

## 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, 5 February 2019**  
**At 12.00 pm**

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

**Michelle Webster**  
**Acting Chief Executive Officer**

### OUR VISION

A progressive region creating opportunities for all

### OUR MISSION

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities

### OUR VALUES

Respect and Integrity  
Accountability and Transparency  
Providing Value  
Commitment and Teamwork

### OUR PRIORITIES

Strong, vibrant communities  
Building and maintaining quality infrastructure  
Supporting our local economy  
Protecting our people and our environment  
Leadership and governance  
Our organisation



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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 - 22 January 2019**



## **Leadership and Governance Standing Committee Meeting**

Meeting of the Central Highlands Regional Council held  
in the **Council Chambers, 65 Egerton Street, Emerald**  
on

**Tuesday 22 January 2019**  
**Commenced at 12.10pm**

**COUNCIL MINUTES**

Unconfirmed

**CENTRAL HIGHLANDS REGIONAL COUNCIL**

**LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING OF COUNCIL**

**TUESDAY 22 JANUARY 2019**

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Unconfirmed

**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING  
HELD AT 12.10PM TUESDAY 22 JANUARY 2019 IN THE CENTRAL HIGHLANDS REGIONAL  
COUNCIL CHAMBERS, EMERALD OFFICE**

**PRESENT**

**Councillors**

Councillor (Crs) K. Hayes (Mayor) (Chair)  
Councillors (Crs) P. Bell AM, C. Brimblecombe, G. Nixon and G. Sypher

**Officers**

Acting General Manager Corporate Services R. Ferguson, General Manager Infrastructure and Utilities G. Joubert, Coordinator Communications J. Lorenzen and Minute Secretary T. Wheeler.

**Observers**

Nil

**APOLOGIES**

Councillor C. Rolfe (Chair)

***Resolution:***

Cr Sypher moved and seconded by Cr Nixon “That a leave of absence as previously granted for Councillor Rolfe for today’s meeting be recorded.”

**LGSC 2019 / 01 / 22 / 001**

Carried (5-0)

**LEAVE OF ABSENCE**

Nil

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**4.1 Minutes – Leadership and Governance Standing Committee Meeting – 11 December 2018**

***Resolution:***

Cr Nixon moved and seconded by Cr Brimblecombe “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on 11 December 2018 be confirmed.”

**LGSC 2019 / 01 / 22 / 002**

Carried (5-0)

**BUSINESS ARISING OUT OF MINUTES**

Nil

**REVIEW OF OUTSTANDING MEETING ACTIONS**

Updates provided by Acting General Manager Corporate Services.

**REVIEW OF UPCOMING AGENDA ITEMS**

Updates provided by Acting General Manager Corporate Services.

**PETITIONS**

Nil

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

Nil

Attendance

Manager Asset Management M. Gatt attended the meeting at 12.17pm.

## **CORPORATE SERVICES**

### **10.1 Workshops, Stores and Depots Strategy - update**

**Executive summary:**

Council has commenced preparation of a five-year strategy for Workshop Services, Stores Operations and Depot facilities, considering both current service models in place across the region as well as alternate delivery models. The review is taking into consideration both capital and operational costs, current service opportunities as well as shortcomings of existing infrastructure and in resourcing. Preparation of the strategy has commenced to identify opportunities to achieve service efficiency improvement through refinement of the operation of workshops, stores and depots. The strategy addresses emerging issues and service delivery costs viewed in the perspective of the entire Council operation rather than each facility in isolation.

Early findings of the work to date are presented in this preliminary report to update Council on progress.

**Resolution:**

Cr Brimblecombe moved and seconded by Cr Sypher “That Central Highlands Regional Council receive the Workshops, Stores and Depots Strategy update report.”

**LGSC 2019 / 01 / 22 / 003**

Carried (5-0)

Attendance

M. Gatt and G. Joubert left the meeting at 12.31pm.

General Manager Communities D. Fletcher and Coordinator Safety E. MacLennan attended the meeting at 12.31pm.

## **CHIEF EXECUTIVE OFFICER**

### **11.1 Bi Monthly Safety and Wellness Report**

**Executive summary:**

This report provides a summary of council’s health and safety performance. 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.

**Resolution:**

Cr Nixon moved and seconded by Cr Brimblecombe “That the Central Highlands Regional Council receive the WHS Bi-Monthly Report for the period to 31 December 2018.”

**LGSC 2019 / 01 / 22 / 004**

Carried (5-0)

Attendance

E. MacLennan left the meeting at 12.44pm.

## **GENERAL BUSINESS**

Cr Bell raised a previous report regarding the cost of external consultants and contractors, requesting further consideration of the matters raised in the report seeking opportunities for regular reporting to Council providing information relating to expenses, projects, local content and other relevant issues.

Attendance

D. Fletcher left the meeting at 12.48pm.

**CLOSURE OF MEETING**

There being no further business, the Chair closed the meeting at 12.49pm.

CONFIRMED

CHAIR

DATE

Unconfirmed



**5 BUSINESS ARISING OUT OF MINUTES**

**6 REVIEW OF OUTSTANDING MEETING ACTIONS**

**7 REVIEW OF UPCOMING AGENDA ITEMS**

**8 PETITION**

**8.1 To be tabled (if any)**

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

## 10 CORPORATE SERVICES

### 10.1 Bi-Monthly Workforce Statistics Report

#### INFORMATION REPORT

Date: 5 February 2019 Presentation Duration: Approx. 10 minutes  
To: Leadership and Governance Standing Committee Meeting  
Author: Tanya Rouse, Manager Human Resources  
Authorising Officer: Rodney Ferguson, Acting General Manager Corporate Services  
File Reference: <ECM Reference>

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#### EXECUTIVE SUMMARY:

This report provides a basic overview of our current workforce metrics as at 30 January 2019.

#### OFFICER RECOMMENDATION:

That Central Highlands Regional Council receive the Bi-Monthly Workforce Statistics Report.

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#### REPORT:

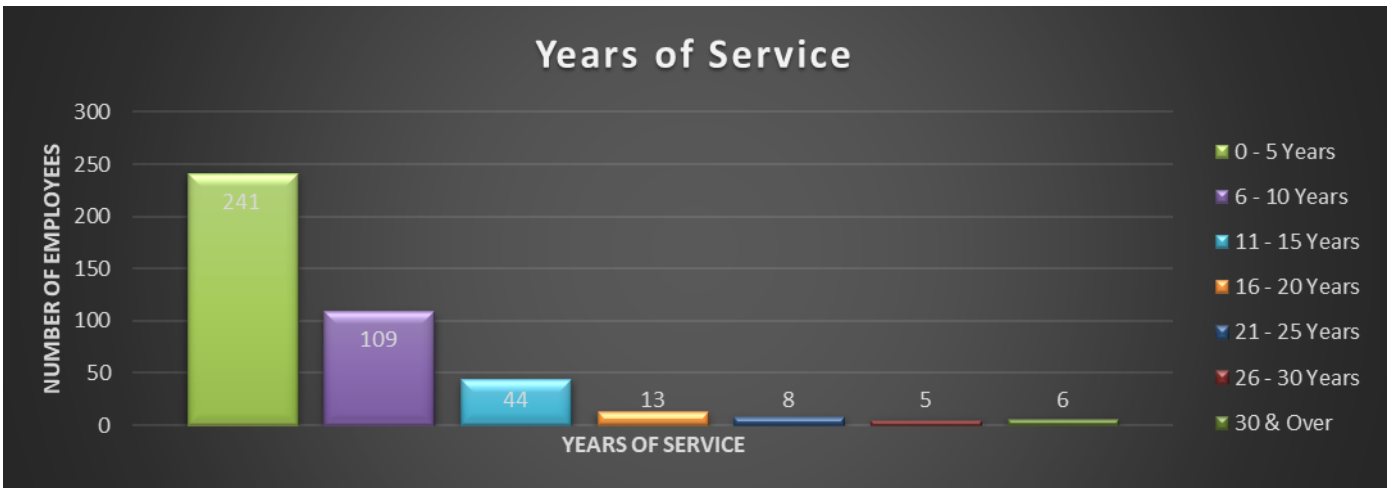
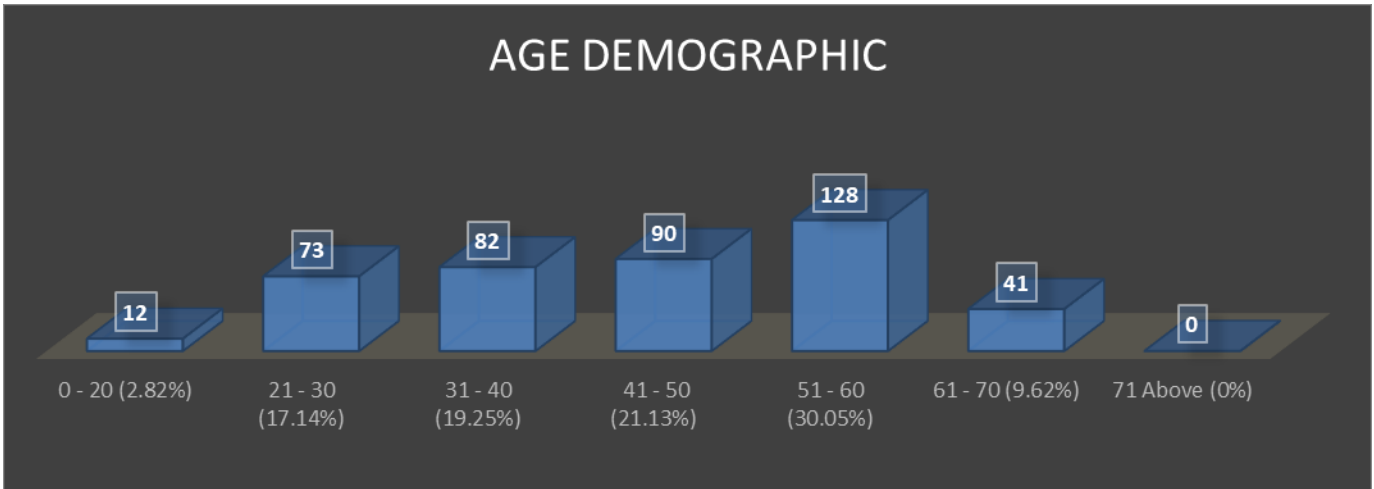
##### Age Demographics

Very small change since last report for our age demographic. Our percentages remain the same across generations with, Baby Boomers 34%, Gen X 24%, Gen Y 34% and Gen Z 8%.

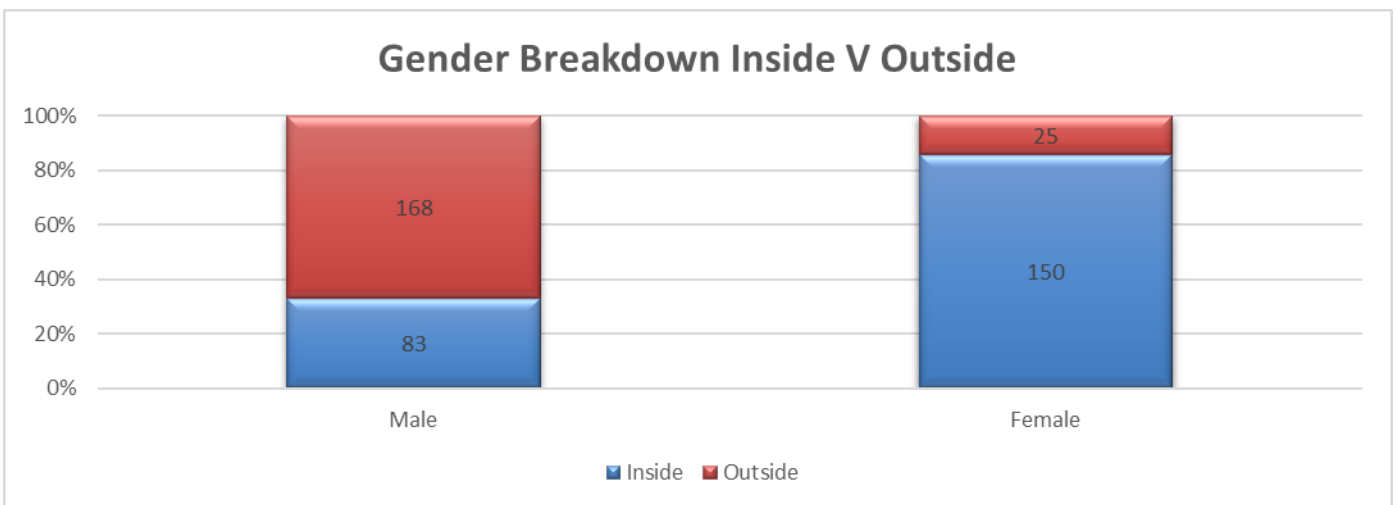
#### Generational Breakdown



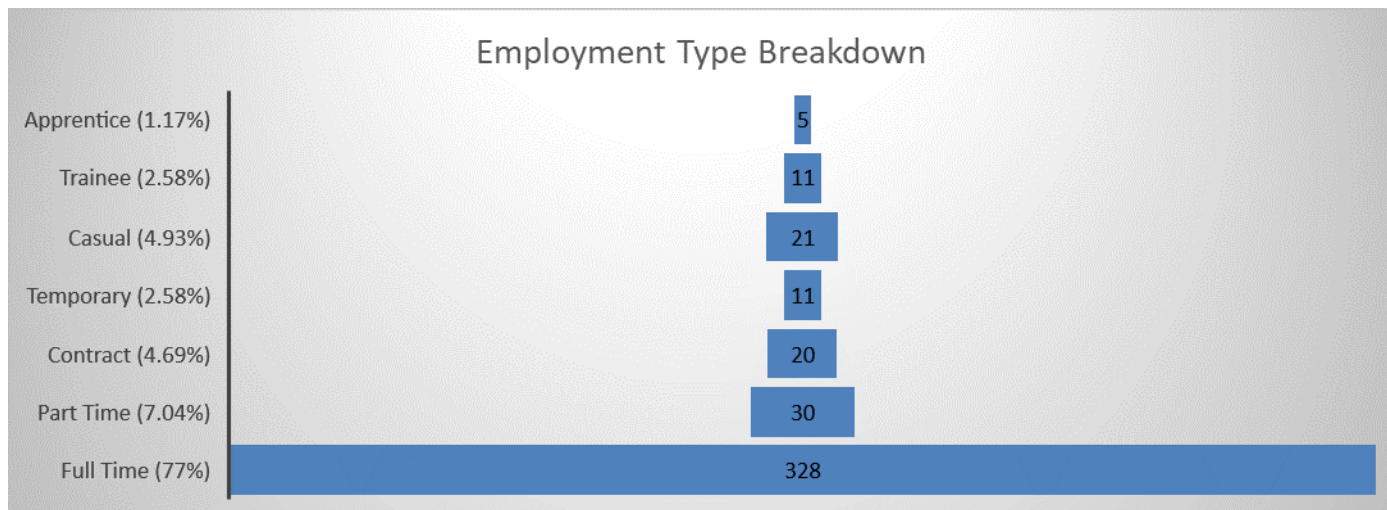
We continue to work on our knowledge capture strategies across the organisation, as we look at our age demographic data. Planning has begun on a business case in regard to a knowledge capture system, which is being championed by the Acting Manager Customer Service.



### Gender Breakdown



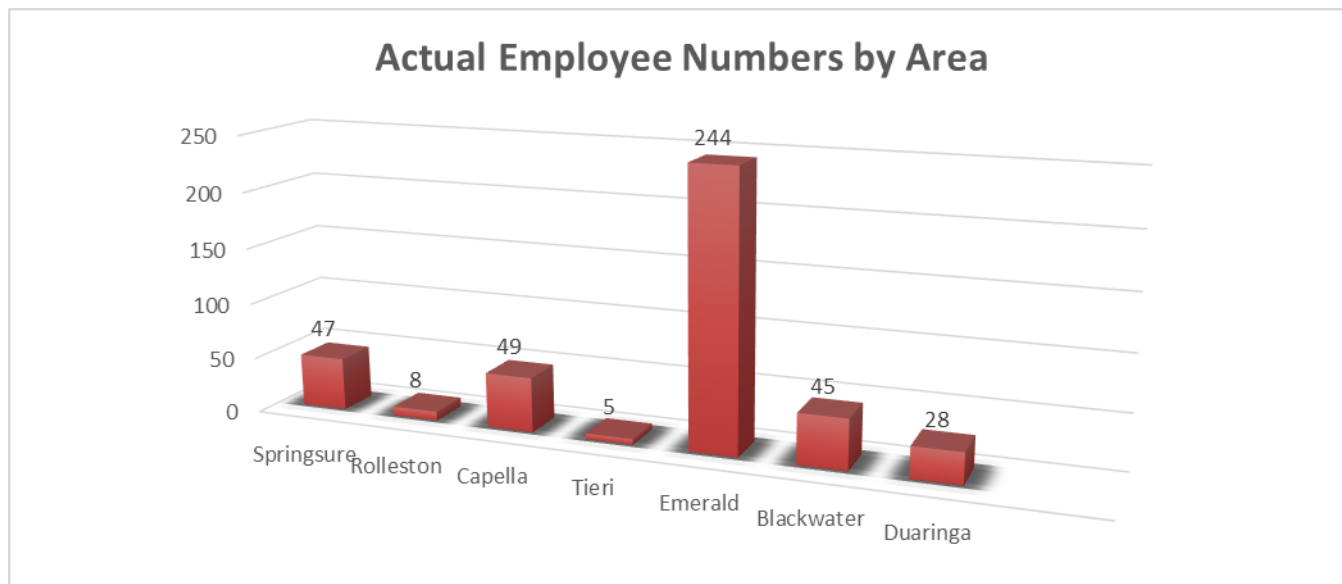
### Employment Type



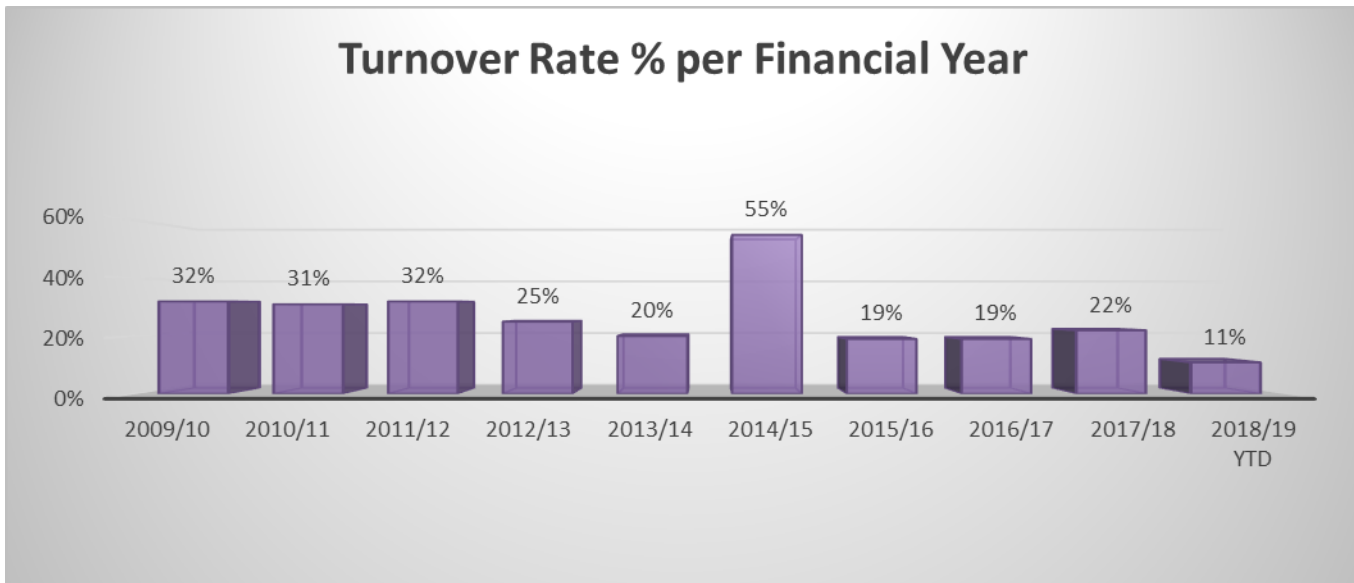
As predicted on the December report, our trainee and apprentice numbers have increased due to our 2019 intake being completed last week. We had 9 new trainees inducted with 2 more to commence in the coming month.

### Employees by Area

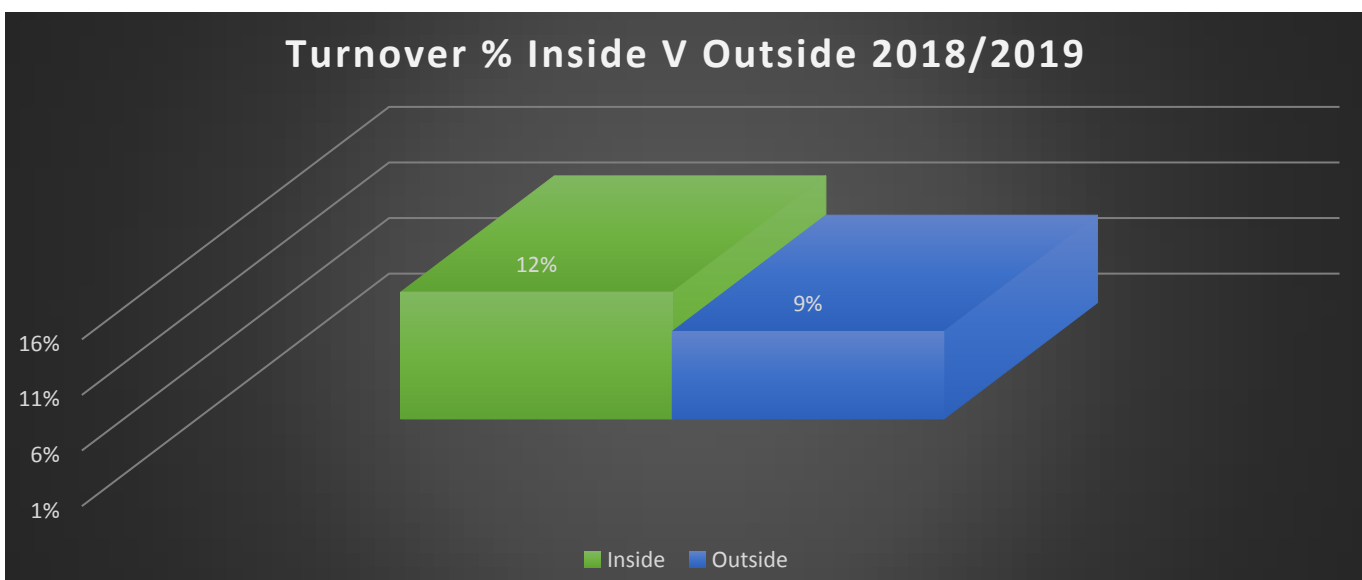
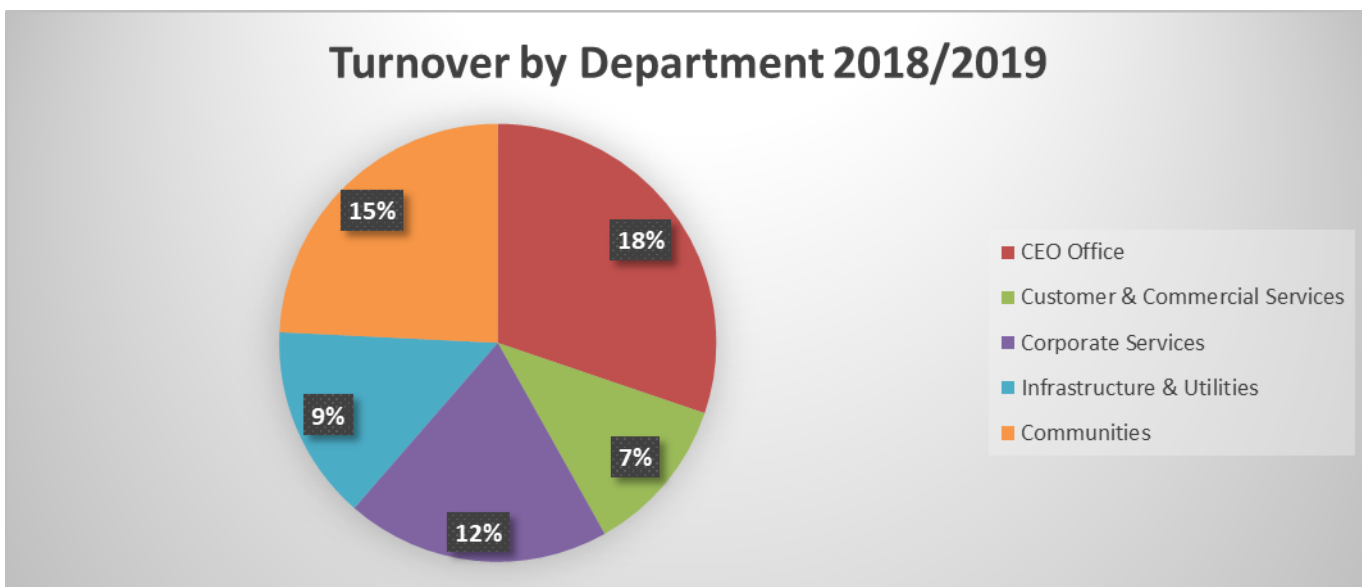
For interest purposes, the graph below is a representation of actual employees on the ground in each area as at 30.01.19. This is not reflective of total workforce (vacancies not included). Efforts continue through recruitment to place employees across the region where work and accommodation can align.



**Turnover**



The turnover statistics can be influenced by a range of factors and while the trend has been consistent over recent years, the focus remains on addressing the issues of attraction and retention as part of the broader strategies recognised through the recent staff survey feedback.

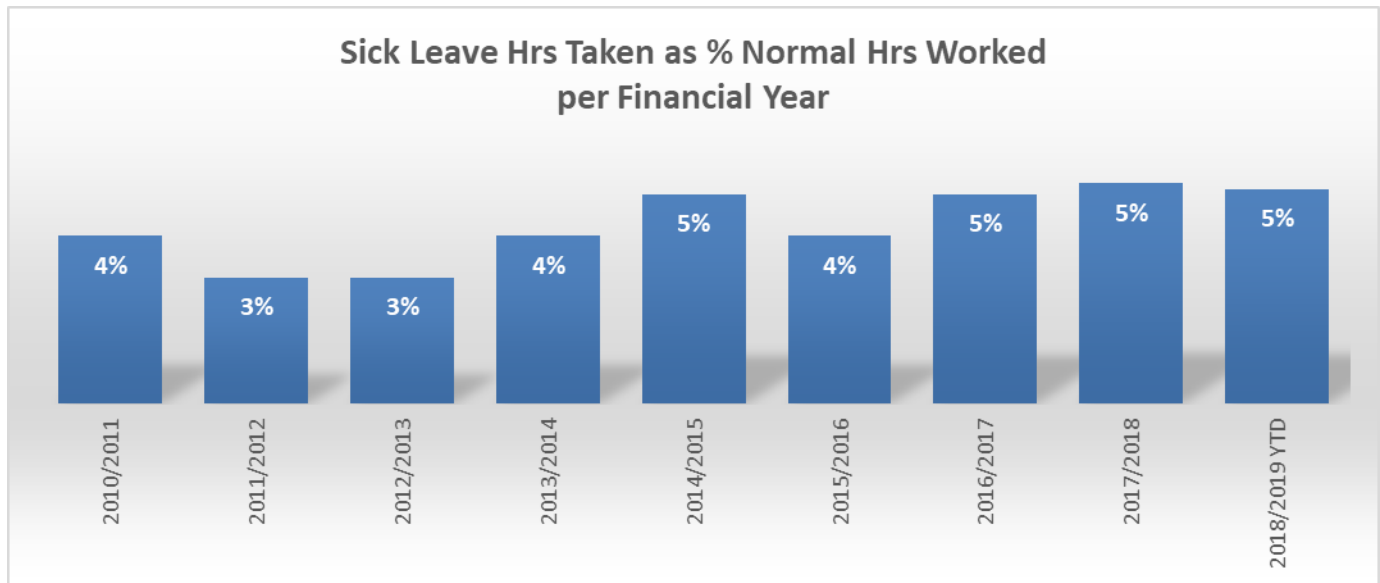


## Absence Management

Controlling absence has become a priority on many Manager’s agendas across Council, following monthly reporting on leave balances which is highlighting continued problem areas. Like many people management issues, our ability to manage absence effectively is enhanced by accurate, timely and accessible information which the new Technology One system will provide, in the meantime existing reporting will continue to be monitored.

The current trend as seen below indicates council’s pure sick leave hours taken has decreased in the past 2 months, this is supported by the fact that the Christmas break has refreshed staff or many staff have been on other leave over this period.

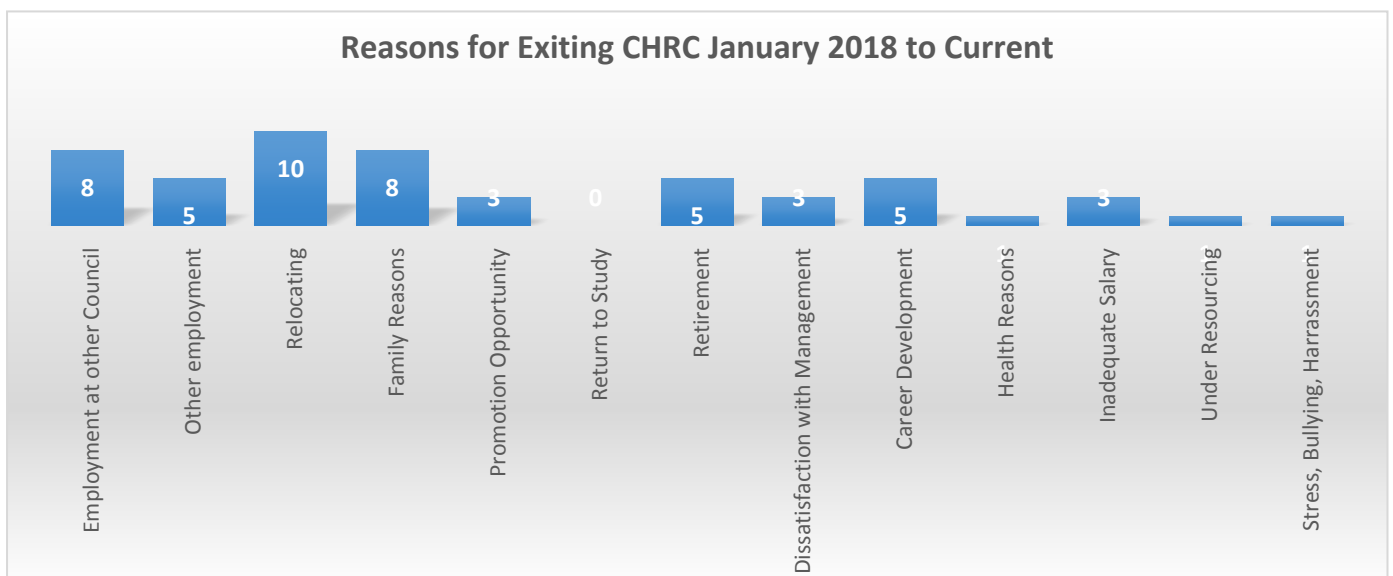
An Absence Management Toolkit has been developed for line Managers to assist them understand how to manage their staff through the process. Training will be rolled out in the coming months by the HR team.



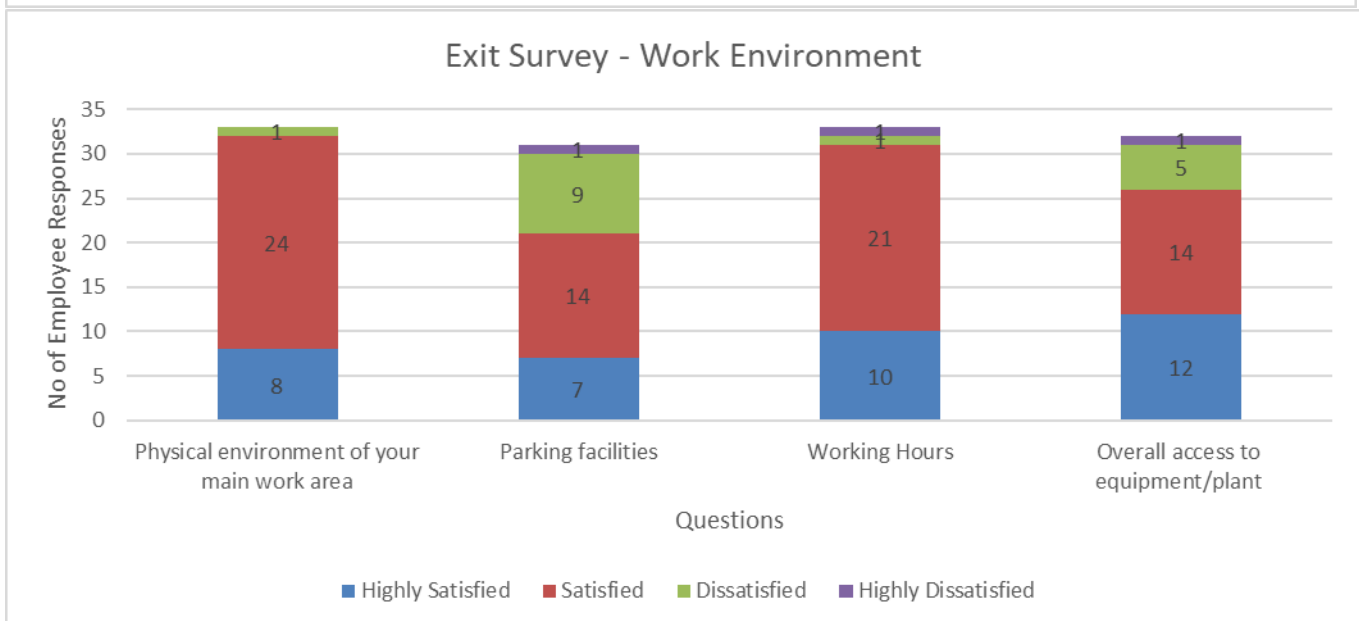
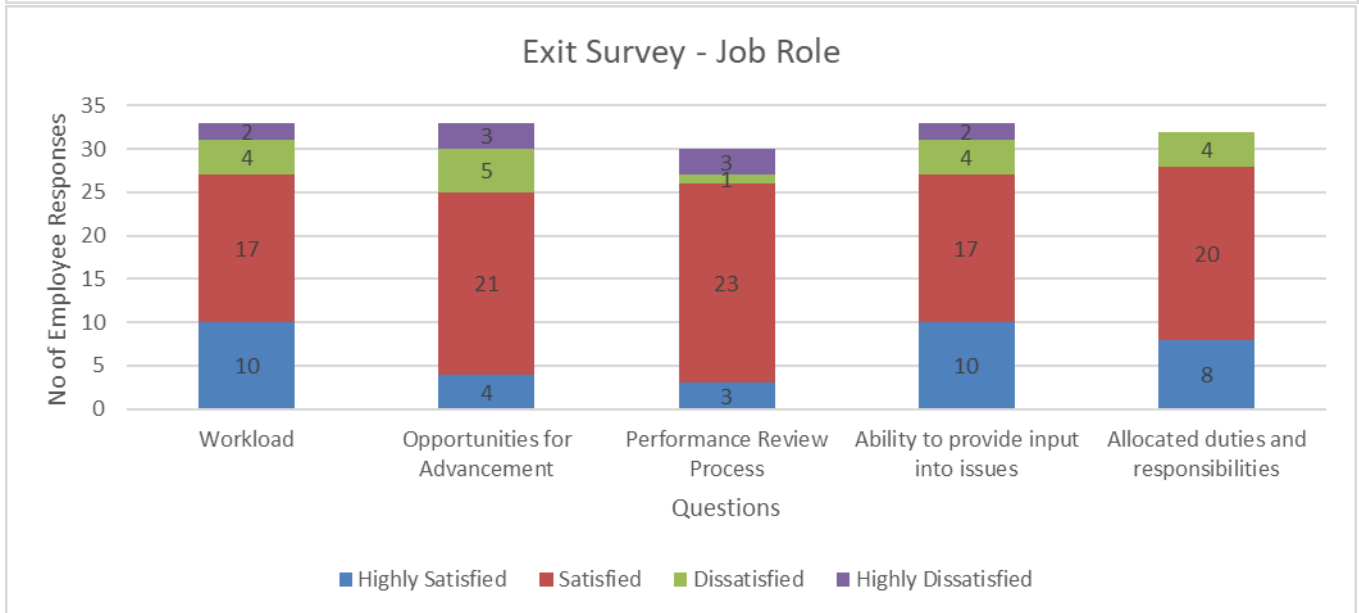
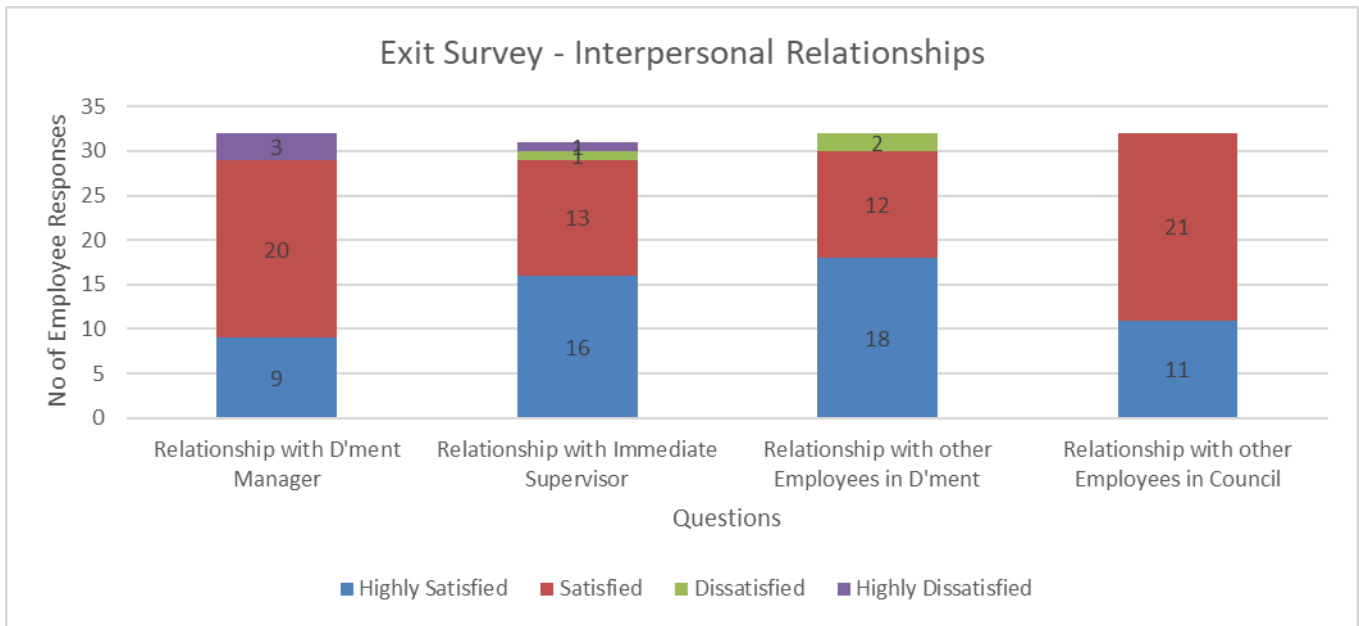
## Exit Interview Data

Responses to our voluntary exit survey are growing. We are currently undertaking a review of our process, with the expectation of a more efficient process into the future. The Technology One system will allow us to monitor exit surveys more closely and retain data electronically.

Data from these surveys is being used as a part of our research and development of our Recruitment and Retention Strategy project.



It is important to note that employees rarely leave for just one reason, but realistically for a range of influencing factors both inside and outside of work. However, these reasons will continue to be monitored for any underlying causal factors.



**Training Data**

<b>Learning and Development Report</b>				
<b>Reporting Period: Sept - Dec Courses Completed</b>				
<b>Date Training Inducted</b>	<b>Total No. of Employees</b>		<b>Training Course</b>	<b>Training Provider</b>
	<b>Nominated to Attend</b>	<b>Actual Attendance</b>		
September 03 2018	1	1	Tractor Ticket	LD Training
September 05 2018	4	4	Roller Ticket	LD Training
September 5/6/7 2018	1	1	Occupational First Aid	In 4 Training
September 12/13/14 2018	1	1	Occupational First Aid	In 4 Training
September 14 2018	4	4	Roller/Grader Final Assessment	LD Training
September 17/18/19 2018	3	3	Forklift Ticket - High Risk	LD Training
September 24 2018	4	3	CPR Training	In 4 Training
September 28 2018	1	1	First Aid	In 4 Training
October 03 2018	2	2	Skid Steer Final Assessment	LD Training
October 8 - 12 2018	8	8	Licence to Perform Dogging	LD Training
October 08 2018	5	5	Traffic Control (New)	Diggerman
October 08 2018	1	1	MR Truck Lesson	LD Training
October 09 2018	7	7	Traffic Control (Refresher)	Diggerman
October 10 2018	9	8	Traffic Implementation (New)	Diggerman
October 11 2018	10	9	Traffic Implementation (Ref)	Diggerman
October 15 2018	1	1	MR Truck Lesson/Test	LD Training
October 25 2018	9	8	First Aid/CPR Trainig	In 4 Training
October 30 2018	1	1	MR Truck Lesson	LD Training
October 31 2018	1	1	MR Truck Lesson/Test	LD Training
November 09 2018	3	3	Dogging Practical Exam	LD Training
November 12 2018	2	1	Forklift Trainig	LD Training
November 26 2018	1	0	Occupational First Aid	In 4 Training
November 28 2018	4	4	Roller Assessment	LD Training
November 28 2018	1	1	Skid Steer Assesment	LD Training
November 28 2018	2	2	Loader Assesment	LD Training
November 29 2018	5	5	Excavator Start Up Plan	LD Training
<b>Total Number of Attendees</b>	<b>91</b>	<b>85</b>		

A snapshot of our mandatory training rolled out September 2018 – December 2018. Attendance has been commendable from employees. Interviews have taken place for our new Learning and Development Officer, hoping to start new employee in the coming weeks.

**ATTACHMENTS:**

Nil

– END OF REPORT –



## **11 GENERAL BUSINESS**

## **12 CLOSURE OF MEETING**