



**CHIEF EXECUTIVE OFFICER ATTACHMENTS  
ORDINARY MEETING OF COUNCIL  
WEDNESDAY 15 MARCH 2023**

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## 4.6 Agenda Forums

<b>Policy Owner:</b>	Chief Executive Officer
<b>Person Responsible:</b>	Executive Assistant
<b>Date of Approval:</b>	17 May 2017 <sup>Resolution 090517</sup>
<b>Amended:</b>	16 September 2020

The Shire of Chittering conducts Agenda Forums the week prior to every Ordinary Meeting of Council. Agenda Forums are open to the public, unless the matter is of a confidential nature.

Agenda Forums provide Councillors with the opportunity to peruse the draft Council Agenda, to seek additional information, clarify any concern, request the drafting of alternative motions, and organise attendance at on-site visits if considered appropriate. Agenda Forums also provide the Chief Executive Officer (CEO) with the opportunity to delete items from, or otherwise modify the Council Agenda prior to it being officially released for public consumption.

### Definitions

**Council Agenda** – The Council Agenda distributed as part of the Agenda Forum is the CEO’s draft Council Agenda. For clarity, it is not the final version distributed to the general public as per S’s5.5 and 5.25 of the Local Government Act.

### Calling of Agenda Forums

Local public notice of Agenda Forums will be provided in the same way and at the same time as the local public notice given for Ordinary Meetings of Council.

Agenda Forums will be held the week prior to the Ordinary Meeting of Council. Council will set the date, time and duration of Agenda Forums when adopting its meeting schedule for Ordinary Council Meetings.

### Agenda

The agenda for the Ordinary Meeting of Council will be distributed to Councillors on the Friday prior to the **Agenda Forum**. The matters that are listed on the Council Meeting Agenda will be the same matters for discussion at the Agenda Forum.

The Program for the Agenda Forum shall consist of the following:

- (i) Declaration of opening
- (ii) Record of attendance / apologies / leave of absence
- (iii) Disclosure of interest
- (iv) Public question time
- (v) Presentations and Deputations
- (vi) Reports

- (vii) Notice of Motion
- (viii) Closed to the public
- (ix) Closure

The schedule of the Agenda Forum will be made available to members of the public at the Agenda Forum.

#### ***Attendance of the public***

Agenda Forums are generally open to members of the public. Members of the public are required to be respectable and abide by the directions of the Presiding Member in relation to their conduct at the Agenda Forum. A failure to observe decorum or a direction of the Presiding Member will result in the member of the public being asked to leave the premises.

Agenda Forums will be closed to members of the public when matters are to be discussed that:

- a) Are recommended to be dealt with as a confidential matter under s.23(2) of the *Local Government Act 1995*; or
- b) The Presiding Member considers, on the advice of the Chief Executive Officer, could be dealt with as a confidential item.

#### ***Presiding Member and Quorum***

The President will preside at Agenda Forums. In the absence of the President the Agenda Forum will be presided over by the Deputy President. In the absence of both the President and Deputy President, those present will determine by a simple majority vote by show of hands an elected member to preside at the meeting.

As per the local law for the conduct of public meetings, the Presiding Member determines all procedural matters for the conduct of an Agenda Forum. This policy establishes the general procedure for the conduct of an Agenda Forum.

There is no quorum requirement for an Agenda Forum.

#### ***Declaring Interests***

Councillors and staff must disclose any financial, proximity or impartiality interests they have in an item listed on the Agenda and declare that interest at the commencement of the Agenda Forum; or immediately before the matter is discussed.

Interests are to be disclosed and dealt with in accordance with the *Local Government Act 1995* as if the Agenda Forum were a Council Meeting.

#### ***Public Presentations and Deputations***

Members of the public and applicants will have the opportunity to present or make a deputation to Councillors at an Agenda Forum. The purpose of allowing for presentations and deputations is so that the public/the applicant has the opportunity to put their position to Council, and members of Council will have an opportunity to ask questions of members of the public and/or applicant.

Requests for presentations and deputations will only be allowed at either the Agenda Forum or Ordinary Council Meeting; not for both.

**Public Question Time**

There is no Question Time at an Agenda Forum. Members of the public may make presentations and deputations at Agenda Forums, and may ask questions on any topic relevant to the local government at each Council Meeting.

**Points/Requests for Clarification by Councillors**

Councillors will have the opportunity to ask questions of any officer or person in attendance to provide further information or clarification.

**No Debate**

No debate, or discussion between Councillors that could be interpreted as debate, will be permitted.

**No Decisions**

No decision will be made at an Agenda Forum by the Council, other than the election of Presiding Member in the absence of the President or Deputy President.

**Foreshadowed Amendments and Alternative Motions**

A Councillor may foreshadow at an Agenda Forum their intention to move an alternative motion, or an amendment, to the Officer Recommendation.

**Modifications to Council Agenda**

Following information forthcoming prior to or as part of the Agenda Forum, the CEO may at that officer's discretion, choose to modify or withdraw an officer's agenda item prior to the Council Agenda being finalised and released for formal distribution.

**Record of Proceedings**

Detailed minutes of Agenda Forums will not be kept. The following details will be recorded:

- a) Date, venue and commencement time
- b) Attendance and apologies
- c) Declarations of interest
- d) Closing time

**Recording of Proceedings**

An audio recording will be taken of questions from elected members and answers from members and officers, public presentations and deputations at Agenda Forums; and these audio recordings are to be circulated to Council before the issuance of the Ordinary Council Meeting Agenda to the public.



#### 4.6 ~~Agenda Forums~~ Council Forums, Workshops and Briefing Sessions

<b>Policy Owner:</b>	Chief Executive Officer
<b>Person Responsible:</b>	Executive Assistant
<b>Date of Approval:</b>	17 May 2017 <sup>Resolution 090517</sup>
<b>Amended:</b>	16 September 2020
<b>Integrated Framework Reference:</b>	Strategic Community Plan
<b>Applies to:</b>	All Staff and Council attending Councillor Information sessions

*This policy was adopted by Council to set governing principles in place that align with the Strategic Community Plan 2022 - 2032: Focus Area Performance: Outcome SF.2: Accountable and Transparent Governance.*

#### OBJECTIVES

To ensure that Council **Forums, Workshops and Briefing Sessions**:

- 1 Provide relevant information to ensure Councillors are better informed when participating in Council decision making processes.
- 2 Provide a **forum platform** for two-way communication between Councillors and key staff on Council related matters.
- 3 Provide an inclusive opportunity for general community members ~~and the press~~ to receive the same information on Agenda Items being provided to Councillors on a range of relevant topics.

#### DEFINITION

**Agenda Forum** refers to the non-statutory meeting held by Council to ask questions, receive presentations and seek clarity of officer reports on the upcoming agenda.

**Community Engagement Forums** refers to community engagement sessions scheduled in the various localities where Councillors and staff share information and engage in open discussions with the community.

**Council Workshops** refers to the non-statutory meeting held by Council to provide input and guidance on the development of matters that have a strategic impact and/or relate to the delivery of the Strategic Community Plan.

~~**Information Sessions** refers collectively to; Agenda Briefings, Concept Forums, and Q&A Sessions.~~

**Q&A Briefing Sessions** refers to a non-statutory meeting held by Council to ask questions on the published agenda.

~~Officer report~~ refers to a report presented to Council by an officer of the Shire, which includes professional advice and a recommendation, from which a Council decision is sought at the Ordinary Council Meeting.

## POLICY

The Department of Local Government, Sport and Cultural Industries (DLGSC) (Operational Guideline Number 05) acknowledges that many local governments, especially those in rural areas, need to conduct pre-meeting forums as Councillors need an opportunity to discuss issues within the freedom of a forum rather than in a formal Council meeting.

### 1 AGENDA BRIEFINGS FORUMS

#### 1.1 Matters dealt with at agenda briefings forums may include;

- breaking down of complex issues before Council;
- clarification of items on the Council agenda;
- requests for additional information on items on the Council agenda; and
- discussion of confidential items on the agenda and which will be discussed with members of the public excluded.

#### 1.2 Public Presentations and Deputations

Members of the public and applicants will have the opportunity to present or make a deputation to Councillors at an Agenda Forum. The purpose of allowing for presentations and deputations is so that the public/the applicant has the opportunity to put their position to Council, and members of Council will have an opportunity to ask questions of members of the public and/or applicant.

Requests for presentations and deputations will only be allowed at either the Agenda Forum or Ordinary Council Meeting; not for both.

#### 1.3 Public Question Time

There is no Question Time at an Agenda Forum. Members of the public may make presentations and deputations at Agenda Forums, and may ask questions on any topic relevant to the local government at each Council Meeting.

#### 1.4 Points/Requests for Clarification by Councillors

Councillors will have the opportunity to ask questions of any officer or person in attendance to provide further information or clarification.

#### 1.5 No Debate

No debate, or discussion between Councillors that could be interpreted as debate, will be permitted.

#### 1.6 No Decisions

No decision will be made at an Agenda Forum by the Council, other than the election of Presiding Member in the absence of the President or Deputy President.

### 1.7 Modifications to Council Agenda

Following information forthcoming prior to or as part of the Agenda Forum, the CEO may at that officer's discretion, choose to modify or withdraw an officer's agenda item prior to the Council Agenda being finalised and released for formal distribution.

## 2 ~~CONCEPT FORUM SESSIONS~~ COUNCIL WORKSHOPS

~~Concept forum sessions~~ Council Workshops generally relate to strategic matters that are not yet on a Council meeting agenda.

Matters to be discussed at a ~~concept forum~~ Council Workshop may include:

- ~~• a statement of governance processes and effectiveness;~~
- ~~• a statement of principles on key issues;~~
- ~~• guidance to the CEO on further avenues of research;~~
- ~~• compiling a list of critical issues resulting from the briefing;~~
- the brainstorming of ideas;
- policy development and direction (but not adoption);
- Budget Sessions; and
- ongoing discussion of the Shire's strategic direction.

## 3 Q&A BRIEFING SESSIONS

Briefing Sessions are on Agenda Forum and Council Meeting days and used for presentations to be made to Council. Relevant updates on projects, or other progress reports would generally be presented in this setting. These sessions are also used to accommodate external groups wishing to make presentations to Council for information purposes only and can also be used by a Community Group wishing to address a specific matter with council. Open discussion is encouraged between Council, and staff and presenting stakeholders, relating to the matter at hand.

~~Q&A Sessions will relate to the upcoming published Ordinary Council Meeting Agenda, questions will be restricted to items listed on the agenda.~~

## 4 COMMUNITY ENGAGEMENT FORUMS

Predominantly scheduled in a less formal setting, allowing the community to openly engage with Council on a "Question and Answer" basis; and also used, to a lesser extent, for topical information sharing. Open engagement and free discussion is encouraged.

## 5 CONFIDENTIALITY

Agenda ~~briefings~~ forums and ~~Q&A sessions~~ Community Engagement Forums are open to all Councillors ~~and generally to all~~ members of the public ~~and press~~. Matters of a confidential

nature included in a Council agenda will be discussed at closed agenda ~~briefing forum sessions and Q&A sessions~~ in accordance with the provisions of the LG Act (i.e. not open to the public).

~~Concept forums~~ Council Workshops are generally closed to the public to facilitate the open discussion of preliminary ideas and concepts by Councillors, but may be open to the public where the CEO or Shire President believe it would be beneficial.

## 6 ~~COUNCILLOR INFORMATION SESSIONS - PRINCIPLES~~

The following guidelines apply to Forums, Workshops and ~~Councillor~~ Briefing Sessions to ensure openness and accountability is safeguarded:

- 6.1 Forums, Workshops and Briefing Sessions are not to become “de facto” meetings and there must be no implication of debate or collective or collaborative decisions being made or implied.
- 6.2 Agenda Forums, Briefing sessions and ~~Concept Forums~~ Council Workshops are to be held prior to Council Meetings with additional sessions as required and called by Council or the Shire President or convened by the CEO in liaison with the Shire President.
- 6.3 Notice of Forums, Workshops and ~~Councillor~~ Briefing Sessions will be given by via email invitation and will include a list of topics or a program. Councillors wishing to have an item included on the program are to advise the CEO and the Shire President via email at the earliest opportunity. The public will be informed of items which will be discussed in Agenda Forums ~~Briefing sessions~~ by advertisement along with the items on the Council agenda on the Shire website.
- ~~6.4 Councillor Information Sessions are not the appropriate forum for members of the public, community groups or proponents to present to Council or to ask questions of Shire employees. This should happen at Council meetings either as a deputation or during public question time. Where Councillor Information sessions are open to the public the Shire President may permit Councillors to ask questions of other parties who are in attendance.~~
- 6.5 Members of the public and applicants will have the opportunity to present or make a deputation to Councillors at an Agenda Forum. The purpose of allowing for presentations and deputations is so that the public/the applicant has the opportunity to put their position to Council, and members of Council will have an opportunity to ask questions of members of the public and/or applicant.

Requests for presentations and deputations will only be allowed at either the Agenda Forum or Ordinary Council Meeting; not for both.

- 6.6 Forums, Workshops and Councillor Briefing Sessions are to be chaired by the Shire President. The CEO is responsible for the presentation of information and for providing direction to staff.
- 6.7 Councillors and staff must disclose conflicts of interest in matters to be discussed in Forums, Workshops and Councillor Briefing Sessions. Interests must be disclosed at the start of the session and in accordance with the provisions of the LG Act as they apply to Ordinary Council meetings. Persons disclosing a financial interest must not participate in that part of the session relating to their interest and leave the room unless the forum otherwise allows. Interests affecting impartiality should also be disclosed and dealt with in accordance with the Local Government (Model Code of Conduct) Regulations 2021.
- ~~6.8 Notes of Councillor Information sessions, including a list of attendance will be reported to Council quarterly. – already in Transparency & Accountability Policy~~
- ~~6.9 Site visits during agenda briefings that relate to applications before Council should be attended by all Councillors, the CEO, relevant officers and the applicant. For practical reasons members of the public may not be able to attend these site visits.~~

The Chief Executive Officer (CEO) is responsible for the administration of the Forums, Workshops and Councillor Briefing Sessions in terms of officer attendance, convening sessions, notice of items to be discussed at the session, and the keeping of a record of the proceedings including reporting details of the sessions on a quarterly basis.

## 7 RECORDING OF PROCEEDINGS

An audio recording will be taken of questions from elected members and answers from members and officers, public presentations and deputations at Agenda Forums; and these audio recordings are to be circulated to Council before the issuance of the Ordinary Council Meeting Agenda to the public.

References:

<https://www.dlgsc.wa.gov.au/department/publications/publication/council-forums>

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### 7.3 Naming of Shire Facilities

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**Policy Owner:** Chief Executive Officer  
**Person Responsible:** Executive Manager Technical Services  
~~Technical Officer~~  
**Date of Approval:** November 2005  
**Amended:**

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#### OBJECTIVES

The objectives of this policy are to:

- Outline Council's policy position on the naming of all Shire owned or administered buildings and community facilities, parks, reserves, open space, waterways, places, memorials and other assets (except for roads);
- Establish a naming convention for each of those categories of Shire controlled assets, which is both responsive to anticipated community expectations, and consistent with the stated values of stakeholders and Council.
- ~~is intended to~~ Provide guidelines for the provision of **Community Facility Name Signs** in accordance with **AS1742.5 - 1997**, within the municipality; and
- Outline the process for considering a name change of Council property.

#### SCOPE

This Policy applies to the naming of Shire owned or administered buildings, structures and other assets.

This policy does not apply to the naming of roads.

The suitability of names is to be assessed using Landgate's *Policies and Standards for Geographical Naming in Western Australia*.

~~This policy outlines the philosophy and process for the naming of:~~

- ~~• Towns, localities, streets and parks;~~
- ~~• New Council buildings, gardens, memorials and other infrastructure or Council-owned amenities;~~  
~~and~~
- ~~• The re-naming of existing Council buildings, gardens and other infrastructure or Council-owned properties.~~

#### STATEMENT

Council recognises that the names of buildings, gardens, parks and reserves owned by the Shire can have significant influence on the future development and sense of community within an area. With this in mind, it has determined that the naming of facilities, buildings and amenities under the control of the Shire will

be undertaken in a planned and coordinated way which respects and acknowledges the area's history, heritage and environment.

Council also acknowledges that any policy and naming convention that it adopts on this issue must be both responsive to anticipated community expectations and consistent with the stated values of all relevant stakeholders.

The position adopted under this policy is that naming of Shire owned or administered infrastructure and its other assets is to be consistent with the overarching values, ethical principles, and current standards of Council, stakeholders and both the local and wider community.

This policy also includes guidelines for the selection of permanent names, which are included under the appropriate headings throughout this policy.

Proposals to give recognition to specific members of the community through naming of facilities must be able to establish an association between that individual and the facility to be named or provide other justification such as that person's notable contribution to the community.

Although this policy does not apply to bridges, waterways, reserves, other assets or infrastructure which are controlled or managed by other authorities, the Shire will use this policy to guide a response to a referral or invitation to comment made by that other authority.

## **POLICY**

### **1 NAMING OF TOWNS, LOCALITIES, STREETS AND PARKS – GENERAL**

The Chief Executive Officer shall arrange for the naming of streets and reserves, and the allocation of house numbers.

Council will follow the principles and guidelines for the general naming of streets, parks, roads, towns localities, as determined by the Geographic Names Committee of Western Australia, and set out by Landgate.

While in general, Parks and Reserves shall be named after an adjacent boundary road, and buildings and facilities shall be named after the locality in which they reside or after an adjacent road, where possible, to facilitate ease of identification, alternatives may be developed using the following principles.

### **2 PRINCIPLES OF NAMING FACILITIES**

Names for buildings and community facilities would normally be allocated in a way that reflects the location, geographical or historical context of the land on which the facility is erected. In some instances it may be appropriate to consider an expanded scope.

When proposing names for facilities developed and owned by the Shire, the following will be taken into consideration:

- The locality within which the development is situated
- Any historical events associated with or near the site
- Indigenous and cultural heritage relevant to the site
- Community or corporate sponsorship
- Marketing opportunities
- Pioneering families (family names only) associated with the immediate area (5-10 kilometres radius)
- Social or calendar events



- Significant individuals who have contributed substantially to the community.

## 2.1 ROOMS AND BUILDING FEATURES

Features of, and within, buildings and community facilities, (e.g., a room, courtyard or garden), may also be named. Names for these types shall be selected from the same criteria as above. Naming of rooms and features within the one building or community facility would normally be required to adopt one constant theme which has direct links to the name of the overall facility itself.

## 3 PROCEDURES FOR NAMING NEW FACILITIES

- 3.1 Any member of the community or Council may initiate a request for naming or renaming of existing Shire owned or administered facilities. The naming of new facilities will be undertaken in a timely and coordinated fashion.
- 3.2 Due process will be given to the consideration of any proposed name for any new facility.
- 3.3 Where a new facility is being developed/constructed, Elected Members and the community may suggest, in writing, names for the facility and the reasons for the suggestion. Where it is proposed to name the facility after a person who is no longer living and who made a significant contribution to the community, it is a requirement that background information (research material) on that person be provided as part of the written submission material.
- 3.4 The name proponent is expected to ensure that all material supplied to the Shire is accurate, objective and not a distortion of actual facts.
- 3.5 In the event that a name or names are suggested other than a name relating to the locality or prime function of the facility, using the criteria listed above, the Chief Executive officer will prepare a confidential report on the proposed names. Elected Members will be invited to select their preferred option through a ballot system based on 'first-past-the-post'. If an absolute majority preference is not achieved through this process, the secret ballot will be recast, based on the two most popular choices.

## 4 REGISTRATION OF THE BUILDING'S NEW NAME

Although the names of Shire buildings do not have to be registered with Landgate, in order that the new name will be registered on maps etc. where appropriate, Landgate shall be advised of the change.

## 5 PARKS, RESERVES AND OTHER OPEN SPACE

- 5.1 Where a substantial parcel of land has been gifted or bequeathed as public open space by an individual (not including land dedicated to the Shire as part of a development approval or subdivision), a request for the land to bear the name of that benefactor may be considered.
- 5.2 Where parks provided at different times about one another, the additions shall assume the name of the adjacent previously named park. Where a small part of a planned larger park is



dedicated to public use at the early stages of a development, this may be grounds for delaying the permanent naming of that facility to a later time. A proposal for permanent naming (of the combined parks) may be made by a development proponent at the time associated with dedication of the later park.

**5.3** Generally, parks on opposite sides of the same public road or major waterway are to have different names. An exception to this is linear linkage park, which may retain the one name for its complete length despite the fact that it may be severed at one or more locations by roadways and/or major waterways.

**5.4** When proposing names for park, reserve and other open space the following are to be considered for their relevance:

- Persons with a historical connection to the land or area;
- Indigenous connections;
- Names of pioneering families and long-term residents (20 years or more);
- Names of respected community members of considerable service who are, or were resident or working within the region (20 years or more);
- Historic landmarks;
- Persons having prior ownership of a substantial part of that land for a significant period of time;
- Persons having made a significant financial or “in kind” contribution to the park;
- Recognition of a bequeathed or gifted parcel of land for open space;
- Local fauna, flora or geographic features;
- Locality of the land.

## 6 TRAILS

Naming of trails (mountain bike, bridal and/or walk) within a park / adventure park shall take on a more informal approach and be derived in the same manner that is general practice in these non-registered naming events. It has been universally accepted that trail builders, relevant clubs, user groups and Stakeholders intimately involved in the consultation process for a specific trail project name trails in a more light-hearted way to reflect the fun aspects, whilst still attempting to preserve history, topography, native flora and fauna or in some cases in recognition of local community members. A member of Council should also be included in this process.

In relation to displaying the names within the park, it is suggested that:

- Signposts must comprise of the trail name, direction, classification and a distinctive graphic relating to the particular trail name, and may also include details on the trail itself, such as length, etc
- Trail name and graphic ideally relate to a natural, historical or cultural value in the area occupied by the trail network. This creates additional interpretive opportunities to explain these values (e.g. interpretive content and a map on a ‘You are here’ sign or on a trail brochure or app).
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## 7 SPORTING COMPLEXES

The hierarchical level of a sporting complex is to be clearly reflected in its name. For example, facilities of regional significance shall have this indicated within the name, whereas a smaller local facility catering for sport on a much smaller scale should reflect its subordinate/local status.

Naming shall generally be consistent with the significance of the facility and the criteria used for naming Parks, Reserves and Open Space. In instances of local level facilities catering for one sport only, naming relevant to that sport or use may be appropriate.

## 8 SPORTS FIELDS

**8.1** Where opportunities arise to sub-name fields, courts and ovals within a sporting complex, Council acknowledges that it would be fitting for each particular field or court to bear the name of a sports person, member or volunteer of the sports organisation having the predominant use of that field or court, who has provided a significant contribution to the organisation or has been a representative of that sport and can be shown to be of good character.

**8.2** When proposing names for sports fields or courts, the following are to be considered for their relevance:

- a) Sports persons of high achievement within the organisation the field or court is associated with;
- b) Long serving and respected administrators or volunteers within the sport or organisation the field or court is associated with;
- c) Sports persons of high achievement within the sport of which the organisation is associated.

**8.3** Before undertaking the naming of any field pursuant to this policy, the sports organisation seeking the sub-naming must:

- Conduct due diligence and character checks on the person after whom the field is to be named;
- Supply the Shire with details of their findings on the character checks;
- Supply the Shire with copies of the minutes of the organisation meeting proposing the naming;
- Supply the Shire with supporting reasons for the proposed naming of the field;
- Provide the Shire with a layout plan clearly showing the location of the field to be named within the overall sporting complex.
- Await written approval to undertake the naming of the field.

## 9 DUPLICATION OF NAMING

Facility names are not to be duplicated anywhere within the region and duplication of names of existing facilities within adjacent local authority areas is to be avoided wherever practicable. Further, a similarity between the names of different facilities is also to be avoided, (e.g., “Freshwater Park” and “Freshwater Place” are to be avoided wherever possible even though they may be in well separated parts of the Shire).

Facilities named after individuals having similar names shall be accepted provided that they are well separated, (e.g., “Bill Jones Park” in one locality and “Fred Jones Park” in a different and non-adjointing locality).

## 10 COMMUNITY ENGAGEMENT FOR NAMING (AND RENAMING) PROPOSALS

The scope of community engagement to be undertaken will be determined by the Shire on a case-by-case basis, having particular regard to anticipated community sensitivities and the results or scope of other recent consultation activities undertaken in the local community or area. In those instances where public advertising of a naming proposal is deemed to be warranted, it will be carried out by the Shire.

In order for submissions to be given due consideration, the person giving the response to the advertised naming must ensure that it:

- is made in writing;
- is received by the Shire prior to expiry of the advertising period; and
- fully articulates the reasons for supporting or opposing the proposed naming.

## 11 INSTALLATION OF NAME PLATES, SIGNS

Once a permanent name has been assigned to a Shire owned or administered facility, a suitable plaque, name plate, sign or other similar device will be displayed stating the allocated name and, if warranted, explanatory information, or abbreviated history outlining the basis for the name. All such devices shall comply with the Shire’s standards, and/or be appropriate and applicable to the context of the facility, and may only be installed with the prior approval of the Shire.

Note that explanatory information in the context of major projects and partnerships specifically includes details such as:

- a) Date of opening or unveiling;
- b) The Shire’s current logo;
- c) Names of persons opening the place or unveiling the plaque;
- d) Names of partner organisations or sponsorships;
- e) Logos of others as may be relevant;
- f) The official name of the building or project; and
- g) Any other wording relevant to the project which the Shire considers is deserving of display.

## 12 PROPOSALS TO RENAME EXISTING COUNCIL FACILITIES

### Criteria for renaming an existing facility

The Shire recognises that from time to time it may be appropriate to rename a Shire owned facility.

When considering options for re-naming Shire facilities, in addition to the criteria listed above, the following will also be considered:

- The historical reasons for the original name;
- The public profile/familiarity of the facility’s original name;
- The costs associated with changing the facility’s name; and
- The relevance to the facility’s main user group of the proposed new name.

### 12.1 PROPOSING THE RENAMING OF A FACILITY

Any resident or elector of the Shire may propose the renaming of a Shire facility, but a proposal by an elector must be supported in writing by an Elected Member. Nominations must be made in writing to the Chief Executive Officer.

### 12.2 RECOGNITION OF COMMUNITY MEMBERS

In instances where the renaming proposal relates to recognising a member of the community who, in their lifetime, demonstrated outstanding contributions to the Shire, the following criteria will be required to be met:

- Persons nominated should have made substantial contribution directly to the Shire of Chittering, largely in a voluntary capacity;
- The nominee must have given extensive and distinguished service to the community that goes beyond the particular Local Government Authority concerned (e.g. service to other organisations, voluntary and community groups, school P&C etc.) in a largely voluntary capacity;
- The service should be easily recognisable as having a direct benefit to the Shire and have produced substantial long term improvement for the Shire.
- Nominees should have lived within the Shire of Chittering for a significant number of years (significant would usually mean at least 20 years) and had a long and close association and identification with the Shire.

The person making a nomination to re-name a facility after an individual will provide sufficiently detailed background information to enable the Chief Executive Officer to prepare a report on the proposal which considers the criteria listed in this policy.

Being a former Councillor or former Member of Parliament is not sufficient grounds on which to nominate an individual. In the event that the nominee is still living, the nomination must be made in the strictest confidence without the nominee's knowledge. Death or former ownership of the land on which the facility is developed is not normally acceptable as criteria for nomination.

### 12.3 PROCESS ON RECEIPT OF A NOMINATION

On receipt of a proposal to rename an existing facility, the Chief Executive Officer will cause a report to be prepared and circulated on a confidential basis to Elected Members for consideration. On the written advice of at least five Elected Members the report and recommendation shall be put to Council for consideration.

### 12.4 CURRENT FACILITIES THAT SHOULD NOT BE RENAMED

The following facilities that have the following criteria should not be renamed:

- have a name that reflects a specific historical event within the Shire of Chittering;
- have a name that has specific relevance to indigenous peoples of Australia; or
- are already named after a person.

### 13 RENAMING OF SHIRE STREETS

This is generally not supported as it impacts directly on residents. Renaming of streets may be considered where a realignment or similar substantial change occurs. Under these circumstances the renaming will follow the principles and guidelines for the general naming of streets, parks, roads, towns or localities, as determined by the Geographic Names Committee of Western Australian and set out by Landgate and is delegated to the Chief Executive Officer.

### 14 ~~DEFINITION~~ STREET SIGNS ADVISING ROAD USERS

In accordance with **AS1742.5 - 1997**, the purpose of Naming of Council Facilities is to advise road users of the direction to facilities, generally of a non-commercial nature. Details of typical facilities are provided in the **aforementioned** standard, ~~which is available for viewing at Executive Manager Technical Services.~~

#### 14.1 SHAPE, SIZE, COLOUR

~~Blue with white lettering, rectangular fingerboards,~~ in accordance with **AS1742.5 - 1997**.

#### 14.2 LOCATION, MOUNTING

In accordance with **AS1742.5 - 1997** and Council Street Sign Layout guidelines.

#### ~~1. COST OF INSTALLATION~~

~~All costs are to be borne by the applicant.~~

### 15 APPROVAL

Upon receipt of a request in writing for a Naming of Shire Facilities, the request will be assessed against the criteria of this policy and actioned accordingly.

~~Existing signs not conforming to this policy shall be removed from road reserves six months from the date of confirmation.~~



## Blue Plains Road

Chittering (Shire of Chittering)

## Road Safety Inspection

Inspection Ref: i3c43601F

Prepared for:

Shire of Chittering

By:

**i3 consultants WA**

Report Issue Date: **11/01/2023**

Digitally signed by David Wilkins  
• Date: 2023.01.11 12:30:36  
+08'00'



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## 1. INTRODUCTION

### 1.1 Scope of Inspection

A Road Safety Inspection is a formal examination of an existing road or road related area in which an independent, qualified team report on the crash potential and likely safety performance of the location. (Formerly known as an 'Existing Road Safety Audit').

This Road Safety Inspection has been conducted following the principles detailed in *Austrroads Guide to Road Safety Part 6: Road Safety Audit (AGRS06-22)* <sup>(1)</sup>, and in accordance with the requirements contained in the Main Roads Western Australia Policy and Guidelines for Road Safety Audit.

This report results from a request for a Road Safety Inspection to be conducted on Blue Plains Road in Chittering (Shire of Chittering).

The Road Safety Inspection was undertaken by an inspection team led by David Wilkins of i3 consultants WA with reference to the 'Commencement Meeting' details provided by the designer's representative to the inspection team leader and thence conveyed to the inspection team members.

The designers' representative advised that a Road Safety Inspection (Audit) was requested in a Council Resolution following safety concerns raised by community members.

The inspection was undertaken using the Prompt List in Appendix H of *AGRS06-22* and a day and night time inspection of the existing roads and intersections.

All the findings described in **Section 2** of this report are considered by the inspection team to require action in order to improve the safety of the existing road environment and to minimise the risk of crash occurrence and reduce potential crash severity.

The inspection team has examined and reported only on the road safety implications of the project as presented and has not examined or verified the compliance of the design to any other criteria.



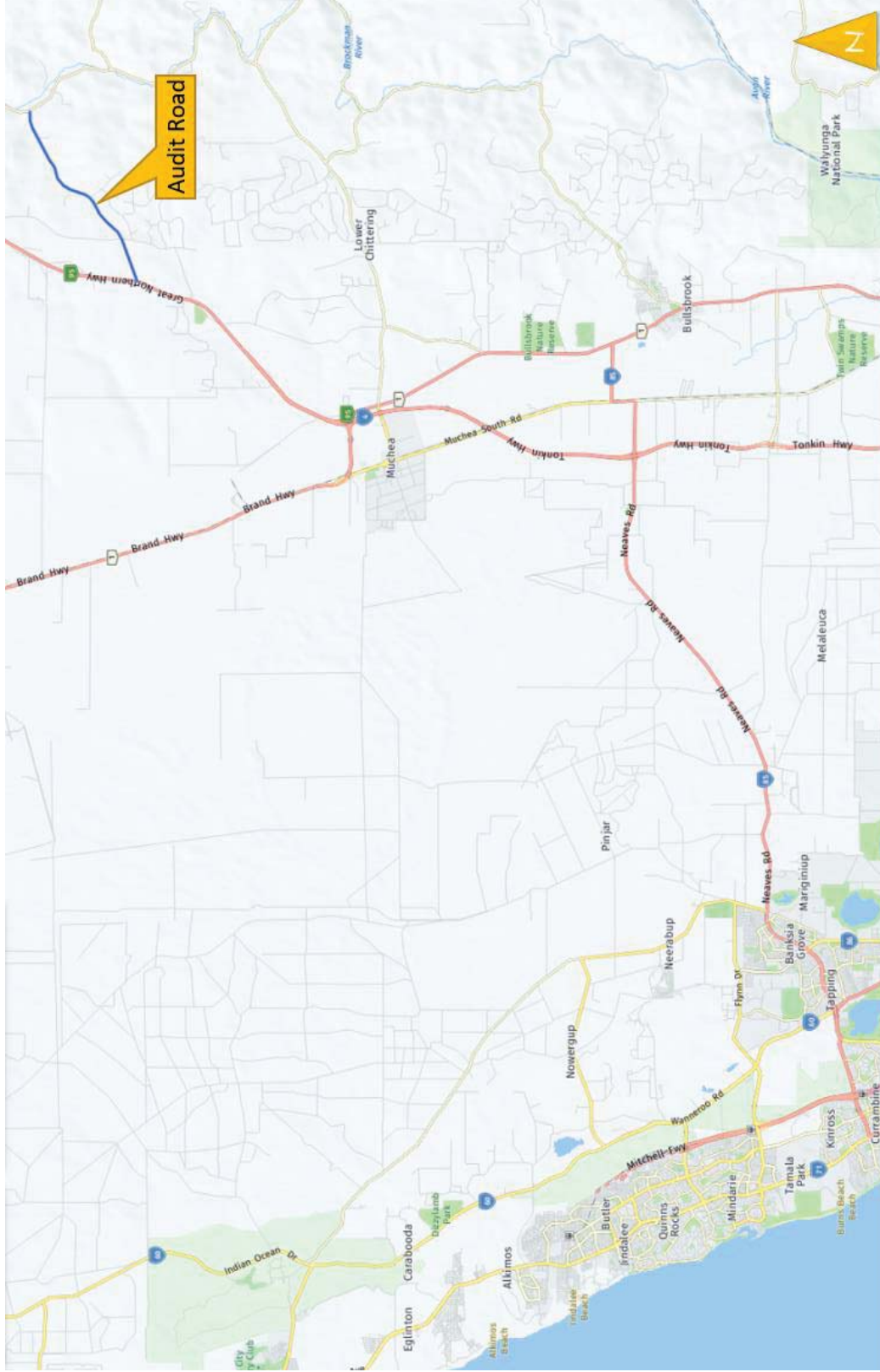


Figure 1 – Audit Road: Length and location



## 1.2 The Inspection Team

Auditor No.	Name	Role	Organisation
101 (S)	David Wilkins	Inspection Team Leader	i3 consultants WA
819 (A)	Michael McCombe	Inspection Team Member	Main Roads WA
696 (T)	Earlyn Correa	Inspection Team Trainee	Main Roads WA

The inspection team visited and drove the site on Thursday 8<sup>th</sup> December 2022 between 4.00 and 5.20 PM when the weather was cloudy, and the pavement was dry. The night inspection was undertaken at 8 PM.

The inspection team leader set up high level video cameras at the intersections at each end between 3 PM and 6.45 PM to enable the inspection team to observe behaviours at these intersections during the afternoon peak hour without drivers being influenced by people in hi-vis clothing observing them.

All photographs, videos and background information collected before, during and after the site inspection were shared with the inspection team members using a shared on-line folder.

A draft copy of the inspection report was provided to the audit team members and Shire of Chittering to provide comment and input prior to issues as a final version. The responses from the Shire indicated a need to include additional commentary on the role of the inspection team due to an expectation that they would provide specific recommendations regarding the speed limit and advisory speeds, items that are outside the scope of an audit or inspection.

## 1.3 Specialist Advisors

There were no specialist advisors present during this inspection.



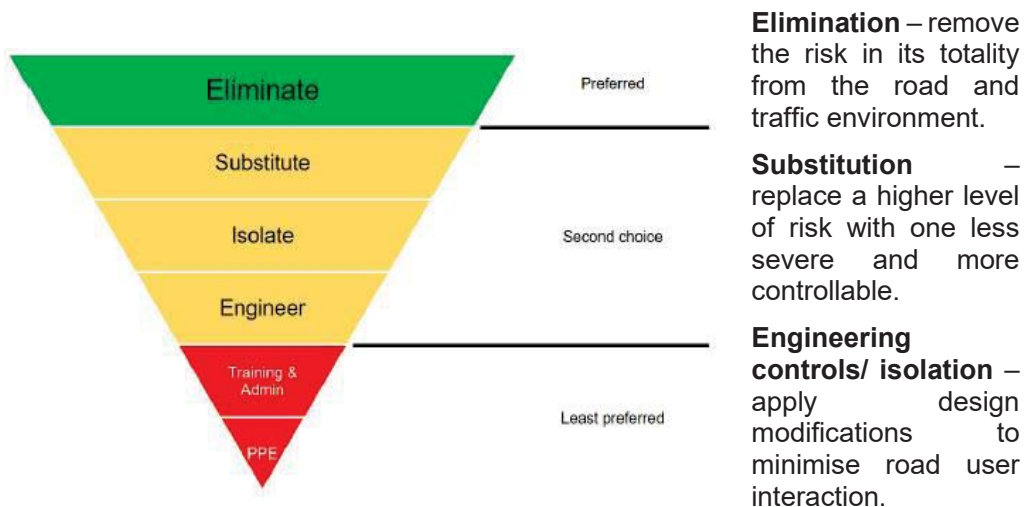
### 1.4 Safe System Findings

The aim of Safe System Findings is to focus the Road Safety Audit process on considering safe speeds and by providing forgiving roads and roadsides. This is to be delivered through the Road Safety Audit process by accepting that people will always make mistakes and by considering the known limits to crash forces the human body can tolerate. This is to be achieved by focusing the Road Safety Audit on particular crash types that are known to result in higher severity outcomes at relatively lower speed environments to reduce the risk of fatal and serious injury crashes.

The additional annotation “**IMPORTANT**” shall be used to provide emphasis to any road safety audit finding that has the potential to result in fatal or serious injury or findings that are likely to result in the following crash types above the related speed environment: head-on (>70 km/h), right angle (>50 km/h), run off road impact object (>40 km/h), and crashes involving vulnerable road users (>30 km/h), as these crash types are known to result in higher severity outcomes at relatively lower speed environments.

The exposure and likelihood of crash occurrence shall then be considered for all findings deemed “**IMPORTANT**” and evaluated based on an auditor’s professional judgement. Auditors should consider factors such as, traffic volumes and movements, speed environment, crash history and the road environment, and apply road safety engineering and crash investigation experience to determine the likelihood of crash occurrence. The likelihood of crash occurrence shall be considered either “**VERY HIGH**”, “**HIGH**”, “**MODERATE**” or “**LOW**” and this additional annotation shall be displayed following the “**IMPORTANT**” annotation on applicable findings.

The Risk Management Hierarchy of control is as follows:





## 1.5 Risk Assessment Process

Good practice is that each of the risks and hazards identified undergo a risk assessment.

As shown below, likelihood and severity have been considered for the crash type/s associated with each risk or hazard.

The risk assessment has then been completed with the assignment of a priority for action.

Risk parameters and a risk matrix are defined below as good practice with reference to related Austroads guidance.

The two risk parameters and their categories to be considered are **likelihood** and **severity** as follows:

### Likelihood

- Almost certain – occurrence once per quarter
- Likely – occurrence once per quarter to once per year
- Possible – occurrence once per year to once every three years
- Unlikely – occurrence once every three years to once every seven years
- Rare – occurrence less than once every seven years.

### Severity

- Insignificant – property damage
- Minor – minor first aid
- Moderate – major first aid and/or presents to hospital (not admitted)
- Serious – admitted to hospital
- Fatal – at scene or within 30 days of the crash.

Figure 2 on the following page was developed by the Austroads Project Working Group (PWG) to show how likelihood and severity are considered within a standard risk matrix to give a 'priority' for risk mitigation. This version has been modified by the inspection team leader to show the Main Roads WA/ IPWEA RSA severity terms of 'Very High' and 'Moderate' instead of 'Extreme' and 'Medium'.



			Severity				
			(to be used with Crash Severity Guidance Sheet)				
			Insignificant	Minor	Moderate	Serious	Fatal
			Property Damage	Minor first aid	Major first aid and/ or presents to hospital (not admitted)	Admitted to hospital	Death within 30 days of the crash
Likelihood (includes exposure)	Almost Certain	One per quarter	Moderate	High	High	Very High	Very High
	Likely	Quarter to 1-year	Moderate	Moderate	High	Very High	Very High
	Possible	1 to 3 years	Low	Moderate	High	High	Very High
	Unlikely	3 to 7 years	Negligible	Low	Moderate	High	Very High
	Rare	7 years +	Negligible	Negligible	Low	Moderate	High

Safe System crash outcome threshold

Figure 2 – Modified Austroads RSA Risk Matrix (to match MRWA/ IPWEA terminology)

		Crash Speed (km/h)										
		< 10	10	20	30	40	50	60	70	80	90	100
Crash Type	Pedestrian (vs HV)											
	Cyclist (vs HV)											
	Motorcyclists (vs HV)											
	Pedestrian (vs car)											
	Cyclist (vs car)											
	Pole/Tree impact (car)											
	Motorcyclists (vs car)											
	Side Impact (HV vs car)											
	Side Impact (car vs car)											
	Head-on (HV vs car)											
	Head On (car vs car)											

It is stressed that the information contained within this severity guidance sheet is a general indication only and that professional engineering judgement is required with its usage.

Figure 3 – Crash Severity Guidance Sheet used for this inspection

The corresponding priorities for mitigation have been categorised as:

- **Negligible:** no action required.
- **Low:** should be corrected or the risk reduced if the treatment cost is low.
- **Moderate:** should be corrected or the risk significantly reduced, if the treatment cost is moderate, but not high.
- **High:** should be corrected or the risk significantly reduced, even if the treatment cost is high.
- **Very High:** must be corrected regardless of cost.

### 1.6 Previous Safety Audits and/ or Inspections

The Road Safety Audit Portal indicates Road Safety Inspections were undertaken at the Blue Plains Rd/ Maddern Rd intersection and on Blue Plains Rd between SLK 3.80 and 4.50 in August 2013 and incorrectly classifies these as “National Highway”.



## 1.7 Background Data

### 1.7.1 Crash History

A study of the crash history has been conducted for the inspection area for the five-year period to the end of December 2021. This has revealed there has been one (1) reported crash. A plot of this reported crash location, type and description is provided as Figure 4 on the following page.

The crash record indicates there were 0 Fatal crashes, 0 Serious Injury crashes (Hospital), 0 Minor Injury crashes (Medical) and 1 Property Damage Only crash in the 5 years ending 31 Dec 2021.

The reported crash is described as:

Westbound car 2.25 km from Great Northern Hwy swerved to avoid an animal on the road at 9.30 PM on Friday 15 June 2016, hit an embankment and then a tree, resulting in property damage only.

No crashes occurred at any of the intersections.

Refer **Appendix B** for the detailed crash history.



i3 consultants WA

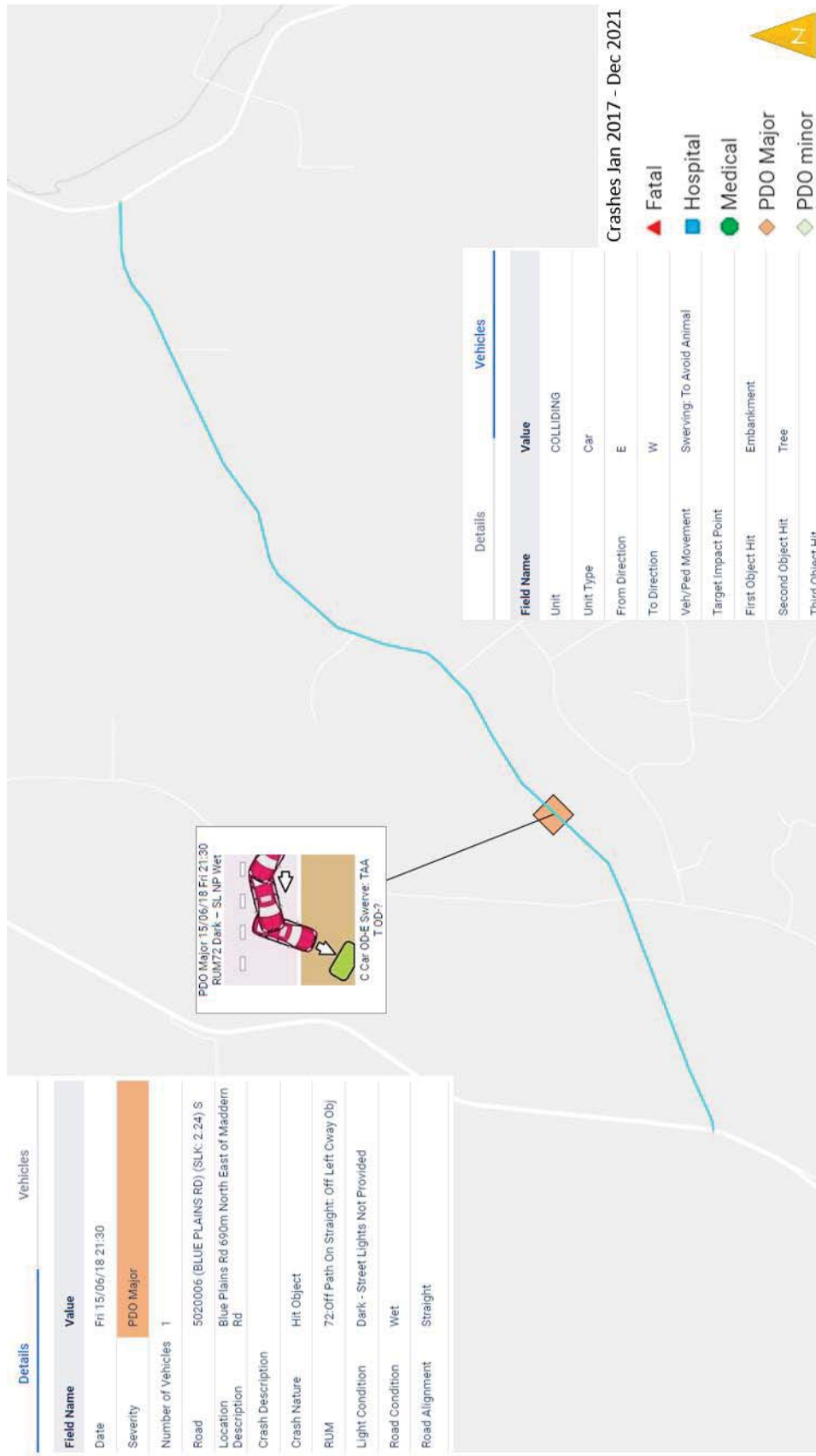


Figure 4 – Crash Location and Type Diagram: 0 Fatal, 0 Serious Injury (Hospital), 0 Minor Injury (Medical) and 1 Property Damage Only crash: 5 years ending 31 Dec 2021 (refer also **Appendix B**)






1.7.2 Traffic and Speed Data

A summary of the most recent traffic data is provided below:

Location	Vehicles per weekday (% heavy vehicles)	Date	Source
Blue Plains Rd (location not recorded).	269 (31.5%)	Sept 2022	Shire of Chittering
Great Northern Hwy, north of Brand Hwy.	4,986 (29.2%)	2022/2023	<a href="#">Traffic Map</a>
Chittering Rd, south of Great Northern Hwy.	314 (14.3%)	2019/2020	<a href="#">Traffic Map</a>

A summary of the most recent speed data is provided below:

Location	Speed Limit (km/h)	Mean Speed (km/h)	85%ile Speed (km/h)	Date	Source
Blue Plains Rd (location not recorded).		74.2	89.4	Sept 2022	Shire of Chittering
Great Northern Hwy, north of Brand Hwy.		100.6	109.4	2022/2023	<a href="#">Traffic Map</a>
Chittering Rd, south of Great Northern Hwy.		86.6	98.2	2019/2020	<a href="#">Traffic Map</a>





### 1.7.3 Appendices

Appendix A – Inspection Findings Location Plan

Appendix B – Crash Reports

Appendix C – List of Documents Provided for the Inspection & Inspection Drawing

Appendix D – Corrective Action Report (CAR)



## 2. ITEMS RAISED IN THIS ROAD SAFETY INSPECTION

### 2.1 Finding – Inappropriate speed limit.

The existing speed limit of 110 km/h is not the safe operating speed for Blue Plains Road due to lower speed horizontal curves, no edge or centreline delineation and roadside hazards in close proximity to the sealed pavement.

#### ***Justification of the finding:***

The existing speed limit on Blue Plains Road is 110 km/h due a lack of speed zoning signs, i.e., the default speed limit status.

The default speed limit in Western Australia for a road outside a built-up area is 110 km/h. A built-up area is defined as per the Road Traffic Code, i.e.:

*“built-up area means the territory contiguous to and including any road –*

- a) on which there is provision for street lighting at intervals of not over 100 m for a distance of at least 500 m or, if the road is shorter than 500 m, for the whole road: or
- b) which is built up with structures devoted to business, industry or dwelling houses at intervals of less than 100 m for a distance of 500 m or more.”

Actions in the Safe Roads and Roadsides, and Safe Speeds pillars (i.e., road infrastructure design and management) have been gradually refocussed to minimise the risk of fatal or serious injury to all road users regardless of mode of transportation. These two pillars are closely connected: **road infrastructure influences driver selection of speed**, and **operating speed influences design of the road infrastructure**. Thus, any road infrastructure objective seeking safety performance improvement towards the Safe System needs to focus on both pillars (refer Figure 9 in **Finding 2.3** for more details regarding these Safe System pillars).

It is important to note that Blue Plains Road is classified as an ‘Access Road’ in the Road Hierarchy Network. The desired speed for an Access Road is 40-60 km/h in the Main Roads WA Hierarchy Criteria. It is acknowledged that rural access roads without pedestrian or cyclist activity are able to operate safely at higher speeds.

Although Blue Plains Road is classified as an ‘Access Road’, it functions as a Connector Road between a Primary Distributor road (Great Northern Hwy) and a Regional Distributor road (Chittering Rd), as shown in an extract from the road hierarchy provided as Figure 5 on the following page. On this basis, Blue Plains Road should be assessed as a Connector or Distributor Road, not an Access Road.



Figure 5 – Extract from the Main Roads WA Road Hierarchy plan

The Austroads publication *Towards Safe System Infrastructure: A Compendium of Current Knowledge* (2) identifies the following with respect to the role of speed in harm minimisation:

- Speed management is at the core of a forgiving road transport system
- Impact speed is a primary determinant of injury outcome
- Travelling speed also influences vehicle controllability and crash likelihood
- The risk of loss of control and injury increases with travelling speed
- Reducing rural speeds by 5 km/h is likely to reduce rural casualty crashes by about 30%
- Speeds limits have usually been regarded as a trade-off between desired mobility function and other competing demands including safety
- The effect of reducing speed limits on travel times is commonly over-estimated
- Road users can be poor at assessing risk on the road especially in relation to speed so infrastructure elements to support road user behaviours are required.
- Small changes in speed can have large benefits so any reductions are better than nothing at all
- Speed management has the potential to deliver the highest injury reductions at the lowest cost when compared to other safety interventions; however, this can only be regarded as a primary treatment if reductions are achieved down to survivable levels

Travel times from one end to the other of Blue Plains Rd are shown in Table 1 below.

km/h	Distance (m)	Travel time (s)	Minutes	Difference from	
				110 km/h	100 km/h
80	7130	320.9	05:21	01:28	01:04
90	7130	285.2	04:45	00:52	00:29
100	7130	256.7	04:17	00:23	
110	7130	233.3	03:53		

Table 1 – Assessed travel times for full length of Blue Plains Rd at different speeds



Refer subsequent **Findings** and **Recommendations** regarding sight distances and road side hazards.

It is not the role of the inspection team to specify, or recommend, a particular speed limit for a road. The process for determining the speed limit for a road is described in Australian Standard AS 1742.4:2020<sup>(3)</sup>. It is important to note that a Road Safety Audit or Inspection is not a check against the Standards and that the process for undertaking audits and inspections requires the auditors to assess the site in the context of the Safe System, not just standards.

The 'Safe Speeds' for the types of crashes that might be expected on Blue Plains Road are between 30 km/h (side impact with tree) and 70 km/h (head-on), as shown in Figure 6 below.

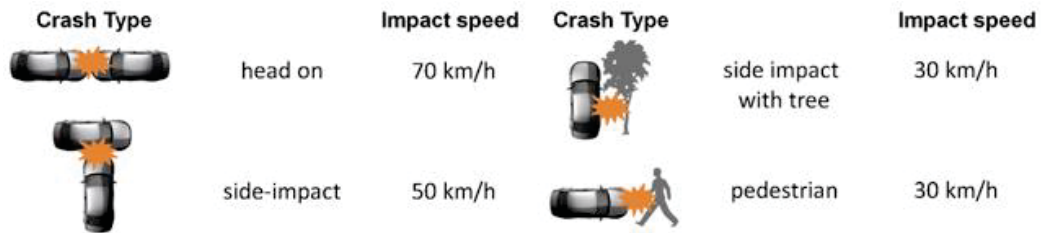


Figure 6 – Impact speeds for different crash types after which the risk of death escalates

In addition to Standards and the Safe System, consideration is also required to be given to consistency of the application of speed limits on the road network. Whilst Blue Plains Rd has a speed limit of 110 km/h, Chittering Road has a speed limit of 90 km/h, despite construction to a higher standard and classification, as shown in Figure 7 below.



Figure 7 – Comparison between Blue Plains Rd (110 km/h) and Chittering Rd (90 km/h)



The use of advisory speed signs is described in detail in AS1742.4:2020<sup>(3)</sup> and AS 1742.2:2022<sup>(4)</sup>. Generally, these are used where the selected speed limit exceeds safe speed of travel due to an **isolated** geometric deficiency or hazard and are installed with warning signs of that hazard, e.g., curve warning signs. It is not the role of an inspection team to assess and identify each and every geometric deficiency on a road. This must be done in accordance with the relevant Standards. It is the role of the inspection team to identify concerns where it appears that a road, or section of road would not be safe for travel at the indicated speed.

Safe System risk assessment
Head-on, rear-end and run-off-road-hit-object crashes at speeds in excess of the safe system impact thresholds for these types of crashes.
Speed = 110 km/h. Safe System Critical Impact Speeds = 70 km/h (head-on), 55 km/h (Rear-end) and 30 km/h (side impact with tree).
Frequency = <b>Unlikely</b> (one impact every three years to seven years – based on existing).
Severity = <b>Serious</b> (based on existing impact speeds > safe system)
Risk = <b>High</b> (based on existing speed limit)

Hierarchy of Control		
Elimination	Substitution	Eng Control/ Isolation
remove the risk in its totality from the road and traffic environment.	replace a higher level of risk with one less severe and more controllable.	apply design modifications to minimise road user interaction
Not feasible to reduce operating speeds to safe system impact speeds (i.e., 30 or 50 km/h).	Address all identified sight distance and road side hazard Findings.	Reduce speed limit to better align with Safe Systems and a detailed assessment of the safe operating speed in accordance with AS 1742.4: 2020.  Assess and provide advisory speed warning signs for all bends and crests with safe operating speeds less than 110 km/h or the reduced speed limit, in accordance with AS 1742.2:2020 and 1742.4: 2020.

**Recommendation 2.1.1**

Install a lower posted speed limit than the existing default 110 km/h limit, based on a detailed assessment of all curves and crests, in accordance with AS 1742.2:2020 and 1742.4: 2020 and the desire to better align with safe system speeds.

**Recommendation 2.1.2**

Install advisory speed signs with the relevant curve or crest warning sign where the assessed safe operating speed of the crest or curve is less than the posted speed limit in **Recommendation 2.1.1** above, as per guidance provided in AS 1742.2:2020 and 1742.4: 2020.

**IMPORTANT | HIGH**

Note: these recommendations are to be read in the context of **Findings 2.2, 2.3** and **2.4**.



**2.2 Finding – Poor sight distance for some sections.**

Sight distance around bends and over crests is less than that required for the default speed limit of 110 km/h.

**Justification of the finding:**

A fundamental aspect of safe road design is the provision of adequate sight distances where conflict between road users can occur or where there might be an object lying on the road. Assumptions are made that drivers and riders can recognise a safety critical situation and respond to the situation in a timely manner (usually a 1.5 to 2.5 second reaction time). If braking, the distance required to bring a vehicle to rest to avoid a collision is reliant on the reaction time, travelling speed of the vehicle and the condition of the pavement surface. As shown in Figure 8 below, higher speeds result in proportionately longer stopping distance. (2)

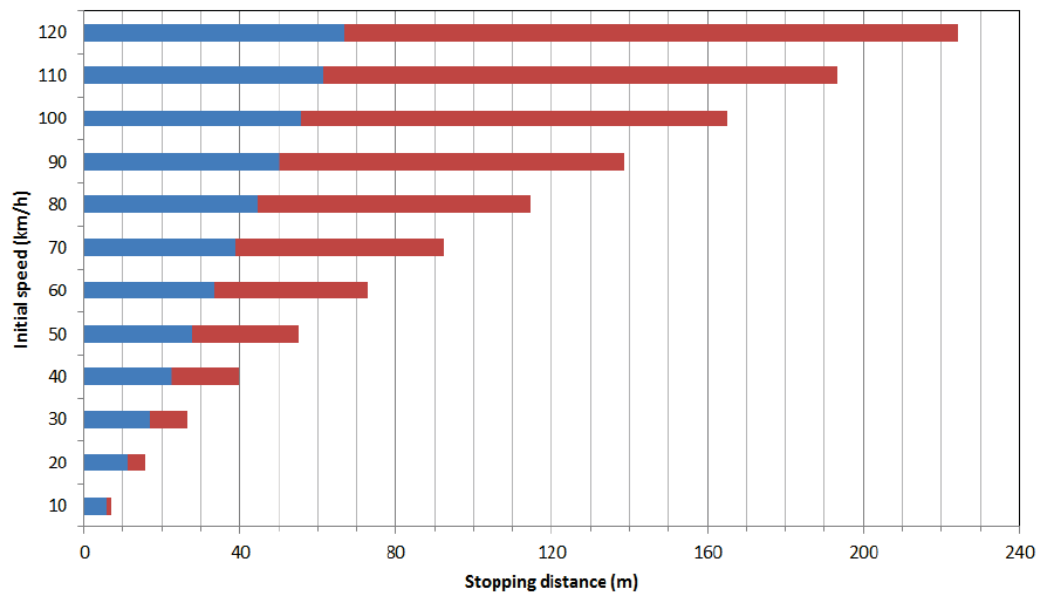


Figure 8 – Stopping distance as a function of reaction time and braking on a wet sealed pavement surface (Figure 4.2 (2))

The Approach Sight Distance (ASD) for a car on a road with a design speed of 110 km/h on a flat grade is 278 m (Equation 1: *AGRD04A-21*). This reduces to 159 m with a design speed of 80 km/h.

Examples of sections of Blue Plains Road where the sight distance is restricted due to bends or crests are provided as Dashcam Photograph 1 to Dashcam Photograph 8 on the following pages.





Dashcam Photograph 1 – Driving east at SLK 1.68: crest and left bend restricts sight distance to approx 130 m – required SSD at 110 km/h: 278 m



Dashcam Photograph 2 – Driving east at SLK 3.09: left bend restricts sight distance to approx 140 m – required SSD at 60 km/h advisory speed: 98 m



Dashcam Photograph 3 – Driving east at SLK 3.45: left bend restricts sight distance to approx 60 m – required SSD at 110 km/h: 278 m





Dashcam Photograph 4 – Driving east at SLK 4.95: left bend restricts sight distance to approx 80 m – required SSD at 60 km/h advisory speed: 98 m



Dashcam Photograph 5 – Driving east at SLK 5.33: crest restricts sight distance to approx 80 m – required SSD at 110 km/h: 278 m



Dashcam Photograph 6 – Driving west at SLK 6.86 to SLK 6.64: left bend restricts sight distance to approx 100 m – required SSD at 110 km/h: 278 m





Dashcam Photograph 7 – Driving west at SLK 4.69 to SLK 4.62: left bend restricts sight distance to approx 80 m – **required SSD at 110 km/h: 278 m**

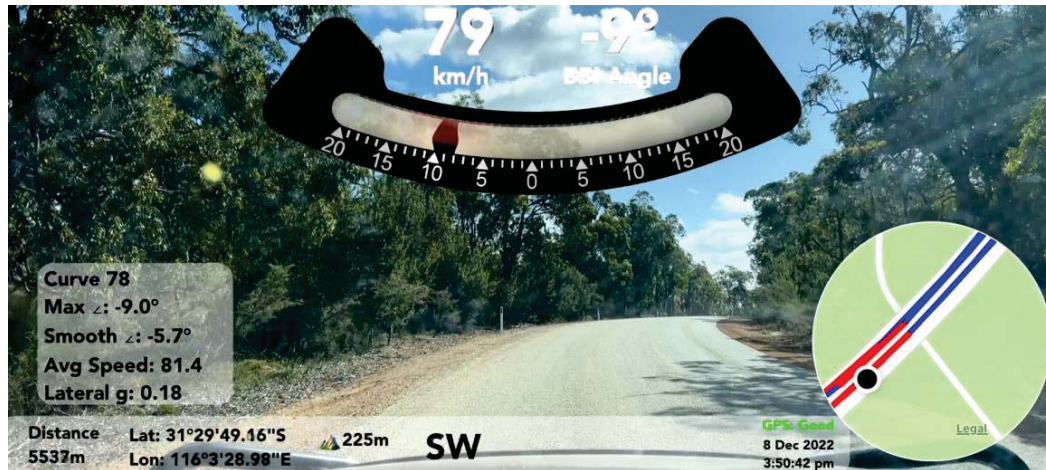


Dashcam Photograph 8 – Driving west at SLK 4.15: left bend restricts sight distance to approx 90 m – **required SSD at 110 km/h: 278 m**

The assessment of the safe operating speed of curves should not be based solely on *ASD* and *SSD* as this is the required sight distance to an object or pavement marking on the road surface or to another vehicle, e.g., the rear of a stopped vehicle, observation of on-coming traffic or to a vehicle entering or leaving the road.

The inspection team leader drove the full length of Blue Plains Rd in both direction several times with an electronic ball bank indicator. This supports the view that the safe operating speed on some curves without advisory speed signs is less than the applicable 110 km/h speed limit. An example of this is provided as Photograph 1 on the following page.

A ball bank indicator is the recommended tool for determining the safe negotiation speed of a curve on an existing road, as described in *AS 1742.2: 2020*.



Photograph 1 – Ball Bank Indicator: Driving west on Blue Plains Rd on 225 m radius bend just prior to Madden Rd intersection

The above indicates that the driver is more comfortable driving around this bend at around 80 km/h than the 110 km/h speed limit, i.e., it is likely that the ball bank indicator would exceed 15 degrees at 110 km/h, which indicates an unstable and unsafe speed for this bend. The inspection team leader did not feel comfortable driving this bend at 110 km/h to prove this, i.e., unacceptable risk.

NOTE: The preceding is neither an exhaustive nor detailed assessment of available sight distances. It is based on dashcam footage and aerial photographs and as such the estimated approximate sight distance may vary significantly from that indicated. It does however provide an indication that there is a high likelihood that the required sight distance is not available at the legal speed limit, or advisory speed, at several locations in both directions.

**Safe System risk assessment**

Through traffic on Blue Plains Rd crashes into the rear of a stopped or slowing vehicle around a bend or over a crest (including waste collection vehicles) or the side of a vehicle entering from an access driveway.

Speed = 110 km/h or advisory 60 km/h. Safe System Critical Impact Speeds = 55 km/h (Rear-end) and 50 km/h (right angle).

Frequency = **Rare** (one impact every seven years or more – based on existing).

Severity = **Serious** (based on existing impact speeds > safe system)

Risk = **Moderate** (based on existing speed limit)



Hierarchy of Control		
Elimination	Substitution	Eng Control/ Isolation
remove the risk in its totality from the road and traffic environment.	replace a higher level of risk with one less severe and more controllable.	apply design modifications to minimise road user interaction
<p>Not feasible to re-align bends and/ or clear vegetation to achieve required sight distances.</p> <p>Not feasible to re-profile vertical curves to achieve required sight distances.</p>	Refer Eng Control/ Isolation.	<p>Reduce speed limit to better align with Safe Systems and a detailed assessment of the safe operating speed in accordance with AS 1742.4: 2020.</p> <p>Assess and provide advisory speed warning signs for all bends and crests with safe operating speeds less than 110 km/h or the reduced speed limit, in accordance with AS 1742.2:2020 and 1742.4: 2020.</p>

**Recommendation 2.2**

As per **Recommendations 2.1.1** and **2.1.2**





### 2.3 Finding – Traffic lane widths and lack of pavement markings.

Blue Plains Rd is a single carriageway with a sealed pavement of between 6.4 m and 7.4 m and no pavement markings, other than at its intersections with Great Northern Hwy, Maddern South/ Maddern Road, and Chittering Rd.

#### ***Justification of the finding:***

A typical cross section of Blue Plains Rd is shown in Photograph 2 below.



Photograph 2 – Typical layout of Blue Plains Rd (6m wide seal and gravel shoulders of various widths)

By contrast, Chittering Rd has a 7 m wide seal north and south of its intersection with Blue Planes RD with edge and centreline markings and a 90 km/h speed limit, as shown in Dashcam Photograph 9 below.



Dashcam Photograph 9 – Typical layout of Chittering Road

The photographs above indicate that there is justification for reducing the speed limit on Blue Plains Rd from 110 km/h to 80 km/h or less as they show a road with a wider carriageway than Blue Plains Rd with edge and centrelines in a similar environment with a posted speed limit of 90 km/h.



In addition to Safe Speeds, the Safe System requires that consideration is given to Safe Roads & Roadsides, Safe Road Users (behaviours) and Safe Vehicles, (called pillars), as shown in Figure 9 below.



Figure 9 – Holistic approach to achieving the Safe System vision (Fig 3.1 Austroads Nov 2015 (5))

Research and development associated with the Safe Vehicles pillar has resulted in the emergence of ‘driver assistance technology’ in modern vehicles such as ‘lane assist’. This technology relies on the provision of edge and centre lines, both of which are not provided on Blue Plains Rd, other than at the indicated intersections.

Mechanical lane assist can also be provided in the form of audio-tactile markings.

The provision of audio tactile markings has proven to be highly effective in reducing run-off-road crashes.

The Safe System is based on the premise that driver’s make errors when using the road and that they should not be killed or seriously injured when they do so.

While countermeasures that are designed to protect road users should be the preferred approach from a Safe Systems perspective, there is also merit in considering those countermeasures that can discourage errors; because they are often cheaper and less disruptive to install and they may reduce the maintenance costs of the other class of countermeasures. Infrastructure countermeasures that discourage errors on Blue Plains Road, based on the inspection team’s observations, are listed on the following page.



Infrastructure countermeasures to discourage driver errors on Blue Plains Road:

- Advance warning signs,
- Audio-tactile edge line marking,
- Better delineation,
- Centre line audio-tactile line marking,
- Curve warning signs
- Entering vehicles warning sign
- Improve visibility on approach (clearing vegetation on bends)
- Lower speed limit
- Road markings
- Rumble strips
- Speed advisory

The above countermeasures are based on a review of examples provided in Section 2 (Approaches to Error Assessment) of the Austroads report *Providing for Road User Error in the Safe System* (6).

It should be noted that driver error increases with fatigue. It is therefore unlikely that driver errors on Blue Plains Road will occur with high frequency, as reflected in the crash record, i.e., no driver error crashes reported in the last five-year reporting period. Driver errors are likely to occur with high frequency on significantly longer stretches of roads, e.g., Great Northern Hwy, Albany Hwy, etc...

Refer **Findings 2.1, 2.2 and 2.4** regarding countermeasures other than line markings.

#### Safe System risk assessment

Run-off-road-hit-object crash due to driver error at speeds in excess of the safe system impact thresholds for these types of crashes.

Speed = 110 km/h. Safe System Critical Impact Speeds = 30 km/h (side impact with tree).

Frequency = **Rare** (one impact every seven years or more – based on existing – i.e., no reported driver error crashes).

Severity = **Serious** (based on existing impact speeds > safe system)

Risk = **Moderate** (based on existing speed limit)





Hierarchy of Control		
Elimination	Substitution	Eng Control/ Isolation
remove the risk in its totality from the road and traffic environment.	replace a higher level of risk with one less severe and more controllable.	apply design modifications to minimise road user interaction
Not feasible to remove all roadside hazards.	Not feasible to provide road safety barriers for all roadside hazards.	Advance warning signs, audio-tactile edge line markings, better delineation, centre line audio-tactile line marking, curve warning signs, entering vehicles warning sign, improve visibility on approach (clearing vegetation on bends), lower speed limit, road markings, advisory speed signs.

**Recommendation 2.3.1**

Refer **Findings 2.1, 2.2 and 2.4** and associated recommendations to reduce the speed limit and provide advisory speed warning signs where relevant.

**IMPORTANT | HIGH**

**Recommendation 2.1.2**

Install audio-tactile edge and centre line markings.

**IMPORTANT | MODERATE**



## 2.4 Finding – Roadside hazards.

There are unforgiving roadside hazards the majority of the length of Blue Plains Rd.

### ***Justification of the finding:***

Observed unforgiving roadside hazards include:

- Culvert structures
- Trees
- Embankments
- Open drains

Examples of the above are provided in the following photographs.



Photograph 3 – Example of culvert structure within 2.3 m of 110 km/h road



Photograph 4 – Example of non-frangible trees close to 110 km/h road





Photograph 5 – Example of steep embankment/ drop-off close to edge of 110 km/h road



Photograph 6 – Example of steep embankment (cut) close to edge of 110 km/h road



Photograph 7 – Example of open drain close to edge of 110 km/h road



The prevalence of unforgiving roadside hazards and narrow unsealed shoulders results in very poor ability of drivers to recover and return to the road should they leave the sealed carriageway for any reason, including avoiding other hazards.

Section 3.2 of the Austroads *Publication Improving the Performance of Safe System Infrastructure* states:

*“Removing roadside hazards, shielding them with less forgiving barriers or incrementally reducing speed limits would act to reduce the occurrence of severe crashes. Guidance, warning and lighting also reduce the rates of road user error and crash likelihood, and thus contribute towards Safe System alignment.”*

Safe System risk assessment
Run-off-road-hit-object crashes at speeds in excess of the safe system impact thresholds for these types of crashes.
Speed = 110 km/h. Safe System Critical Impact Speeds = 30 km/h (side impact with tree).
Frequency = <b>Unlikely</b> (one impact every three years to seven years – based on existing).
Severity = <b>Serious</b> (based on existing impact speeds > safe system)
Risk = <b>High</b> (based on existing speed limit)

Hierarchy of Control		
<b>Elimination</b> remove the risk in its totality from the road and traffic environment.	<b>Substitution</b> replace a higher level of risk with one less severe and more controllable.	<b>Eng Control/ Isolation</b> apply design modifications to minimise road user interaction
Not feasible to remove all roadside hazards.	Not feasible to provide road safety barriers for all roadside hazards.	Reduce speed limit.

Refer **Finding 2.1** and **Recommendations 2.1.1** and **2.1.2**.



## 2.5 Finding – Waste collection vehicles pose hazard for through traffic.

It was noted that residents place MGBs on the edge of the road for collection by the waste collection vehicle, despite some locations not being suitable for these vehicles to stop to empty these.

### *Justification of the finding:*

An example of an MGB placed on the side of Blue Plains Road for collection is provided as Photograph 8 below.



Photograph 8 – Example of Mobile Garbage Bin (MGB) for roadside collection around a bend

It is not known if the Shire of Chittering, or its waste collection contractor, has a Safe Work Method Statement that allows for MGBs on Blue Plains Road to be serviced in a safe manner.

#### **Safe System risk assessment**

Head-on (passing stopped waste collection vehicle) and rear-end crashes at speeds in excess of the safe system impact thresholds for these types of crashes.

Speed = 110 km/h. Safe System Critical Impact Speeds = 70 km/h (head-on) and 55 km/h (Rear-end).

Frequency = **Rare** (one impact every seven years).

Severity = **Serious** (based on existing impact speeds > safe system)

Risk = **Moderate** (based on existing speed limit)



Hierarchy of Control		
Elimination	Substitution	Eng Control/ Isolation
remove the risk in its totality from the road and traffic environment.	replace a higher level of risk with one less severe and more controllable.	apply design modifications to minimise road user interaction
Cease kerbside waste collection services (residents' cart own waste to waste facility).	Refer End Control/ Isolation.	Reduce speed limit. Prepare and implement (or review existing) Safe Work Method Statement for collection of waste on Blue Plains Rd. (e.g., provide shadow/ escort vehicles, spotters etc...).

**Recommendation 2.5**

Reduce speed limit and prepare and implement (or review existing) Safe Work Method Statement for collection of waste on Blue Plains Rd. (e.g., provide shadow/ escort vehicles, spotters etc...).

**IMPORTANT | MODERATE**

**Alternative Recommendation 2.5.**

Cease kerbside waste collection services (residents' cart own waste to waste facility).

**IMPORTANT | MODERATE**





## 2.6 Finding – Sun glare.

The east-west orientation of some sections of Blue Plains Rd results in sun-glare that significantly reduces driver's visibility.

### ***Justification of the finding:***

There are tall trees in sections of Blue Plains Rd that assist with reducing sun glare, however, this also results in sudden glare due to gaps in these trees, that results in drivers' being temporarily blinded whilst their eyes adjust.

Engineers can reduce the impact of sun glare by re-aligning the road (not feasible), using low reflective pavement surfaces (already in place), planting trees (already in place) and/ or grooving the road to diffuse the rays (not applicable as the observed glare is from the sun, not reflection from the surface). Warning signs can also be installed but these will be of little value as most road users are regular users who will already be aware of this issue.

Drivers can reduce the impact of sun glare by wearing polarised sunglasses, using the vehicle's sun-visor, avoiding times of the day when it causes problems or, as a last resort, slowing down and driving with more caution.

The recommendations in **Findings 2.1, 2.2** and **2.3** will assist in reducing the impact of sun glare on Blue Plains Road.

No further recommendations, as addressed in **Findings 2.1, 2.2** and **2.3**.





### 3. INSPECTION TEAM STATEMENT

I hereby certify that the inspection team have examined the documents listed in **Appendix C** and have inspected the site in undertaking this Road Safety Inspection. I also confirm that this inspection has been carried out independently of the design team following the general principles detailed in *Austrroads Guide to Road Safety Part 6: Road Safety Audit* and in accordance with Main Roads Policy and Guidelines for Road Safety Audit.

The inspection has been carried out for the sole purpose of identifying any features of the design which could be altered or removed to improve the safety of the proposal. The identified issues have been noted in this report. The accompanying findings and recommendations are put forward for consideration by the Client for implementation.

#### Inspection Team Leader

David Wilkins  
Principal & Senior Road Safety Auditor  
i3 consultants WA

(08) 9467 7848 | 0407 440 327

dwilkins@i3consultants.com



Signature

Date: 11/01/2023

#### **Disclaimer**

*This report contains findings and recommendations based on examination of the site and/or relevant documentation. The report is based on the conditions viewed on the day of inspection and is relevant at the time of production of the report. Information and data contained within this report is prepared with due care by the Road Safety Inspection Team. While the Road Safety Inspection Team seeks to ensure accuracy of the data, it cannot guarantee its accuracy.*

*Readers should not solely rely on the contents of this report or draw inferences to other sites. Users must seek appropriate expert advice in relation to their own particular circumstances.*

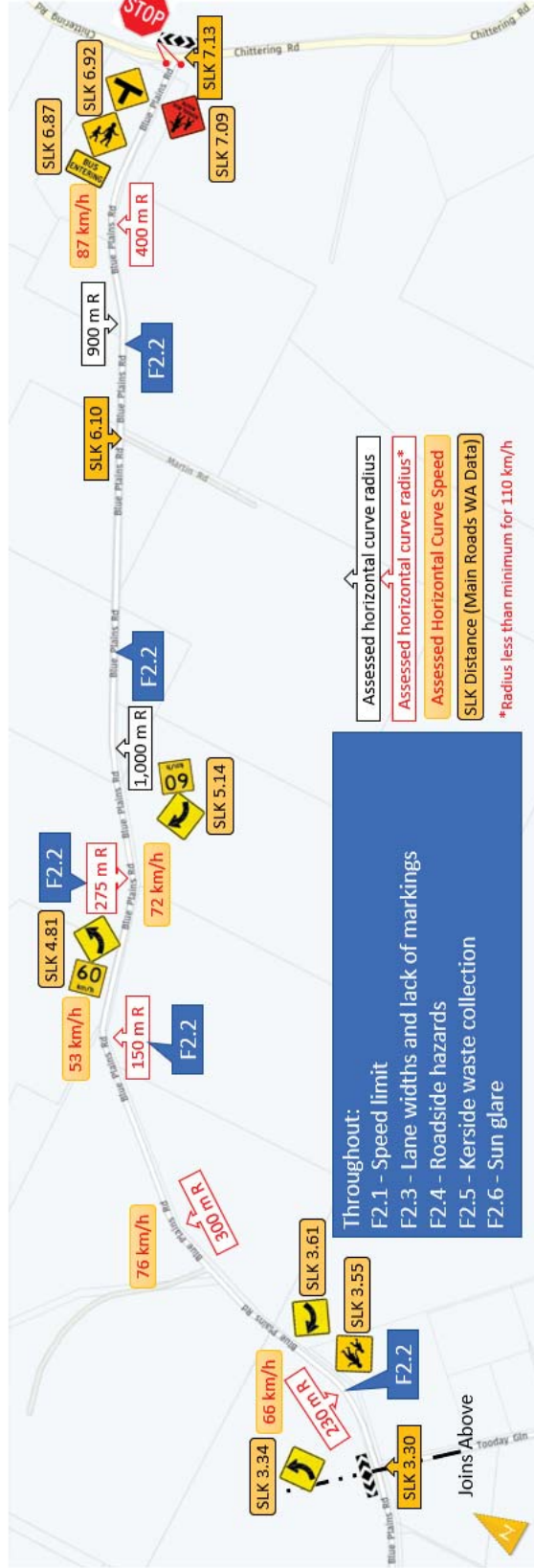
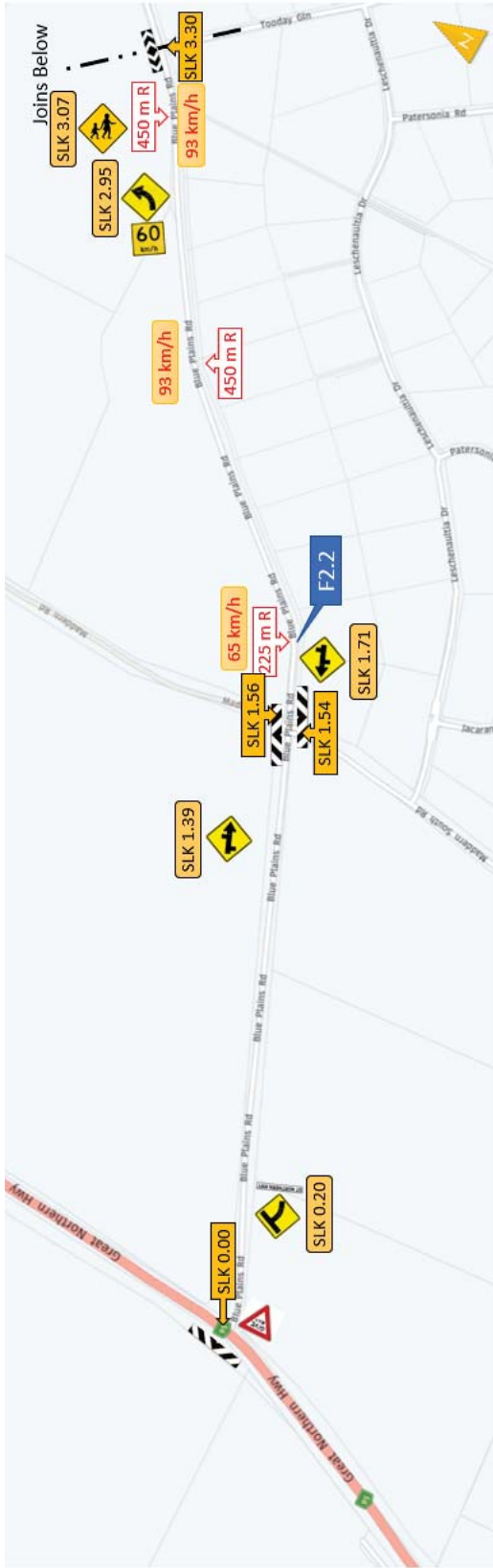
*The Road Safety Inspection Team does not warrant, guarantee, or represent that this report is free from errors or omissions or that the information is exhaustive. Information contained within may become inaccurate without notice and may be wholly or partly incomplete or incorrect. Before relying on the information in this report, users should carefully evaluate the accuracy, completeness, and relevance of the data for their purposes.*

*Subject to any responsibilities implied in law which cannot be excluded, the Road Safety Inspection Team is not liable to any party for any losses, expenses, damages, liabilities or claims whatsoever, whether direct, indirect, or consequential, arising out of or referable to the use of this report, howsoever caused whether in contract, tort, statute or otherwise.*



## APPENDIX A

### INSPECTION FINDINGS LOCATION PLAN



- Assessed horizontal curve radius
- Assessed horizontal curve radius\*
- Assessed Horizontal Curve Speed
- SLK Distance (Main Roads WA Data)
- \*Radius less than minimum for 110 km/h

**Throughout:**  
 F2.1 - Speed limit  
 F2.3 - Lane widths and lack of markings  
 F2.4 - Roadside hazards  
 F2.5 - Kerside waste collection  
 F2.6 - Sun glare

Inspection Findings Location Plan (including existing signs and assessments)



## APPENDIX B CRASH REPORTS



Detailed Crash History

**Selected Areas:**  
5020006 (Blue Plains Rd) (0 to 7.13)

Parameter	Value	Description
From Date	01/01/17	
To Date	31/12/21	
Crash Type	ALL	
Severity	ALL	
Include Descriptions?	Yes	

Road	Road Name	SLK	CW	Tue Dist	Intersection	Date	Day	Time	Severity	Crash No.	Type	Light Cond	Road Cond	Speed Limit	Traffic Control	Road Feature	Road Alignment	Speed Factor	MR Nature	Location	RUM	Unit Type	From Dir	To Dir	Vehicle Move	First Object Hit	Second Object Hit	Third Object Hit	Target Impact Point
5020006	Blue Plains Rd	2.24	S	2.24		15/06/2018	Friday	2130	PDO Major	2018166635	Midblock	Dark - Street Lights Not Provided	Wet	51	No Sign Or Control		Straight		Hit Object	On Left Verge After Leaving Cway	72: Off Path On Straight: On Left Cway (O)	Colliding Car	E	W	Swerving: To Avoid Animal	Embankment	Tree		
Location: Blue Plains Rd 690m North East of Maddern Rd Crash Description:																													



**APPENDIX C**  
**LIST OF DOCUMENTS PROVIDED FOR THE INSPECTION**  
**(including reference documents)**



Document Ref.	Document Title	Date
Local Government Inventory (ROMAN)		
XRC1702	Blue Plains Road Inventory	Jan 2023
XRC1702	Chittering Road Inventory	Jan 2023

## References and other background documents

1. **Austrroads.** *Austrroads Guide to Road Safety Part 6 | Road Safety Audit.* Sydney : Austrroads Ltd, 2022. p. 165, Guide to Road Safety. ISBN 978-1-922700-22-3.
2. —. *Towards Safe System Infrastructure: A compedium of Current Knowledge.* Sydney : Austrroads Ltd, 2018. p. 163, Research Report. ISBN 978-1-925671-28-5.
3. **Standards Australia.** *AS 1742.4:2020 Manual of uniform traffic control devices, Part 4: Speed controls.* s.l. : Australian Standards, 2020. p. 20. ISBN 9781761130984.
4. —. *AS 1742.2:2022 Manual of uniform traffic control devices Part 2: Traffic control devices for general use.* Sydney : Standards Australia, 2022. p. 283. ISBN 978 1 76113 905 5.
5. **Austrroads.** *Improving the Performance of Safe System Infrastructure.* Sydney, NSW : Austrroads Ltd, November 2015. p. 121, Research Report. ISBN 978-1-925294-83-5.
6. —. *Providing for Road User Error in the Safe System.* Austrroads. Sydney NSW : Austrroads Ltd, 2014. p. 52, Research Report. ISBN 978-1-925037-69-2.
7. —. *Guide to Traffic Management Part 13: Safe System Approach to Transport Management.* Sydney : Austrroads Ltd, 2020. p. 94, Guide to Traffic Management. ISBN 978-1-925854-87-9.
8. —. *Guide to Road Design Part 4A: Unsignalised and Signalised Intersections.* [ed.] Gary Veith. February 2021. Sydney : Austrroads Incorporated, 2021. p. 142. Vol. 4A. ISBN 978-1-922382-19-1.
9. **Main Roads Western Australia.** *Perth Metropolitan Area Functional Road Hierarchy.* [ed.] Asset & Network Information. Perth, WA, Australia : Main Roads Western Australia, August 1997.
10. **Austrroads.** *Network Design for Road Safety (Stereotypes for Cross-sections and Intersections) User Guide.* Sydney, NSW : Austrroads Ltd, August 2020. p. 90, User Guide. ISBN 978-1-925854-96-1.





## APPENDIX D

### CORRECTIVE ACTION REPORT



**Corrective Action Report – Chittering (Shire of Chittering)  
Blue Plains Road | Road Safety Inspection**

Inspection results	Inspection finding (risk/hazard, extent, crash type)	Safe System risk level	Recommendation/s	Client response	
				Accept	Action/ comments
<p><b>2.1 –</b> Inappropriate speed limit.</p>	<p>The existing speed limit of 110 km/h is not the safe operating speed for Blue Plains Road due to lower speed horizontal curves, no edge or centreline delineation and roadside hazards in close proximity to the sealed pavement.</p> <p>Head-on, rear-end and run-off-road-hit-object crashes at speeds in excess of the safe system impact thresholds for these types of crashes.</p>	<p>Likelihood: Unlikely Severity: Serious Risk Rating: <b>HIGH</b></p> <p><b>Safe System Risk</b> <i>Should be corrected or the risk significantly reduced even if the treatment cost is high.</i></p>	<p><b>2.1.1:</b> Install a lower posted speed limit than the existing default 110 km/h limit, based on a detailed assessment of all curves and crests, in accordance with AS 1742.2:2020 and 1742.4: 2020 and the desire to better align with safe system speeds.</p> <p><b>2.1.2:</b> Install advisory speed signs with the relevant curve or crest warning sign where the assessed safe operating speed of the crest or curve is less than the posted speed limit in <b>Recommendation 2.1.1</b> above, as per guidance provided in AS 1742.2:2020 and 1742.4: 2020.</p>	Select	
<p><b>2.4 –</b> Roadside hazards.</p>	<p>There are unforgiving roadside hazards the majority of the length of Blue Plains Rd.</p> <p>Run-off-road-hit-object crashes at speeds in excess of the safe system impact thresholds for these types of crashes.</p>	<p>Likelihood: Unlikely Severity: Serious Risk Rating: <b>HIGH</b></p> <p><b>Safe System Risk</b> <i>should be corrected or the risk significantly reduced, even if the treatment cost is high.</i></p>	<p><b>2.4:</b> Refer Finding 2.1 and <b>Recommendations 2.1.1</b> and <b>2.1.2</b>.</p>		



**Corrective Action Report – Chittering (Shire of Chittering)  
Blue Plains Road | Road Safety Inspection**

Inspection results	Inspection finding (risk/hazard, extent, crash type)	Safe System risk level	Recommendation/s	Client response	
				Accept	Action/ comments
<p><b>2.2</b> – Poor sight distance for some sections.</p>	<p>Sight distance around bends and over crests is less than that required for the default speed limit of 110 km/h.</p> <p>Head-on, rear-end and run-off-road-hit-object crashes at speeds in excess of the safe system impact thresholds for these types of crashes.</p>	<p>Likelihood: Rare Severity: Serious Risk Rating: <b>MODERATE</b></p> <p><b>Safe System Risk</b> <i>should be corrected or the risk significantly reduced, if the treatment cost is moderate, but not high.</i></p>	<p>As per <b>Recommendations 2.1.1 and 2.1.2</b></p>		
<p><b>2.3</b> – Traffic lane widths and lack of pavement markings.</p>	<p>Blue Plains Rd is a single carriageway with a sealed pavement of between 6.4 m and 7.4 m and no pavement markings, other than at its intersections with Great Northern Hwy, Madderly South/ Madderly Road, and Chittering Rd.</p> <p>Run-off-road-hit-object crash due to driver error at speeds in excess of the safe system impact thresholds for these types of crashes.</p>	<p>Likelihood: Rare Severity: Serious Risk Rating: <b>MODERATE</b></p> <p><b>Safe System Risk</b> <i>should be corrected or the risk significantly reduced, if the treatment cost is moderate, but not high.</i></p>	<p><b>2.3.1:</b> Refer Findings 2.1, 2.2 and 2.4 and associated recommendations to reduce the speed limit and provide advisory speed warning signs where relevant.</p> <p><b>2.3.2:</b> Install audio-tactile edge and centre line markings.</p>	Select	



**Corrective Action Report – Chittering (Shire of Chittering)  
Blue Plains Road | Road Safety Inspection**

Inspection results	Inspection finding (risk/hazard, extent, crash type)	Safe System risk level	Recommendation/s	Client response	
				Accept	Action/ comments
2.5 – Waste collection vehicles pose hazard for through traffic.	It was noted that residents place MGBs on the edge of the road for collection by the waste collection vehicle, despite some locations not being suitable for these vehicles to stop to empty these. Head-on (passing stopped waste collection vehicle) and rear-end crashes at speeds in excess of the safe system impact thresholds for these types of crashes.	Likelihood: Rare Severity: Serious Risk Rating: <b>MODERATE</b>	2.5: Reduce speed limit and prepare and implement (or review existing) Safe Work Method Statement for collection of waste on Blue Plains Rd. (e.g., provide shadow/ escort vehicles, spotters etc...).	Select	
		<b>Safe System Risk</b> <i>Should be corrected or the risk significantly reduced even if the treatment cost is high.</i>	<b>Alternative 2.5:</b> Cease kerbside waste collection services (residents' cart own waste to waste facility).	Select	

**NOTE:**

- This Corrective Action Report is to be read in conjunction with the full Road Safety Inspection Report and its findings and recommendations.
- The asset owners (MRWA and/or LGA) **must** be informed of these findings, recommendations, and proposed actions.
- Items not under the responsibility of this project representative must be forwarded to the persons / agencies who are responsible.

**These findings and recommendations have been considered, and the actions listed will be taken accordingly.**

Responsible Project Representative	Company / Agency / Division	Position	Date
Asset Owner Representative	Company / Agency / Division	Position	Date

**Corrective Action Report – Chittering (Shire of Chittering)**  
**Blue Plains Road | Road Safety Inspection**

Inspection results	Inspection finding (risk/hazard, extent, crash type)	Safe System risk level	Recommendation/s	Client response	
Inspection finding Ref				Accept	Action/ comments
2.1 – Inappropriate speed limit.	<p>The existing speed limit of 110 km/h is not the safe operating speed for Blue Plains Road due to lower speed horizontal curves, no edge or centreline delineation and roadside hazards in close proximity to the sealed pavement.</p> <p>Head-on, rear-end and run-off-road-hit-object crashes at speeds in excess of the safe system impact thresholds for these types of crashes.</p>	<p>Likelihood: Unlikely Severity: Serious Risk Rating: <b>HIGH</b></p> <p><b>Safe System Risk</b> <i>Should be corrected or the risk significantly reduced even if the treatment cost is high.</i></p>	2.1.1: Install a lower posted speed limit than the existing default 110 km/h limit, based on a detailed assessment of all curves and crests, in accordance with AS 1742.2:2020 and 1742.4: 2020 and the desire to better align with safe system speeds.	Yes	Speed limit is managed by MAINROADS, Shire to request MRWA to consider reducing the speed limit for high risk areas.
			2.1.2: Install advisory speed signs with the relevant curve or crest warning sign where the assessed safe operating speed of the crest or curve is less than the posted speed limit in <b>Recommendation 2.1.1</b> above, as per guidance provided in AS 1742.2:2020 and 1742.4: 2020.	Yes	Shire have ordered new advisory signs which will be installed by end of March 2023.
2.2 – Poor sight distance for some sections.	<p>Sight distance around bends and over crests is less than that required for the default speed limit of 110 km/h.</p> <p>Head-on, rear-end and run-off-road-hit-object crashes at speeds in excess of the safe system impact thresholds for these types of crashes.</p>	<p>Likelihood: Rare Severity: Serious Risk Rating: <b>MODERATE</b></p> <p><b>Safe System Risk</b> <i>Should be corrected or the risk significantly reduced, if the treatment cost is moderate, but not high.</i></p>	As per <b>Recommendations 2.1.1</b> and <b>2.1.2</b>		

**Corrective Action Report – Chittering (Shire of Chittering)  
Blue Plains Road | Road Safety Inspection**

Inspection results Inspection finding Ref	Inspection finding (risk/hazard, extent, crash type)	Safe System risk level	Recommendation/s	Client response	
				Accept	Action/ comments
2.3 – Traffic lane widths and lack of pavement markings.	Blue Plains Rd is a single carriageway with a sealed pavement of between 6.4 m and 7.4 m and no pavement markings, other than at its intersections with Great Northern Hwy, Maddern South/ Maddern Road, and Chittering Rd.  Run-off-road-hit-object crash due to driver error at speeds in excess of the safe system impact thresholds for these types of crashes.	Likelihood: Rare Severity: Serious Risk Rating: <b>MODERATE</b>  <b>Safe System Risk</b> <i>Should be corrected or the risk significantly reduced, if the treatment cost is moderate, but not high.</i>	2.3.1: Refer Findings 2.1, 2.2 and 2.4 and associated recommendations to reduce the speed limit and provide advisory speed warning signs where relevant.		
			2.3.2: Install audio-tactile edge and centre line markings.	Yes	Shire to apply for grant funding to upgrade full length of Blue Plains RD to 7.4 meters wide. On completion of widening Shire will request MRWA to install audio tactile edges and centre line marking.
2.4 – Roadside hazards.	There are unforgiving roadside hazards the majority of the length of Blue Plains Rd.  Run-off-road-hit-object crashes at speeds in excess of the safe system impact thresholds for these types of crashes.	Likelihood: Unlikely Severity: Serious Risk Rating: <b>HIGH</b>  <b>Safe System Risk</b> <i>should be corrected or the risk significantly reduced, even if the treatment cost is high.</i>	2.4: Refer Finding 2.1 and <b>Recommendations 2.1.1 and 2.1.2.</b>		

**Corrective Action Report – Chittering (Shire of Chittering)  
Blue Plains Road | Road Safety Inspection**

Inspection results Inspection finding Ref	Inspection finding (risk/hazard, extent, crash type)	Safe System risk level	Recommendation/s	Client response	
				Accept	Action/ comments
2.5 – Waste collection vehicles pose hazard for through traffic.	It was noted that residents place MGBs on the edge of the road for collection by the waste collection vehicle, despite some locations not being suitable for these vehicles to stop to empty these.  Head-on (passing stopped waste collection vehicle) and rear-end crashes at speeds in excess of the safe system impact thresholds for these types of crashes.	Likelihood: Rare Severity: Serious Risk Rating: <b>MODERATE</b>  <b>Safe System Risk</b> <i>Should be corrected or the risk significantly reduced even if the treatment cost is high.</i>	2.5: Reduce speed limit and prepare and implement (or review existing) Safe Work Method Statement for collection of waste on Blue Plains Rd. (e.g., provide shadow/ escort vehicles, spotters etc...).	Yes	Shire to request waste collection contractor to follow safe work management methodology and ask for alternate solution to eliminate the potential risk. Review and change waste collection schedule to appropriate low traffic time and day
			Alternative 2.5: Cease kerbside waste collection services (residents' cart own waste to waste facility).	No	Shire to request waste collection contract truck drivers to pick up waste bin on road verge as much as possible.

**NOTE:**

- This Corrective Action Report is to be read in conjunction with the full Road Safety Inspection Report and its findings and recommendations.
- The asset owners (MRWA and/or LGA) **must** be informed of these findings, recommendations, and proposed actions.
- Items not under the responsibility of this project representative must be forwarded to the persons / agencies who are responsible.

**These findings and recommendations have been considered, and the actions listed will be taken accordingly.**

<b>Leo Pudhota</b>	<b>Shire of Chittering</b>	<b>Executive Technical Services</b>	<b>19/01/23</b>
<b>Responsible Project Representative</b>	<b>Company / Agency / Division</b>	<b>Position</b>	<b>Date</b>
<b>Melinda Prinslo</b>	<b>Shire of Chittering</b>	<b>Acting CEO</b>	<b>19/01/23</b>
<b>Asset Owner Representative</b>	<b>Company / Agency / Division</b>	<b>Position</b>	<b>Date</b>



### 3.19 Standards for Recruitment of CEO's

<b>Policy Owner:</b>	Governance
<b>Distribution:</b>	All Elected Members and Staff
<b>Person Responsible:</b>	All Executive Managers
<b>Date of Approval:</b>	21 April 2021
<b>Amended:</b>	

#### Division 1 — Preliminary provisions

##### 1. Citation

These are the Shire of Chittering's *Standards for CEO Recruitment, Performance and Termination*.

##### 2. Terms used

(1) In these standards —

**Act** means the *Local Government Act 1995*;

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the [*insert name of local government*];

**selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — Standards for recruitment of CEOs

### 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

### 4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
  - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

### 5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

### 6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

### 7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —

- (i) email a copy of the job description form to an email address provided by the person; or
- (ii) mail a copy of the job description form to a postal address provided by the person.

#### 8. Establishment of selection panel for employment of CEO

- (1) In this clause —
  - independent person** means a person other than any of the following —
    - (a) a council member;
    - (b) an employee of the local government;
    - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
  - (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

#### 9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
  - (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
  - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
  - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
  - (a) in an impartial and transparent manner; and
  - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

- (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
  - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
  - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

#### 10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
  - (a) clause 5 does not apply to the new recruitment and selection process; and
  - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

#### 11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

#### 12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the **negotiated contract**) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

#### 13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —  
**commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —
- (a) upon the expiry of the contract of employment of the person (the **incumbent CEO**) who holds the position of CEO —
- (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
- (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
- and
- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

#### 14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

#### Section 18FB requires:-

##### 18FB. Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))

- (1) In this regulation —
- adopted standards** means —
- (a) the standards adopted by a local government under section 5.39B; or
- (b) if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.
- (2) This regulation applies if —
- (a) a local government employs a person in the position of CEO of the local government; and
- (b) the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.

- 
- (3) As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution\*, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.

\* Absolute majority required.

- (4) The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.



Blue Plains Road and Great Northern Highway Intersection





Chittering Road and Julimar Road Intersection



# **Bindoon Mountain Bike Park Project**

## **Reference Group Terms of Reference**

### **1. 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.

### **2. PROJECT MANAGER**

The appointed Project Manager for this project at the Shire of Chittering will facilitate all reference group meetings. The Project Manager will be responsible for all administrative duties related to the reference group.

### **3. ROLES AND RESPONSIBILITIES**

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

### **4. MEMBERSHIP**

Membership of the Reference Group shall consist of:

- o The Shire of Chittering; Project Manager, and Council Delegate and Deputy
- o Three representatives of the Chittering Mountain Bike Club
- o Two other stakeholders as invited by the Project Manager – Three Chillies Design and WestCycle
- o Two community members via expression of interest which fit the criteria outlined below in 4.1



#### **4.1 COMMUNITY MEMBERS SELECTION CRITERIA**

In order to appoint two community members to the Bindoon Mountain Bike Park Project Reference Group they must meet the below selection criteria:

- Live locally in the Shire of Chittering, preferably Bindoon as this community may be more likely to use the park over others in other localities
- Must not be a part of the already represented groups in the reference group i.e. Chittering Mountain Club and WestCycle
- Diversity in demographics

#### **5. DELEGATED AUTHORITY**

The Group has no delegated authority, but may make recommendations to the Chief Executive Officer and/or Council on matters outlined in the Roles and Responsibilities.

#### **6. TERM**

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

#### **7. FREQUENCY MEETINGS**

To be held as required and advised by the Project Manager.



# CORPORATE PERFORMANCE REPORT

## 2022/23 Quarter 2 (1 Oct – 31 Dec 2022)



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## Annexures

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



## Our Values

<b>Positive Attitude</b>
<b>Respect</b>
<b>Accountability</b>
<b>Teamwork</b>

## 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.*

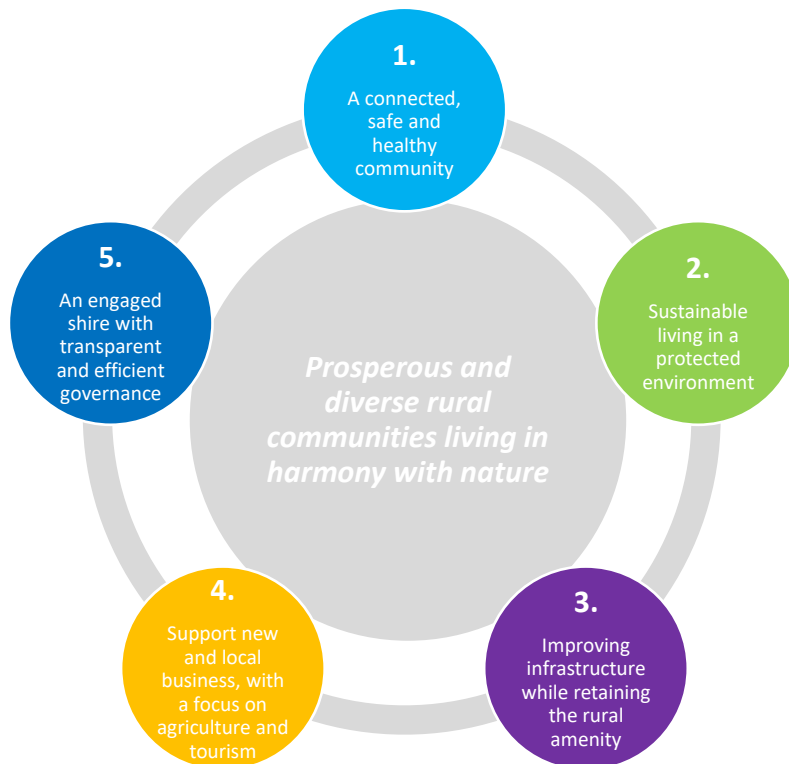
# INTEGRATED PLANNING

## Our Strategy

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**.

<b>Community</b>	Connected communities (O1)
	A safe and healthy community (O2)
<b>Natural Environment</b>	Sustainable lifestyle (O3)
	Environmental protection (O4)
<b>Built Environment</b>	Retaining rural amenity (O5)
	Improving infrastructure (O6)
<b>Economy</b>	Economic growth (O7)
	Local business growth (O8)
	Increased visitors (O9)
<b>Governance</b>	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).

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

# INTEGRATED PERFORMANCE

## 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 10-year SCP and 5-year CBP. To achieve these long- and medium-term goals, Administration has developed an Annual Corporate Performance Plan (ACPP). This plan is the detail of year one of the CBP, and closely aligned to the Shire's annual budget. The plan consists of annual actions that are aligned to performance targets, budget (if required) and responsible service area (job title).

The ACPP enables regular monitoring and reporting on corporate performance, aligned to short, medium- and long-term goals set out in the SCP, CBP and ACPP.

The report includes the following sections:

1. **Strategic Performance:** provides a strategic overview of quarter 2 performance against the community aspirations (Strategic Objectives) and desired outcomes set out in the SCP; and Council adopted strategies outlined in the CBP;
2. **Financial performance:** summary of results against the Annual Budget as at the end of quarter 2;
3. **Operational performance:** outlines a detailed overview of quarter 2 performance against the annual actions, set out in the ACPP (**Annexure 1**).

How to read the performance results:

Blue	Completed
Green	On target
Amber	Slightly behind schedule (less than 20% variance)
Red	Under target (variance of more than 20%)
Grey	Not applicable (not due for reporting (no target set for the quarter)

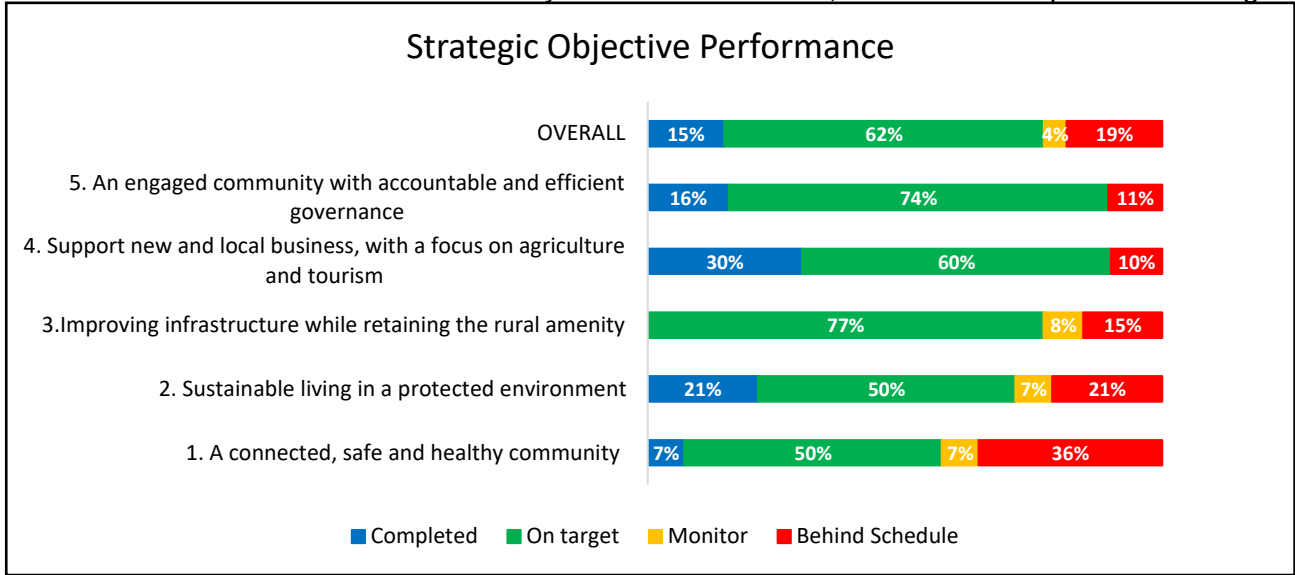
## Strategic Performance

Year 1 (2022/23) of the Shire's CBP consists of **149** annual actions, detailed in the ACPP. Of the **149** annual actions, **27** were completed during the previous quarter, whilst **52** are not due for reporting in quarter 2. A total of **70** actions are due for a performance update in quarter.

This report is focussing on performance updates against the **70** actions that are due for an performance update aligned to the relevant target set for quarter 2. Of the 70 actions, **54** (77%) are either completed or on target, **3** (4%) slightly behind schedule and **13** (19%) behind schedule.

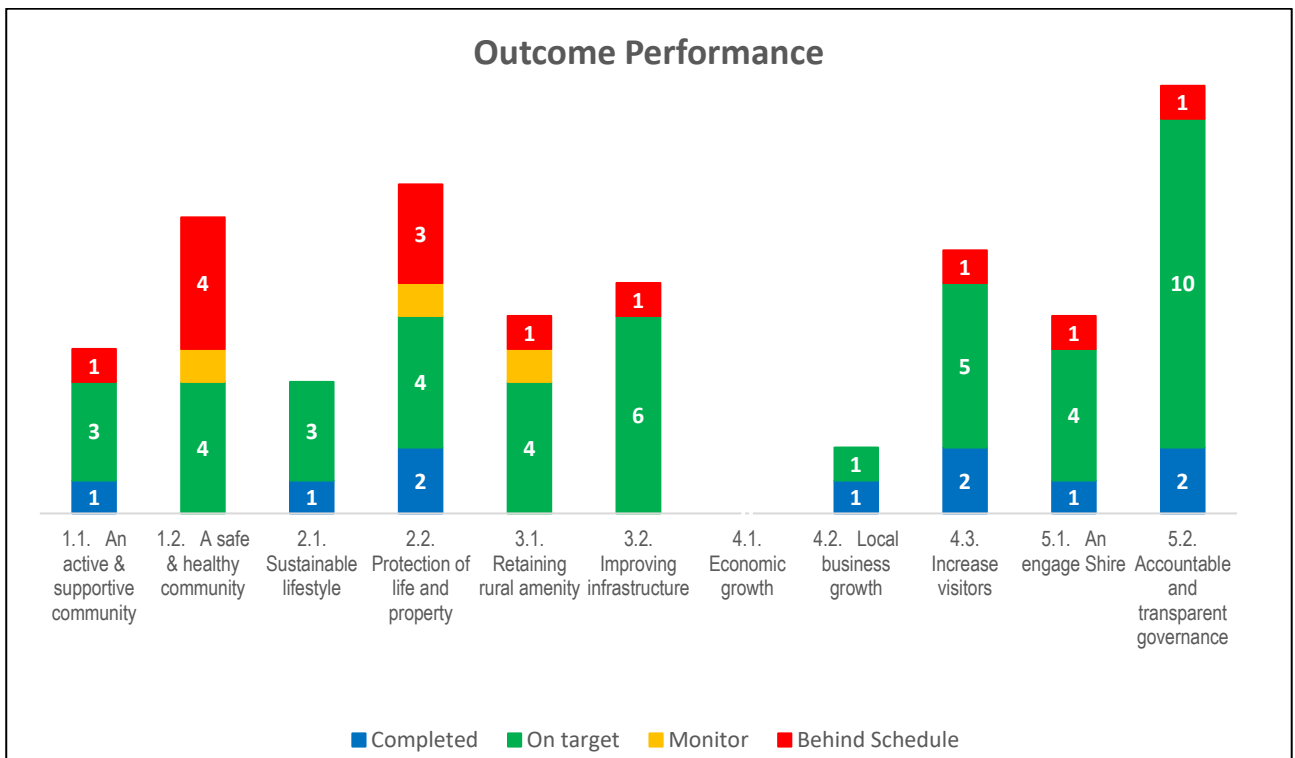
### Strategic Objectives Performance

The graph below illustrates that Council is well on track to achieve its strategic objectives set out in the SCP. **77%** of the overall actions due by end December 2022, were either completed or on target.



### Outcomes Performance

The following graph illustrates the progress against the 11 community driven outcomes, detailed in the SCP.



## 2022/23 Quarter 2 Corporate Performance Report

54 actions were either completed or on target, whilst 3 were almost completed and 13 were behind schedule and require corrective actions to assist with decision making and business improvement actions.

Strategic Objectives	Due end Dec	Completed	On target	Monitor	Behind Schedule
<b>1. A connected, safe and healthy community (SO)</b>	<b>14</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>5</b>
1.1. An active & supportive community	5	1	3	0	1
1.2. A safe & healthy community	9	0	4	1	4
<b>2. Sustainable living in a protected environment (SO)</b>	<b>14</b>	<b>3</b>	<b>7</b>	<b>1</b>	<b>3</b>
2.1. Sustainable lifestyle	4	1	3	0	0
2.2. Protection of life and property	10	2	4	1	3
<b>3. Improving infrastructure while retaining the rural amenity (SO)</b>	<b>13</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>2</b>
3.1. Retaining rural amenity	6	0	4	1	1
3.2. Improving infrastructure	7	0	6	0	1
<b>4. Support new and local business, with a focus on agriculture and tourism (SO)</b>	<b>10</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>1</b>
4.1. Economic growth	0	0	0	0	0
4.2. Local business growth	2	1	1	0	0
4.3. Increase visitors	8	2	5	0	1
<b>5. An engaged community with accountable and efficient governance (SO)</b>	<b>19</b>	<b>3</b>	<b>14</b>	<b>0</b>	<b>2</b>
5.1. An engage Shire	6	1	4	0	1
5.2. Accountable and transparent governance	13	2	10	0	1
<b>Quarter 2 annual actions</b>	<b>70</b>	<b>10</b>	<b>44</b>	<b>3</b>	<b>13</b>
<b>Percentage progress</b>	100%	14%	63%	4%	19%

The following 13 actions require corrective actions to get back on track:

Actions	Annual Target	Quarter 2 (1 Oct - 31 Dec 2022)				Corrective Action
		Target	Actual	Status	Comment	
Development of RAP actions identified through consultation and implement for the local area	100%	50	0	R	Resource constraints.	This action will commence during first quarter of the 2023/24 financial year.
Conduct food sampling at identified premises on a quarterly basis	2 premises quarterly	2	0	R	No food sampling conducted due to resource constraints.	
Inspections of skin penetration establishments (hair dresses annually, beauty salon twice a year, tattoo 4 times a year)	6 inspections annually - 3 establishments (twice a year inspections)	3	0	R	No inspections conducted due to resources constraints.	
Inspection of all public buildings twice a year aligned to the Health (Public Buildings) Regulations 1992 annually	33 public buildings	0	0	R	No inspections conducted due to resources constraints.	
Legislative inspections and water quality sampling of all registered lodging houses, B&Bs caravan parks/grounds	4 lodging houses, # B&Bs, 1 Transit Park (twice a year)	5	0	R	Samplings for private properties for drinking water are being done on an adhoc basis as per requests. The legislative inspections have not been completed due to resource constraints.	



## 2022/23 Quarter 2 Corporate Performance Report

Actions	Annual Target	Quarter 2 (1 Oct - 31 Dec 2022)				
		Target	Actual	Status	Comment	Corrective Action
Create Bush Reserves Plan to ensure protection of local biodiversity - Stage 1	100%	30	10	R	Workload of MAFGP	
Implement a Local Planning Policy aligned to the criteria detailed in the Local Biodiversity Strategy	100%	25	0	R	not implemented, resource constraints	
Ensure that less than 10% of gravel paved roads have a condition rating of 4 or 5 (currently 15%) aligned to the Asset Management Plan: Roads	less than 10%	10	70	R	Based on the requirement of unsealed road asset ranking	
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	100%	50	25	R	Updated documents yet to be received from Three Chillies	Follow up with Three Chillies on information awaiting to enable stakeholder engagement
Review the Community Engagement Framework by end June 2023 aligned to the Risk Register	100%	50	0	R	The review of the Community Engagement Framework has been deferred to the next financial year due to higher priorities.	The review will commence during the first quarter of 2023/24.

## Significant Capital Projects – Project Performance

Significant Projects	31 December Project Status	% Project Progress	% Spent (Annual Budget vs YTD spent)
<b>Improving Infrastructure (O6)</b>			
Muchea Complex Redevelopment	Design of the new Muchea Recreation Centre was completed. Project construction commenced in November 2022, on target for completion by end June 2023.	50%	2%
Wannamal Community Centre Tennis courts (Capital)	Four tennis courts have been upgraded and completed by end December 2022.	100%	100%
Muchea to Northlink Connect (Capital)	This project was cancelled.	n/a	0%
Chittering Valley Road (R2R)	The project was completed by end December 2022.	100%	31%
North Road (roll over from previous year)	The project was completed in September 2022.	100%	0%
Wandena Road	The project is on target and planned for completion by end June 2023.	50%	51%
<b>Increase Visitors (O9)</b>			
Bindoon Mountain Bike Park (Capital)	A plan for most of the signage has been made. Detailed trail markers on the trails are currently being identified. The project is on target, with the planned opening scheduled for end June 2023.	50%	17%

Further detail on financial performance of these significant projects can be found in the financial performance section, on **page** Error! Bookmark not defined..

More detail on the status of the 70 annual actions aligned to the 25 strategies can be found in **Annexure 1**.

## Financial Performance

A summary of financial (Operating & Capital) performance as at 31 December 2022 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.

The financial year to date has seen considerable increase in services and materials due to the large CPI increase, however, still within the overall budget allocated for the financial year.

### Mid-Year Budget Review

The nett-effect of the 2022/23 budget review, is a \$0 change on the current Rate Setting Statement bottom-line.

The overall position of the budget has remained balanced due to the predicted surplus being allocated to areas of need.

### Financial Position

The statement of financial activity shows a surplus of **\$9,559,114** as at 31 December 2022.

Financial Position	Percentage	Prior Year 31 December 2021	Current Year 31 December 2022
Adjusted Net Current Assets	120%	\$ 7,941,247	\$ 9,559,114
Cash and Equivalent - Unrestricted	124%	\$ 7,708,381	\$ 9,595,139
Cash and Equivalent - Restricted	104%	\$ 2,426,386	\$ 2,513,294
Receivables - Rates	97%	\$ 1,744,697	\$ 1,700,507
Receivables - Other	46%	\$ 765,247	\$ 352,231
Payables	77%	\$ 1,130,670	\$ 867,595

## Operating

### Result from Operations

Description	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$	\$
<b>Opening Funding Surplus (Deficit)</b>	<b>6,035,878</b>	<b>5,092,778</b>	<b>5,092,778</b>	<b>5,092,778</b>
<b>Revenue from operating activities</b>				
Rates	6,533,900	6,533,900	6,530,040	<b>6,541,444</b>
Operating Grants, Subsidies and Contributions	2,083,262	2,083,262	1,163,008	<b>843,503</b>
Fees and Charges	1,600,961	1,600,961	1,266,101	<b>1,285,572</b>
Service Charges	0	0	0	<b>0</b>
Interest Earnings	69,625	69,625	29,304	<b>25,353</b>
Other Revenue	295,390	295,390	146,149	<b>231,665</b>
Profit on Disposal of Assets	225,068	225,068	118,643	<b>0</b>
Gain on FV Adjustment of Assets	0	0	0	<b>0</b>
	<b>10,808,206</b>	<b>10,808,206</b>	<b>9,253,245</b>	<b>8,927,537</b>
<b>Expenditure from operating activities</b>				
Employee Costs	(4,656,400)	(4,656,400)	(2,415,462)	<b>(2,389,876)</b>
Materials and Contracts	(3,981,728)	(3,981,728)	(2,062,410)	<b>(2,154,040)</b>
Utility Charges	(194,256)	(194,256)	(97,073)	<b>(70,542)</b>
Depreciation on Non-Current Assets	(3,647,886)	(3,647,886)	(1,823,892)	<b>(2,245,593)</b>

## 2022/23 Quarter 2 Corporate Performance Report

Description	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)
Interest Expenses	(201,110)	(201,110)	(43,957)	(16,525)
Insurance Expenses	(234,216)	(234,216)	(234,188)	(214,931)
Other Expenditure	(407,898)	(407,898)	(209,701)	(178,447)
Loss on Disposal of Assets	(16,691)	(16,691)	(2,636)	0
Gain on FV Adjustment of Assets	0	0	0	0
	<b>(13,340,185)</b>	<b>(13,340,185)</b>	<b>(6,889,318)</b>	<b>(7,269,952)</b>

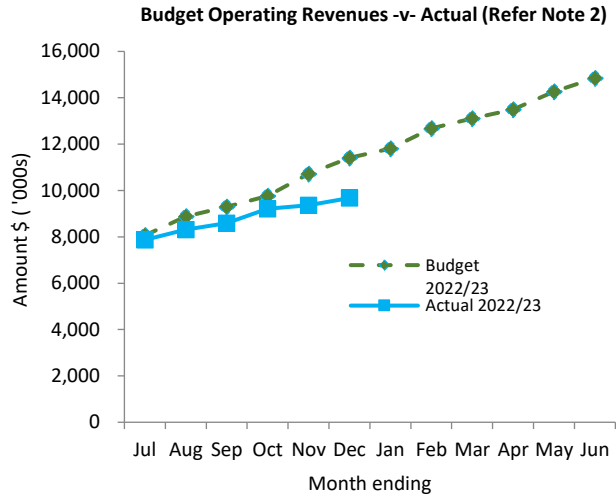
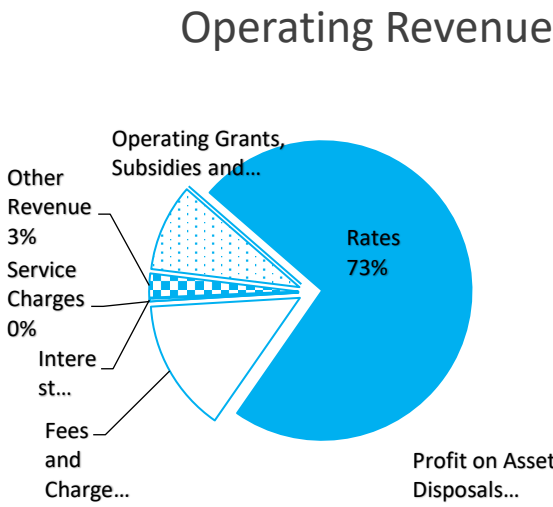
### Variations and explanations

Reporting Program	Var. \$	Var. %	Var. pq	Significant Var. S	Timing/ Permanent	Explanation of Variance
Operating Grants, Subsidies and Contributions	(163,896)	(31%)	q	S	Timing	Funding not yet received
Other Revenue	33,705	48%	p	S	Timing	LSL recouped earlier than budget
Profit on Disposal of Assets	(27,637)	(100%)	q	S	Timing	Assets not yet disposed
<b>Expenditure from operating activities</b>						
Utility Charges	35,001	56%	p	S	Timing	Not all invoices received for utility costs
Depreciation on Non-Current Assets	911,946	100%	p	S	Timing	Depreciation not yet run for September
Interest Expenses	73,553	113%	p	S	Timing	Interest exps spread over 12 months
Insurance Expenses	117,793	50%	p	S	Timing	Invoices not yet received
Other Expenditure	38,632	36%	p	S	Timing	Expenditure spread over 12 months
<b>Investing Activities</b>						
Grants, Subsidies and Contributions	(775,634)	(74%)	q	S	Timing	Funding not yet received
Proceeds from Disposal of Assets	(155,742)	(100%)	q	S	Timing	Replacement plant not yet purchased
Land and Buildings	990,249	55%	p	S	Timing	Not all capital jobs started/completed
Plant and Equipment	458,159	100%	p	S	Timing	Not all capital jobs started
Infrastructure Assets - Roads	87,981	15%	p	S	Timing	Not all capital jobs started/completed
Infrastructure Assets - Bridges	113,256	100%	p	S	Timing	Not all capital jobs started
Infrastructure Assets - Footpaths	(51,948)	(731%)	q	S	Permanent	Capital job over original budget
Infrastructure Assets - Drainage	23,465	99%	p	S	Timing	Not all capital jobs started/completed
Infrastructure Assets - Parks & Ovals	1,561,489	92%	p	S	Timing	Not all capital jobs started
Infrastructure Assets - Other	61,798	34%	p	S	Timing	Not all capital jobs started
<b>Financing Activities</b>						
Repayment of Debentures	98,012	64%	p	S	Timing	Loan repayments spread over 12 mths

# 2022/23 Quarter 2 Corporate Performance Report

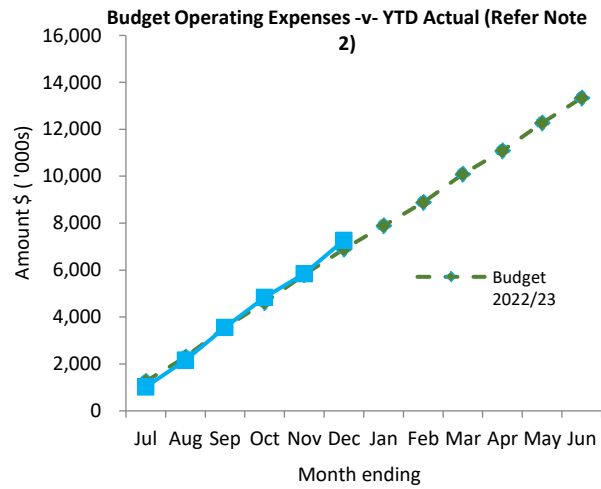
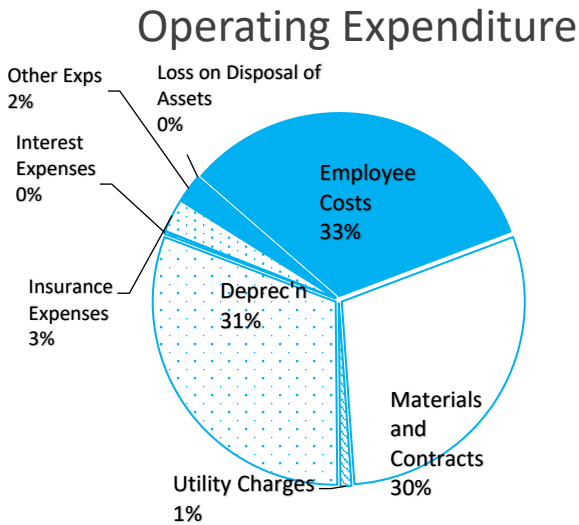
## Operating Revenue

The graph below left, displays the income types whilst the graph to the right illustrates the actuals versus the budget for total Operating Revenue for the first quarter of 2022/23 financial year.



## 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 for the first quarter of 2022/23 financial year.



## 2022/23 Quarter 2 Corporate Performance Report

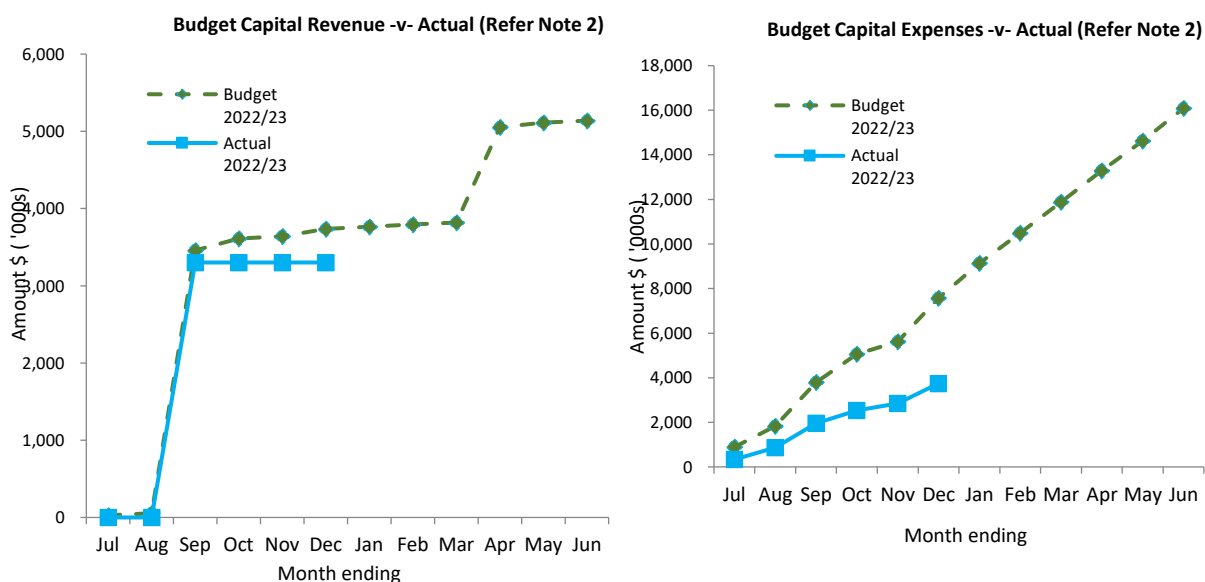
### Capital

#### Capital Expenditure

The table below details the expenditure on the capital program as at 31 December 2022. **44%** of the YTD capital budget was spent at 31 December 2022.

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	931,851	1,997,240	7,179,336	<b>931,851</b>	(1,065,388)
Plant and Equipment	0	96,053	1,334,662	1,956,684	<b>96,053</b>	(1,238,609)
Furniture and Equipment	0	0	0	0	<b>0</b>	0
Infrastructure Assets - Roads	0	1,260,200	1,532,356	2,436,224	<b>1,260,200</b>	(272,156)
Infrastructure Assets - Bridges	0	48,493	0	454,597	<b>48,493</b>	48,493
Infrastructure Assets - Footpaths	0	189,069	14,220	28,442	<b>189,069</b>	174,849
Infrastructure Assets - Drainage	0	64,713	95,000	95,000	<b>64,713</b>	(30,287)
Infrastructure Assets - Parks & Ovals	0	444,317	2,026,014	2,648,278	<b>444,317</b>	(1,581,697)
Infrastructure Assets - Airports	0	0	0	0	<b>0</b>	0
Infrastructure Assets - Sewerage	0	0	0	0	<b>0</b>	0
Infrastructure Assets - Other	0	226,759	331,164	693,344	<b>226,759</b>	(104,405)
<b>Capital Expenditure Totals</b>	<b>0</b>	<b>3,261,455</b>	<b>7,330,656</b>	<b>15,491,905</b>	<b>3,261,455</b>	<b>(4,069,200)</b>

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 for the second quarter of 2022/23 financial year.





## Significant Capital Projects – Budget Performance

The material variance adopted by the Shire is \$10,000 and 10%. The following selected items have been highlighted due to their significance in this financial year.

Significant Projects	% Annual Budget Spent*	Annual Budget (\$)	31 December Budget (\$)	31 December Actual (\$)
<b>Improving Infrastructure (O6)</b>				
Mucea Complex Redevelopment	2%	5,678,608	829,041	139,714
Mucea to Northlink Connect (Capital)	0%	-	-	3,200
Chittering Valley Road (R2R)	31%	220,333	183,604	68,050
Wannamal Hall Infrastructure Other (Capital)	100%	138,000	138,000	137,463
North Road (roll over from previous year)	0%	-	-	5,410
Wandena Road	51%	710,003	354,987	359,584
<b>Increase Visitors (O9)</b>				
Bindoon Mountain Bike Park (Capital)	17%	2,623,278	2,013,516	436,935
<b>Grants, Subsidies and Contributions</b>				
Operating Grants, Subsidies and Contributions	40%	2,083,262	1,163,008	843,503
Non-operating Grants, Subsidies and Contributions	18%	4,040,404	2,155,437	747,034
	26%	6,123,666	3,318,445	1,590,537
Rates Levied	100%	6,533,900	6,530,040	6,541,444

\* % Compares Current YTD Actuals to Annual Budget

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