



**CHIEF EXECUTIVE OFFICER ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 17 APRIL 2024**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
CEO01 – 04/24	Work Health and Safety Statistics Report – Quarter Ending March 2024 Attachments 1. WHS Statistics Report – Quarter Ending March 2024	1 – 3
CEO02 – 04/24	Muchea Recreation Centre Playground Project Plan Attachments 1. Project Plan Consultation Feedback Report 2. MRC Playground Project Plan	4 – 13
CEO04 – 04/24	Licence for the use of a portion of Ferguson House Attachments 1. Letter from the CRRRA to the Chief Executive Officer and Council	14

WORK HEALTH SAFETY REPORTING - March 2024

COUNCIL KPI'S – MONTHLY REPORT – WORK, HEALTH AND SAFETY

Third Quarter – March 2024

Reporting month	Drug tests performed	Alcohol tests performed	Positive drug test and bac exceedance	Workers compensation claims	Current workers compensation claims	Near misses and incident	Medically treated injuries	Restricted work injuries	Lost time injuries
March	0	0	0	0	1	2	0	1	0

NEAR MISS, INCIDENT AND DAMAGE REPORT

Incident	Date	Department and Location	Type of Injury / Incident / Near Miss	Response
196	28/02/2024	Tech Services, Bindoon	Hamstring Injury	Be more aware of surroundings, ensuring obstacles are not in the way
198	07/03/2024	Tech Services, Bindoon	Tripping Hazard	Earthing Pipe sticking out of ground, Building Coordinator to rectify

WHS TRAINING AND DEVELOPMENT

Date	Training	Training Organisation
February	Dog Prevention Training – Online Training	Dog Bite Prevention Project

WORK HEALTH SAFETY REPORTING – MARCH 2024

COUNCIL KPI'S – QUARTERLY REPORT – WORK, HEALTH AND SAFETY
 Third Quarter – January, February and March 2024

Report Month	Working hours (total workforce)	Average overtime per person by department	Training hours
JANUARY (3 Pay Periods)			
Technical	3,894.50	0.67	24
Office of the DCEO	2,368.00		
Development	1,918.00		
Office of the CEO	572.00		
FEBRUARY (2 Pay Periods)			
Technical	3,754.80	0.04	31.5
Office of the DCEO	2,285.00		
Development	2,255.20	0.36	
Office of the CEO	582.00		
MARCH (2 Pay Periods)			
Technical	3,763.76	0.40	73
Office of the DCEO	2,280.00		
Development	1,782.50	1.86	
Office of the CEO	578.00		
TOTAL	26,033.76	3.32	128.50

Safety audits and inspections	Safety observations	Toolbox talks	Equipment breakdowns
JANUARY			
0	0	1	0
FEBRUARY			
0	2	1	1
MARCH			
0	0	1	4
TOTALS	2	3	5

SAFETY OBSERVATIONS

Date	Areas
February	Loader seat needs replacing
February	Backhoe seat needs replacing

SITE INSPECITONS

Site inspections will be arranged during the 4th Quarter

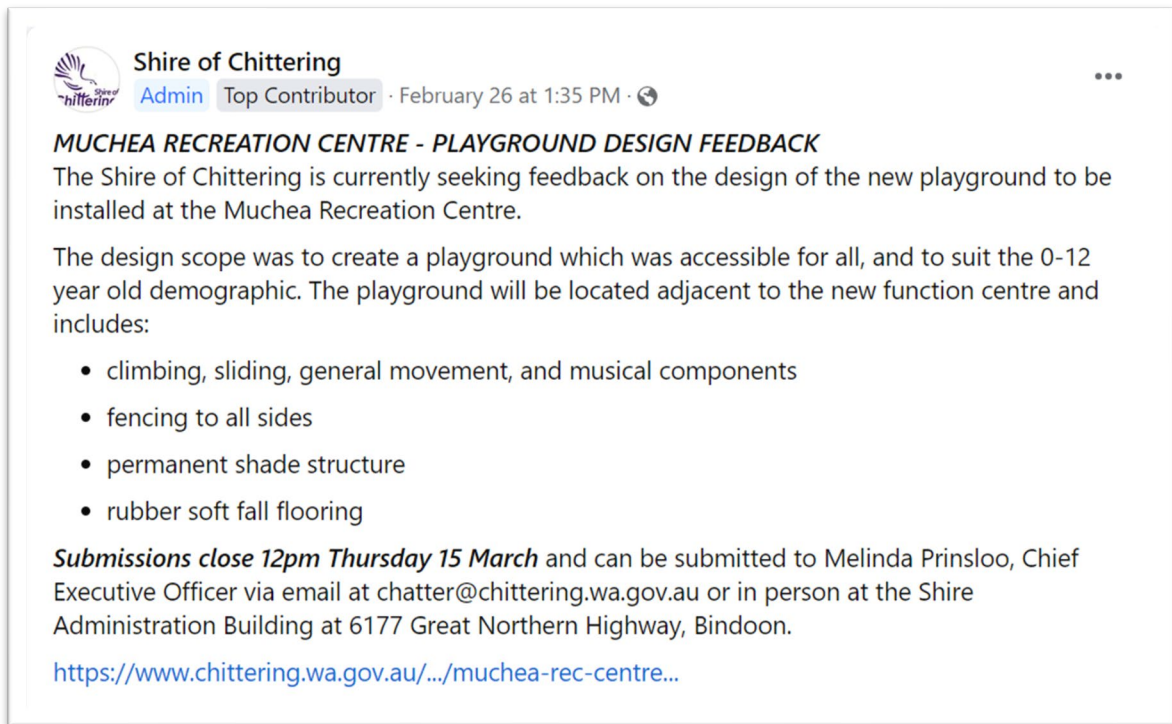
MRC PLAYGROUND PROJECT PLAN – COMMUNITY FEEDBACK REPORT

The project plan and playground design was released for public comment on 26 February 2024 on the Shire’s “Have your Say” page and shared to other local pages. It was also advertised in the March Chatter page in the Northern Valleys News.

11 comments were made with only 6 of these comments being relevant to the project itself.

No comments were received via email.

An alternative plan is being created to include a swing, but will not increase the cost, or space required for the playground.



The screenshot shows a Facebook post from the 'Shire of Chittering' page, dated February 26 at 1:35 PM. The post is titled 'MUCHEA RECREATION CENTRE - PLAYGROUND DESIGN FEEDBACK'. The text of the post reads: 'The Shire of Chittering is currently seeking feedback on the design of the new playground to be installed at the Muchea Recreation Centre. The design scope was to create a playground which was accessible for all, and to suit the 0-12 year old demographic. The playground will be located adjacent to the new function centre and includes: climbing, sliding, general movement, and musical components; fencing to all sides; permanent shade structure; and rubber soft fall flooring. Submissions close 12pm Thursday 15 March and can be submitted to Melinda Prinsloo, Chief Executive Officer via email at chatter@chittering.wa.gov.au or in person at the Shire Administration Building at 6177 Great Northern Highway, Bindoon. A link is provided: https://www.chittering.wa.gov.au/.../muchea-rec-centre...'



View insights

413 post reach >

4

6 comments

MUCHEA PLAYGROUND PROJECT PLAN



The Shire of Chittering is currently seeking comments on the Project Plan for the new playground to be installed at the Muchea Recreation Centre.

The design scope was to create a playground which was accessible for all, and to suit the 0-12 year old demographic.

Further information is available from Alison Reliti, Community Development Coordinator on 08 9576 4645 or alison.reliti@chittering.wa.gov.au

Submissions are due by 12pm on Thursday 15 March



Hollie Page Top Contributor

Would be nice if bindoon got a update play ground

4w Like Share



Lisa Ostle

Hollie Page could not agree or like this comment more!!

4w Like Share



Kelsey Don

Hollie Page agreed

4w Like Share



Hollie Page Top Contributor

Kelsey Don needs to be for all ages n disability friendly

4w Like Share



Kylie Bell

Hollie Page would be nice if lower Chittering got anything!!



Bernadette Jackson

If it's going to take a while to build could you pls consider sifting the sand as other shires do regularly.

3d Like Share



Bernadette Jackson

Don't forget the toddlers stuff

4w Like Share Edited



Blake Winter

Don't forget about the swings

4w Like Share



Simone Campbell

Will the playground be fenced completely considering the drop off?

3d Like Share



Shire of Chittering Author Admin +1

Simone Campbell it is definitely in the plan. Funding dependent it is the most desirable outcome. The lawn does come up high on the bank though so the drop off is not especially high.



Muchea Recreation Centre Playground Project Plan

Version 1 – September 2023

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1. Project

1.1 Problem or Opportunity

The Shire of Chittering have recently replaced their Community Hall in Muchea which required the removal of the existing playground on the site. No playground equipment was included in the project scope of the new Muchea Recreation Centre Development. Playgrounds at public venues are vital as they provide a space for physical activity for children, particularly those who are not able to access local sport or choose not to participate in formalised programs. In particular the one at the Muchea Hall, was extremely well used, and the lack of one at the Muchea Recreation Centre will detract from the user experience greatly.

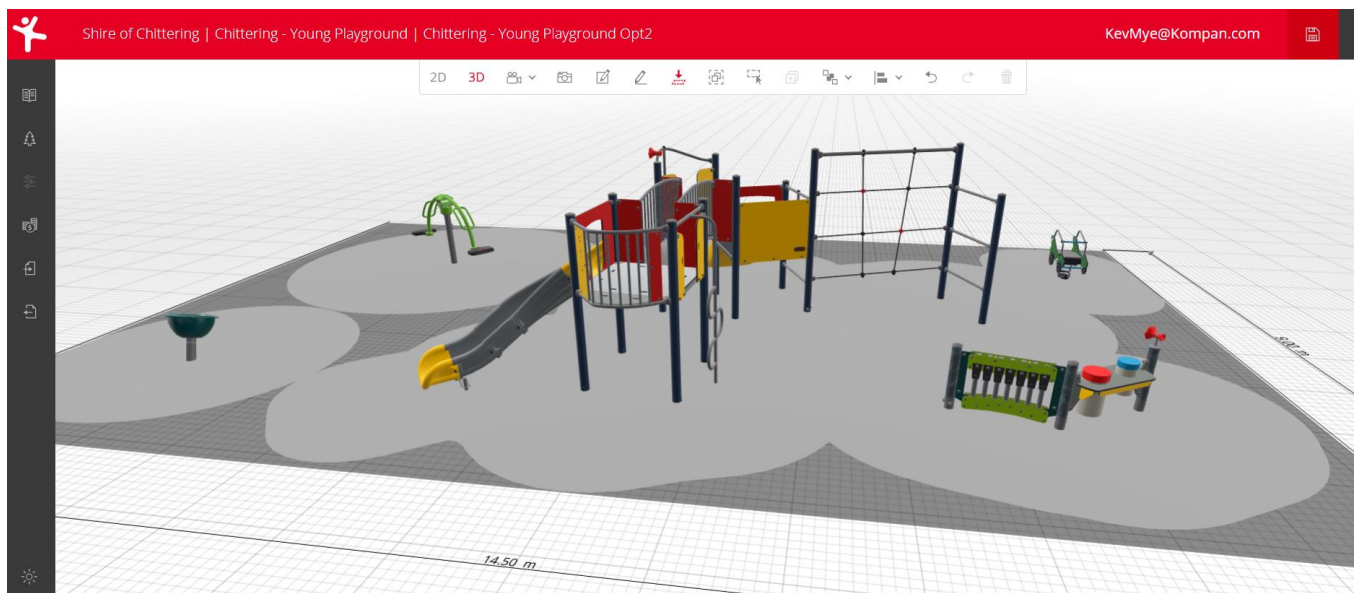
Additionally, access to all abilities playgrounds in our community is not consistent, with Muchea not having any at all. The redevelopment of the site has provided an opportunity for the Shire of Chittering to not only provide replacement play space for the community, but to ensure that the Muchea community has a space that is accessible for all.

1.2 Project Description

This project is separate to but aligned with the Muchea Recreation Centre (MRC) Development which is due for completion in 2024. The MRC project is valued at around \$5.6 million dollars but did not include a replacement playground in the scope of works.

The Playground project will create:

1. A playground at the Muchea Recreation Centre that meets the needs and wants of the Muchea Community.
2. Fencing around the playground and a permanent shade structure over the playground to provide a safe play space for the children using the Muchea Recreation Centre.



2. Deliverables

OUTPUTS

Outputs	Performance Measure	Performance Measure Method
1. A playground	A playground which meets the communities current and future needs.	The Playground is constructed as per timelines and meets standards along with community needs and wants.
2. Fencing and Shade Structures	Fencing and Shade Structures which meet the communities needs, and provide the required level of safety.	The Fencing and Shade Structures are constructed as per timelines and meets standards along with community needs and wants.

OUTCOMES

Outcomes	Performance Measure	Performance Measure Method
Increased connection within the community of Muchea.	The community feels more connected to the area and each other.	Survey of community members. Attendance at Community Events. Number of Community Events.
A playground which meets the needs of the Muchea Community	The playground meets community's current and future needs.	Survey of community members.

3. Stakeholders

Stakeholder (Name or Group)	Impact on stakeholder (Low, Med, High)	Level of influence (Low, Med, High)	What is important to the stakeholder?	How can they contribute to the project?	How could they block the project?	Engagement Opportunities.
Councillors (KS)	Low	High	Financial impact on Shire. Social impact on Community.	Approval of plans, and funding.	Not approve plans, or funding for the project.	CEO meetings,
Staff (M)	Low	Low	Completion of project. Their role in the project.	Individual ideas, specific tasks as per role.	Not completing tasks on time or as per regulations.	Staff updates, feedback opportunities at each stage.
Existing Facility users (KI)	High	Low	A facility that meets their needs	Feedback on plans through User Group	Negative comments and influence over councillors.	User Group Meetings project updates. Social Media
Neighbouring Property Owners and Residents (KI)	High	Low	A facility that does not affect negatively their lifestyle or health.	Feedback during community consultations	Negative comments and influence over councillors.	Community Forums, Project Updates. Social Media
Muchea Community(M)	Med	Low	A facility that has a positive effect on their children's lifestyle or health, and connection with the rest of the community	Feedback during community consultations	Negative comments and influence over councillors.	Community Forums, Project Updates. Social Media
Funders	Med	High	A facility that meets their objectives and has a cost effective outcome.	Conversations during funding application process.	Unsuccessful funding application	Updates as per funding agreement.

4. Implementation

4.1 Project Tasks

Main Activities/Milestone	Milestone Date	Responsibility	Cost
Quotes for first design received	Jul 2023	CDC	\$0
Application for funding submitted	Nov 2023	CDC	\$0
Final design plans approved by Council	Feb 2024	CDC	\$0
Stage 2 of Muchea Recreation Centre completed	Feb 2024	Geared Construction	MRC Construction Project
Funding application successful	April 2024	CDC	\$0
Construction Company engaged	June 2024	CDC/Procurement	\$0
Construction Commences	July 2024	Contractor	\$170,000

4.2 Governance

The Community Development Coordinator will act as the Project Manager. The Principal Building Surveyor, and Building Maintenance Manager and other staff will support them. They will also work in consultation with the Chief Executive Officer.

Council will make decisions on the Strategic Direction of the project, keeping in line with their role under the *Local Government Act 1995*.

The outside consultancy and expertise required for this project will be procured in line with Council's Purchasing Policy and the relevant sections of the *Local Government Act 1995* and associated regulations.

5. Budget

Item of Expenditure : 2022/2023- 2023/2024	Budget
Plans released for public comment – NV advertising in eChatter etc.	\$0
Funding Applications	\$0
Playground Design	\$0
Construction Request of Quote	\$0
Building / Planning Licences and Applications Fees – Project dependent.	TBA
Construction	\$170,000
TOTAL	\$170,000

6. Risk

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Project Time & Reputation – Council does not approve Design Plans.	3 (possible)	2 (Minor)	6 (Moderate)	The initial design has been created through a number of consultations. The plans meet the needs of the current users of the existing facility.

Council resolution deferred.				Further consultation with the User Group will be ongoing to assist with final playground designs.
Opportunity: Chance to create a positive experience for the User Group and show respect and support for their involvement in the project so far.				

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Project Reputation & Time – Community Objection to Project	3 (possible)	2 (Minor)	6 (Moderate)	Ongoing Consultation, Transparency, and Community Engagement.
Opportunity: Increased Community Connection, and Stronger Council/Community Relationships.				

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Compliance - Licences and applications are not completed or applied for as per regulations.	1 (rare)	4 (Major)	4 (Low)	Industry experts engaged. Staff will confirm all requirements are being met at each stage before proceeding with actions.
Opportunity: Increased awareness of regulations for staff.				

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial Impact – The cost of the playground is more than what has been included in the budget	3 (possible)	4 (Major)	12 (High)	Reduce delays by communicating effectively with Council regarding the design influences, consultation, engagement and benefits of the design. Include contingency funds in budgets.
Opportunity: Connection between Council and Community strengthened through engagement and consultation, and commitment to the project.				

CHITTERING RESIDENTS AND RATEPAYERS ASSOCIATION INC.

ABN: 50 628 419 072 PO Box 197, Bindoon WA 6502



02.04.2024

Mr Aaron King
President
Shire of Chittering

Dear Aaron

Thank you for your email regarding our request for Ferguson House and will outline the concept for Staying in Place. This program is in 30 communities in WA.

The CRRA will be the support co-ordinators for Staying in Place in Bindoon and this program was explained at the Shire Chambers in full by Helen Morton in September 2023. CRRA only heard about this meeting from Cr John Curtis who was the only councillor that attended. Five members from CRRA attended and since then, we have had 2 public meetings in October 2023 where 51 people attended and March 2024 where 29 people attended.

We will facilitate the local aged people who need help with shopping, domestic assistance, gardening, personal care, home maintenance services, meal assistance, transport services, social support and respite care. This program is aimed at keeping people living in their homes as long as possible and them being able to stay in their home and community amongst their family and friends.

CRRA will employ 2-3 part time co-ordinators to facilitate the people who require the help with local employed people to do the task. The person requiring help will have a choice of when it takes place and who they have to complete the task. They are not told when to expect the service and not know who will be doing it, which is the normal practice for other service providers.

Mabel employs the people who will be carrying out the work. Employees register with Mabel for services they would like to offer.

Incasa are the Service Providers who handle all the NDIS packages for the aged person independently.

At no time will Mabel or Incasa be working from Bindoon in the office for CRRA. As service providers we connect local people with local people which provides employment for those that may only have two or three hours while the children are at school to make some extra money and Pensioners who would like to add a little income to their pension. This enhances our community with people who are receiving a service to enable them to stay in our community and their home longer and enable employment opportunities at the same time.

Ferguson house will be the office for CRRA where the part time employees of CRRA will facilitate the co-ordination of Staying in Place.

Yours faithfully


John Nagel

President CRRA