



# Office of Mayor and CEO

Monthly Review

Period – February 2023



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## OVERVIEW

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

- As at the end of February Council has reached 5 LTI's with a total of 81 days lost. There was one new LTI's during February.
- The Council in Community Day was focused on the Pioneer Valley, with a visit in particular to Eungella to witness first-hand the recently natural disaster impacted Eungella Range Road. As well, was an opportunity to talk to local groups and residents who are still working through recovery.
- The Greater Whitsunday Council of Mayors met in Moranbah during February. With an aim to hold at least 2 meetings away from the central Mackay location, it was an opportunity to understand how our neighbouring Council area is faring.
- The Audit Committee met on 23 February 2023, the minutes of which will be presented to Council at a future meeting.
- Sessions with individual Council Programs continue, coordinated by the Performance & Risk team, in development of the 2023/24 Program Plans. These in alignment with the Corporate Plan and Organisational Strategy and in readiness for the 2023/24 Budget.



Scott Owen  
*Chief Executive Officer*

# SAFETY

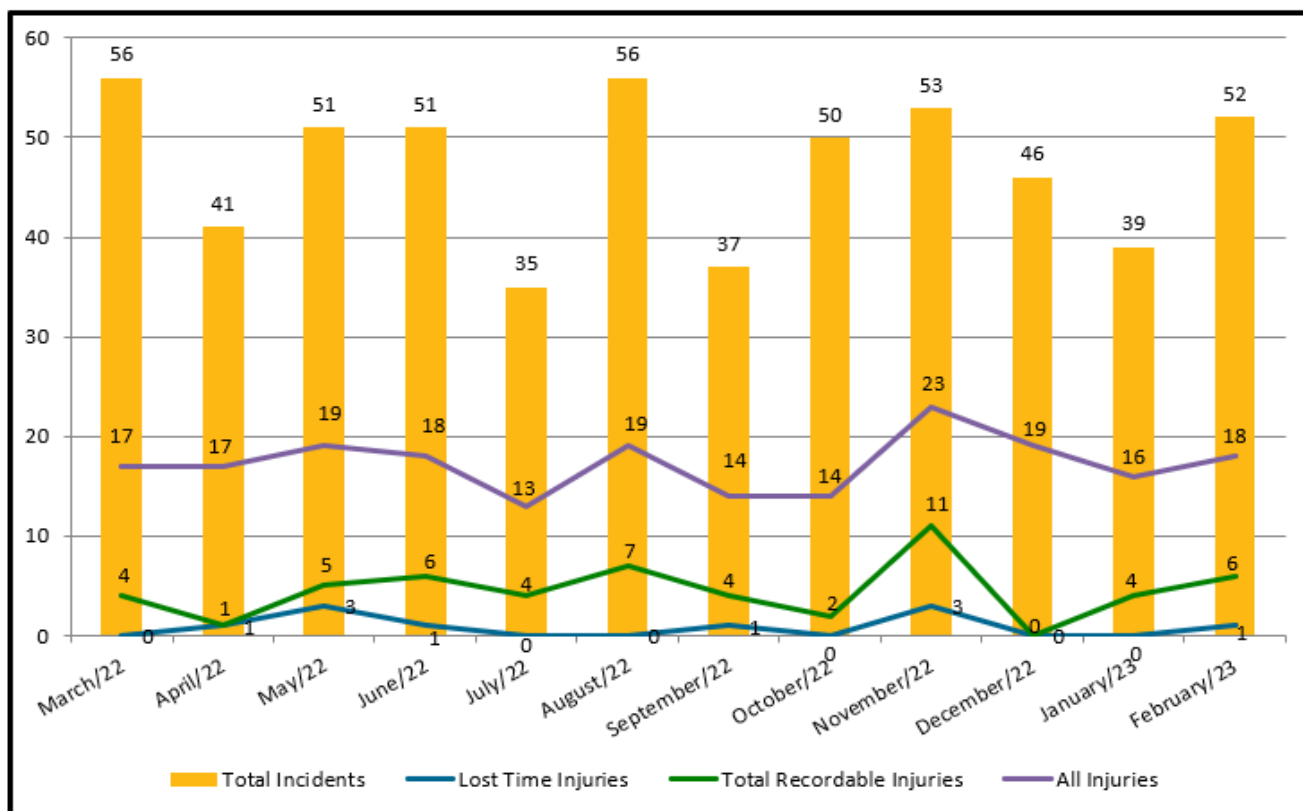
## 1.1. Lead Indicators

In February 2023:

- One hundred and twelve safety interactions were undertaken.
- Twenty-two site safety inspections were undertaken.
- 89% of monthly action plan activities were carried out.
- Twenty random drug and alcohol tests were undertaken.

Fifty-two incidents were reported involving MRC employees, contractors, and members of the public in February.

### Incidents and Injuries



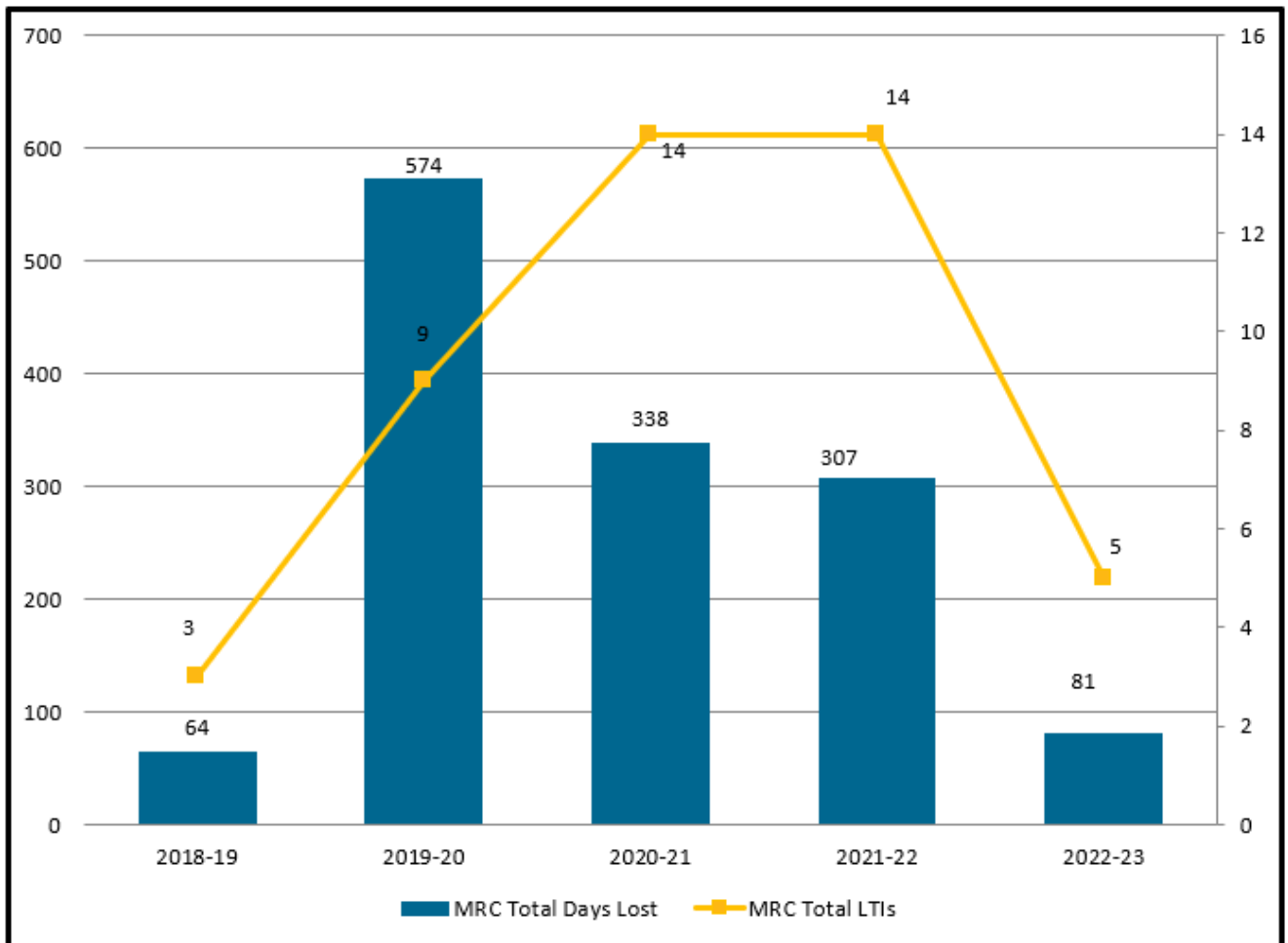
The following injuries to MRC employees were reported in February:

- Lost Time Injury, Suitable duties, and medical treatment injuries:
  - LTI – Felt pain in arm after using siphon pump.
  - SDI – While spraying, hose caught on object jarring operator & aggravating existing injury.
  - SDI – Staff were affected during testing of fire alarm services, which involved sirens sounding for long periods.
  - MTI – Ambulance called to site for suspected heat illness.
  - MTI – While pushing length of pipe into fitting with crowbar, felt pain in shoulder
  - MTI – Suffered swelling and discoloration to thumb from unknown cause, suspected spider bite.

- First aid and non-treatment injuries:
  - FAI – Felt pain in knee when setting up tables.
  - FAI – While cleaning toilet block, scratch received to arm from door.
  - NTI – Assisting customer when they became offensive.
  - NTI – Slipped on wet surface, falling and injuring knee.
  - NTI – Tripped when walking up wet steps, falling and grazing knees.
  - NTI – Staff member affected after interaction with disgruntled customer.
  - NTI – Three officers were threatened by customer.
  - NTI – Felt pain in back when bending to pick up an object.
  - NTI – Slipped on spider Lilly plant while pruning palms and felt pain in hamstring.
  - NTI – Staff member was verbally abused by member of public when undertaking grass maintenance.

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

**Lost Time Injuries and Days Lost**

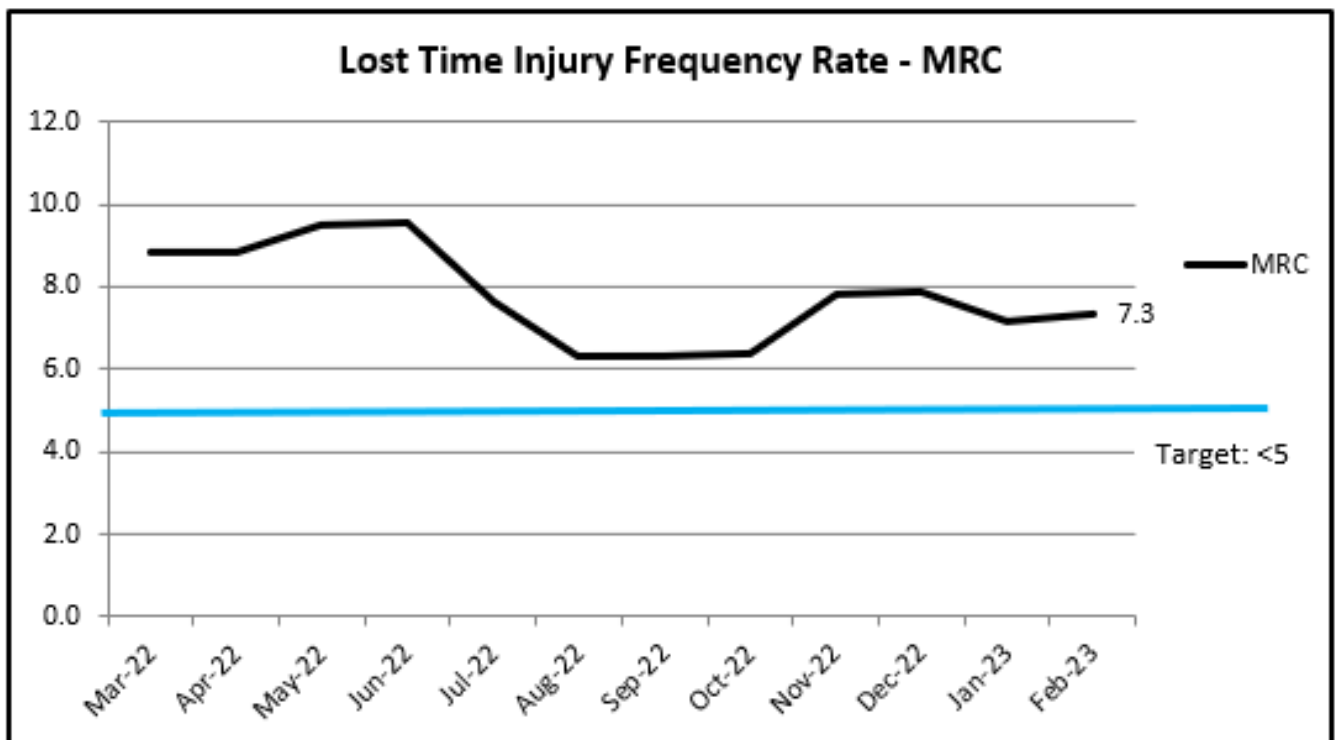


Department	2018-19		2019-20		2020-21		2021-22		2022-23	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Capital Works					1	10			1	23
Community & Client Services	1	18	1	3	2	14	2	31		
Organisational Services							2	139		
Development Services	1	33	4	154	6	166	4	16	1	44
Engineering & Commercial Infrastructure	1	13	4	417	5	148	6	121	3	14
<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>5</b>	<b>81</b>

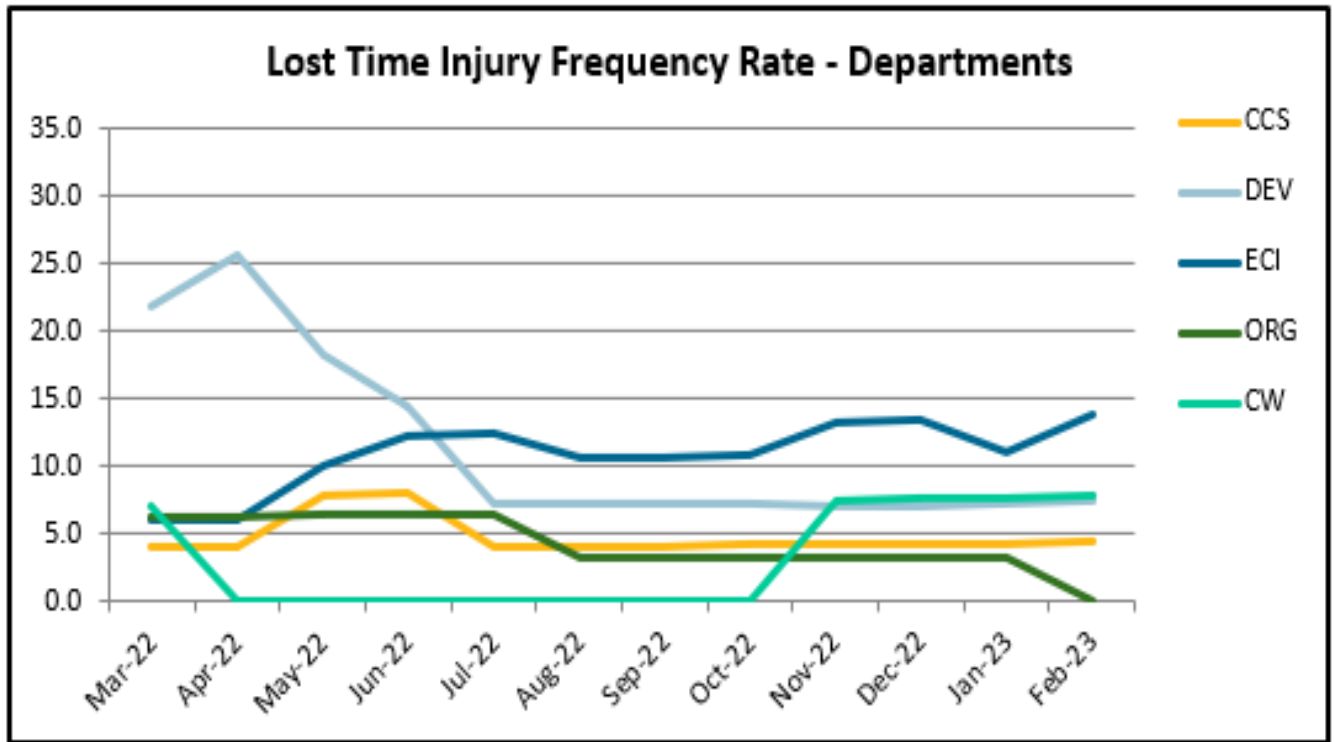
For the 2022-23-year, there have been five lost time injuries recorded:

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; 44 days have been lost as they recover.
5. While using siphon pump, felt pain in arm. Nine days have been lost as they recover.

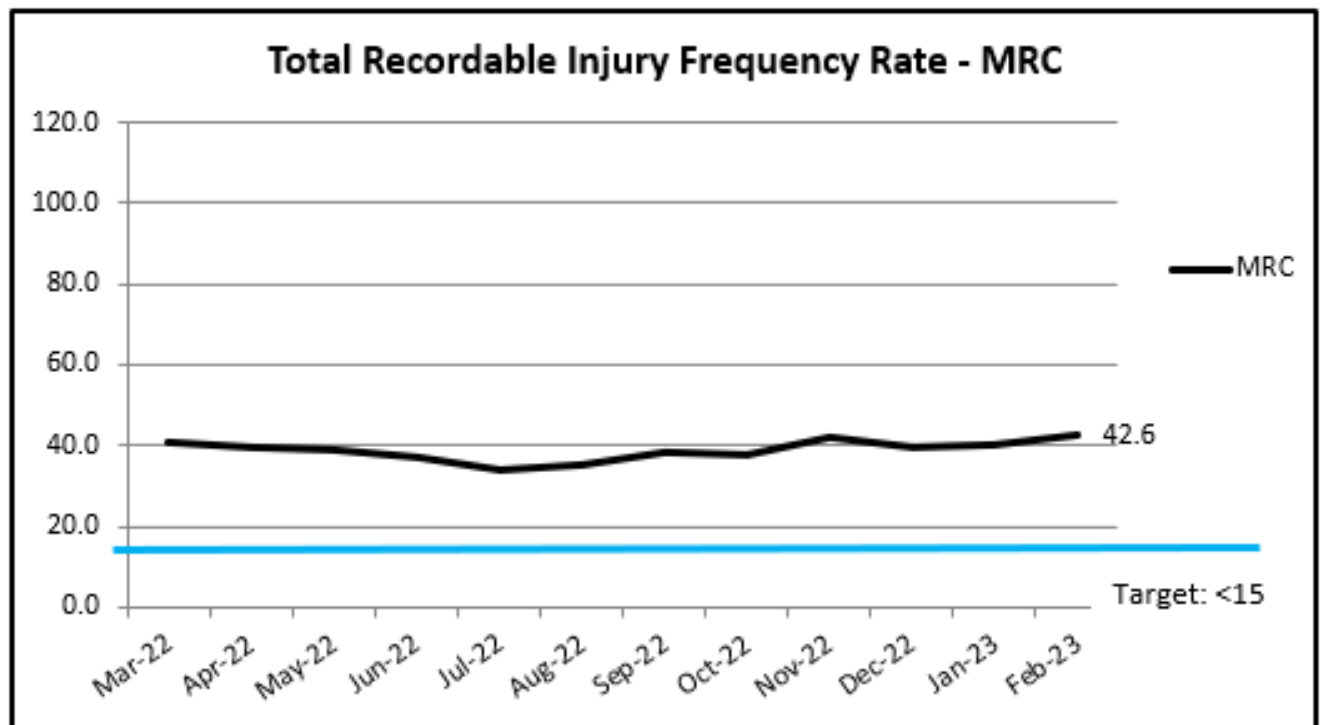
**Injury Frequency Rates 12 month rolling average**



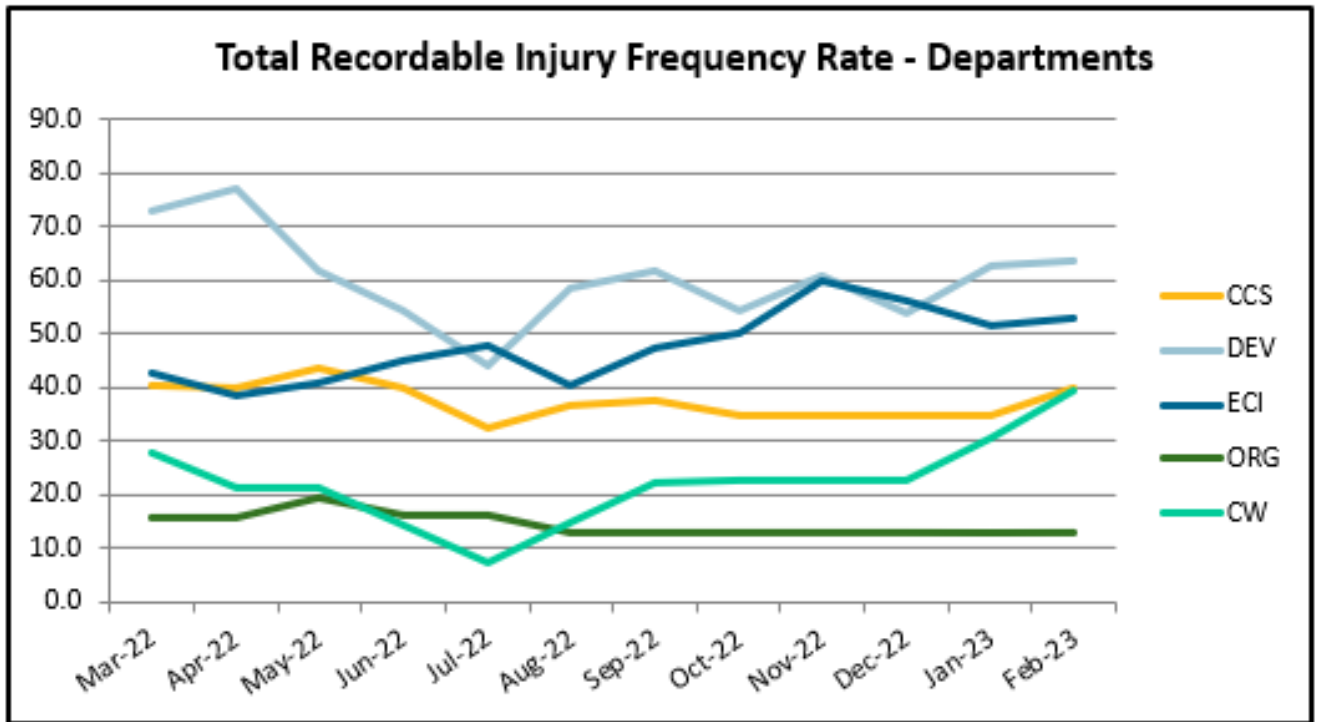
There have been five lost time injuries recorded in the 2022-23 year.



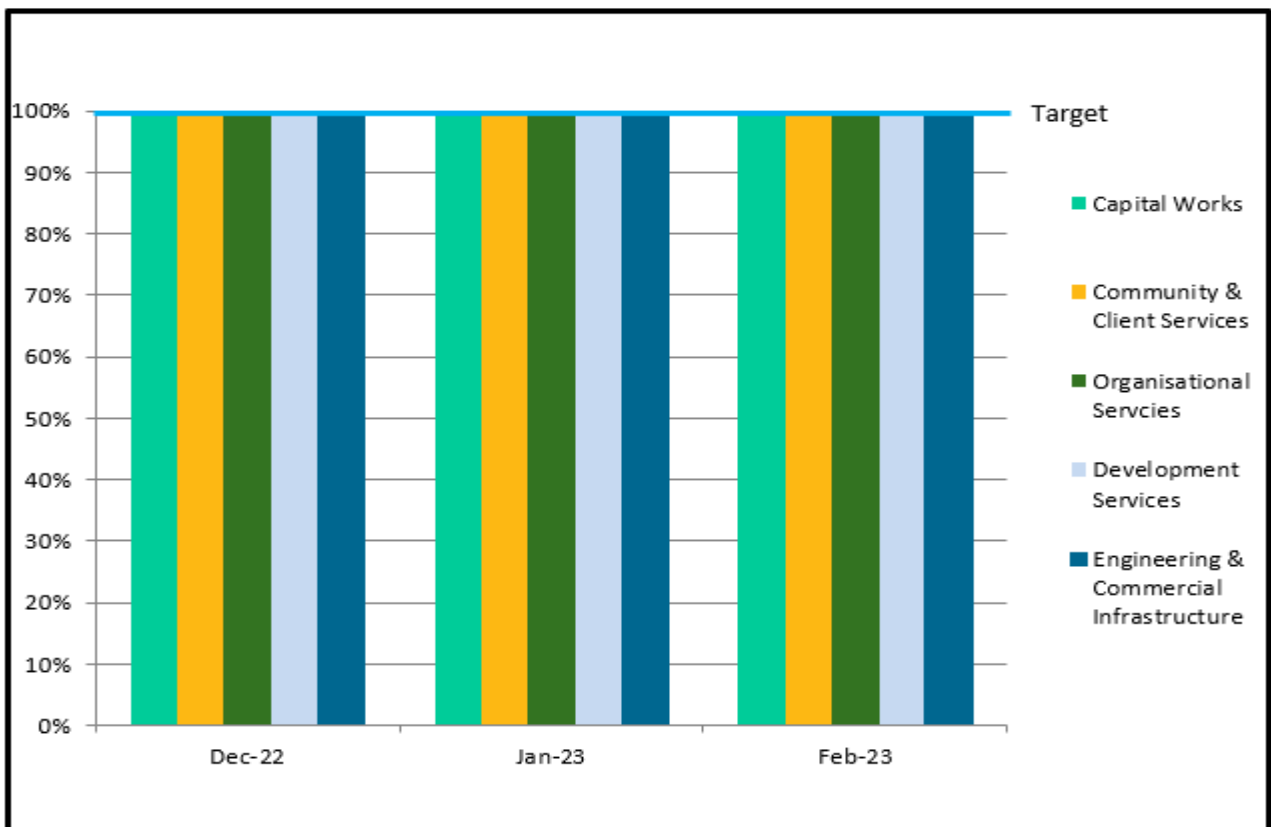
Total Recordable Injury Frequency Rates 12 month rolling average





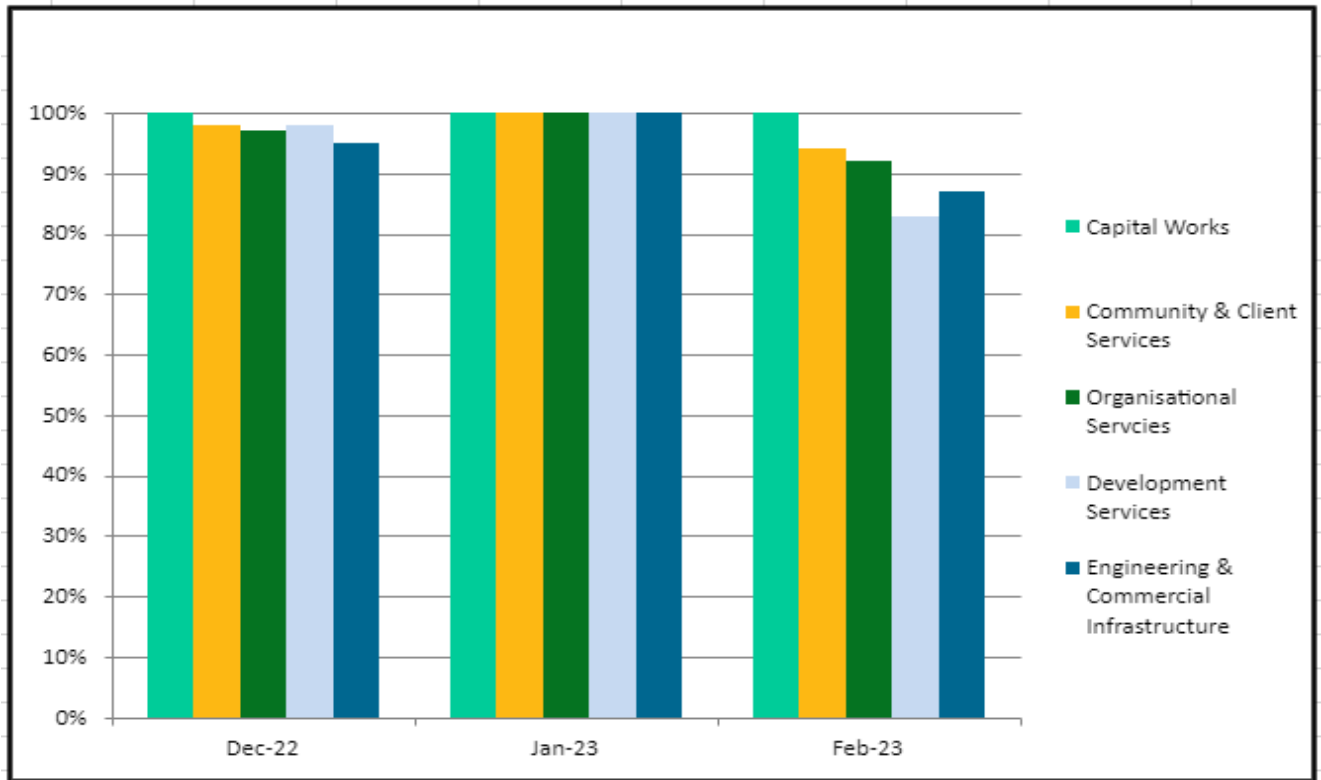


### Site Safety Inspection Checklists



All site safety inspections were completed in February.

Monthly Action Plans



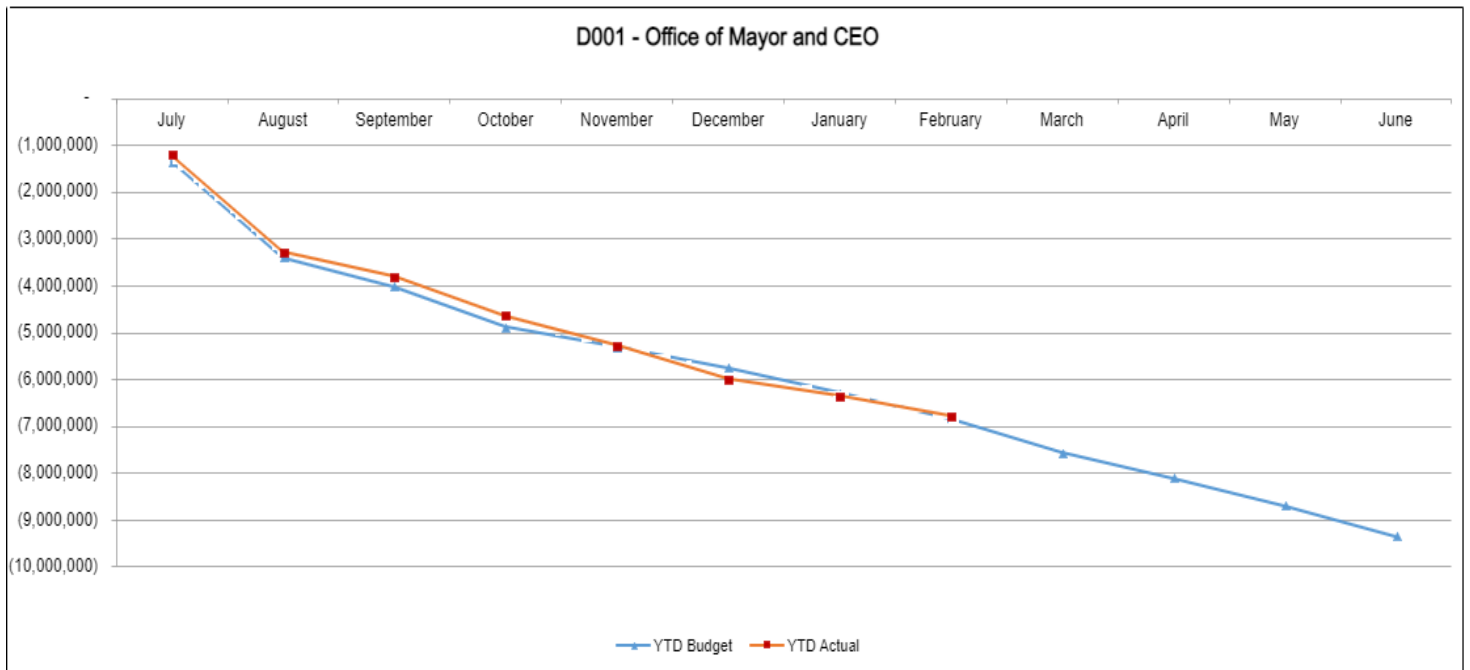
Monthly Action Plans (MAP) are planned safety-related actions allocated to work groups over a 12-month schedule and are developed in response to identified risks.

**FINANCIAL PERFORMANCE**

Operating Result for D001  
For the period ending 28 February 2023

	Annual Original Budget	Annual Revised Budget	YTD Budget	YTD Actual	YTD Variance	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)	(2,529)	(1,608)	(1,628)	(20)	Tracking to Budget
1.04 - Executive Office	(6,237)	(5,630)	(4,437)	(4,394)	43	Tracking to Budget
1.06 - Legal Services	(1,662)	(1,200)	(798)	(766)	32	Tracking to Budget
<b>Operating Surplus / (Deficit)</b>	<b>(10,526)</b>	<b>(9,359)</b>	<b>(6,843)</b>	<b>(6,788)</b>	<b>55</b>	

% YTD Variance from YTD Budget (KPI)	
YTD Variance between 0% and ± 2.99%	Green
YTD Variance between ± 3% and ± 4.99%	Yellow
YTD Variance equal to or greater than ± 5%	Red



## 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 February, the following Council meetings/briefings were co-ordinated:

- Ordinary Council Meeting – 8 and 22 February 2023
- Briefings – 8, 15 and 22 February 2023
- Council In Community Day – 1 March 2023

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

##### Council in Community Day

Planning for the March Council in Community Day was undertaken, with the visit including Western Suburbs Leagues Club to view proposed upgrades, Eungella and Finch Hatton to meet with community and business representatives, on Wednesday 1 March 2023.



Photo 1: Eungella



Photo 2: Finch Hatton



## Legal Services

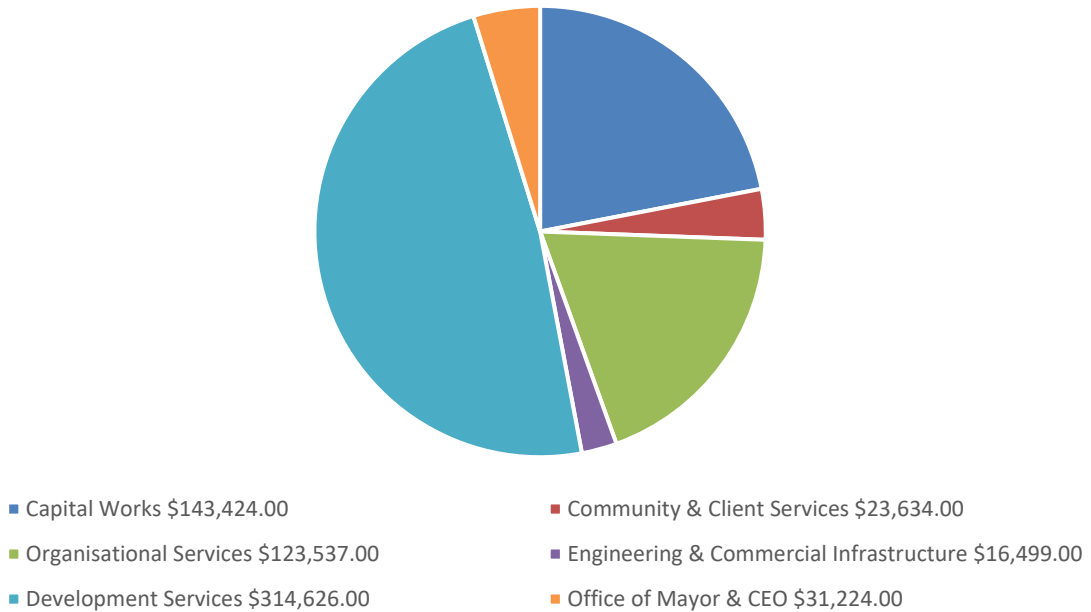
Legal Services is currently working on 304 Matters spread across all Directorates as follows:

Directorate	Matter Type	No.	No.
Capital Works	Aboriginal/Cultural Heritage	1	38
	Disputes/Litigation	3	
	General Advice	6	
	Land Acquisition	18	
	Leasing/Licencing	9	
	Native Title	1	
CCS	Aboriginal/Cultural Heritage	1	32
	Disputes/Litigation	3	
	Drafting/Reviewing	6	
	Regulatory Compliance & Enforcement ( <i>particularly Warrants for overgrown properties and dangerous dogs</i> )	13	
	General Advice	8	
	Leasing/Licencing	1	
Development Services	Disputes/Litigation	2	28
	Infrastructure Agreements	2	
	General Advice	9	
	Land Acquisition/Disposal	2	
	Drafting/Reviewing	11	
	Leasing/Licencing	1	
	Land Tenure	1	
ECI	Land Acquisition	19	74
	Disputes/Litigation	6	
	General Advice	21	
	Infrastructure Agreements	1	
	Drafting/Reviewing	21	
	Land Tenure	2	
	Leasing/Licencing	1	
	Native Title	1	
Regulatory Compliance & Enforcement	2		
OM&CEO	Aboriginal/ATSI Cultural Heritage	1	39
	Land Acquisition/Conveyancing	1	
	Disputes/Litigation	10	
	Drafting/Reviewing	6	
	General Advice	20	
	Native Title	1	
Organisational Services	Disputes/Litigation	9	93
	General Advice	26	
	Drafting Reviewing	12	
	Investigation	2	
	Land Acquisition/Disposal	7	
	Land Tenure	1	
	Leasing/Licensing	34	
	Native Title	2	
<b>TOTAL CURRENT MATTERS</b>			<b>304</b>

**External Fees Paid**

Total external legal fees and outlays paid for the financial year to date are \$652,944.00 broken down by Directorate as follows:

Fees Paid Financial Year to Date



**External Grant Funding**

External funding monies for 2022/23 to 28<sup>th</sup> February 2023 being actually received by payments to Council is \$13,228,701.79.

The major components received in February being:

- Department of Industry, Science, Energy and Resources – Mackay Waterfront Riverside Link - \$1,718,494.00
- Department of State Development, Infrastructure, Local Government & Planning – Financial Assistance Grant - \$180,318.75
- Department of Communities, Housing and Digital Economy – Sarina Neighbourhood Centre - \$63,944.00
- Department of Agriculture & Fisheries – Invasive Weed Control - \$20,000.00

Successful funding applications during February include:

- Nil

## GOVERNANCE

### 4.1 Workplace Health & Safety

- Psychological workshop hosted.
- Respiratory Mask Fit Testing undertaken.
- Review of emergency equipment completed (Defibrillators, & first aid equipment)
- Several incident investigations completed.
- Director & WHS site visits undertaken.

### 4.2 Corporate Performance Planning & Reporting

Corporate Performance Planning remains a focus for ELT and SLT with the development of 23/24 plans underway. ELT and SLT have also this month finalised the Organisational Strategy 2023-2028 supported by an organisational launch lead by the CEO.

The Corporate Performance Planning and Reporting Framework has been updated to reflect the removal of the Directorate Plan layer, leaving the Organisational Strategy and Program Plans as the connectors from the Corporate Plan that inform the Operational Plan. Also as part of the update to the framework, the consistent setting of KPIs in Program Plans has been a focus with performance to be monitored through existing reporting processes.

With Program Planning well underway, a first draft for nearly all Programs has been complete, with some Programs progressing to final stages of review. Throughout the process, connections between Programs and across Directorates have been highlighted, ensuring that where goals and KPIs have multiple touch points all stakeholders are in agreement.

Next month, drafting of the Operational Plan 2023-2024 will commence, in readiness for adoption with the annual Budget.

### 4.3 Enterprise Risk Management

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

Strategic risk in the context of the Corporate Plan 2022-2027 will be a focus with ELT next month.

Risk appetite has also been workshoped with ELT and progressed through to final draft stage. Final review is set to take place next month.

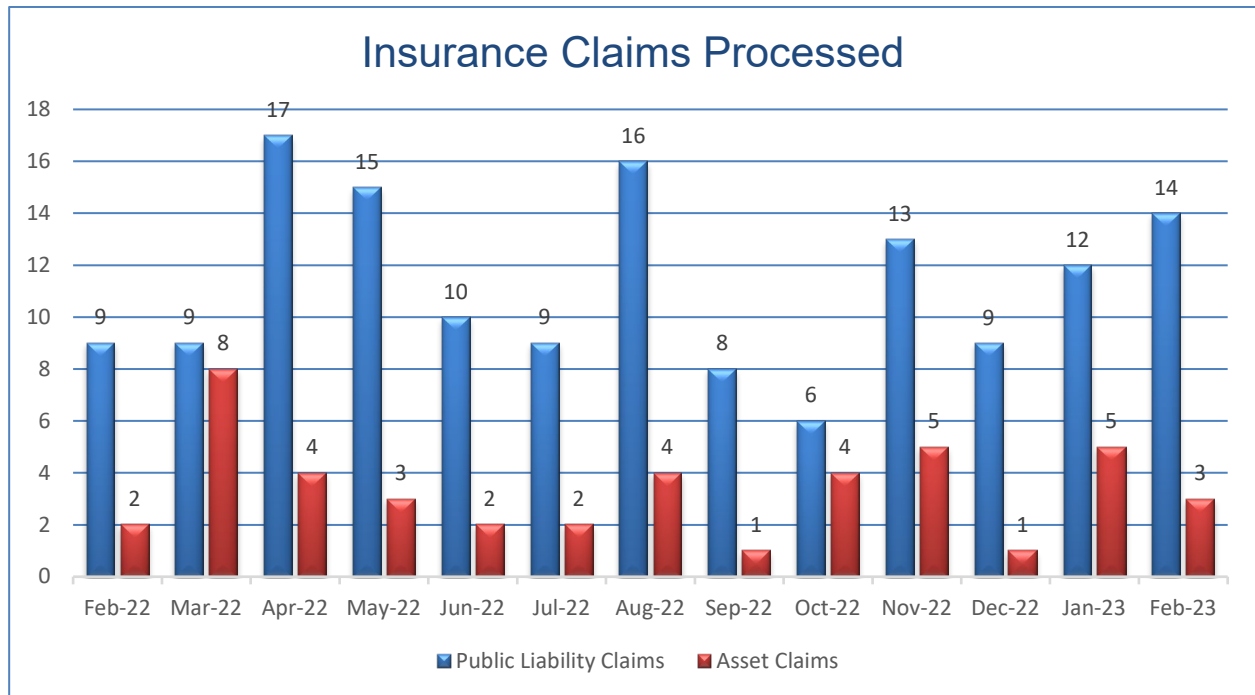
It is intended that undertaking this body of work now will assist in the organisation having an understanding of MRC risk appetite as enterprise risks continue to be reviewed. Additionally, an understanding of MRCs risk appetite will assist in the planning cycle for understanding risks and opportunities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

### 4.4 Business Continuity

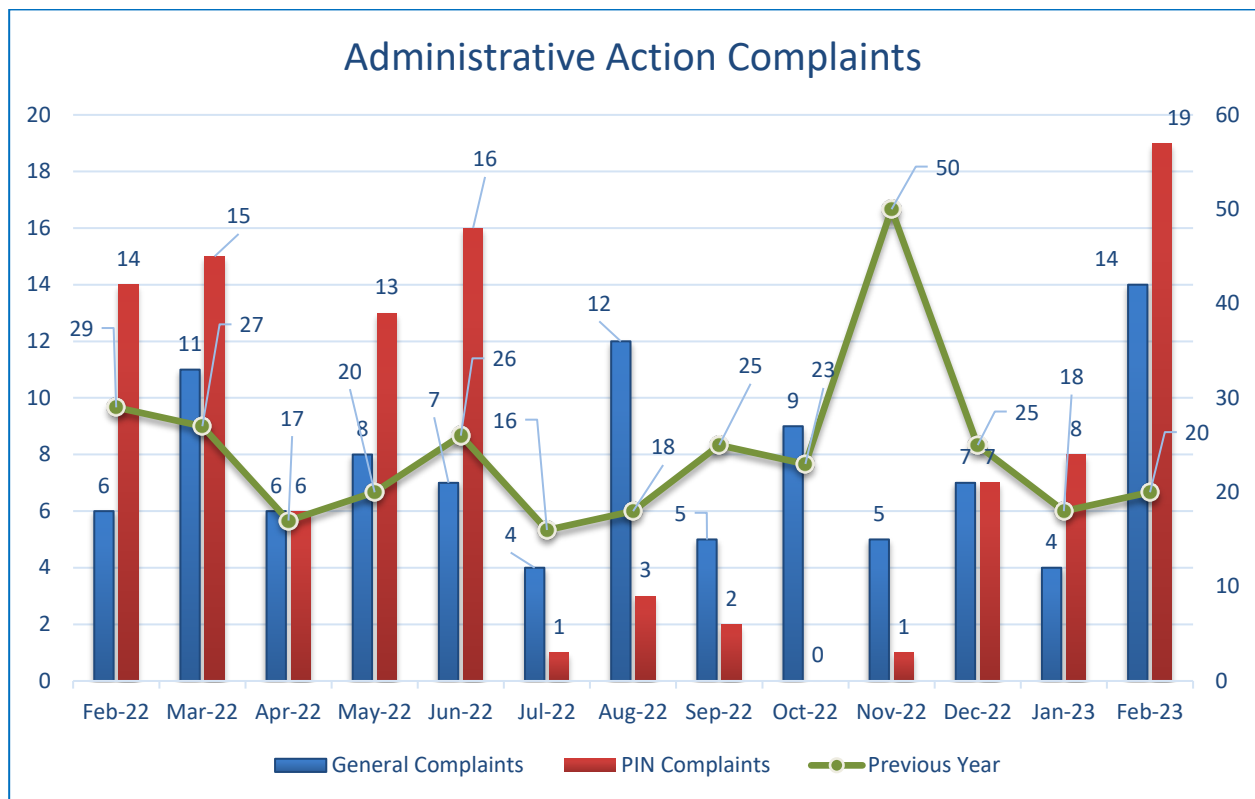
This month draft materials to guide review activities with MRCs critical function owners and ELT have been prepared and key stakeholders engaged, ensuring the proposed approach is aligned.

The outcomes of this exercise will be workshopped with ELT in March and will form a precursor to the planned organisational review of MRC existing business continuity framework.

### 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 February 2023	Documents Requested	Status
7 of 22/23	CCTV footage from CBD	
8 of 22/23	Information regarding a property at Freshwater Point.	
9 of 22/23	Information regarding a dog investigation.	

In Progress	Complete
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#### 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 ( <i>Scoping stage in progress</i> )		Management Requests ( <i>ad hoc requests as required</i> )	
Data Analytic Report Development		Follow Up of Previous Internal Audits	
The Audit Committee met on 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 9 February in Moranbah and attended by the Mayor of Mackay, Mayor of Isaac, Mayor of Whitsunday and the CEO's of Mackay, Isaac and Whitsunday.

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

Regional Water Service Hub attended the meeting to provide an update on the Regional Water Services Hub Feasibility EOI.

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

1. Welcoming new colleagues, saying goodbye to old ones
2. Policy Executive Meeting Update
3. Energy Transformation of Queensland - Queensland's Energy and Jobs Plan
4. State Government responds to OIA Parliamentary Inquiry
5. Local government electoral expenditure caps
6. LGAQ Workforce & Industrial Relations Strategy 2023 – 2026
7. Rural and Remote Councils Compact
8. Recent Planning Regulation 2017 Changes
9. Queensland Climate Resilient Councils Update
10. Natural Resources and Environment Update
11. Water and Wastewater Update
12. Waste Update
13. Housing Advocacy and Campaign Update
14. Animal Management – Targeted review of the Animal Management (Cats & Dogs) Act 2008
15. 2023 Local Government Heritage Conference & Heritage Survey
16. Works for Queensland: #BackTo100Mill
17. Regional University Centres
18. Qld Resource Industry Development Plan – Current Consultations
19. Regional Connectivity Program (RCP)
20. LGAQ Submissions Update

The next GWCoM's meeting is scheduled for Thursday, 30 March in Mackay.

## **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 on Thursday, 16 February in Brisbane with Mayor Williamson joining the meeting via Teams.

The Executive remain focussed on making the most of the opportunities for input into the Reform Implementation Taskforce arising out of the release of the *Independent Review of Queensland Fire and Emergency Services* (the SES Report).

Planning is underway for QPS Deputy Commissioner Gollschewski (the Reform Implementation Taskforce lead) to meet with the Executive to hear from it of the need for Regional Queensland to be represented on these taskforces. It is intended that member Council Mayors and CEOs will also be invited to attend that forum.

Our executive has agreed on these policies:

- Drive the State's Olympic 2032 position to ensure benefit for all of Qld – not just the SE.
- Do all we can to ensure the State and Federal Governments promote regionalisation.
- Promote access to public health services for all Queenslanders, regardless of location.
- Champion the review of insurance so regional Queensland can access affordable cover.
- Promote education initiatives and pathways on a par with those in the SE Corner.
- Fight for equitable access to digital infrastructure and high-speed broadband.
- Promote a whole-of-government approach to labour shortages, migration, and housing.
- Ensure a compassionate approach to managing the reconciliation process.

RQCOM will actively support the LGAQ in several of their policy areas where these benefit Regional Queensland, but our policies outlined above are unashamedly aligned to the councils of regional Queensland, particularly in those areas that are not on the radar for decision makers in the South East.