

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, 7 August 2018
At 12.00pm

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

3 LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Minutes - Leadership and Governance Standing Committee Meeting - 10 July 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, 10 July 2018
Commenced at 12.00pm

COUNCIL MINUTES

Unconfirmed

CENTRAL HIGHLANDS REGIONAL COUNCIL

GENERAL MEETING OF COUNCIL

TUESDAY 10 JULY 2018

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**MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING
HELD AT 12.00PM TUESDAY 10 JULY 2018 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL
CHAMBERS, EMERALD OFFICE**

PRESENT

Councillors

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

Officers

Acting Chief Executive Officer M. Webster, General Manager Communities D. Fletcher, Manager Asset Management M. Gatt, Corporate Communications Officer J. Lorenzen and Minute Secretary S. Chant

Observers

G. Godwin-Smith (Deputy Mayor) and M. Daniels

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Minutes - Leadership and Governance Standing Committee Meeting – 12 June 2018

Resolution:

Cr Nixon moved and seconded by Cr Sypher “That the minutes of the previous Leadership and Governance Standing Committee Meeting held on 12 June 2018 be confirmed.”

LGSC 2018 / 07 / 10 / 001

Carried (6-0)

BUSINESS ARISING OUT OF MINUTES

Nil

REVIEW OF OUTSTANDING MEETING ACTIONS

Nil

REVIEW OF UPCOMING AGENDA ITEMS

Nil

SCHEDULE OF CENTRAL HIGHLANDS REGIONAL COUNCIL STRATEGIC DOCUMENTS

Nil

PETITIONS

Nil

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

Nil

Attendance

D Fletcher left the meeting at 12.06 pm

CORPORATE SERVICES

10.1 Procurement Policy - Local Preference Amendment

Executive Summary:

Following discussion at a recent Strategic and Briefing Forum 29 May 2018, the Local Preference Policy has now been amended to provide improved clarity on the application of the locality and it is presented for adoption.


Resolution:

Cr Brimblecombe moved and seconded by Cr Nixon “That Central Highlands Regional Council adopt the amendments made to the existing Local Preference Policy CHRC0028 to include additional definitions and wording for consistency and clarity”.

LGSC 2018 / 07 / 10 / 002

Carried (6-0)

Unconfirmed

 Central Highlands Regional Council	POLICY	
	Local Preference	
POLICY NUMBER: CHRC0028	DEPARTMENT:	Corporate Services
EFFECTIVE DATE: 1 January 2018	UNIT:	Finance

1.0 Purpose and Scope

The policy's purpose and scope is to provide consistent direction and guidance to all officers when undertaking procurement activities in line with the sound contracting principles included in the *Local Government Act 2009*:

- value for money;
- open and effective competition;
- the development of competitive local business and industry;
- environmental protection; and
- ethical behavior and fair dealing

2.0 Reference

Local Government Act 2009
Local Government Regulation 2012
Trade Practices Act 1974
Competition and Consumer Act 2010
 Employee Code of Conduct
 CHRC Procurement Guideline
 CHRC Procurement Manual

3.0 Definitions

CEO shall mean Chief Executive Officer - a person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.

CHRC shall mean *Central Highlands Regional Council*.

Council shall mean Central Highlands Regional Council.

Employee shall mean a Local Government Employee, including:

- a. the Chief Executive Officer; or
- b. a person holding an appointment under section 196 of the *Local Government Act 2009*.

Local shall mean an entity or individual physically located within the Central Highlands Regional Council boundaries.

Registered Business shall mean a company or entity as defined by the Australian Securities and Investment Commission (ASIC) and that also appears as "Active" in the ASIC Business Name Register and as amended from time to time.

Central/West Queensland shall mean the broader region outside of the Central Highlands Regional Council boundaries. Councils which fall under this region are Banana Shire Council, Barcaldine Regional Council, Blackall-Tambo Regional Council, Gladstone Regional Council, Isaac Regional

Council, Livingstone Regional Council, Mackay Regional Council, Maranoa Regional Council, Murweh Regional Council, and Rockhampton Regional Council.

The Act shall mean the *Local Government Act 2009* (as amended).

The Regulation shall mean the *Local Government Regulation 2012* (as amended).

Whole of Life Cost (WoL) shall mean the total of all costs over the life of the good/service/work (i.e. acquisition, maintenance and disposal costs).

4.0 Policy Statement

Council is committed to the principle of the development of competitive local business and industry when entering into:

- contracts for the supply of goods or services;
- contracts for the carrying out of works; and
- the disposal of assets.

For this purpose, if an expression of interest, tender or quotation is evaluated and all things being equal it is council's preference to purchase locally. That is, a local preference evaluation/selection criteria with a weighting of not more than 20% (of the evaluation/selection criteria total) will be utilised in the evaluation process, and where other selection criteria are evaluated equally then;

Council may accept a tender submission or offer from a local supplier in preference to a comparable tender submission or offer from a non-local supplier even if the tender submission or offer from the non-local supplier has been assessed as more favourable in terms of one or more of the assessment criteria applied (including, but not limited to, price), so long as the overall differences are not substantial, and so long as it is clear that the selected local supplier can meet council's requirements at an acceptably high standard which is generally comparable to that of other offers.

1.0 Local Preference/Content Evaluation and Weighting Criteria

Local preference is not simply a price benefit to a local supplier, (e.g. where their price is 20% higher than a competitor's price), but rather a quantitative measurement that can be utilised in recognition of the physical presence of the supplier in the Central Highlands Council area, as well as the demonstrated and/or actual accompanying social and economic benefits that this provides to council, such as:

- creation of new and/or maintenance of existing local employment opportunities;
- more responsive and readily available servicing support;
- closer and more convenient communication regarding progress, performance and measurement to enable effective and efficient contract administration and management;
- encouragement for the relocation of established businesses from outside the region to physically enter, establish and maintain a physical presence ongoing in the region;
- to assist businesses to become sustainable and ongoing;
- to assist local businesses to remain competitive;
- support for economic growth within the local area; and
- returning value-added benefits to Council and its ratepayers from the associated local commercial transactions.

Therefore, in this policy statement, a "local supplier" is a supplier that:

- is beneficially owned and operated by persons who are residents of the local government area of council and pay rates; or
- is a registered business or individual that has its principal place of business within the local government area of council; or otherwise

- has a place of business within the Local Government area of Council which solely or primarily employs persons who are residents or ratepayers of the Local Government area of Council.

Council’s preference is to purchase locally and as such will apply up to a 20% weighting to all offers received in response to its expressions of interest, quotations and tenders where the offer is able to demonstrate some form of “local” economic benefit.

Where the total contract value is between \$1 and less than \$15,000 in a financial year, all offers shall have a 15% weighting applied to the relevant qualitative criteria when undertaking a comparative analysis of the offers.

Where the total contract value is between \$15,001 and less than \$100,000 in a financial year, all offers shall have a 15% weighting applied to the relevant qualitative criteria when undertaking a comparative analysis of the offers.

Where the total contract value is between \$100,001 and less than \$200,000 in a financial year, all offers shall have a 15% weighting applied to the relevant qualitative criteria when undertaking a comparative analysis of the offers.

Where the total contract value will be in excess of \$200,000 in a financial year, all offers will be treated in accordance with the identified evaluation criteria and weighting detailed in council’s published invitation document taking into consideration the procurement context, although the weighting should not exceed a maximum of 5%.

Tenders greater than \$200,000 will where practical, have a demonstrated local content of 30% by the tenderer in their submission.

To facilitate council’s desire to distribute work across the region, council will assign a higher weighting to those contractors/suppliers registered in the vicinity in which the work is being performed.

Certain circumstances may require appropriate procurement of goods and services outside the Central Highlands Regional Council area but remains within the Central Queensland broader region. When evaluating offers the following ratings are to be applied:

Definition	Scoring	Supporting Business
Business is registered and operated in the locality the work is being performed, pays rates or leases a business premises and employs locals within that locality of Central Highlands Region.	100%	Economic and social benefits remain within the specific locality of the Central Highlands Region.
Business is registered and operated in the Central Highlands Regional Council area, however outside of the locality the work is being performed, pays rates or leases a business premises and employs locals within Central Highlands Regional Council boundaries.	50%	Economic and social benefits remain within the Central Highlands Regional Council area.
Business is registered outside Central Highlands Regional Council boundaries and employs greater than 50% of its workforce in Central Highlands Regional Council boundaries.	40%	Significant contribution and commitment being demonstrated and being realised in the Central Highlands Regional Council area.
Business is registered outside Central Highlands Regional Council boundaries and employs between 50% and 20% of its workforce in Central Highlands Regional Council boundaries.	30%	Economic and social benefits realised through the employment of locally based staff.
Business is registered outside Central Highlands Regional Council boundaries and employs a locally based workforce from within the Central Highlands Regional Council boundaries of less than 20%.	20%	Economic and social benefits realised through the employment of locally based staff.

MINUTES – LEADERSHIP AND GOVERNANCE STANDING COMMITTEE MEETING – TUESDAY 10 JULY 2018 – PAGE 7

Business is registered outside Central Highlands Regional Council boundaries and is within the Central/West Queensland Region. The business employs a locally based workforce from within the greater Central Highlands Regional Council and/or Central/West Queensland region.	10%	Significant contribution and commitment being demonstrated across the broader Central/West Queensland area.
Other	0%	External to Central Queensland Region

5.0 Policy Review

This policy will be reviewed when any of the following occur:

1. As required by Legislation.
2. The related documents are amended or replaced.
3. Other circumstances as determined from time to time by a resolution of Council

Notwithstanding the above, this policy is to be reviewed at intervals of no more than four (4) years.

Unconfirmed

Attendance

Manager Safety and Wellness S Schofield attended the meeting at 12.09 pm

CHIEF EXECUTIVE OFFICER

11.1 WHS Bi-Monthly Information 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 Sypher moved and seconded by Cr Nixon "That Central Highlands Regional Council receive the WHS Bi-Monthly Report for the months of May and June 2018".

LGSC 2018 / 07 / 10 / 003

Carried (6-0)

Attendance

S Schofield left the meeting at 12.24 pm

DEPARTMENTAL UPDATES

12.1 Departmental Update – Corporate Services

Executive Summary:

The following information provides an update on key activities for the Corporate Services Department.

Key Activities Summary

1. Statutory Requirements Checklists

Resolution:

Cr Nixon moved and seconded by Cr Brimblecombe "That Central Highlands Regional Council receive the departmental update from the Corporate Services department."

LGSC 2018 / 07 / 10 / 004

Carried (6-0)

GENERAL BUSINESS

Cr Rolfe raised matter of process for councillors providing letters of support to individuals and organisations and the need for a guideline and consistent approach to be communicated to councillors.

CLOSED SESSION

Into Closed Session

Resolution:

Cr Brimblecombe 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 / 07 / 10 / 005

Carried (6-0)

The meeting was closed at 12.38 pm

Attendance

M Gatt and J Lorenzen left the meeting at 12.38 pm

14.1 Departmental Update – Commercial Services

Key Activities Summary

1. Native Title

Attendance

Governance Officer F Rofe attended the meeting at 12.39 pm

Out of Closed Session

Resolution:

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

LGSC 2018 / 07 / 10 / 006

Carried (6-0)

Attendance

F Rofe left the meeting at 12.57 pm

The meeting was opened at 12.58 pm

Departmental Updates

Executive Summary:

The following information provides an update on key activities for the Commercial Services Department.

Resolution:

Cr Brimblecombe moved and seconded by Cr Sypher “That Central Highlands Regional Council receive the Commercial Services departmental update report, highlighting key activities for the month of June 2018.”

LGSC 2018 / 07 / 10 / 007

Carried (6-0)

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 12.58 pm

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 Information Services - Program of Work (POW)

INFORMATION REPORT

Date: 30 July 2018

To: Leadership and Governance Standing Committee Meeting

Author: Paul Byrne (Consultant), Strategic Directions

Authorising Officer: Jason Bradshaw, General Manager Corporate Services

File Reference: N/A

EXECUTIVE SUMMARY:

An important component of Information Communication Technology (ICT) governance within council is the regular reporting of the progress and status of approved Information Technology projects to ensure they are being managed and remain aligned to Council business priorities. This information paper outlines the reporting regime that has been implemented and highlights the importance of the Information Steering Committee (ISC) in the governance process.

Further periodic reporting of critical project progress to Council is yet to be confirmed.

OFFICER RECOMMENDATION:

That Central Highlands Regional Council note the reporting regime introduced for improved communication and management of the Information Services Program of Work.

REPORT:

Information Services has introduced a new reporting regime to monitor, govern and report on the Information Technology Projects underway in Council forming the Information Services Program of Work.

This regime includes a detailed Program of Work performance dashboard prepared monthly to report key indicators of project status, progress to completion, milestones and to identify risks or issues that need to be managed. This dashboard is compiled from data supplied by projects managers and officers responsible for each project and is a snapshot in time of each projects key information.

This dashboard is the basis of a Program of Work Summary Report which provides an overall view of the Program of Work based on project categories, reportable achievements, and risks and/or issues that require attention.

The reporting process is aligned to the ICT Governance Framework that aims to:

- Assist those charged with the governance of ICT to understand and fulfil their legal, regulatory and ethical obligations in respect of council's use of ICT.
- Inform strategic decision making by enabling those charged with the governance of ICT to focus on the strategic use and business value of technology, rather than on the specifics of individual technologies.

This includes the requirement to oversee and govern the delivery of approved Information Technology Projects. Critical to fulfilling this requirement is the ISC, established under the framework with a primary role to ensure that ICT investments are continually aligned to the corporate priorities of council.

Both these reports are compiled as part of the standard process introduced into Information Services for the General Manager Corporate Services for distribution to the ISC for consideration and action as required. The process allows for:

- Transparency of Information Technology Project progress and current status,
- Focus of Project Managers to ensure responsibility for project reporting,
- Engagement of the ISC to understand all project status and facilitate assistance for mitigating risks and addressing issues, and
- A mechanism for managing broader organisational impacts on projects.

CONSIDERATIONS / IMPLICATIONS:

Corporate/Operational Plan Reference:

6. Our Organisation;

6.2 - Corporate Plan Strategy: Continuous improvement culture

6.3.1 - Develop and implement effective systems to manage risk to enable the efficient delivery of council services.

6.4.1 - Sustain a productive, efficient and safe workforce that is responsive to council and community needs.

Budget/Financial/Resourcing:

This reporting regime has no budget or financial implications as development is provide under current resourcing but may deliver efficiencies in terms of better management and awareness of Information Technology Project status.

Legal/Policy/Delegations:

There are no legal implications for this initiative and it operates within the responsibility of the ISC.

Communication/Engagement:

The reporting mechanism is aimed at the General Manager Corporate Services and the ISC members and communication is managed through this forum. The project information may be communicated more broadly across council as required and the consistency will be improved.

Risk Assessment:

These reports support CHRC Enterprise Risk Management Framework and apply the IS risk assessment matrix for managing each projects risks. It also applies the framework more broadly to organisational risk implication for the Information Services Program of Work.

Timings/Deadlines:

The reports are compiled, produced and distributed monthly.

Alternatives considered:

This system of reporting is an important start to providing improved monitoring and management of IT projects in a simple and low-cost approach.

SUMMARY:

Council is currently managing 26 Information Technology Projects across 6 project categories involving significant investment of resources. The attached reports provide project status information at a point in time and compiles a summary for management consideration. It allows for improved governance over the Program of Work and standardised communication of project information to relevant council forums. The attached reports are the latest examples of these reports and are provided for this Committee's information and consideration.

ATTACHMENTS:

1. Information Services Program of Work Summary Report 20 July 2018 [10.1.1]

– END OF REPORT –



Central Highlands Regional Council

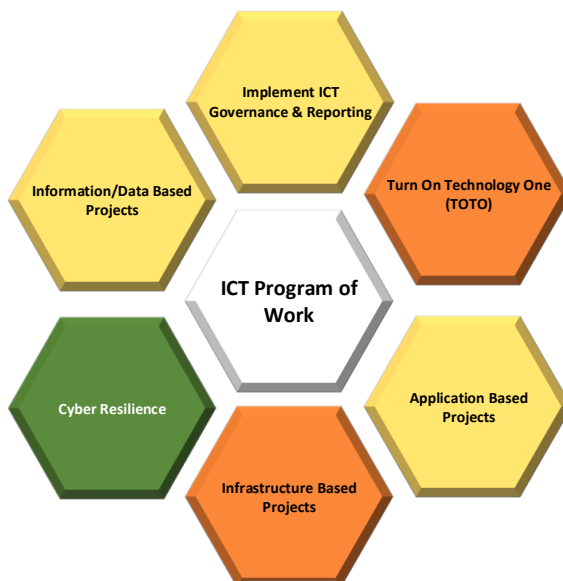
Information Services

Program of Work Summary Report

20th July 2018

Information Services Fortnightly Performance Reporting Summary

There is currently a total of 6 reportable project categories consisting of 26 live projects being managed under the Program of Work (PoW). A high-level overview of the status of each category is as follows:



A summary on the current projects is as follows:

Project	Total # of Sub Projects	Status			
		Green	Amber	Red	Completed
Implement Corporate Governance	4	0	4	0	
Turn on Tech One (TOTO)	4	3	0	1	
Application Based Projects	5	2	3	0	
Infrastructure Based Projects	4	2	1	1	
Cyber Resilience	6	2	4	0	
Information/Data Based Projects	3	0	3	0	
TOTAL	26	9	15	2	

Program Status Legend
Running as Scheduled
Minor project disruptions (time or cost) of less than 15% encountered or expected
Major project disruptions (time or cost) of greater than 30% encountered or expected

In Summary:

- Council currently has 26 live projects on the Program of Work.
- 9 Projects are running as scheduled (highlighted in green).
- 15 projects are encountering minor disruptions (highlighted in amber).
- 2 projects are encountering major disruptions (highlighted in red).
- The new project that has encountered major disruptions is the TOTO subproject labelled as “Property, Rating, Water Billing, Regulatory”. The cause of the disruption is due to the rate capping issue severity increased to High. The Project Manager is through scenarios with TechnologyOne.
- Majority of amber projects impacted by resource shortages and associated time delays.

Achievements this reporting period:

- No major achievements have been achieved during this reporting period due to a number of key stakeholders being absent from the workplace.
- Once stakeholders are available a priority will be applied to formalising and implementing ICT Governance.

Areas where attention is required:

Project	Identified Obstacle	Recommendation
Implement Corporate Governance	Time	Governance developed but not yet fully implemented
Turn On Tech One (TOTO)	Issues	Continue engaging TechnologyOne to resolve rate capping issue
Application Based Projects	Time/Resources/Other Projects	Reliance on some outcomes dependent upon ECM Project
Infrastructure Based Projects	Time/Resources	Continue to schedule work and monitor progress.
Cyber Resilience	Nil	Nil
Information/Data Based Projects	Other Projects	Reliance on some outcomes dependent upon ECM Project

Issues:

Priority	No.	Name	Description / Contingency	Status
Low	1	Resourcing	Availability of key stakeholders to assist with PoW reporting	<i>Open</i>

Priority: High; Medium, Low Status: Open; Closed; On-Hold etc.

Risks:

Priority	No.	Name	Description / Contingency	Status
				<i>Open/Closed</i>

Priority: High; Medium, Low Status: Open; Closed; On-Hold etc.

Escalations:

Nil escalations this reporting period.

Performance Dashboard:

PoW ID#	Project Name	Priority	Overall Status	Start Date	Due Date	% Complete (Activities)	Whom Council Owner	Status				
								Time	Resource	Cost	Risks	Issues
Corporate Governance												
1	Implement ICT Performance Reporting	1		1/10/2017	30/09/2018	85%	Aaron Jurd Jason Bradshaw					
2	Implement ICT Governance Framework	1		1/10/2017	"Revised Date 30/08/2018"	95%	Aaron Jurd Jason Bradshaw					
3	Develop Vendor Management Plan	2		1/12/2017	"Revised Date 30/08/2018"	70%	Aaron Jurd					
4	Develop Internal Policy & Procedures	3		1/10/2017	30/10/2018	0%	Aaron Jurd					
Turn On Technology One (TOTO)												
5	Finance, Supply Chain, Inventory Management	1		22/05/2017	30/09/2018	75%	Michael Taylor					
6	Asset Management/Works Projects/Mobility	1		21/06/2017	30/09/2018	70%	Michael Taylor					
7	Human Resources & Payroll	1		3/07/2017	30/09/2018	60%	Michael Taylor					
8	Property, Rating, Water Billing, Regulatory	1		21/08/2017	30/09/2018	45%	Michael Taylor					
Application Based Projects												
Microsoft Exchange Upgrade												
9	Exchange Migration- Email Archive Upgrade	2		1/07/2017	31/12/2018	20%	Clinton Nicol-Dickson					
Windows 10 Upgrade												
10	Windows 10 image (IOS) & Group Policy	1		1/07/2017	30/6/2018	95%	Dylan Stanton					
11	Direct Access (Microsoft Technology VPN equivalent)	1		1/10/2017	8/6/2018	50%	Dylan Stanton					
Office 365												
12	OneDrive and Office Online Deployment	1		31/9/2017	30/09/2018	40%	Clinton Nicol-Dickson (Vanessa Langtry)					
13	One Note - Deployment	1		31/9/2017	30/09/2018	0%	Clinton Nicol-Dickson (Vanessa Langtry)					
Infrastructure Based Projects												
14	Guest Wi-Fi (Using existing inf where possible) possibly new inf and connections	3		1/02/2018	30/06/2018	90%	Dylan Stanton					
15	Decommission of Legacy Servers (Outer Offices)	3		1/07/2017	31/08/2018	85%	Dylan Stanton					
16	WAN Connectivity Upgrades WTP and depots (6 sites) potentially microwave	2		1/01/2018	31/07/2018	80%	Dylan Stanton					
17	Management of Central Highlands Development Corporation	1		1/02/2018	31/07/2018	55%	Dylan Stanton					
Cyber Resilience												
Disaster Recovery Framework, Plan & Roadwork												
18	Governance, Strategy & Program (inc Policy & Procedures)	2		31/06/2017	30/06/2018	70%	Aaron Jurd					
19	Awareness/Training	2		19/09/2017	31/08/2018	80%	Aaron Jurd					
20	Information Governance (Classify Information Assets)	3		1/07/2018	31/12/2018	0%	Aaron Jurd					
21	Proactive Cyber Monitoring & Detection (inc Penetration Testing)	1		1/07/2018	31/12/2018	10%	Aaron Jurd					
22	Disaster Recovery Planning (Framework & Plan)	1		1/07/2018	31/12/2018	10%	Aaron Jurd					
23	Disaster Recovery Testing	1		1/07/2018	31/12/2018	0%	Aaron Jurd					
Information/Data Based Projects												
Records Management												
24	Digital Recordkeeping Project	1		1/08/2017	31/12/2018	20%	Aaron Jurd					
25	File Classification Scheme	1		1/12/2017	31/12/2018	0%	Aaron Jurd					
26	Unstructured Data Management	1		1/03/2018	1/01/2019	40%	Vanessa Langtry Dylan Stanton					

Indicates that nil updates were received relating to the activity during this reporting period

11 DEPARTMENTAL UPDATES

11.1 Corporate Services

DEPARTMENTAL UPDATE REPORT

Date: 30 July 2018
To: Leadership and Governance Standing Committee Meeting
Authorising Officer: Jason Bradshaw, General Manager Corporate Services
File Reference: N/A

EXECUTIVE SUMMARY:

The following report provides an update on key activities for the Corporate Services department.

OFFICER RECOMMENDATION:

That Central Highlands Regional Council receive the Corporate Services departmental update report, highlighting key activities for the month of July 2018

REPORT:

Key Activities Summary

1. Certified Agreement Update
2. PKF Update

1. Certified Agreement Update

- The Central Highlands Regional Council Certified Agreement 2018-2021 was certified by the Queensland Industrial Relations Commission on Friday, 13 July 2018, with an effective date from the first full payroll period in the 2018/19 financial year. This decision represents the contribution of a number of months work between council management, unions and employees working collaboratively to achieve an outcome that is beneficial and supported by all parties.

Council management have generally progressed this Certified Agreement internally, aided minimally by legal representatives in regard to process and clarification on several clauses. Otherwise, the agreement reflects the agreed outcomes and is written, in the most part, in simple and plain language. The agreement covers the next three financial years and supersedes and replaces the previous Certified Agreement 2012-2015.

Council was represented in the Queensland Industrial Relations Commission by the General Manager Corporate Services in person to seek the certification and was supported by the Manager Human Resources and legal representatives. The certification was made with the support of the unions, some of whom were in attendance for the hearing before Deputy President Bloomfield.

Pay rates have been updated in accordance with the agreement and employees were paid from the first pay period as originally planned, negating the need for back pay adjustments to be made.

The Joint Consultative Committee (JCC), who have a role of supporting the implementation and maintenance of the Certified Agreement, have forecast to meet initially in early September to consider the new agreement and its education and ongoing implementation across the workforce. The JCC will meet at least four times per year.

Further updates will be provided through the Leadership and Governance Standing Committee as appropriate through the life of this Certified Agreement.

2. PKF Update

- PKF Forensic and Risk Services provide the independent services for the Confidential Disclosure Line that allows employees, contractors, service users/clients or suppliers to report any instances of improper conduct such as fraud, illegal activity, corruption or other unethical behaviour without fear of retribution or reprisal for doing so.
- Since its inception at CHRC the PKF hotline has received 24 Confidential Hotline Disclosures with allegations from timesheet fraud to favouritism and incorrect payment of wages by Council associates.
- Out of the 24 disclosures received, 16 have been investigated, actioned and closed out and the remaining 8 are pending outcomes of investigations and following due process.

ATTACHMENTS:

Nil

– END OF REPORT –

12 GENERAL BUSINESS

13 CLOSED SESSION

13.1 Workforce Statistics – Bi-Monthly Report

CLOSED SESSION REPORT

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

(b) industrial matters affecting employees;

13.2 Customer and Commercial Services - Departmental 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.

14 LATE AGENDA ITEMS

14.1 Turn On TechnologyOne (TOTO) Update

15 CLOSURE OF MEETING