



**CHIEF EXECUTIVE OFFICER ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 16 AUGUST 2023**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
CEO01 - 08/23	Work Health and Safety Statistics Report - July 2023 Attachments 1. WHS Statistics Report – July	1
CEO02 - 08/23	Minutes with Recommendations to Council from the Bindoon Mountain Bike Park Project Reference Group Meeting held 21 July 2023 Attachments 1. Bindoon Mountain Bike Park Project Reference Group Minutes 210723 2. PowerPoint Presentation	2 – 39
CEO03 - 08/23	Corporate Performance Report – Quarter 4 (30 June 2023) Attachments 1. Corporate Performance Report – Quarter 4 2. Annexure 1 – Detailed CBP Quarter 4 Report	40 – 65
CEO04 - 08/23	Community Development Policy 6.7 – Community Assisted Transport Service (CATS) Attachments 1. Community Development Policy 6.7 – Community Assisted Transport Service (CATS)	66 – 70

**WORK HEALTH SAFETY REPORTING
JULY 2023**

COUNCIL KPI'S – MONTHLY REPORT

Reporting Month	Drug and Alcohol tests performed	Positive Drug tests and BAC Exceedances	Workers Compensation Claims	Current Workers Compensation Claims	Near Misses and Incidents	Medically Treated Injuries	Restricted Work Injuries	Lost Time Injuries
JULY								
	0	0	0	0	2	0	0	0

NEAR MISS, INCIDENT AND DAMAGE REPORT

Incident	Date	Type of Injury	Department and Location	Response
148	28/07/2023	Damage to front window by stone	Technical Services, Bindoon	Window is being replaced
149	31/07/2023	Damage to left side step of loader	Technical Services, Muchea Landfill	Insurance Claim, to be repaired

TRAINING AND DEVELOPMENT

Date	Training	Training Organisation
7/7/2023	Grader and Traxcavator	Down to Earth Training and Assessing



**Bindoon Mountain Bike Park Project Reference Group
Meeting Minutes
21 July 2023**

Council Chambers, 6177 Great Northern Highway, Bindoon

MEMBERSHIP AS AT 23 MARCH 2023

Members	Deputies
Shire of Chittering Councillor - Chair Cr Mark Campbell	Shire of Chittering Councillor – Deputy Chair Cr John Curtis
Project Manager Shire of Chittering Representative	Community Member Paul Groves
Chittering Mountain Bike Club Cody Brown	Community Member Ashlee Hatfield
Chittering Mountain Bike Club Euan Martin	Chittering Tourism Association Natalie Vallance
Chittering Mountain Bike Club Carey Church	Chittering Chamber of Commerce Declined Participation
WestCycle Marg McIlroy	

Objectives

The reference group is to contribute to the task of overseeing the Bindoon Mountain Bike Park project and to where required, make recommendations to the project manager as per the Roles and Responsibilities outlined below.

Roles

Reference Group members will meet (as determined by the Project Manager) throughout the project to make recommendations on:

- a) The Bindoon Mountain Bike Park official name along with considerations from community consultation
- b) The Bindoon Mountain Bike Park logo design
- c) Trail names for all stages of proposed trail development
- d) Designs and concept plans for the development of the parks trails and infrastructure
- e) Provide valuable input into considerations in regard to the Mountain Bike Park's operational activities

Responsibilities

Each reference group member must:

- a) Be courteous, constructive, and receptive to the views of others;
- b) Appreciate and understanding that all decisions have impacts and to demonstrate a measured approach to promoting views and contributing to discussions;
- c) Be an advocate for the Group and work cooperatively and constructively with all members of the Group;
- d) Be committed to the Objectives of the Group, and work diligently towards completing its Roles and Responsibilities and;
- e) Ensure that any private or confidential information shared during the project is protected and remains confidential.

Term

The term of membership for committee members shall commence upon appointment for the duration of the project and until dissolved by Council Decision

Delegated Authority

Nil

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Notice is hereby given that a meeting of the Bindoon Mountain Bike Park Project Reference Group will be held on Thursday, 20 July 2023 in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 6.00pm.

Melinda Prinsloo
Chief Executive Officer

1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS

The Chairperson to declare the meeting open at 6:21pm.

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.

2. RECORD OF ATTENDANCE / APOLOGIES

2.1 Attendance

Members:	Cr. Mark Campbell	Council Delegate (Chairperson)
	Cr. John Curtis	Council Delegate (Deputy Chairperson)
	Melinda Prinsloo	Shire of Chittering (Project Manager)
	Cody Brown	Chittering Mountain Bike Club
	Euan Martin	Chittering Mountain Bike Club
	Carey Church	Chittering Mountain Bike Club
	Marg McIlroy	WestCycle
	Ashlee Hatfield	Community Member
	Paul Groves	Community Member
	Natalie Vallance	Chittering Tourism Association

Observers:	Scott Clayton	Shire of Chittering (DCEO)
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2.2 Apologies

Paul Neve	Three Chillies
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3. TERMS OF REFERENCE OVERVIEW

Scott Clayton outlined the roles of the reference group and the responsibility and the behaviour expectation of the group.

Also outlined were the decision-making powers of the group.

Melinda Prinsloo provided further clarification about how recommendation made by the group will be dealt with at a Council level.

4. PARK NAME

The group was briefed with regard to the history of the previous user group and the Chittering Mountain Bike Clubs (CMBC) involvement in identifying a preferred name for the Park.

File notes show that the CMBC undertook community consultation on a park name.

Following this consultation, the user group met (inclusive of the CMBC) and proposed that the name of the park be "Bindoon Mountain Bike Park"

There was some discussion about alternative options for names, but ultimately a succinct name that clearly identified the location of the park to visitors was preferred.

REFERENCE GROUP DECISION

Moved Paul Groves, seconded Melinda Prinsloo

The Bindoon Mountain Bike Park Project Reference Group recommend to Council that the mountain bike park be officially named "Bindoon Mountain Bike Park."

CARRIED UNANIMOUSLY 10 / 0

5. TRAIL NAMES

File notes stated that the CMBC consulted on proposed trail names. Following the consultation, the User Group met and recommended the following names;

Trail No	Type	Trail Name Suggestion	Reasoning
1	Green Loop	Chinkabee Trail	Hill is known locally as Chinkabee Hill
2	Green Link	Shearing Shed Link	Links to the trailhead with the "Shearing Shed" shelter
3	Green Downhill	Dirt Drags	Reference to Bindoon Dirt Drags - suggestion from trail builder
4	Blue Downhill	Flock Yes	Flowy fun blue trail, sheep reference
5	Black Downhill	Black Sheep	Black trail through the sheep paddock
6	Blue XC	Ewe-Turn	Trail takes you back up the hill, sheep reference
7	Blue Downhill	Ten 80	Referring to the poison peas / 1080 poison found in this area

8	Black Downhill	DoonHill	Sam Hill designed trail
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In addition to suggesting names for the 8 stage one trails, there is also a need to complete a small section of trail 21 to allow for the park to be opened. Therefore, this also required a name suggestion.

Other names shortlisted by the User Group for future trails were;

Trail Name Suggestion	Reasoning
Off to Market	
Mutton Busting Run	
Ewe-phoria	Could lead into Ewe Turn - e.g. trail 13 on the map
Xanthorrea Diarrhoea	Xanthorrhoea is the name for grasstree
Yandirt	Aboriginal name for Chittering Valley Could have the walk trail to the summit called the Yandirt Trail?
Lambs Leap	For kids trail?
Cowslip	Named after the orchid found there "Cowslip Orchid"
Ore-Shards	For a rocky trail
Pat and Ernie's Pass	Could be used instead of the Shearing Shed Link trail or for the Access Rd?

During discussion, it was pointed out that a trail in the proposed stage two may be better suited for the "Dirt Drags" name. It was suggested that this name be held over and a new name be chosen for trail 3.

General discussion settled on the name "Cowslip" for trail 3 and "Off the Market" for the small section of trail 21 to be constructed.

REFERENCE GROUP DECISION

Moved Marg McIlroy, seconded Carey Church

The Bindoon Mountain Bike Park Project Reference Group recommend to Council that the official trail names for mountain bike park be as follows:

Trail No	Type	Trail Name Suggestion
1	Green Loop	Chinkabee Trail
2	Green Link	Shearing Shed Link
3	Green Downhill	Cowslip
4	Blue Downhill	Flock Yes
5	Black Downhill	Black Sheep
6	Blue XC	Ewe-Turn
7	Blue Downhill	Ten 80
8	Black Downhill	DoonHill
21	Green Uphill	Off to Market

CARRIED UNANIMOUSLY 10 / 0

6. PARK LOGO

The reference group was presented with 5 different logo options that had previously been develop and discussed with the User Group.



There was a brief discussion, but overall, there was a clear preference for option 2.

REFERENCE GROUP DECISION

Moved Cody Brown, seconded Euan Martin

The Bindoon Mountain Bike Park Project Reference Group recommend to Council that the mountain bike park site logo be option 2 as identified within attachment 1.

CARRIED UNANIMOUSLY 10 / 0



7. Signage

Draft signage concepts were distributed to the group.

Concern regarding spelling mistakes, contradictory and confusing statements were raised by Scott Clayton.

Action – Group members to review these signs and provide any feedback to Scott Clayton as soon as possible.

Trail signage titled “Bindoon Hill” may be inaccurate.

Action - Natalie Vallance to follow up on the history of the Hill and report back to the group.

Other Actions:

- Natalie Vallance to clarify the CTA logo to be used.
- WestCycle logo to be used in place of the MTBWA logo
- Modify the “hi” home pin to fit the “hi” entirely within the pin, not overlapping
- Separate “NO DOGS” sign to hang below the trail head sign
- Carnaby’s Cockatoo to be renamed “Carnaby’s Black Cockatoo”
- Remove “This trail must be cycled in a clockwise direction only” and “Walkers can travel both directions but please give way to cyclists”

8. TRAIL CONSTRUCTION UPDATE – THREE CHILLIES

Paul Neve was unable to attend the meeting.

Melinda Prinsloo outlined the current status of the clearing permit that will allow the construction of trails 7 and 8 to commence imminently.

Paul Neve is currently in the process of costing the short section of trail 21 required to allow stage 1 to open.

9. TRAIL CONSTRUCTION UPDATE – SHIRE OF CHITTERING

Toilets have arrived, however, lead time on shelters for toilet is lengthy. Installation will be prioritised once they arrive.

Drainage works will commence soon, followed by a gravel access road and carpark.

Further investigation is required for the provision of power and water to the site.

Action – Marg McIlroy to provide information on dieback units

10. NEXT MEETING

The group determined that they should meet on an as required basis for the foreseeable future.

11. CLOSURE

The Chairperson declared the meeting closed at 7:54pm



Mountain Bike Park Project

Reference Group Meeting – 20 July 2023

Project Status Update

Reference Group

Objectives

The reference group is to contribute to the task of overseeing the Bindoon Mountain Bike Park project and to where required, make recommendations to the project manager as per the Roles and Responsibilities outlined below.

Authority

The group is not delegated any decision making powers other than to make recommendations for consideration of Council or the CEO

Project Status Update

Roles

The reference group are to make recommendation on:

- The Bindoon Mountain Bike Park official name along with considerations from community consultation
- The Bindoon Mountain Bike Park logo design
- Trail names for all stages of proposed trail development
- Designs and concept plans for the development of the parks trails and infrastructure
- Provide valuable input into considerations in regard to the Mountain Bike Park's operational activities

Project Status Update

Responsibilities

Each reference group member must:

- Be courteous, constructive, and receptive to the views of others;
- Appreciate and understanding that all decisions have impacts and to demonstrate a measured approach to promoting views and contributing to discussions;
- Be an advocate for the Group and work cooperatively and constructively with all members of the Group;
- Be committed to the Objectives of the Group, and work diligently towards completing its Roles and Responsibilities and;
- Ensure that any private or confidential information shared during the project is protected and remains confidential.

Park Name

Bindoon Mountain Bike Park

File notes state that the Chittering Mountain Bike Club (CMBC) has previously consulted on the park name.

Following this consultation, the user group met (inclusive of the CMBC) and proposed that the name of the park be “Bindoon Mountain Bike Park”.

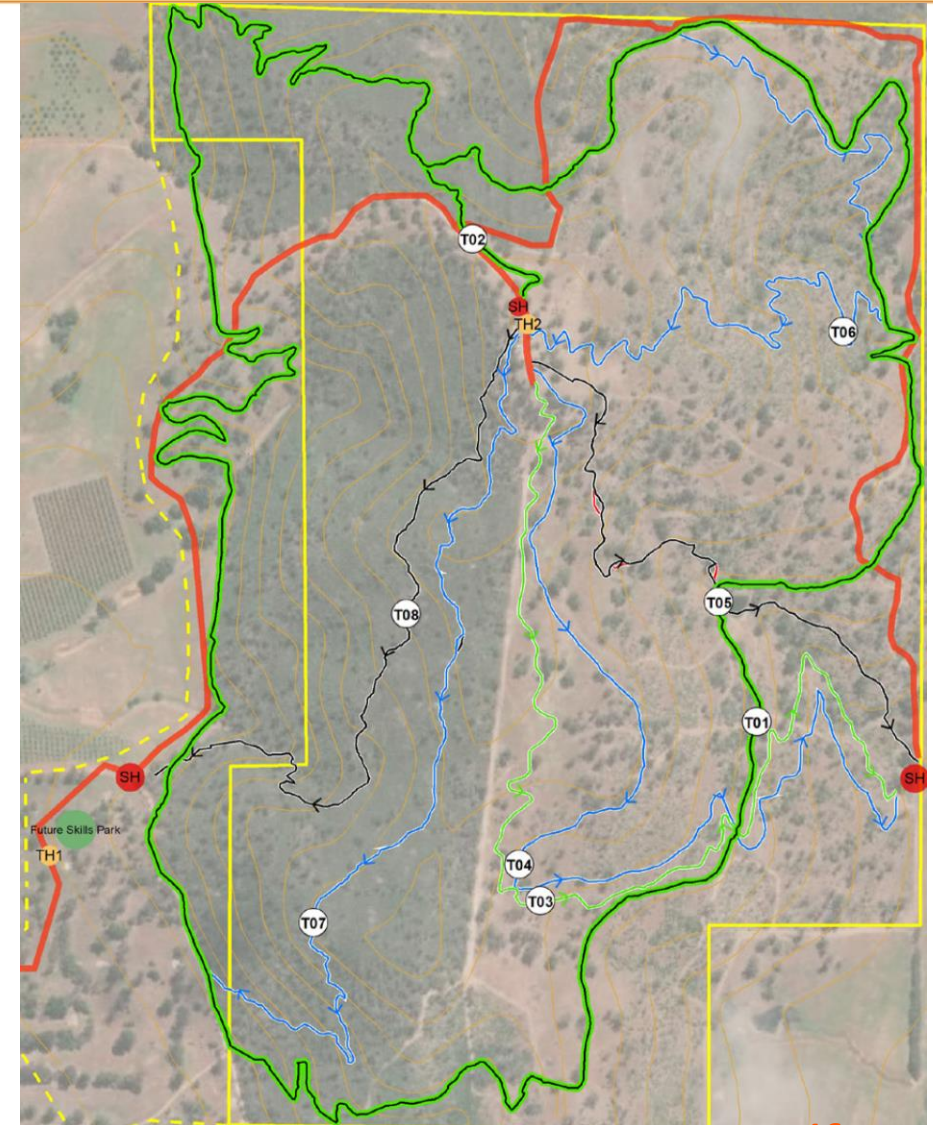
Proposed Motion

*The Bindoon Mountain Bike Park Project Reference Group recommend to Council that the mountain bike park be officially named [**“Bindoon Mountain Bike Park”**]*

Trail Names

Stage 1 – Construction

ID	Type	CLASSIFICATION/ GRADE	TRAIL TYPE/ USE	TRAIL STYLE	LENGTH (m)
T01	Green Loop	Easy-Green Circle	XC/ Walking	Open	5223
T02	Green Link	Easy-Green Circle	XC/ Walking	Open	231
T03	Green Downhill	Easy-Green Circle	XC	Flow	1470
T04	Blue Downhill	Moderate-Blue Square	XC/ AM	Flow	1502
T05	Black Downhill	Difficult-Black Dia-	XC/ AM	Flow	941
T06	Blue XC	Moderate-Blue Square	XC	Open	1443
T07	Blue Downhill	Moderate-Blue Square	AM	Flow	1229
T08	Black Downhill	Difficult-Black Dia-	AM	Technical	959
Total Trails					12998



Trail Names

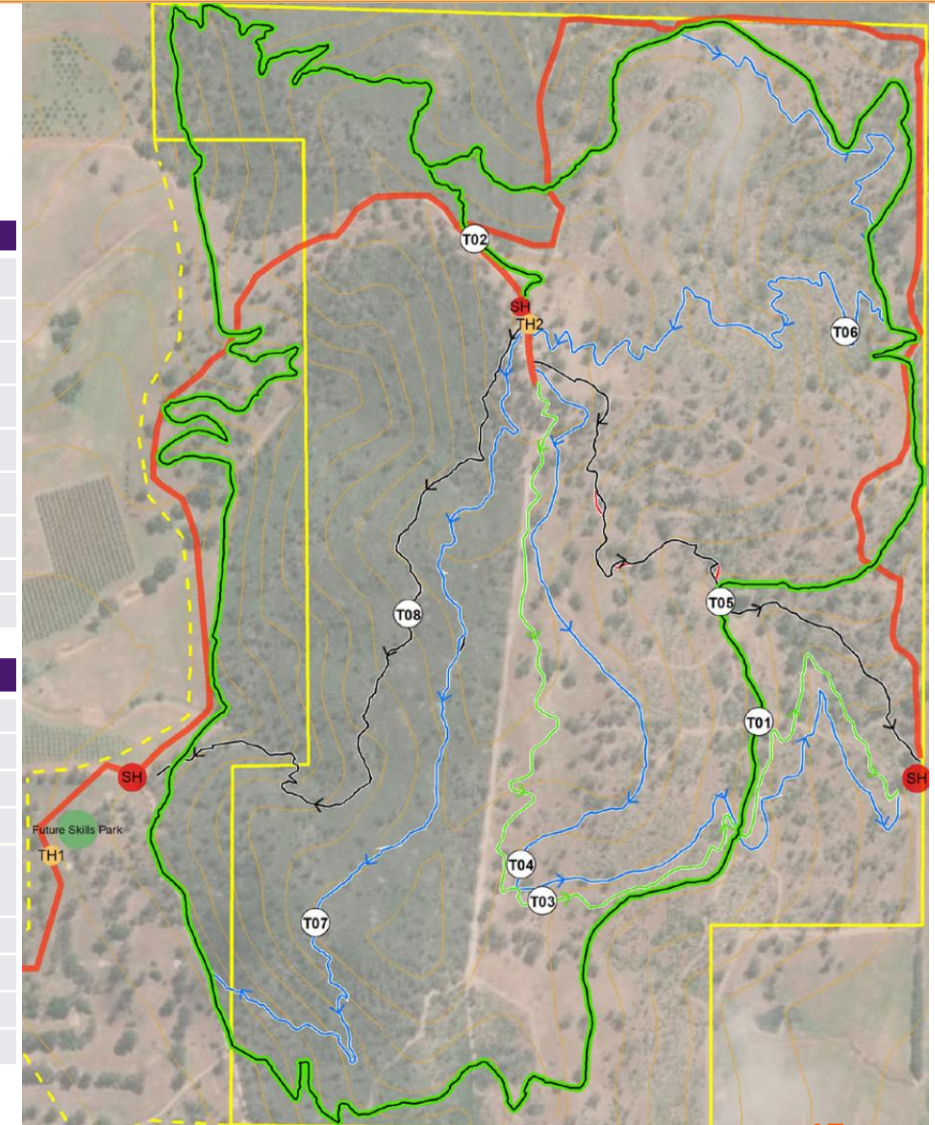
Stage 1 – Construction

As per park name, file notes state:

- CMBC consulted on trail names
- Following Consultation, the User Group met to recommend the following trail names

Trail No	Type	Trail Name Suggestion	Reasoning
1	Green Loop	Chinkabee Trail	Hill is known locally as Chinkabee Hill
2	Green Link	Shearing Shed Link	Links to the trailhead with the "Shearing Shed" shelter
3	Green Downhill	Dirt Drags	Reference to Bindoon Dirt Drags - suggestion from trail builder
4	Blue Downhill	Flock Yes	Flowy fun blue trail, sheep reference
5	Black Downhill	Black Sheep	Black trail through the sheep paddock
6	Blue XC	Ewe-Turn	Trail takes you back up the hill, sheep reference
7	Blue Downhill	Ten 80	Referring to the poison peas / 1080 poison found in this area
8	Black Downhill	DoonHill	Sam Hill designed trail
21	Green Uphill	[New Name]	

Trail Name Suggestion	Reasoning
Off to Market	
Mutton Busting Run	
Ewe-phoria	Could lead into Ewe Turn - e.g. trail 13 on the map
Xanthorrea Diarrhoea	Xanthorrhoea is the name for grasstree
Yandirt	Aboriginal name for Chittering Valley Could have the walk trail to the summit called the Yandirt Trail?
Lambs Leap	For kids trail?
Cowslip	Named after the orchid found there "Cowslip Orchid"
Ore-Shards	For a rocky trail
Pat and Ernie's Pass	Could be used instead of the Shearing Shed Link trail or for the Access Rd?



Trail Names

Proposed Motion

The Bindoon Mountain Bike Park Project Reference Group recommend to Council that the official trail names for mountain bike park be as follows:

<i>Trail No</i>	<i>Type</i>	<i>Trail Name</i>
1	<i>Green Loop</i>	<i>Chinkabee Trail</i>
2	<i>Green Link</i>	<i>Shearing Shed Link</i>
3	<i>Green Downhill</i>	<i>Dirt Drags</i>
4	<i>Blue Downhill</i>	<i>Flock Yes</i>
5	<i>Black Downhill</i>	<i>Black Sheep</i>
6	<i>Blue XC</i>	<i>Ewe-Turn</i>
7	<i>Blue Downhill</i>	<i>Ten 80</i>
8	<i>Black Downhill</i>	<i>DoonHill</i>
21	<i>Green Uphill</i>	<i>[NEW NAME]</i>

Park Logo

OPTION 1



BINDOON
MOUNTAIN BIKE PARK

Park Logo

OPTION 2



Park Logo

OPTION 3



Park Logo

OPTION 4



Park Logo

OPTION 5



BINDOON
MOUNTAIN BIKE PARK

Park Logo



Proposed Motion

*The Bindoon Mountain Bike Park Project Reference Group recommend to Council that the mountain bike park site logo be **[Option #]** as identified within attachment 1 (BindoonMTB_SiteLogo_v2_Proof.pdf).*

Signage Update

Trail Head 1

LOGO

BINDOON MOUNTAIN BIKE TRAILS

Bindoon Mountain Bike Park

About the Trails

This network of trails offers a dual use walk and cycle trail as well as an extensive trail network for mountain bikers. East of the summit point is lightly vegetated providing riders with the opportunity to decrease the intensity of their experience while to the west is highly vegetated providing riders with an intense rider experience, plus beautiful views of the Chittering Valley and Lake Chittering.

- Easy Trails (Green)** Recommended for beginner riders with basic mountain bike skills. Typically open, flowing trails on firm terrain with gentle gradients. Surface may be uneven, loose or muddy at times. Riders may encounter small rollable obstacles and technical trail features.
- Moderate Trails (Blue)** Recommended for intermediate riders with some technical skills. Typically narrow trails with loose, soft, rocky or slippery sections and hills with short steep sections. Riders will encounter obstacles and technical trail features.
- Difficult Trails (Black)** Recommended for experienced riders with good technical skills. Variable surfaces and/or steep gradients. Riders will encounter large obstacles and technical trail features.



Legend:

- You Are Here
- Information
- Toilets
- Parking
- Trail Head
- Highway
- Unsealed Emergency Access Road
- Sealed Road
- Single Direction (Easy)
- Single Direction (Moderate)
- Single Direction (Difficult)
- Dual Direction (Easy)
- Fire Break
- River/Lake

adaptive trail rating symbol area



Thank you to our Stage 1 Sponsors






Signage Update

Trail Head 2


LOGO

Choose your trail


Consider your skills and experience before choosing a trail

 Easy Trails (Green)
 Moderate Trails (Blue)
 Difficult Trails (Black)


A dual use loop trail for cyclists and walkers that extends around the perimeter of the park, linking users to all the trails Bindoon Mountain Bike Park has to offer. It provides views over the town, orchards and surrounding hills. The trail must be used by riders in a clockwise direction and walkers must give way to cyclists.

5.2km 


Trail 1




A dual use link trail to deliver cyclists and walkers to the summit where there are further trail options.

230m 


Trail 2




This is a fast, flowy descent with rollers and berms which will be enjoyed by all skill levels.

1.4km 


Trail 3




This is a long flow trail with step downs, table tops and rock gardens allowing riders to develop their skills.

1.5km 


Trail 4




This is a black flow/tech trail, with a combination of flow style jumps and berms mixed with technical rock gardens and drops.

940m 


Trail 5




This technical climb winds it's way up the hill featuring rocky outcrops with great views across the valley.

1.4km 


Trail 6




This is a fast-flowing single track style trail following the ridgeline high on the hill before dropping down into steeper sections with a focus on natural rock features and undulations.

1.2km 


Trail 7



This single-track style trail sits on a narrow corridor through native bush and focuses on natural features with multiple steep rock gardens and rocky chutes.

960m 

Trail 8



Signage Update

Trail Head 3

LOGO

Safety & Visitor Information

Consider your safety and others

No Dogs Allowed 

Please be cautious that this trail is dual use. 

These trails must be cycled in a clockwise direction only. 

Walkers can travel both directions but please give way to cyclists. 

WA Mountain Bikers Code

Safety

Be prepared, know yourself, your bike and your way

Check trail conditions, tell someone your plans, take enough water, clothes and first aid. Check your bike, helmet and gear, read the trailheads and choose your trail, ride within your skills and abilities

Environment

Respect the trail and the environment

Follow signage, stay on track and don't take shortcuts, protect wildlife and plants, take rubbish home, prevent spreading Phytophthora dieback, keep your bike and gear clean.

Attitude

Make it a good experience

Share the trail, pass safely and courteously, help others out.



#visitchittering #perthscountryside

For additional visitor information contact the Chittering Chittering Visitor Centre



@visitchittering



@visitchittering



www.chittering.au



9576 4664

For your safety

Mountain biking is a potentially dangerous activity with inherent risks. Ride within your skills and abilities.

It should only be undertaken with a full understanding of all the risks. The information provided must be used along with your own experience, intuition and DANGER careful judgement.

Ride with a buddy

Do not rely on your mobile phone. Coverage in the area is limited.

Emergencies

In the event of an emergency, phone Triple Zero (000). The nearest emergency hospital is located in Joondalup.

 The St John Ambulance Chittering Subcentre located close to the entrance is an **unstaffed Subcentre**. Please direct all emergency communications through 000.

Download the free Emergency+ app (emergencyapp.triplezero.gov.au) to call for emergency assistance if ever required.

Limited Phone Service

If there is no mobile phone coverage you WILL NOT be able to call 000 but the app will provide you with your GPS location details.

Injured Wildlife

If you have found injured or orphaned wildlife place contact the Chittering Wildlife Carers on 0427 992 099



DANGER





EMERGENCY


















PDF Booklet





Bindoon Mountain Bike Sign Guide

Icon reference sheet




Trail Directions & Map

-  You Are Here
-  Information
-  Toilets
-  Parking
-  Trail Head
-  Highway
-  Unsealed Emergency Access Road
-  Sealed Road
-  Single Direction (Easy)
-  Single Direction (Moderate)
-  Single Direction (Difficult)
-  Dual Direction (Easy)
-  Fire Break
-  River/Lake







Trail Level Identification

-  Easy Trails (Green)
-  Moderate Trails (Blue)
-  Difficult Trails (Black)
-  Greater Difficulty Trails (Black)








Trail Information


-  No Dogs Allowed
-  Please be cautious that this trail is dual use.
-  These trails must be cycled in a clockwise direction only
-  Walkers can travel both directions but please give way to cyclists

Trail Markers Identification

- 
- 
- 
- 
- 
- 
- 
- 

Important Trail Information

-  NO ACCESS
- 
- 
- 
- 
-  Mountain biking is a potentially dangerous activity with inherent risks. Ride within your skills and abilities.
-  Ride with a buddy & don't rely on mobile phone coverage.
-  In the event of an emergency, phone Triple Zero (000). The nearest emergency hospital is located in Joondalup.
-  There is only LIMITED phone coverage on the trail. If there is no mobile phone coverage you WILL NOT be able to call 000.



Signage Update

Trail Signs

Bindoon Hill

The Bindoon Mountain Bike Park is based in the Shire of Chittering's main townsite Bindoon. The word 'Bindoon' is thought to be Aboriginal in origin and to mean 'place where the yams grow'. The name has been in use in the area since 1843 when an early settler, William Brockman, named the property he had surveyed as Bindoon.

The Bindoon Mountain Bike Park Hill is known & referred to by locals as 'Bindoon Hill' and was originally purchased by long time locals Pat and Ernie Parkinson in the 1970's, where the farmland was used for a sheep farming. He fell in love with the natural beauty of the land and the fact it adjoined to his property at the bottom of the hill, 'it was all ours' he said and emphasised the importance during the construction of the park for the hill to not lose its natural appeal.

Ernie recalled spending 5 years of hard work clearing and dropping super phosphate (fertilizer) from areophane's to get rid of the York Road Poison on the property so it was a safe area for his sheep.



hi

-  No Dogs Allowed
-  Please be cautious that this trail is dual use.
-  Walkers please give way to cyclists
-  This trail must be walked in a clockwise direction only



Credit: Nahrel Dallywater • Sihka Films

Signage Update

Trail Signs





Chittering

Carnaby's Cockatoo

The Bindoon Mountain Bike Park is known as a home and feeding habitat of the Carnaby's Cockatoo, also known as the short-billed white-tailed black cockatoo and found in the South West of Western Australia. These beautiful birds are mostly black, with narrow white scalloping on the margins of dark feathers. The white tail patch is more easily seen during flight. The females have white beaks, grey eye-rings and cheek patches that are whiter and more distinctive than those of males. The males tend to have grey beaks, smaller greyer cheek patches and pink eye-rings.

Approximately 87% of Carnaby's Cockatoo habitat in the Wheatbelt has been cleared so it has been a very important part of the trail building process in the park to consider this and not disturb the homes of these birds. They are now recognised as an endangered species with it being estimated there is only between 20,000 - 40,000 of these birds left in the wild.

Red-tailed black cockatoos can also be found in the area. Baudin's Cockatoo, another white tailed cockatoo but with a long bill, is found in the southwest but rarely, if ever, seen in Bindoon.

If you've found injured or orphaned wildlife please contact



Chittering Wildlife Carers Inc.
0427 992 099



-  No Dogs Allowed
-  Please be cautious that this trail is dual use.
-  Walkers please give way to cyclists
-  This trail must be walked in a clockwise direction only



Credit: Chittering Landcare • <https://blackcockatoorecovery.com/cockatoos-and-animals/black-cockatoos/carnabys-cockatoo/>

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Signage Update

Trail Signs



Xanthorrhoea
(Grass Tree)

The Bindoon Mountain Bike Park is home to two species of grass trees, *Xanthorrhoea acanthostachya* and *Xanthorrhoea gracilis*. Grass trees are an iconic species of flora in the Wheatbelt and of the park. The word 'Xanthorrhoea' comes from the Greek word 'xanthos' which means 'to flow' which refers to the yellow gum resin that flows from the stem. The resin of these trees were traditionally used as glue by the Aboriginal people across Australia in spear making.

Many of these grass trees have the ability to survive fire and usually result in only being blackened with the plant still surviving. Fire stimulates the grass trees to flower.

The abundance of Grass Trees through the Bindoon Mountain Bike Park inspired the development of the parks icon / logo.

Chittering Shire of Chittering

Legend:

- You Are Here
- Information
- Toilets
- Parking
- Trail Head
- Highway
- Disused Emergency Access Road
- Sealed Road
- Single Direction (Easy)
- Single Direction (Moderate)
- Single Direction (Difficult)
- Dual Direction (Easy)
- Fire Break
- River/Lake

Trail Rules:

- No Dogs Allowed
- Please be cautious that this trail is dual use.
- Walkers please give way to cyclists
- This trail must be walked in a clockwise direction only

Map Labels: Clushkeo Rd, Woodchase Rd, Great Northern Hwy, Lake Needoonga, Gibberlu Way, Gann St, Henry Ct, Lushfield St.

Scale: 0m, 100m, 200m

Credit: Chittering Landcare • <https://www.bushheritage.org.au/species/grass-trees>

Trail Signs

York Road Poison

(Gastrolobium calycinum)

York Road Poison, a poison plant of WA, can be found throughout the Bindoon Mountain Bike Park. The toxin present in these plants is the same one found in 1080 poison.

This species is known to be highly toxic to stock and in fact got its name in the early settlement times due to the fact many stock died from eating this plant whilst being driven along the road from Perth to York.

Today loss of stock because of this plant is not uncommon although native animals are tolerant to the toxin. All *Gastrolobium* species are found in Western Australia and eastern Australian native animals do not have the same tolerance of the toxin as do Western Australian animals.

Its scientific name '*Gastrolobium*' refers to the swollen seed pods on the plant.

This species is usually an erect or bushy shrub, around 1.5m high. It has yellow pea-type flowers that consist of 4 petals with red or pink in the centre and typically flower in late spring to early summer.



No Dogs Allowed



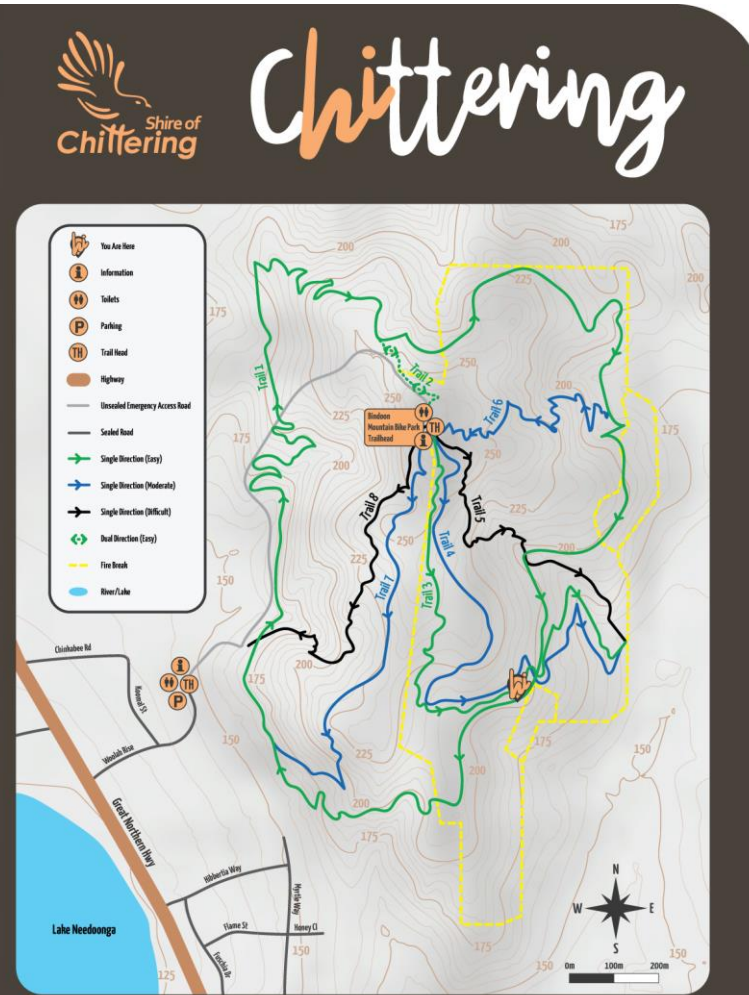
Please be cautious that this trail is dual use.



Walkers please give way to cyclists



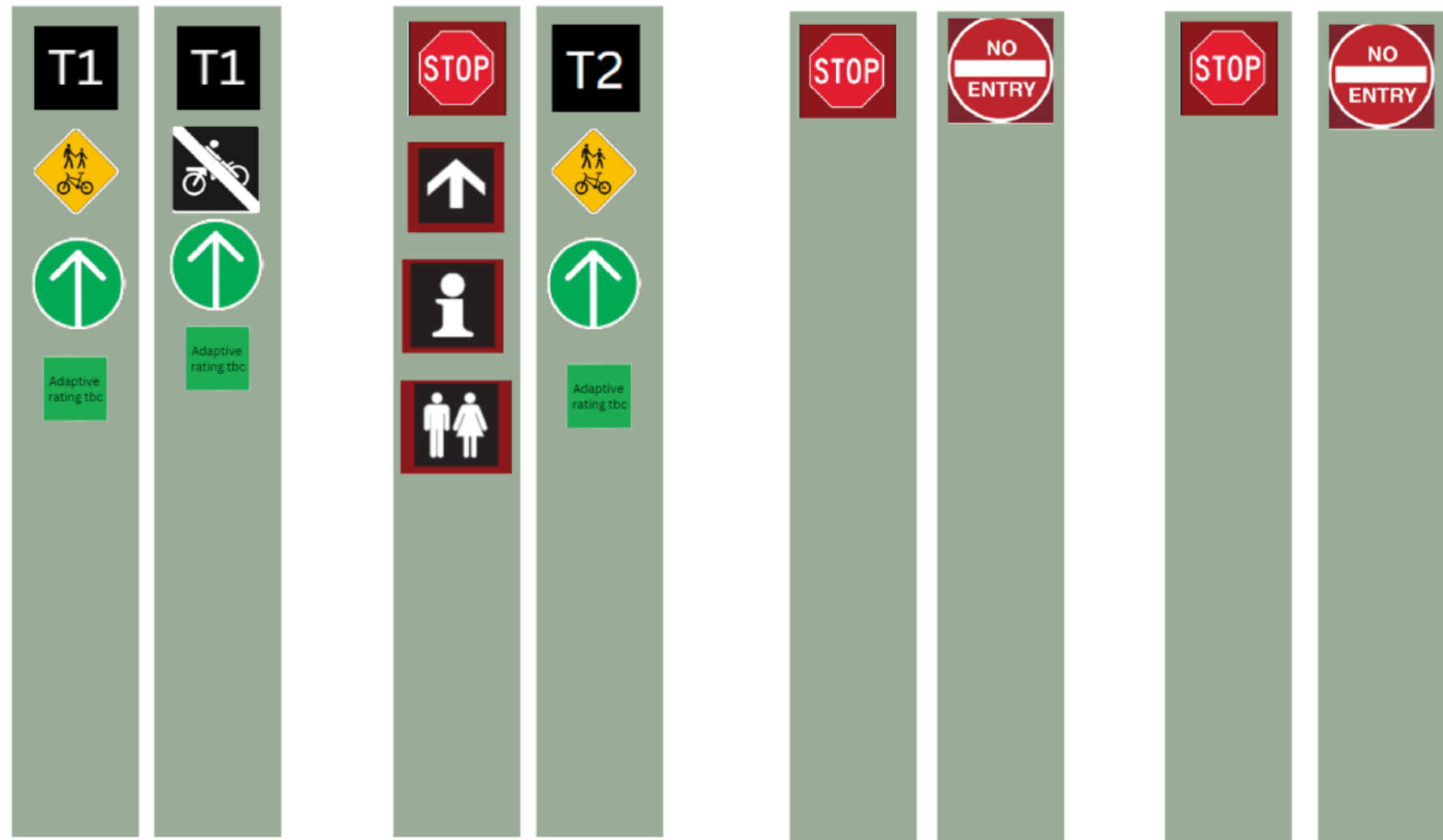
This trail must be walked in a clockwise direction only

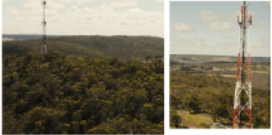









Credit: https://anpsa.org.au/plant_profiles/gastrolobium-calycinum/ • https://library.dpird.wa.gov.au/cgi/viewcontent.cgi?article=4024&context=journal_agriculture4

Signage Update

Trail Markers



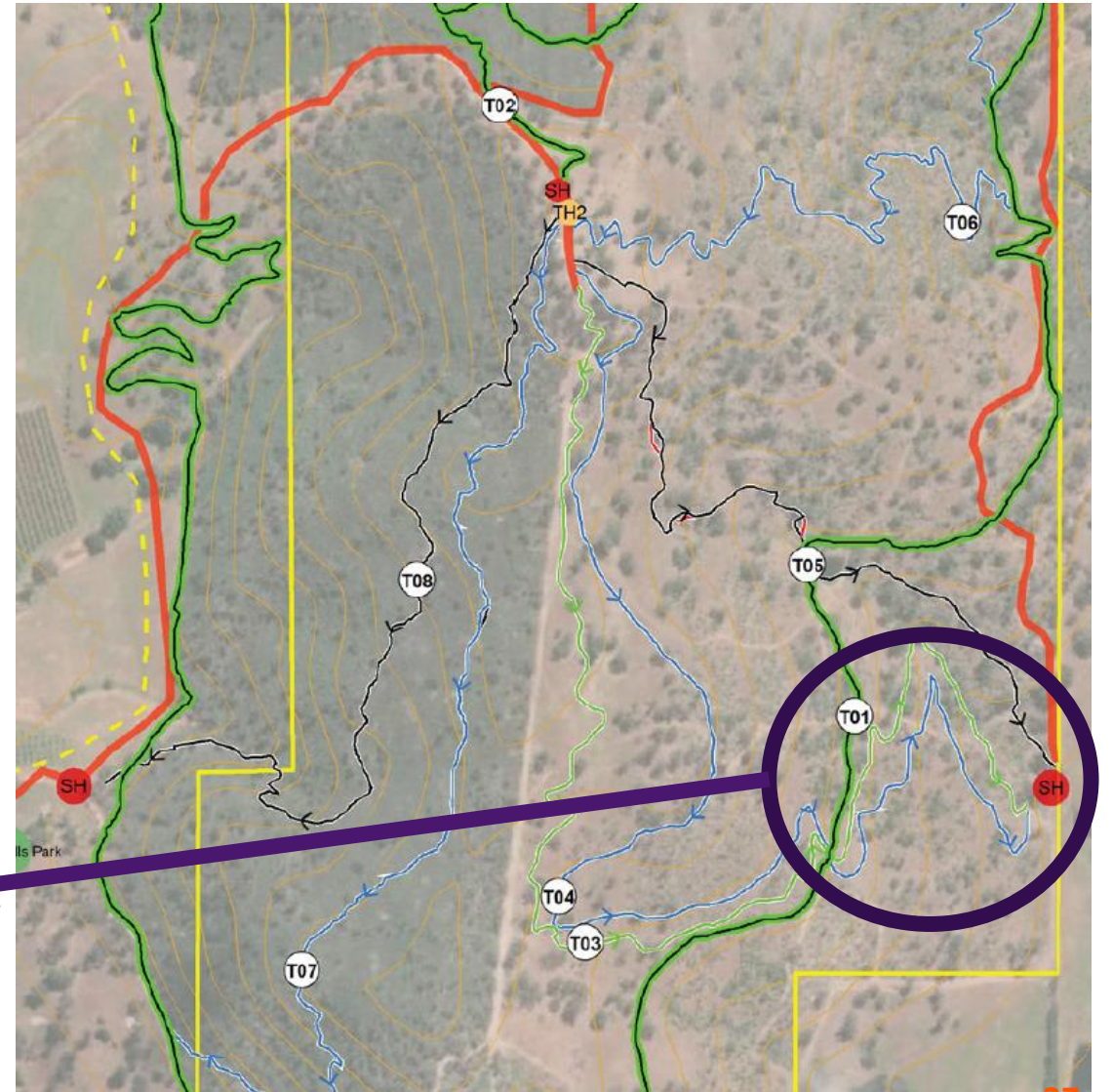
ITEM	QTY	PRODUCT DESCRIPTION
1.	3 HRS	T1 CHINKABEE TRAIL // BINDOON MBP - TRAIL LOGO DESIGNS @ \$100 P/H +GST
		<p>Project Scope: Logo/Symbol - CHINKABEE TRAIL MTB Park site is known locally as 'Chinkabee Hill'. Hill with a tower on it with a loop trail going around the bottom. -> images are of the actual tower / hill we want portrayed</p>
2.	3 HRS	T2 SHEARING SHED LINK // BINDOON MBP - TRAIL LOGO DESIGNS @ \$100 P/H +GST
		<p>Project Scope: Logo/Symbol - SHEARING SHED LINK Links to the trailhead with the 'Shearing Shed' shelter. Old shearing shed with sheep ramp.</p>
3.	3 HRS	T3 DIRT DRAGS // BINDOON MBP - TRAIL LOGO DESIGNS @ \$100 P/H +GST
		<p>Project Scope: Logo/Symbol - DIRT DRAGS References to Bindoon Dirt Drags. Mountain Bike with smoke / dirt flying up behind it riding down a long strip</p>
4.	3 HRS	T4 FLOCK YES // BINDOON MBP - TRAIL LOGO DESIGNS @ \$100 P/H +GST
		<p>Project Scope: Logo/Symbol - FLOCK YES A Flowy fun blue trail with sheep reference as the hill was an old sheep farm. Flock of sheep</p>

ITEM	QTY	PRODUCT DESCRIPTION
5.	3 HRS	T5 BLACK SHEEP // BINDOON MBP - TRAIL LOGO DESIGNS @ \$100 P/H +GST
		<p>Project Scope: Logo/Symbol - BLACK SHEEP Black trail through sheep paddock. Black sheep – perhaps with mountain bike gear on? E.g helmet, with a bike?</p>
6.	3 HRS	T6 EWE TURN // BINDOON MBP - TRAIL LOGO DESIGNS @ \$100 P/H +GST
		<p>Project Scope: Logo/Symbol - EWE TRUN Trail takes you back up the hill – sheep reference. A U-turn symbol somewhere in the image and mountain biker riding up hill</p>
7.	3 HRS	T7 TEN 80 // BINDOON MBP - TRAIL LOGO DESIGNS @ \$100 P/H +GST
		<p>Project Scope: Logo/Symbol - TEN 80 Refers to the poison peas / 1080 poison found on this side of the hill Poison skull with perhaps poison peas incorporated into the image.</p>
7.	3 HRS	T8 DOON HILL // BINDOON MBP - TRAIL LOGO DESIGNS @ \$100 P/H +GST
		<p>Project Scope: Logo/Symbol - DOON HILL Trail that Sam Hill designed – trail builder Technical windy looking trail going around a lot of vegetation and grass trees</p>

Trails Update

Three Chillies

- Trail 7
- Trail 8
- Trail 21 (partial)
- Emergency Management Plan



Trails Update

Shire of Chittering

- Toilets
- Drainage
- Road / Parking
- Water
- Power

Meetings

- Frequency
- Next Meeting



CORPORATE PERFORMANCE REPORT

2022/23 Quarter 4 (30 June 2023)



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- 1: Detailed Performance Scorecard: 70 annual actions aligned to the 25 strategies.

Our Values

Positive Attitude
Respect
Accountability
Teamwork

Acknowledgement 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.

Our Vision and 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 five years. Our vision anchors and connects these objectives to deliver real outcomes for the community over the next 10 years.

Strategic Objectives (SO)

Council has adopted the community aspirations as our Strategic Objectives. These Strategic Objectives provide the strategic direction and are the key drivers to ensure we (Council, Administration and our Community) work towards achieving our aspirational vision, illustrated in the diagram below.



The **5 Strategic Objectives (SO)** are supported by **11 Outcomes (O)** and **25 Strategies (S)** that provide **operational direction** for the Shire's administration to focus resources. The Strategic Objectives and Outcomes are community driven and were identified through the community engagement process as part of the review process of the 10-year Strategic Community Plan (SCP). The Strategies were identified through the annual review of the Corporate Business Plan (CBP). These strategies that are aligned to the strategic objectives, enables us to prioritise and focus on the community led outcomes.

Outcomes (SCP)

The community led outcomes derived from the community aspirations (Council adopted Strategic Objectives) are grouped into five key areas namely: **Community**; **Natural Environment**; **Built Environment**; **Economy** and **Governance**.

Community	Connected communities (O1)
	A safe and healthy community (O2)
Natural Environment	Sustainable lifestyle (O3)
	Environmental protection (O4)
Built Environment	Retaining rural amenity (O5)
	Improving infrastructure (O6)
Economy	Economic growth (O7)
	Local business growth (O8)
	Increased visitors (O9)
Governance	An engage shire (O10)
	Accountable and transparent governance (O11)

Strategies (CBP)

The 25 strategies are the link between the Community's long-term aspirations (SCP) and the Council's medium-term implementation plan (CBP).

Connected communities (O1)	Events & groups to bring the community together & assist connections (S1)
	Social hubs to bring the community together (S2)
	Increased volunteer participation across the shire (S3)
A safe and healthy community (O2)	Improve education, health disability and aged services (S4)
	Increase the availability of emergency services (S5)
Sustainable lifestyle (O3)	Encouraging development in keeping with the environment (S6)
	Improved waste management and recycling practices (S7)
	Limit impacts of mining extractive industry and industrial development (S8)
Environmental protection (O4)	Ensure water security and quality (S9)
	Limit noise and light pollution (S10)
	Protection of wildlife & nature from pests, weeds, destruction & contamination (S11)
Retaining rural amenity (O5)	Balance development with natural environmental and open spaces (S12)
	Planned development retaining rural amenity (S13)
Improving infrastructure (O6)	Maintenance and construction of safe roads (S14)
	Townsites with attractive streetscapes (S15)
	Provision of community facilities to allow sport & recreation participation (S16)
Economic growth (O7)	Support investment which stimulates sustainable industries, business & job growth (S17)
	Support growth in agricultural and horticultural industries (S18)
Local business growth (O8)	Encourage & support local businesses & new investments for the future (S19)
Increased visitors (O9)	Support and promote accommodation options (S20)
	Facilitate, promote and support visitation (S21)
	Increase in nature-based tourism and agritourism (S22)
An engage shire (O10)	Continue to engage responsively with the community, using a variety of methods of inviting input (S23)
Accountable and transparent governance (O11)	Become a leader in the areas of transparency, disclosure & public accountability (S24)
	Responsible, sustainable & planned use of the Shire's financial resources (S25)

PERFORMANCE RESULTS

Executive Summary

The purpose of the Corporate Performance Report is to provide Council with regular updates on how we are progressing towards achieving the outcomes and strategies that were adopted by Council and set out in the SCP and CBP.

These strategic documents are respectively 10-year and 4-year plans, illustrating our long and medium term goals. In order to achieve these long and medium term goals, Administration has developed an Annual Operational Plan (AOP). This plan is the detail of year one of the CBP and is phased into annual actions. The annual actions are either projects, business as usual actions or programs. These actions are aligned to annual targets, resources (budget and workforce).

The AOP enables regular monitoring and reporting of the Shire's corporate performance through corporate performance reports, compiled at the of each quarter and aligned to the SCP and CBP.

Benefits of the Corporate Performance Report include:

- creating a values-driven culture of performance;
- greater transparency through quarterly reporting on detail of performance;
- improved accountability through cascading to all service areas within the council;
- enhanced decision-making processes based on results-driven performance information;
- strong alignment between the annual budget and the community's future aspirations;
- assist in the strategic and planning process.

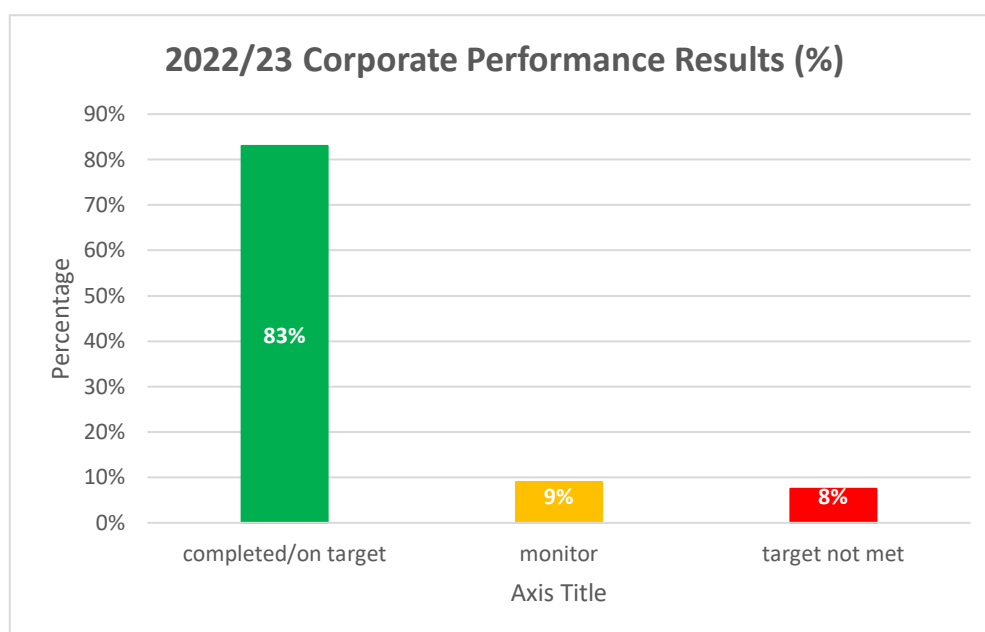
The Quarterly Corporate Performance Report includes:

1. **Strategic Performance:** Performance against the Strategic Objectives and Outcomes, set out in the SCP and CBP;
2. **Financial performance:** summary of results against the Annual Budget;
3. **Operational performance:** Detailed performance results against the annual actions, set out in the AOP (**Annexure A**).

Overall Corporate Performance Results

The AOP consists of **120** (excluding 11 actions that were deferred) annual actions that are aligned to the Shire's Strategic Plans. Of the **131** annual actions, **11** were deferred to the 2023/24 financial year and therefore not included in the calculation of the overall performance results. **99** of the 120 actions (**83%**) were completed or on target at the end of June 2023. **12** of the 120 (9%) actions were slightly behind schedule with **9** (8%) actions behind schedule or not met the target.

Annual Actions	Annual Actions excluding deferred items	Deferred	Completed/on target	Monitor/slightly behind schedule	target not met/behind schedule
131	120	11	99	12	8
			83%	9%	8%



99 annual actions were either completed or on target, whilst 12 were slightly behind schedule and 9 were behind schedule or target not met and require corrective actions to assist with decision making and business improvement actions.

Strategic Objectives	Total annual actions	Deferred	Completed / On target	Monitor / Slightly behind schedule	Target not met / Behind Schedule
1. A connected, safe and healthy community (SO)	20	3	13	0	4
1.1. An active & supportive community	7	1	6	0	0
1.2. A safe & healthy community	13	2	7	0	4
2. Sustainable living in a protected environment (SO)	24	2	17	3	2
2.1. Sustainable lifestyle	9	1	8	0	0
2.2. Protection of life and property	15	1	9	3	2
3. Improving infrastructure while retaining the rural amenity (SO)	24	1	21	1	1
3.1. Retaining rural amenity	3	0	3	0	0
3.2. Improving infrastructure	21	1	18	1	1
4. Support new and local business, with a focus on agriculture and tourism (SO)	27	4	19	2	2
4.1. Economic growth	1	1	0	0	0
4.2. Local business growth	7	0	7	0	0
4.3. Increase visitors	19	3	12	2	2
5. An engaged community with accountable and efficient governance (SO)	36	1	29	6	0
5.1. An engage Shire	7	1	3	3	0
5.2. Accountable and transparent governance	29	0	26	3	0
Quarter 4 annual actions	131	11	99	12	9
Quarter 4 annual actions excluding deferred items	120				
Percentage progress			83%	9%	8%

The following table illustrates the actions that were not on target by the end of June 2023 and require corrective actions to ensure targets are being met. These actions are included in the next financial year with revised targets.

KPI Name*	Quarter 4 (1 April - 30 June 2023)			
	Annual Target	Annual Actual	Comment	Corrective action
Prepare a feasibility study for a long distance "Munda Biddi" style trail (for mountain bikers and walkers) across the Shire that connects interregional to create a long distance (even multi-day ride) aligned to the Economic Development Strategy	100	50	Nearly half of the study has been completed but due to resource constraints not on target.	Staff change over and will be addressed during 2023/24 financial year.
Kyotmunga Walk Trail – Delineate and create a clear path with a survey and fence from Yozzi Road through to Avon Valley National Park so that walkers in Lower Chittering can access the park for extended walks aligned to the Economic Development Strategy	100	50	Funding has been secured to close off property with gates and start stage one of a fire track to the Avon Valley Reserve. Work has not started.	Work will commence in 2023/24 financial year.
Legislative inspections and water quality sampling of all registered lodging houses, B&Bs caravan parks/grounds	5	0	No inspections for lodging houses conducted	Appointed staff member to assist. Lodging house inspections to be undertaken next quarter
Legislative monthly inspections and water quality sampling of all public swimming pools, commercial premises, council premises	93	0	No samplings undertaken due to resource constraints	Appointed staff member to assist Water sampling to be undertaken next quarter
Inspection of all public buildings twice a year aligned to the Health (Public Buildings) Regulations 1992 annually including lighting, doors and signs exits, evacuation plans, general maintenance, sanitary conveniences, fire precautions	33	4	Target not met due to resource constraints.	Appointed staff member to assist. Public building inspections to be under taken next quarter
Manage safety of food preparations at all food outlets within the Shire of Chittering through education, inspections and sampling	90	21	Target not met due to resource constraints.	Additional staff appointed and inspections to progress during next financial year.
Number of food premises inspected within the Shire of Chittering	55	0	No food sampling was conducted due to resource constraints.	Appointed new staff member to assist. Food sampling to be undertaken during next quarter.
Inspections of skin penetration establishments (hair dresses annually, beauty salon twice a year, tattoo 4 times a year)	6	0	No inspections conducted due to resource constraints.	Inspections to continue next quarter
Complete Site remediation at Muchea Property as per DSI Report	100	50	50% completed.	Development of RAP to be completed in 2023/24.

Significant Capital Projects Performance

Significant Projects	30 June 2023 Project Status Update	% Project progress	% Budget spent
Improving Infrastructure (O6)			
Mucea Complex Redevelopment	Recreation Centre completed. Formal opening is planned for 2023/24 as well as demolishing of the old building.	85%	60%
Wannamal Community Centre Tennis courts (Capital)	Four tennis courts have been upgraded and completed by end December 2022.	100%	100%
Mucea to Northlink Connect (Capital)	This project was cancelled.	n/a	n/a
Chittering Valley Road (R2R)	The project was completed by end December 2022.	100%	117%
Wandena Road Stage 1	Completed.	100%	86%
North Road (roll over from previous year)	The project was completed in September 2022.	100%	100%
Increase Visitors (O9)			
Bindoon Mountain Bike Park (Capital)	Delay in receiving clearing permit. Clearing Permit expected in August. Works to complete will commence once permit is received.	70%	31%

Further detail on financial performance of these significant projects can be found on **page 13**.

More detail on the status of the 131 annual actions aligned to the 25 strategies can be found in **Annexure 1**.

Financial Performance

A summary of financial (Operating & Capital) performance as at 30 June 2023 is summarised below.

It is also noted that monthly results and year-to-date results are reported to Council throughout the year via a monthly Financial Activity Statement Report.

Financial Position

The statement of financial activity shows a surplus of **\$4,261.976** as at 30 June 2023.

Financial Position	Percentage	Prior Year 30 June 2022	Current Year 30 June 2023
Adjusted Net Current Assets	84%	\$ 5,092,778	\$ 4,261,976
Cash and Equivalent - Unrestricted	80%	\$ 6,851,434	\$ 5,502,525
Cash and Equivalent - Restricted	104%	\$ 2,513,294	\$ 2,610,028
Receivables - Rates	38%	\$ 177,151	\$ 66,635
Receivables - Other	232%	\$ 195,575	\$ 453,279
Payables	102%	\$ 1,073,141	\$ 1,092,484

Operating

Result from Operations

Description	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	% Variance
	\$	\$	\$	\$	
Opening Funding Surplus (Deficit)	6,035,878	5,092,778	5,092,778	5,092,778	
Revenue from operating activities					
Rates	6,533,900	6,553,860	6,553,860	6,533,770	(0%)
Operating Grants, Subsidies and Contributions	2,248,262	2,995,508	2,995,508	3,339,829	11%
Fees and Charges	1,600,961	1,735,531	1,735,531	1,571,064	(9%)
Service Charges	0	0	0	0	
Interest Earnings	69,625	334,625	334,625	315,400	(6%)
Other Revenue	295,390	383,405	383,405	468,253	22%
Profit on Disposal of Assets	225,068	225,068	225,068	120,375	(47%)
Gain on FV Adjustment of Assets	0	0	0	0	
	10,973,206	12,227,997	12,227,997	12,348,691	
Expenditure from operating activities					
Employee Costs	(4,656,400)	(4,635,322)	(4,635,322)	(4,462,826)	4%
Materials and Contracts	(3,981,728)	(4,081,737)	(4,081,737)	(3,945,855)	3%
Utility Charges	(194,256)	(193,666)	(193,666)	(179,367)	7%
Depreciation	(3,647,886)	(3,647,886)	(3,647,886)	(4,529,849)	(24%)
Finance Costs	(201,110)	(201,110)	(201,110)	(153,707)	24%
Insurance Expenses	(234,216)	(225,620)	(225,620)	(214,931)	5%
Other Expenditure	(407,898)	(402,439)	(402,439)	(521,040)	(29%)
Loss on Disposal of Assets	(16,691)	(16,691)	(16,691)	(2,473)	85%
Gain on FV Adjustment of Assets	0	0	0	0	
	(13,340,185)	(13,404,472)	(13,404,472)	(14,010,047)	

Movement in Surplus or Deficit	Adopted Annual Budget	Amended Annual Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Variance ▲ ▼
Surplus or deficit at the start of the financial year	6,035,878	5,092,778	5,092,778	5,092,778	0	0%	
Amount attributable to operating activities	1,076,493	2,263,034	2,263,034	2,792,800	529,766	23%	▲
Amount attributable to investing activities	(10,848,502)	(11,762,663)	(11,762,663)	(6,326,769)	5,435,894	(46%)	
Amount attributable to financing activities	3,937,404	3,977,441	3,977,441	2,703,166	(1,274,275)	(32%)	▼
Surplus or deficit at the end of the financial year	201,274	(429,409)	(429,409)	4,261,976	4,691,385	(1093%)	

Variations and explanations

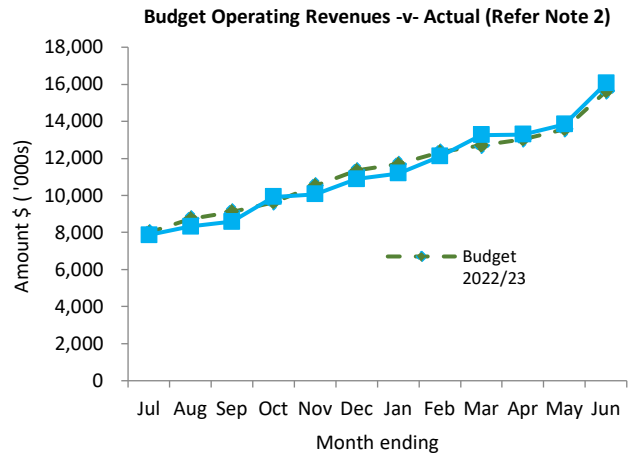
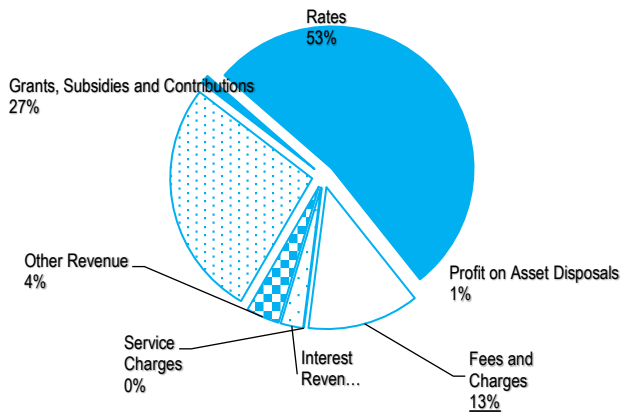
The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

Reporting Program	Variance \$	Variance %	Variance ▲ ▼	Significant Variance S	Timing/Permanent	Explanation of Variance
Revenue from operating activities	\$	%				
Grants, Subsidies and Contributions	344,321	11%	▲	S	Timing	Not all budgeted contributions received
Other Revenue	84,848	22%	▲	S	Permanent	LSL recouped from other Shires not budgeted
Profit on Disposal of Assets	(104,693)	(47%)	▼	S	Timing	Waiting on delivery plant replacement
Expenditure from operating activities						
Depreciation	(881,963)	(24%)	▼	S	Permanent	Increased Infrastructure Roads Revaluation
Finance Costs	47,403	24%	▲	S	Timing	New loan for trail heads not acquired yet
Other Expenditure	(118,601)	(29%)	▼	S	Timing	Disposal fire vehicles not known @ Budget
Loss on Disposal of Assets	14,218	85%	▲	S	Timing	Assets not yet disposed
INVESTING ACTIVITIES						
Proceeds from Disposal of Assets	(160,848)	(31%)	▼	S	Timing	Plant replacements ordered awaiting delivery
Land and Buildings	2,073,799	37%	▲	S	Timing	Muchea Complex budgeted for one year will now run over two years
Plant and Equipment	594,818	19%	▲	S	Timing	Plant replacements ordered awaiting delivery
Infrastructure Assets - Roads	438,138	17%	▲	S	Permanent	Some projects to be carried over to 23/24
Infrastructure Assets - Bridges	(73,839)	(16%)	▼	S	Permanent	Bridge works over original budget
Infrastructure Assets - Footpaths	(106,321)	(23%)	▼	S	Permanent	Capital job over original budget
Infrastructure Assets - Drainage	24,217	24%	▲	S	Timing	Not all capital jobs started/completed
Infrastructure Assets - Parks & Ovals	1,556,865	70%	▲	S	Timing	MBP project budgeted for one year will now run over two years
Infrastructure Assets - Other	775,583	73%	▲	S	Timing	Not all capital jobs started/completed

Operating Revenue

The graph below left, displays the income types whilst the graph to the right illustrates the actuals versus the budget for total Operating Revenue as at 30 June 2022/23.

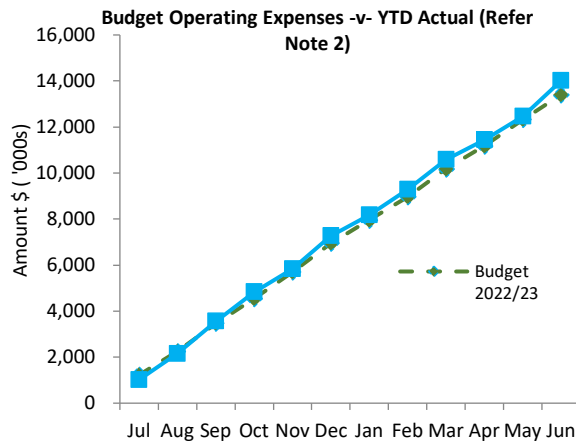
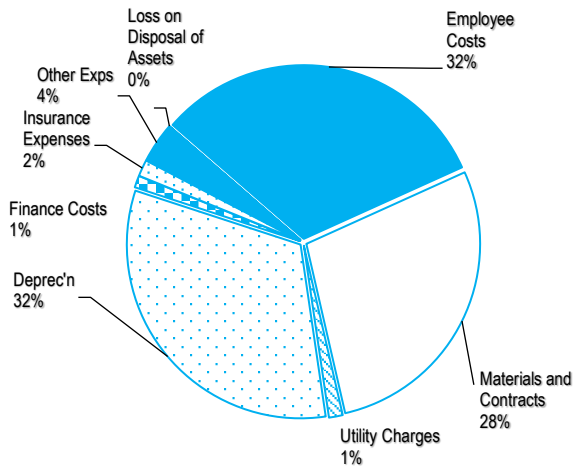
Operating Revenue



Operating Expenses

The graph below left, displays the expenditure types whilst the graph to the right illustrates the actuals versus the budget for total Operating Expense as at 30 June 2022/23.

Operating Expenditure



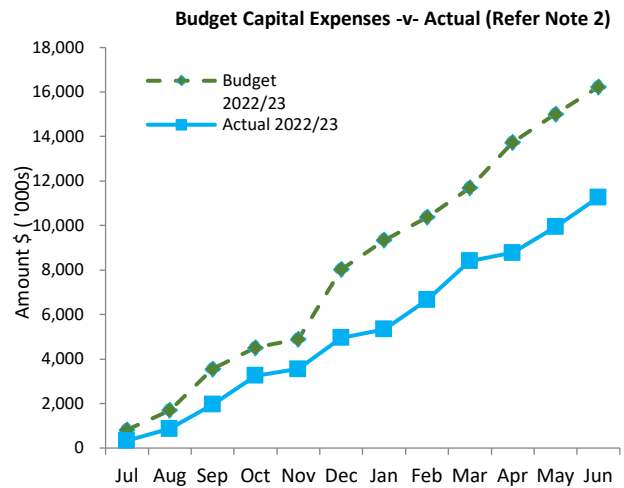
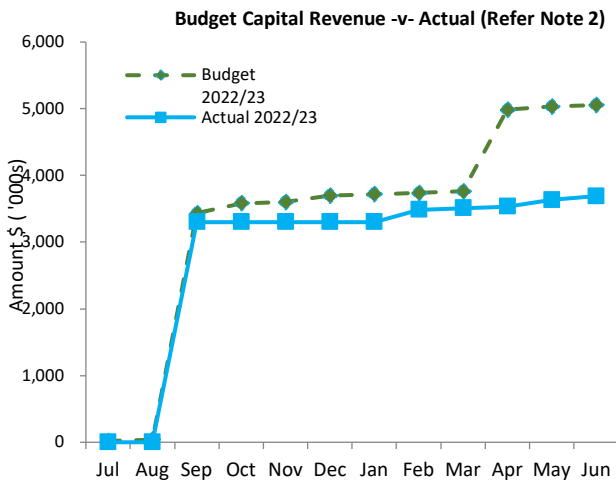
Capital

Capital Expenditure

The table below details the expenditure on the capital program as at 30 June 2023.

Description	YTD Actual New/ Upgrade	YTD Actual (Renewal Expenditure)	YTD Budget	Adopted Annual Budget	YTD Actual Total	Variance
	\$	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0	0
Land and Buildings	0	3,587,440	5,661,240	7,179,336	3,587,440	(2,073,799)
Plant and Equipment	0	2,478,889	3,073,707	1,956,684	2,478,889	(594,818)
Furniture and Equipment	0	0	0	0	0	0
Infrastructure Assets - Roads	0	2,176,431	2,614,568	2,436,224	2,176,431	(438,138)
Infrastructure Assets - Bridges	0	528,436	454,597	454,597	528,436	73,839
Infrastructure Assets - Footpaths	0	571,521	465,200	28,442	571,521	106,321
Infrastructure Assets - Drainage	0	76,413	100,630	95,000	76,413	(24,217)
Infrastructure Assets - Parks & Ovals	0	681,673	2,238,538	2,648,278	681,673	(1,556,865)
Infrastructure Assets - Airports	0	0	0	0	0	0
Infrastructure Assets - Sewerage	0	0	0	0	0	0
Infrastructure Assets - Other	0	285,144	1,060,727	693,344	285,144	(775,583)
Capital Expenditure Totals	0	10,385,946	15,669,207	15,491,905	10,385,946	(5,283,261)

The following graph, displays the actuals versus the budget for Capital Revenue whilst the graph to the right illustrates the actuals versus the budget for total Capital Expense as at 30 June 2022/23.



Significant Capital Projects

Significant Projects	% Budget Spent	Annual Budget	YTD Budget	YTD Actual
Muchea Complex Redevelopment	60%	\$ 4,570,780	\$ 4,570,780	\$ 2,735,329
Mountain Bike Park (Capital)	31%	\$ 2,213,538	\$ 2,213,538	\$ 675,366
Muchea to Northlink Connect (Capital)	0%	\$ -	\$ -	\$ -
Chittering Valley Road (R2R)	117%	\$ 220,333	\$ 220,333	\$ 258,671
Wannamal Hall Infrastructure Other (Capital)	104%	\$ 138,000	\$ 138,000	\$ 143,848
North Rd	100%	\$ 5,410	\$ 5,410	\$ 5,410
Wandena Road	86%	\$ 910,003	\$ 910,003	\$ 784,065
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	111%	\$ 2,995,508	\$ 2,995,508	\$ 3,339,829
Non-operating Grants, Subsidies and Contributions	109%	\$ 3,386,976	\$ 3,386,976	\$ 3,700,457
	110%	\$ 6,382,484	\$ 6,382,484	\$ 7,040,287
Rates Levied	100%	\$ 6,553,860	\$ 6,553,860	\$ 6,533,770

* % Compares Current YTD Actuals to Annual Budget

ANNEXURE 1: Detailed Corporate Business Plan Progress Report – Quarter 4 (30 June 2023)

Annual Action	Responsible Directorate	Quarter ending June 2023			
		Target	Actual	Comment	Corrective action
Strategic Objective: An active and supportive community					
Resubmit and adoption of the Shire’s Facility Management Framework	Office of the CEO	100%	Deferred	Deferred to 2023/24 financial year.	
Implement an online Facility Booking System aligned to the Risk Register	Office of the CEO	100%	100	System implemented and now BAU	
Implementation of Facility Management Program by July 2023 aligned to the Risk Register	Office of the CEO	100%	100	Completed	
Develop a Facilities Complaints Register to address all Public Halls and Recreation Facilities complaints within 5 days	Office of the CEO	100%	100	Spreadsheet created and monitored.	
Activate the Bindoon library space by hosting at least 12 events/activities for adult and junior library members	Corporate Services	12	25		
Facilitation of volunteer recognition activities including social media during Volunteer Week	Office of the CEO	2	2	Stargazing event held at Lower Chittering Hall, Social Media event held in May	
Develop the Reconciliation Action Plan (RAP)	Office of the CEO	20%	100		
Strategic Objective: A safe and healthy community					
Manage safety of food preparations at all food outlets within the Shire of Chittering through education, inspections and sampling	Development Services	90	21	Target not met due to resource constraints.	Additional staff appointed and inspections to progress during next financial year.
Number of food premises within the Shire of Chittering	Development Services	55	56	n/a	
Number of food premises inspected within the Shire of Chittering	Development Services	55	0	No food sampling was conducted due to resource constraints.	Appointed new staff member to assist. Food sampling to be undertaken during next quarter.
Conduct food sampling at identified premises on a quarterly basis	Development Services	2	100	Submitted by end of August to DOH.	
Notifiable disease investigations	Development Services	100%	100	Council has not received any notification from DOH as at end September.	

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Annual Action	Responsible Directorate	Quarter ending June 2023			
		Target	Actual	Comment	Corrective action
Inspections of skin penetration establishments (hair dresses annually, beauty salon twice a year, tattoo 4 times a year)	Development Services	6	0	No inspections conducted due to resource constraints.	Inspections to continue next quarter
Complete Site remediation at Muchea Property as per DSI Report	Development Services	100%	50	50% completed.	Development of RAP to be completed in 2023/24.
Revision and update of Emergency Recovery Plan by end Feb 2023 aligned to the Risk Register	Office of the CEO	100%	Deferred	Deferred to 2023/24 financial year.	
Revision and update of Emergency Procedures by end February 2023 aligned to the Risk Register	Office of the CEO	100%	Deferred	Deferred to 2023/24 financial year.	
Conduct the annual test of the Local Emergency Management Arrangements aligned to the Emergency Management Act 2005 by end September	Development Services	100%	100	Completed in Quarter 1.	
Conduct Firebreak and Hazard Reduction inspections at residential properties that were non-compliance within 4 weeks	Development Services	100%	100	All previous non-compliant properties inspected within 4 weeks	
Development of RAP actions identified through consultation and implement for the local area	Office of the CEO	100%	100	All staff and councillors have attended Cultural Awareness Training. Further consult in 2023/24	
Commence Disability Access & Inclusion Plans Report by end December 2022 and submit to DSC by end July aligned to the Disability Services Act 1993 and due for review every 5 years (HR/CEO)	Office of the CEO	100%	100	Adopted by Council in April	
Strategic Objective: Sustainable lifestyle					
Review the Local Biodiversity Strategy 2022 and prioritise current actions listed in the Strategy	Development Services	100%	100	This has been integrated with the annual review of the Corporate Business Plan and due for adoption by end June 2023.	
Conduct a survey of private landholders on desirable private landholder incentives and report to Council 2-4 years aligned to the Biodiversity Plan	Office of the CEO	100%	Deferred	Resource constraints, deferred to the 2023/24 financial year.	
Renewal of Bindoon Landfill fence - 1.8m	Technical Services	100%	100	Completed	
Muchea Landfill CDS Shed improvements	Technical Services	100%	100	Completed	

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		Target	Actual	Comment	Corrective action
Investigate future options for Containers for Change Program at Muchea Landfill	Technical Services	100%	100	Investigation completed and report to Council are scheduled for August meeting.	
Review the Shire's Strategic Waste Management Plan by end June 2023	Development Services	100%	100	Adopted by Council in June 2023	
Investigate Drum Muster Program at Bindoon Landfill site	Technical Services	100%	100	Completed in Quarter 1.	
Develop fuel reduction strategies in bushfire risk management aligned to the Bushfire Risk Management Plan	Development Services	100%	100	Review of the Bushfire Risk Management Plan are due by February 2024	
Develop weed mitigation strategies aligned to the Biodiversity Plan and the Shire's weed eradication program	Technical Services	100%	100	Completed the verge spraying program.	
Strategic Objective: Protection of life and property					
Meet the Department of Water and Environmental Regulations (DWER) Water usage allowance for the City's ground water licenses (% Compliance with DWER requirements)	Development Services	100%	100	Report submitted to DWER.	
Legislative inspections and water quality sampling of all registered lodging houses, B&Bs caravan parks/grounds	Development Services	5	0	No inspections for lodging houses conducted	Appointed staff member to assist. Lodging house inspections to be undertaken next quarter
Legislative monthly inspections and water quality sampling of all public swimming pools, commercial premises, council premises	Development Services	93	0	No samplings undertaken due to resource constraints	Appointed staff member to assist Water sampling to be undertaken next quarter
Test the bore water at Muchea landfill site aligned to license conditions and legislative requirements	Technical Services	100%	100		
Review Council's Asbestos Management Plan by December annually	Technical Services	100%	100	Completed in Quarter 2.	
% Extent of native vegetation in the Shire (2018 – 33.5%, 2007 – 32%)	Office of the CEO	34%	Deferred		
Number of validated environmental incidents aligned to the risk register	Development Services	0	0	No incidents	

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Annual Action	Responsible Directorate	Quarter ending June 2023			
		Target	Actual	Comment	Corrective action
Create Bush Reserves Plan to ensure protection of local biodiversity - Stage 1	Development Services	100%	20	Initial work has progressed.	Final draft due in 2023/24.
Bushfire education Programs – quarterly events	Development Services	4	4	Muchea Water, Rural Trees Program x 3 & Library Burn Smart	
Create a draft Tanks Plan for Static Water Supply	Development Services	50%	50	On Track	
Increase the number of tanks electronically monitored	Development Services	15	17	17 tanks are now being monitored electronically.	
Create a Shire of Chittering Strategic Fire Breaks Plan with 80% of mapping completed by end June 2023	Development Services	80%	70	Bindoon Zone Difficult	
Implement annual prescribed burnings and controls	Development Services	100%	100		
Compliance with Firebreak and Hazard Reduction Notice protection zones from fire break inspections.	Development Services	3000	2327		
Compliance with Firebreak and Hazard Reduction Notice protection zones from pre-sale inspections	Development Services	100%	100		
Strategic Objective: Retaining rural amenity					
Review Local Planning Scheme aligned to legislative requirements reviewed every four years- 2026 completion	Development Services	100%	20	DPLH and Shire have commenced the draft version of the new Scheme	
Development application processed within regulatory timeframes	Development Services	100%	100	157 applications were determined in this time period, 8 applications were either cancelled, withdrawn or refused in this time period.	
Assess all building applications for compliance check within 5 working days and prior to processing by the Building Department	Development Services	100%	100	Completed within the relevant timeframe.	
Strategic Objective: Improving infrastructure					
80% of roads renewals identified by Council in Renewal Plan (resealed) completed per annum aligned to the budget and the Asset Management Plan: Roads	Technical Services	80%	80		

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Annual Action	Responsible Directorate	Quarter ending June 2023			
		Target	Actual	Comment	Corrective action
80% of sealed road upgrades identified by Council in the adopted budget and aligned to the Asset Management Plan completed per annum	Technical Services	80%	80		
80% of renewals identified by Council and aligned to the adopted budget as per the Asset Management Plan (reseals/resheet) is completed annually	Technical Services	80%	80		
Install new bridges - Demolish existing timber bridges and construct new box culvert crossings (4026 & 4027) - 2 year project - 4027	Technical Services	50%	50	Finished bridge 4026 in April. Bridge 4027 planned for 2023/24 financial year.	
Construction and maintenance (repair and cleaning service) of drainage infrastructure	Technical Services	100%	80	Maintenance of drainage is maintained along with the road works. Drainage works have been identified for the 2023/24 financial year.	
Review Verge Policy	Office of the CEO	100%	100	Completed and adopted by Council in Quarter 1.	
Develop a policy to prioritise the protection and management of all Shire Reserves and Flora conservation roads (roadside vegetation), managed by the Shire 2-4 years aligned to the Shire's Biodiversity Plan	Office of the CEO	100%	100	Verge Policy was adopted by Council.	
Manage and maintain streetscapes; tree planting program	Technical Services	100%	100	Ongoing	
Building permit application processed within regulatory timeframes or timeframes agreed by the applicant	Development Services	100%	100	297 Building permit applications were processed for the financial year	
Number of swimming pools and spas registered within the Shire of Chittering townsites	Development Services	64	64	All Pool owners have been contacted however some will not allow access or are not compliant after the first inspection.	
Number of pools complied with standard at the initial inspection	Development Services	64	48	16 overdue and or not compliant these will be pursued until an outcome is achieved.	
Complete statutory compliance assessments for Uncertified building approval applications within 25 working days	Development Services	100%	100	177 Uncertified building approval applications were assessed during the financial year	
Complete statutory compliance assessments for Certified building approval applications within 10 working days	Development Services	100%	100	111 Certified building approval applications were assessed for the financial year	

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Annual Action	Responsible Directorate	Quarter ending June 2023			
		Target	Actual	Comment	Corrective action
Wannamal Tennis Court Resurfacing & fencing renewal	Technical Services	100%	100	Job completed in Quarter 1.	
Inspection of all public buildings twice a year aligned to the Health (Public Buildings) Regulations 1992 annually including lighting, doors and signs exits, evacuation plans, general maintenance, sanitary conveniences, fire precautions	Development Services	33	4	Target not met due to resource constraints.	Appointed staff member to assist. Public building inspections to be under taken next quarter
Lower Chittering Hall Replacement Project - Development of Business Case for Lower Chittering Community Centre	Office of the CEO	100%	100	Completed and ready for grant applications	
Redevelopment of Muchea Complex Upgrade (Club & Changeroom facilities)	Technical Services	100%	100	Completed	
Deliver all Community Development programs	Office of the CEO	12	12	Ongoing	
Muchea Recreation Centre Funding Strategy (2 year project)	Office of the CEO	100%	100	Project completed	
Muchea Recreation Centre Governance Model	Office of the CEO	100%	Deferred	Research and consultation has commenced. This action has been deferred to 2023/24 financial year	
Strategic Objective: Economic growth					
Activate Council land within town centres with externally organised events and experiences aligned to the Economic Development Strategy	Office of the CEO	100%	Deferred	Event cancelled by WestCyle, beyond SoC control.	
Strategic Objective: Local business growth					
Upgrade and marketing a new business directory for local businesses to locals aligned to the Economic Development Strategy	Office of the CEO	100%	100	Business Directory was developed and ongoing marketing aligned with the budget.	
Deliver workshops to local small businesses to help them upskill and develop in the Shire aligned to the Economic Development Strategy	Office of the CEO	100%	100	3 workshops were determined and scheduled one each in months of March, May and June 2023.	
Support the annual local gift guide in the Northern Valleys News	Office of the CEO	100%	100	Gift guide advertisement went out in the Northern Valley News	
Marketing campaign to proactively demonstrate the Shire is open for business and get ahead of any recurrent issues by providing advice	Office of the CEO	100%	100	Proactively promoting tourism businesses through Visit Chittering. The	

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Annual Action	Responsible Directorate	Quarter ending June 2023			
		Target	Actual	Comment	Corrective action
upfront aligned to the Small Business Friendly Approvals Program (SBFAP)				Small Business Page will be amended once the new website is up and running.	
Create a map showing permitted food truck trading locations aligned to the SBFAP	Development Services	100%	100	Map developed to be put on Shire website	
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	Office of the CEO	100%	100	Plan completed and submitted to Executive. To be implemented in 2023/24 financial year.	
Investigate an incentive scheme to encourage spend on local business. E.g. "Why Leave Town Gift Cards" aligned to the Economic Development Strategy	Office of the CEO	100%	100	Investigation completed and decision was made not to go ahead.	
Strategic Objective: Increase visitors					
Clear and create Bindoon Caravan Park from the detailed design that was undertaken in 21/22 (phase 1) aligned to the Economic Development Strategy	Office of the CEO	50%	Deferred	Deferred to 2023/24 financial year.	Staff change over and will be addressed during 2023/24 financial year.
Develop a marketing campaign designed to encourage skilled volunteers to assist at the Visitor Centre aligned to the Tourism Strategy	Office of the CEO	100%	100	The marketing campaign was completed in previous financial year. Six volunteers were recruited. This is an ongoing initiative.	
Update the Visitor Centre volunteer attraction and retention pack including induction process, training, expectations and roles/responsibilities aligned to the Tourism Strategy	Office of the CEO	100%	100	The induction process booklet was developed. This is ongoing.	
Plan and organise the annual event – Taste of Chittering aligned to the Economic Development Strategy	Office of the CEO	100%	100	Completed in August. Over 50 stall holders were participating with 90% locally owners. Survey outcome was very positive.	
Designing a solution and identifying spots in the Chittering Valley for Valley Roadside Viewpoint (pullover) Bays aligned to the Economic Development Strategy	Office of the CEO	100%	Deferred	Deferred to 2023/24 financial year.	Staff change over and will be addressed during 2023/24 financial year.
Promoting the Shire through implementing initiatives such as social media strategies, paid television features and website development as part of Destination Perth Membership benefits aligned to the Economic Development Strategy	Office of the CEO	4	4	Completed a successful Destination Perth & Perth Vibes Campaign	

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Annual Action	Responsible Directorate	Quarter ending June 2023			
		Target	Actual	Comment	Corrective action
Develop an annual Tourism Marketing Plan and Campaign aligned to the Tourism Strategy	Office of the CEO	100%	95	Implementation rescheduled for 2023/24 financial year.	
Finalise a new marketable brand for Chittering that resonates with the proposed audiences aligned to the Tourism Strategy	Office of the CEO	100%	100	Completed in previous financial year.	
Create a Brand Guide document including digital assets to maintain cohesiveness and allow for stakeholders to use resources aligned to the Tourism Strategy	Office of the CEO	100%	100	Part of the developing a new marketable brand for Chittering	
Co-ordinate a familiarisation tour through Shire tourism vendors and hold a market expectations workshop to understand target market segments aligned to the Tourism Strategy	Office of the CEO	100%	100	Completed in previous financial year.	
Develop a social media plan that identifies campaigns, seasonality, ad-hoc posts, curated content aligned to the Tourism Strategy	Office of the CEO	100%	100	This is incorporated as part of the marketing plan and ongoing.	
Develop a Visitor Survey to establish who is coming, why they are coming, what they would like to see aligned to the Tourism Strategy	Office of the CEO	100%	100	Survey has been created by Tourism Trainee.	
Upgrade the visitor centre – additional brochure stands and artwork fittings; x2 hire ebikes, visitor centre operations, volunteer retention activities aligned to the Economic Development Strategy	Office of the CEO	100%	100	This upgrade has been completed. E-Bikes are being in the process to be purchased. Challenge is to have a staff member at the Visitor Centre for logistical and insurance purposes of hiring the bikes.	
Install Entry Statement at Great Northern Highway aligned to the Economic Development Strategy	Office of the CEO	100%	100	Installed by end September 2022.	
Construction of Stage 1 of Bindoon Mountain Bike Park Trails and infrastructure aligned to the Economic Development Strategy	Office of the CEO	100%	70	Delay in receiving clearing permit. Clearing Permit expected in August. Works to complete will commence once permit is received.	
Update the Chittering Mountain Bike Masterplan, design concept for 10-15km of further trail, and skills area in Stage 2 of the mountain bike park aligned to the Economic Development Strategy	Office of the CEO	100%	100	Completed.	
Undertake environmental studies so as to begin upgrading Djidi-Djidi Ridge trail to new (existing) lookout from the carpark on the southern side aligned to the Economic Development Strategy	Office of the CEO	100%	Deferred	Deferred to 2023/24 financial year.	Staff change over and will be addressed during 2023/24 financial year.

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Annual Action	Responsible Directorate	Quarter ending June 2023			
		Target	Actual	Comment	Corrective action
Prepare a feasibility study for a long distance “Munda Biddi” style trail (for mountain bikers and walkers) across the Shire that connects interregional to create a long distance (even multi-day ride) aligned to the Economic Development Strategy	Office of the CEO	100%	50	Nearly half of the study has been completed	Staff change over and will be addressed during 2023/24 financial year.
Kyotmunga Walk Trail – Delineate and create a clear path with a survey and fence from Yozzi Road through to Avon Valley National Park so that walkers in Lower Chittering can access the park for extended walks aligned to the Economic Development Strategy	Office of the CEO	100%	50	Funding has been secured to close off property with gates and start stage one of a fire track to the Avon Valley Reserve. Work has not started.	
Strategic Objective: An engage Shire					
Review the Community Engagement Framework by end June 2023 aligned to the Risk Register	Office of the CEO	100%	Deferred	This action has been deferred to the 2023/24 financial year.	
Reference group meetings and engagement with the community on the replacement of Lower Chittering Hall Replacement	Office of the CEO	100%	100	Ongoing	
Reference group meetings and engagement with the community on the development of Patens Reserve Plan (walk trail, play area, recreation space)	Office of the CEO	100%	100	Developed an Aspirational Plan and completed community engagement. On hold until 24/25 for final consultation.	
Reference group meetings and engagement with the community and stakeholder groups on the development of Muchea Recreation Centre	Office of the CEO	100%	100	Project construction commenced in November 2022 with engagement completed during the first quarter.	
Facilitate stakeholder groups (CHAG, Youth Krew, Education Scholarship, CAGS groups) to achieve the aims outlined in the Terms of Reference for each group	Office of the CEO	15	14	Youth Krew did not meet in May as they were on hold until the CDC role was replaced	
Install Electronic Signage for public by end April 2023	Office of the CEO	100%	90	Signs have been ordered. Currently awaiting installation - scheduled for end of June / start of July	
Implement a Customer Relations Management Solution stage 1 aligned to the Small Business Friendly Approvals Program (SBFAP)	Corporate Services	100%	90	CouncilFirst CRM at this stage will be live towards the end July 2023	
Strategic Objective: Transparent & Efficient Governance					
Accountable and Ethical Decision Making Training to be conducted aligned to the Shire's Risk Register	Office of the CEO	100%	100	2 have been completed during this financial year, with another session scheduled for November 2023	

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Annual Action	Responsible Directorate	Quarter ending June 2023			
		Target	Actual	Comment	Corrective action
Implement Council resolutions on time aligned to the CEO KPIs	Office of the CEO	100%	100	Completed	
Annual review of Risk Management Register aligned to the Shire's Risk Register	Corporate Services	100%	100	Completed in July	
3-yearly review of Internal Control and Legislative Compliance aligned to Audit Regs 17 and Compliance Calendar due end March	Corporate Services	100%	100	Financial Management and Reg 17 Review completed by Moore Australia with an exit meeting scheduled for June 2023	
Commence review of Delegations Register to CEO and Officers and submit to Council by end June annually	Office of the CEO	100%	100	Completed	
Zero audit qualifications based on the 2021/22 financial year, aligned to the Shire's Risk Register	Office of the CEO	0	0	Moderate Finding - Purchase orders issued after invoice – 2 out of 40. Strategies were put in place and as at end of June 2023 no purchase orders were issued after invoice date.	
Review of 7 Local Laws by June 2023	Office of the CEO	7	5	Five were reviewed during the financial year with the Bushfire Brigade and Extractive Industries Local Laws deferred to 2023/24 financial year.	
Review of Social Media Policy by end October 2022 aligned to Risk Register	Office of the CEO	100%	100	Added Social Media Policy - June 2023.	
Develop Shire of Chittering Public Health Plan	Development Services	100%	95	Report to be submitted to August Council meeting	
Percentage of the Shire's Annual Training Budget spent on employee training aligned to the Risk Register	Office of the CEO	85%	89	Exceeded the annual target of 85%. An improvement of 40% compared to the 45% of actual budget spent during the previous financial year.	
Employee turnover rate (2021/22 - 25%) aligned to the Shire's Risk Register	Office of the CEO	25%	20	Turnover rate decreased by 5% compared to the previous financial year.	
Review Equal Employment Opportunity Management Plan aligned to Equal Opportunity Act 1984 annually by end April aligned to the Compliance Calendar	Office of the CEO	100%	100	Submitted end April.	

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Annual Action	Responsible Directorate	Quarter ending June 2023			
		Target	Actual	Comment	Corrective action
Review the Shire's OSH Policy aligned to the new legislation	Office of the CEO	100%	100	The policy was reviewed and presented to Council for adoption after formally workshopped with Council Members.	
Conduct an OHS Audit to identify improvement areas by end October 2023	Office of the CEO	100%	100	Completed	
Review Drug and Alcohol Policy by end October 2023	Office of the CEO	100%	100	This was included in our Code of Conduct during 2022.	
Conduct First Aid Training Sessions	Office of the CEO	3	5	51 staff trained over 5 sessions	
Number of failed safety inspections aligned to the Risk Register	Office of the CEO	0	0	No failed safety inspections reported.	
Lost time Injuries aligned to the Risk Register	Office of the CEO	0	0	No Lost Time Injuries reported.	
Workers Compensation claims aligned to the Risk Register	Office of the CEO	0	0	No Workers Compensation claims reported.	
Review Council's long-term vision, strategic objectives and strategies through the biennial review of the Strategic Community Plan (minor every 2 year & major every 4 year)?	Office of the CEO	100%	100	Major review completed during 2021/22 with next major due in 2025/26. Minor review due in 2023/24.	
Develop Council priorities through the annual review of the Shire's Corporate Business Plan	Corporate Services	100%	100	Reviewed and workshopped. The CBP is now 100% integrated with all Shire adopted strategies and plans. Adoption scheduled for June Council Meeting.	
Implement a 6-month pilot Organisational Performance Reporting System (EMCS) by end March 2023	Office of the CEO	100%	100	Completed and now BAU with the implementing of a quarterly performance monitoring and performance reporting process.	
Review the Long Term Financial Plan (LTFP)	Corporate Services	100%	100	Reviewed as part of the annual Corporate Business Planning and Budgeting Process	
Asset sustainability practices - % of Annual Budget spent (75% and above) aligned to the Shire's Risk Register and Compliance Calendar	Office of the CEO	75%	67	67% of the annual capital budget was spent by end June 2023. The reason for not achieving the target of 75% is that only 31% of the Mountain Bike Park Project was spent and 86% of the	

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Annual Action	Responsible Directorate	Quarter ending June 2023			
		Target	Actual	Comment	Corrective action
				Wandena Road project as at end June 2023.	
Annually review the Shire’s budget with workshop with Council by end March and adoption of final Budget by end June aligned to the Shire’s Compliance Calendar	Office of the CEO	100%	100	Reviewed and workshopped. Due for formal adoption during the June Council Meeting.	
3-yearly review of the Shire’s Financial Management Systems due by end May 2023, commencing January 2023	Office of the CEO	100%	100	This has been completed as at 30-6-2023 done by Moore Australia	
% Rates collection	Corporate Services	94%	97.9	The 2022/23 rates collection improved by 1.7%, compared to the 2021/22 rates collection of 96.2%.	
Review the Asset Management Policy	Technical Services	100%	100	Completed during previous financial year.	
Implement Stage 1 of an Asset Management System	Technical Services	100%	100	Completed.	

6.7 Community Assisted Transport Service Policy (CATS)

Policy Owner: Community Development
Person Responsible: Community Development Co-ordinator
Date of Approval: 20 April 2022
Amended:

Policy Statement

An assisted transport service for local residents has been recognised as something beneficial for the local community. If local residents are unable to find travel alternatives to their medical, specialist or allied health appointments outside of the shire, The Shire of Chittering's Assisted Transport Service (CATS) is available to transport these residents.

Objectives

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

Guidelines

Clients Eligibility

- The Shire of Chitterings 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*

Drivers Eligibility

- All Shire of Chittering volunteer CATS drivers must:
 - Register as a shire volunteer
 - Hold a current C class Driver's License
 - Undertake a induction for OHS, and vehicle procedures

Clients 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 Client is in appointment, the driver is permitted to utilise the Shire vehicle up to a total of 50km of travel for personal time. Eg Shopping

Shire of Chittering representative

- Liaising between client and driver to set up journey
- Driver induction
- Receiving and processing money from client for the service
- Refueling, cleaning and ensuring the vehicle is roadworthy after use
- Reporting any damage of the vehicle
- Paying for any costs associated with the vehicle and service
- Providing a roadworthy vehicle with a:
 - First Aid Kit
 - GPS / Satellite Navigation
 - Log sheet
 - Receipt sleeve
 - Client & Volunteer forms
 - Mobile phone

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 to 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.

Clients located in Bindoon and the southern areas of the Shire may be eligible for a \$20.00 subsidy where they *are travelling 70-100km (one way) to access specialist medical treatment for cancer or renal dialysis ONLY.*

Those residents who live in our most northern point of the Shire, Wannamal, may be eligible for further subsidies if they need to *travel more than 100km (one way) to access the nearest eligible medical specialist service.*

Clients may be eligible for PATS if they:

- Are a permanent resident of a WA Country Health Service region (Wheatbelt)
- Are eligible and have a Medicare card
- Referred to a specialist medical service not available locally or via telehealth
- The referral is for an eligible specialist medical service. List available [here](#)
- The most direct or common route for a special medical service is more than 100km away from their residence, or more than 70km away for cancer or renal treatment

Subsidies are available for accommodation if people are living more than 100 kms away who are required to stay overnight for medical reasons, distance or transport schedules.

Subsidies are available for escorts who accompany people receiving cancer treatment, the frail, people with disabilities or to accompany a patient under the age of 18 years.

Procedures

Client PATS Subsidy (EXTERNAL PROCESS)

- Clients are responsible for sorting out all details in relation to their PATS subsidies.
- Clients will need to have a Medicare Card and PATS Referral specialist form to be collected from their specialist or via <https://www.wacountry.health.wa.gov.au/Our-patients/Patient-Assisted-Travel-Scheme-PATS/PATS-forms>
- All appropriate sections of the form need to be completed and signed by the clients doctor prior to journey
- All appropriate sections of the form need to be completed and signed by the clients specialist on the appointment day to verify attendance
- The form will need to be returned to their local PATS office (Northam Regional Hospital or any hospital in the Wheatbelt, in person or via email) to be lodged, and reimbursement to be made.

Pre-journey (SHIRE PROCESS)

- Client books medical appointment for middle of the day / as close as possible
- Client visits Shire Administration to fill in sign up sheet informing of pick up and drop off location and times.
- Shire Admin finds available volunteer driver for the journey
- Shire Admin confirms pick up and drop off times and informs the client of confirmation
- Client is then charged the required service fee

During journey (SHIRE PROCESS)

- On the day of journey the driver goes to the Shire of Chittering Admin to receive vehicle keys
- Shire Admin staff walks driver down to the vehicle located in the Shire depot
- Driver departs the Shire and meets client at organised location and time
- Driver takes the client to the building where appointment is booked, it is not required they walk them into their appointment, but they are more than welcome too
- The client will pay for any parking fees associated
- The client will call the driver to pick up the client
- The driver will take the client to their organised drop off location and return the vehicle to the Shire of Chittering by 4:30pm along with the vehicle keys. Should appointment time run over expected return time past 4:30pm, refer to after hour's processes.

Post journey

- A Shire representative will fuel up the vehicle and ensure the vehicle is cleaned after use as well as ensuring it is still roadworthy

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 this cost by a maximum value of \$100.00 for one night only upon presentation of a valid receipt.

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

After hours vehicle & key drop off

If a vehicle is expected to return back to the Shire of Chittering after the Shires closure at 4:30pm it must be organised with the Shire representative prior to undertaking the trip to park vehicle securely at the Shire and to drop the vehicle key off after their journey.

Fees

Clients will be required to pay a fee to the Shire of Chittering for using the CATS Service:

Location – Metropolitan	Service Fee
Ellenbrook / Bullsbrook	\$30.00
Midland	\$50.00
Joondalup	\$50.00
Perth / South of River	\$75.00

Location – Wheatbelt	Service Fee
Gingin	\$30.00
Moora	\$75.00
Northam	\$50.00

Are as per the “Adopted Fees and Charges” schedule.

Operational Hours

Are subject to volunteer availability

