



**CHIEF EXECUTIVE OFFICER ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 18 OCTOBER 2023**

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

FIRST QUARTER - SEPTEMBER 2023

Reporting Month	Drug tests performed	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
SEPTEMBER	24	26							

WORK HEALTH SAFETY REPORTING SEPTEMBER 2023

NEAR MISS, INCIDENT AND DAMAGE REPORT

Incident	Date	Type of Injury	Department and Location	Response
156	13/09/2023	Burn to Fingers – Hot Water	Tech Services, Bindoon Office	Plumber to access the position of instant hot water unit
158	05/09/2023	Car Accident – Rear Ended	Development Services, Bindoon Moora Rd	Police Report Complete, Zane attended Doctors and Insurance Claim in progress

WHS TRAINING AND DEVELOPMENT

Date	Training	Training Organisation
September	WHS Refresher Training (21 Indoor Staff)	WHS Officer, Jon Barrett
	WHS Refresher Training (3 Parks and Gardens)	WHS Officer, Jon Barrett
	WHS Refresher Training (1 Landfill)	WHS Officer, Jon Barrett
	WHS Refresher Training (6 Fire and Ranger Crew)	WHS Officer, Jon Barrett

COUNCIL KPI'S - QUARTERLY REPORT - WORK, HEALTH AND SAFETY

FIRST QUARTER - JULY - SEPTEMBER 2023

Reporting Month	Working hours (total workforce)	Average overtime per person by Department	Training Hours
JULY (3 Pay Periods)			
Technical	4,566.25	2.70	86
Office fo the DCEO	3,015.00		
Development	2,465.80		
Office of CEO	948.80		
AUGUST (2 Pay Periods)			
Technical	3,897.50	0.33	101
Office fo the DCEO	2,028.00		
Development	1,790.50	1.54	
Office of CEO	667.50		
SEPTEMBER (2 Pay Periods)			
Technical	3,933.98	0.97	133
Office fo the DCEO	2,032.80		
Development	1,754.00	2.83	
Office of CEO	581.00		
TOTALS	27,681.13	8.37	319.5

Safety Audits and Inspections	Saftey Observations	Toolbox Talks	Equipment Breakdowns
JULY			
	2	4	8
AUGUST			
	3	4	5
SEPTEMBER			
	2	4	5
TOTALS	7	12	18

Resolution Action Register - CEO Action Items closed October 2022 - October 2023

1	Resolution Date	Resolution Number	Resolution
	19-Oct-22	091022	CEO03 – 10/22 Chittering Residents and Ratepayers Association Petition – Blue Plains Road Speed Limit
			That Council: 1. Acknowledge receipt of the Blue Plains Road Petition submitted to Council at the Ordinary Meeting held 21 September 2022; 2. Instruct the Chief Executive Officer to request Main Roads WA to undertake further review and consideration of a speed limit reduction on Blue Plains Road, Chittering; and 3. Instruct the Chief Executive Officer to have a Road Safety Audit performed on Blue Plains Road, Chittering, acknowledging that external resources will be required for this.
<p>OUTCOME: Closed on 20 March 2023 The Chief Executive Officer has obtained a Road Safety Audit report for Blue Pains Road, which was presented to Council at the March 2023 OCM. Where the matter was closed by Council resolution 110323. Subsequently, the CEO has submitted the report to Main Roads again requesting that the speed limit be reduced on Blue Plains Road. A report received from Main Roads reiterated that speed zoning would not be successful in reducing speed on the road, but that the Shire should install additional advisory signs. The Shire has ordered the signs and they will be installed when received.</p>			
2	Resolution Date	Resolution Number	Resolution
	15-Feb-23	050223	TS02 – 02/23 Containers for Change Program – Expression of Interest
			That Council instruct the Chief Executive Officer to advertise an “Expression of Interest” to receive submission to manage and operate Container for Change services within the Shire of Chittering with the following conditions: 1. The facility would be managed and operated by any community groups, individuals or business organisation. 2. A report is brought back to Council with a recommended community group or individual or business organisation for the Council to make a final decision.
<p>OUTCOME: Closed on 16 August 2023 Expressions of interest were invited according to the council resolution, and recommendations were made to Council for the acceptance of one of the submissions. Subsequently, the CEO was instructed to meet with the groups that expressed interest to share the operational requirements and likely financial benefits with the groups. This resulted in the award of the contract to Good Sammy's. The next steps include negotiating a peppercorn lease and submitting it back to Council for final approval. This resolution has been fully actioned. A new resolution will be made when a proposed lease agreement is presented to Council.</p>			
3	Resolution Date	Resolution Number	Resolution
	15-Feb-23	140223	CEO04 – 02/23 Draft Disability Access and Inclusion Plan
			That Council: 1. Adopt the Draft “Disability Access and Inclusion Plan 2023 – 2026”; and 2. Instruct the Chief Executive Officer to seek public comment/submissions on the draft Disability Access and Inclusion Plan 2023 – 2026 and bring back to Council at the April Ordinary Council Meeting.

OUTCOME:**Closed on 19 April 2023**

The draft Disability Access and Inclusion Plan was advertised for public comments, and the results were presented to the April OCM, where the Plan was adopted by Council. The plan will now be implemented as part of the administrative duties of the Shire.

4 Resolution Date	Resolution Number		Resolution
15-Feb-23	070223	CEO07 – 02/23 Muchea Recreation Centre – Removal of Native Vegetation	<p>That Council:</p> <ol style="list-style-type: none"> 1. Instruct the Chief Executive Officer to continue with construction of Muchea Recreation Centre as specified in Tender Contract SC22-002 which involves the removal of three Marri trees. 2. Approve the following measures in lieu of the removal of the 3 trees: <ol style="list-style-type: none"> a) appropriate installation of three nesting boxes/tubes within the locality for the purpose of facilitating black cockatoo breeding; b) Planting of 30 native trees in appropriate locations around the Muchea Recreation Centre site; and c) Repurpose the trunks of the removed trees for use as seating, playground or artwork within the Muchea Recreation Centre site. 3. Authorise the Chief Executive Officer to make any necessary budgetary adjustments to include the above mitigating measures within the budget for the Muchea Recreation Centre Project.

OUTCOME:**Closed on 11 July 2023**

Cockatoo breeding boxes have been procured and will be installed at the appropriate places (as advised by the environmental groups working specifically with nesting of Cockatoos). The administration has been informed that the Cockatoos do not nest in the area where the trees were removed and that it would have a more significant impact if the boxes were put up in an area where they are likely to nest. Planting of the additional fora for foraging for the birds has been included in the landscaping and some has already been planted. More will be planted once construction activities taper off. Since the decision was made, the community members objecting to the removal of the trees have made it clear that it would be an insult to repurpose the trunks on the same premises. The Shire will, however, allow it to dry out and use it appropriately at the hall or elsewhere.

5 Resolution Date	Resolution Number		Resolution
21-Jun-23	040623	TS02 – 06/23 Adoption of Strategic Waste Management Plan 2023 – 2033	<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopts the Shire of Chittering's Strategic Waste Management Plan 2023 – 2033; 2. Receives the Shire of Chittering Assessment and Analysis Supporting Report for 2023 - 2033 Strategic Waste Management Plan. 3. Notes this reports summary of actions and costs, for Council's future budget considerations. 4. Instruct the Chief Executive Officer to convene a workshop with Council to provide an opportunity for Councillors to engage and participate in drafting Terms of Reference for a Council member advisory group on waste management. 5. Formally review and update the Plan after 5 years to ensure ongoing compliance with legislation changes and current best practice in the industry.

<p>OUTCOME: Closed on 24 July 2023 A workshop was scheduled with Council on 19 July 2023. The workshop concluded that there was no clear basis for establishing terms and reference of a council-led Waste Management Advisory Group, therefore the matter was closed.</p>			
6	Resolution Date	Resolution Number	Resolution
	21-Jun-23	240623	COM05 – 06/23 Chittering Bush Fire Advisory Committee – Motion to Lobby Main Roads WA to Commence Construction of the Bindoon Bypass That Council instruct the Chief Executive Officer to: 1. Resume lobbying Main Roads WA to proceed with the construction of the Bindoon Bypass with particular focus on the danger posed to the town of Bindoon by the large number of placarded trucks with hazardous materials passing through the townsite. 2. Make contact with Main Roads WA requesting details of their response plans for emergencies that arise in or near Bindoon until the Bypass has been constructed.

OUTCOME:
Closed on 21 June 2023
 The Chief Executive Officer has written to Main Roads WA requesting that the Bindoon Bypass project should receive priority for the safety of our community. The matter was also raised at the Avon-Midland Branch Zone meeting, with Melissa Price MP and with Shane Love MLA. The CEO has followed up with Main Roads WA on a monthly basis since July 2023, with the latest feedback being that a decision will be made in late October/November 2023 and that the outcome will be communicated back to the Shire. The CEO has actioned the resolution and it is, therefore closed on the outstanding resolutions list.

Resolution Action Register - Open CEO Action Items as at 13 October 2023

1 Resolution Date	Resolution Number		Resolution
21-Oct-20	221020	NOM08-10/20 Cr Carmel Ross: Reconciliation Action Plan	<p>That Council instructs the Chief Executive Officer to commence the preparation of a Reconciliation Action Plan for the Shire in the next budget period:</p> <ul style="list-style-type: none"> • The Reconciliation Action Plan should be undertaken in stages, with ongoing development of the Plan over a three year period. • Appropriate engagement with Indigenous people should be undertaken. • One or two Councillors should be appointed to the working party/committee that develops the Reconciliation Action Plan.
<p>STATUS: OPEN This item will be presented to Council at the October Ordinary Meeting of Council for further consideration and an extended timeframe to ensure respectful engagement.</p>			
2 Resolution Date	Resolution Number		Resolution
20-Jul-22	080722	CEO01 – 07/22 Lower Chittering Hall Replacement – Community Centre Plans and Reports	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the Lower Chittering Community Centre Schematic Design Report produced by Site Architectural Studio, noting the design demands identified in the planning process; 2. Consider the Lower Chittering Community Centre Project Plan, and Community Engagement Plan in the Long Term Financial Plan; 3. Instruct the Chief Executive Officer to proceed with a project plan for the Reflections Area and Walk Path to be presented to Council at the Ordinary Meeting of Council as soon as practicable; 4. Receive the minutes of the 22 February 2022 meeting of the Lower Chittering Hall Replacement Reference Group.
<p>STATUS: OPEN Community Engagements on the aspects to be included in the Reflections area were incorporated in an overall plan. Due to the site plan of the overall development, implementing the reflections area in isolation would not be feasible, as it would have to be done after the irrigation areas for the sub-soil drainage of the wastewater systems have been installed. This area has, however, been included in the overall Growing Regions Grant Application. The Shire is awaiting the outcome of the grant application.</p>			
3 Resolution Date	Resolution Number		Resolution
17-Aug-22	060822	DS04 – 08/22 Removal of 'Yacht Monument' Lot 89 Koomal Street, Bindoon	<p>That Council exercises its authority in pursuance of Section 214 of the Planning and Development Act 2005:</p> <ol style="list-style-type: none"> 1. Permits the Chief Executive officer to undertake all things necessary to remove and dispose of the yacht monument as located on Lot 89 Koomal Street, Bindoon; and 2. Directs any proceeds, after expenses have been deducted, from the removal and disposal of the yacht monument to the legal owner.

STATUS: OPEN

The legal process regarding the Yacht Monument is ongoing. Council will be informed of the outcome once the matter has been finalised.

4	Resolution Date	Resolution Number	Resolution
	17-Aug-22	160822	<p>Cr Mark Campbell: Policy 4.10 – Transparency and Accountability Amendment</p> <p>4. To be reviewed by Council in 12 months -Sept 2023</p> <p>That, in line with Council's adopted position of becoming leaders in the areas of transparency, disclosure and public accountability, Council adopt the following Policy Position with the below wording to be included in Policy 4.10 – Transparency and Accountability.</p>

STATUS: OPEN

This item will be presented to Council at the October Ordinary Meeting of Council for review as per the original Council resolution.

5	Resolution Date	Resolution Number	Resolution
	15-Feb-23	180223	<p>CEO08 – 02/23 Lower Chittering Community Centre – Draft Business Plan and Asset Management Plan</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Accepts and endorses the Lower Chittering Community Centre Business and Asset Management Plan created by Whitney Consulting. 2. Receive the Lower Chittering Community Centre Schematic Design Report (LCCC SDR) community engagement results, and endorse the LCCC SDR received at the OCM on 20 July 2022. 3. Instructs the Chief Executive Officer to commence applications for funding towards the Lower Chittering Community Centre, in line with the approved Long Term Financial Plan timeline for construction in 2024/2025. 4. At the point of final approved plans that due consideration be given to vegetation and the natural environment.

STATUS: OPEN

A grant application has been submitted for the Growing Regions Grant. Submissions selected to go through to the second stage of the process will be informed in October, as the final submissions are due to be submitted in November. Unsuccessful or rejected submissions have already been notified, therefore the Shire's application is still in contention.

6	Resolution Date	Resolution Number	Resolution
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16-Aug-23	040823	TS01 – 06/23 Containers for Change Program – Expression of Interest	<p>That Council instruct the Chief Executive Officer to:</p> <ol style="list-style-type: none"> 1. Accept Good Samaritan Enterprises trading as Good Sammy submission to manage and operate Containers for Change services within the Shire of Chittering at their chosen location, either at Muchea Landfill or Bindoon Landfill; 2. Negotiate a peppercorn lease with Good Samaritans Enterprises for the land where the facility will be constructed; 3. Offer an initial 10 year lease agreement with a potential 10 years lease extension following mutual agreement between both parties; 4. Inform Good Samaritans Enterprises of the minimum required infrastructure to be constructed by Good Samaritans Enterprises, and that all Infrastructure built on the premises will become the property of the Shire at the end of the lease period; 5. Report to Council on the outcome of these negotiations, for final adoption of the agreement.
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STATUS: OPEN

The process of determining the area where the Containers for Change facility will be set up, as well as the lease provisions is underway. This will be brought back to Council once agreement has been reached.

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Resolution Date	Resolution Number		Resolution
16-Aug-23	080823	<p>CEO02 – 08/23 Minutes with Recommendations to Council from the Bindoon Mountain Bike Park Project Reference Group Meeting held 21 July 2023</p> <p>OFFICER RECOMMENDATION 2</p>	<p>That Council by an ABSOLUTE MAJORITY:</p> <ol style="list-style-type: none"> 1. Instruct the Chief Executive Officer to seek sponsors for the connecting trail and other trails identified in the Stage 2 Concept Plan. 2. In accordance with section 6.8 of the Local Government Act 1995, authorise a budget amendment of \$20,000 to construct the link trail, should sponsorship applications be unsuccessful.

STATUS: OPEN

The Chief Executive Officer is approaching various possible sponsors and has had some success to date. The trails have now been completed and the access road and carpark is under construction.