



# Office of Mayor and CEO

Monthly Review

Period – July 2022

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## OVERVIEW

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

- No lost time injuries occurred in July, however there were 35 incidents reported.
- Our lost time injury frequency rate is now at the lowest it has been in more than 12 months, sitting at 6.9 against an aspirational target of 5.
- During the month of July, we received confirmation that we had been successful with various grant applications, totalling almost \$2million.
- Recruitment activities for vacant roles within our Workplace Health and Safety team are progressing well.
- A Greater Whitsunday Council of Mayors meeting occurred during July.



Angela Hays  
*Acting Chief Executive Officer*

# SAFETY

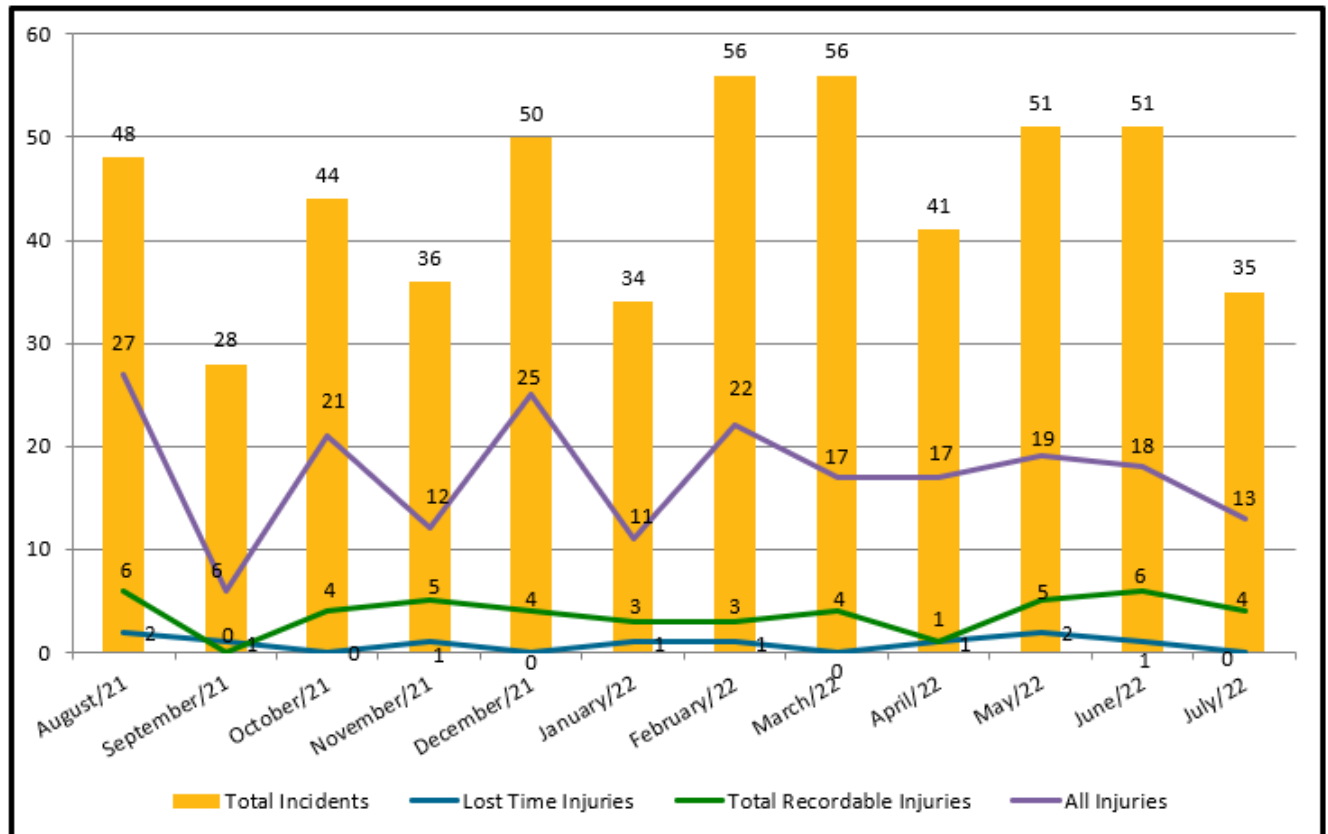
## 1.1. Lead Indicators

In July 2022:

- Forty-two safety interactions were undertaken.
- Thirteen site safety inspections were undertaken.
- 99% of monthly action plan activities were carried out.

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

### Incidents and Injuries



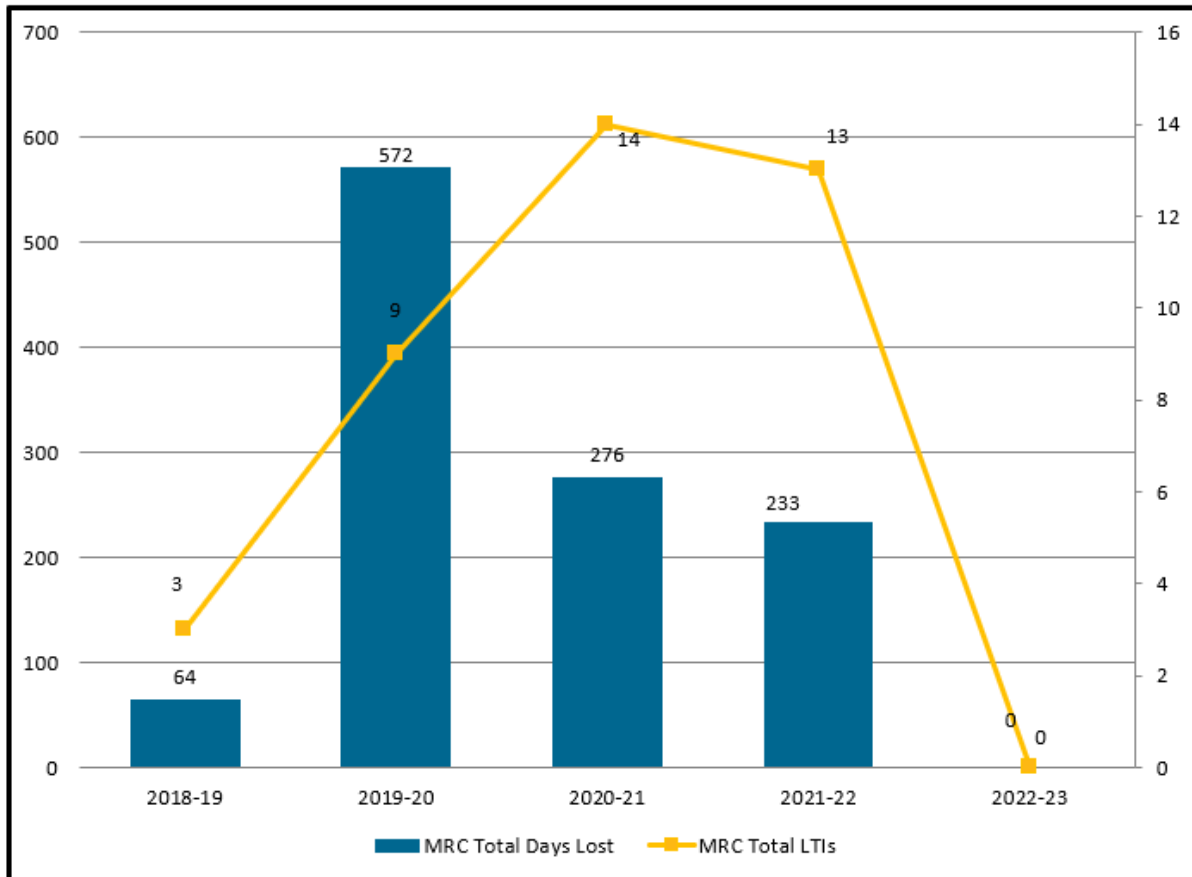
The following injuries to MRC employees were reported in July:

- Lost Time Injury, Suitable duties, and medical treatment injuries:
  - Dragging esky across ground and looked up to check way ahead, spiky bush poked eye.
  - MTI – Found tick on shoulder Saturday night, started feeling unwell Sunday and attended doctor for treatment.
  - SDI – Worker stepped off edge of path, rolling ankle.
  - MTI – While driving from Proserpine, felt pain behind knee.
- First aid and non-treatment injuries:
  - FAI – While plating up, hit knee on metal trolley.
  - FAI – While pruning gardens, removed tree fern and foreign particles entered into eye, glasses were worn and eye was flushed
  - FAI – Placed hand on side of chair for support while getting up, and metal support cut finger.

- NTI – Rolling up hose on compressor and the barbed join blew off, resulting in hose hitting jaw
- NTI – Tripped on uneven ground and fell, injuring hand.
- NTI – Cooking on BBQ at Wine and Food day event and fat splattered and hit chin-minor burn only
- NTI – When disconnecting hose from tap, overextended thumb.
- NTI – While undertaking bin audits, resident became abusive to two staff members

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

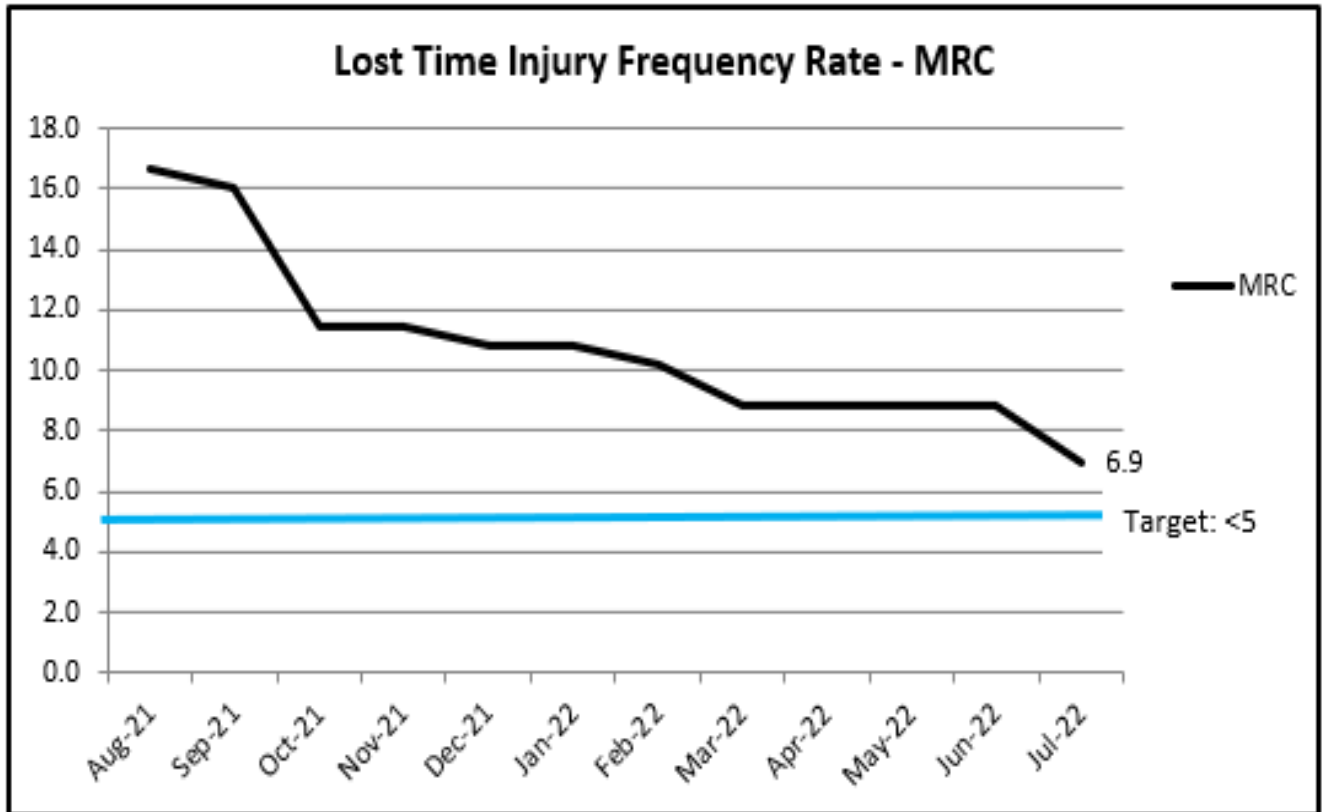
**Lost Time Injuries and Days Lost**



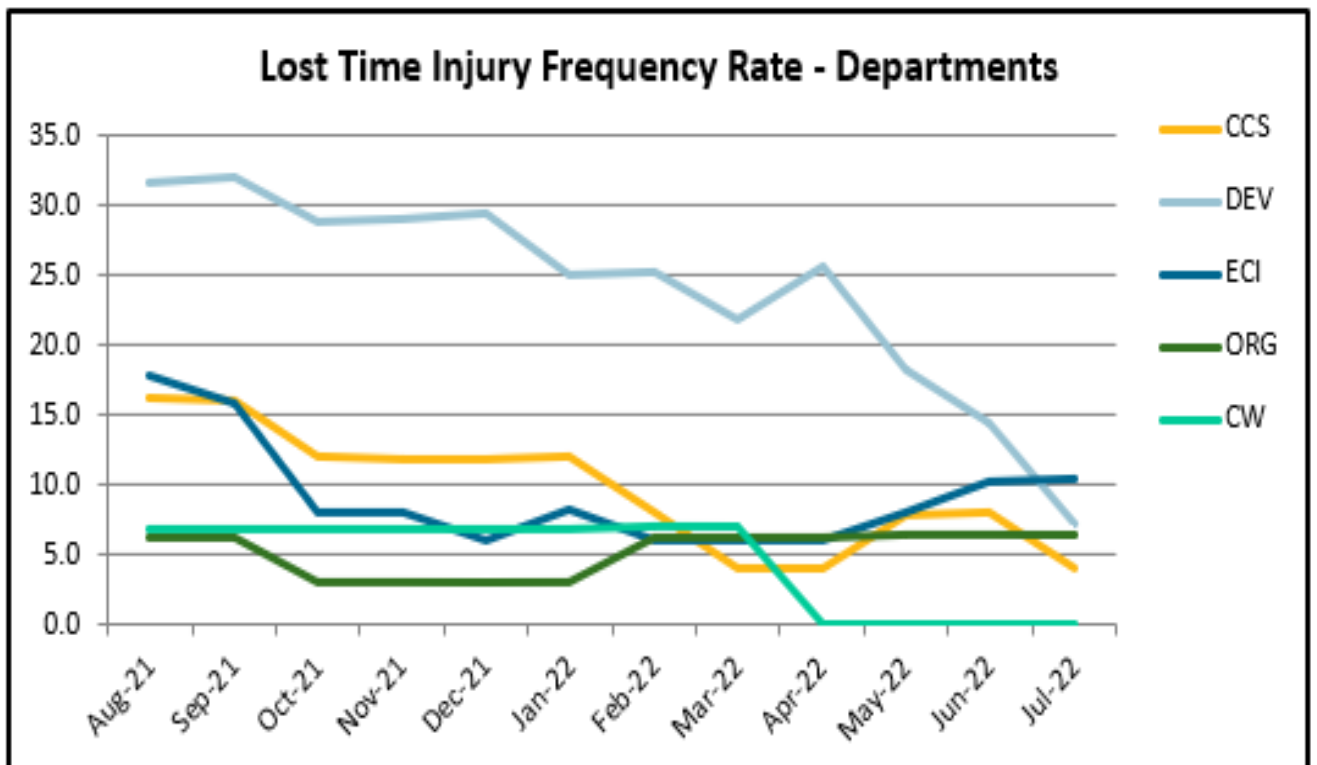
Department	2018-19		2019-20		2020-21		2021-22		2022-23	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Capital Works					1	10				
Community & Client Services	1	18	1	3	2	14	2	26		
Organisational Services							2	107		
Development Services	1	33	4	154	6	104	4	16		
Engineering & Commercial Infrastructure	1	13	4	415	5	148	5	84		
<b>Mackay Regional Council</b>	<b>3</b>	<b>64</b>	<b>9</b>	<b>572</b>	<b>14</b>	<b>276</b>	<b>13</b>	<b>233</b>	<b>0</b>	<b>0</b>

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

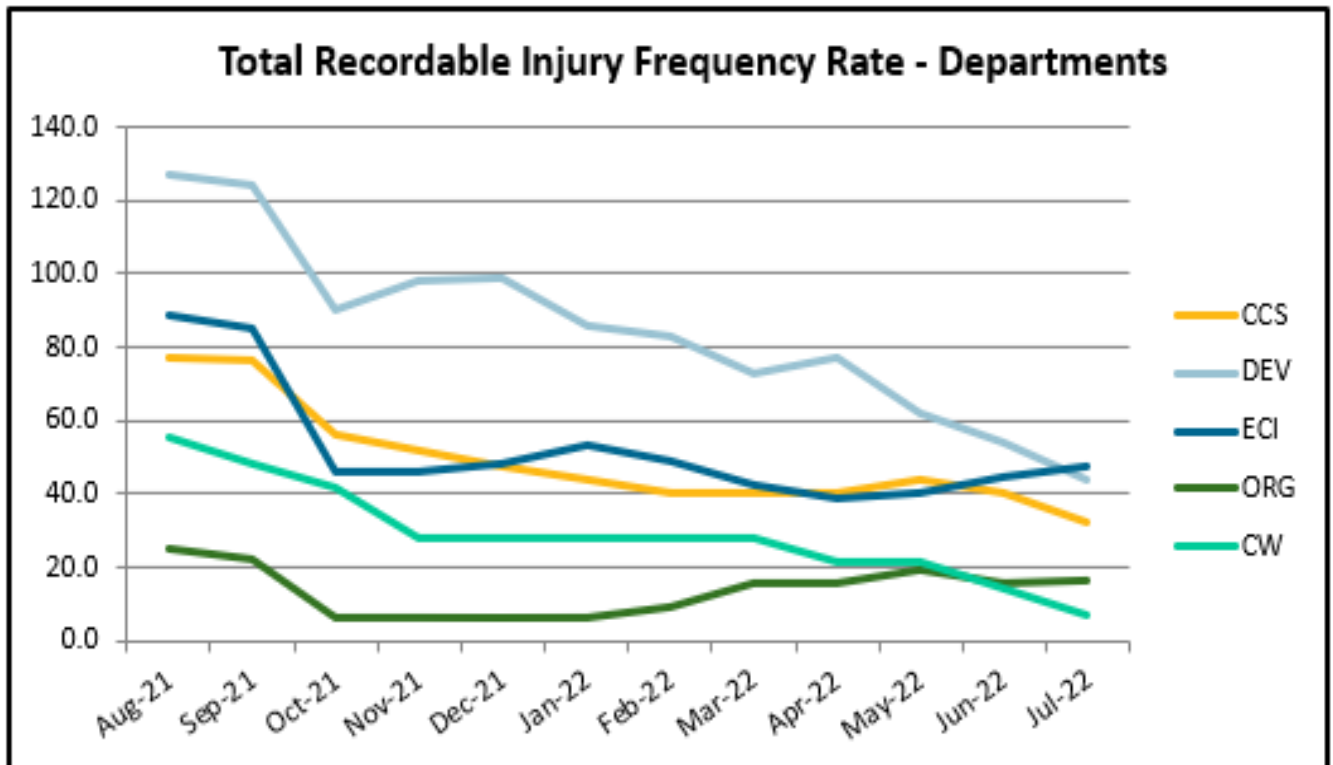
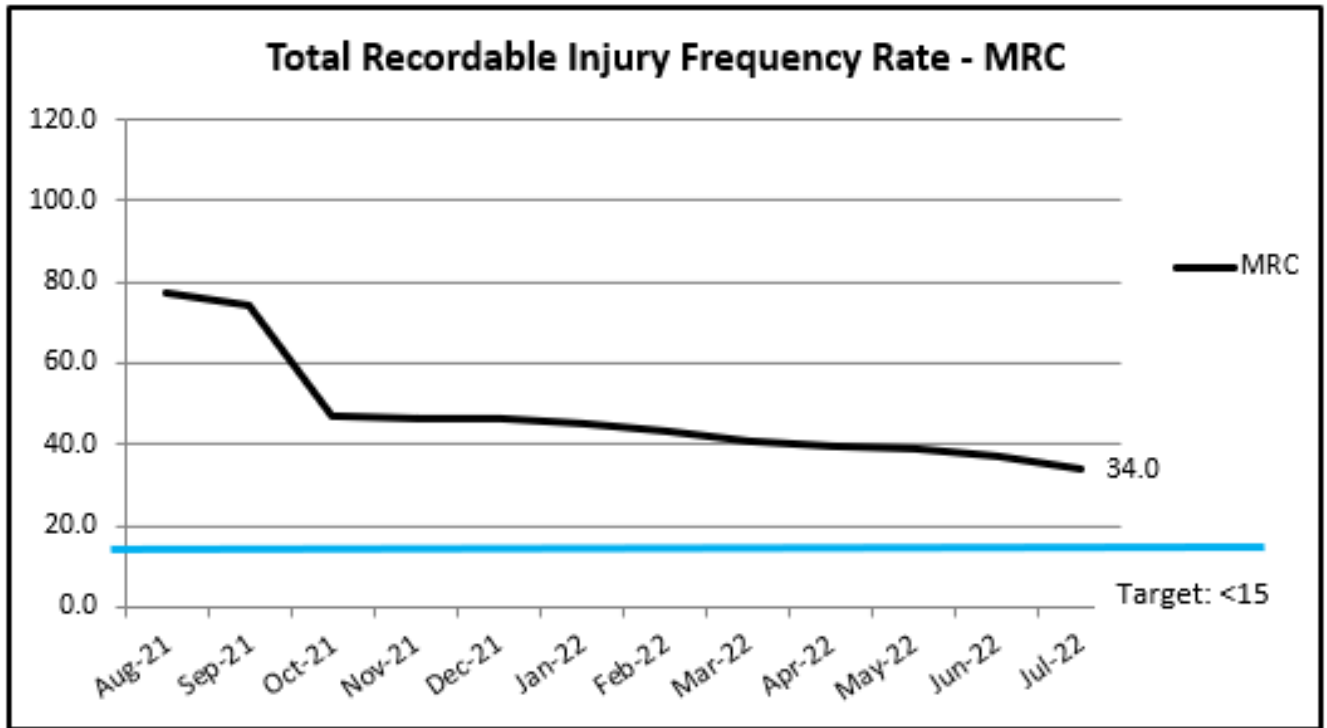
Injury Frequency Rates 12 month rolling average



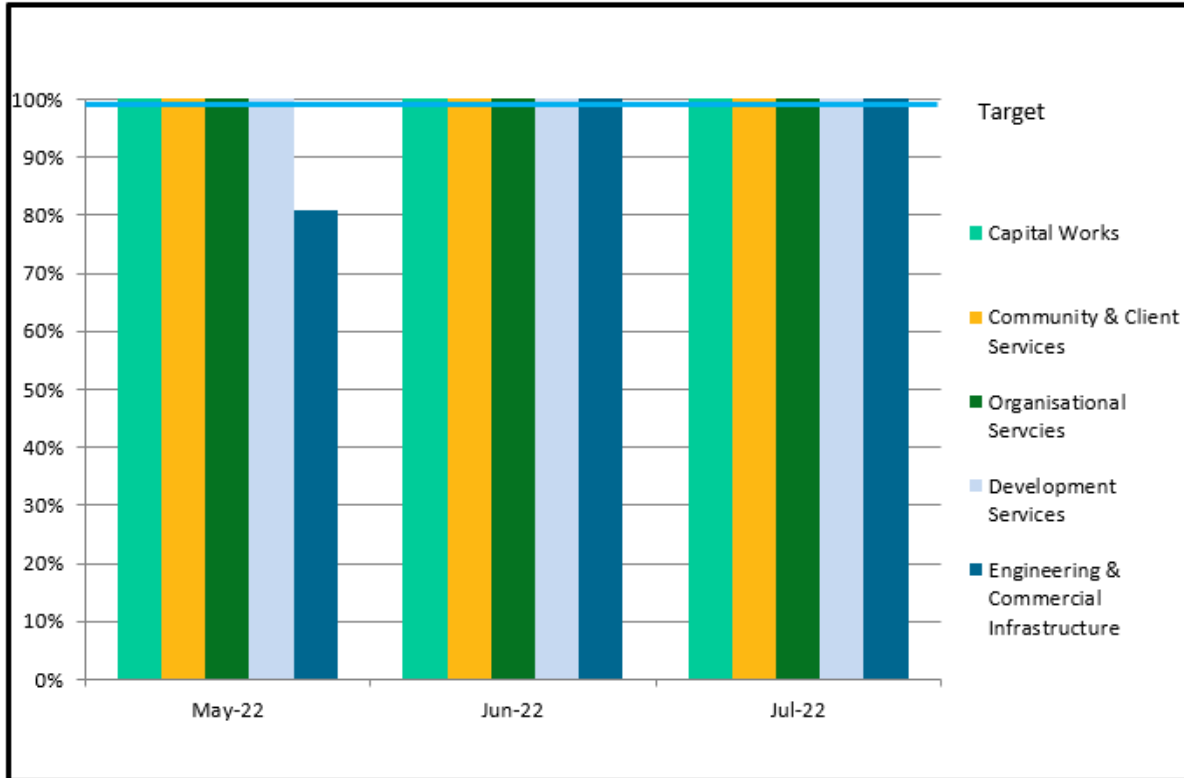
There have been no lost time injuries recorded in the 2022-23 year.



Total Recordable Injury Frequency Rates 12 month rolling average

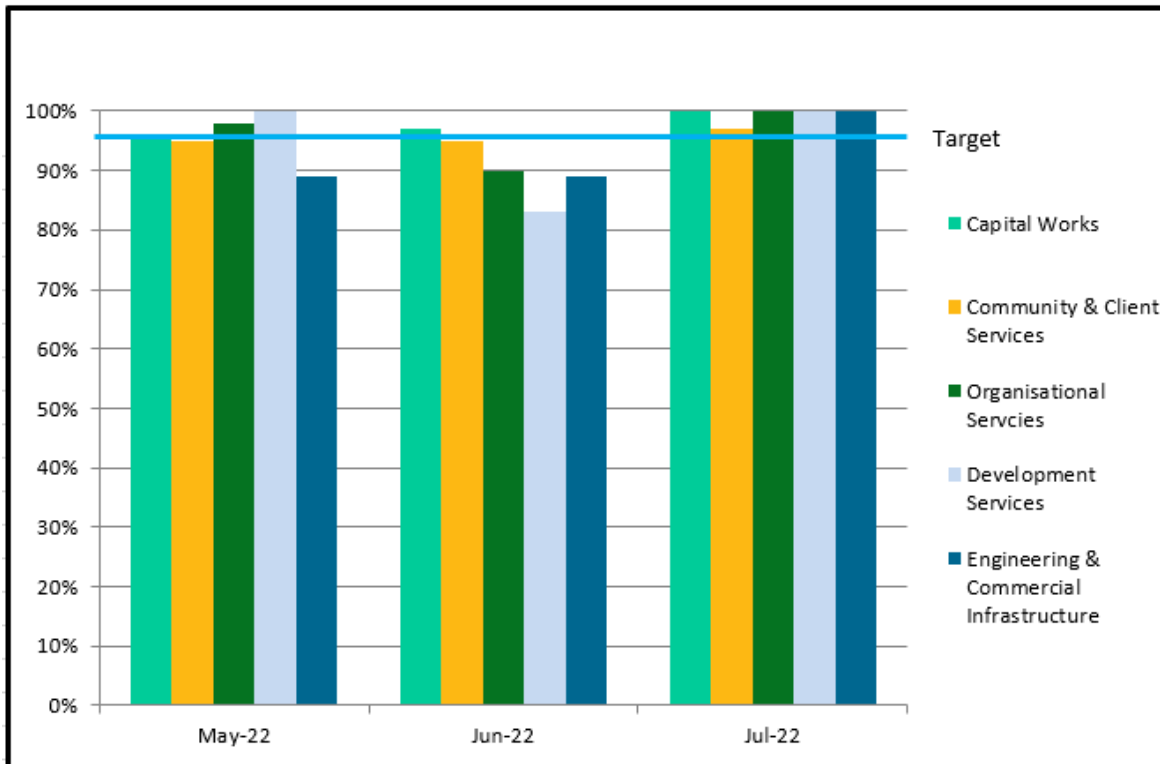


### Site Safety Inspection Checklists



All site safety inspections were completed in July.

### 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 in July.

##### Meetings/Briefings

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

- Ordinary Council Meetings – 13 and 27 July 2022
- Briefings – 13, 20 and 27 July 2022

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

#### **Legal Services**

Legal Services is currently working on 260 Matters spread across all Directorates as follows:

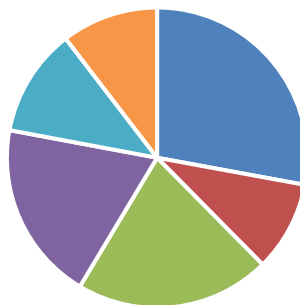
Directorate	Matter Type	No.	No.
Capital Works	Aboriginal/Cultural Heritage	1	26
	Disputes/Litigation	2	
	Drafting/Reviewing	2	
	General Advice	2	
	Land Acquisition	12	
	Leasing/Licencing	6	
	Native Title	1	
CCS	Aboriginal/Cultural Heritage	1	31
	Disputes/Litigation	2	
	Drafting/Reviewing	8	
	Regulatory Compliance & Enforcement ( <i>particularly Warrants for overgrown properties and dangerous dogs</i> )	12	
	General Advice	8	
Development Services	Aboriginal/ATSI Cultural Heritage	1	37
	Disputes/Litigation	3	
	Infrastructure Agreements	3	
	General Advice	14	
	Land Acquisition/Disposal	2	
	Drafting/Reviewing	11	
	Land Tenure	1	

	Native Title	2	
ECI	Land Acquisition	21	65
	Disputes/Litigation	5	
	General Advice	18	
	Infrastructure Agreements	1	
	Drafting/Reviewing	15	
	Land Tenure	2	
	Leasing/Licencing	1	
	Native Title	1	
	Regulatory Compliance & Enforcement	1	
OM&CEO	Land Acquisition/Conveyancing	3	35
	Disputes/Litigation	9	
	Drafting/Reviewing	4	
	General Advice	19	
Organisational Services	Disputes/Litigation	7	66
	General Advice	19	
	Drafting Reviewing	7	
	Investigation	1	
	Land Acquisition/Disposal	2	
	Leasing/Licensing	28	
	Native Title	1	
	Land Tenure	1	
<b>TOTAL CURRENT MATTERS</b>			<b>260</b>

### External Fees Paid

Total external legal fees and outlays paid for the financial year to date are **\$28,342.00** broken down by Directorate as follows:

Fees Paid Financial Year to Date



- Capital Works \$7,905.00
- Organisational Services \$5,953.00
- Development Services \$3,300.00
- Community & Client Services \$2,750.00
- Engineering & Commercial Infrastructure \$5,482.00
- Office of Mayor & CEO \$2,952.00

## External Grant Funding

External funding monies for 2022/23 to 31 July 2022 being actually received by payments to Council is \$128,139.00

The major components received in July being:

- Department of Transport & Main Roads – Royal Sands Estate Bus Stop \$117,389.

Successful funding applications during July include:

- State Library of Queensland – Annual Funding \$597,695
- State Library of Queensland – First 5 Forever Annual Funding \$94,637.
- Queensland Reconstruction Authority – Get Ready Queensland \$48,500.
- Queensland Reconstruction Authority – Petrie Street Floodgate Upgrade \$831,546.
- Queensland Reconstruction Authority – South Mackay Levee \$378,502 (Design).

# GOVERNANCE

## 3.1 Workplace Health & Safety

- WHS Coordinator and A/WHS Advisor (Rehabilitation Return to Work Coordinator) attended Local Government Workcare (LGW) Masterclass on Workplace Mental Health & Psychological Health linked to safety and managing return to work.
- Conducted interviews for a number of vacant WHS Advisor roles
- Participated in several safety-in-design meetings for upcoming major works.
- Undertook several incident investigations.

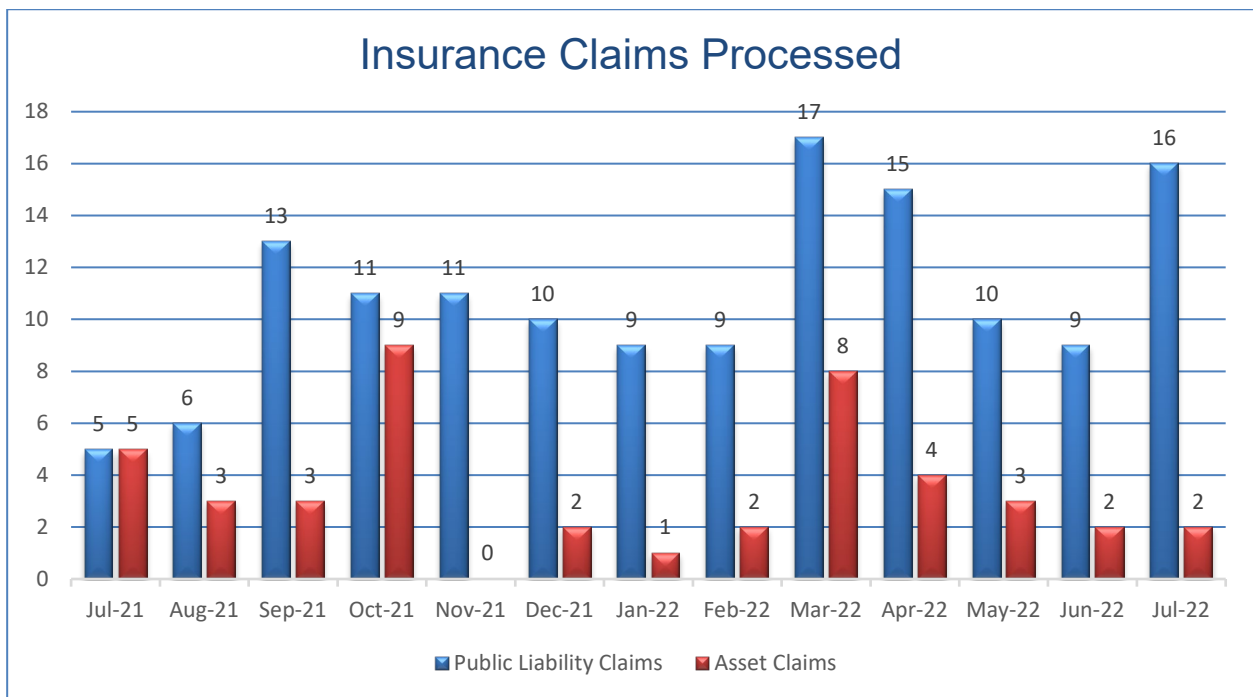
## 3.2 Corporate Performance Planning & Reporting

- During July we have closed out the Corporate Performance Planning and Reporting Framework 2021/2022, through completion of the following key activities:
  - Operational Plan Fourth Quarter report endorsed by ELT in readiness for adoption by Council in August.
  - Annual report on strategies endorsed by ELT with a briefing to be prepared for presentation to Council in September.
- Whilst the remaining layer, (individual plans), of the refreshed corporate performance planning and reporting framework is now being explored, operationalising all other layers is also a focus. In particular:
  - 2022/2023 reporting regime and format, and
  - 2023/2024 planning cycle
- The 2022/2023 reporting regime and format have been drafted and will be tabled for ELT endorsement early next month.
- Activities that will inform the 2023/2024 planning cycle have also been considered, with timelines and stakeholders identified. ELT will be briefed on this early next month also, as will the broader Management Team in September.

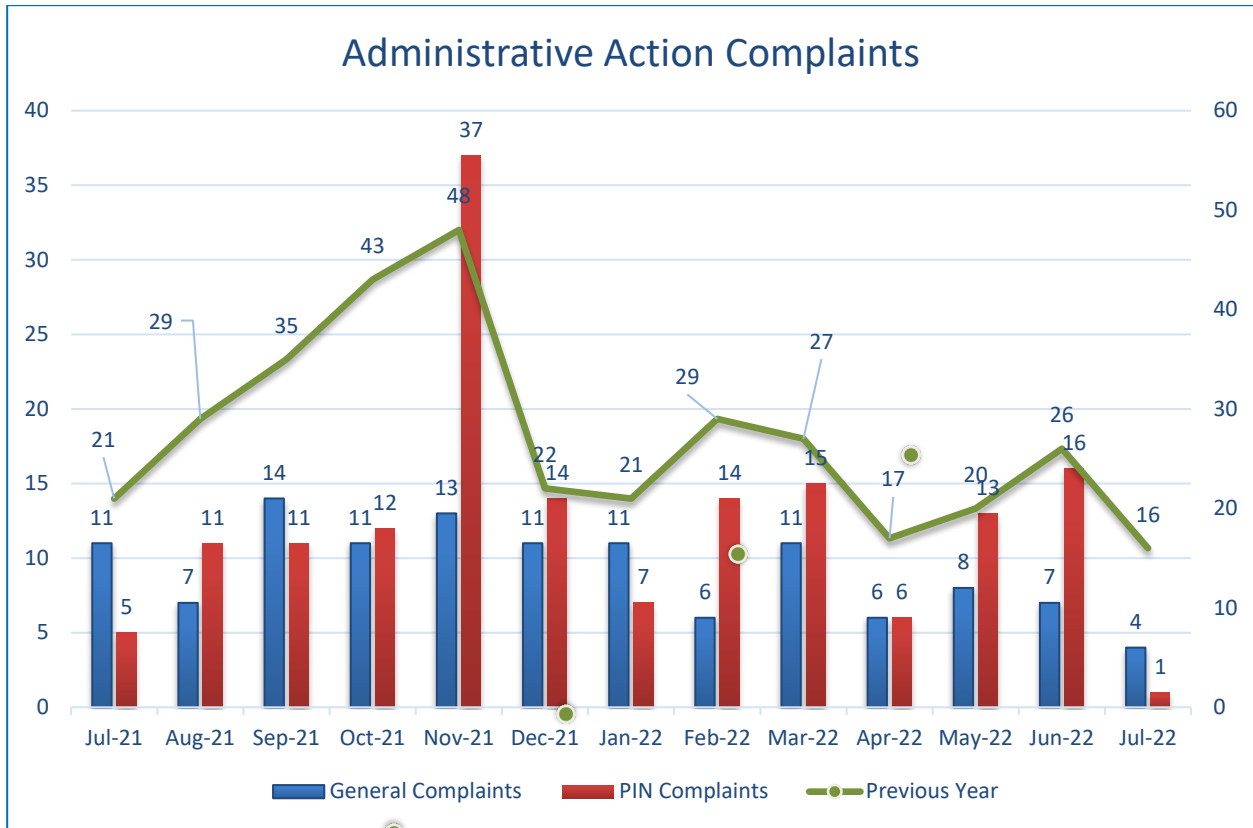
### 3.3 Enterprise Risk Management

- This month we have closed out on the annual risk review process and the fourth quarter strategic risk report tabled with ELT in preparation for presentation at the August Audit Committee meeting.
- As reported last month, conversations continue with risk owners on the progress of their risk treatment plans. The Performance and Risk Team will continue remaining in touch with risk owners in this way, as a contributing factor for continually improving the maturity of MRCs Enterprise Risk Management Framework.
- We have also taken the opportunity to explore how identified risks align with the Corporate Plan 2022-2027. This activity ensures visibility of those risks and required treatments enabling Council to be successful in achieving its corporate objectives.
- 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 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 June 2022	Documents Requested	Status
1 of 22/23	Copy of records in relation to a traffic crash.	✓
2 of 22/23	Copy of planning and design for drain.	✓

✓ In Progress
● Complete

### 3.5 Fraud & Corruption Prevention

2021/22 Fraud and Corruption Prevention Plan Actions for June 2022		
Action No.	Action Description	Status
2.4	Fraud Risk Assessment for Motor Vehicles has been undertaken with Manager of Procurement and Plant.	●
2.7	Monitor trends and issues through publications via CCC, Ombudsman and QAO.	●

✓ In Progress
● Complete

### 3.6 Internal Audit

2022/23 Internal Audit Plan – Progress Update			
Asset Management – Acquisitions	⊖	Information & Communications Technology (ICT) – Cloud Management	⊖
Asset Accounting	✓	COVID Fraud impact Assessment	⊙
Venue Management of MRC Aquatic Facilities – <i>RFQ Issued to Outsource Review</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 scheduled for 25 August 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

### 6.1 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 8 July 2022 as a precursor to the GWCoM's meeting with discussion on key agenda items.

The latest GWCoM's meeting was held on Thursday 21 July 2022 and attended by the Mayor of Mackay, Deputy Mayor of Isaac and the CEO's of Mackay, Whitsunday and Isaac (via Teams).

The position of Mayor of Whitsunday Regional Council was vacant due to outgoing Mayor Andrew Willcox's successful election as the Federal Member for Dawson.

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

Bowen River Utilities attended the meeting in order to provide an update on the Urannah Dam Project.

Qld Reconstruction Authority attended the meeting via Team in order to provide an update on the Mackay, Isaac & Whitsunday Regional Resilience Strategy.

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

1. Policy Executive Meeting Update
2. Federal Election Advocacy and Results
3. Housing Advocacy and Campaign Update
4. Local Government Electoral Expenditure Caps
5. 2022 Annual Conference – Motions Portal Open
6. LGAQ Coastal leaders Forum – Gladstone
7. Climate Risk and resilience Update
8. Water and Wastewater Update
9. Waste Update
10. Goondiwindi Regional Council v Tait
11. Natural Resources and Environment Update
12. Industrial Relations Amendment Bill
13. Regional University Centres
14. Renewable Energy Projects
15. 2032 Olympic and Paralympic Games Planning
16. Mayoral Mission to Japan – Postponement
17. LGAQ Submissions Update

The next GWCoM’s meeting is scheduled for Thursday, 15 September in Mackay.

## **6.2 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 held on Thursday, 23 June 2022, with the next meeting scheduled for Thursday, 18 August 2022 in Brisbane.