



## Leadership and Governance Standing Committee Meeting

Notice is hereby given pursuant to the provisions of the *Local Government Regulation 2012*, that the next Meeting of the Central Highlands Regional Council will be held in the **Council Chambers, 65 Egerton Street, Emerald** on

**Tuesday, 13 June 2017**  
**At 1.00 pm**

For the purpose of considering the items included on the Agenda.

**Scott Mason**  
**Chief Executive Officer**

### OUR VISION

Working today, growing tomorrow

### OUR MISSION

We will provide services and assets responsibly

### OUR VALUES

Leadership, Engagement and Fair Representation  
Great Customer Service  
Innovation  
Honesty and Integrity  
Teamwork  
Respect for All

### OUR PRIORITIES

Strong, vibrant communities  
Building and maintaining quality infrastructure  
Supporting our local economy  
Protecting our people and our environment  
Proactive, responsible leadership  
Strong governance  
A workplace of excellence

COUNCIL AGENDA



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**1 PRESENT**

**2 APOLOGIES**

**3 LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**4.1 Minutes - Leadership and Governance Standing Committee Meeting - 9 May 2017**



**Leadership and Governance Standing Committee Meeting**

**MINUTES**

**Meeting held in the Central Highlands Regional Council Chambers, Emerald Office**

**Tuesday 9 May 2017**

**Commenced at 12.00pm**

**CENTRAL HIGHLANDS REGIONAL COUNCIL**  
**LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING**

**TUESDAY 9 MAY 2017**

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**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING  
HELD AT 12.00PM TUESDAY 9 MAY 2017 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL  
CHAMBERS, EMERALD OFFICE**

**PRESENT**

**Councillors**

Councillor (Crs) K. Hayes (Mayor),  
Councillors (Crs) G. Nixon, C. Rolfe, A. McIndoe

**Observers**

Councillors (Crs) G Godwin-Smith (Deputy-Mayor), M Daniels

**Officers**

Chief Executive Officer S. Mason, Executive Manager Governance M. Uren, Coordinator Safety S. Schofield, Coordinator Communications A. Ferris, Minute Secretary S. Tomelty

**APOLOGIES**

Councillors (Crs) D. Lacey, C. Brimblecombe

**Resolution:**

Cr Nixon moved and seconded by Cr Rolfe “That a leave of absence as previously granted for Councillors Lacey, and Brimblecombe for today’s meeting”

**LGSC 2017 / 05 / 09 / 001**

Carried (4-0)

**LEAVE OF ABSENCE**

Nil

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Leadership and Governance Standing Committee Meeting: 14 March 2017**

**Resolution:**

Cr Rolfe moved and seconded by Cr McIndoe “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on 14 March 2017 be confirmed.”

**LGSC 2017 / 05 / 09 / 002**

Carried (4-0)

**Business Arising Out Of Minutes**

Nil

**Outstanding Meeting Actions**

Nil

**Conflict of Interest, Personal Gifts and Benefits**

Nil

**Petitions (if any)**

Nil

## **GOVERNANCE SECTION**

### **Council Safety Performance as at 27 April 2017**

#### **Executive summary:**

This report is a summary of Council's safety performance and is current as at 27<sup>th</sup> April 2017. The purpose of the information provided is to highlight to Council any issues, risks and opportunities impacting the safety and health of workers at Central Highlands Regional Council.

Considered by Council.

## **GENERAL BUSINESS**

*(Verbal matters raised by Councillors either as a question, acknowledgement and or additional follow-up by officers)*

The committee took the opportunity to formally thank Mary-Anne Uren for her contributions to Central Highlands Regional Council most recently in her capacity as Executive Manager, Governance from 2013 – 2017 and formerly in her position as Manager, Community Services from 2010 – 2013. Mary-Anne's last day with Council will be May 17.

## **CLOSURE OF MEETING**

There being no further business, the Chair closed the meeting at 12.27pm.

CONFIRMED

CHAIR

DATE

**5 BUSINESS ARISING OUT OF MINUTES**

**6 REVIEW OF OUTSTANDING MEETING ACTIONS**

**7 MATERIAL PERSONAL INTEREST, CONFLICT OF INTEREST, PERSONAL GIFTS AND BENEFITS**

**8 PETITION**



## **9 INFRASTRUCTURE AND UTILITIES**

### **9.1 Infrastructure and Utilities - Department Update**

#### **INFORMATION REPORT**

**Author / Authorising Officer:** Gerhard Joubert, General Manager Infrastructure and Utilities

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#### **EXECUTIVE SUMMARY:**

The following information provides an update on key activities for the Infrastructure and Utilities Department.

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#### **Key Activities Summary**

- 1. Central Queensland University (CQU) Registered Training Organisation (RTO) Service**
- 2. Woorabinda Aboriginal Shire Council (WASC) - Memorandum of Understanding (MOU)**
- 3. Woorabinda Aboriginal Shire Council - QWRAP as a Regional Water Initiative**
- 4. Central Highlands Contractors and Farmers Association (CHC&FA) Close out meeting in Springsure on 15 May 2017**

## 1. CQU Registered Training Organisation Service

- Central Highland Regional Council (CHRC) approached CQU last year, who agreed to facilitate training (partnership deal) either between CHRC or a group of Councils in Central Queensland in the following.
  - a. NWP20115 Certificate II in Water Industry Operations;
  - b. NWP30215 Certificate III in Water Industry Operations; and
  - c. NWP30315 Certificate III in Water Industry Treatment.
- Council potentially has between 10 to 15 staff who would be eligible for this training under the Certificate III Guarantee funding.
- There is a shortage of labour in this industry across Queensland, and Councils are looking to train locally and on site.
- Australian Skills Quality Authority (ASQA) provides approval for CQU's registration to deliver these qualifications; therefore they must satisfy legislative requirements – such as content experts (trainer); physical resources (training locations); and human resources (students – there must be a market). This can take 3 – 6 months for ASQA to approve CQU in addition to their scope of registration.
- A number of issues need to be clarified including funding arrangements and costings and whether other councils (through CQROC) would like to be involved and if so, to what extent, for example.
  - a. Upskilling current employees with no qualification;
  - b. Upskilling current employees with a qualification;
  - c. Gap training current employees;
  - d. Certificate III Guarantee, qualifying employees; and
  - e. Recruitment of trainees and school-based trainees.
- A business case for the project has been submitted to the Dean and Vice Chancellor of the University with a request that the project be approved as soon as possible.
- Once the business case is approved, the plan is to commence delivery in February 2018. Council will be kept updated as registration milestones are attained.

## 2. Woorabinda Aboriginal Shire Council (WASC) - Memorandum of Understanding (MOU)

- The Mayors of CHRC and WASC and District Director of DTMR signed the MoU on
- Acting Manager Infrastructure (AMI), Jason Hoolihan, met with Chief Executive Officer, Emil Moul, and Works Overseer, Neville Perkins, on Wednesday 31 May 2017. The intended outcomes of what both councils wish to achieve under the MoU was discussed, including the challenges that WASC faces in participating in any new initiatives. Main issues surrounded potential and capability of availability of existing resources and personnel.
- A few of the specific issues that were discussed were:
  - Staffing levels
  - Lack of competent Plant Operators (Tickets)
  - Lack of suitable plant
  - Limited budget
- AMI will work with WASC (Neville) to establish a long term plan with the intention of getting small wins along the way. WASC is to provide a list of staff with what tickets they currently hold as a first pass in this process.
- The biggest issue on the table at the moment is the \$25,000 commitment from DTMR for Weed Spraying / Vegetation management along the Fitzroy Development Road.
- It has been identified that this cannot be used for training, therefore it was decided that WASC will subcontract CHRC to provide a qualified (AC/DC) person and spray truck/ute and two (2) WASC staff will be coached in carrying out the works.
- AMI also proposed that CHRC send a Workshop Mechanic to WASC to do an assessment on the condition of the plant and provide some basic daily prestart checks and care training.

### **3. Woorabinda Aboriginal Shire Council (WASC) - QWRAP as a Regional Water Initiative**

- The Queensland Water Regional Alliance Program (QWRAP) is an opportunity for regional collaboration on water and sewerage services in regional Queensland. It is a collaborative effort among the LGAQ, Qld Water, the Queensland Government (through the Department of Energy and Water Supply) and councils. Councils to the north and west of CHRC have formed alliances which can collaborate on activities such as procurement or services e.g. conditions assessment and sewer re-lining. There is not a central Queensland alliance but CHRC are currently investigating whether a mini-QWRAP alliance with Woorabinda is an appropriate way of providing assistance and collaboration.
- A full working group meeting between CHRC and WASC has been delayed and is now scheduled for Monday 12 June 2017 to include both roads and water on the agenda and with the Chief Executive Officer, Acting Manager Infrastructure and Manager Water Utilities in attendance.

### **4. Contractors and Farmers Association Close-out meeting in Springsure**

- Council met with Central Highlands Contractors and Farmers Association (CHC&FA) on Monday 15 May 2017 for a close out of the 2015 National Disaster Relief and Recovery Arrangements (NDRRA) quality audit process that commence with a meeting and sites visits on 17 July 2016.
- Council recognised their concerns about the delivery of the 2015 NDRRA contracts. As agreed with CHC&FA, we have undertaken and completed an independent audit to identify shortcomings and improvements.
- Following receipt and consideration of the independent quality audit, Council has documented and discussed with the CHC&FA the 'lessons learnt' and future processes to move forward. This includes the implementations of improvements in systems, processes, procedures, specifications, contract administration and procurement of future NDRRA restoration delivery.
- The shared findings from feedback from a range of stakeholders, including Council, Queensland Restoration Authority (QRA), George Bourne and Associates (GBA), CHC&FA and Black & More (The Quality Auditor) provided the following recommendations for consideration and implementation, as appropriate, for future NDRRA works.

The specific improvements proposed include:

#### **1. Improved capture of road restoration needs post event**

- Clear understanding of safety and constructability requirements while identifying damage sites. The main aim is not having isolated damage sites less than 70 metres in length or if sites are within 50 metres of each other, these damage sites are combined.

#### **2. Fit for purpose specification**

- Identify a fit for purpose specifications for mainly gravel road restoration.
- Where applicable, avoid unnecessary complexity of construction type of specification e.g. using a Type 2.5 DTMR specification for gravel re-sheeting with both level and compaction requirements.
- Less need for relaxations and variations is likely, with greater certainty for tenderers, should the work be tendered.

#### **3. Procurement efficiencies and appropriate supervision**

- Delivery model option to include Council day labour, plant and equipment.
- When Council acts as Principal Contractor / Project Manager, wet hire will be advertised as per current procedure (Apet360) and compliant with local procurements policy.
- Sub contracted works if undertaken may include local maintenance type of restoration activities - Medium to heavy formation grading (rip & re-compact).
- Contract out larger packages of work to a principle contractor type arrangement.
- The proposed delivery model provides greater rigor in-field supervision of contractor and subcontractors to achieve compliance and we get what we pay for.

**4. Security over works performed**

- Council may seek bank guarantees as security over contracted works - greater onus on quality & compliance. E.g. 26 weeks for restoration works and 52 weeks for betterment works.
- Consideration will be given as to whether these security arrangements would adversely impact smaller, local contractors.
- Securities are not proposed to apply for wet hire contracts for maintenance activities such as medium or heavy formation grading with Council as Principal Contractor.

**5. More efficient and well-supported pre-tender phase**

- Continue current practice in providing information to all tenderers.
- Continue in the provision of Quality/Environmental/Cultural heritage plans in tender documents.
- Continue to advertise in packages to facilitate opportunity for local contractors.
- Continue to distribute all Tender clarification/response to questions through the existing systems (Apet 360/LG Tenderbox).
- Consider conducting a pre tender meeting advertised to all potential contractors.

**6. Improved public communication and understanding about NDRRA**

- Ongoing communication and information to stakeholders, the general public and residents impacted by works about types and extent of works post natural disasters/ NDRRA – e.g. restoration vs betterment.
  - Communication before, during and after NDRRA application and works are scheduled.
- Council is now dedicating itself to applying these practice improvements, and we do not propose any further consideration of the 2015 NDRRA contracts. We appreciate the time CHC&FA members have invested in representing your concerns, and your representation have directly contributed to numerous process improvements, as listed above.

– END OF REPORT –

## **10 CORPORATE SERVICES**

### **10.1 Corporate Services - Department Update**

#### **INFORMATION REPORT**

**Author / Authorising Officer:** Jason Bradshaw, General Manager Corporate Services

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#### **EXECUTIVE SUMMARY**

This report provides an update and overview of key issues of interest for the Corporate Services department activities of Council that report to this Committee.

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#### **Key Activities Summary**

- 1. Whistleblowing Changes**
- 2. New Uniform**
- 3. Procurement Update**
  - a. NDRAA Springsure matter**
  - b. (include copy of letter dispatched week commencing 15/5)**
  - c. Procurement generally**
- 4. Corporate Software rollout**
  - a. Progress**
  - b. Training room reconfiguration**
  - c. ICT Strategic Plan**
- 5. Joint Consultative Committee update**
- 6. Industrial Relations Update**
- 7. Induction process improvements**
- 8. Corporate Compliance Framework**
- 9. Corporate Plan Status**
- 10. Ombudsman PID Process**
- 11. Penalty Unit increase (ref LG Bulletin 06/17)**
- 12. New Converge Services**
- 13. Staff Turnover**
- 14. Life App results**
- 15. Family and Domestic Violence Information Sessions**
- 16. Results of 2016 Performance Appraisals and Training and Development Plans**

## 1. Whistleblowing Changes

- Fraud Disclosure Hotline is being established with PKF Forensic and Risk Services
- PKF Forensic and Risk Services will provide a 1800 toll-free number that Council's staff can call 24 hours a day, 7 days a week, to anonymously, or in confidence, report breaches of its Integrity Framework. This number will be exclusive to the Council.
- In addition to the provision of the toll-free number, PKF Forensic and Risk Services will also provide a secure Disclosure Management System ("DMS") to facilitate reporting disclosures via an intranet link. These disclosures will be vetted by a PKF Forensic and Risk Services investigation professional prior to being released to the nominated Disclosure Officer(s) at the Council. The use of the DMS provides the assurance of confidentiality of Council disclosure information received by PKF Forensic and Risk Services.
- All disclosures received by PKF Forensic and Risk Services would be disseminated to the Council through the DMS, which provides a unique identifying number for each disclosure. The nominated Council Disclosure Officer(s) are able to view the disclosure information and add comments where necessary. Changes cannot be made to the original disclosure information, thus protecting the integrity of the information. Reporting functions have also been built into the DMS.
- PKF are able to provide a full suite of additional services to support the Hotline service including:
  - the provision of follow-up investigation assistance to support the Council's current resources; complete assurance of confidentiality;
  - policy advice;
  - employee and management education/training on policies and procedures to prevent misconduct; and
  - recommendations on corrective action to prevent further incidents
- The provision of the PKF hotline maximises the chance of the organisation uncovering and dealing with issues, therefore protecting the organisation's reputation and financial position; they make individual employees at all levels feel that their opinions are respected; hotlines are recommended by governments/ regulators as part of an organisation's fraud control plan; early detection can minimise potential loss; hotlines are a risk management tool that significantly reduce revenue leakage; and they are a low-cost deterrent to misconduct.
- By implementing and promoting a Disclosure Hotline service, the Council sends a clear message to its staff, residents and other relevant stakeholders that ethical behaviour is fundamental to the ongoing governance of the organisation.

## 2. New Uniform

- New uniform role out is underway. Communications have been distributed via the vine and also through emails. Ordering is now open for delivery and start date of 1 July 2017.
- Discontinued uniforms can be worn up until 31 August 2017, thereafter must be returned to the Organisational Development office.
- The range has been broadened to include additional colour consistent with the current corporate brand colours.

## 3. Corporate Software Implementation

### a. Progress

The progress over recent months has been slowed by resourcing constraints from both parties, but that is now behind us and the project planning is in full swing. A draft Project Implementation Plan has been collated and the resources, tentative dates and milestones are now being negotiated. The timeline at present spans a period of 18 months commencing from June/July 2017.

The Contract has been signed with Technology One as the software vendor and will be delivered through a 'software as a service' (SaaS) contract where the software application and council data will be stored and access via the Cloud. This is a transition to a new working model for Council where the application software and data have been held on inhouse servers and managed accordingly. The primary reason for taking this leap towards cloud computing has been the driver for mobility so that access can be gained anywhere and anytime through tablets, smartphones and laptops where the only requirement is an internet connection.

A governance structure has been developed to monitor this project and the initial meetings of relevant project groups will commence over the coming weeks. A presentation will be made to a Council workshop in the coming weeks outlining the project and approach.

**b. Training room reconfiguration**

As part of the corporate software implementation there is a need to establish a training base and project space for this work to be undertaken. After an exhaustive search for external venues and reviewing other office space across the region, it has been determined that the existing Emerald Office training room will be reconfigured and additional space allocated for the project implementation with minor temporary building works to be commenced soon to have the space available in July 2017.

Over the next 18 months there will be a number of Technology One consultants and trainers coming to site and to manage the travel costs associated with these attendance the space in the Emerald Office is considered the most cost effective over such a period of time. Where possible and as the project matures the training and workshops will be conducted through the Surface Hubs again to minimise overall project costs.

**c. ICT Strategic Plan**

To enhance the overall work being undertaken through ICT and to further address concerns raised through internal audit, a governance framework has been developed for the ICT area, incorporating a refreshed ICT Strategic Plan, an ICT Governance Framework incorporating risk management and a suite of policies on the ICT environment to provide a sound base from which to build our future direction in line with the commitment to information, technology and communication in the new Corporate Plan. This work is almost finalised and will be presented to Council and the Audit Committee over coming months.

**4. Joint Consultative Committee (JCC) meeting update**

Meeting conducted on 2 May 2017. Points of discussion were around (from minutes):

- Camps
- Workforce Mobility / Connectivity
- Email Address / Technology
- Literacy and Numeracy
- Domestic and Family Violence Leave
- Final Trim Grader Operators in EBA
- State position level review
- Fit for Work Policy
- Vacancies and Advertising
- Casuals in the workforce
- Supervision of outside staff
- Safety Rep Numbers
- Staff numbers
- Industrial Environment
- Succession Planning

**5. Industrial Relations Update**

- Current focus remains on the transition to the new local government award and the new industrial relations legislation. Significant work has been undertaken in the background at how to transition all employees into the new wage classification structure from July 2017.
- Conversations have been ongoing with the LGAQ on industrial advice on the transition with the new requirements that have been added, i.e. Domestic and Family Violence leave.
- Currently have 17 active employee cases open:

- 1 x Grievance (sexual harassment), 4 x Conduct, 2 x theft, 2 x timesheet fraud, 3 x medical, 1 x licence disqualification, 1 x court charges, 1 x bullying and harassment, 2 x team conduct reviews.

## 6. Induction process improvements

- Our new CHRC online induction is almost complete. Consultation with ELT and MT to begin next week for feedback. Will be fully finalised and ready for rollout for 1 July 2017.
- The improvements will include our three compulsory CHRC Inductions; Generic Induction, Safety Induction and Site Specific Induction. From there line managers will also be able to specifically request 'Module Inductions' for example; Authority Induction, Saleyards Specific Induction, Industrial Relations, Human Resources, Records etc.
- These 'Modules' will also be rolled out online through E3 learning. A face to face 'Meet and Greet' will still be held each month, for new starters to allow them to meet CEO/ELT/MT, quick run through of the 'Generic Induction' and also a chance for new starters to ask any questions.

## 7. Corporate Compliance Framework

- Progress on the continued implementation of the LGAQ lead compliance monitoring has slowed with the overwhelming detail needed for the system being quite labour intensive for the overall outcome.
- The information will continue to be actioned and a revised software tool is to be issued over the coming months to simplify the process and system outputs.
- A regular progress report will be supplied as the software is updated.

## 8. Corporate Plan Status

- The Draft Corporate Plan is just having the final measures/indicators assigned and then will be sent for design based on the content signed off by Council. It is expected that this will be formally adopted by 30 June 2017 in advance of the upcoming budget.

## 9. Ombudsman PID Process

- As the oversight agency for the Public Interest Disclosure Act 2010, the Office of the Queensland Ombudsman is committed to assisting Queensland public sector entities to improve their ethical culture, as well as their compliance with legislation. To that end, we have an interest in the identification of best practice processes and practices for managing public interest disclosures (PIDs).
- Council has been encouraged to participate in research that will not only lead to better evaluation of the workability of PID management processes but will also contribute to the development of standards, and provide an opportunity to obtain benchmarking reports on the strength of the systems and processes that are in use at Council.
- This will provide a timely opportunity to ensure that Council remains committed to strong processes and allow opportunities to enhance existing practices where identified.

## 10. Penalty Unit increase (ref LG Bulletin 06/17)

- The *Penalties and Sentences Act 1992* (the Act) provides a legislative mechanism to allow for an annual increase to the penalty unit value applicable to most state laws, the local laws of most local governments and the Penalty Infringement Notices (PINs) under these laws.
- The Penalties and Sentences (Penalty Unit Value) Amendment Regulation 2017 (SL No. 60 of 2017) was made by the Governor in Council on 27 April 2017 and notified on 28 the April 2017. It amends the Regulation to increase the value of a penalty unit to \$126.15 effective from 1 July 2017. The value of a penalty unit for most offences under state legislation and the value of a local law penalty unit for most local governments will also increase to \$126.15 effective from 1 July 2017.
- Council staff engaged in enforcement will review all current fees to identify where changes are required.



### 11. New Converge Services

- Council’s Employee Assistance Program has expanded the services they offer to our employees through the introduction of two new streams: Family Assist and Legal Assist. Using [Family Assist](#), your immediate family can speak to a qualified counsellor for advice across personal and lifestyle issues.
- The [Legal Assist](#) service gives employees access to an experienced legal advisor who can offer guidance and support on short-term legal issues. This service helps employees to gain a clearer understanding of the law and their legal options.

### 12. Staff Turnover

- Staff turnover to date for 2017 sits at 19%.
- As a comparison historical data below:

2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
32%	31%	32%	25%	20%	55%	19%	19%

- Further analysis around key roles and turnover rates by section and department is being undertaken to further identify if there are key areas where skills shortages will drive demand and influence Council's ability to attract and retain skilled staff.

### 13. Life App results

- First LIFE App survey was conducted in April with 132 responses received, which was a 28% uptake. Currently the May survey is open and to date we have 131 responses received, which is an uptake of 27%. Results for April indicated:
  - Expectations – 72.3%** - Employees are generally Satisfied
  - Recognition – 60.8%** - Employees are Neutral or Indifferent.
  - Communication – 48%** - Employees are Unsatisfied.
  - Team – 80.3%** - Employees are feeling Satisfied.
  - Progression – 58.8%** - Employees Neutral or Indifferent.
  - Safety – 76.3%** - Employees are feeling Satisfied.
  - Resources – 57.8%** - Employees are Neutral or Indifferent.
  - Overall – 64.8%** - Employees are Neutral or Indifferent.

### 14. Family and Domestic Violence Information Sessions

- Consultation with Centacare has taken place on the format and information to be provided to our employees. Currently have an expression of interest out to employees to gauge uptake. Sessions are proposed to be rolled out from July in each area depending on interest at this stage.

### 15. Results of 2016 Performance Appraisals and Training and Development Plans

- The 2016 PAs and TDPs are the beginnings for Council’s 2017 Training Needs Analysis (TNA) that will ultimately provide input to the *2017 Learning and Development Strategy*; including:
  - improved induction processes and resources;
  - individual training and development plans for all employees;
  - centralised training calendar that supports core, mandatory, professional and personal competency development of Council employees;
  - compliant mandatory training programs; and
  - effective corporate training and development programs that support Council’s *Key Priority 7: A workplace of excellence*.
- An interim report is available for full breakdown of results.

– END OF REPORT –

## 10.2 Health Monitoring Report

### INFORMATION REPORT

**Author:** Sandie Schofield, Co-ordinator Safety

**Authorising Officer:** Jason Bradshaw, General Manager Corporate Services

#### EXECUTIVE SUMMARY:

This report provides a summary of Council's health surveillance initiatives. The purpose of the information provided is to highlight to Council any issues, risks and opportunities impacting the safety and health of workers at Central Highlands Regional Council.

#### REPORT:

##### Health Hazards

Health hazards are properties of a chemical that have the potential to cause adverse health effects. Exposure usually occurs through inhalation, skin contact or ingestion. Adverse health effects can be acute (short term) or chronic (long term). Typical acute health effects include headaches, nausea or vomiting and skin corrosion, while chronic health effects include asthma, dermatitis, nerve damage or cancer.

##### Health and safety duties in relation to hazardous chemicals

The Work Health and Safety Regulations include duties to ensure an employer manages the risks to health and safety associated with using, handling, generating and storing hazardous chemicals at the workplace. When assessing the risk, regard must be had for the hazardous properties of the hazardous chemicals, the nature of the work being carried out and exposure limits. Council has specific duties to ensure exposure standards are not exceeded and provision is made to of health monitoring to workers. Managing risks associated with hazardous chemicals in the workplace follows a systematic process that involves:

1. Identifying hazards
2. Assessing the risks associated with these hazards
3. Eliminating or minimising the risk by implementing and maintaining control measures; and
4. Review control measures to ensure they are effective.

##### Health Hazard Identification Assessment

The assistance of a professional occupational hygienist has been sought to help Council undertake a health hazard identification assessment of all Council's workplaces. The occupational hygienist is competent in examining work practices and conditions to determine if hazardous chemicals present an immediate or long term risk to health. Workers may come into contact with hazardous chemical and waste through direct contact or by working in the vicinity of where it is used. The total dose of a hazardous chemical a worker is likely to receive increases with an increase in the duration or frequency of exposure. The occupational hygienist is able to estimate the exposure to a hazardous chemical through observation and sampling. Once the final assessment is completed, a detailed health hazard identification and risk assessment report will be provided to Council. The report will:

- Outline the identified health hazards for our workers
- Determine and describe Similar Exposure Groups (SEGs), identifying health hazards for each
- Risk assess the relevant health hazards for each SEG and prioritise the key health hazards
- Provide occupational hygiene sampling plan in line with legislative requirements
- Provide recommendations for health surveillance
- Provide recommendations for additional assessments or controls as appropriate

##### Controlling Risks

There are a number of ways to control the risks associated with hazardous chemicals. Where possible control measures must be ranked from the highest level of protection and reliability to the lowest. Simple changes such as using nails instead of a chemical based adhesive can eliminate a health hazard. All control measures

must be reviewed to ensure the minimum requirements prescribed in the Safety Data Sheets are being adhered to. If risks are significant but not adequately controlled or there is uncertainty about the degree of risk, health monitoring is required.

### **Health Monitoring**

Health monitoring of a person means monitoring the person to identify changes in the person's health status because of exposure to certain substances. Health monitoring is not an alternative to implementing control measures but allows decisions to be made about implementing ways to reduce a worker's risk of exposure, for example, reassigning to other duties that involve less exposure or improving control measures.

The Health Hazard Identification Assessment is a tool used to identify workers at risk and who may require health monitoring. Health monitoring usually includes baseline and periodic monitoring. It involves the collection of data in order to evaluate the effects of exposure and to confirm that the absorbed dose is within safe levels. Schedule 14 of the Work Health and Safety Regulation includes the type of health monitoring that must be carried out for each hazardous chemical listed, but generally includes:

- a consultation with a registered medical practitioner
- a physical examination, for example skin checks or lung function (spirometry) test
- clinical tests, for example urine or blood test
- x-rays

### **Conclusion**

Council will take advice from the occupational hygienist to establish a holistic approach to managing health and safety risks to workers from hazardous chemicals. The full report with recommendations will be provided to Council upon receipt. The health surveillance program will be supervised by Council's Health Advisor and be fully implemented in financial year 2018.

### **ATTACHMENTS:**

Nil

*– END OF REPORT –*

## 10.3 WHS Monthly Report - May 2017

### INFORMATION REPORT

**Author:** Sandie Schofield, Coordinator Safety

**Authorising Officer:** Jason Bradshaw, General Manager Corporate Services

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#### EXECUTIVE SUMMARY:

The Work Health and Safety monthly performance report provides a statistical and descriptive representation of Council's safety performance, key performance indicators and any shortcomings for the reporting period. The report also includes a brief overview of any noteworthy health and safety initiatives.

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#### REPORT:

The monthly work health and safety performance report provides information on the following criteria:

1. Incident Statistics
2. Status of work health and safety investigations
3. Contributing factors from investigations
4. Lost Time Injury Frequency Rate (LTIFR)
5. Duration band for days lost
6. Worker's Compensation Statistics for Scheme, Group and CHRC comparison
7. Cost by Top Mechanisms of Injury
8. Claims by Age Band
9. Body Map – Location of Injuries

This dashboard style report is aimed at providing a snapshot of safety based on current data.

An important part of building a strong safety culture is regular oversight by the Board (Council) in reviewing the progress and reporting of safety and its importance to the organisation beyond our compliance regimes.

The Audit Committee has requested a regular update on safety and this style of reporting will be provided to that Committee on a periodic basis. This is seen by the committee as reviewing one of the organisation's key risks and how management are performing their role in managing safety risks. This is aligned to ensuring a stronger governance and oversight of safety across Council.

#### ATTACHMENTS:

1. Work Health and Safety Performance Report current as at 31 May 2017 **[10.3.1]**

– END OF REPORT –

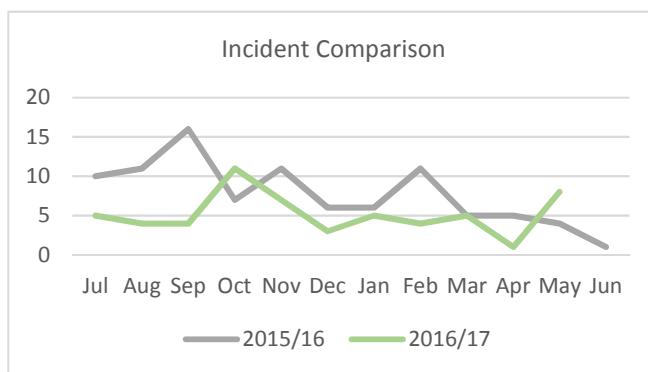


# Work Health and Safety Performance Report

Current as at 31 May 2017



	Current Month			FYTD		
	FAC	RI	Notif Inc	FAC	RI	Notif Inc
Infrastructure & Utilities	4	2	0	20	17	2
Communities	0	2	0	10	7	0
Commercial Services	0	0	0	0	1	0
Corporate Services	0	0	0	1	1	1



Incident numbers spiked in May with a total of 9 incidents occurring: 4 First Aid Cases, 4 Recordable Injuries requiring medical treatment and 1 near miss. 3 of the recordable incidents involved eye injuries.

### Investigations currently open

Incident Report #	Date of Incident	Incident Details	Department	Severity Level Actual	Severity level Potential	Due Date
WHS-INC-0013	22/05/2017	Grinding disc exploded and small particle grazed eye	Communities	Level 3	Level 3	22/06/2017
WHS-INC-0014	29/05/2017	Foreign body in eye when welding	Infrastructure &	Level 3	Level 3	29/06/2017
WHS-INC-0015	29/05/2017	Hurt back while releasing handbrake on loader	Communities	Level 3	Level 3	29/06/2017

### Last Month Injuries and Illnesses

#### First Aid Incidents

WHS-INC-0001	03/05/17	Walking in long grass, tripped and twisted knee	Infrastructure &
WHS-INC-0004	08/05/17	Cut finger on mower deck spindle	Infrastructure &
WHS-INC-0012	29/05/17	Dropped a meter tail after welding and burned hand	Infrastructure &
WHS-INC-0016	30/05/17	Hit tree with grader and hurt shoulder	Infrastructure &

#### Recordable Injuries

WHS-INC-0013	22/05/17	Grinding disc exploded and small particle grazed eye	Communities
WHS-INC-0015	29/05/17	Hurt back while releasing handbrake on loader	Communities
WHS-INC-0006	11/05/17	Wood chip penetration to eye	Infrastructure &
WHS-INC-0014	29/05/17	Foreign body in eye when welding	Infrastructure &

#### Near Miss

WHS-INC-0008	17/05/17	14 tonne truck drove towards scale hut with side bin lifter extended	Contractor
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#### Reportable Incidents

		Nil	
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#### Near Miss

WHS-INC-0008	17/05/17	14 tonne truck drove towards scale hut with side bin lifter extended	Contractor
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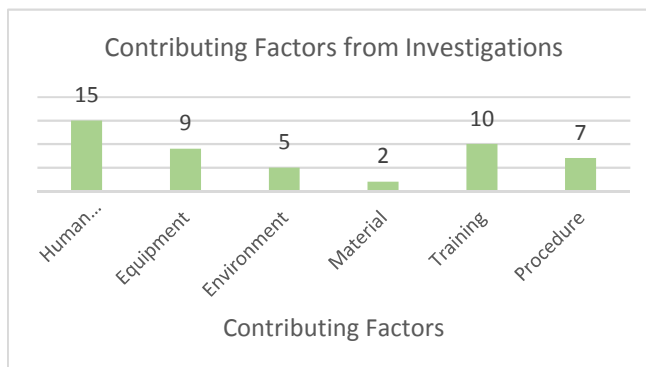
**SEVERITY LEVEL KEY**

- LEVEL 1: No Injury / Insignificant Injury
- LEVEL 2: First Aid Injury
- LEVEL 3: Medical Treatment / Lost Time Injury
- LEVEL 4: Permanent Disablement / Fatality
- LEVEL 5: Multiple Permanent Disablements / Fatality

### Interesting Facts:

- ✓ 6 Workers have taken up the Quit Smoking Program
- ✓ 76 Workers have been randomly tested for fitness for

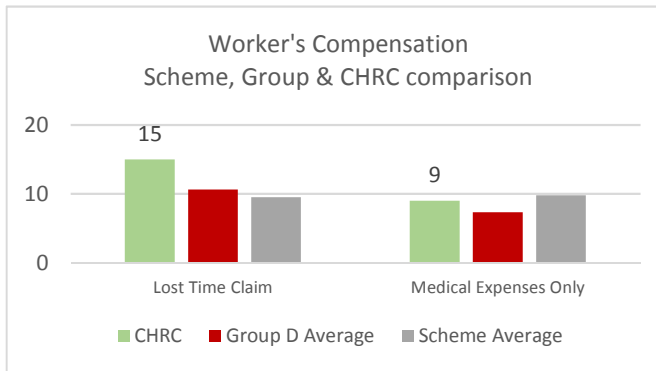
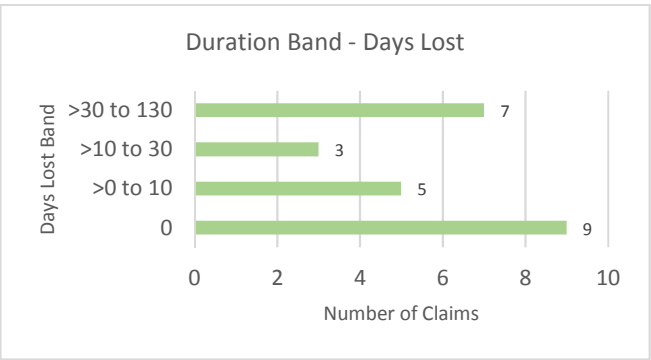
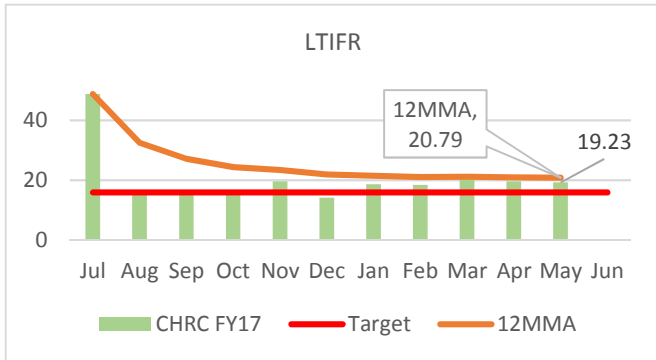
All actual level 3 and potential level 4 incidents are investigated by the WHS team, to identify contributing factors and root causes. Short term containment and long term countermeasures are then implemented to prevent repeat incident and to continually improve the effectiveness of safety control measures. Contributing factors are analysed to identify trends and common failures.



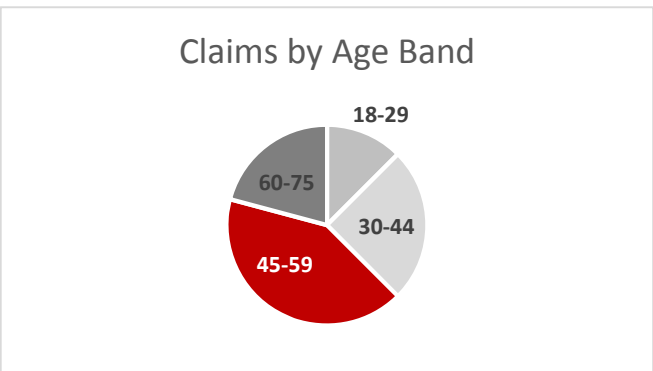
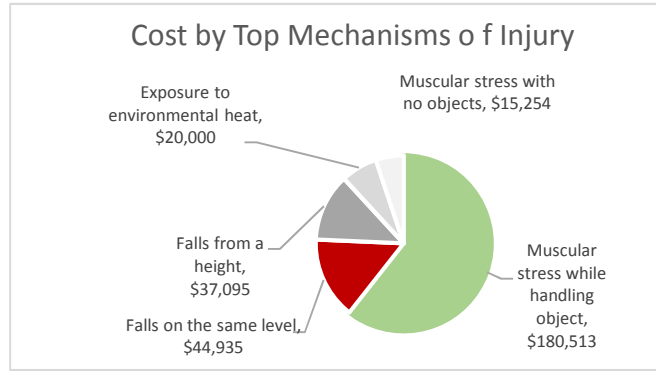


# Work Health and Safety Performance Report

## Current as at 31 May 2017

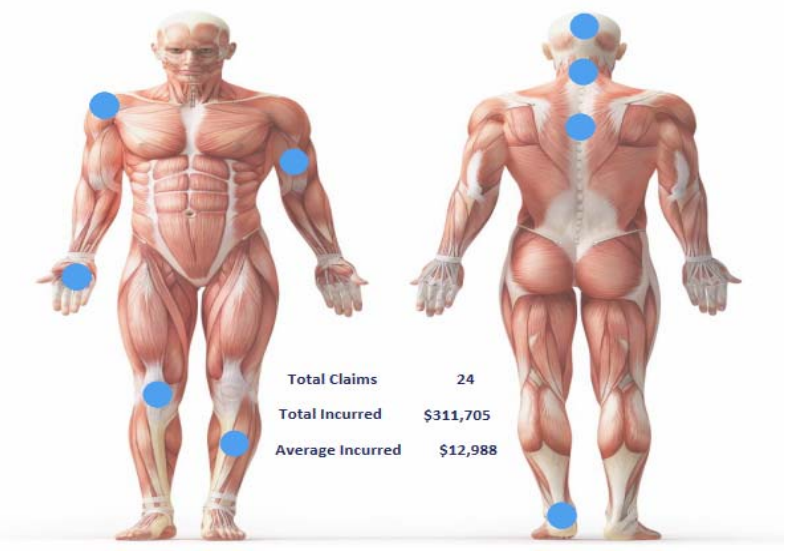


24 statutory claims have been submitted to LGW Workcare FYTD. Council has 10 open and active cases currently being managed. Total worker's compensation incurred cost FYTD is \$311,705. 7 claims have exceeded 30 days and contributed a cost of \$213,764 to the overall total. The LTIFR is currently sitting at 19.23 which is higher than the scheme average of 14.56. LTIFR is lower than recorded by Council in May last year of 23.56.



### Body Map - Location of Injuries

Workers between the ages of 45 - 59 are the highest category of injured persons. Shoulders and back injuries have resulted in the majority of claims. Muscular stress while handling objects is the top mechanism of injury resulting in incurred cost of \$180,513 FYTD. The average claim incurred loss is \$12,988.



## 11 GENERAL BUSINESS

### 12 CLOSED SESSION

#### 12.1 Infrastructure and Utilities - Department Update

##### **CLOSED SESSION REPORT**

*This report is CONFIDENTIAL under Section 275 (1) (h) of the Local Government Regulation 2012 which permits the Council meeting to be closed to the public to discuss:*

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.*

#### 12.2 Corporate Services - Department update

##### **CLOSED SESSION REPORT**

*This report is CONFIDENTIAL under Section 275 (1) (a) and (h) of the Local Government Regulation 2012 which permits the Council meeting to be closed to the public to discuss:*

- (a) the appointment, dismissal or discipline of employees;*
- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.*

## 13 CLOSURE OF MEETING