

Item No.	11.1
REPORT TITLE	CEO REPORT
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ATTACHMENT	Activity Report – March to April 2024

EXECUTIVE SUMMARY:

The purpose of this report is to provide information in relation to the activities of the Chief Executive Officer from 21st February 2024 to 24th April 2024.

OFFICER’S RECOMMENDATION:

That the CEO Report for March and April 2024 be received and that those matters not covered by resolution be noted.

REPORT

Employee Relationships

- Senior Managers Same Page meetings have been reintroduced to increase communication between functional teams and units.
- Development of policies are slow and have been reviewed and rewritten on a needs basis. As new Managers become more familiar with their roles and responsibilities will create the time to focus on outdated policies.
- Currently the change management process is continuing and there has no significant issues raised by employees.

Operations Management

- Focus is still on continuous improvement initiatives in attempt to increase efficiencies.
- The Standard Operating Procedures for the Gym continues to be refined through a trial-and-error approach to improve the model of service delivery. There is approximately 37 members.
- Terms of Reference have been finalised to establish a continuous improvement working group to provide advice and support to Undoonoo in the delivery of corrective actions for the non-compliance report against the Early Childhood Education Standards
- Managers continue to increase their knowledge to the contractual arrangements and improved decision making by knowing their budget and grant balances.
- Discussions have commenced with Managers to prepare for the Budget build in May and the review of the 2023/24 Operational Plan.
- There is continuing challenges with internet connection across all Council facilities. We recently received assistance to establish five (5) Starlink units in specific locations to gain increased connectivity.
- The Procurement Policy is currently under review by PeakServices. Managers are currently inputting into the initial draft prior to finalisation and approval by Council

Financial Management

- The overall income and expenditure is on Target to achieve a surplus by the end of the financial year.

- All Managers have been directed to reduce expenditure except for grant related programs ensure there is no carry-over of funds as was the case in previous years.
- The delay in the Queensland Audit Office finalisation for the Audited Financial Statements continues to hinder accountability to funding bodies for the purpose of acquittal or sourcing additional grant funding.
- As a result of the change management process and implementing phase two (2) weakness in the payroll system has been identified and will require increased focus in the coming weeks.
- Weekly Grants meetings with Peak Services are held to progress applications for funding.

Human Resource Management

- By all accounts the Give-it-a-Go Strategy seems to be delivering good outcomes. Internal recruitment within the organisation and community will commence in the near future to retain the casuals that have demonstrated commitment and productivity in the roles that are being undertaken to longer term positions.
- All Managers (except recent appointments) have completed their self-assessments and processes are currently being undertaken to finalise enrolments for their Individual Learning Plans.
- As part of the change process existing staff have had position reviews and reclassified to align to the new organisational structure.

Public Relations Management

- Council image continues to grow positively as projects become more visible in the community such as the speed-bump, gym membership and recent visit by AMIRRIC.
- With the appointment of the Community Services Manager it is anticipated there will be increased communication within the community or the activities of Council.

Stakeholders Meetings

Due to Council Care-Taker Mode and Council Election delays, stakeholder meetings have been limited.

Deliverables

- Post-Election Meeting
- Woorabinda Leadership Group Information Session



Kristine Smith
Chief Executive Officer