

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 9 May 2023

COMMENCING AT 9.00AM

COUNCIL CHAMBERS, MORANBAH

JEFF STEWART-HARRIS PSM

Chief Executive Officer

DARREN FETTELL

Committee Officer

Director Corporate Governance
and Financial Services

Committee Members:

Cr Jane Pickels (Chair)

Mayor Anne Baker

Cr Sandy Moffat

Cr Viv Coleman

Cr Carolyn Moriarty

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.

Section 254K Participating in meetings by audio link or audio visual link

- (1) A local government may allow a person to take part in a meeting of the local government by audio link or audio visual link.
- (2) A committee of a local government may allow a person to take part in a meeting of the committee by audio link or audio visual link.
- (3) A councillor or committee member who takes part in a local government meeting under subsection (1) or (2) is taken to be present at the meeting if the councillor or member was simultaneously in audio contact with each other person at the meeting.
- (4) In this section—
audio link see the [Evidence Act 1977, section 39C](#).
audio visual link see the [Evidence Act 1977, schedule 3](#).

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 9 MAY 2023

COUNCIL CHAMBERS, MORANBAH

1. OPENING OF THE MEETING
 - 1.1 ACCEPTANCE OF PARTICIPATION BY VIDEO CONFERENCE
2. APOLOGIES
3. DECLARATION OF CONFLICTS OF INTEREST
4. CONFIRMATION OF MINUTES
5. OFFICER REPORTS
6. INFORMATION BULLETIN REPORT
7. GENERAL BUSINESS
8. CONCLUSION

TABLE OF CONTENTS

1. OPENING OF MEETING

2. APOLOGIES

- Cr Sandy Moffat

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 9:00am on Tuesday 14 March 2023.

5. OFFICER REPORTS

5.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 30 APRIL 2023

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 SAFETY AND RESILIENCE UPDATE

EXECUTIVE SUMMARY

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

TABLE OF CONTENTS

5.3 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND BUSH COUNCILS CONVENTION - GOONDIWINDI – TUESDAY 25 JULY TO THURSDAY 27 JULY 2023

EXECUTIVE SUMMARY

Registration is now open for the Local Government Association of Queensland's Bush Councils Convention, which is to be held from 8:30am Tuesday 25 July to 12:15pm Thursday 27 July 2023 at the Waggamba Community Cultural Centre in Goondiwindi.

6. INFORMATION BULLETIN

6.1 CORPORATE, GOVERNANCE AND FINANCIAL SERVICES INFORMATION BULLETIN – MAY 2023

EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Directorate Information Bulletin for May 2023 is provided for Council review.

7. GENERAL BUSINESS

8. CONCLUSION

UNCONFIRMED MINUTES

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

HELD ON
TUESDAY, 14 MARCH 2023
COMMENCING AT 9.00AM

ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 14 MARCH 2023

Table of Contents	Page
1. Opening	3
2. Apologies	3
3. Declaration of Conflicts of Interest	3
4. Confirmation of Minutes	4
5. Officer Reports	4
6. Information Bulletin Reports	8
7. General Business	9
8. Conclusion	9

ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 14 MARCH 2023

ATTENDANCE Cr Jane Pickels, Division Seven (Chair)
Mayor Anne Baker
Cr Sandy Moffat, Division Two (*by video conference*)
Cr Carolyn Franzmann, Division Six (*by video conference*)
Cr Viv Coleman, Division Eight

OFFICERS PRESENT Mr Darren Fettell, Director Corporate Governance and Financial Services
Mr Michael Krulic, Manager Financial Services
Mr Robert Kane, Chief Information Officer
Mr John Squire, Manager Contracts and Procurement
Mrs Tricia Hughes, Coordinator Executive Support

1. OPENING

The Chair declared the meeting open at 9.00am 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

No apology received this meeting.

3. DECLARATION OF CONFLICTS OF INTEREST

No conflict of interests declared this meeting.

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 7 February 2023.

Resolution No.: CGFS0810

Moved: Cr Franzmann

Seconded:

Cr Moffat

That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 7 March 2023 are confirmed.

Carried

ATTENDANCE

Mrs Alexis Coutts, Manager Safety and Resilience entered the meeting room at 9.07am.

5. OFFICERS REPORTS

5.1

Isaac Regional Council Monthly Financial Report as at 28 February 2023

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 the month before the meeting is held.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receives the financial statements for the period ended 28 February 2023 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).**

Resolution No.: CGFS0811

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

1. **Receives the financial statements for the period ended 28 February 2023 pursuant to, and in accordance with, the *Local Government Regulation 2012 (s204)*.**

Carried

ATTENDANCE

Mr Bilal Akhtar, Strategic Asset Manager entered the meeting room at 9.25am.

5.2 Safety and Resilience Update

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Notes the Safety and Resilience report provided on the current status of the Health, Safety and Wellbeing Management System.***

Resolution No.: CGFS0812

Moved: Mayor Baker

Seconded: Cr Coleman

That the Committee recommends that Council:

1. **Notes the Safety and Resilience report provided on the current status of the Health, Safety and Wellbeing Management System.**

Carried

5.3 State Emergency Service Bi-Annual Update

EXECUTIVE SUMMARY

To provide an update on State Emergency Service (SES) operations within the Isaac region as required. Group sizes have decreased overall, however there has been a recent round of recruitment of new members.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Notes the report of the Isaac State Emergency Services unit status.*

Resolution No.: CGFS0813

Moved: Cr Moffat

Seconded: Cr Franzmann

That the Committee recommends that Council:

1. Notes the report of the Isaac State Emergency Services unit status.

Carried

ATTENDANCE

Cr Viv Coleman left the meeting room at 9.58am.

Cr Viv Coleman returned to the meeting room at 10.04am.

5.4 Exception Based Contractual Arrangements - Local Government Regulations (2012) – Purchase of Bulk Fuel

EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement from Council to approve the ongoing purchases of Bulk Fuels from Ampol under the exception provisions for entering into medium or large sized contractual arrangements within s235 (a) of the *Local Government Regulations 2012*.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. Resolves it is satisfied that there is only 1 supplier who is reasonably available;*
- 2. Acknowledges the limited supplier base for the cost-effective supply of bulk fuel to the Isaac Regional Council Depots and thereafter resolves that only quotations shall be required to be obtained from the viable sources identified.*

Resolution No.: CGFS0814

Moved: Mayor Baker

Seconded: Cr Moffat

That the Committee recommends that Council:

- 1. Resolves it is satisfied that there is only one (1) supplier who is reasonably available for the cost-effective, direct and reliable supply of bulk fuel to the Isaac Regional Council Depots, being Ampol.**

Carried

ATTENDANCE

Mayor Anne Baker left the meeting room at 10.11am.

Mayor Anne Baker returned to the meeting room at 10.12am.

5.5 Audit And Risk Committee Meeting Minutes – Tuesday 21 February 2023

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Audit and Risk Committee Meeting commencing on Tuesday, 21 February 2023.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

- 1. Receives and notes the Minutes of the Audit and Risk Committee Meeting held on Tuesday, 21 February 2023.*
- 2. Adopts the recommendations of the Audit and Risk Committee meeting held on Tuesday, 21 February 2023.*

Resolution No.: CGFS0815

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee recommends that Council:

- 1. Receives and notes the Minutes of the Audit and Risk Committee Meeting held on Tuesday, 21 February 2023.**
- 2. Adopts the recommendations of the Audit and Risk Committee meeting held on Tuesday, 21 February 2023.**

Carried

6. INFORMATION BULLETIN REPORTS

6.1 Corporate, Governance and Financial Services Information Bulletin – March 2023

EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletin for March 2023 is provided for Council review.

OFFICER'S RECOMMENDATION

That the Committee:

- 1. Notes the Corporate, Governance and Financial Services Information Bulletin for March 2023.**

Resolution No.: CGFS0816

Moved: Cr Coleman

Seconded: Cr Franzmann

That the Committee:

- 1. Notes the Corporate, Governance and Financial Services Information Bulletin for March 2023.**

Carried

7. GENERAL BUSINESS

7.1 Thank you to Mr Bilal Akhtar, Strategic Asset Manager

The Chair, Cr Jane Pickels thanked Bilal Akhtar for his service to organisation during his time at Isaac Regional Council and wish him and his family all the best for the future.

7.2 Investment Update from Financial Services

The Manager Financial Services provided an update to the Committee on some recent investments undertaken and asked the Committee if they had any interest in amending the Investment Policy when it is due to be reviewed to allow for greater investment opportunities.

The Committee has requested that the Investment Policy is presented to Council at a budget workshop with options for consideration.

ACTION: MANAGER FINANCIAL SERVICES

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 10.51am.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 10 May 2023.

.....
Chair

..... / /
DATE

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday, 9 May 2023
AUTHOR	Michael Krulic
AUTHOR POSITION	Manager Financial Services

5.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 30 APRIL 2023

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 the month before the meeting is held.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receive the financial statements for the period ended 30 April 2023 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 2022/2023	Budget adopted 29 June 2022
Financial Statements 2021/2022	Financial statements adopted 16 November 2022

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.

The third quarter budget review is being undertaken with a report tabled to go direct to Council at the May Council meeting.

CONSULTATION

- Financial Services

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

Not Applicable.

KEY MESSAGES

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

Report prepared by:	Report authorised by:
MICHAEL KRULIC Manager Financial Services	DARREN FETTELL Director Corporate, Governance and Financial Services
Date: 30 April 2023	Date: 2 May 2023

ATTACHMENTS

- Attachment – Monthly Financial Statements 30 April 2023 - ***to be provided under separate cover***

REFERENCE DOCUMENT

- Nil

MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee

Tuesday, 9 May 2023

AUTHOR

Alexis Coutts

AUTHOR POSITION

Manager Safety and Resilience

5.2

SAFETY AND RESILIENCE UPDATE

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Notes the Safety and Resilience report provided on the current status of the Health, Safety and Wellbeing Management System.***

BACKGROUND

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

IMPLICATIONS

That the system is monitored to ensure compliance and continuous improvement of the Health, Safety and Wellbeing management system. To ensure that recommendations from the Local Government Workcare (LGW) audit are implemented to support continuous improvement of the Health, Safety and Wellbeing (HSW) Management System (HSWMS).

CONSULTATION

The following consultation as relevant to the attachment reports.

- Executive Leadership Team
- HSW Operational and Strategic Safety Committee (bi-monthly)
- Joint Consultative Committee (as required)
- Safety and Resilience Team

BASIS FOR RECOMMENDATION

The updated attachments include the normal monthly update.

ACTION ACCOUNTABILITY

Manager Safety and Resilience

KEY MESSAGES

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

<p>Report Prepared By: ALEXIS COUTTS Manager Safety and Resilience</p> <p>Date: 30 April 2023</p>	<p>Report Authorised By: DARREN FETTELL Director Corporate, Governance and Financial Services</p> <p>Date: 2 May 2023</p>
---	---

ATTACHMENTS

- Attachment 1 – Safety and Resilience Update Report – April 2023 - ***to be provided under separate cover***

REFERENCE DOCUMENT

- Nil

MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee

Tuesday 9 May 2023

AUTHOR

Jeff Stewart-Harris

AUTHOR POSITION

Chief Executive Officer

5.3 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND BUSH COUNCILS CONVENTION – GOONDIWINDI – TUESDAY 25 JULY TO THURSDAY 27 JULY 2023

EXECUTIVE SUMMARY

Registration is now open for the Local Government Association of Queensland’s Bush Councils Convention, which is to be held from 8:30am Tuesday 25 July to 12:15pm Thursday 27 July 2023 at the Waggamba Community Cultural Centre in Goondiwindi.

OFFICER’S RECOMMENDATION

That the Committee recommends that Council:

- 1. Nominates Councillors [] to attend the 2023 Local Government Association of Queensland Bush Councils Convention to be held in Goondiwindi from Tuesday 25 July to Thursday 27 July 2023.***

BACKGROUND

The Local Government Association of Queensland’s Bush Councils Convention will be held from 8:30am Tuesday 25 July to 12:15pm Thursday 27 July 2023 at the Waggamba Community Cultural Centre in Goondiwindi.

Registration is now open with the full program to be released soon.

The preliminary program is as follows:

Day one	Day two	Day three
Tuesday 25 July 2023	Wednesday 26 July 2023	Thursday 27 July 2023
8:30am: Registration	8:30am: Registration	8:30am: Registration
4:30pm: Close of day one	4:45pm: Close of day two	12:15pm: Close of conference
4:35pm: Welcome function	6:30pm: Convention dinner	

Due to limited availability of accommodation Council has secured three rooms from Monday 24 July to Thursday 27 July (3 nights).

IMPLICATIONS

Convention Registration:

Full Registration \$990.00

Corporate Registration \$1,600.00

Includes: Conference Program and Presentations

Networking Drinks \$60.00

Convention Dinner \$120.00 (bus transfers available to and from accommodation)

Accommodation (three-night stay) \$444 per person

Adequate budget is available for Councillors to attend the convention.

BASIS FOR RECOMMENDATION

Bush Councils Convention is an opportunity of hearing first-hand how resourceful colleagues have dealt with adversity, isolation and other complications.

Rural and remote members of the Local Government Association of Queensland's Policy Executive will also be on hand to discuss the policy levers that are needed to support communities now and into the future.

ACTION ACCOUNTABILITY

The Office of the Chief Executive Officer has accountability for registering Council delegates to attend the Convention, booking accommodation and travel arrangements.

KEY MESSAGES

The 2023 LGAQ Bush Councils Convention is an opportunity for councils in rural Queensland to come together and share their learnings and experiences.

Report prepared by:	Report authorised by:
JEFF STEWART-HARRIS PSM	JEFF STEWART-HARRIS PSM
Chief Executive Officer	Chief Executive Officer
Date: 3 May 2023	Date: 3 May 2023

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday, 9 May 2023
AUTHOR	Darren Fettell
AUTHOR POSITION	Director Corporate, Governance and Financial Services

6.1

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES INFORMATION BULLETIN – MAY 2023

EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletin for May 2023 is provided for Council review.

OFFICER'S RECOMMENDATION

That the Committee:

- Notes the Corporate, Governance and Financial Services Information Bulletin for April 2023.*

BACKGROUND

The attached Information Bulletin for May 2023 provides an operational update for Council 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: 30 April 2023	Report authorised by: JEFF STEWART-HARRIS PSM Chief Executive Officer Date: 3 May 2023
---	---

ATTACHMENTS

- Attachment – Corporate, Governance and Financial Services Information Bulletin – May 2023

REFERENCE DOCUMENT

- Nil

DATE: MAY 2023

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

DIRECTORATE HIGHLIGHTS

At the end of March Isaac Regional Council was subject to a cyber security incident, therefore, efforts in April have been aimed at restoring systems and services and ensuring regular updates have been provided to Council, employees and our community.

As a Directorate we are continuing to manage the ongoing vacancies in some key positions and areas.

Capital Peer Review Group meetings held monthly to review project delivery for 2022/2023 financial year and progress project planning for 2023/2024

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

- Managing workload and wellbeing of IT team through recovery from cyber security incident
- Progressing budget workshops with ELT and Council
- Progression of IT Strategy review including review, potential upgrade and re-installation of Council's ERP system (TechnologyOne) through moving to cloud-based services in line with industry standards
- First quarterly reporting on Lead Performance Indicators
- The Safety and Resilience team conducted a photographic audit of the region with the view to generate a report on the findings in the next months
- Recruitment for Manager Governance and Corporate Services has progressed to second meeting with preferred candidate
- Progression of projects for consideration through the Project Accountability Gateway (PAG) process
- Ongoing support from the asset team continued in relation to the development of Asset Class -Asset Management Plans (ACAMP)

CONTRACTS AND PROCUREMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

01/04/2023 – 28/04/2023	OCEO	CGFS	E & I	W & W	PECS
Awarded Tenders	0	0	1	0	0
Active Tenders	1	1	6	1	2
In progress Tenders	1	5	14	3	4
Awarded RFQ's	0	1	0	1	1
Active RFQ's	0	1	9	6	5
In progress RFQ's	0	0	8	9	6
Active - out to market or under evaluation In Progress - specification under development					

- Retirement of St Lawrence Stores Officer. Handover provided to Nebo Stores Officer who has since invested time and effort into organising the storeroom.
- Resignation of Senior Contracts & Procurement Administrator. Opportunity to review the Contracts and Procurement Team structure.
- Recruitment for the above positions are yet to commence and will depend on ELT consideration of proposed re-structure options.
- Internal applicant successful in appointment to Contracts & Procurement Support Officer role.
- Cybersecurity incident has resulted in all procurement system and tools except VendorPanel being unavailable. Team has adapted to using manual requisitions and redevelopment of templates and tools for contracting efforts through Sharepoint. However remaining tools are disconnected and cumbersome to use, with limited visibility into the status or progress of procurement tasks, resulting in inefficient procurement.
- Limited Tech1 capability became available Wednesday 26th April, and the tasks associated with facilitation of any overdue payment to suppliers has been prioritised. Manual (paper based) requisitions will now need to be entered into the system to capture this data.
- Stores in Clermont and Nebo are impacted by network issues and Citrix connectivity.

Purchase Requisitions Released		
Month of: (01/03/23 – 28/04/23)	March and April 2023	
Value of Purchase Requisitions processed	\$ 7, 685,111.32	
No. Purchase Requisitions Released	792	
Requisitions Suspended	23	
Exceptions Raised	24	\$ 621,110.01
Variations Raised	10	\$ 415,078.71

The Exceptions include; Chemicals for Water Treatment (RPQS Bulk Chemicals) - \$204k
 Relocation Telecommunications Infrastructure (NPN1.18) - \$100k
 Clermont Rodeo Electrical main relocation - \$62K

The Variations include; Peakvale Road floodways - \$142.5k
 Dysart Trickling Filter - \$98k
 DCC Carpark resurfacing - \$98.5k

PREVIOUS MONTH'S ISSUES:

- Senior Contracts & Procurement Administrator advised of resignation as at 6 April 2023. As the most long-serving member of the administration team, the team has lost a valued, efficient and knowledgeable resource. This combined with system issues has put stress on workload of team and there is a high risk of burnout if not addressed promptly.
- Forward planning by teams requiring procurement continues to be an issue. Adequate time is not allowed for, in issuing to the market and undertaking evaluations. This can also impact on availability of suppliers.
- When evaluating responses to a Request for Tender or Quotation, Evaluation panellists are either not skilled to perform the due diligence of compliance criteria or potentially state a lack of time / priority in order to perform this role correctly or effectively. This is leading to additional requirements within Procurement when currently do not have capacity to perform these additional requirements.

FINANCIAL REPORT:

- The budgets for FY22/23 are mostly on track with the exception of some differences in the salaries and oncosts (noting allowance for vacancy rate).

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING:

- Assist IRC staff in navigating procurement compliance requirements (ongoing). Training schedule has been published on the intranet and recently updated. Contracts & Procurement Support Officer will be continuing the sessions for the foreseeable future with assistance from the Moranbah Stores Officer.
- Strategic Procurement is still in progress however a more concentrated focus would be required to achieve stated goals and this can only come with additional resources in the department.
- Doing Business with Council articulate presentation - combined effort with Safety and Resilience, Economy and Prosperity and Brand, Media and Communications.

ORGANISATIONAL DEVELOPMENT PLAN:

- Implementation of Next Gen Ecosystem - Investigating Contract Management via VendorPanel, Investigating Spend Analysis via ArcBlue. These initiatives have been parked pending the outcome of the ERP investigations conducted by ITC department.
- Warehouse Management - Use of stock reservations and pick slips is being further rolled out across the region, with defined hours of order collection (commenced at some locations). The Moranbah Purchasing/Stores Officer is conducting relevant training.

NEXT MONTH'S PROGRAM:

- RFTs for MCC Redevelopment (continues), Golden Mile Rehabilitation Works, Clermont Waste Management Facility Weighbridge Installation.
- RFQs for Water & Waste have significantly increased, CLM Water Network Augmentation, Theresa Creek Dam Structural Engineering Survey, St Lawrence Raw Water Reservoir
- Developing tender documents for a variety of trade services, which will lead to the establishment of RPQS panel arrangements across IRC.
- Quotations received from suitable providers for training for Scope and Specification writing courses have been flagged to address the issue of rework, clarifications and variations from poorly developed scoping documents.
- Revise Procurement Policy through the Strategic Procurement Reference Group.

DEVELOPING INITIATIVES / ISSUES:

- With vacant position, consider potential restructure of Contracts and Procurement Team with no overall increase in FTE.

FINANCIAL SERVICES

PREVIOUS MONTH'S ACHIEVEMENTS:

- Issuance of 2nd Rates Notices for 2022/23
- Secondment of Manager Rates and Accounts for 12 months to W & W. Review workload implications
- Manual data capture and entry of payroll information due to cyber security incident taking up vast majority of teams time.
- First budget workshop held.

PREVIOUS MONTH'S ISSUES:

Nil

FINANCIAL REPORT:

Financial expenditure is as per the budget.

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	Annual Budget and Long-Term Financial Forecast	Provide transparent and accountable planning, decision making, performance monitoring and reporting to the community in order to continuously improve.	Budget adoption. Monthly Financial statements required under regulation. Quarterly budget reviews undertaken.
----	--	--	---

NEXT MONTH'S PROGRAM:

- Budget workshops – preparation, collation and presentation of relevant information
- Rates due date in early May with subsequent reminder notices to be issued
- Review and liaise with service providers around Water, Wastewater and Waste revaluation
- Preparation of various Audit and Risk reports
- Assess and Review implications associated with indexation on assets not being revalued
- Preparation and delivery of Quarter 3 budget review
- Resignation of Payroll Officer. Recruitment to progress as soon as possible.

DEVELOPING INITIATIVES / ISSUES:

Nil

GOVERNANCE AND CORPORATE SERVICES

PREVIOUS MONTH'S ACHIEVEMENTS:

- Administrative Action Complaints: There are two (2) Administrative Action Complaints currently in progress:
 - In relation to the first, documentation was received from Records prior to the Cybersecurity Incident. With Council's systems now active, a review of the documentation will be completed to ensure it is suitable for release.
 - In relation to the second, an investigation will be completed prior to providing a formal response to the Applicant noting that there was an attempt to resolve the matter informally however, the Applicant was not satisfied with the response received.
- Annual Operational Plan: Given the recent Cybersecurity Incident, the original due date of Friday, 14 April 2023 for the 3rd Quarter review against Council's 2022/2023 Annual Operational Plan was extended to Friday, 12 May 2023.
- Audit and Risk Committee: A report reminder for Audit and Risk Committee Meeting agenda items was distributed on Friday, 28 April 2023 noting the new due date for agenda items will be Tuesday, 9 May 2023 as a result of the recent Cybersecurity Incident interruptions.
- Insurance: Council successfully completed all three (3) questionnaires in accordance with the respective deadlines – Liability and Supplementary questionnaires due 24 March 2023 and Asset questionnaire due 24 April 2023. Insurance renewals for the 2023/2024 coverage period are underway with LGMS releasing the three (3) renewal questionnaires for completion by Council.

- Internal Audit: Request for Quotation documentation including scoping was forwarded to three (3) suppliers seeking quotations for the provision of internal audit services for Financial Sustainability and Legal and Compliance (Regulatory Services).
- Local Laws: The planning for a systematic review of local laws has continued, which will include a range of community engagement activities.
- Policies: During Council’s system lock down, Governance and Corporate Services utilised this opportunity to draft new procedures and work instructions and review existing policies, procedures and work instructions.
- Right to Information: There is one (1) Right to Information Application currently being processed within legislative timeframes. The decision notice has been issued to the Applicant and Council is awaiting payment of processing fees before documentation can be released.

PREVIOUS MONTH’S ISSUES:

- Reduced resources and system access post Cybersecurity Incident, impacting on deliverables.
- Ongoing advice and facilitation of governance matters throughout system lock down.
- Ongoing management of legal matters.
- Ongoing management of Right to Information applications and internal reviews, Administrative Actions Complaints and related matters

FINANCIAL REPORT:

Not Applicable

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Strategy (i.e. C5)	Service Area	Description	Highlight/Exception, including explanation
G2	Corporate Plan	Develop new 5-year Corporate Plan and Community Plan	Not commenced – Council’s consideration of Strategic Risk and Risk Attitude will provide direction on focus issues.
G2	Compliance	Systematic review of Local Laws.	Commenced, Planning has commenced, and existing difficulties have been identified.
G5	Strategy	Establish Integrated Planning Framework.	Not commenced

NEXT MONTH’S PROGRAM:

- Administrative Action Complaints: Begin review and investigation of active Administrative Action Complaints.
- Annual Operational Plan: Collate 3rd Quarter – 2022/2023 Annual Operational Plan commentary.
- Audit and Risk Committee: Review and evaluate Audit & Risk External Member applications received and commence process of appointing preferred applicant.

-
- Audit and Risk Committee: Prepare and distribute the agenda for the upcoming Audit and Risk Committee Meeting.
 - Audit and Risk Committee: Facilitate the 2nd Audit and Risk Committee Meeting for the year, scheduled to take place on Monday, 22 May 2023.
 - Insurance: Facilitate ongoing insurance renewal process by providing any additional documentation to LGMS as requested.
 - Internal Audit: Seek management commentary on draft Emergency Recovery and Planning internal and Stakeholder Engagement audit reports with the view to present at the 3rd Audit and Risk Committee Meeting for the year, scheduled to take place on Tuesday, 25 July 2023.
 - Internal Audit: Award successful supplier for the provision of internal audit services for Financial Sustainability and Legal and Compliance (Regulatory Services).
 - Insurance: Process claims as they arise.
 - Legal Matters: Governance and Corporate Services will continue to liaise with internal and external stakeholders with respect to various leases, agreements and legal matters.
 - Policies: Continue to categorise, review and draft Corporate Policies for Council consideration.
 - Policies and Procedures: Ensure all policies and procedures that have been reviewed and updated during the Cybersecurity Incident are correctly processed and recorded.
 - Risk Management: Second survey to be distributed to members of ELT and Council to better identify Strategic Risk and Risk Appetite, Tolerance and Threshold.

DEVELOPING INITIATIVES / ISSUES:

- Tamara Bateman, Senior Governance Officer, appointed Acting Manager Governance and Corporate Services, commencing from Monday, 20 March 2023.
- Recruitment for Manager Governance and Corporate Services has progressed to second meeting with preferred candidate.
- Reviewing online options to facilitate governance and compliance initiatives – delegations, policies, risk registers.
- Assistance and oversight with management and enhancement of IRIS – Council's Intranet

INFORMATION SOLUTIONS

PREVIOUS MONTH'S ACHIEVEMENTS:

- At the end of March IRC was subject to a cyber security incident. Efforts in April have been aimed at restoring IT services and regular updates have been given to Council.
- The status at the end of April is:
 - TechnologyOne and ECM are back online for users with reimaged laptops
 - Users with reimaged laptops have access to I: drive, U: drive and print services

- The network connection to Clermont is yet to be re-established; other towns are online
- The return of Citrix is being worked on as a priority
- Internet access through the network has been restricted to Microsoft services only for the time being

PREVIOUS MONTH'S ISSUES:

Nil

FINANCIAL REPORT:

No issues.

DEVIATION FROM BUDGET AND POLICY:

Not applicable

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not applicable

NEXT MONTH'S PROGRAM:

- Continue with the IT recovery work
- SD WAN rollout to Dysart and Middlemount
- Rollout of MS Teams across IRC.

DEVELOPING INITIATIVES / ISSUES:

- Mobile computing
- Strategic review of business requirements for next five years
- Business continuity planning

STRATEGIC ASSET MANAGEMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

- Work continuing across the Council to develop Asset Class Asset Management Plans (ACAMP's)
- Ongoing support from the asset team continued in relation to the development of Asset Class -Asset Management Plans (ACAMP); and
- Ongoing work is in progress to undertake alignment of the Financial Asset Register (FAR) and the Operational Asset Register (OAR).

PREVIOUS MONTH'S ISSUES:

Nil

FINANCIAL REPORT:

Financial expenditure is as per the budget.

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Strategy (i.e. C5)	Service Area	Description	Highlight/Exception, including explanation
15	Project Accountability	Develop a Project Accountability Gateways Framework	A review of Project Accountability Gateway (PAG) process is in progress to identify areas of improvement.

NEXT MONTH'S PROGRAM:

- Work will continue across the Council to develop Asset Class -Asset Management Plans (ACAMP);
- Ongoing work to review projects identified via the Project Accountability Gateway (PAG) process to identify / assess projects and subsequent progression;
- Ongoing work will continue to align the Financial Asset Register and the Operational Asset Register

DEVELOPING INITIATIVES / ISSUES:

- Work will continue across the Council to develop Asset Management Plans (AMP) for each asset class

SAFETY & RESILIENCE

PREVIOUS MONTHS ACHIEVEMENTS:

Safety and Resilience Team

- During the cyber security incident, the safety team commenced a photographic audit of the region. The report will be collated during the next month.

Wellbeing and Resilience Team

- Ongoing case load management, these partners participated in the photographic audit.

Disaster Resilience Team

- Facilitated Community Advisory Subgroups, Clermont was poorly attended, and Dysart and Middlemount were cancelled, we will reschedule these during May and June.

SES Groups

- Volunteer numbers are improved in some locations.

PREVIOUS MONTHS ISSUES:

- Nil

FINANCIAL REPORT:

Not Applicable.

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
VHF radio and satellite phone review	November 2021	June 2023	Phones have arrived, being installed. Waiting on new vehicles before final installation, these installations will be covered by operational costs if after the 30th June.
Flood monitoring installations	September 2021	June 2023	In progress, awaiting final parts for installation, equipment is onsite in Nebo.

DEVELOPING INITIATIVES / ISSUES:

Initiatives:

- Working on compliance with psycho health and safety code of practice to review the integration into our existing processes.

ISSUES:

- Nil

<p>Report authorised by:</p> <p>DARREN FETTELL</p> <p>Director Corporate, Governance and Financial Services</p> <p>Date: 2 May 2023</p>

ATTACHMENTS

- Nil

TERM / ACRONYM	MEANING
AOP	Annual Operational Plan
CPA	Corporate Procurement Arrangements
EOI	Expression of Interest
NTT	Notice to Tenderers
PCRG	Procurement Compliance Review Group
RFI	Request for Information
RFT	Request for Tender

INFORMATION BULLETIN

RFQ	Request for Quote
RPQS	Register of Pre-Qualified Suppliers
PR	Purchase Requisition
PO	Purchase Order
PSA	Preferred Supplier Arrangement
VFM	Value for Money
FAR	Financial Asset Register
OAR	Operational Asset Register
PAG	Project Accountability Gateway
BCP	Business Continuity Planning