



AGENDA

Ordinary Council Meeting Wednesday, 23 August 2023

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

Date: Wednesday, 23 August 2023

Time: 9am

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

**Tim Rose
Acting Chief Executive Officer**

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1 OPENING OF THE MEETING/ACKNOWLEDGEMENT OF COUNTRYAcknowledgement of Country

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

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

Recording of Council Meeting

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

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

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

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

5 CONFIRMATION OF PREVIOUS MEETING MINUTES

5.1 MINUTES OF THE ORDINARY MEETING HELD ON 19 JULY 2023

Document Number: 796966

Author: Acting Senior Executive Assistant

Authoriser: Acting Chief Executive Officer

RECOMMENDATION

THAT the Minutes of the Ordinary Meeting held on 19 July 2023 be confirmed as a true and correct record.

ATTACHMENTS

- 1. Minutes of the Ordinary Meeting held on 19 July 2023**



MINUTES

**Ordinary Council Meeting
Wednesday, 19 July 2023**

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The meeting adjourned at 10:26am, and resumed at 10:43am.

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**MINUTES OF MOUNT ISA CITY COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 23 WEST STREET, MOUNT ISA
ON WEDNESDAY, 19 JULY 2023 AT 9AM**

PRESENT: Crs Slade, Barwick, Fortune, MacRae

IN ATTENDANCE: Tim Rose (Acting CEO), Chiley Luangala (Director Corporate and Community), Stephen Jewell (Director, Infrastructure Services)

1 OPENING OF THE MEETING/ACKNOWLEDGEMENT OF COUNTRY

Mayor Slade opened the meeting at 9:00am.

2 PRAYER

Pastor George of the Uniting Church gave a prayer.

3 APOLOGIES/LEAVE OF ABSENCE

RESOLUTION OM01/ 07/23

Moved: Cr Peta MacRae

Seconded: Cr George Fortune

THAT Council receive and accept the following Councillors' leaves of absence and apologies Cr Tully, Cr Coghlan and Cr Stretton.

CARRIED 4

4 PUBLIC PARTICIPATION

Peter Bolger asked what Council is doing to address youth crime issues in Mount Isa and the impact this is having on Mount Isa's tourist reputation.

Peter also asked how much the flood warning signs cost Council or if funding was sourced. He stated that the signs may be operating in error and asked, in such event, who do the public contact to rectify.

Stephen Jewell advised the signs were funded by QRA, approx. \$600k., that the only cost to Council was the project management. The signs are currently not fully commissioned, and this would have been evident in the recent rain event, where the signs were remotely operated. When complete, the signs will operate automatically, to read causeway levels and activate on set level parameters.

In relation to Peter's first question, the Mayor advised caravan parks are unfortunately being targeted. Tourist's complacency is creating favourable conditions for opportunistic thieves. The Mayor recited the Mayoral Minute from 14 December 2022.

Aubrey Liyanage advised Council that he is encountering less tourists and they are deterred from stopping in Mount Isa due to crime and the closure of free camping areas in Camooweal.

5 CONFIRMATION OF PREVIOUS MEETING MINUTES**5.1 MINUTES OF THE SPECIAL MEETING HELD ON 21 JUNE 2023****RESOLUTION OM02/ 07/23**

Moved: Cr Phil Barwick

Seconded: Cr Peta MacRae

THAT the Minutes of the Special Meeting held on 21 June 2023 be confirmed as a true and correct record.

CARRIED 4

5.2 MINUTES OF THE ORDINARY MEETING HELD ON 21 JUNE 2023**RESOLUTION OM03/ 07/23**

Moved: Cr Phil Barwick

Seconded: Cr George Fortune

THAT the Minutes of the Ordinary Meeting held on 21 June 2023 be confirmed as a true and correct record.

CARRIED 4

5.3 MINUTES OF THE SPECIAL MEETING HELD ON 29 JUNE 2023**RESOLUTION OM04/ 07/23**

Moved: Cr Phil Barwick

Seconded: Cr Peta MacRae

THAT the Minutes of the Special Meeting held on 29 June 2023 be confirmed as a true and correct record.

CARRIED 4

6 ACTIONS FROM PREVIOUS COUNCIL MEETINGS**6.1 OUTSTANDING ACTIONS FROM PREVIOUS COUNCIL MEETINGS AS AT 19 JULY 2023****RESOLUTION OM05/ 07/23**

Moved: Cr George Fortune

Seconded: Cr Peta MacRae

THAT Council receives and notes the outstanding actions from previous Council Meetings as at 19 July 2023.

CARRIED 4

7 DECLARATIONS OF CONFLICTS OF INTEREST

Deputy Mayor Cr Barwick declared a conflict of interest relating to item 14.4 and advised of his intent to leave the Chamber when the item is considered.

Acting CEO Tim Rose declared a conflict of interest relating to item 14.1 and advised of his intent to leave the Chamber when the item is considered.

8 MAYORAL MINUTE

Mayor Slade reminded residents, with regards to crime, to please contact the Queensland Police Service to respond to the matter. Mayor advised residents not to risk their own or other members of the public's safety by confronting or engaging with persons undertaking crime.

Mayor wished to show support of the Matilda's playing in tomorrow night's Women's World Cup, being hosted in Australia.

9 READING AND CONSIDERATION OF CORRESPONDENCE

Nil

10 EXECUTIVE SERVICES REPORTS

10.1 UPDATE OF REGISTER OF DELEGATIONS - COUNCIL TO CEO

RESOLUTION OM06/ 07/23

Moved: Cr Phil Barwick

Seconded: Cr Peta MacRae

THAT Council adopt the updated Register of Delegations – Council to CEO V5.

CARRIED 4

10.2 AUDIT AND RISK COMMITTEE - APPOINTMENT OF CHAIRPERSON

RESOLUTION OM07/ 07/23

Moved: Cr Peta MacRae

Seconded: Cr George Fortune

THAT Council appoint Kerry Philips to the position of Independent Chair for the Audit and Risk Committee for the remainder of term of this Council and for a period of two (2) years with the option of a further two years upon satisfactory review, and

That Mr Geoff King be thanked for his service as the Independent Chair.

CARRIED 4

10.3 MICCOE ADOPTION OF DOCUMENTATION AND EOI - CHAIR

RESOLUTION OM08/ 07/23

Moved: Cr Phil Barwick

Seconded: Cr George Fortune

THAT Council adopt the recommended changes to the Constitution of the Mount Isa City Council Owned Enterprises Pty Ltd and

THAT Council adopt the Mount Isa Council Owned Enterprises (MICCOE) Board Charter and

THAT Council call for Expression of Interest to fill the role of the (MICCOE) Independent Chair

In Favour: Crs Phil Barwick, George Fortune and Peta MacRae

Against: Cr Danielle Slade

Absent: Crs Paul Stretton, Mick Tully and Kim Coghlan

CARRIED 3/1

11 CORPORATE AND COMMUNITY SERVICES REPORTS

11.1 FINANCE OVERVIEW REPORT - JUNE 2023

RESOLUTION OM09/ 07/23

Moved: Cr Phil Barwick

Seconded: Cr Peta MacRae

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

CARRIED 4

11.2 2023-24 PROCUREMENT POLICY AND FINANCIAL DELEGATIONS REGISTER

RESOLUTION OM10/ 07/23

Moved: Cr Phil Barwick

Seconded: Cr Peta MacRae

THAT Council adopts the 2023/24 Procurement Policy version 13 with the Financial Delegations Register version 6 as presented.

CARRIED 4

11.3 SPLASHEZ OVERVIEW REPORT- JUNE 2023

RESOLUTION OM11/ 07/23

Moved: Cr Peta MacRae

Seconded: Cr George Fortune

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

CARRIED 4

11.4 ENVIRONMENTAL AND BIOSECURITY OVERVIEW REPORT - MAY 2023 AND JUNE 2023

RESOLUTION OM12/ 07/23

Moved: Cr George Fortune

Seconded: Cr Phil Barwick

THAT Council receives and accepts the May 2023 and June 2023 Environmental and Biosecurity Overview Report as presented.

CARRIED 4

11.5 DEVELOPMENT AND LAND USE FY22/23 QUATER FOUR (4) OVERVIEW REPORT

RESOLUTION OM13/ 07/23

Moved: Cr George Fortune
Seconded: Cr Phil Barwick

THAT Council receives and accepts the Development and Land Use Section's FY22/23 Quarter Four (4) Overview Report.

CARRIED 4

11.6 ECONOMIC DEVELOPMENT OVERVIEW REPORT - JUNE 2023

RESOLUTION OM14/ 07/23

Moved: Cr Phil Barwick
Seconded: Cr George Fortune

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

CARRIED 4

11.7 COMMUNITY DEVELOPMENT OVERVIEW REPORT - JUNE 2023

RESOLUTION OM15/ 07/23

Moved: Cr Peta MacRae
Seconded: Cr Phil Barwick

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

CARRIED 4

11.8 NORTH QUEENSLAND SPORTS FOUNDATION 2023 NORTH QUEENSLAND SPORTSTAR AWARDS - COUNCILLOR DELEGATION

RESOLUTION OM16/ 07/23

Moved: Cr George Fortune
Seconded: Cr Phil Barwick

THAT Council delegates Cr Peta Macrae and Cr Paul Stretton to assess the local nominations for the 2023 North Queensland Sportstar Awards and select the relevant nominees per category, as Councils submission to The North Queensland Sports Foundation.

CARRIED 4

11.9 PCYC - REQUEST TO CHANGE SCOPE OF APPROVED GRANT - RUBY PROGRAM**RESOLUTION OM17/ 07/23**

Moved: Cr Peta MacRae

Seconded: Cr Phil Barwick

THAT Council approves a change of scope to the PCYC RUBY (Rise Up Be Yourself) Program to permit the utilisation of previously approved community grant funds to upskill a PCYC employee to enable the delivery of the program.

CARRIED 4

11.10 MERCHANDISE ALLOCATION**RESOLUTION OM18/ 07/23**

Moved: Cr Peta MacRae

Seconded: Cr George Fortune

THAT Council approves for the Chief Executive Officer to approve any distribution of merchandise.

CARRIED 4

11.11 REGIONAL ARTS DEVELOPMENT FUND ROUND 3**RESOLUTION OM19/ 07/23**

Moved: Cr Phil Barwick

Seconded: Cr George Fortune

THAT Council endorses the RADF Committee recommendation to approve Rachael Wright ART to receive \$3,550.00 (Excl. GST) under Round 3 of the 2022-23 RADF funding for her project "Regional Resin Art Workshops".

CARRIED 4

12 INFRASTRUCTURE SERVICES REPORTS**12.1 MAJOR PROJECTS OVERVIEW REPORT JUNE 2023****RESOLUTION OM20/ 07/23**

Moved: Cr George Fortune

Seconded: Cr Peta MacRae

THAT Council receives and accepts the June 2023 Major Projects Overview Report.

CARRIED 4

12.2 WASTE MANAGEMENT OVERVIEW REPORT - MAY AND JUNE 2023**RESOLUTION OM21/ 07/23**

Moved: Cr Phil Barwick
Seconded: Cr George Fortune

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

CARRIED 4

12.3 REQUEST FOR VARIATION TO CONTRACT MICC RFT - PRIMARY CLARIFIERS REPAIR/REPLACEMENT

RESOLUTION OM22/ 07/23

Moved: Cr Phil Barwick
Seconded: Cr George Fortune

THAT Council accepts the quote from Re-Pump Australia Pty Ltd and accepts a variation of \$708,090 (excl. GST) to the contract MICC RFT - Primary Clarifiers Repair/Replacement in accordance with section 235 (b) of the *Local Government Regulation 2012*.

CARRIED 4

13 GENERAL BUSINESS

Nil

The meeting adjourned at 10:26am, and resumed at 10:43am.

14 CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS

RESOLUTION OM23/ 07/23

Moved: Cr Danielle Slade
Seconded: Cr Peta MacRae

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

14.1 Appointment of Interim Chief Executive Officer

This matter is considered to be confidential under Section 254J - a of the *Local Government Regulation*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the appointment, discipline or dismissal of the chief executive officer.

14.2 Notice of Intention to Sell Land for Overdue Rates and Charges

This matter is considered to be confidential under Section 254J - h of the *Local Government Regulation*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*.

14.3 Acquisition of Property - Assessment # 04992-34000-000

This matter is considered to be confidential under Section 254J - g of the *Local Government Regulation*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

14.4 Request to Waive Infrastructure Charges for the Material Change of Use of a Health Care Centre at 6 Burke Street, Mount Isa, described as Lot 11 on plan MPH13992

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

14.5 Concession to Waiver and Write-Off Rates & Charges for Property Assessment 07196-00000-000

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

CARRIED 4

At 10:46am, Acting CEO left the meeting due to a conflict of interest in relation to item 14.1 and remained out of the Chamber whilst the item was discussed.

At 11:08am, Acting CEO returned to the meeting.

At 11:32am, Cr Barwick left the meeting due to a conflict of interest in relation to item 14.4 and remained out of the Chamber whilst the item was discussed.

At 11:35am, Cr Barwick returned to the meeting.

RESOLUTION OM24/ 07/23

Moved: Cr Danielle Slade

Seconded: Cr Phil Barwick

THAT Council moves out of Closed Council into Open Council.

CARRIED 4

At 11:40am, Acting CEO left the meeting due to a conflict of interest in item 14.1 and remained out of the Chamber whilst the item was discussed and resolved.

14.1 APPOINTMENT OF INTERIM CHIEF EXECUTIVE OFFICER**RESOLUTION OM25/ 07/23**

Moved: Cr Phil Barwick

Seconded: Cr George Fortune

THAT Council appoint Mr Tim Rose as Acting Chief Executive Officer for a period of 12 months from 20 July 2023 and the Mayor be authorised to enter into a contract of employment and,

THAT the delegation to the CEO to appoint an Acting CEO during a vacancy in the position pursuant to section 195 (a) of the Local Government Act be revoked.

CARRIED 4

At 11:42am, Acting CEO returned to the meeting.

14.2 NOTICE OF INTENTION TO SELL LAND FOR OVERDUE RATES AND CHARGES

RESOLUTION OM26/ 07/23

Moved: Cr Phil Barwick
 Seconded: Cr Peta MacRae

THAT Council resolves to:

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

Schedule

Assessment No.	Description
00032-00000-000	LOT 2 ON SURVEY PLAN 206660
00697-00000-000	LOT 12 ON CROWN PLAN MPH7994
01959-00000-000	LOT 9 ON CROWN PLAN MPH22085
04260-00000-000	LOT 23 ON CROWN PLAN MPH22068
03124-00000-000	LOT 14 ON CROWN PLAN M758194
04405-00000-000	LOT 5 ON CROWN PLAN MPH21950
04793-00000-000	LOT 31 ON CROWN PLAN MPH21963
06195-00000-000	LOT 115 ON CROWN PLAN MPH13991
06682-00000-000	LOT 118 ON CROWN PLAN MPH40095

CARRIED 4

14.3 ACQUISITION OF PROPERTY - ASSESSMENT # 04992-34000-000

MOTION

Moved: Cr Phil Barwick

THAT Council

APPROVE the purchase of the residential freehold property at 23 Emmalyn Close at the offer price of \$425k and approve capital renovation budget of \$15k and approve legal fees estimate of \$5k for relevant property transfers and searches.

The motion lapsed for want of a seconder.

At 11:45 am, Cr Phil Barwick left the meeting due to a conflict of interest in relation to item 14.4.

The Mayor declared that due Cr Barwick declaring an interest in this item, the Council was without a quorum and Cr Barwick was asked to return to the meeting.

At 11:46 am, Cr Phil Barwick returned to the meeting.

Acting CEO advised that due to loss of a quorum, as per section 150EU 2(a) of the *Local Government Act 2009*, this matter can be delegated to the CEO under section 257(b) of the Act. Cr Barwick can participate in the resolution for this delegation, as per section 150EU(4) of the Act:

(4) A councillor does not contravene section 150EK(1), 150EM(2), 150EQ(2)(a) or (3)(a) or 150ES(5) by participating in a decision, or being present while the matter is discussed and voted on, for the purpose of delegating the matter or making a decision under subsection (2)(b) or (c).

14.4 REQUEST TO WAIVE INFRASTRUCTURE CHARGES FOR THE MATERIAL CHANGE OF USE OF A HEALTH CARE CENTRE AT 6 BURKE STREET, MOUNT ISA, DESCRIBED AS LOT 11 ON PLAN MPH13992

RESOLUTION OM27/ 07/23

Moved: Cr Peta MacRae

Seconded: Cr George Fortune

THAT under section 257(b) of the *Local Government Act 2009*, Council delegate the authority to the Acting CEO to decide item 14.4 'Request to waive infrastructure charges for the material change of use of a health care centre at 6 Burke Street, Mount Isa, described as Lot 11 on Plan MPH13992'.

CARRIED 4

14.5 CONCESSION TO WAIVER AND WRITE-OFF RATES & CHARGES FOR PROPERTY ASSESSMENT 07196-00000-000

RECOMMENDATION

THAT Council approves a concession to Waiver and Write-Off Rates & Charges of \$909.71, for Property Assessment 07196-00000-000, for the Period 01-01-2023 to 30-06-2023, under *Sections 119, 120 (1) (a) & (c), 121(a) and 122 (1)(a) of the Local Government Regulation 2012*, due to financial hardship.

RESOLUTION OM28/ 07/23

Moved: Cr Phil Barwick

Seconded: Cr George Fortune

THAT the above matter lay on the table.

CARRIED 4

There being no further business the Meeting closed at 11.49am.

The minutes of this meeting were confirmed at the Council Meeting held on 23 August 2023.

.....
CHAIRPERSON

5.2 MINUTES OF THE SPECIAL MEETING HELD ON 14 AUGUST 2023

Document Number: 797391

Author: Acting Senior Executive Assistant

Authoriser: Acting Chief Executive Officer

RECOMMENDATION

THAT the Minutes of the Special Meeting held on 14 August 2023 be confirmed as a true and correct record.

ATTACHMENTS

1. Minutes of the Special Meeting held on 14 August 2023



MINUTES

**Special Council Meeting
Monday, 14 August 2023**

Order Of Business

1 Opening of the Meeting/Acknowledgement of Country 3

2 Apologies/Leave of Absence 3

3 Declarations of Conflicts of Interest..... 3

4 Infrastructure Services Reports..... 3

6.1 NRMA EV Charging Site in Mount Isa 3

5 Consideration of Confidential Business Items 4

7.1 Support for the Aviation Industry 4

**MINUTES OF MOUNT ISA CITY COUNCIL
SPECIAL COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 23 WEST STREET, MOUNT ISA
ON MONDAY, 14 AUGUST 2023 AT 09:00 AM**

PRESENT: Crs Slade, Barwick, MacRae, Coghlan, Fortune (via Teams), and Stretton (via Teams)

IN ATTENDANCE: Tim Rose (Acting CEO), Chiley Luangala (Director, Corporate Services), Chad King (Director, Community Services), Stephen Jewell (Director, Infrastructure Services- via Teams)

1 OPENING OF THE MEETING/ACKNOWLEDGEMENT OF COUNTRY

Mayor Slade opened the meeting at 9:01 am and advised that this meeting is livestreamed and recorded.

2 APOLOGIES/LEAVE OF ABSENCE

Councillor Tully was an apology for the meeting.

3 DECLARATIONS OF CONFLICTS OF INTEREST

NIL

4 INFRASTRUCTURE SERVICES REPORTS

6.1 NRMA EV CHARGING SITE IN MOUNT ISA

RECOMMENDATION

THAT Council provide a Letter of Intent to NRMA, agreeing to the installation of an EV charging station in Camooweal Street.

In Favour: Crs Phil Barwick, George Fortune and Paul Stretton

Against: Crs Danielle Slade, Peta MacRae and Kim Coghlan

Absent: Cr Mick Tully

The Motion was **LOST** on the Casting Vote of the Mayor*.

LOST

ALTERNATIVE RESOLUTION SM01/08/23

Moved: Cr Danielle Slade

Seconded: Cr Phil Barwick

THAT Council delays the letter of intent to NRMA, to further investigate other options and engage the businesses on the Camooweal Street location.

In Favour: Crs Danielle Slade, Phil Barwick and George Fortune

Against: Crs Peta MacRae, Paul Stretton and Kim Coghlan

Absent: Cr Mick Tully

The Motion was duly **CARRIED** on the Casting Vote of the Mayor.

CARRIED

The NRMA EV Charging Site in Mount Isa Officer's Report will be re-tabled at the Council Ordinary Meeting on 23 August 2023.

5 CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS

RESOLUTION SM02/08/23

Moved: Cr Danielle Slade

Seconded: Cr Phil Barwick

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

7.1 Support for the Aviation Industry

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

CARRIED 6

RESOLUTION SM03/08/23

Moved: Cr Danielle Slade

Seconded: Cr Phil Barwick

THAT Council moves out of Closed Council into Open Council.

CARRIED 6

7.1 SUPPORT FOR THE AVIATION INDUSTRY

RESOLUTION SM04/08/23

Moved: Cr Phil Barwick

Seconded: Cr Peta MacRae

THAT Council provides and makes a budgetary provision for the next three years for an amount of \$50,000 per annum to support a new airline to fly bi-weekly to Mt Isa from the Gold Coast.

AND

THAT the Acting CEO be authorised to finalise the details of this arrangement.

CARRIED 6

There being no further business the Meeting closed at 9:46 am.

The minutes of this meeting were confirmed at the Council Meeting held on 23 August 2023.

.....
CHAIRPERSON

6 ACTIONS FROM PREVIOUS COUNCIL MEETINGS**6.1 OUTSTANDING ACTIONS FROM PREVIOUS COUNCIL MEETINGS AS AT 18 AUGUST 2023****Document Number:** 797459**Author:** Acting Senior Executive Assistant**Authoriser:** Acting Chief Executive Officer**EXECUTIVE SUMMARY**

Outstanding actions from previous Council Meetings as at 18 August 2023.

RECOMMENDATION**THAT** Council receives and notes the outstanding actions from previous Council Meetings as at 18 August 2023.

Meeting	Officer	Title	Target
Council 22/03/2023	Land Use Coordinator	Proposed Tenure Over Vacant Lease Area B SP248022 in Lot 8 RD138 – Mount Isa Campdraft Association Inc.	31/10/2023
Council 19/04/2023	Community Development Officer	RADF - Council Initiated Project - True Country	31/01/2024
Council 19/04/2023	Governance Coordinator	Adoption of Flag Protocol Policy	3/05/2023
Council 19/04/2023	Governance Coordinator	Adoption of Confidentiality Policy	3/05/2023
Council 21/06/2023	Manager Major Projects	Variation for Additional Works at Lions Park Basketball Court	5/07/2023
Council 21/06/2023	Governance Coordinator	Update of Reimbursement of Expenses and Provision of Facilities for Mayor and Councillors Policy	5/07/2023
Council 21/06/2023	Community Development Officer	Youth Strategy 2023-2027	31/08/2023
Council 19/07/2023	Manager Water & Waste	Request for Variation to Contract MICC RFT - Primary Clarifiers Repair/Replacement	2/08/2023
Council 19/07/2023	Governance Coordinator	MICCOE Adoption of Documentation and EOI - CHAIR	2/08/2023
Council 19/07/2023	Governance Coordinator	Update of Register of Delegations - Council to CEO	2/08/2023

ATTACHMENTS

Nil

7 DECLARATIONS OF CONFLICTS OF INTEREST

8 MAYORAL MINUTE

Nil

9 READING AND CONSIDERATION OF CORRESPONDENCE

Nil

10 EXECUTIVE SERVICES REPORTS**10.1 UPDATED POLICIES FOR ADOPTION****Document Number:** 796968**Author:** Coordinator, Governance and Disaster Management**Authoriser:** Chief Executive Officer**Directorate:** Executive Services**Portfolio:** Executive Services**EXECUTIVE SUMMARY**

Executive Services (Governance) has recently commenced an ongoing review and update of all Council's Statutory policies.

RECOMMENDATION

THAT Council adopts the following updated statutory policies:-

1. Administrative Actions Complaints Policy;
2. Code of Conduct for Councillors;
3. Complaints About a Public Official Policy;
4. Council Acceptable Request Guidelines;
5. Councillor Investigation Policy;
6. Human Rights Policy;
7. Public Interest Disclosure Policy;
8. Entertainment Policy;
9. Complaints Policy;
10. Fireworks Policy.

OVERVIEW

Statutory policies are required to be reviewed regularly and many are now due. Governance has commenced this review and the policies recommended have been subject to relatively minor changes only with the exception of the Fireworks Policy which has considerable changes.

BUDGET AND RESOURCE IMPLICATIONS

Not Applicable

LINK TO CORPORATE PLAN

Theme:	5.	Ethical & Inclusive Governance
Strategy:	5.11	Provide and maintain strategies to ensure Council's long-term financial sustainability.

CONSULTATION (INTERNAL AND EXTERNAL)

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

LEGAL CONSIDERATIONS

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

POLICY IMPLICATIONS

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








RISK IMPLICATIONS

Council needs to demonstrate 'best practice governance' by ensuring policies are up to date.

HUMAN RIGHTS CONSIDERATIONS

Consideration has been given to all human rights under Council's Human Rights Policy.

ATTACHMENTS

1. **Administrative Action Complaints Policy** [↓](#) 
2. **Code of Conduct for Councillors** [↓](#) 
3. **Complaints about a Public Official Policy** [↓](#) 
4. **Councillor Acceptable Request Guidelines** [↓](#) 
5. **Councillor Investigations Policy** [↓](#) 
6. **Human Rights Policy** [↓](#) 
7. **Public Interest and Disclosure Policy** [↓](#) 
8. **Entertainment and Hospitality Policy** [↓](#) 
9. **Complaints Policy** [↓](#) 
10. **Fireworks Policy** [↓](#) 



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Administrative Action Complaints Policy

RESOLUTION NO. **OM05/11/21** VERSION **V45**

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Administrative Action Complaints Policy**, made in accordance with the provisions of *Local Government Act 2009, Local Government Regulation 2012* and current Council Policies.

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

.....
Tim Rose
Interim Chief Executive Officer

DOCUMENT VERSION CONTROL				
Governance/Policies/Statutory Doc ID# 3576			POLICY TYPE	Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS	
V1	18.04.2018	OM10/04/18	Responsible Officer – Corporate Governance Officer	
V2	28.06.2019	OM28/06/19	Responsible Officer – Corporate Governance Officer	
V3	22.07.2020	OM26/07/20	Responsible Officer – Corporate Governance Coordinator	
V4	16.11.2021	OM05/11/21	Responsible Officer – Corporate Governance Coordinator	
V5	10.07.2023	OM	Responsible Officer – Corporate Governance Coordinator	
			REVIEW DUE	07.2024 3

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



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Administrative Action Complaints Policy

RESOLUTION NO. ~~OM05/11/24~~ VERSION ~~V45~~

1. PURPOSE

Mount Isa City Council's ("Council") Administrative Action Complaints Policy ("AAC Policy") has been established to outline how Council will process and resolve administrative action complaints as prescribed by s268 of the *Local Government Act 2009* ("LG Act") and s306 of the *Local Government Reg 2012* ("LG Reg").

2. COMMENCEMENT

This policy will commence on and from ~~16 November 2024~~. It replaces all other policies or arrangements governing administrative action complaints (whether written or not).

3. SCOPE

This policy applies to all complaints made to Council about the administrative actions of Council as defined in clause 4 of this policy.

4. WHAT IS AN ADMINISTRATIVE ACTION COMPLAINT

4.1 Pursuant to s268 of the LG Act an administrative action complaint is a complaint that:

- a) is about an administrative action of a local government, including the following, for example:
 - i) a decision, or failure to make a decision, including a failure to provide a written statement of reasons for a decision
 - ii) an act, or a failure to do an act
 - iii) the formulation of a proposal or intention
 - iv) the making of a recommendation and
- b) is made by an affected person

4.2 Pursuant to s306(5) of the LG Reg; to remove any doubt, it is declared that, in deciding if a complaint is an administrative action complaint, it is irrelevant:

- a) how quickly the complaint was resolved
- b) to which area of a local government the complaint was made
- ~~c) whether the complaint was a written or verbal complaint,~~ or
- ~~ed) whether or not the complaint was made anonymously~~

5. WHAT AN ADMINISTRATIVE ACTION COMPLAINT IS NOT

5.1 An administrative action complaint does not apply to:

- a) complaints about a councillor's conduct
- b) disputes regarding infringement or fines
- c) complaints about a neighbour, ~~businessbusiness~~, or community group
- d) requests for service or information
- e) complaints made under the *Public Interest Disclosure Act 2010*
- f) complaints of faulty infrastructure
- g) complaint about an employees' conduct or
- h) requests for service, which includes initial enquiries about



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- i) barking or dogs at large
- ii) leaking water pipe
- iii) overgrown allotments
- iv) pot holes or other issues on roads
- v) or any other issue requiring Council services

5.2 Where a complaint has been assessed as a request for service or information, the enquiry shall be forwarded to our Customer Services team to process.

6. BENEFITS OF MANAGING COMPLAINTS ABOUT COUNCIL

6.1 Council is committed to accepting and processing complaints from the community and providing efficient and impartial review and investigation of complaints. By effectively identifying, ~~receiving~~receiving, and managing complaints against Council, steps can be taken to:

- a) improve products and services to the community
- b) increase community confidence in Council's ability to make effective decisions
- c) promote transparency and accountability
- d) implement continual improvement strategies and
- e) ensure Council employees are appropriately trained

7. WHO CAN MAKE AN ADMINISTRATIVE ACTION COMPLAINT?

7.1 As prescribed in s268(2)(b) of the LG Act, an administrative action complaint may only be made by an affected person.

7.2 A complaint may be submitted on behalf of an affected person; however, Council will only respond to the affected person. The affected person may provide a letter of authority confirming they wish for an agent to act on their behalf, where this occurs, Council will correspond directly with the agent only.

8. MAKING AN ADMINISTRATIVE ACTION COMPLAINT

8.1 Complaints about Council can be made to Council in a variety of ways including:

- a) In person at Council's administration building at 23 West Street, Mount Isa QLD
- b) by telephone to 07) 4747 3200
- c) by email to complaints@mountisa.qld.gov.au or
- d) in writing, addressed to the CEO at PO Box 815, Mount Isa QLD 4825

8.2 While it is not compulsory, to ensure Council can provide a fair and efficient response to complaints, complainants are encouraged to complete a Complaint Lodgement Form as this will assist in facilitating a more efficient complaint handling process.

9. ANONYMOUS COMPLAINTS

9.1 An affected person may make an anonymous complaint, however, for Council to respond to, properly investigate and report on the outcome, contact details are required. Council may refuse to investigate anonymous complaints if insufficient information is provided.



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10. RECORDING OF ADMINISTRATIVE ACTION COMPLAINTS

10.1 All administrative action complaints will be recorded in Council’s Administrative Action Complaint Register.

11. ASSESSMENT OF COMPLAINT CRITERIA

11.1 On receipt of a complaint Council will assess if it is an administrative action complaint, giving consideration to clause 4 of this policy. Where the complaint is assessed as an administrative action complaint, Council will then determine the appropriate complexity according to the criteria outlined in Table 1.

Table 1. Complaint Complexity Criteria

Type of Complaint	Criteria	Decision Timeframe
Low complexity	Low complexity complaints require no investigation and can be easily addressed through the provision of information, or through negotiating a mutually satisfactory outcome.	10 business days from receipt of complaint
Medium complexity	Medium complexity complaints may require some research into the matter; it may also require some negotiation with the complainant or consultation with other areas of Council. Some investigation or fact finding will be required internally. Typically, medium complexity complaints contain a small number of issues.	30 business days from receipt of complaint
High complexity	High complexity complaints are matters where there are a large number of complaint issues; or where the complaint issues may refer to possible systemic concerns. These matters will typically involve complainants providing very detailed and lengthy background information that requires time to address. The matters can be of a complex nature which may involve working with a number of parties in order to reach an outcome. Formal investigations may be required, involving assessment of information, and may involve interviews or discussions with staff and other relevant persons, including external people or organisations.	45 business days from receipt of complaint

11.2 Where the relevant Director deems it necessary, Council may engage an external investigator to conduct the investigation. Where Council has made the decision to engage an external investigator there may be some delays due to availability and as such Council may require additional time to complete the investigation. Where this occurs, Council will notify the complainant in writing and advise the expected timeframe.



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MOUNT ISA CITY COUNCIL**Administrative Action Complaints Policy**RESOLUTION NO. **OM05/11/21** VERSION **V45**

11.3 When assessing a complaint, consideration must also be given to all other Council policies relating to complaints and the Administrative Action Complaint Procedure ("AAC Procedure").

12. FINES AND INFRINGEMENT NOTICES

12.1 Where the matter is regarding a Council issued fine or infringement notice, the customer is required to contact the issuing department who will advise the process should they wish to dispute the fine or infringement.

12.2 Where the customer remains dissatisfied with the outcome of their dispute, they may then lodge an administrative action complaint about Council's decision.

12.3 All fines and infringement notice disputes must first go through this dispute process before being escalated to an administrative action complaint.

13. REFUSAL TO INVESTIGATE A COMPLAINT

13.1 Council reserves the right to refuse to investigate an administrative action complaint, or if already commenced an investigation, refuse to continue to investigate the administrative action complaint where it is reasonably believed that:

- a) The complaint is trivial or concerns a frivolous matter or was made vexatiously (as outlined in "Definitions")
- b) The complainant was found to not be an affected person and no written authority was received by Council from the actual affected person
- c) Council was unable to contact the complainant for further information or insufficient details were provided to Council to commence or continue an investigation
- d) It is impractical to investigate a matter due to the length of time that has passed since it occurred
- e) The complainant is pursuing the complaint through an alternate review process (eg disputing an infringement, liability claims, or where a previous enquiry/application is currently being processed and is within the set timeframe)
- f) The complaint is made by a complainant that is the same or substantially the same as a previous complaint processed under this policy
- g) In situations of unreasonable complainant conduct as detailed in clause 17 of this policy

14. COMPLAINT REMEDY

14.1 In resolving an administrative action complaint, Council may consider any of the following or a combination of the following remedy options:

- a) an explanation of how or why the matter occurred, and the action Council will take to prevent a reoccurrence
- b) a change of decision
- c) the provision of a service
- d) the provision of information
- e) waiving of a penalty
- f) a review or creation of a policy or procedure
- g) employee training



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MOUNT ISA CITY COUNCIL**Administrative Action Complaints Policy**RESOLUTION NO. **OM05/11/24** VERSION **V45**

- h) and apology or
- i) any other mutually agreeable, reasonable resolution

14.2 The decision of which remedy, if any, is to be actioned is at the discretion of the relevant Director and should include a timeframe and a mechanism to report back once the recommendation is complete.

15. INTERNAL REVIEW OF COMPLAINT OUTCOME

15.1 Where the complainant is not satisfied with the outcome of their complaint they may apply for an internal review. An internal review is a way for Council to review the complaint process and outcome. The internal review should be conducted to ensure Council's policies and procedures have been followed and that the right outcome has been reached. An internal review is not a re-investigation into the original complaint.

Please refer to Council's AAC Procedure for more information.

15.2 Where the complainant remains dissatisfied with the outcome of Council's internal review, the complainant may refer the matter on to an external organisation such as the Queensland Ombudsman.

16. REPORTING OF ADMINISTRATIVE ACTION COMPLAINTS

16.1 Pursuant to s187 of the LG Reg, Council's Annual Report will include statistical details of all administrative action complaints.

17. UNREASONABLE COMPLAINANT CONDUCT

17.1 It can be expected that a complainant may be frustrated or angry when complaining to Council, however where a complainant's conduct raises substantial health, safety or resource issues for Council or individual employees of Council, their conduct may be considered unreasonable. Examples of unreasonable conduct may include, but are not limited to:

- a) unreasonable persistence or contact regarding a complaint
- b) unreasonable demands that are not proportionate to the complaint
- c) unreasonable lack of cooperation or
- d) unreasonable behaviour including aggression, violence or threats of violence

17.2 A complainant's conduct will not preclude there being a valid complaint nor negate Council's obligation to properly process a complaint.

17.3 The decision that a complainant's conduct is unreasonable will only be made at an executive management level and will not be used as a quick solution to avoid a complainant's contact. Where the conduct is considered unreasonable, the following steps shall be taken:

1. In the first instance, Council will advise the complainant in writing of:
 - a) the conduct that is considered unreasonable
 - b) what conduct is expected moving forward and
 - c) that if the unreasonable conduct continues, Council will restrict the complainant's access to our services



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**Administrative Action Complaints Policy**RESOLUTION NO. **OM05/11/24** VERSION **V45**

2. Where this action does not result in cessation of the unreasonable conduct, Council will advise the complainant in writing that we will be restricting their access to our services and what is expected from the complainant moving forward.
3. Where the unreasonable conduct continues Council may consider refusing to respond to any future communication from the complainant. (This step will only be considered in extreme cases of unreasonable complainant conduct and with the approval of the Chief Executive Officer).

17.4 Unreasonable complainant conduct will generally be managed by restricting the complainant's access to our services, which may include:

- a) limiting the complainants contact to one specific employee in Council
- b) restricting the subject matter that Council will respond to or
- c) restricting the way in which the complainant can communicate with Council

17.5 Before restricting a complainant's access to our services the relevant Director shall take into consideration the complainant's personal circumstances, including:

- a) level of competency and
- b) their access to communication methods

18. PRIVACY AND CONFIDENTIALITY

18.1 Council is committed to the privacy principles under the *Information Privacy Act 2009*. Council will endeavour to ensure that the details of the complaint, the complainant and the investigation and related decisions are kept confidential.

19. COMMUNICATION AND DISTRIBUTION

19.1 Council will make available to the public the AAC Policy and AAC Procedure on our website at www.mountisa.qld.gov.au

19.2 All Council employees will be advised of Councils administrative action complaints process at the time of their pre-employment induction and at their refresher inductions.

19.4 All Council employees involved in the administrative action complaint process will be provided with regular and specific training on the entire complaints management process and will be recorded on Councils Training Matrix.

19.5 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

20. VARIATIONS

20.1 This policy will be reviewed and updated on an annual basis giving consideration to Council's performance in resolving complaints under this process. The annual review will also focus on any improvement measures Council may adopt to reduce future administrative action complaints.

21. BREACH OF POLICY

21.1 Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under Council's Performance and Misconduct Policy.



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**Administrative Action Complaints Policy**RESOLUTION NO. **OM05/11/24** VERSION **V45****22. COMMUNICATION AND DISTRIBUTION**

- 22.1 Council will make available to the public, the Administrative Action Complaints Policy on our website at www.mountisa.qld.gov.au
- 22.2 The responsible officer shall liaise with the Training and Development Officer to create and deliver internal annual training to all Council employees involved in complaints.
- 22.3 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

23. DEFINITIONS

- a) **Affected Person** – is a person who is apparently directly affected by an administrative action of a local government.
- b) **CEO** – is the Chief Executive Officer or their delegate.
- c) **Complainant** – is the affected person or affected persons authorised agent who has lodged the complaint with Council.
- d) **Executive Management Level** – includes the relevant director or chief executive officer.
- e) **Frivolous Complaint** – is a complaint that has no serious purpose or value. It may have little merit and be trivial.
- f) **Receiving Officer** – is a Council employee to whom a complainant has lodged a complaint with.
- g) **Vexatious Complaint** – is a complaint reasonably considered to be;
- i) a complaint without merit and is made with the intention of causing inconvenience, annoyance or expense to Council; or
 - ii) a complaint made maliciously to damage a person's career or reputation or reputation of Council; or
 - iii) a collusion between more than one person or complainant in an attempt to discredit or take retribution against an Officer, Councillor or Council.

Associated Legislation and Procedures

- *Local Government Act 2009*
- *Local Government Reg 2012*
- *Information Privacy Act 2009*
- Information Privacy Policy
- Management of Fraud and Corruption Policy
- Complaints about a Public Official Policy
- Public Interest Disclosure Policy
- Information Privacy Complaint Policy
- Administrative Action Complaints Procedure
- Performance and Misconduct Policy
- Human Rights Policy
- Complaints Policy



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Code of Conduct for Councillors

RESOLUTION NO. **OM05/12/21-VERSION V65**

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Code of Conduct for Councillors**, made in accordance with the provisions of the *Local Government Act 2009*.

Statutory Policies comply with a legislative requirement; the **Code of Conduct for Councillors** is approved by the Mount Isa City Council for the operations and procedures of Council.

.....
 David Keenan/Tim Rose
Acting Chief Executive Officer

DOCUMENT VERSION CONTROL

Governance/Policies/Statutory Doc ID# 8291				POLICY TYPE	Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS		
V1	25.05.2016	OM32/05/16	Responsible Officer - Chief Executive Officer		
V2	30.05.2018	OM34/03/18	Responsible Officer - Chief Executive Officer		
V3	15.11.2018	OM08/12/18	Responsible Officer - Chief Executive Officer		
V4	09.12.2020	OM07/12/20	Responsible Officer - Interim Chief Executive Officer		
V5	15.12.2021	OM05/12/21	Responsible Officer - Chief Executive Officer		
V6	10.07.2023	OM	Responsible Officer - Interim Chief Executive Officer		
				REVIEW DUE	11.2022/07.2024

DISTRIBUTION AND DISSEMINATION

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



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Code of Conduct for Councillors

RESOLUTION NO. **OM05/42/24-VERSION V65**

1. PURPOSE

The Code of Conduct for Councillors sets out the principles and standards of behaviour expected of councillors and mayors when carrying out their roles, ~~responsibilities~~responsibilities, and obligations as elected representatives for their communities. By adhering to the behaviours set out below, councillors will increase public confidence in Local Government and Council decisions.

2. COMMENCEMENT

This policy will commence on and from ~~15 December 2024~~. It replaces all other policies or arrangements governing Codes of Conduct for councillors (whether written or not).

3. APPLICATION

This policy applies to all Mount Isa City Council ("Council") councillors.

4. BACKGROUND

4.1 Under section 150D of the *Local Government Act 2009* ("LG Act"), the Minister for Local Government must make a Code of Conduct stating the standards of behaviour for councillors in the performance of their responsibilities as councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

4.2 Before assuming public office, councillors must understand and commit to complying with the Local Government principles and obligations of councillors in accordance with section 169 of the LG Act, as well as the standards of behaviour set out in this Code of Conduct. All councillors are required to make a declaration of office under section 169 of the LG Act. As part of that declaration, councillors must declare that they will abide by this Code of Conduct.

5. LOCAL GOVERNMENT PRINCIPLES AND VALUES

5.1 The LG Act is founded on five local government principles with which councillors must comply while performing their roles as elected representatives. These principles are listed below:

1. Transparent and effective processes, and decision-making in the public interest
2. Sustainable development and management of assets and infrastructure and delivery of effective services
3. Democratic representation, social ~~inclusion~~inclusion, and meaningful community engagement
4. Good governance of, and by, Local Government and
5. Ethical and legal behaviour of councillors and Local Government employees.

5.2 This Code of Conduct provides a set of values that describe the types of conduct councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

1. In making decisions in the public interest, councillors will:
 - a) make decisions in open Council meetings
 - b) properly inform relevant personnel of all relevant information
 - c) make decisions in accordance with law and policy and
 - d) commit to exercising proper diligence, care and ~~attention~~attention.
2. To ensure the effective and economical delivery of services, councillors will:
 - a) manage Council resources effectively, ~~efficiently~~efficiently, and economically and
 - b) foster a culture of excellence in service delivery
3. In representing and meaningfully engaging with the community, councillors will:
 - a) show respect to all persons



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- b) clearly and accurately explain Council's decisions and
- c) accept and value differences of opinion

4. In exercising good governance, councillors are committed to:

- a) the development of open and transparent processes and procedures and
- b) keeping clear, ~~concise~~concise, and accessible records of decisions

5. To meet the community's expectations for high level leadership, councillors will:

- a) be committed to the highest ethical standards and
- b) uphold the system of Local Government and relevant laws applicable

5.3 This Code of Conduct also sets out standards of behaviour aimed at helping councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which councillors are expected to conduct themselves.

It is important to note that the principles, ~~values~~values, and standards set out in the Code of Conduct are of equal importance.

6. STANDARDS OF BEHAVIOUR

6.1 This Code of Conduct sets out the standards of behaviour applying to all councillors in Queensland. The behavioural standards relate to, and are consistent with, the local government principles and their associated values.

The standards of behaviour are summarised as the three R's, being:

- a) RESPONSIBILITIES
- b) RESPECT
- c) REPUTATION

Each standard of behaviour includes, but is not limited to, several examples to guide councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

6.2 Carry out RESPONSIBILITIES conscientiously and in the best interests of the Council and the community.

For example, councillors will, at a minimum have the following responsibilities:

- a) Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant ~~workshops~~workshops, and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given.
- b) Respect and comply with all policies, ~~procedures~~procedures, and resolutions of Council.
- c) Use only official Council electronic communication accounts (eg email accounts) when conducting Council business.
- d) Report any suspected wrongdoing to the appropriate entity in a timely manner.
- e) Ensure that their behaviour or capacity to perform their responsibilities as a councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances).

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MOUNT ISA CITY COUNCIL
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- f) Cooperate with any investigation being undertaken by the local government or other entity.
- 6.3 Treat people in a reasonable, just, RESPECTFUL and non-discriminatory way. For example, councillors will, at a minimum, act in the following ways:
 - a) Treat fellow councillors, Council employees and members of the public with courtesy, honestyhonesty, and fairness.
 - b) Not use abusive, obsceneobscene, or threatening language (either oral or written) or behaviour towards other councillors, Council employees or members of the public.
 - c) Have proper regard for other people’s rights, obligations, cultural differences, safety, healthhealth, and welfare.
- 6.4 Ensure conduct does not reflect adversely on the REPUTATION of Council. For example, councillors will, at a minimum, conduct themselves in the following manner:
 - a) When expressing an opinion dissenting with the majority decision of Council, respecting the democratic process by acknowledging that the Council decision represents the majority view of the Council.
 - b) When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views.
 - c) At all times strive to maintain and strengthen the public’s trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authorityauthority, or dignity.
 - e) —

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7. CONFIDENTIALITY

- 7.1 Councillors are in a position of trust and the legislation is clear that this trust must not be abused by misusing information obtained as councillors.
- 7.2 Councillors must ensure that information which is confidential to Council remains confidential. Any person who is, or has been, a councillor must not use information acquired as a councillor to directly or indirectly gain financial advantage for themselves or anyone else, or to harm the Council.
- 7.3 Breach of s171 of the LG Act provides a maximum penalty of 100 penalty units or 2 years imprisonment.

8. BREACH OF THIS CODE OF CONDUCT

- 8.1 Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this Code of Conduct may give rise to a complaint against a councillor’s conduct and subsequent disciplinary action under the legislation.
- 8.2 A complaint about the conduct of a councillor must be submitted to the Office of the Independent Assessor (“OIA”) who will assess the complaint and determine the category of the allegation. In order of least to most serious, the categories of complaint are unsuitable meeting conduct, inappropriate conduct, ~~misconduct~~misconduct, and then corrupt conduct.

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9. UNSUITABLE MEETING CONDUCT

- 9.1 Under the legislation, any conduct by a councillor that is contrary to the standards of behaviour in the Code of Conduct that occurs within a meeting of Council (including standing committee meetings), is dealt with as unsuitable meeting conduct.
- 9.2 Unsuitable meeting conduct by a councillor is dealt by the chairperson of the meeting. It is important that the chairperson deal with matters of unsuitable meeting conduct locally, and as efficiently and effectively as possible so that Council can continue with their business of making effective decisions in the public interest.



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Note: Chairpersons of meetings are carrying out a statutory responsibility under the legislation to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct (see clause 10 below).

10. **INAPPROPRIATE CONDUCT**

10.1 ~~9.1~~ Under the legislation, any conduct by a councillor that is contrary to the standards of behaviour in the Code of Conduct or a policy, ~~procedure~~~~procedure~~, or resolution of a Council, and is not unsuitable meeting conduct, misconduct or corrupt conduct is dealt with as inappropriate conduct.

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10.2 ~~9.2~~ The conduct of a councillor is also inappropriate conduct if the conduct contravenes an order by the chairperson of a meeting of Council for the councillor to leave the meeting or is a series of conduct at Council meetings that leads to orders for the councillor's unsuitable meeting conduct being made on three occasions within a period of one year. The local government is not required to notify the OIA and may deal with the conduct under section 150AG of the LG Act.

10.3 ~~9.3~~ The OIA is responsible for assessing allegations of suspected inappropriate conduct other than those arising from unsuitable conduct. If the OIA chooses to refer the matter to the Council to deal with, the Council must deal with the matter as quickly and effectively as possible.

11. **MISCONDUCT**

11.1 ~~10.1~~ Councillors are required to comply with all laws that apply to local governments, this includes refraining from engaging in misconduct.

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11.2 ~~10.2~~ The OIA is responsible for assessing and investigating instances of suspected misconduct. The OIA may make an application to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a councillor is misconduct if the conduct:

- a) adversely affects, directly or indirectly, the honest and impartial performance of the councillor's functions or exercise of powers, or
- b) is, or involves
 - i. a breach of trust placed in the councillor, either knowingly or recklessly
 - ii. misuse of information or material acquired by the councillor, whether the misuse is for the benefit of the councillor or for the benefit or to the detriment of another person
 - iii. a councillor giving a direction to any Council employee (other than the mayor giving direction to the Chief Executive Officer)
 - iv. a release of confidential information outside of the Council
 - v. failure to declare a conflict of interest or appropriately deal with a conflict of interest in a meeting
 - vi. attempting to influence a decision maker about a matter in which the councillor has a conflict of interest
 - vii. failure by a councillor to report a suspected prescribed conflict of interest of another councillor
 - viii. failure to submit, update or review your registers of interests, or
- c) is a failure by the councillor to comply with:
 - i. an order made by the Council or Councillor Conduct Tribunal
 - ii. any acceptable request guidelines of the Council made under the legislation
 - iii. the reimbursement of expenses policy of the Council



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Code of Conduct for Councillors

RESOLUTION NO. **OM05/42/24-VERSION V65**

The conduct of a councillor is also misconduct if the conduct leads to the councillor being disciplined for inappropriate conduct on three occasions within a period of one year (from first occasion) or is conduct that is identified in an order of Council that will be dealt with as misconduct if the councillor engages in the conduct again.

12. **CORRUPT CONDUCT**

~~12.1~~ ~~11.1~~ Corrupt conduct is defined by, and dealt with, under the *Crime and Corruption Act 2001* and must be referred to the Crime and Corruption Commission ("CCC"). For a councillor, corrupt conduct involves behaviour that:

- a) adversely affects or could adversely affect the performance of the councillor's responsibilities and
- b) involves the performance of the councillor's responsibilities in a way that:
 - i. is not honest or impartial, or
 - ii. involves a breach of the trust placed in the councillor, or
 - iii. involves the misuse of information acquired by the councillor, and
- c) is engaged in for the purpose of providing a benefit or a detriment to a person, and
- d) if proven would be a criminal offence

~~12.2~~ ~~11.2~~ Councillors are reminded of their obligations under section 38 of the *Crime and Corruption Act 2001* to report suspected corrupt conduct.

~~12.3~~ ~~11.23~~ The OIA has entered into a section 40 arrangement with the CCC which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to assume responsibility for or monitor an investigation, should the CCC consider that appropriate.

13. **VARIATIONS**

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

14. **COMMUNICATION AND DISTRIBUTION**

14.1 Council will make available to the public, the Code of Conduct for Councillors on our website at www.mountisa.qld.gov.au.

ASSOCIATED LEGISLATION AND POLICIES

- *Local Government Act 2009*
- *Crime and Corruption Act 2001*
- *Public Sector Ethics Act 1994*
- Councillor Investigation Policy
- Standing Orders Policy
- Model Meeting Procedures
- Councillor Acceptable Request Guidelines

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STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Complaints about a Public Official Policy

RESOLUTION NO. **OM31/08/20-VERSION V43**

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Complaints about a Public Official Policy**, made in accordance with the provisions of *Local Government Act 2009*, *Local Government Regulation 2012*, *Crime and Corruption Act 2001*, and current Council Policies.

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

.....
 Sharon Ibarrolaza/Tim Rose

Acting Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID# 10273			POLICY TYPE
			Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	13.06.2018	OM11/06/18	Responsible Officer - Chief Executive Officer
V2	26.09.2018	OM21/09/18	Responsible Officer – Chief Executive Officer
V3	26.08.2020	OM31/08/20	Responsible Officer – Chief Executive Officer
V4	11.07.2023	OM	Responsible Officer – Acting Chief Executive Officer
			REVIEW DUE 09.20227.2024

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

MOUNT ISA CITY COUNCIL STATUTORY POLICY

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STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Complaints about a Public Official Policy

RESOLUTION NO. **OM34/08/20-VERSION V43**

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1. PURPOSE

The Chief Executive Officer ("CEO") is the public official of the Unit of Public Administration ("UPA").

The objective of this policy is to set out how the UPA will deal with a complaint (also information or matter) that involves or may involve corrupt conduct of its CEO as defined in the *Crime and Corruption Act 2001* ("CC Act").

This policy is designed to assist the UPA (Mount Isa City Council) to;

- a) Comply with s48A of the CC Act;
- b) Promote public confidence in the way suspected corrupt conduct of the CEO for the Council is dealt with (s34(c) CC Act);
- c) Promote accountability, integrity and transparency in the way the Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the CEO.

2. COMMENCEMENT

This policy will commence on and from ~~26 August 2020~~. It replaces all other policies or arrangements governing complaints about a public official (whether written or not).

3. APPLICATION

This policy applies if there are grounds to suspect that a complaint may involve corrupt conduct of the Council's CEO.

4. NOMINATED PERSON

4.1 Pursuant to- s48A (2) and (3) of the CC Act, this policy nominates the mayor as the nominated person to notify the Crime and Corruption Commission ("CCC") of the complaint and to deal with the complaint under the CC Act. Once the UPA nominates a person, the CC Act applies as if a reference about notifying or dealing with the complaint to the CEO is a reference to the nominated person.

4.2 The contact details for the nominated person are as follows:

The Mayor of Mount Isa Danielle Slade
 Email: mayor@mountisa.qld.gov.au
 Phone: 4747 3280 and 0417 172 068
 Mail: PO Box 815, Mount Isa QLD 4825

5. COMPLAINTS ABOUT THE CEO

5.1 ~~All complaints, including complaints that Where a complaint may may~~ involve an allegation of corrupt conduct of the CEO, the complaint ~~will may~~ be reported to the mayor ~~and if applicable, or~~ a person to whom there is an obligation to report under an Act.

5.2 If there is uncertainty about whether or not a complaint ~~will should~~ be reported, Council employees ~~will should~~ report the conduct to the mayor. Where the mayor reasonably suspects the complaint may involve corrupt conduct of the CEO, the mayor will;

- a) notify the CCC of the complaint; and
- b) deal with the complaint, subject to the CCC's monitoring role, when –
 - i. directions issued under s40 apply to the complaint, if any, or;
 - ii. pursuant to s46, the CCC refers the complaint to the mayor to deal with.



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**Complaints about a Public Official Policy**RESOLUTION NO. **OM34/08/20-VERSION V43**

- 5.3 If the CEO reasonably suspects that the complaint may involve corrupt conduct on their part, the CEO must;
- report the complaint to the nominated person as soon as practicable and may also notify the CCC; and
 - take no further action to deal with the complaint unless requested to do so by the mayor in consultation with the Council.
- 5.4 Where directions are issued under s40 of the CC Act;
- the mayor is to deal with the complaint; and
 - the CEO is to take no further action to deal with the complaint unless requested to do so by the mayor in consultation with the Council.

6. CONFIDENTIALITY

- 6.1 The CEO, the mayor and other persons responsible for dealing with the complaint about corrupt conduct (including external investigators) have a duty to maintain confidentiality in relation to the complaint.
- 6.2 The duty to maintain confidentiality extends to the identity of the person making the complaint, the person who is the subject of the complaint and sometimes, even the existence of the complaint.
- 6.3 Consideration will also need to be given to whether the complainant is making a Public Interest Disclosure ("PID") which would then be subject to the provisions of the *Public Interest Disclosure Act 2010* and Council's Public Interest Disclosure Policy.
- 6.4 In particular, the following should be kept confidential;
- the identity of the source of the information (including the names of any disclosers);
 - the identity of those involved in the investigation, including witnesses; and
 - the nature and content of oral and documentary evidence gathered during the investigation.

7. RESOURCING THE MAYOR

- 7.1 Where the mayor has responsibility to deal with the complaint;
- the Council will ensure that sufficient resources and financial expenditure are available to enable the mayor to deal with the complaint appropriately; and
 - the mayor is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC without;
 - authorisation under a law of the Commonwealth or the State; or
 - the consent of the mayor.
- 7.2 The mayor must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the;
- purposes of the CC Act;
 - the importance of promoting public confidence in the way suspected corrupt conduct in Council is dealt with; and



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**Complaints about a Public Official Policy**RESOLUTION NO. **OM34/08/20-VERSION V43**

c) Council's statutory, policy and procedural framework.

7.3 For the purpose of dealing with the complaint only, the mayor is delegated the same authority, functions and powers of the CEO;

- a) to direct and control staff of the Council;
- b) to enter into contracts on behalf of the Council; and
- c) the mayor does not have any authority, function or power that cannot – under the law of the Commonwealth or the State - be delegated by either the Council or the CEO.

8. LIAISING WITH THE CCC

8.1 The CEO is to keep the CCC and the mayor informed of;

- a) the contact details for the CEO and the mayor; and
- b) any proposed changes to this policy.

8.2 The CEO will consult with the CCC when preparing any policy about how the Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.

9. VARIATIONS

9.1 Council reserves the right to vary or replace this policy from time to time in accordance with the CC Act.

9.2 Any variations to this policy must first be approved by the chair of the Crime and Corruption Commission.

10. BREACH OF POLICY

10.1 Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the Performance and Misconduct Policy.

11. COMMUNICATION AND DISTRIBUTION

11.1 Council will make available to the public, the Complaints about a Public Official Policy on our website at www.mountisa.qld.gov.au.

11.2 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

12. DEFINITIONS

a) Complaint – As defined in s48A (4) of the *Crime and Corruption Act 2001* and includes information or matter.

b) Corrupt conduct – as defined in s15 of the *Crime and Corruption Act 2001*

- 1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that—
 - a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—
 - (i) a unit of public administration; or
 - (ii) a person holding an appointment; and
 - b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph a) in a way that—
 - (i) is not honest or is not impartial; or



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**Complaints about a Public Official Policy**RESOLUTION NO. **OM34/08/20-VERSION V43**

- (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
- (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and
- c) would, if proved, be—
 - (i) a criminal offence; or
 - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
- 2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that—
 - a) impairs, or could impair, public confidence in public administration; and
 - b) involves, or could involve, any of the following—
 - (i) collusive tendering;
 - (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)—
 - (A) protecting health or safety of persons;
 - (B) protecting the environment;
 - (C) protecting or managing the use of the State's natural, cultural, mining or energy resources;
 - (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;
 - (iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
 - (v) fraudulently obtaining or retaining an appointment; and
 - c) would, if proved, be—
 - (i) a criminal offence; or
 - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
- c) **Deal with** – see Schedule 2 (Dictionary) of the *Crime and Corruption Act 2001*
- d) **Employees** – include employees, a contractor of the local government and a type of person prescribed under a regulation (as per s199(21) *Local Government Act 2009*)
- e) **Nominated Person** – Mayor of Mount Isa City Council
- f) **Public Official** – Chief Executive Officer of Mount Isa City Council
- g) **Reasonably suspects** – means suspects on grounds that are reasonable in the circumstances (as per schedule 2 (Dictionary) of the *Crime and Corruption Act 2001*)
- h) **Unit of Public Administration** – Mount Isa City Council

ASSOCIATED LEGISLATION AND POLICIES

- *Crime and Corruption Act 2001*
- *Public Interest Disclosure Act 2010*
- Public Interest Disclosure Policy
- Fraud and Corruption Prevention Framework
- Management of Fraud and Corruption Policy
- Performance and Misconduct Policy



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Councillor Acceptable Request Guidelines

RESOLUTION NO. **OM06/12/21-VERSION V65**

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Councillor Acceptable Request Guidelines**, made in accordance with the provisions of the *Local Government Act 2009, Local Government Regulations 2012*. Statutory Policies comply with a legislative requirement; the **Councillor Acceptable Request Guidelines** is approved by the Mount Isa City Council for the operations and procedures of Council.

.....
 David Keenan/Tim Rose
Acting Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID# 8293			POLICY TYPE
			Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	25.05.2016	OM32/05/16	Responsible Officer - Chief Executive Officer
V2	30.05.2018	OM34/03/18	Responsible Officer - Chief Executive Officer
V3	29.01.2020	OM25/01/20	Responsible Officer - Chief Executive Officer
V4	14.10.2020	OM18/10/20	Responsible Officer - Chief Executive Officer
V5	15.12.2021	OM06/12/21	Responsible Officer - Chief Executive Officer
V6	10.07.2023	OM	Responsible Officer - Interim Chief Executive Officer
			REVIEW DUE 07.2023/12.2022

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

MOUNT ISA CITY COUNCIL STATUTORY POLICY

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STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Councillor Acceptable Request Guidelines

RESOLUTION NO. **OM06/42/24-VERSION V65**

1. PURPOSE

Pursuant to the *Local Government Act 2009* ("LG Act"), section 170A(7), a local government is required to adopt by resolution, guidelines covering:

- a) the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under the LG Act and
- b) reasonable limits on requests that a councillor may make.

2. COMMENCEMENT

This Policy will commence on and from ~~4 December 2024~~ 10 July 2023. It replaces all other policies or arrangements governing acceptable request guidelines (whether written or not).

3. APPLICATION

This policy applies to all councillors, including the mayor, of Mount Isa City Council ("Council").

4. GIVING DIRECTION TO LOCAL GOVERNMENT EMPLOYEES

4.1 Section 170 of the LG Act prescribes the mayor may give a direction to the chief executive officer ("CEO") However, a direction must not be given if-

- a) inconsistent with a resolution, or a document adopted by resolution, of the local government or
- b) it relates to the appointment of a local government employee under s196(3) of the LG Act or
- c) it relates to disciplinary action by the CEO in relation to a local government employee under s197 of the LG Act or
- d) it would result in the CEO contravening a provision of an Act.

4.2 No councillor, including the mayor, may give a direction to any other local government employee, except in accordance with clause 7 of this policy.

5. COMMUNICATION BETWEEN COUNCILLORS AND COUNCIL EMPLOYEES

5.1 Councillors may request Council employees to provide advice to assist the councillor to carry out his or her responsibilities under the LG Act. All requests for advice must be directed to the relevant director or the Senior Executive Assistant only.

5.2 Councillors may request the CEO to provide information that the local government has access to, relating to the local government, subject to limits outlined in clause 6 of this policy.

5.3 The CEO must comply with these requests within 10 business days, where the CEO believes this is not practicable, the CEO must advise the councillor of the reason they will not meet this timeframe within 10 business days. The CEO must then comply with the councillor's request within 20 business days of receiving the request.

5.4 Additionally, if the information requested of the CEO relates to a document, a copy of the document is required to be provided.

5.5 Where a councillor is unsure about whom to approach, they should seek advice from the CEO.

5.6 Any conflicts arising between councillors and local government employees resulting from their interactions are to be brought to the attention of the CEO immediately.



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**Councillor Acceptable Request Guidelines**RESOLUTION NO. **OM06/12/21-VERSION V65****6. LIMITS ON REQUESTS FOR INFORMATION**

- 6.1 Requests by councillors to the CEO for information are limited by the LG Act as follows:
- a) any limit prescribed under a regulation (pursuant to s170A(2) of the LG Act, for example a regulation may prescribe the maximum cost to a local government of providing information to a councillor or
 - b) Where the information or document requested is a record relating to the conduct tribunal or
 - c) that was a record of a former conduct review body (see Clause 11, Definitions) or
 - d) if disclosure of the information or document to the councillor would be contrary to an order of a court or tribunal or
 - e) that would be privileged from production in a legal proceeding on the ground of legal professional privilege

7. ADMINISTRATIVE SUPPORT

- 7.1 The CEO nominates the Senior Executive Assistant and Executive Assistants to provide day to day administrative support to the councillors relating to their official duties including:
- a) Managing their calendars and appointments
 - b) Answering phone calls and emails
 - c) Drafting correspondence
 - d) Record keeping
 - e) Assistance in preparing for Council meetings
 - f) Travel arrangements
- 7.2 All requests for administrative support shall be made during ordinary business hours.
- 7.3 The employees providing administrative support will continue to report to and follow directions from their existing manager/director/CEO.
- 7.4 Any concerns regarding a local government employee's performance is to be raised by the councillor directly with the CEO.

8. CONFIDENTIALITY

- 8.1 Councillors are in a position of trust and the legislation is clear that this trust must not be abused by misusing information obtained as a councillor.
- 8.2 Councillors must ensure that information which is confidential to Council remains confidential. Any person who is, or has been, a councillor must not use information acquired as a councillor to directly or indirectly gain financial advantage for themselves or anyone else, or to cause detriment to the Council.

9. VARIATIONS

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

10. BREACH OF POLICY

- 10.1 An allegation of a breach of this policy by a councillor should be made to the CEO and will be dealt with in accordance with s176-s182 of the LG Act.



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Councillor Acceptable Request Guidelines

RESOLUTION NO. **OM06/12/21-VERSION V65**

10.2 Contravention of clause 4.1(c) of this policy is misconduct that could result in disciplinary action being taken against the councillor in accordance with sections 150L(1)(c)(iv), 150AQ and 150AR of the LG Act.

11. COMMUNICATION AND DISTRIBUTION

11.1 Council will make available to the public, the Councillor Acceptable Request Guidelines Policy on our website at www.mountisa.qld.gov.au.

11.2 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

12. DEFINITIONS

- a) **Former Conduct Review body** – a regional conduct review panel or the Local Government Remuneration and Discipline Tribunal under the LG Act as in force before the commencement of the *Local Government (Councillor Complaints) and Other Legislation Act 2018*, section 18.
- b) **Local government employee** – includes employees, volunteers, contractors and sub-contractors, work experience placements, apprentices, trainees and labour hire placements.
- c) **Ordinary business hours** – 8:45am to 5pm, Monday to Friday excluding public holidays and office closures.

Associated Legislation and Policies

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Local Government (Councillor Complaints) and Other Legislation Act 2018*



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Councillor Investigation Policy

RESOLUTION NO. **OM25/04/21** VERSION **V32**

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Councillor Investigation Policy**, made in accordance with the provisions of *Local Government Act 2009, Local Government Regulation 2012* and other current Council Policies.

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

.....
 David Keenan/Tim Rose
Interim Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID# 32323			POLICY TYPE
			Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	15.11.2018	OM08/12/18	Responsible Officer – Chief Executive Officer
V2	28.04.2021	OM25/04/21	Responsible Officer – Chief Executive Officer
V3	10.07.2023		Responsible Officer – Chief Executive Officer
			REVIEW DUE 07.2023+1.2022

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

MOUNT ISA CITY COUNCIL STATUTORY POLICY

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STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Councillor Investigation Policy

RESOLUTION NO. **OM25/04/21** VERSION **V32**

1. PURPOSE

The Councillor Investigation Policy is in place to outline how complaints about inappropriate conduct of Mount Isa City Council ("Council") councillors will be dealt with as required by s150AE of the *Local Government Act 2009* ("LG Act"). However, this policy does not relate to more serious councillor conduct.

2. COMMENCEMENT

This Policy will commence on and from 28 April 2021. It replaces all other policies or arrangements governing councillor investigations (whether written or not).

3. APPLICATION

This Policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a councillor/s which has been reviewed by the Independent Assessor.

4. CONFIDENTIALITY

Matters of suspected inappropriate conduct of a councillor are confidential except as otherwise specifically provided for either in the LG Act or this investigation policy.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the local government. Any release of confidential information that a councillor knows, or should reasonably know, to be confidential to the local government may be contrary to section 171(3) of the LG Act and dealt with as misconduct.

5. NATURAL JUSTICE

5.1 Any investigation of suspected inappropriate conduct of a councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

5.2 "Natural justice" or procedural fairness, refers to three key principles:

1. The person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing)
2. The investigator(s) should be objective and impartial (absence of bias) and
3. Any action taken is based on evidence and not suspicion or speculation

5.3 A fair hearing means the councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided, with an opportunity to put their case in writing at least two business days before the investigation report is provided to the councillors as part of the meeting agenda.

5.4 An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

5.5 Decisions based on evidence require that the investigation should not be based on mere speculation or suspicion but instead must be based upon logical proof or evidence material.

5.6 A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

6. INDEPENDENT ASSESSOR'S REFERRAL

6.1 The Council will receive from the assessor a referral notice about the suspected inappropriate conduct of a councillor/s. The referral notice will include details of the conduct and any



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Councillor Investigation Policy

RESOLUTION NO. **OM25/04/21** VERSION **V32**

complaint received about the conduct, state why the assessor reasonably suspects that the councillor has engaged in inappropriate conduct and include information about the facts and circumstances that form the basis of the assessor's reasonable suspicion.

- 6.2 The referral notice may be accompanied by a recommendation from the assessor about how the local government may investigate or deal with the conduct, the recommendation of the assessor may be inconsistent with this policy.

The investigation must be conducted in a way consistent with:

- i. Any recommendation of the assessor
- ii. To the extent that this policy is not inconsistent with the recommendation of the assessor – this investigation policy or
- iii. In another way the local government decides by resolution

A resolution under subsection iii. must state the decision and the reasons for the decision.

7. RECEIPT OF INDEPENDENT ASSESSOR'S REFERRAL

- 7.1 On receipt of a referral notice about the suspected inappropriate conduct of a councillor/s from the Independent Assessor, the Council's Chief Executive Officer ("CEO") will forward a copy of that referral notice to the mayor and all councillors, other than the councillor who is the subject of the complaint, or the complainant if the complainant is a councillor, as a confidential document.
- 7.2 Should the mayor or a councillor/s disagree with any recommendation accompanying the Independent Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the mayor or councillor may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

8. INVESTIGATOR

- 8.1 Unless otherwise resolved by Council, the mayor will manage the investigation of suspected inappropriate conduct of other councillors.
- 8.2 If the suspected inappropriate conduct involves conduct where, in the circumstances, the mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the CEO may refer the suspected inappropriate conduct to the president of the Councillor Conduct Tribunal ("the Tribunal") or other entity to investigate and make recommendations to the Council about dealing with the conduct.
- 8.3 If the suspected inappropriate conduct involves an allegation about the conduct of the mayor or the mayor as the complainant, then the CEO may refer the suspected inappropriate conduct to the president of the Tribunal, or another entity, to investigate and make recommendations to the Council about dealing with the conduct.

9. EARLY RESOLUTION

- 9.1 Before any investigation of suspected inappropriate conduct is commenced, the investigator must consider whether it is appropriate for the parties to attempt to resolve the matter informally. This consideration includes any recommendation made by the Independent Assessor.



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- 9.2 A matter is only appropriate for early resolution if the parties to the matter agree to explore early resolution. The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.9.3
- 9.4 If the matter cannot be informally resolved, the matter will then be investigated as outlined in this investigation policy.
- 9.5 If the matter is resolved prior to investigation, the investigator will advise the CEO of this outcome. In turn, the CEO will advise the mayor (if the mayor is not the investigator) and all councillors that the matter has been resolved. The CEO will also update the Councillor Conduct Register to reflect this.

10. TIMELINESS

- 10.1 The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the mayor (if the mayor is not the investigator) to seek an extension of time.

11. ASSISTANCE FOR INVESTIGATOR

- 11.1 If the mayor, or another councillor appointed by Council resolution, is the investigator of a matter of suspected inappropriate conduct, the mayor or councillor may use section 170A of the LG Act to seek assistance during the investigation.
- 11.2 The mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with Council's Procurement Policy.

12. POSSIBLE MISCONDUCT OR CORRUPT CONDUCT

- 12.1 If during the course of an investigation the investigator obtains information which indicates a councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the CEO. The CEO will then notify the Independent Assessor of the possible misconduct.
- 12.2 If during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the CEO. The CEO will then notify the Crime and Corruption Commission of the possible corrupt conduct.
- 12.3 Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Independent Assessor or Crime and Corruption Commission to be inappropriate conduct.

13. COMPLETION OF INVESTIGATION

- 13.1 On the completion of an investigation, the investigator will provide a report to Council meeting outlining as appropriate:
- a) the investigation process
 - b) any witnesses interviewed
 - c) documents or other evidence obtained
 - d) confirmation that the subject councillor has been provided with an opportunity to respond to the complaint and the evidence gathered
 - e) the investigation finding



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- f) a statement of any relevant previous disciplinary history
- g) any recommendations about dealing the conduct
- h) a record of the investigation costs

13.2 If there is a risk to the health and safety of the complainant, under s254J of the *Local Government Regulation 2012* ("LG Reg"), the Council may resolve that the meeting be closed to the public for the councillors to consider the investigation report and any recommendations,

13.3 The Council (with the exception of the councillor the subject of the investigation and the complainant, if another councillor) will consider the findings and recommendations of the investigator's report and decide whether the councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LG Act. ~~In accordance with s275(3) of the LG Reg, the~~ resolution in relation to what action is to be taken as a result of the investigation must be made after the meeting has been re-opened to the public and the decision recorded in the meeting minutes. The CEO is also required to ensure the details are entered into the Councillor Conduct Register.

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14. DISCIPLINARY ACTION AGAINST COUNCILLORS

14.1 If the Council decides at the completion of the investigation that the councillor has engaged in inappropriate conduct, the Council may:

- a) Order that no action be taken against the councillor or
- b) Make an order outlining action the councillor must undertake in accordance with section 150AH ~~(a)~~(b) of the LG Act.

15. NOTICE ABOUT THE OUTCOME OF INVESTIGATION

15.1 After an investigation is finalised, the Council must give written notice about the outcome of the investigation to the person who made the complaint about the councillor/s' conduct that was the subject of the investigation and the subject councillor.

16. COUNCILLOR CONDUCT REGISTER

16.1 The CEO must ensure decisions about suspected inappropriate conduct of a councillor/s are entered into the Councillor Conduct Register.

16.2 Where a complaint has been resolved under clause 9 of this policy, the CEO will update the register to reflect that the complaint was withdrawn.

17. EXPENSES

17.1 Council must pay any reasonable expenses of Council associated with the investigation of suspected inappropriate conduct of a councillor including any costs of:

- a) the president of the Tribunal in undertaking an investigation for Council
- b) an independent investigator engaged on behalf of, or by the Tribunal
- c) an independent investigator engaged on behalf of the local government
- d) travel where the investigator needed to travel to undertake the investigation or to interview witnesses
- e) seeking legal advice or
- f) engaging an expert

Note: Council may order the subject councillor reimburse it for all or some of the costs arising from the councillor's inappropriate conduct. Any costs incurred by complainants or the subject councillors will not be met by Council.



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18. COMMUNICATION AND DISTRIBUTION

18.1 Council will make available to the public, the Councillor Investigation Policy on our website at www.mountisa.qld.gov.au.

19. DEFINITIONS

- a) **Independent Assessor** – means the independent assessor appointed under section 150CV of the LG Act.
- b) **Behavioural Standard** – means a standard of behaviour for councillors set out in the Code of Conduct for Councillors in Queensland approved under section 150E of the LG Act.
- c) **Conduct** – includes failing to act and a conspiracy or attempt to engage in conduct.
- d) **Councillor Conduct Register** – means the register required to be kept by Council as set out in section 150DX of the LG Act.
- e) **Inappropriate conduct** – see section 150K of the LG Act.
- f) **Investigation policy** – refers to this policy, as required by section 150AE of the LG Act.
- g) **Investigator** – means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a councillor or mayor.
- h) **Local government meeting** – means a meeting of;
 - a) A local government; or
 - b) A committee of a local government.
- i) **Misconduct** – see section 150L of the LG Act.
- j) **Model procedures** – see section 150F of the LG Act.
- k) **Natural justice** – a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decision based on evidence, and the proper examination of all issues.
- l) **Referral notice** – see section 150AC of the LG Act.
- m) **Tribunal** – means the Councillor Conduct Tribunal as established under section 150DK of the LG Act.
- n) **Unsuitable meeting conduct** – see section 150H of the LG Act.

ASSOCIATED LEGISLATION AND POLICIES

- *Local Government Act 2009*
- *Crime and Corruption Act 2001*
- Code of Conduct for Councillors
- Model Meeting Procedures
- MICC Standing Orders Policy
- Procurement Policy



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
 Human Rights Policy

RESOLUTION NO. ~~OM19/10/20~~-VERSION ~~V2~~⁴

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Human Rights Complaints Policy**, made in accordance with the provisions of *Local Government Act 2009, Local Government Regulation 2012, Human Rights Act 2019*, and current Council Policies.

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

.....
~~Sharon Ibardolaza~~ Tim Rose
Acting Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Folder ID# 14991		POLICY TYPE	Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	14.10.2020	OM19/10/20	Responsible Officer - Corporate Governance Coordinator
<u>V2</u>	<u>10.07.2023</u>		<u>Responsible Officer</u> - Corporate Governance Coordinator
		REVIEW DUE	<u>09.2022</u> <u>07.2024</u>

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



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
 Human Rights Policy

RESOLUTION NO. ~~OM19/10/20~~-VERSION V~~24~~

1. PURPOSE

Mount Isa City Council ("Council") is committed to protecting and promoting human rights by ensuring that human rights are considered when making, ~~interpreting~~~~interpreting~~, and applying laws, developing policies, making decisions and providing services to our community. The *Human Rights Act 2019* ("HR Act") requires Council, as a public entity, to act and make decisions in a way that is compatible with human rights. Pursuant to s58 of the HR Act, Council must also give proper consideration to any human rights relevant to that decision.

2. COMMENCEMENT

This policy will commence on and from ~~14 October 2020~~~~10 July 2023~~. It replaces all other policies or arrangements governing human rights (whether written or not).

3. APPLICATION

This policy applies to employees, ~~agents~~~~agents~~, and contractors (including temporary contractors) of Council, collectively referred to in this policy as "employees".

4. RESPONSIBILITIES

4.1 Councillors

A councillor who receives a human rights complaint is required to report the complaint to the Corporate Governance team in accordance with this policy.

4.2 Chief Executive Officer

The Chief Executive Officer ("CEO") will only get involved in human rights complaints if the matter is exceptionally complex or requires input by the CEO.

4.3 Directors

Directors are responsible for oversight, investigation (if required) and responding to complaints with their teams, having regard to the relevant area of operation and expertise.

4.4 Governance team

The governance team is responsible for:

- a) Maintaining a Human Rights Complaints register and reporting
- b) Coordinating the complaints process
- c) Supporting Council officers with assessing, ~~investigating~~~~investigating~~, and responding to complainants

5. HUMAN RIGHTS

4.1 Human rights apply to all individuals and are based on principles of freedom, respect, equality and dignity. Human rights recognise the inherent value of each person, regardless of background, where we live, what we look like, what we think or what we believe. Human rights belong to all people by virtue of being human. Everyone is entitled to these rights, without discrimination.

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
 Human Rights Policy

RESOLUTION NO. ~~OM19/10/20~~-VERSION V24

6. PROTECTED HUMAN RIGHTS

6.1 Pursuant to s11 of the HR Act, all individuals in Queensland have human rights. This means a corporation does not have human rights. As such, the HR Act protects 23 fundamental human rights as detailed below:

1. **Your right to recognition and equality before the law** – everyone is entitled to equal and effective protection against discrimination, and to enjoy their human rights without discrimination.
2. **Your right to life** – Every person has the right to life and to not have their life taken. The right to life includes a duty on government to take appropriate steps to protect the right to life.
3. **Your right to protection from torture and cruel, inhuman or degrading treatment** – People must not be tortured nor treated or punished in a cruel, inhuman or degrading way. This includes protection from treatment that humiliates a person.
4. **Your right to freedom from forced work** – A person must not be forced to work or be made a slave. A person is a slave when someone else has complete control over them.
5. **Your right to freedom of movement** – People can stay in or leave Queensland whenever they want to as long as they are here lawfully. They can move around freely within Queensland and choose where they live.
6. **Your right to freedom of thought, conscience, religion and belief** – People have the freedom to think and believe what they want – for example, religion. They can do this in public or private, as part of a group or alone.
7. **Your right to freedom of expression** – People are free to say what they think and want to say. They have the right to find, receive and share information and ideas. In general, this right may be limited to respect the rights and reputation of other people, or for the protection of public safety and order.
8. **Your right to peaceful assembly and freedom of association** – People have the right to join groups and to meet peacefully.
9. **Your right to taking part in public life** – Every person has the right to take part in public life, such as the right to vote or run for public office.
10. **Property rights** – People are protected from having their property taken, unless the law says it can be taken.
11. **Your right to privacy and reputation** – Everyone has the right to keep their lives private. Your family, home or personal information cannot be interfered with, unless the law allows it.
12. **Your right to protection of families and children** – Families are entitled to protection. Children have the same rights as adults with added protection according to their best interests.

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13. **Cultural Rights – Generally** – People can have different family, religious or cultural backgrounds. They can enjoy their culture, declare and practice their religion and use their languages.
14. **Cultural Rights – Aboriginal Peoples and Torres Strait Islander Peoples** – Aboriginal and Torres Strait Islander peoples in Queensland hold distinct cultural rights. They include the rights to practice their beliefs and teachings, use their languages, protect and develop their kinship ties, and maintain their relationship with the lands, seas and waterways.
15. **Your right to liberty and security of person** – The right to liberty includes the right to not be arrested or detained except in accordance with the law.
16. **Your right to humane treatment when deprived of liberty** – People have the right to be treated with humanity if they are accused of breaking the law and are detained.
17. **Your right to a fair hearing** – A person has a right to a fair hearing. This means the right to have criminal charges or civil proceedings decided by a competent, independent and impartial court or tribunal after a fair and public hearing.
18. **Rights in criminal proceedings** – There are a number of minimum guarantees that you have when you have been charged with a criminal offence as outlined in s32 of the HR Act.
19. **Rights of children in the criminal process** – A child charged with committing a crime or who has been detained must not be held with adults; must be brought to trial as quickly as possible and treated in a way that is appropriate for their age.
20. **Right not to be tried or punished more than once** – A person will only go to court and be tried once for a crime.
21. **Retrospective criminal laws** – A person has the right to not be prosecuted or punished for things that were not criminal offences at the time they were committed.
22. **Right to education** – Every child has the right to primary and secondary schooling. Every person has the right to have access to further vocational education, based on their ability.
23. **Right to health services** – Everyone has the right to access health services without discrimination. This right also states that nobody can be refused medical treatment.

7. APPLICATION OF HUMAN RIGHTS IN LOCAL GOVERNMENT

MOUNT ISA CITY COUNCIL STATUTORY POLICY

6.1 One of the key requirements of the HR Act is to ensure actions and decisions are compatible with human rights, therefore Council needs to:

- a) Act and make decisions compatibly with human rights
- b) Develop local laws, strategies, policies and make decisions compatibly with human rights
- c) Interpret legislation compatibly with human rights

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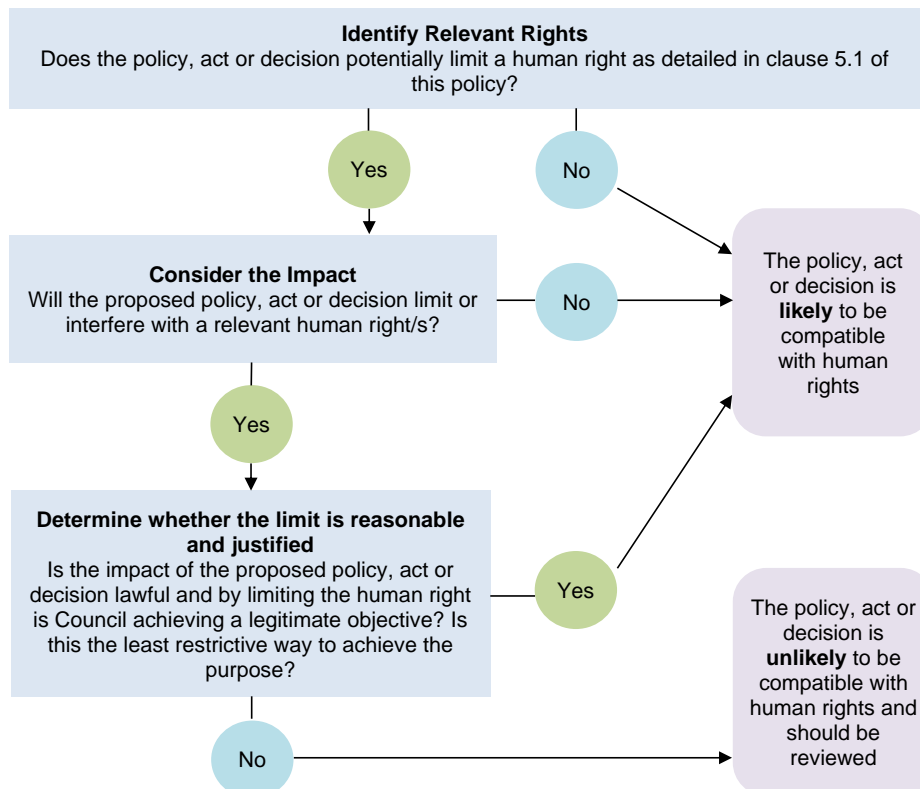


STATUTORY POLICY
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6.2 Council has adopted the following assessment steps for assessing compatibility under the HR Act.

Figure 1. Assessment of Compatibility with Human Rights



8. HUMAN RIGHTS COMPLAINTS

8.1 In accordance with Part 4, Division 2 of the HR Act, a person who believes a public entity has breached their human rights obligations has the right to complain and seek remedies. There are a number of different ways in which a person can make a human rights complaint:

- a) Internal complaints
- b) Independent complaints
- c) Raising the HR Act in courts and tribunals

8.2 Internal complaints

Under the HR Act, an individual must first raise a complaint directly with the public entity. Once 45 days has elapsed the person may refer the matter to the Queensland Human Rights Commission (“QHRC”) if the complainant has not been responded to or the person is not satisfied with the response. More information on how Council will manage complaints is located in our Complaints Policy.



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8.3 Independent Complaints

Individuals can also raise a human rights complaint with the [Queensland Human Rights Commission](#) or another independent body. In order to accept complaints under the HR Act, the QHRC must be satisfied that:

- a) A complaint has first been made to the public entity alleged to have breached the HR Act
- b) At least 45 business days have elapsed since the complaint was made to the public entity
- c) The complainant has not received a response to their complaint or has received an inadequate response.

8.4 Raising the Act in courts and tribunals

In some cases, the complaint can be taken to a court or tribunal. While people cannot make complaints directly to courts and tribunals for breaches of the HR Act, it is possible to raise breaches of the HR Act in the process of hearing based on another law.

9. HUMAN RIGHTS REMEDIES

- 9.1 Where there is a breach of the HR Act, a person cannot claim financial compensation. If the complaint is conciliated at the QHRC, parties to the complaint can be directed to attend the conciliation conference and where the complaint is not resolved the QHRC can make recommendations regarding actions required of the respondent to uphold human rights.

10. VARIATIONS

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

11. BREACH OF POLICY

- 11.1 Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the Performance and Misconduct Policy.

12. COMMUNICATION AND DISTRIBUTION

- 12.1 Council will make available to the public, the Human Rights Policy on our website at www.mountisa.qld.gov.au.
- 12.2 The responsible officer shall liaise with the Training and Development Officer to create and deliver appropriate and regular training to Council employees.
- 12.3 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

13. DEFINITIONS

MOUNT ISA CITY COUNCIL ~~is) Compatible with Human Rights Act~~ An act, decision or statutory provision is compatible with human rights if the act, decision or provision:

- i. Does not limit a human right; or
- ii. Limits a human right only to the extent that is reasonable and demonstrably justifiable in accordance with s13 of the HR Act.



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- b) **Human rights complaint** – as defined in the HR Act is a complaint about an alleged contravention of s58(1) by a public entity in relation to an act or decision of the public entity.
- c) **Public entity** – Mount Isa City Council

ASSOCIATED LEGISLATION, POLICIES AND DOCUMENTS

- *Human Rights Act 2019*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- QHRC Publication “Queensland’s Human Rights Act 2019 – A guide for public entities”
- Complaints Policy
- Performance and Misconduct Policy



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Public Interest Disclosure Policy

RESOLUTION NO. **OM35/03/18**-VERSION **V32**

APPLIES TO STATUTORY POLICIES ONLY


This an official copy of the **Public Interest Disclosure Policy**, made in accordance with the provisions of the *Local Government Act 2009*, *Local Government Regulation 2012*, *Public Interest Disclosure Act 2010*, and and current Council Policies.

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

.....
 Sharon Bardolaza Tim Rose
Acting Chief Executive Officer

DOCUMENT VERSION CONTROL				POLICY TYPE	
Governance/Policies/Statutory 14991				Statutory (Council)	
VERSION	DATE	RESOLUTION NO.	DETAILS		
V1	15.05.2013	OM23/05/13 Adopted	Responsible Officer Chief Executive Officer Description Document Creation – New Document		
V2	30.05.2018	OM35/03/18	Responsible Officer Chief Executive Officer Description Document Modification – Review and update and creation of procedure and other forms		
V3	11.07.2023	OM	Responsible Officer Chief Executive Officer Description Review and update		
				REVIEW DUE	07.202406.2024 Review by Council





STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Public Interest Disclosure Policy

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1. PURPOSE

1.1 The purpose of this policy is:

- (a) To acknowledge Council's obligations as a Public Sector Entity as defined in the *Public Interest Disclosure Act 2010* ("PID Act").
- (b) To establish Council's commitment to the promotion and proper management of Public Interest Disclosures.
- (c) To communicate the rights and obligations, and to outline a framework, within which provides for the correct process for Councillors and employees of Mount Isa City Council (Council) to make appropriate disclosures.

2. COMMENCEMENT

2.1 This Policy will commence on and from ~~30 May 2018~~. It replaces all other policies or arrangements governing Public Interest Disclosures (whether written or not).

3. SCOPE

3.1 This policy applies to all Councillors, Council employees and members of the public.

4. PUBLIC INTEREST DISCLOSURE BY ANY PERSON

4.1 As detailed in s12 of the PID ACT, a Public Interest Disclosure can be made by any person, to a proper authority, who has information about;

- a) a substantial and specific danger to the health or safety of a person with a disability; or
- b) the commission of an offence against a provision mentioned in Schedule 2 of the PID Act, if the commission of the offence is or would be a substantial and specific danger to the environment; or
- c) a contravention of a condition imposed under a provision mentioned in Schedule 2 of the PID Act, if the contravention is or would be a substantial and specific danger to the environment; or
- d) the conduct of another person that could, if proved, be a reprisal.

5. PUBLIC INTEREST DISCLOSURE BY A PUBLIC OFFICER

5.1 As detailed in s13 of the PID Act, a Public Interest Disclosure can be made by a public officer, to a proper authority, who has information about;

- a) The conduct of another person that could, if proved, be-
 - i. corrupt conduct; or
 - ii. maladministration that adversely affects a person's interests in a substantial and specific way; or
- b) a substantial misuse of public resources (other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure); or
- c) a substantial and specific danger to the environment.

6. MAKING A DISCLOSURE

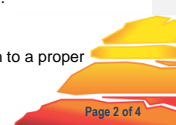
6.1 Disclosures can be made to Council in a variety of ways including;

- a) in person at the Council's administration building at 23 West Street, Mount Isa QLD;
- b) by telephone to 07) 4747 3200;
- c) by email to complaints@mountisa.qld.gov.au ; or
- d) in writing, addressed to the CEO at PO Box 815, Mount Isa QLD 4825.


7. ANONYMOUS DISCLOSURES

7.1 Disclosers do not have to identify themselves if they provide their information to a proper authority.

MOUNT ISA CITY COUNCIL POLICY DOCUMENT



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-Disclosing anonymously can make it difficult to investigate the issue, to seek clarification or more information, or to provide the discloser with feedback.

7.2 If Council receives an anonymous disclosure about a wrongdoing, we will assess whether or not the information is a PID. If the information is assessed as a PID, Council will investigate the matter.

8. COUNCILS COMMITMENT

8.1 By virtue of their office or position, Council recognises the important role Councillors, Council employees and members of the public can play in the identification of cases of maladministration, official misconduct and the misuse of public resources or contraventions giving rise to dangers to public health and safety, the environment or to persons with disabilities.

8.2 In accordance with the objectives of the PID Act, it is Council policy to:

- a) promote the public interest by facilitating Public Interest Disclosures of wrongdoing in the public sector; and
- b) ensure that Public Interest Disclosures are properly made, assessed, and when appropriate, properly investigated and dealt with; and
- c) ensure that appropriate consideration is given to the interests of persons who are the subject of a Public Interest Disclosure; and
- d) afford protection from reprisals to persons making Public Interest Disclosures.

8.3 These outcomes (including information regarding how a PID may be made) are achieved via the Public Interest Disclosure Management Plan and Procedure which is ~~to be~~ developed and implemented by the Chief Executive Officer in accordance with s28(1) of the PID Act and this Policy.

8.4 Council recognises the sensitivities which can be associated with Public Interest Disclosures and the need to maintain public confidence in its process for managing Public Interest Disclosures.

To that end Council will:

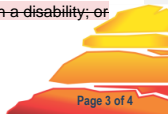
- a) ensure that Public Interest Disclosures are managed appropriately in accordance with the requirements of PID Act
- b) maintain confidentiality of Public Interest Disclosures received, as per s65 of the PID Act
- c) prosecute any person who provides a false or misleading statement or information to Council with the intention of it being processed as a Public Interest Disclosure, as per s66 of PID Act
- d) prosecute and/or take disciplinary action against any Councillor or Council employee who takes or attempts to take a reprisal action (refer to s40 and s41 of PID Act)
- e) ensure that the proper records of Public Interest Disclosures received (as per s29 of PID Act) are maintained, and that the confidentiality of all records created during the investigation and reporting of Public Interest Disclosures is preserved (as per s65 of PID Act).

9. DEFINITIONS

9.1 **Public Interest Disclosures** - are broadly defined in the PID Act as being all information disclosed to a proper authority about a public interest matter referred pursuant to sections 12 and 13 of the PID Act.


~~9.2 A Public Interest Disclosure can be made by any person (pursuant to s12 of the PID Act) about~~

- ~~a) a substantial and specific danger to the health or safety of a person with a disability; or~~



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~~b) the commission of an offence against a provision mentioned in schedule 2* PID Act, if the commission of the offence is or would be a substantial and specific danger to the environment; or~~

~~c) a contravention of a condition imposed under a provision mentioned in schedule 2* PID Act, if the contravention is or would be a substantial and specific danger to the environment; or~~

~~d) the conduct of another person that could, if proved, be a reprisal.~~

~~9.3 Alternatively by a public officer (pursuant to s13) about—~~

~~a) the conduct of another person that could, if proved, be—~~

~~i. official misconduct; or~~

~~ii. maladministration that adversely affects a person's interests in a substantial and specific way; or~~

~~b) a substantial misuse of public resources (other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure); or~~

~~c) a substantial and specific danger to public health or safety; or~~

~~d) a substantial and specific danger to the environment.~~

9.42 Public Interest Disclosures under s12 and s13 of the PID Act must:

a) be made to a **proper authority** (as defined in s5 of the PID Act); and

b) be information about the conduct of another person or another matter if—

i. the person honestly believes on reasonable grounds that the information tends to show the conduct or other matter; or

ii. the information tends to show the conduct or other matter, regardless of whether the person honestly believes the information tends to show the conduct or other matter.

9.53 Proper authority - includes a public sector entity as defined by s6 of the PID Act** if the information the subject of the disclosure relates to the conduct of the entity, or the public sector entity has power to investigate or remedy.

9.64 Public Officers - of local governments include both Councillors and employees (including casual employees and persons engaged under a contract of employment).

10. VARIATIONS

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

Associated Legislation and Procedures

- *Public Interest Disclosure Act 2010*
- Public Interest Disclosure Management Plan
- Public Interest Disclosure Procedure
- Mount Isa City Council Corporate Plan 2015-2020

MOUNT ISA CITY COUNCIL POLICY DOCUMENT



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STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Entertainment and Hospitality Policy

RESOLUTION NO. ~~OM24/04/21~~-VERSION ~~V65~~

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Entertainment and Hospitality Policy**, made in accordance with the provisions of *Local Government Regulation 2012* and other current Council Policies.

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

.....
~~David Keenan/Tim Rose~~
Acting Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID# 30762			POLICY TYPE
			Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	24.06.2015	OM40/06/15	Responsible Officer - Chief Executive Officer
V2	15.06.2016	OM09/06/16	Responsible Officer - Chief Executive Officer
V3	28.06.2017	OM13/06/17	Responsible Officer - Chief Executive Officer
V4	28.03.2018	OM13/06/17	Responsible Officer - Chief Executive Officer
V5	28.04.2021	OM24/04/21	Responsible Officer - Chief Executive Officer
<u>V6</u>	<u>11.07.2023</u>	<u>OM</u>	<u>Responsible Officer - Chief Executive Officer</u>
			REVIEW DUE 06/2024

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



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Entertainment and Hospitality Policy

RESOLUTION NO. ~~OM24/04/21~~-VERSION ~~V65~~

1. PURPOSE

This policy provides a framework for the management of entertainment and hospitality expenditure by employees and councillors of Mount Isa City Council ("Council") in accordance with the *Local Government Regulation 2012* ("LG Reg").

2. COMMENCEMENT

This policy will commence on and from ~~28 April 2021~~. It replaces all other policies or arrangements governing Council's expenditure on entertainment and hospitality (whether written or not).

3. APPLICATION

This policy applies to all councillors and employees of Council.

Part 6, section 196 of the LG Reg states:

- (1) A local government must prepare and adopt a policy about the local government's spending on entertainment and hospitality (an entertainment and hospitality policy).
- (2) A local government may spend money on entertainment and hospitality only in a way that is consistent with its entertainment and hospitality policy.

Examples of entertainment or hospitality provided in the LG Reg include:

- a) entertaining members of the public in order to promote a local government project
- b) providing food or beverages to a person who is visiting the local government in an official capacity
- c) providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its councillors, local government employees or other persons and
- d) paying for a councillor or local government employee to attend a function as part of the councillor's or employee's official duties or obligations as a councillor or local government employee

4. EXPENDITURE PRINCIPLES

All entertainment and hospitality expenditure must be in accordance with the following principles:

- a) Be for official purposes
- b) Be properly documented with the purpose identified
- c) Be available for scrutiny by both internal and external audit
- d) Appear appropriate and reasonable and withstand public scrutiny
- e) Be in accordance with Council's budget limits and
- f) Be in accordance with Council's Procurement Policy

In all instances of personal expenditure claimed for reimbursement or payment, the Chief Executive Officer ("CEO) or delegate should be comfortable in disclosing the expense.

Officers should be satisfied that the claim was reasonable, prior to the authorisation of any such payment or reimbursement.

MOUNT ISA CITY COUNCIL STATUTORY POLICY

Matters that should be considered include the quantum of the claim and the frequency of claims.

Due consideration also needs to be given to factors such as accepted community practice or standard.

In a situation where there is some doubt about the validity of a claim (i.e. where there is doubt that an activity or function relates to the employee's official duties), the CEO should make a determination in relation to the principles of these guidelines.



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
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RESOLUTION NO. ~~OM24/04/21~~ VERSION ~~V65~~

5. PROHIBITED EXPENDITURE

The following types of entertainment or hospitality expenditure are prohibited:

- a) Tips or gratuities
- b) Social and recreational club membership fees and
- c) Parking offences and traffic offences

6. APPROPRIATE HOSPITALITY

Entertainment should only be incurred where it is considered essential to facilitate the conduct of public business ~~through persons who are able to do so through persons who are able to do so~~, either by advice or because of their vocations or business needs.

Examples of expenditure considered to be appropriate hospitality include:

- a) Hosting dignitaries
- ~~b)~~ Hosting representatives of business, industry and recognised community organisations, and the media
- ~~b)c)~~ Attending meetings with Indigenous representatives and bodies
- ~~c)d)~~ Hosting representatives of other levels of government
- ~~d)e)~~ Conducting special staff functions such as farewells and annual Christmas parties and
- ~~e)f)~~ Special functions to recognise particular events/achievements
- ~~f)g)~~ Provision of tea, coffee, morning or afternoon tea for official visitors
- ~~g)h)~~ Alcohol in moderation for official events
- ~~h)i)~~ Provision of light refreshments/lunches for internal meetings, conferences, seminars and workshops
- ~~i)j)~~ Attendance at official functions for which charges are incurred and
- ~~j)k)~~ Provision of lunch including refreshments for Councillors, senior staff, press and visiting dignitaries during official Council meetings

7. RESPONSIBILITIES

All employees and councillors are bound to act within this policy.

8. VARIATIONS

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

9. BREACH OF POLICY

9.1 Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the relevant legislation.

10. COMMUNICATION AND DISTRIBUTION

10.1 Council will make available to the public, the Entertainment and Hospitality Policy on our website at www.mountisa.qld.gov.au.

10.2 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

MOUNT ISA CITY COUNCIL LEGISLATION AND POLICIES

- *Local Government Regulation 2012*



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Entertainment and Hospitality Policy

RESOLUTION NO. ~~OM24/04/21~~-VERSION V65

ATTACHMENT A: ENTERTAINMENT AND HOSPITALITY EXPENDITURE

1. **Entertainment or hospitality at a service or function hosted by Council for members of the public to promote an initiative or project:**

Expenditure Limits

- As approved by Council.

Attendance/Protocols

- As approved by Council or authority delegated to the CEO.

2. **Contribution to entertainment or hospitality at a service or function hosted by an Indigenous organisation and attended by Council to promote and sustain partnerships, initiatives or projects:**

Expenditure Limits

- As approved by Council.

Attendance/Protocols

- As approved by Council or authority delegated to the CEO.

3. **The provision of food or beverages to government officials, dignitaries or elected politicians visiting Council in an official capacity:**

Expenditure Limits

- Lunch – up to \$100 per person attending
- Dinner – up to \$150 per person attending

Expenditure above these limits is to be authorised by Council.

Attendance/Protocols

- As approved by Council or authority delegated to the CEO.

34. **A meeting held by Council for Councillors, employees or other persons:**

Expenditure Limits

- Breakfast – up to \$30 per person attending
- Lunch – up to \$30 per person attending
- Dinner – up to \$50 per person attending

Costs for morning and afternoon teas should be modest; usually less than the per head rate provide for breakfast.

Attendance/Protocols

- As approved by the CEO or relevant Director or Manager.

Hospitality expenditure of this nature should not be seen as a substitute for business meetings and, wherever possible, Council employees should hold meetings within Council places of work and provide sufficient time to allow employees to take lunch breaks at their own expense.

Expenditure of this nature would normally be incurred only when there is a need to continue working through lunch breaks (or shortened breaks) due to project deadlines and/or restricted availability of attendees.

45. **A seminar, training course, workshop or another forum hosted by Council for its councillors, employees or other persons:**

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RESOLUTION NO. ~~OM24/04/21~~-VERSION V~~6~~**5**

Expenditure Limits

- Refer to limits outlined in Section 3 above.

Attendance/Protocols

- As approved by the CEO or relevant Director or Manager.

56. Entertainment and hospitality expenditure incurred during work related travel but not included in the standard registration package at training, workshops, conferences and seminars:

Expenditure Limits

- Refer to limits outlined in Section 3 above.

Attendance/Protocols

As approved by the CEO or relevant Director or Manager. Alcoholic beverages will not be covered (unless reimbursed as private expenditure). Council's requirements for training/professional development must also be complied with.

67. Individual councillor entertainment and hospitality allowances:

Refer to the Councillor Expenses Reimbursement Policy.

Attendance/Protocols

- Expenditure incurred must be business related or serve the public interest.
- Expenditure in relation to partners, spouses or family members is not permitted.

78. Sanctioned social functions hosted by Council for its Councillors or employees:

(Examples: End of Year Party, Employee Awards function, testimonial dinner for a long-serving Councillor or employee)

Expenditure Limits

Refer to limits outlined in Section 3 above. Attendees may be required to contribute towards the cost of holding the function.

Attendance/Protocols

- Approval for expenditure on social functions is to be granted by the CEO or relevant Director only.
- Employees are not entitled to claim for time spent at social functions unless approval is granted by the CEO.

APPROVAL OF EXPENDITURE

- Expenditure under this policy may be approved as follows: By the holder of a Council issued credit card subject to all other policies and guidelines being adhered to.
- By Council purchase order authorised by the CEO, Director or Manager responsible for the relevant function and the officer's financial delegation.

MOUNT ISA CITY COUNCIL STATUTORY POLICY Persons incurring entertainment and hospitality expenditure must ensure that such expenditure is allowable under this policy and is reasonable and appropriate having regard to the benefit to Council or the public interest.



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Complaints Policy

RESOLUTION NO. **OM29/09/20-VERSION V24**

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Complaints Policy**, made in accordance with the provisions of *Local Government Act 2009, Local Government Regulation 2012, Crime and Corruption Act 2001* and current Council Policies.

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

.....
Sharon Hbardolaza **Tim Rose**
Interim Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Folder ID#14991		POLICY TYPE	Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	23.09.2020	OM29/09/20	Responsible Officer – Corporate Governance Coordinator
V2	11.07.2023		Responsible Officer – Corporate Governance Coordinator
		REVIEW DUE	07.20248-2022

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



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
 Complaints Policy

RESOLUTION NO. ~~OM29/09/20~~-VERSION ~~V24~~

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STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Complaints Policy

RESOLUTION NO. ~~OM29/09/20~~-VERSION V24

1. PURPOSE

- 1.1 This policy states how complaints will be managed to assist Council in:
- a) facilitating the recognition of a customer's right to make complaints, comments or suggestions about the level and quality of services provided
 - b) encouraging the submission of any complaints customers or employees may have with any of the services provided by Council
 - c) providing an efficient, fair and accessible mechanism for resolving complaints
 - d) ensuring that all complaints are heard and equitably resolved as soon as possible
 - e) maintaining confidentiality
 - f) capturing data trends to assist Council in improving the quality of services
 - g) providing customers with information about the complaint handling process
 - h) promoting a positive attitude towards customers and the commitment to resolving complaints

2. COMMENCEMENT

- 2.1 This policy will commence on and from ~~23 September 2020~~. It replaces all other policies or arrangements governing complaint handling (whether written or not).

3. APPLICATION

- 3.1 This policy applies to councillors, employees, ~~agents~~agents, and contractors (including temporary contractors) of Council.

4. RESPONSIBILITIES

- 4.1 All Council officers are required to:
- a) Follow the complaints management process
 - b) Where appropriate, attempt to resolve a complaint before it is referred for attention under the complaints management process
- 4.2 Council is responsible for the adoption, amendment and repeal of this policy and the Chief Executive Officer is responsible for the development and amendment of any associated procedures and guidelines relevant to the policy.

5. POLICY OBJECTIVES

- 5.1 The objectives of this policy are to ensure that Council:
- a) process customer complaints in a professional, cost-effective and timely manner
 - b) provide affected persons with an avenue of review
 - c) preserve the integrity of the organisation
 - d) provide the community with confidence in Council's processes and of the reputation of Council as being accountable and transparent
 - e) use data captured through customer complaints to monitor and improve service to the community

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Complaints Policy

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- f) complies with confidentiality and legislative requirements

6. COMPLAINT TYPES

6.1 This policy provides a common framework and principles for a variety of complaint types managed by Council which includes:

- a) PART 1: Administrative action complaints
- b) PART 2: Complaints about a Public Official (CEO)
- c) PART 3: Competitive neutrality complaints
- d) PART 4: Councillor conduct complaints
- e) PART 5: Information privacy complaints
- f) PART 6: Public interest disclosures
- g) PART 7: Corrupt conduct complaints
- h) PART 8: Human rights complaints

6.2 Complaints council may receive may be classified as fitting into multiple complaint types and will be managed accordingly. Appendix 2 provides a summary of Complaint Types and how they will be managed.

7. PRINCIPLES

The principles of this policy are:

- 7.1 Be fair and objective.
 - g) All complaints and compliments are considered impartially and objectively, based on available evidence.
 - h) Evidence in a complaint case must be tested and evaluated for relevance, ~~reliability~~reliability, and sufficiency.
- 7.2 Observe the Principles of Natural Justice (procedural fairness).
 - a) No person may decide a case in which they have a direct interest.
 - b) Individuals whose rights and interests are directly affected are given the opportunity to put forward their case.
- 7.3 Support continuous improvement.
 - a) Where applicable, what Council learns from investigating a complaint or compliment will be applied to improve service and systems.
- 7.4 Be open and accountable as allowed by privacy and legislative limitations.
 - a) The progress of an investigation, and the decisions and outcomes are made available to the affected people in a timely manner.
- 7.5 Be accessible and simple to understand.
 - a) Information about the complaints and compliments process is available, including avenues of appeal and review.



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- b) Complaints and compliments can be made to Council in a variety of ways and assistance will be provided to people with language, ~~aeecess~~access, and communication difficulties.
- c) People with particular needs will be assisted – for example people who are in any way disadvantaged by intellectual or physical disability, education, language ability or any other impairment.

7.6 Ensure courtesy and consideration for customers and Council officers.

- a) Courtesy and consideration is given to all concerned, including Council officers who are managing a complaint or the subject of a complaint.
- b) Identities of complainants and Council officers and complaint information will be kept confidential as allowed by legislation and natural justice.

7.7 Be cost effective

- a) There is a cost for processing information because not all feedback is relevant. Council will use rate payer's money in the most cost-effective way by allocating resources depending on the level of risk and the likelihood of achieving improvements.
- b) Complaints and compliments are assessed at intake. Expectations will be clarified. Where a customer's expectations seem unrealistic, the reasons for this will be explained.

8. COMPLAINT PROCESSING

- 8.1 It is recognised that the substance of a complaint may fall within one or more complaint frameworks. Council will process complaints under the most relevant and appropriate process or as required by the relevant legislation. The Chief Executive Officer will maintain procedures relating to different complaint frameworks.

E.g. An Administrative Action Complaint may also be the subject of an allegation of corrupt conduct. This may also include reporting obligations where the person subject of the complaint is a Councillor.

9. CONFIDENTIALITY AND INFORMATION COLLECTION

- 9.1 Personal information will be managed in accordance with the *Information Privacy Act 2009* and Council's [Information Privacy Policy](#)

9.2 Information Privacy Principles include:

- a) Personal information will only be collected and used for a lawful purpose directly related to a function or activity of Council
- b) Personal information must be secured
- c) Disclosure of personal information is limited. Confidential information must not be released unless cleared by the appropriate authority or required by legislation.
- d) Upon request, individuals must be informed about their personal information and the purpose it is used for.

d)



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10. COMPLIMENTS AND FEEDBACK

- 10.1 Unless requested by the customer, information about compliments and general feedback will not be classified as confidential. Nevertheless, customers' personal information will be managed as per the information Privacy Principles and Council's Information Privacy Policy.

11. COMPLAINTS

- 11.1 Complaint information and the identities of the parties to a complaint are respected at all times. Complaint information will only be accessed by officers and/or councillors of Council on a need-to-know basis.
- 11.2 Council's ability to keep information confidential may be limited depending on the seriousness of the suspected misconduct, Right to Information legislation and other legal processes. In some circumstances it may be necessary for all or part of the complaint information to be given to:
- a) the person who is the subject of the complaint (subject officer)
 - b) an external investigator
 - c) the Queensland Ombudsman, Crime and Corruption Commission, Queensland Police and other authorised agencies as required
 - d) Council's solicitor or insurance broker and/or underwriter where legal or insurance advice is required

- 11.3 Bearing in mind that natural justice is a pre-eminent principle of this policy, Council's ability to keep the identity of complainants confidential is limited in circumstances where the identity must be given to the subject officer to afford them the right to refute the allegations.

12. CONFLICTS OF INTEREST

- 12.1 A conflict of interest exists when it appears likely that a councillor or a Council officer could be influenced, or where it could be perceived that they are influenced, by a personal interest in carrying out their duty.
- 12.2 Councillors and Council officers must assess whether they have a conflict of interest before becoming involved in the assessment, investigation, review or outcome of a complaint.
- 12.3 Where a councillor or Council officer believe they may have a conflict of interest they should declare the conflict of interest to the Corporate Governance team in writing immediately and remove themselves from any involvement with the complaint.
- 12.4 Where a member of the Corporate Governance team declares a conflict of interest, they shall advise the Executive Services team in writing and remove themselves from any involvement with the complaint.

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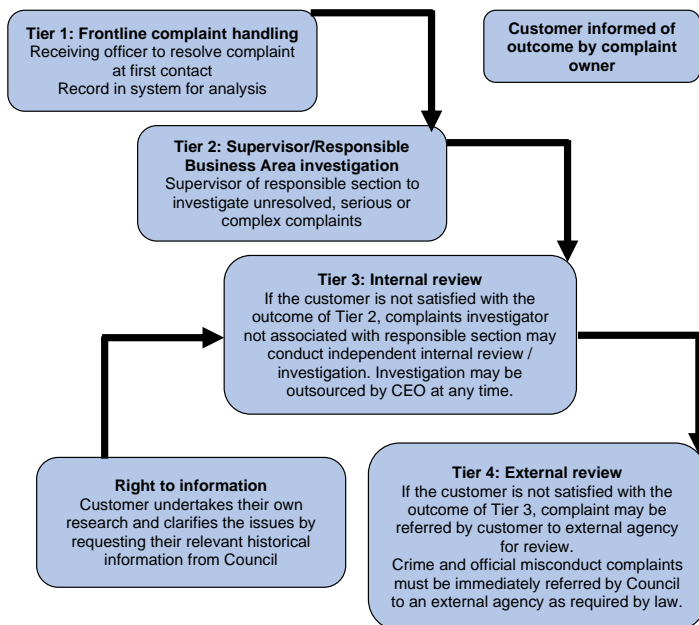


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13. COMPLAINT MANAGEMENT PROCESS

13.1 Council has adopted a four-tiered approach to complaint management as it is most efficient to resolve complaints at the frontline where possible. All complaints are recorded for analysis so that the cause of recurrent problems can be addressed.



13.2 Customers may wish to refer complaints directly to the Queensland Ombudsman or the Crime and Corruption Commission. These agencies often request an internal review (Tier 3) to be completed by Council prior to undertaking their own investigation.

14. COMPLAINT TIMELINES

14.1 Complaints will be responded to as quickly as possible depending on an assessment of the following factors:

- a) The urgency of the situation in terms of loss or damage likely to be suffered if the complaint is not quickly resolved
- b) The likelihood that the complaint can be quickly resolved
- c) The complexity of the complaint issues
- d) Whether the complaint requires internal or external review



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14.2 Depending on the type of complaint, there may be specific set timeframes identified in the relevant policy.

15. HOW TO MAKE A COMPLAINT OR COMPLIMENT

15.1 Complaints may be made:

- a) In person to a Customer Service Officer located at one of Council's Customer Service Centre
- b) By telephone to a 4747 3200
- c) In writing by letter to:
 Chief Executive Officer
 Mount Isa City Council
 PO Box 815
 Mount Isa QLD 4825
- d) By email to: complaints@mountisa.qld.gov.au

15.2 Council reserves the right to decline to investigate a verbal complaint until the complaint is put in writing. A verbal complaint may be requested to be made in writing if the complaint is complex, serious, or the information received verbally is confusing or lacking in essential detail.

15.3 Compliments may be made:

- a) In person to a Customer Service Officer located at one of Council's Customer Service Centre
- b) By telephone to a 4747 3200
- c) In writing by letter to:
Chief Executive Officer
Mount Isa City Council
PO Box 815
Mount Isa QLD 4825
- ~~15.2~~d) By email to: city@mountisa.qld.gov.au

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16. ANONYMOUS COMPLAINTS OR COMPLIMENTS

16.1 Council acknowledges that in certain circumstances a person may prefer to remain anonymous when providing feedback. This may limit Council's ability to obtain essential information and to provide natural justice. Additionally, Council will be unable to provide an outcome of the complaint to the complainant. Nevertheless, Council respects the right to anonymity and will consider all feedback based on the information provided.

17. STANDING TO MAKE A COMPLAINT

- 17.1 Complaints may only be made by a person who is apparently *directly affected* by an action of Council (an aggrieved person) or by someone acting lawfully on their behalf.
- 17.2 Standing and obligations to make complaints regarding Public Interest Disclosures or fraud and corruption complaints are prescribed under the *Crime and Corruption Act 2001* ("CC Act") and *Public Interest Disclosure Act 2010* ("PID Act") respectively.



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RESOLUTION NO. ~~OM29/09/20~~-VERSION ~~V24~~

18. ACCESS TO COMPLAINTS INFORMATION

- 18.1 Information that is the subject of a complaint will not be made available administratively where it may affect the rights or interests of another party. This information may be made available will be governed by the *Right to Information Act 2009* ("RTI Act") and *Information Privacy Act 2009* ("IP Act").
- 18.2 Where matters are of the public interest (including Public Interest Disclosure complaints) Council will maintain a log (Public Disclosure Log) with the outcome of complaint matters which may be made publicly available in accordance with the PID Act.

19. UNREASONABLE CUSTOMER CONTACT

- 19.1 Council will establish procedures for the purpose of assessing unreasonable customer conduct and establish a system of case management. If complainants conduct themselves in an unreasonable manner, Council may set limits or conditions on the handling of their complaint. Where such a decision is made the reasons for this are recorded and explained to the affected person.
- 19.2 It can be expected that a customer may be frustrated or angry when complaining to Council however where a complainant's conduct raises health, safety or resource issues for Council or individual employees of Council, their conduct may be considered unreasonable. Examples of unreasonable conduct may include, but are not limited to:
- a) unreasonable persistence or contact regarding a complaint
 - b) unreasonable demands that are not proportionate to the complaint
 - c) unreasonable lack of cooperation
 - d) unreasonable behaviour including abusive language, aggression, violence or threats of violence

19.3 Where a complainant's conduct represents an immediate health and safety risk to a Council employee, the employee is to take all reasonable actions in the circumstances to reduce the risk and ensure their health and safety. Any such action or event does not preclude the other provisions of this policy.

19.4 A complainant's conduct will not preclude there being a valid complaint nor negate Council's obligation to properly process a complaint.

19.5 The decision that a complainant's conduct is unreasonable will only be made at an executive management level and will not be used as a quick solution to avoid a complainant's contact. Where the conduct is considered unreasonable, the following steps shall be taken:

- 1) In the first instance, Council will advise the complainant in writing of:
 - a) the conduct that is considered unreasonable
 - b) what conduct is expected moving forward
 - c) that if the unreasonable conduct continues, Council will restrict the complainant's access to our services
- 2) Where this action does not result in cessation of the unreasonable conduct, Council will advise the complainant in writing that we will be restricting their



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access to our services and what is expected from the complainant moving forward.

- 3) Where the unreasonable conduct continues Council may consider refusing to respond to any future communication from the complaint. This step will only be considered in extreme cases of unreasonable complainant conduct and with the approval of the Chief Executive Officer.

49-519.6 Unreasonable complainant conduct will generally be managed by restricting the complainant's access to our services, which may include:

- a) limiting the complainants contact to one specific employee in Council
- b) restricting the subject matter that Council will respond to
- c) restricting the way in which the complainant can communicate with Council

49-619.7 Before restricting a complainant's access to our services, the Executive Manager shall take into consideration the complainant's personal circumstances, including:

- a) level of competency
- b) their access to communication methods

20. REPORTING

- 20.1 Council will maintain a Register of Administrative Action Complaints to ensure complaints are recorded, including the decision and outcome.
- 20.2 The delegated officer will provide regular reports on complaints to Council and management as part of its continuous improvement program.
- 20.3 The following information about formally accepted administrative action complaints and competitive neutrality complaints will be provided in Council's annual report in accordance with relevant legislative requirements:
- a) Council's commitment to dealing fairly with complaints
 - b) a statement about how Council has implemented its complaints management process, including an assessment of its performance in resolving complaints
 - c) the number of complaints made in the financial year
 - d) the number of complaints resolved in the financial year
 - e) the number of complaints not resolved in the financial year
 - f) the number of complaints not resolved in the financial year that were made in the previous financial year
- 20.4 Details regarding complaints about councillor conduct will be recorded in a Councillor Conduct Register in accordance with section 150DX of the *Local Government Act 2009* ("LG Act"). Information regarding councillor conduct complaints will be provided in Council's annual report in accordance with section 150EB of the LG Act.

21. REPORTING OUTCOME OF COMPLAINT TO CUSTOMERS

- 21.1 The officer investigating a complaint will provide advice to the subject officer and the complainant (or their authorised agent) regarding Council's decisions about a complaint,



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including reasons for the decision and any proposed remedies as soon as practicable after the completion of the investigation.

21.2 The advice should also include the internal/external review options available to the customer.

22. PART 1: ADMINISTRATIVE ACTION COMPLAINTS

22.1 Pursuant to s268 ~~(2)~~ of the LG Act an administrative action complaint is a complaint that:

- a) is about an administrative action of a local government, including the following, for example:
 - i) a decision, or failure to make a decision, including a failure to provide a written statement of reasons for a decision
 - ii) an act, or a failure to do an act
 - iii) the formulation of a proposal or intention
 - iv) the making of a recommendation
- c) is made by an affected person

21.2 More information can be found in Council's [Administrative Action Complaints Policy](#) which can be found on our website.

23. PART 2: COMPLAINTS ABOUT A PUBLIC OFFICIAL

23.1 All complaints relating to the public official (Chief Executive Officer) will be managed by the nominated person, in accordance with Council's [Complaints about a Public Official Policy](#) which can be located on our website.

23.2 Complaints about the public official can be made to the nominated person as follows:

Mayor Danielle Slade
 Mail: PO Box 815, Mount Isa QLD 4825
 Email: mayor@mountisa.qld.gov.au
 Phone: 4747 3280 and 0417 172 068

24. PART 3: COMPETITIVE NEUTRALITY COMPLAINTS

24.1 Section 43 of the LG Act requires that under the competitive neutrality principle, an entity that is conducting a business activity in competition with the private sector should not enjoy a net advantage of competitors only because the entity is a public sector.

24.2 Council has a complaints process for any business activities to which competitive reforms have been applied, this means any business activity where corporatisation, commercialisation, full cost pricing or the code of competitive conduct has been applied.

24.3 A competitive neutrality complaint is a complaint that:

- a) relates to the failure of a local government to conduct a business activity in accordance with the competitive neutrality principle.
- b) Is made by an affected person who has been adversely affected by a competitive advantage that the person alleges is enjoyed by the local government.



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24.4 In accordance with section 48(5) of the LG Act, Council does not have to resolve a competitive neutrality complaint relating to a business activity prescribed under a regulation.

24.5 Pursuant to section 56 of the *Local Government Regulation 2012* ("LG Reg"), Council must establish a register of business activities to which the competitive neutrality principle applies, including a list of current investigation notices, the business activities to which the complaints relate and Council's response to the Queensland Productivity Commission's recommendations on the complaint.

25. PART 4: COMPLAINTS ABOUT COUNCILLORS

25.1 Complaints about councillors will be dealt with accordance with the LG Act.

25.2 All complaints received by Council in relation to councillor conduct will be immediately provided to the CEO who will refer the matter to either the Office of the Independent Assessor or the Crime and Corruption Commission.

25.3 Councillor conduct is divided into four categories:

1. Unsuitable meeting conduct

Unsuitable meeting conduct is handled by a council in the council meeting. It is unsuitable meeting conduct when a councillor, in a council meeting, contravenes the [Code of Conduct for Councillors](#) or a Council policy.

2. Inappropriate conduct

Inappropriate conduct must be referred by Council to the Independent Assessor. It is inappropriate conduct when a councillor contravenes a behavioural standard (a breach of the [Code of Conduct for Councillors](#), or a policy, procedure or resolution of Council, an order of the chairperson of a Council meeting to leave and stay away, or when a councillor received orders for unsuitable meeting conduct three times in one year.

3. Misconduct

Misconduct is handled by the Independent Assessor, with the complaint heard by the Councillor Conduct Tribunal. It is misconduct when a councillor is dishonest or biased in the exercise of their powers.

Behaviour categorised as misconduct include:

- a) breaches of trust
- b) misuse of information or material acquired in or in connection with the performance of the councillor's function for the benefit or detriment of the councillor or another person
- c) giving directions to local government employees
- d) releasing information confidential to council
- e) failing to report suspected conflicts of interest of other councillors
- f) failing to comply with an order of the council or the Councillor Conduct Tribunal



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- g) failing to comply with acceptable request guidelines of the council
- h) failing to comply with a council policy about the reimbursement of expenses
- i) being disciplined for inappropriate conduct three times in one year

4. Corrupt conduct

Corrupt conduct is handled by the Crime and Corruption Commission. Corrupt conduct is behaviour that:

- a) adversely affects or could adversely affect the performance of functions or the exercise of powers of the councillor
- b) is not honest or impartial
- c) results or could result directly or indirectly in the performance of functions or the exercise of a councillor's powers in a way that is:
 - i. not honest or impartial; or
 - ii. a breach of trust placed in the councillor; or
 - iii. a misuse of information acquired by the councillor; and
- d) is engaged in for the benefit or detriment of a person; and
- e) if proven, would be a criminal offence.

25.4 Complaints referred back to Council from the Office of the Independent Assessor or the Crime and Corruption Commission will be actioned by Council in accordance with the recommendation(s) of these two authorities. Any investigation conducted by Council will be undertaken in accordance with its [Councillor Investigation Policy](#) and reported to Council in accordance with the [Model Meeting Procedures](#).

26. PART 5: INFORMATION PRIVACY COMPLAINTS

26.1 An information privacy complaint is defined in section 164(1) of the *Information Privacy Act 2009* ("IP Act") as a complaint by an individual about an act or practice of a relevant entity (the respondent for the complaint) in relation to the individual's personal information that is a breach of the relevant entity's obligation under the IP Act to comply with:

- a) The privacy principles; or
- b) An approval under section 157 of the IP Act.

26.2 All complaints made to Council regarding information privacy will be processed in accordance with Council's Information Privacy Complaints Policy which can be found on our website.

27. PART 6: PUBLIC INTEREST DISCLOSURES

27.1 A public interest disclosure ("PID") is a disclosure about wrongdoing in the public sector that serves in the public interest. For an allegation to be considered a PID under the *Public Interest Disclosure Act 2010* ("PID Act") it must be:

- a) Public interest information about serious wrongdoing or danger



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- b) An appropriate disclosure
- c) Made to a proper authority

27.2 Any person, including a public sector employee, can make a PID about:

- a) Danger to health or safety of a person with a disability
- b) Danger to the environment caused by commission of an offence or contravention of a condition in certain environmental legislation
- c) Reprisal after making a PID

26.3 All PID's are processed in accordance with Council's [Public Interest Disclosure Policy](#) which can be found on our website.

28. PART 7: CORRUPT CONDUCT COMPLAINTS

28.1 In accordance with the *Crime and Corruption Act 2001* ("CC Act") where a public officer reasonably suspects that a complaint, information or a matter involves, or may involve corrupt conduct, the public official must notify the commission. Where the complaint relates to the public official (CEO), the complaint should be directed to the nominated person prescribed in the [Complaints About a Public Official Policy](#).

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29. PART 8: HUMAN RIGHTS COMPLAINTS

29.1 In accordance with s58 of the *Human Rights Act 2019* ("HR Act") it is unlawful for a public entity:

- a) To act or make a decision in a way that is not compatible with human rights or
- b) In making a decision, to fail to give proper consideration to a human right relevant to the decision.

28.2 Individuals may make a complaint to Council where they believe Council has breached their human rights obligations. For more information refer to Council's [Human Rights Policy](#).

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30. BREACH OF POLICY

30.1 Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the [Performance and Misconduct Policy](#).

Field Code Changed

31. COMMUNICATION AND DISTRIBUTION

31.1 Council will make available to the public, the Complaints Policy on our website at www.mountisa.qld.gov.au.

31.2 The responsible officer shall liaise with the Training and Development Officer to create and deliver internal appropriate and regular training relevant Council employees.

31.3 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

32. ASSOCIATED LEGISLATION

- a) *Crime and Corruption Act 2001*
- b) *Human Rights Act 2019*
- c) *Information Privacy Act 2009*
- d) *Local Government Act 2009*



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- e) *Local Government 2012*
- f) *Ombudsman Act 2001*
- g) *Public Interest Disclosure Act 2010*
- h) *Public Sector Ethics Act 1994*
- i) *Right to Information Act 2009*

33. RELATED DOCUMENTS

33.1 Related documents are:

- a) Corporate Governance Framework
- b) [Complaints Management Procedure](#)
- c) [Councillor Investigations Policy](#)
- d) [Administrative Action Complaints Policy and Procedure](#)
- e) Competitive Neutrality Complaints Policy
- f) [Complaints about a Public Official Policy](#)
- g) [Public Interest Disclosure Policy](#)
- h) [Acceptable Request Guidelines](#)
- i) [Code of Conduct for Councillors](#)
- j) [Code of Conduct for Employees](#)
- k) [Information Privacy Policy](#)
- l) [Information Privacy Complaint Policy](#)
- m) [Human Rights Policy](#)

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APPENDIX 1: DEFINITIONS

Administrative Action Complaint - is about an administrative action of Council, including:

- a) a decision, or failure to make a decision, including a failure to provide a written statement of reasons for a decision
- b) an act, or failure to do an act
- c) the formulation of a proposal or intention
- d) the making of a recommendation

Affected person – a person who is directly affected by a decision, act or failure.

Complaint - includes administrative action complaint, competitive neutrality complaint, public interest disclosure complaint, a fraud or corruption complaint, complaints about the public official, and councillor complaint.

Corrupt conduct – as defined in s15 of the *Crime and Corruption Act 2001*

1. Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that—
 - a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—
 - i. a unit of public administration; or
 - ii. a person holding an appointment; and
 - b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph a) in a way that—
 - i. is not honest or is not impartial; or
 - ii. involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
 - iii. involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and
 - c) would, if proved, be—
 - i. a criminal offence; or
 - ii. a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
2. Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that—
 - a) impairs, or could impair, public confidence in public administration; and
 - b) involves, or could involve, any of the following—
 - i. collusive tendering;
 - ii. fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)—
 - (A) protecting health or safety of persons
 - (B) protecting the environment



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- (C) protecting or managing the use of the State's natural, cultural, mining or energy resources
- iii. dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets
- iv. evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue
- v. fraudulently obtaining or retaining an appointment; and
- c) would, if proved, be—
 - i. a criminal offence; or
 - ii. a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Natural Justice/Procedural Fairness - giving someone who might be adversely affected by a decision a fair hearing prior to the decision being made.

Nominated Person -

1. Having regard to s48A(2) and (3) of the CC Act, this policy nominates the CEO and the Corporate Governance Co-ordinator as the public officials for the purposes of referring potential corrupt conduct to the Crime and Corruption Commission.
2. Where there is more than one nominated person:
 - a) The Corporate Governance Co-ordinator will be the nominated person in the event that the complaint is regarding person holding an appointment in or an employee of Council
 - b) The mayor will be the nominated persons in the event that the complaint is regarding the public official

Proper authority -

- a) a public sector entity or
- b) a member of the Legislative Assembly


Public officer – for the purpose of the CC Act, includes councillors and employees of Mount Isa City Council.

Public entity – Mount Isa City Council

Public Official – means the Chief Executive Officer, Mount Isa City Council.

Reprisal - Occurs when any person causes or attempts or conspires to cause detriment to another person because or in the belief that a person has made or may make a PID. A public officer who is found to have taken a reprisal commits a criminal offence.

Review - to undertake an examination of a past event or decision, taking into consideration the facts and circumstances of such event or decision.

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APPENDIX 2: COMPLAINTS MANAGEMENT															
Categorise the Complaint															
Administrative Action Complaint		Councillor Conduct		Employee Conduct		Public Interest Disclosure		Public Official Complaint		Information Privacy Complaint		Competitive Neutrality Complaint		Human Rights Complaint	
Who Manages the Complaint?															
Governance		Chief Executive Officer		Manager/Supervisor		PID Coordinator		Mayor		Governance		Chief Executive Officer		Governance	
Relevant Council Policy or Procedure															
<ul style="list-style-type: none"> Administrative Action Complaints Policy Administrative Action Complaints Procedure 		<ul style="list-style-type: none"> Part 4 Complaints Policy Code of Conduct for Councillors Acceptable Councillor Request Guidelines 		<ul style="list-style-type: none"> Code of Conduct for Employees Performance and Misconduct Policy Anti-Bullying Policy Anti-Discrimination and EEO Policy 		<ul style="list-style-type: none"> Public Interest Disclosure Policy Public Interest Disclosure Procedure Complaints Policy 		<ul style="list-style-type: none"> Complaints about a Public Official Policy Complaints Policy 		<ul style="list-style-type: none"> Information Privacy Complaints Policy Complaints Policy 		<ul style="list-style-type: none"> Part 3 Complaints Policy 		<ul style="list-style-type: none"> Human Rights Policy Complaints Policy 	
Recording, Reporting & Other Considerations															
Considerations <ul style="list-style-type: none"> Is the complaint a PID? Recording <ul style="list-style-type: none"> Administrative Action Complaint Register Annual Report magiQ Oversight Agency <ul style="list-style-type: none"> QLD Ombudsman 		Considerations <ul style="list-style-type: none"> All complaints regarding Councillors must be forwarded to the OIA by the CEO Recording <ul style="list-style-type: none"> Councillor Conduct Register (Website) magiQ Oversight Agency <ul style="list-style-type: none"> OIA 		Considerations <ul style="list-style-type: none"> Is the complaint a PID? Recording <ul style="list-style-type: none"> Employee Personnel File Oversight Agency <ul style="list-style-type: none"> magiQ QIRC 		Considerations <ul style="list-style-type: none"> Is there corrupt conduct – Refer CCC Protect complainant from reprisal Recording <ul style="list-style-type: none"> magiQ RaPID Online Register-Governance Oversight Agency <ul style="list-style-type: none"> QLD Ombudsman 		Considerations <ul style="list-style-type: none"> Is the complaint a PID? Oversight Agency <ul style="list-style-type: none"> Crime and Corruption Commission 		Recording <ul style="list-style-type: none"> magiQ Oversight Agency <ul style="list-style-type: none"> Office of the Information Commissioner (Qld) 		Recording <ul style="list-style-type: none"> Register of Business Activities magiQ Oversight Agency <ul style="list-style-type: none"> Queensland Productivity Commission 		Oversight Agency <ul style="list-style-type: none"> Queensland Human Rights Commission 	
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~~POLICY DOCUMENT~~



~~RESOLUTION:~~

~~MOUNT ISA CITY COUNCIL FIREWORKS POLICY~~

~~STATUTORY REFERENCES: Local Government Act 1993 Chapter 16 Part 3~~

~~FILE REFERENCE: 2150 Council Policy Current Int. Ref.~~

~~SUMMARY OF PROVISIONS~~

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POLICY STATEMENT:**1. Purpose**

The purpose of this policy is to:

- To provide guidance on the manner in which Council will consider applications for permission to set off fireworks;
- Minimise distress and potential risk to the community and environment;
- Ensure legislative requirements are met.

Observance of the policy will ensure that approved Fireworks shall only be discharged in the course of a function or activities approved in writing by the Council, will have the required public notice, operate within restricted times and occur at a minimum distance of 500m from a **protected place**.

2. Definitions

“Council” means the council of the City of Mount Isa and the township of Camooweal.

“Fireworks” means firework displays held on reserves under the care, control and management of the Mount Isa City Council for the entertainment of particular recognised groups or the general public.

“Function” means without limiting the generality of such term, includes a carnival, show, fete, concert, exhibition, sporting event, a training or practice session in connection with a sport by a group or team of five or more persons, or a picnic for a gathering of more than 10 persons.

“Restricted Times” means the hours between 4:00pm and 10:00pm on any approved day.

“Protected Place” means a sensitive establishment e.g. health care facility, nursing home, aged persons’ home, church, animal shelter or menagerie.

“Public Notice” means notification of a Fireworks event by a letterbox drop to all surrounding residents within 200m of the Fireworks site and a notice in the local paper, a minimum of 10 days prior to the event.

3. Background

This policy sets out those circumstances where approval in writing will generally or may be granted by the Council at its absolute discretion.

The main issues to be considered by Council when approving a fireworks event include:-

- potential damage to surrounding vegetation caused by spectators and fireworks;
- litter management and disposal;
- adverse noise for adjacent residents and animals, and
- public liability protection for the City of Mount Isa.

4. Policy Objectives

The objectives of the Fireworks Display requests are to ensure that:

- All statutory and regulatory obligations are fulfilled in gaining permission for, and the subsequent staging of, a fireworks display;
- The highest possible public safety standards are established and maintained prior to, throughout and following the display;
- Nearby members of the public who may be affected by the display are fully informed of the planned activity and that there are no unreasonable impacts on the local community;



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- Adequate planning and notification measures are taken with regard to safety and well-being of domestic pets and animals that may be exposed to the fireworks displays.

5. Policy Statement

The use of all fireworks (other than unrestricted items such as sparklers, bon bons, streamer cones and caps for toy pistols) in Queensland must be done under permit and can only be carried out by licensed pyrotechnicians. The Department of Mines and Energy (DME) is responsible for regulating fireworks under the *Explosives Act 1999* and *Explosives Regulation 2003*.

Applications will not be approved for Fireworks within 500m of a Protected Place or for hours outside Restricted Times.

Any fireworks displays which are to be conducted on land under the control of Council, requires Council approval prior to the permit being issued and the person requesting the display will be responsible to ensure the below requirements have been met. A minimum of 14 days notice is required before a permit can be issued.

Council may issue permission for the discharge of fireworks in a 'public place' in the municipality, subject to the following conditions:

- The 'public place' is within the City of Mount Isa municipal boundary;
- The display is associated with a significant community event, or for the benefit or enjoyment of the general community;
- The display takes place prior to 9:30pm (with the possibility of 10:00pm in exceptional circumstances) on any approved day other than New Years Eve when a 12:30am (New Years Day) finish is permitted;
- Approval from is sought from Queensland Police Service and Council (pending approval) regarding any road closures;
- That advice is provided to adjoining and all surrounding residents and owners ((minimum of two (2) streets back from location of fireworks in all locations)) by means of a letter box drop at least one week prior to fireworks display event. A copy of the letter issued is to be given to Mount Isa City Council for Council records.
- That a Public Notice be advertised in the North West Star during the week prior to the fireworks display.
- A copy of the Safety Plan is provided to Mount Isa City Council, Qld Police and the Queensland Fire & Rescue Service;
- A copy of Pyrotechnics plan and Certificate of Competency / Registration for Pyrotechnician be provided to Mount Isa City Council;
- The provision of evidence that the event organiser has public liability insurance cover for a minimum amount of \$5 million cover;
- The provision of evidence that the pyro-technician has public liability insurance cover for a minimum amount of \$10 million cover;
- Current approval must be sought by the Queensland Department of Mines and Energy and provide to Council a copy of any conditions attached to that approval.

The Council may attach additional conditions relating to:

- Crowd and traffic management and safety measures, including adequate car parking and ablution facilities, suitable first aid facilities and planned evacuation routes for emergency vehicles, and
- Variation or cancellation of firework events because of unsuitable weather or fire risks.

6. Request for Review

A person aggrieved by a decision to refuse an application for a fireworks display, or impose conditions on the approval for the fireworks display, may request a review of that decision by the Chief Executive Officer. Notice of a request for a review shall be in writing.



~~7. Delegation~~

~~The delegation of powers to Council Officers is authorised to Section 1132 of the Local Government Act as described in the table below and applies to the following positions:~~

Item	Authorizing Provision	Delegated Power
4	Chief Executive Officer and any Director	To assess applications for Firework Displays.
3	Chief Executive Officer	To refuse to approve an application for hire or use of a Council facility if: <ul style="list-style-type: none"> • Such use contravenes a law of regulation • Such use is contrary or inconsistent with a Council policy or Local Law. • The assessed risk(s) is unacceptable.

~~REVIEW DATE: July 2008~~



APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the Fireworks Policy, made in accordance with the provisions of Local Government Act 2009, Local Government Regulation 2012 and current Council Policies.

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

.....
 Tim Rose
Interim Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Administrative 14990			POLICY TYPE Administrative (CEO)
VERSION	DATE	RESPONSIBLE OFFICER	DESCRIPTION OF CHANGES
V1	04.06.2018	Governance	Document Creation – New Document
			REVIEW DUE 07.2024 Review by CEO



MOUNT ISA CITY COUNCIL

PURPOSE

Mount Isa City Council ("Council") receives and assesses applications for authorised use of fireworks in the course of performing its activities and duties. As an event organiser or display host, Council is committed to ensuring that all events with approved fireworks displays are well planned, safe, and minimise the risk of adverse consequences to the community and environment. The way Council manages fireworks displays is governed by the *Queensland Explosives Act 1999* ("the Act") and the *Queensland Explosives Regulation 2017* ("the Regs").

2. COMMENCEMENT

This policy will commence on and from. It replaces all other policies or arrangements governing fireworks display approvals (whether written or not).

3. APPLICATION

This policy applies to how employees, agents, and contractors (including temporary contractors) of Council (collectively referred to as 'employees'), will consider approval for fireworks displays. Where an employee becomes aware that they have or may have breached their obligations contained in Councils Fireworks Policy or the Act, in their handling of an application and approval for fireworks display, they must immediately notify their supervisor to determine the appropriate course of action to take.

4. DEFINITIONS

Close proximity fireworks – means fireworks used inside buildings or close to people.

Event organiser or display host – means the Council, person, organisation, or other party that engages a fireworks contractor to hold a fireworks display.

Fireworks contractor ("contractor") - means the licensed person contracted to plan and organise the display, purchase fireworks and ensure the display is conducted safely by competent fireworks operators, assistants, and other personnel.

Fireworks operator ("operator") - means the licensed person responsible for, or in charge of, setting up and firing fireworks in accordance with the Queensland control of outdoor fireworks displays code of practice.

Protected place means a sensitive establishment. Examples of protected places include a wildlife sanctuary, health care facility, nursing home, church, animal impound facility, boarding kennels.

Public notice means evidence of notification of a Fireworks event to all surrounding residents within 200m of the Fireworks site and a public notice displayed in prominent physical and virtual areas a minimum of 5 days prior to the event.

Restricted times means:

- Monday to Thursday, 4 pm–9 pm
- Friday and Saturday, 4pm–10 pm
- Sunday and public holidays, 4pm–9 pm
- New Year's Eve, 4pm–12.30 am (New Year's Day)

5. RESPONSIBILITIES

5.1 The use of all fireworks (other than unrestricted items such as sparklers, bon bons, streamer cones and caps for toy pistols) in Queensland must be done under permit and can only be carried out by licensed pyrotechnicians. The Department of Resources is responsible for regulating fireworks under the Act and the Regs.

5.1.1 Any fireworks displays ("displays") which are to be conducted on land under the control of Council, require Council approval prior to the permit being issued.

5.1.2 The person requesting the display must apply to Council for approval and pay any prescribed fee. A minimum of 28 days notice is required before a permit can be issued.

5.1.3 Applications will not be approved for displays within 500m of a Protected Place or for hours outside Restricted Times.



When considering an application for approval of fireworks display Council must:

- 5.2 Check that the display will be conducted by an appropriately licenced fireworks contractor. A list of fireworks contractors is available at <https://www.qld.gov.au/emergency/safety/explosives-fireworks/fireworks/fireworks-contractors>.
- 5.2.1 The contractor's licence should be checked for currency and category (see special considerations for close proximity fireworks).
- 5.2.2 Information about the length of time the contractor has been licenced should be requested from the contractor.
- 5.3 Ensure evidence is provided of current appropriate insurance coverage, including public liability certificate of currency to the minimum value of \$10 million for pyrotechnicians and \$5 million for other contractors, organisers, or operators.
- 5.3.1 The contractor's insurance should cover both the contractor and the activity.
- 5.4 Check that the contractor has notified the Queensland Explosives Inspectorate, fire and rescue services of the application and that any approval conditions have been provided to Council;
- 5.5 Consider feedback from other Council stakeholders, including confirming that Council is the landholder for the area where the display is to occur;
- 5.6 Consider the location of the proposed display and whether there are any special considerations or conditions which may be needed to reduce the risk to the community or environment, for example, the presence of people camping; difficulty of locating material which may still be 'live' due to natural features; Indigenous or other heritage or cultural significance.
- 5.7 Consider the requirement of public notice, and how the community will be informed about the fireworks display and whether there is sufficient notice for the community, including neighbours, to ensure any disruptions are minimised.
- 5.8 Consider the safety plan provided and the availability of emergency access and first aid at the site;
- 5.9 Check that the applicant has appropriate crowd control measures in place and that responsibilities for controlling site access, including any road closures, and crowd control, are clear and adequate.

6. SPECIAL CONSIDERATIONS FOR CLOSE PROXIMITY FIREWORKS

When considering an application for approval of fireworks display Council must:

- 6.1 Ensure that the fireworks contractor and operator have appropriately endorsed licences to conduct close proximity displays. They should have 'CP' endorsed on their licence categories.
- 6.2 Ensure the contractor has arranged:
- 6.2.1 Fireworks testing in the venue prior to the display;
- 6.2.2 Fire Services inspection of the building prior to the display;
- 6.2.3 Management of air conditioning, ventilation and fire alarm systems by competent people during the display;
- 6.2.4 Appropriate risk and safety management for performers and audience members.

7. REDUCING THE IMPACTS OF FIREWORKS NOISE

- 7.1 Council will refuse an application where the proposed display is outside the restricted hours.



8. DECIDING AN APPLICATION

- 8.1 Council may request further information, refuse, approve, and impose conditions on approvals as it considers appropriate and in accordance with this policy.
- 8.2 Council will provide a written notice of decision to the applicant.
- 8.3 Council reserves the right to cancel or change conditions for approved displays at short notice for safety reasons, including extreme climatic conditions. Council will not be held responsible for any loss of monies in the event approval is withdrawn or conditions applied or changed in these circumstances.

9. REQUEST FOR REVIEW

- 9.1 A person aggrieved by a decision to refuse an application for a fireworks display, or impose conditions on the approval for the fireworks display, may request a review of that decision by the Chief Executive Officer. Notice of a request for a review shall be in writing.
- 9.2 Applicants for review will be advised, in writing, of the outcome of the review within 14 days.

10. VARIATIONS

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

11. BREACH OF POLICY

- 11.1 Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the Performance and Misconduct Policy.

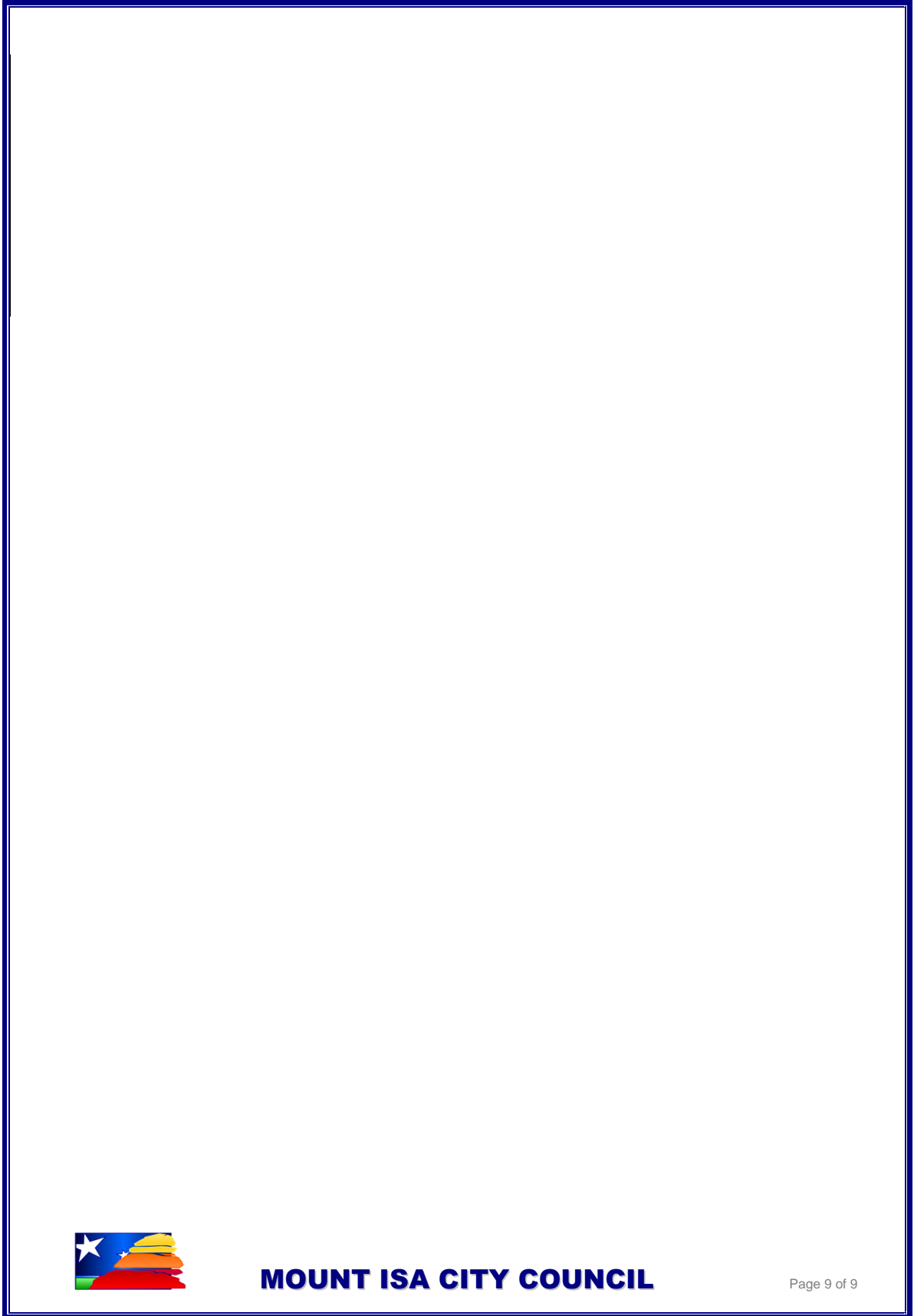
12. COMMUNICATION AND DISTRIBUTION

- 12.1 Council will make available to the public the Fireworks Policy, on our website at www.mountisa.qld.gov.au

ASSOCIATED LEGISLATION AND POLICIES

- [Local Government Act 2009](#)
- [Local Government Regulation 2012](#)
- [Explosives Act 1999](#)
- [Explosives Regulation 2017](#)
- [The Queensland code of practice: Control of outdoor fireworks displays](#)
- [Performance and Misconduct Policy](#)





MOUNT ISA CITY COUNCIL

Page 9 of 9

10.2 AUDIT AND RISK COMMITTEE - APPOINTMENT OF EXTERNAL MEMBER**Document Number:** 797443**Author:** Coordinator, Governance and Disaster Management**Authoriser:** Acting Chief Executive Officer**Directorate:** Executive Services**Portfolio:** Executive Services**EXECUTIVE SUMMARY**

The purpose of this report is to appoint a new external independent member of the Audit and Risk Committee.

RECOMMENDATION

THAT Council appoint Peter Sheville to the position of Independent Member for the Audit and Risk Committee for the remainder of term of this Council and for a period of two (2) years with the option of a further two years upon satisfactory review within the term of the new Council.

OVERVIEW

The appointment of the new Chair of the Audit and Risk Committee, who was formerly an external member of the committee, left an independent member's position vacant.

All unsuccessful candidates for the Chair position were advised of the appointment, and requested to respond if they held an interest in the vacant member position. There were four (4) responses in total and again the standard of applicant was extremely high in that any candidate was well qualified to conduct the role.

A selection process was conducted and, accordingly, Mr Peter Sheville was selected as the preferred candidate.

Peter is the existing Chair of the Public Trustee of Queensland and sits on many Queensland coastal and Regional Local Government Audit and Risk Committees and will be a valuable addition to the appointed role.

BUDGET AND RESOURCE IMPLICATIONS

The remuneration for the position is contained within the existing budget.

LINK TO CORPORATE PLAN

Theme:	5.	Ethical & Inclusive Governance
Strategy:	5.1	Continually monitor and evaluate all Council operations and conduct independent surveys of client/customer satisfaction levels
	5.7	Promote a proactive approach to risk management, including business continuity

CONSULTATION (INTERNAL AND EXTERNAL)

The Acting CEO of Mount Isa City Council, the two existing Councillors appointed to the committee and the independent Chair of the Committee were consulted in this process.

LEGAL CONSIDERATIONS

Local Government Act 2009 and;

Local Government Regulation 2012

POLICY IMPLICATIONS

The appointment is consistent with the scope of the Audit and Risk Committee Charter.

RISK IMPLICATIONS

The independent member role is an essential objective of the Charter and the experience of the member is critical to the ongoing function of the committee.

HUMAN RIGHTS CONSIDERATIONS

N/A

ATTACHMENTS

1. **Peter Sheville Resume - (Confidential)**

11 CORPORATE AND COMMUNITY SERVICES REPORTS**11.1 FINANCE OVERVIEW REPORT -JULY 2023**

Document Number: 796904

Author: Senior Finance Officer

Authoriser: Director Corporate and Community

Directorate: Corporate and Community

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

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

OVERVIEW

In accordance with the requirements of the Local Government Regulation, Council presents a report on the financial operations for the year to date. This report provides information to Council regarding key metrics, trends and actual financial performance for the month ended 31 July 2023 against the Budget FY23/24 targets as adopted by the Council budget.

VARIANCES AND ITEMS OF SIGNIFICANCE

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

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

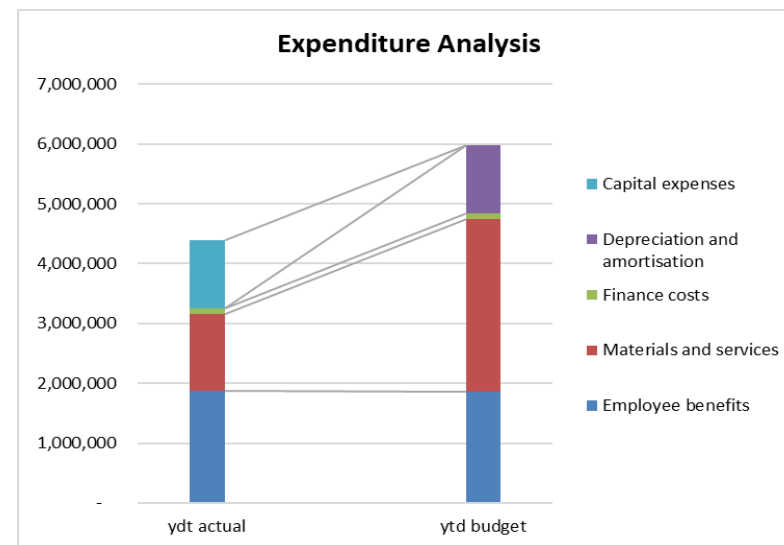
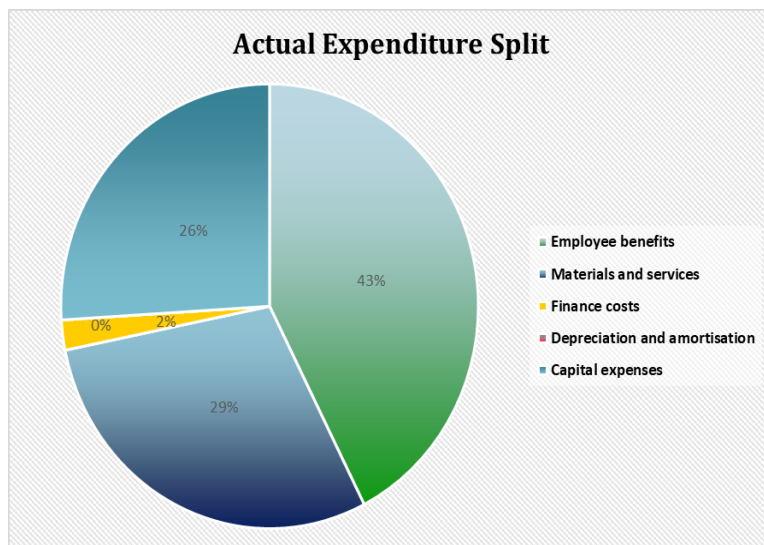
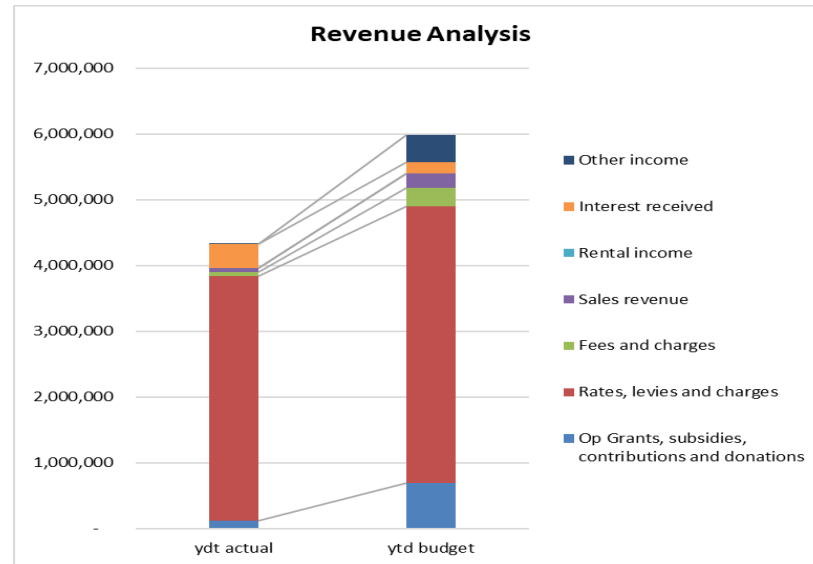
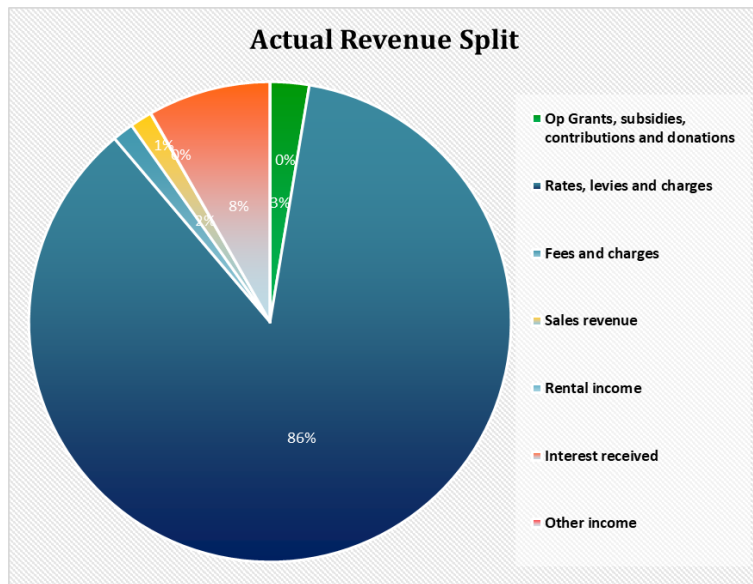
1. Operational Performance (Actual vs Budget)
2. Capital Revenue and Expenses
3. Plant, Property, and Equipment (Work-In-Progress)
4. Financial Sustainability Ratios
5. Outstanding Rates Aged Balances
6. Analysis by Function
7. Borrowings
8. Cash and Cash Equivalent Movement Comparison

1. OPERATIONAL PERFORMANCE (Actual vs. Budget)

Revenue and Expenditure Summary as of 31 July 2023

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

Operational Performance		Actual YTD FY23/24	Budget YTD FY23/24	YTD		Remaining Budget (Full Year) \$	Comments on significant variances
				Actuals Less YTD Budget \$	Variance as a % of YTD Budget %		
Revenue							
Recurrent revenue							
Rates, levies and charges	3(a)	3,724,903	4,201,333	(476,431) ↓	-11%	40,258,992	Rates Notice for period July to Dec 23 will be issued on end of September 23
Fees and charges	3(b)	61,467	287,493	(226,026) ↓	-79%	3,135,569	In line with budget
Sales revenue	3(c)	64,053	213,083	(149,031) ↓	-70%	1,495,674	In line with budget
Grants, subsidies, contributions and do	3(d)	112,943	693,518	(580,575) ↓	-84%	21,728,454	Pensioner Claim
Total recurrent revenue		3,963,366	5,395,427	(1,432,062)		66,618,689	
Other Income							
Rental income		1,200	-	1,200 ↑		19,861	Classified as fees and charges in the budget
Interest received	4(a)	355,458	179,547	175,911 ↑	98%	2,094,371	Interest rates from QTC including rates
Other income	4(b)	18	413,560	(413,542) ↓	-100%	4,519,660	
Other capital income	5	-	-	-		0	
Total income		4,320,042	5,988,535	(1,668,493) ↓	-4%	73,252,582	
Expenses							
Recurrent expenses							
Employee benefits	6	(1,868,375)	(1,856,391)	11,984 ↓	-1%	(15,742,703)	In line with budget
Materials and services	7	(1,288,027)	(2,886,982)	(1,598,956) ↑	55%	(37,905,978)	In line with budget
Finance costs	8	(96,254)	(93,466)	2,788 ↓	-3%	(1,411,467)	In line with budget
Depreciation and amortisation	13	(1,141,764)	(1,141,765)	(1) ↑	0%	(11,557,248)	In line with budget
Total recurrent expenses		(4,394,420)	(5,978,605)	(1,584,185) ↑	26%	(66,617,396)	
Net result		(74,378)	9,930	(84,308) ↓	-1%	6,635,186	



2. CAPITAL REVENUE AND EXPENSES

The below statement shows a comparison between the Capital Revenue and Expenses as at 31 July 2023 actuals vs Budget for FY23/24.

			Actual YTD FY23/24	Full Budget FY23/24	YTD Actuals Less Full Budget	Variance as a % of Full Budget	Remaining Budget (Full Year)	Comments on significant variances
Capital								
Capital revenue								
Grants, subsidies, contributions and do	3(d)	-	20,595,959	(5,624,173)	↓	-100%	5,624,173	
Total capital revenue		-	20,595,959	(5,624,173)	↓	-100%	5,624,173	
Capital expenses								
	9	-	2,652,952	(2,652,952)			5,305,903	

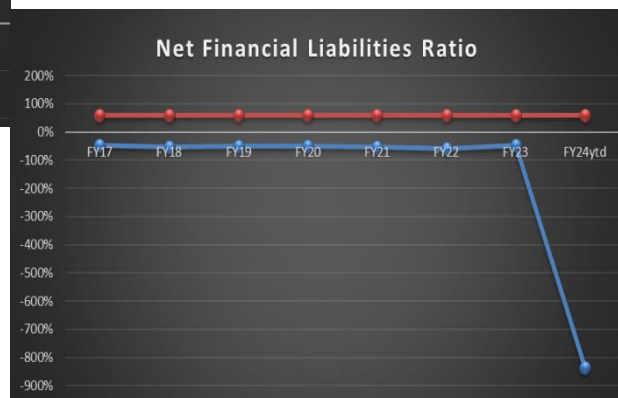
3. PLANT, PROPERTY AND EQUIPMENT

The below statement shows a comparison between the Property, Plant and Equipment as at 31 July 2023 actuals vs Budget for FY23/24.

			Actual YTD FY23/24	Full Budget FY23/24	YTD Actuals Less Full Budget	Variance as a % of Full Budget	Remaining Budget (Full Year)	Comments on significant variances
Plant, Property & Equipment								
Other Additions		-	27,162,500	(27,162,500)	↓	-100%	27,162,500	
Renewals		-	11,337,000	(11,337,000)	↓	-100%	11,337,000	
Total Work In Progress		-	38,499,500	(38,499,500)			38,499,500	

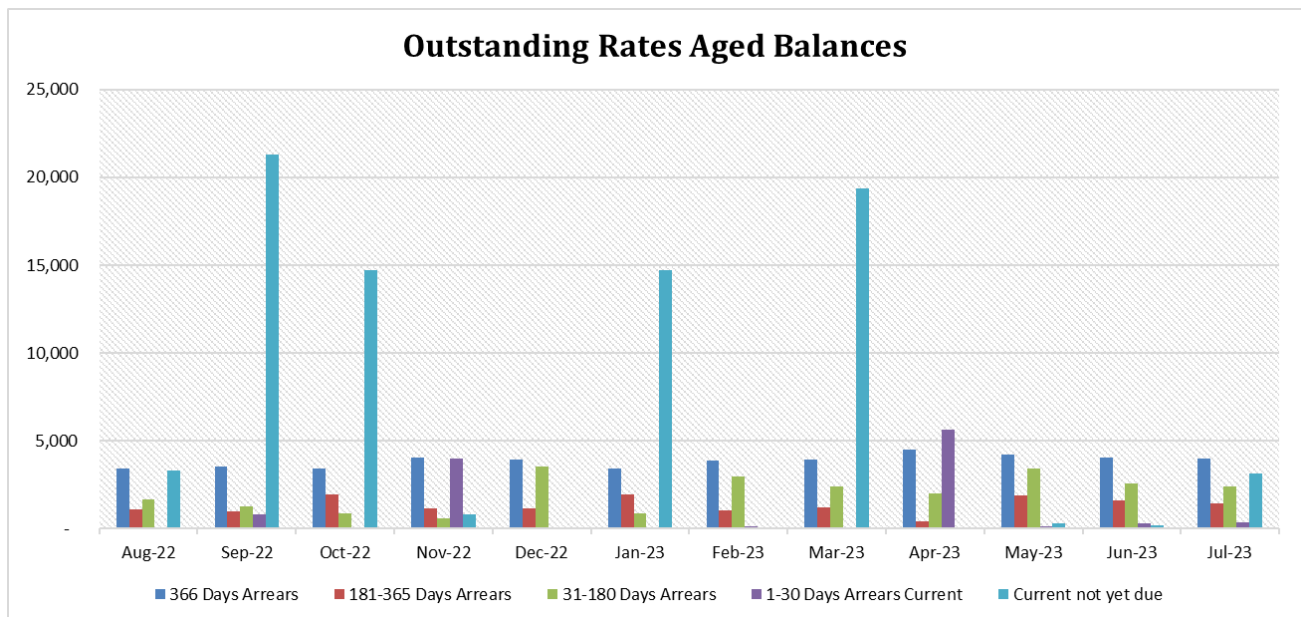
4. FINANCIAL SUSTAINABILITY RATIOS

Measures of Financial Sustainability	Measure	Target	2024 YTD Actual	Comments
Operating surplus ratio	Net operating result divided by total operating revenue	Between 0% and 10%	-1.7%	The Operating surplus ratio is on track.
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense	greater than 90%	0%	Asset sustainability ratio is below target due to delivery of capital works being behind schedule.
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue	not greater than 60%	-836.3%	Net financial liabilities ratio is above target due to low amount of rates revenue recognised in July 2023.



5. OUTSTANDING AGED RATES BALANCES

Amount in \$'000						
Month FY22/23	366 Days Arrears	181-365 Days Arrears	31-180 Days Arrears	1-30 Days Arrears Current	Current not yet due	Total
Aug-22	3,449	1,125	1,670	1	3,290	9,535
Sep-22	3,518	1,010	1,282	836	21,272	27,918
Oct-22	3,450	1,940	859	2	14,692	20,943
Nov-22	4,047	1,169	596	3,971	824	10,607
Dec-22	3,910	1,132	3,564	3	37	8,646
Jan-23	3,450	1,940	859	1	14,691	20,941
Feb-23	3,870	1,042	2,955	136	-	8,003
Mar-23	3,915	1,214	2,381	41	19,367	26,917
Apr-23	4,498	441	2,016	5,651	18	12,624
May-23	4,225	1,920	3,420	121	314	10,002
Jun-23	4,064	1,616	2,588	319	184	8,771
Jul-23	3,972	1,449	2,431	355	3,141	11,348



- Quarter 4 for non-residential and 2nd half residential Water Consumption readings have been finalised. Water Consumption Notices will be issued on the 11-08-2023 for the period 01-01-2023 to 30-06-2023.
- Notification of intention to sell for properties that are in arrears for the last 3 years, are being processed for our external debt recovery team to finalise and present to Council Meeting.

6. BORROWINGS

Council loan repayments are paid every quarter on the first working day. The balance as of 31 July 2023 was \$17.2 million.

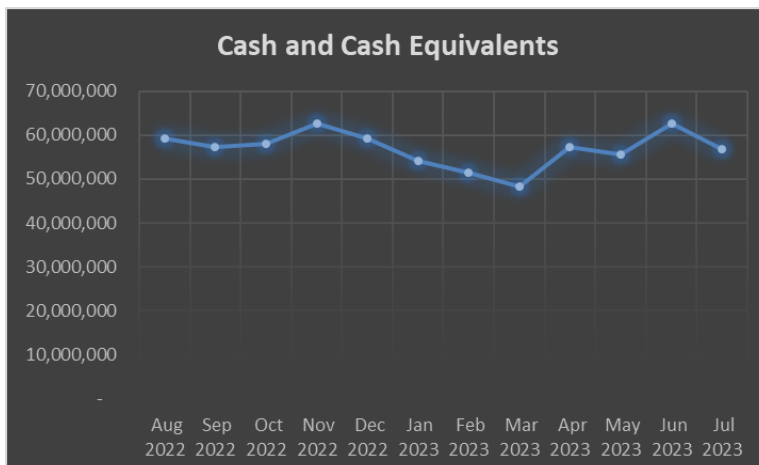
Summary of QTC Loans as at 31 July 2023					
Description	Loans Month/Year Start	Original Principal \$'000	Loan Balances \$'000	Interest Rate	Final Payment Due
Healey Heights development, Roads, Water and Sewer works	March 2009	7,000	3,229	7.28%	15/06/2029
Roads, water and sewer works	December 2009	5,000	2,503	6.39%	15/06/2030
Sewer upgrade	December 2010	5,875	2,326	6.30%	15/12/2028
Sewer upgrade	September 2011	5,000	2,857	4.89%	15/06/2032
Sewer upgrade	September 2012	5,000	3,055	5.06%	15/12/2032
Sewer upgrade	September 2013	5,000	3,242	4.32%	15/03/2034
Total		32,875	17,212		

7. CASH AND CASH EQUIVALENT MOVEMENT COMPARISON

Cash at Bank – 31 July 2023	\$56,763
Total Cash Restrictions	\$ (4,383)
TOTAL UNRESTRICTED CASH	\$52,380

MICC had \$52.4 million cash on hand at the end of July 2023. The restricted cash as defined by Council consists of grants received in advance for which MICC has contractual obligations. There are no short-term issues regarding cash on hand.

Summary of Cash and Cash Equivalents	
Month FY22/23	\$
Aug 2022	59,280,638
Sep 2022	57,313,841
Oct 2022	57,934,935
Nov 2022	62,566,501
Dec 2022	59,139,973
Jan 2023	54,230,630
Feb 2023	51,455,489
Mar 2023	48,329,305
Apr 2023	57,308,523
May 2023	55,565,084
Jun 2023	62,649,252
Jul 2023	56,763,115



COMING UP

- 7 September 2023 – Audit and Risk Committee Meeting
- 11-29 September 2023 – Year-end Audit visit

ATTACHMENTS

1. **MICC Financial Statements - 31 July 2023** [↓](#) 

Mount Isa City Council
Financial Statements
For the period ended 31 July 2023

Mount Isa City Council

Financial statements

For the period ended 31 July 2023

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Current Year Financial Sustainability Statement

Unaudited Long Term Financial Sustainability Statement

Mount Isa City Council
Statement of Comprehensive Income
For the period ended 31 July 2023

		Actual YTD FY23/24	Budget FY23/24	Actual FY22/23	Actual 2022
	Note	\$		\$	\$
Income					
Revenue					
Recurrent revenue					
Rates, levies and charges	3(a)	3,724,903	50,416,000	43,983,895	45,223,356
Fees and charges	3(b)	61,467	3,449,910	3,197,036	2,968,967
Sales revenue	3(c)	64,053	2,557,000	1,559,726	994,479
Grants, subsidies, contributions and donations	3(d)	112,943	8,322,218	21,841,397	11,874,195
Total recurrent revenue		3,963,366	64,745,128	70,582,055	61,060,997
Capital revenue					
Grants, subsidies, contributions and donations	3(d)	-	20,595,959	5,624,173	10,411,589
Total capital revenue		-	20,595,959	5,624,173	10,411,589
Rental income		1,200	-	21,061	35,700
Interest received	4(a)	355,458	2,154,567	2,449,829	902,038
Other income	4(b)	18	4,962,724	4,519,679	4,343,577
Other capital income	5	-	-	0	17,713,610
Total income		4,320,042	92,458,378	83,196,797	94,467,510
Expenses					
Recurrent expenses					
Employee benefits	6	(1,868,375)	(22,276,691)	(17,611,078)	(18,624,582)
Materials and services	7	(1,288,027)	(34,643,789)	(39,194,004)	(30,427,962)
Finance costs	8	(96,254)	(1,121,597)	(1,507,721)	(1,596,303)
Depreciation and amortisation					
Property, plant and equipment	13	(1,141,764)	(13,701,184)	(12,699,012)	(16,571,071)
Intangible assets		-	-	-	(210)
		(4,394,420)	(71,743,261)	(71,011,815)	(67,220,128)
Capital expenses	9	-	-	5,305,903	(26,540,735)
Total expenses		(4,394,420)	(71,743,261)	(65,705,912)	(93,760,863)
Net result		(74,378)	20,715,118	17,490,884	706,648
Other comprehensive income					
Items that will not be reclassified to net result					
Increase / (decrease) in asset revaluation surplus	13	-	-	132,296,808	33,968,839
Total other comprehensive income for the year		-	-	132,296,808	33,968,839
Total comprehensive income for the year		(74,378)	20,715,118	149,787,692	34,675,486
<i>"The above statement should be read in conjunction with the accompanying notes and accounting policies."</i>					
Operating					
Net operating result (excluding capital items)		(74,378)	119,158	6,560,807	(877,817)
Total operating revenue (excluding capital items)		4,320,042	71,862,419	77,572,624	66,342,311
Operating surplus ratio	A	-1.7%	0.2%	8.5%	-1.3%
	T	0-10%	0-10%	0-10%	0-10%

**Mount Isa City Council
Statement of Financial Position
For the period ended 31 July 2023**

		Actual YTD FY23/24	Budget FY23/24	Actual FY22/23	Actual 2022
Note	\$	\$	\$	\$	\$
Current assets					
Cash and cash equivalents	10	56,763,115	41,746,498	62,649,252	67,373,187
Receivables	11	15,769,786	5,713,758	14,823,469	12,277,592
Inventories	12	175,538	294,539	218,505	294,539
Contract assets	14	2,671,026	2,916,839	2,671,026	2,671,026
Total current assets		75,379,465	50,671,635	80,362,251	82,616,343
Non-current assets					
Other financial assets	20	1	1	1	1
Property, plant and equipment	13	652,000,959	577,088,422	652,946,005	508,515,985
Intangible assets		-	-	-	-
Total non-current assets		652,000,960	577,088,423	652,946,006	508,515,986
Total assets		727,380,425	627,760,058	733,308,257	591,132,329
Current liabilities					
Payables	15	1,694,229	3,705,884	8,748,833	8,533,994
Contract liabilities	14	5,433,419	4,382,510	4,382,510	4,382,510
Borrowings	16	1,975,116	1,971,482	1,892,335	1,788,991
Provisions	17	2,184,468	2,474,872	2,198,413	2,474,872
Other liabilities		-	1,025,229	-	1,025,229
Total current liabilities		11,287,233	13,559,977	17,222,092	18,205,597
Non-current liabilities					
Borrowings	16	15,319,612	13,385,837	15,319,612	17,171,456
Provisions	17	12,643,453	14,718,679	12,562,047	13,697,711
Other liabilities					2,948,279
Total non-current liabilities		27,963,065	28,104,516	27,881,659	33,817,446
Total liabilities		39,250,297	41,664,493	45,103,751	52,023,043
Net community assets		688,130,128	586,095,565	688,204,506	539,109,285
Community equity					
Asset revaluation surplus		408,612,688	289,225,229	408,612,688	276,315,879
Retained surplus		279,517,440	296,870,336	279,591,818	262,793,406
Total community equity		688,130,128	586,095,565	688,204,506	539,109,285

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

Mount Isa City Council
Statement of Changes in Equity
For the period ended 31 July 2023

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

Mount Isa City Council
Statement of Cash Flows
For the period ended 31 July 2023

Note	Actual YTD FY23/24	Budget FY23/24	Actual FY22/23	Actual 2022
	\$	\$	\$	\$
Cash flows from operating activities				
Receipts from customers	3,021,400	61,135,600	52,271,350	52,070,323
Payments to suppliers and employees	(9,174,044)	(55,700,460)	(64,255,281)	(47,188,413)
	(6,152,644)	5,435,139	(11,983,931)	4,881,909
Interest received	355,458	2,154,567	2,449,829	902,038
Operating Grants and Contributions	112,943	8,799,677	21,841,397	11,874,195
Rental & Other Income	1,218	-	4,540,740	3,660,883
Borrowing costs	(96,254)	(949,597)	(1,507,721)	(1,596,303)
Net cash inflow (outflow) from operating activities	18 (5,779,278)	15,439,787	15,340,314	19,722,721
Cash flows from investing activities				
Payments for property, plant and equipment	(189,641)	(46,051,940)	(24,728,625)	(24,925,473)
Capital Grants, Subsidies, Contributions and Donations	-	20,595,959	5,624,173	10,411,589
Proceeds from sale of property plant and equipment	-	(979,287)	777,706	877,496
Net cash inflow (outflow) from investing activities	(189,641)	(26,435,268)	(18,326,744)	(13,636,387)
Cash flows from financing activities				
Repayment of borrowings	82,781	(1,854,211)	(1,737,504)	(1,647,042)
Net cash inflow (outflow) from financing activities	82,781	(1,854,211)	(1,737,504)	(1,647,042)
Net increase (decrease) in cash and cash equivalent held	(5,886,137)	(12,849,691)	(4,723,935)	4,439,292
Cash and cash equivalents at the beginning of the financial year	62,649,252	54,596,189	67,373,187	62,933,897
Cash and cash equivalents at end of the reporting period	10 56,763,115	41,746,498	62,649,252	67,373,187

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

**Mount Isa City Council
Notes to the financial statements
For the period ended 31 July 2023**

2. Analysis of Results by Function

2(a) Components of council functions

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

Business Services and finance

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

Construction and maintenance

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

Community services

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

This function includes:

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

Planning and development

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

Transport infrastructure

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

Waste management

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

Water and Sewerage infrastructure

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

ORDINARY COUNCIL MEETING

Mount Isa City Council
Notes to the financial statements
For the period ended 31 July 2023

2 Analysis of results by function

(b) Income and expenses defined between recurring and capital are attributed to the following functions:

For the period ended 31 July 2023

Functions	Gross program income				Elimination of inter-function transactions	Total income	Gross program expenses		Elimination of inter-function transactions	Total expenses	Net result from recurrent operations	Net Result	Assets
	Recurrent		Capital				Recurrent	Capital					
	Grants	Other	Grants	Other									
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
Business services and finance	2,000	254,171	-	-	-	256,171	(1,010,395)	-	-	(1,010,395)	(754,225)	(754,225)	259,738,371
Construction and maintenance	-	64,053	-	-	-	64,053	(231,200)	-	-	(231,200)	(167,147)	(167,147)	10,415,106
Community services	78,111	9,898	-	-	-	88,009	(1,036,612)	-	-	(1,036,612)	(948,603)	(948,603)	-
Planning & development	-	44,572	-	-	-	44,572	(134,240)	-	-	(134,240)	(89,668)	(89,668)	-
Transport infrastructure	-	-	-	-	-	-	(764,525)	-	-	(764,525)	(764,525)	(764,525)	306,427,882
Waste management	-	69,970	-	-	-	69,970	(658,611)	-	-	(658,611)	(588,641)	(588,641)	82,018,178
Water infrastructure	-	3,797,268	-	-	-	3,797,268	(558,836)	-	-	(558,836)	3,238,432	3,238,432	68,780,888
Total Council	80,111	4,239,931	-	-	-	4,320,042	(4,394,420)	-	-	(4,394,420)	(74,378)	(74,378)	727,380,425
Controlled entity net of eliminations	-	-	-	-	-	-	-	-	-	-	-	-	-
Total consolidated	80,111	4,239,931	-	-	-	4,320,042	(4,394,420)	-	-	(4,394,420)	(74,378)	(74,378)	727,380,425

Mount Isa City Council
Notes to the financial statements
For the period ended 31 July 2023

3 Revenue

(a) Rates, levies and charges

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

	Actual YTD FY23/24	Budget FY23/24	Actual FY22/23	Actual 2022
	\$	\$	\$	\$
General rates	-	19,047,000	17,094,259	16,095,128
Separate rates	-	509,000	489,085	441,483
Water	-	11,058,000	10,600,847	10,295,066
Water consumption, rental and sundries	3,724,903	6,873,000	3,864,266	7,030,935
Sewerage	-	8,328,000	7,875,579	7,443,155
Waste Management	-	4,766,000	4,170,082	4,023,589
Total rates and utility charge revenue	3,724,903	50,581,000	44,094,118	45,329,354
Less: Pensioner remissions	-	(165,000)	(110,313)	(106,415)
	3,724,903	50,416,000	43,983,895	45,223,356
(b) Fees and charges				
Animal Control	9,580	221,728	193,901	282,822
Buchanan Park fees	-	200,000	7,870	-
Building and Development	14,572	577,000	550,790	499,797
Cemetery fees	-	150,000	105,984	121,783
Finance	3,738	93,600	84,176	104,430
Infringements	1,034	48,672	99,483	67,162
Other fees and charges	11,420	802,280	526,291	513,984
Refuse tip and recycling	21,124	1,356,630	1,628,541	1,378,990
	61,467	3,449,910	3,197,036	2,968,967
(c) Sales revenue				
Sale of goods revenue is recognised at the point in time that the customer obtains control of the goods, generally at delivery. Revenue from services is recognised when the service is rendered.				
Rendering of services				
Contract and recoverable works	4,418	151,500	39,211	72,454
Concrete sales	59,634	2,405,500	1,520,515	922,025
	64,053	2,557,000	1,559,726	994,479
Sale of goods				
Other	-	-	-	-
	-	-	-	-
Total Sales Revenue	64,053	2,557,000	1,559,726	994,479

Mount Isa City Council
Notes to the financial statements
For the period ended 31 July 2023

(d) Grants, subsidies, contributions and donations

Grant income under AASB 15

(i) Operating				
General purpose grants	-	8,129,818	11,536,887	9,241,844
State government subsidies and grants	112,943	192,400	10,304,510	2,632,351
	<u>112,943</u>	<u>8,322,218</u>	<u>21,841,397</u>	<u>11,874,195</u>

(ii) Capital

Capital Revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets. It also includes non-cash contributions which are usually infrastructure assets received from developers.

State & Commonwealth Government subsidies and grants	-	20,595,959	5,624,173	10,411,589
Commonwealth Government subsidies and grants	-	-	-	-
Contributions	-	-	-	-
Total capital grants, subsidies and	-	20,595,959	5,624,173	-
Less: discount allowed developer	-	-	-	-
	<u>-</u>	<u>20,595,959</u>	<u>5,624,173</u>	<u>10,411,589</u>

4 Interest and other income

(a) Interest received

Interest received from bank and term deposits is accrued over the term of the investment.

Interest received from financial institutions	188,366	1,583,933	1,708,523	334,990
Interest from overdue rates and utility charges	167,092	570,634	741,306	567,048
	<u>355,458</u>	<u>2,154,567</u>	<u>2,449,829</u>	<u>902,038</u>

(b) Other income

Dividends are recognised when they are declared.

Dividend (Mount Isa Water Board)	-	3,625,294	3,495,031	3,625,183
Other income	18	1,337,430	1,024,648	718,394
	<u>18</u>	<u>4,962,724</u>	<u>4,519,679</u>	<u>4,343,577</u>

Actual YTD FY23/24	Budget FY23/24	Actual FY22/23	Actual 2022
\$	\$	\$	\$

5 Other Capital income

Gain / loss on disposal of non-current assets

Proceeds from sale of property, plant and equipment	-	-	777,706	129,677
Less: Carrying value of disposed property, plant and equipment	-	-	(732,616)	-
	<u>-</u>	<u>-</u>	<u>45,090</u>	<u>129,677</u>

Provision for restoration of land

Adjustment due to change discount rate	-	-	-	17,583,933
Adjustment due to change in inflation rate	-	-	-	-
Adjustment due to change in cost estimate	-	-	(5,560,088)	-

Total Other Capital Income

	<u>-</u>	<u>-</u>	<u>(5,560,088)</u>	<u>17,583,933</u>
Revaluations				
Revaluation increment of property, plant and equipment	-	-	-	-
Revaluation increment / (decrement) relating to investment property	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

6 Employee benefits

Employee benefit expenses are recorded when the service has been provided by the employee.

Staff wages and salaries	1,410,702	16,256,314	13,226,419	14,046,277
Councillors' remuneration	58,246	543,094	504,130	490,307
Annual, Sick and Long Service Leave Entitlements	267,953	3,409,560	2,148,234	2,674,473
Workers compensation Insurance	-	300,000	194,747	250,172
Fringe Benefits Tax (FBT)	-	79,774	60,334	47,269
Superannuation	131,474	2,390,124	1,477,214	1,689,232
	<u>1,868,375</u>	<u>22,978,865</u>	<u>17,611,078</u>	<u>19,197,730</u>
Other employee related expenses	-	-	-	-
	<u>1,868,375</u>	<u>22,978,865</u>	<u>17,611,078</u>	<u>19,197,730</u>
Less: Capitalised employee expenses	-	(702,175)	-	(573,148)
	<u>1,868,375</u>	<u>22,276,691</u>	<u>17,611,078</u>	<u>18,624,582</u>

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

Mount Isa City Council
Notes to the financial statements
For the period ended 31 July 2023
7 Materials and services

Advertising, marketing and promotion	-	-	-	36,596
Audit Fees *	-	220,000	164,665	111,350
Bulk Water Purchases	269,785	13,886,217	11,966,377	12,373,729
Communications and IT	142,531	1,602,224	2,078,400	1,294,710
Council Enterprises Support	94,628	1,090,000	1,872,734	1,783,008
Governance and Promotions	45,409	2,432,406	1,572,701	1,339,980
Land Use Planning and Regulation	5,681	393,000	179,354	104,788
Parks and Gardens	39,491	1,980,000	1,881,045	1,524,829
Road Maintenance	158,699	2,088,821	1,877,162	2,403,067
Flood Works	242,523	-	5,559,227	2,087,436
Utilities	-	-	-	732,615
Vehicle and plant operating costs	48,828	1,965,478	2,233,123	1,845,889
Waste Levy Payments (Total)	-	2,073,949	1,827,469	1,834,836
Waste Levy Refund **	-	(863,760)	(1,603,299)	(884,305)
Waste Management	5,199	2,198,869	1,042,790	874,973
Water and Sewerage Maintenance	52,095	2,056,716	1,743,391	1,529,501
Other materials and services	183,158	3,519,869	6,798,865	357,250
	<u>1,288,027</u>	<u>34,643,789</u>	<u>39,194,004</u>	<u>30,427,962</u>

	Actual YTD FY23/24	Budget FY23/24	Actual FY22/23	Actual 2022
	\$		\$	\$
8 Finance costs				
Finance costs charged by the Queensland Treasury Corporation	82,781	949,597	1,066,308	1,156,769
Bank charges	13,473	172,000	187,228	190,830
Impairment of receivables	-	-	-	-
Unwinding of discount on provisions	-	-	254,185	248,704
	<u>96,254</u>	<u>1,121,597</u>	<u>1,507,721</u>	<u>1,596,303</u>
9 Capital expenses				
Disposal of non current asset				
Property, plant and equipment	-	-	-	(5,606,422)
Total impairment losses/write off recorded as expenses	-	-	-	(5,606,422)
Loss on disposal of non-current assets				
Proceeds from sale of property, plant and equipment	-	-	-	554,600
Less: Carrying value of disposed property, plant and equipment	-	-	-	(722,324)
	-	-	-	(167,724)
Provision for restoration of land				
Adjustment due to change in cost estimate	-	-	-	(3,833,327)
Adjustment due to change in inflation	-	-	-	(16,933,261)
	-	-	-	(20,766,589)
Revaluation decrement				
Revaluation decrement on property, plant and equipment	-	-	-	-
Landfill rehabilitation				
Adjustment due to discount rate change	-	-	-	-
Adjustment due to change in inflation rate	-	-	5,305,903	-
	-	-	5,305,903	-
Total Capital expenses	-	-	5,305,903	(26,540,735)

Mount Isa City Council
Notes to the financial statements
For the period ended 31 July 2023

	Actual YTD FY23/24	Budget FY23/24	Actual FY22/23	Actual 2022
	\$	\$	\$	\$
10 Cash and cash equivalents				
Cash at bank and on hand	1,011,554		2,479,231	272,407
Deposits at call	55,751,561	41,746,498	60,170,021	67,100,780
Term deposits	-			
Balance per Statement of Financial	56,763,115	41,746,498	62,649,252	67,373,187
Less bank overdraft				
Balance per Statement of Cash Flows	56,763,115	41,746,498	62,649,252	67,373,187
Cash and cash equivalents	56,763,115	41,746,498	62,649,252	67,373,187
Less: Externally imposed restrictions on cash	(5,433,419)		(5,944,512)	(5,944,512)
Unrestricted cash	51,329,696	41,746,498	56,704,740	61,428,675
Council's cash and cash equivalents are subject to a number of external restrictions that limit amounts available for discretionary or future use. These include:				
Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:				
Unspent Government Grants and Subsidies	5,433,419	-	4,382,510	4,382,510
Special Rate Levies Unspent		-	1,333,520	1,333,520
Unspent developer contributions		-	228,482	228,482
Total externally imposed restrictions on cash assets	5,433,419	-	5,944,512	5,944,512
Cash and deposits at call are held in the Westpac Bank and business cheque accounts.				
Trust funds held for outside parties				
Monies collected or held on behalf of other entities yet to be paid out		-	-	26,168
Security deposits		-	-	1,667
				27,835

	Actual YTD FY23/24	Budget FY23/24	Actual FY22/23	Actual 2022
	\$	\$	\$	\$
11 Receivables				
Current Trade and Other Receivables				
Rates and charges	10,076,101	5,713,758	7,139,416	6,094,863
Statutory Charges (Water charges not yet levied)	-		-	1,212,584
GST Recoverable	897,292		527,414	571,816
Prepayments	220,583		-	245,813
Other debtors	4,449,310		7,030,139	4,268,140
	15,643,286	5,713,758	14,696,969	12,393,217
Less: Expected credit losses				
Rates and general debtors	126,500		126,500	(115,624)
Total Current Trade and Other Receivables	15,769,786	5,713,758	14,823,469	12,277,592
12 Inventories				
Stores and raw materials held for resale are valued at the lower of cost and net realisable value and include, where applicable, direct material, direct labour and an appropriate portion of variable and fixed overheads.				
Inventories held for distribution				
Other trading stocks	-	294,539	-	
Quarry and road materials	129,777		184,098	226,475
Plant and equipment stores	45,761		34,406	68,064
	175,538	294,539	218,505	294,539
Total inventories	175,538	294,539	218,505	294,539

Mount Isa City Council
Notes to the financial statements
For the period ended 31 July 2023

13 Property, Plant and Equipment

Council

Basis of measurement

Fair value category

Asset values

Opening gross value as at 1 July 2023

Additions

Disposals

Revaluation

Write off

Write off from WIP

Assets transferred to investment property

Transfers between classes

Closing gross value as at 31 July 2023

Accumulated depreciation and impairment

Opening balance as at 1 July 2023

Depreciation expense

Depreciation on disposals

Revaluation

Impairment adjustment to asset revaluation surplus

Write off

Assets classified as held for sale

Assets transferred to investment property

Transfers between classes

Accumulated depreciation as at 31 July 2023

Total Written Down Value as at 31 July 2023

	Land and improvements	Buildings and Other Structures	Other plant and equipment	Road, drainage and bridge network	Water	Sewerage	Other infrastructure assets	Work in progress	Total	Intangible Asset Software
	Fair Value Level 2	Fair Value Levels 2 & 3	At Cost	Fair Value Level 3	Fair Value Level 3	Fair Value Level 3	Fair Value Level 3	Cost		Cost
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening gross value as at 1 July 2023	6,873,636	170,340,886	20,789,502	455,472,936	177,988,478	142,935,803	-	33,818,904	1,008,218,144	-
Additions	-	-	-	-	-	-	-	594,659	594,659	-
Disposals	-	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-	-
Write off	-	-	-	-	-	-	-	-	-	-
Write off from WIP	-	-	-	-	-	-	-	-	-	-
Assets transferred to investment property	-	-	-	-	-	-	-	-	-	-
Transfers between classes	-	-	-	-	-	-	-	-	-	-
Closing gross value as at 31 July 2023	6,873,636	170,340,886	20,789,502	455,472,936	177,988,478	142,935,803	-	34,411,563	1,008,812,803	-
Opening balance as at 1 July 2023	-	26,498,029	10,611,739	148,796,863	109,036,118	60,767,331	-	-	356,670,080	-
Depreciation expense	-	178,073	178,197	463,729	171,472	150,293	-	-	1,141,764	-
Depreciation on disposals	-	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-	-
Impairment adjustment to asset revaluation surplus	-	-	-	-	-	-	-	-	-	-
Write off	-	-	-	-	-	-	-	-	-	-
Assets classified as held for sale	-	-	-	-	-	-	-	-	-	-
Assets transferred to investment property	-	-	-	-	-	-	-	-	-	-
Transfers between classes	-	-	-	-	-	-	-	-	-	-
Accumulated depreciation as at 31 July 2023	-	26,676,102	10,789,936	149,220,592	109,207,590	60,917,624	-	-	356,811,844	-
Total Written Down Value as at 31 July 2023	6,873,636	143,664,784	9,999,567	306,252,344	68,780,888	82,018,178	-	34,411,563	652,000,959	-

Mount Isa City Council
Notes to the financial statements
For the period ended 31 July 2023

14 Contract balances

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

(a) Contract assets

	Actual YTD FY23/24	Budget FY23/24	Actual FY22/23	Actual 2022
	\$	\$	\$	\$
	2,671,026	2,916,839	2,671,026	2,671,026

(b) Contract liabilities

Funds received upfront to construct Council controlled assets	3,753,521	-	2,702,612	2,702,612
Non-capital performance obligations not yet satisfied	1,679,898	4,382,510	1,679,898	1,679,898
	5,433,419	4,382,510	4,382,510	4,382,510

15 Payables

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

Current

Creditors	1,689,857	3,705,884	6,724,432	7,100,414
Prepaid rates	-	-	1,631,432	1,212,584
Other creditors	222,432	-	392,969	220,996
	1,694,229	3,705,884	8,748,833	8,533,994

16 Borrowings

Current

Loans - QTC	1,975,116	1,971,482	1,892,335	1,788,991
	1,975,116	1,971,482	1,892,335	1,788,991

Non-current

Loans - QTC	15,319,612	13,385,837	15,319,612	17,171,456
	15,319,612	13,385,837	15,319,612	17,171,456
Opening balance at beginning of financial year	17,211,947	17,211,530	18,960,447	20,607,490
Principal repayment	82,781	(1,854,211)	(1,748,499)	(1,647,042)
Book value at end of financial year	17,294,728	15,357,318	17,211,947	18,960,447

17 Provisions

Current

Annual leave	1,482,809	1,762,798	1,453,489	1,523,413
Long service leave	701,659	712,074	744,924	951,459
Waste Levy Term Advance	-	1,025,229	-	-
Total Current Provisions	2,184,468	3,500,101	2,198,413	2,474,872

Non-Current

Long service leave	302,628	308,076	285,913	139,111
Landfill rehabilitation	8,252,697	14,410,603	8,252,697	13,558,600
Waste Levy Term Advance	4,088,129	-	4,023,438	-
Total Non-Current Provisions	12,643,453	14,718,679	12,562,047	13,697,711

Landfill rehabilitation

Balance at beginning of financial year	8,252,697	-	13,517,174	14,238,600
Increase due to unwinding of discount	8	-	254,185	234,610
Adjustment due to change in cost estimate	5,9	-	4,247,859	(357,538)
Increase/(decrease) due to change in discount rate	5,9	-	(9,766,521)	(3,988,432)
Balance at end of financial year	8,252,697	-	8,252,697	13,517,174

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

Mount Isa City Council
Notes to the financial statements
For the period ended 31 July 2023

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

Net result	(74,378)	17,490,884	706,648
Non-cash items:			
Write off of Prior years WIP to Profit and Loss	-	-	-
Depreciation and amortisation	1,141,764	12,699,012	16,571,281
Unwinding discount on provisions	-	254,185	248,704
Impairment/write off	-	(5,260,815)	5,606,422
Net (profit)/loss on disposal of non-current assets	-	(45,090)	38,047
Capital grants and contributions	-	(5,624,173)	(10,411,589)
	1,141,764	2,023,119	15,235,520
Changes in operating assets and liabilities:			
(Increase)/ decrease in receivables	(946,317)	3,397,098	(1,371,446)
(Increase)/ decrease in contract assets	-	-	(386,923)
(Increase)/decrease in inventory	42,967	133,594	(50,012)
Increase/(decrease) in payables	(7,054,604)	(7,720,842)	825,508
Increase/(decrease) in contract liabilities	1,050,909	-	541,748
Increase/(decrease) in other liabilities	-	-	3,973,508
Increase/(decrease) in employee leave entitlements	(13,946)	16,460	248,170
	(6,920,990)	(4,173,690)	3,780,554
Net cash inflow from operating activities	(5,853,604)	-	15,340,314

19 Reconciliation of liabilities arising from financing activities

2024	As at 30 June 2023 \$	Cash flows \$	As at 31 July 2023 \$
Borrowings	17,211,530	82,781	17,294,309
2023	As at 30 June 2022 \$	Cash flows \$	As at 30 June 2023 \$
Borrowings	18,960,448	(1,748,917)	17,211,530
2022	As at 30 June 2021 \$	Cash flows \$	As at 30 June 2022 \$
Borrowings	20,607,490	(1,647,042)	18,960,448
2021	As at 30 June 2020 \$	Cash flows \$	As at 30 June 2021 \$
Borrowings	22,159,126	(1,551,636)	20,607,490

11.2 SPLASHEZ OVERVIEW REPORT- JULY 2023**Document Number:** 795545**Author:** Manager Economic and Community Development**Authoriser:** Director Corporate and Community**Directorate:** Corporate and Community**Portfolio:** Finance, Customer Services, Economic Development, Promotion & Community Development, Arts

Tourism, Events, Sports and Recreation, Library

EXECUTIVE SUMMARY

The July 2023 Splashez Overview Report is presented to Council for information and consideration.

RECOMMENDATION

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

OPERATIONAL OVERVIEW

July 2023 has been our second month of trading at Winter hours for this season. The unexpected heavy rainfall saw a day of closure for safety. The Kiosk has been promoting Winter specials throughout the month, and a few warmer weeks, encouraging further patrons to visit for pool use.

FINANCIAL SUMMARY

	\$ Month of July 2022 Actual	\$ Month of July 2023 Actual	\$ Month of July 2023 Budget	\$ 2023/2024 Full Year Budget
Revenue				
Admission*	5,251	3,493	6,552	251,680
Kiosk*	307	2,098	700	176,800
TOTAL REVENUE	5,558	5,592	7,252	428,480
Expenses				
Kiosk Cost of Sales (COS)**	-	507	1,000	90,000
Wages***	8,666	13,204	14,000	413,098
Electricity****	1,640	-	-	110,000
Chlorine/Chemical*****	-	3,740	3,800	120,000
Maintenance & Running Cost	174	-	250	90,700
Rates & Charges	-	-	-	55,000
Depreciation*****	772	7,604	3,237	38,849
TOTAL EXPENSES	11,252	25,055	22,287	917,647
NET DEFICIT	(5,694)	(19,463)	(15,035)	(489,167)
CAFÉ MARGIN	100%	76%	-43%	49%

*Admission and Kiosk Revenue – a general decrease in normal trade due to the change of season, income below budget due to original income budget figure set on last years budget and not actual trading. Amendments to be proposed at quarter one review 2023.

**Kiosk Cost of Sales – Coca Cola \$507.46

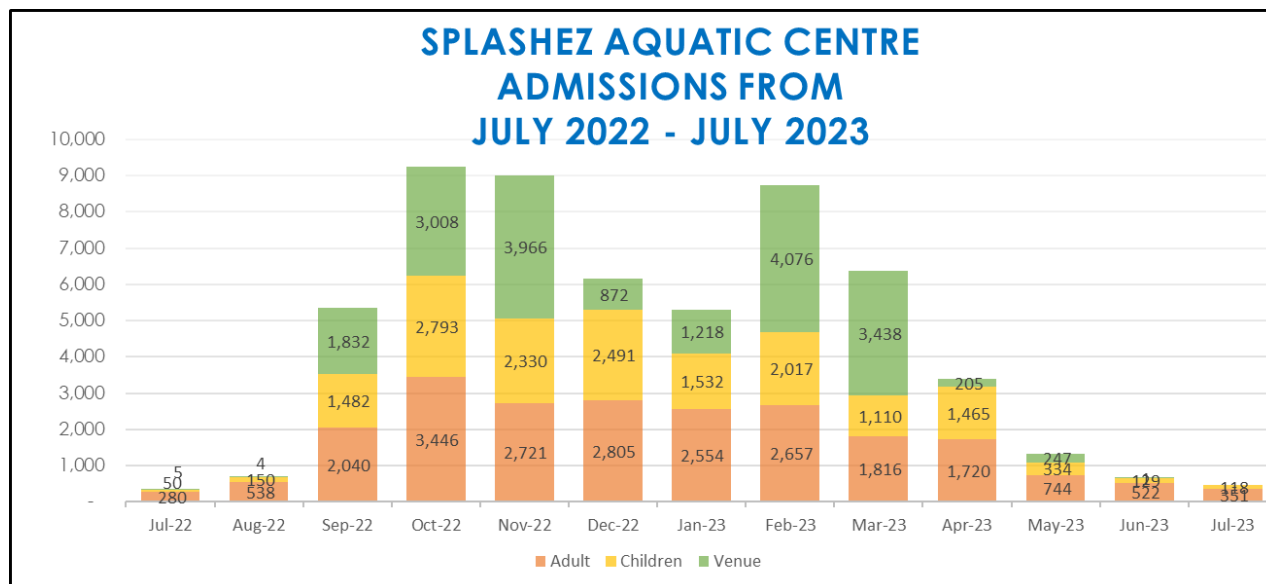
***Wages – Includes 2 pay runs 28/6/23 \$1,627.16 and 13/7/23 \$11,576.51

****Electricity – timing difference with payment of electricity bill for the month of July 2023.

****Chlorine/Chemical – Coogee Chemicals \$3,740 (chlorine)

****Depreciation- the amount from July 2022 was smaller due to the timing of rolling of depreciation value to the next financial year. The depreciation amount used in July 2023 was the same as May 2023 as depreciation has not rolled yet to the 2023-24 financial year.

ADMISSIONS



*Venue Hire includes school Learn-to-Swim, school carnivals, aqua aerobics, Isa Heat, Army Reserve Trainings, physiotherapy, and pool hire.

ACTIVITIES

No programs or activities were held in July 2023. The warmer weather on the school holidays saw families attend with friends.

The month of July 2023 has noticed an increase in tourist use of the facility as we are in the peak of the tourist season now, with a lot of travellers making use of the facilities.

EVENTS (Pre-bookings for September 2023 to November 2023)

Dates	Event / Activity
1 September 2023	Resume Summer Trading Hours
1 September 2023	Spinifex Year 12 Lifesaving
8 September 2023	Central State School Swimming Carnival
9, 10 September 2023	Austswim Teacher of Swimming Course
11, 12, 13, 14 September 2023	Central State School Learn to Swim Lessons
15 September 2023	Good Shepherd Swimming Carnival
3, 4, 5, 6, 9, 10, 11, 12, 13 October 2023	Spinifex Year 12 Lifesaving
4, 11, 18, 25 October 2023	Mount Isa Heat Swim Club Night
9, 10, 11, 12, 16, 17, 18, 19 October 2023	Sunset State School Learn to Swim Lessons
10 October 2023	School of the Air Swimming Carnival

16, 17, 18, 19, 20 October 2023	Townview State School Learn to Swim Lessons
17, 18, 19 October 2023	Burketown State School Learn to Swim Lessons
23, 24, 25, 26, 27 October 2023	Barkly Hwy State School Learn to Swim Lessons
1, 8, 15, 22, 29 November 2023	Mount Isa Heat Swim Club Night
13, 14, 15, 16 November 2023	Happy Valley State School Learn to Swim Lessons
23 November 2023	Happy Valley State School Year 6 Graduation Party

MAINTENANCE

Minor repairs around the pool were completed (tiling, concrete, and line marking continued).

ISSUES/IDENTIFIED RISKS

NIL

ATTACHMENTS

Nil

11.3 CORPORATE SERVICES OVERVIEW REPORT - JUNE 2023 AND JULY 2023**Document Number:** 796405**Author:** Senior Customer Service Officer**Authoriser:** Director Corporate and Community**Directorate:** Corporate and Community**Portfolio:** Finance, Customer Services, Economic Development, Promotion & Community Development, Arts**EXECUTIVE SUMMARY**

The June 2023 and July 2023 Corporate Services Overview Report is presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the June 2023 and July 2023 Corporate Services Overview Report as presented.

OVERVIEW

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

STATISTICS**June 2023 and July 2023 Communications Summary:**

	June 2023	July 2023
Calls received	2050	1674
Emails received	1902	1565
Letters received	197	89

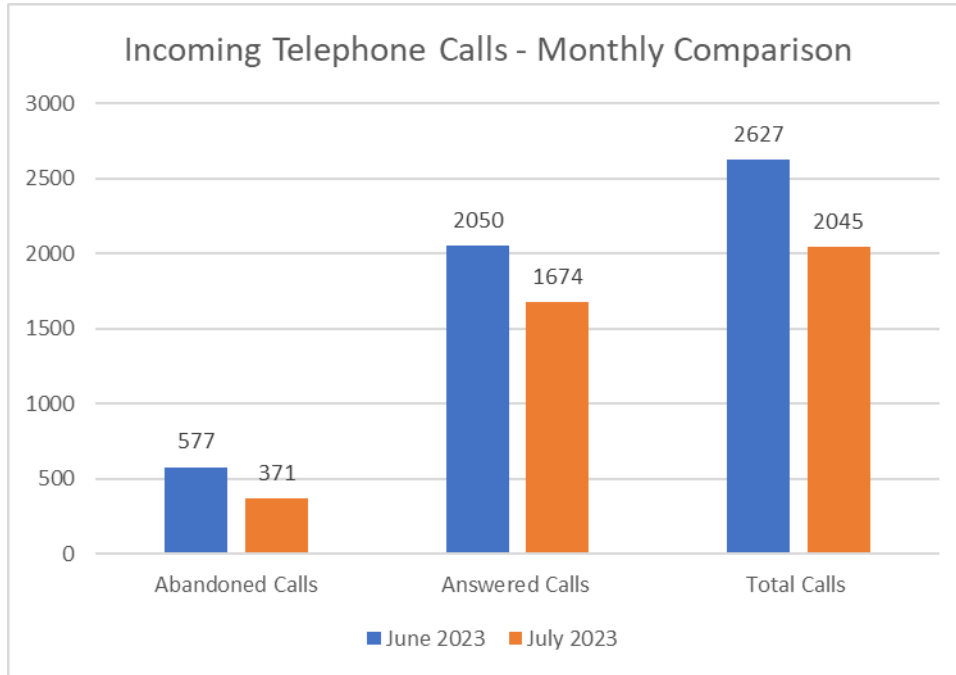
June 2023 and July 2023 Summary:

- June 2023 - 450 total cases
- July 2023 – 308 total cases

Top 4 Departments:

	June 2023	July 2023
Water & Sewerage	188	154
Local Laws	84	59
Revenue	135	38
Waste Management	19	29

Telephone Activity- Total Incoming Calls



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

Telephone Call Response Time

In June 2023, 76.00% of 2050 answered calls were responded to within 60 seconds, in comparison to July 2023 where 87.50% of 1674 calls were responded to within 60 seconds.

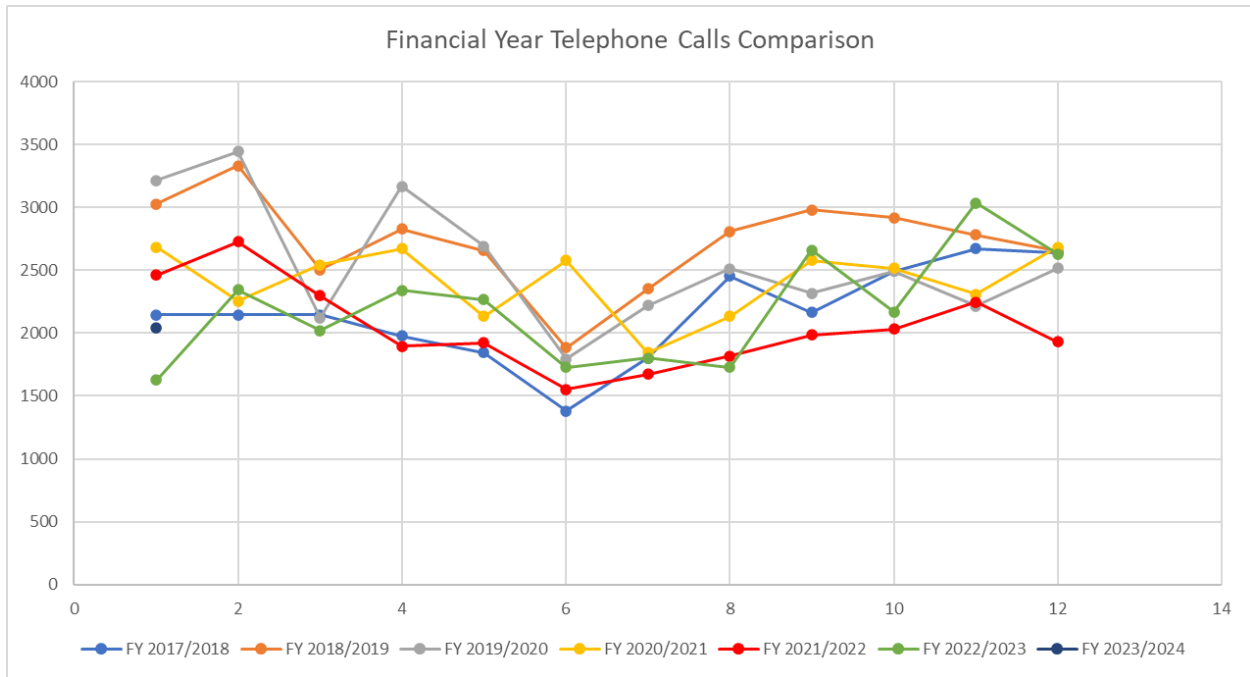
Across both months, the most frequent transfers of calls were to Local Laws Administration, Development and Land Use Administration, and Water & Sewer Administration.

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

Telephone calls averaged 93 per day (22 business days during June 2023), and in July 2023 calls averaged 80 per day (21 business days).

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

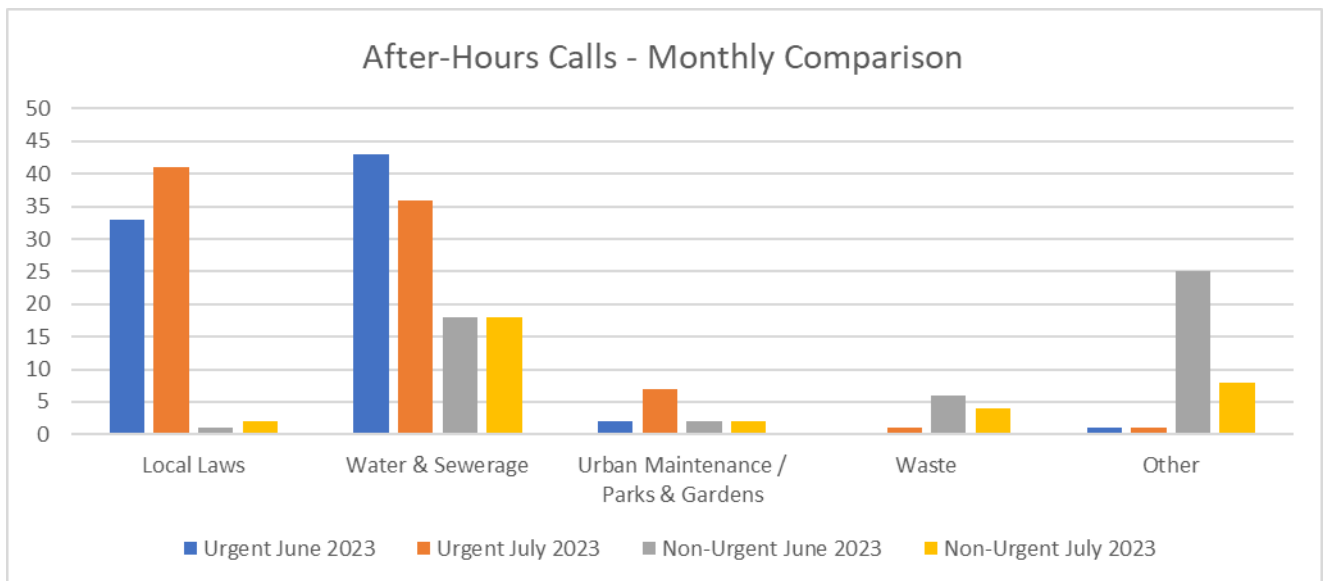
Monthly Telephone Calls – Financial Year Comparison 2017- 2024



Vodafone After-Hours Summary Report – By Department

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

A total of 131 calls were received by the after-hours service in June 2023, and a total of 120 calls in July 2023, across both months, the most common urgent requests were pertaining to water leaks, roaming dogs, animal attacks, and missed bin collections.



Incoming Written Communication

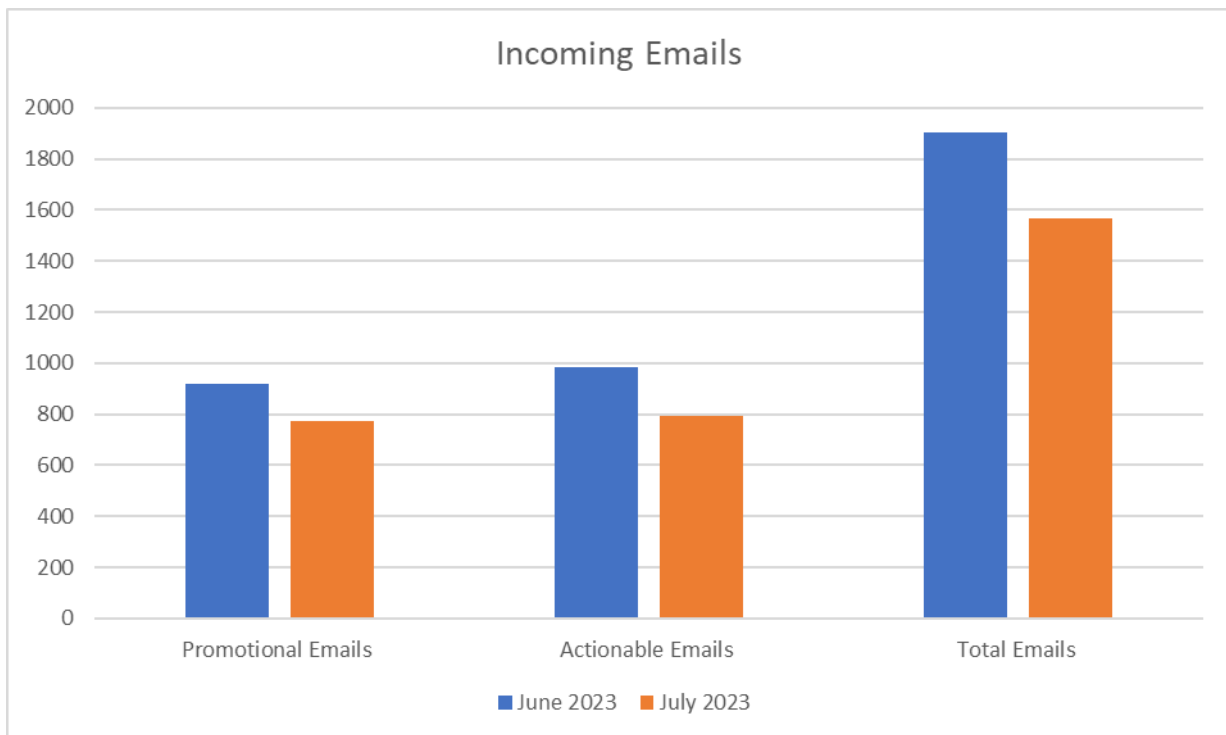
The city@mountisa.qld.gov.au email address receives emails from customers and organisations external to Council. Customer Services monitors this address, and emails requiring action are either responded to in the first instance, entered as an iCasework, or forwarded to the relevant department.

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

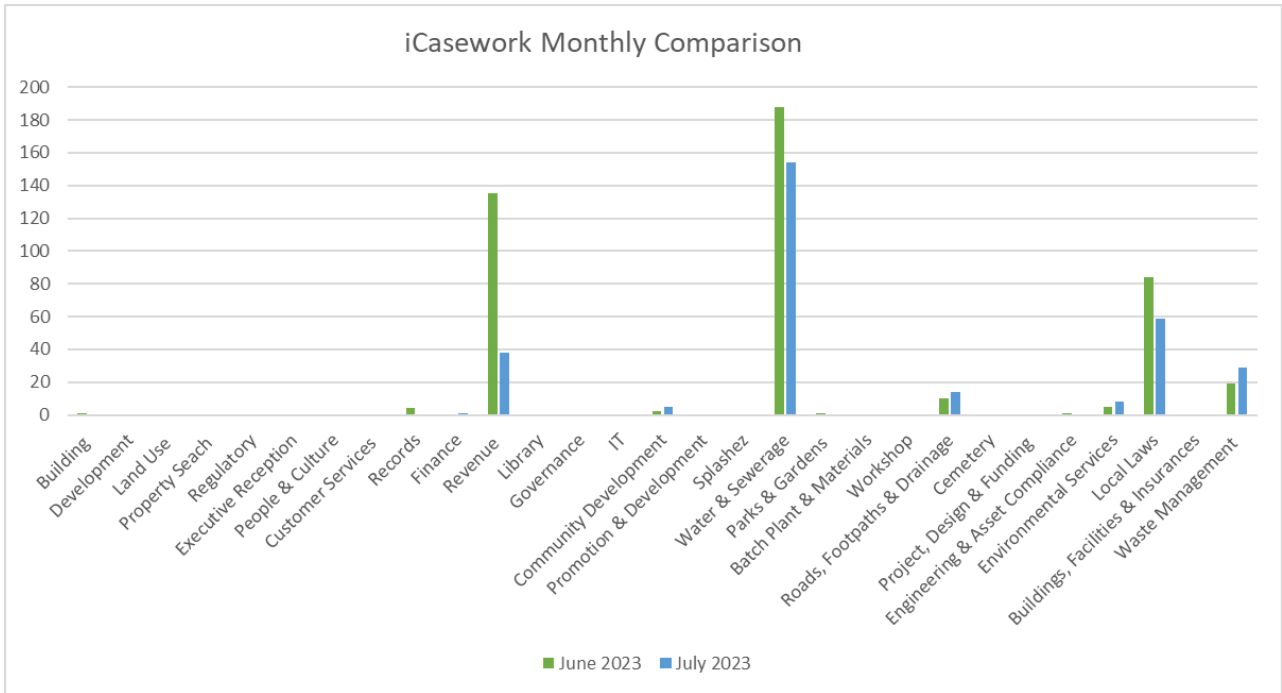
Emails in June 2023 averaged 86 per day (22 business days), and emails in July 2023 averaged 75 per day (21 business days).

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

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



iCasework Summary Comparison June 2023 and July 2023.



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

ATTACHMENTS

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

CORPORATE SERVICES MONTHLY REPORT – JUNE 2023 AND JULY 2023

iCasework Summary June 2023 and July 2023

iCasework is used to assign enquiries, applications, service requests and complaints through to the relevant departments within Mount Isa City Council. During June 2023, 450 cases were created, with 225 remaining open at the end of the month; and 308 cases were created during July 2023, with 203 remaining open at the end of the month.

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

iCasework All Departments Summary: June 2023 and July 2023 Comparison						
Department	Service Team	Case Type	June 2023	Open Cases June 2023	July 2023	Open Cases July 2023
Chief Executive Officer						
Development, Land Use & Planning	Building	Applications	1	0	0	0
		Enquiries	0	0	0	0
		Service Requests	0	0	0	0
		Total	1	0	0	0
	Development	Applications	0	0	0	0
		Enquiry	0	0	0	0
		Service Requests	0	0	0	0
		Total	0	0	0	0
	Land Use	Service Requests	0	0	0	0
		Enquiries	0	0	0	0
		Total	0	0	0	0
	Property Search	Applications	0	0	0	0
		Total	0	0	0	0
	Regulatory	Service Requests	0	0	0	0
		Total	0	0	0	0
Executive Services	Governance	Complaints	0	0	0	0
		Enquiries	0	0	0	0
		Total	0	0	0	0
	Executive Reception	Service Requests	0	0	0	0
		Enquiries	0	0	0	0
		Complaint	0	0	0	0
Total	0	0	0	0		
People & Culture	People & Culture	Enquiries	0	0	0	0
		Total	0	0	0	0
Corporate & Community						
Corporate Services	Customer Service	Enquiries	0	0	0	0
		Service Requests	0	0	0	0
		Total	0	0	0	0
	Records	Service Requests	4	0	0	0
		Total	4	0	0	0
	Revenue	Complaints	0	0	1	1
		Service Requests	135	0	37	2
		Total	135	0	38	3
	Finance	Service Requests	0	0	1	0
		Applications	0	0	0	0
		Total	0	0	1	0
	Environmental & Regulatory Services	Environmental Services	Service Requests	4	0	6
Applications			1	0	2	1
Total			5	0	8	1
Local Laws		Service Requests	79	51	53	37
		Applications	4	0	6	3
		Complaints	1	0	0	0
		Total	84	51	59	40
Library	Library	Service request	0	0	0	0
		Total	0	0	0	0
Information Technology	IT	Service request	0	0	0	0
		Total	0	0	0	0

CORPORATE SERVICES MONTHLY REPORT – JUNE 2023 AND JULY 2023

Community Development	Community Development	Application	2	1	5	4
		Enquiries/ Service Requests	0	0	0	0
		Total	2	1	5	4
	Promotion & Development	Service Requests	0	0	0	0
		Complaints	0	0	0	0
		Total	0	0	0	0
	Splashez	Service Requests	0	0	0	0
		Total	0	0	0	0
	Department	Service Team	Case Type	June 2023	Open Cases June 2023	July 2023
Infrastructure Services						
Water & Sewer	Water and Sewer	Service Requests	185	169	154	152
		Applications	3	3	0	0
		Complaints	0	0	0	0
		Enquiries	0	0	0	0
		Total	188	172	154	152
Works & Operations	Parks & Gardens	Service Requests	1	0	0	0
		Complaints	0	0	0	0
		Enquiries	0	0	0	0
		Total	1	0	0	0
	Batch Plant & Materials	Enquiry/Service Requests	0	0	0	0
		Total	0	0	0	0
	Workshop	Service Requests	0	0	0	0
		Total	0	0	0	0
	Road Footpath & Drainage	Service Requests	10	1	14	2
		Complaints	0	0	0	0
		Total	10	1	14	2
	Cemetery	Service Requests	0	0	0	0
		Enquiries	0	0	0	0
Total		0	0	0	0	
Technical Services & Major Projects	Project, Design & Funding	Service Request	0	0	0	0
		Enquiries	0	0	0	0
		Total	0	0	0	0
	Engineering & Compliance	Service Request	1	0	0	0
		Applications	0	0	0	0
		Enquiries	0	0	0	0
Total	1	0	0	0		
Building, Facilities & Insurance	Building, Facilities & Insurance	Service request	0	0	0	0
		Total	0	0	0	0
Department	Service Team	Case Type	June 2023	Open Cases June 2023	July 2023	Open Cases July 2023
Executive Services						
Waste Management	Waste Management	Service Requests	19	0	29	9
		Complaint	0	0	0	0
		Enquiries	0	0	0	0
		Total	19	0	29	9
iCaseworks Case Totals			450	225	308	211

11.4 LOCAL LAWS OVERVIEW REPORT - MAY 2023 TO JULY 2023**Document Number:** 796961**Author:** Manager, Environment, Regulatory Services and Land Use**Authoriser:** Director Corporate and Community**Directorate:** Corporate and Community**Portfolio:** Environmental Management, Waste Management, Environmental Health, Water and Sewerage, Local Laws, Camooweal**EXECUTIVE SUMMARY**

This report is a Local Laws Department activity report for the months of May 2023 to July 2023. It is presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the Local Laws Overview Report for May 2023 to July 2023 as presented.

OVERVIEW

The Department continues to face challenges in the wake of increased public callouts on wandering dogs and feral cats loose in the community. In addition to the wandering dogs and cats issue, Council staff have been fielding calls on increasingly aggressive dogs attacking people, other dogs, and other domestic animals. Occasionally staff had to seek assistance from the Queensland Police Service to execute property inspections and searches. A few dogs have been reclassified as dangerous dogs following various incidents. Declaration of a dog comes with a stringent condition regime which the dog owner has to observe for compliance at all times.

The department has also been dealing with a number of noise nuisances, horse paddock inspections, abandoned and overgrown properties, abandoned vehicles, public parks/footpath use hire, parking, and illegal camping.

The department is sending dog registration renewal letters to all dog owners this month for this financial year.

BACKGROUND

The following table shows animal pound statistics in the last three months.

Dogs & Cats Impounded	May-23	Jun-23	Jul-23
Dogs Impounded	44	53	51
Cats Impounded	3	7	5
Animals Adopted	5	6	3
Microchip Vouchers Redeemed	8	1	0

Customer Service Requests	May-23	Jun-23	Jul-23
Customer Service Requests on Dog Matters	59	70	62
Callouts Attended	N/A	N/A	N/A
Dog Attacks on People	4	3	1
Dog Attacks on other animals	5	4	2
Dogs declared dangerous	0	0	0
Animal Registration	26	32	36
Deceased Animal Removal	3	5	1
	May-23	Jun-23	Jul-23
Abandoned vehicles	4	9	4
Parking	1	0	1
Overgrown/accumulated materials	17	21	4
Approvals parks hire/public places	10	9	2
Horse Stable Inspection	3	2	4
Watering Restriction Breach	0	0	0
Illegal Camping	1	0	0

ATTACHMENTS

Nil

11.5 LIBRARY OVERVIEW REPORT - JUNE 2023 AND JULY 2023

Document Number: 796702

Author: Coordinator Library Services

Authoriser: Director Corporate and Community

Directorate: Corporate and Community

Portfolio: Tourism, Events, Sports and Recreation, Library

EXECUTIVE SUMMARY

The June 2023 and July 2023 Library Overview Report is presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the June 2023 and July 2023 Library Overview Report as presented.

OVERVIEW**Mini Miners Australia's Biggest Morning Tea**

On 6 June 2023, Queensland Day, the Library hosted the Mini Miners Australia's Biggest Morning Tea. This was a free event to raise funds for the Cancer Council, Queensland. Parents and children enjoyed an outdoor story time and obstacle course on the lawn outside the Library, while eating scones and fairy bread. The event was supported by Mount Isa City Council and Glencore.

Queensland Day Hospital Visit

On the afternoon of 6 June 2023, Library staff and Mayor Danielle Slade and Councillor Peta MacRae, visited the children's ward at the Mount Isa Hospital. Children in the ward were given goodie bags containing books and stationery items, and the Library donated several boxes of withdrawn Library books to the hospital for patients.

Outreach to Schools

During June 2023, Library staff visited St Joseph's School for their Under 8's Day, and Happy Valley School for NAIDOC Day. Library staff will focus in the future on going out to the community and sharing what the Library has to offer.

Recollect Seminar

On 13 June 2023, Library Services Coordinator and Library Officer were the special guests at an online webinar hosted by DatacomIT. The webinar was focused on our new historical photographic collection, Isa In Images, which has been built using the Recollect platform. Approximately 40 people viewed the webinar.

Flying Scientists

Also on 13 June 2023, the Flying Scientists visited Mount Isa. These are scientists from the Office of the Chief Scientist in Brisbane, who travel into the regions to hold community events. During their

visit to Mount Isa City Library, they presented a workshop on developing environmentally friendly vaccines to protect Queensland fruit, and another on what makes a bug, a bug.

One-on-One Tech Help and Community Meeting Room bookings

At the end of June, the Library launched its One-on-One Tech Help and the online form for community groups who wish to book the Library meeting room. If a member of the public needs technical help, they simply book at the front counter. Within a couple of days, a Library staff member with the skills to help them will set up a meeting, and spend an hour with that person, teaching them digital literacy skills.

The Library meeting room is also available for community groups to use. The Library has simplified the booking procedure, by placing a link to an online booking form on the Library website.

June/July School Holidays

The Library hosted 6 activities during the June/July 2023 School Holidays, with 72 participants. The children enjoyed engineering challenges, quizzes, and craft activities.

Scams Awareness Session

NBN held a drop-in Scams Awareness Session in early July 2023 in Mount Isa City Library. Patrons were treated to a free morning tea, and one-on-one discussions with the NBN consultants, to learn more about how to protect themselves on the internet.

STATISTICS:

VISITORS

- June 2023 - **26** days open with **2,128** visitors
- July 2023 - **26** days open with **2,339** visitors

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

- June 2023 - **4,610** transactions
- July 2023 - **5,123** transactions

COMPUTER USAGE

- June 2023 - **410** customers for a total time of **198.47** hours
- July 2023 - **645** customers for a total time of **283.02** hours

NEW MEMBERS

- June 2023 - **63** new members
- July 2023 - **62** new members

E-book and E-audiobook statistics - (From 1 June 2023 – 31 July 2023)

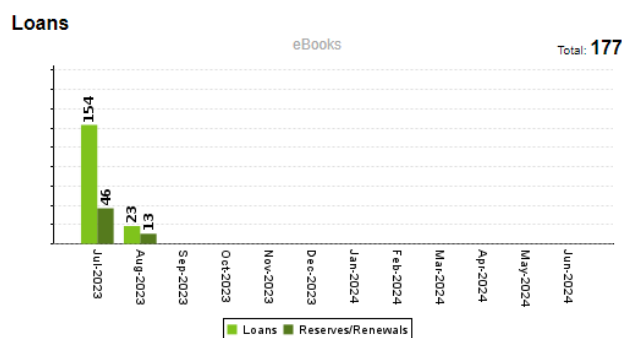
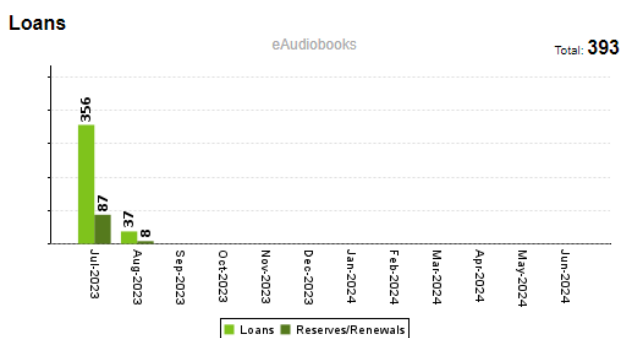
eAudiobooks by Title

658 Loans
 139 Reserves/Renewals
 1451 eAudiobooks (1448 Titles and 3 Concurrent Copies)
 55 Newly Added

eBooks by Title

294 Loans
 80 Reserves/Renewals
 1578 eBooks (1547 Titles and 31 Concurrent Copies)
 195 Newly Added

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



UPCOMING EVENTS IN AUGUST

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

1 – 5 August 2023	Library and Information Week – 3 public digital literacy workshops
4 August 2023	Outreach: Under 8’s Day, St Kieran’s School
9 August 2023	Outreach: Happy Valley Preppies School Visit
9 August 2023	Historical Talk: Rodeo in the Isa – presented by Kim-Maree Burton
14 – 19 August 2023	National Science Week – 3D printer available to the public
19 August 2023	IDCARE Cybercrime prevention and security session
21 – 25 August 2023	Book week – special kid’s night 22 August 2023
25 August 2023	Cuppa with the Councillors

ATTACHMENTS

Nil

11.6 ECONOMIC DEVELOPMENT OVERVIEW REPORT - JULY 2023

Document Number: 796276

Author: Manager Economic and Community Development

Authoriser: Director Corporate and Community

Directorate: Corporate and Community

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

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

ADVISORY COMMITTEES

Mine Workers Memorial Committee

No meetings held in the month of July 2023. Ongoing communication is maintained with the Miners Memorial committee to keep all informed of progress with the Frank Aston Hill Master Plan and Concept Design progress.

The next Mine Workers Memorial Committee meeting is scheduled for Monday 18 September 2023, which will coincide with the State Miners Memorial Ceremony scheduled for Tuesday 19 September 2023.

Motor Sports Advisory Committee

The Economic Development officer is awaiting the final report from GHD. GHD has been contacted and advice received is the final report will now be delivered by the end of August 2023, to be completed for council review and approval by the end of September 2023.

Lake Moondarra Advisory Committee

No meeting was held in the month of July 2023, a strong agenda has been recommended for a meeting to be held at the end of August 2023.

ECONOMIC DEVELOPMENT:

Regional Airlines Review

The Mount Isa City Council continues working in partnership with Queensland Airports Limited to attract Bonza Airlines to service the Mount Isa to Sunshine Coast route. Communication with Bonza and Queensland Airports will be ongoing and any further advancements in discussions will be forwarded as needed.

Funding Submissions- Growing the Regions

Three funding expressions of interest were successfully submitted to the Growing the Regions Funding portal by due date of the 1st of August 2023.

1. Outback at Isa Redevelopment Funding submission, Total Project Costs - \$25,828,767, Amount applied for - \$15,000,000.

ORDINARY COUNCIL MEETING AGENDA

2. Library Redevelopment Funding Submission, Total Project cost - \$21,766,209, Amount applied for \$15,000,000.
3. Streetscapes Redevelopment Funding submission – Total Project Costs- \$24,000,110 Amount applied for \$15,000,000.

North West Minerals Province

The Mount Isa City Council has been successful in submitting \$120k for the North West Minerals Province Funding.

The Funding is for an amenities block at Outback at Isa which will be an enabling project to grow the Spinifex Paper and Corroboree ground cultural projects. The project will require a co- contribution from council of 200k and this will be progressed for approval through the Major Projects team (capital expenditure budget).

Stakeholder Engagement

2023	Event Name/Meeting Attended	Key Speaker	Council Representative	Key items taken from the Event/Meeting
7- July	Nippon Steel Trading visit	Taro Yamada (Doctor, Tokyo University) Hiroshi Nishiyama (Doctor, Tokyo University) Tomoyuki Nakano (Manager, Mobility Planning and Development Section, Mobility Business Department, Industrial Supply and Infrastructure Division) Ken Sato (Manager, Infrastructure, Machinery and Railway Department, Industrial Supply and Infrastructure Division)	Economic Development Officer MICC Councillors Manager Environment, Regulatory Services, and Land Use	<ul style="list-style-type: none"> • Nippon Steel Trading visited Mount Isa to secure up 1000 hectares of freehold land to develop as a solar power station for hydrogen production. The MICC is assisting wherever possible.
11- July	Commerce North West Board Member meeting	Commerce North West Board	Economic Development Officer.	<ul style="list-style-type: none"> • New business location at 76 Camooweal Street • North West MPX was a financial success. • Best Dressed Premises • Northern Outback Business Awards

ORDINARY COUNCIL MEETING AGENDA

2023	Event Name/Meeting Attended	Key Speaker	Council Representative	Key items taken from the Event/Meeting
				<ul style="list-style-type: none"> New format for Business Brew/Brewery.
14-July	North West Minerals Funding Catchup	Sheridan Latter	Economic Development Officer	<p>The Mount Isa City Council has been successful in submitting \$120k for the North West Minerals Province Funding.</p> <p>The Funding is for an amenities block at Outback at Isa which will be an enabling project to grow the Spinifex Paper and Corroboree ground projects.</p>
17-July	Remote Area Services Catchup	Celine Froderman, Early Years Educator with Remote Area Families Service.	Economic Development Officer.	The MICC has assisted Celine to broaden her contact base to help local and regional families, Celine is also linking with the Mount Isa City Council Library to take part in the family's programs run weekly at the library.
21-July	Peak Services meeting	Zoe Dark, Grant Program Office Leader, Peak Services.	Economic Development Officer. Director of Corporate and Community Services.	The MICC spoke with Zoe Dark regarding availability and costings to complete Expression of Interest funding submissions for the Growing the Regions Funding Program.
27-July	Consultant Meeting.	Bronwyn Clee, Coaching and Training Co-ordinator, Bronwyn Clee and Co.	Economic Development Officer.	Bronwyn Clee has been based in the Northern Territory for several years and has some innovative initiatives relating to recruitment, HR, and small business activation.

ATTACHMENTS

Nil

11.7 COMMUNITY DEVELOPMENT OVERVIEW REPORT - JULY 2023

Document Number: 796277

Author: Manager Economic and Community Development

Authoriser: Director Corporate and Community

Directorate: Corporate and Community

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

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

EVENTS**2023 – 100 Year Celebrations**

Building Better Regions Fund (BBRF) Projects include:

- **Mount Isa Day** – completed (23 February 2023)
- **100 Years Gala Dinner** - completed (6 May 2023)
- **Road to Rodeo Event** – completed (7 May 2023)
- **North West MPX** – Underground Hospital and mine tours completed (9-10 May 2023)
- **Mount Isa Show** – Historical Display completed.
- **Isa Street Festival** – (9 August 2023)

The Milestone 3 report was completed and lodged on 31 July 2023. Almost all of the Grant Funding has been expended with only a small amount due to be claimed in the final report. This is due within 60 days of the completion of the final event. We will endeavour to lodge this claim earlier than this timeline.

CIVIC CENTRE AND BUCHANAN PARK

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

- NAIDOC Ball
- NAIDOC Family Fun Day
- NAIDOC Flag raising and lowering ceremonies.
- Driverless Car Project Launch and demonstrations
- MICE 100 Year Concert
- JCU Conference Dinner

August 2023 will see the Street Festival and Rodeo across the two venues. In addition, the Civic Centre will host a range of other events including a Copperstring Information session, a Women's' Legal Service event, Local Laws training and the CNW Expo.

CITIZENSHIP CEREMONIES – 13 July 2023

Ceremonies held for 23 Conferees from:

Egypt, Saudi Arabia, South Africa, India, Nepal, Philippines, Fiji, Honduras, China, United Kingdom And Tanzania. Mayor presided over the ceremony with Cr MacRae assisting.

ISA STREET FESTIVAL – 9 August 2023

6:00 pm	-	Street Parade
6:50 pm	-	Welcome to Country
6:55 pm	-	Mayor Welcome
7:00 pm	-	Daryl Braithwaite
8:35 pm	-	Bjorn Again
10:00 pm	-	Event Close – vendors pack-up
10:30 pm	-	Stall Holders able to enter site.
11:00 pm	-	All Roads opened (if possible)

NOTE: *timings are approximate*

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

Street Banners were hung for Outback Queensland Masters and Media famils were held with tours at Outback at Isa and filming opportunities for Creek to Coast being arranged by the Outback Queensland Masters team.

Isa Street Festival Television Commercial (TVC) was delivered and aired the first week of July on Imparja, 7 Central, and cinemas in Mount Isa and Townsville. Radio advertisements also aired from 5 July 2023 and live 60-second reads during news segments commenced on 14 July 2023.

Bunting and Rodeo Street banners were launched on 24 July 2023 after the Outback Queensland Master event was complete.

Advertisements and signage for the Isa Rodeo program and MICC Chute, as part of MICC sponsorship entitlements were produced and approved for Rodeo's mid-July deadline.

Hospitality rider requests are underway for all talent for the Isa Street Festival including catering requests for dietary requirements and return airport transfers for both groups of performers.

MICC committed to an episode of Getaway with filming to take place from 28 August 2023 before the team head to Cloncurry and Richmond for the episode. A talent list and shoot locations are currently being finalised to showcase tourism products and small businesses in town. The Getaway team offered MICC the chance to use their film crew whilst here for corporate City of Opportunity filming for one day. This is also underway with interviews and talent contacts currently being finalised. Accommodation for the crew has also been finalised.

Centennial Place historical signage drafts were received, and the Tourism and Marketing officer is currently working with Glencore, ABC Northwest, and Barry Merrick on filling some gaps with historical images for the signs and fact-checking. The deadline for these has been extended until September 2023.

Sponsorship obligations for the Isa Street Festival have been in place with artwork approvals, radio scripts and social media messaging being approved between MICC and our Sponsors.

Council has once again entered the Queensland State Tourism Awards for the 2022 Isa Street Festival in the Festivals and Events Category. The submission is almost complete and has been sent to the Manager of Economic and Community Development for review. The entry is due 15 August 2023 but will be submitted by August 9, before Rodeo. The 2023 award ceremony will be held in Cairns on 24 November. Council tentatively selected the mayor to attend the awards in the event Council wins an award.

The Tourism and Marketing Officer commenced negotiations with the Today Show to host the weather during Rodeo week. The Today Show was offered on 8 August 2023 as a counter date to 9, 10 or 11 August 2023 as requested by MICC. Further negotiations were underway to fill segments on 8 August 2023 however the producers failed to finalise any plans by 31 July 2023 and it is understood the Today Show has decided not to proceed. Future proposals can be made well in advance however perhaps for 2024.

COMMUNITY DEVELOPMENT

Move It NQ

Council has been running the Move It Program throughout July 2023 with winter hours and weather seeing the temporary cessation of the Aqua Aerobics. Indoor activities including Fitness Boxing, Pilates, Dance Fit, and Yoga have remained popular. Council is currently running the existing programs through to September 2023.

The North Qld Sports Foundation is still promoting the Move It On Demand Program, which is a low-cost online subscription.

Activity	Attendance July	No. of Sessions
Dance Fit	39	4
Fitness Boxing	21	3
Pilates	27	2
Yoga	20	2
TOTALS	107	11

Community Grants and Sponsorship

Round 2 of the Community Grants opened on 1 August 2023 and will close on 31 August 2023.

Approved Sponsorship Activities and other Council activities and shows are now placed into the shared calendar for Councillors and Executive Management Team (EMT) information.

Activities Sponsored during July 2023

Recipient	Event Details	Event date
Mount Isa Campdraft Assoc. Inc.	Mount Isa Campdraft	21-23 July 2023
Golf Australia	Outback Masters	21-23 July 2023
Mount Isa Community Ensemble	MICE 100	16 July 2023

Approved Upcoming Sponsorships

Recipient	Event Details	Event date	Inclusions
Drovers Camp Association Inc.	2023 Drovers Camp Festival	25-27 August 2023	<ul style="list-style-type: none"> • Mayor or Council representative to open the event. • Mayor or Council representative receive an invitation to the luncheon. • Logo on advertising • Display of Council banners at the event • Mention by MC during the event • An acknowledgement post be made for the support provided by the Mount Isa City Council Community Grants Program
Mount Isa Motorsport and Recreation	2023 Mount Isa Motor Show	27 August 2023	<ul style="list-style-type: none"> • Thank you on social media before and during the event. • Free stall space • Flyer in bags • Logo on big screen • Logo on Facebook • Large logo on poster • Large banner on fence • 8 complimentary tickets
Good Shepherd Catholic Parish	2023 Multicultural Festival	1 September 2023	<ul style="list-style-type: none"> • Mayoral speech • Banner and logo placement during the event • Social media posts
Apex Mount Isa	2023 Rock Pop Mime Show	13 October 2023	<ul style="list-style-type: none"> • Naming Rights to one of three sections • Opportunity to present the award for the sponsored category. • Supply a judge for the event. • Advertising and media opportunities • Logo in all advertising and marketing including program. • Event announcements • Social media posts • Banner and signage opportunity • Cert of appreciation • Sponsors pack including gate entry and food and drink vouchers

Regional Arts Development Fund

Round 3 of RADF 2022/23 community funding closed on 14 June 2023 for projects commencing after 28 June 2023. 1 Application was received and was assessed by the RADF committee with Rachel Wright Art being awarded \$3,550.00 towards her project 'Resin Art Workshops' in the July meeting.

RADF Council Initiated Projects

The artist arrived in Mount Isa on 31 July 2023, with the mural completed by approx. 4 August 2023.

The Qld Ballet Community Engagement Tour occurred on 10-11 July 2023. The Tour provided a 2-day engagement program that offers training to the teachers of ballet as well as further development of the skills of ballet students as well as a program for the wider community to try ballet.

Youth Strategy

Works will continue to distribute the adopted strategy into the community.

Community Development Stakeholder Engagement

- Mount Isa Softball – Use of Alexandra Oval
- AFL – Use of Alexandra Oval
- Outback Masters
- Multicultural Qld Advisory Council
- NAIDOC committee
- Sheree Blackley for art projects
- Copper City Tennis Club
- Heart Foundation Research
- Qld Government – Sun Safety
- Welcoming Cities
- TMR – Principal Walking Network

NQ Sportstar Awards

The 2023 NQ Sportstar Awards are currently open and close locally on 10 September 2023. There are 11 Categories this year including:

- Sportstar of the Year (Senior)
- Rural and Remote Sportstar of the Year
- Junior Sportstar of the Year
- Rural and Remote Sportstar of the Year
- Athlete with a Disability
- NQ Sportstar Team
- NQ Sportstar Junior Team
- Masters
- Volunteer of the Year
- Service to North Queensland Sport, and
- Sporting Excellence Award

ATTACHMENTS

Nil

11.8 OPERATIONAL WORKS APPLICATION FOR A DIGITAL BILLBOARD (SIGN) AT 41-43 SIMPSON STREET, DESCRIBED AS LOT 2 ON PLAN SP158996

Document Number: 797021

Author: Senior Planning Officer

Authoriser: Director Corporate and Community

Directorate: Corporate and Community

Portfolio: Development and Town Planning

EXECUTIVE SUMMARY

Council has received a development application for Operational Works for a digital advertising device also called a digital billboard. As part of this application, the applicant is also applying for retrospective approval for two existing signs already erected on the property. The location of signs is a property at the corner of Barkly Highway and Simpson Street (41-43 Simpson Street).

RECOMMENDATION

THAT Council approves the Development Application for Operational Works for the proposed digital billboard and the two existing signs at 41-43 Simpson Street, described as Lot 2 on plan SP158996, subject to the following conditions:

NUMBER	CONDITION	TIMING
1.	Council reserves the right to review the conditions, including traffic incidents and operational statistical data of the billboard.	On the first anniversary of the installation of billboard
2.	a) The advertising devices must not have any impact on vehicular sight distances. AND b) No part of the advertising devices may protrude beyond the property boundary and into the road reserve.	At all times and for the life of the development
3.	a) The Advertising Device must not contain flashing red, blue or amber point light sources which, when viewed from the road, could give the appearance of an emergency service or other special purpose vehicle warning light/s. b) The maximum luminance levels are to be: <ul style="list-style-type: none"> • Daytime - 6000 cd/m² • Dawn/ Dusk - 600 cd/m² • Night - 250 cd/m² c) Illuminance and/or digital animation of the sign must not occur between the hours of 8pm to 6am, 7 days a week. Subject to compliance with subsection b), the advertising device	<i>At all times and for the life of the development</i>

	<p>may operate 24 hours a day, 7 days a week. Illuminance and/or digital animation of the sign must not occur between the hours of 8pm to 6am, 7 days a week.</p> <p>d) When requested by council, a lighting investigation must be undertaken by a qualified person to investigate any complaint of light nuisance, and the results notified within twenty-eight (28) days to council.</p> <p><i>Note: The lighting investigation must be carried out generally in accordance with the relevant test methods contained within Section 5 of Australian Standard AS/NZS 4282:2019 Control of the Obtrusive Effects of Outdoor Lighting and Appendix A of Australian Standard AS 4852.2:2009: Variable Message Signs Portable Signs as applicable to determine whether or not the illuminance and luminance levels listed in this Permit.</i></p>	
4.	<p>a) Changeover animation effects such as 'fade', 'zoom', or 'fly-in' between advertisements must not be used.</p> <p>b) A blank, black, white or any coloured screen must not be displayed between advertisements.</p>	At all times and for the life of the development
5.	<p>a) Advertisements must remain static for a minimum dwell time of twenty (20) seconds, and are not to include animations, videos, flashing, active display changes, etc.</p> <p>b) Advertisements that comprise of, or incorporate moving visual images, such as videos or animations must not be displayed.</p>	At all times and for the life of the development
6.	<p>Advertisements must not use colours in combinations or shapes that could be reasonably interpreted as a traffic control device.</p> <p><i>Note: The Manual of Uniform Traffic Control Devices prescribes the basic design parameters of official traffic signs and includes standard legend/background colour combinations</i></p>	At all times and for the life of the development
7.	The display screen shall not be split to display multiple advertisements on the one electronic billboard display.	At all times and for the

		<i>life of the development</i>
8.	In the event of a malfunction or failure of either the advertising copy display, or hardware / system / software of the electronic billboard component, the device must display (default to) a blank screen.	<i>At all times and for the life of the development</i>
9.	<p>A data record relating to the operational criteria of the electronic billboard component must be kept for a minimum of one (1) year after the erection of the advertising device. The data log must include a record of the electronic sign's activity and must be made available to the Department of Transport and Main Roads upon request to allow for a review of the device in the event of a complaint or other issue.</p> <p>Information must be kept about:</p> <ul style="list-style-type: none"> a) How the advertising copy is displayed (i.e., dwell time); b) Luminance and illumination levels. c) Error log d) Transition times between advertising display times. <p>An advertising copy is not required as part of the data logging.</p>	<i>At all times and for the life of the development</i>

OVERVIEW

Council has received a development application for Operational Works for an Advertising for a digital billboard and two existing signs located on the corner of Barkly Highway and Simpson Street (41-43 Simpson Street)

BACKGROUND

Proposal

Council has received a development application for an operational works application for an advertising device - a digital billboard and two (2) static signs on the corner of Simpson and Marian Street.

The proposed digital billboard will be located within the property boundaries of 41-43 Simpson Street which is currently being used by Zambrero's.

The proposed billboard will be a single-sided billboard. It is proposed to have a total width of 3.9m and a total height of 9.43m, including the support post.

The proposed billboard will be able to display a range of different advertisements over a duration of time.

The additional two static signs will have dimensions of 6m x 1m. No wording has been confirmed for these signs as part of the application.



Figure 1: Indicative Location of the Proposed Digital Billboard



Figure 2: Location of existing signs

Site Details

The proposed location of the billboard will be the corner of Barkly Highway and Simpson Street (41-43 Simpson Street). The Barkly Highway is a State Controlled Road.

The zoning of the subject site where the advertising device is located is Mixed Use Zone.

The subject site is currently being used as a food and drink outlet. Previously, the site has been used as a medical centre and another food and drink outlet. Surrounding land use includes offices, shopping centres, pubs, service stations, etc.

The traffic engineering assessment report and the TMR Annual Average Daily Traffic (AADT) report record that the intersection next to the subject site carries 3,080 vehicle movements a day.

Planning Assessment

Defined Use

Operational Works for Advertising Device

Level of Assessment

Code Assessable

Applicable Planning Scheme Codes

Advertising Device Code

Planning Assessment

Visual Impact

It is considered that a single digital billboard is capable of displaying a number of signage and message on one board. It is considered that the digital billboard will remove the need for multiple free-standing signage, therefore, reducing visual clutter within the town environments. The location and design of the billboard is also such that it blends with the surrounding built-up environment.

Amenity

The lighting of the digital billboard has been conditioned to comply with the standard.

Traffic and Pedestrian Safety

The proposed digital billboard will be located wholly within the property boundary without encroaching into the road reserve.

Summary of Traffic Engineering Study

The applicant has engaged the services of Pekol Traffic and Transport (PPT) to undertake a traffic engineering assessment on their behalf regarding the proposed electronic sign. The entire report has been attached to this planning report, however, please see below excerpts regarding the Conclusions and Recommendations from Pekol:

We have undertaken a review of the proposed electronic advertising device located at 41-43 Simpson Street, Mount Isa. The impact of the proposed device has been assessed in terms of traffic safety and driver distraction. The main points to note are:

- *The proposed device comprises a single-sided billboard with a 5.8m by 3.8m (22.1m²) electronic display the device would be located to face northbound traffic on Simpson Street and westbound on Barkly Highway*
- *The device would be located in a low-speed urban environment*
- *The device is located within a restriction notice area*
- *The device will not impede a driver's line of sight to any official traffic signs from the northbound approach on Simpson Street and the westbound approach on the Barkly Highway adequate advance visibility is provided to view the device from the northbound approach on Simpson Street and the westbound approach on the Barkly Highway no further restrictions should apply to the proposed device given that the adjacent intersection and road section do not exhibit a High overall priority*

It is recommended that:

- *luminance levels are consistent with TMR's RAM and the device is located at an angle such*
- *that luminance levels are as uniform as possible*
- *the device does not contain flashing point sources all lighting associated with the device be directed solely on the device and its immediate surroundings*
- *the device has a minimum dwell time of ten seconds*
- *the displayed images are easily interpreted*
- *the displayed images cannot be confused with any traffic signs or devices*
- *the displayed images do not direct traffic to 'stop' or similar*

Planning Comments on the Traffic Engineers Report

The report acknowledges that the proposed sign location is within TMR's RAN (Restriction Area Notice) but have provided assessment that indicates that proposed billboard does not impede driver vision from the traffic signs and provided a number of recommendations to mitigate the potential adverse effects.

TMR Response

As part of the initial advertising signage application, the applicant was required to liaise with TMR as managers of the Barkly Highway. TMR believe the proposed location of the billboard is least preferable because of a number of concerns. However, TMR has provided a list of conditions to mitigate their concerns if Council decides to approve the digital billboard. In addition, the applicant has provided more robust conditions to be imposed on the design and operational of the billboard to mitigate against potential driver distraction risk.

Internal Advice

Infrastructure Services

Comments agree with those of TMR, and they are in agreement with the proposed mitigation measures to lessen the potential adverse effects of the billboard.

CONCLUSION

Having taken into consideration the provisions of the Mount Isa Planning Scheme, and comments from TMR and internal infrastructure services departments, it is considered that the introduction of a new billboard will have less than minor environment adverse given the proposed mitigation measures. While the billboard will add to the streetscape, it will not distract from the visual amenities of the areas and will integrate with buildings and other structures on site. The billboard will provide an opportunity for Mount Isa businesses and community notices to be relayed to commuters in real-time and therefore helping in growing Mount Isa's economy.

While the billboard may look imposing initially, it will eventually become familiar as part of the landscape, just like the iconic Mount Isa Mines flow towers. Therefore, it is recommended that Council approve this proposal subject to conditions as proposed below.

BUDGET AND RESOURCE IMPLICATIONS

Possible court proceedings if Council decline the development application and the applicant appeals the decision

LINK TO CORPORATE PLAN

Theme:	1.	People & Communities
Strategy:	1.1	Continue to monitor and stay informed about matters that affect the community

CONSULTATION (INTERNAL AND EXTERNAL)

Consultation from both internal sections of the Council and the Department of Transport and Main Roads was sought for this application.

LEGAL CONSIDERATIONS

Not Applicable

POLICY IMPLICATIONS

Not Applicable

RISK IMPLICATIONS

Possible increase in traffic incidents due to the installation of the digital billboard on a prominent busy intersection

HUMAN RIGHTS CONSIDERATIONS

Council's Human Rights Policy has been considered as part of this development and there are no concerns.

ATTACHMENTS

1. TMR Third Party Advice [↓](#) 
2. Planning Application and Traffic Engineering Assessment [↓](#) 



Our ref TMR22-037711
Your ref AD01-22
Enquiries Peter Tarlinton

Department of
Transport and Main Roads

12 April 2023

Mount Isa City Council
PO Box 815
Mount Isa QLD 4825

Attention: Fiona Marten

Dear Sir/Madam

Advice about a Development Application

Proposed Development: Local Law Application for Installation of Advertising Device
(Electronic Pylon Sign)
Real Property Description: Lot 2SP158996
Street Address: 41-43 Simpson Street, Mount Isa QLD 4825
Assessment Manager ref.: AD01-22
Local Government Area: Mount Isa City Council

Reference is made to the email correspondence received by the Department of Transport and Main Roads (the department) on 30 March 2023 for the provision of revised third party advice relating to the above local law application submitted to Mount Isa City Council (Council) for the establishment of a third-party pylon sign advertising device. This third party advice is further to and supersedes the advice issued by the department to Council on 28 October 2022.

Advertising devices have the potential to cause unsafe distraction, glare, or other nuisance to drivers, which affects safety on the State-controlled road. The department seeks to minimise the potential to distract drivers by applying placement, location design, and operational standards that are based on engineering and safety in design principles.

The department has assessed the proposed advertising device, including the following documentation:

- Planning Report prepared by BNC Planning, dated October 2022, reference POA-MCC001-22-PR and version 1;

Program Delivery and Operations
North West Region
16-22 Ramsay Street Cloncurry QLD 4824
PO Box 338 Cloncurry QLD 4824

Telephone +61 7 (07) 4421 8702
Website www.tmr.qld.gov.au
Email North.Queensland.IDAS@tmr.qld.gov.au
ABN: 39 407 690 291

- Proposed 22.1m² LED Signage Site Plan, prepared by Big Screen Video, dated 8 September 2022, reference BSV_POA_MT_ISA_001;
- Application under Mount Isa City Council Local Law No. 1 (Administration) 2013, prepared by BNC Planning, dated 17 January 2023, reference POA_MICC_001-22; and
- Traffic Engineering Assessment, prepared by Pekol Traffic & Transport, dated December 2022, reference 23-256, version 1.

The above information has been considered against the department's *Roadside Advertising Manual – December 2022* (RAM) which provides guidance on roadside advertising, including devices that are located outside of, but visible from a State-controlled road corridor.

The department has jurisdiction under the *Transport Infrastructure Act 1994* for advertising devices located within the bounds of a State-controlled road corridor. Jurisdiction for devices that are located outside of a State-controlled road corridor (for example, on adjacent private land) lies with the relevant local authority, in this instance being Council.

The department has undertaken a further assessment of the application and advises that the proposed advertising device is **not preferred** in this location.

In particular, the department advises the following:

1. The advertising device will be visible from Grace Street, a State-controlled road.
2. The RAM identifies that electronic signage should not be placed in areas where a driver's attention needs to be fully focused on the road. This includes areas such as intersections.
3. The proposed advertising device will be located within a Restriction Notice Area.
4. The proposed advertising device seeks to change the displayed content periodically, which increases the risk of distraction to drivers within the State-controlled road.
5. The Grace Street / Simpson Street intersection has a known crash history including several recent hospitalisations and one fatality.
6. The introduction of a digital advertising device visible from this intersection may exacerbate the existing safety risk, which thereby conflicts with the requirements of the RAM.

Notwithstanding the above, should Council as the decision making authority, determine to approve the advertising device, the department recommends that the following requirements be included as conditions of approval:

1. The illuminated component of the advertising device must comply with the maximum luminance levels under Appendix D of the Department of Transport and Main Roads' *Roadside Advertising Manual, Technical Volume, December 2022*.
2. The proposed electronic billboard component is to exhibit consistent apparent brightness in all lighting conditions, by maintaining a consistent ratio between the ambient light (illuminance) and light emitted by the billboard (luminance) in accordance with Table 3.6.1.5 of the Department of Transport and Main Roads' *Roadside Advertising Manual, Technical Volume, December 2022*.

The electronic billboard component of the advertising device must be equipped with a sensor to measure the ambient light level of the surrounding environment and must adjust the billboard luminance while the image is displayed in accordance with the measured ambient light levels. Any change in brightness levels to the image displayed is to be applied incrementally to achieve a brightness change which is not obvious to motorists.

3. A data record relating to the operational criteria of the electronic billboard component must be kept for a minimum of one (1) year after the erection of the advertising device. The data log must include a record of the electronic sign's activity and must be made available to the Department of Transport and Main Roads upon request to allow for a review of the device in the event of a complaint or other issue.

Information must be kept about:

- (a) How the advertising copy is displayed (i.e. dwell time);
- (b) Luminance and illumination levels;
- (c) Error log;
- (d) Transition times between advertising display times.

An advertising copy is not required as part of the data logging.

4. Each of the individual advertisements displayed on the electronic billboard component must be displayed for a minimum dwell time of 10 seconds in accordance with Table 3.6.1.4 of the Department of Transport and Main Roads' *Roadside Advertising Manual, Technical Volume, December 2022*.
5. The complete screen display of the electronic billboard component shall change instantaneously (in less than 0.5 seconds). Methods of display change such as 'fly in' or 'scroll', or any other type of message change, are not permitted. The screen must not go blank between different messages.

6. All message displays must remain static. They are not permitted to move, flash or change brightness. Scrolling or moving images or video images are not permitted.
7. The display screen shall not be split to display multiple advertisements on the one electronic billboard display.
8. Sequential or multi-frame messages on the one electronic billboard, or on successive electronic billboards along a length of road, are not permitted.
9. In the event of a malfunction or failure of either the advertising copy display, or hardware / system / software of the electronic billboard component, the device must display (default to) a blank screen.
10. The advertising device is not permitted to rotate or move.

Should you have any queries regarding the above, please do not hesitate to contact Peter Tarlinton, A/Senior Town Planner on (07) 4421 8702 or via email at North.Queensland.IDAS@tmr.qld.gov.au.

Yours sincerely



Denise Hinneberg
Principal Advisor



PLANNING REPORT

DEVELOPMENT APPLICATION FOR A DEVELOPMENT PERMIT
PLANNING ACT 2016

CODE ASSESSABLE OPERATIONAL WORKS

41-43 SIMPSON STREET, MOUNT ISA QLD 4825
being
LOT 2 ON SP158996
for
ADVERTISING DEVICE (FREESTANDING SIGN)

BNC Planning Pty Ltd
ABN 80 147 498 397
FILE REF: DA113-22 v1.0 June 2023



Report Matrix

APPLICATION SUMMARY	
Applicant:	Paradise Outdoor Advertising C/- BNC Planning
Application Type:	Development Application for a Development Permit
Development Type:	Operational Works
Category of Development (Level of Assessment):	Code Assessable
Development Description:	Advertising device (digital billboard)
Assessment Manager:	Mount Isa City Council
Referral Agencies:	NA
Planning Scheme:	City of Mount Isa Planning Scheme
Planning Scheme Definition(s):	advertising device (digital billboard)
Zoning:	Mixed use zone
Precincts/Sub-Precincts:	NA
Overlays:	NA
SITE DESCRIPTION	
Property Address:	41-43 Simpson Street, Mount Isa QLD 4825
Real (Legal) Property Description:	Lot 2 on SP158996
Site Area:	1,411m ²
Landowner:	Diane Tracey Mears
Tenure:	Freehold
Relevant Encumbrances:	Easement B on SP158996
Local Government Area:	Mount Isa City Council
Road Frontage(s)	Simpson Street and Grace Street
Existing Use(s)	Commercial

DOCUMENT CONTROL

Prepared by	Client	File Ref.	Report
BNC Planning	Paradise Outdoor Advertising	MICC001-22	Report No. POA-MICC001-22-PR
Version	Date	Author	
1.0	June 2023	BNC:BNC	

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APPENDICIES

- Appendix 1 Development Application Forms
- Appendix 2 Site Details
- Appendix 3 Plans of Development
- Appendix 4 Draft Conditions



1. EXECUTIVE SUMMARY

This development application is made in accordance with the provisions of Chapter 3, Part 2 of the *Planning Act 2016* (the Act) and is seeking a development permit for an operational works to facilitate the installation of an advertising device, as defined by the City of Mount Isa Planning Scheme 2020 (the planning scheme). The subject premises is addressed as 41-43 Simpson Street, Mount Isa QLD 4825 more particularly described as Lot 2 on SP158996. The premises is within the Mixed use zone with the proposed development identified as *code assessable* under the relevant tables of assessment.

For the purpose of this development application *BNC Planning* act on behalf of the applicant *Paradise Outdoor Advertising*.

Following a detailed assessment of the proposal against the applicable local and state assessment benchmarks it has been determined that the development proposal is consistent with all applicable codes and policies. The development application is therefore required to be approved in accordance with rules of code assessment as established under Act, subject to the imposition of reasonable and relevant conditions. A summary of the development application is provided below:

Table 1.0: Development application summary

APPLICATION SUMMARY	
Applicant:	Paradise Outdoor Advertising C/- BNC Planning
Application Type:	Development Application for a Development Permit
Development Type:	Operational Works
Category of Development (Level of Assessment):	Assessable Development – Code Assessable
Development Description:	Advertising device (digital billboard)
Assessment Manager:	Mount Isa City Council
Referral Agencies:	NA
Planning Scheme:	City of Mount Isa Planning Scheme
SITE DESCRIPTION	
Property Address:	41-43 Simpson Street, Mount Isa QLD 4825
Legal Description:	Lot 2 on SP158996

2. INTRODUCTION

BNC Planning Pty Ltd has been commissioned by Paradise Outdoor Advertising (the Applicant) to prepare this town planning assessment report to support a development application which seeks Council approval for Operational Works for an Advertising Device.

The land subject of this development application is addressed as 41-43 Simpson Street, Mount Isa (the Site).

This report addresses the merits of the development with regard to the provisions of the Planning Scheme and relevant sections of the *Planning Act 2016* (the Act).

This report is to be read in conjunction with the drawings accompanying this development application.

The assessment of the application is to be undertaken in accordance with Section 45(3) of the Act and Sections 26 and 27 of the *Planning Regulation 2017*. This report provides the Applicant's assessment of the proposed development against these provisions.



3. SITE AND LOCALITY

The subject premises is a standard Freehold lot addressed as 41-43 Simpson Street, Mount Isa QLD 4825 more particularly described as Lot 2 on SP158996. The premises is within the Mixed use zone and is currently used as a food and drink outlet. The site forms part of the Mount Isa CBD locality with frontage to a State controlled road (Grace Street).

Any pertinent existing approvals which may affect the assessment of the proposal are identified in the table below:

APPLICATION REF.	DECISION AND DATE	ASSESSMENT MANAGER

The following table describes the key characteristics of the site:

Table 2.0: Site characteristics

SITE AND LOCALITY DESCRIPTION	
Property Address:	41-43 Simpson Street, Mount Isa QLD 4825
Real (Legal) Property Description:	Lot 2 on SP158996
Site Area:	1,411m ²
Landowner:	Diane Tracey Mears
Existing Use(s):	Food and drink outlet (Zambrero)
Road Frontage:	Simpson Street and Grace Street
Significant Site Features:	The site contains a single storey commercial building supported by existing site access, parking, landscaping and amenities.
Topography:	The site is fully developed and is generally flat with no notable topographic features or vegetation
Surrounding Land Uses	Commercial & Industry



4. PROPOSAL SUMMARY

This application is seeking approval to construct a new advertising device on the subject Mixed use zoned site. The proposal involves the construction of a new single-sided billboard, defined as digital free-standing billboard sign, attached to a steel frame podium structure which is predominantly hidden behind the sign faces. The proposal also involved the retrospective approval of two existing side mounted free-standing devices. The location, dimension, size and height of these devices is described in detail in the attached plans. Please note that the majority of this report is drafted in response to the new device with the existing devices considered objectively consistent with the planning scheme requirements and an accepted part of the established advertising landscape.

The following table describes the key development parameters for the proposal:

Table 3.0: Proposal summary

OPERATIONAL WORKS	DEVELOPMENT PARAMETRES
Established Land Use	Food and drink outlet
Proposed Device	Freestanding digital billboard sign
Sign Area	Sign Face: 3.84m x 5.76m
Device Dimensions	Overall: 3.99m x 9.435m
Building Height	9.435m, with sign face framing starting 3.0m above the ground level
Setbacks	<1m



Figure 2 – Example Site Render



5. STATUTORY ASSESSMENT

The proposed development is identified as *code assessable* in the operational works table of assessment for the Mixed use zone. There are no other components of the planning scheme or *Planning Regulation 2016* which effect the level of assessment for the proposal. The development application is therefore subject to a bound code assessment against the specific assessment benchmarks identified in the tables of assessment.

5.1 Assessment Benchmarks Pertaining to State Planning Instruments

Matters Prescribed by Regulation

There are no relevant assessment benchmarks prescribed by Regulation which are relevant to the assessment of this development application.

State Planning Policy

City of Mount Isa Planning Scheme confirms in section 2.1 *State planning policy* that it has ministerial approval as having adequately integrated the *State Planning Policy July 2014* into the planning scheme. There are no stand-alone components of the State planning policy which are relevant to the assessment of this development application.

Regional Plan

City of Mount Isa Planning Scheme confirms in section 2.2 *Regional plan* that it has ministerial approval as having adequately integrated the *North West Regional Plan* into the planning scheme. There are no stand-alone components of the Regional plan which are relevant to the assessment of this development application.

State Development Assessment Provisions

Under Schedule 10 of the *Planning Regulation 2017*, the development application does not trigger any referral agency assessment or assessment against the State development assessment provisions.

5.2 Assessment Benchmarks Pertaining to Local Planning Instruments

The applicable planning scheme for the application is the City of Mount Isa Planning Scheme and there are no other identified applicable local planning instruments.

City of Mount Isa Planning Scheme

The City of Mount Isa Planning Scheme (the planning scheme) includes tables of assessment which nominate the categories of development and assessment (levels of assessment) and nominate the assessment benchmarks for assessable development and the requirements for accepted development. The applicable tables of assessment for this development application are:

- Categories of development and assessment – Operational works

Local Government Infrastructure Plan

The development will not impact on the delivery of any planned trunk infrastructure in the immediate locality.

Assessment Benchmarks Summary

A summary of the relevant local level assessment benchmarks is provided in the table below:



Local Planning Instruments	
Planning Scheme	Advertising device code

The development application has been assessed against each of the applicable local level assessment benchmarks and found to be:

- compliant with the purpose and applicable outcomes from the relevant codes; and
- consistent with the strategic framework for the planning scheme.

Any pertinent issues arising from the assessment against the local level assessment benchmarks are addressed below. For clarity, any codes or outcomes not specifically addressed below or in the proposal justification report are considered to be objectively satisfied.

5.2.1 Advertising Device Code

5.2.1.1 Purpose

The proposed advertising device has been specifically designed to be consistent with the commercial setting of the site and hence the character and amenity of the Mount Isa region. All aspects of the operation of the device can be managed to avoid any adverse impacts on amenity, safety or visual clutter. The proposal supports the existing use, has the versatility to become a community asset and provides local businesses with a prestigious advertising medium not otherwise available in the region.

A summary of the key reasons for compliance with the Advertising devices code and the planning scheme in general is provided below:

- The attached Traffic Engineering (Safety) Assessment can be relied upon to confirm that the device will not result in any unacceptable safety concerns, especially with the attached draft conditions imposed.
- To provide further confidence to Council that the potential impacts of the device can be managed, we offer the attached set of vetted conditions of approval. By vetted I refer to the fact that these conditions are currently being used by other Councils to manage existing digital assets in a range of locations across Queensland. All of which have significantly higher traffic volumes.
- Of particular note is the intent to amend the standard conditions relating to dwell times to increase this from the standard 10 seconds to 20 seconds (see condition heading Display Movement – During Advertisement). A dwell time of 20 seconds, in a lot of instances, would mean the display won't change for the duration of time any one vehicle is within the intersection environment. Meaning it all but displays as a static device.



5.2.1.2 Assessment benchmarks

A response has been provided to all of the assessment criteria below to demonstrate the extent of which the proposal complies with the code.

Performance Outcomes	Acceptable Outcomes	Justification
Visual impact		
PO1	AO1.1	The site is not within the Rural zone. Complies with AO1.1.
PO2	AO2.1	AO2.1 is taken as a blanket deterrent to 3 rd part advertising in any form. This is not considered to be the single determining factor in whether a given device contributes to proliferation. The example renders attached show how the device sits within the landscape and, given the CBD locality, a 3 rd party advertising device of such high quality serves to improve visual amenity by mod the landscape. There are no other billboards within close proximity to the site. Complies with PO2.
PO3	AO3.1	Not applicable.
Amenity		
PO4	AO4.1	Compliance with AS4282 can be conditioned. The attached set of draft conditions establishes the parameters for regulation of elements such as luminance to suitable levels based on established industry standards. Complies with AO4.1
Traffic and pedestrian safety		
PO5	AO5.1	All of the required outcomes from AO5.1 can be achieved and formalised through conditions. The attached set of draft conditions establishes the parameters for regulation of elements such as luminance to suitable levels based on established industry standards. Complies with A5.1.
PO6	AO6.1	The attached Traffic Engineering (Safety) Assessment provides an assessment of the proposed device against the DTMR RAM and concludes that the device does/can comply with the policy subject to the imposition of certain conditions regulating aspects such as dwell times and luminance. These recommended



		conditions have been reflected in the attached set of conditions. In fact, the attached draft conditions go beyond the recommendations from the assessment. Complies with A6.1.
Safety		
PO7	A07.1	The device will be free standing attached to a new mono-pole framing structure. Complies with A07.1.
PO8	No acceptable outcome is prescribed.	The device will be subject to engineering design certification, a building approval and design compliance auditing. Complies with PO8.

As demonstrated by the above assessment, the development is able to objectively satisfy the outcomes and purpose of the Advertising devices code and consequently the planning scheme. Formalisation of compliance with the code can be ensured through the imposition of standard conditions of approval including the requirements for the development to occur generally in accordance with the plans of development.

5.3 Public Notification

The application is code assessable and will not be subject to public notification.

6. CONCLUSION

This development application is made in accordance with the provisions of Chapter 3, Part 2 of the *Planning Act 2016* (the Act) and is seeking a development permit for operational works to facilitate the installation of an advertising device, as defined by the planning scheme. The subject premises is addressed as 41-43 Simpson Street, Mount Isa QLD 4825, more particularly described as Lot 2 on SP158996. The device is specifically defined as a freestanding digital billboard sign.

An assessment of the proposal was undertaken against the applicable assessment benchmarks which confirms that it is consistent with the provisions of the applicable planning instruments, specifically the local government planning scheme. Council is therefore required to **approve** the development application pursuant to the rules of code assessment established under the Act and issue a development permit subject to the imposition of reasonable and relevant conditions.

STATEMENT OF REASONS

Subject to the imposition of reasonable and relevant conditions, the development is able to comply with the following applicable assessment benchmarks against which the application was required to be assessed. Sufficient justification has been provided and satisfactory grounds have been established to conclude that the proposed development remains consistent with the strategic intent and overall outcomes of the planning scheme. In substantive terms, this conclusion is based on the following reasons:



- The development allows the site to better contribute to the achievement of the Strategic Framework.
- The proposed advertising device directly aligns with the Purpose of the Advertising devices code.
- The development outcome reflects community expectation for land use and development as established by the planning scheme and past development decisions.
- The development can be adequately serviced.
- The development will maintain the existing level and standard of servicing provided by the relevant infrastructure networks.
- The site is not identified as being susceptible to any unacceptable or unmanageable natural hazard or infrastructure constraints.
- The development does not increase the susceptibility of people or property to safety risks, including traffic risk.
- The proposal addressed an established planning need for the development.
- The proposal does not undermine the planning scheme.
- The proposal does not establish precedence that could result in the future undermining of the planning scheme.
- The proposal provides a direct community benefit.

APPENDIX 1

DEVELOPMENT APPLICATION FORMS

DA Form 1 – Development application details

Approved form (version 1.3 effective 28 September 2020) made under section 282 of the Planning Act 2016.

This form **must** be used to make a development application **involving code assessment or impact assessment**, except when applying for development involving only building work.

For a development application involving **building work only**, use *DA Form 2 – Building work details*.

For a development application involving **building work associated with any other type of assessable development (i.e. material change of use, operational work or reconfiguring a lot)**, use this form (*DA Form 1*) and parts 4 to 6 of *DA Form 2 – Building work details*.

Unless stated otherwise, all parts of this form **must** be completed in full and all required supporting information **must** accompany the development application.

One or more additional pages may be attached as a schedule to this development application if there is insufficient space on the form to include all the necessary information.

This form and any other form relevant to the development application must be used to make a development application relating to strategic port land and Brisbane core port land under the *Transport Infrastructure Act 1994*, and airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*. For the purpose of assessing a development application relating to strategic port land and Brisbane core port land, any reference to a planning scheme is taken to mean a land use plan for the strategic port land, Brisbane port land use plan for Brisbane core port land, or a land use plan for airport land.

Note: All terms used in this form have the meaning given under the Planning Act 2016, the Planning Regulation 2017, or the Development Assessment Rules (DA Rules).

PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) (individual or company full name)	Paradise Outdoor Advertising
Contact name (only applicable for companies)	C/- Benjamin Collings, BNC Planning
Postal address (P.O. Box or street address)	PO BOX 5493
Suburb	Townsville City
State	QLD
Postcode	4810
Country	Australia
Contact number	(07) 4724 1763
Email address (non-mandatory)	enquire@bncplanning.com.au
Mobile number (non-mandatory)	07 4724 1763
Fax number (non-mandatory)	
Applicant's reference number(s) (if applicable)	MICC001-22
2) Owner's consent	
2.1) Is written consent of the owner required for this development application?	
<input type="checkbox"/> Yes – the written consent of the owner(s) is attached to this development application <input checked="" type="checkbox"/> No – proceed to 3)	

PART 2 – LOCATION DETAILS

3) Location of the premises (complete 3.1 or 3.2, and 3.3 as applicable)
 Note: Provide details below and attach a site plan for any or all premises part of the development application. For further information, see DA Forms Guide: Relevant plans.

3.1) Street address and lot on plan

Street address **AND** lot on plan (all lots must be listed), **OR**
 Street address **AND** lot on plan for an adjoining or adjacent property of the premises (appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon. All lots must be listed).

a)	Unit No.	Street No.	Street Name and Type	Suburb
		41-43	Simpson Street	Mount Isa
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
	4825	2	SP158996	Mount Isa City
b)	Unit No.	Street No.	Street Name and Type	Suburb
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)

3.2) Coordinates of premises (appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)

Note: Place each set of coordinates in a separate row.

Coordinates of premises by longitude and latitude

Longitude(s)	Latitude(s)	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other:	

Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56	<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other:	

3.3) Additional premises

Additional premises are relevant to this development application and the details of these premises have been attached in a schedule to this development application
 Not required

4) Identify any of the following that apply to the premises and provide any relevant details

In or adjacent to a water body or watercourse or in or above an aquifer
 Name of water body, watercourse or aquifer: _____

On strategic port land under the *Transport Infrastructure Act 1994*
 Lot on plan description of strategic port land: _____
 Name of port authority for the lot: _____

In a tidal area
 Name of local government for the tidal area (if applicable): _____
 Name of port authority for tidal area (if applicable): _____

On airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*
 Name of airport: _____

<input type="checkbox"/> Listed on the Environmental Management Register (EMR) under the <i>Environmental Protection Act 1994</i>
EMR site identification: <input type="text"/>
<input type="checkbox"/> Listed on the Contaminated Land Register (CLR) under the <i>Environmental Protection Act 1994</i>
CLR site identification: <input type="text"/>

5) Are there any existing easements over the premises? <i>Note: Easement uses vary throughout Queensland and are to be identified correctly and accurately. For further information on easements and how they may affect the proposed development, see DA Forms Guide.</i>
<input checked="" type="checkbox"/> Yes – All easement locations, types and dimensions are included in plans submitted with this development application
<input type="checkbox"/> No

PART 3 – DEVELOPMENT DETAILS

Section 1 – Aspects of development

6.1) Provide details about the first development aspect
a) What is the type of development? <i>(tick only one box)</i>
<input type="checkbox"/> Material change of use <input type="checkbox"/> Reconfiguring a lot <input checked="" type="checkbox"/> Operational work <input type="checkbox"/> Building work
b) What is the approval type? <i>(tick only one box)</i>
<input checked="" type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval <input type="checkbox"/> Preliminary approval that includes a variation approval
c) What is the level of assessment?
<input checked="" type="checkbox"/> Code assessment <input type="checkbox"/> Impact assessment <i>(requires public notification)</i>
d) Provide a brief description of the proposal <i>(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):</i>
Advertising Device – Digital billboard
e) Relevant plans <i>Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms guide: Relevant plans.</i>
<input checked="" type="checkbox"/> Relevant plans of the proposed development are attached to the development application
6.2) Provide details about the second development aspect
a) What is the type of development? <i>(tick only one box)</i>
<input type="checkbox"/> Material change of use <input type="checkbox"/> Reconfiguring a lot <input type="checkbox"/> Operational work <input type="checkbox"/> Building work
b) What is the approval type? <i>(tick only one box)</i>
<input type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval <input type="checkbox"/> Preliminary approval that includes a variation approval
c) What is the level of assessment?
<input type="checkbox"/> Code assessment <input type="checkbox"/> Impact assessment <i>(requires public notification)</i>
d) Provide a brief description of the proposal <i>(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):</i>
e) Relevant plans <i>Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms Guide: Relevant plans.</i>
<input type="checkbox"/> Relevant plans of the proposed development are attached to the development application
6.3) Additional aspects of development
<input type="checkbox"/> Additional aspects of development are relevant to this development application and the details for these aspects that would be required under Part 3 Section 1 of this form have been attached to this development application
<input checked="" type="checkbox"/> Not required

Section 2 – Further development details

7) Does the proposed development application involve any of the following?	
Material change of use	<input type="checkbox"/> Yes – complete division 1 if assessable against a local planning instrument
Reconfiguring a lot	<input type="checkbox"/> Yes – complete division 2
Operational work	<input checked="" type="checkbox"/> Yes – complete division 3
Building work	<input type="checkbox"/> Yes – complete DA Form 2 – Building work details

Division 1 – Material change of use

Note: This division is only required to be completed if any part of the development application involves a material change of use assessable against a local planning instrument.

8.1) Describe the proposed material change of use			
Provide a general description of the proposed use	Provide the planning scheme definition (include each definition in a new row)	Number of dwelling units (if applicable)	Gross floor area (m ²) (if applicable)
8.2) Does the proposed use involve the use of existing buildings on the premises?			
<input type="checkbox"/> Yes			
<input type="checkbox"/> No			

Division 2 – Reconfiguring a lot

Note: This division is only required to be completed if any part of the development application involves reconfiguring a lot.

9.1) What is the total number of existing lots making up the premises?	
9.2) What is the nature of the lot reconfiguration? (tick all applicable boxes)	
<input type="checkbox"/> Subdivision (complete 10))	<input type="checkbox"/> Dividing land into parts by agreement (complete 11))
<input type="checkbox"/> Boundary realignment (complete 12))	<input type="checkbox"/> Creating or changing an easement giving access to a lot from a constructed road (complete 13))

10) Subdivision				
10.1) For this development, how many lots are being created and what is the intended use of those lots:				
Intended use of lots created	Residential	Commercial	Industrial	Other, please specify:
Number of lots created				
10.2) Will the subdivision be staged?				
<input type="checkbox"/> Yes – provide additional details below				
<input type="checkbox"/> No				
How many stages will the works include?				
What stage(s) will this development application apply to?				

11) Dividing land into parts by agreement – how many parts are being created and what is the intended use of the parts?				
Intended use of parts created	Residential	Commercial	Industrial	Other, please specify:
Number of parts created				

12) Boundary realignment			
12.1) What are the current and proposed areas for each lot comprising the premises?			
Current lot		Proposed lot	
Lot on plan description	Area (m ²)	Lot on plan description	Area (m ²)
12.2) What is the reason for the boundary realignment?			

13) What are the dimensions and nature of any existing easements being changed and/or any proposed easement? (attach schedule if there are more than two easements)				
Existing or proposed?	Width (m)	Length (m)	Purpose of the easement? (e.g. pedestrian access)	Identify the land/lot(s) benefitted by the easement

Division 3 – Operational work

Note: This division is only required to be completed if any part of the development application involves operational work.

14.1) What is the nature of the operational work?	
<input type="checkbox"/> Road work <input type="checkbox"/> Drainage work <input type="checkbox"/> Landscaping <input type="checkbox"/> Other – please specify:	<input type="checkbox"/> Stormwater <input type="checkbox"/> Earthworks <input checked="" type="checkbox"/> Signage <input type="checkbox"/> Water infrastructure <input type="checkbox"/> Sewage infrastructure <input type="checkbox"/> Clearing vegetation
14.2) Is the operational work necessary to facilitate the creation of new lots? (e.g. subdivision)	
<input type="checkbox"/> Yes – specify number of new lots:	
<input checked="" type="checkbox"/> No	
14.3) What is the monetary value of the proposed operational work? (include GST, materials and labour)	
\$400,000.00	

PART 4 – ASSESSMENT MANAGER DETAILS

15) Identify the assessment manager(s) who will be assessing this development application
Mount Isa City Council
16) Has the local government agreed to apply a superseded planning scheme for this development application?
<input type="checkbox"/> Yes – a copy of the decision notice is attached to this development application <input type="checkbox"/> The local government is taken to have agreed to the superseded planning scheme request – relevant documents attached <input checked="" type="checkbox"/> No

PART 5 – REFERRAL DETAILS

<p>17) Does this development application include any aspects that have any referral requirements? Note: A development application will require referral if prescribed by the Planning Regulation 2017.</p> <p><input checked="" type="checkbox"/> No, there are no referral requirements relevant to any development aspects identified in this development application – proceed to Part 6</p>
<p>Matters requiring referral to the Chief Executive of the Planning Act 2016:</p> <p><input type="checkbox"/> Clearing native vegetation</p> <p><input type="checkbox"/> Contaminated land (<i>unexploded ordnance</i>)</p> <p><input type="checkbox"/> Environmentally relevant activities (ERA) (<i>only if the ERA has not been devolved to a local government</i>)</p> <p><input type="checkbox"/> Fisheries – aquaculture</p> <p><input type="checkbox"/> Fisheries – declared fish habitat area</p> <p><input type="checkbox"/> Fisheries – marine plants</p> <p><input type="checkbox"/> Fisheries – waterway barrier works</p> <p><input type="checkbox"/> Hazardous chemical facilities</p> <p><input type="checkbox"/> Heritage places – Queensland heritage place (<i>on or near a Queensland heritage place</i>)</p> <p><input type="checkbox"/> Infrastructure-related referrals – designated premises</p> <p><input type="checkbox"/> Infrastructure-related referrals – state transport infrastructure</p> <p><input type="checkbox"/> Infrastructure-related referrals – State transport corridor and future State transport corridor</p> <p><input type="checkbox"/> Infrastructure-related referrals – State-controlled transport tunnels and future state-controlled transport tunnels</p> <p><input type="checkbox"/> Infrastructure-related referrals – near a state-controlled road intersection</p> <p><input type="checkbox"/> Koala habitat in SEQ region – interfering with koala habitat in koala habitat areas outside koala priority areas</p> <p><input type="checkbox"/> Koala habitat in SEQ region – key resource areas</p> <p><input type="checkbox"/> Ports – Brisbane core port land – near a State transport corridor or future State transport corridor</p> <p><input type="checkbox"/> Ports – Brisbane core port land – environmentally relevant activity (ERA)</p> <p><input type="checkbox"/> Ports – Brisbane core port land – tidal works or work in a coastal management district</p> <p><input type="checkbox"/> Ports – Brisbane core port land – hazardous chemical facility</p> <p><input type="checkbox"/> Ports – Brisbane core port land – taking or interfering with water</p> <p><input type="checkbox"/> Ports – Brisbane core port land – referable dams</p> <p><input type="checkbox"/> Ports – Brisbane core port land – fisheries</p> <p><input type="checkbox"/> Ports – Land within Port of Brisbane’s port limits (<i>below high-water mark</i>)</p> <p><input type="checkbox"/> SEQ development area</p> <p><input type="checkbox"/> SEQ regional landscape and rural production area or SEQ rural living area – tourist activity or sport and recreation activity</p> <p><input type="checkbox"/> SEQ regional landscape and rural production area or SEQ rural living area – community activity</p> <p><input type="checkbox"/> SEQ regional landscape and rural production area or SEQ rural living area – indoor recreation</p> <p><input type="checkbox"/> SEQ regional landscape and rural production area or SEQ rural living area – urban activity</p> <p><input type="checkbox"/> SEQ regional landscape and rural production area or SEQ rural living area – combined use</p> <p><input type="checkbox"/> Tidal works or works in a coastal management district</p> <p><input type="checkbox"/> Reconfiguring a lot in a coastal management district or for a canal</p> <p><input type="checkbox"/> Erosion prone area in a coastal management district</p> <p><input type="checkbox"/> Urban design</p> <p><input type="checkbox"/> Water-related development – taking or interfering with water</p> <p><input type="checkbox"/> Water-related development – removing quarry material (<i>from a watercourse or lake</i>)</p> <p><input type="checkbox"/> Water-related development – referable dams</p> <p><input type="checkbox"/> Water-related development – levees (<i>category 3 levees only</i>)</p> <p><input type="checkbox"/> Wetland protection area</p>
<p>Matters requiring referral to the local government:</p> <p><input type="checkbox"/> Airport land</p> <p><input type="checkbox"/> Environmentally relevant activities (ERA) (<i>only if the ERA has been devolved to local government</i>)</p>

<input type="checkbox"/> Heritage places – Local heritage places
Matters requiring referral to the Chief Executive of the distribution entity or transmission entity: <input type="checkbox"/> Infrastructure-related referrals – Electricity infrastructure
Matters requiring referral to: <ul style="list-style-type: none"> • The Chief Executive of the holder of the licence, if not an individual • The holder of the licence, if the holder of the licence is an individual <input type="checkbox"/> Infrastructure-related referrals – Oil and gas infrastructure
Matters requiring referral to the Brisbane City Council: <input type="checkbox"/> Ports – Brisbane core port land
Matters requiring referral to the Minister responsible for administering the Transport Infrastructure Act 1994: <input type="checkbox"/> Ports – Brisbane core port land (<i>where inconsistent with the Brisbane port LUP for transport reasons</i>) <input type="checkbox"/> Ports – Strategic port land
Matters requiring referral to the relevant port operator , if applicant is not port operator: <input type="checkbox"/> Ports – Land within Port of Brisbane’s port limits (<i>below high-water mark</i>)
Matters requiring referral to the Chief Executive of the relevant port authority: <input type="checkbox"/> Ports – Land within limits of another port (<i>below high-water mark</i>)
Matters requiring referral to the Gold Coast Waterways Authority: <input type="checkbox"/> Tidal works or work in a coastal management district (<i>in Gold Coast waters</i>)
Matters requiring referral to the Queensland Fire and Emergency Service: <input type="checkbox"/> Tidal works or work in a coastal management district (<i>involving a marina (more than six vessel berths)</i>)

18) Has any referral agency provided a referral response for this development application?		
<input type="checkbox"/> Yes – referral response(s) received and listed below are attached to this development application		
<input checked="" type="checkbox"/> No		
Referral requirement	Referral agency	Date of referral response
Identify and describe any changes made to the proposed development application that was the subject of the referral response and this development application, or include details in a schedule to this development application (<i>if applicable</i>).		

PART 6 – INFORMATION REQUEST

19) Information request under Part 3 of the DA Rules
<input checked="" type="checkbox"/> I agree to receive an information request if determined necessary for this development application
<input type="checkbox"/> I do not agree to accept an information request for this development application
Note: <i>By not agreeing to accept an information request I, the applicant, acknowledge:</i>
<ul style="list-style-type: none"> • that this development application will be assessed and decided based on the information provided when making this development application and the assessment manager and any referral agencies relevant to the development application are not obligated under the DA Rules to accept any additional information provided by the applicant for the development application unless agreed to by the relevant parties • Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules.
<i>Further advice about information requests is contained in the DA Forms Guide.</i>

PART 7 – FURTHER DETAILS

20) Are there any associated development applications or current approvals? (e.g. a preliminary approval)

Yes – provide details below or include details in a schedule to this development application
 No

List of approval/development application references	Reference number	Date	Assessment manager
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			

21) Has the portable long service leave levy been paid? (only applicable to development applications involving building work or operational work)

Yes – a copy of the receipted QLeave form is attached to this development application
 No – I, the applicant will provide evidence that the portable long service leave levy has been paid before the assessment manager decides the development application. I acknowledge that the assessment manager may give a development approval only if I provide evidence that the portable long service leave levy has been paid
 Not applicable (e.g. building and construction work is less than \$150,000 excluding GST)

Amount paid	Date paid (dd/mm/yy)	QLeave levy number (A, B or E)
\$		

22) Is this development application in response to a show cause notice or required as a result of an enforcement notice?

Yes – show cause or enforcement notice is attached
 No

23) Further legislative requirements

Environmentally relevant activities

23.1) Is this development application also taken to be an application for an environmental authority for an Environmentally Relevant Activity (ERA) under section 115 of the Environmental Protection Act 1994?

Yes – the required attachment (form ESR/2015/1791) for an application for an environmental authority accompanies this development application, and details are provided in the table below
 No

Note: Application for an environmental authority can be found by searching “ESR/2015/1791” as a search term at www.qld.gov.au. An ERA requires an environmental authority to operate. See www.business.qld.gov.au for further information.

Proposed ERA number:		Proposed ERA threshold:	
Proposed ERA name:			

Multiple ERAs are applicable to this development application and the details have been attached in a schedule to this development application.

Hazardous chemical facilities

23.2) Is this development application for a hazardous chemical facility?

Yes – Form 69: Notification of a facility exceeding 10% of schedule 15 threshold is attached to this development application
 No

Note: See www.business.qld.gov.au for further information about hazardous chemical notifications.

<p><u>Clearing native vegetation</u></p> <p>23.3) Does this development application involve clearing native vegetation that requires written confirmation that the chief executive of the <i>Vegetation Management Act 1999</i> is satisfied the clearing is for a relevant purpose under section 22A of the <i>Vegetation Management Act 1999</i>?</p> <p><input type="checkbox"/> Yes – this development application includes written confirmation from the chief executive of the <i>Vegetation Management Act 1999</i> (s22A determination)</p> <p><input checked="" type="checkbox"/> No</p> <p>Note: 1. Where a development application for operational work or material change of use requires a s22A determination and this is not included, the development application is prohibited development. 2. See https://www.qld.gov.au/environment/land/vegetation/applying for further information on how to obtain a s22A determination.</p>
<p><u>Environmental offsets</u></p> <p>23.4) Is this development application taken to be a prescribed activity that may have a significant residual impact on a prescribed environmental matter under the <i>Environmental Offsets Act 2014</i>?</p> <p><input type="checkbox"/> Yes – I acknowledge that an environmental offset must be provided for any prescribed activity assessed as having a significant residual impact on a prescribed environmental matter</p> <p><input checked="" type="checkbox"/> No</p> <p>Note: The environmental offset section of the Queensland Government's website can be accessed at www.qld.gov.au for further information on environmental offsets.</p>
<p><u>Koala habitat in SEQ Region</u></p> <p>23.5) Does this development application involve a material change of use, reconfiguring a lot or operational work which is assessable development under Schedule 10, Part 10 of the Planning Regulation 2017?</p> <p><input type="checkbox"/> Yes – the development application involves premises in the koala habitat area in the koala priority area</p> <p><input type="checkbox"/> Yes – the development application involves premises in the koala habitat area outside the koala priority area</p> <p><input checked="" type="checkbox"/> No</p> <p>Note: If a koala habitat area determination has been obtained for this premises and is current over the land, it should be provided as part of this development application. See koala habitat area guidance materials at www.des.qld.gov.au for further information.</p>
<p><u>Water resources</u></p> <p>23.6) Does this development application involve taking or interfering with underground water through an artesian or subartesian bore, taking or interfering with water in a watercourse, lake or spring, or taking overland flow water under the Water Act 2000?</p> <p><input type="checkbox"/> Yes – the relevant template is completed and attached to this development application and I acknowledge that a relevant authorisation or licence under the <i>Water Act 2000</i> <u>may be</u> required prior to commencing development</p> <p><input checked="" type="checkbox"/> No</p> <p>Note: Contact the Department of Natural Resources, Mines and Energy at www.dnrme.qld.gov.au for further information.</p> <p>DA templates are available from https://planning.dsdmip.qld.gov.au/. If the development application involves:</p> <ul style="list-style-type: none"> • Taking or interfering with underground water through an artesian or subartesian bore: complete DA Form 1 Template 1 • Taking or interfering with water in a watercourse, lake or spring: complete DA Form 1 Template 2 • Taking overland flow water: complete DA Form 1 Template 3.
<p><u>Waterway barrier works</u></p> <p>23.7) Does this application involve waterway barrier works?</p> <p><input type="checkbox"/> Yes – the relevant template is completed and attached to this development application</p> <p><input checked="" type="checkbox"/> No</p> <p>DA templates are available from https://planning.dsdmip.qld.gov.au/. For a development application involving waterway barrier works, complete DA Form 1 Template 4.</p>
<p><u>Marine activities</u></p> <p>23.8) Does this development application involve aquaculture, works within a declared fish habitat area or removal, disturbance or destruction of marine plants?</p> <p><input type="checkbox"/> Yes – an associated resource allocation authority is attached to this development application, if required under the <i>Fisheries Act 1994</i></p> <p><input checked="" type="checkbox"/> No</p> <p>Note: See guidance materials at www.def.qld.gov.au for further information.</p>

Quarry materials from a watercourse or lake	
23.9) Does this development application involve the removal of quarry materials from a watercourse or lake under the <i>Water Act 2000</i> ?	
<input type="checkbox"/> Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development <input checked="" type="checkbox"/> No	
<i>Note: Contact the Department of Natural Resources, Mines and Energy at www.dnrme.qld.gov.au and www.business.qld.gov.au for further information.</i>	
Quarry materials from land under tidal waters	
23.10) Does this development application involve the removal of quarry materials from land under tidal water under the <i>Coastal Protection and Management Act 1995</i> ?	
<input type="checkbox"/> Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development <input checked="" type="checkbox"/> No	
<i>Note: Contact the Department of Environment and Science at www.des.qld.gov.au for further information.</i>	
Referable dams	
23.11) Does this development application involve a referable dam required to be failure impact assessed under section 343 of the <i>Water Supply (Safety and Reliability) Act 2008</i> (the Water Supply Act)?	
<input type="checkbox"/> Yes – the 'Notice Accepting a Failure Impact Assessment' from the chief executive administering the Water Supply Act is attached to this development application <input checked="" type="checkbox"/> No	
<i>Note: See guidance materials at www.dnrme.qld.gov.au for further information.</i>	
Tidal work or development within a coastal management district	
23.12) Does this development application involve tidal work or development in a coastal management district ?	
<input type="checkbox"/> Yes – the following is included with this development application: <ul style="list-style-type: none"> <input type="checkbox"/> Evidence the proposal meets the code for assessable development that is prescribed tidal work (<i>only required if application involves prescribed tidal work</i>) <input type="checkbox"/> A certificate of title <input checked="" type="checkbox"/> No	
<i>Note: See guidance materials at www.des.qld.gov.au for further information.</i>	
Queensland and local heritage places	
23.13) Does this development application propose development on or adjoining a place entered in the Queensland heritage register or on a place entered in a local government's Local Heritage Register ?	
<input type="checkbox"/> Yes – details of the heritage place are provided in the table below <input checked="" type="checkbox"/> No	
<i>Note: See guidance materials at www.des.qld.gov.au for information requirements regarding development of Queensland heritage places.</i>	
Name of the heritage place:	Place ID:
Brothels	
23.14) Does this development application involve a material change of use for a brothel ?	
<input type="checkbox"/> Yes – this development application demonstrates how the proposal meets the code for a development application for a brothel under Schedule 3 of the <i>Prostitution Regulation 2014</i> <input checked="" type="checkbox"/> No	
Decision under section 62 of the <i>Transport Infrastructure Act 1994</i>	
23.15) Does this development application involve new or changed access to a state-controlled road?	
<input type="checkbox"/> Yes – this application will be taken to be an application for a decision under section 62 of the <i>Transport Infrastructure Act 1994</i> (subject to the conditions in section 75 of the <i>Transport Infrastructure Act 1994</i> being satisfied) <input checked="" type="checkbox"/> No	

Walkable neighbourhoods assessment benchmarks under Schedule 12A of the Planning Regulation

23.16) Does this development application involve reconfiguring a lot into 2 or more lots in certain residential zones (except rural residential zones), where at least one road is created or extended?

Yes – Schedule 12A is applicable to the development application and the assessment benchmarks contained in schedule 12A have been considered

No

Note: See guidance materials at www.planning.dsdmip.qld.gov.au for further information.

PART 8 – CHECKLIST AND APPLICANT DECLARATION**24) Development application checklist**

I have identified the assessment manager in question 15 and all relevant referral requirement(s) in question 17

Yes

Note: See the *Planning Regulation 2017* for referral requirements

If building work is associated with the proposed development, Parts 4 to 6 of [DA Form 2 – Building work details](#) have been completed and attached to this development application

Yes

Not applicable

Supporting information addressing any applicable assessment benchmarks is with the development application

Note: This is a mandatory requirement and includes any relevant templates under question 23, a planning report and any technical reports required by the relevant categorising instruments (e.g. local government planning schemes, State Planning Policy, State Development Assessment Provisions). For further information, see [DA Forms Guide: Planning Report Template](#).

Yes

Relevant plans of the development are attached to this development application

Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms Guide: Relevant plans](#).

Yes

The portable long service leave levy for QLeave has been paid, or will be paid before a development permit is issued (see 21)

Yes

Not applicable

25) Applicant declaration

By making this development application, I declare that all information in this development application is true and correct

Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the assessment manager and any referral agency for the development application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001*

Note: It is unlawful to intentionally provide false or misleading information.

Privacy – Personal information collected in this form will be used by the assessment manager and/or chosen assessment manager, any relevant referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application. All information relating to this development application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website.

Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, *Planning Regulation 2017* and the DA Rules except where:

- such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the *Planning Regulation 2017*, and the access rules made under the *Planning Act 2016* and *Planning Regulation 2017*; or
- required by other legislation (including the *Right to Information Act 2009*); or
- otherwise required by law.

This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002*.

PART 9 – FOR COMPLETION OF THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY

Date received: Reference number(s):

Notification of engagement of alternative assessment manager	
Prescribed assessment manager	
Name of chosen assessment manager	
Date chosen assessment manager engaged	
Contact number of chosen assessment manager	
Relevant licence number(s) of chosen assessment manager	

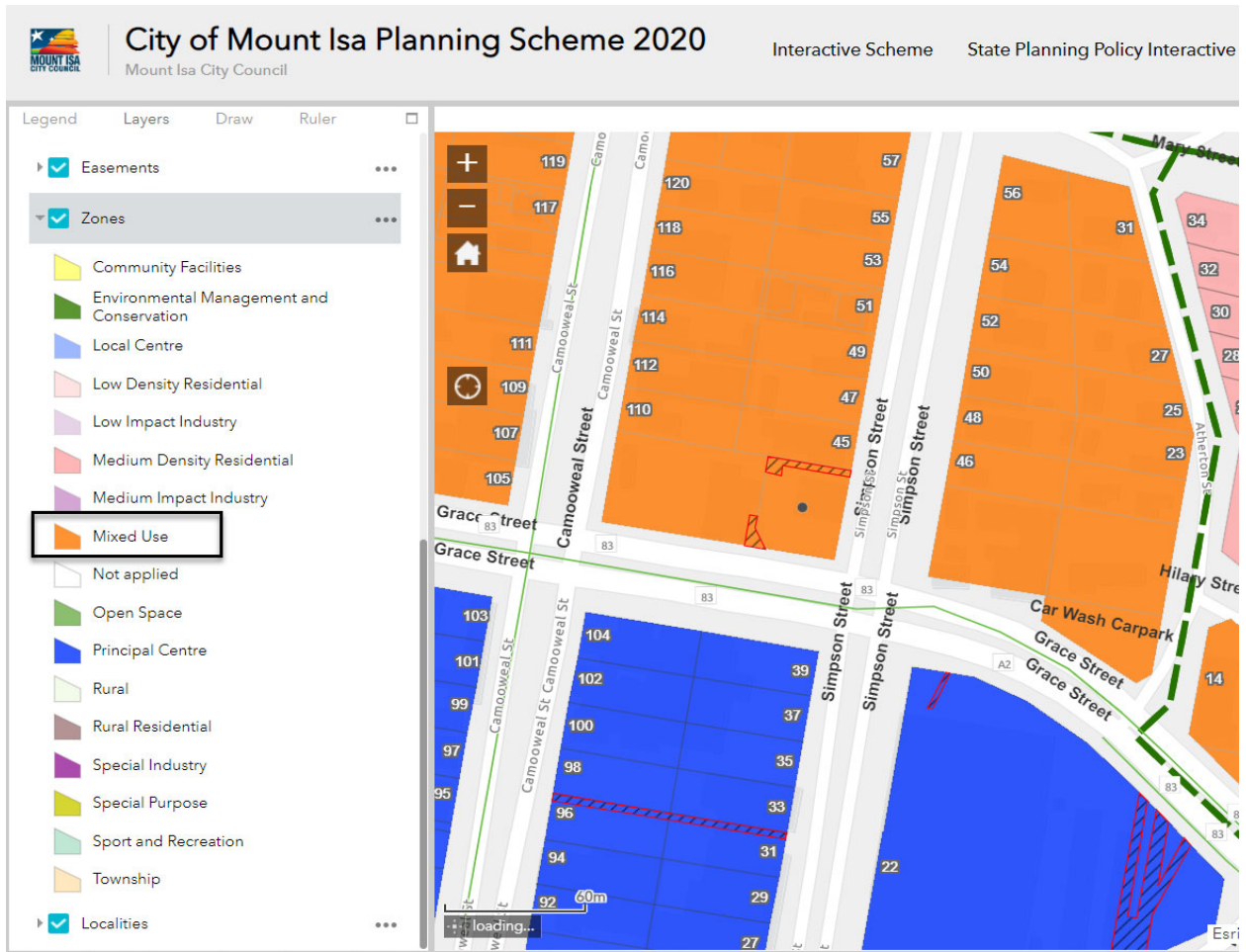
QLeave notification and payment			
<i>Note: For completion by assessment manager if applicable</i>			
Description of the work			
QLeave project number			
Amount paid (\$)		Date paid (dd/mm/yy)	
Date receipted form sighted by assessment manager			
Name of officer who sighted the form			

APPENDIX 2

SITE DETAILS







APPENDIX 3

PLANS OF DEVELOPMENT







APPENDIX 3.1

EXAMPLE DIGITAL DEVICES AT INTERSECTIONS



384 px (w) x 576 px (h)
Digital



Inbound



Yes

CN207
Corner of Abbott and
Spence Street, Cairns
CBD

POA PARADISE
OUTDOOR
ADVERTISING




672 px (w) x 1024 px (h)
Digital


Inbound


Yes

TV302
Cnr Sturt St and
Stokes St, Townsville
CBD

POA PARADISE
OUTDOOR
ADVERTISING



960 px (w) x 352 px (h)
Digital



Inbound



Yes

TV303

Cnr Flinders St and
Denham St, Townsville
CBD

POA PARADISE
OUTDOOR
ADVERTISING




512 px (w) x 768 px (h)
Digital


Outbound, Left-hand


Yes

TV320
Saunders St, Railway Estate, Townsville

ARTWORK DEADLINE TBC

POA PARADISE OUTDOOR ADVERTISING




608 px (w) x 304 px (h)
Digital


Inbound, Left-hand



Yes

TV500
Cnr Bundock St & Heatleys
Parade, Belgian Gardens,
Townsville

POA PARADISE
OUTDOOR
ADVERTISING



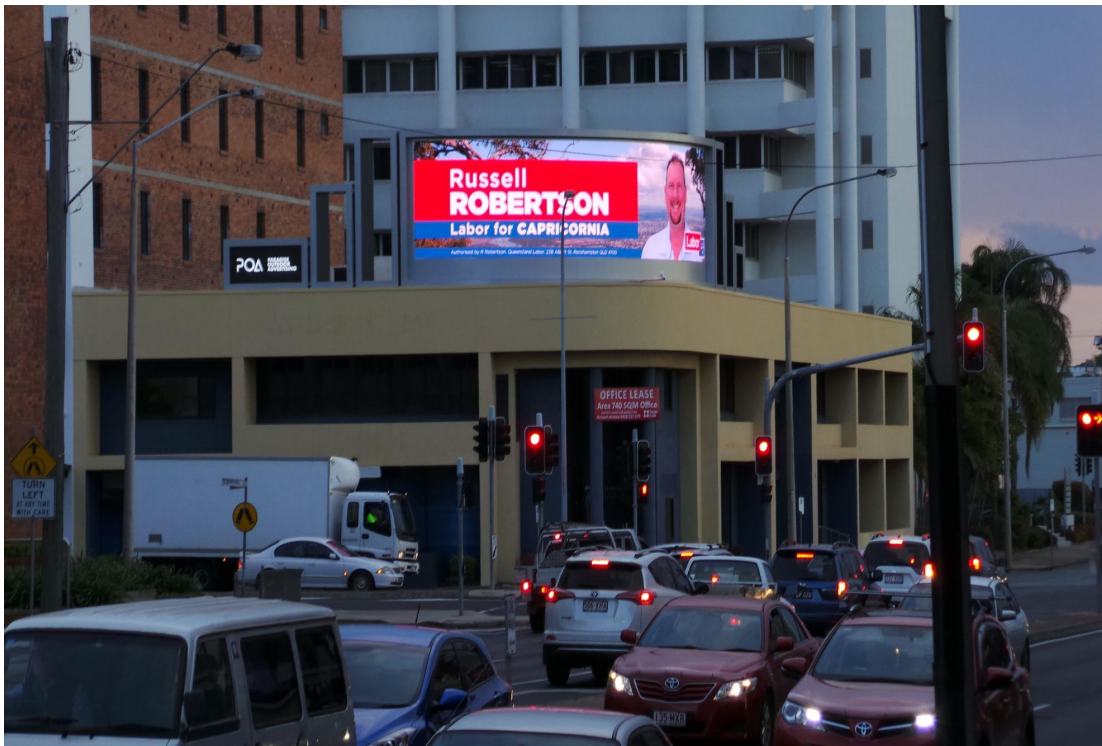

768 px (w) x 1152 px (h)
Digital


Inbound


Yes

MK171
Cnr Sydney St &
Victoria St, Mackay
CBD

POA PARADISE
OUTDOOR
ADVERTISING




1248 px (w) x 320 px (h)
Digital


Inbound


Yes

RK001
Cnr Fitzroy & Bolsover
Streets, Rockhampton
CBD

POA PARADISE
OUTDOOR
ADVERTISING



1600 px (w) x 416 px (h)
Digital



Inbound



Yes

TWB110
Cnr Margaret &
Ruthven Streets,
Toowoomba CBD

POA PARADISE
OUTDOOR
ADVERTISING

APPENDIX 4

DRAFT CONDITIONS

Exhibition of Advertisements

Condition

- a) The advertising devices must not have any impact on vehicular sight distances.
- b) No part of the advertising devices may protrude beyond the property boundary and into the road reserve.

Reason

To ensure that the Advertising Device is constructed and installed in accordance with relevant code/s and policy direction.

Timing

During the display and life of the device.

Illuminance and Luminance

Condition

a) The Advertising Device must not contain flashing red, blue or amber point light sources which, when viewed from the road, could give the appearance of an emergency service or other special purpose vehicle warning light/s.

b) The maximum luminance levels are to be:

- Daytime - 6000 cd/m²
- Dawn/ Dusk - 600 cd/m²
- **Night - 250 cd/m²**

c) Illuminance and/or digital animation of the sign must not occur between the hours of 8pm to 6am, 7 days a week. **Subject to compliance with subsection b), the advertising device may operate 24 hours a day, 7 days a week. Illuminance and/or digital animation of the sign must not occur between the hours of 8pm to 6am, 7 days a week.**

d) When requested by council, a lighting investigation must be undertaken by a qualified person to investigate any complaint of light nuisance, and the results notified within twenty-eight (28) days to council.

Note: The lighting investigation must be carried out generally in accordance with the relevant test methods contained within Section 5 of Australian Standard AS/NZS 4282:2019 Control of the Obtrusive Effects of Outdoor Lighting and Appendix A of Australian Standard AS 4852.2:2009: Variable Message Signs Portable Signs as applicable to determine whether or not the illuminance and luminance levels listed in this Permit.

Reason

To ensure that the Advertising Device does not create a hazard to people or property, in particular pedestrians, cyclists and vehicular traffic.

Timing

During the display and life of the device.

Display Movement - Between Advertisements**Condition**

Where the advertising device is electronic:

- a) Each change of advertisement is to be completed instantaneously, within 0.1 of a second.
- b) Changeover animation effects such as 'fade', 'zoom', or 'fly-in' between advertisements must not be used.
- c) A blank, black, white or any coloured screen must not be displayed between advertisements.

Reason

To ensure that the advertising device does not create hazard to people or property, in particular pedestrians, cyclists and vehicular traffic.

Timing

During the display and life of the device.

Display Movement - During Advertisement**Condition**

Where the advertising device is electronic:

- a) Advertisements must remain static for a minimum dwell time of **twenty (20) seconds**, and are not to include animations, videos, flashing, active display changes, etc.
- b) Advertisements that comprise of, or incorporate moving visual images, such as videos or animations must not be displayed.

Reason

To ensure that the advertising device does not create a hazard to people or property, in particular pedestrians, cyclists and vehicular traffic.

Timing

During the display and life of the device.

Display Colours and Contrast**Condition**

Advertisements must not use colours in combinations or shapes that could be reasonably interpreted as a traffic control device.

Note: The Manual of Uniform Traffic Control Devices prescribes the basic design parameters of official traffic signs and includes standard legend/background colour combinations.

Reason

To ensure that the advertising device does not obscure any road signs, traffic signals, direction signs, street numbers or street lighting.

Timing

During the display and life of the device.

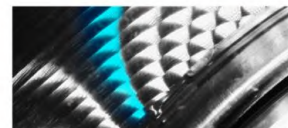
APPENDIX 5

TRAFFIC ENGINEERING (SAFETY) ASSESSMENT

**ELECTRONIC ADVERTISING DEVICE
41-43 SIMPSON STREET, MOUNT ISA
TRAFFIC ENGINEERING ASSESSMENT**


20 DECEMBER 2022

PREPARED FOR:





DOCUMENT CONTROL RECORD

DOCUMENT					
Report Title:		Electronic Advertising Device – 41-43 Simpson Road, Mount Isa			
Client:		Paradise Outdoor Advertising			
Project Number:		23-256			
VER	PURPOSE	DATE	AUTHOR	CHECKED	APPROVED
1	FINAL	DEC-22	BW	CG	AAP (5286) 

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 Spring Hill QLD 4000

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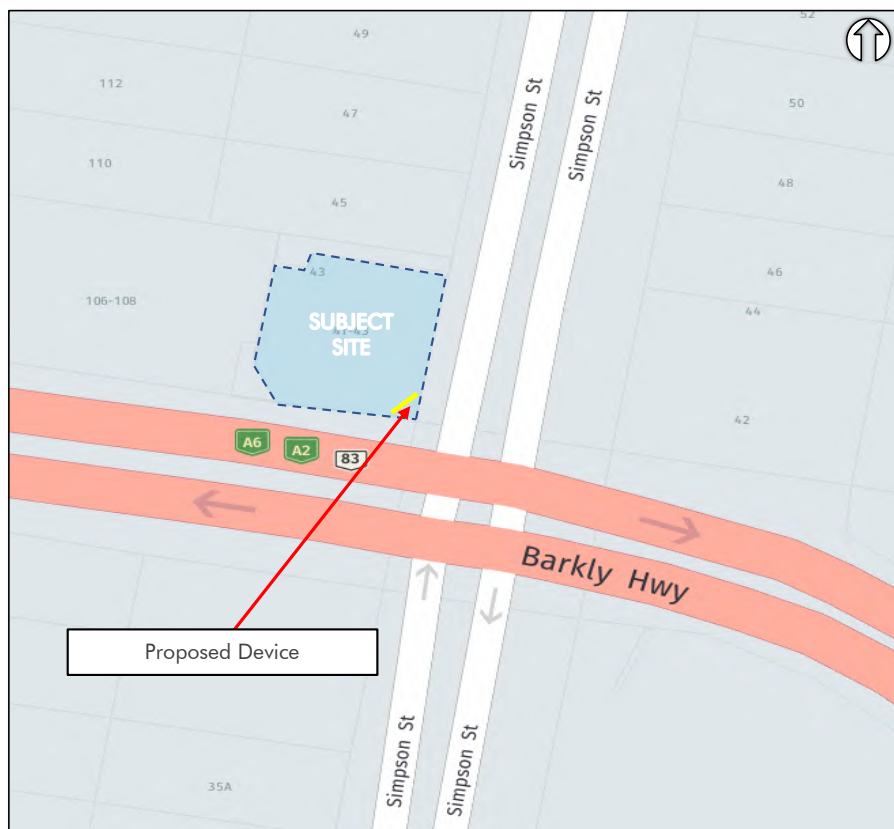


1.0 INTRODUCTION

1.1 Background

In November 2022, PTT was commissioned by Paradise Outdoor Advertising to undertake a traffic engineering assessment for a proposed electronic advertising device. The subject site is located in proximity to the Barkly Highway / Simpson Road signalised intersection, as shown in Figure 1.1.

Figure 1.1: SITE LOCATION



1.2 Aim

The aim of this assessment is to evaluate the impact of the proposed electronic advertising device in terms of safety and driver distraction with respect to its location, design and operation.



1.3 Documents

The following documents were reviewed in the preparation of this report:

- Department of Transport and Main Roads (TMR) Roadside Advertising Manual (2019) (RAM)
- Yanniss et al 'A Statistical Analysis of the Impact of Advertising Signs on Road Safety', International Journal of Injury Control and Safety Promotion (2013)
- Jurewicz, C and Bennett, P, 'Casualty Crash Rates for Australian Jurisdictions', Australasian Road Safety Research, Policing and Education Conference, Adelaide, South Australia (2008)
- Mount Isa City Council Subordinate Local Law (2018)

1.4 Methodology

In preparing this report, a desktop assessment has been conducted to determine the existing signage and traffic operations in the area as they apply to TMR's RAM and Council's Advertising Devices Code.

Consistent with TMR's RAM, this traffic impact assessment has considered the following criteria when assessing the proposed device:

- location of the device relative to restriction notice areas
- location of the device relative to official traffic signs
- location of the device relative to advance visibility requirements
- TMR's Queensland Risk Assessment Model (QRAM) crash priority review

In addition to TMR's criteria, this assessment also considers the following factors, as they apply to road safety:

- surrounding land uses and road environment
- surrounding speed environment
- potential driver distraction

1.5 Scope of Report

This report begins by summarising the characteristics of the subject site (Chapter 2), followed by an assessment of the proposed electronic advertising device (Chapter 3). The crash history for the relevant road section is then discussed (Chapter 4). The report concludes with a summary of key findings and recommendations (Chapter 5).



2.0 EXISTING CONDITIONS

2.1 Site Location

The subject site is located at 41-43 Simpson Street, Mount Isa and is formally identified as Lot 2 on SP158996. According to Council's Planning Scheme, the site is zoned as mixed use. The site comprises commercial uses and is bounded by:

- commercial uses to the north and west
- Simpson Street to the east
- Barkly Highway to the south

Figure 2.1: ROAD ENVIRONMENT



2.2 Road Network

Barkly Highway is a state-controlled road (SCR) and is under the jurisdiction of TMR. Key attributes of the surrounding road network in the vicinity of the site are summarised in Table 2.1.

The proposed device would be located proximate to the Barkly Highway / Simpson Road signalised intersection. Annual Average Daily Traffic (AADT) data from 2020 was obtained from TMR for the Barkly Highway from a nearby counter site (identification number 100063) which is attached in Appendix A. Site 100175 is located approximately 500m west (traveling westbound) of the subject site and recorded an AADT of 3,080 vehicles. Site 100063, which is located approximately 3.2km east (traveling westbound) of the subject site intersection, recorded an AADT of 580 vehicles.



Table 2.1: ROAD ATTRIBUTES

ATTRIBUTE	BARKLY HIGHWAY	SIMPSON STREET
Road Hierarchy	Highway	Sub-arterial road
Directionality	Two-way	Two-way
Number of Lanes	4	2
Speed Limit (Km/h)	60	60
Jurisdiction	TMR	Council

3.0 PROPOSED ELECTRONIC ADVERTISING DEVICE

3.1 Proposed Device

The proposed device is described as a single-sided billboard with a 5.8m by 3.8m (22.1m²) electronic display. The device has an approximate total height of 9.4m. The proposed device would face northbound traffic on Simpson Street and westbound traffic on the Barkly Highway, as indicated in Figure 3.1.

Dimensioned plans of the proposed device are attached in Appendix B.

Figure 3.1: PROPOSED ELECTRONIC ADVERTISING DEVICE



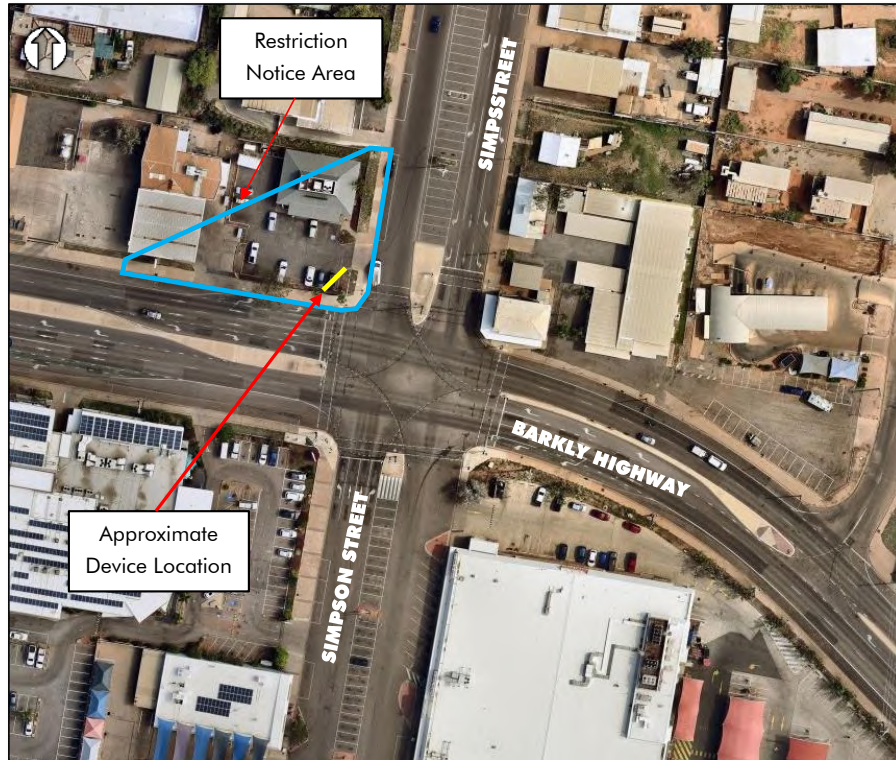
3.2 Restriction Notice Area

TMR's RAM designates a 'Restriction Notice Area' as a defined area outside the road reserve on a SCR where the Department has determined that the installation of an advertising device is not preferred. In the restriction notice area, TMR may only provide comment on the proposed device location, with the relevant local government being the controlling authority (ie Mount Isa City Council).



The proposed electronic device is located within the restriction notice area of the Barkly Highway / Simpson Road signalised intersection, as demonstrated in Figure 3.2.

Figure 3.2: RESTRICTION NOTICE AREA



As the electronic advertising device is located within a restriction notice area, an assessment of the advance visibility was carried out to determine if the advertising device would impede a driver’s vision to any official traffic signs or traffic signals and therefore to determine whether the advertising device poses as a hazard to traffic.

TMR’s RAM requires three seconds (ie approximately 50m at 60km/h) of advance visibility to view and read the proposed advertising device. Figure 3.3 shows the available advance visibility (ie in excess of 100m) to the proposed device from the northbound approach on Simpson Street and westbound approach on the Barkly Highway.

Figures 3.4 and 3.5 shows the view of the device approximately from the advance visibility distance (100m) on the northbound and westbound approaches respectively. As shown, the proposed device would not impede a driver’s vision of any official traffic signs or traffic signals and therefore provides adequate advanced visibility to view and read the advertising device.



Figure 3.3: ADVANCE VISIBILITY



Figure 3.4: ADVANCE VISIBILITY ON NORTHBOUND APPROACH





Figure 3.5: ADVANCE VISIBILITY ON WESTBOUND APPROACH



We also note that TMR have recently approved large format electronic advertising devices at the following intersections throughout regional Queensland within restriction notice areas:

- Ross River Road / Aitken Street / Charlotte Street signalised intersection in Townsville, with the approved device facing westbound traffic on Ross River Road
- Bundock Street / Heatleys Parade signalised intersection in Townsville, with the approved device facing eastbound traffic on Bundock Street
- Fitzroy Street / Bolsover Street signalised intersection in Rockhampton, with the approved device facing westbound traffic on Fitzroy Street
- Gordon Street / Milton Street signalised intersection in Mackay, with the approved device facing westbound traffic on Gordon Street and southbound traffic on Milton Street
- Taklavan Street signalised pedestrian crossing in Bundaberg, with the approved device facing northbound traffic on Taklavan Street

Accordingly, the proposed device location (ie adjacent to a signalised intersection and within a restriction notice area) is consistent with other device locations recently approved by TMR throughout regional Queensland.

3.3 Line of Sight

TMR's RAM requires electronic devices do not obstruct a driver's line of sight to official traffic signs, exit ramps, on-ramps, intersections, other decision making / traffic conflict areas or road users. Further, if an electronic device is located where it will appear in the background of traffic signals, the traffic signals must be fitted with standard target boards applicable to all devices. All signal lanterns at the adjacent Barkly Highway / Simpson Street intersection have target boards in accordance with this requirement. As represented in Figure 3.4 and Figure 3.5, where the proposed advertising device does not obstruct a driver's line of sight to any official traffic signs, exit ramps, on-ramps or intersections. Therefore, the device is consistent with TMR's RAM line of sight criteria.



3.4 Council Requirements

Table 2 in Schedule 10 of the Mount Isa City Council Subordinate Local Law (2018) requires an Electronic Graphic Display Screen to be compliant with the following requirements:

- not to be displayed on a road
- when visible from a road (State-controlled or local government road) – be sited and displayed in accordance with the Queensland Government Roadside Advertising Manual
- not to project beyond the front alignment of a property
- not to expose an unsightly back view to a road or other public place
- the advertising device must be consistent with the design of the built environment where it will be displayed
- not interfere with access to any premises
- not be visible from premises used for residential purposes

The proposed device location is compliant or could be conditioned to be compliant with all of these requirements.

3.5 Operations

3.5.1 Brightness

It is recommended that the maximum luminance levels specified in TMR’s RAM be adopted, as this reflects current practices and state policies influencing the design of electronic advertising devices. Maximum luminance levels are specified for a range of ambient light levels, as summarised in Table 3.1.

Table 3.1: MAXIMUM LUMINANCE LEVELS

AMBIENT LIGHT LEVEL (LUX)	APPROXIMATE EQUIVALENT SCENARIO	LUMINANCE LEVEL (CD/M ²)
0 – 10	Night	150
101 – 400	Dusk / Dawn	400
1,001 – 4,000	Overcast	1,500
40,001 – 100,000	Direct Sunlight	6,000

It is recommended the proposed advertising device meet the following requirements, in line with TMR’s RAM:

- will be located at an angle such that luminance levels are as uniform as possible for the viewer
- will not contain flashing point sources
- all lighting associated with the advertising device will be directed solely on the advertising device and its immediate surroundings



3.5.2 Reflectance

TMR's RAM requires any advertising device containing retro-reflective material be rotated approximately five degrees away from the normal line of vehicle headlight beams in order to minimise specular reflection. The device is not expected to contain any retro-reflective material and is consistent with TMR's RAM requirements.

3.5.3 Timing

The proposed device should display one static advertisement at a time (ie no split screens) to reduce driver comprehension time and should be displayed for a minimum amount of time (dwell time). Consistent with section 3.6.1.4 of TMR's RAM, the minimum dwell time for a device visible from a state-controlled road with a speed limit less than 80 km/h (ie the Barkly Highway) is ten seconds.

TMR's RAM further requires changes in electronic advertising display to occur instantaneously in less than 0.5 seconds to limit driver distraction.

3.5.4 Display Content

Consistent with good roadside advertising practice, it is recommended that the displayed images:

- are directly and easily interpreted as to convey the required advertising message quickly
- do not give instructions to 'stop' or similar
- do not imitate traffic control devices
- will not go blank between advertisements
- minimise emotional content that may affect emotional biases

3.6 Design

As per TMR's RAM, there will be no impact or obstruction to other businesses, residents or the visual amenity of the surrounding area from the device. The device is proposed to have no movement or rotation. It is recommended that the electronic device support be certified as being structurally sufficient in accordance with the Building Act 1975. Therefore, the design is in accordance with TMR's RAM.



4.0 ROAD SAFETY ASSESSMENT

4.1 Approach

An assessment of the crash history of the Simpson Street / Barkly Highway signalised intersection and the section of the Barkly Highway adjacent to the proposed advertising device was conducted with respect to TMR's Queensland Risk Assessment Model (QRAM). The QRAM assesses the safety risk of the declared network by each intersection and 1km road segments to identify and prioritise high safety risk locations.

4.2 Analysis

Crash Priority

For each intersection, the individual crash priority is determined by the number of crashes on that road section. The collective crash priority is determined by the number of crashes at that intersection. For each 1km road section, the individual and collective crash priority is determined by the number of crashes on that road section.

Risk Priority

For each intersection, the individual risk priority is determined by the risk attributes of that intersection. The collective risk priority is determined by the same risk attributes, multiplied by the AADT. For each 1km road section, the individual and collective risk priority is determined by the risk attributes on that road section, multiplied by the AADT.

Priority Classification

For each intersection and 1km road section, the priorities are classified according to one of nine possible risk ratings, ranging from Low- to High+. A ranking matrix is then used to determine the rank for each crash and risk priority. The overall priority is determined through a comparison of the individual and collective ranks.

The QRAM was provided by TMR and included the most recent available crash data from 1 January 2017 to 31 December 2021. Table 4.1 summarises the QRAM priorities for the Simpson Street / Barkly Highway signalised intersection and the section of the Barkly Highway adjacent to the proposed advertising device.

As indicated in Table 4.1, the Simpson Street / Barkly Highway signalised intersection has been ascribed an overall priority of Medium (-) and the section of the Barkly Highway adjacent to the proposed device has been ascribed a risk rating of Low. Consistent with the methodology adopted by TMR for other electronic advertising devices located adjacent to the State-controlled road network, no further restrictions should apply to the proposed device, given that the adjacent intersection and road section do not exhibit a High overall priority.



Table 4.1: QRAM RISK PRIORITY

PRIORITY	CRASH PRIORITY	RISK PRIORITY	RANK	OVERALL PRIORITY
Simpson Street / Barkly Highway Signalised Intersection				
Individual	Low (-)	High	3	Medium (-)
Collective	Low (-)	Medium	4	
Barkly Highway Road Section				
Individual	Low (-)	Low	5	Low
Collective	Low (-)	Medium	4	



5.0 CONCLUSIONS AND RECOMMENDATIONS

5.1 Conclusions

We have undertaken a review of the proposed electronic advertising device located at 41-43 Simpson Street, Mount Isa. The impact of the proposed device has been assessed in terms of traffic safety and driver distraction. The main points to note are:

- the proposed device comprises a single-sided billboard with a 5.8m by 3.8m (22.1m²) electronic display
- the device would be located to face northbound traffic on Simpson Street and westbound on Barkly Highway
- the device would be located in a low-speed urban environment
- the device is located within a restriction notice area
- the device will not impede a driver's line of sight to any official traffic signs from the northbound approach on Simpson Street and the westbound approach on the Barkly Highway
- adequate advance visibility is provided to view the device from the northbound approach on Simpson Street and the westbound approach on the Barkly Highway
- no further restrictions should apply to the proposed device given that the adjacent intersection and road section do not exhibit a High overall priority

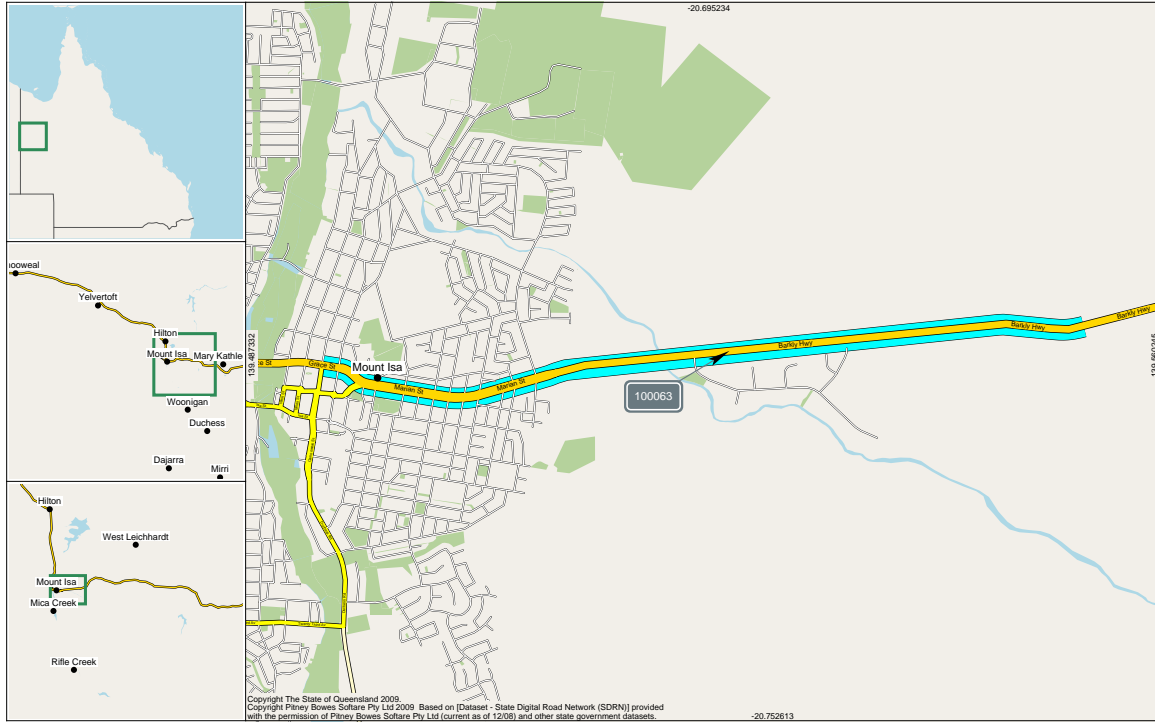
5.2 Recommendations

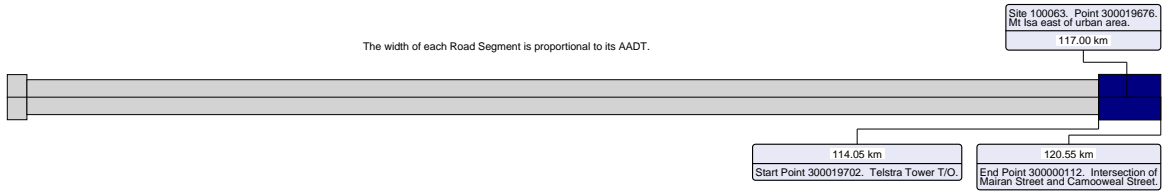
It is recommended that:

- luminance levels are consistent with TMR's RAM and the device is located at an angle such that luminance levels are as uniform as possible
- the device does not contain flashing point sources
- all lighting associated with the device be directed solely on the device and its immediate surroundings
- the device has a minimum dwell time of ten seconds
- the displayed images are easily interpreted
- the displayed images cannot be confused with any traffic signs or devices
- the displayed images do not direct traffic to 'stop' or similar

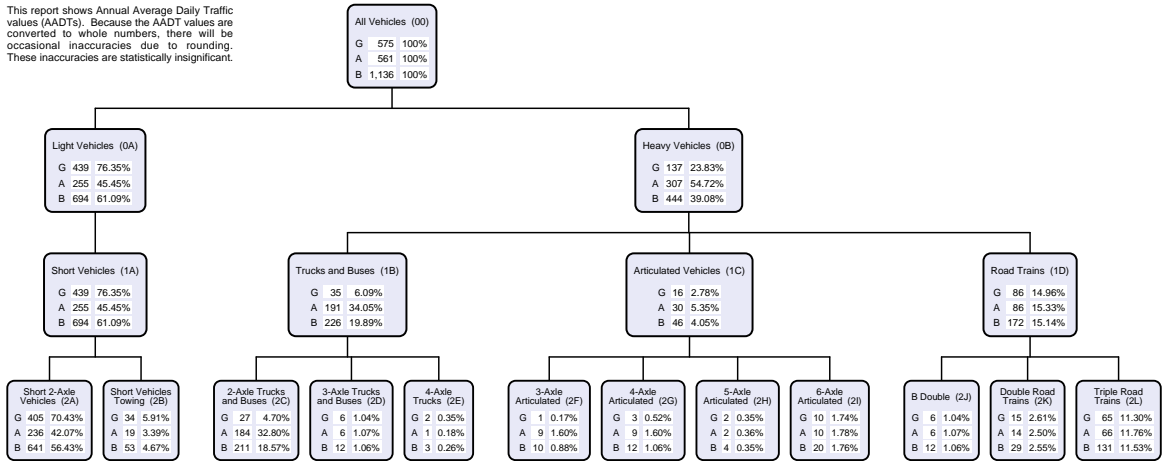


**APPENDIX A
TRAFFIC DATA**





This report shows Annual Average Daily Traffic values (AADTs). Because the AADT values are converted to whole numbers, there will be occasional inaccuracies due to rounding. These inaccuracies are statistically insignificant.





24-Jun-2021 14:51

Traffic Analysis and Reporting System
Report Notes for AADT Segment Report

TARS

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AADT Segment Annual Volume Report

Provides summary data for the selected AADT Segment of a Road Section. Summary data is presented as both directional information and a combined bi-directional figure. The data is then broken down by Traffic Class, when available. The report also includes maps displaying the location of both the AADT Segment and the traffic count site.

Annual Average Daily Traffic (AADT)

Annual Average Daily Traffic (AADT) is the number of vehicles passing a point on a road in a 24 hour period, averaged over a calendar year.

AADT Segments

The State declared road network is broken into Road Sections and then further broken down into AADT Segments. An AADT Segment is a sub-section of the declared road network where traffic volume is similar along the entire AADT Segment.

Area

For administration purposes the Department of Transport and Main Roads has divided Queensland into 12 Districts. The Area field in TSDM reports displays the District Name and Number.

District Name	District
Central West District	401
Darling Downs District	402
Far North District	403
Fitzroy District	404
Mackay/Whitsunday District	405
Metropolitan District	406
North Coast District	407
North West District	409
Northern District	408
South Coast District	410
South West District	411
Wide Bay/Burnett District	412

AADT Values

AADT values are displayed by direction of travel as:

- G Traffic flow in gazetted direction
- A Traffic flow against gazetted direction
- B Traffic flow in both directions

Data Collection Year

Is the most recent year that data was collected at the data collection site.

Please Note:

Due to location and/or departmental policy, some sites are not counted every year.

Gazetted Direction

Is the direction of the traffic flow. It can be easily recognised by referring to the name of the road eg. Road Section: 10A Brisbane - Gympie denotes that the gazetted direction is from Brisbane to Gympie.

Maps

Display the selected location from a range of viewing levels, the start and end position details for the AADT Segment and the location of the traffic count site.

Road Section

Is the Gazetted road from which the traffic data is collected. Each Road Section is given a code, allocated sequentially in Gazetted Direction. Larger roads are broken down into sections and identified by an ID code with a suffix for easier data collection and reporting (eg. 10A, 10B, 10C). Road Sections are then broken into AADT Segments which are determined by traffic volume.

Segment Site

Is the unique identifier for the traffic count site representing the traffic flow within the AADT Segment.

Site

The physical location of a traffic counting device. Sites are located at a specified Through Distance along a Road Section.

Site Description

The description of the physical location of the traffic counting device.

Start and End Point

The unique identifier for the Through Distance along a Road Section.

Vehicle Class

Traffic is categorised as per the Austroads Vehicle Classification scheme. Traffic classes are in the following hierarchical format:

Volume or All Vehicles

00 = 0A + 0B

Light Vehicles

0A = 1A

1A = 2A + 2B

Heavy Vehicles

0B = 1B + 1C + 1D

1B = 2C + 2D + 2E

1C = 2F + 2G + 2H + 2I

1D = 2J + 2K + 2L

The following classes are the categories for which data can be captured:

Volume

00 All vehicles

2-Bin

0A Light vehicles

0B Heavy vehicles

4-Bin

1A Short vehicles

1B Truck or bus

1C Articulated vehicles

1D Road train

12-Bin

2A Short 2 axle vehicles

2B Short vehicles towing

2C 2 axle truck or bus

2D 3 axle truck or bus

2E 4 axle truck

2F 3 axle articulated vehicle

2G 4 axle articulated vehicle

2H 5 axle articulated vehicle

2I 6 axle articulated vehicle

2J B double

2K Double road train

2L Triple road train

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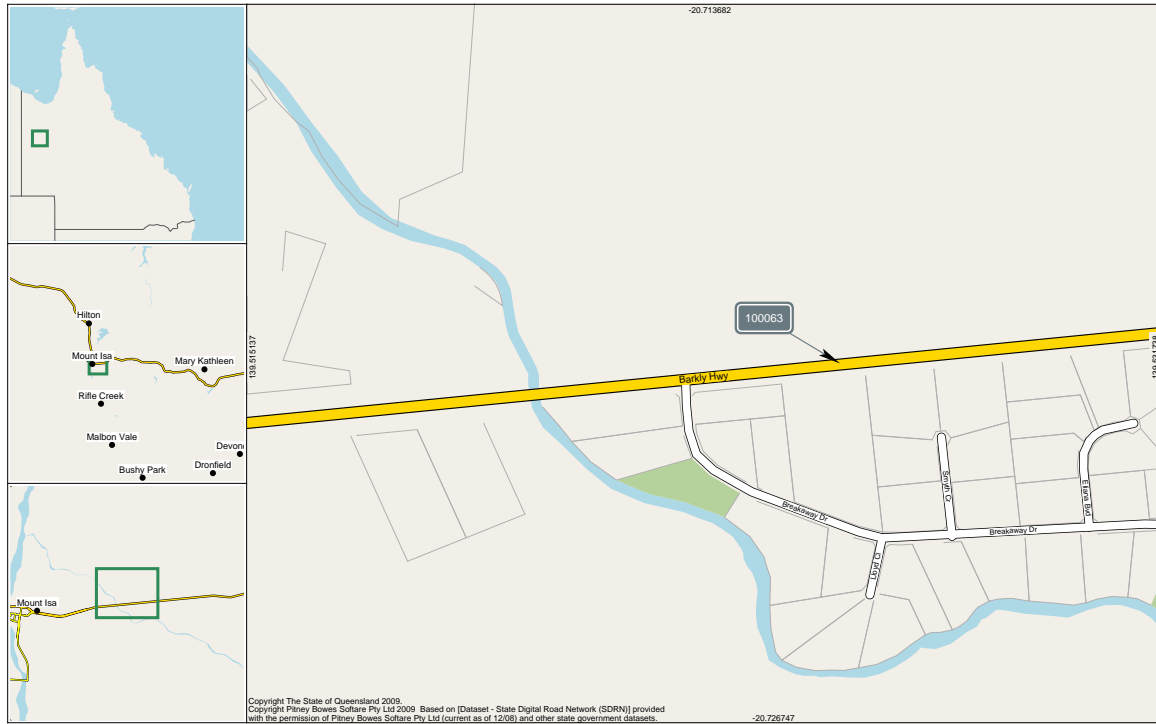
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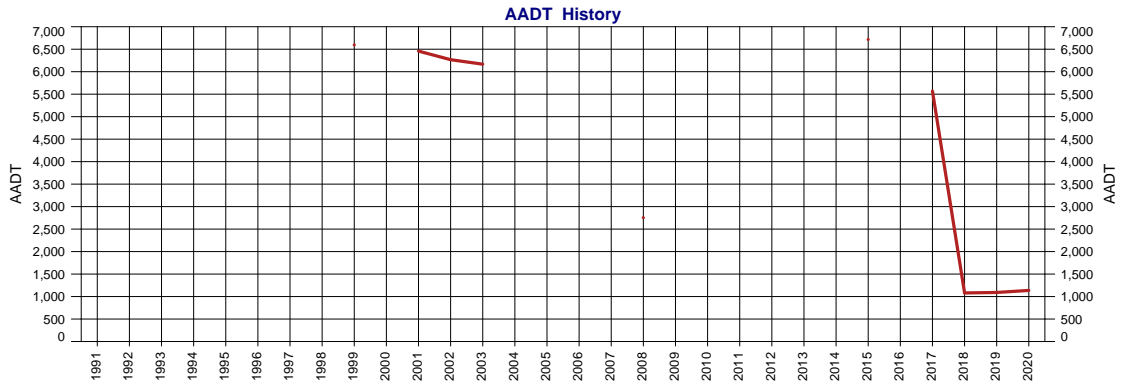
Traffic Analysis and Reporting System
Annual Volume Report

TARS

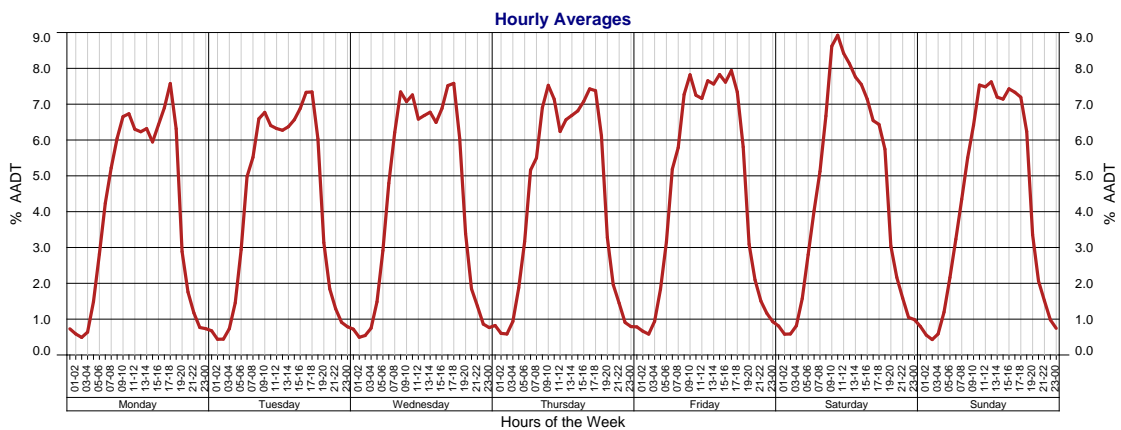
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Area	409 - North West District	Year	2020	Growth last Year	4.12%
Road Section	15A - BARKLY HIGHWAY (CLONCURRY - MT ISA)	AADT	1,136	Growth last 5 Yrs	-29.28%
Site	100063 - 15A Ch 117 - 0.5km East Breakaway dr T/O	Avg Week Day	1,147	Growth last 10 Yrs	
Thru Dist	117.0	Avg Weekend Day	1,170		
Type	C - Coverage				
Stream	TB - Bi-directional traffic flow				



Year	AADT	1-Year Growth	5-Year Growth	10-Year Growth
2020	1,136	4.12%	-29.28%	
2019	1,091	1.02%		
2018	1,080	-80.61%		-13.92%
2017	5,571			
2016				
2015	6,716			
2014				
2013				
2012				
2011				
2010				
2009				
2008	2,754		-14.89%	
2007				
2006				
2005				
2004				
2003	6,167	-1.60%		
2002	6,267	-2.96%		
2001	6,458			
2000				
1999	6,595			
1998				
1997				
1996				
1995				
1994				
1993				
1992				
1991				

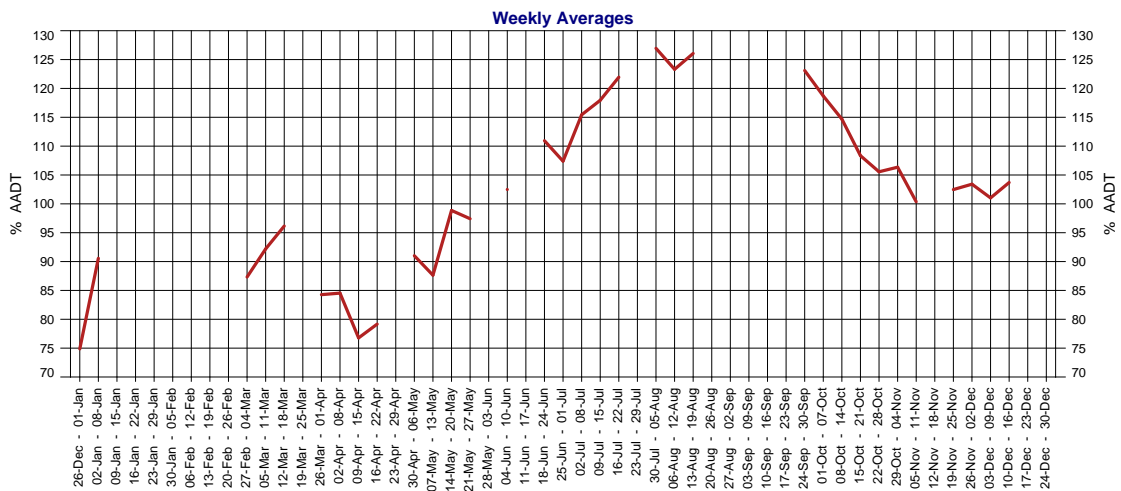
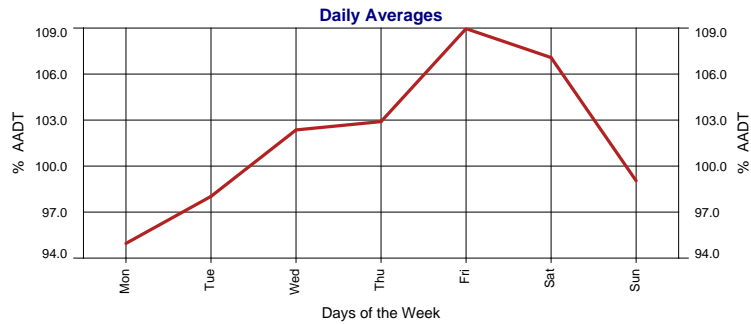




Traffic Analysis and Reporting System
Annual Volume Report

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2020 Calendar

January							February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5					1	2	30	31					1			1	2	3	4	5	
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27	28	29	30	31			24	25	26	27	28	29	23	24	25	26	27	28	29	27	28	29	30				
May							June							July							August						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
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25	26	27	28	29	30	31	29	30						27	28	29	30	31	24	25	26	27	28	29	30		
September							October							November							December						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2				1	2	3	4	30					1			1	2	3	4	5	
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21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				

Days on which traffic data was collected.



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Traffic Analysis and Reporting System
Report Notes for Annual Volume Report

TARS

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Annual Volume Report

Displays AADT history with hourly, daily and weekly patterns by Stream in addition to annual data for AADT figures with 1 year, 5 year and 10 year growth rates.

Annual Average Daily Traffic (AADT)

Annual Average Daily Traffic (AADT) is the number of vehicles passing a point on a road in a 24 hour period, averaged over a calendar year.

AADT History

Displays the years when traffic data was collected at this count site.

Area

For administration purposes the Department of Transport and Main Roads has divided Queensland into 12 Districts. The Area field in TSDM reports displays the District Name and Number.

District Name	District
Central West District	401
Darling Downs District	402
Far North District	403
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Mackay/Whitsunday District	405
Metropolitan District	406
North Coast District	407
North West District	409
Northern District	408
South Coast District	410
South West District	411
Wide Bay/Burnett District	412

Avg Week Day

Average daily traffic volume during the week days, Monday to Friday.

Avg Weekend Day

Average daily traffic volume during the weekend, Saturday and Sunday.

Calendar

Days on which traffic data was collected are highlighted in green.

Gazettal Direction

The Gazettal Direction is the direction of the traffic flow. It can be easily recognised by referring to the name of the road eg. Road Section: 10A Brisbane - Gympie denotes that the gazettal direction is from Brisbane to Gympie.

- G Traffic flowing in Gazettal Direction
- A Traffic flowing against Gazettal Direction
- B The combined traffic flow in both Directions

Growth Percentage

Represents the increase or decrease in AADT, using a exponential fit over the previous 1, 5 or 10 year period.

Hour, Day & Week Averages

The amount of traffic on the road network will vary depending on the time of day, the day of the week and the week of the year. The ebb and flow of traffic travelling through a site over a period of time forms a pattern. The Hour, Day and Week Averages are then used in the calculation of AADT.

Road Section

Is the Gazetted road from which the traffic data is collected. Each Road Section is given a code, allocated sequentially in Gazettal Direction. Larger roads are broken down into sections and identified by an ID code with a suffix for easier data collection and reporting (eg. 10A, 10B, 10C). Road Sections are then broken into AADT Segments which are determined by traffic volume.

Site

The unique identifier and description of the physical location of a traffic counting device. Sites are located at a Through Distance along a Road Section.

Stream

The lane in which the traffic is travelling in. This report provides data for the combined flow of traffic in both directions.

Thru Dist or TDist

The distance from the beginning of the Road Section, in kilometres.

Type

There are two types of traffic counting sites, Permanent and Coverage. Permanent means the traffic counting device is in place 24/7. Coverage means the traffic counting device is in place for a specified period of time.

Year

Is the current year for the report. Where an AADT Year record is missing a traffic count has not been conducted, for that year.

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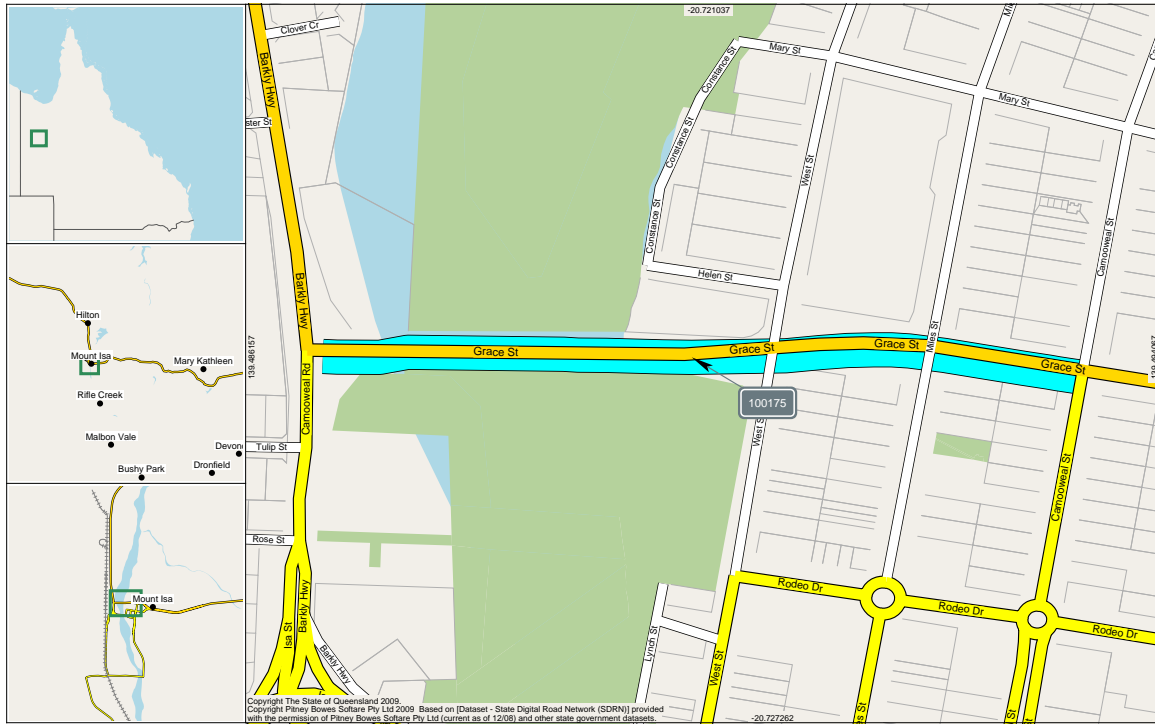
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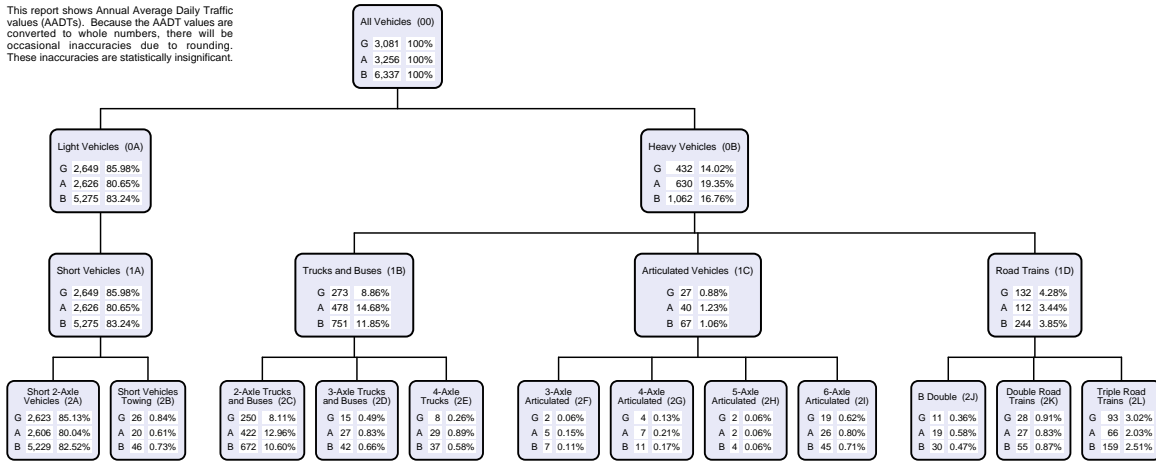


Site 100175, Point 300018644, Leichhardt River Bridge.
0.41 km

The width of each Road Segment is proportional to its AADT.



This report shows Annual Average Daily Traffic values (AADTs). Because the AADT values are converted to whole numbers, there will be occasional inaccuracies due to rounding. These inaccuracies are statistically insignificant.





24-Jun-2021 14:51

Traffic Analysis and Reporting System
Report Notes for AADT Segment Report

TARS

Page 1 of 1 (3 of 7)

AADT Segment Annual Volume Report

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South West District	411
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AADT Values

AADT values are displayed by direction of travel as:

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Start and End Point

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Traffic is categorised as per the Austroads Vehicle Classification scheme. Traffic classes are in the following hierarchical format:

Volume or All Vehicles

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Light Vehicles

0A = 1A

1A = 2A + 2B

Heavy Vehicles

0B = 1B + 1C + 1D

1B = 2C + 2D + 2E

1C = 2F + 2G + 2H + 2I

1D = 2J + 2K + 2L

The following classes are the categories for which data can be captured:

Volume

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2-Bin

0A Light vehicles

0B Heavy vehicles

4-Bin

1A Short vehicles

1B Truck or bus

1C Articulated vehicles

1D Road train

12-Bin

2A Short 2 axle vehicles

2B Short vehicles towing

2C 2 axle truck or bus

2D 3 axle truck or bus

2E 4 axle truck

2F 3 axle articulated vehicle

2G 4 axle articulated vehicle

2H 5 axle articulated vehicle

2I 6 axle articulated vehicle

2J B double

2K Double road train

2L Triple road train

Copyright

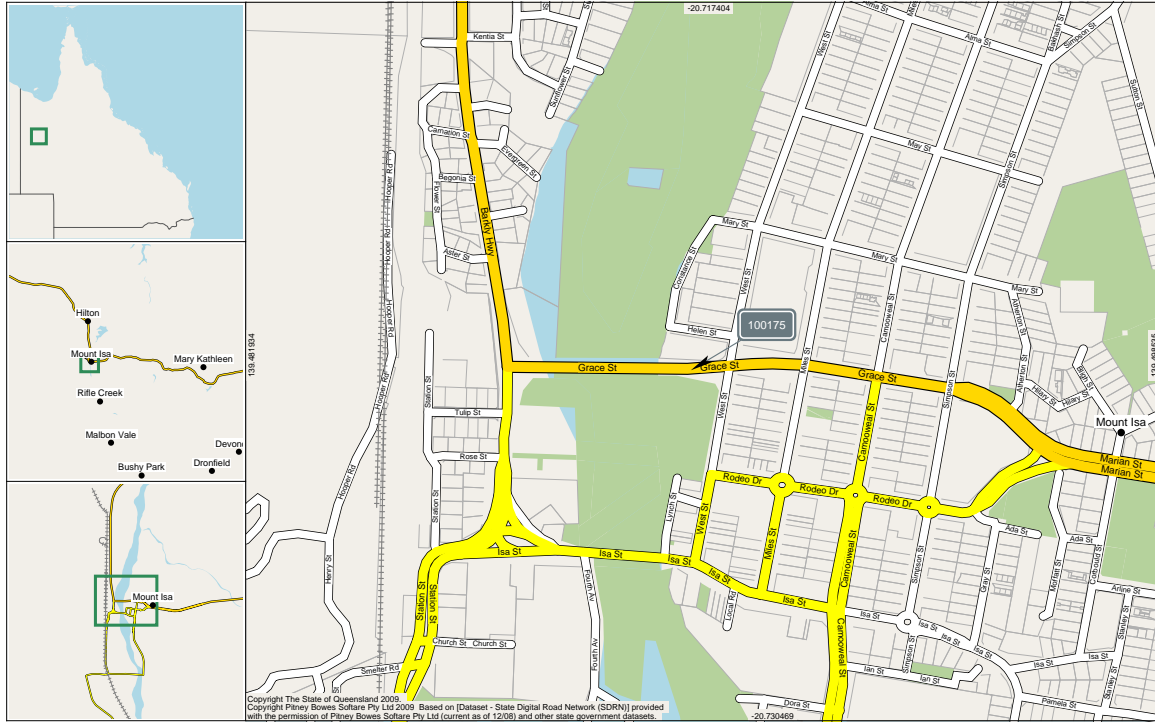
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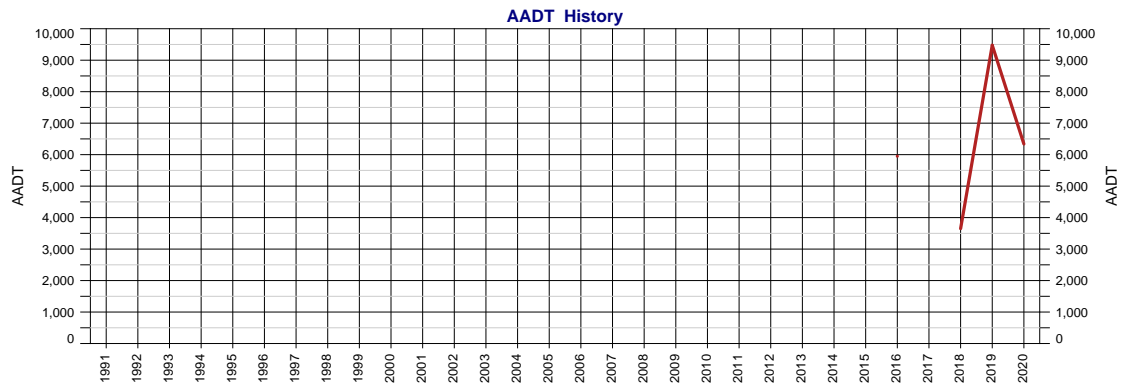
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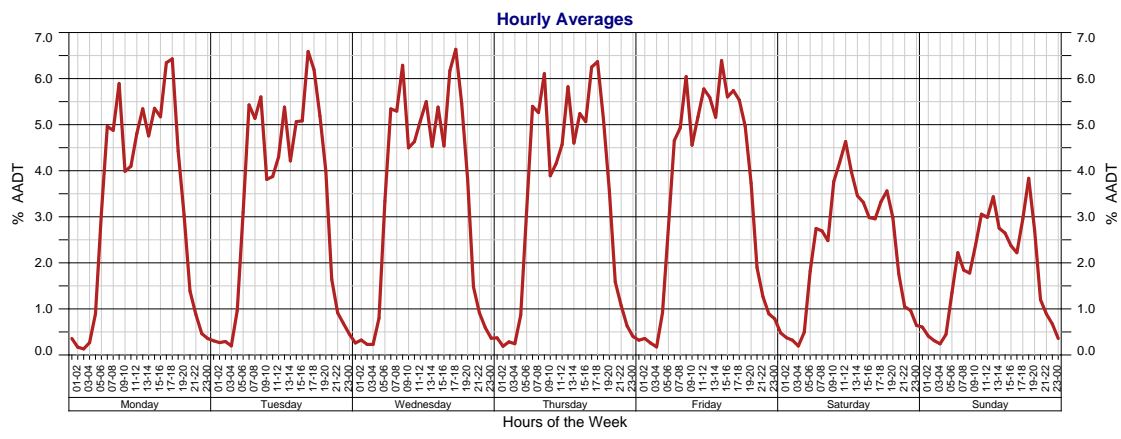
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Area	409 - North West District	Year	2020	Growth last Year	-33.13%
Road Section	15B - BARKLY HIGHWAY (MT ISA - CAMOOWEAL)	AADT	6,337	Growth last 5 Yrs	
Site	100175 - 15B Ch 0.41 - East Leichardt River Bdge	Avg Week Day	5,069	Growth last 10 Yrs	
Thru Dist	0.41	Avg Weekend Day	3,105		
Type	C - Coverage				
Stream	TB - Bi-directional traffic flow				



Year	AADT	1-Year Growth	5-Year Growth	10-Year Growth
2020	6,337	-33.13%		
2019	9,476	159.69%		
2018	3,649			
2017				
2016	5,951			
2015				
2014				
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				

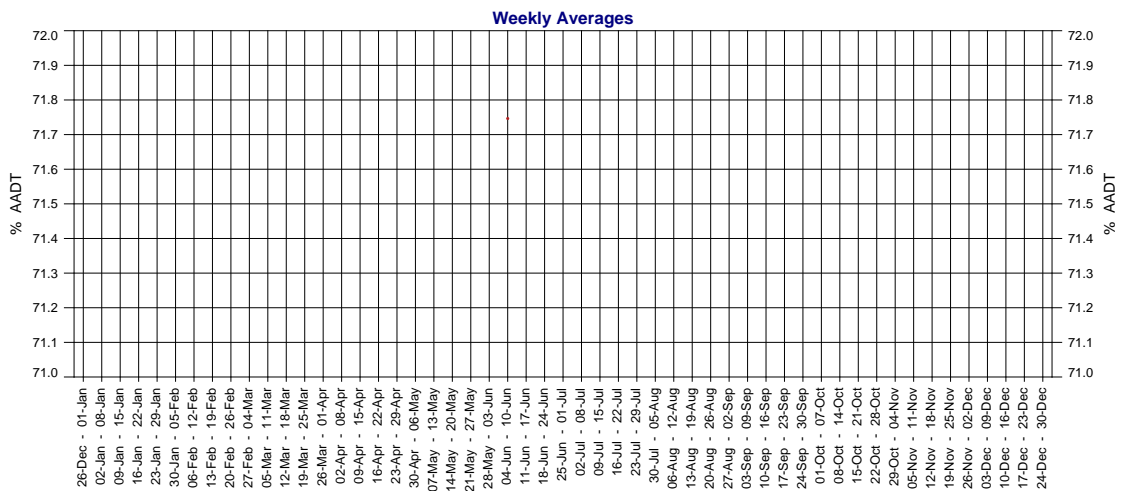
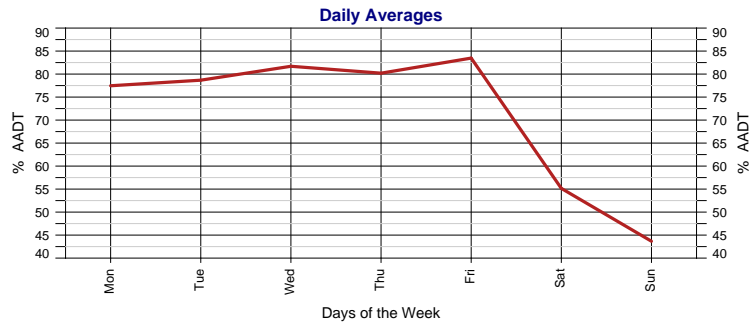




Traffic Analysis and Reporting System
Annual Volume Report

TARS

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2020 Calendar

January							February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5					1	2	30	31					1			1	2	3	4	5	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12
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20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26
27	28	29	30	31			24	25	26	27	28	29	23	24	25	26	27	28	29	27	28	29	30				
May							June							July							August						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5	31					1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31	24	25	26	27	28	29	30		
September							October							November							December						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3				1	2	3	4	30					1			1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				

Days on which traffic data was collected.



24-Jun-2021 14:51

Traffic Analysis and Reporting System
Report Notes for Annual Volume Report

TARS

Page 1 of 1 (7 of 7)

Annual Volume Report

Displays AADT history with hourly, daily and weekly patterns by Stream in addition to annual data for AADT figures with 1 year, 5 year and 10 year growth rates.

Annual Average Daily Traffic (AADT)

Annual Average Daily Traffic (AADT) is the number of vehicles passing a point on a road in a 24 hour period, averaged over a calendar year.

AADT History

Displays the years when traffic data was collected at this count site.

Area

For administration purposes the Department of Transport and Main Roads has divided Queensland into 12 Districts. The Area field in TSDM reports displays the District Name and Number.

District Name	District
Central West District	401
Darling Downs District	402
Far North District	403
Fitzroy District	404
Mackay/Whitsunday District	405
Metropolitan District	406
North Coast District	407
North West District	409
Northern District	408
South Coast District	410
South West District	411
Wide Bay/Burnett District	412

Avg Week Day

Average daily traffic volume during the week days, Monday to Friday.

Avg Weekend Day

Average daily traffic volume during the weekend, Saturday and Sunday.

Calendar

Days on which traffic data was collected are highlighted in green.

Gazettal Direction

The Gazettal Direction is the direction of the traffic flow. It can be easily recognised by referring to the name of the road eg. Road Section: 10A Brisbane - Gympie denotes that the gazettal direction is from Brisbane to Gympie.

- G Traffic flowing in Gazettal Direction
- A Traffic flowing against Gazettal Direction
- B The combined traffic flow in both Directions

Growth Percentage

Represents the increase or decrease in AADT, using a exponential fit over the previous 1, 5 or 10 year period.

Hour, Day & Week Averages

The amount of traffic on the road network will vary depending on the time of day, the day of the week and the week of the year. The ebb and flow of traffic travelling through a site over a period of time forms a pattern. The Hour, Day and Week Averages are then used in the calculation of AADT.

Road Section

Is the Gazetted road from which the traffic data is collected. Each Road Section is given a code, allocated sequentially in Gazettal Direction. Larger roads are broken down into sections and identified by an ID code with a suffix for easier data collection and reporting (eg. 10A, 10B, 10C). Road Sections are then broken into AADT Segments which are determined by traffic volume.

Site

The unique identifier and description of the physical location of a traffic counting device. Sites are located at a Through Distance along a Road Section.

Stream

The lane in which the traffic is travelling in. This report provides data for the combined flow of traffic in both directions.

Thru Dist or TDist

The distance from the beginning of the Road Section, in kilometres.

Type

There are two types of traffic counting sites, Permanent and Coverage. Permanent means the traffic counting device is in place 24/7. Coverage means the traffic counting device is in place for a specified period of time.

Year

Is the current year for the report. Where an AADT Year record is missing a traffic count has not been conducted, for that year.

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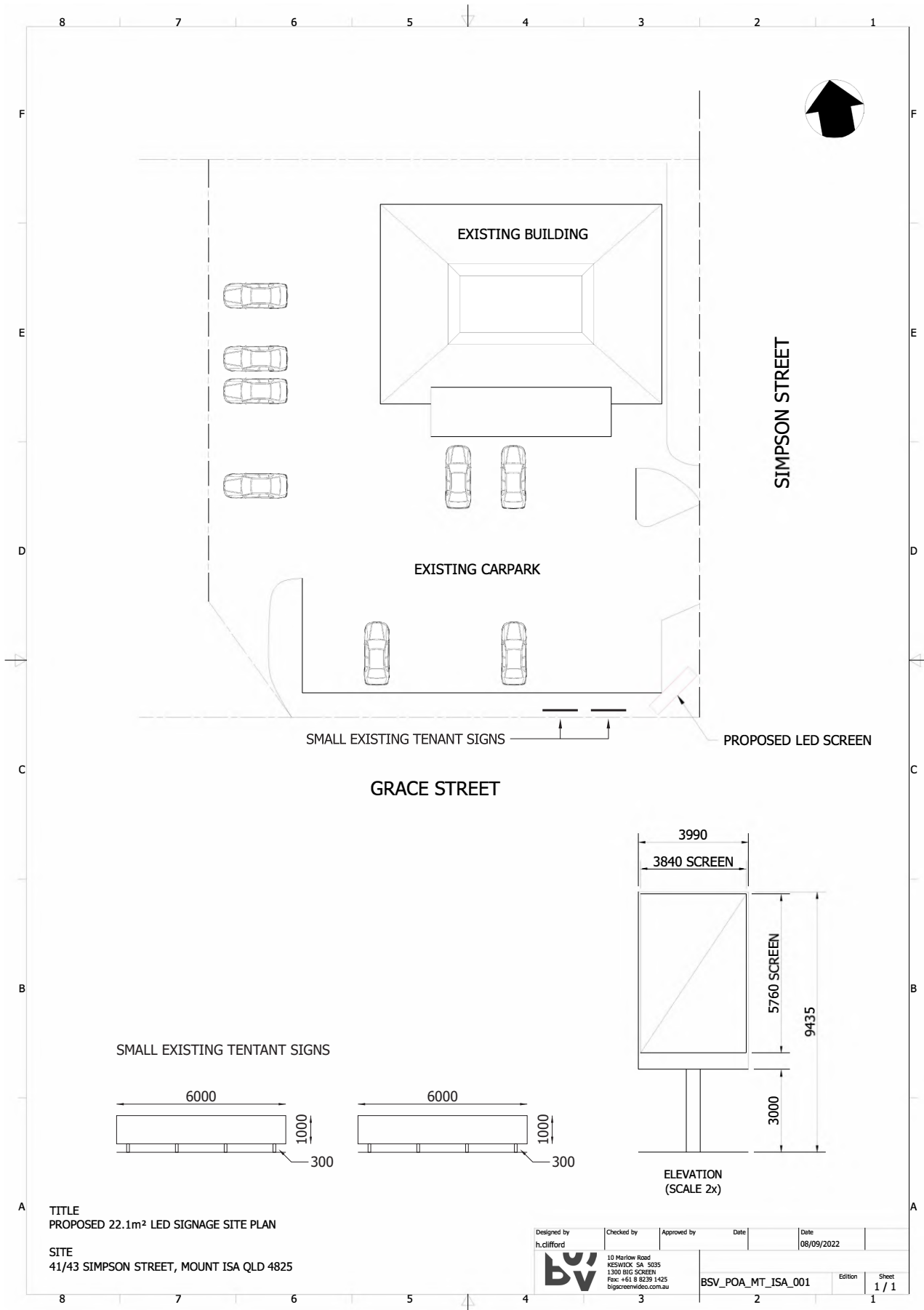
<http://creativecommons.org/licenses/by-nd/3.0/au>

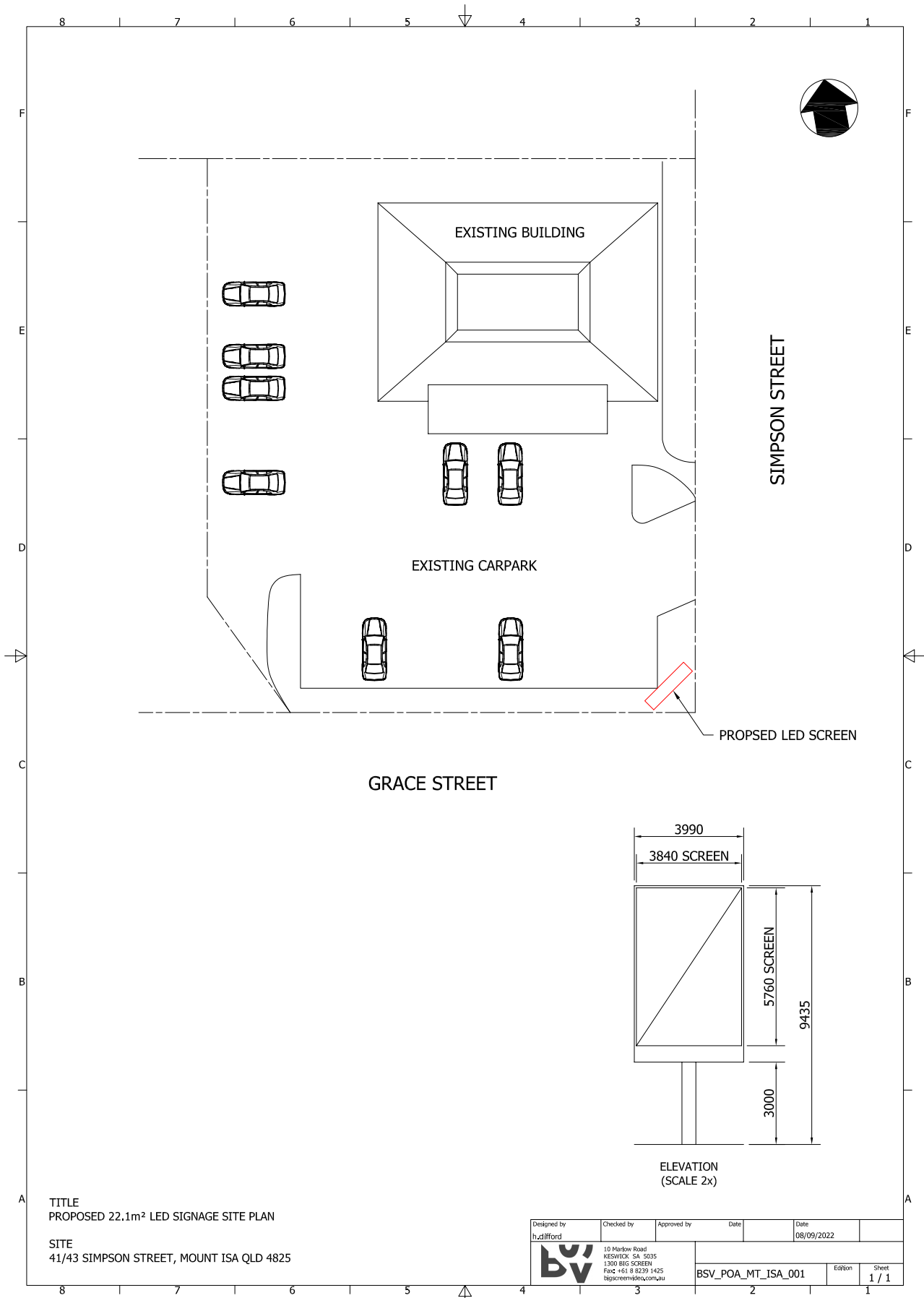
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APPENDIX B
ADVERTISING DEVICE PLANS





TITLE
PROPOSED 22.1m² LED SIGNAGE SITE PLAN

SITE
41/43 SIMPSON STREET, MOUNT ISA QLD 4825

Designed by h.clifford	Checked by	Approved by	Date	Date 08/09/2022
 10 Marlborough Road KEESWICK, SA 5035 1300 BSV SCREEN Fax: +61 8 8239 1425 bsvscreen@bsv.com.au	BSV_POA_MT_ISA_001		Edition	Sheet 1 / 1

11.9 REQUEST FOR VARIATION - MITEZ GALA DINNER

Document Number: 796314

Author: Community Development Officer

Authoriser: Director Corporate and Community

Directorate: Corporate and Community

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

EXECUTIVE SUMMARY

Mount Isa Townsville Economic Development Zone Inc. (MITEZ) has requested to vary the scope of the approved sponsorship received.

RECOMMENDATION

THAT Council approves a variation to the approved funding received by Mount Isa Townsville Economic Development Zone Inc. to host a Gala Dinner on 18 September 2023.

OVERVIEW

Mount Isa Townsville Economic Development Zone Inc. (MITEZ) is seeking approval to vary the scope of the approved Sponsorship funding received in Round 2, 2022/2023.

BACKGROUND

MITEZ was successful in receiving funding of \$5,000.00 (excl GST) in Round 2, 2022/23 of the Community Grants and Sponsorship Program to deliver a gala dinner as part of the Mount Isa 100-year celebrations and to acknowledge the importance of Mount Isa to the MITEZ corridor.

Due to issues with key vendors that would have impacted the event detrimentally, it was decided to alter the event date to 18 September 2023, to coincide with the State Miners Memorial Service Day, which will be held on 19 September 2023. The dinner has also been moved to Giuseppe's Cantina for ease of catering and logistics of venue preparation.

The original event was proposed to be held on 17 June 2023 at Lake Moondarra.

The modified event to be held at Giuseppe's Cantina will now be a celebratory dinner with the following inclusions:

- Entertainment
- Silent Art Auction (featuring local artist Cungelella Art)
- Centenary Birthday cake
- 2-course meal
- Drinks package
- Seating for 80 people.

Under the Community Grants Policy, any change of scope requires the approval of the Council.

The applicant will still be required to adhere to all the normal conditions of funding, as outlined in their funding agreement and the sponsorship guidelines.

It would be recommended that Council seek 6 dinner tickets for the event as part of the sponsorship inclusion, along with the standard marketing and promotion benefits normally included in sponsorship.

BUDGET AND RESOURCE IMPLICATIONS

Funding was approved in the 2022/23 budget, however as funds have not yet been distributed, will require a budget adjustment at the Quarter 1, 2023/24 review.

LINK TO CORPORATE PLAN

Theme:	1.	People & Communities
Strategy:	1.3	Assist community groups to increase their sustainability and build social capacity
	1.18	Provide 100 years Community Celebrations and community infrastructure for year 2023.

CONSULTATION (INTERNAL AND EXTERNAL)

Consultation was undertaken with the Manager of Economic and Community Development.

LEGAL CONSIDERATIONS

Nil

POLICY IMPLICATIONS

Community Grants Policy

RISK IMPLICATIONS

Nil

HUMAN RIGHTS CONSIDERATIONS

Consideration has been given to the Human Rights under the policy and it is believed to not unreasonably infringe on these rights.

ATTACHMENTS

Nil

11.10 RADF - OUT OF ROUNDS APPLICATION - MOUNT ISA COUNCIL OF CHRISTIAN CHURCHES

Document Number: 796562

Author: Community Development Officer

Authoriser: Director Corporate and Community

Directorate: Corporate and Community

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

EXECUTIVE SUMMARY

An Out of Rounds application from Mount Isa Council of Christian Churches, has been received by the Regional Arts Development Fund (RADF) seeking funding through Council's RADF grants program.

RECOMMENDATION

THAT Council endorses the Regional Arts Development Fund (RADF) Committee recommendation to approve funding to the Mount Isa Council of Christian Churches project "100 Year Centenary – History of Christian Churches" in the amount of \$4,470.00 (+ GST).

OVERVIEW

The Regional Arts Development Fund is a partnership between the Queensland Government and the Mount Isa City Council to support local arts and culture in regional Queensland. The RADF committee received an Out of Rounds application, which due to the time restrictions of when the project is taking place, cannot be directed to the next RADF Round.

BACKGROUND

Council received a request for financial assistance from the Mount Isa Council of Christian Churches to produce a book outlining the historical story of each of the Christian Churches in Mount Isa. An earlier edition of this book was produced in 1978 as part of the city's 75th Centenary.

An updated version is planned to celebrate the centennial of Mount Isa. Copies of the book will be available at the Mount Isa Combined Churches Service to be held on 9 September 2023, where Christians will gather to give thanks and pray for our city.

The project fit well under the RADF program and as such, the applicant was asked to complete the RADF application which was submitted to the committee for assessment. Of the 6 committee members, 5 voted in favour of the project with one committee member not responding.

It is recommended that as a condition of funding, the Council be provided with a copy of the book to be donated to the Library.

BUDGET AND RESOURCE IMPLICATIONS

There is a sufficient surplus budget remaining from the 2022/23 grant rounds to cover the recommended funding amount. The RADF financial year runs from October to September each year.

LINK TO CORPORATE PLAN

Theme:	1.	People & Communities
Strategy:	1.18	Provide 100 years Community Celebrations and community infrastructure for year 2023.
	1.5	Develop and promote our unique artistic and cultural diversity

CONSULTATION (INTERNAL AND EXTERNAL)

A consultation was held with the 6 members of the RADF committee and with the Manager of Economic and Community Development.

LEGAL CONSIDERATIONS

Nil

POLICY IMPLICATIONS

Arts and Culture Policy

RISK IMPLICATIONS

Nil

HUMAN RIGHTS CONSIDERATIONS

Consideration has been given to the protected human rights within the policy and it is believed to not infringe on these rights.

ATTACHMENTS

Nil

11.11 ANNUAL REPORT 22/23 - ENVIRONMENTAL CHARGE PROJECTS**Document Number:** 795014**Author:** Coordinator, Environment and Biosecurity Services**Authoriser:** Coordinator, Environment and Biosecurity Services**Directorate:** Corporate and Community**Portfolio:** Environmental Management, Waste Management, Environmental Health, Water and Sewerage, Local Laws, Camooweal**EXECUTIVE SUMMARY**

The Annual Report for 2022/23 Environmental Charge Project is presented to the Council for information and consideration.

RECOMMENDATION

THAT Council approves the Annual Report 2022/23 Environmental Charge Projects as presented.

BACKGROUND

The Environmental Charge Project actions that were undertaken in the 2022/2023 financial year are detailed in the attached Annual Report 22/23 - Environmental Charge Projects.

BUDGET AND RESOURCE IMPLICATIONS

NIL

LINK TO CORPORATE PLAN

Theme:	4.	Healthy Environment
Strategy:	4.5	Promote education and environmental awareness programs in relation to water conservation and wastewater recycling for both industry and residents
	4.8	Implement innovative measures to reduce Council's energy use and carbon emissions and seek grant funding for alternate energy systems
	4.9	Protect the natural environment of reserves under Council control via strategic natural resource management
	4.12	Encourage the use of renewable energy sources, such as solar power, to protect the environment
	4.13	Manage invasive animal and pest plants throughout the region to ensure the continued protection of valuable agricultural land

[Link to Corporate Plan](#)

Theme:	4.	Healthy Environment
Strategy:	4.5	Promote education and environmental awareness programs in relation to water conservation and wastewater recycling for both industry and residents
	4.8	Implement innovative measures to reduce Council's energy use and carbon emissions and seek grant funding for alternate energy systems

	4.9	Protect the natural environment of reserves under Council control via strategic natural resource management
	4.12	Encourage the use of renewable energy sources, such as solar power, to protect the environment
	4.13	Manage invasive animal and pest plants throughout the region to ensure the continued protection of valuable agricultural land

CONSULTATION (INTERNAL AND EXTERNAL)

The consultation was undertaken with internal relevant parties to approve the Annual Report 21/22-Environmental Charge Projects.

LEGAL CONSIDERATIONS

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Environmental Protection Act 1994*
- *Council's Environmental Management Plan*
- *Council's Corporate Plan*

POLICY IMPLICATIONS

By implementing the projects, Council is complying with the *Environmental Charge Policy* for projects funded by the charge.

RISK IMPLICATIONS

NIL

HUMAN RIGHTS CONSIDERATIONS

Proper consideration to all human rights has been considered as per Council's Human Rights Policy.

ATTACHMENTS

1. Annual Report 2022-2023 - Environmental Charge Projects [↓](#) 



2022/2023
Environmental Charge
Annual Report

30 JUNE 2023

Mount Isa City Council

Prepared by: Environmental Services Department



Contents

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2. Environmental Grants Program	4
3. Water Conservation Campaign	5
4. Energy Efficiency Strategy - Stage 2 & 3	6
5. Biodiversity Strategy	7
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7. 2022/23 Environmental Charge Projects Actual Costs	9
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Activities completed.

Throughout the financial year, the Environmental Charge funded seven significant strategic environmental management initiatives.

1. Free Plants Day

The Free Plants Day is a popular community event that encourages the use of native plants in Mount Isa/Camooweal. Participants registered via a survey with the option of registering online or in person. Participants were emailed a plant brochure that had information on the species that would be available, the growing requirements of each as well as the importance and benefits of planting native flora species. A seedling planting stall was held for children and adults alike to plant herb seedlings. Plenty of biosecurity resources were available as well which included flyers, posters, and information packets focusing on invasive flora and fauna species.

The main event was held at Buchanan Park for Mount Isa Residents and plants were dropped to Camooweal Depot for Camooweal Residents to collect. The 1,000 leftover plants were given to local schools for their environmental and sustainable projects and non-profit organisations.

Over 700 attendees collected their plants on the day and 4,000 plants were given away. Feedback from the 21/22 free plants day was collected when participants registered for the 22/23 free plants day. Most of the feedback received was overall positive.

Feedback included:

“This is such a great initiative”

“All information that was provided by MICC was great and I can't fault it”

“The kids loved getting to plant something”

“Great selection of plants”

“The trees I got are doing really well, I hope you keep doing it”

“Just love what you are doing to green Mount Isa and attract bird life”

Strategic links:

- Environmental management plan 2020-2025:
 - Natural Environment- Objective 1.06: Encourage the use of indigenous and water-wise plants by individuals and businesses within the community.
- Biodiversity Strategy
- Biosecurity plan (Invasive Species management (local endemic species)
- Climate Change – Cities Power Partnership Pledges

2. Environmental Grants Program

The 2022/2023 Environmental Grants Program ran the first round on 24 March 2023 and closed on 22 May 2023. All applications were assessed against Council's Environmental Grants guideline and Environmental Grants Policy. The grants program was open to sporting groups, schools, and non-for-profit organisations.

The funding could be provided for but not limited to:

- Environmental enhancement: Revegetation, tree planting, habitat improvement, landcare and bushcare initiatives.
- Environmental initiatives/sustainable ideas: Community gardens, worm farm, recycling system, composting systems, energy efficiency upgrades (e.g., solar panels)
- Environmental management/conservation: Flora & fauna protection, native fish restocking, riverine area improvements.
- Environmental education/community capacity building: Workshops, school environmental education events, training and skill development, establishment of environmental groups, development of capacity-building material, development of strategic plans, land management for community groups.

Three applications were received and met the criteria. The applicants will receive their requested grant funding for their environmental projects and initiatives.

2023 Successful Grant Recipients & Projects:

- Barkly Highway State School – implement education program to encourage reduction of plastic waste and recycling through the installation of a plastic waste shredder and extruder, community engagement by actively promoting participation from all students, staff, and families.
- Good Shepherd Catholic College – community garden, sustainable food production for cooking classes, community engagement through promoting a tree planting day for native plants, promote recycling by implementing designated recycling bins on school grounds.
- Sunset State School – sustainable food production from irrigated vegetable garden, creating compost from grown fruit/vegetable scraps and community engagement through promoting education of indigenous and native edible plants by local elders.

Strategic links:

- Environmental management plan 2020-2025:

- Waste Minimisation - Objective 2.06: Support community projects to reduce waste through Community Gardens, composting projects, “Green Living” grants and subsidies.
- Community Engagement – Objective 5.1: Develop a communication and participation strategy targeting specific aspects of the environment to increase awareness and environmental volunteering opportunities.
- Objective number 5.04: Continue providing community grants with focus on sustainability and environmental projects and support opportunities for environmental/sustainability community events.
- Links to Cities Power Partnership pledges

3. Water Conservation Campaign

The Water Conservation Campaign was introduced to the community as part of the Council’s ongoing project and efforts to sustain Lake Moondarra water levels and this year primarily focused on encouraging local businesses to “Save Water” consisting of posters with water-saving ideas including posters from previous years for residents and banners being displayed for a month through the CBD co-in sided with World Water Day.

No school holiday program was planned this year due to unforeseen circumstances however, for next year the following have been planned:

1. Engage with high school students by visiting schools with presentations, organising on-the-job experience for those seeking future employment in Environmental Services, and field trips to local water treatment plants such as Mount Isa Water Board and Lake Moondarra
2. Creating water activities for school students during holidays i.e. water experiments
3. Visually been present in the community with giveaways imprinted with water-saving method messages.
4. Monitoring new water smart meters

Next Steps 23/24 Financial Year:

- Water Conservation Campaign to be conducted as an annual campaign aligned with World Water Day.

Strategic links:

- Environmental management plan 2020-2025:
 - Water Resources - Objective 3.1: Continue to support local water conservation and waterway initiatives, community groups, and activities.
 - Water Resources - Objective 3.11: Develop a targeted communication/education plan to manage community understanding and expectations around water conservation, without compromising implementation of lead reduction measures.

4. Energy Efficiency Strategy - Stage 2 & 3

The purpose of the energy efficiency strategy is to gain a thorough understanding of Councils energy profile and the cost and energy savings to be realised through implementation of appropriate energy conservation measures. At this stage, the focus of the strategy is Council's main buildings and high-consumptive sewage pump stations. The aim of the strategy is to reduce energy consumption and costs associated with Council's main buildings and infrastructure, reduce greenhouse gas emissions, and improve Council's energy system with new technology.

Mount Isa City Council (MICC) consulted with 3E Group (formerly known as ECOSAVE) to install/develop energy conservation measures: Physical infrastructure will be delivered to the Council in terms of upgrades, repairs, or replacements to increase energy savings.

Mount Isa City Council (MICC) is looking to develop and implement a Council-wide Energy Efficiency Strategy (2022 – 2030). After seeking expressions of interest, 3E Group was selected to partner with MICC in a 3 staged process:

1. Complete energy audits on the top 12 energy-intensive facilities to identify opportunities and create a baseline (Completed)
2. Proceed to a DFS (Detailed Feasibility Study) which defines practical outcomes and enables a guaranteed savings proposal (This report)
3. Proceed to implement the solutions in the DFS

In stage 1 an energy audit, assessment, and installation of energy conservation measures proposal was conducted in August 2022. Appropriate energy conservation measures were identified for the recommended infrastructure on works and projected savings and energy performance efficiencies. In Stage 2, 3E Group completed a detailed study facility (DFS) in October 2022 which included the scope of works, calculations, design, engineering & cost build on the 12 high-energy-usage facilities nominated by the Council. Stage 3 is yet to be implemented. However, the 3E Group will provide support to ensure close communication, cooperation, and planning by utilising a Council office facility for the onsite team and project management.

In committing to this Detailed Facility Study (DFS), Council has prepared itself for an implementation path that provides certainty, thus lowering the risk to Council. 3E Group will guarantee the costs and emissions savings outlined in this report as part of our implementation project. MICC will utilise local contractors to support delivery while retaining responsibility for the overall project outcomes. On contract award, a kick-off meeting or workshop will be held in the following months to commence the planning and approvals stage of the implementation. This stage covers details specific to this project and will be modified under consultation.

The detailed facility study will provide Council with a plan to install energy conservation measures and will provide a comprehensive plan for the implementation of these measures.

Next Steps 23/24 Financial Year:

- Stage 3 implementation measures including, detailed works specifications plan, project management plan, project implementation schedule, safety management plan, risk management matrix, stakeholder engagement plan & M&V plan – September 2023

Strategic Links:

- Environmental management plan 2020-2025:
 - Natural Environment- Objective 1A, 1B and 1C: Review Councils inhouse environmental initiatives and implement improvements.
- Links to Councils Cities Power Partnership Pledges

5. Biodiversity Strategy

The purpose of the biodiversity strategy is to protect and enhance the landscape and biodiversity values of the Mount Isa City Council Local Government area. The plan is to guide Council on managing natural areas to improve or enhance their biodiversity values. The biodiversity strategy will also include projects that will reduce carbon emissions such as riparian zone planting.

Council's partners were central to the development of this document; their ongoing collaboration is fundamental to the successful delivery of the actions within this Strategy. Council also recognises the crucial role private landholders play in improving biodiversity outcomes and aims to address the environmental challenges they face by directing resources toward them.

This Strategy has considered and integrated a complex array of issues, data, and expert opinions. The Strategy uses a landscape approach to biodiversity conservation by:

- spatially identifying existing biodiversity values and threats in the LGA.
- taking a risk-based approach to prioritise actions that maintain and increase biodiversity.
- allocating responsibilities to Council and stakeholders to ensure targeted actions are achieved in the life of this 10-year plan.

Action Plan (on-going): Numerous environmental management programs are already being undertaken by Council and our partners which contribute to improved biodiversity values in the region. It is important to continue building on successful programs and focus resources toward both existing as well as new extension programs.

- Lake Eyre Rangers will liaise and assist Council with some of the Biodiversity Action Plans. Lake Eyre Rangers will be delegated to assist Council with the on-going action plans including, feral cat, wild dogs and pigs trapping, vector control etc.

Strategic links:

- Environmental management plan 2020-2025:
 - Natural Environment- Objective 1B: Conduct biodiversity assessment of natural areas to determine the baseline for the development of a biodiversity strategy.
 - Objective 1A and B: Develop a biodiversity strategy- incorporating a wetland strategy- and establish biodiversity targets based on 1.01 with a focus on threatened or unique flora and fauna of the region.
 - Objective 1A and D: Control and manage introduced plant and animal species in order to limit potential impacts on fragile local ecosystems and unique flora and fauna.
 - Objective 1A: Increase in indigenous vegetation- grasses, shrubs, and trees planted by Council including riparian.
 - Objective 1A and 1C: Review and updated planning provisions to ensure areas of high biodiversity values are appropriately identified and protected.

6. Tree Planting

The environmental, social and cultural benefits of trees are significant. Trees promote health and well-being by removing air pollution, reducing stress, encouraging physical activity, and promoting social ties and enjoyment of outdoor space.

This project leverages the existing supply of irrigated open space and recycled water to support the establishment of over 10,000 mature native trees and shrubs throughout the Mount Isa CBD and fringe areas and in Camooweal.

The selection of suitable plant species and locations for planting was conducted in close partnership with the Parks team, who carried out the labour and will care for the new trees as part of the ongoing maintenance schedule. The parks were chosen based on the current vegetation cover.

A community tree planting day was organised in July 2022 at the sewerage treatment plant which received positive feedback from the general public.

Next Steps 23/24 Financial Year:

- To continue the development of large-scale planting of a further 10,000 trees in Mount Isa.

Strategic links:

- Environment management plan 2020-2025:
 - Natural Environment - Objective 1A: Maintain or improve the extent and biodiversity of land under Council's care and control.
 - Action number 1.02: Increase in indigenous vegetation – grasses, shrubs and trees planted by Council including riparian.

7. 2022/23 Environmental Charge Projects Actual Costs

Environmental Charge Project	Actual Cost
Free Plants	\$43,541
Environmental Grants Program	\$19,960
Water Conservation Campaign	\$1,464
Energy Efficiency Strategy- Stage 2&3	\$58,247
Biodiversity Strategy	\$53,768
Tree Planting	\$39,516
Total	\$216,496

Photos



Figure 1: Workshop with Council’s partners in development of the Biodiversity Strategy August 2022.



Figure 2: Free plants day 2023 at Buchanan Park – staff volunteers enjoyed assisting the community with collecting a variety of native plants and vegetables.



Figure 3: Successful grant recipients for 2022/2023: Mount Isa Day Nursery and Kindergarten creating their community garden with their excited little helpers.



Figure 4: Council staff were stoked to hold the first Community Tree Planting day July 2022.

11.12 COMPETITIVE NEUTRALITY COMPLAINT MANAGEMENT POLICY

Document Number: 796014
Author: Senior Executive Assistant
Authoriser: Director Corporate and Community
Directorate: Corporate and Community
Portfolio: Finance, Customer Services, Economic Development, Promotion & Community Development, Arts

EXECUTIVE SUMMARY

The Competitive Neutrality Complaint Management Policy Version 2 is presented to the Executive Management Team for information and consideration.

RECOMMENDATION

THAT Council adopts the Competitive Neutrality Complaint Management Policy Version 2 as presented.

BACKGROUND

The Competitive Neutrality Complaint Management Policy has been developed to meet the Council's obligations under *Section 48 of the Local Government Act (2009) (the Act)*.

BUDGET AND RESOURCE IMPLICATIONS

NIL

LINK TO CORPORATE PLAN

Theme:	1.	People & Communities
Strategy:	1.1	Continue to monitor and stay informed about matters that affect the community
Theme:	5.	Ethical & Inclusive Governance
Strategy:	5.3	Develop and implement customer focused policies and processes in keeping with Council's commitment to customer service

CONSULTATION (INTERNAL AND EXTERNAL)

Consultation was made with the Director of Corporate and Community Services.

LEGAL CONSIDERATIONS

The Section on Section 48 of the Local Government Act (2009) (the Act).

POLICY IMPLICATIONS

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Public Records Act,*
- *Mount Isa City Council's Local Laws*
- *Subordinate Local Laws*
- *Administrative Action Complaint Policy*

RISK IMPLICATIONS

There will be a risk to Council if we do not adopt this policy and Council have Significant Business Activities.

HUMAN RIGHTS CONSIDERATIONS

All consideration has been given to relevant human rights as per Council's Human Rights Policy.

ATTACHMENTS

1. **Competitive Neutrality Management Complaint Policy V2 -draft.pdf** [↓](#) 



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Competitive Neutrality Complaint Management Policy

RESOLUTION NO. **OM** VERSION **2**

APPLIES TO STATUTORY POLICIES ONLY

This is an official copy of the **Competitive Neutrality Complaint Management Policy**, made in accordance with the provisions of the *Local Government Act 2009*, *Local Government Regulation 2012*, *Public Records Act*, *Mount Isa City Council's Local Laws*, *Subordinate Local Laws*, and current Council Policies such as *Administrative Action Complaint Policy*.

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

.....
Jim Rose
Acting Chief Executive Officer

DOCUMENT VERSION CONTROL			
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	15.06.2022	OM16/06/22	Responsible Officer - Manager, Finance and Information Technology
V2		OM	Responsible Officer - Intern Manager, Finance
			REVIEW DUE 31.08.2024

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

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STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Competitive Neutrality Complaint Management Policy

RESOLUTION NO. ~~OM~~ VERSION 2

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1. PURPOSE

The purpose of this policy is to provide, in accordance with Section 48 of the *Local Government Act 2009* ("LGA"), a means for resolving complaints by affected persons about failures of Mount Isa City Council's ("Council") local government business entities to carry out activities in a way that complies with the competitive neutrality principles applying to the activities.

2. COMMENCEMENT

This policy will commence on and from 23 August 2023. It replaces all other policies or arrangements governing policy (whether written or not).

Deleted: 15 June 2022

3. APPLICATION

This policy applies to employees, agents and contractors (including temporary contractors) of Council, collectively referred to in this policy as "employees".

4. POLICY

Council understands that an effective complaints management system is crucial to delivering excellent customer service to the community and values all complaints. The key objective is to ensure that Council is adhering to the Competitive Neutrality Principles. The Complaints Management System governed by this policy aims to:

- a) Be open and accountable. The decision and outcomes regarding a complaint are made available to the affected person, subject to statutory provisions
- b) Be accessible and simple to understand. The process facilitates feedback from the community in a form that encourages participation
- c) Providing a reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council and
- d) Promoting compliance with relevant legislation.

5. MAKING A COMPLAINT

5.1 A complaint may be made either in writing to:

Chief Executive Officer
 Mount Isa City Council
 PO Box 815
 QLD 4825

Or by email to complaints@mountisa.qld.gov.au

5.2 All complaints will be lodged in Council's complaint management system at the time of receipt and for complaints received in writing or via email, an acknowledgement will be sent within five (5) working days of receiving the complaint. The process of dealing with the complaint is set out in Division 7, Part 2, Chapter 3 of the *Local Government Regulation Act 2012*. Council will provide people making complaints with information about how to contact the Queensland Productivity Commission ("QPC") and about the steps they must take to lodge a complaint with the QPC, including that they must provide the QPC with:

- a) Details of the Council's business entity's alleged failure to comply with the competitive neutrality principle in conducting the business activity which is the subject of the competitive neutrality complaint;



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Competitive Neutrality Complaint Management Policy

RESOLUTION NO. ~~OM~~ VERSION 2

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- b) Information that shows that the person is, or could be, in competition with the Council's business entity; and
- c) Information that shows how the person is, or may be, adversely affected by the Council's business entity's alleged failure; and
- d) Information that shows that the person has made a genuine attempt to resolve the complaint directly with the Council.

In addition to advising a person about how to make a competitive neutrality complaint to the QPC, the Council will itself refer to the QPC as soon as practical any details of the competitive neutrality complaint that the person has provided to the Council.

6. EARLY RESOLUTION PROCESS

The Council's early resolution process is set out below:

- a) Acknowledgement of the receipt of the concerns in writing, providing the information outlined above in relation to the QPC and advising that the concerns are being investigated;
- b) The investigating officer shall seek to establish the facts relating to the expressed concerns, collect data as appropriate and meet with the affected parties;
- c) The investigating officer shall prepare a proposed response to the concerns and, within a reasonable period, obtain the complainant's views on the proposed response;
- d) The investigating officer shall submit a report to the CEO on the concerns, including a proposed response and the view of the complainant on the proposed response;
- e) The CEO shall make a response to the affected person or direct the investigating officer to make a response.

7. QPC and Mount Isa City Council

7.1 The Council will assist the QPC to investigate and resolve each competitive neutrality complaint.

If the QPC provides a report to the Council about an investigation into a competitive neutrality complaint, the Council will make a copy of that report available as soon as practicable for inspection at the Council's public office and customer services centres.

7.2 The Council will consider any report provided by the QPC within one (1) month of receiving the report. The Council will decide by resolution whether to implement the recommendations contained in that report, stating the reasons for its decision. The Council will within seven (7) working days of making the resolution give notice about it to:

- a) The person who makes the competitive neutrality complaint; and
- b) The QPC

8. COMPETITIVE NEUTRALITY COMPLAINTS REGISTER

8.1 The Council will maintain a register of business activities to which the competitive neutrality principle applies that state:

- a) The business activities to which the Council has applied the competitive neutrality principle, and the date from which the competitive neutrality principle applied to each business activity.
- b) The business activities to which the code of competitive conduct applies, and the date from which the code applied to each business activity.
- c) A list of current investigation notices for competitive neutrality complaints
- d) The business activities to which the complaints, if any, relate
- e) The Council's responses to the QPC recommendations, if any, on the complaints.



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The register shall be maintained by the Corporate Governance Coordinator or as otherwise directed by the CEO.

9. REPORTING

Council has an obligation under *Local Government Regulation 2012 section 190 (1) (i) to provide a summary of investigation notices given in the financial year and section 190(1)(j)* to provide Council's responses to the Queensland Competition Authority's (QCA) recommendation and complaints

10. RESPONSIBILITIES

The Manager of Finance and Information Technology is responsible for the Competitive Neutrality Complaints and for the review and management of this policy on an annual basis.

11. VARIATIONS

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

12. BREACH OF POLICY

Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the Performance and Misconduct Policy.

13. COMMUNICATION AND DISTRIBUTION

13.1 Council will make available to the public, the Competitive Neutrality Complaint Management Policy on our website at www.mountisa.qld.gov.au.

All Council employees will be advised of Council's Competitive Neutrality Complaint Management Policy at the time of their pre-employment induction and at their refresher inductions.

13.2 All Council employees involved in the administrative action complaint process will be provided with regular and specific training on the entire complaints management process and will be recorded in Council's Training Matrix.8.4 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

14. DEFINITIONS

An **Affected Person** is a person who competes or wants to compete with the local government in relation to the business activity and claims to be adversely affected by a competitive advantage that the person alleges is enjoyed by the local government.

A **Competitive Neutrality Complaint** is a complaint that:

- a. Relates to the failure of the Council to conduct business activity in accordance with the competitive neutrality principle and;
- b. Is made by an affected person.

The Code of Competitive Conduct is the code described in *section 47 of the Local Government Act 2009 and Division 7, Part 2, Chapter 3 of the Local Government Regulation 2012*.

The Competitive Neutrality Principle is used when Council applies the Code of Competitive Conduct to its business activities. Council must apply the Competitive neutrality Principle by removing and competitive advantage or competitive disadvantage, wherever possible and appropriate; and promoting the efficient use of resources to ensure markets are not unnecessarily distorted.

QPC means the Queensland Productivity Commission established under the *Queensland Productivity Commission Act 2015, section 6*.



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Competitive Neutrality Complaint Management Policy

RESOLUTION NO. ~~OM~~ VERSION ~~2~~

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Significant Business Activity is a business activity of the Council that:
a. Is conducted in competition, or potential competition, with the private sector; and
b. Meets the threshold prescribed under a regulation.

However, a significant business activity does not include a business activity that is:
a. a building certifying activity; or
b. a roads activity; or
c. related to the provision of library services.

15. ASSOCIATED LEGISLATION AND POLICIES

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Public Records Act*
- *Mount Isa City Council's Local Laws*
- *Subordinate Local Laws*
- *Administrative Action Complaint Policy*

12 INFRASTRUCTURE SERVICES REPORTS

12.1 MAJOR PROJECTS OVERVIEW REPORT JULY 2023

Document Number: 796960

Author: Manager Major Projects

Authoriser: Director Infrastructure Services

Directorate: Infrastructure Services

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

EXECUTIVE SUMMARY

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

RECOMMENDATION

THAT Council receives and notes the July 2023 Major Projects Overview Report

OVERVIEW

A delivery plan has been prepared to guide the execution of the current capital works program. Weekly meetings and status reports have been implemented to ensure the current team and projects are working efficiently.

A revised table providing an overview of the progress against each project will be available from September.

BACKGROUND

Notable points regarding the current capital projects include:

- Material Recovery Facility – 8 % complete. Strategic Builders are progressing well and within budget and program.
 - early works complete, site office and containers relocated
 - excavated to subbase with no rock found, compaction works for proposed foundations now underway
 - electrical trenching works are now underway
 - retaining wall footings being excavated
- Lions Park Basketball Court – Project Complete.
- Centennial Place – 77% complete. Progress meetings are being conducted weekly, the contractor is on target for Practical Completion in October.
 - toilet facilities now commissioned, steel shade structures being erected
 - painting of kitchen containers complete

- Airconditioning for administration building – Air conditioners have been delivered to the depot. Contractor to commence installation on 18 August, with completion due by 11 September.
- Splashez Aqua Play Facility – Report issued to Council for tender evaluation. Project completion by February if awarded late August. (Refer to council report).
- Camooweal Aerodrome Upgrade – Geotechnical works scheduled for end of August.

LINK TO CORPORATE PLAN

Theme:	3.	Services & Infrastructure
Strategy:	3.1	Undertake a review of Council's Services

ATTACHMENTS**Nil**

12.2 WATER AND SEWERAGE OVERVIEW REPORT - JUNE 2023 AND JULY 2023

Document Number: 796938

Author: Acting Manager Water and Sewer

Authoriser: Director Infrastructure Services

Directorate: Infrastructure Services

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

EXECUTIVE SUMMARY

The June 2023 and July 2023 Water and Sewerage Overview Report presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the Water and Sewerage Overview Report – June 2023 and July 2023 as presented.

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

The main replacement program came to an end in June 2023 with final works carried out on Moresby, Finschafen, and Lae streets. Concrete and driveway repairs were completed in July.

A new chlorinator was installed at Reservoir 1. The bulk water that is supplied to the reservoirs is re-dosed with sodium hypochlorite before it gets reticulated to the town. Reservoir 1 (lookout reservoir) was the only reservoir without a chlorinator.

Maintenance Work

Reactive water leaks have been increasing, the majority of which are leaking services. Rectification times are often protracted due to the requirement for traffic control. In June and July, a number of ageing services on Camooweal Street were replaced.

On Friday, 28 July, emergency repair works were undertaken on the trunk main that feeds the Low-Level Zone (lookout reservoirs). The High-Level Zone system was connected to the Low-Level Zone to ensure that there is no disruption to the water supply during the repair process.

Smart meters

Installation of 20mm residential water meters is continuing, with work concentrating on the difficult to access properties. As of 9 August 23, 5,650 meters have been installed.

Compliance Inspection

A routine compliance inspection was carried out by the Department of Environment and Science in the second week of June. The officers visited the Sewage Treatment Plant and the pump station in Camooweal. During the site inspection, the officers were not able to identify any non-conformances.

Water Quality Compliance

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

Non-compliances are summarised below.

Microbiological

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

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

Turbidity

Table 2 – Turbidity non-compliances

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

Trihalomethanes

Table 3 – Trihalomethane (THM) non-compliances

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

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

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

CUSTOMER REQUESTS*Table 5 – Customer Requests Received²*

Category	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Total
Application	1	3	0	0	0	3	0	7
Enquiry	0	0	2	0	0	0	0	2
Service Request	205	164	172	191	265	167	154	1,318
Monthly Total	206	167	174	191	265	170	154	1,327

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

² Data sourced from iCasework

OUR ENVIRONMENT

Sewage Treatment Plant Compliance

Council provides sewerage collection and treatment services to Mount Isa and Camooweal.

Council operates under an Environmental Authority for its two sewage treatment plants. The following table summarises compliance with all licence parameters.

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

Table 6 - Sewage treatment plant compliance

Sewage Treatment Plant	J	A	S	O	N	D	J	F	M	A	M	J	J	Compliance (%)
	u	u	e	c	o	e	a	e	a	p	a	u	u	
	l	g	p	t	v	c	n	b	r	r	y	n	l	
Mount Isa	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100
Camooweal	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100
Overall Compliance													100	

Legend

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

Notable incidents³

Nil.

ATTACHMENTS

Nil

³ Non-compliant parameters, major issues at STP.

12.3 WASTE MANAGEMENT OVERVIEW REPORT - JULY 2023

Document Number: 796948

Author: Acting Cordinator Waste Management

Authoriser: Director Infrastructure Services

Directorate: Infrastructure Services

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

EXECUTIVE SUMMARY

The July 2023 Waste Management Overview Report is presented to Council for information and consideration.

RECOMMENDATION

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

OVERVIEW

During July, work commenced on the new Materials Recycling Facility at the Waste Management Facility. Excavation and levelling of the site is well underway.

Notices have been put in place at the gatehouse and weighbridge, advising that cash will no longer be accepted from 1 September 2023. The takings are minimal, usually less than \$200 per day and sometimes less than \$10 per day. Nevertheless, the taking and handling of cash requires reconciliations to be completed and banking to be conducted. This is not economic given the small amounts involved.

Refer to attached table for Waste Received 2023/2024.

ATTACHMENTS

1. **Waste Received 2023-2024**  

WASTE RECEIVED 2023/2024

WASTE RECEIVED 2023/2024												
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Kerbside	543.42											
Household	287.29											
Green Waste	131.59											
Timber	31.48											
Concrete	468.12											
Cardboard	6.82											
Cleanfill	777.66											
C&I	885.42											
C&D	148.02											
E-Waste	0.15											
Asbestos	26.49											
Shredded Tyres	17.68											
Steel - RRA	108.87											
Total Tonnes	3433.01											

12.4 WASTE FEES AND CHARGES

Document Number: 796890

Author: Senior Executive Assistant - Director Infrastructure Services

Authoriser: Director Infrastructure Services

Directorate: Infrastructure Services

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

EXECUTIVE SUMMARY

Some of Council's Fees and Charges for 2023/24 need to be removed or amended due to changed circumstances.

RECOMMENDATION

That Council

(a) no longer provide the following services:

- Hire of commercial wheelie and bulk bins
- Hire of domestic bulk bins
- Water analysis

(b) Increase the fees for tyre disposal to Council's cost to recycle, plus 20%.

OVERVIEW

The 2023/24 fees and charges were adopted at a special meeting of Council on 29 June 2023. In general, the existing fees and charges were increased by 4%, in line with the rate increase. Many of the categories of fees and charges are no longer valid, for various reasons.

BACKGROUND**Waste Management**

The following services need to be removed from the Fees and Charges.

- Hire of Bulk Bin for Domestic Refuse Disposal – Weekly Hire
- Hire of Commercial or Industrial Bins for Refuse Disposal – Weekly Hire
- Hire of Bulk Bin for Commercial or Industrial Refuse Disposal – Weekly Hire

With the transfer of the collection service to JJ Richards, Council now utilises its services to deliver the bins and to collect them. The charge to Council from JJ Richards exceeds the adopted charge in the Fees and Charges, ensuring that Council makes a loss on each transaction. Commercial customers and bulk bin hires will be referred directly to JJ Richards.

The following charges need to be amended.

- Tyre Recycling Per Tyre Type Without Rim

Tyres are collected by a third party (Tyre Cycle) for recycling. The current charges are slightly less than the price Tyre Cycle charges Council, ensuring a loss on each transaction. The suggested charges allow for a 20% margin on top of the Tyre Cycle charge.

Suggested charges:

Passenger Tyre	\$10.50
Light Truck/ 4x4	\$20.00
Truck Tyre	\$46.50
Motorcycle Tyre	\$10.50

Water Services – Analysis Fees

The Fees and Charges lists a number of water and wastewater parameters that can be tested for. These tests have not been requested in recent memory. Additionally, these tests are not carried out by Council. The samples are forwarded to ALS in Townsville for testing. Council would incur a loss if it provided any of the testing services listed.

It is proposed that anyone requiring such testing be referred directly to ALS, who have an office in Commercial Road.

BUDGET AND RESOURCE IMPLICATIONS

The fees and charges should cover Council's costs. The listed items are currently loss making, if the approved Fees and Charges are applied. The listed fees should be amended, or the service no longer provided.

LINK TO CORPORATE PLAN

Theme:	3.	Services & Infrastructure
Strategy:	3.1	Undertake a review of Council's Services

CONSULTATION (INTERNAL AND EXTERNAL)

The Executive Management Team were appraised of the proposed changes and agreed that they should be taken to Council.

LEGAL CONSIDERATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK IMPLICATIONS

The risk of not amending the fees and charges is that Council will lose money in providing the services.

HUMAN RIGHTS CONSIDERATIONS

There are no human rights considerations in the proposed amendment to Fees and Charges.

ATTACHMENTS

Nil

12.5 AQUAPLAY FACILITY DESIGN AND CONSTRUCTION TENDER (RFT2023)

Document Number: 796963
Author: Manager Major Projects
Authoriser: Director Infrastructure Services
Directorate: Infrastructure Services
Portfolio: Engineering, Roads, Rural Works, Concrete Batch Plant

EXECUTIVE SUMMARY

Council is constructing a new water play facility at the Splashez Aquatic Centre.

This report summarises the outcome of a public tender for the Design and Construction of the proposed Aqua Play Facility (RFT2023-024) and recommendations to move forward.

RECOMMENDATION

THAT Council award accepts the tender (RFT2023-024) of Swimplex Aquatics Pty Ltd for \$1,373,680 and delegates authority to the Chief Executive Officer to negotiate, finalise and enter into the contract.

OVERVIEW

This report details the outcome from a public tender for the Design and Construction of Aquatower/Waterslides (RFT2023-024).

BACKGROUND

In 2022, Council was successful in receiving grant funding of \$996,408 for the design and construction of a waterslide in Mount Isa. The project will provide an interactive wet play environment, which will be an addition to the existing aquatic recreational facility at Splashez Aquatic Centre. The mechanical and hydraulic works will be integrated into the existing pump room infrastructure of Splashez Aquatic facility.

The total project cost was estimated to be \$1,394,320 which included a council contribution of \$397,912. However, if Council approves the revised design, the project budget will need to increase by approx. \$200,000. This implies that council's contribution will need to be increased by a similar amount.

TENDER EVALUATION

In May, Council issued a public tender for a design and construct contract. The tender closed on 13 June and three tender responses were received, from the following entities:

- Swimplex Aquatics Pty Ltd
- Urban Play Pty Ltd
- Taylor Builders Pty Ltd

The tender process was completed in accordance with the sound contracting principles detailed in the Local Government Act 2009 and a tender evaluation and probity plan prepared by Council.

On completion of the tender evaluation, only one tender submission was found to be conforming. The remaining two were non-conforming. One non-conforming tender was for the supply of the equipment only (no installation), while the other non-conforming tender included supply and installation of the equipment, but not the additional works needed to connect the water supply and commission it ready for operation.

Preferred Tenderer

The conforming tender was submitted by Swimplex Aquatics Pty Ltd. This tender is fully conforming with the specification and scope.

Swimplex Aquatics Pty Ltd demonstrated the following benefits in delivering this project:

- Demonstrated experience delivering both small- and large-scale waterparks for numerous
- Clients
- Sufficient financial capacity to meet cash-flow requirements for project delivery
- Local engagement with sub-contractors and suppliers for concrete, surveying, reinforcement, plumbing and electrical supplies.
- Practical completion can be achieved by March 2024, subject to contract award by 24 August 2023.
- Nil departures from Council's contract terms.

Subsequent discussions at a Council workshop led to some scope changes. The scope dispensed with some of smaller play features, in exchange for a taller tower and more exciting slide layout. Discussions with the preferred tenderer resulted in the submission of a revised pricing schedule, resulting in a budget escalation \$1,394,320 to \$1,607,214.

The slide incorporates an 8-metre tower with dual slide. One slide is an enclosed tunnel, while the second is a half-pipe. This layout provides a significant a point of difference to other slides in the region.

The total project cost submitted by Swimplex is \$1,373,680 which excludes geotechnical investigation, service location and internal project management costs.

The proposed budget to deliver the project is detailed below. A contingency of 5% has been used to develop the project budget.

Contractor costs	\$1,373,680
Geotechnical Investigation	35,000
Services & preliminary works	22,000
Project Management	100,000
Contingency	76,573
Total Project Costs	\$1,607,214

State funding of \$996,408 has been secured. Council will need to supplement this with a further \$610,806 to deliver the nominated waterslide equipment.

LINK TO CORPORATE PLAN

Theme:	3.	Services & Infrastructure
Strategy:	3.1	Undertake a review of Council's Services

RISK IMPLICATIONS

The key risk implications and mitigations for award of this contract include:

1. Contract prices increase due to unforeseen variations during civil construction. Scope is well defined
 - Contingency of 5% of contract price to accommodate variation risks
 - Council project manager during construction

2. Contractor costs exceed Council approved capital budget from last year.
 - Request council approval for escalated budget for augmented equipment before awarding tender.

HUMAN RIGHTS CONSIDERATIONS

Nil

ATTACHMENTS

Nil

12.6 NRMA EV CHARGING SITE IN MOUNT ISA

Document Number: 796898
Author: Senior Executive Assistant - Director Infrastructure Services
Authoriser: Director Infrastructure Services
Directorate: Infrastructure Services
Portfolio: Engineering, Roads, Rural Works, Concrete Batch Plant

EXECUTIVE SUMMARY

NRMA is seeking approval from Council for an electric vehicle (EV) charging station in Mount Isa, to ensure that it is delivered this calendar year.

RECOMMENDATION

THAT Council provide a non-binding Letter of Intent to NRMA, agreeing to the installation of an EV charging station in Camooweal Street.

OVERVIEW

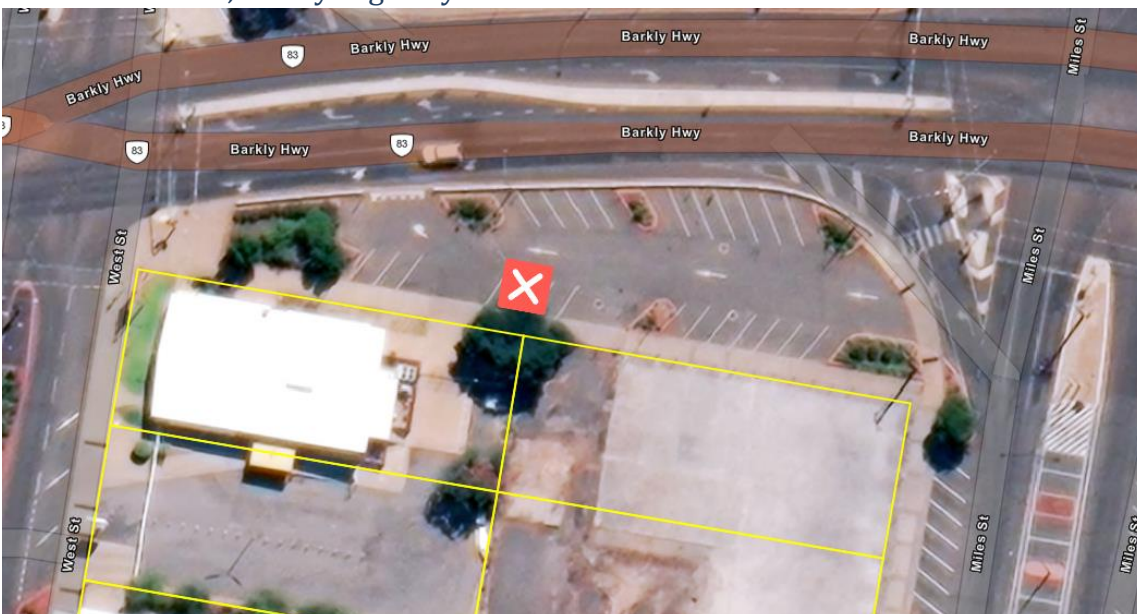
NRMA is installing electric vehicle (EV) charging stations across the country, as part of a Federal Government program.

NRMA has confirmed that the proposed site at Mount Isa is planned to be in the first tranche of EV stations, to be delivered prior to the end of the year. If the Mount Isa location is to be delivered prior to the end of the year, NRMA needs confirmation of the site as soon as possible. Alex Courtis from NRMA has advised that design work needs to be started before the end of August if this is to happen.

Both Mount Isa and Camooweal will be delivered during 2024, if an early approval for Mount Isa cannot be obtained.

BACKGROUND

A number of potential sites were identified within Mount Isa. Following discussion at a Council workshop two sites were shortlisted.

Centennial Place, Barkly Highway

The carpark is controlled and maintained by Council, however it is within the TMR road reserve. The site is close to the CBD.

Bufs Club, Camooweal Street



The roadside area and footpath is controlled and maintained by Council, however it is within the TMR road reserve. This site is within easy walking distance to businesses within the CBD.

NRMA requires a Letter of Intent from Council to proceed with the design and installation process. This doesn't preclude Council from changing its mind as to the location, nor does it create contractual obligations. There will eventually be a formal agreement, similar to the Yurika EV installation in Mullen Street.

NRMA will also require consent from the Department of Transport and Main Roads for either of the Centennial Park or Camooweal Street locations.

A flyer was dropped to businesses in the immediate area of both locations, as shown by the red stars on the street plan below, seeking feedback on the proposal. An update on any feedback will be reported verbally to the meeting.



BUDGET AND RESOURCE IMPLICATIONS

N/A

LINK TO CORPORATE PLAN

Theme:	3. Services & Infrastructure
Strategy:	3.1 Undertake a review of Council's Services

CONSULTATION (INTERNAL AND EXTERNAL)

N/A

LEGAL CONSIDERATIONS

N/A

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

N/A

HUMAN RIGHTS CONSIDERATIONS

N/A

ATTACHMENTS

Nil

13 GENERAL BUSINESS

Nil

14 CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS**RECOMMENDATION**

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

14.1 Concession to Waiver and Write-Off Rates & Charges for Property Assessment 07196-00000-000

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

14.2 Acquisition of Property - Assessment No. 03952-00000-000

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

14.3 2023-022 Invitation for Tender - Trustee Lease over Lots 47 & 48 Crown Plan 220 Part of Jubilee Park

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

14.4 Enterprise Resource Planning (ERP) Budget Variations

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

14.5 Notice of Intention to Sell Land for Overdue Rates and Charges

This matter is considered to be confidential under Section 254J - f and h of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with matters that may directly affect the health and safety of an individual or a group or individuals and negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967.