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 9 FEBRUARY 2021 COMMENCING AT 1.00PM COUNCIL CHAMBERS, MORANBAH

GARY STEVENSON PSM

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 Lyn Jones Cr Viv Coleman



LOCAL GOVERNMENT ACT 2009

Local Government Regulation 2012 Chapter 8, Part 2 Local Government Meetings and Committees

Division 1A, Requirements for Local Government Meetings Generally

Section 254J Closed meetings

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- (2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—
 - (a) the appointment, discipline or dismissal of the chief executive officer;
 - (b) industrial matters affecting employees;
 - (c) the local government's budget;
 - (d) rating concessions;
 - (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
 - (f) matters that may directly affect the health and safety of an individual or a group of individuals;
 - (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
 - (h) negotiations relating to the taking of land by the local government under the <u>Acquisition of Land Act 1967</u>;
 - (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 <u>section 150ER(2), 150ES(3)</u> or <u>150EU(2)</u> of the <u>Act</u> 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 9 FEBRUARY 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

ISAAC REGIONAL COUNCIL ABN 39 274 142 600





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 1 December 2020.

5. OFFICER REPORTS

5.1

ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 31 JANUARY 2021

EXECUTIVE SUMMARY

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

5.2

WORK, HEALTH AND SAFETY UPDATE

EXECUTIVE SUMMARY

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





5.3

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 the 1st of July 2018. This report outlines subsequent organisations that have submitted the appropriate documentation as at 30 December 2020 and outlines the concession entitlements as per the adopted Policy, along with the updated register.

5.4

POLICY UPDATE - LOBBYING AND LOBBYIST ACTIVITY POLICY

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Policy - Lobbying and Lobbyist Activity Policy and new supporting documents.

5.5

POLICY UPDATE - RECORD KEEPING POLICY

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Record Keeping Policy.

5.6

2020-2021 ANNUAL OPERATIONAL PLAN - 2ND QUARTER PERFORMANCE REPORT

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the 2nd quarterly performance report, for period ending 31 December 2020, on the progress towards implementing the 2020-2021 Annual Operational Plan.

5.7

2021 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY

EXECUTIVE SUMMARY

The Australian Local Government Association National General Assembly is Australia's largest and most influential gathering of Local Government Councillors, Mayors, Chairs and Officials.





5.8

ISAAC REGIONAL COUNCIL – PARTICIPATION IN 2021 KEEP AUSTRALIA BEAUTIFUL SUSTAINABLE COMMUNITIES TIDY TOWNS AWARDS PROGRAM

EXECUTIVE SUMMARY

This report is provided for discussion regarding participation by Isaac Regional Council in 2021 Keep Australia Beautiful Sustainable Communities Tidy Towns Awards Program.

6. INFORMATION BULLETINS

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES INFORMATION BULLETIN – FEBRUARY 2021

EXECUTIVE SUMMARY

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

6.2

6.1

PEOPLE AND PERFORMANCE INFORMATION BULLETIN – FEBRUARY 2021

EXECUTIVE SUMMARY

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

7. GENERAL BUSINESS

8. CONCLUSION



UNCONFIRMED MINUTES

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES STANDING COMMITTEE MEETING OF

ISAAC REGIONAL COUNCIL

HELD ON TUESDAY, 1 DECEMBER 2020 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 1 DECEMBER 2020

Та	able of Contents	Page
1.	Opening	3
2.	Apologies	4
3.	Declaration of Conflicts of Interest	4
4.	Confirmation of Minutes	4
5.	Officer Reports	5
6.	Information Bulletin Reports	11
7.	General Business	13
8.	Conclusion	13

ISAAC.QLD.GOV.AU





ISAAC REGIONAL COUNCIL ABN 39 274 142 600



ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

STANDING COMMITTEE MEETING

HELD IN COUNCIL CHAMBERS, MORANBAH

ON TUESDAY 1 DECEMBER 2020 COMMENCING AT 1:00PM

ATTENDANCE	Cr Jane Pickels, Division Seven (Chair)
	Mayor Anne Baker
	Cr Sandy Moffat, Division Two
	Cr Lyn Jones, Division Six
	Cr Viv Coleman, Division Eight

OFFICERS PRESENT Mr Gary Stevenson PSM, Chief Executive Officer Mr Darren Fettell, Director Corporate Governance and Financial Services Ms Liza Perrett, Manager Governance and Corporate Services (by video conference) Mr Michael Krulic, Manager Financial Services Mr Tom Wallwork, Strategic Asset Manager Mr Robert Kane, Chief Information Officer Mrs Nicole Money, Executive Assistant

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.

Mayor Baker was not present at the commencement of the meeting. Mr John Squire, Manager Contracts and Procurement joined the meeting at 1.01pm

2. APOLOGIES

No apologies this meeting.

ISAAC REGIONAL COUNCIL ABN 39 274 142 600





3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared at this meeting.

<u>NOTE</u>:

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 3 November 2020.

Resolution No.: CGFS0576

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 3 November 2020 are confirmed.

Carried

ATTENDANCE

Mayor Anne Baker joined the meeting at 1.05pm Mr Alex Staines, Manager Brand, Media and Communications joined the meeting at 1.10pm

5. OFFICERS REPORTS

5.1 Isaac Regional Council Monthly Financial Report

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:





1. Receive the financial statements for the period ended 30 November 2020 pursuant to and in accordance with the Local Government Regulation 2012 (s204).

Reso	lution N	o.:	CGFS0577		
Move	ed:	Cr Lyn Jones	3	Seconded:	Cr Viv Coleman
That	the Con	nmittee recom	mends that Council:		
1.			I statements for the p		November 2020 pursuant to and (s204).

Carried

5.2 Council Loans – Refinancing Considerations

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the assessment undertaken to determine the feasibility of refinancing Council's existing Loans with the Queensland Treasury Corporation (QTC).

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receive and note the report considering the financial implications of refinancing the current two (2) Queensland Treasury Corporation loans,
- 2. Does not proceed with refinancing its current Queensland Treasury Corporation loans.

Resolution No.: CGFS0578

Moved: Cr Lyn Jones

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

- 1. Receive and note the report considering the financial implications of refinancing the current two (2) Queensland Treasury Corporation loans,
- 2. Does not proceed with refinancing its current Queensland Treasury Corporation loans.

Carried

ISAAC.QLD.GOV.AU



5.3 Resumption of Debt Collection and Interest Charges

EXECUTIVE SUMMARY

The purpose of this report is to advise Council that the moratorium on interest on arrears and suspension of debt collection proceedings will cease on 31 December 2020.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receive the report and note the recommencement of debt collection proceedings and the charging of interest on overdue rates effective 1 January 2021.

Resolut	tion No.:	CGFS0579		
Moved:	Cr Viv Colem	an	Seconded:	Cr Sandy Moffat
That the	e Committee recom	mends that Council:		
	•	nd note the recomment on overdue rates effect		collection proceedings and the 021.

Carried

5.4 Policy Updates - Various

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. Repeal the 'Notification of Local Road Conditions and Closures' Policy (EI-065)
- 2. Repeal the 'LED Variable Message Sign' Policy (EI-069)
- 3. Adopt the updated 'LED Variable Message Sign' Policy (CORP-POL-114)
- 4. Repeal the 'Asset Management' Policy (079)



- 5. Adopt the updated 'Asset Management' Policy (STAT-POL-052))
- 6. Adopt the updated 'Rates Concession Not for Profit' Policy (COM-POL-025)
- 7. Repeal the 'Petitions' Policy (CGFS-036) and note the development and publishing of a Guideline for Petitions on Council's website
- 8. Repeal the Lobbying and Lobbyist Activity Policy (IRC/STAT-014)
- 9. Adopt the update 'Lobbying and Lobbyist Activity' Policy (CORP-POL-109)
- 10. Adopt the updated 'Local Preference' Policy (STAT-POL-086)

Resolution No.: CGFS0580

Moved: Cr Lyn Jones Seconded: Cr Viv Coleman

That the Committee recommends that Council:

- 1. Repeal the 'Notification of Local Road Conditions and Closures' Policy (EI-065)
- 2. Repeal the 'LED Variable Message Sign' Policy (EI-069)
- 3. Adopt the updated 'LED Variable Message Sign' Policy (CORP-POL-114)
- 4. Repeal the 'Asset Management' Policy (079)
- 5. Adopt the updated 'Asset Management' Policy (STAT-POL-052))
- 6. Adopt the updated 'Rates Concession Not for Profit' Policy (COM-POL-025)
- 7. Repeal the 'Petitions' Policy (CGFS-036) and note the development and publishing of a Guideline for Petitions on Council's website
- 8. Adopt the updated 'Local Preference' Policy (STAT-POL-086)
- 9. Note that the 'Lobbying and Lobbyist Activity' Policy (CORP-POL-109) will be considered at a later date or at a future Council Meeting.

Carried

Note: Director Corporate, Governance and Financial Services to provide further clarification on Local Preference Policy to Councillors.

Manager Governance and Corporate Services and Manager Brand, Media and Communication to confirm number of signs for the LED Variable Message Sign Policy





5.5 Strategic Asset Management Plan

EXECUTIVE SUMMARY

The purpose of this report is to present the Strategic Asset Management Plan for all of Council's asset portfolios.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

1. Adopt the Strategic Asset Management Plan as endorsed by the Asset Management Steering Committee.

Resolution No.: CGFS0581

Moved: Mayor Anne Baker Seconded: Cr Viv Coleman

That the Committee recommends that Council:

1. Adopt the Strategic Asset Management Plan as endorsed by the Asset Management Steering Committee.

Carried

5.6 Local Disaster Management Group Minutes - October 2020 Meeting

EXECUTIVE SUMMARY

Local Disaster Management Group Minutes held on Thursday 22 October 2020 are presented for the Standing Committee.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council to

1. Note and accept the minutes from the Local Disaster Management Group meeting held on Thursday 22 October 2020

Res	olution N	D.:	CGFS0582			
Моч	/ed:	Cr Lyr	Jones	Seconded:	Cr Viv Coleman	
Tha	t the Com	mittee	recommends to Council to			
1.		-	ot the minutes from the Loc ctober 2020	al Disaster Ma	anagement Group meeting h	neld on
					(Carried

isaacregionalcouncil





ATTENDANCE

Cr Sandy Moffat left the meeting at 2.43pm and returned to the meeting at 2.45pm Mrs Tricia Hughes, Coordinator Executive Support entered the meeting room at 2.49pm. Mrs Nicole Money left the meeting room at 2.49am.

5.7 Sponsorship Benefits Policy

EXECUTIVE SUMMARY

Council is requested to adopt the draft Sponsorship Benefits Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends Council:

1. Adopts the Sponsorship Benefits Policy CORP-POL-115.

Resolution No.: CGFS0583

Moved: Cr Sandy Moffat

Seconded: Cr Viv Coleman

That the Committee recommends Council:

1. Adopts the Sponsorship Benefits Policy CORP-POL-115.

Carried

5.8 Annual General Meeting Representation

EXECUTIVE SUMMARY

This report relates to Council's representation generally at Annual General Meetings (AGM) and Extraordinary General Meetings (EGM's) of companies and associations for which Council is a member.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

1. Appoints the Mayor and Chief Executive Officer as its standing Member's Representative with authorisation to vote on Council's behalf at all Annual General Meetings and Extraordinary General Meetings of companies and associations for which Council is a member.





Resolution No.: CGFS0584

Moved: Cr Lyn Jones Sec

Seconded: Cr Sandy Moffat

That the Committee recommend that Council:

1. Appoints the Mayor and Chief Executive Officer as its standing Member's Representative with authorisation to vote on Council's behalf at all Annual General Meetings and Extraordinary General Meetings of companies and associations for which Council is a member.

Carried

5.9 New Corporate Plan - Update on Project Timeframes

EXECUTIVE SUMMARY

This report provides an update on the project timeframes and actions for the development of the new (interim) 2017-2022 Corporate Plan.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 2. Note the update on the progress and timetable for the new (Interim) Corporate Plan.
- 3. Note the proposed workshop in February to review the interim Corporate Plan for Community Consultation and commence visioning exercises for the great long-term project to develop the new Corporate Plan and review of the Community Plan.

Resolution No.: CGFS0585

Moved: Cr Viv Coleman Seconded: Cr Sandy Moffat

That the Committee recommend that Council:

- 1. Note the update on the progress and timetable for the new (Interim) Corporate Plan.
- 2. Note the proposed workshop in February to review the interim Corporate Plan for Community Consultation and commence visioning exercises for the great long-term project to develop the new Corporate Plan and review of the Community Plan.

Carried





5.10 Administrative Support for Councillors Guideline - Draft

EXECUTIVE SUMMARY

This report presents a draft Administrative Support for Councillors Guideline for Council's consideration to comply with the *Local Government Act 2009,* section 170AA.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council:

1. Adopt the Administrative Support for Councillors Guideline (CORP-GDS-181).

Reso	lution N	0.:	CGFS0586		
Move	ed:	Cr Viv	Coleman	Seconded:	Cr Lyn Jones
That	the Com	mittee	recommend that Council:		
1.		_	the Chief Executive Officer's inter s Guideline (CORP-GDS-181).	ntion to adopt	the Administrative Support
					Carried

ATTENDANCE

Mr Gary Stevenson left the meeting room at 3.11pm. Cr Viv Coleman left the meeting room at 3.13pm and returned at 3.15pm. Ms Rebecca Molineaux, Manager People and Performance entered the meeting room at 3.17pm.

6. INFORMATION BULLETIN REPORTS

6.1 Corporate, Governance and Financial Services Information Bulletin – December 2020

EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletin for December 2020 is provided for Committee review.

OFFICER'S RECOMMENDATION

That the Committee:

1. Note the Corporate, Governance and Financial Services Information Bulletin for December 2020.





Resolution No.:		CGFS0587		
Moved:	Cr Coleman		Seconded:	Cr Moffat
That the	That the Committee:			
	ote the Corporate, G 20.	Sovernance and Finar	ncial Services Inf	formation Bulletin for December
				Carried

6.2 People and Performance Information Bulletin – December 2020

EXECUTIVE SUMMARY

The People and Performance Information Bulletin for December 2020 is provided for Committee review.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Note the People and Performance Information Bulletin for December 2020.

Resolution N	lo.:	CGFS0588			
Moved:	Cr Lyn Jones	3	Seconded:	Cr Sandy Moffat	
That the Cor	nmittee:				
1. Note th	e People and	Performance Informa	tion Bulletin for	December 2020.	
					Carried

7. GENERAL BUSINESS

7.1 Thank you to Strategic Asset Manager and Manager Brand, Media and Communications

The Chair, Cr Pickels thanked Mr Tom Wallwork and Mr Alex Staines for their contribution to Isaac Regional Council and wished them well in their future endeavours.





7.2 Thank you from Corporate, Governance and Financial Services Chair

The Chair, Cr Jane Pickels thanked the Corporate, Governance and Financial Services Committee and Officers for their hard work throughout a challenging year and wished all a safe and relaxing Christmas and New Year and mentioned that she is looking forward to working with the Committee and Officers in 2021.

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 3.33pm.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 9 February 2021.

A PO Box 97 Moranbah QLD 4744 19 fisaacregionalcouncil

Chair

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

P 1300 472 227 F 07 4941 8666 ISAAC REGIONAL COUNCIL ABN 39 274 142 600

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 9 February 2021
AUTHOR	Michael Krulic
AUTHOR POSITION	Manager Financial Services

5.1

ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 31 JANUARY 2021

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receive the financial statements for the period ended 31 January 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 2020/2021	Budget adopted 29 July 2020
Financial Statements 2019/2020	Financial Statements adopted 18 November 2020

IMPLICATIONS

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

The second quarter budget review is being undertaken with a report tabled for the March 2021 Council meeting.

CONSULTATION

• Financial Services

BASIS FOR RECOMMENDATION

Not Applicable.

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



ACTION ACCOUNTABILITY

Not Applicable.

KEY MESSAGES

This is an information only report.

Report prepared by:

MICHAEL KRULIC Manager Financial Services

Report authorised by:

Date: 28 January 2021

DARREN FETTELL Director Corporate, Governance and Financial Services

Date: 28 January 2021

ATTACHMENTS

• Attachment 1 – Monthly Financial Statements 31 January 2021

REFERENCE DOCUMENT

Nil

FINANCIAL STATEMENTS REPORT TO COUNCIL

Current as at 31 January 2021

Presented by Corporate, Governance and Financial Services



fisaacregionalcouncil 🖸 isaacregionalcouncil 🈏 isaacrcouncil

ISAAC.QLD.GOV.AU ISAAC REGIONAL COUNCIL ABN 39 274 142 600 P 1300 472 227 F 07 4941 8666 A PO Box 97, Moranbah, QLD 4744

EXECUTIVE SUMMARY	3
BACKGROUND	3
OPERATING POSITION	4
OPERATING REVENUE	4
OPERATING EXPENDITURE	5
CAPITAL REVENUE	6
CAPITAL EXPENDITURE	7
CAPITAL FUNDING AND PROJECT COMMITTALS	8
DEPARTMENT OF LOCAL GOVERNMENT AND PLANNING (DLGP) FINANCIAL SUSTAINABILITY RATIOS	9
INVESTMENTS AND CASH BALANCES	11
LOANS	12
ACCOUNTS RECEIVABLE	13
ACCOUNTS PAYABLE	14
YEAR TO DATE RATES REPORT	15
APPENDIX 1 – FINANCIAL STATEMENTS	17
APPENDIX 2 – PRELIMINARY EXECUTIVE LEVEL REPORTS	22

FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2021

EXECUTIVE SUMMARY

At the end of January, the operating result is \$3,949,429 ahead of budgeted operating position. The positive result is due to the timing of operational expenditure. Whilst the actual result is a loss of \$8,802,075, the beginning of the third quarter is budgeted as a loss until the issuing of rates in March.

Capital Revenue for January was \$6,896,815 which combined with the Operating Position leads to a net loss of \$1,905,260.

PRELIMINARY JANUARY FINANCIAL STATEMENTS AT A GLANCE						
	YTD Revised Full Year Revised YTD Actual Budget Variance Budget Co				Completion	
	\$	\$	\$	\$	%	
Total operating revenue	54,335,720	55,055,120	(719,401)	121,305,108	44.8%	
Total operating expenses	63,137,795	67,806,625	<mark>4,668,830</mark>	118,278,955	53.4%	
Operating position	(8,802,075)	(12,751,504)	3,949,429	3,026,153	(290.9%)	
Capital revenue	6,896,815	5,695,521	1,201,294	17,772,518	38.8%	
Net result	(1,905,260)	(7,055,983)	5,150,723	20,798,671	(9.2%)	

BACKGROUND

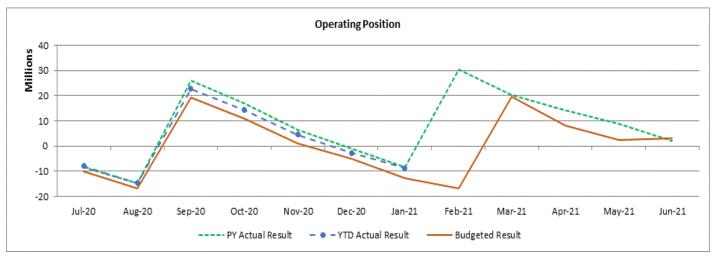
Each month, year to date financial statements are prepared in order to monitor actual performance against the latest adopted budget. Attached are the financial statements for the period ended 31 January 2021. Actual amounts are compared against year to date Revised Budget figures. (See appendix 1 for 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 (21 January 2021) which impacts on YTD actual results throughout the report. Please note that the Quarter 2 Budget Review is currently underway and will be presented to Council in March.

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.

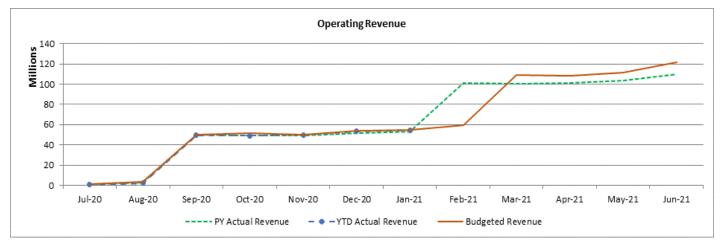
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

OPERATING POSITION



The current operating position for January YTD has resulted in a loss of \$8,802,075. This is favourable when compared to the YTD revised budget by \$3,949,429. Operating Revenue is \$719,401 unfavourable compared to YTD budget offset by Operating Expenses which are \$4,668,830 favourable when compared to YTD budget.

OPERATING REVENUE

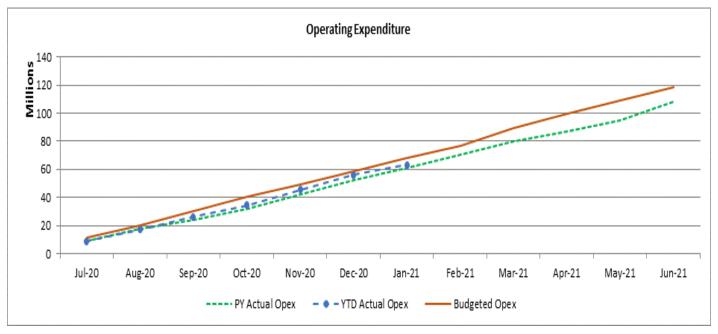


Operating Revenue comprises the following items – Rates and Utility Charges, Fees and Charges, Rental Income, Interest Received, Sale of Contract and Recoverable Works, Operating Grants, Subsidies and Contributions, Other Recurrent Revenue.

The operating revenue for January was \$54,335,720 which is unfavourable when compared to the budget by \$719,401. This unfavourable position is due to an amalgamation of properties with a subsequent rate credit, increased utilisation of rates discount, decreased interest earnings and waste income (affected by early month close).

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

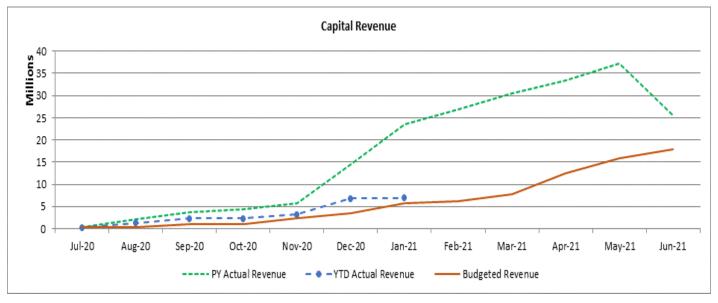


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for January YTD was \$63,137,795 which is favourable to budget by \$4,668,830. This favourable result is mainly due to the allocation of budgeted cashflow.

It is noted that cashflow 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 January YTD is \$6,896,815 which consists of grants, contributions and proceeds from the disposal of assets. The current favourable variance is due primarily to the timing of grant receipts. The Quarter 2 Budget Review is will proposed a reduction to capital revenue due to lower expenditure expected on projects that are 100% grant funded.

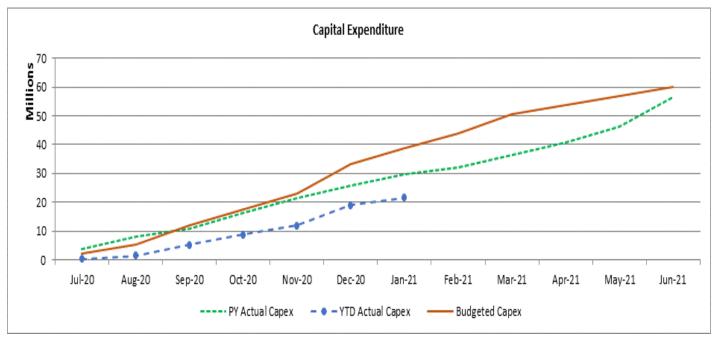
Some of our budgeted major capital grants for 20/21 are:

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

Major Funding received to date:

- DRFA March 2019 Event
- Works for QLD (COVID 19) advance payment
- QRRRF
- Cycle Networks LGGP
- Local Roads & Community Infrastructure Program
- CLM Showgrounds and Saleyards Revitalisation
- Eaglefield Road Pave & Seal (TIDS)
- Rural Rehabilitation Program (R2R)

CAPITAL EXPENDITURE



Capital expenditure (\$21.6M) is under budget excluding commitments, noting that when the \$11.7M of commitments are included, the capital expenditure is approximately \$5.4M below YTD budget (\$38.7M). It is anticipated that expenditure will come in line throughout the financial year.

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

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

CAPITAL FUNDING AND PROJECT COMMITTALS

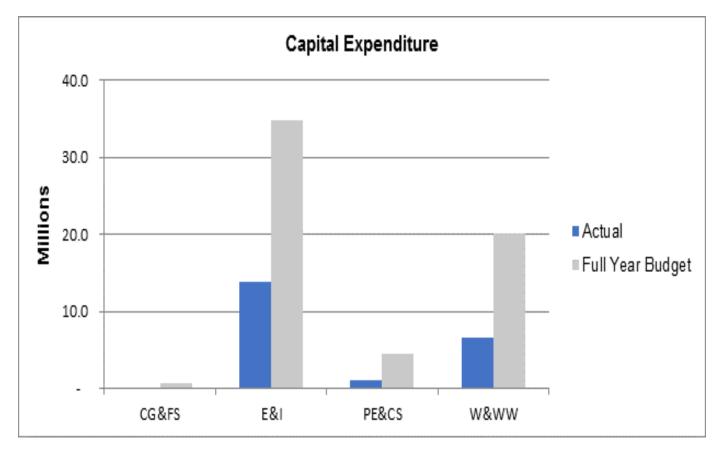
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

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 January 2021.

					% Complete	% Complete
Department	YTD Actual	YTD Commitment	YTD Total Expenditure	Full Year Budget	(YTD Actual vs FY Budget)	(YTD Total vs FY Budget)
CG&FS	86,924	365,930	452,854	708,057	12.3%	<mark>6</mark> 4.0%
E&I	13,895,989	4,488,792	18,384,781	34,856,062	39.9%	52.7%
PE&CS	1,049,422	<mark>633,867</mark>	1,683,289	4,465,704	23.5%	37.7%
W&WW	6,598,622	6,163,163	12,761,786	20,093,605	32.8%	<mark>63.5</mark> %
TOTAL	21,630,957	11,651,752	33,282,709	60,123,428	36.0%	55.4%

The following graph illustrates the data above.



29

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

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

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

Ratio	Description	Formula YTD Actual Ben		Bench mark	Within Limits	FY Budget
Operating	This is an indicator of the extent to which revenues raised cover operational	Net operating surplus	-16.20%	0 - 10%	No	3.20%
Surplus Ratio	expenses only or are availabile for capital funding purposes.	Total operating revenue	-10.20%	0 - 1070	N	3.20 //
Net Financial	This is an indicator of the extent to which the net	Total liabilities less current assets				
Liabilities Ratio	I financial liabilities of Council 46.39%	<=60%	Yes	-10.80%		
Asset Sustainability	This ratio provides a guide as to whether the infrastructure assets managed by Council	Capital expenditure on renewals	80.34%	>90%	No	153.00%
Ratio	are being replaced as they reach the end of their useful lives.	Depreciation expense				100.00 /
Total Debt	This ratio provides a guide as to the Council's ability to meet	Operating cash flow plus interest	5.4	2	Yes	14.79
Service Cover	its loan repayments.	Interest plus current borrowings		_		
	This ratio provides a guide as	Current cash balance				
Cash Expense Ratio	to the ability of the Council to pay its costs within the short term.	Operating expenses less depreciation and finance costs	7.76 Months	3 Months	Yes	7.50 Months

- 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 loss of \$8,802,075 the ratio is currently negative 16.2%, which is outside of Council's budget and benchmark range. It is noted that this ratio is expected to improve with the issuing of Councils half yearly rates in March and is expected to be within benchmark range for the remainder of the year after this occurs.
- 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 46.39%.
- **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 January the ratio is low at 80.34%. 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 a 5.4 times and indicates that Council has sufficient operating cash flow to cover its loan repayments.
- 5. Cash Expense Ratio This ratio helps Council calculate how many months the current year's cash balance can cover operating expenses (excluding depreciation and finance costs), without additional cash flows. Council has enough current cash to cover 7.76 months as at 31 January 2021. This is above the targeted benchmark of three (3) months.

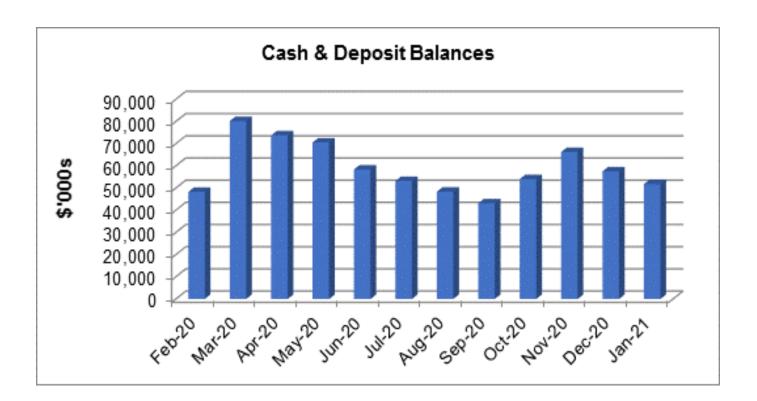
INVESTMENTS AND CASH BALANCES

The following is a list of all investments held by Council as at the period ending 31 January 2021.

ISAAC REGIONAL COUNCIL Investments For the Period Ended 31 January 2021								
Account Description Institution Amount Maturity Date Interest Rate								
10-000-1111	QCCU Cash at Bank	QCCU	2		0%			
10-000-1113	ANZ Cash at Bank	ANZ	796,577		0%			
10-000-1116	QTC Operating Fund	QTC	49,851,957		1.04%			
10-000-1117	ANZ Business Premium Saver	ANZ	1,080,967		0.35%			
10-000-1131	Petty Cash		4,000		0%			
10-000-1132	Floats		6,391		0%			
Total Investments			51,739,894					

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	96.35%	No Limit
ANZ Banking Group	AA-	3.65%	Maximum 40%
QCCU	BBB	0.00%	Maximum 10%

The following chart outlines the Council's cash and deposit balances for the previous twelve months up to the period ending 31 January 2021.



32

LOANS

ISAAC REGIONAL COUNCIL									
	Loans								
		For the Period E	nded 31 Janua	ary 2021					
	Repayment Due 15 Mar 2021								
Loan Name	Balance as at 31 January 2021	Rate as at 31 January 2021	Approved Term	Remaining Term	Principal	Interest	Total		
Land Purchase - Moranbah	\$12,184,194	5.1	20	11.96	\$185,614	\$155,318	\$340,932		
Land Development Moranbah	\$9,345,482	4.37	20	12.46	\$141,479	\$102,099	\$243,578		
Total	\$21,529,677				\$327,093	\$257,417	\$584,511		

Debt service repayments are made quarterly. The second quarter repayment for the 20/21 financial year was made on the 15 December 2020. The next repayment for the 20/21 financial year is due on 15 March 2021.

ACCOUNTS RECEIVABLE

The following is a breakdown of the Council's accounts receivable by age for the period ending 31 January 2021.

Accounts Receivable Ageing Analysis at 31 January 2021						
Ageing	Number of Invoices	Amount Outstanding	% of Total Outstanding			
Current	171	2,516,845.80	85.53%			
30 Days	87	204,073.67	6.85%			
60 Days	14	1,488.19	0.05%			
90 Days	78	255,285.90	8.57%			
TOTAL	350	2,977,693.56	100.00%			

The Accounts Receivable balance at 31 January 2021 is \$2,977,693.56 which has increased from 31 December 2020 balance of \$1,537,931.14 due to a large grant invoice & a large plumbing application invoice being raised for a mining company.

- 30 day balances have increased due an invoice for a TIDS Claim & a facilities invoice ageing to 30 days. Remaining balance predominantly relates to waste invoices being outstanding.
- 60 day balances have decreased due to a large invoice for a capital grant being paid.
- 90 days and over outstanding receivables have decreased due to invoices being paid. 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 31 January 2021.

Accounts Payable Ageing Analysis at 31 January 2021							
Ageing	No. of Documents	Amount Outstanding	% of Total Outstanding				
Current	216	1,189,977.85	92.08%				
30 Days	72	83,930.90	6.49%				
60 Days	4	7,259.22	0.56%				
90 Days	4	11,151.78	0.87%				
TOTAL	296	1,292,319.75	100.00%				

The outstanding Accounts Payable balance as at 31 January 2021 was \$1,292,319.75. The 30, 60 & 90 day aging accounts total \$102,341.90.

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

- 30 day balances \$58,242.94 (33 invoices) remain unpaid with 8 invoices (\$12,215.49) awaiting approval, 7 invoices (\$8,308.23) having been received late from the supplier, 3 invoices (\$35,008.53) waiting on further information or for the job to be completed, and 15 invoices (\$2,710.69) having since been approved for payment.
- 60 day balances \$6,644.68 (2 invoices) remain unpaid with 1 invoice (\$5,960.68) awaiting approval, and 1 invoice (\$684.00) having been received late from the supplier.
- 90 day balances \$10,169.16 (3 invoices) remain unpaid with 1 invoice (\$98.45) awaiting approval, 1 invoice (\$474.75) having been received late from the supplier and 1 invoice (\$9,595.96) having since been approved for payment.

YEAR TO DATE RATES REPORT

The following is a breakdown of the Council's rates transactions the year to date as at 31 January 2021. The January month end closing balance for rates outstanding was \$3,490,613.

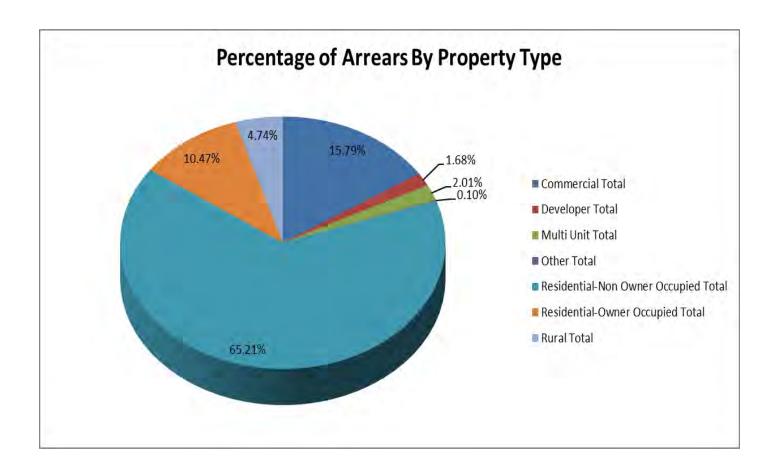
Rates Balancing Re	Rates Balancing Report As At 31 January 2021					
	YTD	YTD				
	31 Jan 2021	31 Jan 2020				
Opening Balance	3,953,039	3,906,088				
Rates Charges						
Rates Levied	47,788,738	45,603,415				
Interest	0	222,349				
Refunds	72,138	483,587				
Total Rates	47,860,877	46,309,351				
Discounts and Receipts						
Discounts	(3,047,549)	(2,871,831)				
Receipts	(45,122,568)	(43,732,559)				
Government Subsidy	(37,828)	(38,198)				
Council Subsidy	(111,642)	(115,918)				
Remissions	(3,791)	(7,746)				
Write Offs	(29)	(7,942)				
Total Discounts & Receipts	(48,323,408)	(46,774,195)				
Legal	105	49,529				
Closing Balance	3,490,613	3,490,773				

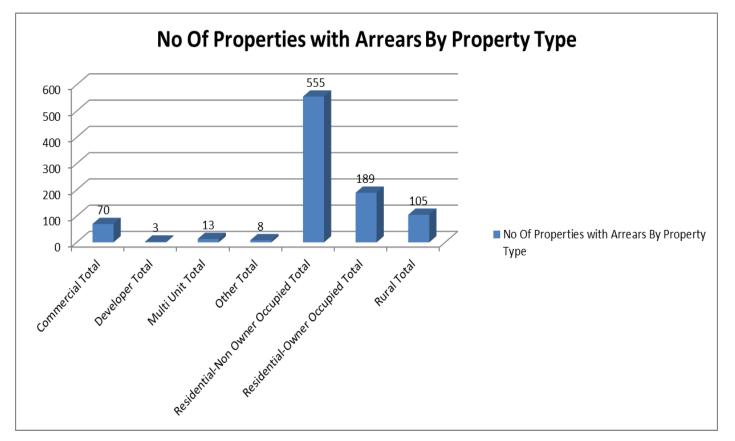
Rates Breakdown	As At 31 Jan 2021
Rates in Credit	(1,451,492)
Rates Not Due Yet	53
Rates In Arrears	4,942,052
Total Rates Balance	3,490,613

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

Rate Arrears – Aged by Year

Prior 2016	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
1,423,141	452,775	476,265	501,389	810,750	1,277,732	4,942,052
28.80%	9.16%	9.64%	10.15%	16.41%	25.85%	100.00%





37

APPENDIX 1 – FINANCIAL STATEMENTS

Attached are the financial statements for the period ended 31 January 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 31 January 2021

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
ncome								
Operating Revenue								
Net Rates & Utility Charges	1	41,719,640	-	41,719,640	41,995,580	(275,940)	88,497,073	47.1
Fees & Charges		2,201,175	-	2,201,175	2,182,760	18,414	3,697,160	59.59
Rental Income	2	888,581	-	888,581	784,081	104,500	1,344,138	66.1
Interest Received	3	269,801	-	269,801	426,357	(156,556)	730,898	36.9
Sales of Contract & Recoverable Works	4	1,539,917	-	1,539,917	1,406,313	133,604	7,026,997	21.9
Operating Grants, Subsidies & Contributions	5	4,275,229	-	4,275,229	4,123,141	152,089	12,908,461	33.1
Other Recurrent Revenue	6	3,441,376	-	3,441,376	4,136,888	(695,512)	7,100,380	48.5
	-	54,335,720	-	54,335,720	55,055,120	(719,401)	121,305,108	44.8
kpenses								
Operating Expenses								
Employee Expenses	7	21,393,606	-	21,393,606	22,687,527	(1,293,921)	39,381,272	54.3
Materials & Services	8	25,283,487	11,817,270	37,100,758	29,433,327	7,667,431	51,977,790	71.4
Finance Costs		669,524	-	669,524	692,642	(23,118)	1,217,386	55.0
Depreciation and Amortisation	9	15,791,178	-	15,791,178	14,993,129	798,048	25,702,507	61.4
Corporate Overheads & Competitive Neutrality Costs		-	-	-	-	-	-	0.0
	-	63,137,795	11,817,270	74,955,065	67,806,625	7,148,441	118,278,955	63.4
perating Position Before Capital ems	-	(8,802,075)	(11,817,270)	(20,619,346)	(12,751,504)	(7,867,842)	3,026,153	(681.49
apital Revenue								
Capital Revenue		6,495,857	-	6,495,857	5,171,721	1,324,136	16,986,648	38.2
Proceeds from Sale of Land & PPE	_	400,958	-	400,958	523,800	(122,842)	785,870	51.0
	10	6,896,815	-	6,896,815	5,695,521	1,201,294	17,772,518	38.8
et Result Attributable to Council in priod	-	(1,905,260)	(11,817,270)	(13,722,531)	(7,055,983)	(6,666,548)	20,798,671	(66.0
	-							

- Net Rates & Utility Charges are \$41,719,640 and are \$275,940 unfavourable when compared to the YTD Budget. The unfavourable variance is due to the amalgamation of properties with subsequent credit applied and increased utilisation of discounts. The 2nd Quarter Budget Review will assess the current budget projections and recommend adjustments if necessary.
- **2. Rental Income** is \$888,581 which is favourable compared to the budgeted amount by \$104,500. The favourable variance is mainly due to higher than anticipated rental volumes for various Council facilities. Rental Income will be assessed with the 2nd Quarter Budget Review.
- **3.** Interest Received is \$156,556 unfavourable to YTD budget. This is due to lower rate of return on investments and moratorium on interest on overdue rates until 31 December 2020. Interest revenue will be reviewed at Quarter 2 Budget Review.
- **4. Sales of Contract & Recoverable Works** are favourable to the revised budget by \$133,604. This favourable variance is due to the current cash flowing of income for the RMPC contract and recoverable works associated with negotiating infrastructure agreements.
- **5. Operating Grants, Subsidies & Contributions** are favourable to the revised budget by \$152,089. This favourable variance is primarily due to the allocation of revenue for the DRFA Trevor event. This recognises income from an accrued liability from the previous financial year.
- 6. Other Recurrent Revenue is \$3,441,376 compared to YTD Budget of \$4,136,888 resulting in an unfavourable variance of \$695,512. This unfavourable variance is predominately due to landfill revenue and trade waste income, both of which are yet to issue final invoices for January. Revenue projections will be reviewed with the Quarter 2 Budget Review.
- 7. Employee Expenses are favourable to the revised budget by \$1,293,921. This favourable variance is due to a variety of factors including leave taken by staff over the December/January period, lower than anticipated long service leave accrual, vacancies, refund of payroll tax (Government relief) and prior year superannuation accrual. The Quarter 2 Budget Review will factor the anticipated impacts of the current EA negotiation, noting these negotiations may not be concluded by reporting timeframes.
- 8. Materials & Services actual expenses for the year to date are \$25,283,487 with \$11,817,270 being recorded in commitments, resulting in an unfavourable variance to revised budget of \$7,667,431. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods (\$3.4M DRFA, \$1.58M Waste Contracts, \$1.46M Water). Excluding commitments YTD expenditure would be approximately \$4.1M below YTD budget.
- **9. Depreciation and Amortisation** is unfavourable to the YTD budget by \$798,048. This is primarily due to changes to asset valuations and useful lives post outcomes of the 19/20 Financial Statement audit, noting the finalisation of major infrastructure works in the 19/20 financial year. Impacts have been assessed and will be adjusted at the Quarter 2 Budget Review.
- **10. Capital Revenue** for the year to date is \$6,896,815 which is favourable to budget by \$1,201,294. This favourable variance is predominately due to the receipt of funds for the DRFA Trevor event which are budgeted at later periods in the financial year. The budgeted cashflow for revenue will be adjusted at Quarter 2 Budget Review.

	ISAAC	REGIONAL COUNCIL		
	Statemer	nt of Financial Positio	n	
	For the Perio	od Ended 31 January	2021	
	Notes	Actual YTD	30 June 2020	Variance
		\$	\$%	•
Current Assets				
Cash & Cash Equivalents		51,739,894	58,379,638	88.6%
Trade & Other Receivables		8,197,398	17,576,226	46.6%
Inventories	_	16,450,632	16,449,429	100.09
Total Current Assets	_	76,387,924	92,405,292	82.7%
Non-Current Assets				
Property, Plant and Equipment		1,080,323,287	1,092,345,604	98.9%
Capital Work in Progress	_	23,581,762	8,963,735	263.1%
Total Non-Current Assets	_	1,103,905,050	1,101,309,339	100.2%
TOTAL ASSETS	_	1,180,292,974	1,193,714,631	98.9%
Current Liabilities				
Trade & Other Payables		11,507,352	18,664,083	61.7%
Borrowings - Interest Bearing		743,904	1,343,958	55.4%
Provisions		7,770,070	8,406,877	92.4%
Other Current Liabilities	_	-	-	0.0%
	_	20,021,326	28,414,918	70.5%
Non-Current Liabilities				
Borrowings - Interest Bearing		20,871,578	20,871,578	100.09
Borrowings - Interest Bearing		1,968,966	1,968,966	100.09
Non Current Provision		1,557,844	1,410,619	110.4%
Non Current Creditors	_	6,763,387	6,763,387	100.0%
Total Non-Current Liabilities	_	31,161,775	31,014,550	100.5%
TOTAL LIABILITIES	_	51,183,102	59,429,468	86.19
NET COMMUNITY ASSETS	_	1,129,109,872	1,134,285,163	99.5%
Community Equity				
Retained surplus		843,541,851	855,418,760	98.6%
Asset revaluation reserve		235,160,118	235,318,517	99.9%
Other reserves		50,407,904	43,547,887	115.8%
TOTAL COMMUNITY EQUITY	_	1,129,109,872	1,134,285,163	99.5%

ISAAC REGIONA	L COUNCIL		
Statement of Ca	ash Flows		
For the Period Ended	31 January 2021		
	Actual YTD	30 June 2020	Variance
	\$	\$	%
Cash Flows from Operating Activities			
Receipts from customers	63,708,816	111,651,893	57.1%
Payments to suppliers and employees	(55,030,932)	(76,089,395)	72.3%
Cash provided by / (used in) net result	8,677,885	35,562,498	24.4%
Cash Flows from Investing Activities			
Profit / (Loss) on sale of capital assets	(2,673,876)	(6,083,922)	43.9%
Grants, subsidies, contributions and donations	6,501,588	25,048,356	26.0%
Payments for property, plant and equipment	(18,545,287)	(47,151,182)	39.3%
Net movement in loans to Community Organisations			0.0%
Net cash provided by investing activities	(14,717,575)	(28,186,749)	52.2%
Cash Flow from Financing Activities			
Proceeds from borrowings	-	(1,300,735)	0.0%
Repayment of borrowings	(600,054)	57,977	(1035.0%
Net cash provided by financing activities	(600,054)	(1,242,759)	48.3%
Net Increase / (Decrease) in Cash Held	(6,639,744)	6,132,991	(108.3%
Cash at the beginning of the period	58,379,638	52,246,647	111.7%
Cash at the end of the Reporting Period	51,739,894	58,379,638	88.6%

Appendix 2 – Preliminary Executive Level Reports

Executive Level operating statements provide information on the performance of each Directorate for the period ended 31 January.

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 REGIO	NAL COUNCIL				
		St	atement of Com	prehensive Inco	me			
		Fo	the Period End	led 31 January 2	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	-	168,021	-	168,021	157,500	10,521	195,000	86.2%
	-	168,021	-	168,021	157,500	10,521	195,000	86.2%
Expenses								
Operating Expenses								
Employee Expenses		1,656,227	-	1,656,227	1,703,144	(46,917)	2,952,116	56.1%
Materials & Services	1	587,720	98,617	686,337	698,399	(12,061)	1,117,460	61.49
Corporate Overheads & Competitive Neutrality Costs	-	(2,698,144)		(2,698,144)	(2,698,144)		(4,625,389)	58.39
	-	(454,196)	98,617	(355,579)	(296,601)	(58,978)	(555,813)	64.0%
Operating Position Before Capital Items	-	622,218	(98,617)	523,601	454,101	69,500	750,813	69.7%
Capital Revenue								
	-	-	-	-	-	-	-	0.0%
Net Result Attributable to Council in Period	-	622,218	(98,617)	523,601	454,101	69,500	750,813	69.7
Total Comprehensive Income	-	622,218	(98,617)	523,601	454,101	69,500	750,813	69.79

1. Materials & Services for the year to date are \$12,061 favourable compared to the YTD revised budget of \$698,399. Actual expenditure is \$587,720 with commitments of \$98,617.

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 31 January 2021

Corporate, Governance & Financial Service

		Net		0	YTD Actual +	YTD Revised	Mania	Full Year Revised	O a mark at
		Notes	YTD Actual \$	Commitments	Commitments \$	Budget \$	Variance \$	Budget \$	Completion %
Incon	ne		Ψ	Ψ	Ψ	Ψ	Ψ	Ψ	70
	Operating Revenue								
	Net Rates & Utility Charges	1	29,012,781	-	29,012,781	29,278,810	(266,029)	58,557,620	49.5%
	Fees & Charges	-	33,884	-	33,884	52,500	(18,616)	90,000	37.6%
	Rental Income		4,050	-	4,050	,	4,050	-	0.0%
	Interest Received	2	269,801	-	269,801	398,474	(128,673)	683,098	39.5%
	Sales of Contract & Recoverable Works		59,993	-	59,993	72,917	(12,924)	125,000	48.0%
	Operating Grants, Subsidies & Contributions		875,997	-	875,997	852,015	23,981	3,566,014	24.6%
	Other Recurrent Revenue	-	24,572	-	24,572	37,333	(12,762)	64,000	38.4%
		-	30,281,076	-	30,281,076	30,692,049	(410,973)	63,085,732	48.0%
Expe	nses								
	Operating Expenses								
	Employee Expenses	3	4,134,392	-	4,134,392	4,554,041	(419,649)	7,949,897	52.0%
	Materials & Services		6,123,035	682,299	6,805,334	6,815,579	(10,245)	9,631,265	70.7%
	Finance Costs		326,216	-	326,216	327,542	(1,326)	591,500	55.2%
	Depreciation and Amortisation		578,326	-	578,326	521,347	56,979	893,738	64.7%
	Corporate Overheads & Competitive Neutrality Costs	_	(8,144,703)	-	(8,144,703)	(8,144,702)	_	(13,962,347)	58.3%
		-	3,017,267	682,299	3,699,566	4,073,807	(374,241)	5,104,053	72.5%
Opera Items	ating Position Before Capital	-	27,263,809	(682,299)	26,581,510	26,618,242	(36,732)	57,981,679	45.8%
Capit	al Revenue								
	Capital Revenue	_	2,485	-	2,485	-	2,485	-	0.0%
		-	2,485	-	2,485	-	2,485	-	0.0%
Net R Perio	esult Attributable to Council in d	_	27,266,294	(682,299)	26,583,995	26,618,242	(34,247)	57,981,679	45.8%
	Comprehensive Income	-	27,266,294	(682,299)	26,583,995	26,618,242	(34,247)	57,981,679	45.8%

- 1. Net Rates & Utility Charges are \$266,029 unfavourable when comparing YTD actuals to revised budget. The unfavourable variance is due to the amalgamation of properties with a subsequent credit applied and increased utilisation of discounts.
- Interest Received is \$128,673 unfavourable when compared to YTD budget. This is due to lower rate of return on investments and moratorium on interest on overdue rates until 31 December 2020. Interest revenue will be reviewed at Quarter 2 Budget Review.
- **3. Employee Expenses** for year to date is favourable compared to the budget by \$419,649. This favourable variance is due to a variety of factors including lower than anticipated long service leave accrual, refund of payroll tax (Government relief) and prior year superannuation accrual, partially offset by increased payments for FBT. It should be noted that the Quarter 2 Budget Review will re-cashflow the superannuation payments to recognise the accrual for the final payroll period in the financial year.

Statement of Comprehensive Income

For the Period Ended 31 January 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		121,893	-	121,893	123,458	(1,566)	214,500	56.8%
Rental Income		746,448	-	746,448	687,310	59,139	1,178,245	63.4%
Sales of Contract & Recoverable Works	1	1,479,925	-	1,479,925	1,333,397	146,528	6,901,997	21.4%
Operating Grants, Subsidies & Contributions	2	2,818,237	-	2,818,237	2,655,984	162,253	7,959,103	35.4%
Other Recurrent Revenue	-	3,549	-	3,549	-	3,549	-	0.0%
	-	5,170,051	-	5,170,051	4,800,148	369,903	16,253,845	31.8%
Expenses								
Operating Expenses								
Employee Expenses	3	6,761,613	-	6,761,613	7,077,813	(316,200)	12,268,209	55.1%
Materials & Services	4	6,247,613	5,481,366	11,728,979	7,340,619	4,388,360	16,316,018	71.9%
Depreciation and Amortisation	5	8,953,219	-	8,953,219	8,455,602	497,618	14,495,317	61.8%
Corporate Overheads & Competitive Neutrality Costs	-	5,072,956	_	5,072,956	5,072,956	-	8,696,495	58.3%
	-	27,035,401	5,481,366	32,516,767	27,946,989	4,569,778	51,776,039	62.8%
Operating Position Before Capital Items	-	(21,865,350)	(5,481,366)	(27,346,716)	(23,146,840)	(4,199,875)	(35,522,194)	77.0%
Capital Revenue								
Capital Revenue		5,635,400	-	5,635,400	4,360,713	1,274,688	14,073,457	40.0%
Proceeds from Sale of Land & PPE	-	400,958	_	400,958	523,800	(122,842)	785,870	51.0%
	6	6,036,358	-	6,036,358	4,884,513	1,151,846	14,859,327	40.6%
Net Result Attributable to Council in Period		(15,828,992)	(5,481,366)	(21,310,357)	(18,262,328)	(3,048,030)	(20,662,867)	103.1%
Total Comprehensive Income	-	(15,828,992)	(5,481,366)	(21,310,357)	(18,262,328)	(3,048,030)	(20,662,867)	103.1%

- 1. Sales of Contract & Recoverable Works are favourable to the revised budget by \$146,528. This favourable variance is due to the current cash flowing of income for the RMPC contract and recoverable works associated with negotiating infrastructure agreements.
- **2. Operating Grants, Subsidies & Contributions** are \$162,253 favourable compared to the revised budget for the year to date. This favourable variance is mainly due to the allocation of revenue for the DRFA Trevor event. This recognises income from an accrued liability from the previous financial year.
- 3. Employee Expenses are favourable compared to the revised budget by \$316,200. This favourable variance is predominately due to leave taken by staff over the December/January period. It is expected that this variance will reduce over the remainder of the financial year. The Quarter 2 Budget Review will examine the current budget for employee expenses, noting that the current DRFA expenditure in operational was originally budgeted as capital.
- 4. Materials & Services for the financial year to date are \$4,388,360 unfavourable with \$6,247,613 of actual expenditure and \$5,481,366 in commitments against YTD revised budget of \$7,340,619. This unfavourable variance is due to the inclusion of commitments, the majority of which relate to the DRFA Trevor event (\$3.4M) and Contract Works (\$1M). The DRFA Trevor event expenditure is reviewed at quarterly periods to determine if it is operational or capital in nature with the corresponding transfer to capital. This process was carried out to reconcile the December quarter.
- 5. Depreciation and Amortisation is currently unfavourable to the YTD revised budget by \$497,618. This is primarily due to changes to asset valuations and useful lives post outcomes of the 19/20 Financial Statement audit, noting the finalisation of major infrastructure works in the 19/20 financial year. Impacts have been assessed and will be adjusted at Quarter 2 Budget Review.
- 6. Capital Revenue for the financial YTD is \$6,036,358 which is \$1,151,846 favourable when compared to YTD revised budget. This favourable variance is predominately due to the receipt of funds for the DRFA Trevor event which are budgeted at later periods in the financial year. The budgeted cashflow for revenue will be adjusted at Quarter 2 Budget Review.

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 31 January 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	1,345,652	-	1,345,652	1,161,902	183,750	1,944,260	69.2%
Rental Income		98,170	-	98,170	81,667	16,503	140,000	70.1%
Operating Grants, Subsidies & Contributions		365,725	-	365,725	412,642	(46,917)	892,524	41.0%
Other Recurrent Revenue		5,651	-	5,651	3,500	2,151	6,000	94.2%
		1,815,197	-	1,815,197	1,659,710	155,487	2,982,784	60.9%
Expenses								
Operating Expenses								
Employee Expenses	2	5,501,044	-	5,501,044	5,602,101	(101,057)	9,710,308	56.7%
Materials & Services	3	3,447,657	901,365	4,349,023	4,119,604	229,419	6,931,743	62.7%
Finance Costs		343,308	-	343,308	365,100	(21,792)	625,886	54.9%
Depreciation and Amortisation		899,472	-	899,472	958,141	(58,670)	1,642,528	54.8%
Corporate Overheads & Competitive Neutrality Costs		2,229,243	-	2,229,243	2,229,243	-	3,821,560	58.3%
	-	12,420,724	901,365	13,322,089	13,274,189	47,900	22,732,024	58.6%
Operating Position Before Capital Items		(10,605,527)	(901,365)	(11,506,892)	(11,614,479)	107,587	(19,749,240)	58.3%
Capital Revenue								
Capital Revenue		713,254	-	713,254	691,712	21,542	1,873,808	38.1%
		713,254	-	713,254	691,712	21,542	1,873,808	38.1%
Net Result Attributable to Council in Period		(9,892,273)	(901,365)	(10,793,639)	(10,922,768)	129,129	(17,875,432)	60.4%
Total Comprehensive Income	-	(9,892,273)	(901,365)	(10,793,639)	(10,922,768)	129,129	(17,875,432)	60.4%

- 1. Fees & Charges are \$1,345,652 YTD compared to the revised budget of \$1,161,902 resulting in a favourable variance of \$183,750. The predominant reasons for this favourable variance are increased utilisation of the Clermont Saleyards facility and revenue for the Moranbah pool offset by decreased revenue for Moranbah Community Centre. It should be further noted that the increased revenue is offset by additional expenditure associated with both these activities. This will be reviewed during the Quarter 2 Budget Review.
- 2. Employee Expenses are favourable compared to the adopted budget by \$101,057. This favourable variance is predominately due to leave taken by staff over the December/January period. It is expected that this variance will reduce over the next 6 months, noting the unbudgeted staff wages at the Moranbah pool and 2 new positions for the pandemic and recession strategic and tactical response. The Quarter 2 Budget Review will focus on allocating budget for these new positions.
- **3. Materials & Services** for the financial year to date are \$229,419 unfavourable when compared to the YTD revised budget of \$4,119,604 with actual expenditure recorded \$3,447,657 and \$901,365 in commitments. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods.

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 31 January 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		12,706,860	-	12,706,860	12,716,770	(9,911)	29,939,453	42.49
Fees & Charges	1	699,746	-	699,746	844,900	(145,154)	1,448,400	48.39
Rental Income		39,913	-	39,913	15,104	24,808	25,893	154.19
Interest Received		-	-	-	27,883	(27,883)	47,800	0.0
Operating Grants, Subsidies & Contributions		47,250	-	47,250	45,000	2,250	295,820	16.09
Other Recurrent Revenue	2	3,407,605	-	3,407,605	4,096,055	(688,449)	7,030,380	48.5
	-	16,901,374	-	16,901,374	17,745,713	(844,339)	38,787,746	43.6
Expenses								
Operating Expenses								
Employee Expenses	3	3,340,330	-	3,340,330	3,750,428	(410,098)	6,500,742	51.4
Materials & Services	4	8,877,461	4,653,624	13,531,085	10,459,127	3,071,958	17,981,304	75.3
Depreciation and Amortisation	5	5,360,160	-	5,360,160	5,058,039	302,121	8,670,924	61.8
Corporate Overheads & Competitive Neutrality Costs	-	3,540,647	_	3,540,647	3,540,647	-	6,069,681	58.3
	-	21,118,599	4,653,624	25,772,223	22,808,241	2,963,982	39,222,651	65.7
Operating Position Before Capital	-							
tems	-	(4,217,225)	(4,653,624)	(8,870,849)	(5,062,528)	(3,808,321)	(434,904)	2039.79
Capital Revenue								
Capital Revenue	_	144,718	-	144,718	119,297	25,421	1,039,383	13.9
	-	144,718	-	144,718	119,297	25,421	1,039,383	13.9
let Result Attributable to Council in Period	-	(4,072,507)	(4,653,624)	(8,726,130)	(4,943,231)	(3,782,900)	604,479	(1443.6%
Total Comprehensive Income	=	(4,072,507)	(4,653,624)	(8,726,130)	(4,943,231)	(3,782,900)	604,479	(1443.6%

- **1. Fees & Charges** are \$699,746 compared to YTD budget of \$844,900 resulting in an unfavourable variance of \$145,154. This unfavourable variance is due to Potable Water Sales which at the time of reporting had not issued invoices for the January period.
- 2. Other Recurrent Revenue is \$3,407,605 compared to YTD Budget of \$4,096,055 resulting in an unfavourable variance of \$688,449. This unfavourable variance is due to landfill revenue and trade waste income, both of which are yet to issue final invoices for January. Revenue projections will be reviewed with the Quarter 2 Budget Review.
- **3. Employee Expenses** are favourable compared to the YTD revised budget by \$410,098. This favourable variance is predominately due to vacant positions in the Water & Wastewater Department and leave taken over the December/January period, which are partially offset through agency temp staff. This variance will be reviewed in the Quarter 2 Budget Review noting long term vacancies for various roles.
- **4. Materials & Services** for the financial year to date are \$3,071,958 unfavourable, with \$8,877,461 in actual expenditure and \$4,653,624 in commitments. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods (commitment for water purchase for the financial year of \$1.46M and the inclusion of \$1.58M in waste contracts).
- **5. Depreciation and Amortisation** is currently \$302,121 unfavourable to the YTD budget. This is primarily due to changes to asset valuations and useful lives post outcomes of the 19/20 Financial Statement audit, noting the finalisation of major infrastructure works in the 19/20 financial year. Impacts have been assessed and will be adjusted at the Quarter 2 Budget Review.

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 9 February 2021
AUTHOR	Alexis Coutts
AUTHOR POSITION	Manager Organisational Safety

5.2

WORK, HEALTH AND SAFETY UPDATE

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Note the Work, Health and Safety report.

BACKGROUND

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

IMPLICATIONS

That the system is monitored to ensure compliance and continuous improvement of WHSMS. To ensure that recommendations from the LGW audit are implemented to support continuous improvement of the WHSMS. Prepare for the 2021 LGW audit.

CONSULTATION

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

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

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

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



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

KEY MESSAGES

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

Report prepared by:	Report authorised by:
ALEXIS COUTTS Manager Organisational Safety	DARREN FETTELL Director Corporate, Governance and Financial Services
Date: 28 January 2021	Date: 28 January 2021

ATTACHMENTS

• Attachment 1 – WHS Monthly Report

REFERENCE DOCUMENT

Nil



DATE	January, 2021
то	February 2021, Council Meeting
FROM	Organisational Safety Manager

1. SUMMARY

The external WHS audit preparations completed and audit commenced 1st February 2021.

Explanatory Note:

The green section lists the objective and the target measure.

OBJECTVE – what we plan to achieve.

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

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

2. BEST PRACTICE SYSTEM

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

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

TARGET 100% of documents reviewed within required timeframes.

STATUS: on track, regularly reported to WHS strategic committee

3. OBJECTIVES AND TARGETS

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

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

STATUS: The improvement plan was delivered to the WHS Strategic committee last month, it will be fully reviewed post the LGW audit commencing on 1st February.

4. RISK MANAGEMENT

RISK ASSESSMENTS

Risk assessment from a WHS perspective will be revised in 2021 to ensure that all sites have a site-specific risk assessment.

HAZARD HUNTER WINNERS

Annual winner to be announced soon.

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



TARGET Number of hazards reported and rectified.

STATUS 10 hazards identified, 1 has been fully completed.

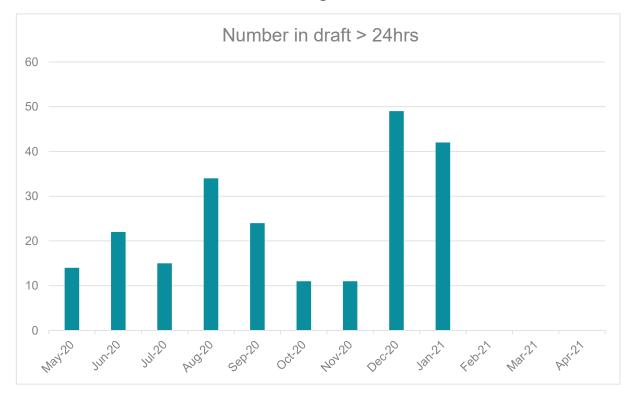
INCIDENT REVIEW

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

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

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

STATUS 42 incident in draft for all date range.



TRAINING

Not Applicable.

EMERGENCY MANAGEMENT

A report was presented to the Emergency management committee in January 2021 on the outcomes of training in 2020. Endorsed next round of training to commence in 2021.

5. CONSULTATION

WHS STRATEGIC COMMITTEE

The next meeting is scheduled for March 2021.



WHS OPERATIONAL COMMITTEE

Top items of discussion from meeting:

The Operational Services committee met in January 2021; the following items were the top 3 topics of discussion.

- Review of Work Instruction for Light Vehicle Operations due to high turnover of employees and continual updating of fleet.
- ACDC Chemical Spraying require clarification around if an employee who does not hold the ACDC licence can spray under the guidance and instruction of a licenced ACDC Operator.
- Contractor Management- continual awareness required around onboarding of new contractors within SMART if using contractors even if they are under a preferred supplier agreement etc through procurement - still need to check that are correctly onboarded via SMART.

OBJECTIVE Completed schedules of meetings.

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

STATUS on-track against new 2021 plan.

6. CONTRACTOR MANAGEMENT

Contractors inductions and records continue to be monitored the below, there has been an increase in the number of approved contractor companies and the under review and not approved has dropped. The inclusion of the not approved contractors is in line with our contractor and project management framework.

OBJECTIVE Evaluation of contractor and project management documentation and processes.

TARGET report on # approved contractors, # of contractors under review # expired/overdue inductions.

STATUS:

APPROVED contractor companies – 180

UNDER REVIEW contractor companies (yet to complete mandatory documents)- 26

NOT APPROVED contractor companies (failed in their obligations) - 8

7. WELLBEING & FITNESS FOR WORK

A communications plan is also being developed for the next 6 -12 months. Meeting will be held in February 2021.

VACCINATIONS

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

DRUG & ALCOHOL TESTING

An evaluation of D&A testing will be undertaken February post the audit.

WORKERS COMPENSATION & REHABILTATION

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



2 LTI – new	Jan - 6 LTI Days lost
4 LTI – carried over from December	Dec – 9.5 Days lost Jan - 18 Days Lost
0 MTI	0 MTI Days lost

WELLBEING

Wellbeing working group are meeting regularly.

OBJECTIVE Support staff in maintaining physical and mental health.

TARGET Establish the wellness strategy and conduct toolbox against schedule.

STATUS: Wellbeing group has parked until February 2021 where the group make up and purpose will be revised.

EMPLOYEE WELLNESS

OBJECTIVE Improve worker absenteeism and presentism through wellness programs.

TARGET 20% increase in Skin Checks.

20% increase in Flu shot.

5% reduction of absenteeism.

STATUS: These statistics will be monitored and reported on at end of year. The promotion of the skin checks and flu shots has commenced. Will track numbers each month. There were 2 skin checks for January and 0 referred for follow up treatment.

EMPOWER OUR LEADERS

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

TARGET %5 increase in wellness chats.

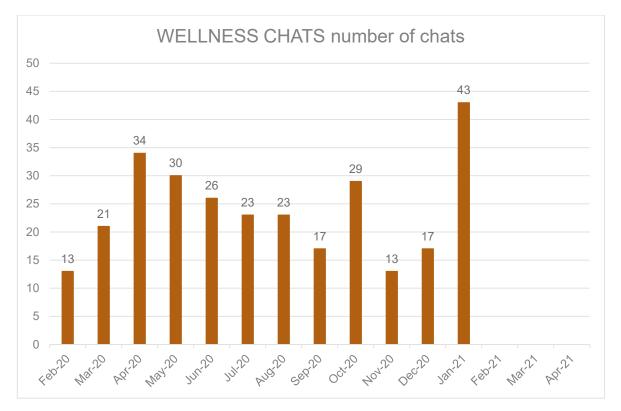
Safety leadership attendance at 90% of M4 & M5.

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

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

This is a significant increase in chats which is great to see.





SOCIAL RESPONSIBILITY

OBJECTIVE initiatives and education to promote better outcomes for works and families. TARGET Worker support program monitoring, reducing time required.

STATUS: Still need to establish a base statistic.

PSYCHOLOGICAL SAFETY

OBJECTIVE Toolboxes address wellbeing every month. R U OK is promoted and supported.

TARGET Toolboxes with wellness. RU OK day promotion.

STATUS: R U OK supported in 2020. Toolbox talks include wellness update each month.

RESOURCING

OBJECTIVE To ensure a strong foundation of sound policies, practices and tools to support mental health and physical wellbeing.

TARGET inclusion of wellness into staff survey and monitoring.

STATUS: Staff survey has been revised and now includes wellness questions; survey has been postponed until the new year.



8. AUDIT/ INSPECTIONS

Organisational safety will work with all directorates to ensure timely reporting and involvement with audit program, to support in the preparations for the 2021 LGW midterm assessment audit, scheduled for 1st February 2021.

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

TARGET 100% of audits completed against plan.

STATUS: Audits meet Annual target for 2020! 0 audit completed for January

New schedule has been established for 2021. Informal site visits were conducted prior to the auditor arriving onsite.



9. CORRECTIVE ACTIONS

Actions continue to be monitored and addressed by the systems administrator, also the status of non-completed vs completed within timeframes are monitored via graphs below. The monthly target of completed actions is half of the desired 70% completed, whilst noting improvement from the prior month.

It is noted that there have been are a number of actions going into the system since September due to the annual audit and inspection program, and that comments and updates are being made against actions without necessarily resetting target dates. The holiday period is also noted as factor for this month.

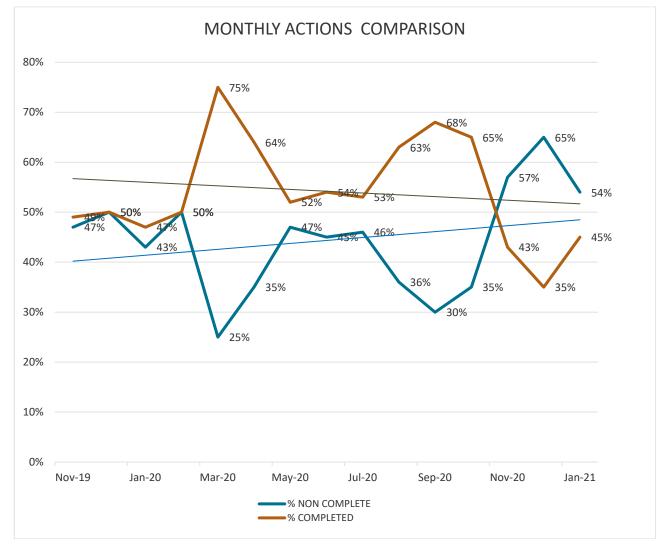
Whilst regular reporting is provided to the Management Leadership Team, additional reporting is to be provided to ELT for additional oversight to improve the current trend.

It is also noted that at the Strategic WHS Committee, it was agreed that Organisational Safety would assist further by reviewing allocation of actions to update current Officers and that Directors would then be responsible for improving actions going forward.

OBJECTIVE Ensure identified corrective actions are followed to completion.

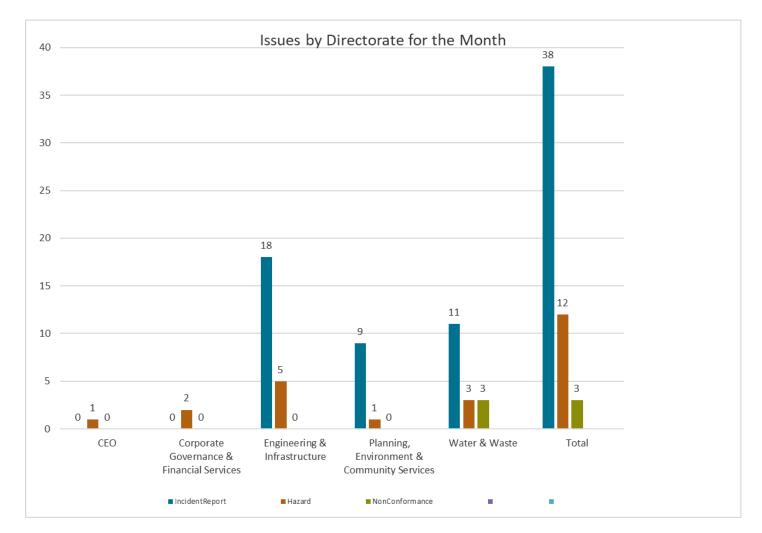
TARGET < 30% non-completed actions and > 70% completed corrective actions.

STATUS at the end of the month 54% non-completed 46% completed actions





10. ISSUES BY DIRECTORATE





11. INDIVIDUAL KEY PERFORMANCE INDICATORS

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

OBJECTIVE Establish KPI's for individual managers

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

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

SAFETY ACTION x 1

Conducted and completed a safety interaction 'Safety Chat form' with staff review process and risk management via SMART Inform = Safety Action	Conducted and completed a 'Wellbeing Chat' with someone via the 'Wellness Chat Form' in SMART Inform = Safety Action	Provided feedback on a WHS procedure with comments (Procedural Review) = Safety Action		Provided documented participation in an incident investigation/analysis = Safety Action		Completed a 'hazard inspection form' via SMART Inform including actions = Safety Action	
SAFETY COMMUNICA	SAFETY COMMUNICATION x1						
Attended an Operational WHS Committee Meeting (M3's only) = Safety Communication	Attend any toolbox me and presented a 'safet share' (Safety Bulletin Alerts or a workplace/personal sh = Safety Communicati	y is, iare)	Attend an Outdo Meeting and pre 'safety share' (S Bulletins, Alerts workplace/perso = Safety Comm	sented a Safety or a nal share)	meeting <u>with ye</u> documented m	, ,	

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. Thus 'total target' numbers against 'target' numbers.

Much improved result for January 2021.

CGFS Target of 24 has not been reached (18) based on OLT list target. Reason being: 2 positions vacant and new starter entry was incomplete – New Starter is yet to receive training.

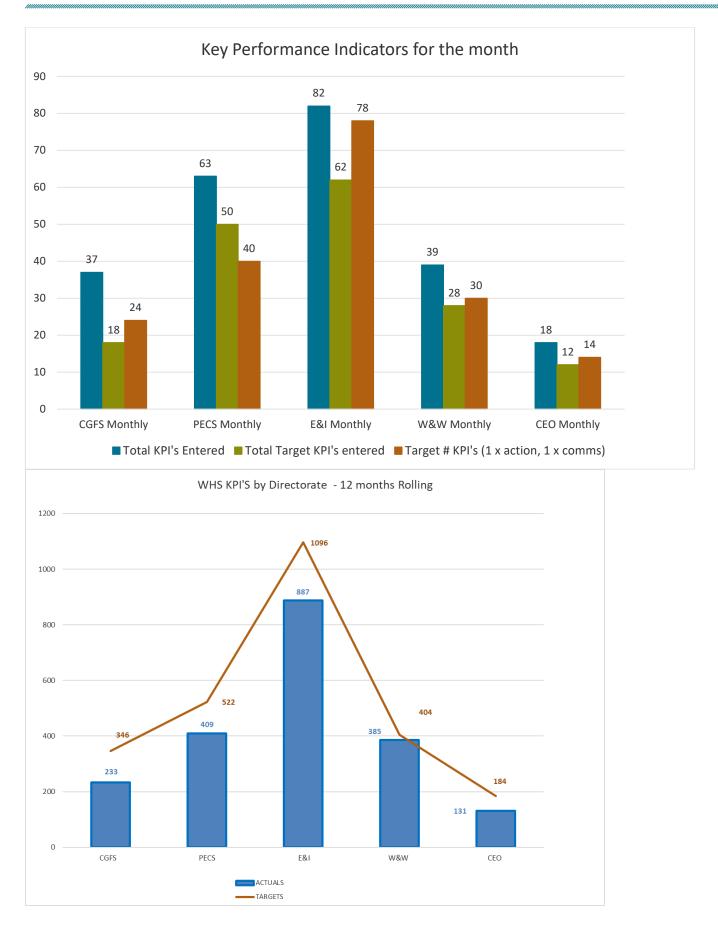
PECS Target is 40 and target this month has been reached based on OLT List target.

E&I Target of 80 has not been reached (62) based on OLT List target. Reason being: 7 people did not complete their KPI's, 1 person is working across 2 positions, and 2 positions are vacant – this makes up the balance of 20 KPI's outstanding.

W&W Target of 32 has not been reached (28) based on OLT List target. Reason being: 1 position is vacant, and 1 person has not completed their KPI's correctly.

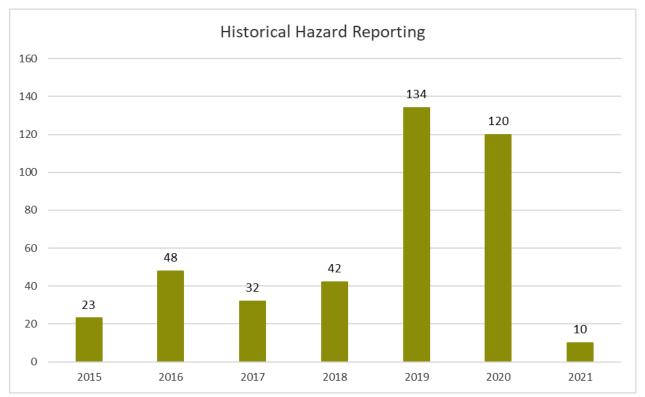
CEO Target of 14 has not been reached (12) based on OLT list target. Reason being: 1 person did not complete an entry.





Page 10 of 11





12. HAZARD REPORTS YEARLY COMPARISIONS

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 9 February 2021
AUTHOR	Michael Krulic
AUTHOR POSITION	Manager Financial Services

5.3

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 the 1st of July 2018. This report outlines subsequent organisations that have submitted the appropriate documentation as at 30 December 2020 and outlines the concession entitlements as per the adopted Policy, along with the updated register.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Adopt the Updated Rates Concession Register for Not-For-Profit organisations as per the 'Rates Concession – Not-for-Profit' Policy (CORP-POL-025).

BACKGROUND

The purpose of the report is to advise Council of subsequent organisations who have submitted appropriate documentation in line with the 'Rates Concession – Not-for-Profit' Policy. Council has received a further 5 completed applications that meet the necessary criteria from relevant organisations within the community since its last report to Council on the 26th of August 2020.

the 5 new organisations have been highlighted in the attached updated 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 Councils consideration in granting concessions to these not for profit community organisations.

IMPLICATIONS

Community Groups

In line with the adopted 'Rates Concession- Not For -Profit 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.

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



Budget / Financial

Council grants considerable relief to organisations that provide useful social and economic benefits to our community. Thus far for the 2020/2021 Financial Year, approximately 90 Not-For-Profit organisations received concessions, totalling more than \$150,000 in rates relief.

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

CONSULTATION

• Finance Officer Revenue and Rating

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:
MICHAEL KRULIC Manager Financial Services	DARREN FETTELL Director Corporate, Governance and Financial Services
Date: 28 January 2021	Date: 28 January 2021

ATTACHMENTS

• Attachment 1 - Rates Concession Register – updated – January 2021

REFERENCE DOCUMENT

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

RATES CONCESSION REGISTER – as at 30 December 2020

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
206692	Central Queensland Rural Division of General Practice Inc	Yes	A	N/A	100%	100%
203738	Clarke Creek Campdraft Association Inc	Yes	A	100%	N/A	N/A
103838	Clermont Bowls Club Incorporated	Yes	А	100%	100%	100%
103211	Clermont Clay Target Club Inc	Yes	А	100%	100%	N/A
104829	Clermont Community Housing and Other Services	Yes	А	100%	100%	100%
104576	Clermont Junior Motorcycle Club Inc	Yes	A	100%	100%	N/A
208329	Clermont Men's Shed Inc	Yes	А	100%	100%	100%
100991	Clermont Pony Club Inc	Yes	А	100%	100%	N/A
103745	Clermont Rifle Association Inc.	Yes	А	100%	N/A	N/A
103153	Clermont Rodeo & Show Society Inc	Yes	A	100%	100%	N/A
201947	Dysart Amateur Boxing Club Inc	Yes	А	100%	N/A	N/A
204552	Dysart Bowls Club Inc	Yes	С	50%	N/A	N/A
206691	Dysart BMX Club Inc	Yes	А	100%	N/A	N/A
206530	Dysart Gun Club Inc	Yes	А	100%	N/A	N/A
203845	Dysart Horse Performance Association Inc	Yes	А	100%	100%	N/A
204152	Dysart Junior Motocross Club Inc	Yes	А	100%	N/A	N/A

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
201943	Dysart Junior Rugby League Club	Yes	A1	N/A	100%	100%
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	А	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	А	100%	100%	100%
101658	Guides Queensland – Moranbah	Yes	A	N/A	100%	100%
206253	Gymnastics Moranbah Inc	Yes	A	100%	100%	100%
206708	Haulin' RCCC Inc	Yes	A	100%	N/A	N/A
202294	Hinterland Community Care Inc	Yes	А	100%	100%	100%
102975	Hinterland Community Care Inc	Yes	А	100%	100%	100%
<mark>103776</mark>	<mark>Kilcummin Group Selector's Assoc</mark> Inc	Yes	A	<mark>100%</mark>	N/A	N/A

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
202374	Middlemount Bowls Club Inc	No		100%	100%	100%
202418	Middlemount Community Sports Association Inc	Yes	A	100%	100%	100%
210219	Middlemount Fellowship A O G	Yes	А	N/A	100%	100%
202452	Middlemount Golf Club Inc	Yes	С	50%	N/A	N/A
203880	Middlemount Horse & Pony Club Inc	Yes	A	100%	100%	N/A
203881	Middlemount Race Club Inc	Yes	А	100%	100%	N/A
203876	Middlemount Rodeo Association Inc	Yes	А	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	А	100%	100%	100%
210294	Moranbah Australian Football Association Inc	Yes	A	100%	100%	100%
101125	Moranbah Bowls Club Inc	Yes	B1	50%	50%	50%
104661	Moranbah Boxing & Sporting Association	Yes	А	100%	100%	100%
206689	Moranbah B.M.X Club Incorporated	Yes	A	100%	N/A	N/A
206704	Moranbah Darts Association Inc	Yes	А	100%	100%	100%
210250	Moranbah Hawks Football Federation Incorporated	Yes	A1	100%	100%	100%

Property ID	Organisation Name	Application Received	Category	General Rate concession (Annually)	Water Infrastructure Concession (Annually)	Sewerage Infrastructure Concession (Annually)
206252	Moranbah Hockey Association Inc	Yes	А	100%	100%	100%
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	Yes	A	100%	100%	N/A
206707	Moranbah Motorcycle Riders Club Inc	Yes	A	100%	N/A	N/A
101118	Moranbah Neighbourhood Centre Association Inc	Yes	А	100%	100%	100%
<mark>210382</mark>	Moranbah Netball Association Inc	Yes	A	<mark>100%</mark>	<mark>100%</mark>	<mark>100%</mark>
206706	Moranbah Pistol Club Inc	Yes	А	100%	N/A	N/A
<mark>100686</mark>	Moranbah Neighbourhood Centre Association Inc	Yes	A	<mark>100%</mark>	<mark>100%</mark>	<mark>100%</mark>
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	С	50%	N/A	N/A
206710	Moranbah Speedway Association Inc	Yes	A	100%	100%	N/A
206759	Moranbah Tennis Association Incorporated	Yes	А	100%	100%	100%
210291	Moranbah Touch Football Association Inc	Yes	A	100%	N/A	N/A
210290	Moranbah X-Fit Inc	Yes	А	100%	N/A	N/A
200515	Nebo Community Sport & Recreation Club Inc.	Yes	A1	100%	100%	100%
100608	Queensland Mines Rescue Service Limited	No		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%
203864	Sporting Shooters Association of Australia (Middlemount Branch) Inc	Yes	A	100%	N/A	N/A
206531	Sporting Shooters Association Australia Dysart Branch Inc	No		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	С	50%	N/A	N/A
202229	The Corporation of The Diocesan Synod of Nth Queensland	Yes	A	N/A	100%	N/A
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	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	А	100%	100%	100%
200590	The Glenden Town Club Ltd	Yes	А	100%	100%	100%
200011	The Queensland Country Women's Association	Yes	A	N/A	100%	100%
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%

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

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 9 February 2021
AUTHOR	Liza Perrett
AUTHOR POSITION	Manager Governance and Corporate Services

5.4

POLICY UPDATE - LOBBYING AND LOBBYIST ACTIVITY

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Policy - Lobbying and Lobbyist Activity Policy and new supporting documents.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

- 1. Repeal the Lobbying and Lobbyist Activity Policy (IRC/STAT-014)
- 2. Adopt the updated 'Lobbying and Lobbyist Activity' Policy (CORP-POL-109)
- 3. Endorse the 'Lobbying and Lobbyist Activity' Procedure (CORP-PRO-103)

BACKGROUND

Ethical lobbying is a legitimate activity and an important part of the democratic process. Lobbyists can help individuals and organisations communicate their views on matters of public interest to the government and opposition and, in doing so, improve outcomes for the community as a whole.

Generally, lobbying is a very broad term. For the purposes of the *Integrity Act 2009* (Qld), the term 'lobbying' means any attempt to influence the decision-making of a government or opposition representative in the exercise of their official functions on behalf of a third party, for a fee or other reward. Under the *Integrity Act 2009* (Qld) lobbyists who act on behalf of a third-party clients must register with the Integrity Commissioner before they contact a state or local government representative for the purpose of lobbying activities.

A 'lobbyist' is an entity that carries out a lobbying activity for a fee or other reward for a third-party client, or whose employees or contractors carry out a lobbying activity for a third-party client.

Under section 41(2) of the *Integrity Act 2009* (Qld), a 'third party client' is an entity that engages another entity to provide services such as lobbying for a fee or other reward

It is timely to review Council's Lobbying and Lobbyist Activity' Policy and while acknowledging the existing Policy meets the requirements an extensive review has been undertaken to ensure compliance with the legislation, to strengthen Councils' governance and integrity frameworks, and to improve transparency and accountability.

Accordingly, a Procedure has been developed to support the Policy, while streamlining the Policy itself as a position statement.

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



The update 'Lobbying and Lobbyist Activity' Policy and the accompanying new Contact with Lobbyists Procedure sets out a transparent process for Councillors and Council Employees to deal with lobbyists in a legal, ethical and impartial way in accordance with the local government principles and the requirements of the *Integrity Act 2009*.

Council recognises that ethical lobbying is a legitimate activity and an important part of the democratic process. The Policy and Procedure ensures that Council is complying with its legislative obligations to record all contact with lobbyists, which is provided to the Integrity Commissioner upon request.

Also attached is the updated Lobbyist Contact Form for information.

IMPLICATIONS

Legislation/Best Practice

Ensure that Council's Policies are up to date, meet best practice principles and aimed to strengthen Councils' governance and integrity frameworks, and to improve transparency and accountability.

CONSULTATION

- Chief Executive Officer
- Director Corporate, Governance and Financial Services
- Executive Leadership Team
- Manager Liveability and Sustainability
- Manager Economy and Prosperity
- Senior Advisor
- Coordinator Executive Support

BASIS FOR RECOMMENDATION

- Updating the Policy and implementing the Procedure will improve the transparent and accountable way both Councillors and Council staff engage with the community and the organisation. The documents ensure compliance with the legislation, strengthen Councils' governance and integrity frameworks, and improve transparency and accountability.
- 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, and communicated to stakeholders.

KEY MESSAGES

The policy provides a guide to best practice activities in Council operations, in line with legislative requirements.

Demonstrates Council's commitment to continuous improvement, transparency and accountability.

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



Report Prepared By:

LIZA PERRETT Manager Governance and Corporate Services

Report Authorised By:

DARREN FETTELL Director Corporate, Governance and Financial Services

Date: 19 January 2021

Date: 28 January 2021

ATTACHMENTS

- Attachment 1 'Lobbying and Lobbyist Activity' Policy (CORP-POL-109) updated
- Attachment 2 'Lobbying and Lobbyist Activity' Procedure (CORP-PRO-103) new
- Attachment 3 Lobbyist Contact Form updated (CPR-FRM-404)

REFERENCE DOCUMENT

- Corporate Policy Framework
- Integrity Act 2009



LOBBYING AND LOBBYIST ACTIVITY POLICY

APPROVALS POLICY NUMBER CORP-POL-109 DOC.ID 4656200 CATEGORY Statutory **POLICY OWNER** Manager Governance & Corporate Services RESOLUTION **APPROVAL DATE** Insert Insert NUMBER

Minini

Doc Number: CORP-POL-109 Date Effective: [Insert effective date] This document is uncontrolled when printed.

77





OBJECTIVE

The purpose of this policy is to assist Councillors and employees in complying with requirements of the Integrity Act 2009 as it pertains to Lobbyists and Lobbying Activity.

SCOPE

The policy applies to:

- All Councillors and employees of Isaac Regional Council.
- All contractors of the Isaac Regional Council.

DEFINITIONS

Under the Integrity Act 2009 the following definitions will apply.

TERM / ACRONYM	MEANING
Contact	Includes telephone contact, email contact, written mail contact and face-to-face contact.
Councillor	Is a Councillor of the Local Government, including the Mayor, within the meaning of the <i>Local Government Act 2009.</i>
<u>Developer</u>	An applicant for development approval. If the applicant is a body corporate, the term includes officer holders and employees of the applicant. If the applicant is a partnership, the term includes partners and employees of the applicant.
Former Senior Government Representative	a. a Councillor
	b. a Public Senior Officer
Government Representative	Each of the following people is a government Representative –
	a. the Premier or another Minister;
	b. a Parliamentary Secretary;
	c. a councillor;
	d. a public sector officer;
	e. a ministerial staff member;
	f. a parliamentary secretary staff member.
Incidental Lobbying Activities	An entity carries out incidental lobbying activities if the entity undertakes or carries on a business primarily intended to allow individuals to undertake,
Doc Number: CORP-POL-109 Date Effective: <mark>[Insert effective date]</mark> This document is uncontrolled when printed.	Document Owner: Manager Governance & Corporate Services Version 1 – ECM 4656200 Page 2 of 8

78

ISAAC.QLD.GOV.AU

f isaacregionalcouncil 🖸 isaacregionalcouncil У Isaacrcouncil

ISAAC REGIONAL COUNCIL ABN 39 274 142 600



	a technical or professional occupation in which lobbying activities are occasional only and incidental to the provision of professional or technical services. For example: an entity carrying on the business of providing architectural services as, or by using, a practising architect under the <i>Architects Act 2002</i> .
Lobbying Activity	Is contact with a government representative in an effort to influence State or local government decision-making, including –
	a. the making or amendment of legislation; and
	 b. the development or amendment of a government policy or program; and
	 c. the awarding of a government contract or grant; and
	the allocation of funding; and
	d. the making of a decision about planning or giving of a development approval under the <i>Sustainable Planning Act 2009</i> .
	However, the following contact is not a lobbying activity –
	a. contact with a committee of the Legislative Assembly or a local government;
	 b. contact with a member of the Legislative Assembly, or a councillor, in his or her capacity as a local representative on a constituency matter;
	c. contact in response to a call for submissions;
	 d. petitions or contact of a grassroots campaign nature in an attempt to influence a government policy or decision;
	e. contact in response to a request for tender;
	f. statements made in a public forum;
	 g. responses to requests by government representatives for information;
	 h. incidental meetings beyond the control of a government representative;
	Example – A Minister speaks at a conference and has an unscheduled

Doc Number: CORP-POL-109 Date Effective: [Insert effective date] This document is uncontrolled when printed. Document Owner: Manager Governance & Corporate Services Version 1 – ECM 4656200 Page **3** of **8**

f isaacregionalcouncil 🚺 isaacregionalcouncil 🔰 Isaacrcouncil

79

ISAAC REGIONAL COUNCIL ABN 39 274 142 600



	discussion with a lobbyist who is a conference participant.
	 contact on non-business issues, for example, issues not relating to a client of the lobbyist or the lobbyists' sector.
	 Contact only for the purpose of making a statutory application.
obbyist	 Is an entity that carries out a lobbying activity for a third-party client or whose employees or contractors carry out a lobbying activity for a third party client. To remove any doubt, it is declared that a lobbying activity may be carried out for a third-party client even though no fees are payable for carrying out the lobbying activity.
	 However, none of the following entities is a lobbyist –
	a. a non-profit entity;
	 b. an entity constituted to represent the interests of its members;
	Examples –
	an employer group
	• a trade union
	a professional body, for example, the Queensland Law Society
	c. members of trade delegations visiting Queensland;
	d. an entity carrying out incidental lobbying activities;
	e. an entity carrying out a lobbying activity on for the purpose of representing the entity's own interests.
	3. Also –
	 an employee or contractor of, or person otherwise engaged by, an entity mentioned in subsection (2) (a) to (d) is not a lobbyist in relation to contact carried out for the entity; and

Doc Number: CORP-POL-109 Date Effective: [Insert effective date] This document is uncontrolled when printed.

80



	 b. an employee of an entity mentioned in subsection (2)(e) is not a lobbyist in relation to contact carried out for the entity.
Lobbyist Code of Conduct	Is the code, approved under section 68 of the Act, of conduct for lobbyist in relation to lobbying activities. The code operates in addition to the act and provides for standards of conduct with which lobbyist must comply.
Lobbyist Register	Is the register under section 49, of lobbyist registered under this Act.
Public Sector Officer	Is the chief executive of, or a person employed by, one of the following entities –
	a. a department;
	b. a public service officer;
	 c. a registry or other administrative office of a court or tribunal;
	d. a local government.
Related Lobbying Activity	For a senior government representative means a lobbying activity relating to the former senior government representative's official dealings as a government representative in the two years before becoming a former senior government representative.
Senior Executive Equivalent	Means an employee, other than a chief executive, whose remuneration is equal to or greater than the remuneration payable to a senior executive.
Submitter	As defined in the <i>Planning Act 2016</i> . Submitter, for a development application or change application, a person who makes a properly made submission about the application.
Third party client	A third party client is an entity that engages another entity to provide services constituting, or including, a lobbying activity for a fee or other reward that is agreed to before the other entity provides the services.

POLICY STATEMENT

BACKGROUND AND CONTEXT

Under the Integrity Act 2009 Council is required to ensure that it does not participate in "lobbying activities" with unregistered lobbyists, and/or participate in "related lobbying activities" with unregistered lobbyists

81

Doc Number: CORP-POL-109			
Date Effective:	[Insert effective date]		
This document is uncontrolled when printed.			





and/or, participate in "related lobbying activities" with a former senior government representative" of less than two years post government employment separation.

Under section 71(2) of the *Integrity Act 2009* (the Act) a government representative must not knowingly meet with an entity that is not a registered lobbyist if the entity intends to carry out lobbying activity for a third party.

A Councillor or Council Officer who knowingly and intentionally participates in lobbying activities with a person who is not on the lobbyist register may be deemed to have breached section 71 of the *Integrity Act 2009*.

The overall purpose of the Act is to encourage confidence in public institutions by -

- a. helping Ministers, members of the Legislative Assembly, and others to deal appropriately with ethics or integrity issues; and
- b. regulating contact between lobbyists and State or local government representatives so that lobbying is conducted in accordance with public expectations of transparency and integrity.

PROCEDURES

Under the Act the following procedures regarding contact and dealing with lobbyists are to apply.

Dealing with Lobbyists

Councillors and employees must ensure that their meetings with lobbyists comply with the requirements of the Act. However, it may not always be evident whether employees of lobbyists or consultants come within the Act's scope. Therefore, all staff should follow the protocol set out below when any representative seeks to meet them.

- Inform them that council is bound by the Integrity Act.
- Ask them if they or others attending the meeting are the lobbyist and if so, are they registered on the lobbyist register?
- Ask if any other representative attending were senior government representatives within the past two years and if yes, ask if they are on the lobbyist register?
- Check and ensure they are on the lobbyist register.

If the person seeking to carry out lobbying activities is not a registered lobbyist, and the officer has reasonable suspicion that the entity is carrying out a lobbying activity, Councillors and Council officers must decline to have further contact with them until they are included on the lobbyist register.

Where to check the register

Councillors and Council officers are encouraged to check that the details provided by the lobbyist are correct by checking the lobbyist register <u>http://www.integrity.qld.gov.au</u> to confirm that the person and client in question are registered.

f isaacregionalcouncil 🖸 isaacregionalcouncil 🎔 Isaacrcouncil

ISAAC REGIONAL COUNCIL ABN 39 274 142 600



Recording contact with a lobbyist

Council is required under the Integrity Act 2009 to maintain a record of all contact with both registered and unregistered lobbyists.

All staff and Councillors are to take responsibility for monitoring their contact with registered and unregistered lobbyists:

- 1. Staff members working in the Planning and Development Division are to report the contact to the Manager of **Development and Compliance**Liveability and Sustainability for recording in Council's lobbyist contact register.
- 2. All other staff and Councillors are to report the contact with lobbyists to the AssistantCoordinator -Executive Support for recording in Council's the lobbyist contact register.

3. Information to be recorded includes:

- Date/time of Contact.
- Name and Title of Department Officer.
- Method of contact (for example, face to face meeting, telephone call, exchange of emails or exchange of correspondence)-
- Purpose of contact.
- List of all other Public Officials present.
- Name of Registered Lobbyist (including all lobbyists present).
- Client of lobbyist (including the name of all present).
- Brief description of the issue/summary of the matters raised.-
- Outcome of contact/summary of the response.-

REFER BELOW TO THE "REGISTER FORM" TO RECORD CONTACT DETAILS

83

fisaacregionalcouncil 🖸 isaacregionalcouncil 🎔 Isaacrcouncil





LEGISLATIONS AND RELATED GUIDELINES

- · Queensland Contact with Lobbyists Code of Conduct
- Councillors Code of Conduct
- Integrity Act 2009
- Local Government Act 2009
- Public Sector Ethics Act 1994
- Public Service Act 2008

REFERENCES

ID	NAME
CORP-POL-079	Code of Conduct
<u>CORP-PRO-</u> 103	Contact with Lobbyist Procedure
CORP-FRM-404	Lobbyist Contact Form

f isaacregionalcouncil 🖸 isaacregionalcouncil У Isaacrcouncil





LOBBYING AND LOBBYIST ACTIVITY

APPROVALS	
PROCEDURE NUMBER	CORP-PRO-103 DOC. ID 4709119
DATE EFFECTIVE	Insert
PROCEDURE OWNER:	Manager Governance & Corporate Services Manager
APPROVED BY THE DIRECTOR	ELT
ENDORSED BY	ELT
POLICY REFERENCE NUMBER	CORP-POL-109

Doc Number: CORP-PRO-103 Date Effective: [Insert effective date] This document is uncontrolled when printed

Document Owner: [Insert document owner] Version 1 Page 1 of 11

85 ISAAC.QLD.GOV.AU P 1300 472 227 F 07 4941 8666 A PO Box 97 Moranbah QLD 4744

f isaacregionalcouncil 💟 isaacregionalcouncil 💟 Isaacrcouncil





CONTENTS LOBBYING AND LOBBYIST ACTIVITY 1 AIM 3 **ROLES & RESPONSIBILITIES** 3 Councillors 3 3 Council employees Office of the CEO 3 DEFINITIONS 3 PROCEDURE 6 What is lobbying? 6 7 Lobbyist's obligations Councillor and Council employee obligations 7 What to do if approached by a lobbyist 8 Councillor and Council employees' obligations if contacted by a lobbyist 8 Where the person is a registered lobbyist 9 Other helpful information when meeting with Lobbyists 9 Meeting or Exchanging other Communication with Potential Developers and Lobbyists (where no proposal presently before Council) 9 Meetings (after a development application has been lodged) 10 Where the person is a not a registered lobbyist 10 **REFERENCES AND RELATED DOCUMENTS** 11 **DOCUMENT ID/NAME** 11

Doc Number: CORP-PRO-103 Date Effective: [Insert effective date] This document is uncontrolled when printed Document Owner: [Insert document owner] Version 1 Page 2 of 11

fisaacregionalcouncil 🖸 isaacregionalcouncil 🍠 Isaacrcouncil





AIM

This Procedure provides ethical guidance to Councillors and Council employees when dealing with lobbyists and lobbying activity to ensure that all contact is properly recorded and occurs in accordance with the requirements of the *Integrity Act 2009*.

It the aim of Council to ensure that all decisions are legal, ethical and impartial in line with the local government principles in section 4 the *Local Government Act 2009* and the responsibilities of Councillors in section 12 of that Act. Providing a policy and procedure as to how Councillors and Council employees should identify and deal with lobbyists and lobbying activity will assist in better decision-making where lobbyists have contacted Council.

ROLES & RESPONSIBILITIES

The Chief Executive Officer has designated the following roles and responsibilities for managing contact with lobbyists:

Councillors

- Ensure you are complying with the Integrity Act 2009 at all times when dealing with lobbyists.
- Ensure all contact with lobbyists whether registered or unregistered is appropriately documented in accordance with this Procedure.
- Report all contact with lobbyists to the Office of the CEO within 48 hours of the contact.

Council employees

- Ensure you are complying with the Integrity Act 2009 at all times when dealing with lobbyists.
- Ensure all contact with lobbyists whether registered or unregistered is appropriately documented in accordance with this Procedure.
- Report all contact with lobbyists to the Office of the CEO within 48 hours of the contact.

Office of the CEO

- Keep Council's Register of Contact with Lobbyists.
- Report all contact with unregistered lobbyists to the Integrity Commissioner.

DEFINITIONS

TERM	MEANING
Contact	Includes telephone contact, email contact, written mail contact and face-to-face contact.
Councillor	Is a Councillor of the Local Government, including the Mayor, within the meaning of the <i>Local Government Act 2009.</i>

Doc Number: CORP-PRO-103 Date Effective: [Insert effective date] This document is uncontrolled when printed Document Owner: [Insert document owner] Version 1 Page 3 of 11

87



Developer	An applicant for development approval. If the applicant is a body corporate, the term includes officer holders and employees of the applicant. If the applicant is a partnership, the term includes partners and employees of the applicant.
Former Senior Government Representative	a. a Councillor
	b. a Public Senior Officer
Government Representative	Each of the following people is a government Representative –
	a. the Premier or another Minister;
	b. a Parliamentary Secretary;
	c. a councillor;
	d. a public sector officer;
	e. a ministerial staff member;
	f. a parliamentary secretary staff member.
Incidental Lobbying Activities	An entity carries out incidental lobbying activities if the entity undertakes or carries on a business primarily intended to allow individuals to undertake, a technical or professional occupation in which lobbying activities are occasional only and incidental to the provision of professional or technical services. For example: an entity carrying on the business of providing architectural services as, or by using, a practising architect under the <i>Architects Act 2002</i> .
Lobbying Activity	Is contact with a government representative in an effort to influence State or local government decision-making, including –
	a. the making or amendment of legislation; and
	 b. the development or amendment of a government policy or program; and
	c. the awarding of a government contract or grant; and
	the allocation of funding; and
	d. the making of a decision about planning or giving of a development approval under the <i>relevant State planning legislation</i> .
	However, the following contact is not a lobbying activity –
	 a. contact with a committee of the Legislative Assembly or a local government;

Doc Number: CORP-PRO-103 Date Effective: [Insert effective date] This document is uncontrolled when printed



	 b. contact with a member of the Legislative Assembly, or a councillor, in his or her capacity as a local representative on a constituency matter;
	c. contact in response to a call for submissions;
	 d. petitions or contact of a grassroots campaign nature in an attempt to influence a government policy or decision;
	e. contact in response to a request for tender;
	f. statements made in a public forum;
	 g. responses to requests by government representatives for information;
	 incidental meetings beyond the control of a government representative;
	Example – A Minister speaks at a conference and has an unscheduled discussion with a lobbyist who is a conference participant.
	i. contact on non-business issues, for example, issues not relating to a client of the lobbyist or the lobbyists' sector.
	j. Contact only for the purpose of making a statutory application
Lobbyist	Is an entity that carries out a lobbying activity for a third-party client or whose employees or contractors carry out a lobbying activity for a third party client. To remove any doubt, it is declared that a lobbying activity may be carried out for a third-party client even though no fees are payable for carrying out the lobbying activity.
2.	However, none of the following entities is a lobbyist –
	a. a non-profit entity;
	b. an entity constituted to represent the interests of its members;
	Examples –
	 an employer group
	• a trade union
	 a professional body, for example, the Queensland Law Society
	c. members of trade delegations visiting Queensland;
	d. an entity carrying out incidental lobbying activities;

Doc Number: CORP-PRO-103 Date Effective: [Insert effective date] This document is uncontrolled when printed

f isaacregionalcouncil isaacregionalcouncil Isaacregionalcouncil Isaac REGIONAL COUNCIL ABN 39 274 142 600



	3. Also –	
	 an employee or contractor of, or person otherwise engaged by an entity mentioned in subsection (2) (a) to (d) is not a lobbyist in relation to contact carried out for the entity; and 	
	 b. an employee of an entity mentioned in subsection (2)(e) is not a lobbyist in relation to contact carried out for the entity. 	
Lobbyist Code of Conduct	Is the code, approved under section 68 of the Act, of conduct for lobbyist in relation to lobbying activities. The code operates in addition to the act and provides for standards of conduct with which lobbyist must comply.	
Lobbyist Register	Is the register under section 49, of lobbyist registered under this Act.	
Public Sector Officer	Is the chief executive of, or a person employed by, one of the following entities –	
	a. a department;	
	b. a public service officer;	
	c. a registry or other administrative office of a court or tribunal;	
	d. a local government.	
Related Lobbying Activity	For a senior government representative means a lobbying activity relating to the former senior government representative's official dealings as a government representative in the two years before becoming a former senior government representative.	
Senior Executive Equivalent	Means an employee, other than a chief executive, whose remuneration is equal to or greater than the remuneration payable to a senior executive.	
Submitter	As defined in the <i>Planning Act 2016</i> . Submitter, for a development application or change application, a person who makes a properly made submission about the application.	
Third party client	A third party client is an entity that engages another entity to provide services constituting, or including, a lobbying activity for a fee or other reward that is agreed to before the other entity provides the services.	

PROCEDURE

WHAT IS LOBBYING?

Free and open access to Councillors, and Council itself, is vital to efficient and effective local government. It is accepted that Councillors and Council Officers may be approached or lobbied by members of the community on a broad range of issues. However, there is a difference between the type of lobbying carried out by members of the community representing their own interests and professional lobbyists engaged by a third-party client for a fee or reward to influence local government decision-making.

Doc Number: CORP-PRO-103 Date Effective: [Insert effective date] This document is uncontrolled when printed Document Owner: [Insert document owner] Version 1 Page 6 of 11





The activities of professional lobbyists is regulated by the *Integrity Act 2009* which defines lobbying and related concepts, places limitations on lobbying activities and also requires the registration of professional lobbyists with the Integrity Commissioner.

A clear definition of who is a lobbyist and what constitutes lobbying activity is provided in the *Integrity Act* 2009 and is reproduced in Council's Contact with Lobbyists Policy.

LOBBYIST'S OBLIGATIONS

It is the responsibility of lobbyists to register on the Lobbyists' Register held by the Integrity Commissioner and to ensure that all lobbying is conducted in accordance with the Lobbyists Code of Conduct, as approved by the Integrity Commissioner.

When a lobbyist makes initial contact with a Councillor or Council employee in order to carry out a lobbying activity, that lobbyist must inform the Councillor or Council employee that they are:

- A lobbyist currently listed on the register of registered lobbyists held by the Integrity Commissioner; or
- A listed person for a lobbyist who is currently on the register of registered lobbyists; and
- Making contact on behalf of a third party; and
- The name of the third party; and
- The nature of that third party's issues; and
- The reasons for the approach.

When a lobbyist who was a former senior government representative (including a former Councillor) less than two years earlier makes contact with a Councillor or Council Officer, they must indicate all of the following:

- That they are a former senior government representative;
- · When they became a former senior government representative; and

• That the matter is not a 'related lobbying activity' - an activity prohibited under the Integrity Act 2009.

In addition to the above, the Integrity Commissioner requires a lobbyist to record details of any lobbying contact made with a Councillor or Council Officer. The *Integrity Act 2009* contains all of the requirements and processes imposed upon lobbyists and it is the responsibility of the lobbyist to ensure they comply with the legislation.

COUNCILLOR AND COUNCIL EMPLOYEE OBLIGATIONS

Both Councillors and Council employees have obligations under the legislation. In accordance with the requirements of the *Integrity Act 2009*:

• A Councillor or Council employee must not knowingly permit an entity that is not a registered lobbyist to carry out a lobbying activity for a third-party client.

f isaacregionalcouncil 🖸 isaacregionalcouncil Ў Isaacrcouncil

ISAAC REGIONAL COUNCIL ABN 39 274 142 600



- If a Councillor or Council employee becomes aware that an entity seeking to carry out a lobbying activity for a third-party client is not a registered lobbyist, Council is required to advise the Integrity Commissioner as soon as practicable.
- For 2 years after a person becomes a former senior government representative the person must not carry out a related lobbying activity for a third-party client and a Councillor or Council employee must not knowingly permit a related lobbying activity. If a Councillor or Council Officer is aware that an entity seeking to carry out a lobbying activity for a third-party client is not a registered lobbyist, the details must be provided to the CEO and the Integrity Commissioner is to be advised as soon as practicable.

WHAT TO DO IF APPROACHED BY A LOBBYIST

Lobbyists need to be registered before they contact a Councillor or Council employee for the purposes of lobbying activities.

Under section 71(2) of the Integrity Act 2009, a Councillor or Council employee must not knowingly meet with an entity that is not a registered lobbyist if the entity intends to carry out a lobbying activity for a third party client.

Lobbyists are required to inform the person they are contacting of their lobbyist status when initially seeking to meet with them.

While the onus is on the lobbyist to supply the required information, you should also check that the details provided are correct by checking the Register of Lobbyists on the Integrity Commissioner's website at www.integrity.qld.gov.au to confirm the person and their third-party client in question are listed.

Councillor and Council employees' obligations if contacted by a lobbyist

If a Councillor or Council employee is contacted by someone who appears to wish to engage in lobbying activity they must:

- Advise the person that:
 - this contact maybe a "lobbying activity" under the Integrity Act 2009;
 - you are required under this Act to seek some clarification as to the person's standing as an unregistered lobbyist under the Act; and
 - you can no longer discuss with this person any lobbying activity matters until you have confirmed whether they are a registered lobbyist under the Act.
- Make a note of the person's details and circumstances of the lobbying activity (time, date and place of contact, the name of the person who made contact and how you believe this was a lobbying activity)
- Check the Register of Lobbyists on the Integrity Commissioner's website at www.integrity.gld.gov.au to confirm the person and their third-party client in question are registered lobbyists.

92

• Completed a Lobbyist Contact Form and submit to the Office of the CEO within 48 hours.





Where the person is a registered lobbyist

If the Councillor or Council employee has followed the steps above and has confirmed that the person who has contacted you is a registered lobbyist, when speaking or meeting with the lobbyist the Councillor or Council employee must:

- Advise the person that Council is bound by the Integrity Act 2009;
- Ensure you record the following information:
 - Date of contact:
 - Name and title of key people involved in the contact;
 - List of other people involved in the contact;
 - Name and contact details of the lobbyist;
 - Method of contact (ie telephone, email, letter, meeting);
 - Purpose of the contact (ie introduction, awarding a contract, allocation of funding, development decision);
 - Issues discussed; and
 - Outcome from the contact (i.e. no action required, provided follow-up contact information, provided advice on a Council policy or decision, referred to the appropriate department, not a Council matter).
- Report the contact (including a copy of your notes of the contact) to the Office of the CEO within 48 hours for inclusion in Council's Register of Contact with Lobbyists.

Other helpful information when meeting with Lobbyists

Meeting or Exchanging other Communication with Potential Developers and Lobbyists (where no proposal presently before Council)

Councillors or employees may encourage responsible and appropriate development in Council's area. Councillors or employees should not feel inhibited, in any communications, with potential developers and lobbyists (for a potential development), in promoting the benefits of developing in Council's local government area.

However, in dealings with potential developers and lobbyists (for a potential development), Councillors and employees:

- a. Can provide general information on the application process but cannot give definitive advice about the chances of success;
- b. Should suggest that the developer or lobbyist seeks independent professional advice;
- c. If applicable, must encourage potential development applicants and lobbyists to seek preliminary advice on their proposal by utilising the established process for pre-lodgement meetings with Council employees; and

Doc Number: CORP-PRO-103 Date Effective: [Insert effective date] This document is uncontrolled when printed

f isaacregionalcouncil 🖸 isaacregionalcouncil 🎔 Isaacrcouncil





d. Must state that any opinions expressed by the Councillor or employee are personal and do not in any way represent the Council's possible attitude to the potential application.

Similarly, in relation to potential submitters to a development application, Councillors and employees should not feel inhibited about discussing what is publicly known about a potential development application. Councillors and employees:

- a. Can provide general information on the application process but cannot give definitive advice about the chances of success;
- b. Should suggest that the submitter seeks independent professional advice; and
- c. Must state that any opinions expressed by the Councillor or relevant employee are personal and do not in any way represent the Council's possible attitude to the potential application.

Meetings (after a development application has been lodged)

If a Councillor or employee engages in telephone discussions, email or other correspondence exchange with a developer, lobbyist or submitter (where they are seeking the Councillor's or employee's support or opposition, as the case may be, to a development application), any such response from the Councillor or employee shall include the following statements:

- a. That any opinions expressed by the Councillor or employee are personal and do not in any way represent the Council's possible attitude to the development application;
- b. In relation to Council's possible decision on the application, that the Councillor's or employee's principal obligation is to serve the public interest by ensuring that his/her decision is:
 - i. Consistent with planning legislation, Council's planning scheme and policies;
 - ii. Made after having appropriate regard to any Council employee's (or Council appointed consultant's) advice; and
 - iii. Not influenced by any other irrelevant or inappropriate consideration; and
- c. Councillors and employees shall keep a written record of any such communications.

Where the person is a not a registered lobbyist

If the Councillor or Council employee has followed the steps above and has confirmed that the person who has contacted you is not a registered lobbyist, the Councillor or Council employee must:

- Advise the person that Council is bound by the Integrity Act 2009;
- Advise the person that you cannot discuss any lobbying matters with the person as they are not a registered lobbyist;
- Ensure you record the following information:
 - Date of contact;

Doc Number: CORP-PRO-103 Date Effective: [Insert effective date] This document is uncontrolled when printed Document Owner: [Insert document owner] Version 1 Page 10 of 11

94

ISAAC REGIONAL COUNCIL ABN 39 274 142 600



- Name and contact details of the lobbyist;
- Method of contact (i.e. telephone, email, letter, meeting);
- Purpose of the contact (i.e. introduction, awarding a contract, allocation of funding, development decision);
- Outcome from the contact (i.e. you provided advice that you cannot discuss lobbying matters).
- Discontinue contact with the person on any activity related to lobbying. This does not mean you cannot assist the person with other matters that would not be classed as lobbyist activity;
- Report the contact (including a copy of your notes of the contact) to the Office of the CEO within 48 hours for inclusion in Council's Register of Contact with Lobbyists.

The Office of the CEO will provide the lobbyist's details and details of the contact to the Integrity Commissioner.

REFERENCES AND RELATED DOCUMENTS

- · Queensland Contact with Lobbyists Code of Conduct
- Councillors Code of Conduct
- Integrity Act 2009
- Local Government Act 2009
- Public Sector Ethics Act 1994
- Public Service Act 2008

DOCUMENT ID/NAME

ID	NAME
CORP-POL-109	Lobbying and Lobbyist Activity Policy
CORP-POL-079	Code of Conduct
CORP-FRM-404	Lobbyist Contact Form

95



f isaacregionalcouncil 🖸 isaacregionalcouncil 🎔 Isaacrcouncil

LOBBYIST CONTACT FORM



ABN 39 274 142 600

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be accessed by Council Officers who have been authorised to do so. Your information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information is handled in accordance with the *Information Privacy Act 2009*.

DATE/TIME OF CONTACT			
NAME & TITLE OF DEPARTMENTAL OFFICER			
METHOD OF CONTACT	 □ Email (exchange) □ Letter □ Telephone/Video Conference □ Meeting/Face to Face 		
REASON FOR CONTACT	 Telephone/Video Conference Meeting/Face to Face Introduction Making or amendment of legislation Development or amendment of a government policy or program Awarding of a government contract or grant Allocation of funding Making a decision about planning or giving of a development approval under the <i>Sustainable Planning Act 2009</i> Relationship management Other 		
PROVIDE A BRIEF DESCRIPTION OF THE ISSUE			

LIST ALL OF THE OTHER PUBLIC OFFICIALS PRESENT

NAME OF THE REGISTERED LOBBYIST (INCLUDE THE NAMES OF ALL LOBBYISTS PRESENT)

CLIENT OF LOBBYIST (INCLUDE THE NAMES OF ALL PRESENT

	□ No action taken	□ Referred to formal processes
	Provided contact information	\Box Referred to a relevant department
OUTCOME OF CONTACT	□ Issue noted	Not a matter for Council
	Provided advice on Government	□ Other
	policy	

If you require more room to complete this form, please attach additional sheets and tick this box \Box

Forward this completed form to the Coordinator - Executive Support in the Office of the CEO

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 9 February 2021
AUTHOR	Robert Kane
AUTHOR POSITION	Chief Information Officer

5.5

POLICY UPDATE – RECORD KEEPING POLICY

EXECUTIVE SUMMARY

This report seeks Council's consideration to review and consider the updated Record Keeping Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

1. Repeal the 'Record Keeping' Policy (CGFS-095)

2. Adopt the updated 'Record Keeping' Policy (CORP-POL-026)

BACKGROUND

As part of the Corporate Policy review, the Record Keeping policy has undergone an extensive review and it has been updated to align with best practice. In addition, all procedural content has been removed and a specific procedure developed alongside another supporting document being the Recordkeeping Business Rules.

The aim of this Policy is to ensure that full and accurate records which document the activities and decisions of Council are created, managed and disposed of appropriately; ensuring Council's organisational need and accountability requirements are met.

The Policy aims to meet minimum recordkeeping requirements as set out by the foundation principles listed in the Queensland Government Chief Information Office's Records Governance Policy April 2019.

The purpose of the Policy and supporting documents also aim to ensure that all recordkeeping practices take into consideration the Guideline on Creating and Keeping Records for the Proactive Protection of Vulnerable Persons, in addition to all other recordkeeping responsibilities required under the *Public Records Act 2002*.

The procedure has been developed to assist all Council staff, Councillors, contractors and volunteers to meet their recordkeeping responsibilities. The procedure should be read in conjunction with the IRC Recordkeeping Business Rules.

The updated Policy and supporting documents have been reviewed and endorsed by the Executive Leadership Team at its meeting on 21 December 2020.

To ensure that all staff and are aware of the updated documents and of their responsibilities on record management, a communication plan and awareness/training program will be established and rolled out.

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



IMPLICATIONS

Legislation/Best Practice

Ensure that Council's Policies are up to date, meet best practice principles and aimed to strengthen Councils' governance and integrity frameworks, and to improve transparency and accountability.

CONSULTATION

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

BASIS FOR RECOMMENDATION

- Updating the Policy and implementing the supporting documentation will improve awareness of the responsibilities and requirements for good record keeping by all staff. The documents ensure compliance with the legislation and strengthen Councils' governance frameworks.
- Implementation of the policy aligns with Corporate Policy Framework and values of continuous improvement.

ACTION ACCOUNTABILITY

Chief Information Officer will ensure that the updated Policy and supporting procedure and business rules are communicated to all staff and ensure compliance.

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, in line with legislative requirements.

Demonstrates Council's commitment to continuous improvement, transparency and accountability.

Report Prepared By:	Report Authorised By:
ROBERT KANE Chief Information Officer	DARREN FETTELL Director Corporate, Governance and Financial Services
Date: 25 January 2021	Date: 28 January 2021

ATTACHMENTS

- Attachment 1 'Record Keeping Policy (CGFS-095)
- Attachment 2 'Record Keeping' Policy (CORP-POL-026) updated

REFERENCE DOCUMENT

- Corporate Policy Framework
- Public Records Act 2002

- IRC Record Keeping Procedure
- IRC Recordkeeping Business Rules
- IRC Naming Convention Register



POLICY TITLE:	RECORD KEEPING
POLICY NUMBER:	CGFS-095
CATEGORY:	IRC Policy
CLASSIFICATION:	Statutory

Approved by IRC	IRC Meeting number and date		nber and date	
22 July 2014		22 July 2014		
		Resolution number		
		3713		
Approved by CEO	by CEO 22 July 2014			
Effective date	Review date		•	
30 May 2014		30 May 2016		
Policy Author				
Information Services				
Endorsed by				
Director Corporate Governance and Financial Service				
Responsible Position				
Manager Business Application Solutions				
Current Incumbent	Contact number Emai		Email address	
Bill Blair	4846 3103 bill.blair@is		bill.blair@isaac.qld.gov.au	

- A

 \sim

ISAAC

Version 1 Policy No: CGFS-095 Authorised by: Director Corporate Governance and Financial Services Document Maintained by: Information Services Next Review Date: 31 May 2016

30/11/2015

Page **1** of **11**





1. Purpose

This policy is to establish a framework for the creation and management of records within Isaac Regional Council (IRC).

Records are a corporate asset. They form the corporate memory and support accountability by providing evidence. They assist IRC to make use of organisational knowledge and experience, contribute to informed decision-making and better performance of business activities, improved customer service and program delivery and risk management.

The systematic creation and capture of administrative records is therefore fundamental to the efficient and effective functioning of IRC processes and to protecting its corporate memory. Business activities of IRC will be documented, recorded and managed to protect the integrity, enhance proficiency and preserve the history of IRC.

IRC is bound by existing legislative and policy guidelines which mandate the management of information. The *Local Government Act 2009* requires the collection, use and management of information while also ensuring its confidentiality and safe custody. Under the *Public Records Act 2002* records must be created where there is a need to be accountable for decisions, actions, outcomes or processes. Records should be created and maintained in a manner that ensures they are clearly identifiable, accessible and retrievable in order to be available when required.

The IRC recognises that records are a vital asset to:

- Support its program delivery, management and administration
- Provide evidence of actions and decisions and precedents for future decision making thereby demonstrating best practice in terms of transparency and accountability
- Protect the rights and interests of Government, IRC and the community

2. Scope

This policy applies to all IRC officials and relates to both physical and electronic records, all aspects of organisational business, all records created during business transactions, and all business applications used to create records including email, database applications and websites.

3. Definitions

For the purposes of this policy and any other recordkeeping policy and any documentation of IRC's Records Management Program, the definitions which form Appendix 1 apply.

IRC means Isaac Regional IRC

Version 1 Policy No: CGFS-095 Authorised by: Director Corporate Governance and Financial Services Document Maintained by: Information Services Next Review Date: 31 May 2016

30/11/2015

Page **2** of **11**





4. Policy Provisions

There are seven mandatory principles of Information Standard which are:

- Principle 1: Public authority recordkeeping must be compliant and accountable
- Principle 2: Recordkeeping must be monitored and audited for compliance
- Principle 3: Recordkeeping activity must be assigned and implemented
- Principle 4: Recordkeeping must be managed
- Principle 5: Recordkeeping systems must be reliable and secure
- Principle 6: Recordkeeping must be systematic and comprehensive

Principle 7: Full and accurate records must be made and kept for as long as they are required for business, legislative, accountability and cultural purposes.

4.1 Records Management Program

To comply with the relevant requirements, IRC will establish and maintain a records management program for the organisation. This is an identifiable organisational program directed towards achieving relevant corporate objectives. These objectives are that:

- IRC maintains records to support its ongoing business activity and customer services, meeting accountability requirements and community expectations
- Records are managed as efficiently and effectively as possible
- Records are stored using a method of appraisal and classification and able to be retrieved and used in a way which meets IRC's needs
- IRC complies with all external requirements concerning its records and records management practices including legal obligations pursuant to the Records Act, the Local Government Act and other relevant legislation.

4.2 Creation and Control

- Records must be created in all instances where there is a need for IRC or an individual to be accountable for, and/or provide evidence of, decisions made or actions taken.
- Records should be uniquely identified, classified and registered on the corporate records management system as soon as they are received/created.
- Records security requirements should be maintained in accordance with established procedures.
- The physical movement of records should be documented sufficiently to ensure that physical items can be located as required.
- The records management system should be monitored regularly to ensure that the identification and retrieval of information meets the needs of the organization.
- Mail handling procedures should ensure that mail is dealt with in a timely manner and that the flow of correspondence throughout the organization is as efficient as possible.

Version 1 Policy No: CGFS-095 Authorised by: Director Corporate Governance and Financial Services Document Maintained by: Information Services Next Review Date: 31 May 2016

30/11/2015

Page **3** of **11**





4.3 Storage and Retrieval

- Records must be stored in conditions which ensure that they are accessible and retrievable in appropriate timeliness for the length of time they are retained.
- Records which are no longer required for the day-to-day access, which have been identified as having a specified temporary retention period (via the disposal schedule) should be removed from the working office area.
- To ensure their longevity, records which have been identified as having permanent or continuing value should be stored in conditions which satisfy minimum standards for permanent records.
- Records should be stored in conditions which take into account their physical characteristics, sensitivity, retention period and expected access rate.

4.4 Retention and Disposal

- Disposal of IRC records is undertaken in accordance with a valid disposal authority approved by the State Archivist
- IRC records identified as being of enduring value and no longer required for current business purposes will be transferred to Queensland State Archives
- All disposal decisions will be recorded, authorized and monitored
- All disposal actions will take place through an accountable process and be fully documented
- The disposal of electronic records in electronic recordkeeping systems is fully auditable
- IRC records stored or maintained in business and records systems will be protected and managed in accordance with legal, administrative, cultural and business requirements during the maintenance and disposal process of those systems

4.5 Electronic Mail – E-mail Management

- Email messages that provide evidence of IRC's business and activities, documents advice given, decisions or recommendations made, or are needed for use by others must be kept as IRC records
- IRC personnel sending or receiving emails are responsible for deciding if those email messages are records of IRC's business activities and decisions
- IRC personnel are responsible for ensuring email messages and the attachments included in messages(where applicable) are registered and managed as records of IRC
- The retention of email messages is undertaken in accordance with disposal authorities approved by the State Archivist

Version 1 Policy No: CGFS-095 Authorised by: Director Corporate Governance and Financial Services Document Maintained by: Information Services Next Review Date: 31 May 2016

30/11/2015

Page **4** of **11**





4.6 Digitisation

- Digitised records will be created in a trustworthy manner. Digital imaging hardware and software will be routinely checked to ensure they accurately and reliably reproduce all original documents
- IRC will ensure the reliability of its document and information management systems to prevent the manipulation of the stored record
- Digitisation processes will be performed in accordance with appropriate standards and adequate quality control procedures
- The digitised images will be managed in electronic document management systems with the required recordkeeping features. The electronic document management systems must prove the inviolability of the record and provide audit logs of access history
- Disposition of digitised records will only be undertaken in accordance with Queensland State Archives policies and guidelines

4.7 Access and Security

- Access to information and records will be managed to ensure that privacy and confidentiality are maintained
- IRC personnel who have access to confidential information will protect it from inappropriate release or disclosure
- Security will reflect the sensitivity and criticality of the information to the operation of IRC
- Records and business systems will be secured against unauthorised access, destruction, misuse or damage to ensure the integrity and accuracy of IRC's information and records
- IRC personnel will be responsible for the security and safe custody of records in their possession to ensure their availability, accessibility and retention for as long as they are required to meet legal, administrative and operational needs

4.8 Disaster Recovery

- All reasonable steps are to be taken to ensure that IRC's records are at minimal risk of damage or loss due to accident or disaster.
- IRC will develop and maintain a disaster recovery plan which details all procedures to be followed in the event of a disaster. The plan will include all information necessary to implement the procedures.
- In the event of an accident or disaster IRC will take all reasonable steps to ensure records are conserved according to current best practice.

Version 1 Policy No: CGFS-095 Authorised by: Director Corporate Governance and Financial Services Document Maintained by: Information Services Next Review Date: 31 May 2016

30/11/2015

Page **5** of **11**





4.9 Ownership

- All Records which are made or received by IRC, or its Officers, during the conduct of IRC's business are corporately owned by IRC and, consequently are subject to the record-keeping practices and procedures of IRC.
- The contractual agreement for any operation or service contracted out by IRC must include a consideration of record-keeping issues.

5. Authorities and Accountabilities

5.1 Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that the Isaac Regional IRC complies with the Public Records Act 2002 and any regulations with respect to local government recordkeeping requirements.

5.2 Corporate Records Management

Formal responsibility for the records management program has been assigned to the Manager of Business Application Solutions and this person will perform the role of the corporate records manager, which is to:

- Prepare for the approval of the Chief Executive Officer, records management policies for both physical and electronic records for the organisation as a whole
- Prepare for the approval from the Chief Executive Officer, corporate standards for recordkeeping and records management
- Monitor performance of records users within all groups against established standards
- Provide advice on all records management issues to all groups
- Work with other accountability stakeholders, including auditors, FOI officers and executive management, to ensure that recordkeeping systems support organisational and public accountability
- Ensure that those functions which are performed by the records business unit are undertaken efficiently and effectively

5.3 Chief Information Officer

The Chief Information Officer has responsibility for ensuring:

- The integrity of corporate electronic recordkeeping systems and the integrity and authenticity of information contained within them.
- The corporate record keeping policies and practices are integrated with the organisation's broader information technology regime (including business systems and knowledge management).

Version 1 Policy No: CGFS-095 Authorised by: Director Corporate Governance and Financial Services Document Maintained by: Information Services Next Review Date: 31 May 2016

30/11/2015

Page **6** of **11**



5.4 General Obligations for Records Users

IRC officials must follow IRC policy and authorised procedures to:

- Ensure that all appropriate records, including electronic documents and electronic messages, are captured into the recordkeeping systems
- Carry out any other records management functions

IRC must use the corporate recordkeeping system to document all substantive official business, unless using an authorised specific purpose recordkeeping system. Care should be exercised in the titling of records which should be adequate to enable their future retrieval.

IRC must ensure any documents captured in the records keeping system are also captured in physical form and placed on the relevant central file if required.

IRC must not to maintain individual or separate files or recordkeeping systems or unmanaged electronic records for the purpose of capturing, storing or accessing IRC's corporate records. Unmanaged electronic records include the corporate e-mail system, networked shared drives (including 'H' Drive) and PC hard-drives.

All formal documents generated, including outwards correspondence, should bear a file reference number.

The location of every file should be kept accurately and up to date in the EDMS at all times. General staff are responsible for recording location changes by notifying a member of the records business unit.

Files should not leave IRC premises, except where normal administrative practice permits (Building site inspections).

IRC shall not alienate, relinquish control over, or destroy records without authorisation to do so. General Staff (other than Records staff) are not authorised to destroy IRC records, which are defined as 'State Records'. Disposal of ephemeral or facilitative records, some draft documents and some 'working papers' and certain other classes of records is permitted.

IRC must handle physical records with care and respect to avoid loss or damage to the records and prolong their existence.

IRC will refrain from accessing corporate records, whether physical or electronic, except in accordance with the functions of their position or those available to them as to any other member of the public.

5.5 Employee/Employer Obligations

Section 47 Public Records Act 2002 states:-

Public authority to comply with request:

Version 1 Policy No: CGFS-095 Authorised by: Director Corporate Governance and Financial Services Document Maintained by: Information Services Next Review Date: 31 May 2016

30/11/2015

Page **7** of **11**





(1) An officer or employee of a public authority who is responsible for the management of the authority's records must, if asked by an authorised officer:

- Produce the authority's records, or a particular type or sample of records, for the officer's inspection
- Give the officer access to the authority's records, or a particular type or sample of records in the reasonable way requested by the officer
- Allow the officer to examine the authority's systems for making, keeping and preserving records.

Section 42 of the Act:

(1) Appropriately qualified, for a member of the staff of the archives or an officer, employee of a public authority, includes having the qualifications, experience or standing appropriate to exercise the power.

6. Related Documentation

Relevant legislation with which this policy complies includes:

- Public Records Act 2002
- Electronic Transactions (Queensland) Act 2001
- Information Standard 40: Recordkeeping
- Financial Management Standard 1997
- Freedom of Information Act 1992
- Evidence Act 1997
- Queensland State Archives Retention and Disposal Schedule
- Isaac Regional IRC Recordkeeping Program
- Local Government Act 2009

7. Communication Channels

The Record Keeping Policy will be communicated throughout the IRC via:

- An announcement on the IRIS intranet
- Online Policy Library

8. References and Related Documents

- Local Government Act 2009
- Local Government Regulation 2012

9. Appendix

• Definitions

Version 1 Policy No: CGFS-095 Authorised by: Director Corporate Governance and Financial Services Document Maintained by: Information Services Next Review Date: 31 May 2016

30/11/2015

Page **8** of **11**





Appendix 1 - Definitions

Accountability

The principle that an individual, organisations and the community are required to be accountable to others, for their actions. Organisations and their employees must be able to account to appropriate regulatory authorities, to shareholders or members, and to the public to meet statutory obligations, audit requirements, relevant standards and codes of practice, and community expectations.

Administrative Records

These records include all aspects of IRC's internal administration, including budget and finance matters, general correspondence, staff matters, Ministerial and Parliamentary papers, accommodation and management information systems, and its own agendas, minutes and business papers.

Appraisal

The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept to meet business needs, the requirements of organisational accountability and community expectations.

Archive

The whole body of records of continuing value of IRC, sometimes calls 'corporate memory'.

Business Activity

Umbrella term covering all the functions, processes, activities and transactions of IRC and its employees.

Records that document business activity are vital for supporting informed decision making, corporate memory and ensuring accountability.

Email containing evidence of business transactions such as:

- A directive or approval for a particular course of action
- Formal communications between internal officers or external agencies
- Final versions of reports
- Policy documents and statements
- Formal minutes of committee meetings

which are not captured in any other form e.g. hard copy format or faxes should be captured into the records management system

This material is distinct from:

- Information only messages
- Duplicates or working copies
- Private messages or personal comments between officers

which would not provide evidence or be required for accountability purposes.

Version 1 Policy No: CGFS-095 Authorised by: Director Corporate Governance and Financial Services Document Maintained by: Information Services Next Review Date: 31 May 2016

30/11/2015

Page **9** of **11**





Classification

The process of devising and applying schemes based on the business activities which generate records, whereby they are categorised in systematic and consistent ways to facilitate the capture, retrieval, maintenance and disposal.

Classification includes determining document or file naming conventions, user permission and security restrictions on records.

IRC Official

Includes Councillors, members of IRC staff and delegates.

Disposal

A range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records.

Documents

Structured units of recorded information, published or unpublished, in hard copy or electronic form, and managed as discrete units in information systems.

Electronic Mail – (Email)

Email is a computer-based message sent over a communications network to one or more recipients. It may be transmitted with attachments such as electronic files containing text, graphics, images, digitised voice and video or computer programs.

Evidence

Information that tends to prove a fact. Not limited to the legal sense of the term.

File

Files are a collection of documents on a specific subject, located within a file cover, which show organisational activities through an identifiable sequence of transactions. Documents are arranged in chronological order; the most recent document is placed on top.

Functional Records

Records relating to the functional activities of IRC.

Inactive Records

Records that are no longer required for use by IRC in the conduct of its activities and functions.

Recordkeeping

Making and maintain complete, accurate and reliable evidence of business transactions in the form or record information.

Recordkeeping Systems

Information systems, which capture, maintain and provide access to records over time.

Version 1 Policy No: CGFS-095 Authorised by: Director Corporate Governance and Financial Services Document Maintained by: Information Services Next Review Date: 31 May 2016

30/11/2015

Page **10** of **11**

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





Record

Means any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means.

Records

Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

Records Disposal Authority

A systematic functional listing of records created by an organisation which plans the life of those records from their creation to their disposal.

Records Management

The discipline and organisational function of managing records to meet operational business needs, accountability requirement and community expectations.

Registration

The act of giving a record a unique identity in a recordkeeping system.

Storage

The function of storing records for future retrieval and use.

Tracking

Capturing and maintaining information about the movement and uses of records.

Transaction

The smallest unit of business activity, uses of records are themselves transactions.

Version 1 Policy No: CGFS-095 Authorised by: Director Corporate Governance and Financial Services Document Maintained by: Information Services Next Review Date: 31 May 2016

30/11/2015

Page **11** of **11**

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



RECORDKEEPING

	CORP-POL-026	DOC.ID	4538772
CATEGORY	Statutory		
POLICY OWNER	Information & Communications Technology		
APPROVAL DATE		RESOLUTION NUMBER	

Doc Number: CORP-POL-026 Date Effective: [Insert effective date] This document is uncontrolled when printed. Document Owner: Information Services Version 2 Page 1 of 6 111

ISAAC.QLD.GOV.AU P 1300 472 227 F 07 4941 8666 A PO Box 97 Moranbah QLD 4744





OBJECTIVE

The purpose of this policy is to:

- Establish a framework for the creation and management of records within Isaac Regional Council (IRC)
- Ensure business activities of IRC are documented, recorded and managed; to protect the integrity, enhance proficiency and preserve the history of IRC.
- Ensure IRC records are collected, used, managed and protected in accordance with legislative and policy guidelines that binds IRC.

This policy should be read in conjunction with the IRC Recordkeeping Guideline, and IRC Recordkeeping Business Rules.

SCOPE

This policy applies to all IRC employees; including contractors, councillors, work experience, trainees, volunteers and any other employee as defined by the Public Service Act 2008.

This policy relates to all corporate records, including both physical and electronic; over every aspect of organisational business.

This includes all records created by:

- 1. Business transactions.
- Business communications.
- 3. Software applications including emails, hosted data base applications, cloud-based applications, websites, external hard drives and data storage devices.

This policy covers public records created, commissioned, or received by IRC or entities with which IRC has legislative responsibility.

DEFINITIONS

TERM / ACRONYM	MEANING
Accountability	The responsibility of each individual staff member to justify actions and decisions to appropriate regulatory authorities, shareholders, members, and to the public to meet statutory obligations, audit requirements, relevant standards and codes of practice, and community expectations.
Business Activity	Umbrella term covering all the functions, processes, activities and transactions of IRC and its employees.

112

Doc Number: CORP-POL-026 Date Effective: [Insert effective date] This document is uncontrolled when printed. **Document Owner: Information Services** Version 2 Page 2 of 6

ISAAC.QLD.GOV.AU P 1300 472 227 F 07 4941 8666 A PO Box 97 Moranbah QLD 4744





Classification	The process of categorising or grouping records by activity; facilitating the capture, retrieval, maintenance and disposal of records.
	Classification includes determining document or file naming conventions, user permission and security restrictions on records.
Correspondence	Any communication exchanged by two or more parties.
Corporate Memory	The accumulation of information, knowledge and records which are created during an organisation's existence.
Destruction	The process of irreversibly deleting or disposing of records that do not have continuing value.
Disposal	The process of selling, transferring or destroying IRC or public records.
Disposal Authority	A document issued by the State Archivist which lists records created by an organisation, outlines a timeframe for retention and authorises the disposal of records after timeframes are met.
Document	An item in hard copy or electronic format which includes writing, meaningful marks, symbols, figures or any other recorded information.
Employee	Employees, contractors, councillors, work experience, trainees, volunteers or IRC official.
Evidence	Information that tends to prove a fact. Not limited to the legal sense of the term.
File	A collection of documents on a specific subject, located within a file cover, which show organisational activities through an identifiable sequence of transactions. Documents are arranged in chronological order; the most recent document is placed on top.
Information	A collection of data in any format which is maintained and may be transmitted, altered and stored. Records are the subset of information which accounts for the evidence of activities.
IRC	Isaac Regional Council.
Public Record	Any document defined as a public record under Section 6 of the <i>Public Records Act 2002</i> . Public records include:
	 Any record made, received or held by a public authority throughout the course of business or conduct of their affairs.
	A ministerial record.
Doc Number: CORP-POL-026 Date Effective: [Insert effective date]	Document Owner: Information Services Version 2

Date Effective: [Insert effective date] This document is uncontrolled when printed.

ISAAC.QLD.GOV.AU P 1300 472 227 F 07 4941 8666 A PO Box 97 Moranbah QLD 4744



A record of an Assistant Minister.
 A duplicate or copy of a public record.
 A part, extract or piece of a public record or a copy of a public record.
Any form of recorded information which has been compiled, received or stored during the course of duty; which provides evidence of decisions and actions of Isaac Regional Council. A record covers any format including electronic and hard copy, and includes:
 Anything which includes writing (electronic or physical).
 Anything which includes symbols, marks, figures etc which has meaning to people, including only people qualified to interpret them.
Anything which includes sounds, images, film or writings.
 Any maps, plans, drawings, photographs or technical files
Making and maintaining complete, accurate and reliable evidence of business transactions in the form or record information.
Information systems, which capture, maintain and provide access to records over time. Approved recordkeeping systems are listed in the IRC Recordkeeping Business Rules.
The act of giving a record a unique identifier and meta data within a recordkeeping system.
The process of analysing, classifying and applying the disposal action on records according to the disposal authority.
Capturing and maintaining information about the movement and uses of records.
A Child or children; or an individual aged 18 years or above who is or may be unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

POLICY STATEMENT

IRC recognises that records are a vital asset which:

• Support its program delivery, management and administration.

Doc Number: CORP-POL-026	Document Owner: Information Services
Date Effective: [Insert effective date]	Version 2
This document is uncontrolled when printed.	Page 4 of 6
	114
ISAAC.QLD.GOV.AU P 1300 472 227 F 07 4941 8666 A PO Box 97 Moranbah QLD 47	f isaacregionalcouncil isaacregionalcouncil isaacregionalcouncil isaacregionalcouncil abb 39 274 142 600



- Provide evidence of actions and decisions and precedents for future decision making thereby demonstrating best practice in terms of transparency and accountability.
- Protect the rights and interests of Government, IRC and the community.

IRC acknowledges records as a corporate asset. The systematic creation and capture of administrative records is therefore fundamental to efficient and effective functioning of IRC processes and to protecting its corporate memory.

IRC is bound by existing legislative and policy guidelines which mandate the management of information. The Local Government Act 2009 and Local Government Regulation 2012 requires complete and reliable public records to be made and kept as part of any undertaken business activity, or business decision. All records must be saved into the Council's Corporate Records Management System, approved business system or IRC controlled software application.

All IRC employees, councillors, contractors, or officials must take reasonable steps to ensure all records and information is captured as per the Recordkeeping Procedure and IRC Recordkeeping Business Rules; and that captured records are relevant, accurate, complete and meaningful.

IRC is committed to adhering to the Queensland Government Chief Information Office Records Governance Policy. The policy outlines six foundation principles of recordkeeping (Information Standards), which provide the minimum recordkeeping requirements which Queensland local government agencies are obliged to meet.

IRC acknowledges the importance of creating, keeping and maintaining records; and the direct impact it has on the community's strategy for proactive protection of vulnerable people. IRC understands that the creation of complete and reliable records is vital in:

- Identifying the risk of vulnerable people to abuse and the ability to respond appropriately
- Protecting the rights and entitlements of victims and survivors of abuse.

LEGISLATIONS AND RELATED GUIDELINES

- Public Records Act 2002
- Electronic Transactions (Queensland) Act 2001
- Financial Management Standard 1997
- Evidence Act 1997
- Local Government Act 2009
- Local Government Regulation 2012
- Right to Information Act 2009
- Information Privacy Act 2009
- Queensland State Archives Retention and Disposal Schedule

ISAAC.QLD.GOV.AU P 1300 472 227 F 07 4941 8666 A PO Box 97 Moranbah QLD 4744

115



fisaacregionalcouncil 🖸 isaacregionalcouncil Ӯ Isaacrcouncil



- · General Retention and Disposal Schedule
- · Right to Information and Privacy Guidelines
- · Queensland State Archives Guideline on Creating and Keeping Records for the Proactive Protection of Vulnerable Persons 2020
- Queensland Government Chief Information Office Records Governance Policy
- Crime and Corruption Commission Queensland Corruption Prevention Advisory "Management of Public Records - Advice for all Employees of a Public Authority" July 2017

REFERENCES

ID	NAME
CORP-PRO-089	Recordkeeping Procedure
CORP-MISC-087	Recordkeeping Business Rules

fisaacregionalcouncil 🖸 isaacregionalcouncil 🔰 Isaacrcouncil

ISAAC REGIONAL COUNCIL ABN 39 274 142 600

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 9 February 2021
AUTHOR	Liza Perrett
AUTHOR POSITION	Manager Governance and Corporate Services

5.6

2020-2021 ANNUAL OPERATIONAL PLAN – 2ND QUARTER PERFORMANCE REPORT

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the 2nd quarterly performance report, for period ending 31 December 2020, on the progress towards implementing the 2020-2021 Annual Operational Plan.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. Receive and note the 2nd quarterly performance report on the 2020-2021 Annual Operational Plan, for period ending 31 December 2020.

BACKGROUND

Council adopted the 2020-2021 Annual Operational Plan at it is meeting held 29 July 2020 (resolution number 6715).

The Annual Operational Plan outlines programs, activities and targets that Isaac Regional Council will deliver within the 2020-2021 financial year. These programs and activities are aligned to the five key priority areas in Council's 5 Year Corporate Plan – Isaac 2015-2020. The Operational Plan is also the foundation of Council's 2020-2021 annual budget which provides resourcing for the identified programs and activities.

Each quarter, the Chief Executive Officer provides Council with an assessment of the organisation's performance via the Performance Report. Attached to this report is the 2nd Quarter Performance Report: October to December 2020, providing Council with a performance review highlighting the progress in implementing the priorities and projects identified in the 2020-2021 Annual Operational Plan.

Following its adoption, the 2nd Quarter Performance Report: October to December 2020 will be made available on Councils website.

IMPLICATIONS

It is legislative requirement (*Local Government Act 2009, Local Government Regulations 2012*) that the Council receives a written assessment of council's progress towards implementing the Annual Operational Plan on a quarterly basis.

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



CONSULTATION

- Executive Leadership Team
- All Managers
- Senior Advisor

BASIS FOR RECOMMENDATION

Legislative requirement for Council to be provided and review how it is performing against the Annual Operational Plan.

ACTION ACCOUNTABILITY

Upon approval, the Manager Governance and Corporate Services will arrange for both Performance Reports to be published on Council's website.

KEY MESSAGES

Council is demonstrating transparency on how it is performing against the Annual Operational Plan.

Report prepared by:	Report authorised by:
LIZA PERRETT Manager Governance and Corporate Services	DARREN FETTELL Director Corporate, Governance and Financial Services
Date: 19 January 2021	Date: 27 January 2021

ATTACHMENTS

Attachment 1 – 2nd Quarterly Annual Operational Plan Performance Report – as at 31 December 2020

REFERENCE DOCUMENT

• 2020-2021 Annual Operational Plan

2020-2021 helping to energise the world

Annual Operational Plan Performance Report

Isaac Regional Council

2nd Quarter Performance Report Period Ending 31 December 2020 Resolution Number XXXX



TABLE OF CONTENTS

Annual Operational Plan Performance Update Overview

Highlights

Communities

Economy

Infrastructure

Environment

Governance

Water and Waste Services

ANNUAL OPERATIONAL PLAN PERFORMANCE REPORTING OVERVIEW

Council adopted its 2020-2021 Annual Operational Plan on 29 July 2020 (resolution number 6715). The Annual Operational Plan provides an activity and program-based plan on how and what Council will do during the financial year to respond to the priorities in Council's and the Communities long term planning documents.

The Annual Operational Plan is structured against the five key priority areas of Council's five-year Corporate Plan - Isaac 2015-2020:

- Communities,
- Economy,

2

3

4

8

10

13

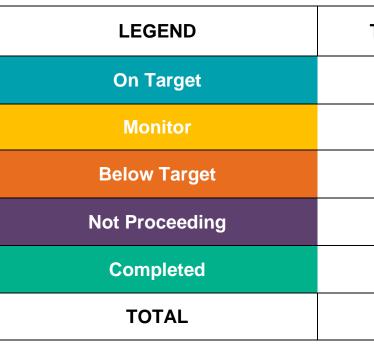
15

19

- Infrastructure,
- Environment; and
- Governance.

The following provides an overview of council's progress towards implementing the 2020-2021 Annual Operational Plan for the period ending 31 December 2020.

Each Program/Activity has been given a status on how each is progressing, identifying where targets are being met or highlighting where exceptions are occurring or expected in future quarters. The following legend provides an overview on the actions and their status.



TOTAL ACTIONS				
123				
22				
3				
2				
10				
160				



HIGHLIGHTS OF THE 2ND QUARTER PERFORMANCE – OCTOBER TO DECEMBER 2020

Continued development of an Animal Management Education Plan.

Unmet Youth Needs Study commenced. Face-to-face and online engagement undertaken in November and December and will continuing into the 3rd quarter. Library Wall Artwork with Barada Barna Corporation officially unveiled at the NAIDOC event in Town Square on 25 October 2020 Revitalisation of the Clermont Saleyards & Showgrounds Stage 1 projects complete, Clermont Saleyards & showground shelter projects progressing. Small Business month activities were undertaken in October (having been postponed from May 2020 due to COVID-19). Councils first Social Sustainability Policy was adopted Received ministerial approval for the Local Government Infrastructure Plan, which allows Council to formally adopt the Proposed Isaac Planning Scheme in really 2021.

Council won several awards:

- Institute of Public Works Engineering Australasia (Queensland) 'Statewide Environment and Sustainability' Award
- Planning Institute of Australia Planning Excellence Awards for categories 'Hard Won Victories' and 'Over All Planning Excellence' for Queensland for 2020 (Council is then a • National Planning Excellence Nominee for 2021)

COVID-19 RESPONSE

Council progressed its COVID Recovery program with the continued implementation of the Strategic & Tactical COVID-19 Response Framework. COVID Strategic Recovery Plan was adopted during the quarter.



Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
COMMUNITIES					1		
C1 Provide, ope	rate and maintain venues and com	munity facilities to deliver, safe, efficient ar	nd cost effect	ive services	1		-
Library Operations	Provide a modern and engaged library service, including program delivery	100% Attendance at Library Programs	On Target	In-house library programming restored mid-October operating under COVIDSafe framework.	Engaged Communities - Community Hubs	30-Jun-21	50%
		A well utilised library service	On Target	Average patron numbers across library network of eight branches is 4554. Patrons on average borrowed 6.3 items at any one time. 41% per cent of borrowings were from digital collections. (note statistical data for the libraries is delayed by one month so data reflects 3 months to November).	Engaged Communities - Community Hubs	30-Jun-21	50%
		50% of population that are library members	On Target	359 new patrons joined the library in the period 1 July- 30 November 2020 bringing membership to 10,002 or approx. 47.5% of the permanent population. Of these 38 were online memberships.	Engaged Communities - Community Hubs	30-Jun-21	50%
IRC Halls & Centres	Provide and operate halls and centres to deliver safe, efficient and cost-effective services	75% overall satisfaction	On Target	Service delivery at all sites is consistent, however, remains prone to the various Covid 19 restrictions. Service delivery is compliant and all client requirements are currently being met. A renewed focus on the development of new business and community usage is being planned for 21/22.	Community Facilities	30-Jun-21	50%
Recreation Halls and Gyms	Provide effective and timely solutions to maintenance issues	90% compliance	On Target	Reactive maintenance is addressed within prescribed timeframes.	Community Facilities	30-Jun-21	50%
	Deliver annual capital works program	Scheduled program delivered by 30 June 2020	On Target	Departmentally administered Capital Works remain on track for completion on or before June 2021 – several work awards are imminent.	Community Facilities	30-Jun-21	50%
Airstrips	Provide efficient and timely solutions to maintenance issues	90% compliance	On Target	Proactive and reactive maintenance activities being delivered, with proactive planning for pavement resealing being undertaken.	Economy & Prosperity	30-Jun-21	50%
IRC Aquatic Centres	Undertake regular audits to ensure an efficiently run and customer service focused environment	4 Inspections/per quarter	On Target	Inspections and audits will be conducted concurrently to monthly leasing meetings.	Community Facilities	30-Jun-21	50%
	One (1) x Customer surveys per year	65% + customer satisfaction	Monitor	Customer survey under development and scheduled for release during January 2021.	Community Facilities	30-Jun-21	40%
	Deliver annual capital works program - Maintain sustainable community facilities to deliver safety and efficiency to the community users	Scheduled program delivered by 30 June 2020	On Target	Departmentally administered Capital Works remain on track for completion on or before June 2021 – several work awards are imminent.	Community Facilities	30-Jun-21	50%
Recreational Infrastructure	Provide access to well- maintained recreational facilities	90% of Council's Service Level Standards met	On Target	Water restrictions eased by onset of rainy season. Access and availability once again on target.	Parks & Recreation	30-Jun-21	50%



Continue to deliver capital and operational program, renewal					Completion	% Comp
and compliance activities on our	> 90 % of budget expended with 90% of projects within +/- 10% of Budget	On Target	Capital projects predominantly on target - some short- term delays due to operational requirements, COVID	Parks & Recreation	30-Jun-21	50%
parks, open spaces, recreational facilities etc	> 90% of Projects delivered		and unexpected site conditions.			
used range of social, cultural, spo	orting, recreational, health and education se	rvices and pr	rograms that build thriving, connected and resilient co	mmunities	I	
Facilitate and deliver a calendar of events and programs which celebrate the Isaac Region, its diverse communities and interests	An Annual Calendar of exhibitions	On Target	New exhibition to be installed in Clermont Historical Centre during seasonal closure in Feb-March 2021.	Engaged Communities - Community Hubs	30-Jun-21	50%
Provide culturally supportive and historically relevant museum and gallery services at regional venues	30-June-2021	On Target	Work in progress on digitising museum collections with 3 collections one target to be included in launch on public online access catalogue at end of Q3.	Engaged Communities - Community Hubs	30-Jun-21	50%
Collaborate on cultural development through initiatives	Administration of Regional Arts Development Fund Grant - Timely acquittals to Arts Queensland	On Target	Timing of FY20-21 RADF grant rounds revised by Council resolution in October to provide more time for applicants to submit. Applications to considered at January Ordinary meeting. Safety Circus tour of schools in Isaac Region supported as an initiative via Council's RADF strategic budget in partnership with Central Qld Regional Arts Services Network with positive feedback including media coverage.	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	50%
	Facilitate the bi-annual Queensland Music Festival (QMF)	Monitor	Discussions undertaken with Queensland Music Festival in November and December regards changes to the organisation's business model due to COVID19 and significant implications for bi-annual partnership. Further discussions to be undertaken in January 2021 regards options for an agreed delivery model with objective of Q4 project implementation.	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	35%
Develop and implement a Community Education and Compliance Regime	30-June-2021	On Target	Animal Management Education Plan Developed.	Community Education & Compliance	30-Jun-21	40%
Undertake Unmet Needs of Isaac Youth Study	30-June-2021	On Target	Unmet Youth Needs Study commenced in Q2 with delivery as per project timetable. Face-to-face and online engagement undertaken in November and December, continuing into Q3.	Engaged Communities - Community Engagement	30-Jun-21	50%
	Facilitate and deliver a calendar of events and programs which celebrate the Isaac Region, its diverse communities and interests Provide culturally supportive and historically relevant museum and gallery services at regional venues Collaborate on cultural development through initiatives Develop and implement a Community Education and Compliance Regime Undertake Unmet Needs of Isaac Youth Study	Facilitate and deliver a calendar of events and programs which celebrate the Isaac Region, its diverse communities and interests An Annual Calendar of exhibitions Provide culturally supportive and historically relevant museum and gallery services at regional venues 30-June-2021 Collaborate on cultural development through initiatives Administration of Regional Arts Development Fund Grant - Timely acquittals to Arts Queensland Collaborate on cultural development through initiatives Facilitate the bi-annual Queensland Music Festival (QMF) Develop and implement a Community Education and Compliance Regime 30-June-2021 Undertake Unmet Needs of Isaac Youth Study 30-June-2021	Facilitate and deliver a calendar of events and programs which celebrate the Isaac Region, its diverse communities and interests An Annual Calendar of exhibitions On Target Provide culturally supportive and historically relevant museum and gallery services at regional venues 30-June-2021 On Target Collaborate on cultural development through initiatives Administration of Regional Arts Development Fund Grant - Timely acquittals On Target Collaborate on cultural development through initiatives Administration of Regional Arts Development Fund Grant - Timely acquittals On Target Collaborate on cultural development through initiatives Facilitate the bi-annual Queensland Music Festival (QMF) Monitor Develop and implement a Community Education and Compliance Regime 30-June-2021 On Target Undertake Unmet Needs of Isaac Youth Study 30-June-2021 On Target	Facilitate and deliver a calendar of exhibitions of events and programs which development his accession, its durerse communities and interests An Annual Calendar of exhibitions On Target New exhibition to be installed in Clermont Historical Centre during seasonal closure in Feb-March 2021. Provide culturally supportive and historically relevant museum and gallery services at regional venues 30-June-2021 On Target Work in progress on digitising museum collections with 3 collections one target to be included in launch on public online access catalogue at end of Q3. Collaborate on cultural development Fund Grant - Timely acquittals to Arts Queensland On Target Timing of FY20-21 RADF grant rounds revised by Council resolution to october to provide more time for applicants to submit. Applications to considered at January Ordinary meeting. Safety Circus tour of schools in Isaac Region supported as an initiative via Council's RADF strategic budget in partnership with Central QIA regional Arts Services Network with positive feedback including media coverage. Collaborate on cultural development through initiatives Facilitate the bi-annual Queensland Music Festival (QMF) Discussions undertaken with Queensland Music Festival in November and December regards changes to be and regional Arts Services Network with positive feedback including media coverage. Develop and implement a Company interesting with Central QIA Grant - Service Council (QMF) On Target Discussions undertaken with Queensland Music Festival in November and December regards changes to be and regenetation. Develop and implement a Council Counce 2021 On Target	Facilitate and deliver a calendar of exhibitions On Target New exhibition to be installed in Clermont Historical Community Experiment Provide cultural support is and increases Engaged Community Hubs Provide culturally support and historically relevant museum and gallery services at regional venues 30-June-2021 On Target Work in progress on digitising museum collections with 3 collections one target to be included in launch on public online access catalogue at end of Q3. Engaged Community Hubs Collaborate on cultural development through initiatives Administration of Regional Arts Development Fund Grant - Timely acquittals development through initiatives On Target Timing of FY20-21 RADF grant rounds revised by Communities - Community Hubs Engaged Community Hubs Collaborate on cultural development through initiatives Administration of Regional Arts Development Fund Grant - Timely acquittals for Arts Queensland On Target Timing of FY20-21 RADF grant rounds revised by Community - Proceeded at Januage Process RADF grant rounds revised by Community and the sace Region in thick to vice to concise RADF structures Articles to concise to a round to the concise of the organisations to considered at Januage Process RADF and the concolise RADF structures Articles and Incommunity Engagement, Programs & Events Engaged Community Forgans & Events Collaborate on cultural development through initiatives Facilitate the bi-annual Queensland Music Festival (QMF) Discussions undertaken with Queensland Music Festival in November and December regards changes for the organisatis to buictors to a agreed delivery model with O	Facilitate and deliver a calendar of exhibitions On Target New exhibition to be installed in Clermont Historical Certre during seasonal closure in Feb-March 2021. Engaged Communities - Community Hubs 30-Jun-21 Provide culturally supportive and historication regional versus 30-June-2021 On Target Work in progress on digitising museum collections with 3 collections on target to be included in launch on both the state of 03. Engaged Communities - Community Hubs 30-Jun-21 Provide culturally supportive and historication regional versus Administration of Regional Arts Development Fund Grant - Timely acquittals On Target Work in progress on digitising museum collections with 3 collections on target to be included in launch on both the state of 03. Engaged Communities - Community Hubs 30-Jun-21 Collaborate on cultural development Fund Grant - Timely acquittals On Target Timing of FY20-21 RDD Erate to be included in launch on detail and the concoller op order at an initiative via Council's Rommunities - Community Engagement, Programs & Events Bragged Communities - Community Engagement, Programs & Events 30-Jun-21 Collaborate on cultural development through initiatives Administration of Regional Arts Events On Target Timing of FY20-21 RDD Erate to be included in launch on detail and the council's Rommunities - Community Engagement, Programs & Events Bragged Communities - Community Engagement, Programs & Events Bragged Communities - Community Engagement, Programs & Events Bragged Communities - Community E



Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Community Engagement	Deliver best practice community engagement initiatives	Effectivley Support other Isaac Regional Council business areas to develop and deliver other engagement programs virtually and in community.	On Target	Continued delivery on online engagement activities via the SpeakUp Isaac platform.	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	50%
Grant Program	Administer annual Community and Cultural Grants Program	Number of applications received per quarter	On Target	Round 1 completed at end of Quarter One (1). Major = \$41,020 8 Minor = \$4,854.00 5 Bursaries = \$2,100.00 Round 2 completed at end of Quarter Two (2). 3 Major = \$20,000 14 Minor = \$12,680.50 (+2 in-kind minor to value of \$2000) 8 Bursaries = \$2250	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	50%
C4 Undertake pro	grams to promote liveability (incl	uding urban design and affordable housing)	, health and w	vellbeing and community safety across the region			
Social Infrastructure	Adopt a Social Infrastructure Strategy	30-June-2021	On Target	Social Sustainability Policy adopted by Council on 16 December 2020. Resolution no. 7019. Action plan being developed to guide engagement and implementation into social infrastructure strategy.	Liveability & Sustainability	30-Jun-21	50%
Regulatory Compliance	Approved Inspection program	30-June-2021	Not Proceeding	Due to frugal budget, will reconsider at second quarter budget review.	Community Education & Compliance	30-Jun-21	0%
Plan, Design and Project Manage	2020-21 Technical Services Capital Works Program (new, renewal & upgrades)	Projects completed by 30 June 2020 + / - 10% budget	On Target	43% expenditure of total allocated budget for capital works including commitments.	Infrastructure Planning and Technical Services	30-Jun-21	50%
Private Works	Process permits & applications	<10 working days	On Target	All applications processed within stipulated timeframes.	Infrastructure Planning and Technical Services	30-Jun-21	50%
Traffic/Vehicle Permits	Assess and approve Heavy Vehicle Permit applications	<10 working days	On Target	All applications processed within stipulated timeframes.	Infrastructure Planning and Technical Services	30-Jun-21	50%



Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
C5 Promote progr	rams that celebrate the uniquenes	s and diversity of our communities includin	g appropriate	e recognition of our Indigenous communities			
Supporting Diversity	Develop and deliver programs, events, projects supported by external organisations, groups that celebrate all of our community and cultures facilities etc	30-June-2021	On Target	Isaac Region Australia Day Awards attracted almost 70 nominations for 2021. Supported reactivation of community events as per objectives of COVID recovery plan including town Christmas parties in Nebo and Middlemount, Christmas Carols in Clermont, Moranbah Miners' Memorial, Moranbah Markets, Nebo Bush Poets Smoko. Working with community to deliver COVIDSafe events. NAIDOC events supported in Moranbah, Dysart, Middlemount and St Lawrence. Dry Lands to High Hopes drought support events staged in Mackenzie River and Moranbah.	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	50%
Indigenous Relations	Adopt Indigenous relations framework	Adopt Indigenous relations policy, Develop MOUs on engagement and Develop a Reconciliation Action Plan	On Target	Initial briefing to Council occurred in November. Next stages of reaching out to Isaac Region first nations peoples and an EOI for a working group occurring in January/February.	Office of Director Planning Environment and Community Services	30-Jun-21	30%
Cultural Heritage	Stage 2 Library Wall Artwork with Barada Barna Corporation	30-October-2020	Completed	Officially unveiled at NAIDOC event in Town Square on 25 October 2020	Engaged Communities - Community Engagement, Programs & Events	30-Oct-20	100%
C6 Facilitate urge	nt and visible support during time	es of stress to the community (such as ment	al health sup	port, crime prevention and assisting those from a lowe	er socio-economic l	evel).	
Recovery & Resilience	Maintain and ensure currency and awareness for the Isaac Recovery Plan	Implement Isaac Recovery Plan initiatives	On Target	Strategic Recovery Plan adopted in October, recruitment for Community Resilience & Business Resilience roles completed, business community engagement plan developed for February to April 2021.	Engaged Communities Economy & Prosperity	30-Jun-21	50%
C7 Improved enga	agement /partnerships with servic	e providers to improve outcomes for the reg	gion			-	
Procurement	Review and monitor the Local Preference Policy	30-June-2021	On Target	Reporting tool under development to identify spend by vendor postcode and will be aligned by regional proximity of the local preference scale.	Contracts & Procurement	30-Jun-21	50%
Community Leasing	Deliver the community leasing program to support efficient and effective use of community facilities	Adopt updated Leasing Strategy with associated Policies	On Target	The strategy and associated policies are the subject of regular change and modification. Nearing a steady state and submissions will be made within the next quarter.	Community Facilities	30-Jun-21	40%



Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Community Education	Develop and adopt a Risk & Outcome Based Compliance Policy to support compliance activities with industry (building, environmental health, food, plumbing, etc)	30-June-2021	Completed	Community Education and Compliance Policy adopted - resolution No.7013.	Community Education & Compliance	30-Jun-21	100%
ECONOMY	•			•			
EC1 Plan, design	and provide sustainable infrastrue	cture, facilities and services that encourage	and support	economic growth and development.			
Economic Development	Develop and deliver a sub-brand and marketing strategy to promote Isaac as a place to live, work, invest and do business	30-June-2021	On Target	Investment Attraction Framework finalised and workshopped with stakeholders and being presented to Council for adoption. Marketing collateral continuing with Industry & Tourism profile documents completed. Further works continuing Q3.	Economy & Prosperity	30-Jun-21	50%
	Conduct master planning for Council's Nebo Showgrounds	Plan & Advocacy document completed	On Target	Engagement plan completed, procurement of consultant completed and project progressing Q3/Q4.	Economy & Prosperity	30-Jun-21	50%
Asset Management	Deliver the Revitalisation of the Clermont Saleyards & Showgrounds	All funded projects delivered on time and to budget +/- 90%	Completed	Stage 1 projects complete, PAG project on Saleyards renewal progressing, Clermont Saleyards & showground shelter projects progressing, 4th run horse stables construction complete.	Economy & Prosperity	30-Jun-21	100%
	Effective and efficient asset management of Saleyards, Showgrounds,	90% compliance	On Target	Proactive and reactive maintenance activities being delivered with delivery of the PAG Capital renewal project in Q3 a proactive highlight.	Economy & Prosperity	30-Jun-21	50%
EC2 Proactively e	ngage with and support all indust	ry sectors, commerce and government to fo	ster constru	ctive partnerships to support and promote ongoing ec	onomic vitality	_	
External Relationships	Continue to participate with GW3 and deliver the Isaac Region transformational project	30-June-2021	On Target	Draft scope completed, further engagement with stakeholders to progress.	Office of Director Planning Environment and Community Services	30-Jun-21	50%
Local Business Support	Develop, through engagement, the Isaac Region business alliance network	30-June-2021	On Target	Engagement with stakeholders continuing, business community engagement/networking events progressing in Q3 for recovery and progression of this project.	Economy & Prosperity	30-Jun-21	45%
Procurement	Review and refresh the panels of preferred and pre-qualified suppliers	30-June-2021	On Target	Ongoing review of preferred supplier arrangements. Commenced review of cleaning and washroom supplies. Other categories targetted in the new year are; fuels and lubricants, trade supplies, PPE.	Contracts & Procurement	30-Jun-21	50%
EC3 Identify oppo	ortunities for economic developme	ent through strategic analysis of regional res	sources and	the provision of planning and policies that support sus	stainable economic	development	
Economic Development	Implement the Economic Development Strategy Framework	Action Plan developed and delivered to plan	On Target	Recovery plan adopted and onboarding of additional recovery resourcing and advisor role to further inform, delivery timing of actions within the strategy. Updated delivery plan proposed end of Q3.	Economy & Prosperity	30-Jun-21	50%



Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Small Business Week	Delivery of Small Business Week Activities across region	Development and rollout of Educational Program - with 95% positive feedback	On Target	October Small Business month activities completed, with planning for May Small Business activities progressing.	Economy & Prosperity	30-Jun-21	65%
Investment Attraction	Develop and adopt: Investment Attraction Policy, Investment Facilitation Guideline and industry-based investment prospectus	30-June-2021	On Target	Investment Attraction Framework, finalised and workshopped with stakeholders. To be presented to Council for adoption at January 2021 Ordinary Meeting. Marketing collateral continuing with Industry & Tourism profile documents completed.	Economy & Prosperity	30-Jun-21	65%
EC4 Undertake C	ouncil's commercial businesses w	vith appropriate business and entrepreneuri	al acumen, as	s effective participants in the region's economic activit	y		
Land Development	Through the Land Development Advisory Committee identify commercial opportunities	30-June-2021	On Target	Continued actions and reportable items to the Committee being met, real estate engagement and renewed economic indicator reports and industry profile delivered in Q2.	Liveability & Sustainability	30-Jun-21	50%
Clermont Saleyards	Engage in business development planning for the Clermont Saleyards	30-June-2021	On Target	Standing business item at Clermont Saleyards Advisory Committee meetings. Continued engagement with the committee, local agents, and increased revenue and throughput and increased cattle sale bookings for 2021 has shown demonstrated outcomes.	Economy & Prosperity	30-Jun-21	50%
Land Development - IRC housing estates	Administer and promote IRC's land sales at Anne St Nebo & Jeffrey St Clermont	30-June-2021	On Target	Internal review of contract and marketing occurring, no sales enquiries received. Increased marketing Q3/Q4.	Economy & Prosperity	30-Jun-21	50%
EC5 Promote and	advocate for the region and our o	liverse range of industries, to attract people	to live, inves	t in and visit the region			
	Develop and implement the Tourism Strategy	30-June-2021	Monitor	Some internal & external resourcing impacts to delivery, with delayed recruitment of the funded Mackay tourism development officer, but with finalised onboarding in early Q3 will support delivery. Renewed visitors guide a highlight from Q2.	Economy & Prosperity	30-Jun-21	40%
Tourism	Conduct master planning for Council's Theresa Creek Dam	30-June-2021	Monitor	Resourcing did delay delivery with scoping and engagement to occur Q3.	Economy & Prosperity	30-Jun-21	15%
	Raise the Isaac Region's Tourism profile	30-June-2021	On Target	Ongoing development occurring, renewed visitor guide and recruitment of funded Mackay tourism position highlights.	Economy & Prosperity	30-Jun-21	50%



Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
EC6 Proactively p	promote and support local busine	sses within the region			-		
		Implement and promote Isaac businesses through the Shop Isaac, Buy Local Program	On Target	Program support continuing with completion of 2020 incentivised campaigns and development of full 2021 calendar year campaigns progressing.	Economy & Prosperity	30-Jun-21	65%
Local Business Support	Implementation of Local Business Support Strategy	Support Isaac region business in recovery of COVID-19 impacts	On Target	Strategic Recovery Plan adopted in October, recruitment of Business Resilience Coordinator completed, and business community engagement plan completed for Q3 implementation.	Economy & Prosperity	30-Jun-21	50%
	Host small business week and delivery of education program	30-June-2021	On Target	October 2020 Small Business month activities completed, with planning for May 2021 Small Business activities progressing.	Economy & Prosperity	30-Jun-21	65%
INFRASTRUCTUR	RE						
I1 Plan, provide a	nd maintain effective and sustain	able road infrastructure to meet the needs o	f key econom	nic and community activities	1		1
Road Management	Adopt a Roadside Vegetation Management Strategy	30-June-2021	Below Target	In progress, scope of project was extended to include bio-diversity. First draft presented and currently working on integrating feedback received prior to further review by Executive Leadership Team before presenting to Council for adoption.	Infrastructure Planning and Technical Services	30-Jun-21	30%
Road Infrastructure	Continue to deliver the capital program, including maintenance on our transport infrastructure: e.g. Saraji Road Rehabilitation, Regional rural reseal program, Carmila Beach campground upgrade	Schedule delivered +/- 10% budget	Below Target	Delay in Tender advertising for Saraji Road Pavement Rehabilitation project. Expected release of Tender in early February 2021. Rural Rehabilitation works remain as per Quarter 1 update, remaining works of program to be completed by IRC internally with expected commencement of works early March 2021. Carmilla beach campground remains as per Quarter 1, with project 95% complete and awaitng final delivery of fluro fencing wire to finalise works.	Infrastructure	31-May-21	35%
Bridge Renewal/ Replacement Program	Conduct Bridge inspection and maintenance program	Monitor and manage standard of service with appropriate intervention levels as required	On Target	Grosvenor Creek bridges under investigation, outcome report expected mid February 2021. Bully Creek replacement bridge design grant as well as contruction grants approved. Design in progress. Request For Quotations documentation for bridge maintenance in progress.	Infrastructure Planning and Technical Services	30-Jun-21	60%
I2 Provide effectiv	ve and sustainable water supply a	and sewerage infrastructure while progressiv	ely achieving	g environmental compliance			
	Refer Water & Waste Update				Water Operations	30-Jun-21	30%



Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
I3 Provide and m	aintain a network of parks, open s	paces and natural features to support the co	ommunity's c	uality of life.			
Parks, Open Spaces and Recreational Areas	Implement the Recreation and Open Space Strategy	Schedule delivered +/- 10% budget	On Target	Two Recreation and Open Space Strategy actions being implemented for 20/21 financial year - EOI's underway. Further resources to be requested for 21/22 financial year.	Parks & Recreation	30-Jun-21	50%
Community Infrastructure	Foot path renewal and extension works	30-June-2021	On Target	Local Roads and Community Infrastructure and School Transport Infrastructure Program funded footpath renewal and construction works awarded, expected completion of works by 30 April 2020. Tender awarded for construction works in various areas. Applications for funding submitted to Department of Transport & Main Roads for extensions. Aiming to apply for funding through Local Roads and Community Infrastructure fund, School Transport Infratructure Program when opened. Application for Building Better Regions Fund (BBRF) program in preparation.	Infrastructructure	30-Jun-21	50%
Asset Management	Foot path renewal and extension works	Schedule delivered +/- 10% budget	On Target	Local Roads and Community Infrastructure and School Transport Infrastructure Program funded footpath renewal and construction works awarded, expected completion of works by 30 April 2020.	Galilee & Bowen Basin	30-Jun-21	50%
14 Maintain high	preparedness and capability to res	spond to natural disasters that impact on reg	gional comm	unities and infrastructure			•
Disaster Management	Continue to liaise, consult and strengthen relationships with all key stakeholders for emergency management (state government agencies, SES, QPS, key community groups, etc)	30-June-2021	On Target	Establishment of subcommittees to occur in first part of 2021. This will increase relationship building with local groups.	Organisational Safety	30-Jun-21	50%
Resilience/ Recovery	Disaster Recovery Funding Arrangements (DRFA) - Cyclone Trevor Infrastructure works	30-June-2021	On Target	Delivery of works to be complete by 30 March 2021 with all close out documentation submitted by 30 June 2021.	Galilee & Bowen Basin	30-Jun-21	95%
Disaster Management – Local Disaster Management Plan (LDMP)	Review and update Local Disaster Management Plan & Sub Plans	30-October-2020	Completed	Local Disaster Management Plan was updated and endorsed in December 2020, to be included in agenda for adoption by Council in January 2021	Organisational Safety	30-Oct-20	100%
Disaster Management – Community preparedness and awareness	Communication program to inform the community of Get Ready programs (October - March)	30-March-2020	On Target	A new communication plan to be developed and rolled out.	Organisational Safety	30-Mar-21	50%



Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
15 Strategically or	perate, maintain and utilise and re	view the delivery of Council assets to ensur	e the efficien	t and cost-effective services to the community are met	Accountability Completion		
Asset Management	Continue to develop the Capital Works program Development process (Project Accountability Gateway)	2021/22 Project Budget Bids taken through PAG process	On Target	Budget bids being prepared by directorates.		30-Jun-21	50%
	Maintain the Asset Management Framework, including development of the Asset Registers	30-June-2021	On Target	Work tasks being set against new asset numbers in operational asset register.		30-Jun-21	50%
	Development of a Strategic Asset Management Plan	30-December-2020	Completed	The Strategic Asset Management Plan is completed and was adopted by Council on 16 December 2020.		30-Jun-21	100%
Tenancy / Housing Asset Management	Residential and Facility Upgrade and Renewal Program	Implement the strategic acquisition and disposal program 5 – 10 year	On Target	The strategic acquisition and disposal plan is part of a draft Residential Housing Strategy which identifies this initiative and offers actions for implementation, the draft strategy will be workshopped with Council in Feb/March 2021, pending workshop outcome, the endorsement of this strategy will enable the inception of the Acquisition and Disposal plan.		30-Jun-21	60%
Corporate Properties - Capital Delivery	Delivery Capital Works Program within Budget and timeframes	Programmed works completed +/- 10% of budget	On Target	Corporate properties are on track to deliver proposed Capital Works within budget and time frames, this is only subject to contactor availability and manufacturing lead times.	-	30-Jun-21	70%
I6 Ensure that the	assets maintained and construct	ed are appropriate to the current and future	needs of the	region's industries.		·	
Road Infrastructure	Implement the Roads Upgrade Prospectus	Review Prospectus and identify funding opportunities	Monitor	Finalisation of Roads Hierarchy in progress to be used in review exercise, in order to establish and focus on high priority road improvements, renewals and upgrades.	Planning and Technical	30-Jun-21	25%
	Deliver road infrastructure capital works programs	Programmed capital/maintenance works completed within Financial Year +/- 10% budget	On Target	Capital Works program currently averages 65% of construction projects which are now completed. As part of the program the projects identified in Quarter One (1) The Surfacing Renewal Program which formed part of the Bowen Basin Regional Roads Transport Group has been completed on time and under budget as at Quarter Two (2). Similarly, the Eaglefield Pave and Seal project under the (TIDS) funding arrangement was completed as expected in Quarter Two (2). Other significant projects such as the Rural Resheeting program is progressing with remaining works expected to remain on track for completion in early Quarter Four (4).	Infrastructure	30-Jun-21	65%



Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
TV and Radio Broadcasting - Glenden and the Isaac coast	Develop a TV/Radio service transition strategy (coastal regions)	Community consultation in Q3 2020/21	Monitor	Working with Planning, Environment and Community Services Directorate on potential community engagement survey. It is intended for the survey to be released in Q3 and data will then be analysed in Q4 and will inform the strategy.	Information Services	30-Jun-21	15%
Asset Management - Fleet, Plant	Develop long term capital replacement program (Facilities and Fleet & Plant)	30-June-2021	On Target	Long term Capital Replacement Program for Fleet and Plant has been completed (Ten (10) Year Fleet Replacement Program). Long term renewals for Facilities (Depots and Administration) is complete (Five (5) Year Facilities Renewal Programme). A proposed Facilities Replacement program is yet to be established. This action is required to be re-assigned to Community Facilities Department.	Corporate Properties & Fleet	30-Jun-21	65%
Infrastructure Agreements	Liaise with industry and negotiate appropriate agreements (i.e. Compensation agreements, road infrastructure agreements)	Maintain strong relationships with industry and ensure appropriate agreements and approvals are met for the security and support of the community	On Target	All resource proponents actively engaged as requirements are identified. Ongoing review of historical agreements being undertaken to establish resourcing requirements to maintain compliance with obligations.	Galilee & Bowen Basin	30-Jun-21	50%
Recoverable Works	Maintenance of State Controlled Roads through Council's Roads Maintenance Performance Contract (RMPC)	Deliver RMPC Contract for State Controlled Roads	Monitor	Overall Contract expenditure is currently at 30% of RMPC Contract amount. Delay in advertising Tender for Stabilisation Works for RMPC Contract. Request for Tender expected to be released by early February 2021 with commencement of works anticipated to commence in early April. Contract for Vegetation & Slashing activities for State Controlled network has been awarded with works currently progressing.	Infrastructure	30-Jun-21	30%
ENVIRONMENT							
EN1 Adopt respo		to balance community, environmental and o	development	outcomes			
	Finalise and adopt IRC Planning Scheme – including final state interest checks and community consultation	31-October-2020	On Target	Ministerial approval to adopt the planning scheme was provided in September 2020. Pending adoption by Council early 2021	Liveability & Sustainability	31-Oct-20	90%
Land Planning	Finalise and adopt the Local Government Infrastructure Plan (LGIP) – including final state interest checks and community consultation	31-January-2021	On Target	Ministerial approval to adopt the LGIP was received on 17 December 2020. Package for final adoption progressing to February 2021 Council Meeting.	Liveability & Sustainability	31-Jan-21	85%
Environmental Land Management	Finalise the Biosecurity Strategy, to implement the Biosecurity Plan 2020-2023	Delivery of the IRC Biosecurity Strategy	Monitor	Internal engagement ongoing – to be presented to February 2021 Council Meeting for adoption.	Liveability & Sustainability	31-Dec-20	50%



Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Social Planning	Develop and implement a Social Infrastructure Strategy	Adopt a Social Infrastructure Strategy	On Target	Social Sustainability Policy adopted by Council on 16 December 2020 - resolution no. 7019. Action plan being developed to guide engagement and implementation into social infrastructure strategy.	Liveability & Sustainability	30-Jun-21	35%
EN2 Manage and	I promote natural resources, incluc	ling culturally significant sites and coastal e	environments	in a responsible and sustainable manner			
Integrated Planning	Implement the QCoast 2100 Coastal Hazards Adaption Strategy actions	100% completion of the Isaac Region Coastal Hazard Adaptation Strategy	Monitor	Awaiting finalisation of phase 4-5 to commence development of adaptation options.	Liveability & Sustainability	30-Jun-21	40%
Natural Resources	Develop and adopt a Climate Change policy and strategy	30-June-2021	On Target	Initial briefing to Council occurring in January 2021. Next stages to establish a working group to create a white paper followed by a policy and strategy.	Office of Planning, Environment and Community Services	30-Jun-21	15%
EN3 Minimise Co	ouncil's impact on the natural envir	onment through effective waste manageme	nt, recycling	and environmental management policies and program	S	I	
	Refer Water & Waste Update				Waste Services	30-Jun-21	0%
EN4 Advocate to	all forms of government on matte	rs which impact on the health, wellbeing an	d sustainabili	ty of our region's natural environment		•	
				Developed Advocacy Strategy for the lead up to the 2020 State Government Elections.			
Advocacy	Continue advocacy activities with State and Federal Government	30-June-2021	On Target	Continue to advocate priorities at every opportunity, which includes requests for deputations and/or response to invitations on matters of regional importance.	Office of the CEO	30-Jun-21	50%
EN5 Partner with	industry and community to minim	ise environmental harm through appropriat	e education a	and regulation		-	
Compliance	Community compliance education	Develop and adopt a Compliance Policy	Completed	Community Education and Compliance Policy adopted - resolution no. 7013.	Community Education & Compliance	30-Jun-21	100%
Compliance	Community compliance education	Develop and implement a community compliance education program	On Target	Animal Management Education Plan Developed	Community Education & Compliance	30-Jun-21	85%
Wildlife	Develop programs to educate	Implement Flying Fox Education Program	On Target	Spring De-Fox communications program delivered. Ongoing updates presented to community during increased activity.	Liveability & Sustainability	30-Jun-21	60%
Management	community and manage wildlife	Undertake Pest Control Activities - two (2) rounds per annum	On Target	1080 baiting program delivered in Q1. Q3 program scheduled for March 2021.	Liveability & Sustainability	30-Jun-21	50%
EN6 Through pro	pactive communication and partne	ring, increase community awareness of the	benefits of ha	aving a healthy and diverse environment			
Community Compliance	Develop and implement engaging education and awareness program to ensure the community is aware of both the rules that apply throughout the Region	30-June-2021	On Target	Pilot program completed. Community Education and awareness raising is ongoing.	Community Education & Compliance	30-Jun-21	50%



Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Environmental Health – Illegal dumping	Reduction of illegal dumping through education campaign	30-June-2021	On Target	Program roll out is in progress.	Community Education & Compliance	30-Jun-21	50%
GOVERNANCE							
G1 Inform, collab	orate with and facilitate the empor	werment of the community and community g	groups to ma	ke local decisions through effective promotion, comm	unication and engage	gement	
Media Relations	Effective and regular media and communication activities	Number of proactive/positive media stories per month - 8/month	On Target	This quarter saw a large number of media stories, including media releases, media statements and positve stories shared to social media far exceed 8 per month	Brand, Media & Communications	30-Jun-21	50%
Community Satisfaction	Undertake the biennial Community Satisfaction Survey	30-June-2021	Monitor	Aiming to release tender in Quarter 3 for delivery Quarter 4.	Brand, Media & Communications	30-Jun-21	15%
External Communication - Proactive external publications	Continue to delivery organisational and community publications to inform our stakeholders	Publish Isaac News editions delivered to all residents Clermont Rag editions and analytics	On Target	Two editions of Isaac News were published Quarter 2, and the Clermont Rag was delievered weekly.	Brand, Media & Communications	30-Jun-21	40%
•		s to address local and regional issues, guide	service prov	vision and ensure operational effectiveness			
				·			
Annual Operational Plan	Adopt the 2021-2022 Annual Operational Plan	30-June-2021	On Target	1st draft of Department Business Plans to be completed with Director sign off end 2nd quarter, as per Corporate Calendar, which wil influence drafting of Annual Operational Plan during 3rd quarter.	Governance & Corporate Services	30-Jun-21	50%
Corporate Plan	Develop interim new 5-year Corporate Plan	31-December-2020	On Target	Council endorsed (18 December 2020) approach for development of interim Corporate Plan which will be adopted by June/July 2021. Reference to May 2020 Council resolution #6616	Governance & Corporate Services	30-Jun-21	50%
Workplace Health	Maintain and implement Workplace Health & Safety programs and activities as a priority – Safety First	30-June-2021	On Target	Wellbeing group to be initiated in February. Risk workshops are planned for later in the year.	Organisational Safety	30-Jun-21	25%
& Safety	Workplace Health & Safety Strategic Committee	Workplace Health & Safety Committee meetings to be held at least quarterly (includes regular review of policies, procedures and audits)	Completed	The meetings are progresses effectively and there is a schedule for their occurrence.	Organisational Safety	30-Jun-21	100%
Advocacy	Continue advocacy program across all areas of Council, the community and for the local industries	Review and promote IRC's Advocacy Strategy	On Target	Continuing to progress Advocacy Strategy priorities with all stakeholders. All three motions to the LGAQ annual conference in October 2020 were supported - Proactive planning and mitigation of threat of bushfires; Digital Connectivity - Availability and Reliability; Importance of regional press. Currently reviewing approach to review of Advocacy Strategy, with a view to a report being submitted to the January 2021 Council meeting to reenergise the advocacy platforms.	Office of the CEO	30-Jun-21	50%



Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Controlled Entities - Governance	Oversight and identify improved policy positions on controlled entities	30-June-2021	On Target	Progressing actions while establishing appropriate strategies and governance oversight.	Office of the CEO	30-Jun-21	45%
Community Compliance	Develop and implement a Risk Based Compliance & Enforcement Strategy	30-June-2021	Completed	Food Act Strategy adopted - resolution no. 7014.	Community Education & Compliance	30-Jun-21	100%
Compliance	Review of local laws	Commence planning of systematic review of local laws, which will include community engagement activities	Monitor	Preliminary planning has commenced with internal stakeholders to capture issues/gaps and priorities. Project plan will be developed to recognise priorities and options by late in the 3rd quarter.	Governance & Corporate Services	30-Jun-21	25%
Human Resources	Continue to develop and implement key human resources organisational policies and frameworks to support one of our most important assets, e.g. Attraction and Retention Strategy, Performance Management Framework	30 June 2021	On Target	A Recruitment & Selection Procedure and Employee Grievance and Complaints Handling Procedure have been developed and are undergoing consultation with relevant advisory and consultative committees. The disciplinary procedure has been reviewed and is undergoing consultation with relevant advisory and consultative committees. Following Council adoption, the Flexible Work Arrangement Policy has been implemented with employees now participating in the framework. An Ingenious Pathways program has been developed in collaboration with Glencore and currently being considered by ELT. The Learning & Development platform has begun transitioning to SMART to align with our Organisational Safety system to better enable integration of our competency framework to our organisational safety requirements.	People & Performance	30-Jun-21	35%
Customer Service	Review innovative customer service opportunities	Review and develop an updated Customer Service Strategy	Monitor	Project transferred to Manager Strategic & Business Development for review of prior work. Undergoing internal engagement prior to developing the Project brief for ELT sign off.	Engaged Community's - Community Hubs	30-Jun-21	15%
Strategic Policies	Development of a whole of Council Environment and Social Impact Assessment Guideline	30-June-2021	On Target	Social sustainability policy adopted by Council on 16 December 2020 - resolution no. 7019. Action plan being developed to guide engagement and implementation into social impact assessment guideline.	Liveability & Sustainability	30-Jun-21	45%
G3 Pursue financ	ial sustainability through effective	e use of Council's resources and assets and	prudent mar	agement of risk			
Risk Management	Develop Business Continuity Plan (as per project plan)	30-June-2021	On Target	1st draft provided for comment and awaiting peer review. Further refinement is required, including information capture. Information Technology BCP is being developed to compliment/support the organisational BCP.	Governance & Corporate Services	30-Jun-21	40%



Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Risk Management	Review and monitor Strategic and Operational Risk Registers	30-June-2021	On Target	Regular ongoing monitoring with reporting to the Audit & Risk Committee.	Governance & Corporate Services	30-Jun-21	50%
Contract /Tender Management	Quarterly percentage of tender documents that are compliant	100%	On Target	All contracts for tenders compliant with Local Government Regulations 2012.	Contracts & Procurement	30-Jun-21	50%
Plant & Fleet	Plant & Fleet optimisation	Conduct a Plant & Fleet review and develop a Fleet, Plant and Equipment Acquisition and Disposal program (10-year Replacement Plan and Strategy)	On Target	The fleet and plant review is currently underway with expected completion at the end of Jan 2021, a draft fleet and plant strategy will be completed by February 2021. The Ten (10) year acquisition disposal plan Ten (10) Year fleet replacement programme is completed and is update annually in line with the Project Accountability Gateway (PAG) process timing.	Fleet	30-Jun-21	65%
Financial Management	Financial Asset Management	Timely reporting and depreciation methodology reviewed and applied	On Target	All statutory reporting requirements delivered in timely fashion, with Budget adoption and Financial Statement completion being carried out within required timeframes. Depreciation methodolgy review is starting in January 20211 with each of the respective managers of Council's asset classes. This is to be finalised by the end of the March 2021 quarter.	Financial Services	30-Jun-21	50%
Information Technology	IT Strategy	Review and maintain the implementation of the IT Strategy IT Steering Committee to meet regularly	On Target	Information Technology Steering Committee monitor the actions of the IT Strategy. Information Technology Steering Committee meet quarterly, with the second quarter meeting to be held 4 February 2021.	Information Services	30-Jun-21	50%
Risk Management	Continue to enhance the Enterprise Risk Management Framework reporting regime	Improve/enhance reporting regime	On Target	Ongoing review for improvements and opportunities to ensure best practice is being followed. This includes options for an appropriate system to facilitate.	Governance & Corporate Services	30-Jun-21	50%
Procurement (Compliance)	Adopt a Strategic Procurement Framework	30-June-2021	Monitor	Preliminary planning has commenced, however due to loss of key staff it has been delayed. New staff member still new to role and requires ongoing training. Targeted for third quarter.	Contracts & Procurement	30-Jun-21	15%
G4 Deliver unique	e customer focused and responsiv	ve services that are based upon a program o	f continuous	improvement	1		
Customer Service	Frontline customer service delivery and effective relationship management	30-June-2021	On Target	On average 2333 calls per month were managed via 1300 ISAACS customer contact centre in period September to November. On average 2092 transactions were undertaken by customer service staff in the period September to November (note 1 month delay due to reporting deadlines).	Engaged Communities - Community Hubs	30-Jun-21	50%
Customer Service /Communications	Digital Communication - Enhance corporate website and expand social media presence	30-June-2021	On Target	Continue to update the website and social media, with a measurable increase in site visits.	Brand, Media & Communications	30-Jun-21	50%



Service Area	Description	Measure of Success/Target	Status	2nd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Comp
Information Technology	Continue to improve how we do business internally and with our customers using best practice and new technology	Maintain robust information technology systems and applications, including regular audits/assessments	On Target	Unplanned service outages remain low across all platforms - Tech1, Citrix, email, WAN, etc. and are currently at the lowest levels experienced. A schedule of planned outages has been developed to document scheduled outages for security updates etc and this is currently going to plan for ICT and systems.	Information Services	30-Jun-21	50%
Customer Satisfaction	Biennial Community Satisfaction Survey	Conduct the Biennial Community Satisfaction Survey	Monitor	Aiming to release tender in Quarter 3 for delivery Quarter 4.	Brand, Media & Communications	30-Jun-21	15%
G5 Provide trans	parent and accountable planning,	decision making, performance monitoring a	nd reporting	to the community in order to continuously improve			
Internal Audit	Review/Adopt Three-year Rolling Internal Audit Annual Program	30-August-2020	Completed	Three-Year Rolling Internal Audit Plan endorsed by Audit & Risk Committee and Council.	Governance & Corporate Services	30-Jun-21	100%
Internal Audit	Conduct four (4) internal audits as per approved internal audit plan	100%	On Target	Planned Audits scheduled and on track. Three audits planned and undertaken during Quarter Two. Awaiting draft reports for management responses. Unplanned audit commenced concerning a Probity audit on the COVID Grant Funding Programs. Findings anticipated early 3rd quarter.	Governance & Corporate Services	30-Jun-21	35%
Audit and Risk Program	Hold at least four (4) Audit & Risk Committee Meetings	30-June-2021	On Target	Planned Audit Meetings held as per schedule.	Governance & Corporate Services	30-Jun-21	50%
Annual Report	Publish the adopted 2019/2020 Annual Report	30-November-2020	Completed	2019/2020 Annual Report adopted by Council on 18 November 2020 and published on Council's website on 31 November 2020.	Governance & Corporate Services	30-Jun-21	100%
Transparent and timely reporting	Percentage of documents (i.e. operational plan assessments, capital project reports and financial reports to Council) delivered in accordance with approved time frames and legislative requirements	100%	On Target	All reporting for the 2nd Quarter met targets All areas of reporting continue to work on improvements in reporting with continued discussions at Executive Leadership Team Meetings and Committees to ensure continued reporting improvement and to meet the requirements of stakeholders.	Office of the CEO	30-Jun-21	50%
	Production of appropriate legislative and statutory reporting (budget, operational plan performance reports, annual report)	30-June-2021	On Target	All reporting for the 2nd Quarter met targets	Governance & Corporate Services	30-Jun-21	50%
Strategy	Establish integrated planning framework	30-June-2021	Monitor	Planning for development of an integrated planning framework progressing alongside other related projects	Governance & Corporate Services	30-Jun-21	25%



WATER & WASTE - ANNUAL PERFORMANCE PLAN 2020/21

Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	2nd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
Directorate oversight		·					
I2 - Provide effective and sustainable water supply and sewerage infrastructure while progressively achieving environmental compliance	Water Supply Agreements	Maintain water supply arrangements with third parties	Negotiate water supply agreements target 30 June 2021	On Target	Raw water Preferred Supplier Arrangement for Moranbah is complete. Signed contracts in progress with successful tenders. Stanmore agreement signed late 2020. Water purchased from Sunwater for MBH to allow future claim to AngloAmerican. Middlemount and Moranbah Agreement progressing with AngloAmerican.	Ongoing	50%
G5 - Provide transparent and accountable planning, decision making, performance monitoring and reporting to the community in order to continuously improve	Safety Management	Manage safety incidents	Restricted Work Injury (RWI) - target <5 Per annum Lost Time Incident (LTI) - target <2 Per annum	On Target	0 - RWIs 0 - LTIs W&W very close to meeting WHS KPI's and performance curve shows continual improvement.	Ongoing	50%
I5 - Strategically operate, maintain and utilise and review the delivery of Council assets to ensure the efficient and cost- effective services to the community are met and continuously improved		Ensure safety management of water and waste sites and observation of Workplace Health & Safety procedures	Repeat of Non-conformances - target <2 Per annum	On Target	Seven non-conformances identified. No repeat of non-conformances, confirming corrective actions are appropriate. Outstanding incidents being actively managed. Training matrix updated to reflect current status of competence for all staff in W&W.	Ongoing	50%
Business Services							
EN3 - Minimise Council's impact on the natural environment through effective waste management, recycling and environmental management policies and programs	Safety & Environmental management	Ensure there is appropriate Safety & Environmental Interactions & Management, including reporting environmental incidences	Safety KPIs - target >360 pa	Monitor	Overall performance by Water & Waste is trending up and getting closer to meeting corporate targets. Currently tracking at \ge 95%	Ongoing	50%



Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	2nd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
C1 -Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost-effective services	Customer Service	Miwater system and Taggle enquiries investigated and customer provided a response	Response time (business day) target <7 Days	On Target	All MiWater system and Taggle enquiries have been responded to by the Business Services Team within 7 days. There are 3 enquiries that require further action (taggle replacement). Customer was informed same day 2/12/2020 that the issue is expected to be rectified February 2021. Delay is necessary due to water bill process. Taggle reads increased 75% of total (25% read manually) for December 2020. A plan for increasing reliance on AMR's has been approved internally	30-Jun-21	50%
		W&W emergent works – task created, and customer provided a response	Response time (business day) - target: within same business day	On Target	All emergent works were responded to by the Business Services team within the same business day.	30-Jun-21	50%
G2 - Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness		Water and Wastewater five-year price plan	Review, update and maintain the Water and Wastewater five-year price plan target 30 June 2021	On Target	Review of Sewerage Utility Charges being progressed with a report to Council in Q3. Water price path to be further explored once normalisation of access charge occurs in 2021/22.	30-Jun-21	50%
G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement		Water rates notice errors due to incorrect data input	No. of remissions - target <10 Per annum	On Target	Credit issued for one (1) property for billing period ending June 2020 processed due to incorrect previous read.	30-Jun-21	50%
I5 - Strategically operate, maintain and utilise and review the delivery of Council assets to ensure the efficient and cost- effective services to the community are met and continuously improved	Integrated Management System	Ensure appropriate compliance and maintain the implementation of the Integrated Management System for Water and Waste	Maintain certification target 30 June 2021	On Target	Surveillance audit undertaken in November 2020. Certification maintained for 14001:2015, 9001:2015, 4801:2001 and new certification attained for 45001:2018.	Ongoing	50%
EN3 - Minimise Council's impact on the natural environment through effective waste management, recycling and environmental management policies and programs	Environmental management	Effective environmental management including Observance of Environmental procedures & Field Audits	Field Audits - target >10 per annum	On Target	Five day external IMS Surveillance Audit completed in November 2020. 13 Safety and Environmental Field Audits completed. A warning was received from Department of Environment & Science (DES) for Moranbah Waste Facility and actions are being undertaken to address.	Ongoing	50%



Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	2nd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
Operations and Maintenance							
I2 - Provide effective and sustainable water supply and sewerage infrastructure while progressively achieving environmental compliance	Water Services	Water mains breaks	Per 100 km / annum - target <40	Monitor	Through to the end of Decemeber there has been 52 main breaks. 240km = 52/(277/100) = 18.8.	30-Jun-21	50%
		Water quality related complaints	Per 1,000 connections - target <20 per annum	On Target	5 in total through to and including December. 9100 connections = 5/9100/1000 = 0.55.	30-Jun-21	50%
		Drinking water quality	% of samples tested with no E. coli detection / annum - target 98%	On Target	No samples containing ecoli; 100% compliant	30-Jun-21	50%
G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement	water connection within the following timeframes once the invoice has been paid by the property owner Compliance with Australian Drinking Water Guidelines Incidents of unplanned interruptions Time to respond to wate incidents – water quality	been paid by the	A standard water connection - target: Within 30 business days	On Target	On Target - 7 standard connections installed within 30 days of 2nd quarter.	30-Jun-21	50%
			A non-standard water connection target: within 50 business days	On Target	One (1) non-standard connection requested early November 2020. Customer is to install meter with Council inspect once installed. Meter has not yet been installed by customer at the end of 2nd quarter	30-Jun-21	50%
		Australian Drinking	Compliance with the elements of the ADWG - target 95% compliance	On Target	> 95% - There have had some asthetic values higher than normal associated with discolouration in Clermont however we continued to meet all health guidelines of the Australian Drinking Water Guidelines (ADWG). Target has been met based on total number of samples collected v's results out of target	30-Jun-21	55%
		•	Per 1,000 connections / annum - target <70	On Target	36 in total through to and Including December. IRC has 9100 water connections = 36/(9100/1000) = 4.	30-Jun-21	50%
		Time to respond to water incidents – water quality complaints, burst mains, supply interruption	% of response to incident <12 hours - target <4 hours	On Target	All urgent water incidents have been responded to within 4 hours.	30-Jun-21	50%



Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	2nd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
I2 - Provide effective and sustainable water supply and sewerage infrastructure while progressively achieving environmental compliance	Recycled Water	Supply of safe and reliable recycled water	Reportable environmental incidents - target <10 per annum	On Target	On Target - There were three notifications relating to Nebo Waste Water Treatment Plant (WWTP) associated with exceeding the elctrical conductivity (EC) limits which is being managed under the Transitional Environmental Plan (TEP). We have on occasion exceeded the EC limit approved within the TEP and need to manage peak discharges from the Nebo Water Treatment Plant (WTP). We have engaged an external resource to assist with the solution for Nebo WTP EC impact. Environmental Protection Order (EPO) for Clermont WWTP closed out, Dysart Environmental Undertaking (EU) being progressed and a time extension has been granted. Nebo TEP renegotiated after timeframes for reporting not met associated with staff turnover. Extension granted for reporting on the Moranbah WWTP Effluent Storage Dams (ESD) annual Dam Safety Inspection	Ongoing	50%
	Wastewater Services	Sewer mains breaks and chokes (blockages)	Per 100 km - target <40 per annum	On Target	25 in total through to and Including December. 235km = 25/(235/100) = 10.6.	30-Jun-21	50%
		Sewerage complaints – overflow on properties and odour	Per 1,000 connections - target <15 per annum	On Target	16 in total through to and Including December = 16 (9100/1000) = 1.8.	30-Jun-21	50%
	Construct/activate a new connection within the following timeframes once the invoice has been paid by the property owner	A standard water connection - target: Within 30 business days	On Target	On Target - 0 sewer connections requested.	30-Jun-21	50%	
		,	A non-standard water connection - target: within 50 business days	On Target	One (1) non-standard sewer connection application logged late November 2020 under CRM #RRW20/2188. To be installed by customer and inspected by Council once complete. Sewer connection	30-Jun-21	50%



Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	2nd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
					has not yet been installed as at end 2nd Quarter.		
C1 - Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost and effective services		Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12 hours - target <4 hours	On Target	On Target All urgent wastewater incidents have been responded to within 4 hours.	30-Jun-21	50%
EN5 - Partner with industry and community to minimise environmental harm through appropriate education and regulation		Compliance with Environmental Authority	Compliance with all elements of EA - target 95% compliance	Monitor	Target being met however requires ongoing oversight with statutory timeframes. 3 nonconformances for this quarter with electrical conductivity from the Nebo WWTP. We also received warnings for MBH waste facility and a request for information for TCD dam safety requirements.	30-Jun-21	25%
I5 - Strategically operate, maintain and utilise and review the delivery of Council assets to ensure the efficient and cost- effective services to the community are met and continuously improved	Water and Wastewater Services	Provision of reliable water supply and wastewater services	Water & Wastewater Service Area Review - target 30 June 2021	Not Proceeding	Current service areas meet criteria as per the Water Act 2000. Water quality at extremities of systems being checked and hydraulic capacity to be analysed. Clermont asset register to be checked to ensure all water mains are identified. User agreements for properties outside of authorised service areas to be entered into.	30-Jun-21	15%
G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement		Total water and sewerage complaints (any nature)	Per 1,000 water connections - target <100 per annum	On Target	89 in total through to and Including December = 89/(9100/1000) = 9.8.	30-Jun-21	50%
I5 - Strategically operate, maintain and utilise and review the delivery of Council assets to ensure the efficient and cost- effective services to the community are met and continuously improved	Asset Management	Ensure proactive Asset Management of water and waste assets	Review & progress all Asset Management Plans target 31 March 2021	Monitor	Water network assets management plan still being developed but will be a template for other plans going forward.	30-Mar-21	25%
		Asset Register and Condition Assessments	All assets inspected and identified as not meeting condition or serviceability standards included in operational and capital works plans Priority needs addressed through maintenance, 10-year plans updates, 20/21 PAG proposals developed target 30 June 2021	Monitor	Priority needs have been assessed and new 10-year Capital Works Plan has been developed in consultation with Operational Staff. Waste has been developed by external consultant and all future liabilities identified. Water and Wastewater developed internally via workshopping. These plans will be incorporated in draft Long Term Financial Forecast for Waste, Water and Waste Water. Waste LTFF and rehabilitation plan workshopped with	Ongoing	25%



Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	2nd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
					Council in November 2020. All plans will be utilised for PAG 21/22.		
I6 - Ensure that the assets maintained and constructed are appropriate to the current and future needs of the region's industries.		Effective asset management with the implementation of programmed (preventive) maintenance across all key assets (WTP/WWTP/SPS)	Work orders produced by computer maintenance management system - target >2 new tasks developed per quarter	On Target	Strategic priorities have been reviewed and identified in consultation with operational staff and Management confirming high priority items. Compliance actions reviewed and additional items progressed.	Ongoing	50%
Waste Services							
EN5 - Partner with industry and community to minimise environmental harm through appropriate education and regulation	Waste Services	Illegal Dumping	Collaborate cross-departmentally on a pilot for an Illegal Dumping Strategy - target 30 June 2021	On Target	A strategy to address was developed as a cross directorate project involving PECS, E&I as well as Waste staff. This strategy was supported by Council and is in the process of being implemented	30-Jun-21	50%
G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement	Waste Collection Services	Missed services	Number of missed services / month - target <10 per 5000 services	On Target	Total number of bins serviced in Q2 - 204,638. Total number of missed services in Q2 - 91.	30-Jun-21	50%
		Collection of missed services	Response time for collection of missed services - target 90% within 36 hours	On Target	Total number reported missed services in Q2 - 91. Total number rectified within 36 hours - 83. Percentage rectified within 36 hours - 91%.	30-Jun-21	50%
		Bin repair / replacement requests	Response time to repair / replacement requests - target 90% within 5 working days	Below Target	Total number of repair/replacement requests in Q2 - 34. Total number completed within 5 days - 28. Percentage completed within 5 days - 82%.	30-Jun-21	50%
EN3- Minimise Council's impact on the natural environment through effective waste management, recycling and environmental management policies and programs	Landfills & Transfer Stations	Diversion of Waste from Landfill	Percentage of all IRC-managed waste diverted from landfill target >25%	Monitor	The average percentage of waste diverted from landfill via our nine Resource Recovery Areas (RRAs) and kerbside recycling combined is 20% for Q2. Performance at RRAs was 20% for Q1 and Q2 combined while kerbside collection was only 13% due to the impact of the Container Refund Scheme	30-Jun-21	50%



Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	2nd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
EN5 - Partner with industry and community to minimise environmental harm through appropriate education and regulation		Compliance with Environmental Authority	Compliance with all elements of EA - target 95% compliance	Monitor	October round of environmental monitoring completed in December. Waste Levy submissions up to date. One Formal warning received from DES in relation to Moranbah.	30-Jun-21	50%
G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement		Notice of scheduled site closures	Public notices - target >7 days	On Target	All released within target timeframe. Christmas Day 2020 25/12/2020, Boxing Day holiday 28/12/2020, New Years Day 01/01/2021.	30-Jun-21	50%
	Complaints	Customer complaints non-price related	Number of complaints / 1,000 transactions / site - target <10 per annum	On Target	Complaints - Middlemount bins at capacity which was investigated and not supported. Concrete Disposal Cost Clermont complaint that quoted different prices over time.	30-Jun-21	50%
		Nuisance complaints (odour / litter)	Number of complaints / 1,000 transactions / site - target <20 per annum	On Target	One (1) complaint regarding a Waste Management Facility (WMF). Neighbouring property Moranbah WMF.	30-Jun-21	50%
Planning Projects							
I6 - Ensure that the assets maintained and constructed are appropriate to the current and future needs of the region's industries.	Project & Delivery (Internal)	Ensure inclusion of O&M staff in all design aspects	Sign off by O&M staff on designs of all projects - target 100%	On Target	All projects for the quarter have had engagement of the Operations team.	30-Jun-21	50%
G3 - Pursue financial sustainability through effective use of Council's resources and assets and prudent management of risk	Project & Delivery (External)	Complaints from the community on Capital Works projects	Interruption >4 hours above planned outage - target <5 per annum	On Target	No complaints received for the quarter.	30-Jun-21	50%
		Project delivery	% of Annual Capital Program (Actuals + committed) - target >90%	On Target	Quarter 2 actuals (as at 6/1/2021) \$6,000,148 with commitments is \$12,082,379 of the total \$19,957,562. As part of the Q2 review forward delivery and program will be assessed for the remainder of the year.	30-Jun-21	50%



OFFICE OF THE CHIEF EXECUTIVE OFFICER



MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 9 February 2021				
AUTHOR	Mary-Anne Uren				
AUTHOR POSITION	Senior Advisor				

2021 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY

EXECUTIVE SUMMARY

5.7

The Australian Local Government Association National General Assembly is Australia's largest and most influential gathering of Local Government Councillors, Mayors, Chairs and Officials.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Nominate Councillors [____] to attend the 2021 Australian Local Government Association National General Assembly to be held in Canberra from 20 to 23 June 2021.
- 2. Delegate to Councillors [____] voting rights on behalf of Isaac Regional Council at the 2021 Australian Local Government Association National General Assembly of Local Government.

BACKGROUND

The National General Assembly of Local Government (NGA) is an important opportunity for councils to influence the national policy agenda. The conference is convened annually by the Australian Local Government Association (ALGA) and is a peak annual event on the Local Government calendar, attracting in excess of 800 Mayors and Councillors each year. Due to Covid-19 the National General Assembly was not held in 2020.

To assist councils to identify motions that address the theme of the 2021 NGA, the ALGA Secretariat has prepared a short discussion paper. Council's motions can address one or more of the issues identified in the discussion paper.

The focus of the NGA is on partnerships, working together and resilience. The discussion paper looks to focus on how local governments can work in partnership with the Australian Government to address the challenges communities face, or the opportunities that are arising to build back after the pandemic.

There are key Senate Inquiry Reports which may facilitate the formulation of motions in this context and will be presented under a separate report to Council in February with the assistance of the Advocacy Working Group and key staff.

The 2021 National General Assembly will be held in Canberra from 20 to 23 June 2021. It will consider what Councils can do today to get ready for the challenges, opportunities and changes that lie ahead. The theme for this year's Assembly is 'Working Together for our Communities'.



At the time of writing this report, no Assembly Agenda had been published. As soon as the agenda is available it will be circulated for information of Councillors.

IMPLICATIONS

Upon initial review of Council business calendars attendance to the June Ordinary Meeting of Council will be impacted.

Financial implications are as follows;

- Full Early Bird Registration \$989
- Flights are approximately \$926 to \$1,221 per person return
- Accommodation is approximately \$915 per person for a four night stay

Total approximate cost = \$2,830 to \$3,125 per person.

CONSULTATION

Office of the CEO Staff for cost estimates

BASIS FOR RECOMMENDATION

Isaac Regional Council traditionally send representatives to this event to vote and participate on Council's behalf and is an opportunity for Council to influence the national policy agenda.

ACTION ACCOUNTABILITY

Chief Executive Officer to delegate registration and all travel arrangements to the staff of the Office of the Mayor and Chief Executive Officer.

KEY MESSAGES

Isaac Regional Council supports the professional development of its Elected Members and staff.

The National General Assembly provides opportunities for direct advocacy at a Federal level on key issues common for regional Australia.

Report prepared by:	Report authorised by:
MARY-ANNE UREN Senior Advisor	GARY STEVENSON PSM Chief Executive Officer
Date: 28 January 2021	Date: 4 February 2021

ATTACHMENTS

 Attachment 1 – ALGA Working Together For Our Communities NGA21 – Call For Motions Discussion Paper

REFERENCE DOCUMENT

• Nil



Call for Motions

20 - 23 June 2021

National Convention Centre Canberra



KEY DATES

16 November 2020 Opening of Call for Motions

26 March 2021 Acceptance of Motions Close

20 - 23 June 2021 National General Assembly

To submit your motion go to: alga.asn.au

SUBMITTING MOTIONS

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda.

The 2020 NGA "Working Together for Our Communities" was unfortunately cancelled due to COVID-19 but the ALGA Board has decided to retain the theme and emphasise the importance of partnerships to building and maintaining resilience in our councils and our communities.

To assist you to identify motions that address the theme of the 2021 NGA, the Australian Local Government Association (ALGA) Secretariat has prepared this short discussion paper. You are encouraged to read all the sections of the paper but are not expected to respond to every question. Your motion/s can address one or more of the issues identified in the discussion paper.

Remember that the focus of the NGA is on partnerships, working together, and resilience so your questions could focus on how local governments can work in partnership with the Australian Government to address the challenges our communities face, or the opportunities that are arising to build back better.

Criteria for motions

- To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:
- 1. be relevant to the work of local government nationally;
- not be focussed on a specific location or region unless the project has national implications. You will be asked to justify why your motion has strategic national importance and should be discussed at a national conference;
- 3. be consistent with the themes of the NGA;
- 4. complement or build on the policy objectives of your state and territory local government association;
- 5. be submitted by a council which is a financial member of their state or territory local government association;
- 6. propose a clear action and outcome i.e. call on the Australian Government to do something;
- 7. be a new motion that has not already been debated at an NGA in the preceding two years; and
- 8. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

OTHER THINGS TO CONSIDER

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. Motions should commence as follows: This National General Assembly calls on the Australian Government to restore funding for local government Financial Assistance Grants to a level equal to at least 1% of Commonwealth taxation revenue.

To ensure efficient and effective debate where there are numerous motions on a similar issue, the ALGA Board NGA Subcommittee will group the motions together under an overarching strategic motion. The strategic motions have either been drafted by ALGA or are based on a motion submitted by a council which best summarises the subject matter. Debate will focus on the strategic motions. Associated sub-motions will be debated by exception only.

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.asn.au. All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and the endorsement of your council. Motions should be received no later than 11:59pm AEST on Friday 26 March 2021.

Please note that for every motion it is important to complete the background section on the form. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. There is a word limit of 150 for the motion and 200 for the national objective and 300 for the key arguments.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee, as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Sub-Committee considers the importance and relevance of the issue to local government and whether the motions meet all the criteria detailed above.

Please note that motions should not be prescriptive in directing how the matter should be pursued.

With the agreement of the relevant council, motions may be edited before inclusion in the NGA Business Papers to ensure consistency. If there are any questions about the substance or intent of a motion, the ALGA Secretariat will raise these with the nominated contact officer.

Any motion deemed to be primarily concerned with local, state or territory issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

There is an expectation that any council that submits a motion will be present at the National General Assembly to move and speak to the motion.

INTRODUCTION

2020 has been a year like no other. A year that many individuals and organisations, including councils, would wish to forget. While the drought lessened its hold on parts of the country to be replaced by floods, more than 110 local government areas were severely impacted by the Black Summer (2019-20) bushfires - and no one was spared the effects of the battle against COVID-19. The 2020-21 storm and fire season may add to the sense that it was a year of disasters.

Friedrich Nietzsche said: "That which does not kill us, makes us stronger." So how can councils become stronger after 2020? How can we ensure that our communities are stronger and more resilient? How do we work together and with our partners to ensure that we build back better from the series of unprecedented events that have marked 2020?

COUNCIL RESILIENCE

In the first quarter of 2020, state and territory Governments closed facilities where people gathered in numbers to reduce the probability that hospitals would be overwhelmed by a rise in COVID-19 cases. This included a substantial number of council owned and operated revenue generating facilities which had flow-on effects for other revenue- generating enterprises such as paid parking. Major funding gaps rapidly emerged in many councils that typically generated significant amounts of own revenue.

Councils that cannot generate significant amounts of the own revenue are typically dependent on grant funding from other levels of government, including Financial Assistance Grants from the Australian Government. These councils tend to service rural, regional and remote communities that are often large in area but small in terms of population. The capacity of these councils to deliver all their required services and infrastructure can be severely strained at any time.

With local government funding under pressure across the nation, and other levels of government facing fiscal constraints, councils may need to do more with less in the near term and be innovative with both budgeting, service delivery, balancing competing demands and longer term financial planning. Services may need to be scaled down or delivered in innovative ways. Asset management and maintenance programs may need to be varied. Working collaboratively with neighbouring councils or forming alliances may be a way of achieving efficiencies and enhancing service delivery along with fostering innovation, cutting red tape, and working in partnership with third parties may be others.

Digital service delivery and working from home - adopted during the height of the pandemic - may become the new norm. This may increase opportunities for councils to innovate, work together and share resources, and fill long term skill gaps. New challenges may emerge including how staff are supported and how productivity, collaboration and motivation maintained. There may be significant consequences for local democracy and council's ability to engage authentically with their communities. Digital transformation and technology modernisation will be essential for some councils. Even already well-established adopters of digital technology may need to rethink their approach.

Can the Australian Government assist councils with efficiency measures that reduce the cost of services without a major change in service levels experienced by the community?

What opportunities are available to enhance the adaptive capacity of councils and its potential to 'weather the storm' through innovation and creativity? How can the Australian Government assist?

Apart from Financial Assistance Grants, how can the Australian Government assist councils to become more financially sustainable and able to better meet the needs of their communities? Are there new partnership programs or policy changes the Government



COMMUNITY RESILIENCE

Community resilience is the capicity of communities to respond to, withstand, and recover from adverse situations including natural disasters, persistent drought, pandemics, fluctuations in global trade, recession, and a rise in inequality. In some circumstances in response to these pressures and stresses, local communities are not able to recover to their previous state. Instead they need to adapt to cope with long term stresses. But ideally, we want all communities to not only survive but thrive.

Local governments play a critical role in building resilient and sustainable communities and helping to buffer people and places against social, economic, and environmental disruptions and overcome adversity. One critical area is through the provision of resilient infrastructure. Councils' infrastructure should meet the community's current and future demand, be built to contemporary standards, be affordable for both the council and the user, and be reliable with appropriate asset management practices in place to ensure maximum return on investment.

In addition to physical infrastructure, social infrastructure is also vital for resilience. Social infrastructure is broader than just buildings, it includes the individuals and groups, places, and institutions, including councils, that foster community cohesion and social support. Communities and individuals with good social networks and connections demonstrate greater resilience.

The loneliness epidemic is challenging social resilience. Research produced before the coronavirus pandemic revealed that one in four adult Australians are experiencing loneliness with over half the nation reporting they feel lonely for at least one day each week. In addition to its impacts on community resilience, feeling lonely can pose a bigger risk for premature death than smoking or obesity and can be associated with depression, poorer cardiovascular health and, in old age, a faster rate of cognitive decline and dementia.

Communities that are more vulnerable to shocks and disasters are often reliant on only one industry, have minimal redundancy or no backups for essential services and infrastructure such as only one source of water, one powerline or one access road. They also often only have few voluntary or charitable organisations working in the community. Often community leadership is weak or fails to inspire, engage, and unleash the power of other leaders and critical social networks.

Community resilience cannot be built and then left to its own devices. It needs to be strengthened continuously, not just in times of crisis. It involves people getting together to create sustainable links within their community and the community and its leaders having the ability to learn from experience and improve over time.

How can councils work in partnership with the other tiers of government to adopt a community development approach that builds resilience?

What are the best models available to councils to ensure that our communities thrive and focus on prevention and preparation rather than relief and recovery? How can the Australian Government partner with councils to ensure thriving communities?

What actions can councils take, in partnership with others including the Australian Government to promote community resilience and protect against external shocks such as industry closures or natural disasters? Are tools available to assist councils build community resilience or do we need new or different tools?

COLLABORATION AND PARTNERSHIPS

Creating a resilient community and ensuring a resilient and sustainable council requires partners. Councils can work with partners in different ways to find local solutions to local problems. They can partner with a wide range of organisations including other councils, other levels of government, the voluntary and community sector or business and research sector organisations. The aims of these partnerships are typically to improve services and deliver changes to benefit the local area.

Collaboration and partnerships with other councils and public or private organisations can also bring benefit from economies of scale in providing services or purchasing in bulk for example. Procurement partnerships have been a particularly successful example of this. Working in partnership can make a considerable contribution to efficiency improvements, such as through cost savings in back-office functions or sharing of plant and equipment.

Other benefits associated with partnerships and collaboration include opening the way for local communities to share ideas and connect with others. Partnerships enhance the ability of a council to access innovation, enhance skills development, work across council boundaries to address regional issues, and maximise competitive advantage in the delivery of major infrastructure projects.

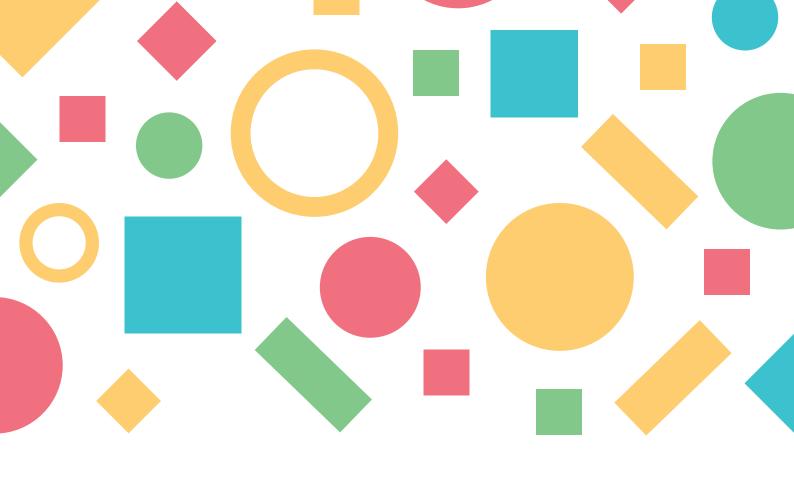
Strategic collaboration is not just about savings and sharing resources. It is also about maximising capacity in addressing community expectations, or working with members of the community to overcome challenges and seize opportunities. For example, building and maintaining productive partnerships with Aboriginal and Torres Strait Islander people and communities is critical for councils committed to Closing the Gap and involving Aboriginal and Torres Strait Islander communities in decision-making and service development and delivery.

Collaboration and partnerships that work well are underpinned by good governance, an agreed purpose, and mutual benefit.

There is a long history of local government partnering with the Australian Government to deliver projects and programs that benefit local communities, achieve fairness and equity across the nation, and support local delivery of services and infrastructure. In the absence of constitutional change, how do we further build and strengthen this partnership with the Australian Government? How do we encourage and incentivise councils to embrace partnerships and collaborative arrangements more enthusiastically including those which seek to ensure the development of economic development supporting infrastructure?

What are the obstacles to working in partnership with other councils or organisations? Can the Australian Government help overcome these?

How do councils, together with their communities, work in partnership to build resilience and entrench it into everyday life?





AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION8 Geils Court Deakin ACT 2600EMAIL alga@alga.asn.auWEB www.alga.asn.au



MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee	
	Tuesday 9 February 2021	
AUTHOR	Mary-Anne Uren	
AUTHOR POSITION	Senior Advisor	

5.8

ISAAC REGIONAL COUNCIL – PARTICIPATION IN 2021 KEEP AUSTRALIA BEAUTIFUL SUSTAINABLE COMMUNITIES TIDY TOWNS AWARDS PROGRAM

EXECUTIVE SUMMARY

This report is provided for discussion regarding participation by Isaac Regional Council in 2021 Keep Australia Beautiful Sustainable Communities Tidy Towns Awards Program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Endorses participation in the 2021 Keep Australia Beautiful Sustainable Communities Tidy Towns Awards Program as follows:
 - a. Department Directors to facilitate potential applications in relevant categories for the Tidy Towns Awards;
 - b. The Chief Executive Officer to report back to Council with recommendations on number of applications and categories at the Ordinary Council Meeting in March 2021.

BACKGROUND

The Keep Australia Beautiful Sustainable Communities Tidy Towns Award began in 1968 in Western Australia and have been running nationally since 1990.

The awards have evolved to encompass projects and initiatives with a focus on environmental sustainability and resource management to reflect a growing awareness of the importance of community-led environmental action.

The awards encourage, motivate and celebrate the sustainability achievements of grassroots rural and regional communities across Australia.

Each year, state and territory winners from the Keep Australia Beautiful network are announced between August and December. They then receive a visit from the Australian Sustainable Communities Tidy Town Judge, with the Awards presented between March and May.

The awards event, often hosted over two days, consists of networking with sustainability leaders around Australia, finalist presentations showcasing their entries, as well as highlights and suggestions from the Australian Sustainable Communities Tidy Towns Judge. If the event is hosted by the town of the previous



winner, attendees are invited to tour their projects, sustainable solutions and initiatives to learn firsthand what earned them the iconic Australian Title.

The Sustainable Communities Tidy Towns Awards Program rewards and celebrates the achievements of Queensland groups, businesses and individuals in keeping Queensland sustainable.

The awards are open to rural, regional and coastal towns and villages across Queensland with populations of 100,000 or less.

Category entrants can include (but are not limited to):

- Tidy Towns Groups
- Individuals
- Progress Associations and CWA's
- Youth Organisations
- Landcare Groups
- Chambers of Commerce
- Local Authorities/Councils
- Tourism Associations
- Schools
- Businesses
- Small Enterprises and Industry
- Registered Clubs and Service Groups

The Overall State winner goes on to be the Queensland finalist for the 2022 Australian Sustainable Communities Tidy Towns Award. The more categories entered increased chances to win the Overall Queensland Award.

The categories for submission are:

- 1. Dame Phyllis Frost Litter Prevention
- 2. Resource Recovery and Waste Management
- 3. Young Legends
- 4. Environmental Sustainability Energy
- 5. Environmental Sustainability Natural Environment Management
- 6. Community Health, Wellbeing and Interest
- 7. Heritage and Culture
- 8. Environmental Communication and Engagement
- 9. Environmental Sustainability Water

10. Overall Queensland Winner (towns who enter four or more categories automatically qualify to be considered for the Overall Queensland State Award.



IMPLICATIONS

Entries for the Keep Australia Beautiful Queensland Sustainable Communities Tidy Towns Awards Program 2021 opened on 1 January 2021 and close on 1 October 2021. Judging for the Queensland Tidy Towns Awards will be in October/November 2021, with winners announced in December 2021. There will be required human resources from departments submitting projects for categories in compiling the application. Projects currently in place could be considered for nomination for the Tidy Towns Program. Projects which are pre-existing/have been created in the past two years or have commenced are acceptable however if the project is older than two years it needs to have had an improvement to be entered. There are no application fees to enter.

CONSULTATION

The Executive Leadership Team were briefed on the requirements of the 2021 Sustainable Communities Tidy Towns Awards Program at a meeting on 18 January 2021. Directors will discuss potential applications with relevant Department Managers.

BASIS FOR RECOMMENDATION

The awards encourage, motivate and celebrate sustainability achievements of grassroots rural and regional communities across Australia. Participation in the Tidy Towns awards has always been synonymous with community pride, cohesion and community action. There has been indicated interest from Council staff in participation in the Tidy Towns awards.

ACTION ACCOUNTABILITY

The Chief Executive Officer and Senior Advisor are accountable to facilitate the process.

KEY MESSAGES

Council is committed to environmental sustainability and resource management demonstrated by community pride, cohesion and community action to ensure sustainability of its communities.

Report prepared by:	Report authorised by:
MARY-ANNE UREN Senior Advisor	GARY STEVENSON PSM Chief Executive Officer
Date: 27 January 2021	Date: 27 January 2021

ATTACHMENTS

• Attachment 1 - Keep Australia Beautiful, Queensland, Sustainable Communities Tidy Towns Awards Program 2021 – Application Guide

REFERENCE DOCUMENT

Nil



Sustainable Communities Tidy Towns Awards Program 2021 Application Guide



Entries close **Friday 1 October 2021** Winners announced **December 2021**

IS IT YOUR TOWN'S TURN IN 2021?

Keep Australıa Beautıful QLD

Showcase your town's sustainability achievements by entering the Keep Australia Beautiful Queensland 2021 Sustainable Communities Tidy Towns Awards.



Keep Australia Beautiful Queensland is pleased to launch the 2021 Sustainable Communities Tidy Towns Awards Program.

The Sustainable Communities Tidy Towns Awards Program rewards and celebrates the achievements of Queensland groups, businesses and individuals in keeping our state sustainable.

This annual awards program recognises projects that reduce litter, minimise waste, encourage recycling, promote heritage and culture, habitat, celebrate community spirit and many other environmental areas.

All regional towns, councils, community groups, businesses, schools and individuals are invited to take part in this program by submitting an entry in one or more of the nine categories. There is no fee for entries to the awards.

The Overall State Winner will go on to be the Queensland finalist for the 2022 Australian Sustainable Communities Tidy Towns Award.

Key Dates

Entries Open:	1 January 2021
Entries Close:	1 October 2021
Judging:	Oct/Nov 2021
Winners Announced:	December 2021

Details of award presentation / announcement will be provided in the second half of 2021.

CLICK HERE TO GO TO THE ENTRY FORM

https://survey.alchemer.com/s3/6075416/KABQ2021

Who can enter the Sustainable Communities Tidy Towns Awards?

The Sustainable Communities Tidy Towns Awards are open to rural, regional and coastal towns and villages across Queensland with populations of 100,000 or less.

Category entrants include (but are not limited to) Tidy Towns groups, Individuals, Progress Associations and CWA's, Youth Organisations, Landcare Groups, Chambers of Commerce, Local Authorities/ Council's, Tourism Associations, School's, Pre Schools, Businesses, Small Enterprises and Industry, Registered Clubs and Service groups. Before you begin preparing your submission think about what makes your entry stand out from the pack. How have you gone above and beyond a business-as-usual approach? How is your work leading and innovative? How have you engaged and partnered with a range of stakeholders from community, business and government?

Guidelines for inclusion of existing and new programs.

- A project should indicate if it is pre-existing/has been created in the past two years or if it is a new project.
- If a project is older than two years in order to be entered into a category, it needs to have had an
 improvement or something added to it to be re-entered. (Information should be provided outlining the
 pre-existing project and what addition/improvement has been made to it in the past two years or has
 been commenced.

Dame Phyllis Frost Litter Prevention

This award recognises innovation and achievements in litter prevention or reduction through education, effective litter management or behaviour change. It is for projects or programs that reduce or prevent litter and could involve behaviour change techniques, the creation of partnerships or networks or the development of effective infrastructure and place design.

Resource Recovery and Waste Management

This award recognises innovation and achievements in reducing and managing materials that would otherwise go to waste including programs that promote resource reduction, recovery and recycling.

Young Legends

This award recognises achievements by an individual or group/s of young people (under 25) who have demonstrated significant commitment to the environment and/or have made significant contributions to any of the other categories.

Environmental Sustainability – Energy

This award recognises leadership and innovation in energy conservation and management in the face of a changing environment.

Environmental Sustainability – Natural Environment Management

This award recognises the protection, conservation and enhancement of the natural environment (including waterways, flora, fauna, corridors, roadsides and recreation areas)

Community Health, Wellbeing and Interest

This award recognises initiatives for the health and well-being of a community. (e.g. programs and interest groups for various age groups including sporting facilities, community gardens, cycling/walking trails, fitness programs, men's sheds, lifestyle programs etc) building a strong, healthy vibrant and accessible community...)

Heritage and Culture

This award recognises outstanding commitment to the conservation and celebration of a community's indigenous and non-indigenous heritage and culture.

Environmental Communication & Engagement

This award recognises outstanding achievements in raising awareness in environmental sustainability, leading to empowerment and behavior change amongst the target audience. Open to projects from both formal and informal educational institutions e.g. community groups, business, childcare centres etc

Environmental Sustainability – Water

This award recognises leadership and innovation in water conservation and management for the future.

Overall Queensland Winner

All towns who enter four or more categories automatically qualify to be considered for the Overall Qld State Award. Before you begin completing the online form, we recommend you collate your submission material so that you can simply copy and paste/ upload the respective content into the form. Please refer to the list below for the required information.

Supporting documents such as reports, pamphlets and newspaper articles may be submitted in PDF format to support your submission. Please ensure they are annotated and referenced in the 450 words written for the related category.

We request that you submit up to four high quality images per category to support your submission. As these photos will be used in printed and online materials to publicise your (potentially award-winning) entry, we appreciate your efforts to ensure these are high resolution (e.g. 300dpi or minimum file size of 1MB) and include both landscape and portrait options. All photos submitted to Keep Australia Beautiful Queensland may be used for promotion and marketing purposes and you must ensure that you have permission from all individuals featured in any photographs prior to submitting your entry.

The more categories you enter increases your chances to win the Overall Queensland Award.

REQUIRED INFORMATION

Entrant Details

- Town/Applicant Name
- Population of your town
- What local government area is your town in?
- Organisation/Program/Council Logo (prefer EPS or Al format)
- Town/Applicant Hero Image (landscape format, files greater than 1MB please)
- Please provide a brief description for your town (25 words max). For eamples visit <u>https://www. sustainablecommunities.com.au/2020-awardsevent/2020-finalists/</u>
- Primary Contact (Name, Role, Contact Number, Email)
- Media Contact (Name, Role, Contact Number, Email)
- Social Media Tags (Twitter, Facebook, LinkedIn, Instagram)
- Please list your local newspaper(s) (it would be very helpful if you can provide their social media tags)
- Please list your local radio station(s) (it would be very helpful if you can provide their social media tags)
- How many volunteers have worked on the projects in your submission?

For Each Award Category

- Program/Project Title
- Up to 450 words text
- Supporting documents in PDF format (optional)
- Up to 4 high resolution photographs or images.
 Please include both landscape and portrait options.

CLICK HERE TO GO TO THE ONLINE SUBMISSION FORM

https://survey.alchemer.com/s3/6075416/KABQ2021

KEY DATES

Entries Open:1 January 2021Entries Close:1 October 2021Judging:October/November 2021Winners Announced:December 2021

FURTHER INFORMATION

Please contact us at info@kabqld.org.au or phone 1300 421 065.

Australian Sustainable Communities Tidy Towns Awards

The Overall State Winner will have the opportunity to enter the 2022 Australian Tidy Towns Awards which will be hosted by the 2021 Australian winner. In the lead up to the event, the National Sustainable Communities Tidy Towns judge, will visit each State winner to score each entrant against the national awards criteria.

Judging will commence from December 2022 and conclude by April 2022. The date for the judge's visit will be determined by the judge in conjunction with the winning town. Each entrant will be judged for a maximum of 12 hours. Either one full day or two half days. The categories will be judged as priority, if there is time to explore other aspects of the town this will be done however, this will not have any bearing on the judging results.

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 9 February 2021	
AUTHOR	Darren Fettell	
AUTHOR POSITION	Director Corporate, Governance and Financial Services	

6.1

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES INFORMATION BULLETIN – FEBRUARY 2021

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

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

BACKGROUND

The attached Information Bulletin for February 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.

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



Report prepared by:

DARREN FETTELL Director Corporate, Governance and Financial Services

Report authorised by:

GARY STEVENSON PSM Chief Executive Officer

Date: 2 February 2021

Date:4 February 2021

ATTACHMENTS

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

REFERENCE DOCUMENT

Nil



DATE: February 2021

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

DIRECTORATE HIGHLIGHTS

Recruitment for Strategic Asset Manager and Manager Brand Media and Commmunications underway with good number of applications received.

A thankyou to Brooke Maisey and Carenda Jenkin who have been stepping up to the Acting Manager BMC role.

A thankyou also to Michael Krulic who has taken on the Acting Strategic Asset Manager role in addition to Financial Services.

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

- Participation in LGW Audit
- Management of reactive media enquiries
- Recruitment for Manager BMC and Strategic Assets positions
- Progression of Council's Business continuity planning
- Annual Budget and PAG process for 2021/2022
- Business Plans for 2021/2022
- Disaster Management preparedness
- Continuing renewal of Procurement policies and procedures and associated reporting

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

- Continuing turnover of key staff with loss of corporate knowledge
- Continuing pressure on Procurement and BMC teams
- Ongoing management of frugal budget and potential impacts of 2nd Quarter Budet Review
- Management of impacts from new legislation
- Disaster Season
- Ongoing management of legal matters and management of Right to Information applications, Administrative Actions Complaints and related matters



BRAND, MEDIA & COMMUNICATIONS DEPARTMENT

JANUARY 2021 ACHIEVEMENTS:

- Australia Day delivery of presentations, speeches and communications in line with communications plan
- Trainees Welcome Day communications support
- Paws-itive Blueprint Education Booklet
- Visions of 2020 Exhibition
- Illegal Dumping communications delivery
- Mayor's Breakfast communications
- IRIS web migration strategy (ongoing)
- Interim Corporate Plan (ongoing)
- Water notices communications plan
- Water factsheets
- Dysart and Clermont cycleway project communications continuity
- Inspiring Women in Isaac nominations communications
- Economy and Prosperity billboards
- Pop Ups @ the Park communications
- Library Lovers' Month communications
- Chip & Check Clinics communications ongoing
- Letter to Mayor of Yantai City regarding mining incident

Other key achievements for January:

- 8 general media releases issued
- 17 public notices distributed
- 19 media inquiries

Facebook

- o 8,587 likes up from 8,523
- o 8,709 followers up from 8,644

Instagram

 \circ 949 followers down from 950

Twitter

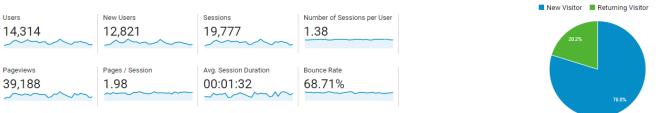
o 558 followers up from 550

LinkedIn

- o 4,041 followers up from 4,004
- Page views to www.isaac.qld.gov.au
 - o Featured in below graph from 1 January 2021 to 31 January 2021



Pageviews VS. Select a metric Pageviews 3,000 2,000 1,



FINANCIAL REPORT:

Not Applicable

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

NEXT MONTH'S PROGRAM:

- GW3 Networking Business Networking communications
- Chip N Check initiative for Isaac Coast
- Domestic Dog desexing vouchers
- Illegal dumping communication delivery phase 2
- Social Sustainability communications
- Clermont Historical Centre's new exhibition
- 2021 St Lawrence Wetlands Weekend communications delivery
- IRIS web migration strategy (ongoing)
- SES recruitment drive through social media
- Hazard Hunter internal communications
- Isaac News issue
- Inspiring Women in Isaac events communications
- Shop Isaac 12 months communications plan (ongoing)
- New Residents Kit (ongoing over multiple months)

DEVELOPING INITIATIVES / ISSUES:

- Isaac publications and Clermont Rag review.
- A significant increase in media enquiries relating to mining camps quarantining in January.



- Needing to deliver the bi-annual Customer Satisfaction Survey in 2020/21 Q3 and Q4.
- A desire to do an open EOI for reaching out to discover photographers to utilise in upcoming regional events.
- Currently recruiting for Manager Brand, Media & Communications and an officer level position.

CONTRACTS AND PROCUREMENT DEPARTMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

01/01/2021 - 31/01/2021	CGFS	E & I	W & W	PECS
Awarded RFQ's	0	0	0	0
Active RFQ's	0	3	1	2
In progress RFQ's	5	4	3	3
Awarded Tenders	0	3	1	1
Active Tenders	1	11	8	2
In progress RFT's	1	18	7	3
Active - out to market or under evaluation In Progress - specification under development				

- Moranbah Store cleaned in preparation for LGW Audit, along with other sites.
- Traineeship program trainee for Procurement commenced 18/01/2021.
- Revised Procurement and Disposals Policies being prepared for consideration of ELT/Council.
- Preparation for update report on Local Preference Policy.

Purchase Requisitions Released		
Month of: (01/01/2021 – 31/01/2021) J		January 2021
Value of Purchase Requisitions processed		\$5,854,292.67
No. Purchase Requisitions Released	. Purchase Requisitions Released	
Requisitions Suspended		18
Exceptions Raised	3	\$46,145.84
Variations Raised	5	\$28,364.17

Note;

The Exceptions include;

Backlog of invoices for services that continued outside of historical contract, rectification procurement process underway - (Report to Council for exception to be prepared)



The Variations include;

Review of scope of works by structural engineer led to additional lighting poles being required for replacement rather than utilisation of existing poles for playing court project – variation within original budget.

PREVIOUS MONTH'S ISSUES:

• Continuing education and management of requests for exceptions through procurement process

FINANCIAL REPORT:

- Stock Adjustments from half year stocktake resulted in \$15.5k loss at the Dysart depot.
- Middlemount stock loss of \$1200 is high for the amount of materials held on site.

OPERATIONAL PLAN:

Procurement Compliance Review Group – Amendment report, Non-Compliance report, Spend Analysis report under development.

ORGANISATIONAL DEVELOPMENT PLAN:

- Diploma of Procurement & Contracting Local Government, (Contracts and Procurement team).
- Internal training of new Contracts and Procurement Officer.
- Assist IRC staff in navigating procurement compliance requirements (ongoing)
- Internal training of Nebo Storeperson.
- Continuing communication and education around Procurement and Local Preference Policy

NEXT MONTH'S PROGRAM:

- LGW Audit of the Moranbah Depot.
- External Web page redevelopment ongoing with assistance from BMC.
- RFT's for Cleaning and Washroom supplies will also address WHS issues for decanting, Nebo Community Hub design and construct. Clermont House removal
- RFQs for Fire safety installations, water Truck Hire
- Local Preference Comms plan
- Local Preference reporting
- Revise the Procurement and Disposals Policy
- Procurement Procedure revision (flow charts of steps taken)

DEVELOPING INITIATIVES / ISSUES:

Delegations of Authority under review.

FINANCIAL SERVICES

PREVIOUS MONTH'S ACHIEVEMENTS:

- Review of a number of policies ongoing
- Commencement of Quarter 2 budget review and report preparation



- Review of Fees and Charges adopted within January Council meeting
- Continuing works on full cost recovery
- Accounts Payable officer secondment to CHRC for a 4 month period, ending February 2021
- New Finance Officer Assets appointed. Current officer to commence maternity leave on 19 February 2021
- Advice received that IRC will be receiving new land valuations effective 30 June 2021

PREVIOUS MONTH'S ISSUES:

Nil

FINANCIAL REPORT:

Budget adopted 29 July 2020. Annual Financial Statement adopted by Council on 18 November 2020.

DEVIATION FROM BUDGET AND POLICY:

Nil

OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

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

NEXT MONTH'S PROGRAM:

- Review of policies and update accordingly
- Completion of Q2 Budget review and report preparation for Council adoption
- Review of Fees and Charges with report to be tabled within January Council meeting
- Preparation of reports for Audit and Risk
- Initial commencement of rates modelling
- Ongoing budget preparation works

DEVELOPING INITIATIVES / ISSUES:

Not Applicable



GOVERNANCE AND CORPORATE SERVICES DEPARTMENT

PREVIOUS MONTH'S ACHIEVEMENTS:

- Finalising three Internal Audits with internal audit provider as per the Annual Internal Audit Plan, as well
 as progressing the engagement with an independent auditor undertaking a Probity Audit on the COVID19 related grant funding programs
- Progressed interim Corporate Plan discussions and planning
- 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 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

OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

NEXT MONTH'S PROGRAM:

- Finalised 2nd Quarterly performance report on 2020/21 Annual Operational Plan
- Participate on the evaluation Panel for Community Chest Grants, reporting to the Special Community Grants Standing Committee
- Continue to facilitate the development of the 2021/22 Departmental Business Plans
- Progress Corporate Plan project in line with Council direction
- Continue facilitation and monitoring of the Strategic and Operational Risk Registers
- Progress Audit & Risk Committee actions and Internal Audit Plan
- Facilitate rollout/implementation of the new Human Rights Act 2019
- Review and drafting of several Corporate Policies
- Continue to liaise with internal and external stakeholders to finalise various agreements and legal matters

Organisation Development Plan or Capital Projects

Organisational Development Plan

ODP Project Name	Status Update
G2.1 Establish integrated planning framework	Planning In progress
document	
G5.2 Establish strategic and operational risk	Completed, pending establishment of system for
register	reporting/monitoring
G5.3 Establish risk management procedures and	In place, however evolving
reporting regime	



G5.4 Adopt hierarchy of operational risk registers	Annual process as part of business plan development
and incorporate into business plans	
G6.1 Establish organisational performance	In progress
management framework	
G6.2 Implement high level organisational performance reporting	Performance reporting occurring with quarterly updates of AOP, improvements to be identified for
	across organisation
G21 Critical Instruments	Project to capture base information ongoing with the
	great project to progress in 2021
G22.1 conduct annual statutory compliance audit	Internal Audit completed 2018/19. Ongoing review.

DEVELOPING INITIATIVES / ISSUES:

 Reviewing online options to facilitate governance and compliance initiatives – delegations, polices, risk registers

INFORMATION SOLUTIONS DEPARTMENT

PREVIOUS MONTH ACHIEVEMENTS:

- Microsoft license audit completed
- Critical systems matrix developed for inclusion in BCP
- Jeff Waugh started in the ICT team as replacement for Ryan Hartney
- Two mobile apps developed for W&W using \$28,000 in funding from Microsoft

PREVIOUS MONTH'S ISSUES:

No issues

FINANCIAL REPORT:

No issues

DEVIATION FROM BUDGET AND POLICY:

Not applicable

OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not applicable

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
Kick-off meeting for the Bluewater			
rollout			
Preparation for SD-WAN rollout			
Begin Records audit of IT systems			
Development of ICT BCP			



DEVELOPING INITIATIVES / ISSUES:

- Mobile computing
- Collaboration tools
- Business continuity planning

STRATEGIC ASSET DEPARTMENT

PREVIOUS MONTH ACHIEVEMENTS:

- PAG Panel Members include the Director, Rebecca Panoho and Michael Krulic plus:
 - o Water Linda Roberts, Lisa Tonkin
 - o E&I Gordon Robertson, Sean Robinson
 - o PECS Mark Davies, Nishu Ellawala
 - o CGFS Alexis Coutts
- PAG Assessment reviews completed, which occurred with Directorates between 12 January and 28 January 2021.

PREVIOUS MONTH'S ISSUES:

Nil

FINANCIAL REPORT:

Financial spend as per budget.

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Strategy (i.e. C5)	Service Area	Description	Highlight/Exception, including explanation
15	Asset Management Strategy	Develop an Asset Management Plan and Framework	Strategic Asset Management Plan adopted by Council on the 16 th of December 2020
15	Project Accountability	Develop a Project Accountability Gateways Framework	PAG 2020-21 process is underway with Assessment reviews commencing mid January 2021

NEXT MONTH'S PROGRAM:

- Briefing reports to be provided to each Directorate advising PAG submissions
- Continuation of task asset assigning
- Ongoing work in Aligning the Financial Asset Register and the Operational Asset Manager
- Completion of Gateway 2 at 28 February 2021
- Preparation of Agenda and reports for Asset Management Steering Committee meeting



OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not applicable

DEVELOPING INITIATIVES / ISSUES:

Not Applicable.

ORGANISATIONAL SAFETY DEPARTMENT

PREVIOUS MONTH ACHIEVEMENTS:

WHS Team

- Work on training records continues, the training procedure is under review. Almost all induction records, drivers' licenses etc have been transitioned into SMART.
- Contractor and Project Management completion report tabled to ELT. A new term of reference for project management group has been developed and endorsed.
- Emergency Management meetings have been conducted around the region.
- Trainee Safety Officer commenced.
- Preparations for Safety Audit in February.

Disaster Management team

- Operation Red Arrow functional exercise debrief report completed and actions embedded into the disaster management action plan.
- Recalibration to occur on the Teresa Creek dam since the installation of equipment.

PREVIOUS MONTHS ISSUES:

Nil

FINANCIAL REPORT:

Not Applicable

DEVIATION FROM BUDGET AND POLICY:

Not Applicable

OPERATONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not Applicable

NEXT MONTH'S PROGRAM:

Organisation Development Plan or Capital Projects

Project Name/ Description	Start Date	Scheduled End Date	Comments/Exceptions
Isaac River Region Flood Model (joint CHRC project)	2018	Dec 2020	CHRC have provided no update here, despite numerous attempts to contact them.



NEBO SES shed	July 2020	Mar 2021	Project transferred to Facilities team, the
			construction of the shed will now be at the
			medical centre for the outcome of housing
			QAS to be relocated.

DEVELOPING INITIATIVES / ISSUES:

Issues:

- Monitoring of health-related matters, noise, dust, hearing testing and mask fit testing.
- Capability to undertaken Drug and Alcohol testing.

Report authorised by:

DARREN FETTELL

Director Corporate Governance and Financial

Services

Date: February 2021

ATTACHMENTS

• Nil

TERM / ACRONYM	MEANING	
AOP	Annual Operational Plan	
СРА	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	

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



MEETING DETAILS	Corporate, Governance and Financial Services Standing Committee Tuesday 9 February 2021	
AUTHOR	Rebecca Molineaux	
AUTHOR POSITION	Manager People and Performance	

6.2

PEOPLE AND PERFORMANCE INFORMATION BULLETIN – FEBRUARY 2021

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee:

1. Note the People and Performance Information Bulletin for February 2021.

BACKGROUND

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

IMPLICATIONS

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

CONSULTATION

People and Performance Staff Chief Executive Officer

BASIS FOR RECOMMENDATION

This is an information only report.

ACTION ACCOUNTABILITY

Information only report.

KEY MESSAGES

Operational update to Elected Members.

CORPORATE, GOVERNANCE AND FINANCIAL SERVICES



Report prepared by:

REBECCA MOLINEAUX Manager People and Performance

Report authorised by:

GARY STEVENSON PSM Chief Executive Officer

Date: 3 February 2021

Date: 4 February 2021

ATTACHMENTS

Attachment 1 – People and Performance Information Bulletin – February 2021

REFERENCE DOCUMENT

Nil



DATE: January 2021

PEOPLE & PERFORMANCE

DIRECTORATE HIGHLIGHTS

The Cultural Leadership Program was launched within the Water & Waste directorate being the first to experience the revitalised program which was facilitated by the Director of Planning, Environment and Community Services and the Manager People & Performance. Feedback received has been positive with the next directorate to participate being the Office of the CEO. This will include the People & Performance Business Partners to ensure that the cultural adaptation is consistently applied Council wide.

The 2021 Trainee and Apprentice (T&A) new starters commenced employment with Isaac Regional Council on 18 January 2021. Their first two days were facilitated by People & Performance and included collaborative activities and participation in face-to-face inductions. We welcome our latest recruits and look forward to seeing their careers develop within Local Government.

With the transition of our Learning Management System (LMS) into SMART being initiated, the People & Performance team have achieved the finalisation of all mandatory training requirements being identified against each position and capturing all employees' current competencies in the system. As a result, a gap analysis was undertaken within the new system, enabling follow up of any expiring and/or outstanding competencies. This to date has achieved a 95% compliance rate of ensuring mandatory training requirements are being met. There is also a structured plan to achieve 100% and ensure this is maintained moving forward. People & Performance acknowledges Organisational Safety for their tremendous assistance, teamwork and collaboration in enabling us to leverage of their Safety Management System to provide a central system for employees, supervisors and managers to access and maintain records relating to safety and the training and development space.

ACHIEVEMENTS WITHIN JANUARY:

The Regional Skills Development Program commenced in January with Civil Engineering student Benjamin Kaye joining us from Victoria to participate in the program. The program is a collaboration between Isaac Regional Council, Banana Shire Council and Central Highlands Regional Council. Ben has been rotating within the Engineering & Infrastructure team to gain broad practical experience, most recently assisting the IPTS team to undertake activities with the Traffic Management Plans for the Australia Day Triathlon.

Michael Murphy commenced as a cadet Planner within our Liveability and Sustainability department. Michael will be with the team for a period of 10 weeks and will be gaining vast exposure to planning within Local Government.

Council has committed to retaining 30% of T&A at the completion of their qualification. Council have managed to retain 55% of its graduates from 2020 into new roles in 2021!

- Patrick Payne commenced his apprenticeship in May 2016. Patrick now works for our Trades Team as a qualified Plumber and is passing on his knowledge to our current Apprentice Plumber, Shawn Gersekowski.
- Litia Pitt commenced a Traineeship in the People and Performance (P&P) team on 7 January 2019. Litia completed a part time traineeship whilst studying Psychology. Litia has helped P&P in most areas of HR, before being successful for a permanent Frontline Services Officer role, commencing January 2021.



- Breannen Anderson completed an Administration Traineeship in December 2020 and has recently been successful for a permanent, full time Works Admin Officer role, providing support to our Infrastructure department. Breannen will impart her knowledge onto Amber Smith whilst mentoring Amber through her Administration Traineeship.
- Jessica Cooper has transitioned into a fixed term Information Management Officer, and continues to support the Records Team each day.
- Lauryn Newton completed an Administration Traineeship in December 2020 and has joined the Liveability and Sustainability department as an administration officer.

People & Performance has welcomed Dannette Barfield into the role of People & Performance Assistant! She has hit the ground running and offers a great compliment to the team.

Expressions of Interest were sought by employees of Council to join the Women in Local Government Advisory Committee (WILAC). Council promotes an inclusive, one team philosophy and encouraged all who are interested in applying. That includes women and men, indoor and outdoor workers, entry to management level employees – everyone who is part of Team Isaac. Nominations closed on 15 January 2021 and submissions are currently with the CEO for consideration.

ISSUES WITHIN JANUARY:

• Nil

FINANCIAL REPORT:

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

DEVIATION FROM BUDGET AND POLICY:

• Nil

FEBRUARY'S PROGRAM:

DEVELOPING INITIATIVES / ISSUES:

People & Performance

The team have been working with Glencore to organise work experience opportunities for the Indigenous Pathways Program participants. The initial project brief was endorsed by ELT in late June 2020; however, is currently being updated to reflect an evolved plan. The updated project brief, which will include a budget spreadsheet, will be provided to ELT in 2021.

The implementation of the Cultural Leadership Development Program will continue to be rolled out to the remaining directorates, with socialisation with OLT as an introduction to the program. It is anticipated that the roll out of the program to all IRC employees will continue into the first quarter of 2021. This is a large-scale cultural leadership program that will have lasting benefits to IRC and its employees.

A survey is currently going through the approval process to accurately capture the effectiveness of the Flexible Work Surveys within Council. This includes consulting with the incumbent's manager, direct reports, peers and stakeholders.

The Certified Agreement is currently with the Unions for their final feedback with feedback due on 9 February 2021. This will be a focus area for February in endeavouring to reach agreement on the Certified Agreement for Council's employees.

Learning & Development



)0

The P&P Business Partners are currently updating the training matrixes for each Directorate, ensuring each position's training requirements are accurately captured in order to be maintained in SMART. The Mandatory Training component is 95% complete, with the next phase being the integration of desirable training requirements.

ESTABLISHMENT REPORT:

	A	PPROVED F	TE	ACT	UAL POSITI	ONS
APPROVED POSITIONS	FILLED	VACANT	TOTAL	FILLED	VACANT	TOTAL
Approved FTE	401.70	62.30	464.00	441.00	72.00	513.00

	APPROVED FTE			
DEPARTMENT	FILLED	VACANT	TOTAL	
Chief Executive Officer	5.00	1.00	6	
Manager People & Performance	11.00	1.00	12	
Director Corporate, Governance & Financial Service	2.00	0.00	2	
Manager Financial Services	21.00	0.00	21	
Manager Brand Media & Communications	4.00	2.00	6	
Chief Information Officer	16.40	2.00	18.4	
Manager Governance & Corporate Services	4.00	0.00	4	
Manager Contracts & Procurement	8.00	0.00	8	
Manager Organisational Safety	11.00	0.00	11	
Manager Enterprise Asset	3.00	1.00	4	
Director Engineering & Infrastructure	2.00	0.00	2	
Bowen Basin and Galilee Operations	7.00	0.00	7	
Manager Parks and Recreation	52.50	11.70	64.2	
Manager Infrastructure East	21.00	3.00	24	
Manager Infrastructure West	39.00	7.00	46	
Corporate Properties & Fleet	25.50	2.70	28.2	
Manager Plant, Fleet & Workshops	13.00	0.00	13	
Manager Infrast and Technical Services	3.00	2.00	5	
Director Planning, Environment & Community Service	5.00	0.00	5	
Economy & Prosperity	9.00	1.00	10	
Liveability & Sustainability	12.00	2.00	14	
Community Education & Compliance	14.00	5.00	19	
Engaged Communities	14.70	0.00	14.7	
Community Hubs	27.10	2.40	29.5	
Community Facilities	13.40	2.50	15.9	
Director Water & Waste	2.00	0.00	2	
Water & Wastewater	41.00	13.00	54	
Manager Waste Management	15.10	3.00	18.1	
	401.70	62.30	464	

FILLED	VACANT	
-	VACANT	TOTAL
5	1	6
11	1	12
2	0	2
22	0	22
5	2	7
18	2	20
4	0	4
9	0	9
12	0	12
12 3	1	4
2	0	2
8	0	8
54	12	66
21	3	24
39	7	46
29	3	32
13	0	13
3	2	5
3 5	0	5
9	1	10
13	2	15
14	5	19
15	0	15
32	3	35
30	11	41
2	0	2
43	13	56
18	3	21
	72.00	513

ACTUAL POSITIONS









ISAAC.QLD.GOV.AU ISAAC REGIONAL COUNCIL ABN 39 274 142 600

1 to 3 3 to 5 5 to 10 10 to 15 to

years years years 15 20 25 years

years years years

Less

than

one

year

20 to 25 +

0

21 years years

years

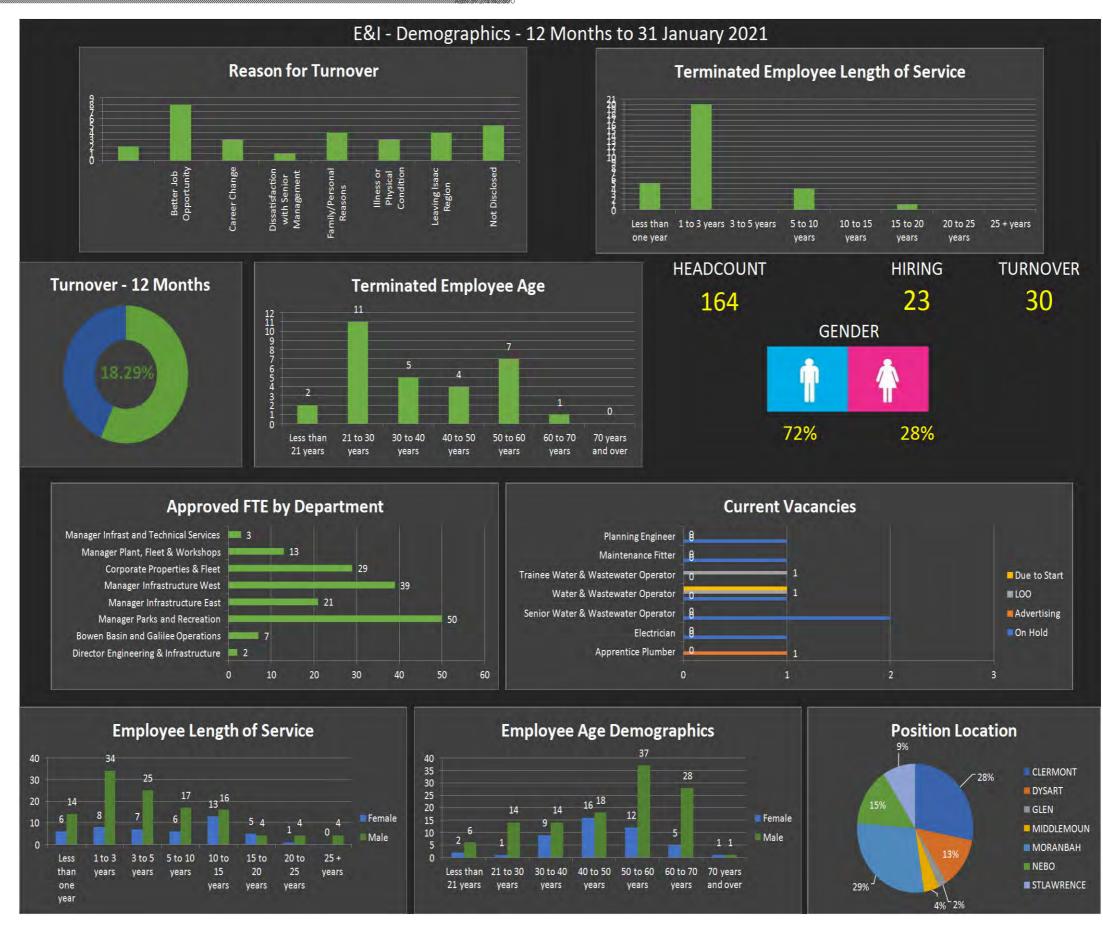
Less than 21 to 30 30 to 40 40 to 50 50 to 60 60 to 70 70 years

years years years

and over

STLAWRENCE





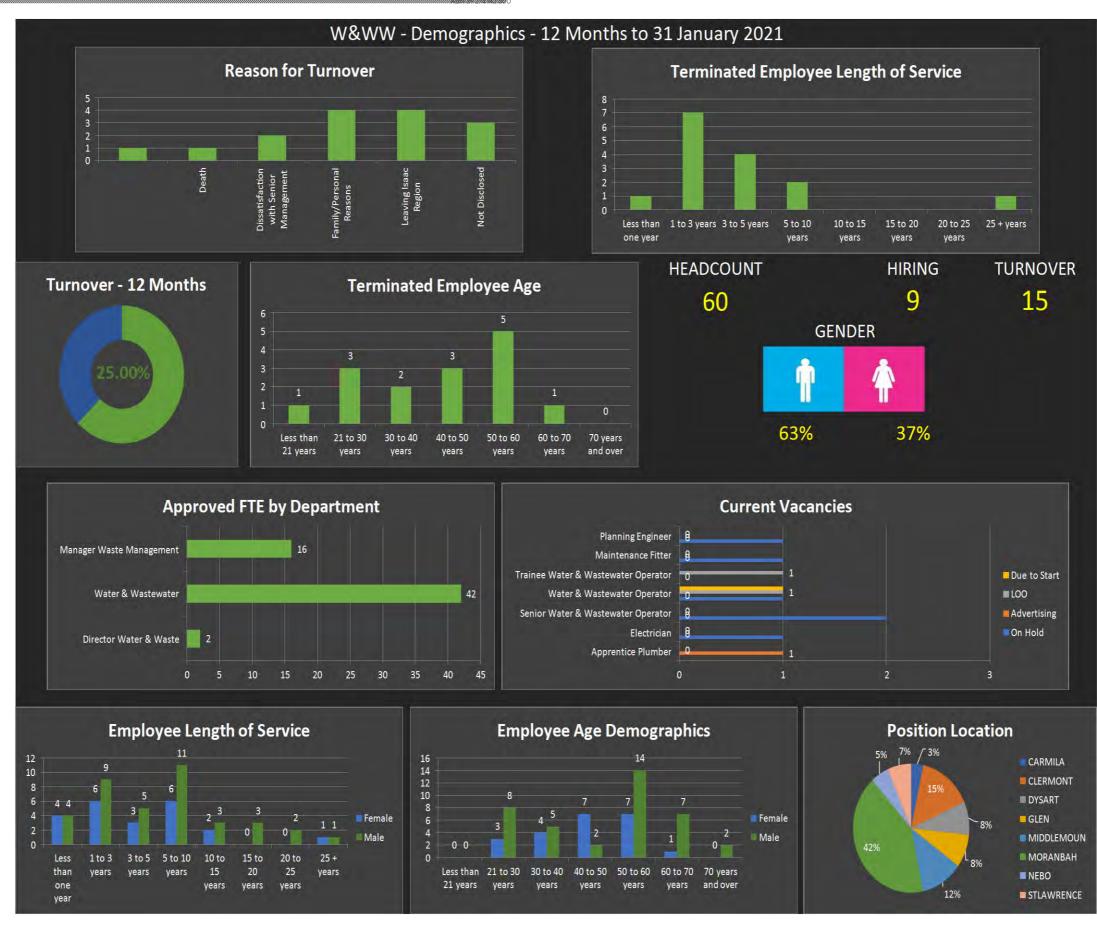
ISAAC.QLD.GOV.AU ISAAC REGIONAL COUNCIL ABN 39 274 142 600





ISAAC.QLD.GOV.AU ISAAC REGIONAL COUNCIL ABN 39 274 142 600



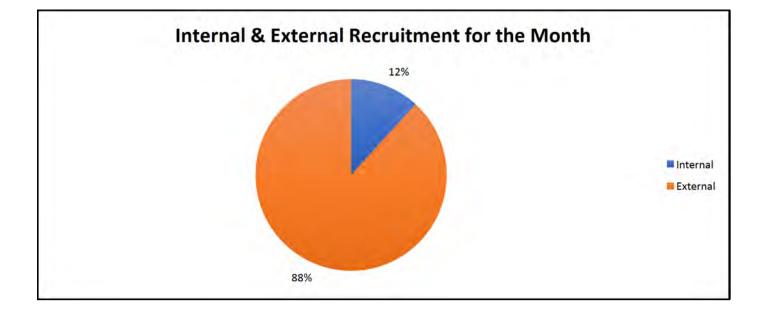




RECRUITMENT UPDATE

Positions Filled in the Month of January 2021.

Position Code	Org Position Status		Position Description	Work Location	FTEs	Hire Date or Position Effective Date
Office of th	e CEO					
11,108.00	A	4058	People & Performance Assistant	MORANBAH	1.00	11/01/2021
Corporate,	Governance 8	k Financ	ial Service			
46,206.00	A	1156	Trainee Contracts & Procurement	MORANBAH	1.00	18/01/2021
47,010.00	A	2046	Trainee Safety Officer	MORANBAH	1.00	18/01/2021
44,103.00	А	1021	ICT Officer	MORANBAH	1.00	11/01/2021
41,017.00	A	1028	Manager Rates & Accounts	STLAWRENCE	1.00	19/01/2021
41,038.00	A	1150	Trainee Payroll Administration	NEBO	1.00	18/01/2021
Engineering	g & Infrastruct	ure Ser	vices			
52,211.00	A	4186	Leading Hand	MORANBAH	1.00	11/01/2021
57,507.00	A	1061	Apprentice Carpenter	MORANBAH	1.00	18/01/2021
51,506.00	A	1393	Coodinator Project Delivery	MORANBAH	1.00	11/01/2021
51,505.00	A	1252	Graduate Engineer	MORANBAH	1.00	4/01/2021
56,104.00	A	1071	Trainee Administration	CLERMONT	1.00	18/01/2021
Planning, E	nvironment &	Comm	unity Service			
66,718.00	A	4208	Frontline Service Officer	MORANBAH	1.00	13/01/2021
65,512.00	A	1394	Community Resilience Coordinator	MORANBAH	1.00	4/01/2021
63,545.00	A	1058	Trainee – Administration - LS	MORANBAH	1.00	18/01/2021
62,501.00	A	1163	Economic & Tourism Development Advisor	CLERMONT	1.00	18/01/2021
64,545.00	A	4062	Trainee Compliance Officer	MORANBAH	1.00	18/01/2021
Water & W	aste	1				
81,019.00	A	3016	Apprentice Plumber	CLERMONT	1.00	18/01/2021





TURNOVER DEMOGRAPHICS

Figure 1.0 Turnover Demographics – 12 Months.

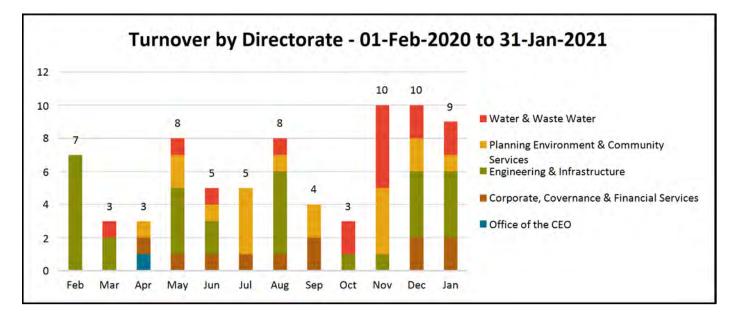
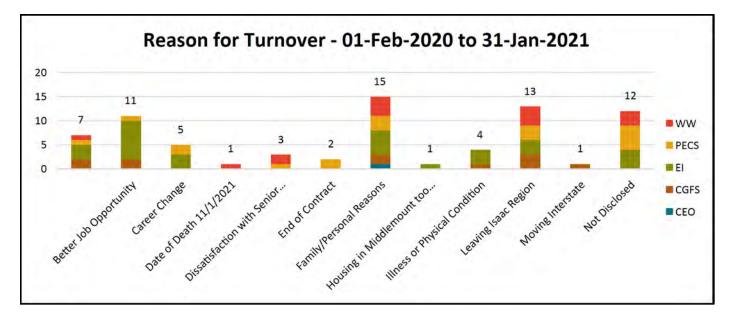


Figure 2.0 Turnover Demographics – Reason for Turnover 12 Months.





Reason for Turnover - 01-Jan-2021 to 31-Jan-2021 7 6 6 5 Water & Waste Water 4 3 Planning Environment & Community 2 Services 1 1 1 Engineering & Infrastructure 1 0 Better 100 Opportunity Leaving 532 Region Corporate, Covernance & Financial Services Death Office of the CEO

Figure 3.0 Turnover Demographics – Reason for Turnover – January.

Directorate	Monthly Turnover	Annual Turnover
CEO	0.00%	6.67%
Corporate, Governance & Financial Services	2.86%	15.71%
Engineering & Infrastructure	2.44%	18.29%
Planning, Environment and Community Services	0.98%	17.65%
Water & Waste	3.33%	25.00%
Totals	2.19%	18.25%
Annual Employee Turnover by Gender Male	No. 39	% 19.21%
Female	36	17.31%
Directorate	Female	Male
CEO	0	0
Corporate, Governance & Financial Services	1	1
Engineering & Infrastructure	0	4
Planning, Environment and Community Services	1	0

Water & Waste

Totals

1

3

1



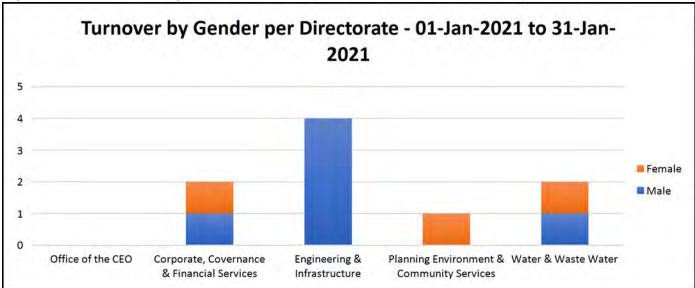
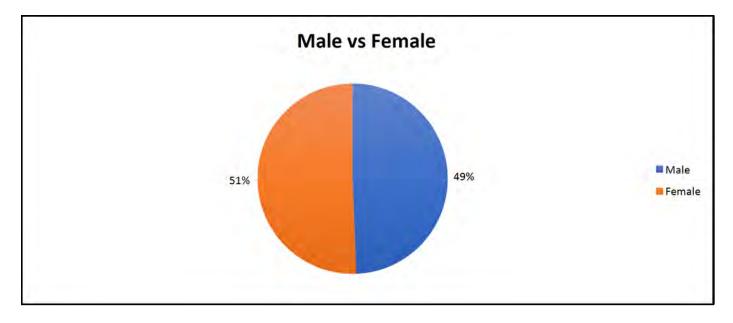


Figure 4.0 Turnover Demographics – Turnover by Gender for the Month - January.

WORKFORCE – DEMOGRAPHICS

Figure 1.0 Workforce Demographics - Male vs Female employees





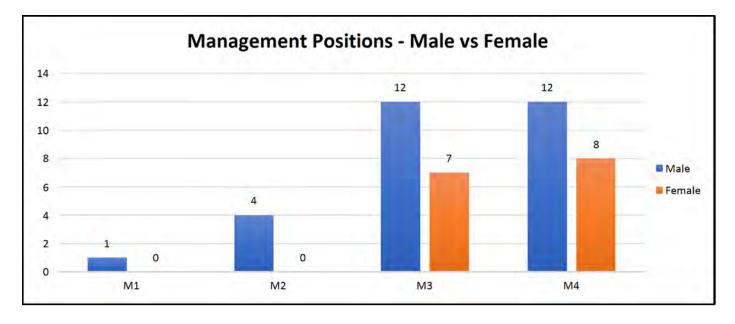


Figure 2.0 Workforce Demographics - Male vs Female - Management Positions

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

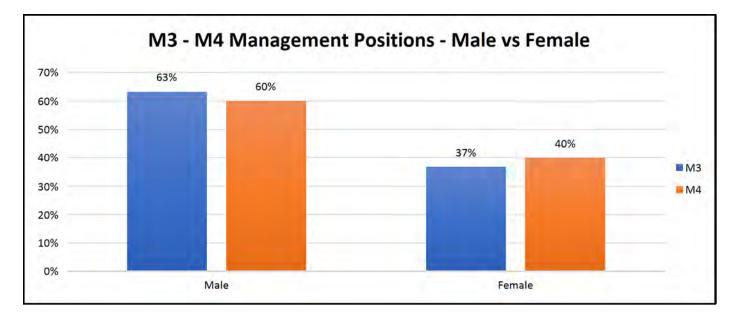




Figure 4.0 Workforce Demographics - Indigenous Employees

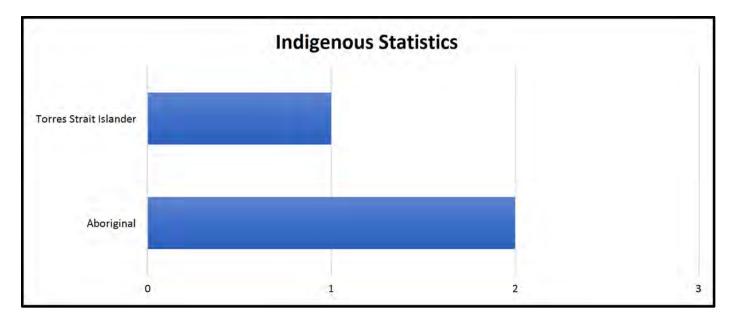
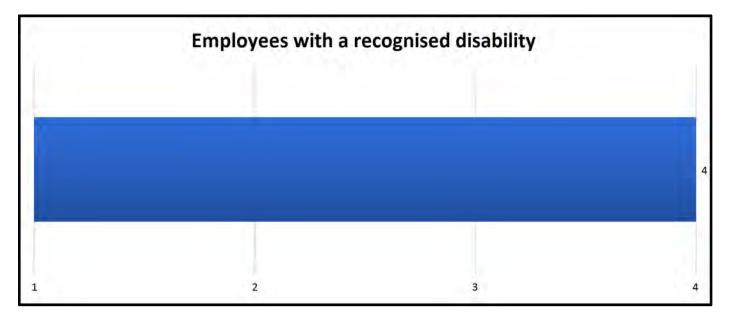


Figure 5.0 Workforce Demographics - Employees with a recognised disability





WORKFORCE - LEAVE

Figure 1.0 Workforce Demographics – Excess Annual Leave by Directorate.

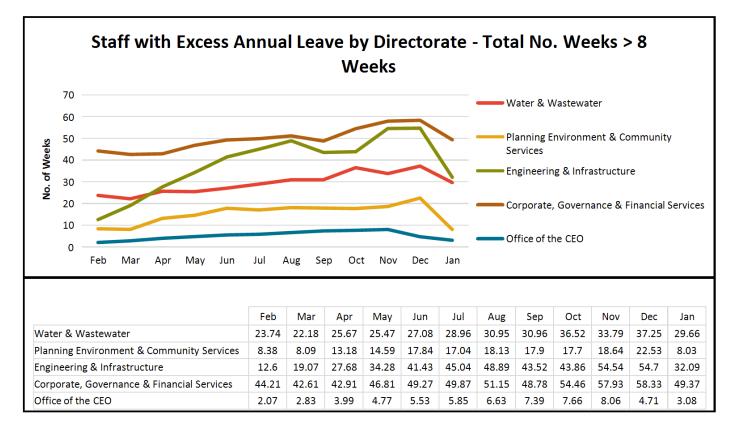
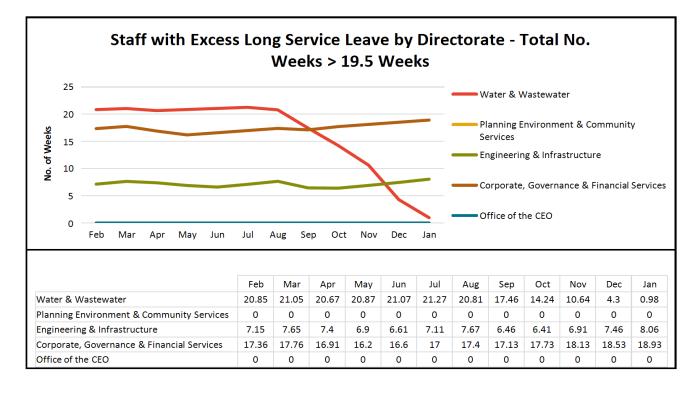


Figure 2.0 Workforce Demographics – Excess Long Service Leave by Directorate.





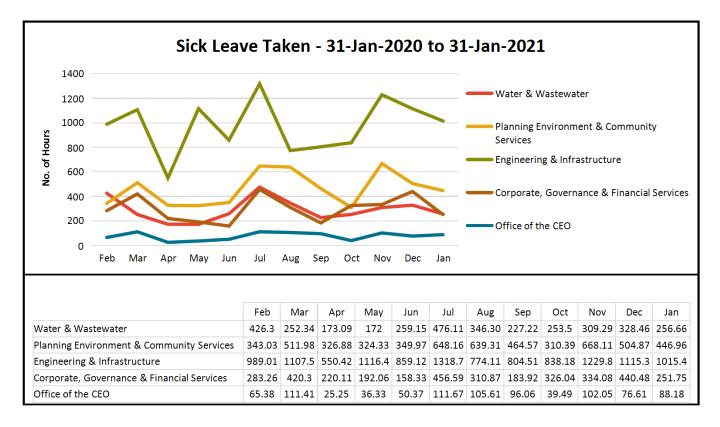


Figure 3.0 Workforce Demographics – Sick Leave Taken by Directorate.

Report authorised by:

GARY STEVENSON PSM

Chief Executive Officer

Date: 4 February 2021

ATTACHMENTS:

Nil