



2015-2016

# Annual Report



# Contents

Our Region	2
Mayor's Message	3
Your Council	6
Council Governance	
Council Remuneration	10
Council Expenses & Reimbursement	10
Council Meeting Attendance	12
Community Financial Report	
Community Financial Report	14
A Year in Photos	18
Reporting Requirements	23
Reimbursement of Expenses Policy	24
Rates & Charges Debt Collection Policy	29
Audit Committee Charter	35
Internal Audit Progress Report	42
Revenue Statement	47
Equal Employment Opportunity & Workplace Diversity Policy	69
Code of Conduct for Employees	72



# Our Region

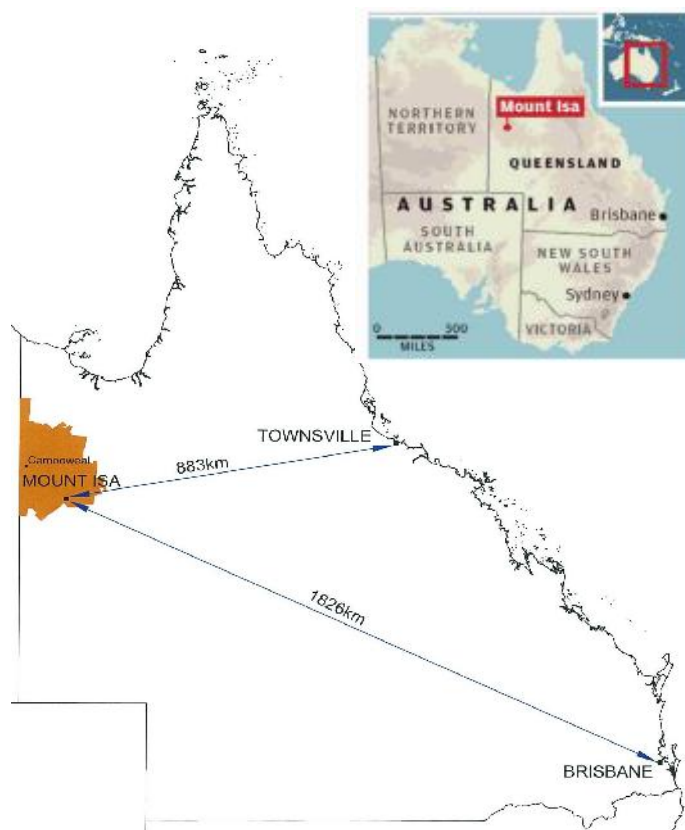
Mount Isa City Council is one of the more remote local government areas in Queensland. It lies in the heart of Queensland's arid North West, adjoining the border of the Northern Territory.

Mount Isa is located approximately 1826 km from Brisbane, the capital of Queensland, and 883 km from the nearest main city and port of Townsville. Covering an area of over 43,310 square kilometres (including the township of Camooweal), Mount Isa is the second largest city in Australia to Kalgoorlie-Boulder.

Shaped as we are by our remote, rural location and rich mineral bounty, Mount Isa's is one of long standing mining heritage. Celebrating its 90th year in 2013, a feat unique among mining towns nationwide, Mount Isa has grown from Australia's first 'company town' into one of the largest and most important industrial powerhouses in the nation.

Demonstrating a strong sense of identity and community, Mount Isa today is the administrative, commercial, and industrial centre of North West Queensland with a diverse, multicultural population.

Our region produces some of the country's best beef, and is renowned as one of the world's top 10 producers of copper, lead, silver and zinc. Mount Isa is home to several unique events including the Mount Isa Rotary Rodeo, Lake Moondarra Fishing Classic and the Mining Expo which attract visitors from across the globe.



## City profile

Location	Extends from the Selwyn Ranges (head of the Leichhardt River) to the Northern Territory border on the Barkly Tableland (head of the Georgina River). Equidistant between Brisbane and Darwin.
Area	43,310 sq km
Population	Approx 22, 500
State electorate	Mount Isa
Federal division	Kennedy
Traditional owners	Kalkadoon and Indjilandji Tribes

# Mayor's Message



2016 has been a big year for the Mount Isa City Council.

In March this year I was elected as Mayor of this city, and a new Council was formed. We are a new Council with a few new faces, with a diverse range of backgrounds, which will add a level of diversity that will enhance our community, and add value in a great range of areas. I am confident that we will work together with passion, honesty, commitment, teamwork, compassion, dedication, and honor for the Mount Isa City Council.

Already this Council has created a strategic development plan for the region for the next five years and into the future.

This Council is committed to diversifying our region in order to promote long term growth, opportunity and prosperity. We will continue to strengthen our working relationships to increase investment opportunities and to ultimately deliver better outcomes for the region.

This year Council have reached major milestones with the city's sewerage treatment plant, utilising State and Federal Funding. The \$5m sewerage treatment plant project is funded by Council and with the assistance of Federal Government funding through National Stronger Regions Fund, and State Government funding through Local Government Grants and Subsidies Program, and State government under Royalties for the Region.

The upgrades will enable Council to capture approximately an additional 24 megalitres annually of effluent water that is currently lost through the plant's processing phases and will bypass the less effective existing treatment lagoons allowing a greater volume for distribution to the city's recreational facilities, supplementing Council's fresh water usage.



## Mayor's Message

Mount Isa City Council's road operations received an efficiency boost this year with the purchase of three new graders and a skid steer loader to replace ageing machinery. Totalling almost \$800,000, the Hastings Deering purchases not only support local businesses but also signify Council's strong commitment and confidence in the development and sustainability of the local business community and economy.

Council is currently in the process of undertaking a feasibility study for a major Transport Hub in Mount Isa, in a move that would boost Mount Isa's economy and improve logistics across the North West.

Meaning job creation and wide-spread economic benefits, the city's regional significance and ideal placement between Queensland and the Northern Territory, tells us that it would be an extremely viable project.

Mount Isa City Council's long term vision involves working with mining and industry to create a working functional environment for diversification in the city and to provide infrastructure and a culture of logistical support for the broader North West region.

For industry and commerce this means a suite of activities, projects and programs by Mount Isa City Council being developed and delivered to provide an attractive environment for mining, heavy industry, the cattle industry and at a major level to assist transport efficiencies.

Potential opportunities surrounding the Gas pipeline project from Tennant Creek through to Mount Isa, and the current Tennant Creek to Mount Isa rail proposal have been highly considered for increasing the viability of the Transport Hub.

Council has continued to invest in the community, sponsoring and awarding grants to community and sporting groups to help them achieve their goals.

Council's City Library continues to go from strength to strength and continues to offer innovative and attractive programs for all ages, and boasts an ever expanding and wonderful collection of resources.

Our region has continued to benefit from ongoing visitation and tourism, and there is enormous potential for growth, of which Council owned company Mount Isa Entertainment and Tourism Venues (MIETV) are truly visionary.

MIETV are continuing to push the boundaries on our outback product and tourism opportunities, and are building a reputation for unparalleled service, dedication, and professionalism throughout their venues and operations.

I have full confidence that MIETV will continue to develop and encourage new tourism opportunities for the region to enhance the experience for visitors and residents.

# Mayor's Message

Mount Isa is home to some of the region's best experiences, including The Mount Isa Rotary Rodeo, the Mount Isa Show, and the Lake Moondarra Fishing Classic, and Council continue to be a proud supporter of these events as well as many other great local community events which help to bring our community together.

Mount Isa truly has a bright future ahead of it, and I look forward to sharing it with you.



Cr Joyce McCulloch  
Her Worship the Mayor of Mount Isa





# Your Council

Mr Emilio Cianetti

Council continued with its asset renewal during the 2015/6 period focusing on road pavement reconstruction and sewer network upgrades. With reductions in the level of funding and subsidies from other levels of government, council maintained a commitment to reviewing its service delivery to our community and strived for better efficiencies and quality in the provision of these services and as a result has been able to deliver an operating surplus in 2015/16.

This year Council commenced the final stage of its sewer network upgrades with the contract for the sewerage treatment plant and recycled effluent distribution system being broken down into portions which were tendered to local businesses as a commitment and confidence by council in the local economy. The completion of these final stages of the sewer network, supported by a program of other essential infrastructure renewal and upgrade will well place council and the city to accommodate growth in the city and the economy.

Council also saw a refocus on its NDRRA funding application process whilst working collaboratively with the Queensland Reconstruction Authority with a total funding of \$3.2M being secured for the financial period. The works were driven by declared flooding events during the December 2015 wet season and mostly affected the shire's rural road network.



The embracing of technology has also played a key role in permitting opportunities and options that have enabled Council to reduce its operating cost with its capital works which saw significant savings in many of the projects namely in the road construction/rehabilitation area.

Highlights of the \$11.3M capital budget expenditure on asset renewal works completed for the financial year includes:

- City street resealing program \$250k
- Road pavement reinstatement works at \$1.58M
- Rural Road Flood Damage works under the NDRRA program expenditure and other rural roadworks (betterment) at \$1.99M
- Commencement of the 2nd Stage of the Sewer Upgrade Work (Treatment Plant and Recycled Effluent Distribution Systems) with \$2.9M project expenditure achieved (Project value at \$6M)
- Various water main replacement and upgrades at \$0.65M
- Various Sewer related upgrades and replacements at \$0.15M
- Various Parks and Garden related works at \$0.14M
- Plant replacement at \$1.6M with a further \$1.9M in committed orders

Grants subsidies and donations for the year included \$465K from Transport Infrastructure Delivery Scheme (TIDS) and \$1.609M from Roads to Recovery.

# Your Council

The City and region has eventually found relief from the grip of a severe drought with steady rain falling earlier in the year and topping dams permitting Council to refocus and continue its progress with the beautification of the city in line with its “Liveable City” vision.

Local government is a dynamic and changing environment impacted and influenced by district and local economies, changes in policies from other levels of government, needs and expectations of the community as well as opportunities. It therefore remains the organisation's commitment to continue to foster a culture of continuous improvement and positive change and a culture that challenges the way we do business to ensure that our customer expectations are met.

I also take this opportunity to acknowledge and thank all of the executive team and all the staff from each operational area of Council with whom it has been a pleasure to work with, for their assistance and support towards achieving Council's vision and objectives.



Emilio Cianetti  
Acting Chief Executive Officer

## Senior executive team

Forming the internal leadership core of Mount Isa City Council are our senior executive managers. Council is structured into three streams of operational imperative, responsible to each of our three senior executives, allowing the organisation to better focus on key areas and remain responsive to local and macro trends.



**Michael Salmon**

Director

Engineering Services

**Emilio Cianetti**

Chief Executive Officer

**Sharon Ibardolaza**

Director

Corporate & Financial Services



## Your Council



Left to Right: (back row) Cr Paul Stretton, Cr Peta MacRae, Cr Jean Ferris and Cr Mick Tully  
(front row) Cr George Fortune, Mayor Cr Joyce McCulloch and Deputy Mayor Cr Phil Barwick.



2016 Youth Council

## Our leaders

### Elected members

Elected in 2016, Mount Isa's Council representatives form the city's leadership core, each Councillor taking on responsibility for their own interest area portfolio.



**Mayor Joyce McCulloch**



**Cr Phil Barwick**  
(Deputy Mayor)



**Cr Peta MacRae**



**Cr Jean Ferris**



**Cr George Fortune**



**Cr Mick Tully**



**Cr Paul Stretton**





## Councillor Remuneration

MAYOR & COUNCILLORS	TOTAL
	REMUNERATION
Mayor Cr Tony McGrady	\$103,555.20
Deputy Mayor Cr Brett Peterson	\$64,721.44
Cr Ann Seymour	\$53,785.31
Cr George Fortune	\$69,924.51
Cr Kim Coghlan	\$53,785.31
New Mayor Cr Joyce McCulloch	\$86,087.68
Cr Jean Ferris	\$69,924.51
Cr Peta MacRae	\$16,139.21
Cr Paul Stretton	\$16,139.21
Cr Michael Tully	\$16,139.21
New Deputy Mayor Cr Phil Barwick	\$18,987.30

## Mayor Hon Cr Tony McGrady AM REIMBURSEMENTS

Date	Approved Expenses	Paid
29.07.2015	Taxi	\$102.10
31.08.2015	Taxi and Meals	\$240.13
02.11.2015	Meals	\$32.95
17.12.2015	Taxi, Accommodation and Travel Insurance	\$210.00
	<b>TOTAL</b>	<b>\$585.18</b>

## Mayor Cr Joyce McCulloch REIMBURSEMENTS

Date	Approved Expenses	Paid
17.11.2016	Taxi and Meals	\$204.18
	<b>TOTAL</b>	<b>\$204.18</b>

## Deputy Mayor Cr Phil Barwick REIMBURSEMENTS

Date	Approved Expenses	Paid
01.12.2015	Fuel (visit to Camooweal)	\$64.90
09.02.2016	Fuel—Grow Qld Forum	\$218.30
	<b>TOTAL</b>	<b>\$283.20</b>

## Cr Jean Ferris REIMBURSEMENTS

Date	Approved Expenses	Paid
01.12.2015	Fuel (visit to Camooweal)	\$53.61
09.02.2016	Supplies for Australia Day	\$129.98
	<b>TOTAL</b>	<b>\$183.59</b>

## COUNCILLOR EXPENSES & REIMBURSEMENTS - FINANCIAL YEAR 2015-2016

				EXPENSES				
MONTH	DATES	APPLICANT	DESCRIPTION OF EXPENSE	REG	FLIGHTS	ACC	CAR HIRE	TOTAL
July 15	28	Mayor McGrady	2015 Planning Summit		\$1,088.68	\$420.00		\$1,508.68
August 15	28	Mayor McGrady	Meeting with Director Generals		\$815.99	\$119.00		\$934.99
October 15	22	Mayor McGrady	LGAQ Annual Conference 2015 (Toowoomba)		\$205.99			\$205.99
October 15	22	Cr McCulloch	LGAQ Annual Conference 2015 (Toowoomba)		\$367.99			\$367.99
October 15	22	Cr McCulloch	LGAQ Annual Conference 2015 (Toowoomba)		\$367.99			\$367.99
October 15	22	Cr Ferris	LGAQ Annual Conference 2015 (Toowoomba)		\$367.99			\$367.99
October 15	24	Cr Ferris	LGAQ Annual Conference 2015 (Toowoomba)		\$205.99			\$205.99
October 15	18-21	Mayor McGrady	LGAQ Annual Conference 2015 (Toowoomba) Accomadation 18 - 21 October			\$545.59		\$545.59
October 15	17	Mayor McGrady	LGAQ Annual Conference 2015 (Toowoomba)		\$205.99			\$205.99
October 15	18 - 21	Cr McCulloch	LGAQ Annual Conference 2015 (Toowoomba) Accomadation October		\$356.93			\$356.93
October 15	18 - 21	Cr Ferris	LGAQ Annual Conference 2015 (Toowoomba) Accomadation October		\$356.93			\$356.93
October 15	19 - 21	Mayor McGrady	LGAQ Annual Conference 2015 (Toowoomba) Accomadation October		\$225.89			\$225.89
October 15	21	Cr McCulloch	LGAQ Annual Conference 2015 (Toowoomba) Accomadation October			\$119.00		\$119.00
October 15	18 - 21	Cr McCulloch	LGAQ Annual Conference 2015 (Toowoomba) Accomadation October			\$356.93		\$356.93
October 15	18 - 21	Cr Ferris	LGAQ Annual Conference 2015 (Toowoomba) Accomadation October			\$356.93		\$356.93
October 15	19- 21	Mayor McGrady	LGAQ Annual Conference 2015 (Toowoomba)				\$293.37	\$293.37
November 15	4 - 6	Mayor McGrady	Northern QLD Economic Summit - Cairns		\$776.75	\$280.42		\$1,057.17
December 15	6 - 8	Mayor McGrady	Queensland Ambassador Plan			\$142.00		\$142.00
February 16	18th	Mayor McGrady	MITEZ General Meeting (Julia Creek)			\$98.00		\$98.00
June 16	13-15	Cr Phil Barwick	LGAQ Leaders Summit (Gold Coast)			\$488.50		\$488.50
June 16	13-15	Mayor McCulloch	LGAQ Leaders Summit (Gold Coast)			\$345.00		\$345.00
June 16	13-16	Mayor, Deputy Mayor, Cr MacRae & Cr Tully	NQLGA Conference (Cloncurry) Registration	\$1,620.00				\$1,620.00
June 16	13-15	Mayor McCulloch	LGAQ Conference (Gold Coast)			\$460.00		\$460.00
June 16	20-22	Mayor McCulloch	Developing Northern Australia Conference (Darwin)	\$1,040.00	\$1,810.00	\$1,745.00		\$4,595.00
TOTAL								\$15,582.85

## 01.07.2015 - 30.06.2016 Council Meetings Attendance

DATE	MEETING	Mayor McGrady	D/Mayor Peterson	K Coghlan	J Ferris	G Fortune	J McCulloch	A Seymour
14.07.2015	Special Meeting	xC	/	x	x	x	x	x
15.07.2015	Ordinary Meeting	xC	x	x	x	x	x	x
29.07.2015	Ordinary Meeting	xC	x	x	x	x	x	x
12.08.2015	Ordinary Meeting	xC	x	x	x	x	x	x
26.08.2015	Ordinary Meeting	xC	x	x	x	/	x	/
09.09.2015	Ordinary Meeting	xC	x	x	/	x	x	x
23.09.2015	Ordinary Meeting	xC	x	x	x	x	x	x
14.10.2015	Ordinary Meeting	xC	/	x	x	x	x	x
28.10.2015	Ordinary Meeting	xC	x	x	x	x	/	x
11.11.2015	Ordinary Meeting	xC	/	/	x	x	x	x
25.11.2015	Ordinary Meeting	xC	x	x	x	x	x	x
09.12.2015	Ordinary Meeting	xC	x	x	x	x	x	x
16.12.2015	Ordinary Meeting	xC	x	x	x	x	x	x
13.01.2016	Ordinary Meeting	xC	x	x	x	x	x	x
27.01.2016	Ordinary Meeting	xC	x	x	x	x	x	x
10.02.2016	Ordinary Meeting	xC	x	x	x	x	x	x
24.02.2016	Ordinary Meeting	xC	x	x	x	x	x	x
09.03.2015	Ordinary Meeting	xC	x	x	x	x	x	x
MEETINGS		18	18	18	18	18	18	18
ATTENDED		18	15	17	17	17	17	17
CHAIR		18	0	0	0	0	0	0
PERCENTAGE		100.00%	83.33%	94.44%	94.44%	94.44%	94.44%	94.44%

## 01.07.2015 - 30.06.2016 New Council Meetings Attendance

DATE	MEETING	Mayor McCulloch	D/Mayor Barwick	P MacRae	J Ferris	G Fortune	P Stretton	M Tully
06.04.2016	Post Election Meeting	xC	x	x	x	x	x	/
20.04.2016	Ordinary Meeting	xC	x	x	x	x	x	x
11.05.2016	Ordinary Meeting	xC	x	x	x	/	x	x
25.05.2016	Ordinary Meeting	xC	/	x	x	x	x	x
15.06.2016	Ordinary Meeting	xC	x	x	x	x	x	x
29.06.2016	Ordinary Meeting	xC	x	/	x	x	x	x
MEETINGS		6	6	6	6	6	6	6
ATTENDED		6	5	5	6	5	6	5
CHAIR		6	0	0	0	0	0	0
PERCENTAGE		100.00%	83.33%	83.33%	100.00%	83.33%	100.00%	83.33%



# Council Governance

## 01.07.2015 - 30.06.2016 Councillor Workshops

DATE	MEETING	Mayor McGrady	D/Mayor Peterson	K Coghlan	J Ferris	G Fortune	J McCulloch	A Seymour
08.07.2015	Workshop	xC	x	/	x	/	x	x
22.07.2015	Workshop	xC	x	x	x	x	/	x
05.08.2015	Workshop	xC	x	x	x	x	x	/
19.08.2015	Workshop	xC	x	x	x	x	/	x
02.09.2015	Workshop	xC	/	x	x	/	x	/
16.09.2015	Workshop	xC	x	x	/	x	/	x
07.10.2015	Workshop	xC	x	x	x	x	/	/
04.11.2015	Workshop	xC	/	x	x	x	x	x
18.11.2015	Workshop	xC	x	x	x	x	/	x
02.12.2015	Workshop	xC	x	x	x	x	x	x
20.01.2016	Workshop	xC	x	x	x	x	x	x
17.02.2016	Workshop	xC	x	/	x	x	/	x
02.03.2016	Workshop	xC	x	x	x	x	x	x
	ATTENDED	13	11	11	12	11	7	10
CHAIR		13	0	0	0	0	0	0
PERCENTAGE		100.00%	84.62%	84.62%	92.31%	84.62%	53.85%	76.92%

## 01.07.2015 - 30.06.2016 Councillor Workshops - New Council

DATE	MEETING	Mayor McCulloch	D/Mayor Barwick	P MacRae	J Ferris	G Fortune	P Stretton	M Tully
13.04.2016	Workshop	xC	x	x	/	x	x	x
04.05.2016	Workshop	xC	x	x	x	/	x	x
18.05.2016	Workshop	xC	x	x	x	x	x	x
08.06.2016	Workshop	xC	x	x	x	x	x	x
22.06.2016	Workshop	/R	xC	/	x	x	x	/
	ATTENDED	5	5	4	4	4	5	4
CHAIR		4	1	0	0	0	0	0
PERCENTAGE		100.00%	100.00%	80.00%	80.00%	80.00%	100.00%	80.00%

### TABLE NOTE:

- xC = Chairperson of the Meeting
- /o = Observer
- x = In Attendance
- / = Absent
- /NA = Not Applicable - Not a Member of this Committee
- /R = Absent Representing Council elsewhere e.g. Conference or External Meeting

Not all Council Meetings require the attendance of all Councillors which is the difference between total Meetings for the financial year and Meetings Required to Attend figures.

Attendance figures do not include meetings where the Councillors attended as an observer only and not as a member of the Committee. Attendance is recorded in the positive if a Councillor is absent on Council business which is the difference between the Chair figures and Attendance figures.

### Councillor Workshops

Councillor Workshops are not Council Meetings.

# Community Financial Report

The Community Financial Report aims to simplify Council's financial statements through a visual and plain English written explanation of our results for the financial year 1 July 2015 to 30 June 2016. During the financial year 2015-16, Mount Isa City Council delivered a large program of operational and capital works while exceeding all of the three key financial stability indicators. Council continued to meet all financial commitments and kept debt at manageable levels.

Council's Financial Statements must be certified by both the Mayor and the Chief Executive Officer as 'presenting fairly' the Council's financial results for the year. They are also required to be adopted by Council – ensuring both responsibility for and ownership of the Financial Statements by management and elected representatives.

## **This Community Financial Report focuses on:**

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flows
- Measures of Financial Sustainability

## Statement of Comprehensive Income

This statement which is often referred to as the Profit and Loss Statement measures what Council has earned (revenue) and what costs Council has incurred (expenses) throughout the financial year.

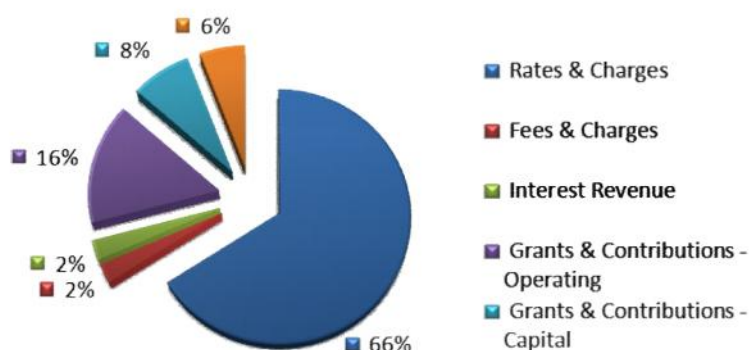
### **REVENUE - Where did Council's funds come from?**

Council reported Total Income of \$55.8m during the 2015/2016 financial year. This is broken up into two areas:

- Operating Income of \$51.5m
- Capital Income of \$ 4.3m

The more significant contributors to Council's revenue stream include:

- Rates and utility charges \$37.2m
- Operational grants and subsidies \$ 8.7m
- Fees and Charges \$ 1.3m



# Community Financial Report

Operating income is the major source of revenue for Council and primarily earned from sources such as Rates and Fees and Charges. Council also aims to maximise its revenue from other sources by actively pursuing grants and subsidies from the State and Federal Governments and investing surplus funds to earn interest.

Council's capital income is used to construct Council's assets and consists of grants and subsidies.

## **EXPENDITURE - Where was our money spent?**

Council incurs both operating and capital expenditure. Operating expenses represent the costs of providing services such as garbage collection and maintaining community assets such as council roads and parks. A significant amount of Council's day to day activities are focussed on the maintenance, upgrade and construction of infrastructure assets to ensure there are adequate services for the community.

Expenses are monitored constantly throughout the year. Detailed estimates are prepared at the beginning of each financial year and performance against these estimates is measured through budget reviews to ensure community funds are used efficiently.

### **Operating expenditure is made up of:**

Total operating expenditure amounted to \$49.7m

- Employee Benefits \$12.1m
- Materials and Services \$25.1m
- Finance costs \$ 1.8m
- Depreciation \$10.6m

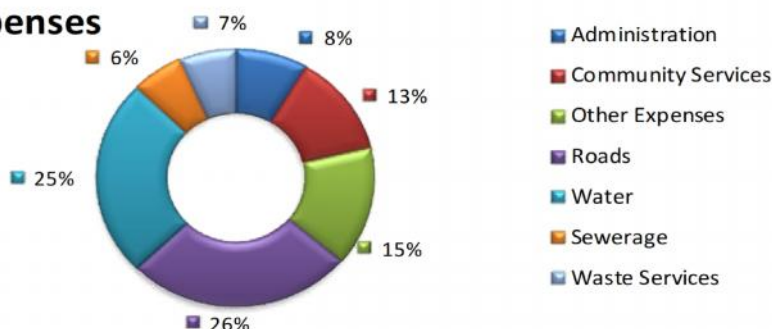
Employee benefits consist of wages and other entitlements such as superannuation which is paid to our staff members. As Council's workforce predominantly resides in Mount Isa City, the community directly benefits from having this money available for spending locally.

Materials and Services consist of goods Council purchases to use in day to day operations. Council uses local businesses wherever possible so the money flows back into our community.

Finance costs consist predominantly of interest on loans used to purchase community assets.

**Expenditure on Core Infrastructure for Roads, Water, Sewerage and Garbage accounts for 64% of operating expenditure.**

### **Expenses**





# Community Financial Report

## Capital Expenditure

In addition to operating expenses Council also incurred \$9.9m in capital expenditure to renew community infrastructure assets. Infrastructure includes sewerage, roads, buildings and water assets. Capital expenditure is not shown on the Statement of Comprehensive Income but is set out in Note 15 of the financial statements.

## Statement of Financial Position

The Statement of Financial Position is commonly referred to as the Balance Sheet and provides a snapshot at 30 June 2016 of Council's net wealth. The statement measures what Council owns (Assets) and what Council owes (Liabilities). The difference between these two components is the net wealth of Council (Community Equity).

• Total Assets	\$434.2m
• Total Liabilities	\$34.8m
• Total Community Equity	\$399.4m

## ASSETS – What the community owns

The total value of all assets controlled by Council was \$434.2m at 30 June 2016, of which \$393.3m (91%) relates to property, plant and equipment. This includes freehold land, buildings, roads, stormwater drainage, water, sewerage, waste and parks infrastructure. This represents a significant investment of community funds and requires careful management to ensure the level of service provided by these assets is maintained.

The major components of our assets include:

- Cash and investments \$ 31.6m
- Trade and Other receivables \$ 5.8m

## LIABILITIES– What the community owes

The major components of our liabilities are:

- Borrowings \$28.0m
- Amounts payable to our suppliers \$ 3.8m

Council's total liabilities decreased from \$29.4m to \$28.2m during the financial year. This is principally due to the repayment of debt. Council reviews its loan requirements as part of the annual budget process and made the decision to use existing cash balances rather than increase debt by borrowing.

## Statement of Cash Flows

The Statement of Cash Flows shows Council's cash received and spent during the year. It shows our ability to pay our bills and put aside some funds for the future. This statement is summarised into three activities:

- Operating activities - our normal day-to-day functions. These include receipts of rates, fees and charges and operating grants offset by payments for employee costs, materials and services and borrowing costs (interest).
- Investing activities - include payments for the purchase and construction of property, plant and equipment and proceeds from the sale of surplus assets.
- Financing activities - are repayments of principal on our loans.

Our final cash balance as at 30 June 2016 was \$31.3m.

# Community Financial Report

## Key Sustainability Ratios

The Department of Infrastructure, Local Government and Planning have developed a range of indicators to assist in assessing the sustainability of Council. A Queensland Council is sustainable if its infrastructure and financial capital is able to be maintained over the long term.

Section 179 of the Local Government Regulation 2012 requires that the measures of sustainability for the financial year be included in the Community Financial Report. The table below summarises the indicators and compares Council's actual results for the 2015/2016 financial year against the targets set by the Department.

Measures of Financial Sustainability	Target	Actual Performance 2016	Target Met
Operating surplus ratio	0% to 10%	3.44%	✓
Asset sustainability ratio	Greater than 90%	90.59%	✓
Net financial liabilities ratio **	Less than 60%	-11.77%	✓

\*\* The negative number indicates that Council's current assets exceed its total liabilities. Therefore, Council has outperformed this target.

## Summary

Mount Isa City Council has achieved all key targets for the 2016 financial year. Council remains in strong financial position to be able to deliver the planned program of capital projects and provide community services for the next financial year and beyond.

For further information please refer to Council's website at [www.mountisa.qld.gov.au](http://www.mountisa.qld.gov.au).







Council Rodeo Float 2015

18



Isa Youth Has Talent Show 2015



Seniors Week Morning Tea



Gonna take a sentimental journey...

Gonna take a sentimental journey  
Gonna set my heart at ease  
Gonna make a sentimental journey  
To renew old memories

Got my bag, got my reservation  
Spent each dime I could afford  
Like a child in wild anticipation  
Long to hear that "All aboard"

Seven, that's the time we leave, at seven  
I'll be waitin' up for heaven  
Countin' every mile of railroad track  
That takes me back

## Sentimental Journey







Australia Day Citizenship



Australia Day Awards





Australia Day Breakfast Events







Youth Council Support Clean Up Australia Day

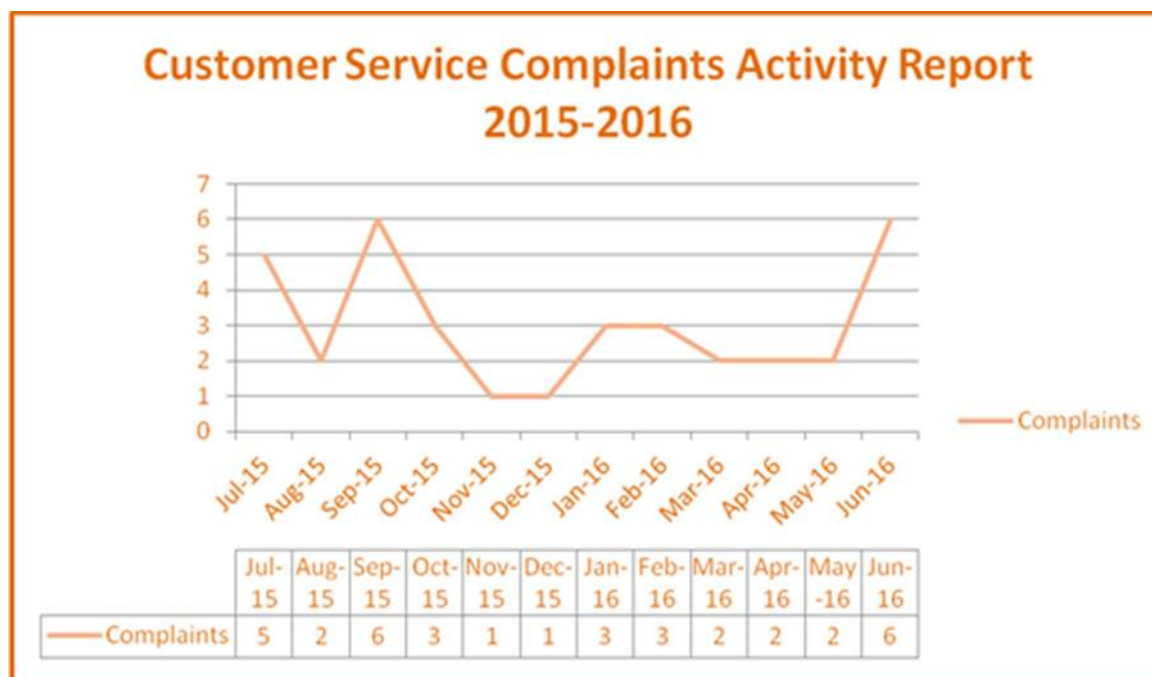


Sports Expo



# Reporting Requirements

## Complaints resolved under Section 187 Local Government Regulation 2012



## Overseas Travel— Section 188 Local Government Regulation 2012

Not applicable.

## Support for Community Events—Section 189 Local Government Regulation 2012

Grants to community organisations: \$300,295.

Councillor discretionary fund: Not applicable.

## Summary of concession for rates and charges:

\$184,631.

## Local Government Registers

Register of Interests  
Register of Cost Recovery Fees  
Register of Delegations  
Register of Enterprises  
Register of Local Laws  
Register of Council Policies  
Road Map and Roads Register  
Staff Induction Manual

## Senior Contract Employees

0 x Senior contract employees with a total remuneration package in the range of \$0—\$100k

2 x Senior contract employees with a total remuneration package in the range of \$100—\$200k

1 x Senior contract employees with a total remuneration package in the range of \$200—300k





## STATUTORY POLICY MOUNT ISA CITY COUNCIL

### Reimbursement of Expenses and Provision of Facilities for the Mayor and Councillors Policy

RESOLUTION NO. OM09/06/16 VERSION V3

#### APPLIES TO STATUTORY POLICIES ONLY

This is an official copy of the **Reimbursement of Expenses and Provision of Facilities for the Mayor and Councillors 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 **Reimbursement of Expenses and Provision of Facilities for the Mayor and Councillors Policy** is approved by the Mount Isa City Council for the operations and procedures of Council.

Emilio Cianetti  
**Chief Executive Officer**

DOCUMENT VERSION CONTROL			
I/R	434755	FILE	1208 Policy Register
POLICY TYPE	Statutory (Council)		
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	02.04.2008	SM04/04/08 Adopted	<b>Responsible Officer</b> Chief Executive Officer <b>Description</b> Document Creation – New Document
V2	25.06.2014	OM27/06/14 Amended	<b>Responsible Officer</b> Chief Executive Officer <b>Description</b> Policy was reviewed and out of date legislative references were removed.
V3	15.06.2016	OM09/06/16 Amended	<b>Responsible Officer</b> Chief Executive Officer <b>Description</b> Document Creation – Review & Amendment
		<b>REVIEW DUE</b>	06 / 2017 Review by Council
		<b>EXTINGUISHED</b>	00.00.0000 Resolution No: OM00/00/00 No further action required.





## STATUTORY POLICY

### MOUNT ISA CITY COUNCIL

#### Reimbursement of Expenses and Provision of Facilities for the Mayor and Councillors Policy

RESOLUTION NO. OM09/06/16 VERSION V3

##### POLICY STATEMENT:

Under Chapter 8 section 249 of the Local Government Regulation 2012, council must adopt an expenses reimbursement policy. As soon as practicable after Council adopts or amends its expenses reimbursement policy, a copy of the policy must be made available to the public at the administration office and published on Council's website.

Council **cannot** resolve under section 275 that a meeting at which any proposed Expenses Reimbursement Policy is adopted or amended be **closed**.

The expenses reimbursement policy is a policy providing for the following:

- (a) payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;
- (b) provision of facilities to councillors for that purpose.

##### Statement of Principles

The policy requires Councillors & the Mayor to be aware of:

- The requirement for reimbursement of reasonable expenses only;
- Public accountability and transparency;
- Public perceptions and community expectations; and
- That no private benefit to be derived.

##### Payment of Expenses

Expenses will be paid to the Mayor and Councillors through administrative processes approved by the Chief Executive Officer subject to:

- limits outlined in this policy; and
- Council endorsement by resolution.

##### Expense Categories

<b>Professional development</b>	The Council will reimburse expenses incurred for: <ul style="list-style-type: none"><li>• Mandatory professional development; and</li><li>• Discretionary professional development deemed essential for the councillor's role.</li></ul>
<b>Travel as required to represent Council</b>	<p>The Council may reimburse local and in some cases interstate and overseas travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of council where:</p> <ul style="list-style-type: none"><li>• The Mayor and Councillor are official representatives of council; and</li><li>• The activity/event and travel have been endorsed by resolution of council.</li></ul> <p>The Mayor and Councillor are to travel via the most direct route, using the most economical and efficient mode of transport.</p> <p>Council will pay for reasonable expenses incurred for overnight accommodation when a councillor is required to stay outside the local government's region.</p> <p><b>NOTE:</b> Any fines incurred while travelling in Council-owned vehicles or privately owned vehicles when attending to council business, will be the responsibility of the councillor incurring the fine.</p>



## STATUTORY POLICY

### MOUNT ISA CITY COUNCIL

#### Reimbursement of Expenses and Provision of Facilities for the Mayor and Councillors Policy

RESOLUTION NO. OM09/06/16 VERSION V3

	<p><b>Travel bookings</b></p> <p>All Mayor and Councillor travel approved by Council will be booked and paid for by Council.</p> <p>Economy class is to be used where possible although Council may approve business class in certain circumstances.</p> <p>Airline tickets are not transferable and can only be procured for the Mayor or Councillor's travel on Council business. They cannot be used to offset other unapproved expenses (e.g. cost of partner or spouse accompanying the Mayor or Councillor).</p>						
	<p><b>Travel transfer costs</b></p> <p>Any travel transfer expenses associated with Mayor or Councillor travelling for Council approved business will be reimbursed for example, train, taxi, bus and ferry fares. Cab charge vouchers may also be used if approved by council.</p>						
	<p><b>Private vehicle usage</b></p> <p>Councillors private vehicle usage may be reimbursed by Council if the:</p> <ul style="list-style-type: none"> <li>• Travel has been endorsed by Council resolution;</li> <li>• Claim for mileage is substantiated with log book details; and</li> <li>• Total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.</li> </ul>						
	<p><b>Accommodation</b></p> <p>All Mayor and/or Councillor accommodation for Council business will be booked and paid for by Council. Council will pay for the most economical deal available.</p> <p>Where possible, the minimum standards for the Mayor and Councillors' accommodation should be three or four star rating.</p> <p>Where particular accommodation is recommended by conference organisers, council will take advantage of the package deal that is the most economical and convenient to the event.</p>						
	<p><b>Meals</b></p> <p>A local government will reimburse costs of meals when:</p> <ul style="list-style-type: none"> <li>• the Mayor and/ or Councillor incurs the cost personally; and</li> <li>• the meal was not provided: <ul style="list-style-type: none"> <li>- within the registration costs of the approved activity/event; or</li> <li>- during an approved flight.</li> </ul> </li> </ul> <p><b>No alcohol will be paid for by Council.</b></p> <p>All reimbursement must be claimed by completing the prescribed payment request form. All receipts and supporting documents must be attached to the prescribed payment request form.</p> <p>The following limits apply to the amount councils will reimburse for meals:</p> <table> <tr> <td>❖ Breakfast</td><td>\$25.90</td></tr> <tr> <td>❖ Lunch</td><td>\$29.15</td></tr> <tr> <td>❖ Dinner</td><td>\$49.65</td></tr> </table>	❖ Breakfast	\$25.90	❖ Lunch	\$29.15	❖ Dinner	\$49.65
❖ Breakfast	\$25.90						
❖ Lunch	\$29.15						
❖ Dinner	\$49.65						
	<p><b>Incidental allowance</b></p> <p>Up to \$20 per day may be paid by the Council to cover any incidental costs incurred by the Mayor and/ or Councillor who is required to travel, and who are away from home overnight on official Council business.</p>						





## STATUTORY POLICY

### MOUNT ISA CITY COUNCIL

#### Reimbursement of Expenses and Provision of Facilities for the Mayor and Councillors Policy

RESOLUTION NO. OM09/06/16 VERSION V3

##### Additional Expenses for the Mayor

<b>Hospitality</b>	The Council may pay the Mayor an allowance of up to \$1,000 per annum for hospitality expenses deemed necessary in the conduct of council business. This will be paid via payroll on a quarterly basis. There is no requirement to provide substantiation of expenses.
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##### Provision of Facilities

All facilities provided to the Mayor and Councillors remain the property of Council. Once the Mayor or Councillor no longer holds this office, all property must be returned to Council immediately.

##### Private use of Council owned facilities

Based on the principle that *no private benefit is to be gained* any facilities provided to the Mayor and Councillors by the Council are only to be used for Council business.

All private use shall be reimbursed to Council. This would apply for example; when councillors have private use of a Council owned motor vehicles and / or mobile telecommunication devices.

##### Facilities Categories

<b>Administrative tools</b>	<p>Administrative tools should be provided as required to assist councillors in their official duties.</p> <p>Administrative tools include:</p> <ul style="list-style-type: none"><li>• office space and meeting rooms;</li><li>• computers;</li><li>• stationery;</li><li>• access to photocopiers;</li><li>• printers;</li><li>• facsimile machines;</li><li>• publications;</li><li>• use of Council landline telephones and;</li><li>• internet access in Council offices.</li></ul> <p>Secretarial support and home office equipment including a computer with internet access shall be provided if necessary.</p>
<b>Maintenance costs of Council owned equipment</b>	Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied for official business use.
<b>Name Badge Safety equipment for councillors</b>	<p>Council may provide Councillors with:</p> <ul style="list-style-type: none"><li>• a name badge; and</li><li>• necessary safety equipment for use on official business e.g. safety helmet &amp; boots.</li></ul>
<b>Use of Council vehicles</b>	<p>Councillors may have access to a Council owned vehicle for official business. Private use of Council owned vehicles is permitted if prior approval has been granted by resolution of Council. Council will in its resolution authorise private use and set out the terms for the Councillor to reimburse Council for any private use.</p>





## STATUTORY POLICY

### MOUNT ISA CITY COUNCIL

#### Reimbursement of Expenses and Provision of Facilities for the Mayor and Councillors Policy

RESOLUTION NO. OM09/06/16 VERSION V3

<b>Telecommunication needs - mobile devices</b>	Mobile telecommunication devices including i-pads & mobile phones may be used by councillors for official Council business use. Any private use shall be reimbursed to Council.
<b>Insurance cover</b>	<p>The Council will indemnify or insure councillors in the event of injury sustained while discharging their civic duties.</p> <p>The Council will pay the excess for injury claims made by a Councillor resulting from conducting official Council business.</p>
<b>Fuel costs</b>	Fuel for a Council-owned vehicle used for official Council business, will be provided or paid for by Council.
<b>Car parking amenities</b>	<p>Council provides councillors with:</p> <ul style="list-style-type: none"><li>• car parking at the Council office premises; and / or</li><li>• reimbursement of parking costs paid by Councillors while attending to official Council business.</li></ul>

#### Variations

Mount Isa City Council reserves the right to vary, replace or terminate this policy at any time.

# Reporting Requirements



## STATUTORY POLICY

### MOUNT ISA CITY COUNCIL

#### 2015/16 Financial Year - Rates & Charges Debt Collection Policy

RESOLUTION NO. OM42/04/15 VERSION V1

#### APPLIES TO STATUTORY POLICIES ONLY

This is an official copy of the **Mount Isa City Council Rates & Charges Debt Collection 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 **Rates & Charges Debt Collection Policy** is approved by the Mount Isa City Council for the operations and procedures of Council. Note that Financial Year Policies are reviewed and replaced annually for the new Financial Year.

Emilio Cianetti  
**Chief Executive Officer**

#### DOCUMENT VERSION CONTROL

I/R	744610	FILE	1208 Policy Register	POLICY TYPE	Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS		
V1	29.04.2015	OM42/04/15 Adopted	<b>Responsible Officer</b> Manager Finance & Administration <b>Description</b> Annual Policy Renewal – New Financial Year		
				<b>EXPIRY</b>	30.06.2016

# Reporting Requirements



## STATUTORY POLICY

### MOUNT ISA CITY COUNCIL

#### 2015/16 Financial Year - Rates & Charges Debt Collection Policy

RESOLUTION NO. OM42/04/15 VERSION V1

#### Commencement

The Mount Isa City Council Rates Collection Policy will take effect following the adoption of Council at the Ordinary Meeting on 29.04.2015

#### Community Engagement

Not applicable.

#### Purpose

Council requires payment of rates and charges within a specified time period and will pursue the collection of overdue rates and charges diligently. The objective of this policy is to set out Council's principles in regard to the management of debt, and to provide a process which is consistent and ethical for the recovery of outstanding Rates and Charges across Council in accordance with the parameters and requirements of the Local Government Regulation 2012.

Rates and charges are defined in the Local Government Regulation 2012 as including differential general rates, minimum general rate levies, separate rates and charges, special rates and charges, utility charges and accrued interest on outstanding balances.

In addition as defined in Section 132 of the Local Government Regulation 2012, rates and charges will include:

- if the local government takes the ratepayer to court to recover rates or charges and the court orders the rate payer to pay the council's costs—the costs; and
- the interest, if interest is payable, on the rates or charges, or costs.

#### Scope

The Rates and Charges Debt Collection Policy provides scope for recovery procedures. This policy is guided by the following principles:

- Transparency by making clear the obligations of ratepayers and the processes used by Council is assisting them to meet their financial obligations;
- Making the administrative processes used to recover overdue rate and charges well defined and cost effective;
- Consistency by having regard to providing the same treatment for ratepayers in similar circumstances;
- Flexibility by responding where necessary to changes in the local economy; and
- Adherence to the debt collection guidelines developed by the Australian Competition and Consumer Commission.

#### Recovery Actions

The following action will be used in the recovery of overdue rates and charges:-

STAGE	TIMING	ACTION TYPE	COMMENT	AUTHORITY LEVEL	ACTION TAKEN BY
1	14 Days after expiration of the discount period	<b>First Reminder Notice</b> Advising rates are overdue and interest is accruing at 11%. Legal action may be initiated unless the debt is paid in full or an approved payment commitment is entered into within 14 days.	Further Action suspended if: Rates are paid in full or the rate payer enters into and maintains an approved payment commitment.	Senior Revenue Officer	Council



# Reporting Requirements



## STATUTORY POLICY

### MOUNT ISA CITY COUNCIL

#### 2015/16 Financial Year - Rates & Charges Debt Collection Policy

RESOLUTION NO. OM42/04/15 VERSION V1

STAGE	TIMING	ACTION TYPE	COMMENT	AUTHORITY LEVEL	ACTION TAKEN BY
2	14 Days after issue of Reminder Letter 1.	<p><b>Notice of Proposed Legal Action</b></p> <p>Advising Ratepayer and Mortgagee (if any) that legal action may be initiated unless the debt is paid in full or an approved payment commitment is entered into within 14 days.</p>	<p>Further Action suspended if:</p> <p>Rates are paid in full or if the rate payer enters into and maintains an approved payment commitment.</p>	<p>Manager Finance &amp; Administration</p> <p>Senior Revenue Officer.</p>	Council
3	14 Days after issue of Notice of Proposed Legal Action	<p>Council shall proceed with legal recovery action against any Property Owner who has not satisfactorily responded to any Notices previously sent.</p> <p>Council will advise the Property Owner that the debt has been referred to Council's Appointed Legal Representative or Debt Recovery Agent, if applicable.</p> <p>Council or Council's appointed Legal Representative or Debt Recovery Agent will issue a letter of final demand to advise that if payment in full or an agreed payment arrangement is not entered into within fourteen (14) days, legal recovery action may commence.</p> <p>Council will seek full payment of Outstanding Rates &amp; Charges.</p> <p>It will also advise that action may involve the Sale of Land should there be:</p> <p>(a) overdue rates or charges on land; and</p> <p>(b) the liability to pay the overdue rates or charges is not the subject of court proceedings; and</p> <p>(c) some or all of the overdue rates or charges have been overdue for at least—</p> <p><b>3 months</b> – mining claims;</p> <p><b>1 year</b> - vacant land or land used only for commercial purposes, <u>and</u> Council has obtained judgment for the overdue rates or charges; and</p> <p><b>3 years</b> – all other land.</p>	<p>Further Action suspended if:</p> <p>Rates are paid in full or the rate payer enters into and maintains an approved payment commitment.</p>	<p>Manager Finance &amp; Administration</p> <p>Senior Revenue Officer.</p>	Council & Council's Debt Recovery Agent.
4	Notice of Sale of Land	<p><b>Notice in accordance with legislation</b></p> <p>Notice informing the owner of Councils intention to make a resolution to sell the land for</p>	<p>Full payment including costs will be required to cease action.</p>	Council	Council

# Reporting Requirements



## STATUTORY POLICY

### MOUNT ISA CITY COUNCIL

#### 2015/16 Financial Year - Rates & Charges Debt Collection Policy

RESOLUTION NO. OM42/04/15 VERSION V1

STAGE	TIMING	ACTION TYPE	COMMENT	AUTHORITY LEVEL	ACTION TAKEN BY
		recovery of outstanding rates and charges in arrears for at least:  <b>3 months</b> – mining claims; <b>1 year</b> - vacant land or land used only for commercial purposes, <u>and</u> Council has obtained judgment for the overdue rates or charges; and <b>3 years</b> – all other land.			
5	Sale of Land within legislative timeframe.	<b>Sale of land</b> should some or all of rates and charges remain in arrears for at least:  <b>3 months</b> – mining claims; <b>1 year</b> - vacant land or land used only for commercial purposes, <u>and</u> Council has obtained judgment for the overdue rates or charges; and <b>3 years</b> – all other land.	Full payment including costs will be required to cease action.	Council	Council

At any point after Stage 1, Council staff may attempt to telephone ratepayers in order to secure payment. Such calls are optional, at Council's discretion and additional to the minimum requirements of the process.

### Payment Commitments

Pursuant to Chapter 4, Part 11 of section 129 of the *Local Government Regulation 2012*, the Council may allow ratepayers to pay the outstanding rates balance by instalments. *Payment of arrears by instalments should be seen as a way to reduce arrears and overcome financial difficulties, not as a regular occurrence.*

*If you find payment of your rates in a lump sum difficult, Council encourages you make payments on a regular basis to ensure the balance to be paid at the time of rates issue is minimal. Payment on time allows you to benefit from the discount and to avoid interest and charges accruing.*

All payment commitments should ensure all current rates and charges are paid as issued to ensure the account does not fall further into arrears. To be approved, a periodic payment commitment will generally result in all overdue rates and charges being paid in full within 6 months.

In the event where the ratepayer is unable to pay within the required timeframe or in cases of genuine financial hardship and the minimum repayment is not met, supporting evidence is required to be submitted to Council, such as a Statement of financial position or a Statutory Declaration of their financial status to justify the approval of an extended timeframe.

*In the event that financial hardship can be proved & you are an owner occupier:*

- if you are in arrears for 6 months to 1 year & the amount is between \$3,000 & \$5,000 you may have up to 12 months to repay the arrears;
- if you are in arrears for 1-2 years & the amount owing is over \$5,000, you may have up to 2 years to repay the arrears.

**Note-for payment commitments longer than 6 months, an estimate of the rates levies issuing in that time period will be added. This estimate will be based on the last rates levy issued excluding any water levies.**

This is to ensure ratepayers do not remain with a large ongoing arrears balance.



# Reporting Requirements



## STATUTORY POLICY

### MOUNT ISA CITY COUNCIL

#### 2015/16 Financial Year - Rates & Charges Debt Collection Policy

RESOLUTION NO. OM42/04/15 VERSION V1

To avoid recovery action these requests are to be made to Council in **writing** at which time the relevant Council officer or Council delegate will consider the offer on a case by case basis. If approved, the Council officer or Council delegate will document the arrangement to be brought into effect and a copy will be provided in writing to the ratepayer.

Council reserves the right to renegotiate or cancel a payment commitment should circumstances change where the debt will not be paid within Council's current policy time frame. In these circumstances, Council will not initiate further recovery action without reference to the ratepayer concerned.

Council will not pursue further recovery action against a ratepayer who has an agreed written periodic payment commitment, while the commitment is current and the ratepayer adheres to the agreed repayment schedule.

**In the event that a payment commitment is not maintained within the agreed terms and the ratepayer does not make contact with the Council, the following action will occur:**

*The payment commitment will be removed from Council's rate assessment and the debt forwarded to Council's external debt recovery agency without further notice to the ratepayer.*

In accordance with section 128 *Local Government Regulation 2012*, payments will be applied towards the payment of rates and charges in the order in which they became overdue.

#### Interest

In accordance with section 133 of the *Local Government Regulation 2012*, rates and charges levied during the 2014/15 financial year and previous financial years shall bear interest at the rate of 11%, compounding on daily rests immediately they become overdue. All General Rates and Utility Charges become overdue immediately following the due date as shown on the notice.

#### Interest Threshold

An interest threshold will be applied under the following circumstances: When interest is calculated, if:

- (a) an assessment has been fully paid prior to the interest run; and
- (b) the interest calculated as outstanding between the date of the last interest run and the date of payment is less than the stated limit

**THEN** the interest calculated in the current run is not charged to the assessment.

**The interest threshold is \$10.00.**

#### Recovery

Where rate and charges arrears exceed:

- 3 months – mining leases
- 1 year vacant land or land used only for commercial purposes, and Council has obtained judgement
- 3 years – all other land

rate recovery through sale of land will commence within the legislative timeframes.

#### Privacy

In recognition of individual privacy and to ensure all ratepayers are, and seen to be, treated consistently; the list of properties on which Council is required to resolve to commence land sale for rates and charges recovery in accordance with this policy to be presented identifying the Assessment Number, Property Location and Real Property Description only.

#### Related Policies

- Revenue Policy 2015/2016



# Reporting Requirements



STATUTORY POLICY

**MOUNT ISA CITY COUNCIL**

**2015/16 Financial Year - Rates & Charges Debt Collection Policy**

RESOLUTION NO. OM42/04/15 VERSION V1

## Related Forms

- Payment Commitment Form

## Variation

- Mount Isa City Council reserves the right to vary, replace or terminate this policy at any time.

# Reporting Requirements



## STATUTORY POLICY MOUNT ISA CITY COUNCIL Audit Committee Charter Policy

RESOLUTION NO. OM17/10/15 VERSION V2

### APPLIES TO STATUTORY POLICIES ONLY

This is an official copy of the **Audit Committee Charter 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 **Audit Committee Charter Policy** is approved by the Mount Isa City Council for the operations and procedures of Council.

Emilio Cianetti  
**Chief Executive Officer**

### DOCUMENT VERSION CONTROL

I/R	580002	FILE	1208 Policy Register	POLICY TYPE	Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS		
V1	13.10.2010	G08/10/2010 Adopted	<b>Responsible Officer</b> Harry Gauvin – Internal Auditor <b>Description</b> Document Creation – New Document		
V2	30.07.2014	OM39/07/2014 Amended	<b>Responsible Officer</b> Harry Gauvin – Internal Auditor <b>Description</b> <i>Amendments were made to the following items (highlighted in Policy submitted to Council):</i> <ul style="list-style-type: none"> <li>Responsibility for detecting and reporting irregularities;</li> <li>Agendas and Minutes; and</li> <li>Evaluation of Internal Audit</li> </ul>		
V2	30.06.2015	OM17/10/15 Reviewed	<b>Responsible Officer</b> Harry Gauvin – Internal Auditor <b>Description</b> Version Confirmed – no changes or amendments.		
				<b>REVIEW DUE</b>	June 2016 Review by Council
				<b>EXTINGUISHED</b>	00.00.0000 Resolution No: OM00/00/00 No further action required.





## STATUTORY POLICY MOUNT ISA CITY COUNCIL Audit Committee Charter Policy

RESOLUTION NO. OM17/10/15 VERSION V2

### Contents

**STATUTORY REFERENCES:** *Local Government Act 2009 Chapter 4 Part 3, Local Government Regulation 2012*

### Policy Statement

The Audit Committee is established in accordance with section 105(2) of the *Local Government Act 2009*.

This charter sets out the Committee's objectives, purpose, authority, independence and access, composition and tenure, roles and responsibilities, responsibilities of members, reporting and administrative arrangements.

### Community Engagement

Not applicable.

### Policy Instruction

#### Objective

The primary objective of the Committee is to assist Council in fulfilling its corporate governance role and oversight responsibilities relating to accounting and reporting practices imposed under the *Local Government Act 2009, Local Government Regulation 2012*, best practice, and other relevant legislation.

#### Purpose

More specifically the Audit Committee will:

- ▶ enhance the ability of Council to fulfil legal responsibilities with respect to compliance with relevant statutory and other guidelines;
- ▶ monitor and review the reliability and integrity of the Council's financial documents<sup>1</sup>;
- ▶ promote the need for public accountability to Council, the ratepayers and to other stakeholders;
- ▶ monitor existing corporate policies and recommend new corporate policies designed to prevent unethical, questionable or illegal activities;
- ▶ monitor and review the effectiveness and objectivity of the Council's internal auditors and the internal function<sup>2</sup>;
- ▶ provide a communication link between management, internal audit, external audit and Council;
- ▶ review corporate governance and risk management activities generally; and
- ▶ make recommendations to the Council about any matters that the Audit Committee considers need action or improvement<sup>3</sup>.

#### Authority, independence and access

The Council authorises the Committee, within the scope of its role and responsibilities, to:

- ▶ obtain any information it needs from any employee and/or external party (subject to their legal obligation to protect information);

<sup>1</sup> Sec 105(4)(a)(i) *Local Government Act 2009*

<sup>2</sup> Sec 105(4)(a)(ii) and Sec 105(4)(a)(iii) *Local Government Act 2009*

<sup>3</sup> Sec 105(4)(b) *Local Government Act 2009*

# Reporting Requirements



## STATUTORY POLICY **MOUNT ISA CITY COUNCIL** **Audit Committee Charter Policy**

RESOLUTION NO. OM17/10/15 VERSION V2

- ▶ discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);
- ▶ request the attendance of any employee, including the Chief Executive Officer, at Committee meetings; and
- ▶ obtain external legal or other professional advice, as considered necessary to meet its responsibilities.

Any of the above requests should be directed through the Chief Executive Officer.

The Council authorizes the Committee to consult directly with the internal auditor to seek information or advice.

Where, in the view of the Audit Committee, information is being unreasonably withheld, the issue will be referred to Council for determination.

### **Composition and tenure<sup>4</sup>**

The Committee will be comprised of six voting members, being:

- ▶ two Councillors, at least one of whom being considered by Council to have the necessary qualification or interest in serving on the Committee; and
- ▶ one appropriately senior Council staff member, who is not the Chief Executive Officer, Chief Financial Officer or internal auditor, considered by Council to have the necessary qualification or interest in serving on the Committee; and
- ▶ at least three external persons independent of Council appointed by the Council.

The period of appointment to the Committee will be in line with the term of Council, after which time they will be eligible for extension or re-appointment following a formal review of their performance.

The Chair of the Committee will be appointed by the Council and must be one of the two Councillors appointed to the Committee.

The Chief Financial Officer and the internal auditor will not be members of the Committee, but should attend all meetings as observers. Other Council officers may be required to attend Audit Committee meetings as invited observers, but will have no voting rights.

The external auditor and the Queensland Audit Office representative will be invited to attend all meetings as observers, but will have no voting rights.

The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Council. At least one member of the Committee should have accounting or related financial management experience with an understanding of accounting and auditing standards in a public sector environment.

### **Roles and responsibilities**

The Committee has no executive powers, except those expressly provided by the Council.





## STATUTORY POLICY MOUNT ISA CITY COUNCIL Audit Committee Charter Policy

RESOLUTION NO. OM17/10/15 VERSION V2

In carrying out its responsibilities, the Committee must at all times recognize that primary responsibility for management of the Council rests with the Council and the Chief Executive Officer as defined by the *Local Government Act 2009*.

The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities are:

### **Risk management**

- ▶ review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of the Council's financial and business risks, including fraud;
- ▶ review whether a sound and effective approach has been followed in establishing the Council's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically; and

### **Control framework**

- ▶ review whether management's approach to maintaining an effective internal control framework, including over external parties such as contractors and advisors, is sound and effective;

### **External accountability**

- ▶ review a draft of the Council's general purpose financial statement before the statement is certified by the Mayor and Chief Executive Officer under the *Local Government Regulation 2012* and given to the auditor-general for auditing<sup>5</sup>;
- ▶ review the external audit opinion and report<sup>6</sup>, including whether appropriate action has been taken in response to audit recommendations and adjustments;

### **Legislative compliance**

- ▶ determine whether management has appropriately considered legal and compliance risks as part of the Council's risk assessment and management arrangements; and

### **Internal audit**

- ▶ aid in the communication between the Council, the Chief Executive Officer and internal audit;
- ▶ review the internal audit strategic plan and annual work plan<sup>7</sup> to ensure that the plan provides adequate coverage, ensure that the plans are based on the Council's risk management plan,
- ▶ advise the Council on the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved internal audit plan;
- ▶ oversee the coordination of audit programs conducted by internal audit and other review functions;
- ▶ review all internal audit progress<sup>8</sup> and other audit reports and provide advice to the Council on significant issues identified in the reports and action taken on issues raised, including identification and dissemination of good practice;
- ▶ monitor management's implementation of internal audit recommendations;
- ▶ review the internal audit charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place;
- ▶ periodically review the performance of internal audit; and

# Reporting Requirements



## STATUTORY POLICY MOUNT ISA CITY COUNCIL Audit Committee Charter Policy

RESOLUTION NO. OM17/10/15 VERSION V2

- ▶ provide advice to the Council on the appointment of the internal auditor.

### **External audit**

- ▶ act as a forum for communication between the Council, the Chief Executive Officer, and external audit;
- ▶ review all external plans and reports in respect of planned or completed audits and monitor management's implementation of audit recommendations; and
- ▶ provide advice to the Council on action taken on significant issues raised in relevant external audit reports and better practice guides.

### **Responsibilities of members**

Members of the Committee are expected to:

- ▶ understand and observe the legal requirements appropriate to the Council;
- ▶ contribute the time needed to study and understand the papers provided;
- ▶ apply good analytical skills, objectivity and good judgment; and
- ▶ express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of enquiry.

### **Reporting**

The Committee will, as soon as practicable, after each meeting of the Committee (four times per year), provide to the Council a written report about the matters reviewed at the meeting and the Committee's recommendations about the matters<sup>9</sup>.

Annually, as close as practical to 30 June, the Committee will provide to the Council a written report summarizing the outcome of the Committee's review and recommendations with regard to:

- ▶ the internal audit strategic plan;
- ▶ the internal audit annual work plan<sup>10</sup>;
- ▶ the Audit Committee Charter; and
- ▶ the Internal Audit Charter.

The Committee will review and provide to the Council a written report regarding each of the following matters<sup>11</sup>:

- ▶ the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
- ▶ a draft of the Council's general purpose financial statement for the preceding financial year before the statement is certified and given to the auditor-general for auditing; and
- ▶ the auditor-general's report about the Council's general purpose financial statement for the preceding financial year.

The Committee may, at any time, report to the Council any other matter it deems of sufficient importance to do so.





## STATUTORY POLICY MOUNT ISA CITY COUNCIL Audit Committee Charter Policy

RESOLUTION NO. OM17/10/15 VERSION V2

### Administrative arrangements

#### Audit Committee Meetings

The internal auditor is not a member of the Audit Committee and does not have any voting rights however should attend all meetings as an observer, unless requested not to do so by the Chair of the Committee.

The Audit Committee may meet separately with the internal auditor if requested by the Chair of the Committee.

The Committee will meet at least four times per year<sup>12</sup> - September, December, March and June. A special meeting may be held to review the Council's annual financial statements.

The Chair is required to call a meeting if requested to do so by any two Committee members, the internal auditor, the external auditors or at his/her own discretion.

A forward meeting plan, including meeting dates and strategic agenda items, will be agreed by the Committee each year.

Meetings will be held in the Council Chambers unless otherwise advertised.

#### Attendance at meetings and quorums<sup>13</sup>

A quorum will consist of at least half of the number of members of the Committee. Where there is more than one independent member on the Committee, a quorum will include at least one independent member. Meetings can be held in person, by telephone or by video conference. At a meeting of the Committee either the Chair presides or if the Chair is absent, the member chosen by the members present for the meeting presides.

The Chief Financial Officer, internal auditor and external audit representatives will be invited to attend each meeting, unless requested not to do so by the Chair of the Committee. The Committee may also request that other employees attend Committee meetings or participate for certain agenda items.

The Committee may meet separately with the internal or external auditors if requested by the Chair of the Committee.

#### Secretariat

Secretariat Support is to be resourced from the Reception Team for the administration of the Audit Committee.

The Director of Corporate and Financial Services is to ensure the Secretariat is provided relevant and up to date information in order to provide effective administration support, such as:

- ▶ Committee Membership contact details
- ▶ Relevant advice on legislative requirements which control/effect Audit Committee Meeting Procedures, Meeting Agenda and/or the Meeting Report.

#### Agendas and Minutes

- ▶ The internal auditor must submit Agenda Items to the Secretariat, at least seven (7) working days, before the scheduled meeting date.
- ▶ The Secretariat is to provide the Agenda to the Chair, for approval.

# Reporting Requirements



## STATUTORY POLICY MOUNT ISA CITY COUNCIL Audit Committee Charter Policy

RESOLUTION NO. OM17/10/15 VERSION V2

- ▶ The Agenda must be distributed by the Secretariat, to Audit Committee Members and Nominated Observers, at least seven (7) calendar days before the Audit Committee Meeting date.
- ▶ As per *the Local Government Regulation 2012* Council has by resolution exempted the Audit Committee from the requirement to keep minutes of its proceedings. The Audit Committee must provide a Meeting Report to the Council of its deliberations of its advice together with recommendations for which it seeks Council approval.
- The Meeting Report of the Audit Committee, must be approved by the Chair and circulated within ten (10) calendar days, from the date of the Meeting.
- Upon approval by the Chair of the Audit Committee Meeting Report, it must be provided to the Chief Executive Officer for consideration on the Agenda of the next General Meeting of Council.

### **Conflicts of interest**

Audit Committee members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted. Exception to the Council resolution that minutes not required for this Committee

Where members or observers at Audit Committee meetings are deemed to have a real, or perceived, conflict of interest it may be appropriate that they are excused from Committee deliberations on the issue where a conflict of interest exists. The final arbiter of such a decision is the Chair of the Committee.

### **Induction**

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

### **Assessment arrangements**

The Chair of the Audit Committee will initiate a review of the performance of the Committee at least once a year. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair) with appropriate input sought from the Chief Executive Officer, the internal and external auditors, management and any other relevant stakeholders, as determined by the Chair.

### **Review of charter**

At least once per annum the Committee will review this charter.

Any substantive changes to the charter will be recommended by the Committee and formally approved by the Council.





## MOUNT ISA CITY COUNCIL

### Internal Audit Annual Progress Report for 2015-16

#### **Background**

This report is prepared for Mount Isa City Shire Council in accordance with the Local Government Act 2012, Section 207. This section specifies the requirements for Internal Auditing and reporting of the Internal Audit function.

The Internal Auditor carries out audits of areas of the Council's operations to assist management to ensure appropriate risk controls are in place and operating as required.

Primary responsibility for the operations of the Council, including the assessment and treatment of risks to which it might be exposed is the responsibility of management, that is, the elected members, the CEO, and the other employees, particularly the senior employees.

Management assesses risk in respect of each aspect of each operation, periodically preparing a risk register, recording those risks and the treatment for those risks. Typical treatments (internal controls) will include:

- . Effective supervision,
- . Allocation of duties so that no one transaction is the sole responsibility of one person,
- . Ensuring that higher value or sensitive operations are checked and authorised at an appropriately senior level,
- . Spot checks on balances and transactions,
- . Ensuring the competence of staff given responsibility,
- . Analysis of results against budgets and normal performance to identify anomalies, and
- . Written procedures, processes and duties.

In the course of the internal audit of a process, area or function, the internal auditor will endeavour to ensure that the internal controls specified by management are operating as designed and are effective in controlling the risk.

The internal audit plan or work program for a year will typically specify three or four specific areas for proposed internal audits. In addition, the Internal Auditor will examine the Financial Statements, Annual Report, and Budget to identify any issues the Council needs to be aware of before adopting them.

# Reporting Requirements

## **Internal Audit Recommendations 2015.16:**

Because of the changes in the composition of the Audit Committee this year, the progress report is more extensive than might normally apply, in order to give members a more in-depth overview.

## **Procurement – Nov 2015**

### ***Findings:***

- The procurement policy in place complies with the requirements of the legislation but could go much further in providing guidance to employees in carrying out the procurement function.
- The policy does little to require processes that reduce the risk of fraud.
- There are operational areas where the policy is ignored or by-passed.
- Procedures are not effectively communicated to employees, beyond the PCS accounting needs.
- The procedures for procurement in different areas are inconsistent.
- The way in which the PCS system is being used is wasteful and introduces unnecessary work.
- The lack of central control of procurement, and central filing of documents, means that it is difficult to verify the policy has been followed and the purchases legitimate.
- The evident lack of separation of duties, substantially impairs the operation of internal controls.

### ***Recommendations:***

1. The entire procurement system should be reconsidered to provide comprehensive and appropriate procedures.
2. The procedures required for each procurement situation should be documented and all employees required to adhere to the documented procedure.
3. Training in the use of appropriate procedures should be provided to all employees involved in any way with purchasing.
4. The procedure document as well as the policy document should be made available to all relevant employees on the computer system.
5. Centralised procurement may be desirable as it makes it more likely that all the requirements will be considered and applied consistently. This would need to be assessed against the advantage of specialised departmental knowledge of suppliers and requirements.
6. Arrangements should be made to ensure that the person requisitioning or initiating an order is not also the person signing that order.
7. Each person (requisitioner, signer, invoice clerk) should have a checklist of what they need to take into account and verify, before passing on the order.
8. If a transaction is ordered outside the PCS system, it may be more efficient to simply process the invoice through PCS rather than retype the invoice detail into a PCS order.

## **Project implementation and management**

### ***Recommendations:***

1. Training in the use of Microsoft Project be provided for appropriate Technical Services staff.
2. All technical projects be subject to formal project management procedures.
3. Managers identify all specific administration projects, prepare project plans, and apply formal project management processes to them.



4. All work in each department/work area be planned, and appropriate KPIs developed, monitored, and reported to management and Council.
5. Progress against targets be prominently displayed within each area.
6. Checklists and written procedures be developed, maintained, and utilised for all recurring activities.
7. Formal plant maintenance plans should be developed and actual performance monitored to ensure work is carried out as required. These should take into account planned usage of plant.
8. Training should be provided to support the use of project planning and activity planning throughout the organisation.

## **Review of the 2014.15 Annual Financial Statements:**

### ***Observations:***

1. The financial statements were generally well planned and executed, with good coordination of resources.
2. An issue relating to a potential qualification occurred in early September 2015 on which I submitted a separate report.

## **Review of the 2016.17 Budget:**

### ***Observations:***

Internal audit has not been provided with a copy of the annual budget for review. This has occurred in previous years also, mostly because of time constraints on the Finance Department, and numbers of last minute changes which have to be flowed through the accounts, supporting documentation and statements.

While this is understandable, the restricted timetable does not permit the internal auditor to provide Council with an objective overview of the reasonableness of the assumptions underlying the budget, the figures contained therein, or its relationship with the operational plan. It is also in contravention of the requirements of the Council-approved Internal Audit Charter, and the Audit Committee's own responsibilities to the Council.

This is not the first occasion where this has occurred, and it is imperative that this review time be included in the planning stages for the budget, and adhered to.

## **Risk Management Progress:**

### ***Observations:***

After some delay caused by the departure of key management, the overall risk environment is now being addressed systematically. This process is still in its early stages and requires strong ongoing commitment to achieve more than perfunctory compliance. The Director of Corporate and Community Services is working with a specialist from JLT to progress this function.

A Risk Maturity Report has been done (dated 13 June 2013) by JLT that identified status and trends in relation to management and staff's perception of risk within Council's overall operations. An Enterprise Risk Management Framework has now been prepared. I have

# Reporting Requirements

reviewed its contents and it appears to be largely generic at this stage. I understand that this framework is the subject of ongoing review to ensure it meets the specific needs of Mount Isa City Council, and will provide a useful basis upon which to analyse risk and develop a Risk Register and Plan. That, in turn, will provide the internal auditor a more formalized basis upon which to develop the three-year work plan.

A Business Continuity Plan proforma has also been established, but is yet to be populated with relevant Council information. A timetable for this is yet to be advised.

It follows that none of these (Risk Management Plan, Business Continuity Plan and Disaster Management Plan) have yet been tested. The development of these, which have been in abeyance for some years, is now a high priority project.

## *Control Measures that Council adopted that were assessed by Internal Audit:*

Control measures are those which seek to ensure that the principles of good governance are applied to all facets of the operations of Council. These include management oversight, policy and procedure documentation, internal control, adequate job descriptions, training and mentoring, accounting and financial management records.

## *The way in which Internal Audit was carried out:*

The internal audit processes were conducted in accordance with the Guidelines set down by the Institute of Internal Auditors – Australia. In summary, the format is shown below. Depending on the nature of the audit, some of these processes were simplified.

- Plan the audit in accordance with guidelines, the strategic risk assessment, and management concerns
- Scope and objectives of the audit determined and combined in a Terms of Reference
- Engagement letter/email where appropriate
- Develop the field plan
- Conduct the field plan; system documentation; records of interviews and tests
- Prepare the draft report
- Exit interview
- Issue draft report and assess management comments
- Issue final report
- File permanent papers

## *Internal Audit Observations on whether Control Measures were successful:*

The control measures in relation to implemented recommendations arising from previous internal audits become the subject of a regular Recommendations Update prepared by the Internal Auditor for review by the Audit Committee. The progress is addressed when the rotational review is conducted in line with the longer term strategic internal audit plan. At that time, matters arising from previous audits are listed for status confirmation.

## *Recommendations on Improvements or Alternative Control Measures:*



# Reporting Requirements

Those recommendations are incorporated in each report, and they cover each internal audit conducted. Efforts have been made to keep these recommendations as practical as possible. Progress in relation to each of the recommendations is presented to the Audit Committee on a quarterly basis.

*A Summary of the Chief Executive Officer's Response to Recommendations and Timing:*

The Chief Executive Officer has been proactive in encouraging management and staff to give effect to the recommendations contained in the reports. Considerable progress has been made in most areas.

Harry Gauvin

Internal Auditor

June 2016



## REVENUE STATEMENT

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2015/16

MOUNT ISA CITY COUNCIL



## REVENUE STATEMENT

2015/16

### TABLE OF CONTENTS

<b>STATEMENT .....</b>	<b>3</b>
<b>PURPOSE .....</b>	<b>3</b>
<b>LEGISLATIVE REQUIREMENTS FOR REVENUE STATEMENT.....</b>	<b>3</b>
<b>ADMINISTRATION .....</b>	<b>3</b>
<b>DIFFERENTIAL GENERAL RATES.....</b>	<b>4</b>
Residential Categories.....	5
<b>COMMERICAL Categories .....</b>	<b>6</b>
Rural Categories.....	8
Industrial Categories .....	8
Intensive Businesses and Industries Categories.....	9
<b>DIFFERENTIAL GENERAL RATE CHARGE AND MINIMUM RATE.....</b>	<b>10</b>
Identification of Land .....	10
Differential General Rates & Minimum General Rate .....	10
<b>UTILITY CHARGES.....</b>	<b>13</b>
Water Charges .....	14
7.1.1 Excess water charges.....	16
7.1.2 WATER BY MEASUREMENT .....	16
7.2 Sewerage Charges and Effluent Charges.....	16
7.3 CLEANSING CHARGES.....	17
7.3.1 Garbage Collection.....	17
7.3.2 Commercial Garbage Collection .....	17
<b>8 SEPARATE RATES AND CHARGES.....</b>	<b>17</b>
8.1 Environment Levy .....	17
<b>9 GENERAL INFORMATION.....</b>	<b>18</b>
9.1 Rebates & Concessions.....	18

## REVENUE STATEMENT

2015/16

<i>General Eligibility.....</i>	<i>18</i>
<i>Remissions can only be granted on one property per pensioner per half year.....</i>	<i>18</i>
9.2 Limitation On Increases .....	19
9.2.1 RATES INCREASE .....	19
10 Development Charges .....	19
11 Water Charges (Meter Readings) .....	19
12 Operating Capability - Unfunded Depreciation .....	19
13 Recovery Policies .....	20
14 Cost Recovery Fees .....	21
15 Commercial charges .....	21
16 Borrowing.....	21



## REVENUE STATEMENT

2015/16

### STATEMENT

This Statement purports to explain the methodology pertaining to the setting of Levies, Fees, Charges and Measures that Council adopts to calculate its Annual Revenue.

All Council officers are bound by the principles outlined in this policy in determining the level of rates, fees and charges, in the application of rebates and concessions relating to those fees and in the recovery of overdue rates and charges.

### PURPOSE

The purpose of this Revenue Statement is:

- To enunciate the methods used to achieve Council's objectives set out in the Revenue Policy;
- to explain material matters that guide the development and implementation of revenue practices within the Council; and
- to comply in all respects with legislative requirements.

### LEGISLATIVE REQUIREMENTS FOR REVENUE STATEMENT

In outlining its Revenue Statement, the Council will adhere to specific legislative requirements for the content of the Revenue Statement as stated in s104 of the *Local Government Act 2009* and s172 the *Local Government Regulation 2012*.

### ADMINISTRATION

Under section 104 of the *Local Government Regulation 2012* Council may only levy rates and charges by the issue of a rates notice.

A **rate notice** is a document stating—

- (a) the date when the rate notice is issued; and
- (b) the due date for payment of the rates or charges; and
- (c) if the local government has decided a discount applies to the rates or charges—
  - (i) the terms of the discount; and
  - (ii) the last day of the discount period; and
- (d) the ways in which the rates or charges may be paid.

Separate rate notices shall be issued in the first six months of the financial year (July to December) and in the second half of the financial year (January to June) for the billing periods 1 July 2015 to 31 December 2015, and 1 January 2016 to 30 June 2016 respectively.

## REVENUE STATEMENT

2015/16

Each notice includes one half of the annual rates and charges to be levied with the exception of:

- the State Fire Services levy which is levied for the full year in the July to December billing period; and
- Excess water which may be billed on a quarterly or an annual basis.

Supplementary rate notices for variations in rates and charges payable may be issued as required during the year.

### DIFFERENTIAL GENERAL RATES

The total amount to be raised by way of General Rates represents the balance of the funds needed to meet Council's budgeted expenditure for 2015/16, after taking into account all other internal and external revenue sources.

Differential general rates will be levied on all rateable land in the Region. In Council's opinion, differential general rating enables there to be a more equitable relationship between revenue raised from particular land and the circumstances relevant to that land, than would be the case under a standard rating system where rates are levied at a single rate in the dollar on all rateable land. In determining its differential rating system, Council's objective is to ensure the fair and consistent application of lawful rating and charging principles, without bias, taking account of all relevant considerations and disregarding irrelevancies such as the perceived personal wealth of individual ratepayers or ratepayer classes.

In summary, the differential rating categories have been determined having regard to matters such as: -

- Land size and use;
- Availability of services;
- Consumption of services;
- Valuation; and
- Income producing capacity of land.

For the reasons given in the Council's Revenue Policy, Council will levy Differential General Rates. The categories and associated criteria, which the Council has identified for the purpose of differential rating, after consideration of relevant rating equity factors, are –



## REVENUE STATEMENT

2015/16

### RESIDENTIAL CATEGORIES

The following differential rating categories and criteria apply for the 2015-16 financial year:-

Differential Category		Description
1	Residential <1Ha– Camooweal	Land used for residential purposes in the Town of Camooweal, which has an area of less than 1Ha and is not otherwise categorised.
2	Residential – owner occupied < 4,000 m <sup>2</sup>	Land used for residential purposes, which is occupied by its owner, has an area of less than 4,000m <sup>2</sup> and is not otherwise categorised.
3	Residential – not principal residence < 4,000 m <sup>2</sup>	Land used for residential purposes, which is not occupied by its owner, has an area of less than 4,000m <sup>2</sup> and is not otherwise categorised.
4	Residential >1ac < 1Ha	Land used for residential purposes, which has an area of 4,000m <sup>2</sup> or greater, but less than 1 Ha and is not otherwise categorised.
5	Residential <10Ha	Land used for residential purposes, which has an area of 1Ha or greater, but less than 10Ha and is not otherwise categorised.
6	Multi Residential : 2 – 4 dwelling units	Land used for the purpose of multi-unit dwellings, including flats, units, guest houses, private hotels, non-medical care residential institutions and welfare homes/institutions, which has 2 or more separate dwelling units but less than 5 dwelling units, which is not otherwise categorised.
7	Multi Residential : 5 – 9 dwelling units	Land used for the purpose of multi-unit dwellings, including flats, units, guest houses, private hotels, non-medical care residential institutions and welfare homes/institutions, which has 5 or more separate dwelling units but less than 9 dwelling units, which is not otherwise categorised.
8	Multi Residential : 10 – 24 dwelling units	Land used for the purpose of multi-unit dwellings, including flats, units, guest houses, private hotels, non-medical care residential institutions and welfare homes/institutions, which has 10 or more separate dwelling units but less than 24 dwelling units, which is not otherwise categorised.
9	Multi Residential : 25 + dwelling units	Land used for the purpose of multi-unit dwellings, including flats, units, guest houses, private hotels, non-medical care residential institutions and welfare homes/institutions, which has 25 or more separate dwelling units, which is not otherwise categorised.
10	Building Units	Land used or intended to be used for building units or group titles purposes.

## REVENUE STATEMENT

2015/16

### COMMERICAL CATEGORIES

The following differential rating categories and criteria apply for the 2015-2016 financial year:-

Differential Category	Description
11	Camooweal - Commercial Land used for commercial purposes in the town of Camooweal which is not otherwise categorised.
12	Retail, Commercial business <1,000 m <sup>2</sup> Land used for commercial purposes, which has an area of 1,000 m <sup>2</sup> or less and is not otherwise categorised.
13	Retail, Commercial business <2,000 m <sup>2</sup> Land used for commercial purposes, which has an area of 2,000 m <sup>2</sup> or less and is not otherwise categorised.
14	Retail, Commercial business <4,000 m <sup>2</sup> Land used for commercial purposes, which has an area of 4,000 m <sup>2</sup> or less and is not otherwise categorised.
16	Retail, Commercial business <6,000 m <sup>2</sup> Land used for commercial purposes, which has an area of 6,000 m <sup>2</sup> or less and is not otherwise categorised.
17	Retail, Commercial business <10,000 m <sup>2</sup> Land used for commercial purposes, which has an area of 10,000 m <sup>2</sup> or less and is not otherwise categorised.
18	Retail, Commercial business >10,000 m <sup>2</sup> Land used for commercial purposes, which has an area of greater than 10,000 m <sup>2</sup> and is not otherwise categorised.
19	Professional Office <2,000 m <sup>2</sup> Land used for professional offices purposes, which has an area of <2,000 m <sup>2</sup> or less and is not otherwise categorised.
20	Professional Office >2,000 m <sup>2</sup> Land used for professional offices purposes, which has an area of greater than 2,000 m <sup>2</sup> and is not otherwise categorised.
21	Shops – Main Retail Land used for CBD Retail shops and car parking purposes which is not otherwise categorised.
22	Shopping Centre Floor space <1,000 m <sup>2</sup> Land used for drive in shopping centre purposes, which has floor space area of 1,000 m <sup>2</sup> or less.
23	Shopping Centre Floor space <2,000 m <sup>2</sup> Land used for drive in shopping centre purposes, which has floor space area of 2,000 m <sup>2</sup> or less.
24	Shopping Centre Floor space >2,000 m <sup>2</sup> Land used for drive in shopping centre purposes, which has floor space area of greater than 2,000 m <sup>2</sup> .
26	Nurseries Land used for the purpose of Plant Nurseries.
27	Transformer Sites <1,000 m <sup>2</sup> Land used for the purpose of a transformer and has a land area of 1,000 m <sup>2</sup> or less.
28	Transformer Sites >1,000 m <sup>2</sup> Land used for the purpose of a transformer and has a land area of more than 1,000 m <sup>2</sup> , but less than 5Ha.
29	Transformer Sites >5Ha Land used for the purpose of a transformer and has a land area of 5.0Ha or more.
30	Public Accommodation < 20 units, rooms, sites Land used for the purposes of accommodation for the travelling public including motels and caravan parks, which has less than 20 accommodation units, rooms or sites.
31	Public Accommodation < 40 units, rooms, sites Land used for the purposes of accommodation for the travelling public including motels and caravan parks, which has 20 or more but less than 40 accommodation units, rooms or sites.
32	Public Accommodation < 60 units, rooms, sites Land used for the purposes of accommodation for the travelling public including motels and caravan parks, which has 40 or more but less than 60 accommodation units, rooms or sites.



# Reporting Requirements

## REVENUE STATEMENT

2015/16

Differential Category		Description
33	Public Accommodation > 60 units, rooms, sites	Land used for the purposes of accommodation for the travelling public including motels and caravan parks, which has 60 or more accommodation units, rooms or sites.
34	Hotels/ Licensed clubs <20 Accommodation Units	Land used for the purposes of hotels and licensed clubs and may include accommodation for the travelling public of less than 20 accommodation units, rooms or sites.
35	Hotels/ Licensed clubs - >20 Accommodation Units	Land used for the purposes of hotels and licensed clubs and may include accommodation for the travelling public of 20 or more accommodation units, rooms or sites.
36	Intensive Accommodation 5-24 Rooms, units or sites	Land used or intended to be used in whole or in part, for providing intensive accommodation (other than ordinary travelling public) for 5 or more but less than 25 rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person quarters", "work camps", "accommodation village" "guest houses" or "barracks".
37	Intensive Accommodation 25-49 Rooms, units or sites	Land used or intended to be used in whole or in part, for providing intensive accommodation (other than ordinary travelling public) for 25 or more but less than 49 rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person quarters", "work camps", "accommodation village" "guest houses" or "barracks".
38	Intensive Accommodation 50-99 Rooms, units or sites	Land used or intended to be used in whole or in part, for providing intensive accommodation (other than ordinary travelling public) for 50 or more but less than 99 rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person quarters", "work camps", "accommodation village" "guest houses" or "barracks".
39	Intensive Accommodation 100-199 Rooms, units or sites	Land used or intended to be used in whole or in part, for providing intensive accommodation (other than ordinary travelling public) for 100 or more but less than 199 rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person quarters", "work camps", "accommodation village" "guest houses" or "barracks".
40	Intensive Accommodation 200-299 Rooms, units or sites	Land used or intended to be used in whole or in part, for providing intensive accommodation (other than ordinary travelling public) for 200 or more but less than 299 rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person quarters", "work camps", "accommodation village" "guest houses" or "barracks".
41	Intensive Accommodation >300 Rooms, units or sites	Land used or intended to be used in whole or in part, for providing intensive accommodation (other than ordinary travelling public) for 300 or more rooms, suites, or caravan sites specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person quarters", "work camps", "accommodation village" "guest houses" or "barracks".
42	Commercial Other < 1Ha	Land used for the purpose of a tourist attractions sports clubs, religious and other non-commercial uses and has an area of 1.0Ha or less.



## REVENUE STATEMENT

2015/16

Differential Category		Description
43	Commercial Other <2 Ha	Land used for the purpose of a tourist attractions sports clubs, religious and other non-commercial uses and has an area of greater than 1.0Ha but less than 2.0Ha.
44	Commercial Other >2 Ha	Land used for the purpose of a tourist attractions sports clubs, religious and other non-commercial uses and has an area of greater than 2.0Ha.

**Note:** There are no categories 15 & 25 for the 2015-2016 financial year.

### RURAL CATEGORIES

The following differential rating categories and criteria apply for the 2015-2016 financial year:-

Differential Category		Description
45	Rural Land <1,000 Ha	Land used for a rural purpose, which is between 10 Ha and 1,000 Ha in area, except land included in category 36 to 41.
46	Rural Land >1,000 Ha	Land used for a rural purpose, which is 1,000 Ha or more in area, except land included in category 36 to 41.

### INDUSTRIAL CATEGORIES

The following differential rating categories and criteria apply for the 2015-2016 financial year:-

Differential Category		Description
50	Industry < 4,000m <sup>2</sup>	Land used for light industry purposes, which has an area of 4,000 m <sup>2</sup> or less and is not otherwise categorised.
51	Industrial <1Ha	Land used for light industry purposes, which has an area of greater than 4,000 m <sup>2</sup> but less than 1.0Ha and is not otherwise categorised.
52	Industrial >1Ha	Land used for light industry purposes, which has an area of greater than 1.0Ha and is not otherwise categorised.
53	Transport, Storage, Warehouse < 4,000m <sup>2</sup>	Land used for general industry, transport, storage and warehousing purposes, which has an area of 4,000 m <sup>2</sup> or less and is not otherwise categorised.
54	Transport, Storage, Warehouse <1Ha	Land used for general industry, transport, storage and warehousing purposes, which has an area of greater than 4,000 m <sup>2</sup> but less than 1.0Ha and is not otherwise categorised.
55	Transport, Storage, Warehouse <10Ha	Land used for general industry, transport, storage and warehousing purposes, which has an area of greater than 1.0Ha but less than 10.0Ha and is not otherwise categorised.
56	Transport, Storage, Warehouse >10Ha	Land used for general industry, transport, storage and warehousing purposes, which has an area of greater than 10.0Ha and is not otherwise categorised.
57	Service Stations <4,000m <sup>2</sup>	Land used for the purposes of a service station, which has an area of 4,000 m <sup>2</sup> or less and is not otherwise categorised.

## REVENUE STATEMENT

2015/16

### INTENSIVE BUSINESSES AND INDUSTRIES CATEGORIES

The following differential rating categories and criteria apply for the 2015-2016 financial year:-

Differential Category		Description
60	Mining <10Ha	Mining leases and land used for the purpose of mining which has an area of less than 10Ha and is not otherwise categorised.
61	Mining <100Ha	Mining leases and land used for the purpose of mining which has an area of 10Ha or more but less than 100Ha and is not otherwise categorised.
62	Mining <1,000Ha	Mining leases and land used for the purpose of mining which has an area of 100Ha or more but less than 1,000Ha and is not otherwise categorised.
63	Mining <10,000Ha	Mining leases and land used for the purpose of mining which has an area of 1,000Ha or more but less than 10,000Ha and is not otherwise categorised.
64	Mining <25,000Ha	Mining leases and land used for the purpose of mining which has an area of 10,000Ha or more but less than 25,000Ha and is not otherwise categorised.
65	Mining <50,000Ha	Mining leases and land used for the purpose of mining which has an area of 25,000Ha or more but less than 50,000Ha and is not otherwise categorised.
66	Mining <100,000Ha	Mining leases and land used for the purpose of mining which has an area of 50,000Ha or more but less than 100,000Ha and is not otherwise categorised.
67	Mining >100,000Ha	Mining leases and land used for the purpose of mining which has an area of 100,000Ha or more and is not otherwise categorised.
70	Power Station <200MW	Land or leases used, or intended to be used, for the generation and transmission of electricity from a power station with an output capacity of greater than 0.5MW and less than 200 MW, including land used for any purpose associated with these uses.
71	Power Station >200MW	Land or leases used, or intended to be used, for the generation and transmission of electricity from a power station with an output capacity of more than 200 MW, including land used for any purpose associated with these uses.
75	Noxious A	Land or leases used, or intended to be used, as a noxious / offensive industry which has an area of 1.0Ha or more but less than 5.0Ha and is not otherwise categorised.
76	Noxious B	Land or leases used, or intended to be used, as a noxious / offensive industry which has an area of 5.0Ha or more and is not otherwise categorised.
80	Quarry	Land or leases used, or intended to be used, for the extraction of sand and quarry materials.



## REVENUE STATEMENT

2015/16

### DIFFERENTIAL GENERAL RATE CHARGE AND MINIMUM RATE

#### IDENTIFICATION OF LAND

Council delegates the power (contained in section 81(4) and (5) of the *Local Government Regulation 2012*) to the Chief Executive Officer to identify the rating category to which each parcel of rateable land in Council's area belongs.

#### DIFFERENTIAL GENERAL RATES & MINIMUM GENERAL RATE

That, in accordance with Section 92 & 94 of the Local Government Act 2009, Mount Isa City Council makes Differential General Rates and Minimum General Rates for the year ending 30 June 2016 for the reasons and for the categories set out hereunder -

- the valuation applying to the 2015-2016 financial year would lead to rating inequities and a distortion of relativities in the amount of rates paid in the various areas of the Local Government area if only one General Rate were adopted;
- the level of services provided to that land and the cost of providing the services compared to the rate burden that would apply under a single general rate; and
- the categories of land have been identified in accordance with criteria determined by Council and in accordance with Section 92 of the Local Government Act 2009. Owners of rateable land will be informed that they have the right of objection to the category their land is included in. All objections shall be to the Chief Executive Officer, Mount Isa City Council and the only basis for objection shall be that at the date of issue of the rate notice having regard to the criteria adopted by Council the land should be in another category. The level of rate and minimum general rate adopted for each category as described above is -

Category	Description	Rate c in the \$	Minimum Rate
<b>Residential Categories</b>			
1	Residential < 1Ha – Camooweal	2.3595	\$210.00
2	Residential < 4,000 m <sup>2</sup>	0.7303	\$580.00
3	Residential < 4,000 m <sup>2</sup> , Not principal residence	0.7662	\$630.00
4	Residential < 1Ha	0.6246	\$630.00
5	Residential <10Ha	0.5233	\$630.00
6	Multi Residential : 2 – 4 unit dwellings	0.7554	\$810.00
7	Multi Residential: 5 – 9 unit dwellings	0.8992	\$1,620.00
8	Multi Residential : 10 – 24 unit dwellings	1.4434	\$3,240.00
9	Multi Residential : 25 + unit dwellings	0.9553	\$6,470.00
10	Building Units	0.8289	\$580.00

# Reporting Requirements

## REVENUE STATEMENT

2015/16

Category	Description	Rate c in the \$	Minimum Rate
<b>Commercial Categories</b>			
11	Camooweal – Commercial	3.0810	\$270.00
12	Retail, Commercial business <1,000 m <sup>2</sup>	2.1450	\$1,080.00
13	Retail, Commercial business <2,000 m <sup>2</sup>	2.2369	\$2,160.00
14	Retail, Commercial business <4,000 m <sup>2</sup>	2.4130	\$3,240.00
16	Retail, Commercial business <6,000 m <sup>2</sup>	2.1931	\$5,390.00
17	Retail, Commercial business <10,000 m <sup>2</sup>	2.3278	\$6,470.00
18	Retail, Commercial business >10,000 m <sup>2</sup>	1.6705	\$7,550.00
19	Professional Office <2,000 m <sup>2</sup>	2.5505	\$2,700.00
20	Professional Office >2,000 m <sup>2</sup>	2.1638	\$5,390.00
21	Shops – Main Retail	2.8526	\$3,240.00
22	Shopping Centres Floor Space <1,000 m <sup>2</sup>	2.8244	\$16,170.00
23	Shopping Centres Floor Space <2,000 m <sup>2</sup>	8.7747	\$32,340.00
24	Shopping Centres Floor Space >2,000 m <sup>2</sup>	7.7146	\$64,680.00
26	Nurseries	1.6472	\$1,080.00
27	Transformer Sites <0.1Ha	2.4698	\$1,080.00
28	Transformer Sites >0.1Ha	1.9231	\$2,160.00
29	Transformer Sites >5Ha	0.4909	\$3,240.00
30	Motels, Caravan Parks< 20 rooms	2.2347	\$4,320.00
31	Motels, Caravan Parks<40 rooms	2.1045	\$8,630.00
32	Motels, Caravan Parks<60 rooms	2.5430	\$12,940.00
33	Motels, Caravan Parks>60 rooms	1.4892	\$17,250.00
34	Hotels, Licensed clubs <20 rooms	2.4119	\$10,780.00
35	Hotels, Licensed clubs >20 rooms	2.4941	\$21,560.00
36	Intensive Accommodation: 5-24rooms	1.5688	\$5,390.00
37	Intensive Accommodation: 25-49 rooms	1.3189	\$10,780.00
38	Intensive Accommodation: 50-99 rooms	1.2682	\$21,560.00
39	Intensive Accommodation: 100-199 rooms	4.0093	\$43,120.00
40	Intensive Accommodation:200-299 rooms	7.8714	\$64,680.00
41	Intensive Accommodation: 300+ rooms	11.4225	\$86,240.00
42	Commercial Other < 1Ha	0.9319	\$600.00



## REVENUE STATEMENT

2015/16

Category	Description	Rate c in the \$	Minimum Rate
43	Commercial Other <2Ha	1.3216	\$600.00
44	Commercial Other >2Ha	1.5399	\$600.00
<b>Rural Categories</b>			
45	Rural Land <1,000 Ha	0.5520	\$650.00
46	Rural Land >1,000 Ha	2.6304	\$650.00
<b>Industrial Categories</b>			
50	Industry < 4,000m <sup>2</sup>	2.0944	\$2,160.00
51	Industrial <1Ha	1.9727	\$4,320.00
52	Industrial >1Ha	2.2151	\$8,630.00
53	Transport, Storage, Warehouse < 4,000m <sup>2</sup>	2.0741	\$2,160.00
54	Transport, Storage, Warehouse <1Ha	1.6871	\$4,320.00
55	Transport, Storage, Warehouse <10Ha	1.5542	\$8,630.00
56	Transport, Storage, Warehouse >10Ha	1.9999	\$17,250.00
57	Service Stations <4,000m <sup>2</sup>	2.4875	\$6,470.00
<b>Intensive Businesses and Industries Category</b>			
60	Mining Lease <10Ha	539.0000	\$2,700.00
61	Mining Lease <100Ha	1.5059	\$5,390.00
62	Mining Lease <1,000Ha	248.6436	\$10,780.00
63	Mining Lease <10,000Ha	90.1574	\$26,950.00
64	Mining Lease <25,000Ha	61.9540	\$134,750.00
65	Mining Lease <50,000Ha	26.9500	\$269,500.00
66	Mining Lease <100,000Ha	26.9500	\$539,000.00
67	Mining Lease >100,000Ha	26.9500	\$1,078,000.00
70	Power Station <200MW	3.5933	\$6,470.00
71	Power Station >200MW	8.7922	\$80,850.00
75	Noxious A	2.4899	\$10,780.00
76	Noxious B	3.7383	\$26,950.00
80	Quarry	3.4551	\$26,950.00

## REVENUE STATEMENT

2015/16

### UTILITY CHARGES

Utility Charges have been calculated on the basis of Full Cost Pricing (FCP) pursuant to National Competition Policy (NCP) principles. The units applied to different types of properties have been established for many years and Council is generally satisfied that they reflect the relative costs of service.

Service charges are apportioned on the basis of "Units" for water and per service or connection rendered to each Ratepayer. Each Service Unit has a \$ equivalent and these are detailed below:

Utility	Mount Isa Rate per unit, charge or service	Camooweal Rate per unit, charge or service
Water	\$196.00	\$104.00
Excess Water per kL	\$2.52	\$2.52
Sewer Access Charge	\$569.00	\$163.00
Sewer Connected Charge	\$569.00	\$163.00
Sewer Additional Pedestal Charge	\$488.00	\$146.00
Garbage Service	\$281.00	\$521.00

Commercial Garbage Service	1 Service per week	per additional weekly service
Commercial Garbage – 240 Litre	\$521.00	\$466.00
Commercial Garbage – 360 Litre	\$754.00	\$678.00
Commercial Garbage - 0.76 m <sup>3</sup>	\$1,482.00	\$1,333.00
Commercial Garbage - 1.5 m <sup>3</sup>	\$2,443.00	\$2,198.00
Commercial Garbage - 3.0 m <sup>3</sup>	\$3,717.00	\$3,346.00



## REVENUE STATEMENT

2015/16

### WATER CHARGES

Water charges shall be assessed by the Council upon all land and premises within the water area.

The basis of charges shall be on a unit basis in accordance with the classification of such land as described in the schedule below.

Description	Mount Isa	Camooweal
<b>Dwelling</b> – single unit	8	10
Where a property has multiple dwellings – for each additional dwelling	6	
<b>Flats</b> First Flat	8	10
Each additional flat	6	7
On application	8	
<b>Motels</b> First Unit	8	10
Each additional unit	4	5
<b>CWA Hostel</b>	8	10
<b>Serviced Rooms</b> , Boarding Houses and Barracks up to 10 guest capacity	14	
Plus each additional guest	2	
<b>Office</b> and Professional Rooms	8	
<b>Banks</b> , Post Offices, Court Houses, Police Station & Other Government Buildings	14	20
<b>Dentists</b> and Doctors' Surgeries	12	
<b>Cafes</b> , Milk Bars	17	14
<b>Bakers</b>	12	
<b>Brickworks</b>	25	
<b>Butcher Shops</b> – 93m <sup>2</sup> floor area	20	20
<b>Butcher Shops</b> – Over 93m <sup>2</sup> floor area	25	
<b>Fish Shops</b>	14	
<b>Churches</b>	8	
<b>Laura Johnson Home</b>	152	
<b>Shops</b> not classified above and not using water for trade purposes		
First shop or group	7	10
Each additional shop or office	3	
If in a group of shops of other classification	3	
<b>Shops</b> not classified above and using water for trade purposes	12	14
<b>Bulk Oil Depots</b>	24	
<b>Garages</b> , Used Car Yards, Panel Beating Shops and Service Stations	14	14
<b>Steam and wet laundries</b>	70	
Dry cleaners up to two machines	14	
Plus each machine over two	2	
<b>Ice Works</b>	12	4
Picture Theatre	32	
Caravan Parks per bay	4	
<b>Hotels</b> – Base Rate	100	80
First Accommodation Suite or Room	8	
Each additional Suite or Room	4	
<b>Licensed Clubs &amp; Taverns</b>	42	
Unlicensed Clubs	14	
Licensed Restaurants	23	

# Reporting Requirements

## REVENUE STATEMENT

2015/16

Description	Mount Isa	Camooweal
<b>Hospital</b>		40
25 – 50 beds	115	
51 – 75 beds	175	
76 – 100 beds	235	
100 – 125 beds	290	
126 – 150 beds	350	
151 – 175 beds	410	
<b>Bowling Club</b>		
1 Green	38	
2 Greens	70	
3 Greens	92	
<b>Tenpin</b>	48	
<b>Milk Depots</b>	50	
<b>Group Title per lot</b> (Excess water charged in proportion to dwelling entitlement on a unit basis)	2	
Or upon Written Application	4	
<b>Crematorium</b>	8	
<b>Aquatic Centre</b>	8	
<b>Schools</b> – Including High School, Technical College and Opp. School, private or denominational (per 100 pupils or part thereof enrolment)	15	20
<b>Child Care Centres</b> , Pre-Schools and Kindergartens on average daily attendance		
Up to 25 Children	8	
25 to 50 Children	12	
51 to 100 Children	16	
Over 100 Children	20	
<b>City Council Office/ Depot</b>	14	14
<b>Libraries</b>	8	
<b>Vacant Land</b> which is not used for any of the above purposes for each separate surveyed allotment in such land, which is wholly or partly within 93 metres of a Council water main and shall apply to both rateable and non rateable land	6	6
<b>Water supplied by Meter</b> – Minimum Charge	8	10
Any other Commercial and/or Industrial premises not specially classified and/or specified above and not using water for trade purposes	8	10
Any other Commercial and/or Industrial premises not specially classified and/or specified above and using water for trade purposes	12	14
<b>Permanent Residential Use</b> Upon application owners of barracks, boarding houses, service rooms, flats and separate surveyed allotment or allotments (where more than one allotment is used conjointly by such registered owner or owners) not exceeding a combination or total area of 1012 m <sup>2</sup> where there is a permanent residential use of the allotment or allotments (irrespective of the zoning of the whole allotment or allotments and the actual use of the balance of the allotment or allotments) may elect to be rated for water at a base rate of 8 units per allotment.	8	

For the purpose of the above charges, one unit shall entitle the ratepayer to 112.5 kL of water (average householder 900 kL).

Additionally Council has allocated 50 kL for footpath maintenance per separate assessment

## REVENUE STATEMENT

2015/16

### 7.1.1 EXCESS WATER CHARGES

Domestic shall be at the rate of **\$2.52** kl or part thereof in excess entitlement.

Commercial shall be at the rate of **\$2.52** kl or part thereof in excess of entitlement.

### 7.1.2 WATER BY MEASUREMENT

As per schedule following:

- Water supplied from Council's standpipe **\$2.52** per kl or part thereof.
- A service fee of **\$61.00** will be charged per service (within normal business hours)
- A service fee of **\$280.00** will be charged per service (outside normal business hours)

The following charges shall be payable in respect of water supplied by measurement to the following premises –

- a) Market Farms, Gardens etc.  
**\$1.98** per kilolitre or any part thereof in excess of the units entitlement based on quarterly readings.
- b) Sporting and Recreation Fields (separately metered)  
**\$1.52** per kilolitre or part thereof on actual consumption.

### 7.2 SEWERAGE CHARGES AND EFFLUENT CHARGES

After a review of utility charging methodologies, Council adopted in 2013/14 a new charging system to replace the current units based approach. The charging system will now include the following descriptions and is defined by:

Charge Description	Definition
Sewerage Access Charge	Charge applied to each parcel of land in the sewer area that has the potential to be connected to the sewer scheme, whether connected or not.
Sewerage Connected Charge	Charge applied to a single unit dwelling, each unit of a multi-unit dwelling, each room in workers accommodation, each pedestal in a hospital and the 1 <sup>st</sup> pedestal at all other connected allotments.
Sewerage Additional Pedestal Charge	After the Sewerage Connected Charge, the Charge applied to each additional non-residential pedestal (including urinal cistern) that is connected to the sewer scheme.



## REVENUE STATEMENT

2015/16

### 7.3 CLEANSING CHARGES

After a review of utility charging methodologies, Council adopted in 2013/14 a new charging system to replace the current units based approach. The charging system will now include the following descriptions and is defined by:

#### 7.3.1 GARBAGE COLLECTION

Charge Description	Definition
Garbage Charge	Charge applied for the removal and disposal of one 240 litre (maximum) capacity refuse bin twice per week, or such other quantities as maybe determined by Council to a single unit dwelling, each unit of a multi-unit dwelling or Group title lots and other installations as determined by council.

#### 7.3.2 COMMERCIAL GARBAGE COLLECTION

After a review of utility charging methodologies, Council adopted in 2013/14 a new charging system to replace the current units based approach. The charging system will now include the following descriptions and is defined by:

Charge Description	Definition
Commercial Garbage Charge	Charge applied for the minimum weekly service to remove and dispose of each industrial refuse bin the number and size of which is supplied to each separate business entity as determined by Council.
Commercial Garbage – Additional Service Charge	Charge applied for each additional weekly service to removal and disposal of each industrial refuse bin the number and size of which is supplied to each separate business entity as determined by Council.

## 8 SEPARATE RATES AND CHARGES

### 8.1 ENVIRONMENT LEVY

In accordance with Section 94 (b)(i) of the Local Government Act 2009 the Council make and levy a separate charge for an environment levy for the financial year 201/16 on all rateable land.

The Environment Levy will allow Council to fund a range of strategic environmental management initiatives across the region. The amount of the separate charge made will be \$33.00 per annum.

## REVENUE STATEMENT

2015/16

### 9 GENERAL INFORMATION

#### 9.1 REBATES & CONCESSIONS

Council provides pensioners with a discount on General Rates equivalent to that provided by the State Government, which is 20% of the amount levied to a maximum of \$200.00.

Council will be continuing to provide an additional \$80.00 per annum rebate to pensioners in 2015/16.

Council has determined that pensioners as defined by the *Local Government Regulation 2012* are entitled to receive concessions on rates and charges levied by Council. Council may grant a concession for land that is owned by a pensioner under Section 120(1)(a) of the *Local Government Regulation 2012*.

In exercising these concession powers Council will be guided by the principles of:

- transparency by making clear the requirements necessary to receive concessions; and
- equity by ensuring that all applicants of the same type receive the same concession.

#### General Eligibility

Upon written application to Council, a pensioner may be eligible for a pension concession.

To be eligible under the Council Pension Subsidy Scheme for a remission of rates, the applicant must be an approved pensioner who meets **all** of the criteria below:

- is the sole owner, joint owner, part owner or life tenant of a property;
- the property must be the principal place of residence of the pensioner or life tenant;
- has, either solely or jointly with a co-owner, the legal responsibility for the payment of rates and charges as defined herein, which are levied in respect of the said property by the Mount Isa City Council; and
- must be a current holder of one of the following cards:
  - Queensland 'Pensioner Concession Card' issued by Centrelink,
  - a Veterans' Affairs Gold card
  - a Veterans' Affairs Pensioner Concession card
  - Repatriation Health card for all conditions.

These cards do not qualify for a remission: Seniors cards, Health Care Card and Health Benefit cards.

In the case of life tenancy, the applicant must meet the above criteria and provide:

- a certified copy of the will, stating the applicant is a life tenant and responsible for paying the rates **OR**
- a court order and a duly signed copy of death certificate.

Remissions can only be granted on one property per pensioner per half year.

Council will also grant a rebate to the Laura Johnson Home equivalent to 50% of the applicable garbage, water and sewerage costs.

## REVENUE STATEMENT

2015/16

Concessions applying to General Charges are detailed in the relevant section.

### 9.2 LIMITATION ON INCREASES

As a result of implementing the rating categories, Council has not provided any specific limitation on rate increases.

#### 9.2.1 RATES INCREASE

Under the Local Government Regulation 2012, Council is required to include the total value of the change expressed as a percentage in rate and charges compared to the previous financial year.

Rate or Charge	% Change
General Rates	0%
Water	0%
Excess Water per kL	0%
Sewer Access Charge	4.1%
Sewer Connected Charge	4.1%
Sewer Additional Pedestal Charge	4.1%
Garbage Service	4.1%
Environmental Levy	4.1%

### 10 DEVELOPMENT CHARGES

These are in accordance with Council's Headworks Schedule under its Town Planning Scheme and Local Laws.

### 11 WATER CHARGES (METER READINGS)

Council has resolved to apply Section 101 & 102 of the Local Government Regulation 2012 for the purposes of levying water charges.

### 12 OPERATING CAPABILITY - UNFUNDED DEPRECIATION

Council has made the decision to unfunded depreciation relative to the construction of the Hard Times



## REVENUE STATEMENT

2015/16

Mine, Civic Centre and 50% of Buchanan Park facility due to the fact that these assets will only be replaced with the provision of external funding and capital loans.

### 13 RECOVERY POLICIES

**Period of Notice** All notices for the levy of General Rates and Utility Charges are due and payable within thirty-one (31) days from the date of issue.

#### Recovery of overdue rates

All Rates and Utility Charges become overdue immediately following the due date as shown on the notice.

Council has adopted a Rates & Charges Debt Collection Policy which outlines the process of recovery of overdue rates and charges. A copy of this policy is available from [www.mountisa.qld.gov.au](http://www.mountisa.qld.gov.au) or by contacting Council's administration offices in West Street Mount Isa.

**Interest** Overdue General Rates and Utility Charges will attract interest at the rate of 11% per annum, compounding daily. An interest threshold will be applied under the following circumstances:

When interest is calculated, if:

- (a) an assessment has been fully paid prior to the interest run; and
- (b) the interest calculated as outstanding between the date of the last interest run and the date of payment is less than the stated limit

Then the interest calculated in the current run is not charged to the assessment.

The interest threshold is **\$10.00**.

**Discount** Discount of 10% on General Rates only is granted if all rates and charges owing including any arrears are paid by the due date as shown on the rate notice, being within thirty-one (31) days from the date of issue.

The discount does not apply to Water Rates, Excess Water, Sewerage and Garbage Rates, the State Fire Services Levy or the Environmental Levy.

No Discount is allowable on the following charges which may appear on the rates notice:-

- Any property charge relating to the carrying out of Council works on or in connection with the property;
- Any non-rate item included on rate notice;
- Legal costs incurred by Council in rate collection;
- Interest charges on overdue rates;
- Any other rate, charge or amount unless a discount is specifically permitted by this Revenue Statement.

Payments involving postal delays will be deemed to be paid on the day they are received at Council's Administration Centre, 23 West Street, Mount Isa.

## REVENUE STATEMENT

2015/16

Council reserves the right to refuse discount in cases where third party delays have resulted in payments not being received until after the due date.

Discount will **NOT** be allowed due to the:

- failure of the ratepayer to ensure that Council was given correct notification of the postal address for service of notices prior to the issue of the rate notices, or
- when payments are made by electronic means on the due date but after the designated cut-off time of the ratepayers' financial institution and that payment was processed by that financial institution after the due date.

Ratepayers are obliged to notify Council of their change of address for service of notice in writing.

A mail re-direction or verbal communication with Council will not be sufficient notice to Council.

The *Local Government Regulation 2012* provides Council with a discretionary power to allow discount in very limited circumstances. All applications must be made in writing for consideration by Council's duly appointed officer. Payment of rates and charges in full must be paid before Council will consider any allowance of early discount for late payments. The ratepayer will be notified of the outcome in writing and Council's decision will be final.

### 14 COST RECOVERY FEES

In accordance with s97 Local Government Act 2009, these charges are those that cover:

- i) an Application for or the issue of, or a renewal of a licence, permit or other approval under a *Local Government Act* (an application fee); or
- ii) recording of change of ownership of land; or
- iii) giving information kept under a *Local Government Act* e.g. Property Details; or
- iv) seizing property or animals under a *Local Government Act*; or
- v) the performance of another responsibility imposed on the local government under the *Building Act* or the *Plumbing & Drainage Act*.

and are detailed in the Register of Cost Recovery Fees.

### 15 COMMERCIAL CHARGES

These charges cover all other fees that are collected by Council are contained in a **Register of Commercial Charges**.

### 16 BORROWING

Council does not intend to borrow any funds to supplement financing of its 2015/16 Capital Works Program.



## POLICY DOCUMENT

RESOLUTION: G18/08/11



### MOUNT ISA CITY COUNCIL Equal Employment Opportunity & Workplace Diversity Policy

FILE REFERENCE: 1208 Council Policies INT. REF: 625098

#### 1.0 POLICY STATEMENT

MICC is committed to providing a workplace free of discrimination and harassment. This commitment is based on equality of employment opportunity that enhances the capacity of Council to achieve its objectives by:

- improving organisational efficiency and productivity through the selection and employment of the best and most talented people; and
- fulfilling the social justice obligations of equity and fairness; and
- increasing the effectiveness of service delivery and decision-making by adopting an employee profile more accurately reflecting the community profile.

This policy applies to all Council Employees, external labour personnel and volunteers.

MICC has developed an Equal Employment Opportunity (EEO) & Workplace Diversity Management Plan to enable the effective achievement of Council's EEO & Workplace Diversity Policy.

#### 2.0 COMMENCEMENT & APPLICATION OF POLICY

This policy will commence from the date of Council resolution and replaces all other existing Equal Employment Opportunity policies (whether written or not).

This policy does not form part of any employee's contract of employment nor does it form part of any other contract of service with agents, external labour personnel (including temporary contractors) and volunteers of MICC.

#### 3.0 WHAT IS EQUAL EMPLOYMENT OPPORTUNITY?

Equal Opportunity means that all people regardless of gender, race, colour, age, marital or parental status, carer responsibilities, sexual preference, disability or religious belief have the right to be given fair consideration in recruitment, selection, promotion and transfer within Council, in the pursuit of careers in Council and that unlawful discrimination in employment matters is eliminated.

MICC has policies and procedures in place that ensure employment practices are free from discrimination and that appointment is based on merit. The specific target groups for equal employment opportunity are:

- Aborigines or Torres Strait Islanders;
- People who have migrated to Australia and whose first language is a language other than English, and the children of those people;
- People with a physical, sensory, intellectual or psychiatric disability, whether the disability presently exists or previously existed but no longer exists, and
- Persons of the female sex, irrespective of age.

MICC is committed to a workplace free from all forms of unlawful discrimination and expects all employees to adhere to the related employment policies and procedures. These are:

#### MOUNT ISA CITY COUNCIL

POLICY NAME: Equal Employment Opportunity & Workplace Diversity Policy  
VERSION CONTROL NO: (1) VERSION DATE: 24.08.2011 REVIEW DATE: 30.06.2013  
POLICY TYPE: Statutory (Council) ☒ / Strategic (Council) / Administrative (CEO)  
ORIGINAL APPROVED: Council Meeting 24.08.2011 Resolution No: (G18/08/11) Version No. 1  
AMENDED VERSIONS: Council Meeting 00.00.0000 Resolution No: (insert no.) Version No.  
REVOKED/SUPERSEDED: Council Meeting 00.00.0000 Resolution No: (insert no.)





# Reporting Requirements

- MICC Code of Conduct
- Sexual Harassment, Workplace Bullying & Workplace Discrimination Policies
- Recruitment & Selection Policy
- Performance & Conduct Policy

Each employee is expected to be aware of equal employment opportunity principles and to ensure that they adhere to them. Managers and senior employees are responsible for ensuring that programs devised to promote equal opportunity are implemented. They are also required to work co-operatively with employee whose task it is to devise, develop and implement measures to meet Legislative requirements.

## 4.0 DEFINITIONS AND ABBREVIATIONS

'Employee' covers all staff and includes full and part time workers, casual, temporary, contract employees and volunteers.

'Employment matters' are any matters about the employment of an employee, including the following: recruitment procedure and selection criteria for appointment or engagement of a person as an employee, promotion and transfer of an employee, training and staff development for an employee, terms of service and separation of an employee.

'Supervisor' means a person in control of a workplace. (Example: Manager, Overseer, foreman, ganger, leading hand, team leader).

'Unlawful discrimination' means discrimination that is unlawful under the *Anti-Discrimination Act 1991*.

'Merit principle' means that recruitment, selection, promotion and transfer are to be dealt with on the basis of merit. The selection criteria for a position is based on the requirements of the position and not the attributes of any particular applicant, must not contain discriminatory restrictions; and personal biases are identified and not applied in the exercise of any employment matter.

## 5.0 EDUCATION/TRAINING

Employees shall receive training in EEO, Workplace Discrimination and Harassment at regular intervals in their employment career with MICC including but not limited to inductions and specific EEO/Discrimination training.

The objectives of this training should include:

- increasing awareness of EEO and Discrimination issues
- eliminating discrimination within the workforce
- Promoting good employment practices.

## 6.0 APPOINTMENT OF EEO OFFICERS

Council will appoint EEO Officer/s, staff members to assist the Senior Human Resources Officer with the responsibility of developing, implementing and continuous review of the MICC EEO & Workplace Diversity Management plan, policy and responsibilities.

## MOUNT ISA CITY COUNCIL

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# Reporting Requirements

The role of EEO Officer/s will also be as a contact officer with regard to any EEO related issues. The role of the EEO Officer is to outline the Council's policies and procedures with regard to EEO and policies and procedures with regard to reporting grievances. The role of the officer is to provide information and support not to advise on a course of action.

## 7.0 EEO GREIVANCE PROCEDURES

All EEO related grievances should be dealt with in accordance with MICC's Personal Grievance Policy. As noted above EEO Officer/s provide a support role with regard to EEO related grievances however their role is to provide information and support only.

## 8.0 REVIEW OF POLICY

This policy will be reviewed and monitored on a regular basis to ensure it remains current and practical to Mount Isa City Council's requirements.

## 9.0 REFERENCE TO OTHER MICC POLIES / PROCEDURES

- EEO & Workplace Diversity Management Plan July 2010 to June 2012
- Recruitment & Selection Policy
- Sexual Harassment, Workplace Bullying & Workplace Discrimination Policies
- Performance & Conduct Policy

## MOUNT ISA CITY COUNCIL

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# Reporting Requirements



## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

RESOLUTION OM09/07/13 VERSION (3)

File 1208 Administrative Policies I/R 843997

#### POLICY STATEMENT

To assist Employees to;

- Comply with their duty to act with respect for the system of government in Australia and its people, with integrity, diligence and efficiency; and to
- Provide an elementary guide to identifying and resolving situations which could result in:
  - Conflicts of interests;
  - Impropropriety
  - Improper use of their positions; and
  - Improper use of resources of Council
- Act in ways that enhance both public perception and confidence in the administration of Mount Isa City Council and our system of Local Government.

#### Commencement

The Code of Conduct for Employees Version 3 applies from the date of the Council resolution of adoption.

#### Definition/s

The attached dictionary defines particular words and phrases used in this Policy.

#### Community Engagement

Not applicable.

#### Amendment of the complaints process policy

Any amendment of the Code of Conduct must be approved by resolution of the Council.

#### Scope

Covers all Council employees.

## MOUNT ISA CITY COUNCIL

POLICY NAME: Code of Conduct for Employees  
VERSION CONTROL NO: (3) VERSION DATE: 13.07.2013 REVIEW DATE: 13.07.2015  
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EXTINGUISHED: Council Meeting 00.00.0000 Resolution No: (insert no.)





# Reporting Requirements



## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

#### POLICY CONTENT

	PAGE
1. Introduction .....	3
2. The 5 Ethics Principles from the Public Sector Ethics Act 1994. ....	4 - 5
3. Personal Behaviour Expectations.....	5
4. Guidelines for Acceptance of Gifts.....	6
5. Procedures for Use of Official Information & Use of Council Resources.....	6
6. Outside Employment (Second Job) .....	6
7. How to report suspected misconduct and protection for people who notify of suspected misconduct.....	7
8. Disciplinary Action that will be taken against Misconduct .....	8
Attachment A – Information Privacy .....	10
Attachment B - Sample 'Notification of Outside Employment' Letter.....	16
Dictionary .....	17

#### MOUNT ISA CITY COUNCIL

POLICY NAME: Code of Conduct for Employees  
VERSION CONTROL NO: (3) VERSION DATE: 13.07.2013 REVIEW DATE: 13.07.2015  
POLICY TYPE: Statutory (Council) ☒ / Strategic (Council) / Administrative (CEO)  
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EXTINGUISHED: Council Meeting 00.00.0000 Resolution No: (insert no.)





## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

#### 1. INTRODUCTION

Community expectations of Local Government are that its Elected Members, Employees and delegates provide:

- Fair, accurate and unbiased advice;
- Act promptly and effectively; and
- Manage all of Council's assets efficiently, economically and with scrupulous honesty.

**The object of this code is to assist Employees to:**

- Comply with their duty to act with respect for the system for the system of government in Australia and its people, with integrity, diligence and efficiency; and to
- Provide an elementary guide to identifying and resolving situations which could result in:
  - Conflicts of interests;
  - Impropriety
  - Improper use of their positions; and
  - Improper use of resources of Council
- Act in ways that enhance both public perception and confidence in the administration of Mount Isa City Council and our system of Local Government.

All Council employees have a responsibility to carry out their duties in a courteous, professional and scrupulously honest way. They must be diligent and cost conscious. They must never use their positions for personal gain.

The Code covers all Council employees, contractors and volunteers who must be familiar with and follow the spirit, intent and content of the Code of Conduct. The Code is concerned with employee, contractor and volunteer's conduct and behaviour as individuals at work and outside the workplace, where particular behaviour may be directly related to our employment and Council activities, and in other circumstances where our actions may impact upon the reputation and activities of Council.

This Code also calls up the *Information Privacy Act 2009* (QLD), the details of which may be found in Attachment A to this Code.

As Chief Executive Officer it is my role to implement the decisions and policy of Council. If Staff find or suspect misconduct they are required to report it to me to arrange investigations, and if necessary report to the Criminal Misconduct Commission (CMC).

This Code of Conduct is to be read in conjunction with the *Public Sector Ethics Act 1994* and the *Local Government Act 2009*.

Nothing in this Code overrides or affects the Acts or any other Law.

#### MOUNT ISA CITY COUNCIL

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## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

#### 2. THE FIVE ETHICS PRINCIPLES FROM THE *PUBLIC SECTOR ETHICS ACT 1994*

The expectations are as follows;

##### Respect for the law and the system of government

- By upholding the law, including Council's Local Law Policies and its Planning Scheme;
- By giving and obeying lawful instructions;
- By respecting the policies and decisions of Council and carrying out decisions faithfully and impartially; (In meeting this obligation employees are not required to do anything illegal or contrary to appropriate safe working practices. If legal or moral conflict arises as a result of the requirement to implement a Council decision, the matter of conflict should be raised with your supervisor.)
- By doing nothing to deliberately impede the implementation of a lawfully taken decision;
- By employees providing Council with professional and independent advice;
- By maintaining confidentiality.

##### Respect for persons

- By treating members of the public, councillors and other employees honestly, fairly and with respect, and with proper regard for their rights and obligations;
- By ensuring that the public, councillors and the other employees get the help and information to which they are entitled. (The Chief Executive Officer has produced guidelines for use by councillors in seeking help and advice from employees);
- By not harassing or discriminating against others;
- By exercising powers fairly and equitably;
- By understanding and appreciating cultural differences in the community;
- By responding to requests in a timely manner.

##### Integrity

- By conducting your affairs, making decisions and carrying out your work in a way that enhances public trust and confidence in Council and its activities;
- By putting the public interest first;
- By acting honestly;
- By not improperly disclosing official information and by upholding the integrity of information marked "confidential";
- By not misusing or abusing official powers or resources;
- By reporting any unethical conduct;
- By resolving any conflicts of interest or ethical dilemmas in favour of the public interest;
- By declaring material personal interests and conflicts of interest, and removing yourself from the decision making process;
- By disclosing fraud and/or corruption of which any employee becomes aware;
- By employees raising matters of maladministration with appropriate supervisors.

##### Diligence

- By exercising proper diligence, care and attention when carrying out your duties;
- By recognising that community need is the basis of our decision-making processes;
- By actively seeking input on all issues and allowing people who may be affected by a decision the opportunity to make their views known;
- By obtaining the best possible advice and using best possible judgement in making decisions and recommendations;
- By providing the highest possible standards of customer service and public administration.

#### MOUNT ISA CITY COUNCIL

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## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

#### Economy and Efficiency

- By using all public resources effectively and efficiently and for the good of the community;
- By properly managing, safeguarding and utilising Council resources;
- By seeking to eliminate waste and extravagance;
- By ensuring public resources are not wasted, abused or used improperly or extravagantly.

#### 3. PERSONAL BEHAVIOUR EXPECTATIONS

This Code of Conduct outlines general standards of work performances and ethical conduct expected of all Mount Isa City Council Officers and is designed to assist such Officers to understand their responsibilities and obligations. This Code will provide guidance where an Officer is faced with an ethical dilemma or conflict of interest and is based on the following principles:-

- Act properly and in accordance with the requirements of the law and this Code
- Council Officers shall perform their duties with professionalism and integrity and effectively, efficiently and politely serve the public and other customers. Officers must perform their duties impartially and in the best interest of the residents of the Council.
- Act in good faith (ie, honestly and not exceeding their current responsibilities).
- Fairness and equity should be observed by Officers in all official dealings including dealings with the public and any other customers.
- Observe the highest standard of honesty and integrity and avoid conduct that might suggest any departure from these standards
- Not seek or accept cash, a gift, a bribe, or other inducements to, act outside of these guidelines, or for unethical performance of one's duties. To do so will attract financial penalties under the Local Government Act.
- Make no criticism or allegations which are improper or derogatory (unless true and can be clearly substantiated and is in the public interest) and refrain from any form of conduct in the performance of their official or professional duties, that has the potential to cause unwarranted offence or embarrassment to other people.
- Bring to the notice of the immediate supervisor any dishonesty on the part of any employee.
- Ensure work time is productive and that work is carried out effectively, efficiently and economically.
- Carry out any lawful instruction given by any person having the authority to give an order, and carry out the lawful directions, delegations, policies and procedures of the Chief Executive Officer.
- Observe the procedure set down in the Local Government Act for contact guidelines between Councillors and staff.
- Observe appropriate confidentiality in all matters under consideration by the Council and in all other matters requiring similar treatment.
- Not pre-empt Council decisions nor make commitments to ratepayers, residents, Councillors or other staff that cannot or may not be kept.

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# Reporting Requirements



## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

- Not make comments to the media other than in accordance with the relevant protocol.
- Real or apparent conflicts of interest should be avoided; however Officers should not be subject to unnecessary restrictions on their private activities as a result of their employment with Council.

#### 4. GUIDELINES FOR ACCEPTANCE OF GIFTS

- Employees and Councillors are expected to not seek gifts of any kind (Gifts and Reportable Gifts).
- A number of positions within Council are responsible for making decisions with direct impact on Council's ratepayers and clients. Individuals in these positions are strongly advised to refuse all gifts (Gifts and Reportable Gifts). This approach is recommended to protect the Individual's and Council's reputation as impartial.
- Should Employees receive a Reportable Gift (eg. over the value of \$100), that Employee is expected to report the gift to the Chief Executive Officer. Gifts and Reportable Gifts have been defined earlier in Section 2 – Definitions.
- The decision as to whether the Reportable Gift is retained by the Employee or Councillor concerned, retained by Council itself, or sold or disposed of is at the discretion of the Chief Executive Officer.

#### 5. PROCEDURES FOR USE OF OFFICIAL INFORMATION & USE OF COUNCIL RESOURCES

Employees must:

- be scrupulously honest in their use of Council facilities, funds, staff, plant and equipment and shall not misuse them or permit their misuse by any other person or body;
- use Council resources entrusted to them effectively and economically in the course of their duties, and not otherwise;
- not use Council resources (plant, equipment, and services of Council staff) including those resources supplied as part of a contract of employment, for any private commercial purpose;
- not use Council resources (including the services of Council staff) for private purposes other than when supplied as part of a contract of employment unless properly authorised to do so and appropriate payments are made (as determined by the Chief Executive Officer). To do so will attract financial penalties under the Local Government Act.
- not advance a private or personal interest by the use of confidential information gained in the course of professional duty. To do so will attract financial penalties under the Local Government Act.
- When an Employee has a material personal interest, or a conflict of interest, in an issue to be dealt with in the course of the Employee's duties, he/she must:
  - Immediately advise the CEO in writing, and
  - Not deal with the matter further except under the CEO's written directions.
- To do otherwise will attract financial penalties under the Local Government Act.
- Treat confidential reports and confidential discussions of committees with the strictest of confidence. To do otherwise will attract financial penalties under the Local Government Act; and
- Conduct their duties in a manner that allows Councillors, the staff and public to remain informed about the Council's activities, policies and practices.

#### 6. OUTSIDE EMPLOYMENT (SECOND JOB)

Council employees can hold additional employment subject to the following;

- The employee shall seek written approval from the Chief Executive Officer. Approval will not be unreasonably withheld. A sample letter is included with this Code as Attachment B.
- Council's expectation is that the Council position is to take precedence.

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## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

- It does not affect their capacity to perform their employment with Council. e.g. Regularly working night shift in another job and reporting to Council position with little or no sleep.
- There is no conflict between their Council job responsibilities and those of the additional position. e.g. a Building Surveyor performing similar or building work within the Shire.
- The onus is on the employee to advise when/if circumstances change.

#### 7. HOW TO REPORT SUSPECTED MISCONDUCT AND PROTECTION FOR PEOPLE WHO NOTIFY OF SUSPECTED MISCONDUCT.

##### Who to report to

- Matters concerning the Chief Executive Officer will initially be referred to the Mayor.
- Matters concerning Directors will initially be referred to the Chief Executive Officer.
- Matters concerning all other staff can initially be referred to the relevant Supervisor/Director or these matters can also be referred to the Chief Executive Officer.
- Matters concerning Councillors are to be reported to the Chief Executive Officer.

This policy is not intended to override the provisions or the procedures established in the various awards, agreed enterprise bargaining procedures or any procedures outlined in contracts with staff. Nor is it intended to override any natural justice principles or other legal requirements as outlined in this Code. This procedure is simply a process of referring matters to an employee's senior officer or to the next level.

##### What processes happen after suspected misconduct is reported?

Once a complaint has been lodged, the CEO must follow the guidelines and procedures set down by the CMC and relevant legislation.

In the event that Council property appears to have been stolen the CEO is obligated by the Local Government Act to immediately provide written notice to the Officer-In-Charge of the Local Police Station and the Auditor General. If property over the value of \$1,000.00 is missing, but not suspected stolen, the CEO must immediately provide written notice to the Auditor General.

##### Confidentiality for complainant and the person subject to the complaint.

Confidentiality is to be extended to the complainant and the person subject to the complaint in the process of reporting and investigation of the matter.

This requirements of confidentiality is to be observed by all people who are aware of the existence of the complaint.

##### Protection for people who notify of suspected misconduct.

The *Whistleblowers Protection Act 1994* safeguards local government employees who disclose unlawful and improper conduct including breaches of this Code of Conduct.

Disclosures might include;

- Official misconduct by staff
- Unlawful, oppressive or improperly discriminating acts by staff

## MOUNT ISA CITY COUNCIL

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EXTINGUISHED: Council Meeting 00.00.0000 Resolution No: (insert no.)







## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

- Negligent or improper management affecting public funds

Public interest disclosures can be made to the Chief Executive Officer or Directors. Disclosures to other appropriate entities such as the Ombudsman, the Auditor-General, Police, the Criminal and Misconduct Commission and others are also protected under this Act.

Reprisals against any informant constitutes an indictable offence.  
Lodging false or vexatious complaints is a breach of this Code.

#### 8. DISCIPLINARY ACTION THAT WILL BE TAKEN AGAINST MISCONDUCT

Sanctions may be applied if this Code is breached. Depending on the nature and severity of the breach, the law provides that sanctions may include, but are not limited to:

##### 1. Counselling

- Use of language or conduct that some employees might find offensive, intimidating or insulting

##### 2. Disciplinary action, including Suspension and/or Demotion as set down in the *Local Government Act – Part 5*.

- Failing to comply with a reasonable and lawful direction by a staff member in authority
- Harassment and discriminatory comments against fellow employees.

##### 3. Fines, via the Magistrate Court, or Deductions from salary or wages as set down in the *Local Government Act – Part 5*.

- Disclosing confidential information to a third party that may receive an advantage over another person
- Destroying and or damaging an official Council record.

##### 4. Termination of employment, as set down in the *Local Government Act – Part 5*.

- Stealing Council property
- Making a false claim for remuneration with the knowledge that the employee is not entitled to that remuneration.
- Providing false or deliberately misleading information or deliberately falsifying council records.

##### 5. The laying of criminal charges or civil action

- Stealing Council property
- Verbally, physically or sexually abusing a fellow employee and or customer,

##### 6. Councillors engaging in any official misconduct are required by the legislation to be reported by the Chief Executive Officer to the Criminal Misconduct Commission.

It is impossible for a Code of Conduct to cover every situation or anticipate every eventuality. In the event of any doubt arising about any aspect of an Officers conduct, the Officer's Supervisor should be consulted, and if not resolved at that level, the Department Head or the Chief Executive Officer should be consulted.

## MOUNT ISA CITY COUNCIL

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## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

Officers must:-

- Familiarise themselves with this Code; and,
- Ensure that its provisions are observed.

## MOUNT ISA CITY COUNCIL

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# Reporting Requirements



## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

#### Attachment A – Information Privacy

##### Information Privacy Principles

##### 1 IPP 1--Collection of personal information (lawful and fair)

- (1) An agency must not collect personal information for inclusion in a document or generally available publication unless--
  - (a) the information is collected for a lawful purpose directly related to a function or activity of the agency and;
  - (b) the collection of the information is necessary to fulfill the purpose or is directly related to fulfilling the purpose.
- (2) An agency must not collect personal information in a way that is unfair or unlawful.

##### 2 IPP 2--Collection of personal information (requested from individual)

- (1) This section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.
- (2) However, this section applies only if the agency asks the individual the subject of the personal information for either--
  - (a) the personal information; or
  - (b) information of a type that would include the personal information.
- (3) The agency must take all reasonable steps to ensure that the individual is generally aware of--
  - (a) the purpose of the collection; and
  - (b) if the collection of the personal information is authorised or required under a law--
    - (i) the fact that the collection of the information is authorised or required under a law; and
    - (ii) the law authorising or requiring the collection; and
  - (c) if it is the agency's usual practice to disclose personal information of the type collected to any entity (the first entity)--the identity of the first entity; and
  - (d) if the agency is aware that it is the usual practice of the first entity to pass on information of the type collected to another entity (the second entity)--the identity of the second entity.
- (4) The agency must take the reasonable steps required under subsection (3)--
  - (a) if practicable--before the personal information is collected; or
  - (b) otherwise--as soon as practicable after the personal information is collected.
- (5) However, the agency is not required to act under subsection (3) if--
  - (a) the personal information is collected in the context of the delivery of an emergency service; and

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## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

Example--

personal information collected during a triple 0 emergency call or during the giving of treatment or assistance to a person in need of an emergency service

(b) the agency reasonably believes there would be little practical benefit to the individual in complying with subsection (3) in the circumstances; and

(c) the individual would not reasonably expect to be made aware of the matters mentioned in subsection (3).

#### 3 IPP 3--Collection of personal information (relevance etc.)

(1) This section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.

(2) However, this section applies to personal information only if the agency asks for the personal information from any person.

(3) The agency must take all reasonable steps to ensure that--

(a) the personal information collected is--

(i) relevant to the purpose for which it is collected; and

(ii) complete and up to date; and

(b) the extent to which personal information is collected from the individual the subject of it, and the way personal information is collected, are not an unreasonable intrusion into the personal affairs of the individual.

#### 4 IPP 4--Storage and security of personal information

(1) An agency having control of a document containing personal information must ensure that--

(a) the document is protected against--

(i) loss; and

(ii) unauthorised access, use, modification or disclosure; and

(iii) any other misuse; and

(b) if it is necessary for the document to be given to a person in connection with the provision of a service to the agency, the agency takes all reasonable steps to prevent unauthorised use or disclosure of the personal information by the person.

(2) Protection under subsection (1) must include the security safeguards adequate to provide the level of protection that can reasonably be expected to be provided.

#### 5 IPP 5--Providing information about documents containing personal information

(1) An agency having control of documents containing personal information must take all reasonable steps to ensure that a person can find out--

## MOUNT ISA CITY COUNCIL

POLICY NAME: Code of Conduct for Employees  
VERSION CONTROL NO: (3) VERSION DATE: 13.07.2013 REVIEW DATE: 13.07.2015  
POLICY TYPE: Statutory (Council) ☒ / Strategic (Council) / Administrative (CEO)  
ORIGINAL APPROVED: Pre-Dataworks commencement in 1998, Version No. 1  
AMENDED VERSIONS: Council Meeting 29.04.2009 Resolution No: (G17/04/09) Version No. 2  
EXTINGUISHED: Council Meeting 00.00.0000 Resolution No: (insert no.)





## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

- (a) whether the agency has control of any documents containing personal information; and
- (b) the type of personal information contained in the documents; and
- (c) the main purposes for which personal information included in the documents is used; and
- (d) what an individual should do to obtain access to a document containing personal information about the individual.

(2) An agency is not required to give a person information under subsection (1) if, under an access law, the agency is authorised or required to refuse to give that information to the person.

#### 6 IPP 6--Access to documents containing personal information

- (1) An agency having control of a document containing personal information must give an individual the subject of the personal information access to the document if the individual asks for access.
- (2) An agency is not required to give an individual access to a document under subsection (1) if--
  - (a) the agency is authorised or required under an access law to refuse to give the access to the individual; or
  - (b) the document is expressly excluded from the operation of an access law.

#### 7 IPP 7--Amendment of documents containing personal information

- (1) An agency having control of a document containing personal information must take all reasonable steps, including by the making of an appropriate amendment, to ensure the personal information--
  - (a) is accurate; and
  - (b) having regard to the purpose for which it was collected or is to be used and to any purpose directly related to fulfilling the purpose, is relevant, complete, up to date and not misleading.
- (2) Subsection (1) applies subject to any limitation in a law of the State providing for the amendment of personal information held by the agency.
- (3) Subsection (4) applies if--
  - (a) an agency considers it is not required to amend personal information included in a document under the agency's control in a way asked for by the individual the subject of the personal information; and
  - (b) no decision or recommendation to the effect that the document should be amended wholly or partly in the way asked for has been made under a law mentioned in subsection (2).
- (4) The agency must, if the individual asks, take all reasonable steps to attach to the document any statement provided by the individual of the amendment asked for.

#### 8 IPP 8--Checking of accuracy etc. of personal information before use by agency

Before an agency uses personal information contained in a document under its control, the agency must take all reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used the information is accurate, complete and up to date.

## MOUNT ISA CITY COUNCIL

POLICY NAME: Code of Conduct for Employees  
VERSION CONTROL NO: (3) VERSION DATE: 13.07.2013 **REVIEW DATE: 13.07.2015**  
POLICY TYPE: Statutory (Council) ☒ / Strategic (Council) / Administrative (CEO)  
ORIGINAL APPROVED: Pre-Dataworks commencement in 1998, Version No. 1  
AMENDED VERSIONS: Council Meeting 29.04.2009 Resolution No: (G17/04/09) Version No. 2  
EXTINGUISHED: Council Meeting 00.00.0000 Resolution No: (insert no.)







## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

#### 9 IPP 9--Use of personal information only for relevant purpose

- (1) This section applies if an agency having control of a document containing personal information proposes to use the information for a particular purpose.
- (2) The agency must use only the parts of the personal information that are directly relevant to fulfilling the particular purpose.

#### 10 IPP 10--Limits on use of personal information

- (1) An agency having control of a document containing personal information that was obtained for a particular purpose must not use the information for another purpose unless--
  - (a) the individual the subject of the personal information has expressly or impliedly agreed to the use of the information for the other purpose; or
  - (b) the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
  - (c) use of the information for the other purpose is authorised or required under a law; or
  - (d) the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary for 1 or more of the following by or for a law enforcement agency--
    - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
    - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
    - (iii) the protection of the public revenue;
    - (iv) the prevention, detection, investigation or remedying of seriously improper conduct;
    - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or
  - (e) the other purpose is directly related to the purpose for which the information was obtained; or

Examples for paragraph (e) —

1 An agency collects personal information for staff administration purposes. A new system of staff administration is introduced into the agency, with much greater functionality. Under this paragraph, it would be appropriate to transfer the personal information into the new system.

2 An agency uses personal information, obtained for the purposes of operating core services, for the purposes of planning and delivering improvements to the core services.

(f) all of the following apply--

- (i) the use is necessary for research, or the compilation or analysis of statistics, in the public interest;

## MOUNT ISA CITY COUNCIL

POLICY NAME: Code of Conduct for Employees  
VERSION CONTROL NO: (3) VERSION DATE: 13.07.2013 REVIEW DATE: 13.07.2015  
POLICY TYPE: Statutory (Council) ☒ / Strategic (Council) / Administrative (CEO)  
ORIGINAL APPROVED: Pre-Dataworks commencement in 1998, Version No. 1  
AMENDED VERSIONS: Council Meeting 29.04.2009 Resolution No: (G17/04/09) Version No. 2  
EXTINGUISHED: Council Meeting 00.00.0000 Resolution No: (insert no.)







## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

(ii) the use does not involve the publication of all or any of the personal information in a form that identifies any particular individual the subject of the personal information;

(iii) it is not practicable to obtain the express or implied agreement of each individual the subject of the personal information before the use.

(2) If the agency uses the personal information under subsection (1) (d), the agency must include with the document a note of the use.

#### 11 IPP 11--Limits on disclosure

(1) An agency having control of a document containing an individual's personal information must not disclose the personal information to an entity (the relevant entity), other than the individual the subject of the personal information, unless--

(a) the individual is reasonably likely to have been aware, or to have been made aware, under IPP 2 or under a policy or other arrangement in operation before the commencement of this schedule, that it is the agency's usual practice to disclose that type of personal information to the relevant entity; or

(b) the individual has expressly or impliedly agreed to the disclosure; or

(c) the agency is satisfied on reasonable grounds that the disclosure is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or

(d) the disclosure is authorised or required under a law; or

(e) the agency is satisfied on reasonable grounds that the disclosure of the information is necessary for 1 or more of the following by or for a law enforcement agency--

(i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;

(ii) the enforcement of laws relating to the confiscation of the proceeds of crime;

(iii) the protection of the public revenue;

(iv) the prevention, detection, investigation or remedying of seriously improper conduct;

(v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or

(f) all of the following apply--

(i) the disclosure is necessary for research, or the compilation or analysis of statistics, in the public interest;

(ii) the disclosure does not involve the publication of all or any of the personal information in a form that identifies the individual;

(iii) it is not practicable to obtain the express or implied agreement of the individual before the disclosure;

#### MOUNT ISA CITY COUNCIL

POLICY NAME: Code of Conduct for Employees  
VERSION CONTROL NO: (3) VERSION DATE: 13.07.2013 REVIEW DATE: 13.07.2015  
POLICY TYPE: Statutory (Council) ☒ / Strategic (Council) / Administrative (CEO)  
ORIGINAL APPROVED: Pre-Dataworks commencement in 1998, Version No. 1  
AMENDED VERSIONS: Council Meeting 29.04.2009 Resolution No: (G17/04/09) Version No. 2  
EXTINGUISHED: Council Meeting 00.00.0000 Resolution No: (insert no.)





## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

- (iv) the agency is satisfied on reasonable grounds that the relevant entity will not disclose the personal information to another entity.
- (2) If the agency discloses the personal information under subsection (1)(e), the agency must include with the document a note of the disclosure.
- (3) If the agency discloses personal information under subsection (1), it must take all reasonable steps to ensure that the relevant entity will not use or disclose the information for a purpose other than the purpose for which the information was disclosed to the agency.
- (4) The agency may disclose the personal information under subsection (1) if the information may be used for a commercial purpose involving the relevant entity's marketing of anything to the individual only if, without limiting subsection (3), the agency is satisfied on reasonable grounds that--
- (a) it is impracticable for the relevant entity to seek the consent of the individual before the personal information is used for the purposes of the marketing; and
  - (b) the relevant entity will not charge the individual for giving effect to a request from the individual to the entity that the individual not receive any marketing communications; and
  - (c) the individual has not made a request mentioned in paragraph (b); and
  - (d) in each marketing communication with the individual, the relevant entity will draw to the individual's attention, or prominently display a notice, that the individual may ask not to receive any further marketing communications; and
  - (e) each written marketing communication from the relevant entity to the individual, up to and including the communication that involves the use, will state the relevant entity's business address and telephone number and, if the communication with the individual is made by fax, or other electronic means, a number or address at which the relevant entity can be directly contacted electronically.

## MOUNT ISA CITY COUNCIL

**POLICY NAME:** Code of Conduct for Employees  
**VERSION CONTROL NO:** (3) **VERSION DATE:** 13.07.2013 **REVIEW DATE:** 13.07.2015  
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**ORIGINAL APPROVED:** Pre-Datavorks commencement in 1998, Version No. 1  
**AMENDED VERSIONS:** Council Meeting 29.04.2009 Resolution No: (G17/04/09) Version No. 2  
**EXTINGUISHED:** Council Meeting 00.00.0000 Resolution No: (insert no.)



# Reporting Requirements



## STATUTORY

Mount Isa City Council

### Code of Conduct for Employees

#### Attachment B - Sample 'Notification of Outside Employment' Letter

.... / .... / .....

Chief Executive Officer  
Mount Isa City Council  
P.O. Box 815  
MOUNT ISA QLD 4825

Dear .....

This letter is in relation to Mount Isa City Council's "Code of Conduct". It is with direct reference to Clause 6 "Outside employment for Council Staff".

I seek your approval as the Chief Executive Officer of Council, to undertake outside employment, which is to be performed outside my normal working hours with Mount Isa City Council.

Description of work:

.....  
.....  
.....  
.....  
.....

I understand the clause mentioned and feel I am within its guidelines. Can you please forward your reply at your earliest convenience.

Yours faithfully

.....

#### MOUNT ISA CITY COUNCIL

POLICY NAME: Code of Conduct for Employees  
VERSION CONTROL NO: (3) VERSION DATE: 13.07.2013 REVIEW DATE: 13.07.2015  
POLICY TYPE: Statutory (Council) ☒ / Strategic (Council) / Administrative (CEO)  
ORIGINAL APPROVED: Pre-Dataworks commencement in 1998, Version No. 1  
AMENDED VERSIONS: Council Meeting 29.04.2009 Resolution No: (G17/04/09) Version No. 2  
EXTINGUISHED: Council Meeting 00.00.0000 Resolution No: (insert no.)





# Reporting Requirements



## STATUTORY

Mount Isa City Council

## Code of Conduct for Employees

### DICTIONARY

WORD OR PHRASE	EXPLANATION
Benefit	<p>Includes gift, gratuity, remuneration, allowance, fee, subsidy, free service, entertainment and goods. The above includes:</p> <p><b><u>Reportable Benefit</u></b> Is taken to mean a gift that an Employee is expected to report to the Chief Executive Officer. This includes;</p> <ul style="list-style-type: none"> <li>(a) Property of a presentational or charitable nature or otherwise over the value of \$100.</li> <li>(b) The provision of services free of charge or at a reduced rate over the value of \$100.</li> <li>(c) Loans of money; the sale of real property where the sale price is below market valuations.</li> <li>(d) Hospitality, including meals, entertainment and accommodation, and travel over the value of \$100.</li> <li>(e) Multiple gifts which have been made by one person in any one financial year where the aggregate value of the individual gifts exceeds \$100.</li> </ul>
Conflict of Interest	A private or personal interest which could prejudicially influence an Officer in the performance of their public or professional duties.
Officer	This Code of Conduct applies to all Mount Isa City Council employees. The term "officer" is used throughout the document to denote both temporary and permanent employees of both State and Federal Awards and employees employed on a contractual basis.
System of Government	Uphold the laws of Queensland and Australia and carry out official decisions faithfully and impartially.
Due diligence	Persistent effort or work, industrious character.
Public Resources	Property, equipment, money and other assets that have been provided by customers; for example rate income received by Council to operate its services including that provided for salaries.
Fraud	A broad range of deceitful acts that people may perform to benefit themselves or some other person at the expense of others. Fraud can be committed by officers (internal fraud) or by other people outside Council (external fraud). For example, deliberately falsifying or incorrectly completing council forms or correspondence, to mislead others as to the true events or facts.
Corruption	The misuse of one's position/power to gain personal advantage. For example, this includes the receipt of monies by employees of Council in connection with their position, role or duties from any member of the public.
Public Interest	To act in a manner with the law and the policy objectives of the elected Council.
Delegation	A formal transfer of certain powers and responsibilities of a senior officer to subordinate officer/s.
Policies	Guiding principles that specify the direction or stance the Council wishes to take on certain issues.
Procedures	An action or set of actions and processes, developed by Employees, need to effectively execute the policy of Council.
Confidential Information	Information classified as 'confidential by the adopted policy of Council.

### MOUNT ISA CITY COUNCIL

**POLICY NAME:** Code of Conduct for Employees  
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