



CHIEF EXECUTIVE OFFICER ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 17 MAY 2023

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
CEO01-05/23	Occupational Safety and Health Statistics Report – April 2023 Attachments 1. OSH Statistics Report – April 2023	1 – 2
CEO02-05/23	Bindoon Mountain Bike Park Advisory Group Attachments 1. Bindoon Mountain Bike Park Advisory Group – Terms of Reference	3 – 4

SHIRE OF CHITTERING
COUNCIL KPI'S - WORK HEALTH AND SAFETY
4th QUARTER APRIL 2023

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
APRIL								
Technical	0	0	0	0	3	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
Monthly Report Totals	0	0	0	0	3	0	0	0

SHIRE OF CHITTERING
NEAR MISS, INCIDENT AND DAMAGE REPORT
4th QUARTER April 2023

<u>Month</u>	<u>Department</u>	<u>Description</u>
10/04/2023	Technical Services - Landfill	Unwanted visitor, employee felt threatened
12/04/2023	Technical Services - Parks and Gardens	Pruning, Over worked ligament
24/04/2023	Technical Services - Building	Smashed lighting panel on hired solar from fallen branch

SITE INSPECTIONS COMPLETED DURING APRIL - WHS

14/04/2023	Wannamal and Bindoon Stations
21/04/2023	Lower Chittering, Muchea and Upper Chittering Stations

FUTURE SITE INSPECTIONS PLANNED - WHS

18/05/2023	Performed by Steve Taylor, Prompt Safety Solutions	Administration
18/05/2023	Performed by Steve Taylor, Prompt Safety Solutions	Construction and Parks and Gardens
18/05/2023	Performed by Steve Taylor, Prompt Safety Solutions	Landfill - Muchea

MANUAL TASKS AND ERGONOMIC ASSESTMENTS - WHS BOOKED EARLY MAY

2/05/2023	Manual Tasks training for indoor staff	LGIS
2/05/2023	Ergonomic Assessment for all staff at work stations	LGIS
3/05/2023	Manual tasks training for outdoor staff	LGIS
3/05/2023	Vehicle Ergonomic Assessment for outdoor crew	LGIS



BINDOON MOUNTAIN BIKE PARK ADVISORY GROUP

TERMS OF REFERENCE

1. Role/Purpose

The Bindoon Mountain Bike Park Advisory Group will be responsible for:

- Drafting a promotional plan for the facility which will include the marketing, promotion and ongoing operations of the Park. Particular attention should be given to the launch of the Stage 1 Trails.
- Investigating potential uses of the Park and activating the space.
- Developing branding, tourism, and information signage.
- Drafting an email events calendar.
- Ancillary business development opportunities.

2. Term

This Terms of Reference will be ongoing unless otherwise determined by Council.

3. Membership

The Bindoon Mountain Bike Park Advisory Group consists of:

- Shire of Chittering Council Delegate
- Shire of Chittering Substitute Council Delegate
- Shire of Chittering Officer
- Chittering Tourism Association (2)
- Chittering Chamber of Commerce (2)
- Bindoon Mountain Bike Club (2)
- Tourism WA (1)
- Wheatbelt Development Commission (1)

4. Quorum (4)

- Council Delegate
- Shire of Chittering Officer
- 2 x Members

5. Responsibilities

It is a responsibility of each group to ensure that they have at least one representative present at each Bindoon Mountain Bike Park Advisory Group meeting.

Members are expected to:

- Represent the views of their respective committee / organisation.
- Share all communications and information with their respective committee; and organisation where relevant.
- Provide a brief update on recent activities and issues relevant to the operations of the facility
- Engage in open and honest discussions with respect for others views and opinions

The appointed Council Delegate will chair the meetings; or their appointed deputy in their absence.

The Shire Officer is appointed as the administration officer to the group.

6. Meetings

Each meeting will have a formal agenda advised at least 7 working days prior to the meeting.

Items for agendas must be submitted at least two weeks in advance through the administration officer.

Minutes will be circulated to members within 7 working days following the meeting.

Meetings are usually held quarterly or more frequently if required, and at the discretion of the Chair, at a time and day agreed by all members to ensure regular attendance.

Meetings will be held as a minimum, on a quarterly basis.

7. Termination of Membership

Members not actively participating will be replaced after missing two consecutive meetings.

8. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified by Council, after consultation with Bindoon Mountain Bike Park Advisory Group Members.

9. Date of adoption

These Terms of Reference have been adopted following Council Resolution ***** which formally approved the appointment of a Council Delegate and Deputy to the Bindoon Mountain Bike Park Advisory Group.