



**CHIEF EXECUTIVE OFFICER ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 21 JUNE 2023**

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COUNCIL KPI'S - WORK HEALTH AND SAFETY

4th QUARTER MAY 2023

Reporting Month	Drug and Alcohol tests performed	Positive Drug test and BAC Exceedances	Workers Compensation Claims	Current' Workers Compensation Claims	Near Misses and Incident	Medically Treated Injuries	Restricted Work Injuries	Lost Time Injuries
MAY								
Technical	1	0	0	0	0	0	0	0
Corporate	0	0	0	0	0	0	0	0
Development	0	0	0	0	2	0	0	0
Office of CEO	0	0	0	0	0	0	0	0
Monthly Report Totals	1	0	0	0	2	0	0	0

SHIRE OF CHITTERING4th QUARTER May 2023NEAR MISS, INCIDENT AND DAMAGE REPORT

<u>Month</u>	<u>Department</u>	<u>Description</u>
22/05/2023	Planning - Fire Volunteer	Left Forearm Puncture wounds from dog bite
30/05/2023	Technical Service - Parks and Gardens	Insect bite on left hand

SITE INSPECTIONS COMPLETED DURING MAY - WHS

18/05/2023	Performed by Jon Barrett	Shire Administration Building
18/05/2023	Performed by Jon Barrett	Construction and Parks and Gardens Area
24/05/2023	Performed by Jon Barrett	Landfill - Muchea
18/05/2023	Prompt Safety Solutions	Rigging and Chains equipment

COMPLETED MANUAL TASKS AND ERGONOMIC ASSESTMENTS DURING MAY - WHS

2/05/2023	Manual tasks training for indoor staff	LGIS
2/05/2023	Ergonomic Assessments for all staff at work stations	LGIS
3/05/2023	Manual tasks training for outside staff	LGIS
3/05/2023	Vehicle Ergonomic Assessment for outside crew	LGIS

PLANNED WHS TRAINING FOR THE MONTH OF JUNE

7/06/2023	Fire Extinguisher training for all staff	Fire and Safety Australia
13/06/2023	Fire Extinguisher training for all staff	Fire and Safety Australia
29/06/2023	WHS Refresher for all Administration Staff	Jon Barrett (Shire WHS Officer)
June	5 Days training for all Outdoor crew, (Assessment and VOC) of plant equipment	Down to Earth Training and Assessing
June	Final training for First Aid and First Aid refresher	Time Critical



BINDOON MOUNTAIN BIKE PARK ADVISORY GROUP

TERMS OF REFERENCE

1. Role/Purpose

The Bindoon Mountain Bike Park Advisory Group will be responsible for providing advice and recommendations to Council on the following:

- Drafting a promotional plan for the facility which will include the marketing, promotion and ongoing operations of the Park. Particular attention should be given to the launch of the Stage 1 Trails.
- Investigating potential uses of the Park and activating the space.
- Developing branding, tourism, and information signage.
- Drafting an events calendar.
- Identifying ancillary business development opportunities.

2. Term

Members are appointed for the term of the current Council (usually two years).

Members may have their appointment renewed and/or new members may be appointed following a Council election, for the term of that Council.

Usually, no member will serve for more than three consecutive terms (i.e., six years).

3. Membership

The Bindoon Mountain Bike Park Advisory Group consists of:

- Council Delegate
- Deputy Council Delegate
- Shire Officer
- Member of the Chittering Tourist Association (1 member and 1 proxy)
- Member of the Chittering Chamber of Commerce (1 member and 1 proxy)
- Chittering Mountain Bike Club (2)
- Tourism WA (1)
- Members of the Chittering community who have professional expertise in tourism promotion and/or business management (3)

The Chittering Tourist Association and Chittering Chamber of Commerce will be asked to nominate a deputy delegate to attend if their appointed delegate is unavailable.

Authority to recruit members is delegated to the CEO, with a recommendation submitted to Council to appoint those selected.

4. Quorum (4)

- Council Delegate or Deputy
- Shire of Chittering Officer
- 2 x Members

5. Responsibilities

It is a responsibility of each group to ensure that they have at least one representative present at each Bindoon Mountain Bike Park Advisory Group meeting.

Members are expected to:

- Contribute the expertise of their respective committee / organisation.
- Share communications and information with their respective committee; and organisation where relevant, except where identified as confidential.
- Provide a brief update on recent activities and issues relevant to the operations of the facility
- Engage in open and honest discussions with respect for others views and opinions
- Observe the Shire's Code of Conduct.

The appointed Council Delegate will chair the meetings; or their appointed deputy in their absence.

The Shire Officer is appointed as the administration officer to the group but will also contribute to discussions.

6. Meetings

Each meeting will have a formal agenda advised at least 7 working days prior to the meeting.

Items for agendas must be submitted at least two weeks in advance through the administration officer.

Minutes will be circulated to members within 7 working days following the meeting.

Meetings are held at least quarterly or more frequently if required, and at the discretion of the Chair, at a time and day agreed by all members to ensure regular attendance.

7. Termination of Membership

Members not actively participating will be replaced after missing two consecutive meetings, unless there are valid reasons for their absence.

8. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified by Council, after consultation with Bindoon Mountain Bike Park Advisory Group Members.

9. Date of adoption

These Terms of Reference have been adopted following Council Resolution ***** which also formally approved the appointment of a Council Delegate and Deputy to the Bindoon Mountain Bike Park Advisory Group.



Corporate Business Plan 2023/24-2026/27

Adopted by Council:



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Acknowledgment of Country

We wish to acknowledge the traditional custodians of the land within the Shire of Chittering, the Yued and Whadjuk peoples. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.

INTRODUCTION

The Shire’s Corporate Business Plan (CBP) outlines Council’s priorities over the next four years (including the current financial year), and how we intend to progress towards our long-term vision, set by Council and our community during the engagement process as part of the review of our 10-year Strategic Community Plan (SCP). In summary, the CBP is Council’s plan, outlining the next four years, on how we intend to achieve our community’s 10-year aspirational plan, the SCP. These two plans, along with our Annual Operational Plan and Annual Budget are key documents within the Integrated Planning and Reporting Framework (IPRF). These plans are all legislative requirements under the Local Government (Administration) Regulations 1996, apart from the Annual Operational Plan, which is the detail on how we will implement the first year of the CBP, aligned to the Annual Budget and the service area responsible for the implementation thereof.



A MESSAGE FROM THE CEO



I am excited to share with you the Corporate Business Plan 2023-2027, which is based on the vision and goals outlined in our Strategic Community Plan 2022-2032. These plans reflect our shared commitment to develop the Shire of Chittering as an attractive place to live in a rural environment, in harmony with nature.

In recent years, we have witnessed a growing trend of people reconnecting with nature and moving away from urban areas towards local governments like ours. The past two years, in particular, have highlighted the importance of local government services and facilities. With this in mind, our aim is to continue enhancing the desirability of living in the Shire of Chittering by investing in much-needed community facilities, recreational spaces, and improving operational efficiency.

We recognise the value of providing our community with quality facilities and interactive programs that promote healthy and active lifestyles. Key projects in our plan include the redevelopment of the Muchea Clubrooms and the Bindoon Mountain Bike Park. Additionally, we will plan and construct the Lower Chittering Community Centre to better serve our community's needs.

Being situated in an area prone to bushfires, we are committed to minimising potential risks and impacts on the community through significant investments in bushfire mitigation activities. Our focus on the natural environment extends to distributing indigenous trees and conducting several fauna and flora studies in areas where trails will be built. We are also partnering with external organisations to ensure we provide nesting, foraging and water sources for our birds, and revegetating previously cleared areas where possible.

Ensuring the safety of our communities and visitors is of paramount importance. We will continue investing in our road infrastructure and maintaining our roads network to the highest standards. By doing so, we aim to provide safe and reliable transportation options for all.

We deeply care about our aging community members and have allocated funding to enable a solution to those members for our community wishing to scale down and remain within the Shire. To foster a thriving community, we will engage in economic development initiatives, including support for small business development and investment attraction. The Muchea Industrial Park will remain a key focus area for future economic development.

Furthermore, we are committed to supporting local businesses and boosting the local economy through increased tourism. Our events programme will attract visitors to the Shire, and we are also planning to build a caravan park in Bindoon to accommodate visitors to the Mountain Bike Park.

Our plans are underpinned by robust organisational governance processes that ensure the Shire meets its legal obligations and makes ethical decisions in the best interests of our community and stakeholders. Over the next 12 months, we anticipate external challenges such as the economic climate and labour shortages. Nevertheless, we are dedicated to managing the Shire's resources and services efficiently to meet the current and future needs of our community in a socially, culturally, environmentally, and financially sustainable way.

I am eager to drive the implementation of this plan, confident that it will guide us towards achieving our strategic objectives and delivering meaningful and effective outcomes for the community of Chittering.

Thank you for your ongoing support and collaboration.

Melinda Prinsloo
CHIEF EXECUTIVE OFFICER

OUR SHIRE

The Shire of Chittering is located 55kms north of Perth, covering an area of 1222km², and stretching over 65km from north to south, Chittering is diverse in its offerings. Chittering Valley is nestled in the northern hills of the Darling Range, within the beautiful Destination Perth region. The Valley forms a picturesque gateway into Western Australia's wheatbelt region. Broadacre farms feature predominantly in the north, whilst boutique agriculture, rolling hills, and higher density rural lifestyle lots are more frequent towards the metropolitan fringes in the south - with Muchea now home to a large, new industrial precinct.

With a unique landscape of large areas of untouched bushland, state forest, wetlands, and industrial and commercial estates, the Shire is a wonderful place to visit and an ideal place to live. Its strong natural and physical assets in topography, flora, fauna, and strategic location provide attractive features for tree-changers, visitors and future business growth.

OUR POPULATION

Adjoining the north-east boundary of the Perth Metropolitan region, Chittering enjoys some of the highest rates of peri-urban population growth in Western Australia. Between 2009 and 2019 Chittering's population increased by over 40% to 5,900 residents and is on track to reach over 7,000 by 2031 (WA Tomorrow Population Report, REMPLAN).

OUR ECONOMY

Chittering's Gross Regional Product, its measure of wealth generated by the local economy, has grown in line with those expansions, from \$250m in 2011 to \$397m in 2019 (Economy.id, REMPLAN).

The local economy is based on broad-acre farming, orchards, small rural blocks/holdings and offers many semi-rural life-style residential properties. There is limited industry, being Extractive Industry operations (gravel, clay and sand), the State Livestock yards (WAMIA), Mineral sands processing (Tronox), Buddha Mandala Monastery, nurseries, Bindoon Bakehaus and Cafe, Chittering Tourist Attraction, viticulture and wineries and other small businesses.

OUR INDUSTRY

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Primary Industry

Of all the industries that operate in Chittering, three main industries are most prominent in size; Agriculture, Mining and Construction

Agriculture provides 19.9% of Chittering's Gross Regional Product (GRP) and crucially, employs just under a quarter of the shire's workforce at 23.5% of jobs. Chittering is host to broadacre farms in the north with wheat, beef and sheep production, and further southward towards the metropolitan boundary is more frequently home to boutique agriculture with citrus, vegetable and honey production more prevalent.

Mining and extractive industry provides 15.5% of Chittering's GRP and 6.8% of the jobs in region, whilst Construction follows closely behind with 15.4% of GRP and 14.2% of the workforce.

Emerging Industries

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Transport and Logistics

The transport and logistics industry is a growing regional strength to Chittering due to the completion of new road networks like the Tonkin Highway (accessing ports, the city and airports), the upgrade of the existing Perth-Darwin Highway (to include RAV 10 triple-road train transport access), rail access, and the recent opening of the Muchea Industrial Park all offer a competitive advantage over surrounding regions in the state.

Tourism

Recognised as a key sector for growth in the region (Wheatbelt Development Commission), the tourism sector is made up of many industries. Every tourist-dollar spent is spread across multiple industries within the Shire. Over a quarter of Chittering's young adults (28%) are employed in this sector, an age demographic that is less prevalent than others in the Shire. Chittering's newfound closeness to Perth due to the recent construction of the Tonkin highway Extension, it's inherent agritourism and ecotourism potential, and an abundance of land compatible with tourism purposes put Chittering in strong position to grow in this sector into the future (Shire of Chittering COVID-19 Economic Recovery Plan, RDA Wheatbelt Tourism Briefing Paper 2021).

OUR STRATEGIC ADVANTAGES

Chittering's main competitive advantage comes from its major access points and strategic location to Perth and expanding northern suburbs, intersected with other advantages that are usually found in regional areas further afield. For example; Chittering has large, flexibly-zoned agricultural resourced blocks within an hour of Perth's CBD, and half an hour's drive from the airport - closer than premium urban areas to the south of Perth.

Population Attractiveness

- Space to live, space to develop – large blocks for both
- Attractiveness to Metropolitan Perth, tree-changers - a growing population segment.
- Diverse range of rural residential from 4hectares to half hectare blocks
- Agriculture Resource (or Rural)-zoned blocks with multi-use allowances create opportunities for developments in tourism, recreation, and commerce

Road Network

- Throughput from several of Australia's most significant major road networks, with soon-to-be-established RAV10 access to WA's northwest and Darwin via Tonkin and the Great Northern Highways, both parts of the Perth to Darwin Highway. Tonkin Highway and Brand Highway currently offer travel through the Shire and continue onwards to key strategic destinations like Perth Airport, Fremantle and Kwinana Ports, Australia's Coral Coast tourist region, Wildflower Country tourist region, industrial regions like Malaga and Forrestfield, and major population centres like Ellenbrook.
- Muchea Industrial Park (MIP) offers value-for-money, pre-developed opportunities for business, and is beginning to attract large developments with BP, Elders, Bitutec, and Lester Group first off the mark.
- The MIP sits at the gateway to Perth for regional industries such as Mining, Oil and Gas, Agriculture, and Logistics services.

Natural Arable Valley Surroundings

- The region's picturesque green valleys, rambling drives, precious wildflowers and wildlife, preserved country-community society, clean sprawling farmlands, and boutique producers that provide food and drink, make Chittering an attractive location to develop food, and tourism businesses.

OUR CHALLENGES

Transport

Bindoon Heavy Haulage Route - A new route around Bindoon set to improve North South travel time for heavy haulage holds the potential to deviate a significant volume of current patronage away from the town centre (Bindoon Deviation Strategy, 2016).

Global Threats

Effects of climate change have affected the availability of water and created drier conditions, amongst others. Economic failure due to the potential disaster of bushfires is an ever-present threat and has already destroyed communities across the State. Additionally, necessary planning measures against this has resulted in further mitigations for development to adhere to.

For tourism operators in regional areas there have been some silver linings with higher-than-normal WA tourists travelling intrastate, but the closure of business due to threats from pandemic's like COVID-19 have proven difficult to manage and are expected to trouble economies into the future.

Settlement

The Shire currently has three main population centres: Bindoon, Lower Chittering and Muchea. Lower Chittering is anticipated to reach its capacity for rural living development in the next 10 years. The Muchea townsite is located near the Ellen Brook, with low lying areas crossed by minor tributaries and drains. There is no licensed water or sewerage service to the town, and over time, this has increased the nutrient load to the Ellenbrook catchment. Much of the town is designated as 'sewerage sensitive', meaning that the environment is fragile, and should not be subject to increased nutrient loads, typically from unsewered residential development and keeping of stock. In order to preserve the health of the local environment and water catchment, it is recommended that subdivision and development be limited, which is in accordance with the Government's sewerage policy.

It is expected that smaller residential lots will be developed, to support the viability of infrastructure provided. Lower Chittering is anticipated to reach its capacity for rural living development in the next 10 years.

Job Diversity

Lack of local job diversity - For the 3,793 in Chittering's working-age population there were only 1,391 local jobs in Chittering (REMPPLAN). That's 1 job for every 2.7 working-aged persons. Coupled with a low unemployment rate of 1.3%, this suggests that much of Chittering's population travel outside the Shire for work.

Missing young adult workforce - Only 101 or 7% of the workforce employed in the Shire are aged 15-24; echoed by a low young adult resident population (REMPPLAN).

Ageing Population

The Shire has an ageing community. A statistical analysis has found that 20% of the Shire's ageing population (over 65 years) is located in Bindoon.

An ageing population will increase the demand for social services and for services such as public transport, age-friendly recreation and leisure, and affordable housing and accommodation.

Although there is a current shortfall in aged facilities and accommodation in the Shire, Bindoon has improved its facilities with the development of the Chittering Community Medical Centre. A lifestyle village is planned for the Bindoon townsite, as it has consolidated services and reduced vulnerability to bushfires.

Biodiversity Conservation

The Shire is rich in biological diversity, containing habitat for rare and threatened species and communities. Approximately, 10% of the Shire's native vegetation is formally protected in conservation reserves.

Some private properties containing high conservation value areas may be suitable for future zoning to Environmental Conservation. Other areas may be a priority for acquisition by the State government, for the protection of nationally significant environmental values.

Future development is to be located in existing cleared areas, to ensure the retention of as much native vegetation as possible. The Local Planning Strategy contains development incentives where proposals have a demonstrated conservation outcome.

Catchment Management

The Shire contains a large portion of the Ellen Brook and Brockman River Catchments, both major contributors of nutrients to the Swan River. Protecting the wetlands of the Palusplain and the Ellen Brook waterway, is a priority for the Shire. Impact from stock is a major cause of introduction of nutrients to the catchment in parts of Lower Chittering and Muchea, and nutrient management should be encouraged in these sensitive areas.

An existing challenge for the Muchea precinct, which is classified as a sewage sensitive locality under the State Government sewerage policy, results from a traditionally high water table. The impact of on-site wastewater disposal, and the impacts that stock has on soil, water and vegetation, require careful attention and management. In particular, the keeping of stock needs to be restricted and managed in sensitive catchments, including around wetlands. Priority waterways and wetlands have been identified for special consideration when future land use and development proposals are being assessed.

Landscape Protection

The Shire's natural and rural character is highly valued by the community. To ensure the protection of rural and natural landscape character, a number of planning measures are recommended that largely focus on the viewsheds (or visible land) seen from important travel routes used by the general community. These are areas where future development is more likely to have a significant visual impact.

Future proposals should be accompanied by visual impact assessment information undertaken in accordance with State guidance. Consideration will need to be given to siting and screening developments that may be visible from Great Northern Highway and the Chittering tourist way, or located within the undulating landscape between these routes. Outside these areas, visual impact assessment will also be required for future proposals that are likely to have a significant visual impact. Measures to mitigate impacts could include siting and screening of development to minimise visibility from roads.

Bushfire Risk Management

The entire Shire has historically been designated as bushfire prone by the Fire and Emergency Services Commissioner. Planning for bushfires is complex and must occur at each stage of the planning process.

Biodiversity and bushfire management have both been identified as priorities for the Shire and should be considered on balance. The Shire's recently-endorsed Bushfire Management Plan for the whole Shire aligns with its Local Biodiversity Strategy.

There are some sites that were previously zoned, where lot yields may need to be reduced in order to accommodate bushfire protection without impacting on native vegetation. Areas proposed for future zoning are located in areas that do not require clearing of native vegetation.

Rounding off the rural residential area in Lower Chittering, is proposed to improve access for emergency evacuation. Vulnerable uses such as schools, aged accommodation and childcare, amongst others, are to be located within existing townsites. Contributions towards fire-fighting infrastructure, such as evacuation centres, community water tanks and fire-fighting equipment, could be considered for future development areas impacted by bushfire risk.

Water Supply and Wastewater Disposal

Bindoon townsite is the only area in the Shire with a water supply scheme operated by the Water Corporation. While planning remains ongoing for the Reserve Road locality, existing potable water services are limited and there is no sewerage service in the Shire.

Most residents of the Shire, including some in Bindoon, are required to manage their own water supply and wastewater services through traditional means such as individual rainwater tanks, household bores, septic tanks and leach drains.

However, in some areas, traditional forms of servicing are no longer favoured as they may increase nutrient loads to sensitive environments. Parts of the Shire, such as Lower Chittering and Muchea, are prone to waterlogging, which in part is due to a high water table and poor soil profiles. Waterlogging can result in increased release of nutrients into waterways.

While there are no plans for reticulated sewerage services to the Shire in the foreseeable future, the Shire and development industry will need to be satisfied that alternative fit-for purpose water and wastewater systems can be implemented without negatively affecting the environment or public health. All water supply and wastewater servicing is to be provided consistent with government legislation and policy.

Rural Land and Land Uses

The Shire is predominantly rural, and its proximity to the Perth metropolitan region provides significant opportunities for agricultural production and value-adding. It is a productive agricultural producer, with established citrus, poultry, horticulture (including viticulture) and livestock industries. Rural land is a significant economic and cultural asset which the Shire seeks to preserve.

A 'business as usual' approach is proposed for North of Bindoon, with an emphasis on retaining rural land for primary production, which includes a diverse range of land uses including cultivation, aquaculture, tree farms, and extractive industries.

Where rural land is retained, the Shire seeks to promote the use of rural land in accordance with sustainable natural resource management practices, and primacy of primary production, with non-agricultural uses located in designated areas.

The existing 'Agricultural Resource' zone has the largest variety of permitted land uses of all the planning scheme zones. While this is deliberate, and seeks to diversify the Shire's economic base, the intention is to direct industrial uses to the Muchea Industrial Park, and promote a variety of land uses, such as tourism opportunities, agri-businesses, hobby farms, and land uses and developments that are related to, and compatible with, primary production.

Industrial Land Use

Historically, the Shire has had no significant land areas allocated for industrial/light industrial land uses. As a result, rural land has been used for industrial uses such as transport depots and warehouse/storage uses.

In 2011, the Western Australian Planning Commission released a structure plan for the Muchea Industrial Park (MIP) an area of approximately 1150ha of 'Agricultural Resource' land in Lower Chittering/Muchea at the junction of Great Northern Highway and Brand Highway. With Stage 1 of the MIP now zoned and with subdivision approval, the strategy seeks to direct industrial land uses to the Park, and preserve rural land for uses associated with primary production, while retaining the Shire's natural and rural landscape character and rural amenity.

In order to support development of the MIP, the strategy seeks to limit the introduction of further sensitive land uses within one kilometre of the MIP, to allow the Park to be developed with a range of industrial uses, and to ensure that any amenity impacts from the MIP do not affect sensitive land uses.

Tourism and Recreation

The Shire has a picturesque rural landscape character that is close to major tourism markets in Perth, and with good access from an attractive State tourist drive. Citrus orchards and vineyards provide local produce in wayside stalls along major roads, and the Bindoon Bakehaus provides a popular lunch-time destination. The Shire benefits from its close proximity to the metropolitan area especially to the Swan Valley, and from its location along the route to New Norcia, a popular day-trip destination.

Rural retreat-style accommodation and facilities linked to vineyards and orchards attract visitors, and the Shire, however, surveys identified a lack of accommodation and eateries within the Shire.

Basic Raw Materials

The Shire's basic raw materials comprise of gravel for roads and sand and clay for construction. Clay deposits are confined to the Darling Scarp, and is commercially extracted in the southern part of the Shire.

The protection of basic raw materials is provided for under the Western Australian Planning Commission's State Planning Policy. The Local Planning Strategy provides for proposals for basic raw material extraction to be considered in relation to likely impacts on natural areas, residential amenity, compatibility with existing land uses, and impacts on landscape character.

Mining

The Shire contains important geological resources – mineral sands on the coastal plain, and bauxite on the Darling Plateau. These resources are important contributors to the economy of the Shire and the State.

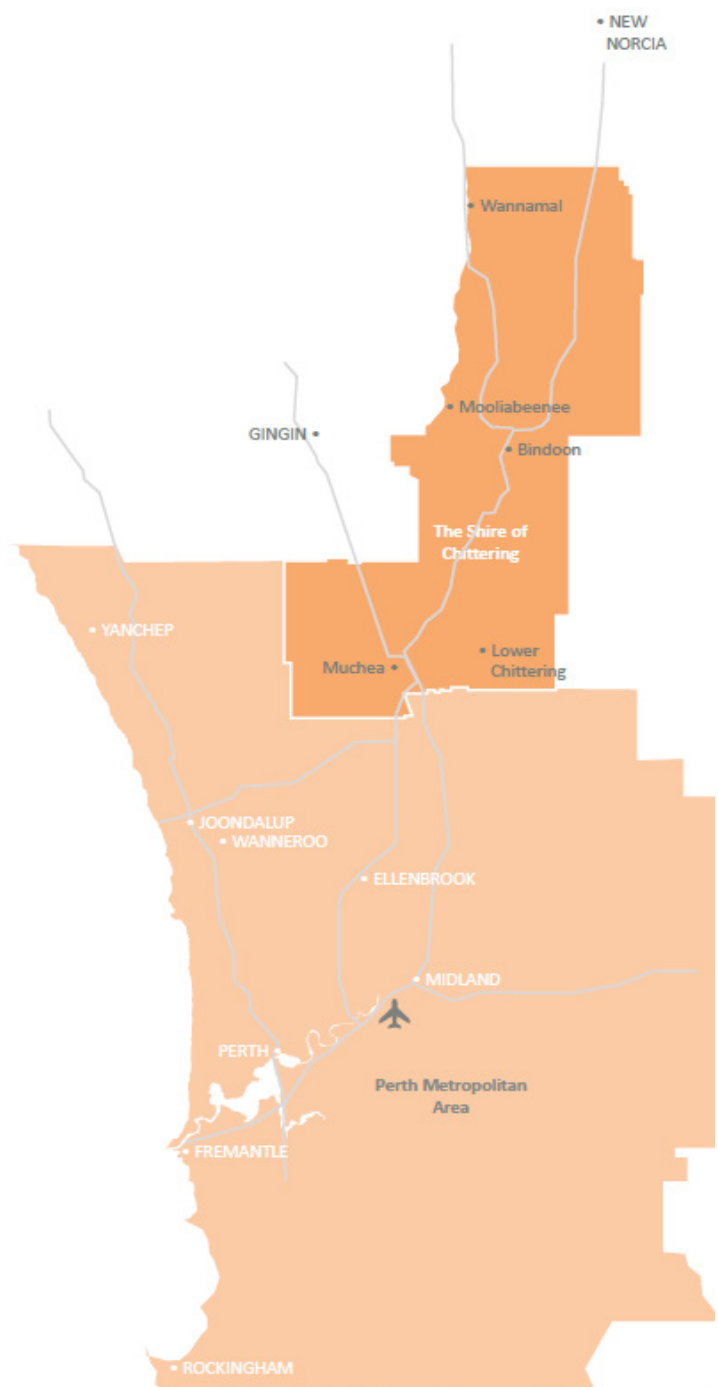
While mining is generally managed through the Mining Act 1978 (the Mining Act), the Shire has a historical legacy that applies to minerals located on private land that was granted from the Crown before 1899. Commonly referred to as 'mineral to owner' land, there is potential for these proposals to be controlled via the Planning and Development Act 2005.

OUR LOCATION

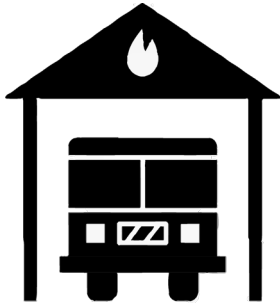
The Shire services the townsites of Bindoon, Muchea and Wannamal along with the localities of Mooliabee-nee, Upper Chittering and Lower Chittering. The Shire has easy access to the neighboring towns and rural properties of Gingin, Toodyay, York, Northam, Beverley, Goomalling, Victoria Plains and Australia's only monastic town, New Norcia.

The opening of the Tonkin Highway in 2020, part of the greater Perth to Darwin National Highway, has placed the Shire of Chittering strategically closer to the metropolitan area, and critically, for future growth in the Muchea Industrial Park (MIP), at the junction of crucial national and state road networks.

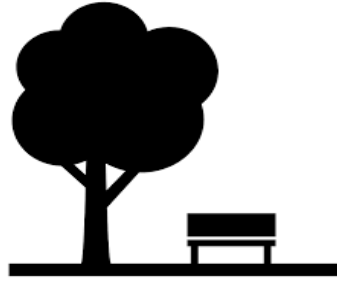
The Shire of Chittering Administrative Centre is based in Bindoon at 6177 Great Northern Highway.



QUICK FACTS ABOUT CHITTERING



Fire Stations **5**



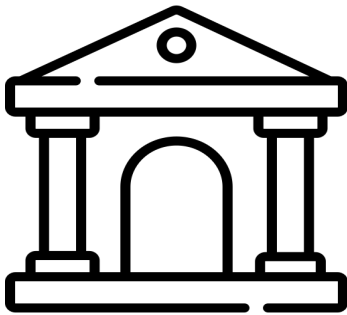
Parks & Reserves **19**



Ovals **8**



BMX Tracks **3**



Community Halls and Sport & Recreation **7**



Health Centres **2**



Landfill Sites **2**



Public Amenities **9**



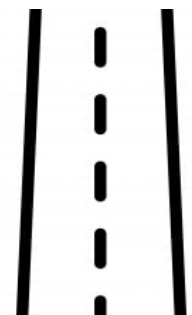
Cemeteries **1**



Libraries **1**



Sealed Roads **230km**



Unsealed Roads **174km**

OUR COUNCIL

The Shire of Chittering consists of popularly elected members (seven) who are elected for a four-year term. Elections are held every two years, at which half the seats are contested. Council governs the Shire's affairs, monitors the performance of its functions, and is responsible for allocating finances and resources. Council also determines and reviews the Shire's policies, plans and other statutory documents.



President Cr Aaron King

Term expires October 2025

President since October 2021

Elected Member since October 2021

Email: crking@chittering.wa.gov.au



Cr Mary Angus

Term expires October 2023

Deputy President since October 2021

Elected Member since October 2016

Email: crangus@chittering.wa.gov.au



Cr Carmel Ross

Term expires October 2025

Elected Member since October 2017

Email: crross@chittering.wa.gov.au



Cr Mark Campbell

Term expires October 2023

Elected Member since February 2021

Email: crcampbell@chittering.wa.gov.au



Cr John Curtis

Term expires October 2023

Elected Member since October 2019

Email: crcurtis@chittering.wa.gov.au



Cr Kylie Hughes

Term expires October 2023

Elected Member since October 2019

Email: crhughes@chittering.wa.gov.au



Cr David Dewar

Term expires October 2025

Elected Member since October 2021

Email: crdewar@chittering.wa.gov.au

OUR SERVICES

Local government in Western Australia is established under the Local Government Act 1995, and is the third sphere of government. Local government is responsible for delivering a wide range of economic, human, recreational and property services as well as developing and maintaining essential community infrastructure.

Local government has legislative responsibility to perform many functions for the local community which are mandatory services. Examples include approvals for planning, building and health, and swimming pool security fencing.

Local government also delivers discretionary services to the community, such as library programs and events, and the provision of recreational facilities and programs, which contribute to an improved quality of life for people within the community.

Provision and maintenance of community facilities, infrastructure and assets

Community buildings	Parks
Playgrounds	Street lighting
Bindoon library and little free libraries	Car parks
Bridges	Streetscapes
Footpaths	Sport and recreation facilities
Stormwater drainage	Fleet
Roads	Natural bushland and conservation areas

Provision of discretionary services

Conservation and environmental programs	Library programs and events
Shire rangers	Facility hire
Leisure centres and recreational programs and events	Community health programs
Waste services (recycling, greens, white goods etc.)	Community education programs
Economic development and investment attractions	Cultural programs
Civic ceremonies	Graffiti removal
Community development	Festivals and events
Youth services	Noise investigations
Community safety programs	Stable fly management

Provision of mandatory services – State legislation and local laws

Animal control	Public building inspections
Litter	Library lending services
Verge obstruction	Urban planning
Public event compliance	Swimming pool safety
Signs	Access and inclusion
Abandoned vehicles	Food safety
Bushfire prevention and management	Building, planning and health approvals
Building and planning compliance	Environmental health regulations
Waste services (weekly refuse collection)	

OUR ORGANISATION

Our values guide our behaviours and provide the boundaries within which our interactions with stakeholders and customers occur. Our values are aligned to our vision, culture and strategy. The values define our organisation to employees, stakeholders and customers, and remind staff of the preferred way of achieving our desired outcomes.

Our Values

Positive Attitude

Respect

Accountability

Teamwork

Our organisational structure and functions

The organisational structure is led by the Chief Executive Officer who is supported by an Executive Leadership Team, comprising of three Executive Managers. Each Manager oversees the operations of Business Units structured to meet the Shire's strategic and operational objectives, legislative responsibilities and to ensure services are delivered in the most efficient and effective manner.

Council delivers services to the community through three departments and the Chief Executive Officer's office. Each department comprises of several service units.

Chief Executive Office: responsible for leadership and development; governance and compliance; strategic planning; inter government relations; Member services and Member / staff relations; property management; regional relations; human resources; freedom of information and external complaints.

Deputy Chief Executive Officer: responsible for administration; financial and rate services; insurances; records management; library services; economic and community development services; tourism; public interest disclosure; and tendering compliance.

Development Services: responsible for planning services; environmental health services; building services; emergency services; bushfire mitigation services and ranger services.

Technical Services: responsible for asset management; road construction and maintenance; parks and gardens (including reserves); building maintenance; cemetery maintenance; landfill / waste management; fleet management and cleaning.

The organisational structure, illustrated below, is a key factor in achieving our outcomes and strategic objectives. The structure contributes to three very important aspects, namely:

- the overall success of the Shire;
- organisational culture; and
- the Council values.

OUR ORGANISATION

Chief Executive Officer

Executive Manager
Technical Services

Executive Manager
Development Services

Deputy Chief Executive Officer

Human Resources

Infrastructure Management Services

Rangers and Community Safety

Financial Services

Governance

Asset Management

Planning Services

Information Technology

Communications

Operation Services

Compliance and Regulatory Services

Community Development & Library Services

Strategic and Organisational Development

Economic and Tourist Development

INTEGRATED PLANNING AND REPORTING

The Shire’s Integrated Planning and Reporting Framework (IPRF) guides our planning processes to ensure clear alignment to, and delivery on the aspirations and desired outcomes identified by our community.

The following image illustrates the three levels (long, medium and short term) of Strategy, Corporate and Service Planning.

10 YEARS - Strategy	
STRATEGIC COMMUNITY PLAN Vision Statement Community Aspirations Outcomes	Describes the 10-year aspirational vision for the future of Chittering and the community’s desired outcomes. The outcomes leads to the development of various Council Adopted Strategies and Plans such as the Tourism Strategy, Economic Development Strategy ext.
4 YEARS - Corporate	
CORPORATE BUSINESS PLAN Strategic Objectives Strategies Major Initiatives Capital Works Program	<p>Strategic objectives represent the strategic direction for the next four years to achieve the Vision.</p> <p>Strategies describe how Council seeks to achieve the Community Outcomes over the next four years. These strategies are also aligned to Council Adopted Strategies and Plans.</p> <p>Major Initiatives are critical projects or actions that are prioritised for delivery of the Strategic Objectives.</p> <p>Capital Works Program outlines Council’s planned projects over the next 4 years, identified in the Long Term Financial Plan.</p>
1 YEAR - Service	
ANNUAL OPERATIONAL PLANS Services Annual Budget	<p>Services include all BAU activities and legislative requirements, aligned to various service levels.</p> <p>Annual Budget that aligns the financial aspects to Council services.</p>

Level 1; also known as the **Strategic Community Plan** is the strategic direction over the next 10 years.

Level 2; the **Corporate Business Plan** is the Administration’s response to the Community Plan (Level 1).

Level 3; the **Annual Operational Plan** is the detail of year 1 of the Corporate Business Plan (Level 2). The consolidated Operational Plan (consolidation of all service area operational plans) is the detail of the Shire’s Annual Budget. It is at this level where resource allocation occurs. This includes the allocation and alignment of people/workforce, finance/budget as well as assets. This level is therefore of at most importance to ensure accountability of all staff and an overall performance culture. This level also aligns to individual performance.

OUR VISION

*Prosperous and diverse rural communities
living in harmony with nature*

We do this by:

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 are available in the local community



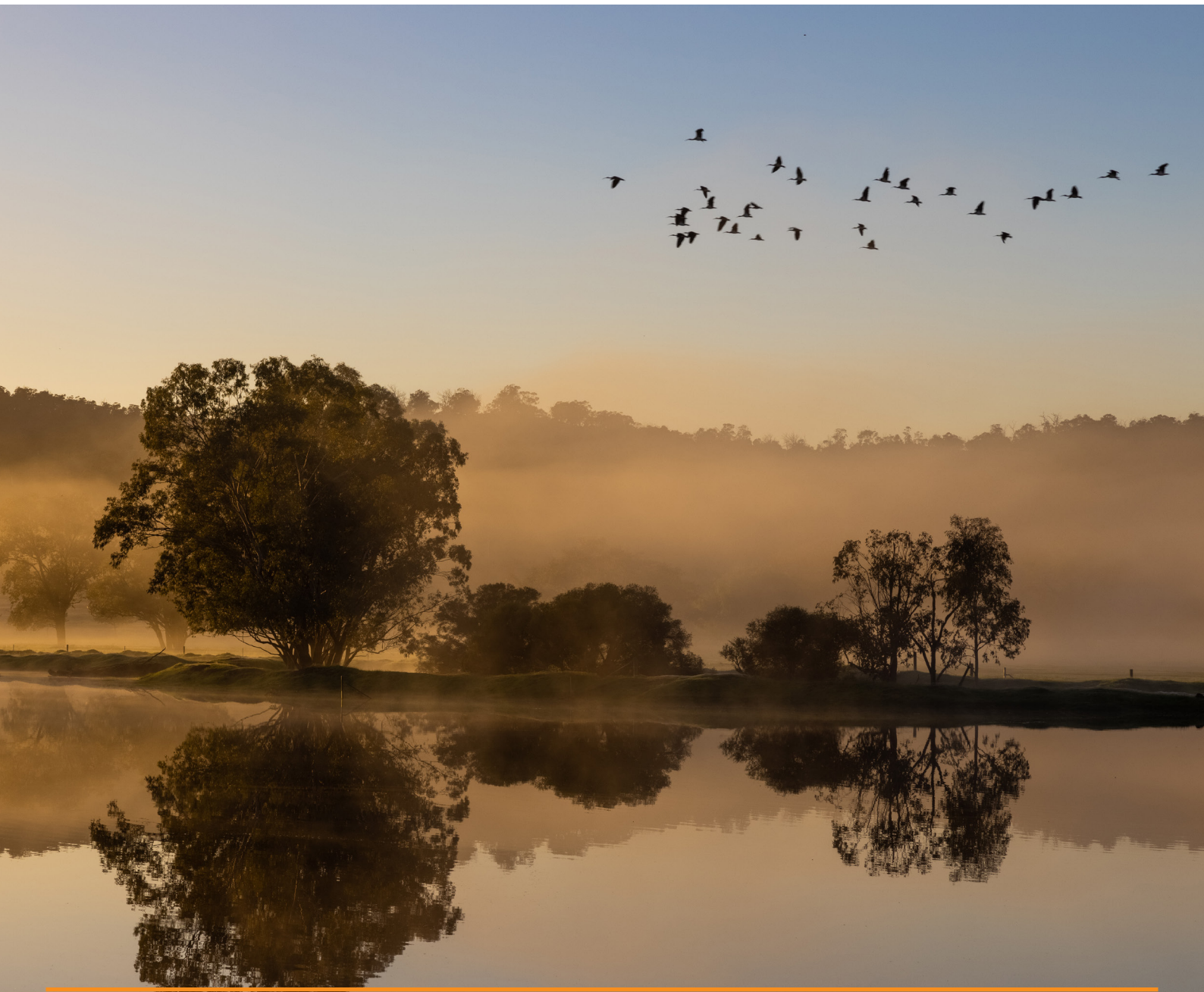
OUR COMMUNITY ASPIRATIONS

Our community aspirations summarise what the community wants for the Shire of Chittering over the next 10 years. These aspirations have helped guide the development of the medium-term strategies

The community's aspirations for the future...	in 10 years, this should look like...	Council's medium-term strategies in response
STRATEGIC COMMUNITY PLAN		CORPORATE BUSINESS PLAN
COMMUNITY		
An inclusive, active, safe and healthy community	An active and supportive community	Events to bring the community together and assist connections Social hubs to bring the community together Increased volunteer participation across the Shire
	A safe and healthy community	Improve education, health, disability, youth and aged services Increase the availability of emergency services
NATURAL ENVIRONMENT		
A protected and bio diverse environment which community and visitors enjoy	Sustainable lifestyle	Encouraging development in keeping with the environment Improved waste management and recycling practices Limit impacts of mining, extractive industry and industrial development
	Protection of life and property	Ensure water security and quality Limit noise and light pollution Protection of wildlife and nature from pests, weeds, destruction and contamination
BUILT ENVIRONMENT		
A well planned built landscapes that are progressive, vibrant, diverse and reflect the Shire's unique country lifestyle	Retaining rural amenity	Balance development with natural environmental and open spaces Planned development retaining rural amenity
	Improving infrastructure	Maintenance and construction of safe roads Townsites with attractive streetscapes Provision of community facilities to allow sport and recreation participation
ECONOMY		
Thriving, sustainable and diverse economic investment and local employment opportunities from cottage to large scale industry	Economic growth	Support investment which stimulates sustainable industries, business and job growth Support agricultural growth, with a focus on local produce and agribusiness
	Local business growth	Encourage and support local businesses and new investments for the future
	Increased visitors	Support and promote accommodation options Facilitate, promote and support visitation Increase in nature-based tourism and agritourism

OUR COMMUNITY ASPIRATIONS

The community's aspirations for the future...	in 10 years, this should look like...	Council's medium-term strategies in response
STRATEGIC COMMUNITY PLAN		CORPORATE BUSINESS PLAN
ADMINISTRATION AND GOVERNANCE		
A responsive and empowering Council which values consultation, accountability and consistency	An engaged community	Continue to engage with the community, using a variety of methods of inviting input
	Accountable and transparent governance	Become a leader in the areas of transparency, disclosure and public accountability Responsible, sustainable and planned use of the Shire's financial resources



OUR INFORMING STRATEGIES AND PLANS

The Shire of Chittering has a number of plans and strategies that provide future direction and assist in decision-making processes. All these strategies and plans are issue specific and have been formally adopted by Council and integrated into the Council’s Integrated Planning and Reporting process. Some of the key strategies and plans that have been integrated into this Corporate Business Plan are:



ECONOMIC AND DEVELOPMENT STRATEGY

The Shire of Chittering has an opportunity to help shape the direction and degree to which Chittering's economy will develop in the coming decade.

The Muchea Industrial Park is strategically placed to cater for the mining, transport and logistics industries with its access to major highways and RAV10 road upgrades, allowing access for 53m long road trains.

A potential for education and training facilities in the area exists; an opportunity for increased jobs for a steadily rising population, and for young adults to be trained close to home.

Improved road access to the region, low property overheads, flexible agricultural zoning, and a growing local workforce to choose from provides an opportunity to market Chittering as an advantageous place to develop a business.

Improved commercial activity in townsites Residents and businesses in southern shire localities are drawn to consume goods and services from commercial hubs outside of the Shire, due to an existing lack of local availability and ease of access to the metropolitan area.

Chittering is home to 516 businesses and 1,391 local jobs (REMPPLAN). The majority of businesses are sole traders or non-employing, with only nine employing 20 or more staff; shared equally amongst the retail, education, and administration sectors (ABS).

The Shire of Chittering has the opportunity to assist and encourage local business development through promotion, exposure, upskilling, connection, and financial and professional support.

Agricultural Resource-zoned land parcels are in abundance in Chittering and provide an opportunity for tourism and value-adding; with permitted planning uses including tourism opportunities, agri-business, hobby farms, and other uses related to primary production.

TOURISM STRATEGY

The tourism vision is to develop Chittering as a thriving, sustainable and diverse tourism destination.

Goals

Become the premier agritourism or country experience destination in the Destination Perth RTO region, by positioning Chittering as 'Perth's Countryside'; a high quality tourism destination for visitors from, and to, Perth.

Become a premier destination for trails; cycle, walk and drive trails intersected with other key offerings such as agritourism and dark sky tourism

Encourage investment in Chittering; maximising product diversity, increasing carrying capacity and employment opportunities

TRAILS NETWORK

The Chittering Trails Network Master Plan outlines the vision for trails within the Shire; "A trails network which will cater for the community and visitors, with quality trails that are well promoted and linked. Use of the network will be an enriching natural and historical Shire experience".

Whilst trails were growing in popularity beforehand, the use of trails and the desire to be surrounded by nature has only increased since the beginning of the COVID-19 pandemic in 2020. Long term data shows an overall increase of 1.2% for adult participation in bushwalking over the past 20 years in Australia, and nationally in 2019, around 32% of adults participated in non-sports related activities compared to 19% in sport-related activities.

Economically, Adventure and Nature-based tourism is forecast to become a \$1.3T global tourism segment by 2023. The combined socio-economic value of sport in WA has been estimated to be \$9.2billion in 2017, including economic, health and education benefits. This represents a return of \$7 for every dollar invested.

Additionally, trail users become advocates for the preservation of natural areas, aligning with the protection of "Our Natural Environment", as highlighted in Chittering's Strategic Community Plan.

The Chittering region has a range of existing trails including:

- walk trails (like those at Djidi-Djidi Ridge, Moondyne Nature Reserve and Bindoon Tale Trail),
- a small number of equine trails,
- cycle trails (in construction around Lake Needonga); and
- drive trails (like the Farm Flavour Trail and Eat, Pick, Grow).

Mountain Biking is an increasingly popular recreation, and similar mountain bike infrastructure has provided a huge economic stimulus to struggling regions elsewhere in Australia (See Derby and Dungog).

Whilst there are a number of small trails located throughout the Shire, there is an opportunity to create networks of trails throughout the region, not only for residents to enjoy, but for visitors from the nearby Perth area and beyond.

Trails are beginning to be marketed to broader audiences by state and international tourism

organisations. Chittering has the natural assets to cement itself as a premium trail destination, showcasing the best of Western Australia's wilderness to visitors from, and arriving to, Perth. Alignment and integration with national and international campaigns would deliver high value travellers to Chittering.

The Chittering Valley Tourist Drive (Route 359) provides a connection between Moondyne Nature Reserve and Avon National Park in Lower Chittering and Bindoon in the north, with Djidi-Djidi Ridge centred between the two.

SPORT AND RECREATION PLAN

Council has certificate of title or vested authority over 17 community facilities and reserves within the Shire of Chittering. Shire staff directly manage two of our community / recreation facilities, and process bookings at a number of parks and recreational spaces. The remaining facilities are managed under lease and licence agreements with Community Organisations.

Activating these spaces by encouraging various physical, cultural, artistic and social services, creates the opportunity for both social connection and physical activity, promoting mental health in the community.

Sport and recreation opportunities contribute to the health and wellbeing of individuals and communities. Chittering residents should be provided with opportunities to participate and have access to a wide range of sport and recreation activities, both passive and as part of organised groups.

The Sport and Recreation Plan provides a coordinated and strategic approach to sport and recreation facility development and planning based on identified community need and ensures that a range of sport and recreation development, training and funding programs and services are provided to the community.

Parks, Reserves & Public Open Spaces

Research suggests that access to nature plays a vital role in human health, wellbeing, and development. Access to public open space encourages people to be physically active and supports good mental and physical health.

It is Councils intention to ensure that our community and, in particular those within our residential estates, have access to parks and reserves close to home where they can gather and connect with others and where children are encourage to explore and engage with the natural world.

Paths & Trails

A trails network which caters to the needs of the community and its visitors can provide an enriching natural and historical Shire experience where regular trail users become advocates for the preservation and protection of our natural environment.

Facility Upgrades

Community infrastructure is an important component of Local Government service provision to its community. Our halls, sporting complexes and heritage precincts provide avenues for formal structured community sports and informal recreational and social pursuits where members of the community can play, celebrate, socialise or recreate.

Council recognise that we haven't kept pace with the necessary upgrades and replacement to our aging facilities. Over the duration of this plan we aim to address this. At the same time we will continue implementing new agreements for the lease or hire of Council facilities, working alongside the community organisations who currently occupy these facilities.

Despite the Wannamal Hall reaching its end of life projects in 2022-2203 this project has been removed from this plan as the facility is considered by Council and the Wannamal community to have many years left of its useful life.

LOCAL BIODIVERSITY STRATEGY

The vision of the Shire's Local Biodiversity Strategy is to prioritise the retention of its Local Natural Areas, and by 2050 will have formally protected at least 6,328 hectares within these areas.

The greatest threat to biodiversity in the Shire of Chittering is subdivisional development or other types of development that require clearing of native vegetation. This threat can largely be controlled by careful planning. Consideration has been given for future development to occur on previously cleared land.

Phytophthora cinnamomi causing dieback is seen as the next greatest threat. Dieback has been responsible for the destruction of tens of thousands of hectares of bushland in the south-west of Australia. This disease can be managed by strict control on the movement of vehicles and people from areas of known infestation and by careful selection of road making basic raw materials from disease free deposits. Another major threat to the Shire's biodiversity is bushfire. Careful consideration to minimising damage in fire events is critical to the sustainability of the biodiversity.

Four goals have been identified on which to base the Shire's local biodiversity conservation efforts and form its land use planning policy, as follows:

GOAL 1: Retention of natural areas

Retain all existing natural areas and where retention is not possible, seek opportunities for offsets. A specific target is to retain 30% of each representative vegetation complex where possible.

GOAL 2: Protection of natural areas

Protect adequate representation of the best examples of each vegetation complex/class found in the Shire, targeting at least 11,550 hectares of native vegetation in good or better condition. The aim is to protect natural areas where less than 30% of the original extent remains, protect the best examples of each of the vegetation complexes found in the Shire and to prevent reduction of any of the vegetation complexes below 10% of the pre-European extent.

GOAL 3: Management of natural areas

All protected and reserved natural areas are managed for conservation through:

- Active management for conservation of reserved natural areas.
- Support being provided to landowners with significant natural areas protected through conservation covenants.
- Support being provided to landowners with voluntary management agreements entered into under programs such as Land for Wildlife and conservation covenants.

GOAL 4: Bushfire fuel reduction measures

Provide for high-level detail regarding the extent of vegetation complex/class and suggest measures for maximising retention from bushfire risk through:

- Clearer understanding and location of indicative high conservation flora and fauna
- Providing data on how certain plants respond to fire.
- Consider fuel reduction methods other than fire to reduce bushfire risk and maintain ecological integrity of the natural vegetation,

Considering the growing pressure for development in the Shire, the protection of natural areas is of highest priority. The Shire should seek opportunities to protect natural areas of highest ecological value. These exist within the identified 'Indicative High Conservation Value Areas' (IHCVAs).

Biodiversity Conservation Planning Precinct*Bindoon*

The Bindoon Planning precinct objective is to maintain a local centre attuned to dispersed settlement pattern. Large sections of this precinct are identified as Priority Development Areas (4,143 ha), including areas within HCVA's.

Chittering Valley

Protection of biodiversity is compatible with the land use planning objectives of the Chittering Valley precinct where no further excessive development and no subdivision is to occur apart from boundary realignments.

Lower Chittering

Lower Chittering Planning Precinct is identified as suitable for rural residential subdivision with consideration of biodiversity preservation needs.

Over 1,100 hectares of regionally significant vegetation complexes are represented within eleven Interim High Value Conservation Areas. These areas still retain significant vegetation and where this vegetation is retained within viable patches, their increased protection should be encouraged through appropriate management and planning conditions during subdivisional considerations.

Muchea Industrial Park Structure Plan Area

The objective of the Muchea Industrial Park is to provide for establishment of services and light industry with opportunities for local employment, in accordance with the Muchea Industrial Park Structure Plan (2022)

Muchea Townsite

Muchea Precinct objective is to maintain existing density living in keeping with Muchea Village character.

Agricultural areas

The Shire maintains a general presumption against Rural Residential, Rural Small Holdings or Rural Retreats in the northern agricultural areas. Any activity that results in clearing of native vegetation requires a Clearing Permit under the Environmental Protection Act 1986, except for exempt activities that are defined in Clearing Regulations.

Native vegetation extent and representation

Approximately 30% of the original (pre-European) extent of native vegetation remains within the Shire of Chittering. Native vegetation within the Shire reflects the distribution of landforms and associated soils and is described as vegetation complexes. At a regional scale, the Shire lies within three major biogeographic sub-regions, or geographic regions where unique mosaic of landforms, soils and other conditions define vegetation communities and associated ecosystems that form within Swan Coastal Plain, Dandaragan Plateau and Darling Plateau (Northern Jarrah Forrest).

All native vegetation in the Shire can be categorized into 30 vegetation complexes or classes. Some of the mapped vegetation complexes have been heavily cleared and few representative areas remain at regional or at local scale. A number of vegetation complexes within the Shire can be considered regionally significant.

LOCAL PLANNING STRATEGY

The Local Planning Strategy has been prepared to guide land use planning and decision making, providing the Shire rationale for zoning, and land use and development controls, to be included in the Shire's local planning scheme.

The strategic intent of the Local Planning Strategy is to 'Conserve and Consolidate'. That is, to 'conserve' its natural areas and rural character, and to 'consolidate' future development in areas where infrastructure and services are available, and primary production to the north.

The Local Planning Strategy:

- Seeks for the majority of future residential development to occur in and around Bindoon and at 'Reserve Road'. Some development is provided for in Lower Chittering where it is 'rounding off' existing rural residential estates and where environmental and bushfire management benefits are demonstrated. No additional residences are planned for Muchea due to catchment management issues.
- From an economic perspective, the strategy seeks to secure the northern portion of the Shire for primary production, and also activate rural areas with tourism development and diversified primary production land uses. The major economic and employment driver is the Muchea Industrial Park, which is expected to experience development in the life of the strategy.
- From an environmental perspective, the strategy seeks to build on the Shire's Biodiversity strategy, and protect the iconic biodiversity assets of the Shire, which also securing important landscapes and rural amenity. Catchment management is also an important part of the strategy, particularly in and around the Ellen Brook and associated wetlands.



OUR STRATEGIC OBJECTIVES

In response to the Vision, Council has developed five strategic objectives, derived from our community aspirations. These are outlined below and set the direction for the next four years. Our vision anchors and connects these objectives to deliver real outcomes for the community over the next four years.



COMMUNITY DESIRED OUTCOMES

The **5 strategic objectives** are supported by **11 outcomes** and **23 strategies** that provide operational direction for the Shire’s administration to focus resources.

Community	1.1 An active and supportive community (outcome 1)
	1.2 A safe and healthy community (outcome 2)
Natural Environment	2.1 Sustainable lifestyle (outcome 3)
	2.2 Environmental protection (outcome 4)
Built Environment	3.1 Retaining rural amenity (outcome 5)
	3.2 Improving infrastructure (outcome 6)
Economy	4.1 Economic Growth (outcome 7)
	4.2 Local Business Growth (outcome 8)
	4.3 Increase Visitors (outcome 9)
Administration and Governance	5.1 An Engage Shire (outcome 10)
	5.2 Accountable and transparent governance (outcome 11)

COUNCIL PRIORITIES OVER THE NEXT FOUR YEARS

The following information illustrates how we will implement these strategies over the next five years. The 11 outcomes are structured by the five themes listed in the previous section, namely: **Community**; **Natural Environment**; **Built Environment**; **Economy** and **Governance**.

The 23 Strategies have been identified as the key focus areas for the next four years, and are set out in the Shire's 4-year Corporate Business Plan. Each strategy has a timeline between 1-4 years. These strategies group all the services and programs delivered and provided by the Shire, including various business as usual activities and special projects identified through future planning activities. The following council adopted strategies and plans have been integrated and included in the Corporate Business Plan:

- Economic Development Plan (EDP)
- Draft Strategic Waste Management Plan (SWMP)
- Sport & Recreation Plan (S&RP)
- Building Maintenance Plan (BMP)
- Disability Access and Inclusion Plan (DAIP)
- Small Business Friendly Approvals Program (SBFAP)
- Tourism Strategy (TS)
- Trails Masterplan (TMP)
- Local Biodiversity Plan (LBS)
- Local Planning Strategy (LPS)

How these strategies will be implemented:

Each strategy are planned and prioritised through the Annual Operational Planning process. Projects and improvement initiatives have been identified and prioritised within the relevant year.

Each strategy identifies the annual projects and initiatives for 2023/24 as well as proposed future projects and initiatives for the outer 3 years. The 2023/24 projects and initiatives form the Shire's Annual Operational Plan and is closely aligned with the 2023/24 Annual Budget. The 2023/24 Annual Operational Plan illustrates how Council is planning to implement the adopted budget and operationalise the first year of the Shire's Corporate Business Plan.

How to read the detail of the 4-year plan illustrated in the next section:

Each Outcome is aligned to the relevant Strategy. Each of the 23 Strategies are summarised in two sections:

- Services and business as usual programs
- Corporate Business Plan (CBP) 4-year priorities
 - Improvement initiatives
 - Policy development/review priorities
 - Projects

Year one (2023/24) of the CBP is the Shire's Annual Operational Plan for the 2023/24 financial year and will be implemented as part of the Shire's Annual Budget 2023/24.

STRATEGIC OBJECTIVE

A CONNECTED, SAFE AND HEALTHY COMMUNITY

Outcome 1: An active and supportive community

STRATEGY 1.1	Events and groups to bring the community together and assist connections
STRATEGY 1.2	Social hubs to bring the community together
STRATEGY 1.3	Increased volunteer participation across the Shire

The following table lists some of the key services and business as usual programs/events that contributes in bringing the community together:

Services and business as usual programs	
<p>Events management</p> <ul style="list-style-type: none"> • Civic events <ul style="list-style-type: none"> - Localised events - Community & Club Development - Taste Of Chittering - Tourism Hiking event - ANZAC Day - Australia Day • Community events <ul style="list-style-type: none"> - Youth National/International Event Participation - Recognition VBFB - Adult Sponsorship - Public Relations/Donations - Community Engagements • Citizenship ceremonies <p>Community bus service</p> <p>Community program management</p> <ul style="list-style-type: none"> • Sport and Recreation Program Delivery • Community & Sport facility bookings and usage • Club development program • Stakeholder groups facilitation, including reference groups • Community funding program (grants, donations, sponsorships) 	<p>Library services</p> <ul style="list-style-type: none"> • Online and physical resources • Loans and returns management • Facility access and use • Library building maintenance • Manage the x4 Little Fee Libraries • Digital media – website management and technology usage • Library programs <ul style="list-style-type: none"> - School Holiday Activities & Dementia Cafe - Theme Month, Xmas, Library Lovers Activities • Volunteer program <ul style="list-style-type: none"> - Management of the Bushfire brigade volunteer program - Volunteer week and Volunteer Day - Volunteer training opportunities

The following table illustrates the priorities for the next four years

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Improvement Initiatives			
Implement the Shire’s annual events and festival calendar			
●	●	●	●
Shire-wide club development workshops to ensure local club sustainability (S&RP)			
●			
Implement the community localised events			
●			
Build on existing social capacity of communities and existing groups (S&RP)			
		●	
Activate the Bindoon library space by hosting at 12 events/activities for adult and junior library industry			
●	●	●	●
Place-centred development – support hub development around town centres to assist and create industry (EDS)			
	●		
Investigate possibility of developing commercial buildings to lease to private industry into the future to encourage growth (EDS)			
		●	
Create a map showing permitted food truck trading locations (SBFAP)			
●			
Activate Council land within town centres with externally organised events and experiences (EDS)			
		●	
Centralise volunteer services by establishing a volunteer working group			
●			
Promote the volunteering program to increase in community participation - all areas			
●	●		
Continue with the marketing campaign designed to encourage skilled volunteers to assist at the Visitor Centre (Tourism Strategy)			
●	●		
Establish an internal staff volunteer management function			
●			
Policy development / review			
Develop the Reconciliation Action Plan (RAP)			
●			

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Projects			
Implement the Reconciliation Action Plan (RAP)			
	●	●	●
New planned hubs in Lower Chittering and a trails tourism precinct in Bindoon (EDS)			
		●	
Upgrade the Bindoon Library			
		●	
Implement the annual Volunteer Day and Volunteer Week including Fire Volunteer Event			
●	●	●	●
Responsible Service Area			
Library Services; Bushfire Risk Management; Community Development			



Outcome 2: A safe and healthy community

STRATEGY 2.1 Improve education, health, disability, youth and aged services

The following table lists some of the key services and business as usual programs/events that contributes in bringing the community together:

Services and business as usual programs	
<p>Community development services</p> <ul style="list-style-type: none"> Youth Services <ul style="list-style-type: none"> School Holiday Activities - Youth Program Aged Services <ul style="list-style-type: none"> Seniors Week - Fitness Classes Disability Services Community Transport Reconciliation Social Support <p>Education</p> <ul style="list-style-type: none"> Scholarships and awards School bus and bus shelters <p>Housing services</p> <ul style="list-style-type: none"> Management and maintenance of eight senior and seven community houses 	<p>Health services</p> <ul style="list-style-type: none"> Chittering Community Health Centre maintenance and repairs <p>Public health (legislative)</p> <ul style="list-style-type: none"> Food safety inspections & education at all food outlets; Notifiable diseases investigations and salon inspections (tattoo, hair and beauty); Public buildings, events & caravan parks inspections; Water quality sampling at all public swimming pools, commercial & council premises

The following table illustrates the priorities for the next four years

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Improvement Initiatives			
Ensure all Shire staff complete the 'Accessible Events Checklist' for Shire public, community and stakeholder events and added to Event Coordination records (DAIP)			
●			
Policy development / review			
Develop the Shire's Public Health Plan			
●			●
Review the Disability Access and Inclusion Plan (DAIP)			
			●
Review the Community Development Plan			
	●		
Projects			
Conduct the 4-yearly legislative pool barrier inspections at all residential swimming pools			
●			
Development of seven independent living units for aged people (Y1 - land aquisition and subdivision; Y2 - construction)			
●	●		
Responsible Service Area			
Environmental Health Services; Community Development; Development Services			

STRATEGY 2.2	Increase the availability of emergency services
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The following table lists some of the key services and business as usual programs/events that contributes in bringing the community together:

Services and business as usual programs	
<p>Community safety</p> <ul style="list-style-type: none"> • Law enforcement <ul style="list-style-type: none"> - Abandoned vehicles - Verge obstructions - Litter compliance - Community safety programs • Animal management <ul style="list-style-type: none"> - Registrations and investigations of domestic animals - Wildlife animal management - Animal care centre management and maintenance • Crime prevention through CCTV management and safety vehicle patrols • Rural numbering 	<p>Emergency services</p> <ul style="list-style-type: none"> • Revision and update of Emergency Recovery Plan • Conduct annual test of LEMA aligned to the Emergency Management Act 2005 • Manage, review and implement Recovery Plan • Management of local emergency preparedness <p>Compliance</p> <ul style="list-style-type: none"> • Swimming pool barrier inspections every four years • Permits/licenses - food trucks, disposal systems, events

The following table illustrates the priorities for the next four years

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Improvement Initiatives			
Identify strategies to reduce anti-social behaviour such as hoon driving			
	●		
Conduct a formal Disability Access & Inclusion (DAI) assessment of Shire owned or managed facilities, assets and public spaces - fire stations (DAIP)			
●			
Policy development / review			
Revision and update of Emergency Recovery Plan			
●	●	●	●
Projects			
Minor Upgrades to: Upper Chittering Fire Station (Y1 and Y3) Muchea Fire Station (Y1 and Y4) Bindoon Fire Station (Y3)			
●		●	●
Responsible Service Area			
Emergency Services; Rangers; Environmental Health Services; Development Services			

SUSTAINABLE LIVING IN A PROTECTED ENVIRONMENT

Outcome 3: Sustainable lifestyle

STRATEGY 3.1	Encouraging development in keeping with the environment
STRATEGY 3.2	Improved waste management and recycling practices
STRATEGY 3.3	Limit impacts of mining, extractive industry and industrial development

The following table lists some of the key services and business as usual programs that contribute towards a sustainable lifestyle:

Services and business as usual programs	
<p>Natural area management</p> <ul style="list-style-type: none"> • Biodiversity conservation <ul style="list-style-type: none"> - Native vegetation - Threatened species and communities retain through land use planning processes • Visual landscape protection <ul style="list-style-type: none"> - Protect rural and natural landscape character along important travel routes - Ensure development is carefully managed in significant viewsheds <p>Waste management</p> <ul style="list-style-type: none"> • Waste collection • Waste disposal • Recycling collection • Containers for change program • Street bins • Verge collection <ul style="list-style-type: none"> - Bulk junk waste - Bulk green waste 	<ul style="list-style-type: none"> • Public facility and parks waste collection • Illegal dumping removal • Landfill sites management and maintenance (Muchea, Bindoon) • Waste facility data collection program for Muchea and Bindoon landfill sites <p>Mining</p> <ul style="list-style-type: none"> • Establish the Shire’s mining jurisdiction by planning for and identifying ‘mineral to owner’ land <p>Basic raw materials</p> <ul style="list-style-type: none"> • Secure the extraction of basic raw materials, including ‘significant geological supplies’



The following table illustrates the priorities for the next four years

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Improvement Initiatives			
Develop a Private Landholder Incentives Strategy to encourage maintenance of native vegetation on their properties – (Y1 - conduct survey; Y2 – Council endorse) (LBS)			
●	●		
Increase the number of new natural areas (reserves & native vegetation) in new residential developments, as part of Scheme Amendments, vested for recreation and conservation (LBS)			
			●
Investigate future options for Containers for Change Program at Muchea Landfill (SWMP)			
●			
Review Shire position on commercial waste acceptance (SWMP)			
●			
Review Shire position on free domestic disposal (SWMP)			
●			
Waste infrastructure and operations - address non-compliance (SWMP)			
●	●		
Develop Waste Facility Management Systems (SWMP)			
●	●		
Implement the Plant replacement program and disposal of old items (SWMP)			
●			
Develop and implement a Landfill Closure Management Plan (LCMP) for the Bindoon Landfill and Recycling Centre (BLRC) - (SWMP)			
●	●	●	
Develop & implement a Landfill Closure Management Plan (LCMP) for Muchea Landfill & Recycling Centre (MLRC) - (SWMP)			
●	●	●	●
Establish a clear framework guiding the extraction of basic raw materials (LPS)			
	●		
Establish a framework to resolve anomalies between 'significant geological supplies' and 'on the ground' conditions (LPS)			
	●		

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Policy development / review			
Develop Local Planning Policy: Biodiversity Conservation Policy and endorsed by Council (LBS)			
	●		
Special Control Area (SCA) with new controls for 'significant geological supplies (LBS)			
	●		
Review the Shire's Extractive Industries Local Law and Local Planning Policy No. 10 to ensure consistency with this Strategy (LBS)			
	●		
Review of the 4-year Local Biodiversity Strategy			
			●
Review and endorse the Shire's Strategic Waste Management Plan			
		●	
Develop a Landfill Facility Operational Management Plan aligned to the Strategic Waste Management Plan			
	●		●
Amend the Local Planning Scheme by replacing the existing 'Basic Raw Materials' Special Control Area (LPS)			
	●		
Review the Shire's Extractive Industries Local Law and develop a Local Planning Policy for Extractive Industries to ensure consistency with the Strategy (LPS)			
	●		
Update the Local Planning Scheme with the insertion of the land use term 'Mining Operations – mineral to owner land', 'Mining Operations – Mining Act 1978', insert a clause – General Development Requirements (LPS)			
	●		
Projects			
Bindoon landfill site upgrades			
●			
Implement the Mosa Generator at Muchea landfill site			
		●	
Undertake a feasibility assessment for the collection and processing of FOGO			
	●		
Review options to increase resource recovery streams			
		●	
Responsible Service Area			
Waste Services; Environmental Health; Development Services			

Outcome 4: Protection of life and property

STRATEGY 4.1	Ensure water security and quality
STRATEGY 4.2	Limit noise and light pollution
STRATEGY 4.3	Protection of wildlife and nature from pests, weeds, destruction and contamination

The following table lists some of the key services and business as usual programs that contribute towards a sustainable lifestyle:

Services and business as usual programs	
<p>Water security and quality</p> <ul style="list-style-type: none"> • Monitor and protect the Shire’s three wetlands and two waterways • Groundwater licensing requirements and monitoring • Water quality education and awareness <p>Bushfire risk management</p> <ul style="list-style-type: none"> • Annual prescribed burnings and controls aligned to the Bushfire Risk Management Plan • Annual Firebreak & Hazard Reduction inspections aligned to the Bushfire Act 1954 • Fire mitigation on Shire managed lands and private properties • Static water supply management – annual review of Strategic Tanks Plan • Management and maintenance of the five fire stations 	<p>Pollution control - air, soil, water, noise and light</p> <ul style="list-style-type: none"> • Weed control program • Management and maintenance of three landfill sites • Contaminated sites notifications from DWER – site inspections • Annual asbestos management program • Management of nutrient export and land degradation

The following table illustrates the priorities for the next four years

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Improvement Initiatives			
Meet the Department of Water and Environmental Regulations (DWER) Water usage allowance for the Shire’s ground water licenses (% Compliance with DWER requirements)			
●	●	●	●
Implement Better Urban Water Management, including the preparation of Urban Water Management Plans (UWMP), for all new residential proposals (LPS)			
●	●	●	●
Develop an education strategy to limit traffic and motorbike noise			
●			
Update the Shire’s WHS procedure to include Dieback and weeds prevention for contractors to adhere to best practice on-ground techniques (LBS)			
●			
Conduct a Contaminated Site Audit across the Shire of Chittering			
●			
Implement the annual prescribed burnings & controls aligned to the Bushfire Risk Management Plan			
●			
Develop a Water Tanks Plan for Strategic Water Supply – mapping (BMP)			
●	●		

The following table illustrates the priorities for the next four years

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Create a Shire of Chittering Strategic Fire Breaks Plan (BMP)			
●			
Develop weed mitigation strategies aligned to the Biodiversity Plan and the Shire's weed eradication program to reduce weed growth (LBS)			
		●	
Develop fuel reduction strategies in bushfire risk management aligned to the Bushfire Risk Management Plan (LBS)			
		●	
Implement a GIS system to incorporate new datasets showing LNAs and IHCVAs, properties registered in Land for Wildlife, voluntary bushland management program, properties covered by conservation covenants, significant flora conservation roads			
			●
Policy development / review			
Amend the Local Planning Scheme's 'water supply' rainwater tank calculation, to increase tank capacity, to reflect WAPC rural guidelines (LPS)			
●			
Projects			
Groundwater monitoring at Bindoon and Muchea landfill sites as per DWER requirements			
●			
Implement Streetlight program in new subdivision areas aligned to the Western Australian Planning Commission's 'Dark Sky and Astro tourism' Position Statement			
●	●	●	●
Implement the Fire Mitigation Control Projects			
●			
Implement the Fire Mitigation Control Special Funded Projects			
●			
Develop a Remediation Plan for 131 Muchea East Road and undertake remediation			
●			
Implement a Remediation Plan for 131 Muchea East Road and undertake remediation			
	●	●	●
New Portable Fire Traffic Management Lights			
●			
Australia Fire Danger Rating System Signs			
●			
Upgrade to CESM Vehicle to become Fire Mitigation Vehicle			
●			
Responsible Service Area			
Emergency Services; Development Services			

Outcome 5: Retaining rural amenities

STRATEGY 5.1	Balance development with natural environment and open spaces
STRATEGY 5.2	Planned development retaining rural amenity

The following table lists some of the key services and business as usual programs that assist in ensuring a balanced development with natural environment and open spaces.

Services and business as usual programs	
<p>Land use management</p> <ul style="list-style-type: none"> Promote the sustainable use of rural land for a range of compatible uses Promote sustainable agricultural land management Environmental and feasibility studies Zoning amendments <p>Land use management</p> <ul style="list-style-type: none"> Development application process within regulatory timeframes Building permit application process within regulatory timeframes 	<ul style="list-style-type: none"> Structure plan proposals process within regulatory timeframes Scheme amendments process within regulatory timeframes Planning policies review and develop Issue licenses, permits and certificates <p>Compliance: planning and building</p> <ul style="list-style-type: none"> Certified and uncertified building approvals compliance assessment Planning approvals compliance monitoring



The following table illustrates the priorities for the next four years

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Improvement Initiatives			
Ensure that all local reserves created (as a result of new subdivision) are managed according to an approved bushland management plan (LBS)			
●			
Provide future residential development in areas that have access to essential infrastructure and community facilities and services (LPS)			
●	●	●	●
Provide for limited rural residential development outside designated precincts only where it is of demonstrated benefit to the environment and improves bushfire management (LBS)			
●	●	●	●
Consolidate rural living development within the Bindoon, Lower Chittering, and Reserve Road precincts through 'rounding off' consistent with the Local Planning Strategy Map (LPS)			
●	●	●	●
Policy development / review			
Review Local Planning Scheme - Strengthen zone specific provisions to provide for multiple conservation lots (applicable to Rural Conservation, Rural Small Holdings, Rural Retreats and Rural Residential) (LBS)			
	●		
Review Local Planning Scheme - amend the Aim of Local Planning Scheme No.6 (h). to include a reference to regional and local ecological linkages (LBS)			
	●		
Develop a policy: Natural Area Conservation Strategy to prioritise and protect Shire owned natural areas and Shire Reserves and flora conservation roads (LBS)			
		●	
Develop a Public Open Space Strategy to prioritise the protection and management of all Shire Reserves and Flora conservation roads (roadside vegetation), managed by the Shire (LBS)			
			●
Review Local Planning Scheme - Change vesting of Shire owned natural areas of high conservation value to include Conservation or similar, to protect the regionally significant areas, having regard to recreation strategies and projects - Number of reserves and area of native vegetation vested for conservation (LBS)			
		●	
Create Bush Reserves Plan to ensure protection of local biodiversity - Stage 1 (LBS)			
			●
Projects			
Undertake environmental studies – Upgrading of Djidi-Djidi Ridge trail to new (existing) lookout from the carpark on the southern side (EDS)			
●			
Prepare a feasibility study for a long distance “Munda Biddi” style trail across the Shire that connects interregional to create a long distance (EDS)			
●			
Responsible Service Area			
Development Services; Economic Development and Tourism			

Outcome 6: Improving infrastructure

STRATEGY 6.1	Maintenance and construction of safe roads
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The following table lists some of the key services and business as usual programs that assist in infrastructure improvement:

Services and business as usual programs
<p>Roads, footpaths, bridges, drainage maintenance and construction</p> <ul style="list-style-type: none"> • Drainage (culvert) maintenance • Seal and grading maintenance • Roads/street cleaning and sweeping • Road marking and signage • Street lighting, signs and traffic control • Kerbing and footpath maintenance • Flood damage maintenance • School bus shelter maintenance • Waste water system maintenance

The following table illustrates the priorities for the next four years

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Improvement Initiatives			
80% of planned road renewals completed, aligned to the adopted budget and the AMP: Roads (resealed)			
●	●	●	●
80% of planned sealed road upgrades completed, aligned to the adopted budget and AMP			
●	●	●	●
80% of planned renewals completed, aligned to the adopted budget and the AMP: Roads reseals/resheet)			
●	●	●	●
Conduct a Roads Condition Rating assessment every 5 years aligned to legislative requirements			
	●		
Conduct an inspection of all Road assets identified on the Forward Works Renewal Program to determine priority renewal requirements			
	●		
Review service levels			
	●		
Policy development / review			
Annual review and implementation of Council’s 10-year Asset Maintenance Plan (AMP)			
●	●	●	●
Projects			
Depot upgrades			
●	●	●	
Bridge 4027 (Chittering Road) - construct new box culvert crossing (dependant on Main Roads funding)			
●			
Install street lighting on the corner of McGlew Road and Chittering Road; corner of Hereford Way and Muchea East Road and on the corner of Santa Gertrudis Drive and Muchea East Road			
●			

Note: General road maintenance is not listed in this section and will be carried out as part of business as usual.

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Roads: Sealed - Reconstruct			
Mooliabeenee Road			
●			
Wandena South Road			
●	●	●	
Steer Street			
●			
Edwards Place			
●			
Teatree Road			
●			
Ippolo Road			
●			
Chittering Valley Road			
●	●	●	
Ridgetop Ramble			
	●		●
Evergreen Rise			
	●		
North Road			
		●	●
Carl Road			
		●	●
Philmore Street; Forest Hill Parade			
		●	
Roads: Sealed - Reseal			
Chittering Road; Crest Hill; Ridgetop Ramble; Flat Rocks Road; Perry Road; Stephens Road; Spillman Road			
●			
Sugar Gum Drive; Peters Road; Santa Gertrudius Drive; Ghost Gum Ridge			
	●		
Wells Glover Road; Edmonds Place; Crest Hill Road			
		●	
Hay Flat Road; Leschenaultia Drive			
			●
Roads: Sealed - Black Spot			
Julimar Road; Chittering Valley Road			
●			
Muchea Road South			
●	●		
Responsible Service Area			
Technical Services			

Note: General road maintenance is not listed in this section and will be carried out as part of business as usual.

STRATEGY 6.2	Townsites with attractive streetscapes
STRATEGY 6.3	Provision of community facilities to allow sport and recreation participation

The following table lists some of the key services and business as usual programs that contributes towards townsites with attractive streetscapes and a range of community facilities to ensure sport and recreation participation:

Services and business as usual programs	
<p>Community amenities, halls, sport and recreation centres, Shire buildings</p> <ul style="list-style-type: none"> Repairs, maintenance, cleaning, security, vandalism, cleaning, security Health and safety inspections including fire & emergency (extinguishers) Annual pest control program at all Shire owned buildings <p>Parks, ovals, reserves, public open spaces, gardens</p> <ul style="list-style-type: none"> mowing/slashing, watering, top dressing, planting, pruning, fertilizing, reticulation, fencing, weeding, mulching, storm damage <p>Play parks and BMX tracks</p> <ul style="list-style-type: none"> Equipment maintenance/repairs Health and safety inspections of play park equipment 	<p>Cemetery management and maintenance</p> <ul style="list-style-type: none"> Grave digging and maintenance Funeral bookings <p>Waste water management (sewerage)</p> <ul style="list-style-type: none"> Monitoring of on-site wastewater disposal systems and management of stocking restrictions <p>Street verge and gardens</p> <ul style="list-style-type: none"> Verge maintenance Streetscape maintenance Landscaping as per Council Policy aligned to the Asset Management Plan: Roads <ul style="list-style-type: none"> Implement the Shire's tree planting program (100 per annum)

The following table illustrates the priorities for the next four years

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Improvement Initiatives			
Implement the Shire's streetscape program			
	●	●	●
Implement Trees for Residents Program			
●	●	●	●
Brockman Centre – forward planning/consultation			
			●
Official opening of Muchea Complex (Recreation Centre) Upgrade (S&RP)			
●			
Policy development / review			
Review the Shire's Verge Policy			
			●
Develop a Landscaping Policy for the Shire to encourage use of locally indigenous plants in landscaping on public and private land - endorsed by Council (LBS)			
			●
Develop Shire's Facility Management Framework			
●			
Develop Facility Management Plans for each Community Facility (10) and possible extra one - Lower Chittering Community Centre			
●			

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Develop a Governance Model for Muchea Recreation Centre			
●			
Projects			
Landscaping			
Landscaping at the cemetery			
●			
Cemetery Memorial Gardens (Landscaping)			
	●		
Bindoon Landscaping project			
		●	●
Cemetery memorial gardens landscaping project			
	●		
Community amenities			
Clune Park Public Conveniences upgrades			
	●		
Cemetery upgrades			
●			
Wannamal Public Conveniences upgrades			
	●		
Community halls, centres, recreation facilities			
Minor Bindoon Hall upgrades			
●	●	●	●
Minor Chinkabee Complex upgrades			
●	●	●	●
Minor Sandown Park upgrades			
●			
Minor Wannamal hall upgrades			
●	●		
Muchea Clubroom Redevelopment (EDP)			
●	●		
Lower Chittering Community Centre (hall replacement) – Y1-design; Y3-construction (S&RP)			
●		●	
John Glenn Park Upgrade			
●			
Bindoon Mountain Bike Park Infrastructure (EDP)			
●	●	●	
Sport courts / pitches (netball, tennis, cricket)			
Muchea hall netball court surface resurfacing (S&RP)			
●			

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Paths and trails			
Bindoon Lake Needonga trail (S&RP) – Y1 – concept; Y2 - construction			
	●	●	
Chittering - Djidi Ridge Trail and further enhancements (EDS)			
●		●	
Yozzi Road walk trail (EDS)			
●			
Lower Chittering Reflections area/ walk trails			
	●		
Development of a Horse Bridle trails – Y1-concept; Y2-construction (EDS)			
●	●		
Implement the Shire wide footpaths – new/upgrade/replacement (S&RP)			
●			
Parks, ovals, reserves, public open space, gardens			
Dog exercise park (EDS)			
●			
Lower Chittering parks & ovals (S&RP)			
●	●	●	●
Wandena Public Open Space Y1-concept/design; Y2-construct (S&RP)			
	●	●	
Spoonbill Picnic area consultation (S&RP)			
			●
Shire-wide additional oval for Muchea overflow Y1-concept/design; Y2-construct (S&RP)			
			●
Muchea Dual Pump & Jump Track (John Glenn Park) Y1-concept/design; Y2-construct (S&RP)			
	●	●	
Rosa Park (Chittering View Estate) - Public Open Space – consult/design (S&RP)			
		●	
Sussex Bend Reserve Pump track (EDS)			
●		●	
Responsible Service Area			
Parks and Reserves; Community Development			

SUPPORT NEW AND LOCAL BUSINESS WITH A FOCUS ON AGRICULTURE AND TOURISM

Outcome 7: Economic growth

STRATEGY 7.1	Support investment which stimulates sustainable industries, business and job growth
STRATEGY 7.2	Support agricultural growth, with a focus on local produce and agribusiness

The following table lists some of the key services and business as usual programs that assist the economic growth within the Shire:

Services and business as usual programs
Stakeholder management
Advocacy
<ul style="list-style-type: none"> Advocate for key community and economic infrastructure
Investment attraction
<ul style="list-style-type: none"> Agriculture and agribusiness
Strategic land use
Industrial land development
<ul style="list-style-type: none"> Muchea Industrial Park Binda Place management and mainenance

The following table illustrates the priorities for the next four years:

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Improvement Initiatives			
Liaise with Northern Growth Alliance on the Wheatbelt Development Commission’s long-term strategy – Green Paper			
●			
Advocate for more employment-generating zoned land outside of Muchea Industrial Park (EDS)			
	●		
Advocate for Neaves Road - connect East West heavy haulage routes to Muchea (EDS)			
	●		
Advocate for Sewerage at Department of Water aligned to the Economic Development Plan (EDS)			
	●		
Post school education opportunities - Explore and identify possibilities for potential tertiary education and training facilities to be located within the Shire (EDS)			
			●
Highlight opportunities in investment attraction planning - by matching industry openings with strategic land use (EDS)			
			●
Explore exporting options and the possibility of creating a local cross-regional brand with regional neighbours with similar offerings, such as Gingin, Toodyay, Dandaragan, Moora (EDS)			
		●	
Investigate opportunity of industry targeted agriculture investment attraction are present (EDS)			
		●	

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Policy development / review			
Review the Shire’s Economic Development Strategy			
	●		
Develop a plan for investment attraction and job creation (EDS)			
	●		
Projects			
Business Station Thrive Program			
●			
Install an Electric Vehicle Charging Station in Bindoon			
●			
Responsible Service Area			
Economic Development and Tourism			



Outcome 8: Local business growth

STRATEGY 8.1 Encourage and support local businesses and new investments for the future

The following table lists some of the key services and business as usual programs that supports local business growth:

Services and business as usual programs
Local businesses support services <ul style="list-style-type: none"> • Business directory • Business Grants • Business information • Business upskill programs • Business innovation network

The following table illustrates the priorities for the next four years

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Improvement Initiatives			
Investigate the creation of a local jobs portal to connect local employers with local workers alongside the local business directory (EDS)			
●			
Develop a competitive grant program to assist in the development of industry that will provide exponential returns by assisting in developing local businesses and growing the local economy (EDS)			
●			
Ongoing marketing aligned to the newly developed Business Directory to assist businesses to increase their knowledge and skills base (EDS)			
●	●	●	●
Review Small Business Development Applications (SBDC) approval process (EDS)			
●			
Communicating generic approval process and timelines aligned to the Small Business Friendly Approvals Program (SBFAP) (EDS)			
●			
Establish a Business Innovation Network - Working with the Northern Growth Alliance (NGA), create platform for businesses from across the regions to engage and share ideas and solutions to shared challenges and opportunities (EDS)			
	●		
Policy development / review			
Review the Small Business Friendly Approvals Program			
	●		

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Projects			
Local Business Support Program			
●			
New signage for business activations (EDS)			
	●		
Responsible Service Area			
Economic Development and Tourism			



Outcome 9: Increase tourism

STRATEGY 9.1	Support and promote accommodation options
STRATEGY 9.2	Facilitate, promote and support visitation
STRATEGY 9.3	Increase in nature-based tourism and agritourism

The following table lists some of the key services and business as usual programs that supports tourism growth within the Shire:

Services and business as usual programs
Caravan park and campgrounds <ul style="list-style-type: none"> Management and maintenance of caravan park and campgrounds
Area promotion and public relations <ul style="list-style-type: none"> Tourism marketing Destination Perth Tourism signage, product development & business support Visitor Centre roadside promotion
Tourism signage
Tourist Bureau management and building maintenance
Product development
Heritage <ul style="list-style-type: none"> Aboriginal heritage Built heritage Heritage education programs

The following table illustrates the priorities for the next four years

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Improvement Initiatives			
Implement the Tourism Action Plan			
●			
Explore option to increase accommodation opportunities			
●			
Uncover Chittering Indigenous History (EDS)			
●			
Investigate the potential for identifying and attracting marquee events and bolster Chittering brand - food festivals, long-distance style cycling events (EDS)			
●			
Visitors survey and metric capture (EDS)			
●			
Continue to promote the Shire through implementing initiatives such as social media strategies, paid television features as part of Destination Perth Membership benefits (EDS)			
●			
Increase political & tourism industry awareness of Chittering as a quality tourism destination (EDS)			
●			
Increase skills & knowledge - run tourism development (incl. Agritourism) workshops (EDS)			
●			

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Increase Chittering’s reputation as a desirable food growing region			
●			
Regional Northern Growth Alliance (NGA) food brand strategy (EDS)			
	●	●	
Develop products that promote and raise revenue for tourism promotion, including agritourism and dark sky tourism (EDS)			
		●	
Pilgrimage/religious tourism - investigate potential of developing or attracting religious tourism products (EDS)			
		●	
Coordinate a familiarisation tour through Shire tourism vendors and hold a market expectations workshop to understand target market segments aligned to the Tourism Strategy (EDS)			
			●
Policy development / review			
Review the Tourism Strategy			
		●	
Projects			
Tourist Bureau Building upgrades			
●			
Implement the Signage Strategy actions			
●			
Equine infrastructure - Investigate the current offering of Bridle Trail circuits in Chittering for both local visitation and for tourism (EDS)			
●			
Facilitate a night-time economy that provides activation of town centres (EDS)			
		●	
Bindoon Museum upgrade display - Brockman Project (EDS)			
			●
Roadside Valley Viewpoint/pullover bays			
●	●		
Bindoon caravan park & campgrounds – construction (EDS)			
	●		
Lower Chittering caravan park & campgrounds – Y1-feasibility study & design; Y2-construction (EDS)			
		●	●
Stargazing infrastructure - Astro tourism site development (EDS)			
●			
Visitor Centre refurbishments and upgrades (EDS)			
			●
Udumung Nature Reserve Signage and Designated Trail (EDS)			
			●
Responsible Service Area			
Economic Development and Tourism			

AN ENGAGED COMMUNITY WITH ACCOUNTABLE AND EFFICIENT GOVERNANCE

Outcome 10: An engaged Shire

STRATEGY 10.1 Continue to engage with the community, using a variety of methods of inviting input

The following table lists some of the key services and business as usual programs that contributes to community engagement:

Services and business as usual programs
<p>Customer services relations</p> <ul style="list-style-type: none"> • Civic Centre front counter • Website management • Complaints management <p>Community engagement</p> <ul style="list-style-type: none"> • Surveys • Workshops • Events

The following table illustrates the priorities for the next four years

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Improvement Initiatives			
Implement a Customer Relations Management Solution stage 1 aligned to the Small Business Friendly Approvals Program (SBFAP)			
•			
Planned community and stakeholder engagement			
<ul style="list-style-type: none"> • Replacement of Lower Chittering Hall • Development of Muchea Recreation Centre • Development of Patens Reserve Plan (walk trail, play area, recreation space) 			
•	•	•	•
Policy development / review			
Review the Community Engagement Framework (Risk register)			
•			
Projects			
Install Four Community Notice Boards			
•			
Responsible Service Area			
Community Development; Corporate Services; Economic Development and Tourism			

Outcome 11: Accountable and transparent governance

STRATEGY 11.1	
STRATEGY 11.2	

The following table lists some of the key services and business as usual programs that contributes towards an accountable and transparent council:

Services and business as usual programs	
<p>Governance</p> <ul style="list-style-type: none"> • Risk management • Local government elections • Audit and legal services • Statutory compliance <p>Council and administrative support</p> <ul style="list-style-type: none"> • Council meetings <ul style="list-style-type: none"> - Agendas and minutes • Elected members administrative support <p>Public relations and communication services</p> <ul style="list-style-type: none"> • Media relationship management • Publications • Online and digital communications <p>Information services</p> <ul style="list-style-type: none"> • Information technology • Records management <p>Human resource management</p> <ul style="list-style-type: none"> • Occupational safety and wellbeing • Organisational development • Recruitment process • Employee relations 	<p>Strategic planning</p> <ul style="list-style-type: none"> • Long term planning <ul style="list-style-type: none"> - Long term financial planning - Strategic community planning - Strategic asset management planning • Medium term planning <ul style="list-style-type: none"> - Corporate business planning - Annual budgeting process - Workforce planning - Capital works planning <p>Financial and Procurement Services</p> <ul style="list-style-type: none"> • Rates management • Strategic grants management • Taxation compliance • Revenue and expenses • Payroll management • Contracts and procurement <p>Property services</p> <ul style="list-style-type: none"> • Leasing and licensing services • Property management and maintenance services

The following table illustrates the priorities for the next four years:

Corporate Business Plan			
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)
Improvement Initiatives			
Launch Shire of Chittering App			
●			
DAIP awareness training – Deliver information sessions for management and leadership roles on inclusive employment and service practice by September 2023 (DAIP)			
●			
Research & assess alternative information formats for viability & implementation (DAIP)			
●			
Develop a plain English complaint handling process and update Customer Service Charter (DAIP)			
	●		
Create public and employee awareness of process and accessibility options (DAIP)			
	●		
Review and update Shire Recruitment information on website to address EEO and DAI recruitment and employment by March 2025 (DAIP)			
	●		

CEO03 - 06/23		Corporate Business Plan		Attachment 1
2023/24 (Year 1)	2024/25 (Year 2)	2025/26 (Year 3)	2026/27 (Year 4)	
Redevelop website to ensure it complies with the W3C web content guidelines and relevant State Government Access Guidelines for Information, Services and Facilities guidelines (DAIP)				
	●			
Employee awareness – Create and deliver as short training session for all employees in regards to the need for alternative information formats and how to access this through the Shire (DAIP)				
		●		
Implement improvement actions resulted from the OSH Audit completed in 2022/23				
●				
Policy development / review				
Review all council policies (including Equal Employment Opportunities Policy) to align with Disability Access and Inclusion Strategy (DAIP)				
●				
Review the Asset Management Policy				
●				
Projects				
3-yearly review of Financial Management and Audit Regs 17				
●			●	
5-yearly review of the Recordkeeping Plan				
		●		
Feasibility Study – Lower Chittering Caravan Park (Old Hall Site)				
●				
Feasibility Study – Bindoon Caravan Park (Mountain Bike Park)				
●				
3-yearly review of the Shire’s Financial Management Systems				
●			●	
Undertake the Gross Rental Value (GRV) Valuation aligned to the <i>Valuation of Land Act 1978</i>				
●				
Undertake the Fair Value Assessment - Land & Buildings				
			●	
Undertake the Fair Value Assessment – Infrastructure				
●				
Implement the annual Plant Replacement Capital Program and disposal of old items				
●	●	●	●	
Review of the Shire’s Strategic Community Plan				
● (minor review)			● (major review)	
Implement the ICT Roadmap				
SynergySoft replace with CouncilFirst				
●	●			
CouncilFirst – Recordkeeping system; CouncilFirst – Financial system; Sophos upgrade; Asset Management system; Library Management System; Council Connect Website				
●				
Responsible Service Area				
Office of the CEO; Corporate Services; Development Services				

MAJOR PROJECTS

Wandena
Road
Upgrade

New
Community
Centre
in Lower
Chittering

Revegetation
of Designated
Areas

Fire Mitigation

New recreational
facility in Muchea

Independent
Living Units
Development

Regional NGA
food brand

Mountain Bike
Park and Caravan
Park in Bindoon

OUR PERFORMANCE

Council’s commitment to its planning and performance reporting processes, ensure transparency and accountability on the progress of our priorities and plans. The table below shows how we report against each of our major plans and programs:

Planning			Performance			
Responsible Owner	Output	Plan Duration	Review Frequency	Audience	Output	Reporting Frequency
Strategic						
Council	Strategic Community Plan	10-Year	Major Review: 4-Yearly	Community	Annual Report	Annual
			Minor Review: 2-Yearly			
Corporate						
CEO, ELT	Corporate Business Plan	4-Year	Annual	Community, Council	Performance Reports	Quarterly
	Annual Operational Plan	1-Year	6-Monthly		Annual Budget Mid-Year Review Report	December
	Annual Budget	1-Year	Annual		Monthly Financial Reports	Monthly
Operational						
Business Unit Managers / Coordinators	Business Unit Budget & Operational Plans	1-Year	Quarterly	CEO, Executive	Performance Reports	Quarterly



OUR RISK MANAGEMENT

Risk is managed in accordance with the appetite for risk, as determined by the Council. These risks are regularly reviewed, monitored and where appropriate, reported to the Audit and Risk Committee and Executive Leadership Team in line with the Risk Management Framework. This ensures that adequate progress is made to address the prioritised risks, and that the management systems and controls in place for risk management are effective. Successful delivery of this Corporate Business Plan relies on having a good understanding of our operating context, and establishing and maintaining strong relationships with our stakeholders.

The following information summarises the Shire of Chittering's Risk Profile that consists of 15 Strategic Risks that are being monitored and reviewed throughout the year.

Strategic Risk	Description
Asset Sustainability practices	Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.
Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).
Compliance requirements (statutory & regulatory)	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.
Document management	Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.
Employment practices	failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers)
Engagement practices	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.
Environment management	Inadequate prevention, identification, enforcement and management of environmental issues.
Errors, omissions & delays	Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.
External theft and fraud	Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic).
Management of Facilities / Venues / Events	Failure to effectively manage the day to day operations of facilities, venues and / or events.
IT or communication systems and infrastructure	Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.
Misconduct	Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.

OUR RISK MANAGEMENT

Strategic Risk	Description
Project Change management	Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes
Safety & Security	Non-compliance with the Work Health & Safety Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, volunteers, contractors and visitors. Other considerations are negligence or carelessness.
Supplier / Contract Management	Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.







Annual Operational Plan 2023/24

Adopted by Council:



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Acknowledgment of Country

We wish to acknowledge the traditional custodians of the land within the Shire of Chittering, the Yued and Whadjuk peoples. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.

INTRODUCTION

The Annual Operational Plan 2023/24 describes the key activities that Council will undertake during 2023/24 to ensure progress is made towards the medium-term commitments set out in the four-year Corporate Business Plan (CBP) 2023/24–2026/27. The Plan should be read in conjunction with the Corporate Business Plan which is aligned to the Shire’s 10-year Strategic Community Plan which outlines its vision, strategic objectives and community desired outcomes. This plan is a subset of the CBP and a companion document to the Annual Budget 2023/24 which outlines how the Council will resource its activities over the 2023/24 financial year.



A MESSAGE FROM THE CEO



I take pride in presenting you with our Annual Operational Plan which supports our 2023/24 budget. This plan provides the narrative to the financials, thereby ensuring there is true transparency in the presentation of the priorities set by Council.

For the next 12 months, our focus will be on several key areas. Firstly, we are committed to enhancing community facilities and recreational spaces to promote healthy and active lifestyles. This includes the completion and activation of the Muchea Recreational Centre and Clubrooms and the Bindoon Mountain Bike Park. We will also be planning and constructing the Lower Chittering Community Centre and reflection area, catering to the specific needs of our community.

We will be focusing on our natural environment by continuing our investment in bushfire mitigation activities to minimise potential risks and possible impact on the community. Our popular Plants for Rural Properties project which involves distributing indigenous trees and shrubs to our residents will once again be available to our community. We will be conducting fauna and flora studies in areas where trails will be developed, further contributing to the preservation of our natural environment. We are also working with various groups to ensure we revegetate suitably identified Shire-owned land which has previously been cleared for grazing. We will also instal of two electric vehicle charging stations in Bindoon.

Our road infrastructure program will focus on maintaining and improving our roads network to provide reliable and secure transportation options, with our main focus this year being on the progression of works on Wandena Road.

Recognising the needs of our aging community members wishing to scale down, we have also made provision for the investigation and development of Independent Living Unit sites within the Bindoon townsite. We will continue to advocate for the provision of aged and disability care services within our Shire. Our aim is to ensure that all members of our community, regardless of age, have access to the support and resources they require.

In terms of economic development, we will actively engage in initiatives that promote local businesses and boost the local economy. Our focus will be on supporting small business development, attracting investment, and exploring opportunities for growth. We will also work towards increasing tourism by implementing an events program designed to attract visitors to the Shire. Additionally, we have plans to resolve the lack of accommodation for visitors to the Shire.

Throughout these endeavours, we remain committed to adhering to sound governance processes and making ethical decisions in the best interest of our community. We understand that the next 12 months may present challenges, such as the economic climate and potential labour shortages. However, we are determined to effectively manage our resources and services to meet the evolving needs of our community, ensuring a socially, culturally, environmentally, and financially sustainable approach.

I am excited about the progress we will make in the coming months, and we appreciate the continued support and collaboration from Council and our community.

Melinda Prinsloo
CHIEF EXECUTIVE OFFICER

OUR COUNCIL

The Shire of Chittering consists of popularly elected members (seven) who are elected for a four-year term. Elections are held every two years, at which half the seats are contested. Council governs the Shire's affairs, monitors the performance of its functions, and is responsible for allocating finances and resources. Council also determines and reviews the Shire's policies, plans and other statutory documents.



President Cr Aaron King

Term expires October 2025

President since October 2021

Elected Member since October 2021

Email: crking@chittering.wa.gov.au



Cr Mary Angus

Term expires October 2023

Deputy President since October 2021

Elected Member since October 2016

Email: crangus@chittering.wa.gov.au



Cr Carmel Ross

Term expires October 2025

Elected Member since October 2017

Email: ccross@chittering.wa.gov.au



Cr Mark Campbell

Term expires October 2023

Elected Member since February 2021

Email: crcampbell@chittering.wa.gov.au



Cr John Curtis

Term expires October 2023

Elected Member since October 2019

Email: crcurtis@chittering.wa.gov.au



Cr Kylie Hughes

Term expires October 2023

Elected Member since October 2019

Email: cruhughes@chittering.wa.gov.au



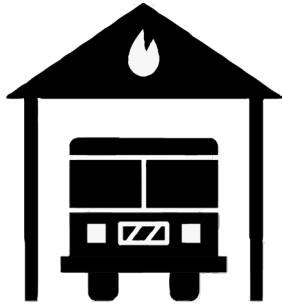
Cr David Dewar

Term expires October 2025

Elected Member since October 2021

Email: crdewar@chittering.wa.gov.au

QUICK FACTS ABOUT CHITTERING



Fire Stations **5**



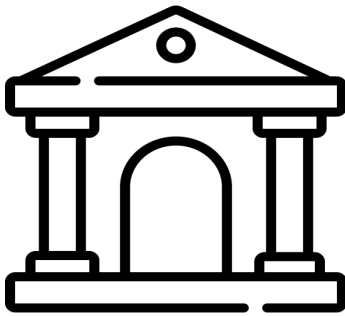
Parks & Reserves **19**



Ovals **8**



BMX Tracks **3**



Community Halls and Sport & Recreation **7**



Health Centres **2**



Landfill Sites **2**



Public Amenities **9**



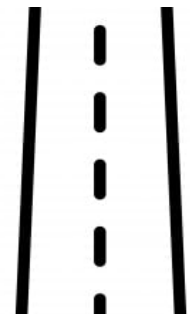
Cemeteries **1**



Libraries **1**



Sealed Roads **230km**



Unsealed Roads **174km**

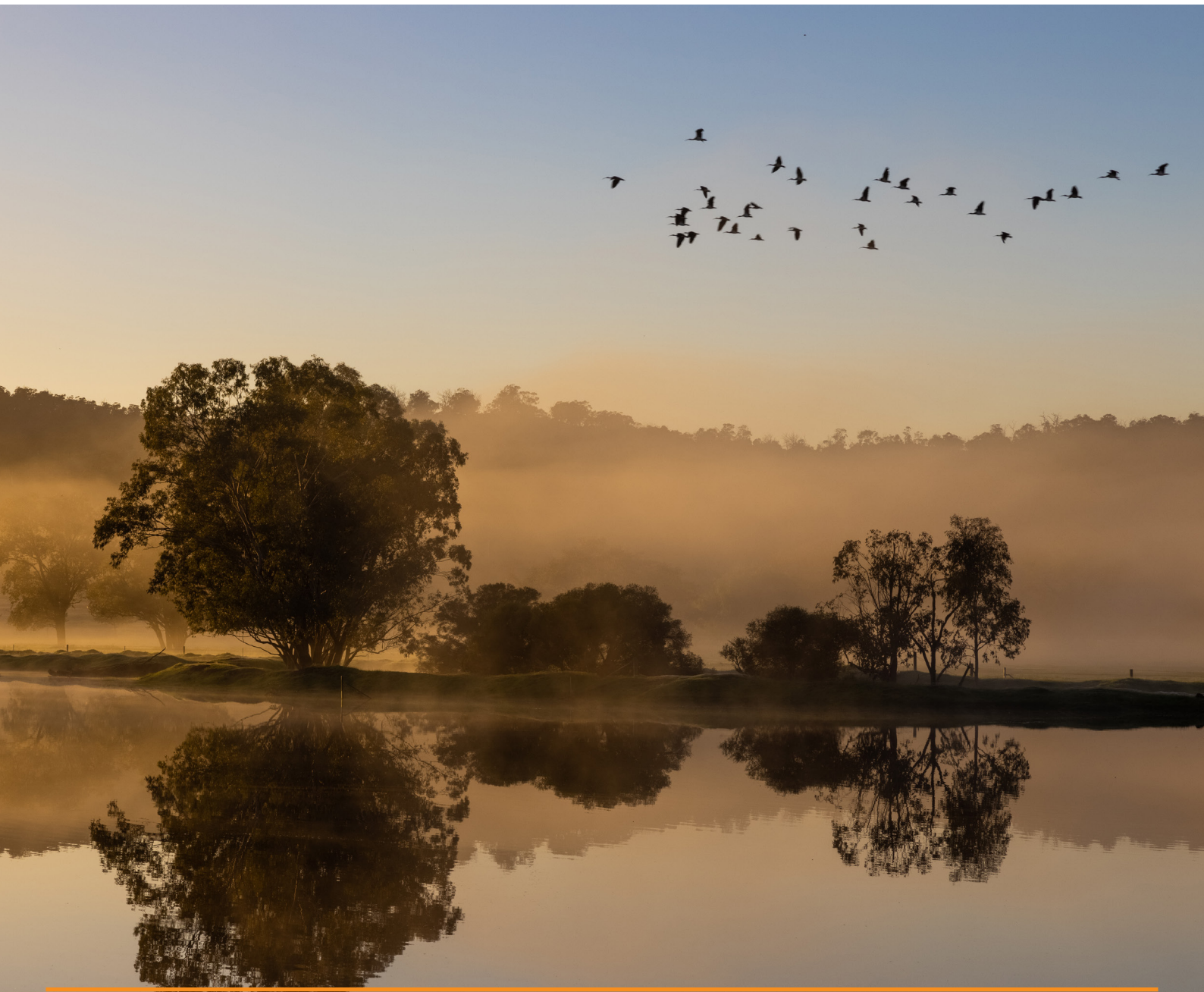
OUR COMMUNITY ASPIRATIONS

Our community aspirations summarise what the community wants for the Shire of Chittering over the next 10 years. These aspirations have helped guide the development of the medium-term strategies

The community's aspirations for the future...	in 10 years, this should look like...	Council's medium-term strategies in response
STRATEGIC COMMUNITY PLAN		CORPORATE BUSINESS PLAN
COMMUNITY		
An inclusive, active, safe and healthy community	An active and supportive community	Events to bring the community together and assist connections Social hubs to bring the community together Increased volunteer participation across the Shire
	A safe and healthy community	Improve education, health, disability, youth and aged services Increase the availability of emergency services
NATURAL ENVIRONMENT		
A protected and bio diverse environment which community and visitors enjoy	Sustainable lifestyle	Encouraging development in keeping with the environment Improved waste management and recycling practices Limit impacts of mining, extractive industry and industrial development
	Protection of life and property	Ensure water security and quality Limit noise and light pollution Protection of wildlife and nature from pests, weeds, destruction and contamination
BUILT ENVIRONMENT		
A well planned built landscapes that are progressive, vibrant, diverse and reflect the Shire's unique country lifestyle	Retaining rural amenity	Balance development with natural environmental and open spaces Planned development retaining rural amenity
	Improving infrastructure	Maintenance and construction of safe roads Townsites with attractive streetscapes Provision of community facilities to allow sport and recreation participation
ECONOMY		
Thriving, sustainable and diverse economic investment and local employment opportunities from cottage to large scale industry	Economic growth	Support investment which stimulates sustainable industries, business and job growth Support agricultural growth, with a focus on local produce and agribusiness
	Local business growth	Encourage and support local businesses and new investments for the future
	Increased visitors	Support and promote accommodation options Facilitate, promote and support visitation Increase in nature-based tourism and agritourism

OUR COMMUNITY ASPIRATIONS

The community's aspirations for the future...	in 10 years, this should look like...	Council's medium-term strategies in response
STRATEGIC COMMUNITY PLAN		CORPORATE BUSINESS PLAN
ADMINISTRATION AND GOVERNANCE		
A responsive and empowering Council which values consultation, accountability and consistency	An engaged community Accountable and transparent governance	Continue to engage with the community, using a variety of methods of inviting input Become a leader in the areas of transparency, disclosure and public accountability Responsible, sustainable and planned use of the Shire's financial resources



STRATEGIC RISKS

NUMBER	STRATEGIC RISK	DESCRIPTION
1	Asset Sustainability practices	Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.
2	Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).
3	Compliance requirements (statutory & regulatory)	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.
4	Document management	Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.
5	Employment practices	failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers)
6	Engagement practices	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.
7	Environment management	Inadequate prevention, identification, enforcement and management of environmental issues.
8	Errors, omissions & delays	Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.
9	External theft and fraud	Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic).
10	Management of Facilities / Venues / Events	Failure to effectively manage the day to day operations of facilities, venues and / or events.
11	IT or communication systems and infrastructure	Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.

STRATEGIC RISKS

NUMBER	STRATEGIC RISK	DESCRIPTION
12	Misconduct	Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.
13	Project Change management	Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes
14	Safety & Security	Non-compliance with the Work Health & Safety Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, volunteers, contractors and visitors. Other considerations are negligence or carelessness.
15	Supplier / Contract Management	Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.



STRATEGIC OBJECTIVES

A CONNECTED, SAFE AND HEALTHY COMMUNITY

Outcome 1: An active and supportive community

STRATEGY 1.1	Events and groups to bring the community together and assist connections
STRATEGY 1.2	Social hubs to bring the community together
STRATEGY 1.3	Increased volunteer participation across the Shire

Annual Operational Plan 2023/24			
Improvement Initiatives	Risk Alignment	Service Area	Budget
Implement the Shire's annual events and festival calendar	Management of Facilities / Venues / Events		
Tourism Hiking Event		Economic & Tourist Development	(\$14,900)
Bindoon PS Mango Festival		Economic & Tourist Development	(\$200)
Corporate Bowls		Community Development	(\$200)
Taste of Chittering		Economic & Tourist Development	(\$25,000)
Annual Volunteer Day		Community Development	(\$1,500)
Annual Volunteer Week		Community Development	(\$1,500)
Education scholarship		Community Development	
Youth National / International Event		Community Development	(\$2,000)
Adult sponsorship		Community Development	(\$1,000)
Australia Day		Community Development	(\$5,000)
Community Recovery Events – Covid19		Community Development	(\$11,000)
Recognition Volunteer Fire Brigade		Rangers & Community Safety	(\$4,000)
ANZAC Day		Community Development	(\$2,000)
Community localised events		Community Development	(\$10,000)
Manage the Community Bus Program	Management of Facilities / Venues / Events	Community Development	(\$28,500)

Annual Operational Plan 2023/24			
Improvement Initiatives	Risk Alignment	Service Area	Budget
Shire-wide club development workshops to ensure local club sustainability aligned to the Shire's Sport & Recreation Plan	Management of Facilities / Venues / Events	Community Development	(\$1,000)
Activate the Bindoon library space by hosting at least 12 events/ activities for adult and junior library members	Management of Facilities / Venues / Events	Leisure and Library Services	(\$3,000)
Create a map showing permitted food truck trading locations aligned to the Small Business Friendly Approvals Program (SBFAP)	Engagement practices	Planning Services	
Centralise Volunteer Services by establishing a Volunteer Working Group	Engagement practices	Community Development	
Promote the volunteering program to increase in community participation	Engagement practices	Communications	
Continue with the marketing campaign designed to encourage skilled volunteers to assist at the Visitor Centre aligned to the Tourism Strategy	Engagement practices	Economic & Tourism Development	
Establish an internal staff volunteer management function	Engagement practices	Human Resources	
Develop the Reconciliation Action Plan	Compliance requirements	Human Resources	(\$30,000)
Implement a new Library Management System aligned to the Shire's ICT Roadmap	Engagement practices	Leisure and Library Services	(\$30,000)
Implement the annual Maintenance Program aligned to the x4 staff housing units	Asset Sustainability practices	Operation Services	(\$37,897)
Implement the annual Maintenance Program aligned to the x6 community housing units	Asset Sustainability practices	Operation Services	(\$31,655)
Implement the annual Maintenance Program aligned to the x8 senior housing units	Asset Sustainability practices	Operation Services	(\$57,762)

Outcome 2: A safe and healthy community**STRATEGY 2.1** Improve education, health, disability, youth and aged services**Annual Operational Plan 2023/24**

Improvement Initiatives	Risk Alignment	Service Area	Budget
Ensure all Shire staff complete the 'Accessible Events Checklist' for Shire public, community and stakeholder events and added to Event Coordination records (DAIP)	Compliance requirements	Human Resources	
Implement the Shire's Youth Services Programs – youth program, school holiday w/shop	Management of Facilities / Venues / Events	Community Development	(\$16,000)
Implement the Shire's Aged Services Programs – senior week, fitness classes	Management of Facilities / Venues / Events	Community Development	(\$5,500)
Conduct the 4-yearly legislative pool barrier inspections at all residential swimming pools	Compliance requirements	Compliance & Regulatory Services	
Manage safety of food preparations at all food outlets within the Shire of Chittering through education, inspections and sampling	Compliance requirements	Compliance & Regulatory Services	
Inspections of skin penetration establishments - (Hair dresses annually, beauty salon twice a year, tattoo 4 times a year)	Compliance requirements	Compliance & Regulatory Services	
Assess and approve the permit applications for temporary food & traders/outdoor eating facilities/ approved kitchens within 3 working days	Compliance requirements	Compliance & Regulatory Services	
Implement the annual Maintenance Program aligned to the Chittering Health Care Centre	Asset Sustainability practices	Operation Services	(\$12,696)
Policy Development / Review	Risk Alignment	Service Area	Budget
Develop the Shire's Public Health Plan	Compliance requirements	Compliance & Regulatory Services	(\$12,500)
Capital Projects	Risk Alignment	Service Area	Budget
Acquire land for the 7 independent living units for aged people	Asset Sustainability practices	Planning Services	(\$240,000)

STRATEGY 2.2	Increase the availability of emergency services
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Annual Operational Plan 2023/24			
Improvement Initiatives	Risk Alignment	Service Area	Budget
Conduct a formal Disability Access & Inclusion (DAI) assessment of Shire owned or managed facilities, assets and public spaces – fire stations (DAIP)	Compliance requirements	Asset Management	
Conduct Bushfire education programs quarterly	Business & community disruption	Rangers & Community Safety	
Conduct the annual test of the Local Emergency Management Arrangements aligned to the Emergency Management Act 2005 by end September	Business & community disruption	Rangers & Community Safety	
Conduct Firebreak and Hazard Reduction inspections at residential properties that were non-compliance within 4 weeks	Business & community disruption	Rangers & Community Safety	
Conduct the annual test of the Local Emergency Management Arrangements aligned to the Emergency Management Act 2005 by end September	Business & community disruption	Rangers & Community Safety	
Implement the rural numbering program	Compliance requirements	Rangers & Community Safety	(\$2,000)
Implement the annual Maintenance Program aligned to the 5 Fire Stations	Asset Sustainability practices	Rangers & Community Safety	(\$76,628)
Policy Development / Review	Risk Alignment	Service Area	Budget
Revision and update of Emergency Recovery Plan by end February	Business & community disruption	Rangers & Community Safety	
Capital Projects	Risk Alignment	Service Area	Budget
Install UV Filter for Tank Water at Upper Chittering Fire Station	Business & community disruption	Rangers & Community Safety	(\$5,500)
Pump replacement at Muchea Fire Station	Business & community disruption		(\$7,000)

SUSTAINABLE LIVING IN A PROTECTED ENVIRONMENT

Outcome 3: Sustainable lifestyle

STRATEGY 3.1	Encouraging development in keeping with the environment
STRATEGY 3.2	Improved waste management and recycling practices
STRATEGY 3.3	Limit impacts of mining, extractive industry and industrial development

Annual Operational Plan 2023/24			
Improvement Initiatives	Risk Alignment	Service Area	Budget
Natural area revegetation assessment at Bindoon Mountain Bike Park	Asset Sustainability practices		(\$64,000)
Manage the Containers for Change Program	Environment management		(\$25,563)
Develop a Private Landholder Incentives Strategy to encourage maintenance of native vegetation on their properties – Y1 - conduct survey aligned to the Local Biodiversity Strategy	Environment management	Planning Services	
Investigate future options for Containers for Change Program at Muchea Landfill aligned to the Strategic Waste Management Plan	Environment management	Compliance & Regulatory Services	
Waste infrastructure and operations - address non-compliance aligned to the Strategic Waste Management Plan	Compliance requirements	Compliance & Regulatory Services	
Develop Waste Facility Management Systems aligned to the Strategic Waste Management Plan	Environment management	Compliance & Regulatory Services	
Implement the Plant replacement program and disposal of old items aligned to the Strategic Waste Management Plan	Asset Sustainability practices	Operation Services	
Develop and implement a Landfill Closure Management Plan (LCMP) for the Bindoon and Muchea Landfill and Recycling Centre aligned to the Strategic Waste Management Plan	Environment management	Compliance & Regulatory Services	(\$40,000)
Waste facility data collection program for Muchea and Bindoon landfill sites	IT / communication systems & infrastructure	Operation Services	(\$11,000)
Implement the annual Maintenance Program aligned to the Shire's 3 Waste Tip Sites	Asset Sustainability practices	Operation Services	(\$700,721)

Annual Operational Plan 2023/24			
Policy Development / Review	Risk Alignment	Service Area	Budget
Review Shire position on commercial waste acceptance aligned to the Strategic Waste Management Plan	Environment management	Compliance & Regulatory Services	
Review Shire position on free domestic disposal aligned to the Strategic Waste Management Plan	Environment management	Compliance & Regulatory Services	
Capital Projects	Risk Alignment	Service Area	Budget
Bindoon landfill site upgrades	Asset Sustainability practices	Operation Services	(\$115,000)



Outcome 4: Protection of life and property

STRATEGY 4.1	Ensure water security and quality
STRATEGY 4.2	Limit noise and light pollution
STRATEGY 4.3	Protection of wildlife and nature from pests, weeds, destruction and contamination

Annual Operational Plan 2023/24

Improvement Initiatives	Risk Alignment	Service Area	Budget
Legislative inspections and water quality sampling of all registered lodging houses, B&Bs caravan parks/grounds (5 per quarter excluding B&Bs)	Compliance requirements	Compliance & Regulatory Services	
Legislative monthly inspections and water quality sampling of all public swimming pools, commercial premises, council premises (31 per month – 2 swimming pools; 15 commercial sites; 14 council premises)	Compliance requirements	Compliance & Regulatory Services	
Meet the Department of Water and Environmental Regulations (DWER) Water usage allowance for the City's ground water licenses (% Compliance with DWER requirements)	Compliance requirements	Compliance & Regulatory Services	
Implement Better Urban Water Management, including the preparation of Urban Water Management Plans (UWMO), for all new residential proposals aligned to the Local Planning Strategy	Environment management	Compliance & Regulatory Services	
Develop an education strategy to limit traffic and motorbike noise	Engagement practices	Compliance & Regulatory Services	
Update the Shire's WHS procedure to include Dieback and weeds prevention for contractors to adhere to best practice on-ground techniques aligned to the Strategic Waste Management Plan	Environment management	Planning Services	
Conduct a Contaminated Site Audit across the Shire of Chittering	Environment management	Compliance & Regulatory Services	
Implement the annual prescribed burnings & controls aligned to the Bushfire Risk Management Plan	Business & community disruption	Rangers & Community Safety	

Annual Operational Plan 2023/24			
Improvement Initiatives	Risk Alignment	Service Area	Budget
Develop a Water Tanks Plan for Strategic Water Supply – mapping aligned to the Bushfire Risk Management Plan	Business & community disruption	Rangers & Community Safety	
Create a Shire of Chittering Strategic Fire Breaks Plan Bushfire Risk Management Plan	Business & community disruption	Rangers & Community Safety	
Develop fuel reduction strategies in bushfire risk management aligned to the Bushfire Risk Management Plan	Environment management	Rangers & Community Safety	
Groundwater monitoring at Bindoon and Muchea landfill sites as per DWER requirements	Environment management	Compliance & Regulatory Services	
Implement Streetlight program in new subdivision areas aligned to the State Policy	Environment management	Planning Services	
Implement the Fire Prevention/burning/control program	Business & community disruption	Compliance & Regulatory Services	(\$225,000)
Implement the Fire Mitigation Control BRO Projects	Business & community disruption	Compliance & Regulatory Services	(\$130,790)
Implement the Fire Mitigation Control Special Funded Projects	Business & community disruption	Compliance & Regulatory Services	(\$249,000)
Remediation of existing contaminated sites as per DWER guidelines	Environment management	Compliance & Regulatory Services	
Develop a Remediation Action Plan for 131 Muchea East Road	Environment management	Compliance & Regulatory Services	
Policy Development / Review	Risk Alignment	Service Area	Budget
Amend the Local Planning Scheme's 'water supply' rainwater tank calculation, to increase tank capacity, to reflect WAPC rural guidelines (LPS)	Environment management	Planning Services	
Review and amend the Local Planning Policy (LPP) no 6: Water Supply Drainage	Environment management	Planning Services	(\$5,000)
Capital Projects	Risk Alignment	Service Area	Budget
Install new Portable Fire Traffic Management Lights	Safety & Security	Rangers & Community Safety	(\$19,400)
Install Australia Fire Danger Rating System Signs	Safety & Security	Rangers & Community Safety	(\$56,000)
Upgrade old CESM Vehicle Fire Mitigation	Business & community disruption	Rangers & Community Safety	(\$35,000)

Outcome 5: Retaining rural amenities

STRATEGY 5.1	Balance development with natural environment and open spaces
STRATEGY 5.2	Planned development retaining rural amenity

Annual Operational Plan 2023/24			
Improvement Initiatives	Risk Alignment	Service Area	Budget
Building permit application processed within regulatory timeframes or timeframes agreed by the applicant	Compliance requirements	Planning Services	
Building permit application processed within regulatory timeframes or timeframes agreed by the applicant	Compliance requirements	Planning Services	
Assess all building applications for compliance check within 5 working days and prior to processing by the Building Department	Compliance requirements	Compliance & Regulatory Services	
Complete statutory compliance assessments for Uncertified building approval applications within 25 working days	Compliance requirements	Compliance & Regulatory Services	
Complete statutory compliance assessments for Certified building approval applications within 10 working days	Compliance requirements	Compliance & Regulatory Services	
Ensure that all local reserves created (as a result of new subdivision) are managed according to an approved bushland management plan aligned to the Shire's Local Biodiversity Strategy	Environment management	Planning Services	
Provide future residential development in areas that have access to essential infrastructure and community facilities and services aligned to the Shire's Local Planning Strategy	Asset Sustainability practices	Planning Services	
Provide for limited rural residential development outside designated precincts only where it is of demonstrated benefit to the environment and improves bushfire management aligned to the Shire's Local Biodiversity Strategy	Environment management	Planning Services	

Annual Operational Plan 2023/24			
Improvement Initiatives	Risk Alignment	Service Area	Budget
Consolidate rural living development within the Bindoon, Lower Chittering, and Reserve Road precincts through 'rounding off' consistent with the Shire's Local Planning Strategy Map aligned to the Local Planning Strategy	Environment management	Planning Services	
Undertake environmental studies – Upgrading of Djidi-Djidi Ridge trail to new (existing) lookout from the carpark on the southern side aligned to the Shire's Economic Development Strategy	Environment management	Planning Services	
Prepare a feasibility study for a long distance “Munda Biddi” style trail across the Shire that connects interregional to create a long distance aligned to the Shire's Economic Development Strategy	Environment management	Planning Services	
Subdivision of Joint Venture Housing – Lot 801 Edmonds Place	Asset Sustainability practices	Planning Services	(\$15,000)



Outcome 6: Improving infrastructure

STRATEGY 6.1 Maintenance and construction of safe roads

Please note that general road maintenance is not listed in this section and will be carried out as part of business as usual.

Annual Operational Plan 2023/24			
Improvement Initiatives	Risk Alignment	Service Area	Budget
Annual implementation of the Maintenance Program for Depot, Roads, Bridges, Street lighting, Footpaths and Drainage	Asset Sustainability practices		(\$5,339,417)
Capital Projects	Risk Alignment	Service Area	Budget
Depot upgrades	Asset Sustainability practices	Operation Services	(\$10,000)
Bridge 4027 (Chittering Road) - construct new box culvert crossing (dependant on Main Roads funding)	Asset Sustainability practices	Infrastructure Management Services	
Install street lighting on the corner of McGlew Road and Chittering Road; corner of Hereford Way and Muchea East Road and on the corner of Santa Gertrudis Drive and Muchea East Road	Asset Sustainability practices	Infrastructure Management Services	(\$200,000)
Implement the annual Footpaths & Cycleways Capital Program	Asset Sustainability practices	Infrastructure Management Services	(\$30,000)
80% of planned road renewals completed, aligned to the adopted budget and the Asset Management Plan: Roads – resealed	Supplier/contract management	Infrastructure Management Services	
Chittering Valley Road			(\$334,703)
Wandena South Road			(\$332,609)
Mooliabeenee Road			(\$378,283)
Chittering Road			(\$350,627)
80% of planned sealed road upgrades completed, aligned to the adopted budget and Asset Management Plan	Supplier/contract management	Infrastructure Management Services	(\$516,288)
Crest Hill Road			(\$65,000)
Teatree Road			(\$50,000)
Steer Street			(\$140,000)
Loppolo Road			(\$36,288)
Ridgetop Ramble			(\$85,000)
Edwards Place			(\$140,000)

Annual Operational Plan 2023/24			
Capital Projects	Risk Alignment	Service Area	Budget
80% of planned renewals of unsealed roads completed, aligned to the adopted budget and the Asset Management Plan: Roads reseals/resheet	Supplier/contract management	Infrastructure Management Services	(\$227,618)
Flat Rocks Road			(\$72,575)
Perry Road			(\$30,000)
Stephens Road			(\$88,755)
Spillman Road			
Construct Julimar Road Black Spot	Supplier/contract management	Infrastructure Management Services	(\$336,600)
Construct Muchea Road South Black Spot	Supplier/contract management	Infrastructure Management Services	(\$80,000)



STRATEGY 6.2	Townsites with attractive streetscapes
STRATEGY 6.3	Provision of community facilities to allow sport and recreation participation

Annual Operational Plan 2023/24			
Improvement Initiatives	Risk Alignment	Service Area	Budget
Implement Trees for Residents Program	Environmental Management	Community Development	(\$5,000)
Brockman Centre – Arts and Crafts Building – forward planning/consultation	Asset Sustainability practices	Community Development	
Official opening of Muchea Complex (Recreation Centre) Upgrade aligned to the Shire’s Sport & Recreation Plan	Engagement practices	Community Development	
Forward Planning for Brockman Arts & Crafts Building – consultancy fees	Asset Sustainability practices	Community Development	(\$1,000)
Develop a Facilities Complaints Register to address all Public Halls and Recreation Facilities complaints within 5 days	Engagement practices	Community Development	
Implement the annual maintenance program for Community Amenities	Asset Sustainability practices	Operation Services	(\$78,977)
Implement the annual maintenance program for town halls and public buildings	Asset Sustainability practices	Operation Services	(\$152,494)
Development of a Horse Bridle trails – Y1-concept aligned to the Shire’s Economic Development Strategy	Asset Sustainability practices	Planning Services	
Policy Development / Review	Risk Alignment	Service Area	Budget
Develop Shire's Facility Management Framework	Management of Facilities / Venues / Events	Community Development	
Develop Facility Management Plans for each Community Facility (10) and possible extra one - Lower Chittering Community Centre	Management of Facilities / Venues / Events	Community Development	
Develop a Governance Model for Muchea Recreation Centre	Management of Facilities / Venues / Events	Community Development	
Capital Projects	Risk Alignment	Service Area	Budget
Upgrade Administration Building with a patio for access ramp	Asset Sustainability practices	Operation Services	(\$20,000)
Clune Park Public Conveniences upgrades	Asset Sustainability practices	Operation Services	(\$5,000)
Cemetery upgrades	Asset Sustainability practices	Operation Services	(\$15,000)

Annual Operational Plan 2023/24			
Capital Projects	Risk Alignment	Service Area	Budget
Minor Bindoon hall buildings upgrades – patio and upgrades to separate room	Asset Sustainability practices	Operation Services	(\$33,375)
Minor Chinkabee complex buildings upgrades – door replacement and bowls court	Asset Sustainability practices	Operation Services	(\$23,000)
Minor Wannamal hall upgrades	Asset Sustainability practices	Operation Services	(\$18,000)
Patio			(\$10,000)
Tennis courts fencing			(\$8,000)
Sandown Park upgrades – compost bins	Asset Sustainability practices	Operation Services	(\$5,000)
Muchea Clubroom Redevelopment aligned to the Shire's Economic Development Strategy	Asset Sustainability practices	Operation Services	(\$833,372)
Lighting upgrade at Brockman Centre Precinct Buildings	Asset Sustainability practices	Operation Services	(\$8,000)
Implement the annual Maintenance Program for the Shire's trails and tracks	Asset Sustainability practices	Operation Services	(\$34,007)
Finalise Yozzi Road walk trail aligned to the Shire's Economic Development Strategy	Project change management	Economic & Tourism Development	(\$18,070)
Finalise Djidi Trail aligned to the Shire's Economic Development Strategy	Project change management	Economic & Tourism Development	(\$141,660)
Concept and Feasibility study for the Long Distance XC Regional Trail	Project change management	Economic & Tourism Development	(\$12,000)
Install water tank & pump at Bindoon Mountain Bike Park	Project change management	Community Development	(\$28,500)
Finalise trails works at Bindoon Mountain Bike Park aligned to the Shire's Economic Development Strategy	Project change management	Economic & Tourism Development	(\$142,312)
Bindoon Mountain Bike Park infrastructure aligned to the Shire's Economic Development Strategy	Project change management	Economic & Tourism Development	(\$220,982)
Sussex Bend Reserve Pump Track aligned to the Shire's Economic Development Strategy	Project change management	Community Development	(\$60,000)
Tourist Bureau Gardens Maintenance	Project change management	Operation Services	(\$4,542)
Sussex Bend Reserve upgrade of solid shade structure	Project change management	Community Development	(\$60,000)

Annual Operational Plan 2023/24			
Capital Projects	Risk Alignment	Service Area	Budget
Construct a Dog exercise park aligned to the Shire's Economic Development Strategy	Project change management	Planning Services	(\$61,500)
Lower Chittering parks & ovals design works of hall & trails, aligned to the Shire's Sport & Recreation Plan	Project change management	Community Development	(\$400,000)
John Glen (Muchea) parks & ovals (upgrade electric meter box) aligned to the Shire's Sport & Recreation Plan	Project change management	Community Development	(\$10,000)
Clune Park infrastructure parks (shade shelter & seating) aligned to the Shire's Sport & Recreation Plan	Project change management	Community Development	(\$50,000)
Replace the Fire water tank and pump at Muchea Hall aligned to the Shire's Sport & Recreation Plan	Project change management	Community Development	(\$43,000)
Construct a playground at Muchea Hall aligned to the Shire's Sport & Recreation Plan	Project change management	Community Development	(\$189,153)



SUPPORT NEW AND LOCAL BUSINESS WITH A FOCUS ON AGRICULTURE AND TOURISM

Outcome 7: Economic growth

STRATEGY 7.1	Support investment which stimulates sustainable industries, business and job growth
STRATEGY 7.2	Support agricultural growth, with a focus on local produce and agribusiness

Annual Operational Plan 2023/24			
Improvement Initiatives	Risk Alignment	Service Area	Budget
Liaise with the Northern Growth Alliance on the Wheatbelt Development Commission’s long-term strategy – Green Paper	Engagement practices	Chief Executive Office	
Advocate for Sewerage aligned to the Shire’s Economic Development Strategy	Engagement practices	Economic & Tourism Development	
Shop Local Campaign	Engagement practices	Economic & Tourism Development	(\$750)
Capital Projects	Risk Alignment	Service Area	Budget
Muchea Industrial Park application preparations	Asset Sustainability practices	Economic & Tourism Development	(\$50,000)
Muchea Industrial Park technical document review	Asset Sustainability practices	Economic & Tourism Development	(\$10,000)
Install an Electric Vehicle Charging Station in Bindoon	Environment management	Economic & Tourism Development	(\$20,000)



Outcome 8: Local business growth

STRATEGY 8.1	Encourage and support local businesses and new investments for the future
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Annual Operational Plan 2023/24

Improvement Initiatives	Risk Alignment	Service Area	Budget
Investigate the creation of a local jobs portal to connect local employers with local workers alongside the local business directory aligned to the Shire's Economic Development Strategy	Engagement practices	Economic & Tourism Development	
Develop a competitive grant program to assist in the development of industry that will provide exponential returns by assisting in developing local businesses and growing the local economy aligned to the Shire's Economic Development Strategy	Engagement practices	Economic & Tourism Development	
Ongoing marketing aligned to the newly developed Business Directory to assist businesses to increase their knowledge and skills base aligned to the Shire's Economic Development Strategy	Engagement practices	Economic & Tourist Development	
Review Small Business Development Applications (SBDC) approval process aligned to the Shire's Economic Development Strategy	Engagement practices	Economic & Tourist Development	
Communicating generic approval process and timelines aligned to the Small Business Friendly Approvals Program (SBFAP) aligned to the Shire's Economic Development Strategy	Engagement practices	Planning Services	
Local Business Support Program (Business Development) aligned to the Shire's Economic Development Strategy	Engagement practices	Economic & Tourist Development	(\$8,400)
Business Station Thrive Program aligned to the Shire's Economic Development Strategy	Engagement practices	Economic & Tourist Development	(\$10,000)
Review and amend the Local Planning Policy (LPP) no 11: Wayside Stalls	Compliance requirements	Planning Services	(\$5,000)

Outcome 9: Increase tourism	
STRATEGY 9.1	Support and promote accommodation options
STRATEGY 9.2	Facilitate, promote and support visitation
STRATEGY 9.3	Increase in nature-based tourism and agritourism

Annual Operational Plan 2023/24			
Improvement Initiatives	Risk Alignment	Service Area	Budget
Audit the current signage in the Shire and develop a tourist signage plan to attract travellers of the major highways and remove obsolete signage aligned to the Tourism Strategy	Management of facilities; venues; events	Economic & Tourist Development	
Implement the Signage Strategy actions, product development & business support aligned to the Shire's Economic Development Strategy	Engagement practices	Economic & Tourist Development	(\$15,000)
Implement the Tourism Action Plan		Economic & Tourist Development	(\$11,000)
Explore option to increase accommodation opportunities		Economic & Tourist Development	
Uncover Chittering Indigenous History aligned to the Shire's Economic Development Strategy	Engagement practices	Economic & Tourist Development	
Investigate the potential for identifying and attracting marquee events and bolster Chittering brand - food festivals, long-distance style cycling events aligned to the Shire's Economic Development Strategy	Engagement practices	Economic & Tourist Development	
Visitors survey and metric capture aligned to the Shire's Economic Development Strategy	Engagement practices	Economic & Tourist Development	
Area Promotion aligned to the Shire's Economic Development Strategy			(\$13,977)
Increase political & tourism industry awareness of Chittering as a quality tourism destination	Engagement practices	Economic & Tourist Development	
Continue to promote the Shire through implementing initiatives such as social media strategies, paid television features as part of Destination Perth Membership benefits			

Annual Operational Plan 2023/24			
Improvement Initiatives	Risk Alignment	Service Area	Budget
Tourism Marketing aligned to the Shire's Economic Development Strategy	Engagement practices	Economic & Tourist Development	(\$21,172)
Increase skills & knowledge - run tourism development (incl. Agritourism) workshops			
Increase Chittering's reputation as a desirable food growing region			
Stargazing infrastructure - Astro tourism site development			
NGA food brand strategy aligned to the Shire's Economic Development Strategy	Engagement practices	Economic & Tourist Development	
Visitor Centre roadside promotion aligned to the Shire's Economic Development Strategy	Engagement practices	Economic & Tourist Development	(\$1,000)
Bindoon Caravan Park & campgrounds aligned to the Shire's Economic Development Strategy	Management of facilities; venues; events	Economic & Tourist Development	
Equine infrastructure - Investigate the current offering of Bridle Trail circuits in Chittering for both local visitation and for tourism aligned to the Shire's Economic Development Strategy	Management of facilities; venues; events	Economic & Tourist Development	
Roadside Valley Viewpoint/pullover bays	Management of facilities; venues; events	Economic & Tourist Development	
Capital Projects	Risk Alignment	Service Area	Budget
Bindoon Caravan Park aligned to the Shire's Economic Development Strategy	Asset Sustainability practices	Economic & Tourist Development	(\$1,203,545)
Tourist Bureau Building upgrades	Management of facilities; venues; events	Economic & Tourist Development	(\$5,000)

AN ENGAGED COMMUNITY WITH ACCOUNTABLE AND EFFICIENT GOVERNANCE

Outcome 10: An engaged Shire

STRATEGY 10.1 Continue to engage with the community, using a variety of methods of inviting input

Annual Operational Plan 2023/24			
Improvement Initiatives	Risk Alignment	Service Area	Budget
Implement a Customer Relations Management Solution stage 1 aligned to the Small Business Friendly Approvals Program (SBFAP)	Engagement Practices	Communications	
Planned community and stakeholder engagement	Engagement Practices	Community Development	
Replacement of Lower Chittering Hall Replacement			
Development of Muchea Recreation Centre			
Development of Patens Reserve Plan (walk trail, play area, recreation space)			
Policy Development / Review	Risk Alignment	Service Area	Budget
Review the Community Engagement Framework aligned to the Shire’s Risk Register	Engagement practices	Community Development	
Capital Projects	Risk Alignment	Service Area	Budget
Install x4 Community Notice Boards	Engagement practices	Community Development	(\$17,500)



Outcome 11: Accountable and transparent governance			
STRATEGY 11.1			
STRATEGY 11.2			
Annual Operational Plan 2023/24			
Improvement Initiatives	Risk Alignment	Service Area	Budget
DAIP awareness training – Deliver information sessions for management and leadership roles on inclusive employment and service practice by September 2023 (DAIP)	Compliance requirements	Human Resources	
Research & assess alternative information formats for viability & implementation (DAIP)	Compliance requirements	Human Resources	
Review Local Planning Scheme aligned to legislative requirements reviewed every four years- 2026 completions	Compliance requirements	Planning Services	
Implement a Local Planning Policy aligned to the criteria detailed in the Local Biodiversity Strategy	Environmental management	Planning Services	
Percentage of the Shire's Annual Budget spent (75%)	Compliance requirements	Chief Executive Office	
Rates collection (%)		Financial Services	
Review the Shire's Business Continuity Plan	Business & community disruption	Governance	
Reduce the number of POs raised after invoice date as per the Audit Findings Report	Compliance requirements	Financial Services	
Conduct Accountable and Ethical Decision Making Training aligned to the Shire's Risk Register	Compliance requirements	Governance	
Update Council Member training register and prepare report annually by end June aligned to Local Government Act	Compliance requirements	Governance	
Conduct work aligned to the Shire's Vision and Values	Engagement Practices	Strategic & Organisational Development	(\$5,000)
Implement improvement actions resulted from the OSH Audit completed in 2022/23	Safety & security	Human Resources	(\$5,000)
Minor review of the Shire's Strategic Community Plan	Compliance requirements	Strategic & Organisational Development	
Implement new Council Website and launch Shire of Chittering App	IT / communication systems & infrastructure	Information Technology	(\$4,000)
Implement Council Connect Website	IT / communication systems & infrastructure	Information Technology	(\$17,500)

Improvement Initiatives	Risk Alignment	Service Area	Budget
Avantgarde IT support	IT / communication systems & infrastructure	Information Technology	(\$80,254)
Renew Sophos annual licenses	IT / communication systems & infrastructure	Information Technology	(\$8,888)
Implement OST CouncilFirst Recordkeeping system aligned to the ICT Roadmap	IT / communication systems & infrastructure	Information Technology	(\$47,000)
Implement CouncilFirst Finance & other modules aligned to the ICT Roadmap	IT / communication systems & infrastructure	Information Technology	(\$155,000)
SynergySoft annual licence fee	IT / communication systems & infrastructure	Information Technology	(\$47,000)
Office 365 license fees	IT / communication systems & infrastructure	Information Technology	(\$94,350)
Implement Survey Monkey		Human Resources	(\$12,546)
Conduct the 3-yearly review of Financial Management and Audit Regs 17	Compliance requirements	Financial Services	(\$15,000)
Develop identified Masterplans aligned to the annual budget	Asset Sustainability practices	Planning Services	(\$10,000)
Conduct Feasibility Studies for Caravan Parks at Lower Chittering and Bindoon	Asset Sustainability practices	Planning Services	(\$25,000)
Conduct a Feasibility Study – Independent Living Units	Asset Sustainability practices	Planning Services	(\$50,000)
Conduct a Feasibility Study as per the Strategic Community Plan Outcomes	Asset Sustainability practices	Planning Services	(\$25,000)
Implement annual PSS Contractor compliance/inductions and Prompt Safety Contract-Contractor Inductions	Safety & security	Human Resources	(\$17,200)
OHS quarterly visits – LGIS	Safety & security	Human Resources	(\$5,200)
Undertake the Gross Rental Value (GRV) Valuation aligned to the Valuation of Land Act 1978	Asset Sustainability practices	Financial Services	(\$96,000)
Undertake the Fair Value Assessment – Infrastructure	Asset Sustainability practices	Financial Services	(\$18,000)
Policy Development / Review	Risk Alignment	Service Area	Budget
Review all council policies to align with Disability Access and Inclusion Strategy (DAIP)	Engagement practices	Governance	
Review the Asset Management Policy	Asset Sustainability practices	Asset Management	
Capital Projects	Risk Alignment	Service Area	Budget
Implement the annual Plant & Equipment Replacement Capital Program – 14 items	Asset Sustainability practices	Asset Management	(\$1,366,000)





Chittering Tourism Advisory Group Terms of Reference

NAME

The name of the Committee shall be the Chittering Tourism Advisory Group (CTAG)

VISION

To develop Chittering as a thriving, sustainable and diverse tourism destination. (Interpreted from Chittering's Strategic Community Plan 2016)

OBJECTIVES OF THE TOURISM ADVISORY GROUP

- To make recommendations and advise Council on select matters relating to tourism;
 - To make recommendations on economic development strategies related to tourism
 - To suggest targets and track the progress made by the Shire in undertaking tourism development activities.

- The Advisory Group will advise Council all matters in tourism relating to:
 - Stakeholder engagement
 - Marketing
 - Business support & development
 - Investment attraction & infrastructure implementation
 - Visitor satisfaction
 - Undertaking major projects
 - Shire-led tourism-focused events coordination

RESPONSIBLE OFFICER

The Responsible Officer shall be the Economic Development Coordinator who will ensure agendas and minutes are produced and forwarded to the Advisory Group, and report any recommendations from the Advisory Group to Council.

MEMBERSHIP

Membership

- a) One Shire of Chittering Councillor as member and one Councillor as proxy
- b) One Chittering Tourism Association representative as a member
- c) Five tourism industry personnel from the Chittering local government area
- d) One Shire of Chittering resident as a member

Tenure of Membership

At each Ordinary Council Election, all positions will be declared vacant and; expressions of interest for committee positions will be advertised every two years in line with Council Elections, at the first meeting following the Elections.

Though the inaugural Advisory group will be recommended by Shire Officers, ongoing recruitment will be advertised via the Shire community engagement processes. The Advisory Group has the power to co-opt people with relevant expertise, or where there is a gap in representation.

Interested parties will be invited to complete an application form and send to the Chair of CTAG who will consult with existing membership to consider the application.

The inaugural Advisory Group members with the exception of Council and CTA Representatives shall be selected by Shire Officers. The tenure of these members shall be until the first Ordinary Council Elections following the formation of the Advisory Group.

DELEGATED AUTHORITY

Nil

ADVISORY GROUP

Chairperson

The Council member will act as Chairperson of the Advisory Group, unless the Council member chooses to delegate another member as Chair.

Secretary

A Shire staff officer will fulfil the role of Secretary.

Standing Ex-Official Members

Nil

MEETINGS

Advisory Group meetings

Meetings of the Advisory Group shall be as determined by the Group. Meetings for the next calendar year are to be determined at the final meeting of the year.

Quorum

The quorum at any meeting shall be a Shire Councillor Representative plus three other voting members.

Voting

When making recommendations to Council, voting on the motion is required with outcomes to be based on a simple majority.

Notes

1. Any notes from an advisory group are to be forwarded to Council via a council report.
2. A report is to be prepared by the responsible officer of the Advisory Group of any recommendations made by the Advisory Group to be presented to Council at the next ordinary meeting of the council, for consideration.

Meetings

Meetings shall be closed to the public and are not required to have questions from the public as there are no Council delegations.

Members interests to be disclosed

Members of the Advisory group are bound by the provisions of the *Local Government Act 1995*, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

Code of Conduct

Members must comply with the Shire's [Staff Policy 3.1 Code of Conduct – Staff, Volunteers and Contractors](#)

Expression of Interest Muceha Recreation Centre Community Representative

Name	Natalie Vallance		
Address	86 Archibald St (PO Box 250)		
	Muceha WA	Postcode	6501
Email	muchtrees@nw.com.au	Phone	0427 383 020

The Role

The Muceha Recreation Centre User Group comprises representatives of the verified users of the Muceha Recreation Centre and; community representation.

The purpose of the group will be to represent their club/ organisation/ business and community needs and aspirations with Shire representatives, to ensure that the facility meets its core function, as outlined within the Muceha Recreation Centre Facility Management Plan.

Agreement

In applying for this role I understand that I am applying as a Community Representative with no affiliation to current clubs utilising the facility.

I have read the Muceha Recreation Centre Facility Management Plan and understand that my role will be to represent community views and aspirations for the Muceha Recreation Centre, in line with the Management Plan.

Please outline your reasons for applying to be a community representative on the MRCUG

I have been a resident of Muceha for 36 years now, so almost a local. I have been involved in the running of the Muceha Netball Club for over 25 years, which ceased when my husband got sick for his last time-I have since been unable to participate in Netball being that I am running our business instead, employing 20 locals. I love our area and am passionate about sport, AND community inclusiveness overall. My recent activity in saving the Muceha Marri's is an issue that has revealed that participation in the future management/changes+ at the MRC must have broader community perspective, that is what I offer.

That may mean that I will be unable to offer plants for the MRC due to perceived conflicts of interest, but I am prepared that this be the case to ensure a broader perspective of the needs of the Muceha community overall.

Please submit your application to chatter@chittering.wa.gov.au

Appointment

Where the EOI is unopposed, the applicant meets the minimum requirements and, a vacancy is available on the MRCUG; appointment can be accepted by the Community Facility Officer as the administration officer to the group.

In the event that there is more applications than vacancies on the MRCUG, a Council Resolution will be sought for appointment of the preferred applicant to the position.

Office Use Only		
Date of Appointment		Council Resolution
Reason for declined application		

Expression of Interest Muchea Recreation Centre Community Representative

Name	Michelle Davies		
Address	39 Davern Street, Muchea WA		
	PO Box 351, Muchea WA	Postcode	6501
Email	wagtailfarm@bigpond.com	Phone	041 797 8601

The Role

The Muchea Recreation Centre User Group comprises representatives of the verified users of the Muchea Recreation Centre and; community representation.

The purpose of the group will be to represent their club/ organisation/ business and community needs and aspirations with Shire representatives, to ensure that the facility meets its core function, as outlined within the Muchea Recreation Centre Facility Management Plan.

Agreement

In applying for this role I understand that I am applying as a Community Representative with no affiliation to current clubs utilising the facility.

I have read the Muchea Recreation Centre Facility Management Plan and understand that my role will be to represent community views and aspirations for the Muchea Recreation Centre, in line with the Management Plan.

Please outline your reasons for applying to be a community representative on the MRCUG
I am interested in exploring additional uses for the facility (eg, cards, board games, darts, table tennis, swap meets) and opportunities for recreation where parents and children can do things together (rather than the parents sitting 'on the side lines') or where local people (kids or adults) can come together. I am also interested in the environmental/landscaping aspects of the grounds (as mentioned in our phone conversation I am an advocate for the retention of the Muchea Marri Trees that are currently under discussion).

Please submit your application to chatter@chittering.wa.gov.au

Appointment

Where the EOI is unopposed, the applicant meets the minimum requirements and, a vacancy is available on the MRCUG; appointment can be accepted by the Community Facility Officer as the administration officer to the group.

In the event that there is more applications than vacancies on the MRCUG, a Council Resolution will be sought for appointment of the preferred applicant to the position.

Office Use Only		
Date of Appointment		Council Resolution
Reason for declined application		

Expression of Interest

Muchea Recreation Centre Community Representative

Name	HOUSE YATES		
Address	122 PHILMORE ST		
	MUCHEA.	Postcode	6501
Email	lu-lu-1956@hotmail.com	Phone	0438364059

The Role

The Muchea Recreation Centre User Group comprises representatives of the verified users of the Muchea Recreation Centre and; community representation.

The purpose of the group will be to represent their club/ organisation/ business and community needs and aspirations with Shire representatives, to ensure that the facility meets its core function, as outlined within the Muchea Recreation Centre Facility Management Plan.

Agreement

In applying for this role I understand that I am applying as a Community Representative with no affiliation to current clubs utilising the facility.

I have read the Muchea Recreation Centre Facility Management Plan and understand that my role will be to represent community views and aspirations for the Muchea Recreation Centre, in line with the Management Plan.

Please outline your reasons for applying to be a community representative on the MRCUG
I live adjacent to the Hall & want to know what is happening/planned for the hall & grounds.

Please submit your application to chatter@chittering.wa.gov.au

Appointment

Where the EOI is unopposed, the applicant meets the minimum requirements and, a vacancy is available on the MRCUG; appointment can be accepted by the Community Facility Officer as the administration officer to the group.

In the event that there is more applications than vacancies on the MRCUG, a Council Resolution will be sought for appointment of the preferred applicant to the position.

Office Use Only		
Date of Appointment		Council Resolution
Reason for declined application		

1. Local Government Act 1995 Delegations

1.2.3 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Subject to the conditions on delegation to the CEO.

Compliance Links:	Local Government Act 1995: s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation
Record Keeping:	Details of the notice must be recorded in the appropriate record

Version Control:

1	17 June 2020 - N202548
2	16 June 2021 - Ref N212768
3	15 June 2022 - Ref N222918

1. Local Government Act 1995 Delegations

1.2.14 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Technical Services Executive Manager Development Services Executive Manager Corporate Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Subject to the conditions on delegation to the CEO.

Compliance Links:	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy 2.12 - Purchasing Policy Council Finance Policy - Purchasing & Procurement
Record Keeping:	Details of the expression of interest sought, received and accepted must be recorded in the appropriate record and in the Tender Register as required by Regulation 17 of the Local Government (Functions and General) Regulations 1996.

Version Control:

1	17 June 2020 - N202548
2	16 June 2021 - Ref N212768
3	15 June 2022 - Ref N222918

1. Local Government Act 1995 Delegations

1.2.15 Tenders for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$150,000 or less and the expense is included in the adopted Annual Budget [F&G.r.11(2)]. 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to accept, or reject tenders, only within the \$value detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)].

1. Local Government Act 1995 Delegations

	<p>10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$150,000 detailed as a condition on this Delegation, and to then negotiate minor variations with the successful tenderer <u>before</u> entering into a contract [F&G r.20(1) and (3)].</p> <p>11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].</p> <p>12. Authority to decline any tender [F&G r.18(5)].</p> <p>13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)]</p> <p>14. Authority to:</p> <ul style="list-style-type: none"> i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%. ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. <p>15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].</p>
<p>Council Conditions on this Delegation:</p>	<p>a. Sole supplier arrangements may only be approved where a record is retained that evidences:</p> <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; and iv. Rationale for why the supply is unique and cannot be sources through other suppliers; <p>b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:</p> <ul style="list-style-type: none"> • proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, • current supply contract expiry is imminent,

1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. <p>c. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$150,000 or less and the expense is included in the adopted Annual Budget.</p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil

Compliance Links:	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy 2.12 - Purchasing Policy Council Finance Policy - Purchasing & Procurement
Record Keeping:	The determination is to be recorded in the appropriate record.

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3	15 June 2022 - Ref N222918

1. Local Government Act 1995 Delegations

1.2.16 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <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)].
Council Conditions on this Delegation:	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.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Deputy Chief Executive Officer Executive Manager Development Services Executive Manager Technical Services
CEO Conditions on this Sub-Delegation: <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. Deputy Chief Executive Officer

Compliance Links:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual
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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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1	17 June 2020 - N202548
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3	15 June 2022 - Ref N222918

1. Local Government Act 1995 Delegations

1.2.17 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire [s.6.12(1)(c)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. b. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire. <ol style="list-style-type: none"> i. Limited to individual debts valued below \$1,000 or cumulative debts of a debtor valued below \$5,000 Write off of debts greater than these values must be referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Subject to the conditions on delegation to the CEO.

Compliance Links:	Collection of Rates Debts – refer Delegations: <ol style="list-style-type: none"> 1.1.21 - Agreement as to Payment of Rates and Service Charges 1.1.23 - Recovery of Rates or Service Charges 1.1.24 - Recovery of Rates Debts – Actions to Take Possession of the Land
Record Keeping:	The full details of the waiver, concession or write off to be recorded on the appropriate financial record.

Version Control:

1	17 June 2020 - N202548
2	16 June 2021 - Ref N212768
3	15 June 2022 - Ref N222918

1. Local Government Act 1995 Delegations

1.2.18 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy 2.2 – Investment of Funds. Council Finance Policy - Investment of Funds b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Subject to the conditions on delegation to the CEO.
Compliance Links:	Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))

1. Local Government Act 1995 Delegations

Council Finance Policy - Investment of Funds

	Council Finance Policy 2.2 – Investment of Funds
Record Keeping:	The details are to be included in the Monthly Financial Statements, presented to Council in the Ordinary Council Agenda; and recorded on the appropriate financial record.

Version Control:

1	17 June 2020 - N202548
2	16 June 2021 - Ref N212768
3	15 June 2022 - Ref N222918

1. Local Government Act 1995 Delegations

1.2.19 Rate Record Amendment

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Delegate:	Chief Executive Officer
Function: <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 determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil

Compliance Links:	Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	The full details of the determination to be recorded in the appropriate rate record.

Version Control:

1	17 June 2020 - N202548
2	16 June 2021 - Ref N212768
3	15 June 2022 - Ref N222918

1. Local Government Act 1995 Delegations

1.2.20 Agreement as to Payment of Rates and Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <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 an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Subject to complying with the Financial Hardship – Collection of Rates and Service Charges Policy.

Compliance Links:	Council Policy 2.6 – Rating Council Finance Policy - Rating Council Policy 2.17 - Financial Hardship Policy
Record Keeping:	The full details of the determination to be recorded in the appropriate rate record. <i>Financial Interests Returns Required - Yes</i>

Version Control:

1	17 June 2020 - N202548
2	16 June 2021 - Ref N212768
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Council Finance Policy -
Financial Hardship - Collection of Rates and Service Charges

1. Local Government Act 1995 Delegations

1.2.21 Determine Due Date for Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Delegate:	Chief Executive Officer
Function: <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 determine the date on which rates or service charges become due and payable to the Shire [s.6.50].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil

Compliance Links:	Council Policy 2.6 – Rating Council Finance Policy - Rating Council Policy 2.17 - Financial Hardship Policy
Record Keeping:	The full details of the determination to be recorded in the appropriate rate record.

Version Control:	Council Finance Policy - Financial Hardship - Collection of Rates abd Service Charges
1	17 June 2020 - N202548
2	16 June 2021 - Ref N212768
3	15 June 2022 - Ref N222918

1. Local Government Act 1995 Delegations

1.2.22 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil

Compliance Links:	Council Policy 2.6 – Rating Council Finance Policy - Rating Council Policy 2.17 - Financial Hardship Policy
Record Keeping:	The full details of the determination to be recorded in the appropriate rate record.

Version Control:	Council Finance Policy - Financial Hardship - Collection of Rates and Service Charges
1	17 June 2020 - N202548
2	16 June 2021 - Ref N212768
3	15 June 2022 - Ref N222918

1. Local Government Act 1995 Delegations

1.2.25 Appointment of an Acting Chief Executive Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.5.36 Local Government Employees s.5.39 Contracts for CEO and Senior Employees
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Appointment of an Acting Chief Executive Officer.
Council Conditions on this Delegation:	a. Appointments must be in accordance with Staff Policy 3.14 – Appointment of an Acting Chief Executive officer
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	N/A

Council Staff Policy - Appointment of an Acting Chief Executive Officer

Compliance Links:	Staff Policy 3.14 – Appointment of an Acting Chief Executive Officer
Record Keeping:	Details of actions taken are to be recorded on the appropriate file or record and a report presented to Council at its next ordinary meeting.

Version Control:

1	21 October 2020 - N 202613
2	16 June 2021 - Ref N212768
3	15 June 2022 - Ref N222918

1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
Delegate/s:	Executive Manager Corporate Services Deputy Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].

CEO Conditions on this Delegation:	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	All documentation relative to the claim is to be retained as required by legislation.

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1.3.6 Information to be Available to the Public

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Administration) Regulations 1996:</i> r.29(2) &(3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	Executive Manager Corporate Services Deputy Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)]. 2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)]. 3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s.5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s.5.95(1)(b)]. 5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
CEO Conditions on this Delegation:	a. Subject to section 5.95 of the Local Government Act 1995 and the Freedom of Information Act
Express Power to Sub-Delegate:	Nil.

Compliance Links:	
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register and all documentation relative to the decision to deny the person the right to inspect information is to be retained on the appropriate file and the CEO informed.

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4. Cat Act 2011 Delegations

4. Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development Services Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil

4. Cat Act 2011 Delegations

<p>Compliance Links:</p>	<p>Cat Regulations 2012</p> <p>r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.</p> <p>r.12 Period of registration (s.9(7))</p> <p>r.11 Changes in registration</p> <p>r.14 Registration certificate (s.11(1)(b))</p> <p>r.15 Registration tags (s.76(2))</p> <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.</p> <p>Shire of Chittering – Cats Local Law (2015)</p> <p>Shire of Chittering – Cats Local Law (Amendment 2016)</p>
<p>Record Keeping:</p>	<p>Decisions made under this delegation are to be recorded in the appropriate file and/or register.</p>

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4. Cat Act 2011 Delegations

4.1.2 Cat Control Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function: <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 give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's District [s.26].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development Services Ranger(s)
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil

Compliance Links:	<i>Cat Regulations 2012 – r.20</i> Cat control notice [s.23(3)], prescribes the Form of the notice. Shire of Chittering – Keeping and Control of Cats Local Law 2023 Shire of Chittering – Cats Local Law (2015) Shire of Chittering – Cats Local Law (Amendment 2016)
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

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4. Cat Act 2011 Delegations

4.1.3 Approval to Breed Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development Services Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil

Compliance Links:	Cat Regulations 2012: r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1)) Shire of Chittering – Cats Local Law (2015) Shire of Chittering – Cats Local Law (Amendment 2016)
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4. Cat Act 2011 Delegations

Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.
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4. Cat Act 2011 Delegations

4.1.4 Appoint Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s. 48 Authorised persons
Delegate:	Chief Executive Officer
Function: <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 appoint authorised persons by issuing a certificate of authorisation [s.48].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	N/A

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Compliance Links:	Shire of Chittering – Cats Local Law (2015) Shire of Chittering – Cats Local Law (Amendment 2016)
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

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4. Cat Act 2011 Delegations

4.1.5 Recovery of Costs – Destruction of Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function: <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 recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	N/A

Shire of Chittering – Keeping and Control of Cats Local Law 2023

Compliance Links:	Shire of Chittering – Cats Local Law (2015) Shire of Chittering – Cats Local Law (Amendment 2016)
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

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4. Cat Act 2011 Delegations

4.1.6 Applications to Keep Additional Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil

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Compliance Links:	Shire of Chittering – Cats Local Law (2015) Shire of Chittering – Cats Local Law (Amendment 2016)
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

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4. Cat Act 2011 Delegations

4.1.7 Reduce or Waiver Registration Fee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Delegate:	Chief Executive Officer
Function: <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 reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	N/A

Shire of Chittering – Keeping and Control of Cats Local Law 2023

Compliance Links:	Shire of Chittering – Cats Local Law (2015) Shire of Chittering – Cats Local Law (Amendment 2016)
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

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4. Cat Act 2011 Delegations

4.2 Cat Act Delegations - CEO to Employees

4.2.1 Infringement Notices – Extensions and Withdrawals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
Delegate/s:	Executive Manager Development Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil.

Compliance Links:	<i>Cat Regulations 2012:</i> r.28 Withdrawal of infringement notice (s.65(1)) Shire of Chittering – Cats Local Law (2015) Shire of Chittering – Cats Local Law (Amendment 2016)
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

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5. Dog Act 1974 Delegations

5. Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$100 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	N/A

Compliance Links:	Shire of Chittering – Dogs Local Law 2011 Shire of Chittering – Dogs Local Law 2023
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

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5. Dog Act 1974 Delegations

5.1.2 Refuse or Cancel Registration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably

5. Dog Act 1974 Delegations

	capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development Services Ranger(s)
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil

Compliance Links:	<i>Dog Act 1976</i> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6) Shire of Chittering – Dogs Local Law 2011 Shire of Chittering – Dogs Local Law 2023
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

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5. Dog Act 1974 Delegations

5.1.3 Appoint Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.11(1) Staff and Services s.29(1) Power to seize dogs (appoint authorised persons for purposes under this Act)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3]. 2. Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act [s.11(1) and s.29(1)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	N/A

Compliance Links:	Shire of Chittering – Dogs Local Law 2011 Shire of Chittering – Dogs Local Law 2023
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

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5. Dog Act 1974 Delegations

5.1.4 Recovery of Moneys Due Under this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <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 recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	N/A

Compliance Links:	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared) Shire of Chittering – Dogs Local Law 2011 Shire of Chittering – Dogs Local Law 2023
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

Version Control:

1	17 June 2020 - N202548
2	16 June 2021 - Ref N212768
3	15 June 2022 - Ref N222918

5. Dog Act 1974 Delegations

5.1.5 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <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 dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development Services Ranger(s)
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil

Compliance Links:	Shire of Chittering – Dogs Local Law 2011 Shire of Chittering – Dogs Local Law 2023
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

Version Control:

1	17 June 2020 - N202548
2	16 June 2021 - Ref N212768
3	15 June 2022 - Ref N222918

5. Dog Act 1974 Delegations

5.1.6 Declare Dangerous Dog

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	Chief Executive Officer
Function: <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 declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development Services Ranger(s)
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Chittering – Dogs Local Law 2011 Shire of Chittering – Dogs Local Law 2023
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

Version Control:

1	17 June 2020 - N202548
2	16 June 2021 - Ref N212768
3	15 June 2022 - Ref N222918

5. Dog Act 1974 Delegations

5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <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 consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Chittering – Dogs Local Law 2011 Shire of Chittering – Dogs Local Law 2023
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

Version Control:

1	17 June 2020 - N202548
2	16 June 2021 - Ref N212768
3	15 June 2022 - Ref N222918

5. Dog Act 1974 Delegations

5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function: <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 determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Chittering – Dogs Local Law 2011 Shire of Chittering – Dogs Local Law 2023
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

Version Control:

1	17 June 2020 - N202548
2	16 June 2021 - Ref N212768
3	15 June 2022 - Ref N222918

5.1.10 Grant Exemption as to Number of Dogs Kept at Premises

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.26(3) Limitation as to numbers
Delegate:	Chief Executive Officer
Function: <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 approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
Council Conditions on this Delegation:	<p>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</p> <p>b. Decisions under this delegation must comply with the relevant provisions of the Dog Act 1976 and the Shire of Chittering Dogs Local Law 2023, including:</p> <ul style="list-style-type: none"> • Consider and be satisfied that for any particular premises the provisions of the Dog Act 1976 relating to kennel establishments need not be applied in the circumstances [s.26(3)]. • Apply the provisions of s.26(4). <p>c. Conditions that must be applied to an approved exemption, include, but not limited to:</p> <ul style="list-style-type: none"> • Fencing at the premises must be adequate and maintained to prevent the dogs from leaving the premises, to the satisfaction of the CEO. • Registrations for each dog subject of the approved exemption must be current and maintained. • An exemption applies only to the dogs registered and listed in the approval and as such cannot be transferred to another dog.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	This delegation applies if an application raises no significant issues with neighbouring properties during a 21 day advertising period. If significant issues are raised with neighbouring properties that cannot be resolved, the application shall be determined by Council.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
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	Shire of Chittering – Dogs Local Law 2023
Record Keeping:	Decisions made under this delegation are to be recorded in the appropriate file and/or register.

Version Control:

1	
2	

1.5 Record Keeping

Policy Owner:	Corporate Services
Distribution:	All Directorates and Elected Members
Person Responsible:	Records Officer
Date of Approval:	18 May 2011
Amended:	

Objective

To provide a high quality service to all stakeholders in the Shire of Chittering for all communications regarding Council business.

Policy

The Shire of Chittering is committed to ensuring fairness and equity and that the community is kept informed on matters before Council, whilst providing a friendly, helpful and respectful and professional service. Effective communication is a key to ensuring that these principles of operation are met. All communication regarding Council business from a member of staff or an Elected Member shall be at all times courteous, clear and professional.

Correspondence will be managed within the protocol contained within Council's software for Records Management and will comply with the requirements of the **State Records Act 2000** and the **State Records Principles and Standards 2002**.

The Shire of Chittering will ensure at all times that the Communication Plan 2012 and the Community Engagement Plan 2012 are adhered to when communicating with Councillors and the general public.

Correspondence received

All external written correspondence will receive a written response within seven working days of receipt, however an acknowledgement will be provided if, in the view of the appropriate Manager, a full and detailed reply is not possible within that time frame.

External correspondence that is received marked as a copy and addressed to a third party will not be acknowledged unless, in the opinion of the relevant Manager, a response is appropriate.

Facsimiles and electronic mail will be treated as written correspondence.

Managers and the Chief Executive Officer shall determine which items of correspondence will be presented to Council, through the appropriate committee or directorate.

Presidential correspondence

Presidential correspondence will be issued on Shire of Chittering letterhead. A file copy of presidential correspondence shall be maintained in the appropriate file(s), together with originating correspondence. In instances where the President is providing technical information to correspondents, the appropriate officer will draft the correspondence or that section of correspondence.

Elected Member correspondence – incoming

- 1) All correspondence received by the Shire of Chittering is deemed as Shire of Chittering correspondence, unless:
 - a) it is addressed to an Elected Member's name; and
 - b) it is marked "Private and Confidential"; and
 - c) it has no reference to the Shire of Chittering as part of the address or addressee.
- 2) In all cases where correspondence is described in Item 1 complies with 1(a), (b) and (c), above, it will be left unopened in an Elected Member's correspondence box.
- 3) On all occasions where correspondence bearing an Elected Member's name is received and does not comply with Item 1(a), (b) and (c), it will be opened by administration.
- 4) The above items are conditional upon total compliance with all Telecommunications and Australian Postal Regulations and Laws.
- 5) In cases, when the contents make reference to matters that are deemed as requiring attention by administration, a reference note will be added to the correspondence by an appropriate administration officer, marked for the Elected Member's attention, and the note will detail the action to be taken by the appropriate department, with particular reference to Item 3 above only.

Stationery

The Shire's stationery and equipment, including letterhead and envelopes are not to be used for election purposes.

Communication between Elected Members and staff

In order to facilitate effective use of staff resources, all enquiries and requests from Elected Members shall be directed to the Chief Executive Officer or relevant Executive Manager. Where the request entails the use of Shire resources (human or physical) to an extent which an Executive Manager believes may impact on the effective management of the directorate, the request is to be referred to the Chief Executive Officer for determination. The Chief Executive Officer will discuss such requests with the originating Elected Member to determine the extent of information or action required.

The Chief Executive Officer may subsequently refer the matter to Council for determination should a resolution not be achieved.

Communication between Elected Members and staff will in general be governed by the 'Code of Conduct'.

Media contact

In accordance with the Local Government Act 1995, the spokesperson for the Council is the Shire President, and with the President's authorisation the Chief Executive Officer, either of whom may delegate authority to the appropriate Executive Manager to make a statement on behalf of the Shire.

Publications

Publications produced by the Shire will be available for residents and ratepayers in the Bindoon Library, the website and from the administration centre.

The following publications will be advertised in the *Shire of Chittering Facebook Page* and will also be available, on request, in alternative formats:

- Annual report
- Annual financial statements
- Strategic plan
- Local laws

Advertising

All statutory advertisements requiring local public notice shall also be advertised in Shire of Chittering Facebook Page, unless in the opinion of the Chief Executive Officer, this is not practicable for the purposes of meeting time frames and required deadlines.

Public notices will also be made available on the Shire's website.

1.6 Prosecutions by Council against Offenders

Policy Owner: Governance
Person Responsible: Chief Executive Officer
Date of Approval: 20 May 2009
Amended:

Objective

To provide guidelines on taking legal action.

Policy

Any recommendations to Council, for prosecution of offenders, or action on prosecutions that Council has authorised to institute automatically, shall give due consideration to the following factors:

- Where proof will depend on any material, particularly upon the evidence of anyone other than an officer of the Shire, it has been ascertained that the person concerned is willing to give that evidence in court.
- Where the offence is a continuing one and the Shire will be satisfied if remedial work is carried out to end the offence, the substance of what is required has been communicated to, and ignored or rejected by, the defendant.
- Where there is any suggestion that the defendant may be a minor, that possibility has been investigated.
- Where proof in a prosecution will depend upon the evidence of a person other than an officer of the Shire, that person is advised prior to a recommendation for prosecution is being undertaken on the basis that evidence will be given in court by that person on the Shire's behalf.

1.8 Security Cameras and CCTV

Policy Owner:	Governance
Person Responsible:	Executive Manager Technical Services
Date of Approval:	20 May 2009
Amended:	17 June 2020

Definitions

“Authorised personnel” to view the security recordings are the Chief Executive Officer, Executive Manager of Technical Services, the Building Coordinator, Technical Support Officer and the Shire Rangers.

Recording Control

- a) The Chief Executive Officer may authorise the copying of original recordings where an incident is the subject of legal proceedings.
- b) Copying of original recordings is to be made only by an officer authorised by the Chief Executive Officer for this purpose.
- c) Any copy is to be marked ‘copy’ and certified as such.
- d) Certified copies of recordings may only be released to the WA Police, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident.
- e) Certified copies will only be released to the parties named above when permission has been received from the Chief Executive Officer.
- f) At no time shall the security camera be used to provide surveillance of individuals or groups engaging in rallies, protests or other political behaviour unless there is a well-founded belief that an offence against statute law is likely to or is taking place.
- g) All recordings shall be kept in secured storage under the control of the Shire of Chittering.
- h) All original recordings shall be erased after thirty days after the date of the recording unless a request is made in writing for it to be held.
- i) All written requests for access to original recordings shall be addressed to the Chief Executive Officer.

Viewing of Recordings

Requests to view a recording shall be responded within three (3) working days.

Release of original recordings or still photographs

- a) Original recordings and still photographs shall not be released to any person or organisation unless requested under the WA Criminal Code, by court summons or by other legal instrument.
- b) At no time shall original or copied recordings or still photographs be released to any media organisations, journalist or other individual or group without the written approval of the Chief Executive Officer of the Shire of Chittering.

DELETED

1.9 Asset Management – Infrastructure Assets

Policy Owner:	Governance	
Person Responsible:	Executive Manager Corporate Services	Deputy Chief Executive Officer
Date of Approval:	18 May 2011	
Amended:		

Objective

The objective of this policy is to ensure that the Shire of Chittering has systems and processes in place to maximise its ability to continue to deliver services on a sustainable basis. Services delivered by the Shire depend on Infrastructure Assets provided to a level of service (LOS) determined by the Council that is affordable to the community and sustainable in the long term.

Policy

The Shire of Chittering considers that management of its Infrastructure Assets is a major corporate function that requires an organisation wide approach. To achieve this, the Shire of Chittering will:

- Incorporate Asset Management into the Shire’s Corporate Plan, Strategic Plan and Annual Budget
- Develop Asset Management plans for the following classes of Infrastructure Assets:
 - Roads
 - Drainage
 - Buildings
 - Parks and Reserves
- Define and document (within Asset Management plans) the functional and operational levels of service for each infrastructure asset class, underpinned by a long-term (ten year) financial plan based upon Risk Management Principles
- Involve and consult with the community and key stakeholders when determining levels of service for Infrastructure Assets
- Develop an Asset Management Improvement Strategy that allocates resources to ensure sustainable continuous improvement in relation to Asset Management practices within the resource constraints of the organisation.

- Prior to consideration of any major works/renewal or improvement to or creation of an asset, undertake a critical review of the need for the asset including capital, maintenance, operating, renewal, refurbishment, and upgrade costs based on the following key principles:
 - Consider the “whole of life” cost of the assets from the creation to divestment of the asset
 - Consider options to renew assets before creating new assets
 - Ensure that the assets forms part of an overall financial strategy
 - Consider the origin and sustainability of funding sources
- Continually seek opportunities for the multiple use of assets
- Ensure that the roles and responsibilities of all asset users and asset managers are well defined and understood
- Guide the development of Asset Management via an organisation wide, multi-discipline Asset Management Working Group that reports to the Executive Management Team
- This policy is to be reviewed annually by the Asset Management Working Group.

Definitions

“Asset”

Means a physical item that is owned or controlled by the Shire of Chittering, and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual and non-tangible assets)

“Asset Management”

Means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet Council’s priorities for service delivery.

“Asset Management Plan”

Means a plan developed for the management of infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

“Council”

Means the elected Council (comprising Councillors) of the Shire of Chittering.

“Infrastructure Assets”

Are fixed assets that support the delivery of services to the community. These include the broad assets of roads, drainage, buildings, parks and reserves.

“Level of Service”

Means the combination of function, design and presentation of an asset. The higher the Level of Service, the greater the cost. The aim of asset management is to match the asset and level of service to the community expectation, need and level of affordability.

“Life Cycle”

Means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

“Maintenance”

Means regular ongoing day-to-day work necessary to keep the asset operating and to achieve its optimum life expectancy.

“New”

Means creation of a new asset to meet additional service level requirements.

“Operations”

Means the regular activities to provide public health, safety and amenities and to enable the assets to function, e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

“Renewal”

Means the restoration, rehabilitation or replacement of an existing asset to its original capacity. This may include the fixture of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

“Resources”

Means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).

“Risk”

Means the probability and consequence of an event that could impact on the Council’s ability to meet its corporate objectives.

“Shire”

Means the collective Shire of Chittering organisation. The Chief Executive Officer of the Shire of Chittering is responsible for ensuring the Shire’s obligations and commitments are met.

“Stakeholders”

Are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

“Upgrade”

Means the enhancement of an existing asset to provide a higher level of service.

“Whole of the life cost(s)”

Means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance and rehabilitation and disposal costs.

1.11 Risk Management Policy

Policy Owner:	Governance	
Person Responsible:	Executive Manager Corporate Services	Deputy Chief Executive Officer
Date of Approval:	25 June 2014	
Amended:	20 July 2022	

Objective

- To document the commitment and objective regarding managing uncertainty that may impact the Shire's strategies, goals or objectives;
- Optimise the achievement of our vision, mission, strategies, goals and objectives;
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making;
- Embed appropriate and effective controls to mitigate risk;
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations;
- Enhance organisational resilience; and
- Identify and provide for the continuity of critical operations.

Policy

It is the Shire's policy to achieve best practice (aligned with **AS/NZS ISO 31000:2009 Risk Management**), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operations, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Management team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

Definitions

“Risk”

Effect of uncertainty on objective.

Note 1: an effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation wide, project, product or process).

“Risk Management”

Coordinated activities to direct and control an organisation with regard to risk.

“Risk Management Process”

Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire’s Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are then assessed according to the Shire’s Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation’s appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities and Accountabilities

The Chief Executive Officer is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operation Document).

Measures of Consequence									
RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION	COMPLIANCE	PROPERTY	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
			(Social / Community)		(Plant, Equip, Buildings)			Time	Budget
Insignificant (1)	Near-Miss	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile or no media item.	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response	Less than \$10,000	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,000 - \$50,000	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Moderate (3)	Medical treatment / Lost time injury <30 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 Week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non- compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$50,001 to \$200,000	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional resources; performance affected <1 Month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire / Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	\$200,001 to \$500,000	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non- performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire / Officers	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	>\$500,000	Exceeds deadline by 30% of project timeline	Exceeds project budget by 30%

Measures of Likelihood

Rating		
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year
Likely (4)	The event will probably occur in most circumstances	At least once per year
Possible (3)	The event should occur at some time	At least once in 3 years
Unlikely (2)	The event could occur at some time	At least once in 10 years
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix

					Catastrophic (5)
	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
		Moderate (8)	High (12)	High (16)	Extreme (20)
		Moderate (6)	Moderate (9)	High (12)	High (15)
			Moderate (6)	Moderate (8)	High (10)
					Moderate (5)

Risk Acceptance Criteria

Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	DCEO / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

1.12 Integrated Workforce Planning and Management Policy

Policy Owner:	Corporate Services
Person Responsible:	Human Resources Coordinator
Date of Approval:	17 June 2015
Amended:	26 October 2016; 20 July 2022

Objective

To demonstrate that the Shire is committed to ensuring that strategic, operational and legislative objectives are met by effective workforce planning and resourcing to demonstrate compliance with the Integrated Planning requirements of the **Local Government Act 1995, Regulation S5.56(2)**.

Background

Planning and managing the workforce with the increasing focus by State and Federal Governments on strategic planning, resourcing, occupational safety and health and industrial relations has led to a formal review process in 2012/13. These have been triggered by the workforce planning component of the Integrated Planning and Reporting legislative requirements, an update to the Plan for the future requirements of the WA Local Government Act gazetted in 2011; A “plan for the future” - S5.56 (1) of the **Local Government Act 1995**. Regulations on how to achieve this made under S5.56(2): That local governments develop a Strategic Community Plan that links community aspirations with the Council’s long term strategy; and that the local government has a corporate business plan linking to long term financial planning that integrates asset management, workforce planning and specific council plans (Informing Strategies) with the strategic plan.

Definition of Workforce Planning

Workforce planning is a continuous process of shaping the workforce to ensure it is capable of delivering organisational objectives into the future. It provides the framework for assessing the demand and supply of the workforce and aims to have the right people in the right place at the right time to affect the delivery of organisational goals, resourced through effective long term financial and business plans.

Principles – Framework – Process

The Shire considers workforce planning to be an essential management function in its operations. They recognise that the achievement of all goals and objectives are reliant on the appropriate capacity, skills, knowledge of the workforce.

Council is committed to resourcing workforce requirements through its integrated planning processes. Council also recognises that the responsibility for managing people lies with the person

who has the executive responsibility for the objectives of the service/activity/function of their division.

The Shire will ensure the Workforce Plan addresses current and future best practice human resource management practices that include:

- Effective and efficient recruitment and retention;
- Role and responsibility definition and appropriate performance management;
- Support and encouragement for staff to perform;
- Staff training and development;
- Legislative compliance;
- Work Health and Safety (WHS / OSH)
- Health and Wellbeing
- Flexibility in employment and work practices to meet organisational and employee needs.

Responsibilities

Executive, managers and supervisors have the responsibility and accountability for ensuring that all staff are managed appropriately within their own work areas.

In each of these areas, current and future demand and supply should be assessed as part of the annual and strategic planning cycles.

All managers will ensure effective setting of KPIs and performance criteria for their staff that will meet relevant organisational objectives.

Staff appraisals will incorporate training and development plans to ensure the current and future skills and knowledge needs are met wherever practicable, with gaps and omissions reported to the Chief Executive Officer or other designated officer for inclusion in the Workforce Planning process.

The Corporate Services team will collect and monitor relevant workforce data and statistics through the Workforce Plan annual review process.

The relevant organisational planning and performance monitoring personnel will research and relevant workforce data, demographics and trends as part of the integrated planning cycle.

All Elected Members and officers involved in organisational, operational or project planning will ensure that workforce implications are considered and included in all strategic or operational plans.

Monitor and Review

The Shire will implement a reporting and recording system that will be regularly monitored to ensure human resource supply and demand management is appropriately implemented and sustained across the organisation and there is ongoing identification of issues and trends.

Workforce planning key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored by the Shire's Executive and Council as appropriate and reported as required, being mindful of human resource management confidentiality requirements.

1.16 Execution of Documents and Use of the Common Seal

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Approval:	20 July 2022
Amended:	

POLICY OBJECTIVE

The objective of this Policy is to establish, in accordance with the requirements of Part 9, Division 3 of the *Local Government Act 1995* (the Act), protocols and procedures for the execution of documents and the affixing and administration of the Shire of Chittering's Common Seal.

SCOPE

This Policy applies to all officers preparing documents for execution and/or who have been authorised to execute documents on behalf of the Shire.

Documents and correspondence which relate to day to day routine communications or transactions (Category 3 documents) do not require specific authorisation through Council, as they are the subject of Section 5.41(d) of the Act, which provides that it is the CEO's duty to manage the day to day operations of the Shire. Such duties are undertaken by officers "acting through" another person, in accordance with section 5.45 of the Act.

POLICY

This Policy covers four categories of documents as outlined below. The Shire of Chittering authorises the Shire President and the Chief Executive Officer to sign and affix the Common Seal to documents using the execution clauses as exemplified under "Category 1(A) Documents" of this policy.

Category 1(A) Documents

Category 1(A) documents **require a specific resolution of Council** to enter into an agreement as well as an authority to affix the seal. In accordance with s9.49A(2), these documents will be executed by having the common seal affixed under the specific authorisation of Council in the presence of, and attested by, the Shire President and CEO. Pursuant to s9.49A(3)(b) of the Act, the Shire President and a senior employee (if authorised by the CEO) can also affix and attest the common seal.

The following is a list of Category 1(A) documents:

- Deeds of Agreement and Release in respect to sale or purchase relating to Shire land including equitable interests;

- Town Planning Schemes and Scheme Amendments;
- Local Laws;
- Documents of a ceremonial nature;
- Land transactions, including but not limited to sale, assignments, consent to mortgage, surrenders, transfers and memorials as resolved by Council (this does not include Category 2 land transactions i.e. disposal via leasing or licencing of land or properties and execution of Landgate documents);
- Licensing contracts where the Shire is the Licensor; and
- Documents specified by resolution of Council to be executed by the Common Seal.

Category 1(B) Documents

Category 1(B) documents are those of a general form or category and which may be subject to time constraints for execution. These documents are to be sealed as part of a “class of documents” authorised by Council to be executed under the common seal without a specific Council resolution to affix the seal.

Please note that the document may not require a Council resolution (being a Category 1(B) document) however, the decision to undertake a particular course of action may still require Council approval.

The following list of documents are Category 1(B) documents:

- Agreements relating to grant funding, when the funder requires that the agreement be signed under seal;
- Debenture documents for loans which Council has resolved to raise;
- General Legal and Service Agreements not already listed in this policy; and
- Any document stating that the Common Seal of the Shire of Chittering is to be affixed provided it is not a Category 1(A) document.

In accordance with s9.49A(2), the attachment of the Common Seal requires attesting by both the Shire President (or in their absence the Deputy Shire President) and the Chief Executive Officer (or the person acting in that position). Section 9.49A(3)(b) of the Act, provides that the Shire President and a senior employee (if authorised by the CEO) can also affix and attest the common seal.

Category 2 Documents

Category 2 documents do not require the Common Seal to be affixed.

Under section 9.49A(4), Council authorises the Officers listed in the relevant Authorisation, found in the Shire’s Authorisations Register, to sign documents and/or deeds on behalf of the Shire of Chittering. Executive Managers only have authority where the documents are related to their area of responsibility.

The positions of Executive Manager Development Services; Executive Manager Technical Services; **Executive Manager Corporate Services** are restricted to executing documents that are to a value of \$150,000 or less.

Deputy Chief Executive Officer

The execution of a document must not be inconsistent with a Council Policy or resolution.

Documents may only be executed where the funds are available and allocated for the proposed purpose in the approved budget.

The following are examples of Category 2 documents:

- Documents and/or deeds required in the management of land as a landowner or where land is a Reserve vested to the Shire of Chittering;
- Documents required to enact a decision of Council or the Development Assessment Panel (e.g. contractual documents resulting from a tender process or a memoranda of understanding);
- Documents required to enact a decision made under delegated authority or as a condition or approval given under delegated authority;
- Legally binding contracts (other than tenders) that are required to engage services or purchase products when these documents are not inconsistent with the Shire's purchasing and procurement terms and conditions;
- Contracts for incoming grant funding
- Other legally binding contracts outside of the normal course of business (e.g. confidentiality, indemnity, licensing, novation and sponsorship agreements); and
- Documents and/or deeds related to leases and licences of Shire land and properties. This category includes any arrangements relating to the disposal of property via a lease or licence (but not sale), and includes but is not limited to:
 - agreement to lease or licence;
 - variation of lease or licence;
 - assignment of lease or licence;
 - subleases; and
 - surrender of lease or licence.
- The following Landgate documents and/or deeds including lodgement, removal, withdrawal, surrender/cancel or modification:
 - Notifications in accordance with Section 70A of the *Transfer of Land Act 1893*; Covenants, easements and caveats under the *Transfer of Land Act 1893*
 - Reciprocal easements and/or parking agreements
 - Rights of carriageway agreements
 - Amalgamations
 - Easements or deeds of easement under the *Land Administration Act 1997* and/or *Strata Titles Act 1985*.

Category 3 Documents

Category 3 documents are documents that are created in the normal course of business to discharge the duties of an Officer's position in a manner consistent with Shire policies and procedures. Category 3 documents are to be executed by the CEO, a Director or Manager, or a Shire officer, where the authority and accountability has been extended through an authorisation, policy, procedure, or a position description. It is therefore important to have a good knowledge of the documents that relate to the team that is responsible for the document.

These documents include but are not limited to the following:

- Agreements in the normal course of business for the purchase of goods or services identified within the business unit's budget (other than for tenders) and conforming to the requirements of the Shire's Purchasing Policy and other relevant policies (e.g. Contracts for outgoing grant funding);
- General correspondence required to discharge the duties of your position;
- Grant applications;
- Documents to authorise funding allocations for community groups; and
- Regular hire arrangements.

Common Seal Register

1. The Chief Executive Officer shall maintain a register of all documents executed with the Common Seal;
2. The register is to record each Common Seal transaction and include an identification number, date, the nature of the document and the parties to the document being executed; and



Execution Clauses

The correct execution clauses for Shire of Chittering documents are below. Officers must ensure the document being executed contains the correct execution clause.

Category 1(A) documents:

THE COMMON SEAL of)
 SHIRE OF CHITTERING)
(ABN 48 445 751 800))
 was hereunto affixed by a)
 resolution of Council and in accordance with the)
 provisions)
 of the *Local Government Act 1995* (WA))
 in the presence of)

 Date
 by:

 Signature of President

 Print name of President

 Signature of Chief Executive Officer

 Print name of Chief Executive Officer



Category 1(B) documents:

THE COMMON SEAL of)
SHIRE OF CHITTERING)
(ABN 48 445 751 800))
was hereunto affixed in accordance with the provisions)
of the <i>Local Government Act 1995</i> (WA))
in the presence of)

Date

by:

Signature of President

Print name of President

Signature of Chief Executive Officer

Print name of Chief Executive Officer



Category 2 documents - Deeds:

EXECUTED as a DEED by the)
 SHIRE OF CHITTERING)
(ABN 48 445 751 800))
 In accordance with s9.49A of the)
Local Government Act 1995 (WA))
 by its authorised officers:-)

Date

by:

Signature of Chief Executive Officer
Executive Manager Corporate Services
 Executive Manager Development Services
 Executive Manager Technical Services

Print name of Chief Executive Officer
Executive Manager Corporate Services
 Executive Manager Development Services
 Executive Manager Technical Services

Deputy Chief Executive Officer

Deputy Chief Executive Officer

Signature of Witness

Print name of Witness



Category 2 documents – Other Documents:

EXECUTED by the)
 SHIRE OF CHITTERING)
(ABN 48 445 751 800))
 In accordance with s9.49A of the)
Local Government Act 1995 (WA))
 by its authorised officers:-)

Date

by:

Signature of Chief Executive Officer
Executive Manager Corporate Services
 Executive Manager Development Services
 Executive Manager Technical Services

Print name of Chief Executive Officer
Executive Manager Corporate Services
 Executive Manager Development Services
 Executive Manager Technical Services

Deputy Chief Executive Officer

Deputy Chief Executive Officer

Signature of Witness

Print name of Witness

References:

- Delegations Register
- Authorisations Register
- Common Seal Register

2.1 Budget Preparation

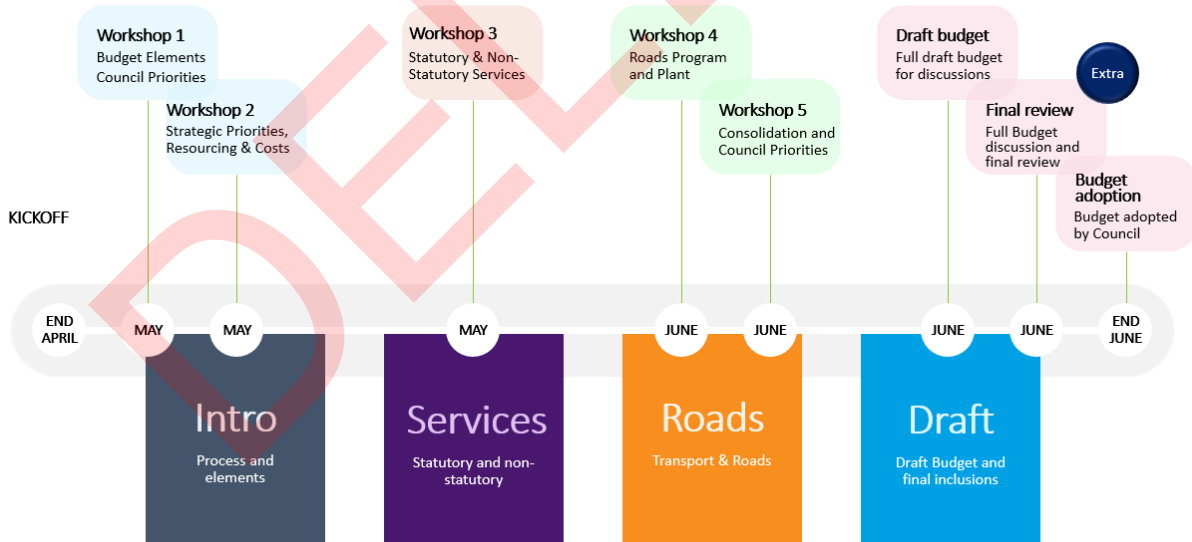
Policy Owner: Corporate Services
Person Responsible: Executive Manager Corporate Services
Date of Approval: 19 August 2009
Amended: 15 July 2020

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, or earlier, each year.

The optimal budget timetable is as delineated below:-

Budget Process and Timeline



2.2 Investment of Funds

Policy Owner: Corporate Services

Person Responsible: Executive Manager Corporate Services

Deputy Chief Executive Officer

Date of Approval: 19 August 2009

Amended:

Objective

To invest the Shire of Chittering's surplus funds, with consideration of risk and the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

Policy

Legislative Requirements

All investments are to comply with the following:

- Local Government Act 1995 – Section 6.14;
- The Trustees Act 1962 – Part III Investments;
- Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 28 and Regulation 49
- Australian Accounting Standards

Delegation of Authority

Authority of the implementation of the Investment of Funds Policy is delegated by Council to the Chief Executive Officer in accordance with the **Local Government Act 1995**. The Chief Executive Officer may in turn delegate the day-to-day management of Council's Investments to the Executive Manager Corporate Services.

Deputy Chief Executive Officer

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment of Funds Policy, and not for speculative purposes.

Approved Investments

Investments may only be made with authorised institutions.

Definition of an "authorised institution" is as follows:

An authorised deposit-taking institution as defined in the **Banking Act 1959** (Commonwealth) section 5; or the Western Australian Treasury Corporation established by the **Western Australian Treasury Corporation Act 1986**.

Prohibited Investments

Investments which are not allowed are as follows:

- Deposits with an institution except an authorised institution;
- Deposits for a fixed term of more than 12 months;
- Bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government;
- Bonds with a term to maturity of more than 3 years;
- Foreign currency.

Risk Management Guidelines

Investments are restricted to bank investments only. The term of the investment will be based on forward cash flow requirements to ensure investment return on available surplus funds.

Reporting and Review

A report on the investments will be included on the monthly Bank Reconciliation presented to Council, detailing which institution the investment is lodged with, the interest rate and the date of maturity.

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on Council's behalf as at 30 June each year and reconciled to the Investment Register.

2.3 Capitalisation

Policy Owner: Corporate Services

Person Responsible: Executive Manager Corporate Services

Deputy Chief Executive Officer

Date of Approval: 19 August 2009

Amended:

Objective

To establish minimum threshold values for capitalisation.

Policy

Property, plant and equipment will be capitalised when value exceeds the following scale:

Building	\$0
Land	\$0
Plant and Equipment	\$5,000
Furniture and Equipment	\$5,000
Tools	\$5,000

All items under \$5,000 will be recorded in a register separate to the asset register.

2.4 Rating of Council Property

Policy Owner: Corporate Services
Person Responsible: Executive Manager Corporate Services
Rates Officer
Date of Approval: 19 August 2009
Amended:

Objective

To ensure leased facilities reflect community benefit and equitable return.

Policy

Council will use its “standard” Shire of Chittering Lease Agreement as the basis for the lease of all Council property, and which will include a provision for the payment of rates.

At the time of approving and/or reviewing any lease, Council will give consideration as to the capacity of the lessee to pay rates or part of those rates, or waive the rates completely.

2.5 Charitable Organisations

Policy Owner: Corporate Services

Person Responsible: Executive Manager Corporate Services

Deputy Chief Executive Officer

Date of Approval: 19 August 2009

Amended:

Objective

To ensure that organisations claiming exemption from rates, particularly under the *Local Government Act 1995, Section 6.26(2)(g)* are eligible.

Policy

Each claim for exemption under this section of the Act shall be accompanied by documentary evidence that the claimant is an approved charitable institution as defined by the Federal Government's Charitable Collections Advisory Committee.

Council will determine each case on merit through the monthly meeting process.

2.6 Rating

Policy Owner:	Corporate Services
Person Responsible:	Executive Manager Corporate Services Rates Officer
Date of Approval:	19 August 2009
Amended:	

Objective

To provide guidelines for the collection of rates and to authorise the Chief Executive Officer to apply alternative instalment options, to appoint debt collection agencies and to comply with all other requirements of the **Local Government Act 1995**.

Policy

Rates Collection

A copy of the rate assessment marked "Final Notice" shall be issued forty-two days after issue of the original assessment, allowing fourteen days for payment of the account.

If payment is not received after this time, the debt will be forwarded to the debt collection agency and a letter advising of impending legal action for recovery of outstanding rates and service charges shall be issued sixty-three days after issue of the original assessment, allowing six days for payment.

Outstanding rate accounts for which satisfactory arrangements to pay have not been made within seventy days after issue of the original assessment, the debt collection agency appointed by the Chief Executive Officer will be advised to proceed with legal action.

In cases where the owner of a leased or rented property on which Municipal Rates are outstanding cannot be located or refuses to settle rates owed, notices may be served on the lessee or tenant under the provisions of Section 6.60 of the **Local Government Act 1995**, requiring the lessee or tenant to pay to the Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears had been paid.

Exemption Policy

That the Chief Executive Officer be given delegated authority to grant rating exemptions that are clearly defined in accordance with Section 6.26 of the **Local Government Act 1995** and determined according to this Policy.

When the Chief Executive Officer has granted rating exemptions details on the Organisation, property and sub-Section of Section 6.26 are to be reported to Council on an information basis.

That an exemption be granted from 1 July of the financial year in which application is received or from the relevant date, e.g. settlement or lease where applicable; exemptions shall not be backdated into prior financial years.

That exemptions granted in accordance with Section 6.26 are to be reviewed every two years where practicable and the list be submitted to Council on an information basis.

Back Rating of Properties

That on provision of a valuation from the Valuer General's Office indicating that a previously incorrect valuation has been applied, (either under-valued or over-valued) the Chief Executive Officer shall forward a refund or adjusted assessment calculated to the date the valuation was effective, within the limitation of the *Local Government Act 1995*.

That where a property settlement has occurred, back rates raised shall only be backdated to the date of settlement, thus not affecting the previous owners.

That ratepayers subject to back rates be given the option to pay the same by alternative instalments over an extended period, other than the standard instalment option.

Instalment Options for Payment of Rates and Charges

Rate payers have the option of paying rates by four instalments. The first instalment must be made by the due date on the original notice.

Failure to pay the rates in full or the first instalment option by the due date will deem rates to be outstanding and if not paid in full will be subject to legal action.

After 35 days from the issue of the original rate notice, ratepayers may forfeit the right to undertake the instalment option provided.

Alternative payment arrangements

Should a ratepayer be experiencing difficulty in paying their rates or find the instalment method not suitable, application can be made to Council in writing specifying clearly the amount that can be paid and any reasons that would assist their application. This matter will then be referred to the Chief Executive Officer for determination. Council's Special Payment Arrangement Fee is applicable on all alternative payment arrangements.

Where rates or service charges remain unpaid

Where rates remain unpaid for a period in excess of one year, then a caveat may be lodged to preclude dealings in respect of the land to protect Council's interests.

Where previous actions to collect outstanding rates and service charges have not been successful and the rates and/or service charges remain unpaid for at least three years, Council in accordance

with S6.64 of the Local Government Act 1995 take possession of the land and hold the land as against a person having an estate or interest in the land and:

- a) from time to time lease the land; or
- b) sell the land; or
- c) cause the land to be transferred to the Crown; or
- d) cause the land to be transferred to the Shire of Chittering.

Early Payment

Should a ratepayer choose to undertake instalments and then clear their account within two weeks of the original due date, then the administration and interest costs will be reversed. Penalty interest will be applied to the payment made after the due date of the original rate notice. Should full payment be received after this date, no adjustment will be made to the costs.

Conditions of Rates Incentive Scheme

1. Payment in full to be made by mail or electronic format (date of receipt at the Council Office is the date of payment), or in person at the Shire Offices, 6177 Great Northern Highway, Bindoon.
2. Payment in full is to be receipted at Council's office on the due date stated on the front of the original rate notice.
3. No responsibility will be accepted for late service of any rate notice.
4. Only one entry per rate notice.
5. The winner will be determined by random selection and announced at the next practical ordinary meeting of Council after the due date.
6. The winner will be notified by post and published in the Northern Valleys News, Chatter, eChatter, Shire of Chittering Website and Facebook.
7. Decision of the Council is final and no correspondence will be entered into.

2.7 Requests for Assistance and/or Donation

Policy Owner:	Corporate Services	
Person Responsible:	Executive Manager Corporate Services Community Development Officer	Deputy Chief Executive Officer
Date of Approval:	19 August 2009	
Amended:	15 February 2018	

Objective

To provide guidelines for assistance and/or donations to the community.

Policy

In recognition of the pivotal role that community groups and organisations play in developing vibrant and diverse communities, Council is committed to the provision of support and assistance in the Shire of Chittering's Annual Budget.

No verbal requests will be accepted.

Grants, Events, Printing, Works, Community Bus, Community Assistance Grants and Sponsorship

The Community Funding Advisory Group will make recommendations and the Community Development Officer will prepare the necessary report to Council for final decision.

General

Requests for donations \$500 and less may be authorised for payment by the Shire President.

Requests for donations over \$500 will be presented to Council in the form of a Council Agenda Report for determination.

2.8 Funding Submissions

Policy Owner: Governance
Person Responsible: Chief Executive Officer
Community Development Officer
Date of Approval: 19 August 2009
Amended:

Objective

To maximise Council's acquisition of external funding opportunities as they arise.

Policy

The Chief Executive Officer is authorised to submit funding applications for external grants on an ongoing basis, regardless of whether a specific budgetary allocation has been made.

Prior to formal acceptance of an unbudgeted project, which requires a Council contribution, the Chief Executive Officer is to report to Council for a resolution to vary the budget as a requirement of regulations.

2.9 Cheque Signatory/EFT Requirements

Policy Owner:	Corporate Services
Person Responsible:	Executive Manager Corporate Services
Date of Approval:	19 August 2009
Amended:	26 October 2016

Objective

To provide guidelines for the signing of cheques and authorisation of Electronic Funds Transfer (EFT) payments.

Policy

Any two of the following Officers may jointly sign cheques and authorise Electronic Funds Transfer (EFT) payments on behalf of Council:

- Chief Executive Officer
- Executive Manager Corporate Services
- Executive Manager Development Services
- Executive Manager Technical Services

2.10 Credit Cards

Policy Owner:	Corporate Services	
Person Responsible:	Executive Manager Corporate Services	Deputy Chief Executive Officer
Date of Approval:	19 August 2009	
Amended:	17 June 2020; 20 July 2022	

The Shire has entered into an agreement with the Bendigo Bank for the supply of a Corporate Business Card which will operate on the Bendigo Bank Master Card.

The objectives for introducing the Corporate Card are:

- to allow the Shire's suppliers to receive speedier payments;
- to reduce paperwork for both the Shire and its suppliers;
- to reduce the number of enquiries concerning unpaid accounts;
- to facilitate productivity gains to the various departments of Council;
- to reduce requirements to obtain petty-cash and to reduce the possibility of cash theft;
- to take advantage of discounts being offered for early payment; and
- to make use of internet based purchases.
- to be able to make purchases in an economy increasingly designed for instant purchasing
- to be able to make purchases in an economy increasingly designed for instant purchasing

It is not intended that cards be used to bypass the current system of ordering goods and services by requisition through a purchase order.

Corporate Services will be responsible for all aspects relating to the Corporate Business Card including, but not limited to the:-

- acquisition;
- closure of accounts;
- destruction of; and
- maintenance of an up-to-date register of all cardholders, card numbers and card expiry dates.

Before the Authorised Officer receives the Corporate Business Card each is required to acknowledge in writing (Authorised Officer Agreement) that they will comply with stipulations of this policy, by completing the "[Issue of Credit Cards and Fuel Cards](#)" form.

The Authorised Officer is to have regard to the **Local Government Act 1995** and Council's adopted policies.

AUTHORISED OFFICERS

Deputy Chief Executive Officer

Authorised Officers for the purpose of this policy shall be the Chief Executive Officer, ~~Executive Manager Corporate Services~~, Executive Manager Development Services, Executive Manager Technical Services and Community Emergency Services Manager.

The credit limit for the Bendigo Bank Corporate Credit Card account is \$25,000 and this comprises of Corporate Credit Cards for the following officers:

Chief Executive Officer

~~Executive Manager Corporate Services~~

Deputy Chief Executive Officer

Executive Manager Development Services

Executive Manager Technical Services

Community Emergency Services Manager

A \$5,000 purchase limit applies to all credit card holders; except the Chief Executive Officer.

RESPONSIBILITIES OF AUTHORISED OFFICERS

The following are the responsibilities of Authorised Officers issued with Corporate Business Cards:

- (i) Forward all dockets and invoices to Corporate Services as soon as practicably possible.
- (ii) Monitor adherence to the policies and procedures in relation to the card and ensure financial limits are adhered to.
- (iii) The Corporate Business Card is issued to the Authorised officer - who remains accountable for all transactions conducted with their card. Handing the card to an employee for an "authorised purchase" will automatically confirm – using the concept of "Acting Through" - that the use of the card for that purchase is authorised by the card holder
- (iv) Ensure that the merchant records a full and proper description of the goods purchased on the sales docket (i.e. description likes "goods" are not acceptable).
- (v) Ensure that for transactions on their card every sales docket or receipt, is signed off prior to reconciliation.
- (vi) If the Authorised Officer disagrees with or disputes any transaction on the billing statement the Authorised Officer must inform Corporate Services.
- (vii) If the Authorised Officer loses a sales docket a "[Lost/No Receipt declaration form](#)" should be completed in full and submitted to the ~~Executive Manager Corporate Services~~.
- (vii) Before proceeding on any extended leave, Authorised Officers must ensure all sales dockets are forwarded to Accounting Services for processing.
- (viii) The cardholder is to submit all sales dockets relating to purchases on their card to Accounting services on the last day of each calendar month for reconciliation. Any discrepancies or unauthorised expenses will be dealt with in accordance with this policy

Deputy Chief Executive Officer

and could lead to money being recovered from the authorised user's salary.

(ix) The Authorised Officer must **immediately** report loss or theft of the Corporate Business Card to the Bendigo Bank and the ~~Executive Manager Corporate Services~~.

(x) Authorised Officers must return the Corporate Business Card to the ~~Executive Manager Corporate Services~~ immediately, if the officer:

- a) resigns; or
- b) is instructed to relinquish the card.

Deputy Chief Executive Officer

~~the Executive Manager~~

Deputy Chief Executive Officer

GOODS AND SERVICES FOR WHICH THE CREDIT CARD CAN BE USED

The Corporate Business Card can be used to procure goods and services up to the value of financial limits (see above) approved by the Chief Executive Officer, and to which expenditure is authorised and provided for in the Council's budget.

The following exception applies:

The card **cannot be used** to draw cash

DELETED

2.11 Purchasing & Procurement

Policy Owner:	Corporate Services
Distribution:	All Employees
Person Responsible:	Executive Manager Corporate Services
Date of Approval:	19 August 2009
Amended:	28 October 2015; 26 October 2016; 7 August 2018; 16 June 2021; 20 July 2022; 19 October 2022

OBJECTIVES

- Comply with the *Local Government Act 1995, Local Government (Functions and General) Regulations 1996, State Records Act 2000*
- Provide consistency and uniformity in the purchase of goods and services within the Shire of Chittering.
- Enable the Shire to obtain the best value for money considering any environmental, local and social economic factors.
- Ensure regular “testing of the market” to gather “value for money” evidence.

1. ETHICS & INTEGRITY

- 1.1** All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking all purchasing activities and act in an honest and professional manner that supports the standing of the Shire.
- 1.2** The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties;
- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
 - All purchasing practices shall comply with relevant legislation, regulations and requirements and be consistent with the Shire’s policies and Code of Conduct;
 - Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
 - All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
 - Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed;

- Any information provided to the Shire by a supplier shall be treated as commercial in confidence and shall not be released unless authorised by the supplier or relevant legislation.

2. VALUE FOR MONEY

- 2.1** Value for money is one of the overarching principles governing purchasing that allows the best possible outcome to be achieved for the Shire of Chittering. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.
- 2.2** An assessment of the best value for money outcome for any purchasing shall consider;
- All relevant whole-of-life costs and benefits including; transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to holding costs, consumables, deployment, training, maintenance and disposal
 - The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality
 - Financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history
 - A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- 2.3** Where a higher priced conforming quote is recommended, there shall be clear and demonstrable benefits over and above the lowest total priced, conforming quote.

3. SUSTAINABLE PROCUREMENT

- 3.1** "Sustainable Procurement" is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.
- 3.2** The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices that minimise environmental and negative social impacts, balanced against value for money outcomes.
- 3.3** The Shire shall at all times endeavour to identify and procure products and services that demonstrate environmental best practice in energy and water efficiency and/or consumption which can be demonstrated through suitable rating systems and eco-labelling.

4. SUPPORTING LOCAL INDUSTRY – REGIONAL PRICE PREFERENCE

- 4.1 The Shire encourages, promotes and supports economic development for local suppliers permanently based throughout our district, by way of ensuring that it's buying practices and procedures consider the involvement of local businesses and residents.
- 4.2 The Shire of Chittering recognises that it has a role in the economic development of the local community and in assisting local industry in accessing opportunities to conduct business with the Shire.
- In supporting or encouraging local industry, matters relating to:
- Value for money;
 - Environmental performance;
 - National Competition Policy; and
 - Transparency of decision-making must be addressed.
- 4.3 The **Local Government (Functions and General) Regulations 1996** provide opportunity for local government to establish Regional Price Preference.
- 4.4 Regional Preference can include any area, but must include the entire district of the local government and cannot include a part of the Metropolitan Area
- 4.5 The region this policy relates to is the entire Shire of Chittering area.
- 4.6 The following levels of preference will be applied under this policy:
- a) 10% - where the contract is for goods or services, up to a maximum price reduction of \$50,000;
 - b) 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000; or
 - c) 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if the local government is seeking tenders for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the local government.
- 4.7 Only those goods and services identified in the contract/tender as being supplied locally will be included in the discounted calculation that forms a part of the assessments of a contract/tender.
- 4.8 Only those goods and services identified in the contract/tender as being supplied locally will be included in the discounted calculation that forms a part of the assessments of a contract/tender.
- 4.9 A regional price preference applies whenever contracts/tenders are called unless the local government resolves otherwise in reference to a particular contract/tender.
- 4.10 It should be noted that price is only one factor or criteria when considering tenders. Value for money principals will be used to achieve the best possible outcome for the contract/tender.

5. PURCHASING THRESHOLDS

Purchase Amount (Ex GST)	Supply Requirement
Up to \$10,000	Direct purchase from suppliers
\$10,001 to \$30,000	Obtain at least two verbal or written quotations
\$30,001 to \$50,000	Obtain at least two written quotations
\$50,001 to \$249,999	Obtain at least three written quotations containing price and specification of goods and services
\$250,000 and above	Conduct a public tender process

- 5.1** The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.
- 5.2** The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.
- 5.3** The responsible officer is expected to provide a sufficient amount of information relating to the specification of goods and services, demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.
- 5.4** Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$250,000, a "Request for Tender" process that entails all the procedures for tendering outlined in this policy must be followed in full.
- 5.5** The general principles for verbal and written quotations shall be followed as noted below.
- 5.6** General principles for obtaining verbal quotations
- Ensure that the requirement / specification is clearly understood by the Shire employee seeking the verbal quotations.
 - Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
 - Confirm the details with the Supplier contact person to confirm their accuracy.
 - The responsible officer shall demonstrate due diligence when seeking quotes and shall comply with the Shire's record keeping policies and audit requirements.
 - Written notes detailing each verbal quotation must be recorded.
 - Record keeping requirements must be maintained in accordance with record keeping policies

5.7 All documents relating to the quotation process must be saved in the Shire's relevant Electronic Management System.

5.8 General principles relating to written quotations

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - Written Specification
 - Selection Criteria to be applied
 - Price Schedule
 - Conditions of responding
 - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers, at the same time, any new information that is likely to change the requirements.
- Responses should be assessed for compliance, against the selection criteria, and then value for money.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

6. **ORDERING & PAYMENT THRESHOLDS**

~~The following Officers are authorised to sign orders on behalf of Council within the limits stated:~~

Position	Amount
Chief Executive Officer	Unlimited
Executive Manager Corporate Services	\$150,000
Executive Manager Development Services	\$150,000
Executive Manager Technical Services	\$150,000
Principal Planner	\$50,000
Works Supervisor	\$50,000
Finance Manager	\$50,000
Community Emergency Services Manager	\$15,000
Community Development Coordinator	\$10,000
Bushfire Risk Officer	\$15,000
Manager Tourism & Economic Development	\$10,000
Building Surveyor	\$5,000
Principal Environmental Health Officer	\$5,000

Human Resources Coordinator	\$5,000
Executive Support Officer	\$5,000
Tourism Marketing & Project Officer	\$2,500

The CEO is authorised to sign purchase orders and approve payments on behalf of Council in line with the Local Government (Functions and General) Regulations 1996. The CEO may authorise additional officers to approve purchase orders and payments to facilitate administrative efficiency and ensure segregation of duties.

7. REGULATORY COMPLIANCE

In the following instances purchase orders or public tenders are not required (regardless of the value of expenditure);

- An emergency situation as defined by the **Local Government Act 1995**.
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government.
- The purchase is under auction which has been authorised by Council.
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines.
- Any of the other exclusions under Regulation 11 of the **Local Government (Functions and General) Regulations 1996** apply.

8. CONTRACTORS

8.1 Under the **Work Health and Safety Act 2020**, “Contractors” form part of the definition of/as a “worker”. Consequently the PCBU (The Shire of Chittering) has a primary duty of care to ensure the health and safety of their workers while they are at work.

8.2 Contractor Engagement Procedures

8.2.1 Before engaging the services of Contractors (ie “workers”) the Shire must ensure that they have completed all of the necessary “Worker – Work Health and Safety System Process” – which includes providing all current and necessary insurances, licences, qualifications, task risk assessments and inductions; which will enable them to perform their work safely and effectively.

8.2.2 The tender or contractual documentation should contain appropriate indemnity insurance clauses.

8.2.3 Contractors must provide current Certificates of Currency for Public Liability, Professional Indemnity, Motor Vehicle and Workers Compensation and copies of other relevant licence(s) and must ensure that subcontractors also supply Certificate of Currency as required and where applicable.

- 8.2.4 All documentation and insurances specified above (in point 8.2.3) are to be kept current for the duration of the contract.
- 8.2.5 Contractors shall observe and comply with all relevant legislation, including the *Workers Compensation and Injury Management 1981*, *Work Health and Safety Act 2020*, *Occupational Safety and Health Regulations 1996* and the *State Records Act 2000*. Contractors must also comply with improvement and prohibition notices, Codes of Practice, Guidance Notices, Australian Standards and Council requirements and policy.

8.3 Contractor Termination

Tender and contractual documentation is to contain the clauses that are set out below:

- i) The Shire may terminate its agreement with the contractor immediately upon written notice to the contractor if the contractor fails to work with due diligence or expedition or make default in the performance of or observance of any covenant, condition or stipulation contained in these guidelines and the agreement made with the contractor or refuses or neglects to carry out any instruction which the Shire is empowered to give or make under these guidelines.
- ii) The Shire may terminate its agreement with the contractor immediately upon written notice to the contractor if the contractor enters bankruptcy or enters into liquidation, a deed of assignment, deed or arrangement or similar style proves with creditors or commences to carry on business under a receiver for the benefit of its creditors or any other party.

9. SOLE SOURCE (MONOPOLY) SUPPLIERS

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note:

The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

10. ANTI-AVOIDANCE

The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000; thereby avoiding the need to publicly tender.

11. VARIATIONS TO PURCHASE ORDERS

11.1 Where a purchase order has been issued for the procurement of goods or services and it is identified that a variation to the original quoted price is required, the original purchase order plus the value of the variation, cumulatively needs to be appropriately authorised.

For example, a purchase order has been issued for \$40,000 for agreed works. The purchase order has been authorised by the Coordinator/Manager (in accordance with their authorisation limit), a variation of \$11,000 is required. The project now totals \$51,000 and therefore the original Coordinator/Manager (in accordance with their authorisation limit), no longer has the capacity to authorise the amendment. As the amendment has made the total costing of the works increase to an amount above the original authorising officers' approval, the amendment must now be approved by a relevant officer in accordance with their authorisation limit. The total of cost of works including any amendments must be appropriately authorised.

11.2 Where a purchase order has been issued for the procurement of goods or services and it is identified that a correction to the original general ledger or job code is required, prior to the processing of the supplier invoice, the Procurement Officer has authorisation to make the necessary coding corrections. Any corrections are to be noted in the purchase order for audit purposes.

12. TENDER CRITERIA

The Shire shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For requests with a total estimated (excluding GST) price of;

- Between \$40,000 and \$249,999, the panel must contain a minimum of two employees.
- \$250,000 and above, the panel must contain a minimum of three employees.

13. ADVERTISING TENDERS

13.1 Tenders are to be advertised in a state-wide publication, e.g. *The West Australian* under the "Local Government Tenders" section, with preference on a Wednesday or Saturday.

13.2 The advertisement shall be placed on the public notice boards located at the Shire of Chittering Administration and Library building.

13.3 Tenders are also to be advertised on the Shire's website or social media administered by the Shire.

13.4 The tender must remain open for a minimum of fourteen (14) working days after the date the tender is advertised. Care must be taken to ensure that fourteen full working days are provided as a minimum.

13.5 The notice must include;

- a brief description of the goods or services required
- information as to where and how tenders may be submitted
- the date and time after which tenders cannot be submitted (tender deadline or close date)
- particulars identifying a person from who more detailed information as to tendering may be obtained
- detailed information shall include;
 - such information that the Shire decides shall be disclosed to those interested in submitting a tender
 - detailed specifications of the goods or services required
 - the criteria for deciding which tender should be accepted
 - how tenders can be submitted. E.g. Electronically, in person etc.
 - whether or not the Shire has decided to submit a tender

Part 4, Division 2 of the Local Government (Function and General) Regulations 1996 applies.

14. ISSUING TENDER DOCUMENTATION

14.1 Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

14.2 This is essential as if clarifications, addenda or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Chittering not to compromise its duty to be fair.

15. TENDER DEADLINE

Tenders must be received in full, in the required format, by the advertised tender deadline (close date), any tenders not meeting this criteria shall be rejected. Refer Regulation 18 of the Local Government (Functions and General) Regulations 1996.

All tenders shall be closed at the nominated date and time as stipulated in the tender documents.

16. OPENING OF TENDERS

16.1 No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the tender deadline or close date.

16.2 Tenders are to be opened in the presence of the panel. The details of all tenders received and opened shall be recorded in the 'Tenders Register'.

16.3 Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as “commercial-in-confidence” to the local government. Members of the public are entitled to be present.

16.4 The tenderer’s offer form, price schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two members of the evaluation panel, present at the opening of tenders.

17. NO TENDERS RECEIVED

In accordance with Section 11.2(c) of the *Local Government (Functions and General) Regulations 1996*, where the Shire has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following;

- a sufficient number of quotations are obtained
- the process follows the guidelines for seeking quotations between \$40,000 and \$249,999 (listed above)
- the specification for goods and/or services remains unchanged
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

18. TENDER EVALUATION

Tenders that have not been rejected shall be assessed by the Shire by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

19. TENDER ACCEPTANCE

That the Chief Executive Officer be authorised to accept tenders/purchases up to \$99,999.99; and that all tenders/purchases above \$100,000 are to be referred to Council (including all WALGA preferred suppliers).

20. ADDENDUM TO TENDER

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

21. MINOR VARIATION

21.1 If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire and tenderer have entered into a contract, a minor variation may be made by the Shire.

21.2 A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender, or be less than 10% of the original contract price.

22. VARIATION AFTER CONTRACT COMMENCEMENT

If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless:

- the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j) of the **Local Government (Functions and General) Regulations 1996**.

Regulation 21A of the Local Government (Functions and General) Regulations 1996 applies.

23. NOTIFICATION OF OUTCOME

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include;

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

24. RECORDS MANAGEMENT

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes;

- Tender documentation
- Internal documentation
- Evaluation documentation
- Enquiry and response documentation
- Notification and award documentation.

For a direct purchasing process this includes;

- Quotation documentation
- Internal documentation
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the **State Records Act 2000**, and the Shire's internal Record Keeping policy.

25. PURCHASING FROM WA DISABILITY ENTERPRISES

25.1 Pursuant to State Government policy, Local Governments are encouraged to consider the option of purchasing goods and services from registered WA Disability Enterprises. This is contingent on the provision of fair value and quality.

25.2 Local Governments are encouraged to invite relevant WA Disability Enterprises to respond to a Request for Quotation or Tender for goods or services. Determining the

purchasing process to be followed is based on the actual or expected value of each purchase by the Local Government as outlined above in Section 5 (Purchasing Thresholds and Processes) of this Policy. There are seven Disability Enterprises registered in Western Australia.

A complete list of approved organisations is available from the following website: www.wade.org.au.

2.12 Rating Policy Relating to Change in Predominant Use of Rural Land

Policy Owner: Corporate Services
Person Responsible: Executive Manager Corporate Services Deputy Chief Executive Officer
Date of Approval: 20 November 2013
Amended:

Objective

To provide guidelines for the process to be followed where there is a change in the predominant use of rural land or a change in use resulting from the subdivision of rural land

Policy

Where there is anecdotal evidence that there has been a change in the predominant use of land, the Shire shall observe the following:

1. The Shire shall ensure that any rural (UV) property is assessed to determine whether the use of the property is 'predominantly rural'.
2. Subject to (1) above, the Shire is to utilise the spot valuation method where there is a number of individual lots within a valuation area that are used for purposes that are not consistent with the predominant use of land within that valuation area.
3. Properties that are considered to be predominantly used for non-rural purposes be referred to the Minister for Local Government with sufficient information to allow a determination to be made on the method of valuation to be applied.
4. Where rural land is subdivided into small lifestyle lots, the Shire is to apply to the Minister for Local Government immediately upon receipt of the WAPC approved subdivision plan for the affected land, for a change in valuation methodology from UV to GRV.
5. Subject to Ministerial approval in (3) and (4) above, the Shire is to apply the GRV methodology to rural land used predominantly for non-rural purposes.
6. Each affected landowner shall be advised of their appeal rights.

2.13 Related Party Disclosures

Policy Owner:	Corporate	
Person Responsible:	Executive Manager Corporate Services	Deputy Chief Executive Officer
Date of Approval:	20 November 2019	
Amended:	20 July 2022	
Integrated Framework Reference:	Strategic Community Plan	
Strategic Framework Reference:	Corporate Business Plan	
Applies to:	All Staff and Council	

Objective

The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for the Shire of Chittering (the Shire) to achieve compliance with the ***Australian Accounting Standard AASB 124 – Related Party Disclosures***.

Definitions

“Close members of the family of a person” are those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council and include:

- (a) That person’s children and spouse or domestic partner;
- (b) Children of that person’s spouse or domestic partner; and
- (c) Dependents of that person or that person’s spouse or domestic partner.

“Key Management Personnel” as defined under *“Identification of Key Management Personnel (KMP)”*. AASB 124 defines KMP’s as *“those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly”*.

KMP’s for the Council are considered to include:

- Councillors / Elected Members;
- Chief Executive Officers;
- Executive Managers.

“Related Party” defined under Identification of Related Parties.

“Related Party Transaction” is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

Introduction

All councils in Western Australia must produce annual financial statements that comply with Australian Accounting Standards. From 1 July 2016, the Australian Accounting Standards Board

determined that **AASB 124 – Related Party Disclosures** will apply to government entities, including local governments. The objective of the accounting standard is to ensure that annual financial statements contain disclosures necessary for stakeholders to draw attention to the possibility that the financial position and financial performance may have been affected by transactions and outstanding balances with related parties.

Council recognises that Related Party transactions can present potential or actual conflicts of interest, and may raise questions about whether they are in the best interests of the organisation.

It is therefore important that Key Management Personnel act honestly and with reasonable care and diligence whilst avoiding improper use of their position and information. It is equally important that Key Management Personnel of the Council are subject to a high level of accountability, including appropriate disclosure of their transactions with the Council in the annual financial statements.

It is importance to note that AASB 124 is not designed to detect and report fraud or misconduct. It is more so to enhance transparency and accountability of Council transactions.

Policy

The objective of the standard is to ensure that the Shire’s financial statements contain disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties in line with the requirements of AASB124 – Related Parties.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Chittering must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this policy is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

1. **Identification of Related Parties**

AASB 124 provides that the Shire of Chittering will be required to disclose in its Annual Financial reports; related party relationships, transactions and outstanding balances.

Related parties include person(s) who have significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

A Related Party is a person or entity that is related to the entity that is preparing its financial statements.

For the purposes of this Policy, related parties of Council are:

1. Entities related to Council;
2. Key Management Personnel (KMP) of Council;
3. Close family members of KMP;
4. Possible close family members of KMP’s; and

5. Entities or persons that are controlled or jointly controlled by KMP, or their close family members, or their possible close family members.

Also, a person or entity is a related party of Council if any of the following apply:

- They are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
- They are an associate or belong to a joint venture of which Council is part of;
- They and Council are joint ventures of the same third party;
- They are part of a joint venture of a third party and Council is an associate of that third party;
- They are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council;
- They are controlled or jointly controlled by close members of the family of a person;
- They are identified as a close or possibly close member of the family of a person with significant influence over Council, or a close or possibly close member of the family of a person who is a KMP of Council; or
- They or any member of a group of which they are part, provide KMP services to Council.

2. **Identification of Related Party Transactions**

A related party transaction is a transfer of resources, services or obligations between the Shire of Chittering (reporting entity) and the related party, regardless of whether a price is charged.

All transactions between Council and related parties, whether monetary or not, are required to be identified. Such transactions may include:

- Purchase or sale of goods;
- Purchase or sale of property and other assets;
- Rendering or receiving services;
- Leases;
- Transfers of research and development;
- Transfers under licence agreements;
- Transfers under finance arrangements (including loans and equity contributions in cash or in-kind);
- Provision of guarantees or collateral;
- Commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised);
- Quotations and/or tenders;
- Commitments; and
- Settlements of liabilities on behalf of Council or by Council on behalf of the related party.

3. **Ordinary Citizen Transactions**

Ordinary Citizen Transactions are transactions provided on terms and conditions no different to those applying to the general public, and which have been provided in the course of delivering public service objectives. Related Party Transactions excluded from disclosure requirements on the basis of Ordinary Citizen Transactions are:

- Any valid transaction, rates payment, fine, use of facility, attendance of function, service, benefit, discounts and fee waivers that are available to the party as an ordinary citizen and is available to any ordinary citizen in the same circumstances; and
- Any service or benefit occurring within normal employee, customer or supplier relationships and at arm's length; and
- Are not material or significant.

4. **Frequency of disclosures**

The Related Party Disclosures – Declaration form must be completed by Elected Members and key management personnel prior to termination of office or termination of employment.

Council must disclose all material and significant Related Party Transactions in its annual financial statements and include the following detail:

The nature of the related party relationship; and

Relevant information about the transactions including:

- a. The amount of the transaction;
- b. The amount of outstanding balances, including commitments;
- c. Provision for doubtful debts related to the amount of outstanding balances; and
- d. The expense recognised during the period in respect of bad or doubtful debts due from related parties.

Materiality thresholds are reviewed annually as part of the audit process and reported related party disclosures will be in compliance with the framework of the Australian Accounting Standard AASB124 and other relevant standards, as required.

5. **Procedures**

The method of identifying the close family members and associated entities of KMP will be by KMP self-assessment. KMP have an ongoing responsibility to advise Council immediately of any Related Party Transactions.

The preferred method of reporting is for KMP to provide details of Related Parties and Related Party Transactions as soon as is they become aware of a potentially conflicting relationship.

For Elected Members this is to be done by completing "Written Declaration of Interest in matter before Council" form.

Information provided will be reviewed in accordance with the Council's operational requirements and held on a centralised register – Financial Interest Register.

Should a KMP have any uncertainty as to whether a transaction may constitute a related party transaction, they should contact the Officer in charge of Governance or Chief Executive Officer for clarification.

6. Privacy

Information provided by KMP and other related parties shall be held for the purpose of compliance with Council's legal obligation, and shall be disclosed where required for compliance and legal reasons only.

7. Review of Related Party Transactions

A review of KMP's and their related parties will be completed on adoption of this Policy and then at intervals not exceeding 12 months.

This Policy will also be reviewed when any of the following occur:

- A change of Councillors, Chief Executive Officer or other KMP;
- Corporate restructure;
- The related legislation/documents are amended or replaced;
- Other circumstances as determined from time to time by a resolution of Council; and
- As a result of changes to the OLG Local Government Code of Accounting Practice and Financial Reporting.

8. Training and Communication

This Policy will be provided to the KMP in the initial awareness raising and data collection and as part of Councillor Inductions.

9. Disclosure Requirements

For the purposes of determining relevant transactions in point 2 above, Elected Members and key management personnel as identified above, will be required to complete Primary Returns, Annual Returns and Declaration of Interest Forms for submission to the Shire as appropriate.

10. Confidentiality

Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

2.14 Financial Hardship – Collection of Rates and Service Charges Policy

Policy Owner:	Corporate Services
Person Responsible:	Chief Executive Officer
Date of Approval:	15 April 2020
Amended:	

The Financial Hardship – Collection of Rates and Services Charges Policy outlines how the Shire will assist ratepayers experiencing financial hardship.

This purpose of this policy is to allow flexibility for payment of overdue rates and charges to find an appropriate payment solution that is effective and sustainable. This policy ensures all ratepayers are treated with respect, dignity, fairness, equity and confidentiality.

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Chittering of any change in circumstance that jeopardises the agreed payment schedule.

~~In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).~~

Interest Charges

~~A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.~~

Debt recovery

once

We will suspend our debt recovery processes ~~whilst negotiating~~ a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, then we will continue to suspend debt recovery processes.

has been
approved

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt.

Rates and service charge debts that remain outstanding, will then be subject to the rates debt recovery procedures prescribed in the **Local Government Act 1995**.

Financial Counselling

Financial counselling is a free service that assists people in financial difficulty. It helps people work through any problems they may be having with money – this may include managing a household budget and/or negotiating outstanding bills.

Financial counsellors provide information, support and advocacy and offer sound advice and support to anyone struggling to make ends meet. They have extensive knowledge of law and policy, including consumer credit law, debt enforcement practices, the bankruptcy regime, industry hardship policies and government concession frameworks.

Anyone can contact the Financial Counselling Helpline, 1800 007 007. This is a free confidential service for all Western Australians with financial issues. It provides information, strategies and guidance to assist those experiencing financial difficulties.

More information can be found on the [Financial Counsellors website](#).

The [Moneysmart website](#) also offers helpful advice, tools and information to assist in making sensible financial decisions.

Financial Counselling Contact Numbers

- Financial Counselling Australia - 1800 007 007
- The Spiers Centre - 9405 9507
- Anglicare Joondalup Financial Counselling – 1300 11 44 46

Implications (Strategic, Financial, Human Resources)

Consideration is to be given to the following for all requests:-

- Financial Implications to be considered with each case.
- Local Government (Financial Management) Regulations 1996
- Section 6.51 of the Local Government Act 1995 (the Act)
- Section 6.12 of the Act
- Delegated Authority Register

Dispute Resolution

Deputy Chief Executive Officer

All disputes in regard to this policy will be referred to ~~Executive Manager Corporate Services~~ in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer for a ruling.

3.2 Defence Forces Active Reservists

Policy Owner:	Governance
Distribution:	All employees
Person Responsible:	All Executive Managers
Date of Approval:	18 November 2009
Amended:	

Objective

Recognition of the importance placed on reservist training by allowing staff to attend courses.

Policy

Unpaid Leave (except as provided below) not exceeding two weeks in any one year will be granted to employees who are members of the Defence Force Active Reserve for the purpose of undertaking training in camp or other continuous duty. This leave will be in addition to annual holiday leave.

If the pay received by the employee from the Defence Force is less than the employee would normally receive, then the Shire of Chittering will make up the balance.

Any time spent by an employee in Defence Force Reserve training will count towards the accrual of annual leave.

3.3 Council Contribution to Staff Functions

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Approval:	18 November 2009
Amended:	25 June 2014; 20 July 2022

Objective

To provide guidelines for Council contribution to staff functions.

Policy

Staff Christmas Party

- Council will hold one annual Christmas function in recognition of the Christmas festive period involving Elected Members, staff, spouses and invited guests.
- The function will be held annually December prior to the end of calendar year.
- The function will consist of a meal, with refreshments to include soft drinks and alcohol.

Staff attaining 10 years of service

- Presentation of a certificate
- Gift voucher or equivalent to the value of \$400

Staff attaining 20 years of service

- Council will acknowledge the contribution of employees who have completed twenty years of service with Council by presenting a suitably engraved plaque at a function to be held at the employee's workplace, and that recognition be made through social local media.
- Gift voucher or equivalent to a value to be determined by Council.

3.4 Senior Employees

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
Amended:

Objective

The designation of senior employees in accordance with section 5.37 of the *Local Government Act 1995*.

Policy

For the purposes of Section 5.37 of the *Local Government Act 1995*, the Council shall designate the following employees to be "senior employees":

- Executive Manager Development Services
 - Executive Manager Technical Services
 - Executive Manager Corporate Services
- DELETED*

3.5 Staff Housing

Policy Owner:	Corporate Services
Person Responsible:	All Executive Managers Human Resources Co-ordinator
Date of Approval:	18 November 2009
Amended:	15 July 2020

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:

- [Check List for Vacating a Property](#)

References:	Residential Tenancies Act 1987 and Residential Tenancies Regulations
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3.8 Voluntary Service

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Distribution:	All Staff
Date of Approval:	18 May 2011
Amended:	

Objective

To ensure that the Shire's employees who are emergency service volunteers (St John Ambulance, Fire Brigade Officer, State Emergency Service) whilst attending those emergencies.

Policy

Paid leave entitlements

All staff who are bona fide members of volunteer emergency service groups, (i.e. Fire Brigade, State Emergency Service and St John Ambulance), who are required for emergency service by those groups during ordinary working hours shall be paid for time absent up to the total of ordinary working hours usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends (unless part of their normal roster of working hours) or public holidays.

For the purposes of this policy, ordinary working hours shall be the time ordinarily worked.

Payments shall be made through normal pay channels following a claim by the employee involved and may be subject to authentication of claim by the officer controlling the relevant body or service.

Conditions of volunteering

1. Shire employees either volunteering, or as members of volunteer organisations, are required to obtain permission from their Supervisor, Executive Manager, or the Chief Executive Officer, to attend an emergency during normal working hours.
2. Any Shire employee attending an emergency before or after their normal working hours will be considered to be a volunteer. Shire employees will be paid only for their normal hours of duty.
3. When a specific request has been made by the Chief Bush Fire Control Officer for Shire heavy equipment, the Shire employees operating this equipment will be paid the appropriate award rate for the length of time required. This arrangement is limited to 10 hours continuous time, after which time the operator should be relieved from duty. Should the operation continue, then she/he will be a volunteer.

3.9 Gratuities and Redundancy Payments

Policy Owner: Governance
Person Responsible: All Executive Managers
Date of Approval: 18 November 2009
Amended:

Objective

This policy is designed to provide guidelines for gratuity payments to employees whose employment with the Shire of Chittering is finishing.

Policy

Gratuities

A gratuity may be paid to an employee at the sole discretion of the Council upon the employee's retirement or the employees beneficiaries following the employee's death.

The gratuity may be paid in accordance with the following conditions:

- (a) 10 years to a maximum of 15 years continuous service
 - An amount no greater than equivalent to 30% of the weekly salary per year of total continuous service.
- (b) 15 years to a maximum of 20 years continuous service
 - An amount no great than equivalent to 50% of the weekly salary per year of total continuous service.
- (c) Above 20 years service
 - An amount no greater than equivalent to 70% of the weekly salary per year of total continuous service, up to a maximum of \$5,000.

In making this payment, Council must ensure that this service is continuous but shall exclude breaks in service due to annual leave, sick leave, parental leave, long service leave, or any other break which in the opinion of Council ought not to affect any determination made in accordance with this policy.

Redundancies

In respect to redundancies resulting from internal restructuring, external restructuring, e.g. amalgamations, boundary changes, etc.:

- (a) Negotiations and payments shall be in accordance with the Redundancy Payments, Severance Payments, introduction of change or any other provisions of the relevant award or if **Schedule 2.1, Clause 11(4)** of the **Local Government Act 1995** applies in accordance with that Section.

In recognition of the provisions of the above schedule no payment or benefit made to an employee under any provision shall exceed the equivalent of two years' salary at the time of completion of negotiations.

General

No severance or redundancy payments shall be less than payments or benefits provided for in accordance with:

- (a) Any Federal or State Award or industrial agreement application to the employee
- (b) Any applicable provisions with the employee contract or employment
- (c) Any applicable award or order made by a Federal or State industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal
- (d) Where the Council so agrees, any recommendation made by Federal or State Industrial Commissions arising from the circumstances of that employee being specifically brought before that Commission.

Nothing in this policy prevents Council from determining that in special circumstances officers or employees whose employment with the Shire of Chittering is finishing, may be paid additional monies or provided with additional benefits where justified. Details of such payment and benefits shall be published in accordance with the ***Local Government Act, Section 5.50(2)***.

3.10 Appointment of an Acting Chief Executive Officer

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Approval:	18 November 2009
Amended:	October 2020

Objective

To prescribe the processes for the appointment of an Acting Chief Executive Officer in expected and unexpected circumstances.

Policy

CEO Leave Entitlements

1. The Chief Executive Officer (CEO) is contractually entitled to certain leave conditions as outlined in their employment contract and the relevant industrial relations legislation.
2. A "CEO Application for Leave Form" is to be completed for all instances of leave.
3. When the CEO is on leave, an Acting Chief Executive Officer (Acting CEO) is to take up their duties in accordance with this Policy.

Appointment of an Acting Chief Executive Officer – Expected leave periods four (4) weeks

4. Acting arrangement for the position of CEO for leave periods equal to or less than 4 weeks is at the discretion of the CEO in accordance with Delegation 1.1.26.
5. The following Council conditions on this delegation apply:
 - a. The Shire employee appointed to act must be a senior employee holding the title of Executive Manager.
 - b. The Executive Manager appointed to act as Chief Executive Officer at the discretion of the Chief Executive Officer, is subject to performance and dependent on availability and operational requirements.
 - c. Appointments to the role of Acting Chief Executive Officer under this delegation may not be for a period longer than four (4) weeks without the approval of Council.
 - d. The Chief Executive Officer is to advise the Council when an Executive Manager is to be appointed as Acting Chief Executive Officer.
6. Appointment to the role of Acting CEO shall be made in writing, for a defined period, that does not exceed four (4) weeks.

Appointment of an Acting Chief Executive Officer – Leave periods in excess of 4 weeks but no more than 12 months

7. Acting arrangements in excess of one (1) month must be selected on the basis of merit and equity; with specific regard to sub-section 5.36(3) and Section 5.40 of the Local Government Act 1995.
8. The CEO will then make a recommendation to Council on the preferred officer.
9. Acting arrangements for periods in excess of four (4) weeks must be approved by a resolution of Council.

Appointment of an Acting Chief Executive Officer – Unexpected leave or vacancy

10. In the event that the CEO:
 - a. takes unexpected leave
 - b. is incapacitated
 - c. is unable to perform their duties as a result of a disaster or crisis event
 - d. the position falls unexpectedly vacant;) or
 - e. is suspended or terminated;

the following shall occur:

- a. if Council has already appointed an Acting CEO, that person shall act as CEO.
- b. If the Council has not appointed an Acting CEO, the following line of succession shall apply until Council appoints an Acting CEO: **Deputy Chief Executive Officer**
 - i. ~~the Executive Manager Corporate Services~~ will become the Acting CEO;
 - ii. if ~~the Executive Manager Corporate Services~~ is unable or unwilling, the Executive Manager Development Services will be the Acting CEO; **Deputy Chief Executive Officer**
 - iii. if the Executive Manager Development Services is unable or unwilling, the Executive Manager Technical Services will be appointed to act in the position;
 - iv. if no Executive Manager is able or willing to act as Acting CEO, then an employee deemed suitably qualified and experienced, and who is able and willing to act as CEO, will become the Acting CEO.
11. Where it is likely that a person will act as CEO under clause 10 for a period of more than five (5) working days, a Special Council Meeting shall be convened, upon request of the President, so that an ongoing acting appointment can be made.

Salary and conditions of Acting CEO

12. Unless Council otherwise resolves and the Acting CEO agrees, a person acting as CEO shall be remunerated pro rata at the following rates:
 - a. 80% of the substantive CEO's salary component if acting for less than 5 weeks; or
 - b. 90% of the substantive CEO's salary component if acting for more than 5 week

3.12 Retirement/Resignation of Employees – Council gift/functions

Policy Owner: Corporate Services
 Person Responsible: All Executive Managers
 Date of Approval: 18 November 2009
 Amended: 25 June 2014; 17 June 2015

Objective

This policy is to provide the necessary guidelines for gifts and/or function for the retirement or the resignation of a Shire employee.

Policy

Upon resignation/retirement of an employee who has provided satisfactory service to the Shire for two years or more, the Council authorises the Chief Executive Officer to acquire a suitable gift to be presented to that employee.

The value of the gift as a guide to be as follows:

Length of service	Value of gift
0 – 2 years	\$0
2 – 5 years	\$100
5 – 10 years	\$200
10 – 15 years	\$300
15 – 20 years	\$400

The objectives are:

- to show appreciation to employees who have made long term or otherwise contributions to the Shire and to promote good Council/staff relations
- to frame a standard procedure when dealing with staff who leave the Shire's employ and to comply with the **Local Government Act 1995**
- gifts will be given in accordance with the following guidelines:
 - at the discretion of Chief Executive Officer, a gift may be provided to employees leaving the Shire prior to two years of service
- functions will be given in accordance with the following guidelines:
 - at the discretion of Chief Executive Officer, a function may be provided to employees leaving the Shire prior to two years of service

Presentation for senior employees leaving the Shire to be considered independently of this policy.

The retirement/resignation function will depend on the following length of service and consist of:

LENGTH OF SERVICE	VALUE	DETAILS OF FUNCTION
0 - 2yrs	Up to \$100	At discretion of CEO
2 - 5yrs	\$150	Shire sponsored sun downer (all staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
5 - 20yrs	5-10yrs = \$200 10-15yrs = \$250 15-20yrs = \$300	Shire sponsored sun downer (Elected Members, staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
20 yrs plus	\$500	Shire sponsored reception (Elected Members, staff and partners).

Note:

Catering for such functions may include finger foods and drinks (modest quantity of alcohol including mid or low strength beers is permitted).

Human Resources will notify the employee's service unit and Corporate Services of the employee's entitlement upon receipt of the employee's retirement/resignation notification.

The service unit will be responsible for arranging the function and gift in advance of the employee's final working day.

3.13 Use of Council Vehicles

Person Responsible:	All Executive Managers
Date of Approval:	27 June 2012
Amended:	17 October 2012 (N182194); 15 July 2020 (N202570 & N202571) 19 October 2022 (N222988)

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.

1. Light Vehicle Fleet

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.

2. Vehicle Assignment Requirements

A Shire officer assigned a Shire owned vehicle shall:

- 2.1** 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.
- 2.2** 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.

2.3 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).

3. Private Use

3.1 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.

3.2 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".

3.3 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.

4. Commuting Use

4.1. The vehicle is available for commuting use only within the Shire of Chittering boundaries.

4.2. 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.

4.3. 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.

4.4. 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.

4.5. Only utility type vehicles will be provided for commuter usage purposes.

4.6. Where utilities are provided for operational / business use, the Australian Taxation Office guidelines regarding use of the vehicle will apply.

4.7. 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.

4.8. 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.

5. General

5.1. Council owned vehicles are generally linked to a specified position, not the person holding the position.

5.2. Vehicles will not be the subject of negotiations for the inclusion in Certified Agreements, State Workplace Agreements or Australian Workplace Agreements.

- 5.3.** 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;
 - 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.
- 5.4.** It shall be the responsibility of the person to whom the vehicle has been allocated to ensure that:
- a. Any previous driving offences (not speeding or parking) up to five years previously, which may affect insurance cover, are to be revealed.
 - b. The vehicle is housed in a secure and preferably off street location, and kept locked at all times when not in use.
 - c. The vehicle will be available for Shire business on a daily basis (excluding approved periods of leave). This will take precedence over private use.
 - d. 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.
 - e. No pets shall be allowed in Shire vehicles other than those used for the transport of animals.
- 6. Council's Responsibility**
- 6.1.** In respect of Council owned vehicles:
- i. Annual Registration, Insurance and FBT payments will be met by the Shire.
 - ii. Vehicles will be replaced at intervals according to the "Ten Year Plant Replacement Program" as detailed in the Long Term Financial Plan.
 - iii. The Council may undertake an independent random audit or inspection of vehicles to ensure that the conditions of this Policy are being met.
 - iv. Vehicles will be fully serviced and maintained by the Shire.
 - v. Vehicles will be provided with a fuel card which is to be used when purchasing fuel and oil only.
- 6.2. First Aid Kits**
The Shire of Chittering fleet vehicles will carry an appropriate first aid kit.
- 6.3. Fire Extinguishers**
The Shire of Chittering will consider the benefits of fleet vehicles carrying a fire extinguisher that is securely fixed in the vehicle.
- 6.4. Bull Bars**

The Shire of Chittering will only consider installing bull bars where they are absolutely necessary as it has been shown that they increase injury levels to pedestrians, cyclists and motorcyclists in an accident. Also Bull Bars or nudge bars must be installed correctly so as not to interfere with the vehicles safety systems i.e. air bags.

7. Employee Responsibilities

7.1. All persons driving a Shire owned vehicle shall:-

- (a) Hold a current Western Australian Driver's Licence.
- (b) 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.
- (c) Ensure that there is no smoking in Shire vehicles at any time.
- (d) To ensure that parking fines and traffic infringements are paid by the offending driver.
- (e) 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.

8. Accident or Damage

8.1. 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;
- (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.

8.2. 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.

8.3. Alcohol and Drug Related Breaches – Motor Vehicle Insurance and Workers Compensation

***** It should be noted that insurance companies may not accept a motor vehicle claim or workers' compensation claim where an accident or injury is sustained and the presence of drugs or alcohol have been identified by a positive test.**

8.3.1 Where an employee, contractor, volunteer or work experience person is proven to drive or attempt to drive a Council motor vehicle, truck or mobile equipment when returning a positive result of alcohol or other drugs and has an accident, Councils insurer may agree to indemnify Council for the loss or damage to Council's vehicle.

8.3.2 It is then normal practice for the insurer to seek a full recovery of these costs from the offending driver. It is possible the driver may have no liability cover if the prescribed content of alcohol or drugs exceeds the legal limit at the time of the incident. Workers Compensation Claims in the event of a claim involving alcohol or other drugs the insurer may not accept the claim.

9. Maintenance and Cleaning

9.1. 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.

10. Appropriate Use

10.1. 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.

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

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

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

10.5. 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.

10.6. Excessive speeding or alcohol and drug offences while driving may result in Council withdrawing the use of a vehicle.

11. Fringe Benefit Tax Reporting

11.1. 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:

Deputy Chief Executive Officer

- (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.

11.2. 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.

12. Election to Provide Own Vehicle

12.1. 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.

12.2. Employers Responsibility

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

12.3. Employees Responsibility - using their own vehicles for business to:

- i. 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.
- ii. Present their driving licence for inspection in advance of first driving for work and thereafter on request by the employer.
 - iii. Notify employer of any sanctions imposed on their licence, restrictions on ability to drive, material changes to insurance provision and vehicle defects.
 - iv. Co-operate with monitoring, authorisation and reporting procedures.

12.4. 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.

12.5. Insurance of Private Vehicle

12.5.1 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.

12.5.2 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.

12.5.3 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	

3.15 Attraction and Retention

Policy Owner:	Corporate Services
Distribution:	All Staff
Person Responsible:	Human Resources Coordinator
Date of Approval:	25 June 2014
Amended:	26 October 2016

Objective

To establish attraction and retention strategies to ensure the Shire is an 'Employer of Choice'.

Statement

In order to remain competitive and retain staff the Shire has adopted an Attraction and Retention Policy which outlines the Shire's values, employment benefits, commitment to equal opportunities, training and development and health and well-being of its employees.

Organisation Values

All employees are expected to work within the Shire of Chittering Corporate Values, Code of Conduct, policies and procedures and display the following behaviours:

- *Positive Attitude* – We endeavour to do our best every day.
- *Respect* – Treat everyone with fairness and dignity.
- *Accountability* – We deliver on what we promise.
- *Teamwork* – We work together.

Benefits

The Shire offers a wide range of benefits to its employees including:

- Training and Professional Development opportunities. Individual Training and Professional Development Plans established and reviewed annually.
- Study assistance.
- Paid parental leave if the employee is the primary care giver (in accordance with the Federal Governments Parental Leave Pay)
- Flexible working hours / one RDO per fortnight or month applicable to full time staff, as per negotiated contract.
- Additional two days leave per year (days in lieu for New Year and Easter).
- Generous superannuation scheme
- Taking of annual leave in single day periods at a time or times agreed with supervisor/manager.
- Employee recognition award.

- Free Employee Assistance Program (free counselling whether it is work related or personal – available to immediate family members also).
- Promotion of health and wellbeing including:
 - Free annual flu vaccinations
 - Skin screenings (undertaken approximately every two years).
 - Uniform subsidy.
 - Unlimited tea and coffee supplies.
 - Free car parking.

Safe working environment

The Shire is committed to achieving best practice in occupational safety and health by building a safety culture dedicated to minimising risk and preventing injuries and ill health to employees, contractors and the general public by ensuring all can operate in a safe and healthy environment whilst at their workplace.

The Shire has adopted an Occupational Safety and Health policy and associated procedures and has established an Occupational Safety and Health Working Group.

Equal Opportunity

The Shire of Chittering is committed to a policy of equal employment opportunity, fair treatment and non-discrimination for all existing and future employees.

The Shire has adopted an Equal Opportunity Policy and there are Work Place Behaviour procedures in place to ensure:

- Our workplace is accountable and free from harassment.
- Our workplace is free from unlawful discrimination.
- Fair practice in the workplace.
- Management decisions are made without bias.
- Recognition of and respect for the social and cultural backgrounds of all staff, Members and customers.
- Improving productivity by ensuring:-
 - The best person is recruited and / or promoted
 - Skilled staff are retained
 - Training and development are linked to employee and the Shire's needs.
- Striving to ensure fair outcomes in areas of employment, including:
 - Recruitment
 - Training and development
 - Promotion and transfer
 - Supervision and management of employees
 - Access to information
 - Conditions of employment
 - Access to Employee Assistance Program.

Training and Professional Development

The Shire of Chittering recognises that continuing focus on the career development of its employees is a beneficial strategy in retaining staff and developing each employee's potential.

The Shire supports the development and use of structured career path plans and will provide all employees with the opportunity to participate in training and development programs at the Shire of Chittering's expense where training / development complements the Shire's goals and strategies and is consistent with the skills identified during the performance appraisal process.

Education, being general, tertiary and professional skills and qualifications is the responsibility of the individual employee, but the Shire has adopted a Study Policy that may support employees who endeavour to further their education (as it relates to their position), through the provision of a financial subsidy and time off for study.

Study assistance relates to any qualification gained through University/TAFE/College which has a national recognisable attainment.

3.16 Loss of Driver's Licence

Policy Owner:	Corporate Services
Distribution:	All Staff
Person Responsible:	Human Resources Coordinator
Date of Approval:	17 June 2015
Amended:	26 October 2016

Objective

To outline the possible outcomes if an employee loses their driver's licence or if their driver's licence was to lapse (or be invalidated) and such licence is needed for them to satisfactorily perform their duties.

Loss of licence' for the purpose of this policy shall include lapsed, cancelled, failure to renew, renewal not issued, suspension and cancellation.

Policy

It is essential that employees maintain certain skills and qualifications in order to satisfactorily undertake their duties.

The need for a valid Driver's Licence is one such qualification that is needed in many positions.

Should an employee lose their driver's licence, this may negatively impact on their ability to perform their duties and will be dealt with in accordance with the Guidelines and Policy Procedure.

Guidelines and Procedure for loss of Drivers Licence

An employee is required to notify their supervisor/manager at the earliest opportunity when they lose their licence.

An employee who has lost their licence must not operate any Shire of Chittering vehicle. Any employee who does operate a vehicle whilst not in possession of a current driver's licence will face disciplinary action. Driving a Shire vehicle, whilst not possessing a current driver's licence, is violating the law and can potentially be invalidating the Shire's vehicle insurance policy.

Where an employee has lost their driver's licence and it is a requirement of the position that they hold a current C or HR Class licence, then the employee's immediate Supervisor and Manager, together with the Human Resources Coordinator and/or Chief Executive Officer shall formulate a strategy to deal with the situation based on the individual merits of the case.

Factors that shall be taken into account shall include:

- the extent to which the employee is required to use the Shire's vehicles in performing the functions of their role;

- the reasons for loss of licence;
- whether alternative duties/suitable vacancies are available;
- the employee's length of service, work performance and behaviour record; and
- the length of time before the employee will gain an extraordinary licence/regain their driver's licence.

Depending on the merits of any particular case, the following strategies may be implemented:

- the employee may perform alternative duties which do not require a driver's licence within their current section/division if suitable;
- the employee may be redeployed elsewhere within the Shire if suitable;
- the employee may apply for and may be granted annual leave, long service leave (if eligible) or leave without pay; and
- the employee's services may be terminated.

The Chief Executive Officer shall have the final decision as to whether employment shall continue, however the affected employee shall be advised of their right to contest any such decision through the appropriate dispute resolution process.

Should an employee's services be terminated, that person may reapply for employment should a suitable vacancy be advertised once they have regained their licence.

An employee will receive the relevant rate of pay in accordance with the **Local Government Industry Award 2010** for the alternative position during this period.

Intoxication

Attempts must be made to ascertain whether or not the employee has an underlying behavioural problem where an employee loses their licence due to a drink driving or driving under the influence of drugs charge.

It is recognised that alcoholism and drug addiction is an illness which causes socio-economic problems for individuals and the community as a whole. People who suffer from alcoholism and drug taking require treatment, support and counselling to overcome their addiction.

Employees who stipulate that they have a problem which resulted in them losing their licence may be assisted by the Shire. The level of support will be determined at the discretion of the Chief Executive Officer. If the employee is willing to undergo rehabilitation and counselling to assist with their addiction then the Shire will look more favourably upon supporting them through the transitional period of recovery.

Due to the employer's duty of care to the community, those people who have previously lost their licence due to a drink driving or driving under the influence of drugs charge may be required, at the discretion of the Chief Executive Officer, to undergo a breath or swab test before and after the use of a vehicle.

The decision to supply and fund counselling to the employee to assist with recovery during the employee's illness lies with the Chief Executive Officer's discretion. No employee will be forced to attend counselling, however, the Shire will look more favourably upon an employee who admits they have a problem and willing to seek treatment.

Supporting documents

Smoking, Alcohol and Other Drugs Policy

OSH Act, Policy and Procedures

Code of Conduct

Administrative Procedures

DELETED

3.17 Secondary Employment

Policy Owner: Executive Manager Corporate Services

Person Responsible: Human Resources Coordinator

Date of Approval:

Amended:

Objective

To allow staff to make application for secondary employment which will not interfere with or prejudice their employment with Council.

Policy

Staff wishing to engage in employment outside their official duties, must obtain prior permission from the Chief Executive Officer via the 'Secondary Employment – Application Form' prior to commencement of secondary employment. In the event this was not disclosed prior to the implementation of this policy, staff are required to provide formal disclosure and advise the Chief Executive Officer of any secondary employment.

- Staff that are approved to engage in Secondary Employment by this Policy are to acknowledge that their first duty is to the Shire of Chittering and they are not to be engaged in providing their service/expertise to clients that will require a decision of the Shire of Chittering Council either by a Council resolution, delegated authority or Council policy or other.
- Staff shall not engage in secondary employment, which might be detrimental to their performance of official duties.
- Secondary employment should not affect their efficiency or performance;
- Should be wholly in the staff members private time; and If in the course of their official duties, they have access to confidential information not available to the public, they will not be permitted to engage in any secondary employment to which this information might be relevant.
- Should the Shire/management resolve to change the spread of hours of the officer then the Shire of Chittering as principal employer takes priority.

5.1 Advertising on public open space

Policy Owner:	Development Services
Person Responsible:	Executive Manager Development Services
Date of Approval:	November 2005
Amended:	25 June 2014

Objective

To give guidelines for advertising on Public Open Space (Passive and Active Reserves)

Policy

- To give guidelines for advertising on Public Open Space (Passive and Active Reserves)
- To limit the advertising on public open space to the promotion of sport and recreation groups, community based organisations and events and their sponsors.
- To prohibit the promotion of alcohol and tobacco products, companies, wholesalers and retailers (where alcohol and/or tobacco are the major product).

Scope

The policy applies to all groups and individuals wishing to advertise on public open space.

Background

The Shire of Chittering has a significant amount of public open space, which is utilised by the community. As a result, it is necessary to ensure that all advertising being placed on this space is appropriate to all user groups, and supports the promotion of the Shire's sporting and recreational groups.

Implementation

Only signage promoting sport and recreation groups, community based organisations and events and their sponsors will be permitted under this policy.

Guidelines for temporary signs

- Stakes or poles used to secure the signs can only be set into the ground at a maximum depth of 300mm.
- Signs are to be made of a lightweight, non-rigid material, such as cloth, canvas or similar fabric.
- As a guide, signs should not exceed dimensions of 1.0m and 3.0m. and should not be placed in such a manner that obstructs pedestrian walkways, presents a hazard to motorists or pedestrians or obstructs car parking bays.
- The wording of the signs should not include any offensive language.

- The signage may not advertise alcohol and tobacco products, companies, wholesalers and retailers (where alcohol and/or tobacco are the major product)
- No bond for the erection of a temporary sign on a reserve will be charged. However should the erection of the sign cause damage to the reserve, the reserve hirer will be invoiced the cost of repairing damage caused.
- Temporary signs must be removed at the end of the activity or each day if the event occurs over multiple days. Failure to remove the sign will result the sign being removed by the Shire of Chittering at the cost of the owner of the sign.
- No approval is required from the Shire of Chittering for the erection of temporary signs. Should it come to the attention that a temporary sign erected or an event or activity contravenes the guidelines as outlined above, the owner of the sign will be required to ensure that the relevant guidelines are adhered to. Ongoing instances of non-compliance to the guidelines of this policy will result in permission being withdrawn from the individual or group to erect temporary signage.
- Recreation areas that are not used by sporting clubs may have temporary signage advertising community events.

Guidelines for permanent signs

- Permanent signs on Shire of Chittering buildings, regardless of if they are located on a Shire of Chittering Reserve or not, will not be supported on the basis of the impact this type of signage has on the visual amenity. Signage on leased buildings will only be considered via written application to the Executive Manager Development Services.
- The only signs permitted to be fixed to perimeter fencing on Shire of Chittering Reserves, are those that promote the home team(s) and the next game to be played by the home team at the venue.
- Permanent signage fixed to internal barrier fences (i.e. fencing around match pitches) will be considered subject to the following conditions:
 - (a) That the signs face onto the match pitch only.
 - (b) That a maximum of six signs can be displayed by any one group at any one time.
 - (c) That the signs do not extend beyond the length or height of the fence.
 - (d) The signs are maintained at no cost to the Shire of Chittering.
 - (e) The wording of signs should not include any offensive language.
 - (f) The signage may not advertise alcohol and tobacco products, companies, wholesalers and retailers (where alcohol and/or tobacco are the major product)
- Written application to the Executive Manager Development Services is required for the erection of permanent signage as outlined within the above conditions

6.3 Use of Chittering Community Bus

Policy Owner:	Corporate Services	
Person Responsible:	Executive Manager Corporate Services	Deputy Chief Executive Officer
Date of Approval:	20 May 2009	
Amended:	19 May 2021	

Objective

To provide guidelines defining the eligibility and criteria for the use of the Shire of Chittering community bus.

Policy

The community bus is provided as a service to not for profit community groups based in the Shire of Chittering only.

For individuals and organisations in the Shire of Chittering other than community groups, use of the bus will require specific approval of the Chief Executive Officer.

Examples of organisations that may be eligible to use the bus are:

- Schools, where it can be demonstrated that it is not practical to hire a commercially available bus, use a bus of their own, or where it is a one off emergency situation;
- Professional Associations, Chamber of Commerce, Tourism Organisations, where it can be demonstrated that the use of the bus will benefit the wider community, or attending an event that promotes sports in Chittering approved by the Chief Executive Officer;
- Church groups, where the benefits from the use of the bus will benefit the broader community.

No group will be eligible to use the bus in a capacity to make a profit from providing travel to paying customers, or to provide a charter service to another group.

The proposed driver of the bus must have a current motor vehicle licence (manual), LR Class, (F endorsed in the case of use for charter).

All users of the bus will be required to pay the hire fee (as per the current Fees and Charges Schedule) to the Shire of Chittering and adhere to the Conditions of Use document.

Community groups are exempt from the fees and charges and will not be required to pay the bond for the hire of the bus.

Note: The Community Bus is restricted to Shire of Chittering community groups and community members only (except state public service providers at the discretion of the CEO)

6.4 Community Assistance Grant Scheme

Policy Owner:	Corporate Services	
Person Responsible:	Executive Manager Corporate Services Community Development Officer	Deputy Chief Executive Officer
Date of Approval:	20 May 2009	
Amended:	25 June 2014; 26 October 2016; 7 February 2018; 19 June 2019; 19 May 21	

Objective

To provide financial assistance to community based clubs and organisations.

Policy

In recognition, of the pivotal role that community groups and organisations play in developing vibrant and diverse communities Council is committed to the provision of support and assistance through the Shire of Community Assistance Grants and Sponsorship Scheme.

1. Guidelines

- 1.1 Consideration will be given to priority areas, but not limited to emergency services, education, youth, sports, recreation, heritage, and culture within the Shire of Chittering.
- 1.2 Only one application for assistance towards one project will be assessed for the provision of minor sporting, recreation, cultural or other project.
- 1.3 The applicant organisation must operate from the Shire of Chittering and beneficiaries must be residents of the Shire of Chittering. If managed by an outside group, demonstrated evidence that a high percentage of members/users reside in the Shire of Chittering must be included in the application.
- 1.4 Only groups who can demonstrate that they are a not-for-profit community organisation will be considered eligible for funding.
- 1.5 A tax invoice, with proof of purchase, will be required before the Shire of Chittering can make payment of the grant.

2. Funding amounts

- 2.1 Infrastructure and Equipment Grants of up to \$5,000 will be considered.
- 2.2 Sponsorship for events and programs of up to \$3000 will be considered.
- 2.3 Large annual community events or ongoing programs identified by the Community Assistance Grants and Sponsorship Scheme Working Group may be eligible to apply for a 3 year agreement, in place of an annual application.
- 2.4 For funding requests over \$1000, a copy of your group's current financial statement must be attached.

- 2.5 Council contributions to Community Grants will be limited to one third of the total project cost.
- 2.6 Council contributions to Event Sponsorship will be at the discretion of the Community Assistance Grants and Sponsorship Scheme Working Group, with applicant contribution a requirement.
- 2.7 The value of in kind work undertaken by volunteers may not exceed one third of the completed value of the project. The voluntary work should be described and valued at a rate of no more than \$50 per hour. (Generally \$30 per hour for unskilled works and \$50 an hour for skilled labour).

3. Retrospective funding

- 3.1 No application for retrospective funds will be considered as a part of this grant scheme.
- 3.2 Projects may not materially commence before the announcement of successful applicants.

4. Funding agreement

If your organisation is successful in gaining financial assistance it will be expected to enter into a funding agreement. This will require the organisation to:

- 4.1 Adhere to the project budget as stated in the application. Significant variations must be reported to the CAGS Manager as soon as they are known to the organisation. Failure to do so may result in the voiding of the funding agreement and the cancellation or reduction of the grant funds.
- 4.2 Expend the funds made available only on the agreed project, event or activity.
- 4.3 In the case of an Infrastructure or Equipment Grant, on completion of the project, provide to the Shire with an invoice (showing GST if applicable), along with an acquittal, including a statement of expenditure certified by the organisation's Treasurer and President, and copies of relevant invoices/receipts, and associated media, so that approved funding may be reimbursed to your organisation.
- 4.4 In the case of an Event or Project Sponsorship Grant, provide the Shire with an invoice (showing GST if applicable) for the approved funding. On completion of the project, activity or event, provide an acquittal, including a statement of expenditure certified by the organisation's Treasurer and President, copies of relevant invoices/receipts and any associated media.
- 4.5 In the place of an annual event or project under a special 3 year agreement, provide to the Shire an invoice (showing GST if applicable) for the approved yearly funding annually. On completion of each year's event, provide a statement of expenditure and evaluation of the event.
- 4.6 Acknowledge the funding provided by the Shire.
- 4.7 Indemnify the Shire insofar as any activities relevant to the funding are concerned.

5. Ineligible projects

Some projects or events (or parts of) are considered ineligible for funding through this scheme. These include:

-
- 5.1 Any project which is deemed by the selection panel to be of direct benefit of a business, person or any other profit making venture, or any government department or agency (school or parent groups are excepted).
 - 5.2 Projects that have already commenced.
 - 5.3 Projects that cannot demonstrate a contribution by the group, organisation, or community which will benefit from the granting of funds for the project.
 - 5.4 Salaries or recurrent operational costs. (These will be removed from the budget before consideration). Public Liability insurance may be exempt from this condition if the organisation is within its first two years of operation.
 - 5.5 Any project submitted from a religious group, for a religious purpose or for the provision or improvement of religious infrastructure (i.e. church buildings or grounds).
- 6. Eligible projects**
Projects will be considered eligible if they can demonstrate that:
- 6.1 All other potential funding sources have been sort, and/or;
 - 6.2 They are able to demonstrate benefit to the wider community, and/or;
 - 6.3 Provide benefit to Shire residents through recreational, social or cultural means.
- 7. Other conditions**
- 7.1 Council reserves the right to consider and allocate funds without the right of appeal.
 - 7.2 Council reserves the right to request further information.
 - 7.3 A new Organisation may be eligible to receive funding towards Public Liability Insurance for the first two years of operation.
 - 7.4 Strategic or Forward plans may be required for any groups requesting a 3 year agreement for their events or programs.
 - 7.5 All applicants will be advised, in writing, of the success or otherwise of their application.
 - 7.6 Event notification forms will need to be completed for any public event. Forms will be made available to applicants upon approval or before application if requested. Approval of funding does not mean automatic event approval.
- 8. Advertising**
The Community Assistance Grants and Sponsorship Scheme will be advertised to coincide with the opening of each funding round and subsequent invitation for applicants.
- 9. Time Frame**
All applicants will be notified of the outcome of their application within one month of Council's decision regarding applications.
- 10. Community Event Sponsorship**
The Community Event Sponsorship area within the Community Assistant Grants and Sponsorship Scheme has been developed to assist community organisations in the development and operation of a range of events across the Shire.

The operation of this funding strand recognises the size of the Shire and the need for community events to be staged at various locations and venues throughout the area in order to maximise access opportunities for residents.

Support of large, annual community events, through a 3 year funding agreement, will allow for more stability and confidence for event managers, increasing the feasibility of these events going forward. A succession / forward plan may be required to be eligible for this funding.

11. Australia Day & Christmas Event Sponsorship

The Australia Day and Christmas Event sponsorship area within the Annual Budget has been developed to assist the four major localities (ie Bindoon, Wannamal, Muchea and Lower Chittering) within the Shire of Chittering in conducting their communities Australia Day or Christmas event. It is administered through the Community Assistance Grants and Sponsorship Scheme.

If any locality does not conduct an event, their allocation may be spread evenly with the other localities, or utilised by a community group from another locality.

6.5 Financial assistance for residents involved in state/national sporting events

Policy Owner:	Corporate Services	
Person Responsible:	Executive Manager Corporate Services Executive Assistant	Deputy Chief Executive Officer
Date of Approval:	20 May 2009	
Amended:	25 June 2014	

Objective

To provide financial assistance to Shire of Chittering residents participating in a state/national sporting event.

Policy

The Shire of Chittering offers funding to persons who represent the State or Nation in their chosen sport.

The applicant must be participating as an athlete in a National Sporting competition endorsed by the relevant State Association or Governing Body. The athlete must be a resident of the Shire of Chittering and have been selected through a validated process.

This funding does not apply to development or training squads or invitational events, nor for local or regional competitions.

Individuals may apply at any time and can request up to a maximum of \$200. Unless the individual is selected to represent Australia in an international event, they then may apply for up to \$400.

Funding is limited to once per individual per annum.

An allocation is to be made each year in the annual budget.

Elected Members will be informed of those Shire of Chittering residents who receive financial assistance through the monthly information bulletin.

Requests for assistance five hundred dollars (\$500) and less may be authorised for payment by the Shire President.

6.6 Community Bus Transport Service

Policy Owner:	Corporate Services	
Person Responsible:	Executive Manager Corporate Services	Deputy Chief Executive Officer
Date of Approval:	21 September 2016	
Amended:	21 August 2019	

Objective

To provide guidelines for the provision of a Community Bus Service for Shire of Chittering residents to access services within the metropolitan area.

Policy

The Community Bus Transport Service is a free courtesy service to the metropolitan centres of Joondalup and Midland for any resident within the Shire of Chittering. Children aged 16 and under will need to be accompanied by an adult / guardian.

The driver will be volunteer driver(s) registered with the Shire of Chittering, who hold a relevant class of licence for driving the designated vehicle.

Day of service

Tuesday, alternating between Joondalup and Midland town center's on a weekly basis.

Times of service

Pick up 8am at Shire of Chittering Administration Centre. The bus route and subsequent bus stops throughout the Shire of Chittering will be subject to bookings. Metropolitan drop-off points will be at designated central locations within the Midland **OR** Joondalup Central Business districts.

Returning to Bindoon at 3pm with bus stops along the reverse route as outlined above (5 hour duration in metro area).

The bus must not be utilised for any other activities without the prior approval of the Chief Executive Officer or ~~Executive Manager Corporate Services~~.

Deputy Chief Executive Officer

Drivers

A roster will be developed and maintained by the Shire of Chittering for volunteer drivers who will receive an honorarium payment.

Drivers are permitted to use the Community Courtesy bus to attend to personal matters whilst waiting for passengers for the return trip to Bindoon with an allowance of 30kms per trip.

Minimum numbers of travellers per day

The bus service will require a minimum of four passengers. If on any occurrence there are three or less booked passengers, a Council vehicle (to be driven by the community bus driver) will be made available to ensure that those booked will be able to attend booked appointments.

Luggage

A luggage trailer is available if required.

The Community Bus Service will maintain a nil alcohol rule and passengers utilising the service will be advised that it is their responsibility to ensure that they are at the designated bus stop on time to catch the return trip to the Shire of Chittering. The Shire, and the volunteer driver, will not be held accountable for passengers who miss the bus.

The day to day operation of the service will be supported by established administrative procedures.

7.4 Road Maintenance

Policy Owner:	Technical Services
Person Responsible:	Executive Manager Technical Services Works Supervisor
Date of Approval:	November 2005
Amended:	11 November 2020

The purpose of this policy is to:

- maintain school bus routes to a safe standard.
- ensure that all roads are maintained.
- ensure proper drainage of road assets.

Special attention is to be given to the maintenance of school bus routes

That school bus routes be graded (where necessary) before the commencement of the school year, i.e. January - February.

School bus routes receive priority at the commencement of the winter maintenance grading season.

8.2 Establishment and Maintenance of Playground Equipment

Policy Owner:	Technical Services
Person Responsible:	Executive Manager Technical Services Building Coordinator
Date of Approval:	November 2005
Amended:	

Objective

To guide Council and Administration on appropriate establishment and maintenance of playground equipment within the Shire of Chittering.

Statement

All playground equipment purchased by the Shire, donated or supplied on a joint venture basis and constructed on Council owned or controlled land shall be according to the ***Australian Standards Association (1924, Part 1 1981) Playground Equipment for Parks, Schools and Domestic Use (ASA 2155 – 1982 and 2555 – 1982)***.

The Building Coordinator shall order the removal of any items of equipment that, in his opinion, is not conforming and dangerous and shall have the authority to remove any item of play equipment and have it placed in the Council's depot if the order for its removal is disregarded.

This will ensure that playground equipment is maintained to the highest possible standard.

9.1 Battleaxe Access

Policy Owner:	Development Services
Person Responsible:	Executive Manager Development Services
Date of Approval:	November 2005
Amended:	25 June 2014; 17 June 2015

Objective

This policy is to provide guidelines for battle-axe access ways outside the town site areas.

Policy

The Shire of Chittering is not in favour of battle-axe access in any subdivision, particularly in "Rural Residential" areas.

If battle-axe access is required for a subdivision there shall be a maximum length and a minimum width of 10 metres to facilitate the construction of trafficable surfaces and associated drainage and the developer shall be required to construct crossovers to each battle-axe access prior to the clearance of conditions.

Road construction shall be of a minimum thickness of 150mm if gravel or additional sufficient thickness to allow adequate swale drainage.

9.2 Rural Numbering

Policy Owner:	Development Services
Person Responsible:	Executive Manager Development Services Executive Manager Technical Services
Date of Approval:	November 2005
Amended:	

Objective

This policy is to ensure that all properties are allocated with rural numbering.

Policy

Where new lots are created by a subdivision the developer is required to install rural numbering in accordance with Council's standard or pay the Shire the sum as prescribed by Council in its annual budget (refer to Schedule of Fees & Charges) for the Shire to purchase and install such signage to each lot and;

Where the Shire approves a building permit for a new dwelling where that dwelling has an access from a public road which does not currently have a rural number, the landowner is required to purchase and erect a rural number in accordance with Council's standard.

9.3 Valuation of Land

Policy Owner:	Development Services
Person Responsible:	Executive Manager Development Services Executive Manager Corporate Services
Date of Approval:	November 2005
Amended:	

Objective

The objective of this policy is to ensure that land valuation for the purpose of public open space shall be through the Valuer Generals Office, so as to avoid any disagreement.

Statement

Requirements of the *Local Government Act 1995, Planning and Development Act 2005* and subsidiary legislation require the Shire to carry out valuations of land for specific purposes. Council appoints the Valuer General as the official valuer for Public Open Space valuations.

9.4 Road Names

Policy Owner: Technical Services
Person Responsible: Executive Manager Technical Services
Date of Approval: November 2005
Amended:

Objective

To provide easy identification of Shire roads.

Policy

Under the legislated delegated authority of the Minister for Lands, Landgate administers all official naming actions for Western Australia.

The Geographic Names Committee provides recommendations to the Minister for Lands on naming matters for the state. Landgate provides a secretariat to administer the committee's recommendations.

The "Policies and Standards for Geographical Naming in Western Australia" stipulates that

"Local governments and other authorities are to ensure that all naming submissions conform to the policies outlined in Section 1, (of the *Policies and Standards for Geographical Naming in Western Australia* document) as well as all the policies outlined in Section 2.

Except where provisions are already made in the *Policies and Standards for Geographical Naming in Western Australia*, the naming of any road must conform to the provisions of [AS/NZS 4819:2011 Rural and urban addressing](#). The Standard outlines how to derive datum points and how address numbers are assigned.

Road names are to be sourced from:

- persons, entities, places or events of historical or heritage significance and directly related to the Chittering area and its neighbourhood;
- common or Aboriginal names of flora and fauna species indigenous to the Chittering area;
- Chittering locality or geographic feature names in common, historical or Aboriginal usage; and
- persons having a distinguished record of achievement within the Shire's history.

A brief explanation of the relationship and significance of the name shall accompany all nominations for road names to the Shire.

Acceptance of nominated names for incorporation into reserve road names list and for applying to particular thoroughfares will be put before Council for approval.

Support to name or rename roads in established areas can be obtained by:

- advising residents in the area of the proposed name in writing and inviting comments.

Once a name has formally been assigned to the road and adopted by the Geographic Names Committee, Landgate and any affected property owners shall be notified of the final action taken and the commencement date.

DELETED

9.5 Public Guidance of Signage in Road Reserves

Policy Owner:	Development Services
Person Responsible:	Executive Manager Technical Services
Date of Approval:	18 May 2011
Amended:	

Objective

To provide public guidance signage to assist the public in locating community and commercial services and facilities within the Shire of Chittering (the “Shire”) and to ensure that advertising signs are consistent with and appropriate to their location and function.

To also ensure the prevention of visual pollution of advertising signs and avoid dangerous placements to both pedestrians and vehicular traffic.

Policy

Approval to place a public guidance sign within the road reserve requires a written application advising preferred wording with supporting street plan identifying signage location(s).

Public guidance that requires the Shire’s approval prior to installation includes:

- Direction Signs (Urban and Rural areas)
- Tourist Signs
- Temporary Community Advertising Signs
- Service Club Signs
- Land Estate Development Signs
- Industrial Estate Signs

General requirements for public guidance signage

The following general requirements apply for all public guidance signage located in the road reserve application unless otherwise advised:

1. *The Shire will undertake routine general maintenance associated with approved permanent signage located within the road reserve but accepts no responsibility for damage and/or public liability claim arising as a result of vandalism, accident or wear and tear. Where signs are deemed by the Shire to require more than routine general maintenance, then they will be removed and returned to the Applicant where known. If unknown, then these signs will be impounded at the Shire’s Bindoon Landfill Site.*
2. *The Shire will not undertake routine general maintenance associated with approved temporary signage located within the road reserve and accepts no responsibility for damage and/or public liability claim arising as result of vandalism, accident or wear and tear. Where*

signs are deemed by the Shire to be causing a nuisance or are considered to be a safety hazard then they will be removed and returned to the applicant where known. If unknown, then these signs will be impounded at the Shire's Bindoon Landfill Site.

3. *The Shire's Works Supervisor is empowered to collect an impounding fee on a per sign basis or call on the bond for the return of the signs collected by personnel, or appointed contractor(s), unless approved otherwise. Any signs held at the Bindoon Landfill Site for longer than a thirty day period from the time it was collected will be disposed of.*
4. *Public guidance signage to be located along Great Northern Highway and Brand Highway requires Main Roads WA (MRWA) approval. Applications will be assessed by the Shire in the first instance and if approved they will be forwarded to MRWA for consideration. MRWA's decision is final.*

Specific requirements for Public Guidance signage

Specific requirements for the various public guidance signage options follows:

1. Direction Signs (urban areas)

Subject to approval by the Shire's Administration, Direction Signs in the urban area will be provided in accordance with the following criteria:

- (a) Public guidance to the location of facilities (generally a non-commercial nature) such as:
 - Town Halls, Municipal Offices, Civic Centres, Depots and Libraries
 - Rubbish Disposal and Recycling Sites
 - Churches and religious institutions
 - Sporting, recreational grounds and facilities
 - Tertiary education facilities
 - Non-profit organisations
 - Cultural Institutions/sites
 - Police Stations
 - Post Offices
 - Railway Stations and Coach Houses
 - Shopping centres
 - Medical Centres, Veterinary Clinics and Dentists

Commercial services and facilities, however a sign will not be approved for an establishment that forms part of a larger complex, i.e. fingerboard sign will not be approved for a delicatessen within a shopping centre.

- (b) Wording is to be "generic" in nature and is to avoid direct advertising of business names with the wording standardised, e.g. Shopping Centre, Medical Centre, Child Care Centre, etc.
- (c) Where commercial business is involved, evidence of planning approval in relation to the business activity being undertaken is to be provided in support of an application.

- (d) Direction Signs reflecting a home business are not permitted within a residential area (to ensure a high level of amenity).
- (e) Up to two Direction Signs may be erected on a single pole identifying a street name. In this respect the signs will be manufactured to the standard length so that in the long term it is possible to convert from the single pole to a stack situation.
- (f) Up to five Direction Signs may be located at any one location by utilising a two pole sign stack, the street name shall be located above the other signs and there shall be a clearance of at least 150mm between the bottom of the street name plate sign and the top of any other sign.
- Due to the limit of five Direction Signs per intersection, commercial business will have to be considered in order of priority in providing aid or comfort over and above other commercial enterprises, e.g. Medical centres, Dental surgeries, Veterinary clinics and Pharmacies.
- (g) Direction Sign wording will be white lettering on blue background. Generally signs placed on arterial roads shall have a 200mm deep finger plate placed at a minimum distance of 100m prior to the junction and local roads with a 150mm deep finger plates to be placed at the junction.
- (h) Direction Signs are to be positioned on the intersection at the entrance to the side road down which the signed premises are located.
- (i) Direction Signs on arterial roads shall be limited to one signed route from any arterial road in either direction with such signing restricted to a maximum of two arterial roads.
- (j) No Direction Signs are to be erected adjacent to the community and commercial service and/or facility.

Approved Direction Signs in urban areas are supplied and installed by the Shire at the applicant's cost.

2. Directional Signs (rural areas)

Subject to approval by the Shire's Administration, Direction Signs in the rural area will be provided in accordance with the requirements outlined for Direction Signs (urban areas) above, with arterial roads considered the most important collector roads servicing the rural area.

Approval will be granted for Direction Signs indicating rural produce where the applicant holds a current stall-holder's licence.

Approved Direction Signs in rural areas are supplied and installed by the Shire at the applicant's costs.

3. Tourist Signs

Approval to place Tourist signage within the road reserve will need to comply with the Western Australian Tourist Commission "Essential Criteria" in the first instance. Upon receipt of an application in compliance with the WA Tourism Commissions criteria and supported by the Shire's endorsement the application is then forwarded to Main Roads WA for their consideration/approval. If approved the cost of the signage is to be borne by the applicant and installation undertaken by Main Roads WA.

4. Temporary Community Advertising Signs

Subject to approval by the Shire's Administration, a maximum of ten Temporary Community Advertising Signs per application of up to 0.5m² in area per sign will be permitted for non-profit organisations only for up to a maximum period of six weeks. A bond (refundable if conditions of approval are met) is payable prior to confirmation of approval to cover the cost of removal of the sign(s) by the Shire where necessary.

Following receipt of the Shire's formal approval the applicant is responsible for the supply, installation, maintenance and subsequent removal of the Temporary Community Advertising Sign(s).

5. Service Club Signs

Subject to approval by the Shire's Administration, Service Club Signs are allowed to be erected in the road reserve adjacent to the facility where the Club meets. A plan depicting the size and style of the sign inclusive of foundation details needs to be provided in support of the application requirements.

The Shire's approval will require the Club to arrange for supply and delivery of the sign to the Shire's Administration Centre and on receipt the Shire will undertake installation at the Club's cost.

6. Land Estate Development Signs

Land Estate Developers are entitled to two Land Estate Development Signs per estate indicating the marketed name of the land release. Generally signs placed on arterial roads shall have 200mm deep finger plates placed at a minimum distance of 100m prior to the junction and local roads with 150mm deep finger plates to be placed at the junction. Sign colours will consist of a blue background with yellow lettering and be placed on poles identifying a street name or stacks as outlined for Direction Signs (Urban Areas) above.

The signs will be removed by the Shire on receipt of advice from the applicant that land sales have been completed or after two years following initial installation, whichever occurs first.

Approved Land Estate Development Signs are supplied and installed by the Shire at the applicant's cost.

7. Industrial Estate Signs

Areas zoned as an Industrial Estate are signed as a general area (e.g. Wangara Estate, Flynn Drive Industrial Area, etc) with no further signing permitted. Signage is to conform to the requirements outlined for Direction Signs (Urban Areas) above.

Approved Industrial Estate Signs are supplied and installed by Shire at no charge to the business enterprises within the Industrial Estate benefiting from that sign.

All signage for new business enterprises within an Industrial Estate is controlled through the development approval process and the Shire's By-laws relating to Signs, Hoardings and Bill Posting 1993.

Subject to approval by the Shire's Administration, a temporary sign for a new tenant in a multi-unit premises within an Industrial Estate of up to 0.5m² in area may be located in the road reserve adjacent to their premises for up to a maximum of three months. A bond is payable prior to confirmation of approval to cover the cost of removal of the sign where necessary. Following receipt of the Shire's formal approval the applicant is responsible for the supply, installation, maintenance and removal of the approved temporary sign.

DELETED

9.6 Storm Water Management

Policy Owner:	Development Services
Person Responsible:	Executive Manager Technical Services Executive Manager Development Services
Date of Approval:	19 October 2022
Amended:	

Objective

This policy provides guidelines to effectively control and manage stormwater runoff from land under the care, control or management of the Shire.

Definitions

Sump means a drainage retention basin that disposes of stormwater runoff by infiltration into the ground and ultimately to the ground water table.

Compensation basin means a drainage detention basin that incorporates both a piped inlet and a piped outlet. Compensating basins may also incorporate infiltration into the ground and ultimately to the ground water table.

Scope

This policy applies primarily to manage construction, seeding/planting of compensating basin and fencing within Shire of Chittering.

Policy

The Shire does not contribute toward the cost of any fence which divides privately owned land and adjoining land held by the Shire for a public purpose except that the Shire shall contribute toward the cost of a dividing fence separating private land and a drainage basin.

The Shire allows for several methods of disposal of stormwater runoff that shall be designed and implemented to the satisfaction of the Executive Manager Technical Services.

Construction of sumps/compensating basins shall be seeded, planted and form parts of road reserve to the satisfaction of the Shire.

1. DRAINAGE SUMPS AND FENCING

- 1.1. Drainage retention basins, commonly referred to as drainage sumps built in Public Open Space or Easement, shall consist of an area of land capable of retaining a designed discharge of water in such a manner as to allow it to infiltrate to the ground water table without causing damage or undue inundation to adjacent land.

- 1.2. All drainage sumps shall be fenced in such a manner as to prevent the entry of children.
- 1.3. A strip of land a minimum of 1 meter in width must be supplied around the perimeter of a sump fence such that landscaping may be supplied when seasonal conditions allow. All landscaping shall be to the satisfaction of the Executive Manager Technical Services.
- 1.4. Drainage sumps shall have a maximum side slope equal to the angle of repose of the natural soil unless design criteria demand a shallower slope. A berm width of 2.0 metres shall be provided between the top of the sump side slope and the fence. Vehicle access gates and ramps shall be provided to the satisfaction of the Executive Manager Technical Services to enable ongoing maintenance access to the sump.

2. COMPENSATING BASINS

- 2.1 Designs for detention basins, commonly referred to as compensating basins, shall be to the satisfaction of the Executive Manager Technical Services.
- 2.2 Where compensating basins are unfenced and are located adjacent to or surrounded by Public Open Space / Easement the side slopes shall be a maximum of 1 in 8.
- 2.3 All pipes entering compensating basins shall have Protective End Treatments in accordance with the Shire's Standard Drawings / IPWEA Guidelines.
- 2.4 For unfenced compensation basins the maximum overall storage depth shall not exceed 400mm.



1.X Social Media

Policy Owner: Corporate Services
Person Responsible: Executive Manager Corporate Services
Date of Approval:
Amended:

Statement

The Shire of Chittering:-

- is committed to engaging with its community and staff in relevant and meaningful ways, and is cognisant of the ever increasing and important role of online social media for communication, engagement and interaction.
- uses Social Media for information sharing and to provide responsive feedback to our community.
- may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

Policy

The Shire of Chittering encourages open discussion on its social media pages. To ensure everyone has an opportunity to engage with the Shire.

If you like or follow us on social media, you can expect to see the latest news, updates, event announcements and information about our latest projects and initiatives. We also regularly advertise opportunities for you to get involved and have your say on projects, plans and strategies that interest you.

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Chittering will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- violent, obscene, profane, hateful, derogatory, racist or sexist language links or images;
- offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- threatening, harassing or bullying;
- information that may compromise individual or community safety or security;
- any discussion or promotion of behaviour that is unlawful;
- infringes copyright, intellectual and privacy laws;
- comments that threaten or defame any person or organisation;
- solicitations, advertisements, endorsements or spam;
- encouragement or glamorisation of the use of alcohol, tobacco, or illegal drugs;

- multiple successive off-topic posts by a single user;
- repetitive posts copied and pasted or duplicated by single or multiple users;
- content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot
- any other inappropriate content or comments as determined by the Shire of Chittering.

The Shire of Chittering reserves the right to turn off comments if we do not have the resources to monitor the page.

When interacting with this page, we ask that you:

- exercise courtesy;
- do not post your personal address or phone number;
- acknowledge that the Shire cannot check the accuracy of every post and does not take any responsibility for reliance on posts on this page; and
- adhere to Facebook Guidelines.

By “liking” or “following” any of the Shire of Chittering pages you acknowledge the terms outlined in this policy. Users who do not comply with these Guidelines will be blocked from the page at the discretion of the Shire of Chittering.

The Shire of Chittering reserve the right to remove content that violates these guidelines, at the Shire’s absolute discretion.

The Shire of Chittering does not accept responsibility for external comments on their page/s. They are not representative of the opinions or views of the Shire, nor does the Shire make any warranty to their accuracy.

Where a third party contributor to a Shire of Chittering social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

The Shire of Chittering may also post and contribute to Social Media hosted by others, so as to ensure that the Shire’s strategic objectives are appropriately represented and promoted.

Enquiries via Social Media

Due to the volume and number of different types of requests we receive, these cannot be answered or resolved via social media.

Social Media will not be used by the shire to communicate or respond to matters that are complex or relate to a person’s or entities private affairs.

Should you contact us at chatter@chittering.wa.gov.au if you:-

- have a general question or enquiry

- need to request a service or report an issue
- would like to give us official feedback
- wish to make a complaint

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