

# NOTICE OF MEETING

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Dear Committee Members

You are requested to attend the following meeting of Council.

**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES  
STANDING COMMITTEE MEETING OF  
ISAAC REGIONAL COUNCIL**

**TO BE HELD ON  
TUESDAY 12 OCTOBER 2021  
COMMENCING AT 1.00PM  
COUNCIL CHAMBERS, MORANBAH**

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**JEFF STEWART-HARRIS**

Chief Executive Officer

**DARREN FETTEL**

Committee Officer

Director Corporate Governance  
and Financial Services

**Committee Members:**

Cr Jane Pickels (Chair)

Mayor Anne Baker

Cr Sandy Moffat

Cr Viv Coleman

Cr Carolyn Moriarty

## LOCAL GOVERNMENT ACT 2009

### Local Government Regulation 2012

#### Chapter 8, Part 2 Local Government Meetings and Committees

#### Division 1A, Requirements for Local Government Meetings Generally

#### Section 254J Closed meetings

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- (2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—
  - (a) the appointment, discipline or dismissal of the chief executive officer;
  - (b) industrial matters affecting employees;
  - (c) the local government's budget;
  - (d) rating concessions;
  - (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
  - (f) matters that may directly affect the health and safety of an individual or a group of individuals;
  - (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
  - (h) negotiations relating to the taking of land by the local government under the [Acquisition of Land Act 1967](#);
  - (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- (4) However, a local government or a committee of a local government must not resolve that a part of a local government meeting at which a decision mentioned in [section 150ER\(2\)](#), [150ES\(3\)](#) or [150EU\(2\)](#) of the [Act](#) will be considered, discussed, voted on or made be closed.
- (5) A resolution that a local government meeting be closed must—
  - (a) state the matter mentioned in subsection (3) that is to be discussed; and
  - (b) include an overview of what is to be discussed while the meeting is closed.
- (6) A local government or a committee of a local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.

#### Conflict of Interest Obligations

Reference is made to Section 150EL of the Local Government Act 2009. Specifically, the obligation of Councillors when they first become aware they have a conflict of interest to make the Chief Executive Officer aware in writing or if in a meeting, ensure they declare immediately.

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**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**

**STANDING COMMITTEE MEETING**

**OF ISAAC REGIONAL COUNCIL**

**TO BE HELD ON**

**TUESDAY 12 OCTOBER 2021**

**COUNCIL CHAMBERS, MORANBAH**

1. OPENING OF THE MEETING
2. APOLOGIES
3. DECLARATION OF CONFLICTS OF INTEREST
4. CONFIRMATION OF MINUTES
5. OFFICER REPORTS
6. INFORMATION BULLETIN REPORT
7. GENERAL BUSINESS
8. CONCLUSION

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## 1. OPENING OF MEETING

## 2. APOLOGIES

## 3. DECLARATION OF CONFLICTS OF INTEREST

## 4. CONFIRMATION OF MINUTES

Corporate, Governance and Financial Services Standing Committee Meeting of Isaac Regional Council held in Council Chambers, Moranbah, commencing 1:00pm on Tuesday 14 September 2021.

## 5. OFFICER REPORTS

### 5.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 30 SEPTEMBER 2021

#### EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012* (s204) a monthly financial report is required to be presented to Council stating the progress made in relation to the budget for the period of the financial year as near as practicable to the end of month before the meeting is held.

### 5.2 WORK, HEALTH AND SAFETY UPDATE

#### EXECUTIVE SUMMARY

This report is provided as an update to Council on the current status of Work Health and Safety Management System (WHSMS).

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## **5.3 ALLOCATION OF FUNDS TO ASSET MANAGEMENT AND LEGACY RESERVE**

### **EXECUTIVE SUMMARY**

In accordance with Councils Reserves Policy (CORP-POL-089), this report seeks Councils endorsement to allocate \$2M into the Asset Management and Legacy Reserve as a result of these funds no longer being required to be constrained to contract liabilities in relation to the Anne Street Development in Nebo.

## **5.4 STATE EMERGENCY SERVICE (SES) PLANT FOR DISPOSAL**

### **EXECUTIVE SUMMARY**

The report is to inform Council and seek approval for the disposal of plant that have reached the end of their lifespan. The plant items were supplied by the State Government and ownership transferred to Council in accordance with the Memorandum of Understanding (MOU) between State Government acting through Queensland Fire and Emergency Services (QFES).

## **5.5 POLICY UPDATE – PUBLIC INTEREST DISCLOSURE POLICY**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's consideration of the updated Public Interest Disclosure Policy.

## **5.6 POLICY UPDATES – RIGHT TO INFORMATION POLICY**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's consideration of the updated Right to Information Policy.

## **5.7 POLICY UPDATES – CONFLICTS OF INTEREST AND ELECTION SIGNAGE**

### **EXECUTIVE SUMMARY**

This report seeks Council's consideration to review and consider updated Policies from the Corporate Policy Register. These Policies were reviewed, however required minor amendments and therefore have been consolidated into one report for efficiency.

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## **5.8 POLICY UPDATE – ADMINISTRATIVE ACCESS TO INFORMATION**

### **EXECUTIVE SUMMARY**

This report seeks Council's consideration to review and consider the updated Administrative Access to Information Policy.

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## **6. INFORMATION BULLETINS**

### **6.1 CORPORATE, GOVERNANCE AND FINANCIAL SERVICES INFORMATION BULLETIN – OCTOBER 2021**

#### **EXECUTIVE SUMMARY**

The Corporate, Governance and Financial Services Directorate Information Bulletin for October 2021 is provided for Committee review.

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## **7. GENERAL BUSINESS**

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## **8. CONCLUSION**

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# UNCONFIRMED MINUTES

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CORPORATE, GOVERNANCE AND FINANCIAL SERVICES STANDING  
COMMITTEE MEETING OF  
**ISAAC REGIONAL COUNCIL**

HELD ON  
**TUESDAY, 14 SEPTEMBER 2021**  
COMMENCING AT 1.00PM

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**ISAAC REGIONAL COUNCIL**  
**UNCONFIRMED MINUTES OF THE**  
**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**  
**STANDING COMMITTEE MEETING**  
**HELD IN COUNCIL CHAMBERS, MORANBAH**  
**ON TUESDAY 14 SEPTEMBER 2021**

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**ISAAC REGIONAL COUNCIL**  
**UNCONFIRMED MINUTES OF THE**  
**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**  
**STANDING COMMITTEE MEETING**  
**HELD IN COUNCIL CHAMBERS, MORANBAH**  
**ON TUESDAY 14 SEPTEMBER 2021 COMMENCING AT 1:00PM**

**ATTENDANCE**

Cr Jane Pickels, Division Seven (Chair)  
Mayor Anne Baker,  
Cr Sandy Moffat, Division Two  
Cr Carolyn Moriarty, Division Six  
Cr Viv Coleman, Division Eight

**OFFICERS PRESENT**

Mr Jeff Stewart-Harris, Chief Executive Officer  
Mr Darren Fettell, Director Corporate, Governance and Financial Services  
Ms Liza Perrett, Manager Governance and Corporate Services  
Mr Michael Krulic, Manager Financial Services  
Mr Robert Kane, Chief Information Officer  
Mr John Squire, Manager Contracts and Procurement  
Mr Beau Jackson, Manager Brand, Media and Communications  
Mr Warren Clough, Senior Safety Business Advisor  
Ms Rebecca Molineaux, Manager People and Performance  
Mrs Tricia Hughes, Coordinator Executive Support  
Ms Dannette Barfield, Executive Assistant Corporate, Governance and Financial Services

**1. OPENING**

The Chair declared the meeting open at 1.00pm.

**Resolution No.: CGFS0663**

**Moved: Cr Coleman**

**Seconded: Cr Moffat**

**That the Corporate, Governance and Financial Services Standing Committee suspend the meeting at 1.03pm.**

**Carried**

**Resolution No.: CGFS0664**

**Moved: Cr Coleman**

**Seconded: Cr Moffat**

**That the Corporate, Governance and Financial Services Standing Committee resume the meeting at 1.09pm.**

**Carried**

The Chair welcomed all in attendance and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

The Chair welcomed Cr Carolyn Moriarty to her first Corporate, Governance and Financial Services Standing Committee.

## 2. APOLOGIES

No apologies this meeting.

## 3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared.

**NOTE:**

*Council acknowledges that Chapter 5B Councillors' Conflicts of Interest of the Local Government Act 2009 does not apply to a Councillor if the matter to be resolved relates to a corporation or association that arises solely because of a nomination or appointment of the councillor by the local government to be a member of the board of the corporation or association.*

## 4. CONFIRMATION OF MINUTES

Corporate, Governance and Financial Services Standing Committee Meeting of Isaac Regional Council held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 10 August 2021.

Resolution No.: CGFS0665

Moved: Cr Coleman

Seconded: Cr Moffat

That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 10 August 2021 are confirmed.

Carried

## 5. OFFICERS REPORTS

### 5.1

### Isaac Regional Council Monthly Financial Report as at 31 August 2021

#### EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012* (s204) a monthly financial report is required to be presented to Council stating the progress made in relation to the budget for the period of the financial year as near as practicable to the end of month before the meeting is held.

#### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. **Receive the financial statements for the period ended 31 August 2021 pursuant to and in accordance with the Local Government Regulation 2012 (s204).**

Resolution No.: CGFS0666

Moved: Cr Moriarty

Seconded: Cr Moffat

That the Committee recommends that Council:

1. **Receive the financial statements for the period ended 31 August 2021 pursuant to and in accordance with the Local Government Regulation 2012 (s204).**

Carried

## 5.2 Work, Health and Safety Update

### EXECUTIVE SUMMARY

This report is provided as an update to Council on the current status of Work Health and Safety Management System (WHSMS).

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. **Note the Work Health and Safety Report and attachments listed**
2. **Note the team renovation for Organisational Safety (included in this report).**

Resolution No.: CGFS0667

Moved: Cr Coleman

Seconded: Mayor Baker

That the Committee recommends that Council:

1. **Note the Work Health and Safety Report.**
2. **Note the team renovation for Organisational Safety.**

**Carried**

**NOTE:** Acknowledge the work of the Safety and Resilience Team and the People and Performance Teams in making significant improvements over the last few years and consciously resetting at this point to progress continuous improvement and safety outcomes.

## 5.3 2020-2021 Proposed Capital Carry Forward

### EXECUTIVE SUMMARY

A full review of Capital Carried Forward Projects from the 2020-2021 financial year has been undertaken with each of the respective Departmental Managers and then reviewed by their respective Directors and Executive Leadership Team (ELT).

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Amends the 2021-2022 Budget to add the uncompleted capital projects to be carried forward from the 2020-2021 financial year and associated reserve transfers.**

**Resolution No.: CGFS0668**

**Moved: Cr Moffat**

**Seconded: Cr Moriarty**

**That the Committee recommends that Council:**

- 1. Amends the 2021-2022 Budget to add the uncompleted capital projects to be carried forward from the 2020-2021 financial year and associated reserve transfers.**

**Carried**

## **5.4 Exception Based Contractual Arrangements - Local Government Regulations (2012)**

### EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement for arranging open orders with various local trade materials providers, for the provision of minor ad hoc incidental items, as sole source arrangements. Where the cumulative value of these purchases over the course of the financial year is greater than \$15,000, this is considered a medium sized contractual arrangement for the purposes of the *Local Government Regulations 2012*, and therefore requires the endorsement of Council to approve these arrangements in accordance with the exception provisions contained within s235 (a) of the *Local Government Regulations 2012*.

## OFFICER'S RECOMMENDATION

*That the Committee recommends to Council to:*

- 1. Resolves it is satisfied that there is only one (1) supplier who is reasonably available;**
- 2. Endorse the following exceptions to enter into medium or large sized contractual arrangements as per s235 of the Local Government Regulations (2012);**
- 3. Establish the Open Order Arrangements with the following suppliers until 30 June 2022.**

<u>Company</u>	<u>Service provided/engaged for delivery of</u>	<u>Amount</u>
<i>Belyando Building Supplies</i>	<i>General Hardware for Clermont</i>	<i>\$30,000</i>
<i>Glenden Hardware and Rural</i>	<i>General Hardware for Glenden</i>	<i>\$15,000</i>
<i>High Country Enterprises</i>	<i>General Hardware for Moranbah</i>	<i>\$30,000</i>
<i>Nebo Rural Services</i>	<i>General Hardware for Nebo</i>	<i>\$20,000</i>
<i>John Crooks Electrical</i>	<i>General Hardware for Dysart</i>	<i>\$30,000</i>
<i>Middlemount Rural Traders</i>	<i>General Hardware for Middlemount</i>	<i>\$20,000</i>
<i>Bunnings Group Ltd</i>	<i>General Hardware for Coastal</i>	<i>\$30,000</i>
<i>Tradelink Plumbing Supplies</i>	<i>Plumbing Supplies</i>	<i>\$30,000</i>
<i>L&amp;H Group</i>	<i>Electrical Supplies</i>	<i>\$30,000</i>
<i>Haymans Electrical</i>	<i>Electrical Supplies</i>	<i>\$30,000</i>

Resolution No.: CGFS0669

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends to Council to:

1. Resolves it is satisfied that there is only one (1) supplier who is reasonably available;
2. Endorse the following exceptions to enter into medium or large sized contractual arrangements as per s235 of the *Local Government Regulations (2012)*;
3. Establish the Open Order Arrangements with the following suppliers until 30 June 2022.

<u>Company</u>	<u>Service provided/engaged for delivery of</u>	<u>Amount</u>
<i>Belyando Building Supplies</i>	<i>General Hardware for Clermont</i>	<i>\$30,000</i>
<i>Glenden Hardware and Rural</i>	<i>General Hardware for Glenden</i>	<i>\$15,000</i>
<i>High Country Enterprises</i>	<i>General Hardware for Moranbah</i>	<i>\$30,000</i>
<i>Nebo Rural Services</i>	<i>General Hardware for Nebo</i>	<i>\$20,000</i>
<i>John Crooks Electrical</i>	<i>General Hardware for Dysart</i>	<i>\$30,000</i>
<i>Middlemount Rural Traders</i>	<i>General Hardware for Middlemount</i>	<i>\$20,000</i>
<i>Bunnings Group Ltd</i>	<i>General Hardware for Coastal</i>	<i>\$30,000</i>
<i>Tradelink Plumbing Supplies</i>	<i>Plumbing Supplies</i>	<i>\$30,000</i>

# MEETING MINUTES

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L&H Group	Electrical Supplies	\$30,000	
Haymans Electrical	Electrical Supplies	\$30,000	
			Carried

## 5.5 Exception to Contractual Arrangements – Local Government Regulations (2012)

### EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement of a sole supplier procurement of updated team shirts from the supplier TradeMutt.

### OFFICER'S RECOMMENDATION

*The Committee recommends that Council:*

- 1. Resolves it is satisfied that there is only 1 supplier who is reasonably available; and*
- 2. Endorse the following exception to enter into medium or large sized contractual arrangement as per section 235 of the Local Government Regulations (2012):*

Resolution No.: CGFS0670

Moved: Cr Coleman

Seconded: Cr Moriarty

The Committee recommends that Council:

- 1. Resolves it is satisfied that there is only 1 supplier who is reasonably available; and**
- 2. Endorse the following exception to enter into medium or large sized contractual arrangement as per section 235 of the *Local Government Regulations (2012)*:**
  - TradeMutt for the purchase of Team Shirts**

Carried

### ATTENDANCE

Ms Liza Perrett left the meeting room at 2.27pm and returned at 2.28pm.  
Cr Sandy Moffat left the meeting room at 2.28pm and returned at 2.31pm.

## 6. INFORMATION BULLETIN REPORTS

### 6.1 Corporate, Governance and Financial Services Information Bulletin – September 2021

#### EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletin for September 2021 is provided for Committee review.

#### OFFICER'S RECOMMENDATION

*That the Committee:*

1. *Note the Corporate, Governance and Financial Services Information Bulletin for September 2021.*

Resolution No.: CGFS0671

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee:

1. Note the Corporate, Governance and Financial Services Information Bulletin for September 2021.

Carried

### 6.2 Office of the Chief Executive Officer Information Bulletin – September 2021

#### EXECUTIVE SUMMARY

The Office of the Chief Executive Officer Information Bulletin for September 2021 is provided for Committee review.

#### OFFICER'S RECOMMENDATION

*That the Committee:*

1. *Notes the Office of the Chief Executive Officer Information Bulletin for September 2021.*

Resolution No.: CGFS0672

Moved: Cr Moriarty

Seconded: Cr Moffat

That the Committee:

1. Notes the Office of the Chief Executive Officer Information Bulletin for September 2021.

Carried

## 7. GENERAL BUSINESS

### 7.1 Story Towns

Cr Moriarty asked if Council could look into the Story Towns initiative that she had recently heard about on ABC Capricornia.

**ACTION: MANAGER BRAND, MEDIA AND COMMUNICATIONS**

### 7.2 Councillor Process for Entry to Council Facilities

Mayor Anne Baker asked for clarification for the process that Councillors are required to follow when entering Council facilities such as the Moranbah Council Chambers.

**ACTION: DIRECTOR CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**

## 8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 3.04pm.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 12 October 2021.

.....  
Chair

..... / ..... / .....  
DATE

## MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee

Tuesday 12 October 2021

## AUTHOR

Michael Krulic

## AUTHOR POSITION

Manager Financial Services

## 5.1

### ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 30 SEPTEMBER 2021

## EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012* (s204) a monthly financial report is required to be presented to Council stating the progress made in relation to the budget for the period of the financial year as near as practicable to the end of month before the meeting is held.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. *Receive the financial statements for the period ended 30 September 2021 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).*

## BACKGROUND

### Statutory Obligation Table – Isaac Regional Council

The table below outlines key statutory obligations relating to the requirement for monthly financial reporting.

Requirement	Date
Budget 2021/2022	Budget adopted 30 June 2021
Financial Statements 2020/2021	

## IMPLICATIONS

At the end of the first quarter of the current financial year, Council continues to operate within budget overall and any budget variances are anticipated to come in line with budget over the remainder of the financial year.

Further assessment will be undertaken through the first quarter budget review which is about to commence.

## CONSULTATION

- Financial Services

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## BASIS FOR RECOMMENDATION

Requirement of legislation for a financial report to be presented to Council at least monthly.

## ACTION ACCOUNTABILITY

Not Applicable.

## KEY MESSAGES

Council is committed to meeting its legislative requirements, ensuring its financial sustainability and transparent decision making.

<b>Report Prepared By:</b> MICHAEL KRULIC <b>Manager Financial Services</b>  Date: 28 September 2021	<b>Report Authorised By:</b> DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b>  Date: 6 October 2021
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## ATTACHMENTS

- Attachment 1 – Monthly Financial Statements 30 September 2021

## REFERENCE DOCUMENT

- Nil

# FINANCIAL STATEMENTS REPORT TO COUNCIL

Current as at 30 September 2021

Presented by Corporate, Governance and Financial Services



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# FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 SEPTEMBER 2021

## EXECUTIVE SUMMARY

At the end of September, the operating result is \$3,808,540 ahead of budgeted operating position. This positive result is due to the timing of operational expenditure.

Capital Revenue for September was \$877,053 which combined with the Operating Position leads to a net surplus of \$25,566,831.

PRELIMINARY SEPTEMBER FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	\$	\$	\$	\$	%
Total operating revenue	50,850,629	52,761,813	(1,911,184)	127,274,563	40.0%
Total operating expenses	26,160,851	31,880,575	5,719,724	125,766,034	20.8%
<b>Operating position</b>	<b>24,689,778</b>	<b>20,881,238</b>	<b>3,808,540</b>	<b>1,508,529</b>	<b>1636.7%</b>
Capital revenue	877,053	250,000	627,053	14,084,038	6.2%
<b>Net result</b>	<b>25,566,831</b>	<b>21,131,238</b>	<b>4,435,593</b>	<b>15,592,567</b>	<b>164.0%</b>

## BACKGROUND

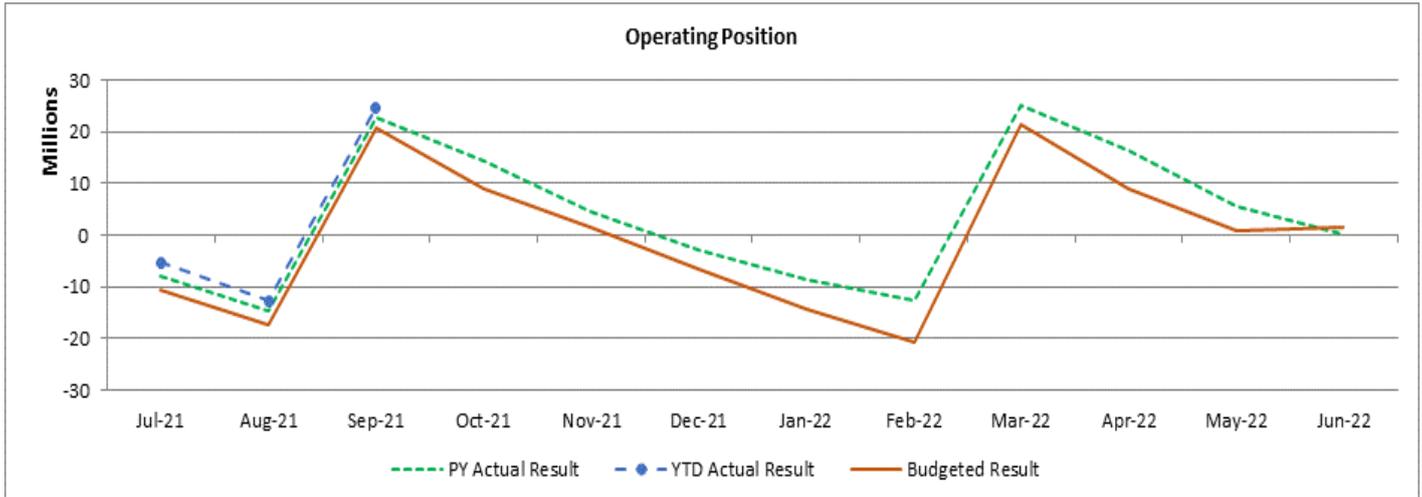
Each month, year to date financial statements are prepared in order to monitor actual performance against the latest adopted budget. Attached are the financial statements for the period ended 30 September 2021. Actual amounts are compared against year to date Revised Budget figures. (See appendix 1 for detailed financial statements).

Being early in the financial year, any budget variances will most likely be corrected through the course of the financial year or be assessed and adjusted in a budget review.

Council is cognisant of the current economic climate and will be paying particular attention to how the various revenue streams are tracking throughout the year. Expenditure items will also be monitored to ensure that Council remains within budget and delivers efficient and effective services to the community.

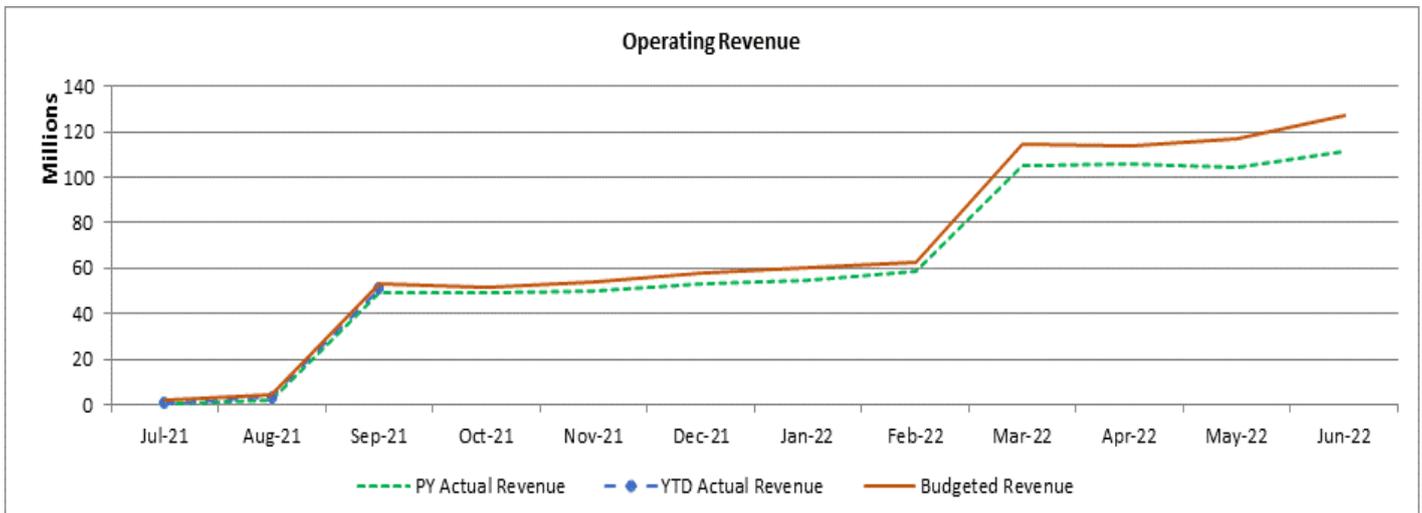
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

## OPERATING POSITION



The current operating position for September has resulted in a surplus of \$24,689,778. This is favourable when compared to the YTD budget by \$3,808,540. Operating Revenue is \$1,911,184 unfavourable compared to YTD budget offset by Operating Expenses which are \$5,719,724 favourable when compared to YTD budget.

## OPERATING REVENUE

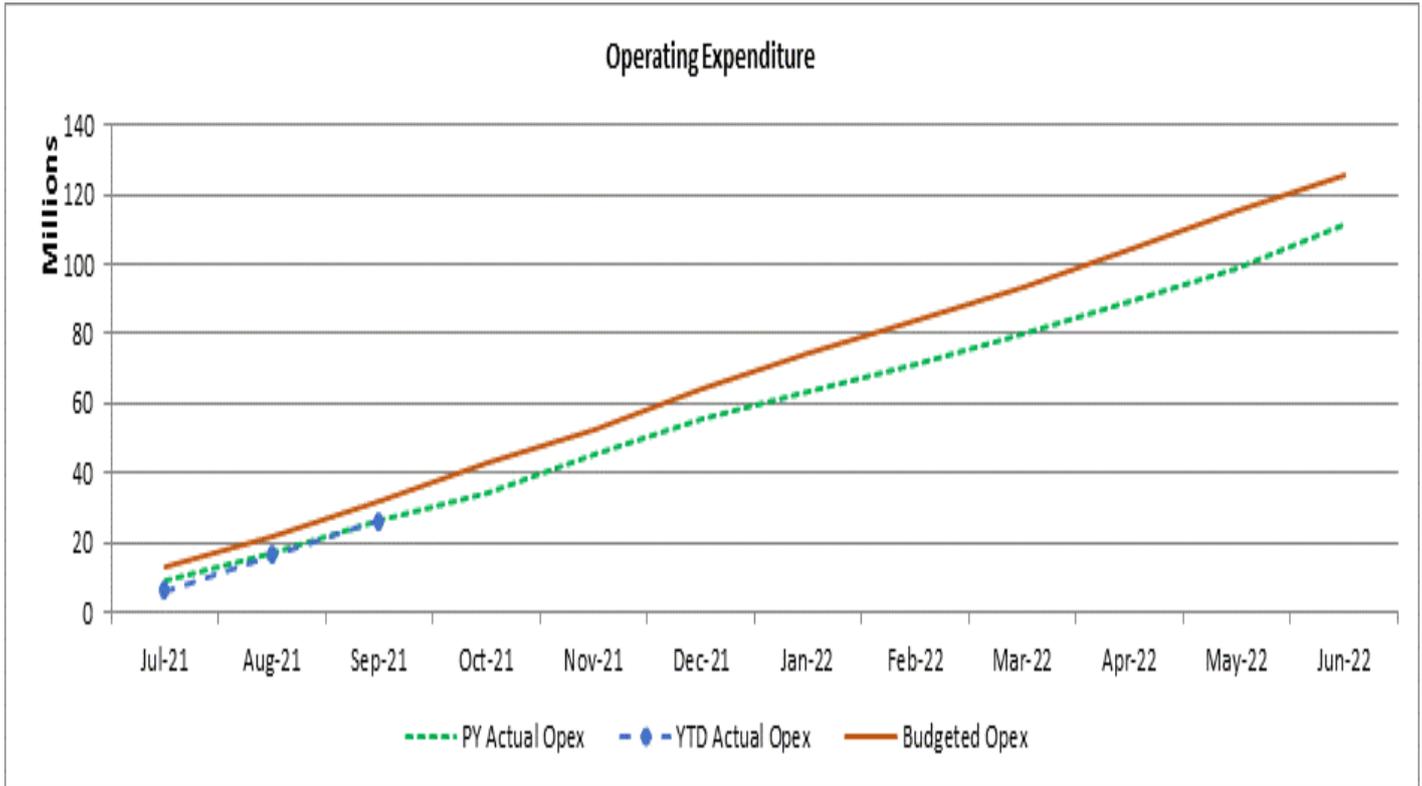


Operating Revenue comprises the following items – Rates and Utility Charges, Fees and Charges, Rental Income, Interest Received, Sale of Contract and Recoverable Works, Operating Grants, Subsidies and Contributions, Other Recurrent Revenue.

The operating revenue for September was \$50,850,629 which is unfavourable when compared to the budget by \$1,911,184. This unfavourable position is primarily due to the cashflowing of the revenue for the TMR project works and RMPC.

It is noted that cashflow projections will be reviewed throughout the year. Any adjustments made will be a redistribution of existing budget amounts and have no bottom line impact on the budget.

# OPERATING EXPENDITURE

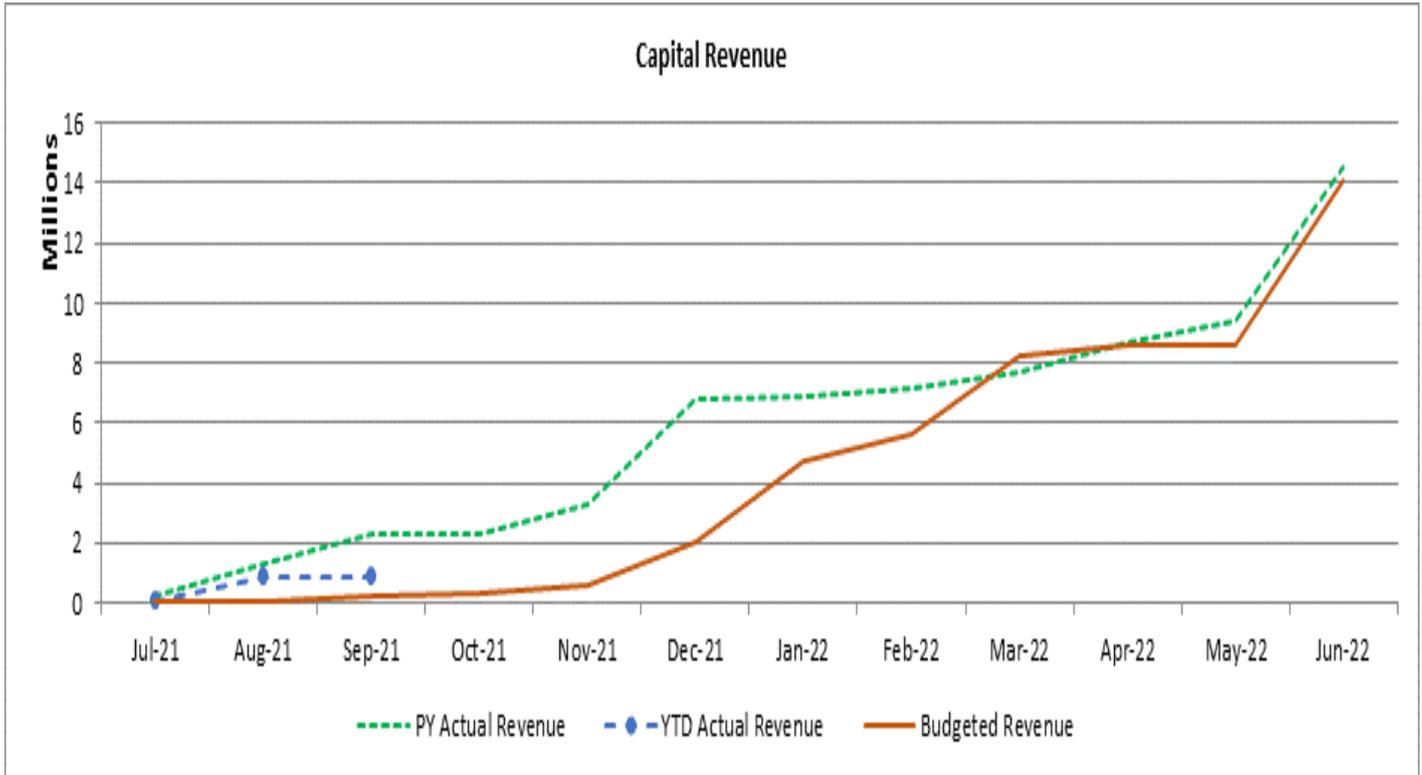


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for September was \$26,160,851 which is favourable to budget by \$5,719,724. This favourable result is mainly due to accruals of expenditure relating to the 20/21 financial year (employee expenses and operating expenses) through end of year processes and the allocation of budgeted cashflow (TMR works, RMPC and Waste Contracts).

It is noted that cashflowing of projects will be reviewed throughout the year. Any adjustments made will be a redistribution of existing budget amounts and have no bottom-line impact on the budget.

# CAPITAL REVENUE



Capital Revenue for September YTD is \$877,053 which consists of grants, contributions and proceeds from the disposal of assets. The current favourable variance is due primarily to the timing of grant receipts.

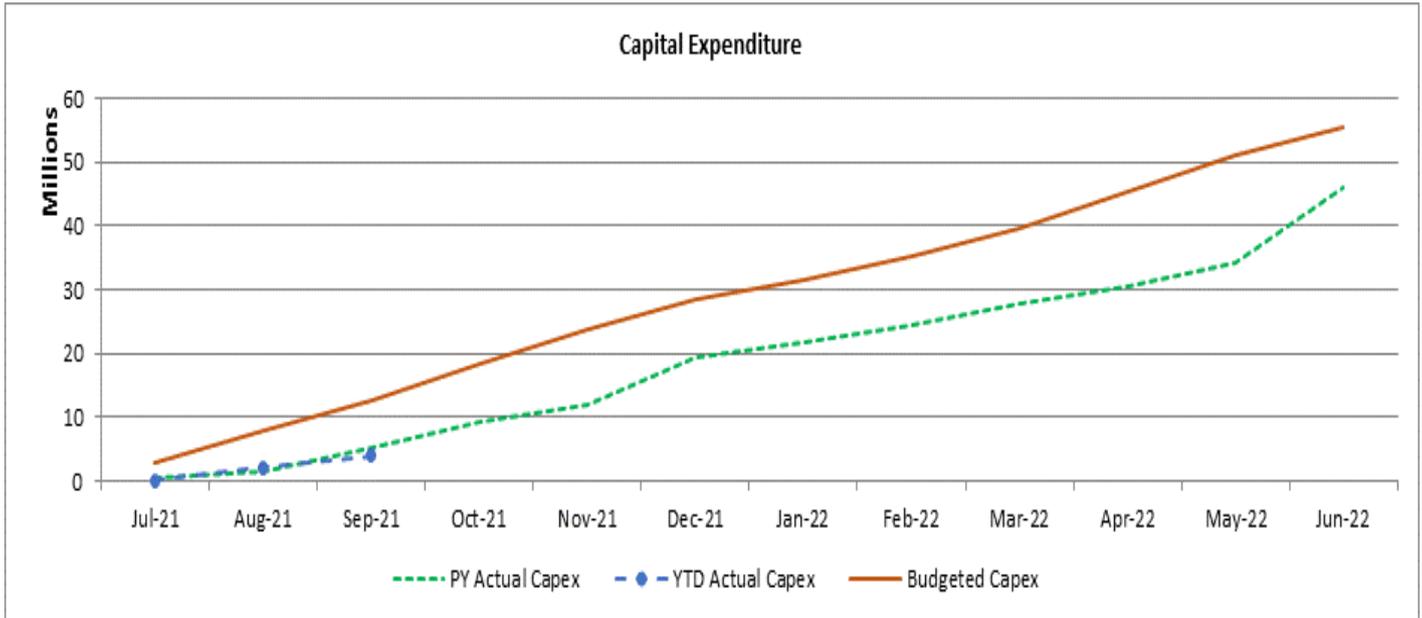
Some of our budgeted major capital grants for 21/22 are:

- Black Spot Funding
- Bridges Renewal Program
- Grant - TIDS
- Local Roads & Community Infrastructure Grants
- QRRRF
- Regional Recovery Partnership
- RTR Grant funds
- Works for QLD 21 - 24

Major Funding received to date:

- QRRRF
- Works for QLD 21 - 24

# CAPITAL EXPENDITURE



Capital expenditure is under budget excluding commitments, noting however that it is early in the financial year. It is anticipated that expenditure will come in line throughout the financial year.

The major budgeted projects for 21/22 financial year are:

- Rural Unsealed Roads Resheeting
- Clermont Saleyard & Showgrounds Revitalisation
- Valkyrie Road Pavement Works
- Moranbah Community Centre
- Surfacing Renewal Program
- Rural Pavement Rehabilitation Program
- Peakvale Road Drummond Creek Floodway Upgrade
- Moranbah Landfill Phase 2 Stage 2
- CORP Sewer relining
- Greg Cruickshank Aquatic Centre
- Moranbah 400ML raw water dam - remediation
- Moranbah Interagency Transfer of Bundera Place
- Clermont Design and Construct - Principal Cycle Network Expansion
- Dysart WWTP Trickling filters

It is noted that the carry forward of unfinished projects from the 2020/2021 financial year has been approved by Council and therefore the capital budget has been increased accordingly from the original adopted budget.

## CAPITAL FUNDING AND PROJECT COMMITTALS

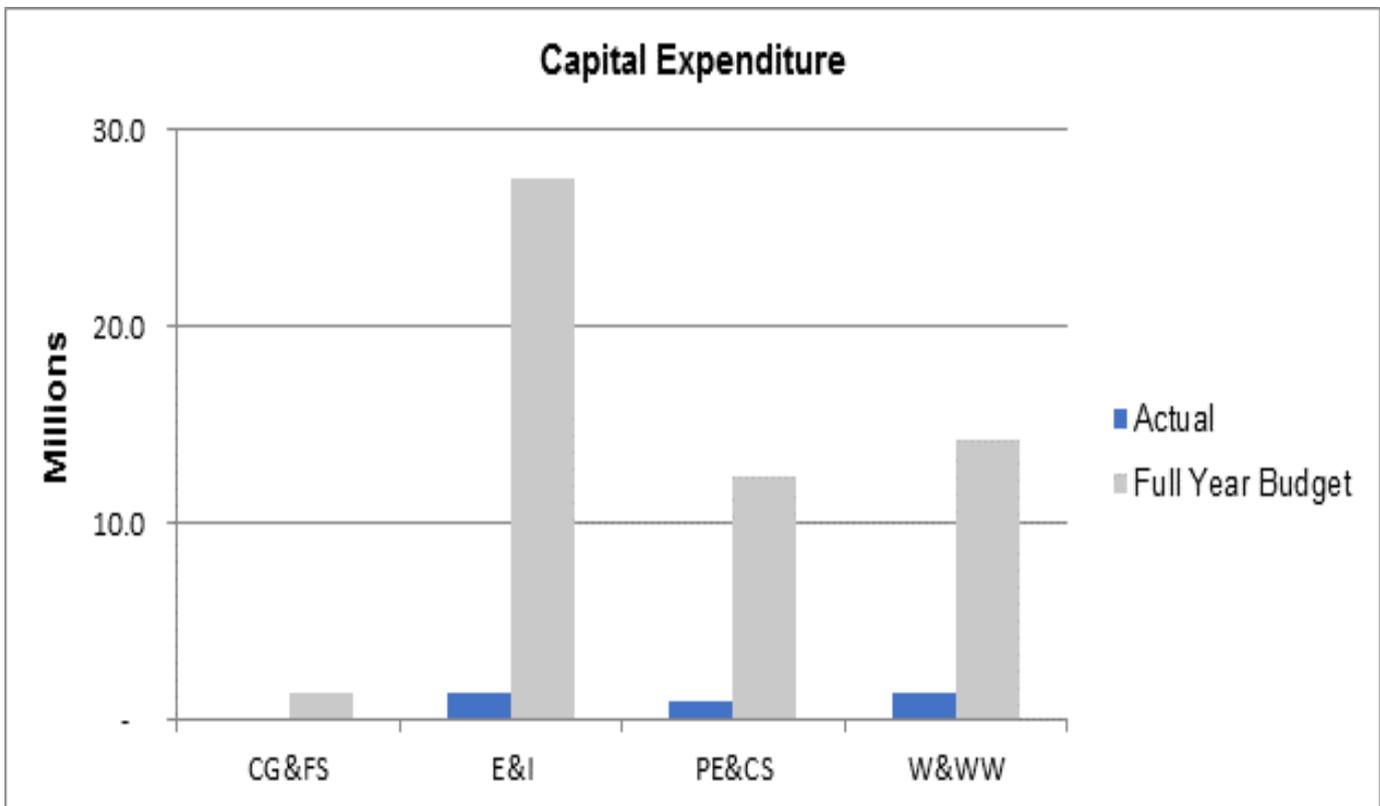
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

The future capital sustainability reserve represents accumulated funded depreciation monies which are held to maintain capital value under Council's long-term asset management plan.

The following table illustrates the Council's capital project expenditure as at September 2021.

Department	YTD Actual	YTD Commitment	YTD Total Expenditure	Full Year Budget	% Complete	% Complete
					(YTD Actual vs FY Budget)	(YTD Total vs FY Budget)
CG&FS	16,250	61,736	77,986	1,411,740	1.2%	5.5%
E&I	1,408,798	4,006,857	5,415,655	27,575,640	5.1%	19.6%
PE&CS	1,013,933	825,779	1,839,712	12,344,406	8.2%	14.9%
W&WW	1,441,072	1,648,449	3,089,522	14,288,253	10.1%	21.6%
<b>TOTAL</b>	<b>3,880,053</b>	<b>6,542,822</b>	<b>10,422,875</b>	<b>55,620,039</b>	<b>7.0%</b>	<b>18.7%</b>

The following graph illustrates the data above.



# DEPARTMENT OF LOCAL GOVERNMENT AND PLANNING (DLGP) FINANCIAL SUSTAINABILITY RATIOS

In accordance with s169(5) of the Local Government Regulation 2012, the DLGP financial sustainability ratios have been provided.

The ratios are designed to provide an indication of the performance of Council against key financial sustainability criteria which must be met to ensure the prudent management of financial risks.

Ratio	Description	Formula	YTD Actual Result	Bench mark	Within Limits	FY Budget
Operating Surplus Ratio	This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes.	Net operating surplus	48.55%	0 - 10%	No	1.20%
		Total operating revenue				
Net Financial Liabilities Ratio	This is an indicator of the extent to which the net financial liabilities of Council can be serviced by its operating revenues.	Total liabilities less current assets	-114.79%	<=60%	Yes	-2.88%
		Total operating revenue				
Asset Sustainability Ratio	This ratio provides a guide as to whether the infrastructure assets managed by Council are being replaced as they reach the end of their useful lives.	Capital expenditure on renewals	36.91%	>90%	No	93.50%
		Depreciation expense				
Total Debt Service Cover	This ratio provides a guide as to the Council's ability to meet its loan repayments.	Operating cash flow plus interest	23.6	2	Yes	9.24
		Interest plus current borrowings				
Cash Expense Ratio	This ratio provides a guide as to the ability of the Council to pay its costs within the short term.	Current cash balance	6.17 Months	3 Months	Yes	2.34 Months
		Operating expenses less depreciation and finance costs				

1. **Operating Surplus Ratio** - This ratio is an indicator of the extent to which revenues raised cover the operational expenses only or are available for capital funding purposes. The target result for this ratio is between 0-10% per annum (on average over the long term). With the net operating profit year to date a surplus of \$24,689,778, the ratio is currently positive 48.55%, which is above Council's budget and benchmark range. The ratio has improved significantly from the previous month through the issuing of the rates in September.
2. **Net Financial Liabilities Ratio** - This ratio is an indicator of the extent to which the net financial liabilities of Council can be serviced by its operating revenues. As Council's current assets are greater than total liabilities, the resulting ratio is currently showing as favourable with a negative 114.79%.
3. **Asset Sustainability Ratio** - This ratio is a guide as to whether infrastructure assets managed by Council are being replaced as they reach the end of their useful lives. Council's target is to have a result of greater than 90%. With capital expenditure just commencing the ratio is low at 36.91%, which is below the 90% benchmark. This ratio is expected to improve throughout the financial year.
4. **Total Debt Service** - This ratio represents Council's ability to meet its loan repayments through operating cash. A ratio greater than two (2) times, is the ideal result for Council. Council's year to date ratio is 23.6 times and indicates that Council has sufficient operating cash flow to cover its loan repayments.
5. **Cash Expense Ratio** - This ratio helps Council calculate how many months the current year's cash balance can cover operating expenses (excluding depreciation and finance costs), without additional cash flows Council has enough current cash to cover 6.17 months as at 30 September 2021. This is above the targeted benchmark of three (3) months.

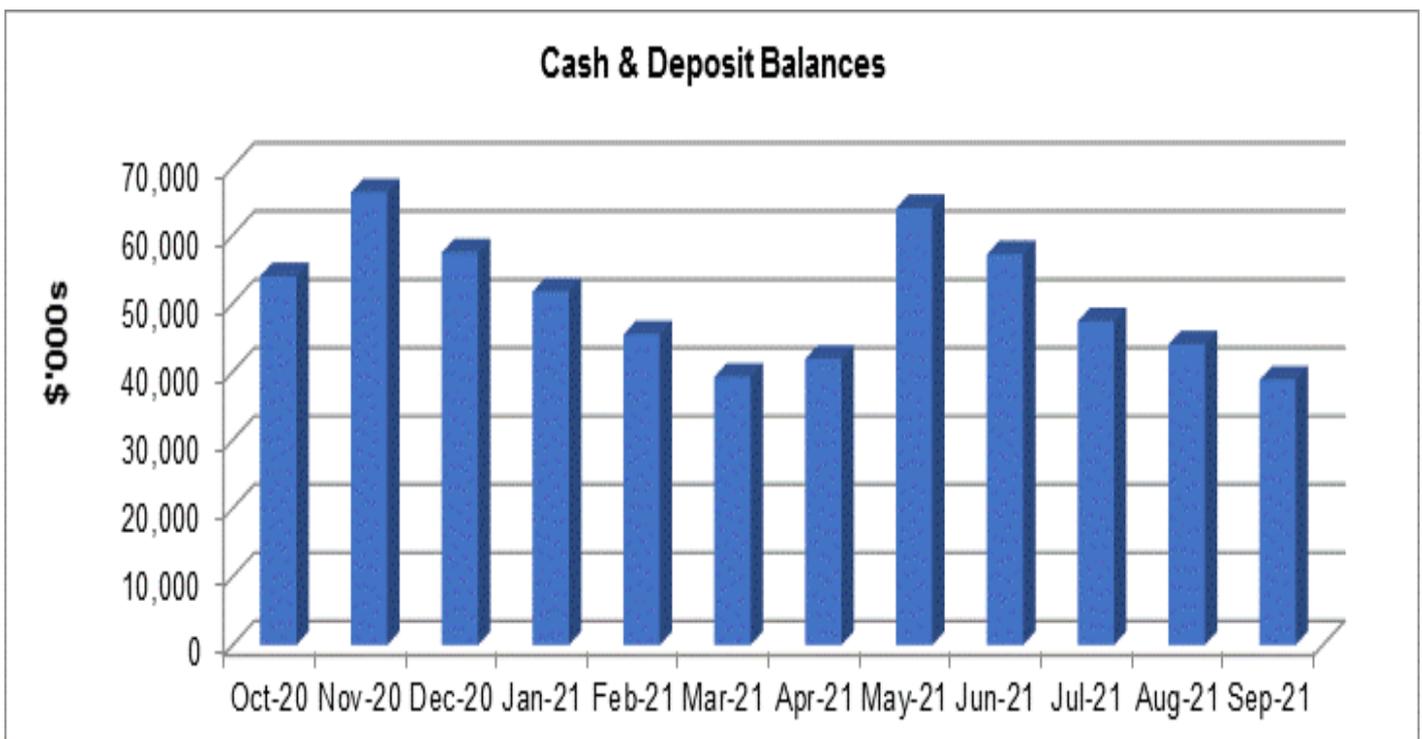
## INVESTMENTS AND CASH BALANCES

The following is a list of all investments held by Council as at the period ending 30 September 2021.

ISAAC REGIONAL COUNCIL					
Investments					
For the Period Ended 30 September 2021					
Account	Description	Institution	Amount	Maturity Date	Interest Rate
10-000-1111	Cash at bank-QCCU	QCCU	3,101		0.00%
10-000-1113	Cash at Bank - ANZ	ANZ	14,422		0.00%
10-000-1116	QTC Operating Fund	QTC	36,661,958		0.50%
10-000-1117	ANZ Business Premium Saver	ANZ	2,108,095		0.05%
10-000-1131	Petty Cash		3,750		
10-000-1132	Floats		6,368		
Total Investments			38,797,694		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	94.47%	No Limit
ANZ Banking Group	AA-	5.52%	Maximum 40%
QCCU	BBB	0.01%	Maximum 10%

The following chart outlines the Council's cash and deposit balances for the previous twelve months up to the period ending 30 September 2021.



## LOANS

ISAAC REGIONAL COUNCIL							
Loans							
For the Period Ended 30 September 2021							
							Repayment Due 15 Dec 2021
Loan Name	Balance as at 30 September 2021	Rate as at 30 September 2021	Approved Term	Remaining Term	Principal	Interest	Total
Land Purchase - Moranbah	\$11,620,222	5.1	20	11.22	\$192,804	\$148,129	\$340,932
Land Development Moranbah	\$8,916,392	4.37	20	11.72	\$146,167	\$97,412	\$243,578
Waste Loan	\$2,475,077	2.22	20	19.72	\$25,061	\$13,706	\$38,766
<b>Total</b>	<b>\$23,011,692</b>				<b>\$364,031</b>	<b>\$259,246</b>	<b>\$623,277</b>

Debt service repayments are made quarterly. The first quarter repayment for the 21/22 financial year was made on the 15 September 2021. The next repayment for the 21/22 financial year is due 15 December 2021.

## ACCOUNTS RECEIVABLE

The following is a breakdown of the Council's accounts receivable by age for the period ending 30 September 2021.

<b>Accounts Receivable Ageing Analysis at 30 September 2021</b>			
<b>Ageing</b>	<b>Number of Invoices</b>	<b>Amount Outstanding</b>	<b>% of Total Outstanding</b>
Current	296	1,430,561.02	77.75%
30 Days	136	174,626.93	9.49%
60 Days	14	2,752.15	0.15%
90 Days	83	232,109.34	12.61%
<b>TOTAL</b>	<b>529</b>	<b>1,840,049.44</b>	<b>100.00%</b>

The Accounts Receivable balance at 30 September 2021 is \$1,840,049.44 which has decreased from 31 August 2021 balance of \$1,860,419.76 due to compensation agreement invoices being paid this period.

- 30 day balances predominately relate to invoices for grant funding, security guarantee and food licences (ageing to 30 days but are not yet due).
- 60 day balances have decreased due to invoices being paid and others ageing to 90 days.
- 90 days and over outstanding receivables have increased slightly due to some housing and library debtors ageing to 90 days. There are no other significant new 90 day debtors.

A review was undertaken at the end of the previous financial year to write off debts deemed as non-recoverable. Therefore, at this point in time the remaining outstanding balance is believed to be recoverable.

## ACCOUNTS PAYABLE

The following is a breakdown of the Council's accounts payable by age for the period ending 30 September 2021.

<b>Accounts Payable Ageing Analysis at 30 September 2021</b>			
<b>Ageing</b>	<b>No. of Documents</b>	<b>Amount Outstanding</b>	<b>% of Total Outstanding</b>
Current	130	387,550.88	90.04%
30 Days	5	25,460.20	5.92%
60 Days	3	17,371.87	4.04%
90 Days	1	39.32	0.01%
<b>TOTAL</b>	<b>139</b>	<b>430,422.27</b>	<b>100.00%</b>

The outstanding Accounts Payable balance as at 30<sup>th</sup> September 2021 was \$430,422.27. The 30, 60 & 90 day aging accounts total \$42,871.39

At the date this report was prepared the following remain unpaid

- 30 day balances – \$25,460.20 (5 invoices) remain unpaid with 3 invoices (\$20,942.19) awaiting approval and 2 invoices (\$4,518.01) having been received late from the supplier.
- 60 day balances – \$17,371.87 (3 invoices) remain unpaid with 2 invoices (\$12,669.80) having been received late from the supplier and 1 invoice (\$4,702.07) awaiting approval.
- 90 day balances – \$39.32 (1 invoice) remains unpaid awaiting approval.

## YEAR TO DATE RATES REPORT

The following is a breakdown of the Council's rates transactions the year to date as at 30 September 2021.

The September month end closing balance for rates outstanding was \$48,856,891.

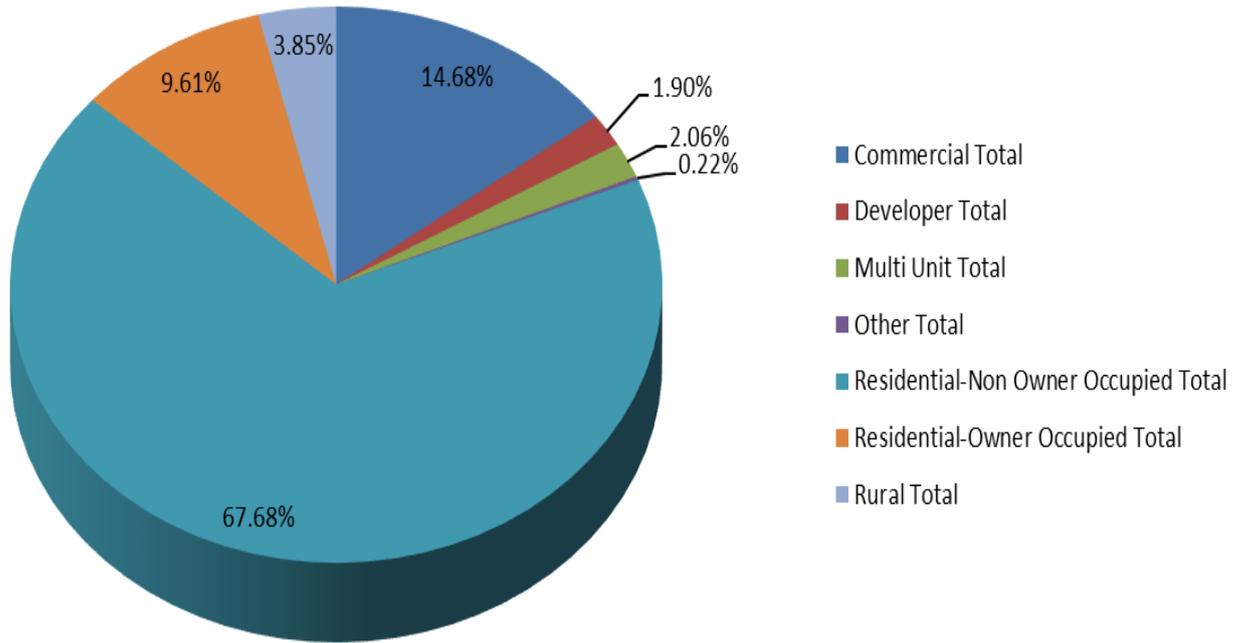
<b>Rates Balancing Report As At 30 September 2021</b>		
	<b>YTD 30 Sep 2021</b>	<b>YTD 30 Sep 2020</b>
Opening Balance	3,368,557	3,953,039
<b>Rates Charges</b>		
Rates Levied	49,038,623	48,348,564
Interest	86,137	-
Refunds	21,496	5,779
<b>Total Rates</b>	<b>49,146,256</b>	<b>48,354,344</b>
<b>Discounts and Receipts</b>		
Discounts	(10,657)	(161,804)
Receipts	(3,565,032)	(4,325,487)
Government Subsidy	(37,651)	(37,254)
Council Subsidy	(108,585)	(110,309)
Remissions	(315)	(978)
Write Offs	(674)	(29)
<b>Total Discounts &amp; Receipts</b>	<b>(3,722,913)</b>	<b>(4,635,861)</b>
Legal	64,990	52
<b>Closing Balance</b>	<b>48,856,891</b>	<b>47,671,573</b>

<b>Rates Breakdown</b>	<b>As At 30 Sep 2021</b>
Rates in Credit	(2,546,400)
Rates Not Due Yet	46,619,645
Rates In Arrears	4,783,645
<b>Total Rates Balance</b>	<b>48,856,891</b>

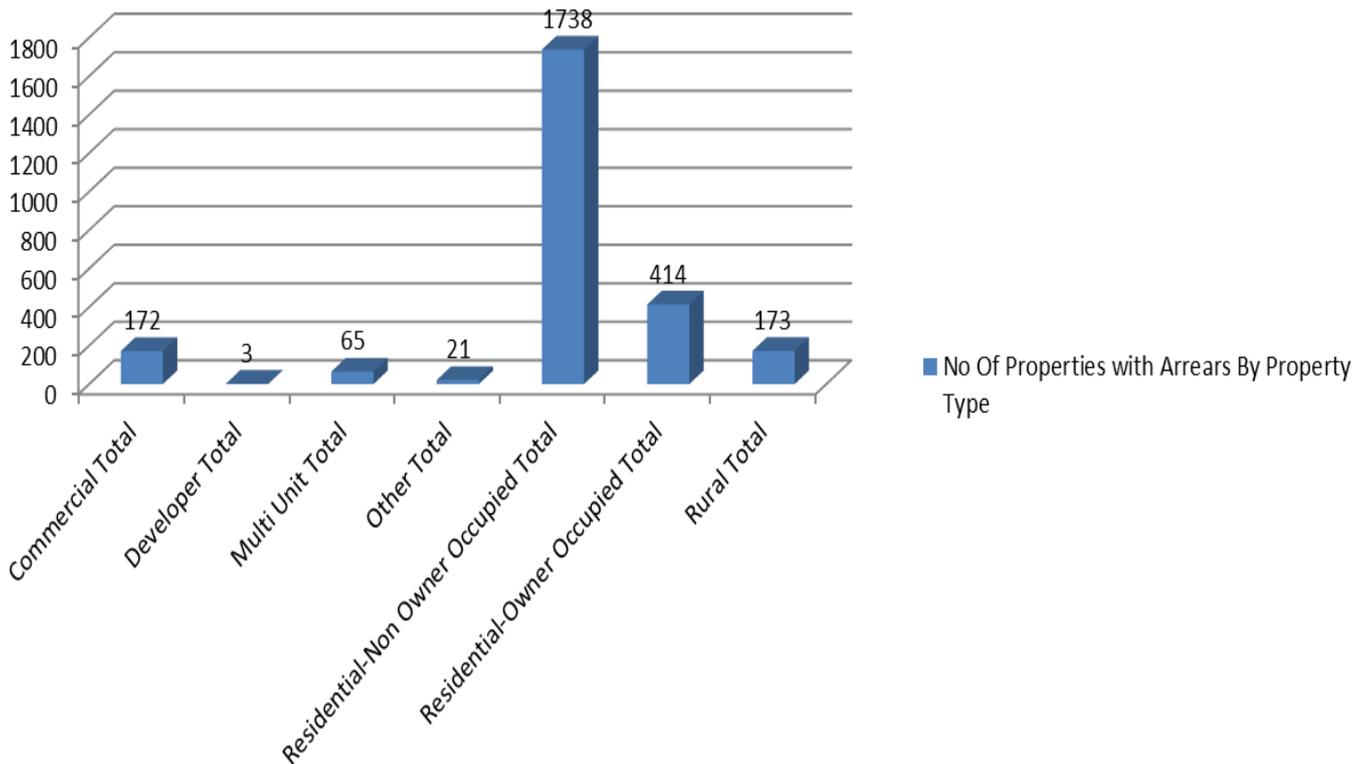
### Rate Arrears – Aged by Year

Prior 2016	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL
1,456,953	446,815	462,021	465,199	541,650	1,123,293	287,714	4,783,645
30.46%	9.34%	9.66%	9.72%	11.32%	23.48%	6.01%	100.00%

## Percentage of Arrears By Property Type



## No Of Properties with Arrears By Property Type



## APPENDIX 1 – FINANCIAL STATEMENTS

Attached are the financial statements for the period ended 30 September 2021. Actual amounts are compared against the year to date Revised Budget.

Financial statement included:

- **Statement of Comprehensive Income** – Displays Council’s year to date profit and loss up to the period end.
- **Statement of Financial Position** – Summarises Council’s assets, liabilities and community equity up to the period end.
- **Statement of Cash Flows** – Summarises the changes in the Council’s cash and cash equivalents by operating, investing, and financing activities.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 30 September 2021**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges		46,461,280	-	46,461,280	46,553,150	(91,870)	90,738,785	51.2%
Fees & Charges		1,012,767	-	1,012,767	962,762	50,004	3,684,550	27.5%
Rental Income		411,341	-	411,341	363,136	48,205	1,479,854	27.8%
Interest Received		153,634	-	153,634	134,375	19,259	601,500	25.5%
Sales of Contract & Recoverable Works	1	196,627	-	196,627	2,196,083	(1,999,457)	16,451,000	1.2%
Operating Grants, Subsidies & Contributions		1,101,079	-	1,101,079	974,583	126,497	6,856,704	16.1%
Other Recurrent Revenue		1,513,901	-	1,513,901	1,577,723	(63,822)	7,462,170	20.3%
		<b>50,850,629</b>	<b>-</b>	<b>50,850,629</b>	<b>52,761,813</b>	<b>(1,911,184)</b>	<b>127,274,563</b>	<b>40.0%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	2	8,619,260	-	8,619,260	9,640,861	(1,021,601)	41,607,376	20.7%
Materials & Services	3	10,252,051	8,163,274	18,415,325	15,237,677	3,177,649	56,150,510	32.8%
Finance Costs		253,082	-	253,082	310,109	(57,027)	1,240,438	20.4%
Depreciation and Amortisation	4	7,036,457	-	7,036,457	6,691,928	344,530	26,767,710	26.3%
Corporate Overheads & Competitive Neutrality Costs		-	-	-	-	-	-	0.0%
		<b>26,160,851</b>	<b>8,163,274</b>	<b>34,324,125</b>	<b>31,880,575</b>	<b>2,443,550</b>	<b>125,766,034</b>	<b>27.3%</b>
<b>Operating Position Before Capital Items</b>		<b>24,689,778</b>	<b>(8,163,274)</b>	<b>16,526,504</b>	<b>20,881,238</b>	<b>(4,354,734)</b>	<b>1,508,529</b>	<b>1095.5%</b>
<b>Capital Revenue</b>								
Capital Revenue	5	877,053	-	877,053	-	877,053	13,136,378	6.7%
Proceeds from Sale of Land & PPE	6	-	-	-	250,000	(250,000)	947,660	0.0%
		<b>877,053</b>	<b>-</b>	<b>877,053</b>	<b>250,000</b>	<b>627,053</b>	<b>14,084,038</b>	<b>6.2%</b>
<b>Net Result Attributable to Council in Period</b>		<b>25,566,831</b>	<b>(8,163,274)</b>	<b>17,403,557</b>	<b>21,131,238</b>	<b>(3,727,681)</b>	<b>15,592,567</b>	<b>111.6%</b>
<b>Total Comprehensive Income</b>		<b>25,566,831</b>	<b>(8,163,274)</b>	<b>17,403,557</b>	<b>21,131,238</b>	<b>(3,727,681)</b>	<b>15,592,567</b>	<b>111.6%</b>
Council's operating position at month end is a \$24.7M surplus								

1. **Sales of Contract & Recoverable Works** are unfavourable to the adopted budget by \$1,999,457. This unfavourable variance is mainly due to the cashflowing of the revenue for the TMR project works and the RMPC contract. Cashflow for both the TMR works and RMPC will be examined with the Quarter 1 Budget Review.
2. **Employee Expenses** are favourable to the adopted budget by \$1,021,601. This favourable variance is mainly due to the first week of the year being accrued back to the previous financial year through end of year processes.
3. **Materials & Services** actual expenses for the year to date are \$10,252,051 with \$8,163,274 being recorded in commitments, resulting in an unfavourable variance to adopted budget by \$3,177,649. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods. Excluding commitments YTD expenditure would be approximately \$5M below YTD budget.
4. **Depreciation and Amortisation** is unfavourable to the YTD budget by \$344,530. This is primarily due to changes to asset valuations and useful lives post outcomes of the 20/21 Financial Statement audit. The building asset class was revalued as at 30 June 2021 with the depreciation being adjusted to reflect the increase of the valuation of buildings.
5. **Capital Revenue** for the year to date is \$877,053 which is favourable to budget by \$877,053. This favourable variance is predominately due to the advance payment for the W4QLD 21- 24 grant funds.
6. **Proceeds from Sale of Land & PPE** is currently unfavourable compared to the revised budget by \$250,000. This unfavourable variance is due to budgeted cash flowing of revenue from the sale of plant. This will be examined at the Quarter 1 Budget Review.

<b>ISAAC REGIONAL COUNCIL</b>				
<b>Statement of Financial Position</b>				
<b>For the Period Ended 30 September 2021</b>				
	<b>Notes</b>	<b>Actual YTD</b>	<b>30 June 2021</b>	<b>Variance</b>
		<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Current Assets</b>				
Cash & Cash Equivalents		38,797,694	57,171,729	67.9%
Trade & Other Receivables		52,821,970	15,776,801	334.8%
Inventories		20,310,505	20,225,766	100.4%
<b>Total Current Assets</b>		<b>111,930,169</b>	<b>93,174,296</b>	<b>120.1%</b>
<b>Non-Current Assets</b>				
Property, Plant and Equipment		1,080,099,446	1,086,512,329	99.4%
Capital Work in Progress		16,183,864	12,812,083	126.3%
<b>Total Non-Current Assets</b>		<b>1,096,283,311</b>	<b>1,099,324,411</b>	<b>99.7%</b>
<b>TOTAL ASSETS</b>		<b>1,208,213,479</b>	<b>1,192,498,708</b>	<b>101.3%</b>
<b>Current Liabilities</b>				
Trade & Other Payables		10,480,584	20,259,021	51.7%
Borrowings - Interest Bearing		1,104,723	1,506,500	73.3%
Provisions		7,196,147	6,839,353	105.2%
		<b>18,781,454</b>	<b>28,604,874</b>	<b>65.7%</b>
<b>Non-Current Liabilities</b>				
Borrowings - Interest Bearing		21,906,969	21,906,969	100.0%
Borrowings - Interest Bearing		1,834,641	1,834,641	100.0%
Non Current Provision		1,745,900	1,744,539	100.1%
Non Current Creditors		9,288,278	9,288,278	100.0%
<b>Total Non-Current Liabilities</b>		<b>34,775,788</b>	<b>34,774,427</b>	<b>100.0%</b>
<b>TOTAL LIABILITIES</b>		<b>53,557,242</b>	<b>63,379,301</b>	<b>84.5%</b>
<b>NET COMMUNITY ASSETS</b>		<b>1,154,656,237</b>	<b>1,129,119,406</b>	<b>102.3%</b>
<b>Community Equity</b>				
Retained surplus current year		891,551,249	866,891,471	102.8%
Asset revaluation reserve		222,122,422	222,122,422	100.0%
Other reserves		40,982,566	40,105,513	102.2%
<b>TOTAL COMMUNITY EQUITY</b>		<b>1,154,656,237</b>	<b>1,129,119,406</b>	<b>102.3%</b>

<b>ISAAC REGIONAL COUNCIL</b>			
<b>Statement of Cash Flows</b>			
<b>For the Period Ended 30 September 2021</b>			
	<b>Actual YTD</b>	<b>30 June 2021</b>	<b>Variance</b>
	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Cash Flows from Operating Activities</b>			
Receipts from customers	13,805,460	116,522,240	11.8%
Payments to suppliers and employees	(28,629,414)	(86,328,172)	33.2%
Cash provided by / (used in) net result	(14,823,955)	30,194,067	(49.1%)
<b>Cash Flows from Investing Activities</b>			
Profit / (Loss) on sale of capital assets	(30,000)	(6,103,970)	0.5%
Grants, subsidies, contributions and donations	877,053	12,840,227	6.8%
Payments for property, plant and equipment	(3,995,356)	(39,336,166)	10.2%
Net movement in loans to Community Organisations			0.0%
Net cash provided by investing activities	(3,148,303)	(32,599,909)	9.7%
<b>Cash Flow from Financing Activities</b>			
Proceeds from borrowings	-	1,035,391	0.0%
Repayment of borrowings	(401,777)	162,542	(247.2%)
Net cash provided by financing activities	(401,777)	1,197,932	(33.5%)
<b>Net Increase / (Decrease) in Cash Held</b>	<b>(18,374,035)</b>	<b>(1,207,909)</b>	<b>1521.1%</b>
Cash at the beginning of the period	57,171,729	58,379,638	97.9%
<b>Cash at the end of the Reporting Period</b>	<b>38,797,694</b>	<b>57,171,729</b>	<b>67.9%</b>



## Appendix 2 – Preliminary Executive Level Reports

Executive Level operating statements provide information on the performance of each Directorate for the period ended 30 September 2021.

Actual amounts and commitments are compared against the year to date Revised Budget.

Commitment balances are reported at a point of time and will continue to be reviewed as the year progresses. It should be noted that commitments are not currently able to be cash flowed across the financial year.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 30 September 2021**

**Office of the CEO**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Operating Grants, Subsidies & Contributions		59,235	-	59,235	38,750	20,485	155,000	38.2%
		<b>59,235</b>	<b>-</b>	<b>59,235</b>	<b>38,750</b>	<b>20,485</b>	<b>155,000</b>	<b>38.2%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses		639,826	-	639,826	670,719	(30,893)	2,906,449	22.0%
Materials & Services	1	247,680	241,801	489,481	396,800	92,681	1,251,642	39.1%
Corporate Overheads & Competitive Neutrality Costs		(1,203,645)	-	(1,203,645)	(1,203,645)	-	(4,814,578)	25.0%
		<b>(316,138)</b>	<b>241,801</b>	<b>(74,337)</b>	<b>(136,126)</b>	<b>61,789</b>	<b>(656,488)</b>	<b>11.3%</b>
<b>Operating Position Before Capital Items</b>		<b>375,373</b>	<b>(241,801)</b>	<b>133,573</b>	<b>174,876</b>	<b>(41,303)</b>	<b>811,488</b>	<b>16.5%</b>
<b>Capital Revenue</b>		-	-	-	-	-	-	<b>0.0%</b>
<b>Net Result Attributable to Council in Period</b>		<b>375,373</b>	<b>(241,801)</b>	<b>133,573</b>	<b>174,876</b>	<b>(41,303)</b>	<b>811,488</b>	<b>16.5%</b>
<b>Total Comprehensive Income</b>		<b>375,373</b>	<b>(241,801)</b>	<b>133,573</b>	<b>174,876</b>	<b>(41,303)</b>	<b>811,488</b>	<b>16.5%</b>

**1. Materials & Services** for the financial year to date are \$92,681 unfavourable with \$247,680 of actual expenditure and \$241,801 in commitments against YTD budget of \$396,800. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods.

ISAAC REGIONAL COUNCIL								
Statement of Comprehensive Income								
For the Period Ended 30 September 2021								
Corporate, Governance & Financial Service								
	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges		33,422,404	-	33,422,404	33,330,650	91,754	60,106,480	55.6%
Fees & Charges		15,815	-	15,815	13,750	2,065	55,000	28.8%
Rental Income		1,350	-	1,350	-	1,350	-	0.0%
Interest Received		113,116	-	113,116	113,950	(834)	519,800	21.8%
Sales of Contract & Recoverable Works		96,525	-	96,525	20,000	76,525	80,000	120.7%
Operating Grants, Subsidies & Contributions	1	506,281	-	506,281	391,716	114,565	3,561,554	14.2%
Other Recurrent Revenue		1,486	-	1,486	26,250	(24,764)	145,000	1.0%
		<b>34,156,976</b>	<b>-</b>	<b>34,156,976</b>	<b>33,896,316</b>	<b>260,660</b>	<b>64,467,834</b>	<b>53.0%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	2	1,531,331	-	1,531,331	1,967,699	(436,368)	8,357,008	18.3%
Materials & Services	3	3,600,067	1,151,335	4,751,403	4,334,892	416,511	10,367,061	45.8%
Finance Costs		115,487	-	115,487	149,104	(33,617)	596,417	19.4%
Depreciation and Amortisation		252,875	-	252,875	244,837	8,038	979,348	25.8%
Corporate Overheads & Competitive Neutrality Costs		(3,625,186)	-	(3,625,186)	(3,625,186)	-	(14,500,743)	25.0%
		<b>1,874,575</b>	<b>1,151,335</b>	<b>3,025,910</b>	<b>3,071,347</b>	<b>(45,437)</b>	<b>5,799,091</b>	<b>52.2%</b>
<b>Operating Position Before Capital Items</b>		<b>32,282,401</b>	<b>(1,151,335)</b>	<b>31,131,066</b>	<b>30,824,969</b>	<b>306,097</b>	<b>58,668,743</b>	<b>53.1%</b>
<b>Capital Revenue</b>								
Capital Revenue		73,800	-	73,800	-	73,800	246,000	30.0%
		<b>73,800</b>	<b>-</b>	<b>73,800</b>	<b>-</b>	<b>73,800</b>	<b>246,000</b>	<b>30.0%</b>
<b>Net Result Attributable to Council in Period</b>		<b>32,356,201</b>	<b>(1,151,335)</b>	<b>31,204,866</b>	<b>30,824,969</b>	<b>379,897</b>	<b>58,914,743</b>	<b>53.0%</b>
<b>Total Comprehensive Income</b>		<b>32,356,201</b>	<b>(1,151,335)</b>	<b>31,204,866</b>	<b>30,824,969</b>	<b>379,897</b>	<b>58,914,743</b>	<b>53.0%</b>

- 1. Operating Grants, Subsidies & Contributions** for the YTD is favourable compared to the revised budget by \$114,565. This favourable variance is predominately due to the cashflowing for the general component of the Federal Assistance Grant. The cashflow will be examined with the Quarter 1 Budget Review.
- 2. Employee Expenses** for year to date is favourable compared to the budget by \$436,368. This favourable variance is mainly due to the first week of the year being accrued back to the previous financial year through end of year processes. The accrual of the backpay for employees to the previous financial year relating to the new CA is also a factor in this favourable variance.
- 3. Materials & Services** for the financial year to date are \$416,511 unfavourable with \$3,600,067 in actual expenditure and \$1,151,335 in commitments against the YTD budget of \$4,334,892. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
For the Period Ended 30 September 2021

**Engineering & Infrastructure Services**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Fees & Charges		61,654	-	61,654	61,450	204	245,800	25.1%
Rental Income		345,841	-	345,841	321,886	23,955	1,287,545	26.9%
Sales of Contract & Recoverable Works	1	100,077	-	100,077	2,176,083	(2,076,006)	16,371,000	0.6%
Operating Grants, Subsidies & Contributions		330,283	-	330,283	321,117	9,166	2,551,650	12.9%
Other Recurrent Revenue		5,526	-	5,526	-	5,526	-	0.0%
		<b>843,382</b>	<b>-</b>	<b>843,382</b>	<b>2,880,536</b>	<b>(2,037,155)</b>	<b>20,455,995</b>	<b>4.1%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	2	2,828,834	-	2,828,834	3,052,694	(223,860)	13,228,339	21.4%
Materials & Services	3	1,555,010	1,393,574	2,948,584	4,683,030	(1,734,446)	20,051,474	14.7%
Depreciation and Amortisation	4	3,916,711	-	3,916,711	3,675,995	240,716	14,703,981	26.6%
Corporate Overheads & Competitive Neutrality Costs		2,239,422	-	2,239,422	2,239,422	-	8,957,689	25.0%
		<b>10,539,978</b>	<b>1,393,574</b>	<b>11,933,551</b>	<b>13,651,141</b>	<b>(1,717,590)</b>	<b>56,941,484</b>	<b>21.0%</b>
<b>Operating Position Before Capital Items</b>		<b>(9,696,596)</b>	<b>(1,393,574)</b>	<b>(11,090,170)</b>	<b>(10,770,605)</b>	<b>(319,565)</b>	<b>(36,485,489)</b>	<b>30.4%</b>
<b>Capital Revenue</b>								
Capital Revenue		21,673	-	21,673	-	21,673	6,074,178	0.4%
Proceeds from Sale of Land & PPE	5	-	-	-	250,000	(250,000)	947,660	0.0%
		<b>21,673</b>	<b>-</b>	<b>21,673</b>	<b>250,000</b>	<b>(228,327)</b>	<b>7,021,838</b>	<b>0.3%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(9,674,923)</b>	<b>(1,393,574)</b>	<b>(11,068,496)</b>	<b>(10,520,605)</b>	<b>(547,892)</b>	<b>(29,463,651)</b>	<b>37.6%</b>
<b>Total Comprehensive Income</b>		<b>(9,674,923)</b>	<b>(1,393,574)</b>	<b>(11,068,496)</b>	<b>(10,520,605)</b>	<b>(547,892)</b>	<b>(29,463,651)</b>	<b>37.6%</b>

- 1. Sales of Contract & Recoverable Works** are unfavourable to the budget by \$2,076,006. This unfavourable variance is mainly due to the cashflowing of the revenue for the TMR project works and the RMPC contract. Cashflow for both the TMR works and RMPC will be examined with the Quarter 1 Budget Review.
- 2. Employee Expenses** are favourable compared to the adopted budget by \$223,860. This favourable variance is mainly due to the first week of the year being accrued back to the previous financial year through end of year processes.
- 3. Materials & Services** for the financial year to date are \$1,734,446 favourable with \$1,555,010 of actual expenditure and \$1,393,574 in commitments against YTD budget of \$4,683,030. This favourable variance is primarily due to delay in expenses relating to TMR project works to offset the revenue.
- 4. Depreciation and Amortisation** is currently unfavourable to the YTD revised budget by \$240,716. This is primarily due to changes to asset valuations and useful lives post outcomes of the 20/21 Financial Statement audit. The building asset class was revalued as at 30 June 2021 with the depreciation being adjusted to reflect the increase of the valuation of buildings.
- 5. Proceeds from Sale of Land & PPE** is currently unfavourable compared to the revised budget by \$250,000. This unfavourable variance is due to budgeted cash flowing of revenue from the sale of plant. This will be examined at the Quarter 1 Budget Review.

ISAAC REGIONAL COUNCIL								
Statement of Comprehensive Income								
For the Period Ended 30 September 2021								
Planning, Environment & Community Service								
Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion	
	\$	\$	\$	\$	\$	\$	\$	%
<b>Income</b>								
<b>Operating Revenue</b>								
	598,841	-	598,841	574,812	24,029	2,131,250		28.1%
Fees & Charges								
	64,150	-	64,150	38,750	25,400	155,000		41.4%
Rental Income								
	25	-	25	-	25	-		0.0%
Sales of Contract & Recoverable Works								
	147,968	-	147,968	175,500	(27,532)	541,000		27.4%
Operating Grants, Subsidies & Contributions								
	2,979	-	2,979	2,000	979	8,000		37.2%
Other Recurrent Revenue								
	<b>813,963</b>	<b>-</b>	<b>813,963</b>	<b>791,062</b>	<b>22,901</b>	<b>2,835,250</b>		<b>28.7%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
	2,260,803	-	2,260,803	2,370,934	(110,131)	10,274,049		22.0%
Employee Expenses								
	1,519,379	692,090	2,211,469	1,659,153	552,316	7,055,399		31.3%
Materials & Services								
	126,009	-	126,009	146,884	(20,876)	587,537		21.4%
Finance Costs								
	492,659	-	492,659	414,346	78,313	1,657,385		29.7%
Depreciation and Amortisation								
	1,042,487	-	1,042,487	1,042,487	-	4,169,950		25.0%
Corporate Overheads & Competitive Neutrality Costs								
	<b>5,441,337</b>	<b>692,090</b>	<b>6,133,427</b>	<b>5,633,805</b>	<b>499,622</b>	<b>23,744,320</b>		<b>25.8%</b>
<b>Operating Position Before Capital Items</b>	<b>(4,627,374)</b>	<b>(692,090)</b>	<b>(5,319,464)</b>	<b>(4,842,743)</b>	<b>(476,721)</b>	<b>(20,909,070)</b>		<b>25.4%</b>
<b>Capital Revenue</b>								
	777,600	-	777,600	-	777,600	5,616,200		13.8%
Capital Revenue								
	<b>777,600</b>	<b>-</b>	<b>777,600</b>	<b>-</b>	<b>777,600</b>	<b>5,616,200</b>		<b>13.8%</b>
<b>Net Result Attributable to Council in Period</b>	<b>(3,849,774)</b>	<b>(692,090)</b>	<b>(4,541,864)</b>	<b>(4,842,743)</b>	<b>300,879</b>	<b>(15,292,870)</b>		<b>29.7%</b>
<b>Total Comprehensive Income</b>	<b>(3,849,774)</b>	<b>(692,090)</b>	<b>(4,541,864)</b>	<b>(4,842,743)</b>	<b>300,879</b>	<b>(15,292,870)</b>		<b>29.7%</b>

- 1. Employee Expenses** are favourable compared to the YTD budget by \$110,131. This favourable variance is mainly due to the first week of the year being accrued back to the previous financial year through end of year processes.
- 2. Materials & Services** for the financial year to date are \$552,316 unfavourable with \$1,519,379 of actual expenditure and \$692,090 in commitments against YTD budget of \$1,659,153. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods.
- 3. Capital Revenue** for the year to date is \$777,600 which is favourable to budget by \$777,600. This favourable variance is predominately due to the advance payment for the W4QLD 21- 24 grant funds

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
For the Period Ended 30 September 2021

**Water & Waste**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges	1	13,038,876	-	13,038,876	13,222,500	(183,624)	30,632,305	42.6%
Fees & Charges		336,457	-	336,457	312,750	23,707	1,252,500	26.9%
Rental Income		-	-	-	2,500	(2,500)	37,309	0.0%
Interest Received		40,518	-	40,518	20,425	20,093	81,700	49.6%
Operating Grants, Subsidies & Contributions		57,312	-	57,312	47,500	9,812	47,500	120.7%
Other Recurrent Revenue		1,503,909	-	1,503,909	1,549,473	(45,564)	7,309,170	20.6%
		<b>14,977,072</b>	<b>-</b>	<b>14,977,072</b>	<b>15,155,148</b>	<b>(178,076)</b>	<b>39,360,484</b>	<b>38.1%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	2	1,358,466	-	1,358,466	1,578,815	(220,349)	6,841,531	19.9%
Materials & Services	3	3,329,914	4,684,475	8,014,389	4,163,802	3,850,587	17,424,934	46.0%
Finance Costs		11,587	-	11,587	14,121	(2,534)	56,483	20.5%
Depreciation and Amortisation		2,374,212	-	2,374,212	2,356,749	17,463	9,426,996	25.2%
Corporate Overheads & Competitive Neutrality Costs		1,546,921	-	1,546,921	1,546,921	-	6,187,683	25.0%
		<b>8,621,099</b>	<b>4,684,475</b>	<b>13,305,574</b>	<b>9,660,407</b>	<b>3,645,167</b>	<b>39,937,626</b>	<b>33.3%</b>
<b>Operating Position Before Capital Items</b>		<b>6,355,973</b>	<b>(4,684,475)</b>	<b>1,671,498</b>	<b>5,494,741</b>	<b>(3,823,242)</b>	<b>(577,143)</b>	<b>(289.6%)</b>
<b>Capital Revenue</b>								
Capital Revenue		3,980	-	3,980	-	3,980	1,200,000	0.3%
		<b>3,980</b>	<b>-</b>	<b>3,980</b>	<b>-</b>	<b>3,980</b>	<b>1,200,000</b>	<b>0.3%</b>
<b>Net Result Attributable to Council in Period</b>		<b>6,359,953</b>	<b>(4,684,475)</b>	<b>1,675,478</b>	<b>5,494,741</b>	<b>(3,819,262)</b>	<b>622,857</b>	<b>269.0%</b>
<b>Total Comprehensive Income</b>		<b>6,359,953</b>	<b>(4,684,475)</b>	<b>1,675,478</b>	<b>5,494,741</b>	<b>(3,819,262)</b>	<b>622,857</b>	<b>269.0%</b>

- 1. Net Rates & Utility Charges** is \$183,624 unfavourable, with actuals of \$13,038,876 compared to a YTD revised budget of \$13,222,500. This unfavourable variance is predominantly due reduced sewerage charges and the budgeted cashflow for pension remissions (will correct next month). This unfavourable variance will be monitored throughout the year and assessed at the Quarter 2 Budget Review allowing for impact of potential supplementary runs.
- 2. Employee Expenses** are favourable compared to the YTD budget by \$220,349. This favourable variance is mainly due to the first week of the year being accrued back to the previous financial year through end of year processes.
- 3. Materials & Services** for the financial year to date are \$3,850,587 unfavourable, with \$3,329,914 in actual expenditure and \$4,684,475 in commitments. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods (commitment for contractors at IRC's landfill for the financial year is \$1.5M and commitment for water purchase \$1.5M).

## MEETING DETAILS

Corporate, Governance and Financial Services  
Standing Committee  
Tuesday 12 October 2021

## AUTHOR

Alexis Coutts

## AUTHOR POSITION

Manager Safety and Resilience

## 5.2

## WORK, HEALTH AND SAFETY UPDATE

### EXECUTIVE SUMMARY

This report is provided as an update to Council on the current status of Work Health and Safety Management Systems (WHSMS).

### OFFICER'S RECOMMENDATION

*That the Committee recommends Council:*

- 1. Note the Work Health and Safety Report and attachments listed***

### BACKGROUND

Review of safety statistics to monitor effectiveness of Workplace Health and Safety Management System (WHSMS) and identify incident trends, discuss relevant Work Health and Safety issues, referring to statistics in the attached report.

### IMPLICATIONS

That the system is monitored to ensure compliance and continuous improvement of WHSMS. To ensure that recommendations from the LGW audit are implemented to support continuous improvement of the WHSMS.

### CONSULTATION

- Executive Leadership Team
- WHS Operational and Strategic Safety Committee
- Joint Consultative Committee
- Safety and Resilience Team

### BASIS FOR RECOMMENDATION

Ongoing monitoring and improvement of the health and safety management systems.

### ACTION ACCOUNTABILITY

Manager Safety and Resilience.

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## KEY MESSAGES

Positive progression of the Safety Improvement, strategic objectives and updated KPI's amendments.  
Renovation of the safety team to reflect Wellness, Disaster and Rehabilitation in its title.

<b>Report Prepared By:</b> ALEXIS COUTTS <b>Manager Safety and Resilience</b>  Date: 6 October 2021	<b>Report Authorised By:</b> DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b>  Date: 6 October 2021
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## ATTACHMENTS

- Attachment 1 - Safety and Resilience Report for October Meeting

## REFERENCE DOCUMENT

- Nil

# SAFETY AND RESILIENCE MONTHLY REPORT

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<b>DATE</b>	October 2021
<b>TO</b>	October 2021, Council Meeting
<b>FROM</b>	Manager Safety and Resilience

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## 1. SUMMARY

I'm pleased to announce that the safety reset briefing was conducted with Council in September and the new strategic direction of the current Organisational safety team to Safety and Resilience, which more representative of the role that the department plays in the organisation.

This month is safe work month and mental health awareness week of the 9 October. Our toolbox are centred around our strategies to support workers and reduce stigma around mental health.

### **Explanatory Note:**

The green section lists the objective and the target measure.

**OBJECTIVE** – what we plan to achieve.

**TARGET** – how we are going to measure and track achievement of the objective, this will not always be strict numbers for data trending and may only be captured as an annual achievement

**STATUS** – this is current monthly update, there may be graphs to reflect the YTD or rolling statistic, as well as general comments under relevant headings.

## 2. BEST PRACTICE SYSTEM

Monitoring and continuously improving our systems, aiming for best practice documentation. This includes regularly reporting to committees on document development and monitoring documents are not out of date.

**OBJECTIVE** to review all Policies, Procedures and work instructions biennially.

**TARGET** 100% of documents reviewed within required timeframes.

**STATUS:** on track, regularly reported to WHS Strategic Committee.

## 3. OBJECTIVES AND TARGETS

**OBJECTIVE** To establish annual KPI's to support the policy and Maintain the WHS improvement plan.

**TARGET** Complete quarterly review of the WHS improvement plan. Set KPI's and monitor.

**STATUS:** The improvement plans is currently a work in progress and is going through a revamp to prioritise our activities, now completed.

# SAFETY AND RESILIENCE MONTHLY REPORT

## 4. RISK MANAGEMENT

### RISK ASSESSMENTS

Risk assessments, work is progressing on the risk assessment revised forms, Water and waste have been trialling a revised risk register for sites which will be implemented.

### HAZARD HUNTER WINNERS

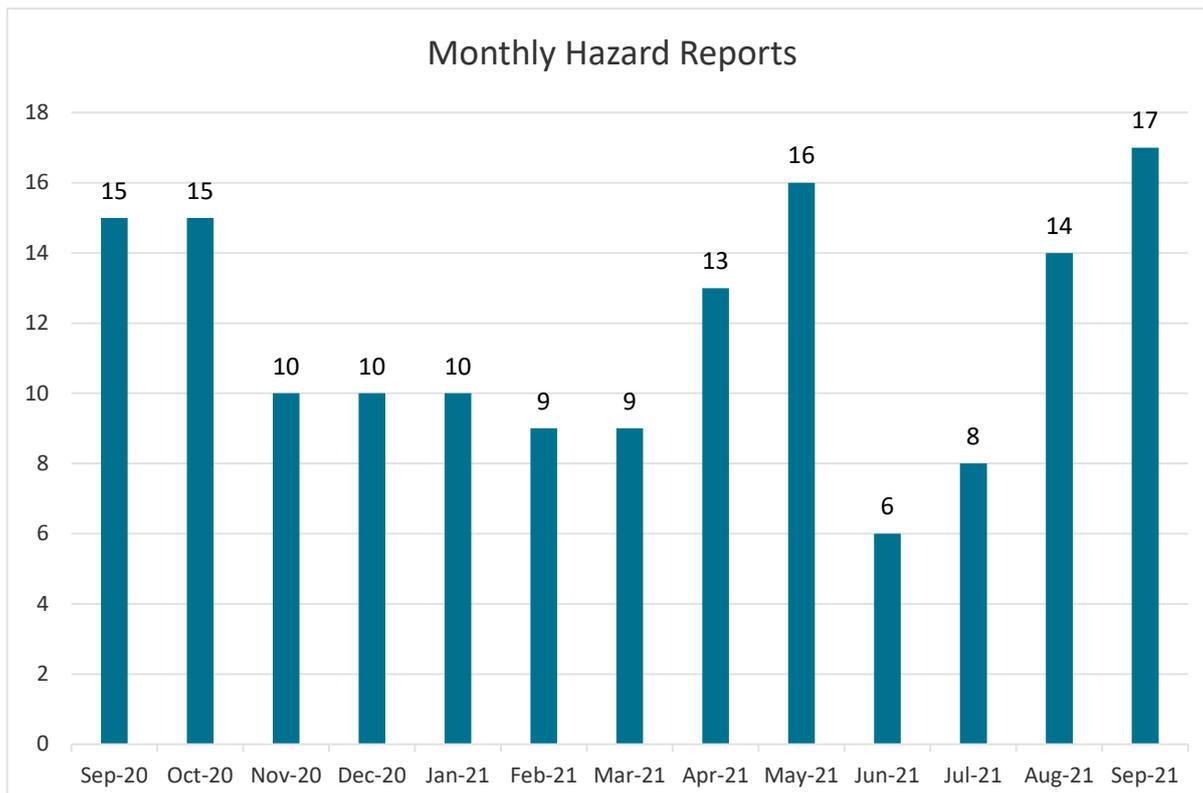
Hazard hunter winners are being caught up and communicated.

**OBJECTIVE** to ensure risk management activities are undertaken by identifying hazards.

**TARGET** Number of hazards reported and rectified.

**STATUS** 17 hazards identified, 2 have been fully completed.

## 5. HAZARD REPORTS MONTHLY COMPARISONS



### INCIDENT REVIEW

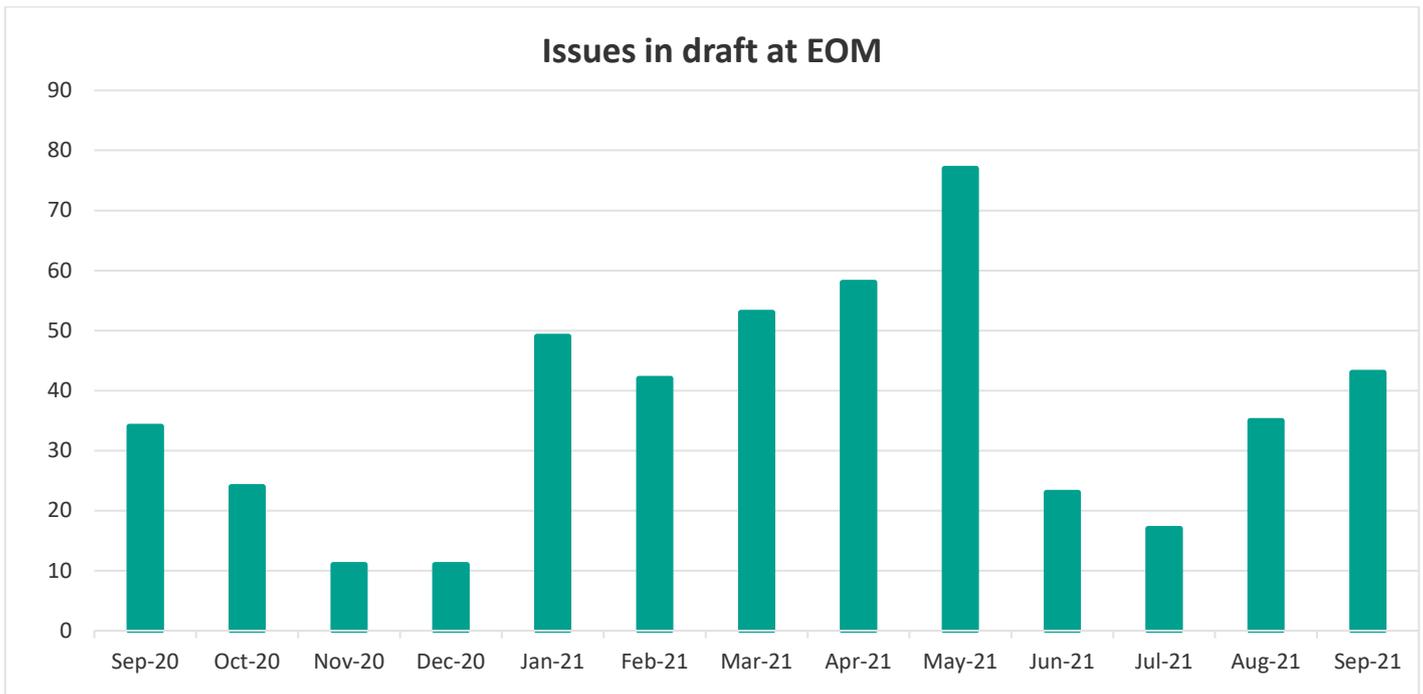
Formal investigations are being completed and forwarded for approval to the manager and executive leadership team for endorsement of proposed corrective actions.

**OBJECTIVE** Risk management activities to support our systems, investigate accidents in a timely manner.

**TARGET** # number of incidents in DRAFT after 24 hours (as EOM).

**STATUS** 55 incident in draft for all date range

# SAFETY AND RESILIENCE MONTHLY REPORT



## TRAINING

Cultural Leadership Program project plan is being developed by P&P. Training procedures will be presented to ELT for endorsement in October.

## EMERGENCY MANAGEMENT

Emergency warden training and meetings of the Emergency Control Organisations to be undertaken in October, a report will come back to the EMC, with an areas for improvement.

## 6. CONSULTATION

A workshop to restructure the WHS committee and the roles of members, this will focus on including wellness into this group and ensure they remain of value to Council. This is now completed and will commence roll out in September.

### WHS STRATEGIC COMMITTEE

The next meeting is November, 2021.

### WHS OPERATIONAL COMMITTEE

**OBJECTIVE** Completed schedules of meetings.

**TARGET** 100% of meetings completed against target at end of year.

**STATUS** on-track against new 2021 plan.

# SAFETY AND RESILIENCE MONTHLY REPORT

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## 7. CONTRACTOR MANAGEMENT

The Safety Team reviewed the Contractor Status language and determined that having only two status options was a more well-rounded approach to compliance visibility. The 'Under Review' status has been removed, and only a Company Status of either Approved or Not Approved will now be available. Either a Company has or has not met their obligations of providing and maintaining mandatory documentation, and/or has or has not provided a standard of work in line with our contractor and project management framework.

**OBJECTIVE** Evaluation of contractor and project management documentation and processes.

**TARGET** report on # approved contractors, # of not approved contractors.

**STATUS:**

# APPROVED contractor companies – **155**

# NOT APPROVED contractor companies (failed in their obligations) – **127**

## 8. WELLBEING & FITNESS FOR WORK

### VACCINATIONS

Currently the COVID vaccination roll out is as per government guidelines, we encourage all employees to seek advice from their doctor. Vaccine pop up centres are being established around the region and are also available at some pharmacies and doctors' surgeries.

### DRUG & ALCOHOL TESTING

Testing will recommence later this year.

### WORKERS COMPENSATION & REHABILITATION

Rehabilitation and Wellness Officer continues to actively monitor all work and non-work-related injuries and illnesses.

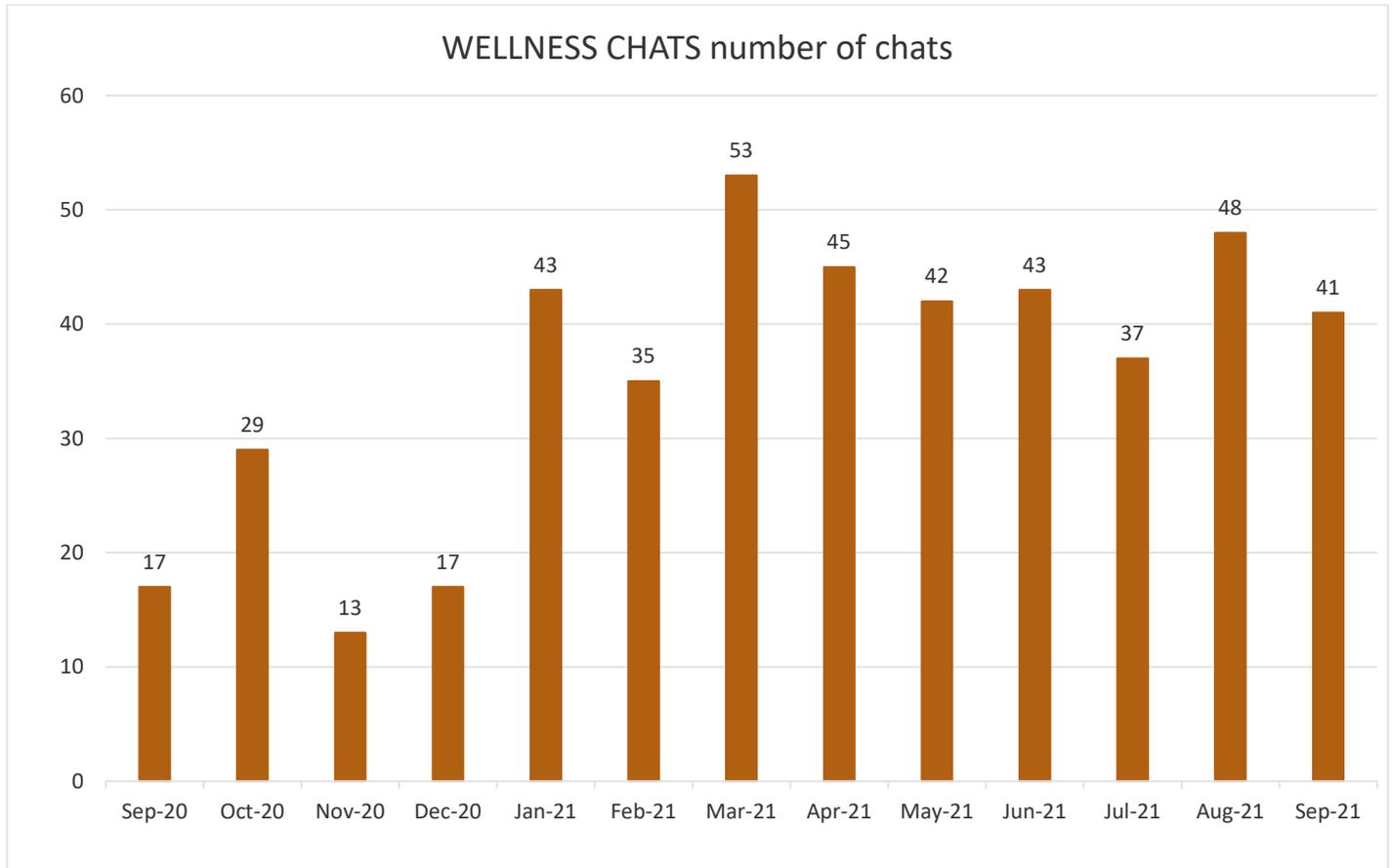
The worker support program continues to support our workers with individual concerns and supports the workplace to support them.

### WELLBEING

Social responsibility, psychological safety and resourcing have been removed, pending the review of safety

**The current status of wellness chats – 41 wellness chats for September**

# SAFETY AND RESILIENCE MONTHLY REPORT



## 9. AUDIT/ INSPECTIONS

A new audit plan has been developed but will be revisited with staff changes. the new schedule is also more risk orientated.

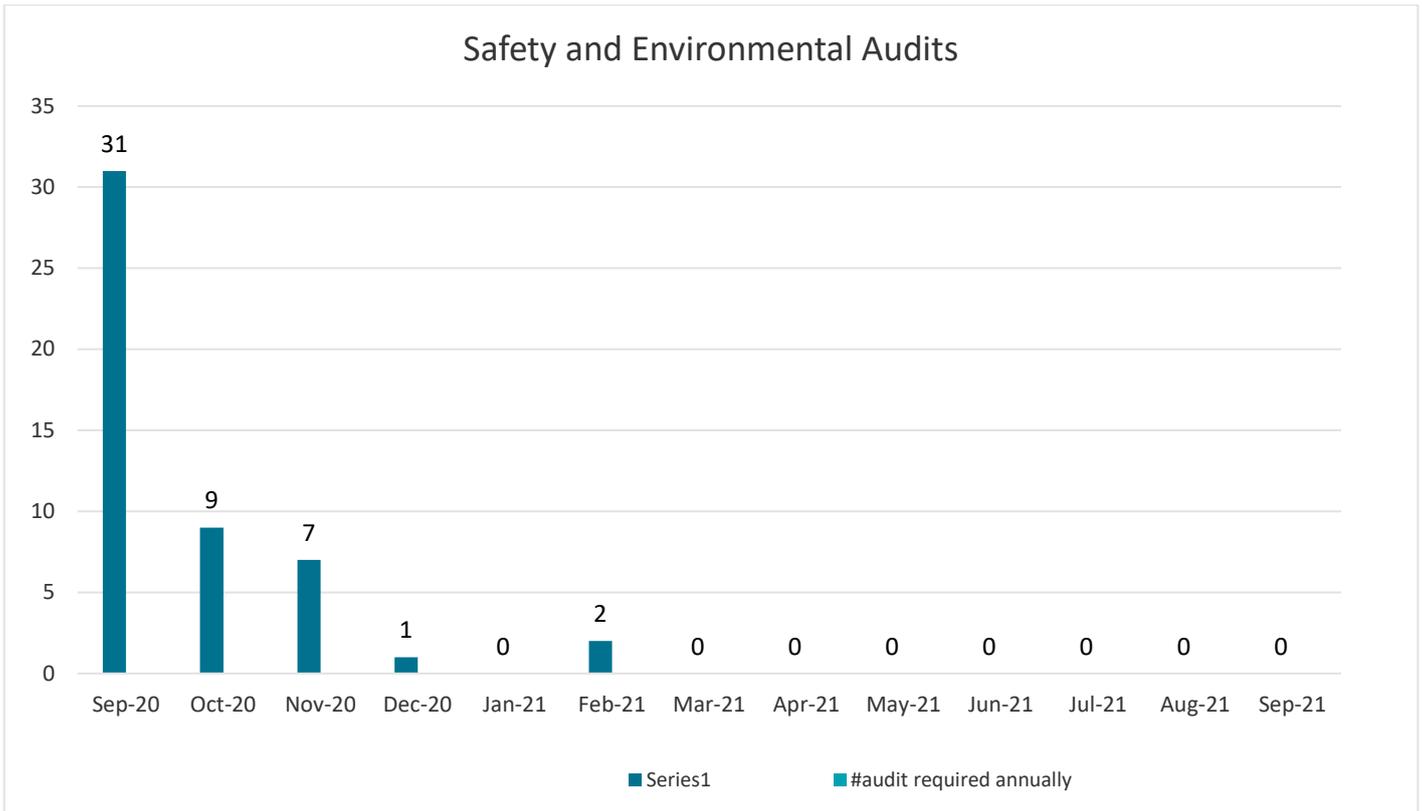
A workshop was conducted with internal auditors from safety and water and waste to review the process for conducting audits and peer review selected audits. Minutes of the meeting were completed.

**OBJECTIVE** Develop an audit schedule considering the risks of individual sites.

**TARGET** 100% of audits completed against plan.

**STATUS:** 0 WHS audits completed for **September**

# SAFETY AND RESILIENCE MONTHLY REPORT



## 10. CORRECTIVE ACTIONS

The target and methodology for tracking actions has been amended since the May report. All expired actions as well as expired actions greater than 30 days will now be captured so trends can be recorded and seen.

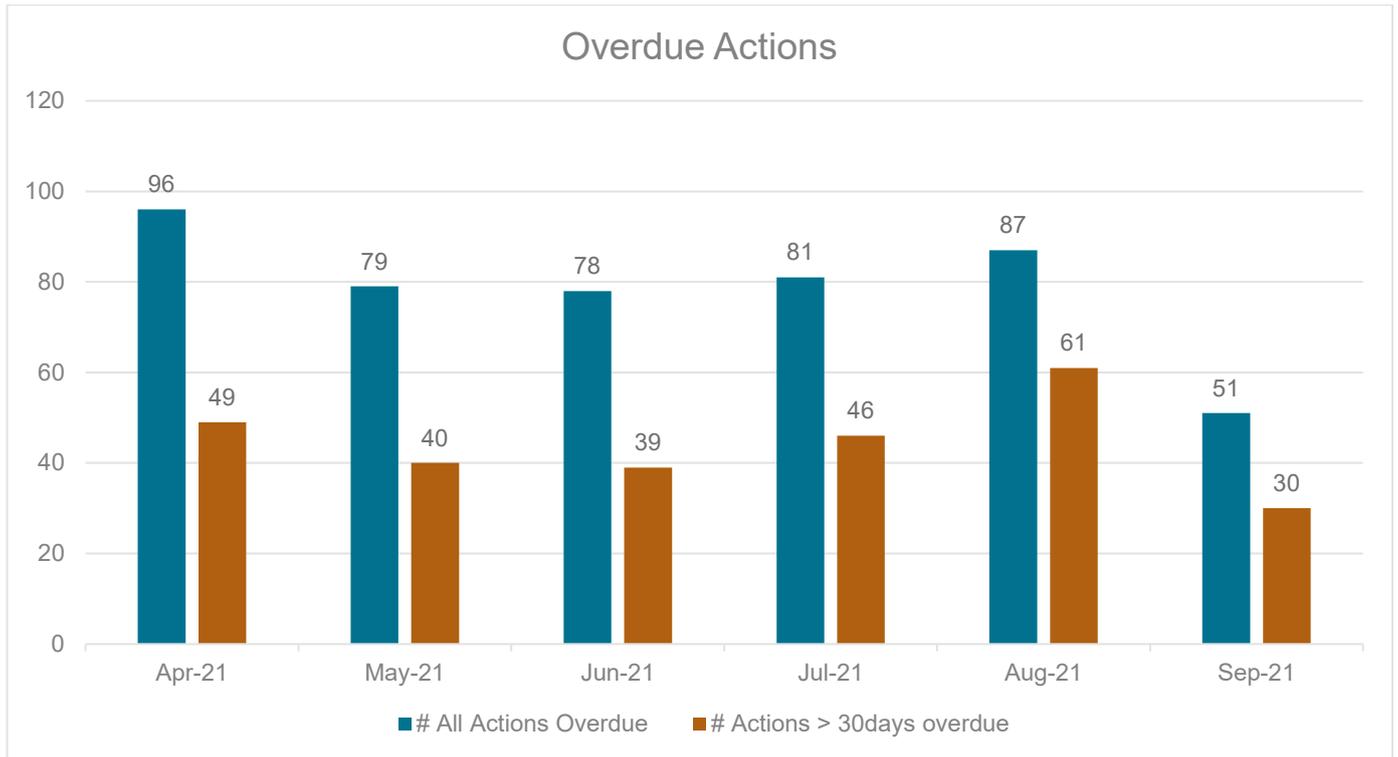
The safety systems officer has set up an additional notification to be sent to a person's manager when their assigned safety action has become 5 days overdue. A focus on system training and reminders throughout the month of June to assist with reducing these figures will also take place. A focus on training will continue as required.

51 overdue expired actions as at end of month. 30 overdue greater than 30 days.

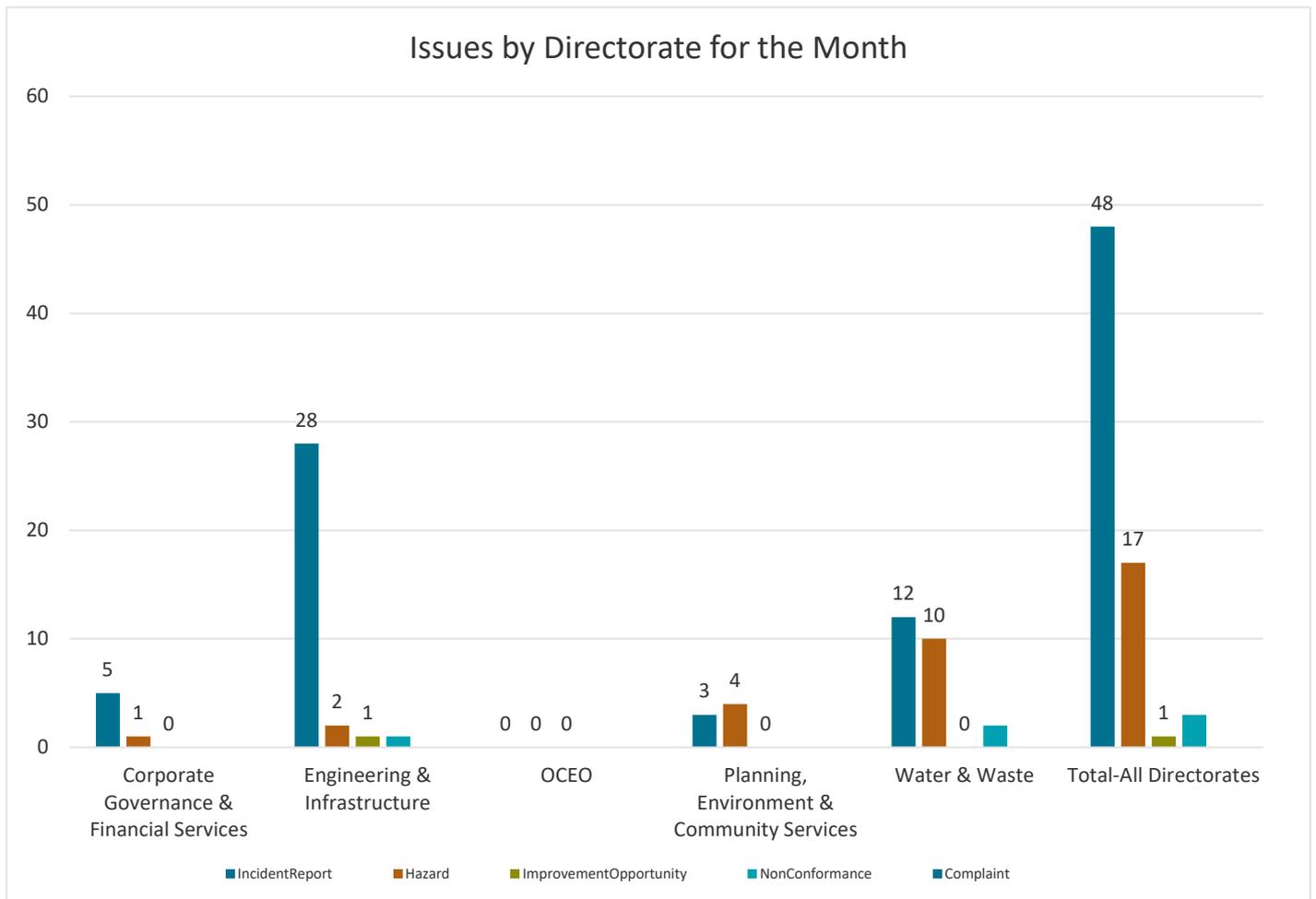
**OBJECTIVE** Ensure identified corrective actions are followed to completion

**TARGET** 0 actions greater than 30 days overdue

# SAFETY AND RESILIENCE MONTHLY REPORT



## 11. ISSUES BY DIRECTORATE



# SAFETY AND RESILIENCE MONTHLY REPORT

## 12. INDIVIDUAL KEY PERFORMANCE INDICATORS

Each Director determines who is to complete WHS KPI's, based on their role and responsibilities. This supports the achievement of our overall safety objectives. As part of the WHS Objectives and Improvement Plan, the current KPI requirements will experience some changes, and these changes will be reflected in the September WHS Report KPI Statistics. Refer to ECM\_3643474\_v7\_WHS Objectives and Improvement Plan and the new 5.2 Attachment 4 – Key Performance Indicators 2021 update. The changes have also been captured and highlighted in the tables below for viewing.

### OBJECTIVE Establish KPI's for individual managers

**TARGET** One communication and one action completed per individual manager; the total is 20 per year allowances made for holidays etc.

**STATUS** KPI's have been tracking extremely well in recent months, this is very encouraging.

SAFETY ACTION - comments mandatory as well as evidence if applicable					
1. Conducted and recorded a 'Safety Chat' (discussion of a safety process) Complete via SMART Inform = 1x Safety Action	2. Conducted and recorded a 'Wellbeing Chat' with someone. Completed via SMART Inform = 1 x Safety Action	3. Provided feedback on a WHS procedure with comments to the safety team. (Procedural Review) =1 x Safety Action	4. Participation in an Incident Investigation/analysis i.e. ICAM or Debrief = 1 x Safety Action	5. Participate in a Procedural Audit – Directors and M3's being audited by the Safety Team	6. 5. Conducted and recorded a Site Hazard inspection. Inspection via SMART Inform = 1 x Safety Action
SAFETY COMMUNICATION - comments mandatory as well as evidence if applicable					
1. Attended an Operational WHS Committee Meeting (M3's and invitees) = 1 x Safety Communication	2. Attend any Town Talk meeting and presented a 'safety share' = 1 x Safety Communication	3. Present at Town Talks on topics relevant to workforce = 1 x Safety Communication	4. Conducted a Team Talk or Morning Talk with your team and documented minutes in SMART = 1 x Safety Communication	5. Attend a WHS Strategic Meeting (Directors and invitees)	

Change in language from 'raw' KPI's to 'total' KPI's. This indicates exactly what has been completed across the individual action and communications areas, but then allows us to identify whether target has been met.

### 1. CGFS OLT Target list: 12 people/positions. 12x2 KPI=24 target per month.

**September Monthly outcome:** 10 people/positions completed their target KPI's. 10 people x 2 KPI's = target of 20 (Actual target is 24). Leaves a deficit of 4 (2 x 2 KPI's). Reason: 1 person did not complete monthly KPI's and 1 person completed incorrectly.

### 2. PECS OLT Target list: 29 people/positions. 29x2=58 target per month.

**September Monthly outcome:** 28 people/positions completed their target KPI's. 28 people x 2 KPI's = target of 56 (Actual target is 58). Leaves a deficit of 2 (1 x 2 KPI's). Reason: 1 person did not complete monthly KPI's.

### 3. E&I OLT Target list: 41 people/positions. 41x2=82 target per month.

**September Monthly outcome:** 22 people/positions completed their target KPI's. 22 people x 2 KPI's = target of 44 (Actual target is 82). Leaves a deficit of 38 (19 x 2 KPI's). Reason: 2 positions are vacant, 2 did not complete correctly and 15 persons did not complete.

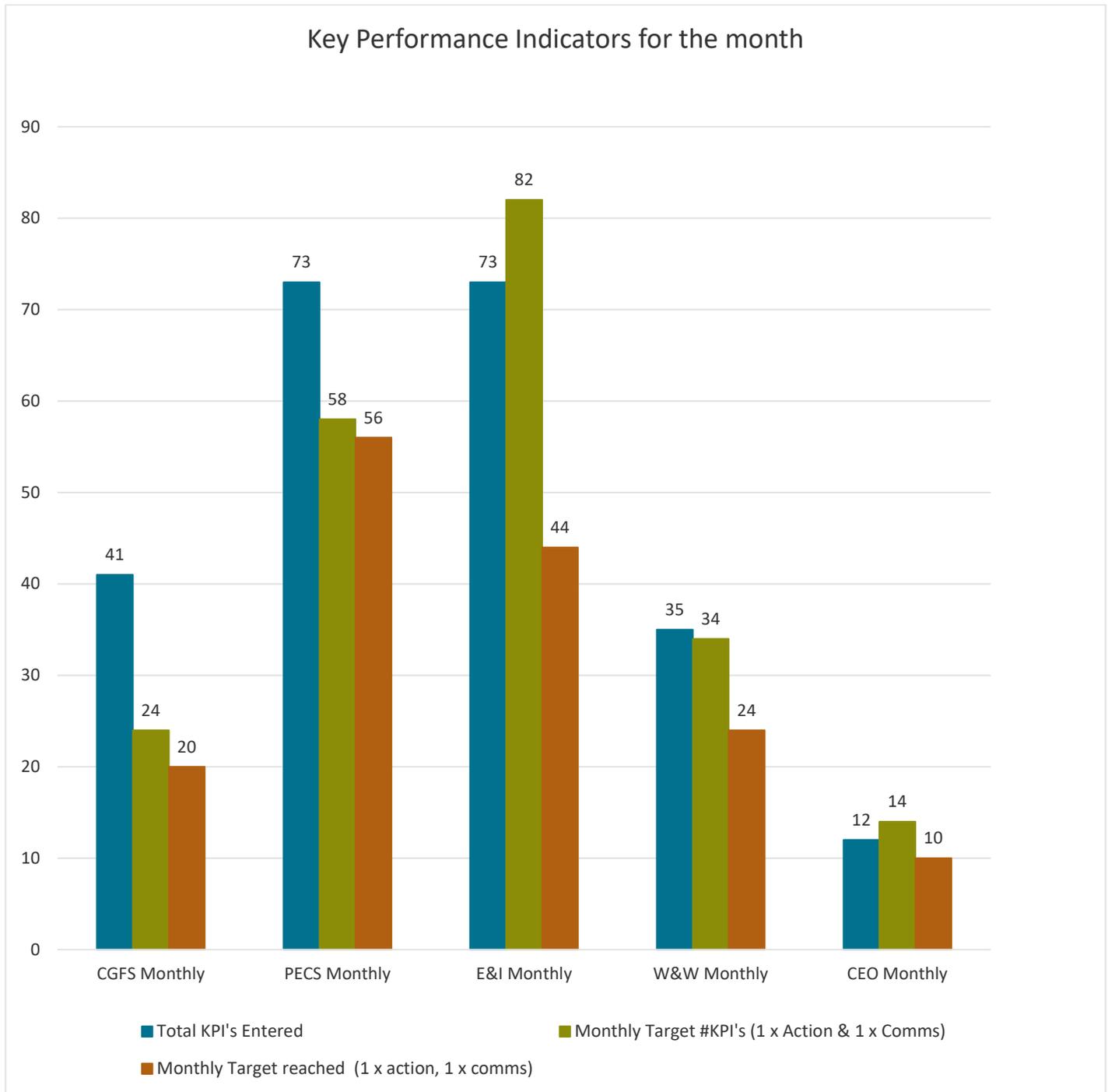
# SAFETY AND RESILIENCE MONTHLY REPORT

## 4. W&W OLT Target list: 16 people/positions. 16x2=32 target per month.

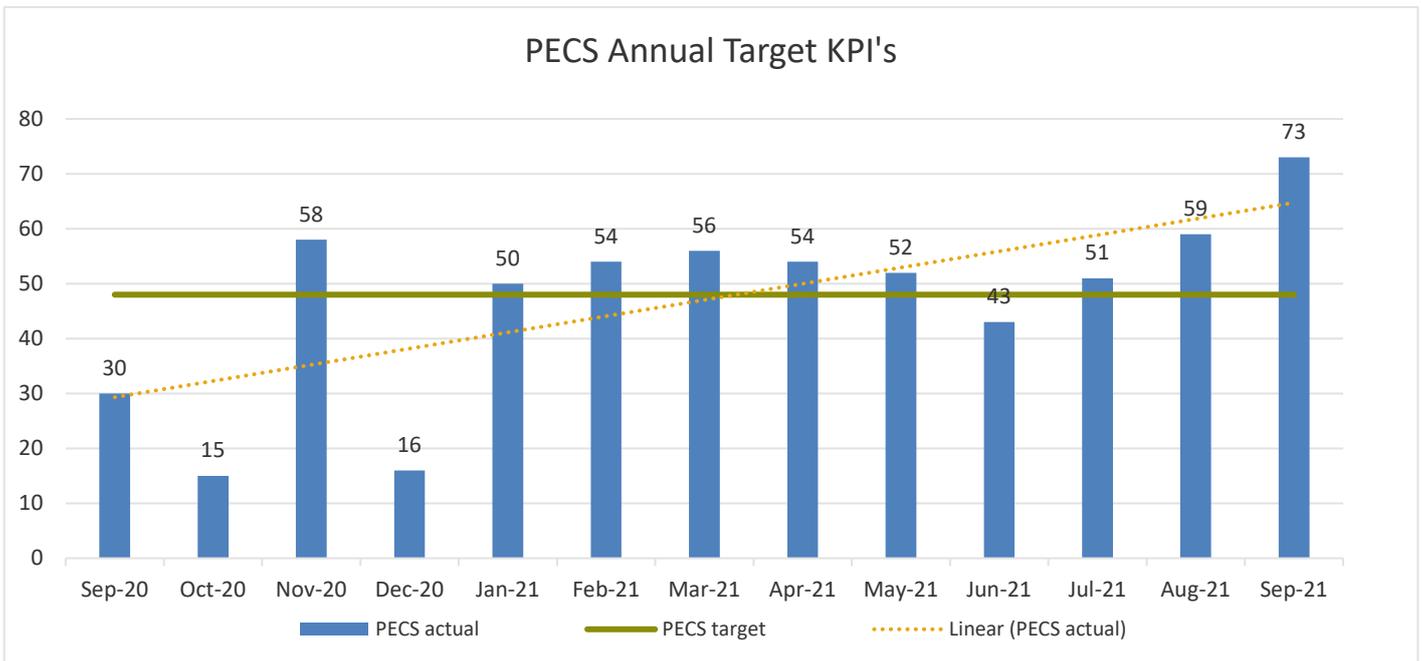
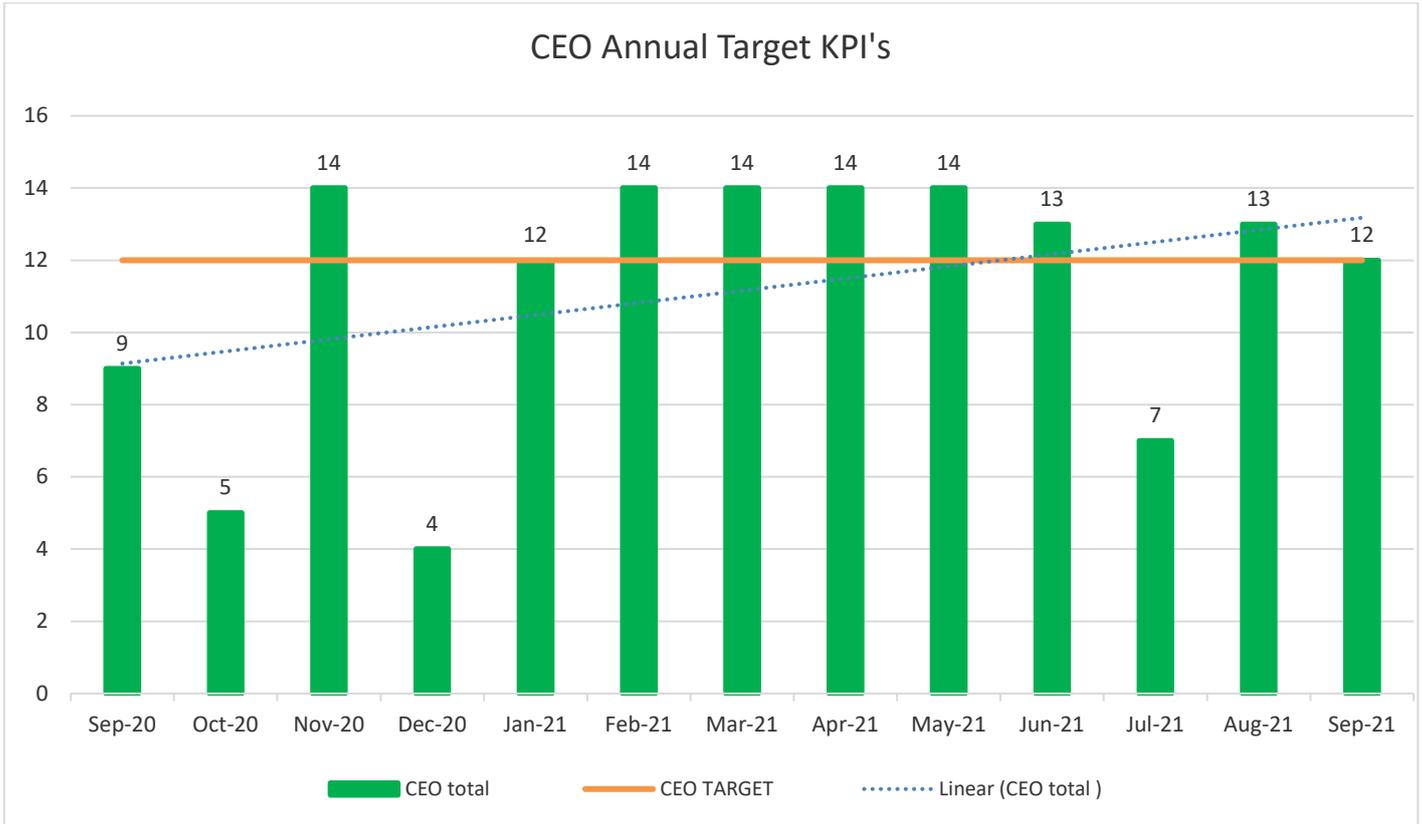
**September Monthly outcome:** 12 people/positions completed their target KPI's. 12 people x 2 KPI's = target of 24 (Actual target is 34). Leaves a deficit of 10 (5 x 2 KPI's). Reason: 1 person did not complete monthly KPI's correctly and 4 persons did not complete at all.

## 5. OCEO OLT Target list: 7 people/positions. 7x2=14 target per month.

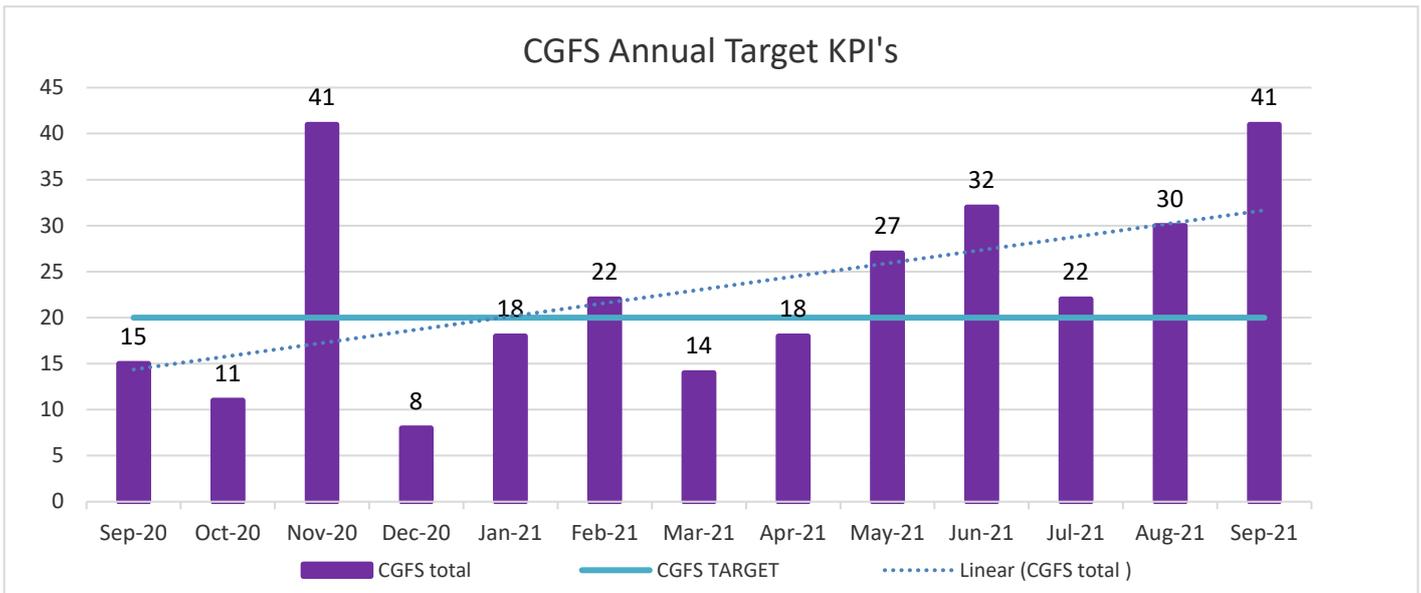
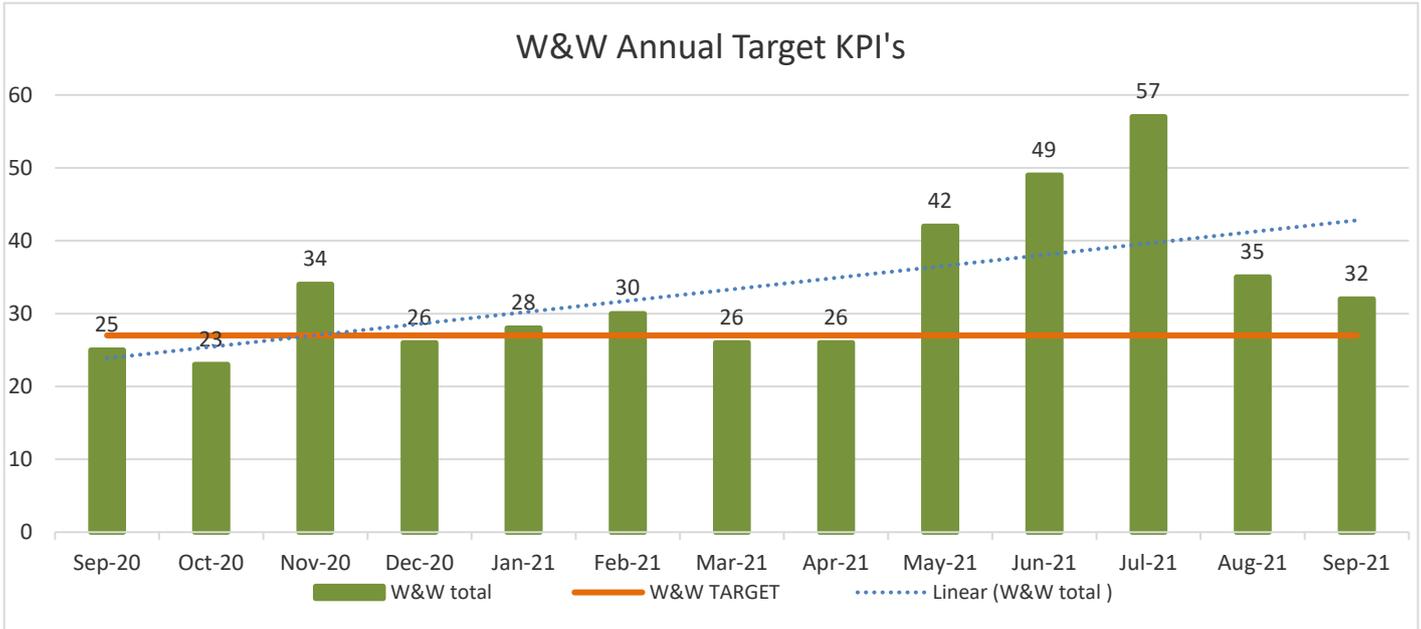
**September Monthly outcome:** 5 people/positions completed their target KPI's. 5 people x 2 KPI's = 10 in total. Target is 14. Leaves a deficit of 4 (2 people x 2 KPI's). Reason: 2 people did not complete at all.



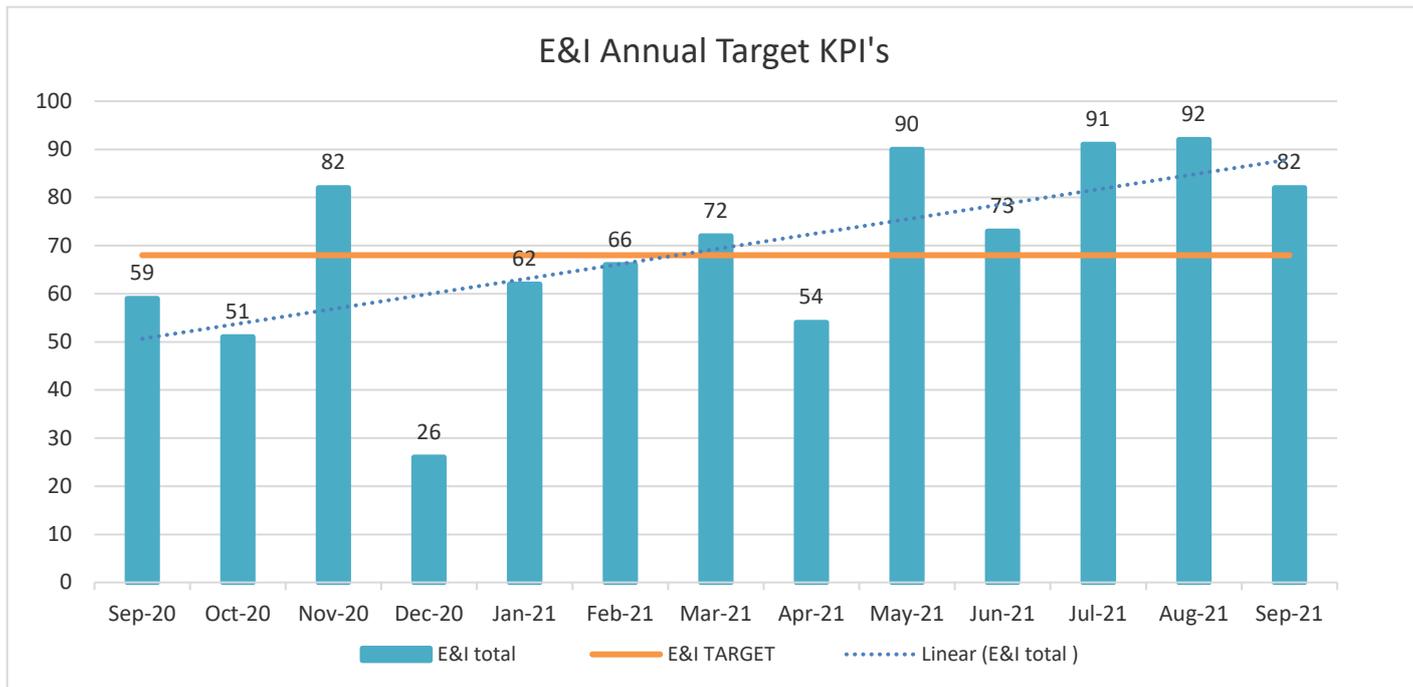
# SAFETY AND RESILIENCE MONTHLY REPORT



# SAFETY AND RESILIENCE MONTHLY REPORT

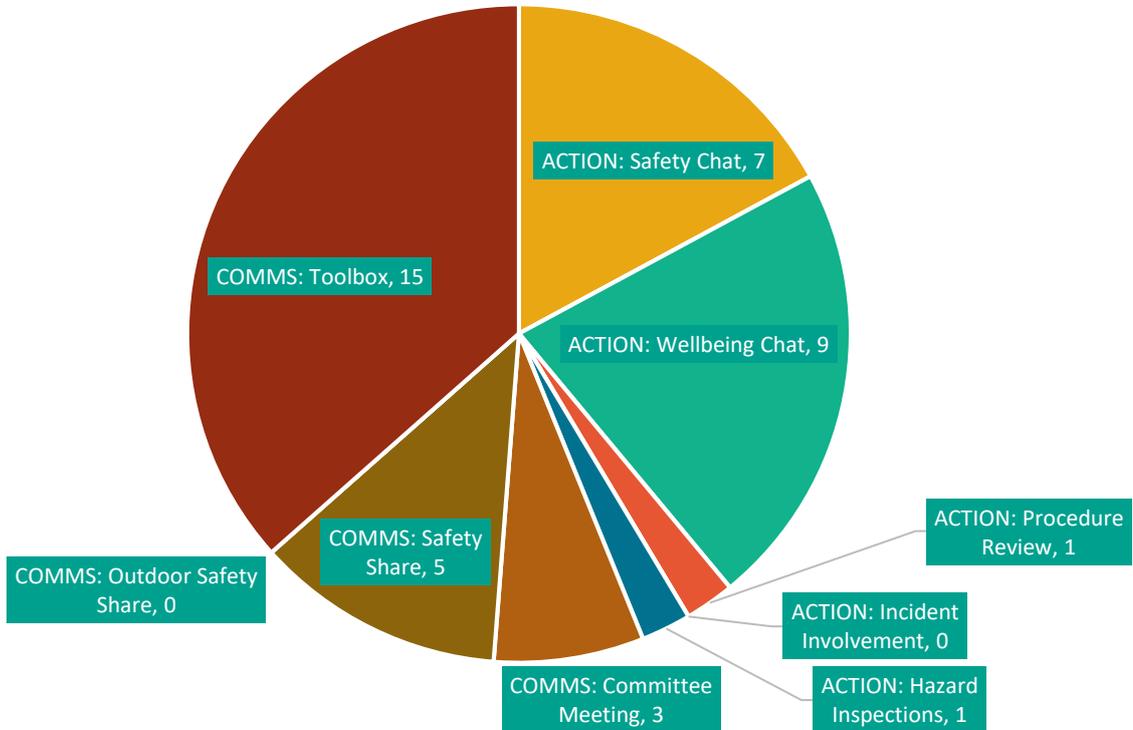


# SAFETY AND RESILIENCE MONTHLY REPORT

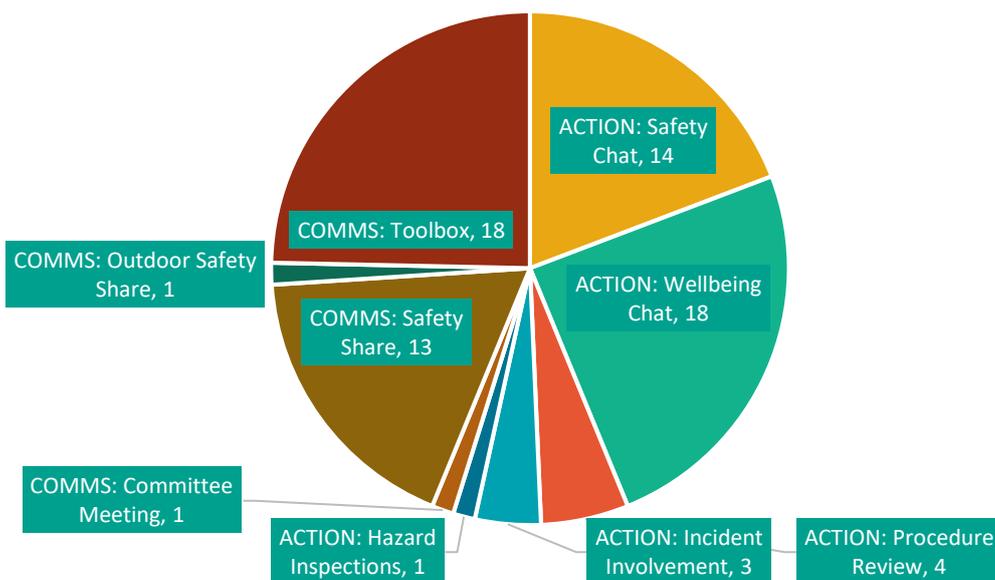


# SAFETY AND RESILIENCE MONTHLY REPORT

## CGFS Monthly

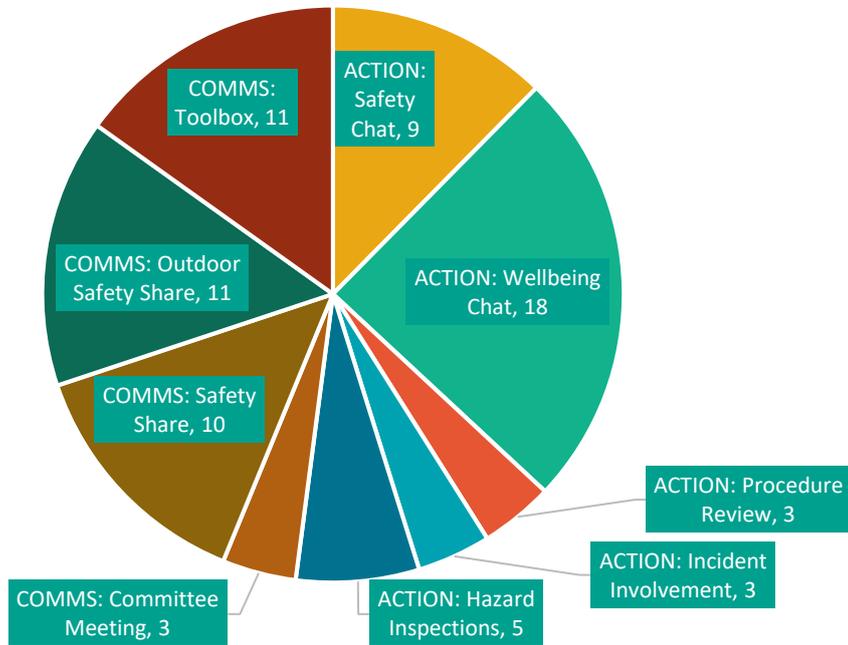


## PECS Monthly

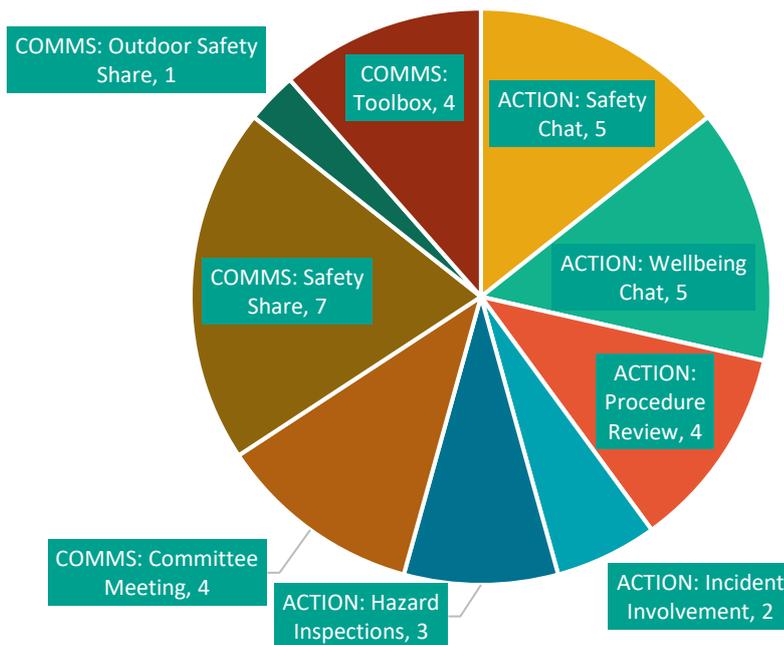


# SAFETY AND RESILIENCE MONTHLY REPORT

## E&I Monthly

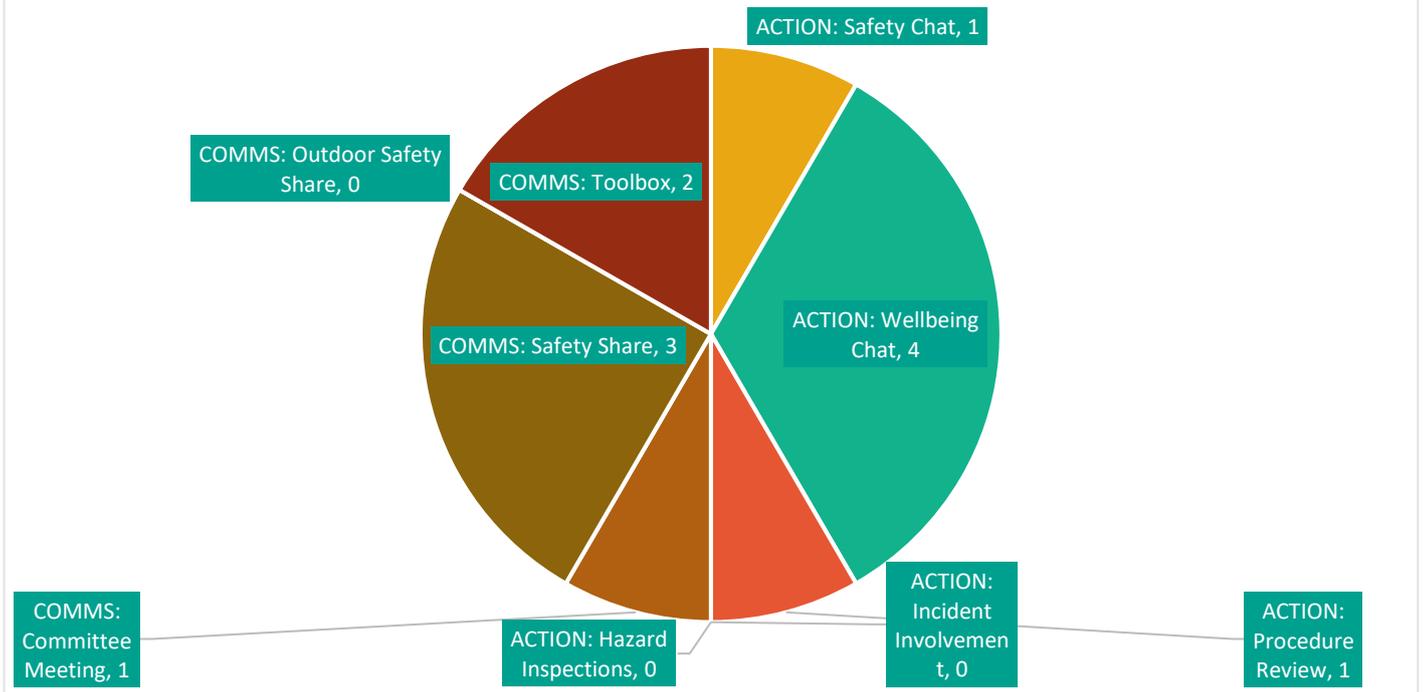


## W&W Monthly

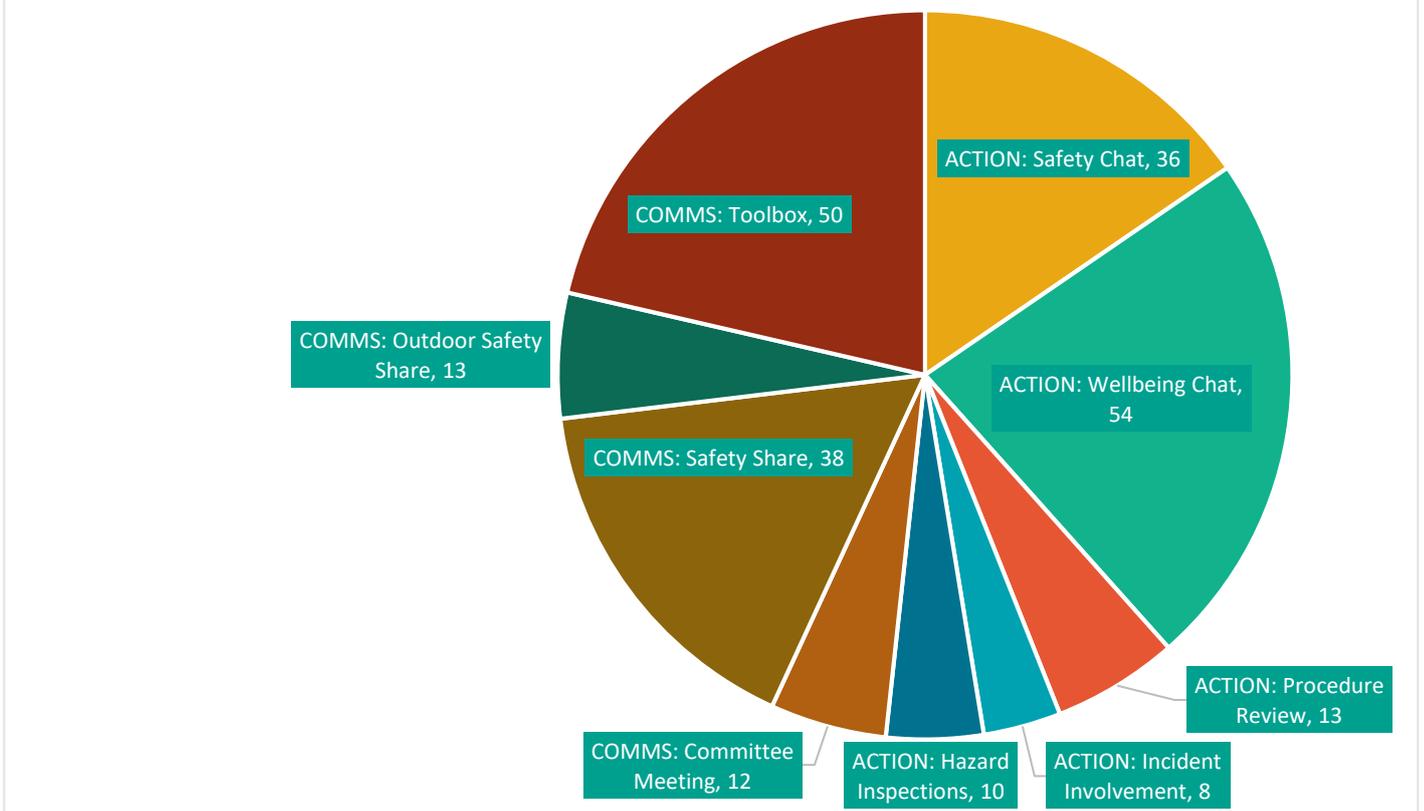


# SAFETY AND RESILIENCE MONTHLY REPORT

## CEO Monthly



## Total Isaac Actions & Comms



## MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee

Tuesday 12 October 2021

## AUTHOR

Michael Krulic

## AUTHOR POSITION

Manager Financial Services

## 5.3 ALLOCATION OF FUNDS TO ASSET MANAGEMENT AND LEGACY RESERVE

### EXECUTIVE SUMMARY

In accordance with Councils Reserves Policy (CORP-POL-089), this report seeks Councils endorsement to allocate \$2M into the Asset Management and Legacy Reserve as a result of these funds no longer being required to be constrained to contract liabilities in relation to the Anne Street Development in Nebo.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Endorse \$2M to be allocated to the Asset Management and Legacy Reserve as a result of these funds no longer required to be constrained as a contract liability for the Anne Street Development in Nebo.***

### BACKGROUND

Back in 2009, Council entered into a funding agreement with the Department of Families, Housing, Community Services and Indigenous Affairs for the Anne Street Development project within Nebo under the Commonwealth's Housing Affordability Fund Program. As part of the program, performance reporting and regular updates were required along with sufficient bank guarantees for the project to be undertaken.

After some time, in April 2015, Council sought an extension with Queensland Treasury Corporation of its bank guarantee in the amount of \$2M. This amount was reduced from the original bank guarantee sought as a result of development works being completed, however, Council had not sold sufficient parcels of land to satisfy all the conditions of the arrangement. No documents can be found that this was ever granted or denied, however, it is noted that a reserve was set up that had \$2M within it specifically for the Anne Street Development. It's assumed this was created and allocated accordingly in lieu of a bank guarantee.

In October 2017 the Department of Social Services sent communication to Council requesting that Council enter into a Memorandum of Understanding (MOU). In short, the Memorandum stated *it does not intend to enforce any surviving obligation under the Agreement relating to the creation of affordable housing or the achievement of the Minimum Sales to Eligible Purchases*. As a result of this statement, it's presumed that Council has no remaining obligation under the terms of the MOU as long as it intends to offer affordable housing where it can. The Memorandum was executed by both parties in September 2019.

Upon further deliberation and legal advice obtained, it has been determined that if Council continues to offer affordable housing by means of selling the lots in Nebo at a reduced rate, it is acting in terms of the MOU and will not have a liability to return any monies to the state.

## IMPLICATIONS

Noting the contents of the MOU, as long as Council continues to offer affordable housing it abides by the terms of the MOU and therefore does not have any future liability of repaying any monies back to the state.

The Contract Liability held in the amount of \$2M to be released and allocated to the Asset Management and Legacy Reserve to deal with legacy asset issues. Council intended to allocate monies to this Reserve in the 2020/21 Financial year, however, was not able to due to performance throughout the course of the year.

## CONSULTATION

- Director Corporate, Governance and Financial Services
- Manager Governance and Corporate Services
- Manager Economy and Prosperity
- Economic and Tourism Development Advisor
- Financial Services

## BASIS FOR RECOMMENDATION

Discussions held with key staff and advice obtained.

## ACTION ACCOUNTABILITY

Manager Financial Services to remove contract liability in the amount of \$2M and reallocate to the Asset Management and Legacy Reserve.

## KEY MESSAGES

Council is committed to meeting its legislative requirements, ensuring its financial sustainability and transparent decision making.

<b>Report Prepared By:</b>	<b>Report Authorised By:</b>
MICHAEL KRULIC	DARREN FETTELL
<b>Manager Financial Services</b>	<b>Director Corporate, Governance and Financial Services</b>
Date: 24 September 2021	Date: 6 October 2021

## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- Nil

## MEETING DETAILS

Corporate, Governance and Financial Services  
Standing Committee  
Tuesday 12 October 2021

## AUTHOR

Alexis Coutts

## AUTHOR POSITION

Manager Safety and Resilience

## 5.4

## STATE EMERGENCY SERVICE (SES) PLANT FOR DISPOSAL

### EXECUTIVE SUMMARY

This report is to inform Council and seek approval for the disposal of plant that have reached the end of their lifespan. The plant items were supplied by the State Government and ownership transferred to Council in accordance with the Memorandum of Understanding (MOU) between State Government acting through Queensland Fire and Emergency Services (QFES).

### OFFICER'S RECOMMENDATION

*That the Committee recommends to Council:*

- The following State Emergency Service (SES) assets be disposed of via auction and in accordance with Council's "Disposal Policy – (CORP-POL-113)"***
  - QGBH41 the Mitsubishi FM600 ex-fire truck***

### BACKGROUND

The Memorandum of understanding between State Government acting through Queensland Fire and Emergency Services (QFES) and Isaac Regional Council (IRC) defines fleet ownership in Schedule A. The Fleet whilst purchased by QFES become the property of IRC for its lifespan with Council then responsible for disposing of the assets when they have reached end of life. Details of the items of fleet and history below.

- QGBH41 the Mitsubishi ex-fire truck supplied by the state in 2009 to Nebo SES group. This item of plant has now been changed out with a newer Isuzu from QFES.

### IMPLICATIONS

Assets no longer required or have been replaced with new assets, as detailed in background.

### CONSULTATION

- Manager Safety and Resilience
- Disaster Management Officer
- Fleet Department
- SES Local Controller

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## BASIS FOR RECOMMENDATION

To achieve residual cost recovery from the assets no longer in use due to age of the plant.

## ACTION ACCOUNTABILITY

Fleet Department to arrange items for auction pending Council approval, in accordance with Council policies.

## KEY MESSAGES

Council continues to support ongoing operations of SES in partnership with QFES.

<b>Report Prepared By:</b>	<b>Report Authorised By:</b>
ALEXIS COUTTS	DARREN FETTELL
<b>Manager Safety and Resilience</b>	<b>Director Corporate, Governance and Financial Services</b>
Date: 28 September 2021	Date: 6 October 2021

## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- Memorandum of Understand Schedule A – Section 5 between Council

## MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee

Tuesday 12 October 2021

## AUTHOR

Liza Perrett

## AUTHOR POSITION

Manager Governance and Corporate Services

## 5.5

## POLICY UPDATE – PUBLIC INTEREST DISCLOSURE POLICY

### EXECUTIVE SUMMARY

The purpose of this report is to seek Council's consideration of the updated Public Interest Disclosure Policy.

### OFFICER'S RECOMMENDATION

*That the Committee recommends to Council to:*

1. **Adopt the updated 'Public Interest Disclosure Policy (GOV-POL-054)**

### BACKGROUND

Management are continuing to review their policies, in line with the Corporate Policy Framework, to ensure they are up to date, meet compliance and best practice principles and assist in sound decision making.

In 2017 the Public Interest Disclosure Policy undertook a significant review and also saw the development of a Public Interest Disclosure Procedure and Management Program. In 2019, following the release of Public Interest Disclosure Standards, the Policy was updated and subsequently adopted.

In line with our Corporate Policy Framework the Policy has been reviewed. There are no amendments aside from general formatting, grammar/punctuation and policy reference updates, as attached with mark-up changes.

As this is a legislative requirement, there is no requirement for extensive organisational consultation. The focus for this policy is to ensure awareness of each staff members obligations under the Policy and relevant Act.

The updated Policy has been presented to the Executive Leadership Team (ELT), noting that the Public Interest Disclosure Procedure and Management Program has also been reviewed and endorsed by ELT on 27 September 2021.

Attached is the updated 'Public interest Disclosure' Policy for consideration.

### IMPLICATIONS

#### Legislation/Best Practice

Ensure that Council's Policies are up to date, meet best practice principles and forms the basis of sound decision making in the future.

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## CONSULTATION

- Executive Leadership Team
- Director Corporate, Governance and Financial Services

## BASIS FOR RECOMMENDATION

The ensure Council is meeting its legislative responsibilities through effective management of its Policies and procedures.

## ACTION ACCOUNTABILITY

Manager Governance and Corporate Services to update the Policy Register, IRIS and external website and ensure training/awareness is continued.

## KEY MESSAGES

Council is committed to meeting its legislative responsibilities and ensuring effective Policies and Procedures to support the operations of Council, community and employees.

<b>Report Prepared By:</b> LIZA PERRETT <b>Manager Governance and Corporate Services</b>  Date: 28 September 2021	<b>Report Authorised By:</b> DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b>  Date: 6 October 2021
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## ATTACHMENTS

- Attachment 1 – Public interest Disclosure Policy (GOV-POL-054) - updated

## REFERENCE DOCUMENT

- Corporate Policy Framework
- *Public Interest Disclosure Act 2010*

## PUBLIC INTEREST DISCLOSURE POLICY

### APPROVALS

<b>POLICY NUMBER</b>	GOVCORP-POL-054	<b>DOC.ID</b>	3219741
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<b>CATEGORY</b>	Management Policy
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<b>POLICY OWNER</b>	Governance and Corporate Services
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<b>APPROVAL DATE</b>	28 May 2019	<b>RESOLUTION NUMBER</b>	6054
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DRAFT

## OBJECTIVE

The Objective of this Policy is to demonstrate Council's commitment to receiving, assessing and responding to any Public Interest Disclosures (PIDs) under the *Public Interest Disclosure Act 2010* (PID Act). It aims to:

- Promote the public interest by facilitating PIDs of wrongdoing in Council; and
- encourage internal reporting of wrongdoing as defined in the PID Act; and
- ensure that PIDs are properly assessed, and when appropriate, properly investigated and dealt with; and
- protect the rights of persons who are the subject of a PID; and
- manage the risk of reprisal associated with a public interest disclosure; and
- ensure the PID process is managed in accordance with the PID Act and appropriate confidentiality is maintained.

## SCOPE

This policy applies to

- All Council Personnel including all councillors, employees, contractors or volunteers; and
- Any person (i.e. member of the public) who makes a Public Interest Disclosure in accordance with the *Public Interest Disclosure Act 2010* (PID Act).

## DEFINITIONS

### TERM / ACRONYM

### MEANING

PID Coordinator

The Senior Governance Officer (via this Policy) has been delegated the authority to accept a PID on behalf of the Chief Executive Officer

Public Interest Disclosure (PID)

A public interest disclosure is a disclosure under chapter 2, part 1, section 11 of the *Public Interest Disclosure Act 2010* and includes all information and help given by the discloser to a proper authority for the disclosure.

## POLICY STATEMENT

Council is committed to implementing and promoting, in the public interest, a management program to facilitate the detection and prevention of wrongdoing.

Under the PID Act, any person can make a disclosure about a:

- substantial and specific danger to the health or safety of a person with a disability

- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment
- reprisal because of a belief that a person has made, or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- corrupt conduct by another person
- maladministration that adversely affects someone's interests in a substantial and specific way
- a substantial misuse of public resources
- a substantial and specific danger to public health or safety
- a substantial and specific danger to the environment.

This Policy establishes procedures for:

- a. persons wishing to make a PID to Council in accordance with the *Public Interest Disclosure Act 2010*; and
- b. the receipt, assessment and management of a PID; and
- c. assisting public officers (i.e. discloser and subject officer) affected by a PID.

Council's organisational commitment to the management and reporting of PIDs will be demonstrated by:

- a. organisational commitment to encouraging and supporting PIDs as part of an ethical culture;
- b. arrangements for PID awareness/training for Councillors, staff and managers;
- c. appointment of an officer or specialist unit to be responsible for PID Management;
- d. commitment to ensuring PID outcomes inform improvements; and
- e. providing a mechanism for regular evaluation and monitoring of the effectiveness of PID policies and procedures; and
- e.f. reporting of PIDs to the Queensland Ombudsman as the oversight agency for the *Public Interest Disclosure Act 2010*.

If a PID is substantiated, Council will ensure that appropriate actions and penalties are implemented and the investigation outcomes reported to the appropriate authorities.

The Public Interest Disclosure Procedure & Management Program forms part of this Policy and sets out the associated procedures in relation to:

- a. who can make a PID;
- b. How a PID is made;
- c. Who is responsible for receiving and managing PIDs; and

d. PID reporting.

The Chief Executive Officer has delegated authority to make administrative amendments to the Public Interest Disclosure Procedure & Management Program.

## LEGISLATIONS AND RELATED GUIDELINES

- *Crime and Corruption Act 2001*
- *Local Government Act 2009*
- *Public Interest Disclosure Act 2010*
- *Human Rights Act 2019*
- [Public Interest Disclosure Standard No. 1/2019 – Public Interest Disclosure Management Program](#)
- [Public Interest Disclosure Standard No. 2/2019 – Assessing, Investigating and Dealing with Public Interest Disclosures](#)
- [Public Interest Disclosure Standard No. 3/2019 – Public Interest Disclosure Data Recording and Reporting](#)
- [Public Interest Disclosure Standard/s](#)

## REFERENCES

<u>ID</u>	<u>NAME</u>
<a href="#">CORP-POL-079</a>	<a href="#">Code of Conduct Policy</a>
<a href="#">CGFS-117</a>	<a href="#">Administrative Action Complaints Policy</a>
<a href="#">PECS-034</a>	<a href="#">Complaints Management Process Policy</a>
<a href="#">CORP-PRO-052</a>	<a href="#">Public Interest Disclosure Procedure and Management Plan</a>
<a href="#">CORP-FRM-190</a>	<a href="#">Public Interest Disclosure Assessment Form</a>
<a href="#">CORP-FRM-056</a>	<a href="#">Administrative Action Complaints Form</a>

## REFERENCES

TYPE	DOCUMENT ID/NAME
<b>POLICY</b>	Code of Conduct Administrative Complaints Policy Complaints Management Process Policy
<b>PROCEDURE</b>	Public Interest Disclosure Procedure & Management Program
<b>FORMS</b>	Administrative Access Complaints Form Public Interest Disclosure Assessment Form

DRAFT

## MEETING DETAILS

Corporate, Governance and Financial Services  
Standing Committee  
Tuesday 12 October 2021

## AUTHOR

Liza Perrett

## AUTHOR POSITION

Manager Governance and Corporate Services

## 5.6

## POLICY UPDATES – RIGHT TO INFORMATION POLICY

### EXECUTIVE SUMMARY

The purpose of this report is to seek Council's consideration of the updated Right to Information Policy.

### OFFICER'S RECOMMENDATION

*That the Committee recommends to Council to:*

1. **Adopt the updated 'Right to Information' Policy (CORP-STAT-049)**

### BACKGROUND

Management are continuing to review their policies, in line with the Corporate Policy Framework, to ensure they are up to date, meet compliance and best practice principles and assist in sound decision making.

In line with our Corporate Policy Framework the Right to Information Policy has been reviewed. There are no amendments aside from general formatting, grammar/punctuation and policy reference updates, as attached with mark-up changes.

As this is a legislative requirement, there is no requirement for extensive organisational consultation. The focus for this policy is to ensure awareness of each staff members obligations under the Policy and relevant Act.

The updated Policy was endorsed by Executive Leadership Team on 27 September 2021.

Attached is the updated 'Right to Information' Policy for consideration.

### IMPLICATIONS

#### Legislation/Best Practice

Ensure that Council's Policies are up to date, meet best practice principles and forms the basis of sound decision making in the future.

#### Communication

Information is available on Council's website and is part of an annual promotion via the Office of Information Commission, which Council supports each year

### CONSULTATION

- Executive Leadership Team
- Director Corporate, Governance and Financial Services

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## **BASIS FOR RECOMMENDATION**

Implementation of the policy aligns with Corporate Policy Framework and values of continuous improvement. The ensure Council is meeting its legislative responsibilities through effective management of its Policies and procedures.

## **ACTION ACCOUNTABILITY**

Manager Governance and Corporate Services to update the Policy Register, IRIS and external website and ensure training/awareness is continued.

## **KEY MESSAGES**

Council is committed to meeting its legislative responsibilities and ensuring effective Policies and Procedures to support the operations of Council, community and employees.

<b>Report Prepared By:</b> LIZA PERRETT <b>Manager Governance and Corporate Services</b>  Date: 28 September 2021	<b>Report Authorised By:</b> DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b>  Date: 6 October 2021
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## **ATTACHMENTS**

- Attachment 1 – Right to Information Policy (CORP-STAT-049) - updated

## **REFERENCE DOCUMENT**

- Corporate Policy Framework
- *Right to Information Act 2009*

## RIGHT TO INFORMATION

### APPROVALS

<b>POLICY NUMBER</b>	CORP-STAT-049	<b>DOC.ID</b>	<u>14173504570028</u>
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<b>CATEGORY</b>	Statutory Policy
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<b>POLICY OWNER</b>	Governance and Corporate Services
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<b>APPROVAL DATE</b>	<u>26 March 2019</u>	<b>RESOLUTION NUMBER</b>	<u>5923</u>
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## OBJECTIVE

The *Right to Information Act 2009* (RTI Act) provides a legal right of access to non-personal information held by state and local government agencies unless on balance it is contrary to the public interest to give the access.

## SCOPE

The scope of this policy is to set out how IRC addresses the requirements of the RTI Act.

- This policy applies to all Councillors and Council staff, consultants and contractors engaged by Council
- It is the responsibility of the Chief Executive Officer and the delegated officers for communicating, implementing, and enforcing the Policy, with any breaches dealing with this policy being the responsibility of the Director of Corporate Governance and Financial Services.

## DEFINITIONS

TERM / ACRONYM	MEANING
Access Application	Application for access to information made under the <i>Right to Information Act 2009 Qld</i> .
Administrative Delegation	The Officer who holds the power to sign correspondence under delegation.
Decision Maker	Council's principal officer who holds the power to decide an access application.
Delegated Decision Maker	The Officer who holds the power to decide an access application under a delegation from Council's principal officer.
Documents	As defined by the RTI Act, means documents in the possession of, or under the control of, the IRC whether created or received by the Council. Documents may be in the possession of, or under the control of, a staff member of the IRC in that person's official capacity. Documents may be items in hard copy or electronic format, including files, reports, emails or other correspondence, computer printouts, maps, plans, photographs, and recordings.
IRC	Isaac Regional Council
RTI	Right to Information
RTI Act	<i>Right to Information Act 2009 Qld</i>
RTI Officer	The Decision Maker or Delegated Decision Maker

## POLICY STATEMENT

### Availability of Information

As required by s.21 of the *RTI Act* Council has in place a publication scheme which provides access to various documents relating to Council and Council activities. The Publication Scheme is accessible on Council's website.

IRC is committed to providing, as far as practicable, an open environment enabling members of the public to access non-personal IRC documents without recourse to formal RTI applications. Considerable IRC information is already made readily available via the website and IRC offices. Information may also be released administratively upon request.

### Guiding principles

- Decisions as to the release of requested information, not available on IRC's website or in other publications, are made within the requirements of the RTI Act, taking into consideration the factors relating to exemptions and public interest.
- Requests for personal information are processed according to IRC's Information Privacy Policy, in accordance with the *Information Privacy Act 2009*.

### Roles, responsibilities, accountabilities and consequences related to delivery of the policy

As the principal officer under the RTI Act, the Chief Executive Officer is responsible for determining the outcome of RTI applications.

The Legal and Governance Officer (Position Number 45,002.00) [Delegated Decision Maker], and in the absence of the Legal and Governance Officer, the Senior Governance Officer (Position Number 45,003.00), acting as RTI and Information Privacy Officer, is responsible for making initial decisions regarding the release of documents within the timeframe stipulated in the RTI Act. In this function, the Legal and Governance Officer, may discuss with prospective applicants and liaise with staff and IRC directorates regarding access to documents.

All staff, particularly the Team Leader Records and Information Management Officers may be required to assist the Legal and Governance Officer, in the above duties.

IRC Officers in charge of individual directorates are responsible for establishing procedures to locate information held in their areas and are also responsible for providing updated information relating to their areas under the Publication Scheme.

To protect personal information of the RTI applicant and to fulfil IRC's obligations under the *Information Privacy Act 2009*, all applications and information requests are to be treated as confidential.

## Fees and Charges

Fees and charges for formal applications, processing and access provision are allowed by the RTI Act and Regulation. The fees and charges are set by the Department of Justice and Attorney General and reviewed annually.

The application fee must be paid when an RTI application is made under the *RTI Act 2009* and an application will not be properly made until the correct fee is paid.

The processing charges will only be applied if the total time taken to process the application is more than five hours. Once an application exceeds 5 hours process, a charge will apply for each 15 minute period, including the initial 5 hours.

No charges are incurred for access to documents or parts of documents that relate to an individual's personal information (see definition in IRC's Information Privacy Policy).

However, documents which contain both personal information and non- personal information will incur an application fee and processing charges as detailed above.

Under the *RTI Act* IRC may also impose a processing charge (calculated at the rates as notified by the Officer of the Information Commissioner) on an application where the processing of an application takes over 5 hours. The RTI Officer may also impose an access charge where access to documents is in hardcopy or requires additional resources including, but not limited to, duplication of original documents or preparing documents in a form that requires the use of specialised programs (e.g. databases). If the RTI Officer intends to impose a processing charge and/or access charge, the RTI Officer will issue a Charge Estimate Notice (CEN) which is an estimate of the total processing and access charges for the application prior to proceeding with the application. An applicant may decide to reject the charges and not proceed or advise the RTI Officer verbally or in writing that the charges are acceptable. If an applicant decides to accept the CEN the processing and/or access charges may not exceed the estimated charges in the CEN unless a further CEN is issued.

## Processing and Deciding an RTI Application

The RTI Officer will decide an access application in accordance with the relevant considerations outlines in the *RTI Act*. The RTI Officer may decide to allow full access or partial access or may decide to refuse access to the requested documents. The *RTI Act* outlines instances where an RTI Officer may refuse access to documents including where dealing with an access application would substantially or unreasonably divert the resources of the agency (IRC).

## Review and Appeal

The Legal and Governance Officer, acting as IRC's RTI and Privacy Officer, must provide to the applicant written decision notice detailing reasons for a decision not to release documents or to give only partial access to documents.

The Chief Executive Officer, acting as Internal Review Officer, will internally review such decisions upon appeal by an applicant. Further review by the Queensland Right to Information Commissioner is also available.

## Record Keeping

IRC must maintain a discreet electronic and physical record for each RTI request.

It is important the RTI file records IRC's actions and decision-making in detail in dealing with each request. The records need to be sufficient to allow reviewers to understand the process and reasons for RTI determinations. In all cases, IRC has the onus of justifying its actions under the Act.

## LEGISLATIONS AND RELATED GUIDELINES

- [Right to Information Act 2009](#)
- [Information Privacy Act 2009](#)
- [Human Rights Act 2019](#)
- Office of the Information Commissioner

## REFERENCES

ID	NAME
<a href="#">CORP-POL-106</a>	Information Privacy Policy
<a href="#">CORP-PRO-082</a>	Right to Information Procedure
<a href="#">N/A</a>	RTI Access Application Form (IRIS)

## MEETING DETAILS

**Corporate, Governance and Financial Services**  
**Standing Committee**  
 Tuesday 12 October 2021

## AUTHOR

Liza Perrett

## AUTHOR POSITION

Manager Governance and Corporate Services

## 5.7 POLICY UPDATES – CONFLICTS OF INTEREST AND ELECTION SIGNAGE

### EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider updated Policies from the Corporate Policy Register. These Policies were reviewed, however required minor amendments and therefore have been consolidated into one report for efficiency.

### OFFICER'S RECOMMENDATION

*That the Committee recommends to Council to:*

1. ***Adopt the updated Conflicts of Interest Policy (STAT-POL-040)***
2. ***Adopt the updated Election Signage Policy (STAT-POL-035)***

### BACKGROUND

Management are continuing to review their policies, in line with the Corporate Policy Framework, to ensure they are up to date, meet compliance and best practice principles and assist in sound decision making.

Several policies have been reviewed and updated, however do not require a significant review at this time due to their content being substantially in line with best practice.

Where Policies undergo significant review, these will be presented to Council separately and individually to ensure the ability to discuss appropriately and support clear and transparent decision making.

The following table represents the Policies presented in this report for consideration, with a commentary of amendments/review findings:

#### **Policies to be updated**

<b>Policy</b>	<b>Owner (Current)</b>	<b>Proposed Amendments/Comments</b>
Conflicts of Interest (Employees)	Governance and Corporate Services	Two yearly review. No amendments aside from general policy reference updates, as attached with mark-up changes  Following re-adoption/updating of this Policy, a communique will be distributed to staff

Policy	Owner (Current)	Proposed Amendments/Comments
Election Signage	Chief Executive Officer	Two yearly review. No amendments aside from general policy reference updates, as attached with mark-up changes

The updated Policies were reviewed and endorsed by the Executive Leadership Team on 27 September 2021.

## IMPLICATIONS

### Legislation/Best Practice

Ensure that Council's Policies are up to date, meet best practice principles and forms the basis of sound decision making in the future.

## CONSULTATION

- Executive Leadership Team
- Director Corporate, Governance and Financial Services

## BASIS FOR RECOMMENDATION

Implementation of the policy aligns with Corporate Policy Framework and values of continuous improvement.

## ACTION ACCOUNTABILITY

The Manager Governance and Corporate Services will ensure the Corporate Policy Register is updated, including IRIS and the website.

## KEY MESSAGES

The policy provides a guide to best practice activities in Council operations.

Demonstrates Council's commitment to continuous improvement and transparency.

<p><b>Report Prepared By:</b>                      LIZA PERRETT  <b>Manager Governance and Corporate Services</b></p> <p>Date: 28 September 2021</p>	<p><b>Report Authorised By:</b>                      DARREN FETTELL  <b>Director Corporate, Governance and Financial Services</b></p> <p>Date: 6 October 2021</p>
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## ATTACHMENTS

- Attachment 1 – Conflicts of Interest Policy (STAT-POL-040) - updated
- Attachment 2 – Election Signage Policy (STAT-POL-035) – Updated

## REFERENCE DOCUMENT

- Corporate Policy Framework

## CONFLICTS OF INTEREST

### APPROVALS

<b>POLICY NUMBER</b>	STAT-POL-040	<b>DOC.ID</b>	<u>3676629</u>
<b>CATEGORY</b>	Statutory		
<b>POLICY OWNER</b>	Manager Governance and Corporate Services		
<b>APPROVAL DATE</b>	<u>26 March 2019</u>	<b>RESOLUTION NUMBER</b>	<u>5922</u>

DRAFT

## OBJECTIVE

Isaac Regional Council is committed to conducting business and delivering services in a fair, transparent, accountable and impartial manner.

The purpose of this policy is to assist all employees to manage instances where their private or personal interests may be contrary to those of the organisation or have the capacity to conflict with the person's duty to act in the public interest.

## SCOPE

This policy applies to all individuals administered by or working for Isaac Regional Council individuals.

## DEFINITIONS

### TERM / ACRONYM

### MEANING

Actual

An actual conflict of interest occurs when there is a conflict between a person's official duties and responsibilities in serving the public interest, and their personal interest.

Conflict of Interest

Involves a conflict between the public duty and private interests of a public official, in which the public official has private interests which could improperly influence the performance of their official duties and responsibilities. A conflict may exist where a decision can influence the outcome that may benefit or adversely affect an individual due to personal interests.

Individual

- Employees, whether full-time, part-time, fixed term or on contract
- Councils and Senior Executives
- Volunteers; and
- Employees of businesses and entities contracted to provide services to or on behalf of council

Perceived

A perceived conflict of interest occurs when a reasonable person, knowing the facts, would consider that a conflict of interest may exist, whether or not this is the case.

Potential

A potential conflict of interest occurs where a person has a personal interest that could conflict with their official duties in the future.

## POLICY STATEMENT

### Responsibilities

The Chief Executive Officer is responsible for:

- Maintaining a register of disclosed conflicts for Councillors and Senior Management;
- Ensuring the conflicts of interest policy is kept current;
- Arranging investigations of possible conflicts of interest as required;
- Ensuring the policy is enforced; and
- Identifying Conflicts of Interest.

A conflict of interest exists where a reasonable and informed person would perceive that an Employee could be influenced by a private interest when carrying out their public duty.

Conflict of interest can arise when Employees are influenced, or appear to be influenced, by personal interest (s) when carrying out their duties. The perception of a conflict can be as damaging as an actual conflict, because it undermines public confidence in the integrity of IRC and Employees.

There are three (3) types of conflicts of interest:

- (1) Actual conflict of interest.
- (2) Perceived (or apparent) conflict of interest.
- (3) Potential conflict of interest.

All employees, contractors and volunteers are directed to the Employee Conflict of Interest Checklist for further information.

### Areas of Activity where Conflicts may arise

A conflict of interest may arise as a result of an individual's involvement in any of the following matters:

- Appointing and managing staff.
- Providing sponsorships.
- Use of resources or assets that could be used for private gain.
- Entering into contracts to procure goods or services from the private sector or engaging in projects with the private sector.
- Collecting, retaining, accessing or using confidential information.
- Providing financial assistance and concessions.
- Performing a regulatory role in relation to the monitoring of standards.
- Disciplinary role.

- Providing advice.
- Secondary employment.

## When Conflicts of Interest arise

Primarily a conflict of interest will arise when there is a possibility or a perception that an individual could be influenced by a personal (private) interest when carrying out their duties. For example, the following are some of the matters that may lead to a conflict of interest:

- Financial interests of an employee (a financial interest of an employee's spouse or family may also be relevant);
- Personal bias in relation to a particular topic;
- Memberships of other organisations held by the employee or affiliations with political, trade union or professional organisations;
- Personal or business relationships.

## Responsibilities of Employees

All employees of council must consider the public interest when carrying out the official duties and place this above their own private or personal interests. This is achieved by:

- Carrying out all official duties in accordance with council and legislative ethical principles as documented in council's Code of Conduct.
- Assessing their own private and personal interest to identify any action, potential or perceived conflicts of interest.
- Identifying and declaring all conflicts of interest.
- Avoiding all situations which may give rise to conflicts of interest.
- Managing all conflicts of interest in accordance with agreed management strategies.

All levels of management will:

- Encourage a culture of disclosure within council;
- Regularly remind employees of their obligation to identify and declare conflicts of interest;
- Actively liaise with employees to resolve and manage conflicts of interest;
- Monitor their employee's work to develop management strategies to minimize conflicts; and
- Maintain confidentiality with regards to conflict of interest declarations.

All reported conflicts of interest must be recorded in the Conflict of Interest Register maintained by Governance.

## LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Public Service Act 2008*
- *Public Sector Ethics Act 1994*
- *Crime and Corruption Act 2001*
- [Human Rights Act 2019](#)

## REFERENCES

<u>TYPEID</u>	<u>DOCUMENT ID/NAMENAME</u>
CORP-POL-079	Code of Conduct
CORP-POL-122	Procurement
N/A	Conflict of Interest Register
CORP-FRM-194	Conflict of Interest Form
CORP-CL-100	Employee Conflict of Interest Checklist

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## ELECTION SIGNAGE

### APPROVALS

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<b>POLICY NUMBER</b>	STAT-POL-035	<b>DOC.ID</b>	3674905
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<b>CATEGORY</b>	Statutory
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<b>POLICY OWNER</b>	Chief Executive Officer
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<b>APPROVAL DATE</b>	26 March 2019	<b>RESOLUTION NUMBER</b>	5954
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## OBJECTIVE

The purpose of this policy is to outline the process for managing election signage during Commonwealth, State and Local Government, elections.

## SCOPE

The policy will apply to all Commonwealth, State and Local Government, State and Federal election candidates, campaign personnel and relevant stakeholders involved in placing of Election Signs.

## DEFINITIONS

### TERM / ACRONYM

### MEANING

Authorised Person	means a suitably qualified Council employee or contractor or an agency employee appointed by an instrument of appointment with authority to undertake certain legislative powers, functions or duties on behalf of Isaac Regional Council.
Council Land	Means any land owned, controlled or cared for by Council.
Election Sign	Any advertising device identifying and/or promoting a candidate, group or political party at a Local, State or Commonwealth Government election.
IRC	Isaac Regional Council

## POLICY STATEMENT

IRC recognises and respects the implied constitutional freedom to communicate to the public about political matters.

IRC will use its best endeavours to inform election candidates, campaign personnel and other known relevant stakeholders of the content of this Policy prior to each Commonwealth, State and Local Government election.

It is not the intention of IRC to regulate or prohibit the placement of Election Signs on private property unless it is patently evident that the placement of the election sign/s creates a significant safety risk for any person who is lawfully using an adjacent road or public place.

However Election Signs are not permitted to be placed on Council Land (including roads, reserves etc) unless prior written approval is given by the Chief Executive Officer or his delegate.

Approval will not be given for proposals that;

- Might cause damage to any IRC asset (including trees, signs, furniture, buildings);
- Might have a substantial impact on the visual and other amenity of the land;
- Might create a safety or other hazard to any person on or near the land;
- Might cause an obstruction to vehicle or pedestrian traffic.

While applicants may seek approval for any location on Council Land, for convenience and for orderly management of the impacts of signage, Council will designate locations in each town wherein signs may be erected without approval.

The designated locations will be defined in each electorate for each election to achieve optimal community safety and amenity and with high visibility.

The Chief Executive Officer or his delegate may refuse any application and may impose conditions on any permit given for placement of Election Signs on Council Land.

The Chief Executive Officer or his delegate may require any application to be made in writing in a prescribed form.

Officers appointed as Authorised Persons will remove and impound Election Signs from Council Land when they are deemed to be in contravention to this Policy.

## LEGISLATIONS AND RELATED GUIDELINES

- Local Law No. 1 (Administration) 2011 (the “Administration Local Law”)
- Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011 (the “Advertising Subordinate Local Law”)
- Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011 (the “Regulated Activities Subordinate Local Law”)
- Electoral Act 1992 (Qld)
- Commonwealth Electoral Act 1918
- ~~The~~ Transport Operations (Road Use Management - Accreditation and Other Provisions) Regulation 2015
- Guide for Candidates Handbook – Local Government Quadrennial Elections & By-Elections (available from the ECQ)
- Guide for Candidates Handbook – For State Government Elections & By-Elections (available from the ECQ)
- Candidates Handbook – Federal elections and By-elections (available from the AEC)
- Election Signage in State-Controlled Road Corridors (Department of Transport and Main Roads) – Election Signage fact sheet Roadside Advertising Manual Edition 3 2019 Guide 2013

- Ancillary Works and Encroachments [Notice \(no.1\) 2009 in State – Controlled Road Corridors \(Department of Transport and Main Roads\) 2017.](#)

## REFERENCES

<u>Type</u> <u>ID</u>	<u>Document ID/Name</u> <u>NAME</u>
CORP-CLT-025	IRC Election Sign Guideline Fact Sheet
CORP-FRM-196	IRC Election Sign application form

DRAFT

## MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee

Tuesday 12 October 2021

## AUTHOR

Liza Perrett

## AUTHOR POSITION

Manager Governance and Corporate Services

## 5.8 POLICY UPDATE – ADMINISTRATIVE ACCESS TO INFORMATION

### EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Administrative Access to Information Policy.

### OFFICER'S RECOMMENDATION

*That the Committee recommends to Council to:*

- 1. Repeal the Administrative Access Scheme Policy – (CGFS-049)**
- 2. Adopt the updated 'Administrative Access to Information' Policy (CORP-POL-073)**

### BACKGROUND

The Administrative Access Scheme Policy is well overdue for a review, being adopted in 2014. Upon review, the policy itself is still very relevant and minor amendments and inclusions were made to bring up to best practice.

This is a statutory requirement to identify a procedure for how council will facilitate its Administrative Access Scheme. The focus for this policy is to ensure an understanding of information access. There is an opportunity to continually review the information available to the public and promote our commitment of transparency.

The updated Policy has been presented to the Executive Leadership Team (ELT), noting that the Administrative Access to Information Procedure has also been reviewed and endorsed by ELT on 27 September 2021.

Attached is the updated Administrative Access to Information Policy for consideration.

### IMPLICATIONS

#### Legislation/Best Practice

Ensure that Council's Policies are up to date, meet best practice principles and forms the basis of sound decision making in the future.

### CONSULTATION

- Executive Leadership Team
- Director Corporate, Governance and Financial Services

## **BASIS FOR RECOMMENDATION**

Implementation of the policy aligns with Corporate Policy Framework and values of continuous improvement. This ensures Council is meeting its legislative responsibilities through effective management of its Policies and procedures

## **ACTION ACCOUNTABILITY**

Manager Governance and Corporate Services to update the Policy Register, IRIS and external website and ensure training/awareness is continued.

## **KEY MESSAGES**

The policy provides a guide to best practice activities in Council operations.

Demonstrates Council's commitment to continuous improvement and transparency.

<b>Report Prepared By:</b> LIZA PERRETT <b>Manager Governance and Corporate Services</b>  Date: 28 September 2021	<b>Report Authorised By:</b> DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b>  Date: 6 October 2021
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## **ATTACHMENTS**

- Attachment 1 - Administrative Access Scheme Policy – (CGFS-049) – to be repealed
- Attachment 2 - Administrative Access to Information' Policy (CORP-POL-073) – updated for approval

## **REFERENCE DOCUMENT**

- Corporate Policy Framework
- *Right to Information Act 2009*
- *Information Privacy Act 2009*
- Office of the Information Commissioner guides

**POLICY TITLE:** ADMINISTRATIVE ACCESS SCHEME  
**POLICY NUMBER:** CGFS-049  
**CATEGORY:** Council Policy  
**CLASSIFICATION:** Statutory

Approved by Council		Meeting number and date	
25 November 2014		25 November 2014	
		Resolution number	
		3865	
Approved by CEO		25 November 2014	
Effective date		Review date	
23 October 2014		23 October 2016	
Policy Author			
Senior Manager Governance and Corporate Services			
Endorsed by			
Director Corporate Governance and Financial Services			
Responsible Position			
Director Corporate Governance and Financial Services			
Current Incumbent	Contact number	Email address	
Aaron Johansson	4846 3549	aaron.johansson@isaac.qld.gov.au	

## 1. Purpose

To establish the management framework that governs the Administrative Access Scheme allowing access to information held by Isaac Regional Council (IRC), without the need for a formal application under the Right to Information Act 2009 (RTI Act) or the Information Privacy Act 2009 (IP Act).

## 2. Scope

This policy applies across IRC and to the public.

## 3. Definitions

Term	Meaning
Administrative Access	Discretionary release of requested information outside of the formal Right to Information (RTI) and Information Privacy (IP) process.
CEO	Chief Executive Officer
Confidential Information	Information that is confidential that is meant to be kept secret
IP	Information Privacy - is the privacy of personal information and usually relates to personal data stored on computer systems. The primary object is to provide for (a) the fair collection and handling in the public sector environment of personal information (b) a right of access to, and amendment of, personal information in the government's possession or under the government's control unless, on balance, it is contrary to the public interest to give the access or allow the information to be amended.
IP Act	Information Privacy Act (QLD 2009)
IRC	Isaac Regional Council
RTI	Right to Information - The primary object is to give a right of access to information in the government's possession or under the government's control unless, on balance, it is contrary to the public interest to give the access.
RTI Act	Right to Information Act (Qld 2009)

## 4. Policy Statement

### 4.1 Policy

IRC recognises the need to provide its employees and the public with access to information held by IRC through a streamlined administrative process that is an alternative to the regulated or legislative process.

IRC recognises this routine release of information is consistent with the pro-disclosure principles in the RTI Act and the 'push model' of information disclosure adopted by the Queensland Government.

Anyone can apply for information. However, there is no guarantee that access will be given. Any information, irrespective of format, may be accessed under the scheme. In certain circumstances, IRC may edit some information before providing it, for example where:

- Information is irrelevant or out of scope of the access request
- Release of information would, on balance, be contrary to the public interest under the RTI Act s39, s49 and Schedule 4
- Information is exempt under the RTI Act s40, s48 and Schedule 3
- To protect an individual's privacy
- To prevent disclosure of confidential or sensitive information

## 4.2 Principles

The following principles will apply:

- Administrative release is a discretionary process enabling quick access to an individual's personal information. Other information may be sought by an IRC staff member or the public and released under Administrative Access
- IRC will ensure that under this policy it's employees can access their own personal information held on their employee file, under supervision except where legislation prevents such release
- Where possible, IRC will endeavour to release information under Administrative Access negating the need to resort to a formal RTI or IP application

## 4.3 Release of Information

IRC is committed to protecting the privacy of information relating to its employees. Personal information of an individual will not be disclosed to any other third party without the individual's consent unless required or authorised to do so by law. To ensure that only authorised people receive the requested information, IRC may seek further information and/or documentation from an applicant to verify their identity, including but not limited to, sighting of a current Queensland driver licence.

IRC may, at its discretion, refuse to deal with an application under the Administrative Access Scheme that does not meet IRC's requirements or is deemed to be unreasonable such as requests for information previously provided to the applicant, or voluminous requests. In these circumstances, applicants may be required to seek access through the formal process, and make an application under the RTI Act or the IP Act.

## 4.4 Confidential Information

IRC employees must respect the privacy of others and ensure that personal information is accessed, used only for IRC purposes, and not disclosed to third parties unless required or authorised by law. Individuals who have access to such information have a duty to maintain the confidentiality, integrity and security of such information, irrespective of the storage medium.

## 4.5 Access to Information under Specific Legislation

In addition to providing access under an administrative arrangement, IRC may provide access to information under specific legislation. For example, access is available, either free of charge or some charges may apply, to information contained in the:

- Register of Land Titles established under the Land Act 1994
- Register of Births, Deaths and Marriages, established under the Births, Deaths and Marriages Registration Act 2003
- Water Allocations Register, established under the Water Act 2000

## 4.6 Administrative Access Other Than Under a Scheme, One Off Requests

Councils regularly provide information in response to requests from the public, other agencies and the media. In many cases, this information will also be published online.

This routine release of information is consistent with the pro-disclosure principles in the RTI Act. However, IRC will ensure that, regardless of the nature of the request, information is provided in accordance with the appropriate policies which:

- Take account of the content of the document
- Meet its security classification and factors supporting release or withholding of information
- Release information approved by the relevant delegate within IRC

This applies particularly where documents have not previously been published or released.

## 4.7 Administrative Access Guidelines

Administrative access is appropriate where any of the following apply:

- There is demand for access to the requested information
- No significant adverse effects result from disclosing the information, either generally or to particular applicants
- Information involved is of a kind that would be released if it was requested under the RTI Act, either generally or to particular applicants

**As a general rule, the sorts of documents that may be suitable for administrative release include those:**

- Provided to IRC by the person seeking access to them
- Which are publicly available
- Which are routinely made available by IRC

### Benefits of an administrative access scheme

Potential benefits of administrative access schemes include:

- Reduced number of access applications made under the RTI Act and IP Act
- Quicker outcomes and greater satisfaction for users of IRC's services
- Lower costs for members of the public and agencies (compared to the potential processing and access fees and charges under the RTI Act)
- Demonstrating that IRC is operating in accordance with the spirit of openness and accountability in the RTI Act
- Engagement with the community rather than automatic deferral to formal legal processes.

Individuals who are not provided with any or all of the information they have requested administratively may still apply under the RTI or IP Acts for access to that information.

## 5. Annexure/s to be Used in Association with Delivery of this Policy

- Administrative Access Scheme procedure

## 6. Communication Channels

This policy will be communicated throughout IRC via:

- IRIS
- Online policy library

## 7. References and Related Documents

- Rights to Information Act 2009
- Information Privacy Act 2009
- IRC Confidential Information Policy
- IRC Record Keeping Policy

## 8. Acknowledgements

- Office of the Information Commissioner
- University of Southern Queensland

## ADMINISTRATIVE ACCESS ~~SCHEME POLICY~~ TO INFORMATION

### APPROVALS

<b>POLICY NUMBER</b>	CORP-POL-073	<b>DOC.ID</b>	<u>4616831</u>
<b>CATEGORY</b>	Statutory		
<b>POLICY OWNER</b>	Manager Governance & Corporate Services		
<b>APPROVAL DATE</b>	Insert	<b>RESOLUTION NUMBER</b>	Insert

DRAFT

## OBJECTIVE

To establish the management framework that governs the Administrative Access Scheme allowing access to information held by Isaac Regional Council (IRC), without the need for a formal application under the *Right to Information Act 2009* (RTI Act) or the *Information Privacy Act 2009* (IP Act).

## SCOPE

This policy applies to all Councillors, employees, contractors and volunteers working for Council regardless of whether they are permanent, temporary, full-time, part-time or casual. For the purposes of this policy, the term contractor includes on-hired temporary labour services (agency staff) and sub-contractors. This policy applies across IRC and to the public

## DEFINITIONS

### TERM / ACRONYM

### MEANING

Administrative Access	Discretionary release of requested information <b>to the public</b> outside of the formal Right to Information (RTI) and Information Privacy (IP) process.
CEO	Chief Executive Officer
Confidential Information	Information that is confidential that is meant to be kept secret.
<u>Discretionary</u>	<u>Not governed by a statute but considered on a case by case basis.</u>
IP	Information Privacy - is the privacy of personal information and usually relates to personal data stored on computer systems. The primary object is to provide for: (a) the fair collection and handling in the public sector environment of personal information (b) a right of access to, and amendment of, personal information in the government's possession or under the government's control unless, on balance, it is contrary to the public interest to give the access or allow the information to be amended.
IP Act	<i>Information Privacy Act</i> (QLD 2009)
IRC	Isaac Regional Council
RTI	Right to Information - The primary object is to give a right of access to information in the government's possession or under the government's control unless, on balance, it is contrary to the public interest to give the access.
RTI Act	<i>Right to Information Act</i> (Qld 2009)

## POLICY STATEMENT

### Policy

IRC is committed to supporting the proactive disclosure of information, allowing people to be given access to certain types of information, without the need for a formal application under the *Right to Information Act 2009* and *Information Privacy Act 2009*.

IRC recognises the need to provide its employees and the public with access to information held by IRC through a streamlined administrative process that is an alternative to the regulated or legislative process.

IRC recognises this routine release of information is consistent with the pro-disclosure principles in the *RTI Act* and the 'push model' of information disclosure adopted by the Queensland Government.

Anyone ~~can~~ may apply for information. However, there is no guarantee that access will be given. Any information, irrespective of format, may be accessed under the scheme. In certain circumstances, IRC may edit some information before providing it, for example where:

- Information is irrelevant or out of scope of the access request;
- Release of information would:
  - on balance, be contrary to the public interest under the *RTI Act* s39, s49 and Schedule 4; or
  - substantially and unreasonably divert the resources of the agency from their use by the agency under *RTI Act* s41;
- Information is exempt under the *RTI Act* s40, s48 and Schedule 3;
- To protect an individual's privacy; and/or
- To prevent disclosure of confidential or sensitive information.

### Principles

The following principles will apply:

- Administrative release is a discretionary process enabling quick access to an individual's personal information. Other information may be sought by an IRC staff member or the public and released under Administrative Access.
- IRC will ensure that under this policy it's employees can access their own personal information held on their employee file, under supervision except where legislation prevents such release.
- Where possible, IRC will endeavour to release information under Administrative Access negating the need to resort to a formal RTI or IP application.

### Release of Information

IRC is committed to protecting the privacy of information relating to its employees. Personal information of an individual will not be disclosed to any other third party without the individual's consent unless required or authorised to do so by law. To ensure that only authorised people receive the requested information, IRC may

seek further information and/or documentation from an applicant to verify their identity, including but not limited to, sighting of a current Queensland driver licence or requesting a photocopy witnessed by a [Justice of the Peace or Commissioner for Declarations](#) for requests made electronically or in writing.

IRC may, at its discretion, refuse to deal with an application under the Administrative Access Scheme that does not meet IRC's requirements or is deemed to be [an unreasonable use of resources](#) - such as requests for information previously provided to the applicant, or voluminous requests. In these circumstances, applicants may be required to seek access through ~~the a~~ formal ~~process, and~~ [process and](#) make an application under the *RTI Act* or the *IP Act*.

## **Exempt information**

[Information that is exempt under this scheme includes:](#)

- [Information that is prohibited from release under law](#)
- [Information that would be a breach of the privacy principles](#)
- [Information that compromises government or private interests](#)
- [Information that would constitute a breach of statutory provisions](#)
- [Information that would constitute a breach of contractual terms](#)
- [Information that is exempt under the RTI and IP Acts](#)
- [Information that would be a breach of copyright laws or intellectual property](#)

## **Fees**

[There are no application fees or other charges associated with submitting an application for an administrative release of information. Council reserves the right to levy applications for the costs associated with reproducing or accessing records.](#)

[Fees for other routinely available documents are listed in Council's Schedule of Fees and Charges.](#)

## **Confidential Information**

IRC employees must respect the privacy of others and ensure that personal information is accessed, used only for IRC purposes, and not disclosed to third parties unless required or authorised by law. Individuals who have access to such information have a duty to maintain the confidentiality, integrity and security of such information, irrespective of the storage medium.

## **Access to Information under Specific Legislation**

In addition to providing access under an administrative arrangement, IRC may provide access to information under specific legislation. For example, access is available [for a fee or, either free of charge, or some charges may apply, to](#) information contained in the:

- [Register of Land Titles established under the Land Act 1994;](#)

- Register of Births, Deaths and Marriages, established under the Births, Deaths and Marriages Registration Act 2003;
- Water Allocations Register, established under the Water Act 2000; and
- Specific documents relating to development applications (current or past) established under the Planning Act 2016.

## Administrative Access Other Than Under a Scheme, One-Off Requests

Councils regularly provide information in response to requests from the public, other agencies and the media. In many cases, this information will also be published online.

This routine release of information is consistent with the pro-disclosure principles in the *RTI Act*. However, IRC will ensure that, regardless of the nature of the request, information is provided in accordance with the appropriate policies which:

- Take account of the content of the document;
- Meet its security classification and factors supporting release or withholding of information; and
- Release information approved by the relevant delegate within IRC.

This applies particularly where documents have not previously been published or released.

## Administrative Access Guidelines

Administrative access ~~may be~~ appropriate where any of the following apply:

- There is demand for access to the requested information;
- No significant adverse effects result from disclosing the information, either generally or to particular applicants; or
- Information involved is of a kind that would be released if it was requested under the RTI Act, either generally or to particular applicants.
- As a general rule, the sorts of documents that may be suitable for administrative release include those:
  - Provided to IRC by the person seeking access to them;
  - Which are publicly available; and/or
  - Which are routinely made available by IRC.

## Benefits of an Aadministrative Aaccess Sscheme

Potential benefits of administrative access schemes include:

- Reduced number of access applications made under the RTI Act and IP Act;
- Quicker outcomes and greater satisfaction for users of IRC's services;

- Lower costs for members of the public and agencies (compared to the potential processing and access fees and charges under the RTI Act);
- Demonstrating that IRC is operating in accordance with the spirit of openness and accountability in the *RTI Act*; *and*
- Engagement with the community rather than automatic deferral to formal legal processes.
- Individuals who are not provided with any or all of the information they have requested administratively may still apply under the RTI or IP Acts for access to that information.

## LEGISLATIONS AND RELATED GUIDELINES

- [Right to Information Act 2009](#)
- [Information Privacy Act 2009](#)
- [Land Act 1994](#)
- [Water Act 2000](#)
- [Planning Act 2016](#)
- [Human Rights Act 2019](#)

## REFERENCES

TYPE	DOCUMENT ID/NAME
<a href="#">CGFS-037CORP-POL-095</a>	<a href="#">Information Privacy Policy</a>
<a href="#">CGFS-108CORP-POL-048</a>	<a href="#">Information Privacy Plan</a>
<a href="#">CORP-POL-026</a>	<a href="#">Record Keeping Policy</a>
<a href="#">CORP-STAT-049</a>	<a href="#">Right to Information Policy</a>
<a href="#">CORP-POL-032</a>	<a href="#">Surveillance in Public Places Policy</a>
<a href="#">PRO-001</a>	Administrative Access Scheme Procedure
<a href="#">CORP-FS-024</a>	<a href="#">Processing of Requests for Information – An Overview</a>

## ACKNOWLEDGEMENTS

- Office of the Information Commissioner
- University of Southern Queensland

## MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee

Tuesday 12 October 2021

## AUTHOR

Rebecca Molineaux

## AUTHOR POSITION

Manager People and Performance

## 5.9

### EXCEPTIONS TO LOCAL GOVERNMENT REGULATIONS (2012) – RECRUITMENT ADVERTISING SERVICES

## EXECUTIVE SUMMARY

The purpose of this report is to retrospectively ratify and obtain ongoing approval for advertising and recruitment of vacant positions through the Seek website as an exception to the competitive bidding requirements under s235 (a) and (b) of the *Local Government Regulations 2012* for medium or large sized contractual arrangements.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Resolves it is satisfied that there is only one (1) supplier who is reasonably available;*
- 2. Resolves that because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders;*
- 3. Endorse the following exception to enter into medium or large sized contractual arrangements as per s235 of the Local Government Regulations (2012):*

<u>Company</u>	<u>Service provided/engaged for delivery of</u>
<i>SEEK Limited</i>	<i>Recruitment services limited to the provision of advertising platforms for Isaac Regional Council vacancies.</i>

- 4. Authorise the Chief Executive Officer or delegate to negotiate, execute and vary the agreements as required.*

## BACKGROUND

Seek is a very large online job board that provides the service of posting job vacancy advertisements for up to one (1) month to multiple users. This platform also allows users to apply for such vacancies through the website and app with ease.

The People and Performance department use Seek in almost every recruitment process to advertise Isaac Regional Council's (IRC) job vacancies, as it is by far the most successful method for engaging job applicants. Survey results indicate that 46% of IRC job applicants are being reached through the Seek platform.

In addition to the success of this medium for reaching the target audience, it is also compatible with the recently implemented Job Adder e-Recruitment system.

A contractual arrangement had already been entered into with Seek in September 2020 for a six-month advertising package and a further six-month advertising package was extended in March 2021. These require retrospective ratification by Council resolution due to the cumulative value of these engagements. This is in addition to the following ongoing requirements and request for endorsement of future advertising through Seek.

## Discussion

The Job Adder e-Recruitment system has the capability of allowing multiple advertising mediums to be engaged for any one recruitment exercise. This includes the less successful job advertising mediums that compete with Seek (46%), - Indeed (3%), JORA (1%), and Adzuna (2%). (The balance of job applicants are being reached through IRC advertising on the website and existing databases.) No business/company is close to being as effective as Seek in reaching a diverse audience of job seekers.

Note that Seek are not given preferential treatment, as IRC utilise all available platforms to advertise vacant positions.

Indeed, JORA, and Adzuna do not incur a cost when engaged through Job Adder, however, Seek does charge for its services which is a reflection of the market dominance that Seek has in reaching job applicants.

The approved budget for job advertising this financial year is \$40,000.

The expenditure through Seek for the 2020/2021 Financial year was \$19,354.34. In addition, a requisition has been raised for \$5000 which is required for already accrued expenditure which exceeded the allowance for the advertising block purchased in March 2021.

The expected expenditure is therefore likely to exceed \$15,000 which is the value attributed to a medium sized contractual arrangement as stated within the *Local Government Regulation 2012*.

Under section 235 of *Local Government Regulation 2012*, a local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if;

- (a) *the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or*
- (b) *the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders;*

It is therefore proposed that Council considers, the effectiveness and market dominance of Seek in advertising and facilitating the recruitment of vacant positions within IRC, as grounds to endorse the proposed exception, as well as ratifying the prior decisions which were entered to maintain operational matters.

## IMPLICATIONS

With such a vast difference in the effectiveness of Seek in being able to reach the target audience, when compared to the less successful competitors, it is impractical to undertake an exercise to invite quotes.

If Council were to forego the use of Seek to advertise available positions, it would greatly hinder the ability of IRC to recruit successfully as it would pose a genuine risk for the ongoing attraction of a broader, quality candidate pool for vacant positions.

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## CONSULTATION

Manager People and Performance

Manager Contracts and Procurement

Director Corporate, Governance and Financial Services

## BASIS FOR RECOMMENDATION

Dominance of market leader (Seek) in reaching the target market for the recruitment of vacant positions, makes obtaining alternative quotes for this service irrelevant, when alternatives are comparatively ineffective.

Recommend endorsement to continue to utilise the services of Seek Limited for a further 4 x six (6) month contracts.

## ACTION ACCOUNTABILITY

The Manager Contracts and Procurement is accountable for compliance with s235 of the Local Government Regulations (2012).

## KEY MESSAGES

The exceptions to the *Local Government Regulations 2012* under s235 (a) and (b) require Council resolution to ensure compliance.

<b>Report prepared by:</b> REBECCA MOLINEAUX <b>Manager People and Performance</b> Date: 23 September 2021	<b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Chief Executive Officer</b> Date: 7 October 2021
---	---

## ATTACHMENTS

- Attachment 1 - SEEK - Background Information
- Attachment 2 - Current SEEK Service Agreement - Isaac Regional Council
- Attachment 3 - Job Adder Job Board

## REFERENCE DOCUMENT

- *Local Government Regulations 2012*
- *Register of Delegations – Exercise of Statutory Powers Council to Chief Executive Officer*

## Background – SEEK

### 1. Total Contract Spend – 6-month Current Contract – Period 28/04/2021 28/10/2021

- Purchase Order Number: PMBH046426
- Flexible Ad Budget Amount \$10,000.00
- Purchase Order Amount (Incl GST): \$11,100.00
- Usage 3 months into the contract
- Current Spent as at July 2021 \$10,874.00
- Current Invoice Outstanding \$ 861.74 (past 14 days term)

### 2. Interim Action

- **Raise a Purchase Order for \$5,000 to cover the remaining 3-months of the contract. As we have used up the PO amount of \$10K. The contracted discount rate still applies.**
- Review vacant positions to determine other platforms for advertising until outcome of report to Council for Exception based contractual arrangements.

### 3. P&P Budget FY 21/22

- Current Budgeted Amount \$40,000.00

### 4. Data

Spend History 28/04/2021 to 30/07/2021



**Positions Advertised – April to July 2021 – By Directorate**

- 55 advertisements



**Positions Advertised – April to July 2021**

Job Title	Directorate	Date Created	Job Ad Type	Cost Allocation	Job Ad Cost	StandOut Cost	Total Ad Cost
44104 - Senior ICT Officer	CGFS	28/04/2021	Classic	Ad Budget	195.25	0	195.25
Frontline Service Officer	PECS	11/05/2021	Classic	Ad Budget	195.25	0	195.25
Frontline Service Officer	PECS	12/05/2021	Classic	Ad Budget	195.25	0	195.25
Departmental Administration Officer - Engaged Communities	PECS	12/05/2021	Classic	Ad Budget	195.25	0	195.25
Casual Pool Attendant	PECS	13/05/2021	Classic	Ad Budget	202.35	0	202.35
81029 - Plumber - Nebo	W&W	16/05/2021	Classic	Ad Budget	202.35	0	202.35
Manager Liveability & Sustainability	PECS	17/05/2021	StandOut	Ad Budget	202.35	0	202.35
Administration Officer	PECS	18/05/2021	Classic	Ad Budget	195.25	0	195.25
Plant Operator (55,307.00)	E&I	18/05/2021	Classic	Ad Budget	202.35	0	202.35
Plumber - Commercial (57,513.00)	E&I	18/05/2021	Classic	Ad Budget	202.35	0	202.35
Community Safety and Animal Management Officer	PECS	19/05/2021	Classic	Ad Budget	209.45	0	209.45
Manager Liveability & Sustainability	PECS	21/05/2021	StandOut	Ad Budget	0	70	70

Media & Communications Officer - Clermont or Moranbah	CGFS	24/05/2021	Classic	Ad Budget	209.45	0	209.45
Technical Officer (59,016.00)	E&I	28/05/2021	Classic	Ad Budget	209.45	0	209.45
Aerodrome Officer/ Re-Fuellers	E&I	01/06/2021	Classic	Ad Budget	202.35	0	202.35
44224 - Systems Officer - Fixed Term (12 Months)	CGFS	03/06/2021	Classic	Ad Budget	209.45	0	209.45
Community Safety and Animal Management Officer	PECS	03/06/2021	Classic	Ad Budget	209.45	0	209.45
Cook Moranbah Community Centre	PECS	03/06/2021	Classic	Ad Budget	181.05	0	181.05
Customer Administration Officer	W&W	04/06/2021	Classic	Ad Budget	202.35	0	202.35
Hospitality Casual	PECS	04/06/2021	Classic	Ad Budget	195.25	0	195.25
South & West Facilities Area Leader	PECS	04/06/2021	Classic	Ad Budget	202.35	0	202.35
44218 - Information Management Officer (Fixed Term)	CGFS	04/06/2021	Classic	Ad Budget	209.45	0	209.45
47002 - Safety Business Advisor	CGFS	04/06/2021	Classic	Ad Budget	202.35	0	202.35
Labourer (52,252.00)	E&I	07/06/2021	Classic	Ad Budget	195.25	0	195.25
People & Performance Administration Officer	OCEO	08/06/2021	Classic	Ad Budget	202.35	0	202.35
Plant Operator - Moranbah - (56,514.00)	E&I	10/06/2021	Classic	Ad Budget	202.35	0	202.35
Plant Operator (56,427.00)	E&I	14/06/2021	Classic	Ad Budget	202.35	0	202.35
44216 - Information Management Officer - Moranbah	CGFS	16/06/2021	Classic	Ad Budget	209.45	0	209.45
Works Admin Officer (56,064.00) - Moranbah	E&I	16/06/2021	Classic	Ad Budget	195.25	0	195.25
Community Safety and Animal Management Officer	PECS	21/06/2021	Classic	Ad Budget	209.45	0	209.45
Truck Operator (55,310.00)	E&I	22/06/2021	Classic	Ad Budget	202.35	0	202.35
Plant Operator (56,417.00)	E&I	22/06/2021	Classic	Ad Budget	202.35	0	202.35
Community Relations Officer (Youth)	PECS	24/06/2021	Classic	Ad Budget	202.35	0	202.35
Apprentice Plumber - Dysart	W&W	30/06/2021	Classic	Ad Budget	113.6	0	113.6
Groundsman (52,223.00)	E&I	30/06/2021	Classic	Ad Budget	202.35	0	202.35
Hospitality Casual	PECS	06/07/2021	Classic	Ad Budget	181.05	0	181.05
81029 - Plumber - Nebo	W&W	12/07/2021	Classic	Ad Budget	202.35	0	202.35
Community Safety and Animal Management Officer	PECS	13/07/2021	Classic	Ad Budget	209.45	0	209.45
Administration Officer	PECS	14/07/2021	Classic	Ad Budget	181.05	0	181.05
Labourer (56,422) Dysart	E&I	16/07/2021	Classic	Ad Budget	195.25	0	195.25
Plant Operator (56,427)	E&I	20/07/2021	Classic	Ad Budget	202.35	0	202.35
(67,631) Cook - Moranbah Community Centre	W&W	21/07/2021	Classic	Ad Budget	181.05	0	181.05

81017 - Senior Water & Wastewater Operator - MORANBAH	W&W	23/07/2021	Classic	Ad Budget	202.35	0	202.35
Senior Water & Wastewater Operator - Dysart	W&W	23/07/2021	Classic	Ad Budget	202.35	0	202.35
Labourer (55,304) Nebo	E&I	26/07/2021	Classic	Ad Budget	195.25	0	195.25
Labourer (52,213) - Moranbah	E&I	26/07/2021	Classic	Ad Budget	195.25	0	195.25
83013 - Waste Management Officer - Nebo	W&W	26/07/2021	Classic	Ad Budget	195.25	0	195.25
Frontline Service Officer (Casual)	PECS	27/07/2021	Classic	Ad Budget	195.25	0	195.25
Frontline Service Officer	PECS	27/07/2021	Classic	Ad Budget	195.25	0	195.25
49003 - Project Coordination Officer - Isaac Region	PECS	27/07/2021	Premium	Ad Budget	470.25	0	470.25
40002 - Executive Assistant - CGFS - Moranbah	CGFS	27/07/2021	Classic	Ad Budget	47.31	0	47.31
40002 - Executive Assistant - CGFS - Moranbah	CGFS	27/07/2021	Classic	Additional Ads	162.14	0	162.14
80001 - Executive Assistant, Moranbah	W&W	28/07/2021	Classic	Additional Ads	209.45	0	209.45
Truck Operator (55,310.00)	E&I	28/07/2021	Classic	Additional Ads	202.35	0	202.35
Compliance Officer	PECS	30/07/2021	Classic	Additional Ads	209.45	0	209.45
					<b>10,804.30</b>		<b>10,874.30</b>

### Spend September 2020 to March 2021

Date	Original Amt	Due Date	Ageing	Narrative
16/09/2020	38.50	16/10/2020	Completed	ADVERTISING FOR RECRUITMENT ADDITIONAL USAGE
18/09/2020	313.50	18/10/2020	Completed	ADVERTISING COUNCIL POSITIONS THROUGH SEEK PMBH043751
23/09/2020	438.90	23/10/2020	Completed	ADVERTISING COUNCIL POSITIONS PMBH043751/1
24/09/2020	1,159.40	24/10/2020	Completed	ADVERTISING SWIM POOL STAFF PMBH043751/4
25/09/2020	313.50	25/10/2020	Completed	ADVERTISING MANAGER STRATEGIC & BUSINESS DEVELOPMENT PMBH043751/3
28/09/2020	6,177.60	28/10/2020	Completed	ADVERTISING COUNCIL POSITIONS CONTRACT # 500943971 PMBH043751/2
30/11/2020	576.51	30/12/2020	Completed	ADDITIONAL ADS NOV 2020 PMBH044870/1
31/12/2020	1,948.43	30/01/2021	Completed	ADDITIONAL ADS DEC 2020 PMBH044870/3
31/01/2021	3,237.97	2/03/2021	Completed	ADDITIONAL ADS OUTSIDE OF AGREEMENT PMBH044870
28/02/2021	5,150.03	30/03/2021	Completed	PURCHASE OF ADDITIONAL ADS PMBH044870/2
31/03/2021	4,624.50	30/04/2021	Completed	PURCHASE OF ADDITIONAL ADS PMBH044870/4
	<b>23,978.84</b>			

# PURCHASE ORDER



HELPING TO ENERGISE THE WORLD

ABN: 39 274 142 600

**Invoice To:** Isaac Regional Council  
Accounts Payable  
PO BOX 97  
MORANBAH QLD 4744  
Email: [accountspayable@isaac.qld.gov.au](mailto:accountspayable@isaac.qld.gov.au)

**Deliver To:** Isaac Regional Council  
Moranbah Office  
Batchelor Pde  
Moranbah QLD 4744

Telephone: 1300 ISAACS  
(1300 47 22 27)  
Fax: 07 4941 8666

**Isaac Contact:**  
Phone:

Seek Ltd  
3 Wellington Street  
ST KILDA VIC 3182  
Australia  
FAX: 03 9510 0652  
PHONE: 13 0065 8700

**Order Nbr:** PMBH046426  
**Date Issued:** 31/03/2021  
**Vendor Acc Nbr:** 002401  
**Supplier Ref:**  
**Required Delivery By:**  
**Contract Number:**  
**Page:** 1 of 1

Attention :

**Ship Via:**

**Ship Via Acc Nbr:**

Product Code	Description	Qty.		Unit Price Excl	Amt Excl GST	GST	Amt Incl GST
000042	Recruitment/Advertising Expenses Budget Ad Flexible Pack - 6 month term Date Required: 30/04/2021	1.00	EACH	10,090.91	10,090.91	1,009.09	11,100.00

**Order Total :** \$10,090.91  
**GST** \$1,009.09  
**Order Total Incl GST** \$11,100.00

WOMALR

Authorised Officer

# PURCHASE REQUISITION/QUOTE FORM

(Purchases over \$1,500 ex GST)



ABN 39 274 142 600

Purchase Amount	Petty Cash	Purchase Card	Requisition/Quotes
Up to \$50	✓	✓	Nil
Below \$1,500	X	✓	1 Verbal(PRQF recommended)
\$1,500 up to \$15,000	X	X	2 Written (indicate below)
\$15,000 up to \$200,000	X	X	3 Written (indicate below)
Over \$200,00`	X	X	Tender & Contract

**Exceptions** – Please see ‘Exceptions’ in the Procurement Policy for circumstances where the listed quote and tender limits are not required to be followed.

Selected Supplier	Seek				
Has Job/Service Commenced? (pleasetick)	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Justification for Purchase <i>(refer to 5 sound contracting principles)</i>  Please quote in the Contract box on T1- PSA / Local Buy / RFT / RFQ number <i>(if applicable)</i>	Purchase of budget advertisements for 6 months. The current budget advertisements contract will cease. Contract period September 2020 to March 2021. Refer Attachment - Usage Report between September 2020 to February 2021.				
Description of Good/s or Service/s being Requested	Budget Ad Flexible Pack. 6 month term; Job Ad Investment \$10,000.00; Estimated Job Ad volume 46-64; Estimated average variable price per ad \$156.00 - \$217.00. Discount of 29.0%.				
Contact Person	Lucy Hampton				

### ACCOUNT CODING

Resource Code (Identifier #)	Ledger Code	Account/Task #	Amount
000042	OW	4058-AAA	\$11,100.00
Resource Code (Identifier #)	Ledger Code	Account/Task #	Amount
Resource Code (Identifier #)	Ledger Code	Account/Task #	Amount

Doc Number: CORP-FRM-095

Date Effective: 20/07/2018

This document is uncontrolled when printed.

Document Owner: Contracts & Procurement

Version No. 7

Page 1 of 2

# PURCHASE REQUISITION/QUOTE FORM

(Purchases over \$1,500 ex GST)



ABN 39 274 142 600

Quote Details (please complete details for top 3 quotes received)				
Tick Successful Supplier	Quote	Supplier Details		
<input checked="" type="checkbox"/>	1	Supplier Name	Seek	
		Contact Name	Tatiana Sinha	Amount (Inc GST) \$ 11,100.00
<input type="checkbox"/>	2	Supplier Name		
		Contact Name		Amount (Inc GST) \$
<input type="checkbox"/>	3	Supplier Name		
		Contact Name		Amount (Inc GST) \$

If the required numbers of quotations have not been obtained for purchases over \$15,000 please complete an **Exceptions & Deviations form** (IRC-FS-046) and submit to [procurementteam@isaac.qld.gov.au](mailto:procurementteam@isaac.qld.gov.au) for approval. **Please Note** an Exceptions & Deviations form is not required if the selected supplier is an LGAQ Local Buy Supplier, IRC Preferred Supplier or on an approved Whole-of-Government (WOG) SupplierPanel.

**Please indicate how the supplier was sourced:**

IRC Preferred Supplier	<input type="checkbox"/>	Whole of Government Arrangement	<input type="checkbox"/>
Regional/CQ or GreaterWhitsunday Alliance (GW3) (Mackay, Isaac, Whitsunday)	<input type="checkbox"/>	QLD Whole of Government	<input type="checkbox"/>
LGAQ Local Buy	<input type="checkbox"/>	Queensland	<input type="checkbox"/>

**Have Environmental Issues Been Considered?** Yes  No  Sustainable

**Declaration by Requesting Officer / Project Manager**

**Declaration (please tick and sign below)**

I have no direct or indirect interest with the contractor being approved to provide the goods and/or services on this purchase requisition form.

I confirm that the account coding is correct.

Requesting Officer / Project Manager *	Print Name	Lucy Hampton	Date	30/03/2021
	Signature			

**FOR SERVICES AND WORKS:**

**Contractor Engagement (MUST be ticked and signed if contractors are to be engaged)**

All Contractors/Sub-contractors working for and on behalf of IRC, must complete relevant induction/s before commencing work.

I confirm that I will:

- verify the successful completion of Council's online induction modules (if applicable) by the contractor/s/subcontractors;
- satisfy myself that all applicable licenses, registrations and insurances have been received and are current;
- induct the contractor/s/subcontractors using the Site Specific Induction Form for each IRC site they work on and send completed Site Specific Induction Form/s to [learn@isaac.qld.gov.au](mailto:learn@isaac.qld.gov.au); and
- satisfy myself that the contractor has the safety management systems in place to conduct these works.

Inducting Officer	Print Name		Date	
	Signature			

**\*The Requesting Officer / Project Manager is the Council Officer who is responsible for the goods and/or services being procured. It is not the Council Officer responsible for raising the Purchase Requisition in Techone.**



## EXCEPTIONS & DEVIATIONS

These 'Guidance Note' forms are required to be used as guidance and sign off for all procurement activity. The requirements set below are the minimum to be complied with in accordance with the *Local Government Act 2009 (LG Act)*, *Local Government Regulations 2012 (LG Regs)* and Council's Procurement Policy. Any deviation/exception from the below procurement principles for purchases over \$15,000 has to be reported to, discussed with and authorised by Manager, Contracts & Procurement and Manager, Corporate Services prior to any procurement activity being undertaken. Failure to comply with this instruction and the principles detailed below will result in all costs associated with the non-compliance being charged to the responsible business unit/directorate and disciplinary action may be taken against the offending staff member.

**Please Note** this form is **NOT** required to be completed if the supplier is on one of the following lists:

1. LGAQ Local Buy; or
2. IRC Preferred Supplier

**By authorising purchases all officers are confirming that they have taken full notice of the Procurement Policy and will comply with all of the requirements of that policy**

### THE 5 SOUND CONTRACTING PRINCIPLES

1. Open & effective competition
2. Value for money
3. Encouragement of the development of competitive local business and industry
4. Environmental protection
5. Ethical behavior and fair dealing

### EXCEPTIONS

*Chapter 6, Part 3, Division 3, Sections 230-235 of the LG Regs* specifies that a local government may enter into a medium or large sized contract without first inviting written quotes or tenders if:

1. The purchase is obtained through a 'LGAQ Local Buy' authorised supplier
2. The purchase is obtained through a 'preferred supplier arrangement', 'sole supplier arrangement' or 'legal service provider panel' as adopted by Council
3. The Local Government resolves it is satisfied that there is only one (1) supplier who is reasonably available
4. The Local Government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impracticable or disadvantageous for the Local Government to invite quotes or tenders
5. A genuine emergency exists
6. The contract is for the purchase of goods and is made by auction
7. The contract is for the purchase of second-hand goods or
8. The contract is made with, or under an arrangement with, a government body

Version 2

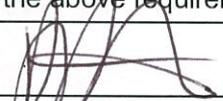
Form No: PC-001

Authorised by: Director Corporate, Governance and Financial Services

Document Maintained by: Contracts and Procurement

Next Review Date: 30/11/2017

ABN 39 274 142 600 PO Box 97 Moranbah QLD 4744 P 1300 472 227 F (07) 4941 8666

NAME OF SUPPLIER FOR EXCEPTION OR DEVIATION FROM PROCUREMENT POLICY				
Seek Limited				
JUSTIFICATION FOR EXCEPTION OR DEVIATION FROM PROCUREMENT POLICY				
<p>Seek is a very large online job board that provides the unique service of posting job vacancy advertisements to multiple users. This platform not only allows for our advertisements to be available for up to one (1) month online, however, also allows users to apply for such vacancies through Seek's website and app with remarkable ease. We receive a high number of applications via our Seek advertisements as per snapshot report from Job Adder - IRC e-Recruitment system.</p>				
DETAILS FOR EXCEPTION OR DEVIATION FROM PROCUREMENT POLICY				
<p>People and Performance use Seek in almost every recruitment process to advertise Isaac Regional Council's (IRC) job vacancies. No other business/company can provide us with the ability to reach a diverse audience, which is something we cannot achieve alone. The abundance of applications received for each advertisement posted on Seek compared to those posted locally via our external website supports this. Seek also is compatible with IRC's e-Recruitment system - Job Adder .</p>				
ACCEPTED QUOTE VALUE (EXC GST)				
\$ 10,000.00				
AUTHORISATIONS FOR EXCEPTION OR DEVIATION FOR PURCHASES OVER \$15,000				
PROJECT MANAGER AUTHORISATION				
<input checked="" type="checkbox"/> I confirm that I have complied with the above requirements and retained on file				
Project Manager	Signature		Date	30/03/2021
	Print Name	Demi Portegys - Acting Manager P&P		
CORPORATE & FINANCIAL SERVICES – CORPORATE SERVICES				
Procurement	Signature		Date	30/03/2021
	Print Name	John Squire		
Director Corporate, Governance & Financial Services	Signature		Date	
	Print Name			

Once completed, please send form and any attachments to [procurementteam@isaac.qld.gov.au](mailto:procurementteam@isaac.qld.gov.au)

Version 2

Form No: PC-001

Authorised by: Director Corporate, Governance and Financial Services

Document Maintained by: Contracts and Procurement

Next Review Date: 30/11/2017

ABN 39 274 142 600 PO Box 97 Moranbah QLD 4744 P 1300 472 227 F (07) 4941 8666 [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au)

## Lucy Hampton

---

**From:** Jodie Jenings  
**Sent:** Tuesday, 30 March 2021 3:59 PM  
**To:** Lucy Hampton  
**Subject:** Seek Data

Hi Lucy

Please see below snapshot from JobAdder, please note some candidates see the advert on Seek and then log into our Website to download the PD to also apply.

However as you can see our best source of applications are from Seek.

Kind regards  
Jodie

# Applications By Source



USER: All | GROUP: All | DATE: 01/03/2020 to 01/04/2021 | Update

Total Applications  
1991

APPLICATION SOURCE	APPLICATIONS
Adzuna	37
Database	318
Indeed	52
Isaac Regional Council	500
JORA	18
Seek	1055
Undefined	11

< 1 >

**Jodie Jenings**  
Business Partner  
People & Performance | Office of the CEO  
Cnr Karmoo & Daintree Street, Clermont Q 4721  
Phone: 07 4846 3772  
Mobile: 0450 963 584  
[jodie.jenings@isaac.qld.gov.au](mailto:jodie.jenings@isaac.qld.gov.au) | [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au)

Review of Seek Proposal

AP Transaction Listing (Enquire)

Period: September 2020 to 28 March 2021

Spent to date

Period	Date	Reference	Type	Allocated Amt	Due Date	Narrative
9	28/02/2021	97334867	APINVPVU	5,150.03	30/03/2021	PURCHASE OF ADDITIONAL ADS PMBH044870/2
8	31/01/2021	97262816	APINVPVU	3,237.97	2/03/2021	ADDITIONAL ADS OUTSIDE OF AGREEMENT PMBH044870
8	31/12/2020	97192380	APINVPVU	1,948.43	30/01/2021	ADDITIONAL ADS DEC 2020 PMBH044870/3
8	30/11/2020	97148380	APINVPVU	576.51	30/12/2020	ADDITIONAL ADS NOV 2020 PMBH044870/1
4	28/09/2020	97013234	APINVPVU	6,177.60	28/10/2020	ADVERTISING COUNCIL POSITIONS CONTRACT # 500943971 PMBH043751/2
4	25/09/2020	97010026	APINVPVU	313.50	25/10/2020	ADVERTISING MANAGER STRATEGIC & BUSINESS DEVELOPMENT PMBH043751/3
4	24/09/2020	97008012	APINVPVU	1,159.40	24/10/2020	ADVERTISING SWIM POOL STAFF PMBH043751/4
3	23/09/2020	97005728	APINVPVU	438.90	23/10/2020	ADVERTISING COUNCIL POSITIONS PMBH043751/1
3	18/09/2020	96997709	APINVPVU	313.50	18/10/2020	ADVERTISING COUNCIL POSITIONS THROUGH SEEK PMBH043751
3	16/09/2020	96993227	APINVPVU	38.50	16/10/2020	ADVERTISING FOR RECRUITMENT ADDITIONAL USAGE
				<b>19,354.34</b>		

Background

- SEEK changed pricing Model in August 2020, the new model was based flexible variable pricing depending of the type of position (market demand). The old model consisted of fixed pricing for pack/qty.
- IRC entered into a 6-month term job budget- September 2020 to March 2021 - \$5,616.00
- Confirmed with SEEK, unused ads cannot be rolled over.

Recommendation

- 6-month term budget – April 2021 – September 2021.
- Confirmed with SEEK, unused ads cannot be rolled over at the end of the 6 months.
- The 12 month proposal offering less volume for the same price.

From: [Tatiana Sinha](#)  
 To: [Lucy Hampton](#)  
 Cc: [Carla Dibdin](#); [Dannette Barfield](#)  
 Subject: RE: Urgent Attn : HR Team  
 Date: Friday, 26 March 2021 2:25:59 PM  
 Attachments: [image005.png](#)

Hi Lucy,

Thanks for your query. We don't have 3 months, only 6 or 12 months.

I have produced both options for you with 3 scenarios that might suit your needs:

### Proposal - 6 month term

Preferred Option X

	Job Ad Investment (exc GST)	Ad Budget Type	Estimated* Ad Volume	Estimated* ave variable price p/ ad (exc GST)	Classic Ad discount	Standout Ad upgrade price (exc GST)	Premium Ad Discount	PTS Access Fee (exc GST)	PTS allocated credits
Scenario 1	\$5,000	Flexible	22 - 31	\$162 - \$224	26.5%	\$70.0	0.0%	n/a	n/a
Scenario 2	\$10,000	Flexible	46 - 64	\$156 - \$217	29.0%	\$70.0	5.0%	n/a	n/a
Scenario 3	\$15,000	Flexible	73 - 102	\$147 - \$204	33.0%	\$70.0	10.0%	n/a	n/a

\*Estimated Ad range is based off general market wide data at todays prices which are subject to change. Actual Ad volume for a specific organisation will depend on their mix of Ads posted and the prices at the time of posting.

All prices are excluding GST unless otherwise stated.

### Proposal - 12 month term

	Job Ad Investment (exc GST)	Ad Budget Type	Estimated* Ad Volume	Estimated* ave variable price p/ ad (exc GST)	Classic Ad discount	Standout Ad upgrade price (exc GST)	Premium Ad Discount	PTS Access Fee (exc GST)	PTS allocated credits
Scenario 1	\$5,000	Flexible	20 - 28	\$176 - \$244	20.0%	\$70.0	0.0%	n/a	n/a
Scenario 2	\$10,000	Branded	35 - 44	\$227 - \$289	26.5%	\$65.0	0.0%	n/a	n/a
Scenario 3	\$15,000	Branded	53 - 67	\$223 - \$285	28.0%	\$65.0	5.0%	n/a	n/a

\*Estimated Ad range is based off general market wide data at todays prices which are subject to change. Actual Ad volume for a specific organisation will depend on their mix of Ads posted and the prices at the time of posting.

All prices are excluding GST unless otherwise stated.

With your needs, I think a \$5k would you suit you best if you want to take it till EOFY, or else a 15k or even 17k.

Please do not hesitate to contact me if you need any further assistance.

Thanks and Regards,

**Tatiana Sinha**  
 Senior Sales Consultant | Local Govt.  
 PH : 03 8525 5645

WE ARE RETIRING ALL AD TEMPLATES FROM MARCH 1<sup>ST</sup> 2021. FOR MORE INFORMATION CLICK [HERE](#)  
 SEEK HAS MOVED TO A VARIABLE PRICING STRUCTURE FROM 1<sup>ST</sup> AUGUST 2020, TO FIND OUT HOW IT MIGHT AFFECT YOU [CLICK HERE](#) OR ASK ME ABOUT IT!

**If this email reaches you outside of business hours I'm sending this message now because it suits me. I don't expect you to read, action or respond out of normal work hours.**



From: Lucy Hampton <Lucy.Hampton@isaac.qld.gov.au>  
 Sent: Friday, 26 March 2021 12:20 PM  
 To: Tatiana Sinha <tsinha@seek.com.au>  
 Cc: Carla Dibdin <Carla.Dibdin@isaac.qld.gov.au>; Dannette Barfield <Dannette.Barfield@isaac.qld.gov.au>  
 Subject: FW: Urgent Attn : HR Team  
 Importance: High

This message originated outside your organisation, be mindful when opening links and attachments.

Hi Tatiana,

Thank you for the chat this morning.

Further to my email below, can you please provide options/scenarios for a 3 month and 12 month contract (noting discount rate)

- 3 month contract – 01/04/2021 to 30/06/2021
- 12 month contract – 01/07/2021 – 30/06/2022

Should you have any questions, please do not hesitate to contact me.

Thanks & Regards

**Lucy Hampton**  
 Senior People & Performance Business Partner | People & Performance | Isaac Regional Council  
 Phone: 07 4846 3809 | Mobile: 0428 811 892  
 PO Box 97 | MORANBAH QLD 4744  
[lucy.hampton@isaac.qld.gov.au](mailto:lucy.hampton@isaac.qld.gov.au) : [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au)



HELPING TO ENERGISE THE WORLD

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**From:** Lucy Hampton  
**Sent:** Friday, 26 March 2021 9:35 AM  
**To:** 'tsinha@seek.com.au' <tsinha@seek.com.au>  
**Cc:** Carla Dibdin <Carla.Dibdin@isaac.qld.gov.au>; Dannette Barfield <Dannette.Barfield@isaac.qld.gov.au>  
**Subject:** FW: Urgent Attn : HR Team  
**Importance:** High

Morning Tatiana,

How are you hope all is well.

Thank you for your email, apologies for the delay in response.

We are currently in the process of reviewing the proposal – 6 month and will raise a PO soon.

Could you please confirm the following for me;

- If we go with scenario 2 or 3 and by end of contract do not use up the full amount, will the remaining amount roll over to the next contract?
- If we go over the amount before the contract end date, what rate would the additional ads costs.

Should you have any questions, please do not hesitate to contact me.

Thanks & Regards

**Lucy Hampton**  
Senior People & Performance Business Partner | People & Performance | Isaac Regional Council  
Phone: 07 4846 3809 | Mobile: 0428 811 892  
PO Box 97 | MORANBAH QLD 4744  
[lucy.hampton@isaac.qld.gov.au](mailto:lucy.hampton@isaac.qld.gov.au) | [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au)

**From:** Carla Dibdin <Carla.Dibdin@isaac.qld.gov.au>  
**Sent:** Monday, 22 March 2021 12:03 PM  
**To:** Lucy Hampton <Lucy.Hampton@isaac.qld.gov.au>  
**Subject:** FW: Urgent Attn : HR Team  
**Importance:** High

FYI

If you have any queries, please do not hesitate to contact me.

Thank you.  
Kind regards

**Carla Dibdin**  
People and Performance Administration Officer | People and Performance | Office of the CEO  
(07) 4846 3340  
PO Box 97 MORANBAH QLD 4744  
[Carla.Dibdin@isaac.qld.gov.au](mailto:Carla.Dibdin@isaac.qld.gov.au) | [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au)

**From:** Tatiana Sinha <tsinha@seek.com.au>  
**Sent:** Monday, 22 March 2021 10:26 AM  
**To:** Carla Dibdin <Carla.Dibdin@isaac.qld.gov.au>  
**Subject:** FW: Urgent Attn : HR Team  
**Importance:** High

Hello Carla,

Thanks for the chat and your offer to follow up with your supervisor.

I believe the council will save upto 30% of their costs on advertising if they go back to a similar deal (or bigger) as they traditionally had before Litia left.

Please see below the email I sent to Performance email address.

Since then there have been more ads posted and the overage amount is now \$12508.01 (please see the prev email below, for comparison)

Valid From:	28.09.2020	Valid To:	28.03.2021
Total Job Budget:	5616.00	Remaining Job Budg...	0.00
Used Job Budget:	5616.00	Overage Amount:	12508.01
External Reference:	PMBH043751		
Amount Credited:	0.00		

Thanks

Tatiana

**From:** Tatiana Sinha  
**Sent:** Monday, 15 March 2021 1:21 PM  
**To:** [performance@isaac.qld.gov.au](mailto:performance@isaac.qld.gov.au)  
**Subject:** Urgent Attn : HR Team  
**Importance:** High

Hello,

I hope things are going well at the council. I rang today and had a quick chat to Carla who advised that this is the best email to send information to.

I am writing about the council's SEEK Ad budget which seem to have been used up rather quickly, and much more has been spent over and above that amount, on ads than anticipated.

The original budget of \$5616 was added in September last year, and was meant to take you through till March 2021, but it was used up over the next few weeks right after it was initiated. Since then, over \$10k has been spent on ads.

Valid From: 28.09.2020                      Valid To: 28.03.2021  
 Total Job Budget: 5616.00                  Remaining Job Budg... 0.00  
 Used Job Budget: 5616.00                  Overage Amount: 10861.65  
 External Reference: PMBH043751

Our budgets allow for greater discounts per ad if the amount invested is higher. I recommend we look at an appropriate budget ASAP to avoid over expenditure by the council's HR team on Ads.

Kindly see your ad usage over the past 12 months:

**PREVIOUS 12 MONTHS**

(Mar 20 - Feb 21)

Posting history timeframe: PAST 12 MONTHS

**JOB AD SPEND**

Spend reflects the billed amount (including any credits and overage) and consumption (released amount) or wastage (unconsumed value) on upfront paid packs.

Job ad spend: **\$26,160\***

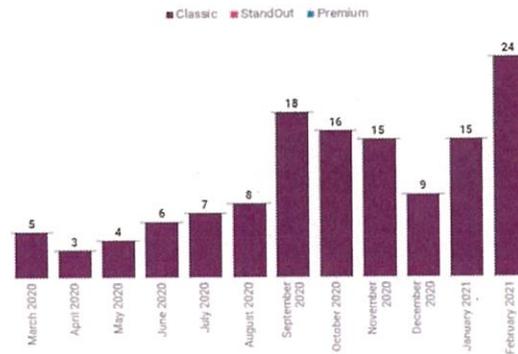
\*Note: For detailed breakdown of the contracts over this period please see the HALO reports

**ADS POSTED**

The number of ads is reflective of all ads posted by the client during this period

	# of ads	Reposts
Classic ads	130	
StandOut ads	0% coverage	0
Premium ads	0	
<b>Total</b>	<b>130</b>	<b>0</b>

**ADS POSTED PER MONTH BY AD TYPE**



If the current trend is going to continue you would need at least 60-90 ads over the next 6 months.

I am sending a wide range of estimates below to help you decide an amount/ad volumes for the same type of ad budget (flexible) as you had last time, based on your usual ad types posted over past few months:

**Proposal - 6 month term**

	Job Ad Investment (exc GST)	Ad Budget Type	Estimated* Ad Volume	Estimated* ave variable price p/ ad (exc GST)	Classic Ad discount	Standout Ad upgrade price (exc GST)	Premium Ad Discount	PTS Access Fee (exc GST)	PTS allocated credits
Scenario 1	\$5,000	Flexible	22 - 31	\$162 - \$224	26.5%	\$70.0	0.0%	n/a	n/a
Scenario 2	\$10,000	Flexible	46 - 64	\$156 - \$217	29.0%	\$70.0	5.0%	n/a	n/a
Scenario 3	\$17,500	Flexible	88 - 122	\$143 - \$198	35.0%	\$70.0	10.0%	n/a	n/a

\*Estimated Ad range is based off general market wide data at todays prices which are subject to change. Actual Ad volume for a specific organisation will depend on their mix of Ads posted and the prices at the time of posting.

All prices are excluding GST unless otherwise stated.

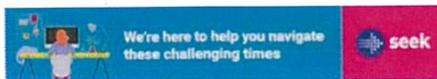
Kindly let me know your thoughts on this, and please do not hesitate to contact me if you need any further assistance.

Thanks and Regards,

**Tatiana Sinha**  
 Senior Sales Consultant | Local Govt.  
 PH : 03 8525 5645

WE ARE RETIRING ALL AD TEMPLATES FROM MARCH 1<sup>ST</sup> 2021. FOR MORE INFORMATION CLICK [HERE](#).  
 SEEK HAS MOVED TO A VARIABLE PRICING STRUCTURE FROM 1<sup>ST</sup> AUGUST 2020, TO FIND OUT HOW IT MIGHT AFFECT YOU-[CLICK HERE](#) OR ASK ME ABOUT IT!

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# ADVERTISING AGREEMENT FOR ISAAC REGIONAL COUNCIL

SEEK Limited (ABN 46080075314) (SEEK) is pleased to confirm your purchase of the below products and services.

**Date of Offer:** 27 Apr 2021  
**Offer ID:** Q-04971  
**Customer No:** 0002452791



Product	Minimum Investment	Start Date	End Date	Billing Frequency
Flexible Ad Budget	\$10,090.91	The date upon which your Existing SEEK Agreement expires	6 months from Start Date	Upfront Payment

## CONTRACT DETAILS

Your minimum SEEK investment is **\$10,090.91 (ex GST)**, comprised of your Flexible Ad Budget of \$10,090.91. All amounts are in AUD.

## RATES & DISCOUNTS

Item	Details
Classic Ad	29% discount
Standout Upgrade Fee	\$70.00 per ad
Premium Ad	5% discount

Ads are variably priced and subject to change from time to time. Ads posted in excess of your Ad Budget will incur additional charges. For more information on payment, job ad rates and credits please see Ad Budget Terms below.

## AD BUDGET TERMS

The following terms (including the Site Terms referred to below) apply to your use of the above products under this agreement. All amounts exclude GST.

## CONTRACT PERIOD

The Contract Period commences on the Start Date and will continue until the End Date, unless during the term of this agreement you enter into a Queued Agreement in which case this agreement will expire on the earlier of the End Date or the date upon which you have consumed your Flexible Ad Budget in this agreement. Where:

**Existing SEEK Agreement** means your SEEK advertising agreement number 0500943971; and

**Queued Agreement** means a SEEK advertising agreement that is specified to commence upon expiry of an existing SEEK advertising agreement.

SEEK will send an email to [hrrservices@isaac.qld.gov.au](mailto:hrrservices@isaac.qld.gov.au) notifying you once the Contract Period has commenced.

## PAYMENT

Upon execution of this agreement you will be invoiced for the amount of your minimum SEEK investment.

Payment is due 14 days from the date of that invoice.

Posting of Additional Ads (as that term is defined below) will be invoiced separately.

## JOB AD RATES

Your Flexible Ad Budget may be used to post Classic, StandOut and Premium Ads, at your discretion. Ad prices vary depending on the details of the role being advertised and are subject to change from time to time. It is your responsibility to look up the price of a job ad before posting on the SEEK website.

You can look up current prices of Classic, StandOut and Premium Ads (including any applicable discount) using this link:

<https://talent.seek.com.au/account/ad-price-lookup>.

By posting an ad on the SEEK website, you agree to the price of that job ad, as at the time of posting, being deducted from the balance of your Flexible Ad Budget (being your total minimum commitment for job ads under this agreement). For more information regarding our job ad types and consumption of your budget, see below and our [SEEK Product Terms](#).

### Classic Ads

Classic Ads are variably priced, and subject to change from time to time. Your Classic Ad price will be the relevant Classic Ad price at the time of posting less the discount listed in the "Rates & Discounts" section on page 1 of this agreement.

### StandOut Ads

When posting a StandOut Ad, the price will be the relevant Classic Ad price at the time of posting less the discount listed in the "Rates & Discounts" section on page 1 of this agreement, plus the StandOut Upgrade Fee listed in the "Rates & Discounts" section on page 1 of this agreement.

### Premium Ads

Your Premium Ad price will include a discount as specified in "Rates & Discounts" section on page 1 of this agreement.

### Additional Job Ad usage

In the event that your total spend on SEEK job ad products exceeds the amount of your Flexible Ad Budget, additional Classic, StandOut and Premium Ads may be purchased at the same discount rates (as applicable) under this agreement until the end of the Contract Period (**Additional Ads**). Amounts owing for Additional Ads will be invoiced to you on the first day of the calendar month following the posting of such ads, or if posted in the final month of your agreement, you will be invoiced for these ads in your Final Invoice.

## OTHER PRODUCTS

Any SEEK products or services not listed in this agreement that are purchased by you will be charged at the per unit price for casual purchasers at the time of purchase and invoiced separately. For more information see the Site Terms.

## GENERAL TERMS

1. Use of the Website and above products and services are governed by the following terms and conditions which are incorporated into and form part of this agreement:
  - a. SEEK's Advertising Terms and Conditions which can be found at <https://talent.seek.com.au/support/termsconditions/> (**Advertising Terms**);
  - b. specific terms and conditions applicable to individual products and services, which can be found at <https://talent.seek.com.au/support/productterms> (**Product Terms**); and
  - c. the specific terms and conditions as published from time to time relating to our Talent Search or Premium Talent Search product (as relevant to your purchase) found at <https://talent.seek.com.au/support/talentsearchofferterms/> (**Talent Search Terms**).

For the purposes of this agreement, these terms are collectively known as the "Site Terms". If there is any conflict between the terms of this agreement and the Site Terms, to the extent of any inconsistency the terms of this agreement will prevail. The terms and conditions of this agreement together with the Site Terms (the **Agreement Terms**) constitute the entire agreement between you and SEEK. By signing this agreement you acknowledge that you have read and understood all of the Agreement Terms and agree to be bound by them.

2. The Agreement Terms may not be amended without our consent. Requests to change the Agreement Terms must be made in writing to your SEEK representative. If an amendment to the agreement is granted, we will notify you in writing.
3. Our standard payment terms are 14 days from the date of invoice. Please refer to the Site Terms for further information regarding payments.
4. All references to "dollars" or "\$" and all payments required to be made in this Agreement refer to Australia dollars, which is the currency used for all purposes in this Agreement.
5. You irrevocably authorise SEEK, its servants and agents to make such enquiries as they deem necessary to investigate your credit worthiness from time to time. You authorise the disclosure to SEEK any such information concerning you in relation to the assessment of your credit worthiness, risk and solvency. We may refuse to grant credit if any information to which we are entitled is not provided.
6. SEEK reserves the right to reject advertisements for positions located outside of Australia/New Zealand. If you post an advertisement for a position outside of Australia/New Zealand in breach of this clause, you will be charged our then applicable standard casual rate.
7. Subject to SEEK's approval, at any point during the Contract Period prior to full consumption of your committed ad budget you may request to increase your ad budget for the remainder of the Contract Period by signing a Supplementary Agreement. Any agreed increase will commence in the month following execution of a Supplementary Agreement and may be subject to an increase in the amount of your PTS Access Fee (if applicable).
8. If you intend to discontinue using our services at the expiry of the term of this agreement, you must notify us in writing of your intention to do so seven (7) days prior to the expiry of the Contract Period. If you do not sign a new agreement or terminate your agreement with us and you continue to use our services beyond the expiry of Contract Period, then this agreement will automatically continue on the same terms for one (1) calendar month (**Rollover Period**) and you will be able to access the discount rates set out in this agreement. Your minimum SEEK investment will not be increased during any Rollover Period. After the expiry of the Rollover Period, any products purchased will be charged to you at our then applicable casual advertising rates.
9. You will be bound from the date of agreement unless you notify SEEK within 3 business days from the date of this agreement that you did not intend to purchase the products and services listed in this agreement and wish to cancel it (provided you have not commenced using the products and services listed).
10. Subject to clause 8, you are obliged to pay your minimum SEEK investment amount set out on page 1 of this agreement regardless of whether or not
  - a. you utilise the full value of the products you have purchased during the Contract Period; or
  - b. we terminate this agreement in accordance with the Agreement Terms.
11. Where you are required to sign this agreement, SEEK permits the use of Adobe Sign to electronically execute contracts. Where you use Adobe Sign to execute this agreement:
  - a. you expressly consent to the use of an electronic signature as the method of execution for this agreement;
  - b. you warrant that the person affixing any electronic signature to this agreement has the requisite authority to execute the agreement on behalf of your organisation; and
  - c. you agree that execution by electronic signature by you using Adobe Sign is legally valid and binding on your organisation.

# JOB ADDER JOB BOARD

Edit Ad > Select Job Boards > Classifications > Preview

Job Title      Labourer (55,603.00) - Clermont  
Reference      55603

<input type="checkbox"/>	Job Board	
<input checked="" type="checkbox"/>		Adzuna
<input checked="" type="checkbox"/>		Indeed
<input checked="" type="checkbox"/>		Isaac Regional Council
<input type="checkbox"/>		jobsonfacebook.com
<input checked="" type="checkbox"/>		JORA
<input checked="" type="checkbox"/>		Seek

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Job Title Works Admin Officer (56,063.00)  
Reference 783032

Seek

Listing Type	Standard Listing	Region	Queensland
Classification	Administration & Office Support	Location	Mackay & Coalfields
Sub-Classification	Administrative Assistants	<input checked="" type="checkbox"/> Residency Required	
Include a Video	<input type="radio"/> Above the ad <input checked="" type="radio"/> Below the ad	Work Type	Full Time
		Invisible Salary	Annual salary package
		(used for searching)	60,000 to 65,000
		Display Salary	
		Contact Name	
		Contact Phone	
		Application Email	<input type="text"/>

Ad Type [How are prices set?](#)

<input type="radio"/> <b>Classic</b> A\$195.25 + GST Advertise your role for 30 days.	<input type="radio"/> <b>StandOut</b> A\$265.25 + GST Promote your brand to candidates.	<input type="radio"/> <b>Premium</b> ⓘ A\$807.50 + GST Reach the right candidates with a priority listing.
--	--	---

[Back](#) [Add as Template](#)

[Continue +](#)

Edit Ad > Select Job Boards > Classifications > Preview

Job Title: Labourer (\$5,603.00) - Clermont  
 Reference: 55603

**adzuna** Adzuna

Category	<ul style="list-style-type: none"> <li>Customer Services Jobs</li> <li>Engineering Jobs</li> <li>HR &amp; Recruitment Jobs</li> <li>Healthcare &amp; Nursing Jobs</li> <li>Hospitality &amp; Catering Jobs</li> <li>PR, Advertising &amp; Marketing Jobs</li> <li>Logistics &amp; Warehouse Jobs</li> <li>Teaching Jobs</li> <li>Trade &amp; Construction Jobs</li> </ul>	Country	Australia
		Location	QLD - Mackay Region
		Postcode	
		Contact Type	Permanent
		Contract Time	Full Time
		Salary	
		Application Email	carla.dibdin@isaac.qld.gov.au

**indeed** Indeed

Category	Trades & Services	Country	Australia
Sub-categories	<ul style="list-style-type: none"> <li>Mechanic / Automotive</li> <li>Painting</li> <li>Pest Control Specialist</li> <li>Plumbing</li> <li>Printing</li> </ul>	State	Queensland
		City	Clermont
		Postcode	
		Job Type	Full-time
		Salary	
		Application Email	carla.dibdin@isaac.qld.gov.au
		Indeed Ref	

**ISAAC REGION** Isaac Regional Council

Category	Trades & Services	Work Type	Permanent / Full Time
Sub Category	Labourer	Application Email	carla.dibdin@isaac.qld.gov.au
Location	QLD Other		

**Jora** JORA

Country	Australia	Application Email	carla.dibdin@isaac.qld.gov.au
State/Region	Queensland		
City	Clermont		

**seek** Seek

Listing Type	Standard Listing	Region	Queensland
Classification	Trades & Services	Location	Mackay & Coalfields
Sub-Classification	Labourers	<input checked="" type="checkbox"/> Residency Required	
Include a Video	<input type="radio"/> Above the ad <input checked="" type="radio"/> Below the ad	Work Type	Full Time
		Invisible Salary	Annual salary package
		(used for searching)	50,000 to 55,000
		Display Salary	
		Contact Name	
		Contact Phone	
		Application Email	carla.dibdin@isaac.qld.gov.au

Ad Type

[How are prices set?](#)

<input checked="" type="radio"/> <b>Classic</b> Advertise your role for 30 days.	<input type="radio"/> <b>StandOut</b> Promote your brand to candidates.	<input type="radio"/> <b>Premium</b> ⓘ Not supported while updating your ad. For help, call 1300 658 700.
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## Applications By Source ?

USER: All ▼   
 GROUP: All ▼   
 DATE: 01/07/2020 📅 to 07/09/2021 📅 ☰ Update

Total Applications  
2385

Best Source  
Seek

APPLICATION SOURCE	APPLICATIONS	% OF APPLICATIONS
Adzuna	49	2%
Database	409	17%
Indeed	66	3%
Isaac Regional Council	732	31%
JORA	23	1%
Seek	1095	46%
Undefined	11	0%

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## MEETING DETAILS

**Corporate, Governance and Financial Services**

**Standing Committee**

Tuesday 12 October 2021

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## AUTHOR

Darren Fettell

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## AUTHOR POSITION

Director Corporate, Governance and Financial Services

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**6.1**

**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES  
INFORMATION BULLETIN – OCTOBER 2021**

## EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletin for October 2021 is provided for Committee review.

## OFFICER'S RECOMMENDATION

*That the Committee:*

- 1. Note the Corporate, Governance and Financial Services Information Bulletin for October 2021.***

## BACKGROUND

The attached Information Bulletin for October 2021 provides an operational update for Committee review on the Corporate, Governance and Financial Services Directorate.

## IMPLICATIONS

Any specific implications or risks will be outlined in the Information Bulletin.

## CONSULTATION

Corporate, Governance and Financial Services Staff.

## BASIS FOR RECOMMENDATION

This is an information only report.

## ACTION ACCOUNTABILITY

Information only report.

## KEY MESSAGES

Operational update to Elected Members.

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<b>Report prepared by:</b> DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b> Date: 6 October 2021	<b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Chief Executive Officer</b> Date: 8 October 2021
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## ATTACHMENTS

- Attachment 1 – Corporate, Governance and Financial Services Information Bulletin – October 2021

## REFERENCE DOCUMENT

- Nil

**DATE:** October 2021

## **CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**

### **DIRECTORATE HIGHLIGHTS**

September has seen continued high levels of activity across the Directorate.

From a Directorate perspective the key activities or areas of focus would include:

- Ongoing planning and communication around COVID-19
- Advocacy document refresh with the Office of the Mayor and CEO
- Website redesign works continuing
- Progress of Audit and Risk Committee actions and Internal Audit Plan
- Continue facilitation and monitoring of the Strategic and Operational Risk Registers
- Finalisation of the Emergency Management Plan
- Cybersecurity Internal Audit Exit Interview
- Finalisation of financial statements and external audit
- Commencement of town talks across the region. Changing the language as part of the safety reset.
- Organisational Safety and Disaster Management name change to Safety and Resilience.
- Finalising budget timeline
- Review of Project Accountability Gateway (PAG)
- Continue progression of Asset Class Asset Management Plans

From a Directorate perspective the key issues or risks we are aware of would be:

- Impacts from ongoing developments with COVID-19
- Management of resources with large organisational projects in addition to continuation of regular service delivery
- Continuing additional demands on BMC
- Staff leave / vacancies and workload within directorate

### **BRAND, MEDIA AND COMMUNICATIONS**

#### **PREVIOUS MONTH'S ACHIEVEMENTS:**

- COVID-19 communications
- F5F Pop-Up @ The Park
- Networking Event with Isaac Business Connection team x 5

- 
- Space Punks
  - CQ Charity Campdraft
  - Clermont Tigers Junior Football Club - End of Season Presentations
  - Hinterland Community Care - Wellness Expo
  - Battle of the Mines - Clermont Senior Rugby League
  - Clarke Creek State School 50th Anniversary event
  - Dysart Kindergarten - Annual Open Day
  - The Reading Hour
  - Legends of League - Bowls Day
  - Legends of League - Sponsors Dinner
  - Legends of League - Match Day
  - Coppabella State School 40th Anniversary
  - Twin Hills Race Weekend
  - Blue Mountain Bolt
  - Middlemount 40th Celebrations - Bush Dance
  - Middlemount 40th Celebrations - Street Parade and Markets
  - Middlemount 40th Celebrations - Commemorative Dinner
  - Dates with Mates - a Dry Lands to High Hopes event
  - SES recruitment campaign
  - Trainee and Apprenticeship program media and content
  - Creation of Mackay Hospital and Health Service “Vaccinate with a mate” campaign.
  - Shop Isaac logo redesign competition
  - Annual Plan Content creation
  - Spring De-Fox campaign
  - Production and delivery of four Clermont Rags
  - Eight Community Newsletter Advertisements and Isaac News
  - Moranbah Highlanders' Swim Camp 2021

## **Other key achievements for September:**

- 15 general media releases issued in September 2021.
- 41 public notices in September 2021.
- 14 media inquiries in September 2021.
- 23 Councillor speeches
- 10 Councillor columns

## Facebook

- 9,564 Page likes.

# INFORMATION BULLETIN

## Instagram

- 1045 followers

## Twitter

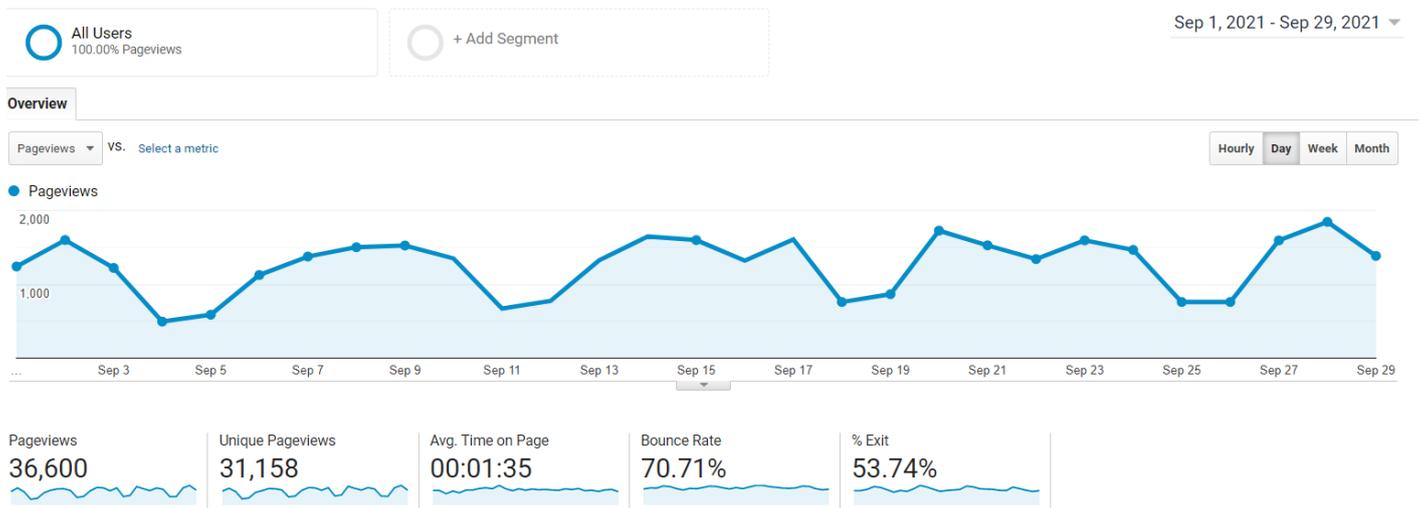
- 572 followers

## LinkedIn

- 4,312 followers

Page views to [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au)

Interestingly our “about our region” sections are 4 of the top 10 sites visited. This indicates a growing interest in people looking for information about the Isaac region.



Page	Pageviews	% Pageviews
1. /	4,283	11.70%
2. /about-council/employment	1,310	3.58%
3. /environment-water-waste/waste-management-facilities	1,117	3.05%
4. /about-our-region/carmila	928	2.54%
5. /contact-us/home	772	2.11%
6. /about-our-region/st-lawrence	449	1.23%
7. /about-our-region/the-peak-range-national-park	400	1.09%
8. /news/article/2242/civil-engineering-students-banana-shire-central-highlands-region-isaac-region	384	1.05%
9. /about-our-region/moranbah	381	1.04%
10. /isaac-aquatic-facilities-1	373	1.02%

[view full report](#)

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## FINANCIAL REPORT:

Not applicable

## DEVIATION FROM BUDGET AND POLICY:

Not Applicable

## OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

## OCTOBER PROGRAM:

- Shop Isaac new logo reveal and preparation for Christmas campaign
- Production and delivery of four Clermont Rags
- Eight Community Newsletter Advertisements
- NBHA event
- St Lawrence Bowls Club - Barefoot Bowls
- Seniors Month - Seated yoga and morning tea – Clermont
- Seniors Month - Luncheon with Bingo – Moranbah
- Space Punks – Moranbah
- NAIDOC Celebrations, Nebo
- Healthy Conversations, Healthy Communities Workshop – Dysart
- Nebo Bush Poet's Smoko
- Grandparent's Day Pop Up @ The Park – Nebo
- Seniors' afternoon tea at Clermont SHS
- QLD Food Futures - International Rural Women's Day event Regional business, wellness and inspiration Clermont
- Moranbah Highlanders' Swim Camp 2021
- Circus Workshops Middlemount
- Nebo Charity Ladies Day
- Moranbah Gymnastics Casino Night
- Run for MI Life
- F5F Pop Up @ The Park - Clarke Creek
- Carmila Health and Wellbeing Day
- Healthy eating for Seniors Clermont
- Seniors Lunch on the Deck Nebo
- Seniors Month Luncheon with Trivia Dysart
- NAIDOC Celebrations, Isaac Coast
- Clermont Clay Target Club - Annual 2-day shoot
- Grandparents Day Pop-Up @ The Pool

- Seniors Month - Fashion, Fun and Fab Seniors Clermont
- Moranbah Community Garden Project
- Clermont Beef Expo and Trade Display
- NAIDOC Celebrations, Isaac Coast – St Lawrence
- Seniors Month - Movie Matinee – Glenden

## ONGOING PROJECT WORK:

- Advocacy document refresh with the Office of the Mayor and CEO
- Website redesign works continuing.
- Development of BMC job tracking system and calendar
- Internal training in the JADU platform to assist with web uploads as part empowering staff to self-help with web requests - Ongoing
- Councillor social and traditional media training development

## DEVELOPING INITIATIVES / ISSUES:

- COVID-19 communications regarding the vaccine clinics and Moranbah near miss.
- Ellensfield Road is a continuing issue and likely to form part of the Federal Election campaigning
- Isaac publications and Clermont Rag review is in progress with a report to go to council outlining the planned roll back of Councils publications now that we have a new starter in Clermont.
- Closure of Pipeline-Red Hill Road.

## CONTRACTS AND PROCUREMENT DEPARTMENT

### PREVIOUS MONTH'S ACHIEVEMENTS:

01/09/2021 - 30/09/2021	OCEO	CGFS	E & I	W & W	PECS
Awarded Tenders	0	0	2	0	0
Active Tenders	0	2	6	1	2
In progress Tenders	0	5	7	7	4
Awarded RFQ's	0	0	4	0	0
Active RFQ's	0	1	16	2	1
In progress RFQ's	4	6	24	4	15
Active - out to market or under evaluation In Progress - specification under development					

- Strategic Procurement Reference Group Terms of reference established. Inaugural meeting planned for first week in October.

- Discussion held with Charters Towers Regional Council Procurement to investigate NexGen implementation.
- Prepared presentation for the Department of State Development, Infrastructure, Local Government and Planning on IRC procurement and tender opportunities.

<b>Purchase Requisitions Released</b>		
Month of: (01/09/2021 – 30/09/2021)		September 2021
Value of Purchase Requisitions processed		\$11,912,369.52
No. Purchase Requisitions Released		<b>687</b>
Requisitions Suspended		29
Exceptions Raised	9	\$29,841.77
Variations Raised	8	\$68,532.35

Note;

- The Exceptions include;      Cleaning of IRC Dysart Facilities while contract was resolved – \$9.7k  
   Printing of rates notices – \$5.7k
- The Variations include;      Environmental Monitoring - \$32.6k additional wastewater testing  
   Dysart Civic Centre Airconditioning - \$9.6k repairs to the soft starter

## PREVIOUS MONTH'S ISSUES:

- Resignation of Nebo Stores Officer – recruitment underway.

## FINANCIAL REPORT:

- Consolidation of cost centres for FY21/22 to be Hub based instead of Town based, some inventory lines still set to old cost centres and need to be corrected at the material level.
- CC4071 Stores - West, has been adversely impacted by the write off of \$9,373 of concrete pipes which did not exist. These had been utilised on the May Downs Road several years ago.
- The commitment for clothing for the FY has been raised (\$128k) which skews the reporting.
- The budgets are on target, when these items are taken into consideration.

## OPERATIONAL PLAN:

- Expanding catalogue of materials
- Assist IRC staff in navigating procurement compliance requirements (ongoing).
- Doing Business with Council short video presentation - combined effort with Economy and Prosperity, BMC.

- Strategic Procurement Reference Group – established.
- Moranbah Mezzanine Floor redevelopment to address safety issues.

## ORGANISATIONAL DEVELOPMENT PLAN:

- Implementation of Next Gen Ecosystem - Investigating Contract Management via VendorPanel, Investigating Spend Analysis via ArcBlue.
- Warehouse Management - Investigating use of stock reservations and pick slips, with defined hours of order collection.
- Revise Procurement Procedure documentation (flow charts of steps taken)

## NEXT MONTH'S PROGRAM:

- RFT's for Clermont Showgrounds Pavilion, IT upgrade for the Moranbah Community Centre.
- RFQs for Water and Wastewater Project Managers, upgrades for the Clermont Civic Centre Kitchen and Courtyard, Clermont Environment and Biodiversity lab.
- Purchase Order Terms and Conditions

## DEVELOPING INITIATIVES / ISSUES:

- WAN tower lease requires variation (Legal assistance required)
- Novation to include Avante on the Linemarking RPQS panel following their acquisition of two panellists.
- Resignation of the Nebo Storeperson

## FINANCIAL SERVICES

### PREVIOUS MONTH'S ACHIEVEMENTS:

- Preparation of 1<sup>st</sup> half yearly rates notices
- Submission of QTC LTFF model
- Finalisation of Asset capitalisation
- Work on Financial Statements for the 2020/21 financial year
- Auditors final audit visit
- Preparation of a number of legislative reports

### PREVIOUS MONTH'S ISSUES:

Nil

### FINANCIAL REPORT:

Budget adopted 30 June 2021.

## DEVIATION FROM BUDGET AND POLICY:

Nil.

## OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Strategy (i.e. C5)	Service Area	Description	Highlight/Exception, including explanation
G3	Financial Asset Management	Pursue financial sustainability through effective use of Council's resources and assets and prudent management of risk	Depreciation methodology and estimates reviewed through valuation and audit applied.
G5	Long Term Financial Forecast	Provide transparent and accountable planning, decision making, performance monitoring and reporting to the community in order to continuously improve.	Monthly Financial statements required under regulation. Quarterly budget reviews undertaken.

## NEXT MONTH'S PROGRAM:

- Finalisation of finance portion of SWIM reporting
- Preparation of Consolidated Data Return
- 1<sup>st</sup> Quarter budget review
- Finalisation of Financial Statements for the 2020/21 financial year
- Preparation of reports

## DEVELOPING INITIATIVES / ISSUES:

Not Applicable

## GOVERNANCE AND CORPORATE SERVICES DEPARTMENT

### PREVIOUS MONTH'S ACHIEVEMENTS:

- Facilitated the Audit and Risk Committee held on 28 September 2021
- Progressed drafting of 2020/21 Annual Report
- Continued to transition the Insurance function into Governance and Corporate Services and identifying business improvement opportunities
- Reviewed and updated the Delegations Council to CEO for further consultation with the CEO and Council
- Progressed internal audit plan audit and program actions
- Planning and internal discussions on the new Corporate Plan/Community Plan Project
- Administered several Right to Information Applications
- Progressed the review of organisational policies for review/readoption
- Continued to progress Enterprise Risk Management Strategic and Operational Risk Registers
- Review of Corporate Policy Register, with significant updates to Policies being progressed

## PREVIOUS MONTH'S ISSUES:

- Ongoing advice and facilitation of governance matters such as policy development, reviews, procedural issues, etc
- Ongoing management of legal matters, many reactive matters progressed and resolved.
- Ongoing management of Right to Information applications and internal reviews, Administrative Actions Complaints, and related matters

## FINANCIAL REPORT:

Not applicable

## DEVIATION FROM BUDGET AND POLICY:

Not Applicable

## OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

## NEXT MONTH'S PROGRAM:

- Continue to integrate insurance function into Governance and Corporate Services.
- Further progress delegations of authority with the CEO on CEO to Employee delegations
- Prepare draft and finalise the scopes for audits as per the Internal Audit Plan
- Continue project planning for the Corporate Plan
- Progress rolling three-year Internal Audit Plan, following discussions with Audit & Risk for Council adoption
- Progress/finalise the awareness plan for the Fraud and Corruption Control Framework and Control Plan
- Progress the enhancement of the Business Continuity Plan with stakeholders.
- Continue facilitation and monitoring of the Strategic and Operational Risk Registers
- Progressing long term project of maintaining a Critical Instruments Register
- Progress Audit and Risk Committee actions and Internal Audit Plan
- Facilitate rollout/implementation of the new *Human Rights Act 2019*
- Review and drafting of several Corporate Policies
- Continue to liaise with internal and external stakeholders to finalise various agreements and legal matters

## Organisation Development Plan or Capital Projects

### Organisational Development Plan

ODP Project Name	Status Update
G2.1 Establish integrated planning framework document	Planning In progress
G5.2 Establish strategic and operational risk register	Completed, pending establishment of system for reporting/monitoring
G5.3 Establish risk management procedures and reporting regime	In place, however evolving
G5.4 Adopt hierarchy of operational risk registers and incorporate into business plans	Annual process as part of business plan development
G6.1 Establish organisational performance management framework	In progress

G6.2 Implement high level organisational performance reporting	Performance reporting occurring with quarterly updates of AOP, improvements to be identified for across organisation
G21 Critical Instruments	Project underway. Capturing base information ongoing
G22.1 conduct annual statutory compliance audit	Internal Audit completed 2018/19. Ongoing review.

**DEVELOPING INITIATIVES / ISSUES:**

- Reviewing online options to facilitate governance and compliance initiatives – delegations, polices, risk registers
- Assistance and oversight with management and enhancement of IRIS – Council's Intranet

**INFORMATION SOLUTIONS DEPARTMENT**

**PREVIOUS MONTH'S ACHIEVEMENTS:**

IT security audit completed and report presented to the Audit and Risk Committee. Recommendations have been compiled into an action list and progress will be reported to future Audit and Risk and ITSC meetings.

Telstra site survey of the Clermont Saleyard carried out in preparation for the proposed upgrade to the main pavilion.

Site survey of the Moranbah Community Centre carried out with reference to the upgrade of conferencing equipment being funded by BMA. A proposed design with indicative pricing was prepared for the Facilities team.

**PREVIOUS MONTH'S ISSUES:**

Nil

**FINANCIAL REPORT:**

No issues

**DEVIATION FROM BUDGET AND POLICY:**

Not applicable

**OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING**

Not applicable

Strategy (i.e. C5)	Service Area	Description	Highlight/Exception, including explanation

**NEXT MONTH'S PROGRAM:**

Project Name/ Description	Start Date	Scheduled End Date	Comments/Exceptions
Continue the SD-WAN rollout			

Continue Records audit of IT systems			
Rollout of the Customer Request system – targeting Dec 31 for completion.			

**DEVELOPING INITIATIVES / ISSUES:**

- Mobile computing
- Teams rollout
- Strategic review of business requirements for next five years
- Business continuity planning

**ASSET MANAGEMENT UNIT**

**PREVIOUS MONTH'S ACHIEVEMENTS:**

- Officers across the Council have been identified to assist in the development of Asset Management Plans (AMP) for each asset class. Options analysis is in progress in relation to common assets (eg land, buildings, IT etc) and linkages with our organisation structure;
- A review of Project Accountability Gateway (PAG) process is in progress to identify opportunities for improvement; and
- Work is in progress to undertake alignment of the Financial Asset Register (FAR) and the Operational Asset Register (OAR)

**PREVIOUS MONTH'S ISSUES:**

Nil

**FINANCIAL REPORT:**

Financial expenditure is as per the budget.

**DEVIATION FROM BUDGET AND POLICY:**

Not Applicable

**OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING**

Strategy (i.e. C5)	Service Area	Description	Highlight/Exception, including explanation
15	Asset Management Strategy	Develop an Asset Management Plan and Framework	Strategic Asset Management Plan was adopted by Council on the 16 <sup>th</sup> of December 2020. Development of Asset Management Plans (AMP) for each asset class is in progress.
15	Project Accountability	Develop a Project Accountability Gateways Framework	A review of Project Accountability Gateway (PAG) process is in progress to identify areas of improvement.

## NEXT MONTH'S PROGRAM:

- Work will continue across the Council to develop Asset Management Plans (AMP) for each asset class
- Review of Project Accountability Gateway (PAG) process will continue to identify areas of improvement
- Ongoing work will continue to align the Financial Asset Register and the Operational Asset Register

## Organisation Development Plan or Capital Projects Scheduled to Commence During Next Month

Project Name/ Description	Start Date	Scheduled End Date	Comments/Exceptions
Not Applicable			

## DEVELOPING INITIATIVES / ISSUES:

Software requirements for specialised asset management software are being reviewed.

## ORGANISATIONAL SAFETY

### PREVIOUS MONTHS ACHIEVEMENTS:

#### WHS Team

- Tag and lockout stations have been installed within our facilities and workplaces across the region.
- The safety team have commenced town talks across the region, changing the language from toolbox talks as part of the safety reset.
- Consultation and seeking approval for department name change from Organisational Safety and Disaster Management to Safety and Resilience. This includes a realignment of Safety Advisors to be partners and to align to directors instead of primarily townships.
- Safety Committee was held in Dysart, reviewing the terms of reference to reflect the new direction being taken by combining the operational committees and holding bimonthly meetings.
- Procurement of 5 new defib units for implementation within the remote camps and road crews.
- SafeTalk suicide alertness training was discussed with employees as part of the town talks across the region. Expression of interest forms were given out for those employees who wish to participate in the training.
- Started conducting ECO training across the region, including updating emergency folders with latest emergency plan, facility profiles, occupier statements and guidelines.
- Two team members completed their rehabilitation and return to work training online.

#### Disaster Management team

- Ongoing engagement with the Mackay Hospital & Health Service (MHHS) for COVID-19 vaccination clinic establishment and communications support
- Finalised Flood Warning Infrastructure Network Operations and Maintenance contract for annual pre-season maintenance of all flood stations.
- Community engagement at the Clarke Creek State School 50<sup>th</sup> Anniversary event
- Renewal of Local Disaster Coordination Centre (LDCC) staff nominations for 36 staff with updated approvals from their current managers.

**PREVIOUS MONTHS ISSUES:**

Nil

**FINANCIAL REPORT:**

N/A

**DEVIATION FROM BUDGET AND POLICY:**

N/A

**OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING**

N/A

Strategy (i.e. C5)		Service Area	Description	Highlight/Exception, including explanation

**NEXT MONTH'S PROGRAM:**

**Organisation Development Plan or Capital Projects**

Project Name/ Description	Start Date	Scheduled End Date	Comments/Exceptions

**DEVELOPING INITIATIVES / ISSUES:**

Initiatives

- Disaster Management training for the Guardian IMS program to be carried with QIT Plus on 13-14 October in Moranbah for Local Disaster Coordination Centre staff.

Issues:

- Finalise training for ECO members in Moranbah and any members who might have missed out on training because of leave or other work requirements.
- Schedule SafeTalk training for the region after reviewing expression of interest forms.
- Facilitate audit and inspections as per the schedule.
- Review the current Town Talk schedule, with the intent of streamlining days and times.
- Review the current incident notification guideline with a view of potential updates to give guidance of who needs to be notified in the event of a vehicle accident involving an employee.

**Report authorised by:**

DARREN FETTELL

**Director Corporate Governance and Financial  
Services**

Date: October 2021

## ATTACHMENTS

- Nil

<b>TERM / ACRONYM</b>	<b>MEANING</b>
AOP	Annual Operational Plan
CPA	Corporate Procurement Arrangements
EOI	Expression of Interest
NTT	Notice to Tenderers
PCRG	Procurement Compliance Review Group
RFI	Request for Information
RFT	Request for Tender
RFQ	Request for Quote
RPQS	Register of Pre-Qualified Suppliers
PR	Purchase Requisition
PO	Purchase Order
PSA	Preferred Supplier Arrangement
VFM	Value for Money