

Responsible Department:	Corporate Services
Responsible Business Unit:	Community Development
Date of Review:	15 April 2026
Council Resolution:	120426

1. OBJECTIVE

To provide guidelines for the provision of Community Transport Vehicles for Shire of Chittering (**Shire**) residents to access services within the metropolitan area, and community group use of the Shire's Bus.

2. SCOPE

Sponsored community use of the Shire's bus, and transport via the bus and/or a small vehicle, is provided by the Shire to residents, community or sporting groups, school parent and citizen associations, and eligible organisations that live or operate within the Shire area.

The following services are provided through this policy:

- Sponsored Community Bus Use for community groups
- Courtesy Bus - Regular volunteer supported transport for residents in the Shire to the metropolitan area on the Shire's Community Bus.
- Community Assisted Transport System – volunteer supported transport for residents in the Shire in one of the Shire's small vehicles, to medical appointments.

This policy applies to all council members and employees.

3. DEFINITIONS

Not for profit community group means an incorporated group that provides services to the community and doesn't operate for the profit or personal gain of its individual members.

4. POLICY STATEMENT

4.1. COMMUNITY BUS

Use of the Community Bus is restricted to Shire community groups and community members (except state public service providers at the discretion of the CEO).

The Community Bus is provided as a service to not for profit community groups based in the Shire only.

For individuals and organisations in the Shire other than community groups, use of the bus will require specific approval of the Chief Executive Officer.

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.

SHIRE POLICY 5.3

Community Transport Services

Overnight use of the Community Bus will require specific approval by the Chief Executive Officer and is conditional on the vehicle being housed securely when not in use.

The proposed driver of the bus must have a current motor vehicle licence (manual), LR Class, and must complete a vehicle induction prior to use.

All users of the bus will be required to pay the hire fee, and relevant bond, set in the Fees and Charges Schedule, 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.

Alcohol prohibition

No alcohol is to be consumed in any Council provided vehicle.

4.2. COMMUNITY COURTESY BUS SERVICE

The Shire will provide a free Courtesy Bus Transport Service to the metropolitan centres of Joondalup and Midland for any resident within the Shire. Children aged 16 and under must be accompanied by an adult / guardian.

The driver will be volunteer driver(s) registered with the Shire, who holds a relevant class of licence for driving the vehicle.

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 volunteer driver) will be made available to ensure that those booked will be able to attend booked appointments.

Returning Passengers

Passengers using 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. The Shire, and the volunteer driver, will not be held accountable for passengers who miss the bus.

Alcohol prohibition

No alcohol is to be consumed in any Council provided vehicle.

4.3. COMMUNITY ASSISTED TRANSPORT SERVICE

This service provides a community volunteer driver and Shire vehicle to transport residents who have medical, specialist or allied appointments outside of the Shire who have no other travel alternatives.

Client Eligibility

- The Shire's Community Assisted Transport Service is available to Shire of Chittering residents who have no other viable travel alternatives to get to their scheduled appointment.
- The Service is available to all local residents who need to travel to and from the Wheatbelt region or Perth Metropolitan area for;

- Medical and specialist appointments outside the Shire of Chittering
- Allied health appointments or services not available locally in Chittering

Driver Eligibility

All Shire of Chittering volunteer CATS drivers must:

- Register as a Shire volunteer
- Hold a current C class Driver's License
- Undertake an induction for OHS, and vehicle procedures.
- Have a current First Aid certificate.

Client Responsibilities

- Must be able to get in and out of a sedan vehicle;
- Be medically stable or have a carer with them if they are unstable;
- Be accompanied by a guardian if client is under the age of 18;
- Organise pick up and drop off location with the Shire representative;
- Be able to manage themselves at their scheduled appointment;
- Pay for any costs incurred on their journey, for example vehicle parking or their own food and drink;
- If additional seating like wheelchair or baby seat are required the client must supply and in the case of a baby seat, install this themselves.

Drivers Responsibilities

- Must take responsibility for any illegal actions as a result of their own actions e.g. speeding, parking fines;
- Pay for own food and drink;
- Whilst the client is in appointment, the driver is permitted to utilise the Shire vehicle up to a total of 50km of travel for personal time e.g. shopping.

Patient Assisted Travel Scheme (PATS) eligibility

(Government of WA Country Health Service, 2018-2021)

If a client lives in Western Australia and has been referred by a clinician to a specialist medical service that is not available locally, they may be eligible for PATS subsidy to cover travel, accommodation or escort expenses. Further information regarding the PATS is available at www.wacountry.health.wa.gov.au/Our-patients/Patient-Assisted-Travel-Scheme-PATS

Requirement for Accommodation

The client is responsible for making and paying for their own accommodation if an overnight stay is required. A PATS subsidy may be acquired to cover some costs from the client if they are eligible.

However, if an overnight stay is required by the driver the Shire will subsidise a maximum value of \$100.00 for one night at an approved accommodation facility, only upon presentation of a valid receipt.

Alternative accommodation arrangements, or own accommodation for the client / driver can be made. However, no subsidy will be provided for this option.

Fees

Clients will be required to pay a fee to the Shire of Chittering for using the CATS Service as per the annual fees and charges.

Alcohol prohibition

No alcohol is to be consumed in any Council provided vehicle.

5. ROLES AND RESPONSIBILITIES

The Deputy Chief Executive Officer is responsible for the implementation of this Policy, with the Community Development team responsible for the administration.

6. COMPLIANCE

Legislation	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Local Government (Administration) Regulations 1996</i> <i>State Records Act 2000</i> <i>Freedom of Information Act 1992</i> <i>Privacy Act 1988</i> <i>Children and Community Services Act 2004</i>
Industry	Department of Local Government, Industry Regulation and Safety – Integrated Planning and Reporting Framework Guidance Western Australian Local Government Association (WALGA) Governance Guidance
Organisational Documents	Annual Budget Long Term Financial Plan, Delegations Register, Policy 2.5 – Purchasing and Procurement, Policy 1.5 – Record Keeping, Policy 4.1 – Code of Conduct
Strategic Alignment	Communities Connected

7. ADMINISTRATION

Review Cycle	Every 3 years	Next Review Due	April 2029
Policy Owner	Deputy Chief Executive Officer		
Version	Decision Ref	Date	Change
1.0	120426	15/04/2026	Adoption