

# 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 13 JULY 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

## 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 13 JULY 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 8 June 2021.

## 5. OFFICER REPORTS

### 5.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 30 JUNE 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 POLICY UPDATE - WORKPLACE HEALTH AND SAFETY**

### **EXECUTIVE SUMMARY**

This report seeks Council's consideration on repealing the Workplace Health and Safety Policy which has been reviewed with recent appointment of the new CEO and updated as an operational policy which is provided for the information of Council. Amendments have been made to change the language within the policy to one of agreed commitment in line with contemporary safety language and the inclusion of wellbeing and psychological health and safety.

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## **6. INFORMATION BULLETINS**

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

#### **EXECUTIVE SUMMARY**

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

### **6.2 PEOPLE AND PERFORMANCE INFORMATION BULLETIN – JULY 2021**

#### **EXECUTIVE SUMMARY**

The People and Performance Information Bulletin for July 2021 is provided for Committee review.

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## **7. GENERAL BUSINESS**

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## **8. CONCLUSION**

# UNCONFIRMED MINUTES

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

HELD ON  
**TUESDAY, 8 JUNE 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 8 JUNE 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 11 MAY 2021 COMMENCING AT 1:00PM**

**ATTENDANCE**

Cr Jane Pickels, Division Seven (Chair)  
Cr Kelly Vevea, Acting Mayor (ex officio)  
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  
Ms Rebeca Molineaux, Manager People and Performance  
Mr Robert Kane, Chief Information Officer  
Mr Beau Jackson, Manager Brand, Media and Communications  
Mrs Nicole Money, Executive Assistant  
Ms Peata Munro, Executive Assistant  
Ms Jessica Cooper, Information Management Officer

**1. OPENING**

The Chair declared the meeting open at 1.00pm and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

**ATTENDANCE**

Mrs Tricia Hughes, Coordinator Executive Support entered the meeting room at 1.00pm and left at 1.00pm

**2. APOLOGIES**

The Committee received an apology from Mayor Anne Baker and Cr Sandy Moffat

An apology has been received on behalf of Cr Lyn Jones due to a medical condition.

**Resolution No.:** CGFS0637

**Moved:** Cr Viv Coleman

**Seconded:** Acting Mayor Kelly Vea Vea

**That the Corporate, Governance and Financial Services Standing Committee:**

- 1. Accepts the apologies received from Mayor Anne Baker and Cr Sandy Moffat.**
- 2. Accepts the apology received for Cr Lyn Jones due to a medical condition.**

**Carried**

### 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.*

**ATTENDANCE**

Mr John Squire, Manager Contracts and Procurement entered the meeting room at 1.01pm

### 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 11 May 2021.

**Resolution No.:** CGFS0638

**Moved:** Acting Mayor Kelly Vea Vea

**Seconded:** Cr Viv Coleman

**That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 11 May 2021 are confirmed.**

**Carried**

## 5. OFFICERS REPORTS

### 5.1 Isaac Regional Council Monthly Financial Report as at 31 May 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 May 2021 pursuant to and in accordance with the Local Government Regulation 2012 (s204).*

Resolution No.: CGFS0639

Moved: Acting Mayor Kelly Vea Vea      Seconded: Cr Viv Coleman

That the Committee recommends that Council:

1. Receive the financial statements for the period ended 31 May 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.*

**Resolution No.:** CGFS0640

**Moved:** Cr Viv Coleman

**Seconded:** Acting Mayor Kelly Veve

**That the Committee recommends that Council:**

1. Receive and note the Work Health and Safety report.

**Carried**

## 5.3

## Debt Policy 2021-2022

### EXECUTIVE SUMMARY

Pursuant to Section 192 of *Local Government Regulation 2012*, a Local Government must prepare and adopt a Debt Policy for a financial year. The Debt Policy must state the new borrowings planned for the current financial year and the next 9 financial years, and the period over which the Local Government plans to repay existing and new borrowings.

### OFFICER'S RECOMMENDATION

*That the Committee recommends Council to:*

1. **Adopt the 2021/2022 Debt Policy (CORP-POL-027) in accordance with s192 of the Local Government Regulation 2012.**

**Resolution No.:** CGFS0641

**Moved:** Acting Mayor Kelly Veve

**Seconded:** Cr Viv Coleman

**That the Committee recommends Council to:**

1. **Adopt the 2021/2022 Debt Policy (CORP-POL-027) in accordance with s192 of the Local Government Regulation 2012.**

**Carried**

## 5.4 Revenue Policy 2021-2022

### EXECUTIVE SUMMARY

Pursuant to Section 193 of *Local Government Regulation 2012*, a Local Government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the Revenue Policy to be adopted for the next financial year.

### OFFICER'S RECOMMENDATION

*That the Committee recommends Council to:*

- 1. Adopt the 2021/2022 Revenue Policy (CORP-POL-028) in accordance with s193 of the Local Government Regulation 2012.**

Resolution No.: CGFS0642

Moved: Acting Mayor Kelly Vea Vea

Seconded: Cr Viv Coleman

That the Committee recommends Council to:

- 1. Adopt the 2021/2022 Revenue Policy (CORP-POL-028) in accordance with s193 of the Local Government Regulation 2012.**

Carried

## 5.5 Investment Policy 2021-2022

### EXECUTIVE SUMMARY

Pursuant to Section 191 of *Local Government Regulation 2012*, a Local Government must prepare and adopt an Investment policy. The Investment policy must outline the local government's investment objectives and overall risk philosophy and procedures for achieving the goals related to the investments stated in the policy.

### OFFICER'S RECOMMENDATION

*That the Committee recommends Council to:*

- 1. Adopt the 2021/2022 Investment Policy (CORP-POL-029) in accordance with s191 of the Local Government Regulation 2012**

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<b>Resolution No.:</b>	<b>CGFS0643</b>		
<b>Moved:</b>	<b>Acting Mayor Kelly Vea Ve</b>	<b>Seconded:</b>	<b>Cr Viv Coleman</b>
<b>That the Committee recommends Council to:</b>			
1. <b>Adopt the 2021/2022 Investment Policy (CORP-POL-029) in accordance with s191 of the Local Government Regulation 2012</b>			
			<b>Carried</b>

## 5.6 Reserves Policy 2021-2022

### EXECUTIVE SUMMARY

Through the budget process, available funding sources for operational and capital purposes are reviewed for the annual budget and Long-Term Financial Forecast. This includes a review of Council's cash balances which are typically held in identified reserves. Adoption of the Reserves Policy provides the framework for maintaining accounting records of Council's cash backed reserve funds.

### OFFICER'S RECOMMENDATION

*That the Committee recommends Council to:*

1. **Adopt the Reserves Policy (CORP-POL-089).**

<b>Resolution No.:</b>	<b>CGFS0644</b>		
<b>Moved:</b>	<b>Acting Mayor Kelly Vea Ve</b>	<b>Seconded:</b>	<b>Cr Viv Coleman</b>
<b>That the Committee recommends Council to:</b>			
1. <b>Adopt the Reserves Policy (CORP-POL-089).</b>			
			<b>Carried</b>

### ATTENDANCE

Mr Gary Stevenson PSM entered the meeting room at 1.26pm

## 5.7 Isaac State Emergency Services Unit Update

### EXECUTIVE SUMMARY

To provide an update on State Emergency Service (SES) operations within the Isaac region.

### OFFICER'S RECOMMENDATION

*That the Committee recommends to Council:*

1. *Note the report of the Isaac SES unit status.*

Resolution No.: CGFS0645

Moved: Cr Viv Coleman

Seconded: Acting Mayor Kelly Vea Vea

That the Committee recommends to Council:

1. Note the report of the Isaac SES unit status.

Carried

## 5.8 Councillor Remuneration 2021-2022 - Local Government Remuneration Commission Annual Report 2020

### EXECUTIVE SUMMARY

In accordance with the requirements of the *Local Government Regulation 2012* (s247), Council is to consider the Local Government Remuneration Commission Annual Report 2020, released 11 December 2020, and seek Council's adoption of the remuneration for the Mayor and Councillors for Isaac Regional Council to apply from 1 July 2021.

### OFFICER'S RECOMMENDATION

*That Committee recommends to Council:*

1. *In accordance with the requirements of the Local Government Regulation 2012 (s247) and the remuneration determinations of the Local Government Remuneration Commission Annual Report 2020, resolves that the following remuneration amounts apply effective 1 July 2021:*

	2021/2022
<i>Mayor</i>	<i>\$133,196</i>
<i>Deputy Mayor</i>	<i>\$83,247</i>
<i>Councillor</i>	<i>\$70,759</i>

2. ***Commit to continue its advocacy for a review of the current methodology and remuneration categories for Mayor and Councillor remuneration and respond to invitations and provide submissions as they arise***

Resolution No.: CGFS0646

Moved: Acting Mayor Kelly Ve a Ve a      Seconded: Cr Viv Coleman

That Committee recommends to Council:

1. That the status quo remains for current levels of Mayor, Deputy Mayor and Councillor remuneration for the 2021/22 financial year in view of the fact that the proposed new certified agreement for staff remuneration is still incomplete.
2. To continue its advocacy for a review of the current methodology and remuneration categories for Mayoral remuneration based on the needs of the region indicating the position should be full time and respond to invitations and provide submissions as opportunities arise.

Carried

## 6. INFORMATION BULLETIN REPORTS

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

#### EXECUTIVE SUMMARY

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

#### OFFICER'S RECOMMENDATION

*That the Committee:*

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

Resolution No.: CGFS0647

Moved: Cr Viv Coleman      Seconded: Acting Mayor Kelly Ve a Ve a

That the Committee:

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

Carried

## 6.2 People and Performance Information Bulletin – June 2021

### EXECUTIVE SUMMARY

The People and Performance Information Bulletin for June 2021 is provided for Committee review.

### OFFICER'S RECOMMENDATION

*That the Committee:*

1. *Notes the People and Performance Information Bulletin for June 2021.*

Resolution No.: CGFS0648

Moved: Cr Viv Coleman

Seconded: Acting Mayor Kelly Vea Vea

*That the Committee:*

1. *Notes the People and Performance Information Bulletin for June 2021.*

Carried

## 7. GENERAL BUSINESS

No general business this meeting.

## 8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 2.08pm.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 13 July 2021.

.....  
Chair

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

## MEETING DETAILS

Corporate, Governance and Financial Service  
Standing Committee  
Tuesday 13 July 2021

## AUTHOR

Michael Krulic

## AUTHOR POSITION

Manager Financial Services

## 5.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT

### 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 June 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 2021/22	Budget adopted 30 June 2021
Financial Statements 2020/21	

### IMPLICATIONS

With June 30 representing the end of the financial year, the following figures provide an interim result for the 2020/21 financial year.

Over the next month, end of financial year processes will occur where adjustments for accruals, asset capitalisation and revaluation and depreciation adjustments will be brought to account. Therefore, it should be noted that the attached Financial Statements for June are interim only and are expected to change through end of year adjustments. Further changes also occur through the subsequent external audit process.

### CONSULTATION

- Financial Services

### BASIS FOR RECOMMENDATION

Not Applicable.

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## ACTION ACCOUNTABILITY

Not Applicable.

## KEY MESSAGES

This is an information only report.

<b>Report Prepared By:</b>	<b>Report Authorised By:</b>
MICHAEL KRULIC <b>Manager Financial Services</b>	DARREN FETTEL <b>Director Corporate, Governance and Financial Services</b>
Date: 23 June 2021	Date: 7 July2021

## ATTACHMENTS

- Attachment 1 - Interim Financial Statements 30 June 2021

## REFERENCE DOCUMENT

- Nil

# INTERIM FINANCIAL STATEMENTS REPORT TO COUNCIL

Current as at 30 June 2021

Presented by **Corporate, Governance and Financial Services**



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# FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 JUNE 2021

## EXECUTIVE SUMMARY

With June 30 representing the end of the 2020/2021 financial year, the following figures provide an interim result for 2020/2021.

The Interim Financial Year Statements for the year ended June 2021 show a current operating loss of \$1,343,590 which is \$1,412,325 behind the revised budget position. Capital revenue for the year ended June 2021 was \$13,710,378 compared to the full year revised budget of \$18,060,945. This figure is below budget through the timing of grant receipts related to progress of capital projects. The operating position combined with the capital revenue equates to Council having a current net result of \$12,366,787 which gives a year end unfavourable variance of \$5,762,892.

Over the next month, end of financial year processes will occur where adjustments for accruals, asset capitalisation and revaluations and depreciation adjustments will be brought to account. Therefore, it should be noted that the attached Financial Statements for June are interim only and are expected to change through end of year adjustments. Further changes may also occur through the external audit process.

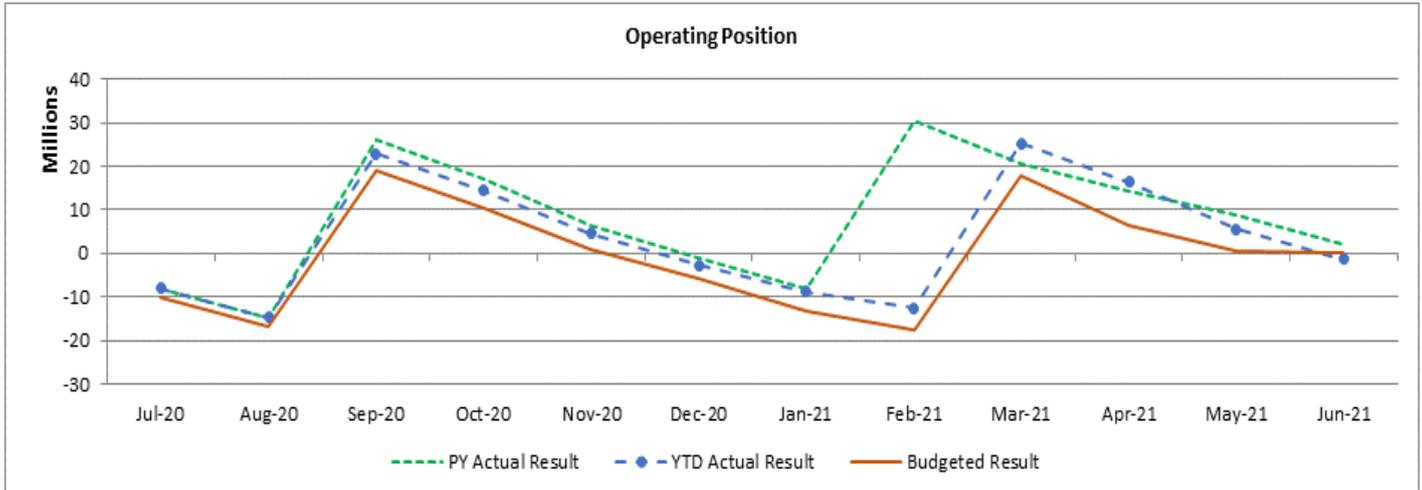
PRELIMINARY JUNE FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	\$	\$	\$	\$	%
Total operating revenue	109,852,932	117,697,096	(7,844,163)	117,697,096	93.3%
Total operating expenses	111,196,522	117,628,361	6,431,839	117,628,361	94.5%
<b>Operating position</b>	<b>(1,343,590)</b>	<b>68,735</b>	<b>(1,412,325)</b>	<b>68,735</b>	<b>(1954.7%)</b>
Capital revenue	13,710,378	18,060,945	(4,350,568)	18,060,945	75.9%
<b>Net result</b>	<b>12,366,787</b>	<b>18,129,680</b>	<b>(5,762,892)</b>	<b>18,129,680</b>	<b>68.2%</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 June 2021. Actual amounts are compared against year to date Revised Budget figures. (See appendix 1 for detailed financial statements).

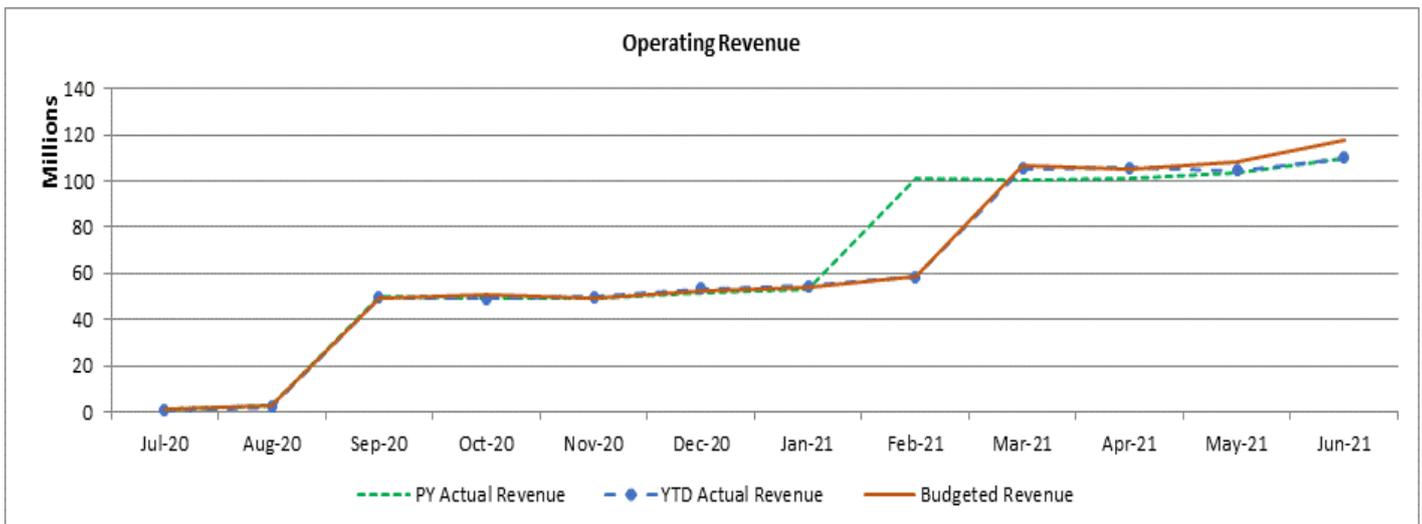
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

## OPERATING POSITION



The current operating position for year ended June 2021 has resulted in a loss of \$1,343,590. This is unfavourable when compared to the revised budget by \$1,412,325. Operating Revenue is \$7,844,163 unfavourable compared to budget offset by Operating Expenses which are \$6,431,839 favourable when compared to budget.

## OPERATING REVENUE

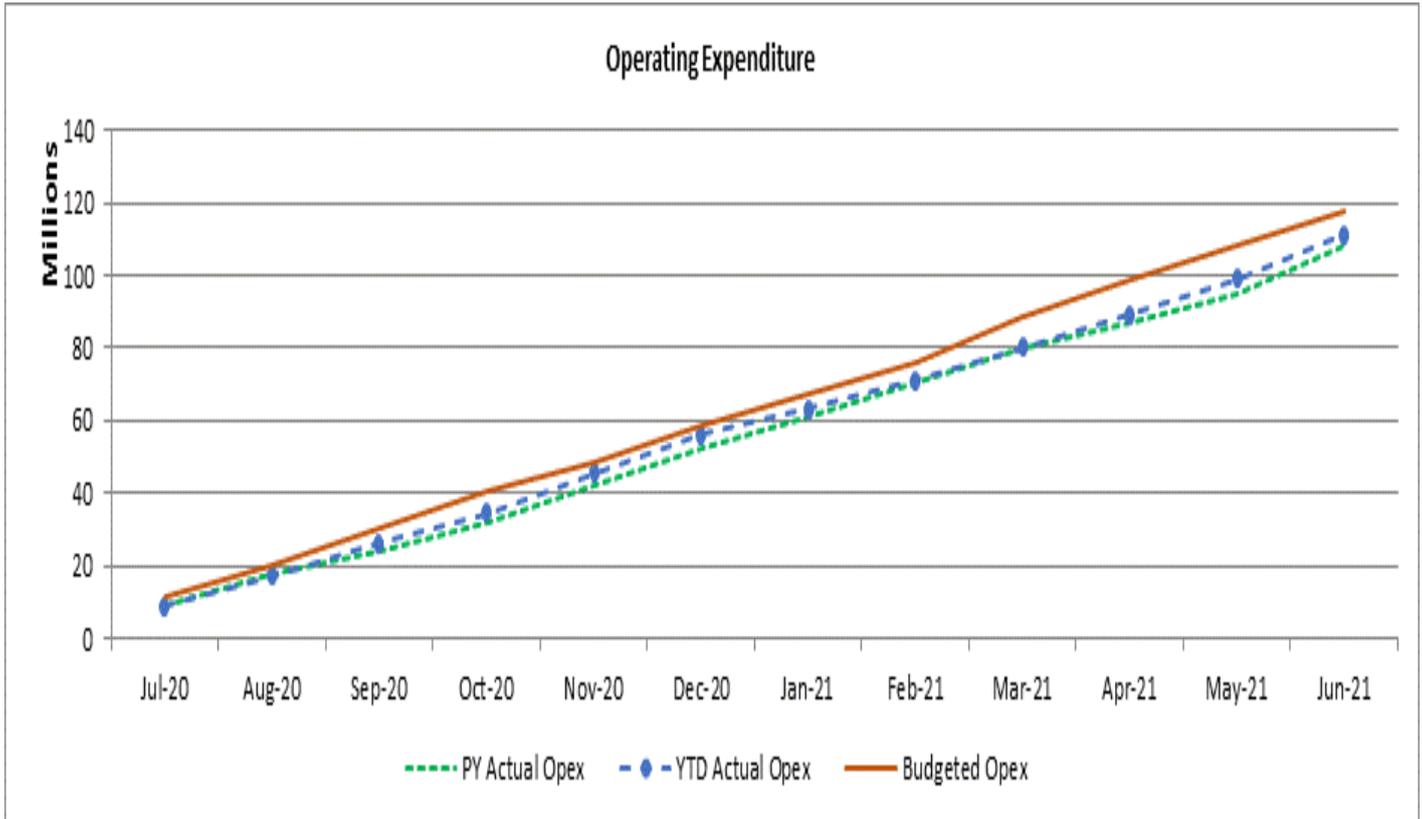


Operating Revenue comprises the following items – Rates and Utility Charges, Fees and Charges, Rental Income, Interest Received, Sale of Contract and Recoverable Works, Operating Grants, Subsidies and Contributions, Other Recurrent Revenue.

The operating revenue for year ended June 2021 was \$109,852,932 which is unfavourable when compared to the budget by \$7,844,163. This unfavourable position is predominately due to the second half yearly water consumption charge, delay in completion of the budgeted DRFA works, phasing of the RMPC works, timing of recoverable works associated with negotiating compensation agreements and waste income.

Expected changes through end of year processes are noted, which will include the accrual of the second half yearly water consumption charges, final RMPC claims and allocation of DRFA revenue in line with AASB 15 / 1058 Revenue Recognition Standard.

# OPERATING EXPENDITURE

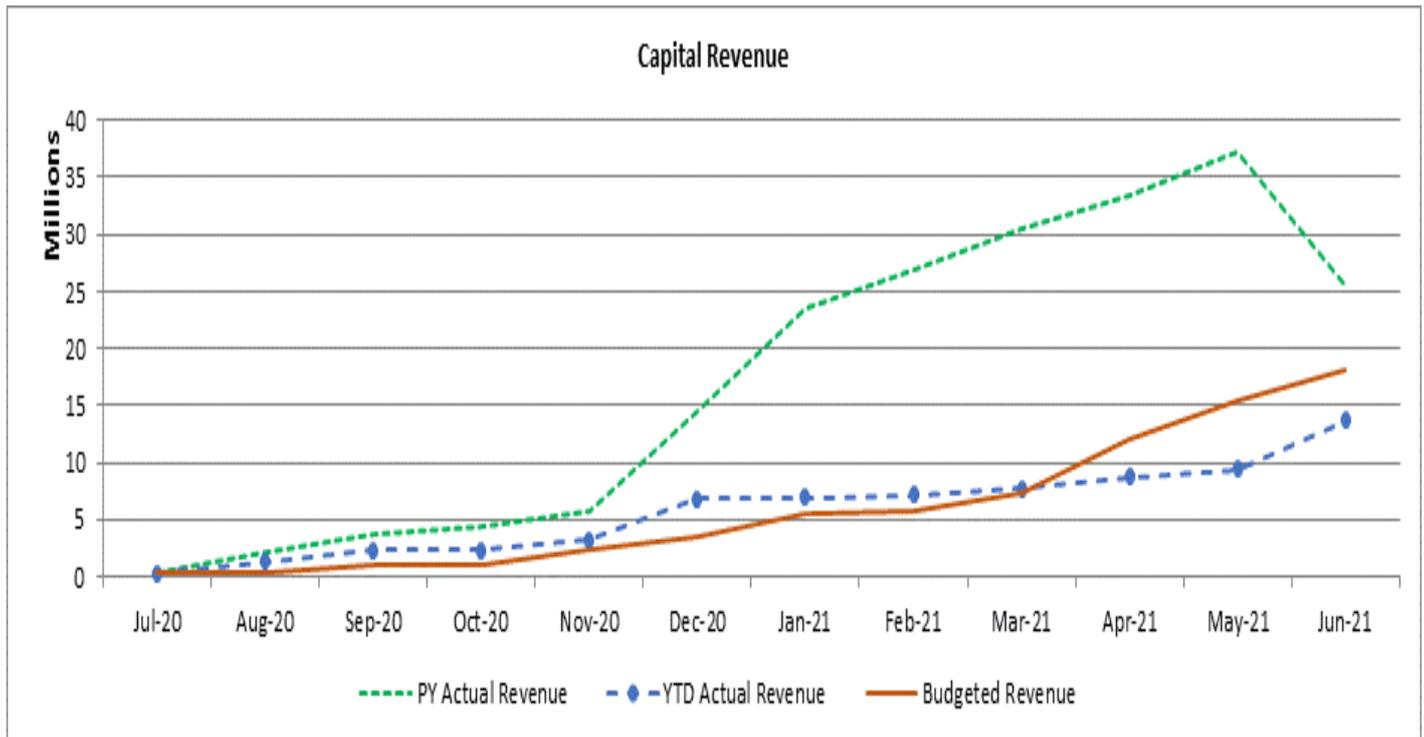


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for year ended 30 June 2021 was \$111,196,522 which is favourable to budget by \$6,431,839. This favourable result is mainly due to materials and services remaining below budget, noting also variations to employee expenses across various areas of Council and additional budget allocated to each Directorate of 0.75% in line with current CA negotiations.

It is noted that further changes are expected through end of year accruals and audit finalisation.

## CAPITAL REVENUE



Capital Revenue to 30 June is \$13,710,378 and consists of capital revenue and the proceeds from the disposal of assets. Capital Revenue relating to grants and contributions to 30 June is \$11,902,061 which is \$4,909,884 behind budget position due primarily to timing of grants received, aligned with the delivery of capital projects. Capital Revenue relating to Proceeds from the Disposal of Assets to 30 June is currently \$1,808,317 which is \$559,317 favourable to budget.

Some of our budgeted major capital grants for 20/21 are:

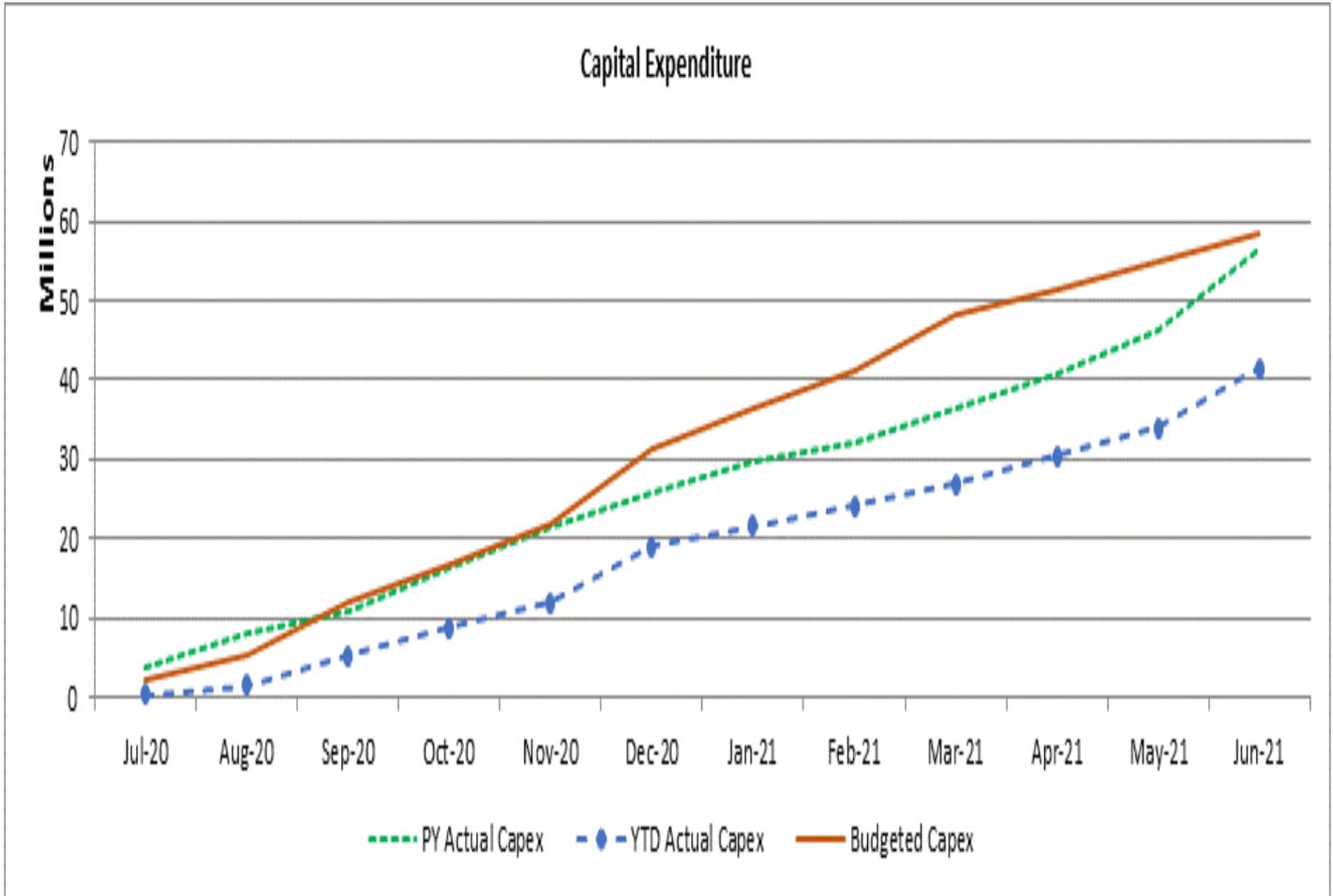
- DRFA March 2019 Event
- Rural Rehabilitation Program (R2R / HVSP)
- Moranbah Access Rd Quarrico Intersection (Black Spot Program)
- DYS Saraji Road Pavement Rehabilitation (TIDS)
- Eaglefield Road Pave & Seal (TIDS)
- CLM Showgrounds and Saleyards Revitalisation
- QRRRF

Major Funding received to date:

- DRFA March 2019 Event
- Works for QLD
- QRRRF
- Cycle Networks LGGP
- Local Roads & Community Infrastructure Program
- CLM Showgrounds and Saleyards Revitalisation
- Eaglefield Road Pave & Seal (TIDS)
- Rural Rehabilitation Program (R2R)
- Vital Resource Fund

It is noted that further changes are expected through end of year accruals and audit finalisation. Further review and reconciliation of these amounts will also be undertaken during the capital carry forward process.

## CAPITAL EXPENDITURE



Capital expenditure (\$41.5M) is under budget excluding commitments, noting that when the \$9.6M of commitments are included, the capital expenditure is approximately \$7.5M below annual budget (\$58.6M). It should also be noted that Council has a large program of grant funded projects that require acquittal, which directly affects capital revenue receipts.

The major budgeted projects for 20/21 financial year are:

- DRFA Mar 2019 Event
- MBH Landfill - Stormwater, Leachate Management
- ISAAC\_Rural Resheeting Program
- CLM-5ML Treated Water Reservoir
- Rural Rehabilitation Program
- Surfacing Renewal Program
- Dysart Saraji Road Pavement Rehabilitation
- Moranbah Access Rd Quarrico Intersect
- SN main relining program
- Water mains replacement program
- Dysart SN Enforceable Undertaking
- Clermont Raw Water TCD Water Storage

During the third quarter budget review it was indicated that capital projects to the value of approximately \$7.3M were likely to be requested to be carried forward into the 21/22 financial year. Given the current actual spend and previous levels of accruals, it is likely that the carry forward may be greater than the third quarter projection.

## CAPITAL FUNDING AND PROJECT COMMITTALS

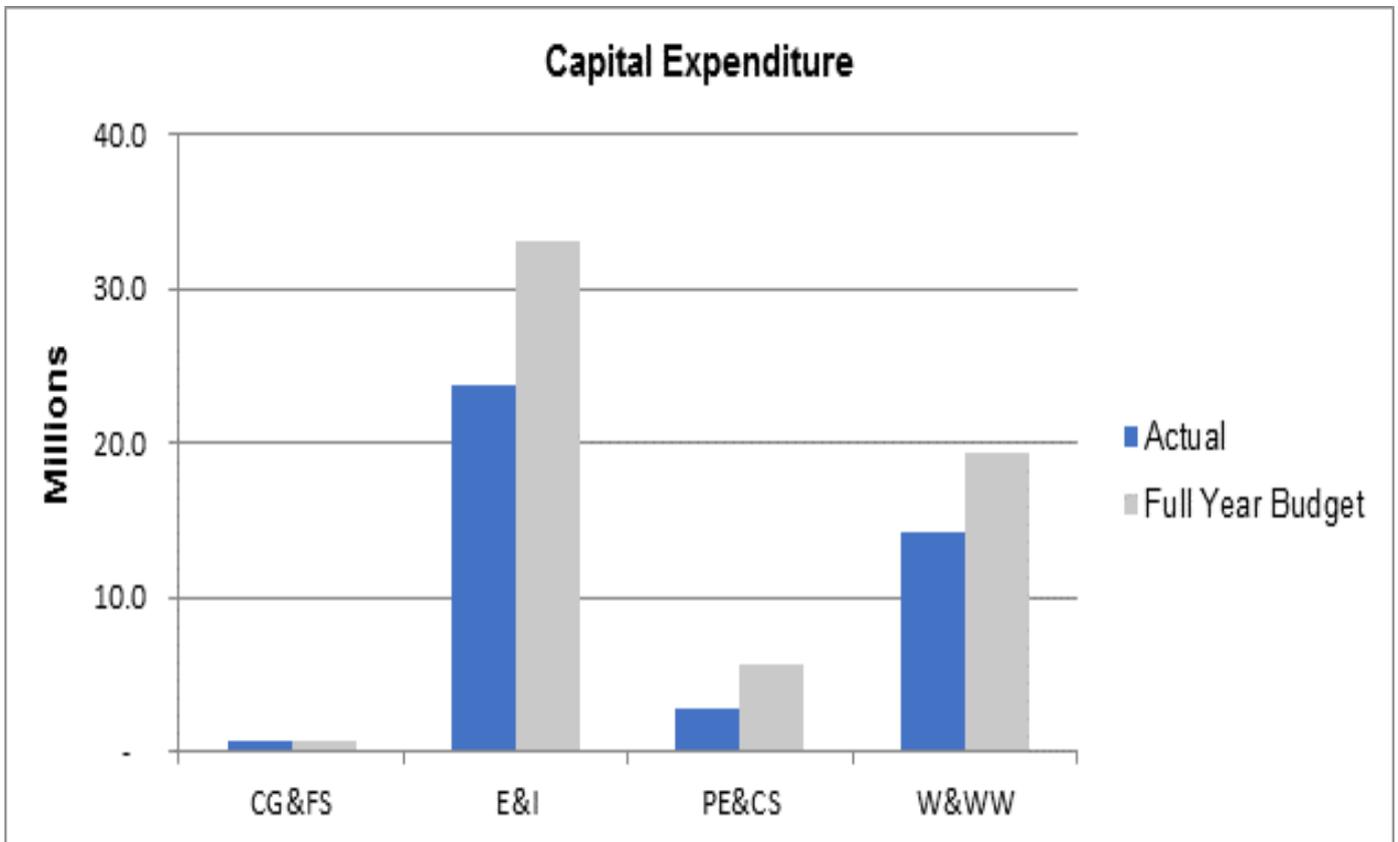
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

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 30 June 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	630,469	65,993	696,463	672,405	93.8%	103.6%
E&I	23,681,251	4,038,738	27,719,989	33,071,904	71.6%	83.8%
PE&CS	2,861,473	1,238,526	4,099,999	5,567,883	51.4%	73.6%
W&WW	14,308,326	4,240,401	18,548,727	19,279,570	74.2%	96.2%
<b>TOTAL</b>	<b>41,481,519</b>	<b>9,583,659</b>	<b>51,065,178</b>	<b>58,591,762</b>	<b>70.8%</b>	<b>87.2%</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	-1.22%	0 - 10%	No	3.20%
		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	-28.54%	<=60%	Yes	-10.80%
		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	90.26%	>90%	Yes	153.00%
		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	21.4	2	Yes	14.79
		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	8.29 Months	3 Months	Yes	7.5 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 for year ended 30 June a loss of \$1,343,590 the ratio is currently at negative 1.22%, which is below Council's budget and benchmark range. With the finalisation of the 2021 financial year and the accrual of revenue for water consumption, RMPC and DRFA works it is expected that this ratio will improve and be within benchmark range.
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 28.54%.
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 on renewals up to June the ratio is at 90.26%, which is below Council's budget, but above benchmark range. This ratio is expected to improve with the finalisation of 2021 financial year capital accruals.
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 a 21.4 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 8.29 months as at 30 June 2021. This is above the targeted benchmark of three (3) months.

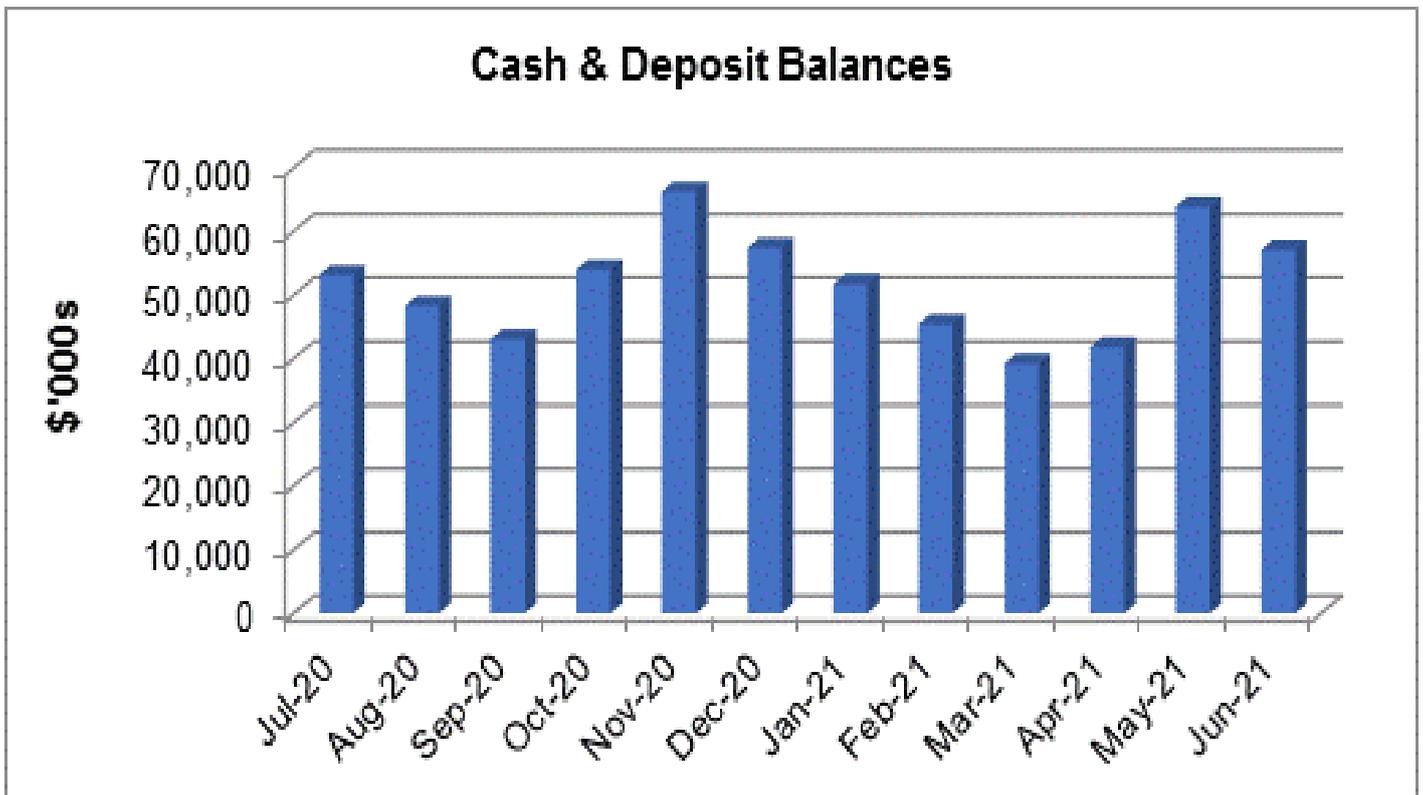
# INVESTMENTS AND CASH BALANCES

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

ISAAC REGIONAL COUNCIL					
Investments					
For the Period Ended 30 June 2021					
Account	Description	Institution	Amount	Maturity Date	Interest Rate
10-000-1111	Cash at bank-QCCU		3,105		0%
10-000-1113	Cash at Bank - ANZ		516,529		0%
10-000-1116	QTC Operating Fund		55,251,832		0.51%
10-000-1117	ANZ Business Premium Saver		1,406,858		0.35%
10-000-1131	Petty Cash		4,000		0%
10-000-1132	Floats		6,391		0%
Total Investments			57,188,714		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	96.61%	No Limit
ANZ Banking Group	AA-	3.38%	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 June 2021.



# LOANS

ISAAC REGIONAL COUNCIL							
Loans							
For the Period Ended 30 June 2021							
							Repayment Due 15 Sep 2021
Loan Name	Balance as at 30 June 2021	Rate as at 30 June 2021	Approved Term	Remaining Term	Principal	Interest	Total
Land Development Moranbah	\$9,060,979	4.37	20	11.97	\$144,587	\$98,991	\$243,578
Land Purchase - Moranbah	\$11,810,599	5.1	20	11.47	\$190,377	\$150,556	\$340,932
Landfill Rehabilitation - Mornabah	\$2,500,000	2.26	20	20.00	\$24,923	\$12,790	\$37,713
<b>Total</b>	<b>\$23,371,578</b>				<b>\$359,887</b>	<b>\$262,337</b>	<b>\$622,224</b>

Debt service repayments are made quarterly. The fourth quarter repayment for the 20/21 financial year was made on the 15 June 2021. The next repayment for the 21/22 financial year is due on 15 September 2021.

## ACCOUNTS RECEIVABLE

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

<b>Accounts Receivable Ageing Analysis at 30 June 2021</b>			
<b>Ageing</b>	<b>Number of Invoices</b>	<b>Amount Outstanding</b>	<b>% of Total Outstanding</b>
Current	349	2,163,555.44	87.95%
30 Days	44	49,000.08	1.99%
60 Days	39	16,888.01	0.69%
90 Days	68	230,556.73	9.37%
<b>TOTAL</b>	<b>500</b>	<b>2,460,000.26</b>	<b>100.00%</b>

The Accounts Receivable balance at 30 June 2021 is \$2,460,000.26 which has increased from 31 May 2021 balance of \$1,602,123.56 due to extra invoicing for end of financial year transactions to alleviate the need for extensive accrual journals.

- 30 day balances have decreased due to large invoices being paid. Remaining balance predominantly relates to one large waste debtor.
- 60 day balances have decreased slightly due to backflow invoices being paid and others ageing to 90 days.
- 90 days and over outstanding receivables have increased due to some invoices for trade waste and compliance 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 June 2021.

<b>Accounts Payable Ageing Analysis at 30 June 2021</b>		
<b>Ageing</b>	<b>Amount Outstanding</b>	<b>% of Total Outstanding</b>
Current	-	0.00%
30 Days	-	0.00%
60 Days	-	0.00%
90 Days	-	0.00%
<b>TOTAL</b>	-	<b>100.00%</b>

The outstanding Accounts Payable balance as at 30th June 2020 is reported as nil. With End of Year Processes, invoices awaiting approval are not included in the above figure (taken forward to new financial year). A final payment run was also undertaken one day prior to the close of the financial year resulting in no outstanding approved supplier invoices at the point in time of this report.

## YEAR TO DATE RATES REPORT

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

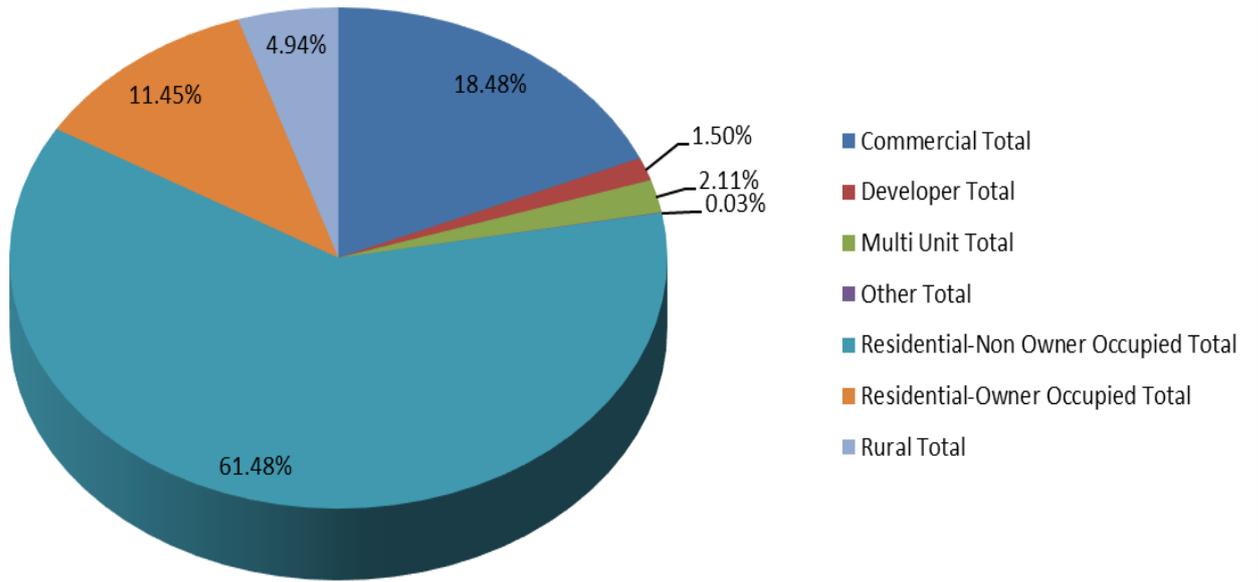
June month end closing balance for rates outstanding was \$3,368,557.

<b>Rates Balancing Report As At 30 June 2021</b>		
	<b>YTD 30 June 2021</b>	<b>YTD 30 June 2020</b>
Opening Balance	3,953,039	3,906,088
<b>Rates Charges</b>		
Rates Levied	94,894,475	93,062,138
Interest	236,261	304,128
Refunds	130,291	557,081
<b>Total Rates</b>	<b>95,261,028</b>	<b>93,923,347</b>
<b>Discounts and Receipts</b>		
Discounts	(5,841,402)	(5,820,562)
Receipts	(89,703,736)	(87,795,672)
Government Subsidy	(75,475)	(76,358)
Council Subsidy	(222,209)	(230,935)
Remissions	(4,339)	(22,115)
Write Offs	(171)	(8,265)
<b>Total Discounts &amp; Receipts</b>	<b>(95,847,332)</b>	<b>(93,953,906)</b>
Legal	1,823	77,511
<b>Closing Balance</b>	<b>3,368,557</b>	<b>3,953,039</b>

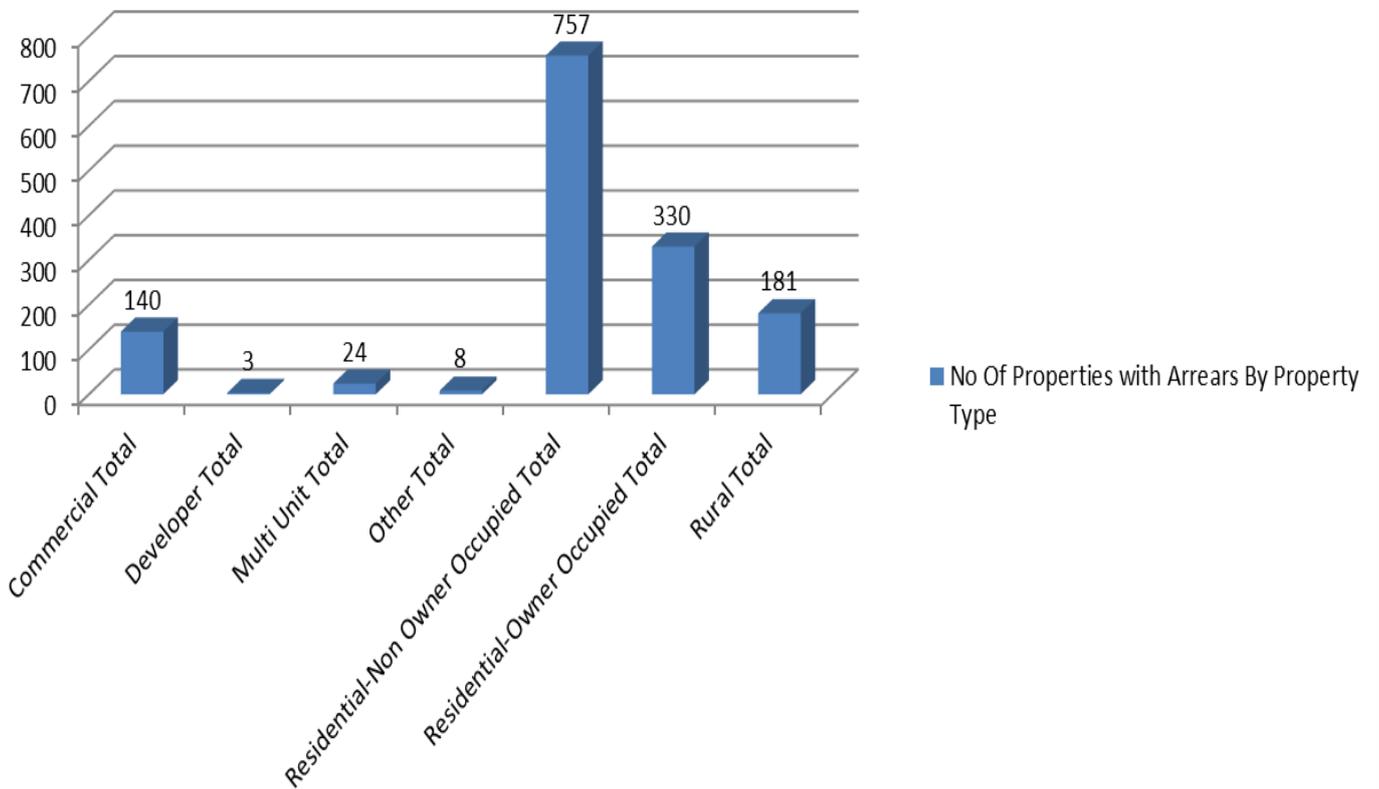
<b>Rates Breakdown</b>	<b>As At 30 June 2021</b>	<b>As At 30 June 2020</b>
Rates in Credit	(2,622,358)	(746,773)
Rates Not Due Yet	6,120	6,571
Rates In Arrears	5,984,794	4,693,241
<b>Total Rates Balance</b>	<b>3,368,557</b>	<b>3,953,039</b>

Prior 2016	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
1,462,938	459,322	478,851	495,090	674,845	2,413,748	5,984,794
24.44%	7.67%	8.00%	8.27%	11.28%	40.33%	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 June 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 June 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	1	84,915,841	-	84,915,841	86,910,282	(1,994,441)	86,910,282	97.7%
Fees & Charges	2	4,185,432	-	4,185,432	3,937,340	248,092	3,937,340	106.3%
Rental Income		1,559,079	-	1,559,079	1,512,175	46,905	1,512,175	103.1%
Interest Received		613,022	-	613,022	616,161	(3,139)	616,161	99.5%
Sales of Contract & Recoverable Works	3	3,567,943	-	3,567,943	6,243,624	(2,675,681)	6,243,624	57.1%
Operating Grants, Subsidies & Contributions	4	8,863,673	-	8,863,673	11,960,365	(3,096,693)	11,960,365	74.1%
Other Recurrent Revenue	5	6,147,942	-	6,147,942	6,517,149	(369,206)	6,517,149	94.3%
		<b>109,852,932</b>	<b>-</b>	<b>109,852,932</b>	<b>117,697,096</b>	<b>(7,844,163)</b>	<b>117,697,096</b>	<b>93.3%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	6	38,600,249	-	38,600,249	39,696,504	(1,096,255)	39,696,504	97.2%
Materials & Services	7	44,197,307	7,109,319	51,306,626	49,625,658	1,680,968	49,625,658	103.4%
Finance Costs		1,222,565	-	1,222,565	1,230,386	(7,821)	1,230,386	99.4%
Depreciation and Amortisation	8	27,176,401	-	27,176,401	27,075,813	100,588	27,075,813	100.4%
Corporate Overheads & Competitive Neutrality Costs		-	-	-	-	-	-	0.0%
		<b>111,196,522</b>	<b>7,109,319</b>	<b>118,305,842</b>	<b>117,628,361</b>	<b>677,481</b>	<b>117,628,360</b>	<b>100.6%</b>
		<b>(1,343,590)</b>	<b>(7,109,319)</b>	<b>(8,452,910)</b>	<b>68,735</b>	<b>(8,521,644)</b>	<b>68,735</b>	<b>(12297.9%)</b>
<b>Operating Position Before Capital Items</b>								
<b>Capital Revenue</b>								
Capital Revenue	9	11,902,061	-	11,902,061	16,811,945	(4,909,884)	16,811,945	70.8%
Proceeds from Sale of Land & PPE	10	1,808,317	-	1,808,317	1,249,000	559,317	1,249,000	144.8%
		<b>13,710,378</b>	<b>-</b>	<b>13,710,378</b>	<b>18,060,945</b>	<b>(4,350,568)</b>	<b>18,060,945</b>	<b>75.9%</b>
		<b>12,366,787</b>	<b>(7,109,319)</b>	<b>5,257,468</b>	<b>18,129,680</b>	<b>(12,872,212)</b>	<b>18,129,680</b>	<b>29.0%</b>
<b>Net Result Attributable to Council in Period</b>								
		<b>12,366,787</b>	<b>(7,109,319)</b>	<b>5,257,468</b>	<b>18,129,680</b>	<b>(12,872,212)</b>	<b>18,129,680</b>	<b>29.0%</b>
<b>Total Comprehensive Income</b>								
		<b>12,366,787</b>	<b>(7,109,319)</b>	<b>5,257,468</b>	<b>18,129,680</b>	<b>(12,872,212)</b>	<b>18,129,680</b>	<b>29.0%</b>

Council's operating position at month end is a \$1.3M deficit

1. **Net Rates & Utility Charges** are \$84,915,841 and are \$1,994,441 unfavourable when compared to the budget. The unfavourable variance is due to the timing of the half yearly water consumption billing, which will be issued in August and then accrued through end of year processes when the amount is finalised.
2. **Fees & Charges** are \$4,185,432 which is favourable compared to the budget by \$248,092. The predominant reasons for this favourable variance are increased potable water sales, increased utilisation of the Moranbah Community Centre, Development Fees and Clermont Saleyards. It should be noted that the increased revenue is offset by additional related expenditure in employee expenses and materials and services.
3. **Sales of Contract & Recoverable Works** are unfavourable to the revised budget by \$2,675,681. This unfavourable variance is mainly due to the timing of the RMPC contract (\$2.06M). Advice from officers confirms that it is expected for the final claim to be approx. \$1.95M which will be accrued through end of year processes. Other contributing factors include recoverable works associated with negotiating infrastructure agreements (\$456K) and delay in commencement of other TMR projects (\$200K).
4. **Operating Grants, Subsidies & Contributions** are unfavourable to the revised budget by \$3,096,693. This unfavourable variance is mainly due to delay in completion of works for DRFA Trevor event which in turn delays receipt of corresponding revenue. Revenue will be further examined through end of year processes to align revenue with milestones as per AASB 15 / 1058 Revenue Recognition Standard which will likely increase the reported revenue.
5. **Other Recurrent Revenue** for the year is \$6,147,942 being \$369,206 unfavourable to budget. This unfavourable variance is due to lower landfill revenue.
6. **Employee Expenses** are favourable to the revised budget by \$1,096,255. This favourable variance is due to a variety of factors including lower than anticipated long service leave accrual, lower utilisation of annual leave, vacancies and prior year superannuation accrual. It should be noted that as part of the Quarter 2 budget review, additional budget was allocated to each Directorate of 0.75% in line with current CA negotiations. These negotiations are now progressing to a staff vote and are planned to be adjusted through end of year processing when the proposed CA is certified.
7. **Materials & Services** actual expenses for the financial year are \$44,197,307 with \$7,109,319 being recorded in commitments, resulting in an unfavourable variance to revised budget of \$1,680,968. This unfavourable variance is due to the inclusion of commitments. It is also anticipated that a proportion of the commitments relate to ongoing projects and contracts for the 2021/2022 financial year. Excluding commitments, expenditure would be approximately \$5.4M below revised budget.
8. **Depreciation and Amortisation** is unfavourable to the budget by \$100,588, noting that adjustments will be made through finalisation of end of year processes relating to capitalisation and disposals, as well as revaluation adjustments.
9. **Capital Revenue** for the year to date is \$11,902,061 which is unfavourable to budget by \$4,909,884. This unfavourable variance is due to the timing of grants received, aligned with the delivery of capital projects. Revenue will be further examined through end of year processes to align revenue with milestones as per AASB 1058 Revenue Recognition Standard.
10. **Proceeds from Sale of Land & PPE** is currently \$1,808,317 which is favourable when compared to budget by \$559,317. Funds in excess of the annual budgeted amount will be constrained to the Plant Reserve for use at a future date.

\* Over the next month, end of financial year processes will occur where adjustments for accrual, asset capitalisation and revaluations and depreciation adjustments will be brought to account. Further adjustments may also occur during the external audit process.

<b>ISAAC REGIONAL COUNCIL</b>				
<b>Statement of Financial Position</b>				
<b>For the Period Ended 30 June 2021</b>				
	<b>Notes</b>	<b>Actual YTD</b>	<b>30 June 2020</b>	<b>Variance</b>
		<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Current Assets</b>				
Cash & Cash Equivalents		57,188,714	58,379,638	98.0%
Trade & Other Receivables		10,485,835	17,576,226	59.7%
Inventories		16,364,072	16,449,429	99.5%
<b>Total Current Assets</b>		<b>84,038,621</b>	<b>92,405,292</b>	<b>90.9%</b>
<b>Non-Current Assets</b>				
Property, Plant and Equipment		1,081,614,472	1,092,345,604	99.0%
Capital Work in Progress		26,307,735	8,963,735	293.5%
<b>Total Non-Current Assets</b>		<b>1,107,922,207</b>	<b>1,101,309,339</b>	<b>100.6%</b>
<b>TOTAL ASSETS</b>		<b>1,191,960,828</b>	<b>1,193,714,631</b>	<b>99.9%</b>
<b>Current Liabilities</b>				
Trade & Other Payables		10,281,495	18,664,083	55.1%
Borrowings - Interest Bearing		41,891	1,343,958	3.1%
Provisions		8,461,009	8,406,877	100.6%
Other Current Liabilities		-	-	0.0%
		<b>18,784,395</b>	<b>28,414,918</b>	<b>66.1%</b>
<b>Non-Current Liabilities</b>				
Borrowings - Interest Bearing		23,371,578	20,871,578	112.0%
Borrowings - Interest Bearing		1,968,966	1,968,966	100.0%
Non Current Provision		1,800,141	1,410,619	127.6%
Non Current Creditors		6,763,387	6,763,387	100.0%
<b>Total Non-Current Liabilities</b>		<b>33,904,072</b>	<b>31,014,550</b>	<b>109.3%</b>
<b>TOTAL LIABILITIES</b>		<b>52,688,467</b>	<b>59,429,468</b>	<b>88.7%</b>
<b>NET COMMUNITY ASSETS</b>		<b>1,139,272,361</b>	<b>1,134,285,163</b>	<b>100.4%</b>
<b>Community Equity</b>				
Retained surplus		848,867,317	855,418,760	99.2%
Asset revaluation reserve		233,146,780	235,318,517	99.1%
Other reserves		57,258,264	43,547,887	131.5%
<b>TOTAL COMMUNITY EQUITY</b>		<b>1,139,272,361</b>	<b>1,134,285,163</b>	<b>100.4%</b>

**ISAAC REGIONAL COUNCIL**

**Statement of Cash Flows**

**For the Period Ended 30 June 2021**

	Actual YTD	30 June 2020	Variance
	\$	\$	%
<b>Cash Flows from Operating Activities</b>			
Receipts from customers	116,937,591	111,651,893	104.7%
Payments to suppliers and employees	(91,873,698)	(76,089,395)	120.7%
Cash provided by / (used in) net result	25,063,894	35,562,498	70.5%
<b>Cash Flows from Investing Activities</b>			
Profit / (Loss) on sale of capital assets	(3,399,536)	(6,083,922)	55.9%
Grants, subsidies, contributions and donations	11,907,792	25,048,356	47.5%
Payments for property, plant and equipment	(35,961,006)	(47,151,182)	76.3%
Net movement in loans to Community Organisations	-	-	0.0%
Net cash provided by investing activities	(27,452,750)	(28,186,749)	97.4%
<b>Cash Flow from Financing Activities</b>			
Proceeds from borrowings	2,500,000	(1,300,735)	(192.2%)
Repayment of borrowings	(1,302,068)	57,977	(2245.8%)
Net cash provided by financing activities	1,197,932	(1,242,759)	(96.4%)
<b>Net Increase / (Decrease) in Cash Held</b>	<b>(1,190,924)</b>	<b>6,132,991</b>	<b>(19.4%)</b>
Cash at the beginning of the period	58,379,638	52,246,647	111.7%
<b>Cash at the end of the Reporting Period</b>	<b>57,188,714</b>	<b>58,379,638</b>	<b>98.0%</b>

## Appendix 2 – Preliminary Executive Level Reports

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

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 June 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	215,886	-	215,886	195,000	20,886	195,000	110.7%
	<b>215,886</b>	<b>-</b>	<b>215,886</b>	<b>195,000</b>	<b>20,886</b>	<b>195,000</b>	<b>110.7%</b>
<b>Expenses</b>							
<b>Operating Expenses</b>							
Employee Expenses	3,000,353	-	3,000,353	2,961,297	39,056	2,961,297	101.3%
Materials & Services	975,706	39,820	1,015,526	1,069,488	(53,962)	1,069,488	95.0%
Corporate Overheads & Competitive Neutrality Costs	(4,625,389)	-	(4,625,389)	(4,625,389)	-	(4,625,389)	100.0%
	<b>(649,330)</b>	<b>39,820</b>	<b>(609,510)</b>	<b>(594,604)</b>	<b>(14,906)</b>	<b>(594,604)</b>	<b>102.5%</b>
	<b>865,216</b>	<b>(39,820)</b>	<b>825,396</b>	<b>789,604</b>	<b>35,792</b>	<b>789,604</b>	<b>104.5%</b>
<b>Operating Position Before Capital Items</b>							
<b>Capital Revenue</b>							
	-	-	-	-	-	-	0.0%
	<b>865,216</b>	<b>(39,820)</b>	<b>825,396</b>	<b>789,604</b>	<b>35,792</b>	<b>789,604</b>	<b>104.5%</b>
<b>Net Result Attributable to Council in Period</b>							
	<b>865,216</b>	<b>(39,820)</b>	<b>825,396</b>	<b>789,604</b>	<b>35,792</b>	<b>789,604</b>	<b>104.5%</b>
<b>Total Comprehensive Income</b>							

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
For the Period Ended 30 June 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		57,176,978	-	57,176,978	57,212,733	(35,755)	57,212,733	99.9%
Fees & Charges		67,391	-	67,391	63,292	4,099	63,292	106.5%
Rental Income		4,050	-	4,050	4,050	-	4,050	100.0%
Interest Received		502,789	-	502,789	514,725	(11,936)	514,725	97.7%
Sales of Contract & Recoverable Works		198,283	-	198,283	169,800	28,482	169,800	116.8%
Operating Grants, Subsidies & Contributions		3,385,943	-	3,385,943	3,423,285	(37,342)	3,423,285	98.9%
Other Recurrent Revenue		54,062	-	54,062	52,840	1,222	52,840	102.3%
		<b>61,389,497</b>	<b>-</b>	<b>61,389,497</b>	<b>61,440,726</b>	<b>(51,229)</b>	<b>61,440,726</b>	<b>99.9%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	1	7,846,528	-	7,846,528	8,147,660	(301,133)	8,147,660	96.3%
Materials & Services	2	7,807,262	518,678	8,325,940	8,925,927	(599,987)	8,925,927	93.3%
Finance Costs		596,867	-	596,867	604,500	(7,633)	604,500	98.7%
Depreciation and Amortisation		986,079	-	986,079	990,608	(4,529)	990,608	99.5%
Corporate Overheads & Competitive Neutrality Costs		(13,962,347)	-	(13,962,347)	(13,962,347)	-	(13,962,347)	100.0%
		<b>3,274,388</b>	<b>518,678</b>	<b>3,793,066</b>	<b>4,706,349</b>	<b>(913,282)</b>	<b>4,706,349</b>	<b>80.6%</b>
<b>Operating Position Before Capital Items</b>		<b>58,115,109</b>	<b>(518,678)</b>	<b>57,596,431</b>	<b>56,734,378</b>	<b>862,053</b>	<b>56,734,378</b>	<b>101.5%</b>
<b>Capital Revenue</b>								
Capital Revenue		2,485	-	2,485	2,485	-	2,485	100.0%
		<b>2,485</b>	<b>-</b>	<b>2,485</b>	<b>2,485</b>	<b>-</b>	<b>2,485</b>	<b>100.0%</b>
<b>Net Result Attributable to Council in Period</b>		<b>58,117,594</b>	<b>(518,678)</b>	<b>57,598,916</b>	<b>56,736,863</b>	<b>862,053</b>	<b>56,736,863</b>	<b>101.5%</b>
<b>Total Comprehensive Income</b>		<b>58,117,594</b>	<b>(518,678)</b>	<b>57,598,916</b>	<b>56,736,863</b>	<b>862,053</b>	<b>56,736,863</b>	<b>101.5%</b>

- 1. Employee Expenses** for the financial year are favourable compared to the budget by \$301,133. This current favourable variance is due to a variety of factors including lower than anticipated long service leave accrual, lower utilisation of annual leave and prior year superannuation accrual. End of year finalisation will decrease this favourable variance with the accrual of superannuation for the 20/21 financial year and final payroll accrual. It should be noted that as part of the Quarter 2 budget review, additional budget was allocated to each Directorate of 0.75% in line with current CA negotiations. These negotiations are now progressing to a staff vote and are planned to be adjusted through end of year processing when the proposed CA is certified.
- 2. Materials & Services** for the financial year are \$599,987 favourable with \$7,807,262 in actual expenditure and \$518,678 in commitments against the revised budget of \$8,925,927. End of Year accruals for items such as audit fees, Telstra, and June operating expenses are expected to bring actuals closer to budget. It is also anticipated that a proportion of the commitments relate to ongoing projects and contracts for the 2021/2022 financial year.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 30 June 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		220,278	-	220,278	212,986	7,292	212,986	103.4%
Rental Income		1,332,868	-	1,332,868	1,297,460	35,408	1,297,460	102.7%
Sales of Contract & Recoverable Works	1	3,362,773	-	3,362,773	6,067,278	(2,704,505)	6,067,278	55.4%
Operating Grants, Subsidies & Contributions	2	4,570,628	-	4,570,628	7,589,103	(3,018,475)	7,589,103	60.2%
Other Recurrent Revenue		17,021	-	17,021	17,014	6	17,014	100.0%
		<b>9,503,567</b>	<b>-</b>	<b>9,503,567</b>	<b>15,183,842</b>	<b>(5,680,275)</b>	<b>15,183,842</b>	<b>62.6%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	3	11,857,941	-	11,857,941	12,249,598	(391,657)	12,249,598	96.8%
Materials & Services	4	12,838,015	2,976,496	15,814,511	15,295,734	518,777	15,295,734	103.4%
Depreciation and Amortisation		15,080,392	-	15,080,392	15,004,091	76,301	15,004,091	100.5%
Corporate Overheads & Competitive Neutrality Costs		8,696,495	-	8,696,495	8,696,495	-	8,696,495	100.0%
		<b>48,472,844</b>	<b>2,976,496</b>	<b>51,449,340</b>	<b>51,245,919</b>	<b>203,421</b>	<b>51,245,919</b>	<b>100.4%</b>
		<b>(38,969,277)</b>	<b>(2,976,496)</b>	<b>(41,945,773)</b>	<b>(36,062,077)</b>	<b>(5,883,696)</b>	<b>(36,062,077)</b>	<b>116.3%</b>
<b>Operating Position Before Capital Items</b>								
<b>Capital Revenue</b>								
Capital Revenue	5	9,724,449	-	9,724,449	12,611,269	(2,886,820)	12,611,269	77.1%
Proceeds from Sale of Land & PPE	6	1,808,317	-	1,808,317	1,249,000	559,317	1,249,000	144.8%
		<b>11,532,765</b>	<b>-</b>	<b>11,532,765</b>	<b>13,860,269</b>	<b>(2,327,504)</b>	<b>13,860,269</b>	<b>83.2%</b>
		<b>(27,436,512)</b>	<b>(2,976,496)</b>	<b>(30,413,008)</b>	<b>(22,201,808)</b>	<b>(8,211,200)</b>	<b>(22,201,808)</b>	<b>137.0%</b>
<b>Net Result Attributable to Council in Period</b>								
		<b>(27,436,512)</b>	<b>(2,976,496)</b>	<b>(30,413,008)</b>	<b>(22,201,808)</b>	<b>(8,211,200)</b>	<b>(22,201,808)</b>	<b>137.0%</b>
<b>Total Comprehensive Income</b>								
		<b>(27,436,512)</b>	<b>(2,976,496)</b>	<b>(30,413,008)</b>	<b>(22,201,808)</b>	<b>(8,211,200)</b>	<b>(22,201,808)</b>	<b>137.0%</b>

- 1. Sales of Contract & Recoverable Works** are unfavourable to the revised budget by \$2,704,505. This unfavourable variance is mainly due to the timing of the RMPC contract (\$2.06M). Advice from officers confirms that it is expected for the final claim to be approx. \$1.95M which will be accrued through end of year processes. Other contributing factors include recoverable works associated with negotiating infrastructure agreements (\$456K) and delay in commencement of other TMR projects (\$200K).
- 2. Operating Grants, Subsidies & Contributions** are \$3,018,475 unfavourable compared to the revised budget for the year to date. This unfavourable variance is mainly due to delay in completion of works for DRFA Trevor event which in-turn delays receipt of corresponding revenue. Revenue will be further examined through end of year processes to align revenue with milestones as per AASB 15 / 1058 Revenue Recognition Standard, which will likely increase the reported revenue.
- 3. Employee Expenses** are favourable compared to the revised budget by \$391,657. This favourable variance is predominately due to staff vacancies and charges to other Directorates which is offsetting under capitalisation of wages. It should be noted that as part of the Quarter 2 budget review, additional budget was allocated to each Directorate of 0.75% in line with current CA negotiations. These negotiations are now progressing to a staff vote and are planned to be adjusted through end of year processing when the proposed CA is certified.
- 4. Materials & Services** for the financial year are \$518,777 unfavourable with \$12,838,015 of actual expenditure and \$2,976,496 in commitments against annual budget of \$15,295,734. This unfavourable variance is due to the inclusion of commitments, the majority of which relate to the DRFA Trevor event \$890K and Contract Works \$814K. It should also be noted that the DRFA project expenditure is initially costed to operational. This expenditure is reviewed quarterly to determine if the expense is operational or capital, with capital expenditure then transferred to the DRFA capital works. This process has been carried out for the quarters ended September 2020, December 2020 and March 2021, however the June quarter will not be transferred until the accruals are finalised. It is also anticipated that a proportion of the commitments relate to ongoing projects and contracts for the 2021/2022 financial year.
- 5. Capital Revenue** for the financial year is \$9,724,449 which is \$2,886,820 unfavourable when compared to annual budget. This unfavourable variance is predominately due to the timing of grants received, aligned with the delivery of capital projects. Revenue will be further examined through end of year processes to align revenue with milestones as per AASB 1058 Revenue Recognition Standard.
- 6. Proceeds from Sale of Land & PPE** is currently \$1,808,317 which is favourable when compared to budget by \$559,317. Funds in excess of the annual budgeted amount will be constrained to the Plant Reserve for use at a future date.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 30 June 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>								
Fees & Charges	1	2,451,965	-	2,451,965	2,280,478	171,487	2,280,478	107.5%
Rental Income		171,497	-	171,497	160,000	11,497	160,000	107.2%
Sales of Contract & Recoverable Works		6,887	-	6,887	6,545	342	6,545	105.2%
Operating Grants, Subsidies & Contributions		641,762	-	641,762	703,524	(61,762)	703,524	91.2%
Other Recurrent Revenue		39,855	-	39,855	6,600	33,255	6,600	603.9%
		<b>3,311,966</b>	<b>-</b>	<b>3,311,966</b>	<b>3,157,147</b>	<b>154,820</b>	<b>3,157,147</b>	<b>104.9%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses		10,050,534	-	10,050,534	10,136,942	(86,409)	10,136,942	99.1%
Materials & Services	2	6,644,799	574,383	7,219,182	6,817,285	401,897	6,817,285	105.9%
Finance Costs		624,494	-	624,494	625,886	(1,392)	625,886	99.8%
Depreciation and Amortisation		1,586,669	-	1,586,669	1,654,182	(67,513)	1,654,182	95.9%
Corporate Overheads & Competitive Neutrality Costs		3,821,560	-	3,821,560	3,821,560	-	3,821,560	100.0%
		<b>22,728,055</b>	<b>574,383</b>	<b>23,302,439</b>	<b>23,055,855</b>	<b>246,584</b>	<b>23,055,855</b>	<b>101.1%</b>
		<b>(19,416,089)</b>	<b>(574,383)</b>	<b>(19,990,472)</b>	<b>(19,898,708)</b>	<b>(91,764)</b>	<b>(19,898,708)</b>	<b>100.5%</b>
<b>Operating Position Before Capital Items</b>								
<b>Capital Revenue</b>								
Capital Revenue	3	1,655,754	-	1,655,754	3,158,808	(1,503,055)	3,158,808	52.4%
		<b>1,655,754</b>	<b>-</b>	<b>1,655,754</b>	<b>3,158,808</b>	<b>(1,503,055)</b>	<b>3,158,808</b>	<b>52.4%</b>
		<b>(17,760,335)</b>	<b>(574,383)</b>	<b>(18,334,719)</b>	<b>(16,739,900)</b>	<b>(1,594,819)</b>	<b>(16,739,900)</b>	<b>109.5%</b>
<b>Net Result Attributable to Council in Period</b>								
		<b>(17,760,335)</b>	<b>(574,383)</b>	<b>(18,334,719)</b>	<b>(16,739,900)</b>	<b>(1,594,819)</b>	<b>(16,739,900)</b>	<b>109.5%</b>
<b>Total Comprehensive Income</b>								

- 1. Fees & Charges** are \$2,451,965 for the financial year compared to the budget of \$2,280,478 resulting in a favourable variance of \$171,487. The predominant reasons for this favourable variance are increased utilisation of the Moranbah Community Centre, Development Fees and Clermont Saleyards. It should be noted that the increased revenue is offset by additional related expenditure in employee expenses and materials and services.
- 2. Materials & Services** for the financial year are \$401,897 unfavourable when compared to the revised budget of \$6,817,285 with actual expenditure recorded \$6,644,799 and \$574,383 in commitments. The unfavourable variance is the result of commitments being included. It is anticipated that a proportion of the commitments relate to ongoing projects and contracts for the 2021/2022 financial year.
- 3. Capital Revenue** for the financial year is \$1,655,754 which is \$1,503,055 unfavourable to the budget. This unfavourable variance is due to the timing of grants received, aligned with the delivery of capital projects. Revenue will be further examined through end of year processes to align revenue with milestones as per AASB 1058 Revenue Recognition Standard.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 30 June 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	27,738,863	-	27,738,863	29,697,549	(1,958,686)	29,697,549	93.4%
Fees & Charges		1,445,798	-	1,445,798	1,380,584	65,214	1,380,584	104.7%
Rental Income		50,664	-	50,664	50,665	-	50,665	100.0%
Interest Received		110,232	-	110,232	101,436	8,796	101,436	108.7%
Operating Grants, Subsidies & Contributions		49,453	-	49,453	49,453	-	49,453	100.0%
Other Recurrent Revenue	2	6,037,005	-	6,037,005	6,440,694	(403,689)	6,440,694	93.7%
		<b>35,432,015</b>	<b>-</b>	<b>35,432,015</b>	<b>37,720,381</b>	<b>(2,288,365)</b>	<b>37,720,381</b>	<b>93.9%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	3	5,844,893	-	5,844,893	6,201,006	(356,113)	6,201,006	94.3%
Materials & Services	4	15,931,525	2,999,942	18,931,467	17,517,224	1,414,243	17,517,224	108.1%
Finance Costs		1,204	-	1,204	-	1,204	-	0.0%
Depreciation and Amortisation		9,523,262	-	9,523,262	9,426,932	96,330	9,426,932	101.0%
Corporate Overheads & Competitive Neutrality Costs		6,069,681	-	6,069,681	6,069,681	-	6,069,681	100.0%
		<b>37,370,564</b>	<b>2,999,942</b>	<b>40,370,506</b>	<b>39,214,842</b>	<b>1,155,664</b>	<b>39,214,842</b>	<b>102.9%</b>
<b>Operating Position Before Capital Items</b>		<b>(1,938,549)</b>	<b>(2,999,942)</b>	<b>(4,938,491)</b>	<b>(1,494,462)</b>	<b>(3,444,09)</b>	<b>(1,494,462)</b>	<b>330.5%</b>
<b>Capital Revenue</b>								
Capital Revenue	5	519,374	-	519,374	1,039,383	(520,009)	1,039,383	50.0%
		<b>519,374</b>	<b>-</b>	<b>519,374</b>	<b>1,039,383</b>	<b>(520,009)</b>	<b>1,039,383</b>	<b>50.0%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(1,419,175)</b>	<b>(2,999,942)</b>	<b>(4,419,117)</b>	<b>(455,079)</b>	<b>(3,964,038)</b>	<b>(455,079)</b>	<b>971.1%</b>
<b>Total Comprehensive Income</b>		<b>(1,419,175)</b>	<b>(2,999,942)</b>	<b>(4,419,117)</b>	<b>(455,079)</b>	<b>(3,964,038)</b>	<b>(455,079)</b>	<b>971.1%</b>

- 1. Net Rates & Utility Charges** is \$1,958,686 unfavourable, with actuals of \$27,738,863 compared to the revised budget of \$29,697,579. The unfavourable variance is due to the timing of the half yearly water consumption billing, which will be issued in August and then accrued through end of year processes when the amount is finalised.
- 2. Other Recurrent Revenue** is \$6,037,005 compared to the budget of \$6,440,694 resulting in an unfavourable variance of \$403,689. This unfavourable variance is due to lower landfill revenue. This variance is not expected to materially change with the end of year accrual process as the majority of revenue has already been invoiced for the financial year.
- 3. Employee Expenses** are favourable compared to the annual budget by \$356,113. This favourable variance is predominately due to vacant positions in the Water & Wastewater Department which are partially offset through agency temp staff. It should be noted that as part of the Quarter 2 budget review, additional budget was allocated to each Directorate of 0.75% in line with current CA negotiations. These negotiations are now progressing to a staff vote and are planned to be adjusted through end of year processing when the proposed CA is certified.
- 4. Materials & Services** for the financial year are \$1,414,243 unfavourable, with \$15,931,525 in actual expenditure and \$2,999,942 in commitments. The unfavourable variance is the result of commitments being included. It is anticipated that a proportion of the commitments relate to ongoing projects and contracts for the 2021/2022 financial year.
- 5. Capital Revenue** is \$520,009 unfavourable to the budget due to the timing. This unfavourable variance is due to the timing of grant funds received which is aligned with the delivery of capital projects. Revenue will be further examined through end of year processes to align revenue with milestones as per AASB 1058 Revenue Recognition Standard.

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## MEETING DETAILS

**Corporate, Governance and Financial Services**

**Standing Committee**

Tuesday 13 July 2021

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## AUTHOR

Alexis Coutts

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## AUTHOR POSITION

Manager Organisational Safety

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## 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.*

### BACKGROUND

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

### IMPLICATIONS

This report provides oversight to evidence that the system is monitored to ensuring compliance and continuous improvement of WHSMS. To ensure that recommendations from the LGW audit are implemented to support continuous improvement of the WHSMS.

### CONSULTATION

- WHS Operational and Strategic Safety Committee
- Organisational Safety Team
- Executive Leadership Team

### BASIS FOR RECOMMENDATION

Continued oversight of the WHSMS development and management commitment. Review of safety statistics to monitor any potential negative trends.

### ACTION ACCOUNTABILITY

Managers and ELT are to be accountable to ensure that all supervisors and middle managers understand the requirement to complete Safety Key Performance Indicators to benefit the WHSMS.

Organisational Safety Manager to provide an update of the attached report the WHS Operational and Strategic Committees each month.

## KEY MESSAGES

Managers to ensure their staff are accountable for their actions and behaviours to demonstrate positive leadership to support cultural changes across the organisation and support effective risk management – Think ISAAC.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
ALEXIS COUTTS	DARREN FETTELL
<b>Manager Organisational Safety</b>	<b>Director Corporate, Governance and Financial Services</b>
Date: 6 July 2021	Date: 7 July 2021

## ATTACHMENTS

- Attachment 1 – WHS Monthly Report

## REFERENCE DOCUMENT

Nil

# WHS MONTHLY REPORT

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<b>DATE</b>	June, 2021
<b>TO</b>	July 2021, Council Meeting
<b>FROM</b>	Organisational Safety Manager

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## 1. SUMMARY

During June the Organisational safety department have taken the opportunity to conduct a reset and work through the roles and functions of the department and reviewed the improvement and strategic plans.

A safety reset of the safety committee has commenced in two parts.

### 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.

## 4. RISK MANAGEMENT

### RISK ASSESSMENTS

Risk assessments, work is progressing on the risk assessment revised forms.

# WHS MONTHLY REPORT

## HAZARD HUNTER WINNERS

Hazard hunter winners were presented during the first round of safety resets in June.

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

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

**STATUS** 6 hazards identified, 3 have been fully completed.

## INCIDENT REVIEW

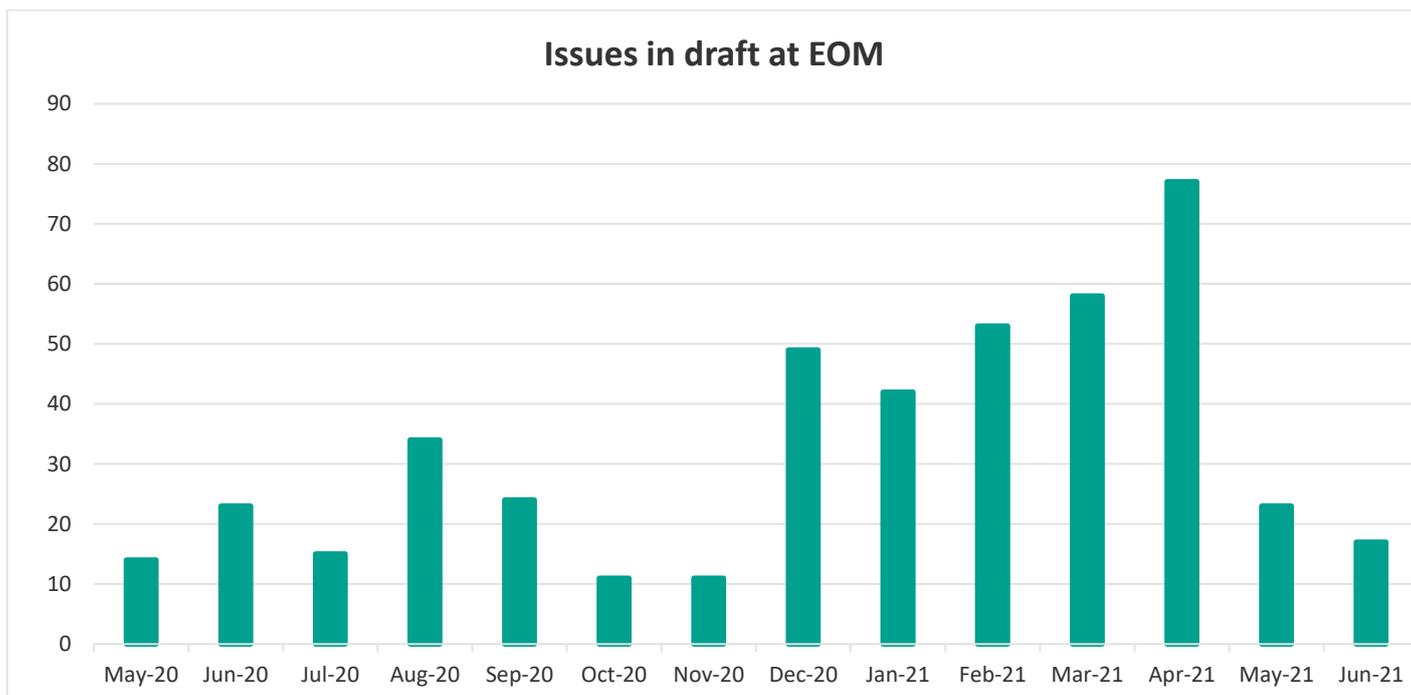
Formal investigations are being completed and forwarded for approval to the manager and executive leadership team for endorsement of proposed corrective actions.

**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).

Responsible managers and actionees have been very proactive in May and the stats reflect this.

**STATUS** 17 incident in draft for all date range



## TRAINING

Cultural Leadership Program project plan is being developed by P&P. Training procedures are still under review.

## EMERGENCY MANAGEMENT

The emergency management plan and procedure are under review a new term of reference has been reviewed by ELT and will be scheduled to go to next Emergency Management Committee

## WHS MONTHLY REPORT

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### 5. 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.

#### WHS STRATEGIC COMMITTEE

The next meeting is scheduled for June, a reset workshop will be completed.

#### 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.

### 6. CONTRACTOR MANAGEMENT

Contractors inductions and records continue to be monitored the below, there has been an increase in the number of approved contractor companies and the under review and not approved has dropped. The inclusion of the not approved contractors is 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 contractors under review # expired/overdue inductions.

**STATUS:**

# APPROVED contractor companies – 179

# UNDER REVIEW contractor companies (yet to complete mandatory documents)– 60

# NOT APPROVED contractor companies (failed in their obligations) - 6

### 7. WELLBEING & FITNESS FOR WORK

#### VACCINATIONS

Recently we consolidated the vaccination register into a single document at Council. All staff for whom records have expired or we have no record have been contacted.

Currently the COVID vaccination roll out is as per government guidelines.

#### DRUG & ALCOHOL TESTING

A RFQ response has been received with only one respondent, currently higher priorities.

#### 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.

# WHS MONTHLY REPORT

## WELLBEING

Social responsibility, psychological safety and resourcing have been removed, pending the review of safety strategic plan and endorsement by ELT.

**OBJECTIVE** Support staff in maintaining physical and mental health.

**TARGET** Establish the wellness strategy and conduct toolbox against schedule.

**STATUS:** Wellbeing group stakeholders and purpose will be revised.

## EMPLOYEE WELLNESS

**OBJECTIVE** Improve worker absenteeism and presentism through wellness programs.

**TARGET** 20% increase in Skin Checks.

20% increase in Flu shot.

5% reduction of absenteeism.

**STATUS:** : 9 Skin Checks and 8 Flu Shots for the month of June

## EMPOWER OUR LEADERS

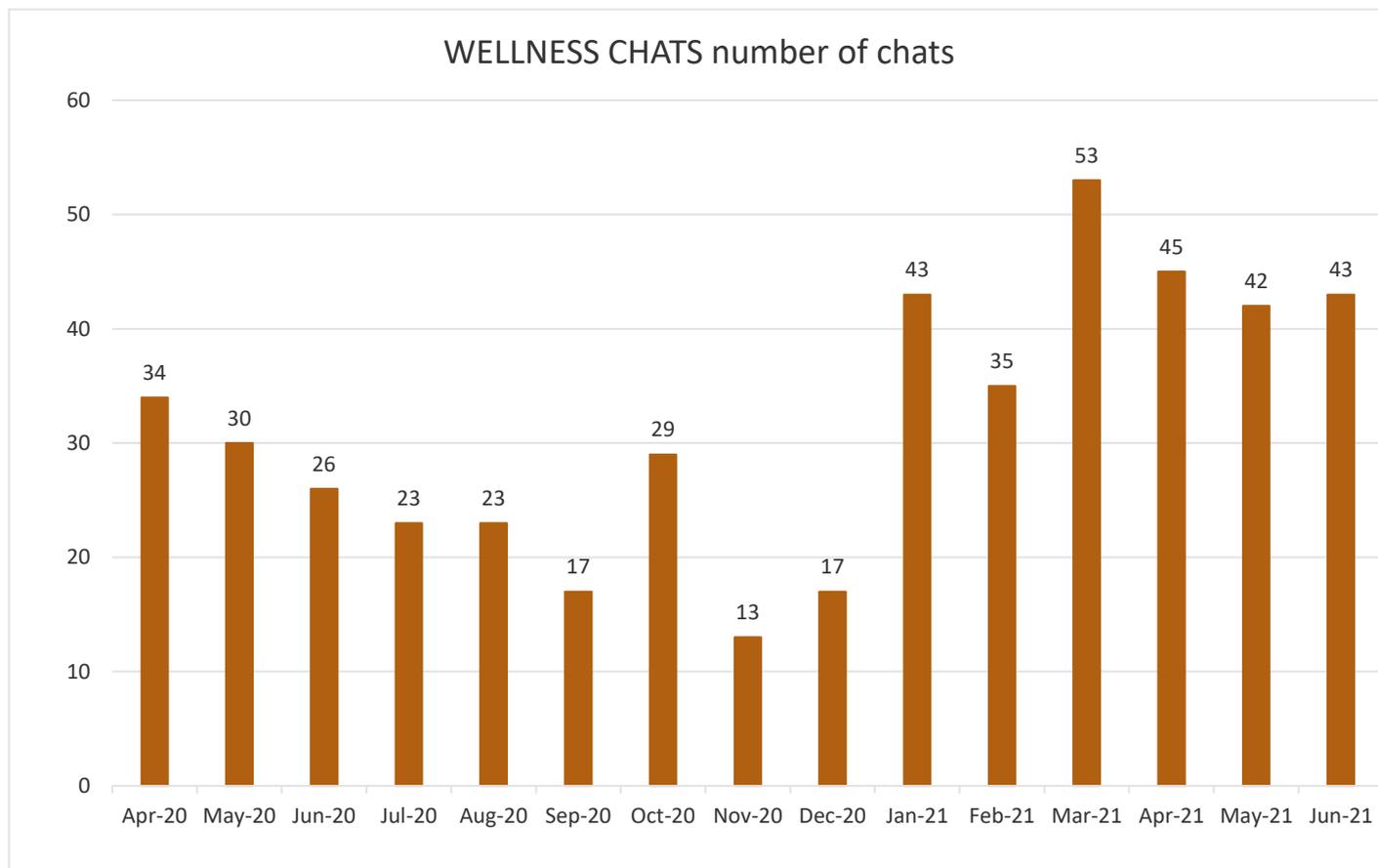
**OBJECTIVE** to empower our management through awareness and access to information, tools and training.

**TARGET** %5 increase in wellness chats.

Safety leadership attendance at 90% of M4 & M5.

**STATUS:** Safety Leadership has been postponed due to COVID, will recommence in 2021.

The current status of wellness chats – 43 wellness chats for June



# WHS MONTHLY REPORT

## 8. AUDIT/ INSPECTIONS

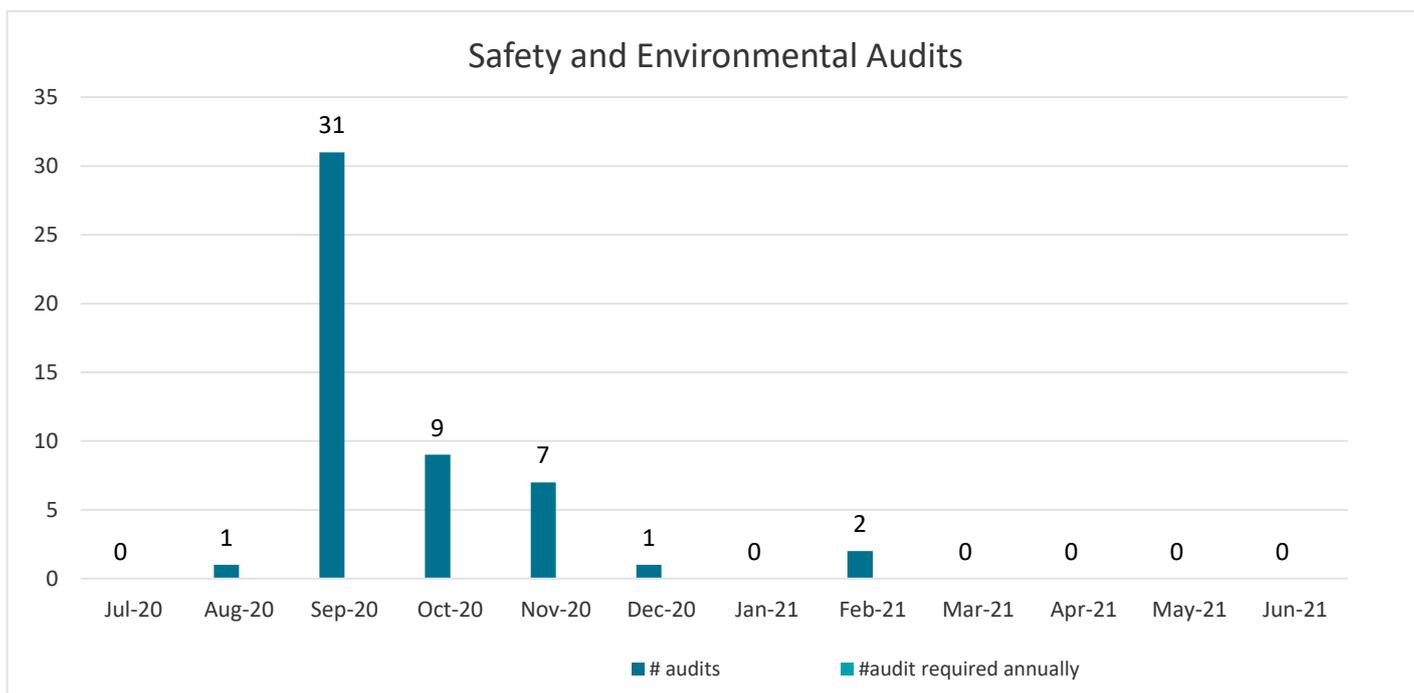
A new audit plan has been developed but will be revisited with staff changes. the new schedule is also more risk orientated.

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 June



## 9. CORRECTIVE ACTIONS

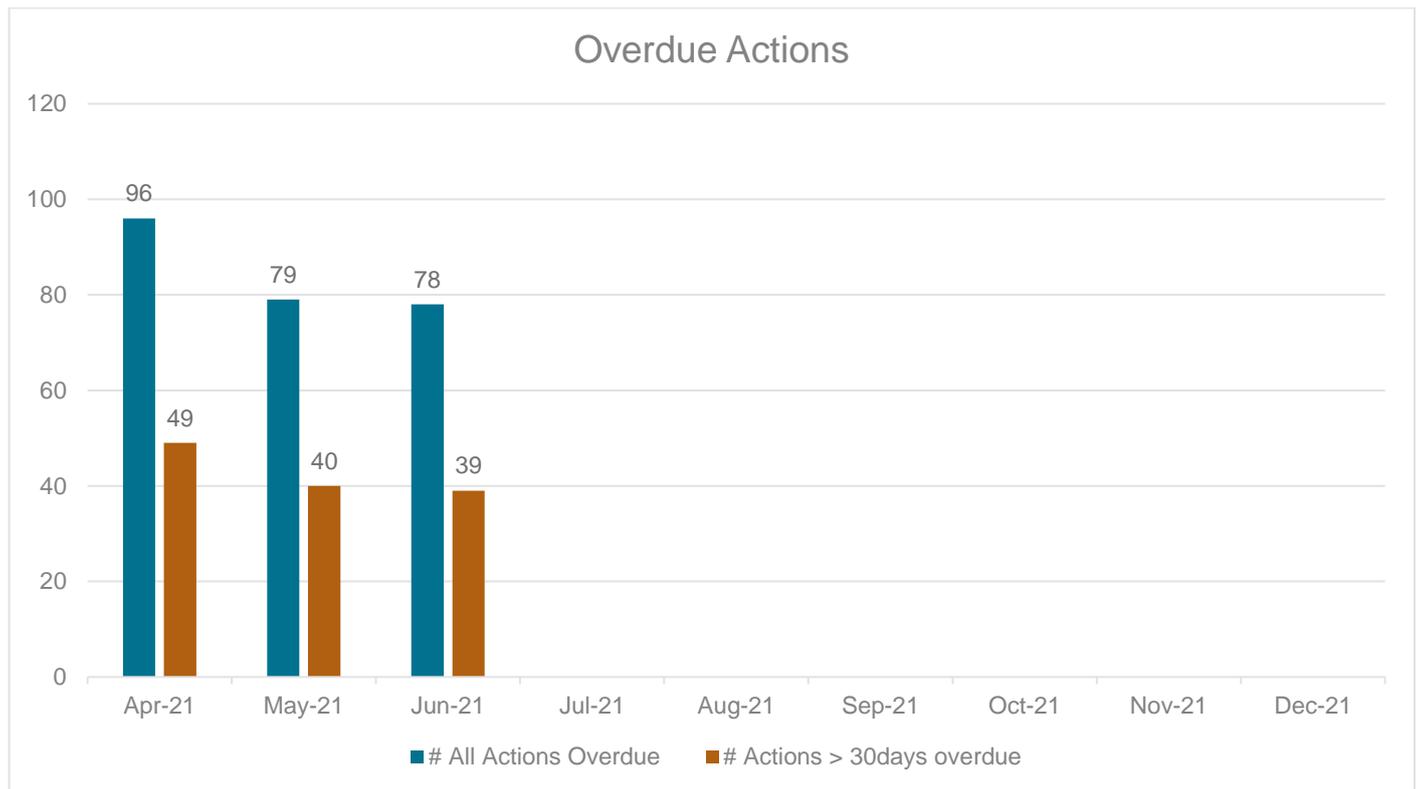
The target and methodology for tracking actions has been amended for the May report. All expired actions as well as expired actions greater than 30 days will now be captured so trends can be recorded and seen.

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.

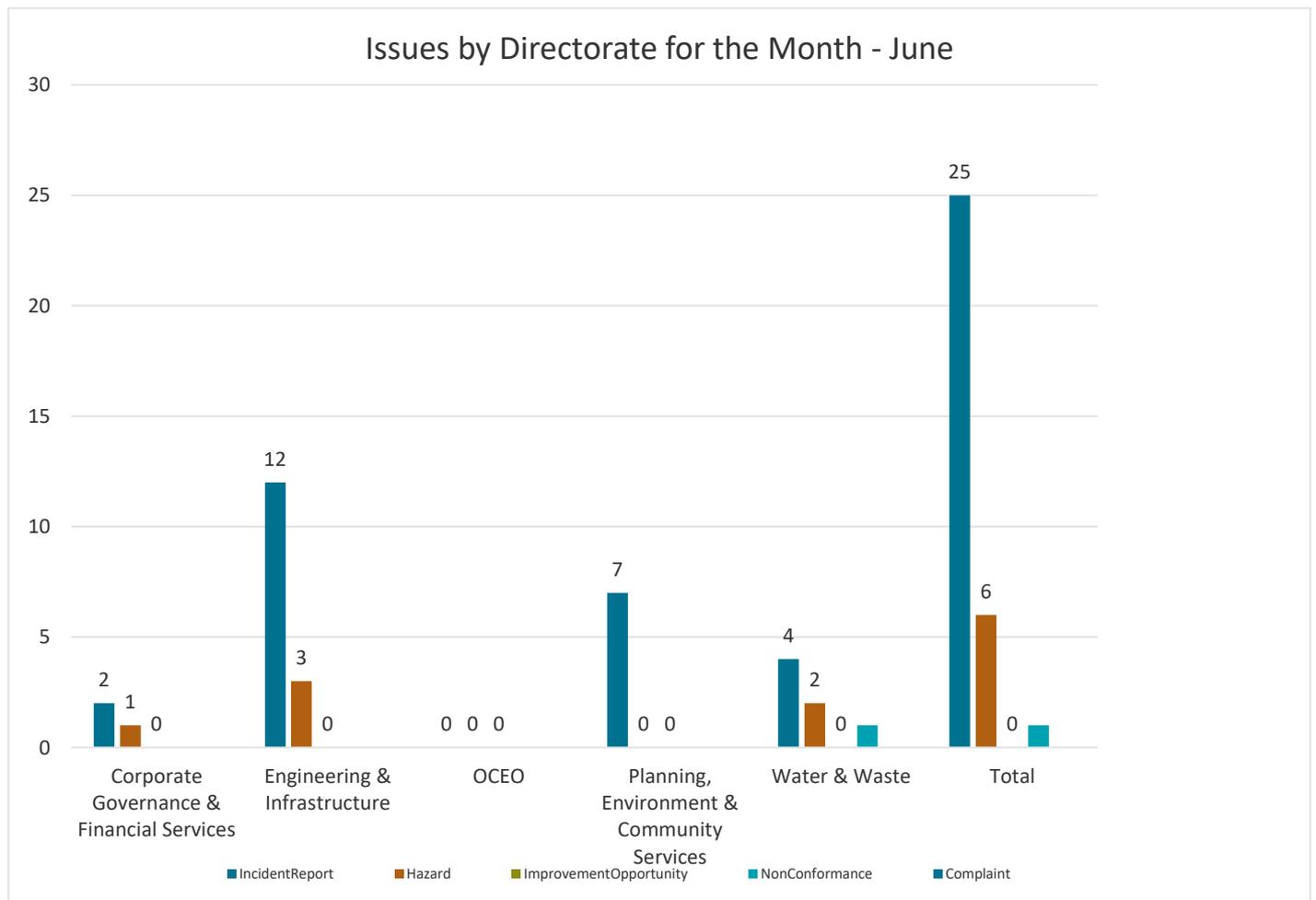
**78** overdue expired actions as at end of month. **39** overdue greater than 30 days.

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

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



## 10. ISSUES BY DIRECTORATE



## 11. INDIVIDUAL KEY PERFORMANCE INDICATORS

Each manager at M4 and above, as well as Directorate nominated M5's are required to complete a KeyPerformance Indicator (KPI), this supports the achievement of our overall safety objectives.

**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 completed a safety interaction 'Safety Chat' with staff to review process and risk management. Completed either via SMART Inform, F2F, Email, Virtual or phone = 1 x Safety Action	2. Conducted and completed a 'Wellbeing Chat' with someone. Completed either via SMART InForm, F2F, email, virtual or phone = 1 x Safety Action	3. Provided feedback on a WHS procedure with comments (Procedural Review) = 1 x Safety Action	4. Provided documented participation in an incident investigation/analysis = 1 x Safety Action	5. Conducted a Site Hazard inspection. Inspection completed either via SMART Inform or a paper version = 1 x Safety Action
SAFETY COMMUNICATION - comments mandatory as well as evidence if applicable				
1. Attended an Operational WHS Committee Meeting (M3's only) = 1 x Safety Communication	2. Attend any toolbox meeting and presented a 'safety share' (Safety Release or a workplace/personal share) = 1 x Safety Communication	3. Attend an Outdoor toolbox Meeting and presented a 'safety share' (Safety Release or a workplace/personal share) = 1 x Safety Communication	4. Conducted a toolbox or prestart meeting with your team and have documented minutes recorded in SMART (the SMART Toolbox Inform can be used) = 1 x Safety Communication	

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=24 target per month.

**Monthly outcome:** 11 people/positions completed their target KPI's. 11 people x 2 KPI's = 22 in total.

Target is 24. Leaves a deficit of 2 = 1 people x 2 KPI's. Reason: 1 persons did not complete monthly KPI's.

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

**Monthly outcome:** 17 people/positions completed their target KPI's. 17 people x 2 KPI's = 34 in total.

Target is 58. Leaves a deficit of 24 = 12 people x 2 KPI's. Reason: 2 positions are vacant; 8 persons did not complete monthly KPI's, and 1 person didn't complete their KPI correctly-this person did however communicate as to the reason why.

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

**Monthly outcome:** 27 people/positions completed their target KPI's. 27 people x 2 KPI's = 54 in total.

Target is 82. Leaves a deficit of 28=14 people x 2 KPI's. Reason: 2 positions are vacant; 12 persons did not complete monthly KPI's.

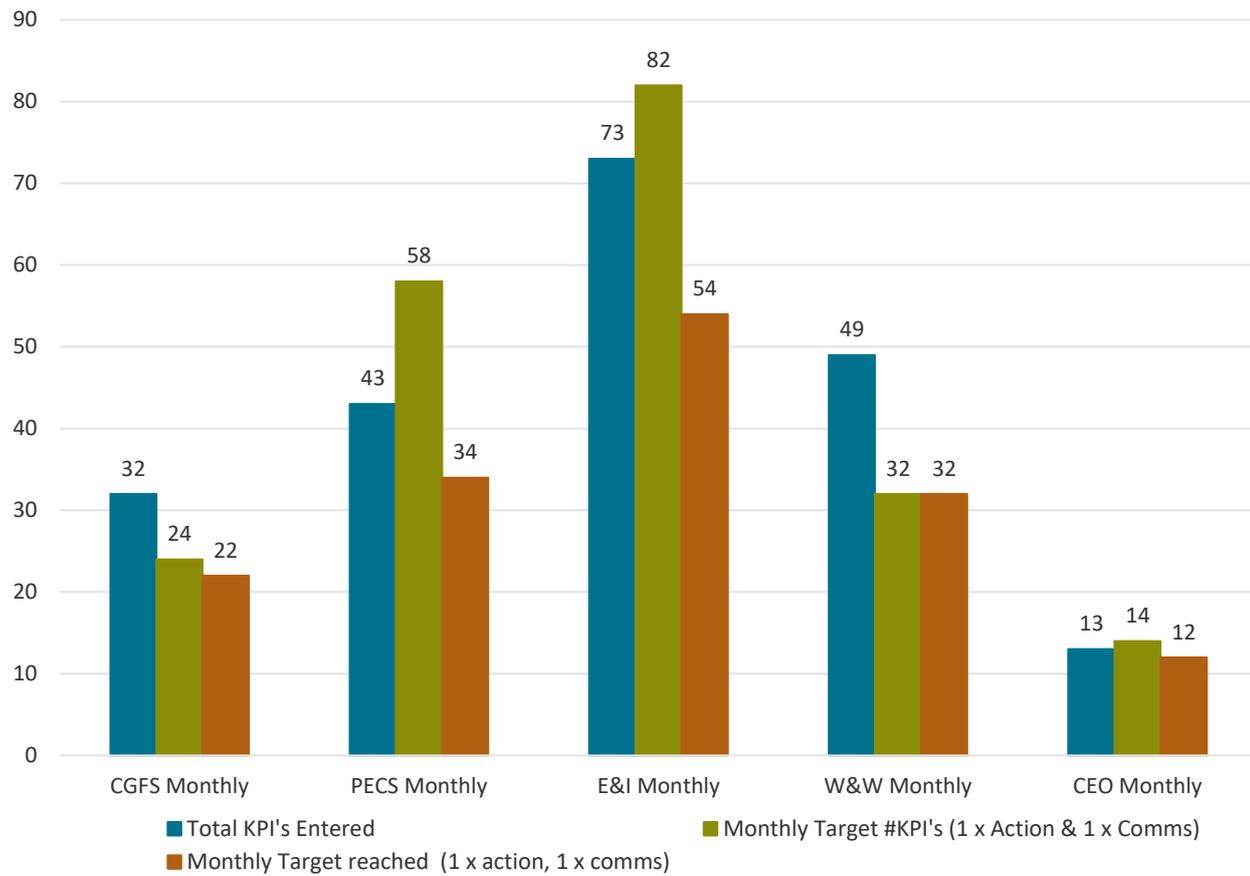
### 4. W&W OLT Target list: 16 people/positions. 16x2=32 in total per month.

**Monthly outcome:** 16 people/positions completed their target KPI's. **Monthly target reached.**

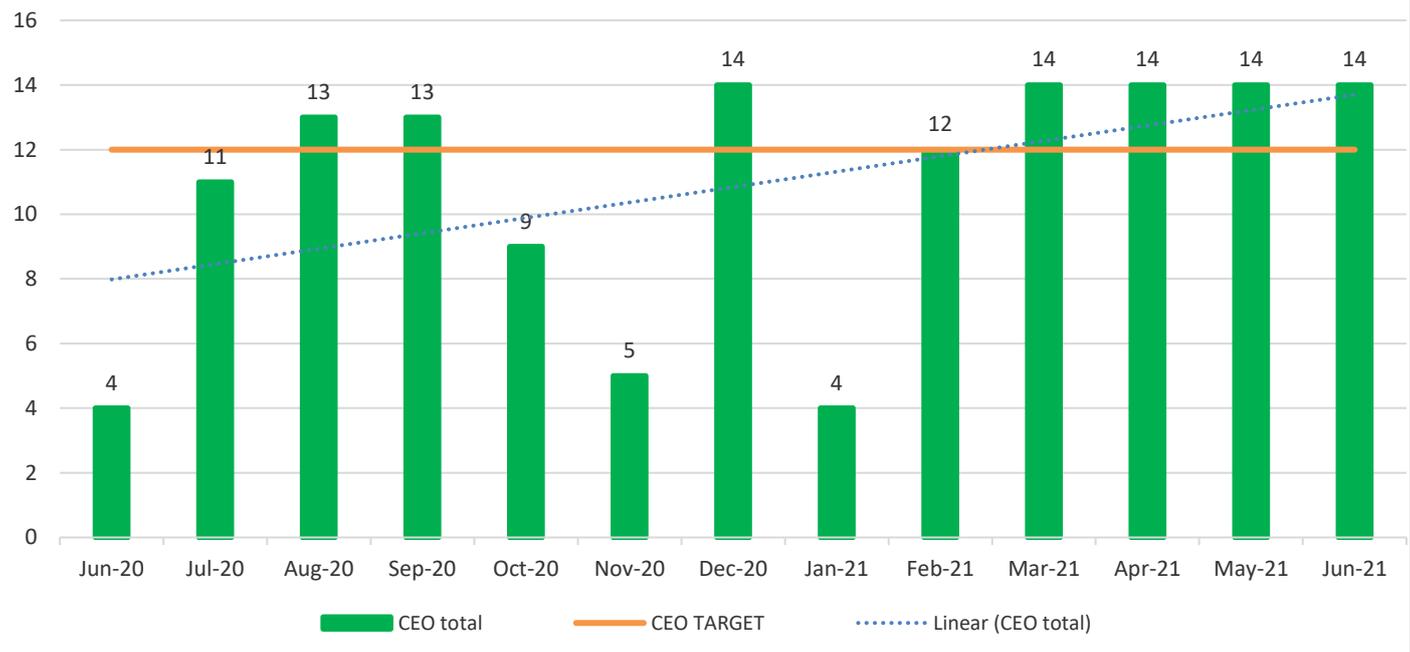
### 5. OCEO OLT Target list: 7 people/positions. 7x2=14 target per month. Monthly outcome: 6

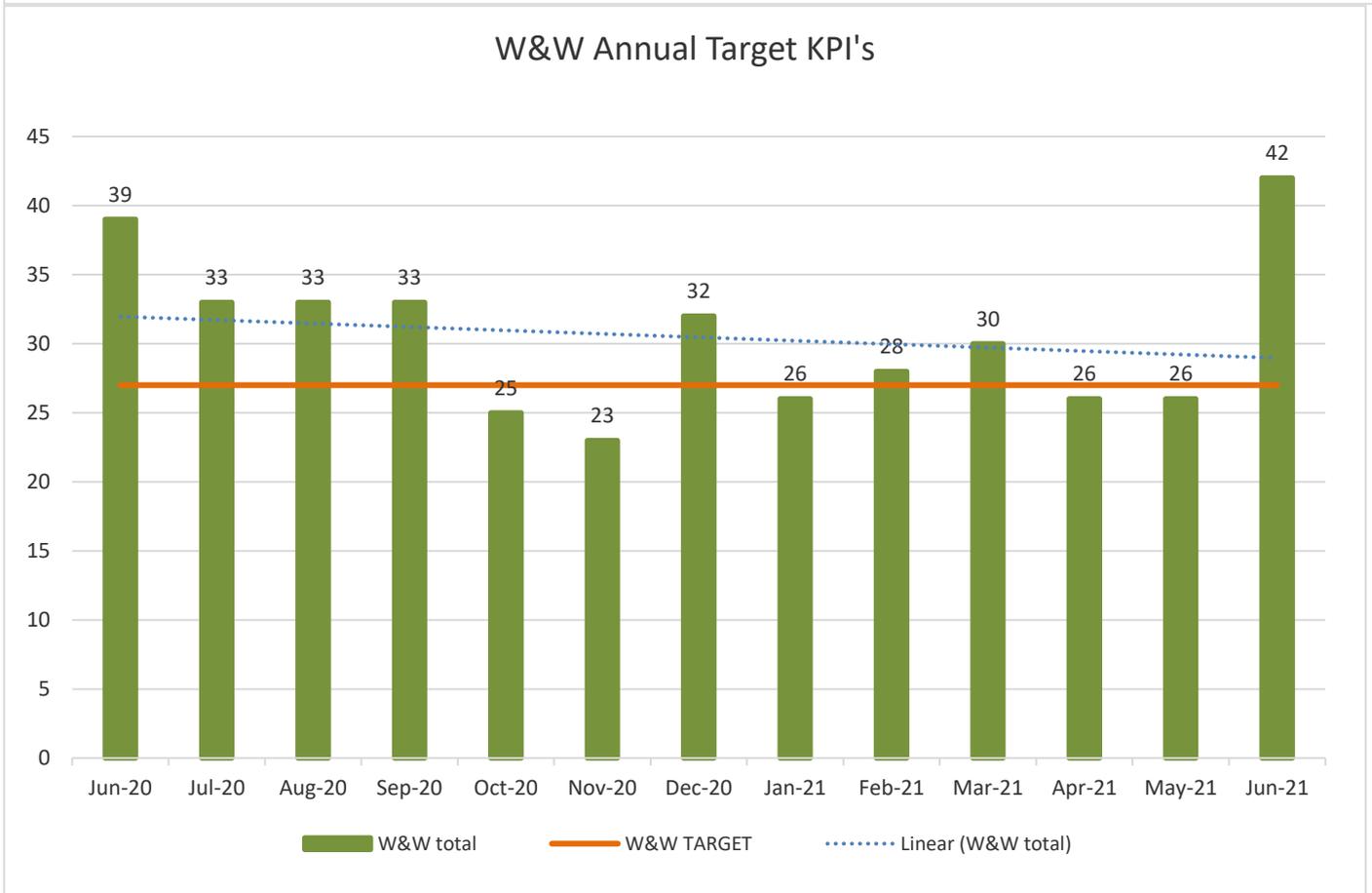
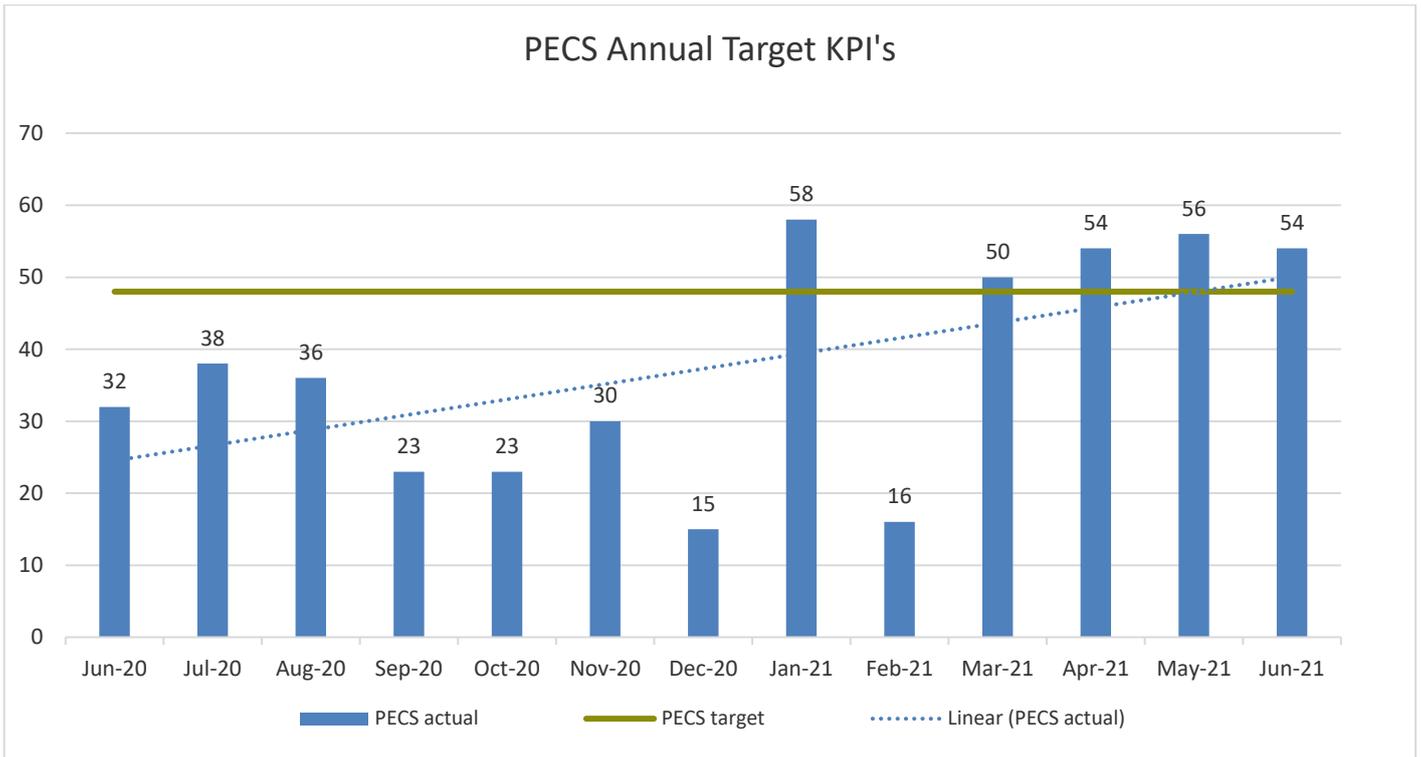
people/positions completed their target KPI's. 6 people x 2 KPI's = 12 in total. Target is 14. Leaves a deficit of 2 (1 people x 2 KPI's). Reason: 1 person did not complete monthly KPI's.

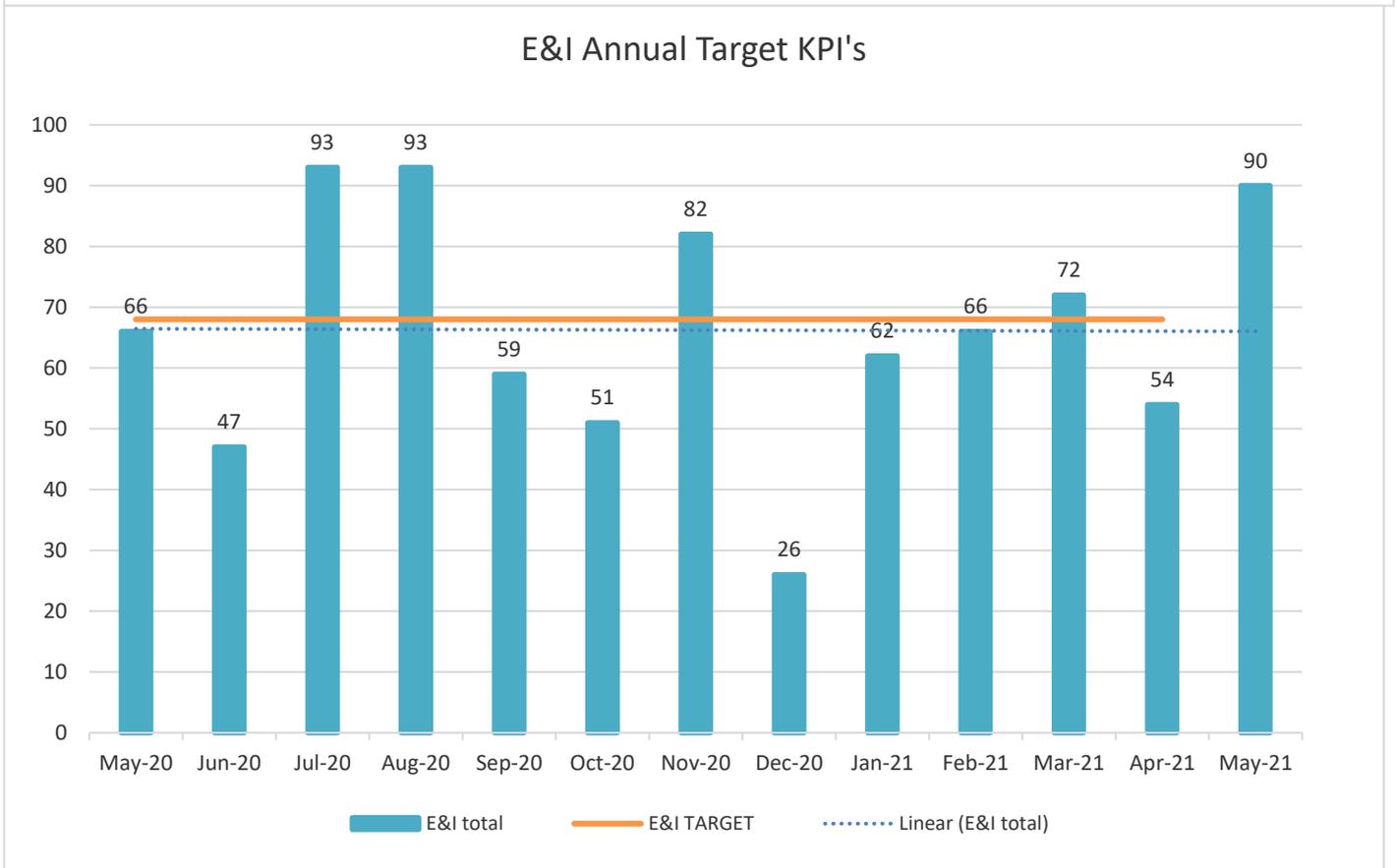
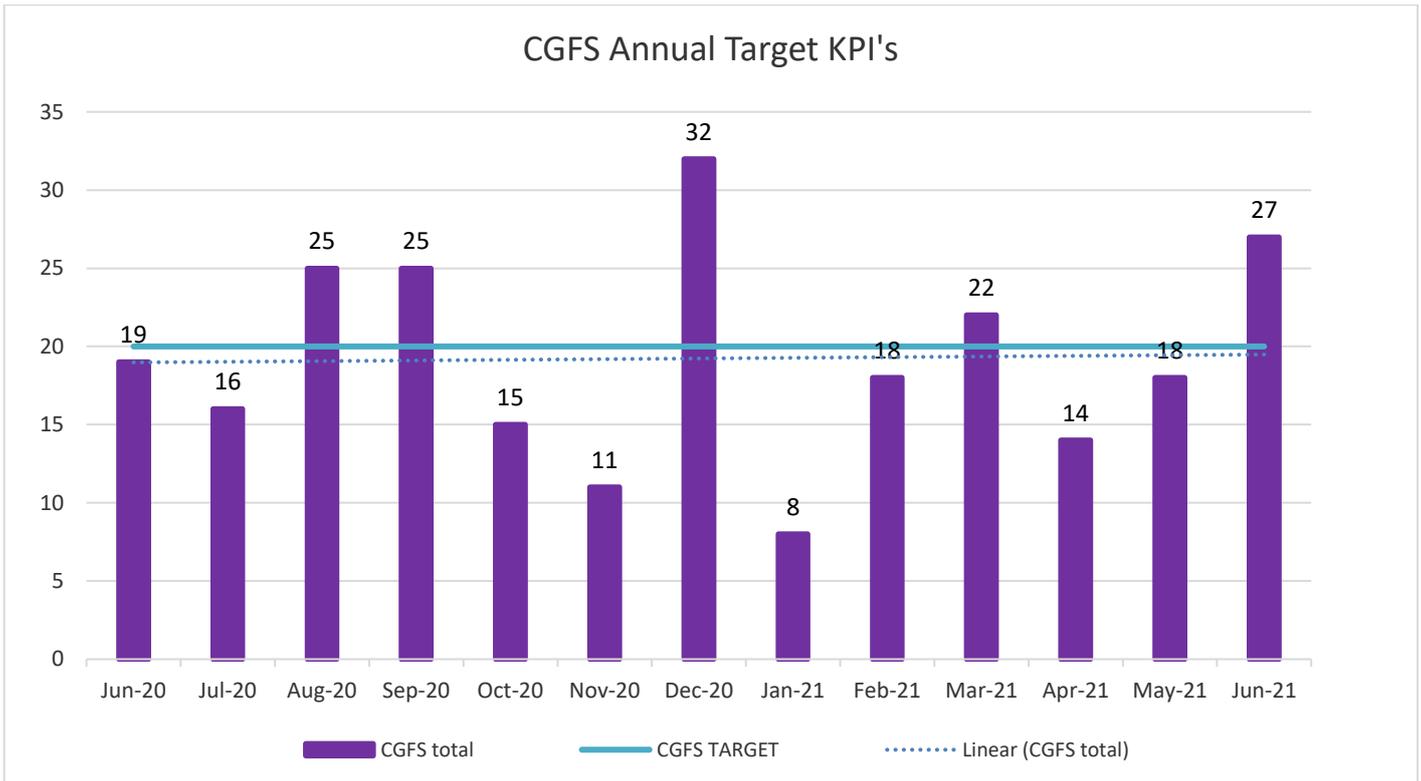
## Key Performance Indicators for the month



## CEO Annual Target KPI's

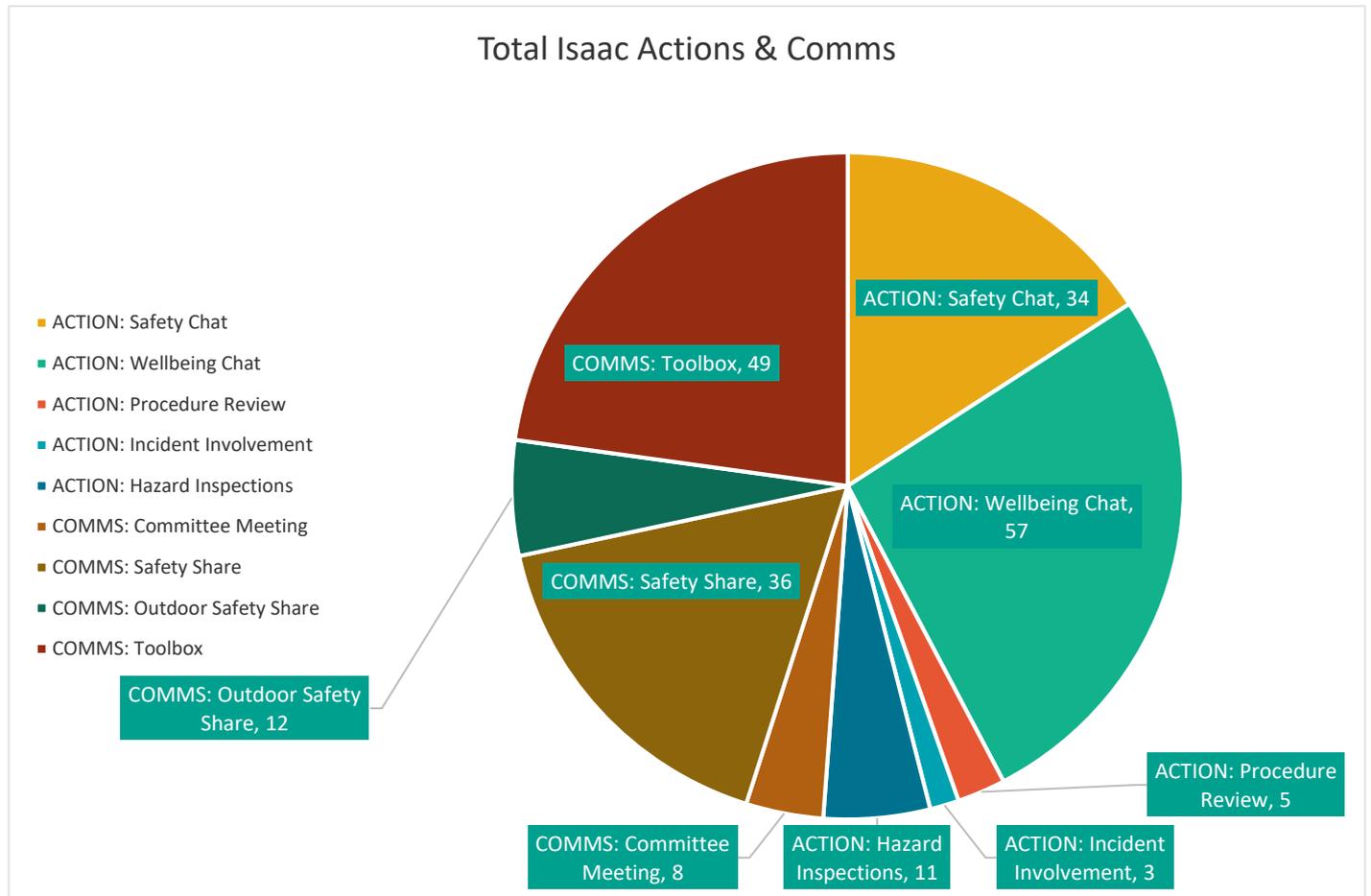




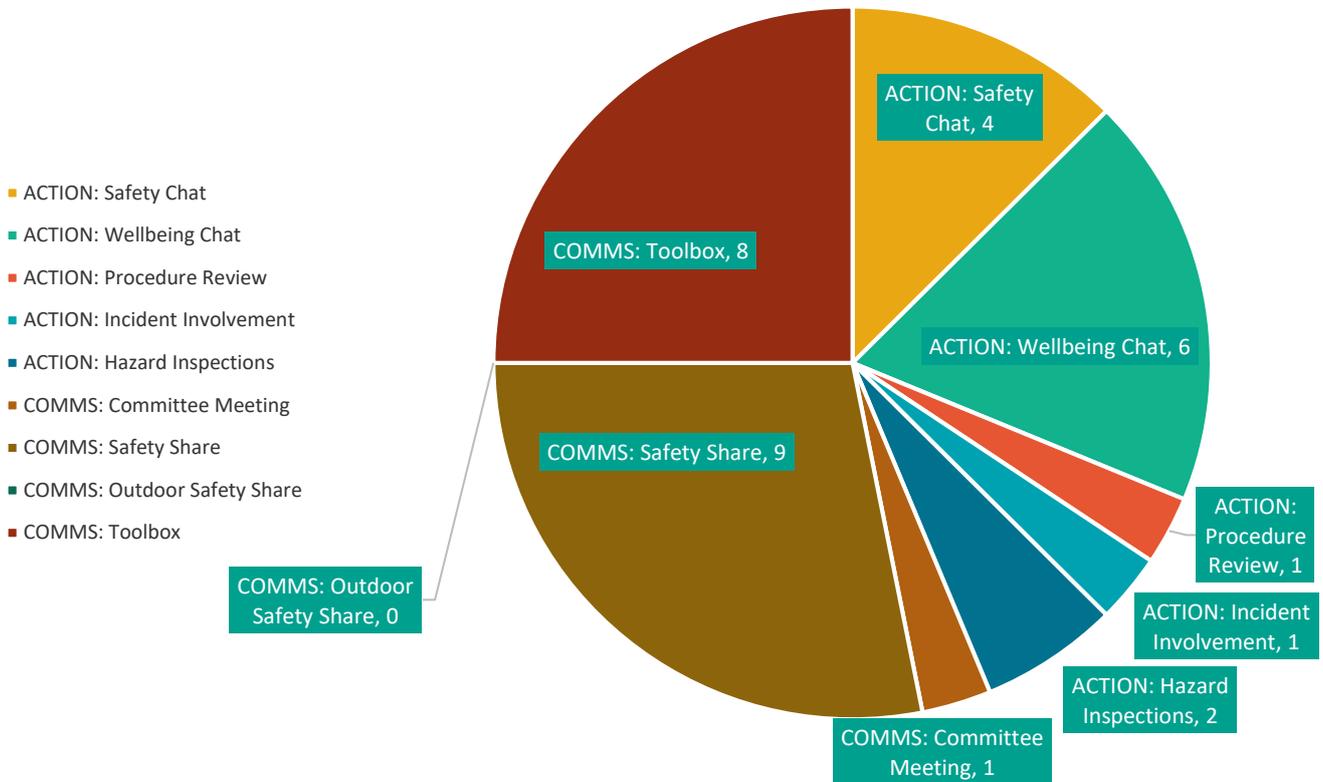




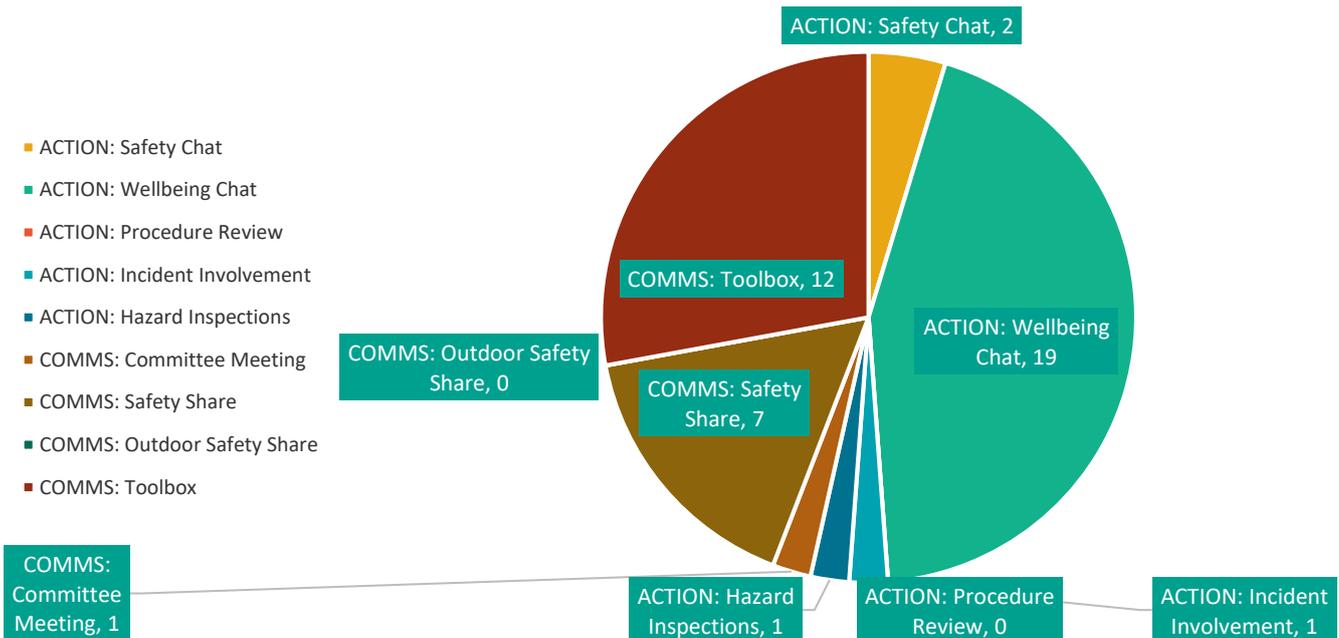
### Total Isaac Actions & Comms



## CGFS Monthly

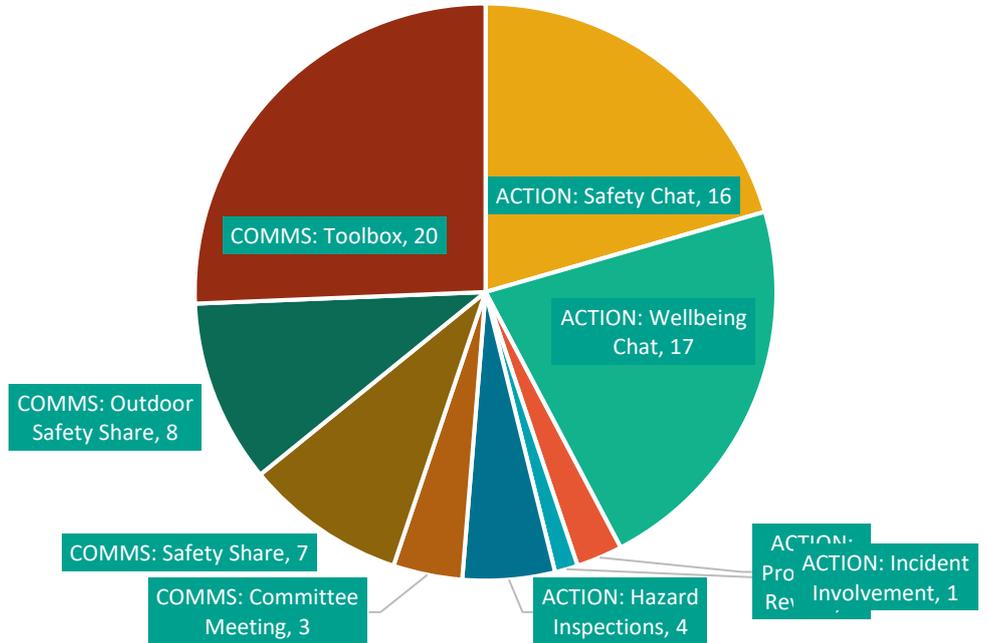


## PECS Monthly



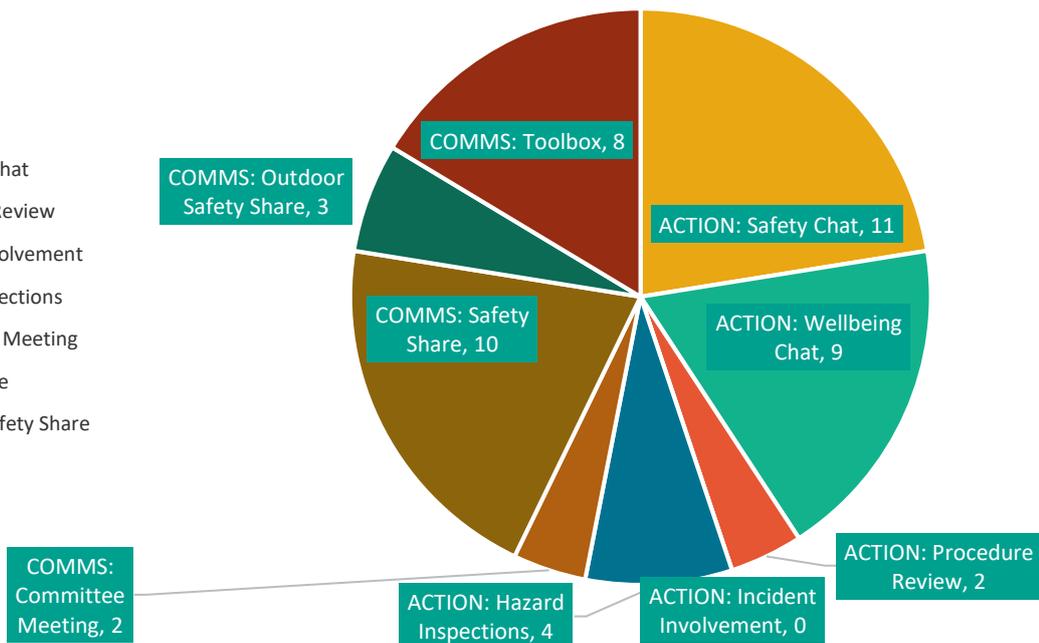
## E&I Monthly

- ACTION: Safety Chat
- ACTION: Wellbeing Chat
- ACTION: Procedure Review
- ACTION: Incident Involvement
- ACTION: Hazard Inspections
- COMMS: Committee Meeting
- COMMS: Safety Share
- COMMS: Outdoor Safety Share
- COMMS: Toolbox

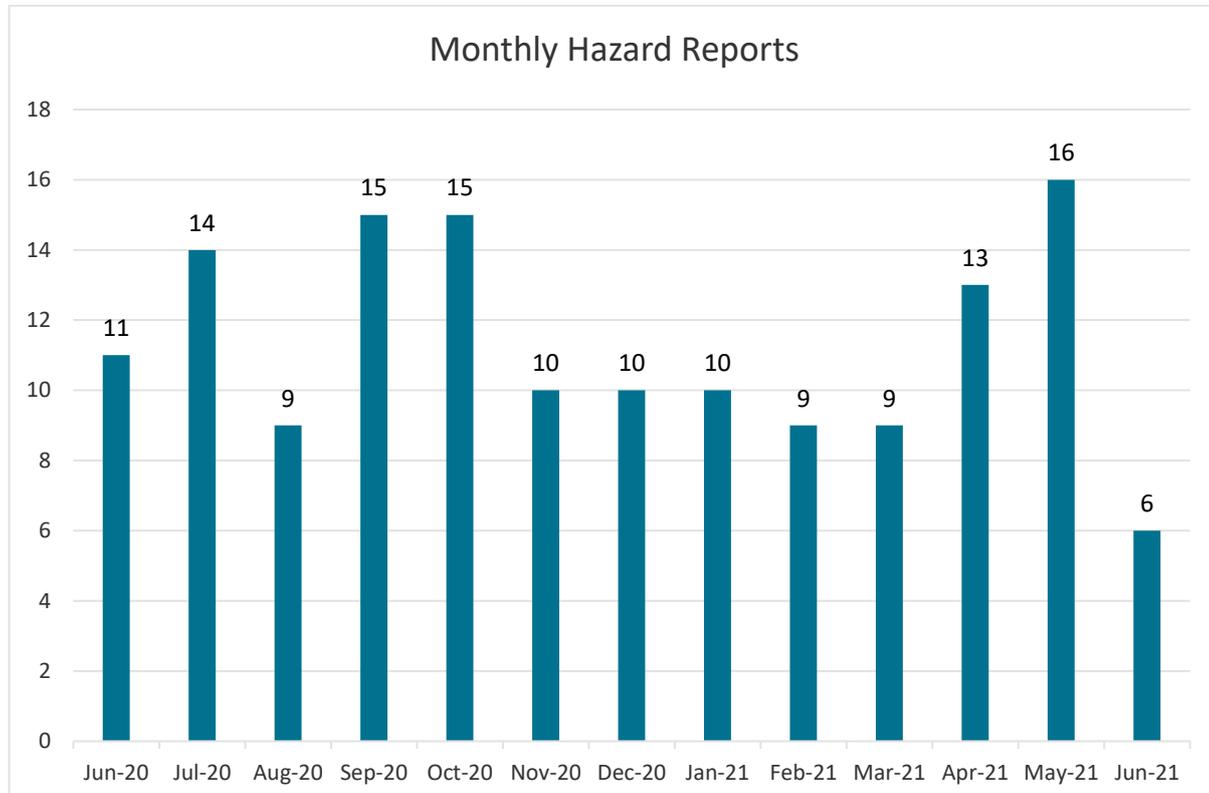


## W&W Monthly

- ACTION: Safety Chat
- ACTION: Wellbeing Chat
- ACTION: Procedure Review
- ACTION: Incident Involvement
- ACTION: Hazard Inspections
- COMMS: Committee Meeting
- COMMS: Safety Share
- COMMS: Outdoor Safety Share
- COMMS: Toolbox



## 12. HAZARD REPORTS MONTHLY COMPARISONS



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## MEETING DETAILS

Corporate, Governance and Financial Services  
Standing Committee  
Tuesday 13 July 2021

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## AUTHOR

Alexis Coutts

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## AUTHOR POSITION

Manager Organisational Safety

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10.3

## POLICY UPDATE – WORKPLACE HEALTH AND SAFETY

### EXECUTIVE SUMMARY

This report seeks Council's consideration on repealing the Workplace Health and Safety Policy which has been reviewed with recent appointment of the new CEO and updated as an operational policy which is provided for the information of Council. Amendments have been made to change the language within the policy to one of agreed commitment in line with contemporary safety language and the inclusion of wellbeing and psychological health and safety.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Repeal the Workplace Health and Safety Policy (ADM-POL-001).**
- 2. Note that the Policy is considered an operational policy and therefore the adopted by ELT on 9 June 2021 (CORP-POL-001) will come into effect upon clause 1 resolution.**

### BACKGROUND

The Workplace Health and Safety Policy was endorsed by Isaac Regional Council (IRC) in August 2019 and is now due for revision with the recent appointment of the new CEO. Management are also 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.

A review of the Workplace Health and Safety Policy has been undertaken following recent safety audits, attendance at safety conferences and continuing review of relevant legislation / regulation / industry best practice. Amendments have been made to change the language within the policy to one of agreed commitment in line with contemporary safety language and the inclusion of wellbeing and psychological safety.

During the review of the amendments and further discussion, ELT have formed the view that the policy can be assessed as an Operational Policy and only require ELT adoption as part of the Corporate Policy Framework. This view was formed through the review of the policy objectives also including alignment with the WHS improvement plan and Integrated Management System frameworks operated within Council. Through this alignment, the focus of the policy was determined as being to provide direction for internal management of the day-to-day operations of Council. This aligns with the Corporate Policy Framework and Guidelines definition of an Operational Policy and ensures no change to the ongoing reporting to Council.

Therefore, the proposal is to repeal the Council adopted policy ADM-POL-001 (27 August 2019), at which time the ELT adopted policy CORP-POL-001 on 9 June 2021 will come into effect.

## 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

- Mayor
- Chief Executive Officer
- Executive Leadership Team
- Manager Governance and Corporate Services
- Organisational Safety Team

## 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.

<b>Report Prepared By:</b> ALEXIS COUTTS <b>Manager Organisational Safety</b>  Date: 10 June 2021	<b>Report Authorised By:</b> DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b>  Date: 5 July 2021
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## ATTACHMENTS

- Attachment 1 – Workplace Health and Safety Policy – as adopted by ELT on 9 June 2021 (CORP-POL-001)
- Attachment 2 – Workplace Health and Safety Policy Statement

## REFERENCE DOCUMENT

- Corporate Policy Framework and Guidelines

---

## WORKPLACE HEALTH AND SAFETY POLICY

### APPROVALS

<b>POLICY NUMBER</b>	<u>ADM</u> CORP-POL-001	<b>DOC.ID</b>	3579291
<b>CATEGORY</b>	<u>Administrative</u> <u>Operational</u>		
<b>POLICY OWNER</b>	Chief Executive Officer		
<b>APPROVAL DATE</b>	<del>27 August 2019</del> <u>June 2021</u>	<b>RESOLUTION NUMBER</b>	<del>6227</del> <u>ELT</u>

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## OBJECTIVE

The objective of this policy to outline Council's commitment to providing a safe and healthy workplace, ensuring identification of information to satisfy, ~~ISO 45001:2018 AS/NZS 4801:2001~~ and ISO 31000:2018 Risk Management standard, Workplace Health and Safety (WHS) requirements, and Local Government Workcare requirements.

## SCOPE

The policy is applicable to all Council employees, contractors, volunteers and visitors to the workplace.

## DEFINITIONS

TERM / ACRONYM	MEANING
Council	Isaac Regional Council
IMS	Integrated Management System
LGW	Local Government Workcare

## POLICY STATEMENT

The Council has developed an Integrated Management System (IMS) framework, which will be structured around addressing necessary infrastructure, training, procedures, strategies and reporting systems are established to achieve the desired outcomes.

Prior to taking any action within the IMS framework, Council requires that employees conduct a risk assessment in accordance with Council's risk management approach, "Think ISAAC" to manage risks and, where reasonably practicable, seeks to control hazards by elimination or minimisation of risk.

~~The Workplace Health and Safety component of the IMS will follow the AS/NZS 4801:2001 to meet the requirements of Local Government Workcare (LGW) and the Queensland Regulator. The IMS has been mapped to the standards as per figure 1 below.~~

The IMS will address ISO standards to meet the requirements of Council and the elements are mapped to the standards as below:

ELEMENT	IMS FRAMEWORK REFERENCE
<u>Element 1</u>	<u>Leadership &amp; Planning</u>
<u>Element 2</u>	<u>Support &amp; Operations</u>
<u>Element 3</u>	<u>Performance Evaluation</u>
<u>Element 4</u>	<u>Action &amp; Improvement</u>



Figure 4

Isaac Regional Council is committed to providing a safe and healthy working environment for the prevention of work-related injuries and illnesses:-

Council aims to deliver best practice Workplace Health & Safety principles through:

- Developing specific procedures within the IMS framework; and
- Enhancing the skills of management and staff through review and actively pursuing an on-going training program, the objective of which is to ensure safe work practices.
- ~~• Council is committed to providing a safe and healthy working environment for the prevention of work related injuries and illness.~~
- ~~• We identify and comply with our legal obligations to provide a safe work environment, by the effective application and compliance to the Work Health and Safety Act 2011, Work Health and Safety Regulations 2011 and associated Codes of Practice.~~
- ~~• We apply the “Think ISAAC” methodology to manage our Work Health and Safety (WHS) risks and where reasonably practicable control by elimination or minimisation, WHS Hazards.~~
- ~~• We proactively promote the management of hazards in the workplace and acknowledge this is both an individual and shared responsibility.~~
- ~~• We actively engage with and consult with our workers in making decisions about WHS matters.~~
- ~~• We promote an environment psychology safety, empower our workers to speak up about WHS matters.~~
- ~~• Our integrated suite of policies, procedures, plans and resources form a comprehensive Corporate management framework which supports the management of WHS matters.~~
- ~~• By establishing this policy and a WHS Management Plan which defines our objectives, we fulfil our commitment to continually improve the WHS outcomes for all workers.~~
- ~~• We consult and communicate with our workers through a variety of avenues, including WHS Committee Meetings, team meetings, inductions, noticeboards, emails our intranet site.~~
- ~~• To achieve this IRC has adopted a risk management approach, “Think ISAAC” to manage Workplace Health and Safety (WHS) risks and, where reasonably practicable seeks to control by elimination or minimisation, WHS hazards.~~
- ~~• The management of hazards in the workplace is both an individual and shared responsibility.~~
- ~~• An integrated suite of policies, procedures, plans and resources, form a comprehensive WHS Management System.~~
- ~~• By establishing this policy and a WHS Management Plan which defines its objectives, IRC fulfils its commitment to continually improve its health and safety performance.~~
- ~~• Council identifies and complies with its legal obligations to provide a safe work environment, by the effective application and compliance to the Work Health and Safety Act 2011 & Regulations 2011 associated codes of practice.~~

- 
- ~~• Council regularly consults and engages with workers in making decisions about WHS matters.~~
  - ~~• The means of communicating is through a variety of avenues including; WHS Committee Meetings, toolboxes, inductions, noticeboards, emails, and intranet sites.~~

Ensure that this Policy is communicated within the organisation, is published and available to the community and reviewed and amended every two (2) years or as required for continued suitability, compliance and relevance.

## LEGISLATIONS AND RELATED GUIDELINES

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2011*
- Code/s of Practice
- ISO 31000:2018 Risk Management -Guidelines
- ISO 45001:2018 Occupational Health and Safety Management Systems

## REFERENCES

ID	NAME
<u>CORP-POL-023</u>	WHS Policy Statement
<u>IMS FRAMEWORK</u>	Integrated Management System Framework



# WORKPLACE HEALTH AND SAFETY POLICY STATEMENT

Isaac Regional Council is committed to providing a safe and healthy working environment for the prevention of work-related injuries and illnesses.

- ✓ We identify and comply with our legal obligations to provide a safe work environment, by the effective application and compliance to the *Work Health and Safety Act 2011*, Work Health and Safety Regulations 2011 and associated Codes of Practice.
- ✓ We apply the “Think ISAAC” methodology to manage our Work Health and Safety (WHS) risks and where reasonably practicable control by elimination or minimisation, WHS Hazards.
- ✓ We proactively promote the management of hazards in the workplace and acknowledge this is both an individual and shared responsibility.
- ✓ We actively engage with and consult with our workers in making decisions about WHS matters.
- ✓ We promote an environment of psychology safety, which empowers our workers to speak up about WHS matters.
- ✓ Our integrated suite of policies, procedures, plans and resources form a comprehensive Corporate management framework which supports the management of WHS matters.
- ✓ By establishing this policy and a WHS Management Plan which defines our objectives, we fulfil our commitment to continually improve the WHS outcomes for all workers.
- ✓ We consult and communicate with our workers through a variety of avenues, including WHS Committee Meetings, team meetings, inductions, noticeboards, emails and our intranet site.

JEFF STEWART-HARRIS

**Chief Executive Officer**

Date Effective: 28/06/2021

**FOR MORE INFORMATION:**  
**ISAAC.QLD.GOV.AU** | **1300 ISAACS** (1300 47 22 27)

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<b>MEETING DETAILS</b>	<b>Corporate, Governance and Financial Services Standing Committee Tuesday 13 July 2021</b>
<b>AUTHOR</b>	Darren Fettell
<b>AUTHOR POSITION</b>	Director Corporate, Governance and Financial Services

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6.2

## CORPORATE, GOVERNANCE AND FINANCIAL SERVICES INFORMATION BULLETIN - JULY 2021

### EXECUTIVE SUMMARY

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

### OFFICER'S RECOMMENDATION

*That the Committee:*

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

### BACKGROUND

The attached Information Bulletin for July 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: 7 July 2021	<b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Chief Executive Officer</b> Date: 8 July 2021
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## ATTACHMENTS

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

## REFERENCE DOCUMENT

- Nil

DATE: July 2021

## CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

### DIRECTORATE HIGHLIGHTS

With the greatest of respect, the Corporate, Governance and Financial Services Directorate, through the CGFS Management Team wishes to acknowledge the contribution of Councillor Lyn Jones, and support Council's expression of sympathy to her family and friends.

In particular Councillor Jones' involvement and influence through the CGFS Standing Committee will live long in our memories.

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

- Progress the development/enhancement of the Business Continuity Plan with stakeholders following adoption by ELT late May 2021 (foundational version), finalising attachments and administrative issues.
- Progression of IT Business Continuity Plan
- Managing BMC support for increasing number of projects and activities across Council
- Reviewing terms of reference and purpose of Procurement Compliance Review Group to manage increasing demand on procurement and assist with education and engagement with all areas of Council
- Continuing preparation for preparation of annual financial statements and external audit
- Continuing with Enterprise Risk Management Strategic and Operational Risk Registers
- Progression of asset class asset management plans with Officers across the Council having been identified to assist in development, along with continuing improvement of asset data in asset registers.
- Continuing Disaster Management preparedness

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

- Continuing pressure on Procurement and BMC teams
- Increasing demands on service delivery from internal and external activities
- Continuing management of revenue and reserves through frugal budget and potential impacts from progression of legacy issues.

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## BRAND, MEDIA & COMMUNICATIONS DEPARTMENT

### PREVIOUS MONTH'S ACHIEVEMENTS:

- Budget media release, talking points and social media promotion.
- St Lawrence Wetland Weekend.
- Get Ready promotion.
- COVID-19 Mayor video and communications.
- Mackay Isaac Tourism Our Isaac promotion and media event.
- Clermont Community Business Group meeting.
- Clermont Health town hall meeting communications and letter to QLD Health Minister.
- Ellensfield Road statements and media – continued.
- ALGMA Advocacy documentation and letter of motion.
- Production and delivery of four Clermont Rags.
- Eight Community Newsletter Advertisements and Isaac News.
- Ongoing 2021 Mayor's Charity Ball communication planning and delivery.

### Other key achievements for May:

- 12 general media releases issued in June 2021.
- 31 public notices in June 2021.
- 10 media inquiries in May 2021.

#### Facebook

- 9,562 Page likes. An increase of 805 from last month.

#### Instagram

- 1045 followers up from 1018 followers.

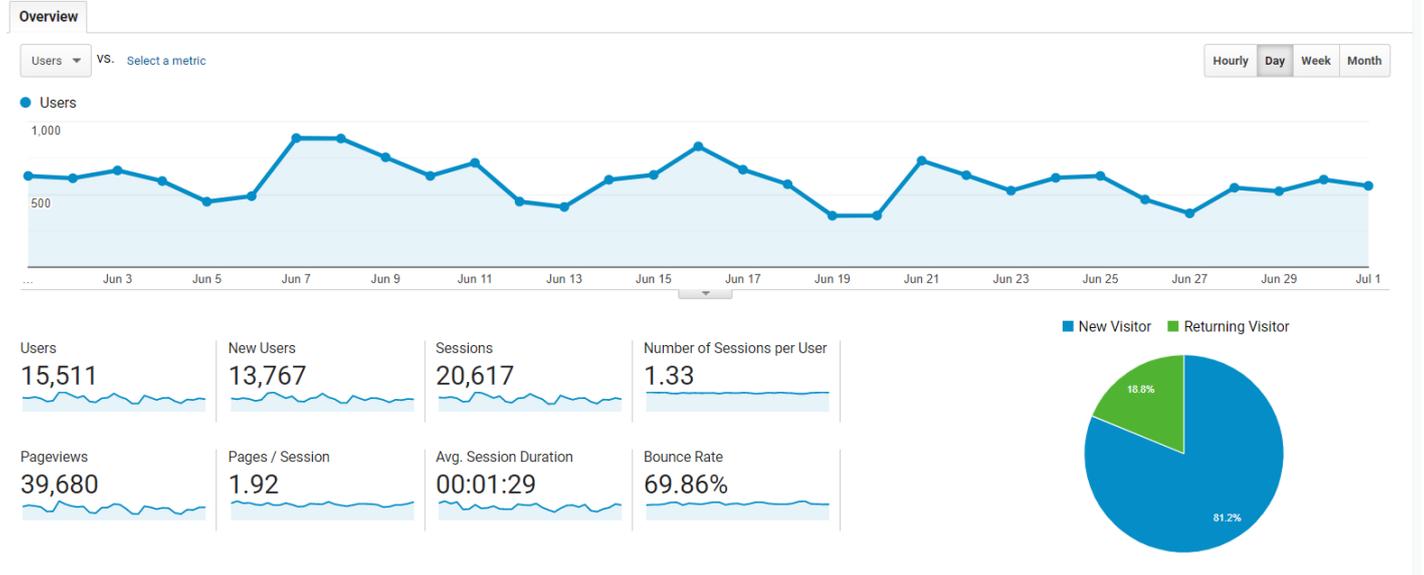
#### Twitter

- 572 followers no growth.

#### LinkedIn

- 4, 312 followers an increase of 102 followers since June 2021.

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



Page	Pageviews	% Pageviews
1. /	4,851	12.23%
2. /about-council/employment	1,537	3.87%
3. /community/wetlands-weekend	1,412	3.56%
4. /about-our-region/carmila	1,164	2.93%
5. /environment-water-waste/waste-management-facilities	1,105	2.78%
6. /contact-us/home	932	2.35%
7. /about-our-region/the-peak-range-national-park	524	1.32%
8. /library-arts-and-culture/home	498	1.26%
9. /about-our-region/st-lawrence	441	1.11%
10. /planning-scheme-documents	409	1.03%

[view full report](#)

## FINANCIAL REPORT:

Not applicable

## DEVIATION FROM BUDGET AND POLICY:

Not Applicable

## OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

## NEXT MONTH'S PROGRAM:

- Shop Isaac – Community Rebrand due to Intellectual Property challenges – Info brief coming to Council.
- Production and delivery of four Clermont Rags.
- Twin Hills Drylands to High Hopes event.

- Tony Kenny Memorial Cup speech for Cr Austen Clermont.
- 4 NAIDOC events - Moranbah, Clermont, Dysart and Middlemount.
- Men's Day with Michael Kasporwich – St Lawrence.
- First 5 Forever pop ups.
- Middlemount Race Day speeches.
- Eight Community Newsletter Advertisements.
- Ongoing Planning Scheme Webpage updates.
- Advocacy document refresh with the Office of the Mayor and CEO.
- Ongoing 2021 Mayor's Charity Ball communication planning and delivery.
- 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.
- Councillor social and traditional media training.

## SHOP ISAAC UPCOMING CAMPAIGNS

### BRAND REFRESH CAMPAIGN - JULY -AUGUST 2021

#### BRIEF:

The Shop Isaac logo needs a rebrand. To get community onboard and re-energise the program, we will be conducting a logo design competition. The competition will go out to businesses, residents and local schools to get everyone onboard with providing input in to the new design. The competition will be narrowed down to 2 choices by a panel of Council staff and stakeholders, and then the community will vote for their favourite logo. The winner will receive a \$500 Shop Isaac gift card and have their design turned in to a digital logo for use on all the existing Shop Isaac collateral.

#### TIMELINE:

**July week 2:** Communicate the two upcoming campaigns to local Shop Isaac businesses and prepare them with the relevant collateral to promote the competitions.

**July Week 3:** Go public with the competition and run for 2 weeks.

**August Week 1:** Get the community to vote for their favourite design and announce winner and communicate the outcomes to Shop Isaac businesses.

#### Responsible council departments

E & P, BMC

Note this is not changing the entire program, it is simply a new face for the existing successful program.

## SHOP ISAAC AND WIN CAMPAIGN

#### BRIEF:

To re-energise local spending and increase community awareness we are running a shop and win competition. Participants will be encouraged to share a photo and tag the local business. Four weekly winners

will be drawn at random and receive a \$500 Shop Isaac gift card for themselves and the business they nominate. The winning businesses will also receive a social media spotlight on Isaac Regional Council's Facebook page. All other Shop Isaac businesses will be asked to share a profile piece and photo telling the region why they love doing business in Isaac.

## TIMELINE:

**August week 2:** Communicate the campaign to local Shop Isaac businesses and prepare them with the relevant collateral to promote the competition. Go public with the competition and run for 4 weeks.

**September week 2:** Close the competition, take photos with businesses and community winners announcing this on Facebook.

**September week 3:** Feedback on campaign outcomes to be shared with all participating Shop Isaac businesses.

## Responsible council departments

E & P, BMC

## DEVELOPING INITIATIVES / ISSUES:

- Ellensfield Road issue is currently gaining Federal Government attention with further impacts likely to be felt.
- COVID-19 communications regarding the vaccine and exposure sites is likely to ramp up the next few months.
- 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.
- External website quotes received, and planning has begun to move content to a back-up site.

## CONTRACTS AND PROCUREMENT DEPARTMENT

### PREVIOUS MONTH'S ACHIEVEMENTS:

01/06/2021 - 30/06/2021	OCEO	CGFS	E & I	W & W	PECS
Awarded Tenders	0	0	0	0	0
Active Tenders	0	1	0	0	4
In progress Tenders	0	6	18	5	1
Awarded RFQ's	0	0	5	2	2
Active RFQ's	0	0	5	4	5
In progress RFQ's	3	3	30	7	4
Active - out to market or under evaluation In Progress - specification under development					

- End of Month stock takes completed.
- Revised Authority forms for Tenders, Quotations, Requisitions and Exceptions.

<b>Purchase Requisitions Released</b>		
Month of: (01/06/2021 – 30/06/2021)	June 2021	
Value of Purchase Requisitions processed	\$6,669,481.79	
No. Purchase Requisitions Released	<b>696</b>	
Requisitions Suspended	8	
Exceptions Raised	17	\$106,451.42
Variations Raised	19	\$736,435.83

Note;

The Exceptions include; Trade Accounts with local hardware suppliers. These exceptions are in place while the RPQS panel arrangements are finalised. ~\$65k across 6 vendors.

Various performers/activities relating to the St Lawrence Wetlands Weekend.

The Variations include; Rural Roads Rehabilitation - \$191k for bitumen seal (externally funded).  
 Rural Roads Rehabilitation - \$190k for stabilisation works (externally funded).  
 MBH Landfill Rehabilitation - \$128k for additional clay.

## PREVIOUS MONTH'S ISSUES:

- Workload has escalated dramatically in last couple of weeks as Directorates are attempting to close out projects before End of Financial Year.

## FINANCIAL REPORT:

- Consolidation of cost centres for FY21/22 to be Hub based instead of Town based. This will result in 4 cost centres instead of 8 for the Contracts and Procurement Team.
- Budget was reduced in line with request to revise mainly from PPE and Freight. Overall expenditure is still under budget.

## OPERATIONAL PLAN:

- Procurement Compliance Review Group – terms of reference under revision – will expand scope and inform Audit and Risk committee.
- RPQS Panel arrangements currently out to market for trade suppliers.
- Cleaning tender is under evaluation.

## ORGANISATIONAL DEVELOPMENT PLAN:

- Preliminary discussions held on the Next Gen Ecosystem (high level functionality) between Local Buy and IRC representatives from ICT and C&P teams.

- Assist IRC staff in navigating procurement compliance requirements (ongoing).

## **NEXT MONTH'S PROGRAM:**

- Doing Business with Council short video presentation - combined effort with Economy and Prosperity, BMC.
- Forward planning for FY21/22 workload by directorate.
- RFT's for Pest Control, Clothing and PPE, Vehicle spares and tyres.
- RFQs for gravel resheeting, wet hire and dry hire for Road maintenance program.
- Procurement Procedure revision (flow charts of steps taken).
- Purchase Order Terms and Conditions.
- Continue to work on Internal Audit findings and resulting actions.

## **DEVELOPING INITIATIVES / ISSUES:**

- Warehouse investigating use of stock reservations and pick slips, with defined hours of order collection.

## **FINANCIAL SERVICES**

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

- FBT Compilation.
- Compilation, finalisation and presentation of budget and required reports for Council adoption.
- FRAMME model update and review.
- Rates reminder letters issued.
- Ongoing Asset capitalisation.
- Initial works for EOFY / financial statement preparation.
- Finalisation and submission of Position paper on consolidation of controlled entities.

### **PREVIOUS MONTH'S ISSUES:**

Nil

### **FINANCIAL REPORT:**

Budget adopted 30 June 2021.

### **DEVIATION FROM BUDGET AND POLICY:**

Not Applicable

## 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:

- Preparation of Audit and Risk reports.
- Finalisation of Buildings revaluation.
- Ongoing Asset capitalisation.
- Initial works for EOFY / financial statement preparation.
- Review of Insurance renewal information.
- Manager Financial Services on leave 1 July – 16 July. Susan Martin Acting Manager.

### DEVELOPING INITIATIVES / ISSUES:

Not Applicable

## GOVERNANCE AND CORPORATE SERVICES DEPARTMENT

### PREVIOUS MONTH’S ACHIEVEMENTS:

- 2021/22 Annual Operational Plan adopted.
- 4th Quarterly performance report on 2020/21 Annual Operational Plan being collated.
- Preparations for the next Audit & Risk Committee –27 July 2021.
- Business Continuity Plan adopted by ELT late May 2021 (foundational version), finalising attachments and administrative issues.
- 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:

- Progress Corporate Plan project in line with Council direction, specifically the community engagement for the Interim Corporate Plan. Planning for the Corporate Plan proper will commence shortly.
- Progress Internal Audit Plan, including review of Plan for re-adoption.
- Progress/finalise the awareness plan for the Fraud and Corruption Control Framework and Control Plan.
- Progress the development/enhancement of the Business Continuity Plan with stakeholders.
- Reconcile the 2021/22 Departmental Business Plans with the final budget.
- Continue facilitation and monitoring of the Strategic and Operational Risk Registers.
- Progressing long term project of maintaining a Critical Instruments Register.
- Progress Audit & 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

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.
- Assisting with rollout and enhancement of IRIS – Council’s Intranet.

## INFORMATION SOLUTIONS DEPARTMENT

### PREVIOUS MONTH’S ACHIEVEMENTS:

- Clermont, Dysart and Middlemount upgraded to MS Teams sites.
- Recruitment for the Snr ICT Officer role was successful – Thomas Ross scheduled to start July 12.
- New public-access computers rolled out at libraries in Moranbah and Dysart.
- New network cabling installed in the ELT wing of the Moranbah Admin building.

### PREVIOUS MONTH’S ISSUES:

Nil

### FINANCIAL REPORT:

Not Applicable

### DEVIATION FROM BUDGET AND POLICY:

Not Applicable

### OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

### 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			

**DEVELOPING INITIATIVES / ISSUES:**

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

## STRATEGIC ASSET DEPARTMENT

**PREVIOUS MONTH ACHIEVEMENTS:**

- Work is in progress to undertake alignment of the Financial Asset Register (FAR) and the Operational Asset Register (OAR);
- Officers across the Council have been identified to assist in the development of Asset Management Plans (AMP) for each asset class; and
- A template (from the Institute of Public Works Engineering) will be used as a guideline for Asset Management Plans so that the Asset Class- Asset Management Plans across the Council have a similar structure.

**PREVIOUS MONTH'S ISSUES:**

Nil

**FINANCIAL REPORT:**

Financial expenditure is as per the budget.

**DEVIATION FROM BUDGET AND POLICY:**

Not Applicable

**OPERATIONAL 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 16th 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	PAG 2020-21 process has been completed.

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## **NEXT MONTH'S PROGRAM:**

- Ongoing work will continue to align the Financial Asset Register and the Operational Asset Register;
- Work will continue across the Council to develop Asset Management Plans (AMP) for each asset class.

## **DEVELOPING INITIATIVES / ISSUES:**

Software requirements for specialised asset management software are being reviewed.

## **ORGANISATIONAL SAFETY DEPARTMENT**

### **PREVIOUS MONTHS ACHIEVEMENTS:**

#### WHS Team

- The WHS improvement plan is being finalised for review by ELT.
- Workshop for WHS committees, very well received and some clear direction for the ELT.
- Check in Chat conducted with road crews at Nebo.
- Completed monitor activities, for noise, dust and vibration, recommendations to be reviewed.
- Conducted lighting audit on Moranbah administration building, actions submitted to facilities as there is rectification works.
- Revised the WHS Policy.
- Completed Payroll ICAM report and submitted to ELT for endorsement of actions.
- Deferred toolboxes to conduct a reset with the team.
- Recruitment has commenced for new safety advisor.

#### Disaster Management team

- Community engagement at Clermont show, competition drawn.
- Attended the St. Lawrence wetlands weekend.
- Attended LGAQ disaster management conference in Brisbane, excited to bring back ideas.
- The Burdekin and Haughton flood resilience strategy completed.
- Review of LDMP for IGEM conducted at district level.

### **PREVIOUS MONTHS ISSUES:**

Nil

### **FINANCIAL REPORT:**

Not Applicable

### **DEVIATION FROM BUDGET AND POLICY:**

Not Applicable

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## OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

### NEXT MONTH'S PROGRAM:

Not Applicable

### DEVELOPING INITIATIVES / ISSUES:

Issues:

- Capability assessment to be undertaken with respect to D&A testing.
- Advertised for permanent Safety Advisor role.

**Report authorised by:**

DARREN FETTELL

**Director Corporate Governance and Financial Services**

Date: July 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

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## MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee

Tuesday 13 July 2021

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## AUTHOR

Rebecca Molineaux

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## AUTHOR POSITION

Manager People and Performance

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6.2

## PEOPLE AND PERFORMANCE INFORMATION BULLETIN – JULY 2021

### EXECUTIVE SUMMARY

The People and Performance Information Bulletin for July 2021 is provided for Committee review.

### OFFICER'S RECOMMENDATION

*That the Committee:*

1. *Note the People and Performance Information Bulletin for July 2021.*

### BACKGROUND

The attached Information Bulletin for July 2021 provides an operational update for Committee review on the People and Performance Department.

### IMPLICATIONS

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

### CONSULTATION

People and Performance Staff  
Chief Executive Officer

### 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> REBECCA MOLINEAUX <b>Manager People and Performance</b> Date: 7 July 2021	<b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Chief Executive Officer</b> Date: 8 July 2021
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## ATTACHMENTS

- Attachment 1 - People and Performance Information Bulletin - July 2021

## REFERENCE DOCUMENT

- Nil

**DATE:** June 2021

## PEOPLE & PERFORMANCE

### DIRECTORATE HIGHLIGHTS

#### Recruitment & Onboarding Review

The People & Performance team are undertaken a full review of the Recruitment and Onboarding Process to ensure we can deliver a streamlined and efficient service to our Directorates. The review has taken into consideration feedback received by a recent Audit and directly from Our People 3 Year Strategy. We look forward to rolling out a new and improved process in the coming months.

#### Career Pathways

The People & Performance team have commenced engaging with the directorates to identify future needs for Apprentice, Trainee, Graduate and Cadet/Interns for the next 5 years, as the current 5 year strategy will conclude at the end of this year. The current strategy only captures Apprentice and Trainee's, so expanding career pathways to capture degree qualified career opportunities is an exciting evolution.

### ACHIEVEMENTS WITHIN JUNE:

#### Queensland Training Awards

The finalists have been announced and both Litia and IRC have progressed as top three finalists in our respective areas.

- Litia is one of three finalists in the Aboriginal and Torres Strait Islander Student of the Year
- IRC is one of three finalists in the Large Employer of the Year

#### Work Experience

Work experience 22-25 June

Clermont State High School students soaked up an abundance of knowledge during their work experience with IRC. Jack McKnight - ICT and Ashlie Wyton – Workshop. Thank you to all involved for making this happen.

#### Enterprise Agreement Roadshow

A Roadshow across the region was held in collaboration with the relevant unions and the Executive Leadership team to promote the Enterprise Agreement, which has now received full endorsement by all relevant parties to the agreement. Members from the Services Union, AWU and CFMEU stood with the CEO, Directors and Manager People & Performance to deliver to IRC employees the conditions that are on offer under the proposed agreement.

#### Mentor Program

The IRC Mentor Program formally launched with mentor and mentees being provided their matches. The program will have an orientation day next month. We had a total of 15 matches for the 2021 program.

# INFORMATION BULLETIN

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## ISSUES WITHIN JUNE:

Nil

## FINANCIAL REPORT:

People and Performance is tracking to budget for the month of June 2021.

## DEVIATION FROM BUDGET AND POLICY:

Nil

## JULY'S PROGRAM:

The ballot for the new Enterprise Agreement will be held on Thursday 8 July 2021

WILGAC meeting being held on 27 July 2021

Review of Domestic Violence Policy and a Framework to support employees who maybe experiencing Domestic Violence

Mentor Program Orientation Day

Rural Challenge

Learning & Development Strategic Framework

## DEVELOPING INITIATIVES / ISSUES:

Moranbah State High School Education & Career Pathways Expo – Thursday 5<sup>th</sup> August 2021.

## ESTABLISHMENT REPORT:

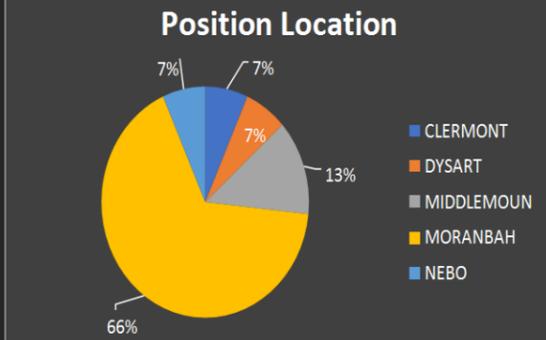
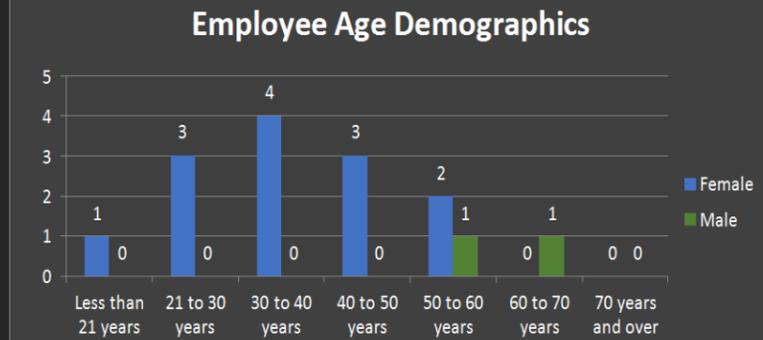
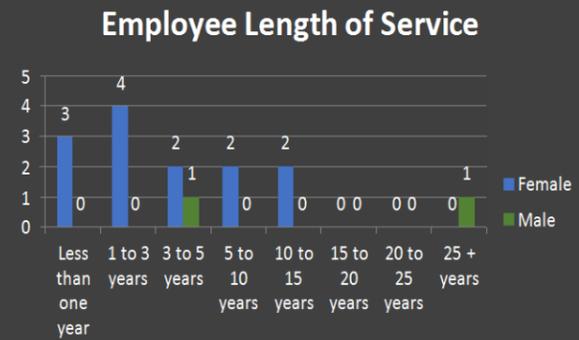
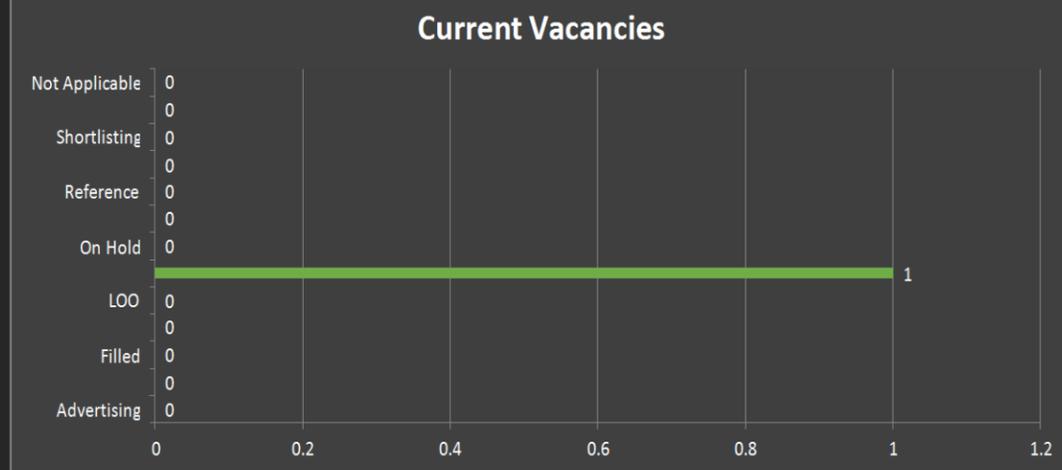
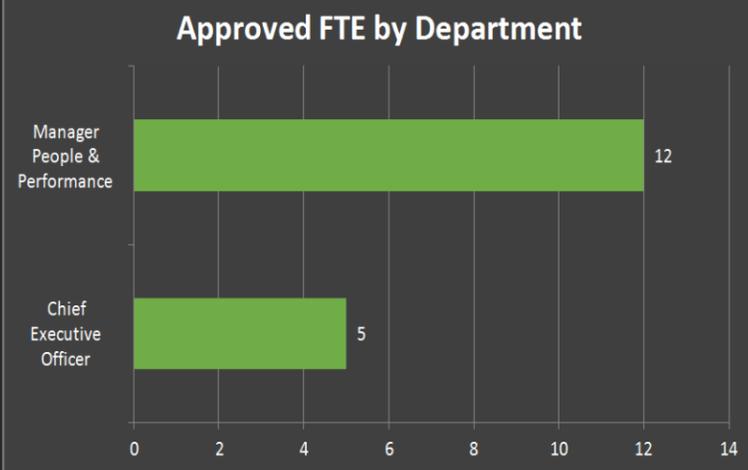
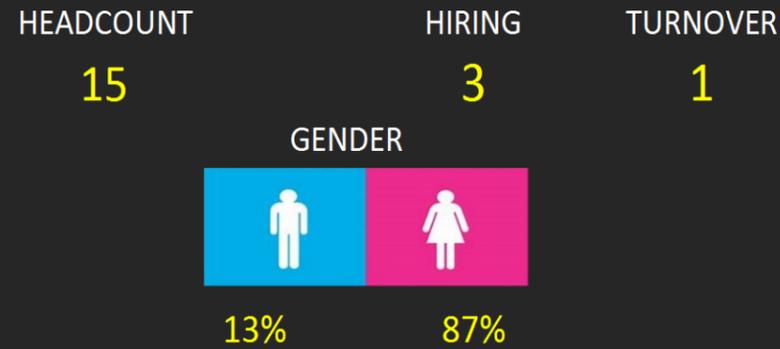
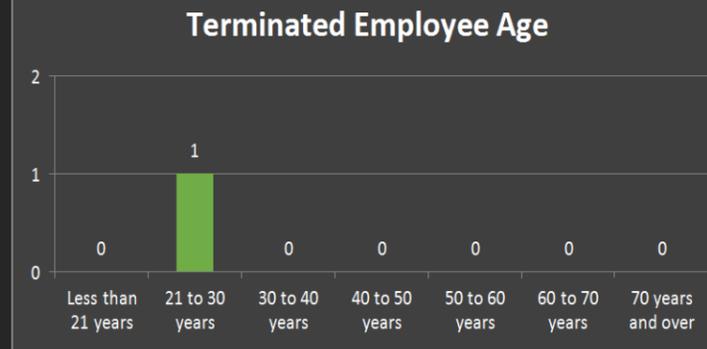
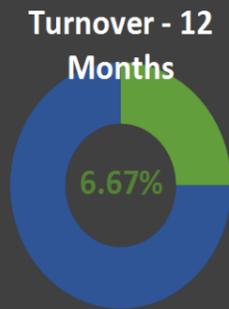
APPROVED POSITIONS	APPROVED FTE		
	FILLED	VACANT	TOTAL
Approved FTE	405.10	58.90	464.00

ACTUAL POSITIONS		
FILLED	VACANT	TOTAL
440.00	74.00	514.00

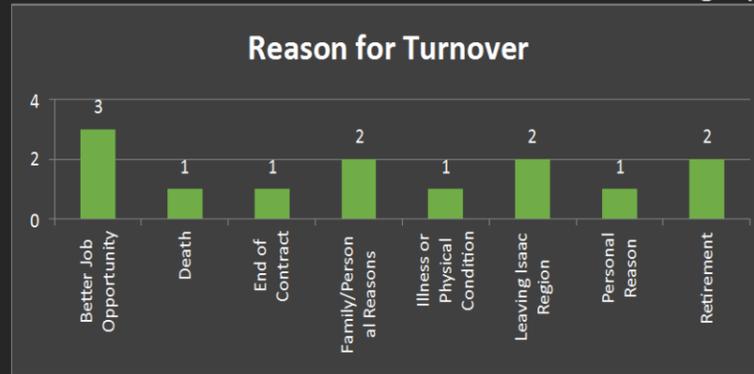
DEPARTMENT	APPROVED FTE		
	FILLED	VACANT	TOTAL
Chief Executive Officer	4.00	1.00	5
Manager People & Performance	12.00	0.00	12
Director Corporate, Governance & Financial Service	2.00	0.00	2
Manager Financial Services	21.00	0.00	21
Manager Brand Media & Communications	5.00	1.00	6
Chief Information Officer	17.40	1.00	18.4
Manager Governance & Corporate Services	4.00	0.00	4
Manager Contracts & Procurement	8.00	0.00	8
Manager Organisational Safety	10.00	1.00	11
Manager Enterprise Asset	4.00	0.00	4
Director Engineering & Infrastructure	2.00	0.00	2
Bowen Basin and Galilee Operations	7.00	1.00	8
Manager Parks and Recreation	56.50	6.70	63.2
Manager Infrastructure East	19.00	5.00	24
Manager Infrastructure West	36.00	10.00	46
Corporate Properties & Fleet	26.20	2.00	28.2
Manager Plant, Fleet & Workshops	14.00	0.00	14
Manager Infrast and Technical Services	3.00	2.00	5
Director Planning, Environment & Community Service	5.00	0.00	5
Economy & Prosperity	11.00	0.00	11
Liveability & Sustainability	14.00	1.00	15
Community Education & Compliance	12.00	5.00	17
Engaged Communities	13.70	1.00	14.7
Community Hubs	27.80	1.70	29.5
Community Facilities	11.40	4.50	15.9
Director Water & Waste	2.00	0.00	2
Water & Wastewater	40.00	14.00	54
Manager Waste Management	17.10	1.00	18.1
	405.10	58.90	464

ACTUAL POSITIONS		
FILLED	VACANT	TOTAL
4	1	5
14	0	14
2	0	2
21	1	22
6	1	7
17	1	18
5	0	5
8	0	8
10	2	12
4	0	4
2	0	2
7	2	9
57	7	64
19	5	24
36	10	46
30	2	32
14	0	14
3	2	5
5	0	5
11	0	11
14	1	15
13	5	18
14	1	15
35	2	37
27	15	42
2	1	3
42	14	56
18	1	19
440.00	74.00	514

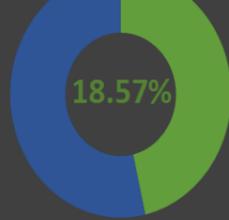
CEO - Demographics - 12 Months to 30 June 2021



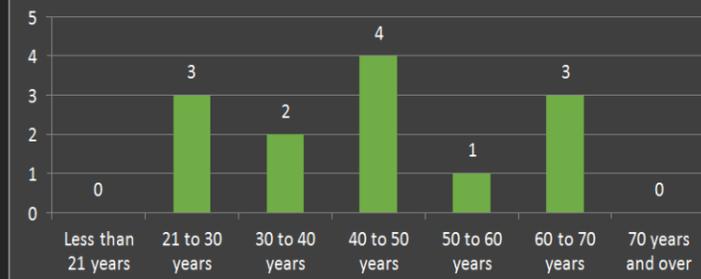
CG&FS - Demographics - 12 Months to 30 June 2021



### Turnover - 12 Months



### Terminated Employee Age



### HEADCOUNT

70

### HIRING

15

### TURNOVER

13

### GENDER



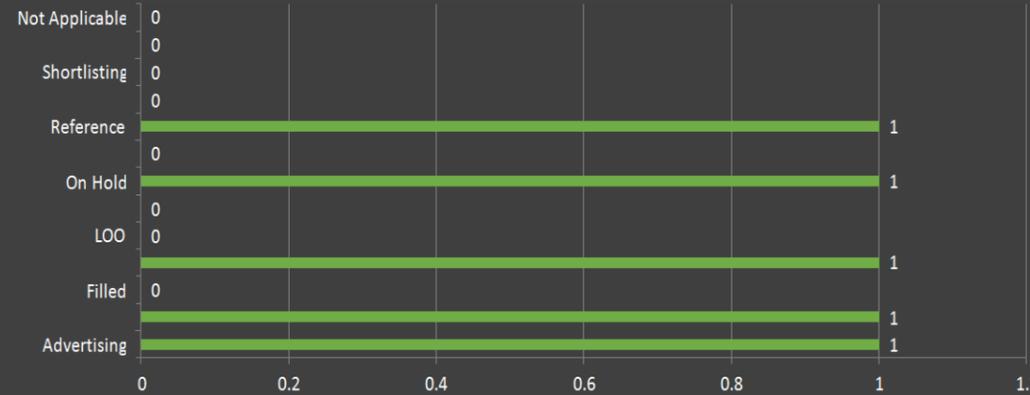
34%

66%

### Approved FTE by Department



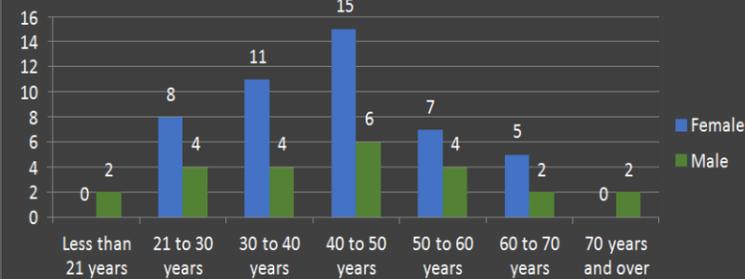
### Current Vacancies



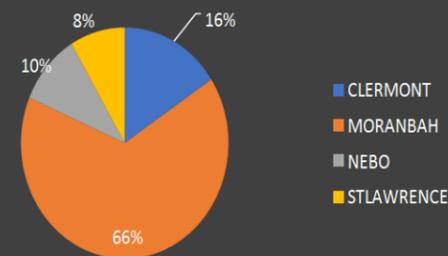
### Employee Length of Service



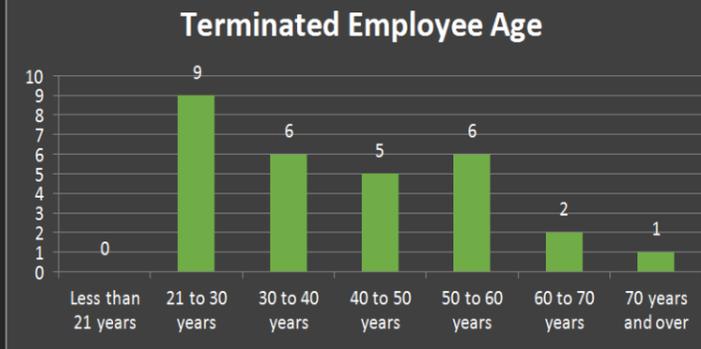
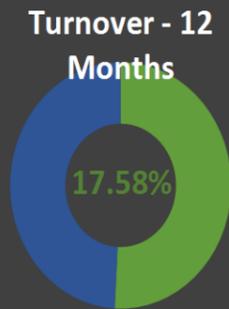
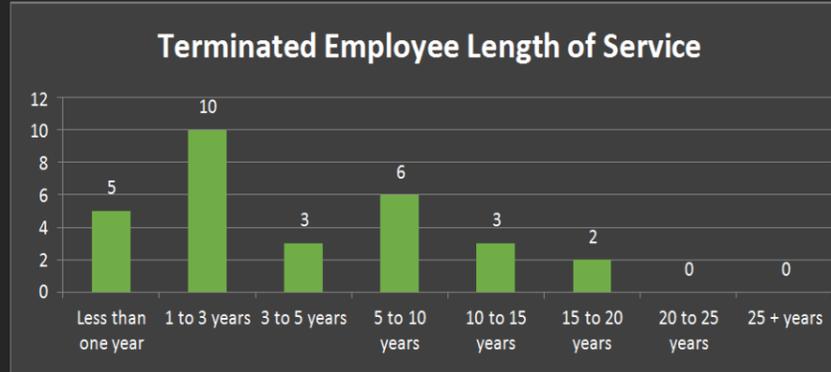
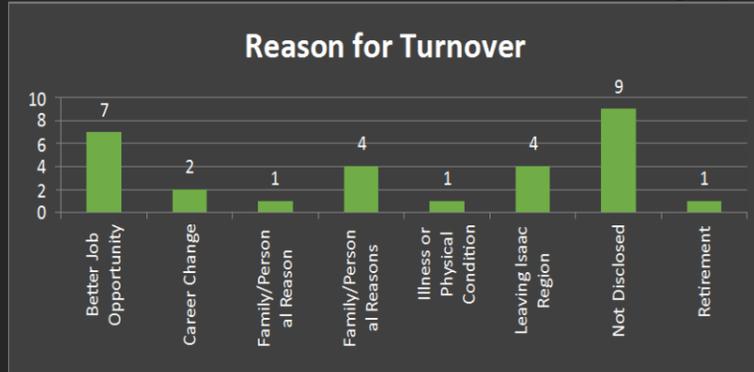
### Employee Age Demographics



### Position Location



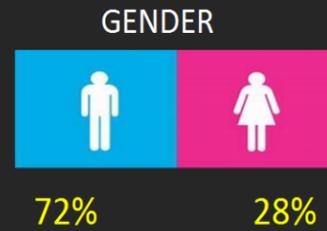
E&I - Demographics - 12 Months to 30 June 2021



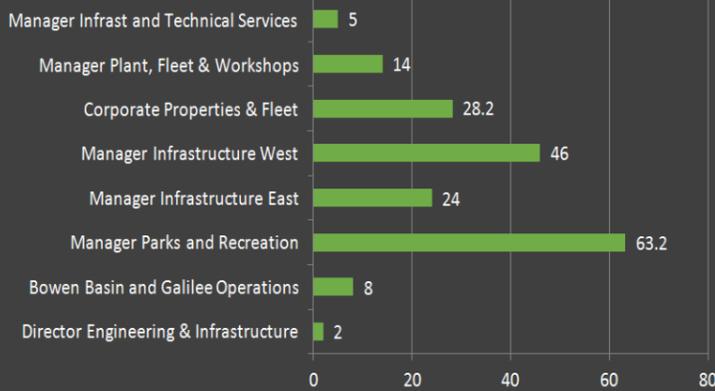
HEADCOUNT  
**165**

HIRING  
**28**

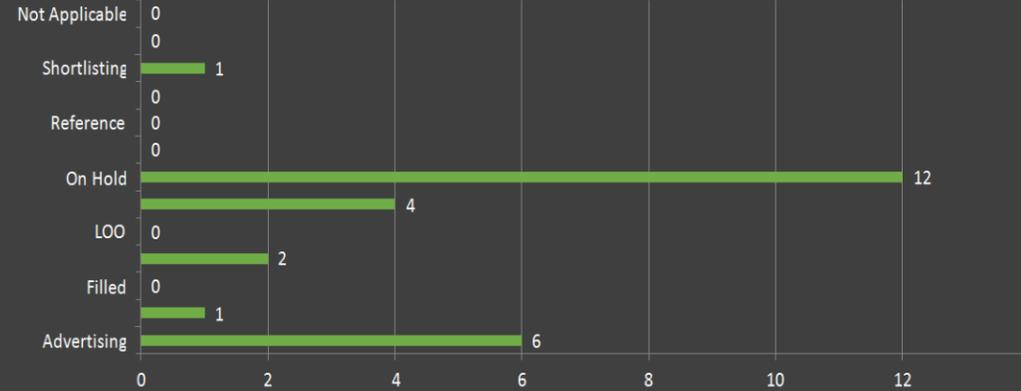
TURNOVER  
**29**



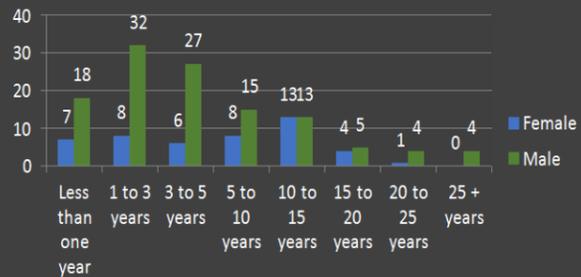
### Approved FTE by Department



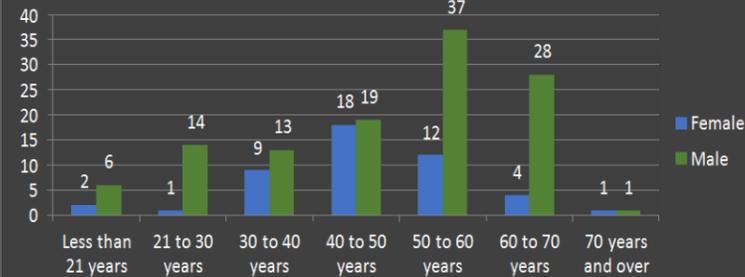
### Current Vacancies



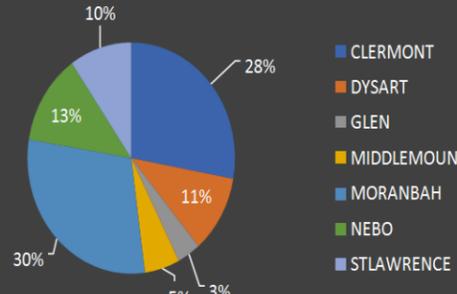
### Employee Length of Service



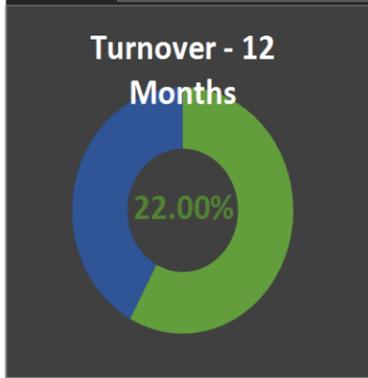
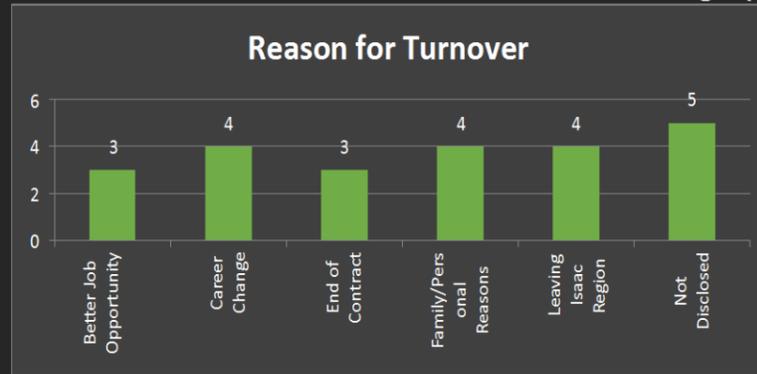
### Employee Age Demographics



### Position Location



PE&CS - Demographics - 12 Months to 30 June 2021



HEADCOUNT

100

HIRING

16

TURNOVER

22

GENDER



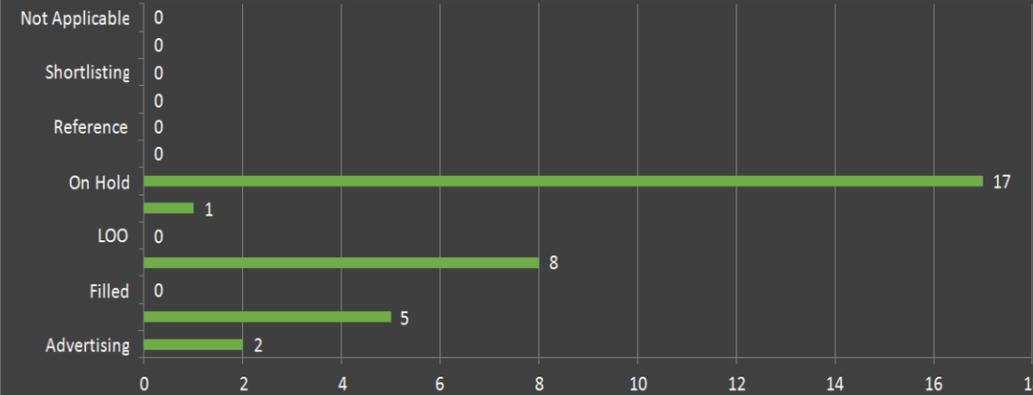
23%

77%

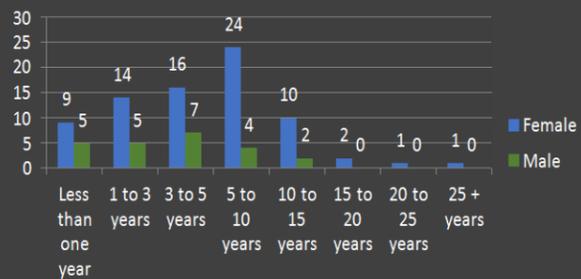
### Approved FTE by Department



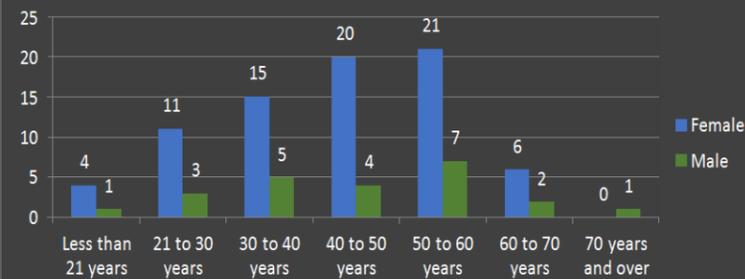
### Current Vacancies



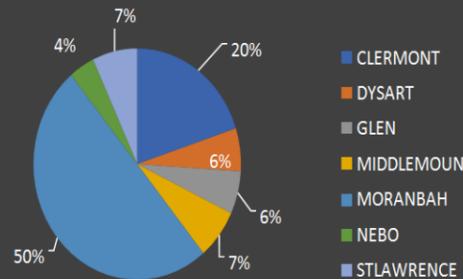
### Employee Length of Service



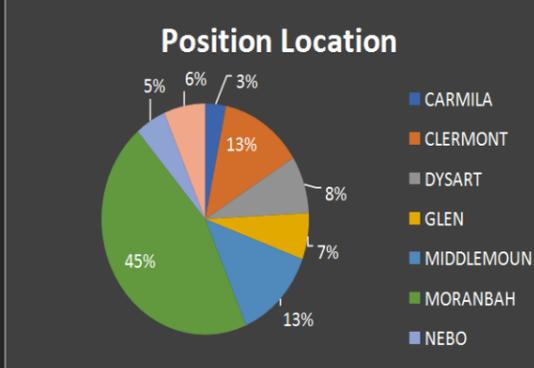
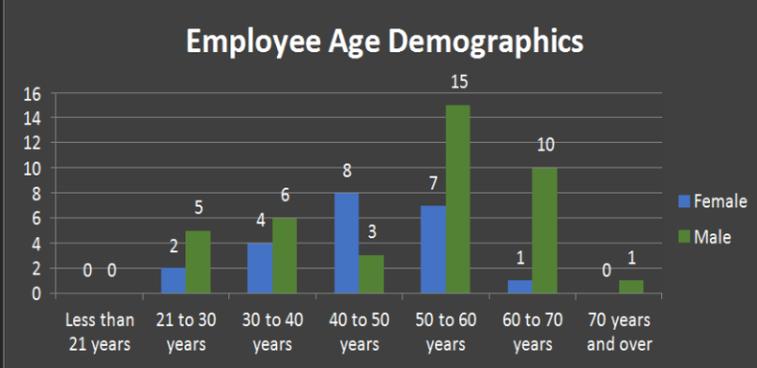
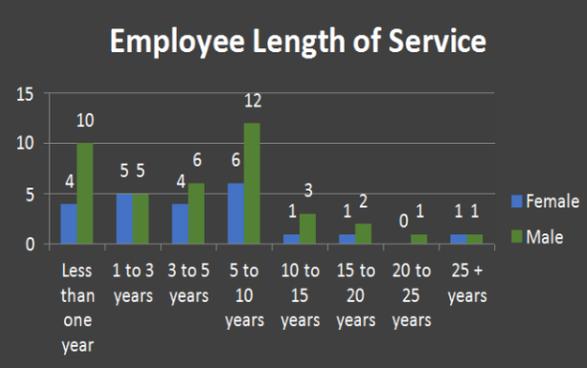
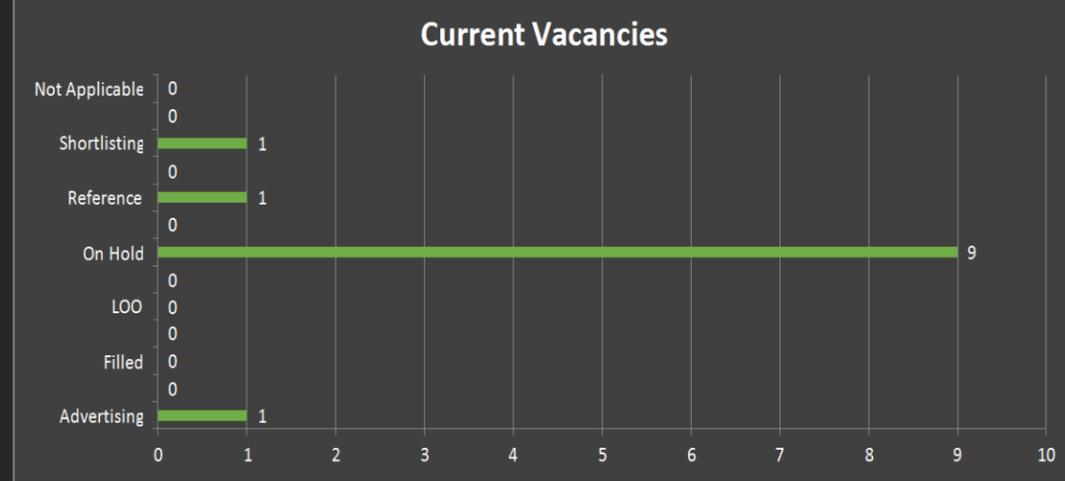
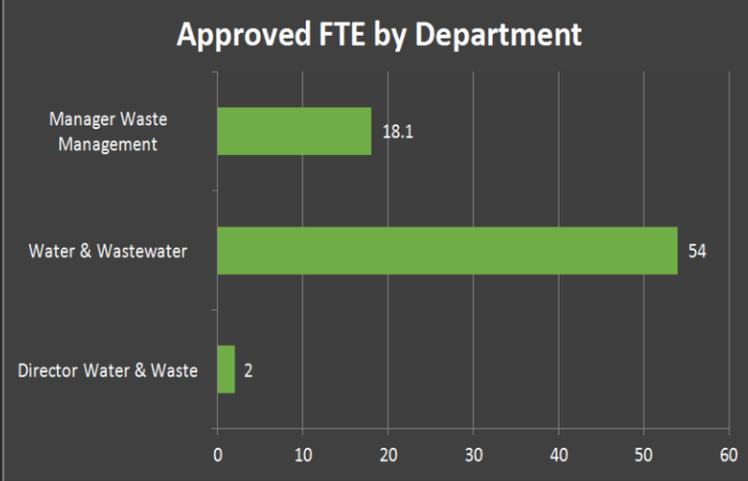
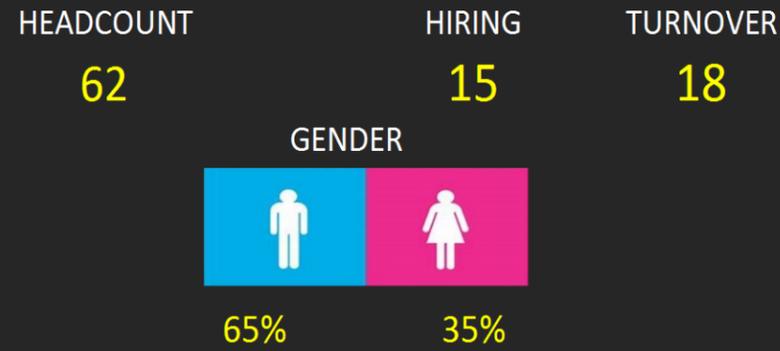
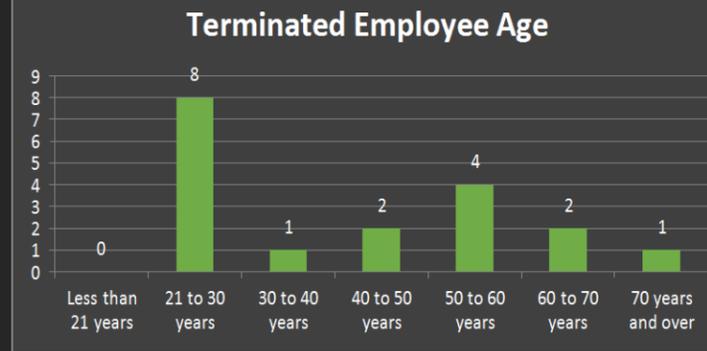
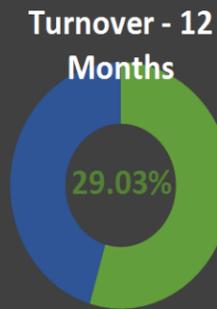
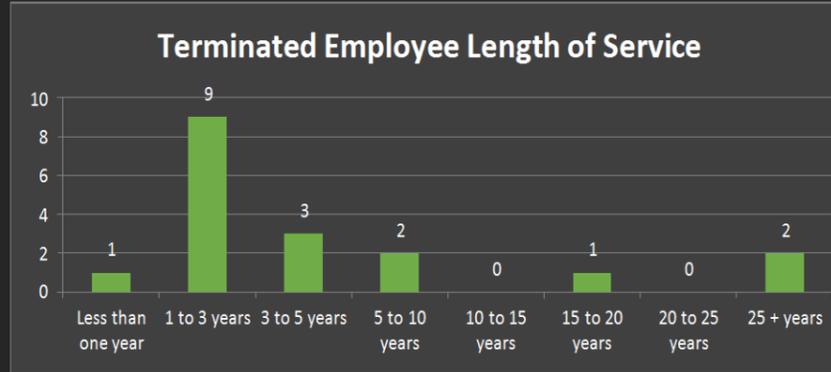
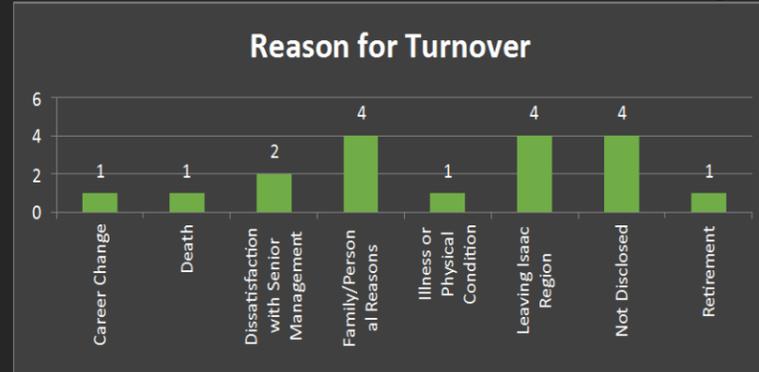
### Employee Age Demographics



### Position Location



W&WW - Demographics - 12 Months to 30 June 2021

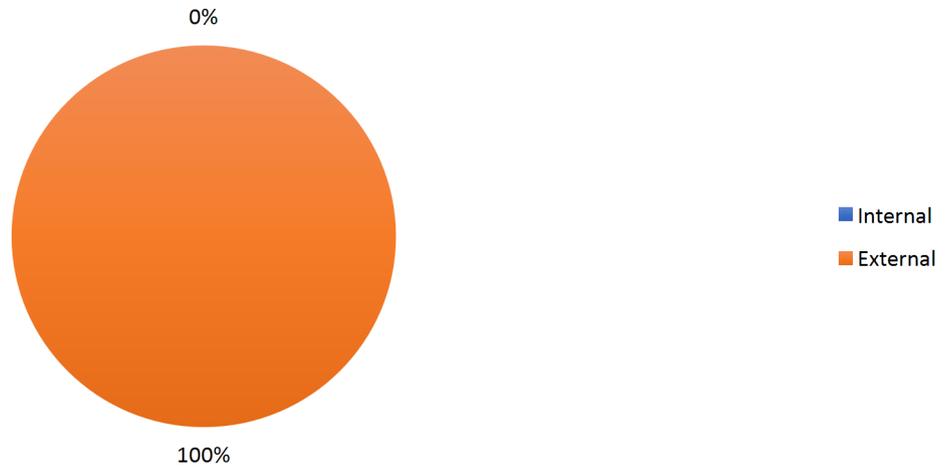


## RECRUITMENT UPDATE

Positions Filled in the Month of June 2021.

Position Code	Org Position Status	Work Group	Position Description	Work Location	FTEs	Hire Date or Position Effective Date
<b>Water &amp; Waste</b>						
81,602.00	A	1380	Planning Engineer	MORANBAH	1.00	7/06/2021
81,011.00	A	1057	Treatment Plant Supervisor - South	MIDDLEMOUN	1.00	21/06/2021

## Internal & External Recruitment for the Month



# INFORMATION BULLETIN

## VACANT POSITIONS – ACTIVE RECRUITMENT

Position Code	Org Position Status	Work Group	Position Description	Employee Type	Employee Class	Work Location	FTEs	Last Date Occupied or Created	Days Unoccupied
<b>Office of the CEO</b>									
10,003.00	Active	1000	Administration Officer	Full Time	Vacant	Moranbah	1.00	28/05/2021	40
<b>Corporate, Governance &amp; Financial Service</b>									
41,005.20	Active	1157	Finance Officer - Works and Asset	Full Time	Vacant	Moranbah	0.00	13/05/2021	55
42,003.00	Active	4055	Media & Communications Officer	Full Time	Vacant	Clermont	1.00	20/12/2020	199
44,104.00	Active	1021	Senior ICT Officer	Full Time	Vacant	Moranbah	1.00	10/05/2020	423
47,002.00	Active	2046	Safety Business Advisor	Full Time	Vacant	Clermont	1.00	15/03/2021	114
47,008.20	Active	2046	Organisational Safety Support Officer	Full Time	Vacant	Moranbah	0.00	6/05/2021	62
<b>Engineering &amp; Infrastructure Services</b>									
51,507.00	Active	1600	Civil Engineering Student	Full Time	Vacant	Moranbah	0.00	19/02/2021	138
51,508.00	Active	1393	Project Admin Officer	Full Time	Vacant	Moranbah	1.00	30/03/2021	99
52,214.00	Active	4186	Labourer	Full Time	Vacant	Moranbah	1.00	22/11/2020	227
52,223.00	Active	4186	Groundsman	Full Time	Vacant	Moranbah	1.00	10/01/2021	178
52,235.00	Active	4170	Labourer	Full Time	Vacant	Clermont	1.00	3/05/2020	430
52,239.00	Active	4170	Labourer	Full Time	Vacant	Clermont	1.00	20/05/2021	48
52,252.00	Active	2143	Labourer	Full Time	Vacant	Nebo	1.00	26/03/2021	103
52,255.00	Active	2143	Labourer	Full Time	Vacant	Nebo	1.00	3/05/2021	65
52,261.00	Active	2125	Labourer	Part Time	Vacant	Glenden	0.70	26/11/2020	223
55,304.00	Active	2133	Labourer	Full Time	Vacant	Nebo	1.00	21/06/2021	16
55,307.00	Active	2133	Plant Operator	Full Time	Vacant	Nebo	1.00	16/04/2021	82
55,310.00	Active	2133	Truck Operator	Full Time	Vacant	Nebo	1.00	18/06/2021	19
55,602.00	Active	2133	Grader Operator	Full Time	Vacant	Clermont	1.00	25/02/2021	132
55,604.00	Active	2133	Truck Driver	Full Time	Vacant	Clermont	1.00	18/03/2021	111
56,000.00	Active	1071	Manager Infrastructure, Parks and Recreation	Full Time	Vacant	Moranbah	1.00	28/08/2020	313
56,063.00	Active	1071	Works Admin Officer	Full Time	Vacant	Dysart	1.00	31/05/2021	37
56,064.00	Active	1071	Works Admin Officer	Full Time	Vacant	Moranbah	1.00	19/04/2021	79

# INFORMATION BULLETIN

Position Code	Org Position Status	Work Group	Position Description	Employee Type	Employee Class	Work Location	FTEs	Last Date Occupied or Created	Days Unoccupied
56,205.00	Active	4193	Road Train Driver	Full Time	Vacant	Clermont	1.00	7/08/2020	334
56,206.00	Active	4193	Road Train Driver	Full Time	Vacant	Clermont	1.00	17/06/2021	20
56,213.00	Active	4193	Grader Operator	Full Time	Vacant	Clermont	1.00	19/04/2020	444
56,417.00	Active	1382	Plant Operator	Full Time	Vacant	Dysart	1.00	29/04/2021	69
56,422.00	Active	1382	Labourer	Full Time	Vacant	Dysart	1.00	7/12/2020	212
56,427.00	Active	1382	Plant Operator	Full Time	Vacant	Dysart	1.00	16/04/2021	82
56,514.00	Active	4180	Plant Operator	Full Time	Vacant	Moranbah	1.00	21/02/2020	502
57,508.00	Active	1061	Carpenter	Full Time	Vacant	Moranbah	1.00	21/03/2021	108
57,513.00	Active	1061	Plumber - Commercial	Full Time	Vacant	Clermont	1.00	27/05/2021	41
59,016.00	Active	1072	Technical Officer	Full Time	Vacant	Moranbah	1.00	11/12/2020	208
59,022.00	Active	1072	Technical Engineer	Full Time	Vacant	Moranbah	1.00	18/11/2020	231
<b>Planning, Environment &amp; Community Service</b>									
63,500.00	Active	1058	Manager Liveability & Sustainability	Full Time	Vacant	Moranbah	1.00	31/05/2021	37
64,520.00	Active	1100	Community Safety & Animal Management Officer	Full Time	Vacant	Moranbah	1.00	5/06/2020	397
64,530.00	Active	1101	Senior Plumbing Inspector	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
64,541.00	Active	4062	Lead Compliance Officer	Full Time	Vacant	Moranbah	1.00	12/02/2021	145
64,543.00	Active	4062	Compliance Officer	Full Time	Vacant	Moranbah	1.00	21/12/2020	198
64,551.00	Active	4152	Environmental Health Officer	Full Time	Vacant	Moranbah	1.00	9/04/2021	89
64,552.00	Active	4152	Environmental Health Officer	Full Time	Vacant	Moranbah	1.00	16/01/2021	172
65,510.00	Active	1056	Departmental Administration Officer - EC	Full Time	Vacant	Moranbah	1.00	6/05/2021	62
65,606.00	Active	2424	Community Relations Officer (Sports, Rec & Dev)	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
65,607.00	Active	2425	Community Relations Officer (First Peoples)	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
65,610.00	Active	1056	Program Leader Community Engagement	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,721.00	Active	2205	Community Hub Team Leader - Nebo	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,725.00	Active	2207	Community Hub Team Leader - Glenden	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,729.00	Active	3310	Community Hub Team Leader - St Lawrence	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,741.00	Active	3311	Community Hub Team Leader - Middlemount	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0

# INFORMATION BULLETIN

Position Code	Org Position Status	Work Group	Position Description	Employee Type	Employee Class	Work Location	FTEs	Last Date Occupied or Created	Days Unoccupied
66,746.00	Active	3309	Community Hub Team Leader - Dysart	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,750.00	Active	4209	Community Hub Team Leader - Clermont	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,754.00	Active	4084	Frontline Service Officer	Part Time	Vacant	Clermont	0.70	31/07/2020	341
66,762.00	Active	4084	School Based Library/Museum Frontline Trainee	Full Time	Vacant	Clermont	1.00	22/11/2020	227
67,511.00	Active	2426	Casual Pool Attendant	Casual	Vacant	Moranbah	0.00	20/01/2021	168
67,513.00	Active	2426	Casual Pool Lifeguard	Casual	Vacant	Moranbah	0.00	20/01/2021	168
67,519.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	282
67,520.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	27/11/2020	222
67,521.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	282
67,522.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	282
67,523.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	282
67,524.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	282
67,526.00	Active	2426	Casual Pool Lifeguard	Casual	Vacant	Moranbah	0.00	31/05/2021	37
67,610.00	Active	2428	South & West Facilities Area Leader	Full Time	Vacant	Dysart	1.00	1/06/2021	36
67,613.00	Active	3102	Hospitality Casual	Casual	Vacant	Dysart	0.50	23/03/2021	106
67,614.00	Active	3102	Hospitality Casual	Casual	Vacant	Dysart	0.50	27/04/2021	71
67,630.00	Active	2428	Moranbah Facilities Area Leader	Full Time	Vacant	Moranbah	1.00	22/06/2019	746
67,631.00	Active	4607	Chef/Cook Moranbah Community Centre	Full Time	Vacant	Moranbah	1.00	18/09/2020	292
67,638.00	Active	4607	Hospitality Casual	Casual	Vacant	Moranbah	0.50	9/03/2021	120
<b>Water &amp; Waste</b>									
80,001.30	Active	4618	Executive Assistant	Full Time	Vacant	Moranbah	0.00	24/06/2021	13
81,001.00	Active	1057	Water and Wastewater Engineer	Full Time	Vacant	Moranbah	1.00	20/10/2020	260
81,013.00	Active	3041	Senior Water & Wastewater Operator	Full Time	Vacant	Dysart	1.00	6/10/2020	274
81,015.00	Active	3019	Water & Wastewater Operator	Full Time	Vacant	Dysart	1.00	9/11/2020	240
81,016.00	Active	3042	Senior Water & Wastewater Operator	Full Time	Vacant	Middlemount	1.00	17/05/2019	782
81,017.00	Active	3042	Senior Water & Wastewater Operator	Full Time	Vacant	Moranbah	1.00	16/12/2019	569
81,027.00	Active	4048	Trainee Water & Wastewater Operator	Full Time	Vacant	Clermont	1.00	29/03/2021	100

# INFORMATION BULLETIN



Position Code	Org Position Status	Work Group	Position Description	Employee Type	Employee Class	Work Location	FTEs	Last Date Occupied or Created	Days Unoccupied
81,029.00	Active	2020	Plumber	Full Time	Vacant	Glenden	1.00	1/03/2021	128
81,044.00	Active	2026	Water & Wastewater Operator	Full Time	Vacant	Glenden	1.00	7/02/2021	150
81,068.00	Active	4049	Water & Wastewater Operator	Full Time	Vacant	Moranbah	1.00	14/03/2021	115
81,083.00	Active	4021	Water & Wastewater Operator in Training	Full Time	Vacant	Clermont	1.00	21/05/2021	47
81,091.00	Active	2020	Apprentice Plumber	Full Time	Vacant	Glenden	1.00	5/03/2021	124
81,098.00	Active	1057	Maintenance Fitter	Full Time	Vacant	Moranbah	1.00	17/05/2021	51
81,406.00	Active	1500	Customer Administration Officer	Full Time	Vacant	Moranbah	1.00	24/06/2021	13
81,602.00	Active	1380	Planning Engineer	Full Time	Vacant	Moranbah	1.00	3/05/2019	796
83,004.00	Active	4003	Plant Operator	Full Time	Vacant	Moranbah	1.00	18/03/2021	111

## TURNOVER DEMOGRAPHICS

Figure 1.0 Turnover Demographics – 12 Months.

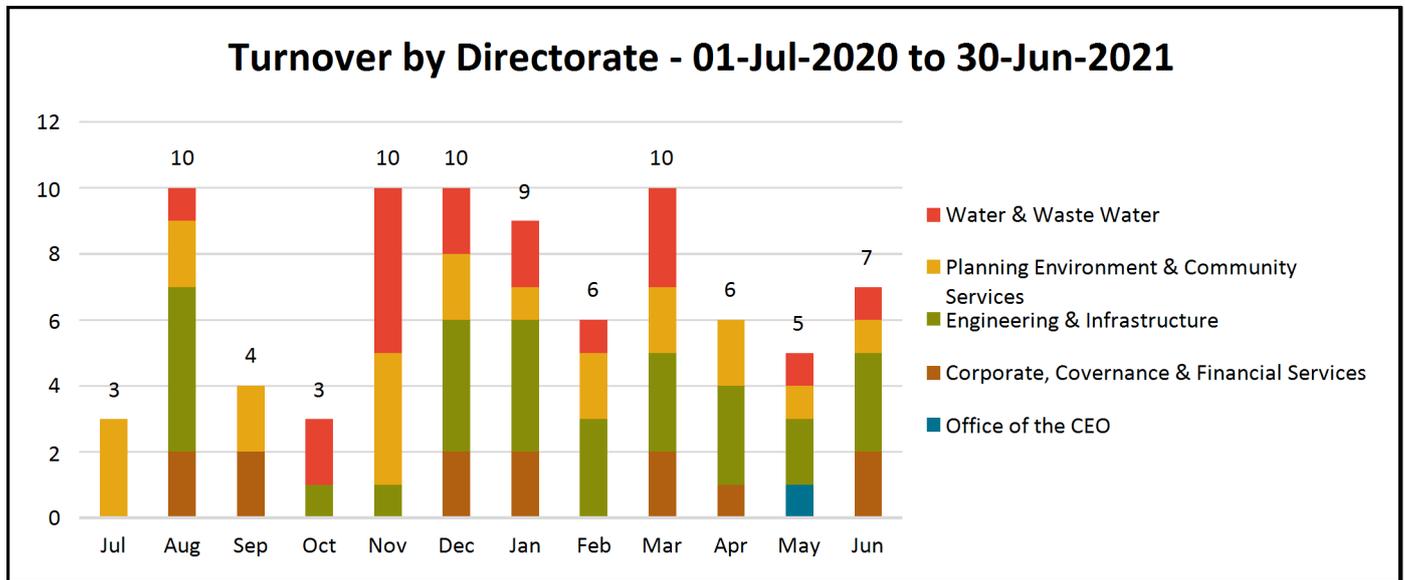


Figure 2.0 Turnover Demographics – Reason for Turnover 12 Months.

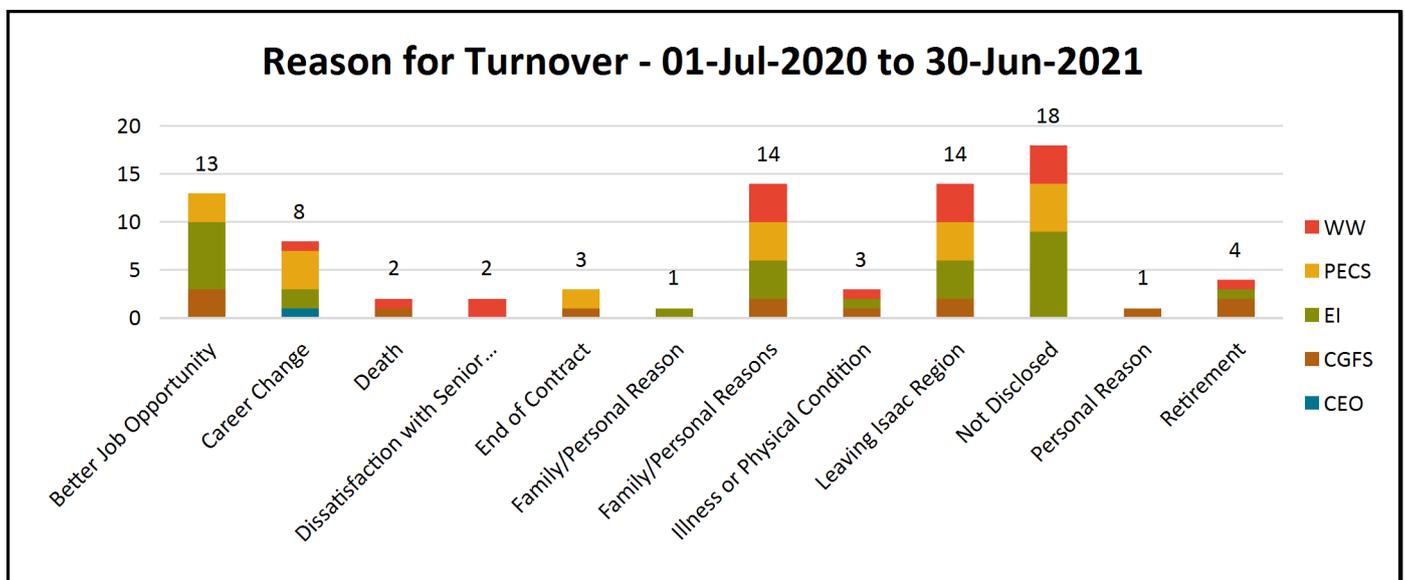
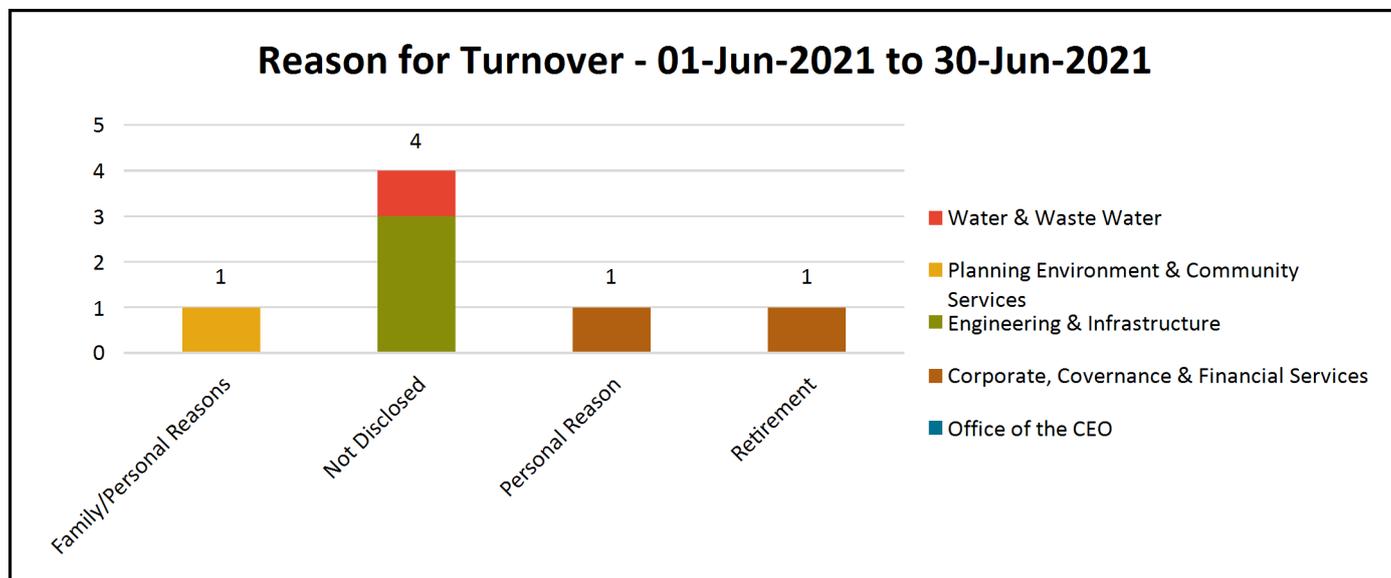


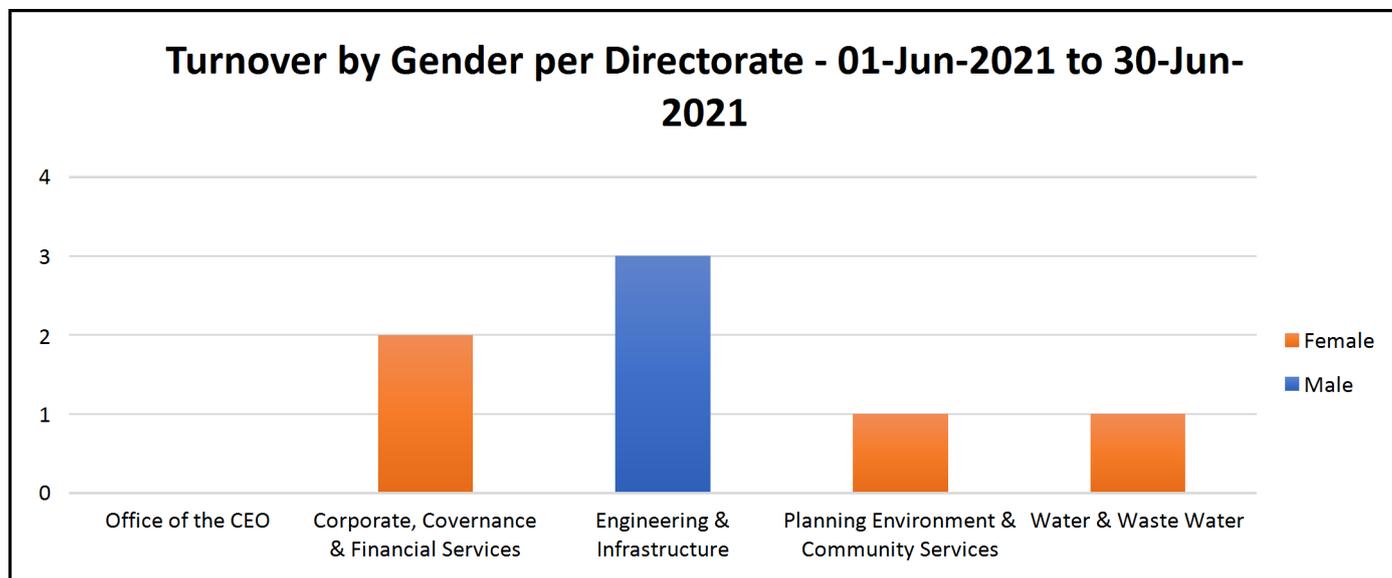
Figure 3.0 Turnover Demographics – Reason for Turnover – June.



Directorate	Monthly Turnover	Annual Turnover
CEO	0.00%	6.67%
Corporate, Governance & Financial Services	2.86%	18.57%
Engineering & Infrastructure	1.82%	17.58%
Planning, Environment and Community Services	1.00%	22.00%
Water & Waste	1.61%	29.03%
<b>Totals</b>	<b>1.70%</b>	<b>20.15%</b>

Annual Employee Turnover by Gender	No.	%
Male	42	20.29%
Female	41	20.00%

Figure 4.0 Turnover Demographics –Turnover by Gender for the Month - June.



Directorate	Female	Male
CEO	0	0
Corporate, Governance & Financial Services	2	0
Engineering & Infrastructure	0	3
Planning, Environment and Community Services	1	0
Water & Waste	1	0
<b>Totals</b>	<b>4</b>	<b>3</b>

## WORKFORCE – DEMOGRAPHICS

Figure 1.0 Workforce Demographics – Male vs Female employees

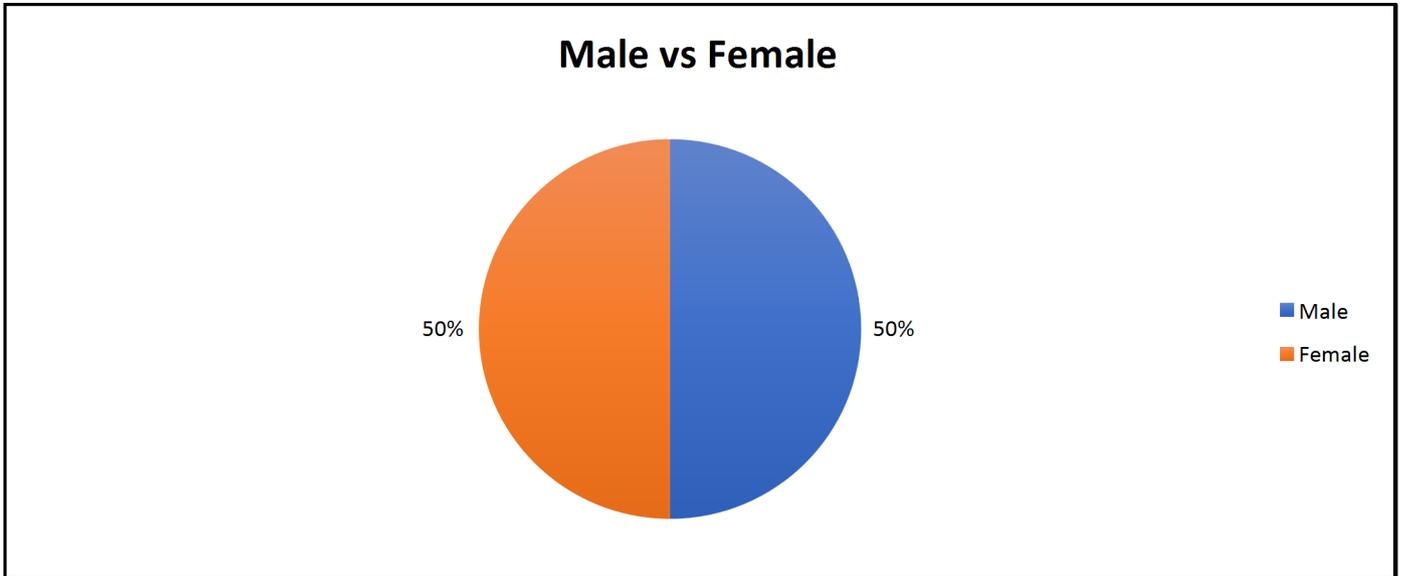


Figure 2.0 Workforce Demographics – Male vs Female – Management Positions

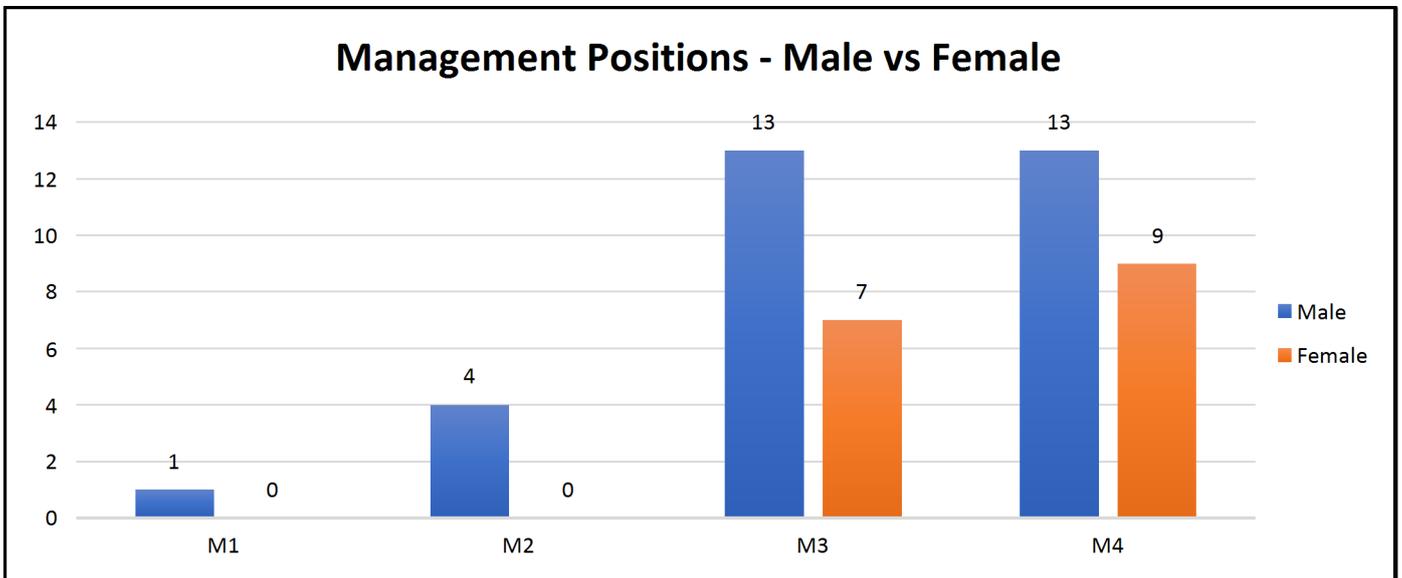


Figure 3.0 Workforce Demographics – Male vs Female – M3/M4 Management Positions

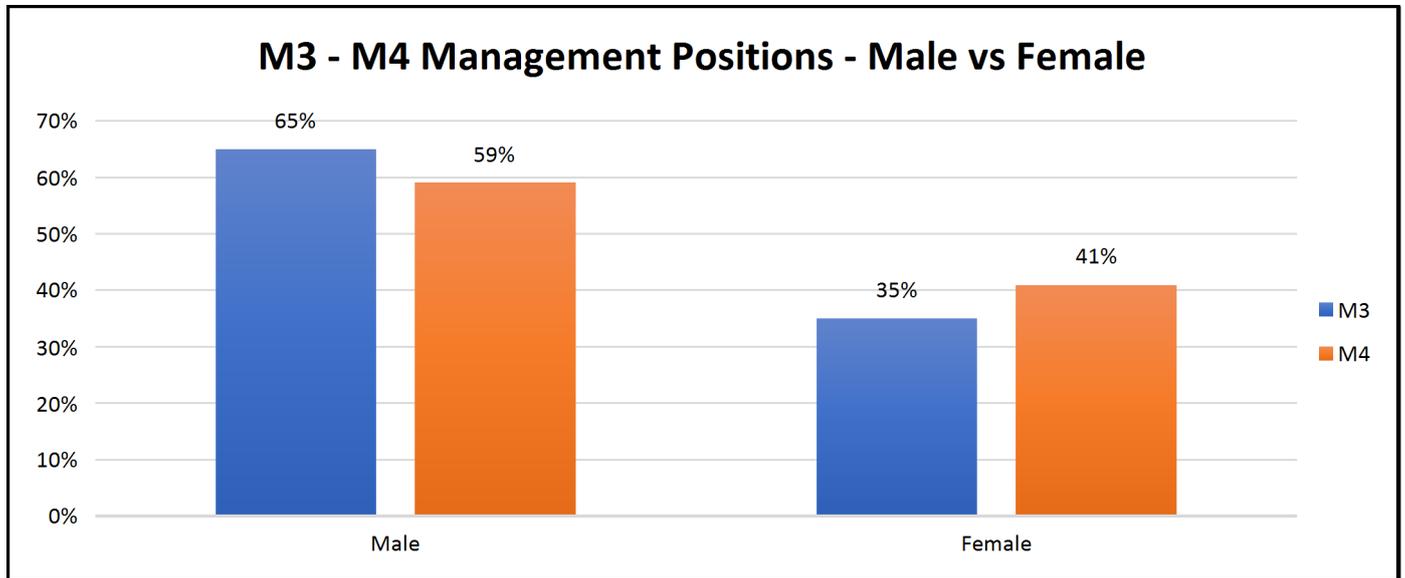
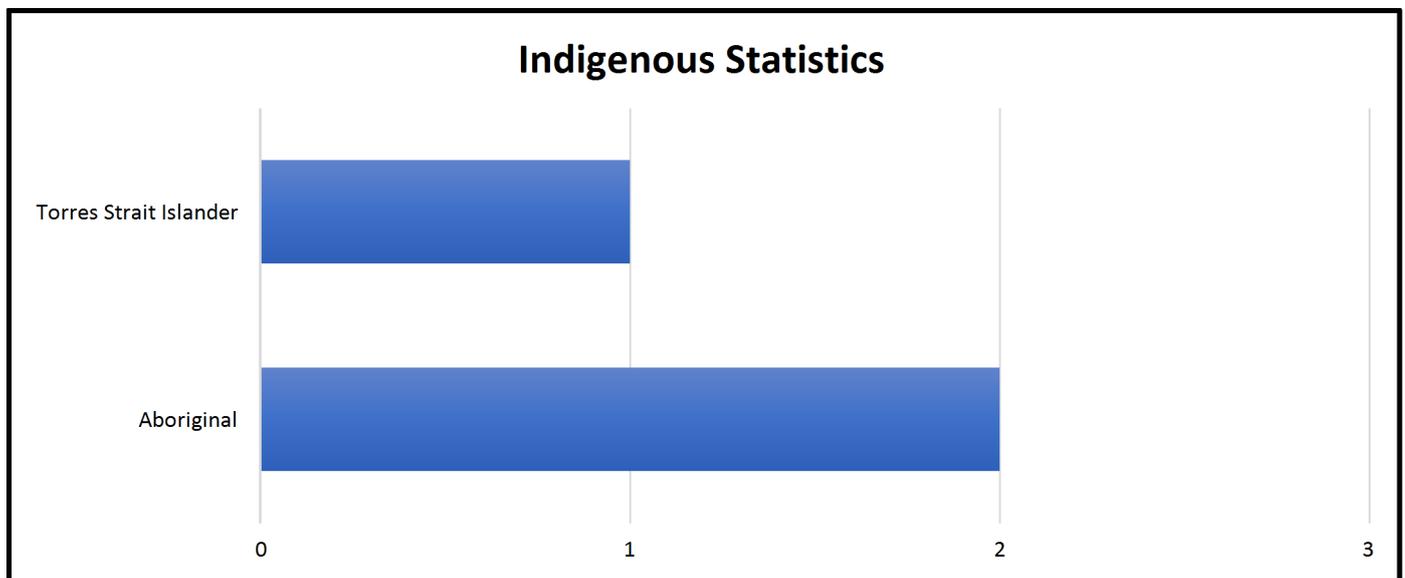


Figure 4.0 Workforce Demographics – Indigenous Employees



## WORKFORCE - LEAVE

Figure 1.0 Workforce Demographics – Excess Annual Leave by Directorate.

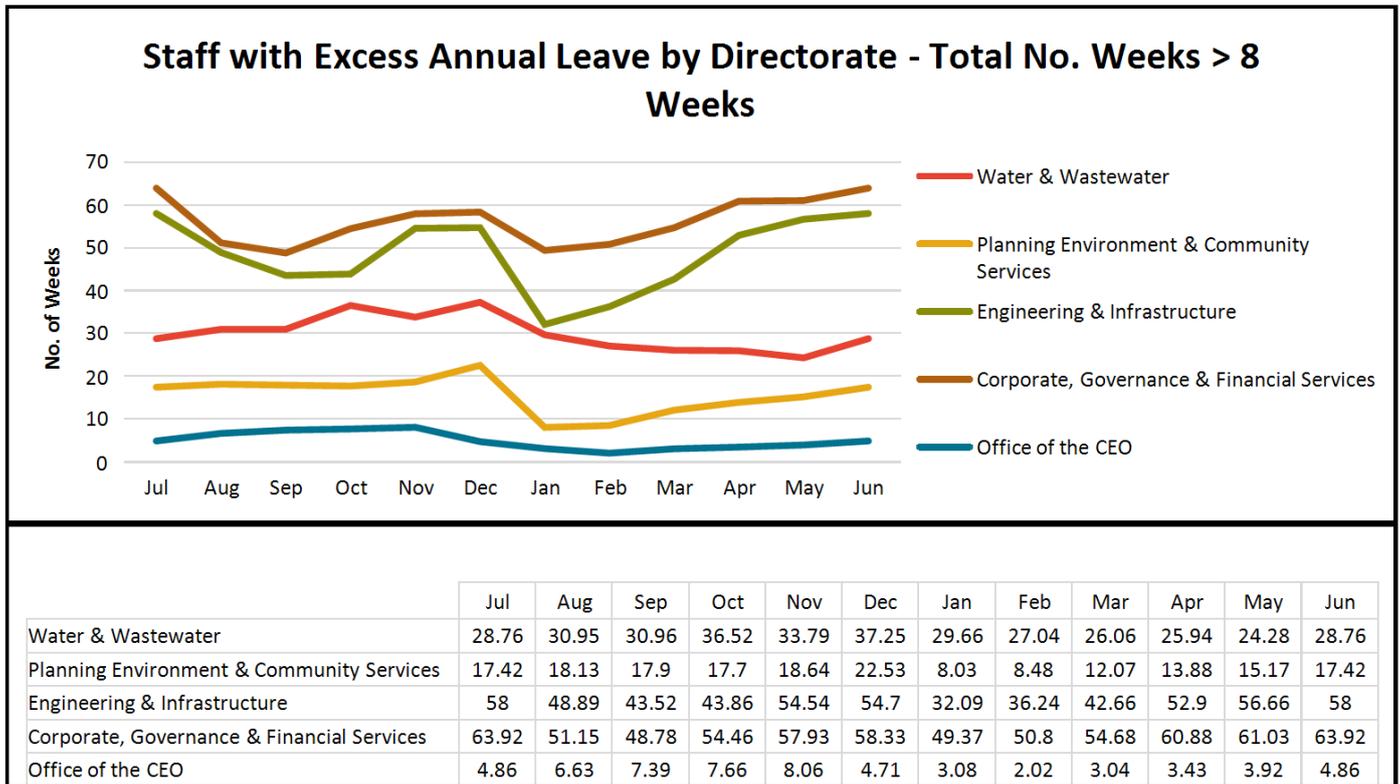


Figure 2.0 Workforce Demographics – Excess Long Service Leave by Directorate.

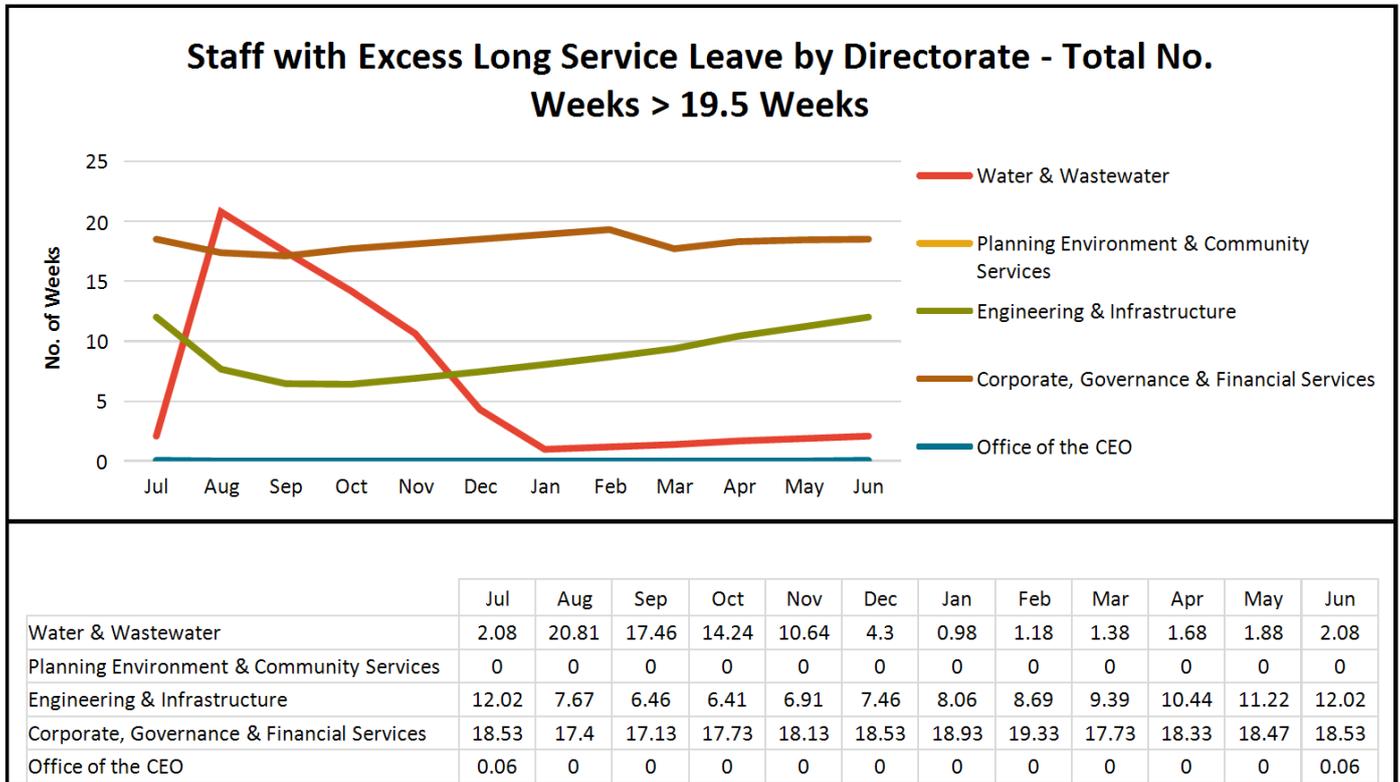
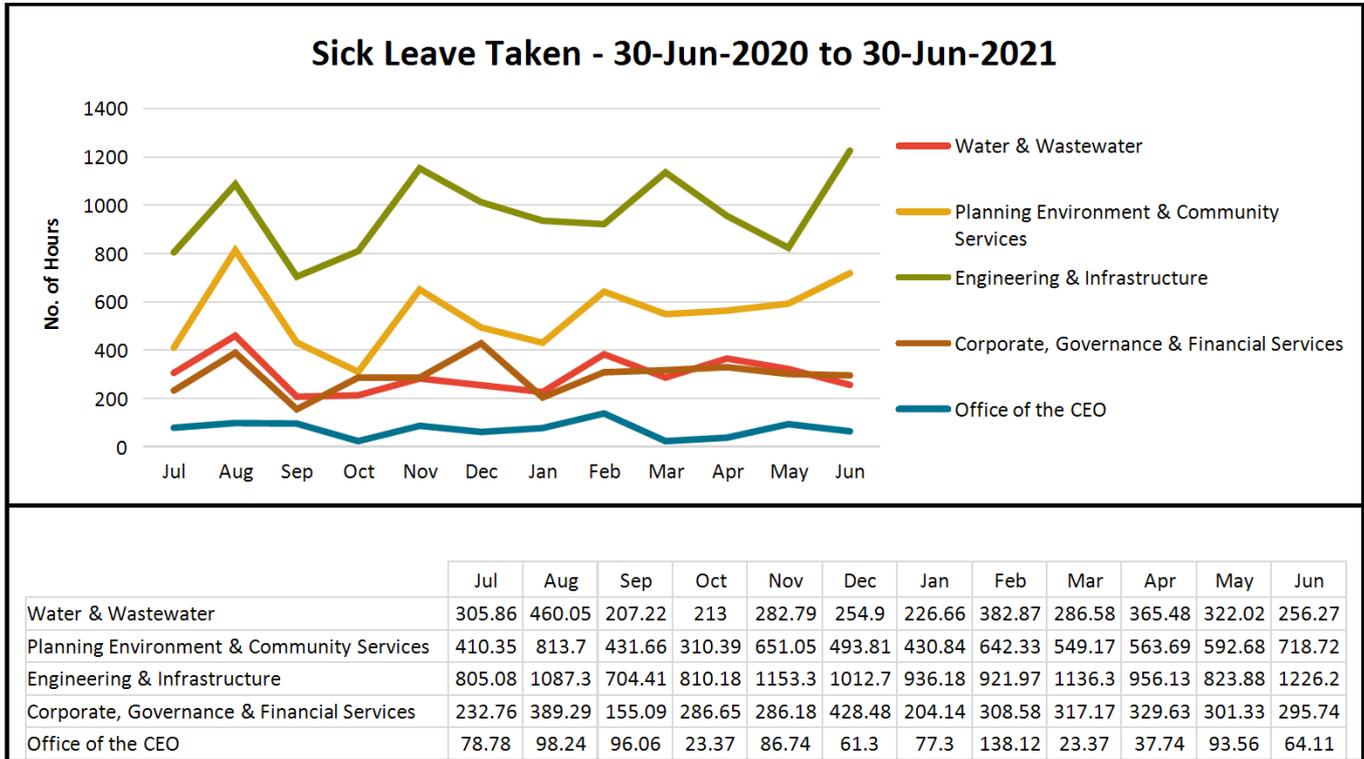


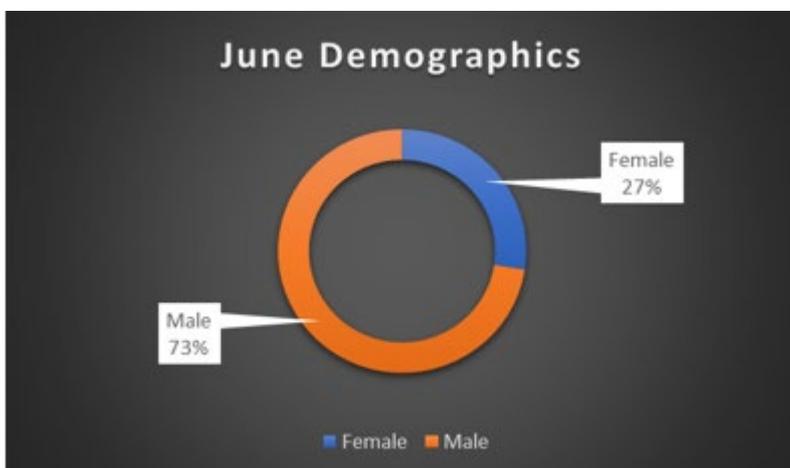
Figure 3.0 Workforce Demographics – Sick Leave Taken by Directorate.



## TRAINING INFORMATION

How many employees received training for the month

Directorate	CEO	CGFS	E&I	PECS	W&W
Number of Employees	0	3	31	1	27



## TRAINING BREAKDOWN FOR JUNE

Apprentice Plumber (3 weeks) and Apprentice Electrician Block Training (2 weeks)

First Aid	7
Construction Card	1
WIOA Queensland Water Industry Operations Conference & Exhibition	4
Plant Theory	3
Securing Loads	29
Fire Safety Advisor	1
Working Safely at Heights	1

Minute Taking Workshop	6
Authorised Person	5
TechOne Customer Training	1
Confined Space Rescue	2
Traffic Management Implementation	2
Totals	452 hrs

## PLANT TRAINING

- HR
- Loader
- Forklift

## VOC MONTHLY INFORMATION

- Forklift x 4 (plus 4 familiarisations)
- Skid-Steer x 1
- Loader x 3

**Report authorised by:**

JEFF STEWART-HARRIS  
Chief Executive Officer

Date: July 2021

## ATTACHMENTS:

- Nil