



Office of Mayor and CEO

Monthly Review

Period – January 2022



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OVERVIEW

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

- During the month there was one (1) Lost Time Injury (LTI), involving a staff member injuring their knee whilst rising from a bended position. This brings the Council totals to 7 LTI's and 56 lost days for the year to date.
- January sees the first months reporting with the Governance and Safety team within the Office of the Mayor & CEO. This followed the retirement of the Manager Governance and Safety, and the opportunity to align this team under the Executive Office. This team has been welcomed within the Office of the Mayor & CEO, and the transition has to date gone very well with minimal changes to services provided.
- COVID-19 impacts for the area were most evident by the cancelling of the planned February 2022 Council in Community Day, and to meet COVID-19 restriction distancing requirements moving of the Council meetings back to the not unfamiliar venue of the MECC. Thanks to the MECC staff this has been a smooth transition. The duration of this move is unknown at this stage but will be monitored with the constantly changing COVID-19 environment.
- External funding received year to date is reported at just over \$18M, a significant figure only just halfway through the financial year.
- This report shows the productivity of our Legal Services team who are working on over 190 matters, specific details of which are reported separately, and although not specifically listed in the report the work for the month involved in supporting Council's appearance at the Directions Hearing for the Enterprise Agreement matter needs to be recognised.



Michael Thomson
Chief Executive Officer

SAFETY

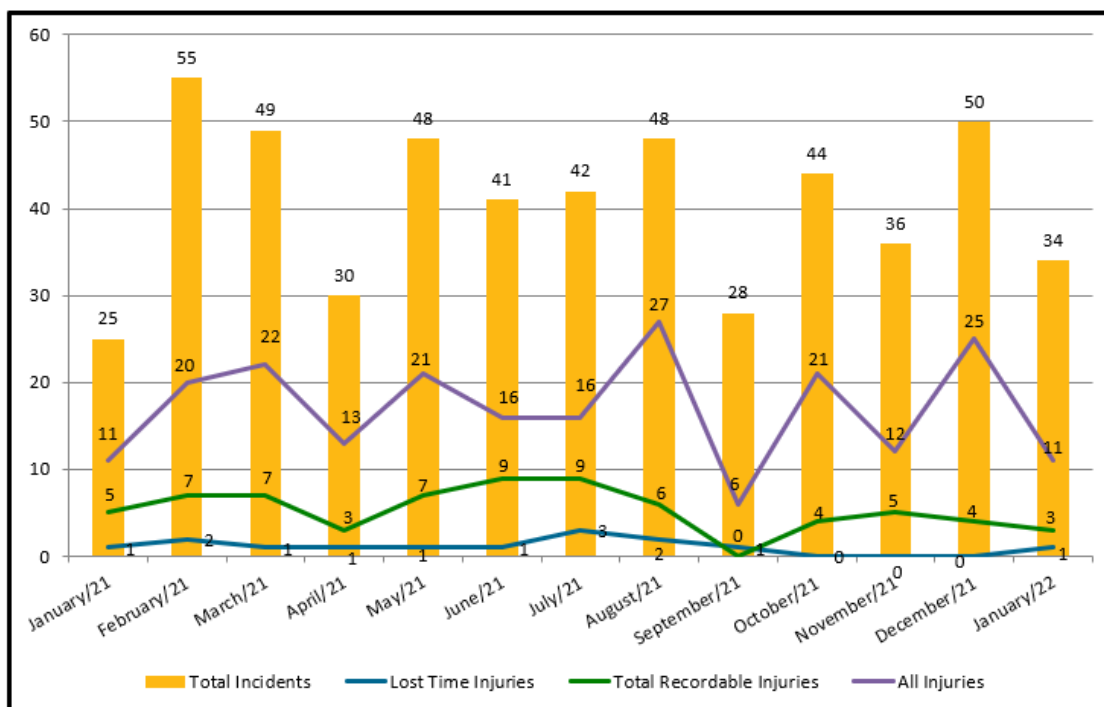
1.1. Overview

In January 2022:

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

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

Incidents and Injuries



The following injuries to MRC employees were reported in January:

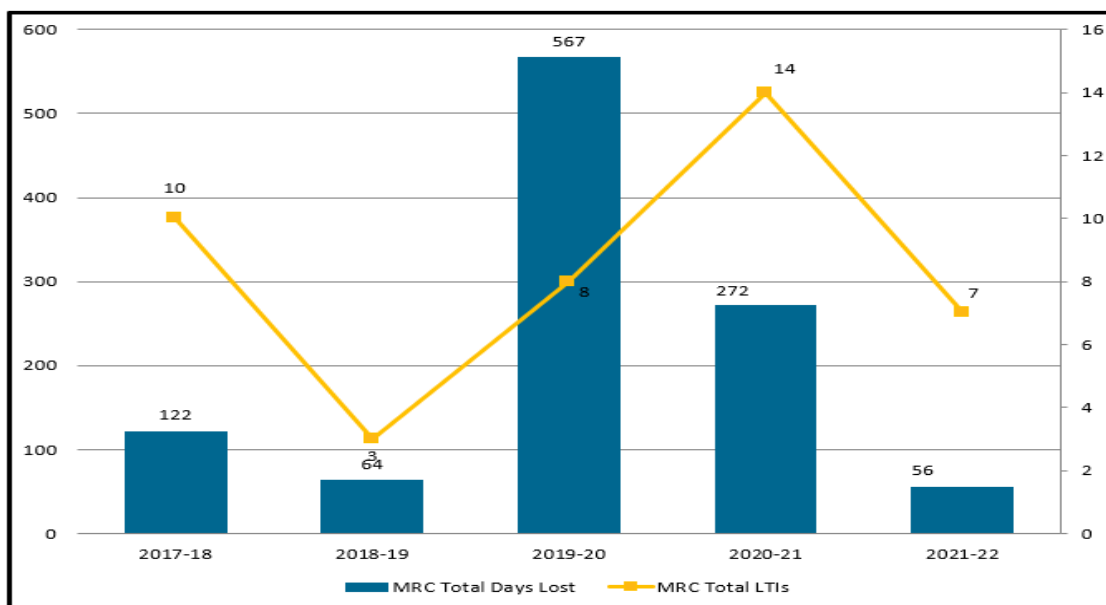
- Lost Time Injury, Suitable duties, and medical treatment injuries:
 - LTI- While grinding post on bus shelter, twisted knee and felt pain
 - SDI- Felt pain in back while lifting sewer manhole.
 - SDI- While lifting 20kg sample container felt a pop in rib area
- First aid and non-treatment injuries:
 - Unknown to driver, someone had pulled out/stood up windscreen wiper and driver walked into it, hitting their face.
 - Tour leader felt a little lightheaded during 1230 tour possible minor heat stress.
 - Felt pain in shoulder, potentially caused by carrying crates.
 - Stepped on lump of bitumen hidden in long grass, rolling ankle and falling to ground.
 - While leaning across desk to gather belongings at end of day, have come into contact with item that has poked eye lid. Some blurred vision and stinging to eye



- Aggressive customer, throwing MRC laptop.
- Lifting hose reel off and cut finger on sheeting of wall.
- Slipped while crossing road, after recent rain, falling and injuring knee.

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

Lost Time Injuries and Days Lost



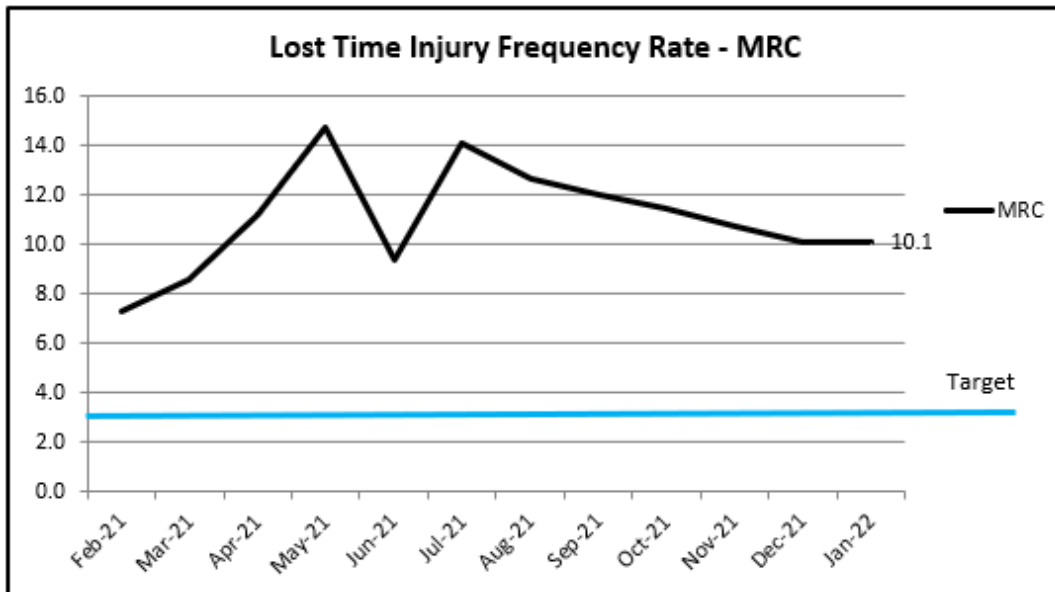
Department	2017-18		2018-19		2019-20		2020-21		2021-22	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Capital Works							1	10		
Community & Client Services	1	1	1	18	1	3	2	14	1	10
Organisational Services	2	25							1	3
Development Services	1	13	1	33	4	154	5	78	3	14
Engineering & Commercial Infrastructure	6	83	1	13	3	410	5	148	2	29
Mackay Regional Council	10	122	3	64	8	567	13	250	7	56

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

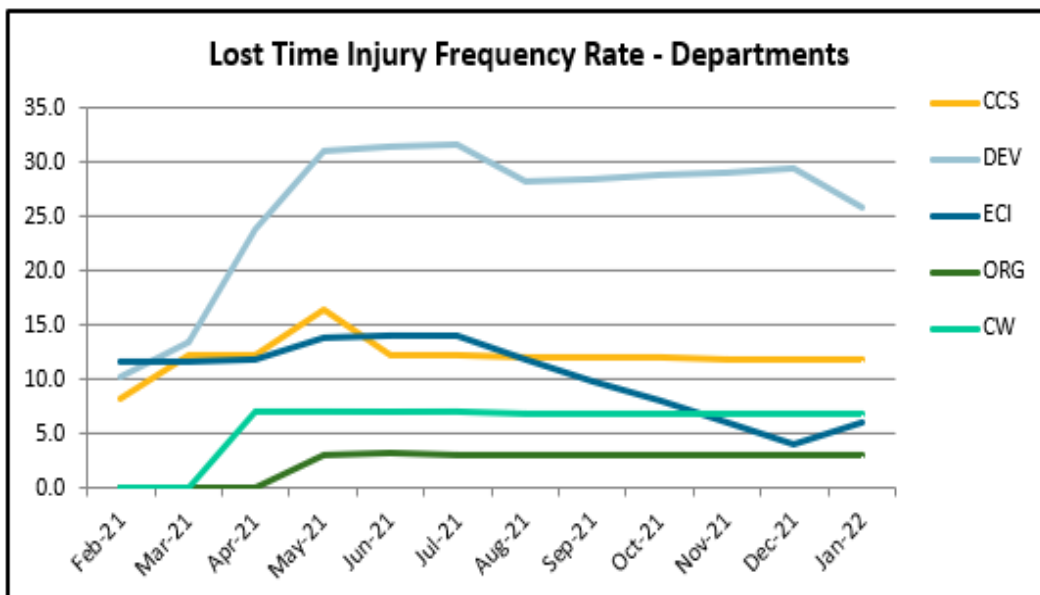
1. In July, a person suffered a finger laceration after coming into contact with the blades of a sand spreader. Following minor surgery, ten days were lost whilst the person recovered.
2. In July 2021, a person had an allergic reaction to a tick bite on the head. One day was lost.
3. In July 2021, a person suffered a knee injury while raking sand in a playground, resulting in minor surgery. Eleven days have been lost while the person recovered.

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 22 days lost as they recovered.
6. In September 2021, a person fell while exiting a vehicle, grazing their hands and face. Two days were lost as they recovered.
7. In January, a worker twisted their knee while grinding a post, resulting in 7 days lost as they recovered.

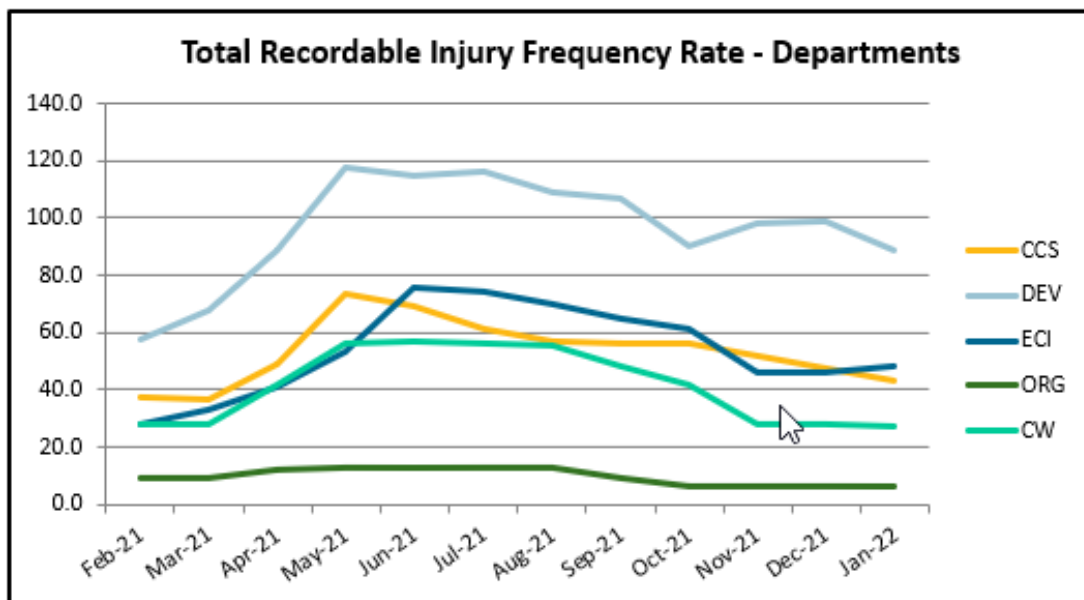
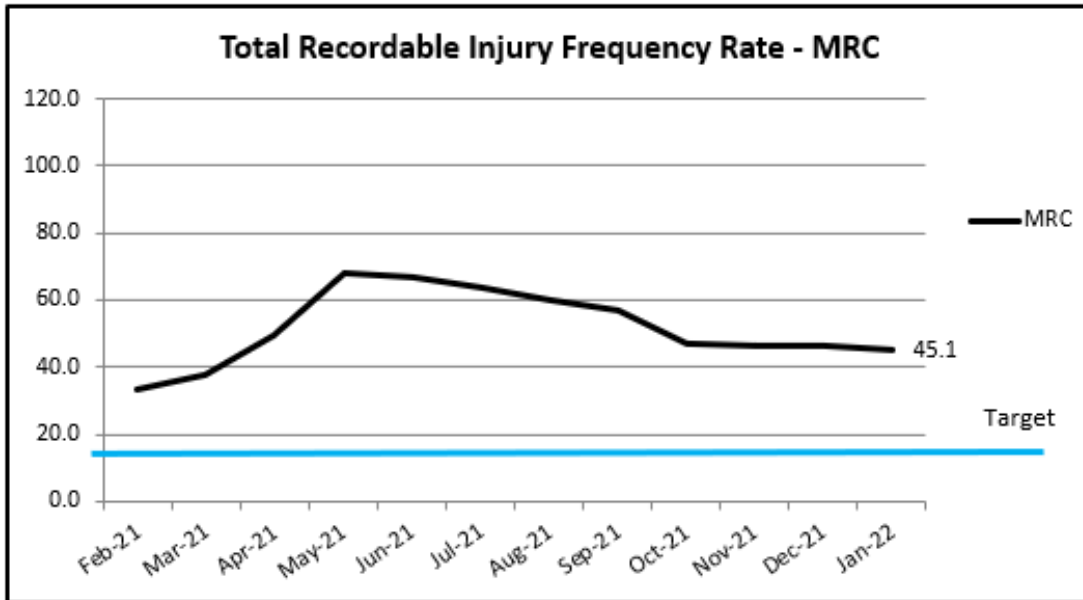
Injury Frequency Rates 12 month rolling average



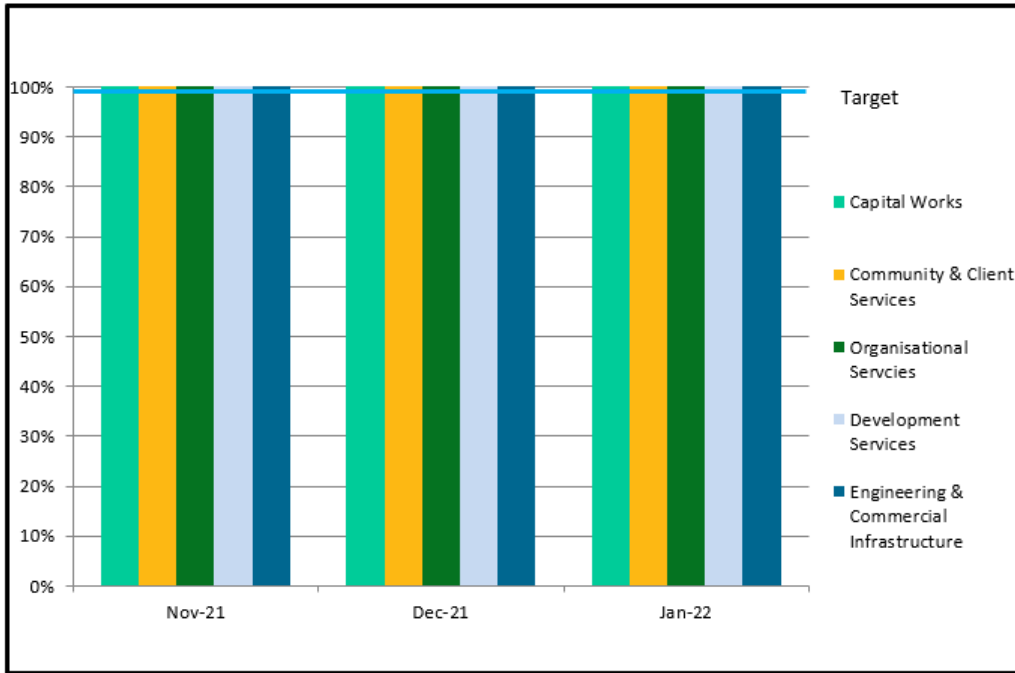
Seven lost time injuries have been recorded in the 2021-22 year.



Total Recordable Injury Frequency Rates 12 month rolling average

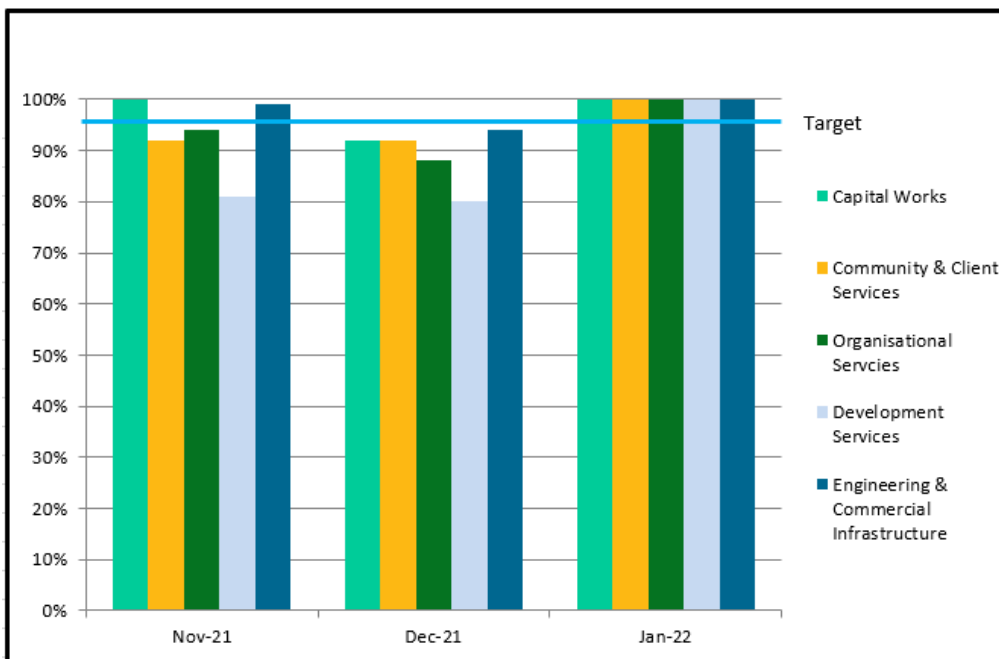


Site Safety Inspection Checklists



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.

Glossary

Group E	Councils with wages greater than \$50 million
Incident	Any unplanned event resulting in or having a potential for injury or ill health.
Lost Time Injury (LTI)	Incidents that resulted in a fatality, permanent disability or time lost from work of one day / part of a day or more
Lost time incident frequency rate (LTIFR)	The number of lost-time injuries per million hours worked. Calculated as follows: $\frac{\text{No of LTI} \times 1,000,000}{\text{total hours worked during period}}$
Total Recordable Injuries (TRI)	Incidents that result in a Lost Time Injury (LTI), Suitable Duties Injury (SDI) and Medical Treatment Injury (MTI)
NTI	Non Treatment Injury
FAI	First Aid Injury
MTI	Medical Treatment Injury
SDI	Suitable Duties Injury
LTI	Lost Time Injury

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 Day

There was no Council in Community Day held in the month of January and the Council in Community Day planned for February 2022 was cancelled due to COVID-19 restrictions.

Meetings/Briefings

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

- Ordinary Council meeting 27 January
- Briefing Day – 27 January

The Ordinary meeting was moved to the MECC to meet COVID-19 restrictions on distancing, and the public were excluded from the meeting also due to COVID-19 restrictions under section 277E of the *Local Government Regulation 2012*. Future meetings are still planned to be held in the MECC pending changing COVID-19 requirements, with the public now again able to attend under restricted numbers, noting that regardless live streaming of all 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

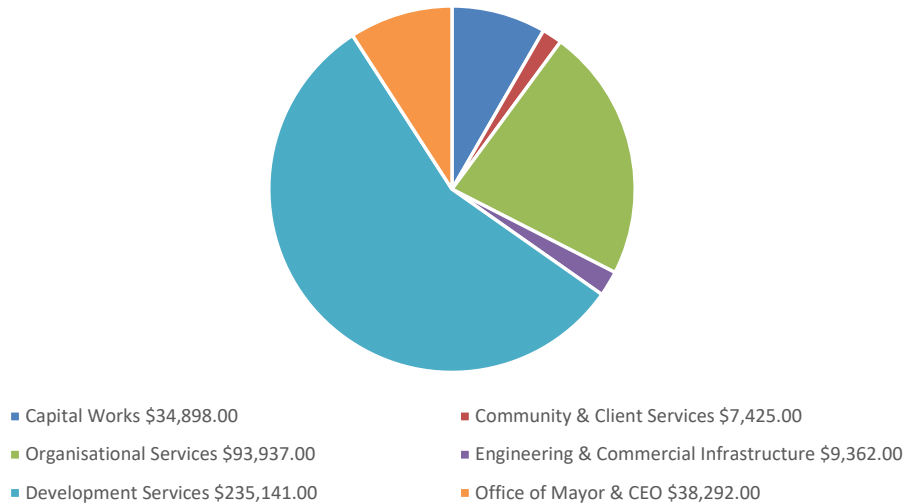
Legal Services is currently working on 190 Matters spread across all Directorates as follows:

Directorate	Matter Type	No.	No.
Capital Works	Aboriginal/Cultural Heritage	2	15
	Disputes/Litigation	1	
	General Advice	3	
	Land Acquisition	6	
	Leasing/Licencing	2	
	Native Title	1	
CCS	Aboriginal/Cultural Heritage	1	20
	Disputes/Litigation	1	
	Drafting/Reviewing	5	
	Regulatory Compliance & Enforcement (<i>particularly Warrants for overgrown properties and dangerous dogs</i>)	7	
	General Advice	6	
Development Services	Disputes/Litigation	4	24
	Infrastructure Agreements	2	
	General Advice	11	
	Land Acquisition/Disposal	2	
	Drafting/Reviewing	4	
	Land Tenure	1	
ECI	Land Acquisition	21	59
	Disputes/Litigation	7	
	General Advice	13	
	Infrastructure Agreements	1	
	Drafting/Reviewing	13	
	Land Tenure	1	
	Native Title	1	
	Leasing/Licencing	1	
	Regulatory Compliance & Enforcement	1	
	OM&CEO	Land Acquisition/Conveyancing	
Disputes/Litigation		4	
Drafting/Reviewing		4	
General Advice		10	
Organisational Services	Disputes/Litigation	6	51
	General Advice	15	
	Drafting/Reviewing	7	
	Investigation	1	
	Leasing/Licensing	20	
	Native Title	1	
	Land Tenure	1	
TOTAL CURRENT MATTERS			190

External Fees Paid

Total external legal fees and outlays paid for the financial year to date are **\$419,056.00** broken down by Directorate as follows:

Fees Paid Financial Year to Date



External Grant Funding

2021/22 external funding monies for 2021/22 year to date to 31 January 2022 being actually received by payments to Council is \$18,277,237.31

The major components received in January being:

- Department of Transport & Main Roads – Mangrove Rd Bus Interchange and Caneland Central Pedestrian Walkway Shelter \$2,014,751.51
- Department of Environment & Science – Illegal Dumping Partnerships Program Round 2A \$81,261.60
- Department of Environment & Science – Waste Levy Funding \$941,445
- Department of State Development, Infrastructure, Local Government & Planning – Koumala Water \$325,964.14

Funding applications successful during January include:

- Department of Infrastructure, Transport, Regional Development and Communications – Festival of Arts 2022 Shipping Container Selfie Museum \$50,000.00
- Department of Environment & Science – Leaper Reef Diversity & Resilience Study \$16,795.00
- Department of Transport & Main Roads – Mangrove Rd Bus Interchange and Caneland Central Pedestrian Walkway Shelter \$4,029,503.01

GOVERNANCE & SAFETY

3.1 Workplace Health & Safety

- WHS Advisors facilitated 40 site safety inspections across the business
- Additional chemical manifests were created, and users provided access to online resources
- WHS Advisors developed several plant risk assessments
- Critical incidents were investigated and recommendations presented.

3.2 Corporate Performance Planning & Reporting

- January saw the second quarter report that measures MRC's performance against the 2021/2022 Operational Plan Report endorsed by ELT in preparation for adoption by Council. Noting the first second quarter results remain positive with the majority of actions on target as planned. This gives confidence for Council in achieving the objectives set out in the current Corporate Plan.

Whilst there has been some minor slippage with a small increase in the number of actions below target this quarter, comparatively with previous years for the second quarter progress remains positive.

For all exceptions, the relevant business area has made the required changes to ensure improved progress moving forward.

- The Policy, Planning and Risk Project (PPR) that will deliver improvements to MRC's Corporate Performance Planning and Reporting Framework continues this month with the Corporate Plan reaching it's final stages of development. Next steps over the coming months includes building of content to inform the remaining layers of the refreshed framework, including the 2022/2023 Operational Plan.

3.3 Enterprise Risk Management

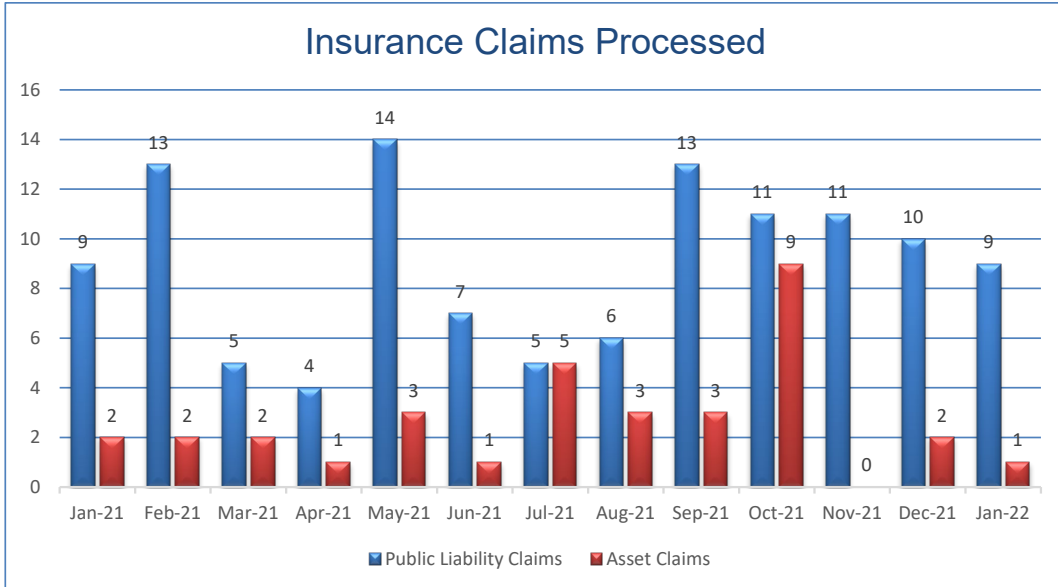
- The second quarter strategic risk report that examines MRC's progress of additional control actions for each of its Strategic Risks was presented as planned to ELT this month in preparation for the February Audit Committee.

Whilst the first quarter was largely positive with all additional control actions on track as planned, the second quarter has identified some minor slippage. For all exceptions, the relevant business area has made the required changes to ensure improved progress moving forward. It should also be noted that the exceptions have not impacted MRC's risk profile.

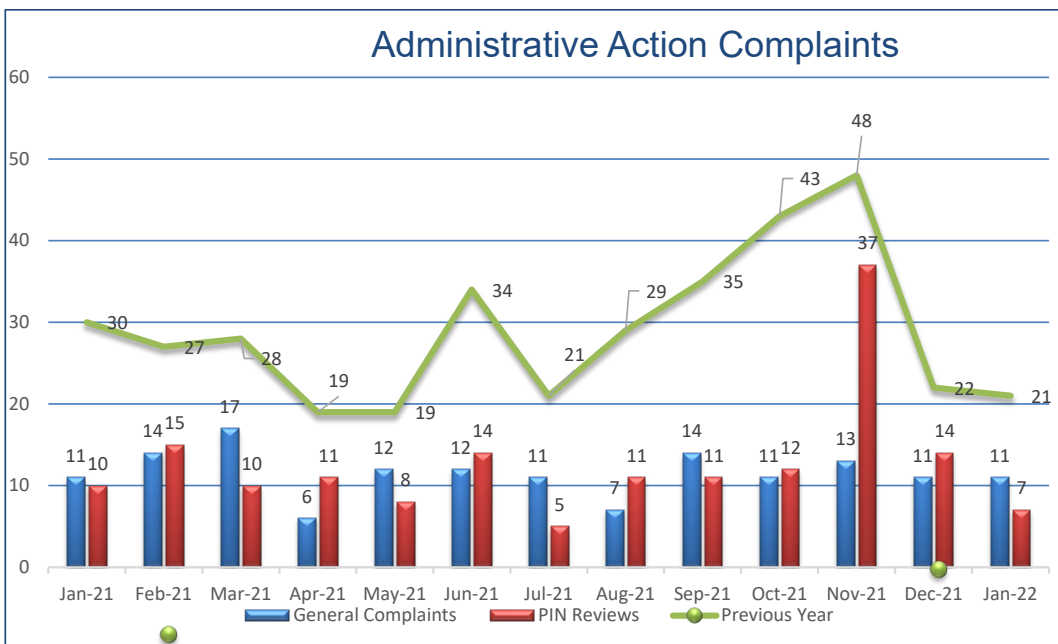
The second quarter Strategic Risk Report provides confidence that strategic risks are being actively monitored and managed so as to understand and manage any identified impacts on Council achieving its strategic objectives as set out in the current Corporate Plan.




- Throughout January, business continuity in an operational context has also been a focus in response to Government directions regarding the COVID-19 pandemic. Business continuity is also a focus of MRC's COVID-19 Management Response Group.



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 January 2022	Documents Requested	Status
No. 9	Information regarding a complaint at Mt. Martin.	
No. 10	Information regarding a complaint of a dangerous dog. Internal Review request received and processed.	
No.11	Information regarding a complaint at Mt. Martin.	

 In Progress	 Complete
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3.5 Fraud & Corruption Prevention

2021/22 Fraud and Corruption Prevention Plan Actions for January 2022		
Action No.	Action Description	Status
2.6	Fraud Risk Assessment action register circulated for update.	

3.6 Internal Audit

2021/22 Internal Audit Plan – Progress Update			
Sundry Debtor Management		Information & Communications Technology (ICT)	
Asset Accounting		Infrastructure Assets – Condition Assessment, Operations and Maintenance	
Asset Management		COVID Fraud impact Assessment	
Design Services Operations		Human Resources – Employee Investigations	
Business Process Documentation			
The next Audit Committee is scheduled for 24 February 2022.			

REGIONAL REPRESENTATIVE GROUPS

4.1 Greater Whitsunday Council of Mayors (GWCoM's)

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 12 November 2021, with no further meetings held over the Christmas/New Year period.

The latest GWCoM's meeting was held on the amended date of Monday 29 November 21, in Mackay, and attended in person by all CEO's, and the Mayors of Mackay, Isaac and Whitsunday. The meeting was rescheduled to align with the AGM of Greater Whitsunday Alliance (GW3)

GW3 also attend the meeting providing an activity update, and also a precursor to individual visits to present to each Council.

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

1. Policy Executive meeting update
2. Inquiry into the Office of Independent Assessor (OIA)
3. Parliamentary Crime and Corruption Committee Inquiry
4. LG Financial Sustainability Framework – Discussion Paper
5. Planning & Development Update – Housing Matters
6. Waste Update
7. Rural & Remote Councils Compact
8. Goondiwindi Regional Council v Tait
9. 2022 ROC Assembly
10. Water and Wastewater Update
11. Natural Resources and Environment Update
12. Works for Queensland campaign to restore funding to \$100m per annum
13. LGAQ Submissions Update

The meetings for 2022 have been set and are held bi-monthly with the next GWCoM's meeting scheduled for Thursday, 17 February in Moranbah.

4.2 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 Andrew Willcox (Whitsunday), Mayor Bob Manning (Cairns), Mayor Michael Kerr (Douglas), Mayor Peter Scott (Cook), Mayor Frank Beveridge (Charters Towers).

The last meeting was the AGM, held virtually via videoconference on Thursday, 9 December 2021, with the next meeting scheduled for Thursday, 10 February 2022, originally planned to be held in Brisbane but now to be held virtually.