



AGENDA

Ordinary Council Meeting Wednesday, 25 October 2023

**I hereby give notice that an Ordinary Meeting of Council will be held
on:**

Date: Wednesday, 25 October 2023

Time: 9:00 am

**Location: Council Chambers
23 West Street
Mount Isa**

**Tim Rose
Acting Chief Executive Officer**

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1 OPENING OF THE MEETING/ACKNOWLEDGEMENT OF COUNTRYAcknowledgement of Country

Mount Isa City Council acknowledges the Kalkadoon and the Indjilandji people, Traditional Custodians of the land on which we meet today and pay our respects to their Elders past, present and emerging.

We extend that respect to Aboriginal and Torres Strait Islander peoples here today.

Recording of Council Meeting

Please note this Ordinary Meeting of Mount Isa City Council may be live streamed and recorded in accordance with Council's 'Recording of Council Meetings Policy'.

As a visitor in the public gallery, your presence may be recorded.

By remaining in Chambers, it is assumed your consent is given if your image is inadvertently broadcast.

2 PRAYER**3 APOLOGIES/LEAVE OF ABSENCE****4 PUBLIC PARTICIPATION**

5 CONFIRMATION OF PREVIOUS MEETING MINUTES**5.1 MINUTES OF THE ORDINARY MEETING HELD ON 15 SEPTEMBER 2023**

Document Number: 799909

Author: Senior Executive Assistant

Authoriser: Acting Chief Executive Officer

RECOMMENDATION

THAT the Minutes of the Ordinary Meeting held on 15 September 2023 be confirmed as a true and correct record.

ATTACHMENTS

- 1. Minutes of the Ordinary Meeting held on 15 September 2023**



MINUTES

**Ordinary Council Meeting
Friday, 15 September 2023**

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	Nil	
	Meeting adjourned at 10.40am	
	Meeting resumed at 10.56am	
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16.2 Notice of Intention to Sell Land for Overdue Rates and Charges - Lot 9 on Crown Plan MPH14003, Lot 2 on Crown Plan MPH7949 and Lot on Crown Plan MPH21995..... 10

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**MINUTES OF MOUNT ISA CITY COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 23 WEST STREET, MOUNT ISA
ON FRIDAY, 15 SEPTEMBER 2023 AT 9:00AM**

PRESENT: Crs Slade, Barwick, Fortune, MacRae, Stretton, Tully (Via Teams), Coghlan
IN ATTENDANCE: Tim Rose (Acting CEO), Chileya Luangala (Director, Corporate Services), Chad King (Director, Community Services), Henry Mascarenhas (Interim Director, Infrastructure Services),

1 OPENING OF THE MEETING/ACKNOWLEDGEMENT OF COUNTRY

Mayor Slade opened the meeting at 9.01am.

Council held a minute's silence, at the request of the Mayor, to honour the late Kath Swift.

2 PRAYER

Bella Busch from Victory Life Fellowship provided a prayer.

3 APOLOGIES/LEAVE OF ABSENCE

Nil

4 PUBLIC PARTICIPATION

Mayor Slade presented the following Council employees with recognition of service awards:

Jason Newell – 10 Years of Service Award

Fiona Marten – 10 Years of Service Award

5 CONFIRMATION OF PREVIOUS MEETING MINUTES

5.1 MINUTES OF THE ORDINARY MEETING HELD ON 23 AUGUST 2023

RESOLUTION OM01/ 09/23

Moved: Cr Phil Barwick

Seconded: Cr Kim Coghlan

THAT the Minutes of the Ordinary Meeting held on 23 August 2023 be confirmed as a true and correct record.

CARRIED 7

6 ACTIONS FROM PREVIOUS COUNCIL MEETINGS

6.1 OUTSTANDING ACTIONS FROM PREVIOUS COUNCIL MEETINGS AS AT 13 SEPTEMBER 2023

RESOLUTION OM02/ 09/23

Moved: Cr Phil Barwick
Seconded: Cr George Fortune

THAT Council receives and notes the outstanding actions from previous Council Meetings as at 13 September 2023.

CARRIED 7

7 DECLARATIONS OF CONFLICTS OF INTEREST

Cr Tully declared a conflict of interest relating to item 16.1 'Acquisition of Property Assessment No. 03963-00000-000' due to his relationship to the real estate responsible for the sale of the property. Cr Tully advised of his intent to leave the Chamber when the item is considered and resolved.

8 MAYORAL MINUTE

Nil

9 READING AND CONSIDERATION OF CORRESPONDENCE

Nil

10 NOTICES OF MOTION**10.1 NOTICE OF MOTION - MAYOR, CR DANIELLE SLADE****MOTION**

Moved: Cr Danielle Slade
Seconded: Cr Peta MacRae

THAT Council investigates providing options for water charging and allocations in the form of a report to the Council Ordinary Meeting in November 2023 exploring the following options:

1. Existing two-part tariff vs. 900kL allocation option.
2. Option to prepurchase additional water allocation. This would be a choice of a further amount of kilolitres / allocation, at a cost to be determined by Council.

AMENDED MOTION

Moved: Cr Kim Coghlan
Seconded: Cr George Fortune

THAT Council investigate providing options for water charging and allocations in the form of a report to Council, when 12 months full data from the smart meters are complete, exploring the following options:

1. Existing two-part tariff vs. 900kL allocation option.
2. Option to prepurchase additional water allocation. This would be a choice of a further amount of kilolitres or allocations, at a cost determined by Council.

Cr Coghlan requested that the Amended Motion be now put before the meeting.

A division was called

In Favour: Crs Phil Barwick, George Fortune, Peta MacRae, Paul Stretton, Mick Tully and Kim Coghlan

Against: Cr Danielle Slade

CARRIED 6/1

The Amended Motion became the Motion.

RESOLUTION OM04/ 09/23

Moved: Cr Kim Coghlan

Seconded: Cr George Fortune

THAT Council investigate providing options for water charging and allocations in the form of a report to Council, when 12 months full data from the smart meters are complete, exploring the following options:

1. Existing two-part tariff vs. 900kL allocation option.
2. Option to prepurchase additional water allocation. This would be a choice of a further amount of kilolitres or allocations, at a cost determined by Council.

A division was called

In Favour: Crs Phil Barwick, George Fortune, Peta MacRae, Paul Stretton, Mick Tully and Kim Coghlan

Against: Cr Danielle Slade

CARRIED 6/1

11 EXECUTIVE SERVICES REPORTS

Nil

12 CORPORATE SERVICES REPORTS

12.1 FINANCE OVERVIEW REPORT - AUGUST 2023

RESOLUTION OM05/ 09/23

Moved: Cr Phil Barwick

Seconded: Cr Paul Stretton

THAT Council receives and accepts the August 2023 Finance Overview Report as presented.

CARRIED 7

12.2 MOUNT ISA CHRISTMAS AND NEW YEAR CLOSEDOWN (2023/2024)

RESOLUTION OM06/ 09/23

Moved: Cr Peta MacRae

Seconded: Cr George Fortune

THAT Council support closing the Administration Office, Library, Works Depot, Batch Plant and Material Sales Office from close of business from 12pm midday Friday 22 December 2023 and to re-open on Tuesday 2 January 2024 on the following grounds;

1. Departments that deliver essential services, i.e. Waste Management, Water & Sewer and Infrastructure Services will have skeleton crews rostered on and on call over the Christmas/New Year period to cover any emergencies and to provide essential services to the City.
2. Directors to determine sufficient support staff for the rostered skeleton crew as required.
3. Other than Statutory Holidays, time taken off by staff during this period to be either flextime, RDO, annual leave or a combination of both.
4. Appropriate advertising be arranged

CARRIED 7

13 COMMUNITY SERVICES REPORTS

At 10:07 am, Cr Mick Tully left the meeting.

13.1 SPLASHEZ OVERVIEW REPORT- AUGUST 2023

RESOLUTION OM07/ 09/23

Moved: Cr Kim Coghlan
Seconded: Cr Peta MacRae

THAT Council receives and accepts the August 2023 Splashez Overview Report as presented.

CARRIED 6

At 10:09 am, Cr Mick Tully returned to the meeting.

13.2 ECONOMIC DEVELOPMENT OVERVIEW REPORT - AUGUST 2023

RESOLUTION OM08/ 09/23

Moved: Cr Peta MacRae
Seconded: Cr Phil Barwick

THAT Council receives and accepts the August 2023 Economic Development Overview Report as presented.

CARRIED 7

13.3 COMMUNITY DEVELOPMENT OVERVIEW REPORT - AUGUST 2023

RESOLUTION OM09/ 09/23

Moved: Cr Peta MacRae
Seconded: Cr Kim Coghlan

THAT Council receives and accepts the August 2023 Community Development Overview Report as presented.

CARRIED 7

13.4 RADF COUNCIL INITIATED PROJECT**RESOLUTION OM10/ 09/23**

Moved: Cr Phil Barwick
Seconded: Cr George Fortune

THAT Council endorses the RADF Committee Council Initiated Project, to install a mural at 33 Miles Street, which is the southern adjoining wall to Centennial Place.

CARRIED 7**13.5 ENVIRONMENTAL AND BIOSECURITY OVERVIEW REPORT - JULY 2023 AND AUGUST 2023****RESOLUTION OM11/ 09/23**

Moved: Cr Paul Stretton
Seconded: Cr George Fortune

THAT Council receives and accepts the July 2023 and August 2023 Environmental and Biosecurity Overview Report as presented.

CARRIED 7**13.6 ENVIRONMENTAL GRANT PROGRAM 2022/2023 ROUND 1****RESOLUTION OM12/ 09/23**

Moved: Cr Paul Stretton
Seconded: Cr Peta MacRae

THAT Council awards the following funds to organisations under Round 1 of the Environmental Grant Program 2022/23:

- | | |
|------------------------------------|-----------|
| 1. Barkly Highway State School P&C | \$ 10,000 |
| 2. Good Shepherd Catholic College | \$ 1,500 |
| 3. Sunset State School | \$ 6,313 |

CARRIED 7**13.7 ENERGY EFFICIENCY IMPLEMENTATION STAGE 3****RESOLUTION OM13/ 09/23**

Moved: Cr Paul Stretton
Seconded: Cr Phil Barwick

That Council awards a contract with 3E Group Pty Ltd for the contract award value of **\$3,291,569 (ex GST)** to deliver Energy Conservation Measures, and delegates authority to the Chief Executive Officer to negotiate, finalise, and enter into the contract.

CARRIED 7

14 INFRASTRUCTURE SERVICES REPORTS**14.1 WASTE MANAGEMENT OVERVIEW REPORT - AUGUST 2023****RESOLUTION OM14/ 09/23**

Moved: Cr Paul Stretton
Seconded: Cr George Fortune

THAT Council receives and accepts the August 2023 Waste Management Overview Report as presented.

CARRIED 7

14.2 WORKS AND OPERATIONS OVERVIEW REPORT - JUNE 2023 - AUGUST 2023**RESOLUTION OM15/ 09/23**

Moved: Cr Mick Tully
Seconded: Cr Kim Coghlan

THAT Council receives and accepts the June 2023 to August 2023 Works and Operations Overview Report.

CARRIED 7

14.3 BUILDING OUR REGIONS ROUND 6 - REQUIRED FOR GRANT MILESTONES**RESOLUTION OM16/ 09/23**

Moved: Cr Phil Barwick
Seconded: Cr Paul Stretton

THAT Council acknowledges the required contribution, commits to delivering the project and acknowledges responsibility for all shortfalls if any individual project's expenditure exceeds the stated cost, for the following projects:

1. MICC BoR R6 Infra 0062 - Remove Water Network Interconnections and Reservoir Pipework Reconfiguration
Contribution \$2,000,000
Estimated total project cost \$6,265,231
2. MICC BoR R6 Pla 0027 - Camooweal Water Treatment Planning Project
Contribution \$166,675
Estimated total project cost \$250,000
3. MICC BoR R6 Pla 0029 - Gliderport Development
Contribution \$83,337.50
Estimated total project cost \$125,000
4. MICC BoR R6 Pla 0032 - Hydraulic Models
Contribution \$166,675
Estimated total project cost \$250,000
5. MICC BoR R6 Pla 0035 - Sewer system to Ryan Road Industrial Area
Contribution \$100,005
Estimated total project cost \$150,000

CARRIED 7

15 GENERAL BUSINESS

Nil

Meeting adjourned at 10:40 am

Meeting reconvened at 10:56 am

16 CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS**RESOLUTION OM17/ 09/23**

Moved: Cr Paul Stretton

Seconded: Cr Kim Coghlan

THAT Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the Local Government Regulation 2012:

16.1 Acquisition of Property Assessment No. 03963-00000-000

This matter is considered to be confidential under Section 254J - c of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government's budget.

16.2 Notice of Intention to Sell Land for Overdue Rates and Charges - Lot 9 on Crown Plan MPH14003, Lot 2 on Crown Plan MPH7949 and Lot on Crown Plan MPH21995

This matter is considered to be confidential under Section 254J - d and e of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions and 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.

CARRIED 7

At 10:57 am, during closed business, Cr Tully left the meeting due to a conflict of interest in relation to item 16.1 and remained out of the Chamber whilst the item was discussed.

At 10.59 am Cr Tully returned to the meeting.

RESOLUTION OM18/ 09/23

Moved: Cr Kim Coghlan

Seconded: Cr Paul Stretton

THAT Council moves out of Closed Council into Open Council at 11.05am.

CARRIED 7

Mayor Slade amended the Order of Business to enable the consideration of Item 16.2 prior to item 16.1.

16.2 NOTICE OF INTENTION TO SELL LAND FOR OVERDUE RATES AND CHARGES - LOT 9 ON CROWN PLAN MPH14003, LOT 2 ON CROWN PLAN MPH7949 AND LOT ON CROWN PLAN MPH21995**RESOLUTION OM19/ 09/23**

Moved: Cr Phil Barwick
 Seconded: Cr George Fortune

THAT Council resolves to:

- (a) Sell the land in the below Schedule pursuant to section 140(2) of the *Local Government Regulation 2012*; and
- (b) Delegate to the Chief Executive Officer its power to:
 - a. give a Notice of Intention to Sell the land to all interested parties under section 140(3) of the *Local Government Regulation 2012*; and
 - b. take all further steps required under sections 141, 142, 143, 144, 145 and 146 of the *Local Government Regulation 2012* to effect the sale of the land.

Schedule

Assessment No.	Description
05993-00000-000	Lot 9 on Crown Plan MPH14003, Lot 2 on Crown Plan MPH7949 & Lot 1 on Crown Plan MPH21995

CARRIED 7

At 11:07 am, Cr Mick Tully left the meeting due to a conflict of interest in item 16.1 and remained out of the Chamber whilst the item was considered and resolved.

16.1 ACQUISITION OF PROPERTY ASSESSMENT NO. 03963-00000-000

RESOLUTION OM20/ 09/23

Moved: Cr George Fortune
 Seconded: Cr Kim Coghlan

THAT Council

APPROVE the purchase of the residential freehold property assessment no. 03963-00000-000 at the offer price of \$480k and approve legal fees estimate of \$5k for relevant property transfers and searches.

AND authorise the Acting CEO to finalise the purchase following receipt of a satisfactory building inspection report.

CARRIED 6

There being no further business the Meeting closed at 11.08am.

The minutes of this meeting were confirmed at the Council Meeting held on 25 October 2023.

.....

CHAIRPERSON

6 ACTIONS FROM PREVIOUS COUNCIL MEETINGS**6.1 OUTSTANDING ACTIONS FROM PREVIOUS COUNCIL MEETINGS AS AT 20 OCTOBER 2023****Document Number: 800176****Author: Acting Senior Executive Assistant****Authoriser: Acting Chief Executive Officer****EXECUTIVE SUMMARY**

Outstanding actions from previous Council Meetings as at 20 October 2023.

RECOMMENDATION

THAT Council receives and notes the outstanding actions from previous Council Meetings as at 20 October 2023.

Meeting	Officer	Title	Target
Council 22/03/2023	Manager Environment, Regulatory Services & Land Use	Proposed Tenure Over Vacant Lease Area B SP248022 in Lot 8 RD138 – Mount Isa Campdraft Association Inc.	31/10/2023
Council 19/04/2023	Community Development Officer	RADF - Council Initiated Project - True Country	31/03/2024
Council 19/04/2023	Governance Coordinator	Adoption of Flag Protocol Policy	3/05/2023
Council 19/04/2023	Governance Coordinator	Adoption of Confidentiality Policy	3/05/2023
Council 21/06/2023	Governance Coordinator	Update of Reimbursement of Expenses and Provision of Facilities for Mayor and Councillors Policy	5/07/2023
Council 21/06/2023	Community Development Officer	Youth Strategy 2023-2027	31/10/2023
Council 19/07/2023	Governance Coordinator	MICCOE Adoption of Documentation and EOI - CHAIR	2/08/2023
Council 19/07/2023	Governance Coordinator	Update of Register of Delegations - Council to CEO	2/08/2023
Council 23/08/2023	Senior Executive Assistant, Infrastructure Services	Waste Fees and Charges	6/09/2023
Council 23/08/2023	Senior Executive	NRMA EV Charging Site in Mount Isa	6/09/2023

Meeting	Officer	Title	Target
	Assistant, Infrastructure Services		
Council 23/08/2023	Manager Major Projects	Aquaplay Facility Design and Construction Tender (RFT2023)	6/09/2023
Council 23/08/2023	Coordinator Environmental Services	Annual Report 22/23 - Environmental Charge Projects	6/09/2023
Council 23/08/2023	Governance Coordinator	Audit and Risk Committee - Appointment of external member	6/09/2023
Council 23/08/2023	Governance Coordinator	Updated policies for adoption	6/09/2023
Council 23/08/2023	Senior Planning Officer	Operational Works Application for a Digital Billboard (Sign) at 41-43 Simpson Street, described as Lot 2 on plan SP158996	6/09/2023
Council 23/08/2023	Community Development Officer	RADF - Out of Rounds Application - Mount Isa Council of Christian Churches	30/09/2023
Council 23/08/2023	Community Development Officer	Request for variation - MITEZ Gala Dinner	30/09/2023
Council 15/09/2023	Manager Environment, Regulatory Services & Land Use	Energy Efficiency Implementation Stage 3	29/09/2023
Council 15/09/2023	Funding Officer	Building Our Regions Round 6 - Required for Grant Milestones	29/09/2023
Council 15/09/2023	Director Community Services	Environmental Grant Program 2022/2023 Round 1	29/09/2023
Council 15/09/2023	Director Corporate Services	Notice of Motion - Mayor, Cr Danielle Slade	16/09/2024

ATTACHMENTS**Nil**

7 DECLARATIONS OF CONFLICTS OF INTEREST

8 MAYORAL MINUTE

Nil

9 READING AND CONSIDERATION OF CORRESPONDENCE

Nil

10 NOTICES OF MOTION

Nil

11 EXECUTIVE SERVICES REPORTS**11.1 UPDATED POLICIES FOR ADOPTION****Document Number:** 799684**Author:** Coordinator, Governance and Disaster Management**Authoriser:** Acting Chief Executive Officer**Directorate:** Executive Services**Portfolio:** Executive Services**EXECUTIVE**

Executive Services (Governance) continues review and update of all Council's policies.

RECOMMENDATION

THAT Council adopts the following updated statutory policies:-

1. Anti-Discrimination and Equal Employment Opportunity policy V3
2. Anti-Bullying policy V3

OVERVIEW

Policies operationalise legislative and strategic intent and are an important part of responsible corporate governance, risk management and stakeholder engagement. Policies are required to be reviewed regularly and many are now due. Governance has made substantial advances in reviewing the policies to date.

BACKGROUND

Only statutory policies require adoption by resolution of Council. Administrative and Strategic policies can be adopted where approved by the Executive Management Team and CEO. The statutory policies recommended above have been subject to relatively minor changes consisting mostly of reducing unnecessary duplications. The policies reflect legislative requirements as well as Council's desire to clearly communicate a firm stance against bullying and discrimination.

BUDGET AND RESOURCE IMPLICATIONS

Not Applicable

LINK TO CORPORATE PLAN

Theme:	5.	Ethical & Inclusive Governance
Strategy:	5.3	Develop and implement customer focused policies and processes in keeping with Council's commitment to customer service

CONSULTATION (INTERNAL AND EXTERNAL)

All policies recommended for adoption have been through a consultation process with the Executive Management Team and relevant staff where necessary.

LEGAL CONSIDERATIONS

Council is governed by the *Local Government Act 2009* and the *Local Government Regulation 2012* and must abide by all requirements of the legislation.

Bullying is subject to legislative guidance including in the *Industrial Relations Act 2016*, the *Fair Work Act 2009*, and the *Work Health and Safety Act 2011*, and indirectly, the *Workers Compensation and Rehabilitation Act 2003*.

There are a variety of legislative Acts which protect people from discrimination in the workplace, including the *Disability Discrimination Act 1992* (Cth), and *Age Discrimination Act 2004* (Cth). This group of Acts are referred to as EEO laws. Under EEO laws, discrimination, vilification, sexual harassment, bullying, and victimisation are unlawful and strictly prohibited.

POLICY IMPLICATIONS

These are amended policies and are necessary for the effective conduct of Council.

RISK IMPLICATIONS

Council needs to demonstrate 'best practice governance' by ensuring policies are up to date and serve the current needs of Council.

HUMAN RIGHTS CONSIDERATIONS

Pursuant to the *Human Rights Act 2019 (the Act)*, and Mount Isa City Council Human Rights Policy, proper consideration has been given to human rights which may be affected by these policies.

The policies are compatible with the following sections of *the Act*; 15(2)-(5); 20, 21, 22, 25, 27, 28. In summary, these sections prohibit discrimination or inequitable treatment, provide for the protection of reputation, and the right to expression of self and culture.

ATTACHMENTS

1. **Anti-Discrimination and EEO Policy V3** [↓](#) 
2. **Anti-Bullying Policy V3** [↓](#) 



STATUTORY POLICY
MOUNT ISA CITY COUNCIL

Anti-Discrimination and Equal Employment Opportunity Policy

RESOLUTION NO. OM23/10/25 VERSION V3

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Anti-Discrimination and Equal Employment Opportunity Policy**, made in accordance with the provisions of *Local Government Act and Regulations, Public Records Act, Mount Isa City Council's Local Laws, Subordinate Local Laws and current Council Policies*.

Statutory Policies comply with a legislative requirement; the **Anti-Discrimination and Equal Employment Opportunity Policy** is approved by the Mount Isa City Council for the operations and procedures of Council.

.....
 Tim Rose
Acting Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID# 625098			POLICY TYPE
			Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	24.08.2011	OM18/08/11 Adopted	Responsible Officer Human Resources Manager Description Document Creation – New Document
V2	14.08.2017	OM23/08/17 Amended	Responsible Officer Human Resources Coordinator Description Update and transfer to new template
V3	25.10.2023	OM23/10/25 Adopted	Responsible Officer Human Resources Coordinator Description Review of Content
			REVIEW DUE 08/2025 Review by Council

DISTRIBUTION AND DISSEMINATION			
Internal email to all employees	X	Section meetings / Toolbox talks	X
Internal email to all councillors	X	Included in employee inductions	X
Employee noticeboards		Uploaded to Council website	X
Internal training to be provided	X	External training to be provided	
Registered in magiQ	X		



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**Anti-Discrimination and Equal Employment Opportunity Policy**

RESOLUTION NO. OM23/10/25 VERSION V3

1. PURPOSE

Mount Isa City Council ("Council"), is committed to Equal Employment Opportunity. Equal Employment Opportunity (EEO) is the principle that everyone should have equal access to employment opportunities based on merit. This access to equal employment should be without fear of discrimination or harassment.

Mount Isa City Council ("Council") is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. Discrimination, harassment, vilification, and bullying are risks to the health and safety of the workplace. They are unacceptable and will not be tolerated by the Council.

2. COMMENCEMENT OF POLICY

This policy will commence from 26 October 2023. It replaces all other Equal Employment Opportunity Policies (whether written or not).

3. APPLICATION OF POLICY

This Policy applies to employees, agents and contractors (including temporary contractors) of Council, collectively referred to in this Policy as 'workplace participants'.

This Policy extends to all functions and places that are work related.

4. EEO LAWS

There are a variety of Acts which protect people from discrimination in the workplace, including the *Disability Discrimination Act 1992* (Cth), and *Age Discrimination Act 2004* (Cth). This group of Acts are referred to in this document as EEO laws. Under EEO laws, discrimination, vilification, sexual harassment, bullying, and victimisation are unlawful and strictly prohibited.

5. RESPONSIBILITIES

Everyone at the workplace has a legal responsibility to prevent discrimination, vilification, sexual harassment, bullying and victimisation.

Everyone must:

- 5.1 not engage in any unlawful conduct towards others;
- 5.2 not aid, abet or encourage other persons to engage in unlawful conduct;
- 5.3 follow the complaint procedure in this Policy if they experience any unlawful conduct;
- 5.4 report any unlawful conduct they see occurring to others in the workplace in accordance with the complaint procedure in this Policy; and
- 5.5 maintain confidentiality if they are involved in the complaint procedure.
- 10.6 be aware they can be held legally responsible for their unlawful conduct.
- 10.7 be aware they can also be legally liable if they aid, abet or encourage other persons to engage in unlawful conduct.

6. DISCRIMINATION

Discrimination in employment occurs when a person is treated less favourably in their employment because of a ground of discrimination. Grounds of discrimination are set by law (Federal, State and Territory laws). A full list of the grounds of discrimination which operate Australia wide are set out below.

- a) Race (including colour, nationality, descent, ethnic, ethno-religious or national origin);
- b) Religious belief or activity;
- c) Sex;



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**Anti-Discrimination and Equal Employment Opportunity Policy**

RESOLUTION NO. OM23/10/25 VERSION V3

- d) Marital status, relationship status;
- e) Pregnancy (including potential pregnancy);
- f) Homosexuality, transsexuality, sexuality, sexual preference, lawful sexual activity, gender identity;
- g) Carers' responsibilities, family responsibilities, carer or parental status, being childless;
- h) Disability, including physical, mental and intellectual disability;
- i) Breastfeeding;
- j) Age;
- k) Industrial/trade union membership, non-membership or activity;
- l) Political belief or activity;
- m) Employer association membership, non-membership or activity;
- n) Compulsory retirement;
- o) Temporary absence from work because of illness or injury;
- p) Criminal record;
- q) HIV/AIDS;
- r) Medical record;
- s) Spent convictions;
- t) Defence service;
- u) Association (i.e. association with a person who has one or more of the attributes for which discrimination is prohibited).

Discrimination also includes the situation where a workplace participant harasses another person based on a ground of discrimination. Harassment is unwelcome conduct that a reasonable person would expect to offend, humiliate or intimidate.

7. VILIFICATION

Vilification is a public act which incites hatred, severe contempt or severe ridicule of a person or group, because of race, religion, sexuality or gender identity. Vilification is a particularly serious breach of EEO laws.

8. SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated or intimidated. Conduct can amount to sexual harassment even if the person did not intend to offend, humiliate or intimidate the other person. However, conduct will not be sexual harassment if a reasonable person, having regard to all the circumstances, would not have anticipated that the conduct would offend, humiliate or intimidate the other person. Sexual harassment does not have to be directed at a particular individual to be unlawful. Behaviour which creates a hostile working environment for other workplace participants can also be unlawful.

9. BULLYING

Bullying is repeated, unreasonable behaviour directed towards an individual or group, which creates a risk to health and safety. Unreasonable behaviour means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten. Single incidents of unreasonable behaviour can also create a risk to health and safety and may escalate into bullying. There is no requirement that bullying be intentional.

It is not bullying for a manager or supervisor to counsel a workplace participant about their performance. Performance counselling is a necessary part of ensuring that workplace participants meet Council's standards of work and behaviour. Also, other reasonable managerial actions such as



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disciplinary action, work directions and orders, and allocation of work in compliance with business needs and systems do not constitute bullying.

Refer to Councils Anti-Bullying Policy for more information.

10. VICTIMISATION

Victimisation is where a person is retaliated against or subjected to a detriment because they have lodged a complaint, they intend to lodge a complaint or they are involved in a complaint of unlawful conduct. Workplace participants must not retaliate against a person who raises a complaint or subject them to any detriment.

11. BREACH OF THIS POLICY

All workplace participants are required to comply with this Policy. If an employee breaches this Policy, they may be subject to disciplinary action. This may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with Council terminated or not renewed.

If a person makes an unfounded complaint or a false complaint in bad faith (e.g. making up a complaint to get someone else in trouble or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

12. COMPLAINT HANDLING PROCEDURE

If a workplace participant feels that they have been subjected to any form of unlawful conduct contrary to EEO laws or this Policy, they should not ignore it. Workers have the options below to respond to the situation.

13. EXAMPLES OF THE WAYS IN WHICH A COMPLAINT CAN BE DEALT WITH**13.1 Confront the Issue**

If a workplace participant feels comfortable doing so, they should seek to address the issue with the person concerned. A workplace participant should identify the offensive behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stop. It may be that the other person was not aware that their behaviour was unwelcome or caused offence.

This is not a compulsory step. If a workplace participant does not feel comfortable confronting the person, or the workplace participant confronts the person and the behaviour continues, the workplace participant should report the issue to their immediate supervisor.

If a workplace participant is unsure about how to handle a situation and is also unsure if they want to make a complaint they should contact a People, Culture and Safety staff member for support and guidance.

13.2 Report the Issue

A workplace can report the issue to their direct supervisor. If this is not appropriate then the employee should report the issue to the next person in the chain of command. If the employee feels that it is not appropriate, they should report the issue to the Senior Human Resources Officer.

The supervisor or the Senior Human Resources Officer who received the report (further referred to as the Complaints Officer) will deal with the workplace participant's complaint in accordance with this Policy. There are two complaint procedures that can be used: informal and formal (detailed further below). The type of complaint procedure used will be determined by the nature of the complaint that is made.

13.2.1 Informal Complaint Procedure

Under the informal complaint procedure there is a broad range of options for addressing the complaint. The procedure used to address the issue will depend on the individual circumstances of the case. Possible options include, but are not limited to:



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- a) the Complaints Officer discussing the issue with the person against whom the complaint is made; and/or
- b) the Complaints Officer facilitating a meeting between the parties in an attempt to resolve the issue and move forward.

The informal complaint procedure is more suited to less serious allegations that if founded, would not warrant disciplinary action being taken.

13.2.2 Formal Complaint Procedure

The formal complaint procedure involves a formal investigation of the complaint. Formal investigations may be conducted by a Complaints Officer, People, Culture and Safety Manager, or a person from outside Council, appointed by Council at the discretion of the CEO.

An investigation generally involves, collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the Complaints Officer, People, Culture and Safety Manager, or the external investigator will make recommendations about resolving the complaint.

If Council considers it appropriate for the safe and efficient conduct of an investigation, workplace participants may be required not to report for work during the period of an investigation. Council may also provide alternative duties or work during the investigation period. Generally, employees will be paid their normal pay during any such period.

14. CONFIDENTIALITY

The Complaints Officer will endeavour to maintain confidentiality as far as possible. However, it may be necessary to speak with other workplace participants to determine what happened, to afford fairness to those against whom the complaint has been made and to resolve the complaint. If a complaint is raised and it appears that unlawful conduct has occurred, Council will endeavour to take appropriate action in relation to this conduct.

All workplace participants involved in the complaint must also maintain confidentiality, including the workplace participant who lodges the complaint. Workplace participants may discuss the complaint with a designated support person or representative (who is not a workplace participant employed or engaged by Council). However, the support person or representative must also maintain confidentiality.

15. POSSIBLE OUTCOMES

The possible outcomes will depend on the nature of the complaint and the procedure followed to address the complaint.

16. WHAT TO DO IF YOU ARE NOT SATISFIED WITH THE OUTCOME

If any of the parties are not satisfied with the way the complaint was handled or the outcome of the complaint process they can contact the People, Culture and Safety Manager in the first instance, or, where the complaint was handled by the People, Culture and Safety Manager, the CEO, and request a review.

Where the complaint handling process and/or the outcome is reviewed by the People, Culture and Safety Manager or CEO, their decision in relation to the review will be final.

Council's goal is to resolve issues in-house wherever possible, however, external agencies are also available to assist.

17. QUESTIONS

If someone is unsure about any matter covered by this Policy, they should seek the assistance of their supervisor or the Senior Human Resources Officer.

Contacts for Outside Agencies

- Australian Human Rights Commission
Toll Free: 1300 656 419



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- Anti-Discrimination Commission (QLD)
Toll free: 1300 130 670

18. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

19. COMMUNICATION AND DISTRIBUTION

- 19.1 Council will make available to the public, the Anti-Discrimination and Equal Opportunity Policy on our website at www.mountisa.qld.gov.au.
- 19.2 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

20. ASSOCIATED DOCUMENTS

- Anti- Bullying Policy
- Personal Grievance Policy
- Code of Conduct for Employees
- Performance and Misconduct Policy



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APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Anti-Bullying Policy**, made in accordance with the provisions of *Local Government Act and Regulations, Public Records Act, Mount Isa City Council's Local Laws, Subordinate Local Laws and current Council Policies*.

Statutory Policies comply with a legislative requirement; the **Anti-Bullying Policy** is approved by the Mount Isa City Council for the operations and procedures of Council.

.....
Tim Rose
Acting Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID#/R840937FILE1208 Policy Register		POLICY TYPE	Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	12.07/2013	OM37/06/13 Adopted	Responsible Officer Human Resources Manager Description Document Creation – New Document
V2	14.08.2017	OM22/08/17 Amended	Responsible Officer Human Resources Coordinator Description Content, formatting and change of title from Workplace Bullying & Harassment Prevention Policy
V3	25.10.2023	OM23/10/25 Adopted	Responsible Officer People, Culture and Safety Manager Human Resources Coordinator Description Review of content
		REVIEW DUE	08/2025 25/10/2025 <i>Review by Council</i>

DISTRIBUTION AND DISSEMINATION			
Internal email to all employees	X	Section meetings / Toolbox talks	X
Internal email to all councillors	X	Included in employee inductions	X
Employee noticeboards		Uploaded to Council website	X



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Internal training to be provided	X	External training to be provided	
Registered in magiQ	X		



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1. PURPOSE

Mount Isa City Council ("Council") is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. Bullying is a risk to the health and safety of the workplace. It is unacceptable and will not be tolerated by the Council.

Bullying is subject to legislative guidance including in the *Industrial Relations Act 2016*, the *Fair Work Act 2009*, and the *Work Health and Safety Act 2011*, and indirectly, the *Workers Compensation and Rehabilitation Act 2003*.

This policy outlines the Council's commitment to a safe workplace and is aimed at ensuring, so far as it reasonably can, that employees are not subjected to any form of bullying while at work. It also details the legal responsibilities of the Council and employees in relation to preventing bullying in the workplace.

2. COMMENCEMENT OF POLICY

This policy will commence on 26 October 2023. It replaces all other bullying policies (whether written or not).

3. APPLICATION OF POLICY

This policy covers all employees of the Council (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Council (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively "workers"). This Policy extends to all functions and places that are work related.

4. RESPONSIBILITIES

4.1 Everyone at the workplace has a legal responsibility to prevent bullying from occurring.

4.2 Under relevant health and safety legislation (the "Legislation") the Council has the primary duty to eliminate or minimise, as far as reasonably practicable, the risks to health and safety in the workplace. This duty includes the implementation of strategies to prevent workplace bullying. This policy will assist the Council in complying with its legal responsibilities.

4.3 Workers are also required under the Legislation to take reasonable care for their own health and safety, as well as that of others at the Council's workplace. They must also comply with any reasonable instruction given by the Council. Compliance with this policy will assist workers in meeting their legal responsibilities.

5. WHAT IS WORKPLACE BULLYING?

5.1 Workplace bullying is repeated, unreasonable behaviour, directed towards a worker or a group of workers that creates a risk to health and safety. It includes both physical and psychological risks and abuse.

'Repeated behaviour' refers to the persistent nature of the behaviour and can refer to a range or pattern of behaviours over a period of time (for example, verbal abuse, unreasonable criticism, isolation and subsequently being denied opportunities – ie a pattern is being established from a series of events).

'Unreasonable behaviour' means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten another person.

5.2 Examples of workplace bullying

Bullying behaviours can take many different forms, from the obvious (direct) to the more subtle (indirect). The following are some examples of both direct and indirect bullying:

Direct bullying:

- a) abusive, insulting or offensive language;
- b) spreading misinformation or malicious rumours;
- c) inappropriate comments about a person's appearance, lifestyle, their family or sexual preferences.



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Indirect bullying:

- a) unreasonably overloading a person with work, or not providing enough work;
- b) setting timeframes that are difficult to achieve, or constantly changing them;
- c) setting tasks that are unreasonably below, or above, a person's skill level;
- d) deliberately excluding or isolating a person from normal work activities;
- e) withholding information that is necessary for effective work performance;
- f) deliberately denying access to resources or workplace benefit and entitlements, for example training, leave; or
- g) deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular worker or workers.

The above examples do not represent a complete list of bullying behaviours. They are indicative of the type of behaviours which may constitute bullying and therefore unacceptable to the Council.

- 5.3 A single incident of unreasonable behaviour does not usually constitute bullying. However, it should not be ignored as it may have the potential to escalate into bullying behaviour.
- 5.4 A person's intention is irrelevant when determining if bullying has occurred.
- 5.5 Bullying in the workplace is harmful not only to the target of the behaviour but damages the Council's culture and reputation. It is unacceptable and will not be tolerated.

6. WHAT IS NOT WORKPLACE BULLYING?

- 6.1 Managing staff does not constitute bullying, if it is done in a reasonable manner. Supervisors have the right, and are obliged to, manage their staff. This includes directing the way in which work is performed, undertaking performance reviews, and providing feedback (even if negative).

7. COMPLAINT HANDLING PROCEDURES

- 7.1 If a worker feels that they have been bullied, they should not ignore it. Workers have the options below to respond to the situation.

7.1.1 Confront the Issue

If a worker feels comfortable doing so, they should seek to address the issue with the person concerned. A worker should identify the bullying behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stop. It may be that the other person was not aware that their behaviour was unwelcome or caused offence.

This is not a compulsory step. If a worker does not feel comfortable confronting the person, or the worker confronts the person and the behaviour continues, the worker should report the issue to their immediate supervisor.

If a worker is unsure about how to handle a situation and is also unsure if they want to make a complaint they should contact a People, Culture and Safety staff member for support and guidance.

7.1.2 Report the Issue

A worker can report the issue to their direct supervisor. If this is not appropriate then the employee should report the issue to the next person in the chain of command. If the employee feels that it is not appropriate, they should report the issue to the Senior Human Resources Coordinator/Officer.

The supervisor or the Senior Human Resources Officer/Human Resources Coordinator who received the report (further referred to as the Complaints Officer) will deal with the worker's complaint in accordance with this Policy. There are two complaint procedures that can be used:



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informal and formal (detailed further below). The type of complaint procedure used will be determined by the nature of the complaint that is made.

7.1.2.1 Informal Complaint Procedure

Under the informal complaint procedure there is a broad range of options for addressing the complaint. The procedure used to address the issue will depend on the individual circumstances of the case. Possible options include, but are not limited to:

- a) the Complaints Officer discussing the issue with the person against whom the complaint is made; and/or
- b) the Complaints Officer facilitating a meeting between the parties in an attempt to resolve the issue and move forward.

The informal complaint procedure is more suited to less serious allegations that if founded, would not warrant disciplinary action being taken.

7.1.2.2 Formal Complaint Procedure

The formal complaint procedure involves a formal investigation of the complaint. Formal investigations may be conducted by a Complaints Officer, Human Resources Manager, People, Culture and Safety Manager, or a person from outside Council, appointed by Council at the discretion of the CEO.

An investigation generally involves collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the Complaints Officer, Human Resources Manager, People, Culture and Safety Manager, or the external investigator will make recommendations about resolving the complaint.

If Council considers it appropriate for the safe and efficient conduct of an investigation, workers may be required not to report for work during the period of an investigation. Council may also provide alternative duties or work during the investigation period. Generally, employees will be paid their normal pay during any such period.

8. POSSIBLE OUTCOMES

- 8.1 The possible outcomes will depend on the nature of the complaint and the procedure followed to address the complaint.

9. WHAT TO DO IF YOU ARE NOT SATISFIED WITH THE OUTCOME

- 9.1 If any of the parties are not satisfied with the way the complaint was handled or the outcome of the complaint process, they can contact the Human Resources Manager, People, Culture and Safety Manager in the first instance, or, where the complaint was handled by the People, Culture and Safety Manager, Human Resources Manager, the CEO, and request a review.
- 9.2 Where the complaint handling process and/or the outcome is reviewed by the People, Culture and Safety Manager, Human Resources Manager or CEO, their decision in relation to the review will be final.
- 9.3 Council's goal is to resolve issues in-house wherever possible, however, external agencies are also available to assist workers.

10. CONFIDENTIALITY

- 10.1 The Complaints Officer will endeavour to maintain confidentiality as far as possible. However, it may be necessary to speak with other workers to determine what happened, to afford fairness to those against whom the complaint has been made and to resolve the complaint. If a complaint is raised and it appears that unlawful conduct has occurred, Council will endeavour to take appropriate action in relation to this conduct.



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10.2 All workers involved in the complaint must also maintain confidentiality, including the worker who lodges the complaint. Workers may discuss the complaint with a designated support person or representative (who is not a worker employed or engaged by Council). However, the support person or representative must also maintain confidentiality.

11. BREACH OF POLICY

- 11.1 Council takes very seriously its commitment to providing a safe and healthy work environment, free from bullying. All workers are required to comply with this policy.
- 11.2 If an employee breaches this policy, they may be subject to disciplinary action as per Councils Performance and Misconduct Policy. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Council terminated or not renewed.
- 11.3 If a person makes a false complaint, or a complaint in bad faith (e.g. making up a complaint to get someone else in trouble, or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

12. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

13. COMMUNICATION AND DISTRIBUTION

- 13.1 Council will make available to the public, the Anti-Bullying Policy on our website at www.mountisa.qld.gov.au.
- 13.2 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

Variation

Council reserves the right to vary, replace or terminate this policy from time to time.

14. Associated Documents ASSOCIATED DOCUMENTS

- Workplace Bullying Assessment Checklist
- Performance and Misconduct Policy

11.2 2023-2024 ANNUAL OPERATIONAL PLAN - FIRST QUARTER UPDATE

Document Number: 799692

Author: Coordinator, Governance and Disaster Management

Authoriser: Acting Chief Executive Officer

Directorate: Executive Services

Portfolio: Executive Services

EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012, Section 174(3)*, 'the Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months'.

RECOMMENDATION

THAT Council receive and accept the 2023-2024 Annual Operational Plan – First Quarter Update report.

OVERVIEW

As required, the progress of the actions contained within the Operational Plan is presented in the attached report detailing the first quarter review for 2023-2024.

BACKGROUND

In accordance with the *Local Government Regulation 2012*, a local government must prepare and adopt an annual operational plan. As required by the *Local Government Regulation 2012* section 175, the Operational Plan must be:

- a) consistent with its annual budget and
- b) state how the local government will –
 - i) progress the implementation of the 5-year corporate plan during the period of the operational plan and
 - ii) manage operational risks

BUDGET AND RESOURCE IMPLICATIONS

All actions are budgeted for.

LINK TO CORPORATE PLAN

Theme:	5.	Ethical & Inclusive Governance
Strategy:	5.1	Continually monitor and evaluate all Council operations and conduct independent surveys of client/customer satisfaction levels

CONSULTATION (INTERNAL AND EXTERNAL)

The Executive Management Team was consulted.

LEGAL CONSIDERATIONS

Local Government Regulation 2012

POLICY IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil

HUMAN RIGHTS CONSIDERATIONS

The protected Human Rights were considered during the preparation of the 2023-2024 Operational Plan.

ATTACHMENTS

1. **2023-2024 Annual Operational Plan - First Quarter Update** [↓](#) 



OPERATIONAL PLAN

JULY 2023 - JUNE 2024

QUARTER 1 REVIEW

QUARTER 1 REVIEW



2023-2024 MOUNT ISA CITY COUNCIL ANNUAL OPERATIONAL PLAN

PEOPLE AND COMMUNITIES					
VISION: To establish safe and healthy communities with a strong sense of identify which supports the people and groups who work, live, play and visit here.					
ITEM	ACTION	SUCCESS MEASURE	LEAD RESPONSIBILITY	Q1 Comments	Status
1.1	Assist community groups to increase their sustainability and build social capacity	Distribute community grants and employ a grants officer to assist in building capacity of local community groups	Community	Round 1 Community Grants and Sponsorship program promoted to community.	On Target
1.2	Develop and promote our unique artistic and cultural diversity	Support RADF and be part of Welcoming Cities as well as supporting the multi-cultural festival	Community	RADF - Railway Substation artworks (murals completed) RADF - Mural works for Centanery Place completed (3x containers and wall).	On Target
1.3	Advocate for youth engagement in Council decisions	Develop and implement a Youth Strategy	Community	Youth Strategy Completed. Implementation planning session underway	On Target
1.4	Progress the Reconciliation Action Plan	Subject to funding application, implement Stage 2 of the Indigenous Skills and Employment Program	Corporate	Funding application submitted, awaiting outcome.	On Target
1.5	Further develop libraries to become active community hubs of learning and social inclusion	Seek funding for the detailed design drawings as per the Master Plan completed in November 2021, to refurbish and incorporate the future operation of the Country University Centre	Community	Application submitted for Growing Regions Fund (federal)	On Target
1.6	Lobby State Government for improved state secondary educational opportunities and facilities in Mount Isa	Work with schools to advise of opportunity for tertiary courses available from the first term 2024 at the country university centre, including providing information packs to the new cohort	Community	Country University corporation set. TAFE College is the location. Capital works being planned Promotion for enrolment of students being advertised Start date scheduled for January 2024	On Target
1.7	Create a better community regarding social issues and social behaviour	Maintain a presence via the Community Connect model to influence social outcomes in the City	Community	Attendance at Regional Youth Alliance Network Meetings (RYAN made up of community support agencies	On Target
1.8	Maximise private and government funding opportunities to provide access to all training and mentoring programs that promote employment	Work with government agencies, TAFE Queensland (Mount Isa Campus) and schools to establish relationships, partnerships and traineeships that lead to employment	Corporate	Commenced	Review Req'd
1.9	Continue the established strategic alliances with the Australian Mining Cities Alliance and Northwest Regional Organisation of Councils	Support and participate in Strategic alliances	Executive	MICC hosted the AMCA Board meeting in Mount Isa on the 18/9/2023 in conjunction with the Miners memorial. Council also hosted the NWROC meeting on the 6 October 2023.	On Target
1.10	Develop and implement an action plan for Council's role in Major Events and Tourism	Review and complete relevant actions within the Mount Isa Tourism Development Strategy 2020-2025	Community	Economic Development team meetings held fortnightly to promote, deliver and measure actions as per EDS	On Target
1.11	Provide 100 years Community Celebrations and community infrastructure for year 2023	Deliver program of remaining events in 2023	Community	All events as per funding agreement delivered. Final acquittal to be completed by Quarter 2	On Target

QUARTER 1 REVIEW

PROSPEROUS AND SUPPORTIVE ECONOMY					
VISION: To develop a prosperous and diverse local economy which supports existing industry and encourages new and innovative business and practices.					
ITEM	ACTION	SUCCESS MEASURE	LEAD RESPONSIBILITY	Q1 Comments	Status
2.1	Lobby for the improved delivery of NBN and Copperstring data connection services to Mount Isa and Region	Lobby for enhanced Internet connectivity for the Mount Isa Region.	Corporate / Community	UGL has been engaged by nbn to undertake works as part of the construction of the nbn network (N2P program). UGL will be the delivery partner for the N2P program, tasked with extending fibre optic connectivity within the community on behalf of NBN. Works commenced on 22 September 2023 and will be delivered in a staged approach covering Mount Isa City.	On Target
2.2	Lobby State and National Governments to enhance and develop key transport gateways, freight links including public transport and rail services to adjacent regions	Work with MITEZ and RDA on progressing a Transport and Logistic Hub	Community	Transport Logistics Centre proposal put forward through the Regional Economic Futures Fund.	On Target
2.3	Improvements to Social infrastructure investment	Completion of Centennial project and Splashez (aquatic) project in accordance with the approved budget and timeframes	Infrastructure	Provide a rigour to the delivery of PMO across oversight, delivery, UX and Post completion handover and serviceability.	Review Req'd
2.4	Work with State Government Agencies regarding services for education, health, recreation, and housing	Undertake effective and successful advocacy with all agencies including meeting annually with North West Hospital Board representatives to ensure strategic alignment	Community	No meetings conducted with Health Dept in Qtr1. Ongoing communications with Govt departments re Housing, education, Sport & Rec.	On Target
2.5	Apply and review the City of Mount Isa Planning Scheme in accordance with State legislation to ensure consistent and balanced decisions are made in relation to lifestyle and growth opportunities	The City of Mount Isa Planning Scheme review to be commenced during the 2023/24 financial year	Community	Scoping of amendment underway, early analysis has identified need to include both macro and granular changes.	On Target
2.6	Continue to undertake strategic Urban Design projects	Advance the implementation of the CBD Masterplan, and report on feasibility and development options. Continue remediation, management and development opportunity investigation for the former abattoir site	Community	Works ongoing with CBD development works. - Centenary Place construction. - Concept and Detailed Design works for Frank Aston Hill. - RV CBD parking strategy identified for actioning	On Target
2.7	Enhance relationships with larger employers in the region to ensure the proper future planning of infrastructure and the promotion of Mount Isa	Work with mining sector and State government on infrastructure requirements Initiatives	Community	Meetings held with a range significant industry stakeholders in relation to industry expansion.	On Target
2.8	Advocate for childcare services that support shift work hours, including night shift	Council to consider the Mount Isa Early Education report recommendations and Council to advocate for more childcare places in the region to meet community needs	Community	Council has commenced an advocacy program to support additional centres / places in Mount Isa.	On Target
2.9	Investigate incentives to encourage upgrading old housing stock in the Mount Isa area	Council to implement the Housing Action Plan for Mount Isa	Community	Application for funding submitted through Regional Economic Futures Fund (access road and development 10 housing lots)	On Target

QUARTER 1 REVIEW

SERVICES AND INFRASTRUCTURE					
VISION: To establish innovative and efficient infrastructure networks that services the local communities and industry.					
ITEM	ACTION	SUCCESS MEASURE	LEAD RESPONSIBILITY	Q1 Comments	Status
3.1	Undertake a review of Council's service portfolio to establish standards and scope of each to improve resource allocation	Establish Council's adopted service levels for roads, parks, and other infrastructure services by May 2024	Corporate	Services delivered by Corporate, Community service and Parks & Gardens have been documented. Quotes have been received for the remainder of services. Works to commence in Quarter 3 of the financial year.	On Target
3.2	Review all cemetery services including cremation services, determining the viability of above ground vault construction and identify land for future expansion	Implement recommendations via the Cemetery Masterplan review by May 2024	Community	Recommendation 6 - Record Keeping Improvement has been scoped, delayed due to ERP implementation.	On Target
3.3	Improvements be made to the amenity of the City	Improve the visibility of City areas by improved collaboration with property owners and government agencies to address visual amenity and participate in the Welcoming Cities programme	Community	Grant applications underway to implement stages of CBD Masterplan. Welcoming City events have been delivered.	On Target
3.4	Public Realm and natural estate assets of the Council	Specific position papers to be prepared on the following topics:- Revitalisation of commercial properties, Revitalisation of dilapidated housing stock, Graffiti cleanup and management strategies, and incentives for development/ redevelopment opportunity	Community	Community Graffiti removal program being delivered. CBD housing/business revitalisation works under consideration through CBD Master plan. The Gliderport Greenfield land development proposal has been revisited with outcomes being a revised strategy brief to Council and progress to designing the urban arterial link road as a first priority.	On Target
3.5	Develop and implement Council land management strategies including its reserves	Implement North-West Queensland Regional Biosecurity Plan and Council's own Biodiversity Strategy and Environmental Management Plan	Community	Urgent recruitment of Rural Lands Officer has been prioritised to deal with backlog of work.	On Target
3.6	Develop sports complexes to replace and add to the availability of various sporting facilities	Complete a masterplan for the (multi) sport precinct, identify funding availability and review opportunities. Use the feasibility study for the Motor sport complex to identify funding opportunities for the design and construction phase	Community	Early scoping of Multi Sport Precinct underway. Motorsports Feasibility Study has reached final stages. Anticipated presentation to Council in late 2023.	On Target
3.7	Continue to review and expand Asset Management Plans	Council to review and update the asset management plans for all classifications of assets by May 2024	Corporate	The focus for quarter 1 was Fleet (Plant and Equipment) assets. A comprehensive review has been done into Fleet operations. A Fleet Management Committee has been created to provide oversight over the function. Works are underway to action recommendations from the recent review and past internal audits.	On Target
3.8	Analyse current roads and other associated infrastructure to determine priorities	The Road Hierarchy Study to be presented to Council by May 2024	Infrastructure	Look at the TiDS and R2R Framework and utilize this structure to deliver MICC local roads Priority Matrix	Review Req'd
3.9	Deliver suitable signage and directional indicators for open space, walkways and cycle paths that are user friendly for all demographics	Council to liaise with TMR to implement the bikeways and pathways plan	Infrastructure / Community	Works in the Healy precinct completed, some defects to be addressed. Planning for additional works underway.	Review Req'd
3.10	Identify new external revenue sources, including grants, to fund City infrastructure and services	Finalise and advocate plan to secure new funding sources for:- CBD Upgrade as per the Master Plan, Outback at Isa upgrade development phases as a consequence of detailed design plans and Mount Isa Lookout Upgrade as per detailed design plans	Corporate / Infrastructure	Awaiting outcome of grant applications submitted to the State Government. Expected late 2023.	On Target
3.11	Pursue and review levels of service to the parks and gardens network and flora reserves	Implement revised levels of service by 30 December 2023	Infrastructure	Plan to review service levels and work with Community Services to investigate a Hierarchy of Open Space.	Review Req'd

QUARTER 1 REVIEW

HEALTHY ENVIRONMENT					
VISION: To recognise, protect, manage and promote our unique natural environment to ensure the economic, environmental, social and cultural values are developed for long term sustainability.					
ITEM	ACTION	SUCCESS MEASURE	LEAD RESPONSIBILITY	Q1 Comments	Status
4.1	Develop and implement a Water Security Strategy that secures a sustainable, reliable water supply for the region	Liaise with the Mount Isa Water board to form a strategic direction on regional water policy	Infrastructure	MIWB is currently preparing a five-year strategy, which will be presented to the Lake Moondarra Advisory Committee for comments.	On Target
4.2	Manage and develop MICC's disaster management and recovery responsibilities	Annual review undertaken of the Disaster Management Plan by April 2024	Executive	This work has not commenced for Quarter 1. It will commence late Q2 to early Q3	On Target
4.3	Investigate options for the implementation of alternative transport modes that align with contemporary environmental and socially sustainable practices	Electric Vehicle Charging Stations (6) to be established by March 2024	Infrastructure	Two (2) third-party EV chargers established adjacent to OAI. RACQ Station to be installed in Camooweal Street early 2024. LOI to be signed with NRMA as a part of the Council Resolution from August 2023 Council Meeting. Work on this at an advanced stage.	On Target
4.4	Investigate the opportunity to use recycled water on parks and reserves	Recommendations to Council about wastewater services and systems and Council investigate more ways to recycle water onto Council's parks and reserves to be presented by April 2024	Infrastructure	Areas to be included in the recycled water scheme have been identified.	On Target
4.5	Construction of a Material Recovery Facility and finalise a masterplan of the Waste Management Site	Completion of construction of the Material Recovery Facility to a complete operating standard Complete Master plan 30 May 2024	Infrastructure	Works at a Advanced stage, expected to hand over site to RDT to build the Internal Infrastructure to deliver on the shell being constructed of our MRF.	On Target
4.6	Prepare for the introduction of kerbside recycling	Prepare an implementation plan by December 2023 for commencement of a kerbside recycling service in financial year 2024/25 and implement the plan thereafter	Infrastructure / Community	Recruitment of Project Officer underway to deliver change program.	Review Req'd
4.7	Implement innovative measures to reduce Council's energy use and carbon emissions and seek grant funding for alternate energy systems	Implement energy efficiency investment program	Infrastructure	The Energy Efficiency scheme being investigated and resolved, alongside this the new GPS system being identified will address the Net Zero Goal for the Council.	On Target
4.8	Protect the natural environment of reserves under Council control via strategic natural resource management	Implement and work within the North- West Queensland Biosecurity Plan 2022-2027	Community	Early scoping underway to prioritise implementation	On Target
4.9	Continue to develop and maintain the urban stormwater system	Monitor and maintain the Urban Stormwater system in accordance with the Asset Management Plan	Infrastructure	Review the existing plan to carry out this activity	Review Req'd
4.10	Manage invasive animals, pests, and plants throughout the region to ensure the continued protection of valuable agricultural land	Implement and work with other regional councils on implementing the North-West Queensland Regional Biosecurity Plan	Community	Recruitment of Rural Lands Officer prioritised.	On Target

QUARTER 1 REVIEW

ETHICS AND INCLUSIVE GOVERNANCE					
VISION: To practice inclusive and ethical governance through proactive engagement with all sectors of the community, council and all levels of government.					
ITEM	ACTION	SUCCESS MEASURE	LEAD RESPONSIBILITY	Q1 Comments	Status
5.1	Support the conduct of the 2024 local government elections	Provide assistance to the ECQ in the form of election and post-election support	Executive	Support has been offered to QUC for the election process and there is regular liason.	On Target
5.2	Support the incoming councillors	Provide induction and training opportunity for incoming councillors, post the March 2024 election.	Corporate	Works have commenced to identify training requirements and secure providers to deliver the training.	On Target
5.3	Pursue the goal of becoming a Employer of Choice	Develop a Workforce Resource Tactical Action Plan by February 2024	Corporate	Not yet commenced.	Review Req'd
5.4	Review depot/workshop operations	Undertake a review of the depot and workshop operations to ensure satisfactory levels of output by April 2024	Infrastructure	WIP post review conducted by RAILZ. A key initiative from this is to implement GPS & Telemetry which is being scoped in current Quarter	On Target
5.5	Implement an ongoing review of the rating system encompassing benefited rate areas	Ensure the new Council reviews a 10 year rating strategy in May 2024	Corporate	10 year Rating Strategy was adopted in October 2022. Review will form part of the FY24/25 Annual Budget preparation.	On Target
5.6	Promote a proactive approach to risk management, including business continuity	Update risk management framework and business continuity actions, having regard to Audit and Risk Management Committee recommendations	Corporate	RFQ for suitable expertise has been issued, awaiting responses.	On Target
5.7	Develop and extend Council's public consultation process, including the reporting of outcomes and the development and communication for the provision of information for Council staff and the community	Develop and implement a community information dashboard by March 2024	Corporate	Works are yet to commence.	Review Req'd
5.8	Explore/review potential efficiencies and opportunities for improved Council operations, infrastructure and assets	A 'Value for Money' plan to be presented to Council by December 2024	Corporate	Works have commenced with Fleet Review and Services review.	On Target
5.9	Provide and maintain strategies to ensure Council's long term financial sustainability	Presentation of an updated Long-term Financial Plan to Council by May 2024	Corporate	Presentation of Long Term Financial Plan will form part of the FY24/25 Annual Budget preparation.	On Target

11.3 PROPOSED ORDINARY MEETING DATES - JANUARY - MARCH 2024

Document Number: 799984
Author: Senior Executive Assistant
Authoriser: Acting Chief Executive Officer
Directorate: Executive Services
Portfolio: Executive Services

EXECUTIVE SUMMARY

The Council Ordinary Meeting schedule for the period January 2024 – March 2024 is presented for Council's consideration and approval.

RECOMMENDATION

THAT Council approve the proposed ordinary meeting dates for January and February 2024, each commencing at 9.00am at Council Chambers, 23 West Street, Mount Isa:

- Wednesday, 24 January 2024
- Wednesday, 28 February 2024

AND

THAT Council approve the CEO to make written application to the Minister for Local Government seeking that a Council meeting not be held by Mount Isa City Council in March 2024.

OVERVIEW

The Council meeting schedule for January – March 2024 has been developed in accordance with the *Local Government Regulation 2012, section 257*, which prescribes the frequency and location of Council meetings.

- (1) *A local government must meet at least once in each month.*
- (3) *All meetings of a local government are to be held –*
 - (a) *at 1 of the local government's public offices; or*
 - (b) *for a particular meeting—at another place fixed by the local government, by resolution, for the meeting*

It is proposed that the Council meetings will be held on the fourth Wednesday of January and February 2024 in the Council Chambers, Council Administration Building, 23 West Street, Mount Isa and will commence at 9.00am. This report further recommends that no Council meeting be held in March 2024.

Proposed Schedule

<u>Month</u>	<u>Meeting Date</u>
January 2024	Wednesday, 24 January 2024
February 2024	Wednesday, 28 February 2024
March 2024	No Meeting to be held

BACKGROUND

The meeting schedule has been prepared with consideration to current declared public holidays and the upcoming local government election.

Council's Chief Executive Officer received correspondence from the Acting Director-General of the Department of State Development, Infrastructure, Local Government and Planning on 6 October 2023 advising, "Should a council wish to do so, you may write seeking that a council meeting does not need to be held in March 2024".

This correspondence arises following confirmation of election day on 16 March 2024, two weeks earlier than usual, thus providing a shorter window of opportunity to hold a meeting. Therefore, it is proposed that Council do not hold a Council meeting in March 2024 and make written application to the Minister for Local Government seeking approval.

The Council meeting schedule post March 2024 will be determined at the post-election meeting, as per *Local Government Regulation 2012*:

Section 256 Agenda of post-election meetings

(1) 'The matters a local government must consider at a post-election meeting include the day and time for holding other meetings.'

BUDGET AND RESOURCE IMPLICATIONS

Nil.

LINK TO CORPORATE PLAN

Theme:	1.	People & Communities
Strategy:	1.4	Continue to develop and extend Council's public consultation processes, including the reporting of outcomes and the development of charters which clarify expectations for the provision of information for Council staff and the community

CONSULTATION (INTERNAL AND EXTERNAL)

Acting Chief Executive Officer

Ordinary Meeting Minute Clerk

LEGAL CONSIDERATIONS

Local Government Regulation 2012

POLICY IMPLICATIONS

- Standing Orders Policy
- Model Meeting Procedures
- Recording of Council Meetings Policy
- Councillor Investigation Policy

RISK IMPLICATIONS

Scheduling future Council meetings in advance, removes risk of noncompliance with the Local Government Regulation and provides officers with appropriate reporting timeframes.

HUMAN RIGHTS CONSIDERATIONS

Consideration has been given to the protected human rights as per Council's Human Rights Policy.

ATTACHMENTS

Nil

12 CORPORATE SERVICES REPORTS**12.1 FINANCE OVERVIEW REPORT - SEPTEMBER 2023**

Document Number: 800054

Author: Interim Finance Manager

Authoriser: Director Corporate Services

Directorate: Corporate Services

Portfolio: Finance, Customer Services, Economic Development, Promotion & Community Development, Arts

EXECUTIVE SUMMARY

The September 2023 Finance Overview Report is presented to the Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the September 2023 Finance Overview Report as presented.

OVERVIEW

In accordance with the requirements of the Local Government Regulation, Council presents a report on the financial operations for the year to date. This report provides information to Council regarding key metrics, trends and actual financial performance for the month ended 30 September 2023 against the Budget FY23/24 targets as adopted by the Council budget.

VARIANCES AND ITEMS OF SIGNIFICANCE

In accordance with Section 204 of the *Local Government Regulation 2012*, a financial report summarising the Council's actual performance against budgeted performance must be provided to the Council.

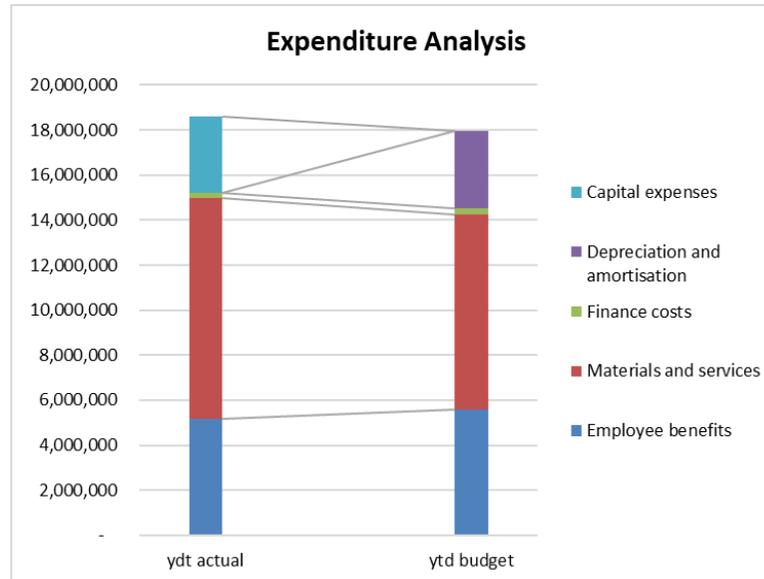
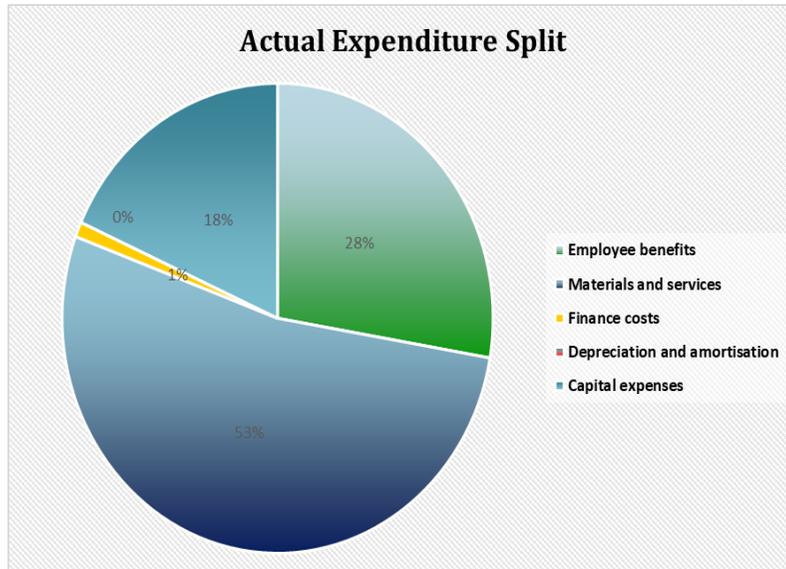
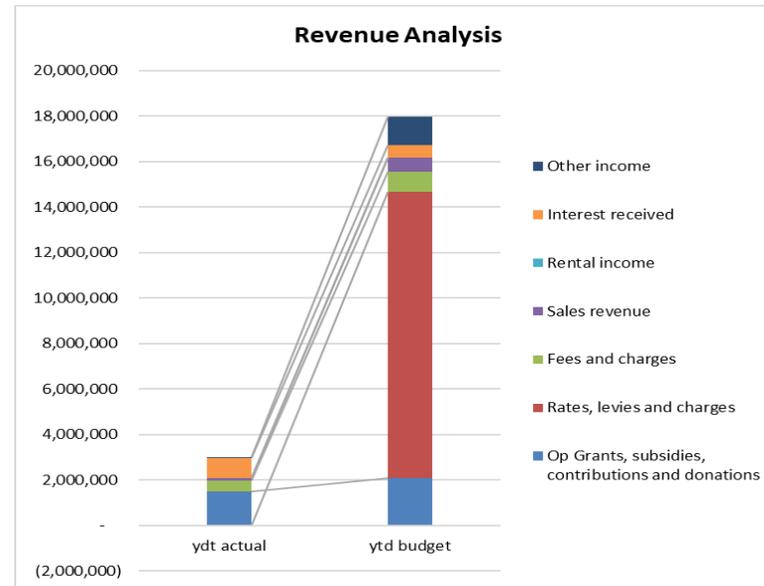
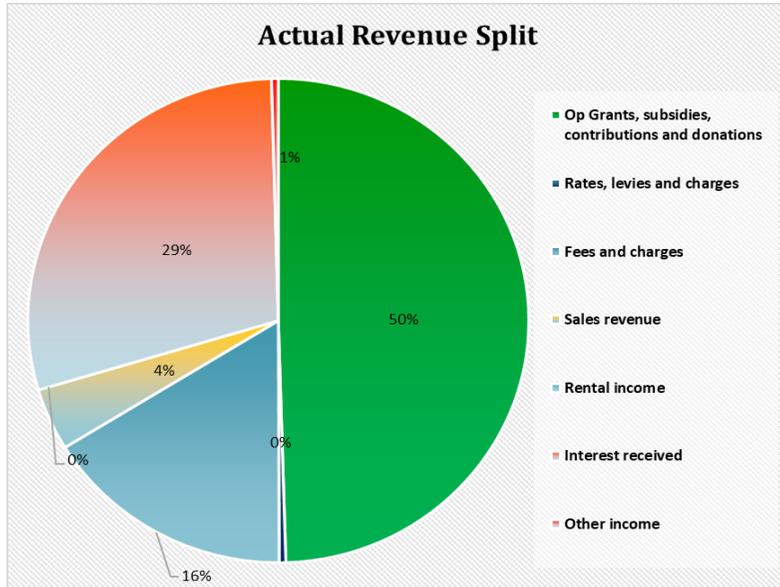
The following report covers the following key areas (in order) of the list:

1. Operational Performance (Actual vs Budget)
2. Capital Revenue and Expenses
3. Plant, Property, and Equipment (Work-In-Progress)
4. Rates and Water Update
5. Borrowings
6. Cash and Cash Equivalent Movement Comparison

1. OPERATIONAL PERFORMANCE (Actual vs. Budget)
Revenue and Expenditure Summary as of 30 September 2023

The below summary shows a brief snapshot of how the Council is tracking in the current year against the budget for the year as adopted by the Council.

Operational Performance		Actual YTD FY23/24	Budget YTD FY23/24	YTD Actuals Less YTD Budget \$	Variance as a % of YTD Budget %	Comments on significant variances
Revenue						
Recurrent revenue						
Rates, levies and charges	3(a)	(12,710)	12,604,000	(12,616,710) ↓	-100%	Rates Notice for period July to Dec 23 will be issued on end of October 23
Fees and charges	3(b)	487,162	862,478	(375,315) ↓	-44%	Fees to be raised in new ERP.
Sales revenue	3(c)	124,343	639,250	(514,907) ↓	-81%	Sales Revenue to be raised
Grants, subsidies, contributions and do	3(d)	1,481,900	2,080,555	(598,655) ↓	-29%	In line with budget
Total recurrent revenue		2,080,695	16,186,282	(14,105,587)		
Other Income						
Rental income		-	-	-	↑	Classified as fees and charges in the budget
Interest received	4(a)	873,522	538,642	334,881 ↑	62%	Interest rates from QTC including rates
Other income	4(b)	12,993	1,240,681	(1,227,688) ↓	-99%	
Other capital income	5	-	-	-		
Total income		2,967,211	17,965,605	(14,998,394) ↓	-36%	
Expenses						
Recurrent expenses						
Employee benefits	6	(5,150,653)	(5,569,173)	(418,520) ↑	8%	high number of vacancies
Materials and services	7	(9,844,708)	(8,660,947)	1,183,760 ↓	-14%	In line with budget
Finance costs	8	(193,737)	(280,399)	(86,663) ↑	31%	In line with budget
Depreciation and amortisation	13	(3,403,500)	(3,425,296)	(21,796) ↑	1%	In line with budget
Total recurrent expenses		(18,592,597)	(17,935,815)	656,782 ↓	-4%	
Net result		(15,625,386)	29,790	(15,655,176) ↓	-179%	



2. CAPITAL REVENUE AND EXPENSES

The below statement shows a comparison between the Capital Revenue and Expenses as at 30 September 2023 actuals vs Budget for FY23/24.

				YTD		
		Actual YTD FY23/24	Full Budget FY23/24	Actuals Less Full Budget	Variance as a % of Full Budget	Comments on significant variances
Capital						
Capital revenue						
Grants, subsidies, contributions and do	3(d)	1,988,005	20,595,959	(3,636,168)	↓	-65%
Total capital revenue		1,988,005	20,595,959	(3,636,168)	↓	-65%
Capital expenses						
	9	-	2,652,952	(2,652,952)		

3. PLANT, PROPERTY AND EQUIPMENT

The below statement shows a comparison between the Property, Plant and Equipment as at 30 September 2023 actuals vs Budget for FY23/24.

				YTD		
		Actual YTD FY23/24	Full Budget FY23/24	Actuals Less Full Budget	Variance as a % of Full Budget	Comments on significant variances
Plant, Property & Equipment						
Other Additions		-	31,529,902	(31,529,902)	↓	-100%
Renew als		-	14,522,040	(14,522,040)	↓	-100%
Total Work In Progress		-	46,051,942	(46,051,942)		

4. RATES AND WATER UPDATE

- Quarter 1 Water Meter readings for non-residential properties for the period 01.07.2023 to 30.09.2023 have been completed. Revenue is in the process of uploading the water meter readings to the new system. As this is the first issue of water notices in the new system, Revenue is currently working on the issue date.
- Rates Notices for all properties for the Period 01-07-2023 to 31-12-2023 have been issued in the new system. Revenue is currently working on the layout and mapping of the data in the new system with external printers. The tentative issue date is the end of October 2023.

5. BORROWINGS

Council loan repayments are paid every quarter on the first working day. The balance as of 30 September 2023 was \$16.8 million.

Summary of QTC Loans as at 30 September 2023					
Description	Loans Month/Year Start	Original Principal \$'000	Loan Balances \$'000	Interest Rate	Final Payment Due
Healey Heights development, Roads, Water and Sewer works	March 2009	7,000	3,120	7.28%	15/06/2029
Roads, water and sewer works	December 2009	5,000	2,432	6.39%	15/06/2030
Sewer upgrade	December 2010	5,875	2,237	6.30%	15/12/2028
Sewer upgrade	September 2011	5,000	2,794	4.89%	15/06/2032
Sewer upgrade	September 2012	5,000	2,992	5.06%	15/12/2032
Sewer upgrade	September 2013	5,000	3,183	4.32%	15/03/2034
Total		32,875	16,758		

6. CASH AND CASH EQUIVALENT MOVEMENT COMPARISON

Cash at Bank – 30 Sep 2023	\$42,891
Total Cash Restrictions	\$ (5,433)
TOTAL UNRESTRICTED CASH	\$37,458

MICC had \$42.89 million cash on hand at the end of September 2023. The restricted cash as defined by Council consists of grants received in advance for which MICC has contractual obligations. There are no short-term issues regarding cash on hand.

Summary of Cash and Cash Equivalents	
Month FY22/23	\$
Sep 2022	57,313,841
Oct 2022	57,934,935
Nov 2022	62,566,501
Dec 2022	59,139,973
Jan 2023	54,230,630
Feb 2023	51,455,489
Mar 2023	48,329,305
Apr 2023	57,308,523
May 2023	55,565,084
Jun 2023	62,649,252
Jul 2023	56,763,115
Aug 2023	49,603,677
Sep 2023	42,890,742



COMING UP

- 19 October 2023 – Audit and Risk Committee Meeting

ATTACHMENTS

1. FINAL MICC Financial Statements - 30 Sept 2023 [↓](#) 

Mount Isa City Council
Financial Statements
For the period ended 30 September 2023

Mount Isa City Council

Financial statements

For the period ended 30 September 2023

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Mount Isa City Council
Statement of Comprehensive Income
For the period ended 30 September 2023

		Actual YTD FY23/24	Budget FY23/24	Actual FY22/23
Note	\$	\$	\$	
Income				
Revenue				
Recurrent revenue				
	Rates, levies and charges	3(a) (12,710)	50,416,000	43,983,895
	Fees and charges	3(b) 487,162	3,449,910	3,197,036
	Sales revenue	3(c) 124,343	2,557,000	1,559,726
	Grants, subsidies, contributions and donations	3(d) 1,481,900	8,322,218	21,841,397
	Total recurrent revenue	2,080,695	64,745,128	70,582,055
Capital revenue				
	Grants, subsidies, contributions and donations	3(d) 1,988,005	20,595,959	5,624,173
	Total capital revenue	1,988,005	20,595,959	5,624,173
	Rental income	-	-	21,061
	Interest received	4(a) 873,522	2,154,567	2,449,829
	Other income	4(b) 12,993	4,962,724	4,519,679
	Other capital income	5 -	-	0
	Total income	4,955,216	92,458,378	83,196,797
Expenses				
Recurrent expenses				
	Employee benefits	6 (5,150,653)	(22,276,691)	(17,611,078)
	Materials and services	7 (9,844,708)	(34,643,789)	(39,194,004)
	Finance costs	8 (193,737)	(1,121,597)	(1,507,721)
	Depreciation and amortisation			
	Property, plant and equipment	13 (3,403,500)	(13,701,184)	(12,699,012)
	Intangible assets	-	-	-
		(18,592,597)	(71,743,261)	(71,011,815)
	Capital expenses	9 -	-	5,305,903
	Total expenses	(18,592,597)	(71,743,261)	(65,705,912)
	Net result	(13,637,381)	20,715,118	17,490,884
Other comprehensive income				
Items that will not be reclassified to net result				
	Increase / (decrease) in asset revaluation surplus	13 -	-	132,296,808
	Total other comprehensive income for the year	-	-	132,296,808
	Total comprehensive income for the year	(13,637,381)	20,715,118	149,787,692

"The above statement should be read in conjunction with the accompanying notes and accounting policies."

Operating	<u>Net operating result (excluding capital items)</u>	(15,625,386)	119,158	6,560,807
	Total operating revenue (excluding capital items)	2,967,211	71,862,419	77,572,624
	Operating surplus ratio	A -526.6%	0.2%	8.5%
		T 0-10%	0-10%	0-10%

Mount Isa City Council
Statement of Financial Position
For the period ended 30 September 2023

		Actual YTD FY23/24	Budget FY23/24	Actual FY22/23
Note	\$	\$	\$	\$
Current assets				
Cash and cash equivalents	10	42,890,742	41,746,498	62,649,252
Receivables	11	8,713,427	5,713,758	14,823,469
Inventories	12	469,234	294,539	218,505
Contract assets	14	2,671,026	2,916,839	2,671,026
Total current assets		54,744,430	50,671,635	80,362,251
Non-current assets				
Other financial assets	20	1	1	1
Property, plant and equipment	13	658,762,172	577,088,422	652,946,005
Intangible assets		45,632	-	-
Total non-current assets		658,807,804	577,088,423	652,946,006
Total assets		713,552,234	627,760,058	733,308,257
Current liabilities				
Payables	15	1,877,416	3,705,884	8,748,833
Contract liabilities	14	5,433,419	4,382,510	4,382,510
Borrowings	16	1,439,044	1,971,482	1,892,335
Provisions	17	2,471,606	2,474,872	2,198,413
Other liabilities		-	1,025,229	-
Total current liabilities		11,221,485	13,559,977	17,222,092
Non-current liabilities				
Borrowings	16	15,319,612	13,385,837	15,319,612
Provisions	17	12,654,569	14,718,679	12,562,047
Other liabilities		-	-	-
Total non-current liabilities		27,974,180	28,104,516	27,881,659
Total liabilities		39,195,665	41,664,493	45,103,751
Net community assets		674,356,569	586,095,565	688,204,506
Community equity				
Asset revaluation surplus		408,612,688	289,225,229	408,612,688
Retained surplus		265,743,881	296,870,336	279,591,818
Total community equity		674,356,569	586,095,565	688,204,506

"The above statement should be read in conjunction with the accompanying notes and accounting policies."

Mount Isa City Council
Statement of Changes in Equity
For the period ended 30 September 2023

	Asset revaluation surplus	Retained surplus	Total
	\$	\$	\$
Restated balance at 30 June 2020	219,461,687	253,204,277	472,665,964
Net result	-	8,882,481	8,882,481
Other comprehensive income for the year			
Increase / (decrease) in asset revaluation surplus	22,885,354	-	22,885,354
Share of comprehensive income of equity accounted	-	-	-
Total comprehensive income for the year	22,885,354	8,882,481	31,767,835
Balance as at 30 June 2021	242,347,041	262,086,759	504,433,799
Net result	-	706,648	706,648
Other comprehensive income for the year			
Increase / (decrease) in asset revaluation surplus	33,968,839	-	33,968,839
Total comprehensive income for the year	33,968,839	706,648	34,675,486
Balance as at 30 June 2022	276,315,879	262,793,406	539,109,285
Net result	-	17,490,884	17,490,884
Other comprehensive income for the year			
Increase / (decrease) in asset revaluation surplus	132,296,808	(692,472)	131,604,336
Total comprehensive income for the year	132,296,808	16,798,412	149,095,220
Balance as at 30 June 2023	408,612,687	279,591,818	688,204,506
Opening Balance Adjustment			
Net result	-	(13,847,937)	(13,847,937)
Other comprehensive income for the year			
Total comprehensive income for the year	-	(13,847,937)	(13,847,937)
Balance as at 30 September 2023	408,612,688	265,743,881	674,356,569

Mount Isa City Council
Statement of Cash Flows
For the period ended 30 September 2023

Note	Actual YTD FY23/24 \$	Budget FY23/24 \$	Actual FY22/23 \$
Cash flows from operating activities			
Receipts from customers	6,458,107	61,135,600	52,271,350
Payments to suppliers and employees	<u>(20,733,586)</u>	<u>(55,700,460)</u>	<u>(64,255,281)</u>
	(14,275,478)	5,435,139	(11,983,931)
Interest received	873,522	2,154,567	2,449,829
Operating Grants and Contributions	1,481,900	8,799,677	21,841,397
Rental & Other Income	12,993	-	4,540,740
Borrowing costs	<u>(193,737)</u>	<u>(949,597)</u>	<u>(1,507,721)</u>
Net cash inflow (outflow) from operating activities	18 (12,100,799)	15,439,787	15,340,314
Cash flows from investing activities			
Payments for property, plant and equipment	(9,192,425)	(46,051,940)	(24,728,625)
Capital Grants, Subsidies, Contributions and Donations	1,988,005	20,595,959	5,624,173
Proceeds from sale of property plant and equipment	<u>-</u>	<u>(979,287)</u>	<u>777,706</u>
Net cash inflow (outflow) from investing activities	(7,204,420)	(26,435,268)	(18,326,744)
Cash flows from financing activities			
Repayment of borrowings	<u>(453,291)</u>	<u>(1,854,211)</u>	<u>(1,737,504)</u>
Net cash inflow (outflow) from financing activities	(453,291)	(1,854,211)	(1,737,504)
Net increase (decrease) in cash and cash equivalent held	(19,758,510)	(12,849,691)	(4,723,935)
Cash and cash equivalents at the beginning of the financial year	62,649,252	54,596,189	67,373,187
Cash and cash equivalents at end of the reporting period	10 42,890,742	41,746,498	62,649,252

"The above statement should be read in conjunction with the accompanying notes and accounting policies".

Mount Isa City Council
Notes to the financial statements
For the period ended 30 September 2023

2. Analysis of Results by Function

2(a) Components of council functions

The activities relating to the council's components reported on in Note 2(b) are as follows :

Business Services and finance

This function includes budget support, financial accounting, taxation advice, asset management, marketing and communication and information technology services. The goal of this function is to provide accurate, timely and appropriate information to support sound decision making and meet statutory requirements.

Construction and maintenance

Construction and maintenance is responsible for constructing new and maintaining existing infrastructure across a diverse range of assets that underpin the wellbeing of the Mount Isa community. These assets include roads, drains, stormwater, cemeteries, parks and open spaces.

Community services

The goal of community services is to ensure Mount Isa City Council is a healthy, vibrant, contemporary and connected community. Community services provides well managed and maintained community facilities, and ensures the effective delivery of cultural, health, welfare, environmental and recreational services.

This function includes:

- libraries
- entertainment venues
- public health services including vaccination clinics
- environmental licences and approvals, mosquito and other pest management programs
- animal management

Planning and development

This function facilitates the City's growth and prosperity through well planned and quality development. The objective of planning and development is to ensure the Mount Isa City Council is well designed, efficient and facilitates growth yet also preserves the character and natural environment of the city. This function includes activities and services related to city, neighbourhood and regional planning, and management of development approval processes.

Transport infrastructure

The objective of the transport infrastructure program is to ensure the community is serviced by a high quality and effective road network. The function provides and maintains transport infrastructure, including the maintenance and provision of the drainage network.

Waste management

The goal of this function is to protect and support our community and natural environment by sustainably managing refuse. The function provides refuse collection and disposal services.

Water and Sewerage infrastructure

The goal of this program is to support a healthy, safe community through sustainable water and sewerage services. This function includes all activities relating to water.

Mount Isa City Council
Notes to the financial statements
For the period ended 30 September 2023

3 Revenue

(a) Rates, levies and charges

Rates and annual charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

	Actual YTD FY23/24	Budget FY23/24
	\$	\$
General rates	-	19,047,000
Separate rates	-	509,000
Water	-	11,058,000
Water consumption, rental and sundries	-	6,873,000
Sewerage	-	8,328,000
Waste Management	-	4,766,000
Total rates and utility charge revenue	-	50,581,000
Less: Pensioner remissions	(12,710)	(165,000)
	<u>(12,710)</u>	<u>50,416,000</u>
(b) Fees and charges		
Animal Control	43,017	221,728
Buchanan Park fees	-	200,000
Building and Development	146,698	577,000
Cemetery fees	-	150,000
Finance	8,390	93,600
Infringements	2,110	48,672
Other fees and charges	235,007	802,280
Refuse tip and recycling	51,940	1,356,630
	<u>487,162</u>	<u>3,449,910</u>
(c) Sales revenue		
Sale of goods revenue is recognised at the point in time that the customer obtains control of the goods, generally at delivery. Revenue from services is recognised when the service is rendered.		
Rendering of services		
Contract and recoverable works	4,645	151,500
Concrete sales	119,697	2,405,500
	<u>124,343</u>	<u>2,557,000</u>
Sale of goods		
Other	-	-
	<u>-</u>	<u>-</u>
Total Sales Revenue	<u>124,343</u>	<u>2,557,000</u>

Mount Isa City Council

Notes to the financial statements

For the period ended 30 September 2023

(d) Grants, subsidies, contributions and donations		
Grant income under AASB 15	-	-
(i) Operating		
General purpose grants	90,753	8,129,818
State government subsidies and grants	1,391,147	192,400
	<u>1,481,900</u>	<u>8,322,218</u>
(ii) Capital		
Capital Revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets. It also includes non-cash contributions which are usually infrastructure assets received from developers.		
State & Commonwealth Government subsidies and grants	1,988,005	20,595,959
Commonwealth Government subsidies and grants	-	-
Contributions	-	-
Total capital grants, subsidies and	<u>1,988,005</u>	<u>20,595,959</u>
Less: discount allowed developer	-	-
	<u>1,988,005</u>	<u>20,595,959</u>
4 Interest and other income		
(a) Interest received		
Interest received from bank and term deposits is accrued over the term of the investment.		
Interest received from financial institutions	658,729	1,583,933
Interest from overdue rates and utility charges	214,793	570,634
	<u>873,522</u>	<u>2,154,567</u>
(b) Other income		
Dividends are recognised when they are declared.		
Dividend (Mount Isa Water Board)	-	3,625,294
Other income	12,993	1,337,430
	<u>12,993</u>	<u>4,962,724</u>
	<u>Actual YTD</u>	<u>Budget</u>
	<u>FY23/24</u>	<u>FY23/24</u>
	<u>\$</u>	<u>\$</u>
5 Other Capital income		
Gain / loss on disposal of non-current assets	-	-
Provision for restoration of land	-	-
Total Other Capital Income	<u>-</u>	<u>-</u>
Revaluations	<u>-</u>	<u>-</u>
6 Employee benefits		
Employee benefit expenses are recorded when the service has been provided by the employee.		
Staff wages and salaries	3,844,401	16,256,314
Councillors' remuneration	87,356	543,094
Annual, Sick and Long Service Leave Entitlements	638,926	3,409,560
Workers compensation Insurance	12,805	300,000
Fringe Benefits Tax (FBT)	28,623	79,774
Superannuation	457,038	2,390,124
	<u>5,069,149</u>	<u>22,978,865</u>
Other employee related expenses	81,504	-
	<u>5,150,653</u>	<u>22,978,865</u>
Less: Capitalised employee expenses	-	(702,175)
	<u>5,150,653</u>	<u>22,276,691</u>

Councillor remuneration represents salary and other allowances paid in respect of carrying out their duties.

Mount Isa City Council

Notes to the financial statements

For the period ended 30 September 2023

7 Materials and services

Advertising, marketing and promotion	-	
Audit Fees *	350	220,000
Bulk Water Purchases	1,157,518	13,886,217
Communications and IT	471,176	1,602,224
Council Enterprises Support	194,335	1,090,000
Governance and Promotions	361,552	2,432,406
Land Use Planning and Regulation	100,166	393,000
Parks and Gardens	189,116	1,980,000
Road Maintenance	421,671	2,088,821
Flood Works	1,757,166	-
Vehicle and plant operating costs	991,785	1,965,478
Waste Levy Payments (Total)	141,699	2,073,949
Waste Levy Refund **	-	(863,760)
Waste Management	18,552	2,198,869
Water and Sewerage Maintenance	347,206	2,056,716
Other materials and services	3,692,416	3,519,869
	<u>9,844,708</u>	<u>34,643,789</u>

	Actual YTD FY23/24	Budget FY23/24
	\$	
8 Finance costs		
Finance costs charged by the Queensland Treasury Corporation	165,562	949,597
Bank charges	28,175	172,000
	<u>193,737</u>	<u>1,121,597</u>
9 Capital expenses		
Disposal of non current asset	-	-
Loss on disposal of non-current assets	-	-
Provision for restoration of land	17	-
Revaluation decrement	17	-
Landfill rehabilitation	-	-
Total Capital expenses	<u>-</u>	<u>-</u>

Mount Isa City Council
Notes to the financial statements
For the period ended 30 September 2023

	Actual YTD FY23/24	Budget FY23/24
10 Cash and cash equivalents	\$	\$
Cash at bank and on hand	382,731	
Deposits at call	42,508,011	41,746,498
Term deposits	-	
Balance per Statement of Financial	<u>42,890,742</u>	<u>41,746,498</u>
Less bank overdraft		
Balance per Statement of Cash Flows	<u>42,890,742</u>	<u>41,746,498</u>
Cash and cash equivalents	42,890,742	41,746,498
Less: Externally imposed restrictions on cash	(5,433,419)	
Unrestricted cash	<u>37,457,323</u>	<u>41,746,498</u>
Council's cash and cash equivalents are subject to a number of external restrictions that limit amounts available for discretionary or future use. These include:		
Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:		
Unspent Government Grants and Subsidies	5,433,419	4,382,510
Total externally imposed restrictions on cash assets	<u>5,433,419</u>	<u>4,382,510</u>

Cash and deposits at call are held in the Westpac Bank and business cheque accounts.

	Actual YTD FY23/24	Budget FY23/24
11 Receivables	\$	\$
Current Trade and Other Receivables		
Rates and charges	7,195,903	5,713,758
Other debtors	1,517,524	
	<u>8,713,427</u>	<u>5,713,758</u>
Less: Expected credit losses		
Rates and general debtors	-	-
Total Current Trade and Other Receivables	<u>8,713,427</u>	<u>5,713,758</u>
12 Inventories		
Stores and raw materials held for resale are valued at the lower of cost and net realisable value and include, where applicable, direct material, direct labour and an appropriate portion of variable and fixed overheads.		
Inventories held for distribution		
Other trading stocks	-	294,539
Quarry and road materials	124,907	-
Plant and equipment stores	344,328	-
	<u>469,234</u>	<u>294,539</u>
Total inventories	<u>469,234</u>	<u>294,539</u>

**Mount Isa City Council
Notes to the financial statements
For the period ended 30 September 2023**

13 **Property, Plant and Equipment**

Council

Basis of measurement

Fair value category

Asset values

Opening gross value as at 1 July 2023

Additions

Closing gross value as at 30 September 2023

Accumulated depreciation and impairment

Opening balance as at 1 July 2023

Depreciation expense

Accumulated depreciation as at 30 September 2023

Total Written Down Value as at 30 September 2023

Land and improvements	Buildings and Other Structures	Other plant and equipment	Road, drainage and bridge network	Water	Sewerage	Work in progress	Total	Intangible Asset Software
Fair Value	Fair Value	At Cost	Fair Value	Fair Value	Fair Value	Cost		Cost
Level 2	Levels 2 & 3		Level 3	Level 3	Level 3			
\$	\$	\$	\$	\$	\$	\$	\$	\$
6,873,636	144,653,082	9,899,382	310,588,379	68,927,821	81,786,278	26,841,171	649,569,747	-
-	-	-	-	-	-	9,192,425	9,192,425	-
6,873,636	144,653,082	9,899,382	310,588,379	68,927,821	81,786,278	36,033,596	658,762,172	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
6,873,636	144,653,082	9,899,382	310,588,379	68,927,821	81,786,278	36,033,596	658,762,171.56	-

Mount Isa City Council
Notes to the financial statements
For the period ended 30 September 2023

14 Contract balances

Contract assets represents the excess of costs incurred in relation to a contract with the customer or construction of an asset over the amounts that council has invoiced the customer or the grantor. Where Council has invoiced the customer or the grantor amounts in excess of what it has incurred in relation to a contract or in constructing an asset, this gives rise to a contract liability.

(a) Contract assets	Actual YTD FY23/24	Budget FY23/24
	\$	\$
	<u>2,671,026</u>	<u>2,916,839</u>
(b) Contract liabilities		
Funds received upfront to construct Council controlled assets	-	-
Non-capital performance obligations not yet satisfied	5,433,419	4,382,510
	<u>5,433,419</u>	<u>4,382,510</u>

15 Payables

Creditors are recognised when goods or services are received, at the amount owed. Amounts owing are unsecured and are generally settled on 30 day terms.

Current

Creditors	1,658,987	3,705,884
Prepaid rates	-	-
Other creditors	218,429	-
	<u>1,877,416</u>	<u>3,705,884</u>

16 Borrowings

Current

Loans - QTC	1,439,044	1,971,482
	<u>1,439,044</u>	<u>1,971,482</u>

Non-current

Loans - QTC	15,319,612	13,385,837
	<u>15,319,612</u>	<u>13,385,837</u>

Opening balance at beginning of financial year	17,211,947	17,211,530
Principal repayment	(453,291)	(1,854,211)
Book value at end of financial year	<u>16,758,655</u>	<u>15,357,318</u>

17 Provisions

Current

Annual leave	1,776,015	1,762,798
Long service leave	695,590	712,074
Waste Levy Term Advance	-	1,025,229
Total Current Provisions	<u>2,471,606</u>	<u>3,500,101</u>

Non-Current

Long service leave	313,743	308,076
Landfill rehabilitation	8,252,697	14,410,603
Waste Levy Term Advance	4,088,129	-
Total Non-Current Provisions	<u>12,654,569</u>	<u>14,718,679</u>

Landfill rehabilitation

Balance at beginning of financial year	8,252,697	-
Increase due to unwinding of discount	8	-
Adjustment due to change in cost estimate	5,9	-
Increase/(decrease) due to change in discount rate	5,9	-
Balance at end of financial year	<u>8,252,697</u>	<u>-</u>

This is the present value of the estimated cost of restoring the Mount isa landfill site to a useable state at the end of its useful life which is expected to be 2062.

Mount Isa City Council
Notes to the financial statements
For the period ended 30 September 2023

18 Reconciliation of net result for the year to net cash inflow (outflow) from operating activities

Net result	(13,637,381)	
Non-cash items:		
Write off of Prior years WIP to Profit and Loss	-	
Depreciation and amortisation	3,403,500	
Unwinding discount on provisions	-	
Impairment/write off	-	
Net (profit)/loss on disposal of non-current assets	-	
Capital grants and contributions	(1,988,005)	
	<u>1,415,495</u>	-
Changes in operating assets and liabilities:		
(Increase)/ decrease in receivables	6,110,042	
(Increase)/ decrease in contract assets	-	
(Increase)/decrease in inventory	(250,730)	
Increase/(decrease) in payables	(7,062,326)	
Increase/(decrease) in contract liabilities	1,050,909	
Increase/(decrease) in other liabilities	-	
Increase/(decrease) in employee leave entitlements	273,192	
	<u>121,087</u>	-
Net cash inflow from operating activities	<u>(12,100,799)</u>	-

19 Reconciliation of liabilities arising from financing activities

2024	As at 30 June 2023	Cash flows \$
Borrowings	<u>17,211,530</u>	<u>(453,291)</u>
2023	As at 30 June 2022	Cash flows \$
Borrowings	<u>18,960,448</u>	<u>(1,748,917)</u>
2022	As at 30 June 2021	Cash flows \$
Borrowings	<u>20,607,490</u>	<u>(1,647,042)</u>
2021	As at 30 June 2020	Cash flows \$
Borrowings	<u>22,159,126</u>	<u>(1,551,636)</u>

12.2 CORPORATE SERVICES OVERVIEW REPORT - AUGUST 2023 AND SEPTEMBER 2023

Document Number: 799795

Author: Senior Customer Service Officer

Authoriser: Director Corporate Services

Directorate: Corporate Services

Portfolio: Finance, Customer Services, Economic Development, Promotion & Community Development, Arts

EXECUTIVE SUMMARY

The August 2023 and September 2023 Corporate Services Overview Report is presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the August 2023 and September 2023 Corporate Services Overview Report as presented.

OVERVIEW

The Customer Services Department responded to queries raised in person, over the phone, via email, and via letter. The majority of requests pertained to matters such as Rates and Water queries and payments, missed bin collections, damaged bins, Animal Management matters (missing or roaming animals), and Water and Sewerage issues (such as water leaks).

STATISTICS

August 2023 and September 2023 Communications Summary:

	August 2023	September 2023
Calls received	1991	1754
Emails received	1846	1610
Letters received	110	100

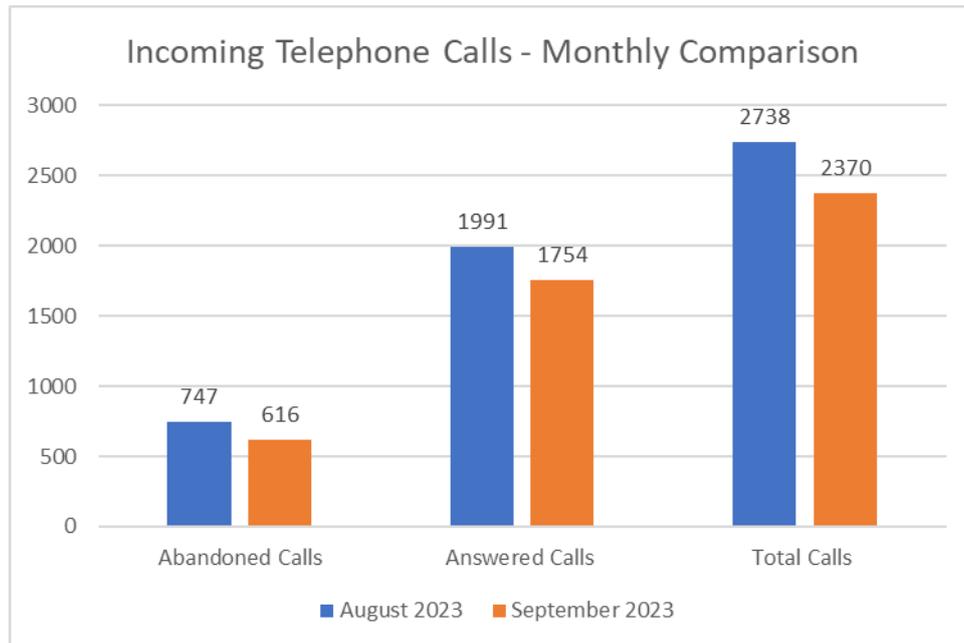
August 2023 and September 2023 Summary:

- August 2023 - 265 total cases
- September 2023 – 166 total cases

Top 4 Departments:

	August 2023	September 2023
Water & Sewerage	139	114
Local Laws	27	0
Revenue	41	30
Waste Management	25	19

Telephone Activity- Total Incoming Calls



Note: Abandoned calls refer to calls that have ended before any conversation occurs, e.g., public have either dialled the wrong number, called during a busier period, or have not wanted to be placed into the queue.

Telephone Call Response Time

In August 2023, 82.80% of 1991 answered calls were responded to within 60 seconds, in comparison to September 2023 where 85.90% of 1754 calls were responded to within 60 seconds.

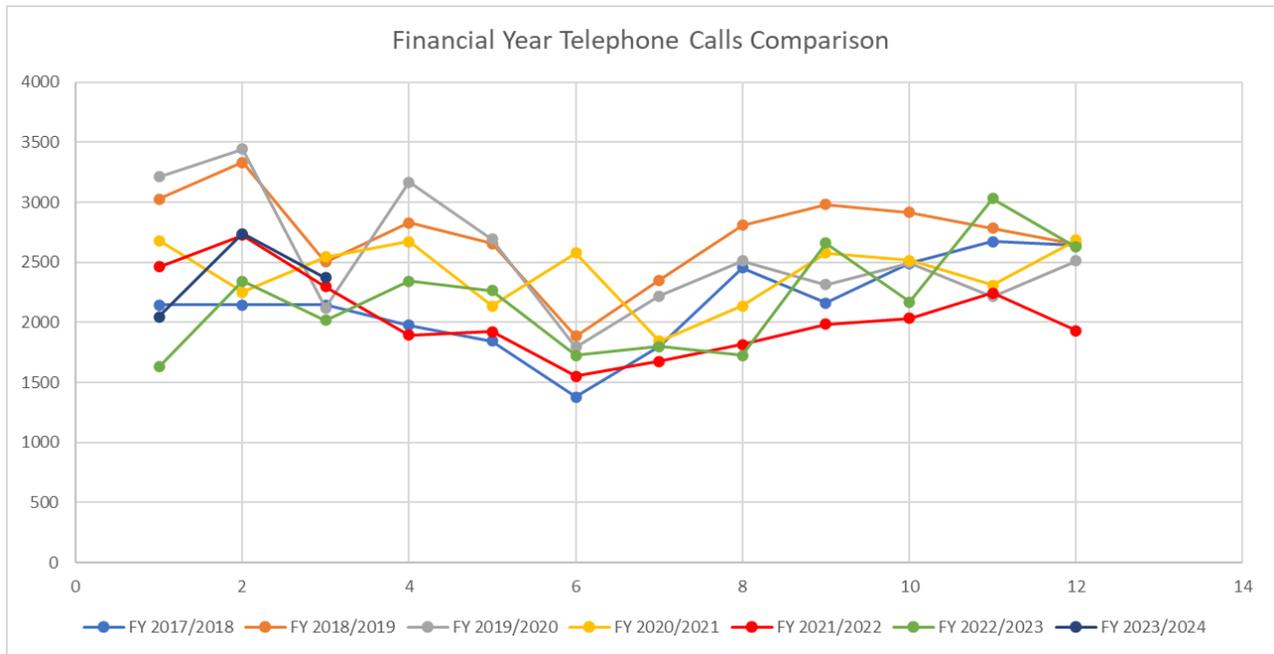
Across both months, the most frequent transfers of calls were to Local Laws Administration, Development and Land Use Administration, and Water & Sewer Administration.

Calls not transferred were either resolved in the first instance with the Customer Services team, entered into iCasework for further action, or sent to the relevant department to contact the customer back.

Telephone calls averaged 91 per day (22 business days during August 2023), and in September 2023 calls averaged 84 per day (21 business days).

***Calls not answered in the 60-second time frame, refer to either call placed into the queue during high call traffic where all available staff is already engaged in phone calls and/or customer service.*

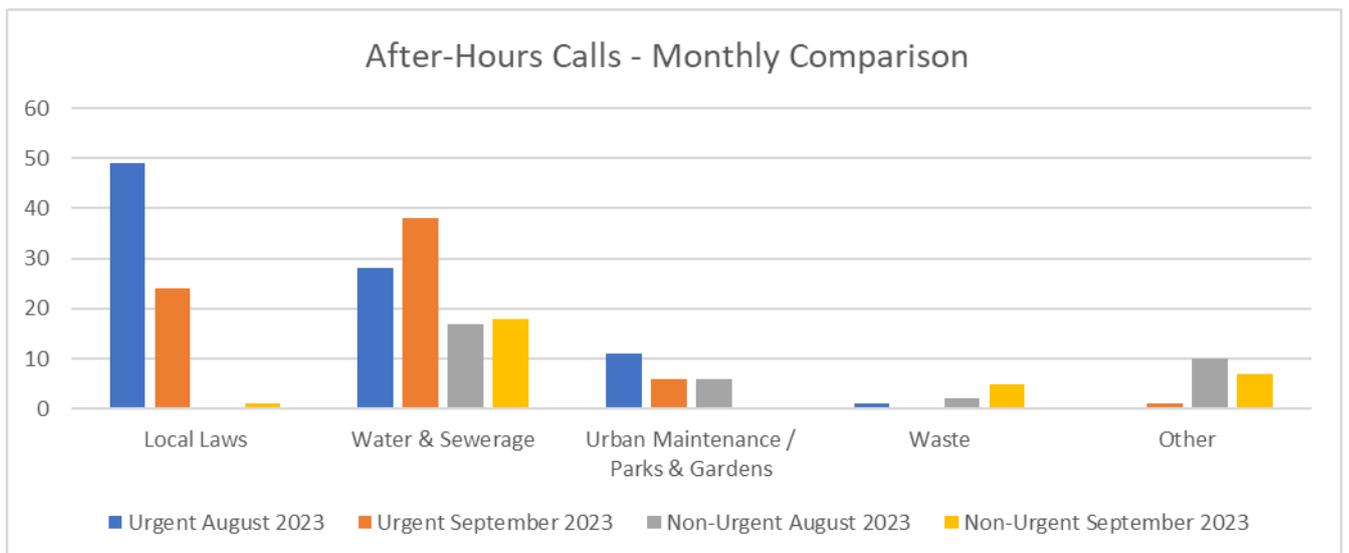
Monthly Telephone Calls – Financial Year Comparison 2017- 2024



Vodafone After-Hours Summary Report – By Department

The Vodafone After-Hours Service allows customers to contact the Council number ((07) 4747 3200) and speak to an operator, who records and escalates all calls made outside of business hours, including on weekends and public holidays.

A total of 124 calls were received by the after-hours service in August 2023, and a total of 100 calls in September 2023, across both months, the most common urgent requests were pertaining to water leaks, smart meter replacements, roaming dogs, animal attacks, and missed bin collections.



Incoming Written Communication

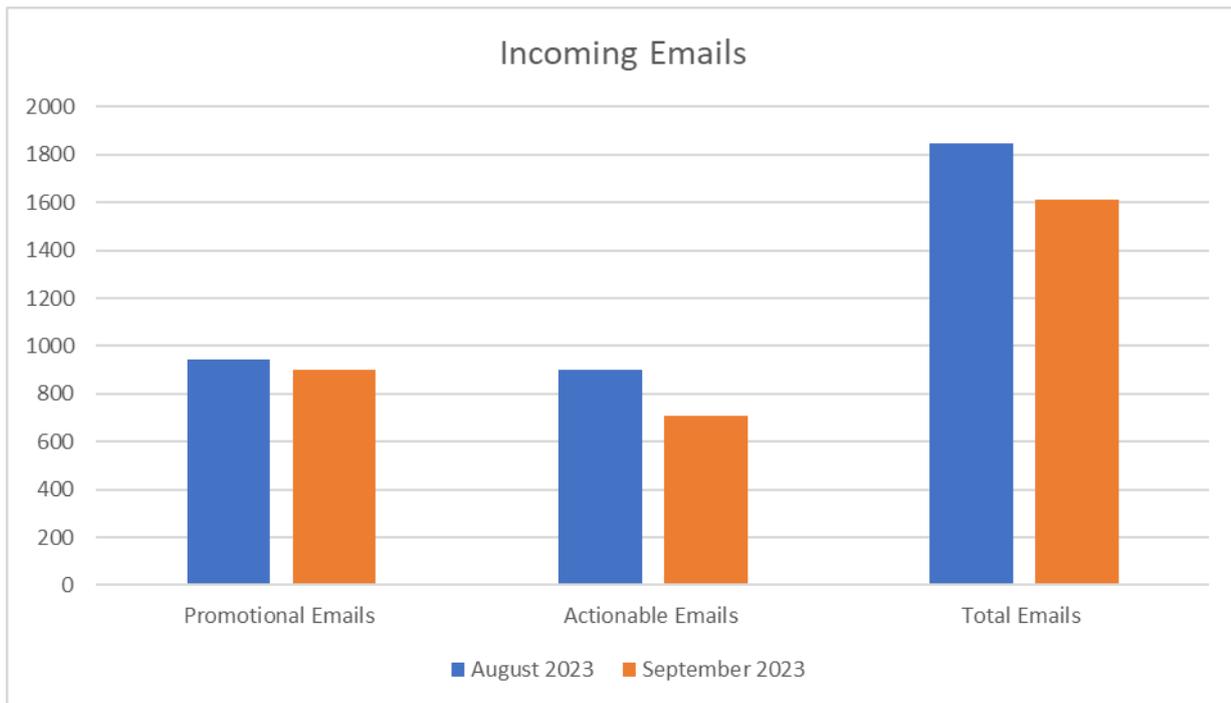
The city@mountisa.qld.gov.au email address receives emails from customers and organisations external to Council. Customer Services monitors this address, and emails requiring action are either responded to in the first instance, entered as an iCasework, or forwarded to the relevant department.

Across both months, frequent emails included requests for the Revenue Department (change of postal address; payment commitment requests; queries regarding notices and accounts), invoices and remittance advice for the Finance Department, search request applications for Revenue and/or Development and Land Use and enquiries for other departments.

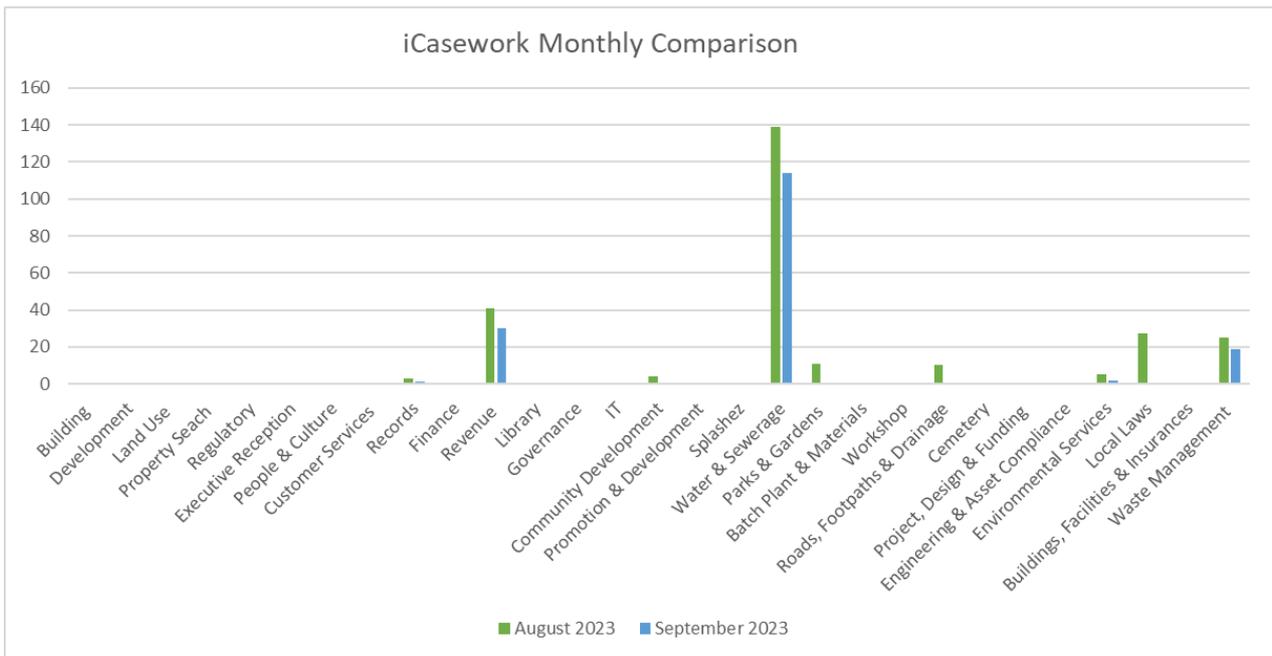
Emails in August 2023 averaged 84 per day (22 business days), and emails in September 2023 averaged 77 per day (21 business days).

In August 2023, 197 letters were received by Council, and 95 letters were received in September 2023. Letters were sorted and were either given to the relevant department or tasked through iCasework. Recurrent items included financial statements, invoices, cheques, payment commitments, and items returned to the sender, particularly animal registration notices.

Letters averaged 9 per day (22 business days) in August 2023 and averaged 5 in September 2023 (21 business days).



iCasework Summary Comparison August 2023 and September 2023.



***Note: iCasework cases are created by all departments of the Mount Isa City Council and assigned to the relevant department for response.

ATTACHMENTS

- 1. Corporate Services Monthly Report - iCasework All Departments August 2023 and September 2023 Comparison** [↓](#) 

CORPORATE SERVICES MONTHLY REPORT – AUGUST 2023 AND SEPTEMBER 2023

iCasework Summary August 2023 and September 2023

iCasework is used to assign enquiries, applications, service requests and complaints through to the relevant departments within Mount Isa City Council. During August 2023, 265 cases were created, with 150 remaining open at the end of the month; and 166 cases were created during September 2023, with 105 remaining open at the end of the month.

**** Note:** iCasework cases detailed in this report are as per first point of contact request. Each case is investigated on a Departmental level and may be re categorised, as appropriate.

iCasework All Departments Summary: August 2023 and September 2023 Comparison						
Department	Service Team	Case Type	August 2023	Open Cases August 2023	September 2023	Open Cases September 2023
Chief Executive Officer						
Development, Land Use & Planning	Building	Applications	0	0	0	0
		Enquiries	0	0	0	0
		Service Requests	0	0	0	0
		Total	0	0	0	0
	Development	Applications	0	0	0	0
		Enquiry	0	0	0	0
		Service Requests	0	0	0	0
		Total	0	0	0	0
	Land Use	Service Requests	0	0	0	0
		Enquiries	0	0	0	0
		Total	0	0	0	0
	Property Search	Applications	0	0	0	0
		Total	0	0	0	0
	Regulatory	Service Requests	0	0	0	0
		Enquiries	0	0	0	0
Total		0	0	0	0	
Executive Services	Governance	Complaints	0	0	2	2
		Enquiries	0	0	0	0
		Total	0	0	2	2
	Executive Reception	Service Requests	0	0	0	0
		Enquiries	0	0	0	0
		Complaint	0	0	0	0
		Total	0	0	0	0
People & Culture	People & Culture	Enquiries	0	0	0	0
		Total	0	0	0	0
Corporate & Community						
Corporate Services	Customer Service	Enquiries	0	0	0	0
		Service Requests	0	0	0	0
		Total	0	0	0	0
	Records	Service Requests	3	0	1	0
		Total	3	0	1	0
	Revenue	Complaints	0	0	0	0
		Service Requests	41	1	30	0
		Total	41	1	30	0
	Finance	Service Requests	0	0	0	0
		Applications	0	0	0	0
Total		0	0	0	0	
Environmental & Regulatory Services	Environmental Services	Service Requests	5	0	0	0
		Applications	0	0	0	0
		Total	5	0	0	0
	Local Laws	Service Requests	24	8	0	0
		Applications	3	2	0	0
		Complaints	0	0	0	0
		Total	27	10	0	0
Library	Library	Service request	0	0	0	0
Total	0	0	0	0		
Information Technology	IT	Service request	0	0	0	0
Total	0	0	0	0		
Community Development	Community Development	Application	4	3	0	0
		Enquiries/ Service Requests	0	0	0	0
		Total	4	3	0	0
	Promotion & Development	Service Requests	0	0	0	0
		Complaints	0	0	0	0
		Total	0	0	0	0
	Splashez	Service Requests	0	0	0	0
Total		0	0	0	0	

CORPORATE SERVICES MONTHLY REPORT – AUGUST 2023 AND SEPTEMBER 2023

Department	Service Team	Case Type	August 2023	Open Cases August 2023	September 2023	Open Cases September 2023
Corporate & Community						
Corporate Services	Customer Service	Enquiries	0	0	0	0
		Service Requests	0	0	0	0
		Total	0	0	0	0
	Records	Service Requests	3	0	1	0
		Total	3	0	1	0
	Revenue	Complaints	0	0	0	0
		Service Requests	41	1	30	0
		Total	41	1	30	0
	Finance	Service Requests	0	0	0	0
		Applications	0	0	0	0
		Total	0	0	0	0
	Environmental & Regulatory Services	Environmental Services	Service Requests	5	0	0
Applications			0	0	0	0
Total			5	0	0	0
Local Laws		Service Requests	24	8	0	0
		Applications	3	2	0	0
		Complaints	0	0	0	0
Total	27	10	0	0		
Library	Library	Service request	0	0	0	0
Total	0	0	0	0	0	
Information Technology	IT	Service request	0	0	0	0
Total	0	0	0	0	0	
Community Development	Community Development	Application	4	3	0	0
		Enquiries/ Service Requests	0	0	0	0
		Total	4	3	0	0
	Promotion & Development	Service Requests	0	0	0	0
		Complaints	0	0	0	0
	Total	0	0	0	0	
	SplashEZ	Service Requests	0	0	0	0
Total	0	0	0	0		
Department	Service Team	Case Type	August 2023	Open Cases August 2023	September 2023	Open Cases September 2023
Infrastructure Services						
Water & Sewer	Water and Sewer	Service Requests	137	129	112	96
		Applications	2	2	1	1
		Complaints	0	0	1	1
		Enquiries	0	0	0	0
		Total	139	131	114	98
Works & Operations	Parks & Gardens	Service Requests	11	0	0	0
		Complaints	0	0	0	0
		Enquiries	0	0	0	0
		Total	11	0	0	0
	Batch Plant & Materials	Enquiry/Service Requests	0	0	0	0
		Total	0	0	0	0
	Workshop	Service Requests	0	0	0	0
		Total	0	0	0	0
	Road Footpath & Drainage	Service Requests	10	0	0	0
		Complaints	0	0	0	0
Total	10	0	0	0		
Cemetery	Service Requests	0	0	0	0	
	Enquiries	0	0	0	0	
	Total	0	0	0	0	
Technical Services & Major Projects	Project, Design & Funding	Service Request	0	0	0	0
		Enquiries	0	0	0	0
		Total	0	0	0	0
	Engineering & Compliance	Service Request	0	0	0	0
		Applications	0	0	0	0
		Enquiries	0	0	0	0
Total	0	0	0	0		
Building, Facilities & Insurance	Building, Facilities & Insurance	Service request	0	0	0	0
		Total	0	0	0	0
Department	Service Team	Case Type	August 2023	Open Cases August 2023	September 2023	Open Cases September 2023
Executive Services						
Waste Management	Waste Management	Service Requests	25	5	19	5
		Complaint	0	0	0	0
		Enquiries	0	0	0	0
		Total	25	5	19	5
iCaseworks Case Totals			265	150	166	105

13 COMMUNITY SERVICES REPORTS

13.1 ECONOMIC DEVELOPMENT OVERVIEW REPORT - SEPTEMBER 2023

Document Number: 799588

Author: Manager Economic and Community Development

Authoriser: Director of Community Services

Directorate: Community Services

Portfolio: Finance, Customer Services, Economic Development, Promotion & Community Development, Arts

EXECUTIVE SUMMARY

The September 2023 Economic Development Overview Report is presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the September 2023 Economic Development Overview Report as presented.

ADVISORY COMMITTEES

Mine Workers Memorial Committee

A workshop/meeting was held on Monday 18 September 2023 at 2.00pm.

The session was delivered by representatives from CA Architects and LA3.

The committee were able to provide further information on site layout and signage options. The committee were also advised of the key bodies of which are also in action, this includes.

- Mine Workers Memorial Concept works for George McCoy Park, expecting to be completed end of October, this will be shared with committee members for comment prior to presentation to council.
- RV Parking Strategy CBD, procurement process has been entered into to appoint suitable firm to complete a full review of status and opportunities for RV parking in CBD precinct, expected completion date, mid-November.
- Presentation of draft detailed design drawing for Mine Workers Memorial for Frank Aston hill expected early November 2023.

A further advisory committee workshop is being planned for early November, which will enable CA Architects/LA3 to complete presentations on both pieces of work for Frank Aston and George McCoy Park.

The State Miners Memorial Ceremony was held Tuesday 19 September 2023 at the Mount Isa Civic Centre. The ceremony was well attended and was impacted only by a power outage which failed to put a halt to proceedings.

Motor Sports Advisory Committee

The MICC received the final report from GHD on the 6th of September 2023, the report has been shared with the committee for further review, a workshop is scheduled for the 5th of October 2023. There are few obvious errors in the report and with the assistance of the feedback from the North

ORDINARY COUNCIL MEETING AGENDA

West Motor Committee we expect the final report to be ready to present to the MICC Councillors by mid-October.

Lake Moondarra Advisory Committee

The next Committee meeting was scheduled for the 12th of October 2023 with key speaker to be Bill Esteves, the manager of the Mount Isa Water Board (MIWB), presenting the new MIWB 5-year Strategy. Bill has since requested the meeting be put back a week and is now rescheduled to the 19th of October 2023.

The MIWB is keen to received feedback from the committee and will be using the next Lake Moondarra Committee Meeting as a public consultation session.

ECONOMIC DEVELOPMENT

Commerce North West

MICC Officers have attended regular meetings in conjunction with the Commerce North West to hear about community business concerns and opportunities. The next event run by CNW is the Northern Outback Business Awards to be held at the Mount Isa Civic Centre on the of 4th November 2023.

Funding Submissions-

Regional Economic Futures Fund -

MICC submitted for \$1,500,000.00 for the further development of a Mount Isa Renewable Energy, Critical Minerals, Transport and Logistics Hub.
Status- Pending.

Growing Futures Tourism Fund (GTF)

Growing Future Tourism is designed to support tourism operators to develop visitor experiences in the new priority areas for growth highlighted by the industry led Towards Tourism 2032 roadmap. The first **\$8 million** round includes grants of between \$1 million and \$4 million with applicants co-funding at least 50 per cent of eligible project costs.

MICC has identified two potential projects.

1. Redevelopment Works of the John Campbell Miles Memorial Look out.
2. Phases 3 & 4 of the Outback at Isa Master Plan which will have works completed on Outback Park to further develop Paleo and cultural tourism initiatives.

Status- Pending.

Economic Development Strategy

Areas of focus for this month

1.5- Continue to advocate for seven-day trading being introduced in Mount Isa and the benefits it will deliver to Mount Isa's residents, industries and their workforces. In September the MICC met with the National Retailers Association regarding the ongoing 7-days trading issue for Mount Isa, see below.

1.6- Continue to engage with Glencore to inform a strategic and targeted approach to the delivery of available community and economic development funding programs. Glencore was contacted in September to work with CQ Commercial Laundry's for an MOU on laundry services for all Glencore mines. The MICC is working with CQ Commercial Laundry to build a state-of-the-art energy efficient laundry in Mount Isa that will catering to regional mining and tourism businesses.

ORDINARY COUNCIL MEETING AGENDA

Energy efficiencies compared to traditional gas-powered businesses, is estimated to be up to \$900k.

2.1 & 3.3- Work with MITEZ and North West Minerals Province industry stakeholders in advocating for the critical enabling infrastructure and other support needed to secure the future of the North West Region's new minerals economy. MICC is continuing to work with multiple stakeholders for the development of the Mount Isa Logistics, Transport, and Renewable Energy Hub. In September MICC, met with Martinus (see below), Someva (Moving to approvals phase in November), APA, and the MIWB.

2.11- Engage with Mount Isa's resource sector companies, proponents of new minerals development (such as rare earth minerals and uranium), renewable energy project proponents, mining equipment, technology and services (METS) providers and the education and training sector to map current and anticipated workforce needs and priorities to support local jobs for locals. The MICC has heard from True North Resources, purchaser of the Mt Oxide Mine in July from 29 Metals/ Capricorn Copper Mine, favourable drilling results for copper and cobalt have this company working towards approvals to be operational in the coming years. The MICC will assist wherever possible.

3.6- Investigate the business case for regional airline operational cost reduction initiatives to attract new regional carriers to service Mount Isa routes. The announcement in September of Bonza Airlines announcing a new low-cost airline route between the Gold Coast brings to conclusion successful negotiated with Queensland Airports and Bonza Airlines. The MICC will now focus on what advantages to health, training, entertainment, school camps,

Stakeholder Engagement

2023	Event Name/ Meeting Attended	Key Speaker	Council Representative	Key items taken from the Event/Meeting
14-September	Teams Meeting with Martinus	Lee Morrissey, National Business Development Manager Martinus. Jarrod Roker, Operations Manager, Martinus.	Economic Development Officer CEO Director Community Services Manager Economic and Community Services.	Martinus are a large rail construction, line management, and rail haulage company who have recently constructed the 300-kilometre rail line to Carmichael Mine for Bravus/Adani. Martinus have recently visited Mount Isa regarding changes to the lease to Glencore of the Aurizon loadout facility. Martinus wishes to be kept informed at stage of the development MICC Transport, logistics, & Renewable Energy Hub planned for Mount Isa.
18-September	MITEZ	James Artis, Regional Development Officer, MITEZ	Economic Development Officer	<ul style="list-style-type: none"> James provided an update on MITEZ activities. James was updated on the Transport, Logistics, and Renewable Energy Hub Project

ORDINARY COUNCIL MEETING AGENDA

2023	Event Name/ Meeting Attended	Key Speaker	Council Representative	Key items taken from the Event/Meeting
19 th September	Tropical North Queensland Drought Resilience Authority. (TNQ)	Glenys Schuntner. Non-executive board member, TNQ.	Economic Development Officer	<ul style="list-style-type: none"> Glenys provided an update on funding initiatives. Economic Development Officer provided feedback on where MICC needs funding assistance relating to Drought Resilience.
19 th September	Queensland Resource Council Networking Event.	<p>Ian MacFarlane, CEO, Queensland Resource Council.</p> <p>Sam Strohmayer, CEO, Glencore Zinc Assets Australia</p> <p>Maryann Wipaki, GM Health, Safety, Environment & Community, Glencore Zinc Assets Australia.</p>	Economic Development Officer	<p>This event was sponsored by Glencore and there was the expectation that the new MIM/Glencore manager would take the opportunity to update the community on the direct of Glencore for Mount Isa operations. Glencore usually holds a community session in May and again November, no update was given.</p> <p>The key speaker was outgoing CEO, Queensland Resource Council, Mr Ian McFarlane, Ian updated attendees on the fight with the Queensland State Government over recent substantial increases to coal royalties and the future impact of this decision crippling the coal industry. Ian also highlighted the focus on advertising aimed at securing young people, in particular young women for employment in mining industry. The event was essentially a networking function.</p>
20-September	Commerce North West Board Meeting.	Emma Harman, President Commerce North West.	Economic Development Officer	The next event run by CNW is the Northern Outback Business Awards to be held at the Mount Isa Civic Centre on the of 4 th November 2023.
21-September	National Retailers Association regarding the 7-day trading issue.	<p>David Stout, Director of policy, National Retailers Association.</p> <p>Lilly Charlton, Senior Policy Officer, National Retailers Association.</p>	<p>Economic Development Officer</p> <p>Manager Economic and Community Services.</p>	<ul style="list-style-type: none"> The 2017 moratorium on the 7-day restriction of trade across 22 towns and cities has been expired. Each of the 22 towns or cities affected by the trade restrictions now have to apply to have the current restrictions lifted. National Retailer Association has a strategic plan apply on behalf of business in each or areas affected, starting with some of the smaller, low impact

ORDINARY COUNCIL MEETING AGENDA

2023	Event Name/ Meeting Attended	Key Speaker	Council Representative	Key items taken from the Event/Meeting
				<p>towns applications for hearings will begin in the new year.</p> <ul style="list-style-type: none"> See Attached NRA Prospectus.
26-September	Interdepartmental Workshop Queensland Energy and Jobs Plan	Northern Renewables Coordination Group Supply Chain Discussion - Sub-group Members hosted by James Doyle, Regional Director of the Department of State Development, Infrastructure, Local Government, and Planning.	Economic Development Officer.	<p>Successful execution of the Queensland Energy and Jobs Plan will require coordination across Queensland Government Departments, Government owned corporations, Industry, and Regulators.</p> <p>Workshop 1 was held in February 2023 in Townsville with representatives from each State Government department. Five key themes and priority areas were identified.</p> <p>Planning & Project Facilitation</p> <p>Supply Chains</p> <p>Social Infrastructure</p> <p>Workforce</p> <p>Social License</p> <p>The MICC has chosen to be part of the Supply Chain workshops.</p> <p>The minutes of these meetings are available.</p>
13 & 27-September	Business Brewery	Commerce North West and Boards Members	Economic Development Officer Manager Economic and Community Services.	Each Wednesday Fortnight Commerce North West meets to catch up with businesses in an after work format, having a strong relationship and understanding of local businesses features heavily as a priority in the MICC Economic Development Strategy.
28-September	CQ Commercial Laundry	Derek Harbison	Economic Development Officer	The MICC is working with CQ Commercial Laundry to build a state-of-the-art energy efficient laundry in Mount Isa that will cater to regional mining and tourism businesses. Energy efficiencies compared to traditional gas-powered businesses, is estimated to be up to \$900k and employ up to 40 staff.

13.2 COMMUNITY DEVELOPMENT OVERVIEW REPORT - SEPTEMBER 2023

Document Number: 799590

Author: Manager Economic and Community Development

Authoriser: Director of Community Services

Directorate: Community Services

Portfolio: Finance, Customer Services, Economic Development, Promotion & Community Development, Arts

EXECUTIVE SUMMARY

The September 2023 Community Development Overview Report is presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the September 2023 Community Development Overview Report as presented.

EVENTS**2023 – 100 Year Celebrations – Building Better Regions Funding**

A final claim is in preparation and audit of process being arranged to satisfy grant requirements.

CIVIC CENTRE AND BUCHANAN PARK

September saw a quiet month for Buchanan Park. The Civic Centre though hosted a number of major events across the period. A key event was the Miners' Memorial which unfortunately coincided with a power outage across the city. The possibility of establishing a generator at both the Civic Centre and Entertainment Centre is being investigated as a result of this with a view to the critical role both facilities would play in the event of a natural disaster.

The major events hosted at Civic Centre and Buchanan Park in September 2023 included:

- NWROC Meetings
- Topology Queensland Stories show
- AUSIMM BALL
- Alphabet of Awesome Science Childrens production
- Miners Memorial
- Hastings Deering CAT Trade display

October is again a busy month for the Civic Centre and Buchanan Park with the following major events scheduled:

- The Sunshine Club musical
- YPA Community Services Ball
- DILGP Meet the Buyer Networking Event
- NBHA events at Buchanan Park
- Aladdin and His Magic Smartwatch children's show

Christmas in the City – Saturday 2 December 2023

Planning is ongoing with a survey being sent out to all local schools, artists, and talent groups to assist shape the run sheet for the Christmas Carols evening.

Quotes are due to be sourced for the erection of the MICC Christmas tree. The tree will be in the same position as each year on the Civic Centre lawns.

Christmas Holiday Program

Mount Isa City Council will be promoting a school holiday program which will include all activities being delivered in the Library, Splashez Aquatic Centre, Civic Centre and from other organisations that provide children's programs/interests.

TOURISM STRATEGY:**Tourism & Marketing Activities:**

Event marketing and promotion for Civic Centres Events Alphabet of Awesome, The Sunshine Club, Alladin and Topography was undertaken in the month of September.

MICC welcomed Getaway in late August, with additional filming was done during the shoot including street art, family interviews, café and bar filming as well as the new Sports HQ at the Buffs Club. Production and TVC quotes are currently being sought for new ads to air in January 2024.

Centennial Place historical signage drafts were received, with signs being finalised late September before two weeks production prior to install.

Bin skins and toilet decals have been worked on with PCYC for Tackling Regional Adversity through Community Connections (TRACC) funding. Bin skin print and install purchase orders have been raised and council is working with PCYC on delivering the artwork with some graphic design work so install can commence ASAP. TRACC is set up to better integrate clinical care and community support and provide a more comprehensive approach to tackling mental health issues in rural communities.

Hand over of the Destination Planner back to Outback at Isa occurred in September with the Marketing Officer at Outback at Isa taking on the annual project from 2024 onwards.

After Bonza's announcement in late September, Queensland Airports limited reached out to MICC to commence some joint marketing and event plans for the inaugural flight in December.

Six local events were listed on Discover Mount Isa from members of the community, an increase on 3 from August.

COMMUNITY DEVELOPMENT**Move It NQ**

The Move It Program continued through September 2023 with reduced activities due to instructor availability. Indoor activities including Fitness Boxing, Pilates, Dance Fit, and Yoga have remained popular. A recent request to extend the available funding through to December was approved by the NQSF. Aqua Aerobics will be set to return in October with the weather warming up.

Community Grants and Sponsorship

Round 1 of the Community Grants closed on 31 August 2023 with only 6 applications received. The applications will be processed in accordance with the procedure with a recommendation to be presented to the October meeting.

Regional Arts Development Fund - Council Initiated Projects

Mural works were completed on the Former Ergon Substation site on Railway Ave in July with further landscaping works to be undertaken in early November.

Artists, 'The Zookeeper and Drapl' returned to complete a mural depicting 'the beginning of Mount Isa' on the adjoining southern wall at Centennial Place. Whilst the site is not yet open, the community sentiment for the artwork has been very positive through social media.

Welcoming Week

Council is a member of the Welcoming Cities Network. As a member, Council hosts events during Welcoming Week 8-17 September 2023. Council hosted a Welcoming Week event at the Mount Isa Neighbourhood Centre on Friday 15 September 2023. The event saw approx. 70 attendees with speakers and dancers sharing their stories, food supplied by Outback at Isa and plates brought to share by attendees and CAMS.

The 2024 Welcoming Week will be 13-22 September.

Sign On Expo

Planning has commenced for the 2024 Sign On Expo, with the date set for Saturday 3 February 2024. Stallholder registrations are anticipated to be open mid-November with radio advertising to commence around the same time.

Youth Strategy

Council have made further engagement with Atria Group (consultants used for strategy development) to assist with the community education of next steps and its implementation. These works are looking to be progressed in October 2023.

NQ Sportstar Awards

The 2023 NQ Sportstar Awards nominations were submitted to the North Qld Sports Foundation for consideration in the awards categories.

The awards night will be held at the Mackay Entertainment and Convention Centre on 4 November 2023.

Additionally, the North Queensland Sports Foundation have expressed their desire for Mount Isa City Council to host the 2024 Sportstar Awards. Further information will be presented to Council once received.

ATTACHMENTS

Nil

13.3 COMMUNITY GRANTS AND SPONSORSHIP ROUND 1 2023/24**Document Number:** 799908**Author:** Community Development Officer**Authoriser:** Director of Community Services**Directorate:** Community Services**Portfolio:** Finance, Customer Services, Economic Development, Promotion & Community Development, Arts**EXECUTIVE SUMMARY**

Round 1 of the Community Grants and Sponsorship closed on 31 August 2023 with Council receiving 7 applications for assessment.

RECOMMENDATION

THAT Council Award Round 1 Community Grants and Sponsorship 2023/24 funding to the following organisations:

Community Grants	Project/Event	Amount
Barkly Highway State School	IBC Wicking Garden Beds	\$2,500.00
Estelle Cardiff Community Kindergarten	New Fence	\$5,000.00 *
Football Qld	PA System for Mount Isa Football Park	\$5,000.00 *
Mount Isa Pistol Club Inc.	Install Target Transport System	\$5,000.00
Mount Isa Clay Target Club Inc.	Construct Trap House Thrower	\$4,806.00
	TOTAL	\$22,306.00
Sponsorship	Project/Event	Amount
Commerce North West	2023 Jemena Northern Outback Business Awards	\$3,500.00 *
Mount Isa School Of Dance	End of Year Concert Based on Disney's "Descendants"	\$9,116.00 *
	TOTAL	\$12,616.00

* Amounts listed are plus GST

OVERVIEW

The Community Grants and Sponsorship is a biannual program under two streams, Community Grants and Event Sponsorship. Applications go through a comprehensive process to ensure compliance with the guidelines and eligibility and are now presented to Council for approval.

BACKGROUND

All applications are assessed against Council's Community Grants and Sponsorship Guidelines which are derived from the Community Grants Policy. Seven applications were received, five for Community Grants and two for Sponsorship. All application met the criteria, successful applicants

may have special conditions added to their funding agreements to ensure Council receives suitable recognition and to ensure they meet any Council requirements identified in the internal departmental consultation, for the project or events outlined in their application.

BUDGET AND RESOURCE IMPLICATIONS

The Community Grants stream has a budget of \$25,000 per round and has sufficient funds available to cover the recommendation.

The annual sponsorship budget currently has sufficient funds to cover the recommendation with a large portion of the funds indirectly returned to Council through the hire of Council facilities for the sponsored events.

LINK TO CORPORATE PLAN

Theme:	1.	People & Communities
Strategy:	1.3	Assist community groups to increase their sustainability and build social capacity

CONSULTATION (INTERNAL AND EXTERNAL)

Internal consultation was undertaken with Town Planning, Land Use, Environmental Services, Technical Services, Local Laws, Revenue, Manager of Economic and Community Development and Director of Corporate Services.

LEGAL CONSIDERATIONS

Not Applicable

POLICY IMPLICATIONS

Community Grants Policy

RISK IMPLICATIONS

Not Applicable

HUMAN RIGHTS CONSIDERATIONS

Consideration has been given to all the protected human rights in accordance with the Human Rights Policy and it is believed to not unreasonably infringe on these rights.

ATTACHMENTS

1. **Community Grants Policy** [↓](#) 
2. **Community Grants and Sponsorship Guidelines** [↓](#) 
3. **Community Grants Summary Sheet - (Confidential)**
4. **Sponsorship Summary Sheet - (Confidential)**



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
 Community Grants Policy

RESOLUTION NO. **OM25/05/20** VERSION **V3**

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Community Grants Policy**, made in accordance with the provisions of *Local Government Act 2009, Local Government Regulation 2012, Public Records Act, Mount Isa City Council's Local Laws, Subordinate Local Laws*, and current Council Policies.

Statutory Policies comply with a legislative requirement; the **Community Grants Policy** is approved by the Mount Isa City Council for the operations and procedures of Council.

.....
 Sharon Ibardolaza
Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID# 26630		POLICY TYPE	Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	30.07.2014	OM50/07/14	Responsible Officer - Sports and Recreation Officer
V2	26.06.2019	OM35/06/19	Responsible Officer - Community Development Officer
V3	27.05.2020	OM25/05/20	Responsible Officer - Community Development Officer
		REVIEW DUE	06.2021

DISTRIBUTION AND DISSEMINATION			
Internal email to all employees	X	Section meetings / Toolbox talks	
Internal email to all councillors	X	Included in employee inductions	
Employee noticeboards		Uploaded to Council website	X
Internal training to be provided		External training to be provided	
Registered in magiQ	X		

MOUNT ISA CITY COUNCIL STATUTORY POLICY

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STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Community Grants Policy

RESOLUTION NO. OM25/05/20 VERSION V3

1. PURPOSE

- 1.1 Under the *Local Government Regulation 2012* Part 5 Section 195, "A local government must prepare and adopt a policy about local government grants to community organisations (a *community grants policy*), which includes the criteria for a community organisation to be eligible for a grant from the local government".

The purpose of this policy is to:

- a) Detail how Mount Isa City Council ("Council") will provide community assistance payments in times of exceptional circumstance from a declared disaster or health pandemic; and
 - b) Detail how Council" will provide local community and sporting groups/organisations seeking sponsorship, donations, or in-kind Council assistance; and
 - c) Outline the circumstances under which Council will provide small value in-kind support to local non-profit community and sporting organisations; and
 - d) To authorise Council reimbursement of some of the costs of the Waste Service Charge to local non-profit community and sporting organisations and educational facilities.
- 1.2 Council has the following funding programmes available to community groups, clubs, organisations and educational facilities:
- a) Community Grants Programme;
 - b) Major Events Sponsorship Programme;
 - c) Small and In-kind Donations Programme;
 - d) Waste Service Charge Donations Programme; and
 - e) From time to time, as determined by a declared disaster or health pandemic, provide community assistance payments as resolved by Council.

2. COMMENCEMENT

This policy will commence on and from 27 May 2020. It replaces all other policies or arrangements governing sponsorship, donations, in-kind support, funding and grants (whether written or not).

COMMUNITY GRANTS PROGRAMME and MAJOR EVENTS SPONSORSHIP PROGRAMME

3. APPLICATION

- 3.1 For the Community Grants and Major Events Sponsorship funding programmes, this policy applies to applicants based within the Mount Isa local government area, or associated with a membership base within the Mount Isa local government area, and/or be delivering a service/event/project that will be in the public interest of the community of the Mount Isa local government area.
- 3.2 The applicant must be an incorporated not-for-profit organisation. If an organisation is not incorporated but feels it has a service/event/project that satisfies all other eligibility criteria for one of the streams of this funding programme, then a sponsor may be used. The sponsor organisation must be incorporated and satisfy all the same eligibility criteria. The sponsor organisation then becomes legally liable for the service/event/project.

4. INFORMATION ABOUT ALL COUNCIL SUPPORT

- 4.1 The level of assistance and sponsorship available is limited by Council's annual budget and its priorities. No applicant can be guaranteed to either receive funding or to receive the full amount requested.



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
 Community Grants Policy

RESOLUTION NO. **OM25/05/20** VERSION **V3**

- 4.2 The advertisement for each funding round shall contain the funding pool amount for the Community Grants Programme only. There is to be no advertisement of the funding pool for the Major Events Sponsorship Programme. Funding amounts will be determined by Council with regard to the budget and Council's financial position at the time.
- 4.3 There are two funding rounds each year and all applications must be received by the due date. Late submissions or applications may not be considered and are subject to Council's discretion. A schedule of funding rounds is contained within this policy. Should applications be received outside open funding periods, the applicant may be asked to re-apply within an appropriate funding round.
- The decision of Council on applications is final. Financial support may require compliance with specific conditions before payment. Should these conditions not be met by the specified date, Council reserves the right to revoke the offer of support.
- 4.4 Where relevant and agreed upon, Council expects agreed acknowledgement of support (for example: inclusion and display of the Council logo, invitation of Council staff and/or elected members to events, openings or ceremonies, and acknowledgement of Council support in media and promotional efforts).
- 4.5 Applicants may only submit one application per funding round.
- 4.6 Any organisation wishing to apply for a waiver of Council fees, charges, rates or bills (e.g. Excess Water Bills, Development Fees etc) must not apply under this programme but submit a separate request in writing to Council.
- 4.7 GST: where applicable, all applications are to be GST inclusive.
- 4.8 Council's Chief Executive Officer ("CEO"), or their delegate, may approve departure from the procedure by Council where:
- a) It is within the limits of their financial delegation; and
 - b) The departure would be in the public interest; and
 - c) Where the departure is reasonable and necessary having regard to the community wellbeing that is to be promoted.

5. ELIGIBLE CRITERIA

- 5.1 Applications may seek to address some of the following priorities:
- a) Promotion of economic development in the area;
 - b) Enhanced economic / cultural / social opportunities for residents;
 - c) Enhanced health and safety for residents;
 - d) Research and development projects relevant to the region;
 - e) Capital improvement to create a community asset;
 - f) Meet a demonstrated need within the community;
 - g) Promote a healthy and active lifestyle;
 - h) Enhanced environmental sustainability;
 - i) Innovation and technology.
- 5.2 Applicants shall have no overdue debt (including leases, infringements, rates and water bills) to Council at the time the application is submitted to Council.
- 5.3 The applicant shall show that they have the financial capacity to carry out the project or event. If financial statements do not reflect this, then the organisation must show a proactive approach to fundraising and other funding sources.



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
 Community Grants Policy

RESOLUTION NO. OM25/05/20 VERSION V3

6. INELIGIBLE CRITERIA

6.1 The following will NOT be considered for funding:

- a) General operating costs (e.g. electricity, phone, rent, meals, salaries/wages, accommodation and hire charges. A position created for the length of a project is considered eligible);
- b) Private and commercial ventures;
- c) Political or for-profit groups;
- d) Projects under litigation;
- e) Retrospective funding;
- f) Purchase of land;
- g) Support of an individual pursuit;
- h) Projects that do not involve the Council regional community.

7. LETTERS OF SUPPORT

7.1 Applicants are encouraged to attach relevant letters of support to show community, business and financial support for their application.

7.2 Council may not supply letters of support from the CEO, Mayor or Councillors for any application to the Mount Isa City Council Community Grants Programme or the Major Events Sponsorship Programme.

8. APPROXIMATE FUNDING TIMELINES (subject to change at Council’s discretion)

	Round Two	Round One
Applications Open	First Council business day in February each year	First Council business day in August each year
Applications Close	First Council business day in March each year	Last Council business day in August each year
Submitted to Ordinary Meeting	Second Wednesday in April	Second Wednesday in October
Official Advice of Funding	Third week of April	Third week of October
Final Acquittal must be received by Mount Isa City Council	Within six weeks of the event or project occurring	Within six weeks of the event or project occurring

9. NOTIFICATION

9.1 All applicants will receive a generic email to state their application has been received by Council, including a reference number.

9.2 Successful Applicants will receive an approval letter and, if applicable, a funding agreement and the Assistance Acquittal Form. The funding agreement will include the terms and conditions of the funding and any special conditions that may have been attached to the funding.



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
 Community Grants Policy

RESOLUTION NO. **OM25/05/20** VERSION **V3**

9.3 Successful applicants will need to complete and sign the funding agreement and supply a tax invoice before any funding will be released.

9.4 Unsuccessful applicants will receive a letter advising that their application has been unsuccessful.

10. COMMUNITY GRANTS PROGRAMME ADDITIONAL INFORMATION

Funding requests are to be financial only. If an applicant wishes to utilise Council services, they must first contact Council for a quote and include the dollar amount in their application.

11. MAJOR EVENTS SPONSORSHIP PROGRAMME ADDITIONAL INFORMATION

In addition to the above eligibility criteria, to be eligible for the Major Events Sponsorship Programme, the event must:

- a) Be recurring regularly within the Mount Isa local government area i.e. be an annual or bi-annual event (if the event is a new event, it should aim to be annual or bi-annual); or
- b) Be a significant one-off event of benefit to the community within the Mount Isa local government area; and
- c) Have a total event budget of \$20,000 or more.

Sponsorship requests are to be financial only, if an applicant wishes to apply for Council services, they must contact Council for a quote and include the dollar amount in their application.

12. CHANGE OF SCOPE

If an organisation is successful with a community grant or sponsorship application, but the project or event must be altered from that as outlined in the original application, a request must be made in writing to Council's Director of Corporate and Financial Services and be approved before the event / project commences.

13. ACQUITTAL

In providing financial assistance, Council requires all applicants to provide Council with an acquittal, lodged on the relevant Council acquittal form within 6 weeks of the end of the event/project, showing that the financial assistance has:

- a) Been used for the approved purposes including proof of expenditure e.g. invoices, receipts, photos etc.; and
- b) Produced a community benefit; and
- c) Evidence of the appropriate acknowledgement to Council

14. RESPONSIBILITIES

14.1 Applicants are required to submit all the requested documents with the application as outlined in the application form check list. Failure to provide these documents by the due date may make the application ineligible.

14.2 Council is required to comply, to the best of its ability, with the dates as per the schedule of funding rounds contained within this document.

15. FAILURE TO COMPLY

If an organisation that has received funding fails to comply with any requirement of this policy, Council has the right to refuse future applications for grants or sponsorship.

16. IN-KIND (Non-Cash) DONATIONS

16.1 It is recognised that Council plays a significant role in the Mount Isa and Camooweal communities and has a role to play in developing and supporting the social fabric that makes the community a



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desirable place to live. Council also recognises that we are the sole or primary supplier of a number of services that community, educational, and sporting groups require in order to be able to function effectively.

- 16.2 In-kind support is available to not-for-profit community and sporting groups in the form of free goods or services that Council provides, such as waste services, bin hire, road signage etc. Small value items, not exceeding \$1000, that are commonly procured by Council may also be considered at discretion of the CEO.
- 16.3 Applications will be reviewed and assessed on the following criteria:
1. Applicants are incorporated Not for Profit community or sporting groups, or educational facilities; or
 2. Other unincorporated applicants who can demonstrate that all proceeds from the activity are for a not-for-profit cause or charity; and
 3. That the support is for a purpose that is deemed to be in the public interest; and
 4. That applications are received on the approved "In-Kind Donation Form" and with sufficient time before the service is required and appropriate detail to allow assessment of the request and preparation of the service; and
 5. That the total value of support requested is not greater than \$1,000.00; and
 6. That the requesting organisation meets the definition of an eligible Community Organisation; and
 7. That proof the support was used for the stated purpose is provided on request; and
 8. That there are still funds remaining in the small grants budget.
- 16.4 Approval of the grant or support is at the discretion of Council's CEO or their delegate.
- 16.5 The support provided cannot be cash.
- 16.6 In-kind support for goods or services from MICCOE will not be considered under this policy.

17. WASTE SERVICE CHARGE DONATIONS

- 17.1 In March 2018, the Queensland Government announced the introduction of a waste disposal levy to underpin a new Waste Management and Resource Recovery Strategy. Commencing on the 1st July 2019, the levy will be implemented within the Mount Isa local government area.
- 17.2 The Waste Levy will apply to all types of waste, with some exemptions, and will consist of an increase in waste disposal costs. This will directly affect both non-residential rate payers and businesses and will mean that a Waste Service Charge will be applied for any commercial garbage services provided to organisations.
- 17.3 Council recognises that this charge can impose a significant impost on many of the small community and sporting groups within the Mount Isa local government area, which may impact on the organisations viability to provide their community service.
- 17.4 As such, within each financial year, Council may provide a donation to an eligible organisation to cover up to 100% of the costs of the Waste Service Charge only, which is applicable to all commercial services provided by Council, and paid for, on Rates Notices. In addition, the Waste Service Charge from the hire of commercial and industrial bins may also be applied for. The total value of the donation will be up to a maximum annual value of \$7,500.00 per organisation.
- 17.5 Applications will be reviewed and assessed on the following criteria:
1. Applicants are a not-for-profit sporting club or a not-for-profit community organisation or a not-for-profit early or primary educational facility; and



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2. That applications are received on the approved "Waste Service Charge Donations Form"; and
3. The organisation is either head-quartered or primarily based in the Mount Isa local government area; and
4. The organisation is actively providing services to the community that are in the public interest; and
5. Have available, for Council review, systems in place to ensure donations claimed are only for waste service charges paid by the organisations purposes (not private).

17.6 The donation will be made quarterly, in arrears, on the provision of a completed 'Waste Service Charge Donations Form' with the appropriate support documentation for costs incurred.

17.7 The payment applies to the amount of Waste Service Charge included in the Rates Notices and also the Waste Service Charge on the hire of commercial and industrial bins provided by Council. It does not include other waste and cleansing charges such as the other commercial garbage rates or tip gate fees.

17.8 The payment is a donation and will not be subject to GST.

17.9 Any organisation provided a donation must afford, and evidence, appropriate recognition to Council for the donation.

18. COMMUNITY ASSISTANCE PAYMENTS

18.1 Council recognises that not-for-profit, community and sporting organisations within the Mount Isa local government area make an important contribution to enhancing the region's lifestyle and liveability, and assist in creating strong and inclusive communities.

In response to an exceptional circumstance from a declared disaster or health pandemic, Council can provide quick response community assistance payments to individual or defined classes of eligible, rateable not-for-profit community and sporting organisations, via a Council resolution.

18.2 Council's resolution may provide for these not-for-profit community and sporting organisations, known to Council, and which meet Council's defined eligibility criteria being paid community assistance payment without being required to submit an application.

18.3 Eligible Criteria

- a) Not-for-profit community and sporting organisations must meet the criteria of Not-For-Profit as determined by Council's rateable reported primary and secondary land use, and in some instances, visual inspection.; and
- b) Be based in the Mount Isa local government area; and
- c) Be an active organisation, providing evidenced current programmes to the community; and
- d) Be a current rate paying organisation.

18.4 Ineligible criteria

- a) For-profit organisations
- b) State and federal government departments and agencies
- c) Political parties
- d) Trade Unions
- e) Individuals
- f) Properties with the following differential rating categories:

2 - Residential – Owner Occupied <4,000m²



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- 6 – Multi Residential: 2-4 Dwelling or Units
- 8 – Multi Residential: 10-24 Dwellings or Units
- 12 – Retail, Commercial Business <1,000m²
- 13 – Retail, Commercial Business <2,000m²
- 34 – Hotel/Licensed Clubs < 20 Accommodation Units
- 36 – Intensive Accommodation 5-24 Rooms, Units or Sites
- 39 – Intensive Accommodation 100-199 Rooms, Units or Sites
- 53 – Transport, Storage Warehouse <4,000m²

- 18.5 Organisations that are deemed to be ineligible by Council, but believe they meet the eligible criteria may make a separate application in writing to Council's CEO for consideration. If approved by the CEO, the applications will also require a separate Council resolution.
- 18.6 Organisations that are deemed eligible by Council, but do not wish to receive the assistance, may submit a request in writing to Council's CEO to be excluded from the automatic distribution process.
- 18.7 All decisions for approval of a Community Assistance Payment are subject to budget availability and at the absolute discretion of the Council, determined by Council resolution.

19. OTHER EXTERNAL FUNDING PROGRAMMES

- 19.1 Organisations requesting a letter of support from the Council for other funding programmes, should email city@mountisa.qld.gov.au with a document containing a "draft version" of the text required in the letter of support. This ensures that any letter from Council will address all pertinent issues.
- 19.2 This "draft version" will be considered by the appropriate elected member of Council, alteration to the text may be made if required. If approved, the applicant will be advised, and an official copy will be forwarded on Council letterhead.
- 19.3 Where Council agrees to provide a letter of support, the letter shall be provided no later than five days after the request is received by Council.
- 19.4 Letters of support in-principle are only for the purposes of funding/application processes only and do not constitute automatic Council approval for the project as a whole. Any applicant requesting a letter of in-principle support must contact Council to ensure notification of and compliance with any necessary approval requirements or costs that their project/event may incur.

20. VARIATIONS

Council reserves the right to vary, replace, or terminate this policy from time to time.

21. COMMUNICATION AND DISTRIBUTION

- 21.1 Council will make available to the public, the Community Grants Policy on our website at www.mountisa.qld.gov.au.
- 21.2 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

22. DEFINITIONS

- a) **Acquittal** – the accurate reporting on the funded activities and the expenditure of funding.
- b) **Applicant** – the person or organisation who makes a formal application for financial assistance from Mount Isa City Council.
- c) **Application** – a formal request to be considered by Mount Isa City Council.

MOUNT ISA CITY COUNCIL STATUTORY POLICY

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- d) **Community Wellbeing** – is a concept concerned with the common good of all people and includes dimensions such as economic vitality, celebration of place, access to services and facilities, community harmony, a healthy community, participation in community life, a safer community and cultural development.
- e) **Community Organisation** -
- a) an entity that carries on activities for a public purpose; or
 - b) another entity whose primary objective is not directed at making a profit.
- f) **Declared disaster** – as defined in s64 and d69 of the *Disaster Management Act 2003*
- g) **Financial Assistance / Support** - means any grant, sponsorship, service or funding provided by Mount Isa City Council.
- h) **Grant** – are contributions for projects or events, usually tangible, and tied to specific eligibility criteria for the applicant or project/event, with specified application, acknowledgement and acquittal requirements.
- i) **Health Pandemic** – means a critical health issue, as identified by a declaration of a public health emergency made under section 319 of the *Public Health Act 2005* with respect to an actual or potential health pandemic.
- j) **In-Kind**- Non-cash support such as the provision of goods or services.
- k) **Incorporated** – (of a company or other organisation) formed into a legal corporation.
- l) **Not-for-profit** - not making or conducted primarily to make a profit.
- m) **Sponsorship** – is a mutually beneficial contract involving the purchase of usually intangible, exploitable potential, associated with an event, organisation or project, which results in tangible benefits for the sponsoring organisation.

ASSOCIATED LEGISLATION, POLICIES AND DOCUMENTS

- *Local Government Regulation 2012*
- *Local Government Act 2009*
- Mount Isa City Council Revenue Statement
- *Disaster Management Act 2003*



GUIDELINES

Community Grants & Sponsorship Program



Correspondence: Chief Executive Officer
PO Box 815 MOUNT ISA QLD 4825
Street Address: 23 West Street, Mount Isa

Website: www.mountisa.qld.gov.au
E-mail: city@mountisa.qld.gov.au

ABN: 48 701 425 059
Phone: (07) 4747 3200
Fax: (07) 4747 3209

Message from the MAYOR



Community and sporting groups are an integral part of Mount Isa, and we at Council have long recognised their importance through our Community Grants and Sponsorship Programme.

It's thanks to the exemplary efforts of these groups that we are able to attract people to live and work in our great city.

This programme has been designed to provide financial assistance to these groups—the majority of which are run by dedicated volunteers - to enable them to continue to

undertake the terrific activities, events and work they do in, and for, the community.

In the past, the grants have been used to make improvements to, or upgrade, facilities, or to repair assets.

Council is proud to support our community and sporting groups, enabling them to continue to run sustainably and effectively.

I highly recommend that you contact Council's Community Development Officer and discuss your grant application before submitting it, to ensure all relevant information is provided and criteria are met.

I look forward to seeing applications for a wide range of community-minded projects and activities very soon.

A handwritten signature in black ink that reads "D Slade".

Her Worship Danielle Slade
Mayor of Mount Isa

Front Cover photos: Mount Isa City Council, Mount Isa by E. Theiber

COMMUNITY GRANTS & SPONSORSHIP PROGRAM GUIDELINES

Mount Isa City Council provides financial assistance to local community and sporting organisations that undertake projects and events that make positive contributions to the quality of life in the Mount Isa region. These contributions may address cultural, community, educational, sporting or recreational needs.

All applications go through a competitive process and these procedures have been developed to ensure this is fair, open and transparent for community organisations seeking financial assistance from Council.

APPLICATION LODGEMENT

Applications should be lodged with Council by **5:00pm on the due date**.
Late applications may not be accepted.

POST: Community Grants & Sponsorship Round (1 or 2)
Chief Executive Officer
Mount Isa City Council
PO Box 815
MOUNT ISA QLD 4825

FAX: (07) 4747 3209
(Attention: CEO)

E-MAIL: city@mountisa.qld.gov.au
Subject Heading: Community Grants & Sponsorship Round (1 or 2)

Submissions will be collated by the Director of Corporate & Communities, with decisions on funding success (and amounts) made at the meetings of the Mount Isa City Council as outlined in the schedules.

Successful applications will be officially approved by Council resolution.

INFORMATION ABOUT FINANCIAL SUPPORT

- Two funding rounds each financial year – August and February.
- The level of assistance available is limited by Council's budget decisions and its priorities. No applicant can be guaranteed funding or receiving the full amount requested.
- Funding for the Community Grants Program is available up to \$5,000.

COUNCIL SUPPORT

- Funding requests are to be financial only, if you require Council services, you must contact Council for a quote and include the dollar amount in your application.
- Mount Isa City Council Owned Enterprises Pty Ltd (MICCOE) do not offer in-kind support or waiver of fees for use of MICCOE venues (Outback at Isa, Civic Centre or Buchanan Park). If you wish to use those venues, please obtain a quote from MICCOE and include the dollar amount in your application.
- Any organisations wishing to apply for a waiver of fees / bills e.g. Excess Water Bills, Development Fees etc. must not apply under these programs and are to put in a separate request in writing to Council.

LETTERS OF SUPPORT

- Applicants are requested to attach relevant letters of support to show community, business and financial support for their application.
- Council may not supply letters of support from the CEO, Mayor or Councillors for any application to the Mount Isa City Council Community Grants and Event Sponsorship Programs.

ELIGIBILITY CRITERIA

- The applicant must be; 1) based within the Mount Isa City Council local government area, or 2) associated with a membership base within the Mount Isa City Council local government area, and / or be delivering a service / event / project that will be of direct benefit to the wider community of the Mount Isa City Council local government area.
- The applicant must be an incorporated not-for-profit organisation. If your organisation is not incorporated but feels it has an event or project that satisfies all other eligibility criteria, then a sponsor may be used. See "Other Important Notes" section for further details.
- Applicants shall have no overdue debt (including debtor accounts, rates and excess water bills) to the Mount Isa City Council at the time the application is assessed by the Council.
- Applicants shall have no outstanding acquittal reports from previous grant or sponsorship support.
- The applicant shall show that it has the financial capacity to carry out the project or event without the support of Council. If your financial statements do not reflect this, then you must show a proactive approach to fundraising and funding.
- Applications should seek to align with Councils Corporate Plan and may address some of the following priorities:
 - Promotion of economic development in the area
 - Enhanced economic / cultural / social opportunities for residents
 - Enhanced health and safety for residents
 - Research and development projects relevant to the region
 - Capital improvements to create a community asset
 - Meet a demonstrated need within the community
 - Promote a healthy and active lifestyle
 - Enhanced environmental sustainability
 - Innovation and technology

INELIGIBLE CRITERIA

The following will **NOT** be considered for funding:

- General operating costs (e.g. electricity, phone, rent, meals, accommodation and hire charges. Note:- A position created for the length of a project is considered eligible)
- Private and commercial ventures;
- Political or for-profit groups;
- Projects under litigation;
- Retrospective funding;
- Purchase of land;
- Support for an individual pursuit;
- Travel and accommodation, and uniforms for individual or team representatives
- Projects that do not involve or directly benefit the Mount Isa City Council regional community

ASSESSMENT CRITERIA

- Preference will be given to requests for financial assistance for events / projects that have the greatest potential benefit to residents and / or are new events to the area.
- Preference will be given to applications that seek funding for the total cost of the project from a variety of sources, and to applicants who demonstrate a willingness to partially self-fund.
- Each application is to be assessed on its individual merits having consideration for the total amount of funds available in the Council's budget.
- A Risk Management Plan is essential for applicants of the Events Sponsorship Program. Preference will be given to applicants of the Community Grants Program who submit a Risk Management Plan.
- Preference will be given to applications who have fully completed forms and have provided all the requested and relevant documents.

WHAT YOU MUST INCLUDE IN YOUR APPLICATION

- Applications must be made via the official application form available from Mount Isa City Council, and must include the following documentation:
 - ✓ A copy of the applicant organisation's Certificate of Incorporation or Certificate of Registration or charity status;
 - ✓ A realistic and itemised budget including committed financial and / or in-kind support by the applicant, other grant agencies or sponsorships, quotations should be included where possible;
 - ✓ A copy of the applicant organisation's Certificate of Currency (Public Liability Insurance Min \$20m);
 - ✓ A copy of the organisation's audited financial statements for the past financial year including all relevant documents such as an Auditor's / Accountant's Report, Profit and Loss Statement and Balance Sheet. If the latest audited financial statements are not available (i.e. they are currently being audited) a letter from the accountable officer is required

GUIDELINES

Community Grants & Sponsorship Program



- stating this, and if successful for funding, the documents supplied before funding is issued;
- ✓ Landowner’s written permission for the event or project. This includes for Council owned venues like Parks, Civic Centre and Buchanan Park;
 - ✓ The organisation must complete a “Statement by Supplier” form if the organisation does not have an Australian Business Number (ABN).
 - ✓ Other supporting documentation where applicable (ie, 2 Quotes, Site Plans, Letters of support etc)



ACQUITTAL DETAILS

Applications are assessed against the selection criteria before being submitted to Council for approval.

Recipients of support from the Mount Isa City Council must submit an Acquittal Report within six (6) weeks of the completion of the event or project. Failure to complete and lodge the report may result in a demand for the return of the granted funds and may also have a detrimental effect on any future funding applications.

Any organisation that cannot demonstrate that funds have been expended in accordance with the purpose for which the funds were granted, will be required to return the funds to the Mount Isa City Council within three (3) months of the proposed event or project.

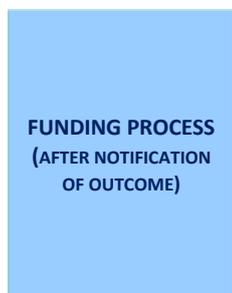


NOTIFICATION

All applicants will receive a confirmation email to state their application has been received by Council, including details of an application reference number.

Successful Applicants will receive an approval letter, a Funding Agreement, and a link to the Acquittal Report. The Funding Agreement will include the Terms and Conditions of the funding and any special conditions that may have been attached. Successful applicants will need to return the original completed and signed Funding Agreement before any money will be transferred.

Unsuccessful Applicants will be advised in writing stating the reason for the decision. For further clarification or feedback on your application please contact Council.



**FUNDING PROCESS
(AFTER NOTIFICATION
OF OUTCOME)**

For the funding process timeline, see the table below.

This is the process after notification of outcome from Council:

- Receive successful / unsuccessful outcome via email and mail
- If successful you will also receive a Funding Agreement, Acquittal Report and invitation to a presentation
- You **MUST** return a signed Funding Agreement before any money can be transferred
- Once your event/project is completed you **MUST** send an Acquittal Report to Council within six (6) weeks of the completion of the event.

APPROXIMATE FUNDING TIMELINES (subject to change at Council's discretion)

	Round One	Round Two
Applications Open	First day in August each year	First day in February each year
Applications Close	Last council business day in August each year (minimum 4 weeks)	First Council business day in March each year (minimum 4 weeks)
Submitted to Ordinary Meeting	First scheduled meeting in October	First Scheduled meeting in April
Official Advice of Funding	Within 1 week of October Ordinary Meeting	Within 1 week of April Ordinary Meeting
Final Acquittal must be received by Mount Isa City Council	Within six (6) weeks of the event occurring.	Within six (6) weeks of the event occurring.

OTHER IMPORTANT NOTES

- Only **ONE** application may be submitted per organisation per funding round.
- ALL applications must be typed.
- ALL applications must be signed by two authorised executive representatives to be accepted. Electronic signatures are not accepted.
- Please do not submit applications in a binder or have it bound (applicable to hard copy applications only).
- Sponsor details – a sponsor may be used when an organisation is not incorporated. The sponsor organisation must be incorporated and satisfy all other eligibility criteria. The sponsor organisation then becomes legally liable for the event/project and therefore must provide all the required documents and have an authorised officer of the sponsor sign the application.
- If an organisation is successful with a community grant, but the project or event must be altered from the original application, a request for a Change of Scope must be made in writing to Council’s Director of Corporate and Communities and be approved by Council resolution prior to commencing or continuing the project/event.

FAILURE TO COMPLY

If an organisation that has received funding fails to comply with any requirement of this policy, Mount Isa City Council has the right to refuse future applications for grants or sponsorship.

FOR FURTHER INFORMATION

Contact:
 Mount Isa City Council
 PO Box 815
 MOUNT ISA QLD 4825
 P: 07 4747 3200 E: city@mountisa.qld.gov.au

13.4 LIBRARY OVERVIEW REPORT - AUGUST 2023 AND SEPTEMBER 2023

Document Number: 799794

Author: Coordinator Library Services

Authoriser: Director of Community Services

Directorate: Community Services

Portfolio: Tourism, Events, Sports and Recreation, Library

EXECUTIVE SUMMARY

The August 2023 and September 2023 Library Overview Report is presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the August 2023 and September 2023 Library Overview Report as presented.

OVERVIEW**Book Week Games Night**

On 22nd August, 30 adults and 25 children attended the annual Book Week Games Night. This year's Book Week theme was Read, Grow, Inspire. Children dressed up in outfits to suit their dream profession. They were divided into four teams and competed in four group games based on the medical, farming, firefighting, and sporting professions in the two-hour event.

School Holiday Activities

The Library hosted nine LEGO activities during the September 2023 School Holidays, catering to 144 participants. Phil Kemp, The LEGO Man, was invited as a guest facilitator of one of the activities, where children built on their own LEGO lands and combined them into a city.

LEGO Competition

The Library hosted a LEGO competition in September with the theme "100 Years". Thirty-three children created their LEGO displays and submitted them to the Library. Deputy Mayor Phil Barwick, Councillor Peta MacRae and Phil Kemp, The LEGO Man, evaluated all the entries and picked winners for different categories. The People's Choice award was selected by open vote with the most "Likes" on the Library's Facebook post. The winner received 119 "Likes" from the public.

Outreach Storytime

A total of 20 adults and 90 children participated in three story times that were delivered in the community, including Happy Valley State School, Red Oasis Early Education and Care, and the Family Fun Park. The outreach programs aim to attract people who only visit the Library occasionally to visit the Library more often.

Rodeo Display

The Library participated in Commerce North West's Best Dressed Premises competition. Dozens of Mount Isa's old photos were displayed on a giant birthday cake, accompanied by chaps, boots and posters. The Library did not win, but it is a great way to promote the Local Studies collection and also great to see other entrants used the photos available at Isa in Images.

Historical Talk

Local historian Kim-Maree Burton delivered an informative historical talk on Mount Isa's and Rodeo's history during Rodeo week. Forty people attended the historical talk, a record for the Library's adult program since COVID.

STATISTICS:

VISITORS

- August 2023 - **27** days open with **2,329** visitors
- September 2023 - **26** days open with **2,152** visitors

TRANSACTIONS (*issues, returns, reservations, renewals*)

- August 2023 - **5,165** transactions
- September 2023 - **5,111** transactions

COMPUTER USAGE

- August 2023 - **579** customers for a total time of **313.42** hours
- September 2023 - **509** customers for a total time of **284.05** hours

NEW MEMBERS

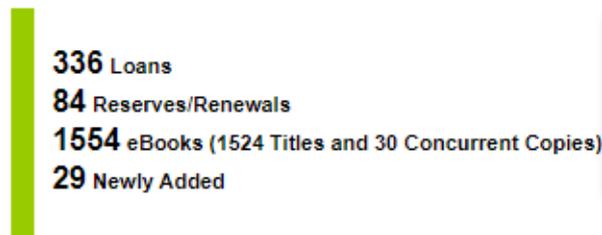
- August 2023 - **68** new members
- September 2023 - **62** new members

E-book and E-audiobook statistics - (From 1 August 2023 – 30 September 2023)

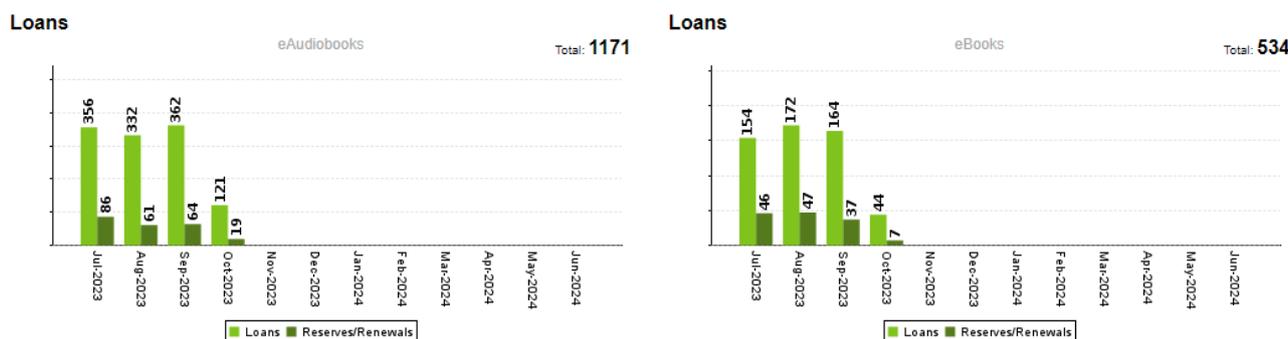
eAudiobooks by Title



eBooks by Title



E-Book and E-Audiobook statistics for this financial year.



UPCOMING EVENTS IN OCTOBER

The Library will be continuing with regular weekly events, such as Baby Rhyme Time, Conversational English and Storytime, but here are some other events which will be happening in October 2023.

4 October 2023	Outreach: Storytime at Estelle Cardiff Kindergarten
5 October 2023	Queensland Seniors Month: Managing Photos workshop, presented by local historian Barry Merrick
6 October 2023	Outreach: Storytime at Community Colour Fun Run
10 October 2023	Outreach: Storytime at Family Fun Park
13 October 2023	First weekly writing workshop
14 October 2023	Welcoming Babies Day
18 October 2023	Queensland Seniors Month: Wellbeing talk, presented by North West Hospital and Health Service
27 October 2023	Cuppa with the Councillors
Date to be confirmed	Queensland Seniors Month: Painting workshop

ATTACHMENTS

Nil

14 INFRASTRUCTURE SERVICES REPORTS

14.1 MAJOR PROJECTS OVERVIEW REPORT SEPTEMBER 2023

Document Number: 798964

Author: Manager Major Projects

Authoriser: Acting Director Infrastructure Services

Directorate: Infrastructure Services

Portfolio: Engineering, Roads, Rural Works, Concrete Batch Plant

EXECUTIVE SUMMARY

The September 2023-2024 Major Projects Overview Report presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and notes the September 2023 Major Projects Overview Report.

BACKGROUND

- Centennial Place
 - 85% complete
 - Procurement delays to roofing, however program completion dates on track.
 - Scope variations for swale drains and wall preparation works have been raised.
- Energy Efficiency Project
 - Procurement stage complete, Contractor appointed.
- Materials Recovery Facility (MRF)
 - Building contract is now at 40% complete.
 - The contractor and PM team are progressing well.
- MRF Weighbridge
 - Procurement stages – Contract award expected end of October.
- MRF Transfer Station
 - Planning Stage complete, scope to be issued for approval prior to tender packages being released.
- PCNP
 - MICC and TMR working on finalisation of variation to scope and budget. Target date for final outcome is Mid-October. Procurement stages within 2 weeks of outcome
- Aqua Play Facility
 - 7% complete.
 - Target completion March 2024
 - Contract executed, early works complete, colour scheme approved.
 - Contractor mobilising to site Mid-October to commence civil works.
- Parks upgrade project

- In planning stages, a scope of works have been developed and report issued for approval. Next stages will be procurement with all tender documents ready to be issued.
- Stormwater Repair and replacement
 - Investigation works complete, now in procurement stages.
 - RFQs to close mid-October.
 - Construction to commence November.
- Outback at Isa - Phase 1 Detailed Design
 - 95% complete
 - Final stages – payment claims to close out.
 - Funding applications being submitted.
- City Look Out
 - Funding applied for in September.
- 2023 Telstra Hill
 - RFQ for stage 1 was issued end of September, closing end of October.
 - Planning to commence closer to EFY to allow for 24/25 CAPEX Budget

OVERVIEW

This report is for the top 18 Capital Works Department activities during the month of September 2023. Significant items in this period include:

The total 18 Council projects expenditure as at 30/09/2023 is currently tracking \$8,478,926 under YTD budget, with \$28,091.324M expended in the delivery of these projects. This represents 15% completion of the YTD projects against the annual budget.

Project delivery is being reviewed against the capital works plan and the outcome of this process will be included in a future report following adoption by Council.

Resourcing and materials are still an ongoing concern across all projects however, projects are progressing with the minimal project management staff we have on board. Procurement stages are taking place over the next 2 months with attention for next quarter being focussed on resourcing for project management and the delivery stages. The attached table provides an overview of progress against the key eighteen projects. This table is based on progress and whole of life costs. It is not intended to be a financial report.

ATTACHMENTS

1. **Capital Works Expenditure as at 30 September 2023**  



Infrastructure Services

Capital Expenditure

Table 1 - Progress on 2023/24 Key Capital Projects > \$350k

Project	Project Phase					Position as at 30 September 2023			
	Planning	Design	Procure	Delivery	Close-out	Approved Budget (\$)	Actual Expenditure (\$)	Committed Expenditure (\$)	Total Expenditure (\$)
1. Materials Recovery Facility (MRF)	✓	✓	✓			19,375,257	6,143,528	23,377,925	29,521,453
2. Centennial Place	✓	✓	✓			5,300,000	2,079,537	2,990,392	5,069,929
3. Energy Efficiency Infrastructure	✓	✓	✓			3,100,000	1,260	10,680	11,940
4. City Street Rehabilitation TIDS & R2R	✓					2,400,000	165	78,585	78,750
5. Network reconfiguration to remove direct pumping into network	✓	✓	✓			2,000,000	11,021	129,968	140,989
6. Splashez Water Play	✓	✓	✓			1,890,022	7,935	1,381,918	1,389,853
7. Road Culvert Rehabilitation	✓	✓				600,000	900	7,560	8,460
8. Renewals at STP/Clarifier	✓	✓	✓			600,000	12,918	460	13,378
9. Parks upgrades	✓	✓				800,000	12,368	0	12,368
10. PCNP shared Pathways (Fourth Ave)	✓					1,111,090	18,165	78,136	96,301
11. 23 West Street Airconditioning	✓	✓	✓			500,000	138,086	0	138,086
12. Civic Centre - Airconditioning upgrade	✓					500,000	165	4,560	4,725
13. Stormwater Upgrade Enid Street	✓					500,000	1,950	2,205	4,155
14. Stormwater Repair and replacement	✓					500,000	12,221	7,590	20,171
15. Duchess Road Main Extension	✓	✓				500,000	0	0	0
16. Water treatment at Camooweal	✓	✓				400,000	780	14,500	15,280
17. (WM1) Works to New Transfer Station	✓					350,000	2,325	5,775	8,100
18. Miners Memorial	✓					300,000	35,602	1,070	116,672
Total						40,726,326	8,478,926	28,091,324	36,650,610

Legend On Schedule/Budget Behind Schedule/Budget Significantly Behind Schedule/Budget ✓ Phase Complete

14.2 WATER & SEWER OVERVIEW REPORT - AUGUST & SEPTEMBER 2023

Document Number: 799781

Author: Acting Manager Water and Sewer

Authoriser: Acting Director Infrastructure Services

Directorate: Infrastructure Services

Portfolio: Environmental Management, Waste Management, Environmental Health, Water and Sewerage, Local Laws, Camooweal

EXECUTIVE SUMMARY

The August and September 2023 Water and Sewerage Overview Report presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the August and September 2023 Water and Sewer Overview Report.

OVERVIEW**Water Network*****Renewal Work***

Reactive water leaks have been increasing, with a majority of those being service connections clustered around Camooweal, Miles, and West Streets. In August and September 2023, staff focussed on replacing the services on Camooweal Street, Fisher Drive, and West Street. The services installed at these locations are laid in a conduit, enabling future replacement works without needing to cut a section on the road.

Valve replacement works continued during this period with valves replaced on Kolongo Crescent, Patricia Street, and Sulphide Street.

Main replacement works progressed in August, with works carried out on the Sunset Bridge. The existing main on the creek was made redundant, with new installations redesigned and installed on the bridge next to the road. The installation of the main will enable easier maintenance, without the need to work on a live main in the middle of the creek.

Smart meters

Installation of 20mm residential water meters is continuing, with work concentrating on the difficult to access properties. As of 29 September 23, 6,745 meters have been installed.

Maintenance Work

Reactive water leaks have been increasing. Rectification times for repair on the road are often protracted due to the requirement for traffic control.

Other emergency works undertaken include the repair of a leaking 100 mm water main in Soldiers Hill, a damaged 380 mm trunk main on Barkly Highway, and a damaged 250 mm trunk water main, feeding the reservoirs on Healy Heights.

Camooweal Water Supply

During August and September, a few visits to Camooweal were undertaken to address water leaks and rectify faults with the chlorinator.

Drinking Water Quality Management Plan (DWQMP)

A revised DWQMP was submitted to the regulator in December 2022, followed by a minor amendment in September 2023. The Regulator has gone through the documentation and approved the revised plan and the amendment as of 3rd October 2023.

Statewide Water Information Management (SWIM) Reporting

Each year Council collates a significant volume of data and reports on more than 200 plus indicators, spread uniformly across the state. The data collection period is from July 1 to June 30 each financial year and is published on or before the 1st of October. Council staff enthusiastically worked on this regulatory report and published the data well before the deadline.

Northwest Queensland Water Regional Alliances Program (NWQWRAP)

QWRAP is an initiative that is supported and partly funded by the Department of Regional Development, Manufacturing, and Water. In early August, Council staff met with industry peers from other regional Councils within the Northwestern region to discuss the potential to collaborate and offer better outcomes/services to the community. Part of this collaboration will include joint procurement to action operational activities such as lagoon desludging, air scouring and flushing of water mains, and reservoir cleaning.

Sewer Network***SPS 1 - biofilter***

The biofilter is currently being retrofitted and replaced with fresh media as the current arrangement does not seem to operate efficiently.

Primary Clarifiers

As of 9th October 2023, the rehabilitation works on the primary clarifiers have recommenced with initial works carried out on cutting/demolishing the launder wall. The contract is heading as per the timeline with works proposed to be completed by January 2024.

Sewage Treatment Plant

Following the power supply incident, the supply to the horse paddock has been operated manually. As of the 9th of October 2023, the system is back online with 75% of the actuators working. The faults with the remaining actuators are yet to be identified, following which the missing parts will be ordered to rectify these issues.

Recycled water remains available to the horse paddocks and is being turned on and off manually.

Water Quality Compliance

Mount Isa City Council is a registered water service provider under the *Water Supply (Safety & Reliability) Act 2008* and is therefore required to operate under an approved Drinking Water Quality Management Plan.

Non-compliances are summarised below.

Microbiological

Table 1 – Microbiological (*E.coli*) non-compliances

• Date of incident	• Sample location	• E.coli (MPN/100mL)	• Cause of problem	• Corrective actions undertaken
NIL				.

Turbidity

Table 2 – Turbidity non-compliances

• Date of incident	• Sample location	• Turbidity (NTU)	• Cause of problem	• Corrective actions undertaken
Nil				

Trihalomethanes

Table 3 – Trihalomethane (THM) non-compliances

• Date of incident	• Sample location	• THM (µg/L)	• Cause of problem	• Corrective actions undertaken
Nil				

COMPLAINTS*Table 4 – Complaints¹ by category, based on customer requests*

Category	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23
Quality	0	0	0	0	0	0	0	0	0	0	0	0
Pressure	0	0	0	0	0	0	0	0	0	0	0	0
Taste/odour	0	0	0	0	0	0	0	0	0	0	0	0
Service	2	0	0	0	0	0	1	0	0	0	0	0
Other	0	0	0	0	0	1	0	0	0	0	0	1
Sewage odours	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	1	0	0	0	0	0	0
Total	2	0	0	0	0	2	1	0	0	0	0	1

CUSTOMER REQUESTS*Table 5 – Customer Requests Received²*

Category	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Total
Application	1	3	0	0	0	3	0	3	1	11
Enquiry	0	0	2	0	0	0	0	0	0	2
Service Request	213	164	173	191	274	196	156	150	114	1,631
Monthly Total	214	167	175	191	274	199	156	153	115	1,644

¹ 'complaint' means a written or verbal expression of dissatisfaction about an action, proposed action or failure to act by the water business unit, including a failure of the water business unit to observe its published policies, practices or procedures. Definition provided by Victorian Essential Services Commission.

² Data sourced from iCasework

OUR ENVIRONMENT**Sewage Treatment Plant Compliance**

Council provides sewerage collection and treatment services to Mount Isa and Camooweal and operates under an Environmental Authority. The following table summarises compliance with all licence parameters.

Non-compliant parameters for the most recent month are detailed in the footnotes.

Table 6 - Sewage Treatment Plant and Camooweal pump station compliance

Sewage Treatment Plant	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Compliance (%)
Mount Isa	✓	✓	✓	✓	✓	✓	✓	✓	✓	100
Camooweal	✓	✓	✓	✓	✓	✓	✓	✓	✓	100

Legend

✓	Compliant with licence limits
✗	Exceeded one or more licence limits

ATTACHMENTS

Nil

15 GENERAL BUSINESS

Nil

16 CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS**RECOMMENDATION**

THAT Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the Local Government Regulation 2012:

16.1 Minutes of the Audit and Risk Management Committee Meeting held 07 September 2023

This matter is considered to be confidential under Section 254J - b, c and e of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with industrial matters affecting employees, the local government's budget and 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.

16.2 Resourcing of the MICC PMO to deliver FY23/24 and FY24/25 Capex Works.

This matter is considered to be confidential under Section 254J - c of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government's budget.

16.3 Stormwater Extension Soldiers Hill RFQ 2023-30

This matter is considered to be confidential under Section 254J - c of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government's budget.
