

Human Resource Manager

COUNCIL REPORT

Meeting: 16 February 2022

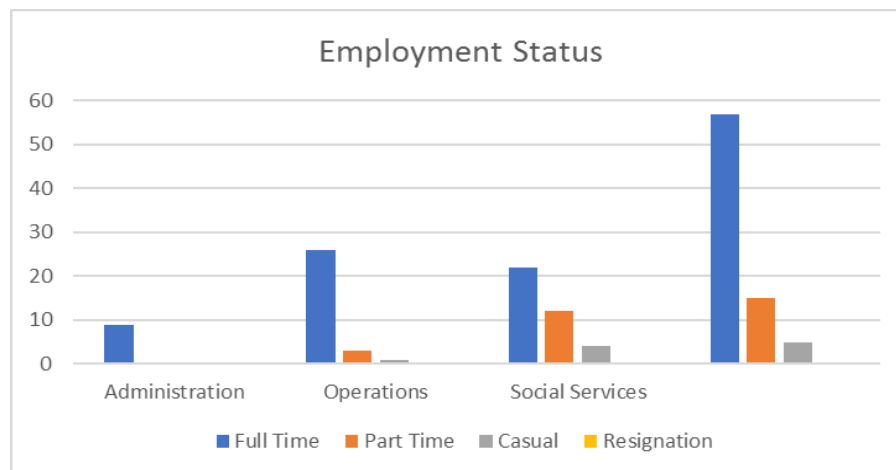
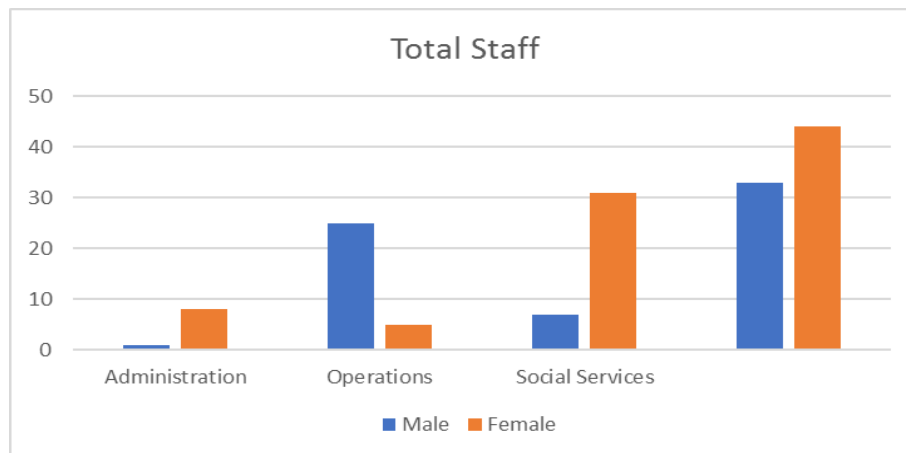


Item 1: Council Employment Outlook

Table 1 below shows the number of staff and employment status for the period 01/01/2022 to 31/01/2022.

Table 1:

Department	Female	Male	Full Time	Part Time	Casual	Resignations
Administration	8	1	9	0	0	0
Operations	5	25	26	3	1	0
Social Services	31	7	22	12	4	0
	44	33	57	15	5	0



Report by Department

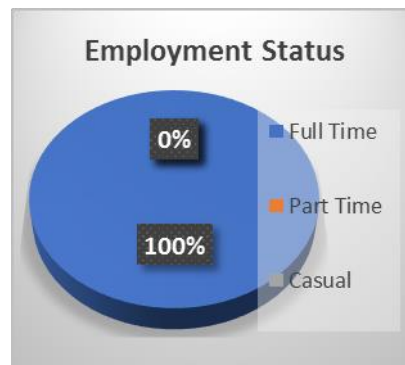
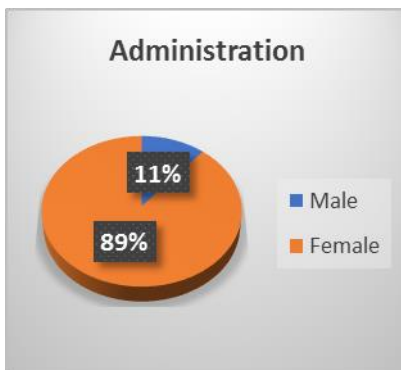
ADMINISTRATION

Current Vacancies: -

- Finance Officer (Creditors) – Full Time/Permanent (This position is now filled)

New staff: -

CEO commenced in January 2022.



SOCIAL SERVICES

Current Vacancies: -

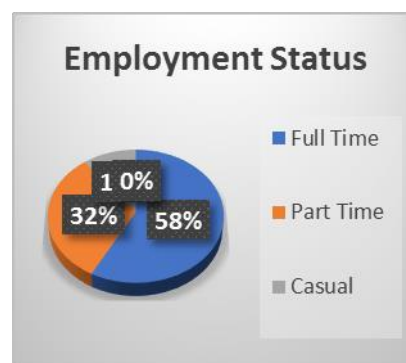
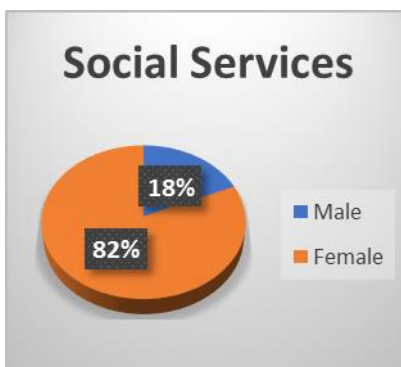
- CHSP – 2 x Part Time Support Workers

New staff: -

Kindergarten – 1 x Full Time Carer/Educator

IKC – 1 x Part Time Co Ordinator

* 1 Work Cover claim – currently working lighter duties at reduced hours



Operations

Current Vacancies: -

➤ Nil

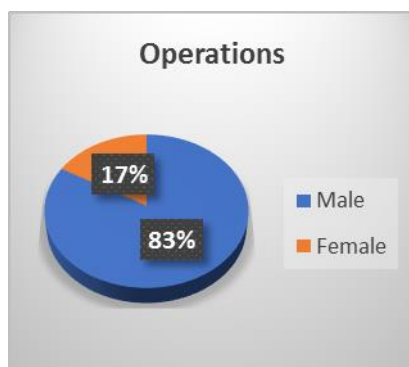
New staff: -

Nil

* 1 Work Cover claim – this employee has resigned to take effect 07/03/2022.

Resignations

Nil



Amendment to Human Resource Managers report tabled at General Meeting dated 19 January 2022.

The Operations Leave taken was calculated for a six-month period instead of for the period 1/12/21 to 31/12/21. Below are the correct figures for leave taken in December 2021.

Leave taken for the Month of December 2021

Annual Leave	1,530.00 Hours	Sick Leave	16.25 Hours
Long Service Leave	40.00 Hours	LWOP*	56.25 Hours

Leave

Table 2 shows a comparison of the leave Averages from November 2021 to January 2022.

Table 2:

Averages

Section	November 21	December 21	January 22	February 22	March 22	April 22
Administration						
Annual Leave	190.04	160.45	159.02			
Sick Leave	369.96	370.59	376.06			
Long Service	313.94	317.76	320.41			
Operations						
Annual Leave	124.33	84.99	88.79			
Sick Leave	305.78	322.86	327.56			
Long Service	196.39	190.74	189.31			
Social Services						
Annual Leave	64.97	34.37	38.75			
Sick Leave	69.76	74.84	75.79			
Long Service	108.08	113.68	114.58			

Table 3 below shows the amount of leave take from November 2021 to January 2022.

Table 3

Leave Taken

Section	November 21	December 21	January 22	February 22	March 22	April 22
Administration						
Annual Leave	62.75	356.00	106.25			
Sick Leave	108.75	58.50	21.00			
Long Service	4.50	0	4			
Operations						
Annual Leave	209.50	1,530.00	295.25			
Sick Leave	387.75	16.25	84.75			
Long Service	34.00	40.00	140.75			
Social Services						
Annual Leave	192.50	1,439.5	290.00			
Sick Leave	377.50	83.75	205.25			
Long Service	0	28.50	38.00			

Table 4 below show the amount of Ordinary hours worked and Absenteeism's for the months of November 2021 to January 2022.

Table 4

Section	November 21	December 21	January 22	February 22	March 22	April 22
Administration						
Ordinary hours	918.00	558.88	848.50			
LWOP	30.25	61.50	51.75			
Absent	10.50	4.75	24.75			
Operations						
Ordinary hours	3,412.75	1,951.25	3,009.75			
LWOP	0	56.25	14.25			
Absent	170.50	40.50	113.80			
Social Services						
Ordinary hours	3,154.50	1,753.38	2,876.00			
LWOP	163.75	54.75	330.00			
Absent	134.75	298.50	169.50			