



Office of Mayor and CEO

Monthly Review

Period – October 2022

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OVERVIEW

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

- No lost time injuries occurred in October, however there were 50 incidents reported.
- During October, Council received more than \$3million in external grant funding and was notified of a further \$2million in successful grant applications.



Angela Hays
Acting Chief Executive Officer

SAFETY

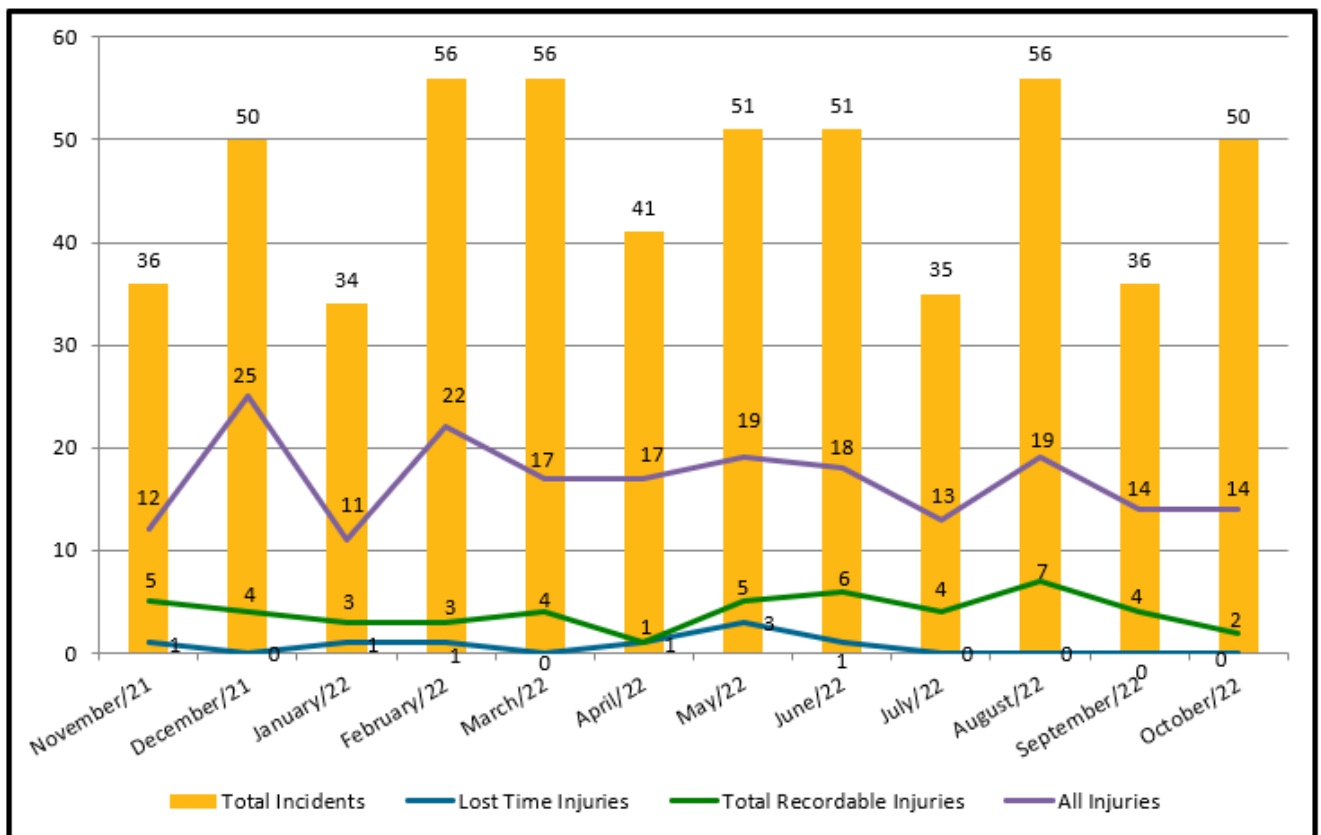
1.1. Lead Indicators

In October 2022:

- Fifty-four safety interactions were undertaken.
- Twenty-eight site safety inspections were undertaken.
- 97% of monthly action plan activities were carried out.
- Twenty-seven random drug and alcohol tests were completed.

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

Incidents and Injuries



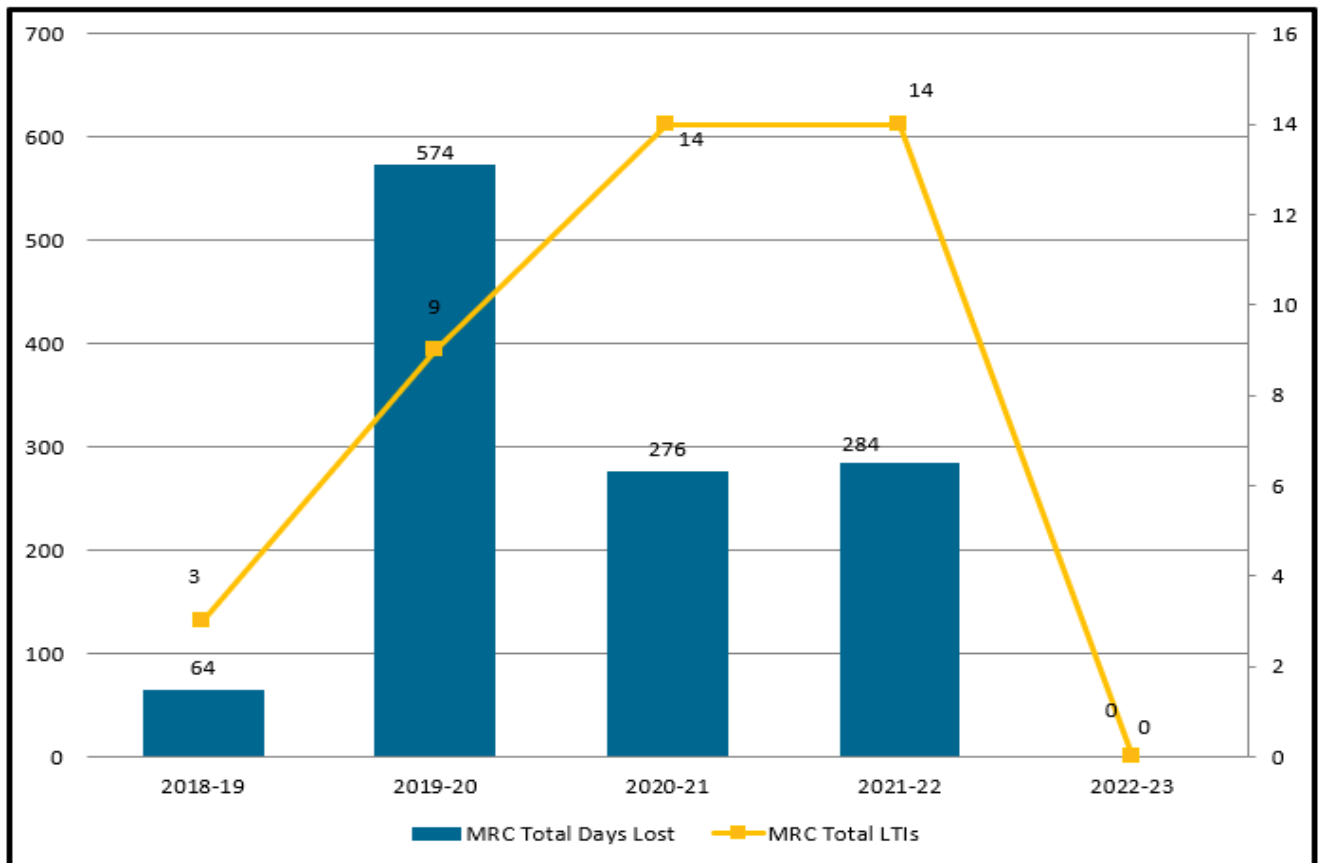
The following injuries to MRC employees were reported in October:

- Lost Time Injury, Suitable duties, and medical treatment injuries:
 - SDI – Attempting to free sewer cleaning hose, felt pain in back.
 - MTI – Felt irritation in throat after exposure to dust.
- First aid and non-treatment injuries:
 - FAI – Broken glass left on tray; staff member who collected tray cut fingers
 - FAI – While pruning trees, cut thumb with hand saw.
 - FAI – While loading illegal dumping, grazed arm against tailgate.
 - NTI – Experienced back pain when sitting down on chair, cushion of chair was inadequate, jarred back and hit elbow on adjacent desk.
 - NTI – Lifting pot and felt pain in wrist.
 - NTI – Felt small strain in foot while working.

- NTI - Finished phone call (taken on balcony) turned and stepped into drain, rolling ankle and falling to ground.
- NTI – Strained muscle in leg when exiting truck.
- NTI – While lifting quarter full wheelbarrow into truck, felt pain in shoulder.
- NTI – Whilst conducting footpath maintenance worker was lifting pieces of concrete into a truck and felt pain in his lower back.
- NTI – Bitten by unknown insect, resulting in sharp pain for 15 minutes.
- NTI – While returning hot flamer to tub, it fell over and made contact with hand.

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

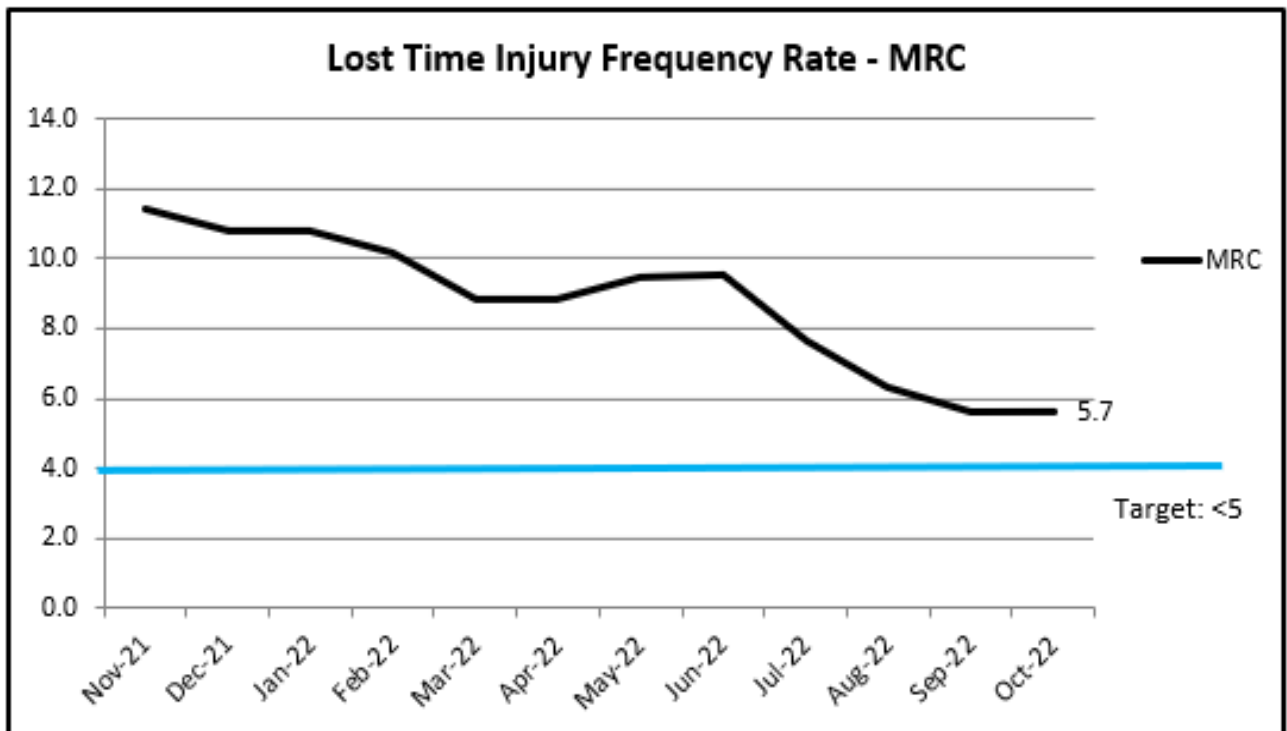
Lost Time Injuries and Days Lost



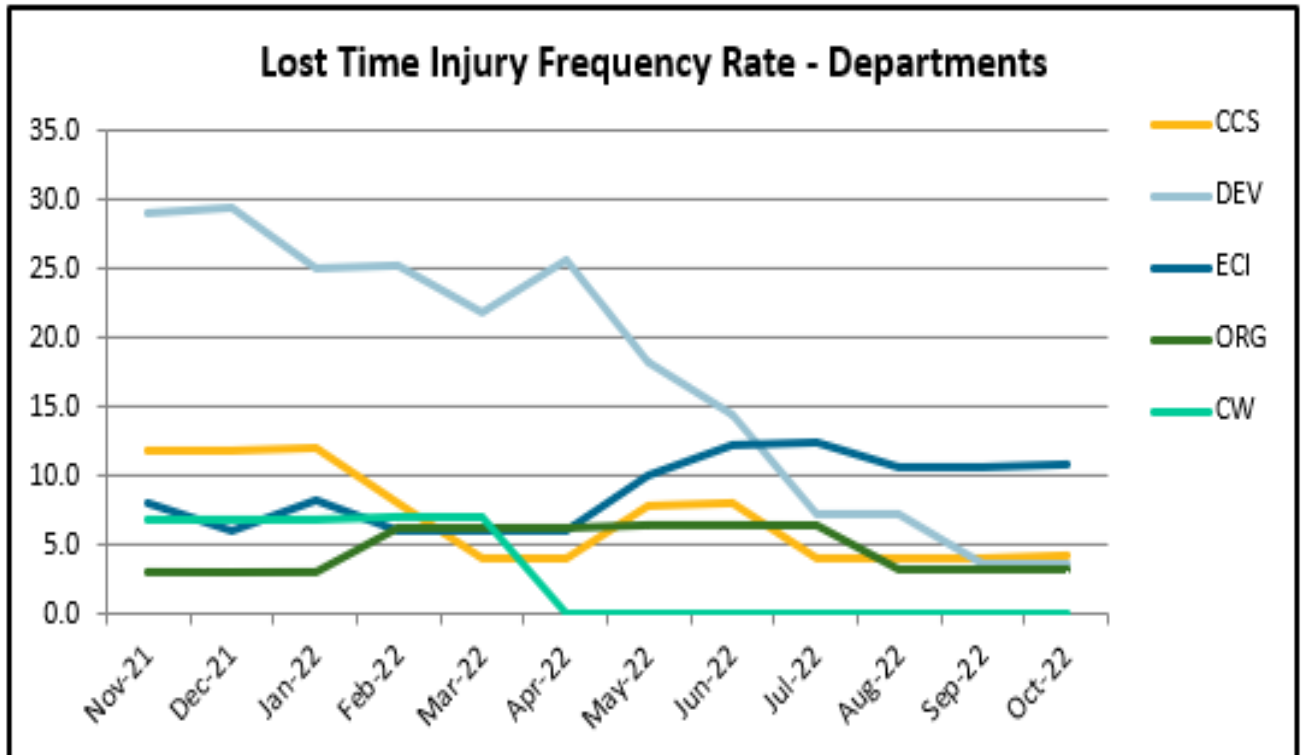
Department	2018-19		2019-20		2020-21		2021-22		2022-23	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Capital Works					1	10				
Community & Client Services	1	18	1	3	2	14	2	28		
Organisational Services							2	139		
Development Services	1	33	4	154	6	104	4	16		
Engineering & Commercial Infrastructure	1	13	4	415	5	148	6	101		
Mackay Regional Council	3	64	9	572	14	276	14	284	0	0

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

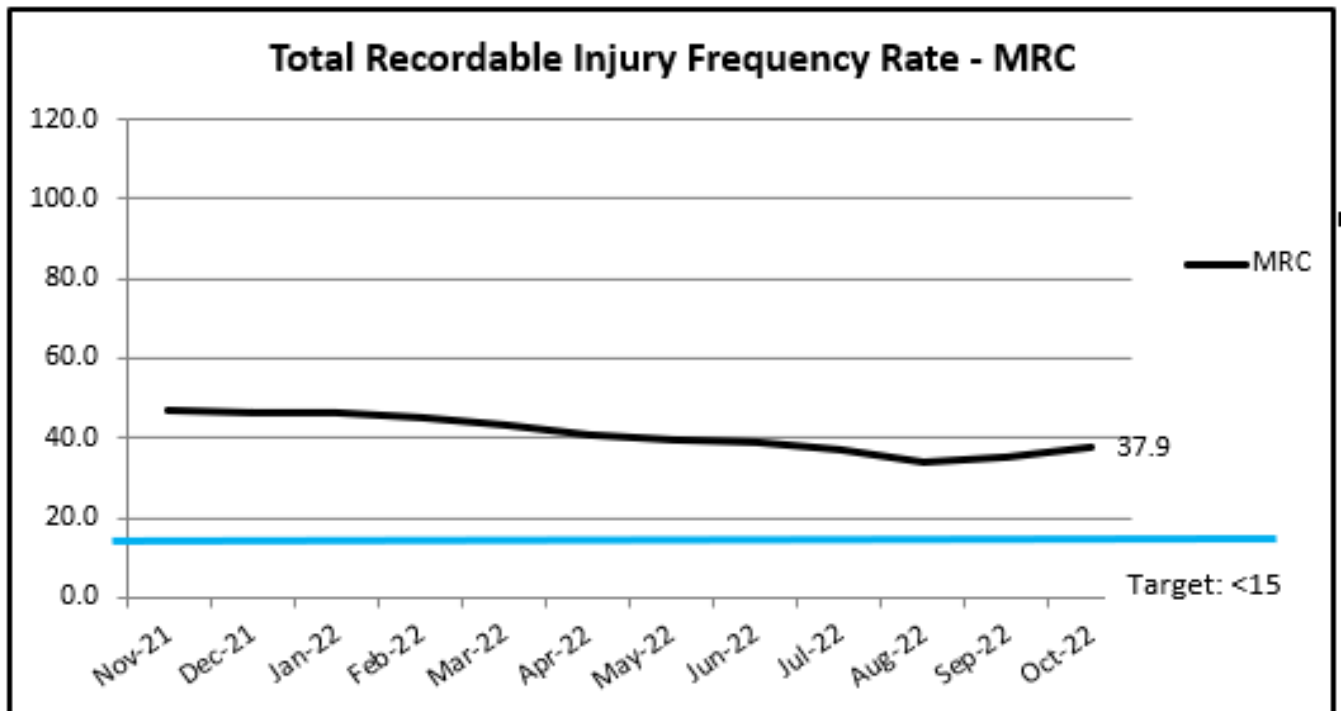
Injury Frequency Rates 12 month rolling average

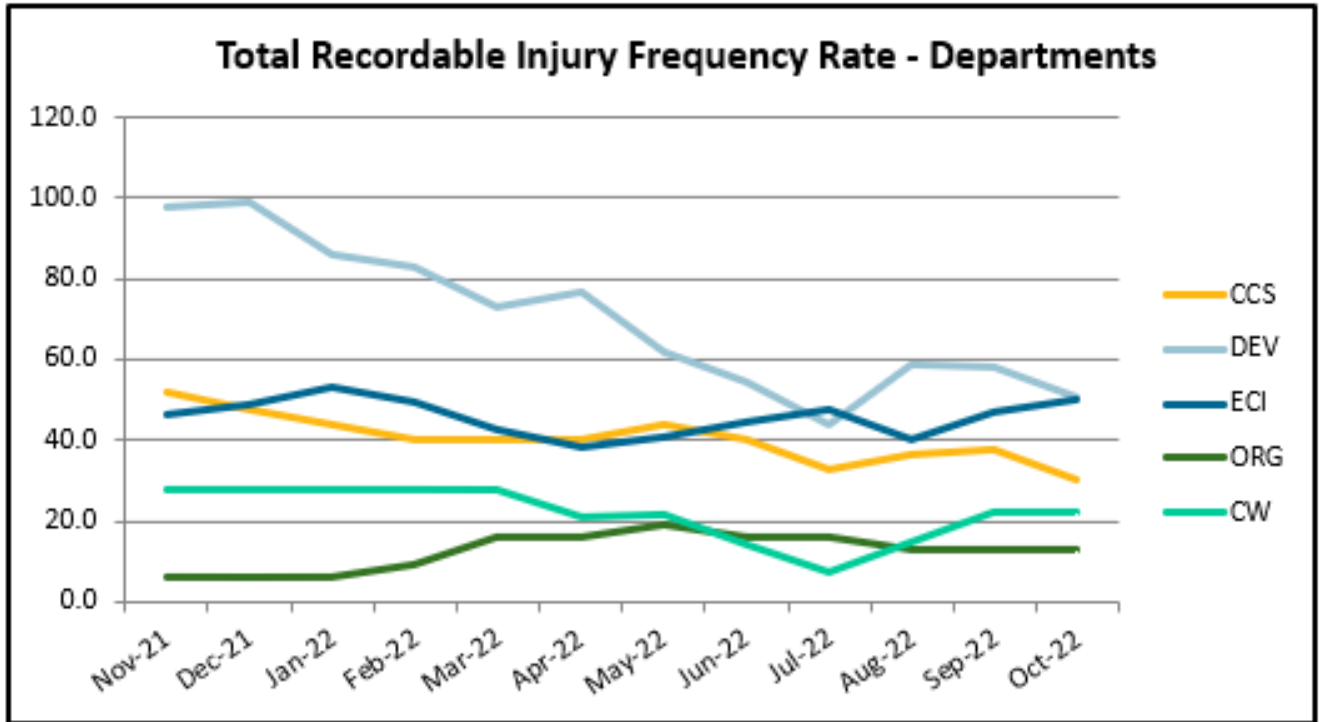


There have been no lost time injuries recorded in the 2022-23 year.

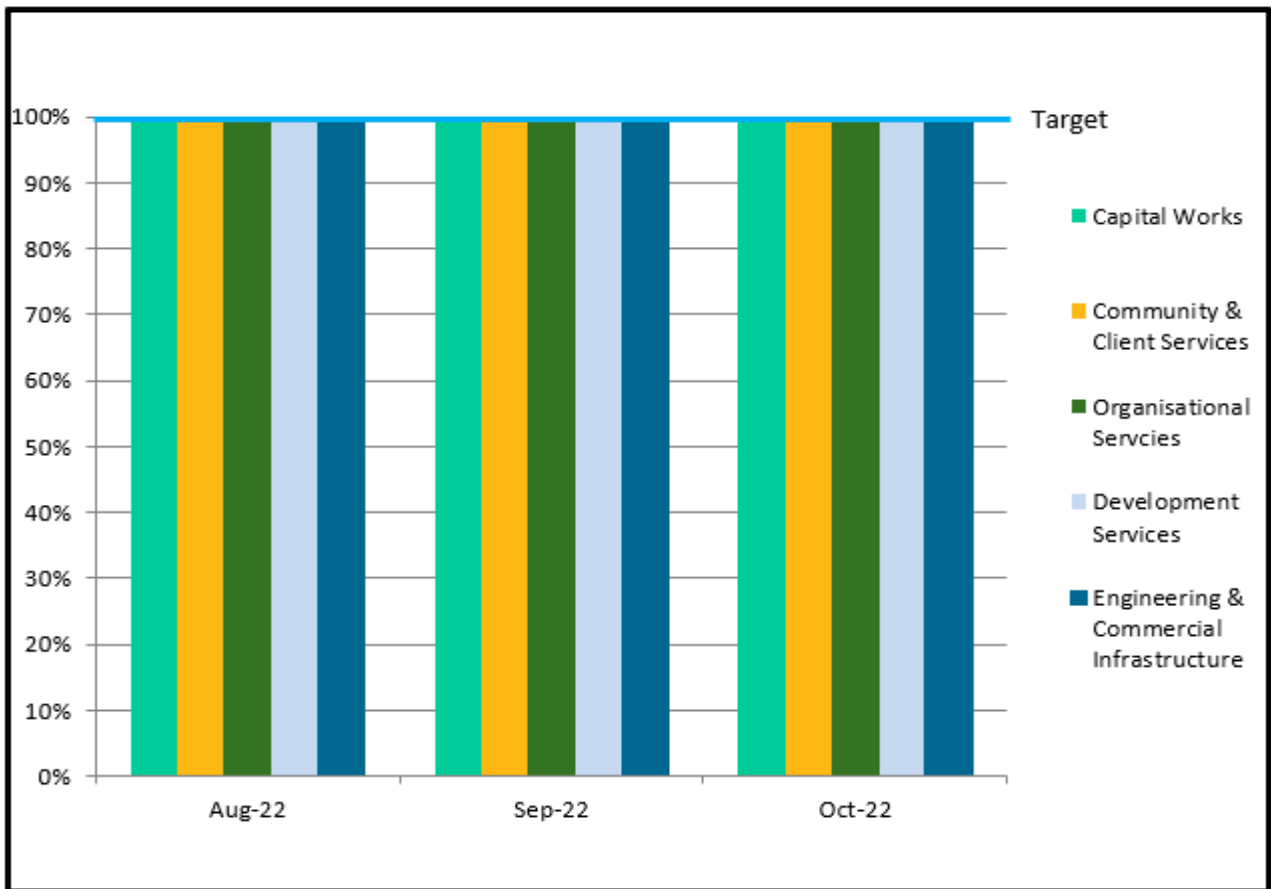


Total Recordable Injury Frequency Rates 12 month rolling average



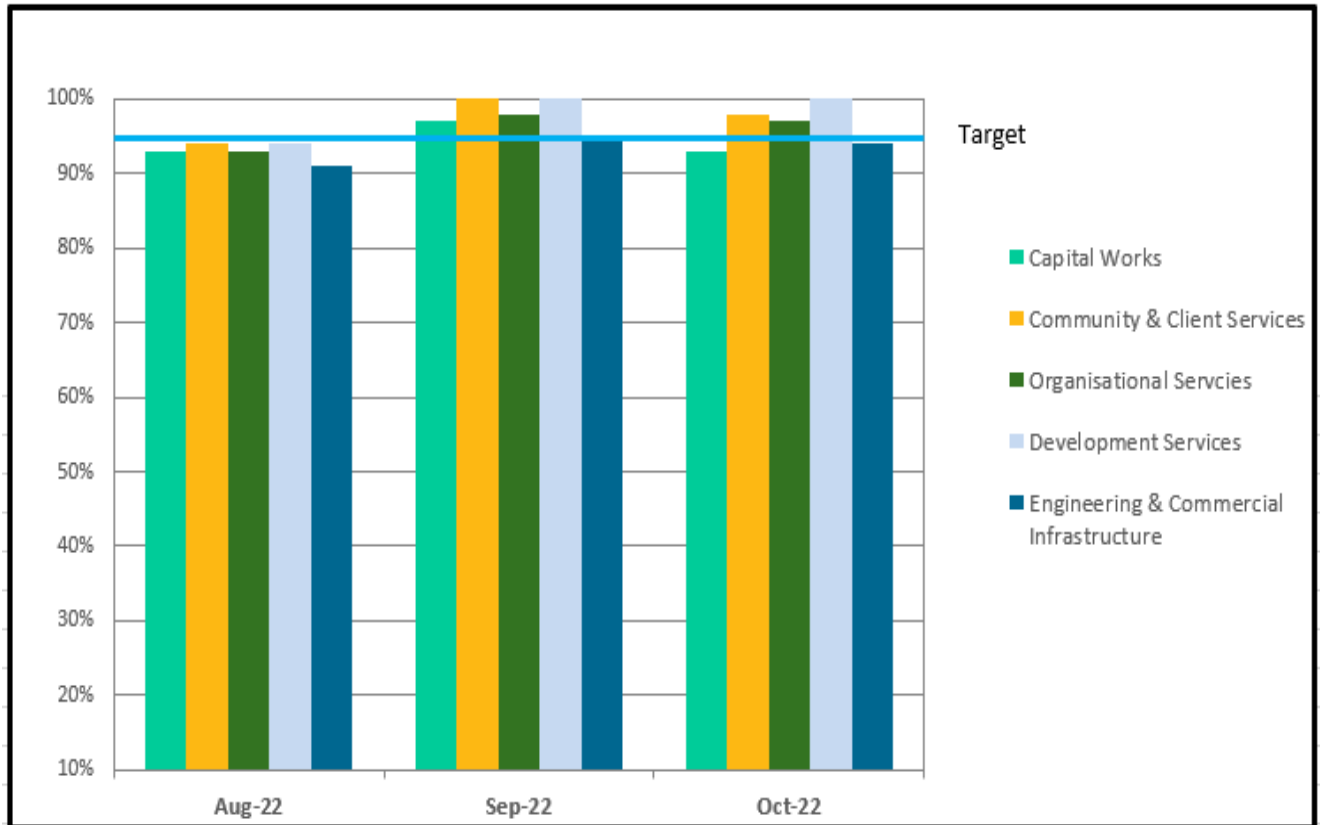


Site Safety Inspection Checklists



All site safety inspections were completed in October.

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 2022/23.

Councillor Activities

Council in Community Day

Council in Community Day was not held November due to a number of Councillors attending a conference.

Meetings/Briefings

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

- Ordinary Council Meetings – 12 and 26 October 2022
- Briefings – 12, 19 and 26 October 2022

The Council meeting of 26 October 2022 was adjourned due to a fire alarm within the Mackay Administration Building, with the meeting unable to be reconvened on the day due to the emergency situation. The agenda items not completed at this meeting will be carried forward to the meeting of 9 November.

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

Legal Services

Legal Services is currently working on 303 Matters spread across all Directorates as follows:

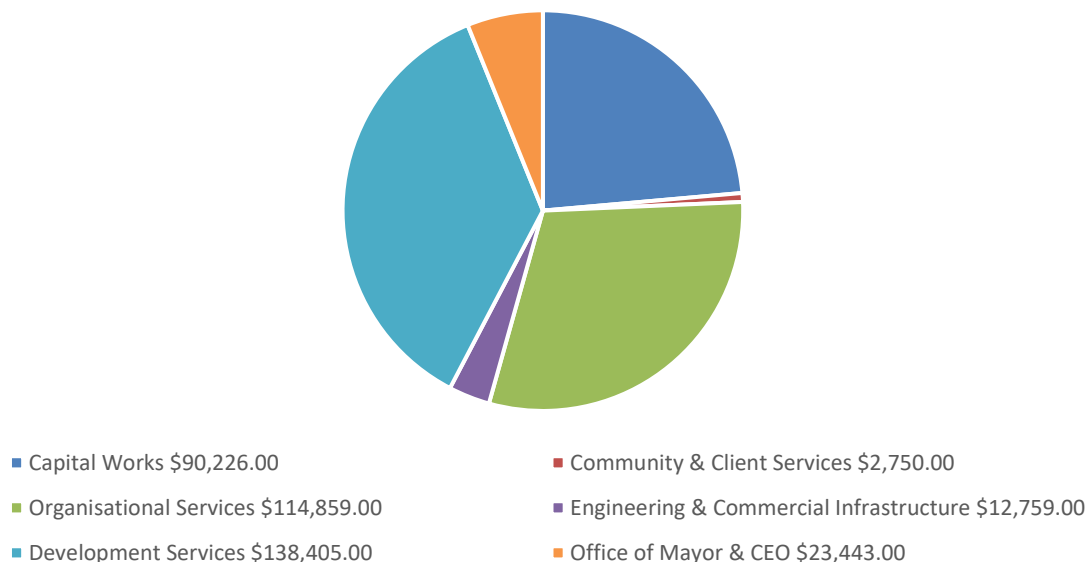
Directorate	Matter Type	No.	No.
Capital Works	Aboriginal/Cultural Heritage	1	35
	Disputes/Litigation	4	
	Drafting/Reviewing	1	
	General Advice	5	
	Land Acquisition	15	
	Leasing/Licencing	8	
	Native Title	1	
CCS	Aboriginal/Cultural Heritage	1	40
	Disputes/Litigation	3	
	Drafting/Reviewing	11	
	Regulatory Compliance & Enforcement (particularly Warrants for overgrown properties and dangerous dogs)	17	
	General Advice	8	
Development Services	Aboriginal/ATSI Cultural Heritage	1	40
	Disputes/Litigation	3	
	Infrastructure Agreements	3	
	General Advice	13	
	Land Acquisition/Disposal	2	
	Drafting/Reviewing	13	
	Leasing/Licencing	1	
	Land Tenure	1	
	Native Title	3	
ECI	Land Acquisition	19	68
	Disputes/Litigation	5	
	General Advice	17	
	Infrastructure Agreements	1	
	Drafting/Reviewing	17	
	Land Tenure	2	
	Leasing/Licencing	2	
	Native Title	1	
	Regulatory Compliance & Enforcement	4	
OM&CEO	Aboriginal/ATSI Cultural Heritage	1	37
	Land Acquisition/Conveyancing	1	
	Disputes/Litigation	13	
	Drafting/Reviewing	5	
	General Advice	17	
Organisational Services	Disputes/Litigation	10	83
	General Advice	22	

	Drafting Reviewing	11	
	Investigation	1	
	Land Acquisition/Disposal	5	
	Land Tenure	1	
	Leasing/Licensing	32	
	Native Title	1	
TOTAL MATTERS	CURRENT		303

External Fees Paid

Total external legal fees and outlays paid for the financial year to date are \$382,442.00 broken down by Directorate as follows:

Fees Paid Financial Year to Date



External Grant Funding

External funding monies for 2022/23 to 31st October 2022 being actually received by payments to Council is \$3,036,431.40.

The major components received in October being:

- Department of Transport & Main Roads – PTAIP & BSSP Funding (Bus Stops) \$613,132.82
- State Library of Queensland – Quarterly Funding Contribution \$142,923.75
- State Library of Queensland – First 5 Forever Annual Funding \$94,637.00
- Local Government Association of Queensland – L&D Water Industry Worker for 22/23FY \$74,460
- Department of Communities, Housing and Digital Economy – Sarina Neighbourhood Centre \$104,946.00

Successful funding applications during October include:

- Department of Communities, Housing and Digital Economy – Sarina Neighbourhood Centre Emergency Relief 2023-2025 - \$20,472
- Department of State Development, Infrastructure, Local Government and Planning – Bloomsbury Water Supply \$2,000,000.

GOVERNANCE

3.1 Workplace Health & Safety

- Information sharing sessions with other Council's.
- Welcomed 3 new WHS Advisors
- Online safety induction system upgraded
- Number of fire and emergency drills undertaken.

3.2 Corporate Performance Planning & Reporting

- This month ELT have been presented with the refreshed format for quarterly performance reporting. This includes the updated format of the Operational Plan Quarterly Report and the new KPI reports.
- The new KPI reports are presented from an organisational view and also a Directorate and Program level view. Generally, the reports indicate positive progress in achieving identified KPIs, aligning well for the delivery of objectives required by the Corporate Plan 2022-2027.
- In the next month, planning for 23/24 priorities across the business will commence. The Performance and Risk Team will be working closely with Directors and Program Managers in the development of 23/24 plans, sequencing with the annual budget and also workforce planning processes.

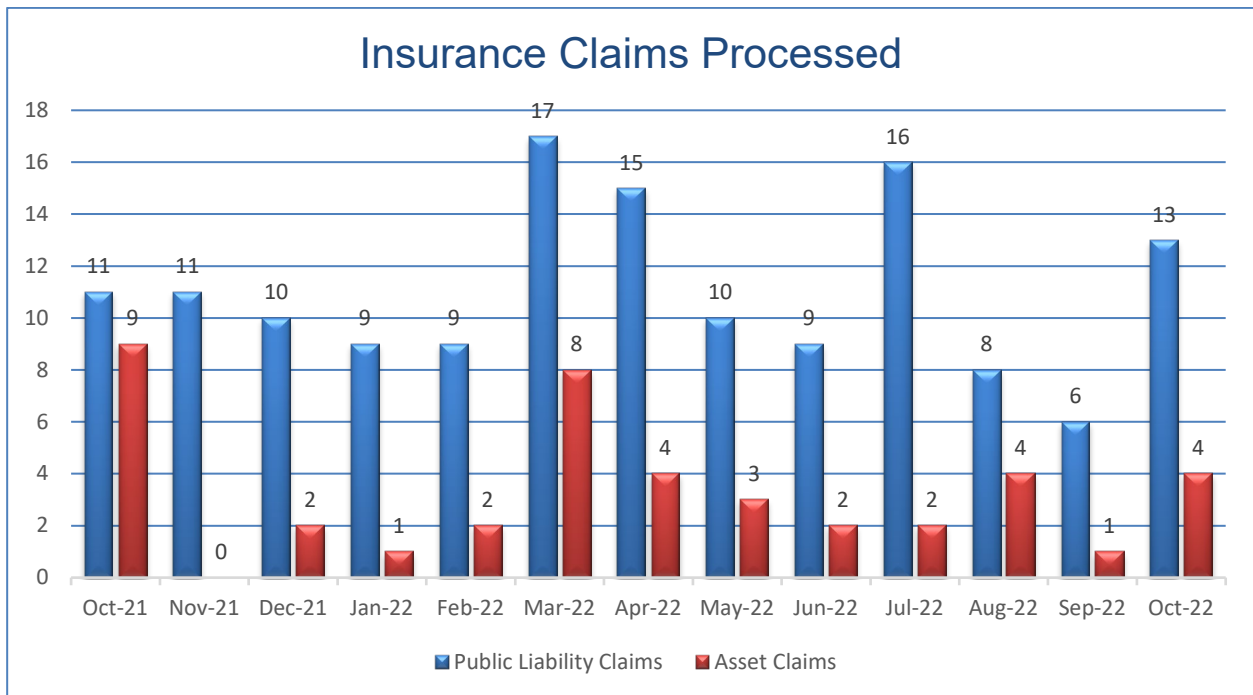
3.3 Enterprise Risk Management

- This month ELT have been presented with the new format for quarterly strategic and operational risk reports. The reports focus on the highest risks to Council, monitoring treatment plans that have been identified for current risk controls where effectiveness is less than substantial.
- Shortly, we will be working 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.

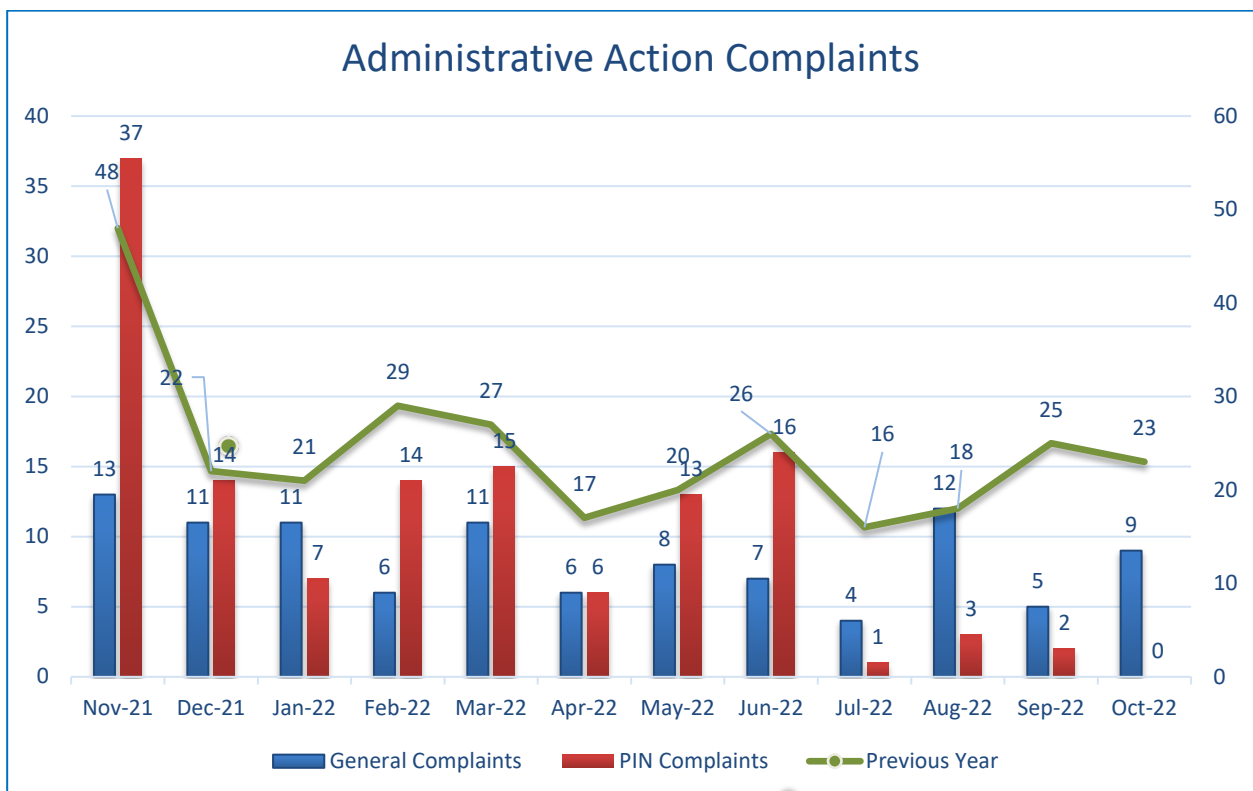
3.4 Business Continuity


Following a business disruption event this month that involved the evacuation and cease work of the entire Mackay Administration building for a number of hours, business continuity is at the fore. Debrief exercises have been scheduled for key stakeholders. The outcomes of these debrief sessions are planned to be tabled with ELT for consideration and agreement of next steps.



3.5 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 August 2022	Documents Requested	Status
3 of 22/23	Documents in relation to a dangerous dog declaration.	










 In Progress	 Complete
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3.6 Fraud & Corruption Prevention

2022/23 Fraud and Corruption Prevention Plan Actions for August 2022		
Action No.	Action Description	Status
2.1	Develop and undertake fraud risk assessment on credit cards ongoing.	

 In Progress	 Complete
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3.7 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)			
The next Audit Committee is 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

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

4.2 Regional Queensland Council of Mayors (RQCoM's)

RQCOM held its Annual General Meeting in October in Cairns alongside the LGAQ Annual Conference. The meeting was well attended and the Executive positions remain unchanged with Mayor Greg Williamson continuing as Chair. The Executive is represented by:

- Mayor Greg Williamson (Chair) Mackay Regional Council
- Mayor Jenny Hill (Vice Chair) Townsville Regional Council
- Mayor Bob Manning Cairns Regional Council
- Mayor Frank Beveridge Charters Towers Regional Council
- Mayor Michael Kerr Douglas Shire Council
- Mayor Peter Scott Cook Shire Council

Mayor Williamson also hosted an RQCOM breakfast for members and interested Mayors and Councillors prior to day two of the LGAQ Conference.

In addition to conducting forums for our members the focus for RQCOM has been the development of policies to represent the interests of Regional Queensland Councils.

Our executive has agreed on these policies for development:

- Drive the QLD Government's Olympic 2032 position to ensure the Games benefit is for all of Queensland – not just the SE corner.
- 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 polices 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.