

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 6 OCTOBER 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 Sandy Moffat

Cr Lyn Jones

Cr Viv Coleman

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 6 OCTOBER 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 8 September 2020.

5. OFFICER REPORTS

5.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT – AS AT 30 SEPTEMBER 2020

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 MUTUAL ACCESS AGREEMENT - LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND AND QUEENSLAND PARLIAMENT

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider electing to 'opt-in' to the mutual access arrangement that Local Government Association of Queensland (LGAQ) and the Queensland Parliament have entered into to allow Mayors, Councillors and Council Chief Executive Officers access to the Parliamentary Precinct, while Members of Parliament will be able to access Council premises.

5.4 AMENDMENT TO COUNCILLOR SUPPORT POLICY

EXECUTIVE SUMMARY

Committee is requested to consider a minor amendment to the Councillor Support (Expense Reimbursement) Policy and recommend adoption to Council.

5.5 ELECTED MEMBER GROUND RULES

EXECUTIVE SUMMARY

Committee is requested to consider a minor amendment to the Elected Member Ground Rules and recommend adoption to Council.

6. INFORMATION BULLETINS

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

EXECUTIVE SUMMARY

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

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6.2

PEOPLE AND PERFORMANCE INFORMATION BULLETIN – OCTOBER 2020

EXECUTIVE SUMMARY

The People and Performance Information Bulletin for October 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, 8 SEPTEMBER 2020
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 8 SEPTEMBER 2020

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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 8 SEPTEMBER 2020 COMMENCING AT 1:00PM

ATTENDANCE

Cr Jane Pickels, Division Seven (Chair)
Cr Sandy Moffat, Division Two (*by video conference*)
Cr Lyn Jones, Division Six
Cr Viv Coleman, Division Eight

OFFICERS PRESENT

Mr Darren Fettell, Director Corporate Governance and Financial Services
Ms Liza Perrett, Manager Governance and Corporate Services
Mr Michael Krulic, Manager Financial Services
Mr Tom Wallwork, Strategic Asset Manager (*by video conference*)
Mr John Squire, Manager Contracts and Procurement
Mrs Jacki Scott, Manager People and Performance
Mr Alex Staines, Manager Brand, Media and Communications
Mrs Nicole Money, Executive Assistant
Ms Peata Munro, Executive Assistant (*by video conference*)
Ms Amilia Stewart, Legal and Governance Officer

1. OPENING

The Chair declared the meeting open at 1.00pm and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

Resolution No.: CGFS0539

Moved: Cr Lyn Jones

Seconded: Cr Viv Coleman

That the Corporate, Governance and Financial Services Standing Committee accepts Cr Sandy Moffat's participation in the meeting by videoconference.

Carried

2. APOLOGIES

An apology was received from Mayor Anne Baker.

Resolution No.: CGFS0540

Moved: Cr Lyn Jones

Seconded: Cr Viv Coleman

That the Corporate, Governance and Financial Services Standing Committee meeting accepts the apology received from Mayor Anne Baker.

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared.

4. CONFIRMATION OF MINUTES

Corporate, Governance and Financial Services Standing Committee Meeting of Isaac Regional Council held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 11 August 2020.

Resolution No.: CGFS0541

Moved: Cr Lyn Jones

Seconded: Cr Viv Coleman

That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 11 August 2020 are confirmed.

Carried

5. OFFICERS REPORTS

5.1

Isaac Regional Council Monthly Financial Report - As At 31 August 2020

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 August 2020 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).**

Resolution No.: CGFS0542

Moved: Cr Sandy Moffat

Seconded: Cr Lyn Jones

That the Committee recommends that Council:

1. **Receive the financial statements for the period ended 31 August 2020 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 that Council:

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

Resolution No.: CGFS0543

Moved: Cr Viv Coleman

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

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

Carried

Note: Director Corporate Governance and Financial Services confirm that on page 54 of the Agenda, under heading 'Risk Assessments' on the WHS Monthly Report, that there is no requirement for a figure in place of 'x'.

5.3 2019-2020 Proposed Capital Carry Forward

EXECUTIVE SUMMARY

A full review of Capital Carried Forward Projects from the 2019-2020 financial year has been undertaken with each of the respective Departmental Managers and then reviewed by their respective Directors and Executive Leadership Team.

OFFICER'S RECOMMENDATION

That the Committee recommends Council to:

- 1. Amends the 2020-2021 Budget to add the uncompleted capital projects to be carried forward from the 2019-2020 financial year and associated reserve transfers.**

Resolution No.: CGFS0544

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Committee recommends Council to:

- 1. Amends the 2020-2021 Budget to add the uncompleted capital projects to be carried forward from the 2019-2020 financial year and associated reserve transfers.**

Carried

Note: The Chair acknowledged the work undertaken by the Corporate, Governance and Financial Services Committee and Mr Tom Wallwork's team throughout the PAG process

5.4 Quality Policy - Updated

EXECUTIVE SUMMARY

This report seeks to update the Quality Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

- 1. Adopt the updated Quality Policy (ADM-POL-003).**

Resolution No.: CGFS0545

Moved: Cr Viv Coleman

Seconded: Cr Lyn Jones

That the Committee recommends that Council:

- 1. Adopt the updated Quality Policy (ADM-POL-003).**

Carried

Resolution No.: CGFS0548

Moved: Cr Viv Coleman

Seconded: Cr Sandy Moffat

That the Corporate, Governance and Financial Services Standing Committee opens the meeting to the public at 1.50pm.

Carried

CONFIDENTIAL REPORT

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

5.6 Panel of Suppliers for Electrical Services

EXECUTIVE SUMMARY

The purpose of this report is to recommend the appointment of selected tenderers to a Preferred Supplier Arrangement (PSA) for Electrical Services IRCT2084-1119-155 for Isaac Regional Council.

OFFICER'S RECOMMENDATION

That the Committee recommends Council to:

- 1. Endorse the award of tender IRCT2084-1119-155, Preferred Supplier Arrangement for the Electrical Services for an initial term of two years from 1 October 2020 with the option to extend for an additional twelve months.*
- 2. Note the preferred list of suppliers detailed in the report.*
- 3. Authorise the Chief Executive Officer to negotiate, execute and vary the Preferred Supplier Agreements as required.*

Resolution No.: CGFS0549

Moved: Cr Viv Coleman

Seconded: Cr Lyn Jones

That the Committee recommends Council to:

- 1. Endorse the award of tender IRCT2084-1119-155, Preferred Supplier Arrangement for the Electrical Services for an initial term of two years from 1 October 2020 with the option to extend for an additional twelve months.**
- 2. Note the preferred list of suppliers detailed in the report.**
- 3. Authorise the Chief Executive Officer to negotiate, execute and vary the Preferred Supplier Agreements as required.**

Carried

CONFIDENTIAL REPORT

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

5.7

Panel of Suppliers for the Provision of SCADA Maintenance Services

EXECUTIVE SUMMARY

The purpose of this report is to recommend the appointment of selected tenderers to a Preferred Supplier Arrangement (PSA) for the SCADA (Supervisory Control and Data Acquisition) automated control system used primarily by the Water and Waste Directorate at Isaac Regional Council.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council to:

- 1. Endorse the award of tender MRC2020-036, Preferred Supplier Arrangement for the Provision of SCADA maintenance services for an initial term of three years from 1 October 2020 with the option to extend for 2 x twelve month periods at Council's discretion.**
- 2. Approve the contract under s235(f) of the Local Government Regulations 2012:
(f) the contract is made with, or under an arrangement with, a government agency.**
- 3. Note the preferred list of suppliers detailed in the report.**
- 4. Authorise the Chief Executive Officer to negotiate, execute and vary the Preferred Supplier Agreements as required.**

Resolution No.: CGFS0550

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Committee recommends to Council to:

- 1. Endorse the award of tender MRC2020-036, Preferred Supplier Arrangement for the Provision of SCADA maintenance services for an initial term of three years from 1 October 2020 with the option to extend for 2 x twelve month periods at Council's discretion.**
- 2. Approve the contract under s235(f) of the Local Government Regulations 2012:
(f) the contract is made with, or under an arrangement with, a government agency.**
- 3. Note the preferred list of suppliers detailed in the report.**
- 4. Authorise the Chief Executive Officer to negotiate, execute and vary the Preferred Supplier Agreements as required.**

Carried

6. INFORMATION BULLETIN REPORTS

6.1 Corporate, Governance and Financial Services Information Bulletin – September 2020

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

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

Resolution No.: CGFS0551

Moved: Cr Lyn Jones

Seconded: Cr Viv Coleman

That the Committee:

1. Note the Corporate, Governance and Financial Services Information Bulletin for September 2020.

Carried

6.2 People and Performance Information Bulletin – September 2020

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Note the People and Performance Information Bulletin for September 2020.*

Resolution No.: CGFS0552

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Committee:

1. Note the People and Performance Information Bulletin for September 2020.

Carried

7. GENERAL BUSINESS

7.1 Uniforms

Director Corporate Governance and Financial Services and Manager Contracts and Procurement provided an update on the Uniform Committee and new workwear available to staff.

Manager Organisational Safety provided background information on the requirement for the new workwear to suit all positions within the organisation.

7.2 Disposables

Manager Contracts and Procurement provided an update on the current disposals review being conducted around the region commencing at St Lawrence

Cr Coleman raised potential governance issues that need to be addressed by Council within the region.

ACTION: MANAGER CONTRACTS AND PROCUREMENT

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 2.35pm.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 6 October 2020.

.....
Chair

..... / /
DATE

MEETING DETAILS

**Corporate, Governance and Financial
Service Standing Committee**
Tuesday 6 October 2020

AUTHOR

Michael Krulic

AUTHOR POSITION

Manager Financial Services

5.1

ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT – AS AT 30 SEPTEMBER 2020

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 30 September 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 2020/2021	Budget adopted 29 July 2020
Financial Statements 2019/2020	

IMPLICATIONS

At the end of the first quarter of the current financial year, Council continues to operate within budget overall and any budget variances are anticipated to come in line with budget over the remainder of the financial year.

Further assessment will be undertaken through the first quarter budget review which is about to commence.

CONSULTATION

- Financial Services

BASIS FOR RECOMMENDATION

Requirement of legislation for a financial report to be presented to Council at least monthly.

ACTION ACCOUNTABILITY

Not Applicable.

KEY MESSAGES

Council is committed to meeting its legislative requirements, ensuring the financial sustainability and transparent decision making.

Report Prepared By:	Report Authorised By:
MICHAEL KRULIC Manager Financial Services	DARREN FETTELL Director Corporate, Governance and Financial Services
Date: 30 September 2020	Date: 6 October 2020

ATTACHMENTS

- Attachment 1 – Monthly Financial Statements 30 September 2020

REFERENCE DOCUMENT

- Nil

FINANCIAL STATEMENTS REPORT TO COUNCIL

Current as at 30 September 2020

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



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FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 SEPTEMBER 2020

EXECUTIVE SUMMARY

At the end of September, the operating result is \$3,746,586 ahead of budgeted operating position. The positive result is due to timing of discount to be applied on General Rates and timing of expenditure of operational expenses.

Capital Revenue for September was \$2,281,912 which combined with the Operating Position leads to a net surplus of \$25,139,771.

PRELIMINARY SEPTEMBER FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	\$	\$	\$	\$	%
Total operating revenue	49,221,255	48,390,083	831,172	113,679,951	43.3%
Total operating expenses	26,363,397	29,278,810	2,915,414	110,116,688	23.9%
Operating position	22,857,858	19,111,273	3,746,586	3,563,263	641.5%
Capital revenue	2,281,912	1,959,564	322,349	21,877,051	10.4%
Net result	25,139,771	21,070,836	4,068,934	25,440,314	98.8%

BACKGROUND

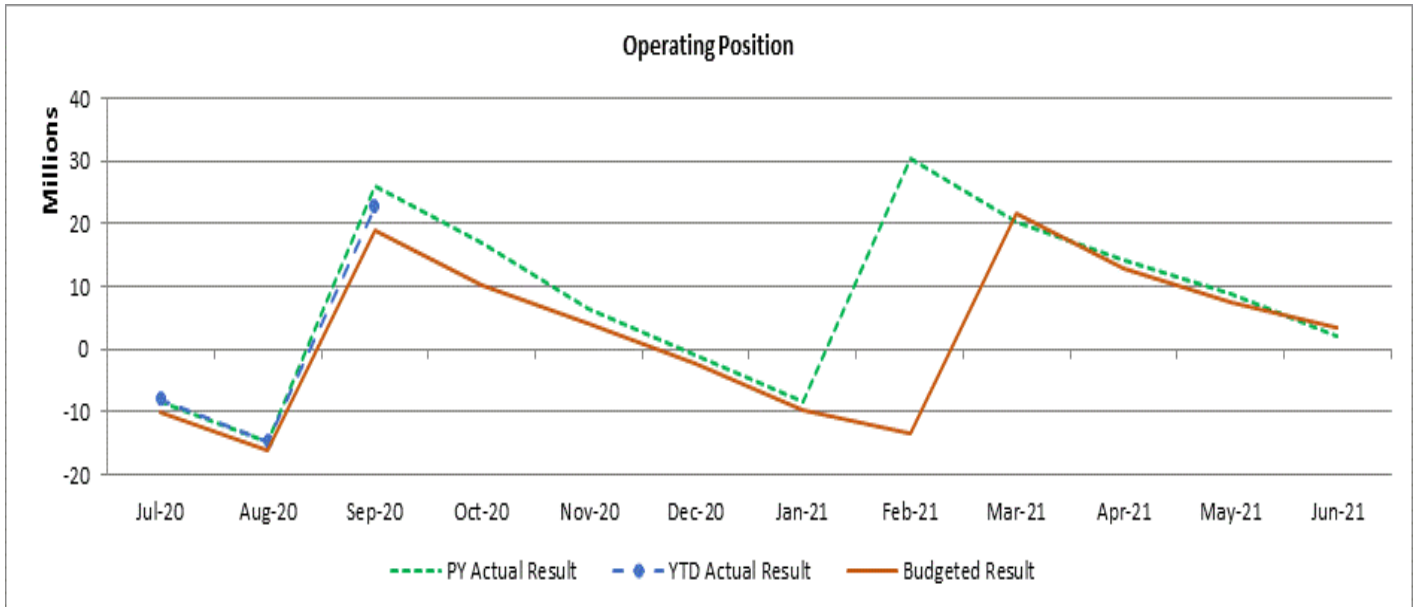
Each month, year to date financial statements are prepared in order to monitor actual performance against the latest adopted budget. Attached are the financial statements for the period ended 30 September 2020. Actual amounts are compared against year to date Revised Budget figures. (See appendix 1 for detailed financial statements).

Being early in the financial year, any budget variances will most likely be corrected through the course of the financial year or be assessed and adjusted in a budget review.

Council is cognisant of the current economic climate and will be paying 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.

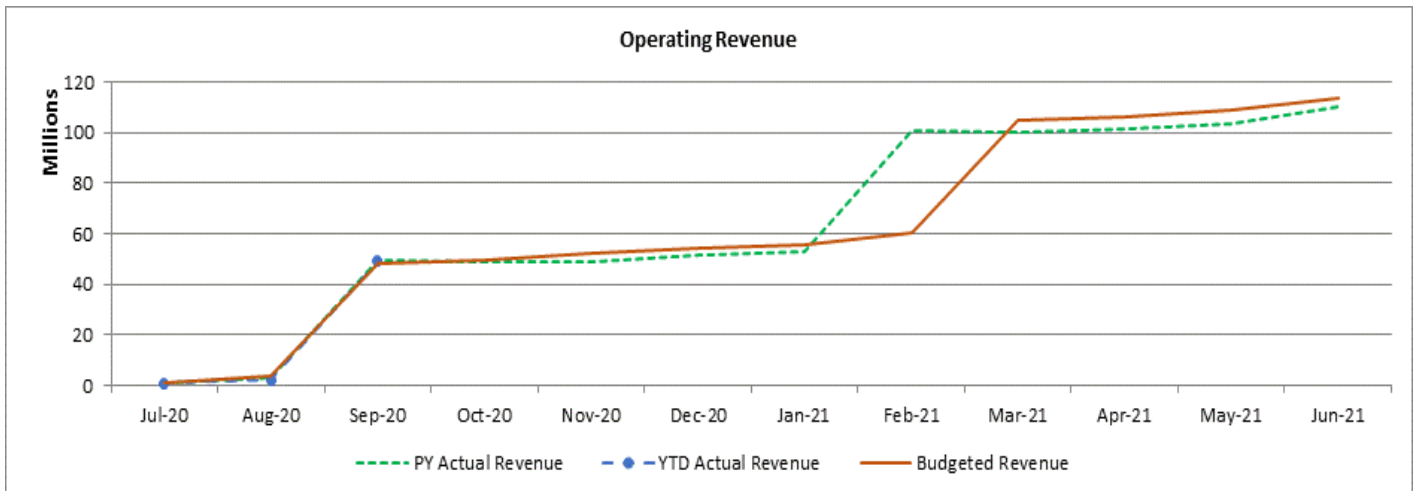
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

OPERATING POSITION



The current operating position for September has resulted in a surplus of \$22,857,858. This is favourable when compared to the YTD revised budget by \$3,746,586. Operating Revenue is \$831,172 favourable compared to YTD budget and Operating Expenses which are \$2,915,414 favourable when compared to YTD budget.

OPERATING REVENUE

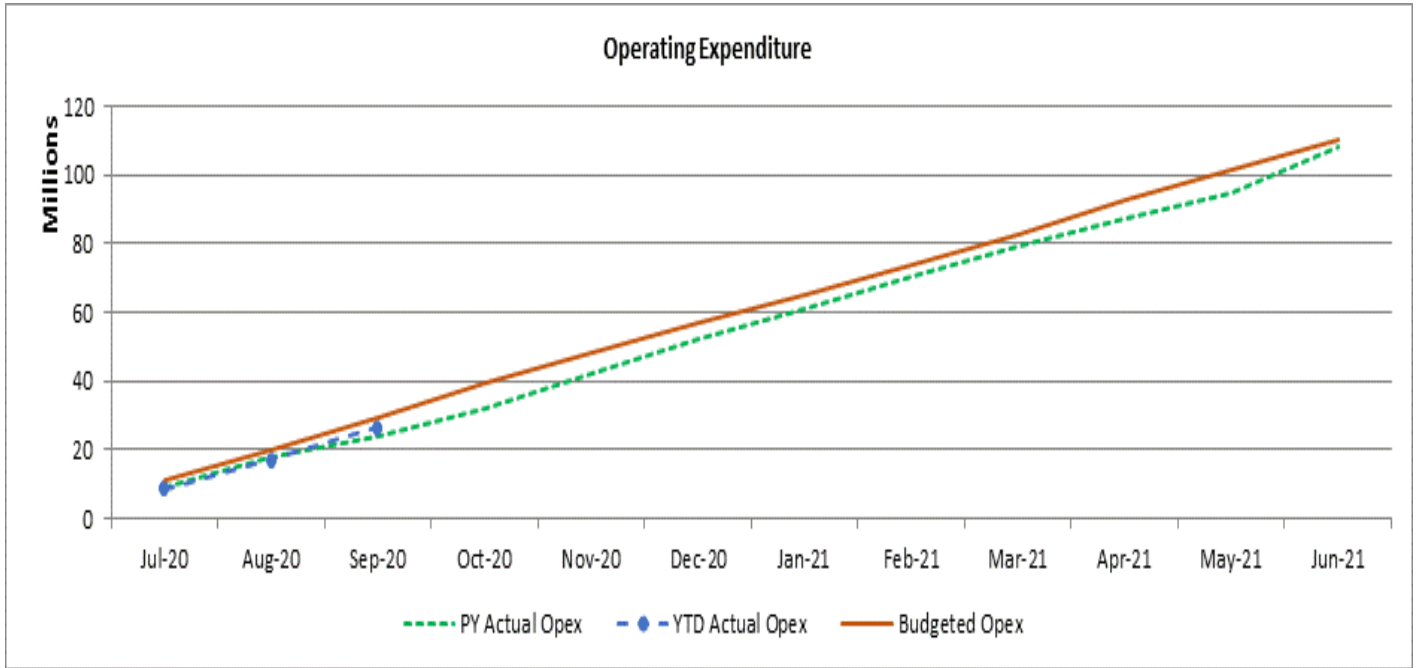


Operating Revenue comprises the following items – Rates and Utility Charges, Fees and Charges, Rental Income, Interest Received, Sale of Contract and Recoverable Works, Operating Grants, Subsidies and Contributions, Other Recurrent Revenue.

The operating revenue for September was \$49,221,255 which is favourable when compared to the budget by \$831,172. The favourable variance is due to rates discount being budgeted in September, but not taking effect until October in line with the due date.

It is noted that cashflow projections 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.

OPERATING EXPENDITURE

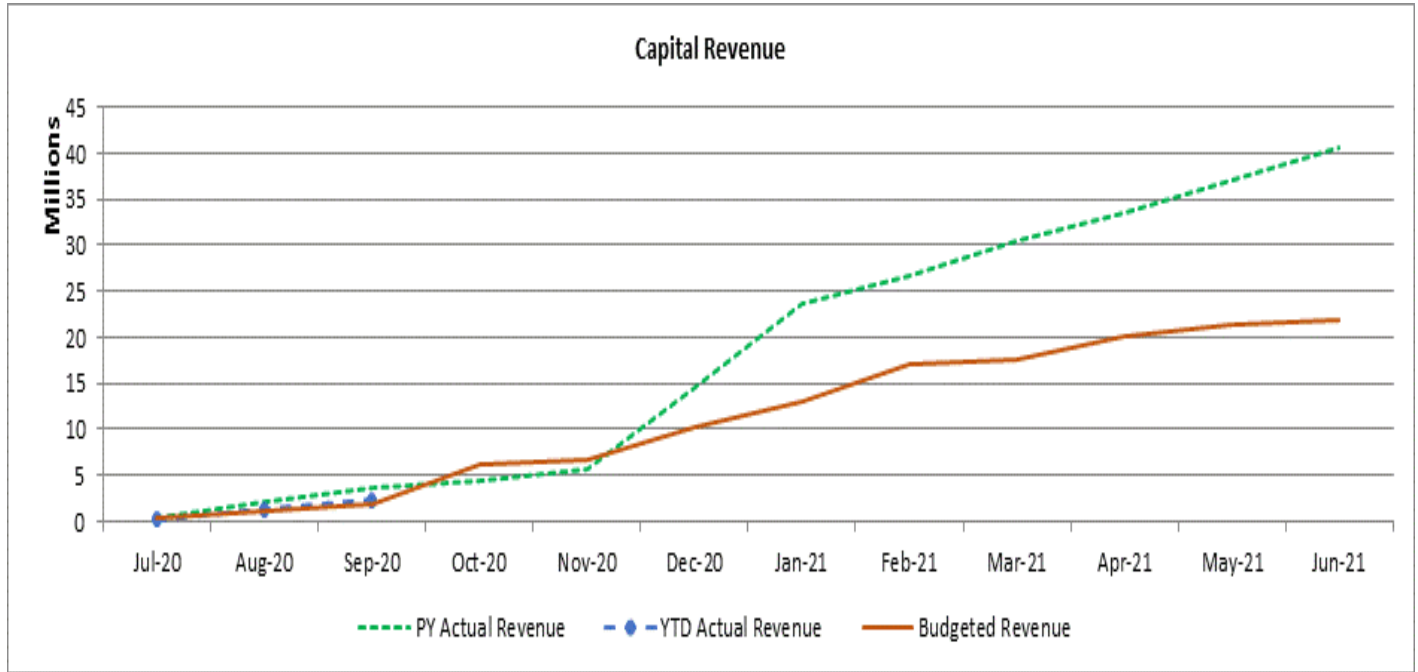


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for September was \$26,363,397 which is favourable to budget by \$2,915,414. This favourable result is mainly due to being early in the financial year and 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 September is \$2,281,912 which consists of grants, contributions and proceeds from the disposal of assets. The current favourable variance is due primarily to the timing of grant receipts.

Some of our budgeted major capital grants for 20/21 are:

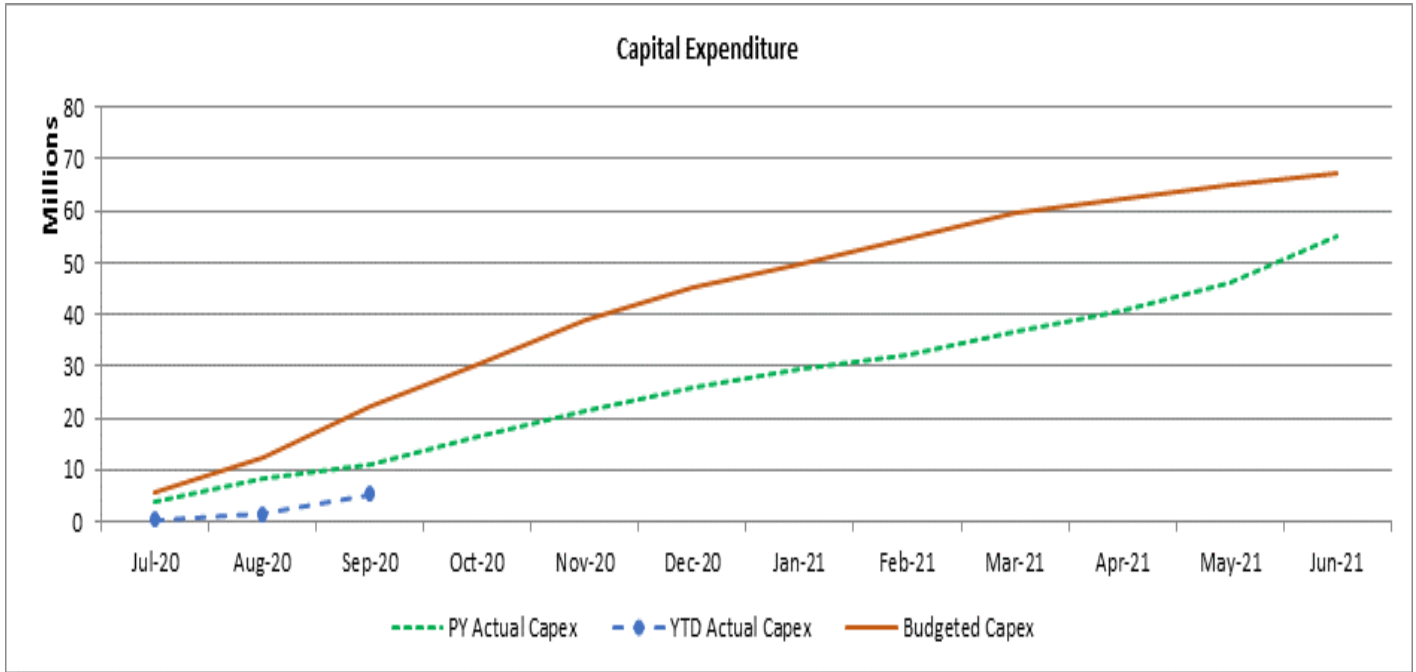
- DRFA March 2019 Event
- Rural Rehabilitation Program (R2R / HVSP)
- Moranbah Access Rd Quarrico Intersection (Black Spot Program)
- DYS Saraji Road Pavement Rehabilitation (TIDS)
- Eaglefield Road Pave & Seal (TIDS)

Major Funding received to date:

- Works for QLD (COVID 19) advance payment
- DRFA March 2019 Event
- QDRF
- Cycle Networks LGGP
- Local Roads & Community Infrastructure Program

Adjustments will be made at the Q1 review for carry forward capital revenue for the 20/21 financial year.

CAPITAL EXPENDITURE



Capital expenditure is under budget excluding commitments, noting however that it is early in the financial year. It is anticipated that expenditure will come in line throughout the financial year.

The major budgeted projects for 20/21 financial year are:

- DRFA Mar 2019 Event
- MBH Landfill - Stormwater, Leachate Management
- ISAAC_Rural Resheeting Program
- CLM-5ML Treated Water Reservoir
- Rural Rehabilitation Program
- Surfacing Renewal Program
- Dysart Saraji Road Pavement Rehabilitation
- Moranbah Access Rd Quarrico Intersect
- SN main relining program
- Water mains replacement program
- Dysart SN Enforceable Undertaking
- Clermont Raw Water TCD Water Storage

CAPITAL FUNDING AND PROJECT COMMITTALS

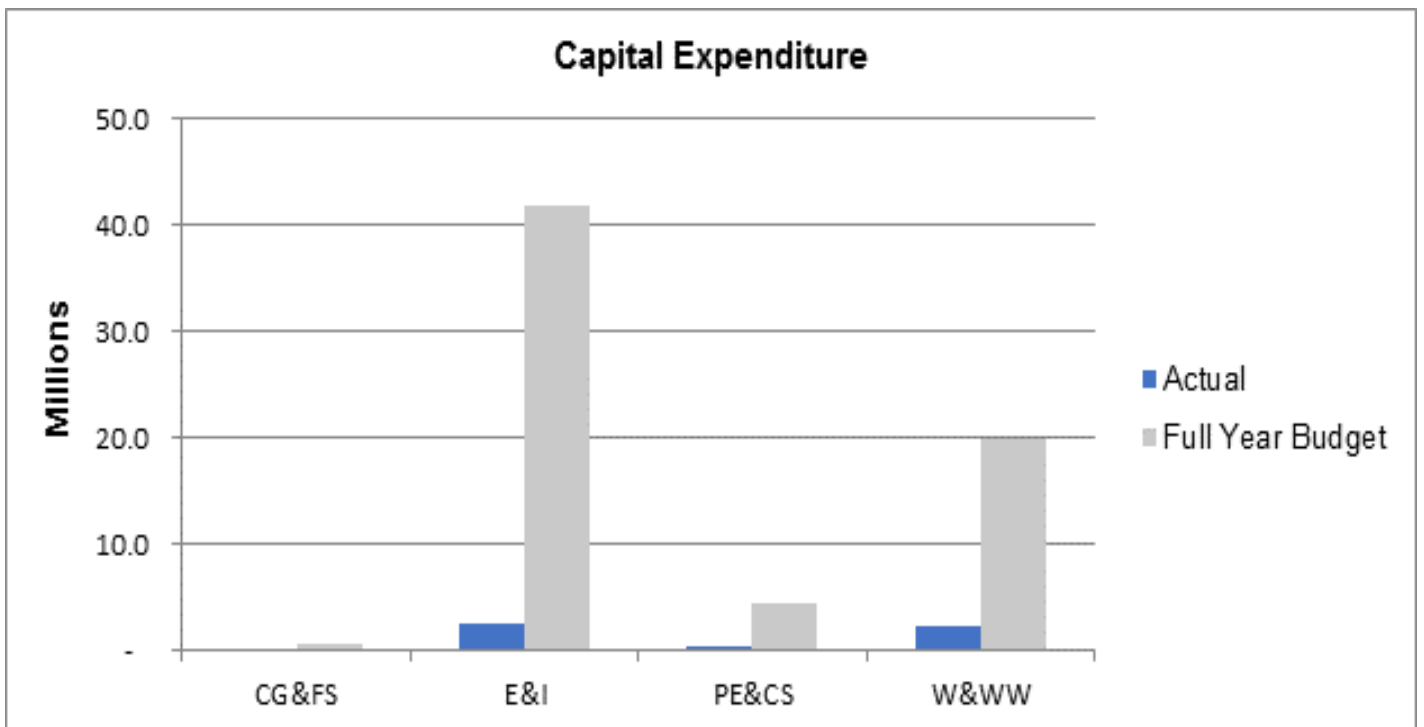
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

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 the Council's capital project expenditure in September 2020.

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	-	236,420	236,420	708,057	0.0%	33.4%
E&I	2,537,186	4,157,891	6,695,077	41,923,390	6.1%	16.0%
PE&CS	420,666	332,624	753,290	4,484,531	9.4%	16.8%
W&WW	2,225,744	6,398,234	8,623,979	19,957,562	11.2%	43.2%
TOTAL	5,183,597	11,125,169	16,308,766	67,073,540	7.7%	24.3%

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	46.44%	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	-121.14%	<=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	37.42%	>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	24.3	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	6.69 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 surplus of \$22,857,858, the ratio is currently 46.44%, which is above Council's budget and benchmark range. The ratio has improved significantly from the previous month through the issuing of the rates in September.
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 121.14%.
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 just commencing the ratio is low at 37.42%, which is below the 90% benchmark. This ratio is expected to improve throughout the 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 24.3 times and 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 6.69 months as at 30 September 2020. This is above the targeted benchmark of three (3) months.

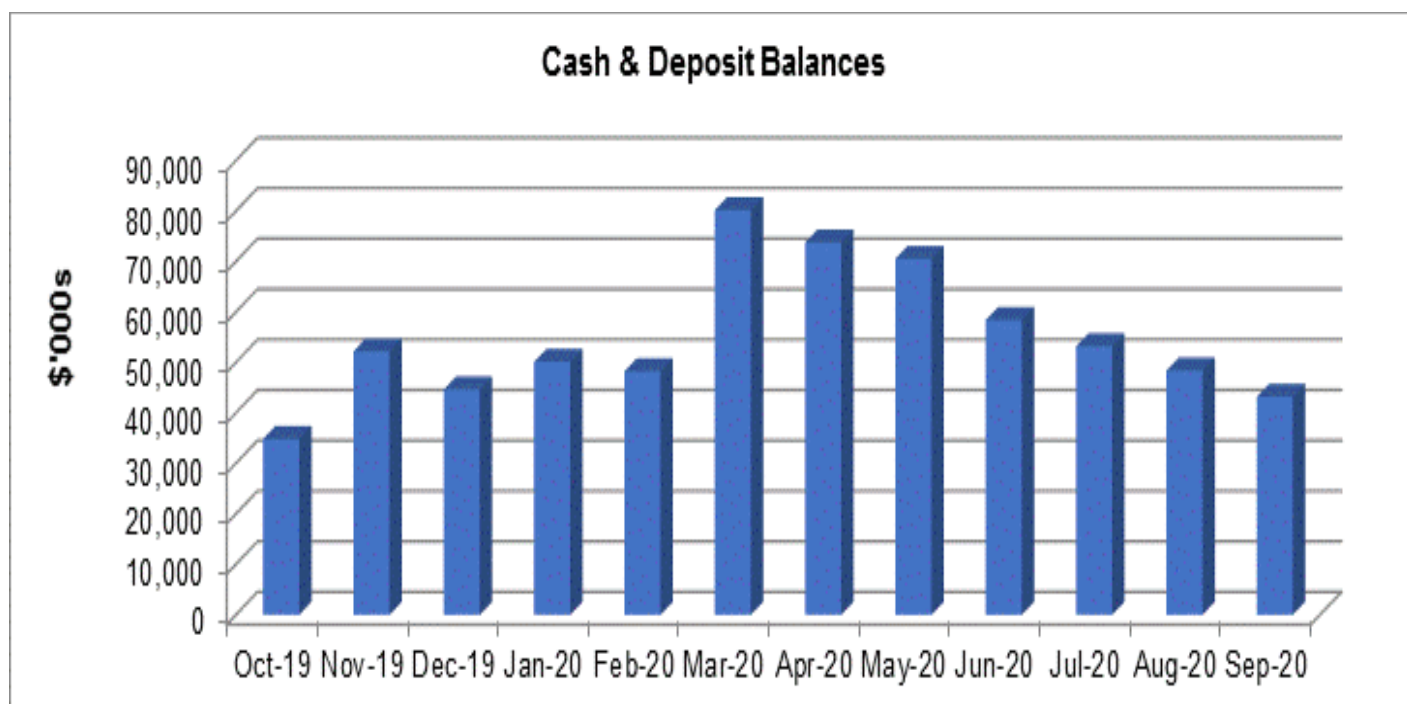
INVESTMENTS AND CASH BALANCES

The following is a list of all investments held by Council as at the period ending 30 September 2020.

ISAAC REGIONAL COUNCIL					
Investments					
For the Period Ended 30 September 2020					
Account	Description	Institution	Amount	Maturity Date	Interest Rate
10-000-1111	QCCU Cash at Bank	QCCU	8		0%
10-000-1113	ANZ Cash at Bank	ANZ	307,240		0%
10-000-1116	QTC Operating Fund	QTC	40,308,292		0.72%
10-000-1117	ANZ Business Premium Saver	ANZ	2,516,513		0.75%
10-000-1131	Petty Cash		4,000		0%
10-000-1132	Floats		6,071		0%
Total Investments			43,142,123		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	93.43%	No Limit
ANZ Banking Group	AA-	6.57%	Maximum 40%
QCCU	BBB	0.00%	Maximum 10%

The following chart outlines the Council's cash and deposit balances for the previous twelve months up to the period ending 30 September 2020.



LOANS

ISAAC REGIONAL COUNCIL							
Loans							
For the Period Ended 30 September 2020							
							Repayment Due 15 Dec 2020
Loan Name	Balance as at 30 September 2020	Rate as at 30 September 2020	Approved Term	Remaining Term	Principal	Interest	Total
Land Purchase - Moranbah	\$12,367,472	5.1	20	12.22	\$183,278	\$157,654	\$340,932
Land Development Moranbah	\$9,485,432	4.37	20	12.72	\$139,950	\$103,628	\$243,578
Total	\$21,852,904				\$323,228	\$261,282	\$584,510

Debt service repayments are made quarterly. The first quarter repayment for the 20/21 financial year was made on the 15 September 2020. The next repayment for the 20/21 financial year is due 15 December 2020.

ACCOUNTS RECEIVABLE

The following is a breakdown of the Council's accounts receivable by age for the period ending 30 September 2020.

Accounts Receivable Ageing Analysis at 30 September 2020			
Ageing	Number of Invoices	Amount Outstanding	% of Total Outstanding
Current	225	1,733,260.95	75.26%
30 Days	166	298,631.03	12.97%
60 Days	13	327.47	0.01%
90 Days	68	270,684.70	11.76%
TOTAL	472	2,302,904.15	100.00%

The Accounts Receivable balance at 30 September 2020 is \$2,302,904.15 which has increased from 31 August 2020 balance of \$1,141,141.91 due to large invoices being raised for grants and compensation agreements, and waste.

- 30 day balances have increased due to a large invoice for grant funding and large invoices for waste not being paid yet. Remaining balance predominantly relates to licences which are not yet due.
- 60 day balance has decreased due to regulatory service invoices aging to 90 days. The balance is mostly library debtors.
- 90 days and over outstanding receivables have decreased slightly due to invoices for backflow registration being paid. There are no other 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 ending 30 September 2020.

Accounts Payable Ageing Analysis at 30 September 2020			
Ageing	No. of Documents	Amount Outstanding	% of Total Outstanding
Current	190	624,607.48	93.88%
30 Days	14	26,666.87	4.01%
60 Days	5	14,143.74	2.13%
90 Days	3	(91.38)	(0.01%)
TOTAL	212	665,326.71	100.00%

The outstanding Accounts Payable balance as at 30 September 2020 was \$665,326.71. The 30, 60 & 90 day aging accounts total \$40,719.23

At the date this report was prepared the following remain unpaid:

- 30 day balances – \$3,506 (3 invoices) remain unpaid with 1 invoice (\$1,076) having been received late from the supplier & 2 invoice (\$2,430) awaiting approval.

YEAR TO DATE RATES REPORT

The following is a breakdown of the Council's rates transactions the year to date as at 30 September 2020.

The September month end closing balance for rates outstanding was \$47,671,573.

Rates Balancing Report As At 30 Sep 2020		
	YTD 30 Sep 2020	YTD 30 Sep 2019
Opening Balance	3,953,039	3,906,088
Rates Charges		
Rates Levied	48,348,564	45,514,900
Interest	0	87,598
Refunds	5,779	468,965
Total Rates	48,354,344	46,071,463
Discounts and Receipts		
Discounts	(161,804)	48,295
Receipts	(4,325,487)	(2,017,075)
Government Subsidy	(37,254)	(38,045)
Council Subsidy	(110,309)	(116,086)
Remissions	(978)	(4,695)
Write Offs	(29)	(633)
Total Discounts & Receipts	(4,635,861)	(2,128,239)
Legal	52	46,270
Closing Balance	47,671,573	47,895,582

Rates Breakdown	As At 30 Sep 2020
Rates in Credit	(330,239)
Rates Not Due Yet	43,663,148
Rates In Arrears	4,338,664
Total Rates Balance	47,671,573

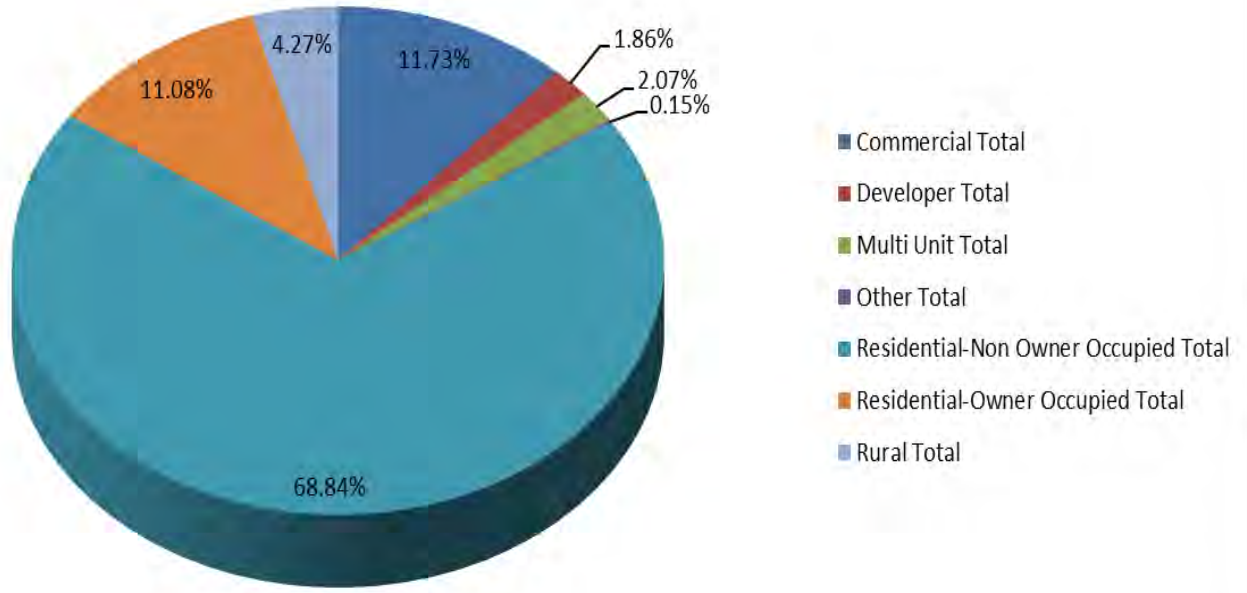
Variances in prior year comparisons can relate to the timing of rates processing and subsequent due dates.

The rate arrears table below has a balance as at 24th September 2020, which explains the variance to the rates arrears balance above, where the report was run on the 25th September 2020.

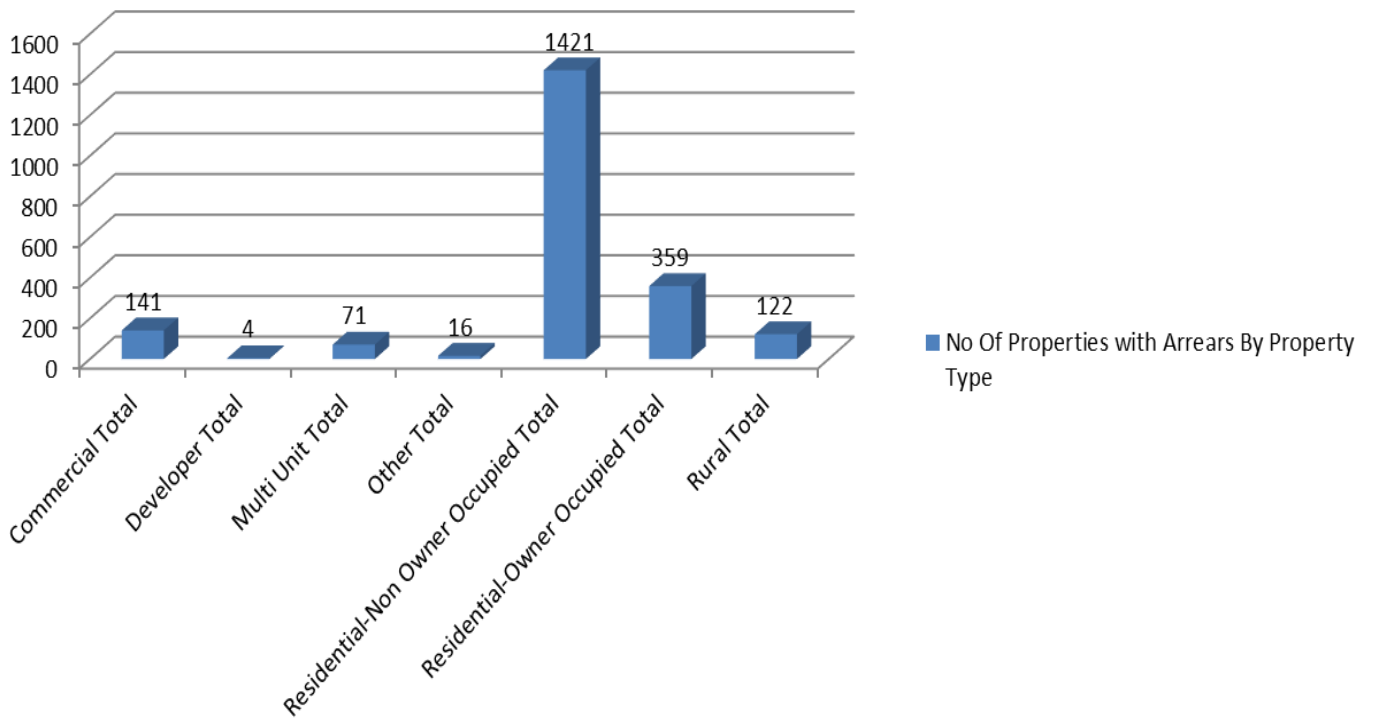
Rate Arrears – Aged by Year

Prior 2015	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
990,506	452,027	464,006	488,880	527,648	1,162,373	280,776	4,366,216
22.69%	10.35%	10.63%	11.20%	12.08%	26.62%	6.43%	100.00%

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 30 September 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 30 September 2020

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Net Rates & Utility Charges	1	45,166,688	-	45,166,688	41,974,569	3,192,119	88,497,073	51.0%
Fees & Charges		940,660	-	940,660	969,540	(28,880)	3,697,160	25.4%
Rental Income		349,291	-	349,291	336,035	13,256	1,344,138	26.0%
Interest Received		106,188	-	106,188	182,724	(76,537)	730,898	14.5%
Sales of Contract & Recoverable Works	2	266,281	-	266,281	1,324,249	(1,057,969)	5,226,997	5.1%
Operating Grants, Subsidies & Contributions	3	941,084	-	941,084	1,842,871	(901,787)	7,143,304	13.2%
Other Recurrent Revenue	4	1,451,063	-	1,451,063	1,760,095	(309,032)	7,040,380	20.6%
		49,221,255	-	49,221,255	48,390,083	831,172	113,679,951	43.3%
Expenses								
Operating Expenses								
Employee Expenses	5	8,237,145	-	8,237,145	9,360,836	(1,123,692)	39,361,032	20.9%
Materials & Services	6	11,105,863	14,090,529	25,196,392	13,351,972	11,844,420	44,461,649	56.7%
Finance Costs	7	250,334	-	250,334	140,375	109,959	591,500	42.3%
Depreciation and Amortisation	8	6,770,055	-	6,770,055	6,425,627	344,428	25,702,507	26.3%
Corporate Overheads & Competitive Neutrality Costs		-	-	-	-	-	-	0.0%
		26,363,397	14,090,529	40,453,926	29,278,810	11,175,116	110,116,688	36.7%
Operating Position Before Capital Items		22,857,858	(14,090,529)	8,767,329	19,111,273	(10,343,944)	3,563,263	246.0%
Capital Revenue								
Capital Revenue	9	2,050,131	-	2,050,131	1,697,664	352,468	21,091,181	9.7%
Proceeds from Sale of Land & PPE		231,781	-	231,781	261,900	(30,119)	785,870	29.5%
		2,281,912	-	2,281,912	1,959,564	322,349	21,877,051	10.4%
Net Result Attributable to Council in Period		25,139,771	(14,090,529)	11,049,241	21,070,836	(10,021,595)	25,440,314	43.4%
Total Comprehensive Income		25,139,771	(14,090,529)	11,049,241	21,070,836	(10,021,595)	25,440,314	43.4%

Council's operating position at month end is a \$22.9M surplus

- 1. Net Rates & Utility Charges** are \$45,166,688 and are \$3,192,119 favourable when compared to the YTD Budget. The favourable variance is due to rates discount being budgeted in September, however the discount will not be reflected in the financial statements until the November reporting period. The 1st Quarter Budget Review will assess the current budget projections and recommend adjustments if necessary.
- 2. Sales of Contract & Recoverable Works** are unfavourable to the YTD budget by \$1,057,969. 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 adopted budget by \$901,787. 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 \$1,451,063 being \$309,032 unfavourable to budget. This unfavourable variance is predominately due to the waste income which has yet to issue final invoices for September.
- 5. Employee Expenses** are favourable to the YTD budget by \$1,123,692. This favourable variance is due to a variety of factors including the accrual of the first week of the year to the previous financial year through end of year processes, the phasing of the budget for public holidays and lower than anticipated long service leave accrual.
- 6. Materials & Services** actual expenses for the year to date are \$11,105,863 with \$14,090,529 being recorded in commitments, resulting in an unfavourable variance to YTD budget of \$11,844,420. This unfavourable variance is due to the inclusion of commitments (the majority of which relate to DRFA - \$6.5M). It is to be noted that the DRFA March 2019 event costs are currently costed to operational material and services expenditure (\$1.2M), with no matching budget. At quarterly periods this expenditure will be analysed to determine if it is operational or capital in nature, with funding revenue and expenditure applied to match. Excluding commitments YTD expenditure would be approximately \$2.25M below YTD budget.
- 7. Finance Costs** is \$109,959 unfavourable to the YTD budget due to interest charge on QTC loan related to land purchase. This interest was budgeted to be capitalised, however with the finalisation of the 19/20 Financial Statements audit this interest is currently classed as operational expenditure. At the 1st Quarter Budget Review, the budget for this will be amended to reflect the changed position.
- 8. Depreciation and Amortisation** is unfavourable to the YTD budget by \$344,428. This is primarily due to changes to asset valuations and useful lives post outcomes of the 19/20 Financial Statement audit, noting the finalisation of major infrastructure works in the 19/20 financial year. Impacts will be further assessed through the 1st Quarter Budget Review.
- 9. Capital Revenue** for the financial YTD is \$2,050,131 which is \$352,468 favourable when compared to YTD budget. This favourable variance is due to receipt of grant funds from DRFA for amended funding agreements.

ISAAC REGIONAL COUNCIL				
Statement of Financial Position				
For the Period Ended 30 September 2020				
	Notes	Actual YTD	30 June 2020	Variance
		\$	\$	%
Current Assets				
Cash & Cash Equivalents		43,142,423	58,379,638	73.9%
Trade & Other Receivables		51,512,524	17,576,226	293.1%
Inventories		16,513,702	16,449,429	100.4%
Total Current Assets		111,168,648	92,405,292	120.3%
Non-Current Assets				
Property, Plant and Equipment		1,086,453,280	1,092,345,604	99.5%
Capital Work in Progress		12,027,965	8,963,735	134.2%
Total Non-Current Assets		1,098,481,245	1,101,309,339	99.7%
TOTAL ASSETS		1,209,649,894	1,193,714,631	101.3%
Current Liabilities				
Trade & Other Payables		11,021,601	18,664,083	59.1%
Borrowings - Interest Bearing		981,327	1,343,958	73.0%
Provisions		8,477,032	8,406,877	100.8%
Other Current Liabilities		-	-	0.0%
		20,479,960	28,414,918	72.1%
Non-Current Liabilities				
Borrowings - Interest Bearing		20,871,578	20,871,578	100.0%
Borrowings - Interest Bearing		1,968,966	1,968,966	100.0%
Non Current Provision		1,459,217	1,410,619	103.4%
Non Current Creditors		6,763,387	6,763,387	100.0%
Total Non-Current Liabilities		31,063,148	31,014,550	100.2%
TOTAL LIABILITIES		51,543,108	59,429,468	86.7%
NET COMMUNITY ASSETS		1,158,106,786	1,134,285,163	102.1%
Community Equity				
Capital		767,437,895	769,719,807	99.7%
Retained surplus current year		23,821,623	13,827,484	172.3%
Retained surplus prior years		85,698,953	71,871,469	119.2%
Asset revaluation reserve		235,318,517	235,318,517	100.0%
Constrained works reserves		-	-	0.0%
Other reserves		45,829,799	43,547,887	105.2%
TOTAL COMMUNITY EQUITY		1,158,106,786	1,134,285,163	102.1%

ISAAC REGIONAL COUNCIL			
Statement of Cash Flows			
For the Period Ended 30 September 2020			
	Actual YTD	30 June 2020	Variance
	\$	\$	%
Cash Flows from Operating Activities			
Receipts from customers	15,284,957	111,651,893	13.7%
Payments to suppliers and employees	(27,181,342)	(76,089,395)	35.7%
Cash provided by / (used in) net result	(11,896,385)	35,562,498	(33.5%)
Cash Flows from Investing Activities			
Profit / (Loss) on sale of capital assets	(1,086,367)	(6,083,922)	17.9%
Grants, subsidies, contributions and donations	2,050,131	25,048,356	8.2%
Payments for property, plant and equipment	(3,941,962)	(47,151,182)	8.4%
Net movement in loans to Community Organisations			0.0%
Net cash provided by investing activities	(2,978,198)	(28,186,749)	10.6%
Cash Flow from Financing Activities			
Proceeds from borrowings	-	(1,300,735)	0.0%
Repayment of borrowings	(362,632)	57,977	(625.5%)
Net cash provided by financing activities	(362,632)	(1,242,759)	29.2%
Net Increase / (Decrease) in Cash Held	(15,237,215)	6,132,991	(248.4%)
Cash at the beginning of the period	58,379,638	52,246,647	111.7%
Cash at the end of the Reporting Period	43,142,423	58,379,638	73.9%

Appendix 2 – Preliminary Executive Level Reports

Executive Level operating statements provide information on the performance of each directorate for the period ended 30 September 2020.

Actual amounts and commitments are compared against the year to date Revised 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 30 September 2020

Office of the CEO

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Operating Grants, Subsidies & Contributions		24,021	-	24,021	41,250	(17,229)	165,000	14.6%
		24,021	-	24,021	41,250	(17,229)	165,000	14.6%
Expenses								
Operating Expenses								
Employee Expenses		655,305	-	655,305	681,258	(25,952)	2,952,116	22.2%
Materials & Services	1	247,530	206,724	454,253	362,505	91,748	1,117,460	40.7%
Corporate Overheads & Competitive Neutrality Costs		(1,156,347)	-	(1,156,347)	(1,156,347)	-	(4,625,389)	25.0%
		(253,513)	206,724	(46,789)	(112,585)	65,796	(555,813)	8.4%
Operating Position Before Capital Items		277,534	(206,724)	70,810	153,835	(83,025)	720,813	9.8%
Capital Revenue		-	-	-	-	-	-	0.0%
Net Result Attributable to Council in Period		277,534	(206,724)	70,810	153,835	(83,025)	720,813	9.8%
Total Comprehensive Income		277,534	(206,724)	70,810	153,835	(83,025)	720,813	9.8%

1. Materials & Services for the year to date are \$91,748 unfavourable compared to the YTD revised budget of \$362,505. Actual expenditure is \$247,530 with commitments of \$206,724. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods.

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 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	32,462,439	-	32,462,439	29,278,810	3,183,629	58,557,620	55.4%
Fees & Charges		57,836	-	57,836	22,500	35,336	90,000	64.3%
Rental Income		4,050	-	4,050	-	4,050	-	0.0%
Interest Received		106,188	-	106,188	170,774	(64,587)	683,098	15.5%
Sales of Contract & Recoverable Works		52	-	52	31,250	(31,198)	125,000	0.0%
Operating Grants, Subsidies & Contributions	2	404,802	-	404,802	912,754	(507,952)	3,566,014	11.4%
Other Recurrent Revenue		3,230	-	3,230	16,000	(12,770)	64,000	5.0%
		33,038,596	-	33,038,596	30,432,088	2,606,508	63,085,732	52.4%
Expenses								
Operating Expenses								
Employee Expenses	3	1,314,410	-	1,314,410	2,107,442	(793,032)	7,929,657	16.6%
Materials & Services	4	4,042,950	692,112	4,735,062	4,189,731	545,331	9,605,405	49.3%
Finance Costs		116,453	-	116,453	140,375	(23,922)	591,500	19.7%
Depreciation and Amortisation		249,944	-	249,944	223,434	26,510	893,738	28.0%
Corporate Overheads & Competitive Neutrality Costs		(3,490,587)	-	(3,490,587)	(3,490,587)	-	(13,962,347)	25.0%
		2,233,170	692,112	2,925,283	3,170,395	(245,113)	5,057,953	57.8%
Operating Position Before Capital Items		30,805,426	(692,112)	30,113,314	27,261,693	2,851,621	58,027,779	51.9%
Capital Revenue		-	-	-	-	-	-	0.0%
Net Result Attributable to Council in Period		30,805,426	(692,112)	30,113,314	27,261,693	2,851,621	58,027,779	51.9%
Total Comprehensive Income		30,805,426	(692,112)	30,113,314	27,261,693	2,851,621	58,027,779	51.9%

- 1. Net Rates & Utility Charges** are \$3,183,629 favourable when comparing YTD actuals to budget. The favourable variance is due to rates discount being budgeted in September, however the discount will not be reflected in the financial statements until the November reporting period. The 1st Quarter Budget Review will assess the current budget projections and recommend adjustments if necessary.
- 2. Operating Grants, Subsidies & Contributions** for the YTD is unfavourable compared to the revised budget by \$507,952 and is due to the reduced receipt of the general component of the Federal Assistance Grant with the early receipt of funds in the 19/20 financial year.
- 3. Employee Expenses** for year to date is favourable compared to the budget by \$793,032. This favourable variance is due to variety factors including the accrual of the first week of the year to the previous financial year through end of year processes, phasing of the budget for public holidays and lower than anticipated long service leave accrual.
- 4. Materials & Services** for the financial year to date are \$545,331 unfavourable with \$4,042,950 in actual expenditure and \$692,112 in commitments against the YTD revised budget of \$4,189,731. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 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		64,973	-	64,973	48,625	16,348	214,500	30.3%
Rental Income		293,620	-	293,620	294,561	(941)	1,178,245	24.9%
Sales of Contract & Recoverable Works	1	266,229	-	266,229	1,292,999	(1,026,770)	5,101,997	5.2%
Operating Grants, Subsidies & Contributions	2	330,840	-	330,840	611,663	(280,823)	2,446,650	13.5%
		955,662	-	955,662	2,247,848	(1,292,187)	8,941,392	10.7%
Expenses								
Operating Expenses								
Employee Expenses	3	2,726,289	-	2,726,289	2,831,125	(104,836)	12,268,209	22.2%
Materials & Services	4	2,269,281	8,607,224	10,876,505	2,552,541	8,323,964	9,049,665	120.2%
Depreciation and Amortisation	5	3,815,548	-	3,815,548	3,623,829	191,719	14,495,317	26.3%
Corporate Overheads & Competitive Neutrality Costs		2,174,124	-	2,174,124	2,174,124	-	8,696,495	25.0%
		10,985,242	8,607,224	19,592,466	11,181,619	8,410,847	44,509,686	44.0%
Operating Position Before Capital Items		(10,029,580)	(8,607,224)	(18,636,804)	(8,933,771)	(9,703,033)	(35,568,294)	52.4%
Capital Revenue								
Capital Revenue	6	1,774,324	-	1,774,324	1,486,717	287,607	19,254,287	9.2%
Proceeds from Sale of Land & PPE		231,781	-	231,781	261,900	(30,119)	785,870	29.5%
		2,006,105	-	2,006,105	1,748,617	257,488	20,040,157	10.0%
Net Result Attributable to Council in Period		(8,023,476)	(8,607,224)	(16,630,700)	(7,185,155)	(9,445,545)	(15,528,137)	107.1%
Total Comprehensive Income		(8,023,476)	(8,607,224)	(16,630,700)	(7,185,155)	(9,445,545)	(15,528,137)	107.1%

1. **Sales of Contract & Recoverable Works** are unfavourable to the revised budget by \$1,026,770. This unfavourable variance is mainly due to the timing of the RMPC contract. This variance has historically corrected itself over the remainder of the financial year. The 1st Quarter Budget Review will examine the cashflow of the RMPC income.
2. **Operating Grants, Subsidies & Contributions** are \$280,823 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 19/20 financial year.
3. **Employee Expenses** are favourable compared to the YTD revised budget by \$104,836. This favourable variance is mainly due to the first week of the year being accrued back to the previous financial year through end of year processes.
4. **Materials & Services** for the financial year to date are \$8,323,964 unfavourable with \$2,269,281 of actual expenditure and \$8,607,224 in commitments against YTD revised budget of \$2,552,541. This unfavourable variance is due to the inclusion of commitments (the majority of which relate to DRFA - \$6.5M). It is to be noted that the DRFA March 2019 event costs are currently in the operational material and services (\$1.2M), with no matching budget for expenditure. At quarterly periods this expenditure will be analysed to determine if it is operational or capital expenditure, with budget revenue and expenditure applied to match with the quarterly review.
5. **Depreciation and Amortisation** is currently unfavourable to the YTD revised budget by \$191,719. This is primarily due to changes to asset valuations and useful lives post outcomes of the 19/20 Financial Statement audit, noting the finalisation of major infrastructure works in the 19/20 financial year. Impacts will be further assessed through the 1st Quarter Budget Review.
6. **Capital Revenue** for the financial YTD is \$1,774,324 which is \$287,607 favourable when compared to YTD revised budget. This favourable variance is due to receipt of grant funds from DRFA for amended funding agreements.

ISAAC REGIONAL COUNCIL								
Statement of Comprehensive Income								
For the Period Ended 30 September 2020								
Planning, Environment & Community Service								
Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion	
	\$	\$	\$	\$	\$	\$	\$	%
Income								
Operating Revenue								
	564,490	-	564,490	536,315	28,175	1,944,260		29.0%
	51,621	-	51,621	35,000	16,621	140,000		36.9%
	181,421	-	181,421	199,705	(18,284)	609,820		29.7%
	3,671	-	3,671	1,500	2,171	6,000		61.2%
	801,203	-	801,203	772,520	28,683	2,700,080		29.7%
Expenses								
Operating Expenses								
	2,223,674	-	2,223,674	2,240,840	(17,166)	9,710,308		22.9%
1	1,260,718	1,100,902	2,361,620	1,766,994	594,626	6,649,039		35.5%
2	133,881	-	133,881	-	133,881	-		0.0%
	416,825	-	416,825	410,632	6,193	1,642,528		25.4%
	955,390	-	955,390	955,390	-	3,821,560		25.0%
	4,990,489	1,100,902	6,091,391	5,373,857	717,534	21,823,435		27.9%
Operating Position Before Capital Items								
	(4,189,285)	(1,100,902)	(5,290,187)	(4,601,337)	(688,851)	(19,123,355)		27.7%
Capital Revenue								
	216,534	-	216,534	210,947	5,587	1,336,894		16.2%
	216,534	-	216,534	210,947	5,587	1,336,894		16.2%
Net Result Attributable to Council in Period								
	(3,972,752)	(1,100,902)	(5,073,654)	(4,390,390)	(683,264)	(17,786,461)		28.5%
Total Comprehensive Income								
	(3,972,752)	(1,100,902)	(5,073,654)	(4,390,390)	(683,264)	(17,786,461)		28.5%

1. **Materials & Services** for the financial year to date are \$594,626 unfavourable when compared to the YTD revised budget of \$1,766,994 with actual expenditure recorded \$1,260,718 and \$1,100,902 in commitments. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods.

2. **Finance Costs** is \$133,881 unfavourable to the YTD budget due to interest charge on QTC loan related to land purchase. This interest was budgeted to be capitalised, however with the finalisation of the 19/20 Financial Statements audit this interest is currently classed as operational expenditure. At the 1st Quarter Budget Review, the budget for this will be amended to reflect the changed position.

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 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		12,704,249	-	12,704,249	12,695,759	8,490	29,939,453	42.4%
Fees & Charges	1	253,361	-	253,361	362,100	(108,739)	1,448,400	17.5%
Rental Income		-	-	-	6,473	(6,473)	25,893	0.0%
Interest Received		-	-	-	11,950	(11,950)	47,800	0.0%
Operating Grants, Subsidies & Contributions		-	-	-	77,500	(77,500)	355,820	0.0%
Other Recurrent Revenue	2	1,444,163	-	1,444,163	1,742,595	(298,432)	6,970,380	20.7%
		14,401,772	-	14,401,772	14,896,377	(494,605)	38,787,746	37.1%
Expenses								
Operating Expenses								
Employee Expenses	3	1,317,466	-	1,317,466	1,500,171	(182,705)	6,500,742	20.3%
Materials & Services	4	3,285,384	3,483,567	6,768,952	4,480,202	2,288,750	18,040,080	37.5%
Depreciation and Amortisation	5	2,287,738	-	2,287,738	2,167,731	120,007	8,670,924	26.4%
Corporate Overheads & Competitive Neutrality Costs		1,517,420	-	1,517,420	1,517,420	-	6,069,681	25.0%
		8,408,008	3,483,567	11,891,576	9,665,524	2,226,052	39,281,427	30.3%
Operating Position Before Capital Items		5,993,764	(3,483,567)	2,510,197	5,230,853	(2,720,656)	(493,680)	(508.5%)
Capital Revenue								
Capital Revenue		59,274	-	59,274	-	59,274	500,000	11.9%
		59,274	-	59,274	-	59,274	500,000	11.9%
Net Result Attributable to Council in Period		6,053,038	(3,483,567)	2,569,471	5,230,853	(2,661,382)	6,320	40657.5%
Total Comprehensive Income		6,053,038	(3,483,567)	2,569,471	5,230,853	(2,661,382)	6,320	40657.5%

1. **Fees & Charges** are \$253,361 compared to YTD budget of \$362,100 resulting in an unfavourable variance of \$108,739. This unfavourable variance is due to Potable Water Sales which at the time of reporting had not issued invoices for September.
2. **Other Recurrent Revenue** is unfavourable YTD compared to revised budget by \$298,432. This unfavourable variance is predominately due to the waste income which has yet to issue its final invoices for September
3. **Employee Expenses** are favourable compared to the YTD revised budget by \$182,705. This favourable variance is mainly due to the first week of the year being accrued back to the previous financial year through end of year processes.
4. **Materials & Services** for the financial year to date are \$2,288,750 unfavourable, with \$3,285,384 in actual expenditure and \$3,483,567 in commitments. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods (commitment for water purchase for the financial year \$1.46M.)
5. **Depreciation and Amortisation** is currently \$120,007 unfavourable to the YTD budget. This is primarily due to changes to asset valuations and useful lives post outcomes of the 19/20 Financial Statement audit. Impacts will be further assessed through the 1st Quarter Budget Review.

MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee

Tuesday 6 October 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 Council to:

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

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 FETTEL
Manager Organisational Safety	Director Corporate, Governance and Financial Services
Date: 29 September 2020	Date: 29 September 2020

ATTACHMENTS

- Attachment 1 – WHS Monthly Report
- Attachment 2 – WHS Improvement Plan

REFERENCE DOCUMENT

- Nil

WHS MONTHLY REPORT

DATE	September, 2020
TO	October 2020, Council Meeting
FROM	Organisational Safety Manager

1. SUMMARY

This month the toolbox focused on mental health and bullying and harassment. Staff were treated to a kit kat supporting R U OK day. Audits are progressing by the advisors with good management engagement. Reports being developed and provided to management.

Explanatory Note:

The green section lists the objective and the target measure.

OBJECTIVE – what we plan to achieve

TARGET – how we are going to measure and track achievement of the objective, this will not always be strict numbers for data trending and may only be captured as an annual achievement

STATUS – this is current monthly update, there may be graphs to reflect the YTD or rolling statistic, as well as general comments under relevant headings.

2. BEST PRACTICE SYSTEM

Monitoring and continuously improving our systems, aiming for best practice documentation. This includes regularly reporting to committees on document development and monitoring documents are not out of date.

OBJECTIVE to review all Policies, Procedures and work instructions biennially.

TARGET 100% of documents reviewed within required timeframes.

STATUS: on track, recent updates out for consultation include the plant and equipment procedure and training procedure.

3. OBJECTIVES AND TARGETS

OBJECTIVE To establish annual KPI's to support the policy and Maintain the WHS Improvement plan

TARGET Complete quarterly review of the WHS improvement plan. Set KPI's and monitor

STATUS: See attachment.

4. RISK MANAGEMENT

RISK ASSESSMENTS

WHS risk management plan is under review, going forward this will be tabled at the WHS Strategic committee for awareness.

Emergency management risk assessment and management plan is currently being reviewed.

WHS MONTHLY REPORT

HAZARD HUNTER WINNERS

There has been an increase in the hazards report for **September**, which is very pleasing to see. We are presenting hazard hunters via virtual meetings.

OBJECTIVE to ensure risk management activities are undertaken by identifying hazards

TARGET Number of hazards reported and rectified.

STATUS 15 hazards identified, 6 have been fully completed.

INCIDENT REVIEW

There are issues still in draft, organisational safety team will continue to work with supervisors to progress these reports. Formal investigations are being completed and forwarded for approval to the manager and executive leadership team for endorsement of proposed corrective actions.

OBJECTIVE Risk management activities to support our systems, investigate accidents in a timely manner

TARGET # number of incidents in DRAFT after 24 hours (as EOM).

STATUS 34 incident in draft.

TRAINING

Fire safety advisor course was conducted. Excavator training for W&W staff.

EMERGENCY MANAGEMENT

An emergency response was enacted at the Moranbah pool after a chemical reaction cause the plant room to be evacuated. Fire and Emergency service attended and made the scene safe prior to staff returning. The pool was closed at the time. Staff member involved was monitored and attended medical review but had no ongoing medical issues.

5. CONSULTATION

WHS STRATEGIC COMMITTEE

The next meeting is scheduled for November 2020.

WHS OPERATIONAL COMMITTEE

Top items of discussion from meeting in Water and Waste September:

1. IMS Excellence Award for Water and Waste directorate
2. Update of Safety noticeboards for all IRC locations
3. Hazard Hunter Program – Water and Waste directorate has won the last 3 out of 4 Hazard Hunter awards
4. 20 new Duress alarms for selected IRC locations

OBJECTIVE Completed schedules of meetings

TARGET 100% of meetings completed against target at end of year.

STATUS off target due to COVID, report to be provided end of year.

6. CONTRACTOR MANAGEMENT

Contractors inductions and records continue to be monitored the below, there has been an increase in the number of approved contractor companies and the under review has dropped. However, an increase in the number of expired inductions, Organisational safety continues to work with contractors to get this up to date. Further communications to contractors will be developed. Audit currently being completed emailing all approved companies with outstanding worker induction needs. Communication is to either archive/delete workers that are no longer with the said company or to instruct completion of inductions asap. Audit expected to be completed by end of November.

OBJECTIVE Evaluation of contractor and project management documentation and processes.

TARGET report on # approved contractors, # of contractors under review # expired/overdue inductions.

STATUS:

APPROVED contractor companies – **161**

UNDER REVIEW contractor companies - **36**

#approved contractor companies - overdue/expired inductions – **204**

7. WELLBEING & FITNESS FOR WORK

A communications plan is also being developed for the next 6 -12 months.

VACCINATIONS

Recently we consolidated the vaccination register into a single document at Council. All staff for whom records have expired or we have no record have been contacted.

DRUG & ALCOHOL TESTING

Completed for first quarter 2020 – nothing further for 2020

WORKERS COMPENSATION & REHABILITATION

Rehabilitation and Wellness Officer continue to actively monitor all work and non work related injuries and illnesses.

WELLBEING

Gryphon psychology are conducting wellness workshops with road and parks and gardens crews through August and September. The workshop is a couple of hour session followed by individual appointments available. The workshops are designed to educate teams about managing stressors and build teams.

OBJECTIVE Support staff in maintain physical and mental health.

TARGET Establish the wellness strategy and conduct toolbox against schedule.

STATUS: Wellbeing working group established. The strategic plan with objectives and targets has been endorsed.

WHS MONTHLY REPORT

EMPLOYEE WELLNESS

OBJECTIVE Improve worker absenteeism and presentism through wellness programs

TARGET 20% increase in Skin Checks

20% increase in Flu shot

5% reduction of absenteeism

STATUS: These statistics will be monitored and reported on at end of year. The promotion of the skin checks and flu shots has commenced. Will track numbers each month.

EMPOWER OUR LEADERS

OBJECTIVE to empower our management through awareness and access to information, tools and training

TARGET %5 increase in wellness chats

Safety leadership attendance at 90% of M4 & M5

STATUS: safety leadership has been postponed due to COVID, will recommence late this year or early 2021.

The current status of wellness chats – **24** wellness chats for September

SOCIAL RESPONSIBILITY

OBJECTIVE initiatives and education to promote better outcomes for works and families.

TARGET Worker support program monitoring, reducing time required.

STATUS: Still need to establish a base statistic.

PSYCHOLOGICAL SAFETY

OBJECTIVE Toolboxes address wellbeing every month. R U OK is promoted and supported.

TARGET Toolboxes with wellness. RU OK day promotion

STATUS: R U OK supported in 2020. Toolbox talks include wellness update each month.

RESOURCING

OBJECTIVE To ensure a strong foundation of sound policies, practices and tools to support mental health and physical wellbeing.

TARGET inclusion of wellness into staff survey and monitoring.

STATUS: Staff survey has been revised and now includes wellness questions.

WHS MONTHLY REPORT

8. AUDIT/ INSPECTIONS

The 2020 audit plan has been revised and site audits will recommence shortly. Organisational safety will work with all directorates to ensure timely reporting and involvement with audit program.

OBJECTIVE Develop an audit schedule considering the risks of individual sites.

TARGET 100% of audits completed against plan

STATUS: Audits are on track for completion, a report will be provided at end of year as to areas of completion. **31** audits completed for September.

9. CORRECTIVE 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. The YTD figures are reducing to less than 10% non-completed, which is fantastic.

OBJECTIVE Ensure identified corrective actions are followed to completion

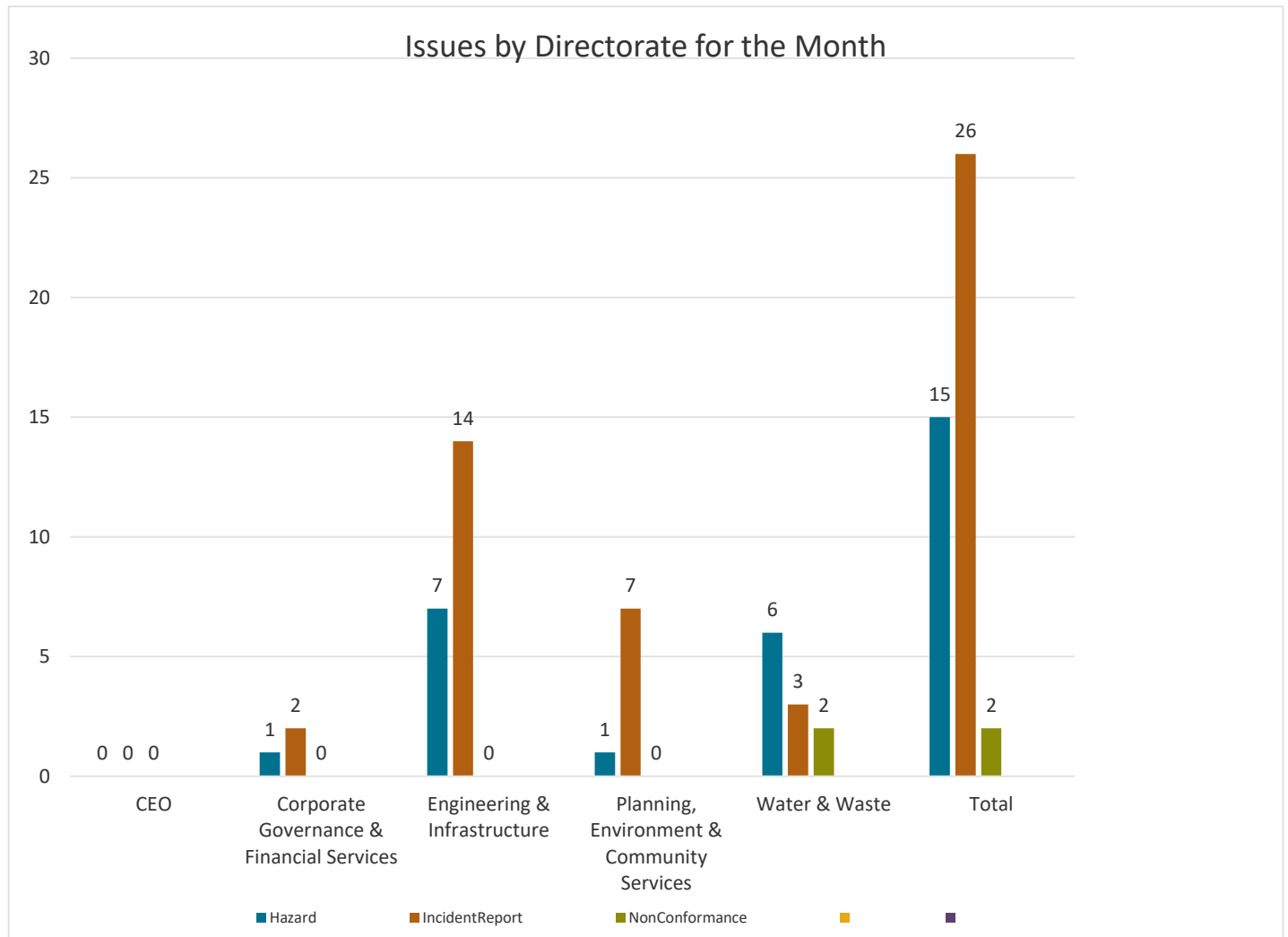
TARGET < 10% non-completed actions and > 90% completed corrective actions

STATUS at the end of the month **30%** completed actions **68%** non-completed

Expired Actions **52**

WHS MONTHLY REPORT

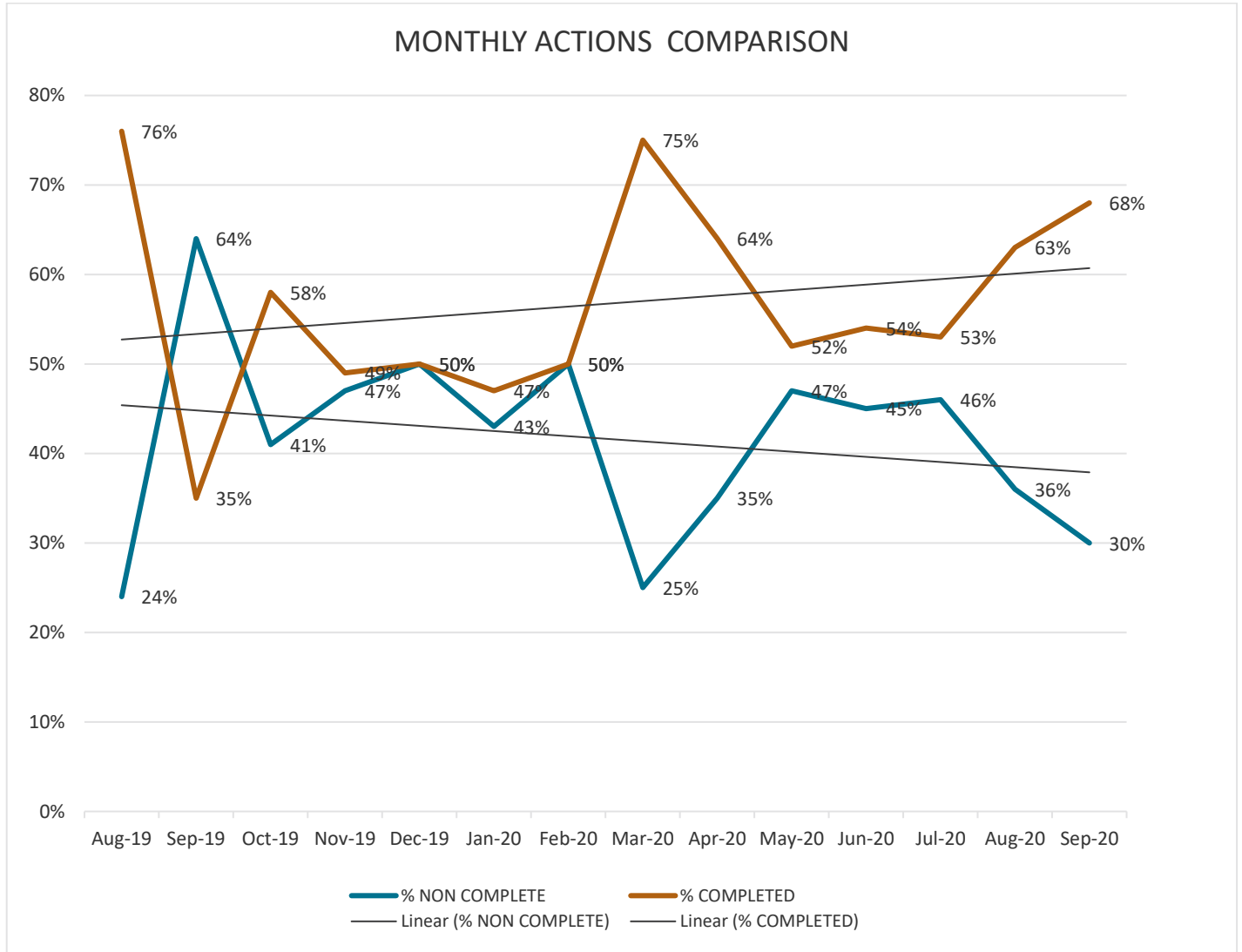
10. ISSUES BY DIRECTORATE



WHS MONTHLY REPORT

11. ACTIONS COMPLETED AND NON-COMPLETED FOR THE MONTH

The below graph is a 12month trend of the status of each months completion of actions, this is very pleasing to see the last few months that we are getting closer to the target of 70% complete and 30% non complete.



WHS MONTHLY REPORT

12. INDIVIDUAL KEY PERFORMANCE INDICATORS

Each manager at M4 and above, as well as Directorate nominated M5's are required to complete a Key Performance Indicator (KPI), this supports the achievement of our overall safety objectives.

OBJECTIVE Establish KPI's for individual managers

TARGET One communication and one action completed per individual manager; the total is 20 per year allowances made for holidays etc.

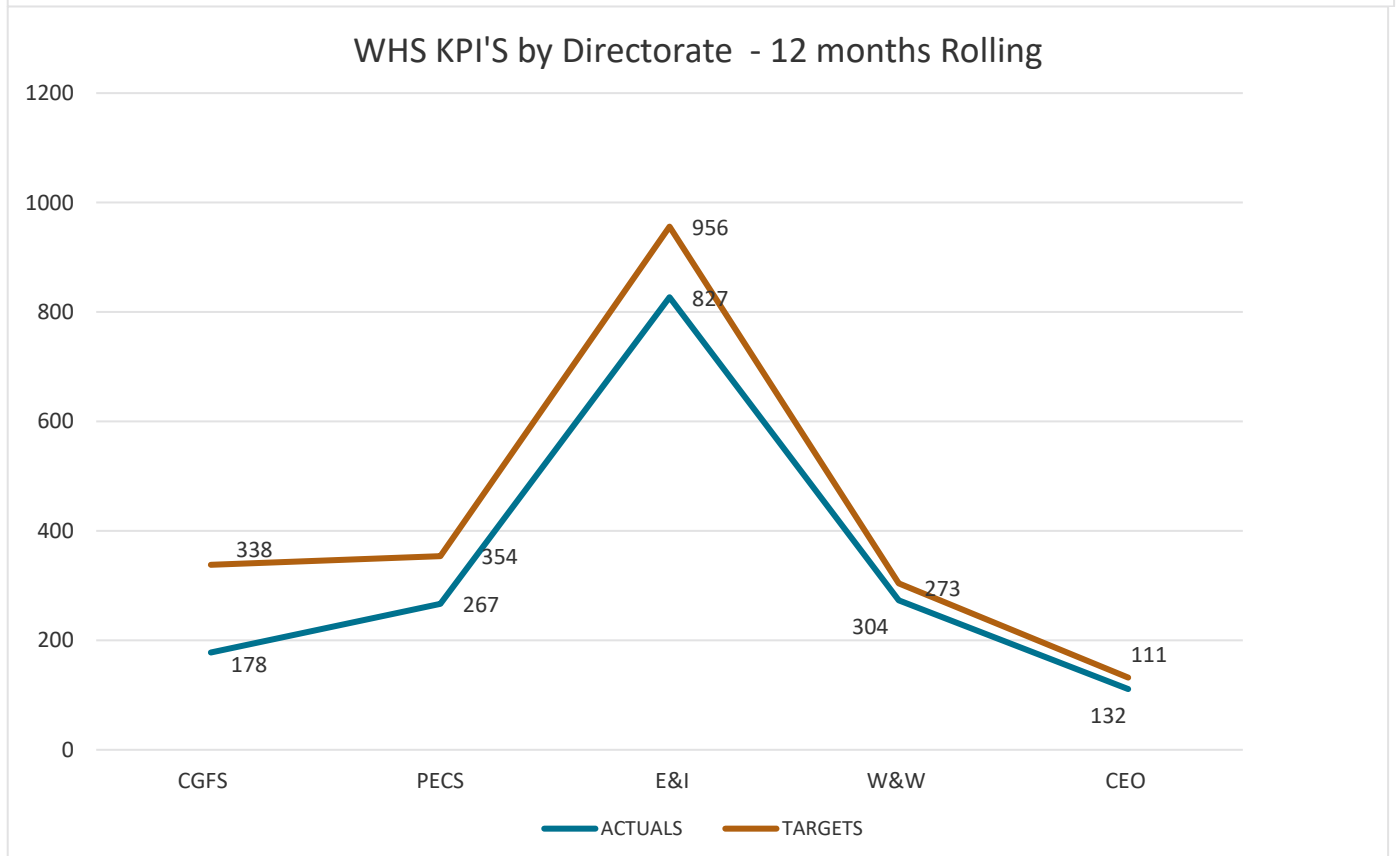
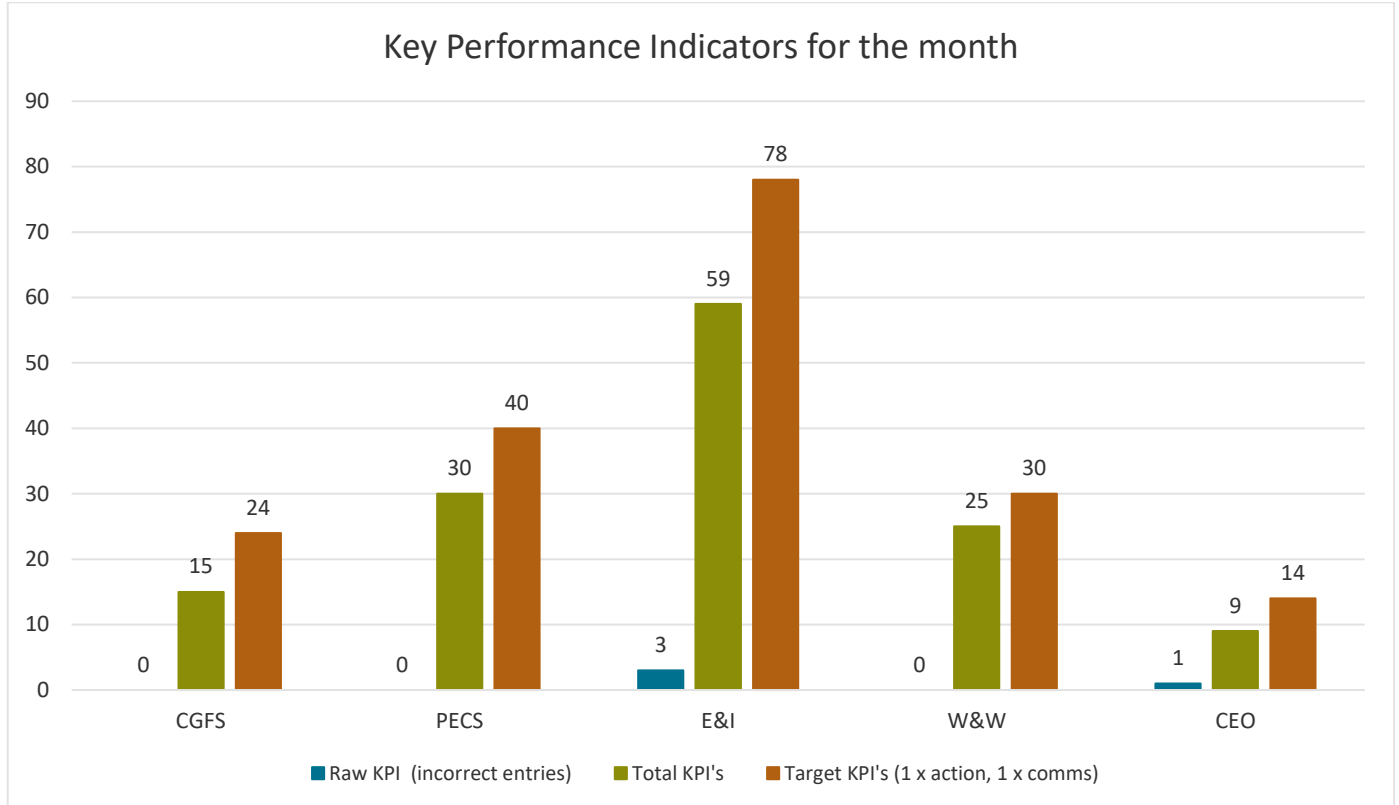
STATUS KPI's have been tracking extremely well in recent months, this is very encouraging.

SAFETY ACTION x 1				
Conducted and completed a safety interaction 'Safety Chat form' with staff review process and risk management via SMART Inform = Safety Action	Conducted and completed a 'Wellbeing Chat' with someone via the 'Wellness Chat Form' in SMART Inform = Safety Action	Provided feedback on a WHS procedure with comments (Procedural Review) = Safety Action	Provided documented participation in an incident investigation/analysis = Safety Action	Completed a 'hazard inspection form' via SMART Inform including actions = Safety Action
SAFETY COMMUNICATION x1				
Attended an Operational WHS Committee Meeting (M3's only) = Safety Communication	Attend any toolbox meeting and presented a 'safety share' (Safety Bulletins, Alerts or a workplace/personal share) = Safety Communication	Attend an Outdoor toolbox Meeting and presented a 'safety share' (Safety Bulletins, Alerts or a workplace/personal share) = Safety Communication	Conducted a toolbox or prestart meeting <u>with your team</u> and have documented minutes recorded in SMART (the SMART Toolbox Inform can be used) = Safety Communication	

WHS MONTHLY REPORT

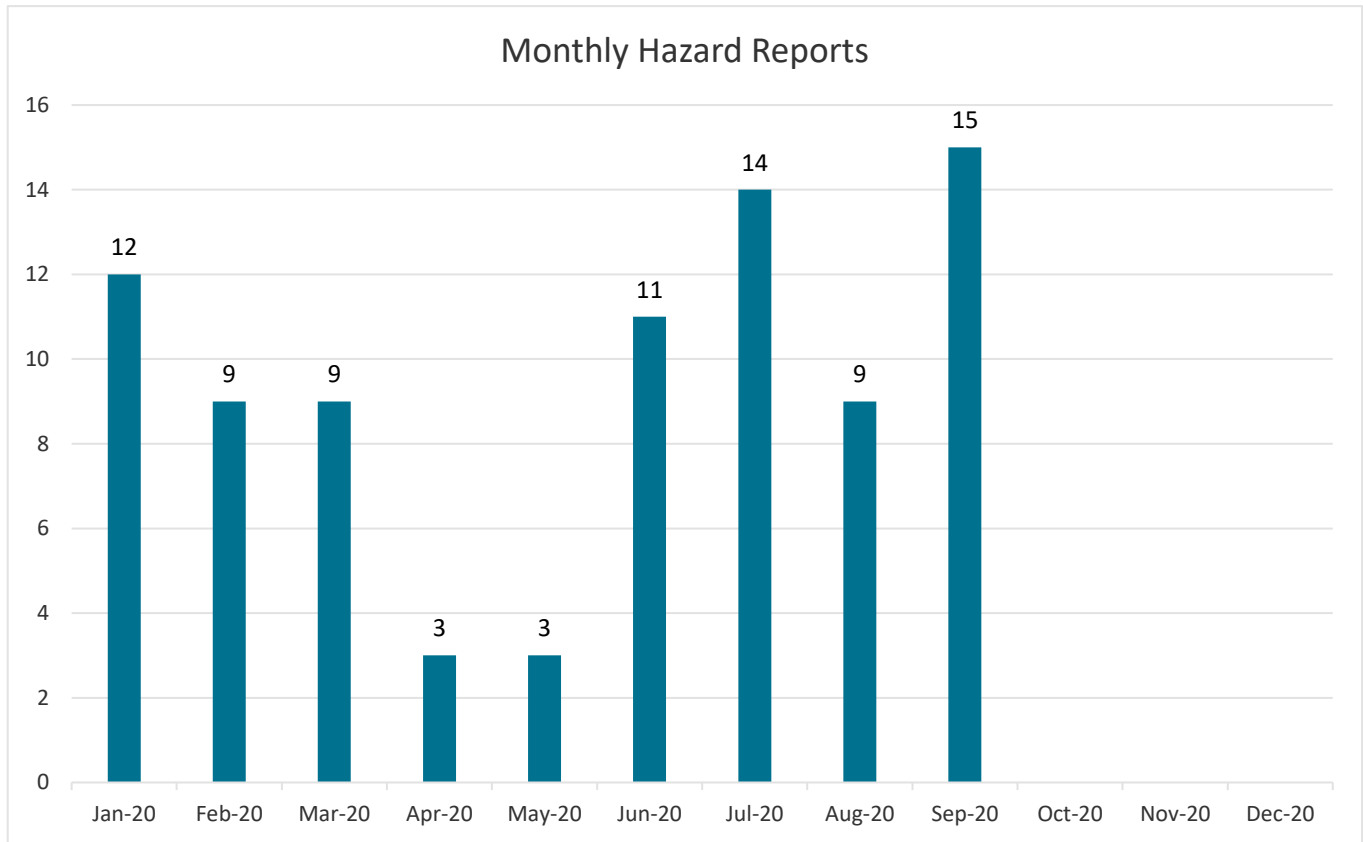
BREAKDOWN OF KPI'S FOR THE MONTH

Each of the directorates pie graphs shows the areas of the KPI that were addressed for the month



WHS MONTHLY REPORT

13. HAZARD REPORTS PER MONTH



WHS IMPROVEMENT PLAN

PERIOD VALID:	JULY 2018 to JUNE 2021	<i>In both the national audit tool and AS4801 (ISO45001)</i>					
REVIEW DATE:	1/10/2020	legend:	RRTWC - Rehabilitation and return to work coordinator	OLT - Operational Leadership Team	Under development - work in progress, approval pending		
REVIEWED BY:	Organisational Safety Team		MLT - Management Leadership Team	WHS - workplace health and safety	Ongoing - annual /monthly requirement		
ENDORSED BY:	Executive Leadership Team		P&P - People and Performance	ECO - Emergency control organisation (wardens)	Not yet started - project has not commenced		
ENDORSED DATE:	1st December 2018		OS - Organisational Safety	EPC - Emergency Planning committee (ELT)	updated to council		
			IRIS - intranet				

#	Element Name	Objective	Actions Required	Measure	Responsibility	Date of next review	Status at plan review	Comment
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Element 1 - PLANNING & POLICY- enhance leadership through setting measures and being accountable

1.1	Leadership and commitment	Isaac Regional Council provides adequate leadership on WHS	Top management is to demonstrate leadership and commitment with respect to the WHSMS by oversight of the system and allocation of resources needed to achieve this objectives of this plan	Setting and delivering on KPI's, participation in meetings whereby this plan is reviewed and the system is monitored to ensure procedures are achieved.	MLT	Jan-21	ongoing	
1.2	WHS Policy Statement	Formal review of WHS Policy Statement while ensuring that workers are able to understand its intent	The WHS Policy Statement is to have changes made accordingly to ensure it meets the requirements of Isaac Regional Council	Delivered during online induction, displayed on noticeboards, reviewed annually.	OS Manager	Jun-21	ongoing	Policy was discussed at August toolbox as part of the safety reset. current access is still available Have completed the legal register has been identified, the key stakeholders are identified with the WHS risk register and plan. we subscribed to forums which update our legal requirements and as above have identified a register of legal requirements.
1.3	Legal Requirements	Access to worksafe website for legislative information.	All workers to have access to WHS legal requirements via internal intranet (IRIS)	Link accessible via IRIS to worksafe QLD	OS Manager	Jun-21	ongoing	
		Understanding the needs & expectations of workers & Interested Parties specifically the regulator	The council needs to identify and document the needs and expectations of the interested parties and workers. Additionally, the council needs to determine which of these are, or could become legal requirements	WHS Operation committees, safety interactions are measures for how we determine expectation and how we report to the regulator	OS Manager	Dec-20	ongoing	
		All policies/procedures are to be up to date with relevant legal requirements	All WHS documentation to reference relevant legal requirement for workers	WHS documentation updated with mechanism for identifying when a legal requirement changes	OS Manager	Dec-20	ongoing	
1.4	Objectives and targets	WHS objective and measureable targets are assigned to all relevant functions within the organisation	Targets and objectives are set and communicated to all relevant parties and discussed on a regular basis	Review and monitoring of KPI's and strategic objectives	ELT /OS	Dec-20	ongoing	KPI's assigned and recorded, communicated via emails to new starters, is discussed with in the supervisors compendium
1.5	Management plans	Plans are reviewed on a regular basis to ensure they are kept up to date and meet the requirements of IRC	WHS Plans to be developed, maintained and communicated to organisation	This improvement plan will be reviewed quarterly. Items developed here, will filter through; Annual operational plans , departmental business plans and site based management plans for action	ELT/OS/MLT	Dec-20	ongoing	Next review at November strategic committee for the KPI's and this plan

Element 2 - SUPPORT AND OPERATIONS - Improve our safety systems

2.1	Resources	Adequate resources including people, materials and finances are allocated to WHS	Evaluate resources & budgets required to manage the WHS system and programs.	Ensure that resources are available to appropriately deliver the outcomes of this plan	ELT	Dec-20	ongoing	Resources are currently adequate.
2.2	Responsibility and Accountability	Responsibility & Accountability for WHS to be defined for all workers at IRC, including contractors	Specific WHS responsibilities assigned ensuring they are clearly outlined, allocated and communicated	WHS Responsibilities outlined in Position descriptions, - inductions and the responsibilities chart and ensure they are maintained	OS, CEO	Dec-20	ongoing	the WHS responsibilities chart will be revised and communicated.
		Develop performance appraisal	Council to develop and implement a performance appraisal / assessment process at worker to supervisor level which incorporates health and safety achievements against assigned obligations and responsibilities to ensure they are not generic in nature.		P&P	Dec-20	Under development - work in progress, approval pending	
2.3	Training & Competency	Workers are trained to ensure they are deemed competent in undertaking tasks	Establish 'Skills Matrix' for all positions on WHS training needs, maintain records of training	Matrix for each department developed with mandatory training and required training	P&P	Dec-20	Under development - work in progress, approval pending	the training matrix is ongoing, currently WHS is assisting L&D to get all records into SMART system. Due diligence training delivered to MLT in September OLT is currently discussing the career progression, led by P&P
		Due diligence training for senior management	Ensure an understanding of the safety policy and the actions to ensure due diligence		OS	Dec-20	Under development - work in progress, approval pending	
		Identification of training needs through formalised performance appraisal process	Develop a training needs analysis (TNA), consultation with workers on what may be required for career advancement.		P&P	Dec-20	Under development - work in progress, approval pending	

#	Element Name	Objective	Actions Required	Measure	Responsibility	Date of next review	Status at plan review	Comment
2.4	Consultation, Communication & Reporting - Communication	WHS information is developed and made available to all workers	Toolbox meeting information delivery to be amended to ensure effective consultation & consistency	Annual plan for dates for delivery of toolbox topics with an agenda and recording of minutes.	OS	Dec-20	ongoing	
			WHS Committee training required for all members. This should cover roles and responsibilities, risk management, incident review	Ensure that role cards and letters of appointment are issued.	OS	Dec-20	ongoing	WHS committee training has been drafted and will be sent for a quote for scripting.
			Communicate the WHS Policy to the workforce	Ensure that all staff are familiar with the WHS policy and the objectives	OS	Dec-20	ongoing	completed for 2020
			Safety Contact lists is up to date and displayed in the workplace and available on IRIS	Contacts lists maintained and available on IRIS	OS	Dec-20	ongoing	Thses have been revised and now developed by township.
2.5	Inductions	Corporate, Safety, Environmental and Contractor Inductions and Site Specific Inductions (SSI) are occurring as a normal practice	Review that all workers have undertaken the relevant induction and that it is refreshed every two years	Review the content of corporate inductions.	Supervisors /P&P/OS	Dec-20	Under development - work in progress, approval pending	all the site specific inductions have been updated and refined. A new contractor induction has been developed.
2.6	Purchasing & Suppliers Control	A system incorporating WHS is developed and implemented on the purchase or supply of goods, substances, tools, plant or equipment.	Review that WHS is included in the procurement processes ie; tender	Through tender evaluation processes	Procurement /OS	Dec-20	Under development - work in progress, approval pending	being updated with the contractor/project management procedure.
			Review the Suppliers register to ensure that their performance is being formally evaluated. Develop a system for auditing suppliers	Audit of suppliers	Procurement /OS	Dec-20	Under development - work in progress, approval pending	being updated with the contractor/project management procedure.
			Evaluate tech one relating to contractor certification can it be activated to ensure compliance of the contractor has been confirmed prior to the work commencing	Confirm with procurement and Systems	Procurement /OS	Dec-20	Under development - work in progress, approval pending	being updated with the contractor/project management procedure.
2.7	Contractor Control	A formal system is developed and implemented on the engagement and WHS performance of contractors.	A system is in place for procurement to ensure contractors engagement meets the WHS requirements for IRC	Contractor / project management framework	Procurement /OS	Dec-20	Under development - work in progress, approval pending	being updated with the contractor/project management procedure.
			Contractors are to be monitored to ensure that they are following approved safety plans	Establish a process for auditing of contractors.	OS	Dec-20	ongoing	being updated with the contractor/project management procedure.
			All contractors are to be inducted into Isaac Regional Council and undertake site inductions (SSI)	Establish a process for auditing of contractors.	OS /P&P	Dec-20	ongoing	this is process.
2.8	Hazardous Manual Tasks Management	Hazardous(manual) tasks are identified through risk assessments and controls are addressed in WI developments.	Identify the high-risk hazardous (manual) handling tasks, conduct risk assessments and implement controls, through the establishment of WI's	Identify the critical areas for hazardous manual tasks and evaluate if there are document processes to minimise risk	OS	Dec-20	Under development - work in progress, approval pending	The hazard hunter program for 2020 is focusing on hazardous manual tasks.
			Workers receive information on Hazardous manual tasks via toolbox meetings	Toolbox schedule	OS	Dec-20	ongoing	as per toolbox schedule
2.10	Document and Data control	All current WHS Documents should be readily available to all employees. All current documents are registered in ECM and reflect on the master register Conduct a review of Councils procedures and associated documents in conjunction with relevant legislation, standard, code of practice and Councils actual work process in conjunction with relevant workgroups, WHS Operational and Strategic Committees .	Ensure IRIS remains current with old documents archived and removed.	Annual audit of the documentation on IRIS to ensure current.	OS/ Governance	Dec-20	ongoing	ongoing review and reporting through WHS committees
			Ensure all current documents are downloaded from ECM for updates and checked back in with new version.	Audit of documents and version controls on register	OS	Dec-20	ongoing	ongoing review and reporting through WHS committees
			Review all procedures and remove reference to the year from standards etc. Ensure that all procedures are reviewed in timely fashion	Documents are all current	OS	Dec-20	ongoing	ongoing review and reporting through WHS committees
		A system is developed to ensure workers know how to identify hazards in the workplace and report	Ensure all risk documentation remains up to date and workers made aware of the documentation, familiarised.	Hazard and risk management procedures and toolbox topics, evidence of attendance	OS/P&P	Dec-20	Under development - work in progress, approval pending	risk workshops planned for late 2020 or early 2021.

#	Element Name	Objective	Actions Required	Measure	Responsibility	Date of next review	Status at plan review	Comment
2.11	Hazard & Risk Management	Identify risks and opportunities and update the risk register.	The council needs to identify the WHS risk and opportunities considering the issues identified scope and context. The council needs to plan actions to address these risks and opportunities.	Ensure the risk register remains up to date, WHS is embedded into enterprise risk framework and registers.	ELT	Dec-20	Under development - work in progress, approval pending	Inclusion of the WHS risk register onto the Strategic safety committee agenda for 2 yearly.
		Workers are aware of IRC risk management process	Continue to embed ThinkISAAC	Records of toolbox meetings	OS	Dec-20	ongoing	
		Process to conduct regular risk assessments	Ensure existing specific or generic risk assessments (site level) are formally reviewed and documented to ensure they are still applicable.	Bi-annual review of risk assessments	Supervisors /P&P/OS	Dec-20	ongoing	workshop to be conducted as above
2.12	Emergency Preparedness	All foreseeable Emergency procedures are corporate documents developed and workers are trained on emergency response.	All emergency response policy, procedures, plans and process are developed	plans, training, exercises	OS/ EPC (ELT)	Dec-20	ongoing	a desktop exercise is planned for the EMC
			Training is established for all staff in Emergency evacuation & 1st response	inductions	OS/ Fire Safety Advisor	Dec-20	ongoing	
		Emergency response work instructions	Emergency work instructions will be developed in consultation with the content owner	Site specific inductions	ECO/OS	Dec-20	ongoing	
		Emergency response risk register	Risk management plan and emergency response processes	Register reviewed annually. Emergency Response guides developed as per the register.	OS /EPC (ELT)	Dec-20	ongoing	Recently reviewed and updated
2.13	First Aid Management	All first aid requirements are managed effectively	Establish a procedure and a risk assessment for determining requirements for first aid and communicate to workers	Completion of a risk assessment for all relevant sites. Review of required kits and register review	OS/ P&P	Feb-21	ongoing	work completed.
			Ensure that all first aid kits are inspected on a regular basis. Review this to become an internal managed process	Increased inspections against the register of first aid kit locations	OS	Sep-20	Under development - work in progress, approval pending	documents being drafted now to communicate to staff the changes in the management of first aid.
Element 3 - PERFORMANCE EVALUATION - Monitoring our system to ensure improvements are occurring								
3.1	Monitoring and measurement	A system is developed to ensure that a inspection, testing and monitoring system is in place	Register to be put in place of items that require annual testing, tagging or inspected. The detail of what registers are required to be included with in the procedure	Procedure to be developed. Registers to monitored through audits	Managers/Supervisors/ OS	Sep-20	ongoing	
3.2	Health Surveillance	A system is in place to identify workers who need to participate in health surveillances	Fitness for work procedure discusses the requirements for vaccinations and maintain a register	FFW procedure and register of immunisations	RRTWC	Dec-20	ongoing	register established - vaccination schedule
3.3	Fitness for Work	Establish fitness for work procedure	Revise content of medicals to improve objective. Include a process for supporting medicals whereby worker is at risk.	Records of medicals and any FFW programs	Managers/Supervisors/ OS	Jan-21	ongoing	medicals were amended.
		Establish a wellness program	Evaluate critical areas of concern and establish a program to support workforce	Establish program and education/activities to deliver on the program.	RRTWC	Jan-21	Under development - work in progress, approval pending	A wellness strategy, project plan was endorsed by ELT in June 2020. A working group will be established and reported through to the WHS strategic Committee
		Psychosocial implications considered and managed under FFW.	Establish processes to support identification and management of workers who may be at risk.	Process established and records of communication / implementation	RRTWC	Jan-21	Under development - work in progress, approval pending	the worker support program is designed to assist supervisors and workers.
3.4	Incident Reporting, Investigation & Recording	A system is developed and implemented for the reporting ,investigating and recording of incidents in the workplace.	Incident Management procedure	Incident management procedure in place and compliance is evident, reviewed as required	OS	Jan-21	ongoing	
3.50	Workers Compensation Management	Claims are Submitted promptly and RTW programs are established, early interventions where possible	Education of workforce and management on early intervention and proactive management of claims and return to work.	Proactive identification of suitable duties and participation in return to work, evidence of toolbox attendance	OS	Sep-20	ongoing	toolbox schedule.
3.6	Record & Records Management	A system is developed and implemented for maintaining records and the control of these records in the workplace.	A system for records management is established, ensuring compliance with retention and requirements under Local Government Act/Regulations	Procedure to be established to reflect actions and program of managing records	OS	Dec-20	Under development - work in progress, approval pending	There is a corporate document under development by records
			Incident statistics are to be formally reviewed as a minimum annually (Trend Analysis), however individual investigations should be reviewed by management as they are investigated	Annually review to be presented to WHS Strategic committee	OS	Mar-21	Under development - work in progress, approval pending	The review of incidents has now been included into WHS committees, further incident findings and learns template has been developed.

#	Element Name	Objective	Actions Required	Measure	Responsibility	Date of next review	Status at plan review	Comment
3.7	Management Review of performance	Provision of monthly report records and WH&S	Monthly safety statistics developed and communicated to management and workforce. Documented performance against KPI's	Completion of monthly reports	OS	Mar-21	ongoing	
			Statistical review performed and relevant information included in the annual report	Safety statistic into the annual report	OS	Oct-21	ongoing	this is in progress
3.8	Audits	A system in developed to verify the effectiveness of the WHSMS. Develop internal audit program	Audit reports to be developed to identify actions and provide oversight for areas of improvement. Audits will be scored to evaluate improvements.	Trends for the directors and audit scoring recorded.	OS	Dec-20	ongoing	audits have commenced and reports are being provided to management
			Develop an audit schedule and assigned lead audit responsibility.	Compliance to KPI/schedule. Completion of audit report for directorates	OS	Jun-21	ongoing	
Element 4 - ACTION AND IMPROVEMENT - responding to identified rectify and improve								
4.1	Change Management	A system to be developed, implemented and maintained for the control of temporary and permanent WHS changes	Develop a procedure for the control of WHS change management within IRC	Procedure to be developed.	ELT	Sep-20	not yet started	This project is a corporate wide project that sits with the office of the CEO
4.2	Non Conformances and Corrective actions	Notices by Regulators are addressed effectively.	Ensure there is procedures which addresses compliance and this procedure is communicated to workers. The procedure defines the process.	Notices are recorded and actioned. Education on process for recording non conformances is completed	MLT	Jan-21	ongoing	
4.3	Continuous improvement process	This plan will be the mechanism for driving continuous improvement for WHS	Implement and train staff in identification and reporting of issues.	Update and monitor the achievement of targets listed in plan	MLT	Mar-21	Under development - work in progress, approval pending	Next review November WHS strategic Committee

MEETING DETAILS

Corporate Governance and Financial Services

Standing Committee

Tuesday 6 October 2020

AUTHOR

Liza Perrett

AUTHOR POSITION

Manager Governance and Corporate Services

5.3 MUTUAL ACCESS AGREEMENT – LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND AND QUEENSLAND PARLIAMENT

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider electing to 'opt-in' to the mutual access arrangement that Local Government Association of Queensland (LGAQ) and the Queensland Parliament have entered into to allow Mayors, Councillors and Council Chief Executive Officers access to the Parliamentary Precinct, while Members of Parliament will be able to access Council premises.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. Elect to 'Opt In' and participate to the terms of the mutual access arrangement that Local Government Association of Queensland (LGAQ) and the Queensland Parliament have entered into to allow Mayors, Councillors and Council Chief Executive Officer's access to the Parliamentary Precinct, while Members of Parliament will be able to access Council premises.***
- 2. Authorise the Chief Executive Officer, on behalf of the Mayor, to forward written authorisation to the LGAQ Chief Executive Officer as per Clause 1 above.***

BACKGROUND

On 10 September 2020 the Local Government Association of Queensland (LGAQ) and the Hon Curtis Pitt MP, Speaker of the Queensland Parliament, signed a mutual access agreement (agreement).

The agreement will be on an "opt in" basis for councils and will allow Mayors, Councillors and Council CEOs access to the Parliamentary Precinct, while Members of Parliament will be able to access council premises.

The signing of the agreement follows the support of the majority of councils who responded to the LGAQ's request for member feedback on the draft agreement earlier this year.

It is noted that the Speaker accepted all improvements to the agreement suggested by LGAQ members during this consultation process, including the request from the LGAQ Policy Executive that the agreement be changed from opt out to opt in.

The aim of this agreement is to deliver practical benefits for councils conducting official business in Brisbane. It will ensure councils can access the resources they need when working remotely in Brisbane in the best interests of their constituents, while at the same time making it easier for Ministers and State MPs to visit their communities and see their triumphs and challenges first hand.

To be able to benefit from the terms of the agreement, Council is invited to notify LGAQ formally of its decision to opt into the agreement, in line with clauses 31 – 35 of the agreement (as attached).

With Council's elected representatives and the CEO travelling to Brisbane often, the access to a facility and resources would be advantageous. It is proposed that council agree to 'Opt in', acknowledging as per clause 33 Council can revoke its option at any time.

IMPLICATIONS

- State Members who utilise Council's premises and facilities will be bound by all relevant policies and procedures as would any visiting contractor or consultant (e.g. complete sign in/out paperwork, etc)
- Benefits to IRC elected representatives when visiting and meeting with third parties and other agencies with having access to facilities to conduct business.

CONSULTATION

- Chief Executive Officer
- Senior Advisor

BASIS FOR RECOMMENDATION

Ensure that Council is aware of the new laws.

ACTION ACCOUNTABILITY

Chief Executive Officer, to respond to the LGAQ CEO should council resolve to 'Opt' in to participate in the Mutual Access Agreement.

KEY MESSAGES

Council is committed to transparent decision making.

Report prepared by:

LIZA PERRETT

Manager Governance and Corporate Services

Date: 25 September 2020

Report authorised by:

GARY STEVENSON PSM

Chief Executive Officer

Date: 1 October 2020

ATTACHMENTS

- CONFIDENTIAL Attachment 1 – Mutual Access Agreement between Parliament of Queensland and LGAQ

REFERENCE DOCUMENT

- Nil

PAGES 68 TO 73 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS

Corporate Governance and Financial Services

Standing Committee

Tuesday 6 October 2020

AUTHOR

Gary Stevenson PSM

AUTHOR POSITION

Chief Executive Officer

5.4

AMENDMENT TO COUNCILLOR SUPPORT POLICY

EXECUTIVE SUMMARY

Committee is requested to consider a minor amendment to the Councillor Support (Expense Reimbursement) Policy and recommend adoption to Council.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council that:

- Council approves the minor amendment to the "Councillor Support (Expenses Reimbursement) Policy" (STAT-POL-057) regarding the equipping of vehicles with two-way radio facility.***
- The Chief Executive Officer be directed to publish notification to the public of the amendment to the policy in accordance with section 251 of the Local Government Regulation 2012.***

BACKGROUND

Section 250(1) of the Local Government Regulations 2012 states;

"A local government must adopt an expenses reimbursement policy."

Council adopted the Councillor Support (Expense Reimbursement) Policy (STAT-POL-057) on 26 March 2019 and made minor amendments on 28 April 2020.

The policy sets out Councillor entitlements regarding various aspects including the provision of vehicles.

Cr Austen has requested that the pool vehicle available to Councillors be fitted with a two-way radio stating;

"I travel frequently in Div. one and have issues with wide loads/trucks .

I would be in line with our safety issues to have contact with these vehicles."

The Manager of Corporate Properties and Fleet has advised;

"I see no issues completing this request from a fleet perspective, the majority of operational vehicles in the field are fitted with Two Ways and we have stock available."

A minor amendment to the Corporate Support (Expense Reimbursement) Policy (attached) is proposed to give effect to the request.

IMPLICATIONS

According to section 251 of the Local Government Regulations Council is required to notify the public of its adoption of the policy.

CONSULTATION

The Acting Mayor and the Manager Corporate Properties and Fleet were consulted.

BASIS FOR RECOMMENDATION

The review of the policy is overdue and the improvements to its content and format are considered to improve transparency and eliminate any doubt about Councillor support entitlements.

ACTION ACCOUNTABILITY

The Office of the CEO will administer the policy.

KEY MESSAGES

Council is openly reviewing an existing policy.

Report prepared by:	Report authorised by:
GARY STEVENSON PSM Chief Executive Officer	GARY STEVENSON PSM Chief Executive Officer
Date: 2 October 2020	Date: 2 October 2020

ATTACHMENTS

- Attachment 1 - Councillor Support (Expense Reimbursement) Policy - STAT-POL-057 - Tracked Changes

REFERENCE DOCUMENT

- Local Government Regulation 2012

COUNCILLOR SUPPORT (EXPENSES REIMBURSEMENT) POLICY

APPROVALS

POLICY NUMBER	STAT-POL-057	DOC.ID	3676776
CATEGORY	Statutory		
POLICY OWNER	Chief Executive Officer		
APPROVAL DATE	Insert Date	RESOLUTION NUMBER	Insert resolution

DRAFT

OBJECTIVE

Under the Local Government Regulation 2012, section 250, Council must adopt, by resolution, an Expenses Reimbursement policy or an amendment of the Expenses Reimbursement policy providing for the payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors; and provision of facilities to the Councillors for that purpose.

This policy sets out the eligibility criteria and value for expenses incurred by the Mayor and Councillors in the performance of their official duties which are to be paid and/or reimbursed.

It also outlines support (including professional development, travel, equipment and facilities) that is to be provided by Council to the Mayor and Councillors to assist them in the effective performance of their civic (statutory and administrative) duties.

SCOPE

- The policy applies to the Mayor and all Councillors and relates to the conduct of their duties as an elected member under the *Local Government Act 2012*.
- The policy does not apply to members of Council Committees, employees, volunteers, or contractors.
- This Policy does not provide for salaries or other forms of Councillor remuneration as this is determined independently by the Local Government Remuneration Commission.

DEFINITIONS

TERM / ACRONYM

MEANING

CEO	Chief Executive Officer of Isaac Regional Council
Conference	Conference or seminar conducted by a peak body relevant to local government and does not include commercially conducted conferences.
Commercially conducted conference	Conference or seminar speculatively conducted by a commercial operator.
Council	Isaac Regional Council
Councillors	Councillors of Isaac Regional Council during their term of office.
Council Business	Business conducted on behalf of Council where a Councillor is required to undertake certain tasks to satisfy legislative requirements, perform ceremonial activities or achieve business objectives for the Council. Council business should result in a benefit being achieved either for Council, the local government area or the community. Council business includes functions that are a

statutory requirement of the Councillor's role or are officially recorded in minutes or other public records. These might also include attending an event or function to perform duties or as a Council representative such as:

- ceremonial openings of buildings and facilities;
- community fetes and carnivals;
- annual or presentation dinners;
- public meetings;
- private meetings arranged through Council administrative channels (i.e. documented in official records or diary) for the purpose of conducting discussions regarding the business of Council; or
- other meetings, events or functions, such as: meetings of the local government or of its committees that the Councillor is entitled or asked to attend, or at which the Councillor has business for a resident in their Division of the local government's area;
- inspections, deputations, conferences and meetings at which the Councillor's attendance is permitted by the local government;
- official functions organised for the local government; or

meeting with residents of their Division area for the purpose of local government business.

Discretionary training

Where a Councillor attends a commercially conducted conference, a workshop or a training activity to improve skills relevant to their role as a Councillor.

Expenses

Expenses are payments made by Council for Councillors reasonable expenses incurred or to be incurred when discharging their duties as Councillors. These expenses may be either reimbursed to Councillors or paid direct by Council.

Facilities

Facilities provided by Council to Councillors are the "tools of trade" required to enable them to perform

their duties with relative ease and at a standard appropriate to fulfil their professional role for the community.

Hospitality

Has the meaning as defined in the Local Government Regulations 2012 as follows:

- a. A service provided by local government for entertaining members of the public for promoting an initiative or project of the local government.
- b. The provision of food or beverages by local government:
 - To a person visiting the local government in an official capacity.
 - For a conference or meeting held by the local government for its Councillors, employees or other persons.
 - For a seminar, course workshop or another forum provided by local government for its Councillors, employees or other persons.
- c. Attendance by a Councillor or employee of local government at a function:
 - As part of the Councillor's or employee's official duties or obligations as a Councillor or employee of the local government.
 - For which an amount is charged to the local government attending the function.

Mandatory training

Where determined by written direction of the Mayor or by Council resolution that the Mayor and/or one or more Councillors are required to attend a conference, training course or workshop for knowledge or skills development related to a Councillors role.

Mayor

Mayor of Isaac Regional Council during her/his term of office but does not apply to an Acting Mayor unless explicitly determined by the Mayor by written delegation or by Council resolution.

Per annum

For the purposes of this policy, per annum refers to the financial year.

POLICY STATEMENT

A. GENERAL

1. Expenses shall be reimbursed to Councillors through administrative processes approved by the CEO subject to:
 - a. the limits outlined in this policy; or
 - b. processes outlined in the Councillor Support Procedure, or
 - c. by Council resolution.
2. Councillors are responsible for ensuring that all claims for reimbursement are strictly in accordance with this policy.
3. It is acknowledged that the Mayor and Councillors each have a diverse set of needs (eg geographical area, number of communities, number of representative roles etc) resulting in differing expenses and as such will adopt budget each year to provide an adequate capacity to meet each costs of conducting Council Business (excepting those amounts standardised in this policy).
4. All Councillor travel, accommodation and conference or other registration fees shall be arranged by an officer in the Office of the Mayor and CEO.
5. Requests for travel, accommodation and conference or other registration should be made as early as possible to allow Council to secure the best value for money.
6. Councillors shall be provided with a quarterly report detailing expenses in each category which have been reimbursed. This is in addition to the legislatively required reporting in Council's Annual Report.
7. Based on the principle that no private benefit is to be gained, the facilities provided to Councillors by Council are to be used only for Council business unless prior approval has been granted by resolution of Council.
8. Expenses associated with the following will not be paid or reimbursed:
 - a. alcoholic mini bar purchases;
 - b. toiletries;
 - c. traffic infringements incurred in either a Council vehicle, private vehicle or hire car;
 - d. laundering or dry cleaning;
 - e. airline lounge membership;
 - f. in-flight and in-house movies;
 - g. raffles or donations to groups; and
 - h. expenses incurred by or on behalf of others such as partners, family members and associates except as per Section K.

B. TRAVEL

1. Council shall pay for local, interstate and overseas travel expenses deemed necessary where:
 - a. the Mayor or Councillor is undertaking Council Business, or
 - b. the Mayor or a Councillor is considered by the CEO to be acting as an official representative of Council;
or
 - c. the Mayor or a Councillor is undertaking approved professional development; or
 - d. the event and travel has been endorsed by resolution of Council.
2. All overseas travel by the Mayor or Councillors must be approved by a Council resolution.
3. Where the Mayor or a Councillor has been appointed by Council resolution as the Council's delegate or representative, all travel required for that role is deemed approved without the need for specific approval excepting overseas travel.
4. Travel should be via the most practical and direct route using the most economical and efficient mode of transport.
5. Economy air travel shall be used where reasonably possible except where flight time for that flight is in excess of four (4) hours in which case business class travel may be approved by the Mayor.
6. Any travel transfer expenses associated with official travel will be paid for by Council, for example car hire, train, bus, taxi and ferry fares.
7. Airline tickets are not transferable and can only be procured for the Mayor or Councillor's travel on Council business and cannot be used to offset other unapproved expenses (e.g. cost of partner or spouse accompanying the councillor).
8. Where the Mayor or a Councillor is approved to travel overseas as a representative of Council, Council shall pay for associated costs including (but not limited to) the following;
 - a. an appropriate pre-paid international mobile telephony roaming package,
 - b. visa or other customs expenses,
 - c. language translation support,
 - d. travel insurance,
 - e. relevant travel information.
9. Council shall reimburse costs of meals and parking for the Mayor or a Councillor when travelling where:
 - a. the Mayor or Councillor incurs the cost personally, and
 - b. the meal or parking was not provided within the registration costs of the approved event or during an approved flight, and
 - c. the Mayor or Councillor submits a receipt or tax invoice with the reimbursement claim.

10. If a Mayor or Councillor is unable to submit a receipt or tax invoice and seeks reimbursement for meals, she/he shall be reimbursed in accordance with the ATO's Taxation Determination TD2016/13 or successor Determination upon the submission of a Statutory Declaration.
11. The Mayor and Councillors are entitled to claim and redeem loyalty rewards for airlines and hotel chains provided it is strictly in accordance with the Frequent Flyer and Other Loyalty Reward Schemes Policy (CAP-007) (except for inconsistencies explicitly defined by this policy).

C. ACCOMMODATION

1. Accommodation shall be the package deal recommended by the event organiser or if this is not possible or offered, suitable accommodation shall be provided that is in convenient proximity to the event.
2. Accommodation shall be provided for one night prior to and/or after a function only when travel to or from the event on the day of the event is impractical or necessary for fatigue management.
3. Council will pay for reasonable expenses incurred for overnight accommodation when it is impractical or unsafe for a Mayor or a Councillor to return to their normal place of abode.

D. PROFESSIONAL DEVELOPMENT

1. The Mayor and Councillors are encouraged to undertake relevant professional development to improve their skills.
2. Council shall ensure that the Mayor and Councillors each have opportunity to attend professional development events.
3. Professional development is characterised as either Mandatory professional development or Discretionary professional development.
4. Mandatory professional development shall be approved by written direction of the Mayor or by Council resolution.
5. In determining the number of representatives attending Mandatory professional development, the Mayor or Council shall commit to expenses within available budget limits and shall be cognisant of the value for money of doing so.
6. Council shall pay for all expenses associated with Mandatory professional development.
7. Discretionary professional development must be approved by the CEO or by Council resolution.
8. Discretionary professional development fees (not including travel and accommodation) for each Mayor or Councillor shall be limited to an average of \$1,250.00 per annum for the term of office,
9. The total amount for Discretionary professional development for the term may be accrued and expended in any one year, however the Mayor or Councillor shall submit the proposal to the CEO prior to that year's budget development.
10. Otherwise, the Mayor or Councillor shall submit the Discretionary professional development proposal to the CEO as early as possible prior to the event.

11. The Mayor or Councillor who undertakes discretionary professional development shall present a written report to Council on the particular event/course and its benefit to Council within three (3) months of the event.

E. HOSPITALITY

1. Council recognises that the Mayor and Councillors may have occasion to incur hospitality expenses while conducting Council business, apart from civic receptions organised by Council.
2. All hospitality expenses shall be paid for only where such expenses are in accordance with Council's Entertainment and Hospitality Policy (except for inconsistencies explicitly defined by this policy).
3. Council shall pay for up to \$2,000.00 per annum for hospitality expenses deemed necessary by the Mayor for her/his conduct of Council Business (including reasonable alcohol expenditure as determined by the CEO).
4. Council shall pay for up to \$250.00 per annum for hospitality expenses deemed necessary by each Councillor for her/his conduct of Council Business (including reasonable alcohol expenditure as determined by the CEO).
5. In order to be reimbursed, the Mayor and Councillors must provide receipts and a written statement of whom they entertained and the benefit to Council as well as any further documentation required for Fringe Benefit Tax reporting.
6. If a Mayor or Councillor is unable to submit a receipt or tax invoice and seeks reimbursement for meals, she/he shall be reimbursed in accordance with the ATO's Taxation Determination TD2016/13 or successor Determination upon the submission of a Statutory Declaration.

F. USE OF CORPORATE CARDS

1. The Mayor shall be provided with a Council purchasing card for Council business use in accordance with the Purchasing Cards Policy. The Mayor will be required to perform a monthly reconciliation and submit tax invoices for expenses to the CEO.
2. Providing it is in accordance with the Purchasing Card Policy, the CEO may authorise the provision of a purchasing card to a Councillor to enable her/him to pay for incidental expenses. The Councillor will be required to perform a monthly reconciliation and submit tax invoices for expenses to the CEO.
3. If a Mayor or Councillor is unable to submit a receipt or tax invoice and seeks reimbursement for meals, she/he shall be reimbursed in accordance with the ATO's Taxation Determination TD2016/13 or successor Determination upon the submission of a Statutory Declaration.
4. Inappropriate use of the purchasing card by the Mayor or a Councillor will result in the withdrawal of that card by the CEO.

G. USE OF COUNCIL VEHICLES

1. Council shall provide a fully maintained executive level motor vehicle for the exclusive business use and full private use (as defined in the Motor Vehicle Policy (POL-034) by the Mayor.
2. Councillors shall be given usage over a dedicated pool vehicle (fitted with two-way radio and mobile phone boost aerial) at each of the Council administration centres of Middlemount and Clermont and pool vehicles will be located at other locations as approved by the CEO from time to time, to be used for Council business.
3. Use of vehicles by the Mayor and Councillors shall be in accordance with the Motor Vehicle Policy (except for inconsistencies explicitly defined by this policy).
4. All fuel and operational costs of the vehicles shall be paid by Council.
5. Councillors making use of a pool vehicle on Council business may deviate from their Council business, (for example to attend a shopping centre to purchase food, or to drop family members off at a destination en-route). For clarity, such route deviation is only permitted when attending Council business and is not meant to provide use for private matters.
- ~~5-6.~~ Use of two-way radio shall be for purpose of travel safety only.

H. USE OF PRIVATE VEHICLES

1. Council shall pay for reasonable costs associated with the use of a Councillor's private vehicle by a Councillor for the purpose of conducting Council Business.
2. It is preferred that Councillors (excluding the Mayor) use allocated Council pool vehicles when travel is required for Council business.
3. The reimbursement of private vehicle use shall only occur if
 - a. an appropriate Council vehicle is not reasonably and practicably available; and
 - b. the vehicle is used for Council Business, and
 - c. the Councillor travels via a reasonably direct route, and
 - d. the total travel claim does not exceed the cost of the same travel using a combination of private vehicle, economy flights and the cost of taxi transfers, and
 - e. the Councillor's vehicle is registered, appropriately insured and fit for purpose.
4. The amount reimbursed shall be based on the published ATO business use of motor vehicle cents per kilometre method and the kilometre rate applicable at the time of travel.
5. To claim reimbursement for vehicle expenses, Councillors shall submit a claim for Council business undertaken including detailed substantiation of the relevance of the travel to Council.
6. To expel any doubt, councillors who reside outside of the town in which an ordinary or special meeting of council is held shall be eligible for reimbursement of private vehicle usage to travel from their place of residence to the meeting place or to the point of departure of council owned transport.

7. A claim for mileage for identical repeated travel (e.g. from a Councillors place of residence to an airport) need only be substantiated by log book once.

I. FACILITIES AND EQUIPMENT

1. Council shall provide facilities for the use by the Mayor and Councillors for Council Business. Council shall be responsible for the ongoing maintenance of facilities and equipment which are supplied to Councillors.
2. All facilities and equipment provided to the Mayor and Councillors remain the property of Council and must be returned to Council when their term of office ends.
3. The Mayor shall be provided with the following to assist her/him in her/his role:
 - a. fully furnished dedicated office
 - b. access to meeting rooms; and
 - c. laptop and/or tablet (with keypad attachment) and an adequate data plan for the device; and
 - d. smart mobile phone (device only ie without an active voice or data account); and
 - e. stationery; and
 - f. access to photocopiers, printers and facsimile machines; and
 - g. publications; and
 - h. use of Council landline telephones and internet access in Council offices.
4. Councillors shall each be provided with the following to assist them in their roles:
 - a. access to occasional office space and meeting rooms; and
 - b. laptop and/or tablet (with keypad attachment) and an adequate data plan for the device; and
 - c. smart mobile phone (device only ie without an active voice or data account); and
 - d. stationery; and
 - e. access to photocopiers, printers and facsimile machines; and
 - f. publications; and
 - g. use of Council landline telephones and internet access in Council offices.
5. The Mayor will be provided with comprehensive and dedicated office support through the Office of the Mayor and CEO.
6. Essential office support shall be provided for the Councillors through the Office of the Mayor and CEO in conjunction with Customer Service officers in all locations.
7. The Mayor and Councillors will have direct access to the Councillor Helpdesk to create and manage workflow requests.
8. The Mayor and Councillors will be provided with access to corporate business systems and the intranet.

9. Council shall also provide the Mayor and Councillors with:

- a. a name badge;
- b. business cards;
- c. personalised letterhead and with compliments paper;
- d. the necessary safety equipment for use on business (i.e. safety helmets, boots); and
- e. a corporate uniform allowance equivalent to that provided for employees in accordance with the Supply of Corporate Uniforms Policy.

J. HOME OFFICE

1. Council recognises that it is necessary to provide home office facilities for Councillors to enable them to undertake their role. Council also recognises that Councillors may have different use needs or use different service providers.
2. The Mayor and Councillors will be provided with the following for the establishment and operation of a home office;
 - a. Filing cabinet
 - b. Stationery
 - c. Desk
 - d. Chair
 - e. Additional Monitor/s, keyboard, mouse and other necessary devices to establish a workstation as per their needs (eg laptop stand)
 - f. Modem / SIM Card
 - g. Printers (including ink/cartridge) or supply of ink/cartridges for personal printer/s
3. The Mayor and each Councillors shall be paid a telecommunications allowance equal to \$1200.00 annually and paid fortnightly towards their telecommunications needs.
4. Councillors will be provided a dedicated container for confidential or unwanted printed material that may need to be shredded. This container can be dropped off at the Office of the CEO where staff will facilitate the appropriate disposal.
5. Councillors are to ensure that all equipment and documents/material is securely stored at all times.

K. PARTNERS

1. Council shall not reimburse the Mayor and Councillors for expenses incurred by a partner or family member unless accompanying a Mayor or Councillor to a Federal Government, State Government or Council event at which the partner of the Mayor or Councillor is specifically invited and which takes place within the Local Government Area. For clarity, the partners of the Mayor and Councillors are encouraged to attend such

official events with the Mayor and Councillors within the region, at Council's cost, recognising the intrinsic link between the 24/7 duties of an elected member and maintaining family harmony.

2. Council may book and pay for the travel costs of a partner or spouse accompanying the Mayor or Councillor provided that such costs are reimbursed within 14 days of the later of booking or payment.

L. CARETAKER PERIOD

1. Once the caretaker period commences, the Mayor and Councillors shall only be eligible to claim expense reimbursement for costs relating to routine Council Business or as otherwise approved by Council resolution.

M. LEGAL AND INSURANCE

1. Council will cover the legal costs of any inquiry, investigation, hearing or legal proceeding into the conduct of the Mayor or a Councillor arising out of or in connection with the Mayor or Councillor's honest and diligent performance of his/her civic duties.
2. Council shall cover the Mayor and all Councillors for workers compensation insurance to the same extent afforded to employees of Council.
3. The Mayor and Councillors are to ensure that in the use of computing and mobile devices, that the confidentiality of information is maintained in accordance with the Confidential Information Policy. The Mayor and Councillors should also not store Council information on any device that is not Council owned nor store any council information on any private online storage service.

LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009*
- *Local Government Regulation 2012*

REFERENCES

ID	NAME
CAP-007	Frequent Flyer and Other Loyalty Reward Schemes Policy
CGFS-029	Entertainment and Hospitality Policy
CORP-POL-067	Purchasing Cards Policy
CORP-POL-034	Motor Vehicle Policy
CORP-POL-08234	Supply of Corporate Uniforms Policy Personal Protective Equipment (PPE) and Workwear Policy

CGDS-003	Confidential Information Policy
CGDS-003	Councillor Support Procedure
CEO-FRM-306	Councillor F facilities and Equipment Requirements
CEO-014	Councillor Claim Form Meeting Expenses Incurred

DRAFT

MEETING DETAILS	Corporate Governance and Financial Services Standing Committee Tuesday 6 October 2020
AUTHOR	Gary Stevenson PSM
AUTHOR POSITION	Chief Executive Officer

5.5

ELECTED MEMBER GROUND RULES

EXECUTIVE SUMMARY

Committee is requested to consider a minor amendment to the Elected Member Ground Rules and recommend adoption to Council.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council that:

- 1. Council approves the minor amendment to the "Elected Member Ground Rules".**

BACKGROUND

"Elected Member Ground Rules" were established by Council in 2012 and were refreshed in 2016.

This document compliments the Vision, Mission and Values of the organisation, the statutory Councillors' Code of Conduct and other related policies.

It provides a concise set of protocols for the team.

At its strategic planning workshop held on 16/17 September Council identified a minor amendment which is recommended to be formally adopted by Council.

IMPLICATIONS

The natural implications are that as a team the ground rules will be commonly understood and applied by all.

CONSULTATION

All Councillors and the Executive Leadership Team members participated in workshop.

BASIS FOR RECOMMENDATION

The review of the Ground Rules is timely and the amendment reflects the importance of the Vision, Mission and Values established by Council.

ACTION ACCOUNTABILITY

The Mayor and Councillors will abide by the policy.

KEY MESSAGES

Council is continually reviewing its way of doing business.

Report prepared by: GARY STEVENSON PSM Chief Executive Officer Date: 2 October 2020	Report authorised by: GARY STEVENSON PSM Chief Executive Officer Date: 2 October 2020
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ATTACHMENTS

- Attachment 1 – Amended “Elected Member Ground Rules”

REFERENCE DOCUMENT

Nil

ELECTED MEMBER GROUND RULES

1. We lead towards the Vision and Mission and live the Values
2. We develop realistic scheduling.
3. We adhere to timeframes.
4. We do prepare and require the time to do so.
5. We request/expect sufficient high quality information to ensure informed decisions can be made.
6. We are open and transparent with our intent.
7. We follow a consistent procedure for meetings and events.
8. We respect all contributions.
9. We are clear with our expectations and have a process for follow up.
10. We actively listen with an open mind on all issues.

MEETING DETAILS

**Corporate, Governance and Financial Services
Standing Committee**
Tuesday 6 October 2020

AUTHOR

Darren Fettell

AUTHOR POSITION

Director Corporate, Governance and Financial Services

6.1

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

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

BACKGROUND

The attached Information Bulletin for October 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: 29 September 2020	Report authorised by: GARY STEVENSON PSM Chief Executive Officer Date: 1 October 2020
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ATTACHMENTS

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

REFERENCE DOCUMENT

- Nil

DATE: October 2020

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

DIRECTORATE HIGHLIGHTS

September has seen the continuation of business as usual activities, along with several larger projects and involvement in meetings / workshops. Certified Agreement meetings are continuing along with involvement from a LDMG perspective in a Theresa Creek Dam emergency exercise. Reports were submitted to the Audit and Risk Committee meeting, including sign-off for the end of year financial statements.

From a Directorate perspective the key activities or areas of focus would include:

- Finalisation of audit of financial statements with Qld Audit Office
- Preparation for 1st Quarter Budget Review and 20/21 Budget planning
- Continuing support of State Election monitoring and advocacy
- Continued progression of further renewals of PSA panel arrangements.
- Finalisation of Annual Report for 2019/2020
- Progression of upcoming Corporate Plan, Business Continuity Planning and Enterprise Risk Management.
- Ongoing review of Local Disaster Management Plan.
- Continuing preparation for upcoming disaster season whilst also managing / factoring COVID impact.
- Finalisation of Draft Asset Management Plan for workshopping with Council

From a Directorate perspective the key issues or risks we are aware of would be:

- Continuing pressure on Procurement and BMC teams whilst also dealing with staff turnover and recruitment processes.
- Recruitment processes in several areas in current economic and with COVID restrictions on travel and relocation as required.
- Ongoing and developing impacts of COVID Pandemic and Recession on supply chains, noting impacts on recent water notices and the upcoming rates notices

BRAND, MEDIA & COMMUNICATIONS DEPARTMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

- QLD State Election Advocacy Doc
- QLD State Election Communication Plan

-
- Swimming Season/re-opening pool facilities
 - Dig It Isaac! Gardening competition communications with Engaged Communities
 - Major Community Grant Program communications
 - Moranbah water limits for works at plant
 - Social Media Schedule for dates of significance
 - Clermont Water Quality Response Plan, Phase 1 (ongoing)
 - Police Remembrance Day Comms
 - Our Resilient Coast – Isaac CHAS with Liveability and Sustainability and Ethos Urban
 - Visit to Moranbah from Queensland Governor
 - Be Part of Our World – rebrand and communication plan strategy for trainees and apprenticeships
 - Recruitment process for Graphic Design / Digital Media Officer
 - Ongoing support for Paws-itive Blueprint with Follow My Lead
 - Rates Communications Plans and Rates Collateral
 - Jamie’s Ministry of Food program communications with Engagement Communities
 - Annual Report Development

Other key achievements for July:

- 13 general media releases issued (as of September 25)
- 27 public notices distributed (as of September 25)
- 23 media inquiries

Facebook

- 8,415 likes increased by 38 as of 25 September 2020.
- 8,527 followers increased by 42 as of 25 September 2020.

Instagram

- 920 followers increased by 11 as of 25 September 2020.

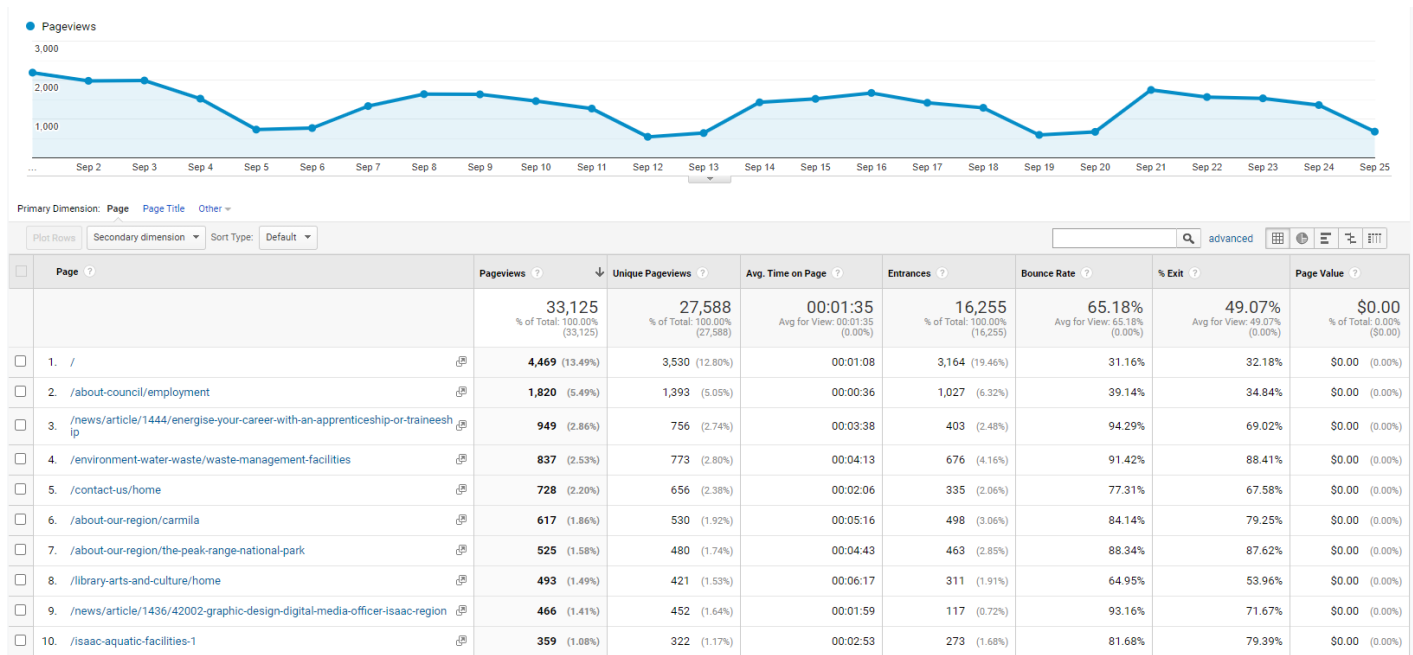
Twitter

- 535 followers overall as of 25 September 2020.

LinkedIn

- 3757 followers increased by 49.

Page views to www.isaac.qld.gov.au featured in below graph



FINANCIAL REPORT:

Not applicable

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

NEXT MONTH'S PROGRAM:

- Social Media tiles and portfolio suite
- QLD State Election – 31 October
- Facilitate diagnosis of need for regional demographic and issues survey program
- Wipes in Waste education program
- Spring De-Fox campaign
- Ongoing support for Paws-itive Blueprint with Dog Registrations and the Community Education Plan
- NAIDOC Week communications with Engaged Communities
- Moranbah Access Road Works Communication Planning
- Continued Rates Communications Plan Roll Out
- Continued Australia Day Nominations Communications Roll Out
- Annual Report Finalisation
- Corporate Photography of ELT and Councillors

DEVELOPING INITIATIVES / ISSUES:

- Ongoing Changes to media landscape – After 28 June no print publications (on-line content only)
- Heightened requirements for development and delivery of video content
- Ongoing media attention of COVID issues

CONTRACTS AND PROCUREMENT DEPARTMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

- 15 Request for Tender projects at various stages
- 33 Requests for Quotations (RFQ) for mid-sized contractual arrangement commenced this month.
- St Lawrence site clean-up 22nd /23rd Sept.
- Clermont Spelling yards QR crossing resolved under tight timeframe
- C&P team undertaking Diploma of Procurement and Contracting for Local Government – second session complete
- Recruitment for Contracts and Procurement Officer role - interviews held.
- Procurement Compliance Review Group – reinvigorated.

PREVIOUS MONTH'S ISSUES:

- Strain on Procurement resources ongoing.
- Melissa Ingle – primary contact for W&W and PECS departure.
- Variations resulting from scoping and specification deficiencies (Water treatment clarifier).
- Compliance with tender publication via online media due to demise of print media – we still need to advertise in print with QCL which has a week lead time.

FINANCIAL REPORT:

- Procurement cost centres overall are under budget.

OPERATIONAL PLAN:

- Renewal of Preferred Supplier Arrangements. Some categories originally identified are covered under Local Buy panel arrangements, other categories do not warrant a pre-qualified PSA panel.
- Procurement Compliance Review Group – Amendment report, Non-Compliance report, Spend Analysis report under development

ORGANISATIONAL DEVELOPMENT PLAN:

- Diploma of Procurement & Contracting – Local Government, Contracts and Procurement team (John Squire, Fiona Branch and Melissa Ingle) have completed 2 of 3 intensive sessions.
- Follow up training session with Vendor Panel held and will begin to direct prospective vendors to register with “Marketplace”.
- RFQ staging reporting to track progress of initiatives – commenced and in play.

NEXT MONTH’S PROGRAM:

- External Web page redevelopment – ongoing with assistance from BMC.
- RFT’s for Theresa Ck desilting, Clermont Netball and Nebo Showground amenity block, Moranbah Fatigue Accommodation, Footpaths construction, Raw Water Supply, Project Management Consultants, Concrete Recycling
- RFQs for variety of plant and equipment. Nebo Pool design, environmental monitoring.
- PSA for Trade Supplies, Cleaning Services, and Pest Control.
- Continue revision of warehouse materials – code structure and descriptions
- Review of Purchase req/quote form for internal use.
- Revise the Procurement and Disposals Policy
- Procurement Procedure revision (flow charts of steps taken)
- Assist IRC staff in navigating procurement compliance requirements (ongoing)
- Follow up on contract notice in council foyers.
- Application of names to clothing – badge testing in workplace.
- Auditors are on location 6th to 16th October.

Purchase Requisitions Released		
Month of:	September 2020	
Value of Purchase Requisitions processed	\$7,664,370.11	
No. Purchase Requisitions Released	832	
Requisitions Suspended	24	
Exceptions Raised	9	\$104,632.94
Variations Raised	2	\$35,216.80

Note in the exceptions above, this includes ~ 12 months of back-charges for Initial-Rentokil sanitary bins totalling \$39k.

DEVELOPING INITIATIVES / ISSUES:

- The Contracts and Procurement workload is an ongoing issue.
- Transition to Retirement of Nebo Storeperson – final working day last week before Christmas recruitment and knowledge transfer.
- Conflicting understanding amongst directorates of Procurement’s roles and responsibilities re Financial Delegation, Administrative Delegation, Workflow, CEO, signing and Council approval.
- C&P team have set aside every Friday morning to work on continuous improvement initiatives, during which BAU will be put on hold.
- Contract & Project Management Framework – committee working on framework & procedures - ongoing activity. Looking at the possible implementation of Tech 1 Contract Management module activation.

FINANCIAL SERVICES

PREVIOUS MONTH’S ACHIEVEMENTS:

- Finalisation of external audit and financial statements
- 1st half year rates notices issued
- Finalisation of the financial data in the 2020 SWIM return
- Reports submitted to Audit and Risk Committee of the 2019/20 financial statements, audit findings and associated reports
- Capital carryforwards adopted and updated in TechOne
- Preparing financial information for the 2020 Annual Report

PREVIOUS MONTH’S ISSUES:

Nil

FINANCIAL REPORT:

Budget adopted 29 July 2020. Annual Financial Statement audit near completion.

DEVIATION FROM BUDGET AND POLICY:

Nil.

Operational plan / Business Plan – exception reporting

Strategy (i.e. C5)	Service Area	Description	Highlight/Exception, including explanation
G3	Financial Asset Management	Pursue financial sustainability through effective use of Council’s resources and assets and prudent management of risk	Depreciation methodology and estimates reviewed

			through valuation and audit applied.
G5	Long Term Financial Forecast	Provide transparent and accountable planning, decision making, performance monitoring and reporting to the community in order to continuously improve.	Monthly Financial statements required under regulation. Quarterly budget reviews undertaken.

NEXT MONTH'S PROGRAM:

- 1st Quarter Budget Review being undertaken
- Processing and issuing of 1st half yearly rates notice
- Adjustments to QTC Financial Forecasting model for audit changes
- Consolidated Data Return preparation and lodgment
- Preparing the budget/PAG timeline for the 21/22 budget
- Full cost recovery review and formulate new model to be workshopped in anticipation of adoption for 21/22 budget

GOVERNANCE AND CORPORATE SERVICES DEPARTMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

- Continued to progress Enterprise Risk Management Strategic and Operational Risk Registers
- Facilitated the Audit & Risk Committee on 2 September 2020
- Scheduled the 2020/21 Internal Audits as per the rolling Internal Audit Plan
- Drafting of the 2019-2020 Annual Report
- Continued development of the reporting tool for 2020/21 Annual Operational Plan
- Review of Corporate Policy Register, with significant updates to Policies being progressed

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

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

NEXT MONTH'S PROGRAM:

- Finalise the draft 2019-2020 Annual Report with ELT, Councillors and external auditors
- Participate on the evaluation Panel for Community Chest Grants, reporting to the Special Community Grants Standing Committee
- Commence preparation of the 1st quarter performance report on the 2020-21 Annual Operational Plan
- Progress Corporate Plan project in line with Council direction (May 2020)
- Continue facilitation and monitoring of the Strategic and Operational Risk Registers
- Progress Audit & Risk Committee actions and Internal Audit Plan
- Facilitate rollout/implementation of the new *Human Rights Act 2019*
- Review and drafting of several Corporate Policies
- Continue review of Organisational Development Plan with ELT and Management.
- Continue to liaise with internal and external stakeholders to finalise various agreements and legal matters

Organisation Development Plan or Capital Projects

Organisational Development 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	Completed – Annual Action, business as usual 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:

- Assist with any actions to assist in responding to COVID19 matters.

INFORMATION SOLUTIONS DEPARTMENT

PREVIOUS MONTH ACHIEVEMENTS:

- Replacement of large printers across IRC admin offices
- ICT penetration test carried out – awaiting the report
- TechOne Finance module upgraded to latest version
- Trial of electronic timesheets continues – positive feedback so far

PREVIOUS MONTH'S ISSUES:

No issues

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
Use O365 roadmap report to develop an implementation plan			
Finalise procurement for new WAN tower			
Finalise evaluation of SD-WAN options			

DEVELOPING INITIATIVES / ISSUES:

- Mobile computing
- Collaboration tools
- Business continuity planning

STRATEGIC ASSET DEPARTMENT

PREVIOUS MONTH ACHIEVEMENTS:

- Rebecca Panoho has commenced as the Project Co-ordinator during the month and has started a review of 16 projects from the FY2020 to evaluate the effectiveness of the PAG and to review the project management deliver process.
- Interviews for the replacement Asset Officer were undertaken after the position was advertised early in the month. The advertisement did not specify a location within the region and this will be determined with the successful applicant.
- The long-term financial modelling of Asset renewals is complete and the drafting of the Strategic Asset Management Plan is underway.

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. Draft report will be delayed until end of October 2020.
I5	Project Accountability	Develop a Project Accountability Gateways Framework	PAG 2020-21 review and improvements are underway.

NEXT MONTH'S PROGRAM:

Review 16 Projects from FY2020 PAG and Project Delivery.

- Continue consultation with Directorates on Asset renewal financial modelling.
- Recruitment and initiation of Asset Officer to be finalised.

DEVELOPING INITIATIVES / ISSUES:

Not Applicable.

ORGANISATIONAL SAFETY DEPARTMENT

PREVIOUS MONTHS ACHIEVEMENTS:

WHS Team

- R U OK rolled out at toolboxes also P&P delivered bullying and harassment training.
- The strategic plan for the wellness group was finalised, the group is meeting regularly and endorsing initiatives.
- Work on training records continues, the training procedure is under review.
- Notified by LGW of midterm surveillance audit for Isaac to be conducted Feb-April 2020.
- All sites are being audited for safety and environmental, reports prepared and sent to management.
- Training for Contractor and Project management has been scheduled for late October.

Disaster Management team

- Local Disaster Management Plan is currently under review, it will be provided to Council for endorsement after the Local Disaster Management Group.
- A functional exercise is being drafted to test Isaac's capabilities with consideration to Cyclones and implications of COVID.
- Participated in desktop exercise to test the Theresa Creek Dam Emergency Action Plan
- Big Map Workshop with Councillors as part of the Burdekin Haughton River Resilience Strategy was hosted by QRA.
- Isaac Fire Management Group met to finalise mitigation strategies ahead of the bushfire season.
- Local Disaster Coordination Centre is now back at lean forward, by centre remains operational ready.

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)	2018	Dec 2020	Ongoing, CHRC is leading the project. This has been delayed by COVID-19, awaiting report from CHRC.
Flood monitoring camera upgrade	July 2020	Dec 2020	Awaiting contractor availability
NEBO SES shed	July 2020	Mar 2021	This is on hold with consideration to possible movement of QAS, a report will be provided to Council once finalised.

Report authorised by:

DARREN FETTELL

**Director Corporate Governance and Financial
Services**

Date: September 2020





ATTACHMENTS

- Nil

TERM / ACRONYM	MEANING
AOP	Annual Operational Plan
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 2020/2021 Capital Works Progress

Project Number:	Project Name:	Stage:	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Status:	Comments:
CW192624	Video Conferencing Rooms (Carried forward)	Scope														No carry forward, project has been capitalised. Project delayed due to the effects of COVID-19 on our supply chain. Only Nebo and StL left to be done. Aiming for Nov 2020 subject to the availability of equipment.
		Procurement														
		Completion														

LEGEND	
	Progressing
	Delayed
	Stop
	Completed

MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee

Tuesday 6 October 2020

AUTHOR

Jacki Scott

AUTHOR POSITION

Manager People and Performance

6.2

PEOPLE AND PERFORMANCE INFORMATION BULLETIN – OCTOBER 2020

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Note the People and Performance Information Bulletin for October 2020.*

BACKGROUND

The attached Information Bulletin for October 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: 30 September 2020	Report authorised by: GARY STEVENSON PSM Chief Executive Officer Date: 1 October 2020
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ATTACHMENTS

- Attachment 1 – People and Performance Information Bulletin – October 2020

REFERENCE DOCUMENT

- Nil

DATE: October 2020

PEOPLE & PERFORMANCE

DIRECTORATE HIGHLIGHTS:

People & Performance (P&P) hosted the final gathering event for the Pilot Mentoring program. The 12-month program was described as a success through testimonials provided by the participants. The event provided an opportunity for mentors and mentees to celebrate and reflect on their journey and achievements over the 12 months. The sharing of experiences demonstrated a well-structured, rewarding program which aligns to IRC's commitment of "growing our own" by increasing our peoples' skills and pathways, developing emerging leaders, supporting succession planning and increasing employee engagement.

All feedback received from the mentors and mentees will assist P&P in undertaking a review of the program to make necessary improvements to ensure the success of the next Mentoring Program 2020. Nomination for the next intake is currently open, closing Wednesday 7 October.

The Lunch 'n' Learn Program held one (1) series this month with guest speaker Gary Murphy sharing his experiences on the topic of "Bringing Out the Best in Others" in the workplace. The series is available on IRIS for employees to access.

The Isaac Regional Council (IRC) Certified Agreement (CA) negotiations is progressing well. The Single Bargaining Unit (SBU) continued negotiations, which were held on Tuesday 1 September and Wednesday 2 September 2020 in preparation for a new CA. The SBU have commenced work on a working document that identifies the agreed items to date and any legislative requirements that had been made. All other claims of items are still at a point of negotiations. Negotiations of a new CA will continue in October 2020 with an expectation to have a new agreement in place by 1 July 2021.

Recruitment has commenced for the annual Apprentice/Trainee intake for 2021, with particular focus on planning for the Apprentice and Trainee Engagement Centre Day. The advertisements for these positions have been posted on numerous platforms, including social media, and closed on 30 September 2020.

The IRC Code of Conduct training is now available on SMART (Lucidity) for all employees to access. This is the first IRC-developed training program made available online that has a reoccurring requirement with reminders for employees to undertake every two (2) years.

P&P has developed some baseline workforce planning tools which we will continue as part of our strategic planning. We have commenced initial work around succession planning which we are working with directorate management teams to identify critical roles and people to form the Vacancy Risk Assessment.

ACHIEVEMENTS WITHIN SEPTEMBER:

Esther Olney, former Trainee Compliance Officer, was announced as Regional winner of the Bob Marshman Trainee of the Year award at the Queensland Training Awards for the Central Queensland region on Friday 11 September 2020. Esther then went on to represent at the national Queensland Training Awards on 18 September 2020. Esther worked with our Compliance & Integration team and achieved so much during her time with Council.



The P&P team worked in collaboration with Organisational Safety to deliver the Bullying, Harassment and Discrimination training at toolboxes across the region. The training coincided with R U OK? Day which took place on Thursday 10 September 2020.

ISSUES WITHIN SEPTEMBER:

Reinstatement claim was not advanced; however, this has turned into a civil claim for loss of wages. The hearing was held at the Moranbah Magistrates Court on 24 September. Magistrate issued directions to report back on the next mention date, listed for 16 October 2020 at 9.00am.

FINANCIAL REPORT:

People and Performance is tracking to budget for the month of September 2020.

DEVIATION FROM BUDGET AND POLICY:

Nil

SEPTEMBER'S PROGRAM:

DEVELOPING INITIATIVES / ISSUES:

The Employee Pulse Survey has been reviewed in preparation for this year's annual survey. P&P have been working on finalising the survey to be rolled out in October 2020. Questions regarding COVID-19, flexible working arrangements and overall employee wellbeing have been added as a one-off. We endeavour to use previous survey responses in conjunction with the responses to this survey to measure organisational success across these elements.

Demi and Litia have commenced initial research into the drafting of an Aboriginal and Torres Strait Islander Employment and Retention Strategy. The team will continue to research, aiming to submit a final draft strategy document to ELT in November 2020.

Kielly and Litia have been working with Glencore to organise work experience opportunities for the Indigenous Pathways Program participants. The initial project brief was endorsed by ELT in late June 2020; however, is currently being updated to reflect an evolved plan. The updated project brief, which will include a budget spreadsheet, will be provided to ELT in October 2020.

The implementation of the Cultural Leadership Development Program will commence with OLT as an introduction to the program. It is anticipated that the roll out of the program to all IRC employees will commence in the new year 2021. This is a large-scale cultural leadership program that will have lasting benefits to IRC and its employees.

The Flexible Working Framework, Policy, Procedure and associated documents were endorsed at the September Ordinary Council meeting. The P&P team will continue with the implementation of the flexible working framework, which will see IRC develop from ad-hoc flexibility to a more open and mature way of working flexibly. We will use what we learned during COVID-19 to remove barriers and to help us understand the different types of flexibility for all roles at IRC.

P&P has developed some baseline workforce planning tools which we will continue as part of our strategic planning. We have commenced initial work around succession planning which we are working with Directorate management teams to identify critical roles and people to form the Vacancy Risk Assessment.

P&P is continuing to work with Supervisors/Managers to ensure corporate knowledge capture is an ongoing part of the separation process. We have developed a document for the Supervisors/Managers to complete with the separating employee to capture key aspects of the role.

P&P is currently developing an Attraction and Retention strategy to help us attract skilled employees and also develop retention plans to retain employees. A New Starter Survey has been developed and implemented, seeking feedback on the onboarding stages at three (3) months and nine (9) months. The survey asks new employees about their onboarding experience and how their first three (3) months are going, then experience at nine (9) months. The survey will seek to provide insight into what has attracted the employee to IRC and if the experience so far is what they thought it would be. The majority of IRC's turnover occurs between one (1) and three (3) years.

P&P has commenced planning work around continuation of training and development plans for all CA employees to complete with their Supervisor. We are currently reviewing and refining the process to simplify its delivery to the organisation.

Consultation is occurring to review the Learning and Development strategy. This will be in a final draft format by the end of October.

Performance Plans and 360-Degree Surveys are ongoing with the first year of surveys being prepared for the Management team.

P&P are steadily reviewing our policies and procedures.

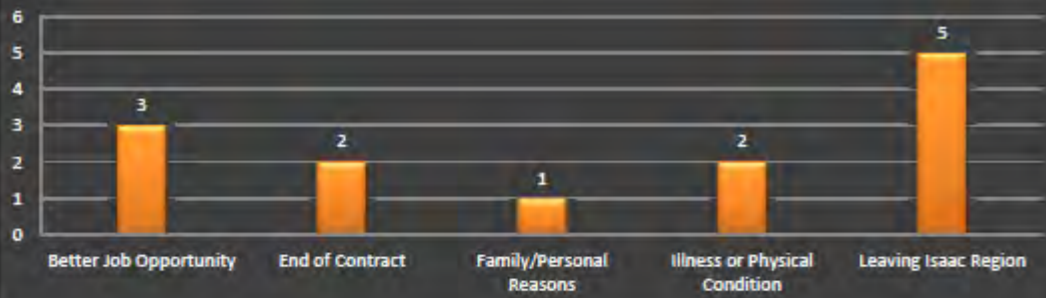
ESTABLISHMENT REPORT:

Table 1.0 shows the Total Positions at 460.00 Full Time Equivalent (FTE). The PECS transition is still active.

	Approved FTE			ACTUAL POSITIONS		
APPROVED POSITIONS	FILLED	VACANT	TOTAL	FILLED	VACANT	TOTAL
Approved FTE	407.1	52.9	460	419	55	474
	Approved FTE			Actual Positions		
Department	Filled	Vacant	Total	Filled	Vacant	Total
CEO	5	1	6	5	1	6
People & Performance	10	2	12	10	2	12
Corporate, Governance & Financial Services	2	0	2	2	0	2
Financial Services	20	1	21	20	1	21
Brand Media & Communications	6	1	7	6	1	7
Information Solutions	17.4	2	19.4	18	2	20
Governance & Corporate Services	4	0	4	4	0	4
Contracts & Procurement	6	1	7	6	1	7
Workplace Health & Safety	9	1	10	9	1	10
Asset Team	3	1	4	3	1	4
Galilee & Bowen Basin	6	0	6	6	0	6
Engineering & Infrastructure	1	1	2	1	1	2
Parks & Recreation	53.2	10	63.2	54	10	64
Plant Fleet & Workshop	12	1	13	12	1	13
Infrastructure East	22	2	24	22	2	24
Infrastructure West	41	5	46	41	5	46
Corporate Properties & Fleet	25.5	2.7	28.2	29	3	32
Infrastructure Planning & Technical Services	5	0	5	5	0	5
Planning Environment & Community Services	4	1	5	4	1	5
Economy & Prosperity	7	2	9	7	2	9
Liveability & Sustainability	13	0	13	13	0	13
Community Education & Compliance	15	4	19	15	4	19
Engaged Communities	13.7	0	13.7	14	0	14
Community Hubs	29.8	0.7	30.5	33	1	34
Community Facilities	12.4	3.5	15.9	15	5	20
Waste Services	18.1	0	18.1	19	0	19
Water & Waste	46	10	56	46	10	56
	407.1	52.9	460	419	55	474

CGFS - Demographics - 12 Months to September 2020

Reason for Turnover



Terminated Employee Length of Service



GENDER



HEADCOUNT

67

HIRING

11

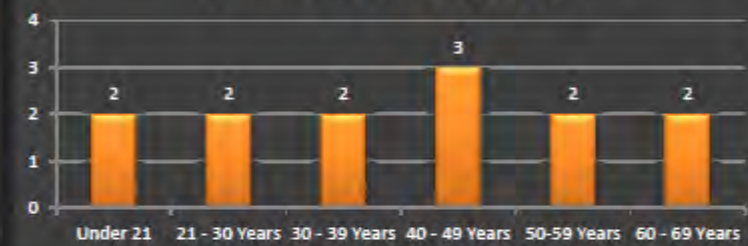
TURNOVER

11

Turnover - 12 Months



Terminated Employee Age



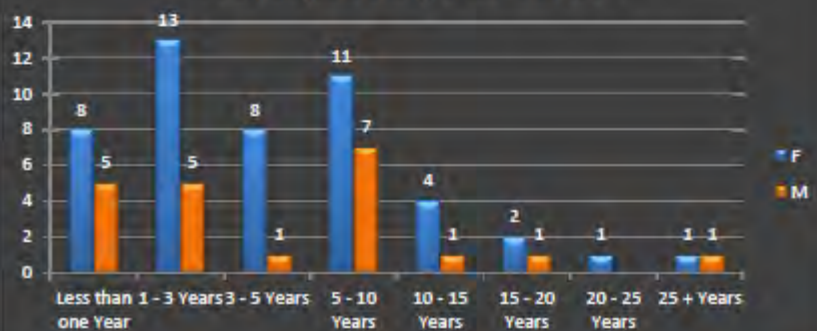
Approved FTE by Department



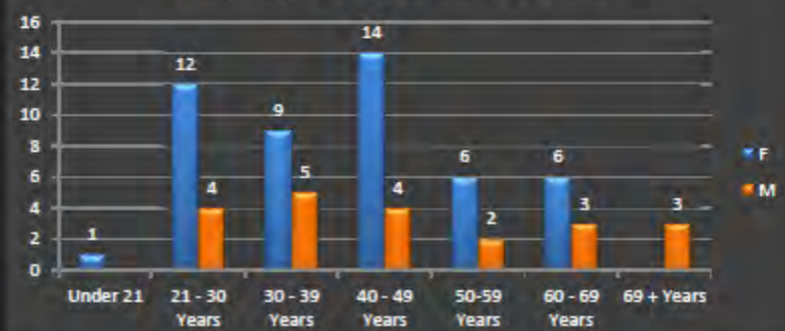
Current Vacancies



Employee Length of Service



Employee Age Demographics

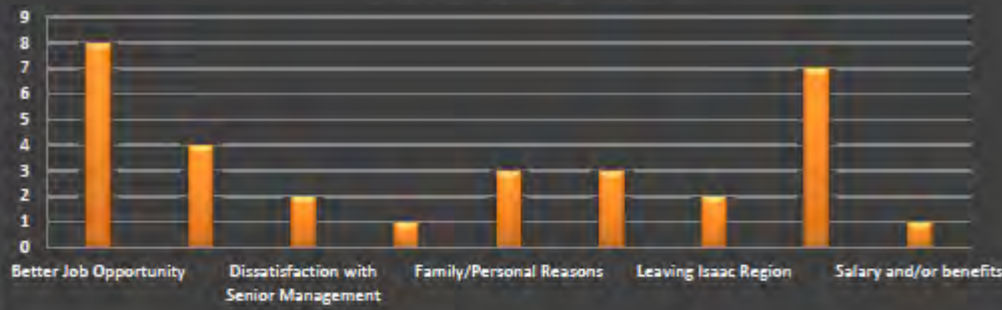


Position Location

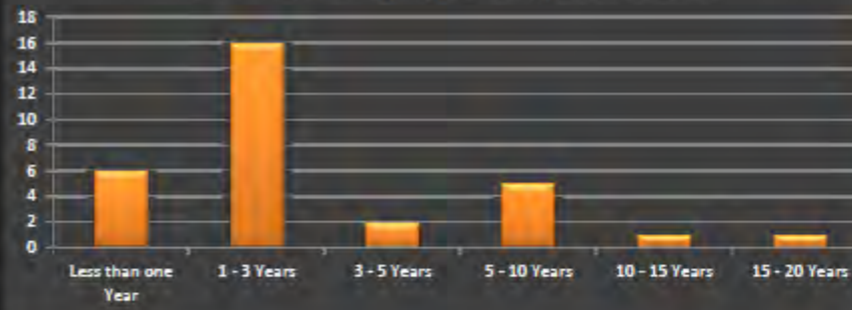


E&I - Demographics - 12 Months to September 2020

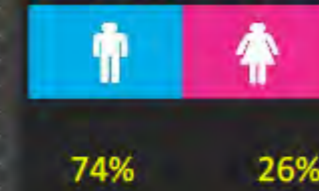
Reason for Turnover



Terminated Employee Length of Service



GENDER



HEADCOUNT

168

HIRING

32

TURNOVER

27

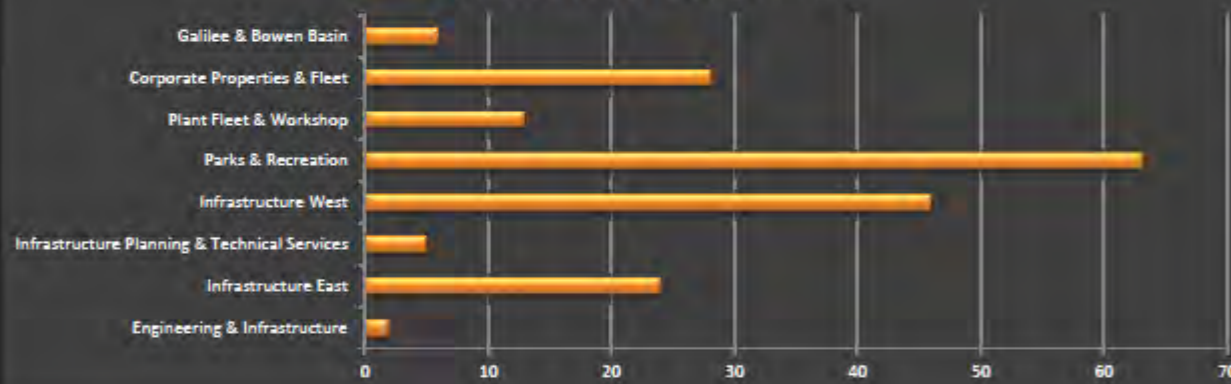
Turnover - 12 Months



Terminated Employee Age



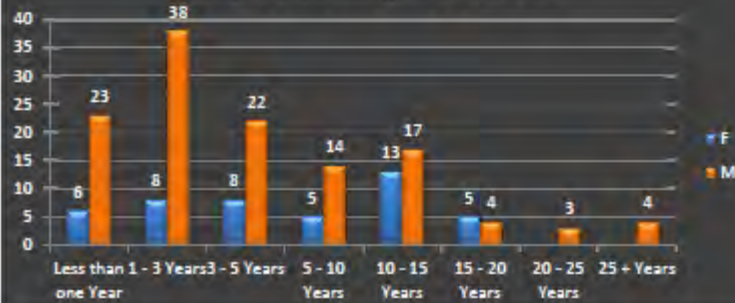
Approved FTE by Department



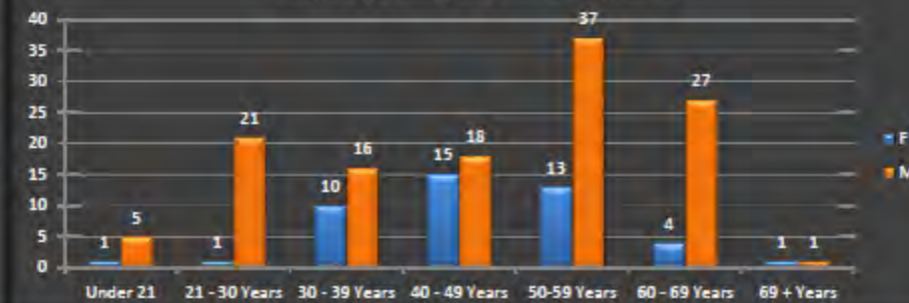
Current Vacancies



Employee Length of Service

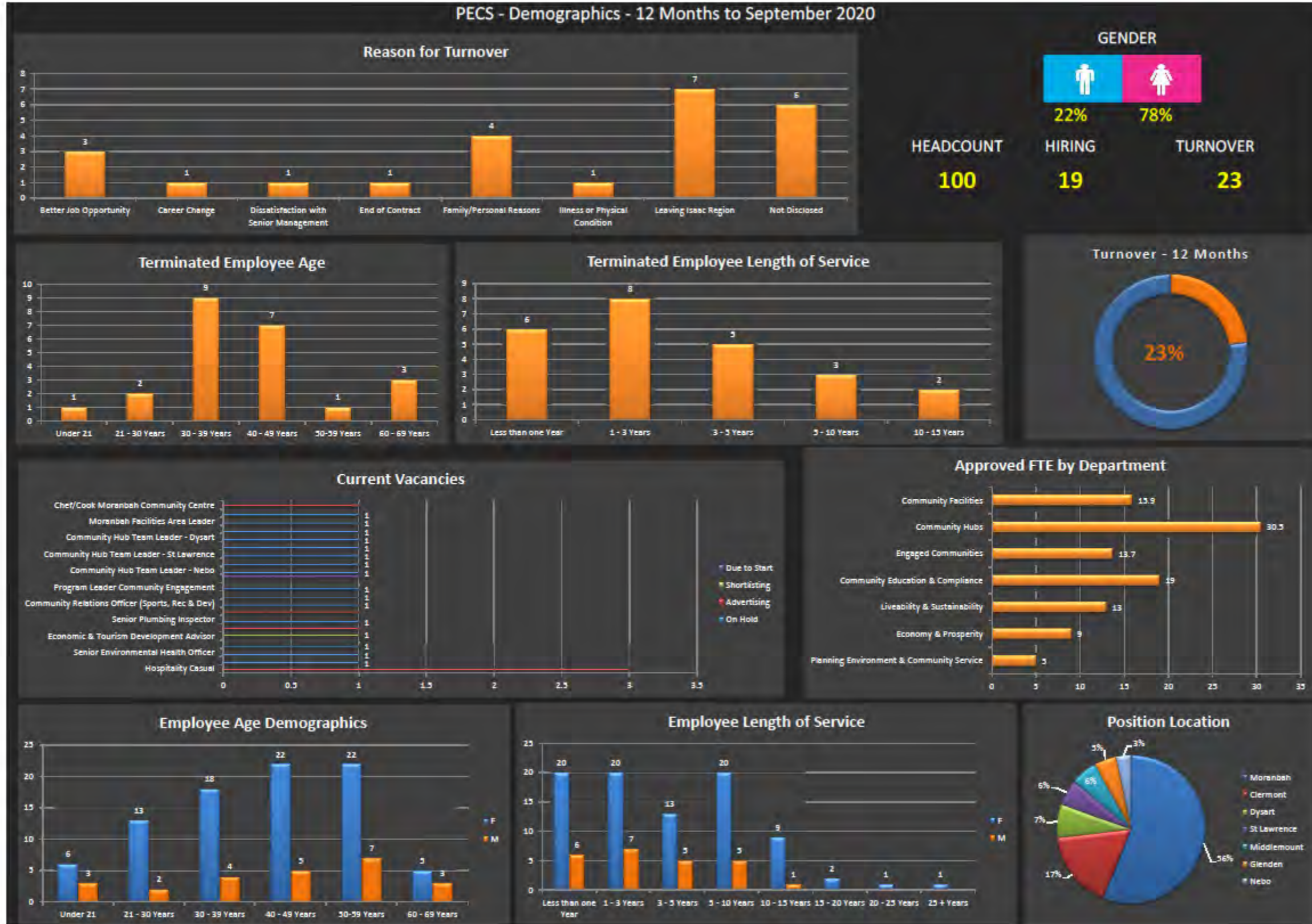


Employee Age Demographics



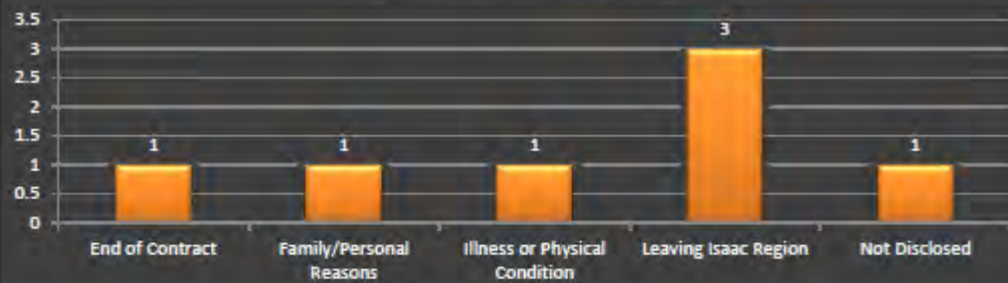
Position Location





W&W - Demographics - 12 Months to September 2020

Reason for Turnover



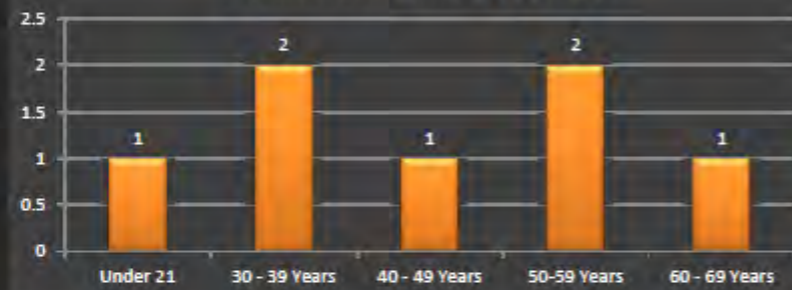
Terminated Employee Length of Service



Turnover - 12 Months



Terminated Employee Age



HEADCOUNT

65

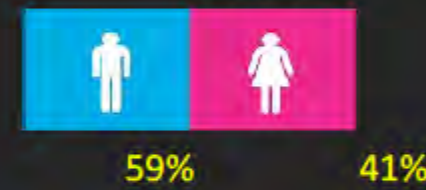
HIRING

6

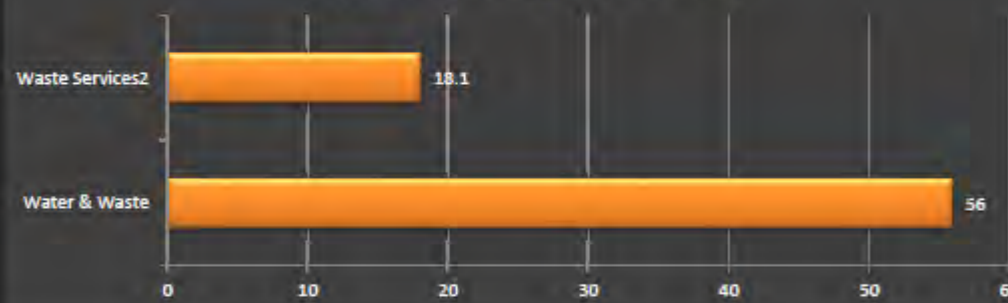
TURNOVER

7

GENDER



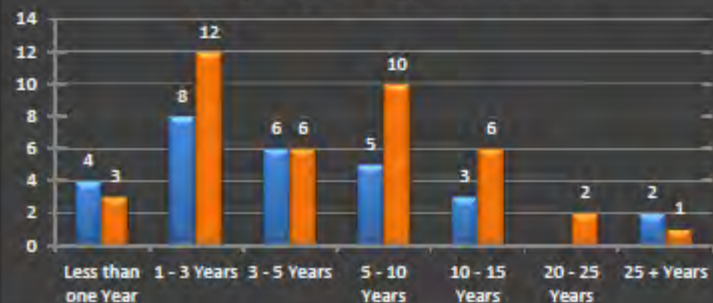
Approved FTE by Department



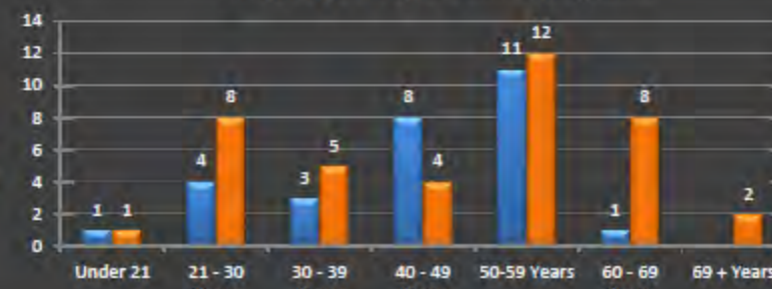
Current Vacancies



Employee Length of Service



Employee Age Demographics



Position Location

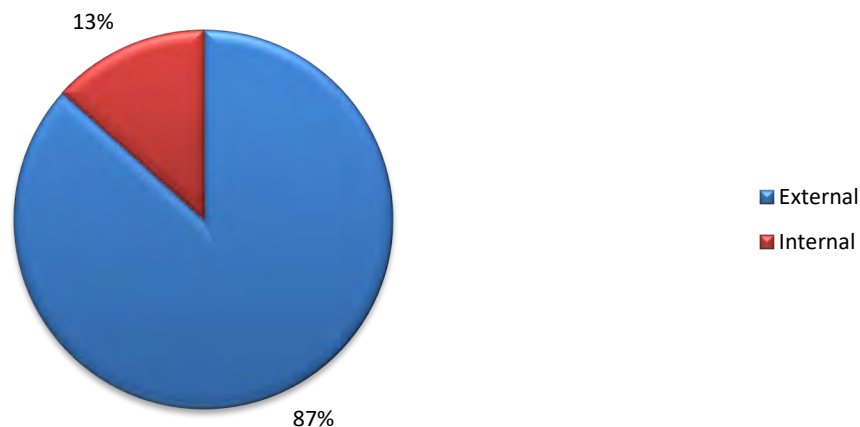


RECRUITMENT UPDATE

Positions Filled in the Month of September 2020.

Position No.	Position Title	Location	FTE	Effective
CEO Office				
Corporate Governance and Financial Services				
49,003	Project Coordination Officer	Moranbah	1	7/09/2020
Engineering and Infrastructure				
56,422	Labourer	Dysart	1	21/09/2020
57,615	Cleaner	Middlemount	0.7	7/09/2020
Planning, Environment and Community Services				
64,543	Compliance Officer	Moranbah	1	14/09/2020
67,510	Casual Pool Attendant	Moranbah	0.5	7/09/2020
67,511	Casual Pool Attendant	Moranbah	0.5	7/09/2020
67,512	Casual Pool Lifeguard	Moranbah	0.5	7/09/2020
67,513	Casual Pool Lifeguard	Moranbah	0.5	7/09/2020
67,514	Casual Swim Teacher	Moranbah	0.5	7/09/2020
67,515	Casual Swim Teacher	Moranbah	0.5	7/09/2020
67,516	Casual Swim Teacher	Moranbah	0.5	9/09/2020
67,517	Casual Swim Teacher	Moranbah	0.5	7/09/2020
67,623	Casual Community Facilities Officer	Glenden	0.5	14/09/2020
Water and Wastewater				
81,000	Manager Operations & Maintenance	Clermont	1	14/09/2020
81,015	Water & Wastewater Operator	Dysart	1	14/09/2020

Internal & External Recruitment for the Month



INFORMATION BULLETIN

VACANT POSITIONS – ACTIVE RECRUITMENT

Position No.	Position Title	Location	Vacated Date	FTE	Budgeted	No of Working Days Vacant	Reason for Excessive Period
CEO Office							
10,009	Deputy Chief Executive Officer	Moranbah	0/01/1900	1	Yes	0	
11,106	People & Performance Officer	Moranbah	26/06/2020	1	Yes	69	
11,108	People & Performance Assistant	Moranbah	3/04/2020	1	Yes	129	
Corporate Governance and Financial Services							
41,017	Manager Revenue and Rating	St Lawrence	10/05/2020	1	Yes	103	
42,002	Graphic Design & Digital Media Officer	Moranbah	31/07/2020	1	Yes	44	
44,104	Senior ICT Officer	Moranbah	10/05/2020	1	Yes	103	
44,230	Coordinator Technical Asset Management	Moranbah	1/11/2019	1	Yes	239	
46,102	Contracts and Procurement Officer	Moranbah	22/09/2020	1	Yes	7	
47,006	Local SES Controller	Moranbah	17/08/2020	1	Yes	33	
49,002	Asset Officer	Moranbah	11/09/2020	1	Yes	14	
Engineering and Infrastructure							
50,001	Executive Assistant	Moranbah	20/03/2020	1	Yes	139	
52,213	Labourer	Moranbah	20/09/2020	1	Yes	8	
52,215	Labourer General Trades	Moranbah	24/02/2020	1	Yes	158	
52,219	Mower Operator	Moranbah	30/08/2020	1	Yes	23	
52,226	Groundsman	Moranbah	13/11/2019	1	Yes	231	
52,227	Senior Irrigation System Maintainer	Moranbah	27/12/2019	1	Yes	199	
52,234	Labourer	Clermont	30/08/2020	1	Yes	23	
52,235	Labourer	Clermont	3/05/2020	1	Yes	108	
52,239	Labourer	Clermont	4/02/2020	1	Yes	172	
52,263	Labourer/Gardener	Glenden	21/02/2020	1	Yes	159	
52,282	Labourer	Middlemount	9/06/2020	1	Yes	82	
55,601	Roller Plant Operator	Clermont	17/08/2020	1	Yes	33	
55,604	Truck Driver	Clermont	22/05/2020	1	Yes	94	
56,000	Manager Infrastructure, Parks and Recreation	Moranbah	28/08/2020	1	Yes	24	
56,063	Works Admin Officer	Dysart	28/08/2020	1	Yes	24	
56,205	Road Train Driver	Clermont	7/08/2020	1	Yes	39	
56,213	Grader Operator	Clermont	19/04/2020	1	Yes	118	
56,514	Plant Operator	Moranbah	21/02/2020	1	Yes	159	
57,503	Application Compliance Officer	Moranbah	8/03/2020	0.7	Yes	148	
57,507	Apprentice Carpenter	Moranbah	20/02/2020	1	Yes	160	
57,621	Cleaner	Glenden	8/05/2020	1	Yes	104	
58,206	Team Leader - East	Moranbah	15/08/2020	1	Yes	33	

INFORMATION BULLETIN

Position No.	Position Title	Location	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	31/01/2020	1	Yes	174	
62,501	Economic & Tourism Development Advisor	Clermont	18/09/2020	1	Yes	9	
62,505	Administration Trainee	Clermont	30/08/2020	1	Yes	23	
64,502	Building & Land Use Investigation Officer	Moranbah	20/07/2018	1	Yes	574	
64,520	Senior Building Surveyor	Moranbah	5/06/2020	1	Yes	84	
64,530	Senior Plumbing Inspector	Moranbah	0/01/1900	1	Yes		
64,545	Trainee Compliance Officer	Moranbah	13/09/2020	1	Yes	13	
64,550	Senior Environmental Health Officer	Moranbah	7/08/2020	1	Yes	39	
65,606	Community Relations Officer (Sports, Rec & Dev)	Moranbah	0/01/1900	1	Yes		
65,607	Community Relations Officer (First Peoples)	Moranbah	0/01/1900	1	Yes		
65,610	Program Leader Community Engagement	Moranbah	0/01/1900	1	Yes		
66,721	Community Hub Team Leader - Nebo	Moranbah	0/01/1900	1	Yes		
66,725	Community Hub Team Leader - Glenden	Moranbah	0/01/1900	1	Yes		
66,729	Community Hub Team Leader - St Lawrence	Moranbah	0/01/1900	1	Yes		
66,741	Community Hub Team Leader - Middlemount	Moranbah	0/01/1900	1	Yes		
66,746	Community Hub Team Leader - Dysart	Moranbah	0/01/1900	1	Yes		
66,750	Community Hub Team Leader - Clermont	Moranbah	0/01/1900	1	Yes		
66,754	Frontline Service Officer	Clermont	31/07/2020	0.7	Yes	44	
67,613	Hospitality Casual	Dysart	17/07/2020	0.5	Yes	54	
67,630	Moranbah Facilities Area Leader	Moranbah	0/01/1900	1	Yes		
67,631	Chef/Cook Moranbah Community Centre	Moranbah	18/09/2020	1	Yes	9	
67,634	Hospitality Casual	Moranbah	17/07/2020	0.5	Yes	54	
67,638	Hospitality Casual	Moranbah	29/05/2020	0.5	Yes	89	
Water and Waste							
81,016	Senior Water & Wastewater Operator	Middlemount	17/05/2019	1	Yes	359	
81,017	Water & Wastewater Operator	Dysart	16/12/2019	1	Yes	208	
81,019	Apprentice Plumber	Clermont	13/04/2020	1	Yes	123	
81,021	Water & Wastewater Operator	Middlemount	19/06/2020	1	Yes	74	
81,057	Senior Water & Wastewater Operator	Clermont	13/09/2019	1	Yes	274	
81,084	Water & Wastewater Operator	Moranbah	19/07/2020	1	Yes	53	
81,089	Trainee Water & Wastewater Operator	Moranbah	7/01/2020	1	Yes	192	
81,097	Electrician	Moranbah	0/01/1900	1	Yes		
81,098	Maintenance Fitter	Moranbah	0/01/1900	1	Yes		
81,602	Planning Engineer	Moranbah	3/05/2019	1	Yes	369	

TURNOVER DEMOGRAPHICS

Figure 1.0 Turnover Demographics – 12 Months.

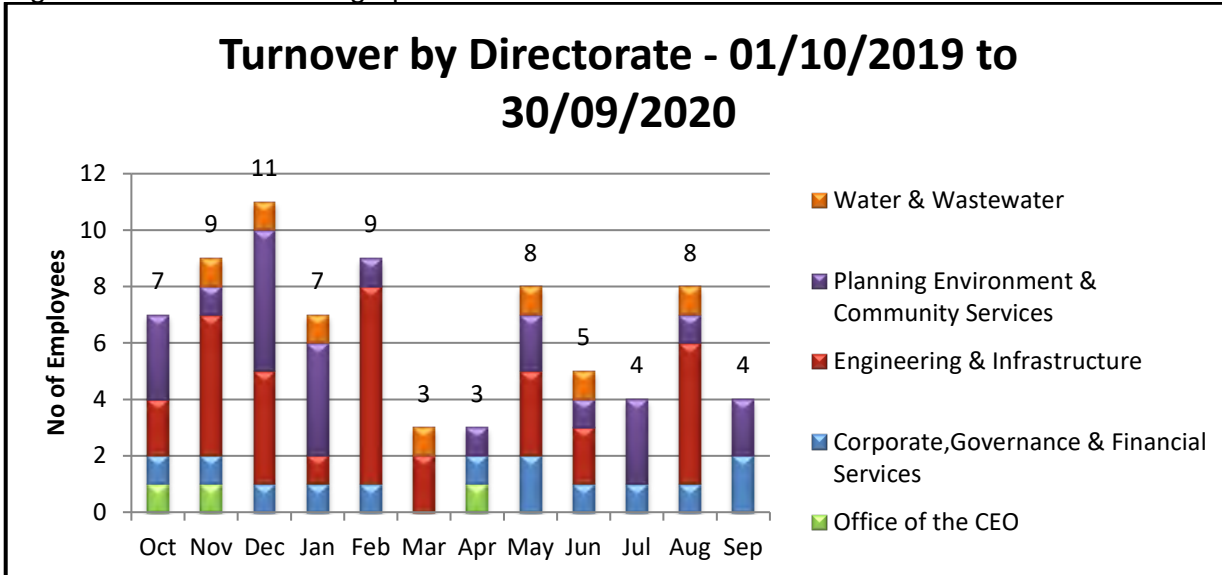


Figure 2.0 Turnover Demographics – Reason for Turnover 12 Months.

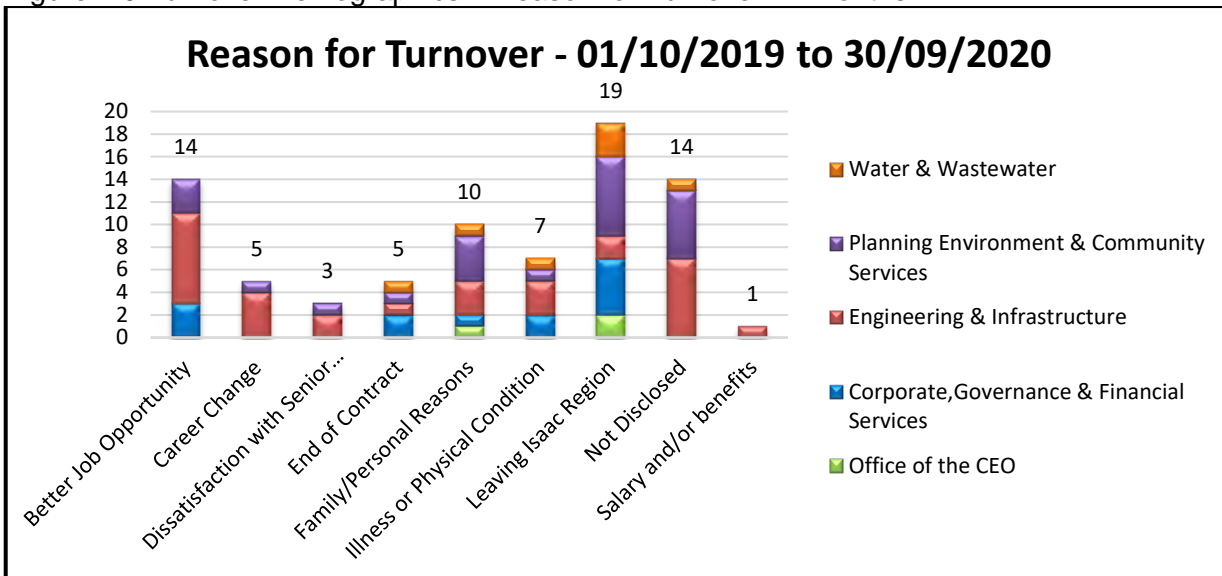


Figure 3.0 Turnover Demographics – Reason for Turnover – August.

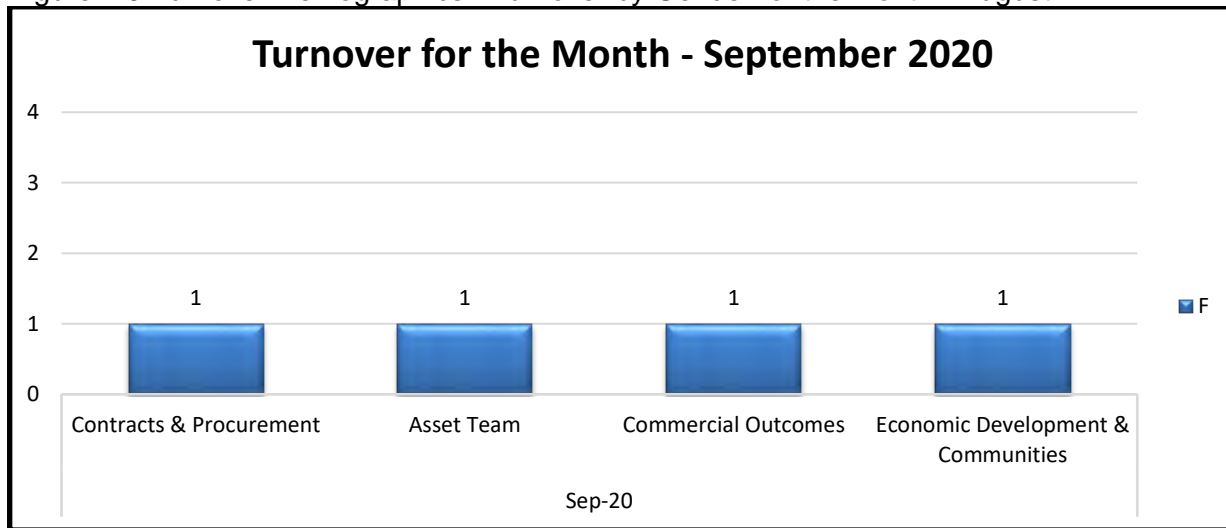


Directorate	Monthly Turnover	Annual Turnover
Office of the CEO	0.00%	20.00%
Corporate, Governance & Financial Services	2.99%	16.42%
Engineering & Infrastructure	0.00%	19.05%
Planning Environment & Community Services	2.02%	23.00%
Water & Wastewater	0.00%	10.77%
Monthly Turnover	1.94%	18.31%

Annual Employee Turnover by Gender	No.	%
Male	38	18.45%
Female	38	18.18%

Directorate Turnover by Gender	Female	Male
Office of the CEO	2	
Corporate, Governance & Financial Services	2	
Engineering & Infrastructure		
Planning Environment & Community Services	2	
Water & Wastewater		
Monthly Turnover	6	0

Figure 4.0 Turnover Demographics – Turnover by Gender for the Month - August.



WORKFORCE – DEMOGRAPHICS

Figure 1.0 Workforce Demographics – Male vs Female employees

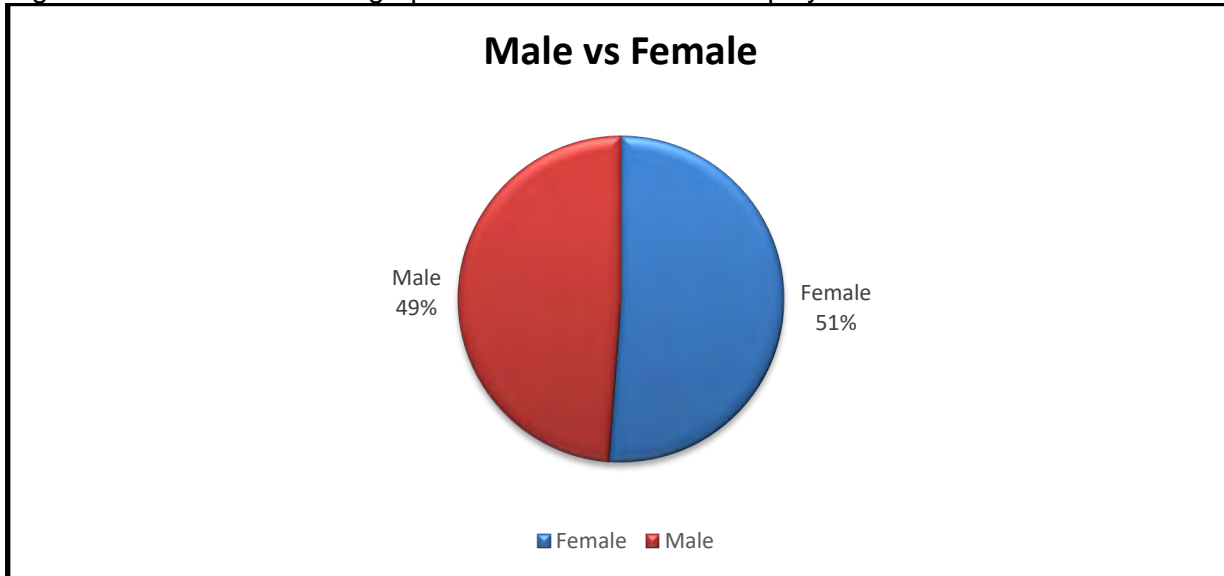


Figure 2.0 Workforce Demographics – Male vs Female – Management Positions

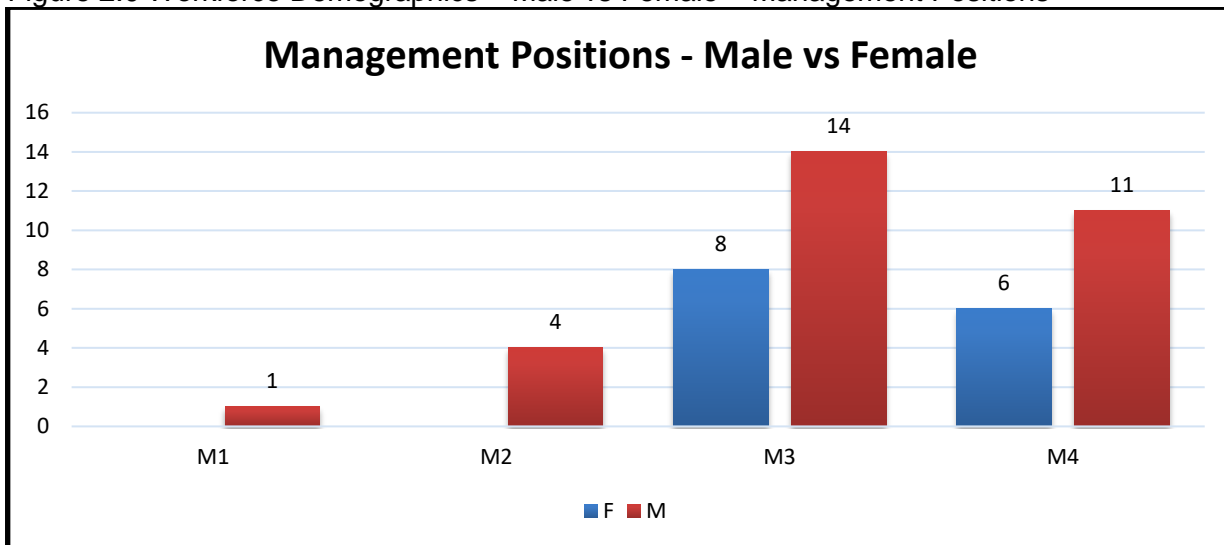


Figure 3.0 Workforce Demographics – Male vs Female – M3/M4 Management Positions

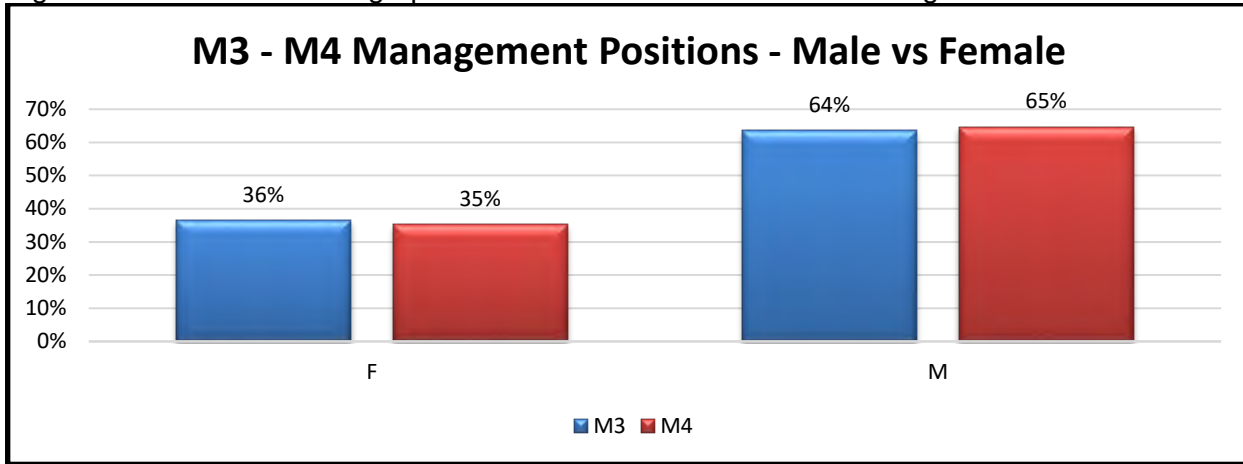
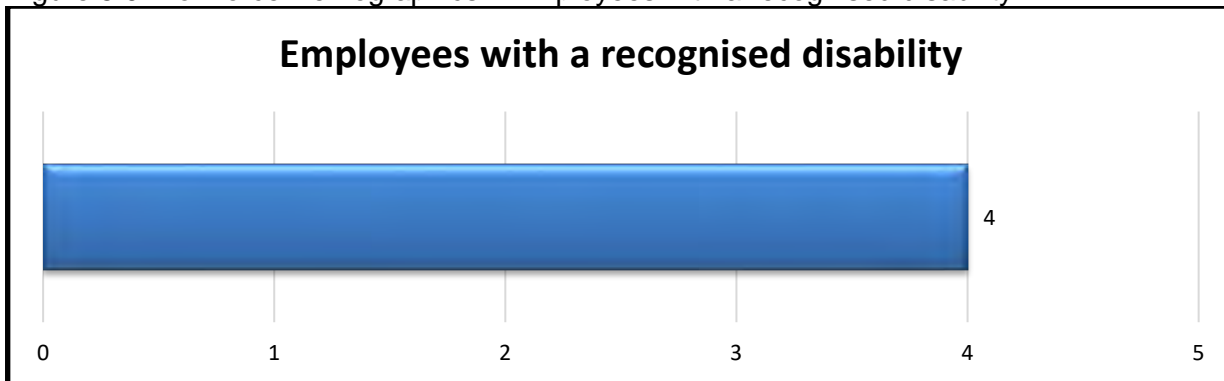


Figure 4.0 Workforce Demographics – Indigenous Employees



Figure 5.0 Workforce Demographics – Employees with a recognised disability



WORKFORCE - LEAVE

Figure 1.0 Workforce Demographics – Excess Annual Leave by Directorate.

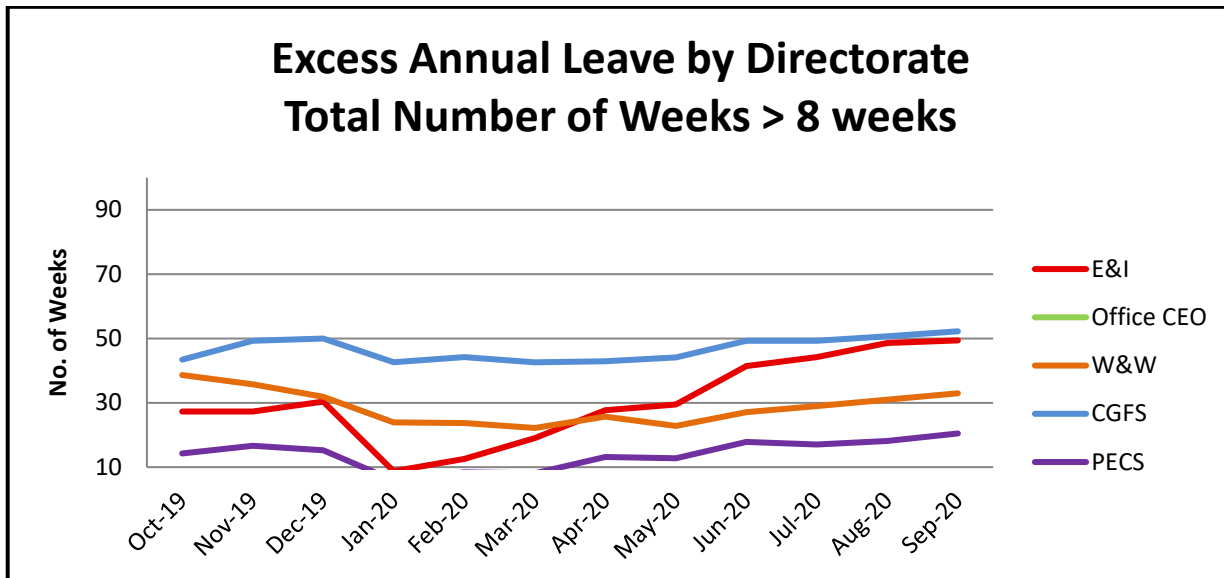


Figure 2.0 Workforce Demographics – Excess Long Service Leave by Directorate.

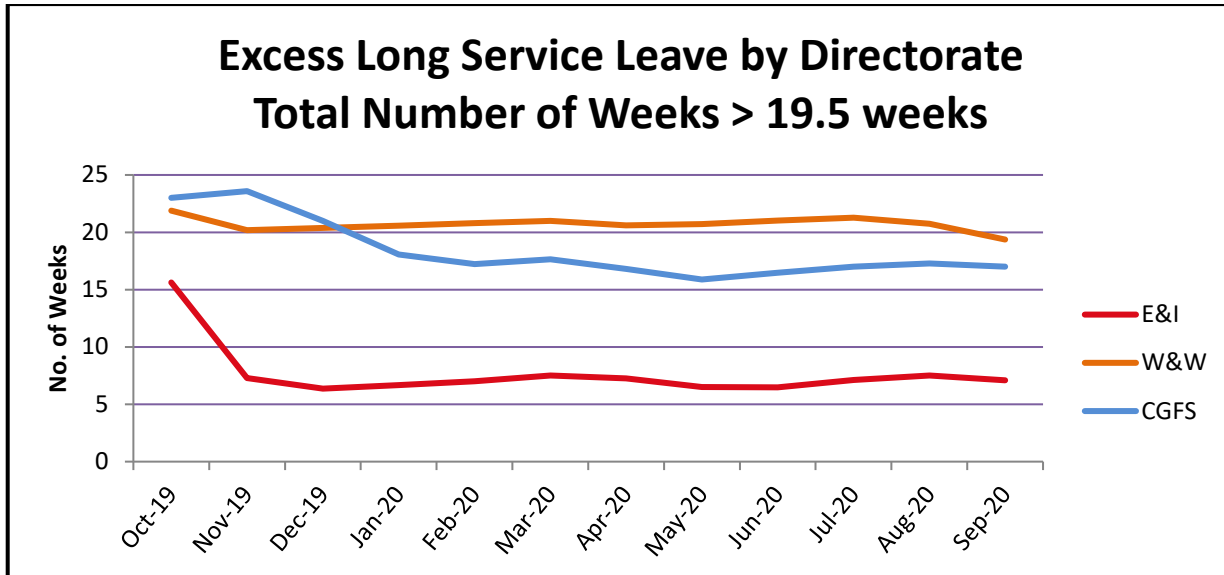
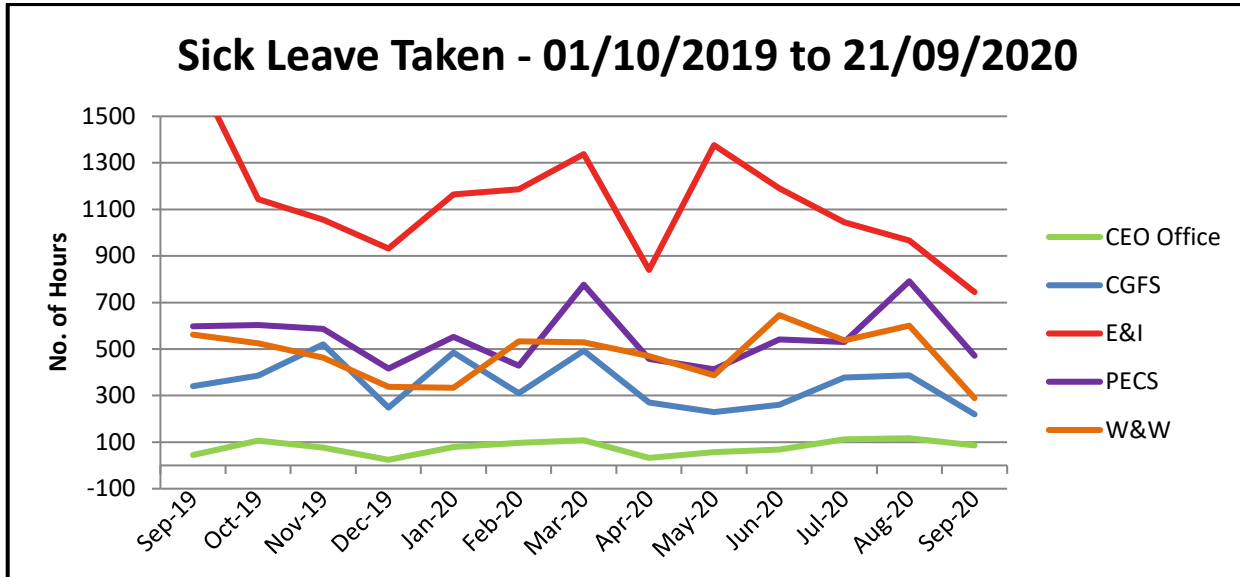


Figure 3.0 Workforce Demographics – Sick Leave Taken by Directorate.



TRAINING INFORMATION

How many hours of training undertaken?

- 442 hours (training course x employees attending)
 - Block Training – Apprentice Plumbers (217.5 hours)
 - Block Training – Operator in Training (72.5 hours)
 - Plant training x 5 (35 hours)
 - Diploma of Procurement and Contracting x 3 (52 hours)
 - Fire Safety Advisor Program x 1 (15 hours)
 - Project Planning Breakthroughs x 1 (16 hours)
 - Executive Management Programme x 3 (18 hours)
 - Maximising Performance Through Conversations Lunch ‘n’ Learn
 - Encouraging Conversations To Build Commitment x 6 (6 hours)
 - Relationship Building Conversations x 6 (6 hours)
 - Dealing with Workplace Conflict Effectively Lunch ‘n’ Learn
 - Managing Emotion in Conflict Situations x 2 (2 hours)
 - Being Assertive, Not Aggressive or Passive x 2 (2 hours)

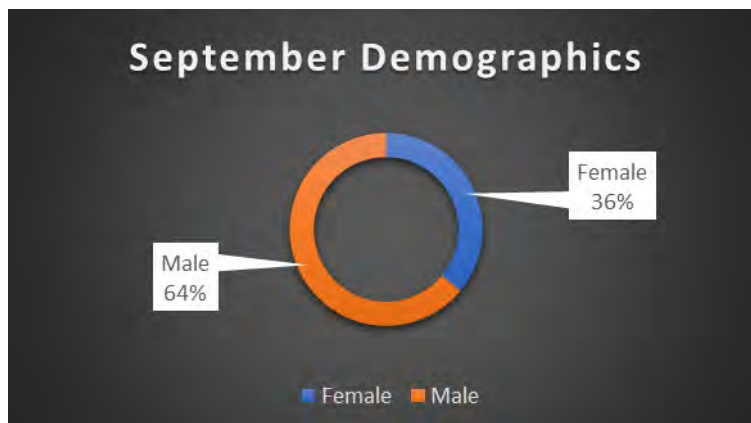
How many employees received training for the month?

- 25 employees

Directorate	E&I	PECS	W&W	OCEO	CGFS
Number of Employees	4	4	9	2	6



Training undertaken by nine (9) women and sixteen (16) men.



TRAINING BUDGET SPEND

- Training budget spend (FY spend to date v Budget for all IRC)

Operating Ledger & Budgets YTD					
Actual Income YTD	(187,988.00)	Budget Income	(235,954.98)	Rev Budget Income	(235,954.98)
Actual Expenditure YTD	37,451.70	Budget Expenditure	114,762.58	Rev Budget Expenditure	114,762.58

MIMECAST

- Cyber Safety Awareness module launched within excess of 60% participation. The next unit launched on 29 September.

SMART

- Reports per directorate are ready to be generated in SMART with records uploaded and systems training provided to P&P. Our next step in the process is to review the positions matrix data and capture any gaps in training needs.

TRAINING SESSION TO BE HELD IN AUGUST AND SEPTEMBER

- Provide First Aid
- Traffic Management Implementation
- Construction Card
- Confined Space
- Working at Heights
- Microsoft Projects – November 17th

If you would like to participate in any of these sessions, please submit a Request to Attend Training form.

Report authorised by:

GARY STEVENSON PSM

Chief Executive Officer

Date September 2020

ATTACHMENTS:

- Nil