

NOTICE OF MEETING

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 7 DECEMBER 2021
COMMENCING AT 1.00PM
COUNCIL CHAMBERS, MORANBAH**

JEFF STEWART-HARRIS

Chief Executive Officer

DARREN FETTELL

Committee Officer

Director Corporate Governance
and Financial Services

Committee Members:

Cr Jane Pickels (Chair)

Mayor Anne Baker

Cr Sandy Moffat

Cr Viv Coleman

Cr Carolyn Moriarty

LOCAL GOVERNMENT ACT 2009

Local Government Regulation 2012

Chapter 8, Part 2 Local Government Meetings and Committees

Division 1A, Requirements for Local Government Meetings Generally

Section 254J Closed meetings

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

Conflict of Interest Obligations

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

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

STANDING COMMITTEE MEETING

OF ISAAC REGIONAL COUNCIL

TO BE HELD ON

TUESDAY 7 DECEMBER 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 9 November 2021.

5. OFFICER REPORTS

5.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 30 NOVEMBER 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 SAFETY AND RESILIENCE UPDATE

EXECUTIVE SUMMARY

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

5.3 PROCUREMENT POLICY UPDATE

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Procurement Policy from the Corporate Policy Register. The Policy was reviewed and required minor amendments.

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5.4 EXCEPTION BASED CONTRACTUAL ARRANGEMENTS – LOCAL GOVERNMENT REGULATIONS (2012)

EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement for the payment of \$15,400.00 to Velrada Capital under the exceptions for entering into medium or large sized contractual arrangements within s235(a) of the *Local Government Regulations 2012*.

5.5 NOT FOR PROFIT – RATES CONCESSION REGISTER

EXECUTIVE SUMMARY

As per Resolution No. 5444, Council adopted a Rates Concession – Not for Profit Policy that came into effect on 1 July 2018. This report outlines subsequent organisations that have submitted the appropriate documentation and outlines the concession entitlements as per the adopted Policy, along with the updated register.

5.6 COUNCIL PUBLICATION REVIEW - CLERMONT RAG

EXECUTIVE SUMMARY

The purpose of this report is to request Council to consider whether or not it is appropriate to cease publication of the Clermont Rag to support the new community run newsletter in Clermont.

6. INFORMATION BULLETINS

6.1 CORPORATE, GOVERNANCE AND FINANCIAL SERVICES INFORMATION BULLETIN – DECEMBER 2021

EXECUTIVE SUMMARY

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

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7. GENERAL BUSINESS

8. CONCLUSION

UNCONFIRMED MINUTES

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

HELD ON
TUESDAY, 9 NOVEMBER 2021
COMMENCING AT 1.00PM

ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
CORPORATE, GOVERNANCE AND FINANCIAL SERVICES
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON TUESDAY 9 NOVEMBER 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 9 NOVEMBER 2021 COMMENCING AT 1:00PM

ATTENDANCE

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

OFFICERS PRESENT

Mr Darren Fettell, Director Corporate, Governance and Financial Services
Ms Liza Perrett, Manager Governance and Corporate Services
Mr Michael Krulic, Manager Financial Services
Mr John Squire, Manager Contracts and Procurement
Mr Robert Kane, Chief Information Officer
Mr Bilal Akhtar, Strategic Asset Manager
Mrs Maria Borg, Disaster Management Officer
Mrs Nicole Money, Executive Assistant
Ms Dannette Barfield, Executive Assistant Corporate, Governance and Financial Services

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.

2. APOLOGIES

No apologies this meeting.

3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared.

NOTE:

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

4. CONFIRMATION OF MINUTES

Corporate, Governance and Financial Services Standing Committee Meeting of Isaac Regional Council held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 12 October 2021.

Resolution No.: CGFS0685

Moved: Cr Moriarty

Seconded: Cr Moffat

That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 12 October 2021 are confirmed.

Carried

5. OFFICERS REPORTS

5.1

Isaac Regional Council Monthly Financial Report as at 31 October 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. *Receives the financial statements for the period ended 31 October 2021 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).*

Resolution No.: CGFS0686

Moved: Cr Coleman **Seconded:** Cr Moffat

That the Committee recommends that Council:

1. **Receives the financial statements for the period ended 31 October 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. *Notes the Work, Health and Safety Report*

Resolution No.: CGFS0687

Moved: Cr Moriarty **Seconded:** Cr Coleman

That the Committee recommends that Council:

1. **Notes the Work, Health and Safety Report**

Carried

5.3 2021-22 Annual Operational Plan - 1st Quarter Performance Report

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the 1st quarterly performance report, for period ending 30 September 2021, on progress towards implementing the 2021-2022 Annual Operational Plan.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receives and notes the 1st Quarterly Performance Report on the 2021-2022 Annual Operational Plan, for period ending 30 September 2021.*

Resolution No.: CGFS0688

Moved: Cr Moffat

Seconded: Cr Moriarty

That the Committee recommends that Council:

- 1. Receives and notes the 1st Quarterly Performance Report on the 2021-2022 Annual Operational Plan, for period ending 30 September 2021.**

Carried

ATTENDANCE

Mayor Anne Baker left the meeting room at 1.27pm and returned at 1.32pm

5.4 Update on Local Preference Policy Impacts

EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the performance of the Local Preference Policy (STAT-POL-086) as adopted by Council Resolution 7024. At the time when Council adopted the revised policy, a recommendation was made to endorse the amended Local Preference Policy on a trial basis with a reassessment following analysis of the policy impacts after 12 months. The policy has now been in place for the full 12 months.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

1. *Receives the final update report on the Impacts of the revised Local Preference Policy (STAT-POL-086).*
2. *Endorses the continuation of the current Local Preference Policy*

Resolution No.: CGFS0689

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends Council:

1. Receives the final update report on the impacts of the revised Local Preference Policy (STAT-POL-086).
2. Endorses the continuation of the current Local Preference Policy

Carried

5.5 Policy Update - Dealing with Complaints Involving Suspected Corrupt Conduct of the Chief Executive Officer

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's consideration of the updated Dealing with complaints involving suspected corrupt conduct of the Chief Executive Officer Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Adopts the updated 'Dealing with complaints involving suspected corrupt conduct of the Chief Executive Officer' Policy (GOV-POL-062)*

Resolution No.: CGFS0690

Moved: Cr Moriarty

Seconded: Cr Coleman

That the Committee recommends that Council:

1. Adopts the updated 'Dealing with complaints involving suspected corrupt conduct of the Chief Executive Officer' Policy (GOV-POL-062)

Carried

5.6 Exception Based Contractual Arrangement - Local Government Regulations (2012)

EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement for the variation to existing contract IRCT2074-0719-169 for St Lawrence Facilities Maintenance under the exceptions for entering into medium or large sized contractual arrangements within s235(a) of the *Local Government Regulations 2012*.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Resolves it is satisfied that, because of the nature of the specialised or confidential services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders;**
- 2. Endorses the following exceptions to enter into medium or large sized contractual arrangements as per s235 of the Local Government Regulations (2012).**

Resolution No.: CGFS0691

Moved: Cr Moriarty

Seconded: Cr Moffat

That the Committee recommends that Council:

- 1. Resolves it is satisfied that, because of the nature of the specialised or confidential services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.**
- 2. Endorses the following exceptions to enter into medium or large sized contractual arrangements for the St Lawrence facilities maintenance as per s235 of the Local Government Regulations (2012).**

Carried

5.7 2020-2021 Queensland Audit Office Final Management Letter and Signed Financial Statements

EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012* (s213), the Mayor must present a copy of the auditor-general's observation report about the audit of the Local Government's Financial Statements at the next ordinary meeting of the Local Government.

Isaac Regional Council has received an unmodified audit opinion issued with the 2020-2021 Financial Statements.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receives the auditor-general's Final Management Letter along with Financial Statements for Isaac Regional Council for the 2020-2021 financial year, pursuant to and in accordance with the Local Government Regulation 2012 (s213).**

Resolution No.: CGFS0692

Moved: Cr Coleman

Seconded: Cr Moriarty

That the Committee recommends that Council:

- 1. Receives the auditor-general's Final Management Letter along with Financial Statements for Isaac Regional Council for the 2020-2021 financial year, pursuant to and in accordance with the Local Government Regulation 2012 (s213).**

Carried

ATTENDANCE

Ms Liza Perrett left the meeting room at 1.46pm and returned at 1.50pm

5.8 2021-2022 1st Quarter Budget Review Report

EXECUTIVE SUMMARY

A review of the budget for the 2021-2022 financial year has been undertaken with each of the respective Department Managers and then reviewed by their respective Directors and Executive Leadership Team (ELT) as at 30 September 2021.

The review proposes a \$147K decrease to the budgeted operating surplus, along with a \$2.6M decrease to capital revenue and a \$5.1M decrease to the capital expenditure program.

As the variations to the 2021/2022 budget are balanced within the financial year, the forward estimates for the adopted Long-Term Financial Forecast are retained.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. In accordance with section 170 (3) of the Local Government Regulation 2012, adopts the proposed revised budget for 2021/2022.*

Resolution No.: CGFS0693

Moved: Cr Moriarty

Seconded: Cr Coleman

That the Committee recommends that Council:

- 1. In accordance with section 170 (3) of the Local Government Regulation 2012, adopts the proposed revised budget for 2021/2022.**

Carried

PROCEDURAL MOTION:

Resolution No.: CGFS0694

Moved: Cr Moffat

Seconded: Cr Coleman

That the Corporate, Governance and Financial Services Standing Committee closes the meeting to the public at 1.54pm under *Local Government Regulations 2012 Section 254J (3) (e) and (g)* to deliberate on Confidential Report 5.9 Clermont Village Development Stage 2 - Update.

Carried

ATTENDANCE

Mrs Tricia Hughes, Coordinator Executive Support entered the meeting room at 2.09 and left at 2.09pm

PROCEDURAL MOTION:

Resolution No.: CGFS0695

Moved: Cr Moffat

Seconded: Cr Coleman

That the Corporate, Governance and Financial Services Standing Committee open the meeting to the public at 2.12pm.

Carried

CONFIDENTIAL REPORT

Closed under s254J (3) (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; and Closed under S254J (3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interest of the local government;

5.9 Clermont Village Development Stage 2 - Update

EXECUTIVE SUMMARY

The purpose of this report is to present to Council an update on current status of dealings with Clermont Development Pty Ltd and Watermark Group Australia Pty Ltd, and proposed way forward in dealing with the 13 private land holders within the Stage 2 development of the Clermont village.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receives and notes the current status of dealings with Clermont Development Pty Ltd and the Watermark Group Australia Pty Ltd.**
- 2. Authorises the Chief Executive Officer to enter into negotiations with the 13 private landholders within the Clermont Village State 2 development and execute and vary relevant legal documents as appropriate.**

Resolution No.: CGFS0696

Moved: Cr Moriarty

Seconded: Cr Moffat

That the Committee recommends that Council:

- 1. Receives and notes the current status of dealings with Clermont Development Pty Ltd and the Watermark Group Australia Pty Ltd.**
- 2. Authorises the Chief Executive Officer to enter into negotiations with the 13 private landholders within the Clermont Village State 2 development and execute and vary relevant legal documents as appropriate.**

Carried

ATTENDANCE

Cr Sandy Moffat left the meeting room at 2.58pm

6. INFORMATION BULLETIN REPORTS

6.1 Corporate, Governance and Financial Services Information Bulletin – November 2021

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

1. *Notes the Corporate, Governance and Financial Services Information Bulletin for November 2021.*

Resolution No.: CGFS0697

Moved: Cr Coleman

Seconded: Cr Moriarty

That the Committee:

1. Notes the Corporate, Governance and Financial Services Information Bulletin for November 2021.

Carried

7. GENERAL BUSINESS

7.1 Closure of ANZ Bank

Cr Carolyn Moriarty raised concerns over the closure of the ANZ bank located in Moranbah and impact on the community.

Manager Financial Services advised the department is in the process of finalising a bank tender and seeking further clarification on carry-over of benefits for staff

ATTENDANCE

Mayor Anne Baker left the meeting room at 3.01pm

Cr Sandy Moffat returned to the meeting room at 3.01pm

MEETING MINUTES



8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 3.02pm.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 7 December 2021.

.....
Chair

..... / /
DATE

MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee

Tuesday 7 December 2021

AUTHOR

Michael Krulic

AUTHOR POSITION

Manager Financial Services

5.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 30 NOVEMBER 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. Receives the financial statements for the period ended 30 November 2021 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).***

BACKGROUND

Statutory Obligation Table – Isaac Regional Council

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

Requirement	Date
Budget 2021/2022	Budget adopted 30 June 2021
Financial Statements 2020/2021	Financial Statements adopted 24 November 2021

IMPLICATIONS

Council continues to operate within budget overall and any budget variances are anticipated to come in line with budget over the remainder of the financial year.

Council recently undertook its 1st Quarter budget review, and this report includes amendments as per that review.

Year to date actual figures represent the position as at 18 November 2021 to meet the earlier reporting timelines for the December Ordinary Meeting.

CONSULTATION

Financial Services

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

Not Applicable

KEY MESSAGES

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

Report prepared by:	Report authorised by:
MICHAEL KRULIC Manager Financial Services	DARREN FETTELL Director Corporate, Governance and Financial Services
Date: 24 November 2021	Date: 30 November 2021

ATTACHMENTS

- Attachment 1 – Monthly Financial Statements 30 November 2021

REFERENCE DOCUMENT

- Nil

FINANCIAL STATEMENTS REPORT TO COUNCIL

Current as at 30 November 2021

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



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FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 NOVEMBER 2021

EXECUTIVE SUMMARY

At the end of November, the operating result is \$3,712,033 ahead of budgeted operating position. The positive result is due to the timing of operational expenditure.

Capital revenue for November was \$2,231,345 which combined with the operating position leads to a net surplus of \$8,692,806.

PRELIMINARY NOVEMBER FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	\$	\$	\$	\$	%
Total operating revenue	51,443,448	51,226,825	216,622	123,439,872	41.7%
Total operating expenses	44,981,986	48,477,397	3,495,411	122,078,068	36.8%
Operating position	6,461,461	2,749,428	3,712,033	1,361,803	474.5%
Capital revenue	2,231,345	1,967,440	263,905	11,526,682	19.4%
Net result	8,692,806	4,716,868	3,975,938	12,888,485	67.4%

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 November 2021. Actual amounts are compared against year to date Revised Budget figures. (See appendix 1 for detailed financial statements).

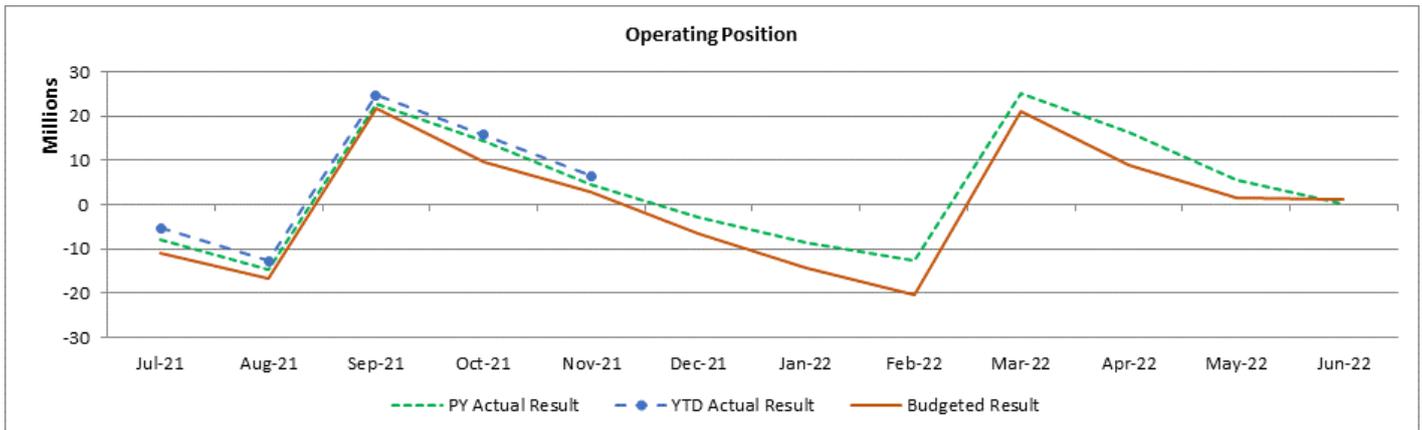
It is noted that to meet earlier reporting timelines for statutory meetings that this reporting period has been closed earlier than normal (18 November 2021) which impacts on YTD actual results throughout the report.

It is also noted that the 1st Quarter Budget Review has been adopted and these changes have been reflected in the November figures.

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

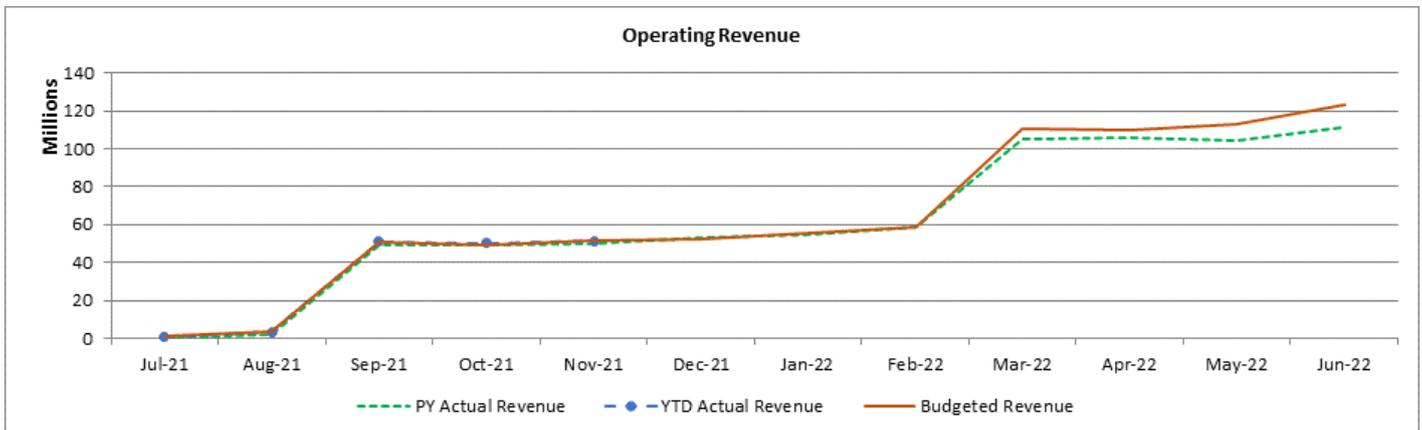
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

OPERATING POSITION



The current operating position for November has resulted in a surplus of \$6,461,461. This is favourable when compared to the YTD budget by \$3,712,033. Operating Revenue is \$216,622 favourable compared to YTD budget complimented by Operating Expenses which are \$3,495,411 favourable when compared to YTD budget.

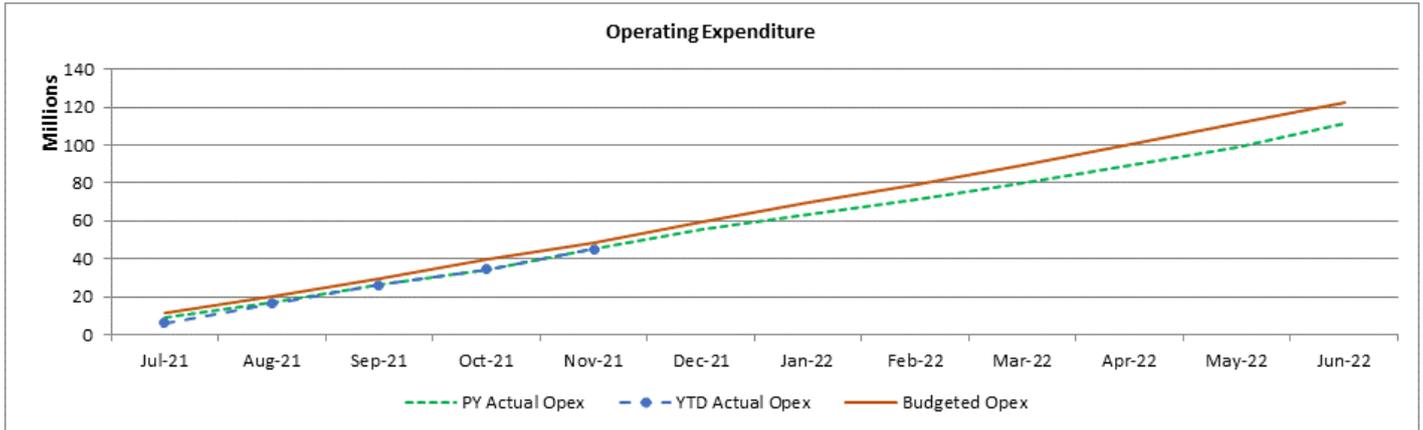
OPERATING REVENUE



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

The operating revenue for November was \$51,443,448 which is favourable when compared to the budget by \$216,622. This favourable position is primarily due to increased receipt of general rates, training grants and the cashflowing of waste revenue offset by decreased RMPC revenue (which is yet to issue invoices for the 22 FY). It is noted that cashflow projections will be reviewed throughout the year. Any adjustments made will be a redistribution of existing budget amounts and have no bottom line impact on the budget.

OPERATING EXPENDITURE

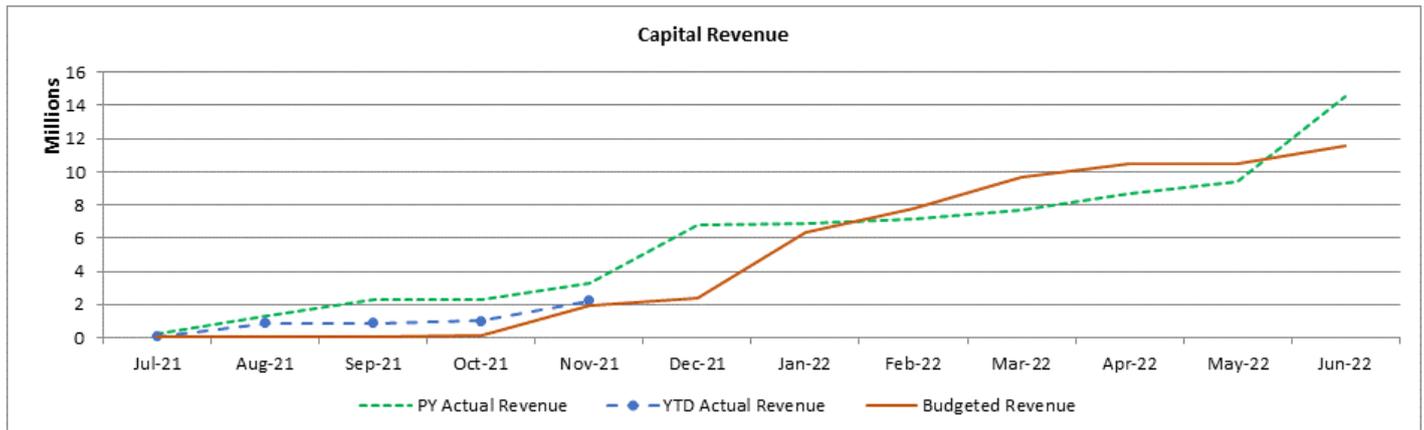


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for November was \$44,981,986 which is favourable to budget by \$3,495,411. This favourable result is mainly due to the allocation of budgeted cashflow (IT expenses, superannuation, Waste Contract) offset by increased depreciation.

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

CAPITAL REVENUE



Capital Revenue for November YTD is \$2,231,345 which consists of grants, contributions and proceeds from the disposal of assets. The current favourable variance is due primarily to the proceeds from the disposal of assets.

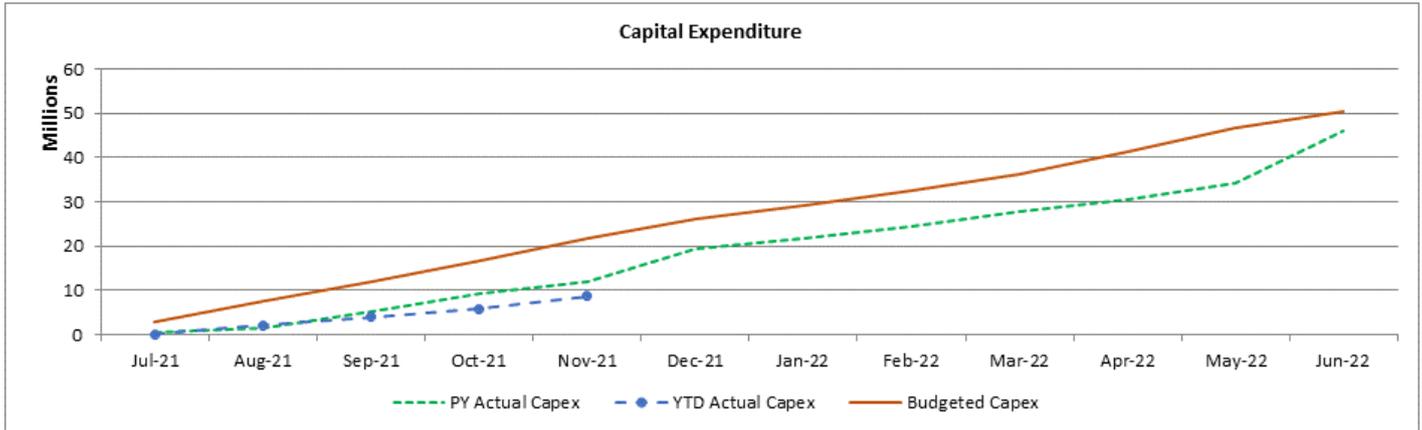
Some of our budgeted major capital grants for 21/22 are:

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

Major Funding received to date:

- QRRRF
- Works for QLD 21 - 24
- Blackspot funding

CAPITAL EXPENDITURE



Capital expenditure is currently \$8,665,815 YTD, which is \$13,036,269 unfavourable when compared with YTD budget of \$21,702,084. When commitments of \$12,715,188 are included, Council is \$321,080 below YTD budget. It is anticipated that expenditure will come in line throughout the financial year.

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

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

CAPITAL FUNDING AND PROJECT COMMITTALS

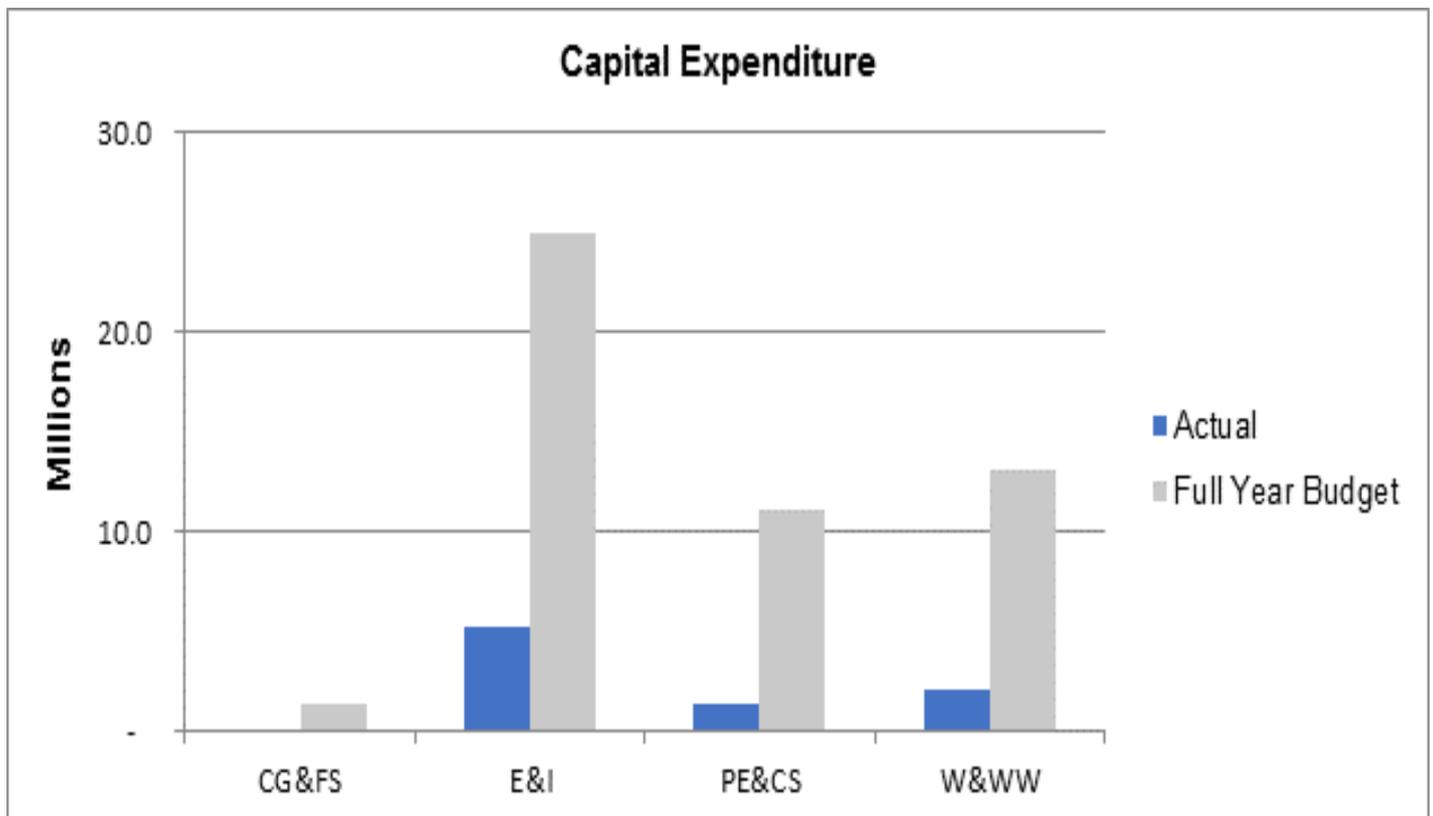
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

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 November 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	29,340	93,590	122,930	1,403,990	2.1%	8.8%
E&I	5,221,603	10,242,542	15,464,146	25,008,340	20.9%	61.8%
PE&CS	1,342,323	903,439	2,245,763	11,035,395	12.2%	20.4%
W&WW	2,072,549	1,475,617	3,548,166	13,088,253	15.8%	27.1%
TOTAL	8,665,815	12,715,188	21,381,004	50,535,978	17.1%	42.3%

The following graph illustrates the data above.



STATE DEVELOPMENT, INFRASTRUCTURE, LOCAL GOVERNMENT AND PLANNING FINANCIAL SUSTAINABILITY RATIOS

In accordance with s169(5) of the Local Government Regulation 2012, the following 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	12.56%	0 - 10%	No	1.20%
		Total operating revenue				
Net Financial Liabilities Ratio	This is an indicator of the extent to which the net financial liabilities of Council can be serviced by its operating revenues.	Total liabilities less current assets	-83.65%	<=60%	Yes	-2.88%
		Total operating revenue				
Asset Sustainability Ratio	This ratio provides a guide as to whether the infrastructure assets managed by Council are being replaced as they reach the end of their useful lives.	Capital expenditure on renewals	48.62%	>90%	No	93.50%
		Depreciation expense				
Total Debt Service Cover	This ratio provides a guide as to the Council's ability to meet its loan repayments.	Operating cash flow plus interest	10.6	2	Yes	9.24
		Interest plus current borrowings				
Cash Expense Ratio	This ratio provides a guide as to the ability of the Council to pay its costs within the short term.	Current cash balance	10.31 Months	3 Months	Yes	2.34 Months
		Operating expenses less depreciation and finance costs				

1. **Operating Surplus Ratio** - This ratio is an indicator of the extent to which revenues raised cover the operational expenses only or are available for capital funding purposes. The target result for this ratio is between 0-10% per annum (on average over the long term). With the net operating profit year to date a surplus of \$6,461,461, the ratio is currently positive 12.56%, which is above Council's budget and benchmark range. The ratio has decreased from the September spike (due to the issuing of rates) and is expected to return to benchmark range over the remainder of the financial year.
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 83.65%.
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 below budget at November YTD the ratio is unfavourable at 48.62%. This ratio is expected to improve throughout the financial year.
4. **Total Debt Service** - This ratio represents Council's ability to meet its loan repayments through operating cash. A ratio greater than two (2) times, is the ideal result for Council. Council's year to date ratio is 10.6 times and indicates that Council has sufficient operating cash flow to cover its loan repayments.
5. **Cash Expense Ratio** - This ratio helps Council calculate how many months the current year's cash balance can cover operating expenses (excluding depreciation and finance costs), without additional cash flows Council has enough current cash to cover 10.31 months as at 30 November 2021. This is above the targeted benchmark of three (3) months.

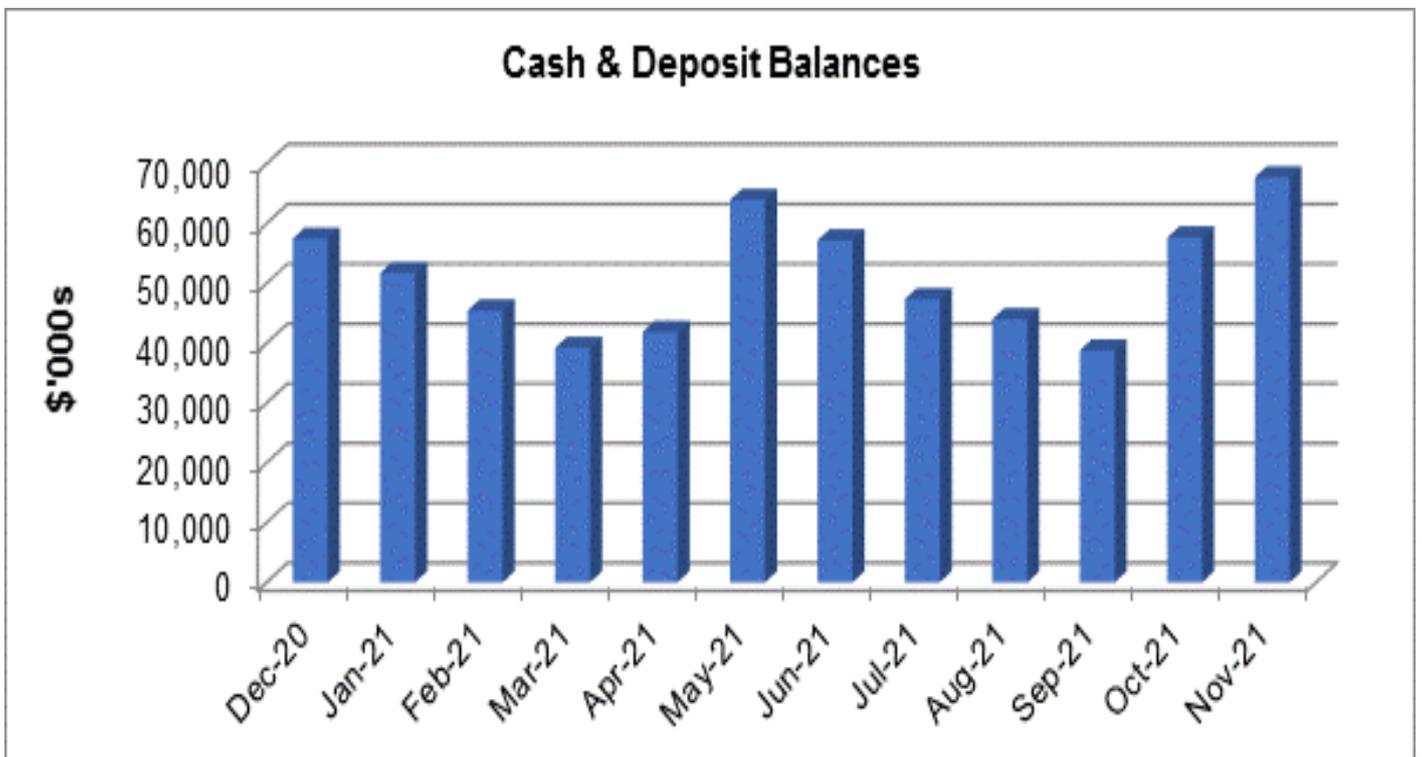
INVESTMENTS AND CASH BALANCES

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

ISAAC REGIONAL COUNCIL					
Investments					
For the Period Ended 30 November 2021					
Account	Description	Institution	Amount	Maturity Date	Interest Rate
10-000-1111	Cash at bank-QCCU	QCCU	3,097		0.00%
10-000-1113	Cash at Bank - ANZ	ANZ	991,140		0.00%
10-000-1116	QTC Operating Fund	QTC	65,292,354		0.50%
10-000-1117	ANZ Business Premium Saver	ANZ	1,428,308		0.05%
10-000-1131	Petty Cash		3,750		
10-000-1132	Floats		6,380		
Total Investments			67,725,029		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	95.44%	No Limit
ANZ Banking Group	AA-	4.55%	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 November 2021.



LOANS

ISAAC REGIONAL COUNCIL							
Loans							
For the Period Ended 30 November 2021							
							Repayment Due 15 Dec 2021
Loan Name	Balance as at 30 November 2021	Rate as at 30 November 2021	Approved Term	Remaining Term	Principal	Interest	Total
Land Purchase - Moranbah	\$11,620,222	5.1	20	11.05	\$192,804	\$148,129	\$340,932
Land Development Moranbah	\$8,916,392	4.37	20	11.55	\$146,167	\$97,412	\$243,578
Waste Loan	\$2,475,077	2.22	20	19.55	\$25,061	\$13,706	\$38,766
Total	\$23,011,692				\$364,031	\$259,246	\$623,277

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

ACCOUNTS RECEIVABLE

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

Accounts Receivable Ageing Analysis at 30 November 2021			
Ageing	Number of Invoices	Amount Outstanding	% of Total Outstanding
Current	290	1,415,989.73	71.62%
30 Days	44	253,428.93	12.82%
60 Days	34	66,228.88	3.35%
90 Days	111	241,410.73	12.21%
TOTAL	479	1,977,058.27	100.00%

The Accounts Receivable balance at 30 November 2021 is \$1,977,058.27 which has increased from 31 October 2021 balance of \$1,321,274.84 due to large waste invoices and mining compensation agreement invoices still outstanding this period.

- 30 day balances have increased due to large waste invoices being overdue. The balance predominantly relates to waste, water & saleyards invoices.
- 60 day balances have increased due to an invoice for grant funding aging to 60 days. The balance is mainly housing debtors.
- 90 days and over outstanding receivables have increased due to Food Licence invoices that are not yet due 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 November 2021.

Accounts Payable Ageing Analysis at 30 November 2021			
Ageing	No. of Documents	Amount Outstanding	% of Total Outstanding
Current	148	458,360.27	75.84%
30 Days	11	77,381.07	12.80%
60 Days	5	63,758.86	10.55%
90 Days	6	4,901.02	0.81%
TOTAL	170	604,401.22	100.00%

The outstanding Accounts Payable balance as at 30 November 2021 was \$604,401.22. The 30, 60 & 90 day aging accounts total \$146,040.95.

At the date this report was prepared the following remain unpaid:

- 30 day balances – \$77,381.07 (11 invoices) remain unpaid with 2 invoices (\$16,758.91) having been approved & posted for payment in the next payment run, 4 invoices (\$12,922.32) awaiting approval, and 5 invoices (\$47,699.84) having been received late from suppliers.
- 60 day balances – \$63,758.86 (5 invoices) remain unpaid with 2 invoices (\$61,778.86) having been received late from the suppliers & 3 invoices (\$1,980.00) awaiting approval.
- 90 day balances - \$4,901.02 (6 invoices) remain unpaid with all invoices having been received late from the suppliers

YEAR TO DATE RATES REPORT

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

The November month end closing balance for rates outstanding was \$4,952,219.

Rates Balancing Report As At 30 November 2021		
	YTD 30 Nov 2021	YTD 30 Nov 2020
Opening Balance	3,368,557	3,953,039
Rates Charges		
Rates Levied	49,049,969	48,356,959
Interest	133,018	-
Refunds	280,291	44,922
Total Rates	49,463,277	48,401,881
Discounts and Receipts		
Discounts	(3,113,316)	(3,102,837)
Receipts	(44,686,710)	(43,666,893)
Government Subsidy	(37,839)	(37,846)
Council Subsidy	(108,491)	(111,727)
Remissions	(315)	(1,948)
Write Offs	(831)	(29)
Total Discounts & Receipts	(47,947,502)	(46,921,280)
Legal	67,886	53
Closing Balance	4,952,219	5,433,692

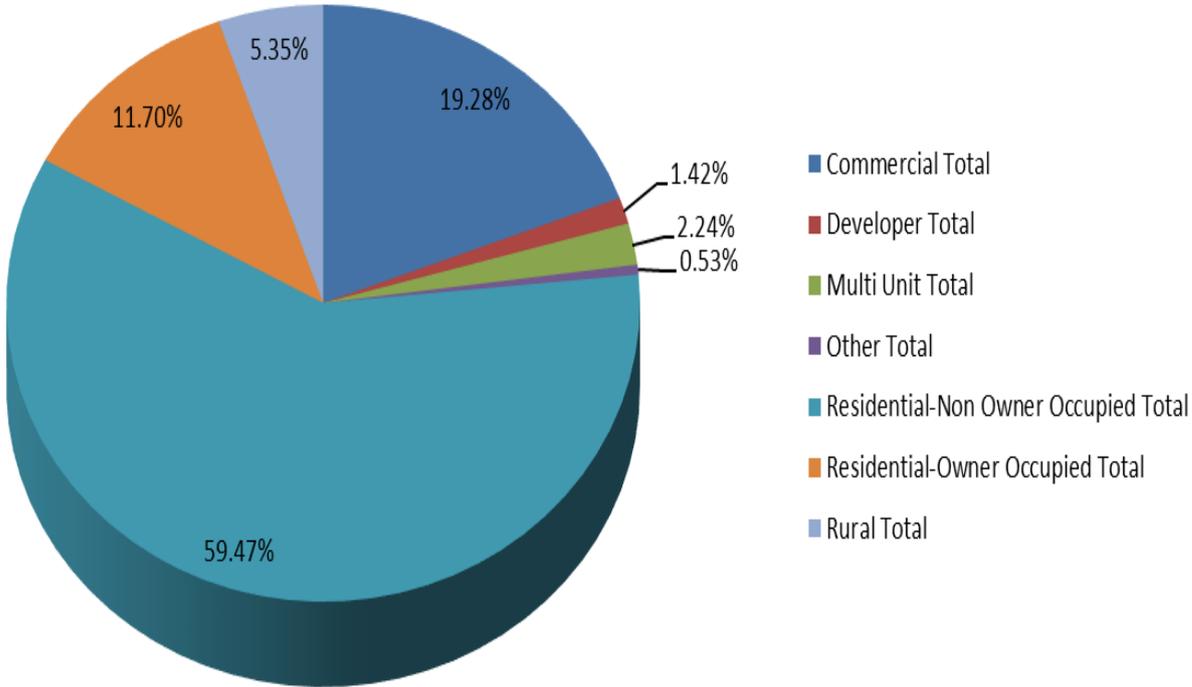
Rates Breakdown	As At 30 Nov 2021
Rates in Credit	(1,735,040)
Rates Not Due Yet	8,238
Rates In Arrears	6,679,021
Total Rates Balance	4,952,219

Variances in prior year comparisons can relate to the timing of rates processing and subsequent due dates.

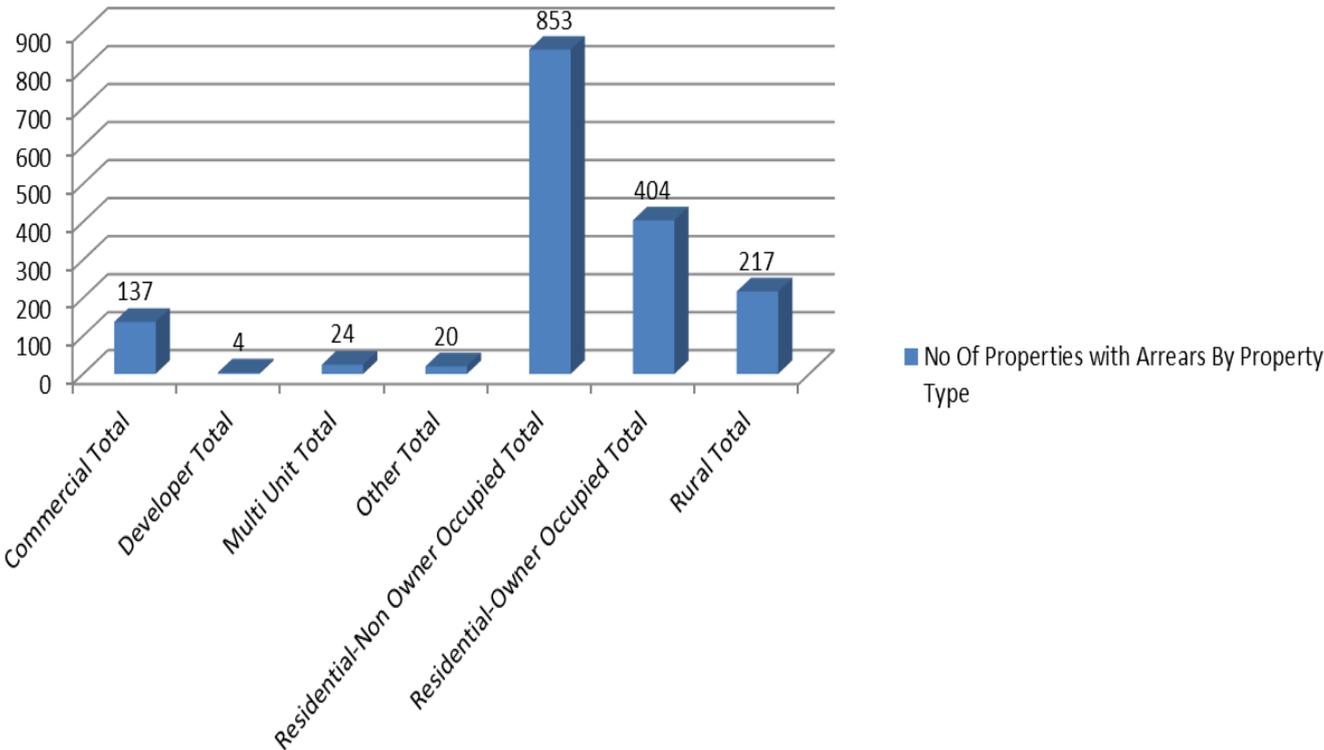
Rate Arrears – Aged by Year

Prior 2017	2017/18	2018/19	2019/20	2020/21	2021/22	TOTAL
1,900,552	460,234	455,641	508,506	727,121	2,626,967	6,679,021
28.46%	6.89%	6.82%	7.61%	10.89%	39.33%	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 November 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 November 2021

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Net Rates & Utility Charges	1	43,371,137	-	43,371,137	43,202,663	168,475	90,738,785	47.8%
Fees & Charges		1,679,749	-	1,679,749	1,763,037	(83,288)	4,006,550	41.9%
Rental Income		696,336	-	696,336	643,134	53,202	1,504,204	46.3%
Interest Received		247,167	-	247,167	247,958	(791)	601,500	41.1%
Sales of Contract & Recoverable Works	2	393,902	-	393,902	697,917	(304,015)	11,951,000	3.3%
Operating Grants, Subsidies & Contributions	3	2,298,071	-	2,298,071	2,115,185	182,887	7,175,663	32.0%
Other Recurrent Revenue	4	2,757,085	-	2,757,085	2,556,932	200,154	7,462,170	36.9%
		51,443,448	-	51,443,448	51,226,825	216,622	123,439,872	41.7%
Expenses								
Operating Expenses								
Employee Expenses	5	15,264,937	-	15,264,937	16,255,241	(990,305)	41,960,285	36.4%
Materials & Services	6	17,564,988	9,255,681	26,820,669	20,561,508	6,259,161	52,109,636	51.5%
Finance Costs		470,672	-	470,672	507,435	(36,763)	1,240,438	37.9%
Depreciation and Amortisation	7	11,681,390	-	11,681,390	11,153,213	528,178	26,767,710	43.6%
Corporate Overheads & Competitive Neutrality Costs		-	-	-	-	-	-	-
		44,981,986	9,255,681	54,237,667	48,477,397	5,760,270	122,078,068	44.4%
Operating Position Before Capital Items		6,461,461	(9,255,681)	(2,794,220)	2,749,428	(5,543,648)	1,361,803	(205.2%)
Capital Revenue								
Capital Revenue		1,115,773	-	1,115,773	1,019,780	95,993	10,579,022	10.5%
Proceeds from Sale of Land & PPE	8	1,115,571	-	1,115,571	947,660	167,911	947,660	117.7%
		2,231,345	-	2,231,345	1,967,440	263,905	11,526,682	19.4%
Net Result Attributable to Council in Period		8,692,806	(9,255,681)	(562,875)	4,716,868	(5,279,743)	12,888,485	(4.4%)
Total Comprehensive Income		8,692,806	(9,255,681)	(562,875)	4,716,868	(5,279,743)	12,888,485	(4.4%)
Council's operating position at month end is a \$6.5M surplus								

1. **Net Rates & Utility Charges** are \$43,371,137 and are \$168,475 favourable when compared to the YTD Budget. The favourable variance is due to higher than anticipated revenue for general rates offsetting lower sewerage charges (\$95K). This favourable variance will be monitored throughout the year and assessed at the Quarter 3 Budget Review following second rates notice issuance.
2. **Sales of Contract & Recoverable Works** are unfavourable to the adopted budget by \$304,015. This unfavourable variance is mainly due to the cashflowing of the revenue for the RMPC contract which is yet to issue invoices for the 22 FY.
3. **Operating Grants, Subsidies & Contributions** are favourable to the revised budget by \$182,887. The favourable variance predominately relates to the receipt of funds for the First Start Training Program and milestone training payments.
4. **Other Recurrent Revenue** for the year to date is \$2,757,085 being \$200,154 favourable to budget. This favourable variance is due to the cashflowing of landfill revenue in November and is expected to re-align in December.
5. **Employee Expenses** are favourable to the adopted budget by \$990,305. This favourable variance is due to a variety of factors including cashflowing of the superannuation payments and long term vacancies within Departments (partially offset through agency temp staff).
6. **Materials & Services** actual expenses for the year to date are \$17,564,988 with \$9,255,681 being recorded in commitments, resulting in an unfavourable variance to adopted budget by \$6,259,161. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods. Excluding commitments YTD expenditure would be approximately \$3M below YTD budget.
7. **Depreciation and Amortisation** is unfavourable to the YTD budget by \$528,178. This is primarily due to changes to asset valuations and useful lives post outcomes of the 20/21 Financial Statement audit. The building asset class was revalued as at 30 June 2021 with the depreciation being adjusted to reflect the increase of the valuation of buildings.
8. **Proceeds from Sale of Land & PPE** is currently favourable compared to the revised budget by \$167,911. This favourable variance is due to receipt of funds from the sale of plant which has now exceeded annual budget. The budget for this revenue will be revised at the Quarter 2 Budget Review.

ISAAC REGIONAL COUNCIL				
Statement of Financial Position				
For the Period Ended 30 November 2021				
	Notes	Actual YTD	30 June 2021	Variance
		\$	\$	%
Current Assets				
Cash & Cash Equivalents		67,725,029	57,171,729	118.5%
Trade & Other Receivables		6,827,139	9,507,231	71.8%
Inventories		1,360,097	1,276,139	106.6%
Contract assets		380,712	1,621,491	23.5%
Other assets		756,744	4,061,680	18.6%
Total Current Assets		77,049,721	73,638,270	104.6%
Non-Current Assets				
Receivables		5,441,571	5,435,307	100.1%
Inventories		18,949,628	18,949,628	100.0%
Property, Plant and Equipment		1,086,373,238	1,091,431,191	99.5%
Intangible assets		16,954	18,359	92.3%
Total Non-Current Assets		1,110,781,392	1,115,834,485	99.5%
TOTAL ASSETS		1,187,831,113	1,189,472,755	99.9%
Current Liabilities				
Trade and other payables		5,408,126	15,231,253	35.5%
Provisions		7,032,514	6,662,552	105.6%
Borrowings		1,326,149	1,555,096	85.3%
Contract liabilities		4,258,127	4,258,127	100.0%
Construction Retentions		142,702	221,895	64.3%
		18,167,618	27,928,923	65.0%
Non-Current Liabilities				
Trade and other payables		47,453	47,453	100.0%
Provisions		13,658,754	13,722,201	99.5%
Borrowings		23,651,122	23,651,122	100.0%
Total Non-Current Liabilities		37,537,370	37,600,817	99.8%
TOTAL LIABILITIES		55,704,988	65,529,740	85.0%
NET COMMUNITY ASSETS		1,132,126,125	1,123,943,015	100.7%
Community Equity				
Retained surplus		867,666,846	861,715,081	100.7%
Asset revaluation reserve		222,122,422	222,122,422	100.0%
Other reserves		42,336,856	40,105,512	105.6%
TOTAL COMMUNITY EQUITY		1,132,126,125	1,123,943,015	100.7%

ISAAC REGIONAL COUNCIL			
Statement of Cash Flows			
For the Period Ended 30 November 2021			
	Actual YTD	30 June 2021	Variance
	\$	\$	%
Cash Flows from Operating Activities			
Receipts from customers	58,929,212	116,522,240	50.6%
Payments to suppliers and employees	(43,241,682)	(86,328,163)	50.1%
Cash provided by / (used in) net result	15,687,530	30,194,077	52.0%
Cash Flows from Investing Activities			
Profit / (Loss) on sale of capital assets	605,875	(6,103,970)	(9.9%)
Grants, subsidies, contributions and donations	1,117,138	12,840,227	8.7%
Payments for property, plant and equipment	(6,628,297)	(39,336,175)	16.9%
Net movement in loans to Community Organisations			0.0%
Net cash provided by investing activities	(4,905,284)	(32,599,918)	15.0%
Cash Flow from Financing Activities			
Proceeds from borrowings	-	1,035,391	0.0%
Repayment of borrowings	(228,947)	162,542	(140.9%)
Net cash provided by financing activities	(228,947)	1,197,932	(19.1%)
Net Increase / (Decrease) in Cash Held	10,553,299	(1,207,909)	(873.7%)
Cash at the beginning of the period	57,171,729	58,379,638	97.9%
Cash at the end of the Reporting Period	67,725,029	57,171,729	118.5%

Appendix 2 – Preliminary Executive Level Reports

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

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 November 2021

Office of the CEO

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Operating Grants, Subsidies & Contributions	1	209,378	-	209,378	64,583	144,794	155,000	135.1%
		209,378	-	209,378	64,583	144,794	155,000	135.1%
Expenses								
Operating Expenses								
Employee Expenses		1,109,910	-	1,109,910	1,117,865	(7,955)	2,906,449	38.2%
Materials & Services		363,458	238,920	602,378	591,167	11,211	1,261,642	47.7%
Corporate Overheads & Competitive Neutrality Costs		(2,006,074)	-	(2,006,074)	(2,006,074)	-	(4,814,578)	41.7%
		(532,706)	238,920	(293,786)	(297,043)	3,256	(646,488)	45.4%
Operating Position Before Capital Items		742,084	(238,920)	503,164	361,626	141,538	801,488	62.8%
Capital Revenue		-	-	-	-	-	-	0.0%
Net Result Attributable to Council in Period		742,084	(238,920)	503,164	361,626	141,538	801,488	62.8%
Total Comprehensive Income		742,084	(238,920)	503,164	361,626	141,538	801,488	62.8%

1. Operating Grants, Subsidies & Contributions for the year to date are \$209,378 which are \$144,794 favourable to YTD budget with actuals exceeding annual budget. The favourable variance relates to the receipt of funds for the First Start Training Program and milestone training payments. The budget will be adjusted at the Quarter 2 Budget Review.

ISAAC REGIONAL COUNCIL								
Statement of Comprehensive Income								
For the Period Ended 30 November 2021								
Corporate, Governance & Financial Service								
	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
Income								
Operating Revenue								
Net Rates & Utility Charges	1	30,319,720	-	30,319,720	30,053,940	265,780	60,106,480	50.4%
Fees & Charges		30,578	-	30,578	22,917	7,661	55,000	55.6%
Rental Income		1,350	-	1,350	1,350	-	1,350	100.0%
Interest Received		184,140	-	184,140	213,917	(29,777)	519,800	35.4%
Sales of Contract & Recoverable Works		120,229	-	120,229	33,333	86,895	80,000	150.3%
Operating Grants, Subsidies & Contributions		1,000,918	-	1,000,918	965,360	35,558	3,561,554	28.1%
Other Recurrent Revenue		22,261	-	22,261	63,750	(41,489)	145,000	15.4%
		31,679,196	-	31,679,196	31,354,566	324,630	64,469,184	49.1%
Expenses								
Operating Expenses								
Employee Expenses	2	2,961,299	-	2,961,299	3,301,638	(340,339)	8,319,917	35.6%
Materials & Services	3	4,456,810	1,093,949	5,550,759	5,671,532	(120,774)	10,329,061	53.7%
Finance Costs		225,187	-	225,187	248,507	(23,320)	596,417	37.8%
Depreciation and Amortisation		420,542	-	420,542	408,062	12,481	979,348	42.9%
Corporate Overheads & Competitive Neutrality Costs		(6,041,976)	-	(6,041,976)	(6,041,976)	-	(14,500,743)	41.7%
		2,021,862	1,093,949	3,115,811	3,587,763	(471,952)	5,724,000	54.4%
Operating Position Before Capital Items		29,657,333	(1,093,949)	28,563,385	27,766,803	796,582	58,745,184	48.6%
Capital Revenue								
Capital Revenue		73,800	-	73,800	73,800	-	246,000	30.0%
		73,800	-	73,800	73,800	-	246,000	30.0%
Net Result Attributable to Council in Period		29,731,133	(1,093,949)	28,637,185	27,840,603	796,582	58,991,184	48.5%
Total Comprehensive Income		29,731,133	(1,093,949)	28,637,185	27,840,603	796,582	58,991,184	48.5%

- Net Rates & Utility Charges** are \$265,780 favourable when comparing YTD actuals to revised budget. The favourable variance is due to additional general rate income partially offset by increased utilisation of discounts. This favourable variance will be monitored throughout the year and assessed at the Quarter 3 Budget Review following second rates notice issuance.
- Employee Expenses** for year to date is favourable compared to the budget by \$340,339. This is primarily due to the cashflowing of the superannuation which will correct in December.
- Materials & Services** for the financial year to date are \$120,774 favourable with \$4,456,810 in actual expenditure and \$1,093,949 in commitments against the YTD budget of \$5,671,532. This favourable variance is due the cashflowing of IT expenses.

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

Engineering & Infrastructure Services

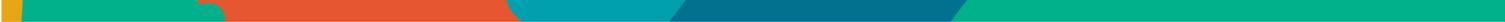
	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Fees & Charges		92,042	-	92,042	102,417	(10,375)	245,800	37.4%
Rental Income		583,635	-	583,635	536,477	47,158	1,287,545	45.3%
Sales of Contract & Recoverable Works	1	273,649	-	273,649	664,583	(390,935)	11,871,000	2.3%
Operating Grants, Subsidies & Contributions		784,965	-	784,965	807,243	(22,278)	2,775,610	28.3%
Other Recurrent Revenue		6,646	-	6,646	-	6,646	-	0.0%
		1,740,936	-	1,740,936	2,110,720	(369,784)	16,179,955	10.8%
Expenses								
Operating Expenses								
Employee Expenses	2	4,822,409	-	4,822,409	5,104,746	(282,337)	13,268,339	36.3%
Materials & Services	3	4,782,291	2,330,819	7,113,111	4,095,460	3,017,650	15,874,294	44.8%
Depreciation and Amortisation	4	6,492,298	-	6,492,298	6,126,659	365,639	14,703,981	44.2%
Corporate Overheads & Competitive Neutrality Costs		3,732,371	-	3,732,371	3,732,371	-	8,957,689	41.7%
		19,829,369	2,330,819	22,160,189	19,059,235	3,100,953	52,804,303	42.0%
Operating Position Before Capital Items		(18,088,433)	(2,330,819)	(20,419,253)	(16,948,516)	(3,470,737)	(36,624,348)	55.8%
Capital Revenue								
Capital Revenue		260,393	-	260,393	164,400	95,993	5,630,431	4.6%
Proceeds from Sale of Land & PPE	5	1,115,571	-	1,115,571	947,660	167,911	947,660	117.7%
		1,375,965	-	1,375,965	1,112,060	263,905	6,578,091	20.9%
Net Result Attributable to Council in Period		(16,712,468)	(2,330,819)	(19,043,288)	(15,836,456)	(3,206,832)	(30,046,257)	63.4%
Total Comprehensive Income		(16,712,468)	(2,330,819)	(19,043,288)	(15,836,456)	(3,206,832)	(30,046,257)	63.4%

1. **Sales of Contract & Recoverable Works** are unfavourable to the budget by \$390,935. This unfavourable variance is mainly due to the cashflowing of the revenue for RMPC contract, which is yet to issue invoices for the 22 FY.
2. **Employee Expenses** are favourable compared to the adopted budget by \$282,337. This favourable variance is predominately due to vacancies and the allocation of parks and gardens staff to other Directorates.
3. **Materials & Services** for the financial year to date are \$3,017,650 unfavourable with \$4,782,291 of actual expenditure and \$2,330,819 in commitments against YTD budget of \$4,095,460. This unfavourable variance is primarily due to a noncash transaction for the disposal of two roads that are no longer Council assets (\$1.8M). This transaction will be adjusted with the mid-year asset reconciliation.
4. **Depreciation and Amortisation** is currently unfavourable to the YTD revised budget by \$365,639. This is primarily due to changes to asset valuations and useful lives post outcomes of the 20/21 Financial Statement audit. The building asset class was revalued as at 30 June 2021 with the depreciation being adjusted to reflect the increase of the valuation of buildings.
5. **Proceeds from Sale of Land & PPE** is currently favourable compared to the revised budget by \$167,911. This favourable variance is due to receipt of funds from the sale of plant which has now exceeded annual budget. The budget for this revenue will be revised at the Quarter 2 Budget Review.

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

Planning, Environment & Community Service

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
Income								
Operating Revenue								
Fees & Charges	1	940,986	-	940,986	1,116,454	(175,468)	2,453,250	38.4%
Rental Income		87,946	-	87,946	84,583	3,363	178,000	49.4%
Sales of Contract & Recoverable Works		25	-	25	-	25	-	0.0%
Operating Grants, Subsidies & Contributions		245,499	-	245,499	228,296	17,203	633,796	38.7%
Other Recurrent Revenue		4,223	-	4,223	3,333	889	8,000	52.8%
		1,278,678	-	1,278,678	1,432,667	(153,989)	3,273,046	39.1%
Expenses								
Operating Expenses								
Employee Expenses	2	3,986,987	-	3,986,987	4,099,634	(112,647)	10,624,049	37.5%
Materials & Services	3	2,743,692	1,159,786	3,903,478	3,042,390	861,088	7,248,417	53.9%
Finance Costs		224,761	-	224,761	244,807	(20,046)	587,537	38.3%
Depreciation and Amortisation	4	819,799	-	819,799	690,577	129,222	1,657,385	49.5%
Corporate Overheads & Competitive Neutrality Costs		1,737,479	-	1,737,479	1,737,479	-	4,169,950	41.7%
		9,512,718	1,159,786	10,672,504	9,814,888	857,616	24,287,338	43.9%
Operating Position Before Capital Items		(8,234,040)	(1,159,786)	(9,393,826)	(8,382,221)	(1,011,605)	(21,014,292)	44.7%
Capital Revenue								
Capital Revenue		777,600	-	777,600	777,600	-	4,631,612	16.8%
		777,600	-	777,600	777,600	-	4,631,612	16.8%
Net Result Attributable to Council in Period		(7,456,440)	(1,159,786)	(8,616,226)	(7,604,621)	(1,011,605)	(16,382,680)	52.6%
Total Comprehensive Income		(7,456,440)	(1,159,786)	(8,616,226)	(7,604,621)	(1,011,605)	(16,382,680)	52.6%

- 
1. **Fees & Charges** are \$940,986 compared to the YTD revised budget of \$1,116,454 resulting in an unfavourable variance of \$175,468. The predominant reason for this unfavourable variance is reduced revenue from building and plumbing fees. This will be reviewed during the Quarter 2 Budget Review.
 2. **Employee Expenses** are favourable compared to the YTD budget by \$112,647. This favourable variance is predominately due to employee vacancies, some of which are currently being backfilled through Agency Temp Staff.
 3. **Materials & Services** for the financial year to date are \$861,088 unfavourable with \$2,743,692 of actual expenditure and \$1,159,786 in commitments against YTD budget of \$3,042,390. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods.
 4. **Depreciation and Amortisation** is currently \$129,222 unfavourable to YTD budget. This is primarily due to changes to asset valuations and useful lives post outcomes of the 20/21 Financial Statement audit. The building asset class was revalued as at 30 June 2021 with the depreciation being adjusted to reflect the increase of the valuation of buildings.

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

Water & Waste

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Net Rates & Utility Charges	1	13,051,417	-	13,051,417	13,148,723	(97,306)	30,632,305	42.6%
Fees & Charges		616,144	-	616,144	521,250	94,894	1,252,500	49.2%
Rental Income		23,405	-	23,405	20,724	2,682	37,309	62.7%
Interest Received		63,027	-	63,027	34,042	28,986	81,700	77.1%
Operating Grants, Subsidies & Contributions		57,312	-	57,312	49,703	7,609	49,703	115.3%
Other Recurrent Revenue	2	2,723,955	-	2,723,955	2,489,848	234,107	7,309,170	37.3%
		16,535,260	-	16,535,260	16,264,289	270,971	39,362,687	42.0%
Expenses								
Operating Expenses								
Employee Expenses	3	2,384,331	-	2,384,331	2,631,358	(247,027)	6,841,531	34.9%
Materials & Services	4	5,218,736	4,432,208	9,650,943	7,160,958	2,489,985	17,396,222	55.5%
Finance Costs		20,724	-	20,724	14,121	6,603	56,483	36.7%
Depreciation and Amortisation		3,948,751	-	3,948,751	3,927,915	20,836	9,426,996	41.9%
Corporate Overheads & Competitive Neutrality Costs		2,578,201	-	2,578,201	2,578,201	-	6,187,683	41.7%
		14,150,743	4,432,208	18,582,950	16,312,553	2,270,397	39,908,914	46.6%
Operating Position Before Capital Items		2,384,518	(4,432,208)	(2,047,690)	(48,264)	(1,999,426)	(546,228)	374.9%
Capital Revenue								
Capital Revenue		3,980	-	3,980	3,980	-	70,979	5.6%
		3,980	-	3,980	3,980	-	70,979	5.6%
Net Result Attributable to Council in Period		2,388,498	(4,432,208)	(2,043,710)	(44,284)	(1,999,426)	(475,249)	430.0%
Total Comprehensive Income		2,388,498	(4,432,208)	(2,043,710)	(44,284)	(1,999,426)	(475,249)	430.0%

1. **Net Rates & Utility Charges** is \$97,306 unfavourable, with actuals of \$13,051,417 compared to a YTD revised budget of \$13,148,723. This unfavourable variance is predominantly due to reduced sewerage charges. This unfavourable variance will be monitored throughout the year and assessed at the Quarter 3 Budget Review following second rates notice issuance.
2. **Other Recurrent Revenue** is \$2,723,955 compared to YTD Budget of \$2,489,848 resulting in a favourable variance of \$234,107. This favourable variance is due to the cashflowing of landfill revenue in November and is expected to re-align in December.
3. **Employee Expenses** are favourable compared to the YTD budget by \$247,027. This favourable variance is predominately due to employee vacancies some of which are currently being backfilled through Agency Temp Staff.
4. **Materials & Services** for the financial year to date are \$2,489,985 unfavourable, with \$5,218,736 in actual expenditure and \$4,432,208 in commitments. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods (commitment for contractors at IRC's landfill for the financial year is \$1.2M and commitment for water purchase \$1.5M).

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 7 December 2021
AUTHOR	Alexis Coutts
AUTHOR POSITION	Manager Safety and Resilience

5.2

SAFETY AND RESILIENCE 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. *Notes the Safety and Resilience report and attachments listed*

BACKGROUND

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

IMPLICATIONS

That the system monitored to ensure compliance and continuous improvement of Work, Health and Safety Management System. To ensure that recommendations from the LGW audit are implemented to support continuous improvement of the WHSMS.

CONSULTATION

Executive Leadership Team

HSW Operational and Strategic Safety Committee

Joint Consultative Committee

Safety and Resilience Team

BASIS FOR RECOMMENDATION

The updated attachments include normal monthly update.

ACTION ACCOUNTABILITY

Manager Safety and Resilience to communicate changes once endorsed by Chief Executive Officer.

KEY MESSAGES

Positive progression of the Safety Improvement, strategic objectives and updated KPI's amendments.

Report prepared by: ALEXIS COUTTS Manager Safety and Resilience Date: 26 November 2021	Report authorised by: DARREN FETTELL Director Corporate, Governance and Financial Services Date: 30 November 2021
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ATTACHMENTS

- Attachment 1 – Safety and Resilience Report

REFERENCE DOCUMENT

- Nil

SAFETY AND RESILIENCE MONTHLY REPORT

DATE	November
TO	December 2021, Council Meeting
FROM	Manager Safety and Resilience

1. SUMMARY

Safe talk training has continued to be facilitated by the Safety and Resilience team throughout November, this has been well received.

Safety and Resilience team have been around the region and have embedded into their new roles of directorate alignment well.

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: needs progression, regularly reported to WHS Strategic Committee.

Currently policies outstanding to be reviewed, this has been delayed due to the departmental transition and change of CEO. These will be progress in the next few months.

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 has been endorsed at Strategic Committee. The next meeting of the strategic committee is December 2021.

SAFETY AND RESILIENCE MONTHLY REPORT

4. RISK MANAGEMENT

RISK ASSESSMENTS

Risk management procedure and processes are under review. Safety and Resilience team continues to work with the governance team in updating the corporate and operational risk registers as they apply to safety.

HAZARD HUNTER WINNERS

Hazard hunter voting will commence in December for the annual winner and will likely take place in January, with the CEO in attendance.

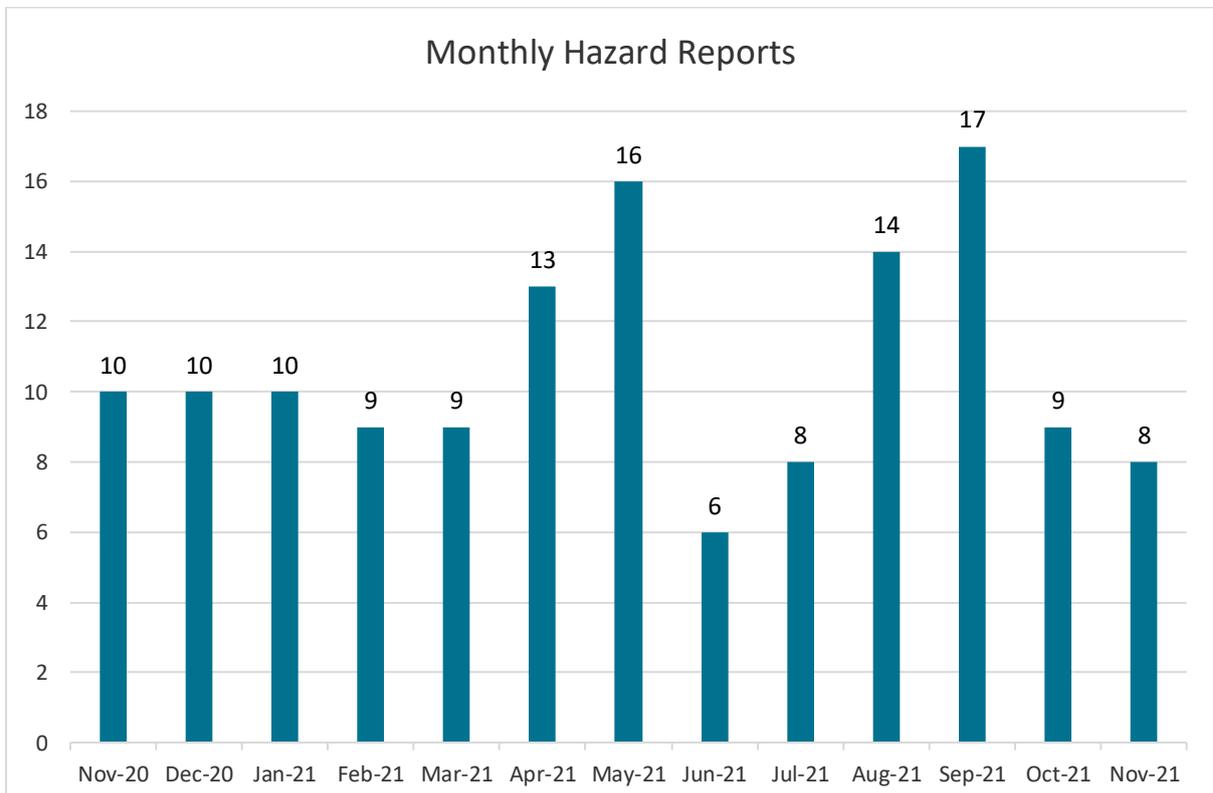
Hazard reporting down on previous months

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

TARGET Number of hazards reported and rectified.

STATUS 9 hazards identified in November, only 1 has been fully completed.

5. HAZARD REPORTS MONTHLY COMPARISONS



SAFETY AND RESILIENCE MONTHLY REPORT

INCIDENT REVIEW

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

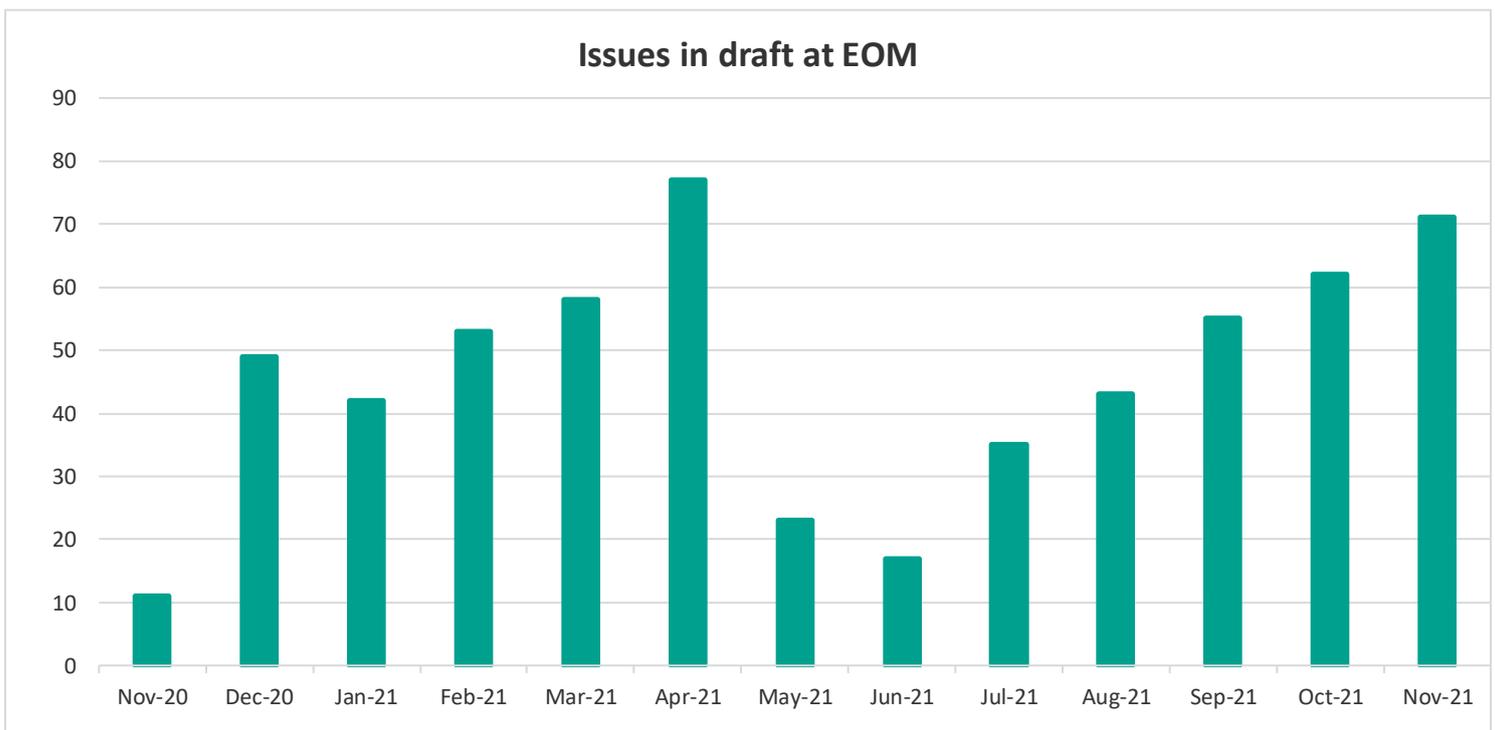
OBJECTIVE Risk management activities to support our systems, investigate accidents in a timely manner.

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

STATUS 71 incident in draft for all date range

Incidents in draft continue to rise. A reminder to Responsible Managers of their due diligence to manage assigned issues within 48hrs of receiving the notification.

A Responsible Managers Workflow needs to be completed in the order of; Notification received - Review all report pages - determine the contributing factors if applicable - align the issued actions with the contributing fact ID – issue adhoc actions if required – view and approve the workflow.



TRAINING

Cultural Leadership Program project plan is being developed by P&P. Training procedures will be presented to ELT there is more work to be done in this space.

EMERGENCY MANAGEMENT COMMITTEE

Emergency Control Organisations have met around the region. The EMC still meets regular to discuss the COVID situation and with respect to continued development of response guides.

SAFETY AND RESILIENCE MONTHLY REPORT

6. CONSULTATION

The committees have been refreshed and will commence in December with the new model, which is exciting.

HEALTH, SAFETY AND WELLBEING COMMITTEES

The previous WHS committees have been restructured and renamed in line with embedding wellbeing into the committees. A new term of reference has been developed and will be endorsed at Decembers committee, pending no further changes.

OBJECTIVE Completed schedules of meetings.

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

STATUS on-track against new 2021 plan.

7. CONTRACTOR MANAGEMENT

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

A doing business with Council project is underway to better inform our contractors and potential contractors of what is required /expected by Council in safety management.

OBJECTIVE Evaluation of contractor and project management documentation and processes.

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

STATUS:

APPROVED contractor companies – 160

NOT APPROVED contractor companies (failed in their obligations) – 130

An audit will be conducted in Jan/Feb 2022 to determine whether the Not Approved contractors are continuing to be engaged by Council. If not, discuss the option to archive them, and if so, discuss the effectiveness and communications with the nominated representative that is managing their onboarding.

8. WELLBEING & FITNESS FOR WORK

VACCINATIONS

Currently the COVID vaccination roll out is as per government guidelines, we encourage all employees to seek advice from their doctor. Vaccine pop up centres are being established around the region and are also available at some pharmacies and doctors' surgeries. We are continuing to evolve our procedures for staff management through the Emergency Management Committee.

DRUG & ALCOHOL TESTING

Testing is currently being arranged for either before Christmas or in the new year.

WORKERS COMPENSATION & REHABILITATION

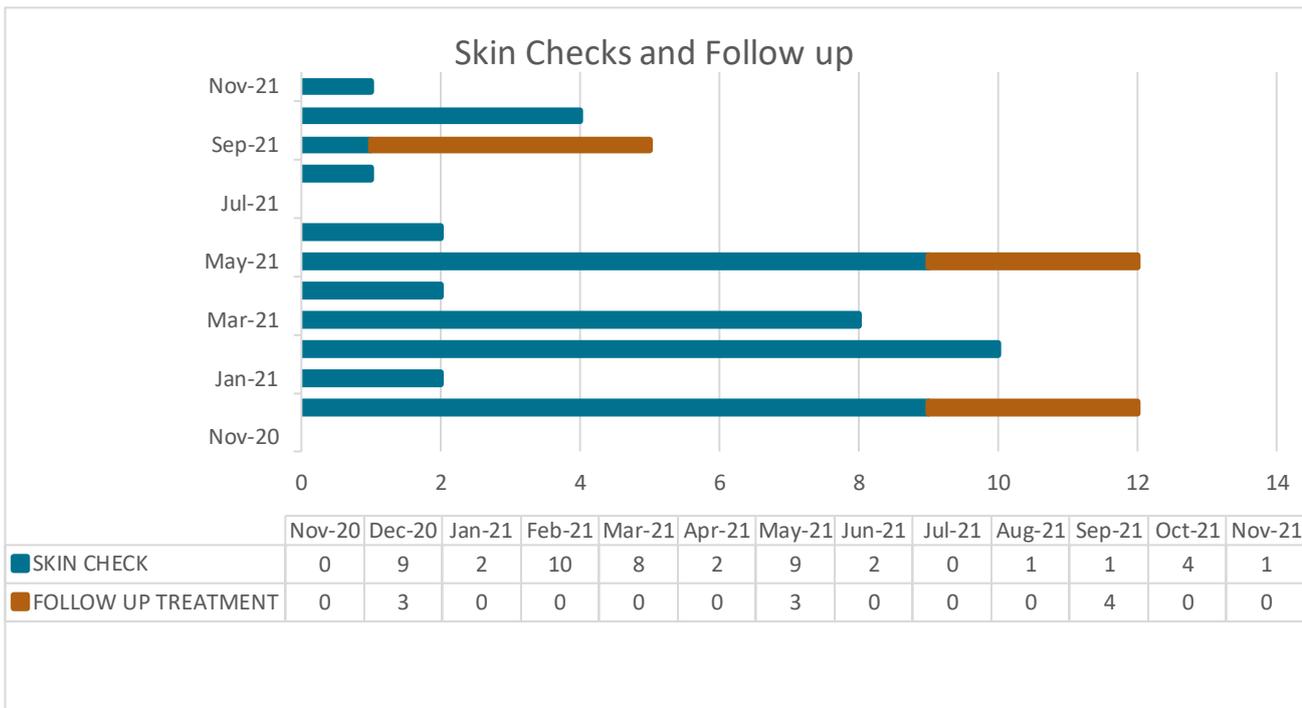
SAFETY AND RESILIENCE MONTHLY REPORT

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.

SKIN CHECKS/FOLLOWUPS, FLU SHOTS, & WORKER SUPPORT

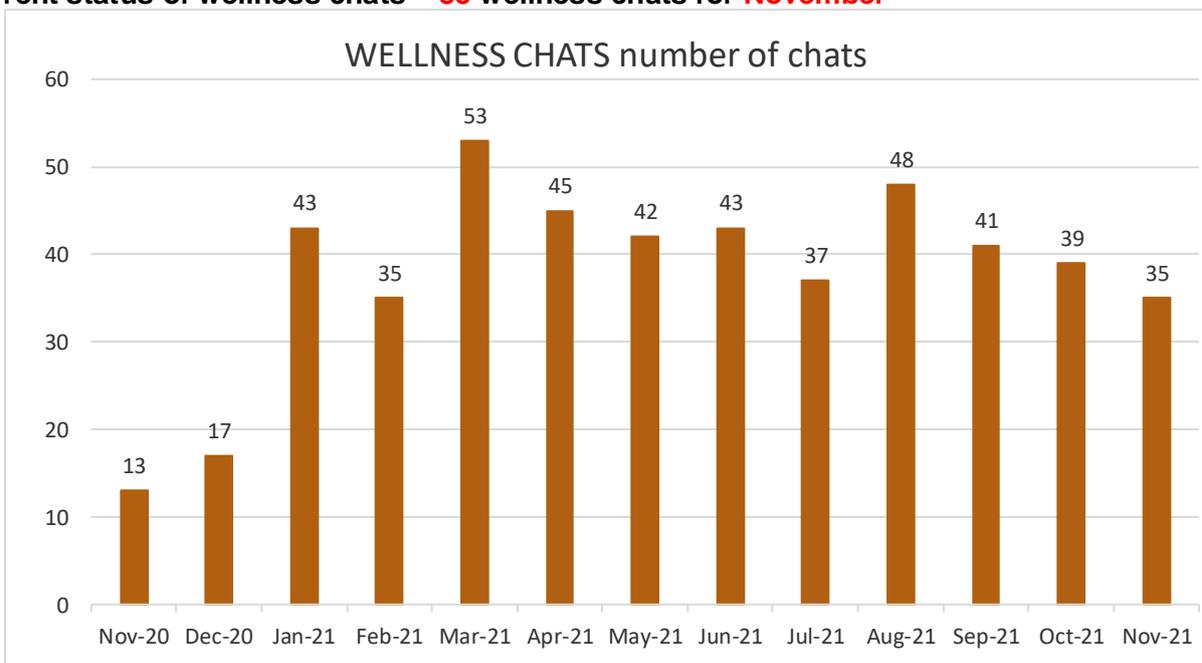
The statistics recorded are based on emails/PO confirmation as well as Invoices received. The monthly data may fluctuate due to invoices from previous months not being received until the following month.



WELLBEING

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

The current status of wellness chats – **35 wellness chats for November**



SAFETY AND RESILIENCE MONTHLY REPORT

9. AUDIT/ INSPECTIONS

A new audit plan has been developed but will be revisited with staff changes. the new schedule is also more risk orientated. As part of review of the HSW committees and team changes, this will be reinvigorated in 2022.

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

TARGET 100% of audits completed against plan.

STATUS: 0 WHS audits completed for November

10. CORRECTIVE ACTIONS

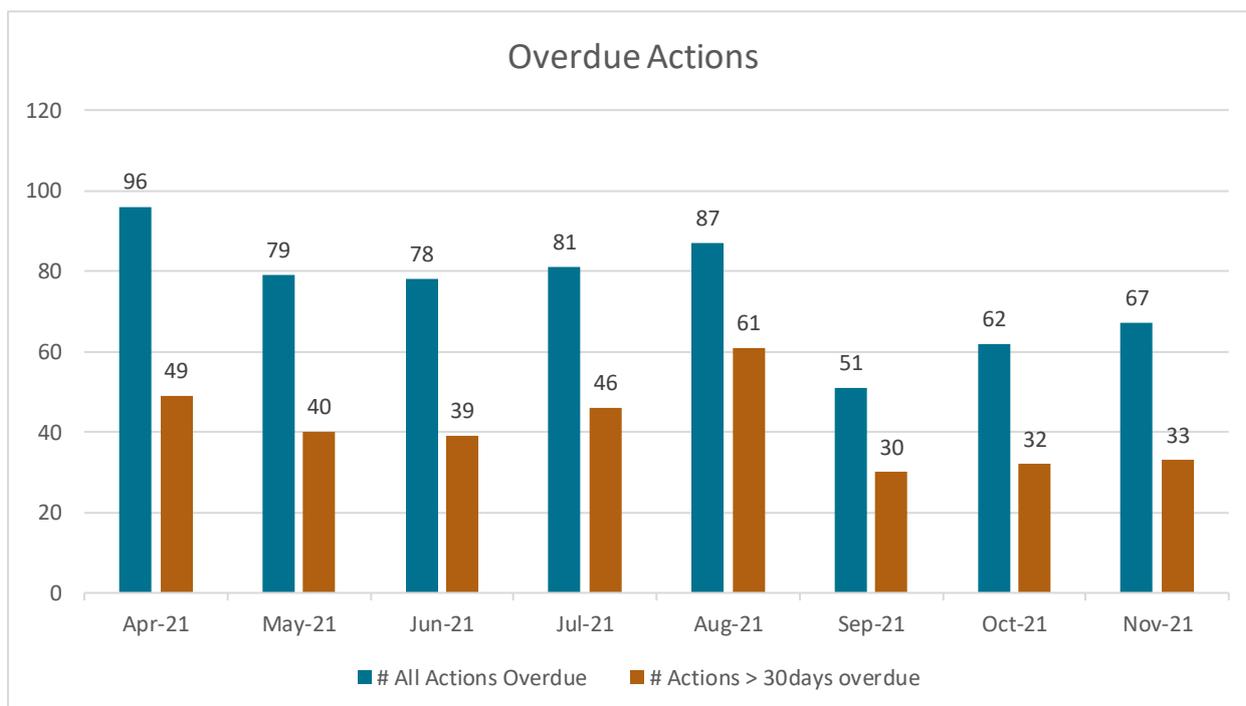
The target and methodology for tracking actions has been amended since the May report. All expired actions as well as expired actions greater than 30 days will now be captured so trends can be recorded and seen.

The Safety and Systems Resilience Partner 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 training will continue as required.

OBJECTIVE Ensure identified corrective actions are followed to completion

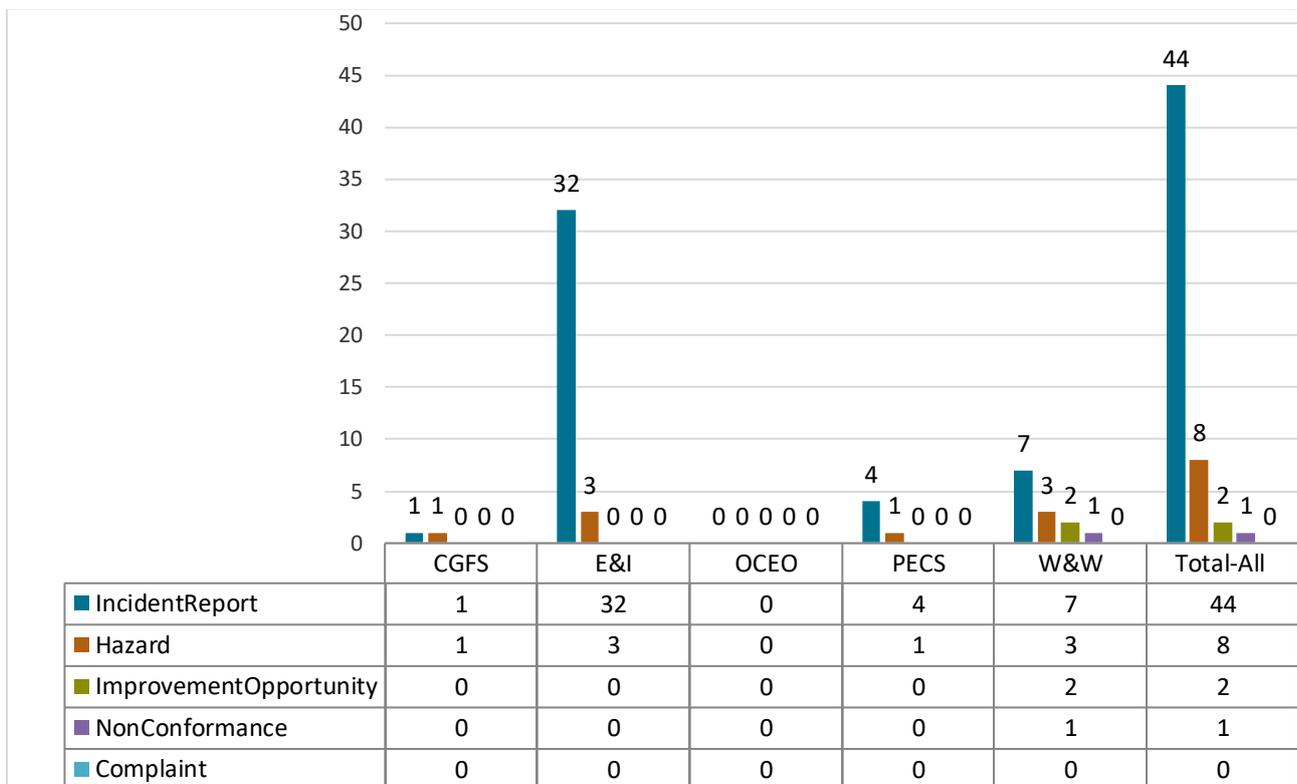
TARGET 0 actions greater than 30 days overdue

67 overdue expired actions as at end of month. **33** overdue greater than 30 days. These figures are expired actions from both the Incident and Inform Modules combined.



SAFETY AND RESILIENCE MONTHLY REPORT

10. ISSUES BY DIRECTORATE



11. INDIVIDUAL KEY PERFORMANCE INDICATORS

This supports the achievement of our overall safety objectives. As part of the WHS Objectives and Improvement Plan, the current KPI requirements will experience some changes, and these changes will be reflected as of the September 2021 WHS Report KPI Statistics. Refer to ECM_3643474_v7_WHS Objectives and Improvement Plan and the new 5.2 Attachment 4 – Key Performance Indicators 2021 update. The changes have also been captured and highlighted in the tables below for viewing.

OBJECTIVE Establish KPI's for individual managers

TARGET of one KPI communication and one KPI action completed per individual per month; the total target is 20 per year, to allow for annual leave and other variations.

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

SAFETY ACTION - comments mandatory as well as evidence if applicable					
1. Conducted and recorded a 'Safety Chat' (discussion of a safety process) Complete via SMART Inform = 1 Safety Action	2. Conducted and recorded a 'Wellbeing Chat' with someone. Completed via SMART Inform = 1 Safety Action	3. Provided feedback on a WHS procedure with comments to the safety team. (Procedural Review) =1 Safety Action	4. Participation in an Incident Investigation/analysis i.e. ICAM or Debrief = 1 Safety Action	5. Participate in a Procedural Audit – Directors and M3's being audited by the Safety Team = 1 Safety Action	6. Conducted and recorded a Site Hazard inspection. Inspection via SMART Inform = 1 Safety Action

SAFETY AND RESILIENCE MONTHLY REPORT

SAFETY COMMUNICATION - comments mandatory as well as evidence if applicable				
1. Attended an Operational WHS Committee Meeting ((M3's and invitees) = 1 Safety Communication	2. Attend any Town Talk meeting and presented a 'safety share' = 1 Safety Communication	3. Present at Town Talks on relevant topics to workforce = 1 Safety Communication	4. Conducted a Team Talk or Morning Talk with your team and documented minutes in SMART = 1 Safety Communication	5. Attend a WHS Strategic Meeting (Directors and invitees) = 1 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 KPI=24 target per month.

November Monthly outcome: 11 people/positions completed their target KPI's. 11 people x 2 KPI's = target of 22 (Actual target is 24). Leaves a deficit of 2 (1 x 2 KPI's). Reason: 1 person did not complete monthly KPI's.

2. PECS OLT Target list: 30 people/positions. 30x2=60 target per month.

November Monthly outcome: 28 people/positions completed their target KPI's. 28 people x 2 KPI's = target of 56 (Actual target is 60). Leaves a deficit of 4 (2 x 2 KPI's). Reason: 2 persons did not complete monthly KPI's correctly.

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

November Monthly outcome: 22 people/positions completed their target KPI's. 22 people x 2 KPI's = target of 44 (Actual target is 82). Leaves a deficit of 38 (19 x 2 KPI's). Reason: 3 positions are vacant, 2 did not complete correctly and 18 persons did not complete.

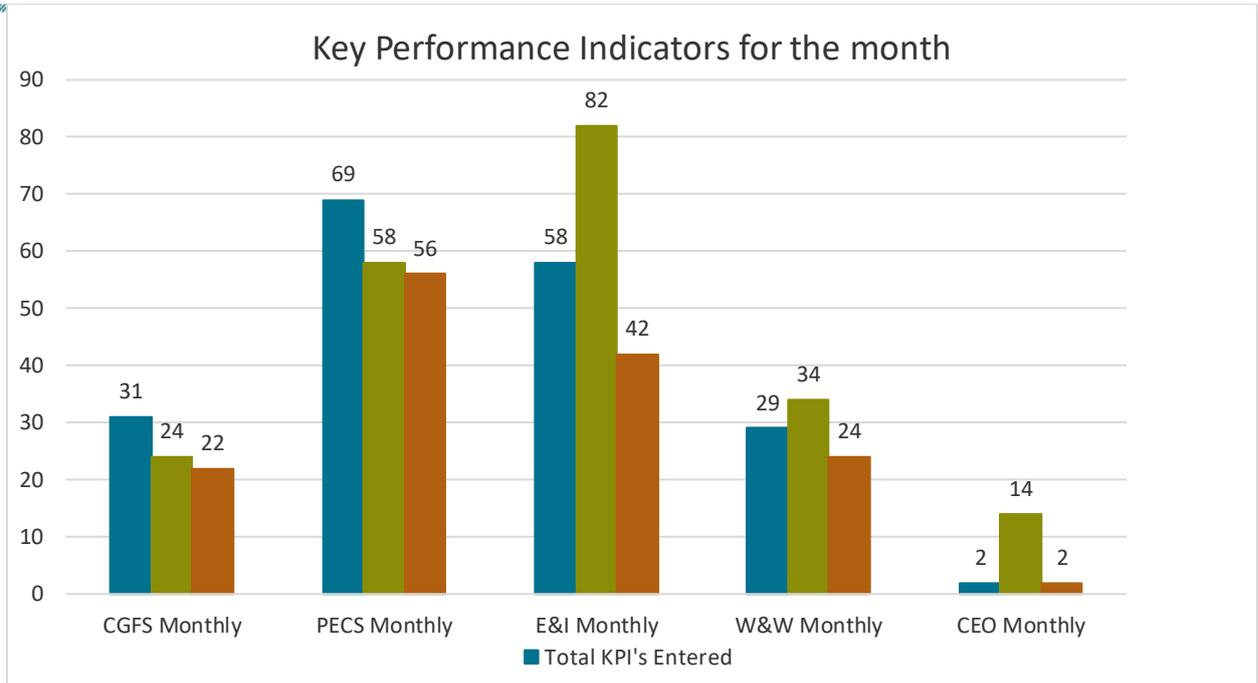
4. W&W OLT Target list: 16 people/positions. 16x2=32 target per month.

October Monthly outcome: 12 people/positions completed their target KPI's. 12 people x 2 KPI's = target of 24 (Actual target is 32). Leaves a deficit of 8 (4 x 2 KPI's). Reason: 2 people did not complete monthly KPI's, 1 position is vacant, and 1 person is directed to not complete KPIs until further notice.

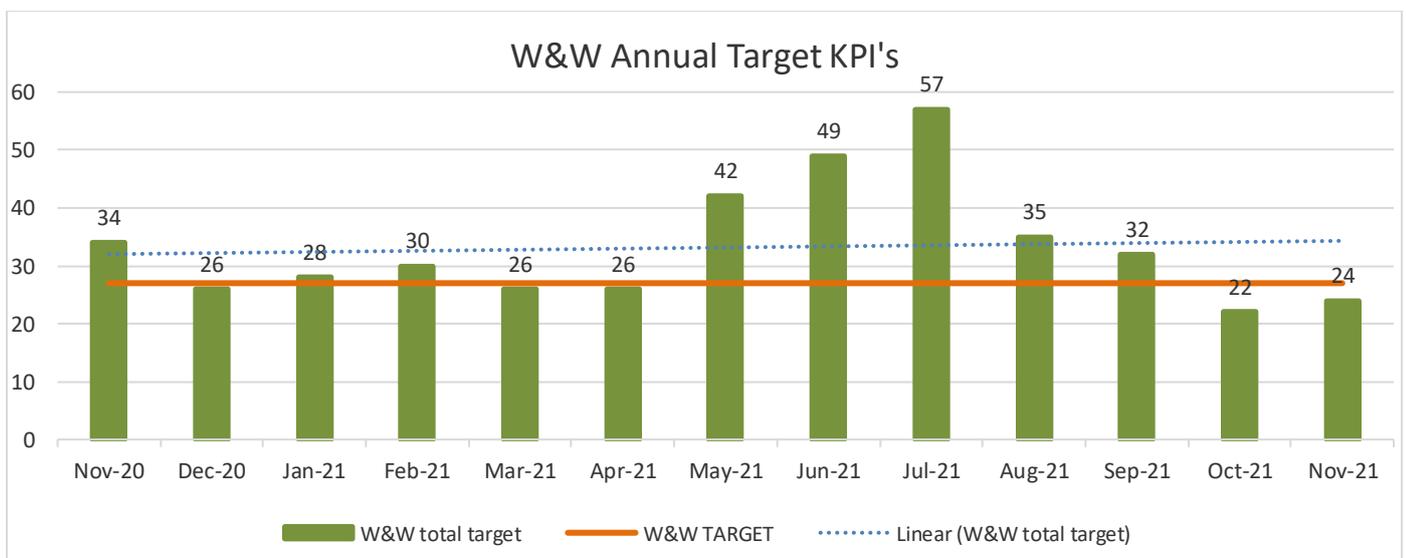
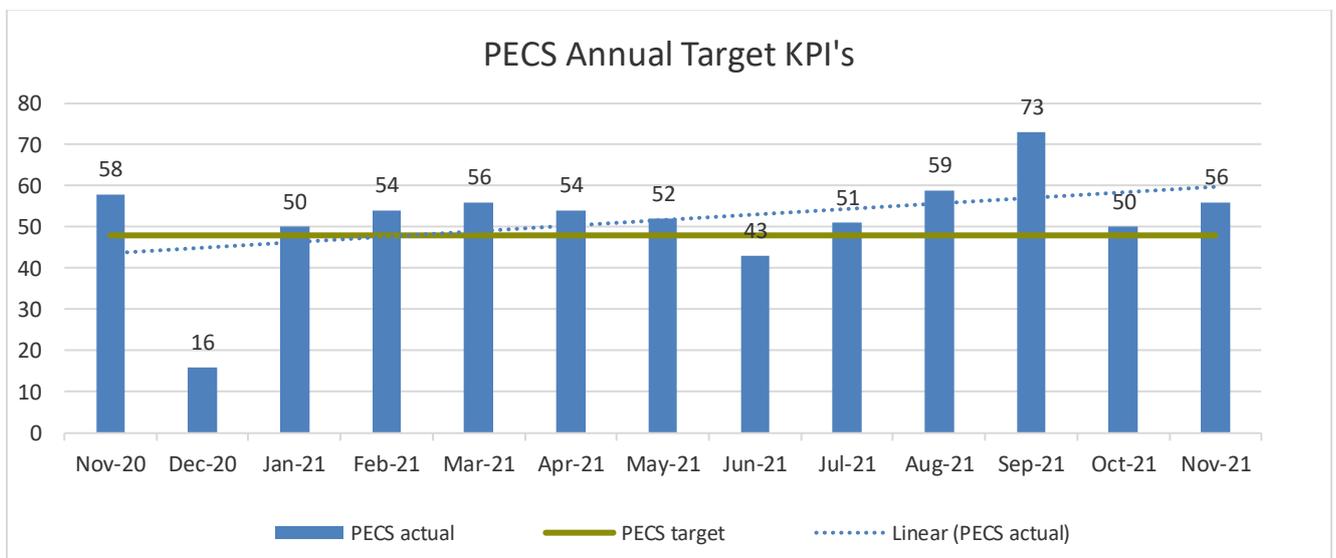
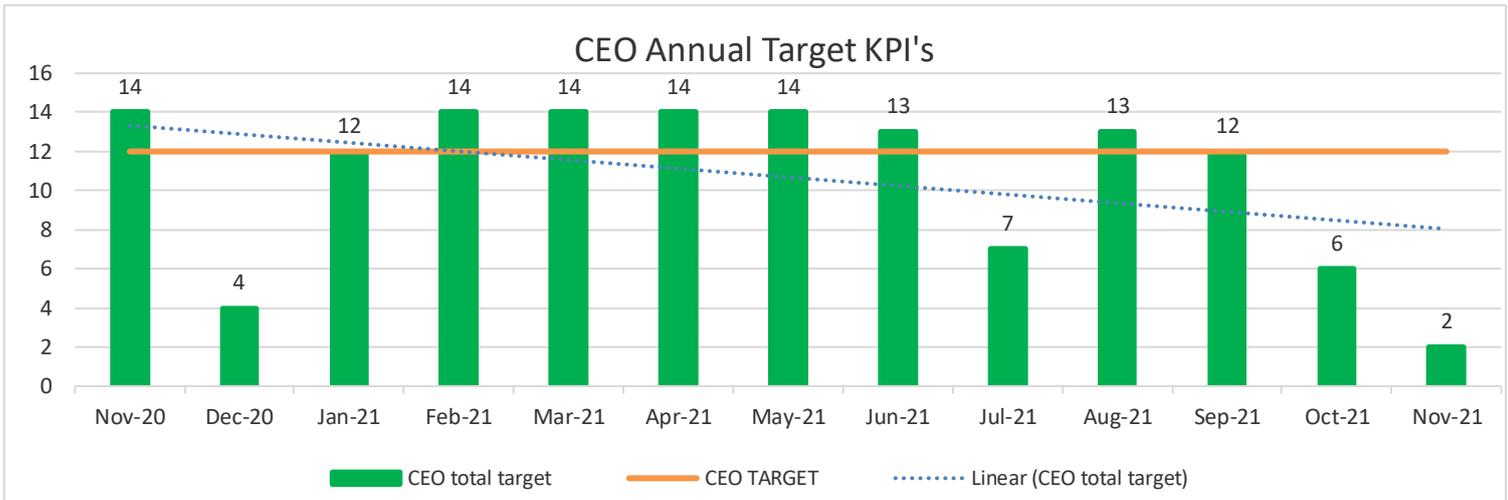
5. OCEO OLT Target list: 7 people/positions. 7x2=14 target per month.

October Monthly outcome: 1 people/positions completed their target KPI's. 1 people x 2 KPI's = 2 in total. Target is 14. Leaves a deficit of 12 (6 people x 2 KPI's). Reason: 5 people did not complete KPI's.

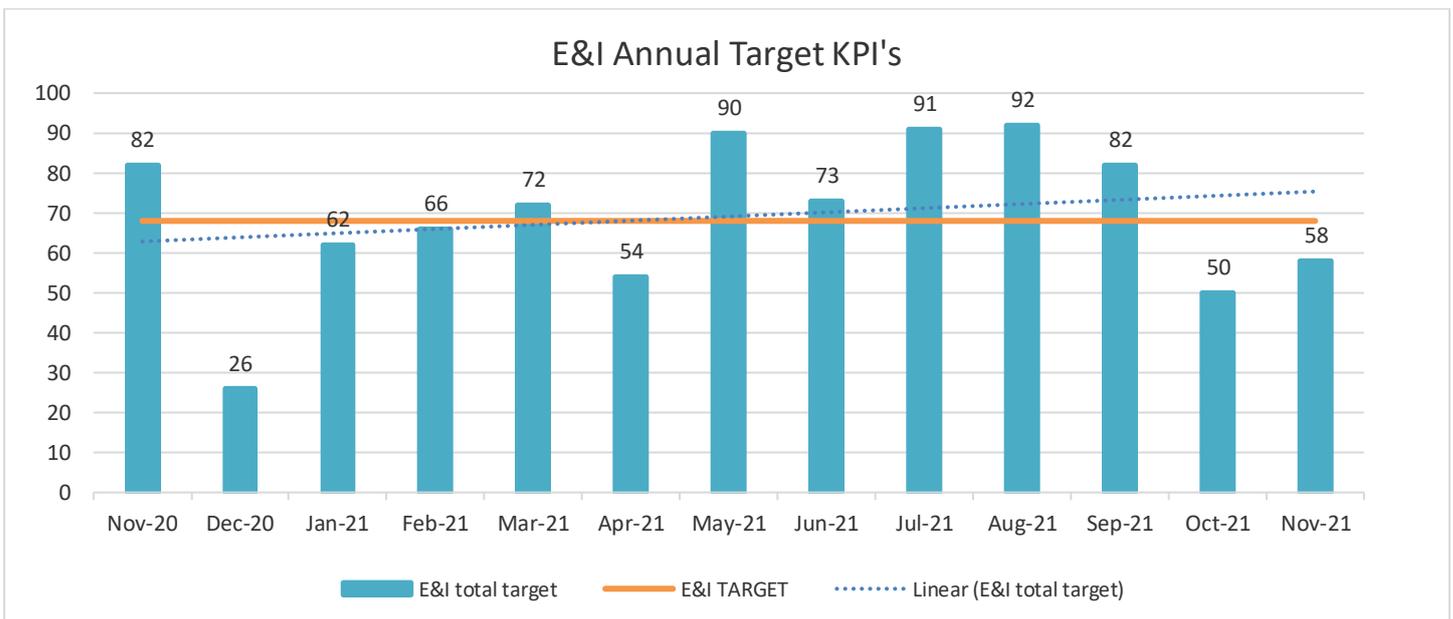
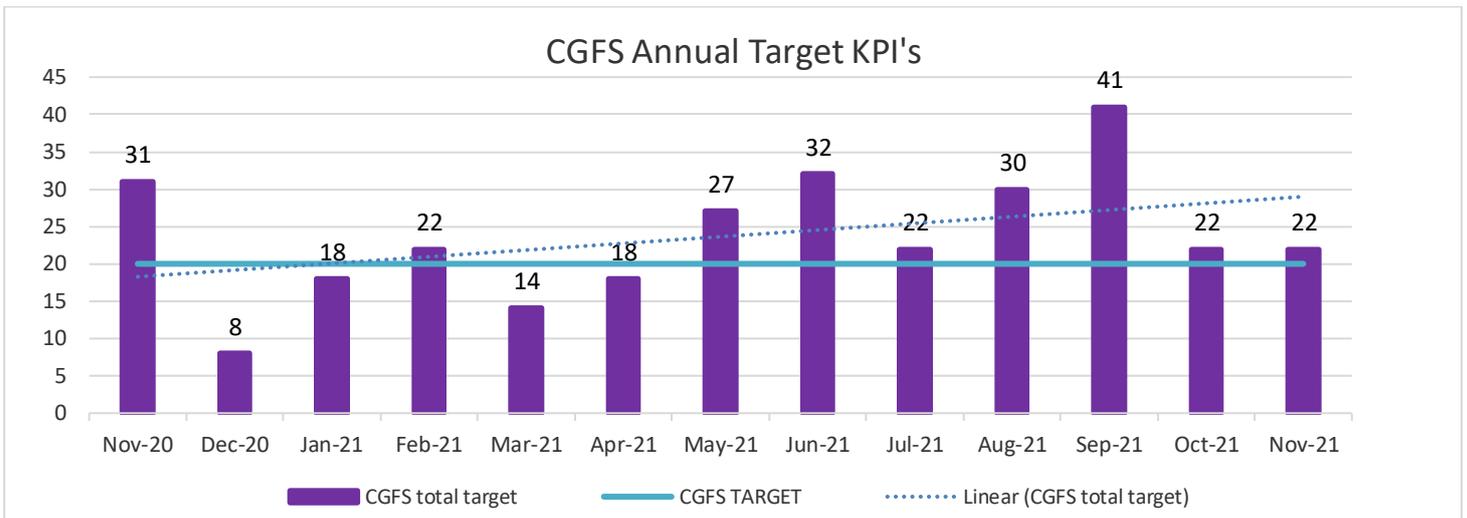
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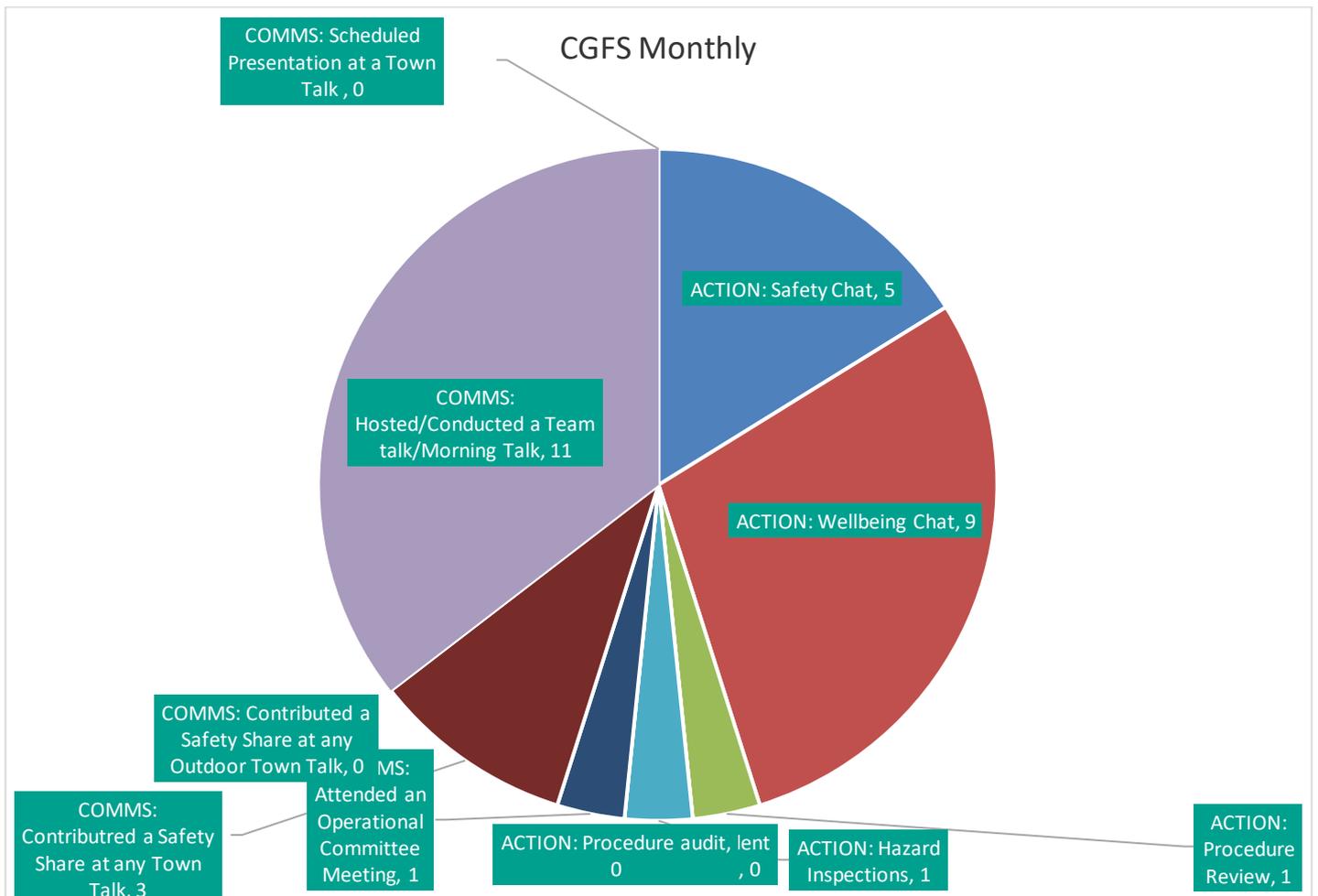
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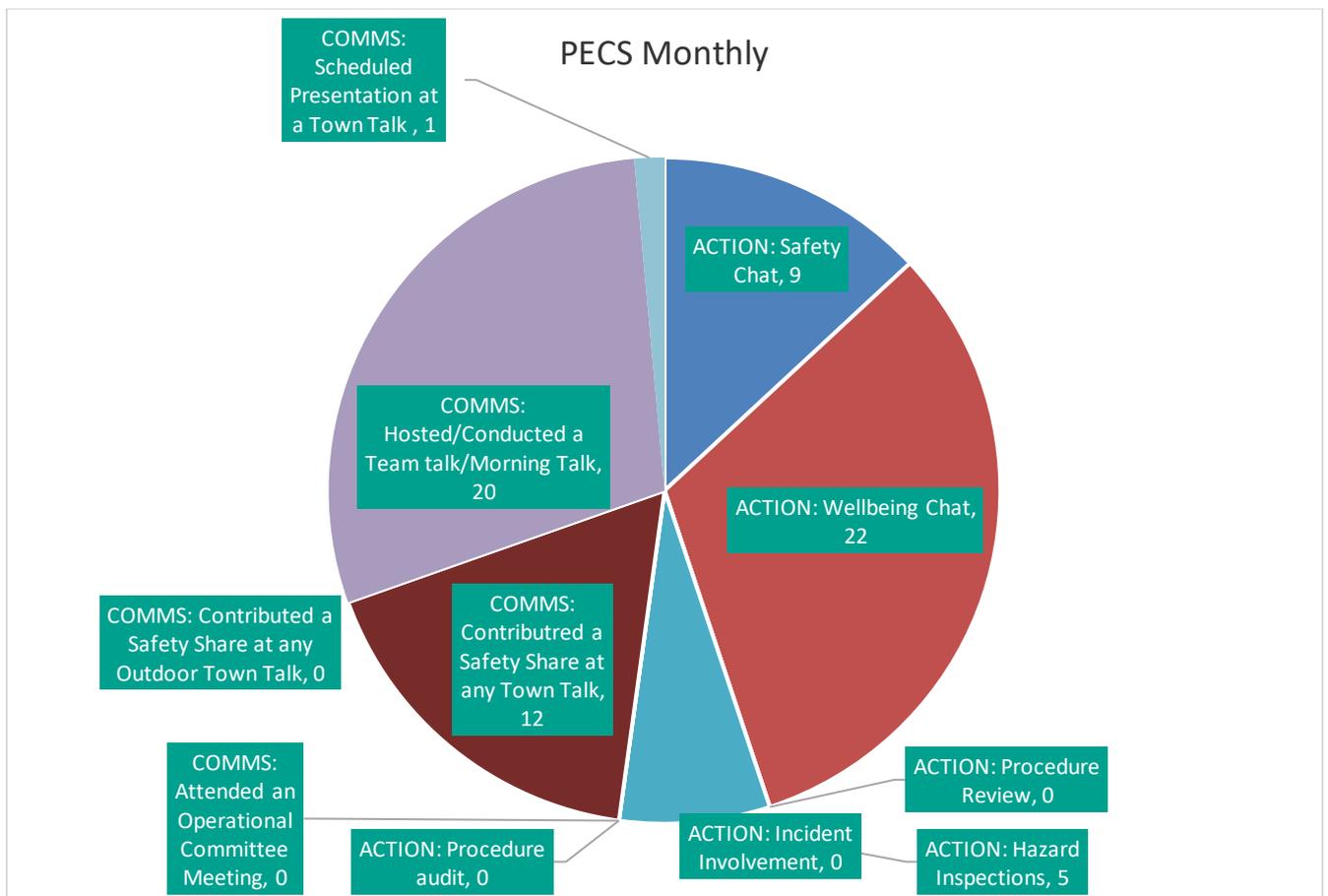
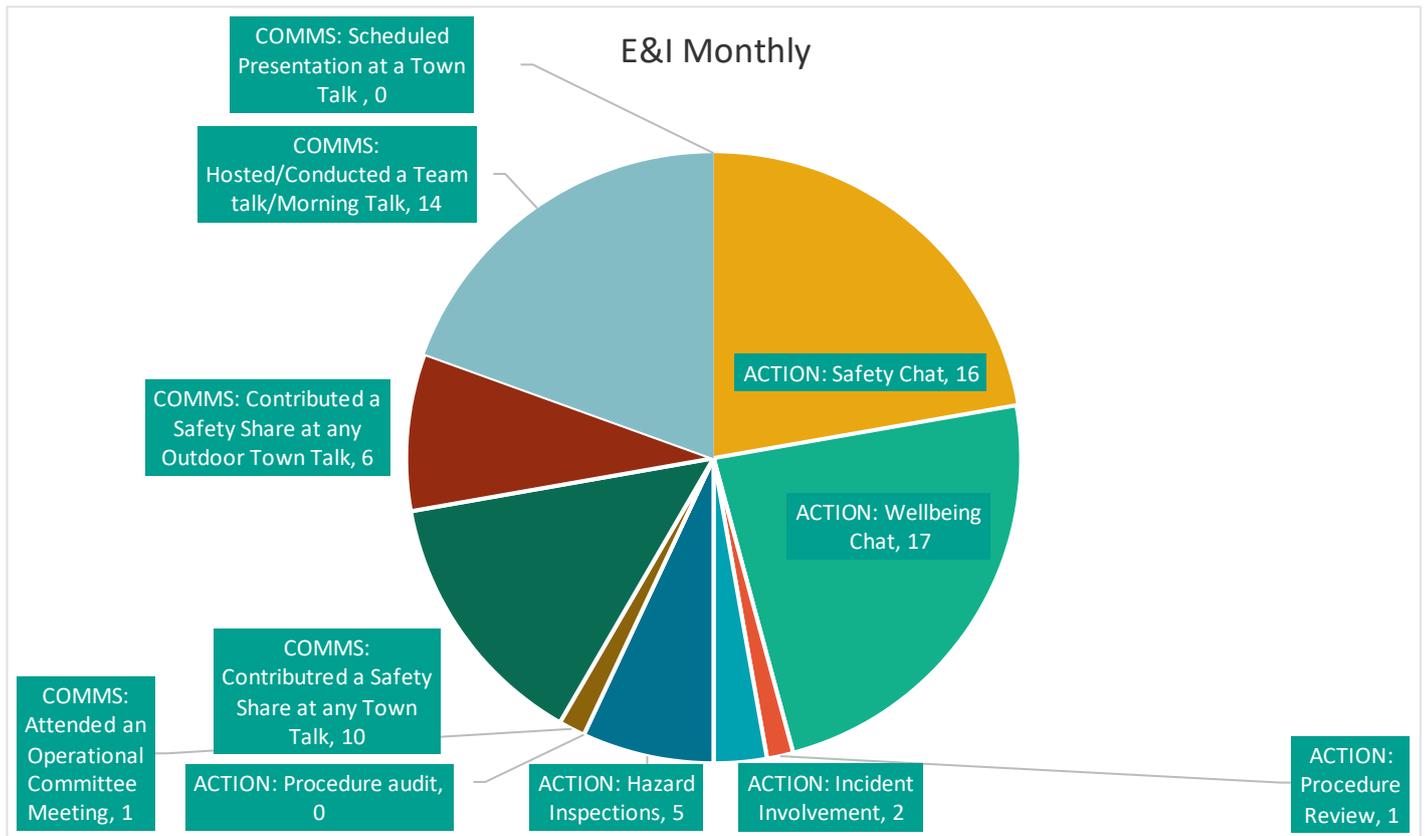
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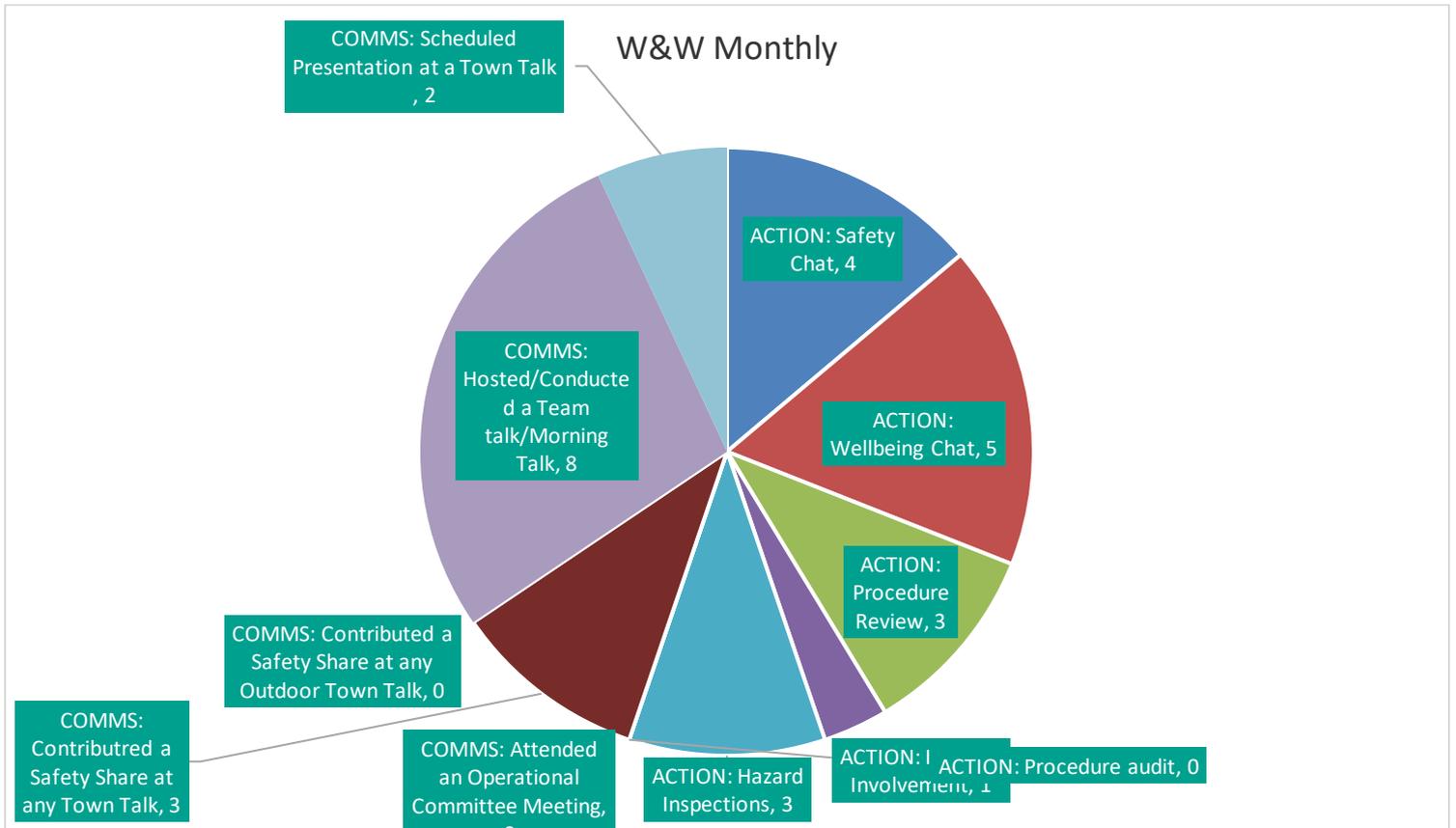
SAFETY AND RESILIENCE MONTHLY REPORT



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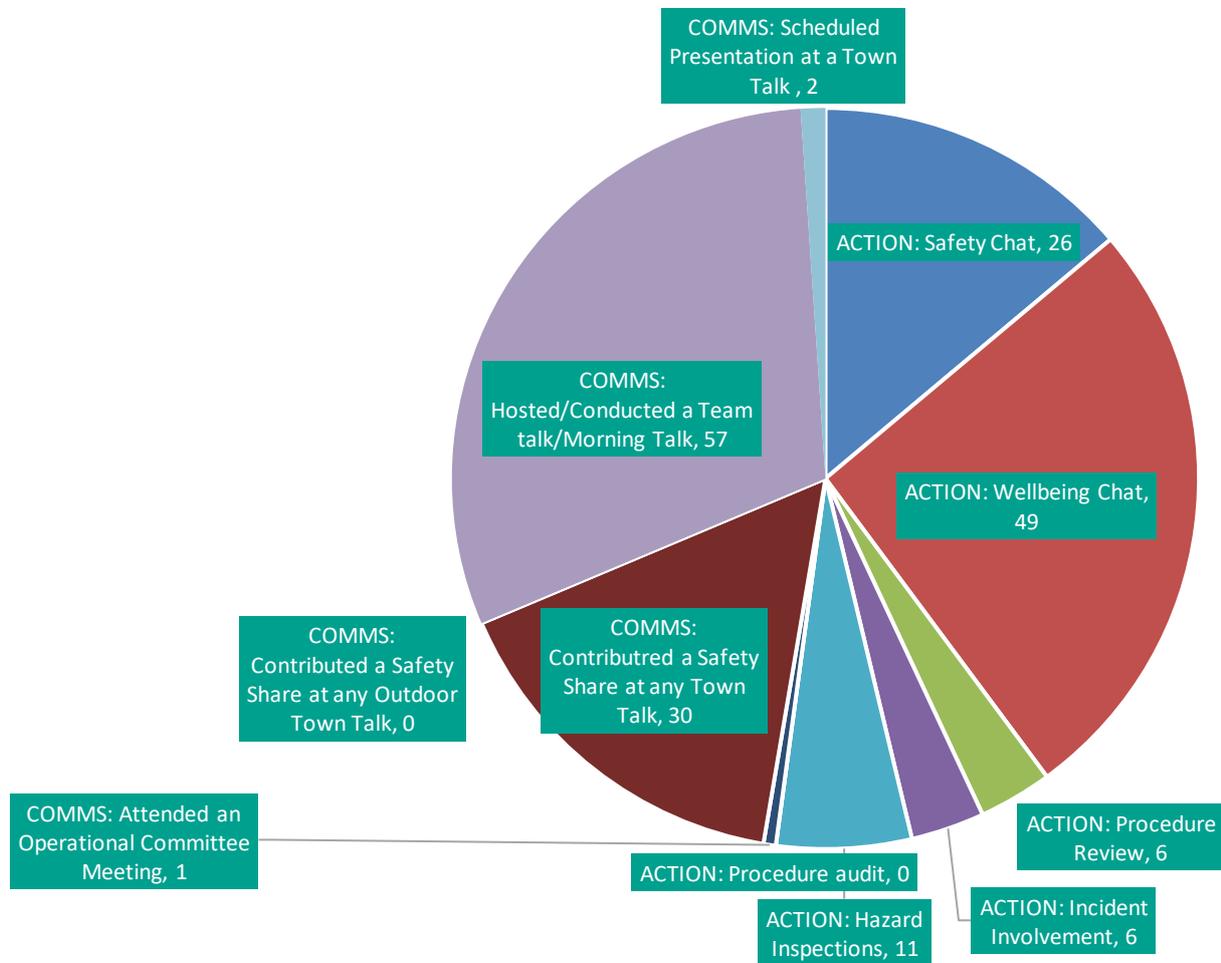


SAFETY AND RESILIENCE MONTHLY REPORT



SAFETY AND RESILIENCE MONTHLY REPORT

Total Isaac Actions & Comms



SAFETY AND RESILIENCE MONTHLY REPORT

Lucidity SMART Information update

The following information is an overview of both new additions and improved functions within the SMART system. As required, this update will be included into the WHS Monthly report to empower our people to use the additions if applicable to their role, and to pass on the information and changes to their teams.

Module - Inform

Digital forms are a more effective and accountable way to record information. Completed SMART records can be easily retrieved, downloaded or emailed for reporting and can be completed via desktop or the phone app whether working remotely or in town. Below are the most recent new inform builds available for use.

InForm Group - WHS KPI Related

1. V2 - WHS Key Performance Indicator.

The new version captures the recently reviewed and developed KPI Action and Communication Options, has a more streamlined format and now also has a mandatory comment function included.

InForm Group - Aquatic Facilities

1. Daily Participation/Usage Record and Water Quality recordings.

This inform has been developed for our Aquatic Facility staff to record daily customer traffic and water quality recordings. It is used by internal staff and externally engaged aquatic facility representatives.

2. Site Inspection and Lessee Meeting Report

Developed for use by the Community Facility Manager for site inspections with the objective to capture information more efficiently and effectively for reporting, and to improve the quality of record management.

InForm Group - Audits, Inspections and Checklists

1. Transportable Accommodation Contents Checklist

A checklist for portable accommodation to ensure the contents of all rooms within an accommodation are supplied, accounted for, safe and fit for purpose.

2. Workers accommodation condition Inspection

An inspection to ensure all related documentation, emergency management procedures, electrical safety, amenities, signage, chemicals, housekeeping, lifting equipment, remote work, and structural requirements for the accommodation have been met.

InForm Group - Contractor Management

1. Post Project Supplier Evaluation

An evaluation that can be completed by an IRC Project Supervisor/Manager during and/or post project completion to determine a contractors suitability for future engagement. The evaluation captures the contractor and project details, WH&S, environmental, quality and contractor management information. Once the respondent completes the form, selects their Manager and saves the form, the selected Manager receives a notification, and becomes the new owner of the form to review and sign.

SAFETY AND RESILIENCE MONTHLY REPORT

InForm Group - Emergency Management

1. Building Evacuation Report.

For use post drill and real event evacuations. The Emergency Warden will complete this following an evacuation to record evacuation details, including site and operational information.

2. Emergency Debrief.

For use post evacuation by the Chief Warden, following a partial or complete evacuation, and as part of the post-evacuation debrief held with Wardens and Observers.

3. Evacuation Observers Checklist

For use during drill only evacuations and exercises by selected persons chosen by Chief Wardens. Designed to capture the drill from an observer's perspective to allow for recommendations and improvements.

4. First Aid Kit Reorder form

This is one inform that allows staff to complete a first aid stock reorder all four First Aid Kit types; Snake Bite, Vehicle, Workplace and Remote Kits. Once the respondent completes and saves the form, the Safety & Resilience Support Officer receives a notification, and becomes the new owner of the form to review, sign and action the order.

InForm Group - Public Forms

1. Visitor Site Access Sign in and Sign out QR Codes

These forms have been improved to now be location and site specific. This has streamlined the sign in/out process by removing the location and site fields previously required to be completed by the visitor.

InForm Group - Prestarts

1. Morning Talk Meeting

This inform has been created to incorporate the new toolbox language for a prestart meeting. This inform is to be used by team leaders for prestart meetings held with both internal teams and contractors.

InForm Group - Work, Health & Safety

1. Team Talk Meeting

This inform has been created to incorporate the new toolbox language for team meetings. This inform is to be used by departmental team leaders/supervisors and managers to record scheduled meetings with their teams.

Module – Various

Project Function enabled

The Project function has been enabled throughout the Incident, Inform, Contractor and Competency Modules.

The objective of this function is to align any informs, incidents, contractor and/or competency information to a particular project. The System and Resilience Partner can either create or give permission to a user to create a

SAFETY AND RESILIENCE MONTHLY REPORT

Projects, and once the Project has been created, any records entered SMART can then be linked to the Project, allowing for an accumulative record capture to be easily retrieved.

Module - Competency

All training records and qualifications are now entered in this module for both internal and external personnel. People and Performance receive Isaac staff completed records via the learn@isaac.qld.gov.au address, and upload the records to the individual's profile. This roll out will allow for training gap analysis to be reported on and identified to ensure all mandatory training has been completed. Some online training is also in stages of being implemented and rolled, including the IRC Emergency Warden Training, WHS Committee Training and the IRC Corporate Induction.

Users can access their training history and any assigned online training via the Competency Module-Training History tab (for records) and the My Training tab (for assigned online training).

If any of the above requires a more detailed explanation or system familiarisation training is needed, please reach out to Angela Elliott, the Safety & Resilience Partner on 4846 3225 or email safety.reports@isaac.qld.gov.au

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 7 December 2021
AUTHOR	John Squire
AUTHOR POSITION	Manager Contracts and Procurement

5.3

PROCUREMENT POLICY UPDATE

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Procurement Policy from the Corporate Policy Register. The Policy was reviewed and required minor amendments.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Adopts the updated Procurement Policy (CORP-POL-122)**

BACKGROUND

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

Recently the Executive Leadership Team reviewed the purpose of the previously named Procurement Compliance Review Group (PCRG). For some time, the PCRG has monitored procurement compliance and governance at an operational level. This group has achieved many successes, which include implementation of training, review and development of procedures and commencing a change in culture of procurement practices.

Following the recent Procurement audit and recognition that there was a requirement to focus on strategic procurement, the PCRG was reviewed. The scope and concept of a suitable working group was discussed at length and recently ELT endorsed the Strategic Procurement Reference Group (SPRG) Terms of Reference.

The attached updated Procurement Policy provides an administrative change to reflect this new group.

IMPLICATIONS

Legislation/Best Practice

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

CONSULTATION

Executive Leadership Team

Director Corporate, Governance and Financial Services

Manager Governance and Corporate Services

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

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

KEY MESSAGES

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

Demonstrates Council's commitment to continuous improvement and transparency.

Report prepared by: JOHN SQUIRE Manager Contracts and Procurement Date: 17 November 2021	Report authorised by: DARREN FETTELL Director Corporate, Governance and Financial Services Date: 30 November 2021
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ATTACHMENTS

- Attachment 1 – Procurement Policy (CORP-POL-122) – updated

REFERENCE DOCUMENT

- Corporate Policy Framework

PROCUREMENT POLICY

APPROVALS

POLICY NUMBER	CORP-POL-122	DOC.ID	4753932
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CATEGORY	Statutory
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POLICY OWNER	Contracts and Procurement
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APPROVAL DATE	Insert
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RESOLUTION NUMBER	Insert
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DRAFT

OBJECTIVE

This policy establishes the principles that shall govern Isaac Regional Council’s contracting and procurement practices, in line with the *Local Government Act 2009*. These principles shall ensure goods and services are sourced in a fair and ethical manner, with minimal risk and still demonstrate the best value, in terms of cost, and quality whilst considering social, economic, and environmentally sustainable aspects.

SCOPE

This policy applies to all procurement and contracting activities undertaken by Isaac Regional Council in the acquisition of goods and services, and is binding upon the Council and its officers, temporary employees, contactors and consultants whilst engaged by the Council.

DEFINITIONS

TERM / ACRONYM	MEANING
ACL	Approved Contractor List. A list of Contractors who the local government considers to be appropriately qualified to provide the <i>services</i> , as established through an Expression of Interest. Successful appointment to this list is no guarantee of receiving an order for supply of goods or services.
Contractual Arrangement	A Contract for a defined parcel of works as per the Contract reference documentation; or The supply of goods and services of a similar type over a financial year as per Purchase Order/s.
Council / IRC	Isaac Regional Council
Large-Sized Contractual Arrangement	A contractual arrangement with a supplier that is expected to be worth \$200,000 or more (excl GST) over the proposed term of the contract.
LGAQ	Local Government Association of Queensland
MC&P	Manager Contracts and Procurement. Council’s policy advisor on procurement and contracts, and custodian of Council’s approved standard conditions of contract.
Medium-Sized Contractual Arrangement	A contractual arrangement with a supplier that is expected to be worth between \$15,000 but less than \$200,000 (excl GST) over the proposed term of the contract.
PCRG	Procurement Compliance Review Group. Review group of internally appointed representatives within Council to oversee procurement policy compliance and associated business improvement.
Procurement	The acquisition of goods or services from an external third party, usually procured at the best possible cost to meet the needs of Council in terms of quality, quantity, time, and location.

PSA	Preferred Supplier Arrangement. An agreement with a vendor as the sole point of supply to provide the requested goods or service at the contractually agreed rates for the duration of the agreed term.
RPQS	Register of Pre-Qualified Suppliers. A panel of suppliers who are considered by Council as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements. Successful appointment to the panel is no guarantee of receiving an order for supply of goods or services.
Sound Contracting Principles	The five sound contracting principles as detailed within Chapter 4, s104 of the Local Government Act 2009
<u>SPRG</u>	<u>Strategic Procurement Reference Group. The group formed to provide advice to the Executive Leadership Team (ELT) and to collaborate and engage throughout the organisation to apply a strategic and integrated level of thinking and practice to the organisation's procurement activities.</u>

POLICY STATEMENT

COUNCIL'S / MANAGEMENT'S POSITION

Isaac Regional Council is committed to ensuring a fair, transparent and accountable process in its procurement of the goods and services required to deliver quality outcomes to the community.

All procurement activity and transactions shall comply with the *Local Government Act 2009*, the *Local Government Regulation 2012*, and this Procurement Policy.

GUIDING PRINCIPLES

Council's fundamental objective when procuring goods and services is to always obtain the most advantageous outcome. This may not necessarily mean accepting the lowest priced offer, as the purchasing decision shall also consider non-price attributes.

Chapter 4, s104 of the *Local Government Act 2009* requires that a local government adheres to the following five *sound contracting principles*.

- Value for Money

In determining the value for money aspect of a purchase, Council will take into consideration whole of life costs, fitness for purpose, risks and quality assurance in addition to the up-front cost.

- Open and Effective Competition

Council shall give fair and unbiased consideration to all prospective suppliers when evaluating offers. This is so vendors, contractors and the general public have confidence in the procurement process.

- Development of Competitive Local Business and Industry

To promote economic sustainability for the region, Council shall evaluate offers of supply from vendors by the parameters set within the IRC Local Preference Policy.

- Environmental Protection

For the benefit of future generations, procurement decisions shall consider societal aspects, cultural, heritage and environmental protection.

- Ethical Behaviour and Fair Dealing

Council will conduct its procurement activities in a fair, honest and open manner, demonstrating the highest level of integrity, consistent with the public interest. This requirement is reiterated through the IRC Code of Conduct, the *Public Sector Ethics Act 1994*, and the *Integrity Act 2009*.

COMPETITIVE BIDDING REQUIREMENTS

Isaac Regional Council have determined the following competitive requirements are to apply when sourcing goods and services. The limit is based on the value of the expected expenditure or contractual arrangement over the life of the engagement.

This applies to use of financial delegations and purchase cards

Limit (Excl. GST)	Requirement
Less than \$1500	Verbal Quotation may be accepted, however written quote preferred.
\$1,500 <-> \$15,000	Minimum of two written quotations
\$15,000 <-> \$200,000	Minimum of three written quotations via a formal RFQ process. Note prior to quotes being sought, where the estimated value of the project is greater than \$150,000, consideration should be given to the potential for proposals to exceed the tender threshold, through market rates or future variations.
Greater than \$200,000	Invitation for written tenders are required.

- Purchasing Card

The use of purchasing cards for facilitating payment of low value requirements is acceptable when used in accordance with the IRC Procurement Policy and the IRC Purchasing Card Policy.

- Exceptions to Competitive Bidding Requirements

Exceptions for Medium and Large-sized contractual arrangements are outlined within Division 3, s229 – s235 of the *Local Government Regulations 2012*.

Notwithstanding the provisions within Division 3 of the *Local Government Regulations 2012*, Council shall attempt, where feasible, to adhere to the stated competitive bidding requirements. This includes when sourcing through an Approved Contractor List (ACL), Register of Pre-Qualified Suppliers (RPQS), or LGAQ arrangements.

Preferred Supplier Arrangements (PSA) that have a single supplier established following an appropriate sourcing exercise are excluded from this requirement for ongoing access to the service or goods as established under the contract.

Confirmation of the application of a Division 3 exception and exceptions to the IRC Procurement Policy will require approval by the Manager Contracts and Procurement in the first instance.

DELEGATIONS OF AUTHORITY

- Financial Authority

Financial delegations for the authorisation of expenditure, including purchase cards are maintained within the IRC Financial Delegations Register.

Splitting a cost over multiple Purchase Orders to avoid the correct approval level is not permitted.

IRC employees are not to request the supply of goods or services from suppliers without an IRC Purchase Order. Genuine emergent work will require a Purchase Order to be raised at the first available opportunity.

- Contractual Authority

The authorisation to sign Contracts (or variations to a contract) is separate to financial delegations. The personnel who have delegated authority to sign contracts (based on the aggregate value) on behalf of Council is maintained in the IRC Administrative Delegations Register.

- Technical Authority

Decisions that are of a technical nature and require specialised knowledge inextricably linked with the procurement of the product, require consultation and approval from the subject matter expert before either Financial Authority or Contractual Authority. The following table indicates when these people are to be consulted for the Procurement of particular products.

Department	Products
ICT	Hardware equipment, and Software requirements.
Organisational Safety	Health and safety requirements (not currently in range)
Brand Media and Communications	Branding and Marketing requirements
Governance	Legal advice including easements and land acquisitions.
Engineering	RPEQ qualified technical advice for civil, electrical or mechanical

SEGREGATION OF DUTIES

In order to reduce the risk exposure of fraudulent behaviour, the following procurement tasks are separated.

- The person who raised the initial request cannot exercise financial approval of the expense.

- The person who exercised financial approval of the expense shall not issue the purchase order, for values greater than \$1,500.
- The person who issued the purchase order shall not conduct the receipt of the goods/service.
- A person who performs accounts-payable functions may not perform procurement functions and vice versa. Specifically, a person must not have the ability to raise purchase orders and pay invoices against purchase orders.
- A person who creates or amends vendor records shall not perform any other procurement role.

VENDOR MANAGEMENT

Vendors are not to be engaged in the supply of goods or service without first being approved and set up as a vendor within Councils computerised financial system.

New vendor creations, and changes made to a vendor's bank account details in the Councils computerised financial system, require verification by a second authoriser.

COMPLIANCE

The ~~Procurement Compliance Review Group~~ Strategic Procurement Reference Group (PCRGSPRG) shall provide quarterly reports to the Audit and Risk Committee demonstrating the levels of compliance with IRC Procurement Policy and the *Local Government Regulations 2012*.

LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009*
- *Competition and Consumer Act 2010*
- *Public Sector Ethics Act 1994*
- *Integrity Act 2009*
- *Local Government Regulations 2012*
- Queensland Charter for Local Content
- Australian Standards

REFERENCES

ID	NAME
STAT-POL-086	Local Preference Policy
CORP-POL-067	Purchasing Card Policy
CORP-PRO-104	Procurement Procedure
N/A	IRC Financial Delegations Register (Available on IRIS)

N/A	IRC Administrative Delegations Register (Available on IRIS)
CORP-POL- 079	Code of Conduct
CORP-POL-120	First Nations Policy

DRAFT

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 7 December 2021
AUTHOR	Bill Blair
AUTHOR POSITION	Manager Business Applications Solutions

5.4 EXCEPTION BASED CONTRACTUAL ARRANGEMENTS – LOCAL GOVERNMENT REGULATIONS (2012)

EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement for the payment of \$15,400.00 to Velrada Capital under the exceptions for entering into medium or large sized contractual arrangements within s235(a) of the *Local Government Regulations 2012*.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Resolves it is satisfied that, because of the nature of the specialised or confidential services that are sought, being a jointly funded project led by Microsoft, it would be impractical or disadvantageous for the local government to invite quotes or tenders.***
- 2. Endorses the following exceptions to enter into medium or large sized contractual arrangements for the Active Mobility Project as per s235 of the Local Government Regulations (2012).***

BACKGROUND

Business Applications Solutions are in the final stages of development of our Active Mobility Project. The project is being developed using Microsoft Power Apps Platform and TechnologyOne CPM software. Microsoft selected Velrada Capital as their approved agent to assist with the final development stages and Microsoft have contributed \$18,000.00 towards the project. Isaac Regional Council require some additional development to be undertaken outside the scope of the Microsoft funding.

Discussion

Since there is a three-party contractual understanding between Microsoft, Velrada Capital and Isaac Regional Council and the specialised nature of the project it is not possible to obtain quotes from any other software support suppliers.

Due to the current Microsoft funded development being undertaken by Velrada Capital, we require approval to continue final development with Velrada Capital. This will be the cheapest option as any other software support supplier would need to completely review all the development work undertaken to-date before they could commence final development software support.

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

(b) the local government resolves it is satisfied that, because of the nature of the specialised or confidential services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders;

IMPLICATIONS

Endorsing this proposal has the following benefits

- Meets legislation and procurement policies and procedures
- Provides an efficient and uninterrupted software development arrangement in partnership with Microsoft and Velrada Capital

CONSULTATION

Chief Information Officer

Director Corporate, Governance and Financial Services

Manager Contracts and Procurement

BASIS FOR RECOMMENDATION

Compliance with s235 of the *Local Government Regulations (2012)*.

ACTION ACCOUNTABILITY

Manager – Contracts and Procurement; is accountable for compliance with s235 of the *Local Government Regulations (2012)*, and the Procurement Policy.

Manager – Business Application Solutions; is accountable for ensuring the software development project is carried out in accordance with our written agreement with Velrada Capital.

KEY MESSAGES

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

Report prepared by:	Report authorised by:
BILL BLAIR	DARREN FETTELL
Manager Business Application Solutions	Director Corporate, Governance and Financial Services
Date: 10 November 2021	Date: 30 November 2021

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- *Local Government Regulations 2012*
- *Isaac Regional Council Procurement Policy*
- *Isaac Regional Council Local Preference Policy*

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 7 December 2021
AUTHOR	Zoe Behrendt
AUTHOR POSITION	Manager Rates and Accounts

5.5

NOT FOR PROFIT – RATES CONCESSION REGISTER

EXECUTIVE SUMMARY

As per Resolution No. 5444, Council adopted a Rates Concession – Not for Profit Policy that came into effect on 1 July 2018. This report outlines subsequent organisations that have submitted the appropriate documentation and outlines the concession entitlements as per the adopted Policy, along with the updated register.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Adopts the Updated Rates Concession Register for Not-for-Profit organisations as per the rates Concession – Not for Profit Policy***

BACKGROUND

The purpose of the report is to advise Council on subsequent organisations who have submitted appropriate documentation in line with the Rates Concession – Not for Profit Policy. Council has received a further four eligible applications that meet the necessary criteria from relevant organisations within the community since its last report to Council.

The four organisations have been highlighted in the attached Rates Concession register which also identifies the proposed concession to be granted in line with the Rates Concession – Not for Profit Policy and section 122 of the *Local Government Regulation 2012* whereby a Local Government may grant the concession only by a resolution to a stated ratepayer.

The updated Rates Concession Register is presented for Council's consideration in granting concessions to these Not-for-Profit community organisations.

IMPLICATIONS

Community Groups

As a result of the adopted policy, Attachment 1 details the organisations where Council has received appropriate correspondence and the concession applications to be granted in line with the Rates Concession – Not for Profit Policy.

Budget/Financial

Council grants considerable relief to organisations that provide useful and economic benefits to our community. Thus far for the 2021/2022 Financial Year, approximately 90 Not-for-Profit organisations received, concessions, totalling to more than \$145,000 in rates relief.

Attachment 1 outline all the organisations and their concession entitlements inclusive of the subsequent applications.

CONSULTATION

Manager Rates and Accounts

Manager Financial Services

BASIS FOR RECOMMENDATION

Support the implementation of the Rates Concession – Not for Profit Policy and provide support to the community groups of the Isaac Region in delivering social, recreational and other services to the community.

ACTION ACCOUNTABILITY

Manager Rates and Accounts to maintain the Rates Concession Register in accordance with the Rates Concession – Not for Profit Policy.

KEY MESSAGES

Adopt this report in order to grant concessions as per section 122 of the *Local Government Regulation 2012*.

Ensure transparent decision making.

Report prepared by:	Report authorised by:
ZOE BEHRENDT	DARREN FETTELL
Manager Rates and Accounts	Director Corporate, Governance and Financial Services
Date: 23 November 2021	Date: 30 November 2021

ATTACHMENTS

- Attachment 1 – Rates Concession Register – updated – November 2021

REFERENCE DOCUMENT

- Rates Concession – Not for Profit Policy (CORP-POL-025)

RATES CONCESSION REGISTER – as at 30 November 2021

**  Denotes new / updated NFP applications

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
202992	Australian Christian Churches Queensland Ltd	Yes	A	N/A	100%	100%
201685	Broadsound Coastal Community Development Association	Yes	A1	100%	100%	N/A
203738	Clarke Creek Campdraft Association Inc	Yes	A	100%	N/A	N/A
103838	Clermont Bowls Club Incorporated	Yes	A	100%	100%	100%
103211	Clermont Clay Target Club Inc	Yes	A	100%	100%	N/A
104829	Clermont Community Housing and Other Services	Yes	A	100%	100%	100%
104576	Clermont Junior Motorcycle Club Inc	Yes	A	100%	100%	N/A
208329	Clermont Men's Shed Inc	Yes	A	100%	100%	100%
100991	Clermont Pony Club Inc	Yes	A	100%	100%	N/A
103745	Clermont Rifle Association Inc.	Yes	A	100%	N/A	N/A
103153	Clermont Rodeo & Show Society Inc	Yes	A	100%	100%	N/A
201947	Dysart Amateur Boxing Club Inc	Yes	A	100%	N/A	N/A
206691	Dysart BMX Club Inc	Yes	A	100%	N/A	N/A
204552	Dysart Bowls Club Inc	Yes	C	50%	N/A	N/A
206530	Dysart Gun Club Inc	Yes	A	100%	N/A	N/A
203845	Dysart Horse Performance Association Inc	Yes	A	100%	100%	N/A
204152	Dysart Junior Motocross Club Inc	Yes	A	100%	N/A	N/A
201943	Dysart Junior Rugby League Club	Yes	A1	N/A	100%	100%

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
201942	Dysart Junior Soccer Club	No		N/A	100%	100%
204558	Dysart Kindergarten Inc.	Yes	A1	100%	100%	100%
201624	Dysart Owners & Trainers Association Inc & Dysart Rodeo Club Inc	Yes	A1	100%	100%	N/A
203967	Dysart Pony Club Incorporated	Yes	A1	100%	100%	N/A
202231	Dysart Pottery Club Inc	Yes	A	100%	100%	100%
201948	Dysart Rugby League Football Club Inc	Yes	A1	100%	100%	100%
102971	Emergency & Long Term Accommodation In Moranbah	Yes	A	100%	100%	100%
102193	Emergency & Long Term Accommodation in Moranbah Inc	Yes	A	100%	100%	100%
200260	Glenden Junior Motocross Inc.	Yes	A	100%	100%	100%
200268	Glenden Pony Club Inc	Yes	A1	100%	100%	N/A
200270	Glenden Rodeo Association Inc	Yes	A1	100%	100%	N/A
210402	Glenden Rural Interest Inc	Yes	A	100%	N/A	N/A
202232	Guides Queensland – Dysart Branch	Yes	A	100%	100%	100%
101658	Guides Queensland – Moranbah	Yes	A	N/A	100%	100%
206253	Gymnastics Moranbah Inc	Yes	A	100%	100%	100%
202294	Hinterland Community Care Inc	Yes	A	100%	100%	100%
102975	Hinterland Community Care Inc	Yes	A	100%	100%	100%
103776	Kilcummin Group Selector's Assoc Inc	Yes	A	100%	N/A	N/A
202374	Middlemount Boxing & Fitness Incorporated	Yes	A	100%	100%	100%

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
202418	Middlemount Community Sports Association Inc	Yes	A	100%	100%	100%
210219	Middlemount Fellowship A O G	Yes	A	N/A	100%	100%
202452	Middlemount Golf Club Inc	Yes	C	50%	N/A	N/A
203880	Middlemount Horse & Pony Club Inc	Yes	A	100%	100%	N/A
203881	Middlemount Race Club Inc	Yes	A	100%	100%	N/A
203876	Middlemount Rodeo Association Inc	Yes	A	100%	100%	N/A
202417	Middlemount Rugby League Football Club Inc	Yes	A1	100%	100%	100%
202419	Middlemount Touch Football Association Incorporated	Yes	A1	100%	100%	100%
202674	Middlemount Youth Support Incorporated	Yes	A	100%	100%	100%
210255	Moranbah Arts Council Inc	Yes	A	100%	100%	100%
210294	Moranbah Australian Football Association Inc	Yes	A	100%	100%	100%
206689	Moranbah B.M.X Club Incorporated	Yes	A1	100%	100%	N/A
210221	Moranbah Bowhunters & Field Archers Inc	Yes	A	100%	N/A	N/A
101125	Moranbah Bowls Club Inc	Yes	B1	50%	50%	50%
104661	Moranbah Boxing and Sporting Association Inc	Yes	A	100%	100%	100%
206704	Moranbah Darts Association Inc	Yes	A	100%	100%	100%
210250	Moranbah Hawks Football Federation Incorporated	Yes	A1	100%	100%	100%
206252	Moranbah Hockey Association Inc	Yes	A	100%	100%	100%

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
206711	Moranbah Horse and Pony Club Inc	Yes	A	100%	N/A	N/A
207810	Moranbah Junior Dirt Drag Club Inc	Yes	A1	100%	100%	N/A
206709	Moranbah Kart Racing Association Inc	Yes	A	100%	100%	N/A
206707	Moranbah Motorcycle Riders Club Inc	Yes	A	100%	100%	N/A
100686	Moranbah Neighbourhood Centre Association Inc	Yes	A	100%	100%	100%
101118	Moranbah Neighbourhood Centre Association Inc	Yes	A	100%	100%	100%
210382	Moranbah Netball Association Inc	Yes	A	100%	100%	100%
206706	Moranbah Pistol Club Inc	Yes	A	100%	N/A	N/A
101100	Moranbah Race Club Incorporated	Yes	A1	100%	100%	N/A
206712	Moranbah Rodeo Association Inc & Moranbah Campdrafting Assoc Inc	Yes	A1	100%	100%	N/A
101350	Moranbah Rugby League Football Club Inc	Yes	C	50%	N/A	N/A
206710	Moranbah Speedway Association Inc	Yes	A	100%	100%	N/A
206759	Moranbah Tennis Association Incorporated	Yes	A	100%	100%	100%
210291	Moranbah Touch Football Association Inc	Yes	A	100%	N/A	N/A
210290	Moranbah X-Fit Inc	Yes	A	100%	N/A	N/A
200515	Nebo Community Sport & Recreation Club Inc.	Yes	A1	100%	100%	100%

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
100422	Returned & Service League of Australia (Qld Branch) Clermont	Yes	A	100%	100%	100%
206531	Sporting Shooters Association Australia Dysart Branch Inc	No		100%	N/A	N/A
203864	Sporting Shooters Association of Australia (Middlemount Branch) Inc	Yes	A	100%	N/A	N/A
102673	St Vincent De Paul Society Queensland	Yes	A	N/A	100%	100%
103245	The Clermont Race Club Inc.	Yes	C	50%	N/A	N/A
202229	The Corporation of The Diocesan Synod of North Queensland	Yes	A	N/A	100%	N/A
200571	The Corporation of The Diocesan Synod of North Queensland & The Roman Catholic Trust Corporation For the Diocese of Rockhampton	Yes	A	100%	100%	100%
204490	The Corporation of the Synod of the Diocese of Rockhampton	Yes	A	N/A	100%	N/A
202259	The Roman Catholic Trust Corporation For the Diocese of Rockhampton	Yes	A	N/A	100%	N/A
100714	The Corporation of the Trustees of The Grand Lodge of the Royal Antediluvian Order of Buffaloes	Yes	A	100%	100%	100%
206082	The Creche and Kindergarten Association Limited	Yes	A	100%	100%	100%
202853	The Creche and Kindergarten Association Limited	Yes	A	100%	100%	100%
201767	The Gowrie (QLD) Inc	Yes	A	100%	100%	100%
200011	The Queensland Country Women's Association	Yes	A	N/A	100%	100%

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
100389	The Scout Association of Australia Queensland Branch Inc.	Yes	A	100%	100%	100%
202233	The Scout Association of Australia Queensland Branch Inc.	Yes	A	100%	100%	100%
102012	The Scout Association of Australia Queensland Branch Inc	Yes	A1	100%	100%	100%
100865	The Trustees of the Moranbah Lodge No. 516 of Antient Free and Accepted Masons of Queensland	Yes	A	100%	100%	100%
103336	The Trustees of Peak Downs Lodge No. 32 of Antient Free and Accepted Masons of Queensland	Yes	A	100%	100%	100%
203861	The Trustees Of The Middlemount Moto Cross Club	Yes	A	100%	N/A	N/A
206705	Theresa Creek Water Sports Club Inc	Yes	A	100%	N/A	N/A
103677	Twin Hills Campdraft Association In	Yes	A	100%	N/A	N/A

MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 7 December 2021
AUTHOR	Beau Jackson
AUTHOR POSITION	Manager Brand, Media and Communications

5.6

COUNCIL PUBLICATION REVIEW - CLERMONT RAG

EXECUTIVE SUMMARY

The purpose of this report is to request Council to consider whether or not it is appropriate to cease publication of the Clermont Rag to support the new community run newsletter in Clermont.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council

- 1. Endorses the cessation of the Clermont Rag**
- 2. Supports advertisements in the Clermont Telegraph in line with financial and service offerings in all other Isaac communities.**

BACKGROUND

The Clermont Rag is a weekly publication that is delivered in hardcopy to Clermont Newsagency and rural mail contractors weekly. The Clermont Rag has been running for more than 40 years, produces 48 editions a year, up to 700 copies a week. It is also published online on the Council webpage and shared onto social media using digital publishing platform ISSUU.

Without any formal position, Council in the past has attempted to encourage community responsibility for their local news with varying degrees of success, though noting that Clermont is the only remaining Council run publication. With the interest on the rise to provide a local news outlet locally following publications stopping press at various regional towns throughout the region. It is noted that a similar situation arose with the Nebo News approximately two years ago.

The Nebo News was devolved to a community run publication however subsequently folded, and Council officers were asked about the possibility of taking back responsibility for the publication. Informal discussions were held at Manager / Officer level with discussions suggesting that the request may not be supported noting the commitment required for resources and time.

It is noted however that Council does undertake Nebo letterbox drops monthly (delivered to letterboxes as a single page "What's On in Nebo" via 100 copies printed at the Nebo Council office by Engaged Communities then delivered to the local Nebo Post office for distribution with customers at no cost to Council).

COMMUNITY-DRIVEN PUBLICATIONS

The community driven publications and Council's spend in each is as follows:

- Broadsound Bulletin (published monthly for the coastal communities) to the value of approximately \$250 p.a.
- Middlemount News (published monthly through a mining company, free to advertise)
- Dysart Diary (published monthly through the Dysart Community Support Group) to the value of approximately \$562 p.a.
- Moranbah Community News (published monthly through 4RFM Community Radio) as part of a cross-media sponsorship package which includes radio sponsored spots, community notices and production fees to the value of \$2,640 p.a.
- Glenden Pipeline (published monthly, free to advertise)
- Nebo News (previously published through volunteers – ceased 2018)

Other publications, which are prepared by and distributed by Isaac Regional Council include:

- Isaac News prepared bi monthly and distributed to homes across the Isaac region.
- The Clermont Rag
 - 500-700 copies published weekly for Clermont residents consisting of Council news
 - Cost to Council: printing costs and 15 - 20 hours per week for employee wages

General observations on the Clermont Rag

Commentary on social media has alluded to expensive advertising costs and lack of local content such as multiple voices in the community and it is too Council-focused.

Noted that in July 2019, Clermont Rag did have a 1 per cent increase to advertising prices and it was the first change to pricing since 2016.

As noted above, the introduction of a new Community publication and community comments provides Council the opportunity to review its position and the viable future of the Clermont Rag.

Isaac Regional Council currently produces the bi-monthly Isaac News which is delivered to all households across the region, via Australia Post following a request for quote process issued in October 2020.

Isaac News, created post-amalgamation, is intended as a vehicle for sharing Council's stories and information, including supporting columns by the Mayor and divisional Council representatives.

Currently the majority of communities run their own local newsletters or online publications, with commercial advertising, apart from Council running the weekly Clermont Rag.

Recently the Clermont business community has come together to produce the Clermont Telegraph.

Clermont Rag does not have advertising and therefore is a Council-only product.

This support would also be through paying for advertising and editorial content in line with current business practices with other community newsletters

IMPLICATIONS

The new Clermont Telegraph publication provides Council an opportunity of re-assessing the “need” to produce the Clermont Rag, and in turn support the new Clermont Telegraph publication in line with support for other community publications.

Two options have been canvassed:

OPTIONS	PROS	CONS	COMMENTS
MAINTAIN THE CLERMONT RAG	Council-controlled messaging and a publication.	Perception that Council is in competition for community publication.	Option was considered of a revamp of the product, including reducing to fortnightly or monthly run, however this will take time and resources. Further consideration given to role and opportunity for Isaac News.
	Community engagement tool	Perception that Council messaging is one-sided and advertising is expensive.	
	Long standing history with the community who rely on their Council news.	15 - 20 hours per week of employee time, not provided to any other community, with increasing demands on BMC team.	
		Cost of printing and materials.	
CEASE THE CLERMONT RAG AND SUPPORT THE CLERMONT TELEGRAPH	Reduce the current demand for limited time and resources of the Brand, Media and Communications team.	Council messaging may not be used in its entirety.	Would not result in any labour budget savings as 15 - 20 hours per week would be redirected to other existing and evolving priorities*. There would be savings with reduced printing and materials costs, which would be used to offset the advertising costs associated with the move to the Clermont Telegraph.
	Eliminates the perception that Council is in competition for commercial advertising.	Potential disappointment from long-term readers / advertisers who depend on the longevity of the Rag.	
	Supporting a community-driven initiative		
	Consumer focus on trend for digital and social media information gathering		
			Council may need to consider its position in administering community newsletters into the future.
			It is noted that potential impact of withdrawal of

Clermont Rag may depend on plans for Clermont Telegraph and whether intended to remain as monthly publication only.

*Examples include, but not limited to, the delivery of community recovery, Council events, customer-focused and tourism-related activities and business resilience projects through advocacy and on the ground actions.

Given the points above, and noting delivery of publications in all other communities, it would seem appropriate to propose ceasing the Clermont Rag and support the Clermont Telegraph.

CONSULTATION

Previous consultation has occurred with Council in February 2021 and at the time support was received unanimously for Brand, Media and Communications to plan for the cessation of the Clermont Rag.

Cr Carolyn Moriarty has recently conducted limited consultation with Clermont community and businesses with most advising the perception is that the Clermont Rag is of little community interest or value.

BASIS FOR RECOMMENDATION

In accordance with Council's financial and service equalisation across the Isaac region.

ACTION ACCOUNTABILITY

Manager of Brand, Media and Communications to arrange appropriate procurement to secure advertising with the Clermont Telegraph on an annual basis, subject to budget availability.

Brand, Media and Communications team to prepare a final edition of the Clermont Rag advising the community of the change and seek approval from the Mayor and CEO prior to print.

KEY MESSAGES

Council is supporting local community run newsletters/publications which aligns with our service offerings in all other Isaac townships that have community run newsletters/publications.

Report prepared by:	Report authorised by:
BEAU JACKSON Manager Brand, Media and Communications	DARREN FETTELL Director Corporate Governance and Financial Services
Date: 2 December 2021	Date: 2 December 2021

ATTACHMENTS

Nil

REFERENCE DOCUMENT

- ISAAC – Briefing Note – Review of publications and advertising support 14 February 2021

MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee

Tuesday 7 December 2021

AUTHOR

Darren Fettell

AUTHOR POSITION

Director Corporate, Governance and Financial Services

6.1

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

- 1. Notes the Corporate, Governance and Financial Services Information Bulletin for December 2021.*

BACKGROUND

The attached Information Bulletin for December 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.

Report prepared by: DARREN FETTELL Director Corporate, Governance and Financial Services Date: 30 November 2021	Report authorised by: JEFF STEWART-HARRIS Chief Executive Officer Date: 1 December 2021
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ATTACHMENTS

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

REFERENCE DOCUMENT

- Nil

DATE: December 2021

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

DIRECTORATE HIGHLIGHTS

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

- Shop Isaac new logo reveal and preparation for Christmas campaign
- Budget refresher course and opening of budget packs
- Nebo store officer commenced
- Trainee for Procurement for 2022 determined
- Finalisation of Consolidated Data Return
- Finalisation of 1st Quarter budget review
- Adoption of the 2020/2021 Annual Report
- Facilitation of the Audit and Risk Committee meeting
- Endorsement of the 1st Quarter 2021/2022 Annual Operational Plan Performance Report
- Review of Project Accountability Gateway (PAG) continued during November
- Draft budget timelines (including planned integration with the PAG process) were developed
- Work continued in relation to the development of Asset Class-Asset Management Plans
- Ongoing engagement with the Mackay Hospital and Health Service for COVID-19 vaccination clinic establishment and communications support

BRAND, MEDIA AND COMMUNICATIONS

UPCOMING ITEMS FOR COMMITTEES AWARENESS

- Shop Isaac new logo reveal and preparation for Christmas campaign. Presentation of the design work and style guide from Candice
- Photo library refresh project. Presentation of rough plan from Brooke and Grier

PREVIOUS MONTH'S ACHIEVEMENTS:

- Shop Isaac new logo reveal and preparation for Christmas campaign.
- Production and delivery of four Clermont Rags
- Eight Community Newsletter Advertisements

Ilbilbie Hall Management, Melbourne Cup Luncheon	St Mary's Parish Christmas Fair	Dysart State High School Valedictory Dinner
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Moranbah Miner's Memorial – event	NAIDOC Celebrations, Isaac Coast Fire and land management	Moranbah Bowls Club - Annual Bowls Tournament
Nebo Annual Christmas Fair	Dysart State High School - Presentation Evening	Middlemount Fight Night
Moranbah Miner's Memorial Spring Race Day	Moranbah State High School - 46th annual awards night	Country Stampede - Clermont Race Day
Remembrance Day, Nebo	Glenden State School Annual Awards Night	Moranbah Carols by Candlelight
Remembrance Day - Clermont	LeadIN Transformation is Now	Middlemount Christmas Party
Remembrance Day - Moranbah	F5F Pop Up @ The Park - Clermont	St Lawrence State School Awards Night & End of Year Celebration
Middlemount Community School - Awards Ceremony	Clermont State High School Awards Ceremony	St Joseph the Worker Parish - Christmas Fair
Bunju and Gandu go walkabout - Digital Storytelling Expo	NAIDOC Celebrations, Isaac Coast	

Other key achievements for November:

- 18 general media releases issued in November 2021.
- 31 public notices in November 2021.
- 29 media inquiries in November 2021.
- 25 Councillor speeches
- 10 Councillor columns

Facebook

- 9,801 Page followers

Instagram

- 1052 followers

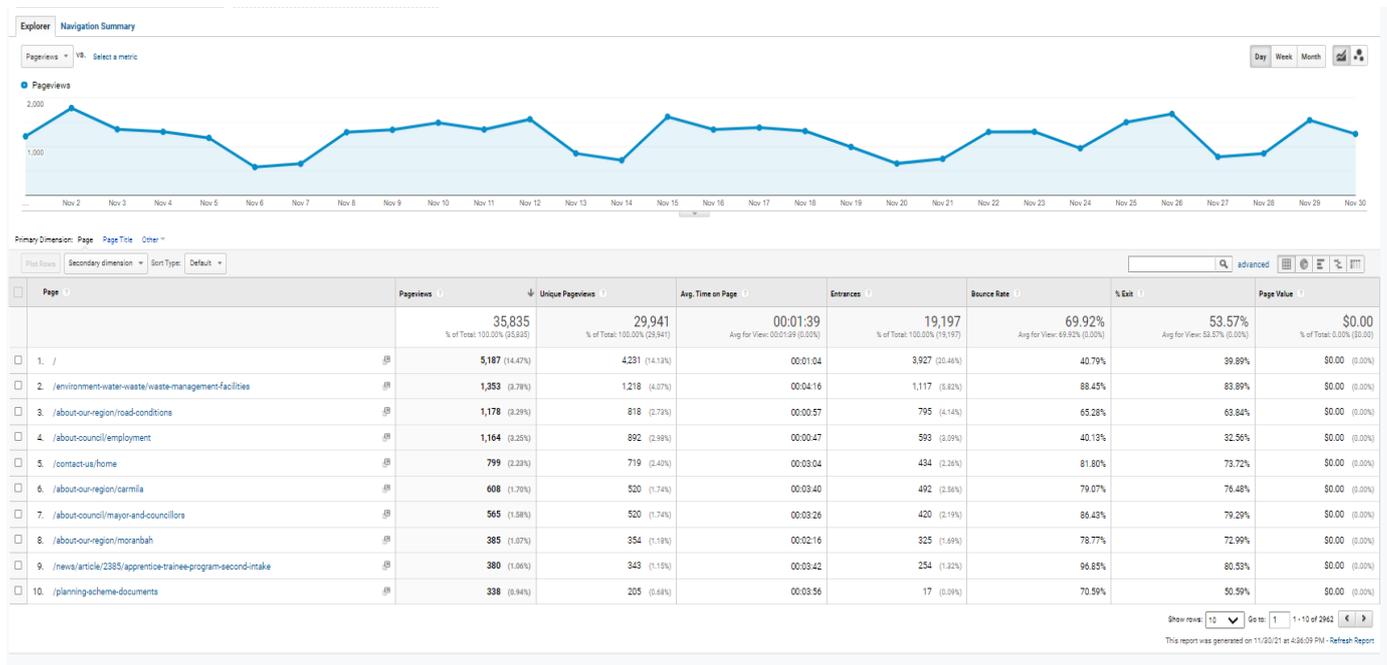
Twitter

- 572 followers

LinkedIn

- 4,338 followers

Page views to www.isaac.qld.gov.au



PREVIOUS MONTH'S ISSUES:

Not Applicable

FINANCIAL REPORT:

Not Applicable

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

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

NEXT MONTH'S PROGRAM:

Men Matter - Men's Mental Health event	The Courage Project Parent & Carer information forum	Christmas lights competition judging - Middlemount
Clarke Creek State School Awards Night & Christmas Concert	Seniors Connect - Christmas Shopping Trip	Christmas lights competition judging - Isaac Coast
Men Matter - Men's Mental Health event	Christmas lights competition judging - Nebo	Mackay Isaac Tourism Christmas Party
Christmas Movie Marathon	Moranbah East State School - Year 6 graduation	Dry Lands to High Hopes - Christmas Movie Night

INFORMATION BULLETIN

Clermont Christmas in the Park	The Courage Project Parent & Carer information forum	Carmila Christmas Tree event
Dry Lands to High Hopes - Christmas Movie Night	Dysart State School Awards Ceremony and Year 6 Graduation	Twin Hill Christmas Party - Dry Lands to High Hopes
Dysart Christmas Carols and Twilight Markets	Moranbah East State School - Gala Night	Youth Holiday activities - Essential Oils workshop
The Star Movie Night	Moranbah State School - Year 6 graduation	
Christmas lights competition judging - Glenden	Carmila State School Awards and Carols	

Ongoing Project Work

- Advocacy document refresh and Federal Election advocacy prep
- Website redesign works delayed
- Development of BMC job tracking system and calendar

Organisation Development Plan or Capital Projects

Scheduled to Commence During Next Month

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

DEVELOPING INITIATIVES / ISSUES:

- COVID-19 communications regarding the vaccine clinics and Pro-Choice movement
- Climate Change and Net Zero 2050

CONTRACTS AND PROCUREMENT DEPARTMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

01/11/2021 - 30/11/2021	OCEO	CGFS	E & I	W & W	PECS
Awarded Tenders	0	0	0	0	0
Active Tenders	0	1	4	4	3
In progress Tenders	0	6	10	5	4
Awarded RFQ's	0	0	12	0	2
Active RFQ's	0	2	8	1	9
In progress RFQ's	4	5	16	9	6

Active - out to market or under evaluation
 In Progress - specification under development

- Nebo store officer commenced
- Trainee for 2022 determined
- Training for introduction to community engagement
- Attended webinar presented by QBCC on Project Trust Accounts and Retention Trust Accounts
- Attended webinar presented by Localbuy on Fleet supply chain logistics in COVID-19 environment
- Attended webinar presented by State Government finance officers – Termination of Contract and Local Government Sustainability Framework
- Attended webinar presented by HWL Ebsworth Lawyers – Early Contractors Involvement

Purchase Requisitions Released		
Month of: (01/11/2021 – 30/11/2021)	November 2021	
Value of Purchase Requisitions processed	\$7,630,981.70	
No. Purchase Requisitions Released	732	
Requisitions Suspended	37	
Exceptions Raised	9	\$52,219.54
Variations Raised	10	\$134,769.43

Note;

The Exceptions include; Clermont Water Treatment analyser maintenance - \$18.9k
 IRC Active Mobility project - \$15.4k

The Variations include; Drainage renewal and floodway construction - \$48.7k additional rock protection
 Tilt side widener trailer - \$19.6k cost increases of steel

PREVIOUS MONTH'S ISSUES:

- Oaka Constructions request for meeting with CEO. Unsuccessful tender querying evaluation
- Clements Street irrigation project response well in excess of the budget
- KPMG appointed to the Internal Auditor Panel wishing to revise the terms and conditions
- MS Team rollout and replacement of I:drive, concerns for the Procurement Department to manage files with a different team for each activity. One-drive rollout will require some modifications
- WAN tower lease requires variation (Legal assistance required)
- Novation to include Avante on the Linemarking RPQS panel following their acquisition of two panellists
- Novation for Greenwaste Shredding contract following sale by AJK Contracting

FINANCIAL REPORT:

- Consolidation of cost centres for FY2021/2022 to be hub based instead of town based, some inventory lines still set to old cost centres and need to be corrected at the material level.
- CC4071 Stores – West, has been adversely impacted by the write off of \$9,373 of concrete pipes which did not exist. These had been utilised on the May Downs Road several years ago.
- The commitment for clothing for the FY has been raised (\$128k) which skews the reporting.
- Identified \$2k which has been incorrectly charged to the West Stores cost centre.
- The budgets are on target, when these items are taken into consideration.

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

- Expanding catalogue of materials
- Assist IRC staff in navigating procurement compliance requirements (ongoing).
- Doing Business with Council short video presentation – combined effort with Economy and Prosperity, BMC.
- Moranbah Mezzanine floor redevelopment to address safety issues

ORGANISATIONAL DEVELOPMENT PLAN:

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

NEXT MONTH'S PROGRAM:

- RFT's for Moranbah Raw Water Dam remediation, Dysart Civic Centre Air Conditioning
- RFQs for Asphalt pavement renewal, Glenden and Middlemount sewage pump stations
- Purchase Order Terms and Conditions

DEVELOPING INITIATIVES / ISSUES:

- Workload within the Contracts and Procurement Department continues to be a concern and requires an additional part time resource.
- Revision of the contract approvals process to streamline and eliminate waste and only include value adding activities

FINANCIAL SERVICES

PREVIOUS MONTH'S ACHIEVEMENTS:

- Budget refresher courses and opening of budget packs
- Finalisation of Consolidated Data Return
- Finalisation of 1st Quarter budget review
- Finance team meeting
- Various reporting requirements

PREVIOUS MONTH'S ISSUES:

Nil

FINANCIAL REPORT:

Budget adopted 30 June 2021

Financial Statements for period ended 30 June 2021 adopted 24 November 2021

DEVIATION FROM BUDGET AND POLICY:

Nil

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

<Insert the relevant information – if this heading does not apply to your report please enter 'Not Applicable'>

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

NEXT MONTH'S PROGRAM:

- Finalisation of back pays
- Finalisation (working with other staff) of Local Government Sustainability Discussion paper
- Issuance of Rates Reminder notices
- Progression of banking tender

Organisation Development Plan or Capital Projects

Not Applicable

DEVELOPING INITIATIVES / ISSUES:

Nil

GOVERNANCE AND CORPORATE SERVICES DEPARTMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

- Adoption of the 2020/21 Annual Report
- Facilitation of the Audit and Risk Committee meeting held 23 November 2021
- Endorsement of the 1st Quarter 2021/22 Annual Operational Plan Performance Report
- Finalised the renewal of the Environment Policy with the insurer
- Continued review of the Delegations Council to CEO for further consultation with the CEO and Council
- Progressed internal audit plan and program actions
- Planning and internal discussions on the new Corporate Plan/Community Plan Project
- Administered several Right to Information Applications
- Progressed the review of organisational policies for review/readoption
- Continued to progress Enterprise Risk Management Strategic and Operational Risk Registers
- Review of Corporate Policy Register, with significant updates to Policies being progressed

PREVIOUS MONTH'S ISSUES:

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

FINANCIAL REPORT:

Not Applicable

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

NEXT MONTH'S PROGRAM:

- Continue to integrate insurance function into Governance and Corporate Services
- Further progress delegations of authority with the CEO on CEO to Employee delegations
- Prepare draft and finalise the scopes for audits as per the Internal Audit Plan

- Continue project planning for the Corporate Plan
- Progress rolling three-year Internal Audit Plan, following discussions with Audit and Risk for Council adoption
- Continue facilitation and monitoring of the Strategic and Operational Risk Registers
- Progressing long term project of maintaining a Critical Instruments Register
- Progress Audit and Risk Committee actions and Internal Audit Plan
- Facilitate rollout/implementation of the new *Human Rights Act 2019*
- Review and drafting of several Corporate Policies
- Continue to liaise with internal and external stakeholders to finalise various agreements and legal matters

Organisation Development Plan or Capital Projects

Not Applicable

DEVELOPING INITIATIVES / ISSUES:

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

INFORMATION SOLUTIONS DEPARTMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

Recent audits of our cyber security and records management environments noted procedures were being followed but they weren't documented and weren't available to staff of IRIS. In response, a major initiative has started to document and publicise processes across Records, ICT and Systems. As well as promoting consistency, this work is expected to reduce the number of Helpdesk tickets submitted, many of which relate to lack of process knowledge rather than any fault with an IT system.

Our attempt to recruit an ICT Officer was unsuccessful and the position has been readvertised. We hope to appoint before the Christmas break with a view to starting early in the new year.

The draft design for the rollout of Teams and for moving network drives to the cloud was received from the consultants. Subsequently, a high-level approach has been drafted, the first step in which is to form a cross-department project team to oversee the initiative and report to the IT Steering Committee. That team will be formed after the Christmas break.

PREVIOUS MONTH'S ISSUES:

Not Applicable

FINANCIAL REPORT:

Not Applicable

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

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

NEXT MONTH’S PROGRAM:

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

Project Name/ Description	Start Date	Scheduled End Date	Comments/Exceptions
Continue the SD-WAN rollout			
WAN connection for Moranbah Community Centre			
Rollout of the Customer Request system – targeting December 31 for completion			

DEVELOPING INITIATIVES / ISSUES:

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

STRATEGIC ASSET MANAGEMENT

PREVIOUS MONTH’S ACHIEVEMENTS:

- Ongoing support from the asset team continued in relation to the development of Asset Management Plans (AMP) for each asset class. A list of operational asset data has been provided to the relevant business/asset managers to assist in formulation of the Asset Management Plan (AMP) for each asset class.
- Work is in progress to undertake alignment of the Financial Asset Register (FAR) and the Operational Asset Register (OAR).
- Draft budget timeline for Financial Year 2022-2023 were developed in consultation with the Finance team. An updated Capital Access Proposal (CAP) form has been made available to assist in early data collation in relation to the PAG proposals.

- A review of Project Accountability Gateway (PAG) process is in progress to identify opportunities for improvement. The objective of this review is to consider Council’s capital works program development processes to develop the budgets, including;
 - Process modelling of how the capital work program is developed and maintaining associated care around the numbers in the budget
 - Progress reporting between departments and to Council
 - Streamlining and collation of relevant capital investment forecasts to meet budget timelines
 - Promoting Council’s Social Sustainability Policy (PECS-POL-116) to support a contemporary position on social sustainability in Council’s dealings on major projects, regional investment and forward planning and delivery of works, services and infrastructure
 - Identifying and implementing potential process improvement opportunities in line with previous research undertaken by Crowe Australasia and Ramafin Pty Ltd.

PREVIOUS MONTH’S ISSUES:

Not Applicable

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 and Asset Management Plan and Framework	Strategic Asset Management Plan has been adapted by Council. Development of Asset Management Plan (AMP) for each asset class is in progress.
15	Project Accountability	Develop a Project Accountability Gateways Framework	A review of Project Accountability Gateway (PAG) process is in progress to identify areas of improvement.

NEXT MONTH’S PROGRAM:

- Work will continue across the Council to develop Asset Management Plans (AMP) for each asset class
- Review of Project Accountability Gateway (PAG) process will continue to identify areas of improvement
- Ongoing data collation in relation to the PAG proposals (Financial Year 2022-2023) will continue
- Ongoing work will continue to align the Financial Asset Register and the Operational Asset Register

Organisation Development Plan or Capital Projects

Not Applicable

DEVELOPING INITIATIVES / ISSUES:

Work will continue across the Council to develop Asset Management Plans (AMP) for each asset class.

SAFETY AND RESILIENCE

PREVIOUS MONTH'S ACHIEVEMENTS:

Safety and Resilience Team

- Four members of the safety resilience team attended investigation training in Mackay during November.
- Two members of the safety resilience team attended the Parks and Rec team meeting in Middlemount, updating employees on latest versions of informs that can be completed in SMART.
- Assisted with the facilitation of risk assessments for the Clermont sales yard.
- Completed Safe Talk training in Clermont and Moranbah with good response from those who attended.
- Facilitated town talks across the region, during the month.

Disaster Resilience Team

- Ongoing engagement with the Mackay Hospital and Health Services (MHHS) for COVID-19 vaccination clinic establishment and communications support.
- Local Disaster Management Plan (LDMP) endorsed at LDMG.
- SES to provide a six-monthly update to next standing committee
- Three team members attending Guardian training in preparation for disaster season.

PREVIOUS MONTH'S ISSUES:

Not Applicable

FINANCIAL REPORT:

Not Applicable

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

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

NEXT MONTH'S PROGRAM:

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

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

VHF radio and satellite phone review	November 2021	June 2022	Review commenced
Flood monitoring installations	September 2021	March 2022	In progress

DEVELOPING INITIATIVES / ISSUES:

Initiatives

- Community Advisory Sub Committee meeting being hosted in St Lawrence on 11 November 2021
- Community Advisory meeting planned for Middlemount in early 2022

Issues

- Schedule emergency drill (lockdown) for the Grosvenor Complex
- Schedule ECO meeting for Moranbah

<p>Report authorised by:</p> <p>DARREN FETTELL</p> <p>Director Corporate, Governance and Financial Services</p> <p>Date: November 2021</p>
--

ATTACHMENTS

- Nil

TERM / ACRONYM

MEANING

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