



**CHIEF EXECUTIVE OFFICER ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 15 MAY 2024**

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
CEO01 – 05/24	Work Health and Safety Statistics Report – April 2024 Attachments 1. WHS Statistics Report – April 2024	1 – 2
CEO02 – 05/24	Final Adoption of the Shire of Chittering Local Laws 2024 Attachments 1. Shire of Chittering Dogs Amendment Local Law 2024 2. Shire of Chittering Keeping Control of Cats Amendment Local Law 2024 3. Shire of Chittering Local Government Property and Public Places Amendment Local Law 2024 4. Shire of Chittering Standing Orders Amendment Local Law 2024	3 – 11
CEO03 – 05/24	Chief Executive Officer Key Performance Indicators Attachments 1. CEO Key Performance Indicators (KPI's) for 2024/25	12 – 18

WORK HEALTH SAFETY REPORTING – APRIL 2024

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

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
April	8	8	0	0	1	1	1	0	1

NEAR MISS, INCIDENT AND DAMAGE REPORT

Incident	Date	Department and Location	Type of Injury / Incident / Near Miss	Response
208	18/04/2024	Bindoon	Head Injury – Knocked on head by a branch feeding mulcher	Booked of work, visited doctor, possible claim

WHS TRAINING AND DEVELOPMENT

Date	Training	Training Organisation
April	WHS Induction Training (1 Ranger and Customer Service Officer)	WHS Officer, Jon Barrett
12/04/2024	First aid CPR Training (15 Outdoor Staff, 3 Indoor Staff and 1 Volunteer)	Time Critical
17/04/2024	Aerated Wastewater Treatment System Servicing and Maintenance Course (2 Staff Members, Environmental Health and Graduate Officer)	Environmental Health System Support
22/4/2024	Improved Landfill Management Training (Environmental Health Officer)	Centre for Environmental Training

COMPLETED SITE INSPECITONS

Date	Areas
April	Muchea Landfill
April	Bindoon Landfill
April	Wannamal Fire Station

SAFETY OBSERVATIONS

Date	Areas
April	Toolbox meeting for Technical Services – Discussed employees be more aware of their surroundings and special awareness
April	Not raising the flags when there is lightning, only once the lightning has passed

Draft 2**LOCAL GOVERNMENT ACT 1995****DOG ACT 1976**

SHIRE OF CHITTERING

DOGS AMENDMENT LOCAL LAW 2024

Under the powers conferred by the *Dog Act 1976*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Chittering resolved on **????** to make the following local law.

PART 1—PRELIMINARY

1. Citation

This local law may be cited as the *Shire of Chittering Dogs Amendment Local Law 2024*.

2. Commencement

The local law comes into operation on the fourteenth after the day it is published in the Government Gazette.

3. Principal local law

This local law amends the *Shire of Chittering Dogs Local Law 2023* as published in the *Government Gazette* on 6 June 2023.

PART 2—AMENDMENTS

4. Clause 3.3(1)(c)(v) Amended

In clause 3.3(1)(c)(v) delete the full stop after the words 'stock management' and replace it with a semi-colon.

5. Clause 3.3(1)(d) Amended

In clause 3.3(1)(d) insert a full stop at the end of the clause.

6. Clause 4.3 Amended

In clause 4.3 delete the references to clause '4.4(a)' and 'Schedule 1 clause 5(c)' and replace them with '4.4' and 'Schedule 1 clause (j)(c)' respectively.

Dated ????

The Common Seal of the Shire of Chittering was affixed by authority of a resolution of Council in the presence of -

Aaron King
Shire President

Melinda Prinsloo
Chief Executive Officer

LOCAL GOVERNMENT ACT 1995**CAT ACT 2011**

SHIRE OF CHITTERING

CATS AMENDMENT LOCAL LAW 2024

Under the powers conferred by the *Cat Act 2011*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Chittering resolved on **????** to make the following local law.

PART 1—PRELIMINARY

1. Citation

This local law may be cited as the *Shire of Chittering Cats Amendment Local Law 2024*.

2. Commencement

The local law comes into operation on the fourteenth after the day it is published in the Government Gazette.

3. Principal local law

This local law amends the *Shire of Chittering Cats Local Law 2023* as published in the *Government Gazette* on 6 June 2023.

PART 2—AMENDMENTS

4. Clause 1.4 Amended

In clause 1.4:

- a) delete the definition of 'cat prohibited areas'.
- b) in the definition of '*effective control*' change all the capital letters to lower case.
- c) In the definition of '*nuisance*' delete 'Interference' and replace with 'interference'

5. Clause 1.5 Amended

In clause 1.5 delete '*the*' and replace with 'the'.

6. Clause 2.1(5) Amended

At the end of clause 2.1(5) insert a 'full stop'.

7. Clause 2.2 Deleted

Delete the whole of clause 2.2.

8. Clause 3.4(2) Amended

- a) delete the word 'or' at the end of subclause (2)(a).
- b) insert the word 'or' at the end of subclause (2)(b).

9. Clause 3.9 Amended

In clause 3.9:

- a) delete clause '(1) (b)'.
- b) renumber subclauses '(c)' '(d)' and '(e)' as subclauses '(b)', '(c)' and '(d)'.

10. Schedule 3 Deleted

Delete the whole of 'Schedule 3'.

Dated ????

The Common Seal of the Shire of Chittering was affixed by authority of a resolution of Council in the presence of -

Aaron King
Shire President

Melinda Prinsloo
Chief Executive Officer

Draft 2**LOCAL GOVERNMENT ACT 1995**

SHIRE OF CHITTERING

LOCAL GOVERNMENT PROPERTY AND PUBLIC PLACES AMENDMENT LOCAL LAW 2024

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Chittering resolved on **????** to make the following local law.

PART 1—PRELIMINARY

1. Citation

This local law may be cited as the *Shire of Chittering Local Government Property and Public Places Amendment Local Law 2024*.

2. Commencement

The local law comes into operation on the fourteenth after the day it is published in the Government Gazette.

3. Principal local law

This local law amends the *Shire of Chittering Local Government Property and Public Places Local Law 2023* as published in the *Government Gazette* on 6 June 2023.

PART 2—AMENDMENTS

4. Clause 3.1(1) Amended

In clause 3.1(1) delete '14' and replace it with '12'.

5. Clause 8.2(3)(a) Amended

In clause 8.2(3)(a) delete '8.3(3)(b)' and replace it with '8.3(2)(b)'.

6. Clause 8.2(3)(d) Amended

In clause 8.2(3)(d) delete '8.3(3)(e)' and replace it with '8.3(2)(e)'.

7. Clause 8.3(1) Amended

In clause 8.3(1) delete '8.2' and replace it with '8.1'.

8. Clause 15.6(1) Amended

In clause 15.6(1)(b) move all the words 'an offence against this local law, demand from the person the person's name, place of residence and date of birth' and place them on a separate line.

Dated ????

The Common Seal of the Shire of Chittering was affixed by authority of a resolution of Council in the presence of -

Aaron King
Shire President

Melinda Prinsloo
Chief Executive Officer

Draft 2**LOCAL GOVERNMENT ACT 1995**

SHIRE OF CHITTERING

STANDING ORDERS AMENDMENT LOCAL LAW 2024

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Chittering resolved on **????** to make the following local law.

PART 1—PRELIMINARY

1. Citation

This local law may be cited as the *Shire of Chittering Standing Orders Amendment Local Law 2024*.

2. Commencement

The local law comes into operation on the fourteenth after the day it is published in the Government Gazette.

3. Principal local law

This local law amends the *Shire of Chittering Standing Orders Local Law 2023* as published in the *Government Gazette* on 6 June 2023.

PART 2—AMENDMENTS

4. Clause 1.2 Amended

Insert a full stop at the end of the clause.

5. Clause 1.6 Amended

In the definition of *committee* replace 'council' with 'Council'.

6. Clause 3.4 Amended

- (a) In clause 3.4(b) replace 'If' with 'if'.
- (b) In clause 3.4(c) replace 'In' with 'in'.

7. Clause 4.13 Amended

Delete the current wording in clause '4.13' and replace it with:

'At any meeting-

(a) at which there is not a quorum present; or

(b) which is adjourned for want of a quorum,

the names of the members then present are to be recorded in the minutes.'

8. Clause 5.5 Amended

In clause 5.5 delete the comma after the word 'notice'.

9. Clause 5.6(1) Amended

In clause 5.6(1) delete the comma after the word 'adopting'.

10. Clause 6.9 Amended

(a) Renumber subclause '6.9(4)(c)' to 6.9(5)'.
(b) Renumber current subclauses '6.9(5)' and '6.9(6)' to '6.9(6)' and '6.9(7)' respectively.

11. Clause 6.15(2) Amended

In clause 6.15(2) delete the words 'is not to disclose any of that information to any person other than member employee to the extent necessary for the purpose of carrying out his or her functions' and replace the with 'is not to disclose any of that information to any person other than a member or employee to the extent necessary for the purpose of carrying out his or her functions.'

12. Clause 7.2(3)(a) Amended

In clause 7.2(3)(a) delete the semi-colon after the word 'Council'.

13. Clause 10.3 Amended

Delete current clause 10.3 and replace it with:

- '1. Any member who wishes to move a substantive motion or an amendment to a substantive motion-
 - (a) is to state the substance of the motion before speaking to it; and
 - (b) if required by the presiding member, is to put the motion or amendment in writing.
2. for complex amendments they must be in writing.'

14. Clause 11.5.5(3)(b) Amended

In clause 11.5.5(3)(b) delete '7.11' and replace it with '8.9'.

Dated ????

The Common Seal of the Shire of Chittering was affixed by authority of a resolution of Council in the presence of -

Aaron King
Shire President

Melinda Prinsloo
Chief Executive Officer

SUMMARY

	Strategic Outcome	Performance Criteria	Weighting (out of 100)
1	Achievement of the Functions of the CEO in s5.41 of the LG Act	Present a report on achievement of the functions of the CEO by 30 June 2025.	40%
2	Management and Leadership of the Shire	To be determined individually.	40%
3	Strategic Priorities	Defined by the Shire. To be listed separately.	10%
4	Capital Projects	Defined by the Shire. To be listed separately.	10%

Performance Standard rating scale and definition

Scale	Score	Percentage
Unable to rate assess	1	0.0%
Strongly Disagree	2	25.0%
Disagree	3	50.0%
Agree	4	75.0%
Strongly Agree	5	100.0%

CRITERIA 1 – Performance of the Functions of the CEO		Weighting 40%
Performance criteria	Performance standards	Weighting (100%)
1.1 Advise the Council in relation to the functions of local government under the LG Act and other written laws.		10%
Guiding Statements	1.1.1 Provide Council with timely and relevant information and reports for effective decision making, and workshops for strategic matters where required.	
Guiding Statements	1.1.2 CEO contributes constructively to the Council meeting process	
1.2 Ensure that advice and information is available to the Council so that informed decisions can be made.		10%
Guiding Statements	1.2.1 Regular review of the format of Agenda papers and Reports to Council. This will be undertaken at least annually.	
Guiding Statements	1.2.2 Submission of required information in a timely manner	
Guiding Statements	1.2.3 Timely report on outstanding resolutions to Council, outlining reasons why resolutions have not been finalised	
1.3 Cause Council decisions to be implemented.		
Guiding Statements	1.3.1 The decisions of Council are implemented in accordance with Council resolutions	
Guiding Statements	1.3.2 Linked to agreed delivery date, report to Council at next meeting following delivery date	
1.4 Manage the day-to-day operations of the local government.		10%
Guiding Statements	1.4.1 KPIs and performance measurement and reporting are embedded in line with the Integrated Planning Framework	
Guiding Statements	1.4.2 Explore and investigate options as directed to continually improve the Shire's financial sustainability	
Guiding Statements	1.4.3 Refresh the Shire's business continuity and crisis management plans, as required	
Guiding Statements	1.4.4 Deliver actions arising from the service delivery review on community development outcomes within agreed budget and timeframes.	



Guiding Statements	1.4.5 Foster community engagement and facilitate opportunities for community members to positively interact with the Shire and embed engagement in all processes	
Guiding Statements	1.4.6 Liaise with neighbouring CEOs to explore options to share resources, including staff. Establish effective relationships with State and Federal Government agencies, local state and federal MP's.	
Guiding Statements	1.4.7 An objective review of effectiveness and efficiency of day labour construction projects is undertaken and reported to Council	
Guiding Statements	1.4.8 As necessary, the CEO deals directly with members of the public in listening to concerns or resolving issues	
1.5 Liaise with the President and Councillors on the local government's affairs and the performance of the local government's functions.		10%
Guiding Statements	1.5.1 Councillors have an appropriate level of access to the CEO and their concerns are effectively and professionally managed	
Guiding Statements	1.5.2 A team approach is fostered with mutual respect between Councillors and Staff	
1.6 Speak on behalf of the local government if the President agrees.		5%
Guiding Statements	1.6.1 As required by the President.	
Guiding Statements	1.6.2 Provide Councilors with an update on CEO meetings with the President and key stakeholders at a monthly strategic workshop and/or via email.	
1.7 Be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees).		5%
Guiding Statements	1.7.1 Facilitate an organisation that is effective efficient, ethical and capable of meeting the needs of our residents.	
Guiding Statements	1.7.2 Lead an inclusive and high-performing workplace culture and support the development of individuals.	

1.8 Ensure that records and documents of the local government are properly kept for the purposes of the LG Act and any other written law.		5%
Guiding Statement	1.8.1 Development, implementation, and management of records management system.	
1.9 Compliance with Work Health and Safety Act		10%
Guiding Statements	1.9.1 Review of current OSH policies and procedures to ensure compliance with legislation	
Guiding Statements	1.9.2 Implement the outcomes of the OSH Audit	
Guiding Statements	1.9.3 Monitor and report on progress of the Audit outcomes	
Guiding Statements	1.9.4 Report to Council on Work Health and Safety matters	
Guiding Statements	1.9.5 OSH is strengthened and reinforced as a cultural norm within the organisation, including: Attendance of the CEO at OSH Committee meetings; Implementation of Alcohol and Drug testing policy; Active management of workers compensation/Injury claims	
1.10 Ensure effective and efficient systems and processes are in place to ensure legislative compliance		10%
Guiding Statements	1.10.1 Effectiveness - Annual Compliance Return shows compliance is =>95%	
Guiding Statements	1.10.2 Efficiency – Process improvement / benchmarking undertaken on systems and processes to assess and identify, where possible, improvements to enhance efficiency / effectiveness	
Guiding Statements	1.10.3 Progress reported to Audit Risk Committee	
1.11 Audit findings		10%
Guiding Statements	1.11.1 Internal controls and audit plan in place to protect the City against fraud or corruption in accordance with statutory requirements	
Guiding Statements	1.11.2 Audit findings are responded to in accordance with statutory requirements	

CRITERIA 2 – Management & Leadership		Weighting 40%
Performance criteria	Performance standards	Weighting (100%)
2.1 Leadership & Strategy	Lead the effective delivery of projects, programs and services in alignment with the vision and strategic direction set out in the Corporate Business Plan	25%
Guiding Statements	2.1.1 Effective annual planning and budgeting process, engagement with all relevant stakeholders including council member workshops	
Guiding Statements	2.1.2 Implement the Corporate Business Plan in line with the adopted annual budget	
Guiding Statements	2.1.3 Development and implementation of vision and values into the organisation.	
Guiding Statements	2.1.4 Include actions forthcoming from 2021 staff culture survey.	
2.2 Stakeholder Relationships	Foster and drive a culture of continues improvement in delivery of services to Council, community and stakeholders, with a focus of high level of customer services	20%
Guiding Statements	2.2.1 Effective relationships are established with State and Federal Government agencies, local State and Federal MP's and adjoining Shires	
Guiding Statements	2.2.2 Effective relationships are established with community groups and organisations.	
Guiding Statements	2.2.3 The organisation values and delivers a high standard of customer service and has effective systems and processes in place.	
Guiding Statements	2.2.4 Review and ensure complaints management and reporting system is effective.	
2.3 Organisational Capacity & Performance	Build the organisational culture, capability, capacity and resilience to achieve Council and community's vision and priorities	25%
Guiding Statements	2.3.1 Finalise and implement the Community Engagement Framework and Communications Plan to increase capability and alignment across the organisation	
Guiding Statements	2.3.2 Implement the Policy Review Program	
Guiding Statements	2.3.3 Effective Integrated Planning and Performance Reporting Processes	
Guiding Statements	2.3.4 Effective workforce planning in line with budget process, including annual staff reviews and personal development plans with training budget	
2.4 Financial, Asset and Risk Management	Organisational Capacity & Performance	20%



CRITERIA 2 – Management & Leadership		Weighting 40%
Guiding Statements	2.4.1 Long Term Financial and asset management planning aligned to community and stakeholder engagement	
Guiding Statements	2.4.2 Ensure effective risk management practices, including improvements of ICT risks, contract management and procurement	
Guiding Statements	2.4.3 Effective and timely management of annual budget process including review of operational budget	
Guiding Statements	2.4.4 Reporting on the delivery of the annual capital works program	
2.5 Innovation, Accountability and Sustainability	Ensure accountability and sustainability is demonstrated in an environment of transparency, trust, openness and honesty	10%
Guiding Statements	2.5.1 A culture of openness and transparency	
Guiding Statements	2.5.2 High standards of ethical behaviors and professionalism are displayed.	
Guiding Statements	2.5.3 Service delivery review program improvements with a focus on operational efficiencies, potential savings measures to inform the Long-Term Financial Plan and benchmarking of other LGAs	



CRITERIA 3 – Strategic Priorities		Weighting 10%
Performance criteria	Performance standards	Weighting (100%)
3.1 X		20%
	3.1.1 XXX	
Councillor Performance Comment		(Score 1-5)
Areas for Improvement		
3.2 X		20%
	3.2.1 XXX	
Councillor Performance Comment		(Score 1-5)
Areas for Improvement		
3.3 X		20%
Councillor Performance Comment		(Score 1-5)
Areas for Improvement		
3.4 X		20%
	3.4.1 XXX	
Councillor Performance Comment		(Score 1-5)
Areas for Improvement		
3.5 X		20%
	3.4.1 XXX	
Councillor Performance Comment		(Score 1-5)
Areas for Improvement		

TO BE DETERMINED THROUGH THE
2024/2025 BUDGET SETTING PROCESS