

## 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, 22 January 2019**  
**At 12.00 pm**

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

**Scott Mason**  
**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**

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**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

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



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

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

**Tuesday 11 December 2018**  
**Commenced at 12.00pm**

# **COUNCIL MINUTES**

Unconfirmed

**CENTRAL HIGHLANDS REGIONAL COUNCIL**

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

**TUESDAY 11 DECEMBER 2018**

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Unconfirmed

**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING  
HELD AT 12.00PM TUESDAY 11 DECEMBER 2018 IN THE CENTRAL HIGHLANDS REGIONAL  
COUNCIL CHAMBERS, EMERALD OFFICE**

**PRESENT**

**Councillors**

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

**Officers**

General Manager Corporate Services J. Bradshaw, General Manager Customer and Commercial Services M. Webster, Corporate Communications Officer J. Lorenzen and Minute Secretary T. Wheeler.

**Observers**

Nil

**APOLOGIES**

Cr Nixon moved and seconded by Cr Sypher “That an apology be received for Councillor Bell for the Leadership and Governance Standing Committee Meeting on 11 December 2018.”

**LGSC 2018 / 12 / 11 / 001**

Carried (5-0)

**LEAVE OF ABSENCE**

**Resolution:**

Cr Sypher moved and seconded by Cr Brimblecombe “That a leave of absence be granted for Councillor Rolfe for the Leadership and Governance Standing Committee Meeting scheduled on 22 January 2019 pursuant to section 162 (1)(e) of the Local Government Act 2009.”

**LGSC 2018 / 12 / 11 / 002**

Carried (5-0)

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**4.1 Minutes – Leadership and Governance Standing Committee Meeting – 13 November 2018**

**Resolution:**

Cr Sypher moved and seconded by Cr Brimblecombe “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on 13 November 2018 be confirmed.”

**LGSC 2018 / 12 / 11 / 003**

Carried (5-0)

**BUSINESS ARISING OUT OF MINUTES**

Nil

**REVIEW OF OUTSTANDING MEETING ACTIONS**

Updates provided by General Manager Corporate Services.

**REVIEW OF UPCOMING AGENDA ITEMS**

Updates provided by General Manager Corporate Services.

**PETITIONS**

Nil

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

Nil

**Attendance**

Tanya Rouse, Manager Human Resources and Sheree Chant, Administration Officer attended the meeting at 12.05pm.

**CORPORATE SERVICES****10.1 Bi-Monthly Workforce Status****Executive summary:**

This report provides a basic overview of our current workforce metrics as at 30 November 2018.

**Resolution:**

Cr Nixon moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receive the Bi-Monthly Workforce Status report for October to November 2018.”

**LGSC 2018 / 12 / 11 / 004****Carried (5-0)****Attendance**

Tanya Rouse and Sheree Chant left the meeting at 12.20pm.  
Chris Joosen, Manager Governance (Fixed Term) attended the meeting at 12.21pm.

**10.2 Councillor Reimbursement of Expenses Policy****Executive summary:**

At its meeting held on 27 September 2016, council adopted an ‘Expense Reimbursement and Provision of Facilities for Mayor and Councillors’ Policy. Following subsequent discussions, it was proposed to amend provisions to clearly state certain discretionary aspects and provide additional clarity regarding travel expenses.

**Resolution:**

Cr Sypher moved and seconded by Cr Nixon “That the Central Highlands Regional Council adopt the proposed Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy and Guidelines.”

**LGSC 2018 / 12 / 11 / 005****Carried (5-0)****Attendance**

Chris Joosen left the meeting at 12.23pm  
Scott Mason, Chief Executive Officer attended the meeting at 12.23pm.  
Peter Manning, Manager Water Utilities attended at 12.44pm

**DEPARTMENTAL UPDATES****11.1 Chief Executive Officer****Executive summary:**

The following report provides an update on key activities for the Office of the Chief Executive Officer.

**Resolution:**

Cr Sypher moved and seconded by Cr Nixon “That Central Highlands Regional Council receive the Office of the Chief Executive Officer departmental update report, highlighting key activities for the month of November 2018.”

**LGSC 2018 / 12 / 11 / 006****Carried (5-0)**

Attendance

Peter Manning left the meeting at 12.46pm.

Scott Mason left the meeting at 1.00pm.

## **GENERAL BUSINESS**

Nil

## **CLOSED SESSION**

### **Into Closed Session**

#### **Resolution:**

Cr Sypher moved and seconded by Cr Nixon “That Council close its meeting to the public in accordance with *Section 275 (1) (h) of the Local Government Regulation 2012* and that only Council staff involved in the closed discussions remain in the room.”

**LGSC 2018 / 12 / 11 / 007**

Carried (5-0)

The meeting was closed at 1.00pm.

#### **Attendance**

General Manager Corporate Services J. Bradshaw, General Manager Customer and Commercial Services M. Webster remained in the room.

Steven Williams, Coordinator Property Services and Fran Rofe, Governance Officer attended the meeting at 1.00pm.

### **13.1 Customer and Commercial Services (Departmental Updates)**

#### **Attendance**

Steven Williams and Fran Rofe left the meeting at 1.10pm.

#### **Out of Closed Session**

##### **Resolution:**

Cr Brimblecombe moved and seconded by Cr Sypher “That the meeting now be re-opened to the public.”

**LGSC 2018 / 12 / 11 / 008**

Carried (5-0)

The meeting was opened at 1.10pm.

### **13.1 Customer and Commercial Services (Departmental Updates)**

#### **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 Central Highlands Regional Council receive the Customer and Commercial Services departmental update report, highlighting the key activities for the month of November 2018.”

**LGSC 2018 / 12 / 11 / 009**

Carried (5-0)



## **CLOSURE OF MEETING**

There being no further business, the Chair closed the meeting at 1.11pm.

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 Workshops, Stores and Depots Strategy - update

#### INFORMATION REPORT

Date: 22 January 2019 Presentation Duration: Approx. 10 minutes  
To: Leadership and Governance Standing Committee Meeting  
Author: Margaret Gatt, Manager Asset Management  
Authorising Officer: Rodney Ferguson, Acting General Manager Corporate Services  
File Reference: N/A

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#### 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 cost 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.

#### OFFICER RECOMMENDATION:

That Central Highlands Regional Council receive the Workshops, Stores and Depots Strategy update report.

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#### REPORT:

##### Background

Council delivers road and drainage construction and maintenance services across a significant number of coordinated locations, primarily through its five (5) major depots and their associated infrastructure and services. Additionally, quarry, airport, saleyards and other commercial services are delivered regionally. Urban services such as parks and garden maintenance, water supply and sewerage and waste management are additional key services of Central Highland Regional Council requiring service delivery to communities throughout the region. Appropriately, service delivery models differ between service function.

Council's primary depot locations supporting service delivery are provided at:

- Blackwater;
- Capella;
- Duaringa;
- Emerald; and
- Springsure.

Importantly, service delivery to the community across the region is dependent on support functions including workshop services, stores functions and depot infrastructure. These support functions and facilities are provided in each of the locations above.

Central Highlands Regional Council (CHRC) was formed following amalgamation of Councils in 2008 and many of the facilities pre-existed at this time. While some services such as water and sewerage and parks functions have now adopted a more functionally based structure, many delivery processes were formed in the current configuration at the time of amalgamation based on prior practices.

Service delivery will continue to be reviewed and refined over time however current service delivery methodology is used as the basis for this strategy for workshops, stores and depots.

### **Progress to Date**

The project has been broken into the three (3) components and progress on each is discussed. Engagement with stakeholders has been a core component of the work and the Project Management Plan programmed this engagement to commence for each function as the first and primary data gathering phase as discussed in the consultation section below. Following initial engagement and data gathering, analysis is now underway and targeted in the areas identified by the key stakeholders.

Workshops review was the original scope of the Strategy and is now well advanced. The following actions are complete:

- Site visits were conducted (28 May -1 June 2018);
- Meetings held with workshop team members on site in Duaringa, Blackwater, Capella, Emerald and Springsure;
- Preparation of plans of depot sites including details of workshop areas to capture asset and functional information and obtained photographic record;
- Commenced Regional Workshops Strategy section of the draft report including depot layouts and sketches;
- Delivered second workshop team and initial key workshop stakeholder meetings to review initial information including outcomes (31 July 2018);
- Commenced data gathering and analysis to inform the workshop strategy including capital and operational expenditure; and
- Prepared matrix of positions including current staff and vacancies in Workshops via locality and residential post code where applicable.

While formal extension of the project to include stores operation was only formalised in October 2018, the opportunity to gather field information and meet the stores team members was taken in conjunction with the earlier workshop visits. As a result of the team meeting it is obvious that the support of workshop function is a critical role of stores. Early outcomes of the stores section of the expanded strategy are:

- Site visits were conducted (28 May -1 June 2018);
- Meetings held with stakeholders from stores on site in Duaringa, Capella, Emerald and Springsure;
- Prepared plans of stores areas to capture asset and functional information and obtained photographic record; and
- Commenced data gathering and analysis to inform the stores component of the 5-year Strategy.

The extension of project scope to include Depots, and as a logical consequence in Central Highlands Regional Council those permanent camps supporting service delivery, relies upon the current service delivery model utilised by Parks, Water and Sewerage, Infrastructure and other functions. Site visits of workshop facilities permitted information relating to the major depots to be gathered and details of depot layouts and facilities to be recorded while on site. While it is acknowledged that review of service models is an ongoing focus, the 5-year strategy will assist Council in considering current issues or shortcomings while identifying potential for improved efficiency in the short to medium term. Progress achieved last month relating to the review of depot infrastructure includes:

- Completed field inspection of minor depots and camps (29-31 October 2018);
- Analysis of travel times between current depots and permanent camps;
- Analysis of current positions including vacancies based at each depot facility and analysis of residential postcode;
- Matrix of services supported per depot facility;
- Geographic maintenance areas supported by each depot and camp;
- Physical layout of each depot site and collection of information in relation to the current age and condition of permanent camps and land tenure related;
- Review of current Enterprise Bargaining Agreement and locate applicable clauses impacting service delivery from depots and permanent camps;

- Review of Council owned land and zoning in Emerald; and
- Commenced analysis of financial data identifying operational and maintenance costs per facility.

### Key Milestones and Timing

Milestone	Date
First Key Stakeholder Workshop - Depot/Stores	15 October 2018 (complete)
Site Visits for data gathering - Depot/Stores	15-17 October 2018 (complete)
Site Visits - Camp and additional depot facilities	29 October – 2 November 2018 (complete)
Second Key Stakeholder Workshop – Depots/Stores	13-15 November 2018 (complete)
Information Report	9 January 2019 (complete)
Draft Report for Management Review and Engagement	25 January 2019

### CONSIDERATIONS / IMPLICATIONS:

#### Corporate/Operational Plan Reference:

*Key Priority 6* in Council's Corporate Plan seeks to provide "a safe and healthy workplace where self-improvement and innovation are fostered and rewarded". Outcomes sought under the Corporate Plan include a "Continuous Improvement Culture" and a "One Team Approach". Consistent with these strategic goals, Council recognises the ongoing opportunity to revisit delivery processes. Further, it is clear that Workshop Services, Stores function and depot facilities are key to the ongoing efficient delivery of services spread across the entire region as well as efficient operation of Council's extensive plant and vehicle assets.

#### Budget/Financial/Resourcing:

Key to assessment of workshop, stores and depot services is the financial impost due to travel across the region. Council has historically utilised camps to minimise daily travel times and the current operational cost related to each facility and related service delivered are being contrast to the travel cost mitigated. Early analysis confirms the importance of the distributed delivery of the support functions and services and has identified capital implications for maintaining Council's facilities. When complete, financial analysis will assist in prioritising options available to Council.

The ability for Council to recruit and retain staff in each locality has been identified as one of the key considerations in fine tuning workshop, stores and depot functions. Travel times, accommodation options and current employee residential postcodes are being analysed currently to allow consideration of this key issue in determining options available in the short and medium term. Obviously where significant vacancy has existed for extended periods, options for placement of Council staff in particular centres needs to be considered in light of Council's ability to recruit and retain staff in specific roles in each centre.

#### Legal/Policy/Delegations:

Council's Enterprise bargaining and award provisions are key to consideration of options available to Council in optimising workshop, stores and depot functions to support service delivery to ratepayers across the region. Current analysis has identified high levels of vacancy in specific roles despite significant effort to recruit.

Vacancy in positions for tradespersons required in the workshop function are a prime example currently identified. The level of staffing achieved varies significantly over time and locality reaching critically low levels for both staff and supervisors at times. The inability to recruit and retain staff with appropriate qualification and experience limits options available to Council in supporting the workshop service and the strategy will recommend that active management of the recruiting process and varying used of external service models are required on an ongoing basis.

**Communication/Engagement:**

For each of the three components of the strategy, engagement with both management and key stakeholders within each area of Council operation has been commenced during the information gathering phase. Following the formative phase for each component, feedback to key stakeholders will be provided to seek feedback on options proposed and analysis conducted.

**Risk Assessment:**

This report considers existing practices adopted in the delivery of services across the region. Both strengths and shortcomings identified are under consideration in light of opportunities available to Council, current physical and human resources and budgetary implications.

**Timings/Deadlines:**

Milestones are described in Milestones and timing above.

**Alternatives considered:**

Progress to date has focused on Workshop Services is well advanced with the scope of the report formally extended in October 2018 to include stores operations and depot services.

**Workshop Services**

Council's ability to recruit suitably experienced and qualified staff for this function is a primary consideration assessing practical options. In-house provision of workshop service has been identified as a vital component this service. It is obvious that the approach to providing components of this service internally remains one of active management given the competition for relevant trade qualified staff. Thus, despite the importance of maintaining appropriate internal workshop capacity, no options available for adoption in the strategy are "Set and Forget". Commercial service options remain an important component of Council's workshop services and availability and cost vary in different locations.

The strategy will include the development of a minimum of three scenarios for delivery of workshop services:

- a. Continuation of the existing model;
- b. Alternate models including different levels of externally sourced services and field delivery of services by Council or others; and
- c. Outsourcing of services.

In preparing these models, full consideration is given to the impact of any changes in service delivery in the field operation of plant and vehicles serviced. Of particular consideration is travel time between service centres and downtime, particularly of key plant items and the cost to Council of the marginal cost of lost production between options. Options consider modified service locations and allow for anticipated changes to plant and vehicle operation to improve utilisation and least cost service delivery using these Council owned assets.

**Store Operations**

Store operation alternatives have yet to be finalised and analysis currently underway is considering the following:

- Opportunity to buy local and support local business across the region
- Improved efficiency achieved through operation of stores within depot facility
- Stock common items, stock value and turnover and efficiencies achieved through bulk purchase
- Value of service delivery supported per centre
- Travel times between stores, local purchase options and freight options between centres

**Depot Operations (including Camps)**

Analysis of depot and camp options currently underway is considering:

- Value of service delivery supported per centre
- Travel times and cost to per service function
- Capital cost implications

- Capacity of each facility to support functions required.
- Options and related capital requirements are under consideration with the regionally central depot facility in Emerald particularly in focus with both short and medium term options
- Travel cost analysis related to camp facility operation to determine cost effectiveness of each site
- A range of capital requirements and available options

### **PRELIMINARY FINDINGS:**

Preliminary findings for each component of the study are discussed below for the current stage of the strategy development.

#### **Workshop Operations**

All five (5) workshops provide a broad support function supporting Council's Plant and Vehicle Assets. While Blackwater workshops service focused on minor items accounting for approximately 10% of Council's plant and vehicles and provides mobile based services. The facility at Blackwater is fit for purpose with minor capital requirement to support continued service at current levels.

All other Workshops provide a broad range of services for all classes of plant and vehicle. Duaringa and Capella both support operation of approximately 15% of plant and vehicles with Springsure supporting a further 20% of this asset class. All facilities have identified capital requirements though Springsure is identified as a particularly well-equipped facility.

While currently fit for purpose the Emerald workshop facility not only supports 40% of Council's plant and vehicles, it is centrally located and well suited to provide a higher level of service, services of higher technical difficulty and maintain larger and specialty items which are utilised regionally right across the Council area. This function will become even more important as greater sharing of Council plant items occurs between service areas to improve efficiency and increase utilisation. Limitation of the Emerald depot, particularly in size and access limit the ultimate capability of this workshop facility. Consideration of potential improvement to the Emerald workshop in terms of both function and capacity needs to be made in light of potential plans for the Emerald depot. Recruitment to vacant positions in the Emerald workshop is expected to be generally easier than for the other workshops and its central location makes it best placed to provide mobile services to support both fields operations and other workshops.

A varying amount of outsourcing occurs in each centre dependant on current resourcing and workload and opportunity for outsourcing locally. The Emerald workshop is best supported by commercial outsourcing services to support specialist and peak servicing requirements. The Workshop Co-ordinator is supporting a significant level of mobile service as well as sharing trade resources between workshops to meet local peaks in workload or vacancies. The Coordinator and Emerald workshop supervisor are supporting currently two (2) vacant supervisor positions at Springsure and Duaringa.

#### **Stores Operations**

Stores facilities are based in Duaringa, Capella, Springsure and Emerald. Engagement directly with both store staff as well as their primary internal clients has identified a continuing and important role in supporting service delivery from those major depot locations. In particular, the workshop service in each location is heavily dependent on the store for both procurement and availability of regularly used stores items such as service kits. This store function is vital in most locations where items are not available commercially in the centre. A well-established freight and courier service assists movement of stores between centres when required and there is evidence of this functions being actively used. While Council's current stores system allows stores personnel to search for items across all stores, significant improvement in efficiency is anticipated in stores operation with the implementation of the new TechnologyOne platform in 2019.

#### **Depot Facilities (including Camps)**

Depot operations are vital to support the efficient delivery of services regionally across the large geographic area managed by Central Highland Regional Council. Field inspection of depots identified active operation in all centres and a range of capital requirements. Generally, depot facilities are considered fit for purpose, with an identified range of asset condition and functionality.

In Emerald, depot size, configuration and access limit the facility's capability and as a consequence, not all functions can be supported. Some staff and services are located in alternate locations increasing cost and Council's ability to maintain necessary asset condition and safety standards at multiple locations. These issues at the Emerald depot have been evident for a significant period and the facility was subject to a study by the former Council prior to amalgamation where a proposed relocation to land adjacent to Council's airport was considered. Consideration of the findings of the previous studies as well as alternate potential future depot sites is under consideration. Of key importance to development of options available to address current depot shortcomings are access, availability of services, appropriate zoning and flood impacts. Council owned land has been considered along with privately held property for the identification of alternate depot locations in Emerald. Capital considerations will be addressed when documenting available options for the strategy.

Camps provide a cost-effective method of reducing travel time in service delivery across the region. Routinely, 11 permanent camps are used particularly in providing road maintenance services to the community. Utilisation of these facilities ranges from 2 period of several weeks per year to almost permanent operation.

Camps are also periodically used as the base for longer construction projects often augmented with Council's mobile camp facilities. Works to date has identified service areas related to each camp (or depot facility when camping is not necessary) and analysis of travel time saving has commenced as an important basis for service delivery strategy going forward. While a number of the camps are in fit for purpose condition and require only relative minor capital to maintain operation, several require significant expenditure. A number of facilities are aged with poor functionality or asset condition. Capital costs are under preparation and alternatives to replacement of like for like facilities are being prepared.

#### **SUMMARY:**

The review is taking into consideration both capital and operational costs, current service opportunities as well as shortcomings of existing infrastructure and in resourcing the strategy will identify opportunities to achieve service efficiency improvement through refinement of the operation of workshops, stores and depots.

#### **ATTACHMENTS:**

Nil

*– END OF REPORT –*



# 11 CHIEF EXECUTIVE OFFICER

## 11.1 Bi Monthly Safety and Wellness Report

### INFORMATION REPORT

Date: 22 January 2019

To: Leadership and Governance Standing Committee Meeting

Author: Sandie Schofield, Manager Safety and Wellness

Authorising Officer: Scott Mason, Chief Executive Officer

File Reference: N/A

### 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.

### OFFICER RECOMMENDATION:

That Central Highlands Regional Council receive the WHS Bi-Monthly Report for the period to 31 December 2018.

### REPORT:

#### WHS Performance Metrics (Reporting Period: November to December 2018)

A total of fifty-seven (57) incidents have been reported for financial year-to-date. Data is recorded for all incidents reported including first aid cases, recordable injuries, near miss incidents, report only, notifiable incidents and incidents involving contractors. It is important to note, of the fifty-seven (57) incidents reported only six (6) incidents required first aid treatment and twelve (12) incidents required medical treatment.

Department	Nov						Dec						FYTD						
	FAC	RI	Near Miss	Report Only	Contractor Incidents	Notif. Inc	FAC	RI	Near Miss	Report Only	Contractor Incidents	Notif. Inc	FAC	RI	Near Miss	Report Only	Contract or Notif. Incidents	Notif. Inc	Totals
2018/19 Infrastructure & Utilities	0	4	1	2	0	0	1	2	1	0	0	1	2	7	5	4	4	1	23
Communities	1	0	0	1	2	1	1	0	0	0	0	1	4	1	0	10	4	2	21
Customer & Commercial Ser	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	4	3	0	7
Corporate Services	0	1	0	0	0	0	0	0	0	1	0	0	0	3	0	0	1	0	4
OCEO	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	2
Totals	1	5	1	3	3	1	2	2	1	0	2	2	6	12	6	18	12	3	57

\*FAC: First Aid Case; RI: Recordable Injury

Table 1 – Summary of incident reports

Twenty-three (23) incidents were reported for the period November to December and included:

- 3 first aid treatment injuries
- 7 recordable injuries
- 2 near miss incidents
- 3 report only incidents
- 5 contractor incidents

- 3 notifiable incidents:
  - 13/12/18 WHS-INC-0279: A worker suffered a fatal cardiac arrest whilst travelling to his home from work
  - 07/12/18 WHS-INC-0268: Worker received bites to hand from feral cat. (treatment at hospital as an inpatient)
  - 12/11/18 WHS-INC-0250: Semi-trailer rollover (dangerous incident involving overturning of equipment)

Incident trends spiked during this reporting period with a total of ten (10) occupational injuries or illnesses were recorded. Seven (7) workers received musculoskeletal injuries from slips, trips and falls and three (3) workers received lacerations/penetration wounds.

Whilst injuries increased somewhat, the numbers remained lower than incidents recorded for the same reporting period in 2017.

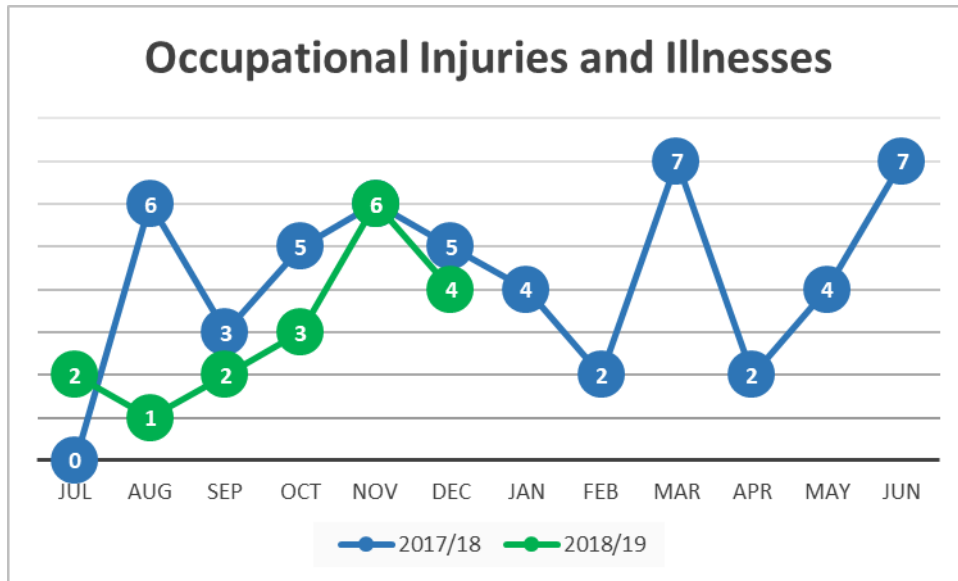


Figure 1 – Occupational incidents (ie. FAC, MTC, LTI) modelled against previous financial year performance

Council has a WHS performance indicator set to reduce occupational injuries and illnesses by ten percent from the previous financial year with a target of forty-seven (47) or less. Financial-year-to-date eighteen (18) occupational injuries and/or illnesses have been recorded which is lower than records set for the same period in previous years. (i.e. FY17 – 34; FY18 – 25; FY19-18)

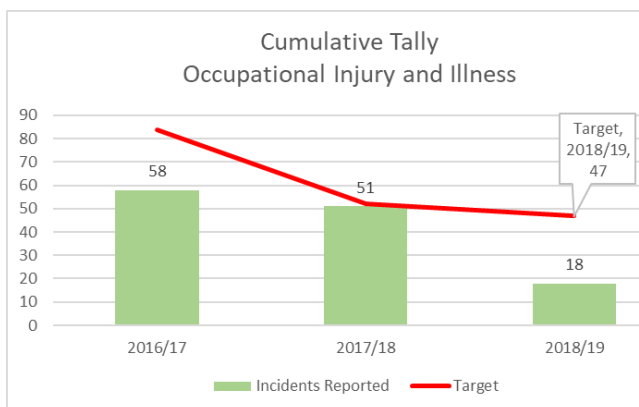


Figure 2 – Actual occupational injuries and illnesses compared to target

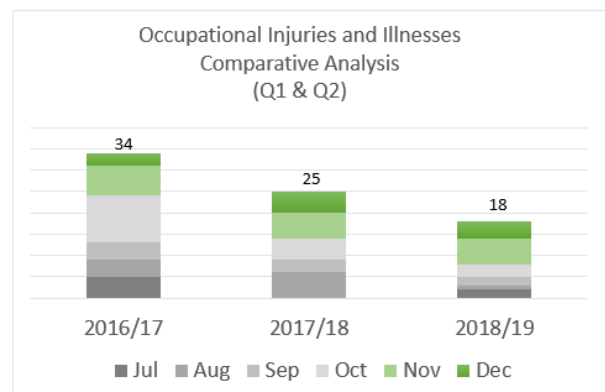


Figure 3 – Total occupational injuries and illnesses recorded for financial YTD compared to previous performance for same

**Lost Time Injury Analysis**

- 8 – Work related Cases
- 3 – Suitable Duties
- 3 – Temporary Impairment
- 2 – Cleared to return to work (on treatment plan only)

Incident rate is the number of lost time injuries and illnesses for every one-hundred (100) workers employed. The incident rate is currently at 0.25 compared to 0.92 in the LGW group average.

Lost Time Frequency Rate (LTIFR) is the number of Lost Time Injury Claims / (Hours Worked) \*1,000,000. CHRC LTIFR is 18.52 compared to 9.79 LGW group average.

Lost Time Duration Rate is defined as the average days lost per lost time injury. CHRC LTI Duration rate is 22.75 compared to the group average of 17.92.

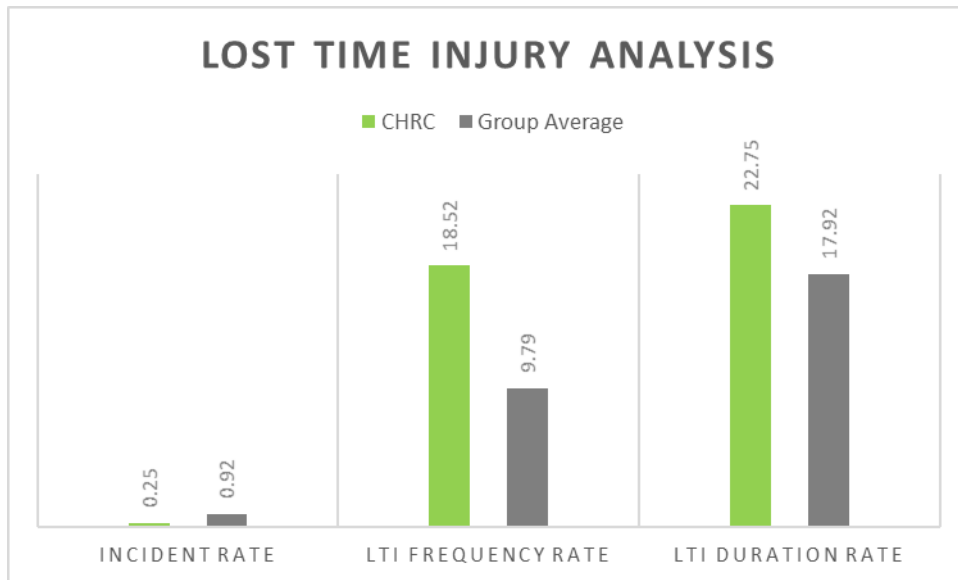


Figure 4 – LTI injury comparative analysis against Local Government Workcare Scheme Group Average

## **Safety Report**

November 19 – 25 was Worksafe’s Asbestos Awareness Week. Council promoted the Asbestos Awareness Campaign by distributing asbestos awareness videos at toolbox talks with key messaging for discussion.

Each week the Coordinator Safety publishes a Safety Share on the Vine to communicate important safety information to workers. The safety share includes an incident round up of incidents, industry safety alerts and a safety spotlight for discussion at team toolbox talks.

The safety topics covered for November and December included:

- Working in the heat
- Reporting Hazards
- Asbestos Safety
- Preventing fatigue
- The ‘silly’ season

## **Enforceable Undertaking Monitoring Report**

Council has committed to delivering 49 deliverables in the Enforceable Undertaking throughout the three (3) year term. To date twenty-four (24) deliverables have been completed within budget and on time.

## **Contractor Management**

Council has committed to an enhanced focus on contractor safety and a complete overhaul of the contractor management system. A Contractor Management System Audit was conducted on 20 – 22 November 2018 by Mr Ian Wright from Safety Australia. The review forms part of the actions for Council to comply with the requirements of the Enforceable Undertaking.

The audit report provides recommendations for further improvement to the contractor management system and is accompanied by an audit tool to be utilised for internal audit purposes.

### **Wellness Report**

Council encourages healthy choices for our workers and offers a range of health promotion activities throughout the year. Each month the Health and Wellness Advisor prepares educational information for discussion at toolbox talks to raise awareness for our staff.

The focus areas for workplace wellness for November and December included:

- Heart health
- The 3 R's of Habit Change
- Tips for Eating Out
- Maintaining Good Health over the Festive Season.

The wellness fact sheets are available on the Vine and on Safety and Wellness Noticeboards.

### **ATTACHMENTS:**

1. Attachment A LGSC Jan 19 - WHS Incident Report **[11.1.1]**

*– END OF REPORT –*

## WHS Incident Report

### Nov - Dec 2018

WHS Incident Number	Date of Incident	Description of Incident / Non-Conformance	Department
WHS-INC-0275	19/12/18	Worker tripped on aluminium pipe causing him to fall on his right knee and overextending his shoulder.	Communities
WHS-INC-0279	13/12/2018	A worker suffered a fatal cardiac arrest whilst travelling to his home from work (medical condition)	Infrastructure & Utilities
WHS-INC-0276	13/12/18	A contractor was retrieving a beast when it came at her and pushed her leg in to the rail, before pushing her up and over the fence, resulting in injury to her right knee.	Contractor
WHS-INC-0270	10/12/18	Worker slipped on loose gravel and fell on shoulder heavily.	Infrastructure & Utilities
WHS-INC-0271	10/12/18	Worker was sitting on poly pipe when it rolled out from under him and he put his arm out to protect himself. The worker felt a pull in his arm and has bruising.	Infrastructure & Utilities
WHS-INC-0268	07/12/18	Worker received bites to hand from feral cat. (treatment at hospital as an inpatient)	Communities
WHS-INC-0269	06/12/18	Worker failed to see LR truck approach from behind	Infrastructure & Utilities
WHS-INC-0265	05/12/18	Hitachi apprentice was buffing up circlip on wire wheel on bench grinder. Wire wheel caught circlip and flung it out, hitting top of right hand.	Contractor
WHS-INC-0266	30/11/18	Worker stepped on a nail, penetrating boot and foot	Communities
WHS-INC-0264	27/11/18	Worker twinged lower right hip while loading jackhammer in to back of cab.	Infrastructure & Utilities
WHS-INC-0261	26/11/18	Worker climbed on to truck to check water tank was secure and in doing so has hit head on retractable tarp frame causing laceration.	Infrastructure & Utilities
WHS-INC-0259	22/11/18	Worker felt pain in shoulder while unloading cutting edges	Infrastructure & Utilities
WHS-INC-0262	21/11/18	Worker experienced hip pain after whipper snipping	Communities
WHS-INC-0253	15/11/18	Contract cleaner experienced eye irritation while cleaning toilets	Contractor
WHS-INC-0255	15/11/18	Truck step gave way as worker was accessing truck - hit knee and strained shoulder.	Infrastructure & Utilities
WHS-INC-0260	14/11/18	Worker was lifting grader blade on uneven ground, twisted back	Infrastructure & Utilities
WHS-INC-0251	14/11/18	6 workers were lifting tree to put in the mulcher. One worker slipped over and another worker took the weight of the log, resulting in a back injury.	Infrastructure & Utilities
WHS-INC-0250	12/11/18	Semi-trailer rollover (dangerous incident involving overturning of equipment)	Communities
WHS-INC-0254	08/11/18	Contractor miss stepped and fell from exterior catwalk while moving cattle.	Contractor
WHS-INC-0249	02/11/18	Worker slipped on edge of step. While falling the worker grabbed the railing, hit knee into wall and rolled right ankle and shoe fell off at the bottom.	Corporate Services
WHS-INC-0248	01/11/18	Water truck crossing Batts St, light vehicle slammed on brakes to avoid collision.	Infrastructure & Utilities
<b>Total</b>			

First Aid	Recordable Injury	Near Miss	Report Only	Contractor Incidents	Notif. Inc
1					
					1
				1	
1					
	1				
	1				1
		1			
				1	
1					
			1		
	1				
			1		
				1	
	1				
	1				
	1				
				1	1
				1	
	1				
		1			
<b>3</b>	<b>7</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>3</b>

## **11 GENERAL BUSINESS**

## **12 CLOSURE OF MEETING**