



# Office of Mayor and CEO

Monthly Review

Period - August 2020

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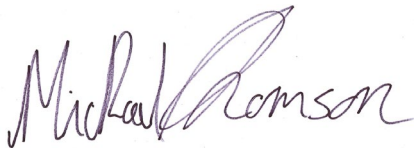
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## OVERVIEW

This report is for the Office of the Mayor and CEO for August 2020.

- It is with pleasure that I present my first monthly report having commenced with Council on Monday 17 August 2020.
- Safety remains a key focus for the organisation, and unfortunately August saw our first Lost Time Injury (LTI) for 2020/21. Although the actual time lost was fairly low, it was an LTI and a reminder of the need to continue to concentrate on safety. All incidents, and near misses continue to be reviewed to identify learnings and opportunities for improvement.
- It is pleasing to see planning for Council in Community days start again for the first time for the newly elected Council. Albeit under restrictions, the first visit is planned for the Pioneer Valley area on 2 September 2020.
- The Greater Whitsunday Council of Mayors (GWCoM's) rotates meetings across the three Council areas, and the August meeting was hosted by Whitsunday Regional Council with the meeting in Bowen attended by Mackay Regional Council, and Isaac Regional Council.
- The COVID-19 pandemic continues to impact the general operations of Council and public services however the restrictions are of much less impact that was the case a number of months ago and hopefully continuing to ease.



Michael Thomson  
*Chief Executive Officer*

# SAFETY

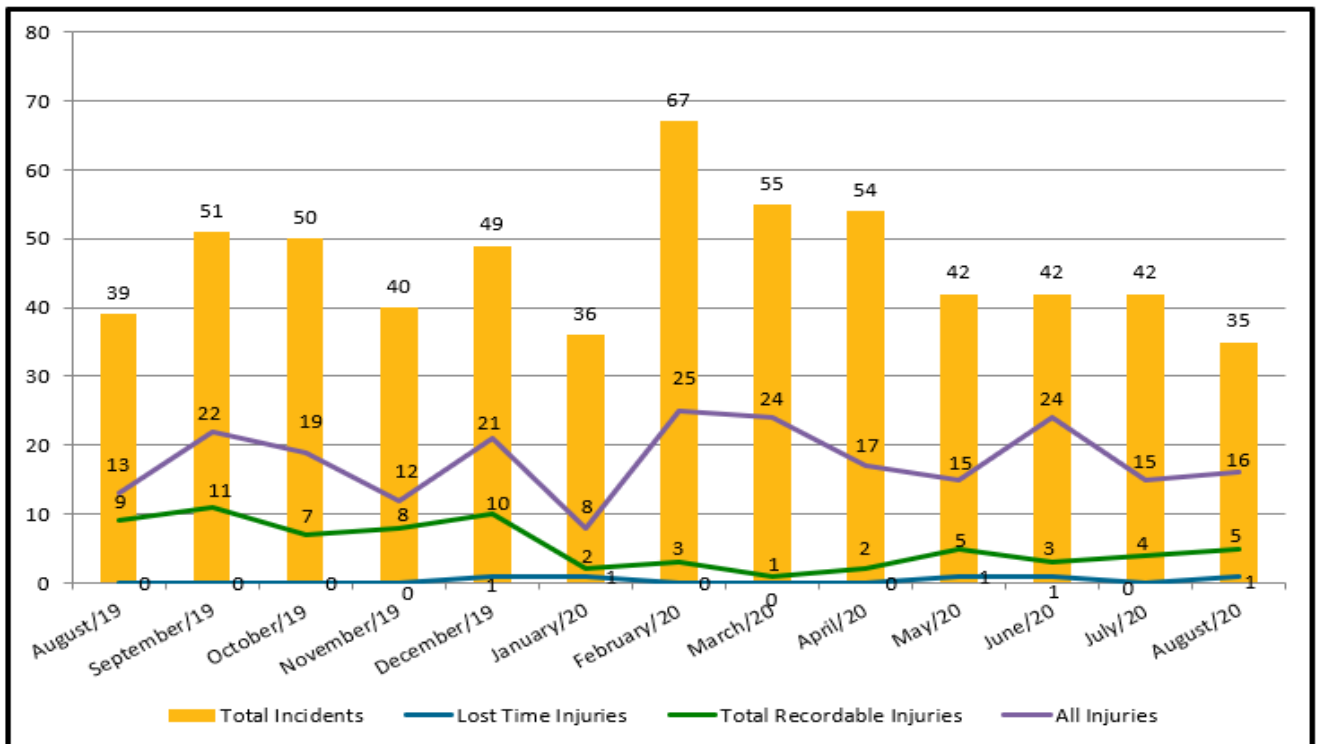
## 1.1. Overview

### Summary

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

During the month, one lost time injury was recorded: an upper arm injury after force was used to turn a water tap ball valve.

### Incidents and Injuries



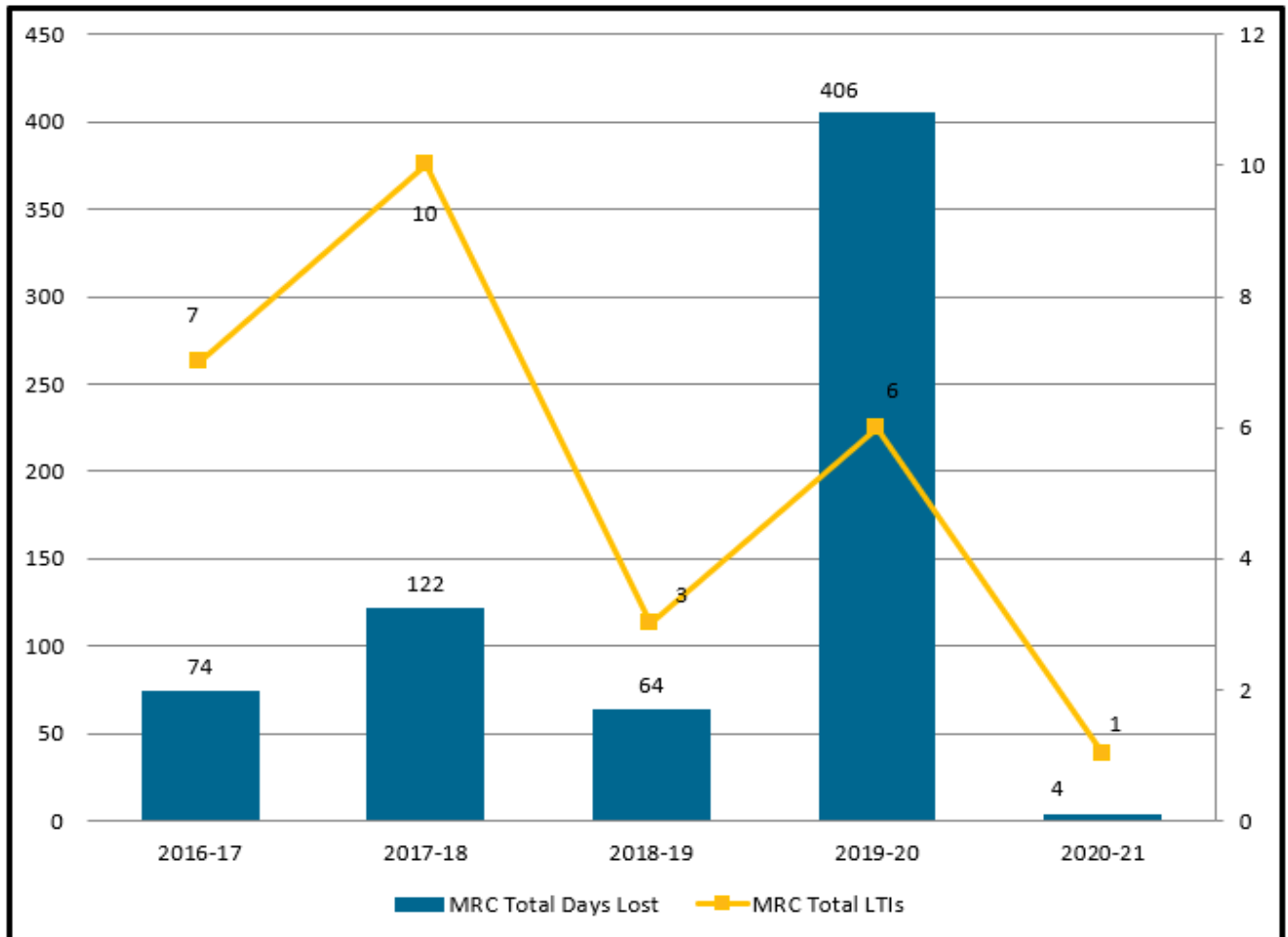
Thirty-five incidents were reported involving MRC employees, contractors, and members of the public, including the following 16 injuries to MRC employees:

- Knee pain whilst stepping into a trench.
- Two instances where members of the public verbally abused library staff members.
- A piece of artwork being removed from wall slipped and hit a person on the head.
- A cat scratched the arm of a handler whilst it was being transferred between cages.
- Small cut on finger whilst removing canopy on truck.
- Small cut on finger whilst changing out whipper snipper chord.
- Neck pain whilst using pole saw to trim trees.
- Shoulder pain over period of time whilst hedging and lifting tree branches.
- Pinched finger whilst pushing loading ramp into position.
- A member of the public physically assaulted a staff member.
- Minor back pain while lifting a water container from the back of a truck.
- Upper arm injury after using force to turn a water tap ball valve (lost time injury).
- Minor hand scratch whilst moving geo-mesh.

- Shoulder pain whilst handling pipe fitting.
- Wasp sting on lower back.

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

### Lost Time Injuries and Days Lost

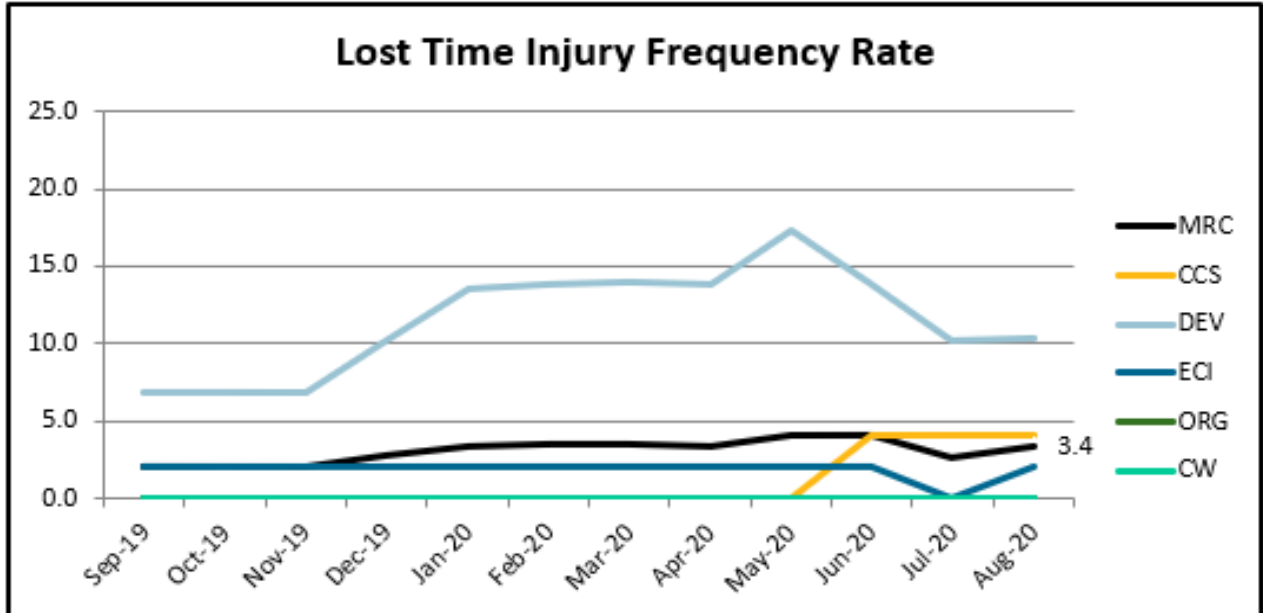


Department	2016-17		2017-18		2018-19		2019-20		2020-21	
	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost	LTI	Days Lost
Capital Works										
Community & Client Services	3	6	1	1	1	18	1	3		
Organisational Services			2	25						
Development Services	3	55	1	13	1	33	4	154		
Engineering & Commercial Infrastructure	1	13	6	83	1	13	1	249	1	4
<b>Mackay Regional Council</b>	<b>7</b>	<b>74</b>	<b>10</b>	<b>122</b>	<b>3</b>	<b>64</b>	<b>6</b>	<b>406</b>	<b>1</b>	<b>4</b>

For the 2020-21 year, one lost time injury has been recorded:

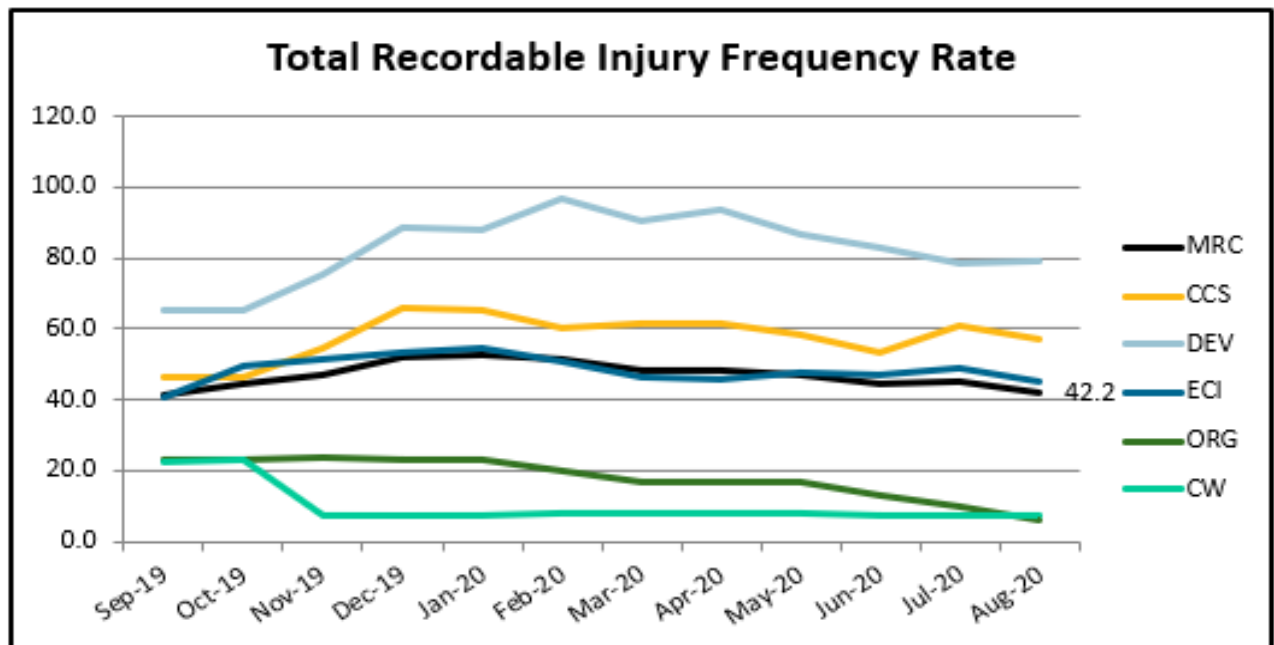
- An upper arm injury after force was used to turn a water tap ball valve. Four days have been lost whilst the person recovers.

**Injury Frequency Rates 12 month rolling average**



Six lost time injuries were reported in the 2019-20 year.

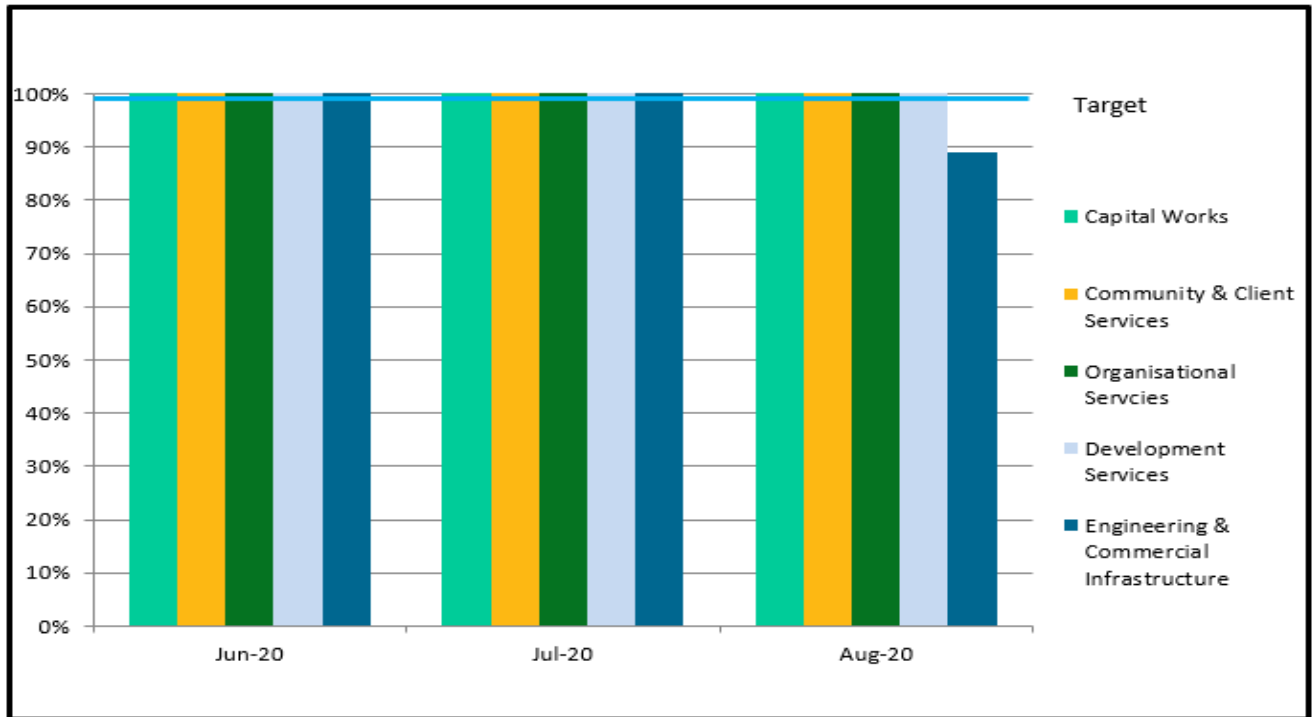
**Total Recordable Injury Frequency Rates 12 month rolling average**



Detailed analysis has been undertaken to identify ways to reduce the number of injuries requiring medical treatment. Most of the injuries involve ‘muscular stress’. The actions that have been implemented are beginning to have a positive impact. The areas of focus include:

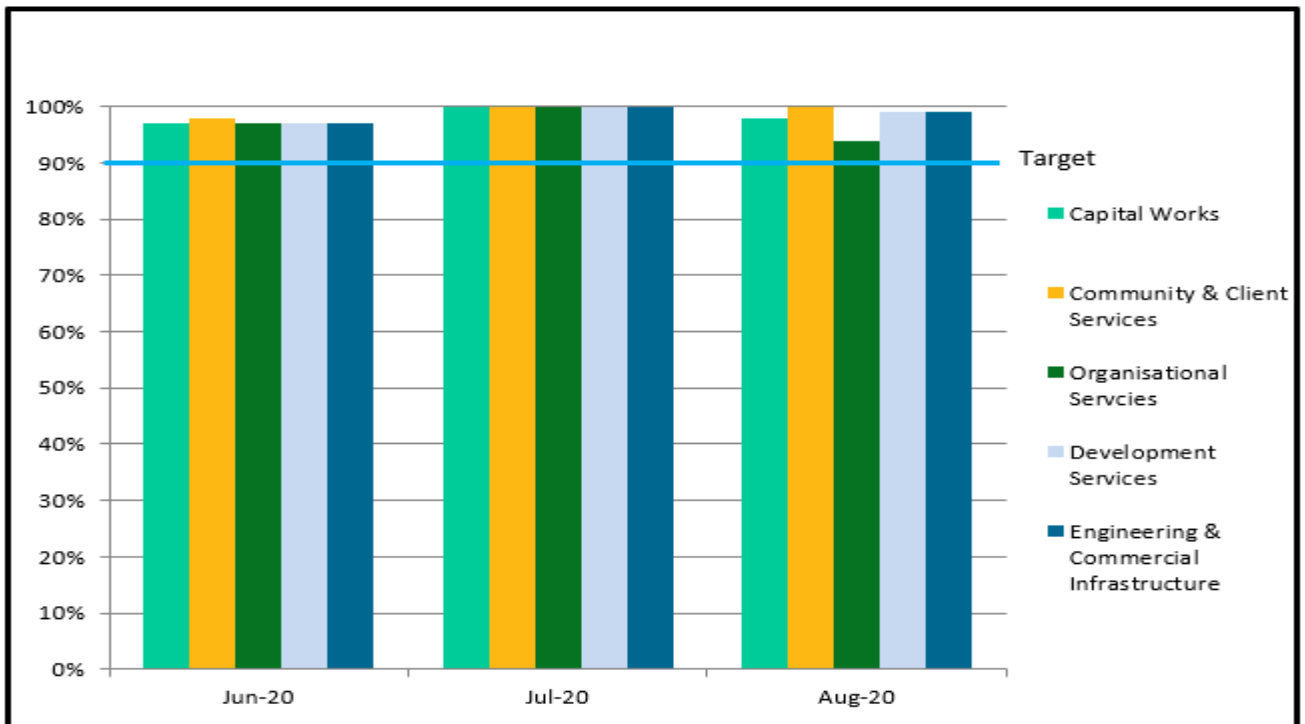
pre-employment checks; new employee inductions; fitness for work; hazardous manual task identification & management; and improved incident investigation

**Site Safety Inspection Checklists**



There is one overdue inspection, which is being conducted early September.

**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)	<p>The number of lost-time injuries per million hours worked.</p> <p>Calculated as follows:</p> $\frac{\text{No of LTI} \times 1,000,000}{\text{total hours worked during period}}$
Total Recordable Injuries (TRI)	Incidents that result in a Lost Time Injury (LTI), Suitable Duties Injury (SDI) and Medical Treatment Injury (MTI)



## 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

After being suspended due to COVID-19 restrictions, under controlled arrangements planning has commenced for the recommencement of Council in Community (CIC) days.

The first planned visit involves the Pioneer Valley and will be undertaken on Wednesday, 2 September 2020. A report on the outcomes of the day will be provided in the September report.

At this stage it is not planned to include community catch-up sessions, with these to be revisited for future visits following review of COVID-19 gathering arrangements

##### Meetings/Briefings

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

- Ordinary Council meetings – 12 and 26 August 2020.
- Briefing Days – 5, 19 and 26 August 2020.
- Local Government Association of Queensland (LGAQ) – Elected Member Update – 31 August 2020.

Council meetings continue to be held at the MECC given distancing requirements, and the public excluded from attending under approved legislation. Live streaming of Council meetings however continues to ensure public access. Details of Council meeting minutes, and recorded live streaming, are all available on Council's website.

The situation of meetings location, and public attendance, will continue to be monitored in line with COVID-19 restrictions.

The LGAQ update involved a session with the Mayor and all Councillors, covering general LGAQ update matters, changes in legislation impacting Council functions, and changing local government environment. It was also a good introduction to the LGAQ, and local government issues, not only for newly elected Councillors but also as the newly appointed CEO.

#### **Coronavirus**

Council's internal COVID-19 Working Group established with across Council representation continues to meet as needed, however the changing environment and restrictions have eased meaning an easing of pressure for constant changes.

Restrictions remain in place at key Council facilities such as Libraries, MECC etc, and Council meetings continue to be held with distancing restrictions meaning use of the MECC venue.

All Council staff and operational facilities (such as meeting rooms with distancing requirements) continue to operate under approved processes.

### **Enterprise Agreement Negotiations**

The seventh EA meeting for 2020 was held on Tuesday, 18 August 2020, mindful of the continued uncertainty in relation to the COVID-19 pandemic, but also acknowledging that the Mackay region is currently in an encouraging position.

It was agreed that the next meeting will be held in six weeks' time on Thursday, 1 October 2020.

### **Legal Services**

Specifics of key legal matters continue to be reported monthly to Council meetings via confidential reports, given the nature of the matters.

With a focus on legal services being provided by in-house staff as a priority where possible, currently there are 244 legal cases open and being handled by in-house staff.

### **External Grant Funding**

2020/21 external funding monies to 31 August 2020 being actually received by payments to Council is \$7,642,661.

The major components of this amount being –

- Works for Queensland (W4Q - State) - \$3.465M
- Financial Assistance Grant (Federal) - \$694,577
- Animal Management Facility (Building our Regions - State) - \$637,250
- Local Road & Community Infrastructure (Federal) - \$978,295

Funding applications successful during August include –

- Play Local program (Arts Queensland) – MECC September Weekender - \$20,000

## **2.2 Cyclone Debbie and NQ & FNQ Monsoon Trough Update**

### **Cyclone Debbie - Beach Restoration (Category D & Resilience)**

The State Government funded beach restoration projects (\$3.9 mil) are still awaiting acquittal by QRA.

### **NQ & FNQ Monsoon Trough – Road Restoration Works**

The Dalrymple Road Landslips Micropiling works are progressing with approximately 12% of the piles installed. The subsurface ground conditions are proving more challenging than the geotechnical investigations indicated and are slowing the pile installation. It is expected that the contractor will complete the works in late November. The second seal will be undertaken after the micropiling has been finished.

Gravelling works are progressing and will be completed in late 2020.

All minor works projects, except the Armstrong Beach Road pavement repairs, have been completed. The tenders for this project have been called and close in mid-September.

## GREATER WHITSUNDAY COUNCILS OF MAYORS (GWCoM'S)

### 3.1. Greater Whitsunday Council of Mayors (GWCoM's) – formerly Whitsunday Regional Organisation of Councils (WROC)

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 7 August 2020.

The last GWCoM's meeting was last held on 20 August 2020, in Bowen.

At the August meeting Directors welcomed Michael Thomson, as the newly appointed CEO of Mackay Regional Council and new Director of GWCoM's.

The meeting was attended by videoconference by local representatives of the below with an update on activities given by each:

- Department of State Development, Tourism and Innovation (DSDTI)
- Regional Development Australia Mackay-Isaac-Whitsunday Inc. (RDA)
- Department of the Premier and Cabinet

Greater Whitsunday Alliance (GW3) attended in person for an update, including the opportunity to jointly launch the Transformation Region document, listing a number of projects of regional significance that are ready for investment to assist with economic stimulation in the COVID-19 recovery stage.

The Local Government Association of Queensland (LGAQ) attended by videoconference and presented on key matters including:

- LGAQ 2020 State Election Priorities
- 2020 Advocacy Action Plan
- COVID-19 Funding Advocacy:
- COVID-19 impact on councils
- Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Bill 2019

- Queensland Climate Resilient Councils Program (Q CRC)
- Reef Advocacy
- Waste Update
- Review of the Strong and Sustainable Resource Communities Act 2017
- Planning & Development Update
- 1080 Stockpile Depletion and Commencement of Medicines and Poisons Act 2019
- Event – BioEconomy
- Investment Attraction Training
- LGAQ Drought Action Plan
- LGAQ Submissions Update

The meetings are held bi-monthly with the next planned meeting for GWCoM's is Thursday 15 October 2020 at 10am to be held in Mackay.