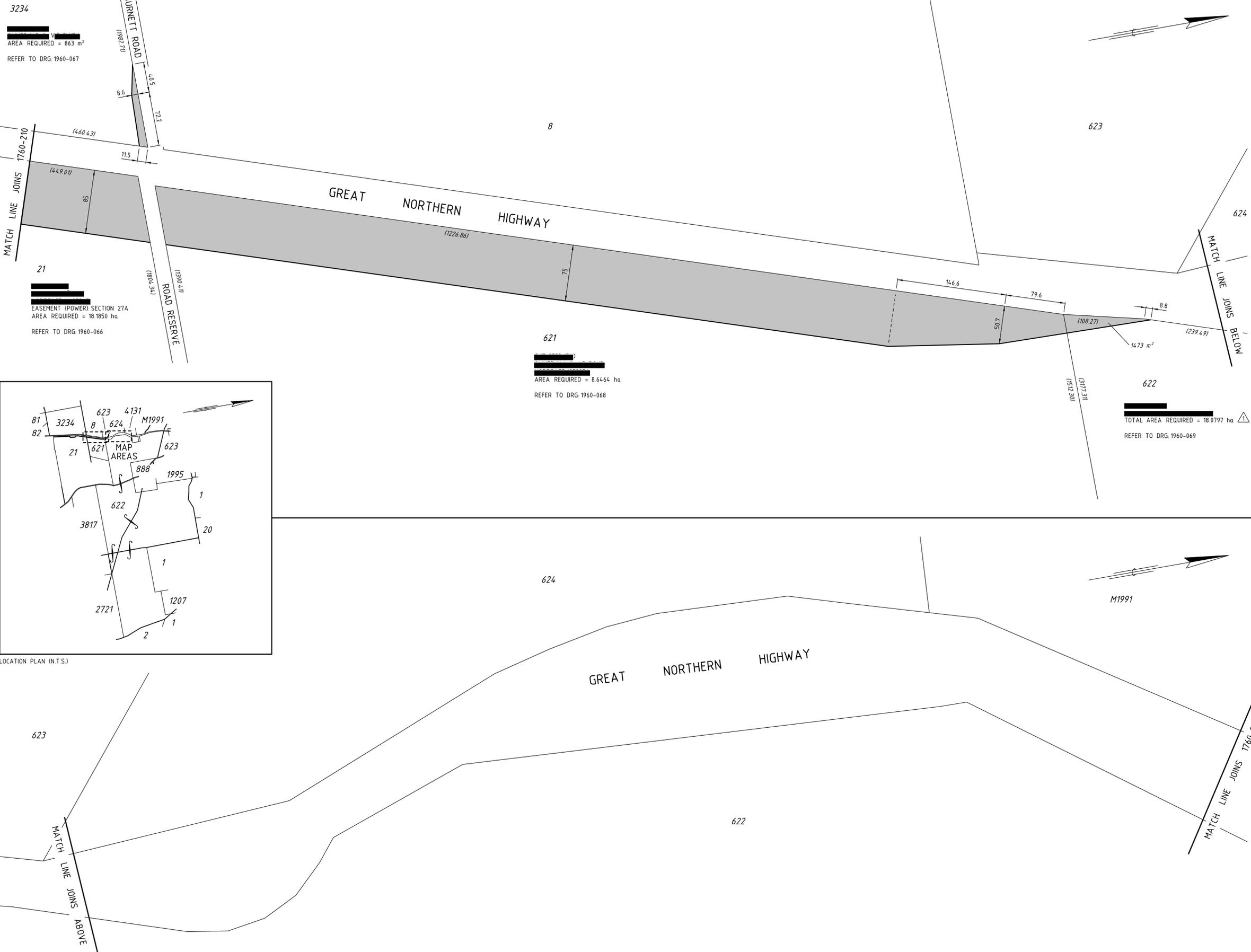
**GREAT NORTHERN HWY H6**  
 LAND DEALINGS  
 BINDOON BYPASS  
 101.27 - 104.18 S.L.K.

LOCAL AUTHORITY (502) SHIRE OF CHITTERING

DRAWING TYPE 7200 DRAWING NUMBER 1760-210

FILE NUMBER 17/0947





AMENDMENTS	DESCRIPTION	DATE	AUTHORISED	MICRO DATE
No. 1	LOT 622 - AREA REQUIRED VALUE AMENDED	23/07/2020	W. ROLLINGS	23/07/2020

LEGEND	
—	BOUNDARY TO BE SURVEYED.
■	LAND REQUIRED FOR ROAD PURPOSES

- NOTES
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INFRASTRUCTURE DELIVERY DIRECTORATE		
Telephone 9323 4636		Fax 9323 4930
APPROVED FOR IMPLEMENTATION		
FILE NUMBER	DATE	APPROVAL NUMBER
17/0947	23/10/2019	
AUTHORISED	A. PAROLO	23/10/2019
APPROVED	N. FOX	23/10/2019

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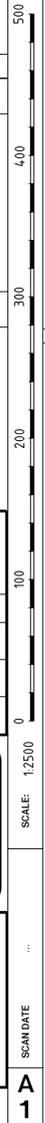
GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

GREAT NORTHERN HWY H6  
LAND DEALINGS  
BINDOON BYPASS  
104.18 - 107.41 S.L.K.

LOCAL AUTHORITY (517) SHIRE OF VICTORIA PLAINS

DRAWING TYPE 7200 DRAWING NUMBER AMEND.  
FILE NUMBER 17/0947

1760-211-1



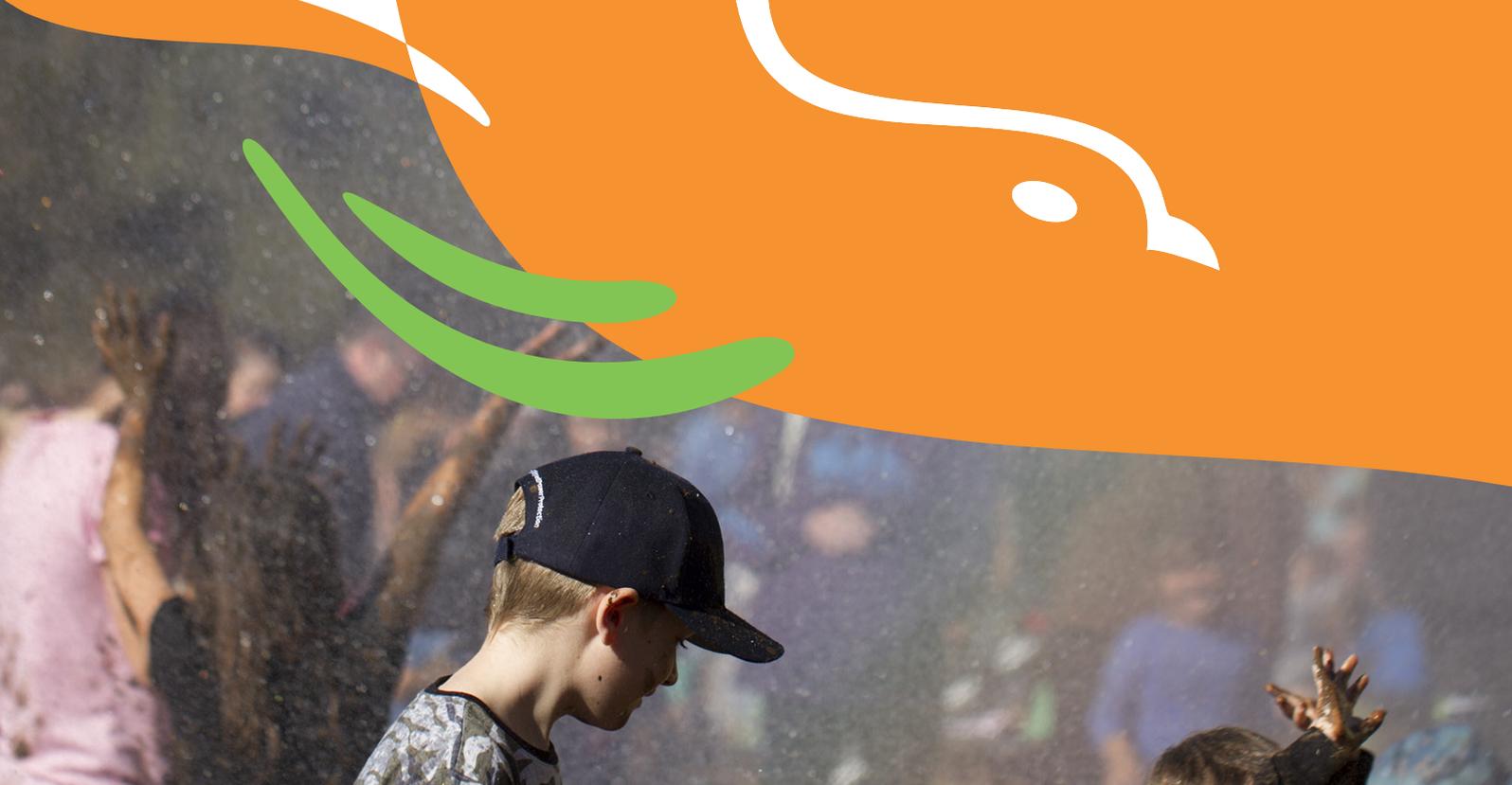
SCM DATE  
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1



# Strategic Community Plan 2017-2027

Adopted by Council: 21 June 2017

Reviewed by Council: \_\_\_\_\_



# TABLE OF CONTENTS

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# Our 2017-2027 Strategic Community Plan at a glance

This Strategic Community Plan 2017-27 reviews and builds on our previous Strategic Community Plan 2012–2022. We are seeking to achieve the following key outcomes for our diverse and growing communities. Strategies for each of these outcomes will enable us to focus our efforts in the planning and delivery of high quality products and excellent services to meet community aspirations:

## Our Community

*An inclusive, active, safe and healthy community for all to enjoy*

## Outcomes

Active and supported community  
Strong sense of community  
Safe and healthy community

## Our Natural Environment

*A protected and bio-diverse environment, which the community and tourists enjoy in a well managed, respectful manner*

## Outcomes

Protected environment  
Sustainable resources  
Protection of life and property

## Our Built Environment

*Well planned built landscapes that are progressive, vibrant, diverse and reflect the Shire's unique country lifestyle*

## Outcomes

Development of local hubs  
Safe access  
Improved amenities

## Economic Growth

*Thriving, sustainable and diverse economic investments and employment opportunities, from cottage to large-scale industry*

## Outcomes

Economic growth  
Local business growth  
Increased visitors

## Strong leadership

*A responsive and empowering Council, which values consultation, accountability and consistency*

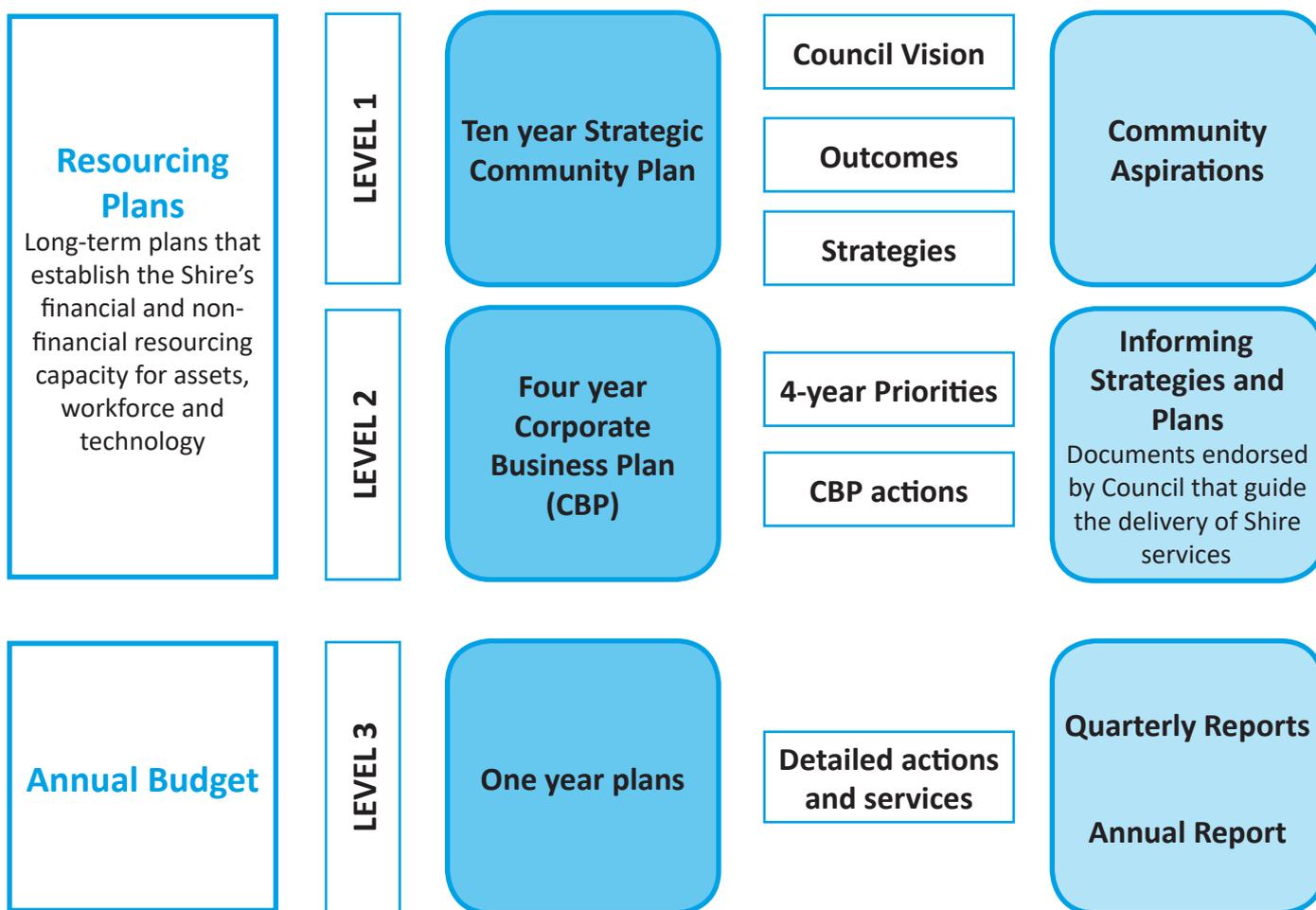
## Outcomes

An engaged community  
Strong partnerships and relationships  
Accountable governance

# Overview of the Integrated Planning Framework

In 2010, the Integrated Planning and Reporting Framework (IPRF) was introduced as part of the State Government Reform Program. Its purpose is to ensure integration of community priorities into strategic planning for Councils, in addition to delivering the objectives that have been set from these priorities.

The Strategic Community Plan is a key part of the IPRF and is a 10 year planning document capturing the priorities of Council as informed by the aspirations of the community.



## Integrated Planning Framework

The Strategic Community Plan (SCP) sets out our vision and aspirations for our community for the next ten years. The SCP addresses the questions:

- **Where are we now?**
- **Where do we want to be?**
- **How do we get there?**

The Corporate Business Plan sets out the Shire of Chittering's shorter-term priorities, "activates" our vision, and enables the community to monitor the Council's progress towards achieving these aspirations. The Shire of Chittering needs to work with key stakeholders and partners, such as the State and Federal Government, business and philanthropists to achieve the community vision, objectives and strategies. The Shire also needs to work within its financial capability in order to leave a legacy for future generations.

## Where are we now?

The Shire of Chittering is a vibrant community located 56km North-East of the Perth CBD and has over 5,400 residents. The demographic data below shows the uniqueness of the Shire of Chittering.

Our Shire covers a geographic area of 1,200km<sup>2</sup>.

The Shire consists of three townships: Bindoon, Muchea and Wannamal; together with two districts: Upper Chittering and Lower Chittering.

There are 2,206 private dwellings, with an average number of people per dwelling of 2.8 (ABS 2016). More recent data is currently not available.

Our Community (as at 2016 census) consists of over 5,472 residents with a median age of 43 (significantly older than the State median of 36). The population is represented by the following:

1. 19.3% aged 0-14 years;
2. 11.5% aged 15-24 years;
3. 8.6% aged 25-34 years (significantly below the State average of 14.4%);
4. 13.3% aged 35-44 years;
5. 17.2% aged 45-54 years (higher than the State average of 13.3%);
6. 14.6% aged 55-64 years (higher than the State average of 10.7%);
7. 10.2% aged 65 – 74 years (higher than the State average of 6.6%)
8. 4.5% aged 75 +

### Future growth

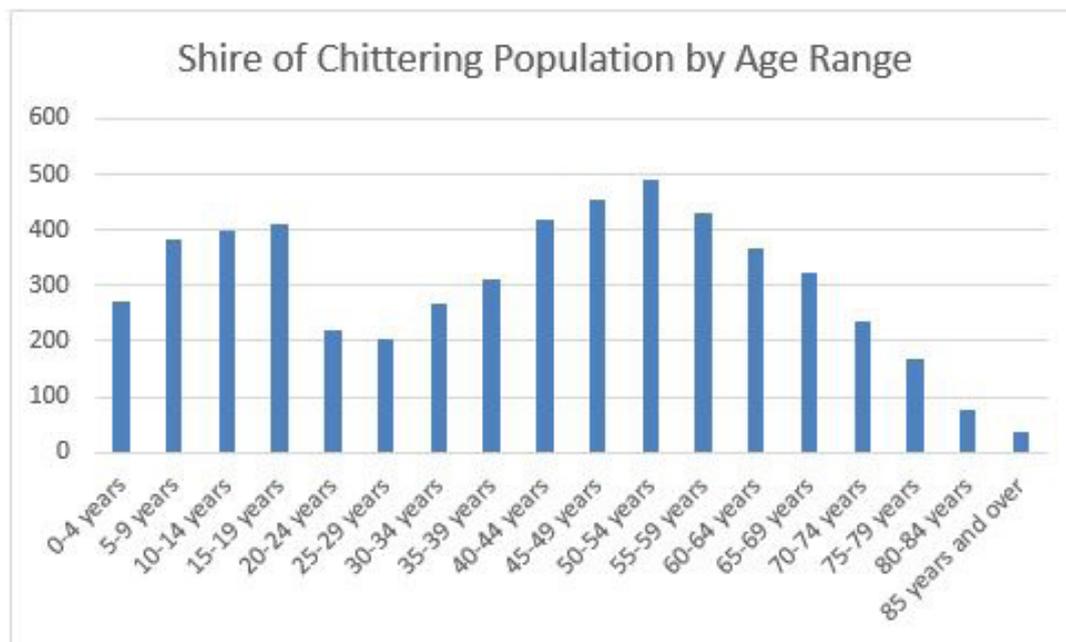
The Shire of Chittering continues to enjoy high growth rates as a peri-urban local government showing a population growth of 54% since 2006 and 24% since 2011 (ABS 2016). This represents the greatest population growth of all local government areas in the Wheatbelt planning regions. Most of the population growth is occurring in the southern part of the Shire with people choosing a semi-rural lifestyle.

Over the last 10 years, the Shire has grown at an average annual rate of 4%. It is estimated that 8,100 will be living in the Shire by 2026, which represents a 48% increase from the 2016 Census.

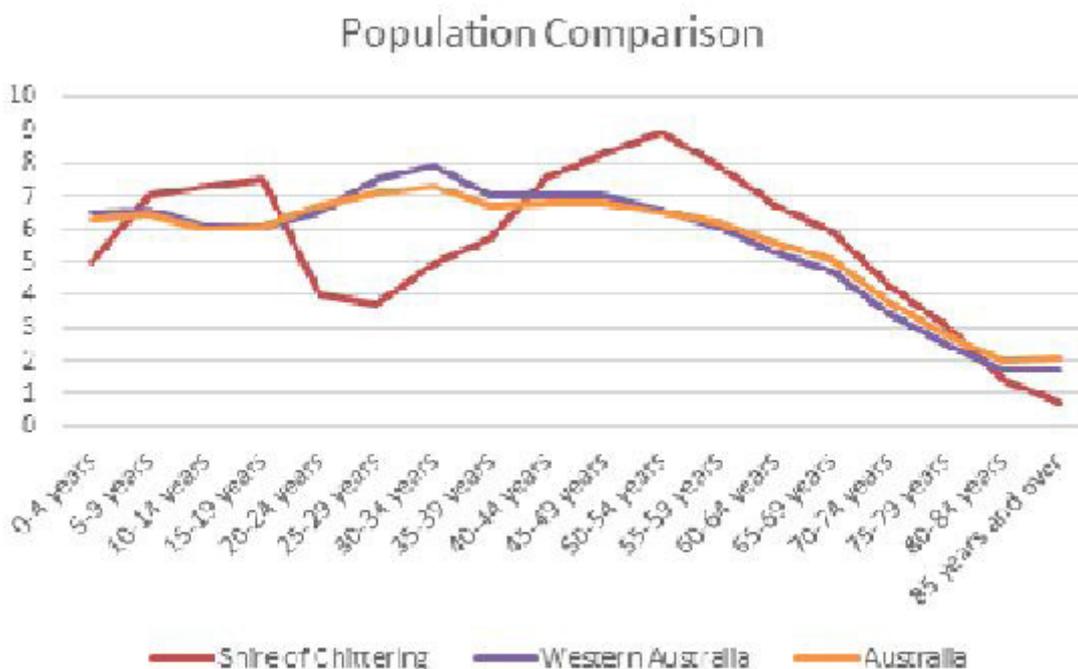
As it is expected that the Shire's aged population profile will increase, this will in turn increase the demand for healthcare, diverse housing and land options. By 2027, the Wheatbelt population over 70 years will have increased 75% with an increase from 10% in 2011 to 17% in 2027. The increase in this age group, as projected for the Shire of Chittering, is significantly higher and closer to 200%. As a further sign of how much the Shire is enjoyed by retirees, most respondents to a 2013 survey said they would remain in or relocate to Chittering when they are ready to retire.

At the other end of the age spectrum, the Shire also enjoys the second largest child population in the Wheatbelt (Northam being the largest). There is a comparatively large number of children aged 0-14 years (20% of the population), but this figure drops significantly for the 15-24 age bracket (14% of the population).

Forecast population



Population Comparison



### Our Economy

The Shire's economy is based on broad-acre farming, orchards and small rural lifestyle lots. Current industries in the Shire include:

- Extractive industries (clay, gravel and sand);
- Mineral sands processing; and
- Nurseries, viticulture and wineries along with other small businesses.

A challenge for the Shire is the tendency of young people (15 to 19 year olds) to leave the Shire. This is a result of limited local employment and training opportunities, limited higher education options and restricted transport. Transport is a standout deficiency that restricts the community's mobility and connection to services.

The economy of the Shire is underlined by an employment self-sufficiency rate of 57% (in 2011). This, coupled with a moderate unemployment rate, indicates that there are fewer jobs in the Shire than employed persons, highlighting the presence of a drive-in/drive-out trend.

There is a large scale (1,100 ha) industrial area in the south of the Shire (the Muchea Employment Node) which is set aside for service-based uses such as transport, agribusiness, fabrication, warehousing, wholesaling and general commercial use. The Structure Plan for this area has been in place since 2011 and the first development parcel (150 ha) is in the planning approval stage. New development in the Muchea Employment Node will provide a concentration of employment opportunities for people living in and around the Shire of Chittering.

Significant new transport linkages are planned over the next three years, including a four lane highway from Morley to Muchea, and an upgraded highway north from Muchea to the Chittering Road House. These projects will have a significant impact on the attractiveness of Chittering as a place to live and as a place to invest, particularly in the Southern parts of the Shire. A route for the Great Northern Highway bypass of Bindoon has been announced by the State Government, however funding is yet to be secured for this project.



IMAGE CREDIT: Secret Suppers and Josh Fernandes

## How we developed this Plan

An important part of developing this Plan was consultation with the community to understand what it is that they want to see in the Shire of Chittering.

This involved a community engagement process which occurred between September and December 2016 and involved:

- two open invitation workshops in October;
- a Chittering Community Planning and Action Group [CPPAG] workshop in November; and
- a Youth Focus Group workshop, also in November.

The aim of the workshops was to hear from a wide variety of residents and businesses. Community members were also encouraged to provide feedback through direct communication with the Shire.

Council considered the community vision and aspirations in context with research and; within the local constraints and opportunities. Council concerns and priorities were well aligned to those of the community.



# The Community Vision

## *A connected thriving community*

This has been developed based on clear messages from the community that were focused on living, working and playing in our thriving, diverse community in harmony with our natural environment.

- We will plan for our growing communities.
- We will value and look after our natural environment and habitat.
- We will advocate and partner with government and service providers ensuring future services in the local community.
- We will connect our diverse communities.



# 1. Our Community

## S1 Outcome: An active and supportive community

S1.1	<b>An active and supportive community</b>  <i>Communities will have services and facilities within their local community hubs</i>	S1.1.1	Strengthen aged, youth and children service access through partnerships and advocacy
		S1.1.2	Develop and enhance existing recreation and social facilities for local communities

## S2 Outcome: Strong sense of community

S1.2	<b>Strong sense of community</b>  <i>Cohesive and connected communities through engagement, interaction and participation</i>	S1.2.1	Actively support community, volunteer groups and networks
		S1.2.2	Strengthen and grow social events and festivals
		S1.2.3	Activate our local centres and towns

## S3 Outcome: Safe and healthy community

S1.3	<b>A safe and health community</b>  <i>Future generations will have access to a range of health services and feel safe in their community</i>	S1.3.1	Improve the safety of our community
		S1.3.2	Advocate for improved education and health services

### Relevant plans

- Youth Strategy (2015 - 2018)
- Aged Friendly Community Plan (2016 - 2019)
- Community Safety and Crime Prevention Plan (2016 - 2019)
- Community Development Plan (2014 - 2024)

## 2. Our Natural Environment

### S2 Outcome: A protected environment

OBJECTIVE		STRATEGIES	
S2.1	Protective environment  <i>Local biodiversity is valued, protected and promoted</i>	S2.1.1	Ensure the protection of our local biodiversity
		S2.1.2	Develop an integrated network of walking and cycling trails
		S2.1.3	Explore opportunities for other eco based recreational activities
		S2.1.4	Support eco-tourism

### S2 Outcome: Sustainable resources

S2.2	Sustainable resources  <i>Focus on improved water and energy use, waste reduction and recycling</i>	S2.2.1	Education and partnerships
		S2.2.2	Encourage sustainable design
		S2.2.3	Improved waste management outcomes
		S2.2.4	Improve the sustainability of Council buildings

### S3 Outcome: Protection of life and property

S2.3	Protection of life and property	S2.3.1	Improve bushfire preparedness and recovery
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#### Relevant plans

- Local Biodiversity Strategy
- Strategic Waste Management Plan<sup>1</sup>
- Bushfire Risk Management Plan (2016-2021)

<sup>1</sup> Required by the Waste Avoidance and Resource Recovery Act 2007

# 3. Our Built Environment

## S3 Outcome: Development of local hubs

OBJECTIVE		STRATEGIES	
S3.1	<b>Development of local hubs</b>  <i>Development of town centres with improved access to housing, services and facilities</i>	S3.1.1	Plan for new and enhanced community facilities
		S3.1.2	Activate local town centres to ensure a good mix of residential, commercial and social infrastructure
		S3.1.3	Plan for and facilitate housing choice
		S3.1.4	Balance urban development with a focus on natural environment protection and open spaces

## S3 Outcome: Safe access

S3.2	<b>Safe access</b>	S3.2.1	Advocate for improved public transport
		S3.2.2	Improve pedestrian and cycle access
		S3.2.3	Improve road safety options

## S3 Outcome: Improved infrastructure and amenities

S3.3	<b>Improved infrastructure and amenities</b>  <i>Focus on improved asset management</i>	S3.3.1	Improved asset management across all asset classes
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### Relevant plans

- Sport and Recreation Plan (2012-2022)
- Trails Network Masterplan (2013 - 2023)
- Trails Network Masterplan Review
- Bindoon and Muchea Local Dual Use Bike Plan
- Mountain Bike Trails Masterplan

# 4. Economic Growth

## S4 Outcome: Economic growth

OBJECTIVE		STRATEGIES	
S4.1	Economic growth	S4.1.1	Support private investment which stimulates significant and sustainable jobs growth
		S4.1.2	Actively pursue development of the Muchea Employment Node
		S4.1.3	Support agricultural growth, with a focus on local produce and agribusiness

## S4 Outcome: Local business growth

S4.2	Local business growth	S4.2.1	Encourage and support local businesses and new investments for the future
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## S4 Outcome: Economic growth

S4.3	Increased visitors <i>Visitors are welcome to stay and recreate</i> <i>Improved access and places to visit</i>	S4.3.1	Support and promote accommodation options
		S4.3.2	Support and grow events to attract visitation
		S4.3.3	Faciliate, promote and support ecotourism

### Relevant plans

- Economic Development Strategy (2015 - 2025)
- Chittering Visitor Centre Strategic Plan (2016 - 2019)

# 5. Strong Leadership

## S5 Outcome: An engaged community

OBJECTIVE		STRATEGIES	
S5.1	An engaged community	S5.1.1	Encouraged and promote community engagement

## S5 Outcome: Strong partnerships and relationship

S5.2	Strong partnerships and relationships	S5.2.1	Build effective partnerships with stakeholders
		S5.2.2	Actively seek Grant Funding opportunities to support identified projects

## S5 Outcome: Accountable governance

S5.3	Accountable Governance	S5.3.1	Good governance which supports efficient and effective service delivery
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### Relevant plans

- Community Engagement Plan (2012)
- Risk Management Plan<sup>1</sup>
- Business Continuity Plan<sup>2</sup>
- Local Emergency Management Arrangements (2018)<sup>3</sup>
- Local Recovery Plan<sup>3</sup>
- Local Planning Scheme<sup>4</sup>
- Local Planning Strategy 2019 - 2029<sup>4</sup>
- Equal Employment Opportunity Management Plan<sup>5</sup>
- Record Keeping Plan<sup>6</sup>
- Disability Access and Inclusion Plan<sup>7</sup>
- Municipal Heritage Inventory<sup>8</sup>
- Freedom of Information<sup>9</sup>

<sup>1</sup> Required by the *Local Government (Financial Management) Regulations 1996*

<sup>2</sup> Required by the *Local Government (Administration) Regulations 1996*

<sup>3</sup> Required by the *Emergency Management Act 2005*

<sup>4</sup> Required by the *Planning and Development Act 2005*

<sup>5</sup> Required by the *Equal Opportunity Act 1984*

<sup>6</sup> Required by the *State Records Act 2000*

<sup>7</sup> Required by the *Disability Services Act 1993*

<sup>8</sup> Required by the *Heritage of Western Australia 1990*

<sup>9</sup> Required by the *Freedom of Information Act 1982*

# Measuring Our Performance

## Our Measures

The Shire continually measures and tracks its performance in the following areas:

### Satisfaction

The Shire's "Net Promoter Score", the level of satisfaction with living in the Shire of Chittering

### Recycling

Percent of waste recycled

### Buildings

- Weighted Average Useful Life remaining of Shire owned buildings
- Usage rates of community facilities

### Businesses

- Number of businesses operating in the Shire
- Size of industry

### Employment

Number of jobs in the Shire

### Financial Health

Department of Local Government and Communities Financial Health Indicator

# How we implemented this Plan

## 1. OUR COMMUNITY - *How will we do this?*

- Partnerships/advocacy with aged care providers and with youth services to address identified needs

 Alignment of services with adjoining communities of interests (both metro and Wheatbelt)

 Recreational and sporting facilities to service the growing population in Lower Chittering/Muccea area

 Existing recreation and social facilities for local communities

- Promote a better understanding with the community of Council's role and communicate defined service levels

- Community connections across the Shire

 Coordination and evaluation of existing social events and festivals

 Grow markets with local produce

 Community links through established networks, working groups and tourism/business associations

 Support community/volunteer groups and networks to build sustainability

- Support and advocate for improved access

- The development of a Health Services Plan as required by the new Public Health Legislation

 The extension of CCTV network to provide a deterrent and assist with law enforcement

 The development of a new St John Ambulance station in Bindoon

- The bi-ennial review of and linkages with the Youth Plan, Aged Care Plan, Community Safety and Crime Prevention Plan, Sport and Recreation Plan

# How we implemented this Plan

## 2. OUR NATURAL ENVIRONMENT - *How will we do this?*



Explore options for responsible community access to environmentally sensitive areas



Review the Local Biodiversity Plan

- Develop and fund a 10year capital works program for the prioritisation, funding and implementation of the trails network



Ensure alignment of bushfire planning with biodiversity planning

- Review of and linkages with the Economic Development Plan, Trail Network Masterplan, Parks and Garden Precinct Plan, and Mountain Bike Masterplan



Community education in partnership with Chittering Landcare and other providers

- Greater emphasis on recycling through community education programs
- Regional cooperation and advocacy in regard to waste management



Planning controls which encourage sustainable practices



Incentives to install solar on leased community facilities



Hazard Risk mapping and planning

- Emphasis on community education



Promote bushfire education and preparedness

# How we implemented this Plan

## 3. OUR BUILT ENVIRONMENT - *How will we do this?*



Ongoing improvements to recreation and social infrastructure across the region

- Projects and planning controls which deliver housing diversity, amenity, commercial and residential growth opportunities



New community and recreation facilities to support the growing population in the south of the Shire



Advocate for local high school services

- Investigate options for growing and diversifying existing towns



Identify and dispose of surplus land assets

- Identify and purchase strategic land in key locations
- Investigate options for in-fill infrastructure in Muchea



Implement place making strategies for key centres

- Leverage positive outcomes from new highway links (NorthLink / Great Northern Highway / Bindoon Bypass)



New entrance / gateway statements for key centres

- Support for community transport options
- Advocate for a public transport service which provides a connection to the urban centres and services in the south



Develop standard lease agreements with community groups

- Advocate for a review of school bus zones which provide for better access to school bus services
- Improved streetscapes and road verges
- Improved street lighting
- Annual review of Road Construction and Maintenance Program, Plant and Equipment Replacement Program, Sport and Recreation Plan, and Long Term Financial Plan
- Bi-ennial review of the Asset Management Plan

# How we implemented this Plan

## 4. Economic Growth - *How will we do this?*

- Annual update / review of the Economic Development Strategy



Support for planning applications which promote economic activity and jobs growth



Source grant funding for the implementation of the Muchea Industrial Park Prospectus



Support the Muchea Industrial Park as a key part of the State Government's Agribusiness Expansion Project



Continued support for the Northern Valleys Agribusiness Project



Continued support for an active and engaged Chamber of Commerce



Support for local retail, local cottage industry in partnership with the Chamber of Commerce

- Continue to advocate for improved access to the NBN and better mobile phone coverage

- Supported and promoted accommodation options including resort style facilities, caravan parks, overnight stops, B&Bs and farmstays



Foster and assist with the growth of annual events including Ag Show, Wear Ya Wellies, Taste of Chittering, Spring Flower Festival



Explore opportunities for combining and enhancing the attractiveness of events across the community

- Promote and develop the Chittering Trails Network



Ongoing commitment to staff and resources in support of economic development



Planning controls and projects which support diverse options for short-stay accommodation

# How we implemented this Plan

## 3. STRONG LEADERSHIP - *How will we do this?*

- ✓ Actively communicate through mail, email, website, social media and print
- ✓ Advocate for improved community services and infrastructure
- ✓ Continue to build relationships with surrounding local governments
- ✓ Continue to build relationships with the Chamber of Commerce and the Chittering Tourist Association
- ✓ Continue to build relationships with community groups through ongoing engagement and support
- Develop business case / draft funding applications for projects ahead of grant funding rounds
- ✓ Build effective partnerships with other stakeholders; i.e. Northern Growth Alliance (NGA), State Government Departments, Federal Government agencies and philanthropists
- Broaden the role and scope of the Audit and Risk Committee to include Risk Management
- ✓ Continued focus on efficient and cost effective provision of services
- ✓ Better financial controls through the adoption of the Local Government Standard Chart of Accounts
- Better use of IT systems to improve reporting and accountability
- ✓ Review of IT service provision and systems to ensure sustainability, deliver efficiencies and minimise risk
- ✓ On a bi-ennial basis review the Community Engagement and Communications Plans, and undertake a community perception survey



JULY 3, 2020

AGED CARE IN THE SHIRE OF  
CHITTERING  
HISTORY AND FUTURE OPTIONS

MATTHEW GILFELLON  
SHIRE OF CHITTERING

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## Background

Aged Care is a term that whilst commonly used, has many different meanings depending on the person using it. To have better conversations around aged care, we need to better define what exactly we are talking about.

A report titled *Wheatbelt Aged Support and Care Solution/s*, conducted by Verso Consulting and published in 2013, broke aged care into four planks (Verso Consulting Pty. Ltd., 2013). These planks are:

1. Aged Friendly Community;
2. Aged Person's Housing;
3. Community Aged Care including Respite and Palliative Care;
4. Residential Aged Care including Respite and Palliative Care (Verso Consulting Pty. Ltd., 2013).

Solutions for these planks can be implemented independently of each other, but by layering one upon the other there is an ever increasing impact (Verso Consulting Pty. Ltd., 2013).

The Federal Government, through the *Aged Care Act 1997*, has moved towards promoting ageing in place through the linking of care and support services to the places where older people prefer to live (Verso Consulting Pty. Ltd., 2013). Ageing in place can either mean that a person remains in their own home or that they stay in the same residential facility as their level of care changes (Verso Consulting Pty. Ltd., 2013). Most government policy is now aimed at:

- Maintenance of independence;
- Illness prevention;
- Hospital avoidance;
- Support and care at home;
- Residential care for complex needs (most likely involving dementia) (Verso Consulting Pty. Ltd., 2013);
- Support to carers to enable ageing in place.

In the Wheatbelt the distinction between low level and high level Residential Aged Care is being removed (Verso Consulting Pty. Ltd., 2013). This will allow residents to come into a facility and 'age in place' but as their needs change the level of their services do too (Verso Consulting Pty. Ltd., 2013).

## Strategic Community Plan

In the Strategic Community Plan 2017-2027, Aged Care was mentioned under the following:

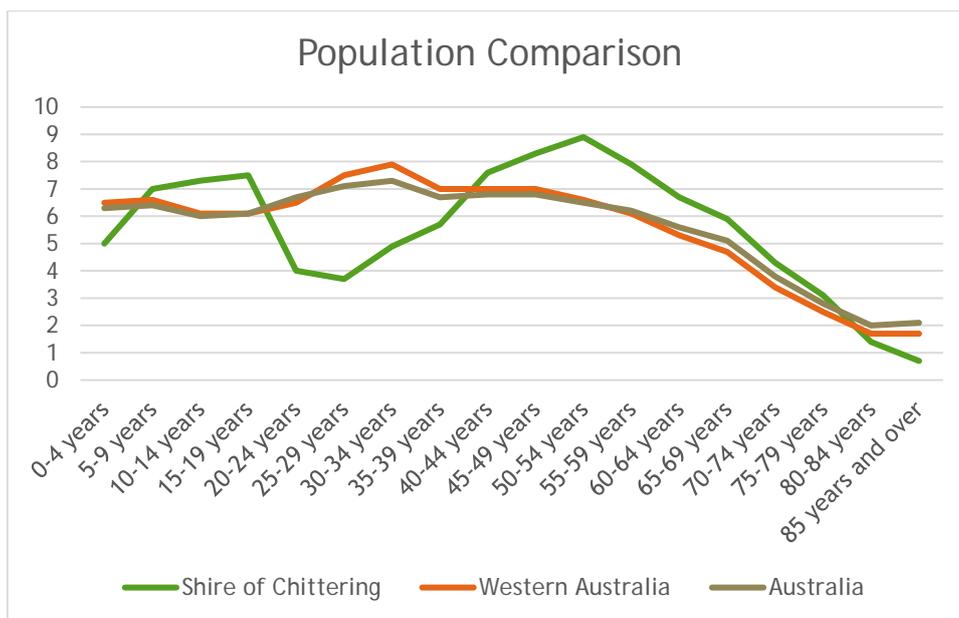
1. Our Community  
**S1 Outcome:** An active and supportive community  
**Objective:** S1.1 An active and supportive community  
**Strategies:** S1.1.1 Strengthen aged, youth and children services access through partnerships and advocacy  
**Measures:** Community satisfaction with services and support for youth, families, seniors, people with disabilities

How will we do this:

- Partnerships/advocacy with aged care providers and with youth services to address identified needs
- The bi-ennial review of and linkages with the...Aged Care Plan. (Shire of Chittering, 2017)

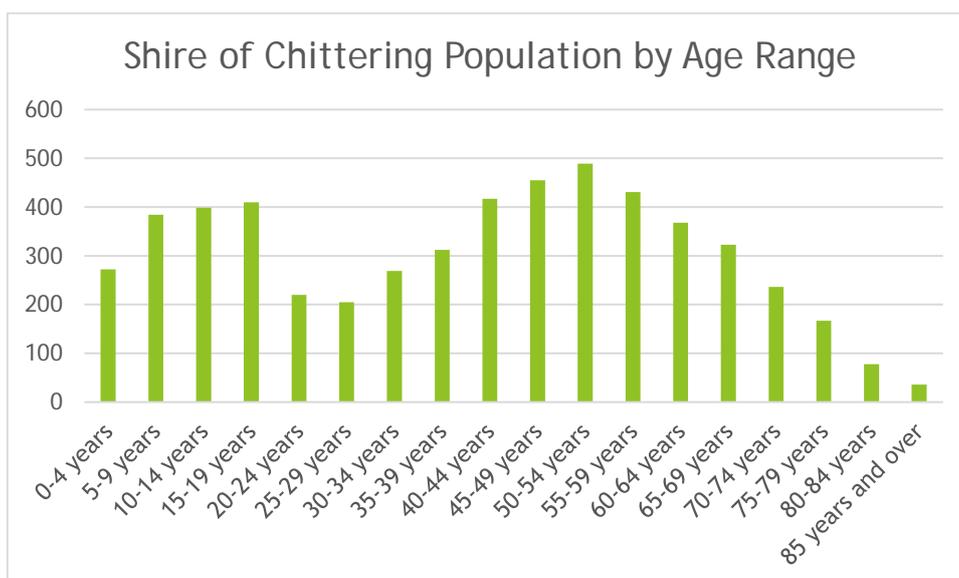
### Demographic Trends

According to the 2016 Census conducted by the Australian Bureau of Statistics, 15.4% of the shire’s residents are above the age of 65. This compares to 14% in Western Australia and 15.8% in Australia (ABS, 2019).



(Source: ABS)

This percentage equates to 842 of the shires 5,472 residents being above 65.



(Source: ABS)

For the localities of the shire, there is a larger portion of aged persons in the northern localities of the shire.

<b>Locality</b>	<b>Population</b>	<b>Median Age</b>	<b>% 65+</b>	<b>Pop 65+</b>
Wannamal	114	37	19.8%	23
Mooliabeenee	157	54	24.7%	39
Bindoon	1183	45	22.0%	260
Chittering	921	43	14.1%	130
Lower Chittering	2127	41	10.7%	228
Muchea	968	43	15.0%	145

(Source: ABS)

## Aged Care In The Shire Of Chittering

### Aged Friendly Community

In 2016 Council Adopted the Aged Friendly Community Plan 2016-2019 (Shire of Chittering, 2016). The plan was based on an Aged Friendly Community Audit, Focus Group feedback and a survey (Shire of Chittering, 2016). The Audit assessed the health and community services, public spaces and parks, public buildings, transport and movement, housing, sport and recreation, social participation, respect and social inclusion, communication and information (Shire of Chittering, 2016). Results of the focus groups and survey were included in an Engagement Report (Shire of Chittering, 2016). The key findings of the Engagement Report were:

- A total of 19 individuals participated in the focus group (14 seniors and 5 service providers) and 75 individuals participated in the surveys.
- Of those seniors who participated, 41% of survey respondents and 86% of focus group participants are retired.
- The majority of both survey and focus group respondents believe that improved communication between the Shire and residents will foster greater understanding of and provision of current health and community services.
- Focus group participants believe the most important issues for aged persons in the Shire of Chittering are:
  - Transport service
  - Communication
  - Affordable small lots/houses
  - Heavy traffic diversion
  - Future maintenance and requirements
- Survey respondents believe the most important issues for aged persons in the Shire of Chittering are:
  - Health care and medical services
  - Public transport
  - Infrastructure, roads and footpath maintenance
  - Aged care
  - Communication and accessibility to information (Shire of Chittering, 2016)

The following service and facilities are funded by the shire on a regular basis to make the town more aged friendly:

- Footpaths are improved and increased each year;
- A community bus transports residents to Midland and Joondalup each week to access services not available in town;
- Seniors outings are provided to residents;
- Community organisations and clubs.

### Aged Person's Housing

#### Joint Venture Housing

The shire owns and manages 19 Joint Venture Houses. The joint venture is with the State Government. The 19 houses is comprised of eight Community Houses and 11 Seniors Houses. Under the Joint Venture agreement, there are limitations on who be placed in the

houses and one the rental that can be charged. These units were budgeted in the 2019/20 Annual Financial Budget to cost the shire \$53,247 for the Community Housing and a further \$56,273 for the Seniors Housing.

### Lifestyle Village

In 2009, Council commenced the process of having a Lifestyle Village established in Bindoon. In 2012 the shire commenced preparation of a Business Plan that was adopted by Council in 2013. In 2014, the land behind the Medical Centre (old golf course) was sold to Retirees WA Inc. to facilitate this.

The shire looked at the Social Housing Investment Program, an updated model of Joint Venture Housing, to help fund Independent Living Units but they were unsuccessful. This was due to the shire not being a registered housing provider for the Department of Housing.

Due to the removal of funding for the Septic Tank Effluent Disposal (STED) Scheme and the cost of providing an alternative sewerage system, the shire purchased the land back from Retirees WA Inc. and investigated the option for a Lifestyle Village and Caravan Park

### Community Aged Care including Respite and Palliative Care

#### Respite centre

In the 2000s the shire purchased and developed Ferguson House to provide a respite facility to the community. Due to circumstances, this facility no longer runs. Expressions of Interest were run twice in 2019 and 2020 to find a service provider to run the respite centre but no provider was able to be found.

The Federal Government funds respite care that can be accessed in the home, out in the community or in an aged care home. For Chittering, Centre-Based Respite is currently provided at a facility located in Toodyay.

#### In home packages

Funding for Aged Care is provided by the Federal Government. The funding model is directed towards trying to keep persons in their home for as long as possible. There are two funding packages available for those with additional needs, an entry level Commonwealth Home Support Programme (CHSP) and Home Care Packages for those with greater or more complex care needs (Care, n.d.).

Under the new model, the funding is given to the client who then picks the service provider that they want. Currently, there are the following issues with this system:

- The online application process is quite complex for the average person;
- There is a long wait between receiving the assessment and receiving funding;
- Due to the location of service providers, a lot of the funding is used for travel and administration.

The shire and the Chittering Health Advisory Group have been working together to try and solve some of these issues. The shire is currently aware of several providers servicing clients in the own homes across our localities.

### Residential Aged Care including Respite and Palliative Care

Currently there are no facilities available in the shire for this level of care.

## Potential Options & Examples

In 2013, solutions were identified by Verso on a sub-regional basis. The themes of the solutions were:

1. Progressing action on aged friendly communities;
2. Closer evaluation of home support and care availability and improved understanding;
3. Coordination of home care providers;
4. Respite care;
5. Residential care;
6. Specialised dementia care;
7. Transport;
8. Housing (Verso Consulting Pty. Ltd., 2013).

There are many different potential areas in which to focus and allocate resources.

### Aged Friendly Community

#### Aged Friendly Community Plan Update

The Aged Friendly Community Plan was developed to aid in the decision of how to utilise a round of Aged Friendly Community Funding. There was only one round of the funding so the plan was not updated following the initial development of the plan. Council could allocated resources towards updating the plan so that there is a basis for allocating future funding.

#### Memory Café

Memory Cafés are a once per month morning tea for people living with dementia; an informal and social affair where people can feel welcomed and accepted, remain socially active and make new friends (Alzheimer's WA, 2020). Memory Cafes can use existing cafes as for the physical grounds on which to meet, so the main resources required would be to organise the event and ensure there is relevant training provided.

There currently exists a community based version of this running out of the Seventh Day Adventist Church. This is organised by local volunteers and supported by Bendigo Bank.

#### Dementia Friendly Town

A Dementia Friendly Community is a place where people with dementia are supported to continue living with meaning, purpose and value. Each Dementia Friendly Community will be different to the next, but will include at least one or more of the following:

- Businesses that provide accessible services for people with dementia, including staff who understand the disease and know how to communicate effectively with people living with dementia
- Organisations that provide paid work
- Volunteering opportunities
- Sporting clubs and social groups that are welcoming and inclusive
- Environments that are enabling (Alzheimer's WA, 2020)

Alzheimer's WA has conducted Dementia Friendly Town pilots in York and Manjimup to expand the Dementia Friendly Community concept to the whole town (Alzheimer's WA, 2020). Following these pilots, they are now working with Toodyay and Margaret River on creating Dementia Friendly Towns (Alzheimer's WA, 2020). A video highlighting the Manjimup Dementia Friendly Town pilot can be viewed here

[https://www.youtube.com/watch?v=OR65\\_i5GwNw&list=WL&index=21&t=2s](https://www.youtube.com/watch?v=OR65_i5GwNw&list=WL&index=21&t=2s).

### Community Assisted Transport Scheme

There has been discussion about making the Community Bus more accessible to those with a disability but this will reduce the available seating. There are three options available:

- Creating disability access at the expense of available seating;
- Purchasing a larger bus;
- Purchasing a CATS car.

Upgrading to a larger bus will be large increase in the expense of the bus changeover, and make the bus more difficult to drive in the city.

A less expensive option will be to purchase a CATS vehicle that can be used to provide additional flexibility in community transport.

### Aged Person's Housing

#### Retrofitting Current Home

Many residents will want to age in place for as long as possible. Aged Care Packages are supposed to allow this, but at some point the house itself and/or the maintenance required on the property surrounding the house will become the limiting factor in allowing ageing in place. Initial investigations have commenced into finding solutions for this, but with more resources this could be progressed more quickly. There are potential downsides to this. The first is that the delivery of in home packages must be suitable to allow this. The second is that the creation of property sizes to allow ageing in place may require additional infrastructure and may also affect the country lifestyle of the shire.

#### Independent Living Units

Independent Living Units are individual units built to meet the needs of ageing persons. They can be built to meet disability requirements to allow for ageing in place. They can also be built in clusters to allow for a community to develop. The shire of Chittering already owns some of these units.

There are different funding models for these units. The 4WDL group of shires constructed units using government funding with additional shire contributions. The units are then owned by the shire, or community group, and leased to persons that meet the necessary criteria.

In the peri-urban areas where demand is greater, private developers have funded the units which can then be sold or leased to aged persons.

The Shire of Manjimup have partnered the Department of Communities to develop 50-60 dwellings in five stages (Department of Communities, 2020). The units that are developed will then be sold through a mix of private and shared equity sales (Department of Communities, 2020). The project will allow independent living for over-55s, a safe neighbourhood and the opportunity for community members to downsize (Shire of Manjimup, 2018).

## Community Aged Care including Respite and Palliative Care

### Respite Centre

#### *Manjimup Wellness and Respite Community Centre*

*“The Centre is a multi-purpose facility encompassing Manjimup Community Home Care and other offices, day centre, consulting rooms, respite, dementia care, therapy, meeting rooms and conference facilities.*

*This multi-purpose facility caters for day care centre activities as well as overnight and weekend respite for carers, previously not provided for in the Shire of Manjimup. The Centre model is based on the wellness approach and the idea that older people would prefer to live at home and remain autonomous as long as possible. However, for many people, this requires access to support services, including those provided in a multi-purpose wellness and respite centre.*

*The Centre effectively consolidates existing facilities and services involved in the delivery of aged care in Manjimup and surrounding areas and provides a ‘one-stop shop’ for aged, disabilities and dementia services and service information for the whole community.”* (Shire of Manjimup, 2018)

### Lodges

#### *Juniper Bethavon Residential Care*



Juniper Bethaven is a residential aged care facility for 33 residents (Juniper, 2020).

*“The Juniper Bethavon residential aged care location offers all the charm of country living, nestled within the wheatbelt town of Northam, 100 km from Perth. A much loved home to residents with lower care needs, you will enjoy a welcoming and friendly environment with lovely dining rooms, and a number of cosy lounge rooms where you can relax and enjoy a cuppa.*

*A hairdressing salon and small shop complete the feeling of community. You will enjoy the social support at Juniper Bethavon.”* (Juniper, 2020)

Residential Aged Care including Respite and Palliative Care  
Residential Accommodation

*Juniper The Residency Residential Care*



Juniper has a high care residential facility in Northam. It has 43 beds, with 21 residential beds and 22 dementia secure beds (Juniper, 2020). The Residency is divided into two wings with each room having their own ensuite (Juniper, 2020).

*"Not far from the center of historic Northam is Juniper The Residency. This residential care facility is a comfortable Juniper aged care home which offers a full range of residential and dementia specific care."*

*We have a full activity program delivered by our trained occupational therapy staff. Else, feel special in our onsite hairdressing suite.*

*Family and friends love visiting Juniper The Residency as a residential care location. You can choose to participate in many indoor and outdoor activities for seniors, all in the picturesque Avon region."* (Juniper, 2020)

## Dementia Village

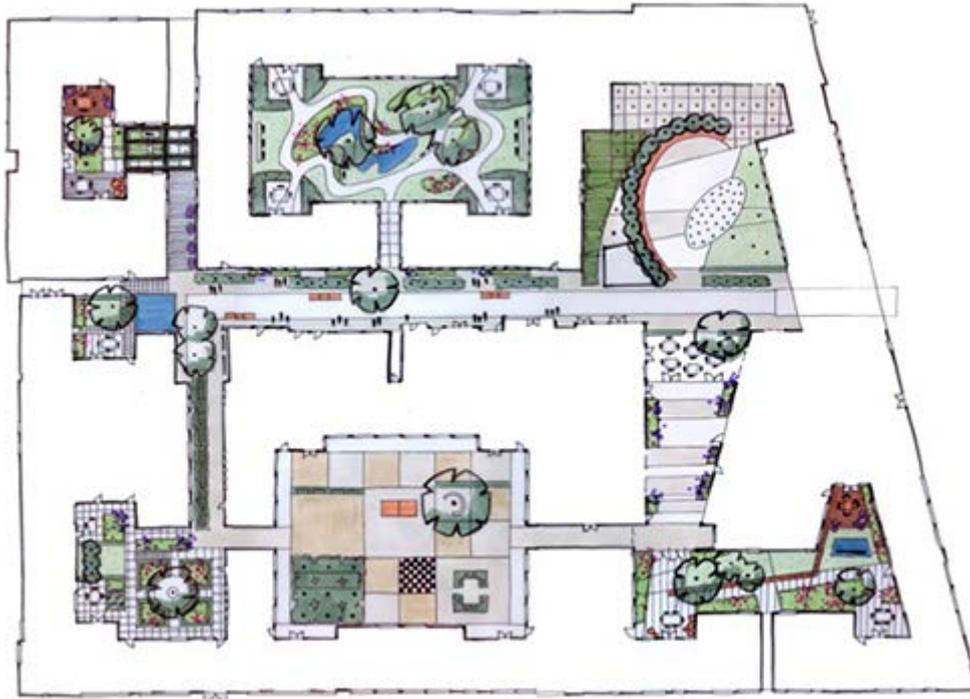
*De Hogeweyk Care Concept*

Image Source: (Hogeweyk, n.d.)

- *“Dementia villages (the Hogeweyk Care Concept), modelled after De Hogeweyk village in the Netherlands, have received much media attention as a new way to provide residential care for people living with advanced dementia.*
- *Dementia villages share some common elements with other innovative models of residential care that emphasize improving quality of life for people with dementia by providing person-centred care in smaller scale, less institutional, more “home-like” environments.*
- *No comprehensive assessments of dementia villages were identified, but a few qualitative studies of particular aspects, such as staff and caregiver perceptions, have been published.*
- *Although not unique to dementia villages, benefits associated with many elements of dementia village care are supported by published evidence and some have been integrated into existing care models for dementia; for example:*
- *design of the physical environment to accommodate the needs of people living with dementia*
- *small-scale, home-like group living to encourage social interaction and participation in activities of daily life*
- *ready access to outdoor space and gardens.*
- *To ensure all residents with advanced dementia are able to participate in the activities of daily life in dementia villages, additional staff are needed.*
- *Training is needed for all staff and volunteers to encourage empowerment and team work.*
- *Transforming a traditional long-term care residence into an innovative model, such as the dementia village (the Hogeweyk Care Concept), requires vision and commitment from leadership to sustain changes.*

*Note: The founders of De Hogeweyk (the first dementia village) prefer not to use the term “dementia village” and refer to the Hogeweyk Care Concept instead. However, as*

*dementia villages is the most widely recognized term, we have used it here.*" (Cadth, 2019)

#### *Synovum Care Wynyard*

*"In 2014, Synovum Care Wynyard implemented an Australian first in aged care with the development of two 'small scale living' houses. The main centre is a traditional style nursing home with a total of 56 residents. The houses each have 7 ensuite bedrooms, an open plan dining and lounge area and a fully accessible and functional kitchen and laundry. The model was inspired by de Hogeweyk, a dementia friendly village in the Netherlands, and adapted for the Australian lifestyle, after research by our leadership team in Australia which included a visit to de Hogeweyk. With the support of House Companions, residents are supported in all aspects of their daily living activities to the extent that they are able and wish to be involved. This might include planning menus, grocery shopping, meal preparation, setting and clearing the table and washing up. The guiding rules are that residents wake up when their eyes open naturally and go to bed when they're tired. They can return to bed after breakfast or stay in their pyjamas until the afternoon. There are no set mealtimes - it depends on the residents so can differ day to day. Some of the benefits to residents include reduced medications, better quality sleep and weight gain - even residents termed too challenging by others have settled extremely well into our small scale community in Wynyard"* (Synovum Care Wynyard, n.d.).

#### *Tasmania Dementia Village*



Image Source: (Lehman & Bhole , 2017)

Tasmania will become home to what is being touted as Australia's first suburban village designed specifically for people with dementia (Lehman & Bhole , 2017). As well as 15 tailored houses, the village will have a supermarket, cinema, cafe, beauty salon and gardens (Lehman & Bhole , 2017). The \$25-million Korongee complex will transform a derelict site at Glenorchy in Hobart's north (Lehman & Bhole , 2017). The village will be based on international best-practice models, including De Hogeweyk village in the

Netherlands, where residents have been found to live longer and take fewer medications (Lehman & Bhole , 2017).

- The project is a collaboration between aged care provider Glenview Community Services and health sector superannuation fund HESTA, which will kick in \$19 million.
- Each house will have a waiting list for a particular lifestyle.
- The village will cater for 90 residents but will be open to the community to come and go.
- There will be no age limit for residents. People with early-onset dementia will also be able to live there.
- There will be public and private spaces to maintain the privacy of the residents, while encouraging normal life. (Lehman & Bhole , 2017)

### Greenhouses

For over 10 years The Greenhouse Project has been developing an alternative to the traditional American nursing home as an effort to 'deinstitutionalise' and invigorate the long-term care environment by providing specially-designed homes in which seniors can live with dignity, comfort and companionship (Property Council of Australia, 2015). The project focuses on homes that can provide high levels of care for individuals who do not wish to be in an aged care setting (Property Council of Australia, 2015).

Instead of a traditional group home, a Green House Project community consists of clusters of smaller homes with six to ten residents (Property Council of Australia, 2015). Seniors have their own room and ensuite and are free from scheduling and able to access social and shared areas of the house at any time, making it truly feel like home (Property Council of Australia, 2015). Private areas open up to central dining, kitchen and living facilities with flexible seating and other arrangements based on individual preferences (Property Council of Australia, 2015). The designs encourage social activity and utilise the latest in smart technology to extend individual freedoms (Property Council of Australia, 2015).

Dedicated staff, in the newly designed roles of Care Partner and Care Companions, undertake personal care and support, basic cooking, cleaning, and participate in general lifestyle activities with the residents in the household. Clinical staff 'visit' the household, and attend to each resident in a district nurse house call model (Property Council of Australia, 2015).

This model has been put into practice at Australian Unity's new facility Rathdowne Place in Carlton Melbourne with 162 beds over 5 levels including a memory support unit, day respite centre, seniors gym, hydrotherapy pool and a cafe (Property Council of Australia, 2015). Each level acts as a "home" and has a kitchen, living room and outdoor areas. There are 32 beds in each home, which is more than the ideal of 17 (Property Council of Australia, 2015). Care staff are dedicated to a maximum of 6 residents (Property Council of Australia, 2015). Residents have only 4 carers throughout each week and clinicians now have the time to focus on clinical issues, not admin tasks (Property Council of Australia, 2015).

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