



# Office of Mayor and CEO

Monthly Review

Period – January 2023



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## OVERVIEW

This report is for the Office of the Mayor and CEO (OMCEO) for January 2023.

- As at the end of January Council has reached 4 LTI's with a total of 65 days lost. There were no new LTI's during January. All incidents and reports of near misses continue to be reviewed of learnings and opportunities, with a focus during January/February being addressing heat stress for employees. In this regard, during December myself and a number of Directors attended work sites with Workplace Health and Safety Advisors talking to staff and handing out icy poles. This is a practice we will look to continue.
- Although on 1 February, reported in this report is the first Council in Community Day for 2023 undertaken by Councillors.
- With the appointment of Angela Hays as Director Organisational Services, advertising for the vacant Director Community & Client Services role has commenced closing 17 February.
- A focus for January has been Corporate Performance Planning in preparation for 23/24 plans and the annual budget. ELT have commenced work on the Organisational Strategy which will flow through to Program Plans/Operational Plan development.



Scott Owen  
*Chief Executive Officer*

# SAFETY

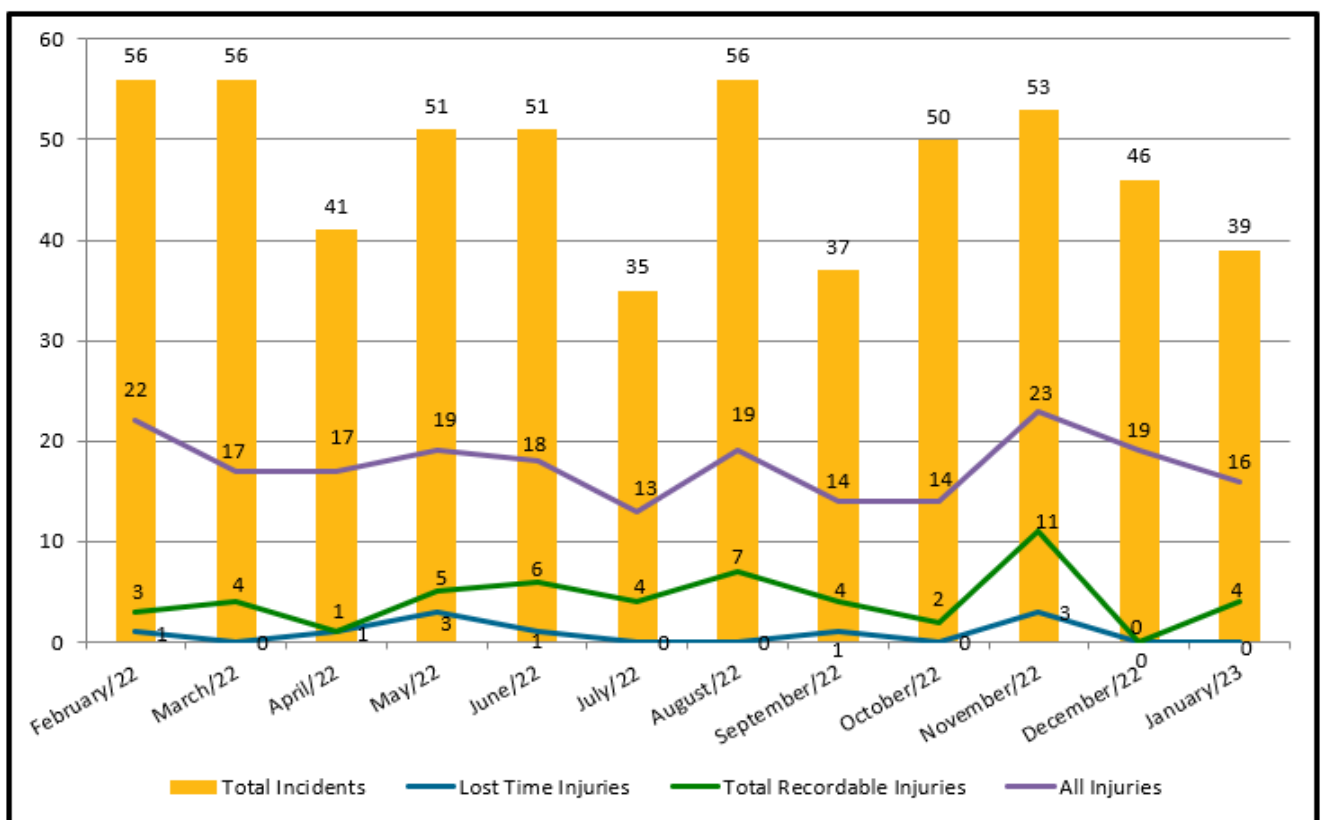
## 1.1. Lead Indicators

In January 2023:

- Forty-seven safety interactions were undertaken.
- Twenty-eight site safety inspections were undertaken.
- 100% of monthly action plan activities were carried out.

Thirty-nine incidents were reported involving MRC employees, contractors, and members of the public in January.

### Incidents and Injuries



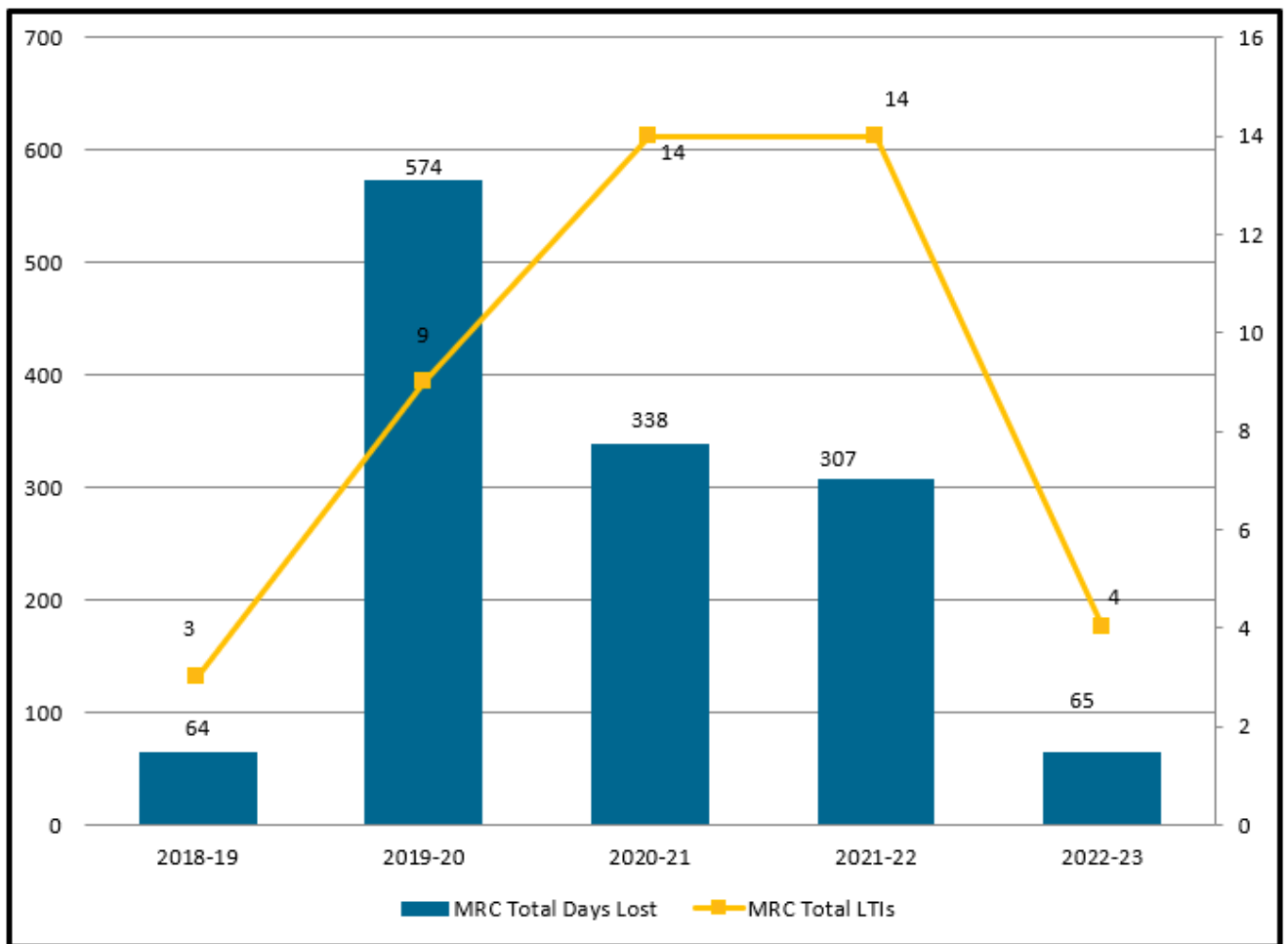
The following injuries to MRC employees were reported in January:

- Lost Time Injury, Suitable duties, and medical treatment injuries:
  - SDI – Strained muscles in foot while walking over uneven surfaces.
  - SDI – Noticed pain and lump on shoulder, after working with heavy timbers the previous week
  - SDI – While overtaking mower, NSM vehicle collided with mower, causing suspected whiplash.
  - SDI – Felt pain in fingers, suspected muscular stress injury.
- First aid and non-treatment injuries:
  - FAI – Inhaled potentially harmful fumes in control room.
  - FAI – Worker was adjusting sniper cord and received cut to finger

- NTI – Slipped on kerb and scrapped knee.
- NTI – Felt unwell after whipper snipping, suspected heat stress.
- NTI – While walking down corridor, hit accessory tray on whiteboard, causing bruise.
- NTI – Felt pain in elbow after undertaking manual lift on a stairway
- NTI – While inspecting kitchen, brushed arm against oven causing burn.
- NTI – Recent aggressive abuse in person and social medial posts relating to role, causing psychological injury
- NTI – Worker stopped to use restroom, NSM verbally abused worker and threatened him.
- NTI – While completing mowing maintenance, NSM became verbally abusive towards staff. Staff vacated the area.
- NTI – Tripped while walking across carpark, falling, and grazing hands.
- NTI – Tripped in meeting room, rolling ankle.

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

**Lost Time Injuries and Days Lost**

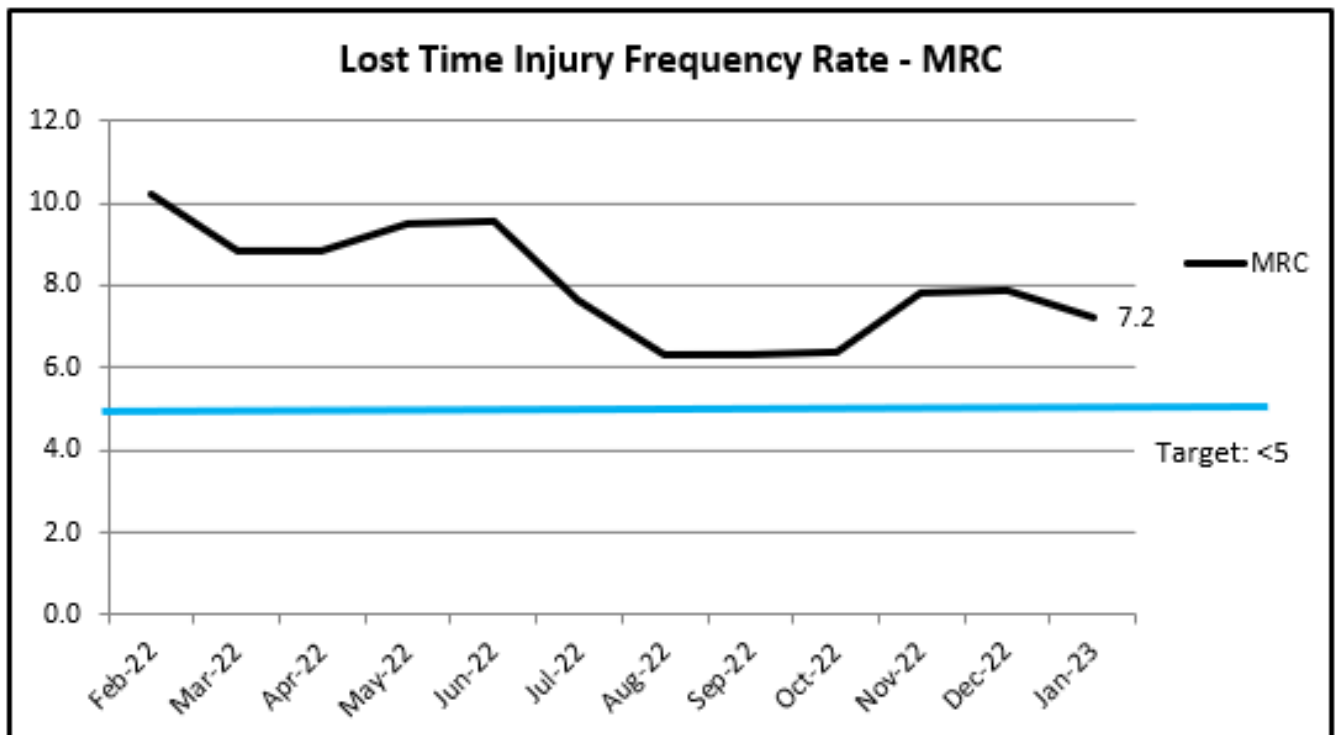


Department	2018-19		2019-20		2020-21		2021-22		2022-23	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Capital Works					1	10			1	23
Community & Client Services	1	18	1	3	2	14	2	31		
Organisational Services							2	139		
Development Services	1	33	4	154	6	166	4	16	1	37
Engineering & Commercial Infrastructure	1	13	4	417	5	148	6	121	2	5
<b>Mackay Regional Council</b>	<b>3</b>	<b>64</b>	<b>9</b>	<b>574</b>	<b>14</b>	<b>338</b>	<b>14</b>	<b>307</b>	<b>4</b>	<b>65</b>

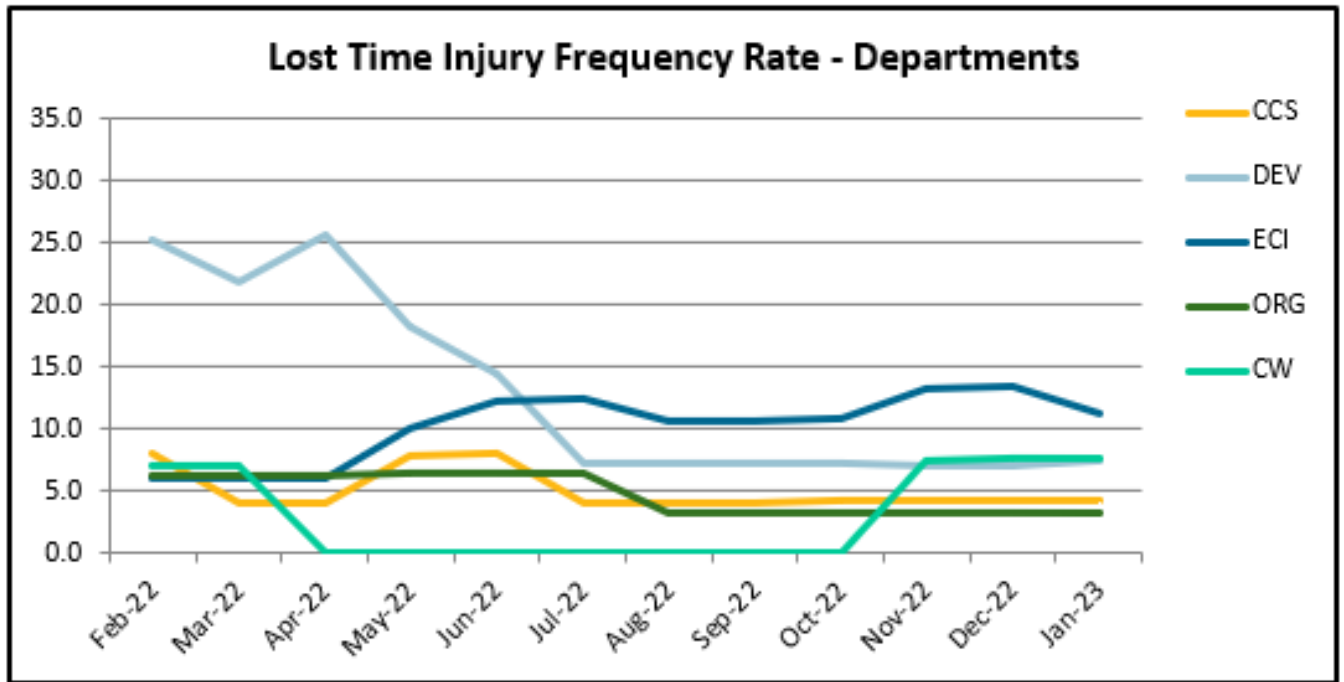
For the 2022-23-year, there have been four lost time injuries recorded:

1. While attending a mountain bike related conference, a worker fell from his bike, injuring hand. Resulting in 23 days lost as they recovered.
2. While inspecting drain, dogs have rushed from property, causing inspector to trip and fall, injuring their arm and hands. One day was lost as they recovered.
3. Driver lost control of utility on unsealed road and vehicle rolled, resulting in fractured ribs. Four days have been lost as they recover.
4. Worker suffered psychological injury; 37 days have been lost as they recover.

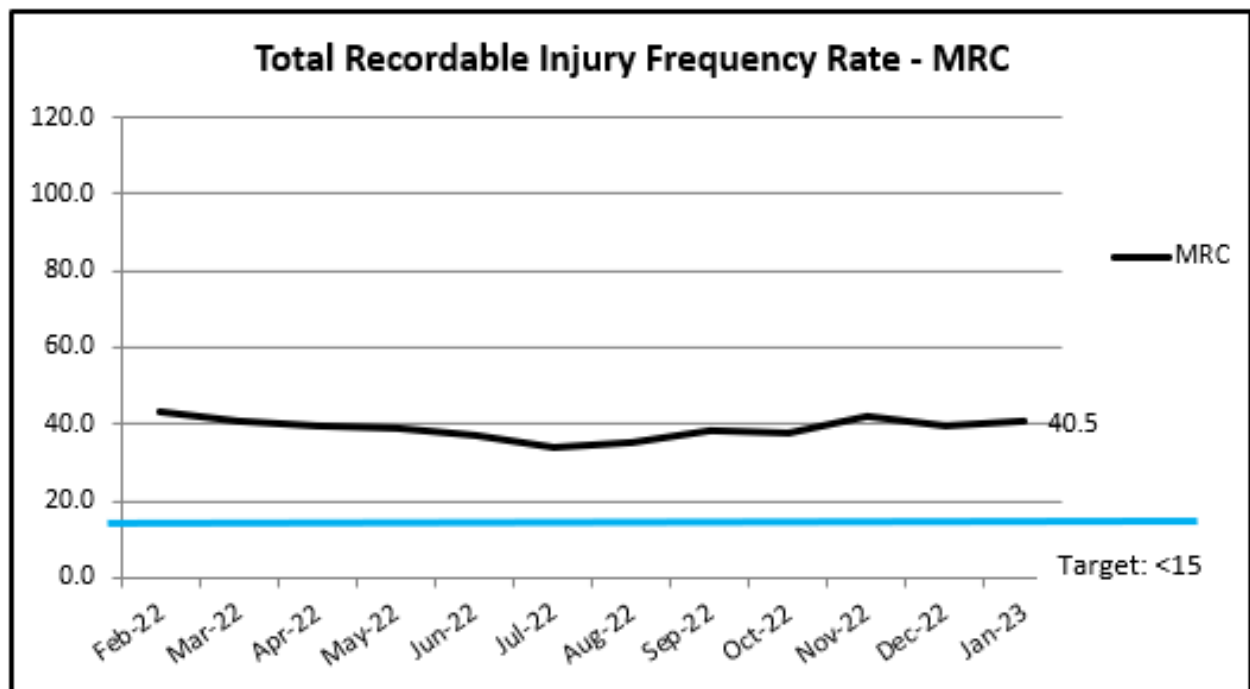
### Injury Frequency Rates 12 month rolling average



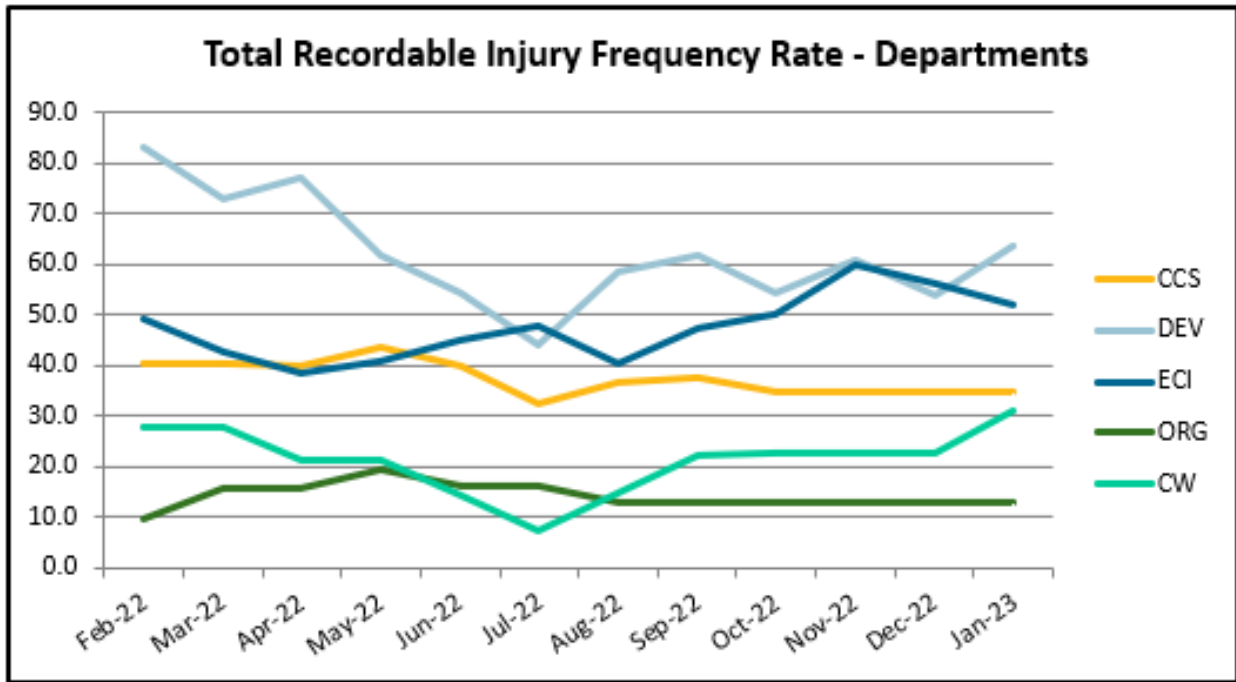
There have been four lost time injuries recorded in the 2022-23 year.



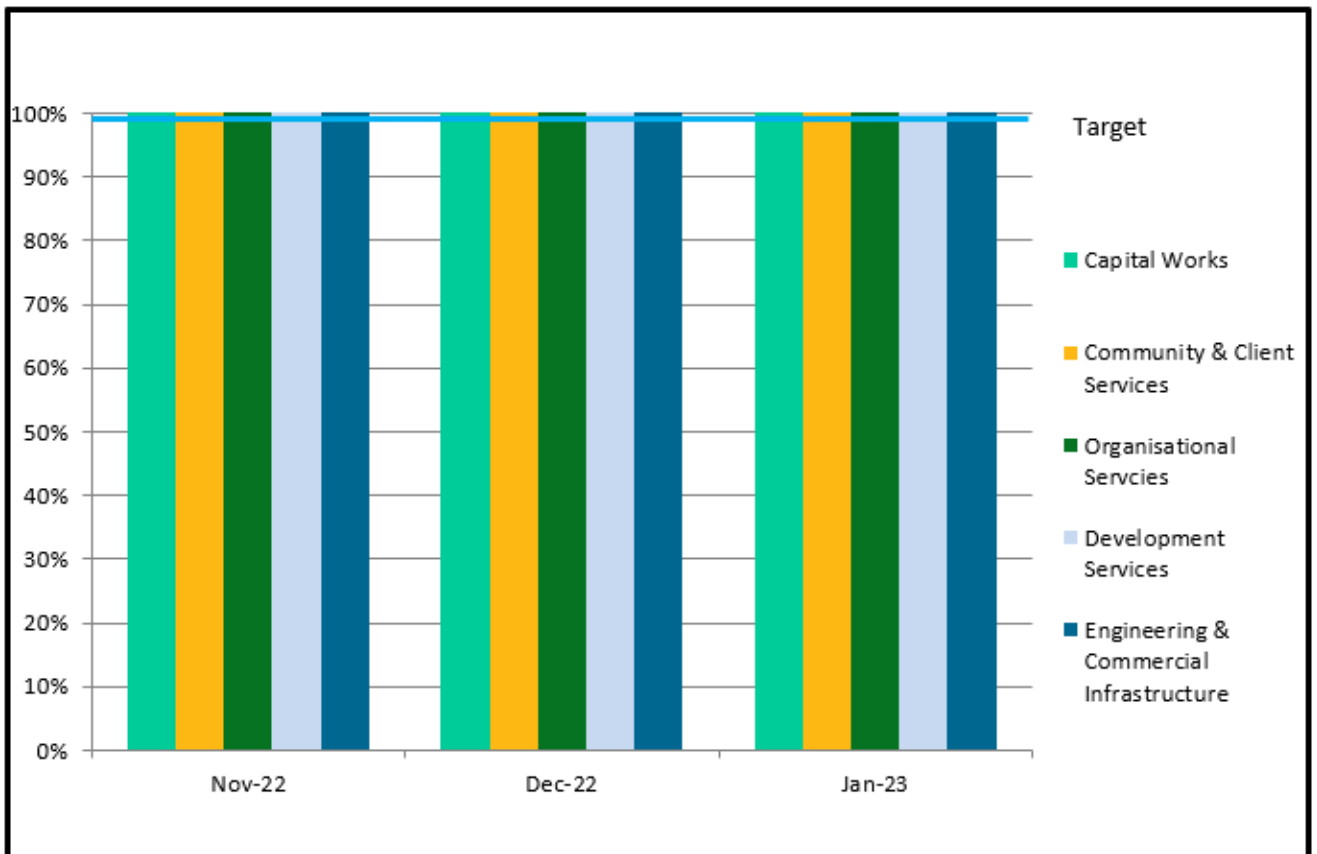
Total Recordable Injury Frequency Rates 12 month rolling average





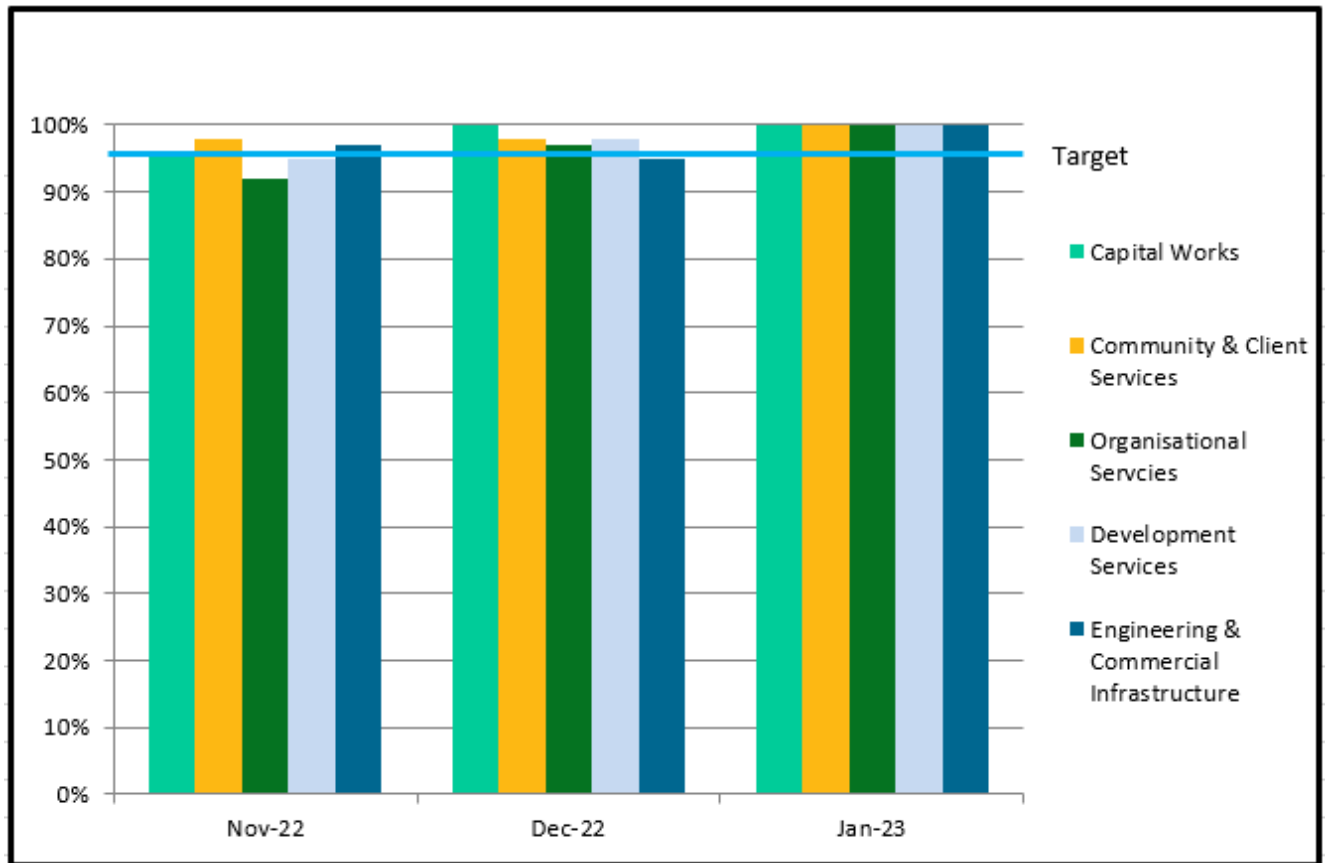


### Site Safety Inspection Checklists



All site safety inspections were completed in January.

### Monthly Action Plans

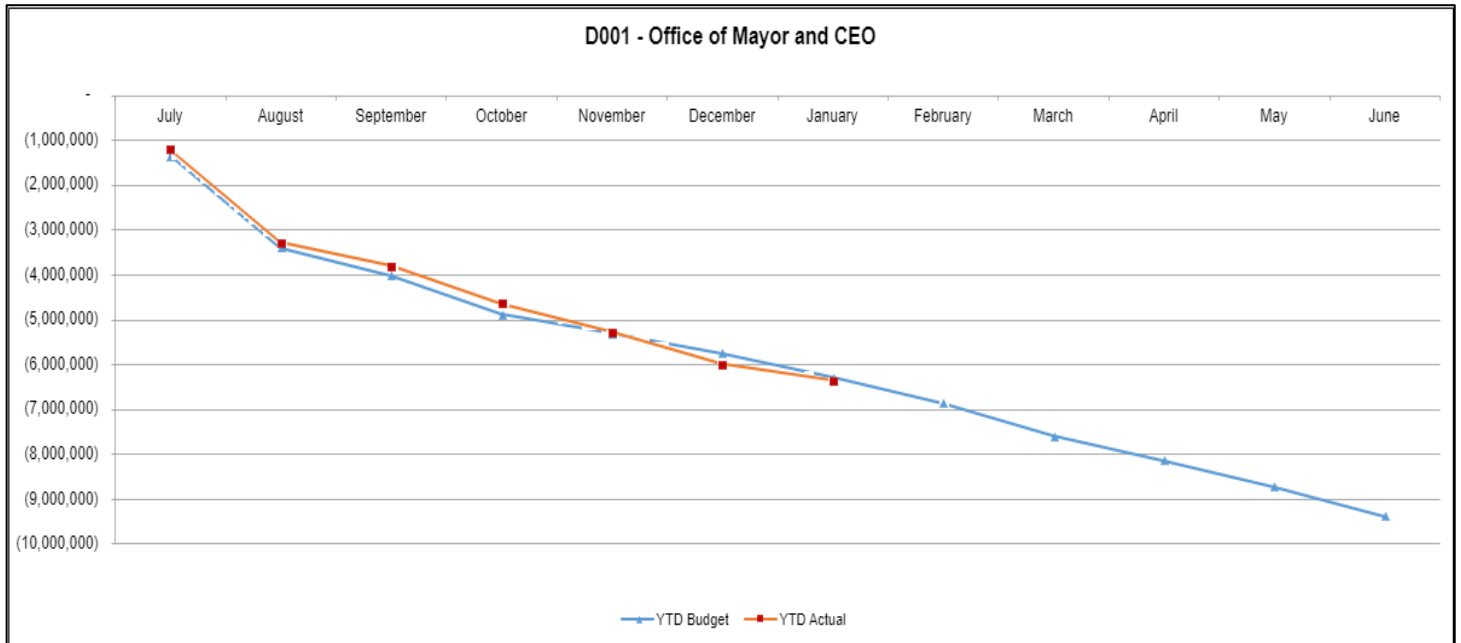


Monthly Action Plans (MAP) are planned safety-related actions allocated to work groups over a 12-month schedule and are developed in response to identified risks.

## FINANCIAL PERFORMANCE – JANUARY 2023

### Operating Result for D001 For the period ending 31 January 2023

	Annual Original Budget	Annual Revised Budget	YTD Budget	YTD Actual	YTD Variance	YTD Variance / YTD Budget	Program Manager Comments
	\$000	\$000	\$000	\$000	\$000	%	
<b>D001 - Office of Mayor and CEO</b>							
1.01 - Office of Mayor & CEO Management	(2,627)	(2,534)	(1,395)	(1,397)	(3)	0.22%	On Track
1.04 - Executive Office	(6,237)	(5,623)	(4,176)	(4,271)	(94)	2.25%	On Track
1.06 - Legal Services	(1,662)	(1,236)	(721)	(688)	33	(4.58%)	On Track
<b>Operating Surplus / (Deficit)</b>	<b>(10,526)</b>	<b>(9,393)</b>	<b>(6,292)</b>	<b>(6,356)</b>	<b>(64)</b>	<b>1.02%</b>	On Track



## KEY INITIATIVES

### 3.1 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

##### Meetings/Briefings

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

- Ordinary Council Meeting – 25 January 2023
- Briefings – 25 January 2023
- Council In Community Day – 1 February 2023

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

##### Council in Community Day

Planning for the February Council in Community Day was undertaken, with the visit including the Mackay Football Park, the Great Barrier Reef Arena at Harrup Park, the Trudy Crowley Centre and the River Wharves as part of the Riverside Revitalisation Project, on Wednesday 1 February 2023.



*Photo 1: Visiting Mackay Football Park with Daniele Khoury and Declan Carnes.*



*Photo 2: Visiting the Great Barrier Reef Arena.*

## Legal Services

Legal Services is currently working on 314 Matters spread across all Directorates as follows:

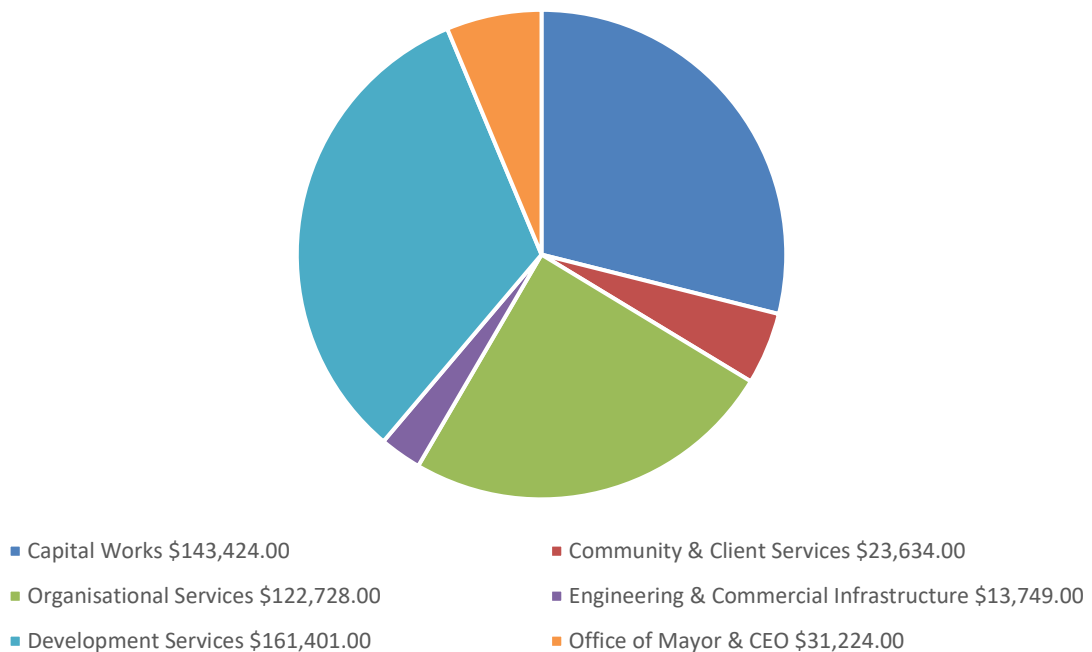
Directorate	Matter Type	No.	No.
Capital Works	Aboriginal/Cultural Heritage	1	37
	Disputes/Litigation	4	
	Drafting/Reviewing	1	
	General Advice	5	
	Land Acquisition	18	
	Leasing/Licencing	7	
	Native Title	1	
CCS	Aboriginal/Cultural Heritage	1	36
	Disputes/Litigation	3	
	Drafting/Reviewing	9	
	Regulatory Compliance & Enforcement ( <i>particularly Warrants for overgrown properties and dangerous dogs</i> )	13	
	General Advice	9	
	Leasing/Licencing	1	
	Development Services	Disputes/Litigation	
Infrastructure Agreements		3	
General Advice		8	
Land Acquisition/Disposal		2	
Drafting/Reviewing		16	
Leasing/Licencing		1	
Land Tenure		1	
Native Title		1	
ECI	Land Acquisition	17	73
	Disputes/Litigation	6	
	General Advice	21	
	Infrastructure Agreements	1	
	Drafting/Reviewing	20	
	Land Tenure	2	
	Leasing/Licencing	2	
	Native Title	1	
	Regulatory Compliance & Enforcement	3	
OM&CEO	Aboriginal/ATSI Cultural Heritage	1	36
	Land Acquisition/Conveyancing	1	
	Disputes/Litigation	10	
	Drafting/Reviewing	5	
	General Advice	19	
Organisational Services	Disputes/Litigation	11	97
	General Advice	26	
	Drafting Reviewing	12	

	Investigation	2	
	Land Acquisition/Disposal	5	
	Land Tenure	1	
	Leasing/Licensing	38	
	Native Title	2	
<b>TOTAL CURRENT MATTERS</b>			<b>314</b>

### External Fees Paid

Total external legal fees and outlays paid for the financial year to date are \$496,160.00 broken down by Directorate as follows:

Fees Paid Financial Year to Date



### External Grant Funding

External funding monies for 2022/23 to 31<sup>st</sup> January 2023 being actually received by payments to Council is \$11,180,761.65.

The major components received in January being:

- Department of State Development, Infrastructure, Local Government & Planning – Works for Queensland Round 4 - \$3,996,000.00
- Department of Transport & Main Roads – TIDS Program – Gorge & Boulder Rd - \$143,585.86

- Department of Infrastructure, Transport, Regional Development, Communication and the Arts – Festivals Australia – Illuminate \$45,861.00
- Local Government Association of Queensland – QWRAP Bidpool Funding – Water Industry Worker \$36,605.00
- Department of Children, Youth Justice and Multicultural Affairs – Global Grooves 2023 \$20,000.00

Successful funding applications during January include:

- Queensland Tourism & Events – Festival of Arts 2023 - \$10,000.00

## GOVERNANCE

### 4.1 Workplace Health & Safety

- Incident Investigations undertaken.
- Health & Safety Committees met.
- Several safety bulletins and alerts developed.

### 4.2 Corporate Performance Planning & Reporting

Corporate Performance Planning is a current focus for ELT and SLT in preparation for 23/24 plans and the annual budget. ELT have commenced work on the Organisational Strategy which has resulted in updates being made to the Corporate Performance Planning and Reporting Framework.

In particular, the structure of the Organisational Strategy, consideration to remove the Directorate Plan layer of the framework.

Also, a more consistent approach to the setting of KPIs will be agreed and an update to the formatting of the Operational Plan.

The intended outcome of these updates include:

- Organisational Strategy will be more strategic and articulated in such a way that it is outcome focussed.
- Program Plans, which will form the layer directly beneath the Organisational Strategy through their operational layer will provide Programs and individuals, a clearer line of site through to the Organisational Strategy and Corporate Plan.

ELT will be conducting a workshop with SLT at the first Management Forum of the year, that aims to engage SLT on the changes and also the content of the Organisational Strategy.

The Organisational Strategy will assist in setting the scene for Program Plans to be developed January through to March, informing the Operational Plan 2023-2024.

### 4.3 Enterprise Risk Management

The annual review of enterprise risk remains a focus this month, with several reviews now complete. The outcomes to date include improved understanding of controls, their effectiveness and required risk treatments.

Risk appetite has also been workshopped with ELT with a view for finalising this month so that implementation can commence February.

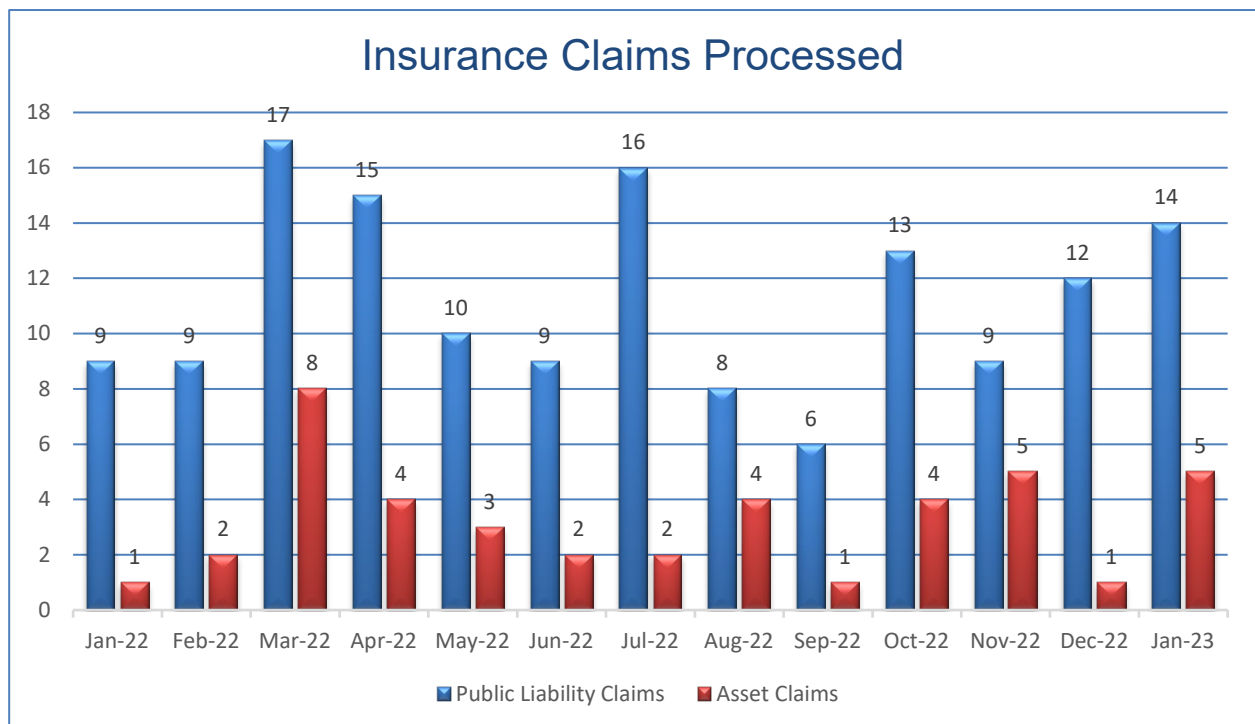
It is intended that undertaking this body of work now will assist in the organisation having an understanding of MRC risk appetite as enterprise risks continue to be reviewed. Additionally, an understanding of MRCs risk appetite will assist in the planning cycle for understanding risks and opportunities that MRC either have appetite for or not as business priorities are considered.

### 4.4 Business Continuity

The debrief exercise mentioned last month following the server room incident of last year has been considered and some draft materials to guide review activities with MRCs critical function owners and ELT being prepared.

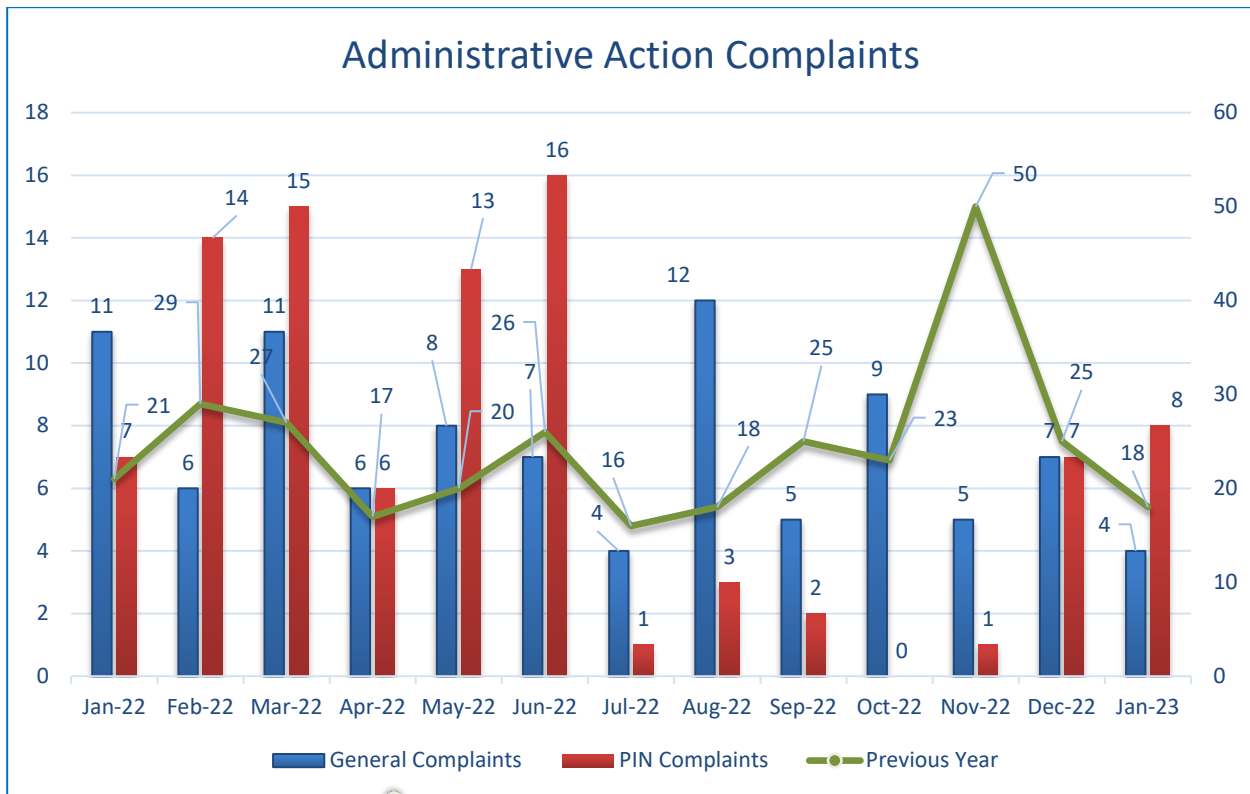
Early in February, the outcomes of this assessment are set to be discussed and workshopped with ELT.

### 4.5 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 November & December 2022	Documents Requested	Status
7 of 22/23	CCTV footage from CBD	✔

✔ In Progress
⦿ Complete

#### 4.6 Internal Audit

2022/23 Internal Audit Plan – Progress Update			
Venue Management of MRC Aquatic Facilities ( <i>Outsourced</i> )	⦿	Information & Communications Technology (ICT) – Cloud Management – ( <i>Outsourced</i> )	✔
Asset Management – Acquisitions – ( <i>Outsourced</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	✔
The next Audit Committee is 23 February 2023			

✔	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

### 5.1 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 4 November 2022 as a precursor to the GWCoM's meeting with discussion on key agenda items.

The latest GWCoM's meeting was held on Thursday 17 November 2022 and attended by the Mayor of Mackay, Mayor of Isaac, Mayor of Whitsunday and the CEO's of Mackay and Isaac with an apology received from the CEO of Whitsunday.

The next GWCoM's meeting is scheduled for Thursday, 9 February 2023 in Moranbah.

### 5.2 Regional Queensland Council of Mayors (RQCoM's)

The Regional Queensland Council of Mayors Inc (RQCOMs) is focused on representing and ensuring 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

The last meeting was held in October in Cairns alongside the LGAQ Annual Conference, with the next meeting scheduled for Thursday, 16 February 2023 in Brisbane.