



Office of Mayor and CEO

Monthly Review

Period - August 2021

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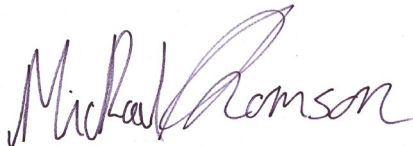
OVERVIEW

This report is for the Office of the Mayor and CEO for August 2021.

Unfortunately, we had two lost time injuries this month, a worker who sustained a knee injury while standing up from their office chair and a worker who injured themselves from a fall while unlatching a the tailgate of a truck.

The Greater Whitsunday Council of Mayors had a successful meeting this month where matters of regional significance were progressed.

This report shows the productivity of our legal services team who are working on over 270 matters and the effectiveness of our external grants team that are managing almost \$9M in grant funds.



Michael Thomson
Chief Executive Officer

SAFETY

1.1. Overview

In August 2021:

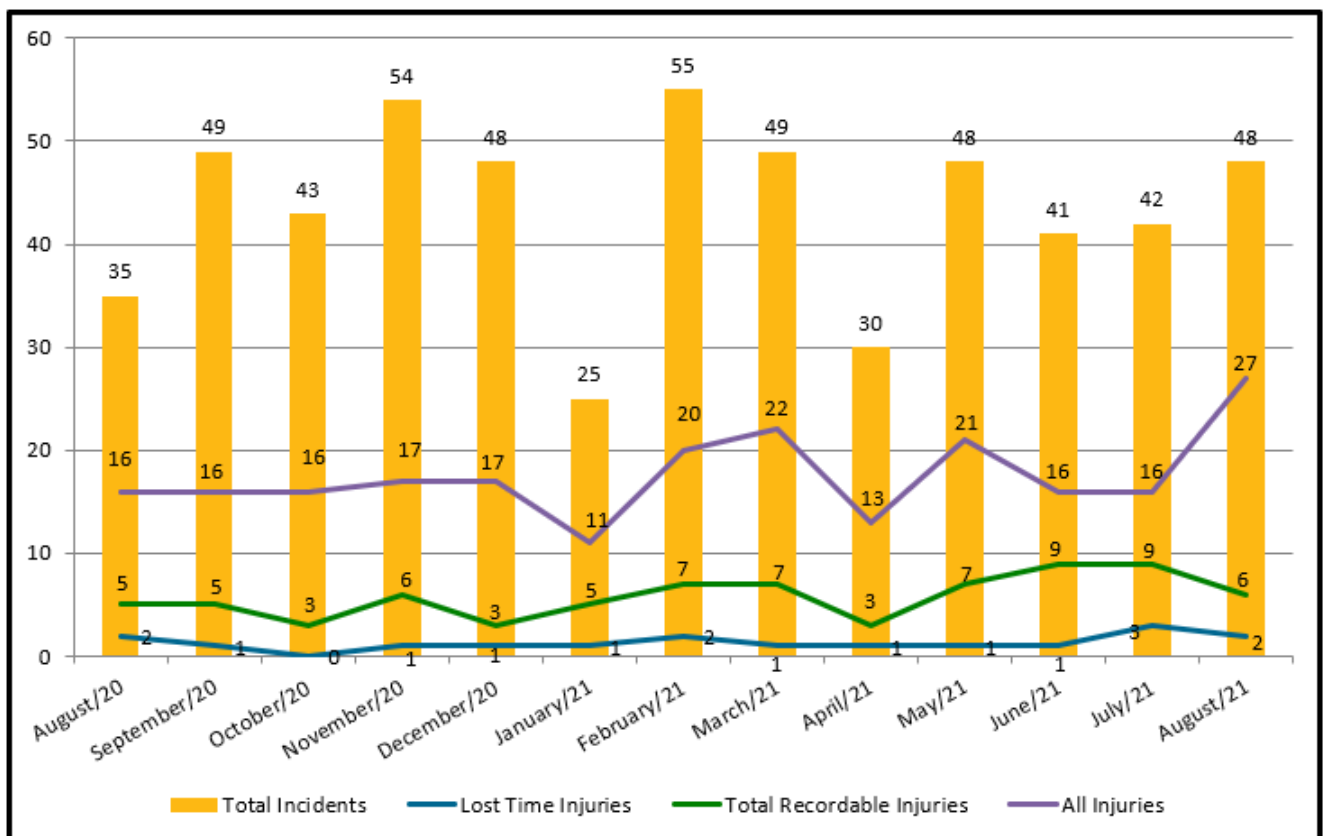
- One hundred and thirty- three safety interactions were undertaken.
- Thirty site safety inspections were undertaken.
- 93% of monthly action plan activities were carried out.

Forty-eight incidents were reported involving MRC employees, contractors, and members of the public.

Two lost time injuries were recorded in August:

1. While rising from office chair, person felt sharp pain in knee which became progressively worse.
2. A person fell and struck their head while latching truck tailgate.

Incidents and Injuries



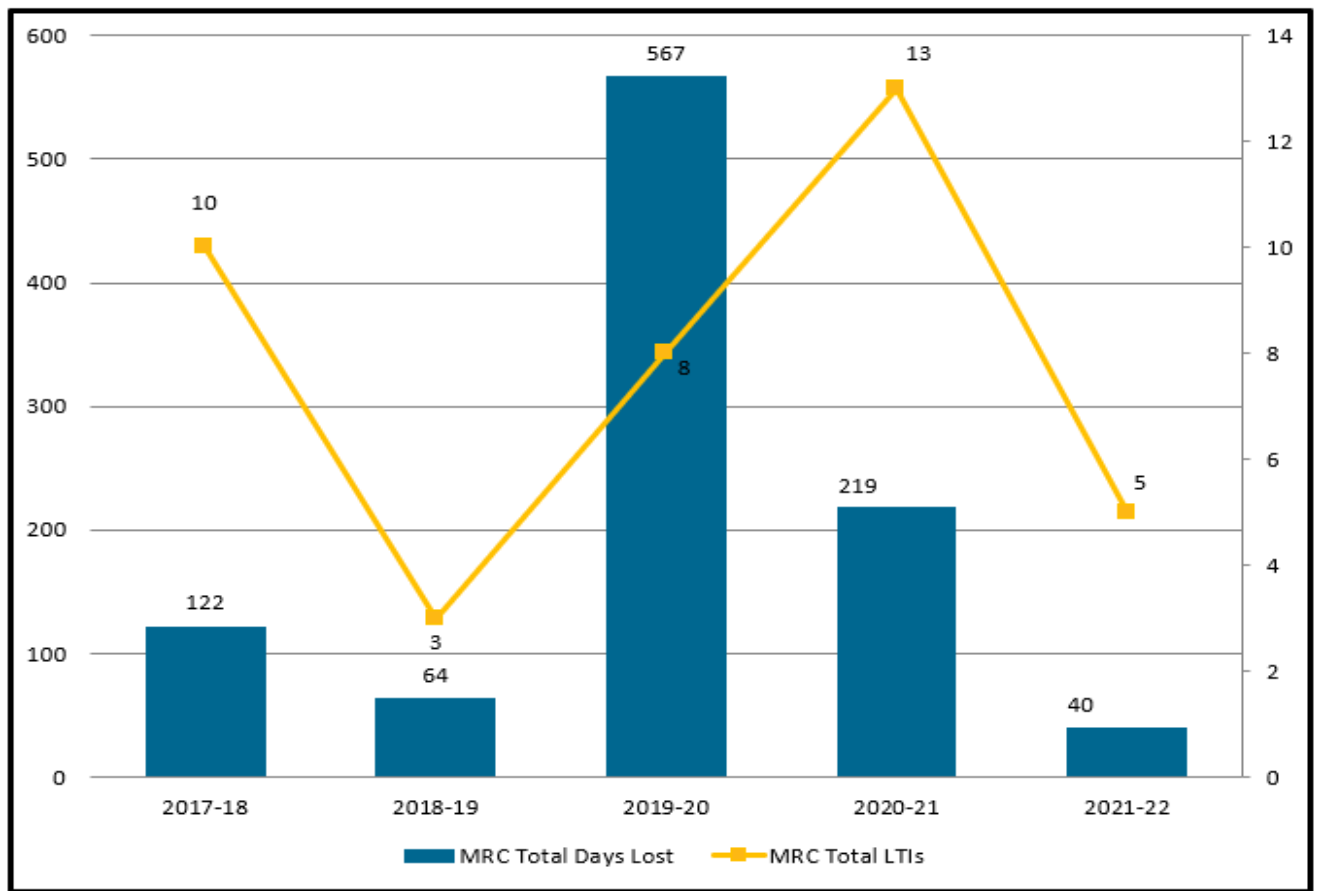
The following injuries to MRC employees were reported in August:

- Lost time injury:
 - A person fell and struck their head while latching truck tailgate.
 - A person injured their knee while rising from their office chair.
- Suitable duties and medical treatment injuries:

- Calf strain while exiting from roller.
- Cut finger while removing hanging ring from auger.
- Whilst opening a valve box lid to access valve, hand was struck by falling lid resulting in two fractured fingers.
- Wrist pain while lifting a tray during food preparation.
- First aid and non-treatment injuries:
 - Arm pain after time at workstation. No treatment was required. Ergonomic equipment being trialled.
 - Small cut on finger from screw, whilst cleaning debris off formwork. First aid was provided.
 - Received small electric shock while unplugging laptop power cord from floor outlet box.
 - Anxiety during workplace training session.
 - Trip and fall on decking, hurting knee and hand.
 - Knee pain when bumped against equipment on trolley while loading equipment from van.
 - Aggravation of a previous shoulder injury while putting on backpack vacuum cleaner.
 - Elbow graze after tripping over at change of level.
 - Finger was jammed between handle of case and shelf whilst case was being removed from the shelf.
 - Scalded finger while using ladle to get hot soup from pot.
 - A member of the public became abusive during phone call.
 - Slipped on wet surface, falling, and injuring back.
 - A member of the public verbally abused staff at a park.
 - Cut to finger from palm frond while emptying trailer.
 - Mild headache from tick bite.
 - Cut finger on door latch while cleaning toilets.
 - Shoulder strain after lifting a piece of concrete.
 - Bumped finger on toolbox.
 - Tripped over on uneven ground and grazed knee.
 - Bruised hand after hitting side of a chair.
 - Minor eye irritation after hair and forehead became covered in polymer while cleaning out poly dosing system.

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

Lost Time Injuries and Days Lost



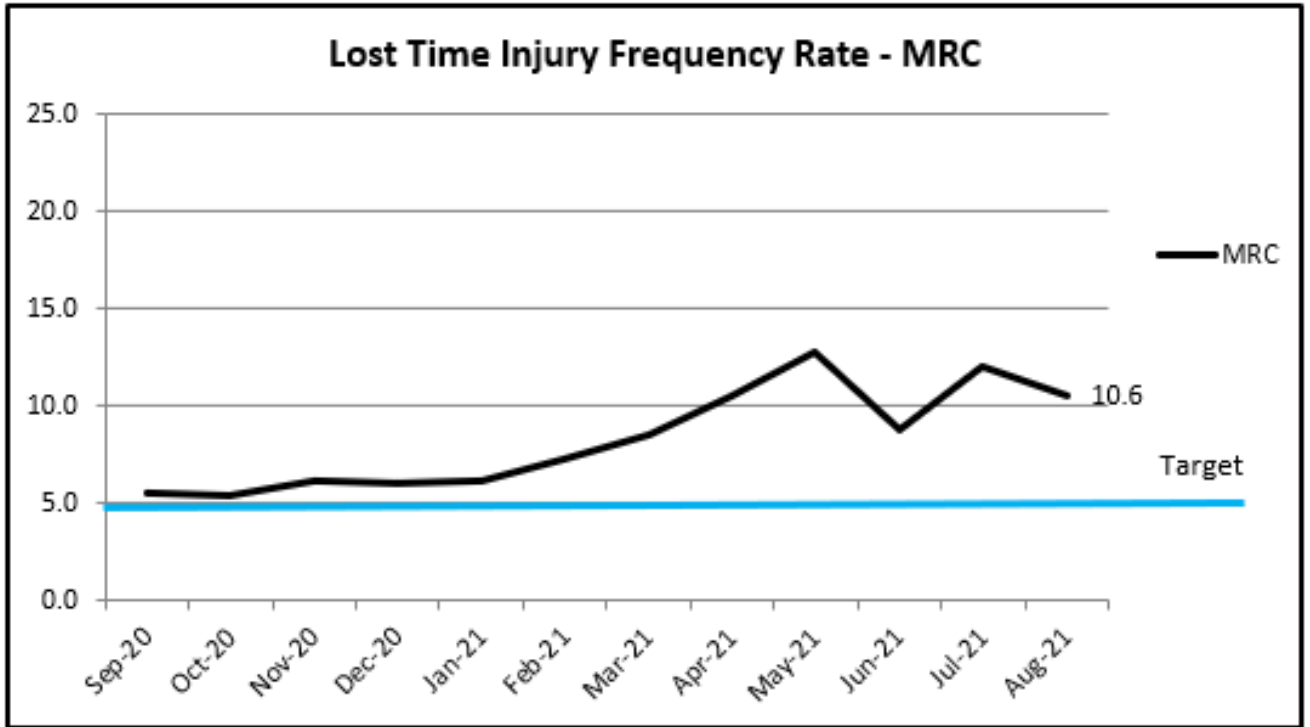
Department	2017-18		2018-19		2019-20		2020-21		2021-22	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Capital Works							1	10		
Community & Client Services	1	1	1	18	1	3	2	14	1	10
Organisational Services	2	25							1	3
Development Services	1	13	1	33	4	154	5	47	2	12
Engineering & Commercial Infrastructure	6	83	1	13	3	410	5	148	1	15
Mackay Regional Council	10	122	3	64	8	567	13	219	5	40

For the 2021-22-year, five lost time injuries have been recorded:

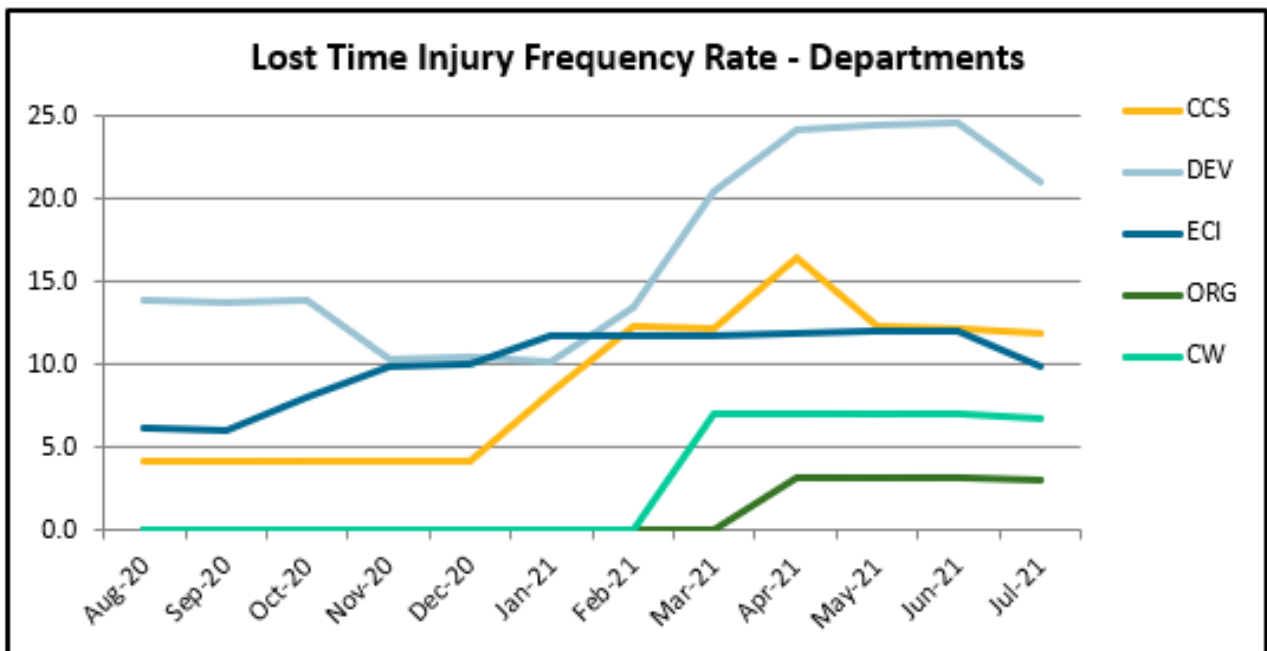
1. In July, a person suffered a finger laceration after coming into contact with the blades of a sand spreader. Following minor surgery, ten days were lost whilst the person recovered.
2. In July 2021, a person had an allergic reaction to a tick bite on the head. One day was lost.

3. In July 2021, a person suffered a knee injury while raking sand in playground, resulting in minor surgery. Eleven days have been lost while the person recovers.
4. In August, a person injured their knee while rising from their chair. Three days were lost.
5. In August, a person fell while latching truck tailgate, striking back of head. This resulted in 15 days lost as they recovered.

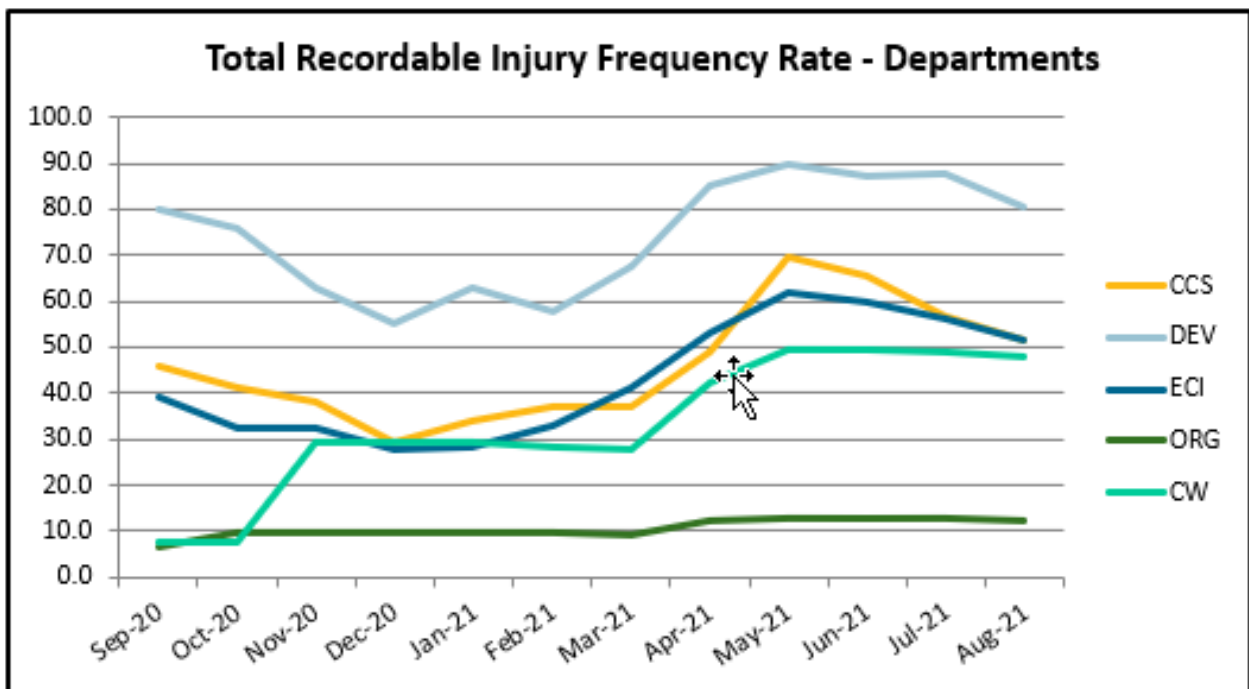
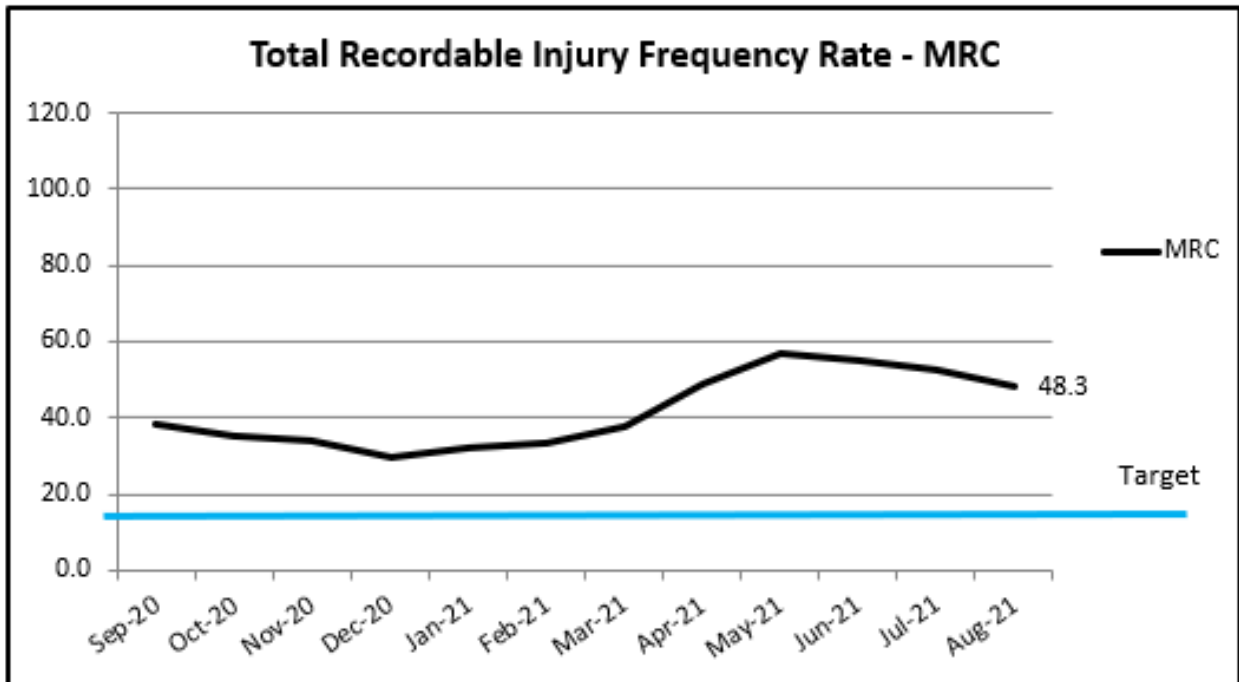
Injury Frequency Rates 12 month rolling average



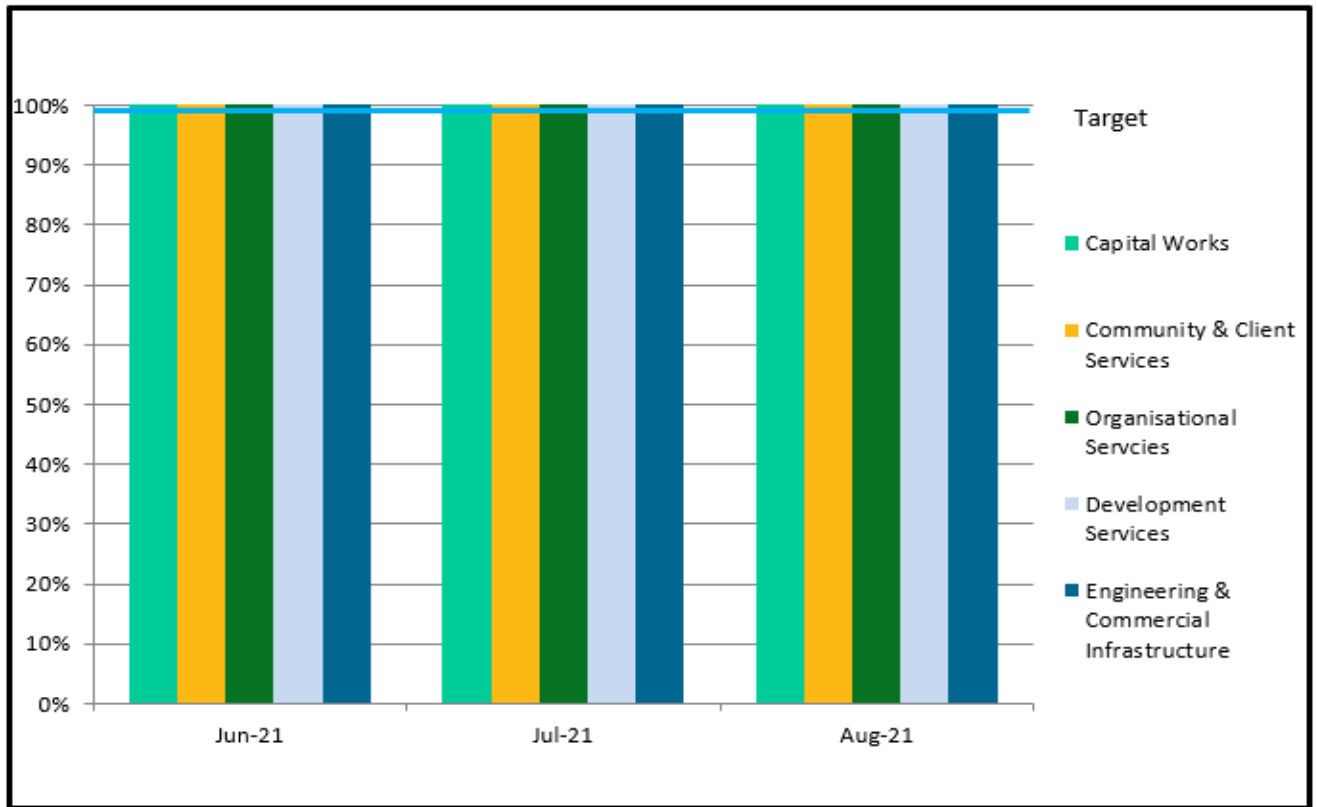
Five lost time injuries have been recorded in the 2021-22 year.



Total Recordable Injury Frequency Rates 12 month rolling average

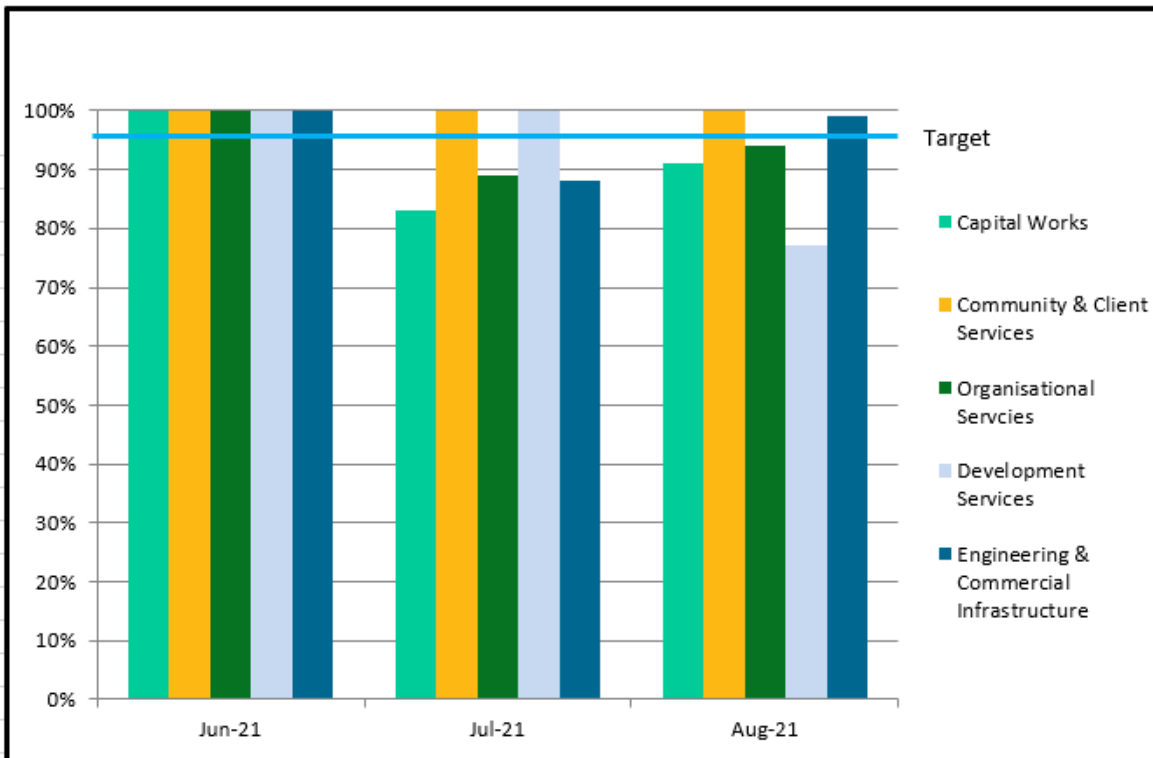


Site Safety Inspection Checklists



All inspections were completed on time.

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.

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 2020/21.

Councillor Activities

Council in Community

Council in Community Day for September was cancelled due to the Councillors attending a Local Government Association Queensland (LGAQ) Elected Members Update which was held on Wednesday, 4 September 2021. The session gave Councillors the opportunity to gain clarification on changes to legislation and regulations that have occurred during the year.

Planning for the Council in Community Day for October is well underway with community group visits and project site being identified.

Meetings/Briefings

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

- Ordinary Council meetings 11 and 25 August
- Briefing Days – 11, 18 and 25 August
- Council in Community Day – 4 August (Pioneer Valley)

On 25 August 2021 there was two (2) registered member of the public to the Ordinary meeting.

Regardless of venue, live streaming of Council meetings continues to ensure public access.

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

Legal Services

Legal Services is currently working on 270 Matters spread across all Directorates as follows:

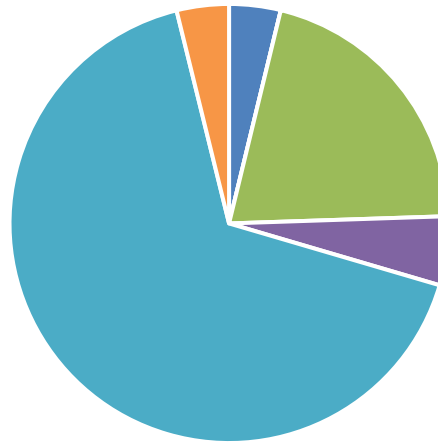
Directorate	Matter Type	No.	No.
Capital Works	Aboriginal/Cultural Heritage	2	25
	Disputes/Litigation	2	
	Drafting/Reviewing	4	
	General Advice	7	
	Land Acquisition	9	
	Native Title	1	

CCS	Disputes/Litigation	1	34
	Drafting/Reviewing	5	
	Regulatory Compliance & Enforcement (<i>particularly Warrants for overgrown properties and dangerous dogs</i>)	18	
	General Advice	10	
Development Services	Disputes/Litigation	2	34
	Infrastructure Agreements	4	
	General Advice	16	
	Land Acquisition/Disposal	4	
	Drafting/Reviewing	6	
	Land Tenure	1	
	Leasing Licensing	1	
ECI	Land Acquisition	17	61
	Disputes/Litigation	6	
	General Advice	15	
	Drafting/Reviewing	18	
	Land Tenure	2	
	Native Title	3	
OM&CEO	Land Acquisition/Conveyancing	4	29
	Disputes/Litigation	5	
	General Advice	19	
	Regulatory Compliance & Enforcement	1	
Organisational Services	Disputes/Litigation	8	89
	General Advice	29	
	Drafting Reviewing	13	
	Land Acquisition	1	
	Leasing/Licensing	35	
	Native Title	1	
	Land Tenure	2	
TOTAL CURRENT MATTERS			274

External Fees Paid

Total external legal fees and outlays paid for the financial year to date are **\$99,188.00** broken down by Directorate as follows:

Fees Paid Financial Year to Date



- Capital Works \$3,759.00
- Organisational Services \$20,514.00
- Development Services \$66,068.00
- Community & Client Services \$Nil
- Engineering & Commercial Infrastructure \$5,030.00
- Office of Mayor & CEO \$3,817.00

External Grant Funding

2021/22 external funding monies for 2021/22 year to date to 31 August 2021 being actually received by payments to Council is \$8,915,348.90.

The major components received in August being:

- Department of Environment & Science – Waste Levy Funding - \$54,246.62
- Building Better Regions Funding – Fishing Facilities - \$214,734.00
- Department of Infrastructure, Transport, Regional Development and Communications - Roads to Recovery - \$834,319.00
- Department State Development, Infrastructure, Local Government & Planning - Animal Management Centre - \$318,625.00
- State Library of Queensland – Children’s Play Space Sarina Library - \$50,000.00
- Department State Development, Infrastructure, Local Government & Planning – Works for Queensland Round 4 - \$4,995,000.00
- Department of Transport & Main Roads – Black Spot 21-22 Sydney/Alfred Street - \$251,750.00
- Department of Tourism – Pioneer Valley Mountain Bike Trail - \$86,900.00

Funding applications successful during August include:

- Nil

GREATER WHITSUNDAY COUNCILS OF MAYORS (GWCoM'S)

3.1. Greater Whitsunday Council of Mayors (GWCoM's)

The GWCoM's promotes collective advocacy, cooperation and coordination across the Councils of Mackay, Isaac and Whitsunday and is made of the Mayors, CEO's and support staff from each of the three Councils.

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 synergies between Councils at CEO level and allowing focus on higher level and strategic issues for the region by the wider group. The CEO's Group met on 16 August 2021.

The latest GWCoM's meeting was held on 19 August 2021 in the Whitsunday Regional Council Chambers in Bowen. Matters considered by GWCoM's included:

- Presentations from the Greater Whitsunday Alliance (GW3) and the LGAQ;
- Opportunities to advocate for, and optimise the benefits of the Galilee Basin resource developments;
- Progress toward developing the Greater Whitsundays regional development roadmap being facilitated by Regional Development Australia;
- The Greater Whitsunday Communities activity report;
- The development of a Regional Aviation Strategy;
- Establishment of the Northern Alliance of the Regional Queensland Council of Mayors

The next meeting is scheduled to be held in Mackay on 21 October 2021.