

Item No.	11.1
REPORT TITLE	<b>CEO REPORT</b>
AUTHOR	Kristine Smith
ATTACHMENT	Activity Report – February 2024

### EXECUTIVE SUMMARY:

The purpose of this report is to provide information in relation to the activities of the Chief Executive Officer from 24th January 2024 to 20<sup>th</sup> February 2024.

During Council Caretaker period focus has been internal as request from external stakeholders have decreased.

### OFFICER'S RECOMMENDATION:

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

### REPORT

Council Functions	Activities
Program Development and Implementation	Current programs that have staff are tracking well and a focus has been towards the development of Annual Workplans.
	<ol style="list-style-type: none"> <li>It is planned for the Gym to open on 4<sup>th</sup> March for a trial period. We are in the process of finalising the Standard Operating Procedures  Opening times:  Morning Session: Opening 6:30am to 8:30am  Lunch Time: 11:30am to 1:30pm (sign-up – Show and Tell)  Evening Session: 4:00pm to 6:00pm  Saturday – 9:00am to 12:00pm  Programming Hours: 6:00pm – 8:00pm (Monday/Wednesday)</li> </ol>
	<ol style="list-style-type: none"> <li>State Library will be rolling out a Digital Inclusion Program with all IKC's in the state. A forward plan will need to be developed to target specific activities.</li> </ol>
Operational Management	<ol style="list-style-type: none"> <li>LGAQ has received funding to support Indigenous Councils with Satellite Connectivity to the value of \$45,000. It is planned the five (5) sited will install Starlink that will include:  Sewage Plant  Gym  Water Plant  Bore 4 (Mobile for Rangers)  Corporate Staff Accommodation</li> </ol>
	<ol style="list-style-type: none"> <li>The process has commenced to review the position descriptions for Coordinators (level 5). Entry level</li> </ol>

	positions are being filled on a temporary basis until such time that staff transfers, and promotions are completed.
Stakeholder Management	Facilitated workshops that Departmental Representatives attended that included: Department of Environmental Science, Ranger Program & Department of Sport & Recreation, Gym & Fitness Program
Professional Development	No Professional Development meetings in January

### Stakeholders Meetings

State Library Queensland	Digital Inclusion Program
Qld Music Festivals	Preparation of Summary Report of funding to deliver a program in Woorabinda.
Australian Government Department of Education	Undoonoo outstanding matters relating to funding and opportunities for Capital Funding for a new playground

### Deliverables

- Nil