



Office of Mayor and CEO

Monthly Review

Period – September 2022

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OVERVIEW

This report is for the Office of the Mayor and CEO for September 2022.

- No lost time injuries occurred in September, however there were 36 incidents reported.
- Good outcomes were reported at the end of the first quarter for several of our key safety lead indicators, such as site safety inspections completed, safety interactions undertaken and monthly action plan items completed, with these all achieving or exceeding target.
- During September, MRC received over \$1.9M in external grant funding and received advice that we have been successful with further grant applications totalling another \$1.3M.
- The newly elected Mayor of Whitsunday Regional Council, Julie Hall, was welcomed to the Greater Whitsunday Council of Mayors at their meeting during September.



Angela Hays
Acting Chief Executive Officer

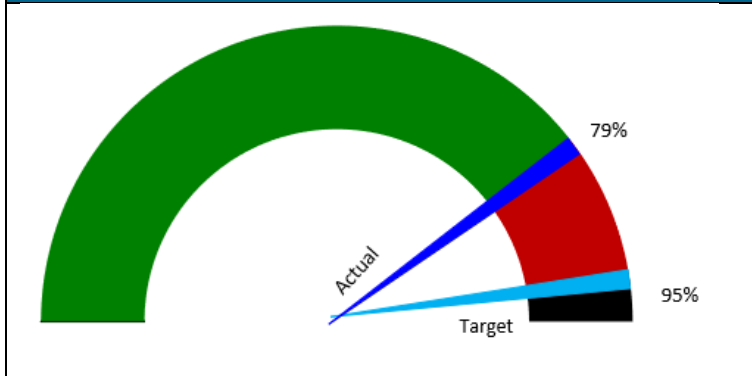
SAFETY

1.1. Lead Indicators

The program-specific data behind the graphs below is shown in section 2.4.

Site Safety Inspections Completed		<p>This graph shows the percentage of scheduled inspections completed on-time in the quarter.</p> <p>At a department-level the results were:</p> <ul style="list-style-type: none"> Capital Works:100% Community and Client Services: 100% Development Services: 100% Engineering and Commercial Infrastructure: 100% Organisational Services: 100%
Manager Safety Interactions Undertaken		<p>This graph shows the percentage of members of the management team that have undertaken their targeted number of safety interactions.</p> <p>Whilst not recorded here, the layer of management below program managers are continuing to undertake safety interactions, with a target of two per quarter.</p>
Monthly Action Plan (MAP) Completed		<p>This graph shows the percentage of MAP items completed in the quarter.</p>

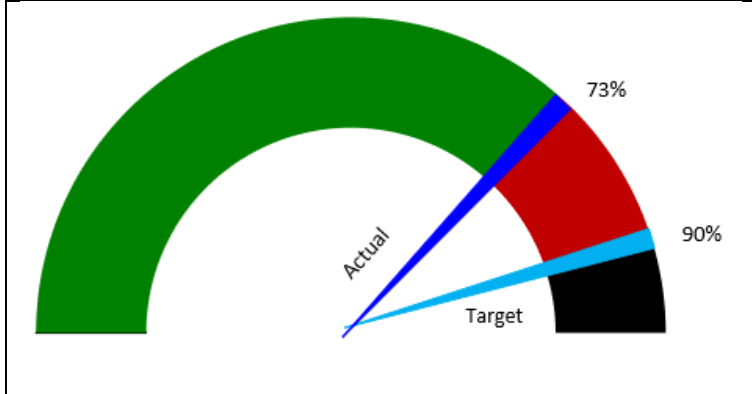
Corrective Actions Completed on Time



Corrective actions are raised following an incident, site safety inspection, hazard report, or as an action from a WHS meeting.

This is above last quarter's result of 73%.

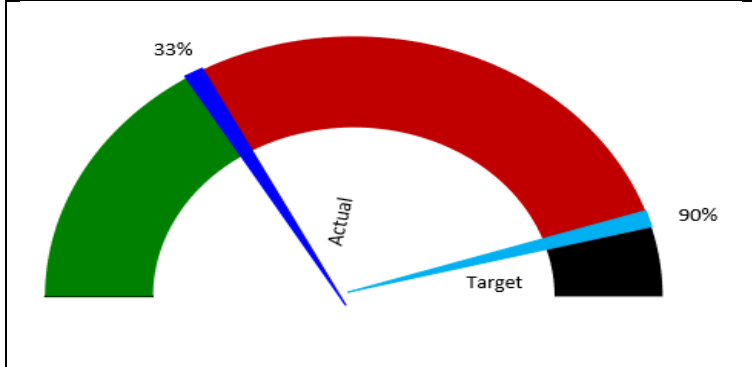
Incidents reported on Time



MRC staff incidents are required to be reported within 30 minutes, and contractor incidents within 60 minutes of occurrence.

Communication and awareness of incident reporting requirements across MRC will continue.

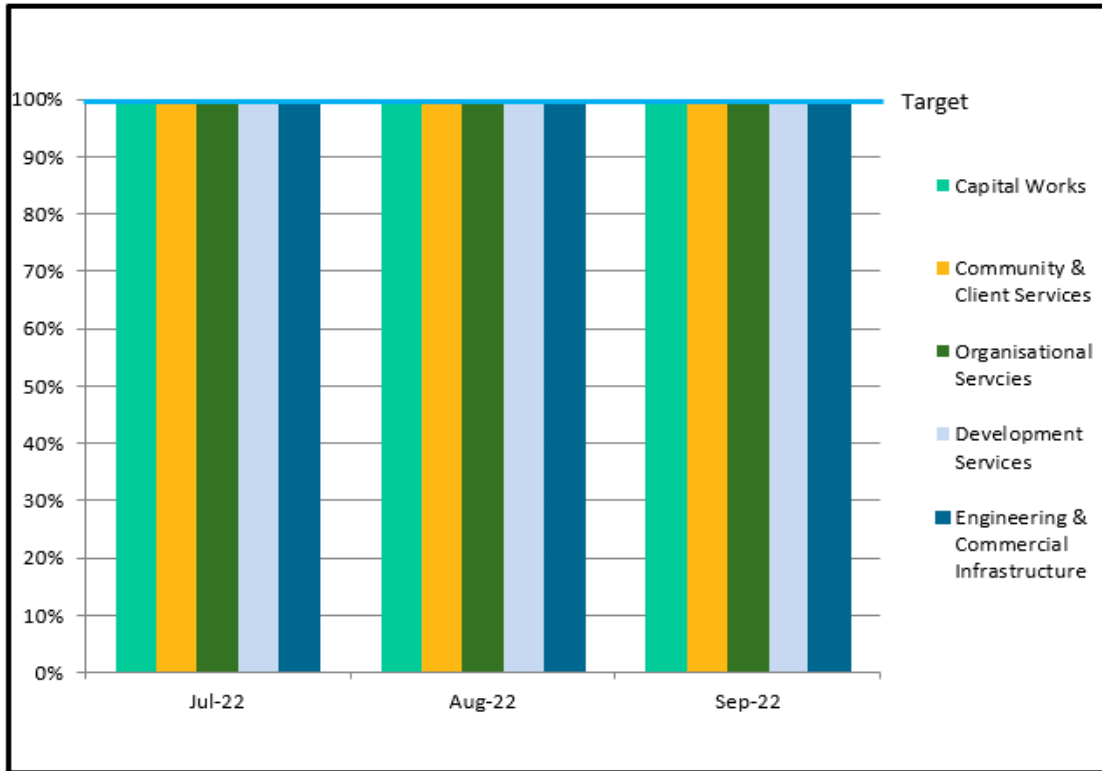
Contractor Spot Checks



This graph shows the percentage of scheduled contractor spot-checks completed in the quarter at 33% and is below our 90% target

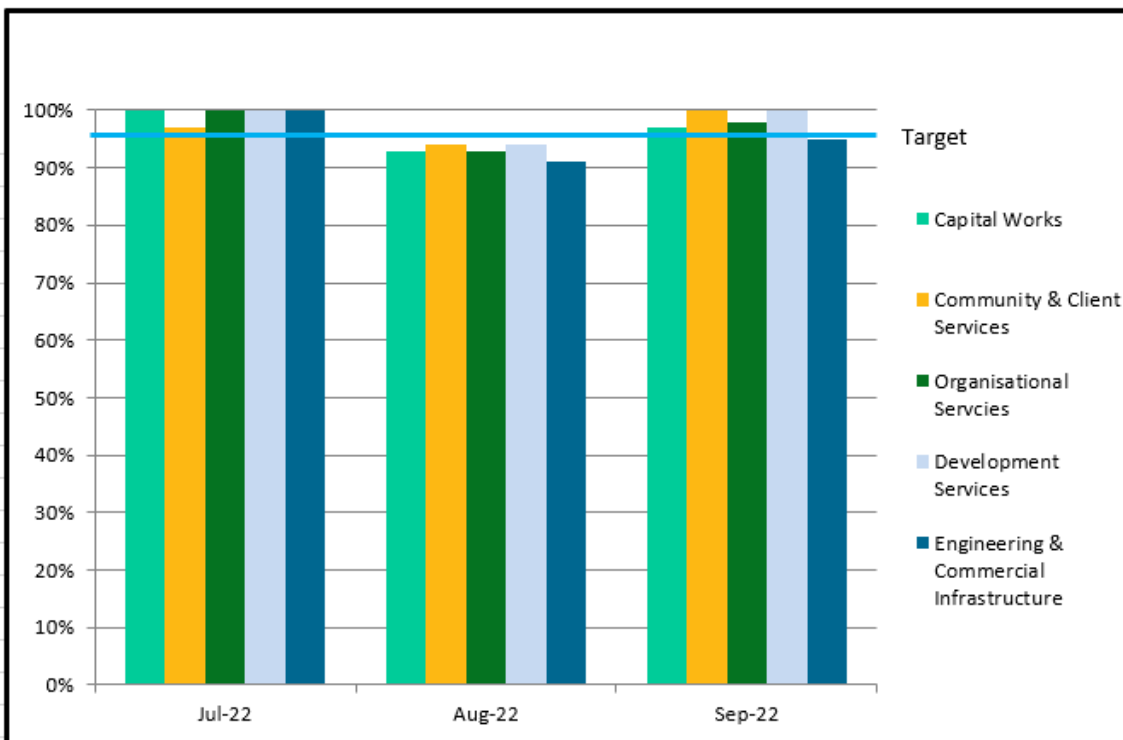
Communication and awareness across MRC will continue, to ensure future achievement of the 90% target.

Site Safety Inspections Completed



A target of 100% has been set for the completion of scheduled site safety inspections. This graph provides a snapshot of the percentage completed at the end of each month.

Monthly Action Plans Completed



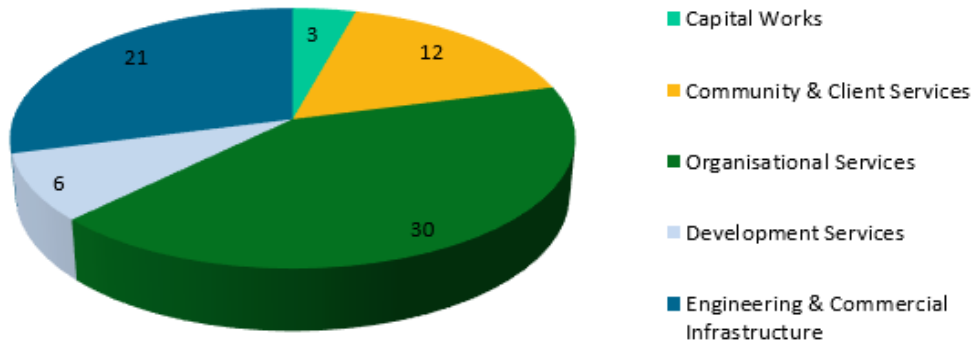
A target of 95% has been set for the completion of monthly action plans. This graph provides a snapshot of the percentage completed at the end of each month.

Department / Program		Site Safety Inspections			Manager Safety Interactions			Monthly Action Plan (MAP)	Corrective Actions Completed on time		Incidents reported on time		Contractor Spot Checks	
		% Actual	% Target	% Achv'd	% Actual	% Target	% Achv'd	% Achv'd	Total CA's Due	% of CA's actioned on time	Total # reported	% reported on time	% Target	% Achv'd
Capital Works	CW Management				6	4	100%	100%						
	Major Projects				6	4	100%	90%	6	67%	2	50%	4	0%
	Field Services	6	6	100%	4	4	100%	94%	5	80%	12	67%	4	75%
	Contract Services				5	4	100%	100%	14	86%	4	75%	6	100%
	Portfolio Management Office				4	4	100%	100%						
	Design Services				4	4	100%	100%						
Total		6	6	100%				97%	25	80%	18	67%		
Community & Client Services	CCS Management				4	4	100%	100%						
	Corporate Comm				4	4	100%	100%						
	Community Lifestyle	5	5	100%	2	4	100%	95%	12	92%	15	67%		
	MECC & Events	2	2	100%	4	4	100%	88%	12	58%	9	89%		
	Health & Regulatory Services	4	4	100%	7	4	100%	100%	8	63%	7	86%		
	Emergency Management	6	6	100%	3	2	100%	100%	5	100%	1	100%		
Total		17	17	100%				97%	34	71%	32	78%		
Development Services	DEV Management				4	4	100%	100%	3	100%	1	0%		
	Development Planning & Engineering				4	4	100%	100%	4	100%	1	0%		
	Parks	8	8	100%	4	4	100%	100%	6	100%	29	79%	2	100%
	Strategic Planning				4	4	100%	95%			1	100%		
	Economic Development				4	4	100%	95%	1	0%	1	0%		
Total		8	8	100%				98%	14	93%	33	73%		

Department / Program		Site Safety Inspections			Manager Safety Interactions			Monthly Action Plan (MAP)	Corrective Actions Completed on Time		Incidents reported on time		Contractor Spot Checks	
		% Actual	% Target	% Achy'd	% Actual	% Target	% Achy'd	% Achy'd	Total CA's due	% of CA's actioned on time	Total # reported	% reported on time	% Target	% Achy'd
Engineering & Commercial Infrastructure	ECI Management				12	8	100%	100%	3	100%				
	Transport & Drainage				4	4	100%	100%	11	100%				
	Civil Operations	18	18	100%	2	2	100%	100%	5	100%	22	91%	2	100%
	Waste Services	5	5	100%	4	4	100%	90%	8	88%	9	22%	6	50%
	Water Network	9	9	100%	4	4	100%	99%	5	80%	6	83%	12	17%
	Water & Sewage				4	4	100%	98%	2	100%				
	Water Treatment	4	4	100%	4	4	100%	96%	5	80%	3	67%	2	50%
	Assets				4	4	100%	79%						
Total		36	36	100%				95%	39	92%	40	73%		
Organisational Services	ORG Management				5	4	100%	100%						
	Finance				4	4	100%	100%						
	Shared Services				4	4	100%	95%	2	100%				
	Procurement & Plant	2	2	100%	4	4	100%	83%	2	100%	1	100%		
	Property Services	7	7	100%	6	4	100%	100%	31	52%	2	50%	6	0%
	People & Culture				4	4	100%	100%			1	100%		
	Information Services	1	1	100%	4	4	100%	99%						
	Office of the Mayor & CEO				4	4	100%	99%						
	Executive Office/Legal				8	8	100%	97%	22	91%	1	0%		
Total		10	10	100%				97%	57	70%	5	60%		

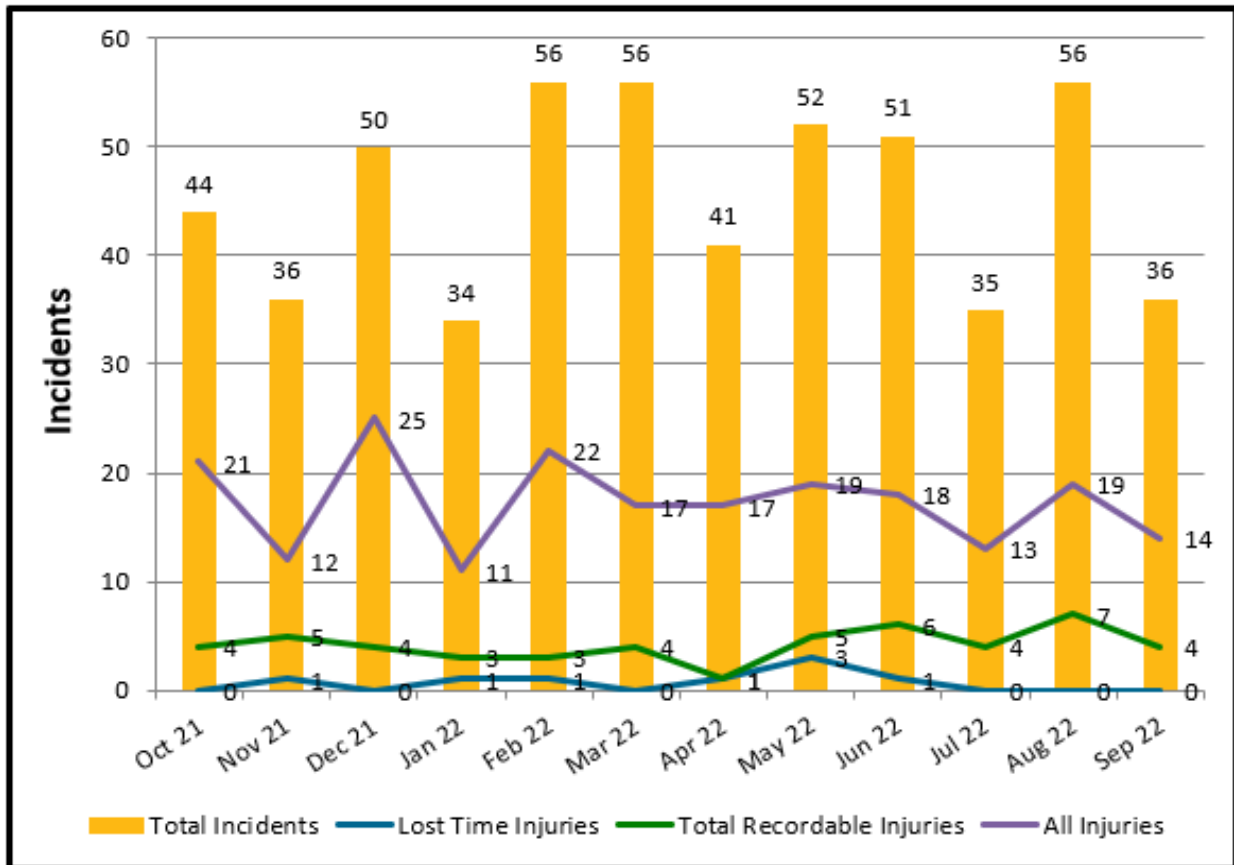
Corrective Action Status Report

Total Active Corrective Actions



Department	Total CAs open	CAs Overdue					% of CA's Overdue
		Total CAs Overdue	< 30 days overdue	30 - 60 days overdue	60-360 days overdue	> 12mths overdue	
Capital Works	3	2	2	0	0	0	67%
Community & Client Services	12	6	6	0	0	0	50%
Organisational Services	30	7	7	0	0	0	23%
Development Services	6	1	1	0	0	0	17%
Engineering & Commercial Infrastructure	21	6	5	1	0	0	29%
Mackay Regional Council	72	22	21	1	0	0	31%

3.1 Incidents and Injuries



The following injuries to MRC employees were reported during September:

Lost Time, Suitable Duties Injuries or Medical Treatment Injuries:

- SDI – Raking back a pile of sand with a concrete rake, felt a tear pain on his abdomen.
- SDI – When loading green waste into bin a branch has flung back striking left thumb
- SDI – Felt pain in abdomen, had been lifting drums earlier in the day.
- MTI – Whilst operating Vacuum Excavation truck, was removing a rock and had a sharp stabbing pain in lower back.
- MTI – While undertaking meter read, stuck hand under fence and was bitten by dog.

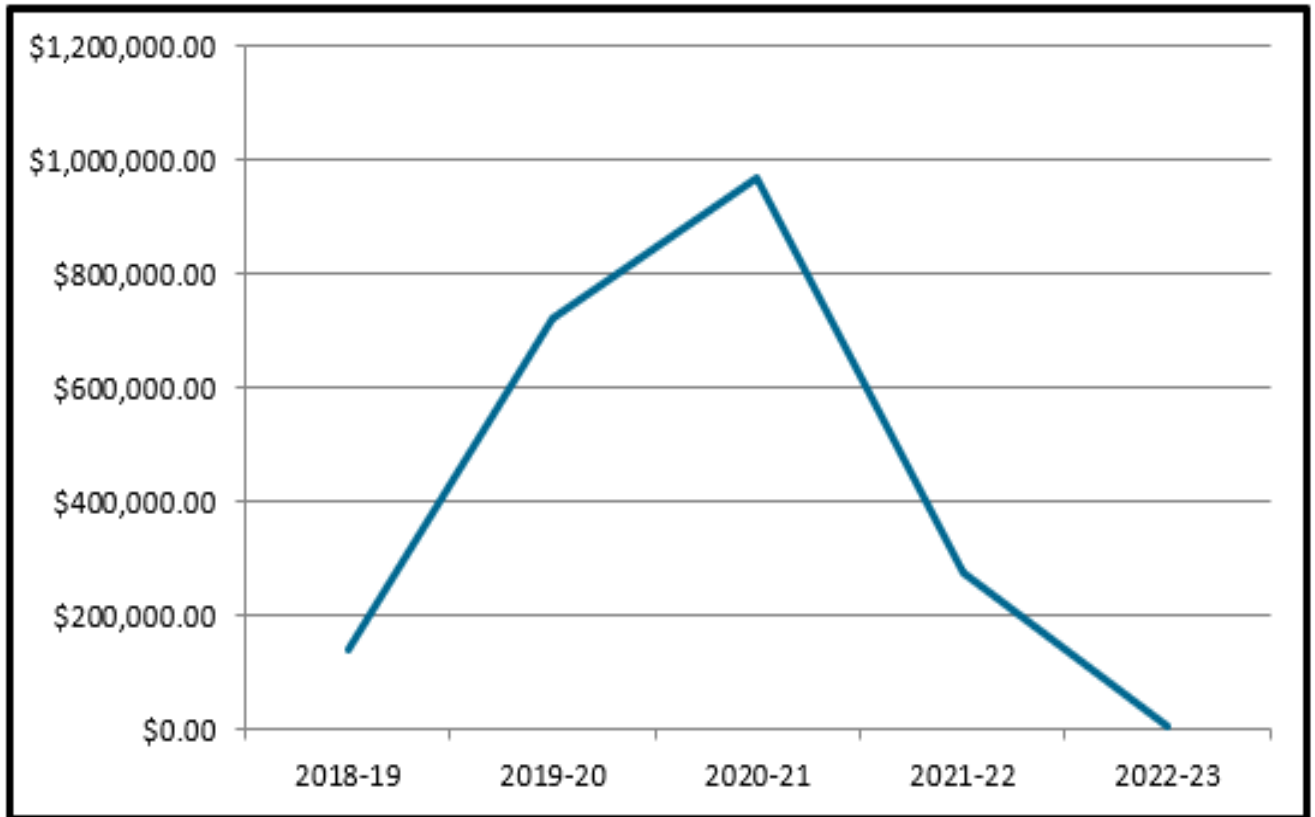
First Aid Injuries and Non-Treatment Injuries:

- FAI – Lost footing on sloping concrete loading ramp, grazing elbow.
- FAI – While undertaking pre-start, felt pain in shoulder when lifting vehicle bonnet.
- NTI – Slipped on wet concrete, falling and grazing knee.
- NTI – While setting up for meeting, found wall mounted computer on the floor, while picking it up, scratched arm on exposed screw.
- NTI – Bent down and strained muscle while changing whipper snipper cord
- NTI – While loading mower, stepped down from draw bar of trailer and felt pain in leg
- NTI – While pulling vine imbedded in garden bed, felt pain in back.
- FAI – Sought medical attention to get tick removed from back of head

- NTI – Carrying 2 sheets of tactile when one moved suddenly causing contact with left side of neck

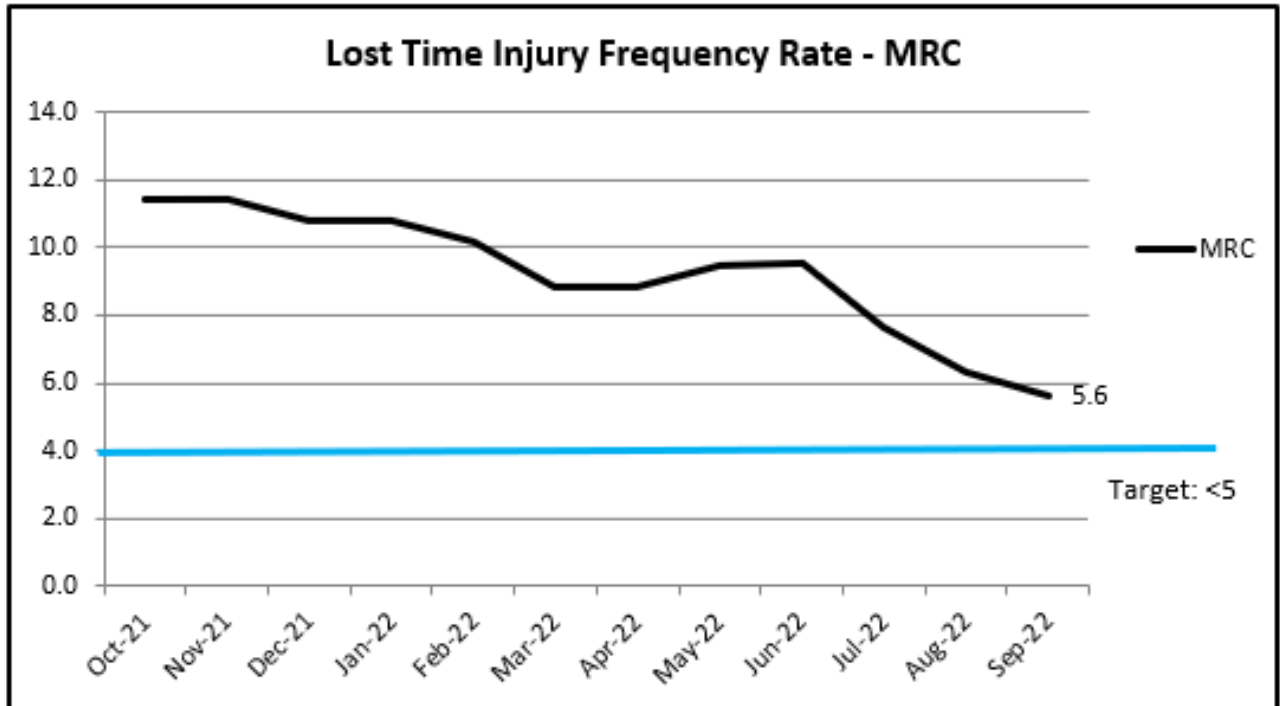
Each incident is investigated, and appropriate corrective measures implemented to reduce future risks.

Workers Compensation Claims Costs

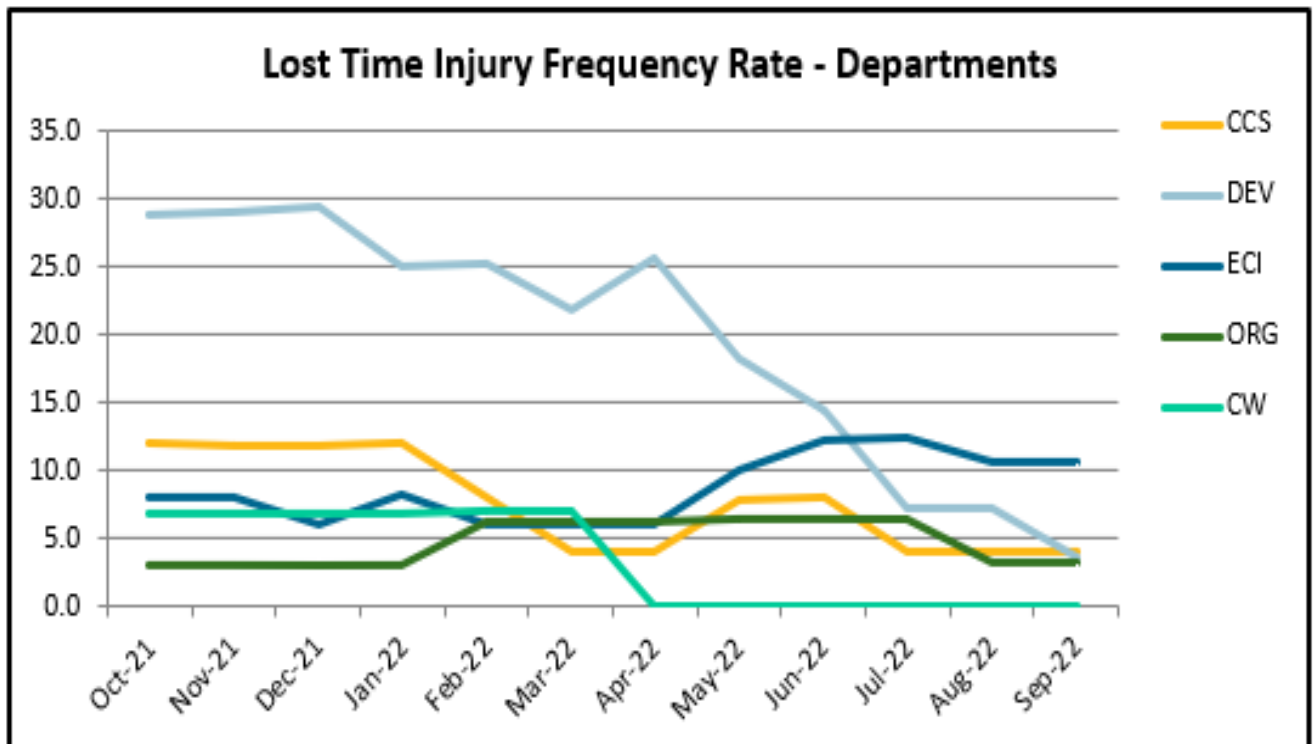


This graph depicts the total worker’s compensation claim costs over five years. Claim costs are payments made in relation to accepted claims. This includes compensation payouts and medical costs and expenses relating to claims. The costs of claims are a factor in determine MRC’s workers compensation premium.

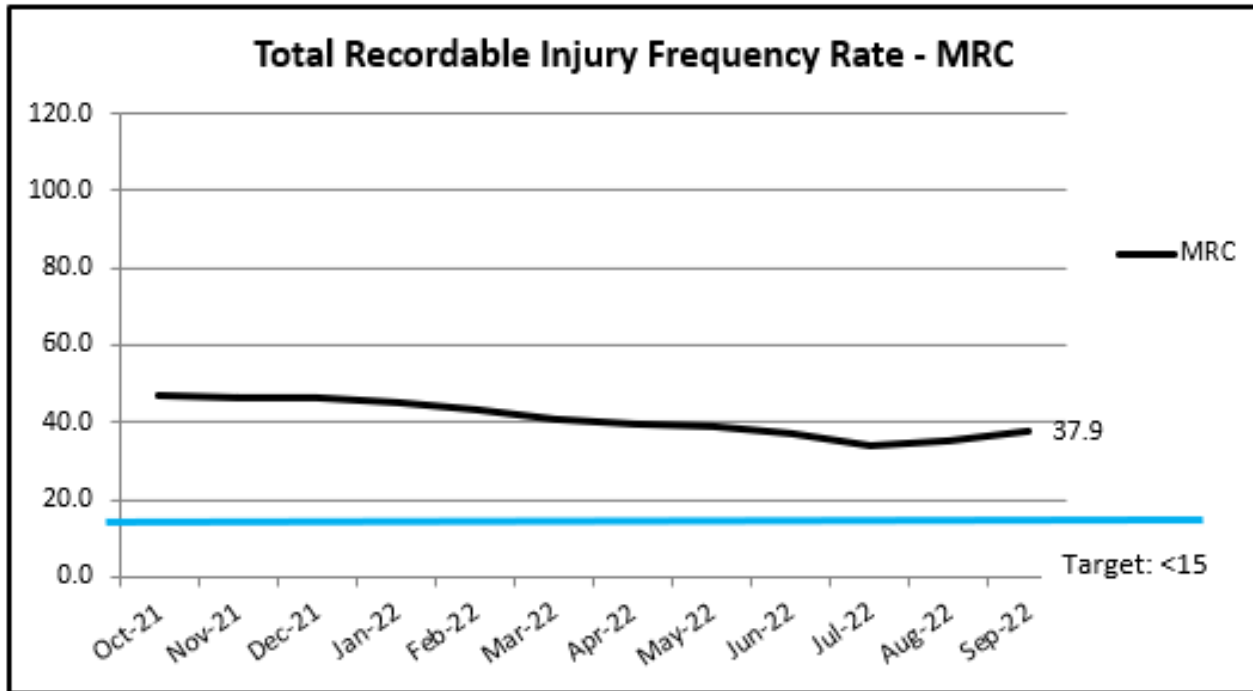
Injury Frequency Rates 12 month rolling average



The MRC wide LTI frequency rate is currently trending down, however at 5.6 it is marginally higher than our target of 5.



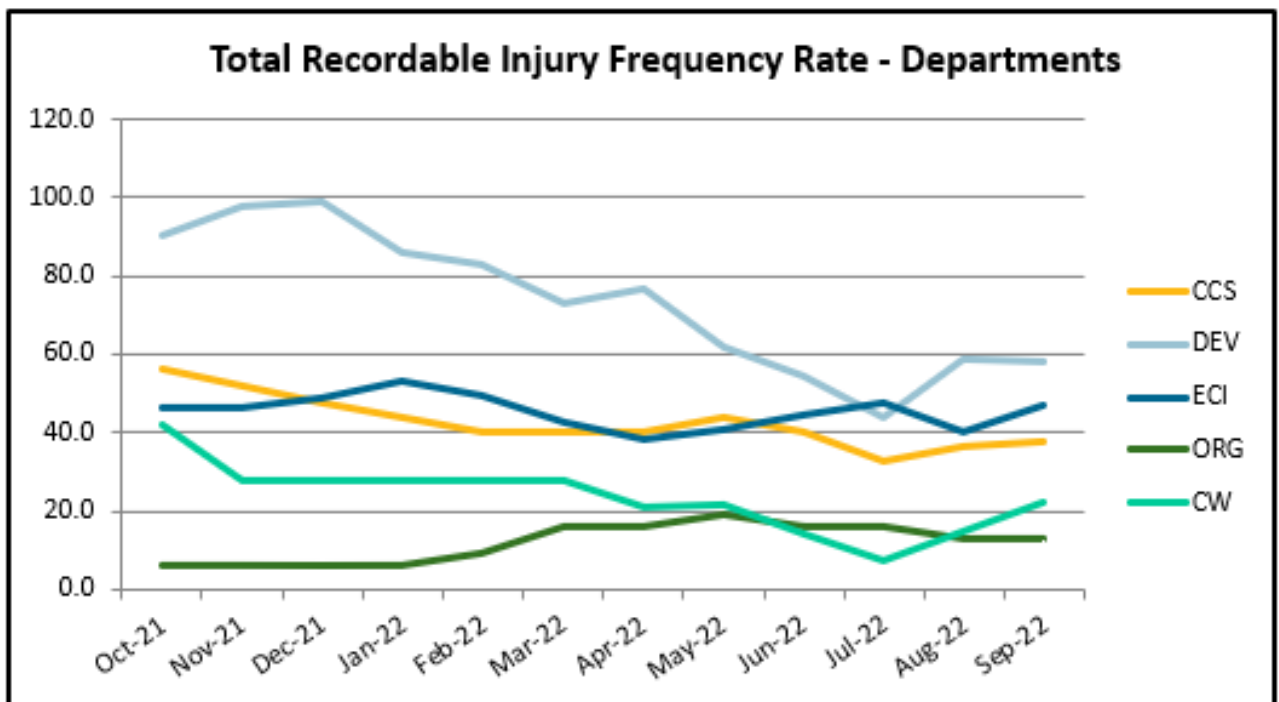
Total Recordable Injury Frequency rate



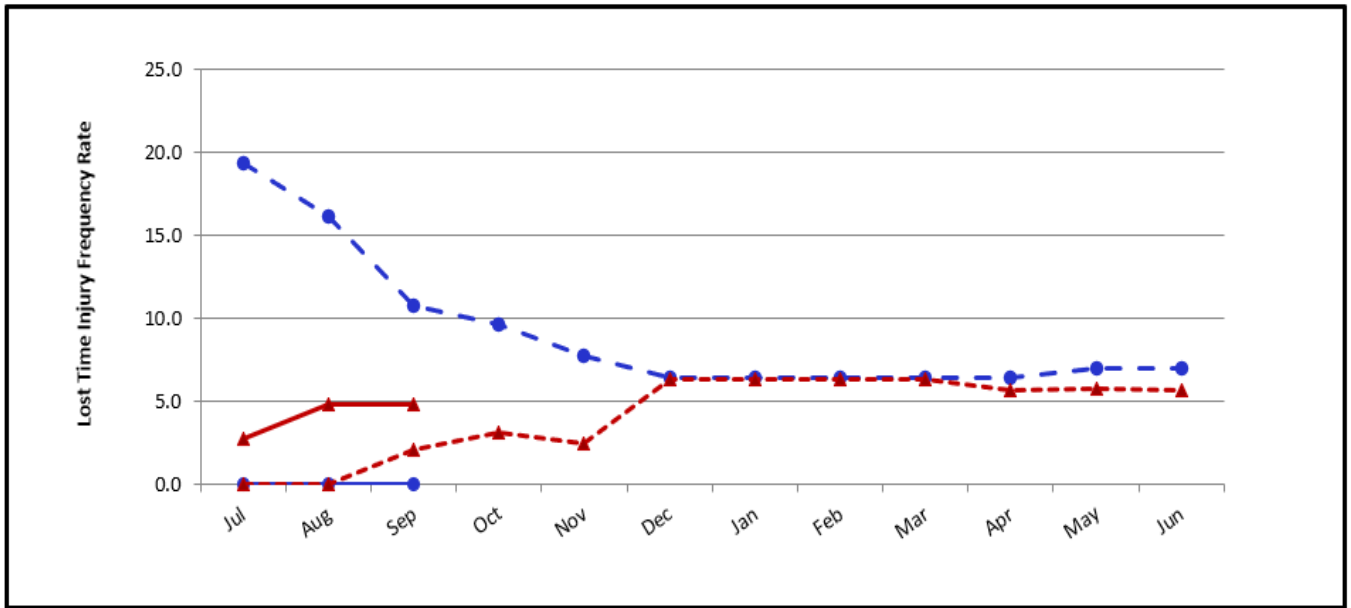
Detailed analysis is undertaken to identify ways to reduce the number of injuries requiring medical treatment.

Most of the injuries involve ‘muscular stress’. Areas of focus include pre-employment checks; new employee inductions; fitness for work; hazardous manual task identification & management, including mechanical aids; and improved incident investigation process.

Further analysis is being undertaken to evaluate the effectiveness of interventions and to identify other measures to reduce incidents and injuries.



Lost Time Injury Frequency Rate Comparison



Legend

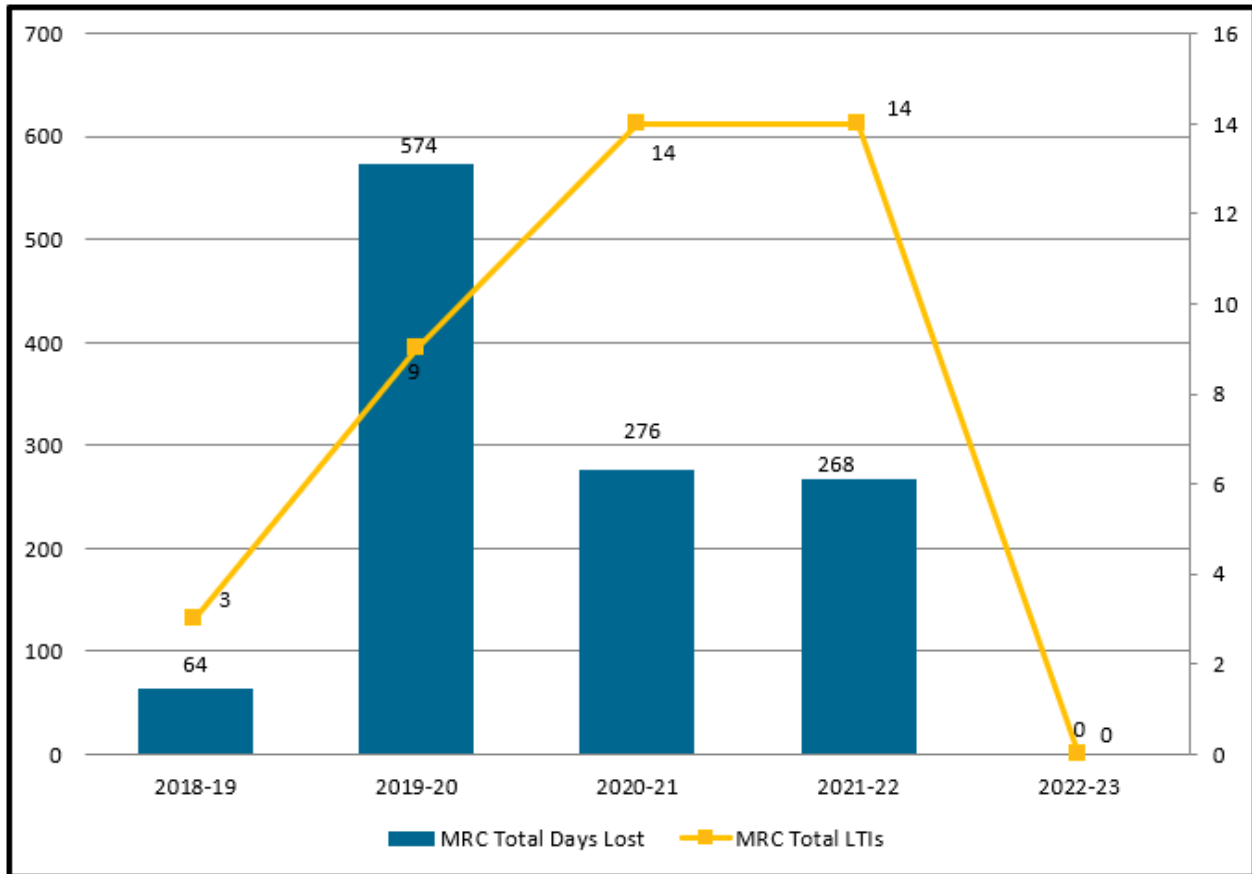
MRC	This year	
	Last year	

All Group E Councils	This year	
	Last year	

This data is provided by MRC's workers' compensation insurer LGW and shows the cumulative LTI frequency rate over the course of the current financial year, compared to similar sized local governments (Group E councils).

MRC has not recorded any LTIs. This has resulted in a LTI frequency rate of 0.0 which is below the *All-Group E Councils* rate.

Lost Time Injuries and Days Lost



Department	2017-18		2018-19		2019-20		2020-21		2021-22		2022-23	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Capital Works							1	10				
Community & Client Services	1	1	1	18	1	3	2	14	2	28		
Organisational Services	2	25							2	139		
Development Services	1	13	1	33	4	154	6	104	4	16		
Engineering & Commercial Infrastructure	6	83	1	13	4	417	5	148	6	85		
Mackay Regional Council	10	122	3	64	9	574	14	276	14	268	0	0

For the 2022-23 period, there have been no lost time injuries recorded

WHS Incident Summary

Department / Program	Incident Data (1 st Quarter)							Incident History 2022-23 financial year (YTD)							
	LTI	TRI	All Injury	Near Miss	AD	NSM	Total Incidents	LTI	TRI	All Injury	Near Miss	AD	NSM	Total Incidents	
Capital Works	CW Management														
	Major Projects					2	2						2	2	
	Field Services		2	4	1	5	1	11		2	4	1	5	1	11
	Contract Services				1		3	4				1		3	4
	Portfolio Management														
	Design Services														
Total		2	4	2	5	6	17		2	4	2	5	6	17	
Community & Client Services	CCS Management														
	Corporate Comm.														
	Community Lifestyle		1	2	1		12	15		1	2	1		12	15
	MECC & Events		2	5	2		2	9		2	5	2		2	9
	Health & Reg			5	1	1		7			5	1	1		7
	Emergency mgmt						1	1						1	1
Total		3	12	4	1	15	32		3	12	4	1	15	32	
Development Services	DEV Management			1			1			1				1	
	Dev Png & Eng				1		1				1			1	
	Parks		6	15	2	9	3	29		6	15	2	9	3	29
	Strategic Planning			1			1	1			1			1	
	Economic Dev						1	1						1	1
Total		6	17	3	9	4	33		6	17	3	9	4	33	
Engineering & Commercial Infrastructure	ECI Management														
	Tran Drain Infra Png														
	Civil Operations		1	6	1	11	4	22		1	6	1	11	4	22
	Waste Services			2			7	9			2			7	9
	Water Network		2	3	1	1	1	6		2	3	1	1	1	6
	Water & Sew Infra PI														
	Water Treatment		2	2			1	3		2	2			1	3
	Assets Management														
Total		5	13	2	12	13	40		5	13	2	12	3	40	
Organisational Services	ORG Management														
	Financial Services														
	Shared Services														
	Procurement & Plant					1	1						1	1	
	Property Services					2	2						2	2	
	People & Culture				1		1				1			1	
	Information Services														
	Executive Office				1		1				1			1	
	Office of the Mayor & CEO														
Total				2		3	5				2		3	5	

KEY INITIATIVES

2.1. Summary of key projects and initiatives

This section provides a summary of key initiatives linked directly to the Office of the Mayor and CEO for 2022/23.

Councillor Activities

Council in Community Day

Council in Community Day was not held October, with the opportunity taken for Council Briefings, and the chance for Councillors to attend the AGM of the Mackay Chamber of Commerce.

Meetings/Briefings

For the month of September, the following Council meetings/briefings were co-ordinated:

- Ordinary Council Meetings – 14 and 28 September 2022
- Briefings – 14, 21 and 28 September 2022

Details of Council Meeting minutes, and recorded live streaming, are all available on Council's website.

Legal Services

Legal Services is currently working on 277 Matters spread across all Directorates as follows:

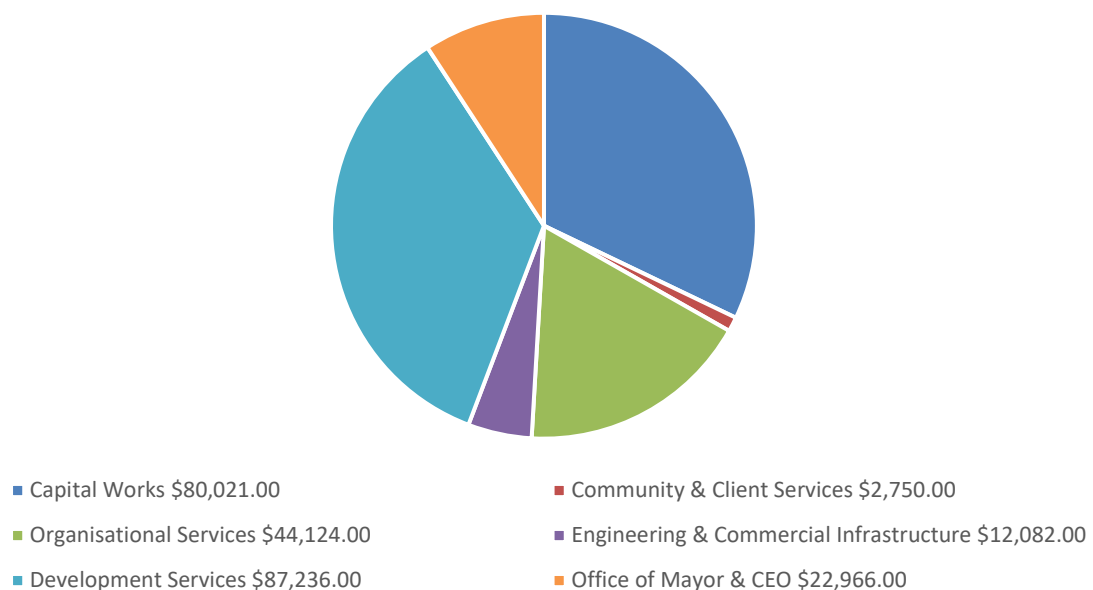
Directorate	Matter Type	No.	No.
Capital Works	Aboriginal/Cultural Heritage	1	31
	Disputes/Litigation	4	
	Drafting/Reviewing	1	
	General Advice	3	
	Land Acquisition	14	
	Leasing/Licencing	7	
	Native Title	1	
CCS	Aboriginal/Cultural Heritage	1	35
	Disputes/Litigation	2	
	Drafting/Reviewing	11	
	Regulatory Compliance & Enforcement (particularly Warrants for overgrown properties and dangerous dogs)	13	
	General Advice	8	
Development Services	Aboriginal/ATSI Cultural Heritage	1	40
	Disputes/Litigation	4	
	Infrastructure Agreements	3	
	General Advice	13	
	Land Acquisition/Disposal	2	
	Drafting/Reviewing	13	
	Leasing/Licencing	1	
	Land Tenure	1	
	Native Title	2	

ECI	Land Acquisition	20	67
	Disputes/Litigation	5	
	General Advice	17	
	Infrastructure Agreements	1	
	Drafting/Reviewing	16	
	Land Tenure	2	
	Leasing/Licencing	2	
	Native Title	1	
	Regulatory Compliance & Enforcement	3	
OM&CEO	Aboriginal/ATSI Cultural Heritage	1	35
	Land Acquisition/Conveyancing	1	
	Disputes/Litigation	10	
	Drafting/Reviewing	5	
	General Advice	18	
Organisational Services	Disputes/Litigation	8	69
	General Advice	18	
	Drafting/Reviewing	10	
	Investigation	1	
	Land Acquisition/Disposal	1	
	Land Tenure	1	
	Leasing/Licensing	29	
	Native Title	1	
	Land Tenure	1	
TOTAL CURRENT MATTERS			277

External Fees Paid

Total external legal fees and outlays paid for the financial year to date are \$249,179.00 broken down by Directorate as follows:

Fees Paid Financial Year to Date



External Grant Funding

External funding monies for 2022/23 to 30 September 2022 being actually received by payments to Council is \$1,971,165.89.

The major components received in September being:

- Queensland Reconstruction Authority – McCreedy's Creek Flood Study \$84,995.02
- Queensland Reconstruction Authority – Flood Warning Infrastructure Network \$49,937.67
- Department of State Development, Infrastructure, Local Government and Planning – Koumala Water Supply \$235,273.42
- Arts Queensland – 2022/23 RADF Funding \$100,000
- State Emergency Service – Annual SES Funding \$31,255.11

Successful funding applications during September include:

- State Emergency Service Annual Funding \$31,255.11
- Local Government Association of Queensland - QWRAP Bid-Pool Funding for Water Industry Worker \$284,540
- Department of Transport & Main Roads – 2022/23 Passenger Transport Accessible Infrastructure Program (PTAIP) and Bus Stop Shelter Program (BSSP) - \$997,799.03

GOVERNANCE

3.1 Workplace Health & Safety

- Safety representative elections held
- Transfer of knowledge process started, with new WHSA on boarded.
- Safety strategy implemented for 2022-2023.
- Incident investigations undertaken.

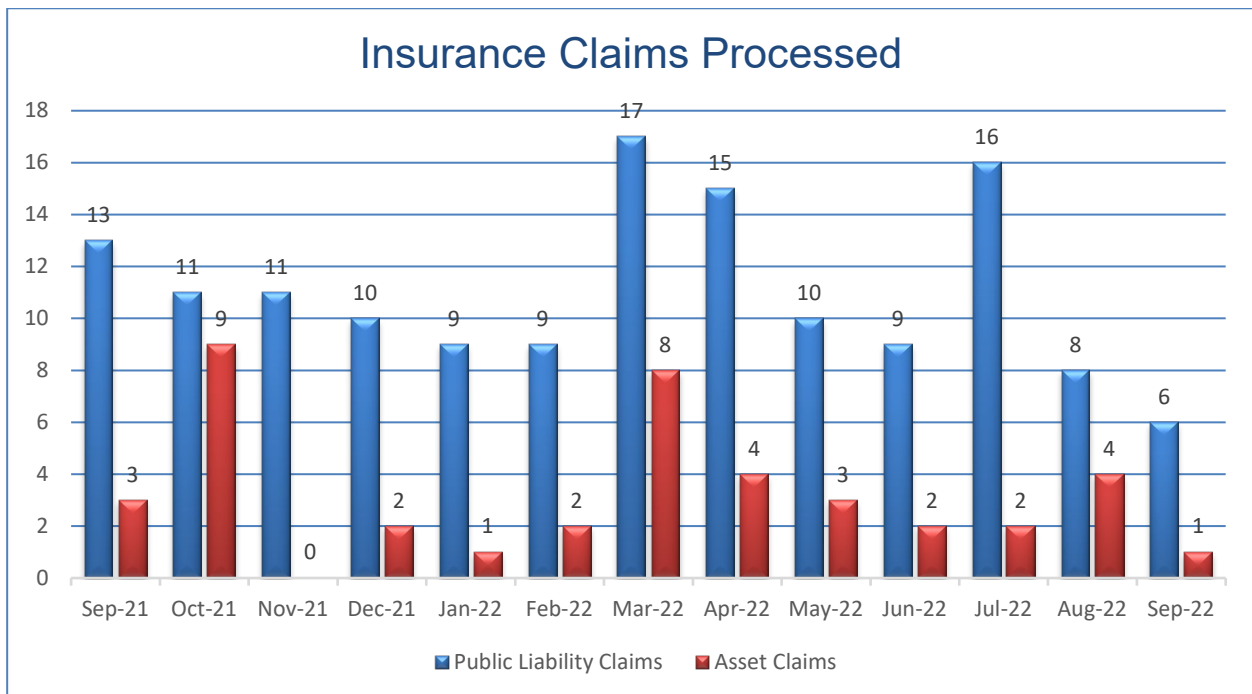
3.2 Corporate Performance Planning & Reporting

- This month Council were briefed on the annual report on strategies. The briefing highlighted Council strategies finalised, under review and being developed as at 30 June 2022. In particular the next steps the business has committed to during 2022/2023.
In the next planning cycle the visibility of Council strategies, commitments and progress will be improved through the Operational Plan and Operational Plan reporting activities.
- The remaining layer, (individual plans), of the refreshed Corporate Performance Planning and Reporting Framework remains underway with a view to finalise in the next quarter.
- This month we have also initiated the refreshed corporate performance reporting format, with report design nearing completion and data collection in progress. The new report format will be live as part of Quarter 1 reporting processes.

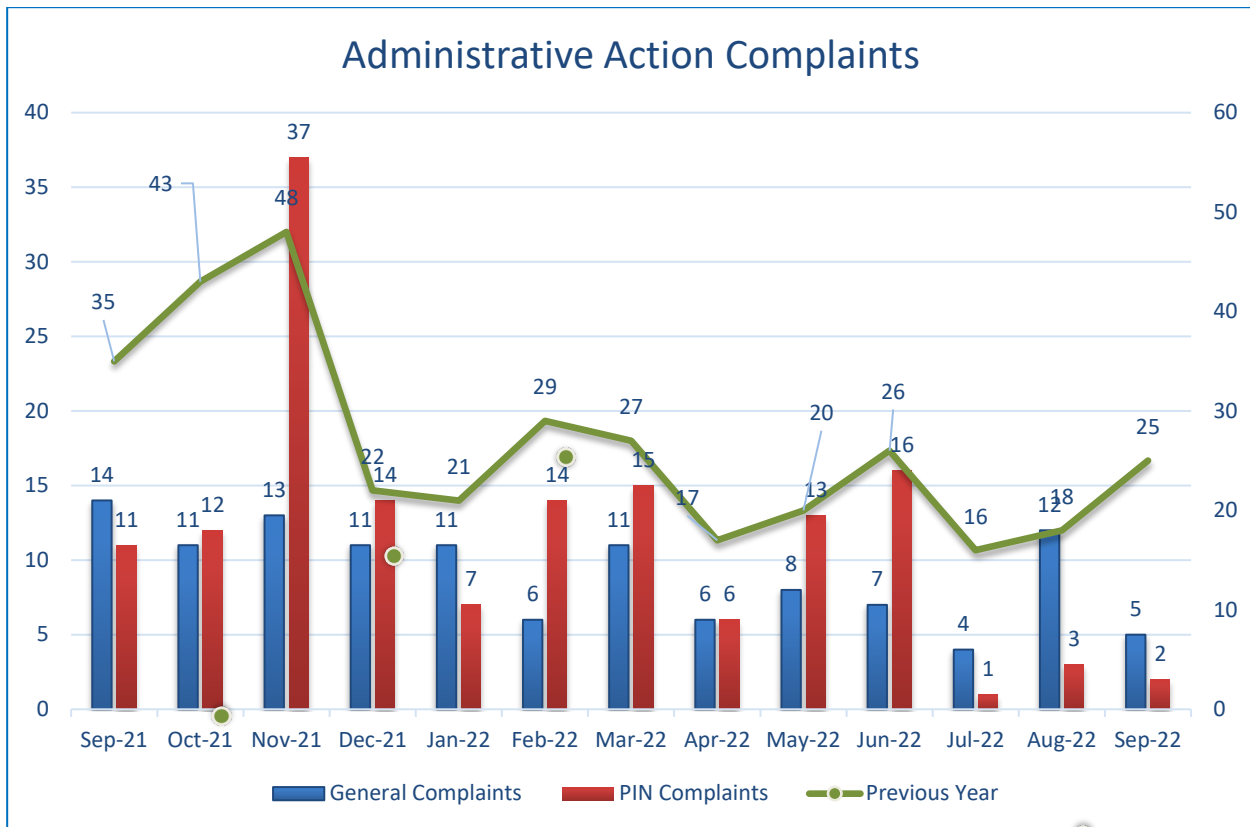
3.3 Enterprise Risk Management

- The Performance and Risk Team are now in regular contact with risk owners, monitoring controls and progress toward completing risk treatment plans. The outcome of this improved contact will provide valuable insights as to the management of our enterprise risks.
- Next month we plan to work further with the business on improving understanding of operational risk and knowing when to escalate, ensuring appropriate dedication of focus and resources to each risk.
- As mentioned in prior months, the documented Enterprise Risk Management Framework has been reviewed as per the framework refresh, in readiness for management consultation and re-launch in the coming months.

3.4 Corporate Governance



*Public Liability Claims (include Personal Injury, Public Liability Plant, Public Liability & Professional Indemnity.
Asset Claims (include Motor Vehicle, Water Damage, Theft, Malicious Damage, Other)*



Right to Information (RTI) Applications Processed in September 2022	Documents Requested	Status
1 of 22/23	Copy of records in relation to a traffic crash.	✓
2 of 22/23	Copy of planning and design for drain.	✓
3 of 22/23	Copy of records in relation to a dangerous dog.	✓

✓ In Progress
● Complete

3.5 Fraud & Corruption Prevention

2022/23 Fraud and Corruption Prevention Plan Actions for September 2022		
Action No.	Action Description	Status
2.8	Report to the MRC Audit Committee regarding the management and corruption risks including presentation of the Fraud Register.	✓

✓ In Progress
● Complete

3.6 Internal Audit

2022/23 Internal Audit Plan – Progress Update			
Venue Management of MRC Aquatic Facilities <i>(Outsourced audit provider engaged)</i>	✓	Information & Communications Technology (ICT) – Cloud Management <i>(Outsourced audit provider engaged)</i>	⊖
Asset Management – Acquisitions <i>(Outsourced audit provider engaged)</i>	✓	Customer Request Management	⊙
Venue Management – The Stadium Operations	⊖	Management Requests <i>(ad hoc requests as required)</i>	✓
Data Analytic Report Development	⊖	Follow Up of Previous Internal Audits	✓
Asset Accounting (2021/22 Plan)	✓		
Next Audit Committee: 1 December 2022			

✓ Review has commenced and is in progress.	⊖ Review is awaiting commencement.	⊙ Review has been completed and has been / to be presented to the Audit Committee
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REGIONAL REPRESENTATIVE GROUPS

6.1 Greater Whitsunday Council of Mayors (GWCoM)

Joint group in conjunction with the Councils of Isaac and Whitsunday.

Membership involves the Mayor and CEO of each of the three (3) Councils, supported by various staff.

A CEO’s Group has been established as part of the GWCoM’s. The intent of this group is to handle the ‘business’ matters and look for possible synergies between Councils at CEO level and allowing focus on higher level and strategic issues for the region by the wider group.

The last CEO’s Group meeting was held on 2 September 2022 as a precursor to the GWCoM’s meeting with discussion on key agenda items.

The latest GWCoM’s meeting was held on Thursday 15 September 2022 and attended by the Mayor of Mackay, Mayor of Isaac, Mayor of Whitsunday and the CEO’s of Mackay, Isaac and Whitsunday.

The meeting welcomed Mayor Julie Hall, the newly elected Mayor of Whitsunday Regional Council.

GW3 attended the meeting in order to provide an activity update.

Greater Whitsunday Communities attended the meeting in order to provide an update of their Suicide Prevention Taskforce Project.

John Rolfe from Central Queensland University attended via Teams in order to provide an update on the Regional Drought Resilience Plan.

A representative of the LGAQ attended the meeting via Teams and provided their briefing report including key topics of –

1. New Mayor of Whitsunday
2. Policy Executive Meeting Update
3. 2022 Annual Conference
4. Housing Advocacy and Campaign Update
5. Major Survey on Cost Shifting onto Queensland Councils
6. Rural and Remote Councils Compact
7. Climate Risk and Resilience Update
8. Natural Resources and Environment Update
9. Commission of Inquiry into Matters Related to the Crime and Corruption Commission
10. Water and Wastewater Update
11. Waste Update
12. Works for Queensland: #BackTo100Mill
13. Goondiwindi Regional Council v Tait
14. Local Government Electoral Expenditure Caps
15. Industrial Relations Amendment Bill
16. Regional University Centres
17. 2032 Olympic and Paralympic Games Planning
18. LGAQ Submissions Update

The next GWCoM's meeting is scheduled for Thursday, 17 November in Mackay

6.2 Regional Queensland Council of Mayors (RQCoM's)

The Regional Queensland Council of Mayors Inc (RQCoM's) is transforming from the previous entity of Northern Alliance of Council's, with a focus on representing and ensuring the powerhouse of the whole of Regional Queensland is heard and receives its fair share of recognition.

The following have been adopted by the executive –

Purpose – A Council of Mayors representing Regional Queensland

Mission – Influence Government policy to promote growth in Regional Queensland through investment in infrastructure and social development

Areas of strategic direction include –

City Deals	Energy	Water
Tourism	Roads	Ports
Communication	Social Infrastructure	Olympics

Mackay Regional Council Mayor, Greg Williamson, is the Chair, with other current executive committee members including Mayor Jenny Hill (Townsville) Vice Chair, Mayor Bob Manning (Cairns), Mayor Michael Kerr (Douglas), Mayor Peter Scott (Cook), Mayor Frank Beveridge

(Charters Towers) with a position vacant due to the Election to Federal Parliament of Mayor Andrew Willcox (Whitsunday).

RQCOM key areas of focus to date:

- Engagement with potential members / government and key stakeholders;
- Prosecution of issues with stakeholders;
- Development of policy positions and website; and
- Audit finalisation, budget implementation and organisational awareness building.

Including the following activities in pursuit of key focus areas:

1. Engagement with government and external stakeholders:
 - Australian Olympic Committee – member forum with CEO 1 September 2022.
 - Chair and EO meeting with Senator for Qld (and Special Envoy for GBR) Nita Green.
 - EO travel to Western Downs 21-22 July meeting with Mayor, Councillors and staff;
 - Liaison with Federal government offices of Ministers C King (Infrastructure, Transport, Regional Development and Local Government), M King (Resources and Northern Australia) and K McBain (Regional Development, Local Government).
 - Liaison with State government offices of Deputy Premier (Olympics Infrastructure and Local Government) and Minister Hinchliffe (Tourism and Olympics) re potential for future member forum.
2. Prosecution of issues with media:
 - Chair promoting Olympics opportunities for Regional areas and advancing calls for the release of the SES Report.

The last meeting was held on Thursday, 29 September 2022 via Teams, with the next meeting being the Annual General Meeting scheduled for Sunday, 16 October 2022 in Cairns to coincide with the LGAQ Annual Conference.