

Item No.	12.1
REPORT TITLE	<b>CEO REPORT</b>
AUTHOR	Kristine Smith
ATTACHMENT	Activity Report – May 2024

### EXECUTIVE SUMMARY:

The purpose of this report is to provide information in relation to the activities of the Chief Executive Officer from 25th April 2024 to 28<sup>th</sup> May 2024.

### OFFICER'S RECOMMENDATION:

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

### REPORT

#### Employee Relationships

- Two (2) Same Page meetings have been held increasing the communication and interrelationships between teams.
- Currently the change management process is continuing and there has been no significant issues raised by employees.
- There has been targeted harassment by community to staff members. Further legal advice has been sourced as a contingency if Managers cannot de-escalate the tension.

#### Operations Management

- Focus has been given to the transitioning of Elected Councillors to Council. The Council Development Forum requires preparation and consistency.
- Efforts have been directed to the development of the Workforce Capability and Development Framework that will be part of a Workforce Plan to be finalised as the budget process.
- Discussions have continued with Managers to prepare for the Budget build in May and the review of the 2023/24 Operational Plan.
- 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 addition 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 increase focus in the coming weeks.

- Weekly Grants meeting with Peak Services are held to progress applications for funding. A result of this initiative has been the successful with the announcement of funding for the Airstrip.

### Human Resource Management

- There has been a staff turnover in Finance. An interim arrangement with the WASC Accountant until such time the Budget and Audit process is completed.
- Most of the Managers have completed their self-assessments and processes are currently be 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

- Cr Booth, Cr Savage & Cr Smith with Managers met with Senator Anthony Chisholm in relations to WASC being awarded funding for the airstrip upgrade. A press release was uploaded to facebook and distributed to key stakeholders..
- Disruption to mobile network, internet and phone lines was communicated face-to-face and a Manager that was working for Duaringa.
- Initial NAIDOC Working Group meeting held to inform the proposed events and to gain further ideas and assistance.

### Stakeholders Meetings – May 2024

Woorabinda Pastoral Company	Governance arrangements and audit requirements
Greening Australia	Feedback on not support GBRR Grant Proposal – Stage 2
Council Development Forums	Housing – Department of Housing, Local Government, Planning and Public Works  Waste Management – Department of Environment and Science
Government Champion	Meet and greet
Qld Police Service	Protective Services Group, First Nations Project
Senator Anthony Chisholm	Remote Airstrip Upgrade Program
LGAQ	Data Dashboarding Reporting

### Deliverables

Four (4) x Pre-Meeting Briefs for Council  
 Three (3) x Mayor Briefing Notes  
 One (1) Press Release – Airstrip Upgrade  
 One (1) Speaking Notes – Civic Leaders Forum

  
 Kristine Smith  
 Chief Executive Officer