

CORPORATE SERVICES HIGHLIGHTS AND SIGNIFICANT ISSUES REPORT – MONTH ENDING FEBRUARY 2010

Author: DIRECTOR CORPORATE SERVICES

Purpose

To review the Corporate Services Department Highlights and Significant Issues for the month ending 28 February 2010.

Background and Discussion

Highlights and Significant Issues for period are as follows: -

DIRECTOR CORPORATE SERVICES

CORPORATE SERVICES MANAGEMENT

▪ Sustainability Initiatives
▪ Alliance issues and meetings
▪ LGAQ Elected Members workshop.
▪ Rating Sub-Committee
▪ Long Term Financial Plan Reviews
▪ Discussion with David Spearritt re Corporate Services Reviews
▪ Sustainable Futures Meeting
▪ Meetings re: Safe plan
▪ Workplace Consultative Team
▪ Progress Vehicle Policy
▪ Various Project Meetings

WORKPLACE CONSULTATIVE COMMITTEE

▪ Update on API Review after meeting with API Representatives
▪ Review of Mole Scan providers and services around the Mackay region
▪ Preliminary 2010 Christmas Party discussions
▪ Introduction of Women in Local Government sub-Committee

EXECUTIVE MANAGEMENT- GOVERNANCE GROUP

GOVERNANCE

▪ Interim Community Planning Working Group established to draft scope of works for Council review.
▪ Risk Management Policy adopted.
▪ Local Laws review project commenced.
▪ Draft of new format for Operational Plan being finalised.

ASSET MANAGEMENT

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| ▪ Asset Management Policy adopted. |
| ▪ Proof of concept exercise for Asset Management Systems has been completed. |

INTERNAL AUDIT

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| ▪ First full program of audits completed with action list generated for improvements. |
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FINANCIAL SERVICES

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| ▪ Long Term Budgeting continuing |
| ▪ Annual Budget 10/11 continuing |
| ▪ December Budget Review finalised |
| ▪ Rates Levy issued |
| ▪ Rating Review for 10/11 commenced |

EXECUTIVE MANAGEMENT – ADMINISTRATION SERVICES

ADMINISTRATION

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| ▪ Sale proposal finalised with buyer for ex Pioneer Shire Council building property, on a conditional contract basis. |
| ▪ Number of discussions and presentations with ULDA regarding potential joint development areas. |
| ▪ Exec Manager attendance at Sporting Fields relocation discussion meeting |
| ▪ Available grants assessed with preparations made for a number of grant submissions under the Federal Government's Caring for Country funding program, including weed irradiation projects. |

CUSTOMER SERVICE

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| ▪ 24 x 7 Service Delivery - Decision made to continue arrangements with Brisbane City Council. Negotiations being finalised regarding contractual arrangements and pricing. |
| ▪ Review of Mirani and Sarina Customer Service Centres - Project progressing, with a visit to both sites being organised with Council's architects and Manager Property Services. |
| ▪ Call Centre upgrade – change readiness program being developed local training provider – involving 2 sessions during the working week. Install timetabled programmed for week beginning 10 May |
| ▪ Generic Pathway Training provided in-house by Customer Service staff to Council staff generally – course finalised for roll-out early March |

INFORMATION SERVICES

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| ▪ Alex Evans returning 8 th March to role of Manager Information Services. |
| ▪ Minute Manager problems causing issues with Council minutes recording are being investigated with a view correction or consideration of an alternative product. |
| ▪ Guardian Server and equipment has been fully installed and handed over to Emergency Management Staff. |
| ▪ ICT Strategic Plan is well advanced following consultation within Council, with a view to presenting to Council for consideration during March. |

PROCUREMENT & PLANT

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| ▪ Apprentice Diesel Fitter Sarina closed with 70 applications received. |
| ▪ Manager involved in Paget Depot design review and Depot business improvement review. |
| ▪ Electricity tariff review continuing with \$100k of estimated annual savings achieved. |
| ▪ Procurement Manual development continuing with new documentation to be issued in March 2010. |
| ▪ Budget 2010/2011 – Plant replacement program 86% delivered/ordered. |
| ▪ Plant hire income and fleet utilisation review commenced. |

HUMAN RESOURCES

Recruitment

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| ▪ Total number of staff requisitions – 41 |
| ▪ Total number of positions filled – 18 |
| ▪ Vacancies – 19 |

Learning and Development

General Training

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| ▪ Computer Training – 22 attendees |
| ▪ Inductions – 16 attendees |

Mandatory Training

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| ▪ Apply First Aid – 2 attendees |
| ▪ Defensive Driver Training – 1 attendee |
| ▪ Computer Training – 25 attendees |
| ▪ MUTCD Level 1 – 10 attendees |

General Human Resources

- Recruitment currently attending a high number of interviews
- WH&S currently involved with a number of improvement notices

Workplace Health & Safety

- Management of 21 workers compensation claims and non-work related return to work programs for staff, includes 7 new claims with 2 being finalised.
- 27 incident reports received, recorded and distributed for comment (staff = 21, non Staff=6)
- 4 Notifications to WH&S Queensland regarding workplace injuries and then undertaking the related incident investigations.
- Participated in 13 Hazard inspections in the ES Construction, ES Maintenance, Procurement and Plant, Customer Service and Aquatic Facilities workgroups.

CORPORATE COMMUNICATIONS

- Finalised Corporate Branding Sponsorship program – implement in March
- Delivery of latest edition of In Focus Newsletter
- Coordinating sponsorship for the ULGA State Conference – some positive responses
- Assisting Health and Recreation plan 10,000 steps City launch
- Festival of Arts media liaison completed in February
- New graphic imagery for Festival of Arts finalised in liaison with Events team
- New web content editor commenced employment
- Assisting Economic Development with “In the City” advertising campaign
- Preparations finalised for Harmony Day Citizenship Ceremony
- February edition of Grapevine issued to staff

CRITICAL ACTIVITIES PROPOSED FOR THE FOLLOWING MONTH

- I.T Strategic Plan
- 2010/2011 Budget Preparation
- Progress Long Term Strategic Financial Plan
- Review format 2010/2011 Operational Plan
- Roll out Kiosk – (Human Resources)

Consultation

Corporate Services Management Team.

Resource Implications

Nil.

Conclusion

Programs are largely in line with Operating Plans and Budgets for the eight month period to 28 February 2010 as largely expected after the December quarter budget review.

Officer's Recommendation

THAT this report be received.