

NOTICE OF MEETING

Dear Committee Members

You are requested to attend the following meeting of Council.

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

TO BE HELD ON
TUESDAY 13 APRIL 2021
COMMENCING AT 1.00PM
COUNCIL CHAMBERS, MORANBAH

GARY STEVENSON PSM

Chief Executive Officer

DARREN FETTEL

Committee Officer

Director Corporate Governance
and Financial Services

Committee Members:

Cr Jane Pickels (Chair)

Mayor Anne Baker

Cr Sandy Moffat

Cr Lyn Jones

Cr Viv Coleman

LOCAL GOVERNMENT ACT 2009

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.

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

STANDING COMMITTEE MEETING

OF ISAAC REGIONAL COUNCIL

TO BE HELD ON

TUESDAY 13 APRIL 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 9 March 2021.

5. OFFICER REPORTS

5.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT

EXECUTIVE SUMMARY

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

5.2 WORK, HEALTH AND SAFETY REPORT

EXECUTIVE SUMMARY

This report is provided as an update to Council on the current status of Organisational Safety.

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5.3 UPDATED PROCUREMENT AND DISPOSALS POLICY

EXECUTIVE SUMMARY

The purpose of this report is to propose the rescission of the Procurement and Disposals Policy PRO-051 and consider the implementation of separate policy documents; Procurement Policy CORP-POL-122 and Disposal Policy CORP-POL-123.

5.4 UPDATE ON LOCAL PREFERENCE POLICY IMPACTS

EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the performance of the Local Preference Policy (STAT-POL-086) as adopted by Council Resolution 7024. At the time when Council adopted the revised policy, a recommendation was made to endorse the amended Local Preference Policy on a trial basis with a reassessment following analysis of the policy impacts after 12 months.

The policy has not been in place for the full 12 months; however, an initial 6-month update has been requested.

5.5 EXCEPTION BASED CONTRACTUAL ARRANGEMENT FOR FRAMME ACCOUNTING SERVICES

EXECUTIVE SUMMARY

The purpose of this report is to seek an exception for Framme Accounting Services to be engaged under s235 (b) of *Local Government Regulations 2012*. This section of the Act covers exceptions for entering into medium or large sized contractual arrangements without first inviting written quotes or tenders, based on specific circumstances as defined with s235 of the Regulation.

5.6 REVISED MEETING DATE FOR JUNE 2021 ORDINARY MEETING

EXECUTIVE SUMMARY

Due to the Australian Local Government Associations 2021 National General Assembly scheduled from 20 June 2021 to 23 June 2021 Council is required to revise the meeting date for the Ordinary Meeting scheduled for Wednesday 23 June 2021.

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5.7

REVISED LOCATION FOR MAY 2021 ORDINARY MEETING

EXECUTIVE SUMMARY

Due to the Isaac Region's Clermont Show being held from Tuesday 25 May to Wednesday 26 May 2021 Council is being requested to change the location of the Ordinary Meeting scheduled for Tuesday 25 May 2021 from Moranbah to Clermont.

6. INFORMATION BULLETINS

6.1

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES INFORMATION BULLETIN – APRIL 2021

EXECUTIVE SUMMARY

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

6.2

PEOPLE AND PERFORMANCE INFORMATION BULLETIN – APRIL 2021

EXECUTIVE SUMMARY

The People and Performance Information Bulletin for April 2021 is provided for Committee review.

7. GENERAL BUSINESS

6. CONCLUSION

UNCONFIRMED MINUTES

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

HELD ON
TUESDAY, 9 MARCH 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 9 MARCH 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 9 MARCH 2021 COMMENCING AT 1:00PM

ATTENDANCE Cr Jane Pickels, Division Seven (Chair)
Mayor Anne Baker
Cr Sandy Moffat, Division Two
Cr Lyn Jones, Division Six

OFFICERS PRESENT Mr Jeff Stewart-Harris, Acting Chief Executive Officer
Ms Liza Perrett, Manager Governance and Corporate Services
Mr Michael Krulic, Manager Financial Services
Mr John Squire, Manager Contracts and Procurement
Ms Carenda Jenkin, Acting Manager Brand, Media and Communications
Ms Peata Munro, Executive Assistant
Mrs Nicole Money, Executive Assistant
Ms Dannette Barfield, People and Performance Assistant
Mr Jason Semken, ICT Infrastructure Engineer

1. OPENING

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

2. APOLOGIES

The Committee received an apology from Cr Viv Coleman.

Resolution No.: CGFS0600

Moved: Mayor Anne Baker

Seconded: Cr Lyne Jones

The Corporate, Governance and Financial Services Standing Committee accepts the apology received from Cr Viv Coleman.

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest this meeting.

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.

ATTENDANCE

Mr Jason Semken left the meeting room at 1.03pm

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 9 February 2021.

Resolution No.: CGFS0601

Moved: Cr Lyn Jones

Seconded: Cr Sandy 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 9 February 2021 are confirmed.

Carried

5. OFFICERS REPORTS

5.1 Isaac Regional Council Monthly Financial Report as at 28 February 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 28 February 2021 pursuant to and in accordance with the Local Government Regulation 2012 (s204).*

Resolution No.: CGFS602

Moved: Cr Lyn Jones

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

1. Receive the financial statements for the period ended 28 February 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. *Receive and note the Work Health and Safety monthly report.*

Resolution No.: CGFS603

Moved: Cr Sandy Moffat **Seconded:** Mayor Anne Baker

That the Committee recommends that Council:

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

Carried

5.3 Organisational Development Plan – Final Close Out Status

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a final update on the status of actions and priorities identified in the Chief Executive Officer's Organisational Development Plan, originally adopted in December 2016.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Receive and note the Organisational Development Plan Final Close Out Report.***

Resolution No.: CGFS604

Moved: Cr Sandy Moffat **Seconded:** Mayor Anne Baker

That the Committee recommends that Council:

1. **Receive and note the Organisational Development Plan Final Close Out Report.**

Carried

ATTENDANCE

Cr Kelly Vea Vea entered the meeting room at 1.21pm and left at 1.21pm

5.4 2020/2021 2nd Quarter Budget Review

EXECUTIVE SUMMARY

A review of the current budget has been undertaken with each of the respective Departmental Managers and then reviewed by their respective Directors and Executive Leadership Team as at 31 December 2020, with consideration to the current January trends. The budget review recognises a \$2M decrease in operating revenue, a \$400K increase in operating expenses leading to the proposed \$2.4M decrease

to the budgeted operating surplus. In relation to capital, there is a proposed \$200K decrease to capital revenue and a \$1.86M decrease to the capital expenditure program.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. In accordance with section 170 (3) of the Local Government Regulation 2012, adopt the proposed revised budget for 2020/2021.***
- 2. Confirm the continuing adherence to the adopted frugal budget approach for the remainder of the financial year.***

Resolution No.: CGFS605

Moved: Cr Lyn Jones

Seconded: Mayor Anne Baker

That the Committee recommend that Council:

- 1. In accordance with section 170 (3) of the Local Government Regulation 2012, adopt the proposed revised budget for 2020/2021.**
- 2. Confirm the continuing adherence to the adopted frugal budget approach for the remainder of the financial year and that a further critical review be undertaken at the 3rd Quarter budget review to identify savings and improve Council's overall position.**

Carried

ATTENDANCE

Ms Tori Gordon, Administration Officer and Mr Zac Malone, ICT Officer entered the meeting room at 1.31pm and left the meeting room at 1.33pm

5.5 Local Government Workcare Mid Term Health and Safety Management System Audit Report

EXECUTIVE SUMMARY

Council has received the results of the recent audit conducted as part of the Self Insurance for Local Government Workcare (LGW).

The two primary objectives of the audit were:

1. To ascertain compliance with the required performance benchmark; and
2. To provide LGW and Isaac Regional Council's OHS and Executive Management Team's with a meaningful report to improve WHS performance.

The score achieved for Element 3 was 86.85% which is above the 70% required pass mark, indicating that Isaac Regional Council has suitably implemented and maintained its safety management system in compliance with the National Health and Safety Audit Tool. In addition to the 86.85% pass for element 3, there were no non-conformances raised subsequent to this audit.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

1. **Receive and note the Mid Term Health and Safety Management Systems Audit report.**

Resolution No.: CGFS606

Moved: Cr Lyn Jones

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

1. **Receive and note the Mid Term Health and Safety Management Systems Audit report.**

Carried

5.6 Policy Update – Exceptional Circumstances

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Exceptional Circumstances Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

1. **Repeal the 'Exceptional Circumstances' Policy (130)**
2. **Adopt the updated 'Exceptional Circumstances' Policy (CORP-POL-118)**

Resolution No.: CGFS607

Moved: Cr Lyn Jones

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

1. **Repeal the 'Exceptional Circumstances' Policy (130)**
2. **Adopt the updated 'Exceptional Circumstances' Policy (CORP-POL-118)**

Carried

ATTENDANCE

Ms Rebecca Molineaux, Manager People and Performance joined the meeting by video conference at 1.34pm

5.7 Policy Update – Frequent Flyer and Other Loyalty Reward Schemes

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Frequent Flyer and other Loyalty Reward Schemes Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

1. **Repeal the 'Frequent Flyer and other Loyalty Reward Schemes' Policy (CAP-007)**
2. **Adopt the updated 'Frequent Flyer and other Loyalty Reward Schemes' Policy (CORP-POL-119)**

Resolution No.: CGFS608

Moved: Cr Sandy Moffat

Seconded: Cr Lyn Jones

That the Committee recommends that Council:

1. **Repeal the 'Frequent Flyer and other Loyalty Reward Schemes' Policy (CAP-007)**
2. **Adopt the updated 'Frequent Flyer and other Loyalty Reward Schemes' Policy (CORP-POL-119) incorporating a definition for a Councillor.**

Carried

ATTENDANCE

Ms Tori Gordon entered the meeting room at 1.39pm

6. INFORMATION BULLETIN REPORTS

6.1 Corporate, Governance and Financial Services Information Bulletin – March 2021

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

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

Resolution No.: CGFS0609

Moved: Cr Sandy Moffat

Seconded: Mayor Anne Baker

That the Committee:

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

Carried

6.2

People and Performance Information Bulletin – March 2021

EXECUTIVE SUMMARY

The People and Performance Information Bulletin for March 2021 is provided for Committee review.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Note the People and Performance Information Bulletin for March 2021.***

Resolution No.: CGFS610

Moved: Cr Lyn Jones

Seconded: Cr Sandy Moffat

That the Committee:

- Note the People and Performance Information Bulletin for March 2021.**

Carried

7. GENERAL BUSINESS

No general business for this meeting.

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 2.22pm.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 13 April 2021.

.....
Chair

..... / /
DATE

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Meeting Tuesday 13 April 2021
AUTHOR	Michael Krulic
AUTHOR POSITION	Manager Financial Services

5.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 31 MARCH 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 March 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 2020/2021	Budget adopted 29 July 2020
Financial Statements 2019/2020	Financial Statements adopted 18 November 2020

IMPLICATIONS

Council continues to operate within budget overall and any budget variances are anticipated to come in line with budget over the remainder of the financial year.

It is noted that the YTD and Annual Budgets have been amended following the 2nd Quarter Budget Review.

CONSULTATION

- Financial Services

BASIS FOR RECOMMENDATION

Not Applicable.

ACTION ACCOUNTABILITY

Not Applicable.

KEY MESSAGES

This is an information only report.

Report prepared by: MICHAEL KRULIC Manager Financial Services Date: 31 March 2021	Report authorised by: DARREN FETTELL Director Corporate, Governance and Financial Services Date: 31 March 2021
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ATTACHMENTS

- Attachment 1 – Monthly Financial Statements 31 March 2021

REFERENCE DOCUMENT

- Nil

FINANCIAL STATEMENTS REPORT TO COUNCIL

Current as at 31 March 2021

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



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FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2021

EXECUTIVE SUMMARY

At the end of March, the operating result is \$6,328,487 ahead of budgeted operating position. The positive result is due to the timing of operational expenditure.

Capital Revenue for March was \$7,737,157 which combined with the Operating Position leads to a net result of \$32,948.997.

PRELIMINARY MARCH FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	\$	\$	\$	\$	%
Total operating revenue	105,318,729	107,892,575	(2,573,846)	119,269,544	88.3%
Total operating expenses	80,106,889	89,009,222	8,902,333	118,398,512	67.7%
Operating position	25,211,840	18,883,353	6,328,487	871,032	2894.5%
Capital revenue	7,737,157	7,643,455	93,702	17,572,503	44.0%
Net result	32,948,997	26,526,808	6,422,189	18,443,535	178.6%

BACKGROUND

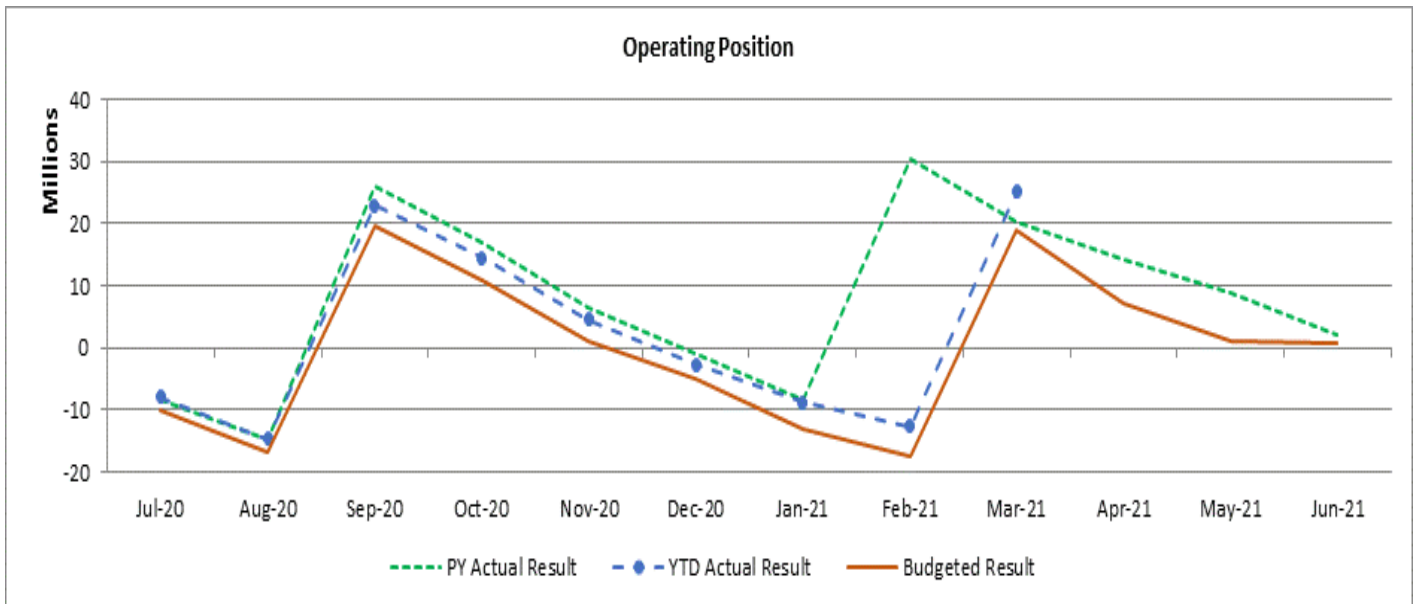
Each month, year to date financial statements are prepared in order to monitor actual performance against the latest adopted budget. Attached are the financial statements for the period ended 31 March 2021. Actual amounts are compared against year to date Revised Budget figures. (See appendix 1 for detailed financial statements).

It is noted that to meet earlier reporting timelines for statutory meetings that this reporting period has been closed earlier than normal (25 March 2021) which impacts on YTD actual results throughout the report.

Council is cognisant of the current economic climate and will be paying attention to how the various revenue streams are tracking throughout the year. Expenditure items will also be reassessed through the Quarter 3 Budget Review and monitored to ensure that Council remains within budget and delivers efficient and effective services to the community.

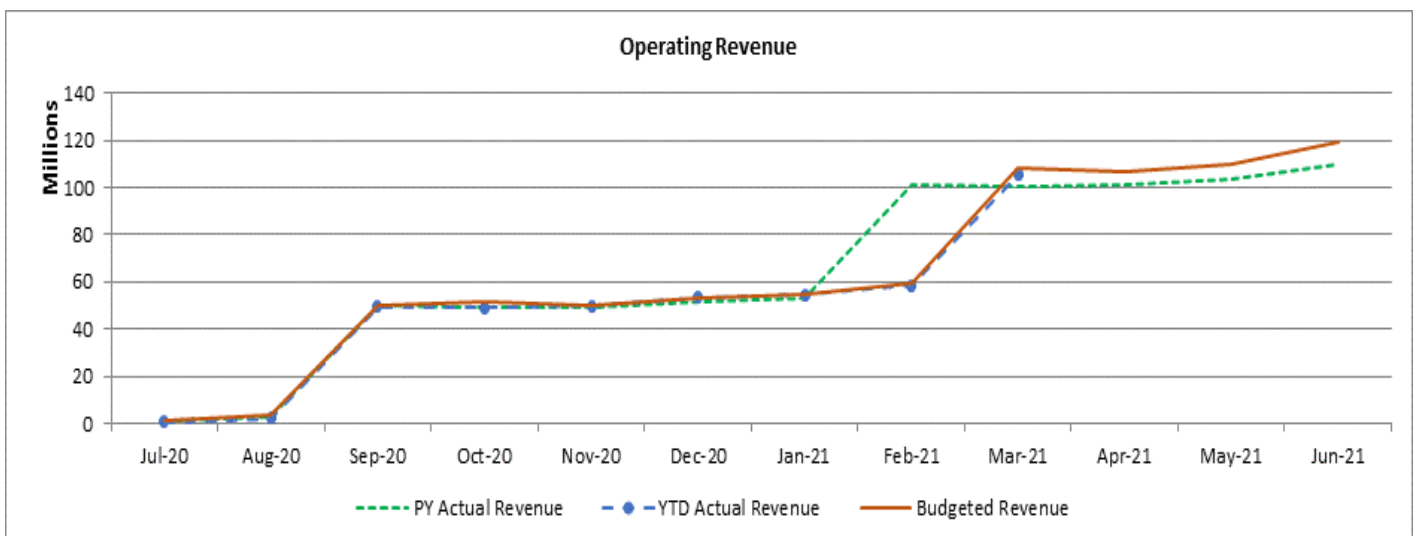
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

OPERATING POSITION



The current operating position for March YTD has resulted in a surplus of \$25,211,840. This is favourable when compared to the YTD revised budget by \$6,328,487. Operating Revenue is \$2,573,846 unfavourable compared to YTD budget offset by Operating Expenses which are \$8,902,333 favourable when compared to YTD budget.

OPERATING REVENUE

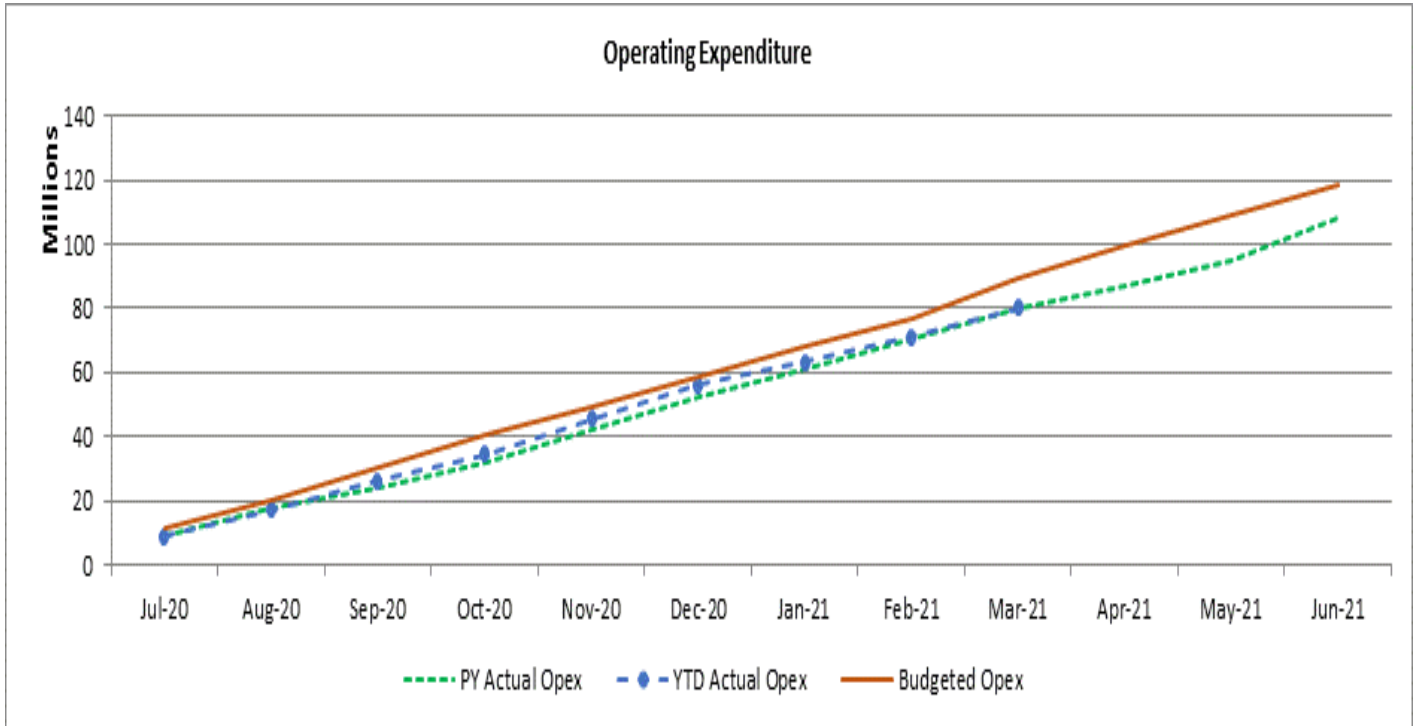


Operating Revenue comprises the following items – Rates and Utility Charges, Fees and Charges, Rental Income, Interest Received, Sale of Contract and Recoverable Works, Operating Grants, Subsidies and Contributions, Other Recurrent Revenue.

The operating revenue for March was \$105,318,729 which is unfavourable when compared to the budget by \$2,573,846. This unfavourable position is due to the timing of the DRFA grant for the Trevor event, recoverable works associated with negotiating compensation agreements and waste income (affected by early month close).

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

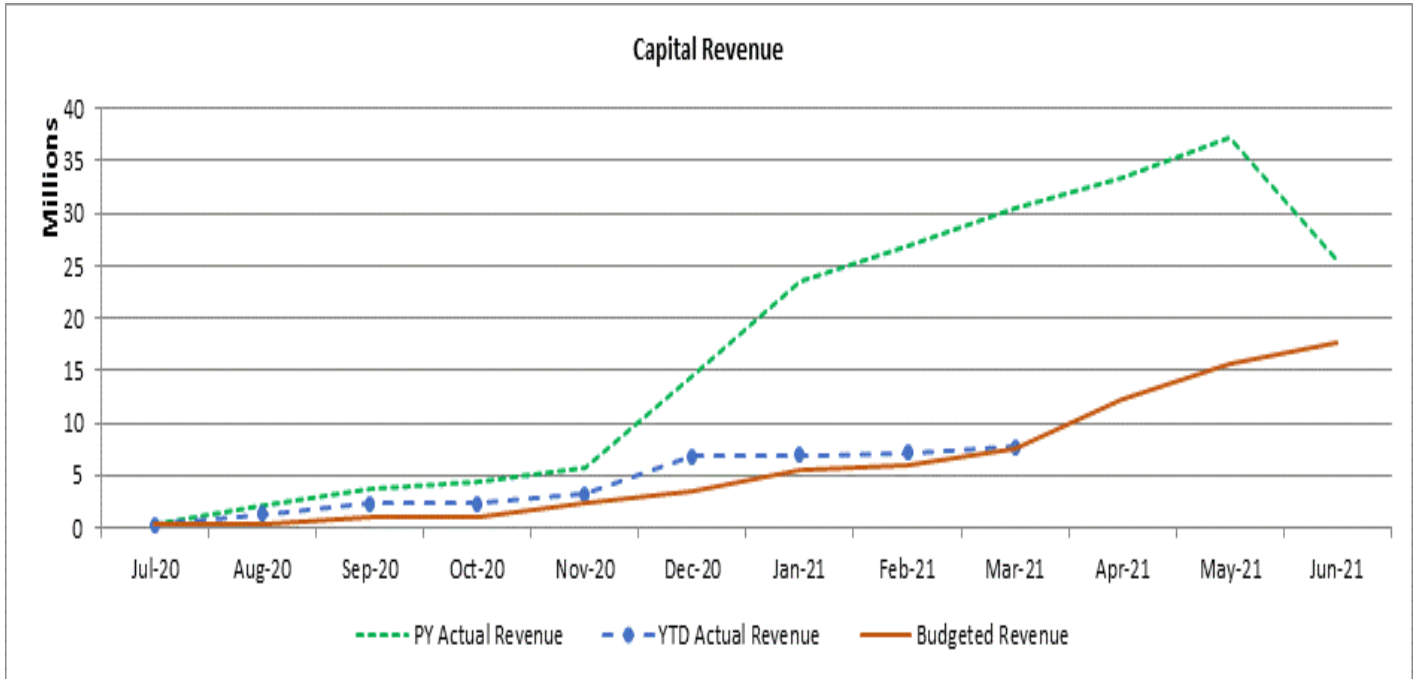


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for March YTD was \$80,106,889 which is favourable to budget by \$8,902,333. This favourable result is mainly due to the allocation of budgeted cashflow.

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

CAPITAL REVENUE



Capital Revenue for March YTD is \$7,737,157 which consists of grants, contributions and proceeds from the disposal of assets. This favourable variance is due to increased proceeds from sale of PPE which is offsetting delayed revenue from grants.

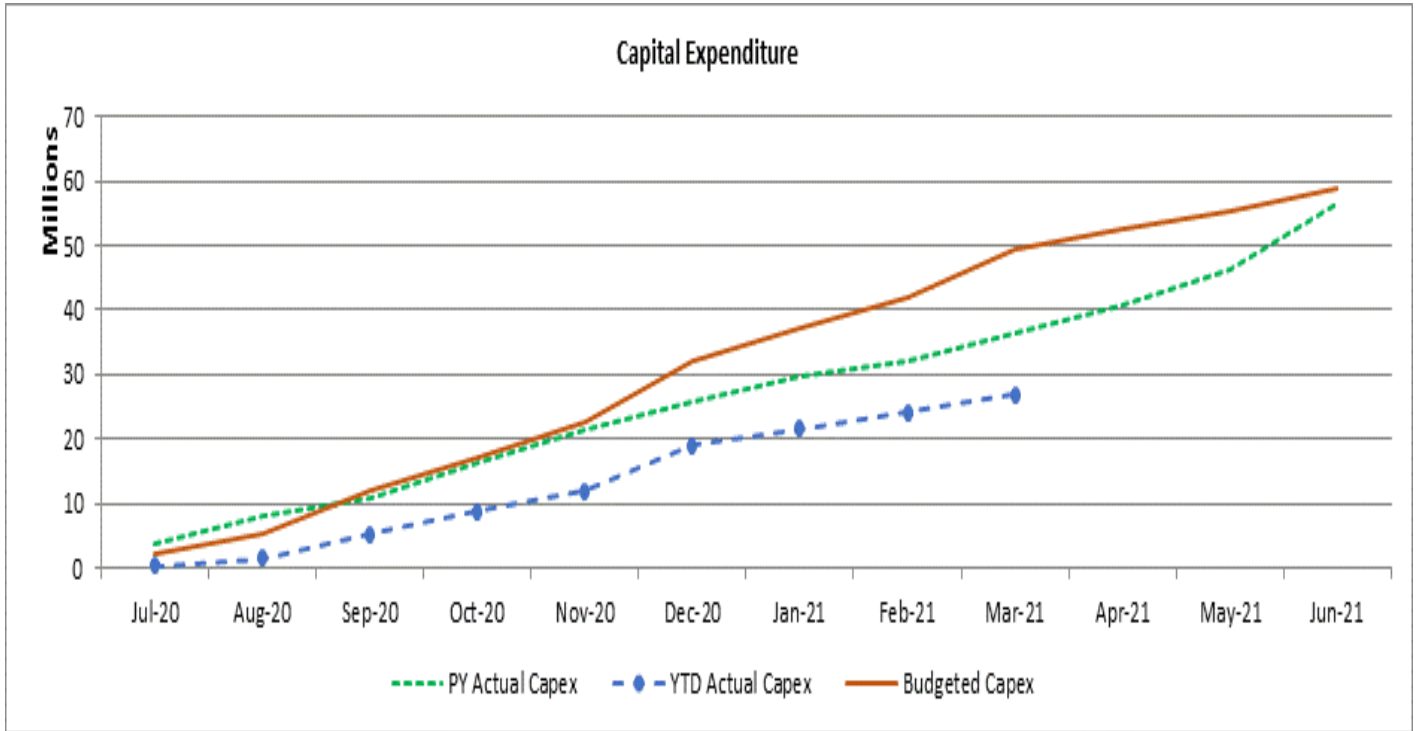
Some of our budgeted major capital grants for 20/21 are:

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

Major Funding received to date:

- DRFA March 2019 Event
- Works for QLD (COVID 19) advance payment
- QRRRF
- Cycle Networks LGGP
- Local Roads & Community Infrastructure Program
- CLM Showgrounds and Saleyards Revitalisation
- Eaglefield Road Pave & Seal (TIDS)
- Rural Rehabilitation Program (R2R)

CAPITAL EXPENDITURE



Capital expenditure (\$26.8M) is under budget excluding commitments, noting that when the \$14.3M of commitments are included, the capital expenditure is approximately \$8.3M below YTD budget (\$49.4M). It should be noted as the financial year nears its end that significant commitments and expenditure need to occur in order for Council to deliver its capital expenditure program. Quarter 3 budget review will ask Departments to predict the expected carry forward expenditure and anticipated completion dates. It should also be noted that Council has a large program of grant funded projects that require acquittal by the end of financial year, which directly affects capital revenue receipts.

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

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

CAPITAL FUNDING AND PROJECT COMMITTALS

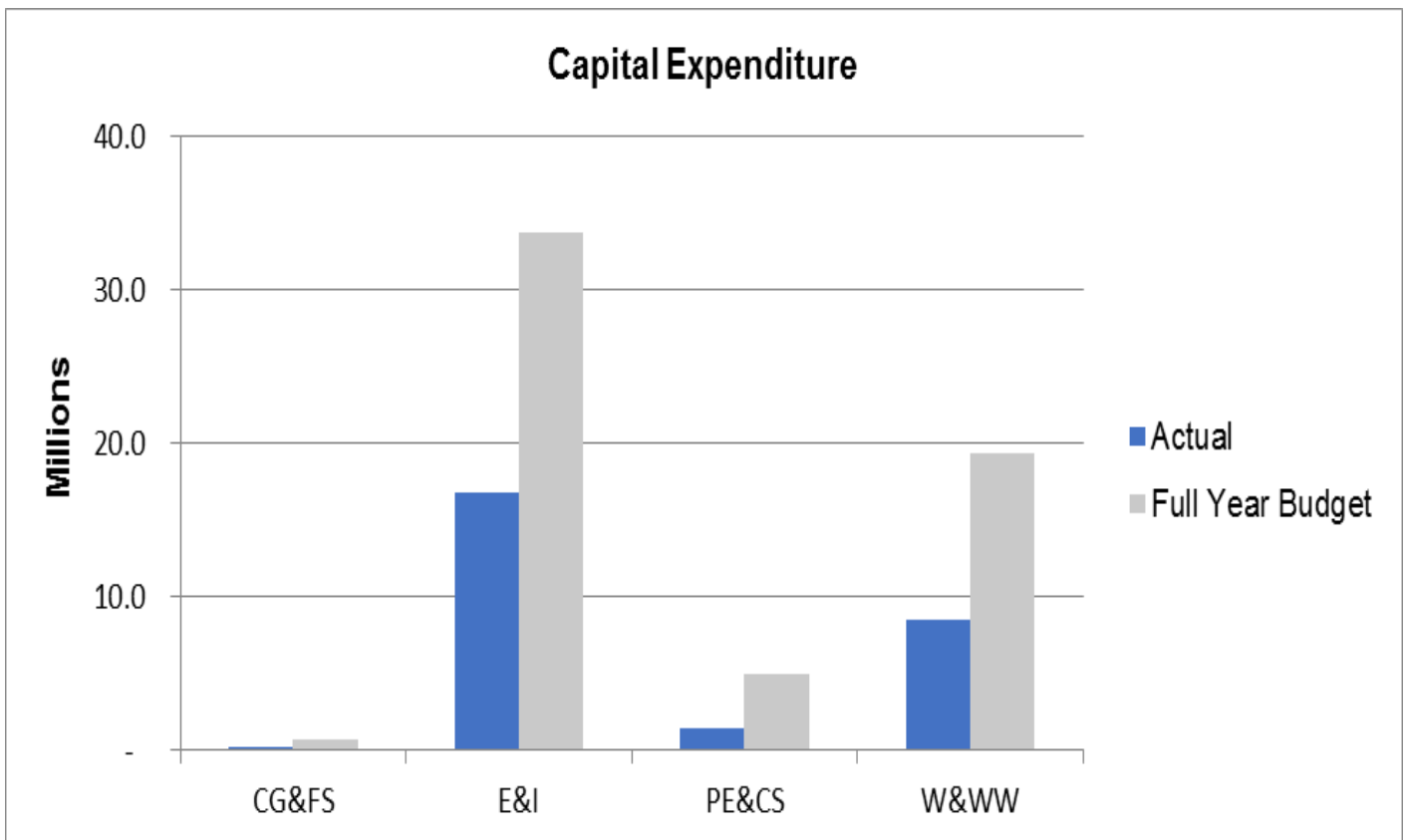
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

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

The following table illustrates the Council's capital project expenditure as at March 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	119,111	513,489	632,601	682,272	17.5%	92.7%
E&I	16,825,313	5,405,632	22,230,945	33,754,347	49.8%	65.9%
PE&CS	1,404,080	1,091,684	2,495,764	4,947,883	28.4%	50.4%
W&WW	8,453,694	7,329,812	15,783,507	19,279,570	43.8%	81.9%
TOTAL	26,802,198	14,340,618	41,142,816	58,664,072	45.7%	70.1%

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	23.94%	0 - 10%	No	3.20%
		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	-55.37%	<=60%	Yes	-10.80%
		Total operating revenue				
Asset Sustainability Ratio	This ratio provides a guide as to whether the infrastructure assets managed by Council are being replaced as they reach the end of their useful lives.	Capital expenditure on renewals	78.20%	>90%	No	153.00%
		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	38.6	2	Yes	14.79
		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	5.97 Months	3 Months	Yes	7.5 Months
		Operating expenses less depreciation and finance costs				

1. **Operating Surplus Ratio** - This ratio is an indicator of the extent to which revenues raised cover the operational expenses only or are available for capital funding purposes. The target result for this ratio is between 0-10% per annum (on average over the long term). With the net operating profit year to date a surplus of \$25,211,840 the ratio is currently 23.94%, which is above of Council's budget and benchmark range. This ratio is high as the half yearly rates were issued in March and is expected to return to benchmark range over the remainder of the financial year.
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 55.37%.
3. **Asset Sustainability Ratio** - This ratio is a guide as to whether infrastructure assets managed by Council are being replaced as they reach the end of their useful lives. Council's target is to have a result of greater than 90%. With capital expenditure below budget at March the ratio is low at 78.20%.
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 38.6 times and indicates that Council has sufficient operating cash flow to cover its loan repayments.
5. **Cash Expense Ratio** - This ratio helps Council calculate how many months the current year's cash balance can cover operating expenses (excluding depreciation and finance costs), without additional cash flows. Council has enough current cash to cover 5.97 months as at 31 March 2021. This is above the targeted benchmark of three (3) months.

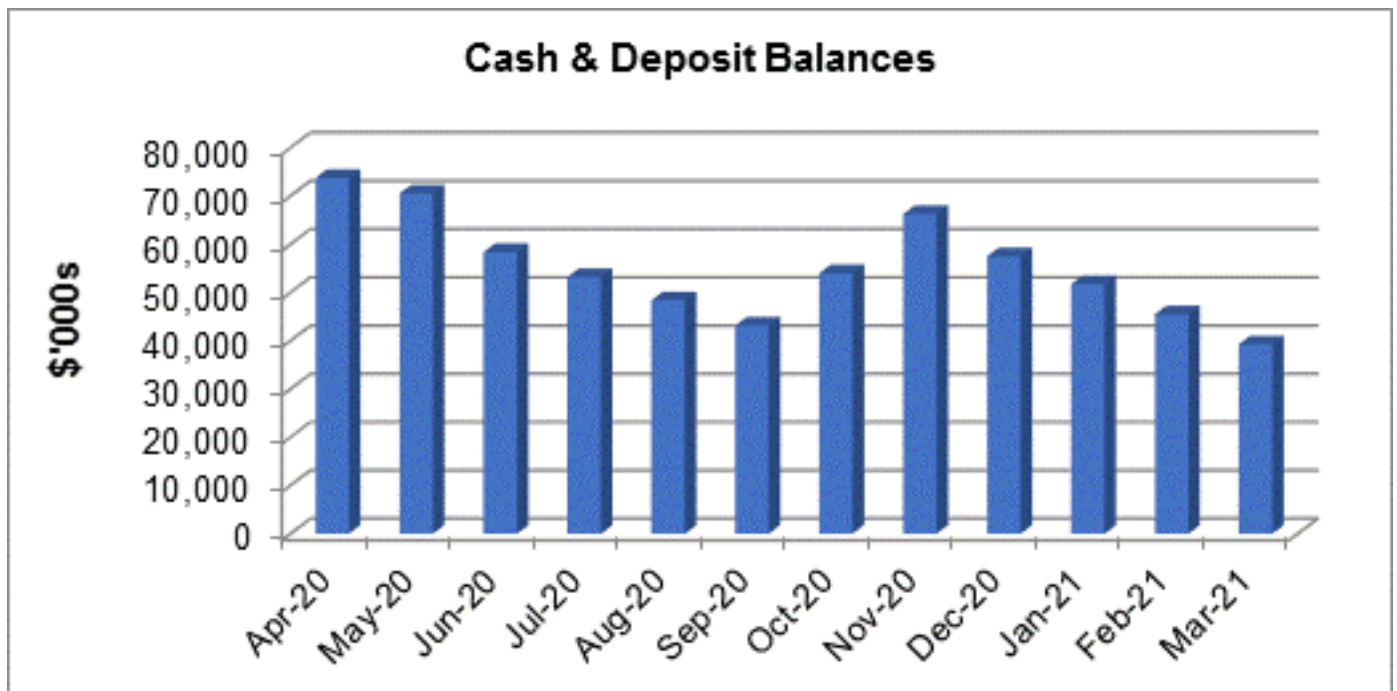
INVESTMENTS AND CASH BALANCES

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

ISAAC REGIONAL COUNCIL					
Investments					
For the Period Ended 31 March 2021					
Account	Description	Institution	Amount	Maturity Date	Interest Rate
10-000-1113	ANZ Cash at Bank	ANZ	263,593		0%
10-000-1116	QTC Operating Fund	QTC	37,759,843		0.77%
10-000-1117	ANZ Business Premium Saver	ANZ	1,206,582		0.35%
10-000-1131	Petty Cash		4,000		0%
10-000-1132	Floats		6,391		0%
Total Investments			39,240,409		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	96.23%	No Limit
ANZ Banking Group	AA-	3.77%	Maximum 40%
QCCU	BBB	0.00%	Maximum 10%

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



LOANS

ISAAC REGIONAL COUNCIL							
Loans							
For the Period Ended 31 March 2021							
							Repayment Due 15 Jun 2021
Loan Name	Balance as at 31 March 2021	Rate as at 31 March 2021	Approved Term	Remaining Term	Principal	Interest	Total
Land Purchase - Moranbah	\$11,998,580	5.1	20	11.72	\$185,614	\$155,318	\$340,932
Land Development Moranbah	\$9,204,003	4.37	20	12.22	\$143,025	\$100,554	\$243,578
Total	\$21,202,583				\$328,639	\$255,872	\$584,511

Debt service repayments are made quarterly. The third quarter repayment for the 20/21 financial year was made on the 15 March 2021. The next repayment for the 20/21 financial year is due on 15 June 2021.

ACCOUNTS RECEIVABLE

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

Accounts Receivable Ageing Analysis at 31 March 2021			
Ageing	Number of Invoices	Amount Outstanding	% of Total Outstanding
Current	249	782,969.58	55.76%
30 Days	51	404,221.01	28.79%
60 Days	3	313.84	0.02%
90 Days	75	216,716.18	15.43%
TOTAL	378	1,404,220.61	100.00%

The Accounts Receivable balance at 31st March 2021 is \$1,404,220.61 which has increased from 28 February 2021 balance of \$848,659.11 due to 6 weeks of waste invoices being raised this period and a grant funding invoice.

- 30 day balances have increased due to a large invoice for recoverable works not yet being paid. Remaining balance predominantly relates to waste fees being outstanding.
- 60 day balances have decreased due to some Housing Water invoices and library debtors ageing to 90 Days.
- 90 days and over outstanding receivables have decreased due to an invoice for Development Contributions being credited. 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 March 2021.

Accounts Payable Ageing Analysis at 31 March 2021			
Ageing	No. of Documents	Amount Outstanding	% of Total Outstanding
Current	207	1,330,399.64	70.34%
30 Days	15	524,767.54	27.74%
60 Days	1	35,755.50	1.89%
90 Days	1	474.75	0.03%
TOTAL	224	1,891,397.43	100.00%

The outstanding Accounts Payable balance as at 31st March 2021 was \$1,891,397.43. The 30, 60 & 90 day aging accounts total \$560,998.

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

- 30 day balances – \$524,133.87 (13 invoices) remain unpaid with 4 invoices (\$35,063.11) awaiting approval, 8 invoices (\$485,679.40) having been received late from the supplier and 1 invoice (\$3,391.36) being in dispute with the supplier.
- 60 day balances – There were no 60 day balances outstanding.
- 90 day balances \$474.75 (1 invoice) remains unpaid with this invoice being in dispute with the supplier.

YEAR TO DATE RATES REPORT

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

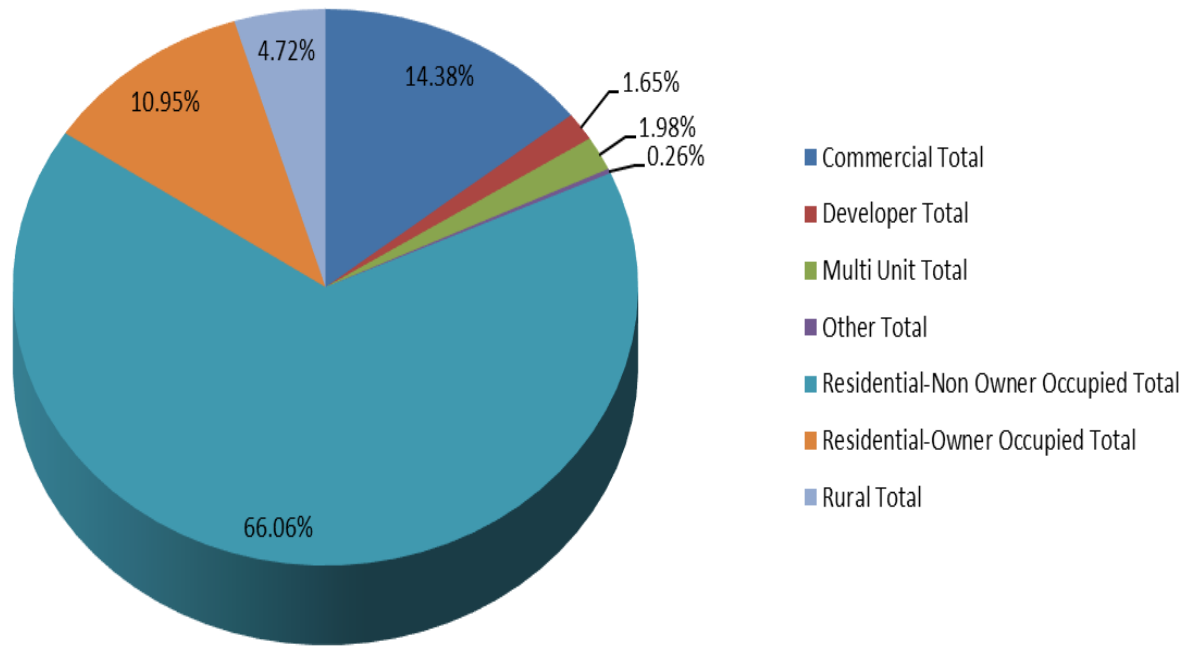
Rates Balancing Report As At 31 March 2021		
	YTD 31 March 2021	YTD 31 March 2020
Opening Balance	3,953,039	3,906,088
Rates Charges		
Rates Levied	96,319,670	93,149,485
Interest	87,618	318,459
Refunds	79,524	500,443
Total Rates	96,486,812	93,968,388
Discounts and Receipts		
Discounts	(2,993,370)	(5,809,887)
Receipts	(47,594,918)	(85,012,895)
Government Subsidy	(75,337)	(76,299)
Council Subsidy	(221,802)	(230,624)
Remissions	(3,943)	(7,890)
Write Offs	(29)	(8,095)
Total Discounts & Receipts	(50,889,398)	(91,145,690)
Legal	206	77,511
Closing Balance	49,550,658	6,806,296

Rates Breakdown	As At 31 March 2021
Rates in Credit	(1,285,260)
Rates Not Due Yet	45,708,868
Rates In Arrears	5,127,050
Total Rates Balance	49,550,658

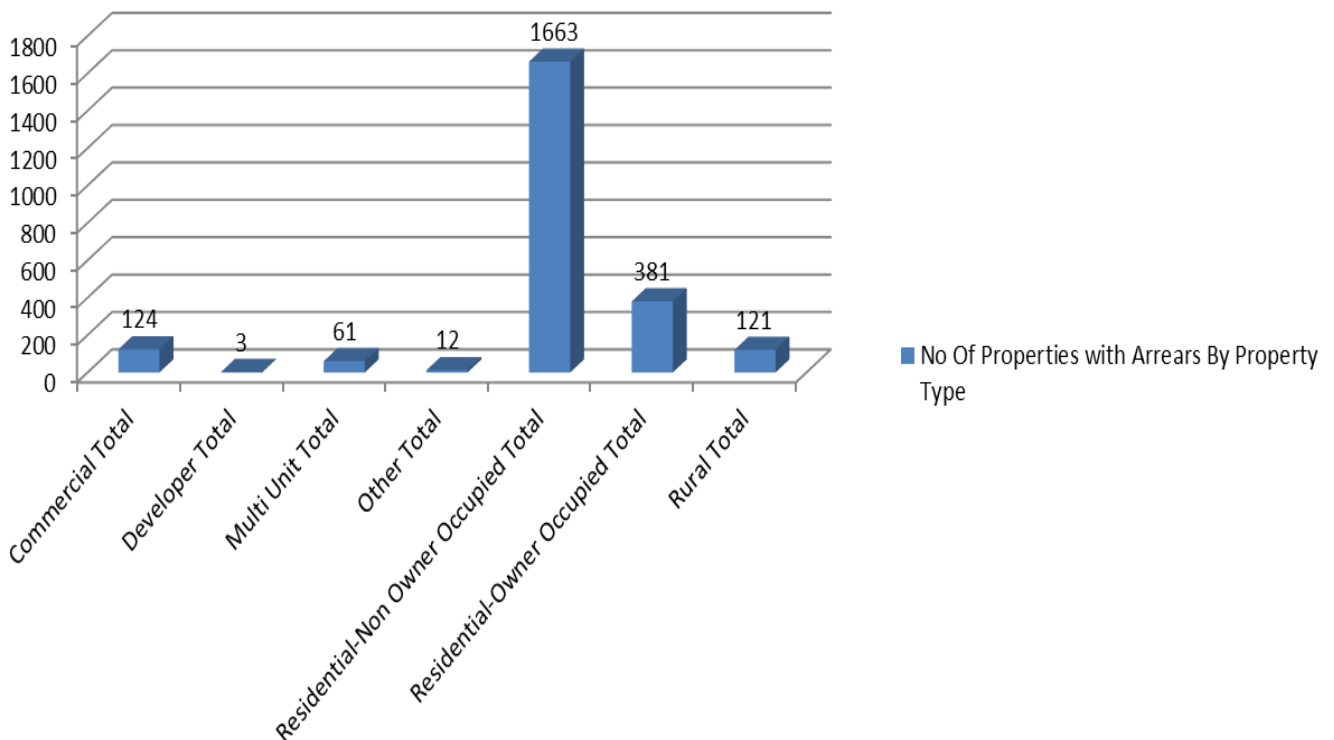
Prior 2016	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
1,442,637	459,090	480,030	489,080	730,063	1,526,150	5,127,050
28.14%	8.95%	9.36%	9.54%	14.24%	29.77%	100.00%

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

Percentage of Arrears By Property Type



No Of Properties with Arrears By Property Type



APPENDIX 1 – FINANCIAL STATEMENTS

Attached are the financial statements for the period ended 31 March 2021. Actual amounts are compared against the year to date Revised Budget.

Financial statement included:

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

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

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
Income								
Operating Revenue								
Net Rates & Utility Charges		89,186,387	-	89,186,387	89,086,796	99,591	87,999,555	101.3%
Fees & Charges		2,892,008	-	2,892,008	2,887,171	4,837	3,839,466	75.3%
Rental Income		1,137,006	-	1,137,006	1,227,146	(90,140)	1,634,844	69.5%
Interest Received		400,380	-	400,380	416,176	(15,796)	555,225	72.1%
Sales of Contract & Recoverable Works		2,206,123	-	2,206,123	2,128,209	77,913	5,742,278	38.4%
Operating Grants, Subsidies & Contributions	1	5,068,134	-	5,068,134	6,939,133	(1,870,999)	12,554,251	40.4%
Other Recurrent Revenue	2	4,428,691	-	4,428,691	5,207,943	(779,252)	6,943,924	63.8%
		105,318,729	-	105,318,729	107,892,575	(2,573,846)	119,269,544	88.3%
Expenses								
Operating Expenses								
Employee Expenses	3	27,656,677	-	27,656,677	28,911,761	(1,255,084)	39,791,032	69.5%
Materials & Services	4	31,500,305	11,124,272	42,624,577	39,132,569	3,492,008	50,274,281	84.8%
Finance Costs		863,937	-	863,937	920,539	(56,602)	1,257,386	68.7%
Depreciation and Amortisation		20,085,971	-	20,085,971	20,044,352	41,618	27,075,813	74.2%
Corporate Overheads & Competitive Neutrality Costs		-	-	-	-	-	-	0.0%
		80,106,889	11,124,272	91,231,161	89,009,222	2,221,939	118,398,512	77.1%
Operating Position Before Capital Items		25,211,840	(11,124,272)	14,087,568	18,883,353	(4,795,785)	871,032	1617.3%
Capital Revenue								
Capital Revenue	5	6,487,658	-	6,487,658	7,119,655	(631,997)	16,786,633	38.6%
Proceeds from Sale of Land & PPE	6	1,249,499	-	1,249,499	523,800	725,699	785,870	159.0%
		7,737,157	-	7,737,157	7,643,455	93,702	17,572,503	44.0%
Net Result Attributable to Council in Period		32,948,997	(11,124,272)	21,824,725	26,526,808	(4,702,083)	18,443,535	118.3%
Total Comprehensive Income		32,948,997	(11,124,272)	21,824,725	26,526,808	(4,702,083)	18,443,535	118.3%
Council's operating position at month end is a \$25.2M surplus								

- 1. Operating Grants, Subsidies & Contributions** are unfavourable to the revised budget by \$1,870,999. This unfavourable variance is mainly due to delay in completion of works for DRFA Trevor event which in-turn delays receipt of corresponding revenue.
- 2. Other Recurrent Revenue** for the year to date is \$4,428,691 being \$779,252 unfavourable to budget. This unfavourable variance is due to landfill revenue and trade waste income, both of which are yet to issue final invoices for March. Revenue projections will be reviewed with the Quarter 3 budget review.
- 3. Employee Expenses** are favourable to the revised budget by \$1,255,084. This favourable variance is due to a variety of factors including lower than anticipated long service leave accrual, lower utilisation of annual leave, vacancies, refund of payroll tax (Government relief) and prior year superannuation accrual. It should be noted that as part of the Quarter 2 budget review, additional budget was allocated to each Directorate of 0.75% in line with current CA negotiations.
- 4. Materials & Services** actual expenses for the year to date are \$31,500,305 with \$11,124,272 being recorded in commitments, resulting in an unfavourable variance to revised budget of \$3,492,008. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods (\$3.1M DRFA, \$1.28M Waste Contracts, \$0.95M Water). Excluding commitments YTD expenditure would be approximately \$7.6M below YTD budget.
- 5. Capital Revenue** for the year to date is \$6,487,658 which is unfavourable to budget by \$631,997. This unfavourable variance is predominately due to the timing of grants received, aligned with the delivery of capital projects.
- 6. Proceeds from Sale of Land & PPE** is currently \$1,249,499 which is favourable when compared to budget by \$725,699. This favourable variance is due to disposal of low utilised assets that have been fully depreciated and deemed no longer required, along with Resource Recovery plant items as they move to external contracts. Funds in excess of the annual budgeted amount will be constrained to the Plant Reserve for use at a future date.

ISAAC REGIONAL COUNCIL				
Statement of Financial Position				
For the Period Ended 31 March 2021				
Notes	Actual YTD	30 June 2020	Variance	
	\$	\$	%	
Current Assets				
Cash & Cash Equivalents	39,240,409	58,379,638	67.2%	
Trade & Other Receivables	52,935,109	17,576,226	301.2%	
Inventories	16,451,828	16,449,429	100.0%	
Total Current Assets	108,627,347	92,405,292	117.6%	
Non-Current Assets				
Property, Plant and Equipment	1,078,878,309	1,092,345,604	98.8%	
Capital Work in Progress	23,155,952	8,963,735	258.3%	
Total Non-Current Assets	1,102,034,261	1,101,309,339	100.1%	
TOTAL ASSETS	1,210,661,607	1,193,714,631	101.4%	
Current Liabilities				
Trade & Other Payables	10,647,480	18,664,083	57.0%	
Borrowings - Interest Bearing	331,005	1,343,958	24.6%	
Provisions	8,115,576	8,406,877	96.5%	
Other Current Liabilities	-	-	0.0%	
	19,094,061	28,414,918	67.2%	
Non-Current Liabilities				
Borrowings - Interest Bearing	20,871,578	20,871,578	100.0%	
Borrowings - Interest Bearing	1,968,966	1,968,966	100.0%	
Non Current Provision	1,616,070	1,410,619	114.6%	
Non Current Creditors	6,763,387	6,763,387	100.0%	
Total Non-Current Liabilities	31,220,001	31,014,550	100.7%	
TOTAL LIABILITIES	50,314,061	59,429,468	84.7%	
NET COMMUNITY ASSETS	1,160,347,546	1,134,285,163	102.3%	
Community Equity				
Capital	875,914,643	855,418,760	102.4%	
Asset revaluation reserve	233,147,859	235,318,517	99.1%	
Other reserves	51,285,044	43,547,887	117.8%	
TOTAL COMMUNITY EQUITY	1,160,347,546	1,134,285,163	102.3%	

ISAAC REGIONAL COUNCIL

Statement of Cash Flows

For the Period Ended 31 March 2021

	Actual YTD	30 June 2020	Variance
	\$	\$	%
Cash Flows from Operating Activities			
Receipts from customers	69,954,114	111,651,893	62.7%
Payments to suppliers and employees	(68,125,771)	(76,089,395)	89.5%
Cash provided by / (used in) net result	1,828,343	35,562,498	5.1%
Cash Flows from Investing Activities			
Profit / (Loss) on sale of capital assets	(3,466,458)	(6,083,922)	57.0%
Grants, subsidies, contributions and donations	6,493,389	25,048,356	25.9%
Payments for property, plant and equipment	(22,981,550)	(47,151,182)	48.7%
Net movement in loans to Community Organisations	-	-	0.0%
Net cash provided by investing activities	(19,954,618)	(28,186,749)	70.8%
Cash Flow from Financing Activities			
Proceeds from borrowings	-	(1,300,735)	0.0%
Repayment of borrowings	(1,012,953)	57,977	(1747.2%)
Net cash provided by financing activities	(1,012,953)	(1,242,759)	81.5%
Net Increase / (Decrease) in Cash Held	(19,139,229)	6,132,991	(312.1%)
Cash at the beginning of the period	58,379,638	52,246,647	111.7%
Cash at the end of the Reporting Period	39,240,409	58,379,638	67.2%

Appendix 2 – Preliminary Executive Level Reports

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

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

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

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

Office of the CEO

Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income							
Operating Revenue							
Operating Grants, Subsidies & Contributions	182,342	-	182,342	172,500	9,842	195,000	93.5%
	182,342	-	182,342	172,500	9,842	195,000	93.5%
Expenses							
Operating Expenses							
Employee Expenses	2,124,472	-	2,124,472	2,164,201	(39,729)	2,961,297	71.7%
Materials & Services	777,203	77,685	854,888	851,050	3,838	1,101,107	77.6%
Corporate Overheads & Competitive Neutrality Costs	(3,469,042)	-	(3,469,042)	(3,469,042)	-	(4,625,389)	75.0%
	(567,367)	77,685	(489,681)	(453,791)	(35,891)	(562,985)	87.0%
Operating Position Before Capital Items	749,708	(77,685)	672,023	626,291	45,732	757,985	88.7%
Capital Revenue	-	-	-	-	-	-	0.0%
Net Result Attributable to Council in Period	749,708	(77,685)	672,023	626,291	45,732	757,985	88.7%
Total Comprehensive Income	749,708	(77,685)	672,023	626,291	45,732	757,985	88.7%

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

Corporate, Governance & Financial Service

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
Income								
Operating Revenue								
Net Rates & Utility Charges		61,436,385	-	61,436,385	61,529,520	(93,135)	58,276,520	105.4%
Fees & Charges		48,881	-	48,881	47,522	1,359	62,600	78.1%
Rental Income		4,050	-	4,050	4,050	-	4,050	100.0%
Interest Received		358,597	-	358,597	385,425	(26,829)	514,225	69.7%
Sales of Contract & Recoverable Works		128,159	-	128,159	97,750	30,409	115,000	111.4%
Operating Grants, Subsidies & Contributions		1,269,167	-	1,269,167	1,269,675	(508)	3,571,554	35.5%
Other Recurrent Revenue		28,291	-	28,291	78,000	(49,709)	104,000	27.2%
		63,273,529	-	63,273,529	63,411,943	(138,413)	62,647,949	101.0%
Expenses								
Operating Expenses								
Employee Expenses	1	5,300,534	-	5,300,534	5,728,539	(428,005)	8,080,660	65.6%
Materials & Services	2	6,681,813	1,007,977	7,689,791	7,370,053	319,737	9,087,805	84.6%
Finance Costs		416,943	-	416,943	451,125	(34,183)	631,500	66.0%
Depreciation and Amortisation		738,217	-	738,217	742,956	(4,739)	990,608	74.5%
Corporate Overheads & Competitive Neutrality Costs		(10,471,761)	-	(10,471,761)	(10,471,760)	-	(13,962,347)	75.0%
		2,665,746	1,007,977	3,673,723	3,820,913	(147,190)	4,828,227	76.1%
Operating Position Before Capital Items		60,607,783	(1,007,977)	59,599,806	59,591,029	8,777	57,819,722	103.1%
Capital Revenue								
Capital Revenue		2,485	-	2,485	2,485	-	2,485	100.0%
		2,485	-	2,485	2,485	-	2,485	100.0%
Net Result Attributable to Council in Period		60,610,268	(1,007,977)	59,602,291	59,593,514	8,777	57,822,207	103.1%
Total Comprehensive Income		60,610,268	(1,007,977)	59,602,291	59,593,514	8,777	57,822,207	103.1%

1. Employee Expenses for year to date is favourable compared to the budget by \$428,005. This favourable variance is due to a variety of factors including lower than anticipated long service leave accrual, lower utilisation of annual leave, refund of payroll tax (Government relief) and prior year superannuation accrual. It should be noted that as part of the Quarter 2 budget review, additional budget was allocated to each Directorate of 0.75% in line with current CA negotiations.

2. Materials & Services for the financial year to date are \$319,737 unfavourable with \$6,681,813 in actual expenditure and \$1,007,977 in commitments against the YTD revised budget of \$7,370,053. This unfavourable variance is due to the inclusion of commitments which relate to future periods.

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 31 March 2021

Engineering & Infrastructure Services

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Fees & Charges		161,175	-	161,175	154,950	6,225	209,600	76.9%
Rental Income	1	966,061	-	966,061	1,066,159	(100,098)	1,421,545	68.0%
Sales of Contract & Recoverable Works		2,077,964	-	2,077,964	2,030,459	47,504	5,627,278	36.9%
Operating Grants, Subsidies & Contributions	2	3,126,091	-	3,126,091	4,975,350	(1,849,259)	7,985,103	39.1%
Other Recurrent Revenue		14,877	-	14,877	2,658	12,219	3,544	419.7%
		6,346,168	-	6,346,168	8,229,577	(1,883,409)	15,247,071	41.6%
Expenses								
Operating Expenses								
Employee Expenses	3	8,720,682	-	8,720,682	9,042,417	(321,736)	12,371,126	70.5%
Materials & Services	4	7,997,461	5,258,658	13,256,119	12,373,921	882,198	15,220,538	87.1%
Depreciation and Amortisation		11,334,284	-	11,334,284	11,253,068	81,216	15,004,091	75.5%
Corporate Overheads & Competitive Neutrality Costs		6,522,372	-	6,522,372	6,522,372	-	8,696,495	75.0%
		34,574,798	5,258,658	39,833,456	39,191,778	641,678	51,292,250	77.7%
Operating Position Before Capital Items		(28,228,630)	(5,258,658)	(33,487,288)	(30,962,201)	(2,525,087)	(36,045,179)	92.9%
Capital Revenue								
Capital Revenue	5	5,346,122	-	5,346,122	5,511,469	(165,347)	13,185,957	40.5%
Proceeds from Sale of Land & PPE	6	1,249,499	-	1,249,499	523,800	725,699	785,870	159.0%
		6,595,621	-	6,595,621	6,035,269	560,352	13,971,827	47.2%
Net Result Attributable to Council in Period		(21,633,010)	(5,258,658)	(26,891,667)	(24,926,933)	(1,964,735)	(22,073,352)	121.8%
Total Comprehensive Income		(21,633,010)	(5,258,658)	(26,891,667)	(24,926,933)	(1,964,735)	(22,073,352)	121.8%

1. **Rental Income** is \$100,098 unfavourable compared to the revised budget for the year to date due to lower than expected employee rental income. It should be noted that as part of the Quarter 2 budget review rental income was increased based on utilisation trends. This will be reviewed at Quarter 3 budget review.
2. **Operating Grants, Subsidies & Contributions** are \$1,849,259 unfavourable compared to the revised budget for the year to date. This unfavourable variance is mainly due to delay in completion of works for DRFA Trevor event which in-turn delays receipt of corresponding revenue.
3. **Employee Expenses** are favourable compared to the revised budget by \$321,736. This is predominately due to staff vacancies within the Parks Department which is offsetting under capitalisation of wages from other Departments. It should be noted that as part of the Quarter 2 budget review, additional budget was allocated to each Directorate of 0.75% in line with current CA negotiations. The Quarter 3 budget review will examine the current budget for employee expenses.
4. **Materials & Services** for the financial year to date are \$882,198 unfavourable with \$7,997,461 of actual expenditure and \$5,258,658 in commitments against YTD revised budget of \$12,373,921. This unfavourable variance is due to the inclusion of commitments, the majority of which relate to the DRFA Trevor event \$3.1M and Contract Works \$0.7M. The DRFA Trevor event expenditure is reviewed at quarterly periods to determine if it is operational or capital in nature with the corresponding transfer to capital. This process was carried out to reconcile the March quarter.
5. **Capital Revenue** for the financial YTD is \$5,346,122 which is \$165,347 unfavourable when compared to YTD revised budget. This unfavourable variance is predominately due to the timing of grants received, aligned with the delivery of capital projects.
6. **Proceeds from Sale of Land & PPE** is currently \$1,249,499 which is favourable when compared to budget by \$725,699. This favourable variance is due to disposal of low utilised assets that have been fully depreciated and deemed no longer required, along with Resource Recovery plant items as they move to external contracts. Funds in excess of the annual budgeted amount will be constrained to the Plant Reserve for use at a future date.

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 31 March 2021

Planning, Environment & Community Service

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Fees & Charges		1,686,167	-	1,686,167	1,677,149	9,018	2,223,866	75.8%
Rental Income		116,231	-	116,231	120,000	(3,769)	160,000	72.6%
Operating Grants, Subsidies & Contributions		443,285	-	443,285	474,358	(31,073)	754,524	58.8%
Other Recurrent Revenue		5,748	-	5,748	4,500	1,248	6,000	95.8%
		2,251,431	-	2,251,431	2,276,007	(24,577)	3,144,390	71.6%
Expenses								
Operating Expenses								
Employee Expenses	1	7,262,642	-	7,262,642	7,420,863	(158,221)	10,136,942	71.6%
Materials & Services		4,554,641	954,302	5,508,942	5,432,473	76,469	7,080,465	77.8%
Finance Costs		446,995	-	446,995	469,414	(22,420)	625,886	71.4%
Depreciation and Amortisation		1,151,816	-	1,151,816	1,240,637	(88,821)	1,654,182	69.6%
Corporate Overheads & Competitive Neutrality Costs		2,866,170	-	2,866,170	2,866,170	-	3,821,560	75.0%
		16,282,263	954,302	17,236,564	17,429,557	(192,992)	23,319,035	73.9%
Operating Position Before Capital Items		(14,030,832)	(954,302)	(14,985,134)	(15,153,549)	168,416	(20,174,645)	74.3%
Capital Revenue								
Capital Revenue	2	1,055,754	-	1,055,754	1,291,549	(235,795)	2,558,808	41.3%
		1,055,754	-	1,055,754	1,291,549	(235,795)	2,558,808	41.3%
Net Result Attributable to Council in Period		(12,975,078)	(954,302)	(13,929,380)	(13,862,001)	(67,379)	(17,615,837)	79.1%
Total Comprehensive Income		(12,975,078)	(954,302)	(13,929,380)	(13,862,001)	(67,379)	(17,615,837)	79.1%

1. **Employee Expenses** are favourable compared to the adopted budget by \$158,221. This is predominately due to staff vacancies within two Departments. It should be noted that as part of the Quarter 2 budget review, additional budget was allocated to each Directorate of 0.75% in line with current CA negotiations.

2. **Capital Revenue** for the financial YTD is \$1,055,754 which is \$235,795 unfavourable to the YTD revised budget. This unfavourable variance is due to the timing of grants received, aligned with the delivery of capital projects.

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

Water & Waste

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
Income								
Operating Revenue								
Net Rates & Utility Charges	1	27,750,002	-	27,750,002	27,557,276	192,726	29,723,035	93.4%
Fees & Charges		995,786	-	995,786	1,007,550	(11,764)	1,343,400	74.1%
Rental Income		50,664	-	50,664	36,937	13,727	49,249	102.9%
Interest Received		41,783	-	41,783	30,750	11,033	41,000	101.9%
Operating Grants, Subsidies & Contributions		47,250	-	47,250	47,250	-	48,070	98.3%
Other Recurrent Revenue	2	4,379,774	-	4,379,774	5,122,785	(743,011)	6,830,380	64.1%
		33,265,260	-	33,265,260	33,802,548	(537,288)	38,035,134	87.5%
Expenses								
Operating Expenses								
Employee Expenses	3	4,248,347	-	4,248,347	4,555,740	(307,393)	6,241,006	68.1%
Materials & Services	4	11,489,188	3,825,650	15,314,837	13,105,072	2,209,765	17,784,366	86.1%
Depreciation and Amortisation		6,861,654	-	6,861,654	6,807,692	53,963	9,426,932	72.8%
Corporate Overheads & Competitive Neutrality Costs		4,552,261	-	4,552,261	4,552,261	-	6,069,681	75.0%
		27,151,450	3,825,650	30,977,099	29,020,764	1,956,335	39,521,985	78.4%
Operating Position Before Capital Items		6,113,810	(3,825,650)	2,288,161	4,781,784	(2,493,623)	(1,486,850)	(153.9%)
Capital Revenue								
Capital Revenue	5	83,298	-	83,298	314,153	(230,855)	1,039,383	8.0%
		83,298	-	83,298	314,153	(230,855)	1,039,383	8.0%
Net Result Attributable to Council in Period		6,197,108	(3,825,650)	2,371,458	5,095,937	(2,724,478)	(447,467)	(530.0%)
Total Comprehensive Income		6,197,108	(3,825,650)	2,371,458	5,095,937	(2,724,478)	(447,467)	(530.0%)

- 1. Net Rates & Utility Charges** is \$192,726 favourable, with actuals of \$27,750,002 compared to a YTD revised budget of \$27,557,276. The favourable variance is due higher than budgeted water consumption charges for the July to December period. Water consumption revenue budget was adjusted down at the Quarter 2 budget review, based on historic trends and the best available data at the time. This will be re-examined at the Quarter 3 budget review.
- 2. Other Recurrent Revenue** is \$4,379,774 compared to YTD Budget of \$5,122,785 resulting in an unfavourable variance of \$743,011. This unfavourable variance is due to landfill revenue and trade waste income, both of which are yet to issue final invoices for March. Revenue projections will be reviewed with the Quarter 3 budget review, with the second half of the year historically trending higher than the first half.
- 3. Employee Expenses** are favourable compared to the YTD revised budget by \$307,393. This favourable variance is predominately due to vacant positions in the Water & Wastewater Department which are partially offset through agency temp staff. It should be noted that as part of the Quarter 2 budget review, additional budget was allocated to each Directorate of 0.75% in line with current CA negotiations. This variance will be reviewed in the Quarter 3 budget review noting long term vacancies for various roles.
- 4. Materials & Services** for the financial year to date are \$2,209,765 unfavourable, with \$11,489,188 in actual expenditure and \$3,825,650 in commitments. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods (commitment for water purchase for the financial year of \$0.95M and \$1.28M in waste contracts).
- 5. Capital Revenue** is \$83,298 which is unfavourable to the YTD budget by \$230,855. This unfavourable variance is due to the timing of grant funds received which is aligned with the delivery of capital projects.

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 13 April 2021
AUTHOR	Alexis Coutts
AUTHOR POSITION	Manager Organisational Safety

5.2 WORK, HEALTH AND SAFETY UPDATE

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

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

BACKGROUND

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

IMPLICATIONS

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

CONSULTATION

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

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

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

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

KEY MESSAGES

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

Report prepared by:	Report authorised by:
ALEXIS COUTTS	DARREN FETTELL
Manager Organisational Safety	Director Corporate, Governance and Financial Services
Date: 8 April 2021	Date: 8 April 2021

ATTACHMENTS

- Attachment 1 – WHS Monthly Report

REFERENCE DOCUMENT

- Nil

WHS MONTHLY REPORT

DATE	March, 2021
TO	April 2021, Council Meeting
FROM	Organisational Safety Manager

1. SUMMARY

March was a tough month for the Organisational Safety team, Kylie Skerman our Safety Business Advisor based in Clermont, passed away suddenly. She was a well liked and respected member of our team and of the wider Isaac team, Kylie will be forever missed.

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 plan pending review to ELT, post adding in the actions from the audit.

4. RISK MANAGEMENT

RISK ASSESSMENTS

Risk assessment from a WHS perspective will be revised in 2021 to ensure that all sites have a site-specific risk assessment. Risk assessment and facilitation training was conducted during March for the Safety, Disaster Management and Governance team.

WHS MONTHLY REPORT

HAZARD HUNTER WINNERS

The February winner of the hazard hunter was awarded to Stephen Sauer in Middlemount for the identification and rectification of poor lighting on the vehicle for night time call outs.

OBJECTIVE to ensure risk management activities are undertaken by identifying hazards

TARGET Number of hazards reported and rectified.

STATUS 8 hazards identified, 1 have been fully completed.

INCIDENT REVIEW

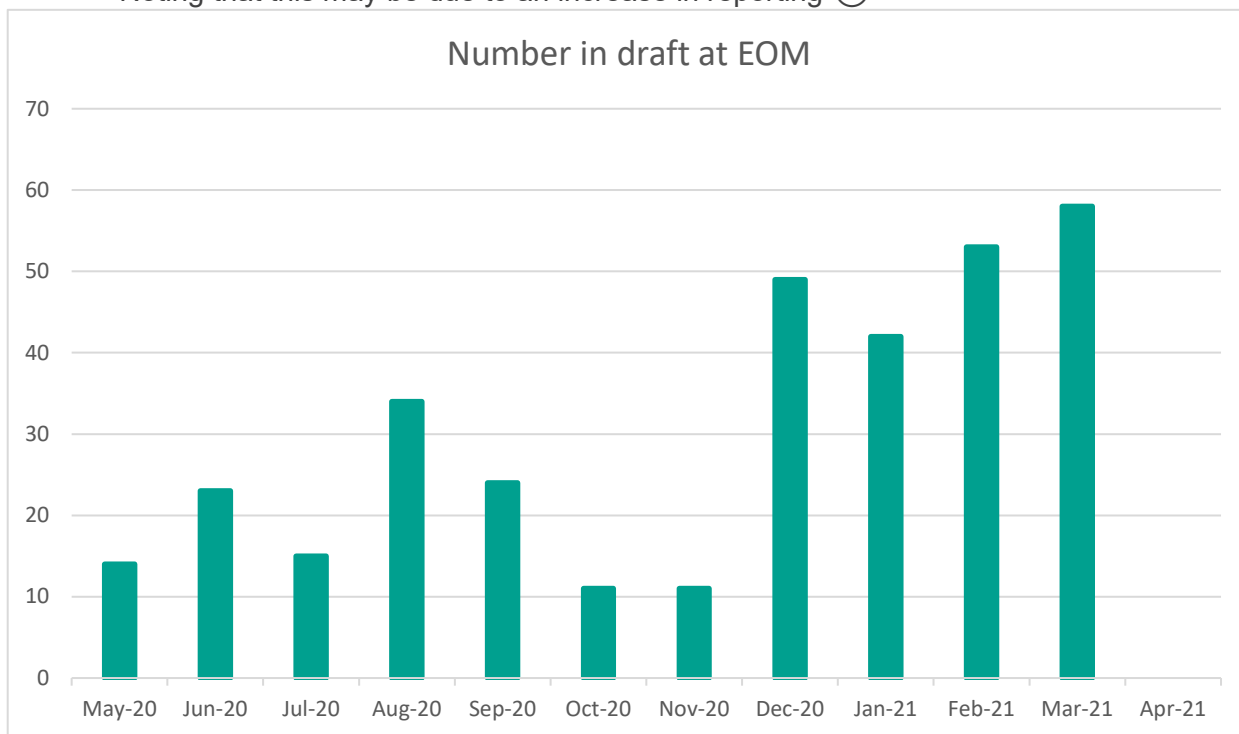
Formal investigations are being completed and forwarded for approval to the manager and executive leadership team for endorsement of proposed corrective actions.

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

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

STATUS 58 incident in draft for all date range

- Noting that this may be due to an increase in reporting 😊



TRAINING

Cultural Leadership Program internal.

EMERGENCY MANAGEMENT

The emergency management plan and procedure is under review.

5. CONSULTATION

WHS STRATEGIC COMMITTEE

The next meeting is scheduled for May 2021.

WHS MONTHLY REPORT

WHS OPERATIONAL COMMITTEE

Top items of discussion from meeting:

The **Water & Waste Services** committee met in **April 2021 (postponed from March)**; the following items were the top3 topics of discussion.

- **Chemical Pick Up Program.** This program assists in the disposal of unwanted chemicals. Disposal is every 2 years if chemicals are registered prior to June.
- **SMART - QR Codes** can be utilised on things such a Contractor Wellness Checks and sign ins on sites to replace hardcopy forms. General feedback from committee is that it is a good idea and no objection to this process.
- **WHS Committee Meeting Documents Agenda and Minutes** now on Microsoft Teams and all have been added to these groups.

OBJECTIVE Completed schedules of meetings

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

STATUS on-track against new 2021 plan.

6. CONTRACTOR MANAGEMENT

Contractors inductions and records continue to be monitored the below, there has been an increase in the number of approved contractor companies and the under review and not approved has dropped. The inclusion of the not approved contractors is in line with our contractor and project management framework.

OBJECTIVE Evaluation of contractor and project management documentation and processes.

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

STATUS:

APPROVED contractor companies – 192

UNDER REVIEW contractor companies (yet to complete mandatory documents)– 27

NOT APPROVED contractor companies (failed in their obligations) - 6

7. WELLBEING & FITNESS FOR WORK

A communications plan is also being developed for the next 6 -12 months. Meeting was scheduled in March to commence to reset the wellbeing program.

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.

DRUG & ALCOHOL TESTING

An evaluation of D&A testing will be undertaken, currently staff shortages.

WHS MONTHLY REPORT

WORKERS COMPENSATION & REHABILITATION

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

WELLBEING

Wellbeing working group are meeting regularly.

OBJECTIVE Support staff in maintain physical and mental health.

TARGET Establish the wellness strategy and conduct toolbox against schedule.

STATUS: wellbeing group stakeholders and purpose to be revised.

EMPLOYEE WELLNESS

OBJECTIVE Improve worker absenteeism and presentism through wellness programs

TARGET 20% increase in Skin Checks

20% increase in Flu shot

5% reduction of absenteeism

STATUS: These statistics will be monitored and reported on at end of year. The promotion of the skin checks and flu shots has commenced. Will track numbers each month. There were **8** skin checks for **March** and **3** referred for follow up treatment.

EMPOWER OUR LEADERS

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

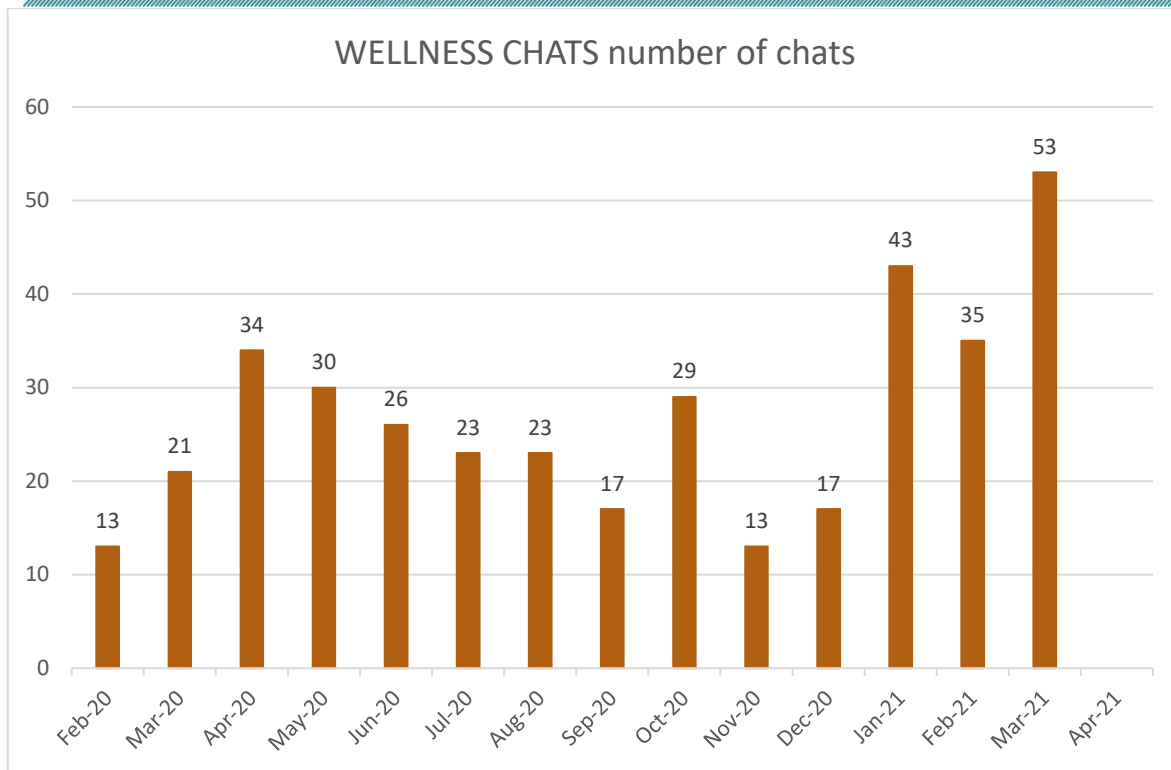
TARGET %5 increase in wellness chats

Safety leadership attendance at 90% of M4 & M5

STATUS: safety leadership has been postponed due to COVID, will recommence in 2021.

The current status of wellness chats –**53** wellness chats for **March**.

WHS MONTHLY REPORT



SOCIAL RESPONSIBILITY

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

TARGET Worker support program monitoring, reducing time required.

STATUS: Still need to establish a base statistic.

PSYCHOLOGICAL SAFETY

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

TARGET Toolboxes with wellness. RU OK day promotion

STATUS: R U OK supported in 2021. Toolbox talks include wellness update each month.

RESOURCING

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

TARGET inclusion of wellness into staff survey and monitoring.

STATUS: Staff survey has been revised and now includes wellness questions; survey has been postponed until the new year.

WHS MONTHLY REPORT

8. AUDIT/ INSPECTIONS

Organisational safety worked with all directorates to ensure timely reporting and involvement with audit program, to support in the preparations for the 2021 LGW midterm assessment audit, recently undertaken with Good rules.

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

TARGET 100% of audits completed against plan

STATUS: Audits meet Annual target for 2020! 0 audits completed for March

New schedule has been established for 2021. Informal site visits were conducted prior to the LGW auditor arriving onsite. The new schedule is based on risk.

9. CORRECTIVE ACTIONS –

Please note the means of reporting corrective actions is under review, and as discussed at prior month a revised listing has been provided to relevant management and officers and reported to the WHS Strategic Committee. The target and methodology for tracking actions will be amended for the next report. 72 overdue / expired actions as at end of month circulated for review /action to revised responsible officers per above.

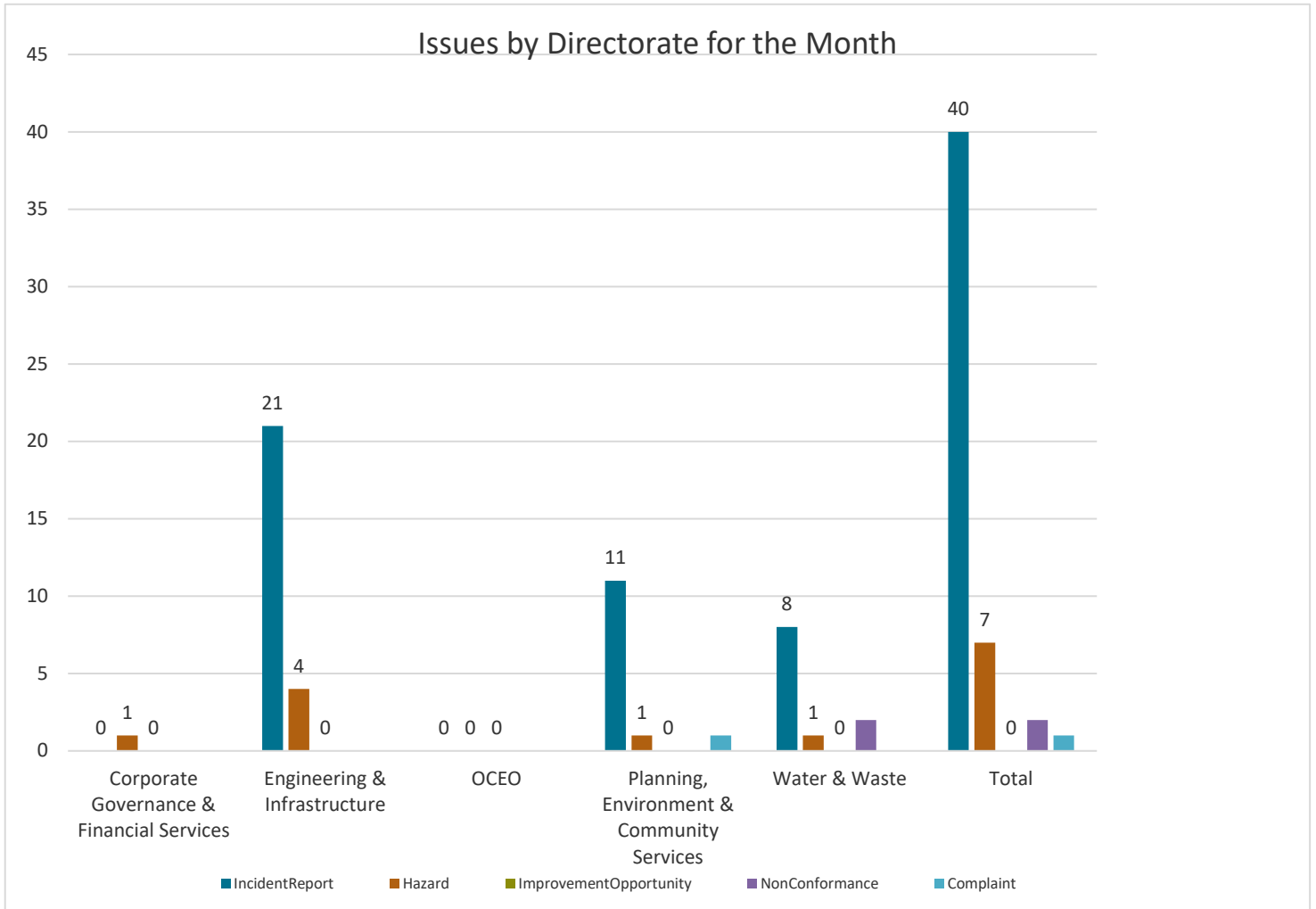
OBJECTIVE Ensure identified corrective actions are followed to completion

TARGET < 30% non-completed actions and > 70% completed corrective actions

STATUS: For revision.

WHS MONTHLY REPORT

ISSUES BY DIRECTORATE



WHS MONTHLY REPORT

10. INDIVIDUAL KEY PERFORMANCE INDICATORS

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

OBJECTIVE Establish KPI's for individual managers

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

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

SAFETY ACTION - comments mandatory as well as evidence if applicable				
1. Conducted and completed a safety interaction 'Safety Chat' with staff to review process and risk management. Completed either via SMART Inform, F2F, Email, Virtual or phone = 1 x Safety Action	2. Conducted and completed a 'Wellbeing Chat' with someone. Completed either via SMART InForm, F2F, email, virtual or phone = 1 x Safety Action	3. Provided feedback on a WHS procedure with comments (Procedural Review) = 1 x Safety Action	4. Provided documented participation in an incident investigation/analysis = 1 x Safety Action	5. Conducted a Site Hazard inspection. Inspection completed either via SMART Inform or a paper version = 1 x Safety Action
SAFETY COMMUNICATION - comments mandatory as well as evidence if applicable				
1. Attended an Operational WHS Committee Meeting (M3's only) = 1 x Safety Communication	2. Attend any toolbox meeting and presented a 'safety share' (Safety Release or a workplace/personal share) = 1 x Safety Communication	3. Attend an Outdoor toolbox Meeting and presented a 'safety share' (Safety Release or a workplace/personal share) = 1 x Safety Communication	4. Conducted a toolbox or prestart meeting with your team and have documented minutes recorded in SMART (the SMART Toolbox Inform can be used) = 1 x Safety Communication	

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. Thus 'total target' numbers against 'target' numbers.

CGFS OLT Target list: 12 people/positions. 12x2=24 in total per month.

Monthly outcome: 7 people/positions. 7x2=14 in total. Leaves a deficit of 10 (5x2). 5 persons did not complete their KPI's

PECS OLT Target list: 29 people/positions. 29x2=58 in total per month.

Monthly outcome: 28 people/positions. 28x2=56 in total. Leaves a deficit of 2. (1x2).

Reasons being: 1 person did not complete their Monthly KPI's.

E&I OLT Target list: 41 people/positions. 41x2=82 in total per month.

Monthly outcome: 36 people/positions. 36x2=72 in total. Leaves a deficit of 10 (5x2). 5 persons did not complete their KPI's

Reasons being: 2 positions are vacant. 1 person only completed a Comms for the month- incomplete. 1 person is across two roles – confirmation needed as to whether they are to complete KPI's for both roles (2x4). 1 person did not complete their KPI's.

WHS MONTHLY REPORT

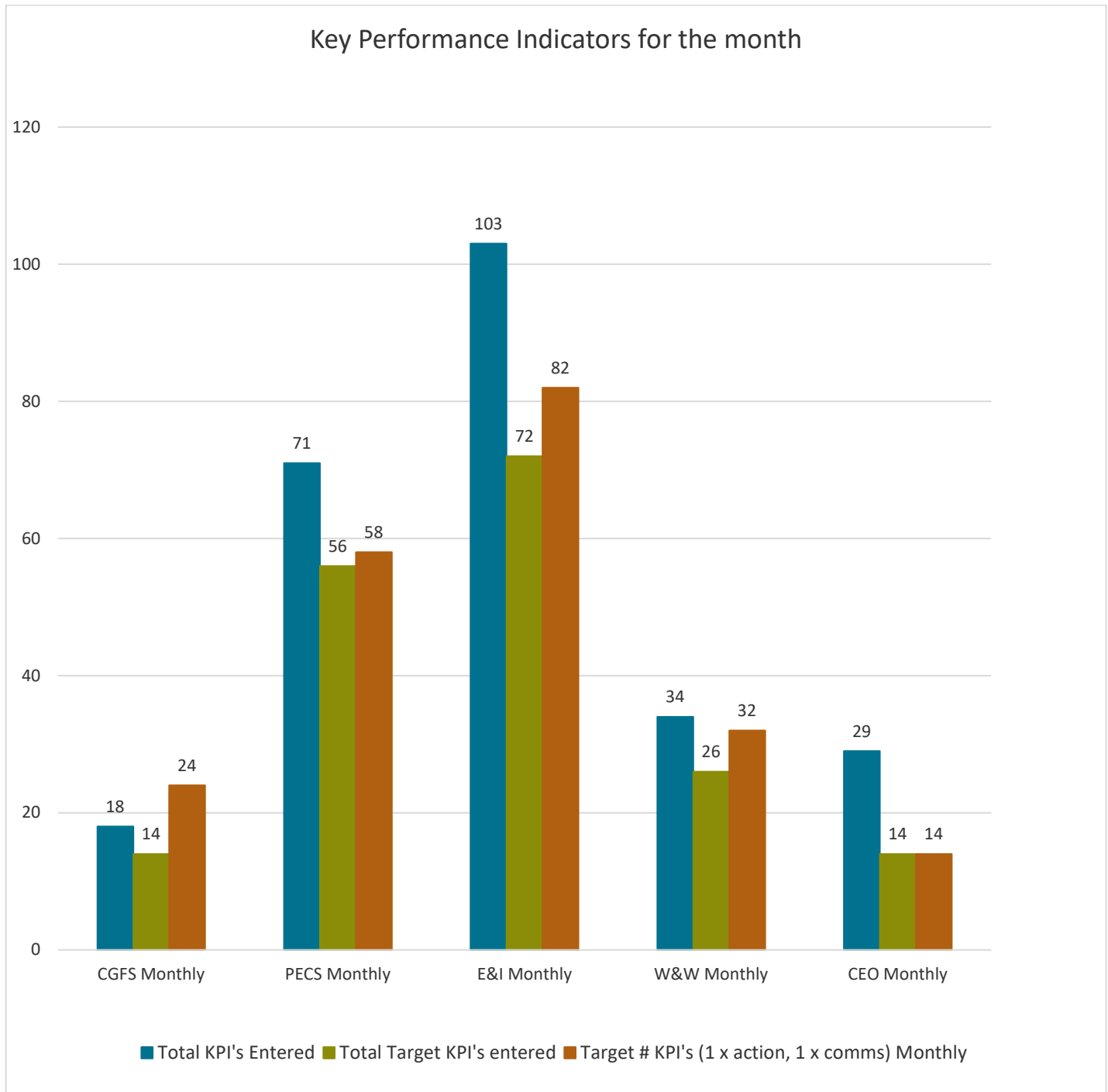
W&W OLT Target list: 16 people/positions. $16 \times 2 = 32$ in total per month.

Monthly outcome: 13 people/positions. $13 \times 2 = 26$ in total. Leaves a deficit of 6. (3x2).

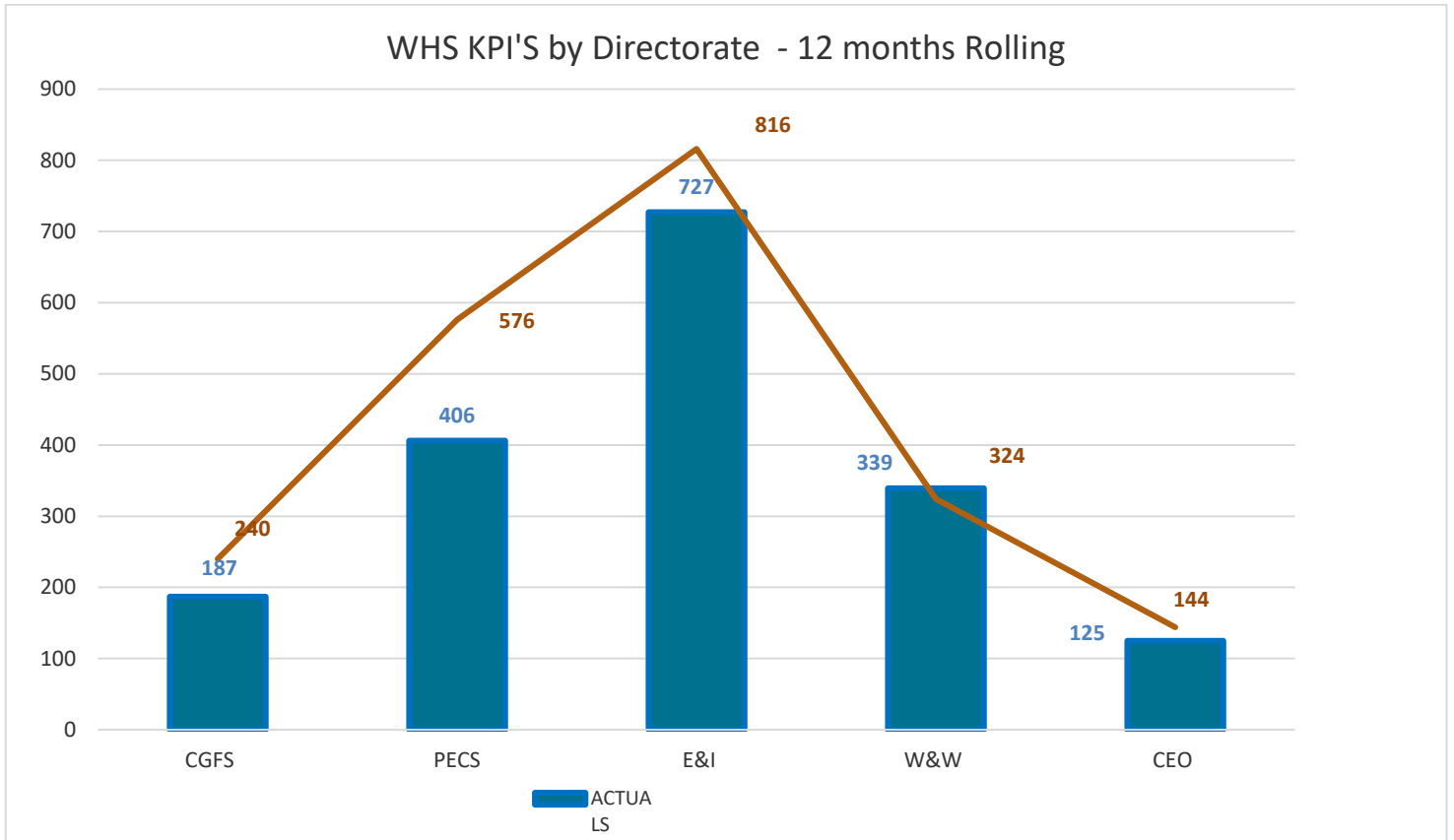
Reasons being: 2 persons did not complete KPI's, 1 person only completed a comms - incomplete.

OCEO OLT Target list: 7 people/positions. $7 \times 2 = 14$ in total per month.

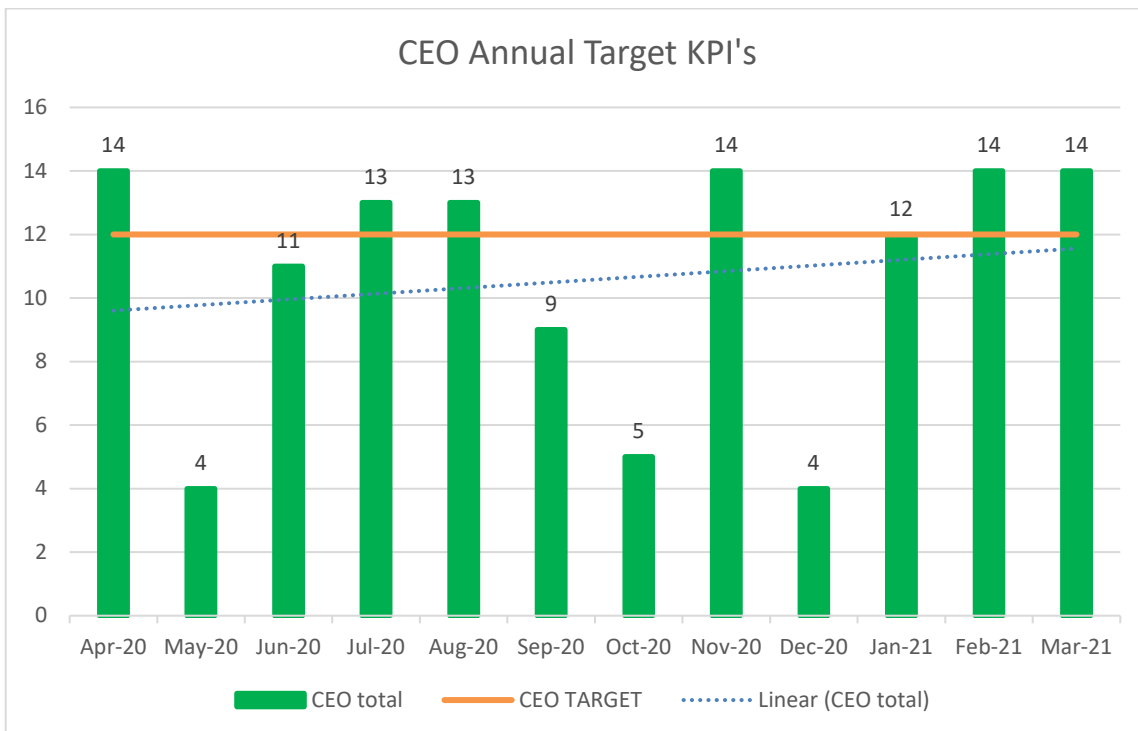
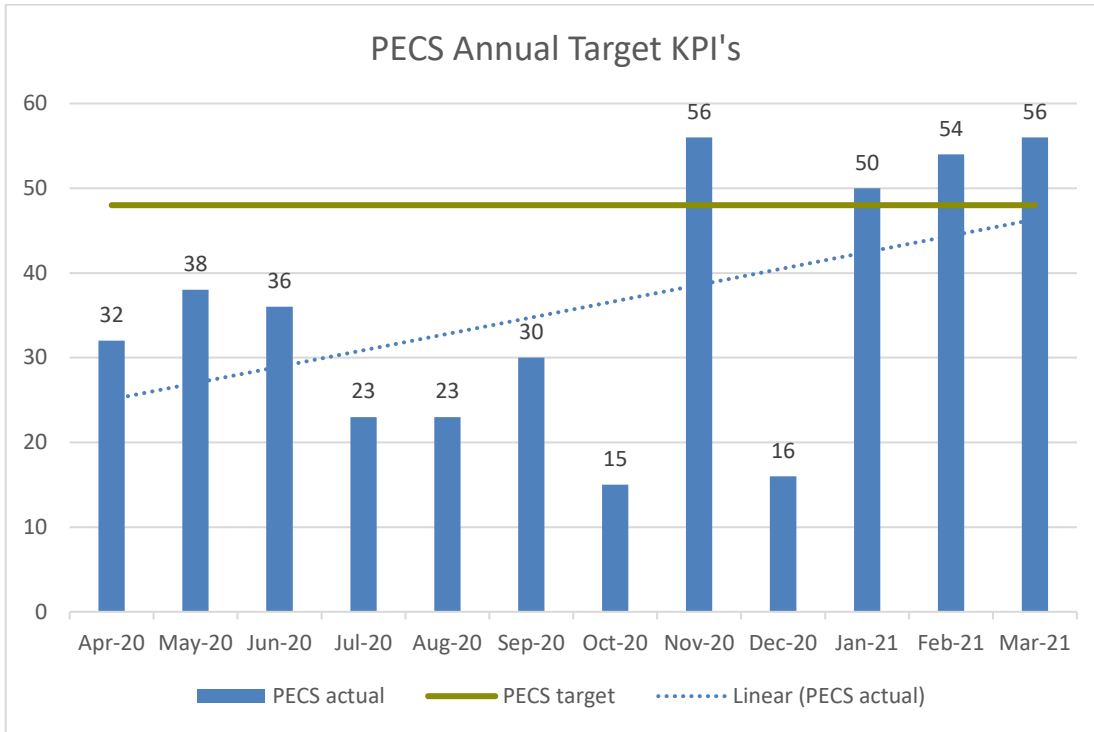
Monthly Outcome: 7 people/positions. $7 \times 2 = 14$ in total. No deficit.



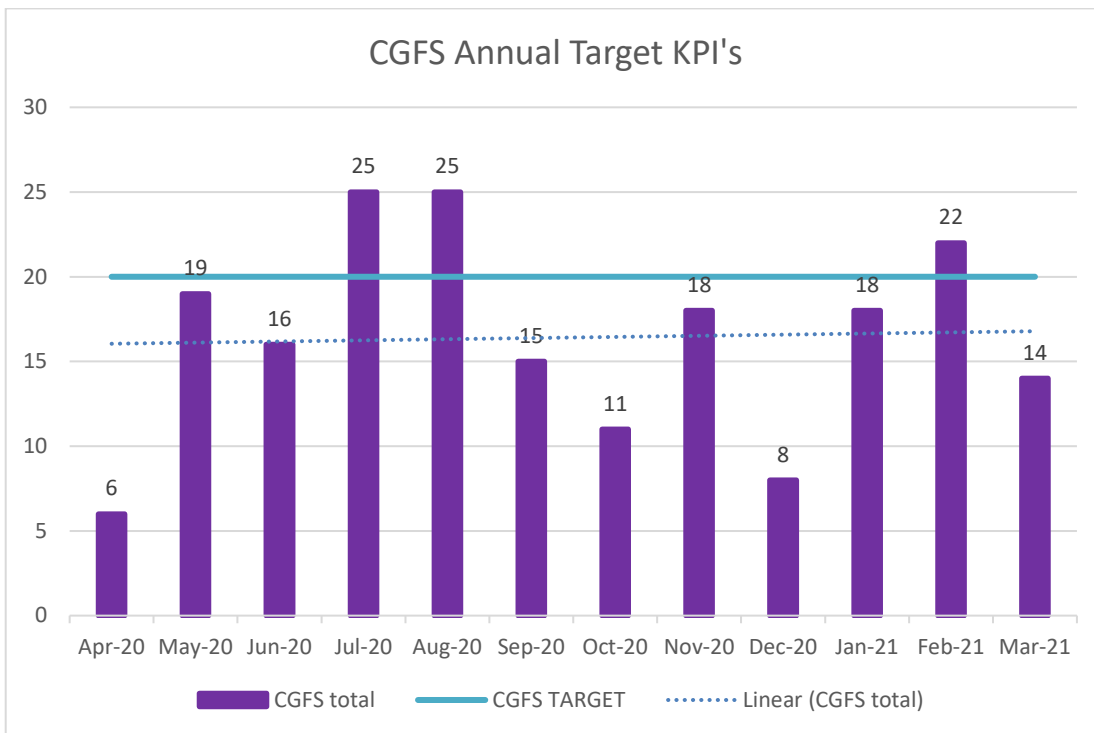
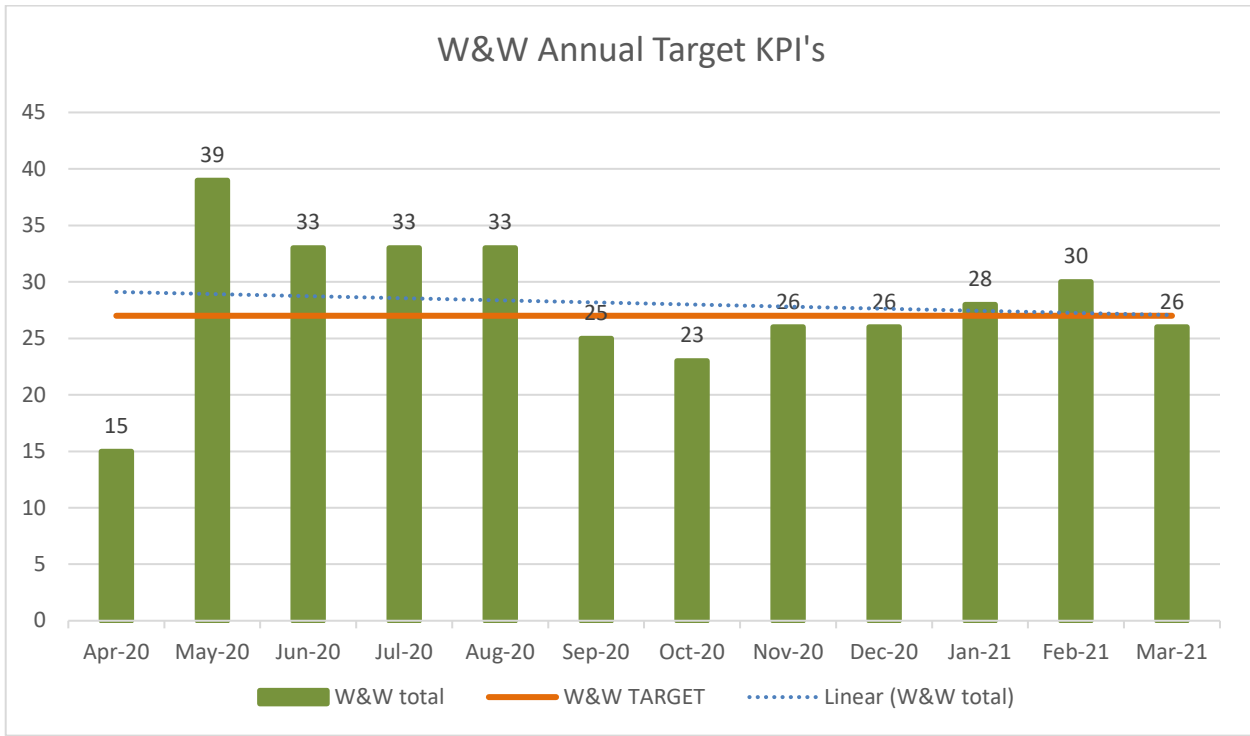
WHS MONTHLY REPORT



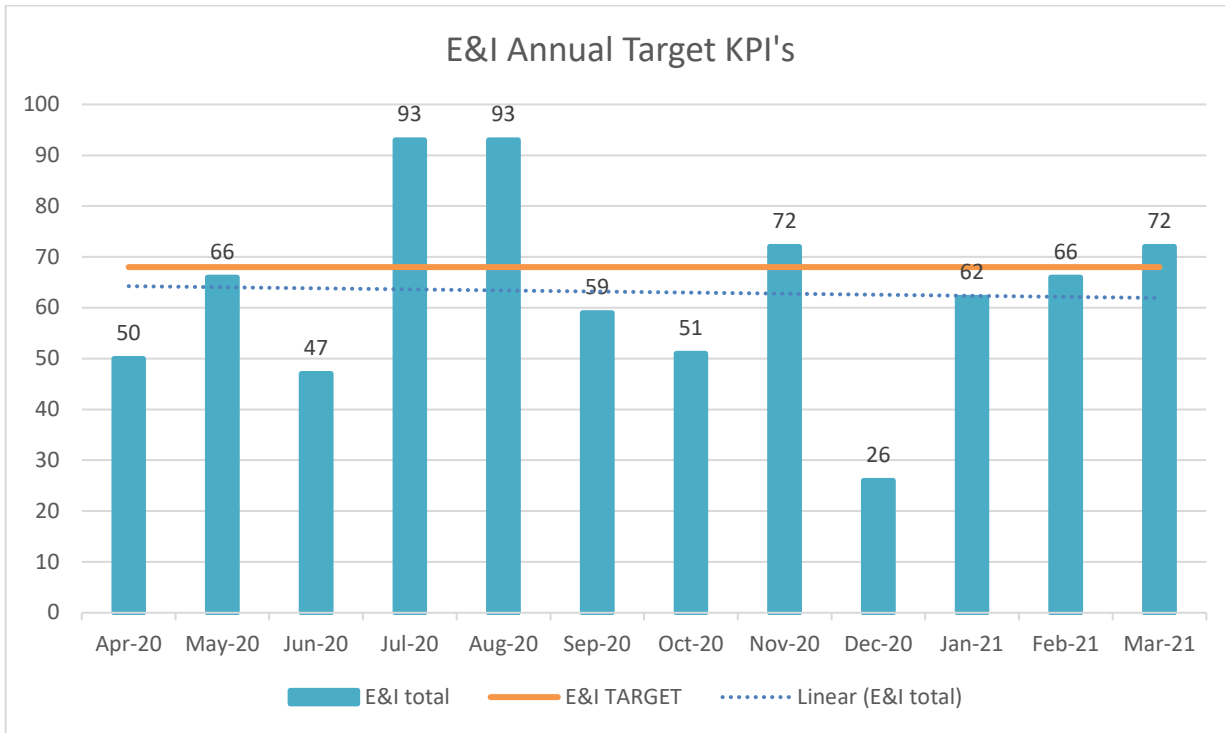
WHS MONTHLY REPORT



WHS MONTHLY REPORT

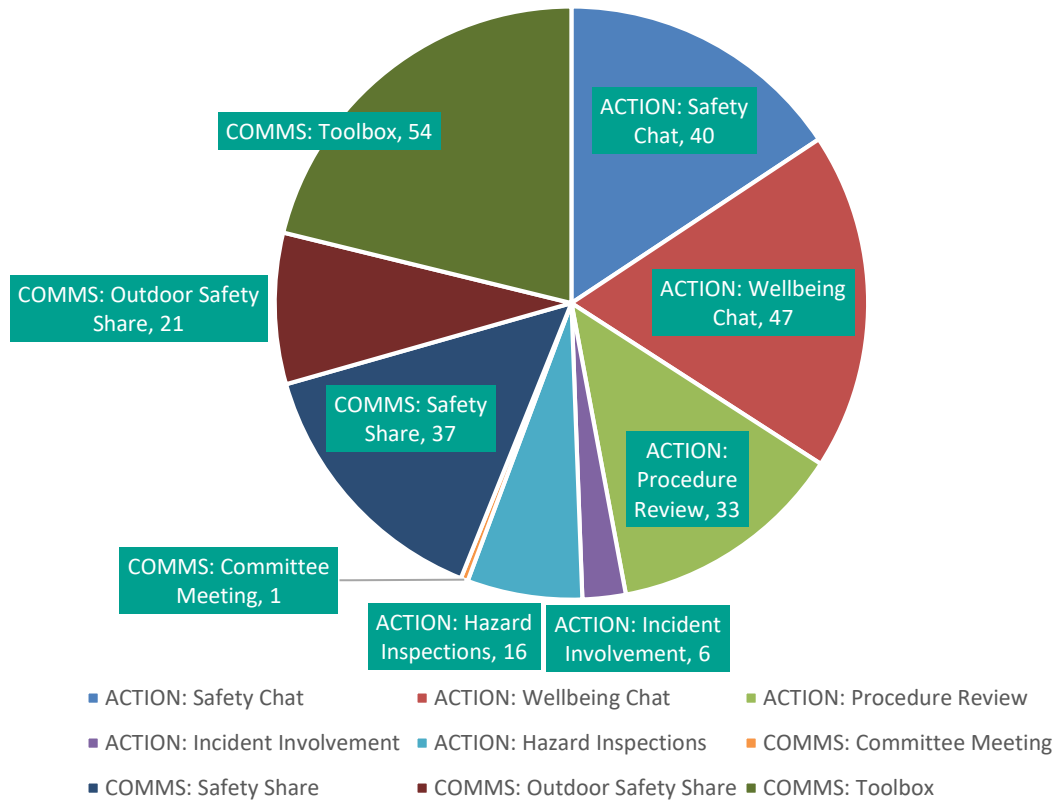


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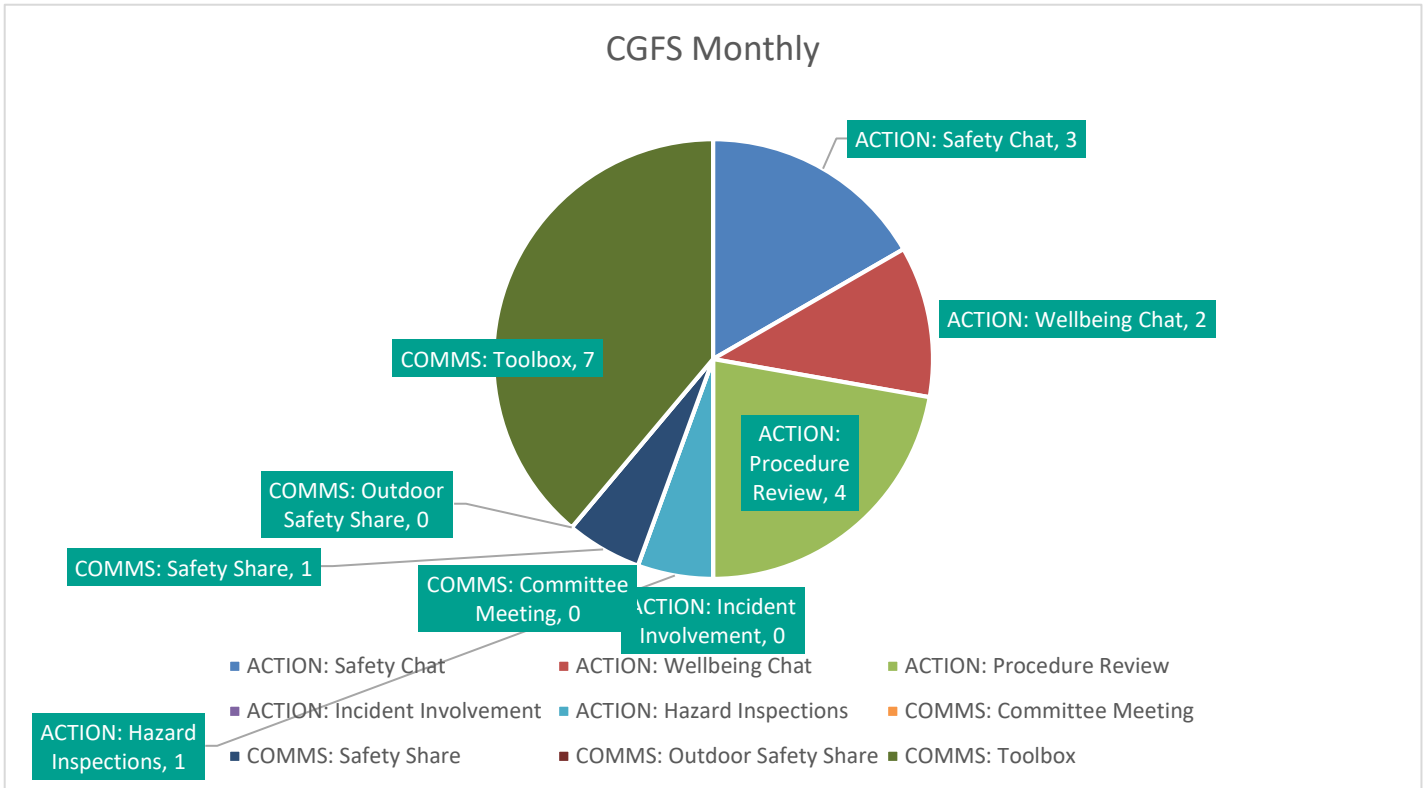
WHS MONTHLY REPORT

Total Isaac Actions & Comms

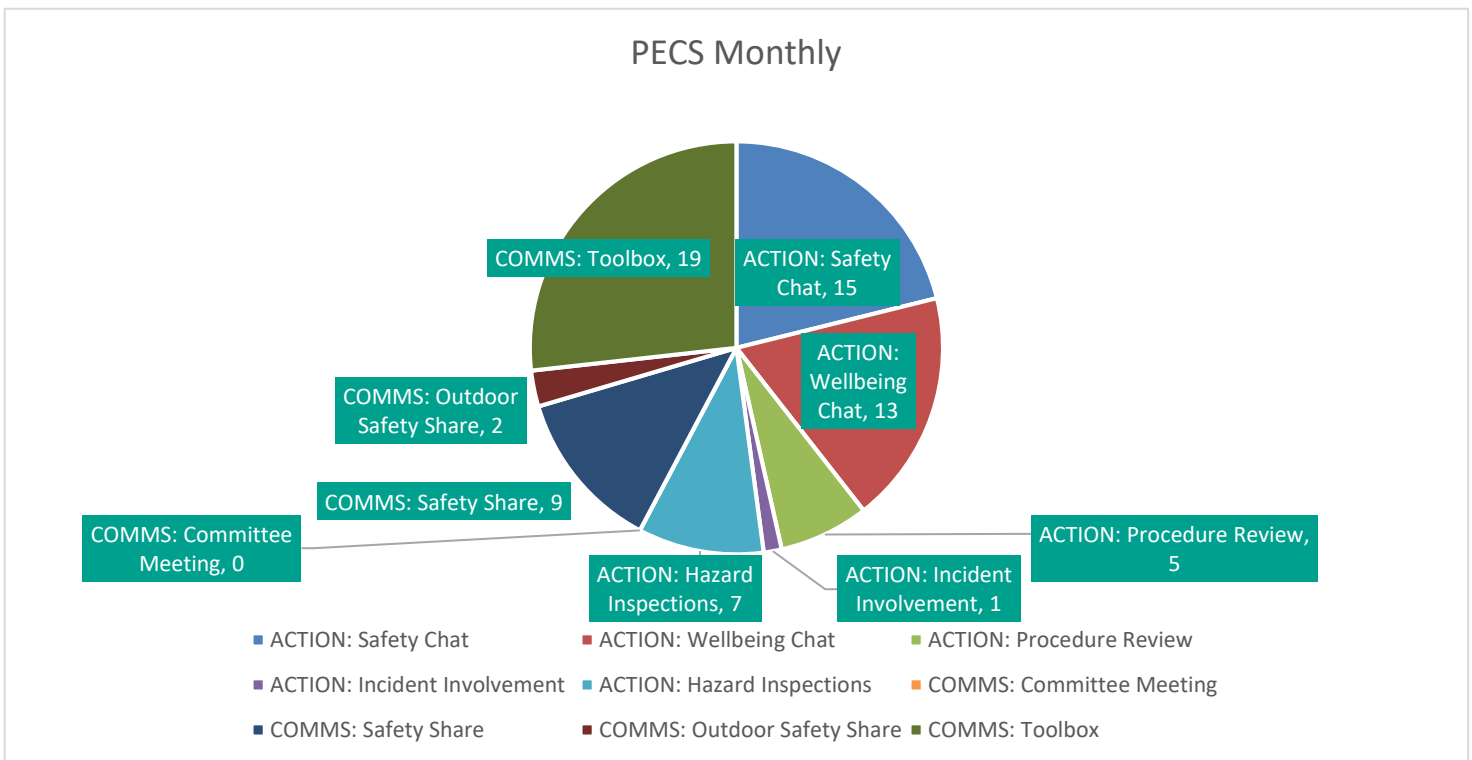


WHS MONTHLY REPORT

CGFS Monthly

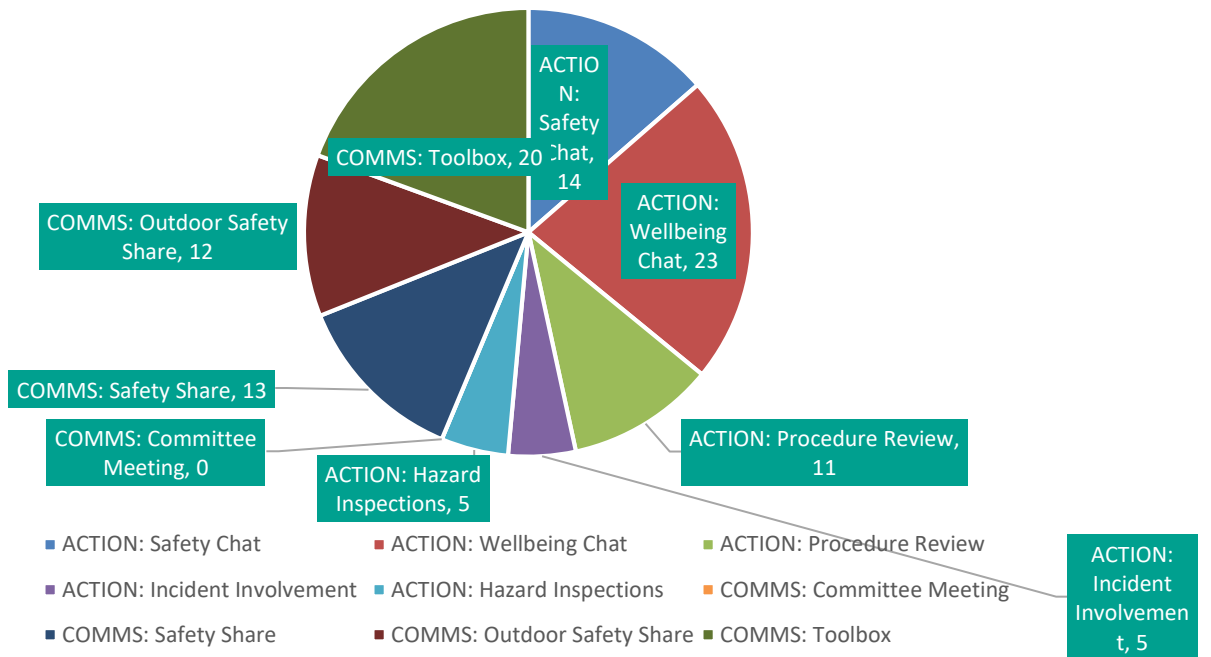


PECS Monthly

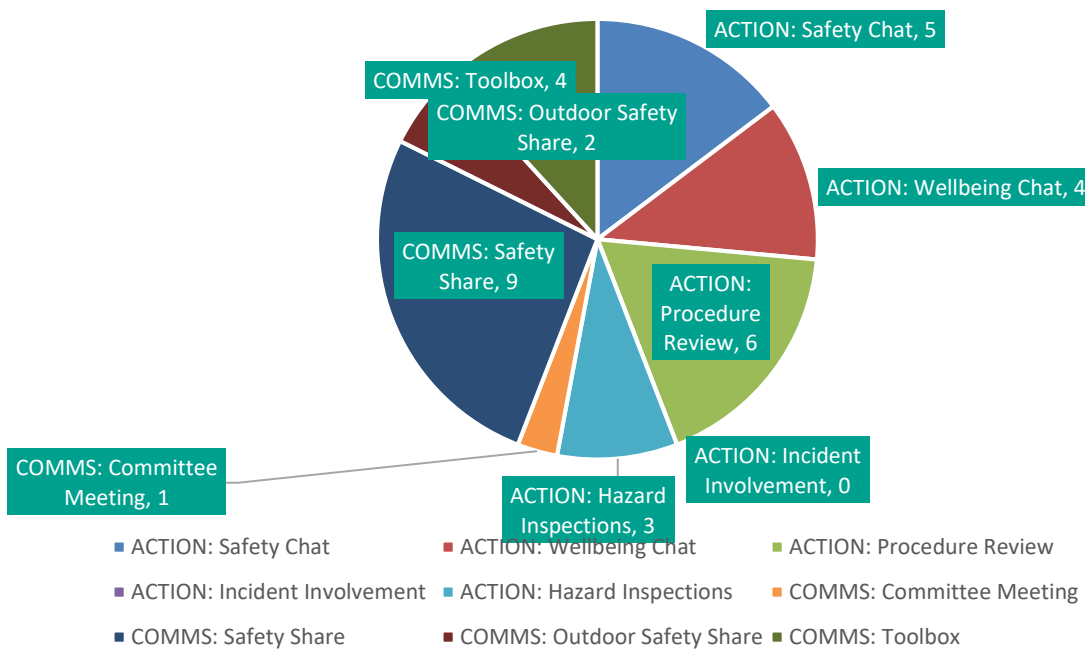


WHS MONTHLY REPORT

E&I Monthly

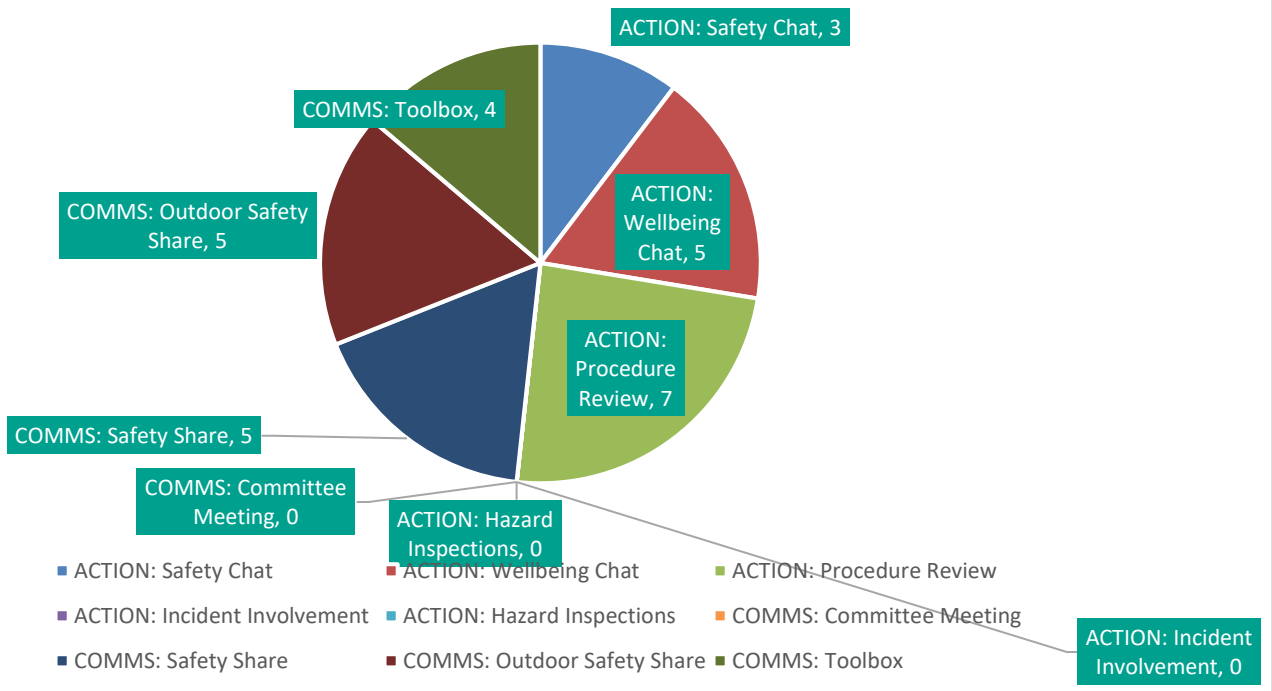


W&W Monthly



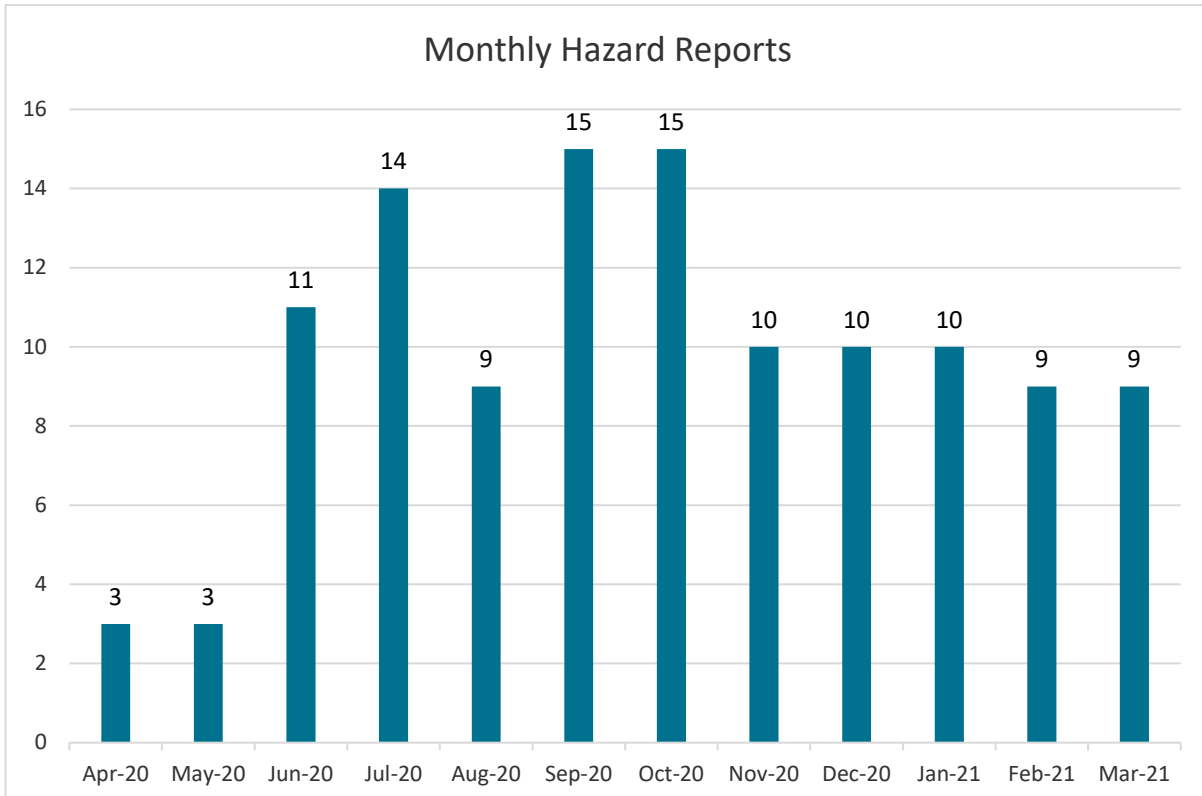
WHS MONTHLY REPORT

CEO Monthly



WHS MONTHLY REPORT

11. HAZARD REPORTS YEARLY COMPARISONS



MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Meeting Tuesday 13 April 2021
AUTHOR	John Squire
AUTHOR POSITION	Manager Contracts and Procurement

5.3

UPDATED PROCUREMENT AND DISPOSALS POLICY

EXECUTIVE SUMMARY

The purpose of this report is to propose the rescission of the Procurement and Disposals Policy PRO-051 and consider the implementation of separate policy documents; Procurement Policy CORP-POL-122 and Disposal Policy CORP-POL-123.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

- 1. Repeal the Procurement and Disposals Policy (PRO-051).**
- 2. Adopt the Procurement Policy (CORP-POL-122).**
- 3. Adopt the Disposal Policy (CORP-POL-123).**

BACKGROUND

In accordance with the *Local Government Regulations 2012*, specifically section 198 (1); A local government must prepare and adopt a policy about procurement (a procurement policy).

The Procurement Policy must include reference to the five (5) sound contracting principles within the *Local Government Act 2009* and must be reviewed annually.

The current Procurement and Disposals Policy has been in place for a few years and is overdue for revision.

IMPLICATIONS

Current Policy

When revising the current policy, it was identified that the content of the policy was an almost verbatim reflection of the *Local Government Regulations 2012* Chapter 6 Contracting. The policy addressed Council's competitive bidding requirements however it was often procedural in nature and failed to apply fraud mitigation measures or address operational approval authority.

The Valuable Non-Current Asset Contracts section which targets disposals was also included in the current policy.

New Policy Direction

During discussion with various council officers, it was determined that for the sake of simplicity a Disposal Policy should be separated from the Procurement Policy. The argument for this position is simply that disposal occurs at the end of an asset's life and not all items at this stage retain any residual value. The revised

Disposal Policy addresses this shortcoming and provides a policy position for other assets that may not be defined as a Valuable Non-Current Asset.

This is in contrast to procurement, which is usually at the beginning of the assets life and has a different onboarding process. The Local Government legislation that was reflected in the current policy has been removed and is now referenced so that the revised Procurement Policy is a more succinct document. The revised policy outlines the delegations of authority as it pertains to procurement, includes segregation of duties to mitigate the risk exposure to fraudulent activity, and identifies compliance ownership. The current competitive bidding requirements remain unchanged.

CONSULTATION

The proposals to repeal the current Procurement and Disposal Policy and instead implement separate policies has been discussed and workshopped with the following Council officers before it was further discussed with the members of the Executive Leadership Team (ELT);

- Corporate Properties and Fleet Manager
- Manager Corporate Governance
- Finance Manager (as representative of Finance and Strategic Asset Management).

BASIS FOR RECOMMENDATION

It is a legislative requirement to have a Procurement Policy, and to review the policy annually. The review of the current Procurement and Disposals Policy is overdue.

The separation of Disposals and Procurement into discrete policy documents has provided the opportunity to create more concise and robust policy documents for council employees to follow.

ACTION ACCOUNTABILITY

Directors are responsible for their directorate and shall ensure staff are utilising the Procurement Policy and Disposal Policy.

The Procurement Compliance Review Group (PCRG) shall oversee the compliance of both the Procurement Policy and the Disposal Policy and shall provide regular reporting to ELT and the Audit and Risk Committee.

KEY MESSAGES

The current Procurement and Disposals Policy is to be repealed and replaced with separate policy documents for Disposal Policy and Procurement Policy.

Report prepared by:

JOHN SQUIRE
Manager Contracts and Procurement

Date: 31 March 2021

Report authorised by:

DARREN FETTELL
Director Corporate Governance and Financial Services

Date: 31 March 2021

ATTACHMENTS

- Attachment 1 – Procurement and Disposal Policy (PRO-051) – to be repealed.
- Attachment 2 - Procurement Policy (CORP-POL-122) - Draft
- Attachment 3 - Disposal Policy (CORP-POL-123) - Draft

REFERENCE DOCUMENT

- Nil

POLICY

PROCUREMENT AND DISPOSALS POLICY

APPROVALS

POLICY NUMBER	STAT-POL-051	DOC.ID	1968730
CATEGORY	Statutory		
POLICY OWNER	Contracts & Procurement		
APPROVAL DATE	23 July 2019	RESOLUTION NUMBER	6184

POLICY

OBJECTIVE

This policy sets out the Isaac Regional Council's policy for the acquisition of goods and services in compliance with the Local Government Act 2009 (the "Act") and the Local Government Regulation 2012 (the "Regulation") in particular, Chapter 4, s104 of the Act which requires that a local government ensures regard is had to the following five sound contracting principles.

The sound contracting principles are:

- a) value for money;
- b) open and effective competition;
- c) the development of competitive local business and industry;
- d) industry;
- e) environmental protection; and
- f) ethical behaviour and fair dealing.

This policy also stipulates the requirements regarding the disposal of valuable non-current assets, including land.

SCOPE

This policy applies to all procurement and contracting activities undertaken by Isaac Regional Council and is binding upon the Council and its officers, temporary employees, contactors and consultants whilst engaged by the Council.

This policy applies to all Isaac Regional Council officers, temporary employees, contactors and consultants engaged by the Council in the acquisition of goods and services.

Isaac Regional Council officers and others with financial delegation must ensure they fully understand the meaning and intent of this policy

DEFINITIONS

TERM / ACRONYM	MEANING
the "Act"	the Local Government Act 2009
Approved Contractor List	A list of persons who a local government considers to be appropriately qualified to provide the required services.
Council	Isaac Regional Council
IRC	Isaac Regional Council
Large-Sized Contractual Arrangement	A contractual arrangement with a supplier that is expected to be worth \$200 000 or more (excl GST) in a financial year or over the proposed term of the contract.
LGA	Local Government Arrangement
LGAQ	Local Government Association of Queensland

POLICY

MC&P	Manager Contracts and Procurement. Council's principal policy advisor on procurement and contracts, and, custodian of Council's approved standard conditions of contract.
Medium-Sized Contractual Arrangement	A contractual arrangement with a supplier that is expected to be worth between \$15 000 but less than \$200 000 (excl GST) in a financial year or over the proposed term of the contract.
PCRG	Procurement Compliance Review Group
The 'Policy'	This Procurement Policy
PSA	Preferred Supplier Arrangement
the "Regulation"	the Local Government Regulation 2012
RPQL	Register of Pre-Qualified Suppliers List
Sound Contracting Principles	Chapter 4, s104 of the Act which requires that a local government ensures regard is had to the five sound contracting principles detailed under "Objective" (below).

POLICY STATEMENT

All procurement activity and transactions must comply with the Act and the Regulations.

Isaac Regional Council has elected to apply Chapter 6, Part 3, Division 2 default contracting procedures from the Regulation to its Procurement Policy.

Isaac Regional Council encourages the development of competitive local businesses by sourcing its goods and services from within the region and is prepared to pay a premium to do so.

Isaac Regional Council promotes environmental protection through its purchasing procedures.

Isaac Regional Council promotes workplace and community safety through its purchasing procedures.

Council's preference is to utilise its own competent and capable employees and internal providers of services before entering into a contract for provision of services or carrying out of work.

Council contracted suppliers shall be used in the first instance for all transactions, subject to the availability of the required goods and services.

Council's fundamental objective is to always obtain the most advantageous outcome. This may not necessarily mean accepting the lowest priced offer.

Nothing stated in this policy shall preclude Council from exploiting other commercial business opportunities that can provide the most advantageous outcome.

Strategic Procurement

Council has determined that it will take a strategic approach in meeting its procurement objectives. This means that it will apply the principles of strategic sourcing and forward procurement planning. It will produce

POLICY

and publish an annual strategic procurement master plan covering all planned purchases above \$200 000 and individual significant procurement plans covering individual purchases above \$500 000.

PURCHASING LIMITS AND STATUTORY REQUIREMENTS

Purchases under \$1,500

Purchases up to \$50 may utilize petty cash, except as defined otherwise by the Chief Executive Officer in accordance with Petty Cash procedures and contractual arrangements. For purchases totalling \$1,500 or less competitive quotes are not required and can be transacted by raising a purchase order or using a purchasing card in accordance with the policy.

Purchases between \$1,500 and \$15,000.

For purchases between \$1,500 to \$15,000 a minimum of two written quotations must be obtained from bona-fide suppliers unless an exemption has been approved by the *Manager Contracts and Procurement*. Purchases must be made by placing a written purchase order on the supplier

Purchases between \$15,000 to \$200,000 (Medium-sized Contract)

For purchases between \$15,000 to \$200,000 the Regulation requires Council to invite three (3) written quotations before entering into a medium-sized contractual arrangement.

The invitation must be given to at least three (3) persons/suppliers who the Council considers can meet its requirements at competitive prices.

Council may elect not to accept any of the quotations it receives.

If it does decide to accept a quotation that has been obtained in accordance with the Policy, Council must accept the most advantageous quote having regard to the sound contracting principles.

Purchases above \$200,000 (Large-sized Contract)

For purchases above \$200,000, section 228 of the Regulation requires that Council invites tenders before entering into a contract. Section 228 allows Council to either invite written tenders or invite expressions of interest before considering whether to invite written tenders.

IRC must invite tenders by:

- a) advertisement in a newspaper circulating generally in Isaac Regional Council 's local government area; and
- b) allow written tenders remain open for at least 21 days after the day the advertisement is published.

IRC also requires the tender to be advertised on its website for the same 21-day period.

Details of contracts awarded over \$200,000 in value are also to be published on Council's website.

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Note: The expected value of a contractual arrangement with a supplier for a financial year, or over the proposed term of the contractual arrangement, is the total expected value of all the local government's contracts with the supplier for goods and services of a similar type under the arrangement

EXPRESSIONS OF INTEREST

Council may invite expressions of interest before inviting tenders under Chapter 6, Part 3, Division 2, Section 228 (3) of the Regulation if it decides by resolution, that it would be in the public interest to invite expressions of interest before inviting tenders and it records the reasons for doing so the minutes of the meeting at which the resolution was made.

Invitations for expressions of interest must also be made by advertisement in a newspaper circulating generally in Isaac Regional Council's local government area and remain open for at least 21 days.

After receipt of expressions of interest, Council may prepare a shortlist from the respondents to the invitation for expressions of interest and invite written tenders from those shortlisted respondents.

Probity

Under the Act, a conflict of interest arises if a 'relevant person' has a 'direct interest' (as defined in the Act) or an 'indirect interest' (as defined in the Act) in a matter.

A key requirement of probity is to identify and address conflicts of interest of any person who will be involved in the procurement process.

It is mandatory for all Isaac Regional Council staff involved in a procurement process, including evaluation panel members, to sign a Declaration of Interest form at the commencement of each medium or large-sized procurement quotation or tender process.

Exceptions

Chapter 6, Part 3, Division 3, Sections 230 to 235 of the Regulation specify the circumstances under which a local government may enter into a medium-sized contract or large-sized contract without first inviting written quotes or tenders.

Quote or Tender Consideration Plan. Council may enter into a medium or large sized contract without first inviting written quotes or inviting tenders if Council resolves to prepare a quote or tender consideration plan and prepares and adopts the plan. The quote or tender consideration plan must state:

- a) the objectives of the plan;
- b) how the objectives will be achieved;
- c) how the achievement of the objectives will be measured;
- d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted;
- e) the proposed terms of the contract for the goods and services; and

POLICY

- f) a risk analysis of the market from which the goods or services are to be obtained.

Exception for a contractor on an approved contractor list. Council may enter into a contract for a medium or large sized contract without first seeking written quotes or inviting tenders for services only, if the contract is made with a person who is on an approved contractor list. Council must appoint persons to an approved contractor list by inviting expressions of interest in the manner stipulated in this policy and in accordance with the Sound Contracting Principles.

Exception for register of pre-qualified suppliers. Council may enter into a contract for a medium or large sized contract without first seeking written quotes or inviting tenders for goods and services, if the contract is entered with a supplier from a register of pre-qualified suppliers. Prior to the formation of a register of pre-qualified suppliers, Council must establish that:

- a) the preparation and evaluation of invitations every time that the goods or services are needed would be costly;
- b) the capability and financial capacity of the supplier of the goods and services is critical;
- c) the supply of the goods and services involves significant security considerations;
- d) a precondition of an offer to contract for the goods or services is compliance with the particular standards or conditions set by Council; and
- e) the ability of local business to supply the goods or services needs to be discovered or developed.

A register of prequalified suppliers can only be established via a public tender process.

Exception for preferred supplier arrangement. Council may enter into a contract for a medium or large sized contract without first seeking written quotes or inviting tenders for goods and services, if the contract is entered into with a preferred supplier under a preferred supplier arrangement. Prior to the formation of a preferred supplier arrangement for goods and services Council must establish that it:

- a) needs the goods or services in large volumes or frequently;
- b) can obtain better value for money by accumulating the demand for the goods or services; and
- c) is able to describe the goods or services in terms that would be well understood in the relevant industry.

To enter into a preferred supplier arrangement Council must:

- a) invite tenders via a public tender process;
- b) describe the terms of the preferred supplier arrangement;
- c) give regard to the Sound Contracting Principles when selecting a supplier/person;
- d) ensure the terms allow for termination for the poor performance of the supplier; and

POLICY

- e) enter into the arrangement for a term greater than two years only if Council is satisfied that it will get better value for doing so.

Exception for LGA arrangement. Council may enter into a contract for a medium or large sized contract without first seeking written quotes or inviting tenders for goods and services, if the contract is entered into under an LGA arrangement. An LGA arrangement is an arrangement that has been entered into by LGAQ Ltd or a company (the associated company) registered under the Corporations Act, if LGAQ Ltd is its only shareholder. In addition:

- a) a register of pre-qualified suppliers and a preferred supplier arrangement established by the LGA or the associated company may also qualify as an LGA arrangement.
- b) the advice of the manager Contracts and procurement is to be sought before applying this exception.

Other exceptions. Council may enter into a contract for a medium or large sized contract without first seeking written quotes or inviting tenders if:

- a) Council resolves that it is satisfied that there is only one supplier reasonably available;
- b) Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders;
- c) a genuine emergency exists;
- d) the contract is for the purchase of goods and is made by auction;
- e) the contract is for the purchase of second-hand goods; or
- f) the contract is made with, or under an arrangement with, a government agency.

Select Sourcing. Tenders for the supply of goods and services or the carrying out of works may be obtained from a select or restricted group of suppliers only with the approval of the CEO where:

- a) it is in the public interest;
- b) there is a lack of available tenderers;
- c) marketplace is restricted by statement of license or third part ownership of an asset;
- d) a multi-staged (Expression of Interest) process has been followed.

When assessing the most effective method of obtaining goods and/or services, Isaac Regional Council officers should consider the administrative and price costs to Council of seeking tenders or quotations independently, and the reduction of these costs which can be achieved by use of the above exception arrangements.

POLICY

Valuable Non-Current (Disposal) Asset Contracts

Council cannot enter into a valuable non-current asset contract as per Section 236 of the Regulation unless it first:

- a) Invites written tenders for the contract under this policy;
- f) Offers the non-current asset for sale by auction.

Exceptions for Valuable Non-Current Asset Contracts

Council may dispose of valuable non-current assets other than by tender or auction if:

- a) the valuable non-current asset:
 - i. was previously offered for sale by tender or auction and was not sold; or
 - ii. is sold for more than the highest tender or auction bid that was received; or
- b) the valuable non-current asset is disposed of to:
 - i. a government agency; or
 - ii. a community organization; or
- c) for the disposal of land or an interest in land if:
 - i. the land will not be rateable land after the disposal; or
 - ii. the land is disposed of to a person whose restored enjoyment of the land is consistent with Aboriginal tradition or Island custom; or
 - iii. the disposal is for the purpose of renewing the lease of land to the existing tenant of the land; or
 - iv. the land is disposed of to a person who owns adjoining land if:
 - 1. the land is not suitable to be offered for disposal by tender or auction for a particular reason, including, for example, the size of the land or the existence of particular infrastructure on the land;
 - 2. there is not another person who owns other adjoining land who wishes to acquire the land;
 - 3. it is in the public interest to dispose of the land without a tender or auction; and
 - 4. the disposal is otherwise in accordance with sound contracting principles.
 - v. all or some of the consideration for the disposal is consideration other than money, for example, other land given in exchange for the disposal, if either:
 - 1. it is in the public interest to dispose of the land without a tender or auction; or
 - 2. the disposal is otherwise in accordance with sound contracting principles.

- vi. the disposal is for the purpose of a lease for a telecommunication tower; or
- vii. the disposal is of an interest in land that is used as an airport or for related purposes if:
 - 1. it is in the public interest to dispose of the interest in land without a tender or auction; and
 - 2. the disposal is otherwise in accordance with sound contracting principles; or
- d) for the disposal of a valuable non-current asset, other than land, by way of a trade-in for the supply of goods or services to the local government:
 - i. the supply is, or is to be, made under this part; and
 - ii. the disposal is, or is to be, part of the contract for the supply; or
- e) the Minister exempts the local government from the requirement to seek tenders or conduct an auction.

An exception mentioned in subsections (a) to (d) applies only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.

Council may only dispose of land or an interest in land under this section if the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land, including the market value of any improvements on the land.

A written report about the market value of land or an interest in land from a valuer registered under the Valuers Registration Act 1992 who is not an employee of the local government is evidence of the market value of the land or the interest in land.

An exemption given by the Minister may be given subject to conditions.

Entering into a contractual arrangement under delegation

Purchases must be authorised by delegated Isaac Regional Council officers (within approved budgets) for a requisition to be processed. Only those Council officers who have received a delegation from the Chief Executive Officer are entitled to authorise the approval of requisitions/purchase orders, and then only in accordance with their financial delegation limits within their Directorate. The delegated authority limit is issued by the Chief Executive Officer in accordance with the Local Government Act 2009.

Contracts of a value of \$200 000 and greater are subject to Council approval. Council may authorise the CEO to exercise this delegation on its behalf a case-by-case basis. Council may also determine that delegations are to be exercised in consultation with a Council Standing Committee

Non-budgeted goods or services are to be approved by Isaac Regional Council by resolution.

POLICY

By authorising a requisition or purchase order, Council officers are confirming that they have taken full notice of this policy and will comply with the requirements of this Policy and the Local Government Act and Regulations.

ACTIONS REQUIRED TO ENSURE COMPLIANCE

Review and analysis of procurement transactions by the PCRG

Quarterly reporting to the ELT

Quarterly reporting to the Audit and Risk Committee

POLICY OWNER

Council's Procurement Policy Owner and principal policy advisor on procurement and contracts is the Manager Contracts and Procurement (MC&P) who is also the custodian of Council's approved standard conditions of contract.

The MC&P is to be consulted in the first instance on all matters relating to the application and interpretation of this policy and any related legislation and regulations.

MC&P is also to be consulted on a case-by-case basis on any proposed departures from the policy and related procedures, on the application of the exceptions provisions of the policy and on any proposed variations to the Council's approved terms and conditions of contract.

LEGISLATIONS AND RELATED GUIDELINES

Relevant legislation with which this policy complies includes –

- *Local Government Act 2009*
- Local Government Regulations 2012
- Australian Standards

REFERENCES

TYPE	DOCUMENT ID/NAME
PROCEDURE	Procurement Policy Guidance Notes
PROCEDURE	Procurement Procedures and Guidelines
PLAN	Isaac Regional Council Business Plan

PROCUREMENT POLICY

APPROVALS

POLICY NUMBER	CORP-POL-122	DOC.ID	4753932
CATEGORY	Statutory		
POLICY OWNER	Contracts and Procurement		
APPROVAL DATE	Insert	RESOLUTION NUMBER	Insert

DRAFT

OBJECTIVE

This policy establishes the principles that shall govern Isaac Regional Council’s contracting and procurement practices, in line with the *Local Government Act 2009*. These principles shall ensure goods and services are sourced in a fair and ethical manner, with minimal risk and still demonstrate the best value, in terms of cost, and quality whilst considering social, economic, and environmentally sustainable aspects.

SCOPE

This policy applies to all procurement and contracting activities undertaken by Isaac Regional Council in the acquisition of goods and services, and is binding upon the Council and its officers, temporary employees, contactors and consultants whilst engaged by the Council.

DEFINITIONS

TERM / ACRONYM	MEANING
ACL	Approved Contractor List. A list of Contractors who the local government considers to be appropriately qualified to provide the services, as established through an Expression of Interest. Successful appointment to this list is no guarantee of receiving an order for supply of goods or services.
Contractual Arrangement	A Contract for a defined parcel of works as per the Contract reference documentation; or The supply of goods and services of a similar type over a financial year as per Purchase Order/s.
Council / IRC	Isaac Regional Council
Large-Sized Contractual Arrangement	A contractual arrangement with a supplier that is expected to be worth \$200,000 or more (excl GST) over the proposed term of the contract.
LGAQ	Local Government Association of Queensland
MC&P	Manager Contracts and Procurement. Council’s policy advisor on procurement and contracts, and custodian of Council’s approved standard conditions of contract.
Medium-Sized Contractual Arrangement	A contractual arrangement with a supplier that is expected to be worth between \$15,000 but less than \$200,000 (excl GST) over the proposed term of the contract.
PCRG	Procurement Compliance Review Group. Review group of internally appointed representatives within Council to oversee procurement policy compliance and associated business improvement.
Procurement	The acquisition of goods or services from an external third party, usually procured at the best possible cost to meet the needs of Council in terms of quality, quantity, time, and location.

PSA	Preferred Supplier Arrangement. An agreement with a vendor as the sole point of supply to provide the requested goods or service at the contractually agreed rates for the duration of the agreed term.
RPQS	Register of Pre-Qualified Suppliers. A panel of suppliers who are considered by Council as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements. Successful appointment to the panel is no guarantee of receiving an order for supply of goods or services.
Sound Contracting Principles	The five sound contracting principles as detailed within Chapter 4, s104 of the Local Government Act 2009

POLICY STATEMENT

COUNCIL'S / MANAGEMENT'S POSITION

Isaac Regional Council is committed to ensuring a fair, transparent and accountable process in its procurement of the goods and services required to deliver quality outcomes to the community.

All procurement activity and transactions shall comply with the Local Government Act 2009, the Local Government Regulation 2012, and this Procurement Policy.

GUIDING PRINCIPLES

Council's fundamental objective when procuring goods and services is to always obtain the most advantageous outcome. This may not necessarily mean accepting the lowest priced offer, as the purchasing decision shall also consider non-price attributes.

Chapter 4, s104 of the Local Government Act 2009 requires that a local government adheres to the following five *sound contracting principles*.

- Value for Money

In determining the value for money aspect of a purchase, Council will take into consideration whole of life costs, fitness for purpose, risks and quality assurance in addition to the up-front cost.

- Open and Effective Competition

Council shall give fair and unbiased consideration to all prospective suppliers when evaluating offers. This is so vendors, contractors and the general public have confidence in the procurement process.

- Development of Competitive Local Business and Industry

To promote economic sustainability for the region, Council shall evaluate offers of supply from vendors by the parameters set within the IRC Local Preference Policy.

- Environmental Protection

For the benefit of future generations, procurement decisions shall consider societal aspects, cultural, heritage and environmental protection.

- Ethical Behaviour and Fair Dealing

Council will conduct its procurement activities in a fair, honest and open manner, demonstrating the highest level of integrity, consistent with the public interest. This requirement is reiterated through the IRC Code of Conduct, the Public Sector Ethics Act 1994, and the Integrity Act 2009.

COMPETITIVE BIDDING REQUIREMENTS

Isaac Regional Council have determined the following competitive requirements are to apply when sourcing goods and services. The limit is based on the value of the expected expenditure or contractual arrangement over the life of the engagement.

This applies to use of financial delegations and purchase cards

Limit (Excl. GST)	Requirement
Less than \$1500	Verbal Quotation may be accepted, however written quote preferred.
\$1,500 <-> \$15,000	Minimum of two written quotations
\$15,000 <-> \$200,000	Minimum of three written quotations via a formal RFQ process. Note prior to quotes being sought, where the estimated value of the project is greater than \$150,000, consideration should be given to the potential for proposals to exceed the tender threshold, through market rates or future variations.
Greater than \$200,000	Invitation for written tenders are required.

- Purchasing Card

The use of purchasing cards for facilitating payment of low value requirements is acceptable when used in accordance with the IRC Procurement Policy and the IRC Purchasing Card Policy.

- Exceptions to Competitive Bidding Requirements

Exceptions for Medium and Large-sized contractual arrangements are outlined within Division 3, s229 – s235 of the Local Government Regulations 2012.

Notwithstanding the provisions within Division 3 of the Local Government Regulations 2012, Council shall attempt, where feasible, to adhere to the stated competitive bidding requirements. This includes when sourcing through an Approved Contractor List (ACL), Register of Pre-Qualified Suppliers (RPQS), or LGAQ arrangements.

Preferred Supplier Arrangements (PSA) that have a single supplier established following an appropriate sourcing exercise are excluded from this requirement for ongoing access to the service or goods as established under the contract.

Confirmation of the application of a Division 3 exception and exceptions to the IRC Procurement Policy will require approval by the Manager Contracts and Procurement in the first instance.

DELEGATIONS OF AUTHORITY

- Financial Authority

Financial delegations for the authorisation of expenditure, including purchase cards are maintained within the IRC Financial Delegations Register.

Splitting a cost over multiple Purchase Orders to avoid the correct approval level is not permitted.

IRC employees are not to request the supply of goods or services from suppliers without an IRC Purchase Order. Genuine emergent work will require a Purchase Order to be raised at the first available opportunity.

- Contractual Authority

The authorisation to sign Contracts (or variations to a contract) is separate to financial delegations. The personnel who have delegated authority to sign contracts (based on the aggregate value) on behalf of Council is maintained in the IRC Administrative Delegations Register.

- Technical Authority

Decisions that are of a technical nature and require specialised knowledge inextricably linked with the procurement of the product, require consultation and approval from the subject matter expert before either Financial Authority or Contractual Authority. The following table indicates when these people are to be consulted for the Procurement of particular products.

Department	Products
ICT	Hardware equipment, and Software requirements.
Organisational Safety	Health and safety requirements (not currently in range)
Brand Media and Communications	Branding and Marketing requirements
Governance	Legal advice including easements and land acquisitions.
Engineering	RPEQ qualified technical advice for civil, electrical or mechanical

SEGREGATION OF DUTIES

In order to reduce the risk exposure of fraudulent behaviour, the following procurement tasks are separated.

- The person who raised the initial request cannot exercise financial approval of the expense.
- The person who exercised financial approval of the expense shall not issue the purchase order, for values greater than \$1,500.
- The person who issued the purchase order shall not conduct the receipt of the goods/service.
- A person who performs accounts-payable functions may not perform procurement functions and vice versa. Specifically, a person must not have the ability to raise purchase orders and pay invoices against purchase orders.

- A person who creates or amends vendor records shall not perform any other procurement role.

VENDOR MANAGEMENT

Vendors are not to be engaged in the supply of goods or service without first being approved and set up as a vendor within Councils computerised financial system.

New vendor creations, and changes made to a vendor's bank account details in the Councils computerised financial system, require verification by a second authoriser.

COMPLIANCE

The Procurement Compliance Review Group (PCRG) shall provide quarterly reports to the Audit and Risk Committee demonstrating the levels of compliance with IRC Procurement Policy and the Local Government Regulations 2012.

LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009*
- *Competition and Consumer Act 2010*
- *Public Sector Ethics Act 1994*
- *Integrity Act 2009*
- *Local Government Regulations 2012*
- *Queensland Charter for Local Content*
- *Australian Standards*

REFERENCES

ID	NAME
STAT-POL-086	Local Preference Policy
CORP-POL-067	Purchasing Card Policy
CORP-PRO-104	Procurement Procedure
N/A	IRC Financial Delegations Register (Available on IRIS)
N/A	IRC Administrative Delegations Register (Available on IRIS)
CORP-POL- 079	Code of Conduct
CORP-POL-120	First Nations Policy

DISPOSAL POLICY

APPROVALS

POLICY NUMBER	CORP-POL-123	DOC.ID	4754127
CATEGORY	Statutory		
POLICY OWNER	Contracts and Procurement		
APPROVAL DATE	Insert	RESOLUTION NUMBER	Insert

DRAFT

OBJECTIVE

This policy establishes the principles that shall govern the disposal of materials, equipment and assets that are surplus, redundant, have reached the end of their useful life, are at the point of optimal return or otherwise no longer required by Isaac Regional Council. These principles shall ensure disposals are conducted with consideration of transparency, fairness, ethics, optimised returns, and social and environmental aspects.

All disposal activity and transactions shall comply with the *Local Government Act 2009*, the *Local Government Regulation 2012*, and this Disposal Policy.

SCOPE

This policy applies to all disposal activities undertaken by Isaac Regional Council and is binding upon the Council and its officers, temporary employees, contactors and consultants whilst engaged by the Council.

DEFINITIONS

TERM / ACRONYM	MEANING
Asset	A physical item of value.
Asset Disposal Coordinator	Relevant Council Officer presiding over the disposal process
Council / IRC	Isaac Regional Council
Disposal	The physical removal and/or financial expiry of the asset. This includes sale, abandonment, removal and asset register expiry of the asset.
End of useful life	The point where the asset has become no longer financially viable to repair or has become obsolete.
Low Value Non-Current Asset	Items for disposal that are not classified as a Valuable Non-Current Asset.
Market Value	The estimated value of the asset on the open market.
Valuable Non-Current Asset	Land of any value, or another non-current asset (including Fleet, Plant or Equipment) of Market Value greater than \$5000.
PCRG	Procurement Compliance Review Group. A Committee of internally appointed representatives within Council to oversee procurement policy compliance.
Fleet, Plant and Equipment	Vehicles, plant, machinery and apparatus that are recorded on the Asset register at cost and depreciated over their useful life.
Residual Value	Asset value according to the depreciation schedule of the Asset register.
Scrapping	Disposal to a supplier at scrap value based on the raw material of the item sold.

Surplus to Requirements

Items that are no longer required at a location due to changes in circumstances.

POLICY STATEMENT

COUNCIL'S / MANAGEMENT'S POSITION

Isaac Regional Council is committed to ensuring a transparent, fair and equitable process in its disposal of non-current assets, plant, equipment and materials that are no longer of use for Council purposes.

GUIDING PRINCIPLES

Council's fundamental objective when disposing Valuable Non-Current Assets, plant, equipment and materials is to derive the most value to Council while complying with all regulatory requirements.

This policy is guided by the processes below and applied in the following order:

- Auction or Tender

Council shall dispose of Valuable Non-current Assets via Auction or Tender in accordance with the *Local Government Regulations 2012*. All other items flagged for disposal (with the exception of Council branded marketing items) shall be sold via public auction, for fairness, transparency and the confidence of the general public.

- Trade-in

In accordance with the *Local Government Regulations 2012 s236(d)*; Fleet, Plant and Equipment may be disposed by way of trade-in as part of a contract for the supply for replacement items.

- Donations

With consideration of other policies, items that are of benefit to the community or have value from a cultural or heritage aspect, may be donated to an organisation as approved by CEO as Council Delegate if unsold via Auction.

- Scrapping

Items unable to be sold via Auction or Tender may be disposed through a scrap dealer for scrap value if appropriate.

- Abandonment - Waste

Items of no market value which have exhausted all previous avenues are to be disposed at a Council approved Waste Management Facility.

Note: *Gifting to employees is not permitted. This includes items destined for the Waste Management Facility.*

RESPONSIBILITIES AND APPROVALS

The Asset Disposal Coordinator shall be responsible for ensuring Assets are disposed of in line with this Policy and the Asset Disposal Guidelines.

Disposal of assets shall align with the Strategic Asset Management Plan, relevant guidelines and policies.

A Disposal Authority is required for the consideration of the approvers with the appropriate delegated authority. An asset may not be disposed without this signed authority.

The Disposal Authority shall include justification for the disposal of the asset. Justification will include one or more of the following criteria;

- Decommissioned and no longer required
- Surplus to current or immediately foreseeable needs
- Technologically obsolete
- Operationally inefficient
- Part of an asset replacement program
- Past useful life
- Deteriorated, Unserviceable or beyond economic repair
- Contains any environmentally sensitive or hazardous material.
- Other criteria as approved by CEO

RISKS AND COMPLIANCE

In determining the value of the asset for the purpose of identifying a Valuable Non-Current Asset, an estimate of the realisable value if offered to the open market shall be used. The value is not to be based on the Residual Value (if any) within Council's Financial Asset Register.

Items offered for sale by Auction or Tender shall be on an "as-is, where is" basis.

Once an item has been disposed, the item shall be removed from the Financial Asset Register and the Insurance Register (if applicable).

Council will no longer maintain any risk or right pertaining to the asset having transferred all responsibility to the assuming party. Transference of title and risk is subject to any applicable terms and conditions.

Disposed items sold via Auction or Tender shall not be released until the cleared funds are received into either the Council account or the account of Council's appointed agent.

Council shall ensure that items that are to be disposed to a Waste Management Facility shall be done in compliance with WHS and Environmental legislation and practices.

The Procurement Compliance Review Group (PCRG) are responsible for auditing disposal events.

EXCEPTIONS

Any exception to policy shall require the approval of the CEO.

AUTHORISATIONS

- Disposal of Valuable Non-Current Assets are to be verified by the Strategic Asset Manager and require the approval of the CEO as per Council to CEO Delegations of Authority.
- Disposal of Low Value Non-Current Assets are to be verified by the Department Manager responsible and approved by the Strategic Asset Manager.

LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009*
- *Competition and Consumer Act 2010*
- *Public Sector Ethics Act 1994*
- *Integrity Act 2009*
- *Local Government Regulations 2012*
- *Work Health and Safety Act 2011 (QLD)*
- *The Environment Protection and Biodiversity Conservation Act 1999*
- *Australian Standards*

REFERENCES

ID	NAME
CORP-GDS-196	Asset Disposal Guideline
STAT-POL-052	Asset Management Policy
N/A	Council to CEO Delegations Register
CORP-FRM-426	Disposal Authority Form
CORP-POL-076	Fraud and Corruption Control Policy
PECS-058	Isaac Regional Library Service Original Materials Collection Policy
CORP-POL-034	Motor Vehicle Policy
CORP-TOR-008	Procurement Compliance Review Group Terms of Reference
CORP-MISC-118	Strategic Asset Management Plan

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Meeting Tuesday 13 April 2021
AUTHOR	John Squire
AUTHOR POSITION	Manager Contracts and Procurement

5.4

UPDATE ON LOCAL PREFERENCE POLICY IMPACTS

EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the performance of the Local Preference Policy (STAT-POL-086) as adopted by Council Resolution 7024. At the time when Council adopted the revised policy, a recommendation was made to endorse the amended Local Preference Policy on a trial basis with a reassessment following analysis of the policy impacts after 12 months.

The policy has not been in place for the full 12 months; however, an initial 6-month update has been requested.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

- 1. Accept the interim update report on the Impacts of the revised Local Preference Policy (STAT-POL-086).**

BACKGROUND

In accordance with the five (5) sound contracting principles included in the *Local Government Act 2009*, specifically section 104(3)(c), Council may encourage the development of competitive local business and industry when procuring the supply of goods and/or services (including works).

Following discussion and stakeholder engagement, Council resolved to adopt a revised Local Preference Policy which increased the weighting attached to a supplier's location for the purpose of evaluating supplier responses when sourcing goods and services, from 10% to 20%. In addition, it was recommended that a vendor's locality be assessed as a criterion independent of price when assessing contractual arrangements by removing the \$15,000 capping. The scoring method for a vendor's location remained unchanged with 10/10 for Isaac vendors, 7/10 for Neighbouring regions, 5 /10 for greater QLD, and 3/10 for Interstate vendors.

IMPLICATIONS

The data used for the spend by location reports are based on the vendor address (postcode) information retained within Tech 1. Therefore, some discrepancies in the data exist, where a supplier may operate from a local base within Isaac and fits the definition of a local supplier however has their accounts department located elsewhere. Secondly, this methodology does not take into consideration the instances of large scaled engagements where a Principal Contractor has engaged local subcontractors. The value of the works allocated to local subcontractors has not been determined.

The policy change and the focus on local supplier inclusion for supply opportunities has had a positive impact on the value of the spend with local Isaac vendors. Overall spend locally has trended upwards from ~5% to ~20%.

The policy is also believed to be having a positive impact by encouraging vendors to invest in the area, so as to take advantage of the local preference weighting in the evaluation process.

In adopting this policy, there was acknowledgment of risk that by doubling the weighting for Local Preference, that the overall cost to Council could be increased significantly, due to less competitive pricing offered by local businesses when compared to larger metro and regional business that have the advantage of economies of scale. Overall spend is down considerably when compared to corresponding periods from the previous financial year, which is counterintuitive to the impacts of the policy, and is believed to be due to the frugal budget imposed, and the variability around works reliant upon funding available through NDRRA, and other external grant programs.

Therefore, in an effort to understand the impacts of the policy on the evaluation process, a sample of 10 recent sourcing exercises was re-assessed on the basis of transferring 10% from the local preference weighting and adding it to the price criterion. The results show that in only one of these instances would the evaluation have resulted in the project being awarded to a different vendor. It was however a considerably large and costly project which did get awarded to an Isaac based supplier and has resulted in an additional \$130k expenditure to Council.

CONSULTATION

- Executive Leadership Team

BASIS FOR RECOMMENDATION

This report is for information purposes only.

ACTION ACCOUNTABILITY

The Manager Contracts and Procurement was responsible for the collation of data and shall present a further report on the impacts of the revised Local Preference Policy after 12 months from implementation.

KEY MESSAGES

The revised Local Preference Policy is having a positive impact on the percentage of Council spend with local suppliers.

Report prepared by:	Report authorised by:
JOHN SQUIRE	DARREN FETTELL
Manager Contracts and Procurement	Director Corporate Governance and Financial Services
Date: 1 April 2021	Date: 1 April 2021

ATTACHMENTS

- Attachment 1 – Report Local Preference Impacts

REFERENCE DOCUMENT

- Nil

LOCAL PREFERENCE POLICY

IMPACTS FROM CHANGES

Current as at 06.04.2021

Presented by **John Squire / Contracts and Procurement**



LOCAL PREFERENCE POLICY – CHANGE IMPACTS

POLICY OBJECTIVE

The objective of the Local Preference Policy, in accordance with section 104(3)(c) of the *Local Government Act 2009*, is to encourage the development of competitive local business and industry when procuring the supply of goods and/or services.

The policy aims to encourage and support local suppliers and support local economic activity, where it is efficient and cost effective to do so, while achieving the legislative Sound Contracting Principles, including Council's 'overall value-for-money' objectives.

BACKGROUND

At the July 2020 Ordinary Meeting of Council, the Local Preference Policy (PRO-050) was repealed in favour of an amended Local Preference Policy (STAT-POL-086) (Resolution 6716).

The policy was endorsed under a trial basis with a reassessment of the impacts of the revised policy after 12 months.

Council further requested the development of a communications plan be developed that integrates our procurement processes, upcoming works and education awareness of doing business with Isaac Regional Council.

POLICY CHANGES

The method by which the local preference criteria were evaluated, was simplified to make the vendor's location a separate and distinct criterion. In addition, the weighting attached to the supplier's location was increased from 10% to 20%. These changes make the application of the Policy easier for IRC staff and members of the community to understand. It also makes the IRC Local Preference Policy extremely generous compared to other councils. It has the highest percentage of the weighted criteria when compared to other councils, including not having a limit imposed on the value of the purchase. This allows for stronger local competition, particularly for the more valuable contracts.

The scoring attached to the supplier location remained unchanged, and is assessed according to the following scale;

- 10/10 – Local Vendors (as defined in this policy)
- 7/10 – Vendors in Neighbouring Council regions
- 5/10 – Vendors within the broader regions of Queensland
- 3/10 – Vendors based Interstate

POLICY IMPACTS

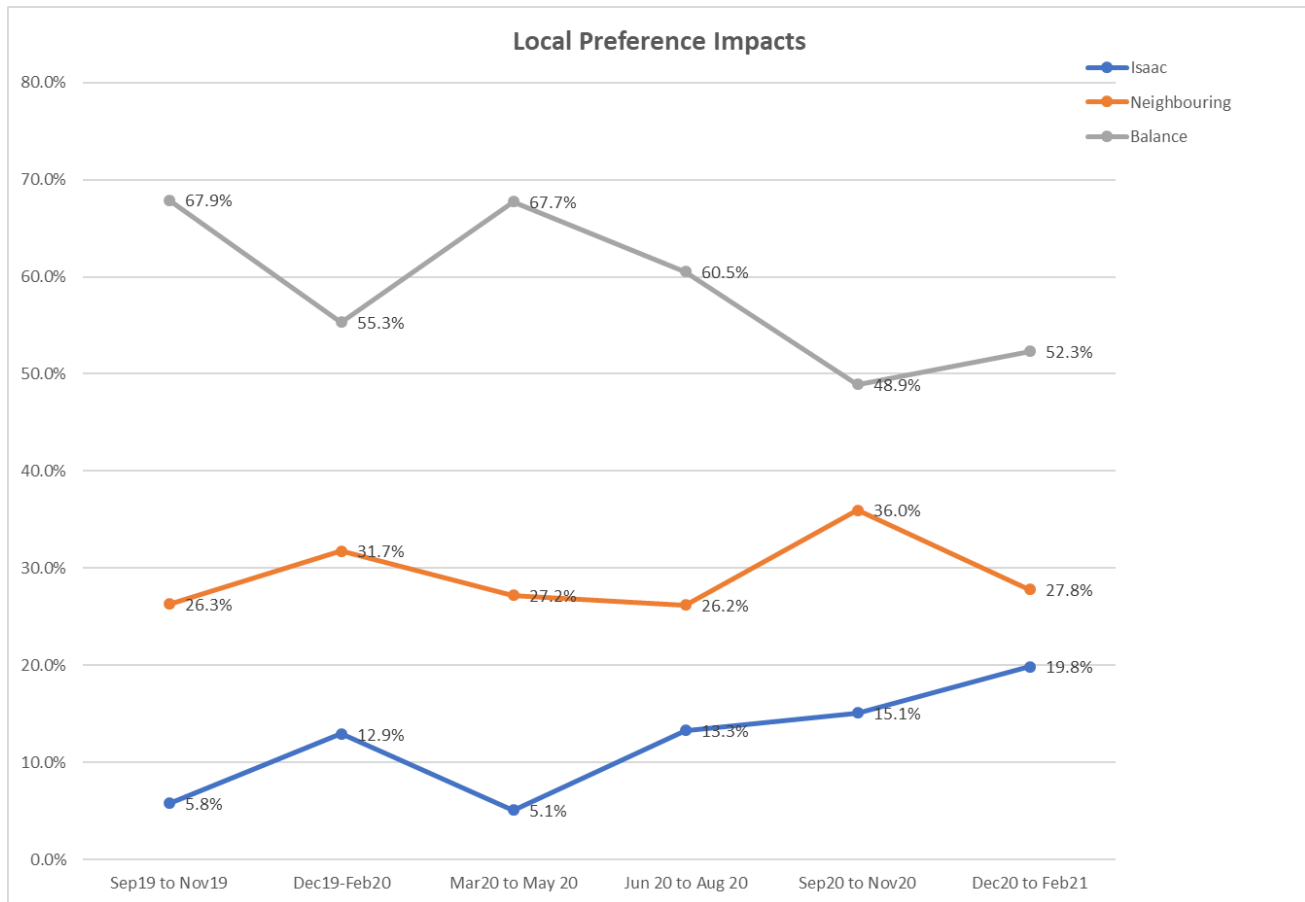
SHIFT IN SOURCING PATTERNS

For the purposes of assessing the impacts of the policy changes, a customised report was constructed, which uses the vendor's postcode address details held within Tech1. Note; there are therefore some discrepancies in the data, where a supplier may operate from a local base within Isaac and fits the definition of a local supplier, however has their accounts department located elsewhere. Secondly, this methodology does not take into consideration the instances of large scaled engagements where a Principal Contractor has engaged

local subcontractors. The value of the works allocated to local subcontractors has not been determined in this report.

Due to the volatility in the data, spend has been consolidated using time periods of 3-months. The impacts of the policy therefore are only applicable to the last two - three periods as shown in the data below. In addition, the concerted efforts to include local suppliers in all sourcing exercises has been an ongoing practice well before the implementation of the local preference policy, and the trends towards greater local supplier spend are evident in the periods prior to the policy change.

Overall the total percentage of council spend with local suppliers is trending upwards as expected. This comes mainly at the expense of Southern based vendors.

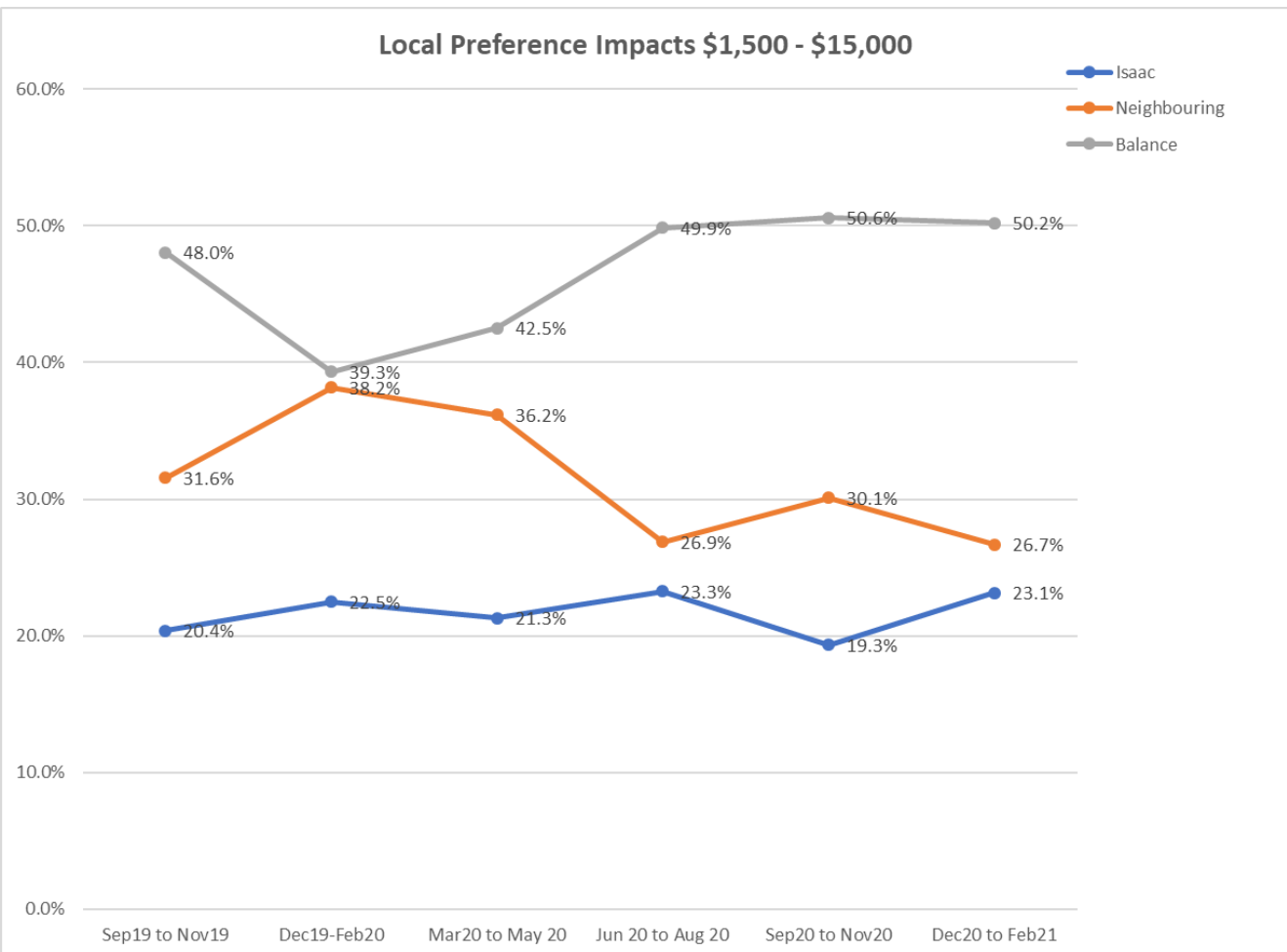
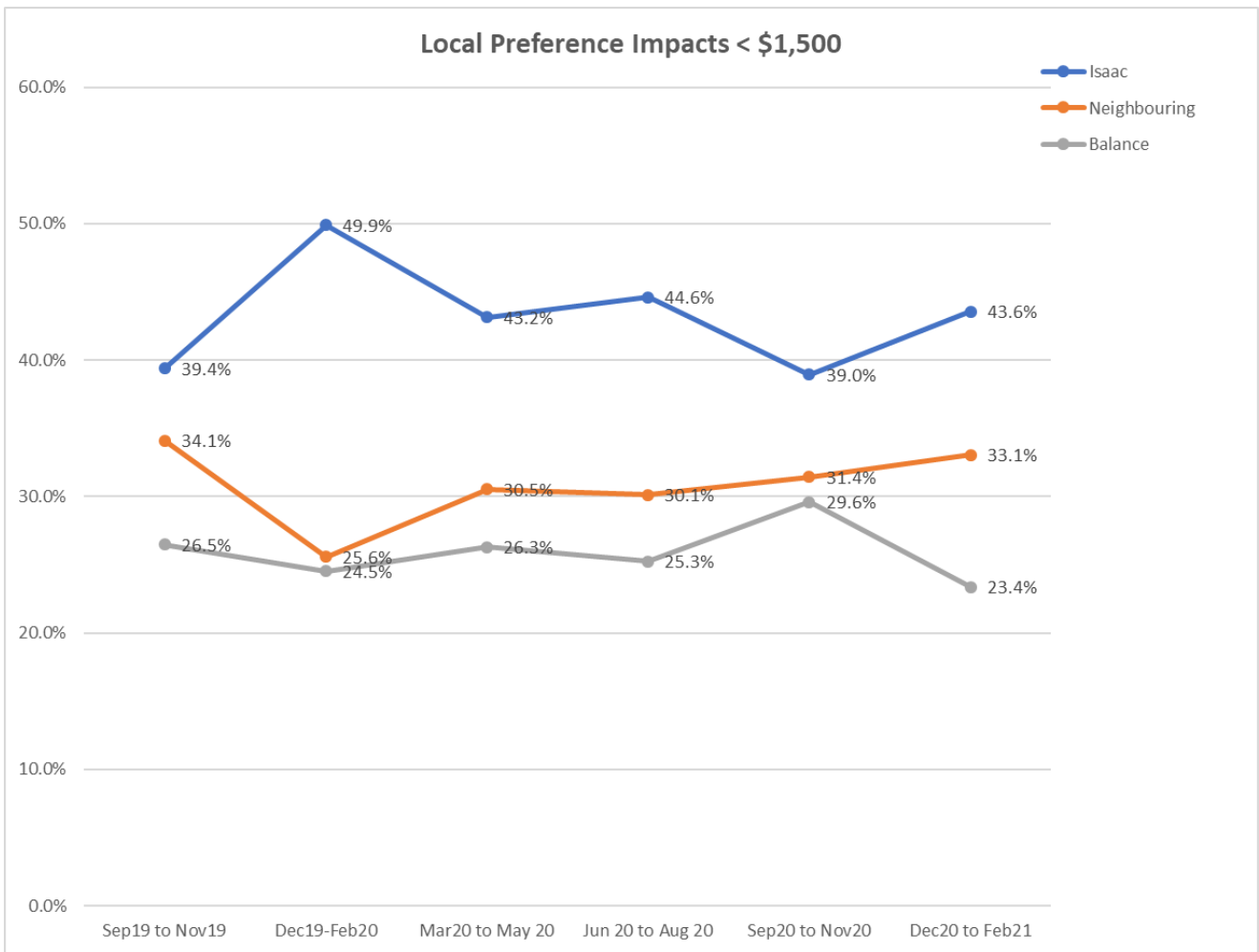


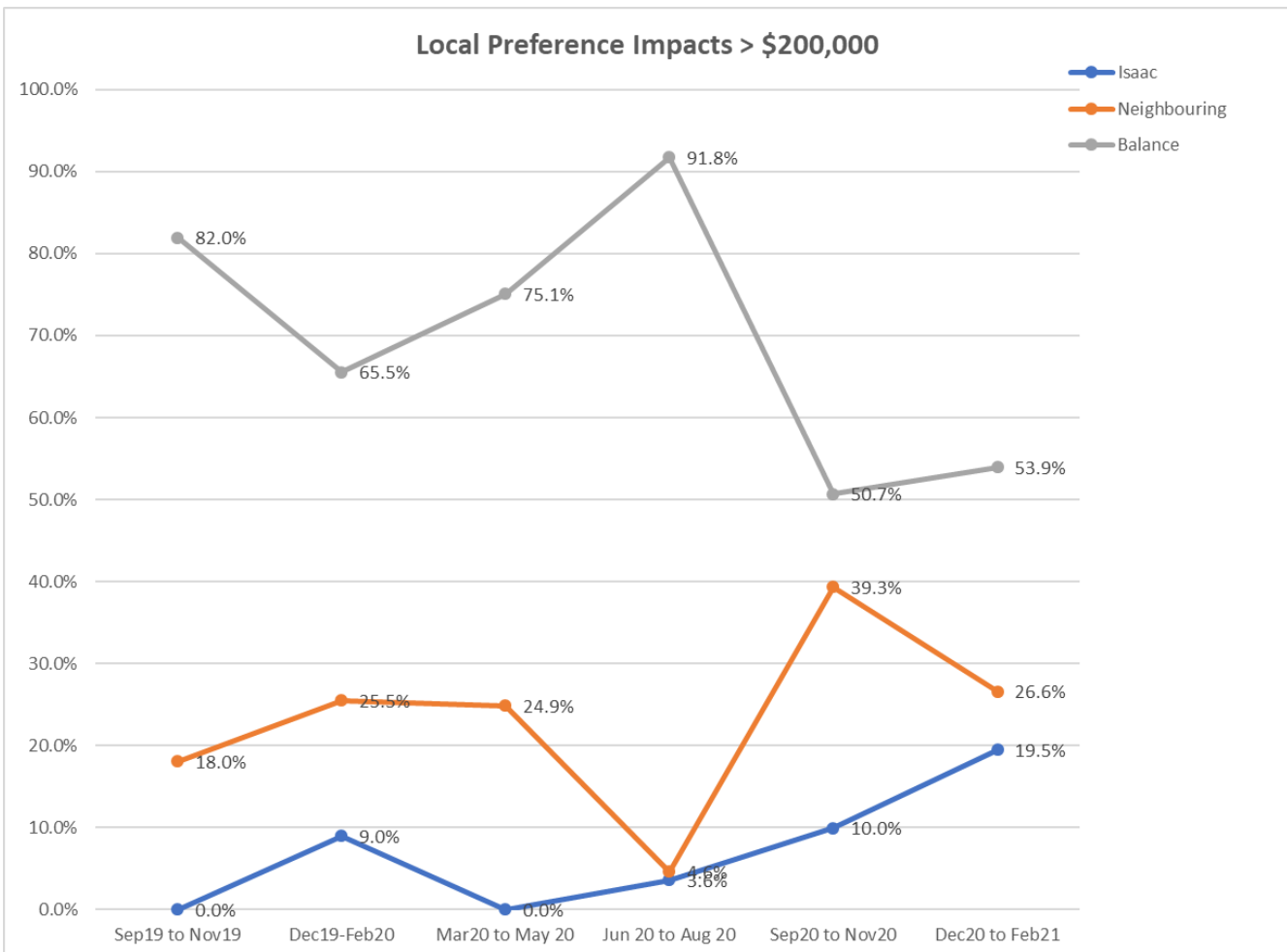
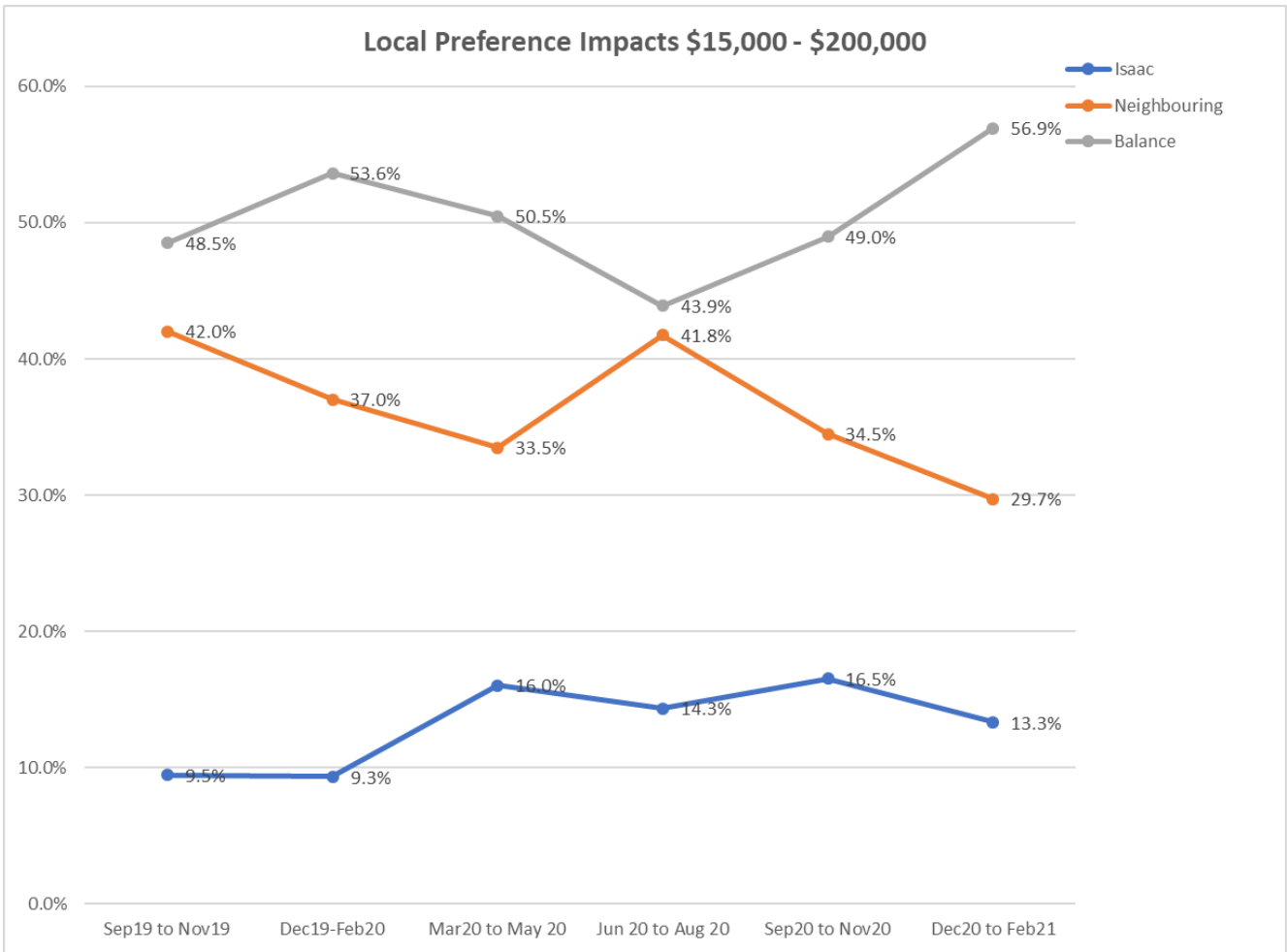
The following series of graphs illustrate the shift in percentage of spend by vendor segment, in accordance with the Procurement Policy competitive bidding spend brackets.

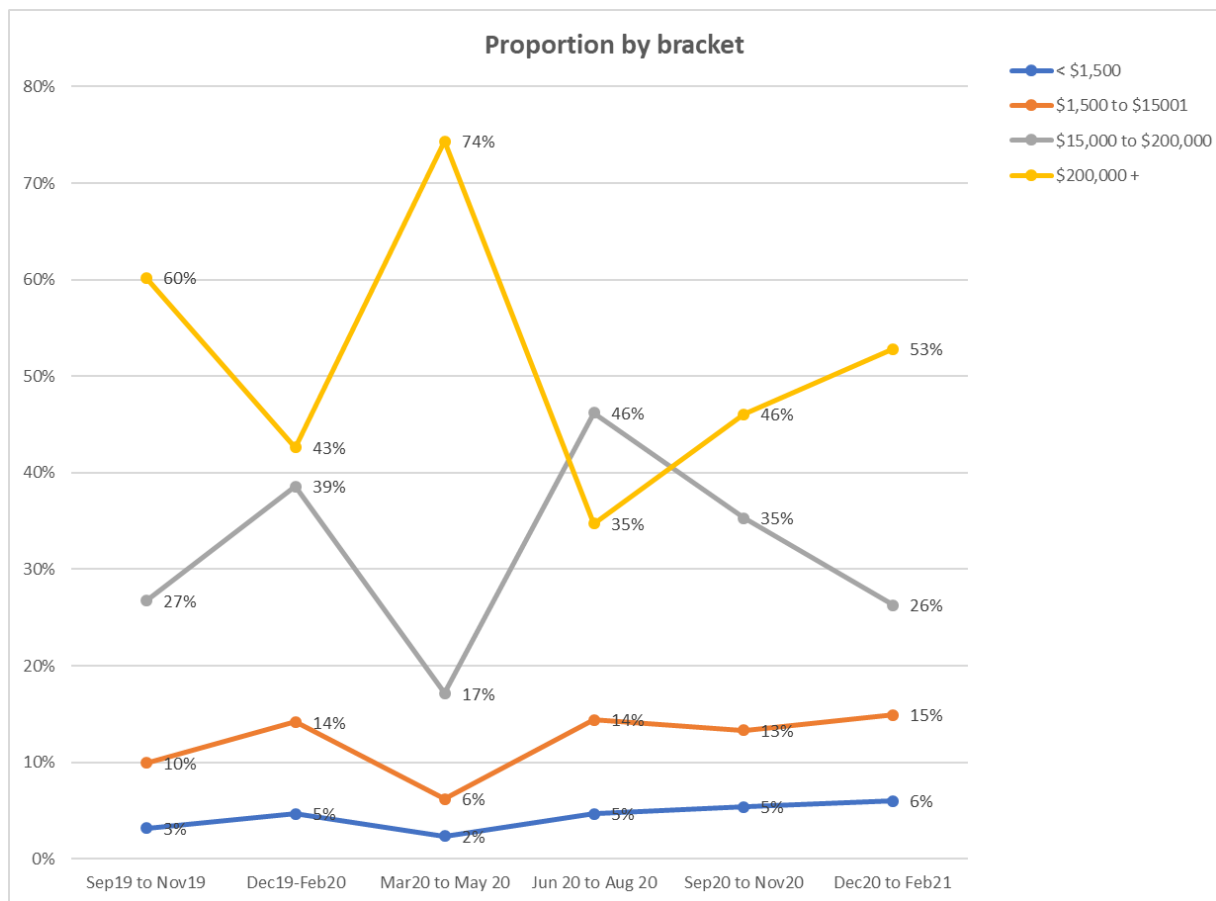
It is noted that, at the lower end of purchasing (< \$1500) the expenditure mainly resides with local suppliers.

The policy is also having a positive impact by encouraging vendors to invest in the area, so as to take advantage of the local preference weighting in the evaluation process. A prominent civil construction company has recently purchased property in the region.

This accounts for some of the increase for larger sized contract arrangements.







COST IMPLICATIONS

Determining the cost to council for the implementation of this policy has been made difficult to evaluate due to the frugal budget imposed, and the variability around works reliant upon funding available through NDRRA, and other external grant programs. It should also be noted that data for procurement evaluations is not loaded into Council's financial system meaning that assessments undertaken are manual.

Spend is down considerably when compared to corresponding periods from the previous financial year.

In an effort to understand the impacts of the policy on the evaluation process, a sample of 10 recent contract awards from a pool of 35 was re-assessed on the basis of transferring 10% from the local preference weighting and adding it to the price criterion. This covered the time period from 01/01/2021 to 01/03/2021. The results show that in only one of these instances would the evaluation have resulted in the project being awarded to a different vendor. It was however a considerably large and costly project (\$631k) and resulted in an additional \$124k expenditure to Council on what would have otherwise had been \$507k in total.

It has been decided to reassess all RFQ and RFT sourcing events for the next three months using the same methodology in preparation for the final report, which will display the value and the quantity of the revised policy impacts.

COMMUNICATIONS PLAN

The comms plan was intended to be done in a wholistic approach to Council incorporating the Economic Development team and has not proceeded due to competing priorities, however internal communications are continuing at every opportunity.

An internal audit of Procurement will also provide further quality assurance and business improvement opportunities which will feed into the communication plan going forward, for example the use of supplier engagement platforms (Vendor Panel Marketplace and Local Buy) to improve access for local suppliers.

MEETING DETAILS

Corporate, Governance and Financial Service Standing Committee Meeting
Tuesday 13 April 2021

AUTHOR

Michael Krulic

AUTHOR POSITION

Manager Financial Services

5.5

EXCEPTION BASED CONTRACTUAL ARRANGEMENT FOR FRAMME ACCOUNTING SERVICES

EXECUTIVE SUMMARY

The purpose of this report is to seek an exception for Framme Accounting Services to be engaged under s235 (b) of *Local Government Regulations 2012*. This section of the Act covers exceptions for entering into medium or large sized contractual arrangements without first inviting written quotes or tenders, based on specific circumstances as defined with s235 of the Regulation.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders for the financial year ending 30 June 2021 and 30 June 2022 for the following services:-***

<u>Company</u>	<u>Service provided/engaged for delivery of</u>
<i>Framme Accounting Services</i>	<i>Production of Annual budget statements and Annual Financial Statements</i>

BACKGROUND

Under section 235 of *Local Government Regulation 2012* it states:

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; or
- (b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- (c) a genuine emergency exists; or
- (d) the contract is for the purchase of goods and is made by auction; or
- (e) the contract is for the purchase of second-hand goods; or
- (f) the contract is made with, or under an arrangement with, a government agency.

////////////////////////////////////

Framme Accounting Services owns the license for proprietary software used for the generation of various financial reports. Framme has been used by IRC for over 10 years to assist with the input of the budget and financial data from Tech1 into the Framme software to produce the relevant reports required (budget and financial statements). The knowledge of the accounting standards and local government of the proprietor is extensive, which is extremely valuable to the Finance team. It is believed that it would not be cost effective to change. Due to the specialised and confidential nature of the services that are sought, it would be impractical or disadvantageous to invite quotes (s235(b)). The value of the services and the licence fee for a financial year are approximately \$30K excluding GST.

IMPLICATIONS

Meet legislation and ensure meeting procurement policies and procedures.

CONSULTATION

- Manager Procurement and Contracts

BASIS FOR RECOMMENDATION

Exception was thoroughly reviewed with consideration to the veracity of the application.

ACTION ACCOUNTABILITY

The Manager – Contracts and Procurement is accountable for compliance with s235 of the *Local Government Regulations 2012*.

KEY MESSAGES

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

Report Prepared By: MICHAEL KRULIC Manager Financial Services Date: 1 April 2021	Report Authorised By: DARREN FETTELL Director Corporate, Governance and Financial Services Date: 6 April 2021
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 13 April 2021
AUTHOR	Gary Stevenson PSM
AUTHOR POSITION	Chief Executive Officer

5.6 REVISED MEETING DATE FOR JUNE 2021 ORDINARY MEETING

EXECUTIVE SUMMARY

Due to the Australian Local Government Associations 2021 National General Assembly scheduled from 20 June 2021 to 23 June 2021 Council is required to revise the meeting date for the Ordinary Meeting scheduled for Wednesday 23 June 2021.

OFFICER'S RECOMMENDATION

That Council recommend that Council:

- 1. Adopt the revised meeting date for the June 2021 Ordinary Meeting of Isaac Regional Council of Wednesday 30 June 2021 to be conducted in person in Isaac Regional Council, Batchelor Parade, Moranbah Council Chambers commencing at 9am.***

BACKGROUND

Council has Elected Members attending the Australian Local Government Associations 2021 National General Assembly which is scheduled from 20 June 2021 to 23 June 2021. To ensure the Council is able to attend the scheduled conference to advocate for Isaac Regional Council and the motions submitted by Council for the National General Assembly the Ordinary Meeting currently scheduled for Wednesday 23 June 2021 needs to be moved to Wednesday 30 June 2021.

IMPLICATIONS

If the meeting date is not amended there is a possibility that the meeting may be inquorate.

Costs for Ordinary Meetings of Council are included in the budget of the Office of the Chief Executive Officer.

CONSULTATION

- Chief Executive Officer
- Office of the Mayor and Chief Executive Officer

BASIS FOR RECOMMENDATION

Providing transparent and quality decision making.

ACTION ACCOUNTABILITY

Office of the CEO and Brand, Media and Communication Team to advertise meeting dates, times and locations as per legislative requirements.

KEY MESSAGES

Providing transparent and quality decision making.

Report prepared by: GARY STEVENSON PSM Chief Executive Officer Date: 31 March 2021	Report authorised by: GARY STEVENSON PSM Chief Executive Officer Date: 31 March 2021
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- *Local Government Act 2009*
- *Local Government Regulations 2012*

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 13 April 2021
AUTHOR	Gary Stevenson PSM
AUTHOR POSITION	Chief Executive Officer

5.7

REVISED LOCATION FOR MAY 2021 ORDINARY MEETING

EXECUTIVE SUMMARY

Due to the Isaac Region's Clermont Show being held from Tuesday 25 May to Wednesday 26 May 2021 Council is being requested to change the location of the Ordinary Meeting scheduled for Tuesday 25 May 2021 from Moranbah to Clermont.

OFFICER'S RECOMMENDATION

That the Committee Recommend that Council:

- 1. Adopt the revised meeting location for the 25 May 2021 Ordinary Meeting of Isaac Regional Council from Isaac Regional Council, Batchelor Parade, Moranbah Council Chambers to Isaac Regional Council, Corner Karmoo and Daintree Streets, Clermont Board Room (Old Library) commencing at 9am.***

BACKGROUND

The Isaac Region's Clermont Show is being held from Tuesday 25 May 2021 to Wednesday 26 May 2021. To ensure that Council has an opportunity to attend and support the region at the Clermont Show and to align with past practice that the Ordinary Meeting for the month of May is held in Clermont to align with the Show it is being proposed that the Ordinary Meeting scheduled for Tuesday 25 May 2021 is held at Isaac Regional Council, Corner Karmoo and Daintree Streets, Clermont Board Room (Old Library) commencing at 9am.

IMPLICATIONS

Costs for Ordinary Meetings of Council are included in the budget of the Office of the Chief Executive Officer.

CONSULTATION

- Chief Executive Officer
- Office of the Mayor and Chief Executive Officer

BASIS FOR RECOMMENDATION

Providing transparent and quality decision making.

ACTION ACCOUNTABILITY

Office of the CEO and Brand, Media and Communication Team to advertise meeting dates, times and locations as per legislative requirements.

KEY MESSAGES

Providing transparent and quality decision making.

Report prepared by: GARY STEVENSON PSM Chief Executive Officer Date: 31 March 2021	Report authorised by: GARY STEVENSON PSM Chief Executive Officer Date: 31 March 201
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- *Local Government Act 2009*
- *Local Government Regulations 2012*

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Meeting Tuesday 13 April 2021
AUTHOR	Darren Fettell
AUTHOR POSITION	Director Corporate, Governance and Financial Services

6.1 CORPORATE, GOVERNANCE AND FINANCIAL SERVICES INFORMATION BULLETIN – APRIL 2021

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

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

BACKGROUND

The attached Information Bulletin for April 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.

Report prepared by: DARREN FETTELL Director Corporate, Governance and Financial Services Date: 7 April 2021	Report authorised by: GARY STEVENSON PSM Chief Executive Officer Date: 7 April 2021
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ATTACHMENTS

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

REFERENCE DOCUMENT

- Nil

DATE: April 2021

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

DIRECTORATE HIGHLIGHTS

We welcome Bilal Akhtar to our CGFS and Council team joining us as Manager Strategic Asset Management. Thankyou to Michael Krulic for assisting in the role during the recruitment process. Recruitment for the Manager Brand Media Communications is currently being finalised at time of report.

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

- Progression of Council's Business continuity planning
- Progress Corporate Plan project in line with Council direction, specifically aim to adopt the draft interim Corporate Plan for community consultation
- Continuing with Enterprise Risk Management Strategic and Operational Risk Registers
- Annual Budget and PAG process for 2021/2022
- Business Plans for 2021/2022
- Continuing Disaster Management preparedness
- Continuing renewal of Procurement policies and procedures and associated reporting

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

- Continuing turnover of key staff with loss of corporate knowledge
- Continuing pressure on Procurement and BMC teams
- Ongoing management of frugal budget and potential impacts of 3rd Quarter Budet Review
- Increasing demands on service delivery from internal and external activities

BRAND, MEDIA & COMMUNICATIONS DEPARTMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

- Production and delivery of four Clermont Rags
- Eight Community Newsletter Advertisements
- Ongoing 2021 St Lawrence Wetlands Weekend communication planning and delivery
- Ongoing 2021 Mayor's Charity Ball communication planning and delivery
- 2021 Isaac Region Planning Scheme communications planning and rollout on 1 April
- Inspiring Women in Isaac Awards communications planning and support
- Interim Corporate Plan communications delivery
- Isaac Shopper Survey communication delivery

- Isaac Youth Month communication planning and delivery
- Communication delivery and support for Nebo Showgrounds Masterplan InfoShare
- Chip N Check initiative for Isaac Coast communications delivery
- Back on Track exhibition for Clermont Historical Centre
- Reflections of Resilience updated communications
- Ongoing new look IRIS website template with content migration for IRIS and Isaac Regional Charity Fund
- Ongoing Clermont Water Quality Plan communications and delivery – Theresa Creek Dam dredging

Other key achievements for March:

- 13 general media releases issued, up from 7 in February 2021.
- 36 public notices, up from 27 in February 2021.
- 20 media inquiries, up from 15 media inquiries in February 2021.

Facebook

- 8,682 likes up from 8,621 in February 2021 and up from 8,587 in January 2021
- 9,265 followers up from 9,166 followers in February 2021 and up from 8,709 in January 2021

Instagram

- 974 followers up from 960 followers in February and up from 949 followers in January 2021

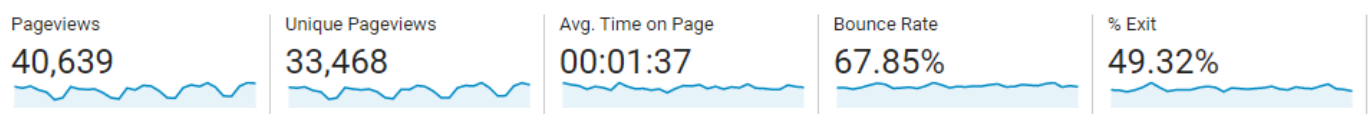
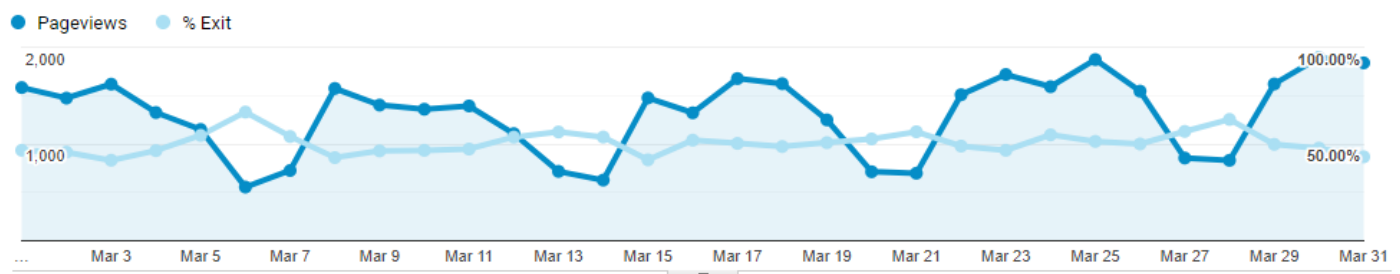
Twitter

- 563 followers up from 557 followers in February 2021 and up from 558 in January 2021

LinkedIn

- 4,190 followers up from 4,115 followers in February 2021 and up from 4,041 in January 2021 (post impressions have increased by 148 per cent – 20,200 post impressions).

Page views to www.isaac.qld.gov.au



Top 10 pages are:

Page		Pageviews	% Pageviews
1. /		5,431	13.36%
2. /about-council/employment		1,574	3.87%
3. /environment-water-waste/waste-management-facilities		1,398	3.44%
4. /contact-us/home		851	2.09%
5. /about-our-region/carmila		651	1.60%
6. /library-arts-and-culture/home		534	1.31%
7. /community/wetlands-weekend		462	1.14%
8. /about-our-region/the-peak-range-national-park		461	1.13%
9. /about-our-region/road-conditions		444	1.09%
10. /library-arts-and-culture/log-into-opac		409	1.01%

FINANCIAL REPORT:

Not applicable

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

APRIL PROGRAM:

- ANZAC Day communication and support delivery with Engaged Communities
- Production and delivery of four Clermont Rags
- Eight Community Newsletter Advertisements
- Ongoing Planning Scheme Webpage updates
- Advocacy document refresh with the Office of the Mayor and CEO
- Queensland Beef Corridors communications preparation with Economy and Prosperity
- Mayoral presentation for the Mining Health and Safety Forum in May
- Clermont 5ML Water Open Day communications and support for Water and Waste
- Domestic Waste Amnesty Day communications and delivery with Compliance and Waste teams
- Pool Survey Communication Planning and Delivery with Community Facilities
- Ongoing 2021 St Lawrence Wetlands Weekend communication planning and delivery
- Ongoing 2021 Mayor’s Charity Ball communication planning and delivery
- Domestic Dog desexing vouchers

- Illegal dumping communication delivery phase 2
- Shop Isaac Social Media Plan - 12 months
- Development of BMC Corporate Communications and Consultation calendar with Engaged Communities
- Internal training in the JADU platform to assist with web uploads as part of the IRIS content migration

DEVELOPING INITIATIVES / ISSUES:

- Recruitment ongoing for Manager Brand, Media & Communications and an officer level position.
- Isaac publications and Clermont Rag review.
- A significant increase in media enquiries, communication planning and graphic design work with limited resources and managing expectations.
- A desire to do an open EOI for reaching out to discover photographers to utilise in upcoming regional events.

CONTRACTS AND PROCUREMENT DEPARTMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

27/02/2021 - 31/03/2021	CGFS	E & I	W & W	PECS
Awarded Tenders	0	0	0	0
Active Tenders	1	1	1	2
In progress Tenders	5	3	3	1
Awarded RFQ's	1	26	6	4
Active RFQ's	0	7	7	1
In progress RFQ's	2	15	10	7
Active - out to market or under evaluation In Progress - specification under development				

- Revised Procurement and Disposals Policies before ELT
- Interim report for Local Preference impacts
- Revised Recommendation Report
- Commenced Middlemount supply ex Clermont
- Clermont Depot secure storage extension completed

Purchase Requisitions Released	
Month of: (27/02/2021 – 31/03/2021)	March 2021
Value of Purchase Requisitions processed	\$6,931,957.49
No. Purchase Requisitions Released	848

Requisitions Suspended		12
Exceptions Raised	15	\$121,271.55
Variations Raised	9	\$69,649.55

Note;

- The Exceptions include; Established 7 trade accounts with local suppliers.
 The Variations include; CLM WTP design changes \$29,134.96, MMT Tennis lighting foundation changes due to soil test \$8,635.

PREVIOUS MONTH’S ISSUES:

- Notification of LG Tenderbox demise at the end of May– need to implement an alternative.
- IRC Professional Indemnity Insurance requirements being challenged by suppliers.
- Re-emergence of Covid into QLD – supply of masks
- Procurement Audit findings and report feedback

FINANCIAL REPORT:

- Consolidation of cost centres for FY21/22 to be Hub based instead of Town based.

OPERATIONAL PLAN:

- Procurement Compliance Review Group – Amendment report, Non-Compliance report, Spend Analysis report under development utilising reports and findings from internal audit.

ORGANISATIONAL DEVELOPMENT PLAN:

- Fundamentals for Non-Lawyers masterclass online training 23/03/2021
- Minter Ellison webinar session on project trust accounts 5/03/2021
- Assist IRC staff in navigating procurement compliance requirements (ongoing), including invitations to PCRG meetings with peers
- Forklift training of Nebo Storeperson completed
- St Lawrence Storeperson First Aid course

NEXT MONTH’S PROGRAM:

- External Web page redevelopment – ongoing with assistance from BMC.
- RFT’s for Clermont Saleyards, Floodways Construction Cape Palmerston
- RFQs for Moranbah town square fountain replacement, QAS and fatigue accommodation Nebo
- Local Preference Comms plan
- Procurement Procedure revision (flow charts of steps taken)
- Nebo site wide clean up
- Purchase Order Terms and Conditions
- Internal Audit findings and resulting actions.

DEVELOPING INITIATIVES / ISSUES:

- Local Buy Next Gen ecosystem as possible solution for LG Tenderbox replacement – due diligence required.

FINANCIAL SERVICES

PREVIOUS MONTH'S ACHIEVEMENTS:

- All of Finance team meeting held on the 4th of March
- Initial review of Fees and Charges update schedule for 21/22 which closed in late February. Draft presented to Council at 1st Budget workshop
- FBT preparation
- Resignation of Finance Officer within the Account Payable team
- Budget preparation works – first Council workshop held on 23 March 2021
- Tropical workshop attended on the 10th March – direction for Financial Statement preparation
- External Auditors visit held during the week of the 22nd of March 2021

PREVIOUS MONTH'S ISSUES:

Nil

FINANCIAL REPORT:

Budget adopted 29 July 2020. Annual Financial Statement adopted by Council on 18 November 2020.

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:

- LGM Asset Insurance review and updating of schedules to occur for IRC to obtain Insurance quotes for 2021/22 Financial year
- FBT completion and lodgment
- Advertising for new Finance Officer – floating role to assist in various finance functions

- Budget preparation works – 2nd Budget workshop to be held 20 April 2021
- Rates modelling – taking into account new land valuations
- Submission and finalisation of audit visit along with any relevant position papers
- Commencement of Q3 budget review – capital reports sent out to relevant managers on the 1st of April 2021

DEVELOPING INITIATIVES / ISSUES:

- Processing / review of land valuations from Department of Resources

GOVERNANCE AND CORPORATE SERVICES DEPARTMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

- Progressed interim Corporate Plan planning, with adoption for community consultation and released for same
- Developed Council's first Report Card on hits performance on the Corporate Plan
- Commenced preparation for the development of the 3rd Quarterly performance report on 2020/21 Annual Operational Plan
- Council endorsed the Final Close Out report on the Organisational Development Plan
- 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 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

OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

NEXT MONTH'S PROGRAM:

- Progress Corporate Plan project in line with Council direction, specifically the community engagement for the Interim Corporate Plan. Planning for the Corporate Plan proper will commence shortly
- Commence development of the 2021/2022 Annual Operational Plan
- Facilitate the evaluation of the Internal Audit tender and recruitment activities for an Internal Auditor
- Participate on the evaluation Panel for Community Chest Grants, reporting to the Special Community Grants Standing Committee, should an application be received

- Progress the finalization of the Fraud and Corruption Control Framework and supporting documents and training plan
- Progress the development/enhancement of the Business Continuity Plan with stakeholders.
- Continue to facilitate the review of the 2021/22 Departmental Business Plans
- Continue facilitation and monitoring of the Strategic and Operational Risk Registers
- Progress Audit & Risk Committee actions and Internal Audit Plan
- Facilitate rollout/implementation of the new *Human Rights Act 2019*
- Review and drafting of several Corporate Policies
- Continue 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 to capture base information ongoing with the great project to progress in 2021
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, polices, risk registers

INFORMATION SOLUTIONS DEPARTMENT

PREVIOUS MONTH ACHIEVEMENTS:

- New WAN tower erected at The Village in Moranbah. Commissioning scheduled for May.
- First draft of the ICT business continuity plan completed and now under review.
- Reduced the FY20/21 IS budget by \$350,000 (5.34%) as a result of 2nd quarter budget review

PREVIOUS MONTH'S ISSUES:

No issues

FINANCIAL REPORT:

No issues

DEVIATION FROM BUDGET AND POLICY:

Not applicable

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not applicable

NEXT MONTH'S PROGRAM:

Project Name/ Description	Start Date	Scheduled End Date	Comments/Exceptions
Portable public address system to be trialled for use in large meeting rooms			
Continue the SD-WAN rollout			
Continue Records audit of IT systems			
Upgrade Teams hardware in regional offices			

DEVELOPING INITIATIVES / ISSUES:

- Mobile computing
- Teams rollout
- Business continuity planning

STRATEGIC ASSET DEPARTMENT

PREVIOUS MONTH ACHIEVEMENTS:

- Ongoing progress of PAG, Panel Members include the Director and Rebecca Panoho and Michael Krulic plus:
 - Water – Linda Roberts, Lisa Tonkin
 - E&I – Gordon Robertson, Sean Robinson
 - PECS – Mark Davies, Nishu Ellawala
 - CGFS – Alexis Coutts
- Review PAG assessment criteria for commencement of Gateway 3
- Continuation of task asset assigning
- Ongoing work in Aligning the Financial Asset Register and the Operational Asset Register

PREVIOUS MONTH'S ISSUES:

Nil

FINANCIAL REPORT:

Financial spend as per budget.

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Strategy (i.e. C5)	Service Area	Description	Highlight/Exception, including explanation
15	Asset Management Strategy	Develop an Asset Management Plan and Framework	Strategic Asset Management Plan adopted by Council on the 16 th of December 2020
15	Project Accountability	Develop a Project Accountability Gateways Framework	PAG 2020-21 process is underway with Assessment reviews commencing mid January 2021

NEXT MONTH'S PROGRAM:

- Commencement of Gateway 3. Document being finalised in order for assessment to occur during April
- Continuation of task asset assigning
- Ongoing work in Aligning the Financial Asset Register and the Operational Asset Manager
- Strategic Asset Manager to Commence on 12 April 2021

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable.

DEVELOPING INITIATIVES / ISSUES:

Not Applicable.

ORGANISATIONAL SAFETY DEPARTMENT

PREVIOUS MONTH ACHIEVEMENTS:

WHS Team

- Commenced review of our safety language, this will be presented to ELT when prepared, but the intent is to further shift the safety culture through the change in old fashioned safety terminology. Including a review of the safety and disaster management team.
- Risk Assessment training conducted by consultant for the Safety, Governance and Disaster Management team, very informative.

Disaster Management Team

- Commenced 2021 review of the Local Disaster Management Plan and associated subplans.
- Established an internal working group for resilience around infrastructure, taking an all hazards approach, Queensland Resilience Association (QRA) spoke about the work that we have undertaken on the Fitzroy basin projects and now in the Burdekin Haughton project.

PREVIOUS MONTHS ISSUES:

- Nil

FINANCIAL REPORT:

In line with Council resolution 7203 approving application for intelligent flood signage through the Qld Resilience and Risk Reduction Fund, the Fitzroy Basin Working Group has resubmitted a previous application under the 2021 Qld Disaster Resilience Fund program with a 30% contribution rather than the 50% contribution proposed through IRC directly. QRA are aware of and supportive of the applications.

DEVIATION FROM BUDGET AND POLICY:

Not Applicable.

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable.

NEXT MONTH'S PROGRAM:

Organisation Development Plan or Capital Projects

Project Name/ Description	Start Date	Scheduled End Date	Comments/Exceptions
Isaac River Region Flood Model (joint CHRC project)	2018	Dec 2020	CHRC have provided no update here, despite numerous attempts to contact them.

DEVELOPING INITIATIVES / ISSUES:

Issues:

- Monitoring of health-related matters, noise, dust, hearing testing and mask fit testing to be conducted in coming months.
- Capability assessment to be undertaken with respect to Drug and Alcohol testing.

Report authorised by:

DARREN FETTELL

Director Corporate Governance and Financial Services

Date: April 2021

ATTACHMENTS

Nil

TERM / ACRONYM

MEANING

AOP	Annual Operational Plan
CPA	Corporate Procurement Arrangements
EOI	Expression of Interest
NTT	Notice to Tenderers

INFORMATION BULLETIN

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

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 13 April 2021
AUTHOR	Jarrah Butler
AUTHOR POSITION	Acting Manager People and Performance

6.2

PEOPLE AND PERFORMANCE INFORMATION BULLETIN – APRIL 2021

EXECUTIVE SUMMARY

The People and Performance Information Bulletin for April 2021 is provided for Committee review.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Note the People and Performance Information Bulletin for April 2021.***

BACKGROUND

The attached Information Bulletin for April 2021 provides an operational update for Committee review on the People and Performance Department.

IMPLICATIONS

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

CONSULTATION

People and Performance Staff
Chief Executive Officer

BASIS FOR RECOMMENDATION

This is an information only report.

ACTION ACCOUNTABILITY

Information only report.

KEY MESSAGES

Operational update to Elected Members.

Report prepared by: JARRAH BUTLER Acting Manager People and Performance Date: 6 April 2021	Report authorised by: GARY STEVENSON PSM Chief Executive Officer Date: 8 April 2021
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ATTACHMENTS

- Attachment 1 – People and Performance Information Bulletin – April 2021

REFERENCE DOCUMENT

- Nil

DATE: April 2021

PEOPLE AND PERFORMANCE

DIRECTORATE HIGHLIGHTS

The People and Performance (P&P) team participated in a modified Cultural Leadership Program session incorporating the three (3) phases of the program. The program was delivered in this manner to ensure the team have an understanding of the material which will be delivered to their respective client Directorates, as P&P will play a significant role in assisting the Directors in the delivery of Phase Three (3) of the program. A further session will be organised to identify the team's Nobel Purpose following the commencement of the new CEO.

In the month of March, there have been twelve (12) higher duties appointments, providing opportunities for our employees to step into higher level roles within IRC and to gain valuable experience. P&P are leading succession planning from the forefront and have recently provided the three (3) People & Performance Business Partners an opportunity to step into the Manager People & Performance position, which was alternated over a three (3) week period. A structured approach was undertaken to ensure business continuity and service levels were maintained.

In collaboration with the Governance Department, a review of the Acting Duties Form and process was undertaken to ensure financial delegation was thoroughly reviewed and to ensure a smooth transition into acting duties is facilitated. The form is now easier to complete and addresses action items for relevant Departments.

The Flexible Work Arrangements survey has been finalised and is now being trialled on a number of employees across the organisation. The survey aims to capture honest feedback from impacted staff members including Supervisors, internal stakeholders, Managers, and Directors where applicable. We are utilising Survey Monkey as our online platform to collect valuable insights into the effectiveness of an individual's Flexible Working Arrangement.

The People and Performance team have successfully made an appointment to the position of People & Performance Administration Trainee. This position is for a fixed-term 24-month period where the Trainee will undertake studies in a Certificate IV in Human Resource Management. The successful candidate will be welcomed into the team in April 2021.

ACHIEVEMENTS WITHIN MARCH:

IRC celebrated milestones in the Recognition of Service space:

- Alan Horton – Trainer & Assessor Plant & Machinery achieved a thirty (30) year milestone.
- Rebecca Molineaux – Manager People and Performance achieved a five (5) year milestone.
- Michael Kent – Outdoor Officer achieved a five (5) year milestone.
- Tammi Curtis – Administrator Fleet achieved a five (5) year milestone.

Collectively this is an achievement of 45 years of service with Council.

ISSUES WITHIN MARCH:

Nil

FINANCIAL REPORT:

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

DEVIATION FROM BUDGET AND POLICY:

Nil

APRIL'S PROGRAM:

Code of Conduct Awareness Training

The P&P team plans to implement of IRC Code of Conduct Awareness Training. A new voice over for this program will be occurring in April for May/June roll-out.

Queensland Training Awards

The L&D team has been working on submissions for the 2021 Queensland Training Awards – CQ with nominations submitted by 28 March 2021. Three (3) submissions were put forward for consideration in two (2) categories:

- 2 x Bob Marshman Trainee of the Year
- 1 x Large Employer of the Year

LGMA Awards for Excellence

The LGMA Awards for Excellence are currently open for nominations and close 21 April 2021.

Training Matrix

The People and Performance team will continue to work collaboratively with the Safety team on the next phase of the Training Matrix process by identifying the desirable requirements for each position within Council and to solidify any further “internal” mandatory requirements. Once mandatory and desirable requirements are identified, this will assist L&D with the creation of a training calendar.

Mentoring Program

The 2021 Mentoring Program will be submitted to ELT on 12 April 2021 for consideration and endorsement. A total of eight (8) mentors' and sixteen (16) mentees' applications have been received with the expectation that all applicants will be notified on the status of their application by the end of April 2021.

Induction and Onboarding Process Review

A comprehensive review of the P&P induction and onboarding process is currently being undertaken following an audit of the process. P&P is working towards actioning the recommendations in improving efficiency and effectiveness of the process.

Women in Local Government (WILG) Advisory Committee

The first 2021 WILG Advisory Committee meeting is set to take place on the 15 April 2021 in the Moranbah Council Chambers with its newly appointed committee members.

DEVELOPING INITIATIVES / ISSUES:

With the recent COVID-19 pandemic cases in QLD, the P&P team in collaboration with the Safety team, have been on the forefront of any emerging issues and are ensuring that all P&P related COVID-19 documentation and advice is current and ready for roll out if required.

Certified Agreement Negotiations are progressing with the Single Bargaining Unit.

People and Performance are working with Corporate Properties to identify future housing requirements and aligning a strategy which supports the suitability of IRCs workforce. This is following exit interview feedback indicating that rentals are becoming more expensive and impacting ability to source candidates for a number of skillsets.

ESTABLISHMENT REPORT:

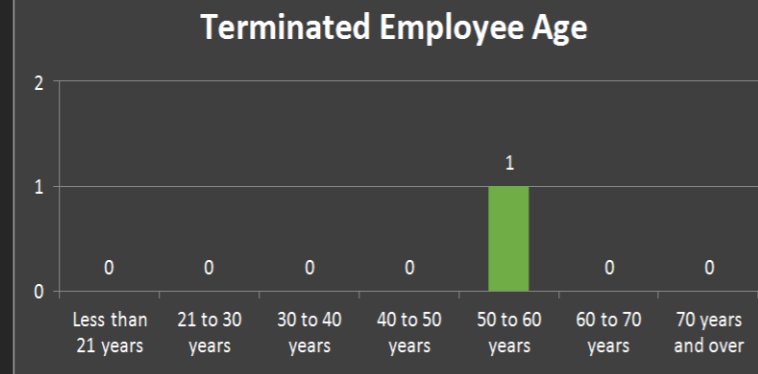
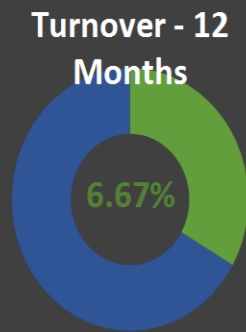
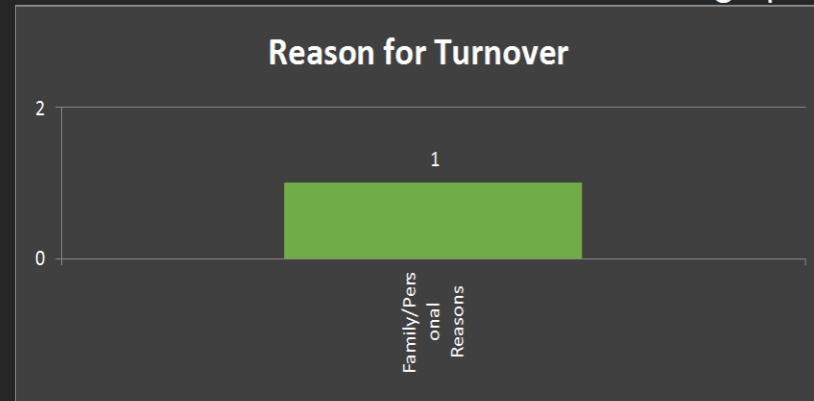
APPROVED POSITIONS	APPROVED FTE		
	FILLED	VACANT	TOTAL
Approved FTE	397.50	64.50	462.00

ACTUAL POSITIONS		
FILLED	VACANT	TOTAL
433.00	78.00	511.00

DEPARTMENT	APPROVED FTE		
	FILLED	VACANT	TOTAL
Chief Executive Officer	5.00	1.00	6
Manager People & Performance	11.00	1.00	12
Director Corporate, Governance & Financial Service	2.00	0.00	2
Manager Financial Services	20.00	1.00	21
Manager Brand Media & Communications	4.00	2.00	6
Chief Information Officer	16.40	2.00	18.4
Manager Governance & Corporate Services	4.00	0.00	4
Manager Contracts & Procurement	8.00	0.00	8
Manager Organisational Safety	10.00	1.00	11
Manager Enterprise Asset	4.00	0.00	4
Director Engineering & Infrastructure	2.00	0.00	2
Bowen Basin and Galilee Operations	7.00	0.00	7
Manager Parks and Recreation	50.50	12.70	63.2
Manager Infrastructure East	22.00	2.00	24
Manager Infrastructure West	38.00	8.00	46
Corporate Properties & Fleet	25.80	2.40	28.2
Manager Plant, Fleet & Workshops	13.00	0.00	13
Manager Infrast and Technical Services	3.00	2.00	5
Director Planning, Environment & Community Service	5.00	0.00	5
Economy & Prosperity	10.00	0.00	10
Liveability & Sustainability	14.00	1.00	15
Community Education & Compliance	12.00	5.00	17
Engaged Communities	14.70	0.00	14.7
Community Hubs	27.10	2.40	29.5
Community Facilities	12.90	3.00	15.9
Director Water & Waste	2.00	0.00	2
Water & Wastewater	39.00	15.00	54
Manager Waste Management	15.10	3.00	18.1
	397.50	64.50	462

ACTUAL POSITIONS		
FILLED	VACANT	TOTAL
5	1	6
11	2	13
2	0	2
21	1	22
5	2	7
18	2	20
4	0	4
9	0	9
11	1	12
4	0	4
2	0	2
7	1	8
51	13	64
22	2	24
38	8	46
29	3	32
13	0	13
3	2	5
5	0	5
10	0	10
14	1	15
12	5	17
15	0	15
32	3	35
30	13	43
3	0	3
41	15	56
16	3	19
433.00	78.00	511

CEO - Demographics - 12 Months to 31 March 2021



HEADCOUNT

15

HIRING

2

TURNOVER

1

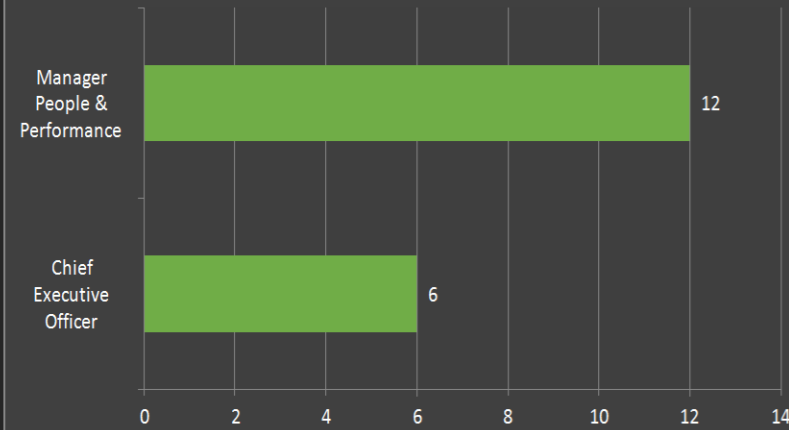
GENDER



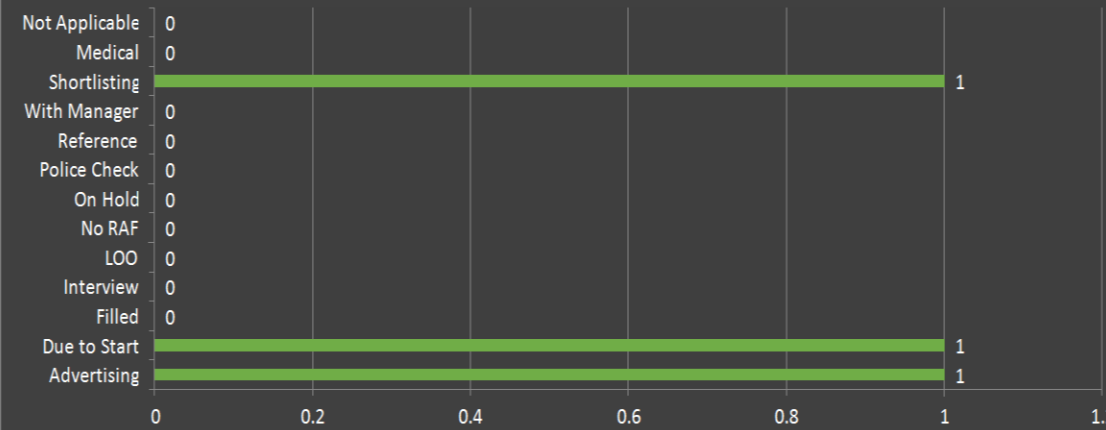
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87%

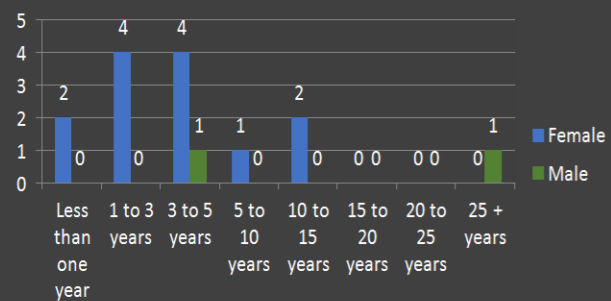
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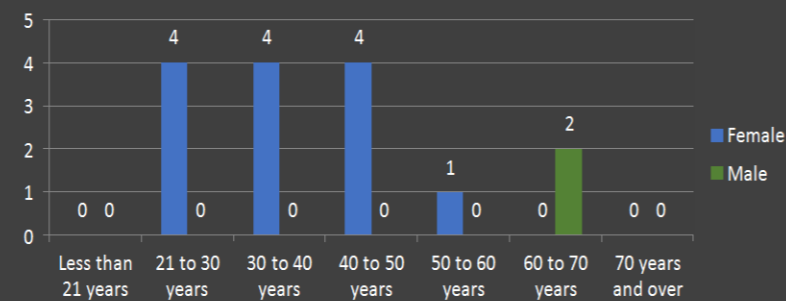
Current Vacancies



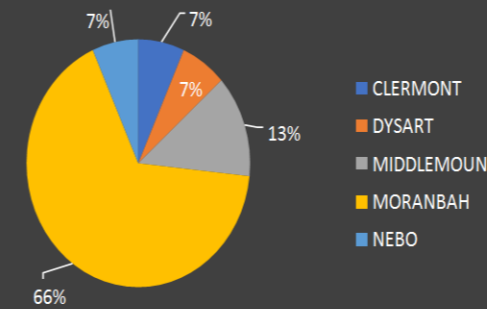
Employee Length of Service



Employee Age Demographics

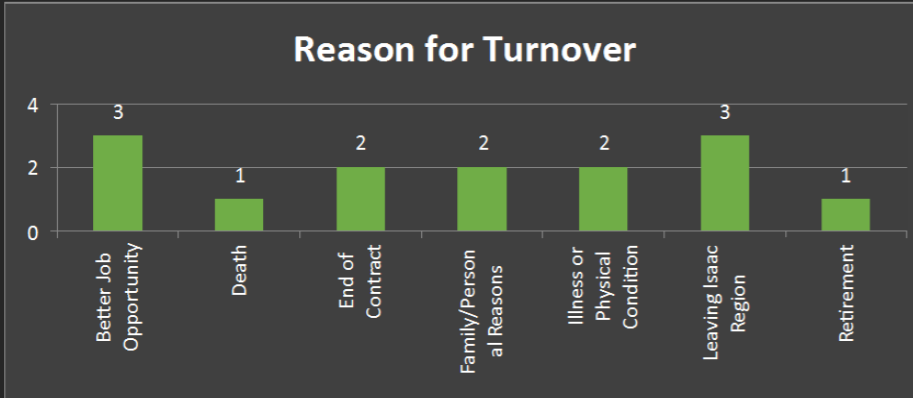


Position Location

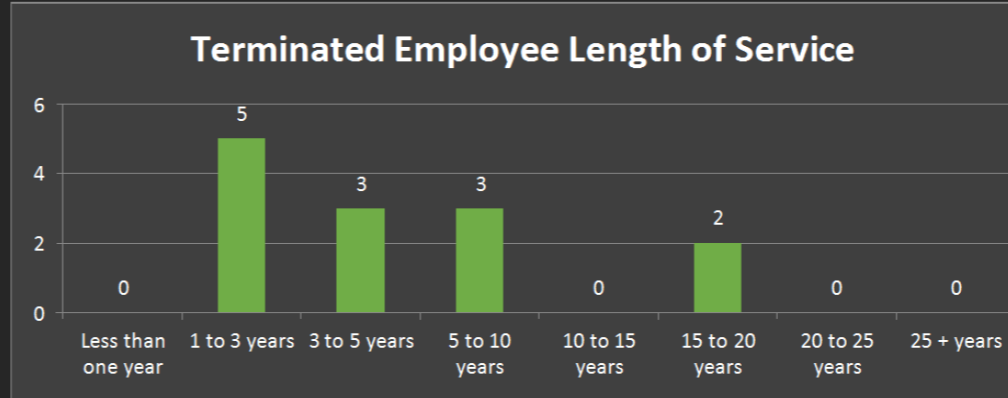


CG&FS - Demographics - 12 Months to 31 March 2021

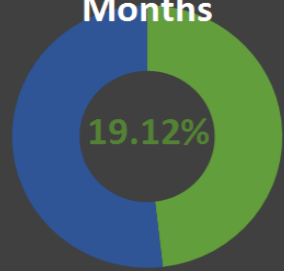
Reason for Turnover



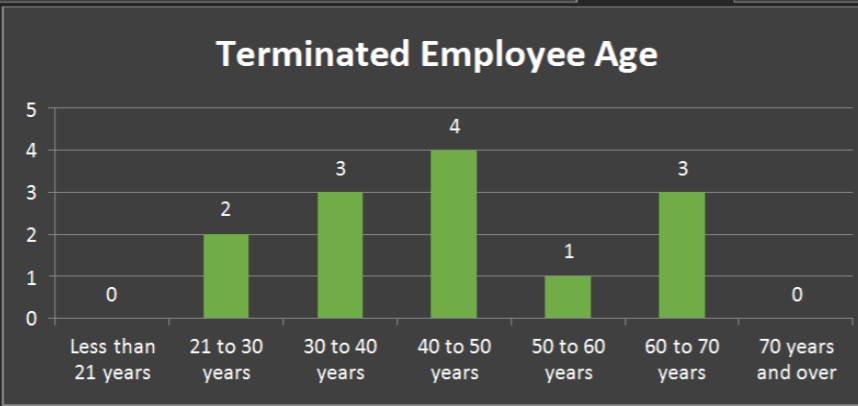
Terminated Employee Length of Service



Turnover - 12 Months



Terminated Employee Age



HEADCOUNT

68

HIRING

14

TURNOVER

13

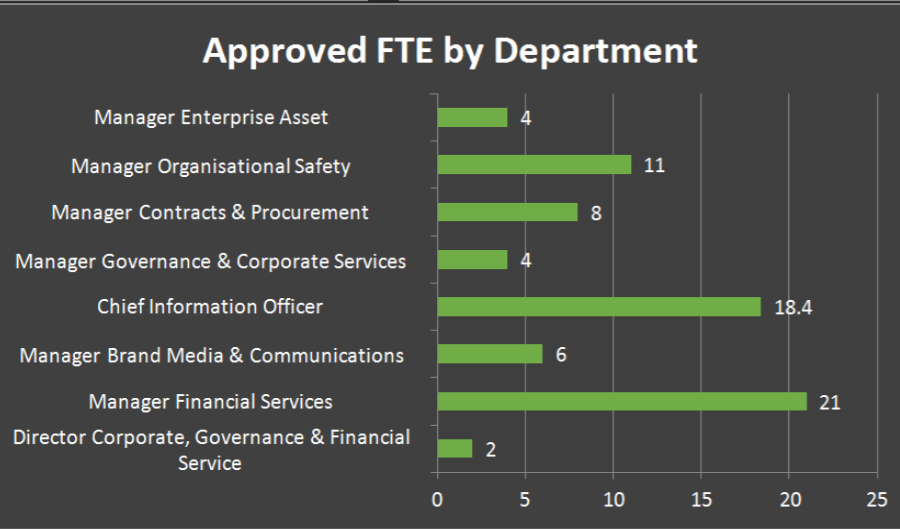
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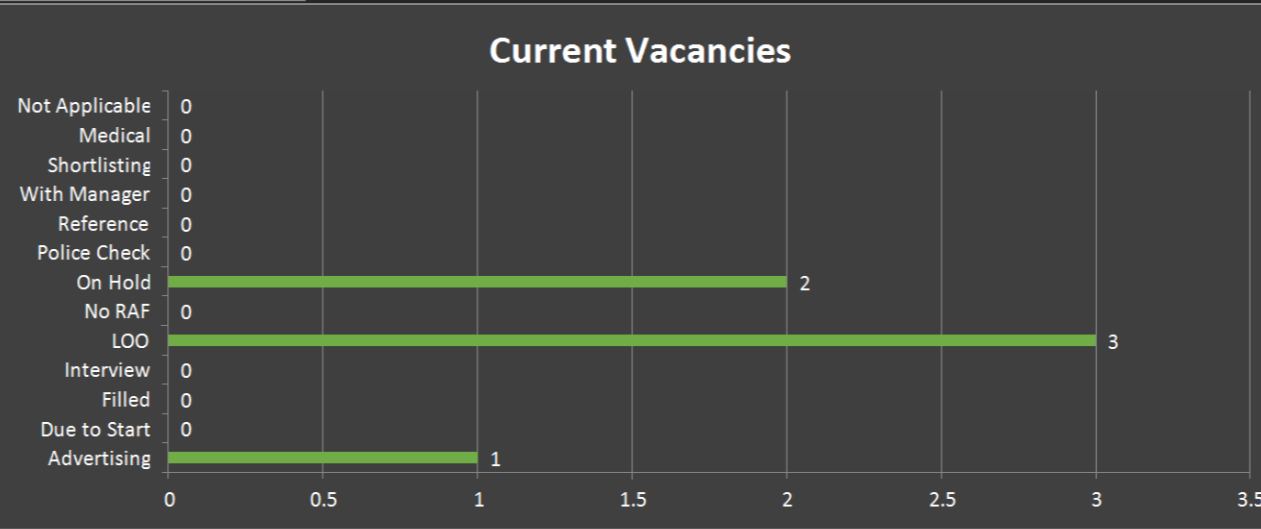
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69%

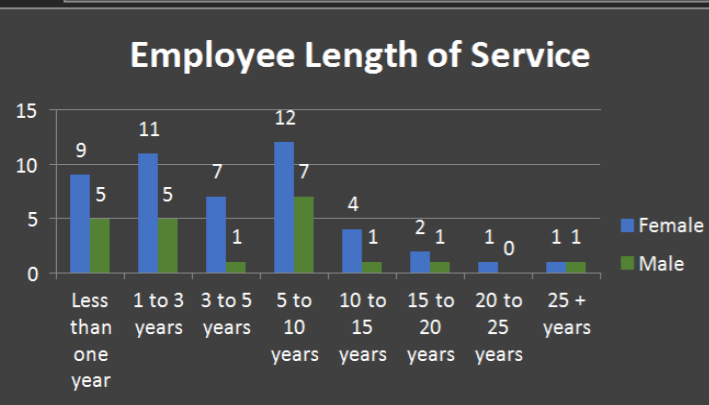
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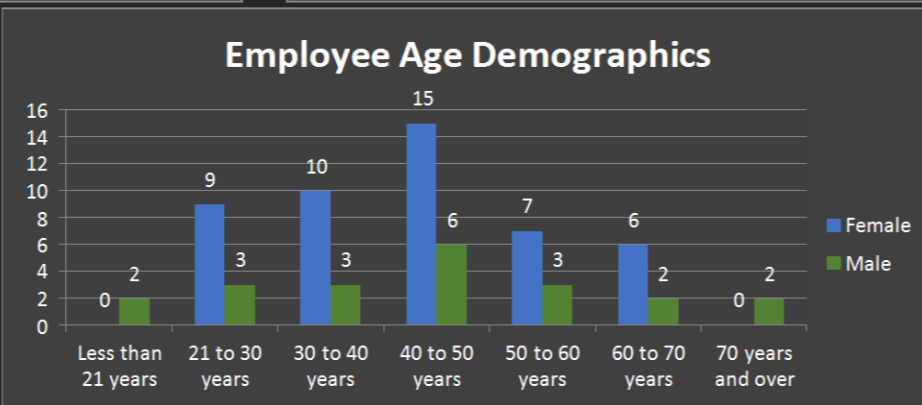
Current Vacancies



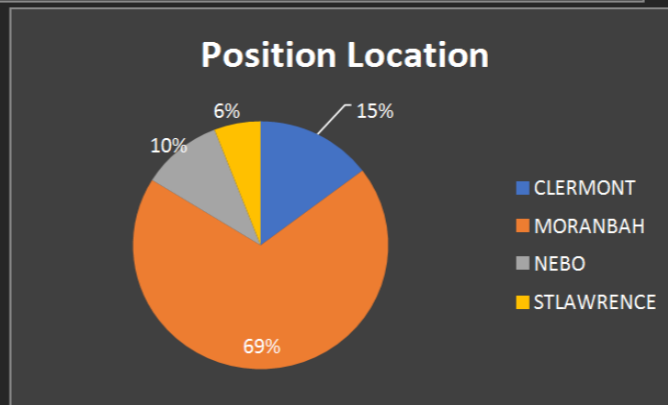
Employee Length of Service



Employee Age Demographics

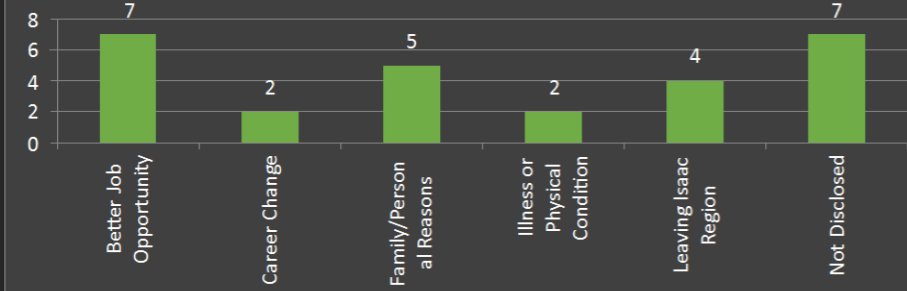


Position Location

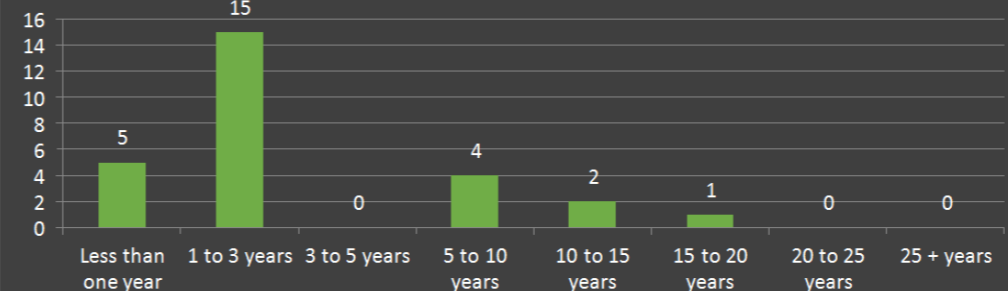


E&I - Demographics - 12 Months to 31 March 2021

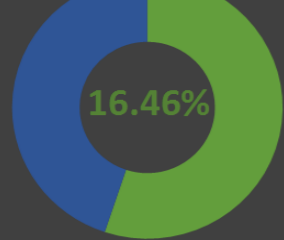
Reason for Turnover



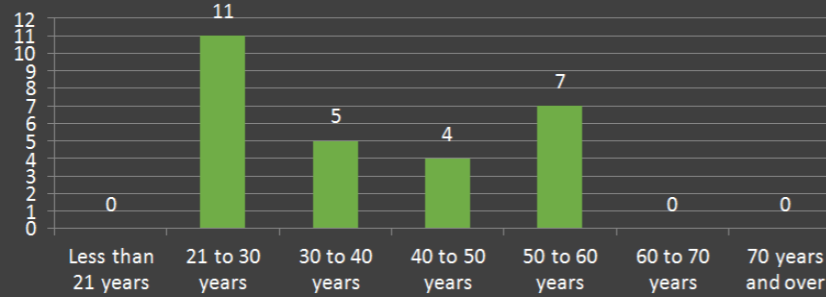
Terminated Employee Length of Service



Turnover - 12 Months



Terminated Employee Age



HEADCOUNT

164

HIRING

22

TURNOVER

27

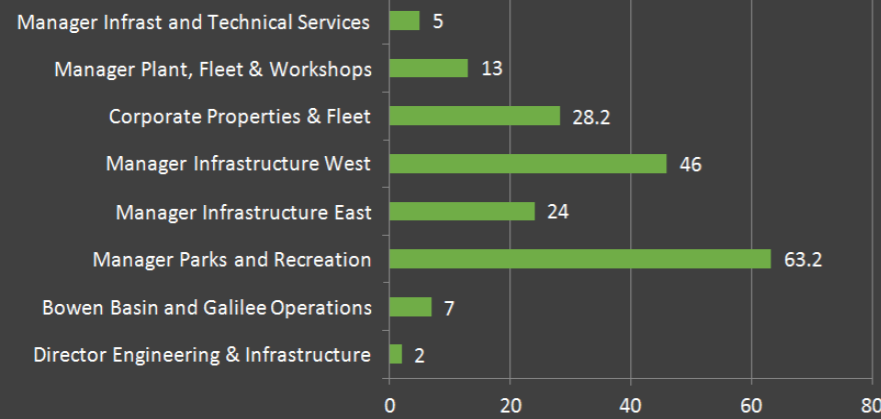
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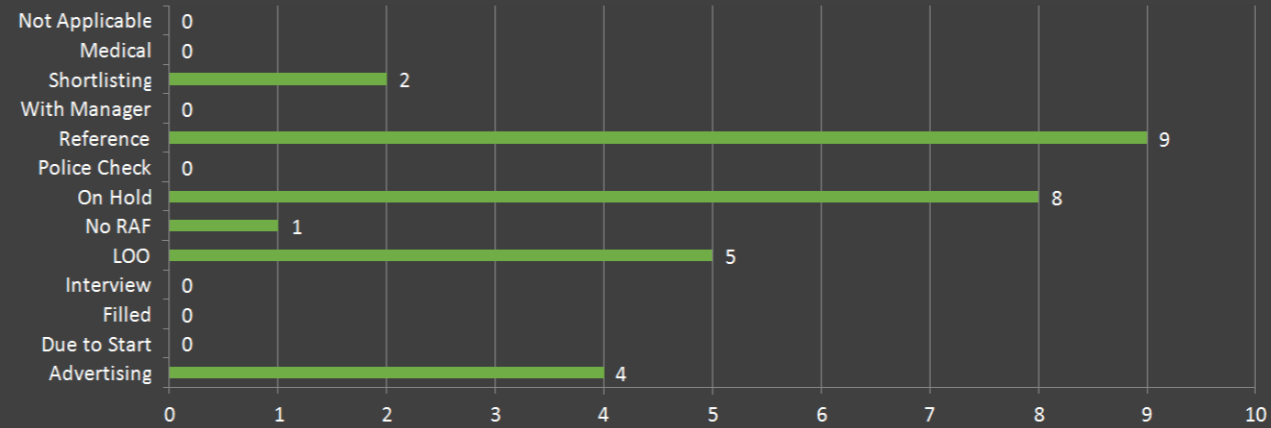
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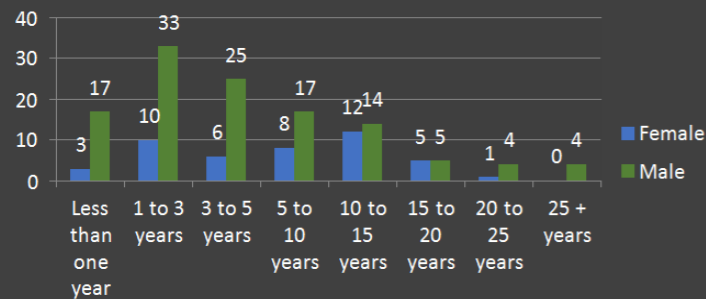
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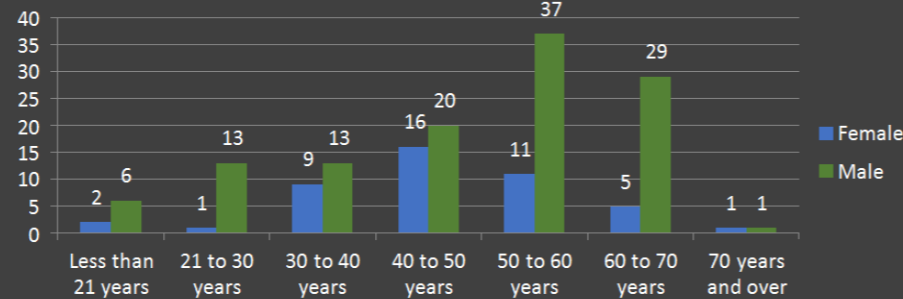
Current Vacancies



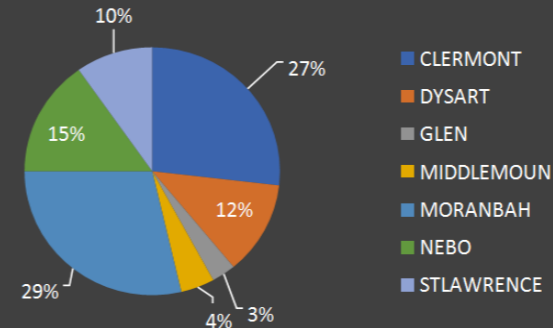
Employee Length of Service



Employee Age Demographics

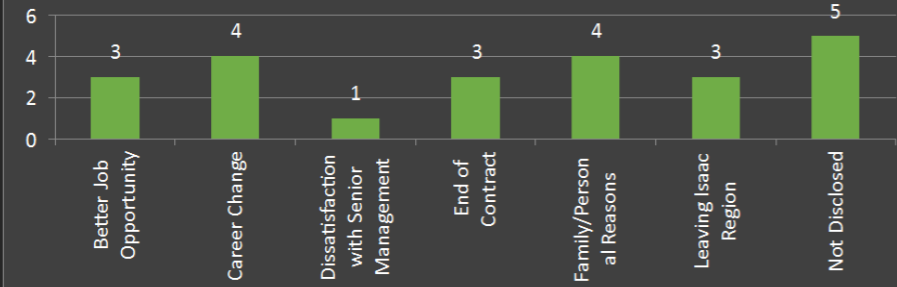


Position Location

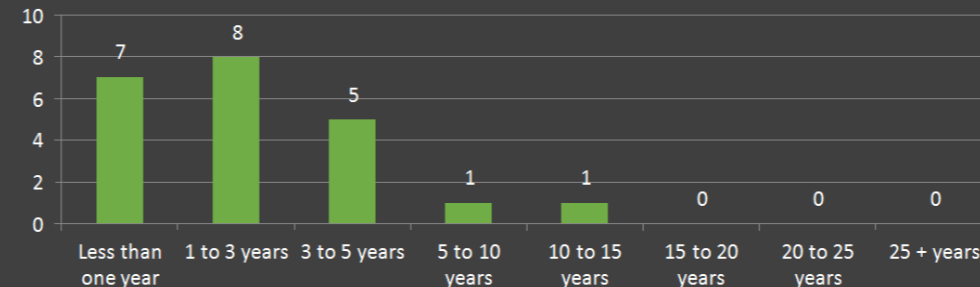


PE&CS - Demographics - 12 Months to 31 March 2021

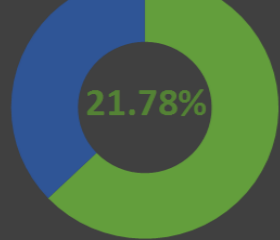
Reason for Turnover



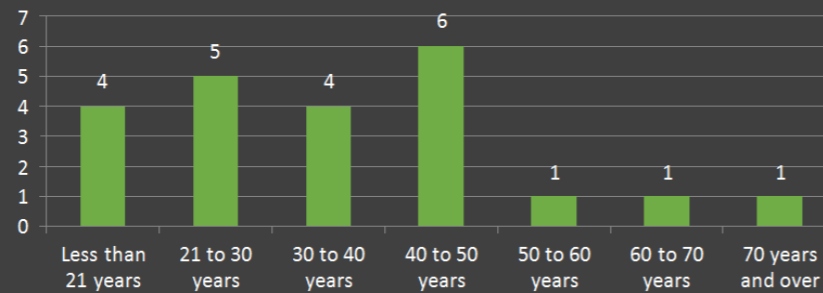
Terminated Employee Length of Service



Turnover - 12 Months



Terminated Employee Age



HEADCOUNT

101

HIRING

13

TURNOVER

22

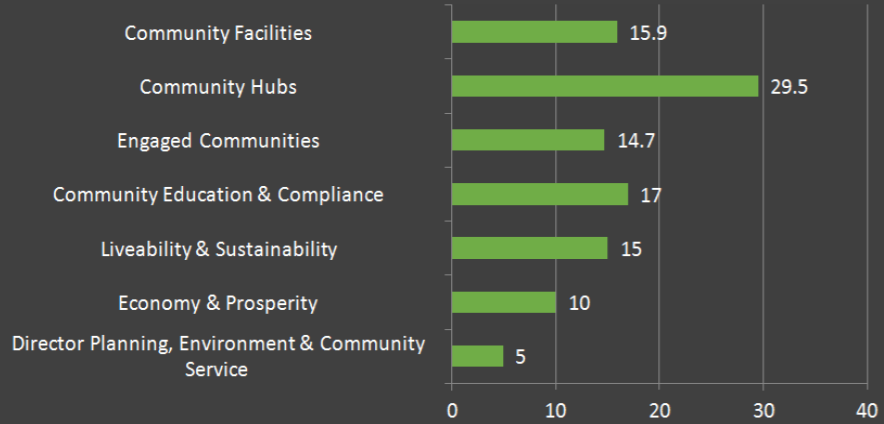
GENDER



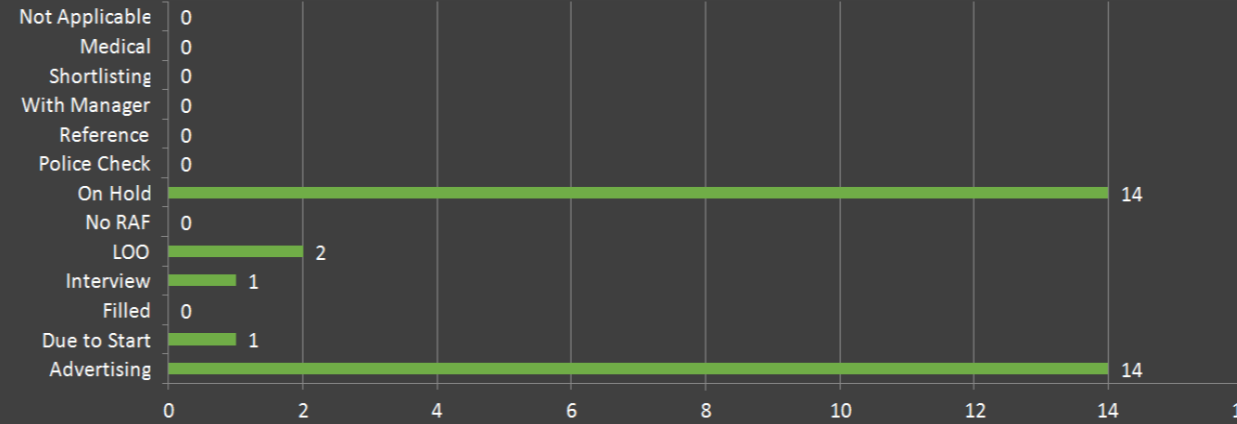
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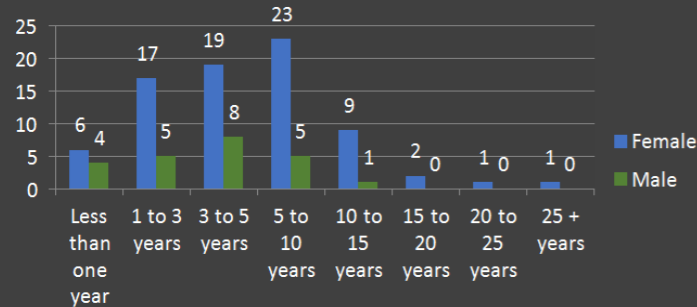
Approved FTE by Department



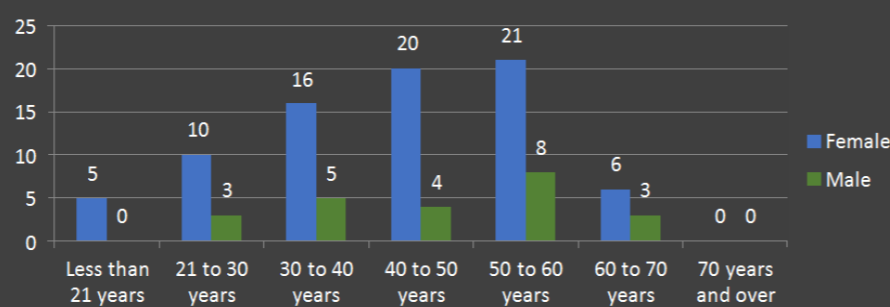
Current Vacancies



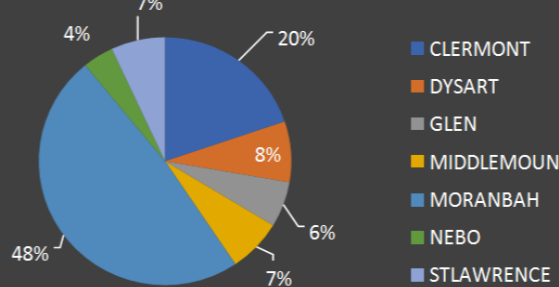
Employee Length of Service



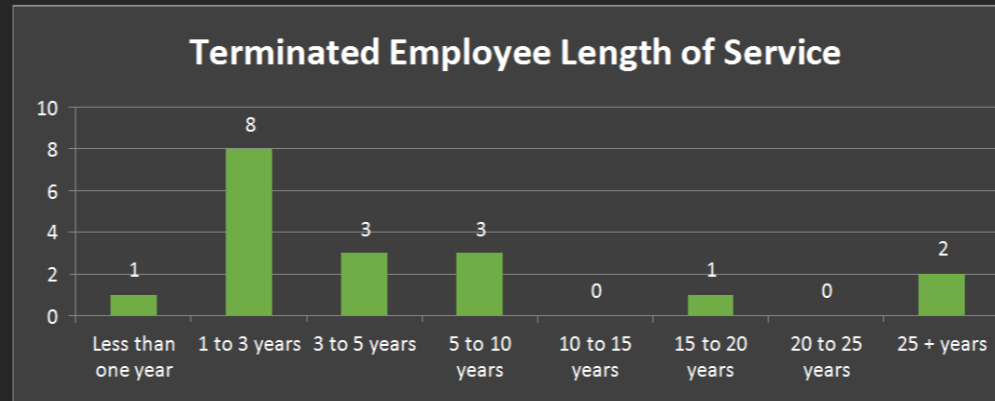
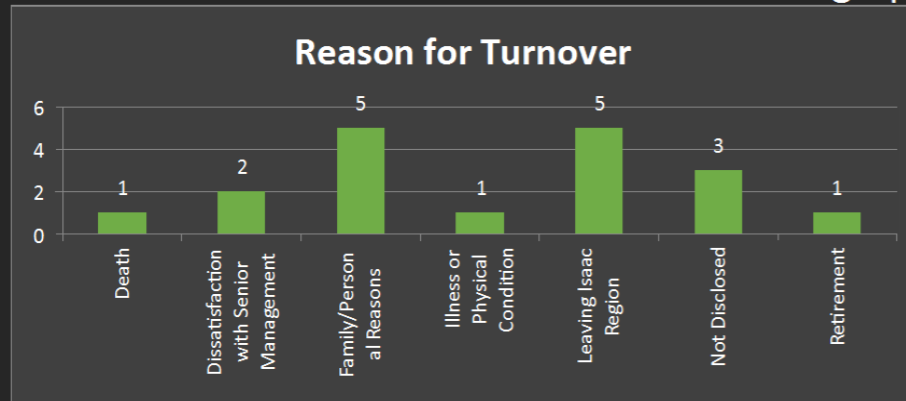
Employee Age Demographics



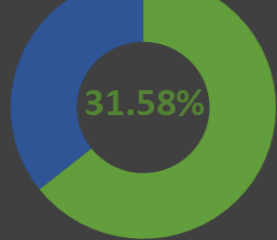
Position Location



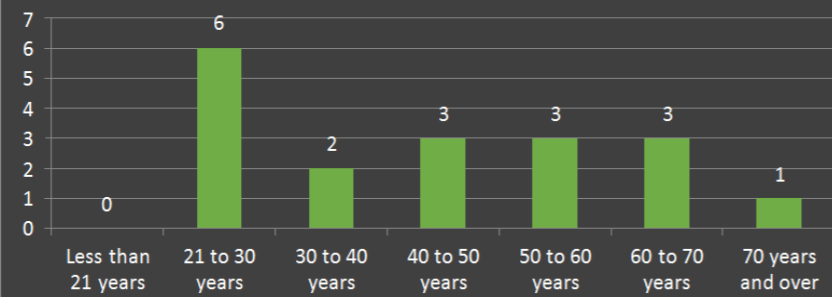
W&WW - Demographics - 12 Months to 31 March 2021



Turnover - 12 Months



Terminated Employee Age



HEADCOUNT

57

HIRING

10

TURNOVER

18

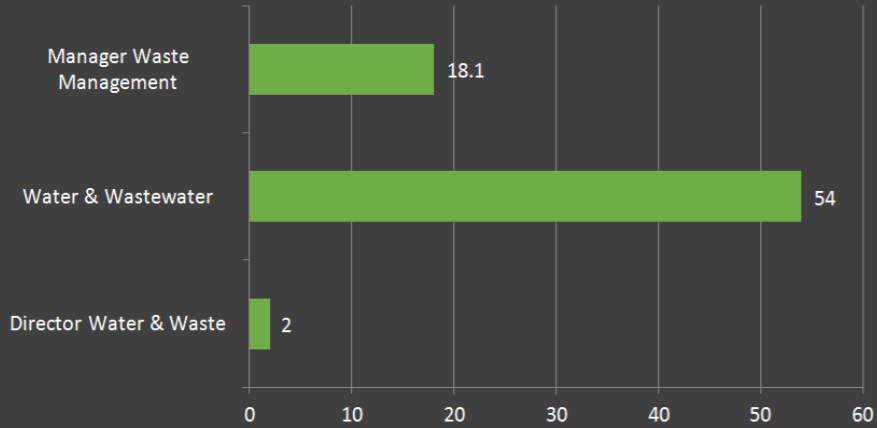
GENDER



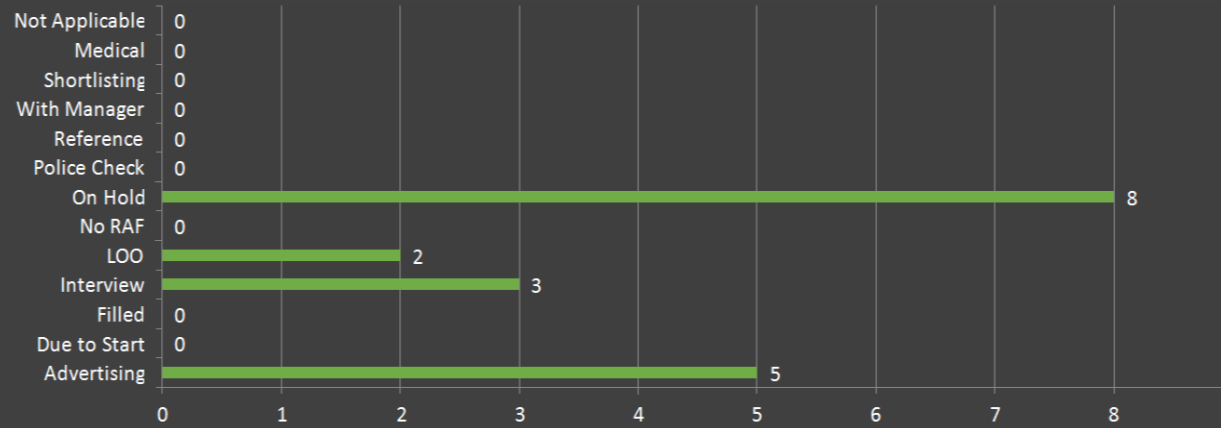
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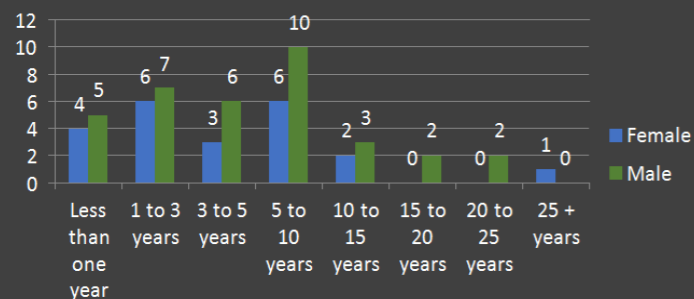
Approved FTE by Department



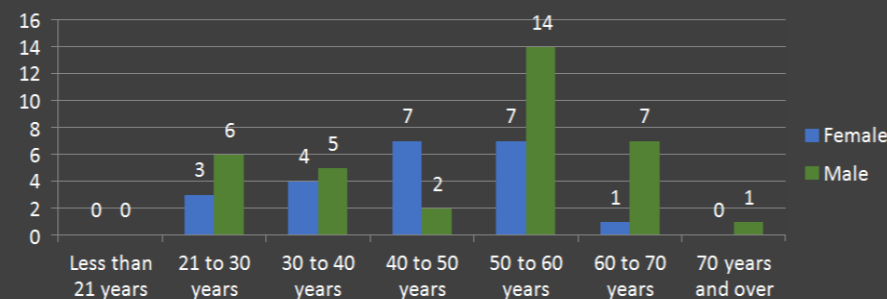
Current Vacancies



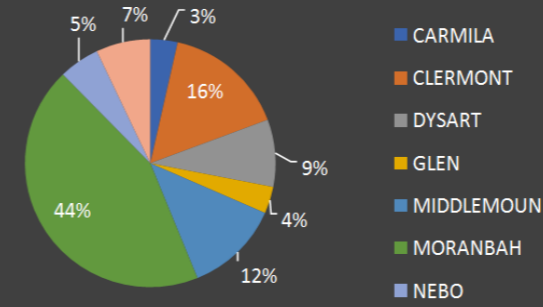
Employee Length of Service



Employee Age Demographics



Position Location

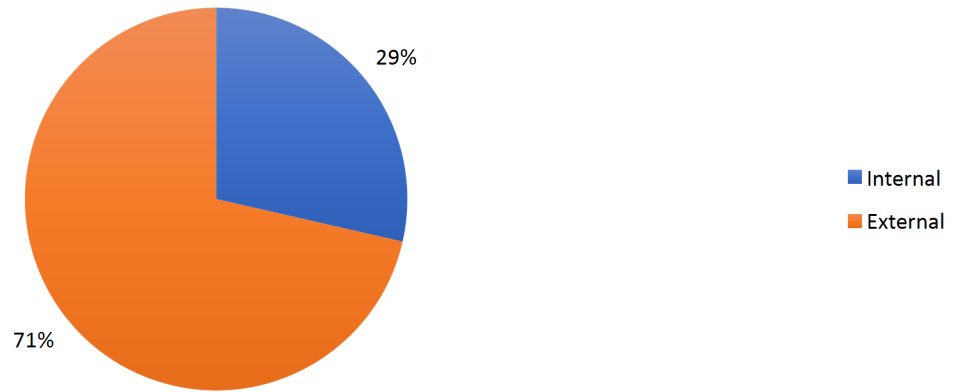


Recruitment Update

Positions Filled in the Month of March 2021.

Position Code	Org Position Status	Work Group	Position Description	Work Location	FTEs	Hire Date or Position Effective Date
Engineering & Infrastructure Services						
57,506.00	A	1061	Carpenter	NEBO	1.00	22/03/2021
57,509.00	A	1061	Electrician	STLAWRENCE	1.00	4/03/2021
55,603.00	A	2133	Labourer	CLERMONT	1.00	8/03/2021
55,601.00	A	2133	Roller Plant Operator	CLERMONT	1.00	15/03/2021
57,622.00	A	2605	Cleaner	GLEN	0.70	18/03/2021
Planning, Environment & Community Service						
63,523.00	A	3269	Biodiversity Officer	CLERMONT	1.00	8/03/2021
Water & Waste						
81,067.00	A	4049	Senior Water & Wastewater Operator	MORANBAH	1.00	15/03/2021

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
Office of the CEO									
10,102.00	Active	1000	Internal Auditor	Full Time	Vacant	Moranbah	1.00	24/02/2021	35
11,106.30	Active	4058	People & Performance Officer	Full Time	Vacant	Moranbah	0.00	28/08/2020	215
11,112.00	Active	4058	People & Performance Administration Trainee	Full Time	Vacant	Moranbah	1.00	12/01/2021	78
Corporate, Governance & Financial Service									
41,013.00	Active	1150	Finance Officer	Full Time	Vacant	Clermont	1.00	5/03/2021	26
42,000.00	Active	1109	Manager Brand Media and Communications	Full Time	Vacant	Moranbah	1.00	11/12/2020	110
42,003.00	Active	4055	Media & Communications Officer	Full Time	Vacant	Moranbah	1.00	20/12/2020	101
44,104.00	Active	1021	Senior ICT Officer	Full Time	Vacant	Moranbah	1.00	10/05/2020	325
44,223.00	Active	1122	Systems Officer	Full Time	Vacant	Moranbah	1.00	23/03/2021	8
47,002.00	Active	2046	Safety Business Advisor	Full Time	Vacant	Clermont	1.00	15/03/2021	16
Engineering & Infrastructure Services									
51,507.00	Active	1600	Civil Engineering Student	Full Time	Vacant	Moranbah	0.00	19/02/2021	40
52,202.00	Active	1055	Overseer - Parks and Recreation	Full Time	Vacant	Dysart	1.00	5/02/2021	54
52,214.00	Active	4186	Labourer	Full Time	Vacant	Moranbah	1.00	22/11/2020	129
52,223.00	Active	4186	Groundsman	Full Time	Vacant	Moranbah	1.00	10/01/2021	80
52,227.00	Active	4186	Senior Irrigation System Maintainer	Full Time	Vacant	Moranbah	1.00	27/12/2019	460
52,233.00	Active	4170	Labourer	Full Time	Vacant	Clermont	1.00	25/12/2020	96
52,234.00	Active	4170	Labourer	Full Time	Vacant	Clermont	1.00	30/08/2020	213
52,235.00	Active	4170	Labourer	Full Time	Vacant	Clermont	1.00	3/05/2020	332
52,239.00	Active	4170	Labourer	Full Time	Vacant	Clermont	1.00	4/02/2020	421
52,252.00	Active	2143	Labourer	Full Time	Vacant	Nebo	1.00	26/03/2021	5
52,261.00	Active	2125	Labourer	Part Time	Vacant	Glenden	0.70	26/11/2020	125
52,263.00	Active	2125	Leading Hand	Full Time	Vacant	Glenden	1.00	21/02/2020	404
52,281.00	Active	3230	Labourer	Full Time	Vacant	Middlemount	1.00	25/01/2021	65
52,282.00	Active	3230	Labourer	Full Time	Vacant	Middlemount	1.00	9/06/2020	295

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
55,602.00	Active	2133	Grader Operator	Full Time	Vacant	Clermont	1.00	25/02/2021	34
55,604.00	Active	2133	Truck Driver	Full Time	Vacant	Clermont	1.00	18/03/2021	13
56,000.00	Active	1071	Manager Infrastructure, Parks and Recreation	Full Time	Vacant	Moranbah	1.00	28/08/2020	215
56,102.00	Active	4254	Technical Officer Project Management	Full Time	Vacant	Clermont	1.00	31/01/2021	59
56,205.00	Active	4193	Road Train Driver	Full Time	Vacant	Clermont	1.00	7/08/2020	236
56,213.00	Active	4193	Grader Operator	Full Time	Vacant	Clermont	1.00	19/04/2020	346
56,222.00	Active	4193	Plant Operator	Full Time	Vacant	Clermont	1.00	7/11/2020	144
56,422.00	Active	1382	Labourer	Full Time	Vacant	Dysart	1.00	7/12/2020	114
56,511.00	Active	4180	Labourer	Full Time	Vacant	Moranbah	1.00	19/01/2021	71
56,514.00	Active	4180	Plant Operator	Full Time	Vacant	Moranbah	1.00	21/02/2020	404
57,503.00	Active	1061	Administrator - Trades	Part Time	Vacant	Moranbah	0.70	24/03/2021	7
57,508.00	Active	1061	Carpenter	Full Time	Vacant	Moranbah	1.00	21/03/2021	10
57,613.00	Active	4605	Cleaner	Part Time	Vacant	Clermont	0.70	26/02/2021	33
59,016.00	Active	1072	Technical Officer	Full Time	Vacant	Moranbah	1.00	11/12/2020	110
59,022.00	Active	1072	Technical Engineer	Full Time	Vacant	Moranbah	1.00	18/11/2020	133
Planning, Environment & Community Service									
63,533.00	Active	2420	Graduate Planner	Full Time	Vacant	Moranbah	1.00	7/03/2021	24
64,501.00	Active	2421	Community Education Officer	Full Time	Vacant	Moranbah	1.00	5/02/2021	54
64,520.00	Active	1100	Senior Building Surveyor	Full Time	Vacant	Moranbah	1.00	5/06/2020	299
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	47
64,543.00	Active	4062	Compliance Officer	Full Time	Vacant	Moranbah	1.00	21/12/2020	100
64,552.00	Active	4152	Environmental Health Officer	Full Time	Vacant	Moranbah	1.00	16/01/2021	74
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
66,715.00	Active	4208	School Based Trainee Frontline Service	Part Time	Vacant	Moranbah	0.70	15/11/2020	136

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
66,721.00	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
66,729.00	Active	3310	Community Hub Team Leader - St Lawrence	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
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	Clermont	0.70	31/07/2020	243
66,762.00	Active	4084	School Based Library/Museum Frontline Trainee	Full Time	Vacant	Clermont	1.00	22/11/2020	129
67,511.00	Active	2426	Casual Pool Attendant	Casual	Vacant	Moranbah	0.00	20/01/2021	70
67,513.00	Active	2426	Casual Pool Lifeguard	Casual	Vacant	Moranbah	0.00	20/01/2021	70
67,518.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	184
67,519.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	184
67,520.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	27/11/2020	124
67,521.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	184
67,522.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	184
67,523.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	184
67,524.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	184
67,613.00	Active	3102	Hospitality Casual	Casual	Vacant	Dysart	0.50	23/03/2021	8
67,630.00	Active	2428	Moranbah Facilities Area Leader	Full Time	Vacant	Moranbah	1.00	22/06/2019	648
67,631.00	Active	4607	Chef/Cook Moranbah Community Centre	Full Time	Vacant	Moranbah	1.00	18/09/2020	194
67,638.00	Active	4607	Casual Moranbah Community Centre Cleaner	Casual	Vacant	Moranbah	0.50	9/03/2021	22
Water & Waste									
81,001.00	Active	1057	Process Engineer	Full Time	Vacant	Moranbah	1.00	20/10/2020	162
81,011.00	Active	1057	Treatment Plant Supervisor - South	Full Time	Vacant	Middlemount	1.00	8/01/2021	82
81,013.00	Active	3041	Senior Water & Wastewater Operator	Full Time	Vacant	Dysart	1.00	6/10/2020	176
81,015.00	Active	3019	Water & Wastewater Operator	Full Time	Vacant	Dysart	1.00	9/11/2020	142
81,016.00	Active	3042	Senior Water & Wastewater Operator	Full Time	Vacant	Middlemount	1.00	17/05/2019	684

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
81,017.00	Active	3042	Senior Water & Wastewater Operator	Full Time	Vacant	Moranbah	1.00	16/12/2019	471
81,029.00	Active	2020	Plumber	Full Time	Vacant	Glenden	1.00	1/03/2021	30
81,044.00	Active	2026	Water & Wastewater Operator	Full Time	Vacant	Glenden	1.00	7/02/2021	52
81,063.00	Active	4016	Plumber	Full Time	Vacant	Moranbah	1.00	2/11/2020	149
81,068.00	Active	4049	Water & Wastewater Operator	Full Time	Vacant	Moranbah	1.00	14/03/2021	17
81,083.00	Active	4022	Water & Wastewater Operator in Training	Full Time	Vacant	Clermont	1.00	20/11/2020	131
81,091.00	Active	2020	Apprentice Plumber	Full Time	Vacant	Glenden	1.00	5/03/2021	26
81,097.00	Active	1057	Electrician/SCADA Technician	Full Time	Vacant	Moranbah	1.00	2/12/2020	119
81,098.00	Active	1057	Maintenance Fitter	Full Time	Vacant	Moranbah	1.00	25/05/2019	676
81,602.00	Active	1380	Planning Engineer	Full Time	Vacant	Moranbah	1.00	3/05/2019	698
83,004.00	Active	4003	Plant Operator	Full Time	Vacant	Moranbah	1.00	18/03/2021	13
83,012.00	Active	4003	Waste Management Officer	Full Time	Vacant	Moranbah	1.00	11/12/2020	110
83,013.00	Active	2001	Outdoor Officer	Full Time	Vacant	Glenden	1.00	26/11/2020	125

TURNOVER DEMOGRAPHICS

Figure 1.0 Turnover Demographics – 12 Months.

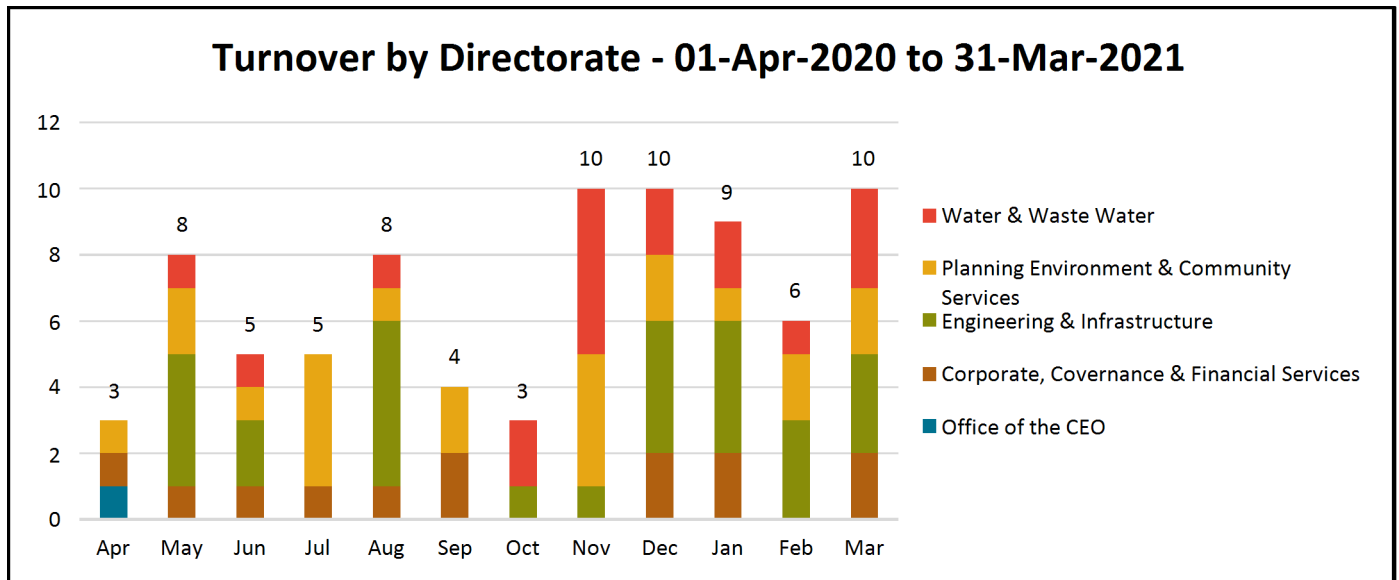


Figure 2.0 Turnover Demographics – Reason for Turnover 12 Months.

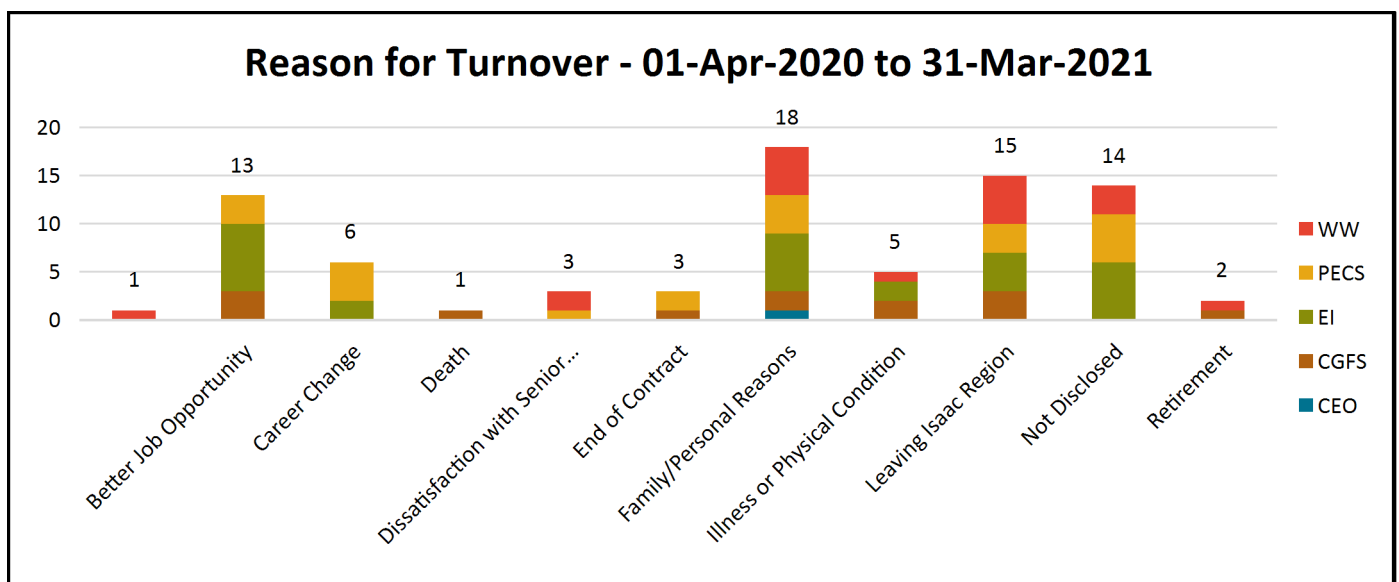
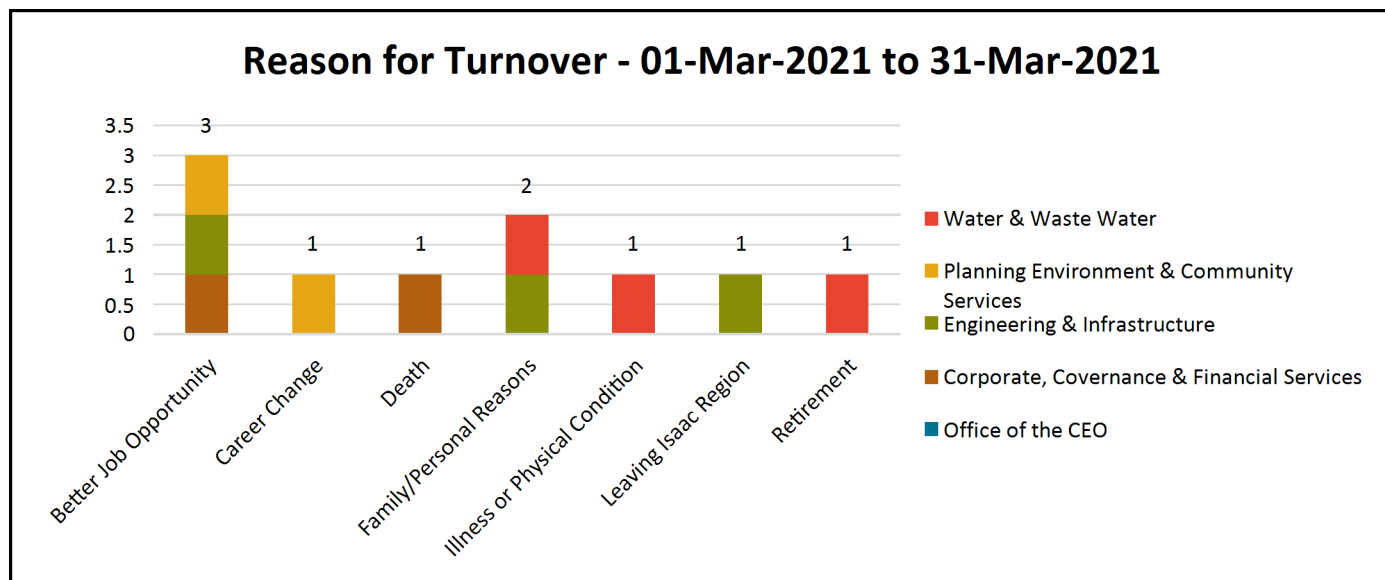


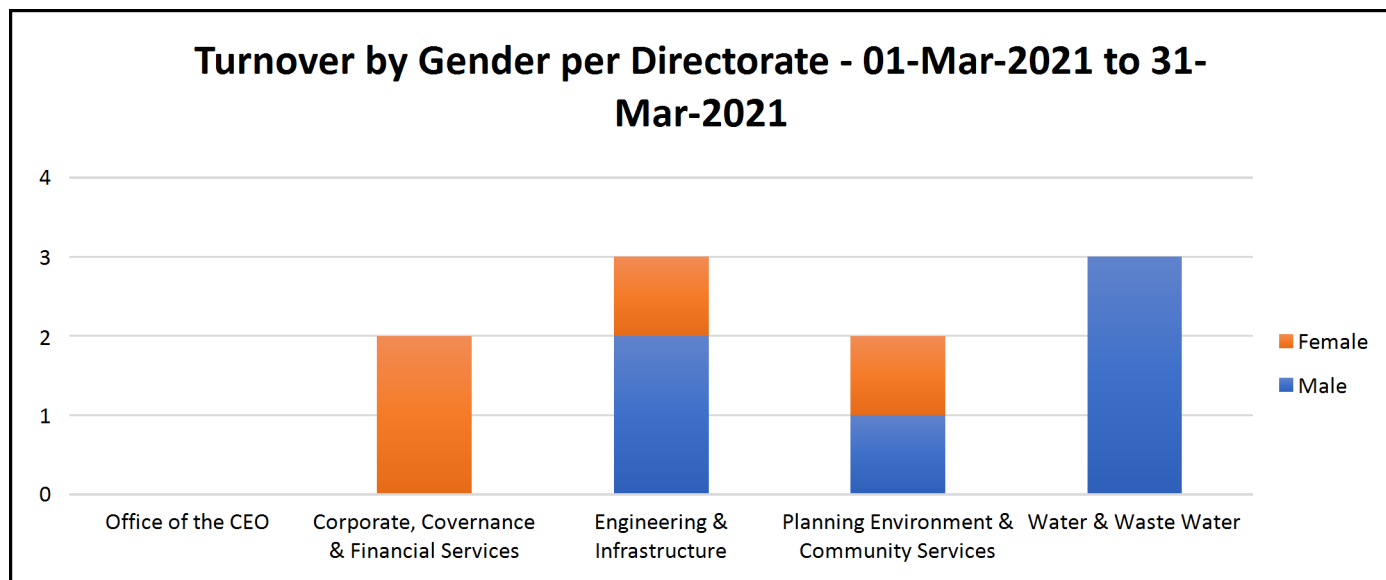
Figure 3.0 Turnover Demographics – Reason for Turnover – March.



Directorate	Monthly Turnover	Annual Turnover
CEO	0.00%	6.67%
Corporate, Governance & Financial Services	2.94%	19.12%
Engineering & Infrastructure	1.83%	16.46%
Planning, Environment and Community Services	1.98%	21.78%
Water & Waste	5.26%	31.58%
Totals	2.47%	20.00%

Annual Employee Turnover by Gender	No.	%
Male	42	21.00%
Female	39	19.02%

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



Directorate	Female	Male
CEO	0	0
Corporate, Governance & Financial Services	2	0
Engineering & Infrastructure	1	2
Planning, Environment and Community Services	1	1
Water & Waste	0	3
Totals	4	6

WORKFORCE – DEMOGRAPHICS

Figure 1.0 Workforce Demographics – Male vs Female employees

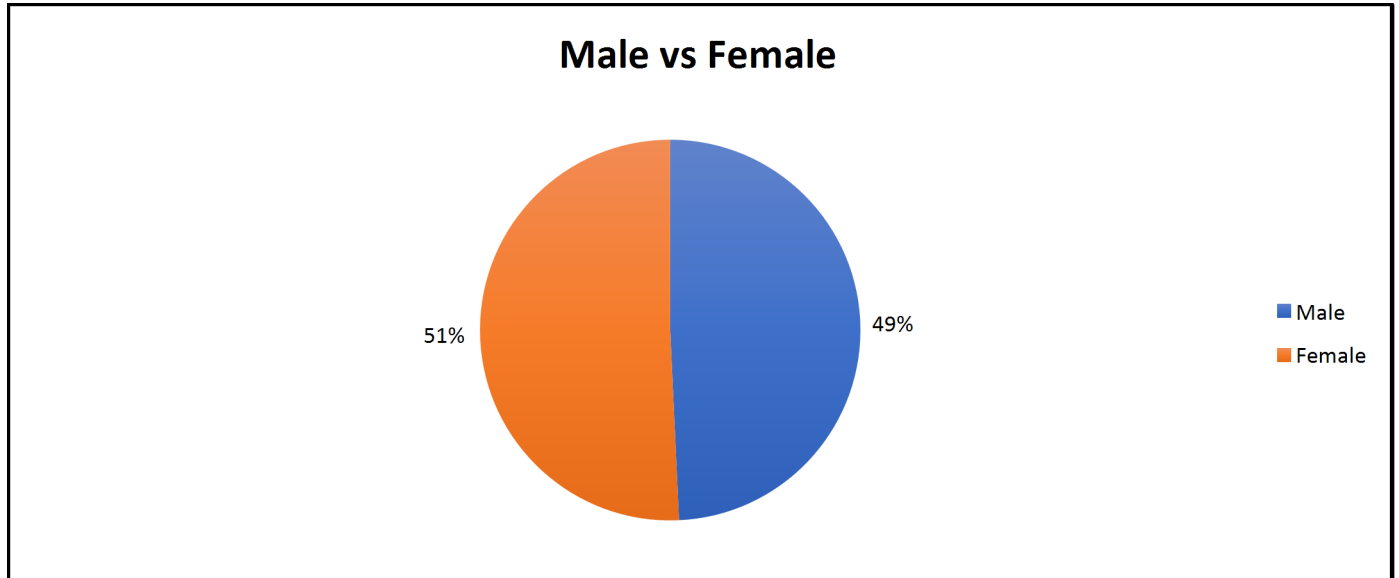


Figure 2.0 Workforce Demographics – Male vs Female – Management Positions

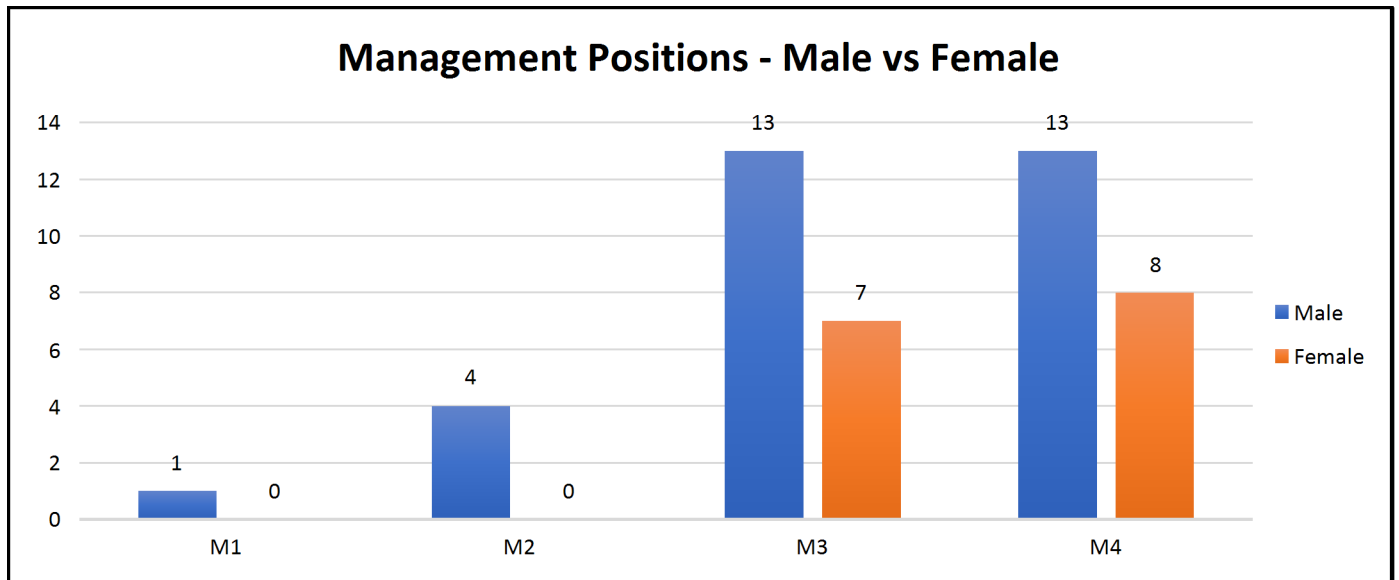


Figure 3.0 Workforce Demographics – Male vs Female – M3/M4 Management Positions

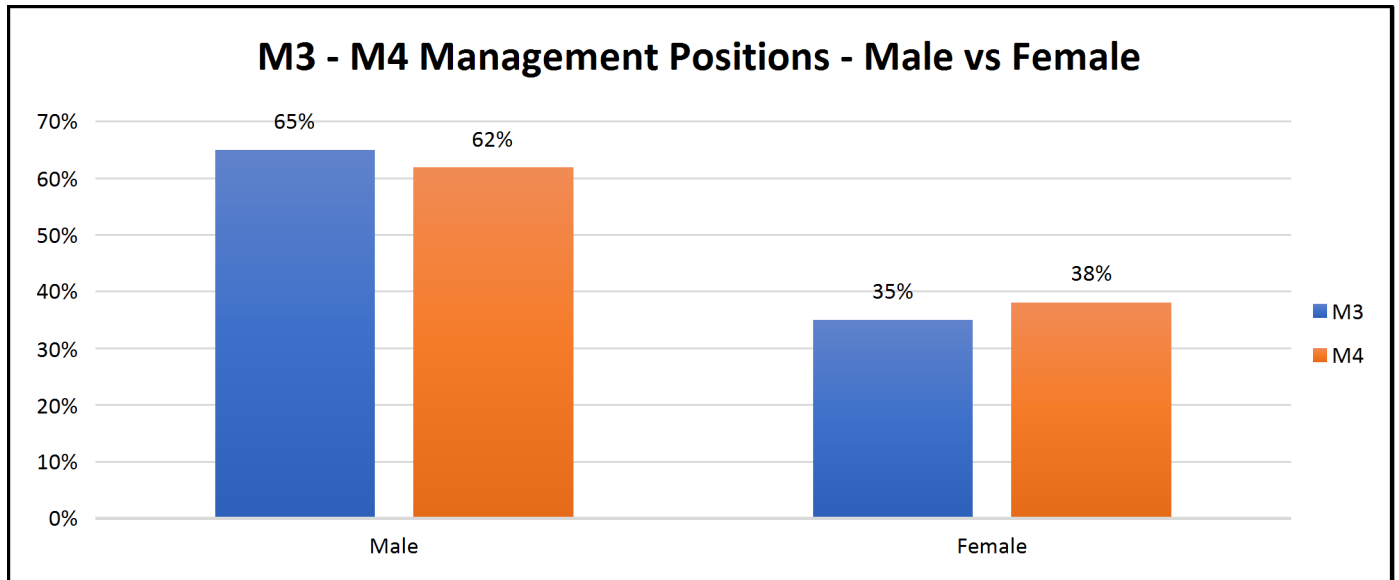
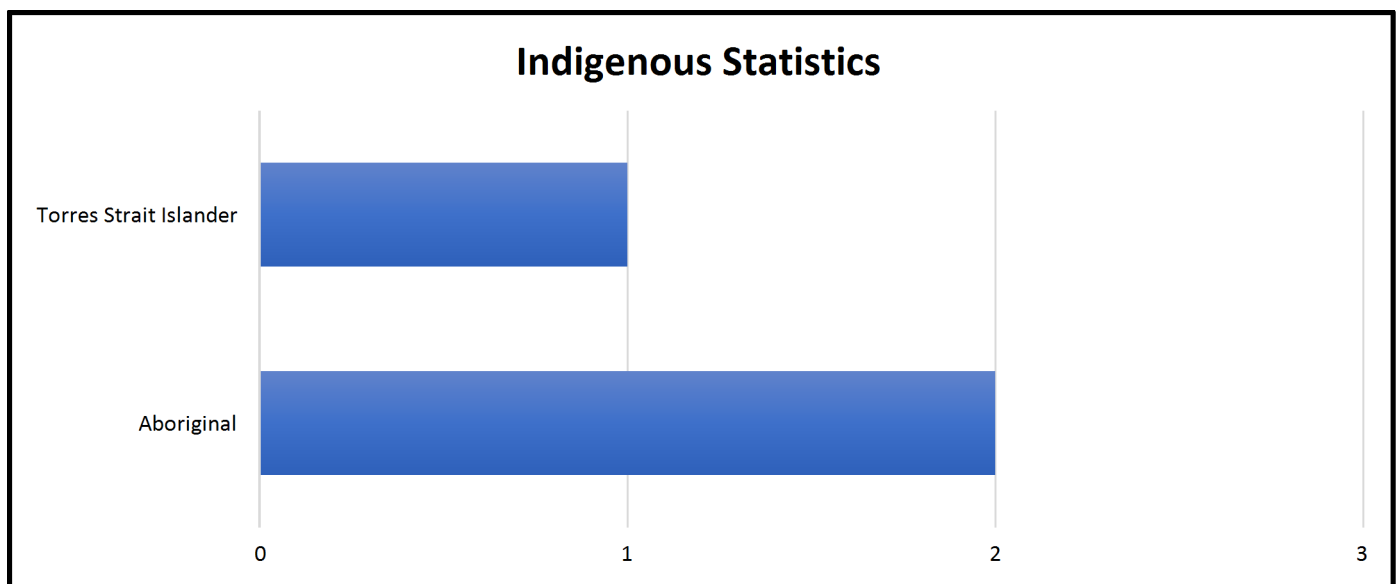


Figure 4.0 Workforce Demographics – Indigenous Employees



WORKFORCE - LEAVE

Figure 1.0 Workforce Demographics – Excess Annual Leave by Directorate.

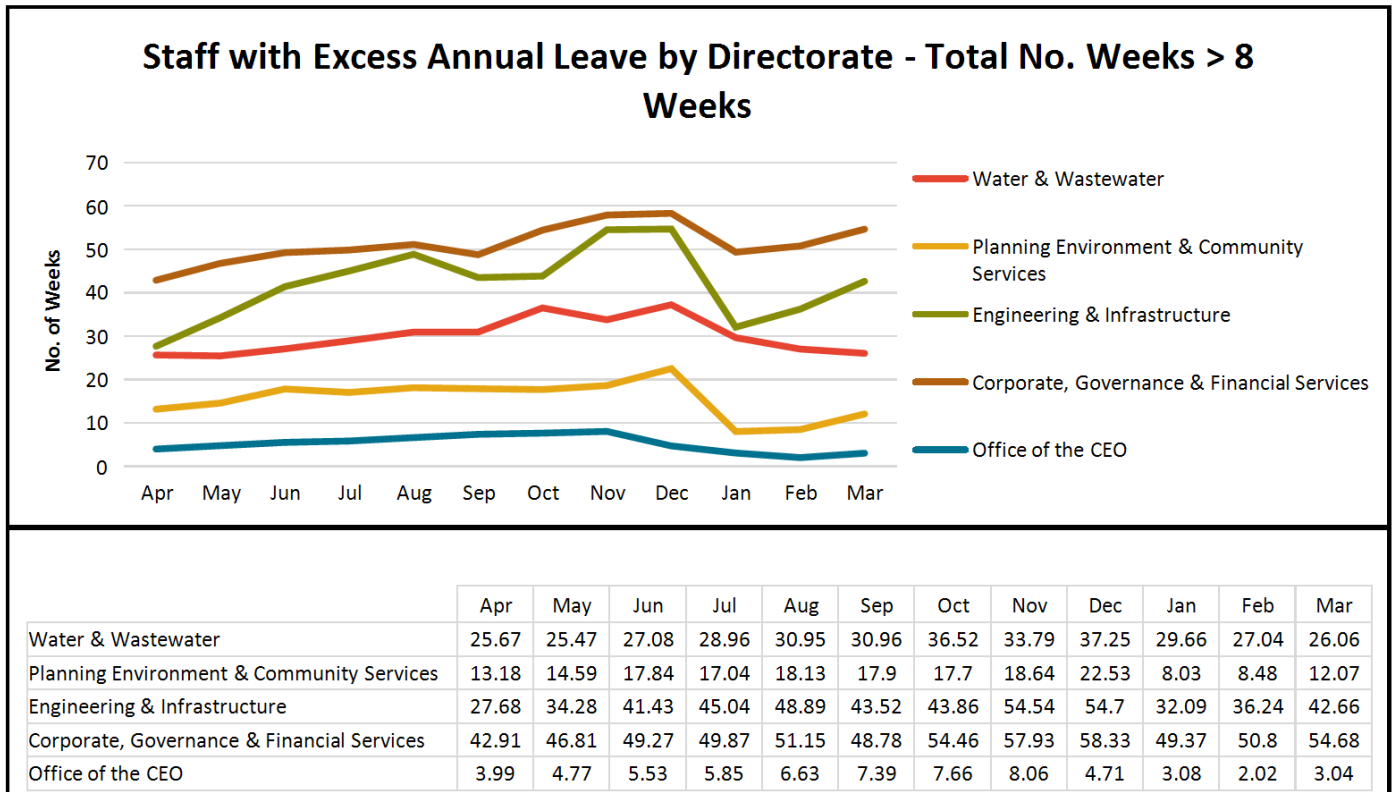


Figure 2.0 Workforce Demographics – Excess Long Service Leave by Directorate.

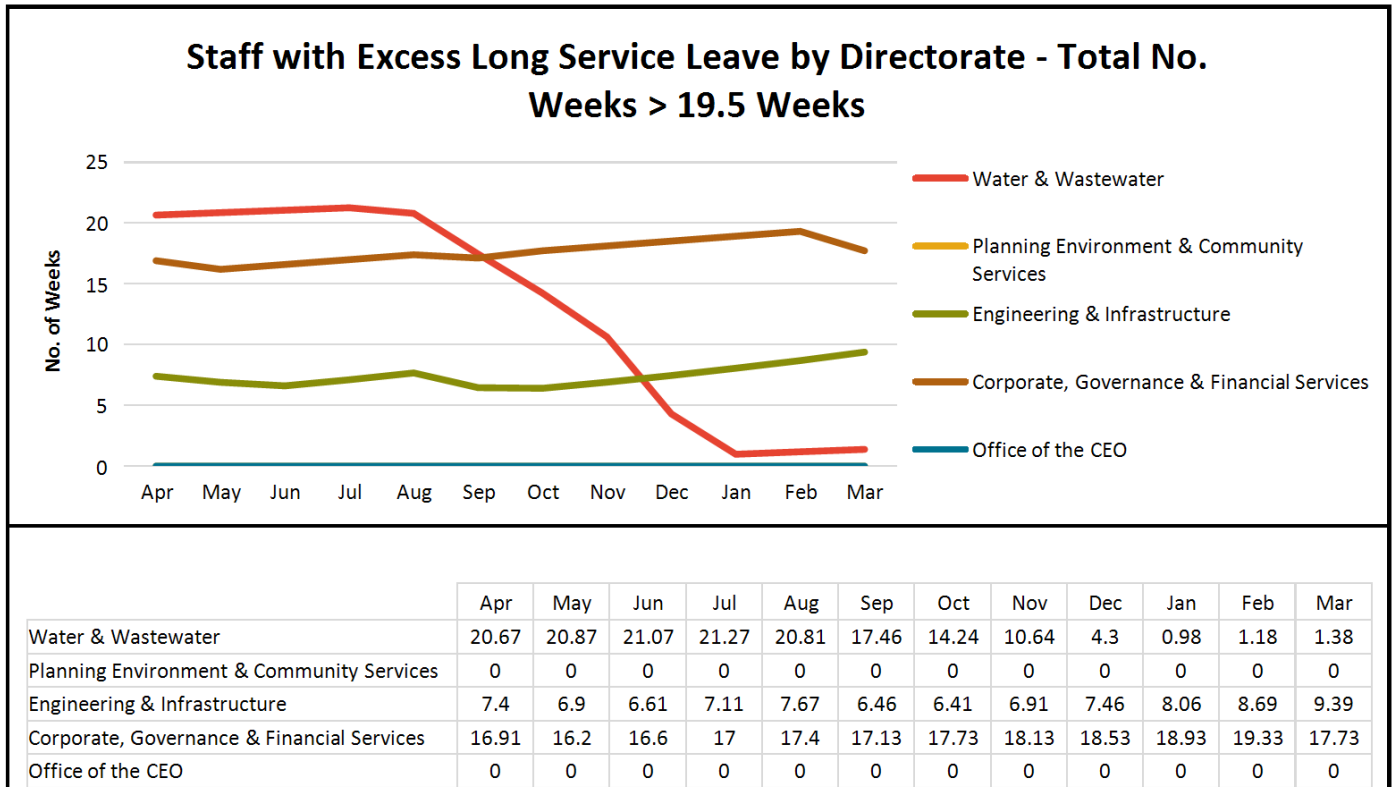
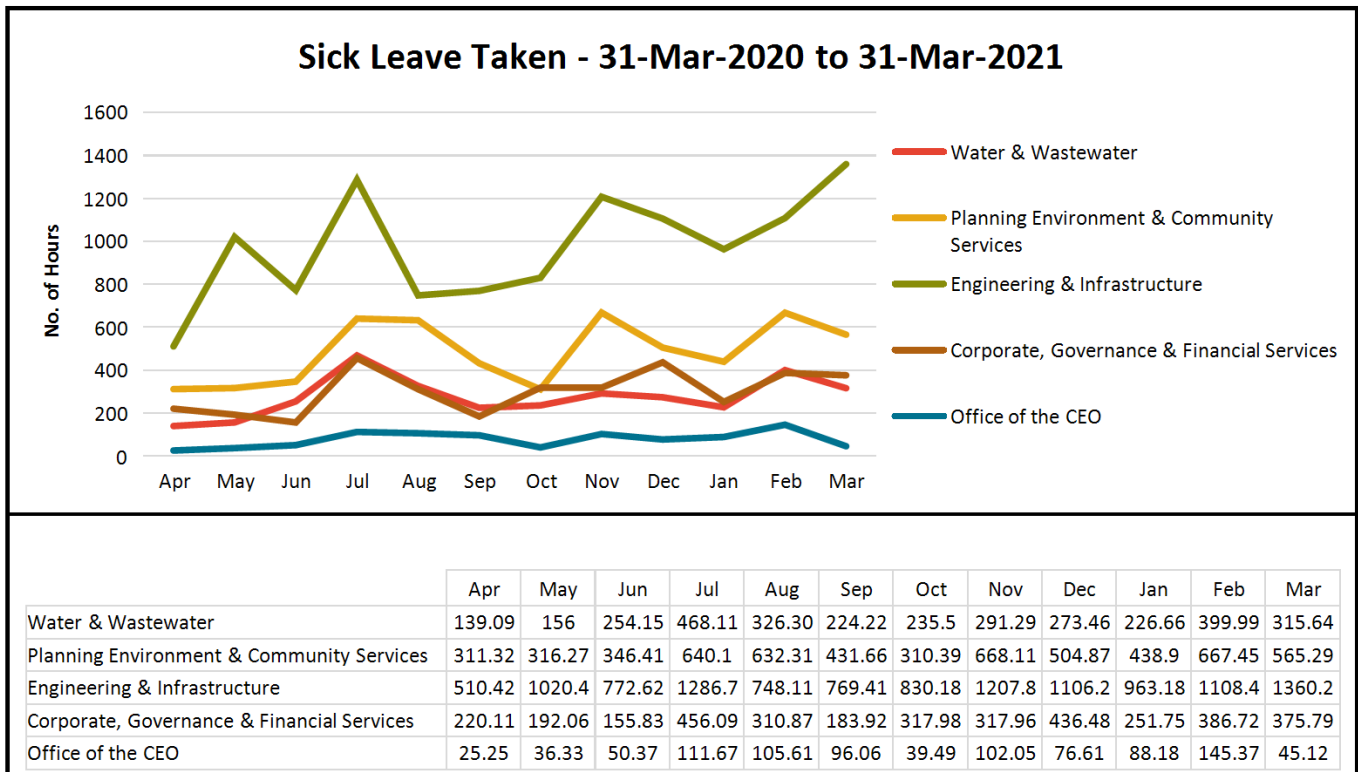
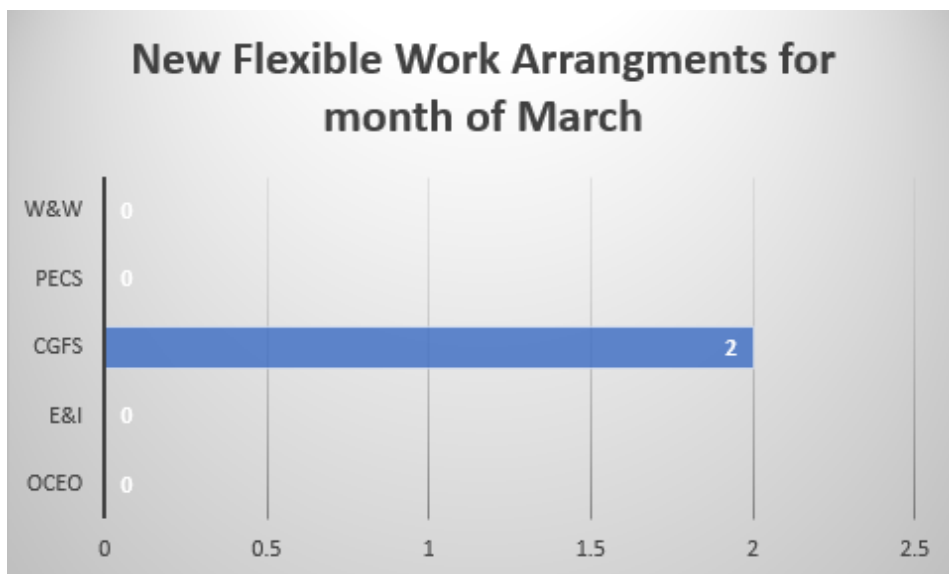


Figure 3.0 Workforce Demographics – Sick Leave Taken by Directorate.



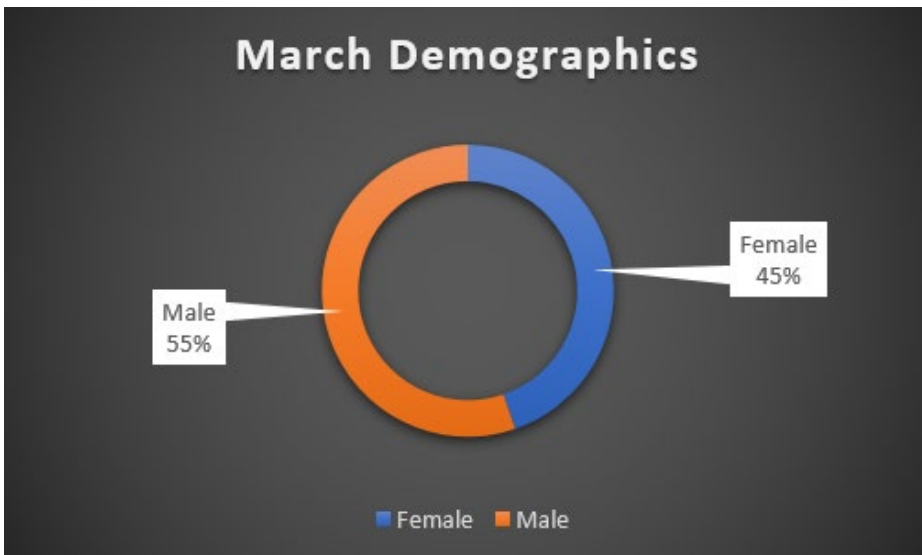
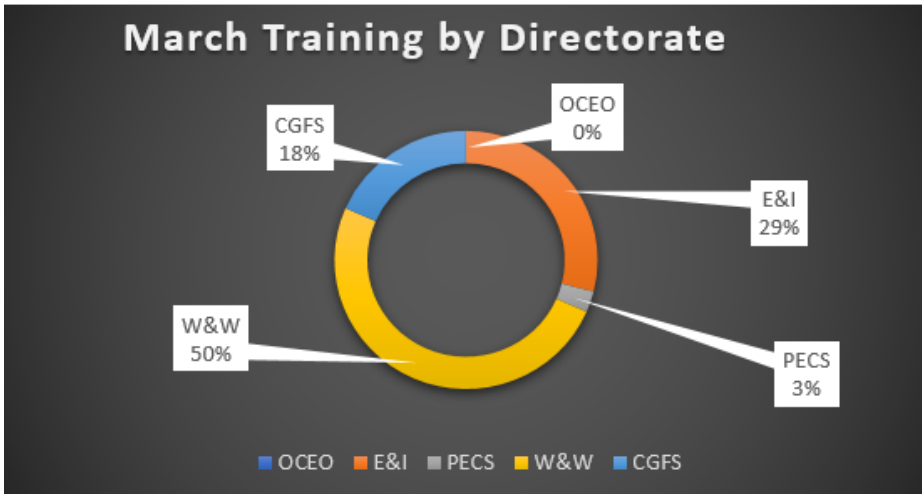
APPROVED FLEXIBLE WORK ARRANGEMENTS FOR MONTH OF MARCH

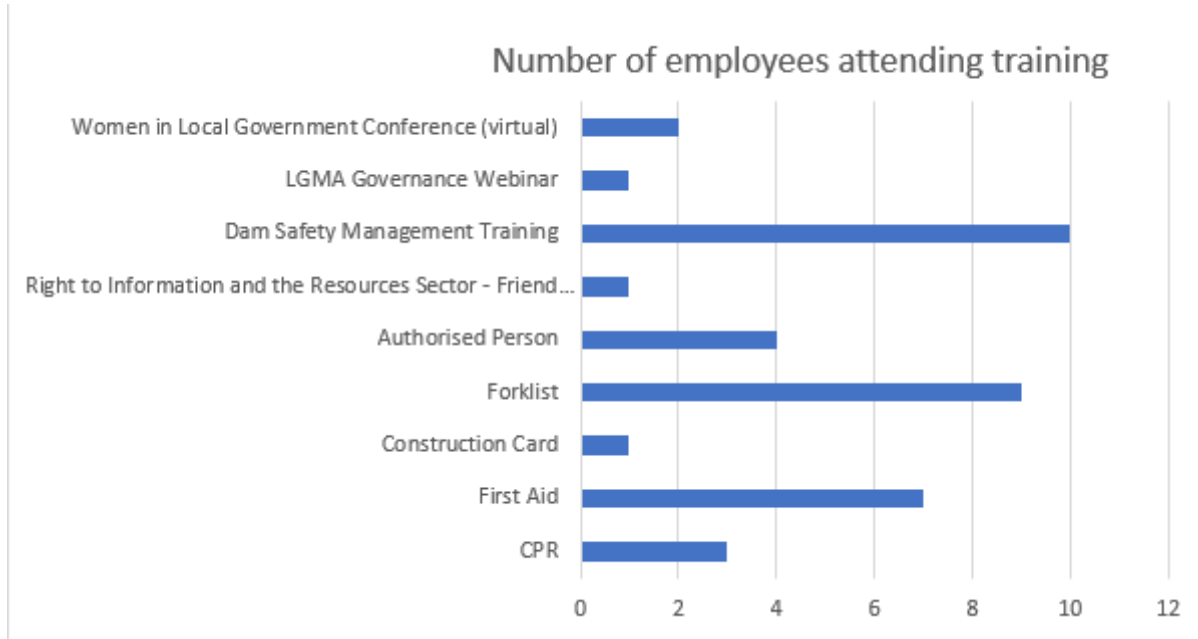


TRAINING INFORMATION

Number of employees who received training for the month (includes block training x 1 apprentice)

Directorate	CEO	CGFS	E&I	PECS	W&W
Number of Employees	0	7	11	1	19





Training budget spend

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

Operating Ledger & Budgets YTD

Actual Income YTD	(403,794.67)	Budget Income	(581,864.94)	Rev Budget Income	(494,198.21)
Actual Expenditure YTD	179,483.97	Budget Expenditure	344,287.74	Rev Budget Expenditure	314,304.99

PLANT TRAINING

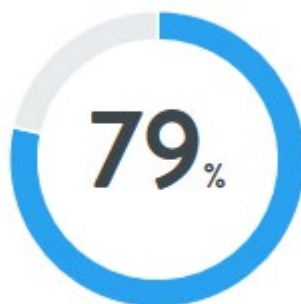
- Forklift
- Backhoe

VOC MONTHLY INFORMATION

- Loader
- 3 x Equipment Familiarisations

Mimecast Cyber Security Awareness March module completion

PERFORMANCE STATISTICS



Module Completion

Report authorised by:

JARRAH BUTLER

Acting Manager People and Performance

Date 6 April 2021

ATTACHMENTS:

- Nil