

# NOTICE OF MEETING

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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 14 SEPTEMBER 2021**  
COMMENCING AT 1.00PM  
**COUNCIL CHAMBERS, MORANBAH**

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**JEFF STEWART-HARRIS**

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 Carolyn Moriarty

Cr Viv Coleman

## LOCAL GOVERNMENT ACT 2009

### Local Government Regulation 2012

#### Chapter 8, Part 2 Local Government Meetings and Committees

#### Division 1A, Requirements for Local Government Meetings Generally

#### Section 254J Closed meetings

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- (2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—
  - (a) the appointment, discipline or dismissal of the chief executive officer;
  - (b) industrial matters affecting employees;
  - (c) the local government's budget;
  - (d) rating concessions;
  - (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
  - (f) matters that may directly affect the health and safety of an individual or a group of individuals;
  - (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
  - (h) negotiations relating to the taking of land by the local government under the [Acquisition of Land Act 1967](#);
  - (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- (4) However, a local government or a committee of a local government must not resolve that a part of a local government meeting at which a decision mentioned in [section 150ER\(2\)](#), [150ES\(3\)](#) or [150EU\(2\)](#) of the [Act](#) will be considered, discussed, voted on or made be closed.
- (5) A resolution that a local government meeting be closed must—
  - (a) state the matter mentioned in subsection (3) that is to be discussed; and
  - (b) include an overview of what is to be discussed while the meeting is closed.
- (6) A local government or a committee of a local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.

#### Conflict of Interest Obligations

Reference is made to Section 150EL of the Local Government Act 2009. Specifically, the obligation of Councillors when they first become aware they have a conflict of interest to make the Chief Executive Officer aware in writing or if in a meeting, ensure they declare immediately.

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**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**

**STANDING COMMITTEE MEETING**

**OF ISAAC REGIONAL COUNCIL**

**TO BE HELD ON**

**TUESDAY 14 SEPTEMBER 2021**

**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 10 August 2021.

## 5. OFFICER REPORTS

### 5.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 31 AUGUST 2021

#### 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 Systems (WHSMS).

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## 5.3 2020-2021 PROPOSED CAPITAL CARRY FORWARD

### EXECUTIVE SUMMARY

A full review of Capital Carried Forward Projects from the 2020-2021 financial year has been undertaken with each of the respective Departmental Managers and then reviewed by their respective Directors and Executive Leadership Team (ELT).

## 5.4 EXCEPTION BASED CONTRACTUAL ARRANGEMENTS - LOCAL GOVERNMENT REGULATIONS (2012)

### EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement for arranging open orders with various local trade materials providers, for the provision of minor ad hoc incidental items, as sole source arrangements. Where the cumulative value of these purchases over the course of the financial year is greater than \$15,000, this is considered a medium sized contractual arrangement for the purposes of the *Local Government Regulations 2012*, and therefore requires the endorsement of Council to approve these arrangements in accordance with the exception provisions contained within s235 (a) and (b) of the *Local Government Regulations 2012*.

## 5.5 EXCEPTION TO CONTRACTUAL ARRANGEMENTS - LOCAL GOVERNMENT REGULATIONS (2012)

### EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement of a sole supplier procurement of updated team shirts from the supplier Trade Mutt.

## 6. INFORMATION BULLETINS

### 6.1 CORPORATE, GOVERNANCE AND FINANCIAL SERVICES INFORMATION BULLETIN – SEPTEMBER 2021

### EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Directorate Information Bulletin for September 2021 is provided for Committee review.

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## OFFICE OF THE CHIEF EXECUTIVE OFFICER INFORMATION BULLETIN – SEPTEMBER 2021

### EXECUTIVE SUMMARY

The Office of the Chief Executive Officer Information Bulletin for September 2021 is provided for Committee review.

## 7. GENERAL BUSINESS

## 8. CONCLUSION

# UNCONFIRMED MINUTES

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

HELD ON  
**TUESDAY, 10 AUGUST 2021**  
**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 10 AUGUST 2021**

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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 11 MAY 2021 COMMENCING AT 1:00PM**

**ATTENDANCE** Cr Jane Pickels, Division Seven (Chair)  
Cr Sandy Moffat, Division Two  
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 (*by video conference*)  
Mrs Alexis Coutts, Manager Organisational Safety  
Mr John Squire, Manager Contracts and Procurement  
Mr Beau Jackson, Manager Brand, Media and Communications  
Mr Warren Clough, Senior Safety Business Advisor  
Mrs Tricia Hughes, Coordinator Executive Support

## 1. OPENING

The Chair declared the meeting open at 1.01pm and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

## 2. APOLOGIES

The Committee received an apology from Mayor Anne Baker

**Resolution No.: CGFS0649**

**Moved: Cr Moffat**

**Seconded: Cr Coleman**

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

**Carried**

### 3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared.

**NOTE:**

*Council acknowledges that Chapter 5B Councillors' Conflicts of Interest of the Local Government Act 2009 does not apply to a Councillor if the matter to be resolved relates to a corporation or association that arises solely because of a nomination or appointment of the councillor by the local government to be a member of the board of the corporation or association.*

### 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 8 June 2021.

**Resolution No.: CGFS0650**

**Moved: Cr Moffat**

**Seconded: Cr 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 8 June 2021 are confirmed.**

**Carried**

Corporate, Governance and Financial Services Standing Committee Meeting of Isaac Regional Council held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 13 July 2021.

**Resolution No.:** CGFS0651

**Moved:** Cr Coleman **Seconded:** Cr Moffat

That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 13 July 2021 are confirmed.

**Carried**

## 5. OFFICERS REPORTS

### 5.1 Isaac Regional Council Monthly Financial Report as at 31 July 2021

#### 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 July 2021 pursuant to and in accordance with the Local Government Regulation 2012 (s204).*

**Resolution No.:** CGFS0652

**Moved:** Cr Moffat **Seconded:** Cr Coleman

**That the Committee recommends that Council:**

1. **Receive the financial statements for the period ended 31 July 2021 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.: CGFS0653

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

1. Receive and note the Work Health and Safety report.

Carried

## 5.3 2020-2021 Annual Operational Plan - 4th and Final Quarter Performance Report

### EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the 4th and final quarterly performance report, for period ending 30 June 2021, on the progress towards implementing the 2020-2021 Annual Operational Plan.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. *Receive and note the 4th and final quarterly performance report on the 2020-2021 Annual Operational Plan, for period ending 30 June 2021.*

Resolution No.: CGFS0654

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee recommends that Council:

1. Receive and note the 4th and final quarterly performance report on the 2020-2021 Annual Operational Plan, for period ending 30 June 2021.

Carried

## 5.4 Policy Update - ANZ Online Transactive Policy

### EXECUTIVE SUMMARY

This report seeks Council's consideration on amendments and updates to the ANZ Online Transactive Policy.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. Repeal the ANZ Online Transactive Policy (FS-035).
2. Adopt the ANZ Transactive Online Policy (CORP-POL-125).

Resolution No.: CGFS0655

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

1. Repeal the ANZ Online Transactive Policy (FS-035).
2. Adopt the ANZ Transactive Online Policy (CORP-POL-125).

Carried

## 5.5 Policy Update - Purchasing Card Policy

### EXECUTIVE SUMMARY

This report seeks Council's consideration on amendments and updates to the Purchasing Card Policy.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. Adopt the updated Purchasing Card Policy (CORP-POL-067).

Resolution No.: CGFS0656

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee recommends that Council:

1. Adopt the updated Purchasing Card Policy (CORP-POL-067).

Carried

## 5.6 Policy Repeal - Insurance and Claim Management Guideline

### EXECUTIVE SUMMARY

This report seeks Council's consideration on repealing the existing Insurance and Claim Management Policy and replacing it with a guideline.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. *Repeal the Insurance and Claim Management Policy (CGFT-109).*
2. *Note that there is no requirement for a Policy, a guideline will be used to ensure adequate insurance coverage (CORP-GDS-203).*

Resolution No.: CGFS0657

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

1. Repeal the Insurance and Claim Management Policy (CGFT-109).
2. Note that there is no requirement for a Policy, a guideline will be used to ensure adequate insurance coverage (CORP-GDS-203).

Carried

## 5.7 Policy Update - Competitive Neutrality Complaints Policy

### EXECUTIVE SUMMARY

This report seeks Council's consideration on amendments and updates to the Competitive Neutrality Complaints Policy.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. **Repeal the Competitive Neutrality Policy (CGFS-113).**
2. **Adopt the Competitive Neutrality Complaints Policy (CORP-POL-127)**

Resolution No.: CGFS0658

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

1. **Repeal the Competitive Neutrality Policy (CGFS-113).**
2. **Adopt the Competitive Neutrality Complaints Policy (CORP-POL-127)**

**Carried**

## 5.8 Policy Update - Rates Concession - Not for Profit Policy

### EXECUTIVE SUMMARY

This report seeks Council's consideration on amendments and updates to the Rates Concession – Not for Profit Policy.

### OFFICER'S RECOMMENDATION

*That the Committee recommends to Council:*

1. **Adopt the updated Rates Concession – Not for Profit Policy (CORP-POL-025).**

Resolution No.: CGFS0659

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee recommends to Council:

1. Adopt the updated Rates Concession – Not for Profit Policy (CORP-POL-025).

Carried

## 5.9 Women in Local Government Advisory Committee Meeting Minutes - Tuesday 27 July 2021

### EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Women in Local Government Advisory Committee meeting held on Tuesday 27 July 2021 and to seek endorsement of the proposed actions from the Committee meeting.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. *Receive and note the minutes from the Women in Local Government Advisory Committee Meeting held on Tuesday 27 July 2021.*
2. *Appoint a small working group of Ms Rebecca Molineaux, Ms Liza Perrett and Ms Fiona Branch to make further refinements to the draft policy as discussed by the Women in Local Government Advisory Committee for endorsement at the next Women in Local Government Advisory Committee meeting.*
3. *Receive and note the Ending Domestic and Family Violence Report.*
4. *Endorses Recommendation 1 – Endorse the Launch of Isaac Regional Council's commitment to end domestic violence with the unveiling of the Pledge and Introducing the Training Framework*
5. *Endorses Recommendation 2 – Isaac Regional Council take the pledge to work toward a Queensland where everyone is equal and free from violence*
6. *Endorses Recommendation 3 – Commit to Isaac Regional Council participating in the Domestic and Family Violence Prevention Month each May*
7. *Endorses Recommendation 4 – Develop and Implement a Training Framework targeted towards ending Domestic and Family Violence*
8. *Endorses Recommendation 5 – Investigate partnership opportunities to directly support Domestic and Family Violence affected employees*
9. *Endorses Recommendation 6 – Ensure information and resources are readily available to anyone experiencing Domestic and Family Violence, including the Domestic Violence Policy, Flexible Work Arrangements Policy and the Employee Assistance Program via internal and external platforms*



10. *Receive and note the schedule of events for 2021/2022*
11. *Approve a minimum of two (2) scheduled events and/or training opportunities for 2021/2022*
12. *Receive and note the Local Government Professionals Australia and Australian Government Gender Balance Target – for Senior Leadership in Local Government Toolkit*
13. *Endorse a working group of Cr Vic Coleman, Ms Rebecca Molineaux and Ms Karen O'Connor to review the draft Workplan for Women in Local Government Advisory Committee which will be workshopped with the Committee by 30 September 2021.*

**Resolution No.:** CGFS0660

**Moved:** Cr Coleman

**Seconded:** Cr Moffat

**That the Committee recommends that Council:**

1. **Receive and note the minutes from the Women in Local Government Advisory Committee Meeting held on Tuesday 27 July 2021.**
2. **Appoint a small working group of Ms Rebecca Molineaux, Ms Liza Perrett and Ms Fiona Branch to make further refinements to the draft policy as discussed by the Women in Local Government Advisory Committee for endorsement at the next Women in Local Government Advisory Committee meeting.**
3. **Receive and note the Ending Domestic and Family Violence Report.**
4. **Endorses Recommendation 1 – Endorse the Launch of Isaac Regional Council's commitment to end domestic violence with the unveiling of the Pledge and Introducing the Training Framework**
5. **Endorses Recommendation 2 – Isaac Regional Council take the pledge to work toward a Queensland where everyone is equal and free from violence**
6. **Endorses Recommendation 3 – Commit to Isaac Regional Council participating in the Domestic and Family Violence Prevention Month each May**
7. **Endorses Recommendation 4 – Develop and Implement a Training Framework targeted towards ending Domestic and Family Violence**
8. **Endorses Recommendation 5 – Investigate partnership opportunities to directly support Domestic and Family Violence affected employees**
9. **Endorses Recommendation 6 – Ensure information and resources are readily available to anyone experiencing Domestic and Family Violence, including the Domestic Violence Policy, Flexible Work Arrangements Policy and the Employee Assistance Program via internal and external platforms**
10. **Receive and note the schedule of events for 2021/2022**

11. Approve a minimum of two (2) scheduled events and/or training opportunities for 2021/2022
12. Receive and note the Local Government Professionals Australia and Australian Government Gender Balance Target – for Senior Leadership in Local Government Toolkit
13. Endorse a working group of Cr Viv Coleman, Ms Rebecca Molineaux and Ms Karen O'Connor to review the draft Workplan for Women in Local Government Advisory Committee which will be workshopped with the Committee by 30 September 2021.

Carried

## 6. INFORMATION BULLETIN REPORTS

6.1

**Corporate, Governance and Financial Services Information Bulletin – July and August 2021**

### EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletins for July and August 2021 are provided for Committee review.

### OFFICER'S RECOMMENDATION

*That the Committee:*

1. *Note the Corporate, Governance and Financial Services Information Bulletin for July and August 2021.*

Resolution No.: CGFS0661

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee:

1. Note the Corporate, Governance and Financial Services Information Bulletins for July and August 2021.

Carried

## 6.2 People and Performance Information Bulletin – July and August 2021

### EXECUTIVE SUMMARY

The People and Performance Information Bulletins for July and August 2021 are provided for Committee review.

### OFFICER'S RECOMMENDATION

*That the Committee:*

- Notes the People and Performance Information Bulletins for July and August 2021.**

Resolution No.: CGFS0662

Moved: Cr Coleman

Seconded: Cr Moffat

*That the Committee:*

- Notes the People and Performance Information Bulletins for July and August 2021.**

**Carried**

## 7. GENERAL BUSINESS

### 7.1 FIRE HAZARDS – COASTAL AREA

Cr Coleman highlighted some fire hazards in the St Lawrence area especially with low water levels this is an increased risk. In particular the wetlands area is of concern. Cr Coleman will provide list of locations.

**ACTION: DIRECTOR CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**

### 7.2 ABANDONED VEHICLES AND MISSING SPEED SIGNPOSTS

Cr Coleman has advised that there are increased levels of abandoned vehicles across the region, and some have been on the side of roads for a long time – these are potentially a risk in particular with potential impact and fire hazards. What can be done to reduce this risk? Cr Coleman to provide location of the abandoned vehicles.

Cr Coleman also advised that there are quite a few speed signs (Council roads) that are missing on roads in the Isaac Region which also poses a risk.

**ACTION: DIRECTOR CORPORATE, GOVERNANCE AND FINANCIAL SERVICES / DIRECTOR ENGINEERING AND INFRASTRUCTURE**

## 7.3 THANK YOU TO PEATA MUNRO

Cr Pickels acknowledged the contribution of Ms Peata Munro during her time as the Corporate, Governance and Financial Services (CGFS) Directorate Executive Assistant. The Committee thanked Peata for her contribution to CGFS and the Committee and wished her will in her new role with Council.

## 7.4 CONGRATULATIONS TO LITIA PITT

Cr Pickels congratulated Ms Litia Pitt on her success at the Central Queensland Training Awards on being named the Regional Winner for Aboriginal and Torres Strait Islander Student of the Year. Cr Pickels on behalf of the committee wished Litia all the best for the State Awards.

## 8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 2.38pm.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 14 September 2021.

.....  
Chair

..... / ..... / .....  
DATE

## MEETING DETAILS

Corporate, Governance and Financial Service  
Standing Committee Meeting  
Tuesday 14 September 2021

## AUTHOR

Michael Krulic

## AUTHOR POSITION

Manager Financial Services

## 5.1

### ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 31 AUGUST 2021

## 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 2021 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 2021/2022	Budget adopted 30 June 2021
Financial Statements 2020/2021	

## IMPLICATIONS

Being early in the current financial year any budget variances are anticipated to come in line with budget over the remainder of the financial year.

There are no current variances which are believed to require an adjustment at the first quarter budget review.

## CONSULTATION

- Financial Services

## BASIS FOR RECOMMENDATION

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

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## ACTION ACCOUNTABILITY

Not Applicable.

## KEY MESSAGES

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

<b>Report Prepared By:</b>	<b>Report Authorised By:</b>
MICHAEL KRULIC	DARREN FETTELL
<b>Manager Financial Services</b>	<b>Director Corporate, Governance and Financial Services</b>
Date: 2 September 2021	Date: 6 September 2021

## ATTACHMENTS

- Attachment 1 – Monthly Financial Statements 31 August 2021

## REFERENCE DOCUMENT

- Nil

# FINANCIAL STATEMENTS REPORT TO COUNCIL

Current as at 31 August 2021

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



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# FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 AUGUST 2021

## EXECUTIVE SUMMARY

At the end of August, the operating result is \$4,602,340 ahead of budgeted operating position, noting the actual result is a loss of \$12,679,642. Council's operating result will be budgeted as a loss until the rates invoices are issued during the September period.

Capital Revenue for August was \$870,800 which combined with the Operating Position leads to a net deficit of \$11,808,842.

PRELIMINARY AUGUST FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Original Budget	Variance	Full Year Original Budget	Completion
	\$	\$	\$	\$	%
Total operating revenue	3,498,717	4,381,657	(882,940)	127,274,563	2.7%
Total operating expenses	16,178,359	21,663,639	5,485,280	125,766,034	12.9%
<b>Operating position</b>	<b>(12,679,642)</b>	<b>(17,281,981)</b>	<b>4,602,340</b>	<b>1,508,529</b>	<b>(840.5%)</b>
Capital revenue	870,800	-	870,800	14,084,038	6.2%
<b>Net result</b>	<b>(11,808,842)</b>	<b>(17,281,981)</b>	<b>5,473,140</b>	<b>15,592,567</b>	<b>(75.7%)</b>

## BACKGROUND

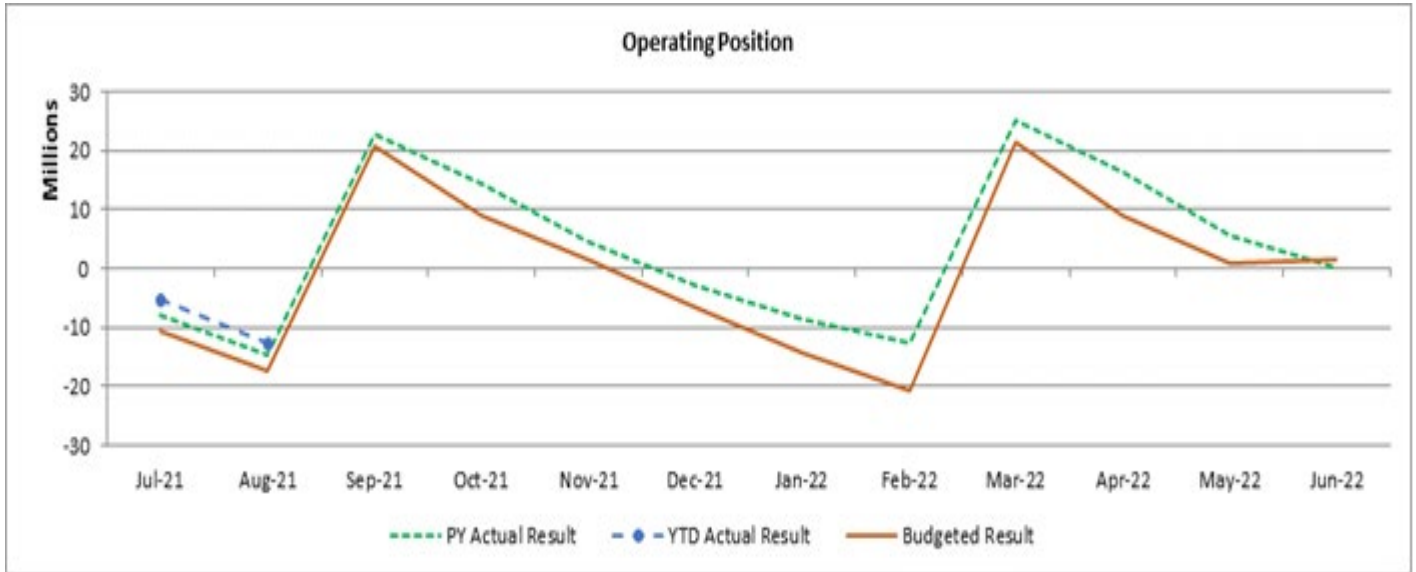
Each month, year to date financial statements are prepared in order to monitor actual performance against the latest adopted budget. Attached are the financial statements for the period ended 31 August 2021. Actual amounts are compared against year to date adopted Budget figures. (See appendix 1 for 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 particular attention to how the various revenue streams are tracking throughout the year. Expenditure items will also be monitored to ensure that Council remains within budget and delivers efficient and effective services to the community.

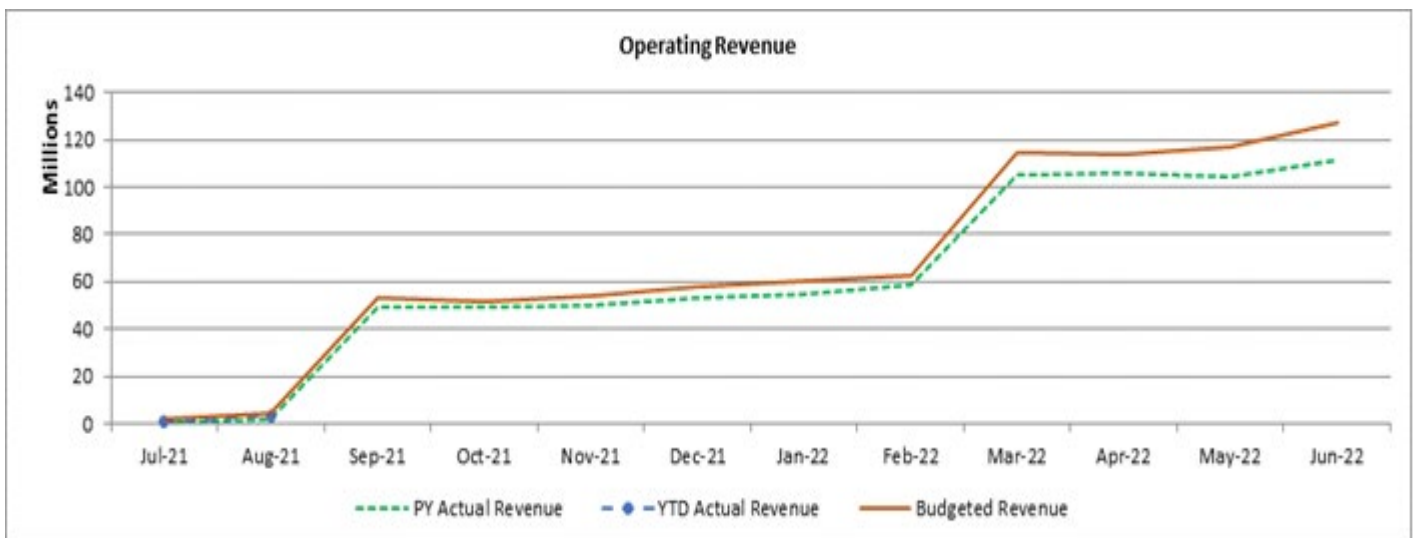
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

## OPERATING POSITION



The current operating position for August has resulted in a deficit of \$12,679,642. This is favourable when compared to the YTD budget by \$4,602,340. Operating Revenue is \$882,940 unfavourable compared to YTD budget offset by Operating Expenses which are \$5,485,280 favourable when compared to YTD budget.

## OPERATING REVENUE

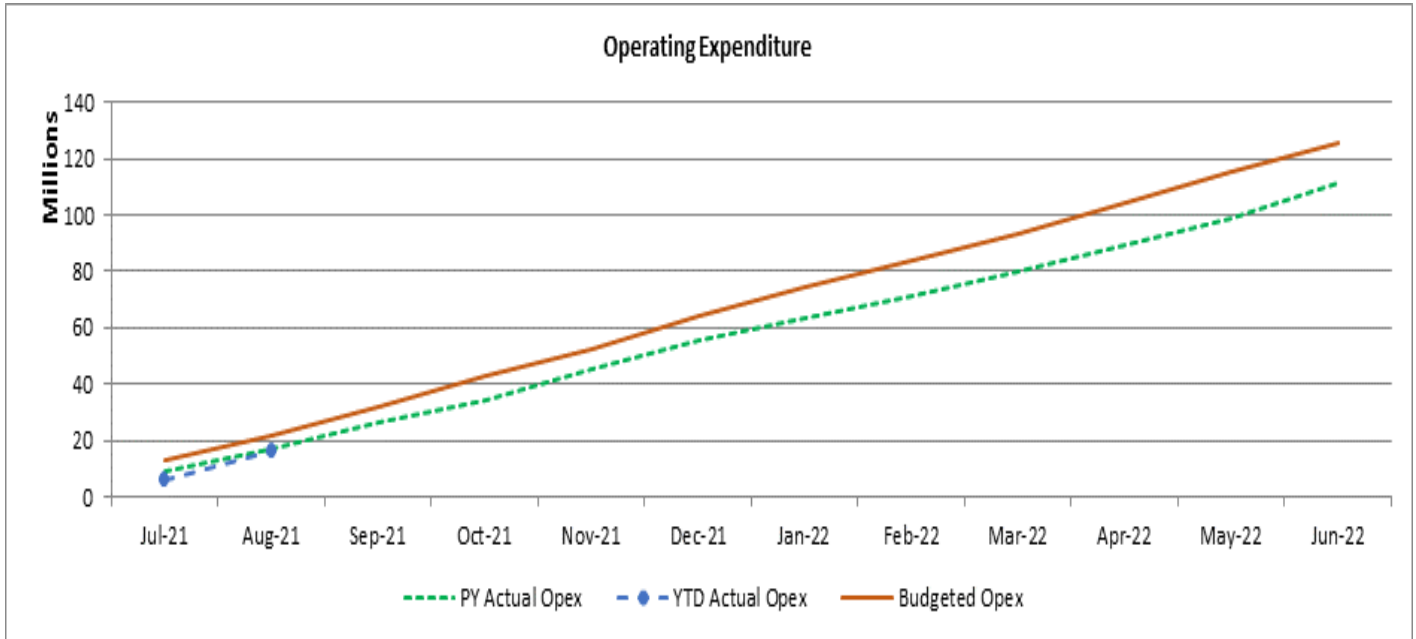


Operating Revenue comprises the following items – Rates and Utility Charges, Fees and Charges, Rental Income, Interest Received, Sale of Contract and Recoverable Works, Operating Grants, Subsidies and Contributions, Other Recurrent Revenue.

The operating revenue for August was \$3,498,717 which is unfavourable when compared to the budget by \$882,940. This unfavourable position is primarily due to the cashflowing of the revenue for the TMR project works.

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

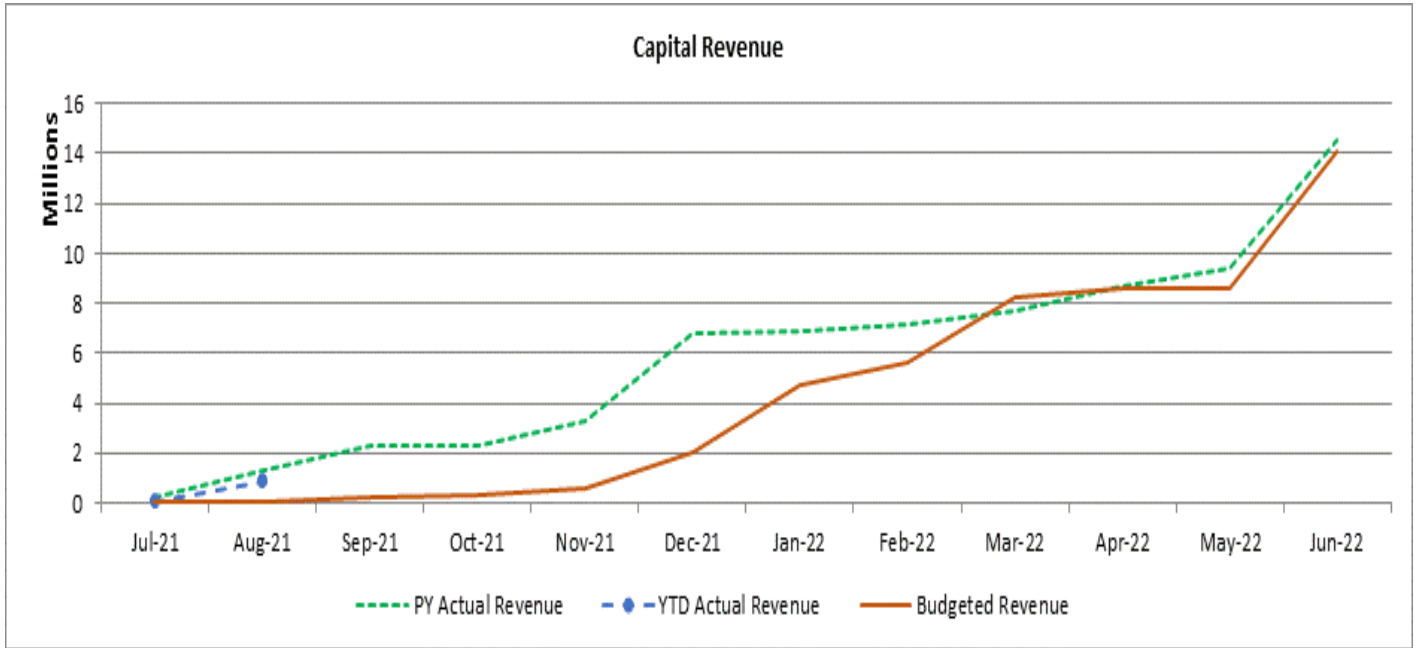


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for August was \$16,178,359 which is favourable to budget by \$5,485,280. This favourable result is mainly due to accrual of expenditure relating to the 20/21 financial year (employee expenses and operating expenses) through end of year processes and the allocation of budgeted cashflow.

It is noted that cashflowing of 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 August YTD is \$870,800 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.

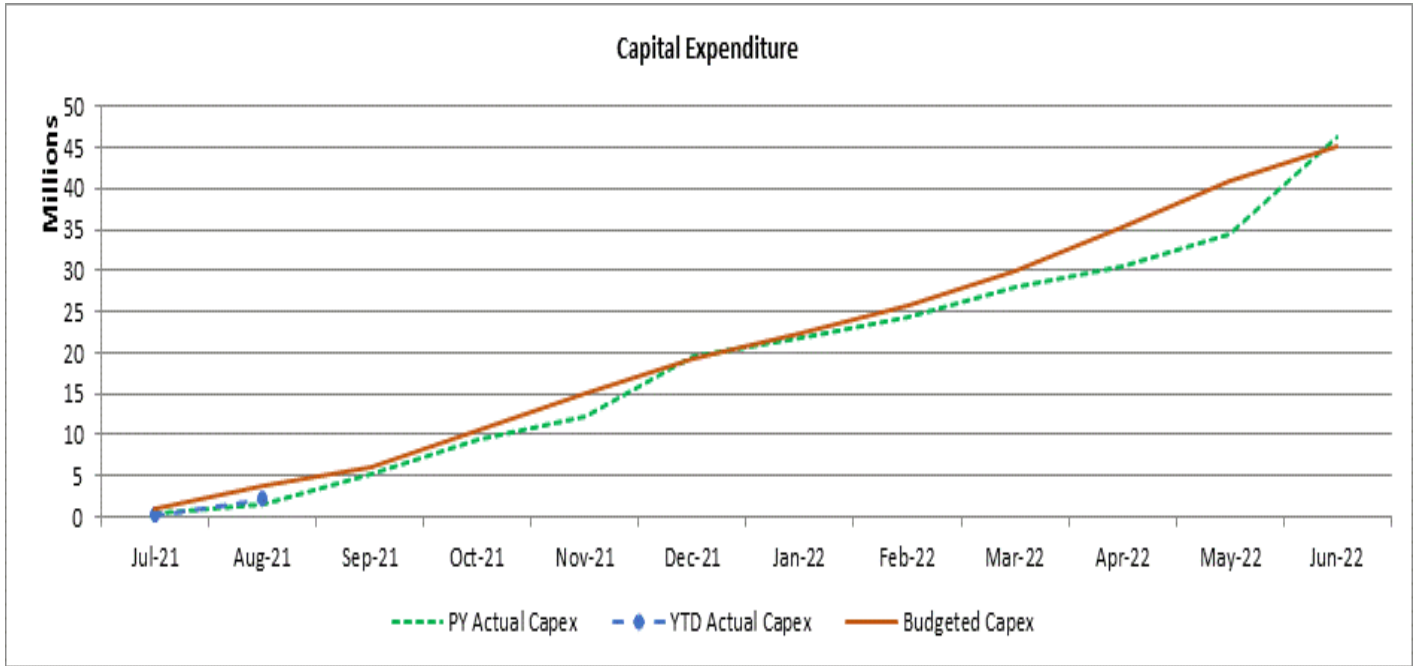
Some of our budgeted major capital grants for 21/22 are:

- Black Spot Funding
- Bridges Renewal Program
- Grant - TIDS
- Local Roads & Community Infrastructure Grants
- QRRRF
- Regional Recovery Partnership
- RTR Grant funds
- Works for QLD 21 - 24

Major Funding received to date:

- QRRRF
- Works for QLD 21 - 24

# 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 21/22 financial year are:

- Rural Unsealed Roads Resheeting
- Clermont Saleyard & Showgrounds Revitalisation
- Valkyrie Road Pavement Works
- Moranbah Community Centre
- Surfacing Renewal Program
- Rural Pavement Rehabilitation Program
- Peakvale Road Drummond Creek Floodway Upgrade
- Moranbah Landfill Phase 2 Stage 2
- CORP Sewer relining
- Greg Cruickshank Aquatic Centre
- Moranbah 400ML raw water dam - remediation
- Moranbah Interagency Transfer of Bundera Place
- Clermont Design and Construct - Principal Cycle Network Expansion
- Dysart WWTP Trickling filters

## CAPITAL FUNDING AND PROJECT COMMITTALS

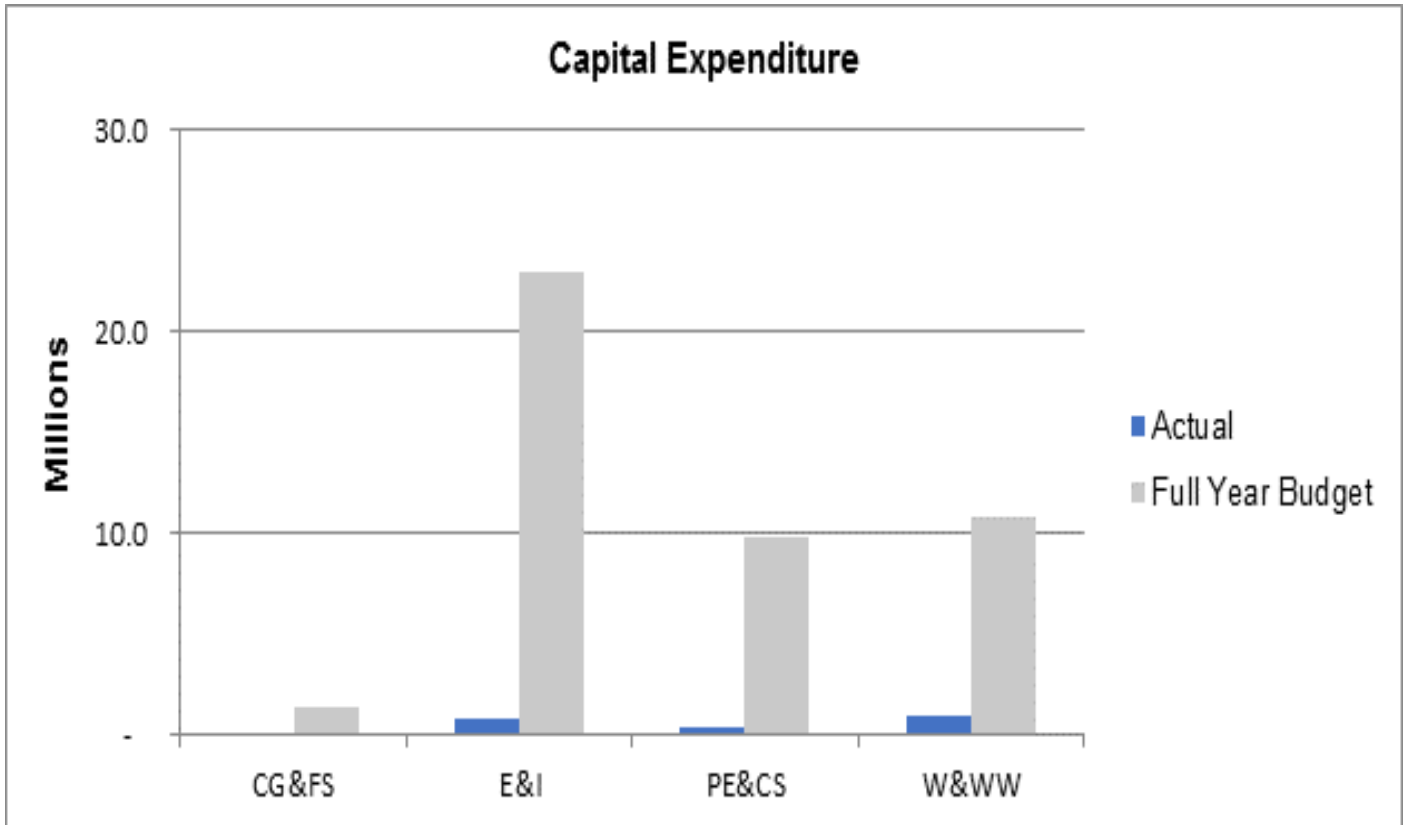
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

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 as at August 2021.

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	-	24,750	24,750	1,411,740	0.0%	1.8%
E&I	771,615	1,296,556	2,068,170	23,009,694	3.4%	9.0%
PE&CS	363,904	1,014,458	1,378,362	9,818,802	3.7%	14.0%
W&WW	1,010,913	2,056,325	3,067,238	10,801,000	9.4%	28.4%
<b>TOTAL</b>	<b>2,146,432</b>	<b>4,392,089</b>	<b>6,538,521</b>	<b>45,041,236</b>	<b>4.8%</b>	<b>14.5%</b>

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	-362.41%	0 - 10%	No	1.20%
		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	-571.41%	<=60%	Yes	-2.88%
		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	33.64%	>90%	No	93.50%
		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	-4.5	2	No	9.24
		Interest plus current borrowings				
Cash Expense Ratio	This ratio provides a guide as to the ability of the Council to pay its costs within the short term.	Current cash balance	7.61 Months	3 Months	Yes	2.34 Months
		Operating expenses less depreciation and finance costs				

1. **Operating Surplus Ratio** - This ratio is an indicator of the extent to which revenues raised cover the operational expenses only or are available for capital funding purposes. The target result for this ratio is between 0-10% per annum (on average over the long term). With the net operating profit year to date a loss of \$12,679,642, the ratio is currently negative 362.41%, which is outside of Council's budget and benchmark range. This is not uncommon for the first few months of the financial year considering the main income source (Rates Revenue) is only generated in September 2021 and March 2022 for Council.
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 571.41%. This ratio is expected to be more accurately represented after the issuing of rates in September.
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 33.64%, 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 a negative 4.5 times and indicates that Council has insufficient operating cash flow (due to Rates not being issued until September) to cover its loan repayments. This is not uncommon for the first few months of the financial year considering the main income source (Rates Revenue) is only generated in September 2021 and March 2022 for Council.
5. **Cash Expense Ratio** - This ratio helps Council calculate how many months the current year's cash balance can cover operating expenses (excluding depreciation and finance costs), without additional cash flows. Council has enough current cash to cover 7.61 months as at 31 August 2021. This is above the targeted benchmark of three (3) months.



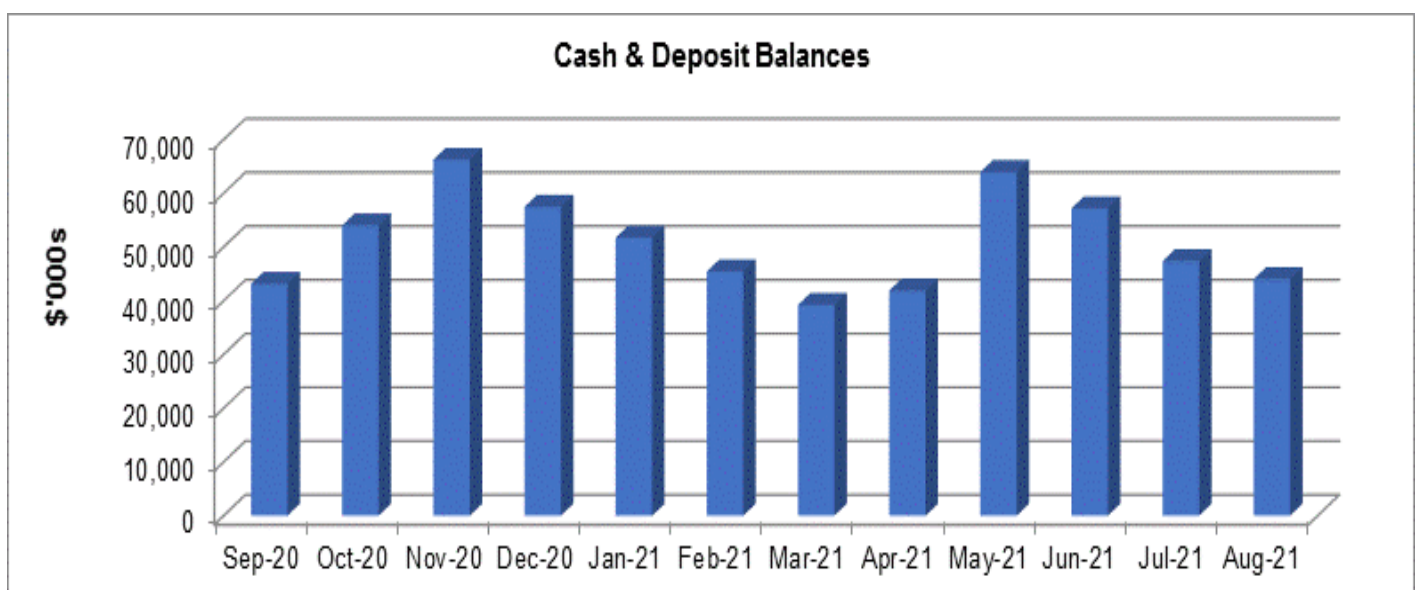
## INVESTMENTS AND CASH BALANCES

The following is a list of all investments held by Council as at the period ending 31 August 2021.

ISAAC REGIONAL COUNCIL					
Investments					
For the Period Ended 31 August 2021					
Account	Description	Institution	Amount	Maturity Date	Interest Rate
10-000-1111	Cash at bank-QCCU	QCCU	3,103		0%
10-000-1113	Cash at Bank - ANZ	ANZ	2,625,605		0%
10-000-1116	QTC Operating Fund	QTC	41,271,962		0.87%
10-000-1117	ANZ Business Premium Saver	ANZ	106,962		0.05%
10-000-1131	Petty Cash		3,750		
10-000-1132	Floats		6,380		
Total Investments			44,017,762		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	93.73%	No Limit
ANZ Banking Group	AA-	6.23%	Maximum 40%
QCCU	BBB	0.01%	Maximum 10%

The following chart outlines the Council's cash and deposit balances for the previous twelve months up to the period ending 31 August 2021.



## LOANS

ISAAC REGIONAL COUNCIL							
Loans							
For the Period Ended 31 August 2021							
							Repayment Due 15 Sep 2021
Loan Name	Balance as at 31 August 2021	Rate as at 31 August 2021	Approved Term	Remaining Term	Principal	Interest	Total
Land Purchase - Moranbah	\$11,810,599	5.1	20	11.30	\$190,377	\$150,556	\$340,932
Land Development Moranbah	\$9,060,979	4.37	20	11.80	\$144,587	\$98,991	\$243,578
Waste Loan	\$2,500,000	2.22	20	19.81	\$24,923	\$12,790	\$37,713
<b>Total</b>	<b>\$23,371,578</b>				<b>\$359,887</b>	<b>\$262,337</b>	<b>\$622,224</b>

Debt service repayments are made quarterly. The fourth quarter repayment for the 20/21 financial year was made on the 15 June 2021. The first repayment for the 21/22 financial year is due on 15 September 2021.

## ACCOUNTS RECEIVABLE

The following is a breakdown of the Council's accounts receivable by age for the period ending 31 August 2021.

<b>Accounts Receivable Ageing Analysis at 31 August 2021</b>			
<b>Ageing</b>	<b>Number of Invoices</b>	<b>Amount Outstanding</b>	<b>% of Total Outstanding</b>
Current	408	1,496,827.34	80.46%
30 Days	51	126,510.71	6.80%
60 Days	32	6,629.80	0.36%
90 Days	64	230,451.91	12.39%
<b>TOTAL</b>	<b>555</b>	<b>1,860,419.76</b>	<b>100.00%</b>

The Accounts Receivable balance at 31 August 2021 is \$1,860,419.76 which has decreased from 31 July 2021 balance of \$3,514,745.57 due to a large invoice for contractable works being paid.

- 30 day balances have decreased due to some large invoices being paid and the balance predominantly relates to waste debtors.
- 60 day balances have decreased due to backflow invoices being paid and others ageing to 90 days.
- 90 days and over outstanding receivables have increased slightly due to invoices for backflow registration still outstanding. 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 31 August 2021.

<b>Accounts Payable Ageing Analysis at 31 Aug 2021</b>			
<b>Ageing</b>	<b>No. of Documents</b>	<b>Amount Outstanding</b>	<b>% of Total Outstanding</b>
Current	141	595,704.33	62.10%
30 Days	12	352,661.92	36.76%
60 Days	5	5,627.00	0.59%
90 Days	3	5,269.43	0.55%
<b>TOTAL</b>	<b>161</b>	<b>959,262.68</b>	<b>100.00%</b>

The outstanding Accounts Payable balance as at 31st August 2021 was \$959,262.68. The 30, 60 & 90 day ageing accounts total \$363,558.35.

At the date this report was prepared the following remain unpaid

- 30 day balances – \$352,661.92 (12 invoices) remain unpaid with 6 invoices (\$26,143.47) awaiting approval, 3 invoices (\$1,051.15) having been received late from the supplier, 2 invoices (\$297,598.38) awaiting the order to be supplied before payment will be approved and 1 invoice (\$27,868.92) having been held up waiting for a purchase order to be created.
- 60 day balances – \$5,627.00 (5 invoices) remain unpaid with 2 invoices (\$523.10) having been received late from the supplier and 3 invoices (\$5,103.90) awaiting approval.
- 90 day balances -\$5,269.43 (3 invoices) remain unpaid with 2 invoices (\$5,166.59) having been received late from the supplier and 1 invoice (\$102.84) awaiting approval.

# YEAR TO DATE RATES REPORT

The following is a breakdown of the Council's rates transactions the year to date as at 31 August 2021.

The August month end closing balance for rates outstanding was \$3,408,681.

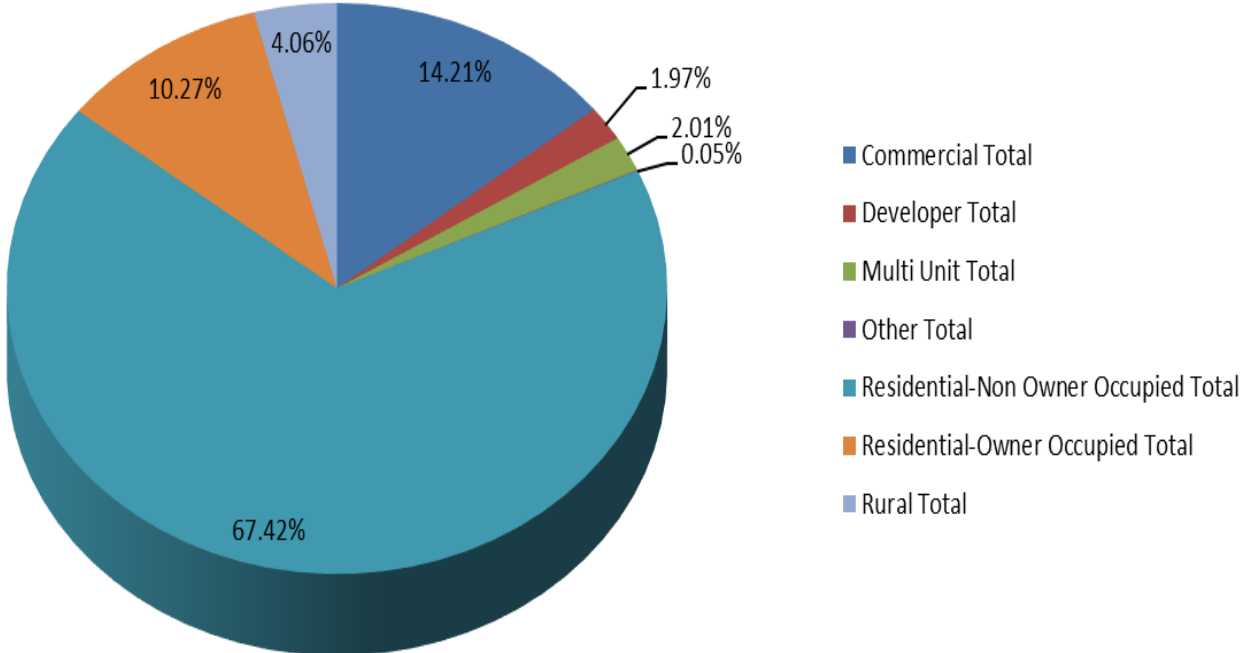
<b>Rates Balancing Report As At 31 August 2021</b>		
	<b>YTD 31 Aug 2021</b>	<b>YTD 31 Aug 2020</b>
Opening Balance	3,368,557	3,953,039
<b>Rates Charges</b>		
Rates Levied	1,847,411	1,980,605
Interest	61,924	-
Refunds	21,496	2,007
<b>Total Rates</b>	<b>1,930,831</b>	<b>1,982,612</b>
<b>Discounts and Receipts</b>		
Discounts	3,532	(152)
Receipts	(1,893,981)	(613,440)
Government Subsidy	(20)	(37)
Council Subsidy	(24)	(10)
Remissions	(315)	-
Write Offs	-	-
<b>Total Discounts &amp; Receipts</b>	<b>(1,890,808)</b>	<b>(613,638)</b>
Legal	101	52
<b>Closing Balance</b>	<b>3,408,681</b>	<b>5,322,064</b>

<b>Rates Breakdown</b>	<b>As At 31 Aug 2021</b>
Rates in Credit	(2,763,918)
Rates Not Due Yet	1,563,435
Rates In Arrears	4,609,164
<b>Total Rates Balance</b>	<b>3,408,681</b>

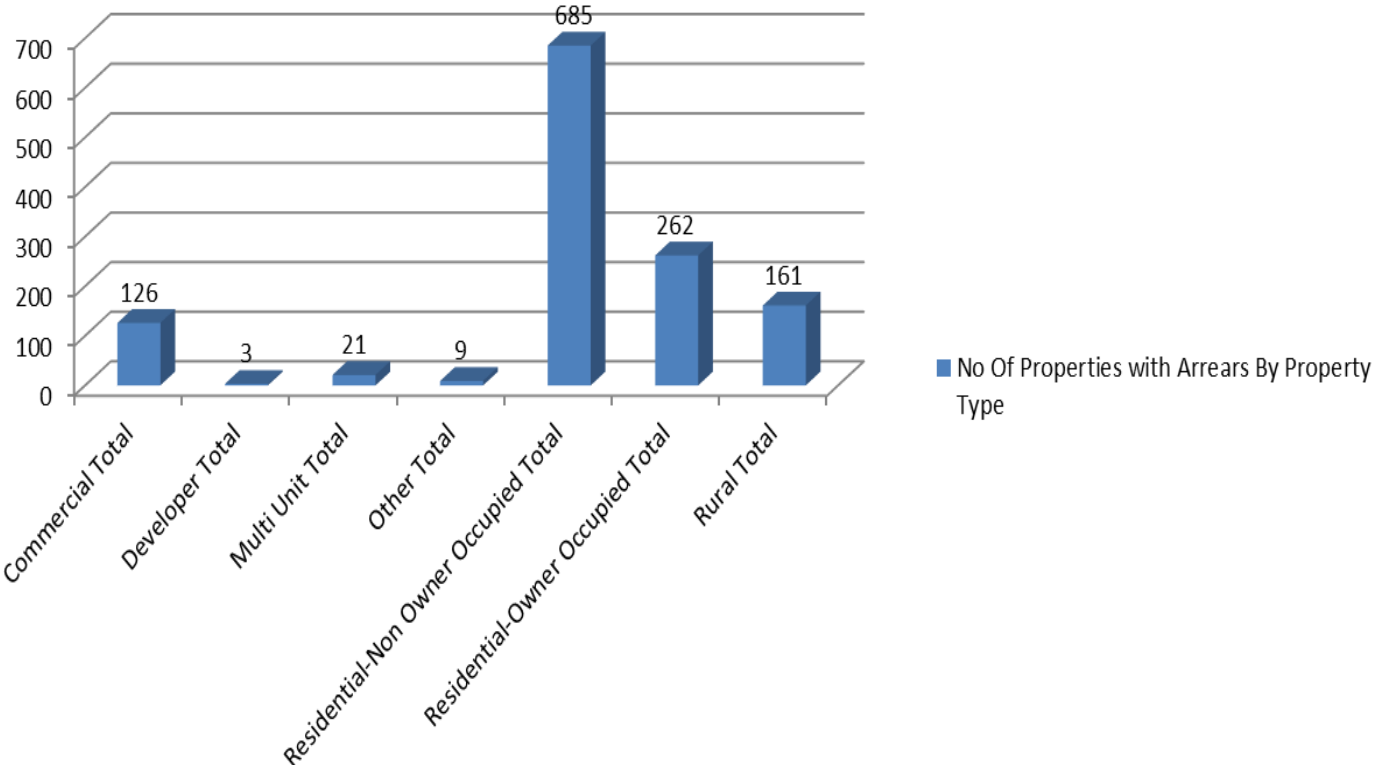
## Rate Arrears – Aged by Year

Prior 2016	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
1,452,019	444,569	461,300	469,083	553,434	1,228,758	4,609,164
31.50%	9.65%	10.01%	10.18%	12.01%	26.66%	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 31 August 2021. Actual amounts are compared against the year to date Original Budget.


Financial statement included:

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

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 31 August 2021**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Original Budget \$	Variance \$	Full Year Original Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges		412,624	-	412,624	398,600	14,024	90,738,785	0.5%
Fees & Charges		696,798	-	696,798	660,508	36,290	3,684,550	18.9%
Rental Income		277,000	-	277,000	242,091	34,909	1,479,854	18.7%
Interest Received		101,622	-	101,622	89,583	12,039	601,500	16.9%
Sales of Contract & Recoverable Works	1	129,302	-	129,302	1,165,167	(1,035,865)	16,451,000	0.8%
Operating Grants, Subsidies & Contributions		953,846	-	953,846	866,499	87,346	6,856,704	13.9%
Other Recurrent Revenue		927,526	-	927,526	959,209	(31,683)	7,462,170	12.4%
		<b>3,498,717</b>	<b>-</b>	<b>3,498,717</b>	<b>4,381,657</b>	<b>(882,940)</b>	<b>127,274,563</b>	<b>2.7%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	2	5,032,975	-	5,032,975	5,981,614	(948,639)	41,607,376	12.1%
Materials & Services	3	6,531,635	6,889,083	13,420,718	11,023,414	2,397,304	56,150,510	23.9%
Finance Costs		152,463	-	152,463	197,326	(44,862)	1,240,438	12.3%
Depreciation and Amortisation		4,461,285	-	4,461,285	4,461,285	-	26,767,710	16.7%
Corporate Overheads & Competitive Neutrality Costs		-	-	-	-	-	-	0.0%
		<b>16,178,359</b>	<b>6,889,083</b>	<b>23,067,441</b>	<b>21,663,639</b>	<b>1,403,803</b>	<b>125,766,034</b>	<b>18.3%</b>
<b>Operating Position Before Capital Items</b>		<b>(12,679,642)</b>	<b>(6,889,083)</b>	<b>(19,568,724)</b>	<b>(17,281,981)</b>	<b>(2,286,743)</b>	<b>1,508,529</b>	<b>(1297.2%)</b>
<b>Capital Revenue</b>								
Capital Revenue	4	870,800	-	870,800	-	870,800	13,136,378	6.6%
Proceeds from Sale of Land & PPE		-	-	-	-	-	947,660	0.0%
		<b>870,800</b>	<b>-</b>	<b>870,800</b>	<b>-</b>	<b>870,800</b>	<b>14,084,038</b>	<b>6.2%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(11,808,842)</b>	<b>(6,889,083)</b>	<b>(18,697,924)</b>	<b>(17,281,981)</b>	<b>(1,415,943)</b>	<b>15,592,567</b>	<b>(119.9%)</b>
<b>Total Comprehensive Income</b>		<b>(11,808,842)</b>	<b>(6,889,083)</b>	<b>(18,697,924)</b>	<b>(17,281,981)</b>	<b>(1,415,943)</b>	<b>15,592,567</b>	<b>(119.9%)</b>
Council's operating position at month end is a \$12.7M deficit								



- 
- 1. Sales of Contract & Recoverable Works** are unfavourable to the adopted budget by \$1,035,865. This unfavourable variance is predominantly due to the current cashflowing of revenue for TMR project works.
  - 2. Employee Expenses** are favourable to the adopted budget by \$948,639. 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. .
  - 3. Materials & Services** actual expenses for the year to date are \$6,531,635 with \$6,889,083 being recorded in commitments, resulting in an unfavourable variance to adopted budget by \$2,397,304. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods. Excluding commitments YTD expenditure would be approximately \$4.5M below YTD budget.
  - 4. Capital Revenue** for the year to date is \$870,800 which is favourable to budget by \$870,800. This favourable variance is predominately due to the advance payment for the W4QLD 21- 24 grant funds.

<b>ISAAC REGIONAL COUNCIL</b>				
<b>Statement of Financial Position</b>				
<b>For the Period Ended 31 August 2021</b>				
	<b>Notes</b>	<b>Actual YTD</b>	<b>30 June 2021</b>	<b>Variance</b>
		<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Current Assets</b>				
Cash & Cash Equivalents		44,017,762	57,171,729	77.0%
Trade & Other Receivables		8,557,512	15,775,506	54.2%
Inventories		20,299,786	20,225,766	100.4%
<b>Total Current Assets</b>		<b>72,875,059</b>	<b>93,173,002</b>	<b>78.2%</b>
<b>Non-Current Assets</b>				
Property, Plant and Equipment		1,082,222,891	1,086,681,671	99.6%
Capital Work in Progress		15,003,232	12,551,707	119.5%
<b>Total Non-Current Assets</b>		<b>1,097,226,123</b>	<b>1,099,233,378</b>	<b>99.8%</b>
<b>TOTAL ASSETS</b>		<b>1,170,101,182</b>	<b>1,192,406,379</b>	<b>98.1%</b>
<b>Current Liabilities</b>				
Trade & Other Payables		9,418,819	20,259,021	46.5%
Borrowings - Interest Bearing		1,639,501	1,506,500	108.8%
Provisions		7,133,797	6,867,261	103.9%
		18,192,117	28,632,782	63.5%
<b>Non-Current Liabilities</b>				
Borrowings - Interest Bearing		21,906,969	21,906,969	100.0%
Borrowings - Interest Bearing		1,834,641	1,834,641	100.0%
Non Current Provision		1,688,849	1,744,539	96.8%
Non Current Creditors		9,260,370	9,260,370	100.0%
<b>Total Non-Current Liabilities</b>		<b>34,690,829</b>	<b>34,746,519</b>	<b>99.8%</b>
<b>TOTAL LIABILITIES</b>		<b>52,882,946</b>	<b>63,379,301</b>	<b>83.4%</b>
<b>NET COMMUNITY ASSETS</b>		<b>1,117,218,236</b>	<b>1,129,027,078</b>	<b>99.0%</b>
<b>Community Equity</b>				
Surplus		854,035,359	866,715,001	98.5%
Asset revaluation reserve		222,206,564	222,206,564	100.0%
Other reserves		40,976,313	40,105,513	102.2%
<b>TOTAL COMMUNITY EQUITY</b>		<b>1,117,218,236</b>	<b>1,129,027,078</b>	<b>99.0%</b>

<b>ISAAC REGIONAL COUNCIL</b>			
<b>Statement of Cash Flows</b>			
<b>For the Period Ended 31 August 2021</b>			
	<b>Actual YTD</b>	<b>30 June 2021</b>	<b>Variance</b>
	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Cash Flows from Operating Activities</b>			
Receipts from customers	10,716,711	116,523,535	9.2%
Payments to suppliers and employees	(22,420,449)	(86,324,268)	26.0%
Cash provided by / (used in) net result	(11,703,738)	30,199,266	(38.8%)
<b>Cash Flows from Investing Activities</b>			
Profit / (Loss) on sale of capital assets	-	(6,284,345)	0.0%
Grants, subsidies, contributions and donations	870,800	12,840,227	6.8%
Payments for property, plant and equipment	(2,454,031)	(39,160,990)	6.3%
Net movement in loans to Community Organisations			0.0%
Net cash provided by investing activities	(1,583,231)	(32,605,107)	4.9%
<b>Cash Flow from Financing Activities</b>			
Proceeds from borrowings	-	1,035,391	0.0%
Repayment of borrowings	133,001	162,542	81.8%
Net cash provided by financing activities	133,001	1,197,932	11.1%
<b>Net Increase / (Decrease) in Cash Held</b>	<b>(13,153,968)</b>	<b>(1,207,909)</b>	<b>1089.0%</b>
Cash at the beginning of the period	57,171,729	58,379,638	97.9%
<b>Cash at the end of the Reporting Period</b>	<b>44,017,762</b>	<b>57,171,729</b>	<b>77.0%</b>

## Appendix 2 – Preliminary Executive Level Reports

Executive Level operating statements provide information on the performance of each Directorate for the period ended 31 August 2021.

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

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

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 31 August 2021**

**Office of the CEO**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Original Budget \$	Variance \$	Full Year Original Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Operating Grants, Subsidies & Contributions		25,717	-	25,717	25,833	(116)	155,000	16.6%
		<b>25,717</b>	<b>-</b>	<b>25,717</b>	<b>25,833</b>	<b>(116)</b>	<b>155,000</b>	<b>16.6%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses		397,203	-	397,203	447,146	(49,943)	2,906,449	13.7%
Materials & Services	1	188,251	174,153	362,404	302,533	59,871	1,251,642	29.0%
Corporate Overheads & Competitive Neutrality Costs		(802,430)	-	(802,430)	(802,430)	-	(4,814,578)	16.7%
		<b>(216,976)</b>	<b>174,153</b>	<b>(42,822)</b>	<b>(52,750)</b>	<b>9,928</b>	<b>(656,488)</b>	<b>6.5%</b>
<b>Operating Position Before Capital Items</b>		<b>242,693</b>	<b>(174,153)</b>	<b>68,539</b>	<b>78,584</b>	<b>(10,044)</b>	<b>811,488</b>	<b>8.4%</b>
<b>Capital Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Net Result Attributable to Council in Period</b>		<b>242,693</b>	<b>(174,153)</b>	<b>68,539</b>	<b>78,584</b>	<b>(10,044)</b>	<b>811,488</b>	<b>8.4%</b>
<b>Total Comprehensive Income</b>		<b>242,693</b>	<b>(174,153)</b>	<b>68,539</b>	<b>78,584</b>	<b>(10,044)</b>	<b>811,488</b>	<b>8.4%</b>

**1. Materials & Services** for the year to date are \$59,871 unfavourable compared to the YTD revised budget of \$302,533. Actual expenditure is \$188,251 with commitments of \$174,153. 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 31 August 2021**

Corporate, Governance & Financial Service

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Original Budget	Variance	Full Year Original Budget	Completion
		\$	\$	\$	\$	\$	\$	%
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges		25,405	-	25,405	(1,400)	26,805	60,106,480	0.0%
Fees & Charges		10,710	-	10,710	9,167	1,543	55,000	19.5%
Interest Received		72,502	-	72,502	75,967	(3,464)	519,800	13.9%
Sales of Contract & Recoverable Works		30,862	-	30,862	13,333	17,529	80,000	38.6%
Operating Grants, Subsidies & Contributions		471,723	-	471,723	391,716	80,007	3,561,554	13.2%
Other Recurrent Revenue		396	-	396	17,500	(17,104)	145,000	0.3%
		<b>611,598</b>	<b>-</b>	<b>611,598</b>	<b>506,283</b>	<b>105,315</b>	<b>64,467,834</b>	<b>0.9%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	1	598,872	-	598,872	866,172	(267,301)	8,357,008	7.2%
Materials & Services	2	3,244,030	1,142,048	4,386,078	3,775,496	610,582	10,367,061	42.3%
Finance Costs		69,317	-	69,317	99,403	(30,086)	596,417	11.6%
Depreciation and Amortisation		163,225	-	163,225	163,225	-	979,348	16.7%
Corporate Overheads & Competitive Neutrality Costs		(2,416,791)	-	(2,416,791)	(2,416,791)	-	(14,500,743)	16.7%
		<b>1,658,652</b>	<b>1,142,048</b>	<b>2,800,701</b>	<b>2,487,506</b>	<b>313,195</b>	<b>5,799,091</b>	<b>48.3%</b>
<b>Operating Position Before Capital Items</b>		<b>(1,047,054)</b>	<b>(1,142,048)</b>	<b>(2,189,103)</b>	<b>(1,981,223)</b>	<b>(207,880)</b>	<b>58,668,743</b>	<b>(3.7%)</b>
<b>Capital Revenue</b>								
Capital Revenue		73,800	-	73,800	-	73,800	246,000	30.0%
		<b>73,800</b>	<b>-</b>	<b>73,800</b>	<b>-</b>	<b>73,800</b>	<b>246,000</b>	<b>30.0%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(973,254)</b>	<b>(1,142,048)</b>	<b>(2,115,303)</b>	<b>(1,981,223)</b>	<b>(134,080)</b>	<b>58,914,743</b>	<b>(3.6%)</b>
<b>Total Comprehensive Income</b>		<b>(973,254)</b>	<b>(1,142,048)</b>	<b>(2,115,303)</b>	<b>(1,981,223)</b>	<b>(134,080)</b>	<b>58,914,743</b>	<b>(3.6%)</b>

1. **Employee Expenses** for year to date is favourable compared to the budget by \$267,301. 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.

2. **Materials & Services** for the financial year to date are \$610,582 unfavourable with \$3,244,030 in actual expenditure and \$1,142,048 in commitments against the YTD budget of \$3,775,496. 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 31 August 2021**

**Engineering & Infrastructure Services**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Original Budget \$	Variance \$	Full Year Original Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Fees & Charges		41,171	-	41,171	40,967	204	245,800	16.7%
Rental Income		231,075	-	231,075	214,591	16,484	1,287,545	17.9%
Sales of Contract & Recoverable Works	1	98,415	-	98,415	1,151,833	(1,053,418)	16,371,000	0.6%
Operating Grants, Subsidies & Contributions		326,559	-	326,559	301,533	25,025	2,551,650	12.8%
Other Recurrent Revenue		5,526	-	5,526	-	5,526	-	0.0%
		<b>702,746</b>	<b>-</b>	<b>702,746</b>	<b>1,708,924</b>	<b>(1,006,178)</b>	<b>20,455,995</b>	<b>3.4%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	2	1,759,859	-	1,759,859	2,035,129	(275,270)	13,228,339	13.3%
Materials & Services	3	555,546	1,316,701	1,872,247	3,015,407	(1,143,160)	20,051,474	9.3%
Depreciation and Amortisation		2,450,664	-	2,450,664	2,450,664	-	14,703,981	16.7%
Corporate Overheads & Competitive Neutrality Costs		1,492,948	-	1,492,948	1,492,948	-	8,957,689	16.7%
		<b>6,259,016</b>	<b>1,316,701</b>	<b>7,575,717</b>	<b>8,994,148</b>	<b>(1,418,430)</b>	<b>56,941,484</b>	<b>13.3%</b>
<b>Operating Position Before Capital Items</b>		<b>(5,556,270)</b>	<b>(1,316,701)</b>	<b>(6,872,972)</b>	<b>(7,285,224)</b>	<b>412,252</b>	<b>(36,485,489)</b>	<b>18.8%</b>
<b>Capital Revenue</b>								
Capital Revenue		19,400	-	19,400	-	19,400	6,074,178	0.3%
Proceeds from Sale of Land & PPE		-	-	-	-	-	947,660	0.0%
		<b>19,400</b>	<b>-</b>	<b>19,400</b>	<b>-</b>	<b>19,400</b>	<b>7,021,838</b>	<b>0.3%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(5,536,870)</b>	<b>(1,316,701)</b>	<b>(6,853,572)</b>	<b>(7,285,224)</b>	<b>431,652</b>	<b>(29,463,651)</b>	<b>23.3%</b>
<b>Total Comprehensive Income</b>		<b>(5,536,870)</b>	<b>(1,316,701)</b>	<b>(6,853,572)</b>	<b>(7,285,224)</b>	<b>431,652</b>	<b>(29,463,651)</b>	<b>23.3%</b>

- Sales of Contract & Recoverable Works** are unfavourable to the budget by \$1,053,418. This unfavourable variance is mainly due to the cashflowing of the revenue for the TMR project works.
- Employee Expenses** are favourable compared to the adopted budget by \$275,270. 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.
- Materials & Services** for the financial year to date are \$1,143,160 favourable with \$555,546 of actual expenditure and \$1,316,701 in commitments against YTD budget of \$3,015,407. This favourable variance is predominately due to the cashflowing of the expenditure for the TMR project works.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 31 August 2021**

**Planning, Environment & Community Service**

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Original Budget	Variance	Full Year Original Budget	Completion
		\$	\$	\$	\$	\$	\$	%
<b>Income</b>								
<b>Operating Revenue</b>								
Fees & Charges		457,186	-	457,186	401,875	55,311	2,131,250	21.5%
Rental Income		45,925	-	45,925	25,833	20,092	155,000	29.6%
Sales of Contract & Recoverable Works		25	-	25	-	25	-	0.0%
Operating Grants, Subsidies & Contributions		80,235	-	80,235	99,917	(19,682)	541,000	14.8%
Other Recurrent Revenue		2,339	-	2,339	1,333	1,006	8,000	29.2%
		<b>585,709</b>	<b>-</b>	<b>585,709</b>	<b>528,958</b>	<b>56,751</b>	<b>2,835,250</b>	<b>20.7%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	1	1,398,761	-	1,398,761	1,580,623	(181,862)	10,274,049	13.6%
Materials & Services	2	711,261	794,557	1,505,818	1,048,777	457,041	7,055,399	21.3%
Finance Costs		75,823	-	75,823	97,923	(22,100)	587,537	12.9%
Depreciation and Amortisation		276,231	-	276,231	276,231	-	1,657,385	16.7%
Corporate Overheads & Competitive Neutrality Costs		694,992	-	694,992	694,992	-	4,169,950	16.7%
		<b>3,157,068</b>	<b>794,557</b>	<b>3,951,625</b>	<b>3,698,545</b>	<b>253,079</b>	<b>23,744,320</b>	<b>16.6%</b>
<b>Operating Position Before Capital Items</b>		<b>(2,571,359)</b>	<b>(794,557)</b>	<b>(3,365,915)</b>	<b>(3,169,587)</b>	<b>(196,328)</b>	<b>(20,909,070)</b>	<b>16.1%</b>
<b>Capital Revenue</b>								
Capital Revenue		777,600	-	777,600	-	777,600	5,616,200	13.8%
		<b>777,600</b>	<b>-</b>	<b>777,600</b>	<b>-</b>	<b>777,600</b>	<b>5,616,200</b>	<b>13.8%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(1,793,759)</b>	<b>(794,557)</b>	<b>(2,588,315)</b>	<b>(3,169,587)</b>	<b>581,272</b>	<b>(15,292,870)</b>	<b>16.9%</b>
<b>Total Comprehensive Income</b>		<b>(1,793,759)</b>	<b>(794,557)</b>	<b>(2,588,315)</b>	<b>(3,169,587)</b>	<b>581,272</b>	<b>(15,292,870)</b>	<b>16.9%</b>

**1. Employee Expenses** are favourable compared to the YTD budget by \$181,862. 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.

**2. Materials & Services** for the financial year to date are \$457,041 unfavourable when compared to the YTD budget of \$1,048,777 with actual expenditure recorded \$711,261 and \$794,557 in commitments. 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 31 August 2021**

**Water & Waste**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Original Budget \$	Variance \$	Full Year Original Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges		387,218	-	387,218	400,000	(12,782)	30,632,305	1.3%
Fees & Charges		187,731	-	187,731	208,500	(20,769)	1,252,500	15.0%
Rental Income		-	-	-	1,667	(1,667)	37,309	0.0%
Interest Received		29,120	-	29,120	13,617	15,503	81,700	35.6%
Operating Grants, Subsidies & Contributions		49,613	-	49,613	47,500	2,113	47,500	104.4%
Other Recurrent Revenue		919,265	-	919,265	940,375	(21,111)	7,309,170	12.6%
		<b>1,572,947</b>	<b>-</b>	<b>1,572,947</b>	<b>1,611,659</b>	<b>(38,712)</b>	<b>39,360,484</b>	<b>4.0%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	1	878,281	-	878,281	1,052,543	(174,263)	6,841,531	12.8%
Materials & Services	2	1,832,548	3,461,623	5,294,171	2,881,200	2,412,970	17,424,934	30.4%
Finance Costs		7,323	-	7,323	-	7,323	56,483	13.0%
Depreciation and Amortisation		1,571,166	-	1,571,166	1,571,166	-	9,426,996	16.7%
Corporate Overheads & Competitive Neutrality Costs		1,031,280	-	1,031,280	1,031,280	-	6,187,683	16.7%
		<b>5,320,598</b>	<b>3,461,623</b>	<b>8,782,221</b>	<b>6,536,190</b>	<b>2,246,031</b>	<b>39,937,626</b>	<b>22.0%</b>
<b>Operating Position Before Capital Items</b>		<b>(3,747,651)</b>	<b>(3,461,623)</b>	<b>(7,209,274)</b>	<b>(4,924,531)</b>	<b>(2,284,743)</b>	<b>(577,143)</b>	<b>1249.1%</b>
<b>Capital Revenue</b>								
Capital Revenue		-	-	-	-	-	1,200,000	0.0%
		-	-	-	-	-	<b>1,200,000</b>	<b>0.0%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(3,747,651)</b>	<b>(3,461,623)</b>	<b>(7,209,274)</b>	<b>(4,924,531)</b>	<b>(2,284,743)</b>	<b>622,857</b>	<b>(1157.5%)</b>
<b>Total Comprehensive Income</b>		<b>(3,747,651)</b>	<b>(3,461,623)</b>	<b>(7,209,274)</b>	<b>(4,924,531)</b>	<b>(2,284,743)</b>	<b>622,857</b>	<b>(1157.5%)</b>

**1. Employee Expenses** are favourable compared to the YTD budget by \$174,263. 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.

**2. Materials & Services** for the financial year to date are \$2,412,970 unfavourable, with \$1,832,548 in actual expenditure and \$3,461,623 in commitments. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods (commitment for contractors at IRC's landfill for the financial year is \$1.63M and commitment for water purchase \$1.5M).

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## MEETING DETAILS

**Corporate, Governance and Financial Services**  
**Standing Committee Meeting**  
Tuesday 14 September 2021

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## AUTHOR

Alexis Coutts

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## AUTHOR POSITION

Manager Organisational Safety

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## 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 Systems (WHSMS).

### OFFICER'S RECOMMENDATION

*That the Committee recommends Council:*

- 1. Note the Work Health and Safety Report and attachments listed*
- 2. Note the team renovation for Organisational Safety (included in this report).*

### BACKGROUND

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

### IMPLICATIONS

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

### CONSULTATION

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

### BASIS FOR RECOMMENDATION

The updated attachments include the normal monthly update, the improvement plan, amended strategic plan which includes wellness. The updated KPI opportunities.

Further the team renovation which reflects a change in our language to care and contemporary safety practices.

The updated attachments include the normal monthly update, Council's WHS objectives and improvement plan following the last LGW Audit, amended Strategic plan which includes wellness, and updated KPI opportunities workshopped through safety committees and ELT.

As previously reported, with the commencement of our new Chief Executive Officer (CEO) and review of results from the last LGW Audit, a review / reset of WHS operations and language has been undertaken. Key focus has been on taking the opportunity to update language and direction to one of agreed commitment

In line with contemporary safety language and the inclusion of wellbeing and psychological safety. Further the Organisational Safety team has taken the opportunity to consider an internal "renovation" which recognises the existing roles and functions of the Department and reflects a change in our language to care and contemporary safety practices.

There is no change to existing employee numbers or current entitlements, whilst title changes and minor modifications to position description have been suggested by the team for the department to be more reflective of team outputs and outcomes it hopes to achieve within the organisation. The position descriptions have been reviewed to reflect the proposed renovation concept and aligned to current practices within the team. All positions have been reviewed and endorsed by individual staff, People & Performance and the Director CGFS and have been provided to the CEO for sign off.

If approved the newly named Safety and Resilience team will continue to monitor it's workloads and ensure professional development to build resilience of the team.

The department has several key objectives that has evolved in the last few years to strive towards contemporary safety practices and best practices in safety, disaster and worker support (rehabilitation).

- Provide advice, training and support to all Council staff relating to WHS and Disaster management matters.
- Continual promotion of risk management processes – Think ISAAC.
- Maintain corporate management system - delivering best practice and compliance.
- Provide effective Contractor Management Framework and support systems.
- Effectively manage workplace related injuries.
- Educate and promote fitness for work.
- Develop the management systems with a view to prevention of harm including psychological health and safety.
- Maintain and deliver on the requirements of the WHS operational and improvement plans.
- To effectively evaluate the WHS systems and develop strategy to improve wellbeing (health and safety) outcomes.
- Education and development of disaster management plan and sub plans, to ensure effective preparedness and response to events.
- Engage with community and emergency stakeholders to develop resilience through education and relationship building.

## SAFETY & RESILIENCE TEAM



### ACTION ACCOUNTABILITY

Manager Organisational Safety to communicate changes once endorsed by Chief Executive Officer.

### KEY MESSAGES

Positive progression of the Safety Improvement, strategic objectives and updated KPI's amendments.

Renovation of the safety team to reflect Wellness, Disaster and Rehabilitation in it's title.

<p><b>Report Prepared By:</b>                  ALEXIS COUTTS  <b>Manager Organisational Safety</b></p> <p>Date: 1 September 2021</p>	<p><b>Report Authorised By:</b>                  DARREN FETTELL  <b>Director Corporate, Governance and Financial Services</b></p> <p>Date: September 2021</p>
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### ATTACHMENTS

- Attachment 1 – WHS Monthly Report
- Attachment 2 – Strategic Plan
- Attachment 3 - WHS Objectives and Improvement Plan

- Attachment 4 – Key Performance Indicators.

## **REFERENCE DOCUMENT**

- Nil

# WHS MONTHLY REPORT

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<b>DATE</b>	August, 2021
<b>TO</b>	August 2021, Council Meeting
<b>FROM</b>	Organisational Safety Manager

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## 1. SUMMARY

During August the team conducted the 2<sup>nd</sup> reset of the Safety Committee, a new pathway forward will be implemented and communicated in September, further information will be communicated.

The Strategic plan, WHS Objectives and improvement plan and Key performance indicators have been finalised with a new direction. This includes the inclusion of wellness into the strategic plan and also into the WHS committees moving forward.

The team have been in consultation regarding a renovation of the team, information to be provided for Council at Council meeting.

### 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, regularly reported to WHS Strategic Committee.

## 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:** The improvement plans is currently a work in progress and is going through a revamp to prioritise our activities, now completed.

# WHS MONTHLY REPORT

## 4. RISK MANAGEMENT

### RISK ASSESSMENTS

Risk assessments, work is progressing on the risk assessment revised forms, Water and waste have been trialling a revised risk register for sites which will be implemented.

### HAZARD HUNTER WINNERS

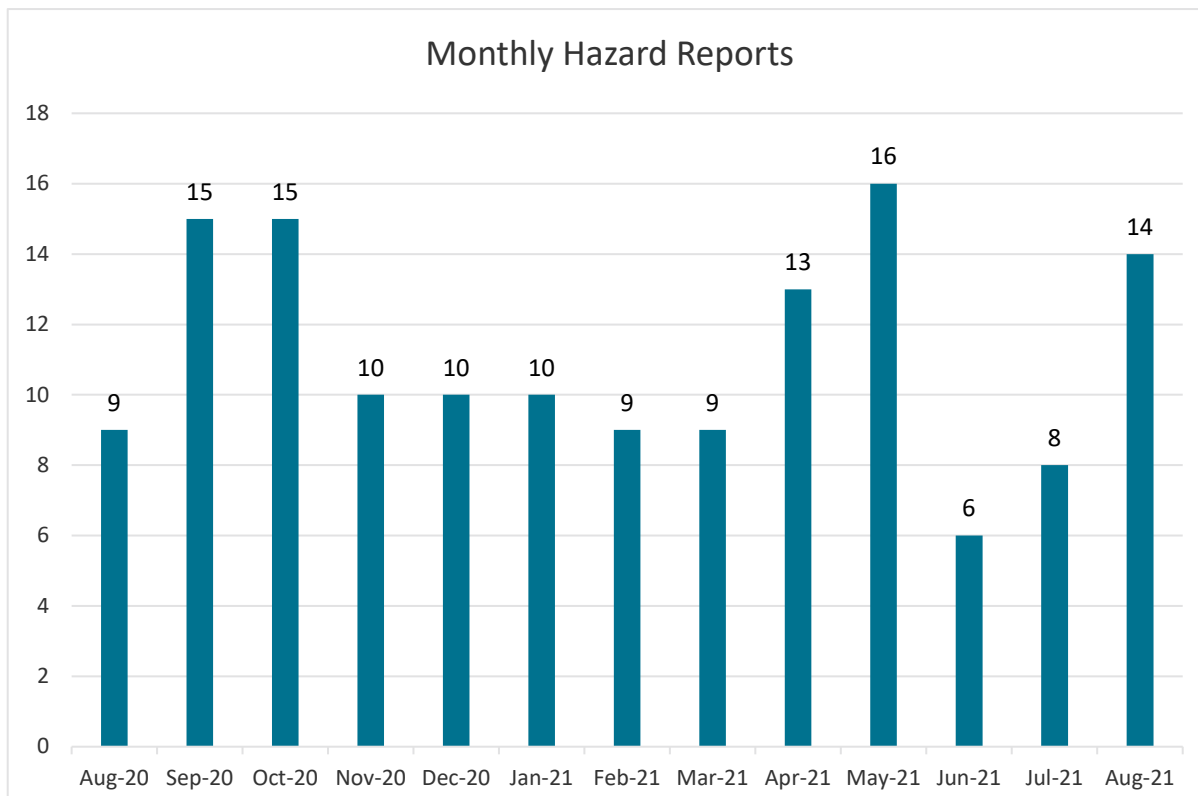
Hazard hunter winners are being caught up and communicated.

**OBJECTIVE** to ensure risk management activities are undertaken by identifying hazards.

**TARGET** Number of hazards reported and rectified.

**STATUS** 14 hazards identified, 1 have been fully completed.

## 5. HAZARD REPORTS MONTHLY COMPARISONS



### INCIDENT REVIEW

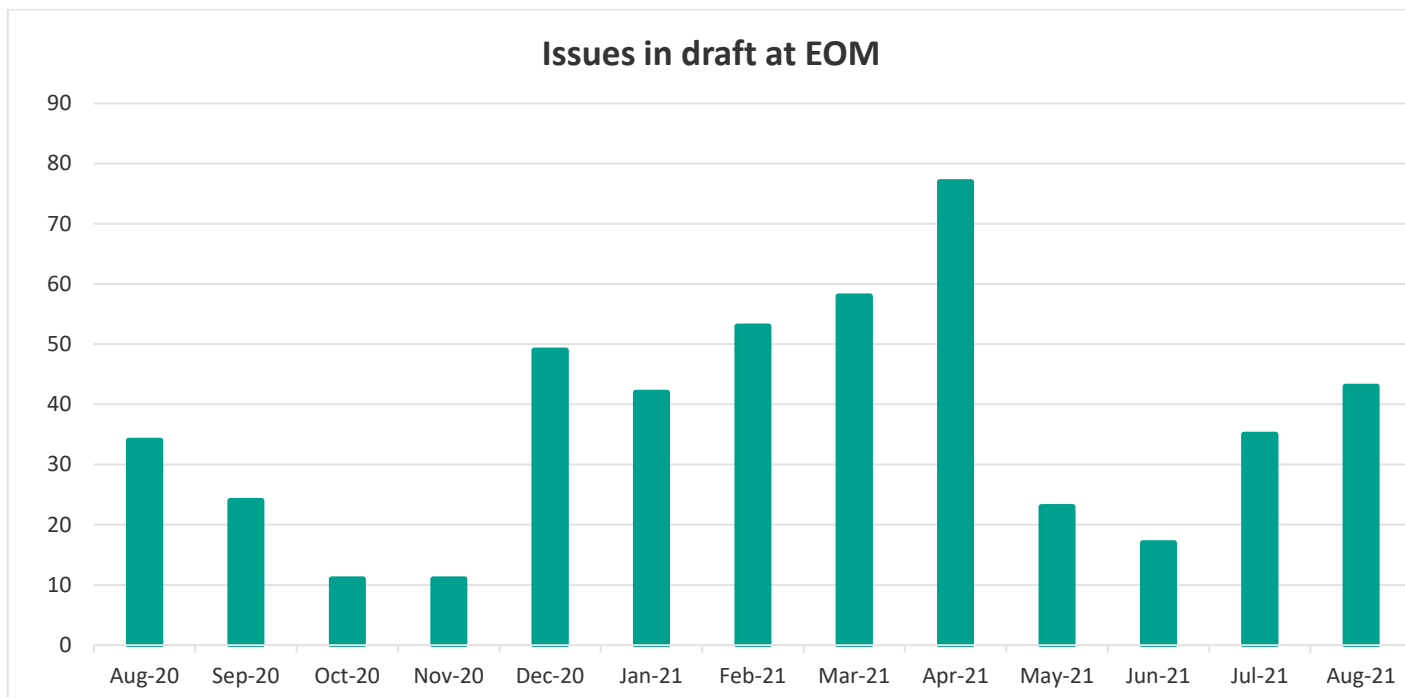
Formal investigations are being completed around a recent staff medical incident and key learnings to be forwarded for approval to the manager and executive leadership team for endorsement of proposed corrective actions, in addition to immediate responses. Council is also being briefed on management and key learnings.

**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).

# WHS MONTHLY REPORT

**STATUS 43** incident in draft for all date range



## TRAINING

Cultural Leadership Program project plan is being developed by P&P. Training procedures are still under review.

## EMERGENCY MANAGEMENT

The emergency management plan and procedure are under review a new term of reference has been reviewed by ELT. Scheduled review by the Emergency Management Committee was completed. Some minor modifications to be included and then will be distributed.

Emergency warden training and meetings of the Emergency Control Organisations to be undertaken in October, a report will come back to the EMC.

## 6. CONSULTATION

A workshop to restructure the WHS committee and the roles of members, this will focus on including wellness into this group and ensure they remain of value to Council. This is now completed and will commence roll out in September.

## WHS STRATEGIC COMMITTEE

The next meeting is September.

## WHS OPERATIONAL COMMITTEE

**OBJECTIVE** Completed schedules of meetings.

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



# WHS MONTHLY REPORT

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**STATUS on-track against new 2021 plan.**

## 7. CONTRACTOR MANAGEMENT

It was decided by the Safety Team that the 'Under Review' status be removed from within the Contractor Module. Only a Company Status of either Approved or Not Approved will now be applicable. Either a Company has or has not met their obligations of providing and maintaining mandatory documentation, and/or has or has not provided a standard of work in line with our contractor and project management framework. Inductions and records continue to be monitored.

**OBJECTIVE Evaluation of contractor and project management documentation and processes.**

**TARGET report on # approved contractors, # of not approved contractors.**

**STATUS:**

**# APPROVED contractor companies – 190**

**# NOT APPROVED contractor companies (failed in their obligations) – 84**

## 8. WELLBEING & FITNESS FOR WORK

### 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.

Currently the COVID vaccination roll out is as per government guidelines, we encourage all employees to seek advise from their doctor. Vaccine pop up centres are being established around the region and are also available at some pharmacies and doctors surgeries.

### DRUG & ALCOHOL TESTING

Testing will recommence later this year.

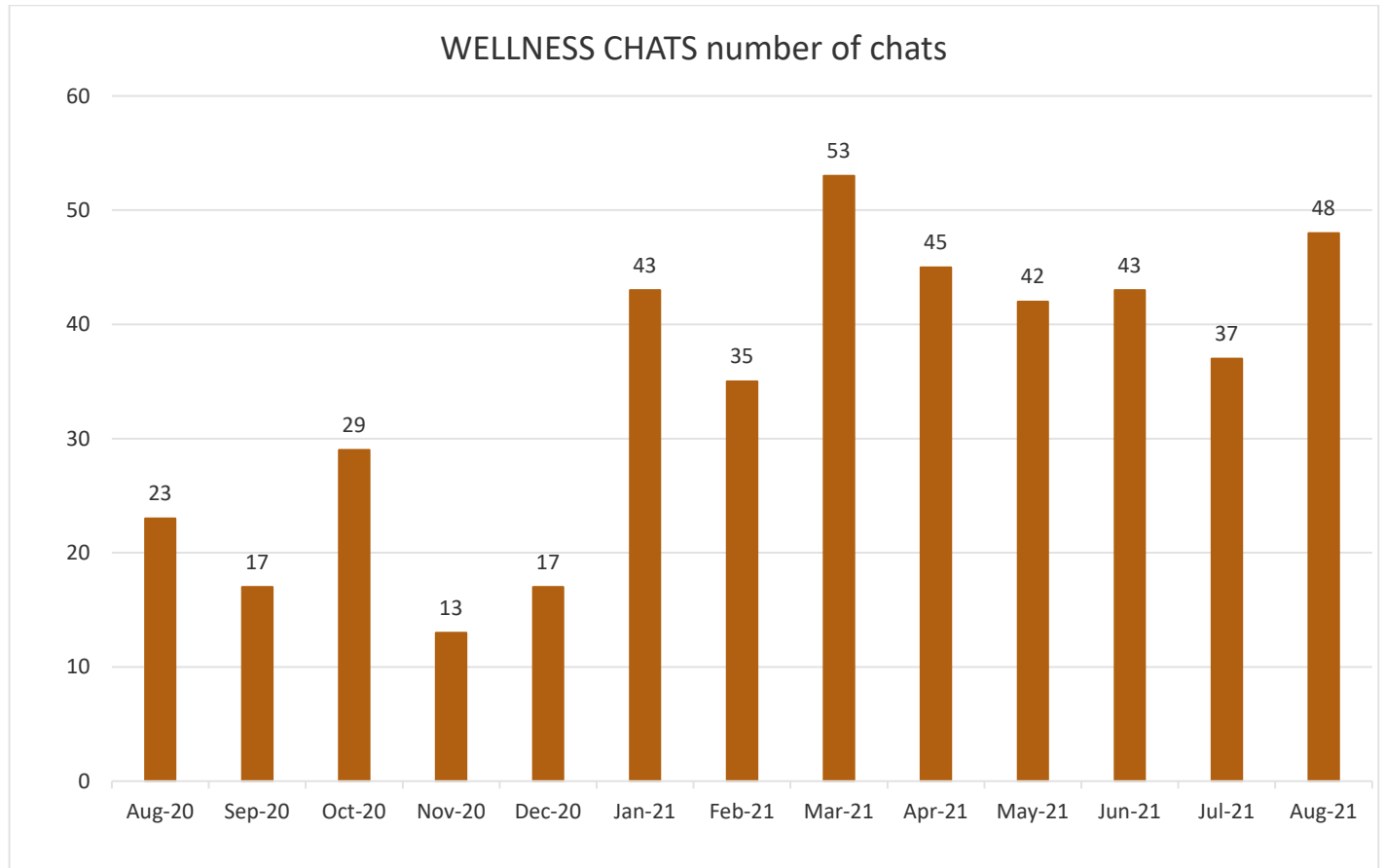
### WORKERS COMPENSATION & REHABILITATION

Rehabilitation and Wellness Officer continues to actively monitor all work and non-work-related injuries and illnesses. The worker support program continues to support our workers with individual concerns and supports the workplace to support them.

### WELLBEING

Social responsibility, psychological safety and resourcing have been removed, pending the review of safety

**The current status of wellness chats – 48 wellness chats for August**



## 9. AUDIT/ INSPECTIONS

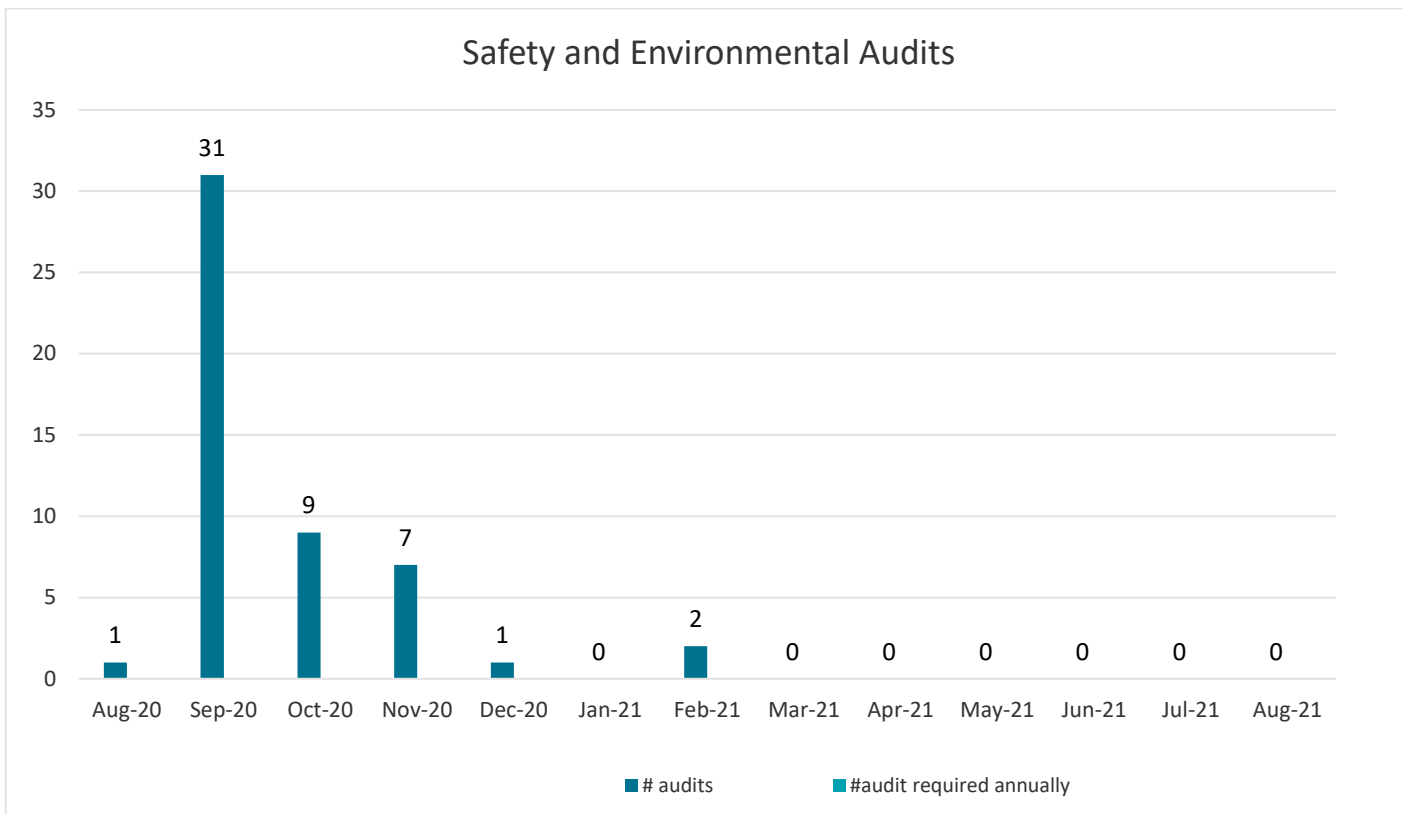
A new audit plan has been developed but will be revisited with staff changes. the new schedule is also more risk orientated.

A workshop was conducted with internal auditors from safety and water and waste to review the process for conducting audits and peer review selected audits. Minutes of the meeting were completed.

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

**TARGET** 100% of audits completed against plan.

**STATUS:** 0 WHS audits completed for August



## 10. CORRECTIVE ACTIONS

The target and methodology for tracking actions has been amended since the May report. All expired actions as well as expired actions greater than 30 days will now be captured so trends can be recorded and seen.

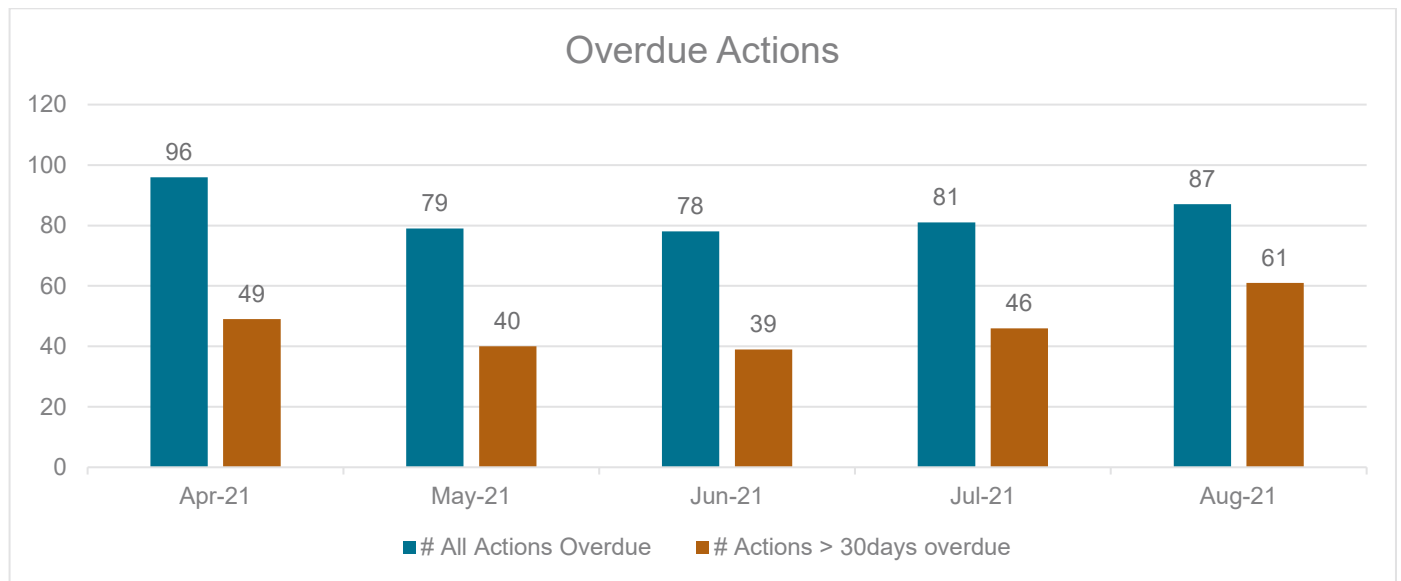
The safety systems officer has set up an additional notification to be sent to a person’s manager when their assigned safety action has become 5 days overdue. A focus on system training and reminders throughout the month of June to assist with reducing these figures will also take place. A focus on training will continue as required.

Training has been proactively sought by many staff and departments throughout the organisation during the months of July and August. The Safety Systems Officer and other members of the Safety Team have been utilising meetings and other scheduled activities to provide information and training where possible. The Safety Systems Officer has scheduled increased individual training among new starters, has developed further guides for reference, and provided targeted monthly information on the SMART Home page.

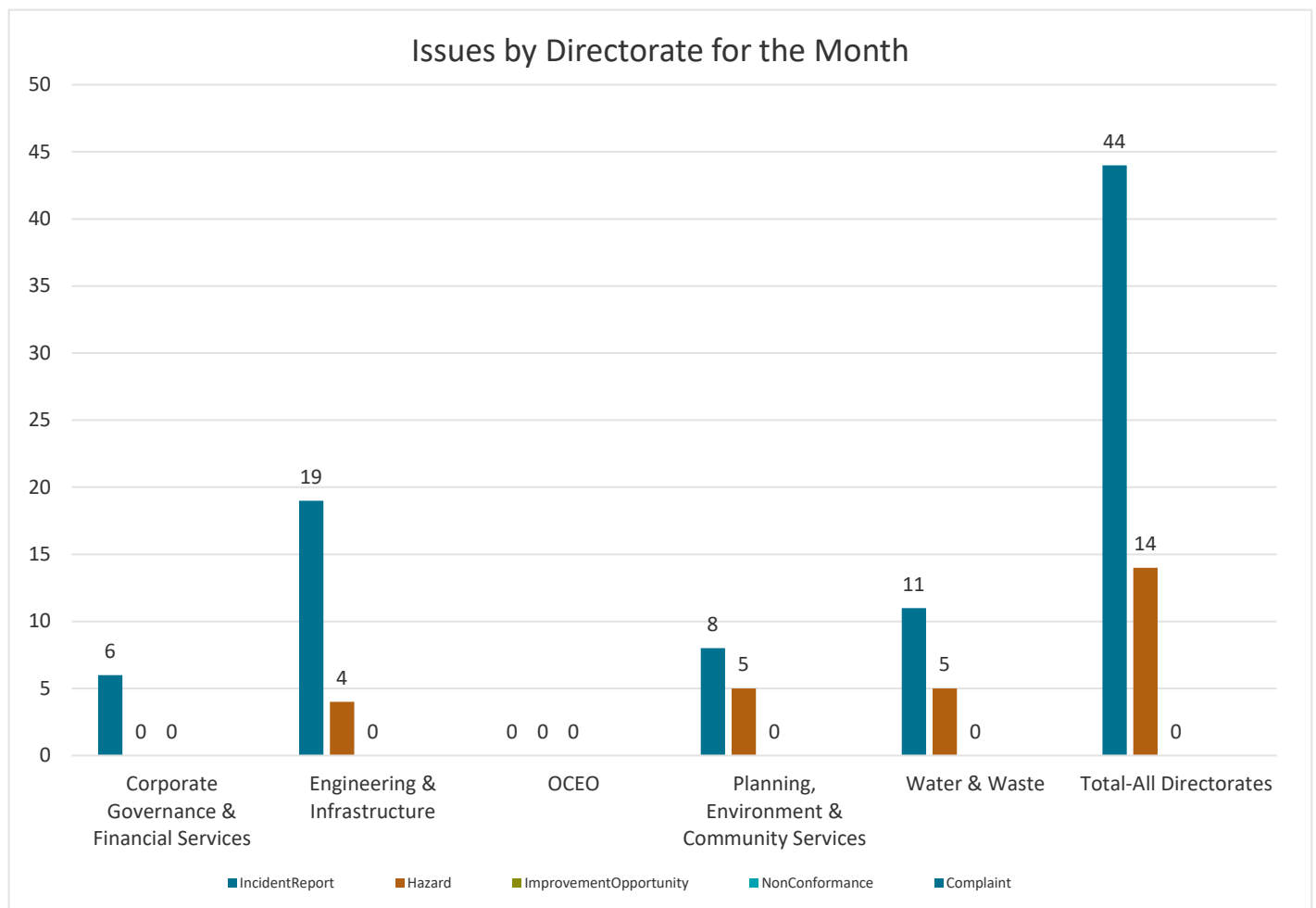
**87** overdue expired actions as at end of month. **61** overdue greater than 30 days.

**OBJECTIVE** Ensure identified corrective actions are followed to completion

**TARGET** 0 actions greater than 30 days overdue



## 11. ISSUES BY DIRECTORATE



## 12. INDIVIDUAL KEY PERFORMANCE INDICATORS

Each Director determines who is to complete WHS KPI's, based on their role and responsibilities. This supports the achievement of our overall safety objectives. As part of the WHS

# WHS MONTHLY REPORT

Objectives and Improvement Plan, the current KPI requirements will experience some changes, and these changes will be reflected in the September WHS Report KPI Statistics. Refer to ECM\_3643474\_v7\_WHS Objectives and Improvement Plan and the new 5.2 Attachment 4 – Key Performance Indicators 2021 update. The changes have also been captured and highlighted in the tables below for viewing.

## 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 - comments mandatory as well as evidence if applicable					
1. Conducted and recorded a 'Safety Chat' (discussion of a safety process) Complete via SMART Inform = 1x Safety Action	2. Conducted and recorded a 'Wellbeing Chat' with someone. Completed via SMART Inform = 1 x Safety Action	3. Provided feedback on a WHS procedure with comments to the safety team. (Procedural Review) =1 x Safety Action	4. Participation in an Incident Investigation/analysis i.e ICAM or Debrief = 1 x Safety Action	5. Participate in a Procedural Audit – Directors and M3's being audited by the Safety Team	6. 5. Conducted and recorded a Site Hazard inspection. Inspection via SMART Inform = 1 x Safety Action
SAFETY COMMUNICATION - comments mandatory as well as evidence if applicable					
1. Attended an Operational WHS Committee Meeting (M3's and invitees) = 1 x Safety Communication	2. Attend any Town Talk meeting and presented a 'safety share' = 1 x Safety Communication	3. Present at Town Talks on topics relevant to workforce = 1 x Safety Communication	4. Conducted a Team Talk or Morning Talk with your team and documented minutes in SMART = 1 x Safety Communication	5. Attend a WHS Strategic Meeting (Directors and invitees)	

Change in language from 'raw' KPI's to 'total' KPI's. This indicates exactly what has been completed across the individual action and communications areas, but then allows us to identify whether target has been met.

### 1. CGFS OLT Target list: 12 people/positions. 12x2 KPI=24 target per month.

**August Monthly outcome:** 11 people/positions completed their target KPI's. 11 people x 2 KPI's = 22 in total. Target is 24. Leaves a deficit of 2 (1-person x 2 KPI's). Reason: 1 person did not complete monthly KPI's.

### 2. PECS OLT Target list: 29 people/positions. 29x2=58 target per month.

**August Monthly outcome:** 24 people/positions completed their target KPI's. 24 people x 2 KPI's = 48 in total. Target is 58. Leaves a deficit of 10 (5 people x 2 KPI's). Reason: 2 persons did not complete correctly and 3 did not complete at all.

### 3. E&I OLT Target list: 41 people/positions. 41x2=82 target per month.

**August Monthly outcome:** 27 people/positions completed their target KPI's. 27 people x 2 KPI's = 54 in total. Target is 82. Leaves a deficit of 28 (14 people x 2 KPI's). Reason: 2 positions are vacant; 3 did not complete correctly and 8 persons did not complete at all.

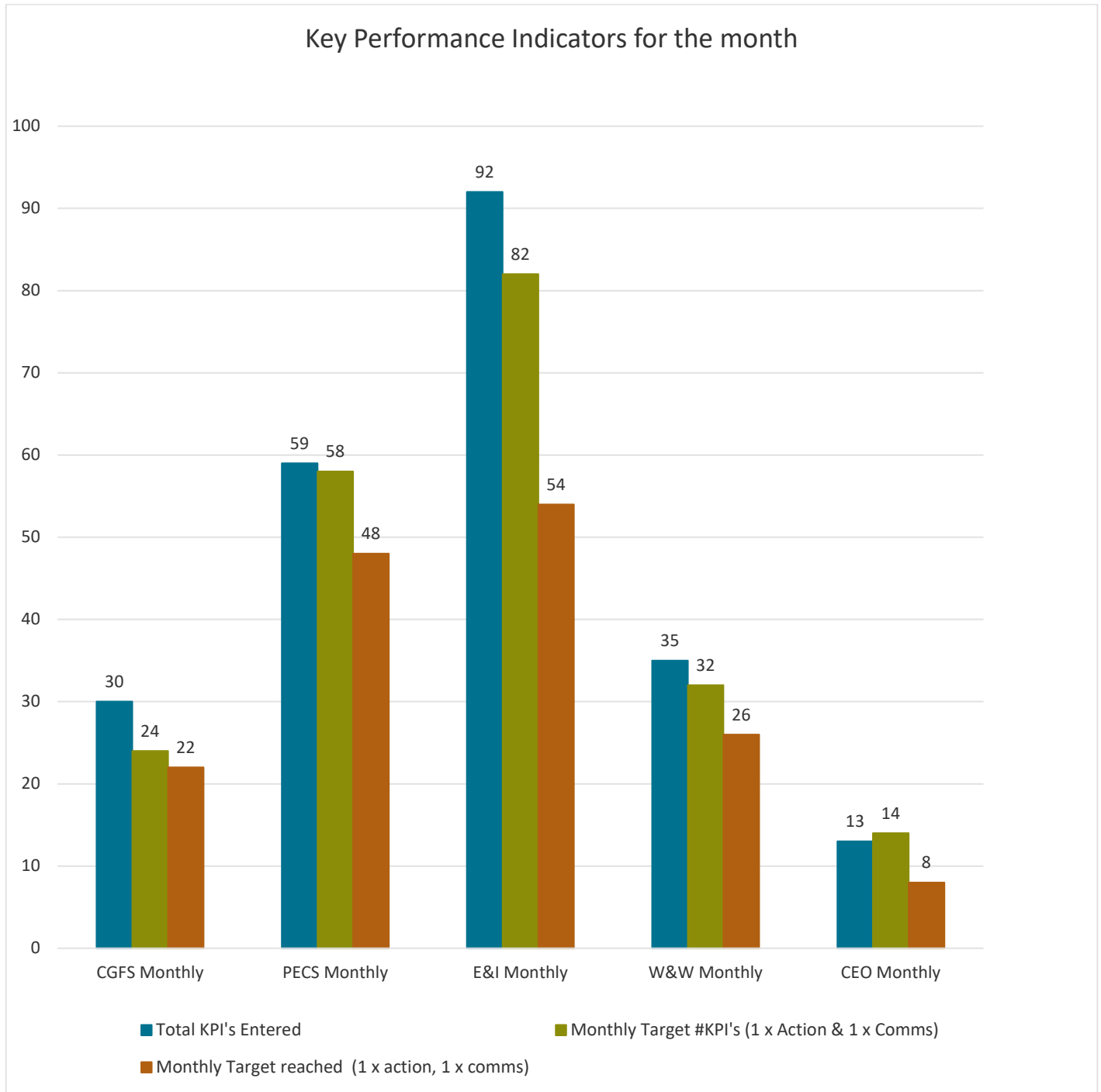
### 4. W&W OLT Target list: 16 people/positions. 16x2=32 target per month.

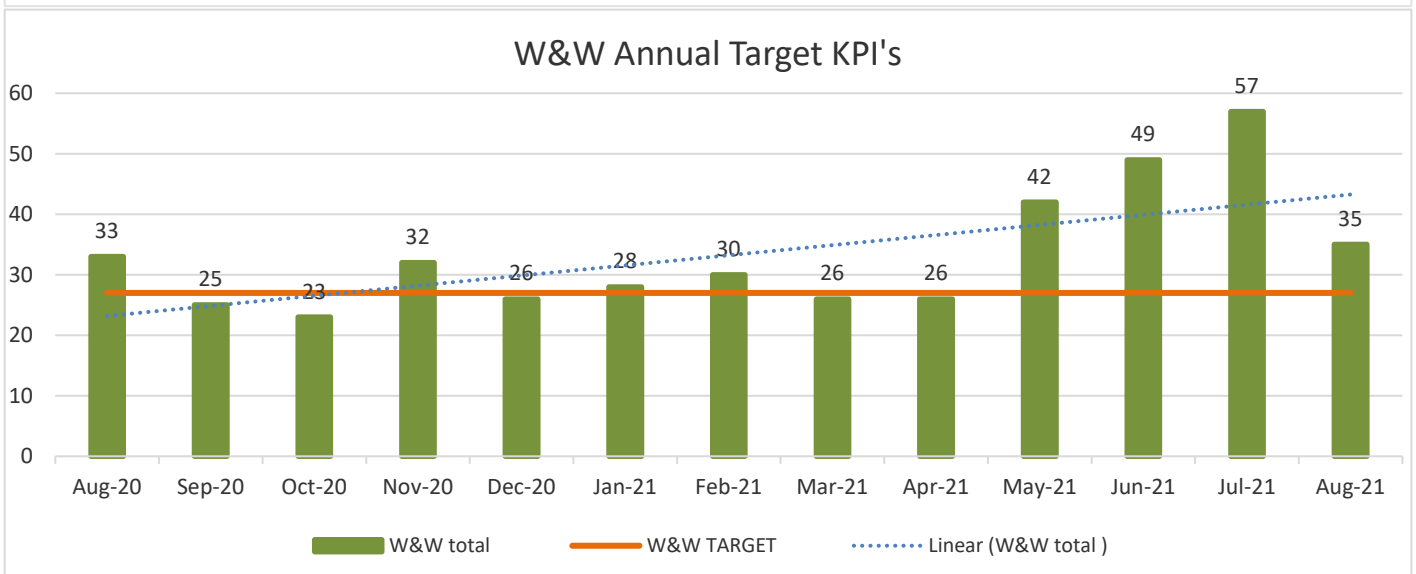
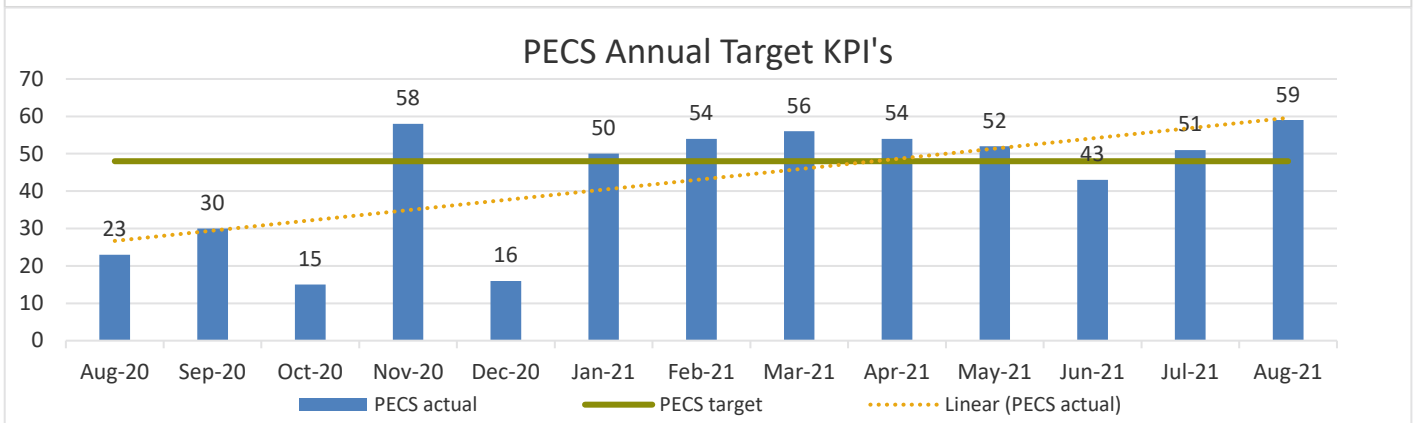
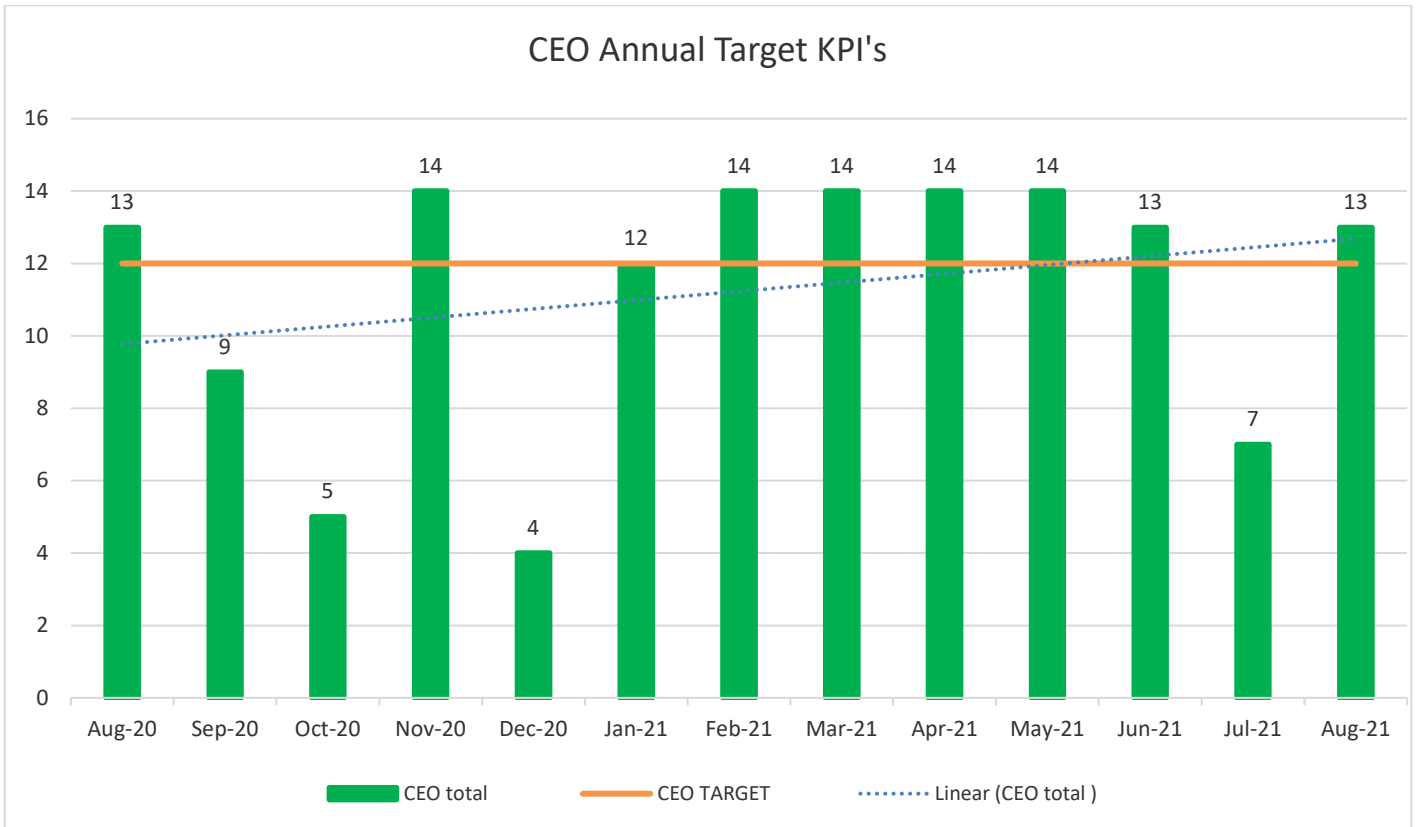
**August Monthly outcome:** 13 people/positions completed their target KPI's. 13 people x 2 KPI's = 26 in total. Target is 32. Leaves a deficit of 6 (3-person x 2 KPI's). Reason: 1 person did not complete monthly KPI's correctly and 1 person did not complete at all.

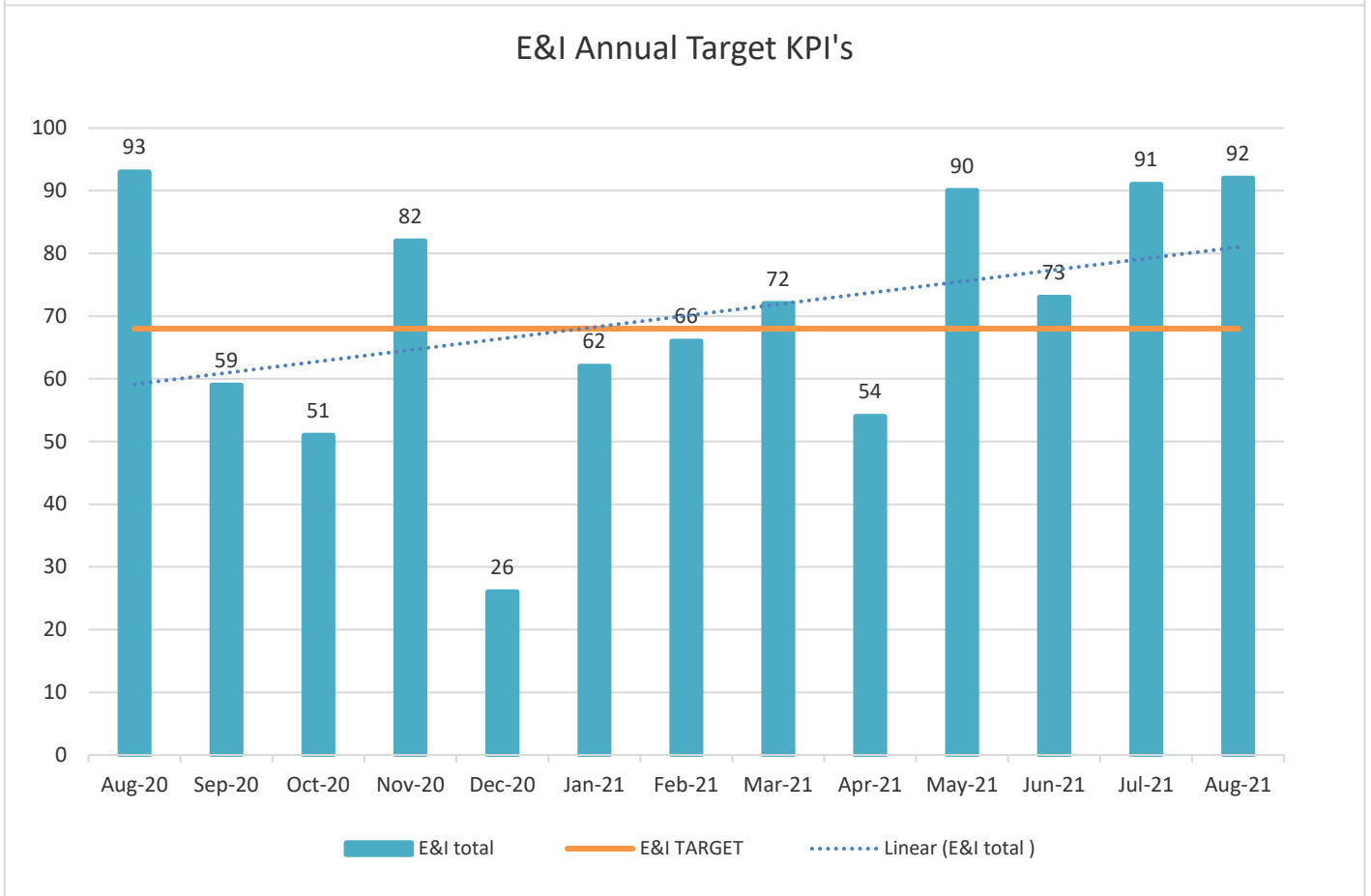
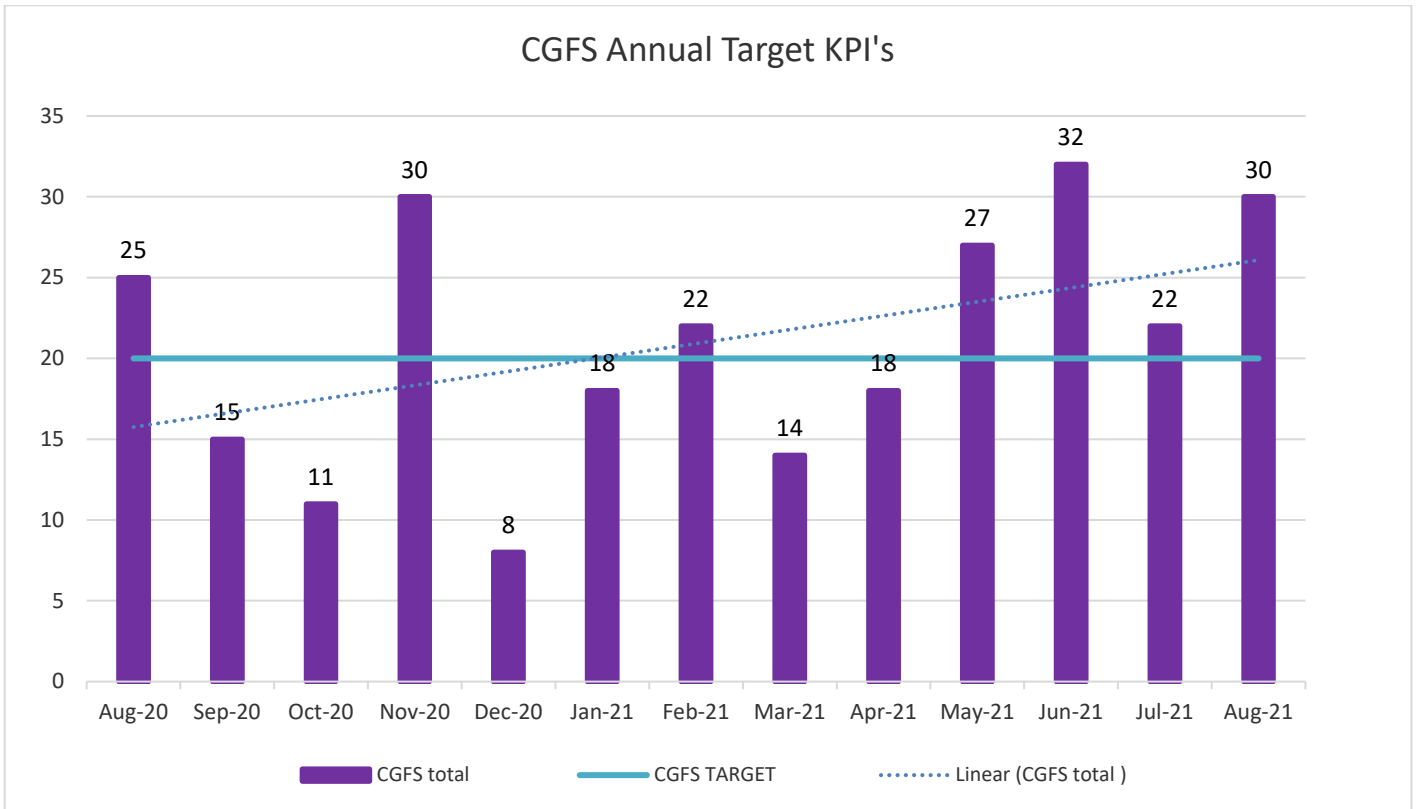
### 5. OCEO OLT Target list: 7 people/positions. 7x2=14 target per month.

# WHS MONTHLY REPORT

**August Monthly outcome:** 4 people/positions completed their target KPI's. 4 people x 2 KPI's = 8 in total. Target is 14. Leaves a deficit of 6 (3 people x 2 KPI's). Reason: 1 people did not complete correctly, and 2 people did not complete at all.

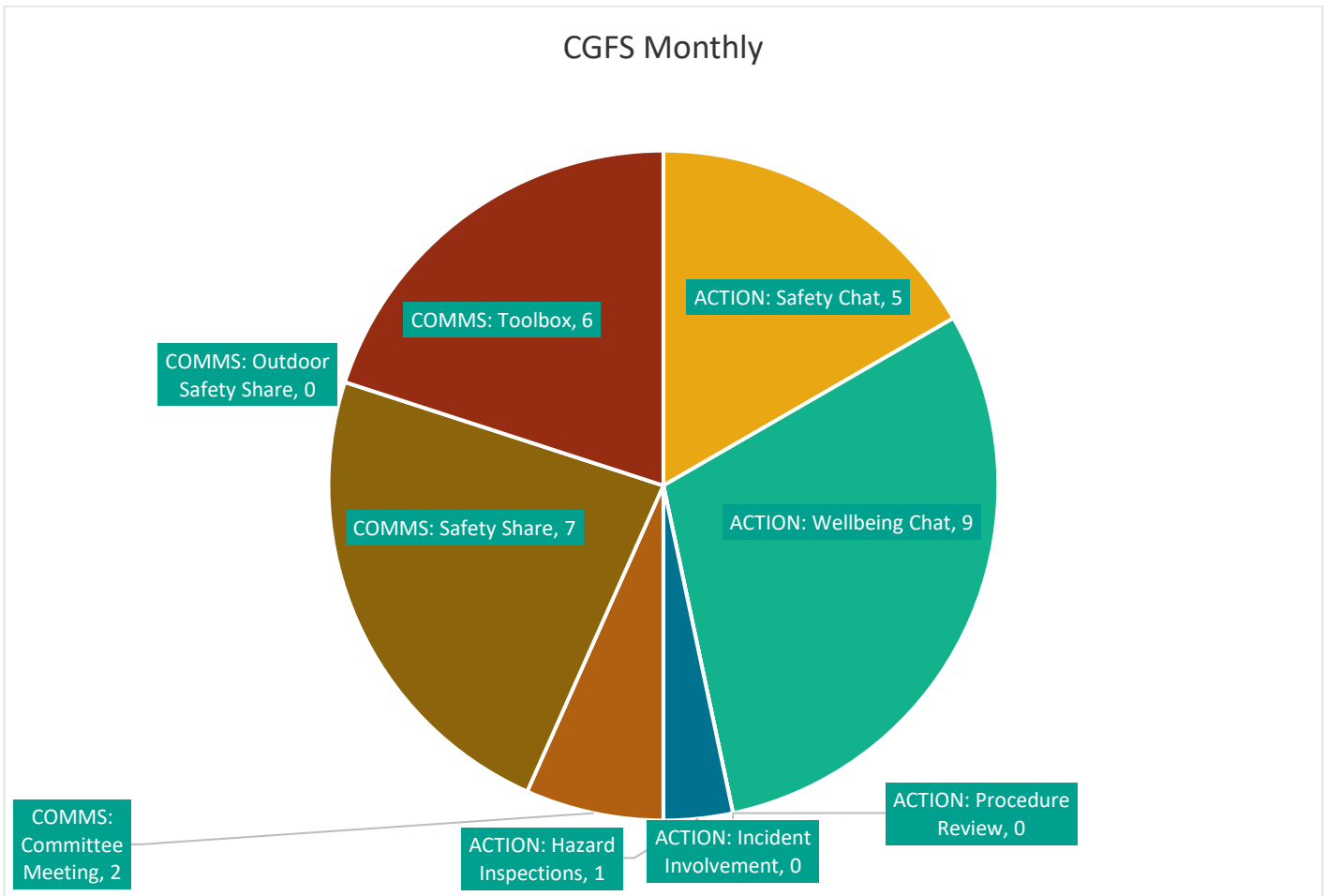




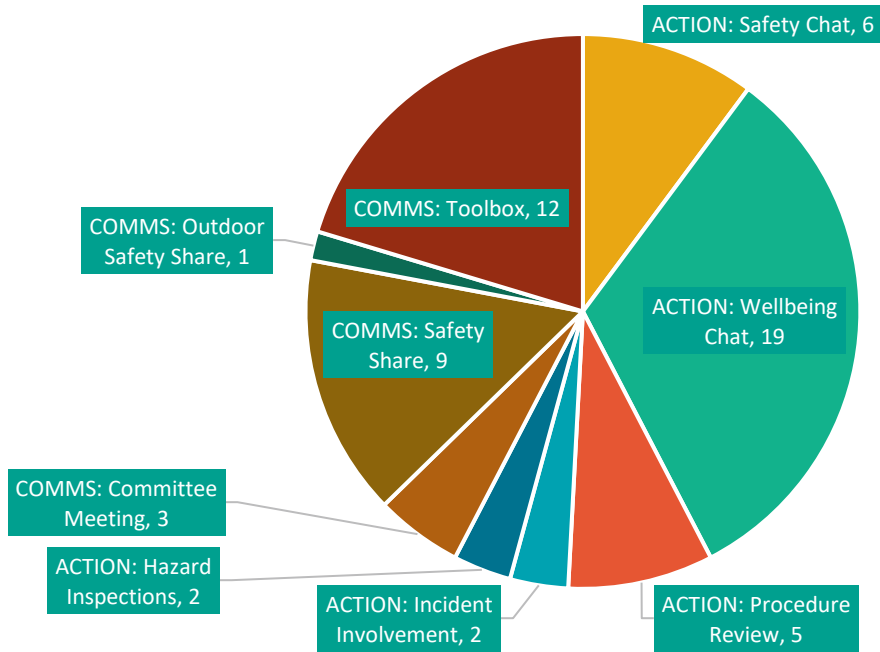




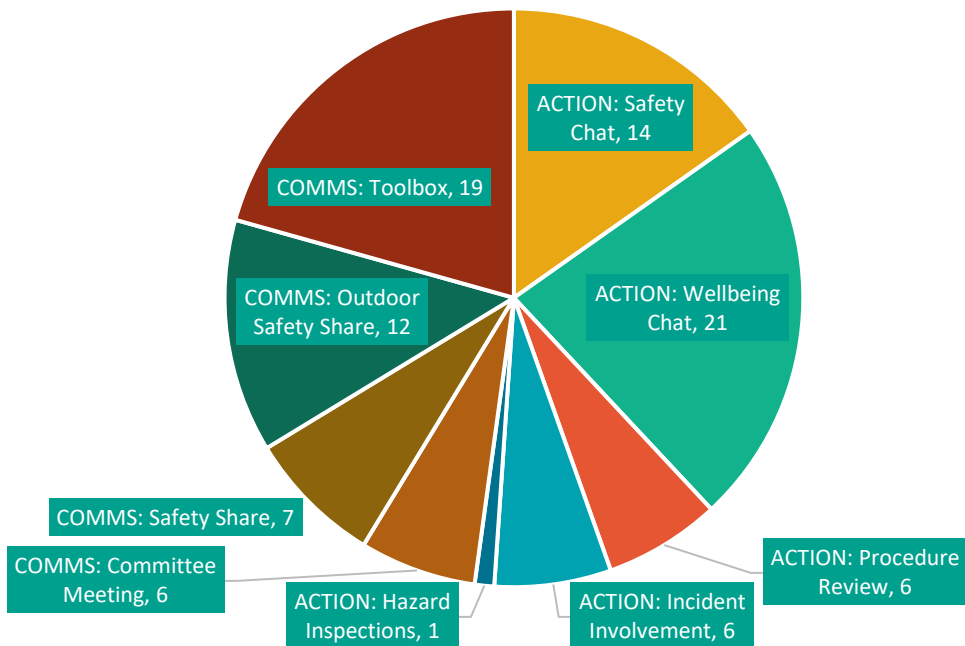
### CGFS Monthly

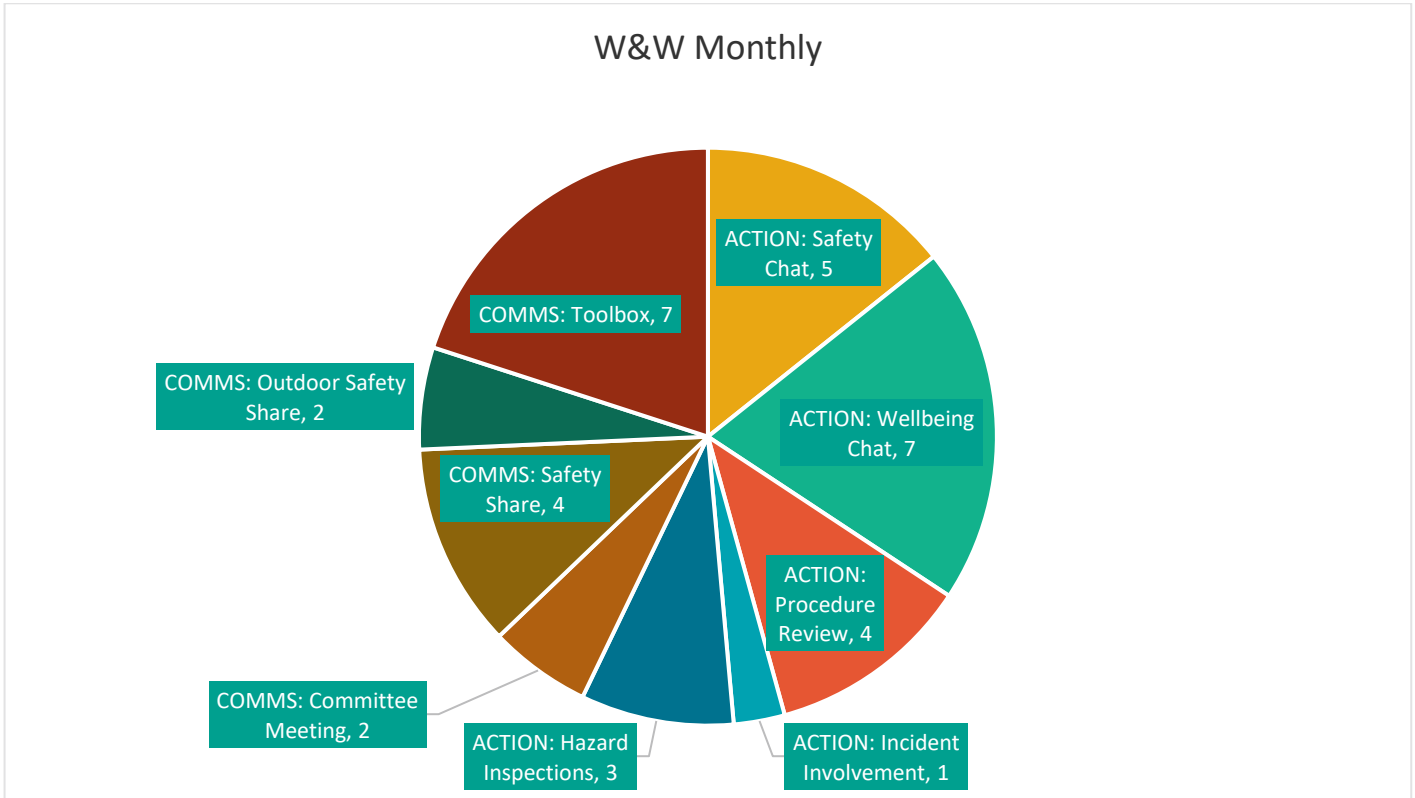


## PECS Monthly



## E&I Monthly





# WELLBEING, SAFETY & RESILIENCE STRATEGIC PLAN

## COUNCIL VISION:

Helping to energise the world,  
A Region that feeds, powers and builds communities



## COUNCIL VALUES:

Professionalism, Continuous Improvement, Excellence,  
Procedural Consistency, Customer focus, Teamwork & Coordination,  
Safety and Wellbeing



## WELLBEING, SAFETY & RESILIENCE STRATEGY:

To promote, protect and support our workers wellbeing and risk resilience, utilising Think ISAAC methodologies.

# WELLBEING, SAFETY & RESILIENCE STRATEGIC PLAN

- Review all Policies, Procedures and work instructions biennially to maintain compliance against current legislative requirements.
  - Policy reviewed as required by CEO. To ensure effective procedures and ensuring they comply with legislation. That there is a master document register to track updating
- **100% documents reviewed within timeframes**

## BEST PRACTICE SYSTEM

- Establish annual KPI's which align to the policy to ensure meeting the objectives and targets
- Ensure that the objectives are embedded into Corporate documents.
- Updating the improvement plan and reporting
- Ensuring the implementation of the improvements.
- **Completion of Quarterly review and reporting against WHS improvement plan.**
- **Annual setting and review of KPI's"**

## ESTABLISHING OBJECTIVES AND TARGETS

- To ensure that risk management activities are undertaken to support our systems, investigate incident , hazard hunter program, development of Work Instruction, maintenance of risk assessments and registers
- **#incident open after 30 days**  
 • **record the # hazards per month**  
 • **Site based risk assessments to be established and revised biennially."**

## EFFECTIVE RISK MANAGEMENT

- Schedule for toolbox and WHS Committees. To ensure effective communication and consultation with workers and ensure
  - Continue to develop and evaluate the check in chat as another tool for communicating
- **100% of meetings against schedule completed**

## IMPROVING WORKER CONSULTATION

1. To develop a strategy that supports staff in maintain physical and mental health.
  - To ensure that we are able to retain staff through appropriate programs that deal with the worker holistically.
  2. Establish wellbeing programs through committees
  - To provide early intervention and numbers of workers support engagement
- **# check in chats**  
 • **# staff engaged in worker support**

## WELLBEING AND CAPACITY TO WORK

- Develop an audit and inspection schedule which includes sites audits, system audits and procedural audits.
  - To ensure our systems are effectively implemented and understood at site levels.
- **100% of audits completed against schedule**  
 • **target for audits to be above 85%**

## MAINTAIN AUDITS AND INSPECTIONS

- Ensure that any identified corrective actions from incidents, hazards, audits have been entered and followed through to completion
- Ensuring that actions raised are followed through to completion.
- Establish Change Management processes
- Ensuring that change is effectively consulted and managed to gain the most uptake.
- **# corrective actions completed and open at EOM**

## CONTINUOUS IMPROVEMENT

- Providing leaders with knowledge and tools to effectively manage the wellbeing and risk resilience of our workers
  - Support supervisors in cultural leadership
- **# 95% manager attendance at Safety leadership training**

## EMPOWERING AND SUPPORTING LEADERSHIP

## WELLBEING AND RISK RESILIENCE IMPROVEMENT PLAN

**PERIOD VALID:** June 2021 to June 2022  
**REVIEW DATE:** 1/07/2021  
**REVIEWED BY:** Organisational Safety Team  
**ENDORSED BY:** Executive Leadership Team

*the items in this table have been identified out of audits.*

**legend:**  
 RRTWC - Rehabilitation and return to work coordinator  
 MLT - Management Leadership Team  
 P&P - People and Performance  
 OS - Organisational Safety  
 IRIS - intranet

OLT - Operational Leadership Team  
 WHS - workplace health and safety  
 ECO - Emergency control organisation (wardens)  
 EPC - Emergency Planning committee (ELT)

Under development - work in progress, approval pending  
 Not yet started - project has not commenced  
 updated to council

Topic	Objective	Actions Required	Identified from	Measure	Responsibility	Date of next review	Status at plan review	Comment
<b>Training</b>	Ensure work instructions are included as mandatory training for all council workers.	Assign identified work instructions via SMART	LGW audit 2021	Completed training Matrix	L&D	Sep-21		
	Review onboarding documentation	Inclusion of literacy and language requirements	LGW audit 2021	Implementation of reviewed onboarding documentation	P&P	Sep-21		
	Include IMS training awareness into the training matrix	Revision of the Corporate Induction to include IMS awareness	LGW audit 2021		P&P	Sep-21		
	Document the process for refresher training within Council	Develop procedures and guidelines	LGW audit 2021	Developed procedures	L&D	Sep-21		
	Develop risk management training	Develop generic training and ensure that risk assessment is included in work instructions	LGW audit 2021	Training included in the needs analysis	Safety	Sep-21		
<b>Labour Hire Arrangements</b>	Review all documentation relating to Labour Hire	Review all documentation relating to Labour hire	LGW audit 2021	Completed review	P&P	Sep-21		
<b>Isolation and tag out</b>	Revise lockout & tagout	Revise procedures and work instructions.	LGW audit 2021		Safety	Sep-21		
		Purchase consistent tags and stations throughout the region.	LGW audit 2021	Completed works	Safety	Sep-21	completed	
<b>Incident Management</b>	Revise Incident Management	Revise the incident management procedure to reclude referrals to EAP	LGW audit 2021	Updated procedure	Safety	Sep-21		
		The procedure to be revised to include monitoring of corrective actions	LGW audit 2021		Safety	Sep-21		
<b>Audit and monitoring</b>	Audit an inspection improvement	Procedure needs to be reviewed to define work participation	LGW audit 2021	Procedures and forms updated	Safety	Sep-21		
	Equipment Monitoring schedule improvement	Update monitoring procedure to include hoist, arrestors and cylinders/gauges	LGW audit 2021		Safety	Sep-21		
<b>Fintess for Work</b>	Revision of Fitness for Work procedure	Revise the procedure for Fitness for Work to include 5 year medicals	LGW audit 2021	Updated medical program	Safety	Sep-21		

Topic	Objective	Actions Required	Identified from	Measure	Responsibility	Date of next review	Status at plan review	Comment
<b>Due Dilligence</b>	Due Dilligence training to be conducted for snr leaders	Develop guideline and deliver training	LGW audit 2021	Guide finalised and training completed	Safety	Sep-21		
<b>Change Management</b>	Effective change management	Documented processes and tools	LGW audit 2021	Embedded program	Safety	Sep-21		

## WELLBEING AND RISK RESILIENCE ANNUAL PLAN

**PERIOD VALID:** June 2021 - June 2024  
**REVIEW DATE:** 1/06/2021  
**REVIEWED BY:** Organisational Safety Team  
**ENDORSED BY:** Executive Leadership Team  
**ENDORSED DATE:** 1st December 2018

**In both the national audit tool and AS4801 (ISO45001)**  
**legend:** RRTWC - Rehabilitation and return to work coordinator  
 OLT - Operational Leadership Team  
 MLT - Management Leadership Team  
 WHS - workplace health and safety Ongoing - annual /monthly requirement  
 P&P - People and Performance  
 ECO - Emergency control organisation (wardens)  
 OS - Organisational Safety  
 EPC - Emergency Planning committee (ELT)  
 IRIS - intranet

#	Element Name	Objective	Actions Required	Measure	Responsibility	Date of next review	Comment
<b>Element 1 - PLANNING &amp; POLICY- enhance leadership through setting measures and being accountable</b>							
1.1	<b>Leadership and commitment</b>	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	Sep-21	
1.2	<b>WHS Policy Statement</b>	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 or upon change in CEO.	OS Manager	Sep-21	we subscribed to forums which update our legal requirements and as above have identified a register of legal requirements.
1.3	<b>Legal Requirements</b>	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	Sep-21	
		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. Legal register and risk register	OS Manager	Sep-21	
		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	Sep-21	
1.4	<b>Objectives and targets</b>	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	Sep-21	KPI's assigned and recorded, communicated via emails to new starters, is discussed with in the supervisors compendium
1.5	<b>Management plans</b>	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 and tabled at WHS committees	ELT/OS/MLT	Sep-21	Next review at November strategic committee for the KPI's and this plan
<b>Element 2 - SUPPORT AND OPERATIONS - Improve our systems</b>							
2.1	<b>Resources</b>	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	Sep-21	Resources are currently adequate.
2.2	<b>Responsibility and Accountability</b>	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	Sep-21	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	Sep-21	
2.3	<b>Training &amp; Competency</b>	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	Sep-21	the training matrix is ongoing, currently WHS is assisting L&D to get all records into SMART system.
		Due diligence training for senior management	Ensure an understanding of the safety policy and the actions to ensure due diligence		OS	Sep-21	Due diligence training delivered to MLT in September
		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	Sep-21	OLT is currently discussing the career progression, led by P&P
			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	Sep-21	



#	Element Name	Objective	Actions Required	Measure	Responsibility	Date of next review	Comment
2.4	<b>Consultation, Communication &amp; Reporting - Communication</b>	WHS information is developed and made available to all workers	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	Sep-21	
			Communicate the WHS Policy to the workforce	Ensure that all staff are familiar with the WHS policy and the objectives	OS	Sep-21	
			Emergency Contact lists is up to date and displayed in the workplace and available on IRIS	Contacts lists maintained and available on IRIS	OS	Sep-21	Thses have been revised and now developed by township.
2.5	<b>Inductions</b>	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	Sep-21	all the site specific inductions have been updated and refined. A new contractor induction has been developed.
2.6	<b>Purchasing &amp; Suppliers Control</b>	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	Sep-21	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	Sep-21	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	Sep-21	being updated with the contractor/project management procedure.
2.7	<b>Contractor Control</b>	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	Sep-21	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	Sep-21	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	Sep-21	this is process.
2.8	<b>Hazardous Manual Tasks Management</b>	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 WTs	Identify the critical areas for hazardous manual tasks and evaluate if there are document processes to minimise risk	OS	Sep-21	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	Sep-21	as per toolbox schedule
2.10	<b>Document and Data control</b>	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	Sep-21	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	Sep-21	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	Sep-21	ongoing review and reporting through WHS committees
2.11	<b>Hazard &amp; Risk Management</b>	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	Sep-21	risk workshops planned for late 2020 or early 2021.
		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	Sep-21	Inclusion of the WHS risk register onto the Stratgic safety committee agenda for 2 yearly.
		Workers are aware of IRC risk management process	Continue to embed ThinkISAAC	Records of toolbox meetings	OS	Sep-21	

#	Element Name	Objective	Actions Required	Measure	Responsibility	Date of next review	Comment
		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	Sep-21	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)	Sep-21	a desktop exercise is planned for the EMC
			Training is established for all staff in Emergency evacuation & 1st response	inductions	OS/ Fire Safety Advisor	Sep-21	
		Emergency response work instructions	Emergency work instructions will be developed in consultation with the content owner	Site specific inductions	ECO/OS	Sep-21	
		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)	Sep-21	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	Sep-21	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-21	documents being drafted now to communicate to staff the changes in the management of first aid.
<b>Element 3 - PERFORMANCE EVALUATION - Monitoring our system to ensure improvements are occurring</b>							
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-21	
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	Sep-21	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	Sep-21	medicals were ammended.
		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	Sep-21	
		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	Sep-21	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	Sep-21	
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-21	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	Sep-21	There is a corporate document under development by records
3.7	Management Review of performance	Provision of monthly report records and WH&S	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	Sep-21	The review of incidents has now been included into WHS committees, further incident findings and learns template has been developed.
			Monthly safety statistics developed and communicated to management and workforce. Documented performance against KPI's	Completion of monthly reports	OS	Sep-21	
			Statistical review performed and relevant information included in the annual report	Safety statistic into the annual report	OS	Sep-21	this is in progress

#	Element Name	Objective	Actions Required	Measure	Responsibility	Date of next review	Comment
3.8	Audits	A system in developed to verify the effectiveness of the WHSMS.	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	Sep-21	audits have commenced and reports are being provided to management
		Develop internal audit program	Develop an audit schedule and assigned lead audit responsibility.	Compliance to KPI/schedule. Completion of audit report for directorates	OS	Sep-21	
<b>Element 4 - ACTION AND IMPROVEMENT - responding to identified rectify and improve</b>							
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-21	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	Sep-21	
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	Sep-21	Next review November WHS strategic Committee

# KEY PERFORMANCE INDICATORS – (DUE DILLIGENCE ACTIVITIES)

## SAFETY ACTION X 1

Conduct and record a **Safety Chat** with staff .  
Record via the SMART Inform .

Conduct and record a **'Wellbeing Chat'** with someone. Record via the SMART Inform

Provide **feedback on a WHS procedure** with comments to Safety team

Participation in an **Incident Investigation/analysis** ie; ICAM or incident debrief

Participate in a **Procedural Audit** - Directors and M3's being audited by Safety team

Complete a **Hazard Inspection** record via the SMART Inform with relevant actions



## SAFETY COMMUNICATION X 1

Attended an Operational **WHS Committee Meeting** (M3's and invitees )

Attend any **Town Talk** meeting and contribute a 'safety share'

Present at **Town Talks** on topics relevant to workforce ie: code of conduct, Environmental, Governance

Conducted a **Team Talk** or **Morning Talk** with your team and documented minutes in SMART .

Attend Strategic WHS committee Meeting (Directors and invitees)



## END OF MONTH KPI ENTRY

KPI Actions and Communications are now to be entered into SMART using the 'End of Month WHS KPI' form to ensure that your actions and communications are captured for statistical reporting. '

# KEY PERFORMANCE INDICATORS – (DUE DILLIGENCE ACTIVITIES)

**TOWN TALK** – These are monthly meeting facilitated by the Safety Department with attendance by other relevant groups. If someone in attendance reads report or has a safety share this can be counted as a KPI communication, town talk attendance.

**TEAM TALK** – these are weekly or monthly team meetings, which need to be documented by the supervisor or manager. These may be recorded manual and sent to safety.reports or recorded directly into SMART. To count as a KPI you must conduct the meeting.

**MORNING TALK** – this is a daily pre-start meeting, this can be recorded on the SMART inform or manually recorded, conducted by the teams immediate supervisor. To count as a KPI you must conduct the meeting.

**SAFETY CHAT** – this is a discussion with workers about the work, what's working well etc. This can be counted as a KPI Action, recorded via the SMART inform.

**SAFETY SHARE** – This is where you contribute to the Town Talk by way of imparting safety knowledge, about an incident, near miss or personal experience.

**WELLBEING CHAT** - this is a discussion with workers about their personal wellbeing and checking in with them in an informal way. This can be counted as a KPI Action, recorded via the SMART inform.

**PROCEDURAL AUDIT** – this will be included as a KPI action opportunity, facilitated by the safety team, the aim is that all managers and directors will be audited at least once in a 12 month period. This support due diligence activities.

**HAZARD INSPECTION** – this is a KPI action whereby you conduct a work area visit and record the inspection via SMART inform, including any identified rectification works.

**INCIDENT INVESTIGATION** – this a KPI action whereby you are invited to participate in an ICAM facilitated by the safety team or participation or facilitation post incident. (does not include assigning actions as the responsibility manager)

**WHS PROCEDURE FEEDBACK** – Safety team continuously reviews our procedures and consults with workers and management on these revisions, your feedback and any recommendations on the procedures can be counted as a KPI action.

## MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee Meeting

Tuesday 14 September 2021

## AUTHOR

Michael Krulic

## AUTHOR POSITION

Manager Financial Services

## 5.3

## 2020-2021 PROPOSED CAPITAL CARRY FORWARD

### EXECUTIVE SUMMARY

A full review of Capital Carried Forward Projects from the 2020-2021 financial year has been undertaken with each of the respective Departmental Managers and then reviewed by their respective Directors and Executive Leadership Team (ELT).

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Amends the 2021-2022 Budget to add the uncompleted capital projects to be carried forward from the 2020-2021 financial year and associated reserve transfers.***

### BACKGROUND

A full review of Capital Carried Forward Projects from the 2020-2021 financial year has been undertaken with each of the respective Departmental Managers and then reviewed by their respective Directors and ELT.

Overall, the proposed Carried Forward request is \$10.5M against the 2020-2021 Revised Capital Budget of \$58.6M (Original approval Capital Budget \$55M + Local Roads Community Infrastructure Grant \$1.5M).

A summary of the proposed carry forwards and Capital Projects (PMRF) listings by Directorate / Department are attached.

### IMPLICATIONS

If the proposed capital carryforward is approved by Council, then the original capital budget of \$45M for the 2021-2022 will increase by \$10.5M to a revised total of \$55.5M.

As the proposed variations to the 2021-2022 budget are funded from existing sources, the forward estimates for the next 9 financial years contained within the Long-Term Financial Forecast have not changed materially from the original budget adoption and are therefore retained. The overall position of the Long-Term Financial Forecast will be reviewed as part of the 2022-2023 budget process.

## CONSULTATION

- Executive Leadership Team
- Respective Departmental Managers and Officers
- Financial Services

## BASIS FOR RECOMMENDATION

To acknowledge carry forward project from 2020-2021 to the 2021-2022 financial year and ensure adequate and previously budgeted funding is maintained for the completion of the respective projects.

## ACTION ACCOUNTABILITY

Financial Services to amend the adopted 2021/2022 budget.

Project Manager, Managers and Directors to monitor their projects and report on any exceptions might they arise.

## KEY MESSAGES

Council is transparent in its decision making and is committed to delivering its capital projects, managing its assets and ensuring a sustainable financial environment.

<b>Report Prepared By:</b> MICHAEL KRULIC Manager Financial Services  Date: 2 September 2021	<b>Report Authorised By:</b> DARREN FETTEL Acting Director Corporate, Governance and Financial Services  Date: 6 September 2021
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## ATTACHMENTS

- Attachment 1 – Whole of Council Carryforward review 2022

## REFERENCE DOCUMENT

- CGFS Carryforward Review 2022
- E&I Carryforward Review 2022
- PECS Carryforward Review 2022
- W&W Carryforward Review 2022

# Capital Projects Carried Forward 2020-2021

## Summary

A full review of Capital Carried Forward Projects from the 2020-2021 financial year has been undertaken with each of the respective Departmental Managers and then reviewed by their respective Directors and ELT.

Overall, the proposed Carried Forward request is \$10.5M against the 2020-2021 Revised Budget of \$58.6M (Original approval Capital Budget \$55M + Local Roads Community Infrastructure Grant \$1.5M).

For reference, the proposed amount for 2020-2021 of \$10.5M compares to the prior years of:

2014/2015	\$31.8M
2015/2016	\$26.8M
2016/2017	\$18.3M
2017/2018	\$29.5M*
2018/2019	\$17.2M
2019/2020	\$10.3M

- \* Note – approximately \$10M of the 2017/2018 carry forward related to the NDRRA program.

A summary of the proposed carry forwards by Department is attached.

## Corporate, Governance and Financial Services

Overall, NIL is requested to be carried forward from a revised budget of \$672K.

## Engineering & Infrastructure

Overall, \$4.5M requested to be carried forward from revised budget of \$33.1M.

### Bowen Basin and Galilee Operations

\$1.7M requested to be carried forward from revised budget of \$10M.

Majority relating to:

- Isaac Rural Drainage
- Collaroy Culverts Timber Bridges
- Natural Disaster Resilience Floodway
- Construction of Bully Creek Bridge (2022 FY Capital project with funds allocated from project surpluses from the E & I program overall)

*\* Note – reduction of DRFA grant funding to match expenditure on final capital portion of works, reinstatement of full amount of funding for the QRRRF East Collaroy Timber Bridge Replacement (previously reduced in Q3) and reduction of funding for the Moranbah Quarrico Intersection to match final expenditure.*



### Parks and Recreation

\$1M requested to be carried forward from revised budget of \$2.6M.

Majority relating to:

- Glenden Lion Park Amenities Block
- Nebo Perry Park Softfall and Play equipment
- Moranbah Town Square Water Fountain Replacement
- Moranbah Clements Street Median Irrigation upgrade

*\*Note – recognition of grant funds as per Council resolution 7352 (transfer from other LRCI works)*

### Infrastructure East

\$110K requested to be carried forward from revised budget of \$5.4M.

Projects being requested:

- Rural Rehabilitations Program
- Dysart Saraji Road Pavement Rehabilitation
- Valkyrie Road Pavement Works

*\*Note – partial reinstatement of funding for HVSP Rural Rehabilitation funding to match claimable amount.*

### Infrastructure West

\$240K requested to be carried forward from revised budget of \$6.8M.

Projects being requested:

- Sarchedon Drive Road Works
- Isaac Rural Resheeting Program

### Corporate Properties and Fleet

\$259K requested to be carried forward from revised budget of \$2.7M.

Majority relating to:

- MBH Fatigue Accommodation
- Nebo SES Shed

### Plant Fleet & Workshop

\$478K requested to be carried forward from a revised budget of \$3.4M

Projects being request:

- Replacement Mini Plant
- Replacement Earthmover

### Infrastructure and Technical Services

\$779K requested to be carried forward from revised budget of \$2.2M.

Majority relating to:

- Music Street Carmila Restoration of Stormwater Outlet
- Pioneer Road Upgrade Design
- Valkyrie Road pave and Seal Design
- Barada Barna Welcome to Country Signs

## Planning, Environment & Community Services

Overall, \$2.5M requested to be carried forward from revised budget of \$5.6M.

### Director PECS

\$263K requested to be carried forward from revised budget of \$685K.

Projects being requested:

- Moranbah AFL Oval Playing Lights
- Clermont Netball Amenities Block

### Economy & Prosperity

\$89K requested to be carried forward from revised budget of \$866K.

Projects being requested:

- Clermont Theresa Creek Dam septic renewal
- Tourism Signs New and Replacement
- Nebo Showgrounds Amenities Block

### Community Hubs

\$111K requested to be carried forward from revised budget of \$408K.

Project being requested:

- Hub Development and Reconfiguration

### Community Facilities

\$2.1M requested to be carried forward from revised budget of \$3.4M.

Majority relating to:

- Moranbah Community Centre Technology Upgrade \*
- Clermont Administration / Civic Centre Upgrades
- Middlemount Hall Structural Renewal
- Moranbah Community Centre – Design
- Community Facilities Works
- NBO Pool – Plant and Infrastructure
- Clermont Pool Amenities Refurbishment
- IRC Swimming Pool Works

*\*Project created at Q3*

*\*\*Note – proposed for funds to be returned to Reserves - \$18K*

## Water & Waste

Overall, \$3.5M requested to be carried forward from revised budget of \$19.3M.

### Water and Wastewater

\$2.3M requested to be carried forward from revised budget of \$13.4M.

Majority relating to:

- Raw Water Remediation Works
- Middlemount WTP reroof Clearwater Tanks 1 & 2
- Water Mains Replacement Program
- SN Main Relining Program
- SPS Renewal Program
- SN Manhole Rehabilitation
- Clermont WTP Quality Response Action Works
- Dysart STP Optimisation of Plant

*\*Note – proposed for funds to be returned to Reserves - \$11K*

*\*\*Note – Reduction of grant funds \$524K – expense deemed operational and corresponding revenue receipted to Operational Expenditure*

### Waste Management

\$1.2M requested to be carried forward from revised budget of \$5.8M

Projects being requested:

- Moranbah Landfill Stormwater management
- Carmila Transfer Station – Retaining Wall
- Greenhill Transfer Station – Retaining Wall

*\*Note – increase of Loan funding \$50K to match final amount for Loan Drawdown*

Whole of Council Capital Projects June 2020 / 2021 Fin Year

Code	Project	2021 Actuals	2021 Budget	Remaining Budget as at 30/06/2021	Physical Completion	Revised Completion Date	Project Progress Comment / Short Reason for Delay	Finance Comment	Carry Forward Y/N	Additional Grant / Contribution	Transfer In	Transfer Out	Transfer to Reserve	Available for balancing	Final 20/21 Project Budget	Balance of Carry Forward	Commitments	Total 2022 Expenditure including commitments
<b>40000 - Corporate, Governance &amp; Financial Service</b>																		
<b>Department 40000 - Director Corporate Governance &amp; Financial Services</b>																		
CW192752	Capitalised Interest on Land Development	624,352		(624,352)	95%		Interest of Land Development to be capitalised this FY. Funded from Depreciation / Surplus		N	624,352					624,352	0	0	0
<b>Department 40000 - Director Corporate Governance &amp; Financial Service</b>		<b>624,352</b>	<b>0</b>	<b>(624,352)</b>						<b>624,352</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>624,352</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department 44000 - Chief Information Officer</b>																		
CW212872	WAN Tower	249,375	250,000	625	100%		Completed	Trf \$625 to CW212873 Depreciation	N			625			249,375	0	0	0
CW212873	Infrastructure Refresh FY20/21	399,389	370,000	(29,389)	100%		Completed	Rec \$625 frm CW212872 Depreciation Rec \$2,188 frm CW212925 Depreciation (E&I) Rec \$1,985 frm CW212907 Depreciation (E&I) Rec \$24,591 frm CW192678 Res 1078 CF (E&I)	N		29,389				399,389	0	0	0
CW222962	MBH CLM WAN Link	0	0	0	0%										0	0	8,500	8,500
CW222963	CORP IT Infrastructure Refresh	0	0	0	0%										0	0	0	0
<b>Department 44000 - Chief Information Officer Total</b>		<b>648,763</b>	<b>620,000</b>	<b>(28,763)</b>						<b>0</b>	<b>29,389</b>	<b>625</b>	<b>0</b>	<b>0</b>	<b>648,764</b>	<b>0</b>	<b>8,500</b>	<b>8,500</b>
<b>Department 47000 - Manager Organisational Safety</b>																		
CW212884	Upgrade /replacement of flood network ca	50,965	52,405	1,440	100%		Completed	Trf \$1,440 to CW212935 Depreciation	N			1,440			50,965	0	0	0
CW222961	CORP Intelligent road signage solutions	0	0	0											0	0	0	0
CW222968	CORP VHF satellite radio additional unit	0	0	0											0	0	0	0
CW222969	MBH SES roller door replacement	0	0	0											0	0	16,250	16,250
<b>Department 47000 - Manager Organisational Safety Total</b>		<b>50,965</b>	<b>52,405</b>	<b>1,440</b>						<b>0</b>	<b>0</b>	<b>1,440</b>	<b>0</b>	<b>0</b>	<b>50,965</b>	<b>0</b>	<b>16,250</b>	<b>16,250</b>
<b>Corporate, Governance &amp; Financial Service Total</b>		<b>1,324,080</b>	<b>672,405</b>	<b>(651,675)</b>						<b>624,352</b>	<b>29,389</b>	<b>2,065</b>	<b>0</b>	<b>0</b>	<b>1,324,081</b>	<b>0</b>	<b>24,750</b>	<b>24,750</b>

Code	Project	2021 Actuals	2021 Budget	Remaining Budget as at 30/06/2021	Physical Completion	Revised Completion Date	Project Progress Comment / Short Reason for Delay	Finance Comment	Carry Forward Y/N	Additional Grant / Contribution	Transfer In	Transfer Out	Transfer to Reserve	Available for balancing	Final 20/21 Project Budget	Balance of Carry Forward	Commitments	Total 2022 Expenditure including commitments
<b>50000 - Engineering &amp; Infrastructure Services</b>																		
<b>Department 51000 - Bowen Basin and Galilee Operations</b>																		
CW202841	DRFA: Mar 2019 Event DRFA Delivery	5,552,678	6,480,031	927,353	100%		All works completed prior to 30 June	Decrease Funding \$252,598 Res 1081 (Trigger Point Allocation) - note Reserve usage will still occur allocated to Surplus Decrease Grant Funding \$674,755 Res 1081 - note transferring revenue to operational	N	(927,353)					5,552,678	0	0	0
CW212845	Moranbah Access Rd Quarrico Intersect	891,362	900,000	8,638	100%		All works completed prior to 30 June	Dec Funding \$8,638 Res 1238 Black Spot Program	N	(8,638)					891,362	0	0	0
CW212915	ISAAC_Rural Drainage Renewal Program	782	490,000	489,218	5%	30/11/2021	Project to be carried over to 21/22		Y						490,000	489,218	9,091	11,180
CW212916	ISAAC_Urban Footpath Renewal Program STI	281,454	245,000	(36,454)	100%		Completed. Carry forward for finalisation of contractor invoices	Rec \$36,454 frm CW212925 Depreciation Rec \$3,134 frm CW212887 Depreciation	Y		39,588				284,588	3,134	0	3,134
CW212925	ISAAC_Urban Footpath Construction Progra	120,545	167,500	46,955	100%		Completed. Carry forward for finalisation of contractor invoices	Trf \$2,188 to CW212873 Depreciation (CGFS) Trf \$36,454 to CW212916 Depreciation Trf \$7,521 to CW212946 Depreciation (W&W)	Y			46,163			121,337	792	0	792
CW212926	EAST_Collaroy Culverts_Timber Bridge Rep	82,221	564,500	482,279	30%	20/08/2021	Works underway, expected completion mid august. Previously decreased budget at Q3 (Grant & Council portion), however need to reinstate due to variations with contractor	Increase \$60,000 Grant Funding Res 1235 QRRRF Rec \$40,000 frm CW212887 Depreciation	Y	60,000	40,000				664,500	582,279	429,372	522,237
CW212927	ISAAC_Natural Disaster Resilience Floodw	0	360,000	360,000	15%	30/11/2021	Carried over to 21/22. Tender closing in July 2021		Y						360,000	360,000	0	0
CW212937	Shared Footpaths CLM & DYS LRCI	884,190	803,950	(80,240)	100%		Completed. Awaiting cancellation of commitments.	Rec \$80,240 frm CW212887 Depreciation	N		80,240				884,190	0	0	0
CW212952	MBH Design and Construction Cycle Networ	0	0	0	0%		Project part of 22 FY Capital Budget								0	0	9,091	13,629
CW212954	DYS Footpath Extension	0	0	0	0%		Project part of 22 FY Capital Budget								0	0	0	0
CW223008	Construction of Bully Creek Bridge	0	0	0				Rec \$225,000 frm CW212887 Depreciation			225,000				225,000	225,000	0	161
CW223015	Improvement of Intersections with Russel	0	0	0											0	0	0	459
CW223044	MBH and DYS school safety upgrades - Des	0	0	0											0	0	0	0
<b>Department 51000 - Bowen Basin and Galilee Operations Total</b>		<b>7,813,231</b>	<b>10,010,981</b>	<b>2,197,750</b>						<b>(875,991)</b>	<b>384,828</b>	<b>46,163</b>	<b>0</b>	<b>0</b>	<b>9,473,655</b>	<b>1,660,423</b>	<b>447,554</b>	<b>551,591</b>
<b>Department 52000 - Manager Parks and Recreation</b>																		
CW182455	CLMT - Sportsground Canteen / Kiosk Rene	361,185	358,309	(2,876)	100%		Completed	Rec \$1,011 frm CW202796 Depreciation Rec \$1,865 frm CW212917 Depreciation	N		2,876				361,185	0	0	0
CW192616	CAR: Carmila Beach Development Plan Impl	76,512	76,512	(0)	100%		Completed		N						76,512	0	0	0
CW202775	ISAAC_P&R Electrical Renewal Program	140,549	134,177	(6,372)	100%		Completed	Rec \$864 frm CW212917 Depreciation Rec \$5,508 frm CW212887 Depreciation	N		6,372				140,549	0	0	0
CW202780	ISAAC_Playground Equipment Renewal Progr	148,699	148,699	(0)	100%		Completed		N						148,699	0	0	0
CW202796	IPR_Leased Facilities - Base Building Co	117,163	129,499	12,336	100%		Completed	Trf \$11,325 to CW223027 Depreciation Trf \$1,011 to CW182455 Depreciation	N			12,336			117,163	0	0	0
CW202802	MMT_Signs For Parks and Walking Track Ma	0	21,065	21,065	4%	30/06/2022	Awaiting Historical Information and Design from two parties		Y						21,065	21,065	0	0
CW212882	MBH_Large Skatepark	60,552	66,659	6,107	100%		Completed	Trf \$6,107 to CW212898 Depreciation	N			6,107			60,552	0	0	0
CW212893	NBO_Centenary Park_BBQ Replacement	10,219	10,219	(0)	100%		Completed		N						10,219	0	0	0
CW212894	MBH_Ted Rolfe Irrigation_Recycled Water	55,680	55,680	0	100%		Completed		N						55,680	0	0	0
CW212895	GLN_Lions Park Amenities Block - New	0	110,050	110,050	4%	30/06/2022	Advised to Hold due to Native Title Issues.		Y						110,050	110,050	0	0
CW212896	ELP_Tank Replacement_Fencing_Solar Pump	86,226	88,839	2,613	95%	31/10/2021	Review of old tanks with Property Owner. Reflectors to be ordered.		Y						88,839	2,613	150	150
CW212898	STL_Recreation Grounds_Demarcation	74,649	45,613	(29,036)	100%		Completed	Rec \$6,107 frm CW212882 Depreciation Rec \$216 frm CW212917 Depreciation Rec \$22,713 frm CW212887 Depreciation	N		29,036				74,649	0	0	0
CW212901	CLV_Amenities Septic System Replacement	67,833	67,834	1	100%		Completed	Trf \$1 to CW212924 Depreciation	N			1			67,833	0	0	0
CW212903	NBO_Perry Park_Sofffall and Play Equipme	3,062	118,469	115,407	90%	31/07/2021	Final works completed - restoration work around new sofffall etc for reseeding and spreading soil.		Y						118,469	115,407	0	111,210
CW212904	GLN_Lions Park_Renewal_Play Equip & Soft	0	87,608	87,608	4%	30/06/2022	Tender evaluated but not awarded due to Native Title Issues.		Y						87,608	87,608	0	0
CW212914	Regional_Base Building Compliance - IPR	35,222	53,870	18,648	100%	30/06/2021	Costings received for sub water meters to be installed - works to transfer to new FY project CW223027	Trf \$18,648 to CW223027 Depreciation	Y			18,648			35,222	0	150	296

Code	Project	2021 Actuals	2021 Budget	Remaining Budget as at 30/06/2021	Physical Completion	Revised Completion Date	Project Progress Comment / Short Reason for Delay	Finance Comment	Carry Forward Y/N	Additional Grant / Contribution	Transfer In	Transfer Out	Transfer to Reserve	Available for balancing	Final 20/21 Project Budget	Balance of Carry Forward	Commitments	Total 2022 Expenditure including commitments	
CW212917	DYS_Centenary Park_Replace Playground Eq	145,684	149,137	3,453	100%		Completed	Trf \$1,865 to CW182455 Depreciation Trf \$864 to CW202775 Depreciation Trf \$216 to CW212898 Depreciation Trf \$508 to CW212924 Depreciation	N			3,453			145,684	0	0	0	
CW212920	CLV_Amenities Block_Backup Generator	33,073	33,073	0	100%		Completed		N						33,073	0	0	0	
CW212924	MMT_Tennis Courts Lighting & Switchboard	159,985	159,476	(509)	100%		Completed	Rec \$508 frm CW212917 Depreciation Rec \$1 frm CW212901 Depreciation	N		509				159,985	0	0	0	
CW212933	MBH Town Square Water Fountain Replaceme	31,725	328,316	296,591	30%	31/12/2021	Mandatory site meeting on 22-07-2021 with closure of tender on 12th August 2021.	Rec \$9,836 frm CW212934 Res 1078 CF Rec \$25,000 frm CW212887 Depreciation	Y		34,836				363,152	331,427	25,819	30,054	
CW212934	CAR Hard Shade Shelter	65,437	75,273	9,836	100%		Completed	Trf \$9,836 to CW212933 Res 1078 CF	N			9,836			65,437	0	0	0	
CW212935	MBH Clements St Median Irrigation Upgrad	83,264	312,698	229,434	40%	31/12/2021	Two bids received and are significantly over budget - revising scope to go back out to existing bidders. 21-07-2021	Increase Funding \$80,000 Res 1344 LRCI Grant Rec \$1,440 frm CW212884 Depreciation	Y	80,000	1,440				394,138	310,874	0	622	
CW212947	CLV Amenities Renewal	0	0	0	0%		Project part of 22 FY Capital Budget								0	0	0	1,100	
CW212953	CORP Flagtraxs & Tourism Signage	0	0	0	0%		Project part of 22 FY Capital Budget								0	0	0	0	
CW212955	ELP Fencing around Amenities Block	0	0	0	0%		Project part of 22 FY Capital Budget								0	0	10,632	10,941	
CW212956	ELP Solar Lighting Amenities Block & Ent	0	0	0	0%		Project part of 22 FY Capital Budget								0	0	2,800	15,090	
CW212957	ELP New Shade Structure and Seating	0	0	0	0%		Project part of 22 FY Capital Budget - Council Resolution required to transfer to MMT Fencing Project								0	0	0	0	
CW212958	MMT Sportsgrounds bollard and top dressi	0	0	0	0%		Project part of 22 FY Capital Budget								0	0	0	572	
CW212959	MBH East Sporting Fields Fencing Top Dre	0	0	0	0%		Project part of 22 FY Capital Budget								0	0	0	64	
CW222977	MBH Solar Lighting	0	0	0											0	0	0	0	
CW222998	MBH Town Square Retaining Wall	0	0	0			To be transferred to Corporate Properties								0	0	8,665	8,665	
CW223023	REG Electrical Audit	0	0	0											0	0	273	452	
CW223026	CAR Tank and Stand Upgrade x 2	0	0	0											0	0	0	1,200	
CW223027	REG Base Building Compliance	0	0	0				Rec \$11,325 frm CW202796 Depreciation Rec \$18,648 frm CW212914 Depreciation			29,973				29,973	29,973	425	425	
CW223028	MBH Sunshine Park Solar Lighting Upgrade	0	0	0											0	0	0	0	
CW223030	CLM New Shelter, Fencing, Seating, Bike	0	0	0											0	0	0	2,514	
CW223037	CLM Rose Harris Amenities - Sewer Line R	0	0	0											0	0	7,807	7,934	
<b>Department 52000 - Manager Parks and Recreation Total</b>		<b>1,756,721</b>	<b>2,631,075</b>	<b>874,354</b>						<b>80,000</b>	<b>105,042</b>	<b>50,381</b>	<b>0</b>	<b>0</b>	<b>2,765,736</b>	<b>1,009,017</b>	<b>56,721</b>	<b>191,288</b>	
<b>Department Manager Infrastructure East - Manager Infrastructure East</b>																			
CW202776	ISAAC_Surfacing Renewal Program	558,406	558,406	0	100%		Complete		N						558,406	0	0	0	
CW212888	ISAAC_Eaglefield Road Pave and Seal TIDS	1,437,537	1,435,417	(2,120)	100%		Complete	Rec \$68,500 frm CW212892 Res 1188 TIDS Trf \$25,557 to CW212891 Res 1078 CF Trf \$40,823 to CW182485 Res 1078 CF	N		68,500	66,380			1,437,537	0	0	0	
CW212891	ISAAC_Rural Rehabilitation Program R2R/H	1,509,453	1,786,390	276,937	100%		Completion of program was 18 May 2021. Invoices outstanding, awaiting suppliers to finalise	Trf \$283,738 to CW212887 Res 1189 R2R Relinquish \$1 Res 1189 R2R Rec additional Grant Funding \$2,493 Res 1222 HVSP Rec \$25,557 frm CW212888 Res 1078 CF Rec \$30,000 frm CW192678 Res 1078 CF	Y	2,492	55,557	283,738			1,560,701	51,248	11,656	16,669	
CW212892	DYS_Saraji Road Pavement Rehabilitation	1,453,816	1,580,000	126,184	100%	31/07/2021	Completed. Invoices outstanding, awaiting suppliers to finalise	Trf \$68,500 to CW212888 Res 1188 TIDS Trf \$350,000 to CW212887 Res 1188 TIDS Rec \$291,191 frm CW212887 Depreciation Rec \$8,986 frm CW212887 Depreciation Rec \$1,200 frm CW192678 Res 1078 CF	Y		301,377	418,500			1,462,877	9,061	7,861	8,124	
CW223029	ISAAC_Surfacing Renewal Program	0	0	0	0%										0	0	0	0	
CW223031	ISAAC_Rural Pavement Rehabilitation Prog	0	0	0	0%										0	0	0	0	
CW223034	ISAAC_Valkyrie Road Pavement Works	0	0	0	0%			Rec \$50,000 frm CW212887 Depreciation			50,000				50,000	50,000	3,059	4,052	
<b>Department 55000 - Manager Infrastructure East Total</b>		<b>4,959,212</b>	<b>5,360,213</b>	<b>401,001</b>						<b>2,492</b>	<b>475,434</b>	<b>768,618</b>	<b>0</b>	<b>0</b>	<b>5,069,521</b>	<b>110,309</b>	<b>22,576</b>	<b>28,845</b>	
<b>Department Manager Infrastructure West - Manager Infrastructure West</b>																			

Code	Project	2021 Actuals	2021 Budget	Remaining Budget as at 30/06/2021	Physical Completion	Revised Completion Date	Project Progress Comment / Short Reason for Delay	Finance Comment	Carry Forward Y/N	Additional Grant / Contribution	Transfer In	Transfer Out	Transfer to Reserve	Available for balancing	Final 20/21 Project Budget	Balance of Carry Forward	Commitments	Total 2022 Expenditure including commitments
CW182485	MBH - Sarchedon Drive Road Works	610,468	616,414	5,946	90%		Design and construction complete for original scope. Further works required following design review.	Rec \$40,823 frm CW212888 Res 1078 CF Rec \$39,992 frm CW192678 Res 1078 CF Rec \$100,000 frm CW212887 Depreciation	Y		180,815				797,229	186,761	19,702	19,702
CW192678	Pasha Road Pave and Seal	119,710	216,962	97,252	100%		Complete	Trf \$39,992 to CW182485 Res 1078 CF Trf \$150 to CW212885 Res 1078 CF Trf \$30,000 to CW212891 Res 1078 CF Trf \$1,200 to CW212892 Res 1078 CF Trf \$8 to CW223018 Res 1078 CF Trf \$24,591 to CW212873 Res 1078 CF (CGFS) Trf \$792 to CW212946 Res 1078 CF (W&W) Trf \$519 to CW202808 Res 1078 CF (W&W)	N			97,252			119,710	0	0	0
CW192679	Pasha Road Drainage Structure Constructi	3,718	3,718	(0)	100%		Complete		N						3,718	0	0	0
CW202772	ISAAC_Rural Resheeting Program	77,429	77,429	0	100%		Complete		N						77,429	0	0	0
CW212885	ISAAC_Urban Stormwater Renewal Program	123,216	123,066	(150)	100%		Complete	Rec \$150 frm CW192678 Res 1078 CF	N		150				123,216	0	0	0
CW212886	ISAAC_Surfacing Renewal Program	1,064,956	1,065,519	563	100%		Complete	Trf \$563 to CW202808 Depreciation	N			563			1,064,956	0	0	0
CW212887	ISAAC_Rural Resheeting Program	4,331,096	4,604,016	272,920	100%		All resheeting works (construction) 100% completed by 30/06/2021, some costs carried over to 21/22 FY	Rec \$350,000 frm CW212892 Res 1188 TIDS Trf \$291,191 to CW212892 Depreciation Rec \$283,738 frm CW212891 Res 1189 R2R Trf \$80,240 to CW212937 Depreciation Trf \$40,000 to CW212926 Depreciation Trf \$8,986 to CW212892 Depreciation Trf \$3,134 to CW212916 Depreciation Trf \$22,713 to CW212898 Depreciation Trf \$5,508 to CW202775 Depreciation Trf \$822 to CW202808 Depreciation (W&W) Trf \$887 to CW212865 Depreciation (W&W) Trf \$241 to CW192730 Depreciation (W&W) Trf \$225,000 to CW223008 Depreciation Trf \$100,000 to CW182485 Depreciation Trf \$50,000 to CW223034 Depreciation Trf \$25,000 to CW212933 Depreciation	Y		633,738	853,722		4,384,032	52,936	15,300	41,994	
CW212929	ISAAC_Dysart Town Entrance Statement	85,071	85,071	0	100%		Completed		N						85,071	0	0	0
CW222997	ISAAC_Rural Unsealed Roads Resheeting Re	0	0	0											0	0	3,278	83,493
CW223035	Peakvale Road_Drummond Creek Floodway Up	0	0	0			Noting - this project will transfer to Manager 51000								0	0	0	0
<b>Department 56000 - Manager Infrastructure West Total</b>		<b>6,415,664</b>	<b>6,792,195</b>	<b>376,531</b>						<b>0</b>	<b>814,703</b>	<b>951,537</b>	<b>0</b>	<b>0</b>	<b>6,655,361</b>	<b>239,697</b>	<b>38,280</b>	<b>145,190</b>
<b>Department 57000 - Corporate Properties &amp; Fleet</b>																		
CW202785	Corp - Leasing compliance - Upgrades/Ren	3,675	3,675	0	100%		Completed		N						3,675	0	0	0
CW202788	MBH - Grosvenor complex Admin - Upgrades	1,777	1,777	0	100%		Completed		N						1,777	0	0	0
CW202789	MBH- Grovenor Complex- Library Wall - Ab	9,400	10,779	1,379	100%		Completed	Trf \$469 to CW212880 Res 1078 CF Trf \$910 to CW212932 Res 1078 CF	N			1,379			9,400	0	0	0
CW202790	MMT - Fatigue Accommodation - Renewal/Up	15,318	15,319	1	100%		Completed	Trf \$1 to CW212932 Res 1078 CF	N			1			15,318	0	0	0
CW202825	MBH - Residential Proactive Upgrades/Ren	5,664	5,664	0	100%		Completed		N						5,664	0	0	0
CW202827	DYS - Residential - Proactive Upgrades/R	7,807	7,807	0	100%		Completed		N						7,807	0	0	0
CW202828	MMT - Residential - proactive Upgrades/R	34,792	35,001	209	100%		Completed	Trf \$209 to CW212932 Res 1078 CF	N			209			34,792	0	0	0
CW202830	ISAACE - STL - Residential - Proactive U	151	172	21	100%		Completed	Trf \$21 to CW212932 Res 1078 CF	N			21			151	0	0	0
CW202831	NBO - Residential - proactive Upgrades/R	7,681	7,681	(0)	100%		Completed		N						7,681	0	0	0
CW202833	Corp - Facility Compliance/structural re	31,895	34,595	2,700	100%		Completed	Trf \$2,700 to CW212931 Res 1078 CF	N			2,700			31,895	0	0	0
CW212848	MMT - Residential - proactive Upgrades/R	186,434	187,500	1,066	100%		Completed	Trf \$30 to CW212931 Depreciation Trf \$1,036 to CW212932 Depreciation	N			1,066			186,434	0	0	0
CW212849	MBH - Residential Proactive Upgrades/Ren	349,662	326,117	(23,545)	100%	31/07/2021	Works completed CF to Facilitate 22FY expenditure	Rec \$27,879 frm CW212855 Res 1078 CF	Y		27,879				353,996	4,334	1,699	2,203
CW212851	ISAACE - STL - Residential - Proactive U	126,214	126,500	286	100%		Completed	Trf \$286 to CW212932 Depreciation	N			286			126,214	0	0	0
CW212853	NBO - Residential - proactive Upgrades/R	157,079	125,000	(32,079)	95%	31/07/2021	Works will be completed 31/7/2021	Rec \$40,115 frm CW212855 Res 1078 CF	Y		40,115				165,115	8,036	130	6,258
CW212855	MBH - Fatigue Accommodation - developmen	1,161,395	1,335,640	174,245	90%	15/08/2021	Construction in progress. Nearing finalisation & handover by contractor.	Trf \$40,115 to CW212853 Res 1078 CF Trf \$27,879 to CW212849 Res 1078 CF Trf \$1,574 to CW212932 Res 1078 CF	Y			69,568			1,266,072	104,677	8,518	11,353

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CW212856	Corp - Depot - Elec Compliance rectifica	87,274	91,000	3,726	95%	31/07/2021	Works completed CF to Facilitate 22FY expenditure		Y						91,000	3,726	0	3,367	
CW212880	Corp - Administration Upgrade/renewal	62,757	62,288	(469)	100%		Works completed- close out documentation being finalised	Rec \$469 frm CW202789 Res 1078 CF	N		469				62,757	0	0	0	
CW212883	Nebo SES shed	0	110,931	110,931	30%	30/06/2022	Currently waiting for MOU with QAS to be finalised	Trf \$7,443 to CW212858 Res 1078 CF	Y			7,443			103,488	103,488	52,887	52,887	
CW212931	CLM - Residential Proactive Upgrades/Ren	114,411	116,500	2,089	100%		Works completed CF to Facilitate 22FY expenditure	Rec \$2,700 frm CW202833 Res 1078 CF Rec \$30 frm CW212848 Depreciation	Y		2,730				119,230	4,819	0	3,118	
CW212932	DYS - Residential - Proactive Upgrades/R	79,649	106,000	26,351	100%		Works completed CF to Facilitate 22FY expenditure	Rec \$1,574 frm CW212855 Res 1078 CF Rec \$1,036 frm CW212848 Depreciation Rec \$910 frm CW202789 Res 1078 CF Rec \$1 frm CW202790 Res 1078 CF Rec \$286 frm CW212851 Depreciation Rec \$209 frm CW202828 Res 1078 CF Rec \$21 frm CW202830 Res 1078 CF	Y		4,037				110,037	30,388	0	30,265	
CW222980	GLN Housing Renewals Glenden	0	0	0	20%										0	0	10,725	38,575	
CW222981	MMT Housing Renewals Middlemount	0	0	0	20%										0	0	11,996	22,702	
CW222982	MBH Housing Renewals Moranbah	0	0	0	20%										0	0	0	9,573	
CW223009	MBH Interagency Transfer of Bundera Plac	0	0	0	20%	30/06/2021									0	0	5,310	5,680	
CW223014	CORP ADMIN & Depot Secure Access Upgrade	0	0	0	0%										0	0	0	369	
CW223018	CORP - Residential Restumping Various Ar	8	0	(8)	0%			Rec \$8 frm CW192678 Res 1078 CF			8				8	0	0	383	
CW223020	MBH - Administration Upgrade Allocation	0	0	0	0%										0	0	0	370	
CW223021	CLM Depot Inspection Pit Clermont	0	0	0	0%										0	0	0	0	
CW223022	Corp - Administration Electrical Complia	0	0	0	0%										0	0	0	840	
CW223042	MBH ADMIN All Weather Secure Pool Car Pa	0	0	0	0%										0	0	0	369	
CW223045	MBH Depot Machinery Shed & Hardstand	0	0	0	0%										0	0	0	369	
<b>Department 57000 - Corporate Properties &amp; Fleet Total</b>		<b>2,443,042</b>	<b>2,709,946</b>	<b>266,904</b>						<b>0</b>	<b>75,238</b>	<b>82,673</b>	<b>0</b>	<b>0</b>	<b>2,702,511</b>	<b>259,468</b>	<b>91,265</b>	<b>188,683</b>	
<b>Department 58000 - Manager Plant, Fleet &amp; Workshops</b>																			
CW212852	Replace Sub Type _ 10 Grasscutters	453,535	454,003	468	100%		Completed	Trf \$468 to CW212858 Depreciation	N			468			453,535	0	0	0	
CW212854	Replace Sub Type _ 9 MiniPlants	459,096	673,337	214,241	95%	31/08/2021	Delivery of Compact Track Loader delayed ETA Mid-August		Y						673,337	214,241	25,450	214,241	
CW212858	Replace Sub Type _ 5 EarthMovers	435,683	687,000	251,317	95%	31/08/2021	1 item remains outstanding for delivery. Expected C/O - shipping delays ex Japan. ETA Mid-August	Rec \$7,443 frm CW212883 Res 1078 CF Rec \$468 frm CW212852 Depreciation Rec \$4,596 frm CW212859 Depreciation rec \$427 frm CW212860 Depreciation	Y		12,934				699,934	264,251	264,251	264,251	
CW212859	Replace Sub Type _ 31 Passenger Vehicles	1,233,064	1,237,660	4,596	100%		Completed	Trf \$4,596 to CW212858 Depreciation	N			4,596			1,233,064	0	0	0	
CW212860	Replace Sub Type _ 9 Trucks	313,573	314,000	427	100%		Completed	Trf \$427 to CW212858 Depreciation	N			427			313,573	0	0	0	
CW222999	Replace - 3 Earthmovers	0	0	0	0%										0	0	0	0	
CW223003	Replace - 1 Grasscutter	0	0	0	0%										0	0	0	0	
CW223004	Replace- 1 Sprayer	0	0	0	0%										0	0	0	0	
CW223005	Replace - 3 Trailers	0	0	0	0%										0	0	0	0	
CW223006	Replace - 14 Trucks	0	0	0	0%										0	0	0	0	
CW223007	Replace - 21 Vehicles	0	0	0	0%										0	0	0	0	
CW223036	Replace - 9 Attachments	0	0	0	0%										0	0	0	0	
<b>Department 58000 - Manager Plant, Fleet &amp; Workshops Total</b>		<b>2,894,950</b>	<b>3,366,000</b>	<b>471,050</b>						<b>0</b>	<b>12,934</b>	<b>5,491</b>	<b>0</b>	<b>0</b>	<b>3,373,443</b>	<b>478,492</b>	<b>289,701</b>	<b>478,492</b>	
<b>Department 59000 - Manager Infrast and Technical Services</b>																			
CW192669	MBH - Bridge Design - Investigation for	13,269	22,691	9,422	95%	30/11/2021	Reported to Council, awaiting finalisation of Dashboard installation		Y						22,691	9,422	0	0	
CW192673	Design Only - Warwick Park Road Pavement	3,000	3,000	0	100%		Agreement reached. Completed		N						3,000	0	0	0	
CW202763	Design of Golden Mile Road Floodway	2,467	2,468	1	100%		Completed	Trf \$1 to CW212922 Res 1078 CF	N			1			2,467	0	0	0	
CW202766	School Zone Safety Renewal within Isaac	9	9	(0)	100%		Complete		N						9	0	0	0	
CW202770	Engineering Design Service for the Renew	1,608	1,608	0	100%		Complete		N						1,608	0	0	0	



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CW202779	Land Resumption Plan in relation to repl	574,930	621,389	46,459	85%	30/09/2021	Finalisation of land purchase agreement in progress with respective solicitors		Y						621,389	46,459	16,315	26,047
CW202784	Construction of Cycle Network Infrastruc	327,073	344,785	17,712	100%		Complete. Funding acquittal in progress	Trf \$17,712 to CW212890 Res 1078 CF (PECS)	N			17,712			327,073	0	0	0
CW212897	EAST_Music Street Carmila_Restoration of	25,781	180,000	154,219	35%	31/10/2021	Final design completed, commencement of construction works and material planned. <b>Transfer project to Infra East for construction</b>		Y						180,000	154,219	4,762	5,572
CW212907	ISAAC_Rural Construction Water Points	96,700	150,924	54,224	100%	30/06/2021	Completed	Trf \$11,410 to CW212945 Depreciation (PECS) Trf \$12,531 to CW212890 Depreciation (PECS) Trf \$1,985 to CW212873 Depreciation (CGFS) Trf \$1,779 to CW212946 Depreciation (W&W) Trf \$15,000 to CW212922 Depreciation Trf \$11,519 to CW212928 Depreciation	N			54,224			96,700	0	0	0
CW212911	Pioneer Road_Upgrade_Design	27,591	180,000	152,409	20%	31/10/2021	RFQs under evaluation		Y						180,000	152,409	111,150	118,860
CW212913	CLM & MBH Cycle Network Program Clermont	22,583	53,250	30,667	15%	30/07/2021	RFQs received, under evaluation		Y						53,250	30,667	0	953
CW212921	Valkyrie Road_Pave & Seal_Design	107,387	240,000	132,613	25%	15/10/2021	Design in progress		Y						240,000	132,613	37,980	109,828
CW212922	ISAAC_Barada Barna Welcome to Country Si	59,354	221,370	162,016	40%	15/10/2021	Quotations received and contractor appointed	Rec \$15,000 frm CW212907 Depreciation Rec \$1 frm CW202763 Res 1078 CF	Y		15,001				236,371	177,017	166,333	166,333
CW212923	ISAAC_Road Safety Audit Proactive Treatm	77,297	130,000	52,703	40%	30/11/2021	Clairview busshelter on order, Nebo school zone safety Plan in design stage		Y						130,000	52,703	0	8,707
CW212928	ISAAC_Design for replacement of Bully Cr	38,488	50,000	11,512	30%	31/10/2021	Design changes required to meet DAF water barrier works requirements.	Rec \$11,519 frm CW212907 Depreciation	Y		11,519				61,519	23,031	16,173	17,324
CW223010	CLM Design and Construct - Principal Cyc	0	0	0											0	0	0	0
CW223016	ISAAC_Rural Construction Water Points	0	0	0											0	0	12,500	12,973
CW223017	ISAAC_Install Fencing at Logan Creek Pit	0	0	0											0	0	0	2,466
<b>Department 59000 - Manager Infrast and Technical Services Total</b>		<b>1,377,535</b>	<b>2,201,494</b>	<b>823,959</b>						<b>0</b>	<b>26,520</b>	<b>71,937</b>	<b>0</b>	<b>0</b>	<b>2,156,077</b>	<b>778,540</b>	<b>365,213</b>	<b>469,063</b>
<b>Engineering &amp; Infrastructure Services Total</b>		<b>27,660,356</b>	<b>33,071,904</b>	<b>5,411,548</b>						<b>(793,499)</b>	<b>1,894,699</b>	<b>1,976,800</b>	<b>0</b>	<b>0</b>	<b>32,196,304</b>	<b>4,535,946</b>	<b>1,311,309</b>	<b>2,053,153</b>

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<b>60000 - Planning, Environment &amp; Community Service</b>																		
<b>Department 60000 - Director Planning, Environment &amp; Community Service</b>																		
CW212876	MBH_AFL Oval Playing Lights	227,405	370,000	142,595	75%	31/08/2021	Project commenced, footings installed, poles will be stood by 8 August. Lights were held up in transport from Europe, planned for intallation by 16 August dependent on customs clearance. W4Q extention approved to 30 Septemeber 2020		Y						370,000	142,595	103,858	103,858
CW212877	CLM_Netball Amenities Block	194,767	315,000	120,233	75%	31/08/2021	Construction planned for completion by 8 August for new building. Letter of award issued for demolition of existing. W4Q extention approved to 30 Septemeber 2020		Y						315,000	120,233	0	81,969
<b>Department 60000 - Director Planning, Environment &amp; Community Serv</b>		<b>422,172</b>	<b>685,000</b>	<b>262,828</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>685,000</b>	<b>262,828</b>	<b>103,858</b>	<b>185,827</b>
<b>Department 62000 - Economy &amp; Prosperity</b>																		
CW182509	CLM - Theresa Creek Dam Septic Renewal	7,692	62,706	55,014	26%	30/06/2022	Will be completed with additional funds approved in the 2021/22 capital budget		Y						62,706	55,014	1,400	1,400
CW192726	Clermont Saleyards and Showgrounds Revit	349,376	337,489	(11,887)	100%		Complete	Increase \$128 Res 1238 (match final funding) Rec \$1,070 frm CW212899 Depreciation Rec \$557 frm CW212909 Depreciation Rec \$10,132 frm CW212910 Depreciation	N	128	11,759				349,376	0	0	0
CW212871	CORP Tourism signs new and replacement	13,092	40,000	26,908	65%	31/08/2021	Signage completion is expected by end of August		Y						40,000	26,908	14,172	15,972
CW212878	NBO - Showgrounds Amenities Block	263,529	261,173	(2,356)	90%	31/08/2021	Complete. Final works completed August.	Rec \$9,156 frm CW212918 Depreciation	Y		9,156				270,329	6,800	0	6,833
CW212879	CLM - Saleyards renewal	147,307	147,307	0	100%		Complete		Y						147,307	0	0	0
CW212945	CLM Sale & Show Revitalisation Stage 2	45,030	17,693	(27,337)			Project part of 22 FY Capital Budget. Project / spend commenced in 21 FY for preworks	Rec \$4,012 frm CW212918 Depreciation Rec \$3,689 frm CW212919 Depreciation Rec \$5,226 frm CW212930 Depreciation Rec \$3,000 frm CW212874 Depreciation Rec \$11,410 frm CW212907 Depreciation (E&I)	N		27,337			45,030	0	26,800	26,800	
CW212948	NBO Showgrounds 2 Kitchen Upgrade	0	0	0			Project part of 22 FY Capital Budget								0	0	0	0
CW223025	CLM Saleyards Rectification Works	0	0	0			Project part of 22 FY Capital Budget								0	0	0	0
CW223032	TCD Canteen Concrete and Irrigation Work	0	0	0											0	0	0	0
CW223033	CLM Aerodrome Pavement Surface Reseal	0	0	0											0	0	0	0
<b>Department 62000 - Economy &amp; Prosperity Total</b>		<b>826,026</b>	<b>866,368</b>	<b>40,342</b>						<b>128</b>	<b>48,252</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>914,748</b>	<b>88,722</b>	<b>42,372</b>	<b>51,005</b>
<b>Department 63000 - Liveability &amp; Sustainability</b>																		
CW223024	Environment & Biodiversity Enviro Lab	0	0	0											0	0	0	0
<b>Department 63000 - Liveability &amp; Sustainability Total</b>		<b>0</b>	<b>0</b>	<b>0</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department 64000 - Community Education &amp; Compliance</b>																		
CW212874	Moranbah Dog Pound	157,373	160,373	3,000	100%		Construction complete	Trf \$3,000 to CW212945 Depreciation	N			3,000			157,373	0	0	0
CW222967	Middlemount Animal Management Centre	0	0	0											0	0	0	0
CW222976	CORP Abandoned Vehicle Facility	0	0	0											0	0	0	0
<b>Department 64000 - Community Education &amp; Compliance Total</b>		<b>157,373</b>	<b>160,373</b>	<b>3,000</b>						<b>0</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>157,373</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department 65000 - Engaged Communities</b>																		
CW222979	Mt Britton Construction of waterless ame	0	0	0											0	0	0	0
<b>Department 65000 - Engaged Communities Total</b>		<b>0</b>	<b>0</b>	<b>0</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department 66000 - Community Hubs</b>																		
CW212889	CLM Historical Centre Flood Mitigation	68,014	68,014	0	100%		Complete		N						68,014	0	0	0
CW212890	Hub Development & reconfiguration	239,166	320,000	80,834	90%	31/08/2021	Construction nearing completion	Rec \$12,531 frm CW212907 Depreciation (E&I) Rec \$17,712 frm CW202784 Res 1078 CF (E&I)	Y		30,243				350,243	111,077	111,673	127,640
CW212944	Electronic Whiteboards	40,688	20,000	(20,688)	100%		Complete	Rec \$20,688 frm CW212899 Depreciation	N		20,688				40,688	0	0	0
CW222965	DYS Community Hub Design and Construct	0	0	0											0	0	0	0
CW222966	STLAW Community Hub Design	0	0	0											0	0	0	0

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<b>Department 66000 - Community Hubs Total</b>		<b>347,868</b>	<b>408,014</b>	<b>60,146</b>						<b>0</b>	<b>50,931</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>458,945</b>	<b>111,077</b>	<b>111,673</b>	<b>127,640</b>	
<b>Department 67000 - Community Facilities</b>																			
CW192728	Emergent/Safety/Priority Commercial Outc	110,985	113,113	2,128	100%		Complete	Trf \$2,128 to CW202798 Res 1078 CF	N			2,128			110,985	0	0	0	
CW202783	DYS Pool - Mech/Elect Upgrade Filter ins	64,365	88,538	24,173	100%	31/07/2021	Completed in July	Return to Reserve \$17,991 Res 1063 DYS Asset Res	Y				17,991		70,547	6,182	0	6,182	
CW202787	CLM Administration/Civic centre - Compliant	58,517	437,573	379,056	50%	31/01/2022	Tender released and closing 19 July 2021. W4Q extension approved to 31 January 2022		Y						437,573	379,056	0	536	
CW202798	MMT- Hall Structural Renewal	63,068	156,789	93,721	75%	30/09/2021	Construction commenced, completion date planned for September to align with air-con replacement	Rec \$2,128 from CW192728 Res 1078 CF Rec \$372 from CW212899 Depreciation	Y		2,500				159,289	96,221	22,208	110,820	
CW202800	ST LAW Swimming Pool replacement	3,729	3,729	0	100%		Complete		N						3,729	0	0	0	
CW202816	DYS Civic Centre - W4Q	290,693	306,493	15,800	90%	31/08/2021	Construction complete - however some finalisation with PM to occur		Y						306,493	15,800	0	0	
CW202847	MBH Community Centre - Design	101,164	200,000	98,836	50%	31/12/2021	Stage 1 nearly complete and initial concepts presented to Council. Endorsement of stage 1 anticipated at August Ordinary Meeting allowing for stage 2 award		Y						200,000	98,836	1,235	1,235	
CW212881	CLM Pool - Disability Access	16,180	16,180	0	100%		Complete		N						16,180	0	0	0	
CW212899	CLM Pool Dive Block Remediation	5,529	125,000	119,472	50%	30/09/2021	Works awarded, however delays with supplies due to COVID. Works expected to commence in August on receipt of new blocks.	Trf \$19,325 to CW212908 Depreciation Trf \$372 to CW202798 Depreciation Trf \$17,742 to CW212906 Depreciation Trf \$20,688 to CW212944 Depreciation Trf \$1,070 to CW192726 Depreciation	Y			59,197			65,803	60,275	35,140	35,140	
CW212900	IRC Community Facilities Works	77,075	232,859	155,784	70%	30/09/2021	Multiple works are underway (Coastal Airconditioning, Blair Athol Works Renewal Works and DYS Civic Airconditioning) at various locations within Isaac, however experiencing delays with supply change.		Y						232,859	155,784	129,441	130,131	
CW212902	Coastal Halls - Painting and Miscellaneous	103,460	103,460	0	100%		Complete		N						103,460	0	0	0	
CW212905	NBO Pool - Plant and Infrastructure	77,360	440,000	362,640	75%	30/08/2021	Construction commenced and will be completed prior to season opening. Works were unable to commence until pool closure for winter		Y						440,000	362,640	230,104	307,073	
CW212906	IRC Pools - Equipotential bonding	17,742	40,000	22,258	35%	30/09/2021	RFQ Delays, waiting on final design drawings. RFQ expected to be advertised in early August.	Rec \$17,742 from CW212899 Depreciation	Y		17,742				57,742	40,000	0	0	
CW212908	CLM Pool - Amenities Refurbishment	0	95,000	95,000	40%	31/08/2021	Requires supplementary funding to support variation (due to existing fittings being no longer manufactured, alternate sourcing required). Works underway with completion expected end of August.	Rec \$19,325 from CW212899 Depreciation	Y		19,325				114,325	114,325	114,303	114,303	
CW212909	St Law Cemetery Shade and Memorial Wall	88,417	88,974	557	100%		Complete	Trf \$557 to CW192726 Depreciation	N			557			88,417	0	0	0	
CW212910	IRC Swimming Pool Works	111,430	255,420	143,990	65%	30/09/2021	Current work underway on GCAC filters, replacement pump for MMT, and Pool cleaners. Immergent works for MMT replacement valve is being assessed with works to occur when properly scoped.	Trf \$10,132 to CW192726 Depreciation	Y			10,132			245,288	133,858	2,768	46,572	
CW212918	MHB Water Park Refurbishment	31,832	45,000	13,168	100%		Complete	Trf \$9,156 to CW212878 Depreciation Trf \$4,012 to CW212945 Depreciation	N			13,168			31,832	0	0	0	
CW212919	GLN Pool Foot Valve Replacement	11,311	15,000	3,689	100%		Complete	Trf \$3,689 to CW212945 Depreciation	N			3,689			11,311	0	0	0	
CW212930	DYS Rec Centre Cladding	79,774	85,000	5,226	100%		Complete	Trf \$5,226 to CW212945 Depreciation	N			5,226			79,774	0	0	0	
CW212943	Moranbah Community Centre Technology Upg	0	600,000	600,000	0%	31/12/2021	Planning underway, proposal to be returned to BMA for approval week ending 1 August 2021		Y						600,000	600,000	0	0	
CW212949	CLM Civic Centre Kitchen Upgrade	0	0	0	0%		Project part of 22 FY Capital Budget								0	0	0	0	
CW212950	MMT Community Hall - Breezair Renewal	0	0	0	0%		Project part of 22 FY Capital Budget								0	0	0	0	
CW212951	STLAW - Community Hall - External & Inte	0	0	0	0%		Project part of 22 FY Capital Budget								0	0	0	0	
CW223011	CORP Facilities Proactive Capital Progr	0	0	0											0	0	0	0	
CW223012	Corp Pools Proactive Capital Program	0	0	0											0	0	0	0	
CW223013	MBH Community Centre - Refurbishment	0	0	0											0	0	0	0	
CW223038	DYS Civic Centre - Carpark Resurfacing &	0	0	0											0	0	0	0	
CW223039	CLM Pool BBQ & Picnic Facilities	0	0	0											0	0	0	0	

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CW223040	DYS Civic Centre Facade Renewal	0	0	0											0	0	0	0
CW223041	CLM Civic Centre - External Works	0	0	0											0	0	0	0
CW223043	Greg Cruickshank Aquatic Centre Water Pa	0	0	0											0	0	0	0
<b>Department 67000 - Community Facilities Total</b>		<b>1,312,631</b>	<b>3,448,128</b>	<b>2,135,497</b>						<b>0</b>	<b>39,567</b>	<b>94,097</b>	<b>17,991</b>	<b>0</b>	<b>3,375,607</b>	<b>2,062,977</b>	<b>535,199</b>	<b>751,992</b>
<b>Planning, Environment &amp; Community Service Total</b>		<b>3,066,069</b>	<b>5,567,883</b>	<b>2,501,814</b>						<b>128</b>	<b>138,750</b>	<b>97,097</b>	<b>17,991</b>	<b>-</b>	<b>5,591,673</b>	<b>2,525,604</b>	<b>793,103</b>	<b>1,116,465</b>

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<b>80000 - Water &amp; Waste</b>																		
<b>Department 81000 - Water &amp; Wastewater</b>																		
CW172425	Project Management Costs	0	0	0	NA		Holding account for PMS fees/costs								0	0	364,667	417,351
CW182532	CORP WTP safety repairs stage 2	33,383	33,260	(123)	100%		Complete	Rec \$123 frm CW182537 Res 1078 CF	N		123				33,383	0	0	0
CW182537	CORP Raw water Remediation Works	54,138	604,395	550,257	50%	31/01/2022	Offer received from State for purchasing the land. Settlement likely to occur prior to December once conditions are met. Carry Forward remaining funds in full. Any excess funds will be allocated to the CW223019 for required remediation works.	Trf \$123 to CW182532 Res 1078 CF Trf \$147,000 to CW212941 Res 1078 CF Trf \$60,000 to CW182564 Res 1078 CF Trf \$337 to CW182570 Res 1078 CF Trf \$102 to CW182577 Res 1078 CF Trf \$5,596 to CW192730 Res 1078 CF Trf \$3,842 to CW192731 Res 1078 CF	Y		217,000				387,395	333,257	12,000	17,282
CW182541	MBH WTP clarifier repair	160,036	160,036	0	100%		Complete		N						160,036	0	0	0
CW182543	CLM WTP switchboard/PLC Installation	36,042	38,335	2,293	100%		Complete	Return to Reserve \$2,293 Res 1001 MBH Water Reserve	N				2,293		36,042	0	0	0
CW182550	MBH WTP SCADA system install/automation	74,140	83,274	9,134	100%		Complete	Return to Reserve \$9,134 Res 1002 CLM Dev Cont Water	N				9,134		74,140	0	0	0
CW182562	MBH WTP chemical dosing upgrade	11,898	11,898	(0)	100%		Complete		N						11,898	0	0	0
CW182563	MMT WTP Reroof Clearwater Tanks 1 & 2	313,439	425,933	112,494	80%	30/09/2021	Some delay in program due to procurement of equipment and additional scope due to poor asset condition of the tanks. Works commenced in July with anticipated end September 21.	Rec \$100,000 frm CW212867 Depreciation	Y		100,000				525,933	212,494	59,163	182,500
CW182564	CORP WTP clearwater tank upgrades	599,796	563,826	(35,970)	90%	30/09/2021	Continuing investigation into cause of small leak with anticipated solution and rectification by end of September	Rec \$60,000 frm CW182537 Res 1078 CF	Y		60,000				623,826	24,030	14,941	14,941
CW182570	CORP WTP emergency generator/telemetry u	81,068	80,731	(337)	100%		Complete	Rec \$337 frm CW182537 Res 1078 CF	N		337				81,068	0	0	0
CW182573	MBH SN main relining program stage 1	42,711	42,711	(0)	100%		Complete		N						42,711	0	0	0
CW182575	DYS SPS Civeo refurbishment	24,638	24,638	0	100%		Complete		N						24,638	0	0	0
CW182577	DYS STP sludge drying bed	8,105	8,003	(102)	100%		Complete	Rec \$102 frm CW182537 Res 1078 CF	N		102				8,105	0	0	0
CW182580	CORP STP replace old/failed equipment	535,650	499,203	(36,447)	99%	30/08/2021	Majority of work completed, with some small defects to be addressed. Program in next FY will be balanced with 22 Budget project.	Rec \$7,870 frm CW212875 Depreciation Rec \$52,130 frm CW212867 Depreciation	Y		60,000				559,203	23,553	43,132	51,131
CW182581	CLM STP inlet screen installation	63,984	63,984	0	100%		Complete		N						63,984	0	0	0
CW182593	ISAAC - SPS Upgrade Program	37,902	37,902	(0)	100%		Complete		N						37,902	0	0	0
CW192730	CORP WTP replace old/failed equipment	23,661	18,065	(5,596)	100%		Complete. CF Funds to cover Qleave finalisation	Rec \$5,596 frm CW182537 Res 1078 CF Rec \$241 frm CW212887 Depreciation	Y		5,837				23,902	241	241	241
CW192731	CORP Aeration of effluent storage dams	133,177	128,049	(5,128)	100%		Complete	Rec \$3,842 frm CW182537 Res 1078 CF Rec \$1,286 frm CW192733 Depreciation	N		5,128				133,177	0	0	0
CW192733	CLM STP Upgrade works	303,011	394,066	91,055	99%	31/08/2021	Majority of works completed, booster pump installation on chlorine dosing line works in July/August.	Trf \$30,977 to CW202808 Depreciation Trf \$1,286 to CW192731 Depreciation Trf \$29,141 to CW202846 Depreciation	Y			61,404			332,662	29,651	7,948	15,835
CW192759	W & WW Emergent/ Safety Works	302,252	305,700	3,448	100%		Complete	Trf \$3,448 to CW202846 Res 1078 CF	N			3,448			302,252	0	0	0
CW202806	CORP-Back up power for Pumping Station	153,714	156,968	3,254	100%		Complete	Trf \$1,241 to CW202846 Res 1078 CF Trf \$2,013 to CW212865 Res 1078 CF	N			3,254			153,714	0	0	0
CW202807	CLM-Raw Water-TCD Water Storage	501,128	1,374,760	873,632	100%		Desilting complete. Demobilised. Heading to maintenance phase with GEO bags which will include some further charges. Costs deemed operational journalled to OPEX - move funding portion to cover this expenditure. Further expenditure will be operational.	Decrease grant funding \$512,834 Res 1233 (transferring to operational) Decrease grant funding \$11,345 Res 1233 (lower grant expenditure) Trf \$349,453 to CW202809 Depreciation	N	(524,179)		349,453			501,128	0	1,050	3,707
CW202808	CLM-SML Treated Water Reservoir	1,769,914	1,737,033	(32,881)	100%		Complete	Rec \$30,977 frm CW192733 Depreciation Rec \$519 frm CW192678 Res 1078 CF (E&I) Rec \$563 frm CW212886 Depreciation (E&I) Rec \$822 frm CW212887 Depreciation (E&I)	N		32,881				1,769,914	0	1,904	0
CW202812	STL-WTP Upgrade	6,250	87,948	81,698	15%	31/12/2021	W&W Operations agree to the use of the demountable toilet unit currently stored at STL depot, including a composting toilet system. Program delay due to resourcing.		Y						87,948	81,698	0	0

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CW202817	DYS-SN-Enforeable Undertaking	944,119	946,877	2,758	100%	30/06/2021	Complete. CF Funds for Qleave finalisation	Trf \$1,871 to CW212865 Depreciation	Y			1,871			945,006	887	0	887
CW202846	NBO WTP Electrical Connectivity Improvem	42,873	9,043	(33,830)	21 FY - 100%	Multiyear Project - 31/12/22	Multiyear projects - 21 objectives to augument the waste stream at WTP completed. 22 FY injection of funds to support Temporary Environmental Program actions.	Rec \$29,141 frm CW192733 Depreciation Rec \$3,448 frm CW192759 Res 1078 CF Rec \$1,241 frm CW202806 Res 1078 CF	Y		33,830				42,873	0	0	43,905
CW212861	CORP Water mains replacement program	1,213,636	1,389,700	176,064	95%	30/09/2021	Original Scope Complete. Emergent works in Nebo and Moranbah have commenced, to be completed in September 21..		Y						1,389,700	176,064	38,637	39,718
CW212863	CORP Water Valve & Hydrant Repair/Replac	96,798	100,000	3,202	100%		Complete. Awaiting for surveyor report and invoice.		Y						100,000	3,202	621	1,913
CW212864	CORP SN main relining program	918,632	1,130,000	211,368	90%	30/09/2021	Project completed by Relining Solutions. Pipe relining works completed 21/06/2021. Installation of top hats into house connection branches to continue into August 2021 due to the need to procure additional materials ex. Europe.		Y						1,130,000	211,368	75,399	77,540
CW212865	CORP STP replace old/failed equipment	68,544	17,408	(51,136)	100%		Completed	Rec \$2,013 frm CW202806 Res 1078 CF Rec \$1,871 frm CW202817 Depreciation Rec \$16,166 frm CW212868 Depreciation Rec \$14,470 frm CW212939 Res 1078 CF Rec \$12,651 frm CW212942 Res 1078 CF Rec \$887 frm CW212887 Depreciation Rec \$2,130 frm CW212875 Depreciation Rec \$948 frm CW212865 Depreciation	N		51,136				68,544	0	0	0
CW212866	CORP - SPS Renewal Program	641,502	836,114	194,612	80%	31/08/2021	NBO & GLN SPS: The SPS switchboard that require minor work have been completed, irrigation switchboard completed, waiting Ergon on last switchboard. MBH SPS upgrade planned for completion end of August 2021.	Rec \$65,487 frm CW212867 Depreciation	Y		65,487				901,601	260,099	242,489	265,010
CW212867	CORP WTP replace old/failed equipment	81,435	300,000	218,565	100%		21 FY objectives complete. New 22 FY project through PAG for continuation of funding to rectify old and failed equipment.	Trf \$52,130 to CW182580 Depreciation Trf \$100,000 to CW182563 Depreciation Trf \$948 to CW212865 Depreciation Trf \$65,487 to CW212866 Depreciation	N			218,565			81,435	0	0	0
CW212868	CORP Telemetry upgrades to WWTPs	8,834	25,000	16,166	100%		Reactive works in 21 FY.	Trf \$16,166 to CW212865 Depreciaton	N			16,166			8,834	0	0	0
CW212869	CORP potable water meter install parks &	25,174	100,000	74,826	50%	30/09/2021	Review of unmetered services completed in Clermont. W&W operations currently procuring materials and installing meters in CLM. Project expected to carryover to Q1, 21/22	Trf \$65,000 to CW202809 Depreciation	Y			65,000			35,000	9,826	562	6,098
CW212870	CORP Telemetry upgrades to WTPs	7,962	42,334	34,372	10%	30/12/2021	Scope for GLN WTP Scada developed with works to be procured September 21		Y						42,334	34,372	0	0
CW212875	Caravan Dump Points - MBH & MMT	8,851	80,000	71,149	50%	30/09/2021	Materials have been ordered for both sites with works to commence at MMT in early August and MBH end of August	Trf \$2,130 to CW212865 Depreciation Trf \$7,870 to CW182580 Depreciation	Y			10,000			70,000	61,149	50,230	50,989
CW212936	CORP SN Manhole Rehabilitation	355,136	692,000	336,864	75%	30/09/2021	Project awarded with works progressing in Clermont, potential for delays due to supply issues for precast components. Works to be included in Middlemount to address major concrete degradation in several manholes.		Y						692,000	336,864	268,557	273,862
CW212939	CLM STP Lighting Rectification	20,530	35,000	14,470	100%		complete	Trf \$14,470 to CW212865 Res 1078 CF	N			14,470			20,530	0	0	0
CW212940	CLM WTP Quality Response Action Works	272,269	530,000	257,731	60%	31/10/2021	Iron and manganese analysers to be installed to improve the quality of the CLM water supply. Works expected to be completed by mid October 2021.	Trf \$57,731 to CW202809 Res 1078 CF	Y			57,731			472,269	200,000	131,485	158,630
CW212941	DYS STP optimisation of plant	77,800	240,866	163,066	25%	31/12/2021	Concrete Infrastructure report: Site inspected & CCTV conducted, waiting report. Building Works: Was awarded in mid April, with construction started early May and is expected to be completed by mid July. Electrical/SCADA: RFQ closed on 14 May with Council report to July meeting to award.	Rec \$147,000 frm CW182537 Res 1078 CF	Y		147,000				387,866	310,066	58,908	97,901
CW212942	DYS WTP waste stream return	77,349	90,000	12,651	100%		Complete	Trf \$12,651 to CW212865 Res 1078 CF	N			12,651			77,349	0	0	0
CW222960	CORP Water Valve and Hydrant Repair Repl	0	0	0	0%										0	0	0	0
CW222964	CORP SPS rehabilitation works MMT, NBO,	0	0	0	0%		SOW to be confirmed, additional ops requirements included. RFT prepared in first half of FY.								0	0	0	0
CW222970	MBH WTP Bobby Plant filter Media replacem	0	0	0	0%		Work planned to be undertaken towards end of financial year during lower water demand. (April to June 2022)								0	0	0	0
CW222971	CLM Water Network Augmentation	0	0	0	0%		WM upgrades for CLM to be identified & upgrades designed, specified & costed. Tender dos to be prepared.								0	0	0	0
CW222972	CORP Cathodic protection Water	0	0	0	0%										0	0	0	455
CW222973	CORP Design - Sewer	0	0	0	0%										0	0	0	0
CW222974	CORP Sewer relining	0	0	0	0%										0	0	0	0

Code	Project	2021 Actuals	2021 Budget	Remaining Budget as at 30/06/2021	Physical Completion	Revised Completion Date	Project Progress Comment / Short Reason for Delay	Finance Comment	Carry Forward Y/N	Additional Grant / Contribution	Transfer In	Transfer Out	Transfer to Reserve	Available for balancing	Final 20/21 Project Budget	Balance of Carry Forward	Commitments	Total 2022 Expenditure including commitments	
CW222975	CORP Bulk water meter replacements	0	0	0	0%										0	0	0	637	
CW222978	CORP Design - Water	0	0	0	0%										0	0	0	0	
CW222983	MBH WTP - roof replacement	0	0	0	0%										0	0	1,306	3,716	
CW222984	GLN WWTP - depth boards in clarifier rep	0	0	0	0%										0	0	0	0	
CW222985	MBH truck fill point upgrade to existing	0	0	0	0%										0	0	0	0	
CW222986	Dysart WWTP Trickling filters x 2	0	0	0	0%										0	0	0	0	
CW222987	Dysart Rising main - SPS to WWTP - conen	0	0	0	0%										0	0	0	0	
CW222988	MMT recycled water main to Racecourse	0	0	0	0%										0	0	0	0	
CW222989	TCD Riparian valve redundancy	0	0	0	0%										0	0	0	0	
CW222990	GLN WTP handrails around Clarifier	0	0	0	0%										0	0	0	0	
CW222991	NBO WWTP SCADA project	0	0	0	0%										0	0	0	0	
CW222992	GLN WWTP SCADA project	0	0	0	0%										0	0	0	0	
CW222993	CLM TCD floating offtake structure	0	0	0	0%										0	0	0	0	
CW222994	MBH & GLN WWTP - fencing repairs	0	0	0	0%										0	0	0	0	
CW222995	CORP WWTP - old failed equipment	0	0	0	0%										0	0	108,617	108,617	
CW222996	CORP WTP - old Failed equipment	0	0	0	0%										0	0	7,510	42,181	
CW223019	Moranbah 400ML raw water dam remediat	0	0	0	0%										0	0	0	364	
<b>Department 81000 - Water &amp; Wastewater Total</b>		<b>10,131,482</b>	<b>13,445,060</b>	<b>3,313,578</b>						<b>(524,179)</b>	<b>561,861</b>	<b>1,031,013</b>	<b>11,427</b>	<b>0</b>	<b>12,440,302</b>	<b>2,308,821</b>	<b>1,489,367</b>	<b>1,875,410</b>	
<b>Department 83000 - Manager Waste Management</b>																			
CW192629	MBH RTS Recycle shop	21,995	21,996	1	100%		Completed	Trf \$1 to CW212946 Res 1078 CF	N			1			21,995	0	0	0	
CW202809	MBH Landfill - Stormwater, Leachate Mana	4,539,276	4,911,959	372,683	95%	30/09/2021	Top soil placement is nearing completion with hydro mulching to commence. Project continues to have significant delays and risks to IRC that has been discussed in detail with standing committee. CF \$376,166, which is inadequate considering 22 FY commitments. Separate report to Council to outline anticipated costs. Funding / Budget will be reviewed accordingly with a further or subsequent report to Council	Increase \$50,000 Loan Funding (Loan drawdown for \$2.5M not \$2.45M as per budget) Rec \$65,000 frm CW212869 Depreciation Rec \$57,731 frm CW21290 Res 1078 CF Rec \$349,453 frm CW202807 Depreciation	Y	50,000	472,184				5,434,143	894,867	730,987	956,572	
CW202810	CLM Landfill- Stormwater and Leachate Ma	558,432	560,555	2,123	100%		Completed	Trf \$2,123 to CW212946 Res 1078 CF	N			2,123			558,432	0	0	0	
CW212857	CAR Transfer Station - Retaining Wall	8,240	150,000	141,760	5%	31/12/2021	Combined with Greenhills transfer station project. Revised drawings received 23/07/2021, to be reviewed by IRC to confirm design suitability to progress for tender. RFT documentation being developed. Anticipate construction works to go out for Tender in August 2021.		Y						150,000	141,760	2,208	2,986	
CW212862	GNH Transfer Station - Retaining Wal	8,195	150,000	141,805	5%	31/12/2021	Combined with Carmila transfer station project. Revised drawings received 23/07/2021, to be reviewed by IRC to confirm design suitability to progress for tender. RFT documentation being developed. Anticipate construction works to go out for Tender in August 2021.		Y						150,000	141,805	2,208	2,986	
CW212946	MBH Subcell Drainage	52,216	40,000	(12,216)	100%		Complete	Rec \$1 frm CW192629 Res 1078 CF Rec \$2,123 frm CW202810 Res 1078 CF Rec \$7,521 frm CW212925 Depreciation (E&I) Rec \$1,779 frm CW212907 Depreciation Rec \$792 frm CW192678 Res 1078 CF (E&I)	N		12,216				52,216	0	0	0	
CW223000	Moranbah Landfill Phase 2 Stage 2	0	0	0	0%										0	0	0	0	
CW223001	CORP Boundary Fence Renewal Waste Facili	0	0	0	0%										0	0	0	0	
CW223002	CLM & CAR WMF - Monitoring Bores	0	0	0	0%										0	0	0	0	
<b>Department 83000 - Manager Waste Management Total</b>		<b>5,188,354</b>	<b>5,834,510</b>	<b>646,156</b>						<b>50,000</b>	<b>484,400</b>	<b>2,124</b>	<b>0</b>	<b>0</b>	<b>6,366,786</b>	<b>1,178,432</b>	<b>735,402</b>	<b>962,544</b>	
<b>Water &amp; Waste Total</b>		<b>15,319,835</b>	<b>19,279,570</b>	<b>3,959,735</b>						<b>(474,179)</b>	<b>1,046,261</b>	<b>1,033,137</b>	<b>11,427</b>	<b>0</b>	<b>18,807,088</b>	<b>3,487,253</b>	<b>2,224,769</b>	<b>2,837,954</b>	
<b>Whole of Council</b>		<b>47,370,341</b>	<b>58,591,762</b>	<b>11,221,421</b>						<b>(643,198)</b>	<b>3,109,099</b>	<b>3,109,099</b>	<b>29,418</b>	<b>0</b>	<b>57,919,146</b>	<b>10,548,803</b>	<b>4,353,931</b>	<b>6,032,321</b>	

**MEETING DETAILS** Corporate, Governance and Financial Services  
**Standing Committee Meeting**  
 Tuesday 14 September 2021

**AUTHOR** John Squire

**AUTHOR POSITION** Manager Contracts and Procurement

## 5.4 EXCEPTION BASED CONTRACTUAL ARRANGEMENTS - LOCAL GOVERNMENT REGULATIONS (2012)

### EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement for arranging open orders with various local trade materials providers, for the provision of minor ad hoc incidental items, as sole source arrangements. Where the cumulative value of these purchases over the course of the financial year is greater than \$15,000, this is considered a medium sized contractual arrangement for the purposes of the *Local Government Regulations 2012*, and therefore requires the endorsement of Council to approve these arrangements in accordance with the exception provisions contained within s235 (a) of the *Local Government Regulations 2012*.

### OFFICER'S RECOMMENDATION

*That the Committee recommends to Council to:*

- 1. Resolves it is satisfied that there is only one (1) supplier who is reasonably available;**
- 2. Endorse the following exceptions to enter into medium or large sized contractual arrangements as per s235 of the Local Government Regulations (2012);**
- 3. Establish the Open Order Arrangements with the following suppliers until 30 June 2022.**

<u>Company</u>	<u>Service provided/engaged for delivery of</u>	<u>Amount</u>
<b><i>Belyando Building Supplies</i></b>	<b><i>General Hardware for Clermont</i></b>	<b><i>\$30,000</i></b>
<b><i>Glenden Hardware and Rural</i></b>	<b><i>General Hardware for Glenden</i></b>	<b><i>\$15,000</i></b>
<b><i>High Country Enterprises</i></b>	<b><i>General Hardware for Moranbah</i></b>	<b><i>\$30,000</i></b>
<b><i>Nebo Rural Services</i></b>	<b><i>General Hardware for Nebo</i></b>	<b><i>\$20,000</i></b>
<b><i>John Crooks Electrical</i></b>	<b><i>General Hardware for Dysart</i></b>	<b><i>\$30,000</i></b>
<b><i>Middlemount Rural Traders</i></b>	<b><i>General Hardware for Middlemount</i></b>	<b><i>\$20,000</i></b>
<b><i>Bunnings Group Ltd</i></b>	<b><i>General Hardware for Coastal</i></b>	<b><i>\$30,000</i></b>
<b><i>Tradelink Plumbing Supplies</i></b>	<b><i>Plumbing Supplies</i></b>	<b><i>\$30,000</i></b>
<b><i>L&amp;H Group</i></b>	<b><i>Electrical Supplies</i></b>	<b><i>\$30,000</i></b>



<i>Haymans Electrical</i>	<i>Electrical Supplies</i>	<b>\$30,000</b>
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## BACKGROUND

In June 2021, a Request For Tender (RFT) was released to the market for the provision of Trade and Hardware Supplies, for the purpose of assisting in the ongoing reactive and proactive maintenance and project requirements. The requirements were for a very diverse range of trade and hardware supplies, materials, and tools for;

- building and carpentry
- plumbing
- electrical
- painting and decorating
- landscaping and garden maintenance

The intention was to award the contract of supply for a period of 2 years with 2 options to extend by a further 12 months each.

In order to assess the value for money in the responses, a basket of goods was provided by which respondents were to apply their pricing for the items.

The RFT closed on Wednesday 30th June with few responses. The suppliers that did lodge a submission were specialist suppliers and not the town-based generalists that we were targeting. It is worth noting that targeted communications were directed to local hardware providers advising of the open tender and encouraged these vendors to lodge submissions.

The recommendation is not to proceed with the award for this tender (establishment of the panel of suppliers).

## Discussion

Without efficient supply arrangements in place, Councils requirement to comply with the competitive bidding provisions of the *Local Government Regulations (2012)*, compromises the effective delivery of the Corporate Properties program of works.

While the Tender was under development and out to market, several open purchase orders had been placed with local hardware providers for the purpose of assisting IRC staff to efficiently acquire ad hoc supplies, and this may have contributed to the lack of response. These were established as an exception to the IRC Procurement Policy, on the basis of their use being below the value attributed to a medium-sized contractual arrangement according to the *Local Government Regulations (2012)* and in lieu of the active tender.

The panel arrangement would have provided for an expanded use of these open purchase orders with these local hardware providers and therefore a much higher level of spend.

Due to the often-required immediacy of supply, it is therefore proposed that Council considers the location of suppliers within the Isaac region, as grounds to endorse the proposed open order arrangements stated.

Under section 235 of *Local Government Regulations 2012*, a local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if;

*(a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available;*

It is both unreasonable and not in Council's best interest to delay the performance of maintenance or project activities for the purpose of conducting quote comparisons, in instances where small expenditure ad hoc items can be efficiently fulfilled by a local hardware provider.

It is therefore a requirement of this proposal not to exceed an amount of \$1500 per transaction, in line with the Isaac Regional Council (IRC) Procurement Policy. Transactions will be monitored to identify instances of invoice splitting. Requirements above this threshold shall be subject to the competitive bidding requirements stated in the IRC Procurement Policy.

## IMPLICATIONS

Endorsing this proposal has the following benefits;

- meets legislation and procurement policies and procedures.
- provides an efficient supply chain for acquiring materials
- is congruent to the Local Preference Policy

The potential risks associated are;

- escalation of uncontested spend beyond the estimated amounts
- incidents of invoice splitting to avoid spend threshold.

## CONSULTATION

- Corporate Properties and Fleet Manager

## BASIS FOR RECOMMENDATION

Compliance with s235 of the *Local Government Regulations (2012)*.

## ACTION ACCOUNTABILITY

Manager – Contracts and Procurement; is accountable for compliance with s235 of *the Local Government Regulations (2012)*, and the Procurement Policy.

Corporate Properties and Fleet Manager; is accountable for ensuring the open orders for trade accounts are utilised in accordance with the recommendations of this report.

## KEY MESSAGES

The exceptions to the *Local Government Regulations 2012* under s235 (a) require Council resolution to ensure compliance.

### Report prepared by:

JOHN SQUIRE  
Manager Contracts and Procurement

Date: 1 September 2021

### Report authorised by:

DARREN FETTELL  
Director Corporate Governance and Financial Services

Date: 1 September 2021

## **ATTACHMENTS**

- Nil

## **REFERENCE DOCUMENT**

- *Local Government Regulations 2012*
- IRC Procurement Policy – CORP-POL-122
- IRC Local Preference Policy - STAT-POL--086

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<b>MEETING DETAILS</b>	<b>Corporate, Governance and Financial Service</b> <b>Standing Committee</b> Tuesday 14 September 2021
<b>AUTHOR</b>	Rebecca Molineaux
<b>AUTHOR POSITION</b>	Manager People and Performance

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## **5.5 EXCEPTION TO CONTRACTUAL ARRANGEMENTS – LOCAL GOVERNMENT REGULATIONS (2012)**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek endorsement of a sole supplier procurement of updated team shirts from the supplier Trade Mutt.

### **OFFICER'S RECOMMENDATION**

*The Committee recommends that Council:*

- 1. Resolves it is satisfied that there is only 1 supplier who is reasonably available; and**
- 2. Endorse the following exception to enter into medium or large sized contractual arrangement as per section 235 of the Local Government Regulations (2012):**

### **BACKGROUND**

An initiative of the Rural Management challenge, PPE and Workwear Group, and the Wellness Working Group, it is proposed to adopt a revised team shirt which is consistent across Isaac Regional Council for both outdoor and indoor staff.

The proposal is to adopt the shirt range provided by the Trademutt™ company. The style of these shirts with its bright and colourful patterns is aimed at starting a conversation on the topic of mental health awareness.

The messaging around the TradeMutt shirt for supporting and promoting Mental Health is important to many people and businesses within the Isaac region, and Council's support will be seen as a Corporate Social Responsibility (CSR) investment.

### **IMPLICATIONS**

TradeMutt is an Australian workwear brand that had its origins from the tragic loss of a mate through suicide. While the brand originally aimed to reduce the rate of male suicide in tradies and workers, by starting the conversation through the vibrant colours of their shirts, the messaging for better mental health is something that is not restricted by gender. As a team shirt, the flexibility and inclusiveness of styles can be adopted for both the indoor and outdoor workforce, which will help to instil the "One Isaac" culture.

By purchasing these shirts through TradeMutt, Council will be supporting the not for profit charity, as well as supporting their social impact circle which includes providing people living with a disability the opportunity for work where they normally would not have the chance through their logistics company SendAble, and the She Rescue Sewing Centre in Cambodia who create their polo shirts. She Rescue provides women with a safe space to live and work while recovering from traumatic experiences such as sexual exploitation and trafficking.

Purchase of the team shirts will not incur additional funding, uniform budgeting has been reviewed and the current uniform budget has sufficient funds to cover the one off purchase.

The proposal is to have staff order a shirt from the range; we will then submit a bulk order with Trademutt which will reduce the pricing per shirt. The shirts will then be embroidered locally in Moranbah with the Council logo.

Bulk orders start from 20 shirts. Pricing breakdown below (all costs inc GST):

- 20-50 shirts = full print \$55.20/ Hi Vis \$58.65 per garment (15% discount)
- 51-150 shirts = full print \$52.00/ Hi Vis \$55.20 per garment (20% discount)
- 151+ shirts = full print \$45.20/ Hi Vis \$48.30 per garment (30% discount)
- Freight charge will be dependent on final order

Therefore, for Council to buy 450 shirts at \$45.20 each the total cost to TradeMutt is \$20,340.

With the number of employees within Isaac Regional Council, the cumulative value of this investment is greater than \$15,000 and therefore constitutes a medium sized contractual arrangement as defined within the Local Government Regulations (2012).

In order to engage TradeMutt as the sole supplier of these shirts, Isaac Regional Council is required to resolve by Council resolution that it is satisfied that there is only one supplier reasonably available and endorse the exception under section 235, to enter into the contractual arrangement.

## CONSULTATION

Manager Organisational Safety

Manager Contracts and Procurement

Manager Financial Services

Executive Leadership Team

## BASIS FOR RECOMMENDATION

The team shirt is all inclusive, will develop a team culture and the proceeds are for a worthwhile cause.

## ACTION ACCOUNTABILITY

The Personal Protective Equipment and Workwear Group for actions associated with the procurement process

## KEY MESSAGES

The exceptions to the *Local Government Regulations 2012* under s235 (a) and (b) require Council resolution to ensure compliance.

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<b>Report prepared by:</b> REBECCA MOLINEAUX <b>Manager People and Performance</b> Date: 6 September 2021	<b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Chief Executive Officer</b> Date: 7 September 2021
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## ATTACHMENTS

- Attachment 1 – Memo to Executive Leadership Team
- Attachment 2 - Exceptions and Deviations form
- Attachment 3 - Quote from Trade Mutt

## REFERENCE DOCUMENT

- *Local Government Regulations 2012*
- *Register of Delegations – Exercise of Statutory Powers Council to Chief Executive Officer*

# MEMORANDUM

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**DATE**

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**TO** Executive Leadership Team

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**FROM** Alexis Coutts

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**SUBJECT** 2021 Team Shirt Update

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Recently an initiative of the Rural Management challenge, PPE and Workwear Group and the Wellness Working Group has sought to refresh our team shirt. We are proposing to adopt a consistent shirt and message across Isaac outdoor and indoor staff.

The updated team shirt range is proposed to increase flexibility and inclusiveness of styles for all of our workers. Trademutt, the company we have chosen to supply the shirts, promote mental health awareness by producing these styles of shirts to start conversations from to the loud and colourful patterns.

The proposal is to have staff order a shirt from the range; we will then submit a bulk order with Trademutt which will reduce the pricing per shirt. The shirts will then be embroidered locally in Moranbah with the Council logo.

Bulk orders starts from 20 shirts. Pricing breakdown below (all costs inc GST):

- 20-50 shirts = full print \$55.20/ Hi Vis \$58.65 per garment (15% discount)
- 51-150 shirts = full print \$52.00/ Hi Vis \$55.20 per garment (20% discount)
- 151+ shirts = full print \$45.20/ Hi Vis \$48.30 per garment (30% discount)
- Freight charge will be dependent on final order

Yours faithfully,

**Alexis Coutts**  
**Organisational Safety Manager**

# PROCUREMENT EXCEPTION FORM

## EXCEPTION DETAILS

Supplier Name:	Trademutt Pty Ltd
ABN:	27 628 058 524

## SUPPORTING DOCUMENTATION MUST BE PROVIDED WITH THIS EXCEPTION FORM

**Details:** Trademutt promotes mental health awareness through a unique style of shirt to start conversations. Updating the Isaac Regional Council team shirt will increase flexibility and inclusiveness of styles for all our indoor and outdoor workers and will promote mental health awareness. Trademutt are a sole supplier of this particular style of shirt.

Accepted Quote Value: (excl. GST)	\$ 25,000.00
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### A. Failure to Meet Council Procurement Policy - Reason (please indicate below)

- Insufficient number of quotes (only for purchases under \$15,000 ex GST where two quotes are normally required)
- A genuine emergency occurred/exists
- Suppliers incapable of delivering within required timeframe (written evidence must be provided)
- Limited suppliers available (written evidence must be provided)
- Suppliers failed to provide requested quotes (written evidence must be provided)
- Other: \_\_\_\_\_; OR

### B. Failure to Comply with Local Government Regulations – Reason (please indicate below)

- Chapter 6, Part 3, Section 235 of the *Local Government Regulation 2012* (for purchases over \$15,000 ex GST - NOT including Government, Local Buy or Preferred Supplier Arrangements):
  - There is only one (1) supplier who is reasonably available (requires Council resolution)
  - A genuine emergency occurred/exists
  - It is impracticable or disadvantageous for the Local Government to invite quotes or tenders due to the specialised or confidential nature of the services sought (requires Council resolution)
  - The contract is for purchase of goods and is made by auction or the contract is for the purchase of second-hand goods

## AUTHORISATIONS

Requesting Officer	Signature	Date
<b>Manager (M3)</b> Rebecca Molineaux		Date 18/8/2021
<b>Manager Contracts &amp; Procurement</b> John Squire	Signature	Date



## Tricia Hughes

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**From:** Sales @ TradeMutt <sales@trademutt.com>  
**Sent:** Thursday, 25 March 2021 4:25 PM  
**To:** Dannette Barfield  
**Subject:** Re: Fw: TradeMutt Follow Up

G'Day Dannette,

Hi! My name is Kate. I am taking over from Ed as Sales Manager as he steps away to put rubber to the road and spread our TradeMutt message around Australia - COVID Permitting :)

I understand you were chatting with Ed about hopefully adopting some TradeMutt shirts as your workplace uniform. Look, to be honest, I think we are the best going around, but I may be slightly bias :)

For your reference, our bulk orders starts from 20 shirts. I have provided the pricing breakdown below (all costs inc GST):

- 20-50 Shirts = Full Print \$55.20/ Hi Vis \$58.65 per garment (15% discount)
- 51-150 Shirts = Full Print \$52.00/ Hi Vis \$55.20 per garment (20% discount)
- 151+ Shirts = Full Print \$45.50/ Hi Vis \$48.30 per garment (30% discount)
- There will be a freight charge on these shirts which is dependant on your final order quantity and delivery address

We are also currently working on a more streamlined ordering process which should be in place before you are able to order.

If you have any questions, please let me know. Thanks so much for your support! :)

Cheers,



On Thursday, 25 March 2021, 2:56:03 pm +1000, Edward K C Ross <[edward.ross@trademutt.com](mailto:edward.ross@trademutt.com)> wrote:

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**From:** Dannette Barfield <Dannette.Barfield@isaac.qld.gov.au>  
**Sent:** Thursday, 25 March 2021 1:17 PM  
**To:** Edward K C Ross <edward.ross@trademutt.com>  
**Subject:** RE: TradeMutt Follow Up

Good afternoon Ed,

Hope you are doing well!

I have been meeting with the team and we are chasing an updated quote. We are now looking at getting a variety of your ventura print for both our indoor and outdoor workers. We won't have exact number of which styles at this point but we will be looking at getting our whole Isaac workforce fitted out with shirts. Ie approx. 450 employees.

Are you able to provide a rough quote on what that pricing would look like. We are hoping to move forward with this in the next month or so.

Thank you

**Dannette Barfield**

**People and Performance Assistant | People and Performance | Office of the CEO**

(07) 4846 3257

PO Box 97 MORANBAH QLD 4744

[Dannette.Barfield@isaac.qld.gov.au](mailto:Dannette.Barfield@isaac.qld.gov.au) | [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au)

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**From:** Dannette Barfield

**Sent:** Monday, 22 March 2021 10:09 AM

**To:** 'Edward K C Ross' <edward.ross@trademutt.com>

**Subject:** RE: TradeMutt Follow Up

Good morning Ed,

My apologies for the delay in responding to you! It has been very hectic here in the lead up to my manager going on leave.

I have been told that our team already has some samples from you so my manager has said she is happy to just look at those. I believe the team who had previously reached out to you will be in contact shortly to arrange orders



Have a great day!

Thank you

**Dannette Barfield**

People and Performance Assistant | People and Performance | Office of the CEO

(07) 4846 3257

PO Box 97 MORANBAH QLD 4744

[Dannette.Barfield@isaac.qld.gov.au](mailto:Dannette.Barfield@isaac.qld.gov.au) | [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au)

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**From:** Edward K C Ross <[edward.ross@trademutt.com](mailto:edward.ross@trademutt.com)>

**Sent:** Thursday, 18 March 2021 9:37 AM

**To:** Dannette Barfield <[Dannette.Barfield@isaac.qld.gov.au](mailto:Dannette.Barfield@isaac.qld.gov.au)>

**Subject:** TradeMutt Follow Up

Hi Dannette,

Happy Thursday :) Hope you are safe and well.

Just reaching out to see how you got on with your manager?

Please let me know if I can assist with anything else.

Really appreciate the support.

Look forward to hearing from you.

ED

## **EDWARD ROSS**

**CO FOUNDER & SALES DIRECTOR**

THIS IS A CONVERSATION STARTER PTY LTD T/A TRADEMUTT

PH: 0438 118 214 | [edward.ross@trademutt.com](mailto:edward.ross@trademutt.com) | [www.trademutt.com](http://www.trademutt.com)

ABN: 42 614 729 663 | UNIT 3/77 RIVERSIDE PLACE, MORNINGSIDe QLD 4170



FAVOURITE SHIRT: SHIKI  
ASPIRATIONS: BE ON THE  
OF THE SOUTH SYDNEY IRA

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## MEETING DETAILS

**Corporate, Governance and Financial Services  
Standing Committee Meeting**  
Tuesday 14 September 2021

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## AUTHOR

Darren Fettell

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## AUTHOR POSITION

Director Corporate, Governance and Financial Services

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**6.1**

**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES  
INFORMATION BULLETIN – SEPTEMBER 2021**

## EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletin for September 2021 is provided for Committee review.

## OFFICER'S RECOMMENDATION

*That the Committee:*

- 1. Note the Corporate, Governance and Financial Services Information Bulletin for September 2021.*

## BACKGROUND

The attached Information Bulletin for September 2021 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.

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<b>Report prepared by:</b> DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b> Date: 6 September 2021	<b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Chief Executive Officer</b> Date: September 2021
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## ATTACHMENTS

- Attachment 1 – Corporate, Governance and Financial Services Information Bulletin – September 2021.

## REFERENCE DOCUMENT

- Nil

**DATE:** September 2021

## **CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**

### **DIRECTORATE HIGHLIGHTS**

August has seen continued high levels of activity across the Directorate.

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

- Progression of cultural leadership program for CGFS
- Finalisation of financial statements and information preparation for external audit.
- Ongoing COVID-19, advocacy and event communications and assistance
- Continuing with Enterprise Risk Management Strategic and Operational Risk Registers
- Maintaining WHS support in addition to engagement around safety reset
- Continuing Disaster Management review and preparedness
- Implementation of Next Gen Ecosystem - Investigating Contract Management via VendorPanel, Investigating Spend Analysis via ArcBlue.
- Progression of Asset Management Plans (AMP) for each asset class with asset owners
- Assetic Predictor software has been upgraded to a cloud-based platform.
- A review of Budget and Project Accountability Gateway (PAG) processes is in progress to identify areas of improvement and planning for 2022/2023.
- Preparation for Audit and Risk Committee meeting
- Preparation for 2020/2021 Annual Report
- Scoping for review of IT Environment

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

- Impacts from ongoing developments with COVID-19
- Management of resources with large organisational projects in addition to continuation of regular service delivery
- Continuing additional demands on BMC

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## BRAND, MEDIA AND COMMUNICATIONS

### PREVIOUS MONTH'S ACHIEVEMENTS:

#### August 2021 ACHIEVEMENTS:

- COVID-19 communications
- F5F Pop-Up @ The Park, Nebo, Clarke Creek, Moranbah
- Mayor's Charity Ball
- Blue Mountain Campdraft
- Coal and Gold Festival
- SES recruitment campaign
- 4RFM Teddy Bear's Picnic
- Nebo Cutting Show
- Shop Isaac logo redesign competition
- Annual Plan Content creation
- NAIDOC Middlemount, Dysart and Moranbah
- Spring De-Fox campaign
- Road Safety Week
- Clermont State School P&C Bingo Night
- Production and delivery of four Clermont Rags
- Eight Community Newsletter Advertisements and Isaac News

#### Other key achievements for July:

- 12 general media releases issued in July 2021.
- 32 public notices in July 2021.
- 16 media inquiries in August 2021.
- 15 Councillor speeches

#### Facebook

- 9,595 Page likes.

#### Instagram

- 1045 followers

#### Twitter

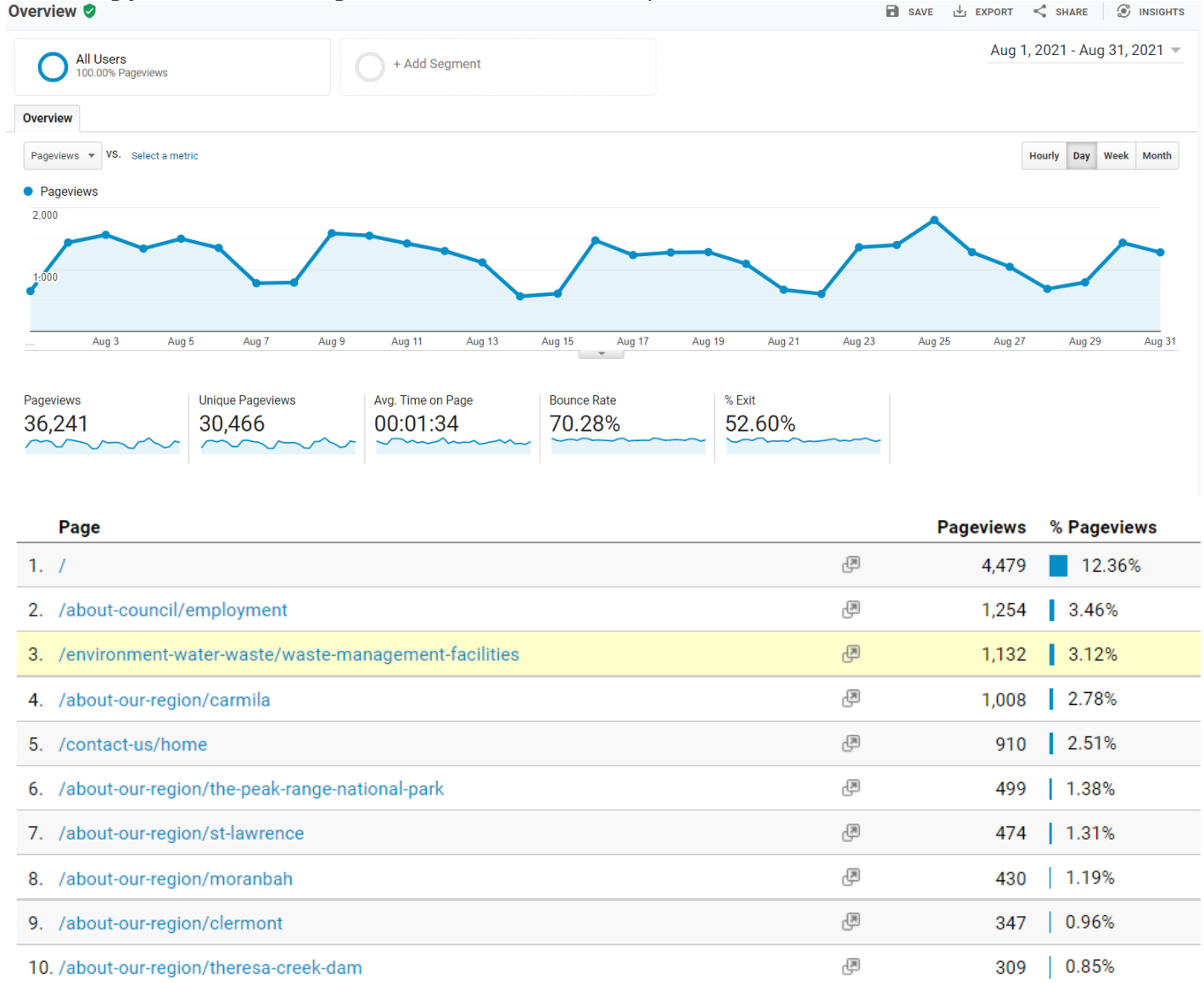
- 572 followers no growth

#### LinkedIn

- 4,312 followers

Page views to [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au)

Interestingly our “about our region” sections are 6 of the top 10 sites visited.



[view f](#)

**FINANCIAL REPORT:**

- Not Applicable

**DEVIATION FROM BUDGET AND POLICY:**

- Not Applicable

**Operational plan / Business Plan – exception reporting**

- Not Applicable

**September PROGRAM:**

- Shop Isaac – Community Rebrand community voting to occur.
- Production and delivery of four Clermont Rags
- Legends of League promotion



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- Spring De-Fox campaign to continue
  - Eight Community Newsletter Advertisements
  - Middlemount 40th Celebrations - Bush Dance
  - Middlemount 40th Celebrations - Street Parade and Markets
  - Middlemount 40th Celebrations - Commemorative Dinner
  - Blue Mountain Bolt
  - Space Punks
  - CQ Charity Campdraft
  - Clermont Tigers Junior Football Club - End of Season Presentations
  - Hinterland Community Care - Wellness Expo
  - Battle of the Mines - Clermont Senior Rugby League
  - Clarke Creek State School 50th Anniversary event
  - F5F Pop-Up @ The Park
  - Dates with Mates - a Dry Lands to High Hopes event
  - The Reading Hour – All locations
  - Coppabella State School 40th Anniversary
  - Twin Hills Race Weekend
  - Nebo Bush Poet's Smoko
  - Moranbah Highlanders' Swim Camp 2021
  - Advocacy document refresh with the Office of the Mayor and CEO
  - Website redesign works continuing.
  - Development of BMC job tracking system and calendar
  - Internal training in the JADU platform to assist with web uploads as part empowering staff to self-help with web requests - Ongoing
  - Councillor social and traditional media training development

## **DEVELOPING INITIATIVES / ISSUES:**

- COVID-19 communications regarding the vaccine and exposure sites is likely to ramp up the next few months.
- Isaac publications and Clermont Rag review is in progress with a report to go to council outlining the planned roll back of Councils publications now that we have a new starter in Clermont.
- Closure of Pipeline-Red Hill Road.

## CONTRACTS AND PROCUREMENT DEPARTMENT

### PREVIOUS MONTH'S ACHIEVEMENTS:

01/08/2021 - 31/08/2021	OCEO	CGFS	E & I	W & W	PECS
Awarded Tenders	0	0	0	0	0
Active Tenders	0	2	9	1	2
In progress Tenders	0	4	5	7	2
Awarded RFQ's	0	0	2	2	1
Active RFQ's	0	1	29	2	1
In progress RFQ's	3	5	14	3	7
Active - out to market or under evaluation In Progress - specification under development					

- Approval obtained to revise the Administrative (Signing) Delegations and matching Financial Delegations for Directors to \$200K in line with LG regulations for Large Contractual Arrangements.

Purchase Requisitions Released		
Month of: (01/08/2021 – 31/08/2021)	August 2021	
Value of Purchase Requisitions processed	\$5,641,474.53	
No. Purchase Requisitions Released	<b>686</b>	
Requisitions Suspended	43	
Exceptions Raised	8	\$53,277.81
Variations Raised	9	\$279,615.29

Note;

The Exceptions include; Clermont Waste Water Treatment Plant – \$16.6k plumber was however engaged through RPQS panel.

Sponsorship for International Legend of League - \$15k

The Variations include; Superintendent services of Landfill remediation - \$88k extension due to ongoing delays in completion of the project

RMPC Works Water cart Wet hire - \$79k extension of works

### PREVIOUS MONTH'S ISSUES:

- Procurement Compliance Review Group – Terms of reference for the replacement committee/group are unresolved.
- MS Teams rollout and replacement of I:drive, concerns for the Procurement Department to manage files with a different team for each activity.

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## FINANCIAL REPORT:

- Consolidation of cost centres for FY21/22 to be Hub based instead of Town based, some inventory lines still set to old cost centres and need to be corrected at the material level.
- CC4071 Stores - West, has been adversely impacted by the write off of concrete pipes (circa \$10K) which were not able to be located at Depot. Investigations confirmed that these had been utilised on the May Downs Road several years ago.
- The commitment for clothing for the FY has been raised (\$128k) which skews the reporting.
- The budgets are on target, when these items are taken into consideration.

## OPERATIONAL PLAN:

- Expanding catalogue of materials
- Assist IRC staff in navigating procurement compliance requirements (ongoing).
- Doing Business with Council short video presentation - combined effort with Economy and Prosperity, BMC.
- Procurement Compliance Review Group – terms of reference under revision – will expand scope and inform Audit and Risk committee.
- Moranbah Mezzanine Floor redevelopment to address safety issues.

## ORGANISATIONAL DEVELOPMENT PLAN:

- Implementation of Next Gen Ecosystem - Investigating Contract Management via VendorPanel, Investigating Spend Analysis via ArcBlue.
- Warehouse Management - Investigating use of stock reservations and pick slips, with defined hours of order collection.
- Revise Procurement Procedure documentation (flow charts of steps taken)

## NEXT MONTH'S PROGRAM:

- RFT's for Dysart Waste Water Treatment Plant Trickling Filter, Moranbah Water Treatment Plant Bobby Plant Filter Media Replacement.
- RFQs for various vehicles and items of plant.
- Purchase Order Terms and Conditions
- Relocation of filters from Moranbah to Clermont or Nebo depending on where the plant/equipment is located.

## DEVELOPING INITIATIVES / ISSUES:

- Combined IRC and MRC sourcing exercise for a RPQS panel of water services providers.
- WAN tower lease requires variation (Legal assistance required)

## FINANCIAL SERVICES

### PREVIOUS MONTH'S ACHIEVEMENTS:

- Review and update a number of Finance policies that were adopted in August Council meeting
- Review and update QTC LTFF model
- Finalisation of Asset capitalisation
- Continuation works for EOFY / financial statement preparation
- Finalisation of Insurance renewal information

### PREVIOUS MONTH'S ISSUES:

- Nil

### FINANCIAL REPORT:

- No current issues

### 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:

- Preparation of 1st half yearly rates notices
- Submission of QTC LTFF model
- Finalisation of Asset capitalisation
- Finalisation of financial statement for the 2020/21 financial year
- Auditors onsite for final audit visit commencing 6 September 2021
- Preparation of a number of legislative reports

### DEVELOPING INITIATIVES / ISSUES:

- Not Applicable

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## GOVERNANCE AND CORPORATE SERVICES DEPARTMENT

### PREVIOUS MONTH'S ACHIEVEMENTS:

- Commenced collation of information, drafting and design of 2020/2021 Annual Report
- Insurance function transferred to Governance and Corporate Services
- Progressed internal audit program actions
- Planning and internal discussions on the new Corporate Plan/Community Plan Project
- Administered several Right to Information Applications
- Progressed the review of organisational policies for review/readoption
- Continued to progress Enterprise Risk Management Strategic and Operational Risk Registers
- Review of Corporate Policy Register, with significant updates to Policies being progressed

### PREVIOUS MONTH'S ISSUES:

- Ongoing advice and facilitation of governance matters such as policy development, reviews, procedural issues, etc
- Ongoing management of legal matters, many reactive matters progressed and resolved.
- Ongoing management of Right to Information applications and internal reviews, 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:

- Integrate insurance function into Governance and Corporate Services, noting position came over vacant and progressing a recruitment exercise.
- Facilitate the Audit and Risk Committee meeting for 28 September 2021
- Continue project planning for the Corporate Plan
- Progress rolling three year Internal Audit Plan, following discussions with Audit and Risk for Council adoption
- Progress/finalise the awareness plan for the Fraud and Corruption Control Framework and Control Plan
- Progress the enhancement of the Business Continuity Plan with stakeholders.
- Continue facilitation and monitoring of the Strategic and Operational Risk Registers
- Progressing long term project of maintaining a Critical Instruments Register

- Progress Audit and 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 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	Status Update
G2.1 Establish integrated planning framework document	Planning In progress
G5.2 Establish strategic and operational risk register	Completed, pending establishment of system for reporting/monitoring
G5.3 Establish risk management procedures and reporting regime	In place, however evolving
G5.4 Adopt hierarchy of operational risk registers and incorporate into business plans	Annual process as part of business plan development
G6.1 Establish organisational performance management framework	In progress
G6.2 Implement high level organisational performance reporting	Performance reporting occurring with quarterly updates of AOP, improvements to be identified for across organisation
G21 Critical Instruments	Project underway. Capturing base information ongoing
G22.1 conduct annual statutory compliance audit	Internal Audit completed 2018/19. Ongoing review.

### DEVELOPING INITIATIVES / ISSUES:

- Reviewing online options to facilitate governance and compliance initiatives – delegations, policies, risk registers
- Assistance and oversight with management and enhancement of IRIS – Council's Intranet

## INFORMATION SOLUTIONS DEPARTMENT

### PREVIOUS MONTH ACHIEVEMENTS:

- Review of Citrix environment complete. The report contained recommendations that will be used to inform the desktop hardware strategy.
- Draft design for the new MS Teams environment completed. This will be held until the design for the second part of the project (moving network drives to the cloud) is finished then both will be presented to stakeholders for approval – targeting late Sept for this.
- Detailed design for moving email to the cloud completed. Once part two of the Teams project (see above) is complete and approved, a migration project plan will be developed.
- IT security audit was carried out – report expected in September.

## PREVIOUS MONTH'S ISSUES:

- No issues

## FINANCIAL REPORT:

- No issues

## DEVIATION FROM BUDGET AND POLICY:

- Not applicable

## OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

- Not applicable

## NEXT MONTH'S PROGRAM:

Project Name/ Description	Start Date	Scheduled End Date	Comments/Exceptions
Continue the SD-WAN rollout			
Continue Records audit of IT systems			
Rollout of the Customer Request system – targeting Dec 31 for completion.			

## DEVELOPING INITIATIVES / ISSUES:

- Mobile computing
- Teams rollout
- Strategic review of business requirements for next five years
- Business continuity planning with draft IT BCP being endorsed through ELT

## STRATEGIC ASSET DEPARTMENT

### PREVIOUS MONTH ACHIEVEMENTS:

- Assetic Predictor software has been upgraded to a cloud-based platform so that we can improve our data-driven asset management methodologies to make better decisions and prioritise available resources in the optimal way to manage our assets and services. Our current data will also be transferred into the latest version of Predictor. Assetic Mydata is not being used anymore as the data has already been transferred to Financial and Operational Asset Registers
- A review of Project Accountability Gateway (PAG) process is in progress to identify opportunities for improvement
- Officers across the Council have been identified to assist in the development of Asset Management Plans (AMP) for each asset class. Options analysis is in progress in relation to common assets (eg land, buildings, IT etc) and linkages with our organisation structure

- A template (from the Institute of Public Works Engineering) will be used as a guideline for Asset Management Plans so that the Asset Class- Asset Management Plans across the Council have a similar structure
- Work is in progress to undertake alignment of the Financial Asset Register (FAR) and the Operational Asset Register (OAR)

**PREVIOUS MONTH'S ISSUES:**

- Nil

**FINANCIAL REPORT:**

- Financial expenditure is as per the budget.

**DEVIATION FROM BUDGET AND POLICY:**

- Not Applicable

**OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING**

Strategy (i.e. C5)	Service Area	Description	Highlight/Exception, including explanation
15	Asset Management Strategy	Develop an Asset Management Plan and Framework	Strategic Asset Management Plan was adopted by Council on the 16 <sup>th</sup> of December 2020. Development of Asset Management Plans (AMP) for each asset class is in progress.
15	Project Accountability	Develop a Project Accountability Gateways Framework	A review of Project Accountability Gateway (PAG) process is in progress to identify areas of improvement.

**NEXT MONTH'S PROGRAM:**

- Ongoing work will continue to align the Financial Asset Register and the Operational Asset Register;
- Work will continue across the Council to develop Asset Management Plans (AMP) for each asset class;
- Review of Project Accountability Gateway (PAG) process will continue to identify areas of improvement.

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

- Nil

**DEVELOPING INITIATIVES / ISSUES:**

Software requirements for specialised asset management software are being reviewed.



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## ORGANISATIONAL SAFETY

### PREVIOUS MONTH ACHIEVEMENTS:

#### WHS Team

- Updated the isolation and tagout management procedure, tag and lockout stations have arrived and a plan is in place to have are commencing a program of installation within our facilities.
- Safety Advisor has started in Clermont, gaining knowledge of our systems and creating relationships with employees.
- The team put a plan and schedule in place for the introduction of town talks across the region commencing in September. Changing the language here is part of the safety reset.
- Consultation and seeking approval for department name change from Organisational Safety and Disaster Management to Safety and Resilience. This includes a realignment of Safety Advisors to be partners and to align to directors instead of primarily townships.
- Part 2 of the safety committee reset was conducted in Clermont and an agreed to recombine the three operational committees and move them to bimonthly.
- Completed the Dysart Road Crew medical event, formal and informal debriefs conducted, risk assessment and key learnings completed. Primary outcomes are; replacement of satellite phone and purchase of defibs for remote camps.
- Team along with other departments represented council at the Moranbah High School PCP day.
- Facilitated a check-in chat with the E and I team in Clermont.
- Conducted safeTalk suicide alertness training session for the safety and disaster management team.

#### Disaster Management team

- Launch of Isaac Local Disaster Coordination Centre Facebook page

#### SES

- Completion of modifications to Nebo Road Crash Rescue truck
- Several activations for the crews in the past month, including a land search for a missing person, and traffic control for serious traffic accident on the Peak Downs Highway

### PREVIOUS MONTHS ISSUES:

- Nil

### FINANCIAL REPORT:

- Not applicable

### DEVIATION FROM BUDGET AND POLICY:

- Not applicable

### OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

- Not applicable

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## NEXT MONTH'S PROGRAM:

### Organisation Development Plan or Capital Projects

- Nil

## DEVELOPING INITIATIVES / ISSUES:

### Issues:

- Scheduling training sessions for ECO members across the region.
- Seeking expressions of interest from employees who wish to attend safeTalk suicide awareness training.
- Seeking expressions of interest for safety committees reset.

**Report authorised by:**

DARREN FETTELL

**Director Corporate Governance and Financial Services**

Date: 07 September 2021

## ATTACHMENTS

- Nil

<b>TERM / ACRONYM</b>	<b>MEANING</b>
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

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## MEETING DETAILS

**Corporate, Governance and Financial Services**

**Standing Committee**

Tuesday 14 September 2021

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## AUTHOR

Jeff Stewart-Harris

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## AUTHOR POSITION

Chief Executive Officer

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**6.2**

## OFFICE OF THE CHIEF EXECUTIVE OFFICER INFORMATION BULLETIN – SEPTEMBER 2021

### EXECUTIVE SUMMARY

The Office of the Chief Executive Officer Information Bulletin for September 2021 is provided for Committee review.

### OFFICER'S RECOMMENDATION

*That the Committee:*

- 1. Note the Office of the Chief Executive Officer Information Bulletin for September 2021.***

### BACKGROUND

The attached Information Bulletin for September 2021 provides an operational update for Committee review on the Office of the Chief Executive Officer including Senior Advisor and the People and Performance Department.

### IMPLICATIONS

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

### CONSULTATION

Manager People and Performance  
Senior Advisor  
Office of the Chief Executive Officer

### BASIS FOR RECOMMENDATION

This is an information only report.

### ACTION ACCOUNTABILITY

Information only report.

### KEY MESSAGES

Operational update to Elected Members.

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<b>Report prepared by:</b> JEFF STEWART-HARRIS <b>Chief Executive Officer</b> Date: 8 September 2021	<b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Chief Executive Officer</b> Date: 8 September 2021
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## ATTACHMENTS

- Attachment 1 – Office of the CEO Information Bulletin – September 2021

## REFERENCE DOCUMENT

- Nil

DATE: August/September 2021

## OFFICE OF THE CHIEF EXECUTIVE OFFICER

### CEO HIGHLIGHTS

On behalf of the Office of CEO, I am pleased to introduce the inaugural OCEO Information Bulletin as a means of adding transparency and accountability for achievements and developments in the functions of the OCEO. This bulletin reports matters up to and including 8 September 2021. The contents of future bulletins will be refined over time to ensure the best balance of coverage and detail.

### CEO ENGAGEMENT:

#### CEO Roadshows

All scheduled CEO Roadshow staff engagements to all towns have now been completed. Roadshows in Glenden, Clermont, and Middlemount were completed prior to the current reporting period. Sessions were conducted (2x) in Moranbah 4 August, St Lawrence 23 August, Nebo 24 August and Dysart 8 September.

Each of these sessions (except Moranbah) have involved a 3-hour workshop attended by most staff in the respective towns and an afternoon of inspections and further informal engagements in most workplaces, typically waste facilities, water treatments plants, sewage treatment plants, works and parks depots.

The 3-hour workshops involved a presentation around the CEO leadership vision and a series of interactive exercises which included both a qualitative and quantitative method of capturing staff ideas for improvement; a brief survey of views about the standard of leadership in the organisation; a collection of views about the things staff are most proud about; capturing details of the worst thing that has happened to people in an Isaac Regional Council workplace, together with a notation about whether that same thing could happen again. Consideration is being given to running one supplementary session in Moranbah to cater for staff who missed their earlier town session. Results of all these sessions will be published in the next month or so and will inform the drafting of the *Council Community Capability Plan 2027* in coming months. These matters will be the subject of separate Council Briefings.

#### Cultural Leadership Program

The remaining *Stage 1 Cultural Leadership Program* sessions have been completed for the leadership Teams for Corporate Governance and Financial Services (30 August) and Engineering and Infrastructure (6 September). This means that all four Directorates now have a Noble Purpose, Terms of Reference for their Leadership Teams (i.e. Director and direct reports); and a double-sided A4 document outlining the OK and Not OK behaviours for the Directorate in order to build a stronger culture by striving for behaviour aligned to the seven Corporate Values.

The next phase for these two Directorates is to deliver a roadshow to all their respective staff to introduce and announce their Noble Purpose, share the Terms of Reference which establish the standards that the Leadership Team is setting for itself and the various teams across the Directorate. Most importantly the roadshows will introduce the OK and Not OK Behaviours document as a draft and will seek feedback on the

inherent expectations prior to those standards being formally adopted by the respective Leadership Teams and implemented.

The third phase in the program is to then engage the Operational Leadership Teams (OLTs – comprising all levels of supervisors up to M4 managers and mentors/influencers) and take them through a detailed learning and development process to both establish the leadership standards expected of them and transfer the initial skills needed to implement these standards.

A modified version of the *Stage 1 Cultural Leadership Program* is being finalised for both the Office of CEO and the Councillors' development program. The first unit in the Councillors' development program will begin this month with the first of three sessions on Media Training.

*Stage 2 Cultural Leadership Program* will be developed by the CEO during the second half of FY2022, following the adoption of *Council Community Capability Plan 2027*.

## Other engagements

Other significant engagements for the period included:

- Two Joint Consultative Committee (JCC) meetings on 9 August and 2 September. Significant reform has been made to the agendas for these meetings. The terms of reference have been amended to include high level safety matters and a recognition of the facilitation role the JCC can play in managing workplace issues. A major change had been to add an action list to improve the transparency and accountability for implementing agreed actions from the JCC.
- The Strategic Safety Committee meeting broadly endorsed the direction of the Safety Reset and the development of the next safety Improvement Plan for the organisation.
- CEO presented to the Management Leadership Team meeting in Glenden on 26 August, on the leadership vision, leadership expectations and some early take-outs from the CEO Roadshows

## STRATEGIC EXTERNAL MEETINGS AND ENGAGEMENTS

Strategic external meetings and engagements attended include:

- Mayor and CEO attended an inspection of the Signature Beef Abattoir construction project in company with the Greater Whitsunday Alliance (GW3) Board.
- The Acting Mayor and CEO attended the Greater Whitsunday Council of Mayors (GWCoM's) meeting in Bowen. The meeting contents will be the subject of separate briefing for Council.
- The CEO, as a member of the Greater Whitsunday Mayors' Suicide Prevention Taskforce working group, participated in a review of the draft report on the Suicide Prevention Co-Design Workshop held in early May 2021. The report is scheduled to be presented to GWCoM's at its October 2021 meeting. A briefing for Council will be arranged soon after.
- The CEO and Director Planning Environment and Community Services (DPECS) met with the BHP Smart Transformation Advisory Councils (STACs) coordinator and STAAC member Carolyn Fritz to close out earlier Council input to the affordable housing and industrial land STAC studies and to hand over the relationship management with the STACs to DPECS, while keeping a dialogue going more broadly for future STAC initiatives.

- 
- Councillors and Executive Leadership Team members participated in the 2021 LGAQ Elected member update on 31 August.
  - The Mayor and CEO together with other officers represented Council at the Glenden DIG Community Forum on 6 September. Council delivered its key message that the future of Glenden is going to take a combined effort of industry, the State and Council, together with the community to create a sustainable future; and that Council cannot do the heavy lifting alone. There was support for this philosophical approach.
  - The Mayor and CEO together with Cr Pickels as Council's appointed Mackay Isaac Tourism Board Member represented Council, together with Cr Coleman (as Cr Pickels' alternate and in this instance observer) at a meeting of the three Local Government's Mayors and CEOs with the Boards of Mackay Isaac Tourism and Whitsunday Tourism on 7 September to examine opportunities for both operational synergies and strategic opportunities through working together. The meeting was facilitated by Evolve Tourism and identified about 10 areas where it is sensible to work together in the short and longer term. A key outcome was to establish a Strategy Group comprising the CEOs of the two Regional Tourism Authorities (RTAs), a representative to be nominated by each Council and a Board member to be nominated by each of the two boards respectively, to develop a Purpose, Vision and Goal for this group as well as identifying priorities for the nominal ten areas of common interest.

## STRATEGIC DELIVERY

Key deliverables during the period include:

- Submission of Application for Resource Communities Infrastructure Fund for the Moranbah Community Centre Redevelopment
- 360-degree reviews are currently occurring for Directors and M3 and M4 managers. This is the first time the survey is being applied to all M4 managers. The CEO has revised the 360-degree survey to more closely reflect the desired behaviours and capabilities required by the Cultural Leadership Program
- An initial workshop with consultants Meridian Urban and the ELT together with other key managers to form a technical working group occurred on 2 September on the framing of the Glenden Futures project as a precursor to a Council briefing and workshop on the project soon. The CEO briefed the Mayor on the initial workshop in their joint planning for the Glenden DIG Community Forum. The initial workshop considered case studies for mining town closures elsewhere in Australia, a preliminary set of advocacy principles, possible interventions, and a pathway forward, a high-level framework for creating an advocacy plan that brings industry, the State, Council, and the community forward to seek the best possible futures.
- CEO has met with Acting Mayor, Mayor and Manager Brand Media and Communications to workshop the development of a media training program for Councillors and ELT.
- CEO has met with Manager Governance and Corporate Services to develop a program for governance for Councillors.
- CEO has met with Senior Advisor to workshop the scope for developing Council's *Advocacy 2.0* approach in the early part of 2022.

- CEO has met with Manager Governance and Corporate Services to commence scoping out the project plans for the development of the Community Plan and Corporate Plan in 2022.

## EXECUTIVE COUNCIL SUPPORT

### COUNCILLOR HELPDESK ENQUIRIES:

During the month of August there were 334 emails sent and received via the Councillor Helpdesk email all of which are registered in ECM. Of these emails, 59 were enquiries received from Councillors and 81 were emails sent by the Councillor Helpdesk. The remaining traffic include emails received from external parties such as external committee information, emails between Directorates and Councillors where the Councillor Helpdesk was included for information purposes only and responses received from Directorates to the Councillor Helpdesk to assist with responding to Councillors' enquiries.

### EVENTS – AUGUST

- The Office of the Mayor and CEO form part of the Mayor's Charity Ball Working Group and extensive planning and coordination takes place throughout the year in preparation for the annual Ball. This month the 2021 Mayor's Charity Ball was held with assistance from the Office of the Mayor and CEO.
- Corporate
  - GW3 Board – Moranbah Meet and Greet
  - GW3 Board Visit to Signature Beef
  - Greater Whitsunday Communities – Isaac Community Leadership 20-21 Celebration
- Conferences / Training
  - Developing Northern Australia
  - LGAQ Annual Elected member Update Program
- Civic Events
  - Middlemount NAIDOC Celebration
  - Dysart NAIDOC Celebration
  - Moranbah NAIDOC Celebration
- In conjunction with the Community Engagement Team and Brand, Media and Communications Team the following events have been coordinated through diary management during the month of August.
  - Moranbah State High School Education and Career Expo
  - Ilbilbie Hall Management Quilt and Craft Show
  - Blue Mountain Campdraft
  - Road Safe Moranbah Artwork Launch
  - Clermont Gold and Coal Festival
  - Clarke Creek Campdraft
  - 4RFM Road Safety Week – Teddy Bears Picnic
  - Clermont State School P&C Bingo Night



- 4RFM Road Safety Week – Drink Rite Evening
- Nebo Cutting Show

## UPCOMING EVENTS:

- September:
  - Alaina Earl Exhibition – 1 September 2021
  - QLD Police Service – Moranbah Honours and Awards Presentation – 2 September 2021
  - Middlemount 40<sup>th</sup> Celebrations – 4 and 5 September 2021
  - Glenden DIG Forum – 7 September 2021
  - Clermont Bears Battle of the Mines – 11 September 2021
  - Clarke Creek State School 50<sup>th</sup> Anniversary – 11 September 2021
  - Hinterland Community Care – Wellness Expo – 11 September 2021
  - Clermont Artslink Felting Workshop – 12 September 2021
  - Dry lands to High Hopes Event – 14 September 2021
  - The Reading Hour – 16 September 2021
  - Clermont Bowls Club Carnival – 17 to 19 September 2021
  - International Legends of League Event – 17 and 18 September 2021
  - Coppabella State School 40<sup>th</sup> Anniversary Event – 18 September 2021
  - Official Opening Moranbah Fatigue Accommodation – 22 September 2021
  - Twin Hills Race Weekend – 25 September 2021
  - LGAQ Q CRC In House Briefing – 29 September 2021
  - Mackay Isaac Tourism Networking Event – 30 September 2021
- Christmas Events
  - Nebo Annual Christmas Fair – 5 November 2021
  - Moranbah Carols by Candlelight – 26 November 2021
  - Clermont Christmas in the Park – 3 December 2021
  - 2021 Dysart Staff Christmas Party – 4 December 2021
  - 2021 Moranbah Staff Christmas Party – 4 December 2021
  - Mackay Isaac Tourism Christmas Party – 9 December 2021
  - Carmila Christmas Tree Event – 11 December 2021
  - 2021 Middlemount Staff Christmas Party – 11 December 2021
  - 2021 Councillor and Management Christmas Party – 15 December 2021

- School Ceremonies
  - Middlemount Community School Awards Ceremony – 11 November 2021
  - Dysart State High School Presentation Evening – 11 November 2021

## LETTERS OF SUPPORT

- Isaac Affordable Housing Trust – Funding for construction of accommodation units
- Road Accident Action Group – Stock on Roads Campaign 2021
- Koinmerburra Aboriginal Corporation – Looking after Country Grant
- 4RFM – Moranbah Carols by Candlelight Committee

## SENIOR ADVISOR

### HIGHLIGHTS:

### ADVOCACY:

#### **Federal Government - Senate Select Committee on Job Security**

Council provided a detailed submission to the Senate Select Committee on Job Security following up on evidence given at a virtual Senate Select Committee Hearing by the Mayor and Deputy Mayor on 14 July 2021.

The submission, along with all other submissions can be viewed on the Federal Government website at: [Submissions – Parliament of Australia \(aph.gov.au\)](https://aph.gov.au/submissions)

#### **Advocacy Group**

The Advocacy Group (Mayor, Deputy Mayor, Councillors Lacey and Coleman) met with Officers (Manager BMC, Senior Advisor) to discuss:

- **Federal Government Inquiry into Housing Affordability and Supply in Australia.**  
Submissions to the Inquiry can be viewed on the Federal Government website at: [Submissions – Parliament of Australia \(aph.gov.au\)](https://aph.gov.au/submissions)
- **Federal Government Inquiry into the Provision of General Practitioner and Related Primary Health Services to Outer Metropolitan, Rural and Regional Australians**  
Submissions to the Inquiry can be viewed on the Federal Government website at: [Provision of general practitioner and related primary health services to outer metropolitan, rural, and regional Australians – Parliament of Australia \(aph.gov.au\)](https://aph.gov.au/submissions)

## **Australian Government - Regional Telecommunications Review 2021**

Economy and Prosperity have oversight of the Submission to the Regional Telecommunications Independent Review Committee and have been attending workshops and webinars in relation to content for the review. The review is conducted every three years.

The review is examining the adequacy of telecommunications services in regional, rural and remote Australia and submissions are due on 30 September 2021.

The report from the review is due by 31 December 2021.

The Review can be accessed on the Federal Government website at:

[2021 Regional Telecommunications Review | Australian Government Regional Telecommunications Review \(rtirc.gov.au\)](https://www.rtic.gov.au/2021-Regional-Telecommunications-Review)

## **LGAQ Conference 2021 – Isaac Regional Council Motions**

The 125<sup>th</sup> Annual LGAQ Conference is being held in Mackay from 25 to 27 October 2021. Council has prepared and submitted three motions for this year's annual conference.

### **Motion 1 – Resourcing Support for Development and Implementation of Reconciliation Action Plans (RAPs)**

The LGAQ supports all Regional Organisations of Councils and Individual Councils to work with Reconciliation Queensland and the State Government in the development and implementation of Reconciliation Action Plans (RAPs) by providing appropriate coordination, resourcing and support.

### **Motion 2 – Action to Address Regional Inequality**

The LGAQ calls on the Federal Government to implement the recommendations of The Senate Economics Reference Committee Inquiry Report into the indicators of, and impact of, regional inequality in Australia in December 2020, in order to address regional inequality.

### **Motion 3 – Stronger Rural Health Strategy – Is It Hitting the Mark?**

That LGAQ calls on the Federal Government to assess the effectiveness of the 2019 Stronger Rural Health Strategy, specifically, the impacts of sub-standard health services, in order to deliver an equitable model of fit for purpose health care to Australians living in Rural and Remote areas.

## **PEOPLE AND PERFORMANCE**

### **HIGHLIGHTS:**

#### **Enterprise Agreement**

Finalisation of the documentation required for the certification of the new Employee Agreement have been completed and sent to the Queensland Industrial Relations Commission for certification.

#### **Strategic Workshop Group**

The People and Performance Strategic Working Group has been meeting once a month to review and develop strategies to ensure Our People Strategy 2019-2022 is fulfilled.

Areas of focus were workshopped within the group with Project briefs, Strategic Framework and Report currently being prepared addressing these focus areas.

One of the focus areas has resulted in a Learning & Development Strategic Framework being developed which is aimed to demonstrate Council's commitment in developing our people at all levels through an internal training program for all Council employees. The group is set to meet again in mid-September with a view to finalising most of the Project Briefs to be submitted to Council's Executive Leadership Team.

## **2021 LGMA Rural Management Challenge**

Expression of Interest for the 2021 LGMA Rural Management Challenge have now closed. We have received a number of applications and the team will be announced shortly.

## **ACHIEVEMENTS WITHIN AUGUST:**

### **Education and Career Expo**

The annual Education and Career Expo at Moranbah State High School took place on Thursday 5 August 2021. COVID saw a decline in numbers of both exhibitors and students however it was good to have this opportunity once again to showcase what council can offer our community. Council had a stall full of information and goodies for the students to utilise and help make important decisions and hopefully plant a seed for future career opportunities within Council. Employees from Council participated at the stall and conducted informative presentations at intervals throughout the day offering information and insight to students.

Our biggest hit with the students was the depth perception game, which showed the importance of impairment whilst under the influence of alcohol.

### **Mentoring Program**

People and Performance team hosted the Mentoring Program Information Session for the participants at the Moranbah Community Centre. The information session delved into the program further providing insights and tools for the participants to take away and utilise throughout the course of the program. Although not all participants could attend the session, the People and Performance team will be sending out helpful information each month during the course of the program to all participants.

### **Work Experience**

Angus Smith will be joining our Middlemount Plumber Michael Paige during his term 3 studies every Wednesday to gain experience and an understanding of plumbing to see if this is the career for him. Angus is really enjoying his time learning the industry.

## **ISSUES WITHIN AUGUST:**

Nil

## **FINANCIAL REPORT:**

People and Performance is tracking to budget for the month of August 2021.

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## DEVIATION FROM BUDGET AND POLICY:

Nil

## SEPTEMBER'S PROGRAM:

### Women in Local Government Advisory Committee workshop

Following the Women in Local Government Advisory Committee meeting held in late July, it was agreed to appoint a small working group to review the draft workplan. The working group is set to meet in mid-September and workshopped with the whole committee by the end of September.

## DEVELOPING INITIATIVES / ISSUES:

Trainees and apprentices plan for 2023-2028

**Report authorised by:**

JEFF STEWART-HARRIS

**Chief Executive Officer**

Date: 9 September 2021

## ATTACHMENTS

- Attachment 1a – People and Performance – Establishment Report

## PEOPLE AND PERFORMANCE ESTABLISHMENT REPORT:

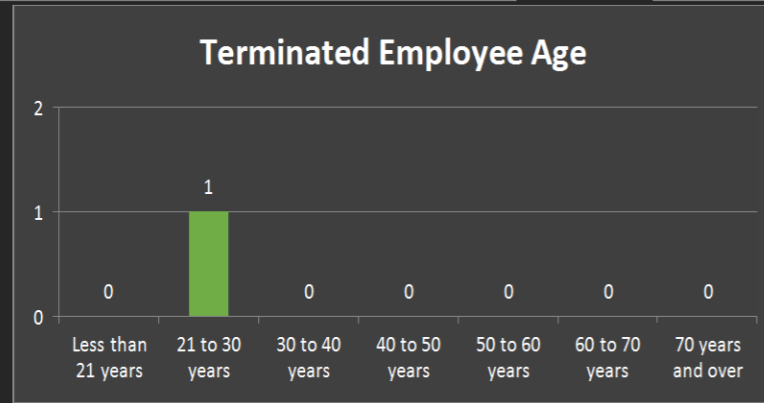
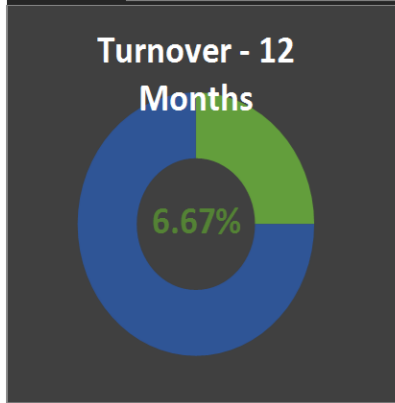
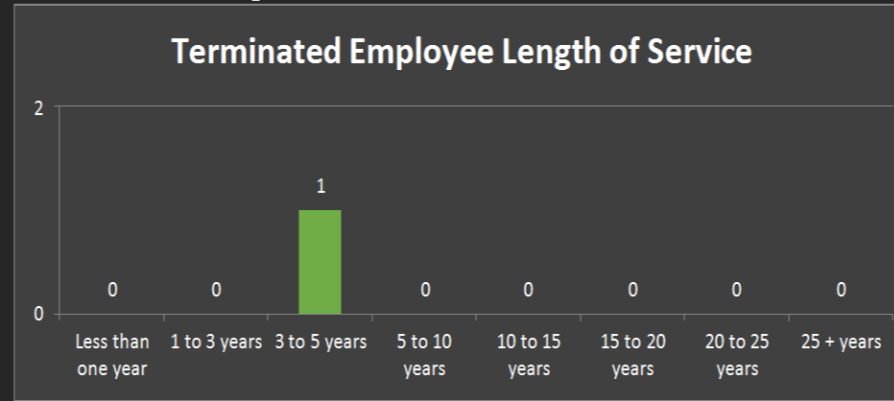
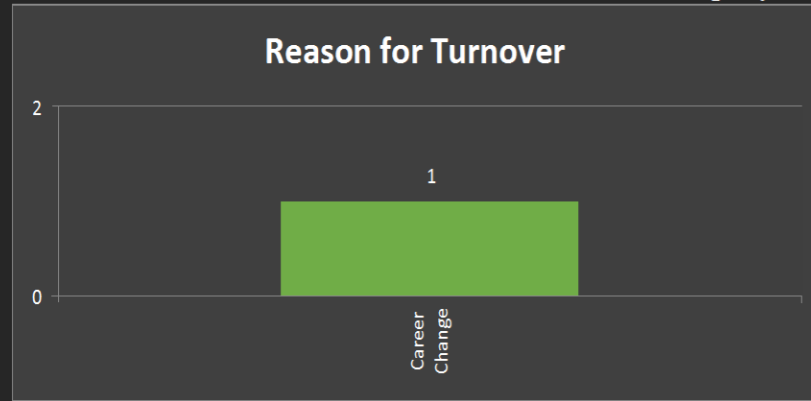
APPROVED POSITIONS	APPROVED FTE		
	FILLED	VACANT	TOTAL
Approved FTE	406.40	56.60	463.00

ACTUAL POSITIONS		
FILLED	VACANT	TOTAL
443.00	70.00	513.00

DEPARTMENT	APPROVED FTE		
	FILLED	VACANT	TOTAL
Chief Executive Officer	4.00	1.00	5
Manager People & Performance	12.00	0.00	12
Director Corporate, Governance & Financial Service	1.00	1.00	2
Manager Financial Services	21.00	0.00	21
Manager Brand Media & Communications	6.00	0.00	6
Chief Information Officer	17.40	1.00	18.4
Manager Governance & Corporate Services	4.00	0.00	4
Manager Contracts & Procurement	8.00	0.00	8
Manager Organisational Safety	11.00	0.00	11
Manager Enterprise Asset	3.00	1.00	4
Director Engineering & Infrastructure	2.00	0.00	2
Bowen Basin and Galilee Operations	8.00	0.00	8
Manager Parks and Recreation	55.50	7.70	63.2
Manager Infrastructure East	18.00	6.00	24
Manager Infrastructure West	36.00	10.00	46
Corporate Properties & Fleet	25.50	2.70	28.2
Manager Plant, Fleet & Workshops	13.00	0.00	13
Manager Infrast and Technical Services	4.00	1.00	5
Director Planning, Environment & Community Service	5.00	1.00	6
Economy & Prosperity	10.00	0.00	10
Liveability & Sustainability	15.00	0.00	15
Community Education & Compliance	12.00	5.00	17
Engaged Communities	14.70	0.00	14.7
Community Hubs	27.80	1.70	29.5
Community Facilities	12.40	3.50	15.9
Director Water & Waste	1.00	1.00	2
Water & Wastewater	43.00	11.00	54
Manager Waste Management	16.10	2.00	18.1
	406.40	56.60	463

ACTUAL POSITIONS		
FILLED	VACANT	TOTAL
4	1	5
14	0	14
1	1	2
20	1	21
7	0	7
20	1	21
5	0	5
8	0	8
11	1	12
3	1	4
2	0	2
8	1	9
56	8	64
18	6	24
36	10	46
29	3	32
13	0	13
4	1	5
5	1	6
9	0	9
15	0	15
13	5	18
15	0	15
34	3	37
31	11	42
1	1	2
44	12	56
17	2	19
443.00	70.00	513

CEO - Demographics - 12 Months to 31 August 2021



HEADCOUNT

15

HIRING

3

TURNOVER

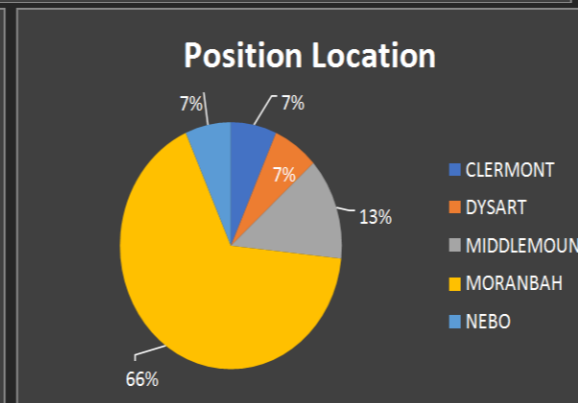
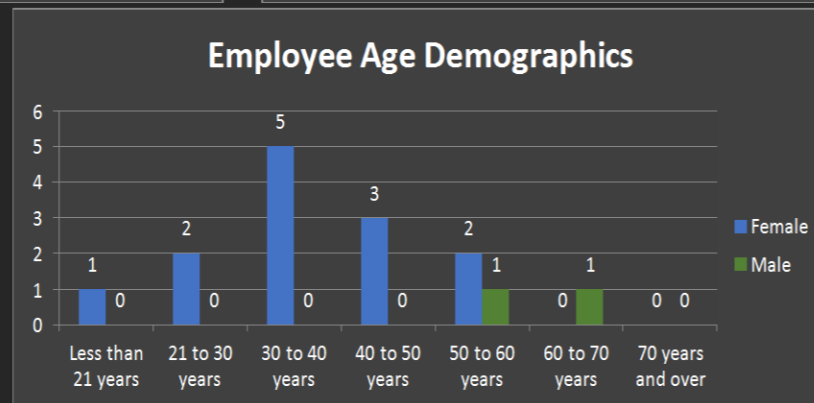
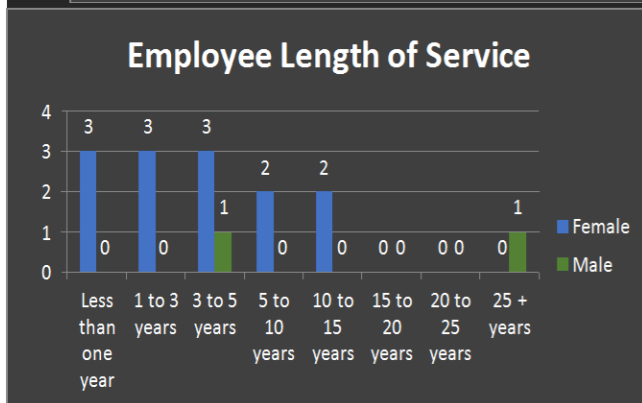
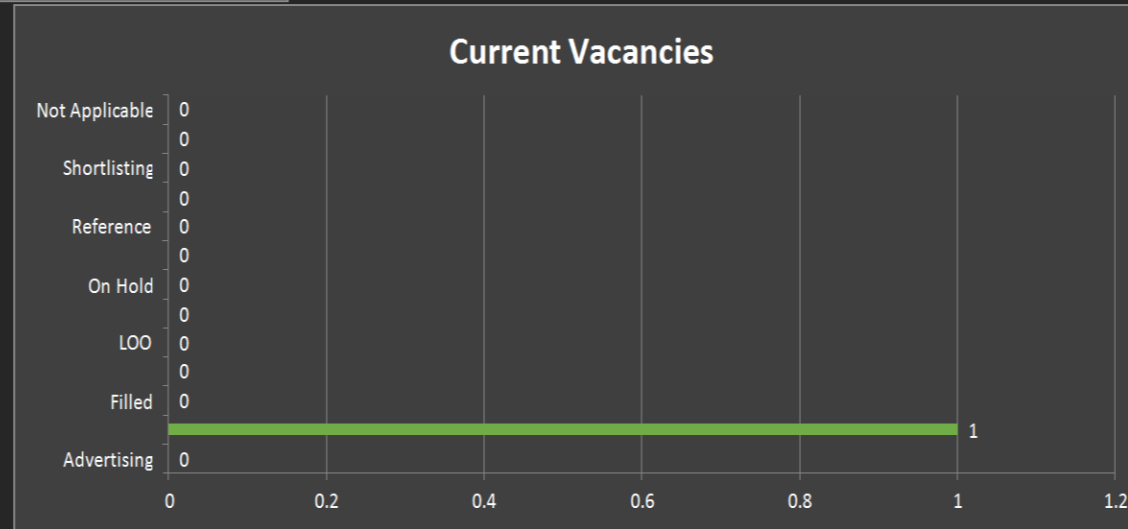
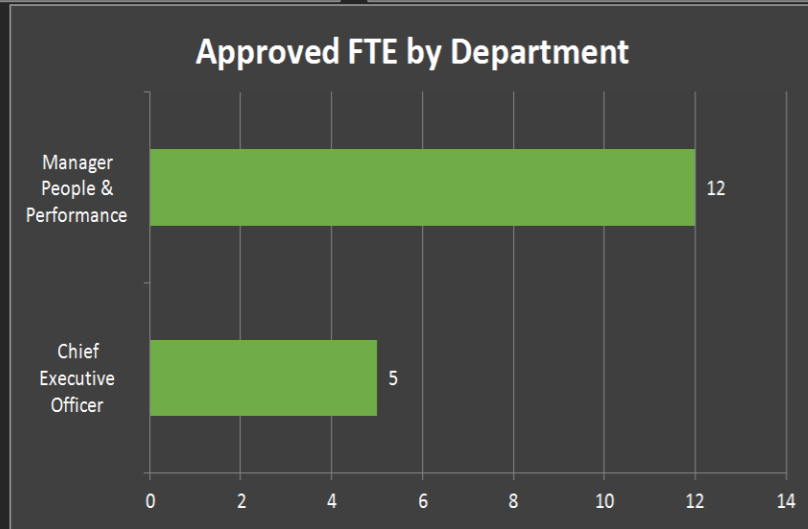
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GENDER

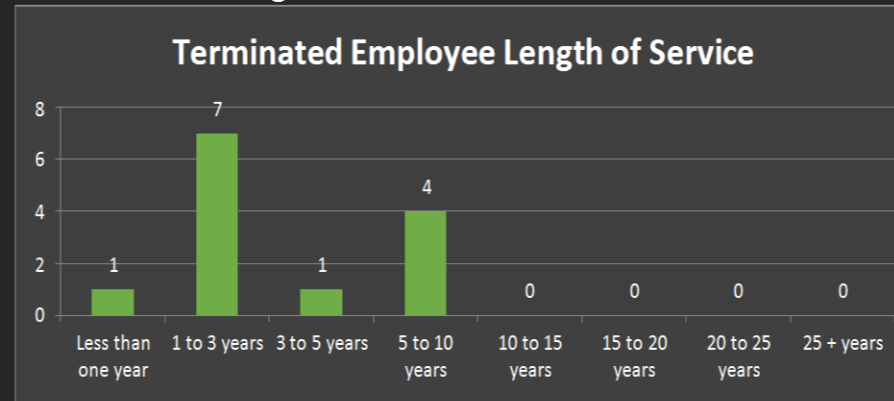
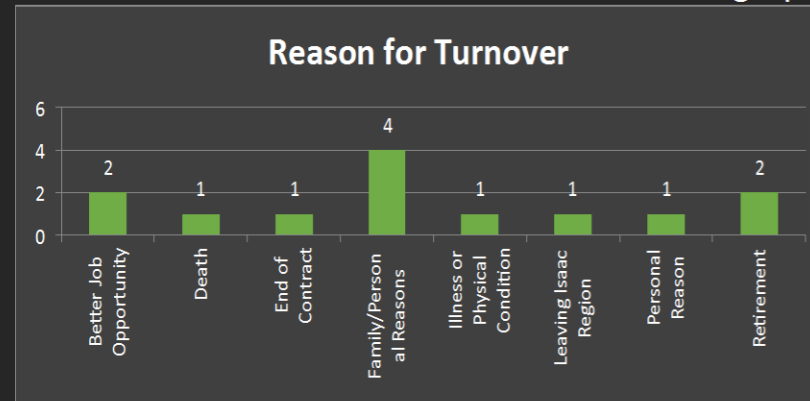


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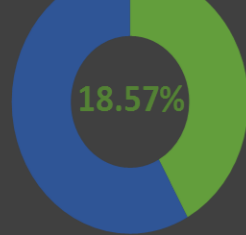
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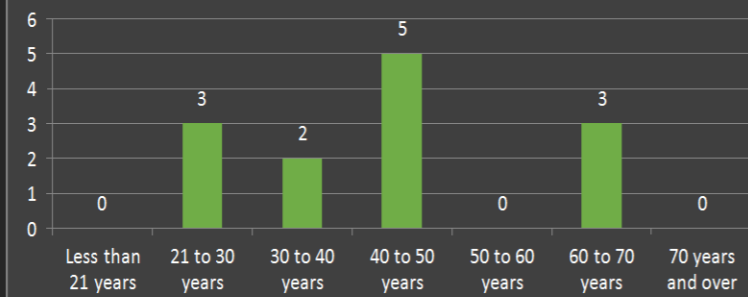
CG&FS - Demographics - 12 Months to 31 August 2021



### Turnover - 12 Months



### Terminated Employee Age



### HEADCOUNT

70

### HIRING

18

### TURNOVER

13

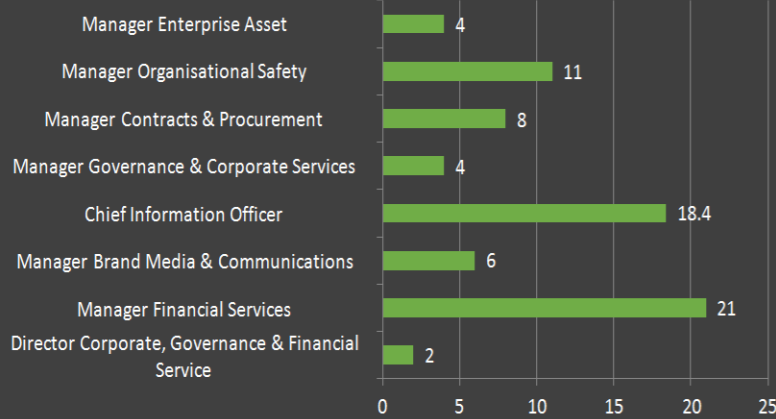
### GENDER



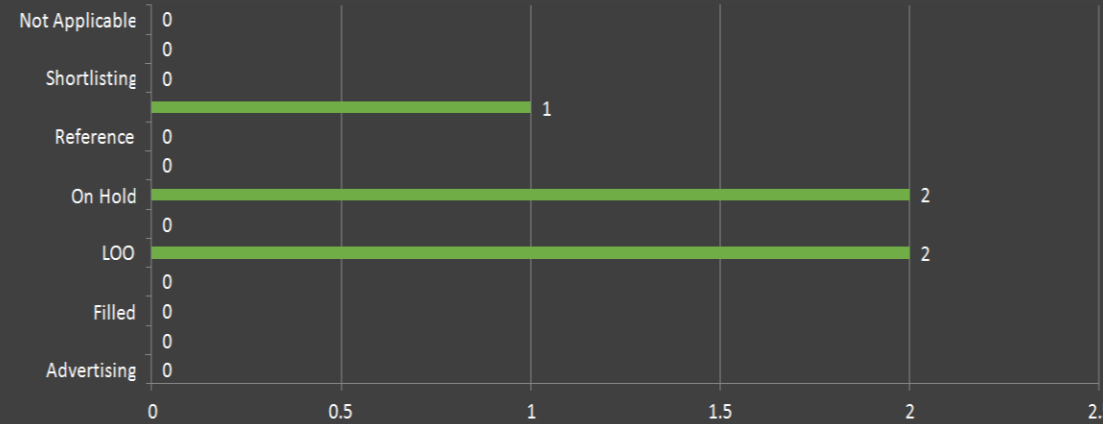
36%

64%

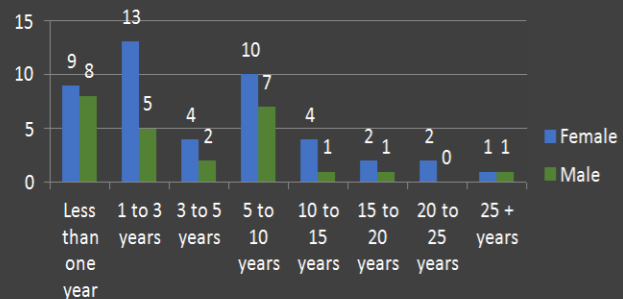
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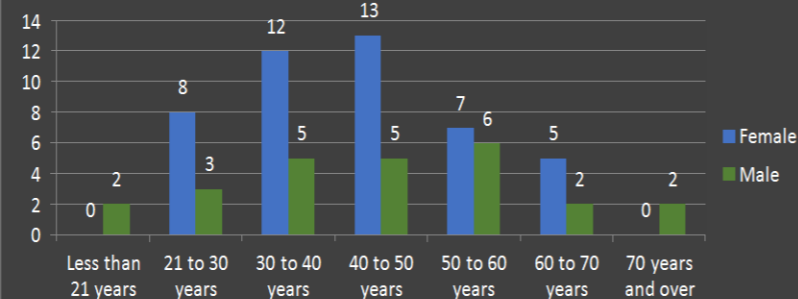
### Current Vacancies



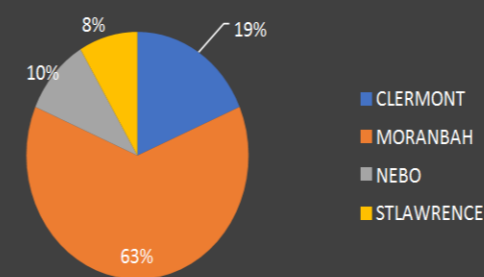
### Employee Length of Service



### Employee Age Demographics

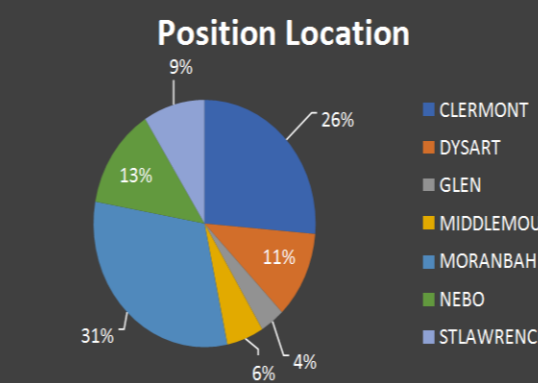
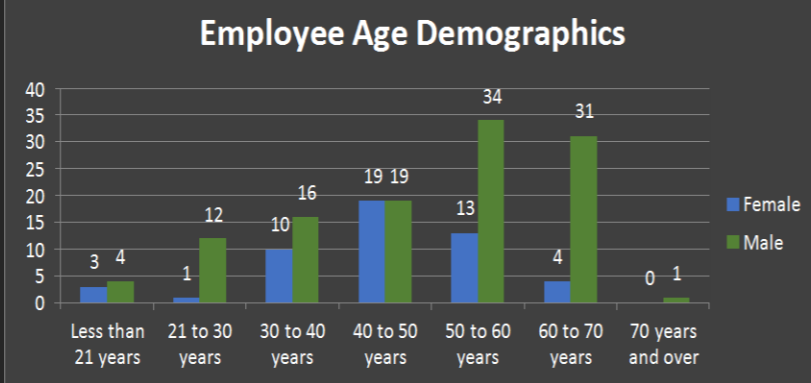
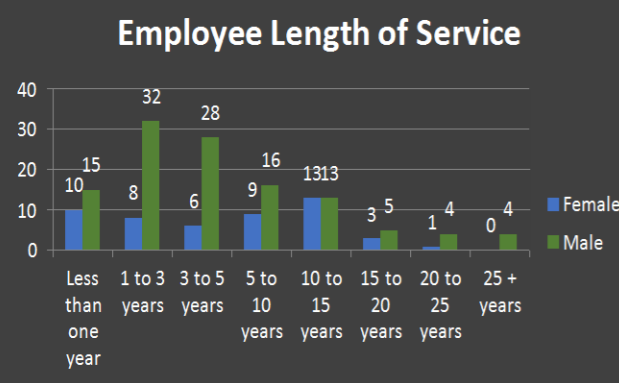
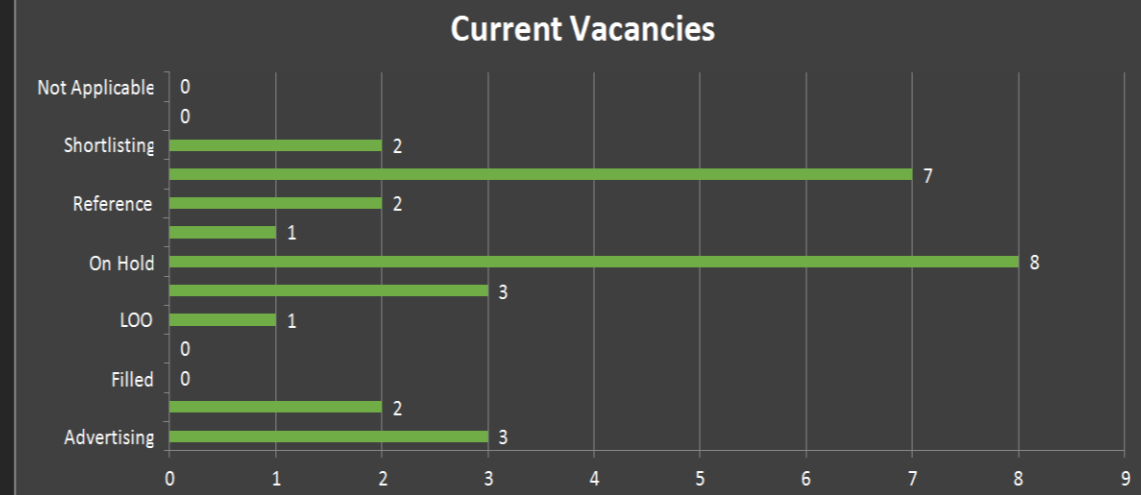
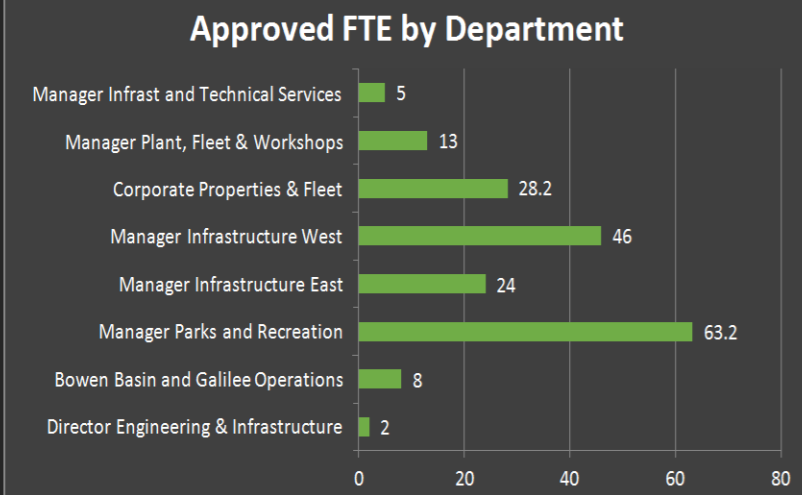
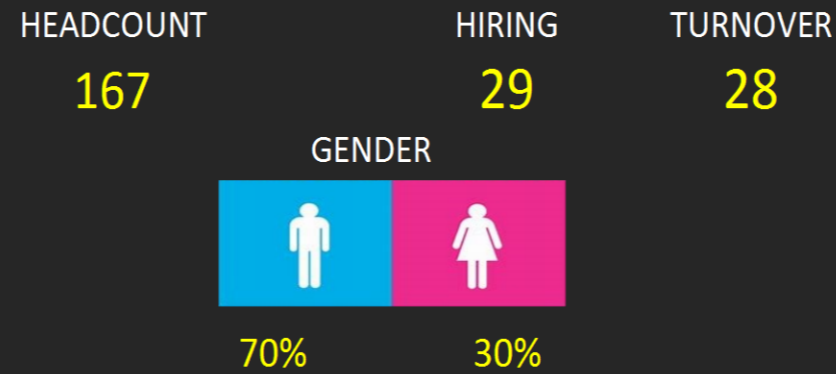
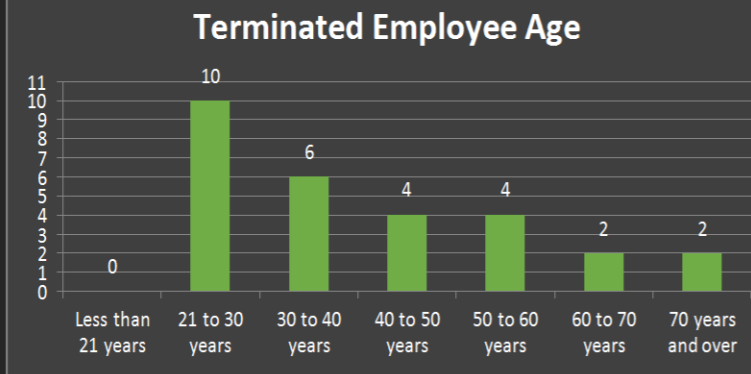
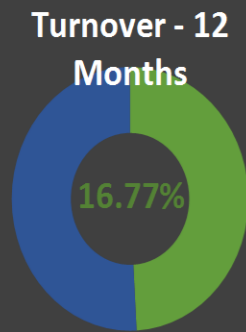
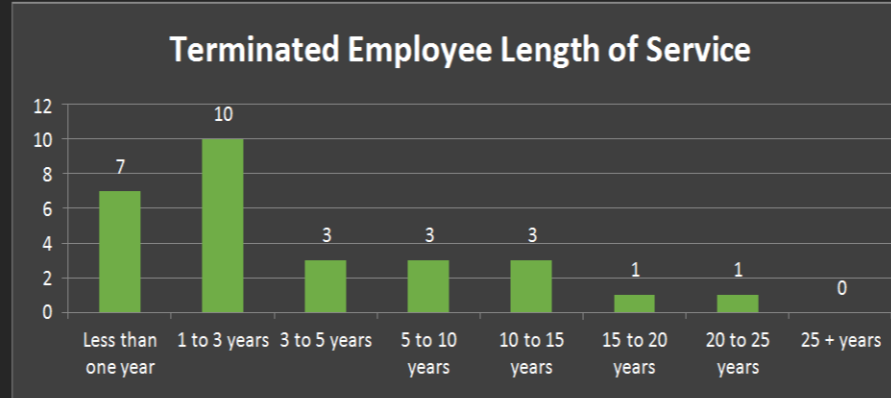
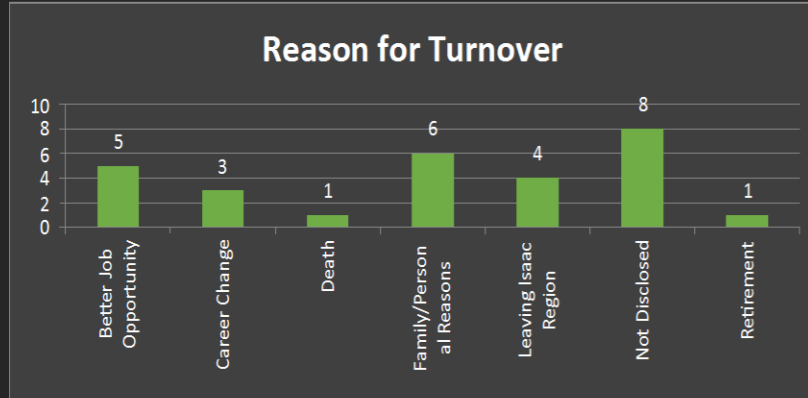


### Position Location

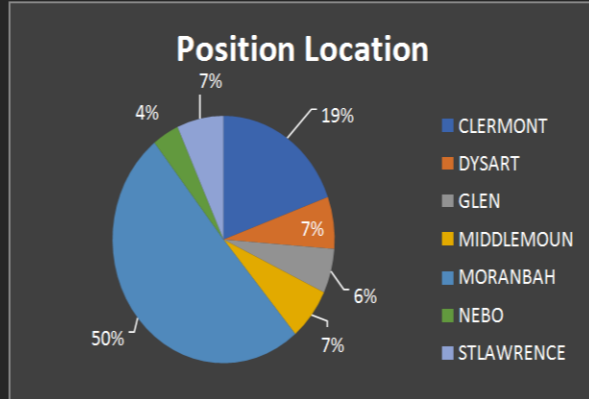
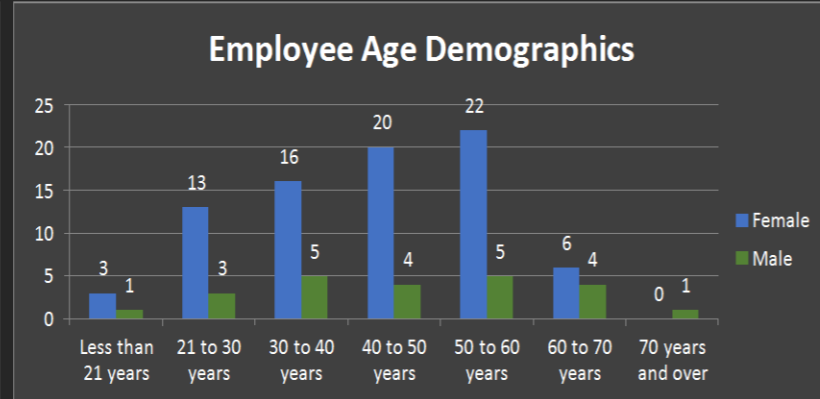
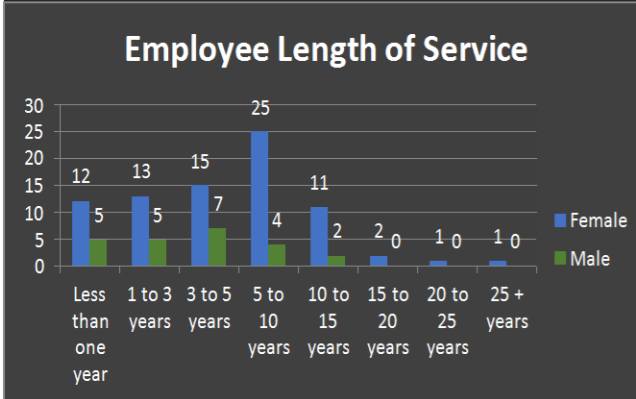
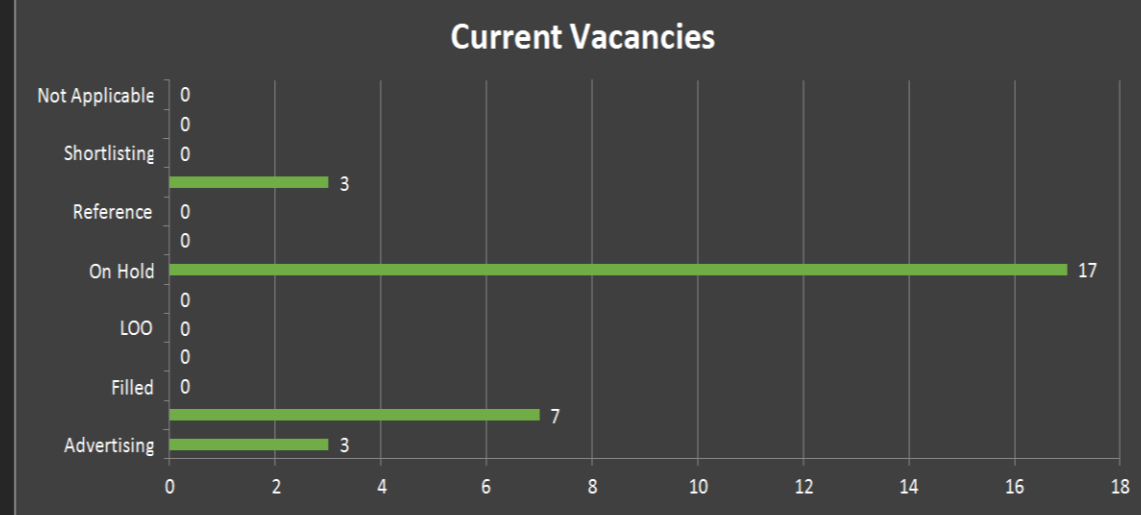
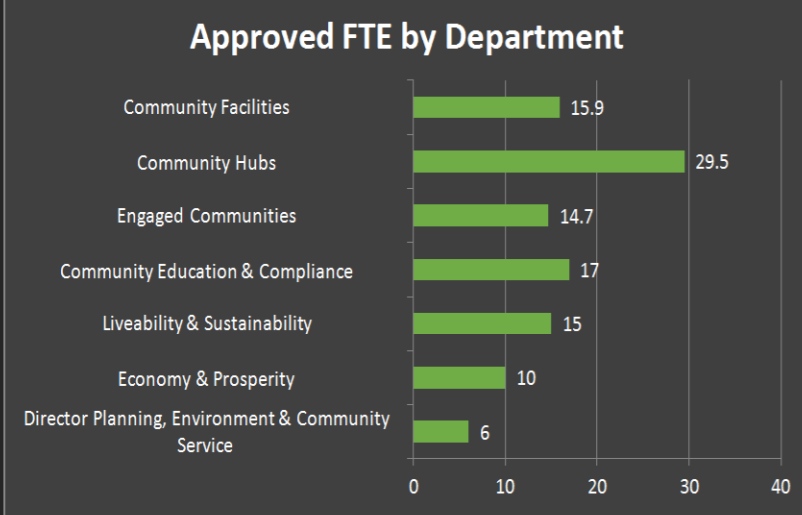
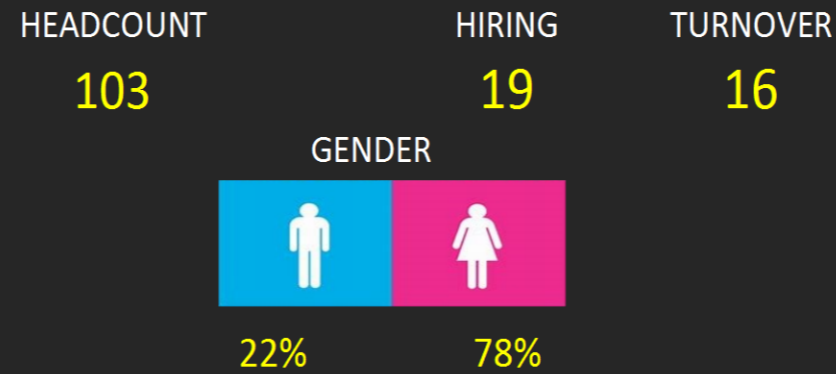
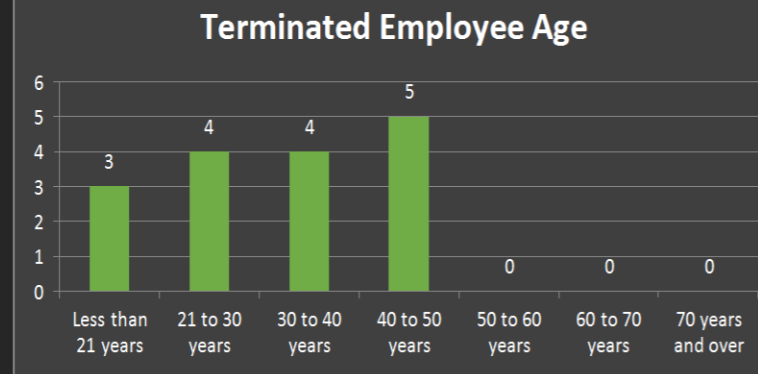
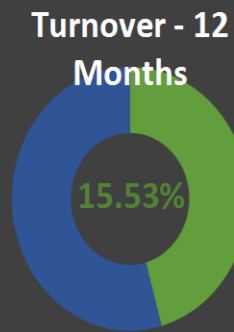
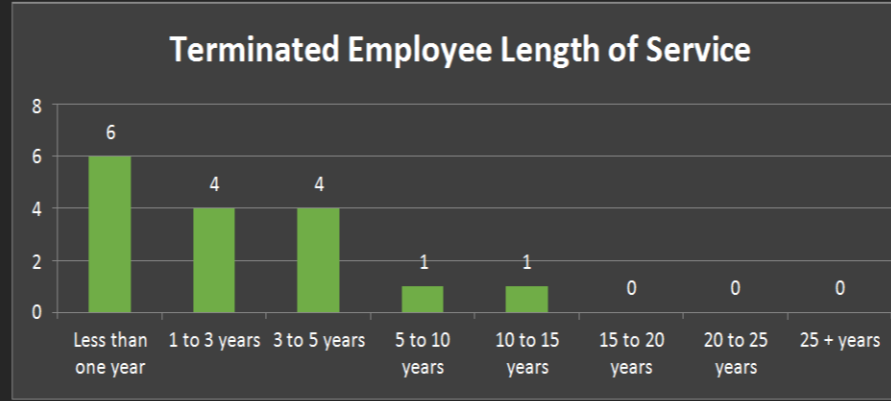
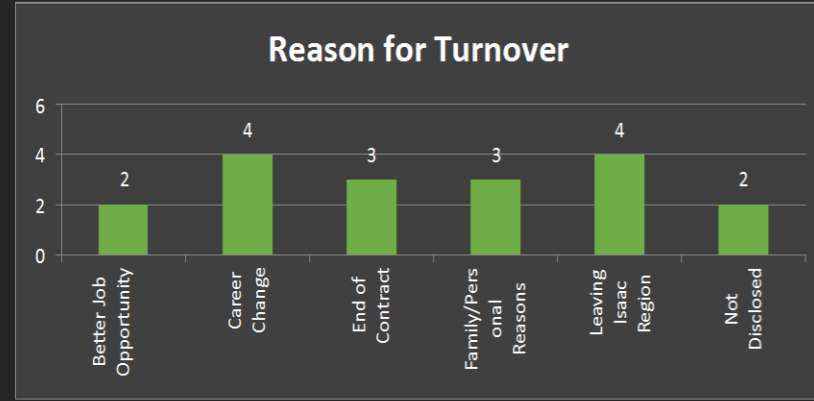




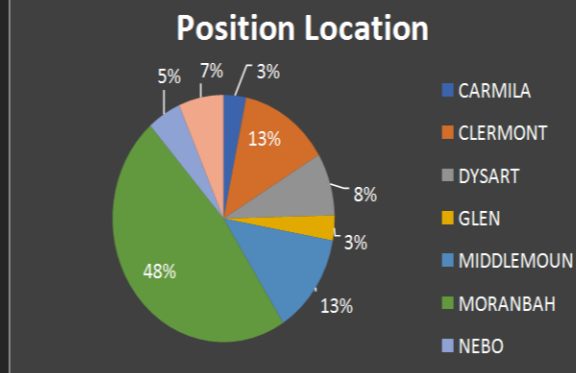
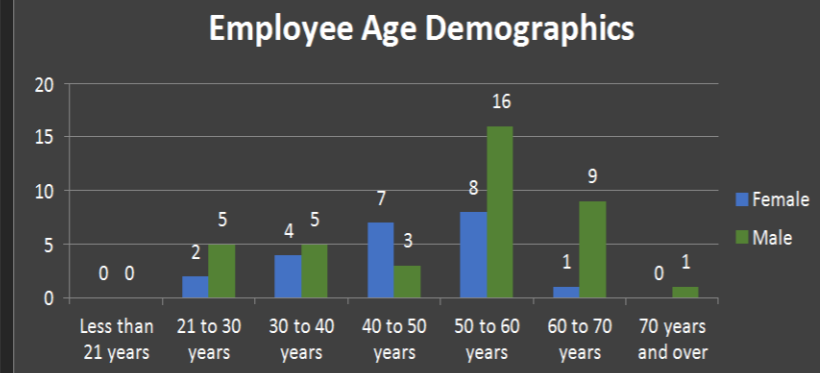
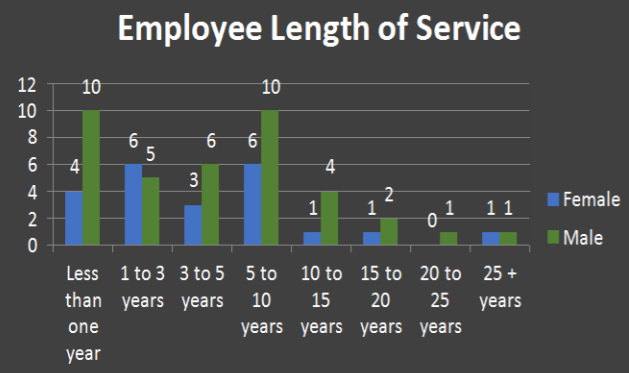
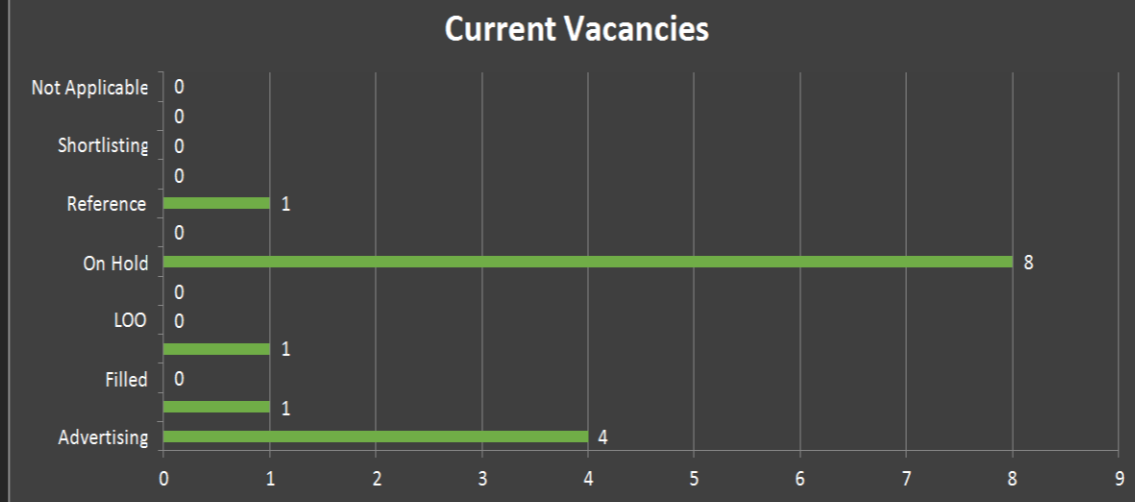
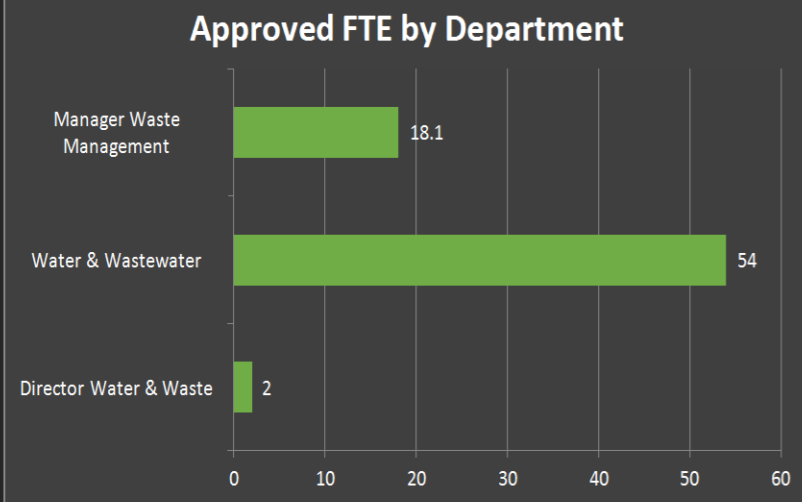
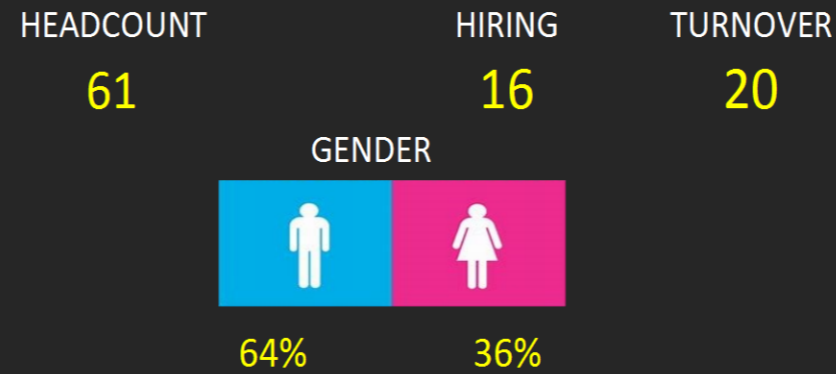
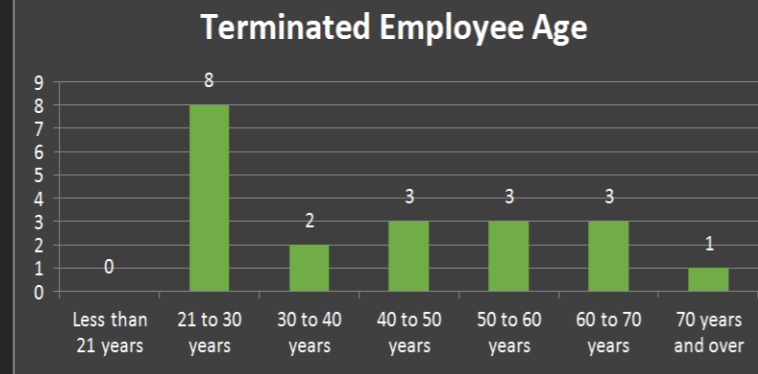
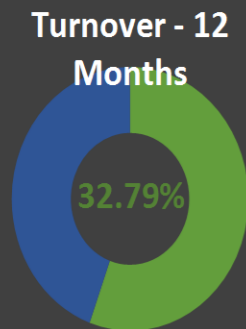
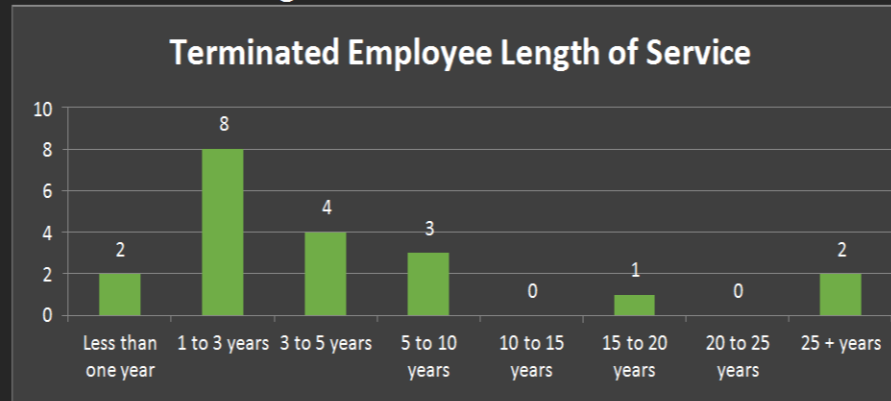
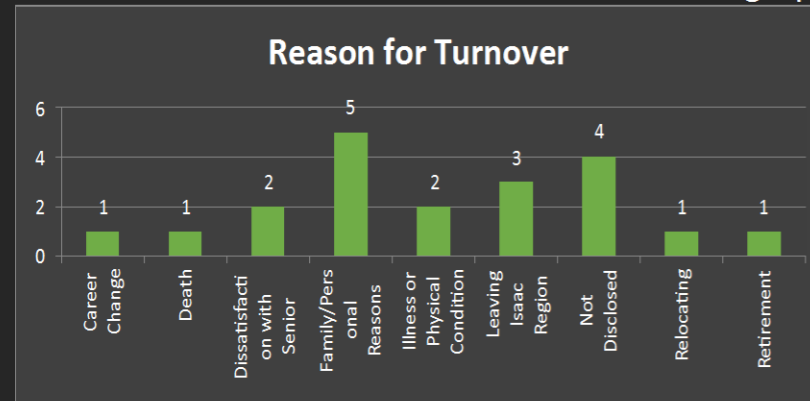
E&I - Demographics - 12 Months to 31 August 2021



PE&CS - Demographics - 12 Months to 31 August 2021



W&WW - Demographics - 12 Months to 31 August 2021

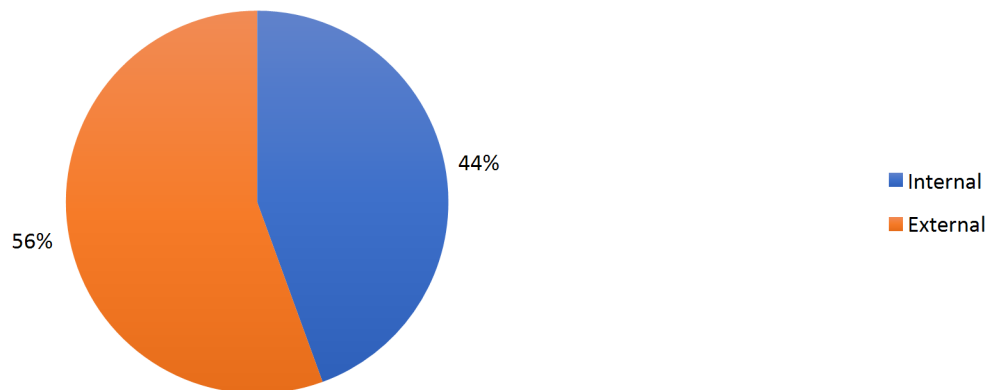


## RECRUITMENT UPDATE

Positions Filled in the Month of August 2021.

Position Code	Org Position Status	Work Group	Position Description	Work Location	FTEs	Hire Date or Position Effective Date
<b>Corporate, Governance &amp; Financial Service</b>						
47,002.00	A	2046	Safety Business Advisor	CLERMONT	1.00	2/08/2021
<b>Engineering &amp; Infrastructure Services</b>						
59,016.00	A	1072	Technical Officer	MORANBAH	1.00	2/08/2021
52,223.00	A	4186	Groundsman	MORANBAH	1.00	23/08/2021
56,064.00	A	1071	Works Admin Officer	MORANBAH	1.00	9/08/2021
56,417.00	A	1382	Plant Operator	DYSART	1.00	16/08/2021
52,252.00	A	2143	Labourer	NEBO	1.00	16/08/2021
<b>Planning, Environment &amp; Community Service</b>						
60,201.00	A	1049	Capital Project Coordinator	MORANBAH	1.00	23/08/2021
63,500.00	A	1058	Manager Liveability & Sustainability	MORANBAH	1.00	9/08/2021
<b>Water &amp; Waste</b>						
81,406.00	A	1500	Customer Administration Officer	MORANBAH	1.00	9/08/2021

### Internal & External Recruitment for the Month



# INFORMATION BULLETIN

## VACANT POSITIONS – ACTIVE RECRUITMENT

Position Code	Org Position Status	Work Group	Position Description	Employee Type	Employee Class	Work Location	FTEs	Last Date Occupied or Created	Days Unoccupied
<b>Office of the CEO</b>									
10,003.00	Active	1000	Administration Officer	Full Time	Vacant	Moranbah	1.00	28/05/2021	96
<b>Corporate, Governance &amp; Financial Service</b>									
40,002.00	Active	1013	Executive Assistant	Full Time	Vacant	Moranbah	1.00	2/08/2021	30
41,005.20	Active	1157	Finance Officer - Works and Asset	Full Time	Vacant	Moranbah	0.00	13/05/2021	111
44,101.00	Active	1021	Infrastructure Engineer - ICT	Full Time	Vacant	Moranbah	1.00	9/07/2021	54
47,008.20	Active	2046	Organisational Safety Support Officer	Full Time	Vacant	Moranbah	0.00	6/05/2021	118
49,003.00	Active	1120	Project Coordination Officer	Full Time	Vacant	Moranbah	1.00	9/07/2021	54
<b>Engineering &amp; Infrastructure Services</b>									
51,507.00	Active	1600	Civil Engineering Student	Full Time	Vacant	Moranbah	0.00	19/02/2021	194
52,213.00	Active	4186	Labourer	Full Time	Vacant	Moranbah	1.00	20/09/2020	346
52,214.00	Active	4186	Labourer	Full Time	Vacant	Moranbah	1.00	22/11/2020	283
52,223.00	Active	4186	Groundsman	Full Time	Vacant	Moranbah	1.00	10/01/2021	234
52,224.00	Active	4186	Irrigation System Maintainer - Urban	Full Time	Vacant	Moranbah	1.00	13/08/2021	19
52,235.00	Active	4170	Labourer	Full Time	Vacant	Clermont	1.00	3/05/2020	486
52,239.00	Active	4170	Labourer	Full Time	Vacant	Clermont	1.00	20/05/2021	104
52,255.00	Active	2143	Labourer	Full Time	Vacant	Nebo	1.00	3/05/2021	121
52,261.00	Active	2125	Labourer	Part Time	Vacant	Glenden	0.70	26/11/2020	279
55,304.00	Active	2133	Labourer	Full Time	Vacant	Nebo	1.00	21/06/2021	72
55,309.00	Active	2133	Truck Operator	Full Time	Vacant	Nebo	1.00	19/07/2021	44
55,310.00	Active	2133	Truck Operator	Full Time	Vacant	Nebo	1.00	18/06/2021	75
55,602.00	Active	2133	Grader Operator	Full Time	Vacant	Clermont	1.00	25/02/2021	188
55,603.00	Active	2133	Labourer	Full Time	Vacant	Clermont	1.00	31/07/2021	32
55,606.00	Active	2133	Apprentice Civil Construction Plant Operations	Full Time	Vacant	Clermont	1.00	2/08/2021	30
56,000.00	Active	1071	Manager Infrastructure, Parks and Recreation	Full Time	Vacant	Moranbah	1.00	28/08/2020	369
56,063.00	Active	1071	Works Admin Officer	Full Time	Vacant	Clermont	1.00	31/05/2021	93

# INFORMATION BULLETIN

Position Code	Org Position Status	Work Group	Position Description	Employee Type	Employee Class	Work Location	FTEs	Last Date Occupied or Created	Days Unoccupied
56,205.00	Active	4193	Road Train Driver	Full Time	Vacant	Clermont	1.00	7/08/2020	390
56,206.00	Active	4193	Road Train Driver	Full Time	Vacant	Clermont	1.00	17/06/2021	76
56,213.00	Active	4193	Grader Operator	Full Time	Vacant	Clermont	1.00	19/04/2020	500
56,222.00	Active	4193	Plant Operator	Full Time	Vacant	Clermont	1.00	14/07/2021	49
56,422.00	Active	1382	Labourer	Full Time	Vacant	Dysart	1.00	7/12/2020	268
56,427.00	Active	1382	Plant Operator	Full Time	Vacant	Dysart	1.00	16/04/2021	138
56,511.00	Active	4180	Labourer	Full Time	Vacant	Moranbah	1.00	25/07/2021	38
56,514.00	Active	4180	Plant Operator	Full Time	Vacant	Moranbah	1.00	21/02/2020	558
57,508.00	Active	1061	Carpenter	Full Time	Vacant	Moranbah	1.00	21/03/2021	164
57,513.00	Active	1061	Plumber - Commercial	Full Time	Vacant	Clermont	1.00	27/05/2021	97
57,624.00	Active	3609	Cleaner	Part Time	Vacant	St Lawrence	0.70	29/08/2021	3
59,022.00	Active	1072	Technical Engineer	Full Time	Vacant	Moranbah	1.00	18/11/2020	287
<b>Planning, Environment &amp; Community Service</b>									
60,201.00	Active	1049	Capital Project Coordinator	Full Time	Vacant	Moranbah	1.00	27/07/2021	36
64,520.00	Active	1100	Community Safety & Animal Management Officer	Full Time	Vacant	Moranbah	1.00	5/06/2020	453
64,530.00	Active	1101	Senior Plumbing Inspector	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
64,541.00	Active	4062	Lead Compliance Officer	Full Time	Vacant	Moranbah	1.00	12/02/2021	201
64,543.00	Active	4062	Compliance Officer	Full Time	Vacant	Moranbah	1.00	21/12/2020	254
64,551.00	Active	4152	Environmental Health Officer	Full Time	Vacant	Moranbah	1.00	9/04/2021	145
64,552.00	Active	4152	Environmental Health Officer	Full Time	Vacant	Moranbah	1.00	16/01/2021	228
65,606.00	Active	2424	Community Relations Officer (Sports, Rec & Dev)	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
65,607.00	Active	2425	Community Relations Officer (First Peoples)	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
65,610.00	Active	1056	Program Leader Community Engagement	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,721.00	Active	2205	Community Hub Team Leader - Nebo	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,725.00	Active	2207	Community Hub Team Leader - Glenden	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,727.20	Active	2207	Frontline Service Officer	Part Time	Vacant	Glenden	0.00	6/08/2021	26
66,729.00	Active	3310	Community Hub Team Leader - St Lawrence	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0

# INFORMATION BULLETIN

Position Code	Org Position Status	Work Group	Position Description	Employee Type	Employee Class	Work Location	FTEs	Last Date Occupied or Created	Days Unoccupied
66,741.00	Active	3311	Community Hub Team Leader - Middlemount	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,746.00	Active	3309	Community Hub Team Leader - Dysart	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,750.00	Active	4209	Community Hub Team Leader - Clermont	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,754.00	Active	4084	Frontline Service Officer	Part Time	Vacant	Moranbah	0.70	31/07/2020	397
66,762.00	Active	4084	School Based Library/Museum Frontline Trainee	Full Time	Vacant	Clermont	1.00	22/11/2020	283
67,519.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	338
67,520.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	27/11/2020	278
67,521.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	338
67,522.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	338
67,523.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	338
67,524.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	338
67,526.00	Active	2426	Casual Pool Lifeguard	Casual	Vacant	Moranbah	0.00	31/05/2021	93
67,610.00	Active	2428	South & West Facilities Area Leader	Full Time	Vacant	Dysart	1.00	1/06/2021	92
67,613.00	Active	3102	Hospitality Casual	Casual	Vacant	Dysart	0.50	23/03/2021	162
67,630.00	Active	2428	Moranbah Facilities Area Leader	Full Time	Vacant	Moranbah	1.00	22/06/2019	802
67,631.00	Active	4607	Chef/Cook Moranbah Community Centre	Full Time	Vacant	Moranbah	1.00	18/09/2020	348
<b>Water &amp; Waste</b>									
80,001.00	Active	4618	Executive Assistant	Full Time	Vacant	Moranbah	1.00	10/08/2021	22
81,013.00	Active	3041	Senior Water & Wastewater Operator	Full Time	Vacant	Dysart	1.00	6/10/2020	330
81,015.00	Active	3019	Water & Wastewater Operator	Full Time	Vacant	Dysart	1.00	9/11/2020	296
81,016.00	Active	3042	Senior Water & Wastewater Operator	Full Time	Vacant	Middlemount	1.00	17/05/2019	838
81,017.00	Active	3042	Senior Water & Wastewater Operator	Full Time	Vacant	Moranbah	1.00	16/12/2019	625
81,027.00	Active	4048	Trainee Water & Wastewater Operator	Full Time	Vacant	Clermont	1.00	29/03/2021	156
81,029.00	Active	2020	Plumber	Full Time	Vacant	Nebo	1.00	1/03/2021	184
81,044.00	Active	2026	Water & Wastewater Operator	Full Time	Vacant	Glenden	1.00	12/07/2021	51
81,068.00	Active	4049	Water & Wastewater Operator	Full Time	Vacant	Moranbah	1.00	14/03/2021	171
81,083.00	Active	4021	Water & Wastewater Operator in Training	Full Time	Vacant	Clermont	1.00	21/05/2021	103

# INFORMATION BULLETIN



Position Code	Org Position Status	Work Group	Position Description	Employee Type	Employee Class	Work Location	FTEs	Last Date Occupied or Created	Days Unoccupied
81,091.00	Active	2020	Apprentice Plumber	Full Time	Vacant	Dysart	1.00	5/03/2021	180
81,098.00	Active	1057	Maintenance Fitter	Full Time	Vacant	Moranbah	1.00	17/05/2021	107
81,405.10	Active	1500	Customer Administration Officer	Full Time	Vacant	Moranbah	0.00	19/08/2021	13
83,004.00	Active	4003	Plant Operator	Full Time	Vacant	Moranbah	1.00	18/03/2021	167
83,013.00	Active	2001	Waste Management Officer	Full Time	Vacant	Glenden	1.00	30/07/2021	33



## TURNOVER DEMOGRAPHICS

Figure 1.0 Turnover Demographics – 12 Months.

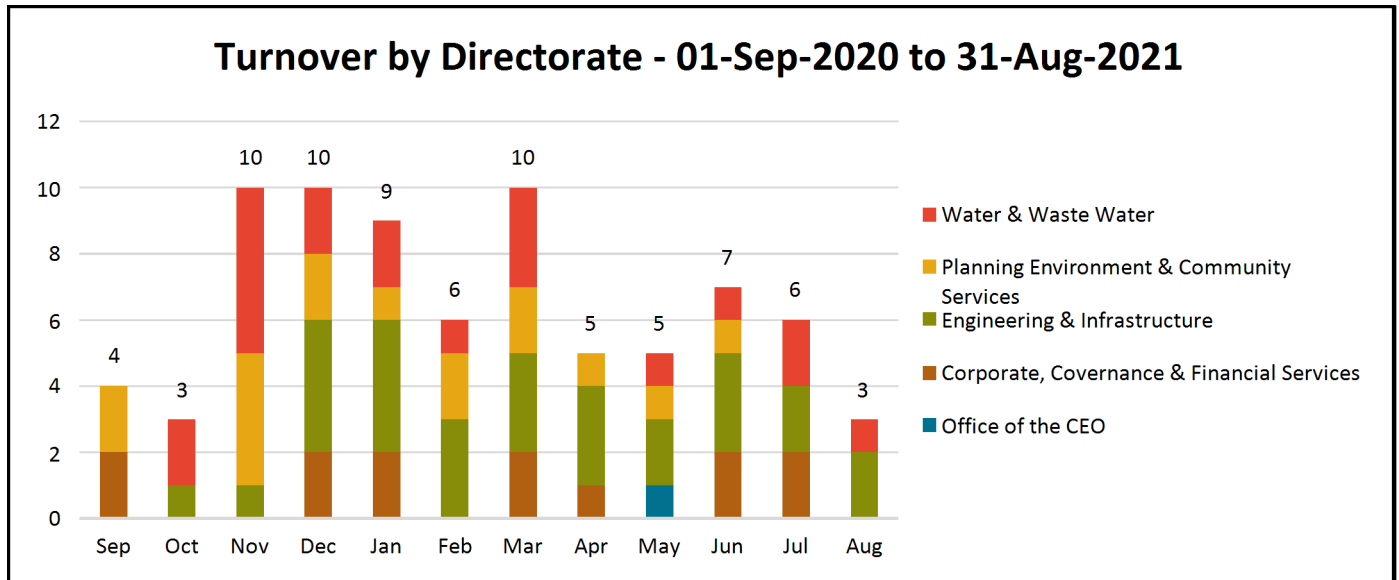


Figure 2.0 Turnover Demographics – Reason for Turnover 12 Months.

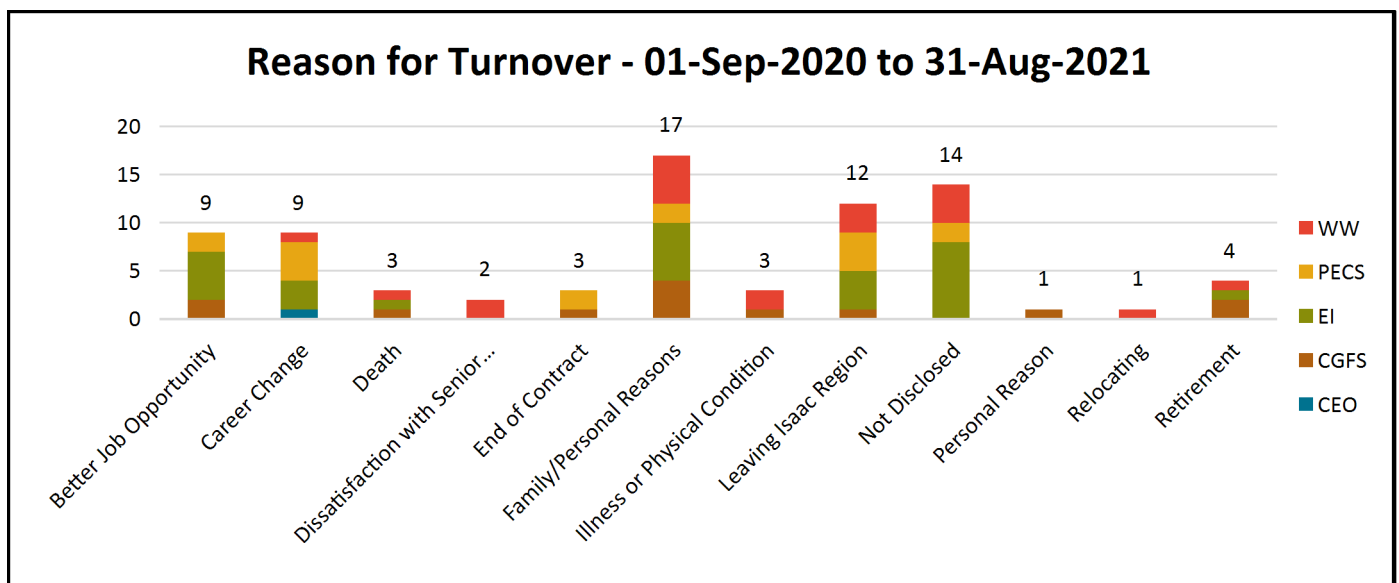
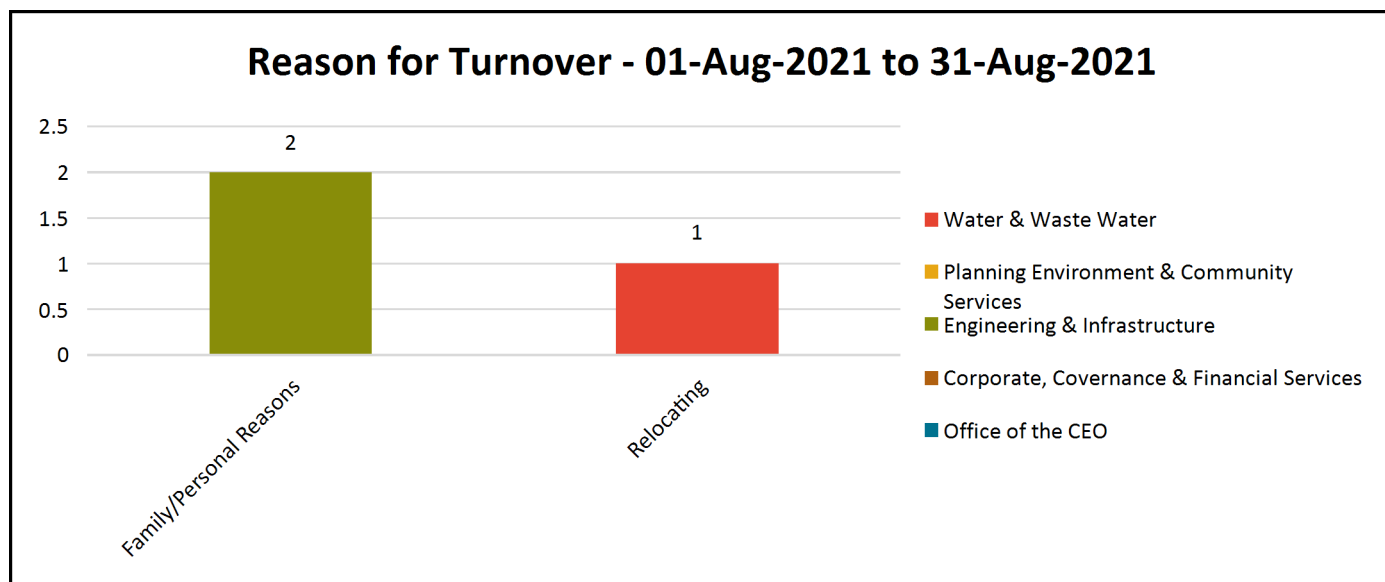


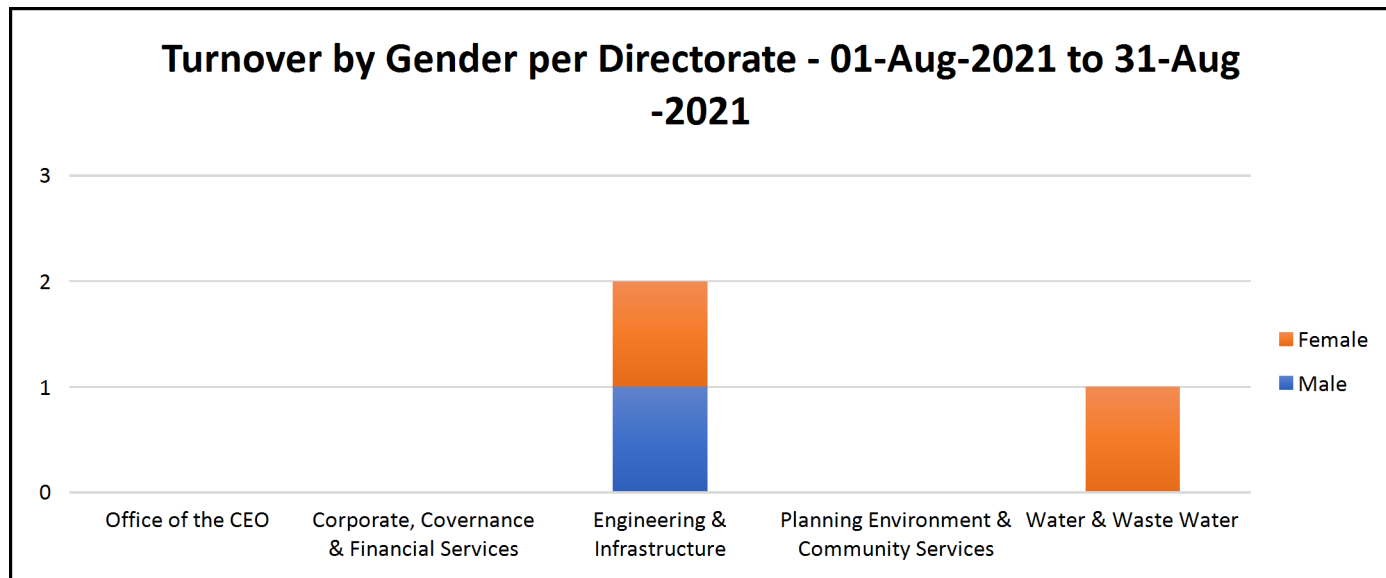
Figure 3.0 Turnover Demographics – Reason for Turnover – August.



Directorate	Monthly Turnover	Annual Turnover
CEO	0.00%	6.67%
Corporate, Governance & Financial Services	0.00%	18.57%
Engineering & Infrastructure	1.20%	16.77%
Planning, Environment and Community Services	0.00%	15.53%
Water & Waste	1.64%	32.79%
<b>Totals</b>	<b>0.72%</b>	<b>18.75%</b>

Annual Employee Turnover by Gender	No.	%
Male	41	19.90%
Female	37	17.62%

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



Directorate	Female	Male
CEO	0	0
Corporate, Governance & Financial Services	0	0
Engineering & Infrastructure	1	1
Planning, Environment and Community Services	0	0
Water & Waste	1	0
<b>Totals</b>	<b>2</b>	<b>1</b>

## WORKFORCE – DEMOGRAPHICS

Figure 1.0 Workforce Demographics – Male vs Female employees

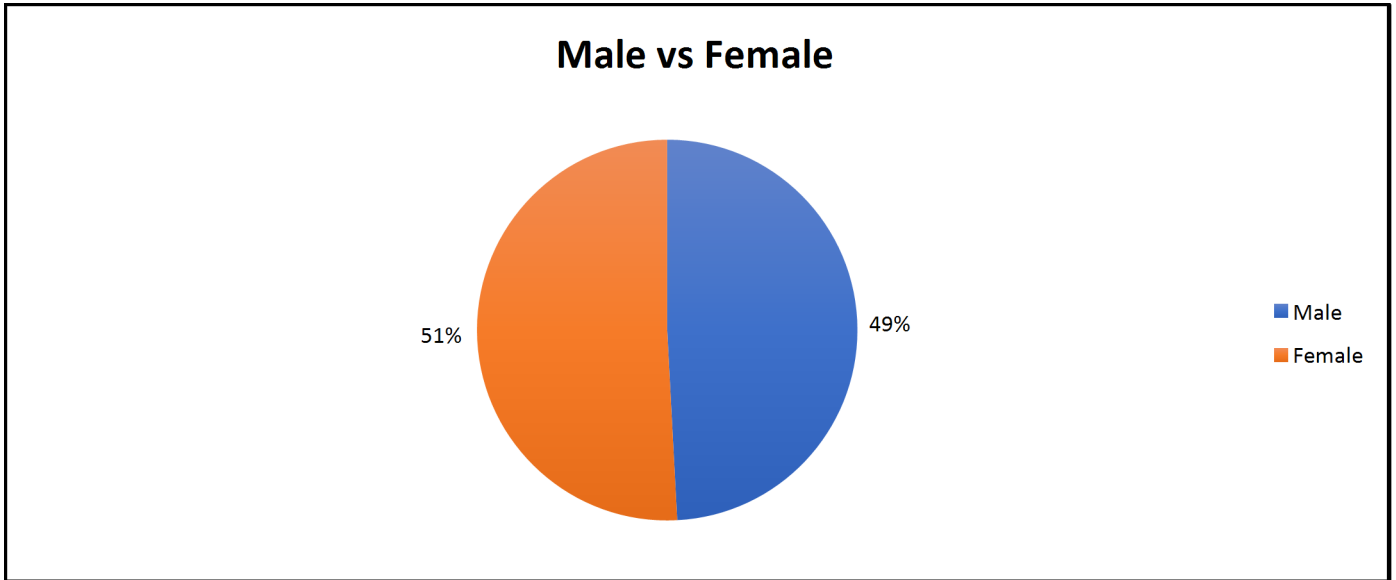


Figure 2.0 Workforce Demographics – Male vs Female – Management Positions

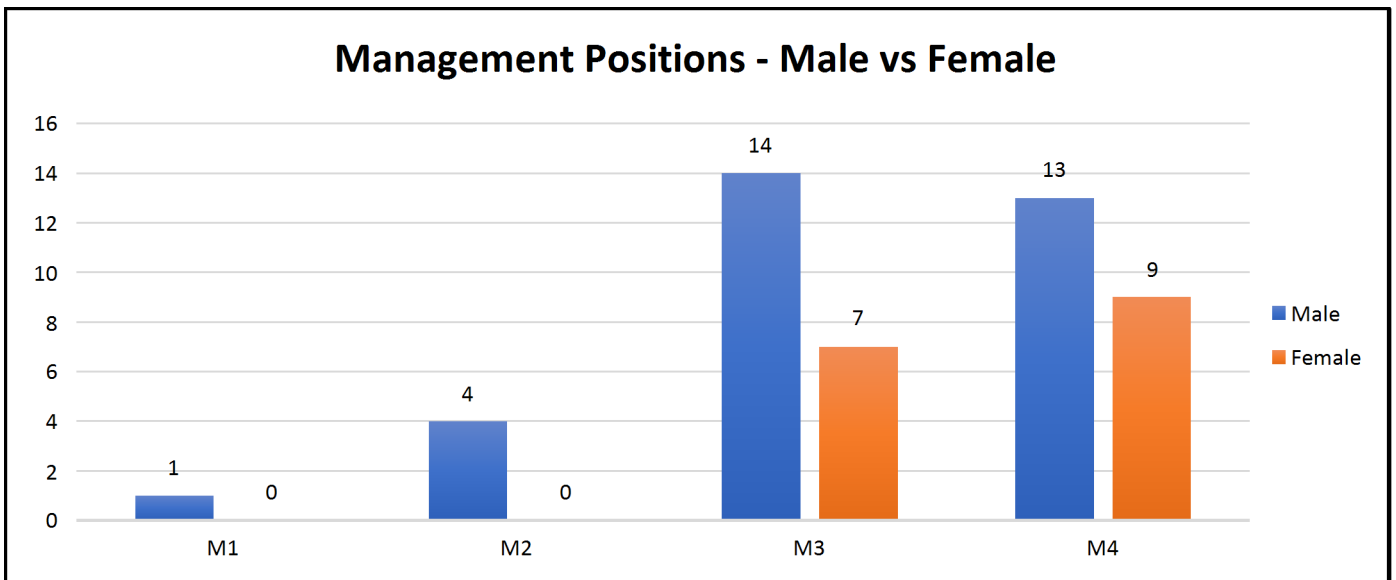


Figure 3.0 Workforce Demographics – Male vs Female – M3/M4 Management Positions

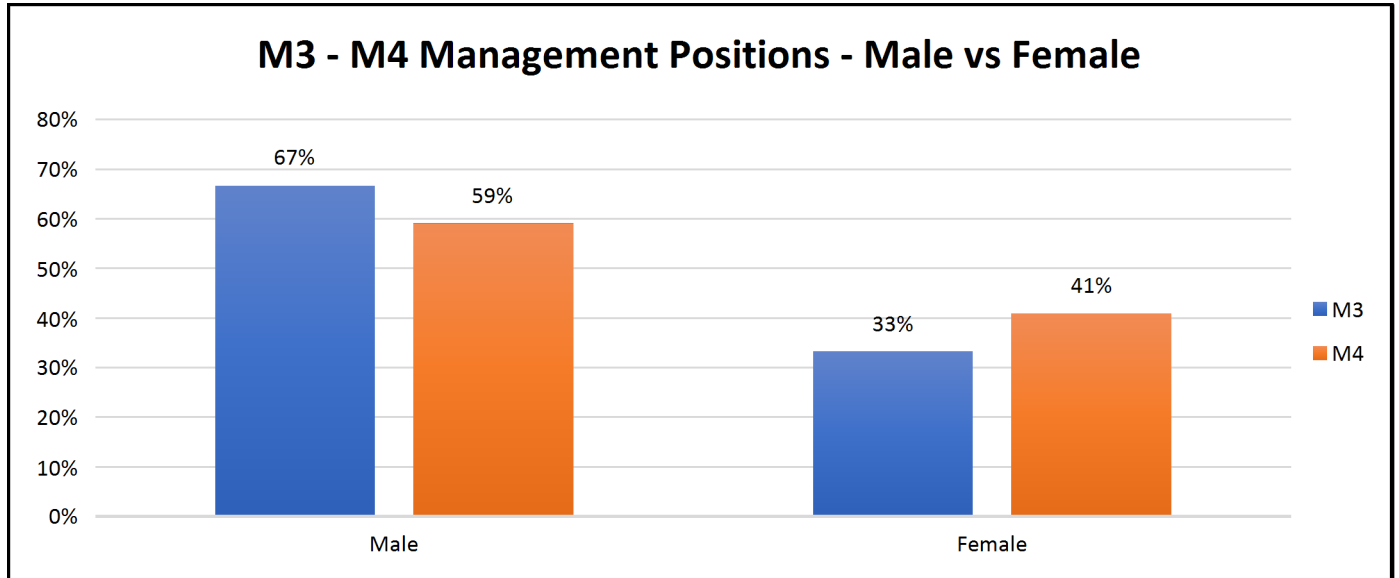
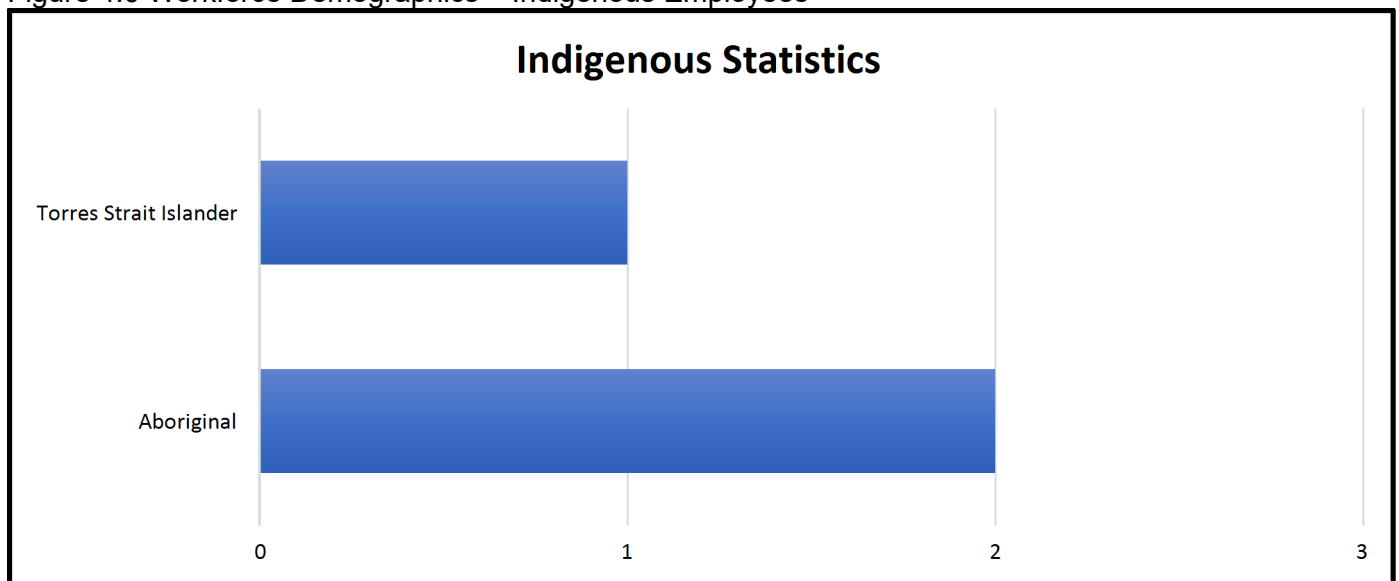


Figure 4.0 Workforce Demographics – Indigenous Employees



## WORKFORCE - LEAVE

Figure 1.0 Workforce Demographics – Excess Annual Leave by Directorate.

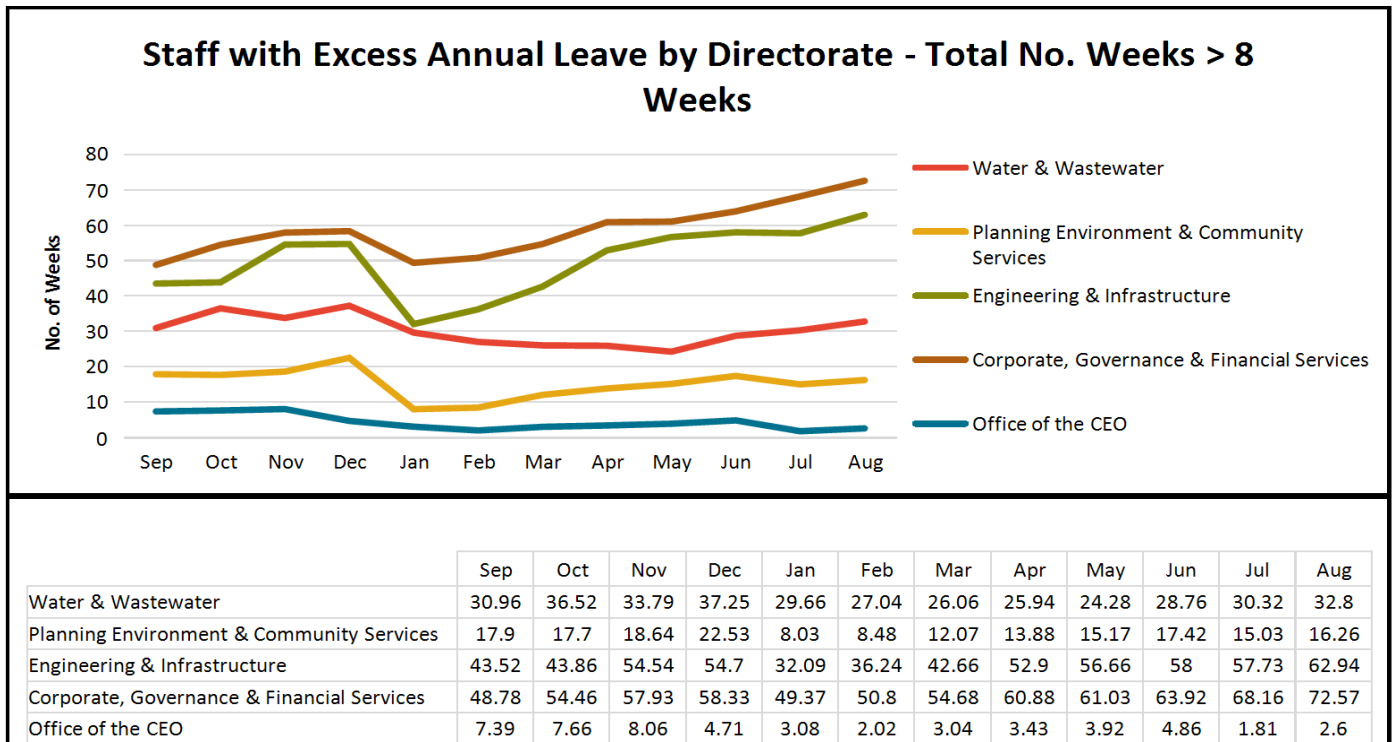


Figure 2.0 Workforce Demographics – Excess Long Service Leave by Directorate.

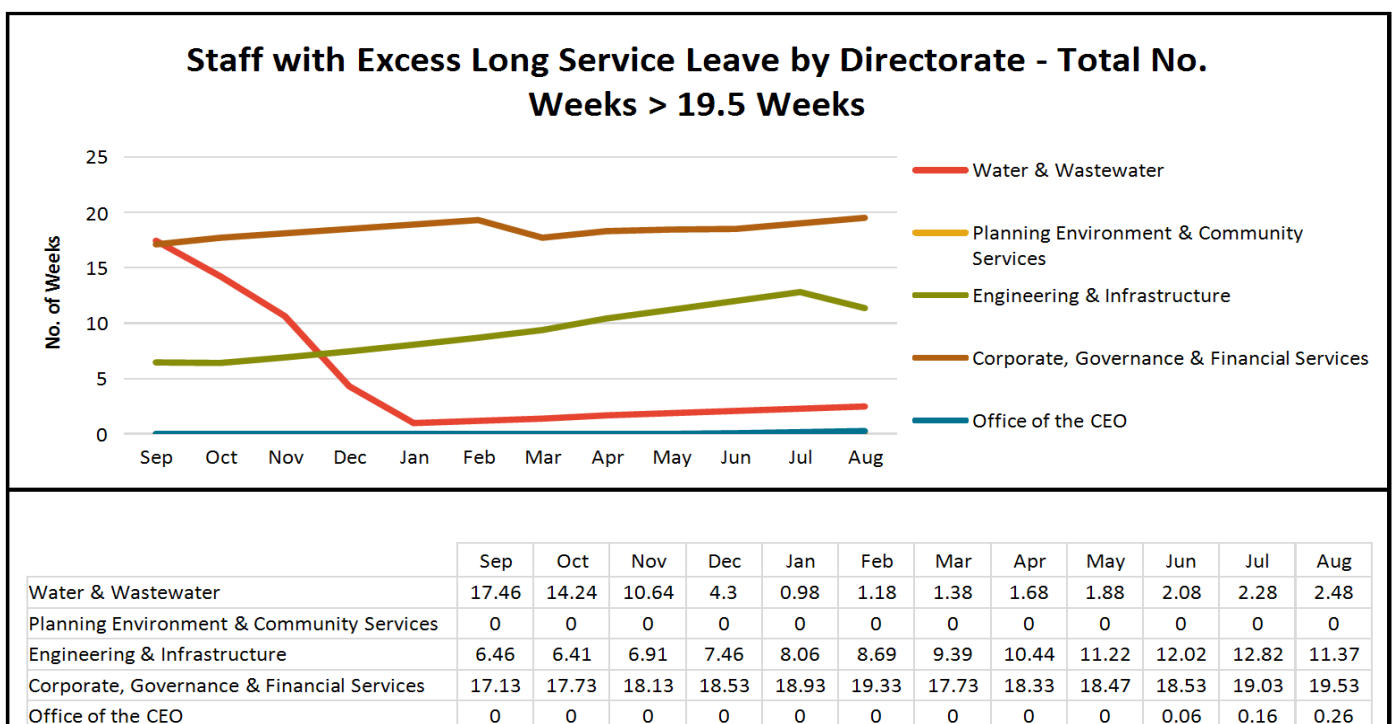
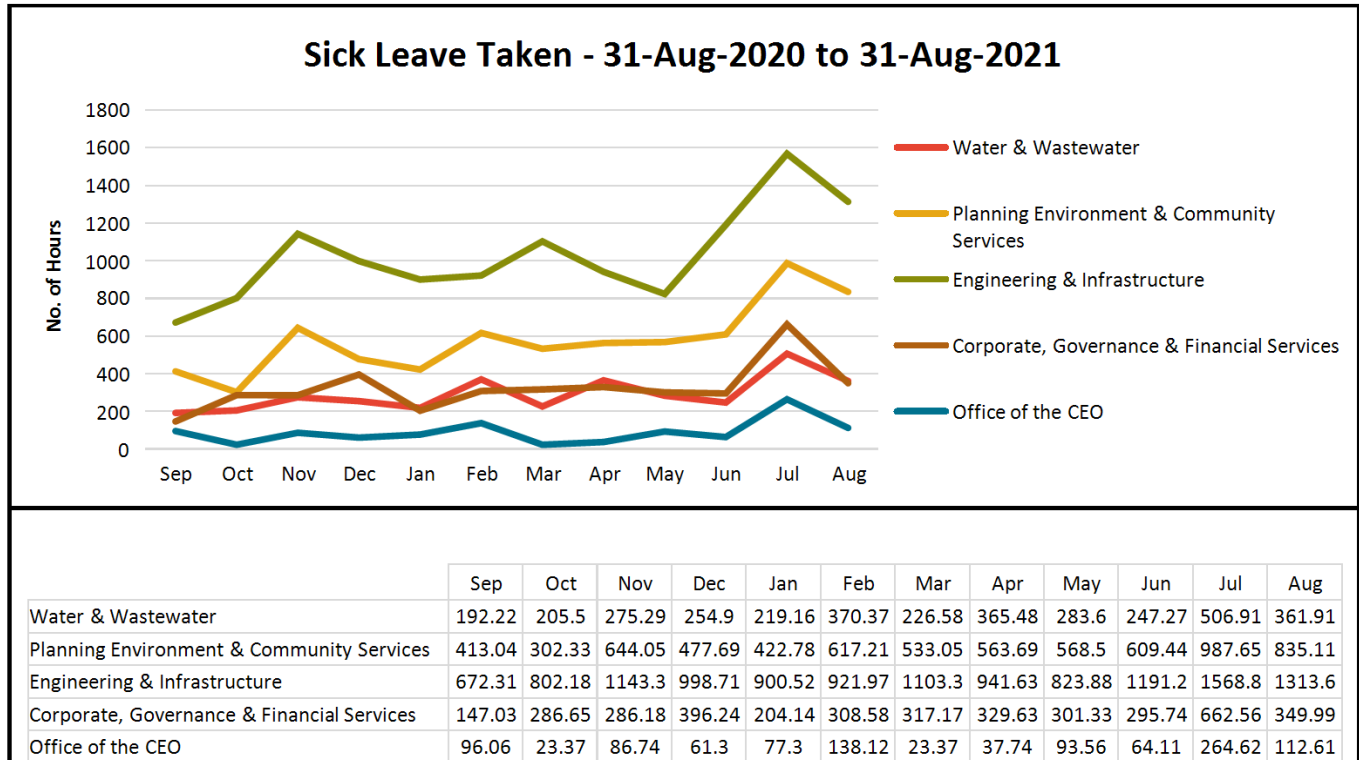


Figure 3.0 Workforce Demographics – Sick Leave Taken by Directorate.



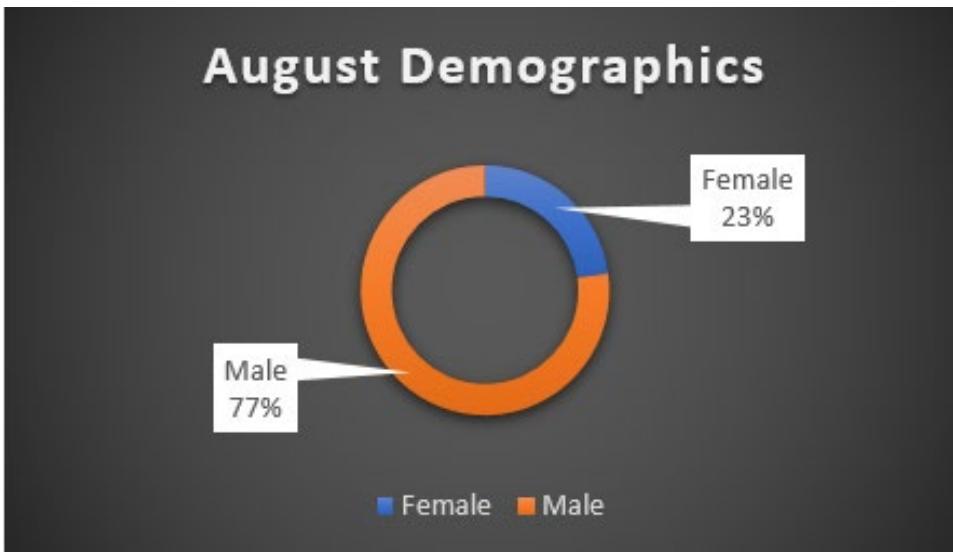
## TRAINING INFORMATION

How many employees received training for the month

Directorate	CEO	CGFS	E&I	PECS	W&W
Number of Employees	0	0	18	2	8

## GENDER BREAKDOWN

Women	8
Men	27



#### TRAINING BREAKDOWN FOR AUGUST

Apprentice Plumber block training	1
CPR	1
First Aid	5
Authorised Person	4
Operational Planning	1
People Leadership	1
Operate Breathing Apparatus	2
LVR CPR	1
Chainsaw/Polesaw	3
Lifeguard training	8
Plant & HR training	9
<b>Totals</b>	<b>395.5 hrs</b>



## TRAINING BUDGET SPEND (FY SPEND TO DATE V BUDGET FOR ALL IRC)

### Operating Ledger & Budgets YTD

Actual Income YTD	(108,784.45)	Budget Income	(125,750.01)	Rev Budget Income	(76,250.01)
Actual Expenditure YTD	55,761.96	Budget Expenditure	121,312.82	Rev Budget Expenditure	121,312.82

### Mimecast – Cyber Security

Our latest cyber awareness course was launched in mid-August with 46% of our employees having currently completed this training.

### PLANT TRAINING:

- Excavator
- Loader
- Backhoe
- HR