



**CHIEF EXECUTIVE OFFICER ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 19 NOVEMBER 2025**

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WORK HEALTH SAFETY REPORTING – OCTOBER 2025

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

First Quarter –October 2025

Reporting month	Drug tests performed	Alcohol tests performed	Positive drug test and bac exceedance	Workers' compensation claims	Current workers compensation claims	Near misses and incident	Medically treated injuries	Restricted work injuries	Lost time injuries
October	14	24	2	1	1		0	0	0

* Positive drug tests related to medication taken by employees

NEAR MISS, INCIDENT AND DAMAGE REPORT

Incident	Date	Department and Location	Type of Injury / Incident / Near Miss
308	7/10/2025	Bindoon, Technical Services	Injury - Grass seed in eye
309	30/09/2025	Bindoon, Technical Services	Incident - CH003 Cracked Windscreen
310	14/10/2025	Bindoon, Development Services	Incident - Damage to property at Muchea Rec Centre
311	14/10/2025	Muchea, Technical Services	Incident - Damage to property at John Glen Park
312	22/10/2025	Muchea, Technical Services	Incident - Damage to CH5757 Mirror broken by Mower
313	19/10/2025	Bindoon, Technical Services	Injury - Volunteer Fire Fighter - Knee

WHS TRAINING AND DEVELOPMENT

Training	Training Organisation
First Aid Training	Time Critical
Rural Fire Awareness – Online (Watercart drivers)	DFES
Evacuation Preparedness Training	Department of Communities

SITE INSPECTIONS

Areas
Administration Office – Completed by Ros Maindok

SAFETY OBSERVATIONS

Areas
DFIB at landfill needs a service
Landfill – Replace Toilet and Basin
Level Colour Marking needed into the Chemical toilet area at the Rangers house

MUCHEA USER GROUP

Lachlan	Hi Emilie, This group has been a valuable platform for raising important ideas with the council regarding the facility's needs. It's also played a key role in fostering collaboration between the clubs. While I understand it's not always possible for everyone to attend, I'd strongly recommend continuing this group into the future. Also, I wanted to check in on a few items: • The shelter installation at the playground • Extension of shelters around the facility • Irrigation upgrades and topdressing on the oval • Progress on a second oval for Muchea • Drainage behind the football goals • Concrete paths around the storage shed Looking forward to any updates you can share.
Natalie Vallance Muchea Tree Farm	Ditto, thankyou Lachlan... Muchea has had a fair bit of negativity in the past few years and although this small group of volunteers is not the absolute answer, it is a small step in improving accountability and transparency at the Local Government level. The collaboration between clubs is exceptional, indeed I would suggest one of the major reasons for not having had any major issues occurring between clubs and the general base of ratepayers in Muchea/Lower Chittering is because this group 'IS'. Thankyou for continuing with the MRUG.
Michelle	Hi Emilie I agree with Lachlan and Natalie. The regular meetings are important for collaboration and shared awareness between the MRC users. The October council meeting discussion also raised whether a Councillor needed to attend community group meetings. For the MRC group, my view is that having a Councillor attend is nice to have, but not necessarily essential. However, that being said, this group is an opportunity for a Councillor to connect with and understand their people, whom they are elected to represent. Having the Shire's Community Facility Coordinator organise, chair and facilitate the meeting is appropriate and appreciated. Attendance should be enabled for online attendance if in person attendance is not possible. For those interested in the Council meeting discussion: Minutes: ocm-minutes-151025.pdf (from Page 22) Livestream: Ordinary Meeting of Council - 15 October 2025 (from 24:05 mark) Kind regards Michelle
Paul Muchea judo	Hi I agree although I don't attend often It is a valuable way of catching up with current events or issues so I am in favour of keeping the way it is

Tammy Bellman Chittering Junior Football Club	Hi Emilie, Definitely think this meeting is worthwhile as it is the most transparent way to work with the Shire across all the user groups. Actually thought it would be the easiest for the Shire to communicate across the groups as well. Its set at a good frequency and if there are any opportunities for our MRC facilities there is a set time and meeting place. If possible it would be good to work on the set up of dial in for those unable to attend in person for one of the meetings. Zoom works well if you don't have Teams etc. It was a little clunky when we had a dial in one time and hard to hear. Thanks for your help Em.
Kylie.	Hi all, I concur with the comments thus far that this group has been a great conduit between these user groups, community members and Council. It has been very helpful for me as a Councillor to understand the dynamics of the needs and wants for users of our facilities, particularly one as well utilised as Muchea. It certainly makes it easier for me when it comes time for Budget deliberations and strategic planning sessions to understand the current and future needs of the users of our facilities which can also be a reflection of the needs and wants of the community who use these facilities and provides a great opportunity to touch base with engaged members of the wider community. I did try to relay the history and benefits of this user group to the Shire officers and Council when we were reviewing the current format and number of council advisory groups. I had thought I'd amended the motion to ensure that no changes to this group's format were to be made without prior consultation and the agreement of the group, that isn't quite clear in what's being suggested here. To be clear, the proposal from the Shire is to remove Councillor attendance at 3x different user groups' meetings, this being one of those groups. If you wish for a Councillor to continue to attend these meetings you will need to make that very clear in your feedback. Kind regards,
Chantel Bettens Carter Dance	Hi Emilie, I believe we are fortunate to have such an engaged and considerate group. These meetings are valuable not only for our discussions but also given the frequent changes we encounter it could be essential to maintain this momentum, and discontinuing these meetings could have negative consequences. Thanks Emilie,

SANDOWN PARK USER GROUP

Sarah Burke	H Emily In regards to the dissolving of the Sandown Park user group I am full. The group has served the purpose. I am happy with the decision to dissolve the group and I am more than happy to speak to my Shire liaison officer whenever anything is needed or concerned about the Grounds. I wish to put it out there that I thank Emily for her time and efforts with running the liaison groups for this year. It has been very informative helpful do you have someone from the side to answer the questions? Directly? Not try to chase around who owned what and where it needed to come from or answer to people that didn't need to be answered to.
Jenny Hall	I find this a little disappointing, as I felt the user group meetings were the best way to communicate with other users of the facility, as well as Shire staff and councillors. They made it much easier to discuss issues and reach decisions collectively, rather than having to contact other users individually. I understand that most of the time it was only the Polocrosse and Pony Club representatives attending, and that staff and councillors are often busy, but I still believe these user group meetings are valuable and should continue, even if we only meeting a couple of times a year instead of quarterly.

BROCKMAN CENTRE USER GROUP	
Nil	



MUCHEA RECREATION CENTRE USER GROUP (MRCUG) TERMS OF REFERENCE

1. Role/Purpose

The Muchea Recreation Centre User Group comprises representatives of the verified users of the Muchea Recreation Centre and; community representation.

The purpose of the group will be to represent their club/ organisation/ business and community needs and aspirations with Shire representatives, to ensure that the facility meets its core function as outlined within the Muchea Recreation Centre Facility Management Plan.

2. Term

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

3. Membership

The Muchea Recreation Centre User Group consists of:

Verified Users

As a requirement of the license agreement for use of the facility, each Verified User is required to nominate a maximum of 2 representatives to the User Group forum.

Verified Users currently utilising the facility:

- Chittering Junior Cricket Club
- Chittering Junior Football Club
- Immaculate Heart College Netball Club
- Konga
- Muchea Judo Club
- Muchea Netball Club
- Muchea Senior Cricket Club

The maximum number of verified user groups represented on the MRCUG will be determined by the total number of verified user groups utilising the facility.

Community Representatives

Two independent community representatives will be appointed by expression of interest.

The selection criteria for the independent community representatives includes that they cannot be affiliated with an existing club of the facility and would ideally be living locally. Consideration will be given to diversity in demographics.

Where the EOI is unopposed, the applicant meets the minimum requirements and, a vacancy is available on the MRCUG, appointment can be accepted by the Community Facilities Officer as the administration officer to the group.

In the event that there is more applications than vacancies on the MRCUG, the CEO is to appoint the two independent community representatives according to the selection criteria.

Shire Representatives

- Council appointed Delegate and a Deputy.
- Shire Community Facilities Officer
- Other Shire staff as requested by the Chair.

4. Responsibilities

It is a responsibility of each Verified User to ensure that they have at least one representative present at each MRCUG meeting.

MRCUG members are expected to:

- Represent the views of their respective committees/ memberships
- Share all communications and information with their respective committees; and memberships 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 Community Facilities Officer is appointed as the administration officer to the group.

5. 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 the membership within 7 working days following the meeting.

Meetings are usually held bi-monthly 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.

6. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified by Council, after consultation with MRCUG members.

7. Date of adoption

These terms of reference were adopted by Council by Council Resolution { } at the { } Ordinary Council Meeting.

Expression of Interest

Muchea Recreation Centre Community Representative

Name			
Address			
		Post Code	
Email		Phone No.	

The Role

The Muchea Recreation Centre User Group comprises representatives of the verified users of the Muchea Recreation Centre and; community representation.

The purpose of the group will be to represent their club/ organisation/ business and community needs and aspirations with Shire representatives, to ensure that the facility meets its core function, as outlined within the Muchea Recreation Centre Facility Management Plan.

Agreement

In applying for this role I understand that I am applying as a Community Representative with no affiliation to current clubs utilising the facility.

I have read the Muchea Recreation Centre Facility Management Plan and understand that my role will be to represent community views and aspirations for the Muchea Recreation Centre, in line with the Management Plan.

Please outline your reasons for applying to be a community representative on MRCUG

Please submit your application to chatter@chittering.wa.gov.au

Appointment

Where the EOI is unopposed, the applicant meets the minimum requirements and, a vacancy is available on the MRCUG; appointment can be accepted by the Community Facility Officer as the administration officer to the group.

In the event that there is more applications than vacancies on the MRCUG, the CEO is to appoint the two independent community representatives according to the selection criteria.

Office use			
Date of Appointment		Council Resolution	
Reason for declined application			