



Chief Executive Officer Attachments
Wednesday, 19 April 2017

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
9.4.1	Amendment to Policy 1.14 Smoking, Other Drugs and Alcohol 1. Policy 1.14 Smoking, Other Drugs and Alcohol, amended Policy	1 – 11
9.4.2	Draft Strategic Community Plan – 2017-2027 1. Draft Community Strategic Plan 2017-2027	12 – 30
9.4.3	Memorandum of Understanding: Community Emergency Services Manager 1. Memorandum of Understanding	31 – 38



1.14 Smoking, Other Drugs and Alcohol Policy

Policy Owner:	Corporate
Person Responsible:	Human Resources/Payroll Officer
Date of Approval:	18 May 2011
Amended:	26 October 2016

Objective The aim of this policy is to ensure a safe workplace free from the effects of smoke, drugs and alcohol. The policy is directed towards the welfare of the individual and the safety and health of other people and, although disciplinary action may be necessary, the focus is on preventative measures.

Policy Statement

The Shire of Chittering's Commitment

The Shire of Chittering and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Smoking, alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

The underlying principles of the Shire of Chittering are fairness and transparency and providing a safe workplace that promotes and protects the well-being of all employees within the Shire of Chittering.

For the purposes of this policy, the term "**employee/s**" shall extend to cover contractors, volunteers and any person performing work for or with the Shire of Chittering in any capacity.

For the Purpose of this policy, the term "**Smoking or smoking of cigarettes**" shall include items identified as cigarettes, tobacco, Electronic cigarettes (e-cigarettes) and other personal vaporisers for delivery of nicotine or other substances.

The Individual's Responsibility

Under the *Occupational Safety and Health Act 1984* (the OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace.

Smoking of cigarettes in the workplace is permitted as per *Policy 10.8 Smoke Free Outdoor Areas*, as long as it is undertaken within the



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designated smoking areas as identified by provided bins and signage. The Policy aims to minimise the harmful effects of passive smoking and its related discomfort to others and to ensure a safe and healthy working environment for all staff, and should be read in conjunction with *OSH Regulation 3.44A*.

The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely affected, possibly as a result of the night before in addition to consumption at work), except in relation to responsible use of alcohol at workplace social functions, as authorised by the Chief Executive Officer.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

Employees are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.

Reporting Requirements

Under the *Occupational Safety and Health Act 1984*, employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs, or smoking in non-designated areas as this presents a hazard in the workplace.

Confidentiality

All results and information in relation to drug and alcohol testing will be dealt with in the strictest confidence. The privacy and dignity of staff tested as part of this process will be protected.

The Shire of Chittering believes that the health and wellbeing of an employee is of great importance to the organisation. An employee counselling program will be offered in order to support the affected employee.

Any employee of the Shire of Chittering who is interested in receiving counselling services should seek guidance from their Manager, Human Resources or LGIS Counselling and referral services.

**Drug Use on the Premises**

Employees who buy, take, or sell drugs on the **Shire of Chittering** premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal and may be referred to the relevant authorities.

Prescribed and Over the Counter Medications:

The employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

The categories of drugs and substances prohibited by the **Shire of Chittering** are outlined as per the *Australian Standard AS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*, as such a zero tolerance applies to non-prescribed medications.

Examples of drugs referred to in *AS4308:2008* include but are not limited to: Cannabis; Cocaine; Opiates (e.g. codeine and morphine); and Amphetamine type substances (e.g. pseudoephedrine, MDA and MDMA).

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, or declares prescription medication and as a result of the medication proved a non-negative result the **Shire of Chittering** may request further information from the practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken.

Smoking whilst on the premises and during working hours

Smoking is prohibited in all Council owned/leased buildings. The Shire of Chittering upholds the right of an individual to work in a smoke-free environment and there is no provision for the designation of smoking-permitted rooms or areas in buildings controlled by the Shire of Chittering.

The Shire of Chittering *Smoke Free Outdoor Area Policy (Policy 10.8)* is recognised as an Occupational Health and Safety responsibility, and as such all job applicants to the Shire of Chittering shall be informed of the policy in regard to smoking in the workplace.

Smoking is not permitted within five metres of entrances to buildings or ten metres from an air-conditioning unit and is banned in all Shire of Chittering vehicles; however there are designated smoking areas available as signposted.



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It is the responsibility of the department concerned to advise all potential employees and volunteers of the smoking policy and to advise designated smoking locations.

Consumption of Alcohol

Except in situations where the **Shire of Chittering** holds a function as authorised by the Chief Executive Officer on the premises and alcohol is provided, employees must not bring in and/or consume/or sell alcohol in the workplace.

It is illegal to drive while under the influence of alcohol or drugs, including some over-the-counter and prescription medicines. All legislative requirements associated with driving and alcohol consumption, and the consumption of drugs or alcohol in the workplace must be adhered to. The Shire of Chittering employees are not to be under the influence of drugs or alcohol whilst in control of a Council vehicle.

Managers and supervisors shall:

- Ensure that the event has been authorised by the Chief Executive Officer;
- Ensure cessation of all:
 - Physical and computer based work;
 - Use of equipment and machinery (including plant and mobile plant); and
 - Dealing with enquiries and advisory functions to members of the public.
- Encourage their people to make alternative arrangements for transport to and from work prior to the function;
- Ensure that the following is made available: - low alcohol beer, soft drinks and water - beverages: tea, coffee and food;
- If the manager believes a person may be over the Blood Alcohol Consumption (BAC) 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- If the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

Blood Alcohol Concentration (BAC) Limits

Zero BAC

For employees who drive or operate vehicles classed as plant equipment, heavy trucks and machinery, the alcohol limit is 0.00. Plant Equipment, Heavy Trucks and Machinery include the following:

- All construction equipment (graders, rollers, loaders etc)
- Trucks which have a combined mass exceeding 22.5 tonnes



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- High risk hand held equipment such as chainsaws and quick cut saws

A limit of 0.00 BAC also applies to:

- Novice drivers;
- Taxi drivers*;
- Drivers of passenger vehicles with capacity to carry more than 12 adult passengers*;
- Drivers of omnibuses*;
- Drivers of certain heavy vehicles*;
- Drivers of vehicles carrying dangerous goods*;
- Extraordinary licence holders; and
- Recently disqualified drivers;

** The zero BAC limit for certain drivers may not apply at all times. Refer www.transport.wa.gov.au/dvs for further information on when a driver must have a BAC limit of zero.*

0.02 BAC

A limit of 0.02 applies to all employees when at work and who are not involved in the operation of plant equipment, heavy trucks and machinery as defined under the **OHS Act 2000**. A limit of 0.02 BAC also applies to:

- Drivers who hold a provisional licence that are no longer Novice Drivers.

0.05 BAC

A limit of 0.05 applies to the drivers of Private Use vehicles when those vehicles are being used for private use outside of working hours. A limit of 0.05 also applies to:

- All other licences (including overseas and interstate licence holders) not subject to a 0.02 or zero limits; and
- Emergency Services Employees, Volunteers or Local Government employees when called-out in response to events and in time of emergency*.

** The law provides an exemption from zero BAC for certain drivers. In this situation, the driver will continue to be subject to 0.05% BAC limit. Refer www.transport.wa.gov.au/dvs for further information.*

Private Use Vehicles

While at work or on duty, or when commuting to and from home to a place of work, employees with private use of a Council supplied motor vehicle are deemed to be at work and the appropriate BAC limit as defined above, is applicable.



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When a vehicle is allocated for Private Use in accordance with an employee's condition of employment or employment contract, and the vehicle is being used outside of working hours, the normal road rules are apply and the BAC limits are defined as above.

Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the **Shire of Chittering** will provide assistance to the employee.

- The **Shire of Chittering** will allow an employee to access any accrued personal or annual leave while they are undergoing treatment; and
- The **Shire of Chittering** will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

Pre-Employment Medical Tests

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

Workplace Testing

If the **Shire of Chittering** has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue. Actions may include:

- Directing an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties.
- Requiring that an employee undergo drug and alcohol testing administered by an accredited service provider nominated by the **Shire of Chittering**.
- Directing an employee to go home.

A non-negative oral drug test result, administered by the Shire's accredited service provider, will result in a referral to an independent National Association of Testing Authorities (NATA) Certified Testing Authority.

**Impairment Testing**

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Random or Blanket Testing

Testing may also be conducted on all employees. All employees must participate in the testing. If an employee/s is not at work on the day of the test, the employee/s must undertake a test as soon as practicable with the accredited Service Provider.

Random testing may also be conducted utilising a variety of methods for randomly selecting names. The method will be determined by the Chief Executive Officer but may be by way of picking a coloured ball or names out of a bag containing all employee names.

Cause Testing

Employees involved in significant incidents may be tested at the direction of their supervisor. Significant incidents may include but are not limited to: vehicle accidents; injuries treated by a medical practitioner; property damage; damage to equipment and machinery; and reportable near misses.

Testing Process

A medical assessment may include a drug and/or alcohol test. Testing in the first instance for alcohol and/or drugs will be via a swab test analysis or using a Breath Alcohol Testing Device, however secondary testing may include urinalysis. All testing shall be conducted in accordance with the *Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse* in urine and *AS/NZS 4760:2006 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid*.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home, if there is suspicion that the person is under the influence of drugs or alcohol the manager or supervisor will encourage the person to make alternate travel arrangements so that they are not operating a motor vehicle. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.



SHIRE OF CHITTERING Register of Policies

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs:

- The employee tested and the supervisor will be informed of the result; and
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the ***Shire of Chittering***.

An employee who returns a positive test will be in breach of this policy. A breach of this Policy may result in disciplinary action being taken against the employee up to and including the termination of employment.

Education, Training and Awareness

The Shire of Chittering provides a comprehensive induction program and annual refresher programs for employees. In addition, the Shire engages the services of a free and confidential counselling and referral service to employees.

Employees who recognise that they have an alcohol or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.

Consequences of Breaching this Policy

An employee engaged by the ***Shire of Chittering*** who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

Any person yielding a positive Test result (NATA Laboratory confirmed positive reading) for drugs or a blood alcohol reading above 0.02 (calibrated hand held BAC test) will be automatically tested the next three screening sessions (whether random or compulsory).

Contractors found with levels exceeding permissible levels for drugs and/or alcohol will be removed from the worksite immediately. The Shire of Chittering will insist that the contractor provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to the worksite.

Disciplinary Action

First Offence

1. In the case of a serious incident or high level BAC reading (above 0.05), the employee may be subject to disciplinary action up to and including dismissal.



SHIRE OF CHITTERING Register of Policies

2. In all other cases, the employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, the action as outlined below will continue:
 - a) The employee will be suspended from duty.
 - b) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
 - c) The employee will be counselled by their supervisor. That counselling will focus on:
 - the unacceptability of the employee's behaviour
 - the risk that such behaviour creates for the safety of the individual and other employees or members of the public
 - the employee's responsibility to demonstrate that the problem is being effectively addressed;
 - that any future breach of the policy will result in second offence or possible dismissal.
3. The employee will be offered the opportunity to contact a professional counsellor.
4. A first written warning will be issued.

Second Offence

1. In the case of a serious incident or high level BAC reading (above 0.05), the employee may be subject to disciplinary action up to and including dismissal.
2. In all other cases, the process as outlined in Step 2 (as above) will apply.
3. The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance is considered mandatory. The employee may be subject to dismissal without notice if the offer of counselling is refused for a second offence.
4. A second written warning will be issued.

Third Offence

The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, the employee will be dismissed from duty without further notice.

Related Corporate Documents

Staff Disciplinary Policy (3.17)

Procedures relating to Fitness for Work, Workplace Behaviours, Grievances, Investigations and Resolutions Procedure (where applicable)

Smoke-Free Outdoor Areas Policy (10.8)



Vehicle Use Policy (3.18)

Related Statutory Legislation

Road and Traffic Act 1974

Misuse of Drugs Act 1981

Medicines and Poisons Act 2014

Fair Work Act and Regulations 2009

Liquor Control Act 1998

Occupational Safety and Health Act 1984

Workers Compensation and Rehabilitation Act 1981

Tobacco Products Control Act 2006

OSH Regulation 3.44A Protection from Tobacco Smoke

Liquor Licencing Act 1998

Variation to this Policy This Policy is subject to review and may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.



SHIRE OF CHITTERING Register of Policies

APPENDIX 1 – DEFINITIONS

Definitions Term	Definition
Smoking	Cigarettes, Tobacco, Electronic cigarettes (e-cigarettes) and other personal vaporisers for delivery of nicotine or other substances.
Unfit for Work / Impaired Work Performance	Being impaired for work and therefore unable to perform duties in a safe manner or sudden or gradual deterioration in a person's ability to function appropriately at work.
Use	Eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.
Misuse	Inappropriate use of a substance on the Shire of Esperance premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.
Alcohol	Any beverage containing alcohol.
Drugs	Amphetamines, Cannabinoids THC, Opiates, Barbiturates, Cocaine, methadone, Benzodiazepines, Alcohol and other narcotics, prescription drugs and non-prescription drugs.
Substance	Any drug that may have adverse effects causing impaired work performance.
Fit for Work	Not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.
Contractor	A contractor includes any employee or sub-contractor of any company who has been engaged by the Shire to perform services.
Volunteer	A Volunteer is a person who performs a service Willingly and without pay.
Managers	Includes Managers as well as the Executive Management Team.
Employees	Shall extend to cover Councillors, contractors, volunteers and any person performing work for or with the Shire of Chittering in any capacity.

SHIRE OF CHITTERING
STRATEGIC COMMUNITY PLAN 2017-2027
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Shire President: Foreword

The Shire of Chittering released its first Strategic Community Plan in 2012. A Community Strategic Plan is a long term (10 year) plan for the future which reflects both the Community's and Council's aspirations for the future of the Shire. A raft of other plans and documents sit under the Community Strategic Plan including the Corporate Business Plan (a more detailed five year plan), Asset Management Plans (for roads, buildings and other facilities), Workforce Plan, Local Planning Strategy and Long Term Financial Plan.

Council is required to update and review all of its planning documents on a regular basis. This particular plan is a review of the existing Community Strategic Plan, much of which is still relevant. Feedback has been sought from the community through a number of workshops with both residents and established Working Groups.

The Shire is entering an exciting time over the next few years with major highway linkages (Northlink and the Great Northern Highway upgrade) to be delivered between now and the end of 2019. By that time, Chittering Shire will be connected to Perth by a new four lane highway, making the area much more accessible as a place to live, work and play.

Additionally, the Muchea Employment Node (MEN), a proposed 1,100 hectare industrial area in the South of the Shire, will benefit from having these major transport upgrades at its doorstep. While the MEN has been in existence for many years, this new transport infrastructure will provide the incentive for planning and investment in that area. The jobs that are created through both the development and operation of the MEN will be vital to the economy of the region in the years ahead.

In preparing this plan, Council has also been mindful of the strong desire of its residents to protect and enhance the natural beauty and unique qualities that the region has to offer. People value the rolling hills, the natural environment, the wildflowers, the lakes and the rural lifestyle opportunities that are offered in the Chittering Shire; all within a short drive from the city and its outlying suburbs.

The plan is structured along five major themes covering:

Community - *An inclusive, active, safe and healthy community*

Natural Environment - *A protected and bio-diverse environment which community and visitors enjoy*

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

Economic Growth - *Thriving, sustainable and diverse economic investment and local employment opportunities from cottage to large-scale industry*

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

The plan identifies a number of priorities which are developed further as part of the Corporate Business Plan; a four year plan which details specific projects for implementation.

Council has developed this plan so that it represents an aspirational vision for the Shire, while at the same time being both realistically achievable and affordable.

We look forward to working with the community in the years ahead to deliver a future for the region which builds on its natural strengths and; which provides a range of employment and investment opportunities for both individuals and the private sector.

Cr Gordon Houston
Shire President

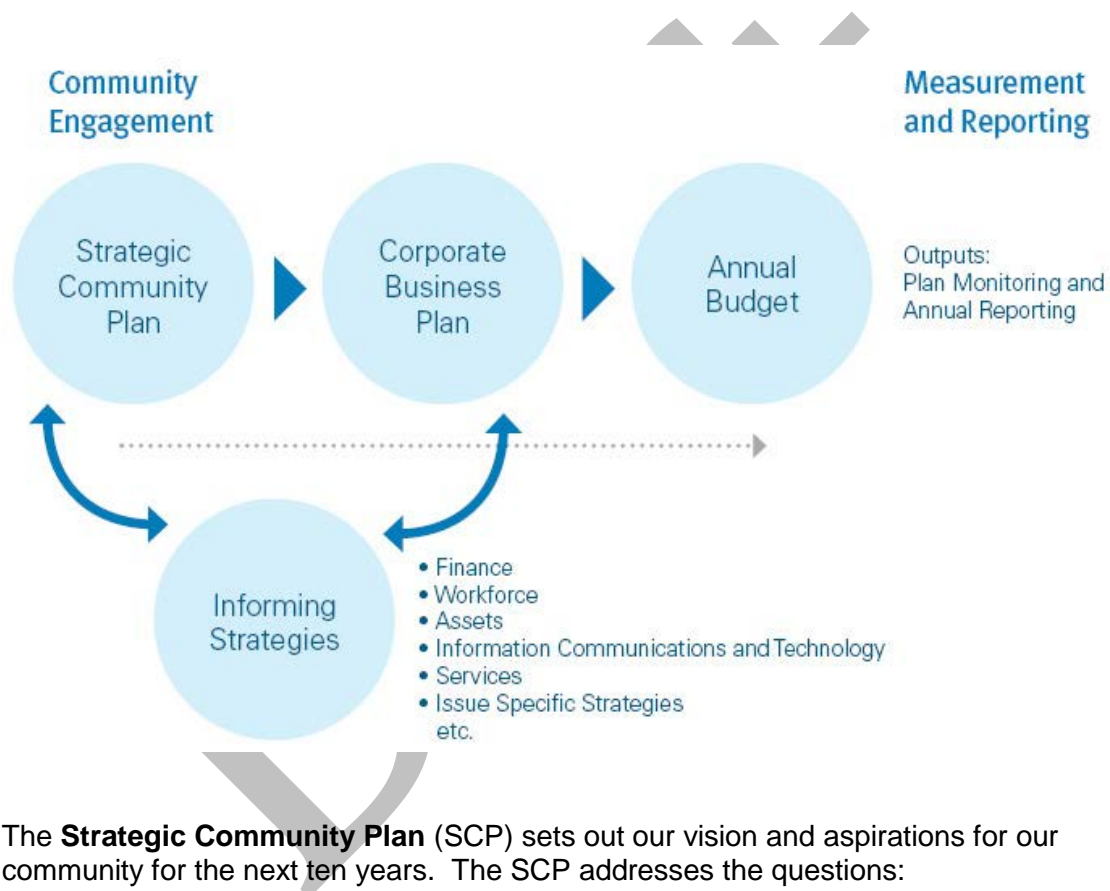
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OVERVIEW OF THE INTEGRATED PLANNING FRAMEWORK

The Integrated Strategic Planning Framework provides the basis for strategic planning in local government. Its purpose is to ensure integration of community priorities into strategic planning for Councils, in addition to delivering the objectives that have been set from these priorities.

Specifically, the Framework sets out the requirements for three levels of integrated strategic planning:

- Level 1: Strategic Community Plan (10+ years);
- Level 2: Corporate Business Plan (4+ years); and
- Level 3: Operational Plans (1 year).



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

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

The **Corporate Business Plan** sets out the Shire of Chittering's shorter-term priorities and "activates" our vision, and enables the community to monitor the Council's progress towards achieving these aspirations.

The Shire of Chittering needs to work with key stakeholders and partners, such as the State and Federal Government, business and philanthropists to achieve the community vision, objectives and strategies. The Shire also needs to work within its financial capability in order to leave a legacy for future generations.

WHERE ARE WE NOW?

The Shire of Chittering is a vibrant community located 55 km North-East of the Perth CBD and has over 5,300 residents. The demographic data below shows the uniqueness of the Shire of Chittering.¹

- Our Shire covers a geographic area of 1,200km².
- The Shire consists of 3 townships: Bindoon, Muchea and Wannamal, together with 2 districts – Upper Chittering and Lower Chittering.
- 1,506 private dwellings with an average number of people per dwelling of 2.8 (ABS 2011). More recent data not available.
- Our Community (as at 2016 census) includes over 5,301 residents with a median age of 43.5 (significantly older than the State median of 36.1). The population consists of:
 - 19.7% aged 0-14 years;
 - 13.8% aged 15-24 years
 - 6.4% aged 25-34 years (significantly below the State average of 16.1%);
 - 12.3% aged 35-44 years;
 - 18.24% aged 45-54 years (higher than the State average of 13.3%);
 - 14.6% aged 55-64 years (higher than the State average of 11.1%);
 - 9.3% aged 65 – 74 years (State average of 7.6%)
 - 5.5% aged 75 +
- By 2027, the projected increase of over 70s in the Shire of Chittering will be close to 200%.

Future growth

The Shire of Chittering continues to enjoy high growth rates as a peri-urban local government showing a population growth of 56.8% since 2005 (ABS 2015) and 5% (223 people) growth in 2014. This represents the greatest population growth of all local government areas in the Wheatbelt planning regions. Most of the population growth is occurring in the southern part of the Shire with people choosing a semi-rural lifestyle.

Population forecasts for the Shire estimate that 7,300 people will live in the Shire by 2026 which represents a 61% increase from the 2011 census.

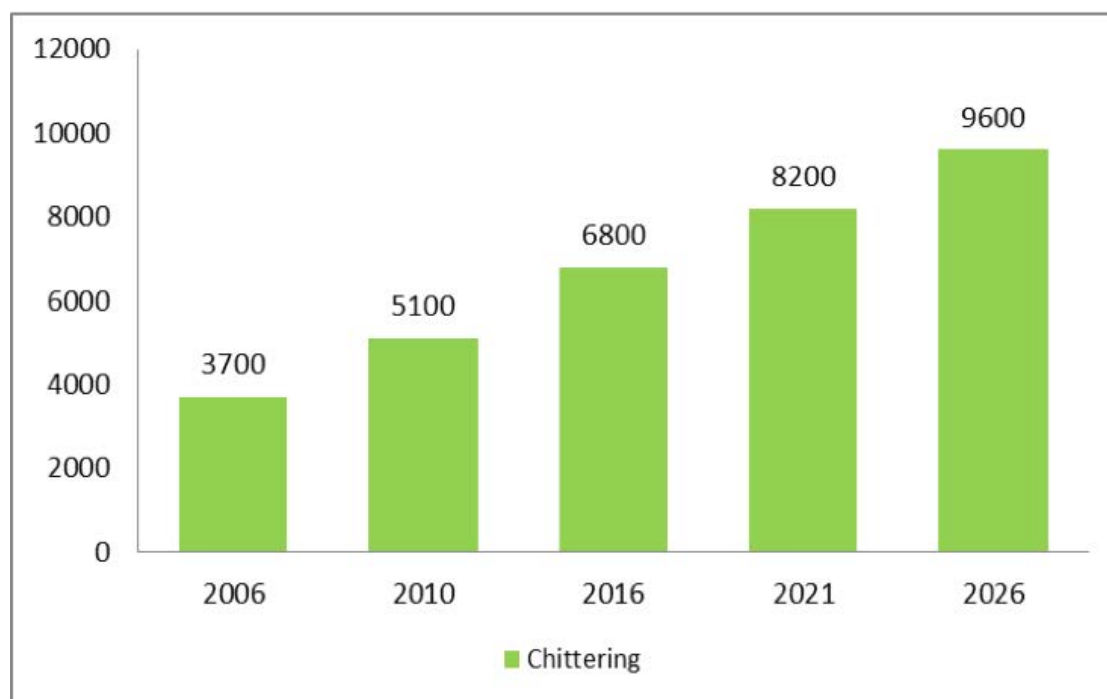
As it is expected that the Shire's aged population profile will increase, this will in turn increase the demand for healthcare, diverse housing and land options. By 2027, the Wheatbelt population over 70 years will have increased 75% with an increase from 10% in 2011 to 17% in 2027. The increase in this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

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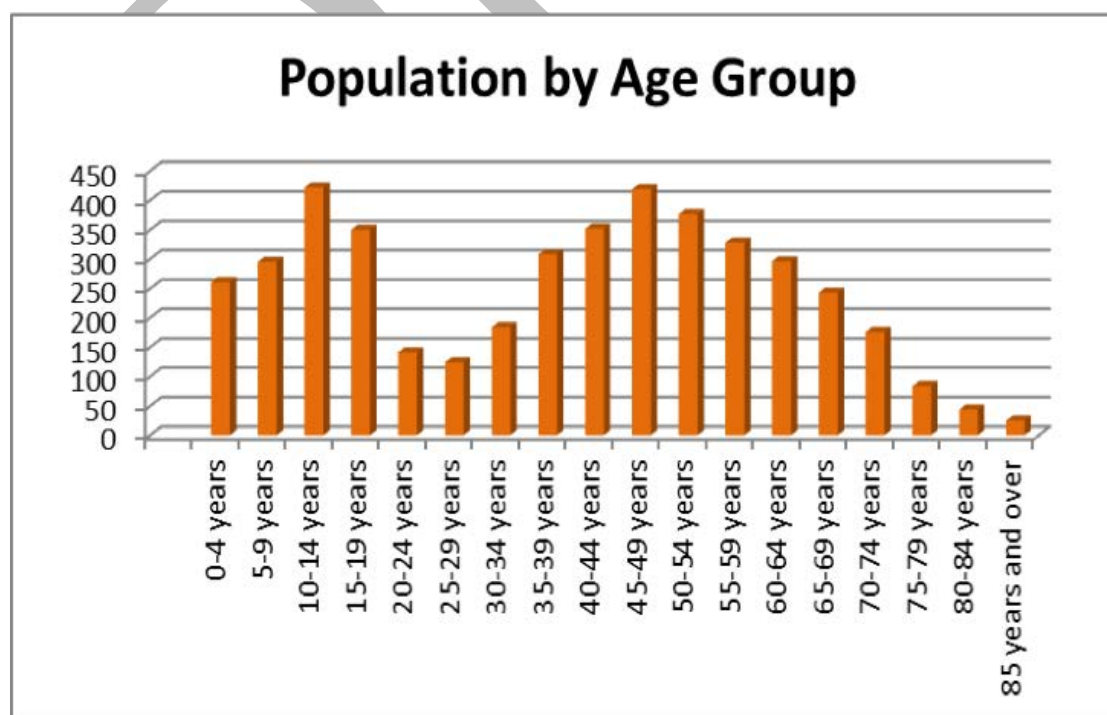
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At the other end of the age spectrum, the Shire also enjoys the second largest child population in the Wheatbelt (Northam being the largest). There is comparatively large number of children aged 0-14 years (22% of the population), but this figure drops significantly for the 15-29 age bracket (14% of the population).

Forecast population



Our population is changing and is predicted to double by 2026 (These forecasts exclude the influences of Muchea Employment Node and Chittering New Town).



The 2011 Australian Bureau of Statistics Census data indicates the current median age for Chittering is 41 years of age.

Our Economy

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

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

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

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

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

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

There are currently 2,255 lots in the Rural Residential and Townsite zones, leaving a deficit of 545 lots of houses required to accommodate the projected population to 2026. Further development in the Bindoon townsite can be achieved through the implementation of the STED (sewerage) program, but this will be insufficient to cater for the projected demand. The Shire has 230km of sealed roads and 174km of unsealed roads.

HOW WE DEVELOPED THIS PLAN

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

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

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

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

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

THE COMMUNITY VISION

Based on feedback from the community engagement process, the Council supports the following vision for the Shire:

A connected thriving community.

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

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

1. OUR COMMUNITY

What you said:

"We could become a more connected and cohesive community across all Shire suburbs"

"Volunteers & community groups are vital. We'd like more support and assistance to recruit new members."

"We'd like the Shire to attract increased / improved health services for all ages"

Where do we want to be:

An inclusive, active, safe and healthy community.

Strategic Priority 1: Our Community "An inclusive, active, safe and healthy community for all to enjoy."		
Outcome	Strategies	Key Priorities
1.1 Active and supported community <i>Communities will have services and facilities within their local community hubs</i>	<ul style="list-style-type: none"> Strengthen aged, youth and children service access through partnerships and advocacy Develop and enhance existing recreation and social facilities for local communities 	<ul style="list-style-type: none"> Advocacy/partnerships with aged care providers and with youth services to address identified needs. Better alignment of services with adjoining communities of interest (both metro and wheatbelt) Develop new recreational and sporting facilities to service the growing population in Lower Chittering / Muchea area Enhance existing recreation and social facilities for local communities Promote a better understanding within the community of the role of Council and communicate defined service levels
1.2 Strong sense of community <i>Cohesive and connected communities through engagement, interaction and participation</i>	<ul style="list-style-type: none"> Actively support community, volunteer groups and networks Strengthen and grow social events and festivals Activate our local centres and towns 	<ul style="list-style-type: none"> Facilitate connections of community groups across the Shire Better coordination and evaluation of existing social events and festivals Encourage and grow markets with local produce Foster links with local communities through established networks, working groups and tourism / business associations Support community and volunteer groups and networks to build sustainability
1.3 Safe and healthy community	<ul style="list-style-type: none"> Improve the safety of our community 	<ul style="list-style-type: none"> Support and advocate for improved access to education services

<p><i>Future generations will have access to a range of health services and feel safe in their community</i></p>	<ul style="list-style-type: none"> • Advocate for improved education and health services 	<ul style="list-style-type: none"> • Develop a Health Services Plan as required by the new Public Health legislation • Extend security camera network to provide a deterrent and assist with enforcement • Support / assist with the development of a new Ambulance Station • Biennial review of, and linkages with: <ul style="list-style-type: none"> – Youth Plan – Aged Care Plan – Community Safety and Crime Prevention Plan
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Supporting Services:

- Community Development
- Library Services
- Planning
- Building
- Ranger Services
- Environmental Health Services

Success Measurements:

2. OUR NATURAL ENVIRONMENT

What you said:

"It would be great if public land could be better managed for recreational use"

"We could educate new residents on land management (water, weed, bushfire safety)"

"I'd like better options for disposing my bulk waste and large household rubbish"

Where do we want to be:

A protected and bio-diverse environment which community and visitors enjoy.

Strategic Priority 2: Natural Environment "A protected and bio-diverse environment, which the community and tourists enjoy in a well managed, respectful manner"		
Outcome	Strategies	Key Priorities
2.1 Protected Environment <i>Local diversity is valued, protected and promoted</i>	<ul style="list-style-type: none"> Ensure the protection of our local biodiversity Develop an integrated network of walking and cycling trails Explore other opportunities for other eco based recreational activities Support eco-tourism 	<ul style="list-style-type: none"> Explore options for responsible community access to environmentally sensitive areas Develop and fund a ten year capital works program for the prioritisation, funding and implementation of the trails network Review the Local Biodiversity Strategy (2010) Ensure alignment of Bushfire Planning with Biodiversity Planning Review of, and linkages with: <ul style="list-style-type: none"> Economic Development Plan Trail Network Master Plan Parks & Garden Precinct Plan Mountain Bike Master Plan
2.2 Sustainable resources <i>Focus on improved water and energy use, waste reduction and recycling</i>	<ul style="list-style-type: none"> Education and Partnerships Encourage sustainable design Improved waste management outcomes Improve the sustainability of Council buildings 	<ul style="list-style-type: none"> Community education in partnership with Landcare and other providers Greater emphasis on recycling through community education programs Regional cooperation and advocacy in regard to waste management Planning controls which encourage sustainable practices Incentives to install solar on leased community facilities
2.3 Protection of life and	<ul style="list-style-type: none"> Improve bushfire 	<ul style="list-style-type: none"> Hazard Risk mapping and planning

property	preparedness and recovery	<ul style="list-style-type: none">• Emphasis on community education• Promote Bushfire Education and Preparedness
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Supporting Services:

- Parks and Gardens
- Waste Management Services
- Building Maintenance
- Emergency Services
- Building Services
- Community Development
- Ranger Services

Success Measurements:

Draft

3. OUR BUILT ENVIRONMENT

What you said:

“Muchea should be beautified and maintained as the Entry to the Wheatbelt”

“I’d like more spaces in my local area to meet others and socialise”

“Diverse block sizes and affordable housing options will be needed into the future”

Where do we want to be?

Well-planned built landscapes that are progressive, vibrant, diverse and reflect the Shire’s unique country lifestyle.

Strategic Priority 3: Built Environment “Well planned built landscapes that are progressive, vibrant, diverse and reflect the Shire’s unique country lifestyle.”		
Outcome	Strategies	Key Priorities
3.1 Development of Local Hubs <i>Development of Town Centres with improved access to housing, services and facilities</i>	<ul style="list-style-type: none"> Plan for new and enhanced community facilities Activate local town centres to ensure a good mix of residential, commercial and social infrastructure Plan for and facilitate housing choice 	<ul style="list-style-type: none"> Ongoing improvements to recreation and social infrastructure across the region Projects and planning controls which deliver housing diversity, amenity, commercial and residential growth opportunities New community and recreation facilities to support the growing population in the south of the Shire Advocate for a local high school service
	<ul style="list-style-type: none"> Balance urban development with a focus on natural environment protection and open spaces 	<ul style="list-style-type: none"> Investigate options for growing and diversifying existing towns Investigate opportunities for a new urban scale residential subdivision with shops and services Identify and dispose of surplus land assets Identify and purchase strategic land in key locations Investigate options for in-fill infrastructure in Muchea Implement place making strategies for key centres

3.2 Safe Access	<ul style="list-style-type: none"> • Advocate for improved public transport • Improve pedestrian and cycle access • Improve road safety options 	<ul style="list-style-type: none"> • Leverage positive outcomes from new highway links (Northlink / GNH / Bindoon Bypass) • New entrance / Gateway statements for key centres • Support for community transport options • Advocate for a public transport service which provides a connection to the urban centres and services in the south • Advocate for a review of school bus zones which provide for better access to school bus services
3.3 Improved amenities <i>Focus on improved asset management</i>	<ul style="list-style-type: none"> • Improve recreation and social infrastructure across the region 	<ul style="list-style-type: none"> • Develop standard lease agreements with community groups • Improved streetscapes and road verges • Improved street lighting • Annual review of: <ul style="list-style-type: none"> – Road Construction and Maintenance Program – Plant and Equipment Replacement Program – Sport and Recreation Plan – Long Term Financial Plan • Biennial review of Asset Management Plans

Supporting Services:

- Planning
- Building
- Building Maintenance
- Maintenance and Construction
- Economic Development
- Financial and Rates Services
- Community Development

Success Measurements:

4. ECONOMIC GROWTH

What you said:

“I’d like to see more cottage industry and diverse local produce. We love the Taste of Chittering Festival”

“We really need to promote Chittering as a Eco-tourism destination”

“I’m looking forward to progress in the Muchea Employment Node. Industrial activity should be limited to this area”

Where do we want to be:

Thriving, sustainable and diverse economic investment and local employment opportunities from cottage to large-scale industry.

Strategic Priority 4: Economic Growth “Thriving, sustainable and diverse economic investments and employment opportunities, from cottage to large-scale industry.”		
Outcome	Strategies	Key Priorities
4.1 Economic Growth	<ul style="list-style-type: none"> Support private investment which stimulates significant and sustainable jobs growth Actively pursue development of the Muchea Employment Node Support agricultural growth, with a focus on local produce and agribusiness 	<ul style="list-style-type: none"> Annual update / review of Economic Development Strategy Support for planning applications which promote economic activity and jobs growth Source Grant Funding for the implementation of the Muchea Employment Node Structure Plan Support for the Muchea Employment Node as a key part of the State Government’s Agribusiness Expansion Project Continue to support for the Northern Valleys Agribusiness Project
4.2 Local business growth	<ul style="list-style-type: none"> Encourage and support local businesses and new investments for the future. 	<ul style="list-style-type: none"> Continued support for an active and engaged Chamber of Commerce Support for local retail, local cottage industry in partnership with the Chamber of Commerce Business mentoring and incentives in partnership with the Chamber of Commerce Continue to advocate for improved access to the NBN and better mobile phone coverage
4.3 Increased visitors <i>Visitors are welcome to</i>	<ul style="list-style-type: none"> Support and promote accommodation options 	<ul style="list-style-type: none"> Supported and promoted accommodation options: <ul style="list-style-type: none"> – resort style facilities

<i>stay and recreate</i> <i>Improved environmental access as places to visit</i>	<ul style="list-style-type: none"> • Support and grow events to attract visitation 	<ul style="list-style-type: none"> – caravan parks – overnight stops – B&Bs – farm-stays • Foster and assist with the growth of annual events: Ag Show, Wear Ya Wellies, Taste of Chittering, Spring Flower Festival • Explore opportunities for combining and enhancing the attractiveness of events across the community
	<ul style="list-style-type: none"> • Facilitate, promote and support ecotourism 	<ul style="list-style-type: none"> • Promotion and development of Chittering Trails Network • Ongoing commitment to staff and resources in support of economic development • Planning controls and projects which support diverse options for short stay accommodation

Supporting Services:

- Economic Development
- Financial and Rates Services
- Community Development
- Governance and Administration

Success Measurements:

5. STRONG LEADERSHIP

What you said:

“Our Shire could pursue stronger partnerships with the community and stakeholders”

“I’d love the Shire to have more of a “can do” attitude. Explain decisions and help us to wade through the red tape”

“Opportunities like this to have our say are great. I’d like more of them”

Where do we want to be:

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

Strategic Priority 5: Strong Leadership “A responsive and empowering Council, which values consultation, accountability and consistency.”		
Outcome	Strategies	Key Priorities
5.1 An engaged community	<ul style="list-style-type: none"> Encourage and promote community engagement 	<ul style="list-style-type: none"> Active communication through mail, email, website, social media and print Advocate for improved community services and infrastructure
5.2 Strong partnerships and relationships <i>Working with stakeholders to build strong and sustainable relationships and to ensure the best use of Shire resources</i>	<ul style="list-style-type: none"> Build effective partnerships with stakeholders Actively seek Grant Funding opportunities to support identified projects 	<ul style="list-style-type: none"> Continue to build relationships with surrounding local governments Continue to build relationships with the Chamber of Commerce and the Chittering Tourist Association Continue to build relationships with community groups through ongoing engagement and support Develop business case / draft funding applications for projects ahead of Grant Funding Rounds Build effective partnerships with other stakeholders i.e. Avon Regional Organisation of Councils (AROC), Northern Growth Alliance, State Government Departments, Federal Government agencies and philanthropists
5.3 Accountable governance	Good governance which supports efficient and effective service delivery	<ul style="list-style-type: none"> Broaden the role and scope of the Audit Committee to include Risk Management Continued focus on efficient and cost effective provision of services Better Financial controls through the adoption of the Local Government Standard Chart of Accounts Better use of IT systems to improve reporting

		<p>and accountability</p> <ul style="list-style-type: none"> • Review of IT service provision and systems to ensure sustainability, deliver efficiencies and minimise risk • On a biennial basis: <ul style="list-style-type: none"> – Review Community Engagement and Communication Plans – Undertake a community perception survey
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Supporting Services:

- Economic Development
- Financial and Rates Services
- Community Development
- Governance and Administration
- Executive Team and Elected Members

Success Measurements:



MEMORANDUM OF UNDERSTANDING

Between the

**DEPARTMENT OF FIRE AND EMERGENCY
SERVICES**

AND

THE SHIRE OF CHITTERING

FOR

**THE PROVISION OF A COMMUNITY EMERGENCY
SERVICES MANAGER**

1. PURPOSE

- 1.1 This Memorandum of Understanding (**MOU**) is intended to identify and document the respective roles and responsibilities of the Chittering Shire and the Department of Fire and Emergency Services (**DFES**) as considered necessary to manage the position of a Community Emergency Services Manager (**CESM**) for the Shire.
- 1.2 This MOU outlines the responsibilities and undertakings of the Shire and DFES (the Parties) to this agreement, for the delivery of fire and emergency services to the Shire in accordance with DFES's best practices.
- 1.3 This MOU does not constitute or create, and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of either party.

2. DEFINITIONS

Emergency Services: means the provision of Prevention, Preparedness, Response and Recovery functions in order to provide a comprehensive approach to emergency services within the Shire.

Shire: means the Shire of Chittering.

3. MOU OBJECTIVES

- 3.1 To establish and agree upon specific responsibilities with respect to the delivery of emergency services within the Shire, in particular to:
 - Deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community;
 - Operate to a consistent set of protocols and equipment standards;
 - Provide efficient systems of communication between organisations at all levels to improve service delivery outcomes;
 - Promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members;
 - Provide and or coordinate the level of training to personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers will be required to respond;
 - Develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shire and DFES; and
 - Enhance community ownership of fire prevention and preparedness programs and activities.

4. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

DFES will deliver the following services:

- **Prevention:** The development and supply of community safety programs and services, to the City's/Shire's staff and emergency

service volunteers as required and mutually agreed. Programs and services include (but are not limited to) Bush Fire Ready, Home Fire Safety, Storm and cyclone season awareness, Fire Ready Schools and Fire Inside Out.

- **Preparedness:** In addition to the programs described for prevention, the training of volunteers will be managed, in partnership with the volunteer training network, cognisant of the increased risks faced by the emergency services and resourcing profile required. Access to specific courses that align with increased roles will be provided.
- **Response:** DFES will assist with the day to day incidents via the Communications Centre and DFES Region. Management, coordination, support and leadership will be provided by DFES at fire incidents, when requested by the Shire and agreed to by DFES.
- **Recovery:** DFES will provide strategic assistance and advice to the Shire concerning the development and implementation of recovery management plans and recovery management.
- **Management and Administration:** DFES will provide day to day and strategic management services, including vehicle and equipment standards, guidance on Local Governments Grant Scheme (LGGS) budgeting, standards of operation, rosters, brigade training maintenance, community liaison and administrative returns such as incident reports and activity statements.

DFES will provide strategic advice and access to programs and/or services in order to support services delivered by the Shire.

5. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRE

5.1 The Shire will deliver the following services:

- **Prevention:** The Shire will administer and enforce the appropriate fire prevention provisions of the *Bush Fires Act 1954*. The Shire will also promote and participate in appropriate community safety programs in consultation with DFES.
- **Preparedness:** In addition to the applicable community safety programs identified against prevention, the Shire will; through their staff and infrastructure support the emergency services preparedness programs developed and implemented by DFES.
- **Response:** The Shire will respond to day to day incidents through the turnout of their Bush Fire Brigades. Shire support will be extended to DFES controlled incidents when requested by the Incident Controller.
- **Recovery:** The Shire will undertake recovery actions in accordance with its role as documented in the Emergency Management Act 2005.
- **Management and Administration:** The Shire will provide leadership and support to the development and management of their community emergency risk management arrangements. The Shire will appoint the officer as a Fire Control Officer in accordance with s38 of the *Bushfires Act 1954*.

- 5.2 The Shire will have input into the development of their emergency services operating and capital budget, to ensure sufficient funds are requested through the Local Government Grant Scheme funding process to maintain emergency services buildings, appliances and associated operational infrastructure. The Shire will make provision within their annual budget of those agreed funds to match the DFES provided funds associated with the position of the CESM.
- 5.3 The Shire will maintain their existing emergency services buildings, appliances and operational infrastructure as agreed by the Shire, in line with the Local Government Grant Scheme funding provided for in accordance with clause 7.3 and provide access to DFES through normal mobilising arrangements.
- 5.4 The Shire will amend, at a mutually agreed time, any applicable local laws to reflect the arrangements set out in this MOU.

6. CONDITIONS OF EMPLOYMENT

- 6.1 The CESM will be employed under the terms and conditions of the Shire of Chittering as a contract employee.
- 6.2. The hours of duty will be in accordance with their contract. The CESM will be expected to manage their own time and will be required to work some weekends and nights, as required.
- 6.3 The CESM will operate under the supervision of a designated DFES District Officer and the Shire's Chief Executive Officer. Any disputes or inconsistencies between the two parties will need to be settled as per the dispute resolution procedure contained in this document, and will be settled as quickly as practicable.
- 6.4 The CESM uniform will be blue, with shoulder patches displaying DFES Fire and Emergency Services and the appropriate epaulettes representative of a Local Government CESM.
- 6.5 Overtime for attendance at DFES controlled operational incidents, on-call allowance and for any other authorised DFES matters will be approved by DFES Regional Duty Coordinator and paid by DFES upon invoicing from Shire. Overtime for authorised attendance at Shire controlled operational incidents and for any other authorised Shire matters will be approved by the appointed Shire Officer and paid by the Shire. All overtime will be paid in accordance with relevant Local Government Award or Enterprise Agreement overtime clause.
- 6.6 The CESM will be provided with Availability Allowance for meeting conditions of being available for recall when off duty. Availability Allowance will be fully funded by DFES being 4 hours full pay per week at rate of Station Officer L2.
- 6.7 A CESM who is authorised by the DFES Regional Duty Coordinator to meet the conditions required of being "on call" during periods off duty, will be paid an allowance equivalent to 9 hours full pay per week at his/her classification. On call allowance for DFES authorised requirements will be fully funded by DFES.
- 6.8 Any performance based issue or grievance will be addressed by the use of the appropriate Shire internal policies. It is desirable for a joint DFES/Shire

annual performance review. CESM personal training and development programs will be consistent with DFES Pathway for CESMs.

- 6.9 The vehicle used by the CESM will be by agreement between the Shire and DFES, within specifications of attachment 2. The CESM will have commuting access, home garaging and private use within the DFES Region whilst on call. The CESM will not have use of the vehicle during periods of leave. Vehicle configurations above standard specifications will be funded by the Shire.
- 6.10 The CESM will be required to perform operational duties as required, including provision of support to DFES Regional Duty Coordinator and State Duty roster. The CESM must be appointed as the Chief Bush Fire Control Officer by the Shire.

7. FINANCIAL PROVISIONS

DFES (60%) and the Shire (40%) will be responsible for sharing of costs associated with the CESM position except where indicated otherwise in the appended document 'Indicative CESM Cost Sharing Arrangement between DFES and the Local Government'.

8. HUMAN RESOURCE ARRANGEMENTS

- 8.1 The selection process for the position of the CESM will be managed by the Shire, with DFES support and involvement in selection process.
- 8.2 The CESM will be required to work to an agreed business plan which will be developed by DFES and the Shire and reviewed annually. Refer to appended document 'Business Plan'.
- 8.3 The Shire will provide office facilities for the CESM at an agreed location.
- 8.4 The CESM will be released through discussion with the Shire to act in DFES operational positions when successful through expression of interest opportunities, or as required to provide development opportunities for the CESM. Release duration not to exceed 6 weeks per annum.

9. REPORTING

The CESM will provide a written report to the DFES manager and the Shire's CEO twice per annum with outcomes on performance indicators from the agreed business plan. Refer to appended document 'Business Plan'

10. DURATION AND AMENDMENTS

- 10.1 This MOU will take effect from the date of the last signature on page 7 and will remain in force for a period of three years with an option to extend for a further three years by agreement of all parties.
- 10.2 This MOU shall not be altered, varied or modified in any respect except by agreement in writing between the parties.

11. DISPUTE RESOLUTION

- 11.1 The parties must first attempt to resolve any dispute arising between them in relation to any matter the subject of this MOU, by way of conference and negotiation. The parties must confer and negotiate within 7 days of receiving a notice from the other party setting out the nature of the dispute.
- 11.2 If the issue cannot be resolved by negotiation then the matter of dispute is to be conferred, deliberated and resolved by the DFES Commissioner or a nominated delegate and the Shire CEO or their nominated delegate.

12. TERMINATION

This MOU may be terminated by:

- (a) Mutual agreement of all parties in writing at any time; or
- (b) Either party by giving three months' notice in writing to the other party at any time.

13. NOTICES

Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

DFES Commissioner,
Department of Fire and Emergency Services
Emergency Services Complex
20 Stockton Bend,
Cockburn Central Western Australia 6164

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

14. ASCENDANCY OF LEGISLATION

The parties recognise that the relevant legislation of or applicable in Western Australia (including subsidiary legislation) prevails over this MOU to the extent of any inconsistency.



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made

BETWEEN THE

Department of Fire and Emergency Services
20 Stockton Bend,
COCKBURN CENTRAL WA 6164,

AND THE

Shire of Chittering
PO Box 70
BINDOON WA 6502

and will take effect from the date of the last signature

SIGNED for and on behalf of the Department of Fire and Emergency Services by:

WAYNE GREGSON
COMMISSIONER

Signature

Date

SIGNED for and on behalf of the Local Government by:

ALAN SHERIDAN
CHIEF EXECUTIVE OFFICER

Signature

Date