

NOTICE OF MEETING

Dear Committee Members

You are requested to attend the following meeting of Council.

**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
STANDING COMMITTEE MEETING OF
ISAAC REGIONAL COUNCIL**

**TO BE HELD ON
TUESDAY 11 FEBRUARY 2020
COMMENCING AT 1.00PM
COUNCIL CHAMBERS, MORANBAH**

GARY STEVENSON PSM

Chief Executive Officer

DARREN FETTELL

Committee Officer

Director Corporate Governance and
Financial Services

Committee Members:

Cr Jane Pickels (Chair)

Mayor Anne Baker

Cr Gina Lacey

Cr Kelly Veava

Cr Simon West

LOCAL GOVERNMENT ACT 2009

Chapter 8, Part 2 of the Local Government Regulation 2012

Division 3, Common provisions for local government and committee meetings Section

275 Closed meetings

- 1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss—
 - a) the appointment, dismissal or discipline of employees;
 - b) or industrial matters affecting employees; or
 - c) the local government's budget; or
 - d) rating concessions; or
 - e) contracts proposed to be made by it; or
 - f) starting or defending legal proceedings involving the local government; or
 - g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
 - 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.
- 2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- 3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

STANDING COMMITTEE MEETING

OF ISAAC REGIONAL COUNCIL

TO BE HELD ON

TUESDAY 11 FEBRUARY 2020

COUNCIL CHAMBERS, MORANBAH

1. OPENING OF THE MEETING
2. APOLOGIES
3. DECLARATION OF CONFLICTS OF INTEREST
4. CONFIRMATION OF MINUTES
5. OFFICER REPORTS
6. INFORMATION BULLETIN REPORT
7. GENERAL BUSINESS
8. CONCLUSION

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1. OPENING OF MEETING

2. APOLOGIES

3. DECLARATION OF CONFLICTS OF INTEREST

4. CONFIRMATION OF MINUTES

Corporate, Governance and Financial Services Standing Committee Meeting of Isaac Regional Council held in Council Chambers, Moranbah, commencing 1:00pm on Tuesday 3 December 20109.

5. OFFICER REPORTS

5.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT

EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012* (s204) a monthly financial report is required to be presented to Council stating the progress made in relation to the budget for the period of the financial year as near as practicable to the end of month before the meeting is held.

5.2 WORK, HEALTH AND SAFETY UPDATE

EXECUTIVE SUMMARY

This report is provided as an update to Council on the current status of Work Health and Safety Management System (WHSMS).

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5.3 ISAAC REGIONAL COUNCIL – 2019/20 2ND QUARTER BUDGET REVIEW

EXECUTIVE SUMMARY

A review of the budget for the 2019/2020 financial year has been undertaken with each of the respective Department Managers and then reviewed by their respective Directors and Executive Leadership Team as at 31 December 2019, with consideration also to the current January trends.

The review proposes a \$179K decrease to the budgeted operating surplus, along with a \$10M increase to capital revenue and a decrease of \$4.2M in capital expenditure. From discussions with managers there are potential savings in some projects of \$600K which may reduce the 2019/20 capital expenditure in the future. With the projects still ongoing, there has been no adjustments proposed at this stage.

5.4 2019-20 ANNUAL OPERATIONAL PLAN – 2ND QUARTER PERFORMANCE REPORT

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the 2nd quarterly performance report, for period ending 31 December 2019, on the progress towards implementing the 2019-20 Annual Operational Plan.

5.5 POLICY – FRAUD AND CORRUPTION CONTROL - UPDATED

EXECUTIVE SUMMARY

The purpose of this report is to consider the adoption of the updated Policy – Fraud & Corruption Control.

5.6 COUNCILLOR RENUMERATION 2020-2021: LOCAL GOVERNMENT COMMISSION ANNUAL REPORT

EXECUTIVE SUMMARY

In accordance with the requirements of the *Local Government Regulation 2012* (s247), Council is to consider the Local Government Remuneration Commission Annual Report 2019, released 29 November 2019, and seek Council's adoption of the remuneration for the Mayor and Councillors for Isaac Regional Council to apply from 1 July 2020.

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5.7 CORPORATE STAKEHOLDER ENGAGEMENT POLICY

EXECUTIVE SUMMARY

Council is requested to consider a draft Corporate Stakeholder Engagement Policy in accordance with Action G20.01 of Council's Organisational Development Plan.

5.8 MEDICAL AND HOSPITAL SERVICES PLANNING ADVOCACY

EXECUTIVE SUMMARY

Council is requested to consider information provided by Mackay Hospital and Health Services and Northern Queensland Primary Health Network.

6. INFORMATION BULLETINS

6.1 CORPORATE, GOVERNANCE AND FINANCIAL SERVICES INFORMATION BULLETIN – FEBRUARY 2020

EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletin for February 2020 is provided for Committee review.

6.2 PEOPLE AND PERFORMANCE INFORMATION BULLETIN – FEBRUARY 2020

EXECUTIVE SUMMARY

The People and Performance Information Bulletin for February 2020 is provided for Committee review.

7. GENERAL BUSINESS

8. CONCLUSION

UNCONFIRMED MINUTES

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES STANDING
COMMITTEE MEETING OF
ISAAC REGIONAL COUNCIL

HELD ON
TUESDAY, 3 DECEMBER 2019
COMMENCING AT 1.00PM

ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 3 DECEMBER 2019

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ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 3 DECEMBER 2019 COMMENCING AT 1:00PM

ATTENDANCE Mayor Anne Baker
Cr Kelly Vea Vea, Deputy Mayor, Division Five
Cr Lyn Jones, Division Six (alternate member)
Cr Greg Austen, Division One (alternate member)

OFFICERS PRESENT Mr Rod Ferguson, Acting Chief Executive Officer
Mr Darren Fettell, Director Corporate Governance and Financial Services
Mrs Alexis Coutts, Manager Organisational Safety
Mr Michael Krulic, Acting Manager Financial Services
Mrs Carenda Jenkin, Senior Communications Officer
Ms Liza Perrett, Manager Governance and Corporate Services
Mrs Mary-Anne Uren, Senior Advisor
Ms Kylie Skerman, Safety Business Advisor
Mrs Nicole Money, Executive Assistant

1. OPENING

The Acting Chief Executive Officer welcomed all in attendance in the absence of the Chair and declared the meeting open at 1.02pm.

The Acting Chief Executive Officer called for nominations for the position of Chair for the December Standing Committee Meeting due to the apology of Cr Jane Pickels.

Mayor Anne Baker nominated Cr Lyn Jones as Chair of the December Corporate Governance and Financial Services Standing Committee Meeting. Cr Greg Austen seconded this nomination.

Resolution No.:	CGFS0444		
Moved:	Mayor Baker	Seconded:	Cr Austen
That the Committee:			

MEETING MINUTES

1. **Appoints Cr Lyn Jones as the Chairperson for the December Corporate, Governance and Financial Services Standing Committee Meeting.**

Carried

Resolution No.: CGFS0445

Moved: Mayor Baker Seconded: Cr Vevea

That the Committee accepts Cr Lyn Jones and Cr Greg Austen participation in the meeting as alternate members.

Carried

2. APOLOGIES

The Committee received apologies from Cr Jane Pickels, Cr Simon West and Cr Gina Lacey.

Resolution No.: CGFS0446

Moved: Mayor Baker Seconded: Cr Vevea

That the Committee accepts the apologies received from Cr Jane Pickels, Cr Simon West and Cr Gina Lacey.

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest for this meeting.

4. CONFIRMATION OF MINUTES

Corporate, Governance and Financial Services Standing Committee Meeting of Isaac Regional Council held in Council Chambers, Moranbah, commencing 1.00pm on Tuesday 5 November 2019.

Resolution No.: CGFS0447

Moved: Cr Vea Vea

Seconded: Cr Austen

That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah on Tuesday 5 November 2019 are confirmed.

Carried

5. OFFICERS REPORTS

5.1 Isaac Regional Council Monthly Financial Report

EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012* (s204) a monthly financial report is required to be presented to Council stating the progress made in relation to the budget for the period of the financial year as near as practicable to the end of month before the meeting is held.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. **Receive the financial statements for the period ending 30 November 2019 pursuant to and in accordance with the Local Government Regulation 2012 (s204).**

Resolution No.: CGFS0448

Moved: Cr Vea Vea

Seconded: Cr Austen

That the Committee recommends that Council:

1. **Receive the financial statements for the period ending 30 November 2019 pursuant to and in accordance with the Local Government Regulation 2012 (s204).**

Carried

5.2 Work Health and Safety Update

EXECUTIVE SUMMARY

This report is provided as an update to Council on the current status of Work Health and Safety Management System (WHSMS).

OFFICER'S RECOMMENDATION

That the Committee recommends to Council to:

1. *Note the Work, Health and Safety report.*

Resolution No.: CGFS0449

Moved: Cr Vevea

Seconded: Cr Austen

That the Committee recommends to Council to:

1. **Note the Work, Health and Safety Report.**

Carried

5.3 Local Disaster Management Group Minutes - October Meeting

EXECUTIVE SUMMARY

Local Disaster Management Group Minutes held on Thursday 24 October 2019 are presented for the Standing Committee.

OFFICER'S RECOMMENDATION

The Committee recommends to Council to:

1. *Note and accept the minutes from the Local Disaster Management Group meeting held on Thursday 24 October 2019.*

Resolution No.: CGFS0450

Moved: Cr Vevea

Seconded: Cr Austen

The Committee recommends to Council to:

1. **Note and accept the minutes from the Local Disaster Management Group meeting held on Thursday 24 October 2019.**

Carried

5.4 Isaac Regional Council Fees and Charges Review

EXECUTIVE SUMMARY

In accordance with the *Local Government Act 2009* (s97 & s98), Council adopts a Fees and Charges schedule as part of its budget process. Council can at any time during the financial year make changes to the schedule by passing a resolution. Outlined in the attached are the following changes / removals / alterations for Council to adopt.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council to:

1. **Receive and adopt the attached updates for inclusion within the 2019/2020 Fees and Charges Schedule.**

Resolution No.: CGFS0451

Moved: Cr Vea Vea

Seconded: Mayor Baker

That the Committee recommends to Council to:

1. **Receive and adopt the attached updates for inclusion within the 2019/2020 Fees and Charges Schedule.**

Carried

5.5 Rates Debts - Write Off Report

EXECUTIVE SUMMARY

Council has recently received advice of a cancelled Mining Lease - MCL71206 from the Department of Natural Resources, Mines and Energy. As the rates charges cannot be secured against a property, this debt is deemed unrecoverable. Consequently, it is proposed that Council writes-off \$7,151.19 (as at Tuesday 19 November 2019) in Rates Receivables as bad debts and any additional interest charges that may accrue until the adoption of this Report.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

1. **Approves the report and allows the bad rates debt for MCL 71206 to be written off.**

Resolution No.: CGFS0452

Moved: Cr Vea Vea

Seconded: Cr Austen

That the Committee recommend that Council:

1. Approves the report and allows the bad rates debt for MCL 71206 to be written off.

Carried

5.6 Local Disaster Management Plan

EXECUTIVE SUMMARY

This report is to complete the endorsement of the Local Disaster Management Plan as amended in late 2018. The plan has been endorsed by the District Disaster Coordinator in May 2019 and the plan is also required to be endorsed by Council under the Queensland Disaster Management Arrangements (*Disaster Management Act 2003*, Part 5, Section 80, 1 (b)).

OFFICER'S RECOMMENDATION

That the Committee recommends to Council to:

1. **Endorse the Local Disaster Management Plan 2018.**

Resolution No.: CGFS0453

Moved: Mayor Baker

Seconded: Cr Vea Vea

That the Committee recommends to Council to:

1. **Endorse the Local Disaster Management Plan 2018.**

Carried

5.7 Mackay Isaac Whitsunday - Regional Deal

EXECUTIVE SUMMARY

Council is requested to note and endorse the recommended action to pursue a Regional Deal for Greater Whitsunday Region through the Greater Whitsunday Council of Mayors (GWCoM).

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Note the information provided on the process for pursuing a Regional Deal for Greater Whitsunday Region through the Greater Whitsunday Council of Mayors (GWCoM);**
- 2. Authorise the Mayor and Chief Executive Officer to pursue a Regional Deal for Greater Whitsunday Region through Greater Whitsunday Council of Mayors forum;**
- 3. Note that Greater Whitsunday Council of Mayors will lead the Regional Deal process.**

Resolution No.: CGFS0454

Moved: Cr Vea Vea

Seconded: Mayor Baker

That the Committee recommends that Council:

- 1. Note the information provided on the process for pursuing a Regional Deal for Greater Whitsunday Region through the Greater Whitsunday Council of Mayors (GWCoM);**
- 2. Authorise the Mayor and Chief Executive Officer to pursue a Regional Deal for Greater Whitsunday Region through Greater Whitsunday Council of Mayors forum;**
- 3. Note that Greater Whitsunday Council of Mayors will lead the Regional Deal process.**

Carried

ATTENDANCE

Mrs Alexis Coutts and Ms Kylie Skerman left the meeting room at 1.37pm

5.8 Works for Queensland (W4Q) Program

EXECUTIVE SUMMARY

Council is requested to endorse preparation of a response to the Premier of Queensland and Minister of Local Government, Racing and Multicultural Affairs regarding the Works for Queensland (W4Q) Program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Authorises the Chief Executive Officer to prepare a response to the Premier of Queensland and Minister of Local Government, Racing and Multicultural Affairs in consultation with the Mayor on Council's views of the Works for Queensland (W4Q) program by 19 December 2019.**

Resolution No.: CGFS0455

Moved: Cr Vea Vea

Seconded: Cr Austen

That Committee recommends that Council:

1. Authorises the Chief Executive Officer to prepare a response to the Premier of Queensland and Minister of Local Government, Racing and Multicultural Affairs in consultation with the Mayor on Council's views of the Works for Queensland (W4Q) program by 19 December 2019.

Carried

5.9 Caretaker Guidelines - Updated

EXECUTIVE SUMMARY

This report is to present updated Caretaker Guidelines in preparation for the upcoming 2020 Quadrennial Local Elections.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Endorse the updated "Caretaker Guidelines" (CORP-GDS-035), in preparation for the 2020 Quadrennial Local Elections.*

Resolution No.: CGFS0456

Moved: Cr Vea Vea

Seconded: Mayor Baker

That the Committee recommends that Council:

1. Endorse the updated "Caretaker Guidelines" (CORP-GDS-035), in preparation for the 2020 Quadrennial Local Elections.

Carried

5.10 Local Government Association of Queensland LG Sherlock Initiative

EXECUTIVE SUMMARY

This report presents to the Committee information regarding the Local Government Association of Queensland (LGAQ) LG Sherlock data analytics initiative.

MEETING MINUTES

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Resolve to participate in the LGAQ LG Sherlock – Energy Detective Initiative.*
2. *Resolve to participate in the pilot LG Sherlock - Waste Detective Initiative.*
3. *Authorise the Chief Executive Officer to execute the necessary agreements to participate in LGAQ LG Sherlock for Energy and Waste Detective Initiatives.*

Resolution No.: CGFS0457

Moved: Mayor Baker

Seconded: Cr Vea Vea

That the Committee recommends that Council:

1. Resolve to participate in the LGAQ LG Sherlock – Energy Detective Initiative.
2. Resolve to participate in the pilot LG Sherlock – Waste Detective Initiative.
3. Authorise the Chief Executive Officer to execute the necessary agreements to participate in LGAQ LG Sherlock for Energy and Waste Detective Initiatives.

Carried

Resolution No.: CGFS0458

Moved: Cr Vea Vea

Seconded: Mayor Baker

That the Corporate Governance and Financial Services Standing Committee close the meeting to the public under section 275 (1) (h) to deliberate on Confidential Report 5.11 Land Development Advisory Committee Meeting Unconfirmed Minutes – Wednesday 13 November 2019 and under section 275 (1) (e) to deliberate on Confidential Report 5.12 Tender Award – Preferred Supplier Arrangement (PSA) – Provision of Temporary Labour Hire at 1.58pm.

Carried

ATTENDANCE

Cr Kelly Vea Vea and Mary-Anne Uren left the meeting room at 2.04pm
Mrs Jacki Scott, Acting People and Performance Manager teleconferenced into the room at 2.04pm
Cr Kelly Vea Vea returned to the meeting room at 2.07pm

Resolution No.: CGFS0459

Moved: Cr Vea Vea

Seconded: Mayor Baker

That the Corporate Governance and Financial Service open the meeting to the public at 2.09pm.

Carried

CONFIDENTIAL REPORT – CLOSED SESSION

Closed under s275 (1) (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

5.11

Land Development Advisory Committee Meeting Minutes - Wednesday 13 November 2019

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Land Development Advisory Committee Meetings held on Wednesday 13 November 2019.

OFFICER'S RECOMMENDATION

The Committee recommends that Council:

1. ***Receive and note the unconfirmed minutes from the Land Development Advisory Committee Meeting held on Wednesday 13 November 2019.***
2. ***Endorses the following recommendations of the Land Development Advisory Committee:***
 - a) ***Receives and notes the Regional Intelligence Report.***
 - b) ***Receives and notes the Final Third Stage Work Plan***
 - c) ***Resolves the Final Third Stage Work Plan be updated and presented periodically as required.***
 - d) ***Requests that 3.1.5 of the Final Third Stage Work Plan includes the adoption of a schedule.***
 - e) ***Request that a draft event plan is provided for 3.1.9 of the Final Third Stage Work Plan and presented at the January Land Development Advisory Committee Meeting.***
 - f) ***Request that 3.1.9 of the Final Third Stage Work Plan includes a suite of information resources (lessons learnt) are developed***
 - g) ***Receives and notes the Civeo Acacia Street Lease of Land and Extension of Currency Period MCU18/0023 Report***
 - h) ***Support Council as landowner of the subject site to engage with Civeo regarding the terms of the lease to gain full understanding of future development intent for the site, and ensure terms of any lease pertaining to the site are equitable for both parties, and***

- i) Support an extension to the currency period for MCU18/0023 to 12 December 2020, noting the decision on this request has limited effect on the lease of the site.*
- j) Confirm that the position of Council is to activate the subject site.*
- k) Notes the verbal update provided on the Third Stage Work Plan 3.2.2 Report*

Resolution No.: CGFS0460

Moved: Cr Austen

Seconded: Cr Vea Vea

The Committee recommends that Council:

- 1. Receive and note the unconfirmed minutes from the Land Development Advisory Committee Meeting held on Wednesday 13 November 2019.**
- 2. Endorses the following recommendations of the Land Development Advisory Committee:**
 - a) Receives and notes the Regional Intelligence Report.**
 - b) Receives and notes the Final Third Stage Work Plan**
 - c) Resolves the Final Third Stage Work Plan be updated and presented periodically as required.**
 - d) Requests that 3.1.5 of the Final Third Stage Work Plan includes the adoption of a schedule.**
 - e) Request that a draft event plan is provided for 3.1.9 of the Final Third Stage Work Plan and presented at the January Land Development Advisory Committee Meeting.**
 - f) Request that 3.1.9 of the Final Third Stage Work Plan includes a suite of information resources (lessons learnt) are developed**
 - g) Receives and notes the Civeo Acacia Street Lease of Land and Extension of Currency Period MCU18/0023 Report**
 - h) Support Council as landowner of the subject site to engage with Civeo regarding the terms of the lease to gain full understanding of future development intent for the site, and ensure terms of any lease pertaining to the site are equitable for both parties, and**
 - i) Support an extension to the currency period for MCU18/0023 to 12 December 2020, noting the decision on this request has limited effect on the lease of the site.**
 - j) Confirm that the position of Council is to activate the subject site.**
 - k) Notes the verbal update provided on the Third Stage Work Plan 3.2.2 Report**

Carried

CONFIDENTIAL REPORT – CLOSED SESSION

Closed under s275(1) (e) contracts proposed to be made by it.

5.12

Tender Award - Preferred Supplier Arrangement (PSA) - Provision of Temporary Labour Hire

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider and endorse the preferred supplier arrangement for the Provision of Temporary Labour Hire. Sections 232 and 233 of *Local Government Regulation (2012)* allow a local government to enter into preferred supplier arrangements provided such arrangements are formed through a tender process. Isaac Regional Council has recently concluded such a process with respect to the Provision of Temporary Labour Hire Tender.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

1. **Endorse the list of Preferred Suppliers for the Provision of Temporary Labour Hire as detailed in the report and enter into agreements for an initial term of (2) years plus one (1) year extension option.**
 - a) **WorkPac Pty Ltd**
 - b) **Inner Northern Group Training Ltd (IntoWork)**
 - c) **Hays Specialist Recruitment Pty Ltd**
 - d) **Workfast Marketplace Pty Ltd**
 - e) **IPA Personnel Services Pty Ltd**
 - f) **AWX Pty Ltd**

Resolution No.: CGFS0461

Moved: Mayor Baker

Seconded: Cr Vea Vea

That the Committee recommend that Council:

1. **Endorse the list of Preferred Suppliers for the Provision of Temporary Labour Hire as detailed in the report and enter into agreements for an initial term of (2) years plus one (1) year extension option.**
 - a) **WorkPac Pty Ltd**
 - b) **Inner Northern Group Training Ltd (IntoWork)**
 - c) **Hays Specialist Recruitment Pty Ltd**
 - d) **Workfast Marketplace Pty Ltd**
 - e) **IPA Personnel Services Pty Ltd**
 - f) **AWX Pty Ltd**

Carried

6. INFORMATION BULLETIN REPORTS

6.1 Corporate, Governance and Financial Services Information Bulletin – December 2019

EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletin for December 2019 is provided for Committee review.

OFFICER'S RECOMMENDATION

That the Committee:

1. *Note the Corporate, Governance and Financial Services Information Bulletin for December 2019.*

Resolution No.: CGFS0462

Moved: Cr Austen

Seconded: Cr Vea Ve

That the Committee:

1. Note the Corporate, Governance and Financial Services Information Bulletin for December 2019.

Carried

6.2 People and Performance Information Bulletin – December 2019

EXECUTIVE SUMMARY

The People and Performance Information Bulletin for December 2019 is provided for Committee review.

OFFICER'S RECOMMENDATION

That the Committee:

1. *Note the People and Performance Information Bulletin for December 2019.*

Resolution No.: CGFS0463

Moved: Cr Vea Ve

Seconded: Cr Austen

That the Committee:

MEETING MINUTES

1. **Note the People and Performance Information Bulletin for December 2019.**

Carried

ATTENDANCE

Mrs Jacki Scott ended the teleconference at 2.13pm

7. GENERAL BUSINESS

No general business for this meeting.

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 2.21pm.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held on 11 February 2020 in Moranbah.

.....
Chair

..... / /
DATE

MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee Meeting

Tuesday 11 February 2019

AUTHOR

Louise Wash

AUTHOR POSITION

Manager Financial Services

5.1

ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT

EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012* (s204) a monthly financial report is required to be presented to Council stating the progress made in relation to the budget for the period of the financial year as near as practicable to the end of month before the meeting is held.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Receive the financial statements for the period ended 31 January 2020 pursuant to and in accordance with the Local Government Regulation 2012 (s204).*

BACKGROUND

Statutory Obligation Table – Isaac Regional Council

The table below outlines key statutory obligations relating to the requirement for monthly financial reporting.

Requirement	Date
Budget 2019/20	Budget adopted 25 June 2019
Financial Statements 2018/19	Unmodified Audit opinion received. Annual report (included audited Financial Statements) adopted 19 November 2019

IMPLICATIONS

Council continues to operate within budget.

The second quarter budget review is being submitted for adoption at the February 2020 Council meeting.

CONSULTATION

- Director Corporate, Governance and Financial Services
- Financial Services

BASIS FOR RECOMMENDATION

Not Applicable.

ACTION ACCOUNTABILITY

Not Applicable.

KEY MESSAGES

This is an information only report.

Report Prepared By:	Report Authorised By:
LOUISE WALSH Manager Financial Services	DARREN FETTELL Director Corporate, Governance and Financial Services
Date: 31 January 2020	Date: 31 January 2020

ATTACHMENTS

- Attachment 1 – Financial Statements 31 January 2020

REFERENCE DOCUMENT

- Nil

FINANCIAL STATEMENTS REPORT TO COUNCIL

Current as at 31 January 2020

Presented by **Corporate, Governance and Financial Services**



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FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2020

EXECUTIVE SUMMARY

At the end of January, the operating position is \$291,203 ahead of budgeted operating position. The positive result is due to the timing of operational expenditure, which is offsetting the reduced receipt of the Federal Assistance Grant (due to early release of funds in the 18/19 financial year), lower interest earnings and the timing of the Recoverable Works Revenue.

Capital Revenue for January was \$23,583,714 which combined with the Operating Position results in a net surplus of \$15,321,205.

PRELIMINARY JANUARY FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	\$	\$	\$	\$	%
Total operating revenue	53,026,210	55,468,048	(2,441,838)	111,098,741	47.7%
Total operating expenses	61,288,719	64,021,760	2,733,041	108,266,147	56.6%
Operating position	(8,262,509)	(8,553,712)	291,203	2,832,594	(291.7%)
Capital revenue	23,583,714	15,388,539	8,195,175	27,388,238	86.1%
Net result	15,321,205	6,834,828	8,486,378	30,220,831	50.7%

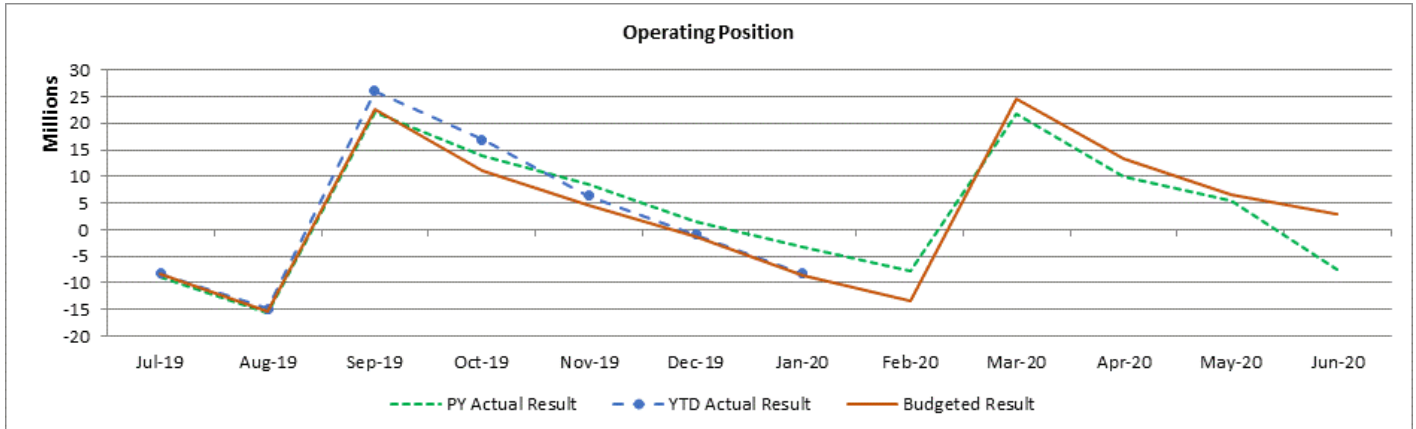
BACKGROUND

Each month, year to date financial statements are prepared in order to monitor actual performance against the latest adopted budget. Attached are the financial statements for the period ended 31 January 2020. Actual amounts are compared against year to date Revised Budget figures. (See appendix 1 for detailed financial statements).

Council is cognisant of the current economic climate and will be paying particular attention to how the various revenue streams are tracking throughout the year. Expenditure items will also be monitored to ensure that Council remains within budget and delivers efficient and effective services to the community.

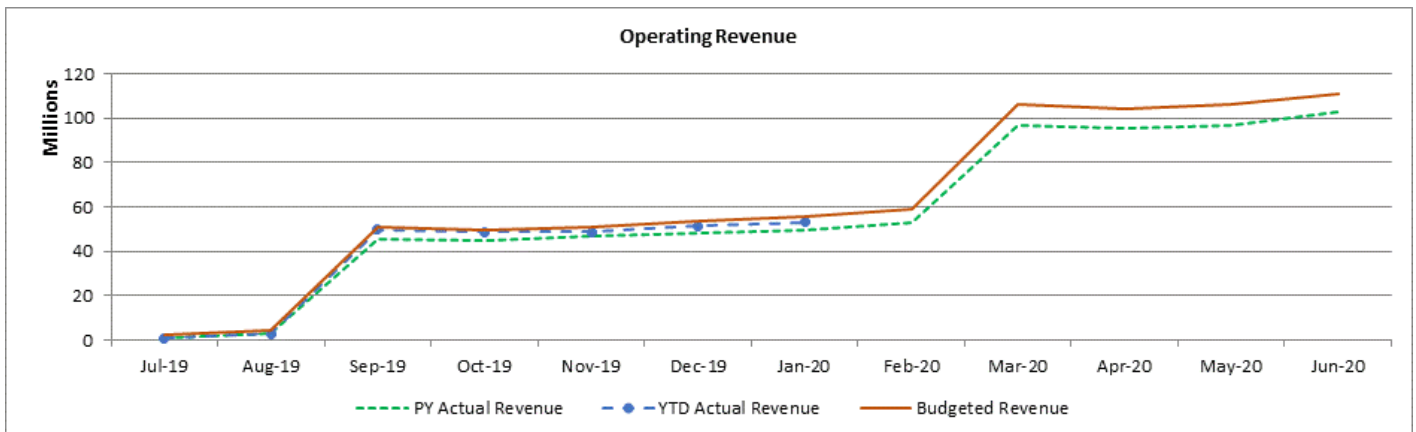
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

OPERATING POSITION



The operating position for January YTD has resulted in a loss of \$8,262,509. This is favourable when compared to the YTD revised budget by \$291,203. Operating Revenue is \$2,441,838 unfavourable compared to YTD budget offset by Operating Expenses YTD which are \$2,733,041 favourable when compared to YTD budget.

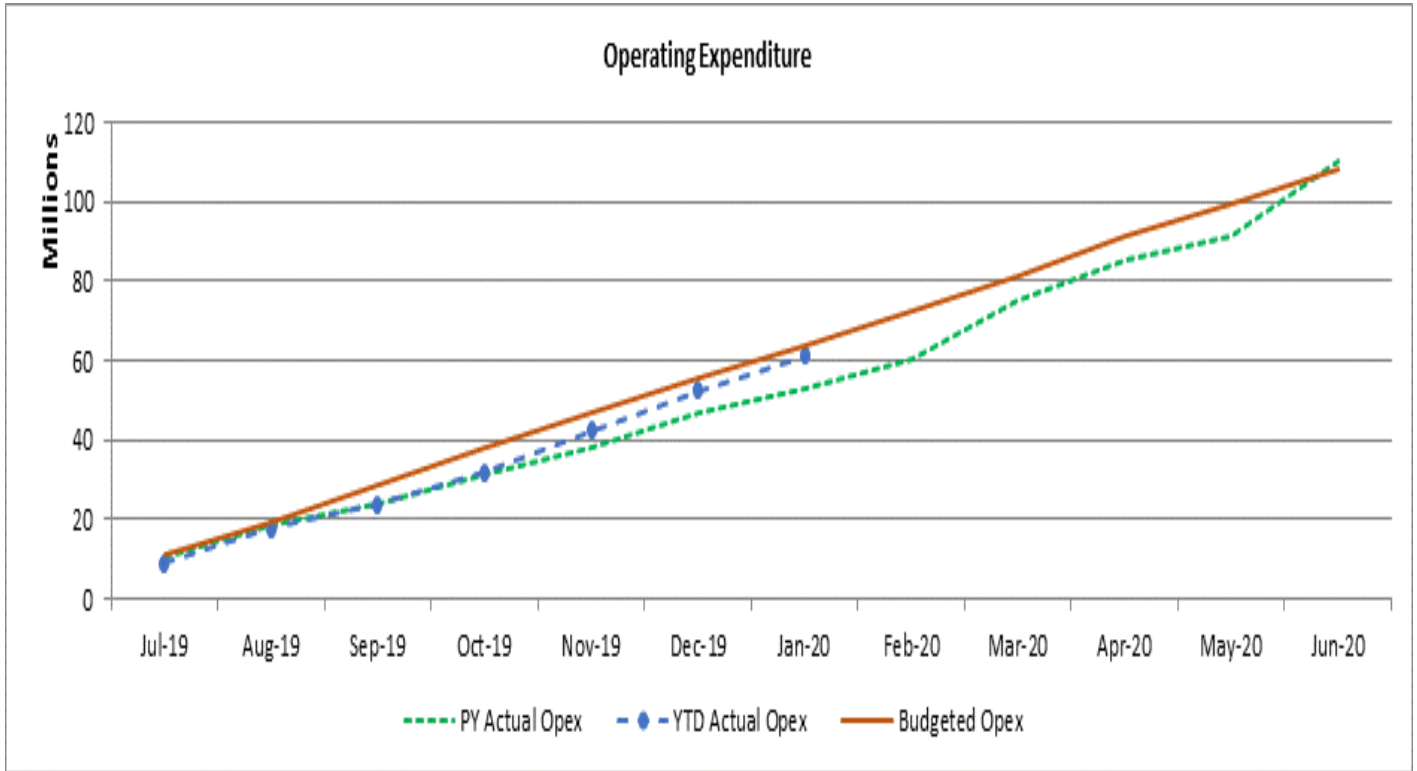
OPERATING REVENUE



Operating Revenue comprises the following items – Rates and Utility Charges, Fees and Charges, Rental Income, Interest Received, Sale of Contract and Recoverable Works, Operating Grants, Subsidies and Contributions, Other Recurrent Revenue.

The operating revenue for January YTD was \$53,026,210 which is unfavourable when compared to the budget by \$2,441,838. This unfavourable position is predominately due to the phasing of the RMPC works (which historically corrects itself during the financial year), lower interest earnings and the reduced contribution of the Federal Assistance Grant due to the early release of funds in 18/19 FY.

OPERATING EXPENDITURE

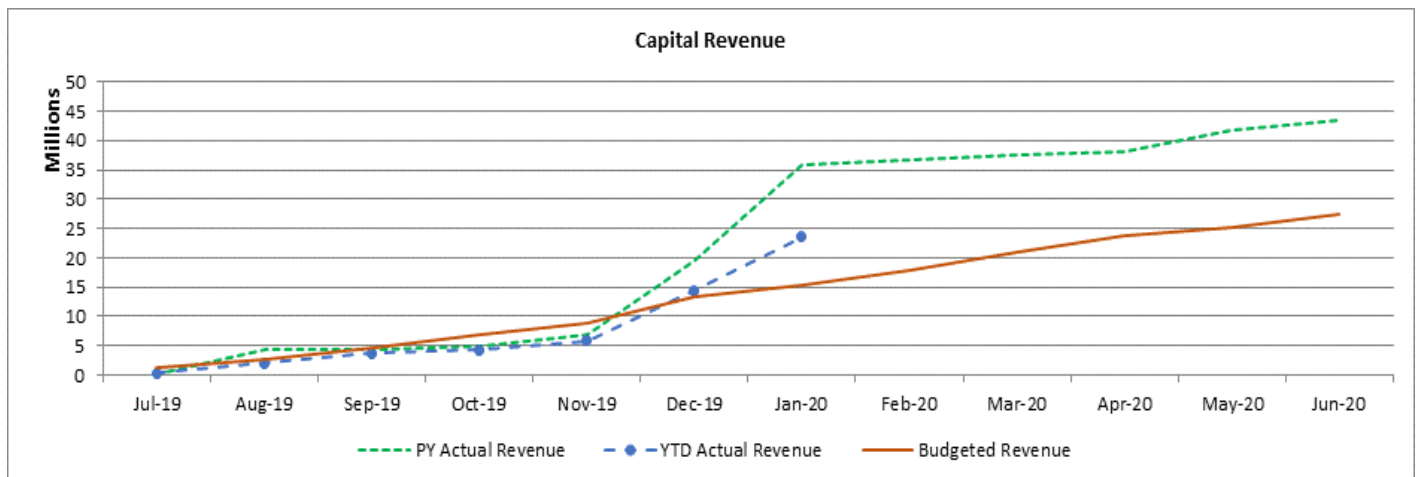


Operating expenditure consists of employee expenses, materials and services, finance costs and depreciation.

Expenditure for January YTD was \$61,288,719 which is favourable to budget by \$2,733,041. This favourable result is mainly due to the allocation of budget cashflow.

It is noted that cashflow projects will be reviewed throughout the year. Any adjustments made will be a redistribution of existing budget amounts and have no bottom line impact on the budget.

CAPITAL REVENUE



Capital Revenue for January YTD is \$23,583,714 which consists of grants, contributions and proceeds from the disposal of assets. The current favourable variance is due to the receipt of NDRRA revenue for finalisation of the 16/17 event. The budgeted income figure will be adjusted at the Quarter 2 Budget Review to include these payments.

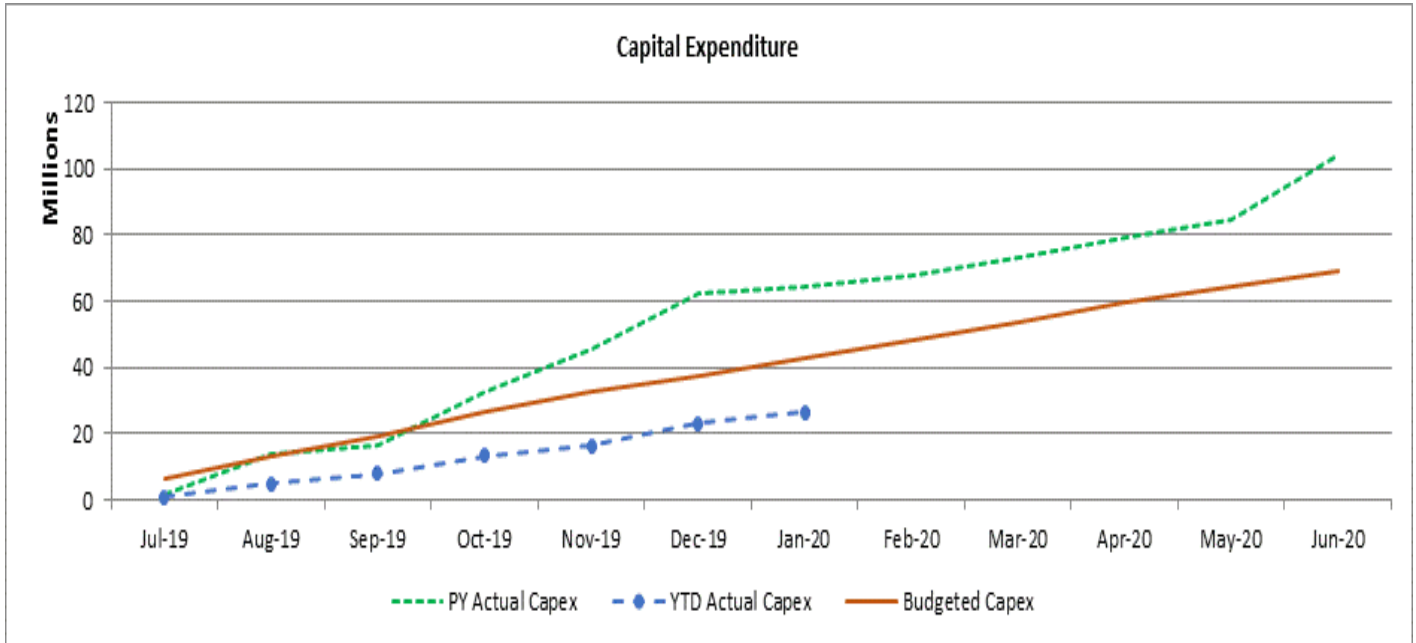
Some of our budgeted major capital grants for 19/20 are:

- Pasha Road Pavement & Seal
- Mills Ave - Pavement Rehabilitation (R2R)
- Golden Mile Rd - Rehabilitation & Seal (TIDS)
- Mackenzie River/ Capella Rd_Pave & Seal (TIDS)
- Nebo WTP BoR
- Works 4 QLD 19-21
- Pasha Road Drainage Structure Construction
- CLM Saleyards Revitalisation
- Regional Water Recycling Scheme

Major Funding received to date:

• NDRRA- 16/17 Event	\$10,517,451
• Pasha Rd	\$5,249,406
• Regional Water Recycling Scheme	\$2,317,536
• R2R	\$2,000,000
• NDRRA - Mar 19 Event	\$1,133,837
• NBO WTP	\$1,065,000
• LGGSP	\$270,000
• W4QLD 17-19	\$166,000
• Saleyards Revitalisation Project	\$140,662
• MIPP2	\$92,000
• Cycle Network Local Gov	\$84,012
• QDRF	\$65,085
• TIDS	\$64,744
• SES Subsidy Program	\$20,000

CAPITAL EXPENDITURE



Capital expenditure is under budget (excluding commitments), noting there are \$17.6M in commitments. Delivery of the capital program is being assessed through the Quarter 2 Budget Review with initial indications of some multiyear project budgets to be deferred to the 20/21 financial year.

The major projects budgeted for the 19/20 year are:

- Pasha Road Pave and Seal
- Rural Resheeting Program
- MBH Landfill - Stormwater, Leachate Management
- Mills Avenue Pavement Rehabilitation
- Nebo WTP and Reservoir
- Surfacing Renewal Program
- DYS Enforceable Undertaking
- Golden Mile Rd - Rehabilitation and Seal
- Mackenzie River/ Capella Rd Pave & Seal
- CLM 5ML Treated Water Reservoir
- CLM Raw Water - TCD Water Storage
- MBH SN Main Relining Program

CAPITAL FUNDING AND PROJECT COMMITTALS

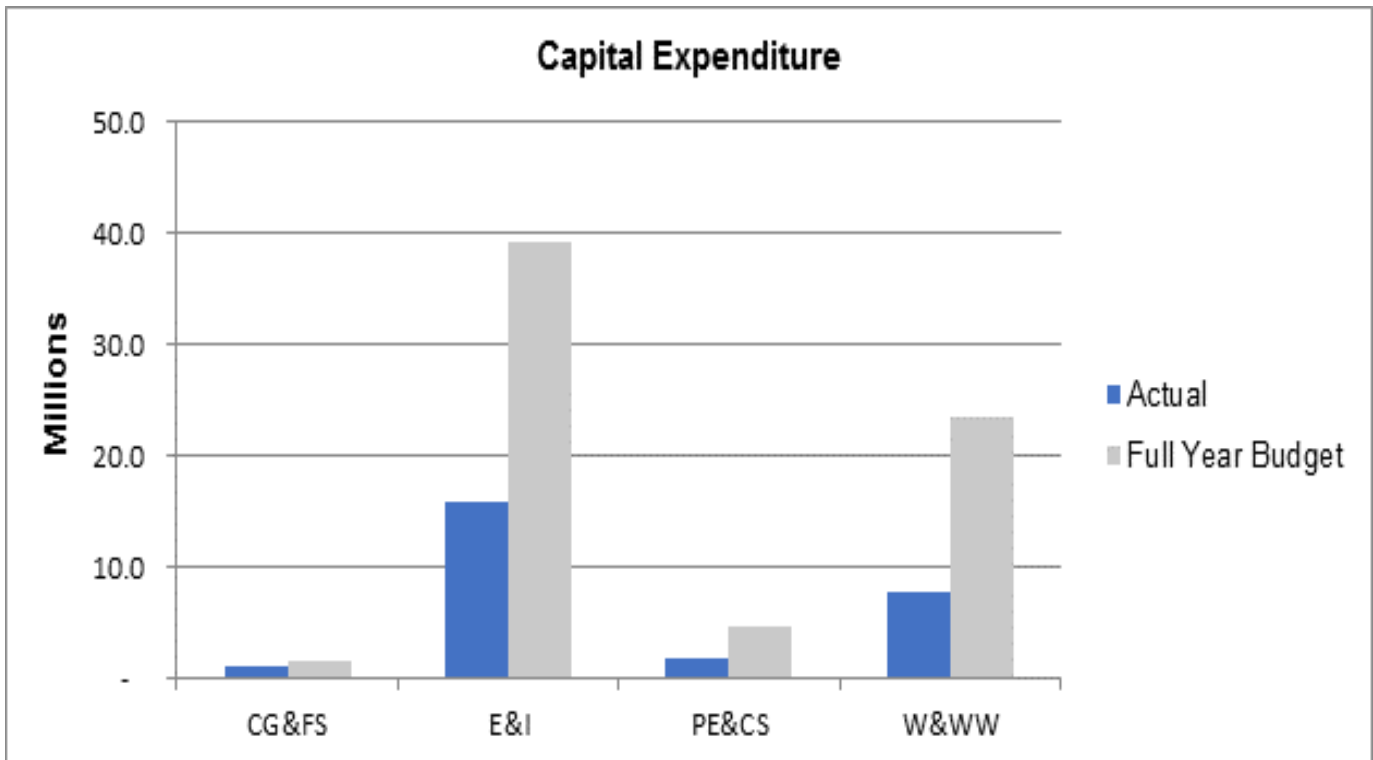
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

The future capital sustainability reserve represents accumulated funded depreciation monies which are held to maintain capital value under Council's long-term asset management plan.

The following table illustrates Council's capital project expenditure for January YTD.

Department	YTD Actual	YTD Commitment	YTD Total Expenditure	Full Year Budget	% Complete	% Complete
					(YTD Actual vs FY Budget)	(YTD Total vs FY Budget)
CG&FS	978,289	437,286	1,415,575	1,657,053	59.0%	85.4%
E&I	15,809,089	13,160,722	28,969,810	39,282,256	40.2%	73.7%
PE&CS	1,698,394	433,309	2,131,703	4,615,158	36.8%	46.2%
W&WW	7,863,780	3,571,978	11,435,759	23,435,754	33.6%	48.8%
TOTAL	26,349,551	17,603,296	43,952,847	68,990,221	38.2%	63.7%

The following graph illustrates the data above.



DEPARTMENT OF LOCAL GOVERNMENT AND PLANNING (DLGP) FINANCIAL SUSTAINABILITY RATIOS

In accordance with s169(5) of the Local Government Regulation 2012, the DLGP financial sustainability ratios have been provided.

The ratios are designed to provide an indication of the performance of Council against key financial sustainability criteria which must be met to ensure the prudent management of financial risks.

Ratio	Description	Formula	YTD Actual Result	Bench mark	Within Limits	FY Budget
Operating Surplus Ratio	This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes.	Net operating surplus	-15.58%	0 - 10%	No	1.60%
		Total operating revenue				
Net Financial Liabilities Ratio	This is an indicator of the extent to which the net financial liabilities of Council can be serviced by its operating revenues.	Total liabilities less current assets	-67.06%	<=60%	Yes	-28.80%
		Total operating revenue				
Asset Sustainability Ratio	This ratio provides a guide as to whether the infrastructure assets managed by Council are being replaced as they reach the end of their useful lives.	Capital expenditure on renewals	63.22%	>90%	No	410.20%
		Depreciation expense				
Total Debt Service Cover	This ratio provides a guide as to the Council's ability to meet its loan repayments.	Operating cash flow plus interest	6.7	2	Yes	12.88
		Interest plus current borrowings				
Cash Expense Ratio	This ratio provides a guide as to the ability of the Council to pay its costs within the short term.	Current cash balance	7.6 Months	3 Months	Yes	7.98 Months
		Operating expenses less depreciation and finance costs				

1. **Operating Surplus Ratio** - This ratio is an indicator of the extent to which revenues raised cover the operational expenses only or are available for capital funding purposes. The target result for this ratio is between 0-10% per annum (on average over the long term). With the net operating profit year to date a loss of \$8,262,509 the ratio is currently a negative 15.58%, which is below Council's budget and benchmark range. The ratio has decreased from the previous spike (due to the issuing of rates) and is expected to return within benchmark range over the remainder of the financial year. It is noted that water consumption billing and rates are scheduled to be issued in February, which should improve this position.
2. **Net Financial Liabilities Ratio** - This ratio is an indicator of the extent to which the net financial liabilities of Council can be serviced by its operating revenues. As Council's current assets are greater than total liabilities, the resulting ratio is currently showing as favourable with a negative 67.06%.
3. **Asset Sustainability Ratio** - This ratio is a guide as to whether infrastructure assets managed by Council are being replaced as they reach the end of their useful lives. Council's target is to have a result of greater than 90%. With capital expenditure below budget at January YTD the ratio is unfavourable at 63.22%, when compared to the 90% benchmark. This ratio is being monitored and is expected to improve with the finalisation of capital works for the 19/20 financial year.
4. **Total Debt Service** - This ratio represents Council's ability to meet its loan repayments through operating cash. A ratio greater than two (2) times, is the ideal result for Council. Council's year to date ratio is 6.7 times, which indicates that Council has sufficient operating cash flow to cover its loan repayments.
5. **Cash Expense Ratio** - This ratio helps Council calculate how many months the current year's cash balance can cover operating expenses (excluding depreciation and finance costs), without additional cash flows. Council has enough current cash to cover 7.6 months as at 31 January 2020. This is above the targeted benchmark of three (3) months.

INVESTMENTS AND CASH BALANCES

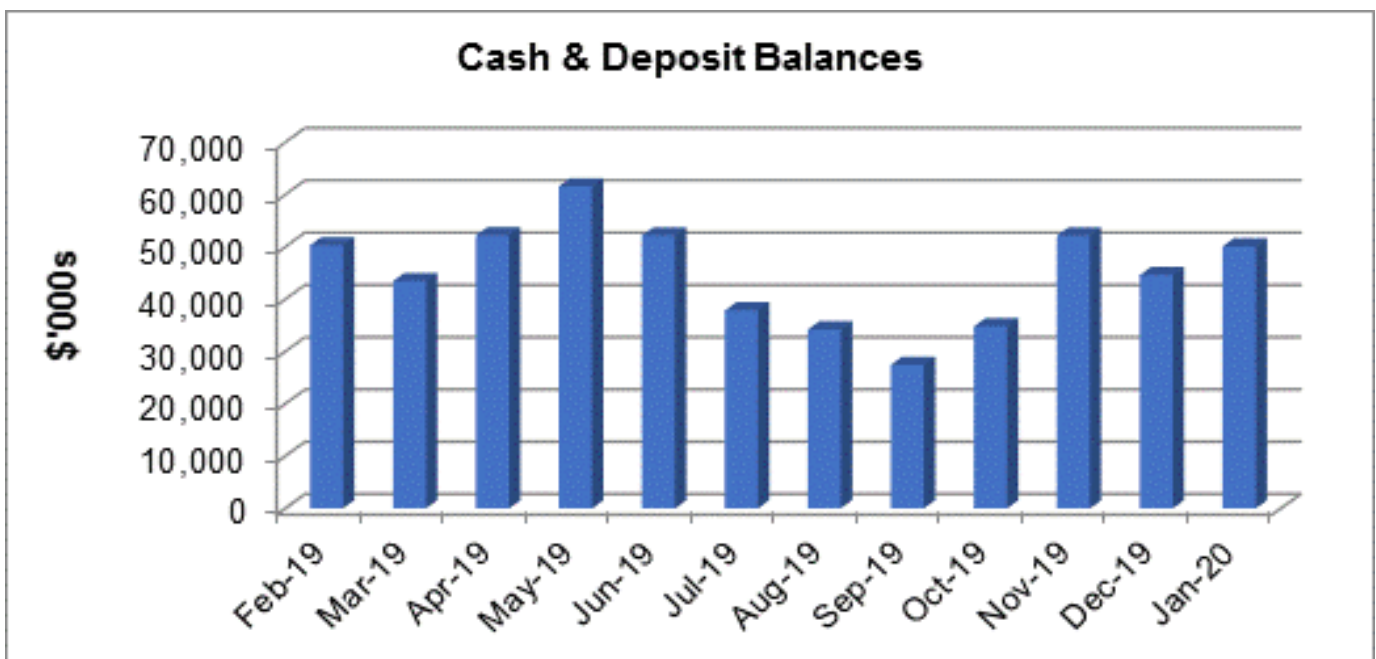
The following is a list of all investments held by Council as at the period ended 31 January 2020.

ISAAC REGIONAL COUNCIL					
Investments					
For the Period Ended 31 January 2020					
Account	Description	Institution	Amount	Maturity Date	Interest Rate
4001-001-1124	QCCU	QCCU	2,057,381		1.45%
10-000-1111	QCCU Cash at Bank	QCCU	7,146		0%
10-000-1113	ANZ Cash at Bank	ANZ	440,883		0%
10-000-1116	QTC Operating Fund	QTC	41,757,465		1.66%
10-000-1117	ANZ Business Premium Saver	ANZ	5,840,495		1.25%
10-000-1131	Petty Cash		4,000		0%
10-000-1132	Floats		6,071		0%
Total Investments			50,113,439		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	83.33%	No Limit
ANZ Banking Group	AA-	12.55%	Maximum 40%
QCCU	Unrated	4.12%	Maximum 10%

The QCCU Term deposit matured at the end of January, with funds to be transferred to the QTC Operating Fund.

The below chart outlines the Council's cash and deposit balances for the previous twelve months up to the period ended 31 January 2020.



LOANS

ISAAC REGIONAL COUNCIL							
Loans							
For the Period Ended 31 January 2020							
							Repayment Due 15 Mar 2020
Loan Name	Balance as at 31 January 2020	Rate as at 31 January 2020	Approved Term	Remaining Term	Principal	Interest	Total
Land Purchase - Moranbah	\$12,903,581	5.1	20	12.88	\$176,444	\$164,488	\$340,932
Land Development Moranbah	\$9,896,273	4.37	20	13.38	\$135,462	\$108,117	\$243,578
Total	\$22,799,854				\$311,906	\$272,605	\$584,511

Debt service repayments are made quarterly. The second quarter repayment for the 19/20 financial year was paid on the 16 December 2019. The next repayment for the 19/20 financial year is due 15 March 2020.

ACCOUNTS RECEIVABLE

The following is a breakdown of the Council's accounts receivable by age for the period ended 31 January 2020.

Accounts Receivable Ageing Analysis at 31 January 2020			
Ageing	Number of Invoices	Amount Outstanding	% of Total Outstanding
Current	165	1,892,923.81	71.35%
30 Days	67	454,857.20	17.14%
60 Days	31	20,193.56	0.76%
90 Days	130	285,160.02	10.75%
TOTAL	393	2,653,134.59	100.00%

The Accounts Receivable balance at 31 January 2020 is \$2,653,134.59 which has decreased from 31 December 2019 balance of \$5,859,828.96, due to the payment of capital grant invoices.

- 30 day balances predominantly relate to invoices for recoverable works and waste invoices.
- 60 day balance predominantly relates to waste, housing and regulatory services invoices.
- 90 days and over outstanding receivables have decreased since December. There are no significant new 90 day debtors.

A review was undertaken at the end of the previous financial year to write off debts deemed as non-recoverable. Therefore, at this point in time the remaining outstanding balance is believed to be recoverable.

ACCOUNTS PAYABLE

The following is a breakdown of the Council's accounts payable by age for the period ended 31 January 2020.

Accounts Payable Ageing Analysis at 31 January 2020			
Ageing	No. of Documents	Amount Outstanding	% of Total Outstanding
Current	265	1,388,392.49	93.12%
30 Days	27	97,698.66	6.55%
60 Days	5	1,434.54	0.10%
90 Days	5	3,487.30	0.23%
TOTAL	302	1,491,012.99	100.00%

The outstanding Accounts Payable balance as at 31 January 2019 was \$1,491,012.99. The 30, 60 and 90 day aging accounts total \$102,620.50.

At the date this report was prepared, the following remained unpaid: -

- 30 day balances – \$67,725.27 (10 invoices) remain unpaid with 2 invoices (\$2,970.00) having been received late from the supplier and 8 invoices (\$64,755.27) awaiting approval.
- 60 day balances - \$1,341.66 (4 invoices) remain unpaid, approval received at the end of January and scheduled to be paid in the first week of February.
- 90 day balances – \$3,499.16 (3 invoices) remains unpaid with 1 invoice (\$304.32) being in dispute and 2 invoices (3,194.84) awaiting approval, these are expected to be paid in the first week of February.

YEAR TO DATE RATES REPORT

The following is a breakdown of the Council's rates transactions the year to date as at 31 January 2020.

The January month end closing balance for rates outstanding was \$3,490,773. The rates in arrears is higher than the same time last year.

Rates Balancing Report as at 31 Jan 2020		
	YTD 31 January 2020	YTD 31 Jan 2019
Opening Balance	3,906,088	3,341,548
Rates Charges		
Rates Levied	45,603,415	43,723,739
Interest	222,349	234,394
Refunds	483,587	301,525
Total Rates	46,309,351	44,259,657
Discounts and Receipts		
Discounts	(2,871,831)	(2,864,615)
Receipts	(43,732,559)	(41,627,957)
Government Subsidy	(38,198)	(38,360)
Council Subsidy	(115,918)	(117,151)
Remissions	(7,746)	(9,681)
Write Offs	(7,942)	(607)
Total Discounts & Receipts	(46,774,195)	(44,658,372)
Legal	49,529	42,680
Closing Balance	3,490,773	2,985,513

Rates Breakdown	As At 31 Jan 2020
Rates in Credit	(780,465)
Rates Not Due Yet	75,595
Rates in Arrears	4,195,642
Total Rates Balance	3,490,773

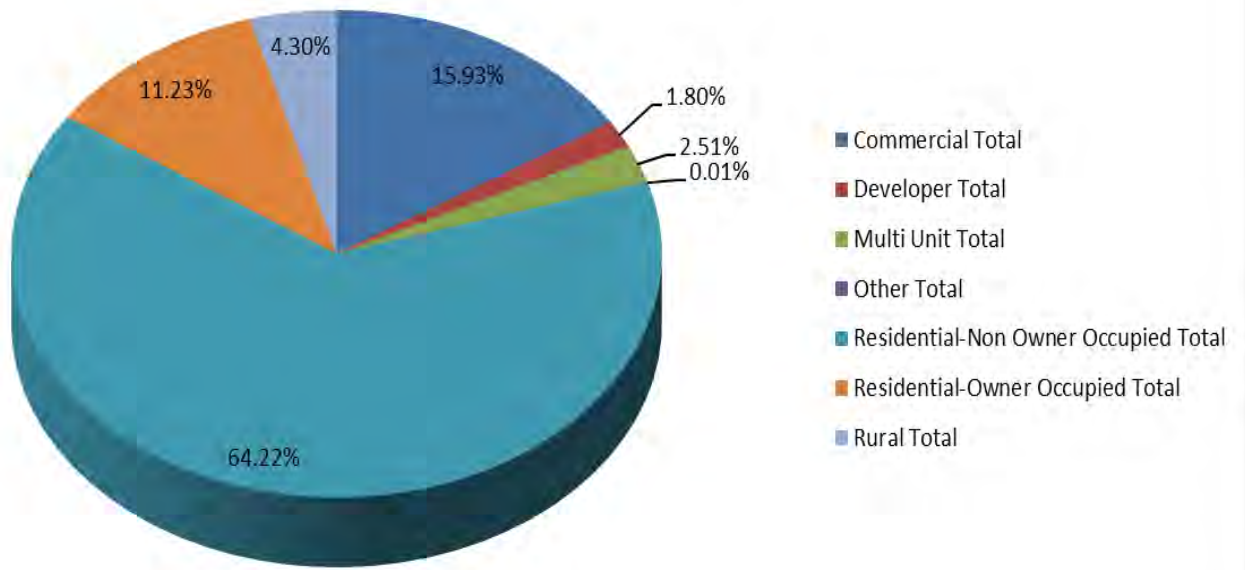
Variances in prior year comparisons can relate to the timing of rates processing and subsequent due dates. The rate arrears table below has a balance as at 23 January 2020, which explains the slight variance to the rates arrears balance above, which was run on the 24 January 2020.

Rate Arrears – Aged by Year

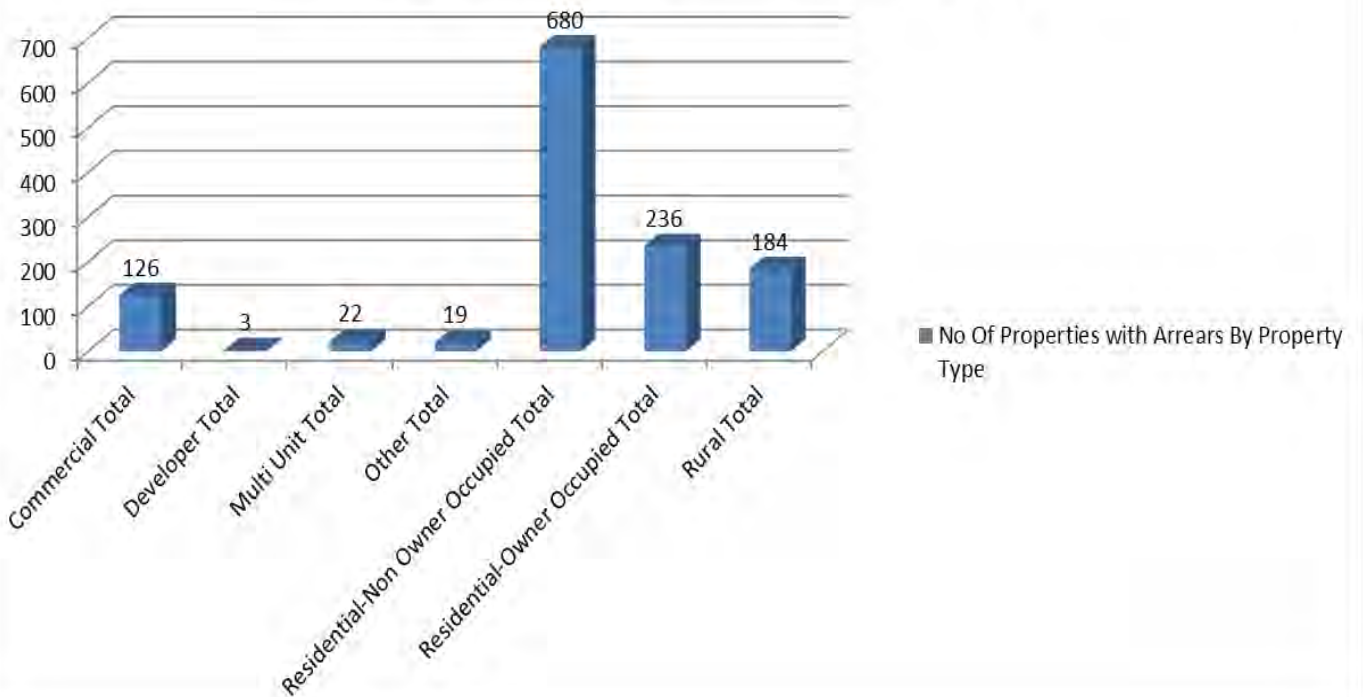
Prior 2015	2015/16	2016/17	2017/18	2018/19	2019/20	TOTAL
1,017,886	464,440	480,251	534,474	807,789	905,816	4,210,657
24.17%	11.03%	11.41%	12.69%	19.18%	21.51%	100.00%

Variations in prior year comparisons can relate to the timing of rates processing and subsequent due dates.

Percentage of Arrears By Property Type



No Of Properties with Arrears By Property Type



APPENDIX 1 – FINANCIAL STATEMENTS

Attached are the financial statements for the period ended 31 January 2020. Actual amounts are compared against the year to date Revised Budget.

Financial statement included:

- **Statement of Comprehensive Income** – Displays Council’s year to date profit and loss up to the period end.
- **Statement of Financial Position** – Summarises Council’s assets, liabilities and community equity up to the period end.
- **Statement of Cash Flows** – Summarises the changes in the Council’s cash and cash equivalents by operating, investing and financing activities.

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 31 January 2020

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Net Rates & Utility Charges		41,257,427	-	41,257,427	41,186,621	70,806	86,688,843	47.6%
Fees & Charges		2,284,133	-	2,284,133	1,875,500	408,632	3,172,343	72.0%
Rental Income		748,976	-	748,976	792,513	(43,537)	1,364,857	54.9%
Interest Received	1	619,714	-	619,714	1,105,269	(485,555)	1,894,746	32.7%
Sales of Contract & Recoverable Works	2	924,546	-	924,546	2,267,478	(1,342,932)	3,891,391	23.8%
Operating Grants, Subsidies & Contributions	3	3,245,063	-	3,245,063	4,083,708	(838,645)	6,960,347	46.6%
Other Recurrent Revenue	4	3,946,350	-	3,946,350	4,156,958	(210,608)	7,126,214	55.4%
		53,026,210	-	53,026,210	55,468,048	(2,441,838)	111,098,741	47.7%
Expenses								
Operating Expenses								
Employee Expenses	5	22,029,923	-	22,029,923	22,338,311	(308,388)	38,389,058	57.4%
Materials & Services	6	24,107,281	7,579,932	31,687,213	26,503,092	5,184,120	43,833,620	72.3%
Finance Costs		315,764	-	315,764	359,333	(43,569)	636,000	49.6%
Depreciation and Amortisation		14,835,751	-	14,835,751	14,821,024	14,727	25,407,469	58.4%
Corporate Overheads & Competitive Neutrality Costs		-	-	-	(0)	0	(0)	0.0%
		61,288,719	7,579,932	68,868,650	64,021,760	4,846,890	108,266,147	63.6%
Operating Position Before Capital Items		(8,262,509)	(7,579,932)	(15,842,441)	(8,553,712)	(7,288,729)	2,832,594	(559.3%)
Capital Revenue								
Capital Revenue	7	23,311,062	-	23,311,062	15,268,539	8,042,522	27,148,238	85.9%
Proceeds from Sale of Land & PPE	8	272,653	-	272,653	120,000	152,653	240,000	113.6%
		23,583,714	-	23,583,714	15,388,539	8,195,175	27,388,238	86.1%
Net Result Attributable to Council in Period		15,321,205	(7,579,932)	7,741,274	6,834,828	906,446	30,220,831	25.6%
Total Comprehensive Income		15,321,205	(7,579,932)	7,741,274	6,834,828	906,446	30,220,831	25.6%
Council's operating position at month end is a \$8.3M deficit								

1. **Interest Received** is \$485,555 unfavourable to YTD budget. This is due to continuing lower rates of return and lower amounts invested, with the delayed receipt of grant funding a contributing factor. Due to continued downward trend in interest rates (2.4% June to 1.66% January) and lower cash levels, projected interest revenue is being assessed for adjustment in the Quarter 2 Budget Review.
2. **Sales of Contract & Recoverable Works** are unfavourable to the budget by \$1,342,932. This unfavourable variance is predominately due to the timing of the RMPC contract. This variance has historically corrected itself over the remainder of the financial year.
3. **Operating Grants, Subsidies & Contributions** are unfavourable to the budget by \$838,645. This is due to the reduced Federal Assistance Grant payments due to the early release of funds in the previous financial year.
4. **Other Recurrent Revenue** for the year to date is \$3,946,350 being \$210,608 unfavourable to budget. This unfavourable variance is predominately due to the waste income which has yet to issue its final invoices for January.
5. **Employee Expenses** are favourable to the adopted budget by \$308,388. This variance is currently due decrease FBT and payroll tax payments, the cashflow of public holiday payments, vacancies and utilisation of leave.
6. **Materials & Services** actual expenses for the year to date are \$24,107,281 with \$7,579,932 being recorded in commitments, resulting in an unfavourable variance to budget of \$5,184,120. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods. Excluding commitments YTD expenditure would be approximately \$2.4M below YTD budget.
7. **Capital Revenue** for the year to date is \$23,311,062 which is favourable to budget by \$8,042,522. This is favourable variance is due to the receipt of NDRRA for finalisation of the 16/17 event. The budgeted income figure will be revised at the Quarter 2 Budget Review to adjust the budgeted NDRRA 16/17 event income to agree to the actual income received.
8. **Proceeds from Sale of Land & PPE** is currently \$272,653 which has exceeded the annual budgeted amount of \$240,000. Excess funds will be constrained to the Plant Reserve for use at a future date

ISAAC REGIONAL COUNCIL				
Statement of Financial Position				
For the Period Ended 31 January 2020				
Notes	Actual YTD	30 June 2019	Variance	
	\$	\$	%	
Current Assets				
Cash & Cash Equivalents	50,113,439	52,246,647	95.9%	
Trade & Other Receivables	7,250,847	14,864,890	48.8%	
Inventories	21,921,374	22,026,935	99.5%	
Total Current Assets	79,285,660	89,138,472	88.9%	
Non-Current Assets				
Property, Plant and Equipment	1,051,568,518	1,064,497,762	98.8%	
Capital Work in Progress	45,886,998	22,190,542	206.8%	
Total Non-Current Assets	1,097,455,517	1,086,688,304	101.0%	
TOTAL ASSETS	1,176,741,176	1,175,826,776	100.1%	
Current Liabilities				
Trade & Other Payables	6,206,714	18,218,987	34.1%	
Borrowings - Interest Bearing	718,409	1,285,982	55.9%	
Provisions	7,271,566	7,731,325	94.1%	
Other Current Liabilities	-	986,289	0.0%	
	14,196,690	28,222,583	50.3%	
Non-Current Liabilities				
Borrowings - Interest Bearing	22,172,313	22,172,313	100.0%	
Non Current Provision	1,001,941	1,005,401	99.7%	
Non Current Creditors	6,353,340	6,353,340	100.0%	
Total Non-Current Liabilities	29,527,594	29,531,055	100.0%	
TOTAL LIABILITIES	43,724,284	57,753,638	75.7%	
NET COMMUNITY ASSETS	1,133,016,892	1,118,073,138	101.3%	
Community Equity				
Retained surplus	834,619,710	843,101,596	99.0%	
Asset revaluation reserve	241,488,995	241,490,326	100.0%	
Other reserves	56,908,187	33,481,216	170.0%	
TOTAL COMMUNITY EQUITY	1,133,016,892	1,118,073,138	101.3%	

ISAAC REGIONAL COUNCIL			
Statement of Cash Flows			
For the Period Ended 31 January 2020			
	Actual YTD	30 June 2019	Variance
	\$	\$	%
Cash Flows from Operating Activities			
Receipts from customers	60,618,234	102,148,886	59.3%
Payments to suppliers and employees	(59,725,859)	(71,364,517)	83.7%
Cash provided by / (used in) net result	892,375	30,784,369	2.9%
Cash Flows from Investing Activities			
Profit / (Loss) on sale of capital assets	(186,796)	(4,405,434)	4.2%
Grants, subsidies, contributions and donations	23,333,080	43,011,682	54.2%
Payments for property, plant and equipment	(25,604,295)	(98,144,996)	26.1%
Net movement in loans to Community Organisations			0.0%
Net cash provided by investing activities	(2,458,010)	(59,538,748)	4.1%
Cash Flow from Financing Activities			
Proceeds from borrowings	-	(1,240,341)	0.0%
Repayment of borrowings	(567,573)	55,270	(1026.9%)
Net cash provided by financing activities	(567,573)	(1,185,070)	47.9%
Net Increase / (Decrease) in Cash Held	(2,133,208)	(29,939,450)	7.1%
Cash at the beginning of the period	52,246,647	82,186,097	63.6%
Cash at the end of the Reporting Period	50,113,439	52,246,647	95.9%



Appendix 2 – Preliminary Executive Level Reports

Executive Level operating statements provide information on the performance of each directorate for the period ended 31 January.

Actual amounts and commitments are compared against the year to date Original Budget.

Commitment balances are reported at a point of time and will continue to be reviewed as the year progresses. It should be noted that commitments are not currently able to be cash flowed across the financial year.

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 31 January 2020

Office of the CEO

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Fees & Charges		56,224	-	56,224	26,250	29,974	45,000	124.9%
Sales of Contract & Recoverable Works		-	-	-	68,738	(68,738)	117,837	0.0%
Operating Grants, Subsidies & Contributions	1	157,620	-	157,620	46,667	110,953	80,000	197.0%
		213,844	-	213,844	141,655	72,189	242,837	88.1%
Expenses								
Operating Expenses								
Employee Expenses		1,708,370	-	1,708,370	1,689,919	18,451	2,929,193	58.3%
Materials & Services	2	599,811	71,986	671,796	756,709	(84,913)	1,294,673	51.9%
Corporate Overheads & Competitive Neutrality Costs		(2,786,375)	-	(2,786,375)	(2,786,375)	-	(4,776,643)	58.3%
		(478,195)	71,986	(406,209)	(339,747)	(66,462)	(552,778)	73.5%
Operating Position Before Capital Items		692,039	(71,986)	620,053	481,402	138,651	795,615	77.9%
Capital Revenue		-	-	-	-	-	-	0.0%
Net Result Attributable to Council in Period		692,039	(71,986)	620,053	481,402	138,651	795,615	77.9%
Total Comprehensive Income		692,039	(71,986)	620,053	481,402	138,651	795,615	77.9%

1. Operating Grants, Subsidies & Contributions for the year to date are \$110,953 favourable when compared to YTD budget. This favourable variance is due to the receipt of funds for the First Start Training Program and will be adjusted at the Quarter 2 Budget Review.

2. Materials & Services for the year to date are \$84,913 favourable compared to the YTD budget of \$756,709. Actual expenditure is \$599,811 with commitments of \$71,986.

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 31 January 2020

Corporate, Governance & Financial
Service

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Net Rates & Utility Charges	1	28,563,930	-	28,563,930	28,457,700	106,230	56,915,400	50.2%
Fees & Charges		35,046	-	35,046	35,000	46	60,000	58.4%
Interest Received	2	521,854	-	521,854	1,069,977	(548,123)	1,834,246	28.5%
Sales of Contract & Recoverable Works		54,693	-	54,693	72,917	(18,224)	125,000	43.8%
Operating Grants, Subsidies & Contributions	3	913,958	-	913,958	1,531,614	(617,656)	3,048,248	30.0%
Other Recurrent Revenue	4	260,198	-	260,198	166,573	93,625	285,554	91.1%
		30,349,678	-	30,349,678	31,333,781	(984,102)	62,268,448	48.7%
Expenses								
Operating Expenses								
Employee Expenses	5	4,528,650	-	4,528,650	4,751,366	(222,716)	7,905,019	57.3%
Materials & Services		6,099,234	761,711	6,860,945	6,833,901	27,044	9,750,737	70.4%
Finance Costs		315,764	-	315,764	359,333	(43,569)	636,000	49.6%
Depreciation and Amortisation		434,631	-	434,631	379,167	55,464	650,000	66.9%
Corporate Overheads & Competitive Neutrality Costs		(7,658,916)	-	(7,658,916)	(7,658,916)	0	(13,129,570)	58.3%
		3,719,363	761,711	4,481,074	4,664,850	(183,776)	5,812,186	77.1%
Operating Position Before Capital Items		26,630,315	(761,711)	25,868,604	26,668,930	(800,326)	56,456,261	45.8%
Capital Revenue								
Capital Revenue		27,455	-	27,455	36,153	(8,698)	44,850	61.2%
		27,455	-	27,455	36,153	(8,698)	44,850	61.2%
Net Result Attributable to Council in Period		26,657,770	(761,711)	25,896,059	26,705,083	(809,023)	56,501,111	45.8%
Total Comprehensive Income		26,657,770	(761,711)	25,896,059	26,705,083	(809,023)	56,501,111	45.8%

1. **Net Rates & Utility Charges** are \$106,230 favourable when comparing YTD actuals to budget. The Quarter 2 Budget Review will review the current overall budget projections and recommend adjustments if necessary.
2. **Interest Received** is \$548,123 unfavourable when compared to YTD budget. This is due to continuing lower rates of return and lower amounts invested, with the delayed receipt of grant funding a contributing factor. Due to continued downward trend in interest rates and lower cash levels, projected interest revenue is being assessed for adjustment in the Quarter 2 Budget Review.
3. **Operating Grants, Subsidies & Contributions** for the YTD is unfavourable compared to the budget by \$617,656 and is due to the reduced receipt of the general component of the Federal Assistance Grant with the early receipt of funds in the 18/19 financial year.
4. **Other Recurrent Revenue** is \$260,198 compared to YTD Budget of \$166,573 resulting in a favourable variance \$93,625. This is due to the budgeted cashflow and will be adjusted at the Quarter 2 review.
5. **Employee Expenses** for year to date is favourable compared to the budget by \$222,716. This favourable variance is predominately due to decreased FBT and payroll tax payments and the cashflow of public holidays.

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 31 January 2020

Engineering & Infrastructure Services

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Fees & Charges		121,603	-	121,603	123,838	(2,235)	212,293	57.3%
Rental Income		649,884	-	649,884	705,568	(55,684)	1,209,545	53.7%
Sales of Contract & Recoverable Works	1	869,853	-	869,853	2,125,823	(1,255,970)	3,648,554	23.8%
Operating Grants, Subsidies & Contributions	2	805,531	-	805,531	1,182,887	(377,356)	2,332,441	34.5%
Other Recurrent Revenue		20,617	-	20,617	-	20,617	-	0.0%
		2,467,487	-	2,467,487	4,138,116	(1,670,628)	7,402,832	33.3%
Expenses								
Operating Expenses								
Employee Expenses		6,695,309	-	6,695,309	6,689,040	6,269	11,596,947	57.7%
Materials & Services	3	4,999,121	2,593,858	7,592,978	4,501,288	3,091,690	8,302,880	91.4%
Depreciation and Amortisation		9,127,590	-	9,127,590	9,144,014	(16,424)	15,675,452	58.2%
Corporate Overheads & Competitive Neutrality Costs		4,572,916	-	4,572,916	4,572,916	-	7,839,285	58.3%
		25,394,936	2,593,858	27,988,794	24,907,259	3,081,535	43,414,564	64.5%
Operating Position Before Capital Items		(22,927,449)	(2,593,858)	(25,521,306)	(20,769,143)	(4,752,163)	(36,011,732)	70.9%
Capital Revenue								
Capital Revenue	4	19,251,277	-	19,251,277	10,404,018	8,847,258	19,806,775	97.2%
Proceeds from Sale of Land & PPE	5	272,653	-	272,653	120,000	152,653	240,000	113.6%
		19,523,929	-	19,523,929	10,524,018	8,999,911	20,046,775	97.4%
Net Result Attributable to Council in Period		(3,403,519)	(2,593,858)	(5,997,377)	(10,245,125)	4,247,748	(15,964,957)	37.6%
Total Comprehensive Income		(3,403,519)	(2,593,858)	(5,997,377)	(10,245,125)	4,247,748	(15,964,957)	37.6%

1. **Sales of Contract & Recoverable Works** are unfavourable to the revised budget by \$1,255,970. This unfavourable variance is due to the timing of the RMPC contract. This variance has historically corrected itself over the remainder of the financial year.
2. **Operating Grants, Subsidies & Contributions** are \$377,356 unfavourable compared to the revised budget for the year to date. This is due to the reduced receipt of the road's component of the Federal Assistance Grant with the early receipt of funds in the 18/19 financial year.
3. **Materials & Services** for the financial year to date are \$3,091,690 unfavourable with \$4,999,121 of actual expenditure and \$2,593,858 in commitments against YTD budget of \$4,501,288. When comparing YTD actuals (excluding commitments) to YTD budget, there is an unfavourable variance of \$497,833. This unfavourable variance is partially due to the recoverable expenditure for Galilee Basin (which will be adjusted at the Quarter 2 Budget Review) and the budgeted cashflow on motor vehicle registrations.
4. **Capital Revenue** for the financial YTD is \$19,251,277 which is \$8,847,258 favourable when compared to YTD revised budget. This favourable variance is due to the receipt of NDRRA for finalisation of the 16/17 event. The budgeted income figure will be revised at the Quarter 2 Budget Review to adjust the budgeted NDRRA 16/17 event income to agree to the actual income received.
5. **Proceeds from Sale of Land & PPE** is currently \$272,653 which is favourable when compared to budget by \$152,653. Any excess funds at the end of financial year will be constrained to the Plant Reserve for use at a future date.

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 31 January 2020

Planning, Environment & Community Service

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
Income								
Operating Revenue								
Fees & Charges		1,241,247	-	1,241,247	1,219,079	22,167	2,047,050	60.6%
Rental Income		82,938	-	82,938	72,180	10,758	130,000	63.8%
Operating Grants, Subsidies & Contributions		316,379	-	316,379	295,965	20,414	448,083	70.6%
Other Recurrent Revenue		4,171	-	4,171	4,667	(496)	8,000	52.1%
		1,644,735	-	1,644,735	1,591,891	52,844	2,633,133	62.5%
Expenses								
Operating Expenses								
Employee Expenses	1	5,391,466	-	5,391,466	5,507,687	(116,221)	9,544,516	56.5%
Materials & Services	2	3,434,878	887,453	4,322,331	3,968,625	353,706	6,592,454	65.6%
Depreciation and Amortisation		425,945	-	425,945	390,833	35,111	670,000	63.6%
Corporate Overheads & Competitive Neutrality Costs		2,494,334	-	2,494,334	2,494,334	-	4,276,001	58.3%
		11,746,623	887,453	12,634,075	12,361,479	272,596	21,082,971	59.9%
Operating Position Before Capital Items		(10,101,888)	(887,453)	(10,989,340)	(10,769,588)	(219,752)	(18,449,838)	59.6%
Capital Revenue								
Capital Revenue	3	209,942	-	209,942	878,502	(668,560)	1,679,280	12.5%
		209,942	-	209,942	878,502	(668,560)	1,679,280	12.5%
Net Result Attributable to Council in Period		(9,891,946)	(887,453)	(10,779,398)	(9,891,086)	(888,312)	(16,770,558)	64.3%
Total Comprehensive Income		(9,891,946)	(887,453)	(10,779,398)	(9,891,086)	(888,312)	(16,770,558)	64.3%

- Employee Expenses** are favourable compared to the adopted budget by \$116,221. Main contributing factor is leave taken during the December/January period.
- Materials & Services** for the financial year to date are \$353,706 unfavourable when compared to the YTD budget of \$3,968,625 with actual expenditure recorded \$3,434,878 and \$887,453 in commitments. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods.
- Capital Revenue** is \$668,560 unfavourable to the YTD budget due to the timing of grant funds received which are budgeted to be aligned with the delivery of capital projects. It is anticipated that within the Quarter 2 Budget Review that some capital project expenditure and their subsequent milestone payments will be deferred to the 20/21 financial year.

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 31 January 2020

Water & Waste

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Net Rates & Utility Charges		12,693,497	-	12,693,497	12,728,921	(35,424)	29,773,443	42.6%
Fees & Charges	1	830,013	-	830,013	471,333	358,680	808,000	102.7%
Rental Income		16,153	-	16,153	14,765	1,388	25,312	63.8%
Interest Received		97,860	-	97,860	35,292	62,568	60,500	161.8%
Operating Grants, Subsidies & Contributions		1,051,576	-	1,051,576	1,026,576	25,000	1,051,576	100.0%
Other Recurrent Revenue	2	3,661,365	-	3,661,365	3,985,718	(324,353)	6,832,660	53.6%
		18,350,465	-	18,350,465	18,262,606	87,859	38,551,491	47.6%
Expenses								
Operating Expenses								
Employee Expenses		3,706,128	-	3,706,128	3,700,298	5,830	6,413,383	57.8%
Materials & Services	3	8,974,237	3,264,925	12,239,162	10,442,569	1,796,592	17,892,877	68.4%
Depreciation and Amortisation		4,847,585	-	4,847,585	4,907,010	(59,424)	8,412,017	57.6%
Corporate Overheads & Competitive Neutrality Costs		3,378,041	-	3,378,041	3,378,041	-	5,790,927	58.3%
		20,905,991	3,264,925	24,170,916	22,427,918	1,742,998	38,509,204	62.8%
Operating Position Before Capital Items		(2,555,527)	(3,264,925)	(5,820,451)	(4,165,312)	(1,655,139)	42,288	(13764.0%)
Capital Revenue								
Capital Revenue	4	3,822,388	-	3,822,388	3,949,866	(127,478)	5,617,333	68.0%
		3,822,388	-	3,822,388	3,949,866	(127,478)	5,617,333	68.0%
Net Result Attributable to Council in Period		1,266,862	(3,264,925)	(1,998,063)	(215,446)	(1,782,617)	5,659,620	(35.3%)
Total Comprehensive Income		1,266,862	(3,264,925)	(1,998,063)	(215,446)	(1,782,617)	5,659,620	(35.3%)

1. **Fees & Charges** are \$830,013 compared to YTD budget of \$471,333 resulting in a favourable variance of \$358,680 which is a result of higher than expected potable water sales. The budgeted revenue is being assessed, with adjustment expected at the Quarter 2 Budget Review.
2. **Other Recurrent Revenue** is unfavourable for the YTD, compared to budget by \$324,353. This unfavourable variance is predominately due to the waste related income as January invoices are yet to be issued.
3. **Materials & Services** for the financial year to date are \$1,796,592 unfavourable, with \$8,974,237 in actual expenditure and \$3,264,925 in commitments. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods. It should be noted that Council has yet to receive an invoice for the first 3 months for the new waste contract. The Waste Department have been in regular contact with the contractor in regard to this matter and expect it to be rectified soon.
4. **Capital Revenue** is \$127,478 unfavourable to the YTD budget due to the timing of grant funds received which has been budgeted to align with the delivery of capital projects.

MEETING DETAILS

Corporate, Governance and Financial Services
Standing Committee Meeting

Tuesday 11 February 2020

AUTHOR

Alexis Coutts

AUTHOR POSITION

Manager Organisational Safety

5.2

WORK, HEALTH AND SAFETY UPDATE

EXECUTIVE SUMMARY

This report is provided as an update to Council on the current status of Work Health and Safety Management System (WHSMS).

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Note the work health and safety report.**

BACKGROUND

Review of safety statistics to monitor effectiveness of Workplace Health and Safety Management System (WHSMS) and identify incident trends, discuss relevant Work Health and Safety issues, referring to statistics in the attached report.

IMPLICATIONS

That the system is monitored to ensure compliance and continuous improvement of WHSMS. To ensure that recommendations from the LGW audit are implemented to support continuous improvement of the WHSMS.

CONSULTATION

- WHS Operational and Strategic Safety Committee
- Organisational Safety Team
- Executive Leadership Team

BASIS FOR RECOMMENDATION

Continued oversight of the WHSMS development and management commitment. Review of safety statistics to monitor any potential negative trends.

ACTION ACCOUNTABILITY

Managers and ELT are to be accountable to ensure that all supervisors and middle managers understand the requirement to complete Safety Key Performance Indicators to benefit the WHSMS.

Organisational Safety Manager to provide an update of the attached report the WHS Operational and Strategic Committees each month.

KEY MESSAGES

Managers to ensure their staff are accountable for their actions and behaviours to demonstrate positive leadership to support cultural changes across the organisation and support effective risk management – Think ISAAC.

Report Prepared By:	Report Authorised By:
ALEXIS COUTTS	DARREN FETTELL
Manager Organisational Safety	Director Corporate, Governance and Financial Services
Date: 28 January 2020	Date: 28 January 2020

ATTACHMENTS

- Attachment 1 – WHS Monthly Report

REFERENCE DOCUMENT

- WHS Improvement Plan

WHS MONTHLY REPORT

DATE	January 2020
TO	February 2020, Council Meeting
FROM	Organisational Safety Manager

SUMMARY

The revised Strategic Objectives and implementation of audit findings were presented to WHS strategic committee in December for endorsement.

AUDIT/ INSPECTIONS

The 2020 audit plan is being finalised, will include additional annual inspections.

FITNESS FOR WORK

Wellness Programs

Skin checks expressions of interest have commenced and will run through first part of the year.

Workers Compensation & Rehabilitation

Nil to report currently.

Drug & Alcohol Testing

Testing has been completed around the region with the exception currently of St. Lawrence. There were no non-negatives recorded.

INCIDENT REVIEW

Review of the findings of the mini tractor roll over at the Clermont waste water facility is still under way, recommendations pending.

CONTRACTOR MANAGEMENT

A consultant is being engaged to review our contractor induction, clauses in tender documents as well as conduct training for Council staff who engage contractors.

EMERGENCY MANAGEMENT

Emergency management meetings and training will commence in February and March 2020, pending approval from Emergency Planning Committee.

ACTIONS

Actions continue to be monitored and addressed by the systems administrator, also the status of non completed vs completed within timeframes are monitored via graphs below.

COMMUNICATION & CONSULTATION

Toolbox meetings on hazard and risk management. Further communication around hazardous manual tasks in the promotion of the relaunched hazard hunter.

WHS MONTHLY REPORT

TRAINING

MANAGEMENT REVIEWS

WHS Strategic Committee

Strategic committee was cancelled for January due to lack of agenda items.

RISK MANAGEMENT

Risk Assessments

Enterprise risk assessments completed and relevant WHS risks included in directorate risk assessments. These have recently been reviewed by directorates.

Hazard Hunter Winners

2020 we will relaunch the hazard hunter program with the focus around hazardous manual tasks and substances.

WHS MONTHLY REPORT

SAFETY KEY PERFORMANCE TARGETS

INDIVIDUAL OBJECTIVES

OBJECTIVE	ANNUAL TARGET	
1 Action (safety chat, incident investigation, feedback on procedure, hazard inspection)	10	Please note that targets for directorates have been set to ensure overall achievement of monthly/annual numbers of KPI's for directorate and have allowed for annual leave etc.
1 Communication (WHS committee, toolbox share, outdoor toolbox)	10	

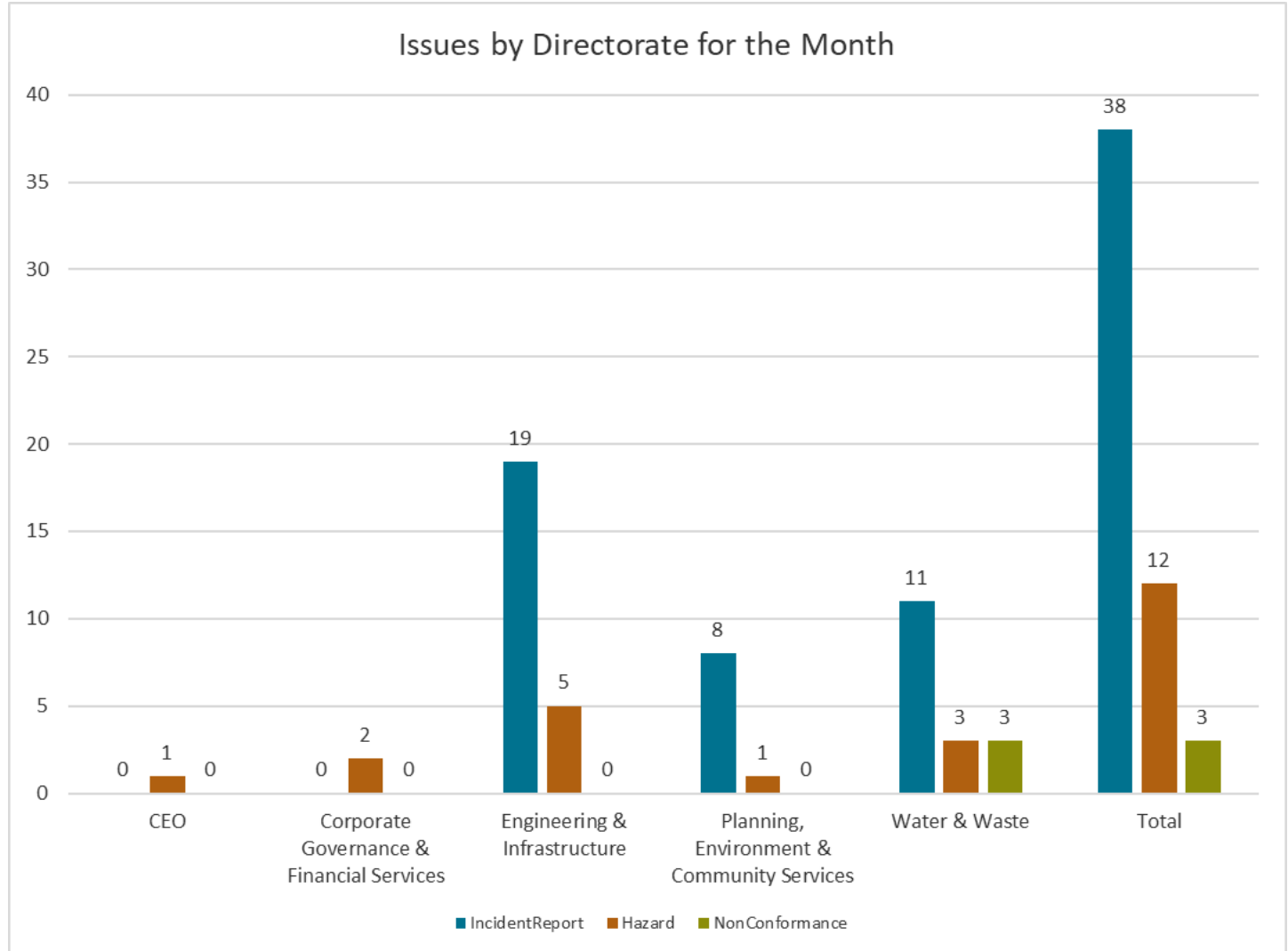
LEAD INDICATORS ACTUAL	MONTH	YTD	COMMENT
Internal Audits scoring > 85%	0		Nil due to LGW audit
Internal Audits scoring < 85%	0		
# incidents in Draft after 48 hours	not available as yet		as at end of month
% of non completed actions	43%	10%	of actions over due
% of completed actions	47%	90%	
Hazard Hunters awarded	0	0	Annual winner award
# approved contractors		-	
# not approved (contractors who failed in their obligations)		-	
#expired and overdue contractor inductions		0%	

LAG INDICATOR ACTUAL	MONTH	YTD	COMMENT
LTI #	0	0	
LTI - days lost	36		total days lost
RWI #	1	0	
RWI - days lost	36	0	total days lost
LTIFR	0	11.2	
RIFR	19.9	25.59	

LEGEND
LTI - Lost time Injury (lost next full shift)
RWI - Restricted Work Injury (could not perform their normal role)
LTIFR - LTI Frequency rate (the number of incidents/man hours x 1,000,000 man hours)

WHS MONTHLY REPORT

ISSUES BY DIRECTORATE



ANNUAL COMPARISON GRAPH

LTI - Lost time Injury (lost next full shift)

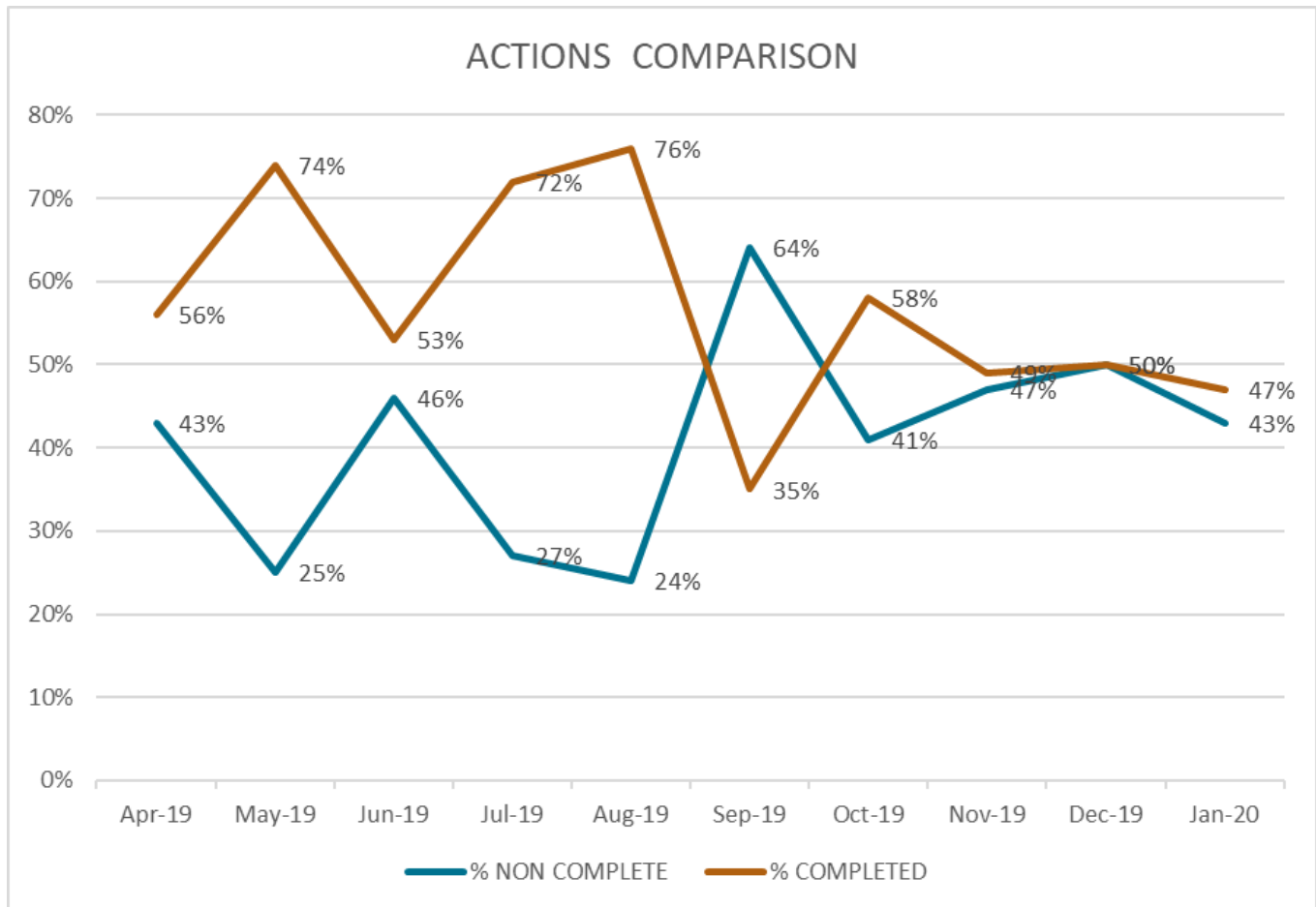
RWI - Restricted Work Injury (could not perform their normal role)

Not available at the time of report...

WHS MONTHLY REPORT

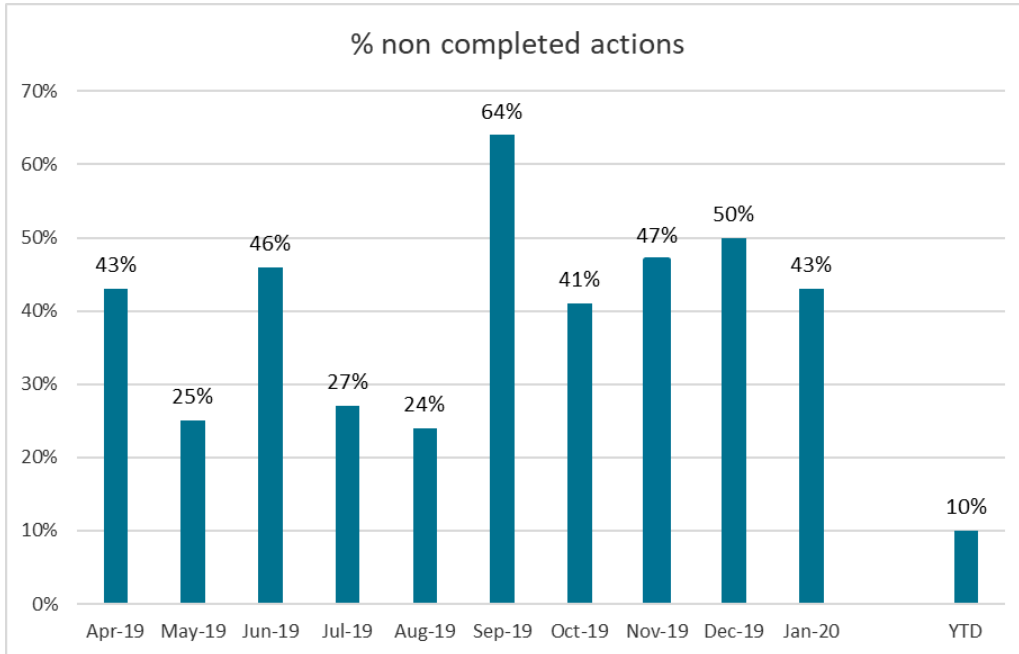
ACTIONS COMPLETED AND NON COMPLETED FOR THE MONTH

This graph below demonstrates some improvements in completions of actions. This is a snap shot in time at the end of the month and does not account for actions that may have been raised only the day before. The individual graphs give the overall status of actions YTD and this will be converted to rolling graphs after April 2020.

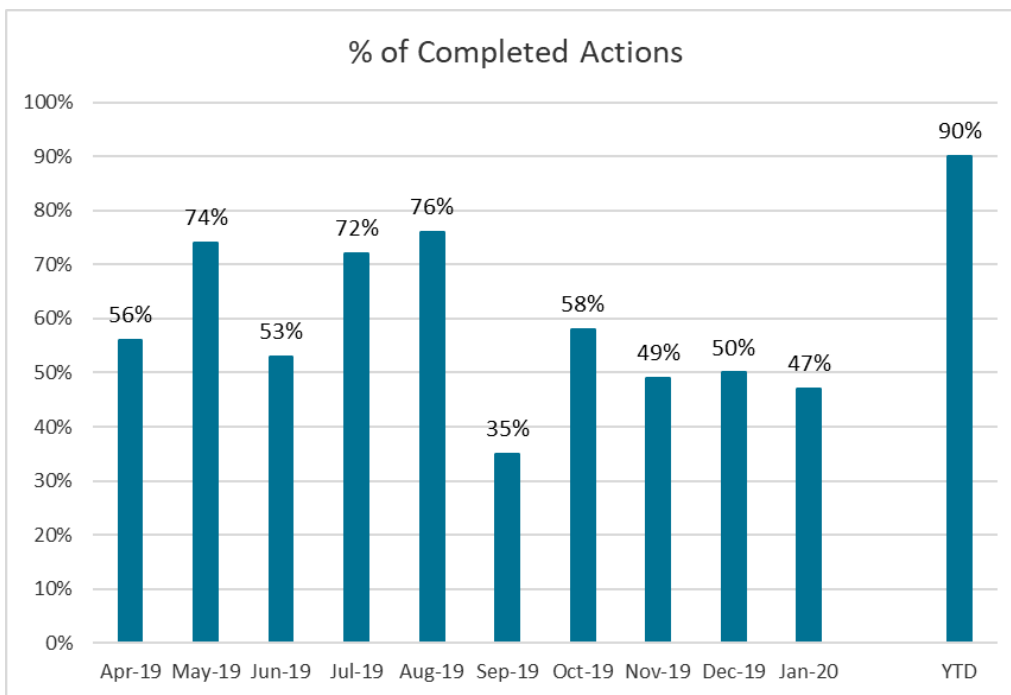


WHS MONTHLY REPORT

Number of NON COMPLETED actions for the month/total number of actions entered for the month.



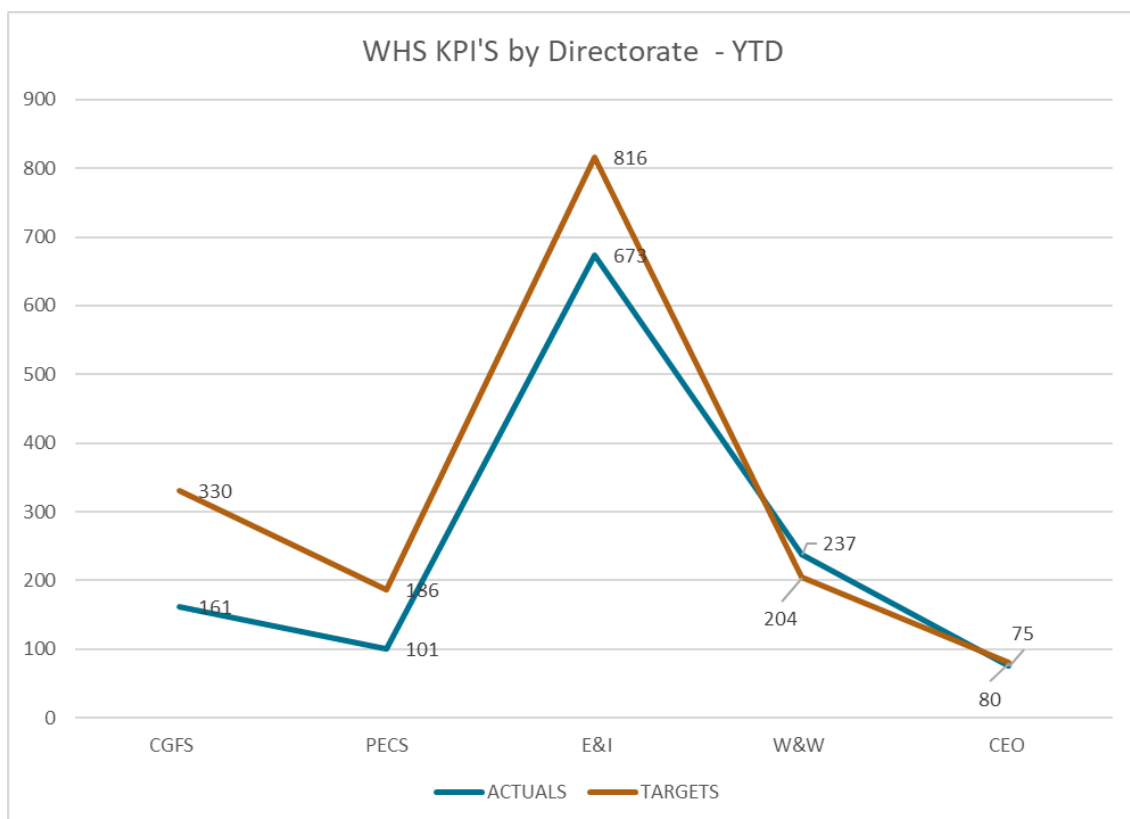
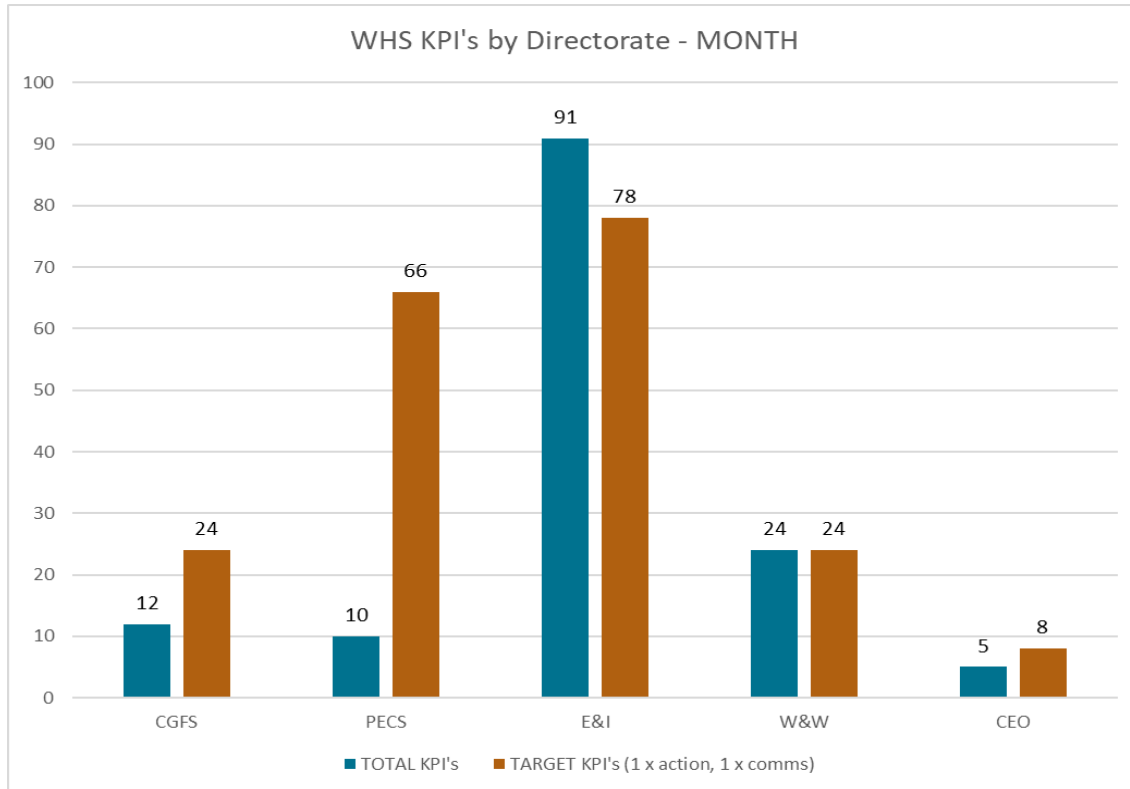
Number of COMPLETED actions for the month/total number of actions entered for the month.



WHS MONTHLY REPORT

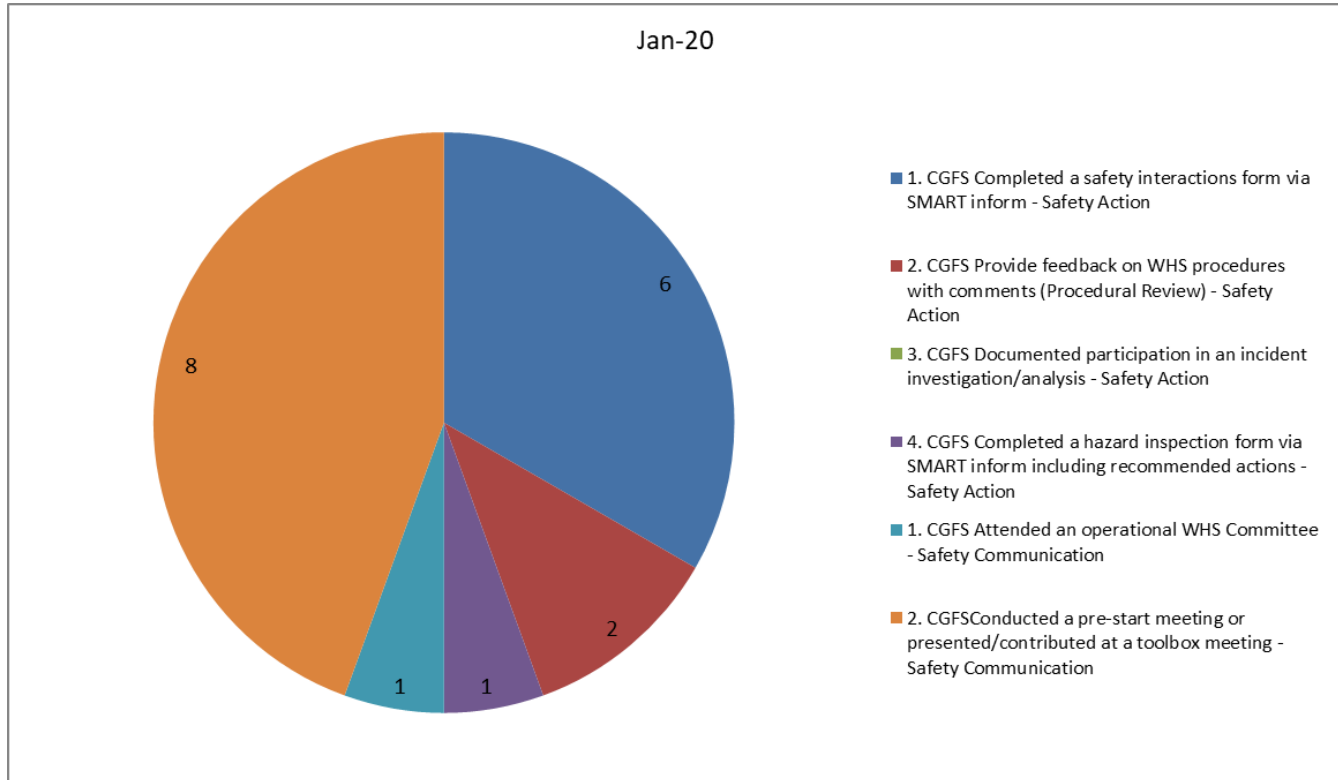
INDIVIDUAL KEY PERFORMANCE INDICATORS

Please note there has been some consolidation of targets this month. This will be the new targets for 2020. The YTD graph will continue to reflect trends by directorate over a 12 month period post April 2020.

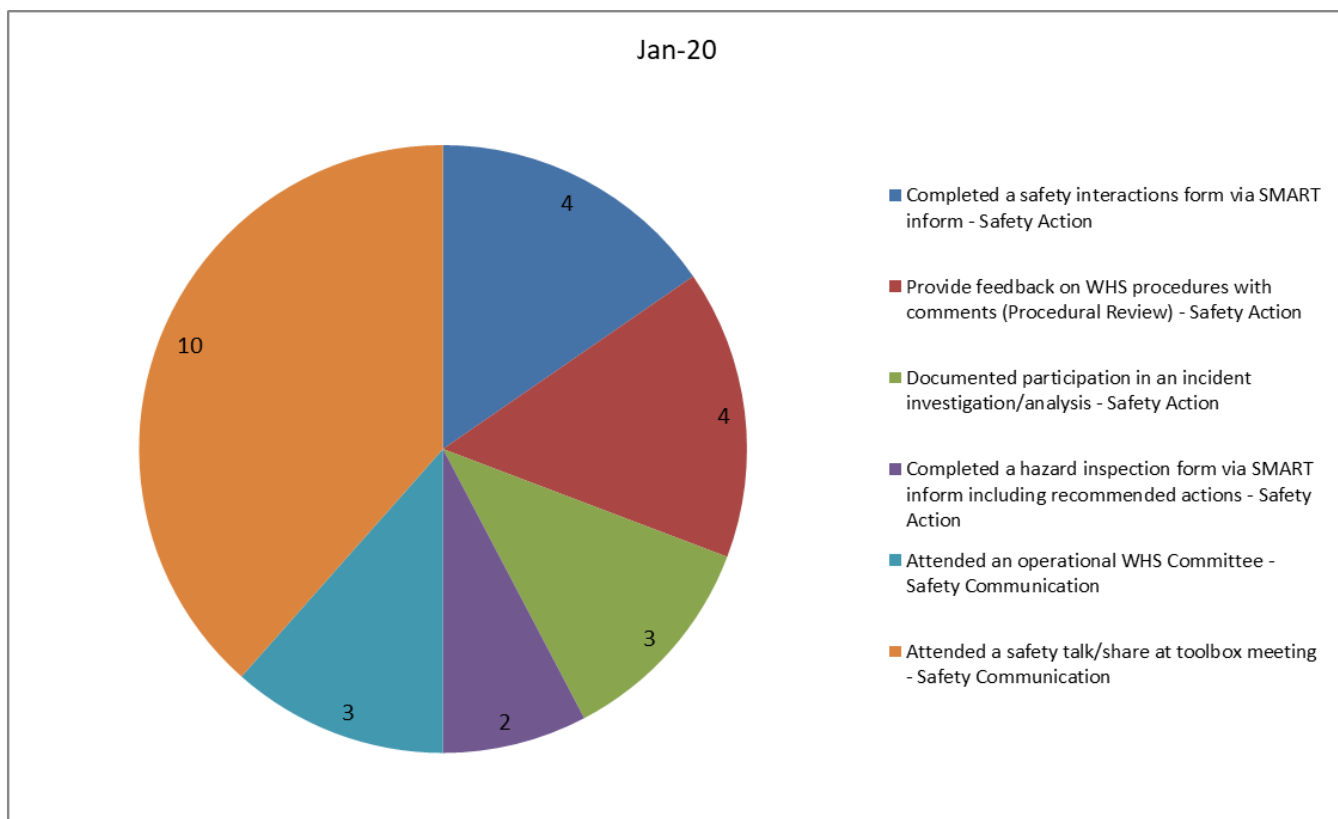


WHS MONTHLY REPORT

CORPORATE GOVERNANCE AND FINANCIAL SERVICES

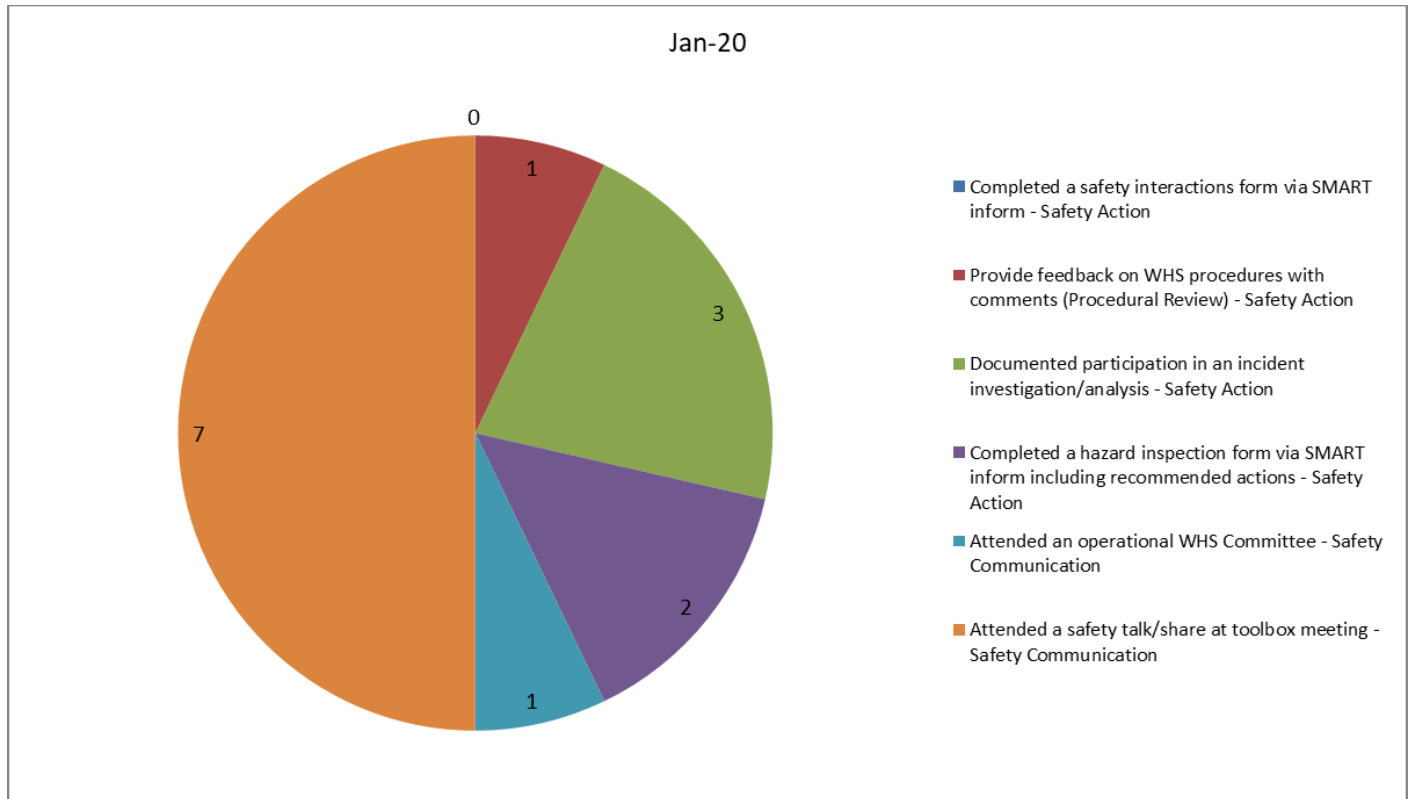


WATER & WASTE

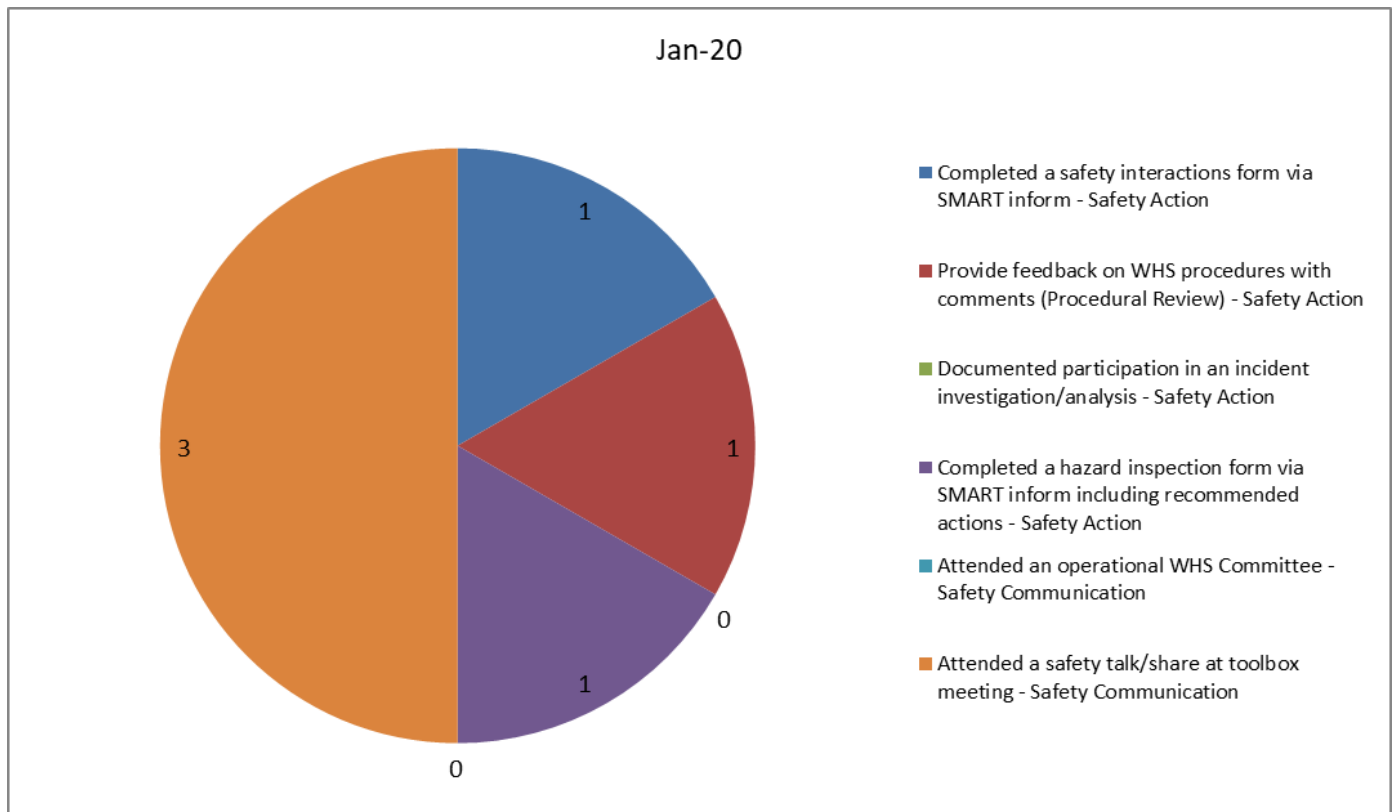


WHS MONTHLY REPORT

PLANNING ENVIRONMENT COMMUNITIES

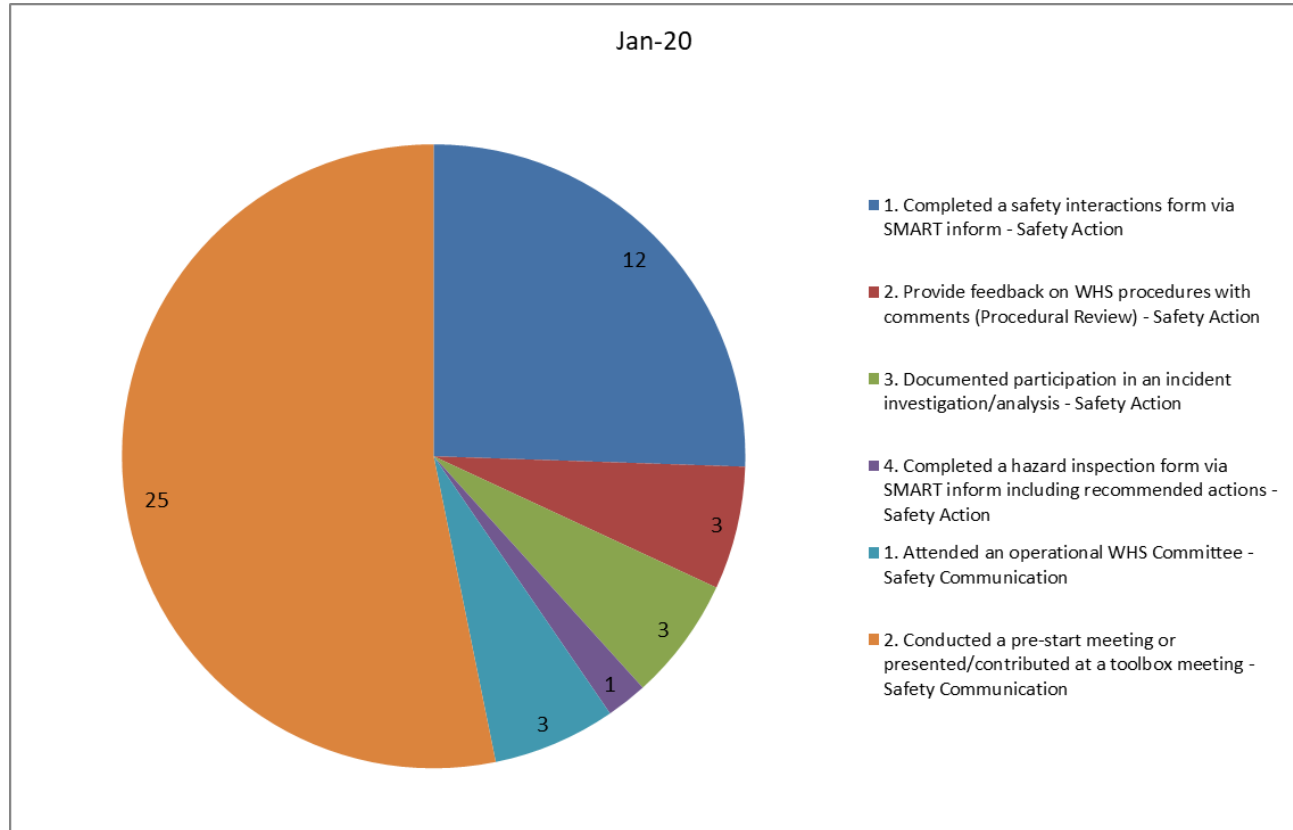


CEO OFFICE



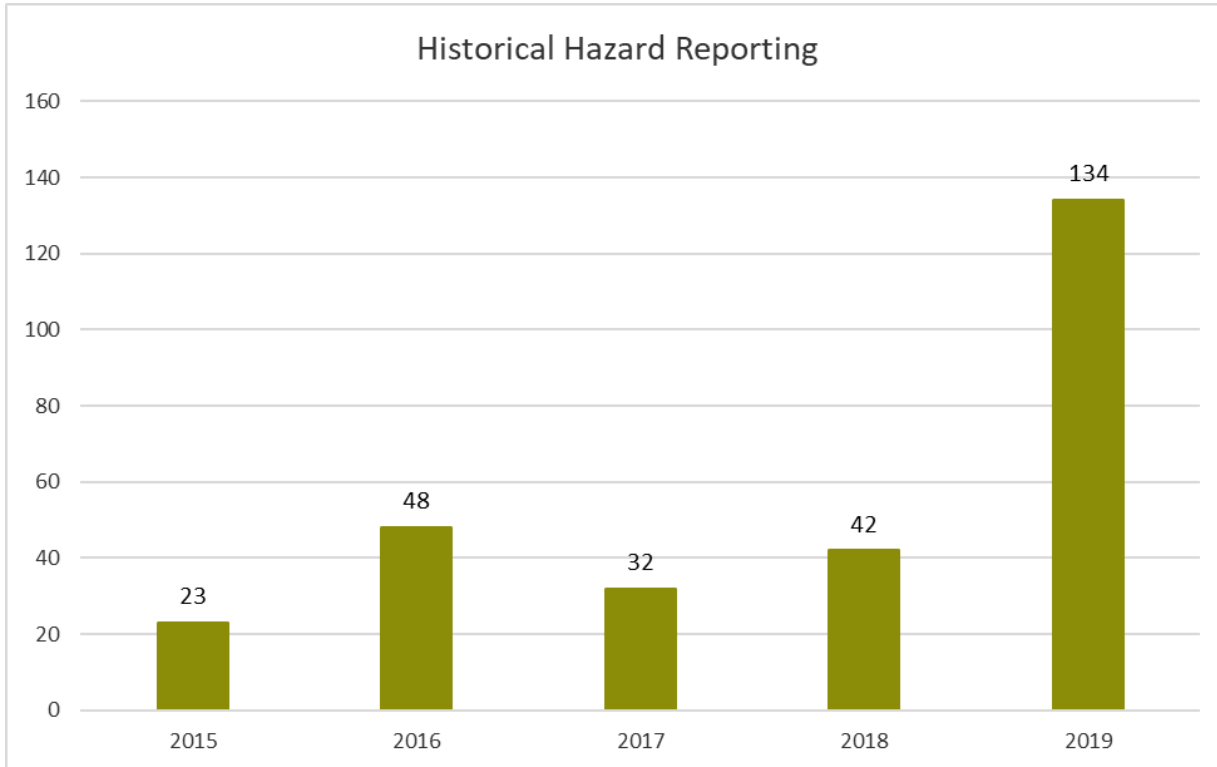
WHS MONTHLY REPORT

ENGINEERING & INFRASTRUCTURE

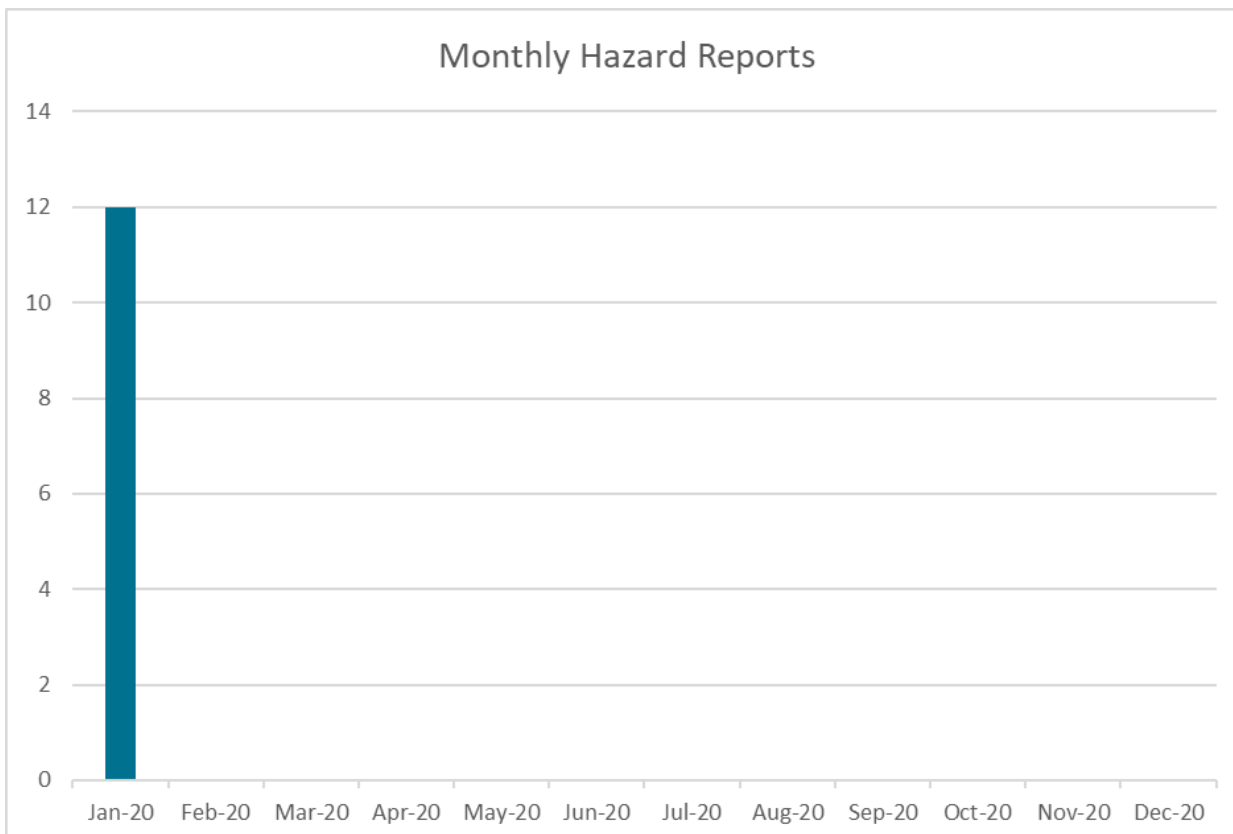


WHS MONTHLY REPORT

HAZARD REPORTS



HAZARD REPORTS PER MONTH



WHS MONTHLY REPORT

HAZARD HUNTERS

PURE PEOPLE POWER
THINK ISAAC



ThinkISAAC - Think HAZARD REPORTING

Be a hazard hunter and get involved.

This program encourages the identification, reporting and rectification of hazards.

In 2020 we are focusing on 'Hazardous Manual Tasks'. By identifying manual handling hazards and logging your report, we can work towards solutions to eliminate risk.

Each month a 'ThinkISAAC Hazard Hunter' will be selected and recognised for their work.

The monthly winner will receive:

- BBQ breakfast with their team cooked by the Director and Manager Organisational Safety
- Hazard Hunter Award Certificate
- Achievement published in Eyes on Isaac



MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee Meeting

Tuesday 11 February 2020

AUTHOR

Louise Wash

AUTHOR POSITION

Manager Financial Services

5.3

ISAAC REGIONAL COUNCIL – 2019/2020 2ND QUARTER BUDGET REVIEW

EXECUTIVE SUMMARY

A review of the budget for the 2019/2020 financial year has been undertaken with each of the respective Department Managers and then reviewed by their respective Directors and Executive Leadership Team as at 31 December 2019, with consideration also to the current January trends.

The review proposes a \$179K decrease to the budgeted operating surplus, along with a \$10M increase to capital revenue and a decrease of \$4.2M in capital expenditure. From discussions with managers there are potential savings in some projects of \$600K which may reduce the 2019/20 capital expenditure in the future. With the projects still ongoing, there has been no adjustments proposed at this stage.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. In accordance with section 170(3) of the Local Government Regulation 2012, adopt the proposed revised budget for 2019/2020.***

BACKGROUND

The second quarter budget review has been undertaken to allow for correction of any significant budget variances or unexpected events since the budget was formulated. Reporting on the actual performance to 31 December 2019, whilst also allowing for YTD figures through to January 2020. The budget review also aims to predict the anticipated position at 30 June 2020.

A detailed review has been undertaken by Management, the respective Directors and the Executive Leadership Team.

An executive summary outlining the performance to 31 December 2019, proposed amendments to the budget and any emerging trends or risks is attached.

IMPLICATIONS

Overall the proposed revised budget results in a decrease of the operating surplus of \$179K. This will result in a revised operating surplus of \$2.65M. It is noted that this is primarily as a result of reduced interest income and an increase in depreciation expense. Various other adjustments are noted including, recognition of additional income, which partially offsets the two key budget line items above.

The capital revenue budget is proposed to be increased by \$10M to \$37.7M as a result of additional grant funding and an anticipated increase for proceeds from sale of PPE. This was partially offset by the removal of unsuccessful grant applications and the deferral of milestone receipts to the 20/21 financial year.

The capital expenditure program is proposed to be amended from \$69M to \$65M to recognise variations, along with deferral of capital expenditure to the 20/21 financial year. There are further potential savings which may be realised across some projects, however as these projects are still ongoing, no adjustments are proposed at this stage. It is estimated that these potential savings may decrease the capital spend by approximately \$600K in the future.

As the budget revisions do not result in a material variation to the financial year result, there is no adjustment to the existing adopted Long Term Financial Forecast. The overall position of the Long Term Financial Forecast will be reviewed as part of the 2020/2021 budget process, with particular attention paid to reduced interest earnings.

CONSULTATION

- Executive Leadership Team
- Departmental Managers
- Financial Services

BASIS FOR RECOMMENDATION

Not Applicable.

ACTION ACCOUNTABILITY

Financial Services to amend the adopted 2019/20 budget.

KEY MESSAGES

Council has undertaken the second quarter budget review.

Council remains within the adopted operational budget.

Council is amending the capital budget to recognise variations to expected capital program delivery and associated capital revenue.

Report Prepared By:

LOUISE WALSH
Manager Financial Services

Date: 7 February 2020

Report Authorised By:

DARREN FETTELL
Director Corporate, Governance and Financial Services

Date: 7 February 2020

ATTACHMENTS

- Attachment 1 - Executive Summary - Revised Budget 2019/2020

REFERENCE DOCUMENT

- IRC Operational Budget Review Q2 2020 (Directorate / Departmental Operating statements)
- IRC Capital Budget Review Q2 2020 (Directorate / Departmental Capital Project listings)

EXECUTIVE SUMMARY
2nd Quarter BUDGET Review 2019-20

ISAAC REGIONAL COUNCIL				
Statement of Comprehensive Income				
For the Period Ended December 2019				
Whole of Council Consolidated				
	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	86,688,843	86,688,843	-	41,038,556
Fees & Charges	3,172,343	3,658,943	486,600	1,997,801
Rental Income	1,364,857	1,319,857	(45,000)	630,990
Interest Received	1,894,746	904,800	(989,946)	522,151
Sales of Contract & Recoverable Works	3,891,391	4,189,908	298,518	922,246
Operating Grants, Subsidies & Contributions	6,960,347	7,235,555	275,209	3,079,065
Other Recurrent Revenue	7,126,214	7,284,094	157,881	3,419,151
	111,098,741	111,282,001	183,260	51,609,961
Expenses				
Operating Expenses				
Employee Expenses	38,389,058	38,311,221	(77,837)	17,983,072
Materials & Services	43,833,620	44,046,605	212,985	20,856,887
Finance Costs	636,000	636,000	-	269,454
Depreciation and Amortisation	25,407,469	25,634,115	226,646	12,702,566
Corporate Overheads & Competitive Neutrality Costs	-	-	-	-
	108,266,147	108,627,942	361,794	51,811,979
Operating Position Before Capital Items	2,832,594	2,654,060	(178,534)	(202,019)
Capital Revenue				
Capital Revenue	27,148,238	37,232,590	10,084,352	14,200,612
Proceeds from Sale of Land & PPE	240,000	480,000	240,000	272,653
	27,388,238	37,712,590	10,324,352	14,473,264
Increase/(Decrease) in Operating Capability	30,220,831	40,366,649	10,145,818	14,271,246

Executive Summary

The 2nd quarter budget review for 19/20 was undertaken at the end of the December by engaging with respective Department Managers and Directors. An initial desktop exercise was undertaken by Finance and results provided to Managers and Directors for their review and commentary. The overall result has also then been provided to ELT for high level analysis and confirmation.

Overall the proposed revised budget results in a decrease of the operating surplus by \$179K. It is noted that this is primarily as a result of reduced interest income and an increase in depreciation expense. Various other adjustments are noted including, recognition of additional income which has partially offset the two key budget line items above.

Key changes to the Operating result were as follows:-

- Fees & Charges increased by \$487K, recognising increased earnings for potable water sales and Community Centre revenue, partially offset by a decrease in animal fees and building and plumbing fees.
- Interest Received decreased by \$990K, recognising reduced earnings through lower rates of return and reducing levels of cash reserves.
- Sales of Contract & Recoverable Works increased \$299K, recognising reimbursements for recoverable works with a subsequent increase in materials and services.
- Operating Grants, Subsidies & Contributions increased by \$275K, recognising additional NDRRA income for operational works, training grant and some other smaller grant funds.
- Other Recurrent Revenue increased \$158K due to increased activity at Council's landfill sites.
- Employee Expenses decreased \$78K and is attributable due to vacancy of a recoverable position with recoverable income adjusted accordingly.
- Materials & Services increased \$213K due to an increase in recoverable works expenditure, mainly offset by a decrease in waste levy expenses.
- Depreciation is proposed to be increased by \$227K following the review of depreciation after recent asset register data cleansing, revaluations and external audit.

The capital revenue budget is proposed to be increased by \$10.3M to \$37.7M as a result of additional grant funding and an anticipated increase for proceeds from sale of PPE. This was partially offset by the removal of unsuccessful grant applications and the deferral of milestone receipts to the 20/21 financial year.

The capital expenditure program is proposed to be amended from \$69M to \$65M to recognise variations, along with deferral of capital expenditure to the 20/21 financial year. There are further potential savings which may be realised across some projects, however as these projects are still ongoing no adjustments are proposed at this stage. It is estimated that these potential savings may decrease the capital spend by approximately \$600K in the future.

Risks / watching brief

The following key operational budget areas are highlighted for monitoring and will be assessed further at the 3rd Quarter budget review in April.

Whole of Council

- Risk around application of 9% vacancy rate, utilisation of leave entitlements and lower capitalisation of wages and internal plant.
- Management of materials and services expenditure to ensure they remain within budget.

Office of the CEO

- Managing trainee grants and expenditure across financial years.

Corporate, Governance & Financial Services

- Lower rates of return on investments and lower cash levels.
- Operating grants being impacted by early release of part of the Federal Assistance Grant in the previous financial year.
- Rating estimates to be monitored after the second rating run is finalised.
- Turnover in senior staff is noted in relation to operations and corporate knowledge.
- Risk around disaster management and business continuity (disaster season), particularly for Organisation Safety and Information Services.

Engineering & Infrastructure

- Impact of E&I transition plan and internal/capital allocations relating to employee expenses and internal plant hire. This will be monitored and reassessed at Q3 review.
- Operating grants being impacted by the early release of part of the Federal Assistance Grant in the previous financial year.
- RMPC under budget for both recoverable works revenue and materials and services, however past trends suggest budget predictions will be met.

Planning, Environment and Community Service

- Impact of PECS transition plan to be monitored and reassessed at Q3.
- Building and plumbing fees currently trending below budget and has been reduced in the Q2 budget. It is noted that the original intention of the increased fees was to fund the additional filled position.
- Risk around ongoing Theresa Creek Dam septic disposal expenses whilst awaiting capital rectifications.
- Risk around completion of Grant funded projects within timeframe and potential requirement to refund Grants (historical and current).
- Potential risk around pools repairs and maintenance.

Water & Waste

- Risk around management of existing water agreement and progression of additional agreements.
- Council not yet receiving any invoices from contractor for kerbside waste collection, noting that Council is now over 3 months into the contract.
- Management of materials and services expenditure to ensure they remain within budget.

Council Performance Year to Date

ISAAC REGIONAL COUNCIL								
Statement of Comprehensive Income								
For the Period Ended 31 December 2019								
	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
Income								
Operating Revenue								
Net Rates & Utility Charges	1	41,038,556	-	41,038,556	41,186,621	(148,066)	86,688,843	47.3%
Fees & Charges	2	1,997,801	-	1,997,801	1,650,372	347,429	3,172,343	63.0%
Rental Income		630,990	-	630,990	680,508	(49,519)	1,364,857	46.2%
Interest Received	3	522,151	-	522,151	947,373	(425,222)	1,894,746	27.6%
Sales of Contract & Recoverable Works	4	922,246	-	922,246	1,945,695	(1,023,449)	3,891,391	23.7%
Operating Grants, Subsidies & Contributions	5	3,079,065	-	3,079,065	4,007,461	(928,396)	6,960,347	44.2%
Other Recurrent Revenue	6	3,419,151	-	3,419,151	3,563,107	(143,956)	7,126,214	48.0%
		51,609,961	-	51,609,961	53,981,138	(2,371,178)	111,098,741	46.5%
Expenses								
Operating Expenses								
Employee Expenses	7	17,983,072	-	17,983,072	17,923,452	59,621	38,389,058	46.8%
Materials & Services	8	20,856,887	7,010,915	27,867,802	22,964,678	4,903,124	43,833,620	63.6%
Finance Costs		269,454	-	269,454	308,000	(38,546)	636,000	42.4%
Depreciation and Amortisation		12,702,566	-	12,702,566	12,703,734	(1,169)	25,407,469	50.0%
Corporate Overheads & Competitive Neutrality Costs		-	-	-	(0)	0	(0)	0.0%
		51,811,979	7,010,915	58,822,894	53,899,864	4,923,030	108,266,147	54.3%
Operating Position Before Capital Items		(202,019)	(7,010,915)	(7,212,934)	81,274	(7,294,208)	2,832,594	(254.6%)
Capital Revenue								
Capital Revenue	9	14,200,612	-	14,200,612	13,109,947	1,090,665	27,148,238	52.3%
Proceeds from Sale of Land & PPE	10	272,653	-	272,653	120,000	152,653	240,000	113.6%
		14,473,264	-	14,473,264	13,229,947	1,243,318	27,388,238	52.8%
Net Result Attributable to Council in Period		14,271,246	(7,010,915)	7,260,331	13,311,221	(6,050,890)	30,220,831	24.0%
Total Comprehensive Income		14,271,246	(7,010,915)	7,260,331	13,311,221	(6,050,890)	30,220,831	24.0%
Council's operating position at month end is a \$0.2M deficit								

Operating Revenue

Net Rates & Utility Charges

Net rates and utility charges are tracking below budget with an unfavourable variance of \$148K. In January with supplementary rate notices being run, this is now a favourable variance of \$71K. This will be monitored and re-assessed at the 3rd Quarter Budget review.

Fees & Charges

Fees and charges are tracking above budget with a favourable variance of \$347K. This overall trend is expected to continue with January reporting a favourable variance of \$409K. This positive variance is due to a variety of factors including potable water sales, development fees and community centre income. The budget adjustment at Quarter 2 reflects the increased activity, however this is offset by a reduction of annual animal registrations and building & plumbing income, which are below budget expectations. These will be further assessed at the 3rd Quarter Budget Review.

Rental Income

Rental income was below budget at December YTD by \$50K. This line item will be monitored and assessed again at the 3rd Quarter Budget Review.

Interest Received

Interest received at December year to date was \$425K below budget, with the trend continuing in January to a \$486K unfavourable variance. This is a result of lower rates of return on investments and lower amounts invested prior to the receipts related to the first rates run and delayed receipt of grant funding. Due to these external factors, the budget is being proposed to reduce by \$990K. Interest earnings will continue to be closely monitored and reassessed at the 3rd Quarter Budget Review.

Sales of Contract & Recoverable Works

Sales of contract & recoverable works are unfavourable to budget by \$1M. This is predominately due to the timing of the RMPC program and invoicing. Whilst the variance at the end of January has increased, historically this has corrected over the remainder of the financial year.

Operating Grants, Subsidies & Contributions

Operating grants are \$928K unfavourable to budget as a result of reduced Federal Assistance Grant payments with the early release of funds in the previous financial year. Funds are constrained in a general reserve in the event that a matching early release is not received in the current year.

Other Recurrent Revenue

Other recurrent revenue is \$144K unfavourable to December YTD budget with the variance increasing to \$211K in January. This is due to lower than anticipated waste invoicing which is impacted by the timing of monthly reporting close off dates. Waste has examined their budgeted income and anticipate an increase in revenue and subsequently the proposed budget has been increased \$158K. This will be closely monitored and reassessed at the 3rd Quarter Budget Review.

Operating Expenses

Employee Expenses

Employee expenses are unfavourable to the revised budget by \$60K. This variance was due to higher than budgeted wages across all Directorates offset by the cashflow of public holiday payments. The variance at January YTD however is favourable with employees utilising their leave during the December/January period, noting variances across Departments/Directorates. This item will be continually monitored and reviewed during the remainder of the financial year.

Materials & Services

Materials and services actual expenses for the year to date are \$20.9M, with \$7M recorded as commitments. This resulted in an unfavourable variance compared to budget of \$4.9M. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods. The variance at January YTD (with commitments included) is \$5.2M unfavourable. It is noted that this trend may be impacted by the timing of invoicing and earlier monthly reporting close off dates. It will continue to be monitored and reviewed in the 3rd Quarter budget review.

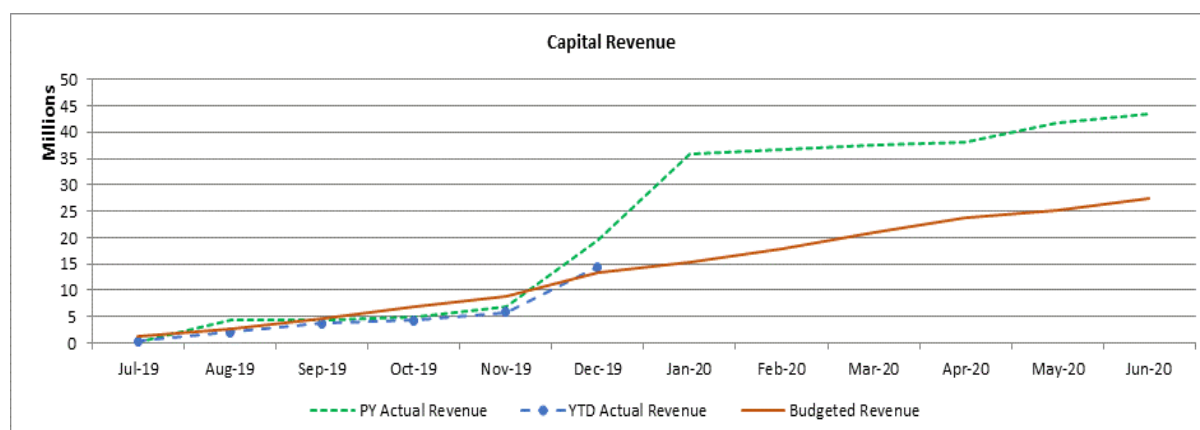
Finance Costs

Finance costs are currently tracking in line with budget with a favourable variance of \$39K. It is noted that this favourable variance has increased during January with the statements now showing a \$44K favourable variance.

Depreciation & Amortisation

Depreciation is \$1K unfavourable compared to December YTD Budget. January's depreciation increasing to an unfavourable \$44K variance compared to budget. It has been proposed to increase Depreciation by \$227K which has been based on the latest forecasting after recent asset register data cleansing, revaluations and external audit. It is noted of a redistribution of building depreciation has occurred within the Quarter 2 Budget Review to reallocate depreciation to the appropriate asset owners.

Capital Revenue



The full year capital revenue budget is currently \$27.4M, which comprises of Federal and State Grants, Contributions and Proceeds from Sale of Land and PPE. The December YTD actual revenue of \$14.5M is above YTD budget due to the receipt of NDRRA revenue for the finalisation of the various 16/17 Events. It is noted that at January YTD, the actual revenue had increased to \$23.6M.

Since the adoption of the 1st quarter Revised Budget, the following events below are to be recognised in relation to capital revenue:

- Council's receipt of NDRRA income (\$11,651,289):-
 - 16/17 REPA & Betterment \$10,517,452
 - Cyclone Trevor REPA \$ 1,133,837
- There has been recognition of contributions for the below projects (total \$44,040):-
 - CW192751 - MBH-Miners Memorial \$ 30,000
 - CW141848 – PECS Insurance Reimbursement \$ 14,040
- Council has since been advised that the below grant application has been unsuccessful:-
 - W & W CLM STP Inlet Screen Installation \$ 250,000
- Reduction of \$65,977 to CW182603 - Regional Water Recycling Program to reflect the final milestone payment and reconciliation of expenditure. Capital Expenditure on this project has been reduced accordingly.
- Deferral of Milestone deliverables to the 20/21 financial year offset, with a reduction of the expense in 19/20 (total \$1.3M):-
 - W4QLD (Please note expenditure reduction by \$735K) \$ 795,000
 - CW202807 Raw Water TCD Water Storage \$ 500,000
- Proceeds from Sale of Land & PPE has currently exceeded the annual budget of \$240,000 and it is proposed that this budget is increased by a further \$240,000.

From the above, Council's capital revenue budget for the 2nd Quarter Budget review is proposed to be increased by \$10M to \$37.7M.

Capital Expenditure

The below table provide a summary of the whole of Council, by directorate, for capital expenditure for the December YTD.

Department	YTD Actual	YTD Commitment	YTD Total Expenditure	Full Year Budget	% Complete	% Complete
					(YTD Actual vs FY Budget)	(YTD Total vs FY Budget)
CG&FS	919,455	403,236	1,322,691	1,657,053	55.5%	79.8%
E&I	13,419,261	14,225,871	27,645,132	39,282,256	34.2%	70.4%
PE&CS	1,575,136	550,684	2,125,820	4,615,158	34.1%	46.1%
W&WW	7,167,567	3,800,103	10,967,670	23,435,754	30.6%	46.8%
TOTAL	23,081,418	18,979,895	42,061,313	68,990,221	33.5%	61.0%

At January 2020, it is noted that actual expenditure had increased to \$26.3M.

The capital expenditure program for 19/20 FY is proposed to be amended from \$69M to \$64.8M. The 2nd Quarter Budget Review has identified the below proposed amendments:

Corporate, Governance & Financial Services

- Organisational Safety:-
 - CW192663 Upgrade to VHF Communications – decrease \$8,885 of excess funds and return to the NDRRA Reserve

Engineering & Infrastructure

- Corporate Properties:-
 - Part deferral of CW202787 Works 4 QLD 19-21 program of \$320K and transfer of project to Community Facilities
- Infrastructure, Planning & Technical Services:-
 - CW192693 & CW192753 - decrease to NDRRA 16/17 / Betterment Projects by \$45,155 following finalisation
 - CW202841 – March 2019 Cyclone Trevor event - increase from NDRRA reserve \$1,133,837

Planning, Environment and Community Services

- Community Facilities - part deferral of Works 4 QLD 19-21 program of \$735K to 20/21 FY:-
 - CW202798 \$275,000
 - CW202816 \$175,000
 - CW202818 \$285,000
- Increase for works funded by insurance \$14,040 (CW141848)

Water & Waste

- Water & Wastewater – Deferral of \$2M of funds to the 20/21 FY, for the following projects:-
 - CW182537 \$300,000
 - CW182581 \$300,000
 - CW202807 \$500,000
 - CW202808 \$400,000
 - CW202817 \$500,000

- Water & Wastewater – Finalisation of projects and the return of \$25,667 excess funds to Reserves:-
 - CW170013 \$ 314
 - CW172422 \$ 15,117
 - CW182569 \$ 1,311
 - CW182577 \$ 8,076
 - CW182579 \$ 849

- Water & Wastewater – Decrease of funding \$315,975 for the following:-
 - CW182603 \$ 65,975
 - CW192733 \$ 250,000

- Waste – Deferral of funds to the 20/21 FY \$1,9M:-
 - CW202809 \$1,600,000
 - CW202810 \$300,000

In addition to the proposed amendments above, the detailed capital projects review undertaken by managers and ELT has led to proposed balancing adjustments inside of Departments/ Directorates, with no bottom line impact.

Prepared by:

Louise Walsh – Manager Financial Services (CFO)

Susan Martin - Senior Accountant Budgets & Statutory Reporting

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended December 2019

Office of the CEO

	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	-	-	-	-
Fees & Charges	45,000	65,000	20,000	45,072
Rental Income	-	-	-	-
Interest Received	-	-	-	-
Sales of Contract & Recoverable Works	117,837	-	(117,837)	-
Operating Grants, Subsidies & Contributions	80,000	170,000	90,000	154,190
Other Recurrent Revenue	-	-	-	-
	242,837	235,000	(7,837)	199,262
Expenses				
Operating Expenses				
Employee Expenses	2,929,193	2,851,356	(77,837)	1,418,727
Materials & Services	1,294,673	1,314,673	20,000	563,507
Finance Costs	-	-	-	-
Depreciation and Amortisation	-	-	-	-
Corporate Overheads & Competitive Neutrality Cos	(4,776,643)	(4,776,643)	-	(2,388,321)
	(552,778)	(610,615)	(57,837)	(406,088)
Operating Position Before Capital Items	795,615	845,615	50,000	605,350
Capital Revenue				
Capital Revenue	-	-	-	-
Proceeds from Sale of Land & PPE	-	-	-	-
	-	-	-	-
Increase/(Decrease) in Operating Capability	795,615	845,615	50,000	605,350

ISAAC REGIONAL COUNCIL				
Statement of Comprehensive Income				
For the Period Ended December 2019				
Corporate, Governance & Financial Service				
	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	56,915,400	56,915,400	-	28,345,064
Fees & Charges	60,000	60,000	-	29,944
Rental Income	-	-	-	-
Interest Received	1,834,246	756,800	(1,077,446)	438,718
Sales of Contract & Recoverable Works	125,000	125,000	-	52,394
Operating Grants, Subsidies & Contributions	3,048,248	3,070,266	22,018	912,501
Other Recurrent Revenue	285,554	285,554	-	259,183
	62,268,448	61,213,020	(1,055,428)	30,037,803
Expenses				
Operating Expenses				
Employee Expenses	7,905,019	7,905,019	-	3,368,504
Materials & Services	9,750,737	9,704,382	(46,355)	5,965,684
Finance Costs	636,000	636,000	-	269,454
Depreciation and Amortisation	650,000	809,473.37	159,473	360,662
Corporate Overheads & Competitive Neutrality Costs	(13,129,570)	(13,129,570)	-	(6,564,785)
	5,812,186	5,925,305	113,118	3,399,518
Operating Position Before Capital Items	56,456,261	55,287,715	(1,168,546)	26,638,285
Capital Revenue				
Capital Revenue	44,850	44,850	-	27,455
Proceeds from Sale of Land & PPE	-	-	-	-
	44,850	44,850	-	27,455
Increase/(Decrease) in Operating Capability	56,501,111	55,332,565	(1,168,546)	26,665,740

ISAAC REGIONAL COUNCIL				
Statement of Comprehensive Income				
For the Period Ended December 2019				
Engineering & Infrastructure				
	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	-	-	-	-
Fees & Charges	212,293	222,293	10,000	111,387
Rental Income	1,209,545	1,149,545	(60,000)	541,155
Interest Received	-	-	-	-
Sales of Contract & Recoverable Works	3,648,554	4,064,908	416,354	869,853
Operating Grants, Subsidies & Contributions	2,332,441	2,470,631	138,190	661,748
Other Recurrent Revenue	-	-	-	20,617
	7,402,832	7,907,377	504,545	2,204,759
Expenses				
Operating Expenses				
Employee Expenses	11,596,947	11,596,947	-	5,637,028
Materials & Services	8,302,880	8,678,665	375,785	3,581,856
Finance Costs	-	-	-	-
Depreciation and Amortisation	15,675,452	14,529,027	(1,146,425)	7,836,728
Corporate Overheads & Competitive Neutrality Costs	7,839,285	7,839,285	-	3,919,643
	43,414,564	42,643,924	(770,640)	20,975,255
Operating Position Before Capital Items	(36,011,732)	(34,736,547)	1,275,184	(18,770,495)
Capital Revenue				
Capital Revenue	19,806,775	31,303,064	11,496,289	10,232,826
Proceeds from Sale of Land & PPE	240,000	480,000	240,000	272,653
	20,046,775	31,783,064	11,736,289	10,505,479
Increase/(Decrease) in Operating Capability	(15,964,957)	(2,953,484)	13,011,473	(8,265,016)

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended December 2019

Planning, Environment & Community Service

	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	-	-	-	-
Fees & Charges	2,047,050	2,002,150	(44,900)	1,116,250
Rental Income	130,000	145,000	15,000	73,681
Interest Received	-	-	-	-
Sales of Contract & Recoverable Works	-	-	-	-
Operating Grants, Subsidies & Contributions	448,083	473,083	25,000	299,051
Other Recurrent Revenue	8,000	8,000	-	4,125
	2,633,133	2,628,233	(4,900)	1,493,108
Expenses				
Operating Expenses				
Employee Expenses	9,544,516	9,544,516	-	4,506,032
Materials & Services	6,592,454	6,735,454	143,000	3,015,968
Finance Costs	-	-	-	-
Depreciation and Amortisation	670,000	1,647,363	977,363	361,514
Corporate Overheads & Competitive Neutrality Costs	4,276,001	4,276,001	-	2,138,001
	21,082,971	22,203,334	1,120,363	10,021,515
Operating Position Before Capital Items	(18,449,838)	(19,575,101)	(1,125,263)	(8,528,407)
Capital Revenue				
Capital Revenue	1,679,280	1,083,320	(595,960)	209,942
Proceeds from Sale of Land & PPE	-	-	-	-
	1,679,280	1,083,320	(595,960)	209,942
Increase/(Decrease) in Operating Capability	(16,770,558)	(18,491,781)	(1,721,223)	(8,318,465)

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended December 2019

Water & Waste

	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	29,773,443	29,773,443	-	12,693,491
Fees & Charges	808,000	1,309,500	501,500	695,148
Rental Income	25,312	25,312	-	16,153
Interest Received	60,500	148,000	87,500	83,434
Sales of Contract & Recoverable Works	-	-	-	-
Operating Grants, Subsidies & Contributions	1,051,576	1,051,576	-	1,051,576
Other Recurrent Revenue	6,832,660	6,990,541	157,881	3,135,226
	38,551,491	39,298,372	746,881	17,675,028
Expenses				
Operating Expenses				
Employee Expenses	6,413,383	6,413,383	-	3,052,782
Materials & Services	17,892,877	17,613,432	(279,445)	7,729,871
Finance Costs	-	-	-	-
Depreciation and Amortisation	8,412,017	8,648,252	236,235	4,143,661
Corporate Overheads & Competitive Neutrality Costs	5,790,927	5,790,927	-	2,895,464
	38,509,204	38,465,993	(43,210)	17,821,779
Operating Position Before Capital Items	42,288	832,379	790,091	(146,751)
Capital Revenue				
Capital Revenue	5,617,333	4,801,356	(815,977)	3,730,388
Proceeds from Sale of Land & PPE	-	-	-	-
	5,617,333	4,801,356	(815,977)	3,730,388
Increase/(Decrease) in Operating Capability	5,659,620	5,633,735	(25,886)	3,583,637

MEETING DETAILS Corporate, Governance and Financial Services
Standing Committee Meeting
Tuesday 11 February 2020

AUTHOR Liza Perrett

AUTHOR POSITION Manager Governance and Corporate Services

5.4 2019-2020 ANNUAL OPERATIONAL PLAN – 2ND QUARTER PERFORMANCE REPORT

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the 2nd quarterly performance report, for period ending 31 December 2019, on the progress towards implementing the 2019-2020 Annual Operational Plan.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receive and note the 2nd quarterly performance report on the 2019-2020 Annual Operational Plan, for period ending 31 December 2019.**

BACKGROUND

Council adopted the 2019-2020 Annual Operational Plan at its meeting held 25 June 2019 (resolution number 6148).

The Annual Operational Plan outlines programs, activities and targets that Isaac Regional Council will deliver within the 2019-2020 financial year. These programs and activities are aligned to the five key priority areas in Council's 5 Year Corporate Plan – Isaac 2015-2020. The Operational Plan is also the foundation of Council's 2019-2020 annual budget which provides resourcing for the identified programs and activities.

Each quarter, the Chief Executive Officer provides Council with an assessment of the organisation's performance via the Performance Progress Report. Attached to this report is the 2nd Quarter Performance Progress Report: October - December 2019, providing Council with a performance review highlighting the progress in implementing the priorities and projects identified in the 2019-2020 Annual Operational Plan.

Following its adoption, the 2nd Quarter Performance Progress Report: October - December 2019 will be made available on Council's website.

Organisational Development Plan

The 2019-2020 Annual Operational Plan incorporates the Organisational Development Plan. This performance report provides an update on the progress of the Organisational Development Plan actions that is part of the Annual Operational Plan.

IMPLICATIONS

It is legislative requirement (*Local Government Act 2009, Local Government Regulations 2012*) that the Council receives a written assessment of council's progress towards implementing the Annual Operational Plan on a quarterly basis.

CONSULTATION

- Executive Leadership Team
- All Managers
- Senior Advisor

BASIS FOR RECOMMENDATION

Legislative requirement for Council to be provided and review how it is performing against the Annual Operational Plan.

ACTION ACCOUNTABILITY

Upon approval, the Manager Governance and Corporate Services will arrange for both Performance Reports to be published on Council's website.

KEY MESSAGES

Council is demonstrating transparency on how it is performing against the Annual Operational Plan

Report Prepared By:	Report Authorised By:
LIZA PERRETT	DARREN FETTELL
Manager Governance and Corporate Services	Director Corporate, Governance and Financial Services
Date: 24 January 2020	Date: 3 February 2020

ATTACHMENTS

- Attachment 1 – 2019-20 Annual Operational Plan Performance Update

REFERENCE DOCUMENT

- 2019-2020 Annual Operational Plan

2019-2020 Annual Operational Plan Performance Report



2nd Quarter Performance Report
Period Ending 31 December 2019
Resolution Number **XXXX**

Council adopted its 2019-20 Annual Operational Plan on 25 June 2019 (resolution number 6148). The Annual Operational Plan provides an activity and program-based plan on how and what Council will do during the financial year to respond to the priorities in Council's and the Communities long term planning documents.

The Annual Operational Plan is structured against the five key priority areas of Council's five-year Corporate Plan - Isaac 2015-2020:

- Communities,
- Economy,
- Infrastructure,
- Environment; and
- Governance.

The following provides an overview of council's progress towards implementing the 2019-2020 Annual Operational Plan for the period ending 31 December 2019.

Each Program/Activity has been given a status on how each is progressing, identifying where targets are being met or highlighting where exceptions are occurring or expected in future quarters. The following legend provides an overview on the actions and their status.

LEGEND	TOTAL ACTIONS
On Target	122
Monitor	40
Below Target	10
Not Proceeding	0
Completed	9
Total	181



Communities

Isaac will have resilient, connected and diverse communities whose lifestyles and wellbeing are supported and whose regional identity is cherished.

C1: Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost and effective services

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Street Lighting	Conduct Quarterly Inspections^	95% Operational	Infrastructure	On Target

Comments:

Night audit was completed in December 2019 for all areas. All inspections completed and a number of additional adhoc inspections undertaken, report and addressed.
(The street light audits are standard, and the results get sent directly to Ergon for action (Key Performance Indicator is to complete the inspection only)

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Tenancy / Housing Acquisition and Disposal	Implement the strategic acquisition and disposal program 5 – 10 year	30 June 2020	Corporate Properties	On Target

Comments:

The Project Brief – Housing Portfolio Analysis has been presented to Land and Development Advisory Committee (LDAC). A full Council and Executive Leadership Team workshop on this project brief is planned prior to January 31, 2019. The future over-riding Residential Housing Strategy will be finalised after these consultations, and as part of these works, an Asset and Disposal plan will be formulated.

This Acquisition and Disposal program is linked and needs to be derived from the future Residential Housing Strategy, this is on target to be completed and implemented by 30 June 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Library Operations – Eight Libraries	A well utilised library service	Number of Library Programs offered (yearly trends)	Engaged Communities – Community Hubs	On Target
	Number of people attending Library programs	100% attendance		On Target
	% of population that are library members	50%		On Target

Comments:

Quarter	Programs		# Library Members
	# Programs	# Participants	
1 st Quarter	604	5425	13,432
2 nd Quarter	265	2698	9,495
3 rd Quarter			
4 th Quarter			

Programs - 217 programs delivered in Quarter 2 in addition to 48 outreach sessions

Participants – 2698 participants in programs

Library Members - 9,495 active library members as at end of Quarter 2 (following review of inactive memberships) or 45% of population

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
IRC Halls & Centres Recreation Halls and Gyms Show Grounds	Establish first modernised community hubs (service centres) at Glenden and St Lawrence	30 June 2020	Engaged Communities – Community Hubs	Monitor
	Provide and operate halls and centres to deliver safe, efficient and cost-effective services	75% overall satisfaction	Community Facilities	On Target
	Provide effective and timely solutions to maintenance issues	90% compliance**		On Target

	Deliver annual capital works program	Schedules program delivered by 30 June 2020		On Target
	Undertake situational analysis reports for the Middlemount Community Hall, Dysart Civic Centre, Dysart Recreational Centre and Clermont Civic Centre as first stage toward development of a sustainable plan for Isaac halls and centres (stage 1 of W4Q funding - 2019-20 and 2020-21 funding program)	30 June 2020		On Target

Comments:

Establish Modernised Community Hubs – Commencement of this project was delayed by the unavoidable delays to the new managers in the Engaged Communities Department. Council engagement on the proposed Glenden Community Hubs is scheduled for February 2020. All community hubs staff have been appointed across all seven community halls. The intensive cross-training competency-based training and development plan is complete and undergoing its final due diligence prior to approval for commencement in March 2020.

Provide and operate halls and centres to deliver safe, efficient and cost-effective services – All Halls and Centres continue to be operated safely and efficiently.

Provide effective and timely solutions to maintenance issues - All reactive maintenance requests are attended to on an "as received" basis. 2020/2021 will see a move to life cycle asset management planning and a stronger focus on planned preventative maintenance.

Deliver annual capital works program - All scheduled Capital Works including Works for Queensland (W4Q) projects are progressing in line with the Annual Capital Program.

Undertake situational analysis reports – Initial planning for this procurement has been completed and is now the subject of a current request for quotations (RFQ).

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Airstrip	Provide efficient and timely solutions to maintenance issues	90% compliance	Economy & Prosperity	On Target

Comments:

Maintenance requirements short and long term have been proactively addressed.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
IRC Aquatic Centres	Undertake regular audits to ensure an efficiently run and customer service focused environment	4 inspections/per quarter	Economy & Prosperity	On Target
	One (1) x Customer surveys per year	65% + customer satisfaction		On Target
	Monthly status reports - 1 per facility per month (participation and usage, activities and events, safety and security, including hazards and incidents, incident register, water quality, staff and qualifications, asset management (maintenance))	100% (8/month received and validated)		Below Target
	Deliver annual capital works program - Maintain sustainable community facilities to deliver safety and efficiency to the community users	Scheduled program delivered by 30 June 2020		On Target
	Provide efficient and timely solutions to maintenance issues	90% compliance		On Target

Comments:

Inspections - Sites are regularly visited. Further initiatives include the introduction of higher frequency formalised Lessee meetings. Complaints are being addressed on an individual basis (of particular note, only one complaint has been received to date) and at this time it is considered that all pools are being efficiently run and customer focussed (considering asset age and condition).

Customer satisfaction - The survey will be released by the end of February 2020.

Monthly status reports - Reporting remains poor. Initiatives are being undertaken to include Lessees on the SMART Contractor portal to drive reporting efficiency (compliance) and alternate arrangements for incident reporting have been made. Further initiatives (Lessee meetings) have been introduced and will commence in February to drive reporting compliance and back capture data as required.

Scheduled program - Dysart works have been completed for this Financial Year. St Lawrence Pool replacement is currently on hold as a consequence of water restrictions. The Greg Cruickshank Aquatic Centre (GCAC) soft fall was completed during December 2019. Nebo works are scheduled to commence during February/March 2020. The overall capital programs for this area is on target

Maintenance - Maintenance issues are consistent across the Isaac Regional Council Pools. Response to the reporting of maintenance is a priority and is consistent with agreed service time frames and quality.

Water and Wastewater Services

C1: Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost and effective services

SERVICE AREA	DESCRIPTION	KEY PERFORMANCE INDICATOR	TARGET/MEASURE	RESPONSIBILITY	STATUS
Safety Management	Observance of Workplace Health & Safety procedures Field Audits	IMS Audits on Water and Waste sites	< 10/annum	Water & Waste	On Target
	Implement Risk assessment and training	Reporting of near misses	98% of identified near misses reported		On Target
	Safety Management of Contractors	Number of non-compliances and near misses	< 2		On Target

Comments:

Integrated management System (IMS) Audits – External IMS audits were undertaken at three Water and Waste sites this quarter. IMS Compliance across all areas of the business audited was high. The minor audit findings will be completed prior to the May 2020 Audit. Internal IMS Audits were also undertaken

Reporting of near misses – No Water & Waste near misses reported this quarter.

Non-compliance and near misses – Zero (0) Non-compliances or near misses regarding contractors

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Compliance	Integrated Management System in place	Certification - Waste Services	March 2020	On Target

Comments:

Integrated Management System (IMS) gap analysis of Waste Services in November 2019 had no findings for improvement. Certification of Waste Services will occur in May 2020 to coincide with the IMS external surveillance audits.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
MiWater	MiWater complaints due to system failures or errors	1,000 users/annum	<20	On Target

Comments:

Five (5) requests received this quarter which relate to MiWater system enquiries. All requests have been resolved.

C2: Facilitate a focused range of social, cultural, sporting, recreational, health and education services and programs that build thriving, connected and resilient communities

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Youth Services	Develop a Youth Management Strategy and Policy position	30 December 2019	Community Programs	Monitor
	Undertake a gap analysis of youth programs and events which support young people throughout the region and develops and advocacy and facilitation plan to address priority gaps	30 June 2020		Monitor

Comments:

Youth Management Strategy and Policy position - Subject to Youth Unmet Needs Analysis. Community engagement on the Dysart Youth Program commenced in late January 2020.

Gap Analysis - Working with Regional Social Development Coalition (RSDC) to finalise scope of Youth Unmet Needs Analysis which will inform Youth Strategy. Project anticipated to commence Quarter 3

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Grant Program Management and Delivery	Coordinate and administer Council's Community Grants Program	Number of applications received per quarter	Community Programs	On Target

Comments:

Community grants delivered as per annual program. A special round of community grants to support the Moranbah 50th Anniversary celebrations in May 2020 is currently open and will close on 22 February 2020.

2019 - 20Quarter	Number of applications received		
	Major Grants	Minor Grants	Bursaries
1 st Quarter Outcomes	15	34	6
2 nd Quarter Outcomes	15	23	12
3 rd Quarter Outcomes			
4 th Quarter Outcomes			

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Social Planning	Develop a Social Infrastructure Strategy	30 June 2020	Liveability and Sustainability – Social and Community Planning	Monitor

Comments:

Background research and project scoping has advanced. Project planning commenced.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Community Programs and Events Calendar	Implementation of Annual Calendar* of events 2019/20	30 June 2020	Engaged Communities – Community Hubs	On Target

Comments:

Internal calendar developed and monthly meeting with Office of the CEO, Brand Media and Communications and Engaged Communities established.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Community Hubs Programs and Events	Coding of Robotics Programs and Annual Isaac Library Tech Fest	31 October 2019	Engaged Communities – Community Hubs	Completed

Comments:

Completed in Quarter One (1). Tech-savvy kids across the Isaac region showcased their coding skills and knowledge in the ultimate Lego Robot Challenge on Saturday, Seven (7) September 2019. Teams of children from Moranbah, Clermont, Dysart, Glenden and Nebo competed in the annual TechFest Lego Robotics Challenge, building their skills in science, technology, engineering, maths and teamwork.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Library Services	Modern and engaged library service program delivery	30 June 2020	Engaged Communities – Community Hubs	On Target

Comments:

Program delivery ongoing. 217 programs delivered in Quarter two (2) in addition to 48 outreach sessions. Library public WIFI progressing with internal network upgrades being completed prior to hardware installation and go live

An annual calendar of library programs, events and displays that support; children, the development of family and early literacy, youth, lifelong learning, digital literacy, digital citizenship, multiculturalism and inclusions, creativity and innovation.

C3: Facilitate and encourage strategic partnerships that enable self-sustainable community associations and volunteer groups to pursue their diverse aspirations yet come together to tackle common opportunities and challenges.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Partnership and volunteering programs in Libraries, Museums and Galleries	Programs, events, projects supported by external organisations, groups, businesses	10% of programs are supported by external collaboration/partnerships	Engaged Communities – Community Hubs	On Target
	Volunteering Program to supporting the development and delivery of library programs –Volunteering Program Intake	10% (supported by or inclusive of volunteers) 30 September 2019 31 March 2020		Monitor

Comments:

Programs, Events and Projects - Funding received from GIVIT as part of bushfire recovery to install noticeboard at Blue Mountain

Volunteering program - Recruitment Program currently being developed for new Volunteers.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Regional Arts Development Fund (RADF)	Acquittal of Arts Queensland Regional Arts Development Fund Grant 2018/2019 2018/20 Round 1 2018/20 Round 2 2018/20 Round 3	30 October 2019 30 September 2019 31 January 2020 30 April 2020	Engaged Communities – Community Hubs	On Target

Comments:

Grants program delivered in accordance with schedule Grants program delivered in accordance with schedule. Round one (1) – three (3) applications with three (3) approved

Dysart Arts: Creating characters watercolour workshop

Clermont Artslink: Silversmithing workshop

Moranbah SS P&C: Unleash your inner drummer workshop

Round two (2) – Five (5) applications with four (4) approved

Clermont Artslink: We're Sewing Outback

Whitsunday Arts Festival: Central Queensland cross regional ghost nets project

Clermont Artslink: Audio skills workshop

Tania Gillies: Furniture painting masterclass

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Libraries, Museums and Galleries	1,000 hours of volunteering in museums and galleries	30 June 2020	Engaged Communities – Community Hubs	Monitor

Comments:

2019 – 20 Quarter	Volunteer Hours at Libraries and Museums
1 st Quarter Outcomes	183
2 nd Quarter Outcomes	293
3 rd Quarter Outcomes	
4 th Quarter Outcomes	

C4: Undertake programs to promote liveability (including urban design and affordable housing), health and wellbeing and community safety across the region.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Private Works	Inspection and assessment of new residential and commercial driveway applications	<10 working days	Infrastructure Planning and Technical Services	On Target
	Traffic Management Plans, review and approve			On Target
	Process Construction in Road Corridor permits			On Target

Comments:

Inspections – Meeting targets. All applications processed within time requirements

Traffic Management Plans – Monitoring construction sites in conjunction with other Directorates to ensure safety and risk requirements are fulfilled. Plans received are continuously reviewed.

Construction - Meeting targets. All applications processed within time requirements

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Traffic/Vehicle permits	Assess Heavy Vehicle Permits applications	<10 working days	Infrastructure Planning and Technical Services	On Target
	Assess designated route for vehicle			On Target
	Road Closure application assessment			On Target

Comments:

Heavy Vehicle – Meeting targets This is the same comment as last month.

Designated Route – Meeting targets Frequent inspections and assessments of critical points on routes are carried out.

Road Closure - Any applications received are assessed within time requirements.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Plan, Design and Project Manage	2019/2020 Technical services Capital Works Program (new, renewal & upgrades)	90% of projects completed 30 June 2020 + / - 10% budget	Infrastructure Planning and Technical Services	On Target

Comments:

Ahead of schedule, aiming for designs and contract documentation competition by March 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Local Laws – Responsible Pet Ownership	Number of Australia Veterinary Association (AVA) Pet and People Education Programs (PetPEP) presentations	Four (4) presentations per annum	Community Education and Compliance	Monitor

Comments:

The Pawsitive Blueprint and a range of other initiative developed through the Domestic Dog Advisory Committee will replace the AUA Pet Rep Schedule for 2019/2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Pest Management	Undertaken Pest Control Activities (Invertebrate)	Two (2) rounds per annum	Liveability and Sustainability	On Target

Comments:

Council endorsed the draft Biosecurity Plan for public consultation at the October 2019 Ordinary Meeting. Public consultation occurred during November 2019, with two (2) public submissions received. The Draft plan will be revised in light of submissions and presented to Council for adoption in the 3rd Quarter. The plan will assist in prioritising invertebrate pest management activities of Council and the broader community.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Regulatory Compliance	Approved inspection program – animal registration /keeping of animals	30 June 2020	Community Education and Compliance	Monitor

Comments:

The Domestic Dog Advisor Committee has continued this in the context of overall responsible animal ownership and the matter is scheduled for further consideration at the April Standing Committee.

C5: Promote programs that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Native Title	Oversight of development and process for proposed new Indigenous Land Use Agreements (ILUA's)	100% implementation within timeframes	Liveability and Sustainability - Strategic Land Use Planning and Development Assessment	On Target
Native Title	Reporting and consultation on implementation/management of Indigenous Land Use Agreements (ILUA's)	100% implementation within allocated budget and timeframes	Engaged Communities – Community Engagement and Events	Monitor

Comments:

Oversight of development and process Indigenous Land Use Agreements (ILUA's) - All ILUA work completed on time.

Reporting and consultation on ILUA's – Closed merit recruitment in line with the PECS Functional Review has not led to an appointment of First Peoples Community Relations Officer position. Liveability and Sustainability continuing responsibility of task until changeover occurs.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Clermont Historical Centre	A well-attended centre	Number of visitors (yearly trends)	Engaged Communities and Community Hubs	On Target
	One (1) x exhibition a year	Number of tourists/visitors		On Target
	Visitor Information Centre	Number of tourists/visitors		On Target

Comments:

Annual exhibition – Set up for 2020 exhibition commenced for launch in the 3rd Quarter. Exhibition will be *Reflections of Resilience, Women Who Nursed Generations*.

2019 – 20 Quarter	Centre attendance	Visitor information Centre
1 st Quarter Outcomes	706	859
2 nd Quarter Outcomes	990	1104
3 rd Quarter Outcomes		
4 th Quarter Outcomes		

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Historic Nebo Museum	Courthouse and Jail Cell Building Rectifications	1 exhibition / year	Engaged Communities and Community Hubs	On Target
		Number of people attending museum exhibition (yearly trends)		On Target

Comments:

The annual exhibition is under development. New exhibition under development. Annual Bush Poets Smoko event undertaken in October 2019 on museum grounds.

2019 – 20 Quarter	Visitation
1 st Quarter Outcomes	94
2 nd Quarter Outcomes	134
3 rd Quarter Outcomes	
4 th Quarter Outcomes	

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
St Lawrence Static Museum	Maintain the grounds, buildings and historical collections held	National Museum and Gallery standards are met	Engaged Communities and Community Hubs	On Target

Comments:

All Programs on target.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Coalface Gallery and Dysart Library Art Space	An annual calendar of exhibitions for local and emerging artists: <ul style="list-style-type: none"> • Three x Regional Touring exhibitions • Five x Exhibitions by local or emerging artists 	30 June 2019	Engaged Communities and Community Hubs	On Target

Comments:

Two touring exhibitions hosted. Three exhibitions hosted: 1 August 2019 – 27 September 2019: Reunited: A Queensland Quilters Inc State of the Art Retrospective
2 October – 29 October 2019: Regional Arts Development Fund Showcase featuring works from local Isaac artists who have participated in activities or projects through funding from Isaac's Regional Arts Development Fund.
9 December 2019 – 21 February 2020: Transformations: Art of the Scott Sisters is an exhibition featuring reproductions of 39 delicate watercolours of butterflies and moths based on the original illustrations of Harriet and Helena Scott

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Cultural Heritage	Grosvenor Complex – Library Wall – Art Work Barada Barna Corporation Stage 1	15 July 2019	Engaged Communities and Community Hubs	Completed
	Grosvenor Complex – Library Wall – Art Work Barada Barna Corporation Stage 2	30 June 2020	Engaged Communities and Community Hubs	On Target

Comments

Stage one (1) – Stage one (1) completed.

Stage two (2) – Concept design completed project being managed by Planning, Environment and Community Services project manager.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Queensland Music Festival	Facilitation of the Queensland Music Festival – July 2019	30 June 2019	Library and Cultural Services	Completed

Comments:

Completed in the 1st Quarter. Help is on its way concert tour event delivered in Moranbah, featuring Glenn Shorrock, in July 2019.

C6: Facilitate urgent and visible support during times of stress to the community (such as mental health support, crime prevention and assisting those from a lower socio-economic level).

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Recovery and Resilience	Review of existing Clarke Creek Community Plan to reflect contemporary recovery and resilience practices	31 December 2019	Liveability and Sustainability – Social and Community Planning	Below Target
	Finalise the implementation of awareness program for Isaac Recover Plan	31 December 2019	Liveability and Sustainability – Social and Community Planning	Below Target

Comments:

Social Planning resources will only become effectively available from the PECS Functional Review in February 2020. The project plans will need to propose new deliver dates taking into account the current suite of major Resource Project Social Impact Assessment under consideration.

C7: Improved engagement /partnerships with service providers to improve outcomes for the region.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Procurement	Review and refresh the panels of preferred and pre-qualified suppliers (Organisational Development Plan 20.2)	30 June 2020	Contracts and Procurement	Below Target

Comments:

Preferred Supplier Agreement delayed through staff turnover and limited resourcing. Note a number of Preferred Supplier Agreements (PSA's) have been released with a number of others to be released in the coming months. Award of these contracts cannot occur until after caretaker period.



Economy

Isaac will continue to be Queensland's number one performing regional economy based on a thriving, diverse and resilient mix of industry sectors

EC1: Plan, design and provide sustainable infrastructure, facilities and services that encourage and support economic growth and development.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Investment Attraction	Draft an investment attraction framework.	30 June 2020	Economy and Prosperity - Economic and Tourism Development	Monitor

Comments:

Research and development progressing with a draft framework being developed in 3rd Quarter 2019-2020.

EC2: Proactively engage with and support all industry sectors, commerce and government to foster constructive partnerships to support and promote ongoing economic vitality.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Investment Attraction	Develop an investment prospectus	30 June 2020	Economy and Prosperity - Economic and Tourism Development	On Target

Comments:

Research and development progressing with a draft investment attraction prospectus to be developed for the 3rd Quarter 2019-2020.

EC3: Identify opportunities for economic development through strategic analysis of regional resources and the provision of planning and policies that support sustainable economic development

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Economic Development	Develop a (rolling) 12-month Action Plan to implement priorities of the Economic Development Framework	30 September 2019	Economy and Prosperity - Economic and Tourism Development	Monitor
	Implementation of the Economic Development Framework (12 month rolling) Action Plan for 2019-2020	30 June 2020	Economy and Prosperity - Economic and Tourism Development	On Target

Comments:

Development of a 12-month Action Plan – Initial draft delivery plan developed second draft review to be conducted before presentation, strategy elements are progressing as well.
Implementation of the Action plan - Initial draft delivery plan developed second draft review to be conducted before presentation, but strategy elements are progressing as well.

EC4: Undertake Council's commercial businesses with appropriate business and entrepreneurial acumen, as effective participants in the region's economic activity.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Land Development - IRC housing estates	Administration of land sales – quarterly marketing of Anne St, Nebo	30 June 2020 (triggered by demand)	Economy and Prosperity	On Target
Clermont Sale yards & Showgrounds	Provide efficient and timely solutions to maintenance issues Deliver annual capital works program	90% compliance 90% of scheduled program delivered by June 2020	Economy and Prosperity - Saleyards and Showgrounds	On Target

	Deliver Revitalisation Project works	30 June 2020		On Target
	Develop a Master Plan for the Clermont Saleyards and Showgrounds	30 June 2020		

Comments:

Land Development – No enquiries to date, advertising campaign to be developed in the 4th Quarter.

Maintenance and Capital delivery targets – Maintenance & Capital delivery targets being met, no non-compliances to date

Revitalisation project – Projects progressing to program.

Master Plan – Projects progressing to program.

EC5: Promote and advocate for the region and our diverse range of industries, to attract people to live, invest in and visit the region.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Advocacy	Advocacy and lobbying to government and industry to achieve Council's advocacy goals	30 June 2020	Economy and Prosperity – Economic and Tourism Development	On Target

Comments:

Advocacy positions have been developed in relation to the imports of automation in the resource sector and about achieving adequate medical and allied health services for the region.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Tourism	Implementation of Tourism Strategy	30 June 2020	Economy and Prosperity – Economic and Tourism Development	On Target

Comments:

Key Strategy work undertaken on tourism signage audit, St Lawrence Wetlands Weekend and marketing with Mackay Tourism. Economy and Prosperity has developed and implementation plan for presentation to Council in the 4th Quarter 2019/2020

EC6: Proactively promote and support local businesses within the region.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Small Business Week	Host small Business week activities	Events across several communities	Economy and Prosperity - Economic and Tourism Development	On Target
	Development and rollout Educational Program	100% 'good' or better rating		On Target

Comments:

Small Business week activities - Planning progressing for delivery in May 2020

Education Program - Planning progressing for delivery in May 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Local Business Support	Implementation of Local Business Support Strategy	30 June 2020	Economic Development and Communities	On Target

Comments:

Initial draft delivery plan developed second draft review to be conducted before presentation, strategy elements progressing



Infrastructure

Isaac will have effective and sustainable Infrastructure that supports the needs of the region's communities and economic sectors

I1: Plan, provide and maintain effective and sustainable road infrastructure to meet the needs of key economic and community activities.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Recoverable Works	Deliver Council's Roads Maintenance Performance Contract (RMPC) across the main road network	Deliver RMPC program	Infrastructure Parks and Recreation	Monitor

Comment:

Claims for this quarter are due to be submitted by end of January 2020, with September 2019 claim due early January 2020. Additional funds sourced for stabilising works from Department of Transport and Main Roads (DTMR), the works had to be delivered on the Gregory / Peak Downs Highway's only, no business case was requested or submitted.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Road Infrastructure	Deliver Council's maintenance grading program	Scheduled delivered +/- 10% budget	Infrastructure Parks and Recreation	Monitor
	Deliver the annual Road Infrastructure Capital Works Program, including carry forward and externally funded projects (Roads 2 Recovery, Transport Infrastructure Development Scheme, etc)	Programmed maintenance works completed within FY +/- 10% budget		On Target
	Significant Road Infrastructure Pave, rehabilitation and/or seal: - Pasha Road - Mackenzie River-Capella Road - Golden Mile Road	Schedule delivered +/- 10% budget		On Target
	Resurfacing works as per schedule of locations	Schedule delivered +/- 10% budget		Monitor

Comments:

Maintenance grading program - Grading program has been slightly affected by water sourcing. Still on track but will continue to monitor.

Annual Road Infrastructure Capital Works Program - Progressing well, design and procurement have been complete on most projects will construction to start

Road Infrastructure Capital Works Program - Pasha Road Drainage works 90% complete with one floodway to be completed. Council due to complete ten (10) km section by end of January 2020, ten (10) km of Contractor section completed. Mackenzie River Capella Rd Isaac Regional Council crew due to start early February 2020. Golden Mile design completed and contractor for construction will be appointed by mid-January 2020.

Resurfacing works - Bowen Basin Regional Roads and Transport Group (BBRRTG) awaiting works schedules from Councils prior to award via extension of contract, once approved. IRC provided schedule in November 2019.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Road Infrastructure – Operational Works	Delivery of Infrastructure's operational works (minor drainage, shoulder and pavement issues)	>85 % of budget	Infrastructure Parks and Recreation	On Target
	Deliver operations programs for the North Coastal regions	30 June 2020		On Target

Comments:

Operational Works - Being delivered as per the program.

Operations programs for the North Coastal Regions - Maintenance still being conducted and ongoing.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Road Infrastructure – Private works	Cost effective planning and execution of contracted works	Programmed maintenance/private works +/-10% budget	Infrastructure Parks and Recreation	On Target

Comments:

No private works completed in this quarter (no applications received).

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Bridge Renewal/ Replacement Program	Actively source and secure Bridge renewal/replacement funding	30 June 2020	Infrastructure Planning and Technical Services	Monitor

Comments:

Grant funding pursued. Awaiting release of State and Federal funding programs scheduled for release in January 2020.

Water and Wastewater Services

I2: Provide effective and sustainable water supply and sewerage infrastructure while progressively achieving environmental compliance.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Supply of safe and reliable recycled water	Undertaking studies to determine effluent management plans and upgrade of effluent treatment processes	Compliance with Environmental Authority (DES) - 100% Compliance	Water & Wastewater	Monitor
	Undertaking condition evaluations of recycled water Quality	Compliance with Environmental Authority (DES) - 100% Compliance	Water & Wastewater	Monitor
		Isaac Regional Recycled Water program completed and commissioned 30 June 2020	Water & Wastewater	Monitor

Comments:

Undertaking Studies to determine effluent management plans and upgrade of effluent treatment processes - Some issues with Electrical Conductivity at the Nebo Waste Water Treatment Plant. Water Treatment Plant optimisation with hardness v's conductivity of waste water being undertaken in conjunction with review of Environmental Authority (EA) for Waste Water Treatment Plant. Audit of all enforcement undertaking commenced to ensure obligations are being met.

Undertaking condition evaluations (Compliance) – Have met all environment guidelines and conditions.

Undertaking condition evaluations (Isaac Regional Recycled Water Program) - Proving process ongoing.

I3: Provide and maintain a network of parks, open spaces and natural features to support the community's quality of life.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Parks and Gardens - Infrastructure works	Deliver infrastructure works to protect Marg's Park from further severe erosion, St Lawrence	30 June 2019 +/- 10% budget	Infrastructure	Monitor

Comments:

Final environmental approval being completed in conjunction with Isaac Regional Council environmental team.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Parks and Recreation – Public conveniences	Cleaning, servicing and general maintenance of public conveniences	90% of Council's Service Level Standards met	Parks and Recreation	On Target
	Major and minor improvements of public conveniences	20% increase of condition ratings		On Target

Comments:

Maintenance - Regular inspections ongoing. Maintenance increased in some locations.

Major and minor improvements - Minor repairs scheduled and actioned.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Asset Maintenance - Sportsgrounds and open space areas	Improvement in asset rating over previous year	90% of Council's Service Level Standards met	Parks and Recreation	On Target
	Renewal/replacement of softfall throughout parts of the region	30 June 2020		On Target

Comments:

Improvement on asset rating – Drought is beginning to impact on quality of playing surfaces, but new irrigation is keeping surfaces up to Council Levels of Service (LOS).

Renew/replacement of softfall – Planned softfall replacement is on track.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Asset Maintenance - Playgrounds - Maintenance	Continual improvement via agreed program:	100% delivery of playground inspections/quarter	Infrastructure Parks and Recreation	On Target
	Compliant and safe playgrounds* *Australian Standards, AS4685 Parts 1 to 6	30 June 2019		
	Undertake a full IRC Playground Audit	30 June 200	Infrastructure Parks and Recreation	On Target

Comments:

Playground Audit - All planned playground inspections completed and documented. Drought affecting quality of some play spaces.

Upgrade/replacement of Playground equipment - at the Camila Sportsground remains on target with respect to budget and delivery timeframe with an anticipated completion date of 29th May 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Asset Management - Parks, gardens and reserves	Continual Improvement in asset condition rating data improvement	20% increase of asset condition ratings	Infrastructure Parks and Recreation	Monitor

Comments:

The drought and heat impacting quality of parks, gardens and reserves. Irrigation being reduced due to shortage of recycled effluent water.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Parks, Open Spaces and Recreational Areas	Adopt an Open Space & Recreation Strategy	30 June 2020	Infrastructure Parks and Recreation	On Target
	Draft a Regional Park Strategy			

Comments:

Recreation and Open Space Strategy document has been available for public viewing from 25 November 2019 to 20 December 2019. Feedback and comments to be collated during January 2020.

I4: Maintain high preparedness and capability to respond to natural disasters that impact on regional communities and infrastructure.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Disaster Management – Flood monitoring	Installation of flood monitoring systems as per program	30 June 2020	Organisational Safety	Completed

Comments:

Capital project delivered in previous years.

Note aligned project progressing with Central Highlands Regional Council along the Isaac, Connors river and the surrounding properties. This affects Isaac by way of us having the flood level mapping (correlating local knowledge and surveying) for the Isaac rivers, specifically this will support downstream but potentially for planning arrangements also.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Disaster Management - Local Disaster Management Plan (LDMP)	Review and update Local Disaster Management Plan & Sub Plans	31 October 2019	Organisational Safety	Completed

Comments:

The Local Disaster Management Plan has been reviewed and approved by District Disaster Management and Council. Further review of Plan and Sub Plans is ongoing.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Disaster Management - Community preparedness and awareness	Communication program to inform the community of Get Ready programs (October - March)	31 March 2020	Organisational Safety	On Target

Comments:

The draft plan of engagement is included in Council's internal action plan, this is reviewed by the Director Corporate, Governance & Financial Services and as appropriate the Mayor. Next round of engagement will not start until after May 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Disaster Management – Communications	Upgrade to VHF communications for the region	30 June 2020	Organisational Safety	Completed

Comments:

VHF units installed in six (6) vehicles strategically placed around the region. The base station is located in the Local Disaster Control Centre building. We were on budget in the completion of the project. The last remaining objective is to conduct a desktop exercise to test the functionality of the unit, but this is part of normal operations.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Disaster Management – Resilience	Natural Disaster Resilience Structure – Construction of eight (8) floodway's	30 June 2020	Infrastructure and Technical Services	On Target

Comments:

Tenders advertised for flood ways and three (3) new Collaroy Creek bridges. Tender closed, with aim to tentatively awarded early 4th Quarter 2020.

Tender awarded for construction of six (6) floodways, remaining two to be designed as not standard bed level crossing. The Collaroy bridge construction dependant on Development Application approval from the Department of Agriculture and Fisheries. Tenders have been called for the three bridges in anticipation of Development Application approval. Tender to be awarded on approval.

I5: Maintain high preparedness and capability to respond to natural disasters that impact on regional communities and infrastructure.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
TV and Radio Broadcasting - Glenden and the Isaac coast	Availability of system	>98%	Information Technology	On Target

Comments:

Still have issues with the signal from Broadcast Australia in Mackay. Working with them to find a solution while the transition strategy is finalised. Portable generators purchased and installed to support ABC radio during storm season.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Asset Management Strategy	Draft Asset Management Plan and Framework	31 December 2019	Strategic Asset	Below Target
	Council adopt an Asset Management Plan and Framework	30 June 2020	Strategic Asset	On Target

Comments:

Draft Asset Management Plan and Framework - Framework adopted by Council. Strategic Asset Management Plan (SAMP) in progress in preference to Asset Management Plans (AMPs).

Adopt Asset Management Plan and Framework - Framework adopted by Council. SAMP in progress.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Project Accountability	Council adopt a Project Accountability Gateways Framework	30 June 2020	Strategic Asset	Completed

Comment:

Project Accountability Gateway (PAG) reviewed and improvements made and endorsed by Council. PAG for 2020/21 is underway and on track to meet budget corporate calendar timelines

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Fleet and Plant - Utilisation	Delivery of the capital program – replacement program	Programmed works completed +/- 10% of budget	Fleet, Plant and Workshops	On Target

Comment:

FLEET - 2019/2020 Replacement program is tracking well.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Road Infrastructure	Delivery of the capital works program - renewal projects	Programmed works completed +/- 10% of budget	Infrastructure	On Target

Comment:

Sealed rehab revised start date of early February 2020. Unsealed road re-sheeting program progressing well and on target.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Community and Recreational Facilities	Improved utilisation of community and recreational facilities/ spaces	95% of requests for spaces for activities are accommodated through utilisation of existing venues	Parks and Recreation	On Target

Comments:

Received for provision of "learn to ride" cycle tracks in Clermont and Dysart. Submitted as budget bids.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Facilities Maintenance	Implementation of the annual proactive facilities maintenance program	30 June 2020	Corporate Properties	On Target

Comments:

Maintenance works ongoing as per program.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Corporate Properties – Asset Management	Implementation of the 5/10-year capital works program for corporate properties and for maintenance and renewal of facilities/residential (including review)	30 June 2020	Corporate Properties	On Target

Comments:

The residential five (5) year capital program is complete

Data validation and formation of the Corporate Facilities five (5) year plan has commenced.

It is the intention to formulate a ten (10) year plan for both Residential and facilities renewals prior to 30 June 2020

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Corporate Properties - Capital Delivery	Delivery Capital Works Program within Budget and time frames	Programmed works completed +/-10% budget	Corporate Properties	On Target

Comments:

Tracking well, Request for Quotes (RFQ) to be released in January 2020 for all works to be completed by external contractors as per planned program.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Customer Service (connectivity)	Upgrade telephony system	June 2020	Information Technology	On Target

Comments:

Back ground work has started. Main cut-over scheduled for early February 2020. The IT capex program for 2019/20 has an approved project to upgrade the corporate (PABX) phone system. In preparation, some existing software has already been upgraded.

Water and Wastewater Services

I5: Strategically operate, maintain and utilise and review the delivery of Council assets to ensure the efficient and cost-effective services to the community are met and continuously improved.

SERVICE AREA	DESCRIPTION	KEY PERFORMAMNCE INDICATOR	TARGET/MEASURE	RESPONSIBILITY	STATUS
Provision of Reliable Water Supply and Waste Water Services	Negotiate improved and cost-effective allocations with mining companies to ensure sufficient supply at the best value for money	Water allocation and pipeline agreements in place	31 December 2019	Water & Wastewater	Below Target
	Water mains breaks	Per 100km / year	<30	Water & Wastewater	On Target
	Incidents of unplanned interruptions	Per 1,000 connections / year	<50	Water & Wastewater	Monitor
	Water quality related complaints	Per 1,000 connections / year	<20	Water & Wastewater	Monitor
	Drinking water quality	% of samples tested with no E. coli detection / year	98%	Water & Wastewater	On Target
	Construct/activate a new water connection within the following time frames once the invoice has been paid by the property owner	<ul style="list-style-type: none"> A standard connection A non-standard connection 	<30 business days <50 business days	Water & Wastewater	On Target
	Time to respond to water incidents – water quality complaints, burst mains, supply interruption	% of response to incident <12 hours	<4 hours	Water & Wastewater	On Target
	Sewer mains breaks and chokes (blockages)	Per 100 km / year	<20	Water & Wastewater	Below Target
	Sewerage complaints – overflow on properties and odour	Per 1,000 connections / year	<15	Water & Wastewater	Monitor
	Construct/activate a new sewerage connection within the following time frames once the invoice has been paid by the property owner	<ul style="list-style-type: none"> A standard connection A non-standard connection 	<30 business days <50 business days	Water & Wastewater	On Target
	Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12 hours	<4 hours	Water & Wastewater	On Target
	Total water and sewerage complaints (any nature)	Per 1,000 connections / year	<50	Water & Wastewater	On Target
	Asset Management	Planned Maintenance Program on all W&W assets	2019-20 program delivered	30 June 2020	Water & Waste
Asset Management Plans		All Water and Waste plans in place	30 June 2020	Monitor	

Comments:

Water allocation and pipeline agreements - Agreements at Middlemount (Anglo), Dysart (BMA) and Moranbah (Anglo) not completed.

Water Main Breaks - The target for the 1st Quarter is 7.5 water main breaks / 100km Currently, Council has received 1.6 complaints / 100km of water mains with four (4) complaints recorded, thus well within target limit.

Incidents of unplanned interruptions – The target for unplanned interruptions / 1000 connections. Currently, Council has had a rate of 26.4 unplanned interruptions / 1000 connections to date, which is just over the target limit of 24.8.

Water quality related complaints - The target for complaints / 1000 connections. Council has a current rate of 11.8 complaints / 1000 connections to date which is just over the allowed rate of ten (10). Improvements and monitoring are required.

Drinking water quality - Council is currently 100% compliant with water quality criteria as per the Australian Drinking Water Guidelines.

Construction/activate a new water connection – Target met with Council being 100% compliant.

Time to respond to water incidents - Target met with Council being 100% compliant.

Sewer mains breaks and chokes (blockages) - The target for sewer breaks and chokes / 1000 connections. Council has had to date a current rate of 22.4 sewer breaks and chokes / 1000 connections, which can be attributed the aging sewer mains.

Sewerage complaints – overflow on properties and odour - The target for sewer complaints in relation to overflows or odour / 1000 connections. Council has had to date a current rate of 12.5 sewer breaks and chokes / 1000 connections, which can be attributed the aging sewer mains.

Construct/activate a new sewerage connection - Target met with Council being 100% compliant.

Time to respond to sewerage incidents - blockages, chokes, overflows - Target met with Council being 100% compliant.

Total water and sewerage complaints (any nature) – Well within target limit.

Maintenance Program – Data being updated by tablets and synchronising with Technology One. Adaptation of Operations Team is slower than expected.

Asset Management Plans (AMPs) - AMP's are not complete for all sites/assets.

Water and Wastewater Services					
I6: Ensure that the assets maintained and constructed are appropriate to the current and future needs of the region's industries.					
SERVICE AREA	DESCRIPTION	KEY PERFORMAMNCE INDICATOR	TARGET/MEASURE	RESPONSIBILITY	STATUS
Effective and Efficient Capital Works Delivery	Implementation of effective project and contract management systems and procedures	% of capital program delivered to budget	> 90%	Water & Wastewater	On Target
		All sub programs in the water & wastewater capital program is completed on time and in budget	> 90%	Water & wastewater	Monitor

Comments:

Target Measure % of capital program delivered to budget – Progress has been achieved in Purchase Order award.

All sub programs in the water & wastewater capital program have been completed on time and in budget - Actual construction completion requirements slightly behind.

SERVICE AREA	DESCRIPTION	KEY PERFORMAMNCE INDICATOR	TARGET/MEASURE	RESPONSIBILITY	STATUS
Asset Management	Implementation of programmed (preventive) maintenance across key assets (WTP/WWTP/SPS)	Computer maintenance management systems generating asset work orders	30 June 2020	Water & Wastewater	On Target
	Asset register and condition assessments completed for the Water & Waste	All assets with condition assessments logged in systems	30 June 2020	Water & Waste	On Target

Comments:

Computer maintenance management systems generating asset work orders – Operational Team to complete tasks assigned before new tasks generated.

All assets with condition assessments logged in systems - As Tasks are generated for each asset, condition ratings are provided by the operations team.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Building and Plumbing Assessments	Certification of building and plumbing works assessment of properly made applications within 10 days	100%	Community Education and Compliance	On Target

Comments:

Five (5) Building Application received all certified within ten (10) business days

16 Properly made plumbing application received and approved within ten (10) business days

Five (5) not properly made applications received – Request for Information's sent within ten (10) business days.

One (1) plumbing application received that is being approved & inspected by state government.



Environment

Isaac will have an appropriate and sustainable balance between environment, economy and community to ensure our natural resources are sustainably managed and protected.

E1: Adopt responsible strategic land use planning to balance community, environmental and development outcomes.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Statutory Planning - Regional Planning Scheme	Statutory consultation for Regional Planning Scheme	31 December 2019	Liveability and Sustainability –Strategic Land Use Planning and Development Assessment	Monitor
	Adopt new Regional Planning Scheme	30 June 2020		Monitor

Comments:

Statutory Consultation Regional Planning Scheme – Coastal hazard study completed. Scheme provisions being redrafted in response to project submission and the Coastal Hazard Strategy.

Due to timing of Council elections, consideration of the adoption of the planning scheme by Council has been postponed to mid-2020 with the statutory timetable being amended accordingly.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Statutory Planning - Local Government Infrastructure Plan (LGIP)	Statutory consultation for Local Government Infrastructure Plan	31 December 2019	Liveability and Sustainability –Strategic Land Use Planning and Development Assessment	Monitor
	Adopt new Local Government Infrastructure Plan (consolidated)	31 December 2019		Below Target

Comments:

The timeframes have been adjusted to accord with the revised Planning Scheme Statutory timeline.

Statutory consultation for Local Government Infrastructure Plan - LGIP consultants preparing document for public exhibition in mid-2020

Adopt new Local Government Infrastructure Plan (consolidated) - LGIP consultants preparing document for public exhibition in mid-2020

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Development Assessment	Provision of development information and advice within 7 days	100% of requests handled within 7 business days	Liveability & Sustainability - Development Assessment	Monitor
	Number of discussions held with investors/developers	Number of meetings held/quarter		Monitor
	Applications assessed within prescribed timeframes	100% of applications assessed within legislative timeframes		On Target

Comments:

Team resourcing improved by appointment of Program Leader - Land Use Planning. Statutory timeframes being met.

E2: Manage and promote natural resources, including culturally significant sites and coastal environments in a responsible and sustainable manner.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Biodiversity	Enhance natural resources through delivery of pest management projects	Four (4) pest management projects	Liveability and Sustainability Environment and Biodiversity	On Target

Comments:

Council established Dingo bounty program provides ongoing financial incentives for eradication of wild dogs across the region. Planning for the biannual 1080 baiting program underway, to commence in the 3rd Quarter.

Council completed two (2) of the four (4) scheduled programs for the year. Council also managers a dingo scalp baiting program which has resulted in 375 scalps for the first two quarters

E3: Minimise Council's impact on the natural environment through effective waste management, recycling and environmental management policies and programs.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Wash-down Facilities	Provide efficient and timely solutions to maintenance issues	Target of 90% compliance	Economy & Prosperity	On Target

Comments:

Maintenance requirements short and long term have been proactively addressed.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Development Compliance	Standard complaints addressed within 20 business days	100%	Liveability & Sustainability and Community Education & Compliance	On Target
	Number of scheduled inspections and investigations undertaken	100%		On Target

Comments:

Three (3) new compliance investigations commenced. 100% completion of all initial complaint responses within 20 business days.

Facilitation of development applications for one (1) x non-compliant land use activity.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Trade Waste – Application assessments	Month end percentage of trade waste assessment completed within 20 days	100%	Community Education and Compliance	Monitor

Comments:

One application received and on hold till the plumbing works are completed and finalised. (Approval can't be granted until Trade Waste plumbing finalised)

EN3: Environmental Management

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Environmental Management	Observance of Environmental procedures & Field Audits	<5/annum	Water and Waste	Monitor

Comments:

No incidents for this quarter within target limits.

Waste Business Performance Targets

SERVICE AREA	DESCRIPTION	KEY PERFORMAMNCE INDICATOR	TARGET/MEASURE	RESPONSIBILITY	STATUS
Waste Management Operations and Management	Missed Services	Number of missed services/months	<10 per 5000 services	Waste Management	Monitor
	Collection of missed services	Response time for collection of missed services	90% within 36 hours		Below Target
	Bin repair/replacement requests	Response time to repair/replacement requests	90% within 5 working days		Below Target
Landfills and Transfer Stations	Compliance with Environmental Authority (EA)	Compliance with all elements of EA	<95% Compliance	Waste Management	On Target
	Delivery of compliant facilities in line with Department of Environment and Science (SED) requirements.	Compliance with all elements of EA	<95%		On Target
	Nuisance complaints (odour/litter)	Number of complaints/1,000 transactions/site	<20/annum		On Target
	Notices of scheduled site closures	Public notices	>7 days		On Target
	Develop a suite of strategy documents to support the sustainable delivery of Waste Management services and capital works in line with community expectations and council resources	Development and adoption of a Public Waste Strategy for the region	30 October 2019		On Target
Complaints	Customer complaints non-price related	Number of complaints/1,000 transactions/site	<10/annum	Waste Management	Monitor
Stormwater Management	Stormwater & Leachate Management and Landfill Rehabilitation (Moranbah, Clermont)	Construction of formalised Stormwater & Leachate Program	30 August 2019	Waste Management	On Target
Transfer Station Asset Management	Maintenance on Transfer Station/s across the region	Transfer Station Asset Maintenance	30 June 2020	Waste Management	On Target
Waste Reduction and recycling education programs	One media/public notice article in Council communications each quarter	One media/public notice article in Council communications each quarter	1 article/quarter	Waste Management	On Target

Comments:

Missed services/collect of missed services - The total number of Missed bins reported and captured via Customer Relation Management (CRM) for Quarter (Two) 2 is 264. Target number equates to < 371 missed services. Thus with 50% of year completed this needs to be monitored

Response time for collection of missed services - The average percentage collected within 36 hours is 64% (October 2019 57%, November 2019 66%, December 2019 85%)

Bin repair/replacement requests - Total number of repairs / replacement requests - 43

Delivery of Compliance with Environmental Authority (EA) – Working towards full compliance at all sites

Delivery of compliant facilities in line with Department of Environment and Science (DES) requirements - Working towards full compliance at all sites.

Nuisance Complaints – One (1) complaint (Moranbah - odour/ litter in October 2019)

Notices of scheduled site closures - Public Notices for Christmas / New Year Holidays

Develop and adoption of a Public Waste Strategy - Consultation Draft approved by Council on 18 December 2019

Complaints – Four (4) Complaints Two (2) relating to damage by Contractor and two (2) relating to full skips at Transfer St (Moranbah & Middlemount))

Stormwater Management - Programmed for a tender award. Council meeting March 2020.

Transfer Station Asset Management - Needs to be in alignment with new Directors requirements and Annual Operational Plan.

Waste Reduction and recycling education programs - Extensive communications around Waste Levy and New Waste and Recycling Contract

E4: Advocate to all forms of government on matters which impact on the health, wellbeing and sustainability of our region's natural environment.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Revegetation Program	Revegetation of significant sites – based on State identified triggers	Four (4) revegetation project per annum	Liveability and Sustainability Environment and Biodiversity	On Target

Comments:

Working with Coastal Landcare on revegetation project at Carmila Beach. Ongoing work in Clermont New site at Hoods Lagoon - working in partnership with Parks and Recreation team.

E5: Partner with industry and community to minimise environmental harm throughout appropriate education and regulation.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Wildlife Management	Flying Fox Reserve – Options paper	30 June 2020	Liveability and Sustainability Environment and Biodiversity	On Target

Comments:

Flying fox Statement of Management Intent (SoMI) implemented for 2019 season. SoMi is the Statement of Management Intent, developed by Council in 2018 to manage flying fox roosts in urban areas of Isaac region. The responses to this are generally to monitor and contain roosts in urban areas to minimise extent of community impacts. Roost monitoring occurring in Nebo, Moranbah, Clermont.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Reef and Coastal Management	Reef guardian projects - participate in regional partner programs	30 June 2020	Liveability and Sustainability Environment and Biodiversity	Monitor

Comments:

Ongoing relationship building with reef guardian projects.

E6: Through proactive communication and partnering, increase community awareness of the benefits of having a healthy and diverse environment.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Environmental Health - Illegal Dumping	Reduction of illegal dumping through education campaign	30 June 2020	Community Education and Compliance	Monitor
	Clean up event in partnership with Natural Resources Officers	One (1) Clean-Up event per annum	Community Education and Compliance	Monitor

Comments:

Reduction of illegal dumping through education - The project is planned for delivery in April/May 2020

Education campaign and clean up event - Planning in progress to leverage officer resources and expertise from both Natural Resources and Environmental Health.

Governance

Council will be a strong, ethical and effective advocate for the Isaac region, providing transparent and quality decision making, and efficient and cost-effective service delivery.



G1: Inform, collaborate with and facilitate the empowerment of the community and community groups to make local decisions through effective promotion, communication and engagement.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Media Relations	Number of proactive/positive media stories per month	8/month	Brand Media and Communications	On Target

Comments:

34 media releases issued by the Brand, Media and Communications team during the 2nd Quarter. 88 public notices were distributed to the community. Brand, Media and Communications also managed 54 media inquiries.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
External Communication - Proactive external publications	Six editions of Isaac News editions delivered to all residents annually 48 weekly editions of Clermont Rag editions and analytics. Monthly advertising in community newspaper, newsletters and community radio (as scheduled)	29 June 2020	Brand Media and Communications	On Target

Comments:

All programs deliverables on target. two (2) editions of Isaac News distributed to the community. 12 Clermont Rags have been published and distributed during the 2nd Quarter.

G2: Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Community Leasing	Reviewed and endorsed Leasing Strategy with associated Policies	30 June 2020	Community Facilities	On Target

Comments:

The policy review has identified several minor changes to accept the obligations of the asset custodian and lessee. Training packages and reference guides have been developed for presentation to the Community Tender and Facilities Advisory Committee (CTFAC) for endorsement prior to presentation to relevant Departments.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Annual Operational Plan	Publish the 2020/21 Annual Operational Plan	30 June 2020	Governance and Corporate Services	On Target

Comments:

Project not scheduled to commence until the 3rd Quarter.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Corporate Plan	Draft develop new 5-year Corporate Plan for adoption early 20/2021 (includes community consultation)	30 June 2020	Governance and Corporate Services	On Target

Comments:

Preparing scope of works and project plan to engage consultant. Finalising scope of works and project plan to engage consultant.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Workplace Health and Safety	Workplace Health and Safety Strategic Committee and Operational Workplace Health and Safety Committee meetings to be held at least quarterly (includes regular review of policies, procedures and audits)	30 June 2020	Organisational Safety	On Target

Comments:

Committees function well. Strategic committee regulation being revised currently. The draft plan of engagement is included in our internal action plan, this is reviewed by Director Corporate, Governance & Financial Services and as appropriate the Mayor. The next round of engagement will not start until after May 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Staff Development	Adopt a Learning and Development Strategy	30 June 2020	People and Performance	On Target

Comments:

The Learning and Development Strategy is in draft and is currently in progress. It will be reviewed and go to Council for adoption in the 4th Quarter.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Price Path	Develop Water and Wastewater five-year price plan	Price path adopted December 2019	Water and Sewerage	On Target

Comments:

A price path is still under development to ensure significant consultation occurs. Council workshops have been requested.

G3: Pursue financial sustainability through effective use of Council's resources and assets and prudent management of risk.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Stock/Inventory	Stocktakes undertaken twice yearly	31 December 2019 30 June 2020	Procurement and Contract Management	On Target

Comments:

December 2019 stocktake completed

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Procurement (Compliance)	Update compliance with purchasing policy and procedures	30 June 2020	Procurement and Contract Management	Monitor
	Annual Employee Awareness Program	30 June 2020		

Comments:

Ongoing compliance review. Procurement Compliance Review Group (PCRG) meet regularly. Training has been provided to staff and new staff members are requested to attend generic procurement training.

Procurement & Disposals Policy & guidelines have been updated

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Contract /Tender Management	Quarterly percentage of tender documents that are compliant	100%	Procurement and Contract Management	On Target

Comments:

Review completed and work to be completed regarding health and safety aspects of some documentation. Contract & Project Management group to finalise these gaps.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
IT Strategy	Maintain robust information technology systems and applications, including regular audits/assessments	30 June 2020	Information Technology	On Target

Comment:

General stability across all systems. Focus shifting to redundancy and resilience required to support Business Continuity Planning.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Fleet Operations	Develop a Fleet and Plant 10 Year Replacement Plan	30 June 2020	Workshops, Fleet and Plant	On Target

Comments:

10 Year plan is completed along with 2020 Hire Rate - This will form the basis for the 2020-2021 Capital budget bids and Opex. Fleet and Plant Business Model to be completed by 30th June 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Financial Asset Management	Depreciation methodology reviewed and applied	30 March 2020	Financial Services	On Target

Comments:

Depreciation methodology and estimates reviewed through valuation and audit applied.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Risk Management	Develop Business Continuity Plan	30 June 2020	Governance and Corporate Services	On Target
	Review and monitor Strategic and Operational Risk Registers	30 June 2020		On Target

Comments:

Business Continuity Plan - Scope for consultant being finalised

Strategic and Operational Risk Registers – Registers under ongoing review and monitoring.

G4: Deliver unique customer focused and responsive services that are based upon a program of continuous improvement.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Digital Communication	Enhance corporate website and expand social media presence	30 June 2020	Brand Media and Communications	On Target

Comments:

2018/19 Annual Report, Paws-itive blueprint, Waste Separation campaign, Moranbah Miners all produced and delivered during Quarter two (2). Council's website recorded 107,375 sessions in Quarter two (2). Facebook audience at end of Quarter two (2) was 8,082, Twitter 521, Instagram 792 and LinkedIn 3321. Email signature banners - Movember, Christmas Closures, Paws-itive Blueprint, Minerals and Metals

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Customer Service Delivery and Customer Relationship Management (CRM)	Review the: <ul style="list-style-type: none"> • Customer Service Strategy and Charter; • Implement a corporate Customer Relationship Management system – continue organisational wide roll-out/functionality 	30 June 2020	Engaged Communities – Information Technology	Monitor

Comments:

Program to be progressed during the 3rd and 4th Quarters. Delay due to PECS restructure and subsequent review of project plan and priorities.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Learning & Development - Apprentice and Trainees	Apply for approved places and grants to continue the apprenticeship and traineeship program for an annual intake	31 January 2019	People and Performance	On Target

Comments:

Proforma has been submitted (9 July 2019). Allocations have yet to be decided by the Department.

G5: Provide transparent and accountable planning, decision making, performance monitoring and reporting to the community in order to continuously improve

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Transparent and timely reporting	Percentage of documents (i.e. operational plan assessments, capital project reports and financial reports to council) delivered in accordance with approved timeframes and legislative requirements	100%	CEO/Director	On Target

Comments:

All reporting is on track for quarter two (2). All areas of reporting continuing to work on improvements in reporting with continued discussions at Executive Leadership Team and Committees to ensure continual improvement to reporting and to meet the requirements of stakeholders.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Internal Audit	Review/Adopt Internal Audit Annual Program	01 August 2018	Governance and Corporate Services	Completed
	Conduct at least four (4) Audit Meetings	100%		On Target

Comments:

Review/Adopt Internal Audit Program –Three (3) year Rolling Internal Audit Plan Endorsed Audit & Risk in September 2019.

Number of Audit meetings - Internal Audits on track. 1st Quarter Audits completed, 2nd Quarter Audit Complete awaiting final report.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Audit and Risk Program	Hold at least four (4) Audit & Risk Committee Meetings	30 June 2020	Governance and Corporate Services	On Target

Comments:

All scheduled Meetings held as per calendar.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Annual Report	Publish the approved 2018/19 Annual Report	30 November 2020	Governance and Corporate Services	Completed

Comments:

Annual Report adopted at November 2019 Council Meeting. Annual Report was published on Council's Website and printing of publication is in progress, with a view to receive hardcopies in January 2020.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Budgets and Statutory Reporting	Percentage of documents (i.e. financial reports to council, 2019/20 Budget, annual financial statements) delivered in accordance with approved timeframes and legislative requirements	100%	Financial Services	On Target

Comments:

Financial reporting undertaken within prescribed timeframes to date.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Accounting Services	Trade Creditors paid within acceptable time limits and terms of invoice	95%	Financial Services	On Target

Comments:

Over 95% of creditors have been paid within the payment terms for the October 2019 to December 2019 quarter.

SERVICE AREA	DESCRIPTION	TARGET/MEASURE	RESPONSIBILITY	STATUS
Quadrennial Local Government Elections	Council Elections 2020 - completed all relevant activities related to the Elections (e.g. Caretaker period, Councillor Inductions)	30 April 2020	Governance and Corporate Services	On Target

Comments:

WWW created. Finalised Caretaker Guidelines, established contact with Returning Officer.

COMPLIANCE REFERENCES:

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Isaac Regional Council services, levels and Standards
- *Environment Protection Act 1994*
- *Planning Act 2016*
- Australian Drinking Water Quality Guidelines
- Department of Environment and Heritage Protection (DEHP)



CEO'S ORGANISATIONAL DEVELOPMENT PLAN

The following provides an update on the Organisational Development Plan (ODP) activities as incorporated into the 2019-2020 Annual Operational Plan (Pages 12-38)

G - Governance and Planning

O - Organisation and Operations

P - People

W - Women in Local Government



GOVERNANCE AND PLANNING (G)

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G02	Integrated planning and corporate planning cycle	G02.01	Establish integrated planning framework document	MGCS		Q1				Commenced planning for project
G02	Integrated planning and corporate planning cycle	G02.04	Establish clear direction regarding planning and reporting obligations	DCGFS		Q1				2018/19 Q1: Commenced planning on project and options to progress - 18/19Q2 - work continuing
G02	Integrated planning and corporate planning cycle	G02.07	Commence process for new Corporate Plan post 2020 election	DCGFS				Q4		
G03	Strategic financial management	G03.03	Integrate financial plan with asset management plans	DCGFS			Q4			Asset Management plans currently being progressed through Enterprise Assets following completion of Project Accountability Gateway process through 19/20 budget
G03	Strategic financial management	G03.05	Identify initiatives to diversify revenue and contain costs	DCGFS			Q3			Revenue sources reviewed through budget process, along with monitoring expenses against Long term financial forecast (LTFF). This included identifying zero based business units.
G04	Asset management	G04.03	Define and demarcate roles of Enterprise Asset Manager, Asset Custodians and Asset Users (including service providers and program managers)	CEO	Q4					Changes in Directorate structure incorporated into building custodian structure. Completed with restructure in key directorates

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G05	Risk management	G05.02	Establish strategic and operational risk registers	MGCS			Q2			18/19 Q2 Risk workshops scheduled for Feb/March 2019 18/19 Q3 Workshops held with Councillors, Executive Leadership Team, and across region Q4 2018/19: Risk Registers in draft and based on Directorates. To be further progressed with 2019/20 Business Plans 2019/20 Qtr - scheduling meeting with Directorates to finalise Risk Registers
G05	Risk management	G05.03	Establish risk management procedures and reporting regime	MGCS			Q3			Q4 2018/19: Currently developing options for reporting and researching suitable applications to facilitate the Risk Registers, including the capture, monitoring and reporting
G05	Risk management	G05.04	Adopt hierarchy of operational risk registers and incorporate into business plans	MGCS			Q3			Q4 2018/19: Risk Registers in draft and based on Directorates. To be further progressed with 2019/20 Business Plans
G06	Organisational performance management	G06.01	Establish organisational performance management framework	MGCS			Q3			Q4 2018/19: Commenced considerations in 2019/20 business plan framework and reporting
G06	Organisational performance management	G06.02	Implement high level organisational performance reporting	MGCS				Q1		Yet to be commenced. Design and implementation will be considered with the review and finalisation of the new Corporate Plan

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G08	Reporting and agenda development	G08.05	Establish dedicated portal for Elected Members and senior Officers to host distribution of agenda's, corporate documents, registers and other information	DCGFS				Q1		Q1: The portal exists in IRIS. Brand Media and Communications and the Office of the CEO are reviewing functionality. Q2: Brand Media Communications Manager commenced mid qtr. Broad consideration required for functionality of platforms. Brand Media Communications investigating options with aim to launch in Q3 post elections.
G09	Standing Orders	G09.01	Facilitate production of new Local Law (Standing Orders)	MGCS			Q1			Adopted State Government Model Standing Orders and Meeting procedures 20 November 2018. To review and determine if proceeding to Local Law
G10	Governance-operations interface	G10.02	Further develop Councillor Help Desk processes and integrate with Customer Service and Workflow systems	CEO			Q1			Councillor Help Desk processes and integration with Customer Service and Workflow Systems raised with IMS Content Specialist Group. CRM matter raised through the IMS forum with ITC. Work progressing with ICT Steering Committee.
G10	Governance-operations interface	G10.04	Establish protocols for building and maintaining trust and teamwork involving Councillors and Senior Officers	CEO		Q4				No longer required
G11	Audit	G11.03	Adopt annual Internal Audit Programs with stronger relevance to strategic and	MGCS		Q2				2018-21 Internal Audit Plan to be adopted in October 2018. Future Plan's to be influenced by enterprise risk register 2019/20 Qtr.: Rolling Internal Audit

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
			operational risk registers							Plan endorsed which was developed with reference to the enterprise risk register
G12	Economic development	G12.01	Adopt new Economic Development Strategy, Local Business Support Strategy and Tourism strategy	MEDC			Q1			18/19 Q1 - Project plan on track. All three strategies drafted, and Councillor Workshops held. 18/19Q2 - Community consultation on all three strategies commenced
G12	Economic development	G12.02	Critically review resource allocation to ensure strategies are achievable	DPECS				Q3		Being undertaken as part of functional review
G12	Economic development	G12.03	Establish agreements with regional organisations regarding demarcation and compatibility protocols	MEDC				Q4		
G12	Economic development	G12.04	Establish local taskforce as and when required for cooperative approach to exploiting significant economic opportunities involving private sector and community leaders eg Galilee Basin	CEO				Q4		This is ongoing advocacy work through the Greater Whitsunday Council of Mayors.

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G13	Climate change	G13.01	Adopt Climate Change Policy	DPECS			Q3			Project plan yet to be developed. This has been consciously paused during the functional review. Scheduled to recommence in quarter 4 2019/2020
G13	Climate change	G13.02	Adopt Climate Change Mitigation Strategy	DPECS				Q1		Project plan yet to be developed. This has been consciously paused during the functional review. Scheduled to recommence in quarter 4 2019/2020
G13	Climate change	G13.03	Adopt Climate Change Adaptation Strategy	DPECS				Q1		Council was successful in its application for its application for funding phase 3-8 of the coastal hazards mitigation strategy (CHAS). Cardno coastal hazards study completed October 2019. Procurement of Consultants to complete strategy 3.8 CHAS Currently underway.
G14	Biodiversity	G14.01	Adopt Biodiversity Policy	DPECS		Q1				Progressing as per Project Plan
G14	Biodiversity	G14.02	Adopt Pest Management Strategy and prioritised program	MES		Q3				Progressing as per Project Plan
G14	Biodiversity	G14.03	Adopt Biodiversity Risk Register and Strategy	MES		Q1				Progressing as per Project Plan

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G14	Biodiversity	G14.04	Critically review resource allocation to ensure strategies are achievable	DPECS		Q1				Being undertaken as part of functional review
G14	Biodiversity	G14.05	Facilitate greater collaboration between relevant units in relation to pest and weed management.	MLS			Q2			As an outcome of Planning, Economic and Community Service (PECS) functional review. Liveability and sustainability department has lead role for facilitating this collaboration.
G15	Advocacy	G15.02	Critically review broader Advocacy Strategy	CEO			Q1			Documentation review commenced and continuing. Project Plan timing updated. Draft Advocacy Strategy for presentation and discussion at Strategy Session of council in first quarter 2020. Work in progress and will be reviewed by 2020 elected Council.
G15	Advocacy	G15.03	Establish a rolling Advocacy Plan on a quarterly basis	CEO			Q1			Documentation review commenced. Project Plan dates to be updated. Councillor engagement to be scheduled early Q3 in line with Project Plan for Advocacy Strategy (G15.02) and quarterly Advocacy Plan.
G17	Controlled Entities – Isaac Affordable Housing Trust P/L	G17.01	Undertake critical assessment of IAHT outlook and future economic and social policy influences in consultation with IAHT Board	CEO			Q1			In progress

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G17	Controlled Entities – Isaac Affordable Housing Trust P/L	G17.02	Re-define desired strategic objectives from IRC perspective	CEO			Q3			In progress
G17	Controlled Entities – Isaac Affordable Housing Trust P/L	G17.03	Consider synergies with IRC, State Government and private sector property portfolios	CEO			Q3			Being considered as part of Land Development Advisory Committee Work Plan
G17	Controlled Entities – Isaac Affordable Housing Trust P/L	G17.04	Establish and implement strategic plan	CEO				Q1		Currently in progress by Isaac Affordable Housing Trust Board
G18	Community engagement	G18.01	Establish Community Engagement Policy	DPECS			Q1			18/19Q1 - project plan drafted, and initial Council workshop completed - 18/19 Q2 - currently under development
G18	Community engagement	G18.02	Adopt Community Engagement Guidelines including contemporary alternatives	DPECS			Q1			18/19Q1 - project plan drafted, and initial Council workshop completed - 18/19 Q2 - currently under development
G18	Community engagement	G18.03	Specifically adopt program of periodic engagement activities to replace Roundtable Community Meetings	DPECS			Q1			Bi-monthly council meetings continue in Regional Communities.
G19	Indigenous relations	G19.02	Adopt Indigenous Relations policy	DPECS			Q2			This has been consciously paused during the Planning Economic and Community Service (PECS) functional review. Scheduled to recommence in quarter 4 2019/2020.

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G19	Indigenous relations	G19.03	Undertake engagement with representative elders and organisations and develop Memoranda of Understanding	CEO			Q3			Effective engagement has been undertaken and is ongoing with Jangga People and Barada Barna People. No Memorandum of Understanding has been developed to date with focus on the ILUA being couched in meaningful terms. Project plan yet to be developed
G19	Indigenous relations	G19.04	Develop a Reconciliation Action Plan	DPECS			Q4			This has been consciously paused during the Planning Economic and Community Service (PECS) functional review. Scheduled to recommence in quarter 4 2019/2020.
G20	Corporate stakeholder relations	G20.01	Adopt Corporate Stakeholders Engagement policy	CEO			Q4			Completed – Corporate Stakeholder Engagement Policy (CORP-POL-071) presented to Council for consideration at January 2020 Ordinary Meeting. Council laid the report on the table for further consideration at the February 2020 Ordinary Meeting.
G20	Corporate stakeholder relations	G20.02	Develop engagement strategies for each major corporate stakeholder	CEO				Q1		With PECS restructure being finalised this will be considered by the new Manager Engaged Communities
G20	Corporate stakeholder relations	G20.03	Establish Memorandum of Understanding giving effect to engagement strategies with each major corporate stakeholder	CEO				Q1		With PECS restructure being finalised this will be considered by the new Manager Engaged Communities

Number	Title	Action #	Action	Custodian	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
G20	Corporate stakeholder relations	G20.04	Establish process for development of Special Charge proposals including communication with relevant stakeholders	CEO				Q1		With PECS restructure being finalised this will be considered by the new Manager Engaged Communities
G21	Critical instruments	G21.01	Collate readily available existing critical instruments	MGCS			Q2			18/19 Q2/3 - preliminary collation of list of documents occurring adhocly pending full commencement of project 2019/20: to progress when resources available
G21	Critical instruments	G21.02	Define critical instruments for inclusion in register	DCGFS		Q2				Definition developed and guiding project. All inclusions still being identified as per incremental progress as time permits with other priorities
G21	Critical instruments	G21.03	Identify gaps in critical instruments register	MGCS			Q3			Not Yet commenced - pending finalisation of G21.02
G21	Critical instruments	G21.04	Research archival evidence of missing critical instruments	MGCS			Q4			Not yet commenced - pending finalisation of G21.02 & G21.03
G22	Statutory compliance	G22.02	Identify greatest risks in non-compliance	DCGFS			Q2			In progress with audits to guide planning and identification of risks/non-compliance
G22	Statutory compliance	G22.03	Develop strategies to mitigate risk of non-compliance in prioritised risks	DCGFS			Q3			In progress with audits to guide planning and identification of risks/non-compliance

Organisation and Operations (O)

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O01	Organisational structure, workload and resource allocation	O01.04	Review opportunities for greater integration of property letting functions in relevant directorates.	CEO		Ongoing			Draft Housing Strategy currently under review by Executive Leadership Team.
O01	Organisational structure, workload and resource allocation	O01.06	Identify appropriate unit to undertake land development activities	CEO		Q1			This is currently being reviewed under the Land Development Advisory Committee
O01	Organisational structure, workload and resource allocation	O01.07	Establish working group to identify opportunities for integrate management of booking facilities and spaces	MEC		Q3			Not yet commenced.
O02	Customer contact	O02.01	Conduct major review of customer contact/service	DPECS			Q4		Implementation of the Planning Environment Community Services Functional Review in 2019-20 to create seven new Community Hubs represents a significant revisioning of how customer contact and frontline services are delivered. There is a residual budget to develop a customer service strategy and charter for such a project plan will be developed in time with the target time frame.

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O02	Customer contact	O02.02	Refine existing customer contact arrangements to optimise service levels and distribute workload	MEC		Q4			Completed through the Planning Economic and Community Service (PECS) functional review.
O02	Customer contact	O02.03	Strengthen emphasis on use of existing customer service and workflow systems	CEO		Q4			Customer Relationship Management business model is complete for Customer service - this is an ongoing discussion and consideration throughout the ICT Steering Committee for roll out to whole Council
O03	Information technology and services	O03.01	Adopt comprehensive IT&S Strategy including review of enterprise architecture, business applications and platforms	CIO		Q1	Q1		Reviews of enterprise architecture and the Citrix environment complete and recommendations are being worked on. Request for procurement for a strategic review aimed at producing an IT Improvement strategy under review Director Corporate Governance and Financial Services. Council has requested a strategy to transition IRC out of providing TV services - this will be incorporated into the community survey initiative after the 2020 elections.

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O03	Information technology and services	O03.03	Critically review risks in communications network and mitigate unacceptable risks to business continuity	CIO		Q2	Q1		Budget bids for new transmission tower and a direct MBH-CLM WAN link will be submitted as part of the FY20/21 capital works program.
O04	Project management	O04.01	Establish "Project Accountability Gateways" framework (including policy and procedures) to manage prioritisation and progress of significant projects at various stages of project life.	DCGFS		Q1			Q2 Gateway process in use for Capital Works Program for the 2019/20 budget.
O04	Project management	O04.03	Adopt firm reconciliation, close-out and capitalisation procedures	MFS		Q4			<p>Consultation completed, draft procedure adopted for inclusion in Engineering and Infrastructure Quality procedures.</p> <p>Draft policy prepared, to be reviewed with other stakeholders.</p> <p>Note priority replaced with Asset Class accounting methodology papers developed and circulated for feedback addressing external audit issues.</p>
O04	Project management	O04.04	Continue to build corporate skills, knowledge capacity to support program and project delivery assurance objective	CEO		Q3			Ongoing - Asset Management Working Group is appropriate vehicle to build capacity.

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O04	Project management	O04.06	Explore the merit of creating a Major Project Delivery unit	CEO			Q2		Currently being considered by Executive Leadership Team following directorate restructures.
O05	Commercial business activities	O05.03	Review strategic objectives, business plans and resource allocation in Commercial Outcomes Unit	DPECS		Q1			Completed through the Planning Economic and Community Service (PECS) functional review.
O05	Commercial business activities	O05.04	Establish guidelines for development of business plans for commercial activities	MCGS		Q1			Not commenced yet due to Water and Waste Water Commercial business not established
O06	Property management	O06.02	Identify property available for commercial purpose (ie other than employee housing) and determine opportunity for disposal and/or leasing	MCF		Q4			Progressing in conjunction with ODP 06.05 – register of properties identified consultation with major stakeholders to progress
O06	Property management	O06.03	Liaise with State Government and corporate entities holding significant housing property portfolios to establish longer term housing strategy for each town	CEO		Q1			Major mining houses, accommodation providers and property developers have been engaged by Land Development Advisory Committee. Ongoing.
O06	Property management	O06.04	Critically review community facility lease policy	MCF		Q2			Completed by Community Tenure and Facilities Advisory Committee. Functional response transferred from Governance to Community Facilities. Q2 - New

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
									Community Facilities Manager transitioned. The critical review is ongoing in concert with the development of an Asset Custodian and Lessee "User Guide". The intent is to submit same to CTFAC for endorsement. The priority at this stage remains to resolve historical leasing issues then revert to the policy document with "lessons learned".
O07	Regulatory compliance management	O07.02	Adopt enforcement regime matrix to clearly define the levels of enforcement (education through to legal action) and the appropriate triggers for escalation	MCEC		Q4			The functional review has created the appropriate organisational environment for this to occur. The regulatory reset will establish the production and escalation (from education to legal action) for all regulatory functions of Council
O07	Regulatory compliance management	O07.04	Systematically review all Local Laws to determine relevance and adequacy	CEO		Q4			With recent commencement of new Manager Community Education and Compliance and Compliance and Integration Managers this review will be progressed.
O08	Water and wastewater infrastructure	O08.01	Adopt Total Water Cycle Plan and Strategic Asset Management Plan for each community	DW&W		Q2		Q1	Integrated Water Cycle Management Strategy (IWCMS) for Moranbah has been completed by our Consultant and is under review. Once review is completed the Total Water Cycle Plan will be created in

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
									draft format for Council approval. IWCMS review has been completed and approved by Council for Moranbah(complete). the Clermont Sustainable Water Strategy has been progressed and an update to council is planned for March 2020. Integrated Water Management Strategy and Sustainable Asset Management Plans to be progressed for other centres
O08	Water and wastewater infrastructure	O08.03	Consolidate all water supply arrangements and address all supply security deficiencies	DW&W		Q4		Q1	Discussions progressing. Anglo water pipeline into Moranbah finalised in March 2019. Anglo proposal provided to Council in August 2019 for information. Moranbah arrangements now provide security for anticipated peak annual consumption. Clermont sustainable water strategy to be reported to council as identifies state of play with security in Clermont. negotiations commenced regarding emergency supply for St Lawrence and Carmila if required. Additional options to supply Glenden being explored.

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O08	Water and wastewater infrastructure	O08.05	Critically review system monitoring and control risks and install network metering and SCADA infrastructure	DW&W		Q2			SCADA cyber security audit and SCADA tech support in place in October 2018. As per the audits, PAG processes for SCADA system updates are now in the 10-year CAPEX project delivery program. The SCADA system updates are in the Project Accountability Gateway for 2020/2021. An update was provided to Risk and Audit Committee in November 2019 on all actions taken and proposed. Complete
O08	Water and wastewater infrastructure	O08.07	Adopt dam integrity and safety management program to mitigate risks	DW&W		Q2			Completed Dam Safety Plan completed at end Q2 18/19
O08	Water and wastewater infrastructure	O08.09	Negotiate bulk water supply agreements	DW&W		Q4			Discussions progressing. Anglo water pipeline into Moranbah finalised in March 2019. Continuing assessment of Anglo American August 2019 proposal and Sun water Eungella Water Supply Tender. Isaac Plains Agreement in place March 2019. BMA Dysart Agreement to be progressed late 2019. Proposal currently being evaluated based on total water balance for Moranbah. Stanmore/Isaac Plains Agreement in place March 2019 and options to access increased allocation being

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
									explored. Discussions are continuing to finalise the Middlemount agreement. Pembroke/Olive Downs discussions regarding water access during construction. Inspection of sun water infrastructure programmed for February 2020.
O09	Road infrastructure (main roads)	O09.04	Negotiate with State Government to reclassify roads directly servicing major projects as Main roads (eg Boundary Road servicing Carmichael mine)	CEO	Q3	Ongoing			Repeated requests submitted to State Government seeking a response. Awaiting response
O10	Road infrastructure	O10.01	Adopt Strategic Asset Management Plans for urban and rural road networks and associated structures	MIPTS	Q4		Q2	Q3	Road Investment Strategy Document has been presented and adopted by Council. Manager Infrastructure Planning and Technical Services and Manager Infrastructure Parks and Recreation working with Manager Strategic Assets in the progression of the Road Network Asset Plans. Asset Management Plan for Bridges is near complete as a result of the engagement of Australian Road Research Board (ARRB) who provided asset condition assessment of bridges
O10	Road infrastructure	O10.01	Adopt Strategic Asset Management Plans for urban and rural road networks and associated structures	MIPTS	Q4		Q2	Q3	Road Investment Strategy Document has been presented and adopted by Council. Manager Infrastructure Planning and Technical Services and Manager

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
									Infrastructure Parks and Recreation working with Manager Strategic Assets in the progression of the Road Network Asset Plans. Asset Management Plan for Bridges is near complete as a result of the engagement of Australian Road Research Board (ARRB) who provided asset condition assessment of bridges
O10		O10.03	Adopt structural integrity-based Maintenance Management Plans for all road structures including bridges culverts and crossings	MIPTS	Q4		Q2	Q3	Maintenance Management Plans for Bridges completed in July 2018 through the engagement of ARRB. A comprehensive condition assessment on all IRC bridges has been carried out by ARRB to establish scope of works to ensure serviceability through planned maintenance. Priority regional floodway's program has been established and first phase of concreted floodway's under construction in 3 quarter of 2019/2020. Other minor structure priorities are planned for construction in 2020, subject to funding.
O10	Road infrastructure	O10.05	Adopt roadside vegetation management strategy	MIPTS		Q4		Q2	Drafting of a management Strategy document in progress and nearing completion. Working closely in consultation with the directorate of Planning Environment Community Services directorate officials. Aiming to finalise in February 2020.

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O11	Pavement materials supply - pits	O11.02	Adopt pit remediation strategy to address compliance risks	MIPTS		Q4		Q2	Completed. In addition, a Quarry Management Plan for IRC Quarries have been finalised
O11	Pavement materials supply - pits	O11.03	Establish procedures for pavement materials supply including commercial arrangements, approvals and compliance, and logistical supply aspects	MIPTS		Q1		Q2	Completed. Material requirements for construction and re-sheeting have been established for 19/20 and 20/21. The management of pavement material supply is an ongoing process owned by Coordinator Natural Resources. Active and Inactive pits have all been identified. Register in place including catchment areas for each pit / road. 2 – Commercial gravel supply arrangement. Prequalified panel of Commercial Suppliers currently being renewed
O12	Changes in demand for community services and facilities.	O12.01	Adopt Social Infrastructure strategy	MCS		Q2			A draft project plan has been prepared but requires further review and scoping by Manager Liveability and Sustainability and Planning, Environment and Community Services (PECS)
O13	De-centralised operations	O13.01	Adopt a Policy regarding the distribution of staff with commitment to retaining active operations in each town and with defined minimum thresholds of staffing and senior manager presence	CEO		Q1			Completed. Council adopted at the January 2020 Ordinary Meeting the Operational Human Resource Distribution Policy (CORP-POL-072).

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O13	De-centralised operations	O13.02	Establish travel management system to plan and monitor travelling to mitigate risks and improve efficiency	DEI		Q3			The first draft project management plan remains under review due to competing priorities. Investigations and development of travel management plan well progressed with a pilot electronic platform to be trialled in Q4 2020. Further functions of the Vehicle Management System also being investigated.
O14	Overtime and work patterns	14.03	Within budget utilise overtime where beneficial for employee and plant productivity and/or service standards	DEI			Q2		With assistance from People and Performance team, research and investigation being conducted into the potential for roster system implementation. Initial outcomes presented to Chief Executive Officer, further work progressing. This action has been delayed due to competing priorities and operational staff turnover. Trial implementations anticipated to occur in 2019/20 following appropriate consultation and assessment of resourcing for corresponding capital program. Further, also dependent on certified agreement negotiations.

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O15	Financial management - expenditure	O15.02	Establish program to encourage and reward initiatives resulting in cost savings	CEO		Q1			Not commenced
O18	Payroll management	O18.01	Complete transitional application of TechOne payroll module	DCGFS		Q4			Executive Leadership Team transitioned to timesheets by exception. Further progression of payroll module, on hold pending review of TechOne platform options.
O19	Delegations and authorisations	O19.01	Critically review and rationalise delegations from Council to CEO including conditions of delegation where appropriate	MCGS	Q3				2019/20 Qtr 1 - Full review undertaken. Updated Register submitted to the October Council meeting
O19	Delegations and authorisations	O19.04	Review compliance with authorisation obligations (eg identification cards)	IA		Q2			New procedure and policy adopted May 2018, Centralised to Governance for ongoing review QTR 2 19/20: Policy reviewed to be submitted to Council in January for adoption. Advanced Training options being further investigated with stakeholders

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O20	Procurement	O20.09	Develop strategic procurement framework	MC&P		Q2			Overtaken by events with the development of the Engineering & Infrastructure strategic procurement plan. Council has determined that it will take a strategic approach in meeting its procurement objectives. It will apply the principles of strategic sourcing and forward procurement planning. It will produce and publish an annual strategic procurement master plan covering all planned purchases above \$200 000 and individual significant procurement plans covering individual purchases above \$500 000.
O21	Records management	O21.03	Establish reporting regime to monitor records management practices	CIO		Q1			Base set of reports developed, tested and used by records team.
O21	Records management	O21.04	Develop incentives for good records management	DCGFS		Q2			Progressing
O22	Internal communication	O22.04	Conduct a program to raise awareness and encourage personal communication (telephone or in person) in lieu of electronic communication (emails).	MBMC	Q2				Communications Plan presented to Executive Leadership Team in Q4, approved for implementation Q1 2019-20. Q2: New Brand Media and Communications Manager assessing situation and implementation of Communications Plan previously approved.

Number	Title	Action #	Action	Custodian	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Progress/Status
O23	Disaster management	O23.01	Implement recommendations of IGEM audit	DCGFS		Q4			Further work to ensure community engagement - commenced in September at Mistake creek. Subplans continue to be updated and presented to Local Disaster Management Group
O26	Essential Service Platforms	O26.01	Gather data and develop advocacy plan to lobby governments and service providers	SAM		Q4			Reconsider custodian for issue - better suited to the office of CEO

People (P)

Number	Title	Action #	Action	Custodian	Completed	FY 2018/2019	FY 2019/2020	FY 2020/2021	Progress/Status
P03	Leadership	P03.03	Facilitate leadership inspiration by promoting case studies (internal and external)	MPP			Q2		<p>Brief Approved Jan 2018. Started. Commenced June 2019. Brainstorm Session conducted at Operational Leadership Team meeting July 2019. Feedback has been consolidated to develop the Leadership Program. A lunch and learn program have been developed and implemented as part of the leadership program</p> <p>Leadership Program Proposal to be submitted to Executive Leadership Team for review and endorsement. Complete.</p>
P03	Leadership	P03.04	Explore initiatives to develop managers' coaching and mentoring capacity	MPP		Q4			<p>Policy adopted April 2019. Workforce planning including succession planning, transition to retirement, job sharing, secondments, Expression of Interest's, higher duties, mentoring program etc. resourcing capability, 5 year plan, productivity rosters, sustainability. ODP 5.6</p> <p>The Pilot Mentoring Program was launched on 19/09/2019 with six (6) Mentor and six (6) Mentees from the different directorate. The program will run for a period of 12 months. People and Performance has developed a Mentoring Program - Schedule of Events up to the end of the program on 10 September 2020 end of the program</p>

Number	Title	Action #	Action	Custodian	Completed	FY 2018/2019	FY 2019/2020	FY 2020/2021	Progress/Status
P04	Teamwork	P04.01	Adopt a Teamwork Code and prepare marketing collateral to promote teamwork	MPP		Q4			Brief approved April 2017 – Planning Stage Update 03/02/2020 - Teamwork Code and inspiration will be reviewed in line with the results from the employee pulse survey and implement
P04	Teamwork	P04.02	Facilitate teamwork inspiration by promoting case studies (internal and external)	MPP			Q2		Brief Approved August 2017 – Planning Stage. Proposed change to incorporate with leadership program being rolled out. Align with Strategy "Our People" Plan Leadership Program Proposal to be submitted to Executive Leadership Team for review and endorsement. This is occurring at the Management Leadership Team and monthly emails sent out by Manager People and Performance. Tools available via the leadership portal. Vacation students across different Councils
P05	Recruitment and retention	P05.04	Establish corporate knowledge capture processes	MPP			Q1		Brief approved - Planning Stage People and Performance to develop template/framework, part of exit process if not captured via work instructions developed as part of this process (in conjunction with workforce planning to identify high turnover roles, business critical roles)
P05	Recruitment and retention	P05.06	Develop a framework for establishing Standard Operating Procedures and Work Manuals in roles that are critical or are subject to high turnover to improve efficiency of	MPP			Q1		Brief Approved July 2018 - Planning Stage, align with Strategy "Our People" Plan. This is part of the ongoing workforce/succession planning. Related to Organisational Development Plan 3.4

Number	Title	Action #	Action	Custodian	Completed	FY 2018/2019	FY 2019/2020	FY 2020/2021	Progress/Status
			on-boarding and induction						
P05	Recruitment and retention	P05.08	Critically review on-boarding and induction processes and incorporate a mechanism to identify, capture and carry-over knowledge of the previous incumbent	MPP			Q1		Project brief approved. Planning Stage align with Strategy "Our People" Plan. Update 03/02/2020 - A review of the on-boarding and induction processes have been undertaken. A project plan to be developed and submitted for review and endorsement.
P05	Recruitment and retention	P05.09	Increased emphasis on attraction and retention and more opportunity for "home-grown" recruits eg cadets	MPP		Q4			Planning Stage Update 03/02/2020 - IRC Graduate Program 2020 launched on 22/01/2020, work experience, school meetings, vacation students and lunch n learn. This ODP item completed.
P05	Recruitment and retention	P05.11	Develop a package of tangible incentives for enhancement of recruitment and retention	MPP		Q4			Brief is in final draft form. Update 03/02/2020 - People and Performance currently developing a Benefits Program to be submitted for review and endorsement
P08	Learning and development	P08.01	Adopt Learning and Development strategy	MPP		Q4			Update 03/02/2020 - People and Performance to complete Training Needs Analysis and plan set to achieve 100% compliance by end of calendar year – upskilling and cross skilling, utilisation and maximise productivity – training calendar, training catalogue & annual budget, review processes

Number	Title	Action #	Action	Custodian	Completed	FY 2018/2019	FY 2019/2020	FY 2020/2021	Progress/Status
P09	Employee development and performance management	P09.03	Establish annual development plan and performance assessment framework for all employees and raise awareness of the importance of this	MPP		Q4			Brief Approved August 2017 – Planning Stage. Proposed change from 2018/2019 Q4 to 2019/2020 Q1 to align with Strategy "Our People" Plan. Update 03/02/2020 - Performance Appraisal process for M4 Managers and above. Implementing in Certified Agreement.
P09	Employee development and performance management	P09.04	Establish opportunities for career path management for aspiring employees	MPP		Q4			Brief Approved July 2018. Planning Stage. Proposed change from 2019/2020 Q4 to 2019/2020 Q1 to align with Strategy "Our People" Plan. Update 03/02/2020 - Career Pathway - vacation student placement.
P10	Equal Employment Opportunity	P10.02	Identify opportunities for increased number of indigenous and disabled employees using natural attrition and affirmative action in recruitment	MPP		Q4			Brief completed August 2017 – Planning Stage Proposed change from 2019/2020 Q4 to 2020/2021 Q2 to align with Strategy "Our People" Plan. Update 03/02/2020 - Equal Employment Opportunity Policy reviewed and approved. People and Performance ongoing review of the recruitment process and working on strategies to promote IRC as the employer of choice.
P13	Bullying and harassment	P13.03	Conduct training to ensure that the difference between performance management and bullying and harassment is understood	MPP		Q4			Roll out of training across all regions July to September 2019. Currently seeking external quotes for development of the training. Training will be delivered in house. Update 03/02/2020 - Bullying and Harassment toolbox presentations rolled out in September 2019 - Expression of Interest for Contact Officers sent out in Dec 2019.

Number	Title	Action #	Action	Custodian	Completed	FY 2018/2019	FY 2019/2020	FY 2020/2021	Progress/Status
P14	Senior employee contracts	P14.04	Explore alternative means by which managers' workloads, stresses and strategic planning needs can be ameliorated	MPP			Q2		Brief approved April 2017 – In progress planning stage. Proposed change in incorporate with leadership program being rolled out. On track align with Strategy "Our People" Plan. Update 03/02/2020 - Part of leadership program.
P15	Employee housing	P15.01	Adopt clear position regarding existing subsidised tenancies being respected	MF & CP	Q3				Continuing in accordance with project brief
P17	Innovation Learning and Collaboration	P17.04	Explore opportunities to leverage off GW3 Innovation Project with an innovation event	DPECS		Q2			Project Brief yet to be developed

Women in Local Government (W)

Number	Title	Action #	Action	Custodian	FY 2018/2019	FY 2019/2020	FY 2020/2021	Progress/Status
W02	Parental Leave	W02.01	Investigate the need/possibility/effect of changes to the current EBA that align paternity leave entitlements to maternity leave entitlements	MPP		Q3		Brief approved November 2018 - Commenced October 2018. Policy in consultation stage, Certified Agreement negotiations due to commence. Update 03/02/2020 - In progress
		W02.02	Develop a Paternal Leave Policy and suite of documents that: <ul style="list-style-type: none"> - Clearly define all Paternal Leave entitlements - Include a Return to Work Strategy that support flexibility, options for returning to work, job sharing, working externally: all conditional on meeting the operational needs of the organisation - Provide guidelines/strategies and timelines for backfilling of positions and effective handovers pre and post Paternal Leave - Include a process for keeping in contact with staff on Paternal (or extended) Leave 	MPP	Q4			Completed Parental Leave Procedure effective August 2019..

MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee Meeting

Tuesday 11 February 2020

AUTHOR

Liza Perrett

AUTHOR POSITION

Manager Governance and Corporate Services

5.5**POLICY – FRAUD AND CORRUPTION CONTROL - UPDATED**

EXECUTIVE SUMMARY

The purpose of this report is to consider the adoption of the updated Policy – Fraud and Corruption Control.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

- 1. Repeal the 'Fraud and Corruption Prevention' Policy (CGFS-116)**
- 2. Adopt the 'Fraud and Corruption Control' Policy (CORP-POL-076).**

BACKGROUND

In September 2016, the Fraud and Corruption Prevention Policy was updated, following the release of the Auditor Generals "Fraud Management in Local Government" and an Internal Audit completed by councils Auditor. In addition to the document being updated, an induction program was developed and is now part of the mandatory induction program. It is therefore timely to review this Policy and in addition develop a suite of supporting documents such as the Fraud and Corruption Control Framework and Plan and Risk Register.

In March 2018, Crime and Corruption Commission (CCC) Queensland released a Best Practice Guide designed for use by practitioners responsible for implementing or reviewing an organisation's fraud and corruption internal controls. It consists of an integrated framework of 10 key elements important in developing an effective fraud and corruption control program

A full review has been undertaken on all the existing documents/systems which identified any gaps and updated the documentation. This include reviewing best practice guidelines such as the CCC guide. As a result, the Fraud and Corruption Control Policy was reviewed, along with updating the Fraud and Corruption Control Plan and Framework.

Attached is the Fraud and Corruption Control Policy which has been reviewed by Executive Leadership Team and is not submitted to consideration by Council for adoption. It is noted that no changes have been made to the previous policy adopted, excepting the new branding and changing the world 'prevention' to 'control', in line with best practice.

Fraud and Corruption Control Framework – other related documentation.

A Fraud and Corruption Control Framework has been developed to align with the Australian Standards AS8001:2008 for Fraud and Corruption and AS/NZS ISO 31000:2009 for Risk Management and is in alignment with the Crime and Corruption Commission (CCC) Fraud and Corruption Control Best Practice Guide.

An updated draft Fraud and Corruption Control Plan was also presented to Executive Leadership Team in January 2020, which included an updated table identifying how fraud is prevented, detected and responded to and the associated training awareness schedule.

A Fraud and Corruption Control Risk Register has been designed in draft for future workshopping with Executive Leadership Team. These three documents (Plan, Framework and register) will form further consultation with stakeholders and be finalised with Executive Leadership Team. Training and awareness of the documentation and responsibilities of all staff will be undertaken, noting that the commencement of this will be through consultation in finalising the suite that makes up the Framework.

IMPLICATIONS

Compliance ensures that appropriate responsibilities and delegations of authority are provided to staff to undertake their duties and meets legislation.

CONSULTATION

- Chief Executive Officer
- Executive Leadership Team

BASIS FOR RECOMMENDATION

The ensure Council is meeting its legislative responsibilities through effective management of its policies and procedures.

To provide clear direction to council and its staff in the management fraud and corruption control systems, awareness and responsibilities.

ACTION ACCOUNTABILITY

Manager Governance and Corporate Services to update the Policy Register, IRIS and external website and ensure training/awareness is continued

KEY MESSAGES

Council is committed to meeting its legislative responsibilities and ensuring effective Policies and Procedures to support the operations of Council, community and employees

Report Prepared By: LIZA PERRETT Manager Governance and Corporate Services Date: 23 January 2020	Report Authorised By: DARREN FETTELL Director Corporate, Governance and Financial Services Date: 3 February 2020
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ATTACHMENTS

- Attachment – Fraud and Corruption Control Policy - CORP-POL-076

REFERENCE DOCUMENT

- Nil

FRAUD AND CORRUPTION CONTROL POLICY

APPROVALS

POLICY NUMBER	CORP-POL-076	DOC.ID	3219760
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CATEGORY	Statutory
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POLICY OWNER	Manager Governance & Corporate Services
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APPROVAL DATE	Insert	RESOLUTION NUMBER	Insert
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DRAFT

OBJECTIVE

This policy is to clearly state Isaac Regional Council's (IRC) commitment to rigorously manage the risk of fraud and corruption.

SCOPE

This policy applies to all staff, Councillors, contractors, volunteers and individuals conducting business with IRC.

IRC will not tolerate corrupt conduct or fraud and encourages any person who has reason to suspect that corruption or fraudulent activity may be occurring to report their suspicion.

DEFINITIONS

TERM / ACRONYM

MEANING

Corruption

Dishonest activity or inactivity in which any person (whether or not a public official) acts contrary to the interest of IRC in order to achieve some gain or advantage, or to avoid loss or disadvantage, for the officer or for another person or entity. Corruption can include, but is not limited to, behaviour such as fraud, deception or misuse of a position or authority.

Fraud

Dishonest activity or inactivity causing actual or potential loss to any person or entity, including theft of money or other property, by any person (whether or not a public official) external to IRC, where deception is used. This includes deliberately falsifying, concealing or destroying documents used, or intended to be used, for a normal purpose, or the improper use of information or position to directly or indirectly benefit oneself or someone else

IRC

Isaac Regional Council

POLICY STATEMENT

IRC is committed to a zero tolerance approach to fraud and corruption.

To facilitate this, IRC will implement the following strategies:

- Appropriate recruitment and Employee management processes
- Appropriate allocation of responsibilities to Employees, ensuring regular staff education and training;
- Provision of effective internal control systems, with effective fraud and corruption control plans and policies and procedures
- Undertaking of fraud risk assessments and implementation of appropriate mitigation strategies
- Ongoing monitoring and reporting on the adequacy of fraud prevention and detection control mechanisms, including how to appropriately address fraud when it arises.

Council will actively pursue suspected incidents of fraud in compliance with all relevant legislation (including the *Privacy Act 2009* and *Public Interest Disclosure Act 2010*) and Council policies and corporate standards.

Council will, in pursuing suspected incidents of Fraud, have regard to the framework of natural justice and procedural fairness.

Council's Fraud and Corruption Control Plan (Plan) is the organisation's strategic document that guides and manages all fraud and corruption prevention activities. The purpose of this Plan is to:

- build a culture within IRC that seeks to prevent fraud and corruption
- reduce the potential for fraud and corruption within and against IRC
- explain how IRC will use risk management practices to prevent and control fraud and corruption
- provide guidance on how any suspected instances of fraud or corruption within the organisation will be dealt with by IRC.

Policy Principles

IRC is committed to:

- Developing and maintaining an organisational culture supported by appropriate leadership, conduct guidance, policies, procedures, strategies and security that prevent corruption and fraud
- Ensuring that all of its business dealings with tenderers, suppliers, consultants and contractors are conducted in an ethical manner.
- A code of conduct that form the basis of ethical standards and conduct expected of staff, Councillors and contractors
- Implement strategies to promote the education and awareness of Councillors, staff and external stakeholders in relation to corruption and fraud prevention issues
- Policies which staff, Councillors and the public are aware of how to identify and report potential fraud and how to make a PID via internal and external processes and that encourage them to report any instances of corrupt conduct or fraud. These are available on the IRC intranet and web site
- Establish appropriate procedures to capture on alleged and proven losses from fraud and report reportable loss to the Auditor-General and Minister.

ROLE

RESPONSIBILITIES

Role of Council

Council as a whole act with integrity, honesty and transparency when managing council operations and services to the community

Role of Councillors

Councillors should approve, support and endorse any policy or process that helps prevent (includes deter, detect, resolve allegations of or instances of fraud) within council

Role of CEO	CEO shall ensure that there are appropriate practices, measures and systems in place to manage fraud prevention and management within council
Role of Leadership Team (ELT/Managers)	Management should communicate, implement, monitor, and review council's fraud and corruption control plan
Staff	Participate in training (including refreshers), and report suspicions of fraud and/or corruption

LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Public Interest Disclosure Act 2010*
- *Information Privacy Act 2009*
- *Crime and Corruption Act 2001*

REFERENCES

TYPE	DOCUMENT ID/NAME
POLICY	Code of Conduct
PLAN	Fraud and Corruption Control Plan Fraud and Corruption Control Framework

MEETING DETAILS Corporate, Governance and Financial Services
Standing Committee Meeting

Tuesday 11 February 2020

AUTHOR Liza Perrett

AUTHOR POSITION Manager Governance and Corporate Services

5.6 COUNCILLOR REMUNERATION 2020-2021: LOCAL GOVERNMENT REMUNERATION COMMISSION ANNUAL REPORT 2019

EXECUTIVE SUMMARY

In accordance with the requirements of the *Local Government Regulation 2012* (s247), Council is to consider the Local Government Remuneration Commission Annual Report 2019, released 29 November 2019, and seek Council's adoption of the remuneration for the Mayor and Councillors for Isaac Regional Council to apply from 1 July 2020.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- In accordance with the requirements of the Local Government Regulation 2012 (s247) and the remuneration determinations of the Queensland Government's Local Government Remuneration Commission Annual Report 2018, resolves that the following remuneration amounts apply effective 1 July 2020:***

	2020-21
Mayor	\$133,196
Deputy Mayor	\$83,247
Councillor	\$70,759

BACKGROUND

The Local Government Remuneration Commission (Commission) must before 1 December of each year, and for each category of local government, decide the maximum amount of remuneration payable from 1 July of the following year to a Councillor, Mayor or Deputy Mayor of a Local Government in each category.

Chapter 6, Part 3 of the *Local Government Act 2009* (the Act), proclaimed into force on 3 December 2018, established the Local Government Remuneration Commission to assume the remuneration functions of the former Local Government Remuneration and Discipline Tribunal which ceased to exist on 3 December 2018.

Section 177 of the Act provides the functions of the Commission are:

- to establish the categories of local governments, and
- to decide the category to which each local government belongs, and

- to decide the maximum amount of remuneration payable to the councillors in each of the categories, and
- another function related to the remuneration of councillors if directed, in writing, by the Minister.

Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012* (Regulation) sets out the processes of the Commission in deciding the remuneration that is payable to councillors.

On 29 November 2019, the Commission finalised its determination of remuneration arrangements to apply from 1 July 2020.

A copy of the Report is available at: <https://www.dlgrma.qld.gov.au/resources/report/local-government/local-government-remuneration-commission-report-2019.pdf>

It is noted that the Tribunal determined to increase the maximum remuneration levels for Mayors, Deputy Mayors and Councillors by 2% from 1 July 2020.

The Commission has reviewed the current categories and decided not to make any change in this current review. The Commission will undertake a comprehensive category review within the first 12 months following the quadrennial local government elections in March 2020.

Council is identified as a Category 3 and therefore the remuneration recommended by the Commission for 2020-21 is:

	2020-2021
Mayor	\$133,196
Deputy Mayor	\$83,247
Councillor	\$70,759

Under section 247 of the Regulation, every Queensland Council must make an annual resolution to authorise payment of remuneration to their Mayor and Councillors. Council is required to decide under one resolution, before 1 July 2020 (for remuneration payable from 1 July of that year), to determine:

1. To adopt the remuneration as per the Commission's Report; or
2. That the maximum amount of remuneration is not payable to its Councillors; and decide a lesser amount of Councillor Remuneration than that set by the Commission and adopt that amount of Councillor Remuneration.

Council is reminded that the Commission's recommendations acknowledge the value Councillors contribute to their region and the recommendation is recognition of that significant contribution.

It is noted that this matter is considered business as usual, noting it is a legislative requirement, and therefore can be considered during Caretaker Period. It is proposed that Council accept the recommendations of the Commission.

Submission to Tribunal

On 22 October 2019, Council resolved to “Request the Chief Executive Officer resubmit the 2018 submission to the Local Government Remuneration and Discipline Tribunal to reinforce the request to recognise the role of the Mayor in like Councils as full-time due to the large regional areas, demographic spread, community expectations and job demand as opposed to part-time as currently identified by the tribunal for Category 3 Councils and reflect the discussion with the Local Government Remuneration Commission highlighting the potential inaccuracies of the census data as a reference point and increased role of the Mayor of the Isaac Region relating to strategic planning with state and federal governments” (Resolution #6306).

A Submission was made to the Tribunal on the basis of the above resolution. Despite acknowledging Council’s submission, the Commission has again deferred acting on the matters raised. Attached is the response from the Chair of the Queensland Local Government Remuneration Commission advising of their determination not to make any category changes in the current review. However, they noted that the issues Council has raised will form part of the Commission’s forthcoming comprehensive review of categories.

IMPLICATIONS

Budget

The determinations of the Local Government Remuneration Commission have resolved that the following maximum remuneration is payable to Mayors, Deputy Mayors and Councillors of Isaac Regional Council from 1 July 2020. This will have an impact on the annual Budget, including flow on impacts on other payments such as Superannuation.

If the recommendation is adopted it will be a 2% increase the remuneration levels for Mayors, Deputy Mayors and Councillors from 1 July 2020, which is in line with the Long-Term Financial Plan.

An appropriate budgetary adjustment in anticipation of the recommended order will be made in the 2020-21 financial year.

Community

Manage community expectations on remuneration to Councillors, noting it is in line with best practice and the Commission’s recommendation.

CONSULTATION

- Chief Executive Officer

BASIS FOR RECOMMENDATION

- To transition in a sustainable manner to the Commission’s Recommendation concerning Councillor remuneration
- Ensure effective financial management
- Acknowledge the Commission’s Report

ACTION ACCOUNTABILITY

- CEO to update 2020-21 Budget Councillor remuneration cost centers to ensure they reflect the final resolution

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

- CEO to advise Finance Department to ensure payroll is updated effective 1 July 2020

KEY MESSAGES

- Council is committed to transparent decision making.

Report Prepared By:

LIZA PERRETT
Manager Governance and Corporate Services

Date: 29 January 2020

Report Authorised By:

DARREN FETTELL
Director Corporate, Governance and Financial Services

Date: 29 January 2020

ATTACHMENTS

- Attachment 1 – Letter from Queensland Local Government Remuneration Commission

REFERENCE DOCUMENT

- Local Government Remuneration Commission Annual Report 2019



Queensland Local Government
Remuneration Commission

Our ref: D19/248538

Your ref:

28 January 2020

Councillor Kelly Vea Vea
Deputy Mayor
Isaac Regional Council
PO Box 97
MORANBAH QLD 4744
BY EMAIL ONLY: Tricia.Hughes@isaac.qld.gov.au

Dear Councillor Vea Vea

Deputation with and submission to the Local Government Remuneration Commission

Thank you for meeting with the Local Government Remuneration Commission (the Commission) at the 2019 LGAQ Annual Conference in Cairns and for your submission dated 28 October 2019.

The Commission has determined not to make any category changes in the current review. The issues your Council has raised will form part of the Commission's forthcoming comprehensive review of categories and I encourage you to raise any other issues you consider helpful in this process.

Should you have any questions, please contact the Secretariat, Peter Fletcher, Senior Project Officer on 07 3452 6735 or LGRcenquiries@dlgrma.qld.gov.au.

Yours sincerely

Bob Abbot
Chair
Queensland Local Government Remuneration Commission

1 William Street Brisbane
PO Box 15009
City East Qld 4002
www.dlgrma.qld.gov.au

cc. Gary Stevenson PSM
Chief Executive Officer
Gary.Stevenson@isaac.qld.gov.au

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Meeting Tuesday 11 February 2020
AUTHOR	Gary Stevenson
AUTHOR POSITION	Chief Executive Officer

5.7

CORPORATE STAKEHOLDER ENGAGEMENT POLICY

EXECUTIVE SUMMARY

Council is requested to consider a draft Corporate Stakeholder Engagement Policy in accordance with Action G20.01 of Council's Organisational Development Plan.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Adopts the Corporate Stakeholder Engagement Policy (CORP-POL-071).**

BACKGROUND

Council's Organisational Development Plan includes an Action to adopt a Corporate Stakeholder Engagement Policy (ref Action G20.01).

A draft Policy (Attachment 1) was presented to Council at the January 2020 Ordinary Meeting. Council resolved to lay the report on the table at this meeting for further consideration.

The draft Policy states in simple terms that Council is committed to meaningful and timely ongoing engagement with its key corporate stakeholders and it articulates the key means by which this will be achieved.

The policy relates closely to the Economic Development Framework adopted by Council early in 2019 which includes the following actions;

- *“Facilitate strategic leadership for the region*
- *Continue to lead, drive and publicly advocate Isaac's agenda*
- *Establish and maintain regional industry networks to coordinate, inform and promote programs and resources to strengthen local businesses.*
- *Foster and promote secular and cross industry partnerships and collaborations*
- *Collaborate with government and industry to deliver mutually beneficial outcomes in areas of shared interest*
- *Facilitate industry information sharing opportunities*
- *Acquire, collate and disseminate economic information to improve understanding of business and industry performance, trends and opportunities in Isaac.*

-
- *Create an Economic Development Advisory Board to advise the implementation and monitor progress of the Economic Development Framework and associated strategies/action plans.*
 - *Create a mutually beneficial relationship with the region's finance sector and in particular bank managers to inform local business intelligence and assess business confidence."*

The Corporate Stakeholder Engagement Policy also compliments the Community Engagement Policy (GOV-POL-054) adopted by Council in April 2019.

The Local Government Act (2009) drives local government planning and decision-making through five principles. The Act's third principle requires local governments to provide 'democratic representation' social inclusion and meaningful community engagement.' Isaac Regional Council's Corporate Stakeholder Engagement Policy further demonstrates Council's commitment to this principle.

IMPLICATIONS

Genuine and effective stakeholder engagement has benefits both for Council and corporate stakeholders. Effective engagement not only provides Council with an opportunity to strengthen its relationship with its stakeholders but provides for sound investment in better decision-making by ensuring decisions are informed of stakeholder needs and aspirations.

However, the Policy also articulates Council's clear intent to advocate on matters pertinent to corporate stakeholders even when they might not be in agreeance. Such advocacy will be in the best interests of the broader communities that Council represents.

Implementation of the Policy will be undertaken consistent with Council's Community Engagement Framework and Community Engagement Toolbox. This Framework and Toolbox adopted in April 2019 provide the context for planning and implementing community engagement activities and give guidance on the steps required to undertake meaningful and genuine community engagement processes.

CONSULTATION

Consultation has been undertaken with the Executive Leadership Team and the Manager Engaged Communities.

BASIS FOR RECOMMENDATION

Adoption of the Policy fulfils the requirements of the Organisational Development Plan and provides a strong platform for future Corporate Stakeholder Engagement.

ACTION ACCOUNTABILITY

Relevant Officers and elected members will operate in accordance with Policy.

KEY MESSAGES

Council is managing its relationships with corporate stakeholders in a professional manner in the best interests of the communities it represents.

Report prepared by: GARY STEVENSON PSM Chief Executive Officer Date: 3 January 2020	Report authorised by: GARY STEVENSON PSM Chief Executive Officer Date: 3 January 2020
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ATTACHMENTS

- Attachment 1 – Corporate Stakeholder Engagement Policy – CORP-POL-071

REFERENCE DOCUMENT

- Community Engagement Policy (GOV-POL-054)
- Community Engagement Framework (April 2019)
- Community Engagement Toolbox (April 2019)
- Economic Development Framework

CORPORATE STAKEHOLDER ENGAGEMENT POLICY

APPROVALS

POLICY NUMBER	CORP-POL-071	DOC.ID	4549200
CATEGORY	Council Policy		
POLICY OWNER	Manager Engaged Communities		
APPROVAL DATE	28 January 2020	RESOLUTION NUMBER	Insert

DRAFT

OBJECTIVE

The objective of this policy is to articulate Council's approach to its relationship with major corporate stakeholders and peak bodies representing industry sectors.

SCOPE

The Policy applies to all Councillors, employees and agents acting on behalf of Council. It applies both within the Isaac region and elsewhere where engagement with corporate stakeholders takes place.

DEFINITIONS

TERM	MEANING
Corporate Stakeholder	Meaning any large industry entity (eg BHP, Glencore etc...) or peak body representing an industry sector (eg Queensland Resources Council, AgForce etc...)

POLICY STATEMENT

Council will always seek to maintain a professional, constructive and meaningful relationship with Corporate Stakeholders.

In doing so Council acknowledges that from time to time there will be points of difference between Council's advocacy on behalf of its broader communities and the interests of Corporate Stakeholders.

Council will manage its relationship with Corporate Stakeholders with the following key engagement actions;

1. Establishing Agreements or Memoranda of Understanding to ensure that parties' agreements are properly recorded and respected.
2. Maintaining unencumbered communication access between senior representatives of Council and Corporate Stakeholders.
3. Conducting both operational and strategic meetings regularly (eg six monthly) between Council representatives and Corporate Stakeholders.
4. Facilitating meaningful consultation with Corporate Stakeholders on Council initiatives which might impact on them materially.
5. Informing Corporate Stakeholders of any issues of concerns in an unambiguous, timely and respectful manner.
6. Actively participating in and contributing to entities established to promote common aims (e.g. Resource Industry Network, Greater Whitsunday Alliance, Economic Development Advisory Board etc...)

LEGISLATION

Local Government Act Principles are relevant including;

- “transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery of effective services; and
- democratic representation, social inclusion and meaningful community engagement.”

REFERENCES

TYPE	DOCUMENT ID/NAME
POLICY	Community Engagement Policy (GOV-POL-054)
GUIDELINES	Community Engagement Framework and Toolbox
STRATEGY	Economic Development Framework

DRAFT

MEETING DETAILS	Corporate Governance and Financial Services Standing Committee Meeting Tuesday 11 February 2020
AUTHOR	Gary Stevenson
AUTHOR POSITION	Chief Executive Officer

5.8 MEDICAL AND HOSPITAL SERVICES PLANNING ADVOCACY

EXECUTIVE SUMMARY

Council is requested to consider information provided by Mackay Hospital and Health Services and Northern Queensland Primary Health Network.

OFFICER'S RECOMMENDATION

That Committee recommends that Council:

- 1. Receives the "Isaac Region Response and Situation Report" from Mackay Hospital and Health Services and Northern Queensland Primary Health Network with appreciation.***
- 2. Endorses the proposal by Mackay Hospital and Health Services to conduct one or more "Isaac Forums" to engage with stakeholders in the Isaac Region jointly.***

BACKGROUND

At its December 2019 meeting Council considered its policy position on a range of issues relating to health services in its region and resolved that Council;

- Acknowledges critical shortages of medical, nursing and allied health staffing across its region.
- Has formed the view that such shortages present unacceptable risks to communities.
- Adopts the position that it should advocate to Commonwealth Government that the current model for allocation of medical professionals to rural and remote communities is inadequate.
- Adopts the position that it should advocate to State Government that its current clinical services planning for hospitals and allied health services does not satisfy demand generated by the true population of its communities (ie inclusive of non-resident workers).
- Adopts the position that it should advocate to Mackay Health and Hospital Service that its provision of resources to Isaac Region hospitals is inadequate and not sustainable.
- Adopts the position that it should advocate to Mining Companies that where opportunity arises they should financially support initiatives to supplement government provision of medical, nursing and allied health professionals in Isaac Region.

-
7. Authorises advocacy as necessary by the Mayor and Chief Executive Officer in relation to the adopted positions.

Mayor Anne Baker advocated publicly on these matters immediately after Council's decision and media interest was strong.

The Chief Executive Officer continued discussion with some stakeholders and in particular engaged with the Mackay Hospital and Health Services (MHHS) Chief Executive Officer, Ms Jo Whitehead.

The discussions were constructive and identified that Council's advocacy aligns closely with that organisation's position and others like Northern Queensland Primary Health Network (NQPHN).

With the assistance of the MHHS CEO, contact has also been made with the recently appointed Chief Executive of the State Government's new Office of Rural and Remote Health Establishment, Ms Lisa Davies-Jones. She has been invited by Council's Chief Executive Officer to meet with Council representatives when she is next in the region.

MHHS and NQPHN have jointly provided "Isaac Region Response and Situation Report" for Council's consideration (attached). In addition MHHS has provided a very informative analysis of Rural Health Care Models prepared by NQPHN and a report of NQPHN's Rural Roundtable engagement exercise conducted in September 2019.

MHHS also propose to conduct one or more "Isaac Forums" in the region in coming months to engage with stakeholders. Council is requested to endorse the concept and commit to participation in these events.

IMPLICATIONS

Advocacy on such deep and complex issues will require sustained commitment of time and effort of officers and elected members.

CONSULTATION

This report is a product of engagement directly with MHHS.

BASIS FOR RECOMMENDATION

The need for advocacy by Council has been growing from a well-established community concern.

ACTION ACCOUNTABILITY

The Mayor will lead advocacy facilitated and supported by the Chief Executive Officer and relevant officers.

KEY MESSAGES

Council advocates strongly for adequate and sustainable medical, hospital and allied health services across the Isaac Region.

Report prepared by: GARY STEVENSON PSM Chief Executive Officer Date: 6 February 2020	Report authorised by: GARY STEVENSON PSM Chief Executive Officer Date: 6 February 2020
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ATTACHMENTS

- CONFIDENTIAL Attachment 1 – Isaac Region Response and Situation Report - MHHS and NQPHN February 2020
- CONFIDENTIAL Attachment 2 – Review of Rural Health Models December 2019 – NQPHN
- CONFIDENTIAL Attachment 3 – Rural Roundtable Stakeholder Engagement Isaac 2019 – NQPHN

REFERENCE DOCUMENT

Nil

PAGES 188 TO 254 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS

**Corporate, Governance and Financial Services
Standing Committee Meeting**
Tuesday 11 February 2020

AUTHOR

Darren Fettell

AUTHOR POSITION

Director Corporate, Governance and Financial Services

6.1

**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
INFORMATION BULLETIN – FEBRUARY 2020**

EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletin for February 2020 is provided for Committee review.

OFFICER'S RECOMMENDATION

That the Committee:

- 1. Note the Corporate, Governance and Financial Services Information Bulletin for February 2020.*

BACKGROUND

The attached Information Bulletin for February 2020 provides an operational update for Committee review on the Corporate, Governance and Financial Services Directorate.

IMPLICATIONS

Any specific implications or risks will be outlined in the Information Bulletin.

CONSULTATION

Corporate, Governance and Financial Services Staff.

BASIS FOR RECOMMENDATION

This is an information only report.

ACTION ACCOUNTABILITY

Information only report.

KEY MESSAGES

Operational update to Elected Members.

Report prepared by: DARREN FETTELL Director Corporate, Governance and Financial Services Date: February 2020	Report authorised by: GARY STEVENSON PSM Chief Executive Officer Date: February 2020
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ATTACHMENTS

- Attachment 1 – Corporate, Governance and Financial Services Information Bulletin – February 2020

REFERENCE DOCUMENT

- Nil

DATE: February 2020

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

DIRECTORATE HIGHLIGHTS

Corporate Governance & Financial Services Information Bulletin is provided for information purposes.

Brand, Media & Communications supported the regional Australia Day events and continued with delivery of the “Paws-itive Blueprint” and “You Gotta Keep it Separated” communication campaigns.

Procurement continues to be a focus with regular meetings of the Procurement Compliance Review Group and review of Data Analytic reporting to be prepared and circulated to Management monthly as well as reporting to the Audit and Risk Committee. Procurement education training for management and key officers is being sourced, along with contract document training.

The payroll team have endured limited staffing through unexpected sick leave however have maintained service delivery through extra effort and welcome assistance from People & Performance.

Draft 2020/20221 Business Plans have been prepared and reviewed along with review and updates of the Directorate operational risk register.

BRAND, MEDIA & COMMUNICATIONS DEPARTMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

- Australia Day
- Nebo Water Supply Project communications
- Save Water Save Money
- Moranbah 50th Birthday Celebrations grants
- Water conservation measures and restrictions
- Monash Lodge communications and InfoShare preparation
- Updated disaster management communications
- Continuous delivery of the Paws-itive Blueprint for Responsible Dog Ownership and You Gotta Keep it Separated communication strategies

Other key achievements for January:

- 8 general media releases issued in January (this includes the CEO MR for today)
- 42 public notices in January distributed
- 7 media inquiries have been recorded on our register and ECM for January
- 40,183 visits to www.isaac.qld.gov.au comprising of 32,974 page views for January 1 to January 31

-
- Facebook
 - 8,065 likes for Council's page while 8,292 followers.
 - Instagram
 - 796 followers as of 31 January 2020 up from 778 in December 2019.
 - Twitter
 - 515 followers overall as of 31 January 2020
 - LinkedIn
 - Overall total of 3,338 (28 new for Jan) followers as of 31 January 2020.

PREVIOUS MONTH'S ISSUES:

- Clermont Rag's last 2019 edition was 20 December 2019 with the first edition for 2020 slated for 17 January 2020.

FINANCIAL REPORT:

Not applicable

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

Operational Plan / Business Plan – exception reporting

Not Applicable

NEXT MONTH'S PROGRAM:

- St Lawrence Wetland Weekend Save the Date communications
- Progress of Clermont Historical Centre 2020 exhibition
- March LGA Election notifications/communications
- Progress of Inspiring Women in Isaac nominations and awards

DEVELOPING INITIATIVES / ISSUES:

- Health funding advocacy
- May Downs Rd advocacy
- Drought declaration advocacy
- Traffic Monitoring Cameras and signage (ongoing and recurring)
- ANZAC Day education publication
- Moranbah 50th Birthday Celebrations
- Paws-itive Blueprint Pop-Up Clinics

CONTRACTS AND PROCUREMENT DEPARTMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

- 1 Request for Tenders released
- 13 significant Requests for Quotations (RFQ) for mid-sized contractual arrangement (reviewed, formatted and issued)
- Preferred Supplier Renewal Program ongoing.
- Manager Contracts & Procurement appointed. Start date 24 February 2020

PREVIOUS MONTH'S ISSUES:

- Capital Works procurement ongoing
- Purchase requisition issues – PR's not meeting procurement requirements causing extra workload for Procurement staff
- PSA renewals not completed yet due to increased volume of Capital Works delivery procurement and down staff member

FINANCIAL REPORT:

- Budget is on track

OPERATIONAL PLAN:

- Renewal of Preferred Supplier Arrangements on Track
- Procurement compliance continues to be a major focus. PCRG group meeting monthly

ORGANISATIONAL DEVELOPMENT PLAN:

- PSA - Renewal / Refresh program is on-going
- Peak Services engaged to deliver – Plant Hire PSA. Due to be released early February. All suppliers on previous arrangement to be advised
- Procurement Education – proposal to run education to Project Managers to ensure compliance (MLT). Proposal from external consultants sourced.
- Contract Documents Training to be completed in early 2020. Discussions held with Helix Legal to lock in dates

NEXT MONTH'S PROGRAM:

- Capital Works projects – procurement planning education & compliance education
- Contract Document training – to be conducted early 2020
- Peak Services & State Dev – helping locals apply for tenders – Confirm with Peak Services re availability of training
- Local Preference Policy review to be completed

Purchase Requisitions Released	
Month of:	January 2020
Value of Purchase Requisitions processed	\$5,136,484.02
No. Purchase Requisitions Released	738
Requisitions Suspended	49

DEVELOPING INITIATIVES / ISSUES:

- The PSA workload is ongoing, all directorates are working on their 2019/2020 capital works procurement programs.
- Continued focus on compliance at the lower end of purchasing activity
- Contract & Project Management Framework – committee working on framework & procedures - ongoing activity. Looking forward to the possible implementation of Tech 1 Contract Management module activation.
- PPE & Corporate workwear group , tender documents to be developed.

FINANCIAL SERVICES

PREVIOUS MONTH'S ACHIEVEMENTS:

- Preparation of Operation Plan & Risk Register
- Quarter 2 budget review preparation – operation and capital.
- Reconciliation of the final NDRRA cash receipts to budget for the TC Debbie and 16/17 Storm/flooding events.
- Rates run being undertaken for the half year ending 30 June 2020.

PREVIOUS MONTH'S ISSUES:

- Payroll team – short staffed with unexpected sick leave and team leader on LSL. Acknowledging the assistance from Kay in HR during this period.
- Vacancy in position Manager Accounting Services

FINANCIAL REPORT:

Budget issue through reduced interest received to be recognised in 2nd Quarter budget review and continued monitoring.

DEVIATION FROM BUDGET AND POLICY:

Nil.

OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Strategy (i.e. C5)	Service Area	Description	Highlight/Exception, including explanation
G3	Financial Asset Management	Depreciation methodology reviewed and applied	Depreciation methodology and estimates reviewed

			through valuation and audit applied.
G5	Budgets and Statutory Reporting	Percentage of documents (i.e. financial reports to Council, 19/20 Budget, annual financial statements) delivered in accordance with approved time frames & legislative requirements	18/19 Audit finalised and unqualified opinion issued within timeframe.
G5	Accounting Services	Trade Creditors paid within acceptable time limits and terms of invoice	

NEXT MONTH'S PROGRAM:

- Recruitment – Senior Accountant Budgets & Statutory Reporting.
- Recruitment – Manager Accounting Services.
- Commence review of 2020/21 operational budget.
- Natural account review of first half of financial year.
- FBT preparation – requesting new logbooks from 30+ staff
- Organisation of valuer's site visits to the Waste facilities to revalue the financial assets.

Organisation Development Plan or Capital Projects Scheduled to Commence During Next Month

Project Name/ Description	Start Date	Scheduled End Date	Comments/Exceptions
G03.03 - Integrate financial plan with asset management plans.			
G03.05 - Identify initiatives to diversify revenue and contain costs.			
O15.02 - Establish program to encourage and reward initiatives resulting in cost savings.			

DEVELOPING INITIATIVES / ISSUES:

Not Applicable

INFORMATION SOLUTIONS DEPARTMENT

PREVIOUS MONTH ACHIEVEMENTS:

- Replacement data storage units installed in MBH/CLM – to be configured in Feb
- Water billing completed successfully
- Review of Citrix environment carried out by external consultant – report is under review

PREVIOUS MONTH'S ISSUES:

Phone system upgrade has been postponed until Q1 2020. No technical issues, just a question of prioritisation.

FINANCIAL REPORT:

No issues

DEVIATION FROM BUDGET AND POLICY:

Not applicable

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not applicable

NEXT MONTH'S PROGRAM:

Organisation Development Plan or Capital Projects Scheduled to Commence During Next Month

Project Name/ Description	Start Date	Scheduled End Date	Comments/Exceptions
New printer for MBH CSO area			
IT Steering Committee meeting			
Moranbah data centre routers to be replaced			

DEVELOPING INITIATIVES / ISSUES:

- Mobile computing
- Finalisation of desktop strategy (to be presented at Feb ITSC meeting)

GOVERNANCE AND CORPORATE SERVICES DEPARTMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

- Continued to progress Enterprise Risk Management Strategic and Operational Risk Registers
- Progress preparation for 2020/21 Business Planning, Corporate Plan Project and Business Continuity Plan project
- Progress updating and consultation on Fraud & Control Framework Suite
- Preparation for Audit & Risk Committee scheduled for Late February 2020
- Preparation for Internal Audit to be undertaken in February 2020
- Continue preparations for 2020 local Government quadrennial elections in March 2020

PREVIOUS MONTH'S ISSUES:

- Ongoing management of legal matters, many reactive matters progressed and resolved.

- Ongoing management of Right to Information applications, Administrative Actions Complaints and related matters

FINANCIAL REPORT:

Not applicable

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

NEXT MONTH’S PROGRAM:

- Continue to finalise the Strategic and Operational Risk Registers
- Facilitate the Audit & Risk Committee for late February 2020
- Progress Audit & Risk Committee actions and Internal Audit Plan
- Facilitate the Internal Auditors visit to undertake a prograded Internal Audit
- Finalise 2nd Quarterly Performance report on the Annual Operational Plan
- Facilitate rollout/implementation of the new Human Rights Act 2019
- Review and drafting of several Corporate Policies
- Continue Organisational Development Plan Projects.
- Continue development of Business Continuity Plan Project Planning and Framework development
- Continue to liaise with internal and external stakeholders to finalise various agreements and legal matters

Organisation Development Plan or Capital Projects

Organisational Development Plan

Start dates have been reviewed and updated as part of the 2019/20 Annual Operational Plan

ODP Project Name	Start Date	Scheduled End Date	Status Update
G2.1 Establish integrated planning framework document	Y19 Q2	TBD	Project brief pending
G5.2 Establish strategic and operational risk register	Y19 Q2	30 June 2019	Completed, pending establishment of system for reporting/monitoring
G5.3 Establish risk management procedures and reporting regime	Y19 Q3	TBD	
G5.4 Adopt hierarchy of operational risk registers and incorporate into business plans	Y19 Q3	TBD	

G6.1 Establish organisational performance management framework	Y19 Q3	TBD	Project brief pending
G6.2 Implement high level organisational performance reporting	Y20 Q1	TBD	Project brief pending
G11.3 Internal Audit Programs - relevance to strategic and operational risk registers	Completed and perpetual	Dec 2019	3 year Plan adopted by Council 23/10/2018 2019-21 Internal Audit Plan endorsed by Audit & Risk on 19 July 2019.
G21 Critical Instruments	Commenced	Dec 2019	Project Brief completed Project on hold due to other operational priorities.
G22.1 conduct annual statutory compliance audit	Y19 Q2	TBD	Internal Audit completed 2018/19. Ongoing review.
O5.4 Establish guidelines for development of business plans for commercial activities	Y19 Q1	TBD	Not progressing at this time
O19.1 DOA Cncl to CEO	Commenced	30 September 2019	COMPLETED Comprehensive review undertaken with updated register for consideration to be presented to Council October 2019. Update January 2020
O19.4 Review compliance with authorisation obligations (eg identification cards)	Y19 Q2		COMPLETED Instruments of Appointment Policy and Procedure adopted June 2018. Ongoing review and renewal part of normal business

DEVELOPING INITIATIVES / ISSUES:

- Onboard new Legal & Governance Officer.

ORGANISATIONAL SAFETY

PREVIOUS MONTHS ACHIEVEMENTS:

WHS Team

- New Safety Business Advisor commenced in January, Marcelle Hare. Marcelle is an internal promotion from the Parks and Gardens team. Marcelle holds a Cert IV in safety and will be mentored by the team over the next few months, before commencing individual tours.
- Contractor Management consultant has been engaged to review contractor induction, engagement clauses and conduct some training with council staff who engage contractors.
- Work continues reviewing Work instructions to improve the usability of these documents.
- Review of the duress alarms and the satellite phones.

- Additional KPI's have been added commencing February 2020.

Disaster Management team:

- LDCC room mapping and amendments to role cards completed, a desk top exercise will be conducted to test the functionality of the room /location.
- Debrief and review the Theresa Creek Dam action plan to be conducted, post the rain event in late January.
- VHF installation has been finalised and installed, a trial run is yet to be conducted to confirm communication capabilities.

PREVIOUS MONTHS ISSUES:

Nil

FINANCIAL REPORT:

Not Applicable

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

NEXT MONTH'S PROGRAM:

Organisation Development Plan or Capital Projects

Project Name/ Description	Start Date	Scheduled End Date	Comments/Exceptions
Isaac River Region Flood Model (joint CHRC project)	September	April 2020	Ongoing, CHRC is leading the project

DEVELOPING INITIATIVES / ISSUES:

PPE & Workwear project commenced conjointly with Procurements, P&P and WHS.

STRATEGIC ASSET DEPARTMENT

PREVIOUS MONTH ACHIEVEMENTS:

- Project Accountability Gateway (PAG) – Gateway 2 Workshops with the Panels and proponents have been conducted this month. The Asset Management Unit members of the panels are required to assess all of the submissions received.
- Asset determination and costing of the new Nebo Water Treatment Plant was completed during the month.
- The long-term financial modelling is on hold until after the PAG workshops. Road drainage, Sewerage infrastructure will be undertaken by Asset Management personnel. Assistance in Financial modelling of

Building – Residential accommodation & Fatigue accommodation will be undertaken by Finance personnel. Some refresher training will be required.

PREVIOUS MONTH'S ISSUES:

Nil

FINANCIAL REPORT:

Financial spend as per budget.

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Strategy (i.e. C5)	Service Area	Description	Highlight/Exception, including explanation
I5	Asset Management Strategy	Develop an Asset Management Plan and Framework	Priority to be given to Strategic Asset Management Plan.
I5	Project Accountability	Develop a Project Accountability Gateways Framework	PAG 2020-21 is in progress.

NEXT MONTH'S PROGRAM:

- Project Accountability Gateway – Proponents will have the opportunity to strengthen their submissions during February after requests from Panels.
- A start on the drafting of a Strategic Asset Management Plan will commence during the month with financial modelling of Aerodrome, drainage, sewerage and accommodation assets to commence.

DEVELOPING INITIATIVES / ISSUES:

Not Applicable.

Report authorised by:

DARREN FETTELL

Director Corporate Governance and Financial Services

Date: 05 February 2020

ATTACHMENTS

- Nil

TERM / ACRONYM

MEANING





AOP

Annual Operational Plan



INFORMATION BULLETIN





CPA	Corporate Procurement Arrangements
EOI	Expression of Interest
NTT	Notice to Tenderers
PCRG	Procurement Compliance Review Group
RFI	Request for Information
RFT	Request for Tender
RFQ	Request for Quote
RPQS	Register of Pre-Qualified Suppliers
PR	Purchase Requisition
PO	Purchase Order
PSA	Preferred Supplier Arrangement
VFM	Value for Money

CGFS 2019/20 Capital Works Progress

Project Number:	Project Name:	Stage:	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Status:	Comments:
CW192624	Video Conferencing Rooms (Carried forward)	Scope														Upper meeting room 3 in MBH and new LDCC building finished. Balance of regional offices (excluding Glenden) to be completed by end May 2020.
		Procurement														
		Completion														
CW192661	Filing Cabinets for Maps	Scope														Complete. Please note: continued use of the records storage facility at The Village is under review pending an engineers report on the strength of the floor.
		Procurement														
		Completion														
CW192663	Upgrade to VHF communications for region	Scope														Complete.
		Procurement														
		Completion														
CW192761	Relocate LDCC to MBH SES Shed	Scope														Complete. Official opening was Thursday 24 October.
		Procurement														
		Completion														

2019/20 Capital Project

CW -202764	Upgrade existing telephone system	Scope														Installation commenced - scheduled to finish in Feb 2020.
		Procurement														
		Completion														
CW-202773	Annual asset refresh program	Scope														UPS batteries in both data centres have been replaced. HCI upgrade and additional storage scheduled for install in Feb.
		Procurement														
		Completion														

LEGEND	
	Progressing
	Delayed
	Stop
	Completed

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Meeting Tuesday 11 February 2020
AUTHOR	Jacki Scott
AUTHOR POSITION	Manager People and Performance

6.2

**PEOPLE AND PERFORMANCE INFORMATION BULLETIN –
FEBRUARY 2020**

EXECUTIVE SUMMARY

The People and Performance Information Bulletin for February 2020 is provided for Committee review.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Note the People and Performance Information Bulletin for February 2020.***

BACKGROUND

The attached Information Bulletin for February 2020 provides an operational update for Committee review on the People and Performance Department.

IMPLICATIONS

Any specific implications or risks will be outlined in the Information Bulletin.

CONSULTATION

People and Performance Staff
Chief Executive Officer

BASIS FOR RECOMMENDATION

This is an information only report.

ACTION ACCOUNTABILITY

Information only report.

KEY MESSAGES

Operational update to Elected Members.

Report prepared by: JACKI SCOTT Manager People and Performance Date: 5 January 2020	Report authorised by: GARY STEVENSON PSM Chief Executive Officer Date: 6 February 2020
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ATTACHMENTS

- Attachment 1 – People and Performance Information Bulletin – January 2020

REFERENCE DOCUMENT

- Nil

DATE: February 2020

PEOPLE AND PERFORMANCE

DIRECTORATE HIGHLIGHTS

1. People and performance (P&P) have been successful in recruiting two vacancies – Acting People and Performance Business Partner Demi Portegys and Mellissa Findlay as the temporary People and Performance Officer.
2. The Mentoring Pilot Program held a workshop in January 2020 providing the mentors and mentees the opportunity to reflect on their journey to date. During the workshop, thoughts, progress and experiences were discussed and shared. Everyone received valuable feedback which will be used to further support participants in the Mentoring Program.
3. The Vacation Student Program has been well received by all. Departments are interested in supporting this initiative further by engaging more vacation students at the end of 2020.
4. The e-recruitment software has been endorsed by ELT and signed off for approval to commence implementation in early February 2020.

ACHIEVEMENTS WITHIN JANUARY:

1. The official launch of the Isaac Regional Council's Graduate Program was well attended. The graduate program helps to create career pathways by providing opportunities for our professional youth to return home to the Isaac region and utilise their degree at Council. The two (2) year program will provide our four (4) graduates the opportunity to expand their horizons in Local government. The program will ensure our graduates have desirable technical and business skills to set them up for a successful career.
2. The WILGAC meeting held on 20 January 2020 was a highly productive meeting, the group is continuing to make progress on embedding a diversity culture. The flexible working arrangements Policy was also endorsed. The recommendation that the WILGAC continues its role in overseeing the implementation of the plan after the election, was noted and supported.

ISSUES WITHIN JANUARY:

1. Confidential: IRC have received details of the court date, June 8, for the hearing of a request for reinstatement case.

FINANCIAL REPORT:

1. People and Performance is tracking to budget for the month of January 2020.

DEVIATION FROM BUDGET AND POLICY:

- Nil

JANUARY'S PROGRAM:

DEVELOPING INITIATIVES / ISSUES:

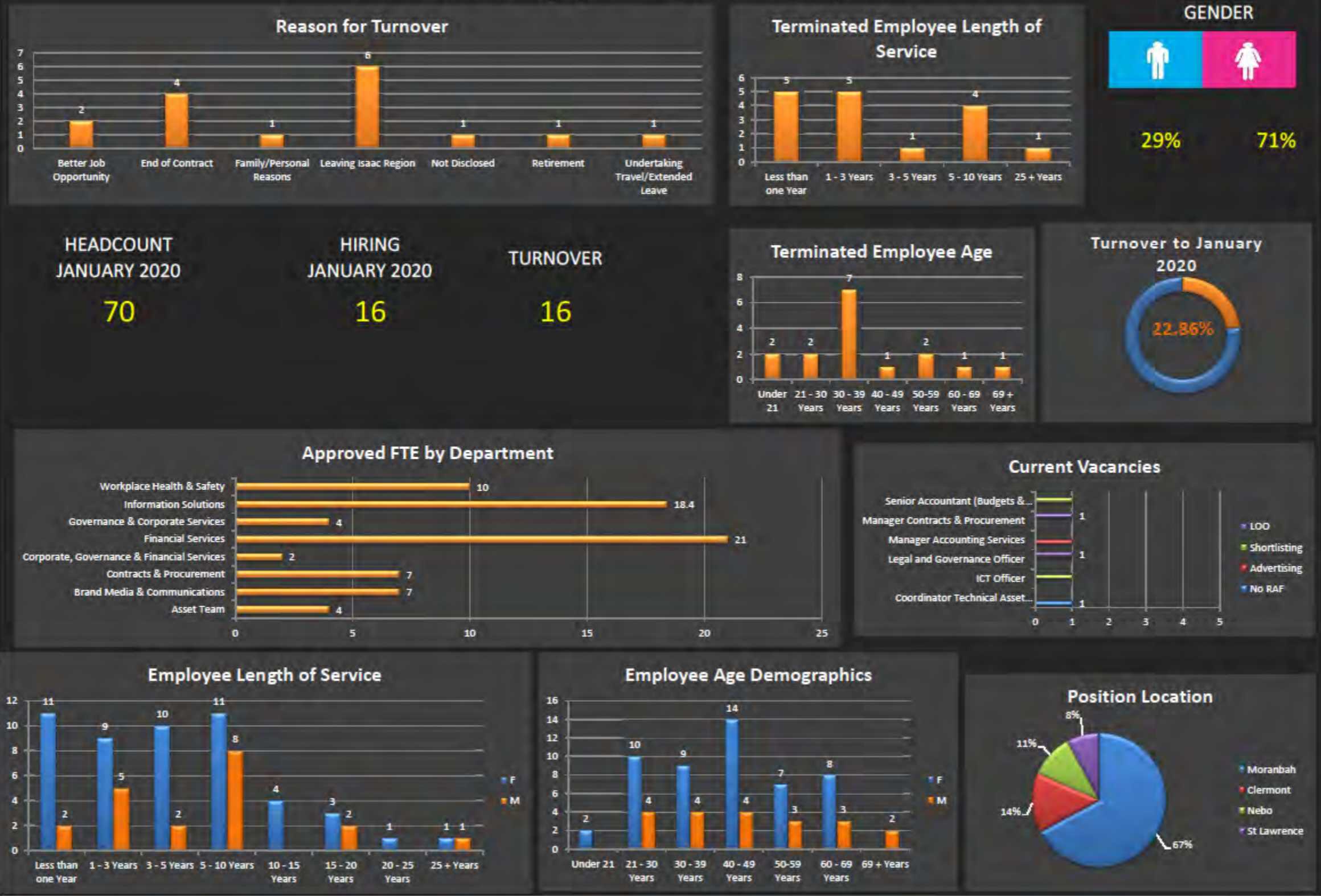
2. The 3rd series of the Lunch and Learn program will be held in Moranbah on Thursday 20 February 2020 with guest speakers Jim Hutchinson, David Couse and Emma-Rose McLennan presenting on the topic of "Dealing with challenging behaviour". The session will also be delivered online via skype for employees in the region.
3. The first communique was released on Wednesday 1 January 2020 announcing the commencement of the Certified Agreement (CA) negotiations. The IRC CA is due to expire on 30 June 2020, a meeting is scheduled for Monday 10 February 2020 to exchange the log of claims.
4. The official Apprentice and Trainee welcome day will take place on Tuesday 25 February 2020. We are proud to continue the tradition of training young people in the Isaac Region by offering a range of apprenticeships and traineeships.
5. The Employee Pulse survey will be road showed to all IRC employees during the month of February 2020 after the ELT endorsement of the MLT action plan.
6. The proposal to adopt and implement a Learning and Development framework and associated programs will be reviewed by ELT this month for expected commencement late February/March 2020.
7. The revised Code of Conduct policy has been submitted to ELT, seeking final approval with subsequent submission to Council for endorsement at the February Council meeting..

ESTABLISHMENT REPORT:

Table 1.0 shows the Total Positions at 464.30 Full Time Equivalent (FTE). The PECS transition is still active.

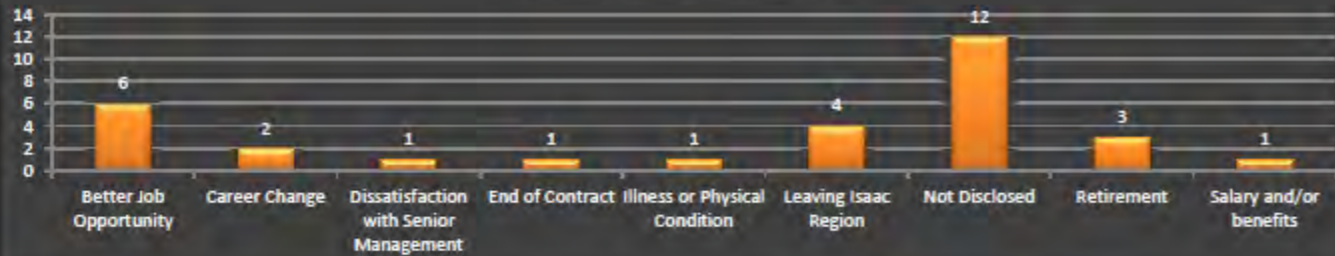
	Approved FTE			ACTUAL POSITIONS		
APPROVED POSITIONS	FILLED	VACANT	TOTAL	FILLED	VACANT	TOTAL
Approved FTE	416.1	48.2	464.3	429	51	480
ADDITIONAL POSITIONS						
Refill - Vacancy	0	0	0	0	0	0
Refill - Leave Coverage	0	0	0	0	0	0
Refill - Maternity Leave	14	10	24	16	10	26
Short Term	0	0	0	0	0	0
Apprentice / Trainee	0	0	0	0	0	0
Actual No. Positions	14	10	24	16	10	26
TOTAL (FTE + NON-FTE HC)	430.1	58.2	488.3	445	61	506
DEPARTMENTAL BREAKDOWN						
	Approved FTE			Actual Positions		
Department	Filled	Vacant	Total	Filled	Vacant	Total
CEO	5	1	6	5	1	6
People & Performance	11	1	12	11	1	12
Corporate, Governance & Financial Services	2	0	2	2	0	2
Financial Services	19	2	21	19	2	21
Brand Media & Communications	7	0	7	7	0	7
Information Solutions	16.4	2	18.4	17	2	19
Governance & Corporate Services	3	1	4	3	1	4
Contracts & Procurement	6	1	7	6	1	7
Workplace Health & Safety	10	0	10	10	0	10
Asset Team	4	0	4	4	0	4
Galilee & Bowen Basin	2	0	2	2	0	2
Engineering & Infrastructure	4	0	4	4	0	4
Parks & Recreation	59.2	4	63.2	60	4	64
Plant Fleet & Workshop	10	3	13	10	3	13
Infrastructure East	17	1	18	17	1	18
Infrastructure West	46	5	51	46	5	51
Corporate Properties & Fleet	22.8	5.4	28.2	26	6	32
Infrastructure Planning & Technical Services	8	0	8	8	0	8
Planning Environment & Community Services	4	1	5	4	1	5
Economy & Prosperity	9	0	9	9	0	9
Liveability & Sustainability	13	0	13	13	0	13
Community Education & Compliance	17	3	20	17	3	20
Engaged Communities	12.7	1	13.7	13	1	14
Community Hubs	28.5	2.8	31.3	32	4	36
Community Facilities	13.4	3	16.4	17	4	21
Waste Services	17.1	0	17.1	18	0	18
Water & Waste	49	11	60	49	11	60
	416.1	48.2	464.3	429	51	480

CGFS - Demographics - 12 Months to January 2020

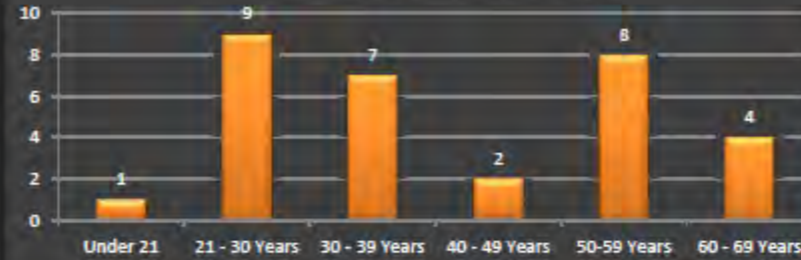


E&I - Demographics - 12 Months to January 2020

Reason for Turnover



Terminated Employee Age



Terminated Employee Length of Service



Turnover to January 2020



HEADCOUNT JANUARY

173

HIRING JANUARY

38

TURNOVER

32

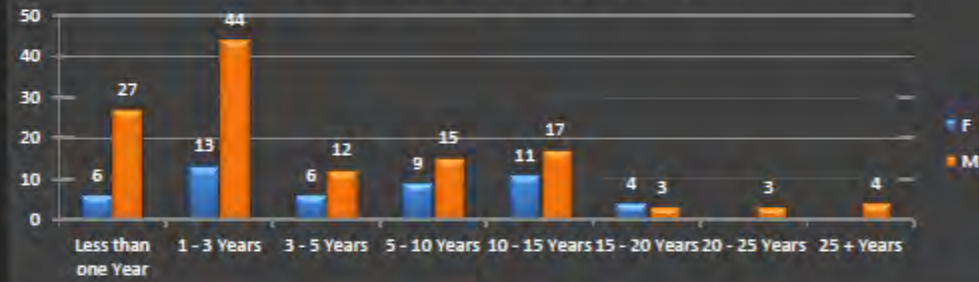
GENDER



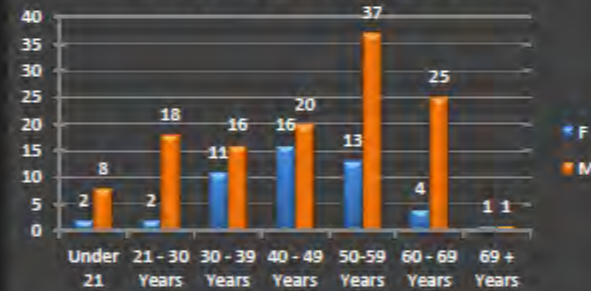
72%

28%

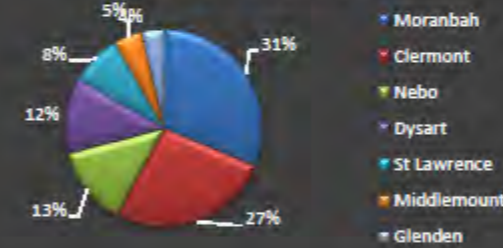
Employee Length of Service



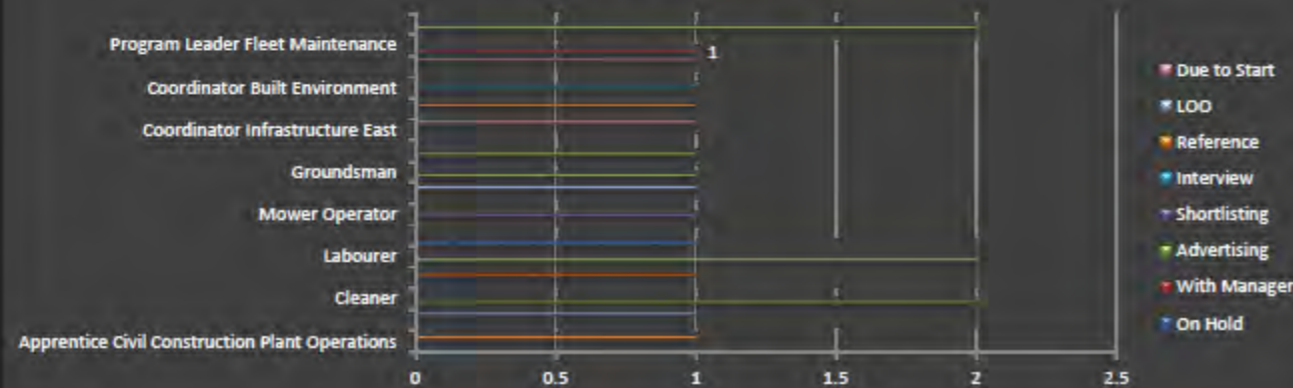
Employee Age Demographics



Position Location



Current Vacancies



Approved FTE by Department



PECS - Demographics - 12 Months to January 2020

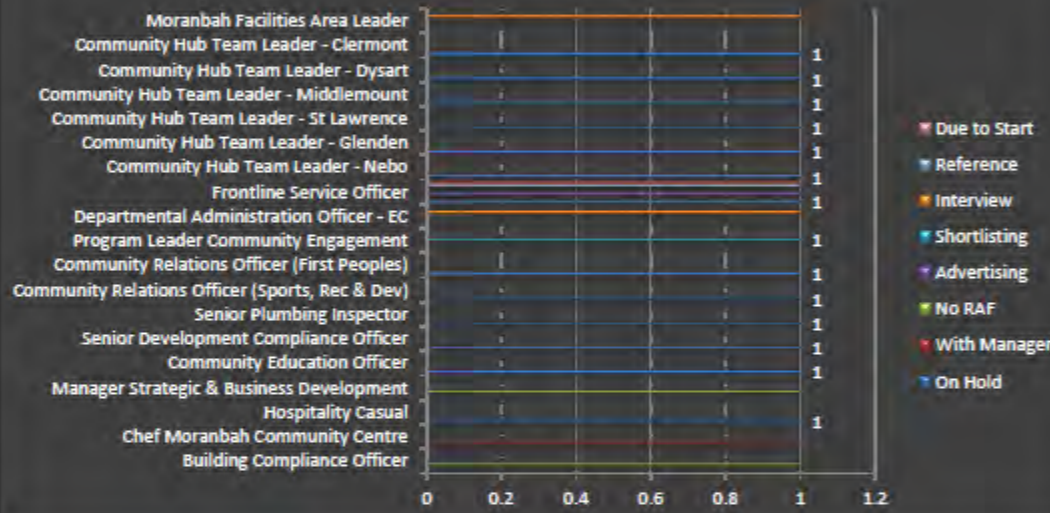
Reason for Turnover



Turnover to January 2020



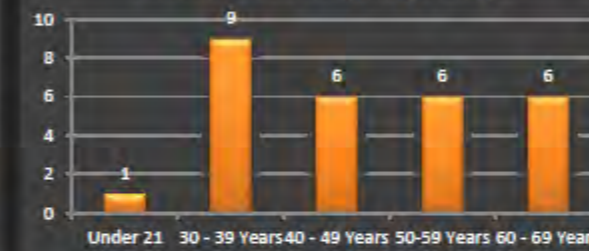
Current Vacancies



Terminated Employee Length of Service



Terminated Employee Age



Approved FTE by Department



GENDER



HEADCOUNT JANUARY

108

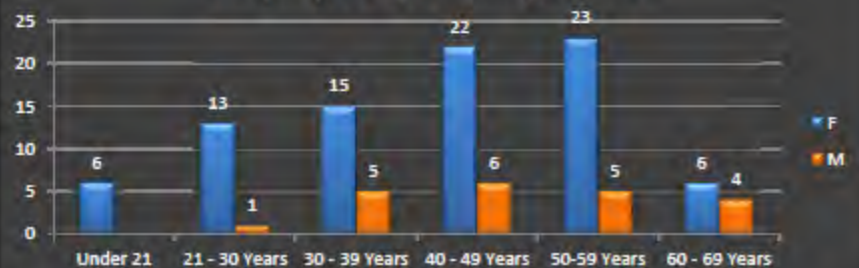
HIRING JANUARY

26

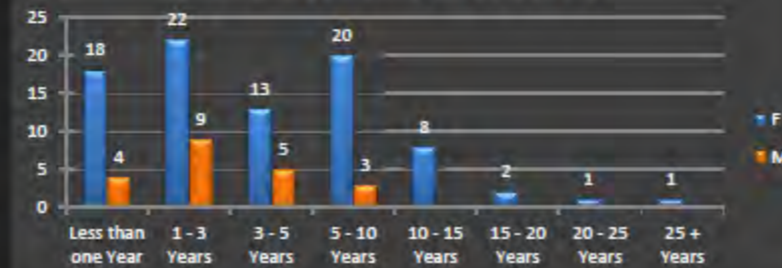
TURNOVER

29

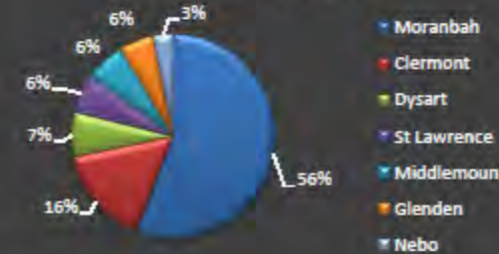
Employee Age Demographics



Employee Length of Service

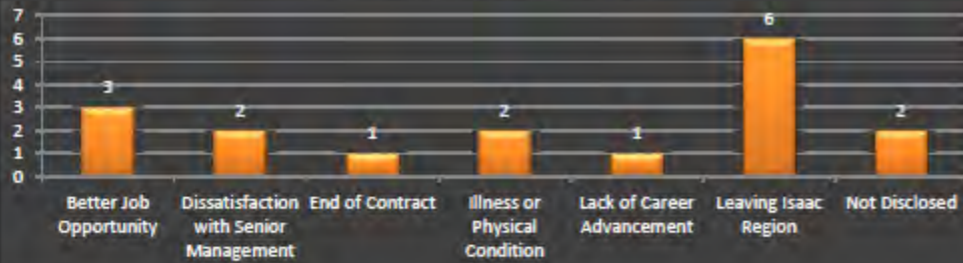


Position Location



W&W - Demographics - 12 Months to January 2020

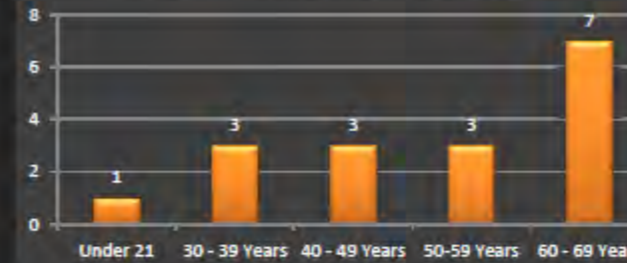
Reason for Turnover



Terminated Employee Length of Service



Terminated Employee Age



Turnover to January 2020



HEADCOUNT JANUARY

68

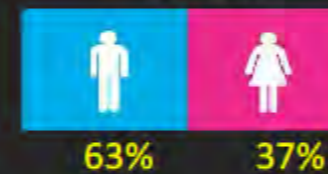
HIRING JANUARY

15

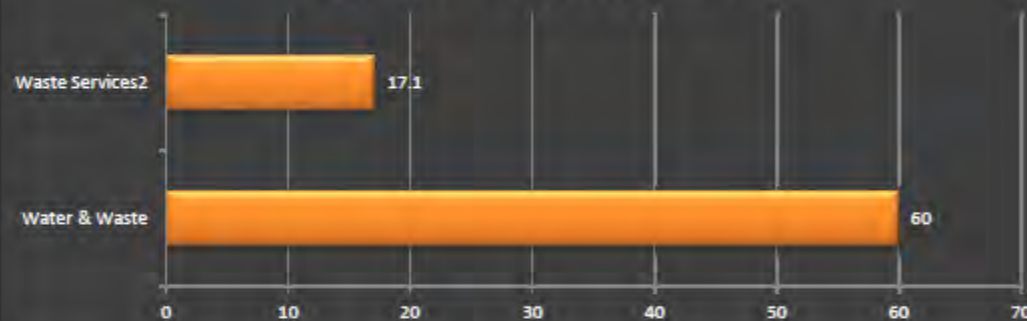
TURNOVER

17

GENDER



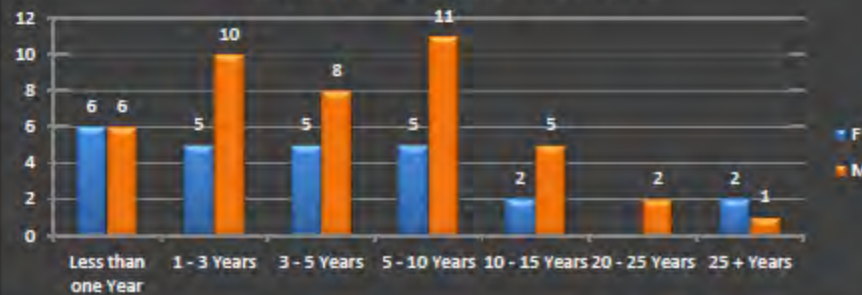
Approved FTE by Department



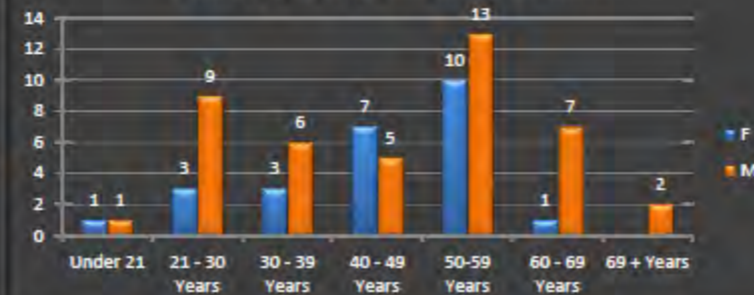
Current Vacancies



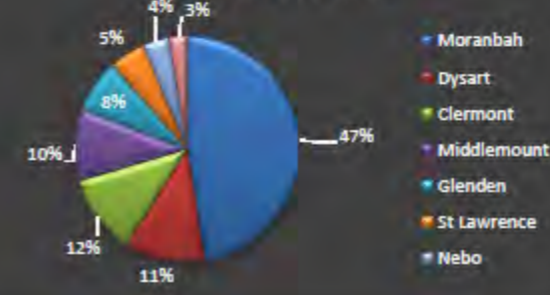
Employee Length of Service



Employee Age Demographics



Position Location

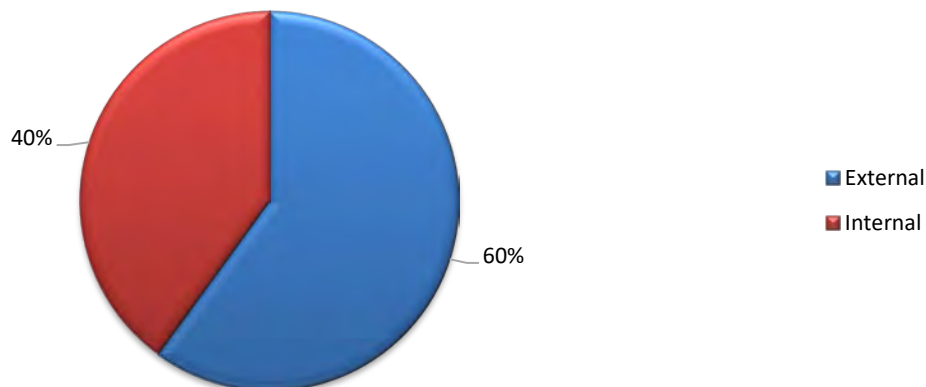


RECRUITMENT UPDATE

Positions Filled in the Month of January 2020.

Position No.	Position Title	Location	FTE	Effective	No of Working Days to Fill
CEO Office					
11,106.3	People & Performance Officer	Moranbah	1	20/01/2020	9
Corporate Governance and Financial Services					
41,038	Trainee Payroll Administration	Nebo	1	6/01/2020	74
42,048	Trainee Brand Media & Communications	Moranbah	1	6/01/2020	74
44,106	ICT Officer	Moranbah	1	8/01/2020	
44,217	Trainee Information Management Officer	Moranbah	1	6/01/2020	74
46,205	Procurement Support Officer	Moranbah	1	13/01/2020	
47,001	Safety Business Advisor	Moranbah	1	6/01/2020	53
Engineering and Infrastructure					
50,001	Executive Assistant	Moranbah	1	20/01/2020	
51,501	Support Officer	Moranbah	1	27/01/2020	70
52,214	Labourer	Moranbah	1	6/01/2020	51
56,104	Trainee Administration	Clermont	1	13/01/2020	114
57,615	Cleaner	Middlemount	0.7	13/01/2020	112
Planning, Environment and Community Services					
64,545	Trainee Compliance Officer	Moranbah	1	23/01/2020	93
66,702	Customer Service Standards Leader	Moranbah	1	13/01/2020	50
66,717	Trainee Frontline Service Officer	Moranbah	1	13/01/2020	86
66,726	Frontline Service Officer	Glenden	1	6/01/2020	86
66,751	Frontline Service Officer	Clermont	1	6/01/2020	77
67,631	Chef Moranbah Community Centre	Moranbah	1	6/01/2020	38
Water and Wastewater					
83,019	Waste Management Officer	Moranbah	1	6/01/2020	48

Internal & External Recruitment - January 2020



INFORMATION BULLETIN

VACANT POSITIONS – ACTIVE RECRUITMENT

Position No.	Position Title	Location	Status	Vacated Date	FTE	Budgeted	No of Working Days Vacant	Reason for Excessive Period
CEO Office								
10,008	Executive Support Officer	Moranbah	No RAF	23/01/2019	1	Yes	268	
11,001	People & Performance Business Partner	Moranbah	With Manager	25/11/2019	1	Yes	50	
Corporate Governance and Financial Services								
41,006	Manager Accounting Services	Moranbah	Advertising	22/12/2019	1	Yes	30	
41,201	Senior Accountant (Budgets & Statutory Reporting)	Moranbah	Shortlisting	7/05/2018	1	Yes	455	
44,006	ICT Officer	Moranbah	Shortlisting	27/12/2019	1	Yes	26	
44,230	Coordinator Technical Asset Management	Moranbah	No RAF	1/11/2019	1	Yes	66	
45,002	Legal and Governance Officer	Moranbah	LOO	26/01/2020	1	Yes	5	
46,000	Manager Contracts & Procurement	Moranbah	LOO	30/08/2019	1	Yes	111	
Engineering and Infrastructure								
52,213	Labourer	Moranbah	Advertising	19/12/2019	1	Yes	32	
52,219	Mower Operator	Moranbah	Shortlisting	5/01/2020	1	Yes	20	
52,226	Groundsman	Moranbah	Advertising	13/11/2019	1	Yes	58	
52,227	Senior Irrigation System Maintainer	Moranbah	Advertising	27/12/2019	1	Yes	26	
55,500	Coordinator Infrastructure East	Nebo	Due to Start	10/11/2019	1	Yes	60	
56,201	Overseer - Construction Infrastructure	Clermont	Due to Start	15/12/2019	1	Yes	35	
56,204	Loader Operator	Clermont	On Hold	22/09/2019	1	Yes	95	
56,221	Apprentice Civil Construction Plant Operations	Clermont	Reference	0/01/1900	1	Yes		
56,421	Labourer	Dysart	Advertising	15/11/2019	1	Yes	56	
56,504	Community Liaison Officer	Clermont	Reference	8/12/2019	1	Yes	40	
57,500	Coordinator Built Environment	Moranbah	Interview	10/11/2019	1	Yes	60	
57,508	Carpenter	Dysart	LOO	10/12/2019	1	Yes	39	
57,509	Electrician	Moranbah	Reference	23/08/2019	1	Yes	116	
57,513	Plumber - Commercial	Moranbah	LOO	1/11/2019	1	Yes	66	
57,622	Cleaner	Glenden	Advertising	15/11/2019	0.7	Yes	56	
57,632	Cleaner	Moranbah	Advertising	5/01/2020	0.7	Yes	20	
58,203	Program Leader Fleet Maintenance	Moranbah	With Manager	8/11/2019	1	Yes	61	
58,212	Mobile Mechanical Fitter	St Lawrence	Advertising	15/02/2019	1	Yes		
58,213	Mobile Mechanical Fitter	Moranbah	Advertising	17/01/2020	1	Yes		

INFORMATION BULLETIN



HELPING TO ENERGISE THE WORLD

ABN 39 274 142 600

Position No.	Position Title	Location	Status	Vacated Date	FTE	Budgeted	No of Working Days Vacant	Reason for Excessive Period
Planning, Environment and Community Services								
60,100	Manager Strategic & Business Development	Moranbah	No RAF	31/01/2020	1	Yes	1	
64,501	Community Education Officer	Moranbah	On Hold	0/01/1900	1	Yes		
64,502	Senior Development Compliance Officer	Moranbah	On Hold	0/01/1900	1	Yes		
64,521	Building Compliance Officer	St Lawrence	No RAF	31/01/2020	1	Yes	1	
64,530	Senior Plumbing Inspector	Moranbah	On Hold	0/01/1900	1	Yes		
65,510	Departmental Administration Officer - EC	Moranbah	Interview	0/01/1900	1	Yes		
65,606	Community Relations Officer (Sports, Rec & Dev)	Moranbah	On Hold	0/01/1900	1	Yes		
65,607	Community Relations Officer (First Peoples)	Moranbah	On Hold	0/01/1900	1	Yes		
65,610	Program Leader Community Engagement	Moranbah	Shortlisting	0/01/1900	1	Yes		
66,719	Frontline Service Officer	Moranbah	On Hold	3/01/2020	0.7	Yes	21	
66,721	Community Hub Team Leader - Nebo	Moranbah	On Hold	0/01/1900	1	Yes		
66,725	Community Hub Team Leader - Glenden	Moranbah	On Hold	0/01/1900	1	Yes		
66,728	Frontline Service Officer	Glenden	Due to Start	18/10/2019	0.7	Yes	76	
66,729	Community Hub Team Leader - St Lawrence	Moranbah	On Hold	0/01/1900	1	Yes		
66,741	Community Hub Team Leader - Middlemount	Moranbah	On Hold	0/01/1900	1	Yes		
66,744	Frontline Service Officer	Middlemount	Reference	2/12/2019	0.7	Yes	45	
66,746	Community Hub Team Leader - Dysart	Moranbah	On Hold	0/01/1900	1	Yes		
66,749	Frontline Service Officer	Dysart	Advertising	17/12/2019	0.7	Yes	34	
66,750	Community Hub Team Leader - Clermont	Moranbah	On Hold	0/01/1900	1	Yes		
67,623	Casual Community Facilities Officer	Glenden	LOO	5/01/2020	0.5	Yes	20	
67,630	Moranbah Facilities Area Leader	Moranbah	Interview	0/01/1900	1	Yes		
67,631	Chef Moranbah Community Centre	Moranbah	With Manager	18/12/2019	1	Yes	33	
67,639	Hospitality Casual	Moranbah	On Hold	31/12/2018	0.5	Yes	285	
Water and Waste								
81,016	Senior Water & Wastewater Operator	Middlemount	LOO	17/05/2019	1	Yes	186	
81,017	Senior Water & Wastewater Operator	Dysart	Advertising	16/12/2019	1	Yes	35	
81,057	Senior Water & Wastewater Operator	Clermont	Advertising	13/09/2019	1	Yes	101	
81,089	Trainee Water & Wastewater Operator	Moranbah	Shortlisting	7/01/2020	1	Yes		
81,095	Site Maintenance Officer	Moranbah	On Hold	0/01/1900	1	Yes		
81,096	Site Maintenance Officer	Moranbah	On Hold	0/01/1900	1	Yes		
81,097	Electrician	Moranbah	On Hold	0/01/1900	1	Yes		
81,098	Maintenance Fitter	Moranbah	On Hold	0/01/1900	1	Yes		
81,099	Maintenance Fitter	Moranbah	On Hold	0/01/1900	1	Yes		
81,600	Manager Planning & Projects	Moranbah	Advertising	29/07/2019	1	Yes	135	
81,602	Project Manager - Planning & Project Development	Moranbah	Advertising	3/05/2019	1	Yes	196	

WORKFORCE - LEAVE

Figure 1.0 Workforce Demographics – Excess Annual Leave by Directorate.

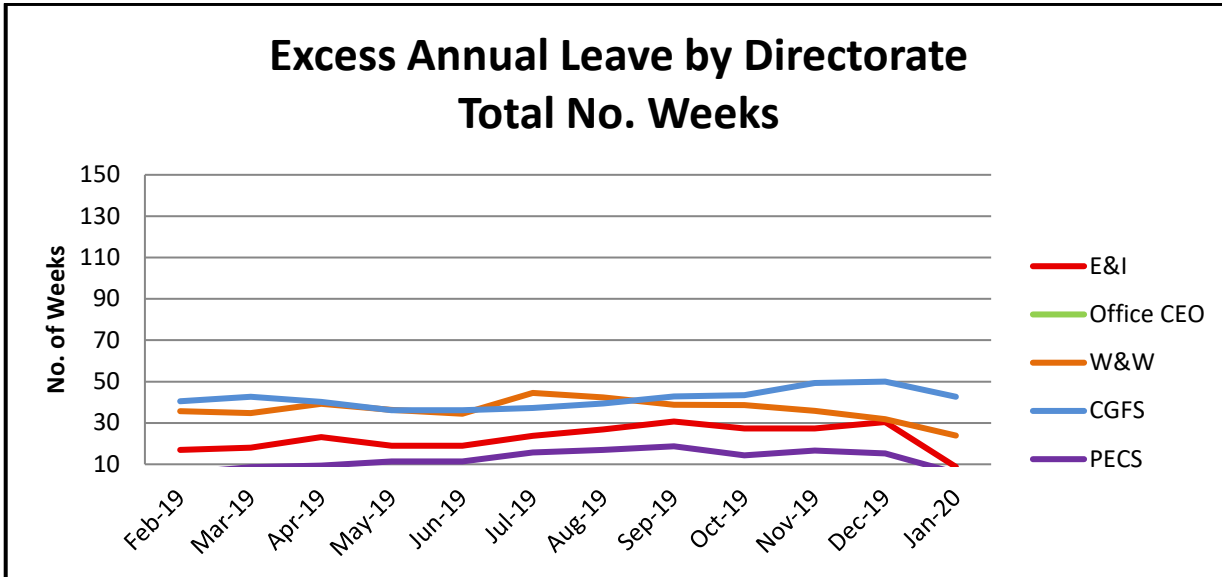


Figure 2.0 Workforce Demographics – Excess Long Service Leave by Directorate.

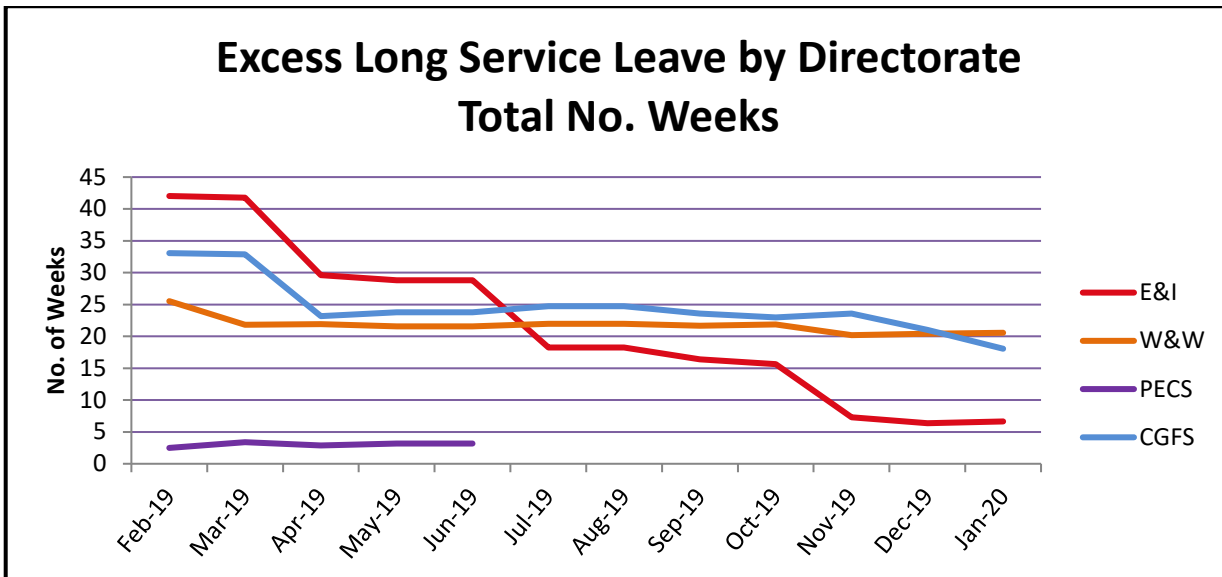
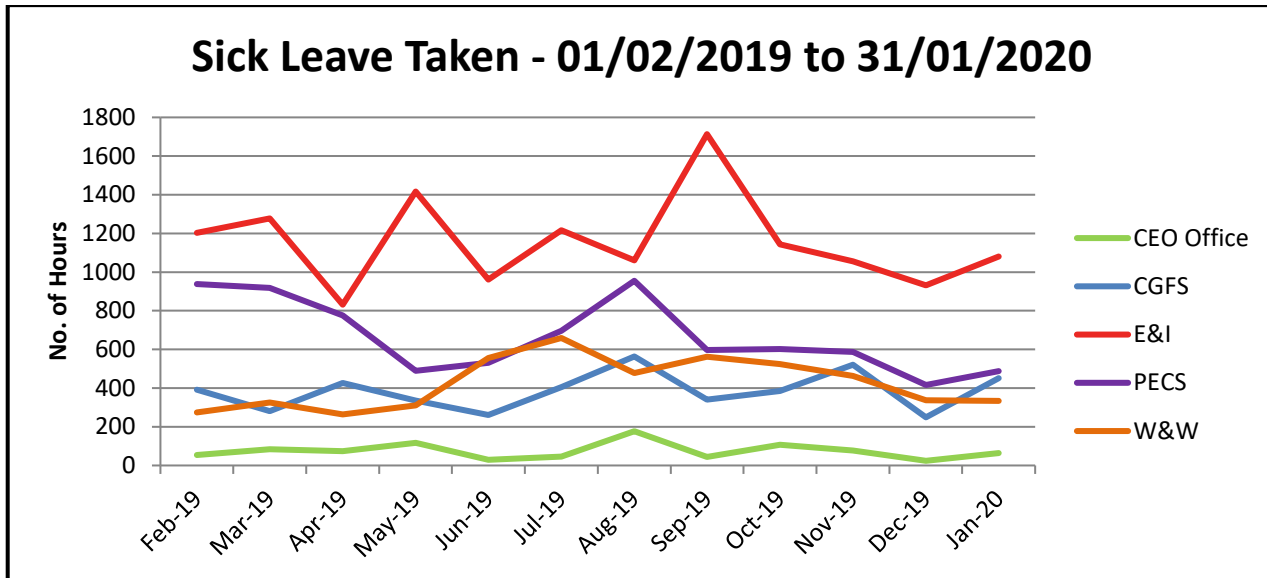


Figure 3.0 Workforce Demographics – Sick Leave Taken by Directorate.



TRAINING INFORMATION

1. How many hours of training undertaken?
 - 76 hours (training course x employees attending)
 - 6 x 2020 Apprentice and Trainee Intake sign-ups occurred
 - 1 pax (Apprentice Block Training)

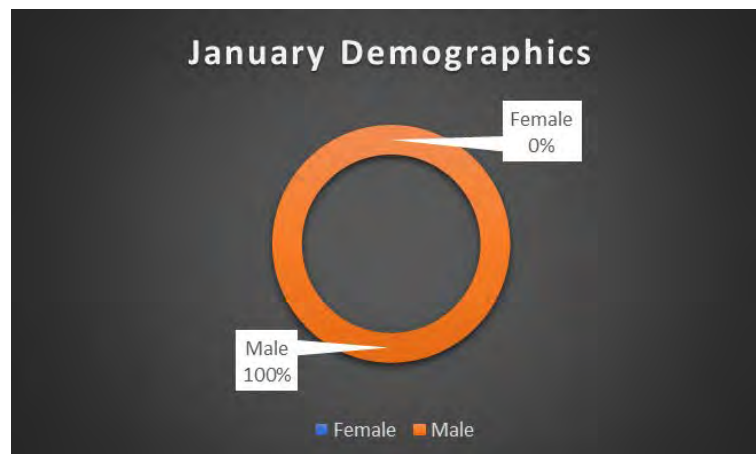
2. Total Number of Hours for January 2020
 - 76 hours

3. How many employees received training for the month?
 - 6 employees

Directorate	E&I	PECS	W&W	OCEO	CGFS
Number of Employees	1	0	4	0	0



- Training undertaken by (1) male.



TRAINING BUDGET SPEND

- Training budget spend (FY spend to date v Budget for all IRC)

Actual Income YTD	(1,367,385.25)	Budget Income	(293,121.84)	Rev Budget Income	(1,291,297.66)
Actual Expenditure YTD	211,299.24	Budget Expenditure	283,066.72	Rev Budget Expenditure	283,066.72

VOC MONTHLY INFORMATION

- Verifications of Competencies x 0

As identified in directorate training matrix all position required documentation is being uploaded into SMART. We are now shifting into the second phase of this project with work instructions and additional position requirements being identified. We will complete this stage by directorate with W&WW underway and a gap analysis of missing documentation being conducted.

Our Learn (SAP Litmos) contract ends at the end of March and we are currently seeking a new quote for services.

Our onboarding process is going through a revamp with new video voice overs, a review of current content and a streamlined approach to initial induction.

Scheduled training for February

- Apprentice block training
- Certificate IV In WHS
- First Aid and CPR

Opportunities for professional development in 2020

- Microsoft Suite
- Contract Management
- Financial Acumen – Finance for Non-Finance Managers
- Negotiation Skills
- Managing Unreasonable Conduct
- Good Decision Making

In order for these courses to be available locally we need numbers to make it happen.

Report authorised by:

JACKI SCOTT

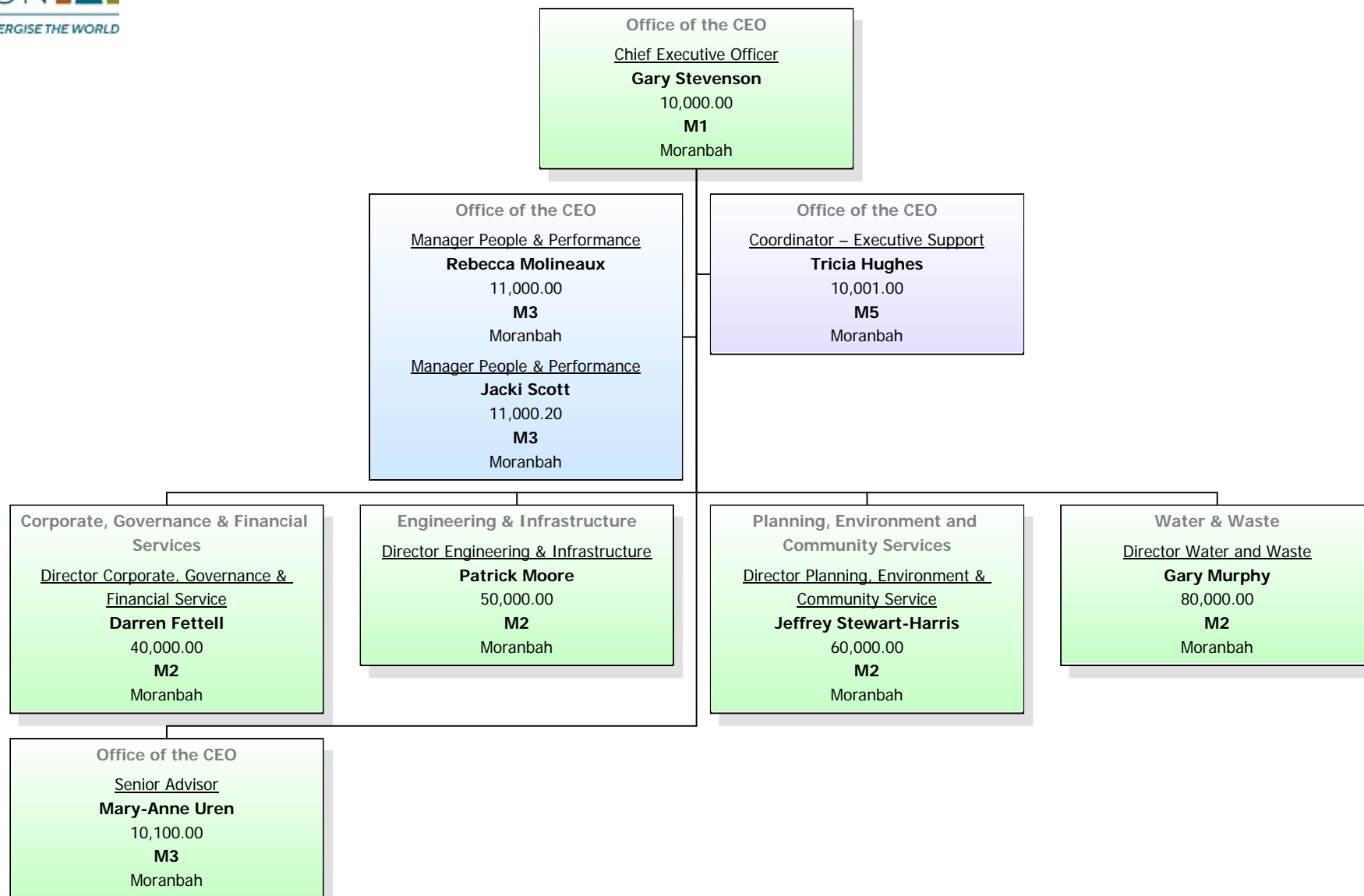
Acting Manager People and Performance

Date: 5 February 2020

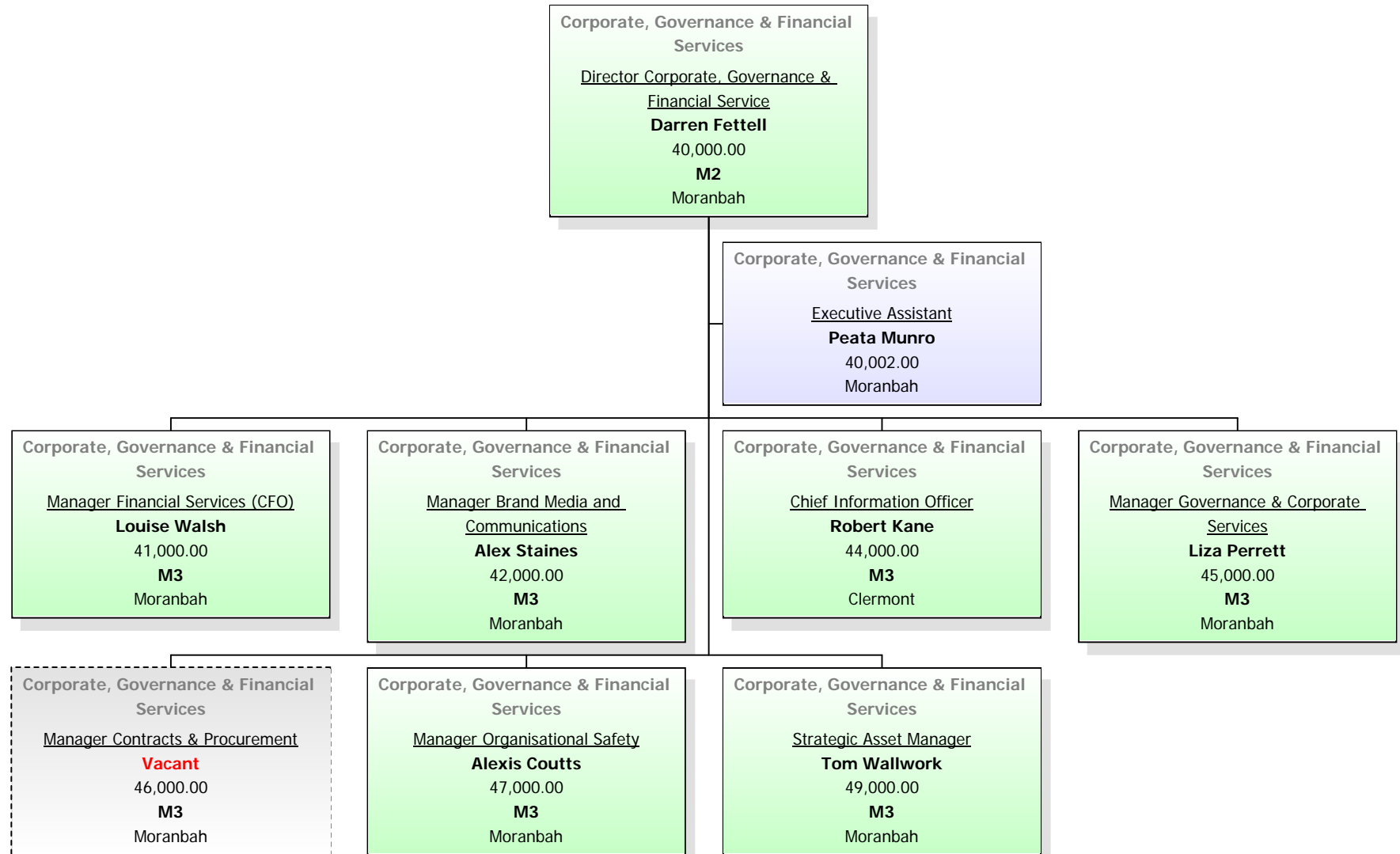
ATTACHMENTS:

- Attachment 1a - M1 – M3 Org Chart

Office of the CEO as of 31/01/2020

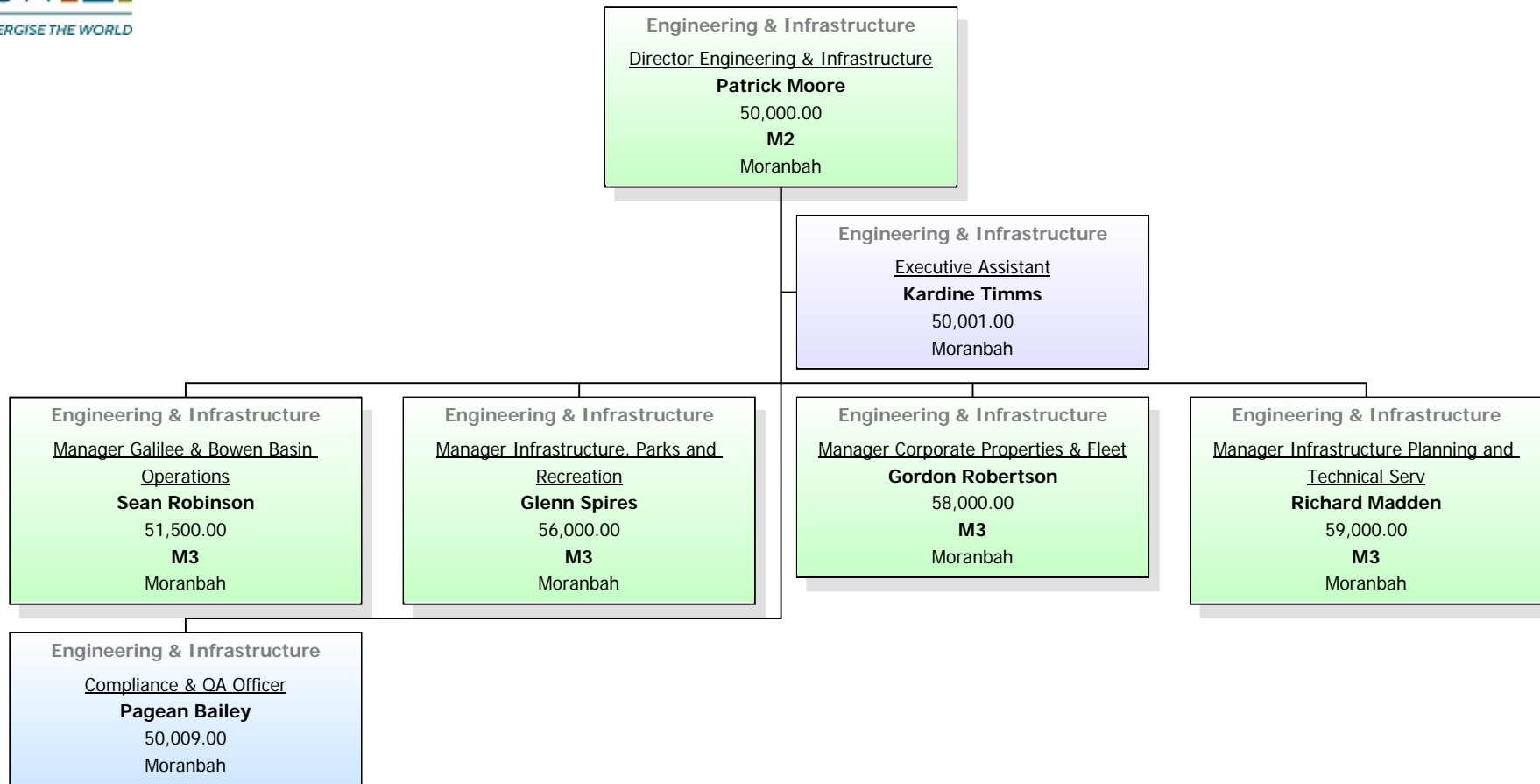


Corporate, Governance & Financial Services as of 31/01/2020



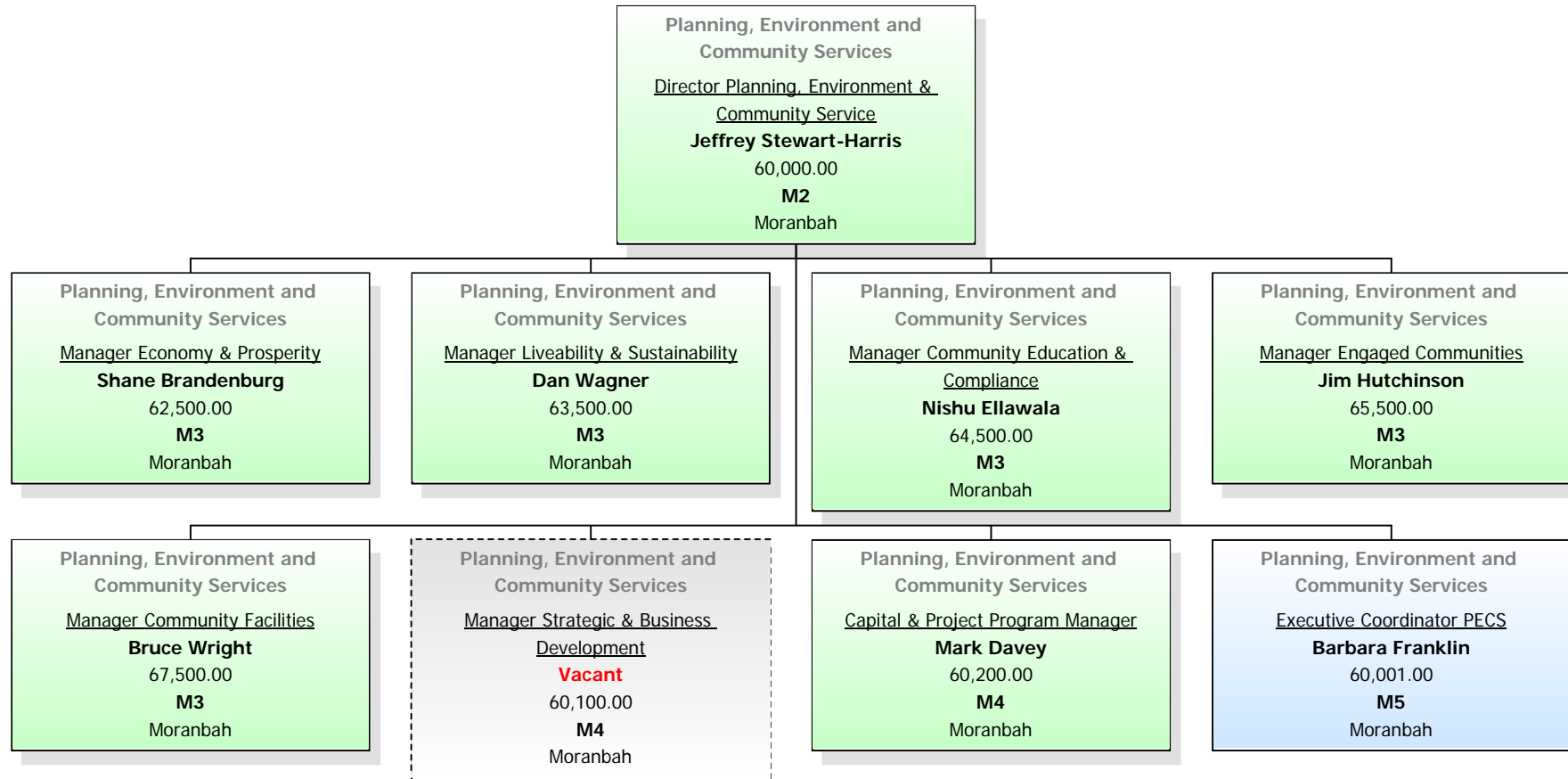


Engineering & Infrastructure as of 31/01/2020





Planning, Environment and Community Services as of 31/01/2020





Water & Waste as of 31/01/2020

