JOINT CONSULTATIVE COMMITTEE MEETING MINUTES

DATE	Tuesday 21 February 2023	**START TIME**	1.00pm
LOCATION	Dysart Training Room		
ATTENDEES	Jeff Stewart-Harris PSM, Chief Executive Officer, IRC (JSH) Jodie Jenings, Acting Head of People and Capability, IRC (JJ) Jarrah Butler, Acting Manager People and Capability, IRC (JB) Bianca Merritt, The Services Union, IRC (BiM) Dale Spratt, CFMEU, IRC (DS) Geordie Eldridge, CFMEU, IRC (GE) Murray Tyler, The Services Union, IRC (MT) Kelly Shepherd, The Services Union, IRC (KS) Shelley-Ann Cottam, AWU, IRC (SAC) Tracey Williams, The Services Union, IRC (TrW) Terese Wilcock, The Services Union, IRC (TeW) Scott Casey, Director W&WW, IRC (SC) Brendan Matthey, Northern District Organiser, Australian Workers Union Qld (BrM) Lucy Hampton, Senior Business Partner People and Capability, IRC (LH)		
ATTENDEES BY TELECONFERENCE	Glen Desmond, Regional Organiser, The Services Union (GD) Darren Fettell, Director CGFS, IRC (DF) Alexis Coutts, Manager Safety and Resilience, IRC (AC) Cathy Furness, The Services Union, IRC (CF)		
APOLOGIES	Craig Thomas, Union Official, Electrical Trades Union (CT) Inho Ju, Union Official, Professionals Australia (IU) Chris Brodsky, Union Official, CFMEU (CB) Robert Perna, Director E&I, IRC (RP) (Chair) Ann Mison, The Services Union, IRC (AM) MaryAnne Uren, Head of Advocacy and External Affairs, IRC (MU) Jim White, Union Official, Plumbers Union Queensland (JW) Dan Wagner, Director PECS, IRC (DW) Tony Ward, CFMEU, IRC (ToW)		
MINUTE TAKER	Rykiah Woolley, Executive Assistant P&C, IRC		

1. OPENING OF MEETING

Jeff Stewart-Harris welcomed all in attendance and declared the meeting open at 1:01pm

2. APOLOGIES

Apologies received and noted.

JOINT CONSULTATIVE COMMITTEE MEETING MINUTES

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3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1. Previous meeting minutes (01 December 2022) were confirmed. All members in agreeance of previous minutes.

4. AGENDA ITEMS

4.1. Nebo Office Lunchroom (TSU)

MT –Wanting to raise the concern of limited availability of a lunchroom in the Nebo office, the office is growing and the need for an airconditioned lunchroom is getting higher. Happy to consult on this matter to come up with a solution.
JJ – On behalf of Rob Perna, Corporate properties team are currently looking into the requirements, and it will be added to the action item list to provide an update.
MT – Hopeful to see some improvement soon, possible solution is to book out the hall/boardroom indefinitely from the hours of 11am-2pm for lunch use.
AC – Happy to revisit and have discussion with corporate properties to look at some improvements/solutions.

- **Action: Investigate further options for an updated Lunchroom in the Nebo Office**
- **Assigned:** Alexis Coutts & Gordon Robertson
- **Registered:** JCC-076

4.2. Staff Morale (TSU)

JSH – A meeting has been scheduled for the initial group that were involved in the previous Head of People & Capability workshops.
BiM – Staff are feeling incredibly frustrated that accountability and action has not been taken, Council have been aware of the morale issue for quite some time, Delegates are constantly getting feedback around the staff morale and the lack of action been taken by Council. Council needs to take ownership and communicate more information to staff.
JSH – Ownership and accountability will be taken; this hasn't happened as quickly as we would have liked. I am committed to seeing all issues addressed. A major part in current morale issues is a complete IT re-structure in around 6-12 months, taking system frustrations away from our staff. There are a multitude of actions we are actively working towards to make things better.
TeW – Some of the staff facing these morale issues will not last longer than 6-12 months.
JSH – It is concerning that these issues are this significant. There will be changed processes and procedures in relation to the people issues.

BiM – Staff are frustrated that they are having to reiterate their issues to Council constantly. Nothing is being communicated to the workforce on the actions and accountability of these morale issues.
JSH – Committed to change. Room for improvement with communication and is a work in progress.

4.3. Update on Councillor Interaction on Clermont Worksite 2022 (TSU)

JSH – This has been forwarded to Office Independent Assessor, currently a work in progress.
BM – Is there a timeframe on responses from independent assessor?
JSH – Approximately a month away, conversation has been had between Councillor and me. There will be a formal process to follow through. That behaviour is not representative of the views of majority of Councillors as being acceptable.
GD – Is Council providing training to these Councillors to ensure this doesn't happen again?
JSH – Yes
KS – Have the Councillors undertaken Class Act Training?
JSH - Yes
BM – Will the Councillor be required to supply an apology to staff involved in this matter/will there be a communication from Council in relation to the matter?
JSH – Communication will be sent out, unsure of the outcome in relation to an apology directly from Councillor. Taken on notice to follow up.
MT – Timely reminder to ensure staff are aware they can speak up about these issues.
JSH – We encourage our staff to come forward with any issues.

- **Action: Jeff Stewart-Harris to send communication to relevant staff in relation to Councillor interaction on Clermont jobsite.**
- **Assigned:** Jeff Stewart-Harris
- **Registered:** JCC-077

4.4. Distribution of Confidential Employment Information (TSU)

JSH – Matter has been dealt with. Accountability conversation has been had with the manager and director in relation to this matter.
DF – This has been formally dealt with.
BM – Has correspondence been sent to all managers to confirm that individuals confidential information is not to be shared with staff?

JSH - Not specifically, SLT have had these conversations. This was an isolated incident.

DS – Not an isolated incident, had once recently pitching a worker against a fellow worker. Workers can feel unfairly discriminated by managers. Not wanting repercussions from this incident, just wanting management to be aware/sensitive to the information they are sharing.

JSH – The Isaac values apply to everyone in the organisation. Anyone not living values are to be held accountable. Happy to investigate this matter further.

BrM – All accountability conversations should be the same across all staff no matter the level and stream of the employee. I would hate to see a disciplinary matter of the same nature handled in a different manner, should another employee breach the same confidentiality.

- **Action: Jodie Jenings to have offline discussion with Dale Spratt in relation to matter involving incident raised**
- **Assigned:** Jodie Jenings & Dale Spratt
- **Registered:** JCC-078

4.5. Audit of Staff Leave Accruals (TSU)

BiM - Employees have approached in relation to their incorrect staff leave accruals, wanting to broaden the payroll audit to all Isaac staff to ensure no staff are missing any accruals.

JJ – Two staff members were identified with the incorrect leave accruals, investigation has been completed by payroll, new starters are not completing the disclosure statement in relation to working for other councils, which flags payroll to obtain a statement of service from the previous council to transfer over any leave accruals. These specific individuals had not ticked the correct boxes in this instance therefore their accruals were missed.

JB – About 6 staff members are to be contacted to confirm previous council work, should be closed out by end of next week.

MT – Is the reason this discrepancy has happened because of staffing issues in payroll?

JJ – People aren't checking the correct boxes when coming onboard or being rehired by Council; most of these accrual issues are historical. Audit has been completed in relation to this and will be closed out.

JSH – Keen to ensure staff get what they are entitled to, no intent to cut any staff members short.

DF – Would like to clarify that these specific instances were the rehire classification issues, there were disparities that come from other Councils, all now been checked and rectified. Every year, payroll get audited externally, and leave calculations and existing balances are included in this audit.

BM – The person in question was over 8-year period, their accruals were incorrect so shouldn't the audit have picked this up?

DF – Happy to follow up on explicit issues, to specific issues in relation to accruals.

BiM – We also had a staff member go on leave for 4 weeks and a separation notification was sent out.

- **Action: Darren Fettell to follow up with Bianca Merritt in relation to specific instances of incorrect leave accruals and provide a response.**
- **Assigned:** Darren Fettell
- **Registered:** JCC-079

4.6. Disciplinary Procedure Timeframes

BiM – I have recently been approached by staff confirming that Council has placed an unreasonable timeframe on them with regard to disciplinary documentation e.g., 24 hours to review performance improvement plan, and 48 hours' notice to attend an interview with an investigator regarding alleged serious misconduct. I have reviewed the disciplinary procedure and there is no timeframes stipulated for these type of requests. Only timeframe specified is 7 days for an employee to appeal a decision made my Council. I am seeking to review disciplinary procedure to add timeframes to stipulate Councils' obligations to the employee to allow them sufficient time to seek advice to assist and prepare a response.

JJ – The timeframes are specific to the reasonableness of a matter, takes into consideration of the support persons availability, number of allegations etc. Procedure is currently being reviewed and will be brought back to the JCC for review. Industry standard is 24 hours' notice, Council tries to give 48 hours' notice. If an extension is requested, we have never denied it, we want to work with our employees and get as much information from the investigation process.

BiM – Are delegates able to go through the disciplinary procedure and make notes/comments to present to P&C for review.

JJ – P&C would welcome the feedback.

BiM – Current timeframes are not reasonable for delegates to get advice from an IR Solicitor and provide advice to the staff member, minimum turn around is 7 days.

BrM - Mackay Council provides the employee with 7 days' to consider disciplinary documentation. If it is extremely something simple, 48 hours is reasonable. Pending on the circumstances the timeframes should range.

TrW – This adds stress to a person having limited timeframes to be able to respond, seek feedback and assistance from unions.

JJ – Happy to consult and come to an agreed timeframe to suit all parties.

GD – Timely reminder to review the procedure with the mental health code of practice coming into place, ensure to keep council compliant with the code of practice. Are employees being supported enough from Council?

JSH – Reasonably well evolved workers support program. Ensure people that have supervisory roles have the tools to do what needs to be done under the new code of practice. Arranging high level advice and challenge to ELT about what needs to be done to be ready for the code of practice to be implemented into the organisation.

4.7. Additional Workload in Relation to Staff Turnover/Extended Leave (TSU)

BM – With current morale and staffing issues across the organisation, workloads aren't being picked up by other staff members, existing staff members are taking on the workload, it is taking its toll on these staff.

JB – One instance has been rectified, other two are currently sitting with directors for consideration.

JSH – Something that you are looking for broader direction to management to be mindful of?

BM – Correspondence to be sent to all managers in relation to this additional workload and the requirements associated.

- **Action: Jeff Stewart-Harris to send correspondence to all managers in relation to managing additional workloads within teams and the requirements surrounding additional workloads.**
- **Assigned:** Jeff Stewart-Harris
- **Registered:** JCC-080

4.8. Procurement Process Changes and Wait Times (TSU)

BiM- Procurement issues are ongoing, specific issue with the process for variations. If a variation in Tech1 is in amendment mode and sitting in someone's workflow, you are unable to pay any invoices against the PO. It is hard enough to get contractors to do the work without the added stress of Council not being able to pay their invoices on time. This is an ongoing issue, the process needs to be changed.

JSH – Typically I process tech1 requests on Mondays and Thursdays. There is a standing arrangement with Directors if there are urgent matters to address is with Tricia to bring to attention. Current process is problematic, have given Directors delegations for variations up to $200K.

BiM – The process needs to be changed so that when the Officer is signing the variation, then approves the Tech1 request and send onto the next Officer to action. Not send a hardcopy request all the way up the chain and then request the PO to be sent in amendment mode for the Tech1 variation to be sent up for approval again.

JSH – Is it possible to have PO and variation to be sent up together?

DF – Yes, looking at the process through strategic procurement reference group. Other option is once approval is on paper, the tech 1 workflow do not have to go through the entire chain again but directly to JSH where over $200K.

BiM – The issue is, that even if it is sent directly to the Officer to approve the Tech1 request, it is taking weeks to get approved after the hard copy request has been returned.

JSH – Happy for project managers to discuss with Tricia directly to get matters pushed up to CEO.

- **Action: Darren Fettell to distribute correspondence regarding the variation process for projects more than $200K.**
- **Assigned:** Darren Fettell/John Squire
- **Registered:** JCC-081

4.9 Staff Use of Personal Vehicles (TSU)

MT – Staff are using their own vehicles to do their jobs. Pool vehicles consistently unavailable or broken down. Staff should not be required to provide their own vehicle to do Council travel. Need to remind staff, if there are no pool vehicles available to drive, simply do not travel. It is a safety concern.

JSH – Slow delivery of new vehicles to Council, several our current pool vehicles should've been replaced by now, however the delivery date has still not been confirmed. Council have approved the FY 2024 fleet and FY 2025 fleet simply because of ordering wait times.

AC – Regards to use of private vehicles, Gordon is currently doing work around vehicle policy. Looking at setting additional parameters around the use of personal vehicles. Understanding Middlemount pool car issue has been resolved.

JSH – Will get Robert Perna and Gordon Robertson to follow up with a status report on these issues within 14 days. Preference for staff to not use their private vehicles.

JJ – PECS are conducting a review of their commuter use vehicles and positions that have not retained their work vehicles and to ensure adequate commuter use vehicles across all towns to also utilise as a back up if pool vehicles are unavailable. Distinct lack of vehicles that are being tagged out, looking to swap out some pool vehicles from Moranbah with other locations.

BiM – Council can claim a private vehicle against their policy, staff member just needs to be supplied a letter from Council stating the vehicle is allowed to be used during specific work hours.

TrW – FSO staff using their own cars frequently, wanting to ensure we are auditing pool cars across the region.

JSH – Happy to add standing agenda item to discuss fleet at JCC Meetings.

DS – Not just pool vehicles, but issues with the entire fleet.

- **Action: Jodie Jenings to discuss with Gordon Robertson to provide status report on fleet issues within 14 days.**
- **Assigned:** Jodie Jenings & Gordon Robertson
- **Registered:** JCC-082

- **Action: Add standing agenda item to JCC – Fleet Update (Pool Vehicles)**
- **Assigned:** Rykiah Woolley
- **Registered:** JCC-083

- **Action: Robert Perna to provide update on ongoing Fleet Review**
- **Assigned:** Robert Perna
- **Registered:** JCC-084

4.10. Dysart Deport Car Washing Bay (CFMEU)

GE – The Dysart and Clermont depot washing bays have been tagged out for a long period of time. Makes it hard to keep company cars and trucks clean. Wanting to bring to attention and get an update.

JJ – Taken on notice, compliance issue with plumbing. Will follow up with relevant manager to supply update.

MT – There should be a regular maintenance regime for these wash bays to keep in good working order. Happy to look at the plumbing.

- **Action: Jodie Jenings to follow up with relevant managers for update on Dysart and Clermont Depot washing bays**
- **Assigned:** Jodie Jenings
- **Registered:** JCC-085

- **Action: Murray Tyler to conduct plumbing inspection and provide status update to relevant Depot Managers**
- **Assigned:** Murray Tyler
- **Registered:** JCC-086

4.11. Dysart Depot & Clermont Deport Emulsion Tanks (CFMEU)

DS – Decision to remove the emulsion tanks in Clermont & Dysart. The process has been made very hard for roads crews. Currently using a funnel and 20L drums to transport/decant. Very messy and lengthy process, currently losing excessive working time because of this process. Why are the tanks not being fixed?

JJ – The coordinator provided notes that consultation had occurred on this matter. What consultation has occurred with outdoor staff?

DS – There has been no consultation with any of the outdoor crews in relation to the decommissioning of emulsion tanks. Council paid a lot of money for these tanks and are now choosing to not fix them.

JSH – Concerning that there has been no consultation with the crews. Happy to make some follow up phone calls to get some action.

JJ – Will follow up with relevant managers and Robert Perna to provide an update on the tanks.

- **Action: Update to be provided in relation to the decommissioning of emulsion tanks in Dysart & Clermont**
- **Assigned:** Lionel Dern, Michael Erickson, Robert Perna & Jeff Stewart-Harris

- **Registered:** JCC-087

4.12. Working from Home Policy (TSU)

TeW – Have recently had staff approach in relation to treatment of staff by their managers when they are granted working from home arrangement. Managers are ignoring WFH staff, they are being made to feel like they are letting the company/teams down. Management needs to treat everyone the same, the policy is in place for a reason.

JSH – No staff should be marginalised due to their place of work.

GD – There Needs to be re-education to all managers in relation to WFH arrangements. Management attitude towards WFH arrangements needs to be shifted. Council should be using it as an attraction/retention tactic.

JSH – Council introduced WFH during COVID/Post COVID. This policy needs to be reviewed, there are risks associated for the employees and organisation. If there are persistent instances of mistreatment by managers towards their staff for their FWA/WFH arrangements, this is to be reported to P&C and investigated further. Flexible working arrangements are too valuable to our organisation to be removed altogether. Alexis and Jodie are working together on the risk issues that are arising with WFH/FWA.

4.13. Review of Gryphon Psychology (TSU)

TeW – Staff feedback in relation to the help they have sought from Gryphon is neglectful. Would like to know that Gryphon is doing a sufficient job for council. Ensuring there is an internal review being done by Gryphon to ensure they are treating members sufficiently.

JSH – Council is going out to market for this service soon. We receive limited information from Gryphon so is hard to keep track of the services staff are receiving. Gryphon could implement an anonymous rating service for the staff attending to give feedback on the services they received. We don't want staff to feel like they have nobody else to turn to. All suggestion will be added into the tender documents for consideration.

TrW – Can staff access someone else for mental health and be reimbursed? There are limited options for Councillors throughout our region.

JJ – Not currently.

JSH – The supplier needs to have the ability to provide services that Council require. Difficult to manage with relation to staff confidentiality. Council is passionate about our staff's mental health, hoping to pinpoint important requirements during the tender process.

Brendan Matthey left meeting 3:04pm

4.14. Code of Practice – Managing the risk of Psychosocial Hazards at Work (TSU)

MT – No need to discuss agenda item due to new code of practice coming into place on 1st April 2023.

5. STANDING AGENDA ITEMS

5.1. REVIEW ACTIONS FROM PREVIOUS MEETINGS

Registered	Action to be completed	Update provided at JCC 1st December 2022
JCC-034	Staff benefits presentation for ELT	*Closed* P&C Team - Project commenced - Fitness Passport have been engaged to look at options for IRC Staff, concerns raised for smaller businesses who support local sports and offering discounts. Fitness Passport to survey all staff in the new year. Dan Wagner looking into discounts to pool season passes to Council. Being captured during EA Negotiations
JCC-055	12-month review of TOR	*Ongoing* To be reviewed in June 2023
JCC-059	Review private cars for work	*Ongoing* Working group formed and are currently updating draft procedure in consultation with S&R, P&C and Fleet Departments. 10/02/2023- raised at Operational Safety Meeting and Director E&I to work with Manager Fleet on solution. Further work and investigation underway relating to cleaners using personal vehicle.
JCC-063	Conflict and basic computer training	*Completed*

JCC-068	Business Improvement Plans	*Ongoing* JSH scheduled further meeting for 24/02/2023 with 50 original participants to seek clarity into matters raised.
JCC-069	Council Housing Strategy	*Completed*
JCC-070	IRC Training	*Completed*
JCC-071	Amenities at Remote Facilities	*Completed* Additional action to be created in relation to long term facilities
JCC-072	JCC 2023 Dates	*Completed*
JCC-073	First Aid Requirements	*Completed*
JCC-074	Pre-start Machinery Familiarisation	*Completed*
JCC-075	Outdoor Workers Uniform Allowance	*Completed* Finalised in Uniform Committee Meeting - Confirmation that all Outdoor workers receive allowance of $550 per year, allocated on 1 July 2023 - Stores staff can assist with ordering clothing, continue with providing new uniforms under fair wear and tear. Standard issue of clothing is as per CA. GE – provide information in relation to specific staff member waiting on uniforms.

5.2. CONTRACTORS LIST

No comments

5.3. ESTABLISHMENT REPORT

JSH - Wanting to bring to everyone's attention that in October of 2021 the average vacant/fill time was 121 days. This has now dropped to 31 days.

6. GENERAL BUSINESS

6.1 Isaac Town talks (Shelley-Ann Cottam)

Recent town talks facilitated in Moranbah were interesting to see the waste aspect, however there was no figures for Councils' waste contribution directly.

- **Action: Scott Casey to follow up with Karl Murdoch for figures on Councils waste production.**
- **Assigned:**
- **Registered:** JCC-088

6.2 Scheduled EA Meetings across the Region (Geordie Eldridge)

GE – Was disappointing to see limited staff attending the EA meetings that were scheduled for the depots and offices. Needed to be more support from Council for these meetings.

JSH – An email was sent directly to SLT from myself to push managers to encourage our staff's participation in these meetings.

BiM – Had multiple staff say they were confused if it was a union member only meeting or open to all staff.

JJ – Had staff members complaining they were feeling pressured to attend the meetings when they didn't want to. Noted for future meetings.

6.3 Frontline Service Officer – Pay

BiM – I have recently been approached by FSO's to confirm that the new FSO roles are being advertised at a Stream A, Level 2 -3. Commencing employment at the lowest level being Level 2, and then being bumped up to a Level 3 upon completion of cross training. My issue is that no other role within Council is required to do this.

JSH – First I've been made aware of this. Taken on notice, would like to investigate this further.

GD – Highest increment of classification is the peak fully experienced and trained. Lower classification levels are to enable less experienced staff to gain skills and knowledge and work up to a higher level.

- **Action: Review position descriptions and process with Manager Engaged Communities**
- **Assigned:** Jarrah Butler
- **Registered:** JCC-089

6.4 PECS OLT Meetings – Staff Concern

BiM – Have had multiple staff expressing their concern for the next PECS OLT meeting to be held. The last meeting was in April 2021 and multiple tasks were given out in these meetings for staff to work on, on top of their existing workloads. The last PECS OLT was then cancelled and never rescheduled; staff feel as though their time was wasted on these tasks from the meetings because the meeting was never rescheduled for these presentations. Staff are worried that the same will happen at the next PECS OLT meeting.

JSH – Happy to follow this up with Dan Wagner for an update.

- **Action: Jeff Stewart-Harris to follow up with Dan Wagner in relation to the PECS OLT Meeting.**
- **Assigned:** Jeff Stewart-Harris
- **Registered:** JCC-090

6.5 Council Volunteer Policy

TeW – There have been some rumours circulating around the volunteer policy, that staff were allowed to use work time and given cost code to assist in volunteering for organisations outside of the Isaac Region. Wanting to confirm if this is the case.

JSH – No policy currently, is in the process to be. Aware that there was 1 instance approved as a standalone as part of an employee's development plan and having a charitable aspect. Only done as a one-off exception and is not the process.

Murray Tyler left meeting – 3:29pm

7. CONFIRMATION OF FUTURE JOINT CONSULTATIVE COMMITTEE DATES FOR 2023

- Future JCC Meetings confirmed as per below:

1. Thursday, 25th May 2023 (Moranbah Council Chambers) – 10:00am – 1:00pm
2. Wednesday 30th August 2023 (Moranbah Council Chambers) – 10:00am – 1:00pm
3. Wednesday 29th November 2023 (Moranbah Council Chambers) – 10:00am – 1:00pm

8. CLOSE

- There being no further business, the Chair declared the meeting closed at 3:45 PM.