



AGENDA

Ordinary Council Meeting Wednesday, 26 June 2024

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

Date: Wednesday, 26 June 2024

Time: 9:00 am

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

**Tim Rose
Chief Executive Officer**

Order Of Business

1	Opening of the Meeting/Acknowledgement of Country	5
2	Prayer	5
3	Apologies/Leave of Absence	5
4	Public Participation	5
5	Confirmation of Previous Meeting Minutes.....	6
5.1	Minutes of the Ordinary Meeting held on 22 May 2024.....	6
6	Actions from Previous Council Meetings	23
6.1	Outstanding Actions From Previous Council Meetings As At 20 June 2024	23
7	Declarations of Conflicts of Interest.....	25
8	Mayoral Minute.....	25
	Nil	
9	Consideration of Correspondence	25
	Nil	
10	Notices of Motion.....	25
	Nil	
11	Executive Services Reports	25
	Nil	
12	Corporate Services Reports.....	26
12.1	Corporate Services Overview Report - April 2024 and May 2024.....	26
12.2	Finance Overview Report - May 2024	31
12.3	2024/25 Procurement Policy and Financial Delegations Register.....	52
12.4	Debt Policy - 2024/25	78
12.5	2024/25 Investment Policy	82
12.6	Competitive Neutrality Complaint Management Policy	88
13	Community Services Reports	95
13.1	Economic Development Overview Report - May 2024.....	95
13.2	Community Development Overview Report - May 2024	102
13.3	Splashiez Overview Report - May 2024	106
13.4	Library Overview Report - April and May 2024	108
13.5	Regional Arts Development Fund - Round 2 Funding.....	112
14	Infrastructure Services Reports.....	118
14.1	Major Projects Overview Report - May 2024	118
14.2	Water & Sewer Overview Report - April and May 2024	121
14.3	West Street Remediation Tender Report.....	123
14.4	Mount Isa Civic Centre - Emerging Maintenance Works - Passenger Lift.....	126
14.5	Register of Pre-Qualified Suppliers - Trade Services	143
14.6	Register of Pre-Qualified Suppliers - Plant Hire (Wet & Dry)	149

15	General Business	154
	Nil	
16	Consideration of Confidential Business Items	155
16.1	2023 DRFA Restoration Works - Package 1-5 Variations.....	155
16.2	DRFA Project Management Services	155
16.3	Regional Economic Futures Fund - Outback at Isa Reptile and Wildlife Park Business Case	155
16.4	Notice of Intention to Sell Land for Overdue Rates and Charges, Assessments 10004596, 10006039 & 10052546	155
16.5	Disposal of Council Asset - Waste Management 2 x Portable Containers with Ancilliary Shade	155
16.6	Disposal of Council Asset - 103 West Street - Assessment 10058485	155

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 22 MAY 2024**

Document Number: 811508

Author: Executive Assistant

Authoriser: Chief Executive Officer

RECOMMENDATION

THAT the Minutes of the Ordinary Meeting held on 22 May 2024 be confirmed as a true and correct record.

RECOMMENDATION OPTIONS

THAT the Minutes of the Ordinary Meeting held on 22 May 2024 be confirmed as a true and correct record.

OR

THAT the Minutes of the Ordinary Meeting held on 22 May 2024 not be received.

ATTACHMENTS

1. Minutes of the Ordinary Meeting held on 22 May 2024



MINUTES

**Ordinary Council Meeting
Wednesday, 22 May 2024**

Order Of Business

1	Opening of the Meeting/Acknowledgement of Country	4
2	Prayer	4
3	Apologies/Leave of Absence	4
4	Public Participation	4
5	Confirmation of Previous Meeting Minutes.....	4
5.1	Minutes of the Ordinary Meeting held on 24 April 2024	4
6	Actions from Previous Council Meetings	4
6.1	Outstanding Actions From Previous Council Meetings As At 17 May 2024.	4
7	Declarations of Conflicts of Interest.....	5
8	Mayoral Minute.....	5
9	Reading and Consideration of Correspondence	6
	Nil	
10	Notices of Motion.....	6
	Nil	
11	Executive Services Reports	6
	Nil	
12	Corporate Services Reports.....	6
12.1	Finance Overview Report - April 2024.....	6
12.2	FY2023/24 Estimated Financial Position	6
12.3	2024/25 Revenue Policy	7
12.4	Workforce Management Strategic Plan FY2025-27.....	7
13	Community Services Reports	7
13.1	Economic Development Overview Report - April 2024	7
13.2	Community Development Overview Report - April 2024.....	7
13.3	Splashesh Overview Report - April 2024.....	8
13.4	Local Laws Overview Report - March 2024 - April 2024	8
13.5	Environmental and Biosecurity Overview Report - March 2024 and April 2024	8
13.6	Capital Budget Amendment - Energy Efficiency Project	8
13.7	Environmental Grant Program Policy and Guidelines Version 3	9
13.8	North West Weekly Print Newspaper Proposal.....	9
13.9	2024 Mount Isa Mines Rodeo - Sponsorship Proposal	9
13.10	2024 Mount Isa Mines Indigenous Rodeo Championships - Proposal for Sponsorship	10
13.11	Mount Isa Agricultural Show Society - Request for in-kind support for 2024 Mount Isa Show	10
13.12	Request to waive waste disposal fees - Mount Isa Netball Association	11
13.13	Mine Workers Memorial - Concept Plan	11
13.14	Healy Heights Covenant Variation - 66 Wright Road, Mount Isa.....	11

14	Infrastructure Services Reports.....	12
14.1	Major Projects Overview Report - April 2024.....	12
14.2	Parks Refurbishment Program Tender	12
14.3	Repurposing of 34 Miles Street	12
15	General Business.....	13
	Nil	
	The Mayor adjourned the meeting at 10.32am.	
	The Mayor reconvened the meeting at 10.57am.	
16	Consideration of Confidential Business Items	13
16.1	Budget Review as at 30 April 2024.....	14
16.2	Notice of Intention to Sell Land for Overdue Rates and Charges - Assessment 10033496	14
16.3	Rates and Charges Concession for the Society for the Mount Isa Memorial Garden Settlement for the Aged.....	15
16.4	RFT 2023 - 61 Cleaning Contract Mount Isa City Council	15
16.5	2023 DRFA Restoration Works - Package 6	15
16.6	Appointment of Chief Executive Officer	16

**MINUTES OF MOUNT ISA CITY COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 23 WEST STREET, MOUNT ISA
ON WEDNESDAY, 22 MAY 2024 AT 9:00AM**

PRESENT: Crs MacRae, Ballard, J Coghlan, K Coghlan, Crowther, Doyle, Tully

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

1 OPENING OF THE MEETING/ACKNOWLEDGEMENT OF COUNTRY

Mayor MacRae opened the meeting at 9.01am and provided an acknowledgement of country and advised the meeting is recorded.

2 PRAYER

Pastor George Otumuli from the Uniting Church provided the meeting with a prayer.

3 APOLOGIES/LEAVE OF ABSENCE

Nil

4 PUBLIC PARTICIPATION

Nil

5 CONFIRMATION OF PREVIOUS MEETING MINUTES

5.1 MINUTES OF THE ORDINARY MEETING HELD ON 24 APRIL 2024

RESOLUTION OM01/ 05/24

Moved: Cr James Coghlan

Seconded: Cr Dan Ballard

THAT the Minutes of the Ordinary Meeting held on 24 April 2024 be confirmed as a true and correct record.

CARRIED 7

6 ACTIONS FROM PREVIOUS COUNCIL MEETINGS

6.1 OUTSTANDING ACTIONS FROM PREVIOUS COUNCIL MEETINGS AS AT 17 MAY 2024.

RESOLUTION OM02/ 05/24

Moved: Cr Travis Crowther

Seconded: Cr John Tully

THAT Council receives and notes the outstanding actions from previous Council Meetings as at 17 May 2024.

CARRIED 7

7 DECLARATIONS OF CONFLICTS OF INTEREST

Mayor MacRae declared a conflict of interest in relation to Item 14.8 due to the nature of this matter. The Mayor co-owns a local newsagency that will be a distributor for this free newspaper. The Mayor declared her intention to leave and stay away from the meeting while this matter is discussed, considered and voted on.

Cr John Tully informed the meeting of a declarable conflict of interest in relation to item 13.6 due to a prescribed conflict of interest which relates to a close associate. Cr Tully's son has quoted the works referenced in the Item. Cr Tully will leave the room while this matter is discussed, considered and voted on.

Cr Dan Ballard declared a conflict of interest in relation to item 13.10 due to the nature of this matter as he is the Vice President of the Mount Isa Race Club, which hosts the annual Mailman Express event. Cr Ballard declared his intention to leave and stay away from the meeting while this matter is discussed, considered and voted on.

The CEO, Tim Rose, declared a prescribed conflict of interest in relation to Item 16.6, as the matter relates to his employment contract. The CEO will leave the room while this matter is discussed, considered and voted on.

8 MAYORAL MINUTE

"May has been an extremely busy month in the North West. We have held a crime forum, attended NWQROC, NWMPX and had a Ministerial Advisory Committee on Mining. We have had the Qld Water Directorate visit, the MIRFAC funding has closed, and the CEO and I have been to Brisbane to meet with proponents of new projects for the city. It is a very exciting time.

The Councillors and I had the chance to tour the new nurses' quarters at the hospital and it is indeed something our town can be proud of. I am sure the upgraded staff quarters, along with the new development in Brilliant Street will help attract and retain quality staff in the healthcare sector. The purchase of The Club building by Qld Health will further add to and extend the services provided by NWHHS and improve the amenity of the CBD.

The CUC will be opening on the 1st of June in the Library. If you would like to be in the inaugural group of 2024, make sure you attend and register for the centre. You just need to be studying to register and we would love to hear from you. The new building on Miles Street is coming along nicely and should be ready mid-July.

The resumption of a local newspaper is welcome news for many in the community, and it has been confirmed that this will be going ahead with or without the support of Council. It is great news that the paper is a viable business and can be funded through advertising. Having local staff and partnerships will help keep the community informed about local events and showcase the great things that are happening in the area. I'd also like to welcome Matt (*Matt Nicholls*) here today.

It is that time of the year again when we start to look at the budget. The Councillors are well aware of the cost of living crisis and that people are doing it tough in the community. One thing that is highlighted each year is that our general rates are among the lowest in the state, however, our water is the highest, and this leaves MICC and our community at a distinct disadvantage. Through our local member, we were able to organise a meeting with Minister Butcher to start conversations to progress North West Water. Being contractually bound to pay \$1,000,000 every year to secure the rights to pump from Lake Julius if there is a drought is a quasi-tax on MICC ratepayers that goes to the government through Sun Water. The (*Mount Isa*) Water Board often gets a bad rap, but they have recently done some great work on minimising potential charges to Council, and it is getting

100% of the water dividend returned to MICC and the renegotiation of the Sun Water contract that will see value for our community.

I would like to thank everyone for taking the time to come to the crime forum. Some key themes emerged, and I now have a communications database to keep you informed about actions that are being taken to help with the issues addressed.

There is a general understanding that the breakdown of respect, the family and discipline is the root cause of most issues. This is teamed with domestic and family violence and a general feeling of loss of pride and hopelessness of some in the community. There are general environmental issues that can help with this such as beautifying Pioneer, increasing sport and engagement of youth in education and sporting activities and increasing lighting, CCTV surveillance etc.

There seems to not be a clear understanding of how NGO's work with different groups and it is felt that the work being conducted by Alan Baillie and funded by the state government will improve co-ordination, co-operation, accountability, and transparency. There is undoubtedly some good work being done, but sharing this information would improve confidence.

I would like to thank the attendees for their respectful contributions. Working together we can provide local solutions to local problems to help our local community.

On a brighter note, it is exciting to have the official opening of the new water slides on Saturday and I look forward to seeing you all there."

9 READING AND CONSIDERATION OF CORRESPONDENCE

Nil

10 NOTICES OF MOTION

Nil

11 EXECUTIVE SERVICES REPORTS

Nil

12 CORPORATE SERVICES REPORTS

12.1 FINANCE OVERVIEW REPORT - APRIL 2024

RESOLUTION OM03/ 05/24

Moved: Cr Dan Ballard

Seconded: Cr Travis Crowther

THAT Council receives and accepts the April 2024 Finance Overview Report as presented.

CARRIED 6

12.2 FY2023/24 ESTIMATED FINANCIAL POSITION

RESOLUTION OM04/ 05/24

Moved: Cr Dan Ballard

Seconded: Cr John Tully

THAT Council receives and accepts the 2023/24 Statements of Estimated Financial Position.

CARRIED 6

12.3 2024/25 REVENUE POLICY**RESOLUTION OM05/ 05/24**

Moved: Cr Dan Ballard

Seconded: Cr John Tully

THAT Council adopts the FY2024/25 Revenue Policy as presented.

CARRIED 6

12.4 WORKFORCE MANAGEMENT STRATEGIC PLAN FY2025-27**RESOLUTION OM06/ 05/24**

Moved: Cr Dan Ballard

Seconded: Cr John Tully

THAT Council adopts the draft Workforce Management Strategic Plan FY2025-27 as presented.

CARRIED 6

13 COMMUNITY SERVICES REPORTS**13.1 ECONOMIC DEVELOPMENT OVERVIEW REPORT - APRIL 2024****RESOLUTION OM07/ 05/24**

Moved: Cr Travis Crowther

Seconded: Cr James Coghlan

THAT Council receives and accepts the April 2024 Economic Development Overview Report as presented.

CARRIED 6

13.2 COMMUNITY DEVELOPMENT OVERVIEW REPORT - APRIL 2024**RESOLUTION OM08/ 05/24**

Moved: Cr James Coghlan

Seconded: Cr Dan Ballard

THAT Council receives and accepts the April 2024 Community Development Overview Report as presented.

CARRIED 6

At 9:17 am, Cr John Doyle joined the meeting.

13.3 SPLASHEZ OVERVIEW REPORT - APRIL 2024**RESOLUTION OM09/ 05/24**

Moved: Cr Kim Coghlan

Seconded: Cr John Tully

THAT Council receives and accepts the April 2024 Splashez Overview Report as presented.**CARRIED 7****13.4 LOCAL LAWS OVERVIEW REPORT - MARCH 2024 - APRIL 2024****RESOLUTION OM10/ 05/24**

Moved: Cr James Coghlan

Seconded: Cr Kim Coghlan

THAT Council receives and accepts the Local Laws Overview Report for March 2024 to April 2024 as presented.**CARRIED 7****13.5 ENVIRONMENTAL AND BIOSECURITY OVERVIEW REPORT - MARCH 2024 AND APRIL 2024****RESOLUTION OM11/ 05/24**

Moved: Cr James Coghlan

Seconded: Cr Travis Crowther

THAT Council receives and accepts the March 2024 and April 2024 Environmental and Biosecurity Overview Report as presented.**CARRIED 7**

At 9:25 am, Cr John Tully left the meeting due to a conflict of interest in relation to item 13.6.

13.6 CAPITAL BUDGET AMENDMENT - ENERGY EFFICIENCY PROJECT**RESOLUTION OM12/ 05/24**

Moved: Cr James Coghlan

Seconded: Cr Travis Crowther

THAT Council approve an additional capital expenditure of \$60,000 for roof repairs to the Outback at Isa facility.**In Favour:** Crs Peta MacRae, Dan Ballard, James Coghlan, Travis Crowther and John Doyle**Against:** Cr Kim Coghlan**Absent:** Cr John Tully**CARRIED 5/1**

At 9:26 am, Cr John Tully returned to the meeting.

13.7 ENVIRONMENTAL GRANT PROGRAM POLICY AND GUIDELINES VERSION 3**RESOLUTION OM13/ 05/24**

Moved: Cr James Coghlan

Seconded: Cr Kim Coghlan

THAT Council adopt the updated Community Environmental Grant Program Policy and Environmental Grant Program Guidelines Version 3 as presented.

CARRIED 7

At 9:28 am, Mayor Cr Peta MacRae left the meeting due to a conflict of interest in relation to item 13.8.

13.8 NORTH WEST WEEKLY PRINT NEWSPAPER PROPOSAL**RESOLUTION OM14/ 05/24**

Moved: Cr Kim Coghlan

Seconded: Cr Travis Crowther

THAT Council provides budget allocation of \$100k per annum for a three year term from date of first print for advertising through North West Weekly Pty Ltd (ABN50639161292). And authorises the CEO to negotiate and finalise the agreement.

In Favour: Crs Dan Ballard, James Coghlan, Kim Coghlan, Travis Crowther, John Doyle and John Tully

Against: Nil

Absent: Cr Peta MacRae

CARRIED 6/0

At 9:32 am, Mayor Cr Peta MacRae returned to the meeting.

13.9 2024 MOUNT ISA MINES RODEO - SPONSORSHIP PROPOSAL**MOTION**

Moved: Cr John Doyle

Seconded: Cr Travis Crowther

THAT Council Approves Sponsorship of \$40,000.00 (+ GST) cash to be a Platinum Partner, and up to \$92,000.00 (inc. GST) in-kind venue hire for the 2024 Mount Isa Mines Rodeo, to be held on 8-11 August 2024 at Buchanan Park Events Complex, subject to a special condition of payment of overdue balances prior to distribution of funds.

In Favour: Crs Peta MacRae and Travis Crowther

Against: Crs Dan Ballard, James Coghlan, Kim Coghlan, John Doyle and John Tully

LOST 2/5

An Alternative Motion was put and became the Motion as the original Motion was Lost.

The Alternative Motion removes the cash component of the sponsorship.

RESOLUTION OM15/ 05/24

Moved: Cr James Coghlan
Seconded: Cr Dan Ballard

THAT Council Approves Sponsorship to be a Platinum Partner up to \$92,000.00 (inc. GST) in-kind venue hire for the 2024 Mount Isa Mines Rodeo, to be held on 8-11 August 2024 at Buchanan Park Events Complex, subject to a special condition of payment of overdue balances prior to distribution of funds.

In Favour: Crs Peta MacRae, Dan Ballard, James Coghlan, Travis Crowther, John Doyle and John Tully

Against: Cr Kim Coghlan

CARRIED 6/1

At 9:39 am, Cr Dan Ballard left the meeting due to a conflict of interest in relation to item 13.10.

13.10 2024 MOUNT ISA MINES INDIGENOUS RODEO CHAMPIONSHIPS - PROPOSAL FOR SPONSORSHIP**RESOLUTION OM16/ 05/24**

Moved: Cr John Doyle
Seconded: Cr James Coghlan

THAT Council Approves Sponsorship of \$20,000.00 (+ GST) cash to be a Silver Partner of the 2024 Mount Isa Mines Indigenous Rodeo Championships, to be held on 8 August 2024 at Buchanan Park Events Complex, subject to a special condition of payment of overdue balances prior to distribution of funds.

In Favour: Crs Peta MacRae, John Doyle and John Tully

Against: Crs James Coghlan, Kim Coghlan and Travis Crowther

Absent: Cr Dan Ballard

The MOTION was CARRIED on the Casting Vote of the Chairperson.

At 9:45 am, Cr Dan Ballard returned to the meeting.

13.11 MOUNT ISA AGRICULTURAL SHOW SOCIETY - REQUEST FOR IN-KIND SUPPORT FOR 2024 MOUNT ISA SHOW**RESOLUTION OM17/ 05/24**

Moved: Cr Kim Coghlan
Seconded: Cr John Tully

THAT Council approves in-kind venue hire to the value of \$39,312.00 (Inc GST). to Mount Isa Agricultural Show Society for the 2024 Mount Isa Show to be held at Buchanan Park Complex on 21 and 22 June 2024.

AND

THAT Council approve a fee waiver for the ancillary products to the value of \$5,690.92 (Inc GST) to support successful delivery of the 2024 Mount Isa Show at Buchanan Park Complex on 21 and 22 June 2024.

CARRIED 7

13.12 REQUEST TO WAIVE WASTE DISPOSAL FEES - MOUNT ISA NETBALL ASSOCIATION**RESOLUTION OM18/ 05/24**

Moved: Cr Kim Coghlan
 Seconded: Cr John Tully

THAT Council approves Mount Isa Amateur Netball Association Inc. to receive a waste disposal fee waiver up to the value of \$9,306.00 (inc. GST) for their amenities replacement project.

CARRIED 7**13.13 MINE WORKERS MEMORIAL - CONCEPT PLAN****RESOLUTION OM19/ 05/24**

Moved: Cr Travis Crowther
 Seconded: Cr John Tully

THAT Council receives and accepts:

- The Detailed Design Drawings and costings for the Mine Workers Memorial.
- Mount Isa CBD RV Parking Strategy.

AND approves the Frank Aston Hill as the preferred site location for the Mine Workers Memorial.

In Favour: Crs Peta MacRae, Dan Ballard, Travis Crowther, John Doyle and John Tully

Against: Crs James Coghlan and Kim Coghlan

CARRIED 5/2**13.14 HEALY HEIGHTS COVENANT VARIATION - 66 WRIGHT ROAD, MOUNT ISA****RESOLUTION OM20/ 05/24**

Moved: Cr Travis Crowther
 Seconded: Cr John Tully

THAT Council APPROVE the Healy Heights Variation Request to permit a Dual Occupancy to be constructed at 66 Wright Road, Mount Isa, described as Lot 82 on plan SP206675, and permit any driveways to differ from approved locations if required, subject to the following conditions.

NUMBER	CONDITION
PLANNING	
General	
1.	The proposed Dual Occupancy is to comply with the requirements of the Healy Heights Covenant Stages 3-7 – Duplex and City of Mount Isa Planning Scheme 2020
2.	The Dual Occupancy is be designed in such a way that each unit faces a separate road frontage
3.	Access for each unit of the Dual Occupancy must be obtained from separate road frontages

Approval is based on the following grounds:

- This proposal only increases the dual occupancy lots within the estate by one.
- The allotment is a corner allotment and can accommodate separate frontages for each unit.
- The design of the dual occupancy is of a high quality.

In Favour: Crs Peta MacRae, Dan Ballard, Travis Crowther, John Doyle and John Tully

Against: Crs James Coghlan and Kim Coghlan

CARRIED 5/2

14 INFRASTRUCTURE SERVICES REPORTS

14.1 MAJOR PROJECTS OVERVIEW REPORT - APRIL 2024

RESOLUTION OM21/ 05/24

Moved: Cr John Tully

Seconded: Cr Kim Coghlan

THAT Council receives and notes the April 2024 Major Projects Overview Report.

CARRIED 7

14.2 PARKS REFURBISHMENT PROGRAM TENDER

RESOLUTION OM22/ 05/24

Moved: Cr Kim Coghlan

Seconded: Cr Travis Crowther

THAT Council

- Accepts the Tender evaluation panel recommendation and award Contract 2023-70 to Mevway Pty Ltd for Stage 1 and Stage 2 for the total amount of \$1,640,758.90 (EX GST).
- Delegates authority to the Chief Executive Officer to negotiate, finalise and enter into contract substantively in the terms of the contract issued with the Tender.
- Endorse a total budget of \$1,969,900 for both 2023/24 and 2024/25 Financial Years, allowing for contingency in delivering the Park Refurbishment Program.

CARRIED 7

14.3 REPURPOSING OF 34 MILES STREET

MOTION

Moved: Cr Travis Crowther

Seconded: Cr Dan Ballard

THAT Council

- Approve the repurposing of 34 Miles Street, Lot 21 & 7 Crown Plan M758251, for Electric Vehicle fast-charging station, public car park (tabled **Option 3**).
- Approve the asset disposal or demolition of the existing redundant toilet block and substation.
- Endorse the non-binding Letter of Intent to be issued to NRMA.
- Authorise the CEO to seek Ministerial Consent, from the Department of Resources, to permit the land to be used for commercial purpose as an EV fast-charging station.

In Favour: Crs Peta MacRae, Dan Ballard and Travis Crowther

Against: Crs James Coghlan, Kim Coghlan, John Doyle and John Tully

LOST 3/4

15 GENERAL BUSINESS

Nil

The Mayor adjourned the meeting at 10.32am.

The Mayor reconvened the meeting at 10.57am.

16 CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS

RESOLUTION OM23/ 05/24

Moved: Mayor Cr Peta MacRae

Seconded: Cr Kim Coghlan

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

16.1 Budget Review as at 30 April 2024

This matter is considered to be confidential under S254J – (c) of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government's budget .

16.2 Notice of Intention to Sell Land for Overdue Rates and Charges - Assessment 10033496

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.

16.3 Rates and Charges Concession for the Society for the Mount Isa Memorial Garden Settlement for the Aged

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.

16.4 RFT 2023 - 61 Cleaning Contract Mount Isa City Council

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

16.5 2023 DRFA Restoration Works - Package 6

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.

16.6 Appointment of 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.

CARRIED 7

RESOLUTION OM24/ 05/24

Moved: Mayor Cr Peta MacRae

Seconded: Cr Kim Coghlan

THAT Council moves out of Closed Council into Open Council.

CARRIED 7

16.1 BUDGET REVIEW AS AT 30 APRIL 2024

RESOLUTION OM25/ 05/24

Moved: Cr Dan Ballard

Seconded: Cr Travis Crowther

THAT Council adopts the revised FY2023/24 budget as presented in the April 2024 Budget Review.

CARRIED 7

16.2 NOTICE OF INTENTION TO SELL LAND FOR OVERDUE RATES AND CHARGES - ASSESSMENT 10033496

RESOLUTION OM26/ 05/24

Moved: Cr Dan Ballard

Seconded: Cr John Tully

THAT Council resolves to decline to grant a concession to the applicant under section 121(b) of the *Local Government Regulation 2012* by way of an agreement to defer payment of rates and charges levied Assessment 10033496.

CARRIED 7

16.3 RATES AND CHARGES CONCESSION FOR THE SOCIETY FOR THE MOUNT ISA MEMORIAL GARDEN SETTLEMENT FOR THE AGED**RESOLUTION OM27/ 05/24**

Moved: Cr Dan Ballard

Seconded: Cr Kim Coghlan

That Council approve the following concession for rates and charges under *Sections 119, 120(1)(d), 121(a) and 122(1)(a) of The Local Government Regulation 2012*, for The Laura Johnson Home for The Aged commercial property assessment 10016756:

1. The 1.5m3 Commercial Garbage Service Charge rates are charged in lieu of the 3.0m3 Commercial Garbage Service Charge rates for the next two (2) years (2024/25 to 2025/26), and
2. 16 of the 240L Bins are charged at the Residential Garbage Service Rate without the waste service charge for the next two (2) years (2024/25 to 2025/26), and
3. That Council approve a 50% concession on the water meter access charge for the next two (2) years (2024/25 to 2025/26), and
4. That Council approve a 50% concession on the Sewerage Charges for the facility for the next two (2) years (2024/25 to 2025/26).

CARRIED 7

16.4 RFT 2023 - 61 CLEANING CONTRACT MOUNT ISA CITY COUNCIL**RESOLUTION OM28/ 05/24**

Moved: Cr John Tully

Seconded: Cr James Coghlan

THAT Council award the RFT 2023 – 61 'MICC Cleaning Contract' to Just Focus Pty Ltd for a three-year period, to the value of \$420,159.55 (excl. gst) per year and authorise the CEO to negotiate and finalise the terms of the contract, to commence no later than 1 July 2024.

CARRIED 7

16.5 2023 DRFA RESTORATION WORKS - PACKAGE 6**RESOLUTION OM29/ 05/24**

Moved: Cr James Coghlan

Seconded: Cr John Tully

THAT Council

1. Authorise the CEO to negotiate with Gulf Civil Pty Ltd under contract number 2023-46 for the value of \$635,595.27 ex GST plus allowance for 15% contingency as needed.

- 2. Allocate additional 23/24 Financial Year budget for Lake Julius Road Restoration projects accordingly, noting works are fully funded by the Queensland Reconstruction Authority (QRA).

CARRIED 7

The CEO, Tim Rose, left the meeting at 11.35am

16.6 APPOINTMENT OF CHIEF EXECUTIVE OFFICER

RESOLUTION OM30/ 05/24

Moved: Cr Kim Coghlan

Seconded: Cr John Tully

THAT Council appoint Tim Rose as Chief Executive Officer for the period 23 May 2024 – 31 December 2025.

CARRIED 7

There being no further business the Meeting closed at 11.36am.

The minutes of this meeting were confirmed at the Council Meeting held on 26 June 2024.

.....
CHAIRPERSON

6 ACTIONS FROM PREVIOUS COUNCIL MEETINGS**6.1 OUTSTANDING ACTIONS FROM PREVIOUS COUNCIL MEETINGS AS AT 20 JUNE 2024****Document Number:** 811846**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**EXECUTIVE SUMMARY**

Outstanding actions from previous Council Meetings as at 20 June 2024.

RECOMMENDATION

THAT Council receives and notes the outstanding actions from previous Council Meetings as at 20 June 2024.

Meeting	Officer	Title	Target
Council 19/04/2023	Community Development Officer	RADF - Council Initiated Project - True Country	30/05/2024
Council 21/06/2023	Community Development Officer	Youth Strategy 2023-2027	30/12/2024
Council 23/08/2023	Coordinator Corporate Governance	Updated policies for adoption	6/09/2023
Council 15/09/2023	Director Infrastructure Services	Notice of Motion - Mayor, Cr Danielle Slade	30/09/2024
Council 25/10/2023	Coordinator Corporate Governance	Updated Policies for Adoption	8/11/2023
Council 22/11/2023	Community Development Officer	Expressions of Interest to Host 2024 NQ Sportstar Awards	30/11/2024
Council 22/11/2023	Coordinator Corporate Governance	Updated Policies for Adoption	6/12/2023
Council 28/02/2024	Community Development Officer	RADF (Regional Arts Development Fund) Council Initiated Project	30/08/2024
Council 28/02/2024	Director Infrastructure Services	2023 DRFA Restoration Works Packages 1-5	13/03/2024
Council 24/04/2024	Community Development Officer	Community Grants Round 2 2023-2024	8/05/2024
Council 24/04/2024	Coordinator Environmental Services	Approval for Environmental Charge Project 23/24	8/05/2024

Meeting	Officer	Title	Target
Council 24/04/2024	Project Manager	Outback at Isa - Carry Over Request	8/05/2024
Council 24/04/2024	Coordinator Corporate Governance	2023-2024 Annual Operational Plan - Third Quarter Update	8/05/2024
Council 24/04/2024	Project Manager	Telstra Hill Reseal and Carpark Stage 1 (RFT2023- 29)	8/05/2024
Council 22/05/2024	Chief Executive Officer	Workforce Management Strategic Plan FY2025-27	5/06/2024
Council 22/05/2024	Coordinator Environmental Services	Environmental Grant Program Policy and Guidelines Version 3	5/06/2024
Council 22/05/2024	Senior Planning Officer	Healy Heights Covenant Variation - 66 Wright Road, Mount Isa	5/06/2024
Council 22/05/2024	Executive Assistant Promotion and Events	North West Weekly Print Newspaper Proposal	5/06/2024

ATTACHMENTS

Nil

7 DECLARATIONS OF CONFLICTS OF INTEREST

8 MAYORAL MINUTE

Nil

9 CONSIDERATION OF CORRESPONDENCE

Nil

10 NOTICES OF MOTION

Nil

11 EXECUTIVE SERVICES REPORTS

Nil

12 CORPORATE SERVICES REPORTS**12.1 CORPORATE SERVICES OVERVIEW REPORT - APRIL 2024 AND MAY 2024**

Document Number: 811078
Author: Senior Customer Service Officer
Authoriser: Director Corporate Services
Directorate: Corporate Services
Portfolio: Finance & Customer Service

EXECUTIVE SUMMARY

The April 2024 and May 2024 Corporate Services Overview Report is presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the April 2024 and May 2024 Corporate Services Overview Report as presented.

OVERVIEW

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

STATISTICS**April 2024 and May 2024 Communications Summary:**

	April 2024	May 2024
Calls received	1565	1873
Emails received	1904	2237
Letters received	188	167

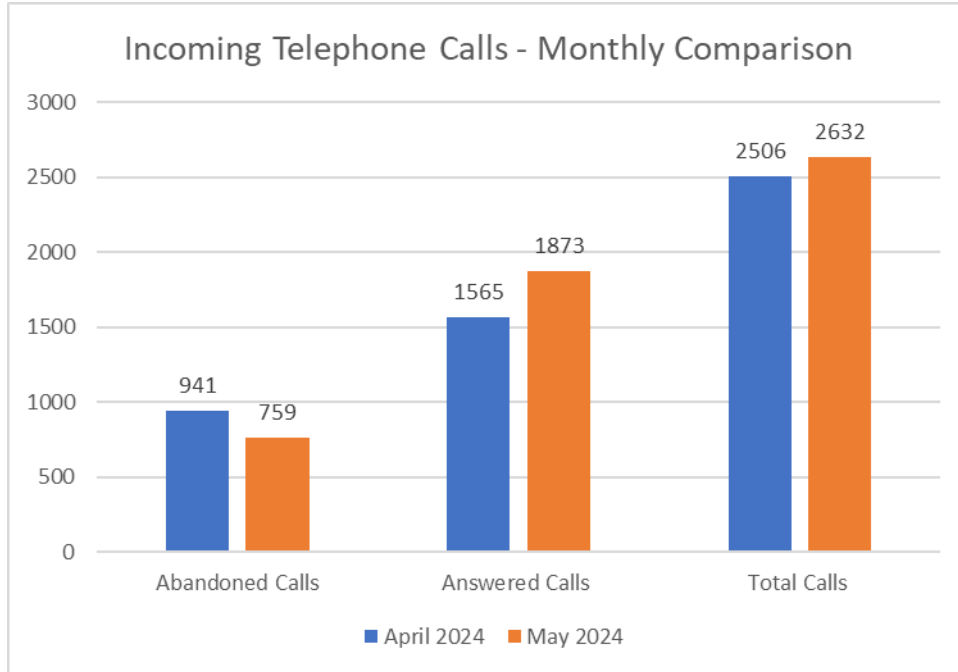
April 2024 and May 2024 Customer Service Request Summary:

- April 2024 – 395 Total Cases
- May 2024 – 499 Total Cases

Top 4 Departments:

	April 2024	May 2024
Water & Sewerage	127	115
Local Laws	61	59
Revenue	112	220
Waste Management	40	50

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 April 2024, 64.70% of 1565 answered calls were responded to within 60 seconds, in comparison to May 2024 where 67.30% of 1873 calls were responded to within 60 seconds.

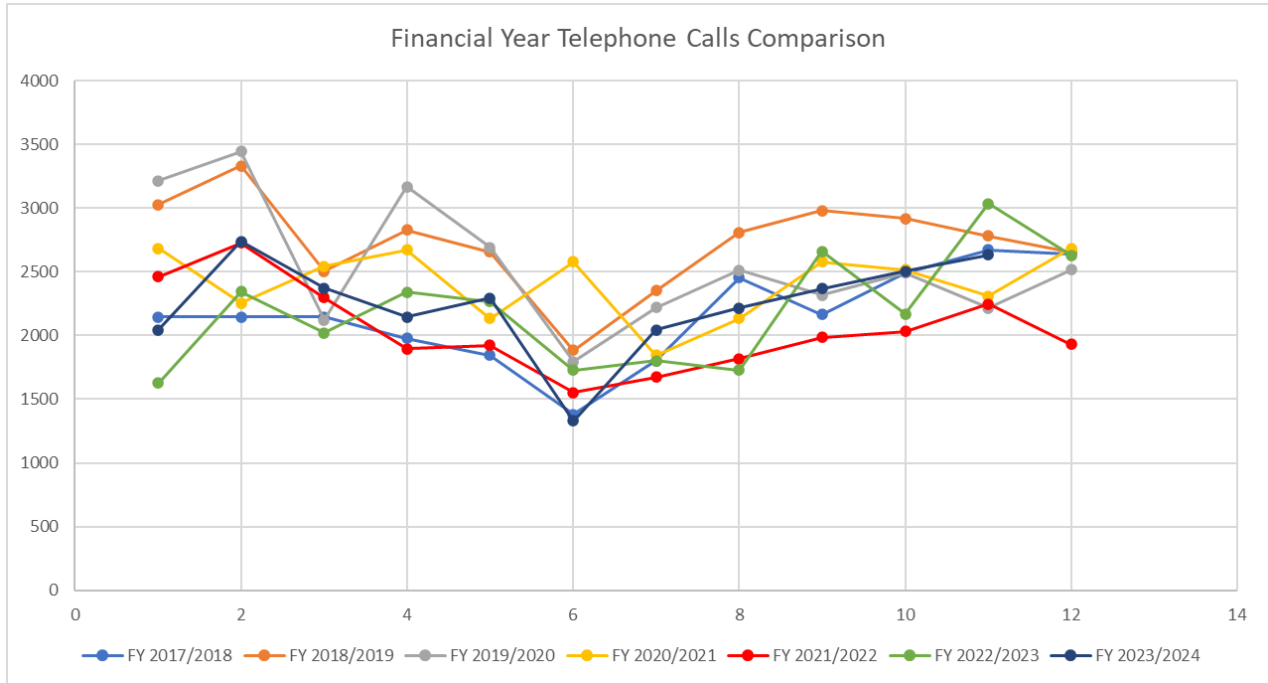
Across both months, the most frequent transfers of calls were to Local Laws Administration, Development and Land Use Administration, and Human Resources.

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

Telephone calls averaged 79 per day (20 business days during April 2024), and in May 2024 calls averaged 85 per day (22 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.*

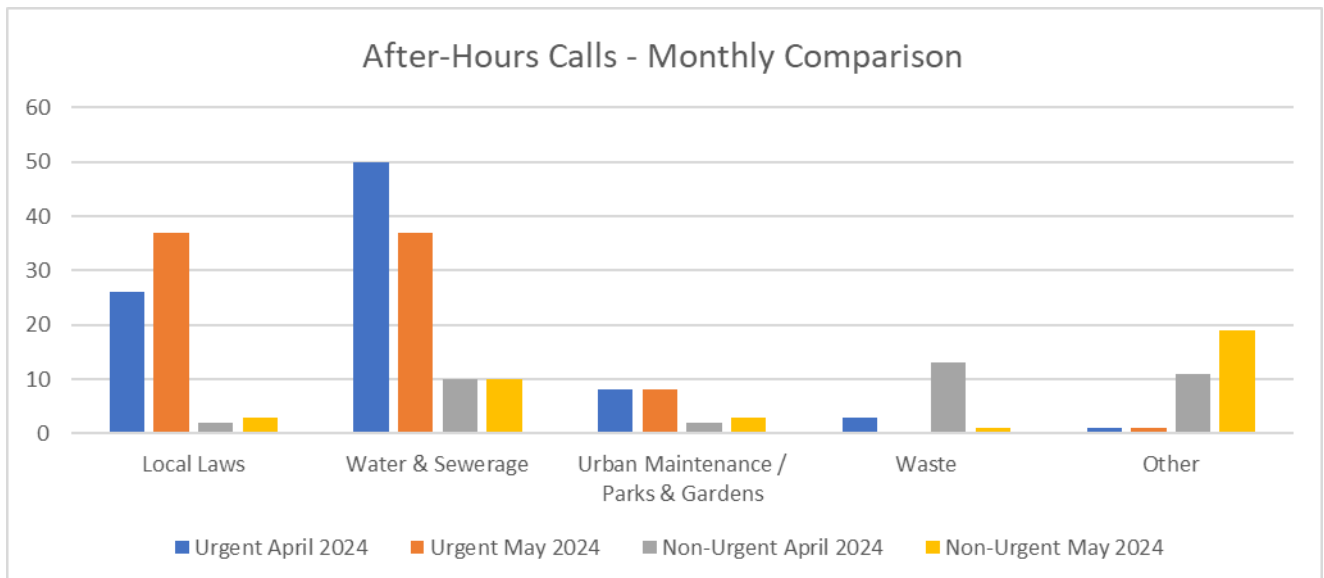
Monthly Telephone Calls – Financial Year Comparison 2017- 2024



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 126 calls were received by the after-hours service in April 2024, and a total of 119 calls in May 2024, across both months, the most common urgent requests were pertaining to water leaks, smart meter replacements, roaming dogs, animal attacks, and missed bin collections.



Incoming Written Communication

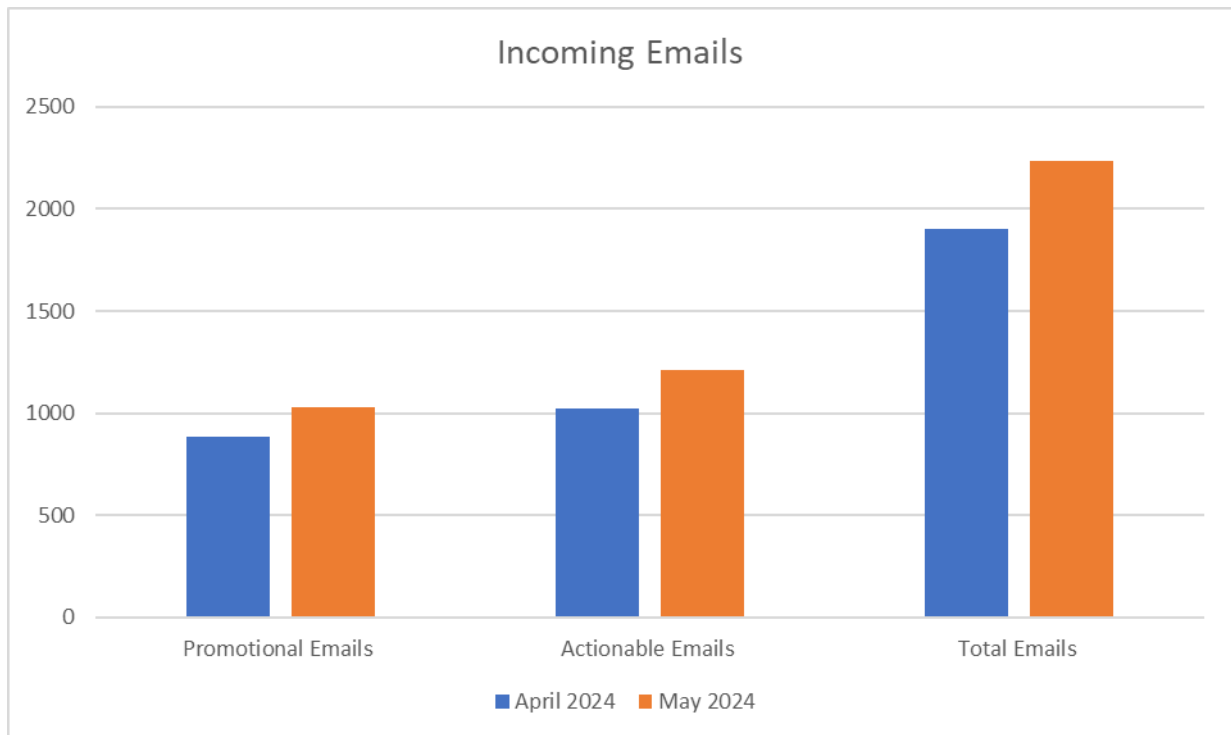
The city@mountisa.qld.gov.au email address receives emails from customers and organisations external to Council. Customer Services monitors this address, and emails requiring action are either responded to in the first instance, entered as a Customer Request Management, or forwarded to the relevant department.

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.

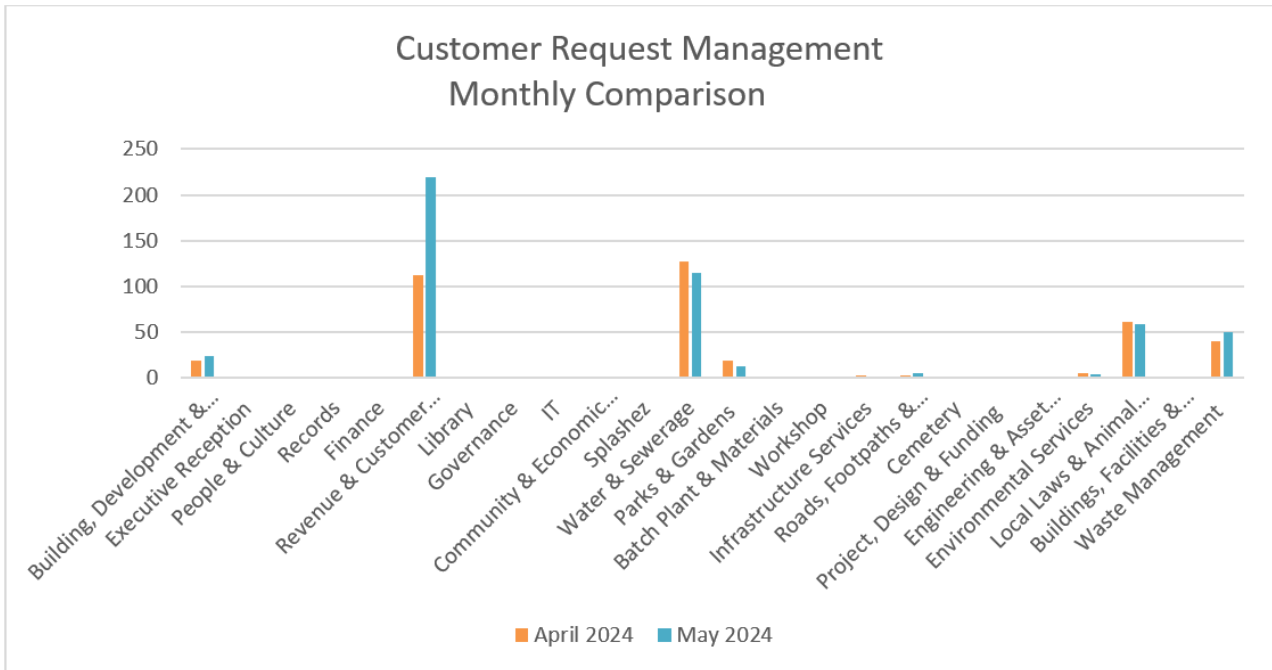
Emails in April 2024 averaged 96 per day (20 business days), and emails in May 2024 averaged 102 per day (22 business days).

In April 2024, 188 letters were received by Council, and 167 letters were received in May 2024. Letters were sorted and were either given to the relevant department or tasked through Customer Request Management. Recurrent items included financial statements, invoices, cheques, payment commitments, and items returned to the sender, particularly animal registration notices.

Letters averaged 10 per day (20 business days) in April 2024 and averaged 8 in May 2024 (22 business days).



Customer Request Management Summary Comparison April 2024 and May 2024.



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

***Note: Council have now ceased iCasework and all Customer Requests are reported via Customer Request Management.*

ATTACHMENTS

Nil

12.2 FINANCE OVERVIEW REPORT - MAY 2024

Document Number: 810899
Author: Manager, Corporate and Financial Services
Authoriser: Director Corporate Services
Directorate: Corporate Services
Portfolio: Finance & Customer Service

EXECUTIVE SUMMARY

The May 2024 Finance Overview Report is presented to the Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the May 2024 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 May 2024 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.

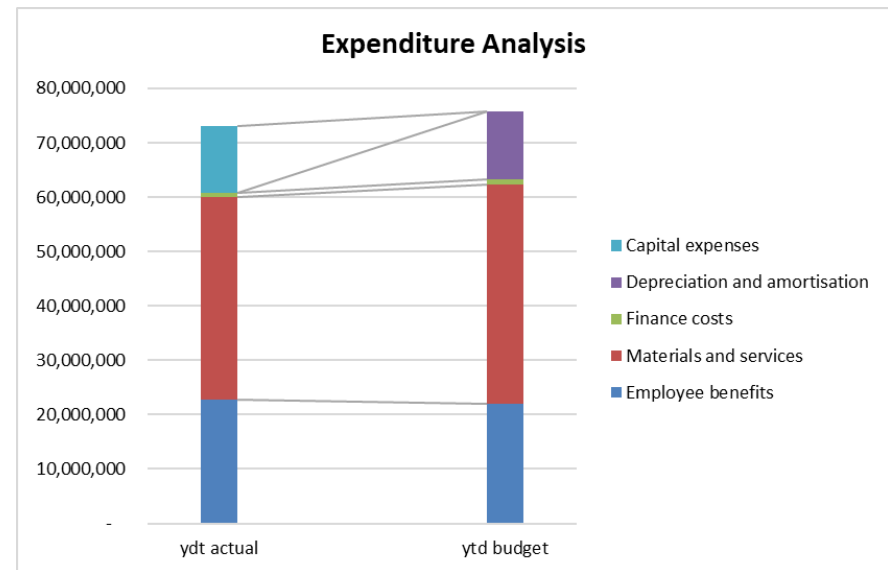
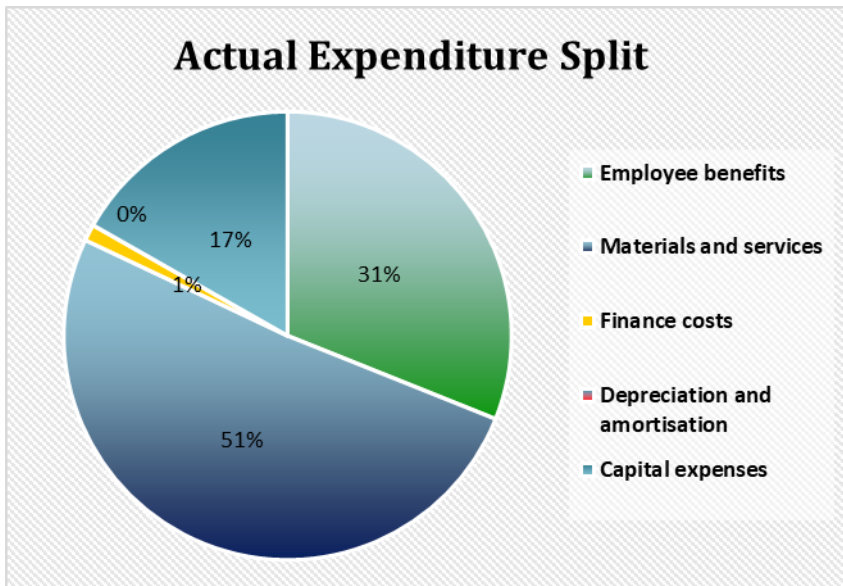
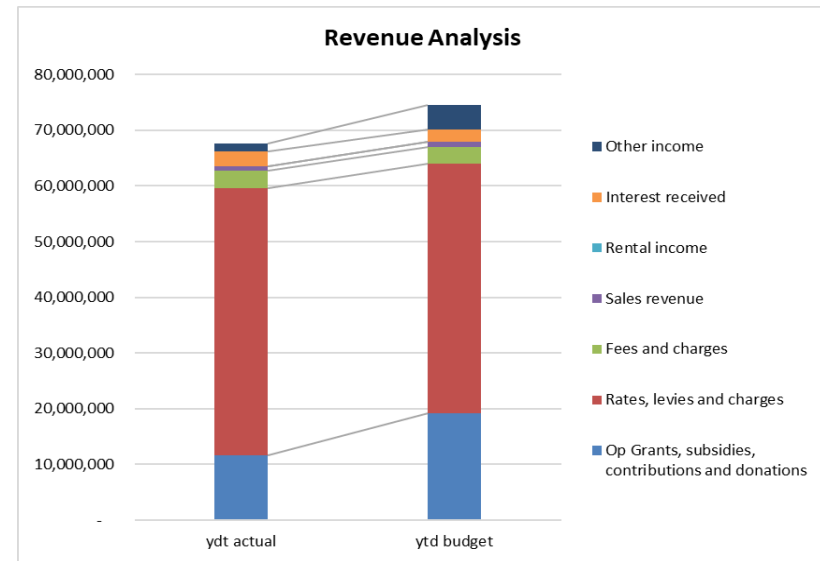
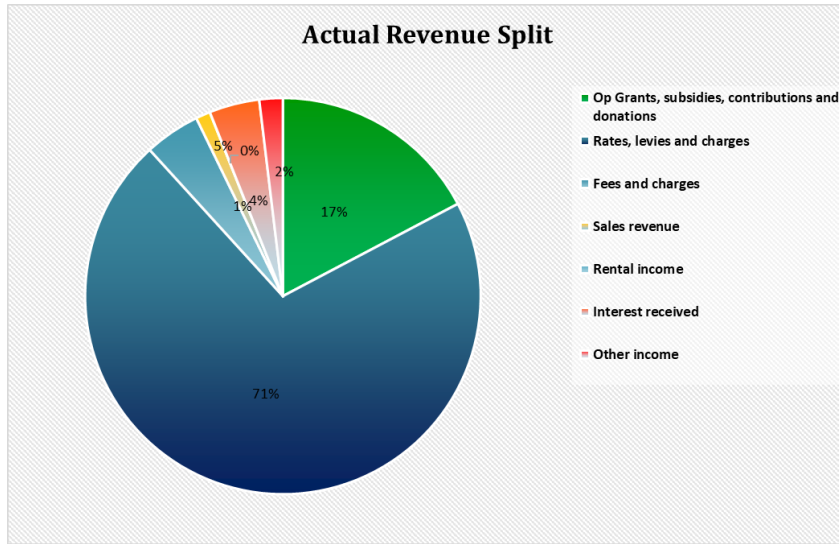
The following report covers the following key areas (in order) of the list:

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

1. OPERATIONAL PERFORMANCE (Actual vs. Budget)
Revenue and Expenditure Summary as of 31 May 2024

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

Operational Performance		Actual YTD FY23/24	Budget YTD FY23/24	YTD Actuals Less YTD Budget \$	Variance as a % of YTD Budget %	Comments on significant variances
Revenue						
Recurrent revenue						
Rates, levies and charges	3(a)	47,934,698	44,794,438	3,140,259	↑	7% Water Notice for period Jan 2024 to March 2024 for Q3 Commercial on 29 May 2024 (due 28 June 2024).
Fees and charges	3(b)	3,077,390	3,027,154	50,235	↑	2% Within normal tolerance
Sales revenue	3(c)	801,568	840,941	(39,373)	↓	-5% Tip and Batch Plant Invoices will be issued in June 2024
Grants, subsidies, contributions and dona	3(d)	11,679,694	19,225,663	(7,545,968)	↓	-39% Awaiting State government funding
Total recurrent revenue		63,493,350	67,888,196	(4,394,846)		
Other Income						
Interest received	4(a)	2,779,377	2,242,417	536,960	↑	24% Interest rates from QTC including rates
Other income	4(b)	1,292,833	4,488,895	(3,196,061)	↓	-71% Timing of water dividend (expected in June 2024)
Other capital income	5	1,602,461.00	1,602,461.00	-	→	0%
Total income		69,168,022	76,221,968	(7,053,947)		
Expenses						
Recurrent expenses						
Employee benefits	6	(22,714,094)	(22,006,018)	708,077	↓	-3% Over due to unbudgeted OT
Materials and services	7	(37,280,312)	(40,262,057)	(2,981,745)	↑	7% Due to Bulk Water Purchase invoice not yet received and other cost savings
Finance costs	8	(876,230)	(1,028,155)	(151,925)	↑	15% Within budget
Depreciation and amortisation	13	(12,271,672)	(12,559,265)	(287,593)	↑	2% Aligns to provision
Total recurrent expenses		(73,142,309)	(75,855,495)	(2,713,186)		
Net result		(3,974,287)	366,474	(4,340,761)		



2. CAPITAL REVENUE AND EXPENSES

The below statement shows a comparison between the Capital Revenue and Expenses as at 31 May 2024 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	Comments on significant variances
Capital						
Capital revenue						
Grants, subsidies, contributions and dona	3(d)	4,240,508	9,132,408	(4,891,900) ↓	-54%	progress claims to be made
Total capital revenue		4,240,508	9,132,408	(4,891,900)		

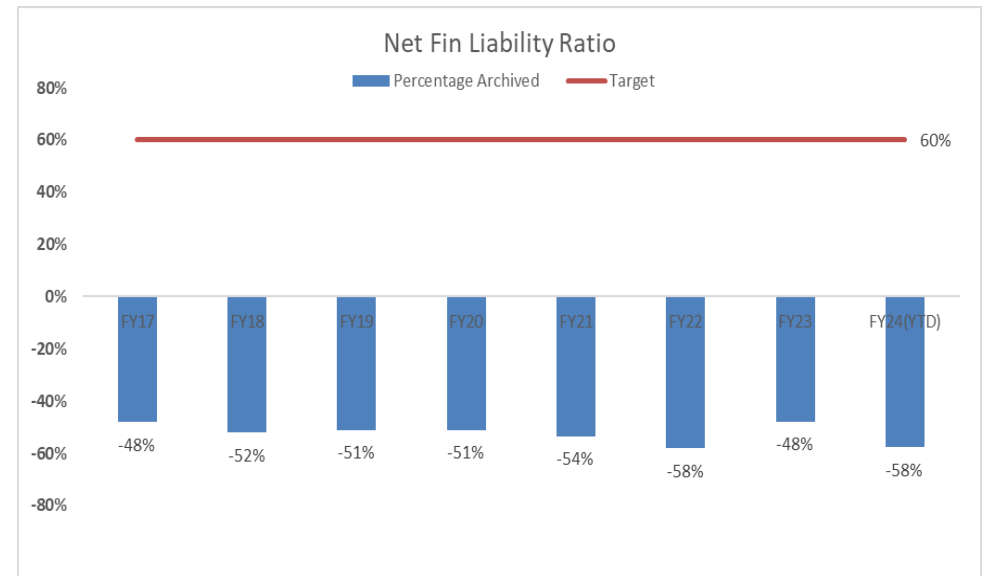
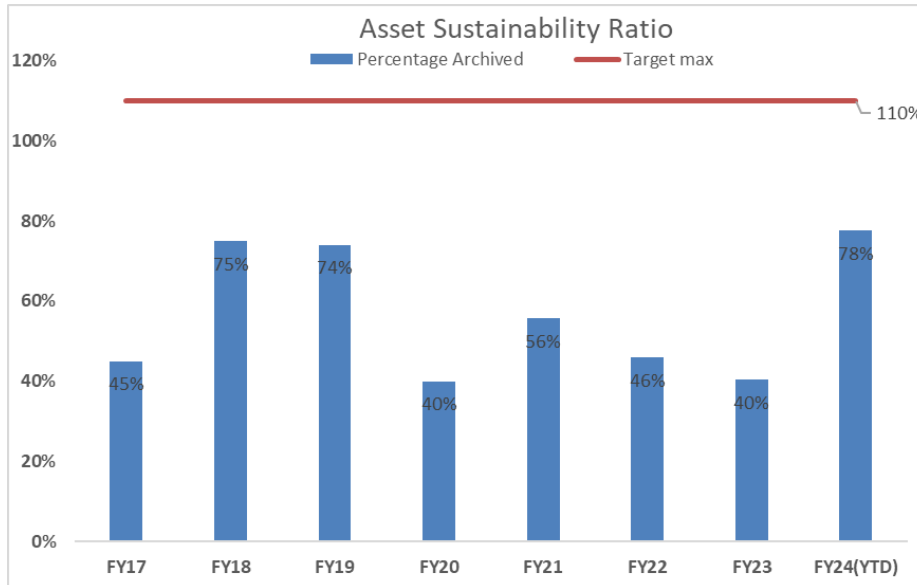
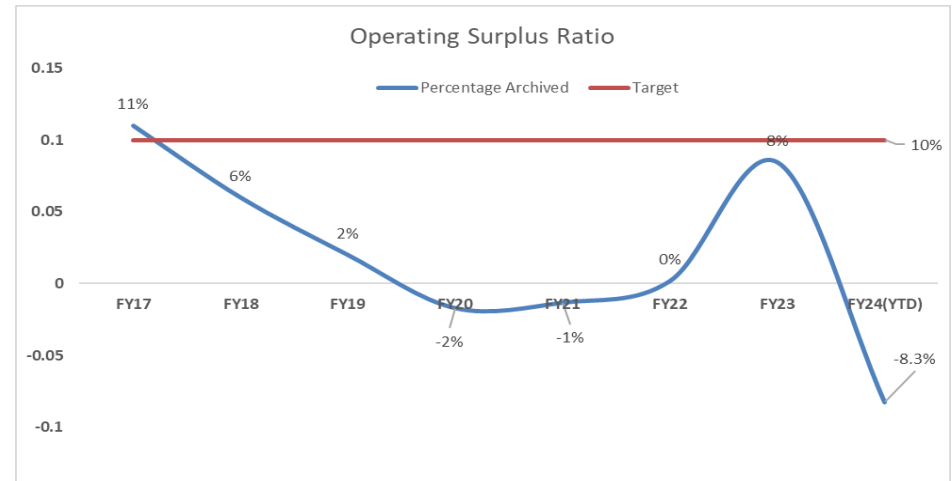
3. PLANT, PROPERTY AND EQUIPMENT

The below statement shows a comparison between the Property, Plant and Equipment as at 31 May 2024 actuals vs Budget for FY23/24.

		Actual YTD FY23/24	Full Budget FY23/24	YTD Actuals Less Full Budget	as a % of Full Budget	Comments on significant variances
Plant, Property & Equipment						
Other Additions		20,901,475	24,012,688	(3,111,213) ↓	-13%	
Renew als		9,529,164	9,808,612	(279,448) ↓	-3%	
Total Work In Progress		30,430,639	33,821,300	(3,390,661)		

4. FINANCIAL SUSTAINABILITY RATIOS

Ratio	Benchmark	2023-24	Measure
Operating Surplus Ratio <small>(measures council profitability)</small>	-2% -10 %	-8.25%	Operating Performance
Operating Cash Ratio <small>(measures council's ability to cover its core operational expenses and generate a cash.)</small>	> 0%	11%	Operating Performance
Asset Sustainability Ratio <small>(measures the extent we are sustaining our asset base)</small>	> 90 %	77.65%	Asset Management
Asset Consumption Ratio <small>(measures extent to which assets are being consumed)</small>	> 60 %	65%	Asset Management
Net Financial liabilities Ratio <small>(measures the extent to which our financial liabilities can be serviced by our operating revenue)</small>	< 60%	-57.76%	Financial Capacity
Council Controlled Revenue Ratio <small>(measures capacity to generate revenue internally)</small>	> 60 %	76.69%	Financial Capacity
Unrestricted Cash Expense Cover Ratio <small>(measures number of months council without having to raise revenue or borrow)</small>	> 4 months	7.71	Liquidity
Total Debt Cover Ratio <small>(This ratio simply explains the ability of council to meet its loan repayments.)</small>	> 2	4.33	Liquidity



5. RATES AND WATER UPDATE

- Review of these readings and adjustments are being finalised and new notices will be issued. Quarter 3 Water Consumption Notices for Non-Residential Properties for the Period 01-01-24 to 31-03-24 were issued 29-05-24, with a due date of 28-06-24.
- Quarter 4 Non-Residential Water Meter Readings for the Period 01-04-24 to 30-06-24 will commence from 17-05-24 and will be completed by 15-07-24.
- 2nd Half Year Residential Water Meter Readings for the Period 01-01-24 to 30-06-24 will commence from 17-05-24 and will be completed by 15-07-24.
- Water Notices for both Quarter 4 & 2nd Half Year will be issued to all customers approximately mid-to-end of August 2024.
- Revenue is still processing and completing corrections of water meter readings in the system that have been identified during previous billing periods, with new notices being issued to the customer once the assessment and adjustments have been made.
- Final Reminder Notices for outstanding rates and charges were issued to all properties with outstanding charges on 02-05-24, with a due date of 16-05-24.
- External Debt Recovery will commence in the next two weeks with Council's External Debt Recovery Agent on properties with outstanding rates and charges. Properties that have applications pending for payment commitments, financial hardships, investigations, current compliant payment commitments in place and properties that will be put forward to Council for Sale of Land Resolution will not be referred to the external agent.

SALE OF LAND UPDATE

- Notification of Sale of Land Auction was issued to 11 properties on 02-05-24. Auction date and time was 30 May 2024 for 10.30am at Buchanan Park, Mount Isa.
- As at COB on 29 May 2024, payment was made to 9 of the 11 properties, resulting in recovery of outstanding rates and charges including auction and legal costs of \$387,122.39.
- Two properties went to auction on 30 May 2024, which resulted in full recovery of outstanding rates and charges on one property for \$30,088.05. This property sold at auction for \$91,000.00. The funds received from this will be allocated to all outstanding rates and charges including the auction and legal costs, and the remainder will be distributed accordingly under the Local Government Regulations 2012 to any other registered parties against the land, including but mortgagees etc.
- There are currently 3 properties advertised on Council's Website for Notice of Sale of Land by EOI. Offers are currently being received for these properties; however, Council cannot accept any offers below the legislative required amount to sell.

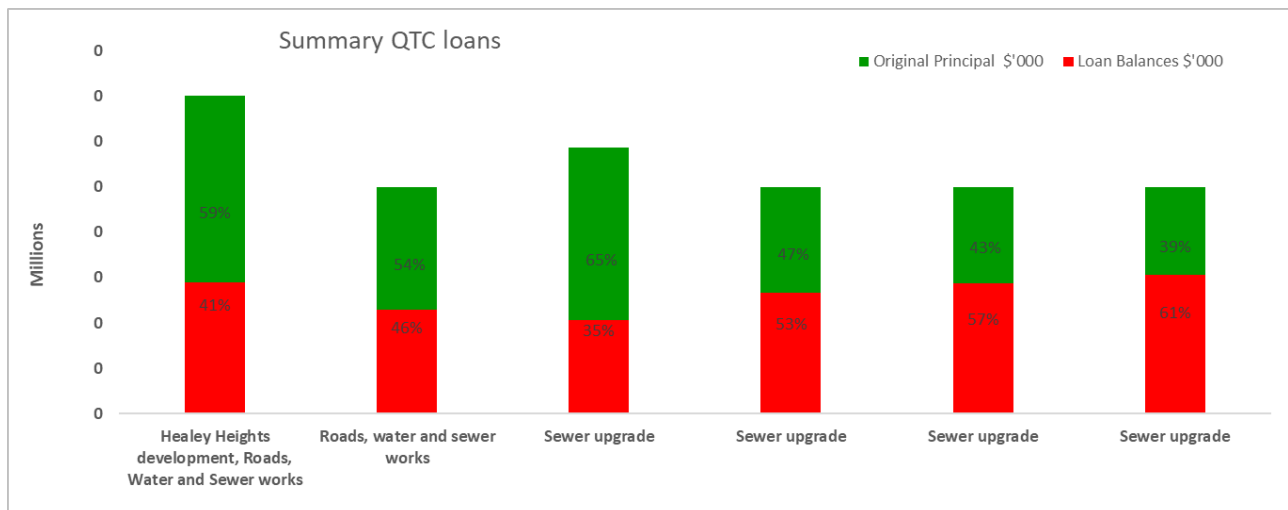
Council's appointed Solicitors for the Sale of Land Process are currently negotiating with customers who have put in offers on the properties.

- Revenue will be submitting an Officer’s Report to Council in the July 2024 Meeting to approve a Notice of Intention to Sell Land on a number of properties who currently sit in 3-5+ years in arrears. Once this resolution is approved, full recovery of Sale of Land will commence on properties listed in the approved Ordinary Meeting.
- Rates Notices for the 2024/2025 Financial Period will be issued in approximately mid-August. Notices will be issued once per year, with quarterly instalments. Revenue is in the process of setting up the rating system to allow this function to occur.

6. BORROWINGS

Council loan repayments are paid every quarter on the first working day. The balance as of 31 May 2024 was \$15.833 million. Next loan repayment is in June 2024.

Summary of QTC Loans as at 31 May 2024					
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	2,899	7.28%	15/06/2029
Roads, water and sewer works	December 2009	5,000	2,286	6.39%	15/06/2030
Sewer upgrade	December 2010	5,875	2,055	6.30%	15/12/2028
Sewer upgrade	September 2011	5,000	2,665	4.89%	15/06/2032
Sewer upgrade	September 2012	5,000	2,865	5.06%	15/12/2032
Sewer upgrade	September 2013	5,000	3,063	4.32%	15/03/2034
Total		32,875	15,833		



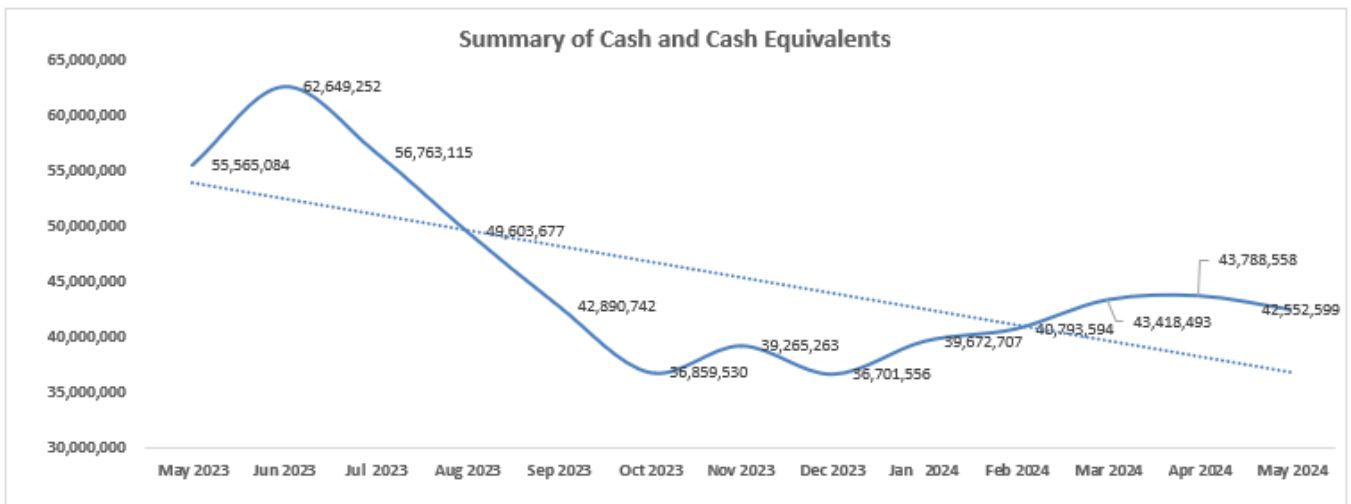
7. CASH AND CASH EQUIVALENT MOVEMENT COMPARISON

Cash at Bank – 31 May 2024	\$ 42,553
Total Cash Restrictions	\$ (3,984)
TOTAL UNRESTRICTED CASH	\$ 39,569

MICC had \$39.569 million 2024. The restricted cash as grants received in advance for obligations. There are no on hand.

Summary of Cash and Cash	
Month FY23/24	Cash Balance
May 2023	55,565,084
Jun 2023	62,649,252
Jul 2023	56,763,115
Aug 2023	49,603,677
Sep 2023	42,890,742
Oct 2023	36,859,530
Nov 2023	39,265,263
Dec 2023	36,701,556
Jan 2024	39,672,707
Feb 2024	40,793,594
Mar 2024	43,418,493
Apr 2024	43,788,558
May 2024	42,552,599

cash on hand at the end of May defined by the Council consists of which MICC has contractual short-term issues regarding cash



ATTACHMENTS

1. MICC Financial Statements - 31 May 2024 [↓](#) 

Mount Isa City Council
Financial Statements
For the period ended 31 May 2024

Mount Isa City Council
Financial statements
For the period ended 31 May 2024

Table of contents

Statement of Comprehensive Income
Statement of Financial Position
Statement of Changes in Equity
Statement of Cash Flows

2	Analysis of results by function
3	Revenue
4	Interest and other income
5	Other Capital income
6	Employee benefits
7	Materials and services
8	Finance costs
9	Capital expenses
10	Cash and cash equivalents
11	Receivables
12	Inventories
13	Property, Plant and Equipment
14	Contract balances
15	Payables
16	Borrowings
17	Provisions
18	Reconciliation of net result for the year to net cash inflow (outflow) from operating activities
19	Reconciliation of liabilities arising from financing activities
20	Interests in other entities

Mount Isa City Council
Statement of Comprehensive Income
For the period ended 31 May 2024

		Actual YTD FY23/24	Budget Q3 FY23/24
	Note	\$	\$
Income			
Revenue			
Recurrent revenue			
Rates, levies and charges	3(a)	47,934,698	48,866,660
Fees and charges	3(b)	3,077,390	3,302,350
Sales revenue	3(c)	801,568	917,390
Grants, subsidies, contributions and donations	3(d)	11,679,694	20,973,450
Total recurrent revenue		63,493,350	74,059,850
Capital revenue			
Grants, subsidies, contributions and donations	3(d)	4,240,508	9,132,408
Total capital revenue		4,240,508	9,132,408
Rental income		-	-
Interest received	4(a)	2,779,377	2,446,273
Other income	4(b)	1,292,833	4,896,976
Other capital income	5	1,602,461	1,602,461
Total income		73,408,529	92,137,968
Expenses			
Recurrent expenses			
Employee benefits	6	(22,714,094)	(24,006,565)
Materials and services	7	(37,280,312)	(43,922,244)
Finance costs	8	(876,230)	(1,121,623)
Depreciation and amortisation			
Property, plant and equipment	13	(12,271,672)	(13,701,184)
Intangible assets		-	-
		(73,142,309)	(82,751,616)
Capital expenses			
	9	-	-
Total expenses		(73,142,309)	(82,751,616)
Net result		266,221	9,386,352
Other comprehensive income			
Items that will not be reclassified to net result			
Increase / (decrease) in asset revaluation surplus	13	-	-
Total other comprehensive income for the year		-	-
Total comprehensive income for the year		266,221	9,386,352

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

Operating	Net operating result (excluding capital items)	(5,576,748)	(1,348,517)
	Total operating revenue (excluding capital items)	67,565,561	81,403,099
	Operating surplus ratio	A -8.3%	-1.7%
		T 0-10%	0-10%

**Mount Isa City Council
Statement of Financial Position
For the period ended 31 May 2024**

		Actual YTD FY23/24	Budget Q3 FY23/24
Note	\$	\$	\$
Current assets			
Cash and cash equivalents	10	42,552,599	52,205,203
Receivables	11	15,460,788	6,471,871
Inventories	12	475,332	218,505
Contract assets	14	2,458,993	2,458,993
Total current assets		60,947,712	61,354,572
Non-current assets			
Other financial assets	20	1	1
Property, plant and equipment	13	667,499,115	673,480,124
Total non-current assets		667,499,116	673,480,125
Total assets		728,446,828	734,834,697
Current liabilities			
Payables	15	6,849,554	4,204,871
Contract liabilities	14	3,984,218	2,933,309
Borrowings	16	512,970	1,971,454
Provisions	17	2,404,280	2,274,257
Other liabilities		-	979,033
Total current liabilities		13,751,021	12,362,923
Non-current liabilities			
Borrowings	16	15,319,612	13,386,307
Provisions	17	9,953,998	10,558,884
Total non-current liabilities		25,273,609	23,945,192
Total liabilities		39,024,631	36,308,115
Net community assets		689,422,197	698,526,582
Community equity			
Asset revaluation surplus		408,612,688	408,612,687
Retained surplus		280,809,510	289,913,895
Total community equity		689,422,197	698,526,582

"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 May 2024**

	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
Adjustment on correction of error		311,657	311,657
Other comprehensive income for the year			
Increase / (decrease) in asset revaluation surplus	33,968,839		33,968,839
Increase / (decrease) in asset revaluation surplus			-
Share of comprehensive income of equity accounted	-	-	-
Total comprehensive income for the year	-	282,133	282,133
Balance as at 31 May 2024	408,612,688	280,809,510	689,422,197

**Mount Isa City Council
Statement of Cash Flows
For the period ended 31 May 2024**

Note	Actual YTD FY23/24 \$	Budget Q3 FY23/24 \$
Cash flows from operating activities		
Receipts from customers	50,502,536	63,810,316
Payments to suppliers and employees	(61,011,229)	(72,943,247)
	(10,508,693)	(9,132,932)
Interest received	2,779,377	2,446,273
Operating Grants and Contributions	11,679,694	16,581,702
Rental & Other Income	2,895,294	6,499,437
Borrowing costs	(876,230)	(949,623)
Net cash inflow (outflow) from operating activities	18 5,969,443	15,444,857
Cash flows from investing activities		
Payments for property, plant and equipment	(30,430,639)	(33,821,300)
Capital Grants, Subsidies, Contributions and Donations	4,240,508	9,132,408
Proceeds from sale of property plant and equipment	-	654,173
Net cash inflow (outflow) from investing activities	(26,190,131)	(24,034,718)
Cash flows from financing activities		
Repayment of borrowings	(1,379,366)	(1,854,185)
Net cash inflow (outflow) from financing activities	(1,379,366)	(1,854,185)
Net increase (decrease) in cash and cash equivalent held	(21,600,053)	(10,444,045)
Cash and cash equivalents at the beginning of the financial year	64,152,652	62,649,248
Cash and cash equivalents at end of the reporting period	10 42,552,599	52,205,203

"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 May 2024**

2. Analysis of Results by Function

2(a) Components of council functions

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

Business Services and finance

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

Construction and maintenance

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

Community services

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

This function includes:

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

Planning and development

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

Transport infrastructure

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

Waste management

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

Water and Sewerage infrastructure

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

Mount Isa City Council
Notes to the financial statements
For the period ended 31 May 2024

3	Revenue	Actual YTD	Budget Q3
(a)	Rates, levies and charges	FY23/24	FY23/24
		\$	\$
	General rates	17,159,600	17,673,651
	Separate rates	534,541	509,000
	Water	11,028,167	11,058,000
	Water consumption, rental and sundries	6,520,232	6,873,000
	Sewerage	8,150,483	8,152,014
	Waste Management	4,686,161	4,765,995
	Total rates and utility charge revenue	48,079,183	49,031,660
	Less: Pensioner remissions	(144,486)	(165,000)
		<u>47,934,698</u>	<u>48,866,660</u>
(b)	Fees and charges		
	Animal Control	116,919	221,728
	Buchanan Park fees	58,856	60,568
	Building and Development	337,007	345,011
	Cemetery fees	118,275	86,856
	Finance	49,885	93,600
	Infringements	1,856	3,850
	Licences and registrations	118,086	121,998
	Other fees and charges	490,379	601,276
	Refuse tip and recycling	1,786,127	1,767,463
		<u>3,077,390</u>	<u>3,302,350</u>
(c)	Sales revenue		
	Rendering of services		
	Contract and recoverable works	131,074	11,890
	Concrete sales	670,494	905,500
	Total Sales Revenue	<u>801,568</u>	<u>917,390</u>
(d)	Grants, subsidies, contributions and donations		
(i)	Operating		
	General purpose grants	498,614	9,396,659
	State government subsidies and grants	11,181,080	11,576,791
		<u>11,679,694</u>	<u>20,973,450</u>
(ii)	Capital		
	State & Commonwealth Government subsidies and grants	4,230,508	9,132,408
	Contributions	10,000	
	Total capital grants, subsidies and	<u>4,240,508</u>	<u>9,132,408</u>
		<u>4,240,508</u>	<u>9,132,408</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 term deposits		
	Interest received from financial institutions	2,110,849	1,832,100
	Interest from overdue rates and utility charges	668,529	614,173
		<u>2,779,377</u>	<u>2,446,273</u>
(b)	Other income		
	Dividends are recognised when they are declared.		
	Dividend (Mount Isa Water Board)	-	3,625,175
	Other income	1,292,833	1,271,801
		<u>1,292,833</u>	<u>4,896,976</u>

Mount Isa City Council
Notes to the financial statements
For the period ended 31 May 2024

	Actual YTD FY23/24	Budget Q3 FY23/24
	\$	\$
5 Other Capital income		
Adjustment due to change in cost estimate	1,602,461	1,602,461
Total Other Capital Income	1,602,461	1,602,461
6 Employee benefits		
Employee benefit expenses are recorded when the service has been provided by the employee.		
Staff wages and salaries	18,011,629	18,286,471
Councillors' remuneration	501,318	543,094
Annual, Sick and Long Service Leave Entitlements	2,790,791	2,928,899
Workers compensation Insurance	291,258	291,258
Fringe Benefits Tax (FBT)	59,053	79,774
Superannuation	1,275,964	2,075,440
	22,930,013	24,204,935
Less: Capitalised employee expenses	(215,918)	(198,371)
	22,714,094	24,006,565
	Actual YTD FY23/24	Budget Q3 FY23/24
	\$	\$
7 Materials and services		
Audit Fees *	119,264	220,000
Bulk Water Purchases	11,130,065	13,886,217
Communications and IT	1,923,154	2,300,424
Council Enterprises Support	1,271,719	1,430,000
Governance and Promotions	1,413,063	3,502,529
Land Use Planning and Regulation	222,065	256,000
Parks and Gardens	1,262,821	1,016,014
Road Maintenance	2,857,673	2,753,821
Flood Works	6,713,959	7,686,109
Utilities	977,614	1,570,394
Vehicle and plant operating costs	2,888,589	2,564,568
Waste Levy Payments (Total)	1,432,244	1,704,725
Waste Levy Refund **	(632,022)	(948,033)
Waste Management	2,423,820	2,467,365
Water and Sewerage Maintenance	2,242,387	1,784,667
Other materials and services	309,573	910,737
	37,280,312	43,922,244
8 Finance costs		
Finance costs charged by the Queensland Treasury Corporation	739,447	949,623
Bank charges	136,783	172,000
	876,230	1,121,623
9 Capital expenses		
Total Capital expenses	-	-

Mount Isa City Council
Notes to the financial statements
For the period ended 31 May 2024

	Actual YTD FY23/24	Budget Q3 FY23/24
10 Cash and cash equivalents		
Cash at bank and on hand	-	
Deposits at call	42,552,599	52,205,203
Term deposits	-	
Balance per Statement of Financial	<u>42,552,599</u>	<u>52,205,203</u>
Less bank overdraft	-	
Balance per Statement of Cash Flows	<u>42,552,599</u>	<u>52,205,203</u>
Cash and cash equivalents	42,552,599	52,205,203
Less: Externally imposed restrictions on cash	<u>(3,984,218)</u>	<u>(2,933,309)</u>
Unrestricted cash	<u>38,568,382</u>	<u>49,271,894</u>
Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:		
Unspent Government Grants and Subsidies	3,984,218	2,933,309
Total externally imposed restrictions on cash assets	<u>3,984,218</u>	<u>2,933,309</u>
	Actual YTD FY23/24	Budget Q3 FY23/24
11 Receivables	\$	\$
Current Trade and Other Receivables		
Rates and charges	8,046,756	6,471,871
Statutory Charges (Water charges not yet levied)	5,967,808	
Other debtors	1,446,224	
	<u>15,460,788</u>	<u>6,471,871</u>
Less: Expected credit losses		
Rates and general debtors	-	
Total Current Trade and Other Receivables	<u>15,460,788</u>	<u>6,471,871</u>
12 Inventories		
Inventories held for distribution		
Other trading stocks	290,252	218,505
Quarry and road materials	121,159	-
Plant and equipment stores	63,922	-
	<u>475,332</u>	<u>218,505</u>
Total inventories	<u>475,332</u>	<u>218,505</u>

Mount Isa City Council
Notes to the financial statements
For the period ended 31 May 2024

13 **Property, Plant and Equipment**

Council

Basis of measurement

Fair value category

Asset values

Opening gross value as at 1 July 2023

Additions

Closing gross value as at 31 May 2024

Accumulated depreciation and impairment

Opening balance as at 1 July 2023

Depreciation expense

Accumulated depreciation as at 31 May 2024

Total Written Down Value as at 31 May 2024

Range of estimated useful life in years

Land and improvements	Buildings and Other Structures	Other plant and equipment	Road, drainage and bridge network	Water	Sewerage	Work in progress	Total
Fair Value	Fair Value	At Cost	Fair Value	Fair Value	Fair Value	Cost	
Level 2	Levels 2 & 3		Level 3	Level 3	Level 3		
\$	\$	\$	\$	\$	\$	\$	\$
6,873,636	171,684,064	21,009,848	460,739,525	178,489,182	143,004,488	23,304,645	1,005,105,387
-	-	-	-	-	-	30,430,639	30,430,639
6,873,636	171,684,064	21,009,848	460,739,525	178,489,182	143,004,488	53,735,284	1,035,536,026
-	26,499,735	10,724,240	148,756,863	109,033,866	60,750,534	-	355,765,239
-	3,282,087	1,251,715	4,966,333	1,195,330	1,576,209	-	12,271,672
-	29,781,822	11,975,955	153,723,196	110,229,195	62,326,743	-	368,036,911
6,873,636	141,902,242	9,033,893	307,016,329	68,259,987	80,677,745	53,735,284	667,499,115
Not depreciated	9 - 100	4 - 35	7 - 1000	15 - 100	20 - 300	Not depreciated	-

Mount Isa City Council
Notes to the financial statements
For the period ended 31 May 2024

14 Contract balances

(a) Contract assets

Actual YTD FY23/24	Budget Q3 FY23/24
\$	\$
2,458,993	2,458,993

(b) Contract liabilities

Funds received upfront to construct Council controlled assets
 Non-capital performance obligations not yet satisfied

2,743,898	-
1,240,320	2,933,309
<u>3,984,218</u>	<u>2,933,309</u>

15 Payables

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

Current

Creditors	6,651,560	3,286,587
Prepaid rates	-	-
Other creditors	197,994	918,284
	<u>6,849,554</u>	<u>4,204,870</u>

16 Borrowings

Current

Loans - QTC	512,970	1,971,454
Loans - other	-	-
	<u>512,970</u>	<u>1,971,454</u>

Non-current

Loans - QTC	15,319,612	13,386,307
Loans - other	-	-

Current

Annual leave	1,558,612	1,453,489
Long service leave	771,433	820,767
Waste Levy Term Advance	74,234	979,033
Total Current Provisions	<u>2,404,280</u>	<u>3,253,290</u>

Non-Current

Long service leave	237,900	210,070
Landfill rehabilitation	6,576,002	8,252,697
Waste Levy Term Advance	3,140,096	2,096,118
Total Non-Current Provisions	<u>9,953,998</u>	<u>10,558,884</u>

Landfill rehabilitation

Balance at beginning of financial year	8,252,696	-
Increase due to unwinding of discount	8	-
Adjustment due to change in cost estimate	5	1,602,461
Increase/(decrease) due to change in discount rate	5,9	-
Balance at end of financial year	<u>9,855,157</u>	<u>-</u>

Mount Isa City Council
Notes to the financial statements
For the period ended 31 May 2024

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

	Actual YTD FY23/24	Budget Q3 FY23/24
	\$	\$
Net result	266,221	9,386,519
Non-cash items:		
<i>Write off of Prior years WIP to Profit and Loss</i>	-	
<i>Depreciation and amortisation</i>	12,271,672	13,701,017
Capital grants and contributions	(4,240,508)	(9,132,408)
	<u>8,031,165</u>	<u>4,568,610</u>
Changes in operating assets and liabilities:		
(Increase)/ decrease in receivables	(1,054,292)	7,934,625
(Increase)/ decrease in other assets	-	-
(Increase)/ decrease in contract assets	-	-
(Increase)/decrease in inventory	(256,828)	-
Increase/(decrease) in payables	(2,197,755)	(6,475,897)
Increase/(decrease) in contract liabilities	1,050,909	
Increase/(decrease) in other liabilities	-	31,000
Increase/(decrease) in employee leave entitlements	130,023	-
	<u>(2,327,942)</u>	<u>1,489,728</u>
Net cash inflow from operating activities	<u><u>5,969,443</u></u>	<u><u>15,444,857</u></u>

19 Reconciliation of liabilities arising from financing activities

2024	As at 30 June 2023	Cash flows	As at 31 May 2024
	\$	\$	\$
Borrowings	17,211,948	(1,379,366)	15,832,581
2023			
	As at 30 June 2022	Cash flows	As at 30 June 2023
	\$	\$	\$
Borrowings	18,960,448	(1,748,917)	17,211,948
2022			
	As at 30 June 2021	Cash flows	As at 30 June 2022
	\$	\$	\$
Borrowings	20,607,490	(1,647,042)	18,960,448

12.3 2024/25 PROCUREMENT POLICY AND FINANCIAL DELEGATIONS REGISTER

Document Number: 808852
Author: Manager, Corporate and Financial Services
Authoriser: Director Corporate Services
Directorate: Corporate Services
Portfolio: Finance & Customer Service

EXECUTIVE SUMMARY

The FY2024/25 Procurement Policy version 13 with the Financial Delegations Register version 6 is presented to the Council for information and consideration.

RECOMMENDATION

THAT Council adopts the FY2024/25 Procurement Policy version 13 with the Financial Delegations Register version 6 as presented.

BACKGROUND

The *Local Government Regulations 2012 Chapter 5 Financial Planning and Accountability Section 198 'Procurement policy'* states the following:

- (1) A local government must prepare and adopt a policy about procurement (a *procurement policy*).
- (2) The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.
- (3) A local government must review its procurement policy annually

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.
	5.7	Promote a proactive approach to risk management, including business continuity
	5.12	Explore/review potential efficiencies and opportunities for Council's operations, infrastructure and assets

CONSULTATION (INTERNAL AND EXTERNAL)

Internal consultation was held with EMT and staff.

LEGAL CONSIDERATIONS

A local government must review its procurement policy annually.

- *Local Government Act 2009*
- *Local Government Regulation 2012*

POLICY IMPLICATIONS

- *Mount Isa City Council Financial Delegations Register*
- *Mount Isa City Council Local Preference Purchasing Policy*
- *Performance and Misconduct Policy*
- *Code of Conduct for Employees*

RISK IMPLICATIONS

Reviewed in accordance with *Local Government Regulations 2012*.

HUMAN RIGHTS CONSIDERATIONS

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

ATTACHMENTS

1. **Procurement Policy 2024-25** [↓](#) 
2. **Financial Delegations Register 2024-25** [↓](#) 



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
2024/2025 Financial Year – Procurement Policy

RESOLUTION NO. OM VERSION 14

APPLIES TO STATUTORY POLICIES ONLY

This is an official copy of the **2024/2025 Financial Year - Procurement Policy**, made in accordance with the provisions of the *Local Government Act 2009 and Local Government Regulations 2012, Public Records Act, Mount Isa City Council's Local Laws, Subordinate Local Laws, and current Council Policies.*

Statutory Policies comply with a legislative requirement; the **2024/2025 Financial Year - Procurement Policy** is approved by the Mount Isa City Council for the operations and procedures of the Council. Note that Financial Year Policies are reviewed annually.

.....
 Tim Rose
Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID# 672393			POLICY TYPE
			Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	06.2011		Dataworks 270216, 10381. 2011-2012
V2	03.08.2012		2012-2013
V3			2013-2014
V4	10.2014	OM53/10/14	2014-2015
V5	29.04.2015	OM42/04/15	Responsible Officer - Manager Corporate and Financial Services 2015-2016
V6	15.06.2016	OM09/06/16	Responsible Officer - Manager Corporate and Financial Services 2016-2017
V7	14.02.2018	OM08/02/18	Responsible Officer - Manager Corporate and Financial Services 2017-2018
V8	27.07.2018	SM01/07/18	Responsible Officer - Manager Corporate and Financial Services 2018-2019
V9	28.08.2019	OM22/08/19	Responsible Officer - Manager Corporate and Financial Services 2019-2020
V10	25.11.2020	OM29/11/20	Responsible Officer –Manager Corporate and Financial Services 2020-2021
V11	21.07.2021	OM21/07/21	Responsible Officer –Manager Finance and Information Technology 2021-2022
V12	15.06.2022	OM14/06/22	Responsible Officer -Manager Finance and Information Technology 2022-2023
V13	19.07.2023	OM10/07/23	Responsible Officer -Interim Manager Finance 2023-2024
V14			Responsible Officer - Manager Finance
			REVIEW DUE 30.06.2025

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

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**2024/2025 Financial Year – Procurement Policy**

RESOLUTION NO. OM VERSION 14

1. PURPOSE

1.1 To satisfy Mount Isa City Council's ("Council") statutory obligations under Section 198 of the *Local Government Regulation 2012* and to establish Council's intent with respect to Procurement. This document sets out the Council's policy for the Procurement of goods and services, construction, and services contracts.

1.2 Policy Objectives

Council's Procurement activities aim to achieve advantageous Procurement outcomes by:

- a) Promoting value for money with probity and accountability; and
- b) Advancing Council's economic, social, and environmental policies; and
- c) Providing a reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council;
- d) Endorsing where applicable the Queensland Indigenous Procurement Policy; and
- e) Promoting compliance with relevant legislation.

In accordance with Section 198 of the *Local Government Regulation 2012*, this policy incorporates relevant requirements regarding the procurement of goods and services and the carrying out of sound contracting principles.

2. COMMENCEMENT

The Mount Isa City Council Procurement Policy will take effect following adoption at the Ordinary Meeting on TBC.

3. APPLICATION

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

4. PRINCIPLES**4.1 Sound Contracting Principles**

Council employees must have regard to the following sound contracting principles when procuring goods and services on behalf of the Council:

a) Value for Money

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- i. Contribution to the advancement of Council's priorities;
- ii. Fitness for purpose, quality, services and support; and whole-of-life costs including costs of acquiring, using and maintaining and disposal;
- iii. Internal administration costs;
- iv. Technical compliance issues;
- v. Risk exposure;
- vi. The value of any associated environmental benefits; and
- vii. Advantages of local knowledge, networks and relationships, availability and access to after sales and support.

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**2024/2025 Financial Year – Procurement Policy**

RESOLUTION NO. OM VERSION 14

b) Open and Effective Competition

Purchasing should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.

c) The Development of Competitive Local Business and Industry

Council encourages the development of competitive local businesses within its local government area.

In accordance with Section 104(3)(c) of the *Local Government Act 2009*, Council wishes to pursue the principle of development of competitive local business and industry as part of the process of making its purchasing decisions.

d) The Development of Indigenous Business within our LGA

Council encourages the development of Indigenous Business within the Mount Isa local government area.

In accordance with The Queensland Indigenous (Aboriginal and Torres Strait Islander) Procurement Policy (QIPP) aims to increase the value of Queensland Government contracts awarded to Indigenous business. It supports the development, sustainability and growth of Indigenous businesses across Queensland.

The QIPP sets a target that procurement with Indigenous businesses will be 3% of value from 2022 onwards. Council wishes to strive to achieve a similar target by the end of 2027, within the local government area.

e) Environmental Protection

Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:

- i. Promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and
- ii. Foster the development of products and processes of low environmental and climatic impact; and
- iii. Provide an example to business, industry, and the community by promoting the use of climatically and environmentally friendly goods and services; and
- iv. Encourage environmentally responsible activities.

f) Ethical Behaviour and Fair Dealing

Council officers involved in purchasing are to behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives.

Officers are to facilitate the ethical procurement of goods and services for Council in the most timely and cost-effective manner and ensure that all procurement activities are within Council's legal and statutory obligations.

4.2 Goods and Services Tax

All values quoted in this policy are exclusive of GST unless stated otherwise

4.3 Administration**MOUNT ISA CITY COUNCIL STATUTORY POLICY**



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**2024/2025 Financial Year – Procurement Policy**

RESOLUTION NO. OM VERSION 14

The process and procedures to be used for entering into contracts for the acquisition of goods and services are as follows:

- a) maintaining confidentiality and respect for commercial-in-confidence material;
- b) maintaining appropriate records available for inspection at any time;
- c) inviting quotations from suppliers that can meet Council's requirements at competitive prices;
- d) ensuring selection and appointment of contractors is evidenced by the issuing of a letter of appointment or purchase order;
- e) purchase orders should be generated for all purchases of goods and services prior to engaging the supplier (inclusive of GST) other than:
 - i. petty cash and credit card transactions; or
 - ii. long-term supply contracts (Ergon, Telstra, insurance premiums, Sunwater, MIWB, DNRME – valuation roll, and others of a similar nature.); or
 - iii. regular monthly accounts from small local suppliers (newsagency etc.); or
 - iv. payment of taxes and government charges (state fire levy, vehicle registration etc.); or
 - v. direct payments and fees (bank charges, council rates and charges etc).
- f) all invoices must be signed by authorised employee under Financial Delegations Register before payment can be processed.

5. PROCUREMENT AND CONTRACTING REQUISITES**5.1 Local Preference****5.1.1 Scope**

A **Local Supplier** is a company, trust, or sole trader that meets at least one of the following criteria:

- i. is a ratepayer in the Mount Isa City Council local government area;
- ii. has a physical premises open to the public located in the Mount Isa City Council local government area and is owned by locals or employs local staff; or
- iii. employs staff permanently based in the Mount Isa City Council local government area.

Mount Isa City Council acknowledges that it has an important role to play in the local economy and is committed to assisting local industry to engage in business with Council.

To assist local industry and local economic development, Council will:

- i. Encourage a 'buy local' culture within the Council;
- ii. Advertise all tenders, contracts, and expressions of interest in a manner readily available to the local community;
- iii. Package requirements in appropriately sized contracts to suit market capacity and encourage local competition;
- iv. Encourage local businesses to promote their goods and services to Council;
- v. Encourage the use of local distributors within the delivery chain whenever goods, materials or services have to be sourced from outside the local government area; and
- vi. Apply a price preference in favour of local suppliers as set out in this policy.

5.1.2 Local Content Price Preference**MOUNT ISA CITY COUNCIL STATUTORY POLICY**



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
2024/2025 Financial Year – Procurement Policy

RESOLUTION NO. OM VERSION 14

A local price preference will apply to all quotes, contracts and tenders invited by the Council for the supply of goods and services and construction services, unless the Council resolves that this policy does not apply to a particular purchase or another provision of this policy is applied.

For the purposes of selecting the successful supplier tendered by local and non-local suppliers, the following levels of price preference (including GST) will be applied under this policy;

- Purchases up to \$200,000 with local content given 15% preference
- ~~Purchases over \$1,000 and up to \$5,000 with local content given 10% preference~~
- ~~Purchases over \$5,000 and up to \$15,000 with local content given 5% preference~~
- ~~Purchases over \$15,000 and up to \$50,000 with local content given 4% preference~~
- ~~Purchases over \$50,000 and less than \$200,000 with local content given 3% preference~~
- Purchases of \$200,000 and over – 5% price preference provided

5.1.3 Price Preference Comparison

The preference rate to be applied is based on the actual price quoted to Council. The preference is to be the same rate for all local suppliers irrespective of whether one supplier quotes in one discount bracket and another qualifies for a higher discount rate.

5.1.4 Part Local Purchases

The above discounts may also apply to suppliers based outside the Mount Isa City Council area where such suppliers:

- Use goods, materials or services of a significant amount via sub-contracts that are sourced within the Mount Isa City Council area. The discount applies to the value of the goods, materials or services sourced and used from the local government area; or
- Can demonstrate the use of locally sourced products and services as opposed to using products and services from outside the Mount Isa City Council area.

In these circumstances, the discount is only applicable to the local content component of the price, and not the total price submitted. Normal processes of assessment of non-price considerations still apply, and this policy does not necessarily mean that the lowest tender will be successful. The purpose of the policy is to give preference to local suppliers compared to non-local suppliers, where all else is equal.

EXAMPLE ASSESSMENT

A bid is received for \$40,000 (non-local supplier) however they have arranged to use \$10,000 of goods from a local supplier. The discount applied to the local content is always based on the total value of the contract.

The calculation to determine the value of their bid is:
 $\$30,000 * 0\%$ non-local content plus $\$10,000 * 4\%$ local content = \$400 local price preference is applicable.

Therefore, the bid would be assessed at a value of $\$40,000 - \$400 = \mathbf{\$39,600}$

5.1.5 Tendering Preference

For procurements over \$200,000 obtained through a tender process, no price preference will be applied. Where applicable, it will be a requirement that the tender assessment criteria will include

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**2024/2025 Financial Year – Procurement Policy**

RESOLUTION NO. OM VERSION 14

at least a 5% local content weighting criteria.

5.2 Environmentally Relevant Activities

The *Environmental Protection Act 1994* requires that an operator of an environmentally relevant activity (ERA) holds appropriate authorisation issued by a relevant authority stipulated by the Act. Services that fall under the definition of an ERA must not be procured from operators who are not licensed or approved under the relevant legislation.

Officers sourcing services which are, or could be, classified as an ERA must ensure that the supplier holds appropriate authorisation and that the requirement for the environmental authority is included in any specification of work or services to be performed.

5.3 Work Health and Safety (WHS)

Council is required to ensure, as far as reasonably practicable, the health and safety of all workers throughout Council's business or undertaking, and that its activities do not place other persons at risk from work carried out as part of the business or undertaking.

In order to ensure that Council meets its obligations during procurement and contracting activities, Officers should:

- identify all foreseeable hazards, and health and safety risks associated with a potential contract
- develop specifications that comply with relevant legislation
- ensure evaluation criteria requests sufficient and appropriate WHS systems to ensure that risks are minimised and/or eliminated
- ensure Council's operational obligations with regards to WHS contract performance monitoring and management are actioned under the contract.

Officers involved in procurement and contracting activity must comply with the requirements of Council's *Workplace Health and Safety Policies*.

5.4 Probity

During the pre-procurement planning stage, and throughout the procurement process all officers involved, and/or intend to have any input or influence must abide by Council's *Code of Conduct for Employees* to uphold the highest standards of probity, honesty and integrity and comply with the following interlinked principles and objectives of probity.

- Use of a competitive process.
- Integrity, honesty, fairness and impartiality.
- Transparent and auditable processes.
- Independence through effective management of conflicts of interest.
- Consistency and accountability of process.
- Security and confidentiality of information and materials.

5.5 Managing conflicts of interest

Officers participating in pre-procurement planning, procurement and contracting activities must comply with the requirements of the Council's *Code of Conduct for Employees and Employee Gifts and Benefits Policy* and must:

- advise the Procurement Officer and Governance Officer of all conflicts of interest (perceived, potential or actual) even if these conflicts have been previously declared elsewhere,

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**2024/2025 Financial Year – Procurement Policy**

RESOLUTION NO. OM VERSION 14

- notify the Procurement Officer and Governance Officer immediately they become aware of any conflict of interest (perceived, potential or actual),
- not accept gifts from parties related to any procurement or contracting activity,
- action all declarations of conflict of interest and confidentiality as applicable.

6. PROCUREMENT MANAGEMENT**6.1 Optimisation of Value in Procurement**

In order to optimise value in procurement, where applicable, Council will establish annualised or biannual purchasing arrangements. This is generally to occur where multiple similar purchases are likely to be required, the total value of goods for the financial year is expected to exceed \$100,000, and the cost of obtaining quotes for each purchase is high in value of time and effort. This may include entering into arrangements for preferred suppliers.

An **approved contractor list** may be compiled after inviting expressions of interest from suitably qualified persons and assessing those expressions on the basis of sound contracting principles as required under Section 231 of the *Local Government Regulation 2012*.

A **pre-qualified supplier register** may be compiled only after inviting tenders in accordance with Section 232 of the *Local Government Regulation 2012*.

A **preferred supplier arrangement** may be enacted only after inviting tenders in accordance with Section 233 of the *Local Government Regulation 2012*.

6.2 Contract arrangements

Council may enter into a contract without first inviting competitive offers, if the contract is entered into with a supplier from a:

- register of prequalified suppliers
- panel arrangement
- preferred supplier arrangement

Suppliers on these arrangements have been assessed by Council as having the technical, financial and managerial capability to perform contracts on time and in accordance with agreed requirements.

Contract arrangements may only be established by Council, if:

- the preparation and evaluation of invitations every time that the works, goods and/or services are needed would be costly; or
- the capability or financial capacity of the supplier of the works, goods and/or services is critical; or
- the delivery of works or the supply of the goods and/or services involves significant security considerations; or
- a precondition of an offer to contract for the works, goods and/or services is compliance with particular standards or conditions set by Council; or
- requires goods and/or services in large volumes, or frequently; and
- is able to obtain better value for money by accumulating the demand for the goods and/or services; and
- is able to describe the goods and/or services in terms that would be well understood in the relevant industry.

Council will establish a contract arrangement through a public invitation to offer process. Council will seek to

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
 2024/2025 Financial Year – Procurement Policy

RESOLUTION NO. OM VERSION 14

include terms allowing a supplier to be omitted or added to the arrangement.

Council will have regard to the sound contracting principles when:

- deciding on which suppliers should be added to the contract arrangements
- selecting a supplier for an individual project from the contract arrangement.

Before requesting a contract arrangement be created; there should be reasonable likelihood that any supplier included will, subject to satisfactory performance, be awarded work off the arrangement. Officers must not request the creation merely to provide coverage for a possible contingency.

6.3 Purchasing Thresholds

Where the value of the contractual arrangement with the supplier in a financial year or over the proposed term of the contract (including any initial term and options to extend) is, or is expected to be:

Table 1: Purchasing Thresholds

Amount of Purchase GST Exclusive	POLICY
Over \$500 but less than \$ 1000	<ul style="list-style-type: none"> • For purchases under the value of \$500 the advertised price or price listed is considered acceptable
\$1001 or more but less than \$5,000	<ul style="list-style-type: none"> • For purchases equal to or greater than \$500 but less than \$5,000 at least one written quote must be obtained. A copy of the quote must be attached to the invoice.
\$5,000 or more but less than \$15,000	<ul style="list-style-type: none"> • Purchases equal to or greater than \$5,000 but less than \$15,000 two (2) or more written quotes must be obtained. If not possible to obtain a second quote, record of suppliers approached must be kept and attached to the Council copy of the purchase order as well as any quotes obtained.
\$15,000 or more but less than \$200,000	<ul style="list-style-type: none"> • Council cannot enter into a medium sized contract unless it first invites written quotes for the contract. <ul style="list-style-type: none"> ○ The invitation must be to at least three suppliers who Council considers can meet its requirements at competitive prices. ○ Council may decide not to accept any quotes it receives. ○ If Council decides to accept a quote, Council must accept the quote most advantageous to it having regard to the principles outlined in this policy. ○ There are limited exceptions to this requirement, and they are listed below in the section titled exceptions.



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
2024/2025 Financial Year – Procurement Policy

RESOLUTION NO. OM VERSION 14

<p>\$200,000 and above</p>	<ul style="list-style-type: none"> • Council cannot enter into a large-sized contract unless Council first invites written tenders for the contract in accordance with the requirements of Section 228 <i>Local Government Regulation 2012</i>. • Under Section 228 <i>Local Government Regulation 2012</i> Council must either invite written tenders or invite expressions of interest before considering whether to invite written tenders. • There are limited exceptions to this requirement, and they are listed below in the section titled exceptions.
----------------------------	---

When a staff member believes, or reasonably should believe, a quote does not represent fair value, at least one additional quote must be obtained.

Before a purchase is authorised an authoriser must ensure there are sufficient funds available in an approved budget or be satisfied the purchase is for a genuine emergency.

6.4 Acceptance of Quotations

There is no requirement to accept the lowest quotation, however where a staff member chooses a quotation other than the lowest quotation, they must provide a brief written justification which must be kept with the order.

6.5 Purchase orders

Purchase orders will be raised for:

- day-to-day transactional procurement against previously established Council or other eligible contracts
- contracting activities where the standard purchase order terms and conditions are considered appropriate to mitigate the anticipated risks inherent in the purchase. This is generally for low value, one-off purchases.

Officers must not enter into verbal agreements with suppliers. The provision of the goods and/or service must not commence until the purchase order has been issued.

Separation of Goods Receivals

Council officers must ensure there is a separation of duties between the authorised officer who orders goods and materials and the officer who certifies receipt of those goods or materials.

An exemption to this requirement applies to the Chief Executive Officer and Directors when dealing with emergency situations.

Training

All officers that have a purchasing authority must undertake Procurement training with the Procurement Team.

6.6 Determination/aggregation of the worth of contract requirements

The requirements for procurement thresholds are determined by the total anticipated worth or value of the related transaction.

The worth of a proposed contract must be calculated on the total amount, including options such as extensions or provisional items, of the requirement over the proposed required period.

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**2024/2025 Financial Year – Procurement Policy**

RESOLUTION NO. OM VERSION 14

Contracts/purchase orders must not be split to:

- circumvent administrative levels of authority or delegations; or
- manipulate the method of inviting offers in relation to the contract worth thresholds.

7. Tender Process

Section 228 of the *Local Government Regulation 2012* sets out how Council must invite written tenders or invite expressions of interest for:

- a) A large-sized contract; or
- b) Disposal of a valuable non-current asset contract

An invitation for written tenders/expressions of interest must:

- a) be made by an advertisement in a newspaper that circulates generally in the local government area or placed on social media and on the councils website; and
- b) allow written tenders/expressions of interest to be submitted to Council for at least 21 days after the advertisement is published.

Records of tenders/expressions of interest and the evaluation process must be kept on file.

7.1 Non-conforming or alternative offers

It is acceptable to encourage alternative offers. This supports innovative ways and alternative solutions or may provide different risk allocation than has been specified by the Council. The decision, if any, non-conforming or alternative offers may be accepted with or without a conforming offer should be specified in the invitation to offer documents.

7.2 Management of communications

Following the issue of the invitation to offer documentation and during the invitation to offer process:

- all communications to suppliers must be carried out through the nominated representative specified in the invitation to offer documents
- an accurate written record must be made of all communications
- the nominated representative will keep all relevant parties informed of progress and any issues arising.

In the event that an amendment to the invitation to offer documentation becomes necessary, all suppliers are to receive the same information by way of an addendum to the invitation of offer.

7.3 Supplier briefings/site inspections

Supplier briefings and/or site inspections may be undertaken and should include all suppliers wishing to respond to the invitation to offer.

Briefing presentations, questions, and answers must be published as an addendum to the invitation to offer documents to ensure all potential suppliers have access to the same information as some suppliers may not be able to attend a supplier briefing or site inspection. Attendance should not be a mandatory condition or utilised as an opportunity to provide additional information to those who elect to attend.

7.4 Invitation to change an offer**MOUNT ISA CITY COUNCIL STATUTORY POLICY**



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**2024/2025 Financial Year – Procurement Policy**

RESOLUTION NO. OM VERSION 14

Where the Council makes a change to the requirements of the invitation to offer documents after the invitation to offer period has closed and before any offer is accepted, Council may invite all suppliers who submitted an offer to change their offers.

Where the change (if it had been included in the original documentation) would have resulted in alternative suppliers submitting an offer, the invitation to offer should be withdrawn and readvertised.

It is advisable to ensure that change requests do not breach the commercial confidentiality or intellectual property rights of any supplier whose offer has been submitted.

7.5 Evaluation of offers

The Council will evaluate offers in accordance with the process, methodology and criteria defined in the Evaluation Plan.

To ensure transparency and probity in the evaluation process:

- the evaluation process, methodology and criteria (but not necessarily the weightings) will be outlined in the invitation to offer documentation
- once the invitation to offer period has closed neither the evaluation process, methodology nor the criteria (including weightings) may be changed.

Evaluation of offers will:

- determine the most advantageous offer for recommendation for acceptance
- have regard to the procurement and contracting principles and requisites
- apply the local benefits weightings
- be adequately documented to demonstrate how the recommendation of the most advantageous offer has been determined
- ensure that all supplier information in response to an invitation to offer is regarded as confidential.

7.6 Evaluation process

Offers will generally be evaluated via a three-gate evaluation process.

A due diligence check is performed on all offers to enable Council to filter offers that do not conform to the invitation to offer requirements or pose unacceptable risk.

Due diligence checks may include, but are not limited to:

- ensuring fully completed documentation, pricing, insurances, registrations, and licences
- legal entity, reference, financial, legislative, and corporate checks
- deviations, alternative offers, and conflicts of interests
- discussions with tenderers, demonstrations, and site visits.

These due diligence checks are ongoing and allow Council to assess the risk of an offer at any stage of the evaluation process to determine whether the offer is acceptable to continue in the evaluation process.

Gate 1. Evaluate against Mandatory Criteria - disqualify non-conforming offers.

Mandatory criteria are designed to enable Council to filter out offers that do not conform to the mandatory requirements that are specified in the invitation to offer documentation. These non-conforming offers will generally not be further evaluated.

Gate 2. Evaluate against Capability Scoring Criteria - select capable offers based on a combination of capability and local benefits.

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**2024/2025 Financial Year – Procurement Policy**

RESOLUTION NO. OM VERSION 14

These criteria are designed to enable Council to assign a relative score for each capability criterion. Each capability scoring criterion has a percentage weighting allocated to it to represent its relative importance and worth in the selection process or risk to the delivery of the works, goods, or services.

Local benefits weightings are mandatory scoring criteria to be applied after the other scoring criteria have been scored.

Capability scoring criteria enable Council to focus on evaluating which suppliers have the required capability based on their scores, to move through to Gate 3.

Gate 3. Value for money criteria - select offers based on pricing criteria. After review of submitted pricing information and any subsequent supplier negotiations the best value pricing submission(s) is chosen.

Additional gates to accommodate product demonstrations, presentations, etc can be included. A Total Cost of Ownership (TCO)/pricing gate can be added which will include a weighted combination of capability and TCO to determine the most advantageous offer(s).

A four-gate evaluation considers both qualitative and quantitative criteria relative to each other in accordance with the pre-determined weightings as documented in the Evaluation Plan, to determine the most advantageous offer to Council.

7.7 Post offer negotiations

Negotiations with suppliers who have progressed to the value for money gate may occur if the negotiations might improve value for money.

A negotiation strategy should be developed and agreed prior to commencing any negotiation and must encompass the following:

- All short-listed suppliers are invited to participate where appropriate.
- At the conclusion of each round of negotiations, all suppliers may be invited to submit an amended offer.
- Suppliers must be advised when they are to submit their best and final offer.

Probity considerations for negotiations include the following.

- Negotiations are not to be used for the purpose of clarifying aspects of an offer. Clarification of offers must be completed before a short-list of suppliers for negotiations is finalised.
- Once the short-list has been established, it is essential that the equality of opportunity for the short-listed suppliers is maintained throughout the negotiations.
- During a negotiation, the identities or commercial-in-confidence information of any other supplier with whom negotiations are taking place must not be disclosed to another supplier. Commercial-in-confidence information includes (but is not limited to) prices, value-adds, operational methodology or other information identified by a supplier as being commercial-in-confidence.
- To avoid any misunderstanding as to the nature and extent of any negotiations, the basis of the negotiations must be provided in writing to the suppliers invited to negotiate.
- A record of negotiations must be kept.

A supplier's offer will not be considered unsuccessful until formally notified. The commencement of negotiations with one or more other suppliers is not an indication that a particular supplier's offer has been unsuccessful.

7.8 Acceptance of offers

Where Council decides to accept an offer, it may accept the offer it determines to be the most

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**2024/2025 Financial Year – Procurement Policy**

RESOLUTION NO. OM VERSION 14

advantageous, having regard to Council's contracting principles and requisites. Council may decide not to accept any offers it receives.

Council approval is required to accept a recommendation and enter into a contract where a delegate does not have the power to make such decisions, and/or where the expenditure required to service the contractual commitment has not been included in an approved budget.

7.9 Exceptions

None of the exceptions below remove the need to issue a purchase order or a letter of acceptance authorised by an officer with a sufficiently high purchasing limit to cover the cost of the purchase.

Chapter 6 Part 3 Division 3 of the *Local Government Regulation 2012* identifies exceptions for medium and large-sized contracts. If one of the exceptions applies, Council may enter into:

- a) a medium-sized contractual arrangement without first inviting multiple written quotes; or
- b) a large-sized contractual arrangement without first inviting written tenders.

The exceptions are:

- a) the preparations of a quote or tender consideration plan in accordance with the requirements of Section 230 of the *Local Government Regulation 2012*; and
- b) where a preferred supplier arrangement exists containing a schedule of rates fixed for the term nominated in the arrangement; and
- c) entering into a contract under a Local Government Arrangement (LGA) established in accordance with the requirements of Section 234 of the Regulation 2012 e.g., LocalBuy; and
- d) Section 235 Local Government Regulations 2012 entering into a medium-sized contract or a large-sized contract if:

Council resolves that it is satisfied that there is only one supplier who is reasonably available; or

- i. Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous to invite quotes or tenders; or
- ii. A genuine emergency exists; or
- iii. The contract is for purchase of goods and is made by auction; or
- iv. The contract is for the purchase of second-hand goods; or
- v. The contract is made with, or under an arrangement with, a government agency.

A range of Local Government Arrangements have been put in place by LocalBuy. When assessing the most effective method of obtaining goods and/or services, Council officers should consider the administrative costs to Council of seeking tenders or quotations independently, and the reduction of these costs which can be achieved by use of Local Buy arrangements.

In the event that a Local Government Arrangement is used, the Local Buy contract number must be stated on the order requisition for entering onto Council's Purchase Order.

7.10 Disposal of Valuable Non-Current assets

Section 227 of the *Local Government Regulation 2012* provides that Council cannot enter into a contract for the sale of a valuable non-current asset unless it first:

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
2024/2025 Financial Year – Procurement Policy

RESOLUTION NO. OM VERSION 14

- a) invites written tenders for the contract under Section 228 of the *Local Government Regulation 2012*; or
- b) offers the non-current asset for sale by auction.

There are a range of exceptions to this set out in Section 236 *Local Government Regulation 2012*.

In addition, all non-current assets that have been identified as being obsolete or surplus to Council requirements, and with a written down value less than the Asset Thresholds in Table 2 are to be offered for sale by inviting written quotations or via public auction.

The invitation for written quotation for the sale of non-current assets must:

- a) be made by an advertisement in the newspaper that circulates generally in the local government area; and
- b) allow written quotes to be given to Council for at least 21 days after the advertisement is published.

Table 2: Asset Thresholds

Asset Class	Council Limit
Buildings and other Structures	\$20,000
Plant and Equipment	\$10,000
Land	\$1
Furniture and Fittings	\$10,000
All Infrastructure	\$20,000

7.11 Exceptions for valuable non-current assets

Section 236 of the *Local Government Regulation 2012* will apply to contracts for the disposal of land or an interest in land.

Council may dispose of valuable non-current assets, other than by tender or auction if:

- o the valuable non-current asset:
 - was previously offered for sale by tender or auction but was not sold, and
 - is sold for more than the highest tender or auction bid that was received
- o the valuable non-current asset is disposed of to:
 - a government agency
 - a community organisation
- o for the disposal of valuable non-current assets, other than land, by way of a trade in, if:
 - the supply is, or is to be, made under the requirements of this Policy, and
 - the disposal is, or is to be, part of the contract for the supply
- o for the disposal of a valuable non-current asset by the grant of a lease - the grant of a lease has been previously offered by tender or auction, but a lease has not been entered into.

Where Council makes a decision to donate valuable non-current assets, this may be done as an exercise of beneficial enterprise powers and must usually comply with this policy and the sound contracting principles.



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**2024/2025 Financial Year – Procurement Policy**

RESOLUTION NO. OM VERSION 14

8. Communication and confidentiality

Information gathered relating to procurement activities is treated in line with the *Right to Information Act 2009* and the *Local Government Act 2009*.

Invitation to offer documentation should ensure that this is explained and invites suppliers to:

- submit all and any information on the basis that the public has a right to know all
- specifically label any information that is supplied on the basis that it is to be kept confidential, only if the Council agrees to receive and accept such on those terms.

Contracts & Procurement will supply information to suppliers who request feedback on their offers in terms of the following.

- Communications to unsuccessful suppliers may provide information identifying gaps in their offer to provide an opportunity for improvement in future offers.
- The initial communications to an unsuccessful supplier must be in writing. Suppliers can seek further information.
- Where the request is made a full debriefs can be carried out with a Council officer. Comparative information with other suppliers (e.g. other suppliers scores) must not be shared.
- Information that has been made public via the approval process (e.g. Council agenda report) may be made available to suppliers.

9. Supplier complaints

All complaints from suppliers regarding procurement and contracting activity must be directed to the Procurement Officer as the first point of contact to provide the opportunity for Procurement to assist the supplier with the matter and help resolve the issue.

10. CONTRACTS ADMINISTRATION**10.1 Legal advice/services and selection of contract terms**

Officers requesting advice/services on procurement and contracting activities, including the development and management of contracts must do so through the relevant Director who will source legal advice as and when required on matters such as:

- determination on which contract terms and conditions are to be used
- insert or depart from the standard terms and conditions

All contractual disputes or complaints about the conduct of procurement and contracting activities must be referred to the Chief Procurement Officer for action. The Chief Procurement Officer in consultation with the relevant Director and where necessary other key stakeholders will determine what further support and assistance is required to resolve the dispute.

10.2 Contracting Delegations

Section 238 of the *Local Government Regulation 2012* applies if a local government delegate, under section 257 of the *Local Government Act 2009*, power to make, amend or discharge a contract for the local government.

Officers with the requisite administrative authorisations may authorise spending from approved annual

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**2024/2025 Financial Year – Procurement Policy**

RESOLUTION NO. OM VERSION 14

budgets by requesting delegates to enter into, vary or discharge contracts.

A delegate may enter into, vary or discharge a contract for Council if:

- Council's expenditure has been provided for in the approved annual budget for the financial year:
 - when the contractual action is taken or
 - in which the delegation resolution is made, if the expenditure is within the limits stated in the resolution, or
- the contractual action has been taken because of a genuine emergency or hardship (*Local Government Regulation 2012* section 238(2)).

10.3 Contracting administrative authorisations

Administrative authorisations must be exercised in line with the Delegated Power and Authorisations Policy. When authorising any request to enter into, vary or discharge a contract; the authorised officer certifies that:

- sufficient funds are available in the current approved annual budget
- the value to be used for determining the authorised amount is the total value of the expenditure (excluding GST) estimated for each procurement or the total sum of a contract over the period for which the agreement will be in place. Trade-in values must not be deducted from purchase values when determining the administrative authority level
- the estimates for which the goods or services are to be contracted are accurate and reflect the actual requirements
- all required approvals have been received for the contracting activity to proceed

Council officers listed in the Financial Delegations Register 23-24 are entitled to sign orders up to their stated purchasing limit.

10.4 Contract management and administration

Council undertakes performance management of contracts commensurate with the value, strategic nature and risk posed by the contract or activity.

Contract management and administration activities include:

- finalisation of the contract management plan and contract risk assessment
- operational management of the contract
- managing contract and supplier performance
- managing contract and operational WHS performance
- developing and managing supplier relationships
- administering the contract (including documentation, financial and contract risk administration)
- managing contract variations and extensions
- managing complaints, non-conformances and disputes
- contract close-out, lessons learnt and final performance review
- reviewing ongoing category performance.

10.5 Contract performance management

Contract performance management must be undertaken throughout the life of the contract. Along with performance indicators (KPIs) and standards, arrangements for monitoring and assessment should be set out in the contract, along with the action that would result from underperformance.

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**2024/2025 Financial Year – Procurement Policy**

RESOLUTION NO. OM VERSION 14

Performance management involves:

- Performance monitoring – collecting data on performance
- Performance assessment – deciding whether performance meets Council's needs; and
- Taking appropriate action – such as understanding and extending features of good performance, correcting areas of underperformance, or amending the contract requirements to meet changing needs.

It is the responsibility of the contract manager to initiate discussions with the contractor regarding performance issues to resolve them. A formal performance management process must be undertaken where there is a possibility that the performance issues may result in unsatisfactory outcomes to Council.

All performance discussions must be documented and stored in the corporate document management system and relevant contract file.

Where a supplier fails to satisfy the performance requirements of a contract, engage EMT for advice and assistance to rectify the issue. Officers managing contracts must ensure that full details of any supplier performance issues (including verbal) are recorded in the corporate document management system and relevant contract file.

10.6 Contract variation management

A variation is an agreed amendment (addition to, or omission from the scope of work that was originally agreed) to a contract that changes the original terms, conditions, or scope of the contract.

Key reasons why variations are needed include:

- Specification revisions and/or adjustments
- Technology changes or improvements
- Changes in legislation that impact on the contract and specification
- Demand fluctuations
- Requests for additional goods and services outside of the original contract scope
- Latent conditions (a physical condition on or near the site that could not reasonably have been anticipated by a competent contractor at the time of tendering)

Any proposed variation must be assessed to ensure that it complies with the provisions of this policy and must be carried out in the format advised by Procurement. Officers must analyse all consequences of the proposed contract amendment to make sure there are no unintended effects of the variation and value for money continues to be received.

Officers must ensure that the contract variations continue to provide value for money, are not of such a level that they significantly change the contract requirements and/or substantial parts of the original procurement.

If this is the case, it may be necessary to undertake another procurement process because the revised arrangements are substantially different to those selected during the original procurement. The risk assessment must be reviewed in line with the requested variation.

Adjustments to a contract are where changes are made that were allowed for in the contract and include:

- Provisional items – use or removal
- Adjustments to the schedule of rates – quantity adjustments
- Extensions of time where the option is available
- Consumer Price Index (CPI) increase

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
 2024/2025 Financial Year – Procurement Policy

RESOLUTION NO. OM VERSION 14

- Rise and fall

Where the adjustment has a financial impact, holders of administrative authorisations in the Directorates verify that funds are in approved budgets to meet the costs prior to the adjustment being actioned.

10.7 Contract variation thresholds

Officers must ensure that the contract variations are approved in line with Council's Financial Delegations Register.

Table 1: Contract Variation Thresholds

POSITION	VARIATION THRESHOLD (GST Exclusive)
Council Resolution	*Unlimited or more than 10% of the original contract value
Chief Executive Officer	Lower of 10% of contract value or \$500,000
Directors	Lower of 10% of contract value or \$200,000
Managers	Lower of 10% of contract value or \$50,000
Team Leaders	Lower of 10% of contract value or \$15,000
Coordinators / Specialists Senior Officers	\$5,000
Executive Assistants Work Health and Safety Officer	\$1,000

**Variations over 10% of the total initial/signed contract (total original) should be reported and referred to the Council.*

For a **"medium-sized contractual arrangement"** (expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year, or over the proposed term of the contractual arrangement), contract variations are to be approved in line with Council's Financial Delegations Register.

For a **"large-sized contractual arrangement"** (expected to be worth, exclusive of GST, \$200,000 or more in a financial year, or over the proposed term of the contractual arrangement), contract variations are to be approved by the Chief Executive Officer in line with Council's Financial Delegations Register. Any contract variations over the Chief Executive Officer's financial delegation should be approved by Council unless specifically pre-approved by Council resolution.

Officers must ensure that all contract variations are supported by adequate documentation describing the nature and reasons for the variations including the associated cost, time, and scope implications. The cumulative impact of variations on a contract should be reviewed and an assessment made of whether a separate procurement process should be undertaken.

10.8 Contract extension option management

A contract extension option clause usually gives one party to a contract the right to elect to continue its term for further periods at certain prices or with pricing payable to be adjusted by an objective formula.

Where an extension option is present, Council must first assess whether value for money will best be achieved by exercising the extensions option or by going back out to the open market.

Where a contract extension option is taken up, the contract must be managed in accordance with the

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**2024/2025 Financial Year – Procurement Policy**

RESOLUTION NO. OM VERSION 14

terms of the contract. In addition, relevant approvals and/or authorisations must be obtained prior to the delegate actioning the extension.

10.9 Contract record keeping/administration

Information management is an important part of contract management as accurate records must be maintained and accessible. Key contract information must be kept updated in the centralised contract management system to enable a single source of truth.

Contract files must be maintained in Council's document management system to fully document all processes and decisions relevant to administration and management of the contract.

Following award of the contract, all correspondence issued to the supplier must be in writing and all instructions (including amendments and variations), notices, approvals, minutes of meetings, performance issues, Key Performance Indicator (KPI) reviews and acknowledgements must be kept in the contract file.

The contract spend must be monitored throughout the lifecycle of the contract and the information must be maintained within the contract management system to reflect any agreed variations to the contract value.

Financial reconciliations must be conducted between purchase orders/work orders approved, invoices paid against the contract, and the approved contract value.

10.10 Contract close-out and review

Prior to close-out of the contract, the contract manager must conduct a final performance review to evaluate the contractor performance and provide feedback that may be used as a reference for future evaluations/work. The depth and detail of the review process will vary depending on the contract. However, the review process is critical regardless of the size and value of the contract.

Where appropriate, the contract manager must provide all or part of the feedback from the contract review to the other contracted party or parties. This will enable any future arrangements to better meet the needs of the Council. Once a contract has concluded, it is important that the contract is reviewed, and lessons are captured in the contract management system and the contract file in the corporate document management system. This supports the Council's objective to continually improve its contract management capability.

Where there is a transition period from one contract to another it is the responsibility of the contract manager to develop a transition plan. The contract manager must consider the following aspects when developing the transition plan for both the outgoing and incoming contractors:

- Identify any specific differences between the current and future contracts,
- Develop a new communication plan, identify stakeholders, both internally and externally who may be impacted by the change, and
- Update internal processes or procedures with any changes required under the new contract.

At the conclusion/expiry of the contract, the contract manager must formally close the contract according to the agreed terms and conditions.

Where a contract is managed by the Superintendent the contract finalisation will be managed in accordance with the contract entered into.

10.11 Termination of contracts

Where a decision is made to terminate a contract, the prevailing conditions must be adhered to in

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**2024/2025 Financial Year – Procurement Policy**

RESOLUTION NO. OM VERSION 14

consultation with Procurement and Legal Services providers.

The Council must follow the conditions specified in the contract to terminate that contract.

11. 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.

12. COMMUNICATION AND DISTRIBUTION

Council will make available to the public, the 2023/2024 Financial Year – Procurement Policy on our website at www.mountisa.qld.gov.au.

The responsible officer shall liaise with People and Culture Team to create and deliver internal OR external appropriate and regular training to the following Council employees.

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

13. DEFINITIONS

- a) **Medium-sized contract** is a contact worth \$15,000 (GST exclusive) or more but less than \$200,000 (GST exclusive).
- b) **Large-sized contract** is an individual contract worth \$200,000 (GST exclusive) or more which can extend beyond one financial year.
- c) **Valuable non-current asset contract** is a contract for the disposal of a valuable non-current asset.
- d) **Valuable non-current asset** is:
 - Land; or
 - Another non-current asset that has an apparent value that is equal to or more than a limit set by the local government. Refer to Table 2 Asset Thresholds.
- e) **Government agency** includes:
 - The State, a government entity, a corporatised business entity, or another local government; or
 - The Australian Federal government or an entity of the Australian Government; or
 - A local government of another State.
- f) **Pre-qualified supplier** is a supplier who has been assessed as having the financial, technical, and managerial capability to perform on time and within agreed requirements. **Quotes are still required.**
- g) **Preferred supplier arrangement (PSA)** means an arrangement set up by Council to allow contracts to be entered into with one or more suppliers (the preferred suppliers) for the supply of goods or services. The PSA is a contract for a period, usually 12 months with options for a further two periods of 12 months each. The contract locks in the rates for the goods and services for the first 12 months. The review after 12 months includes the supplier's performance and, if considered suitable for the continuing of the arrangement, an opportunity for the supplier to adjust their rates is offered. This is usually based on the CPI unless the supplier can justify a larger increase.
- h) **Approved contractor** is a person or company who Council considers to be appropriately qualified to provide the services. **Quotes are still required.**

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY

MOUNT ISA CITY COUNCIL

2024/2025 Financial Year – Procurement Policy

RESOLUTION NO. OM VERSION 14

- i) A contract manager is the officer responsible for administering and managing a contract, as well as overseeing the process by which contracts are consolidated, created, and executed.
- j) **Procurement Initiation Form (PIF) - is required for all procurements equal to or greater than \$15,000 GST exclusive. This is the expenditure level where the Local Government Regulations 2012 apply. Chapter 5; 'Financial Planning and Accountability'.** The PIF identifies the requirement for the RFQ/RFT, budget, funding, justification, evaluation criteria and is approved by the relevant authority responsible for the budget. The PIF with accompanying documents (scope/specification/brief/drawings/pricing schedule, and other supporting information), is forwarded to Procurement Team for actioning by the user department.
- k) **Request for Quotation (RFQ)** - a request for quotation is used for medium-sized contracts and is by invitation unless an exception applies.
- l) **Request for Tender (RFT)** - a request for tender is used for large-sized contracts and is by public tender unless an exception applies.
- m) **Council Resolution** - a Council decision passed by the majority of Councillors at an ordinary meeting of Council.

REASONS ONLY ONE OR NO QUOTES REQUIRED

OEM	Original Equipment Manufacturer	Only to be used if parts are purchased that only one Creditor can supply so unable to get other quotes.
SS	Sole Supplier	No other supplier in Mount Isa can provide this service i.e. QH2O, MIWB, Telstra

ASSOCIATED LEGISLATION AND POLICIES

- Local Government Act 2009
- Local Government Regulation 2012
- Mount Isa City Council Financial Delegations Register
- Performance and Misconduct Policy
- Code of Conduct for Employees
- Queensland Indigenous Procurement Policy



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
FINANCIAL DELEGATIONS REGISTER
Attachment 1 – 2024/2025 Procurement Policy

RESOLUTION NO. **OM** VERSION **V**

APPLIES TO STATUTORY POLICIES ONLY

This is an official copy of the **Financial Delegations Register**, made in accordance with the provisions of the *Local Government Act 2009* and *Local Government Regulations 2012*, *Public Records Act 2002*, Mount Isa City Council's Local Laws, Subordinate Local Laws, and current Council Policies.

Statutory Policies comply with a legislative requirement; the **Financial Delegations Register** is approved by the Mount Isa City Council for the operations and procedures of the Council and is an attachment to the Mount Isa City Council Procurement Policy.

.....
 Tim Rose
Acting Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID# 672534		POLICY TYPE	Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	27.07.2018	OM08/02/18	Responsible Officer - Manager Corporate and Financial Services
V2	28.08.2019	OM22/08/19	Responsible Officer - Manager Corporate and Financial Services
V3	25.11.2020	OM29/11/20	Responsible Officer - Manager Corporate and Financial Services
V4	21.07.2021	OM/27/07/21	Responsible Officer – Manager Finance and Information Technology
V5	15.06.2022	OM14/06/22	Responsible Officer – Manager Finance and Information Technology
V6	19.07.2023	OM10/07/23	Responsible Officer – Interim Manager Finance
<u>V7</u>			<u>Responsible Officer - Manager Corporate and Financial Services</u>
<u>V8</u>	<u>00/00/2024</u>	<u>OM00/00/24</u>	Responsible Officer - Manager Corporate and Financial Services Finance
			REVIEW DUE 30.06.2025

DISTRIBUTION AND DISSEMINATION			
Internal email to all employees	X	Section meetings / Toolbox talks	X
Internal email to all councillors		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		

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
FINANCIAL DELEGATIONS REGISTER
Attachment 1 – 2024/2025 Procurement Policy

RESOLUTION NO.OM VERSION V

1. PURPOSE

In accordance with *Section 238 of the Local Government Act 2009* and *Local Government Regulation 2012*, the Chief Executive Officer delegates the power to incur financial expenditure in accordance with the Procurement Policy and Register of Delegations – CEO to Employees and Contractors subject to the limits outlined below.

Table 1. Purchasing Limits

POSITION	PURCHASING LIMIT (GST Exclusive)
Council Resolution	Unlimited
Chief Executive Officer	\$500,000*
Directors	\$205 90,000
Managers	\$50,000
Team Leaders	\$15,000
Coordinators / Specialists Senior Officers	\$5,000
Executive Assistants Work Health and Safety Officer	\$1,000

* Purchases over \$500,000 must meet the legislated exemption to tendering provisions and must be submitted to Council for approval prior to purchase and reviewed on a quarterly basis

2. LIMITATIONS TO DELEGATIONS

- 2.1 All employees below the manager level are limited to authorising purchases against budgets over which they have clear operational authority.
- 2.2 Any IT or software purchase must be authorised by either the Director of Corporate Services, or Chief Executive Officer. This applies regardless of the financial delegation of any other officer.
- 2.3 Only IT Support is able to into a contract to purchase equipment or applications that are linked to Council's IT network or run on or through Council's IT network.

3. AUTHORITY FOR CHANGES

- 3.1 The Chief Executive Officer has the authority to amend or suspend the financial delegation for any employee for operational reasons subject to the amendment being ratified by the Council at a six-monthly review of any changes to financial delegations.

4. OTHER DELEGATIONS

- 4.1 To ANY TWO of the Manager Finance, Directors, or Chief Executive Officer:
 - a) the signing of manual cheque payments.
- 4.2 To any councillor:
 - a) secondary authorisation for the signing of manual cheque payments.
- 4.3 To the Chief Executive Officer, Directors, or Manager of Finance:
 - a) the authorisation of the disbursement of periodic Fire Levy returns to the Queensland Fire and Rescue Authority and all returns to relating to State or Federal taxation.



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
FINANCIAL DELEGATIONS REGISTER
Attachment 1 – 2024/2025 Procurement Policy

RESOLUTION NO.OM VERSION V

- b) to authorise monthly Mount Isa Water Board payments and quarterly Sunwater payments.
 - c) to authorise all annual insurance premiums.
 - d) authorisation of recoverable debt collection and legal fees.
- 4.4 To the Chief Executive Officer, and Directors:
- a) authorisation of the monthly Waste Levy payments to the State Government.
- 4.5 To all employees and the Mayor:
- a) authorisation for the use of the Council credit card, subject to authorisation in accordance with the financial delegations above. The relevant card holder is to sign all credit card authorisations.
- 4.6 To the Chief Executive Officer, and Directors:
- a) authorisation to approve advertising expenditure as per Council's Advertising Expenditure Policy.
 - b) authority to pay invoices related to approved, tendered works irrespective of the value of the invoice.
- 4.7 To all employee issued Manual Order books:
- a) use of manual order books for emergency repairs ONLY to the maximum value of \$250, this is to be counter- signed by an authorised officer with sufficient purchasing delegation.

These delegations apply to those employees appointed to the positions listed above and any employee appointed, in writing, to those positions in an acting capacity.

5. BREACH OF POLICY

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

6. COMMUNICATION AND DISTRIBUTION

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

12.4 DEBT POLICY - 2024/25

Document Number: 808846
Author: Manager, Corporate and Financial Services
Authoriser: Director Corporate Services
Directorate: Corporate Services
Portfolio: Finance & Customer Service

EXECUTIVE SUMMARY

The 2024/25 Debt Policy is presented to the Council for information and consideration.

RECOMMENDATION

THAT Council adopts the 2024/25 Debt Policy as presented.

OVERVIEW

Council is required as per Section 192 of the *Local Government Regulation 2012* to adopt a Debt Policy each financial year. The updated 2024/25 Debt Policy has no wording changes from the prior year. It lists Council's existing borrowings with current expected repayment dates and highlights that Council does not intend to draw down any new loans in the current 10-year forward estimates.

The 2024/25 Debt Policy has only minor date changes from the prior year.

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)

Revenue and Finance staff and Executive Management Team.

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

This resolution will result in only minor amendments to the Debt Policy.

RISK IMPLICATIONS

NIL

HUMAN RIGHTS CONSIDERATIONS

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

ATTACHMENTS

1. Debt Policy - 2024-25 [↓](#) 



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Debt Policy - ~~2023/24~~2024/25 Financial Year

RESOLUTION NO. ~~OM-07/06/23~~ VERSION 65

APPLIES TO STATUTORY POLICIES ONLY

This is an official copy of the **Debt Policy - ~~2023/24~~2024/25 Financial Year**, made in accordance with the provisions of *Local Government Act 2009* and *Local Government Regulation 2012*, *Public Records Act*, Mount Isa City Council's Local Laws, Subordinate Local Laws and current Council Policies.

Statutory Policies comply with a legislative requirement; the **Debt Policy - ~~2023/24~~2024/25 Financial Year** is approved by the Mount Isa City Council for the operations and procedures of Council. Note that Financial Year Policies are reviewed annually.

~~Dale Dickson~~ Tim Rose
Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID# 667568			POLICY TYPE
			Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	26.06.2019	SM01/07/19	Responsible Officer - Manager Corporate and Financial Services
V2	27.05.2020	OM 23/05/20	Responsible Officer - Manager Corporate and Financial Services
V3	26.05.2021	OM20/05/21	Responsible Officer – Acting Manager Corporate and Financial Services
V4	27.04.2022	OM17/04/22	Responsible Officer –Manager, Finance and Information Technology
V5	21.06.2023	OM07/06/21	Responsible Officer –Interim Manager, Finance
<u>V6</u>			<u>Responsible Officer – Manager, Finance</u>
			REVIEW DUE 30.06.202 <u>5</u> 4

DISTRIBUTION AND DISSEMINATION			
Internal email to all employees	X	Section meetings / Toolbox talks	
Internal email to all councillors		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
 Debt Policy - ~~2023/24~~2024/25 Financial Year

RESOLUTION NO. ~~QM-07/06/23~~-VERSION 65

1. PURPOSE

To satisfy Mount Isa City Council's ("Council") statutory obligations under Section 192 *Local Government Regulation 2012* and to establish Council's intent with respect to borrowings.

2. COMMENCEMENT

The Mount Isa City Council Debt Policy will take effect on 01 July 202~~4~~3.

3. PRINCIPLES

It is the Council's intention that, in order to provide a better service and value for money to ratepayers, Council will restrict the purpose of loans to asset acquisition and expenditure of a capital nature only.

The service that will be provided by long-term assets will benefit present and future generations; therefore, it is the opinion of the Council that the cost should be shared between present and future generations.

4. POLICY

The appropriate mix of debt to internal funding used is intended to provide the lowest long-term level of rates which does not over-commit the future and which provides adequate flexibility of funding in the short term. The total debt will depend on the future outlook for growth in the region. The term of the debt will relate to the life of the asset created but will not exceed 20 years for any individual asset.

Council will raise all external borrowings from the Queensland Treasury Corporation.

- a) New Borrowings : ~~2023/24~~2024/25 Nil

Council will not be undertaking any additional borrowings for the financial years 202~~5~~3 to 203~~5~~0 and will fully fund its capital program from Government grants and subsidies, funded depreciation, asset sale proceeds, operating revenues, and capital reserves.

- b) Anticipated loan repayment dates for all Council loans are as follows:

QTC Loan No.	Loan Description	Final Maturity Date
80884	08/09 Capital Works	June 2029
80879	09/10 Capital Works	June 2030
80878	10/11 Capital Works	December 2028
80883	11/12 Sewerage Upgrade	June 2032
81176	12/13 Sewerage	December 2032
80882	13/14 Sewerage	March 2034

5. COMMUNICATION AND DISTRIBUTION

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

6. COMMUNITY ENGAGEMENT

Not applicable

7. DEFINITIONS

- a) **Long life assets** - Long Life Assets are those non-current assets required by the Council for use in the provision of services to the local community which is not easily disposed of and have a useful life generally longer than twenty years.

12.5 2024/25 INVESTMENT POLICY**Document Number:** 808847**Author:** Senior Executive Assistant - Corporate and Community Services**Authoriser:** Director Corporate Services**Directorate:** Corporate Services**Portfolio:** Finance & Customer Service**EXECUTIVE SUMMARY**

The 2024/25 Investment Policy is presented to the Council for information and consideration.

RECOMMENDATION

THAT Council adopts the 2024/25 Investment Policy as presented.

OVERVIEW

Council is required as per Section 191 of the *Local Government Regulation 2012* to adopt an Investment Policy each financial year. The 2024/25 Investment Policy has only minor changes from the prior year. Council's overall objective is to invest its funds at the most advantageous rate of interest available to it for each investment type and in a way, it considers most appropriate given the circumstances.

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)

Revenue and Finance staff and Executive Management Team.

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

This resolution will result in only minor amendments to the Investment Policy.

RISK IMPLICATIONS

NIL

HUMAN RIGHTS CONSIDERATIONS

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

ATTACHMENTS

1. Investment Policy 2024-25 [↓](#) 



STATUTORY POLICY
MOUNT ISA CITY COUNCIL

Investment Policy – 2023/24 2024/25

RESOLUTION NO. **OM-08/06/23-VERSION 76**

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Investment Policy – 2023/24 2024/25 Financial Year**, made in accordance with the provisions of *Local Government Act 2009, Local Government Regulation 2012, Local Government Act 2009, Statutory Bodies Financial Arrangements Act 1982, Statutory Bodies Financial Arrangement Regulation 2007* and current Council Policies.

Statutory Policies comply with a legislative requirement; the **Investment Policy - 2023/24 2024/25 Financial Year** is approved by the Mount Isa City Council for the operations and procedures of the Council.

.....
Tim Rose Dale-Dickson
Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID#666927			POLICY TYPE
			Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	27.07.2018	SM01/07/18	Responsible Officer - Manager Corporate & Financial Services
V2	29.08.2019	OM17/08/19	Responsible Officer - Manager Corporate & Financial Services
V3	27.05.2020	OM24/05/20	Responsible Officer – Manager Corporate & Financial Services
V4	26.05.2021	OM21/05/21	Responsible Officer – Acting Manager Corporate & Financial Services
V5	27.04.2022	OM18/04/22	Responsible Officer –Manager Finance and Information Technology
V6	21.06.2023	OM08/06/23	Responsible Officer –Interim Manager Finance
<u>V7</u>			<u>Responsible Officer – Manager Finance</u>
			REVIEW DUE 30.06.2025

DISTRIBUTION AND DISSEMINATION			
Internal email to all employees	X	Section meetings / Toolbox talks	
Internal email to all councillors		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

Investment Policy — 2023/24 2024/25

RESOLUTION NO. **QM-08/06/23-VERSION 76**

1. PURPOSE

To satisfy Mount Isa City Council's ("Council") statutory obligations under the *Local Government Act 2009* and *Local Government Regulation 2012*, and the *Statutory Bodies Financial Arrangements Act 1982* and *Statutory Bodies Financial Arrangements Regulation 2007*. This policy prescribes the circumstances and terms on which Council may invest its funds.

The Queensland *Local Government Regulation 2012* Chapter 5 Section 191 requires Council to prepare and adopt an investment policy. The investment policy must outline Council's investment objectives and overall risk philosophy; and its procedures for achieving the goals related to investment as stated in the policy.

It is Council's intention that all funds not immediately required for financial commitments be invested and that the investment vehicles used maximise Council earnings when taking into account counterparty, market, and liquidity risks.

This policy is intended to provide Council's Finance staff with an investment framework within which to place Council investments to achieve competitive returns whilst adequately managing risk and ensuring funds are available to meet Council's short-term cash requirements.

2. COMMENCEMENT

The Investment Policy will take effect on 01 July 202~~4~~³.

3. POLICY CLAUSES

3.1 Council has a number of duties and responsibilities when investing funds. Mount Isa City Council is allocated Category 1 Investment Powers under Schedule 3 of the *Statutory Bodies Financial Arrangements Regulation 2007*. This restricts Council's investment options and these limitations are outlined in sections 47 and 48 of the *Statutory Bodies Financial Arrangements Act 1982*.

3.2 Section 47(1) Council must use its best efforts to invest its funds:

- a) at the most advantageous interest rate available to it at the time of the investment for an investment of the proposed type and
- b) in a way it considers is most appropriate in all the circumstances

3.3 Section 47(2), Council must keep records that show it has invested in the way most appropriate in all the circumstances.

Investments authorised under section 44(1), comprise:

- a) deposits with a financial institution
- b) investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution
- c) other investment arrangements secured by investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution
- d) investments with Queensland Investment Corporation (QIC) Cash Fund or investments with Queensland Treasury Corporation (QTC) Cash Fund, QTC Debt Offset Facility QTC Fixed Rate Deposit (up to 12 months) and QTC Working Capital Facility



STATUTORY POLICY
MOUNT ISA CITY COUNCIL

Investment Policy — 2023/24-2024/25

RESOLUTION NO. ~~OM-08/06/23~~ VERSION 76

- e) an investment arrangement with a rating prescribed under a regulation for this paragraph with:
 - i. a rating by Fitch Ratings of F1+ or F1 or
 - ii. a rating by Moody's Investors Service of Prime-1 (P-1) or
 - iii. a rating by Standard & Poor's of A-1+, A-1, AAm or AAAm
 - f) other investment arrangements prescribed under a regulation for this paragraph.
- 3.4 Subsection 2 states that the investment must be:
- a) at call or
 - b) for a fixed time of not more than one (1) year
- 3.5 Investments will be placed so as to minimise the cash held in low/no interest operating bank accounts whilst ensuring sufficient cash is available to meet Council's financial obligations on a day-to-day basis.

Council's delegated officers are to avoid any transaction that might harm confidence in Mount Isa City Council.

In priority, the order of investment activities shall be preservation of capital, liquidity and return.

4. INVESTMENT

When investing funds Council staff should aim to minimise the risk to the financial instruments. Council staff are authorised to maximise Council's investment earning potential by investing in any Australian licenced bank, building society, credit union or QTC.

5. PROHIBITED INVESTMENTS

This investment policy prohibits any investment carried out for speculative purposes. The following investments are prohibited by this investment policy:

- a) Derivative based instruments
- b) Principal only investments or securities that provide potentially nil or negative cash flow
- c) Stand-alone securities that have the underlying futures, options, forward contracts and swaps of any kind and
- d) Securities issued in non-Australian dollars

6. TERM TO MATURITY

Council's investment portfolio should be realisable, without penalty, in a reasonable time frame. Due to legislative requirements, the term to maturity of Council investments may not exceed one year.

Council is at all times to comply with legislation applicable to the investment function within Local Governments. Council will utilise its Category 1 investment powers to earn interest revenue on its operating funds to supplement Council's other sources of revenue.

7. RESPONSIBILITIES

Council is at all times to have in place appropriate controls to prevent the fraudulent use of public monies. The following controls detail the minimum that is required:

- a) The responsible officer for the investment function is the Manager Finance and Information Technology or nominated delegate.



STATUTORY POLICY
MOUNT ISA CITY COUNCIL

Investment Policy — ~~2023/24~~ **2024/25**

RESOLUTION NO. ~~CM-08/06/23~~-VERSION 76

- b) All investments are to be authorised by the Chief Executive Officer or nominated delegate.
- c) Confirmation advices from the Financial Institution are to be received as evidence that the investment is in the name of Mount Isa City Council.
- d) A person, other than the responsible officer, is to perform the bank reconciliation at the end of each day.

Investments and associated internal controls will be subject to periodic reviews by Council's Internal Audit function to verify compliance with this policy and legislation.

8. RECORD KEEPING

Section 48 of the *Statutory Bodies Financial Arrangements Act 1982* states that:

"A security, safe custody acknowledgment or other document evidencing title accepted, guaranteed or issued for an investment arrangement must be held by the statutory body or in another way approved by the Treasurer".

This is Council's current practice and will be continued as part of the investment procedures. The procedure for the investment of Council funds is to be documented and followed at all times.

9. POLICY REVIEW

This policy will be reviewed annually or when any of the following occurs:

- a) Relevant legislation, regulations, standards, and policies are amended or replaced and
- b) Other circumstances as determined from time to time by the Chief Executive Officer / Executive Management Team / Managers

This policy is nominated to be reviewed on or before 30 June 2024.

10. BREACH OF POLICY

Any breach of this Investment Policy must be reported to the Director of Corporate and Community Services and Chief Executive Officer and rectified within 24 hours of the breach occurring.

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

Where Council holds an investment that is downgraded below the minimum acceptable rating level, as prescribed under a regulation for the investment arrangement, Council shall, within twenty-eight (28) days after the change becomes known to Council, either obtain Treasurer approval for continuing with the investment arrangement or sell the investment arrangement.

11. COMMUNICATION AND DISTRIBUTION

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

12.6 COMPETITIVE NEUTRALITY COMPLAINT MANAGEMENT POLICY**Document Number:** 809388**Author:** Manager, Corporate and Financial Services**Authoriser:** Director Corporate Services**Directorate:** Corporate Services**Portfolio:** Finance & Customer Service**EXECUTIVE SUMMARY**

The Competitive Neutrality Complaint Management Policy is presented to the Executive Management Team for information and consideration.

RECOMMENDATION

THAT Council adopts the Competitive Neutrality Complaint Management Policy Version 3 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)

Consultations were made with the Executive Management Team, Manager of Finance and Information Technology, and Corporate Governance Coordinator.

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** [↓](#) 



STATUTORY POLICY
MOUNT ISA CITY COUNCIL

Competitive Neutrality Complaint Management Policy

RESOLUTION NO. [OM /0 /23](#) VERSION [32](#)

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.

.....
[Tim Rose Dale Dickson](#)
Chief Executive Officer

DOCUMENT VERSION CONTROL				
Governance/Policies/Statutory Doc ID# 769936			POLICY TYPE	Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS	
V1	15.06.2022	OM16/06/22	Responsible Officer - Manager, Finance and Information Technology	
V2		OM	Responsible Officer - Interim Manager, Finance and Information Technology	
V3			Responsible Officer - Manager Finance	
			REVIEW DUE	30.06.2025 ⁴

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		



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**Competitive Neutrality Complaint Management Policy**

RESOLUTION NO. OM /0 /23 VERSION 32

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 01 July 2024⁴³. It replaces all other policies or arrangements governing policy (whether written or not).

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 /0 /23 VERSION 32

- 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.



STATUTORY POLICY

MOUNT ISA CITY COUNCIL**Competitive Neutrality Complaint Management Policy**

RESOLUTION NO. OM /0 /23 VERSION 32

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 /0 /23 VERSION [32](#)

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*

13 COMMUNITY SERVICES REPORTS**13.1 ECONOMIC DEVELOPMENT OVERVIEW REPORT - MAY 2024****Document Number: 810595****Author: Manager Economic and Community Development****Authoriser: Director of Community Services****Directorate: Community Services****Portfolio: Economic Development****EXECUTIVE SUMMARY**

The May 2024 Economic Development Overview Report is presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the May 2024 Economic Development Overview Report as presented.

ADVISORY COMMITTEES**Mine Workers Memorial Committee**

With the Detailed Design Drawings and preferred site is now accepted by council, the next steps for the project are:

- External funding sources to be investigated;
- Considered for future capital projects;
- Developing a phased approach to be considered to adapt to funding opportunities.

A Mine Workers Memorial Committee event will be delivered to acknowledge the time effort and achievement of the committee, these achievements include:

- Identification of preferred sites;
- Concept Design Mine Workers Memorial – Frank Aston Hill;
- Concept Design Mine Workers Memorial – George MacCoy Park;
- Detailed Design Mine Workers Memorial – Frank Aston Hill;
- Master Plan Frank Aston Hill;
- RV Strategy for CBD;
- Survey Works – Frank Aston Hill; and
- Engineering report – Frank Aston Hill.

The future opportunities for the Mine Workers Memorial committee to continue are now under consideration, this may include being part of the planning for the September State Miners Memorial Service and/or assisting with fundraising efforts for the memorial.

Motor Sports Advisory Committee

A committee meeting will be held in June to receive to discuss next steps for the precinct.

Recent focus of the team has on delivering works against the economic transformation plan in response to the closure of underground copper operations in July 2025 which will directly impact 1200 jobs with a further proposed 3000 indirect jobs being impacted.

Lake Moondarra Advisory Committee

Council is awaiting feedback from the Mount Isa Water Board on their proposed five-year strategy, this document is currently under review by the board to model the impact of the closure of underground copper on their operations. It is understood that the announcement will impact the boards five-year strategy as the closure will make available a surplus a water allocation whilst also reducing the revenue of the board.

A meeting with the CEO of the Mount Isa Water Board is scheduled in June.

ECONOMIC DEVELOPMENT

Commerce North West

Council officers have attended regular meetings in conjunction with Commerce North West to understand community business concerns and opportunities. May will see a range of events held including the North West MPX and targeted Small Business Month events. North West MPX, 8-9th May, was a sold out event, the total number of vendor booths are down on the previous year.

Council secured external funding and supported a Business Networking event on 29th of May, the event held at Buffs Club Mount Isa was well attended and provided local business to connect and develop new relationships.

Funding Submissions

Regional Economic Futures Fund

The Regional Economic Futures Fund, REFF, is a new \$200 million program to support communities in seizing industry development opportunities presented by global decarbonisation.

Project status:

- Outback Mt Isa Reptile and Wildlife Park Business Case – successful through EOI, application pending
- Gliderport development – application pending
- Mount Isa Renewable Energy, Critical Minerals, Transport and Logistics Hub – application pending

Growing the Regions Round 1, Stage 2

Council received advice that the following applications for funding had been unsuccessful:

- Outback at Isa Revitalisation Project; and
- Mount Isa Library Redevelopment Project.

Feedback as to why funding had been unsuccessful has been requested to shape and improve future applications for these critical Council projects.

Economic Development Strategy

Focus of the team continues to target the response to the Underground Copper Mining Closure scheduled for July 2025.

Administration worked to develop the Transitioning Mount Isa's Economy strategy response, this response is quickly shifting into implementation through stakeholder engagement and data collection. The six pillar reports of Councils underground copper response plan are nearing completion, briefings to Council will be provided as the reports progress.

- Agriculture – Draft report provided – Pending staff feedback
- Critical Infrastructure – Draft report provided – Pending staff feedback
- Energy – Draft report provided – Pending staff feedback
- Resources – Draft report provided – Pending staff feedback
- Small and medium business – Draft report provided – Pending staff feedback
- Tourism – Stakeholder engagement – Engagement underway

Strategy Implementation

2.1 & 3.3 Work with MITEZ and North West Minerals Province industry stakeholders in advocating for the critical enabling infrastructure and other support needed to secure the future of the North West Region's new minerals economy.

As a major sponsor of North West MPX held on the 8&9th of May, the Mount Isa City Council was pleased to help enable an impressive speakers and North West Minerals Stakeholders to Mount Isa including Glencore, Harmony Gold, Mount Isa Water Board, Aurizon, Martinus, APA, Hon Scott Stewart, Queensland Resources Minister, AMEC, Incitec Pivot, True North, and North West Phosphate. Multiple meetings were held throughout the week with existing and new businesses, common themes and threads from these meetings are highlighted in all draft of reports of the 6 pillar economic transitioning projects currently underway. Councils CEO presented on the Mount Isa City Councils response to Glencore's recent announcements and Council plans to diversify the local economy.

Stakeholder Engagement

Councils economic development team met with a range of stakeholder in May to discuss new mining opportunities, local manufacturing and the development of Councils Transport and Logistics Hub.

Staff received a briefing on the upcoming consultation on the Gulf Water Plan review, a submission will be drafted for Councils consideration.

Council staff participate in the Northern Renewables Coordination Group (NRCG) which provides Council with an opportunity to guide and provide feedback on the development of the Cooperstring 2032 project.

Regional Jobs Update

The Remote Jobs Committee (RJC) Project Manager has been actively engaging with key stakeholders to gather insights on workforce, training, and skills needs, focusing on identifying opportunities, promoting the Queensland Workforce Strategy (QWS), and addressing issues such as worker demand and sector-specific skills gaps.

- Identifying opportunities, promoting the Queensland Workforce Strategy (QWS), and addressing worker demand and sector-specific skills gaps.
- Mining, healthcare, community and education sectors with notable shortages in hospitality.
- Highlighted between community representatives and groups, educational institutions/RTOs, workforce and employment service providers, tourism and small businesses, regional economic development agencies, resource and energy supply chains, and local, state, and federal government authorities.
- Emphasis on the necessity of resource sharing.
- Strategies to attract and retain workers discussed.
- Need for accessible and flexible training programs identified.
- Focus on increasing participation among underrepresented groups.
- Leveraging local knowledge and innovative approaches to prepare workers for future industry needs.
- Collected data to understand workforce dynamics (available upon request)
- Currently developing the Mount Isa Local Government Area Market profile.
- Drafted key corporate documents as part of the Service Agreement.
- Recent efforts to engage locals in addressing workforce challenges, RJC expressions of interests have been promoted.

Next Steps: Continued stakeholder engagement, planning the RJC Local Workforce Forum, and developing a detailed analysis of identified needs

A regional jobs committee stakeholder map has been completed identifying eight (8) key sectors these include.

- 1 Community Representatives and Groups
- 2 Educational Institutions
- 3 Education Partners – RTO's and Tafe
- 4 Workforce and Employment Service providers
- 5 Tourism and Small Business
- 6 Regional Economic Development Agencies
- 7 Local, State and federal Government Agencies
- 8 Resources, Energy and Supply Chains

All works being completed are in line with Service Agreement deliverables and meeting the reporting requirements as per contract agreement (attached).

1. **RJC Deliverables & reporting Schedule** [↓](#) 
2. **RJC Stakeholder Sectors** [↓](#) 

Service Agreement Deliverables	
Deliverable	Status
Employee RJC Project Manager	Complete
Establish RJC Committee	Planned
Develop RJC Online Presence	Awaiting MICC Endorsement
Appoint TJC Chair	Not Started
Publish RJC Stakeholder Engagement Map	Awaiting RJC Endorsement
Deliver a RJC Local Workforce Forum	Planned
Engage with all local Stakeholder	In Progress
Represent RJC in community forums and groups	In Progress
Remain responsive to the needs of government and RJC Advisory Council	Ongoing
Identify and document local workforce and skilling's challenges	In Progress
Plan and drive local workforce connection to industry and government programs	Ongoing
Develop and deliver a place based employer and industry led solutions to local workforce and skilling challenges	Not Started
Consider and capture reasonable qualitative and quantitative data to measure outcomes of the RJC	In Progress

Reporting Requirements	
Reports	Status
RJC Terms of Reference (ToR)	Awaiting RJC Endorsement
Communication Plan (including Stakeholder Engagement Map)	Awaiting RJC Endorsement
RJC Annual Action Plan	Planned
RJC Quarterly Report	In Progress
Acquittal Report (interim financial acquittal)	Not Started
Final Report	Not Started
Acquittal Report	Not Started



MOUNT ISA REGIONAL JOBS COMMITTEE (RJC) STAKEHOLDER ENGAGEMENT MAP



Community Representatives & Groups

- Aboriginal & Islander Development Recreational Women's Association (AIDRWAA)
- Brodie Germaine Fitness Aboriginal Corporation
- Desert Moon Projects
- Gidgee Healing
- Healing Waters Support Services Qld
- Indjalandji-Dhidhanu Aboriginal Corporation RNTBC
- Injilinj Aboriginal and Torres Strait Islanders Corporation for Children and Youth Services
- Kalkadoon Native Title Aboriginal Corporation RNTBC
- Kalkadoon Papermaking Aboriginal Corporation
- Kalkatungu Riverbed Cleaning Group
- Mithangkaya Nguli - Young People Ahead Youth and Community Services Indigenous Corporation
- Ngukuthati Children & Family Centre
- Ngurri Ngurri Shelter
- North West Hospital and Health Service
- North West Queensland Indigenous Services Aboriginal Corporation
- Yallambee Aboriginal Culture & Community Advancement Incorporated
- Workforce, Education, Youth (RYAN), FDV (DVAG), Elders, Indigenous, Children & Families (LLA) Groups



Educational Institutions

- Camooweal State School
- Good Shepard Catholic College
- Mount Isa Flexible Learning Centre
- Mount Isa State Special School
- Spinifex State College – Senior Campus



Education Partners: RTOs and TAFE Institutes

- Bakhsh Safety
- Hilton Training
- James Cook University- Centre for Rural and Remote Health
- Krause Health & Safety
- Martyr Training Services
- Myuma Pty Ltd
- TAFE Queensland Mount Isa Campus



Workforce and Employment Service Providers

- ADG Group NQ
- AWX Labour Hire
- Axial Labour Hire and Recruitment - Mt Isa
- BUSY at Work Apprenticeships Services
- Calibre Resourcing Solutions
- Designer Life Mt Isa
- Hays Recruitment Agency – Mt Isa
- MAX Employment Mount Isa
- Quality, Innovation, Training and Employment (QITE)
- Rainbow Gateway Ltd/Myuma Pty Ltd
- Wellweys – Carer Gateways
- WorkPac Recruitment Mt Isa



Tourism & Small Business

- Mount Isa Airport & Aviation Services
- North West Tours
- Outback at Isa
- Underground Hospital
- Small, Medium, Large & Indigenous Businesses



Regional Economic Development Agencies

- Commerce North West
- MITEZ Economic Development
- Mount Isa Tourism Association
- Regional Development Australia (RDA)
- Many Rivers



Resources, Energy Supply Chains

- 29 Metals (Capricorn Mine)
- APA Group
- Ergon
- Glencore
- Manufacturing Skills Queensland
- North West Phosphate
- Powerlink - Copper String
- Southern Gulf NRM
- QLD Resource Council



Local, State & Federal Government Authorities

- Mount Isa City Council (MICC)
- Department of Child Safety, Seniors and Disability Services
- Department of Education (DoE)
- Department of Employment and Workplace Relations (DEWR)
- Department of Employment, Small Business and Training (DEBST)
- Department of Housing (DoH)
- Department of Justice and Attorney-General
- Department of Resources
- Department of State Development, Infrastructure, Local Government & Planning
- Department of Regional Development, Manufacturing and Water
- Department of Treaty, Aboriginal and Torres Strait Islander Partnerships,
- Queensland Corrective Services
- Queensland Health
- Queensland Police Service
- Department of Employment and Workplace Relations (DEWR)
- Department of Home Affairs
- National Indigenous Australians Agency (NIAA)

Communication Channels

Campaigns, email, face to face, word of mouth, marketing collateral, meetings, workshops, events, newsletters, newspaper, radio, social media, website

Mount Isa RJC is proudly supported and funded by the Queensland Government



MOUNT ISA REGIONAL JOBS COMMITTEE (RJC) STAKEHOLDER ENGAGEMENT MAP



Community Representatives & Groups

- Aboriginal & Islander Development Recreational Women's Association (ADRWA)
- Brodie Germaine Fitness Aboriginal Corporation
- Desert Moon Projects
- Gidgee Healing
- Healing Waters Support Services Qld
- Indjalandji-Dhidhanu Aboriginal Corporation RNTBC
- Injilnji Aboriginal and Torres Strait Islanders Corporation for Children and Youth Services
- Kalkadoon Native Title Aboriginal Corporation RNTBC
- Kalkadoon Papermaking Aboriginal Corporation
- Kalkatungu Riverbed Cleaning Group
- Mithangkaya Ngulil - Young People Ahead Youth and Community Services Indigenous Corporation
- Ngukuthati Children & Family Centre
- Ngurri Ngurri Shelter
- North West Hospital and Health Service
- North West Queensland Indigenous Services Aboriginal Corporation
- Yallambee Aboriginal Culture & Community Advancement Incorporated
- Workforce, Education, Youth (RYAN), FDV (DVAG), Elders, Indigenous, Children & Families (LLA) Groups



Educational Institutions

- Camooweal State School
- Good Shepard Catholic College
- Mount Isa Flexible Learning Centre
- Mount Isa State Special School
- Spinifex State College – Senior Campus



Education Partners: RTOs and TAFE Institutes

- Bakhsh Safety
- Hilton Training
- James Cook University- Centre for Rural and Remote Health
- Krause Health & Safety
- Martyr Training Services
- Myuma Pty Ltd
- TAFE Queensland Mount Isa Campus



Workforce and Employment Service Providers

- ADG Group NQ
- AWX Labour Hire
- Axial Labour Hire and Recruitment - Mt Isa
- BUSY at Work Apprenticeships Services
- Calibre Resourcing Solutions
- Designer Life Mt Isa
- Hays Recruitment Agency – Mt Isa
- MAX Employment Mount Isa
- Quality, Innovation, Training and Employment (QITE)
- Rainbow Gateway Ltd/Myuma Pty Ltd
- Wellweys – Carer Gateways
- WorkPac Recruitment Mt Isa



Tourism & Small Business

- Mount Isa Airport & Aviation Services
- North West Tours
- Outback at Isa
- Underground Hospital
- Small, Medium, Large & Indigenous Businesses



Regional Economic Development Agencies

- Commerce North West
- MITEZ Economic Development
- Mount Isa Tourism Association
- Regional Development Australia (RDA)
- Many Rivers



Resources, Energy Supply Chains

- 29 Metals (Capricorn Mine)
- APA Group
- Ergon
- Glencore
- Manufacturing Skills Queensland
- North West Phosphate
- Powerlink - Copper String
- Southern Gulf NRM
- QLD Resource Council



Local, State & Federal Government Authorities

- Mount Isa City Council (MICC)
- Department of Child Safety, Seniors and Disability Services
- Department of Education (DoE)
- Department of Employment and Workplace Relations (DEWR)
- Department of Employment, Small Business and Training (DEBST)
- Department of Housing (DoH)
- Department of Justice and Attorney-General
- Department of Resources
- Department of State Development, Infrastructure, Local Government & Planning
- Department of Regional Development, Manufacturing and Water
- Department of Treaty, Aboriginal and Torres Strait Islander Partnerships,
- Queensland Corrective Services
- Queensland Health
- Queensland Police Service
- Department of Employment and Workplace Relations (DEWR)
- Department of Home Affairs
- National Indigenous Australians Agency (NIAA)



Communication Channels

Campaigns, email, face to face, word of mouth, marketing collateral, meetings, workshops, events, newsletters, newspaper, radio, social media, website

Mount Isa RJC is proudly supported and funded by the Queensland Government

13.2 COMMUNITY DEVELOPMENT OVERVIEW REPORT - MAY 2024

Document Number: 810596
Author: Manager Economic and Community Development
Authoriser: Director of Community Services
Directorate: Community Services
Portfolio: Tourism, Events, Sports and Recreation & Youth

EXECUTIVE SUMMARY

The May 2024 Community Development Overview Report is presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the May 2024 Community Development Overview Report as presented.

CIVIC CENTRE AND BUCHANAN PARK

In May, the Civic Centre and Buchanan Park hosted a diverse range of events to entertain and engage the community.

The Civic Centre hosted the exciting North West MPX from the 7th to the 9th of May, where exhibitors showcased their products and services and engaged with mining industry representatives through displays, simulations, and discussions.

On May 10th, Queensland Opera presented the sensational "Do We Need Another Hero," sponsored by the council. The event was a massive hit, drawing standing ovations from the audience and was a sell out.

Other key events that took place during this period include:

- 11 May – Civic Centre – “Border Collie” children show and workshop
- 14 May 2024 – Civic Centre – Crime Prevention Forum, community event organised by Council.
- 14th and 15th May 2024– Buchanan Park – School of the air
- 15th and 16th May 2024 – Civic Centre – Glencore Leadership program
- 17th May 2024-Civic Centre-Citizenship Ceremony
- 18th May 2024-NBHA District 11 Barrel Race
- 21st and 22nd May 2024-ASIST (Applied Suicide Intervention Skills Training) Workshop
- 23rd and 24th May 2024-Department Of State Development And Infrastructure Workshop
- 24th,25th and 26th May 2024-Eisteddfod
- 30th and 31st May 2024- Glencore Leadership program
- 30th May 2024 -Buchanan Park-Sale of land Auction

EVENTS

Upcoming events with :

- Go Green Isa - 1 June 2024
- St Kieran's Ball - 1 June 2024
- Mount Isa Agricultural Show - 21st and 22 June 2024
- Isa Street Festival – 7 August 2024
- Mount Isa Rodeo - 8th to 12th August 2024
- NW Sports awards -26th October 2024
- Civic Centre 50th Birthday - 9th November 2024

TOURISM STRATEGY

Tourism & Marketing Activities:

The 30 second '2024 City of Opportunity' television ad continues with a mix of prime-time spots on Imparja and Southern Cross Austereo including Sky, 10 Townsville and Mackay.

It is currently running on Seven Central for the period June – August 2024 to capture the tourist market travelling central and outback Queensland.

Negotiations with Southern Cross Austereo for the 12-month advertising contract have commenced, falling in line with the financial year, commencing 1 July 2024 to 30 June 2025. This contract covers TVC advertising and local radio spots.

Continued to provide support to Outback at Isa for the delivery of the 2024 Mount Isa Visitor Guide.

Council are providing support to TRC Tourism consultants through consultation sessions with various stakeholders groups over three days including two open to the community sessions in the evening at Outback at Isa. A draft report is expected by end of June 2024

DRFA – Tourism Recovery and Resilience Officer – Council representatives attended a meeting in Cloncurry to discuss the guidelines and details associated with the appointment of Tourism Recovery and Resilience Officer. The project includes six (6) regional councils (Carpentaria, Burke, Doomadgee, Mornington Island, Cloncurry, Mount Isa) sharing funding for two Tourism Recovery and Resilience Officers. One resilience officer will be based in Mount Isa working across Mount Isa and Cloncurry. Mount Isa City Council has agreed to host the officer with a workspace located at the Mount Isa Civic Centre. Funding also includes \$100k marketing campaign to drive visitation to the region. The marketing campaign is under the direction of Matt Bron from Tourism and Events Queensland.

Council representatives attended the Department of State Development Economic Development Practitioners Forum which was run over two days. The forum allowed for presentations from Regional Development Australia, Localis (tourism data analysts), DAF (Water and cropping) and other regional councils on activities being progressed.

The next stage of the bird watching project has commenced. This will include a guided tour by a local bird watching enthusiast. The tour is aimed at tourists and locals utilising the existing signage at the Horse paddock. These signs include a QR code linked to Discover Mount Isa website which has information about local bird species. The aim is to encourage tourists and locals to learn bird watching skills and continue to other areas identified in the surrounding area such as Lake Moondarra where extensive bird watching signage exists.

Key Communications Activities:

- North West MPX stand running City of Opportunity 30 sec TVC plus Civic Centre events promotion to attendees.
- Sports Star Awards planning is ongoing
- Mount Isa Mines Rodeo – sponsorship. Supplied 30 sec TVC City of Opportunity to run in the arena plus Full page City of Opportunity ad for the program
- Received advise from the firm “The Comms People” advising that images from the photo shoot earlier in the year in region promoting “Ochre Sun” (a skin care product) will appear in the June addition of the Qantas Magazine worldwide.
- Council’s Free Plant Day including social media and print collateral.
- Comms planning for the roll out of recycling and yellow bins.
- Local Radio promotions including ads and Live Reads for Opera Queensland, ‘Do We Need Another Hero and Eskimo Joe.
- Opera Queensland, ‘Do We Need Another Hero’, final push on social media resulted in a sold-out show and extra seats released in the balcony section.
- Promotion of the three children’s shows scheduled for July and August has commenced including direct mail to all primary schools, kindergartens and daycare centres, posters, Facebook posts, advertising in the North West Weekly and radio campaign will start mid June.
- North West Weekly has been utilised to further promote Civic Centre Events.

COMMUNITY DEVELOPMENT**Move It NQ**

Current funding will take the program through to June 2024. Aqua Aerobics finished at the end of May due to the onset of winter. Other activities have been impacted due to instructor illness and availability. Council is seeking to extend the program through some available funds from NQSF however, the primary funding body (PHN) have indicated that the program will cease being funded after 30 June 2024. Council and NQSF are looking at other funding sources to continue the program in 2024-25.

Activity	Attendance May	# of Sessions
Aqua Aerobics	82	7
Dance Fit	24	5
Fitness Boxing	22	2
Pilates	Nil	
Yoga	Nil	

Approved upcoming Sponsorship

Recipient	Event Details	Event date
Mount Isa Campdraft Association	Mount Isa Campdraft	July 2024
Mount Isa Motorsport and Recreation	Mount Isa Motor Show	August 2024

Regional Arts Development Fund

Round 2 of RADF opened on Monday 12 February and closed on 14 March 2024 for projects commencing after 28 March 2024. The committee reviewed the applications and a report has been prepared for the June meeting.

Funding for the next 4 years of RADF has been applied for with the outcome to be advised in due course.

Round 3 of RADF open on May 14, 2024, closing on 12 June 2024.

NQ Sportstar Awards

Planning is underway for the Sportstar Awards to be held 26 October 2024 at the Mount Isa Civic Centre. This year's theme will be 'Outback Stars'.

Council has been contacted by organisations who will be conducting a regional tour for skateboarding, with Mount Isa identified as a location. The first workshop will be held on 29 June by Chiggy skateboarding and the second will be held in July by Build up Skateboarding. Both organisation will be bringing professional skateboarders and will have a range of giveaways and prizes on offer. Council will be contributing approximately \$1500 to each of the activities to assist with the costs of delivery.

ATTACHMENTS

Nil

13.3 SPLASHEZ OVERVIEW REPORT - MAY 2024

Document Number: 810512

Author: Manager Economic and Community Development

Authoriser: Director of Community Services

Directorate: Community Services

Portfolio: Parks & Gardens, Splashez, Library & Cemetery

EXECUTIVE SUMMARY

The May 2024 Splashez Overview Report is presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the May 2024 Splashez Overview Report as presented.

OPERATIONAL OVERVIEW

May 2024 continued with Summer Trading hours (Monday to Friday 6:00am to 9:00am and 2:30pm to 7:30pm, Saturday and Sunday 9:00am to 5:00pm). Fitness programs, learn to swim lessons, and community groups were facilitated at the centre. The soft opening of the aqua tower was a successful day.

ACTIVITIES

Activities and bookings remain popular with the classes running weekly, this includes:

Swim School

Miss Julie's Swim School held Learn to Swim Sessions through until 26 May when the term finished and season ended. Classes continue to be well attended with a waitlist in place for new students.

Move-It Program

Aqua Aerobics, including Move-It NQ sessions, continued to run six times per week. A total of 118 Participants attended the nine Move-It funded sessions through May. As the weather has cooled off, participant numbers have declined.

Swim Club

Mount Isa Heat Swim Team have continued with training sessions after the end of the competitive season for members who wish to keep swimming. The Club nights have ceased until the new season begins.

Community Groups Use

A range of community ground continue to use the facility, however these have declined due to the cooler weather.

FACILITY OPERATIONS**Aqua Tower**

The soft opening of the aqua tower was on May 25 with over 370 people in attendance, feedback was overwhelmingly positive, a launch event will be held in summer to celebrate the project delivery. During June the aqua tower will be in operation on Saturday and Sunday from 1:00pm to 4:00pm the volume of users will be monitored to understand usage patterns and optimise future opening hours.

Winter Operations

The facility is currently preparing for a transition to Winter trading from 1 June through to 31 August. Hours of trade for the three months will be Monday to Friday 2:30pm to 7:00pm and Weekends 10:30am to 5:30pm. Advertising of these hours has occurred through the month of May for an easy transition for public.

MAINTENANCE

Construction work has been completed and commissioned on the Aqua Tower project. General closing out tasks continuing however the slides are in operation.

ISSUES/IDENTIFIED RISKS

Nil

ATTACHMENTS

Nil

13.4 LIBRARY OVERVIEW REPORT - APRIL AND MAY 2024

Document Number: 810597

Author: Executive Assistant

Authoriser: Director of Community Services

Directorate: Community Services

Portfolio: Parks & Gardens, Splashez, Library & Cemetery

EXECUTIVE SUMMARY

The April and May 2024 Library Overview Report is presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and accepts the April and May 2024 Library Overview Report as presented.

OVERVIEW**April in the Library**

The Library hosted an array of events and activities during April catering to the diverse interests and needs of the community. During the school holidays story time and craft sessions delivered to over 70 children. The library continued to provide a nurturing space for aspiring writers through the Young Writers Group, empowering teens and young adults to unleash their literary talents.

The commencement of the term two First Five Forever programs and Baby Rhyme time delivered to over 120 attendees, reinforced the library's commitment to early childhood development and family literacy.

Outback Outreach Seniors legal and Support Service Meet and Greet

The library welcomed ADA Law for the Outback Outreach - Seniors Legal and Support Service Meet and Greet on Tuesday, 23rd April 2024. This initiative aimed to provide legal support and advocacy services tailored specifically to seniors, ensuring their rights and needs are met with dignity and respect.

Know the Warnings

The library played a proactive role in promoting community resilience and safety by hosting two disaster preparedness and prevention sessions for Kalkadoon people living on country. Titled "Know the Warnings," these sessions, organised by Young People Ahead was well attended, providing 33 attendees with essential knowledge and resources to prepare for and mitigate the impact of disasters.

Mount Isa City's Library Building's 50th Anniversary

Mount Isa City Library marked a significant milestone on April 26th as it celebrated 50 years at its current site. The commemoration kicked off with a morning tea and playtime within the library, setting the tone for a week filled with engaging activities. Attendees embarked on an exciting scavenger hunt, indulged in delicious treats, and enjoyed enchanting puppet shows by Wild Puppets.

The festivities extended outdoors to the Civic Centre lawn, where an outdoor party was held attracting over 100 participants. Guests of all ages participated in a variety of entertainment options, including outdoor games, oversized toys, an outdoor adventure playground, face painting and balloon animals.

The event was captured in the North West Star in an article titled 'An oasis in the outback': Library celebrates 50 years at current home, published on April 19.

Furthermore, the library staff showcased their talent by designing a commemorative 50th-anniversary tote bag, available for purchase as a memento of the occasion.

Under Eight's Day in May

The library staff organised and conducted a series of Local schools under eights days across various locations, showcasing their commitment to community engagement and educational outreach. The libraries participation was focused on fostering literacy and learning among young learners within the local area.

National Simultaneous Story Time

On May 22nd, the library hosted a captivating National Simultaneous Story Time event, featuring the enchanting tale of "Bowerbird Blues." By Aura parker. 16 participants were encouraged to wear blue as they immersed themselves in the story's colourful world and accompanying craft activities.

National Reconciliation Week

During National Reconciliation Week, the Library commemorated the occasion on May 31st with a series of engaging events. The festivities included a Morning Tea session alongside children's story time, enriched with traditional songs. Funded by LifeEd, these activities aimed to foster a sense of unity and understanding, highlighting the values of kindness and respect through shared narratives. Additionally, a colouring competition was organised, themed "Now more than Ever," aimed at inspiring children's creativity and emphasising the importance of unity in contemporary times.

'The Border Collie Boogie' Theatre and Workshop.

On May 11th, library patrons and staff were treated to an unforgettable experience at the interactive children's theatre concert and workshop, titled 'The Border Collie Boogie!' With an impressive turnout of 97 attendees, children enthusiastically participated in engaging workshops designed to enhance their confidence in dancing and movement. The event culminated in a lively performance that captivated everyone's hearts, as attendees joyfully danced together, leaving the gathering infused with happiness and energy.

LinkedIn Learning

The library has recently acquired access to LinkedIn Learning through the State Library of Queensland, marking a significant addition to its array of resources. This valuable e-learning platform has been added to the Job Skills section of the library's Learning Resources page on its website. Boasting an extensive collection of job-related learning materials, LinkedIn Learning offers a wealth of opportunities for individuals looking to either upskill or acquire new abilities. With its diverse range of courses tailored to various professions, this resource serves as a vital tool in supporting the community's ongoing professional development endeavours.

Library Statistics:

VISITORS	
April 2024	25 days open with 2,069 visitors
May 2024	26 days open with 1,633 visitors

TRANSACTIONS (<i>issues, returns, reservations, renewals</i>)	
April 2024	4,248 transactions
May 2024	4,273 transactions

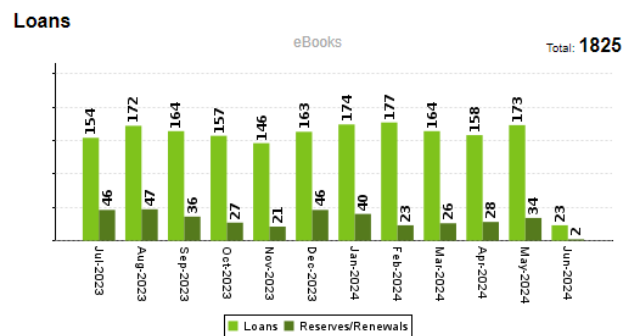
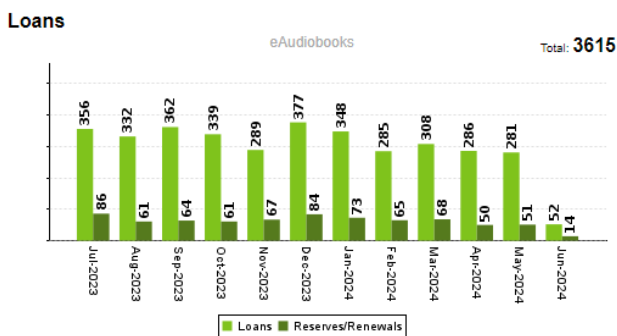
COMPUTER USAGE	
April 2024	782 customers for a total time of 319.38 hours
May 2024	1021 customers for a total time of 444.17 hours

NEW MEMBERS	
April 2024	67 new members
May 2024	49 new members

E-book and E-audiobook statistics - (From 1 April – 31 May 2024)

eAudiobooks by Title	eBooks by Title
567 Loans	331 Loans
101 Reserves/Renewals	62 Reserves/Renewals
1667 eAudiobooks	1614 eBooks
50 Newly Added	67 Newly Added

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



UPCOMING EVENTS IN JUNE

The library will be continuing with regular events, such as Baby Rhyme Time, Storytime, Conversational English and Young Writers' Group.

1 June 2024	Library stall at Go Green Day
12 June 2024	St Joseph's Catholic School Under 8's Day
12 – 13 June 2024	St Joseph's Kindergarten story time sessions
18 June 2024	Happy Valley State School's NAIDOC Celebration
20 June 2024	Narrative Toolkit Workshop by author Nick Earls
21 – 22 June 2024	Library stall at Mount Isa Show

ATTACHMENTS

Nil

13.5 REGIONAL ARTS DEVELOPMENT FUND - ROUND 2 FUNDING**Document Number:** 810575**Author:** Community Development Officer**Authoriser:** Director of Community Services**Directorate:** Community Services**Portfolio:** Tourism, Events, Sports and Recreation & Youth**EXECUTIVE SUMMARY**

Round 2 assessment of the 2023-2024 Regional Arts Development Fund (RADF) is presented to Council for endorsement.

RECOMMENDATION

THAT Council endorse the Regional Arts Development Fund (RADF) committees' recommendation to approve 2023-2024 Round 2 RADF funding to the following recipients:

NAME	PROJECT	AMOUNT
Children's Book Council of Australia (CBCA)	The CBCA Outback Qld Road Trip	\$5,376.00
North Queensland History Collections Inc.	Multicultural Festival – Celebrating 100 Years of MIM	\$3,014.00

OVERVIEW

The Regional Arts Development Fund is a partnership between the Queensland Government and Mount Isa City Council to support local arts and culture in Regional Queensland. Mount Isa City Council offers three rounds of community funding per RADF financial year, which ends 30 September 2024.

BACKGROUND

Round two of the RADF community funding closed on the 14th of March with two (2) applications received. The committee held their meeting on the 27th of May to assess the applications. RADF applications go through a comprehensive process and must meet the criteria outlined in the approved RADF and meet the priorities of the Council.

A brief of each project is below:

- Children's Book Council of Australia – The funding will be used to assist with the cost of six authors to spend one week in Mount Isa to engage students and teaching staff in the area in creative writing and literacy as part of the Children's Book Council of Australia Qld 70th Birthday Celebration. The event will visit various schools in Mount Isa and conduct sessions at the Mount Isa Library.
- North Queensland History Collections Inc. – The funding will be used to purchase materials to construct wooden photo frames to display the photo collection celebrating 100 years of mining in Mount Isa through Mount Isa Mines, the photos will be displayed at the 2024 Multicultural Festival.

Budget and Resource Implications

The RADF Round 2 budget has sufficient funds to cover the recommended support.

LINK TO CORPORATE PLAN

Theme:	1.	People & Communities
Strategy:	1.5	Develop and promote our unique artistic and cultural diversity

CONSULTATION (INTERNAL AND EXTERNAL)

All applications are assessed by the six members of the RADF committee with all voting in favour of the applications.

LEGAL CONSIDERATIONS

Not applicable

POLICY IMPLICATIONS

Arts and Culture Policy

RISK IMPLICATIONS

Nil.

HUMAN RIGHTS CONSIDERATIONS

Consideration has been given to the protected human rights in the policy and it is believed to not unreasonably infringe on these rights.

RECOMMENDATION OPTIONS

THAT Council endorse the Regional Arts Development Fund (RADF) committees' recommendation to approve 2023-2024 Round 2 RADF funding to the following recipients:

NAME	PROJECT	AMOUNT
Children's Book Council of Australia (CBCA)	The CBCA Outback Qld Road Trip	\$5,376.00
North Queensland History Collections Inc.	Multicultural Festival – Celebrating 100 Years of MIM	\$3,014.00

OR

THAT Council does not endorse the Regional Arts Development Fund (RADF) committees' recommendation to approve 2023-2024 Round 2 RADF funding.

ATTACHMENTS

1. Arts and Culture Policy [↓](#) 



STRATEGIC POLICY
MOUNT ISA CITY COUNCIL
 Arts and Culture Policy

RESOLUTION NO. **OM08/07/20** VERSION **V2**

APPLIES TO STRATEGIC POLICIES ONLY

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

Strategic policies are adopted by Council due to its desire to influence the direction of an issue or assist in the delegated decision making of Council officers. Strategic policies should follow the jurisdiction provided to Council through its Corporate Plan; the **Arts and Culture Policy** is approved by the Mount Isa City Council for the operations and procedures of Council.

.....
 Sharon Ibardolaza
Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Strategic Doc ID# 26627		POLICY TYPE	Strategic (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	14.04.2010	G08/04/10	Responsible Officer – Community Development Officer
V2	08.07.2020	OM08/07/20	Responsible Officer – Community Development Officer
		REVIEW DUE	06.2022

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		



STRATEGIC POLICY
MOUNT ISA CITY COUNCIL
 Arts and Culture Policy

RESOLUTION NO. OM08/07/20 VERSION V2

1. PURPOSE

The Arts and Culture Policy provides a framework for the delivery of cultural services and recognises Mount Isa City Council's ("Council") commitment to supporting and celebrating arts, cultural and heritage activities and their contribution to the wellbeing of the community. It provides Council with strategic direction to facilitate a diverse range of services and activities for the community.

This policy supports Council's Corporate Plan 2018-2023 - People and Communities Vision, to establish safe and healthy communities with a strong sense of identity which supports the people and groups who work, live, play and visit here.

2. COMMENCEMENT

This policy will commence on and from 8 July 2020. It replaces all other policies or arrangements governing Arts and Culture (whether written or not).

3. APPLICATION

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

4. RESPONSIBILITIES

All Council officers are responsible for ensuring that the policy is understood and adhered to at all times.

5. POLICY STATEMENT

Council recognises that investment in the arts and culture within the Mount Isa local government area makes a direct and vital contribution to the prosperity, liveability and creativity of the community, promoting the cultures and values which define this diverse region.

6. PRIORITIES

Mount Isa City Council has identified that it will fund and support the following locally determined priorities:

6.1 Vibrant arts and cultural experiences

- a) Programs that create vibrant arts and cultural experiences including but not limited to performances and exhibitions;
- b) Increased skills and professional development opportunities for artists;
- c) Community arts and cultural development;
- d) Initiatives that strengthen cultural tourism; and
- e) Enhanced cultural programs.

6.2 Performances and exhibitions

- a) Provide exposure to touring performances, and exhibitions and the opportunity for artists to engage with visiting artists and organisations.

6.3 Community Arts Projects

- a) Community projects that encourage inclusion, caring & friendly communities, mateship, pride, community cohesion, deterrents to crime and violence.

6.4 Enhance Mount Isa Specific Cultural Events

- a) Enhance Mount Isa Specific Cultural Events – Rodeo, Campdrafting, Mining/Industrial performances.



STRATEGIC POLICY
MOUNT ISA CITY COUNCIL
 Arts and Culture Policy

RESOLUTION NO. OM08/07/20 VERSION V2

- 6.5 Local Indigenous Heritage and Living Culture
 - a) Foster and celebrate an understanding and appreciation of local indigenous heritage and living culture.
- 6.6 Record of local history, oral and written
 - a) Encourage arts workers to record local history specifically oral and written history.
- 6.7 Visual Arts Walk
 - a) Create and promote further initiatives to add to the existing Visual Arts Walk e.g. connect the art spaces within Mount Isa via walking trails through participation from local businesses to display heritage photos and memorabilia, connect these with existing public art.
- 6.8 Cultural Heritage of Mount Isa and Camooweal
 - a) Develop and retain knowledge of the cultural heritage of Mount Isa, Camooweal and the rural areas.
- 6.9 Town Beautification
 - a) Develop further town beautification initiatives; investigate opportunities for public art, sun shelters and other methods of "softening" the built environment.
- 6.10. Community Initiatives
 - a) Encourage community initiatives which promote healthy lifestyles, exercise and general wellbeing.

7. FUNDING

To ensure the ongoing support, promotion and development of arts and cultural activities and industries. Council will:

- 7.1 Continue to support through budgetary funding programs such as Regional Arts Development Fund (RADF) and direct sponsorship of other projects which may not fall within the RADF Guidelines. Council's Regional Arts Development Fund Committee (RADF) will be responsible for implementing and reporting to Council. The approach will focus on partnerships with and support for, local arts and cultural groups and practitioners as well as the provision of community-based arts and cultural programming.
- 7.2 Provide arts and cultural groups with direction on alternative funding sources (Australia Council, Arts Queensland) and encourage them to become self-sustaining.
- 7.3 Review existing facilities and plan for future arts and cultural resources and infrastructure which are accessible, affordable and cater to the needs of a growing and changing community.

8. PROMOTION AND PUBLICITY

To ensure events and activities of artistic and cultural significance are widely publicised and promoted. Council will:

- 8.1 Raise the profile of Mount Isa City Council's existing and expanding arts and culture sector through advocacy, promotion and improved communication.
- 8.2 Create opportunities for coordinating promotional and relationship building networks.



STRATEGIC POLICY
MOUNT ISA CITY COUNCIL
Arts and Culture Policy

RESOLUTION NO. OM08/07/20 VERSION V2

9. COMMISSIONS AND ACQUISITIONS

To promote the recognition and increased confidence in local arts groups and to encourage the development of a local arts and cultural industry. Council will:

- 9.1 Promote the use of the professional services offered by local arts workers to all businesses and government departments.
- 9.2 Actively employ and involve local arts and cultural practitioners in commissions for events and projects.
- 9.3 Continue the acquisition of local quality art and cultural pieces for collection and display and the sponsorship of acquisitive sections in annual exhibitions and competitions.

10. VARIATIONS

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

11. COMMUNICATION AND DISTRIBUTION

- 11.1 Council will make available to the public, the Arts and Culture 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) **Arts** – This policy acknowledges a broad definition for ‘arts’, referring to all art forms and including but not limited to visual arts, crafts, music, theatre, entertainment, heritage, community festivals and events, cultural traditions and public space design.
- b) **Culture** – is all the customs and activities which constitute lifestyle, sense of identity and/or heritage of a particular group of people and so culture incorporates all aspects of the arts.
- c) **Cultural Development**– refers to the process whereby cultural identities of individuals, groups and places within a local area are acknowledged, enhanced and developed through a range of arts and cultural activities
- d) **Heritage**– refers to the enabling of heritage being explored, interpreted and reinterpreted in dynamic ways; reflecting peoples experiences, social history, objects and environment (built and natural) that have contributed collectively to the community’s understanding of the Mount Isa Region. Heritage also refers to the intrinsic layers and aspects that these memories, traditions, stories and locations provide to the residents, former residents and visitors to the Mount Is region and the cultural tourism profile these stories and locations provide.
- e) **Public Art**– Artwork of any form, including tangible, fixed or ephemeral (movable, impermanent)

ASSOCIATED LEGISLATION AND POLICIES & DOCUMENTS

- Gifts and Benefits Policy
- Regional Arts Development Fund Guidelines and Associated Forms
- Mount Isa City Council Corporate Plan 2018-2023

14 INFRASTRUCTURE SERVICES REPORTS

14.1 MAJOR PROJECTS OVERVIEW REPORT - MAY 2024

Document Number: 810993

Author: Manager Major Projects

Authoriser: Director Infrastructure Services

Directorate: Infrastructure Services

Portfolio: Works & Engineering, Water & Sewerage

EXECUTIVE SUMMARY

The Major Projects Overview Report for May 2024 is presented to Council for information and consideration.

RECOMMENDATION

THAT Council receives and notes the May 2024 Major Projects Overview Report.

OVERVIEW

As of the 31 May, the featured (18) projects expenditure for year to date is **\$17,096,960** with a committed amount of \$29,840,274 against the allocated capital works budget of \$43,063,601. This represents a committed value of 70%, and a completion value of 40% of the year-to-date projects.

The progress completion rate is currently at about 40%.

BACKGROUND

Brilliant Street Carpark

Following the December 2023 contract award to Oaka Construction, the project is well underway. The existing toilets have been demolished, irrigation tanks relocated, and services have been laid. Target completion end of June is unlikely to be achieved until 10 July. The contractor is preparing for carpark base and edge concreting works to be completed by 21 June. Amenity block anticipated to be completed by 26 June after correct roof sheeting have been delivered. Carpark will be seal by 4 July and opened for use at handover. Line markings will occur 4 weeks after to allow seal to dry out.

Telstra Hill – Phase 1

The project was awarded to Oaka Construction in April for Stage 1 works associated with the construction of a carpark near the turn-off from Barkly Highway. Contractor is preparing mobilisation and commencement. Site works are anticipated for Mid-July.

Materials Recovery Facility (MRF)

The MRF building construction was completed in February 2024. The site was handed over to RDT for equipment installation on 13 February 2024.

Remaining equipment anticipated to arrive in mid-July.

The weighbridge relocation and access road construction were completed on 29 May 2024.

Budget is within the allocation.

Energy Efficiency Project

The project commenced in November 2023.

3E Group was awarded the contract for delivery of the project. Slight delays have been incurred due to minor scope amendments.

3E Group had previously completed a detailed study including scope of works, calculations, design, engineering and cost estimate on the 12 high-energy consumption facilities nominated by Council. The project is currently at 50% completion with target completion of December 2024. Verification and validation work will continue for 24 months after completion.

Splashz Aqua Tower

The components of the slides arrived in April. Commissioning and training was completed on 16 May. The site was officially opened on Saturday 25 May.

Camooweal Aerodrome Upgrade

The survey, geotechnical investigation and preliminary design works have been completed.

Cost estimates have been made for three options ranging from \$2,705,975 to \$4,980,415. All included a runway extension and recommended an asphalt seal.

All three options are significantly more expensive than the available budget of \$1.9M.

An Airport Pavement Engineering Specialist inspected the site with staff on 30 May. The design scope, safety report, and the Aerodrome Technical Inspection against the Manual of Standards (MOS 13902019) were reviewed. The report confirmed the extension to the runway is NOT required and a spray seal is an appropriate option. A separate report will be provided to the July Ordinary Council Meeting.

ATTACHMENTS

1. **Capital Works 31 May 2024** [↓](#) 



Infrastructure Services

Capital Expenditure

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

Project	Project Phase					Position as at 31 May 2024			
	Planning	Design	Procure	Delivery	Close-out	Approved Total Budget (\$)	YTD Actual Expenditure (\$)	YTD Committed Expenditure (\$)	YTD Total Expenditure (\$)
1. Materials Recovery Facility (MRF)	✓	✓	✓	✓		21,000,669	10,990,389	15,044,654	15,317,791
2. Centennial Place	✓	✓	✓	✓	✓	5,300,000	2,204,254	5,358,183	5,358,439
3. Energy Efficiency Infrastructure	✓	✓	✓			3,100,000	1,039,026	3,380,904	3,380,904
4. City Street Rehabilitation TIDS & R2R	✓	✓	✓	✓		2,400,000	2,970	730,000	730,000
5. Network reconfiguration to remove direct pumping into network	✓	✓	✓			2,000,000	68,605	140,989	140,989
6. Splashez Water Play (Aqua Play Facility)	✓	✓	✓	✓		1,890,022	560,665	1,314,643	1,314,643
7. Road Culvert Rehabilitation	✓	✓				600,000	165	1,065	8,460
8. STP Clarifier Renewal	✓	✓	✓			600,000	1,245,651	1,938,764	1,938,764
9. Parks upgrades	✓	✓	✓			800,000	26,776	52,026	52,026
10. PCNP shared Pathways (Fourth Ave)	✓	✓				1,111,090	61,280	61,280	61,280
11. 23 West Street Airconditioning	✓	✓	✓	✓	✓	500,000	470,080	470,080	470,080
12. Civic Centre - Airconditioning upgrade	✓	✓	✓	✓	✓	500,000	990	4,725	4,725
13. Civic Centre - fire system defects	✓					600,000	0	12,890	12,890
14. Brilliant Street Car Park	✓	✓	✓			1,111,819.78	169,938	906,199.80	906,199.80
15. Duchess Road Main Extension	✓	✓				500,000	34,433	34,433	34,433
16. Water treatment at Camooeal	✓	✓				400,000	533	30,205	30,205
17. (WM1) Works to New Transfer Station	✓					350,000	2,640	4,140	8,100
18. Miners Memorial	✓	✓				300,000	218,565	355,093	355,093
Total						43,063,601	17,096,960	29,840,274	30,125,022

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

14.2 WATER & SEWER OVERVIEW REPORT - APRIL AND MAY 2024

Document Number: 811127
Author: Administration Officer
Authoriser: Director Infrastructure Services
Directorate: Infrastructure Services
Portfolio: Works & Engineering, Water & Sewerage

EXECUTIVE SUMMARY

Renewal work has continued on the water network. A significant sewer overflow occurred in May, in Fourth Avenue.

RECOMMENDATION

THAT Council receives and accepts the April 2024 / May 2024 Water and Sewerage Overview Report

OVERVIEW

A reportable sewer spill took place on 27 May. This was appropriately responded to and reported to the Regulator. The Regulator has since responded and is happy with the outcome.

Significant maintenance work has also been undertaken.

Renewal Work

Service replacements were carried out in Margaret Street, Kennedy Street, Campbell Street, Banks Crescent, Cook Crescent and Bernborough Street.

Fire hydrants were checked, blue markers replaced and the surrounds repainted on Kolongo Street, Able Smith Parade, Marian Street, Coplein Street, Corella Street, Brett Avenue, Thiess Parade, Morris Avenue, Mack Crescent, Nineteenth Avenue, Second Avenue, Seventeenth Avenue, Violet Street, Flynn Street, Burke Street, Dora Street, Morotai Street, Mandong Street, Wav Street, Kokoda Street, Robual Street, Camooweal Street, Rodeo Drive, Miles Street, West Street, Very Street, Samsa Street, Davis Road and Labuan Street.

Valve Replacements

Valve replacement work continued, with valves being replaced on Traders Way, Enterprise Road and Transmission Street.

Maintenance Work

The number of reactive water leaks remains high. Rectification times for repairs on the road are often protracted due to the requirement for traffic control.

Emergency works undertaken included the repair of a leaking 100 mm water main on the corner of Camooweal Street and Zena Street, a 100mm main on the corner of Carbonate Street and Barkley Highway, a 250mm main at 69 Transmission Street and a 250mm main at Town View State School.

Sewer Network

On Monday, 27 May 2024, staff attended an overflow in Fourth Avenue, Mount Isa. The incident was reported to the Regulator (Department of Environment, Science and Innovation [DESI]) and to the Pollution Hotline.

Water was flowing from a burst pipe, adjacent to the Leichhardt River, and flowing into a pool in the riverbed. The source was unknown, as there no sewerage assets in the immediate area of the leak.

Excavation of the site revealed a badly corroded cast iron pipe. The origin of the pipe was traced to a manhole inside Kruttschnitt Oval, and appears to have been installed as an overflow from that manhole. It is suspected that the overflow was originally provided to cater for hydraulic overload from the pool backwash, which discharges to this manhole. This has been capped off.

An issue was identified with SPS #6, which had tripped and was not operational at the time. This caused the water to back up in the system to the point that it could discharge from the overflow in the manhole. The pump station was reset and operated normally thereafter. There was no spillage from the pump station.

The flow into the river was not able to be measured or assessed accurately. It would have been well in excess of 10,000 litres. The pool of contaminated water was pumped out of the River and back into the sewer system.

A report on the incident was provided to DESI. DESI has since responded (11 June) to advise that they are happy with the actions taken and the incident has been closed.

Sewer Pump Stations

New pumps have been installed in SPS #4, in Duchess Road and in SPS #6, in Fourth Avenue.

Water Quality Compliance

No non-compliances were recorded during April or May.

Sewage Treatment Plant Compliance

No non-compliances were recorded during April or May.

Complaints

• *Table 1 – Complaints¹ by category, based on customer requests*

Category	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 23	Feb 23	Mar 23	Apr 23	May 24
Quality	0	0	0	0	0	0	0	0	0	0	0	0
Pressure	0	0	0	0	0	0	0	5	1	0	0	2
Taste/odour	0	0	0	0	0	0	0	0	0	0	0	0
Service	0	0	0	0	0	0	0	0	0	1	0	0
Other	0	0	0	1	0	0	0	0	0	0	0	0
Sewage odours	0	0	0	0	0	1	0	1	0	0	0	1
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	0	0	0	6	1	1	0	3

ATTACHMENTS

Nil

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.

14.3 WEST STREET REMEDIATION TENDER REPORT

Document Number: 811114
Author: Manager Major Projects
Authoriser: Director Infrastructure Services
Directorate: Infrastructure Services
Portfolio: Works & Engineering, Water & Sewerage

EXECUTIVE SUMMARY

A Tender has been received via VendorPanel portals and assessed. The Tender Committee recommends that Contract MICC 2023-76 West Street Rehabilitation (Barkly Hwy to Alma St) be awarded to Fulton Hogan Industries Pty Ltd to the value of \$1,350,406.03 (ex. GST).

RECOMMENDATION**THAT** Council

- Award Contract MICC 2023-76 West Street Rehabilitation (Barkly Hwy to Alma St) to Fulton Hogan Industries Pty Ltd to the value of \$1,350,406.03 (ex. GST).
- Delegates authority to the Chief Executive Officer to negotiate, finalise and enter into contract substantively in the terms of the contract issued with the Tender.
- Endorse a total budget of \$1,558,171 for both 2023/24 and 2024/25 financial years, allowing for contingency in delivering the West Street Rehabilitation works.

OVERVIEW

West Street Rehabilitation works remains a high priority due to the poor condition of the road between the Barkly Highway and Alma Street. These works were identified in the 2023-24 Roads to Recovery Program (RTR) program but are still outstanding. There is currently an amount of \$380,000 still available under R2R. Works needs to be undertaken so that the funding is not lost.

The proposal is to allocate the remaining funding to the May Street to Alma Street section, with the Barkly Highway to May Street section be funded from the new 2024/25 RTR allocation.

BACKGROUND

The Roads to Recovery Program (RTR) is a funding program that supports the construction and maintenance of local road infrastructure assets. The program is fully funded by the Federal Government to cover road rehabilitation works up to an agreed funding allocation.

A new program for the period 2024/25 to 2028/29 will commence from 1 July 2024, with the new allocations to be confirmed. It is anticipated the new allocation will be approximately \$1M per annum as per the current program. The \$1M will be used to fund the remainder of the work.

The water services in West Street (from Barkly Highway to Alma Street) were replaced in 2022 in anticipation of the rehabilitation works. It is a local road with light traffic but moderate volume due to businesses such as motels, dealerships, and Bunnings as well as schools, childcares, and residential dwellings.

The work in West Street will be carried out on one contract across two financial years, allowing the remaining \$380,000 to be delivered this year and the new allocation (from 1 July) to be utilised to complete the work.

Two treatment options were reviewed for the project:

- Base rehabilitation and double Seal
- Base rehabilitation and asphalt wearing course

The second option offers the best value as it provides a longer life with a much quicker construction period.

Request for Quotations

Tenders were released on Vendor Panel on 29 May 2024 to:

- Boral Resources (QLD) Pty Ltds
- Fulton Hogan Industries Pty Ltd
- Stabilised Pavements of Australia Pty Ltd

Tenders closed on 7 June 2024. Only Fulton Hogan provided a submission. Stabilised Pavements of Australia Pty Ltd declined and Boral Resources did not respond.

Fulton Hogan provided a detailed methodology and have demonstrated capability and capacity to undertake the works in the short time frame. Fulton Hogan only provided a price for the second option (asphalt). Fulton Hogan is available to perform these works from 3 July 2024.

If this window is missed then the works will slip to August and the \$380,000 will most likely be forfeited.

It is recommended Council award MICC 2023-76 West Street Rehabilitation (Barkly Hwy to Alma St) to Fulton Hogan Industries Pty Ltd to the value of \$1,350,406.03 (ex. GST).

BUDGET AND RESOURCE IMPLICATIONS

The works will be predominantly funded by RTR and will consists of one contract split into two financial years of funding.

Forecast

Project Management/ Facilitation	\$15,000
Contract Value	\$1,350,406
QLeave	\$7,765
Line Marking & Signages	\$50,000
Contingency (10%)	\$135,000
Total Forecast Expenditure	\$1,558,171

LINK TO CORPORATE PLAN

Theme:	3.	Services & Infrastructure
Strategy:	3.3	Clarify community expectations prior to establishing community service obligations in relation to water, waste water, roads etc.
	3.4	Develop a proactive approach to safety within town areas

	3.6	Continue to implement the recommendations from Council's Buildings Asset and Services Management Plan in relation to the development and maintenance of the region's community facilities
	3.15	Identify new external revenue sources, including grants, to fund City infrastructure and services
	3.17	Investigate opportunities to fund and implement streetscape plans for beautification, safety and accessibility

CONSULTATION (INTERNAL AND EXTERNAL)

Notification will be via social media. Adjoining businesses and residents will be notified via letterbox drop. The work will be at night from 6pm to 6am and so will cause minimal disruption.

LEGAL CONSIDERATIONS

Nil

POLICY IMPLICATIONS

There are no policy implications.

RISK IMPLICATIONS

The key risks and mitigations for this contract include:

Item	Risk	Mitigation
1	Contract price increase due to unforeseen variations during works	Lump sum tender with a well-defined scope. Contingency of 10% of contract value to accommodate variation risks Diligent Council contract or project management
2	Delay to project	Protocol for services disruption by Council operational team
3	Disruption	Early notification of works and night detour route.

HUMAN RIGHTS CONSIDERATIONS

Nil

RECOMMENDATION OPTIONS

1. Not undertake the West Street Rehabilitation works and refund the \$380,000.
2. Undertake the works

ATTACHMENTS

Nil

14.4 MOUNT ISA CIVIC CENTRE - EMERGING MAINTENANCE WORKS - PASSENGER LIFT

Document Number: 811780
Author: Facilities Management Coordinator
Authoriser: Director Infrastructure Services
Directorate: Infrastructure Services
Portfolio: Works & Engineering, Water & Sewerage

EXECUTIVE SUMMARY

The passenger lift at the Civic Centre requires replacement. This item was raised for consideration for inclusion in the capital budget 2023/24. Council approved a capital budget amount of \$200,000 at the general meeting of 13/12/2023 (OM17 /12/23) based on best estimate prior to official quote. The quote received by Council is significantly higher than the original estimate.

A single supplier arrangement is recommended to utilise Lifts NQ to supply and install the proposed passenger lift replacement, based on the exemptions to calling tenders contained in Section 235 of the Local Government regulation 2012.

RECOMMENDATION

THAT Council award a contract to Lifts NQ Pty Ltd for supply and installation of a custom-built lift at the Civic Centre for the sum of \$294,555 (Ex. GST);

And that Council is satisfied that there is only one supplier who is reasonably available.

OVERVIEW

Following ongoing attempts to repair the Civic Centre passenger lift over the preceding 18 months, it has been determined that the lift is at end-of-life and not economically repairable.

BACKGROUND

Following severe storm activity in November 2022 the passenger lift in the Civic Centre failed. The cause of the fault was unknown, but it was suspected that a power surge may have damaged the electronic control board.

Council's contracted service agents, Otis Australia, were commissioned to fault-find the lift.

Otis mechanics have spent a considerable amount of time trying to rectify the issue over a 12-month period, including sourcing a new control board from Italy. This took six months to arrive at a cost of \$9,000 but unfortunately did not fix the problem.

The Civic Centre passenger lift is an Italian-manufactured unit (Elettro Quadri) and is 26 years old.

This particular item would have been one of the cheapest on the market at the time and was clearly purchased on that basis. Attempts to repair the lift have been unsuccessful. Its demise has been hastened by its use as a cargo lift, transporting items well above its weight capacity, in the past.

The lift in the library is an identical model. It receives much less use and has not yet experienced the same issues as the lift in the Civic Centre. It is, however, the same age and will be budgeted for replacement in the next 3-5 years.

The passenger lift replacement was originally estimated at \$200,000 and Council approved a capital budget amount of \$200,000 in the 2023/24 budget in December 2023.

At the conclusion of Council's tender process for lift replacement in April/May 2024 no responses were received. Qualified lift companies have been sought to inspect, report and quote for replacement of the lift.

Only one company has responded with a suitable option to replace the lift, with the quote submitted (\$294,550) significantly higher than the original estimate of \$200,000. This lift is fully compliant with the applicable standards.

Single supplier option

The supply and installation of the lift will constitute a large-sized contractual arrangement (valued above \$200,000 ex. GST) under the provisions of the Local Government Regulation 2012. To meet the requirements of the Regulation, Council must invite at least three written quotes from suppliers who can meet the requirements at competitive prices. This has been done, with no response.

The Regulation provides a number of exemptions where a local government does not need to comply with tendering requirements to enter into a large contract.

Section 235(a) of the Regulations provides an exemption if Council resolves that it is satisfied that there is only one supplier who is reasonably available.

BUDGET AND RESOURCE IMPLICATIONS

Council approved a capital budget amount of \$200,000 at the general meeting of 13/12/2023 (OM17/12/23). A further \$94,550 capital budget amount is required to complete the replacement.

LINK TO CORPORATE PLAN

Theme:	3.	Services & Infrastructure
Strategy:	3.6	Continue to implement the recommendations from Council's Buildings Asset and Services Management Plan in relation to the development and maintenance of the region's community facilities

CONSULTATION (INTERNAL AND EXTERNAL)

Brian Atherinos, Manager Economic and Community Development

Glenn Cunningham, MICC Procurement Coordinator

LEGAL CONSIDERATIONS

Nil

POLICY IMPLICATIONS

MICC Strategic Policy - Arts and Culture Policy adopted July 2020 (OM08/07/20)

RISK IMPLICATIONS

Nil

HUMAN RIGHTS CONSIDERATIONS

Proper consideration has been given to all human rights relevant as per Council's Human Rights Policy.

RECOMMENDATION OPTIONS

THAT Council award a contract to Lifts NQ Pty Ltd for supply and installation of a custom-built lift at the Civic Centre for the sum of \$294,555 (Ex. GST);

And that Council is satisfied that there is only one supplier who is reasonably available.

ATTACHMENTS

1. Lift Quote - 6682 - Mt Isa Civic Theatre [↓](#) 



REMOVAL AND DISPOSAL OF EXISTING LIFT, SUPPLY AND INSTALATION PROPOSAL & AGREEMENT

ECLIPSE - AS1735 Part 12 AND NCC E3.6

Proposal Reference – 6682

Quotation

PO Box 234, Townsville, QLD, 4810

Phone 0412 671 795 - www.liftsnq.com.au

ABN 71 605 411 078 – QBCC 1314109- Electrical Contractors License 80507



Date: Tuesday 14TH May 2024

Proposal: Removal and disposal of the existing failed lift. Custom Supply and installation of new lift to suit the existing lift shaft.

TO: Mt Isa City Council – Glenn Cunningham

RE: Supply and installation of a custom-built Eclipse – AS1735 Part 12, NCC E3.6 Compliant Lift

Thank you for the opportunity of providing a quotation for the supply and installation of one Custom built Eclipse Commercial elevator for the building located at 23 West Street, Mount Isa.

For your convenience, a list of associated building works by others has been included at Section 3 within this quote.

Kind Regards,

Julius Nyambane

Quotation

PO Box 234, Townsville, QLD, 4810

Phone 0412 671 795 - www.liftsnq.com.au

ABN 71 605 411 078 – QBCC 1314109- Electrical Contractors License 80507



Section One – Details of Quotation

This proposal is for the supply and installation of a custom-built Eclipse Commercial lift at 23 West Street, Mt Isa

Following on from plan review and discussion of the lift requirements, we are delighted to offer a Fixed price of \$294,550 excluding GST.

This price includes the manufacture, supply and installation as per the details set out in this proposal. Manufacturing commences from the date of signed Agreement and payment received with cosmetics signed off and is dependent on providing a confirmed travel measure.

Section 4 details the payment process. To proceed with this proposal, please complete section 5 of this document.

Section Two – Specification

Outlined below are some of the primary specifications:

Applications: Commercial
Standard capacity: 430 kg
Maximum travel distance: 12 m where code permits with up to 6 stops
Nominal speed: 0.25 m/s
Motor: 2 hp with geared roller chain and variable frequency drive
Minimum pit: 356 mm
Power supply: TBC
Code compliance: AS1735 Part 12 and NCC E3.6

LANDING DOORS: Savaria Auto Slim doors: 3 panel automatic sliding doors available for cabin and landings in stainless steel, powder coat paint (black, white, or custom colours), or framed glass, Hall call plates: brushed brass, blackened stainless steel, or architectural white, keyed, rectangular, or oval design with optional position indicator.

Traction drive system: With geared roller chain provides a smooth and quiet ride.

Other standard features: Fully automatic operation, automatic cab on/off interior lighting, digital display in car operating panel, surface-mounted telephone, oxford white ceiling with 4 LED pot lights, control panel with keyed on/off switch, digital display, stop button, emergency alarm button and push button for each landing.

Standard finishes: Choice of 12 melamine panels or unfinished MDF, stainless steel car operating panel, handrail and hall call stations (where applicable), double plywood floor, oxford white ceiling.

Safety features: Battery operated (UPS) emergency lowering and lighting, overspeed governor, lockable control panel, elevator door interlocks, emergency stop switch, in-use indicator lights on hall stations, light screen on cab, slack chain brake system.

Quotation

PO Box 234, Townsville, QLD, 4810

Phone 0412 671 795 - www.liftsnq.com.au

ABN 71 605 411 078 – QBCC 1314109- Electrical Contractors License 80507



PREVENTATIVE SERVICE & MAINTENANCE REQUIREMENTS: For optimum performance, reliability & long-term use, the lift should be serviced at a minimum, every 6 months by an approved lift technician. More frequent servicing may be required depending on usage.

INSTALLATION by Lifts NQ includes.

- Removal and disposal of existing lift.
- Custom build and design an Eclipse lift to suit the existing space.
- The transportation and dismantling of the lift shaft.
- Fixing the lift into place.
- Fixing the machine cabinet into place.
- Setting up of the landing doors.
- Connecting the machine cabinet to the supplied power and GSM dialer (Gateway)
- Testing and commissioning of the lift.
- Lift demonstration at handover.
- Lifts NQ will design and install a custom 4G gateway communications standalone system with battery back-up, unless advised not to by owner. Mt Isa City Council to provide sim cards.

All installation and progress work is based on Lifts NQ standard Monday – Friday working hours.

Section Three – Building Work Required

The following work is not included in this quote and is to be undertaken by others –

- Once Lifts NQ has removed and disposed of the existing lift, all landing openings will be boarded off to eliminate any fall hazards.
- Builder to provide temporary shaft landings after Lifts NQ has removed the existing lift. (contact Lifts NQ for these details)
- See attached drawings provided with this quote. Listed under **PROVISIONS BY OTHERS.**
- Mt Isa City Council to provide 60m2 secure weatherproof storage space.
- Bottom floor door opening will need to be built back in to suit new lifts door location.

There is no provision for the lift to be used as a builder's lift during site works.

Quotation

PO Box 234, Townsville, QLD, 4810

Phone 0412 671 795 - www.liftsnq.com.au

ABN 71 605 411 078 – QBCC 1314109- Electrical Contractors License 80507



Section Four – Terms and Conditions of Sale

MANUFACTURING OF THE LIFT: The manufacturing of the lift must follow the lift code and the manufacturer reserves the right to approve or refuse any changes.

OWNERSHIP OF LIFT: All goods and material fixed or otherwise installed or utilized shall remain the property of Lifts NQ until payment of all monies due and payable in accordance with this quotation.

DAMAGES: Any damages made to the lift by others whether malicious or accidental is not covered under this quotation. The associated cost to repair the lift will be the responsibility of others.

HANDOVER OF LIFT: Full payment of the lift. For safety the phone line connected to the lift car must be active as we are unable to hand over a lift if the phone is not operational.

PAYMENT:	Deposit	5%....	Due with signed agreement
	Manufacturing Payment	35%...	Required before commencement of manufacturing
	Delivery Payment	40%...	Payable on delivery to client site
	On Practical Completion Payment	15%...	Payable on delivery of machine cabinet
	Final Payment	5%....	Payable on or prior to lift handover

All money is to be paid before or on handover.

Payment can be made by direct deposit using online banking or a cheque.

No Retention or Bank Guarantee has been allowed for.

After a manufacturing deposit is received, any request for a material change to that specified in this Agreement and lift drawing will be treated as a variation and as such may attract a charge and depending on the variation may also affect the delivery time.

DURATION OF QUOTATION: 30 Days

Section Five – Terms and Conditions of Sale

Total Project Value: **\$294,550.00 Excluding GST**

Kind Regards,

Julius Nyambane

P: 0412 671 795

E: julius@liftsnq.com.au

Quotation

PO Box 234, Townsville, QLD, 4810

Phone 0412 671 795 - www.liftsnq.com.au

ABN 71 605 411 078 – QBCC 1314109- Electrical Contractors License 80507



Section Six – Terms and Conditions of Sale

I/we agree that I have ordered the above Goods and/or Services. I have read and understand the TERMS AND CONDITIONS OF TRADE of Lifts NQ Pty Ltd which form part of the Agreement of Purchase and Installation Contract and agree to be bound by these conditions. I agree that I am authorized representative of the Client and as such I am authorized to sign this documentation on their behalf.

I/we certify that the above information is true and correct and that I/we have read and understood Lifts NQ Conditions and Terms of Contract and wish to proceed with the purchase and installation of the Eclipse lift.

SIGNED (CLIENT):	Dated: _____
Name: _____	
Position: _____	
ID: _____ Date of Birth: _____	

COUNTERSIGNED (Lifts NQ)	Dated: _____

Name: _____	
Position: _____	

Please return this copy to Lifts NQ as confirmation of the order. Once received an invoice will be issued for the required deposit and manufacture.

Email Address: julius@liftsnq.com.au

Quotation

PO Box 234, Townsville, QLD, 4810

Phone 0412 671 795 - www.liftsnq.com.au

ABN 71 605 411 078 – QBCC 1314109- Electrical Contractors License 80507



1. Definitions

1.1 1.2

1.3

"Supplier" means Lifts NQ Pty Ltd its successors and assigns or any person acting on behalf of and with the authority of Lifts NQ Pty Ltd

"Client" means the person/s buying the Goods as specified in any invoice, document or order,

"Goods" means all Goods or Services supplied by the Supplier to the Client at the Client's request from time to time (where the context so permits the terms 'Goods' or 'Services' shall be interchangeable for the other).

1.4

"Price" means the Price payable for the Goods as agreed between the Supplier and the Client.

2. Acceptance

2.1

The Client is taken to have exclusively accepted and is immediately bound, jointly and severally, by these terms and conditions if the Client places an order for or accepts delivery of the Goods.

2.2

These terms and conditions may only be amended with the Supplier's consent in writing and shall prevail to the extent of any inconsistency with any other document or agreement between the Client and the Supplier.

2.3 2.4

The Client accepts that a lead time may apply to the supply of finished Goods.

These terms and conditions may be meant to be read in conjunction with the Supplier's Hire Form, and:

(a) where the context so permits, the terms 'Goods or 'Services shall include any supply of Equipment, as defined therein; and

(b) if there are any inconsistencies between the two documents then the terms and conditions contained therein shall prevail. 3. Electronic Transactions (Queensland) Act 2001

3.1

Electronic signatures shall be deemed to be accepted by either party providing that the parties have complied with Section 14 of the Electronic Transactions (Queensland) Act 2001 or any other applicable provisions of that Act or any Regulations referred to in that Act. 4. Change in Control

4.1

The Client shall give the Supplier not less than fourteen (14) days prior written notice of any proposed change of ownership of the Client and/or any other change in the Client's details

(including but not limited to, changes in the Client's name, address, contact phone or fax number/s, or business practice). The Client shall be liable for any loss incurred by the Supplier as a result of the Client's failure to comply with this clause.

5. Price and Payment

5.1

At the Supplier's sole discretion, the Price shall be either:

(a) as indicated on any invoice provided by the Supplier to the Client; or

(b) the Supplier's quoted price (subject to clause 5.2) which will be valid for the period stated in the quotation or otherwise for a period of sixty (60) days.

Quotation

PO Box 234, Townsville, QLD, 4810

Phone 0412 671 795 - www.liftsnq.com.au

ABN 71 605 411 078 – QBCC 1314109- Electrical Contractors License 80507



5.2

The Supplier reserves the right to change the Price if a variation to the Supplier's quotation is requested. Any variation from the plan of scheduled Services or specifications (including, but not limited to, any variation as a result of additional Services required due to unforeseen circumstances such as poor weather conditions, limitations to accessing the site, availability of machinery, safety considerations, prerequisite work by any third party not being completed or as a result of any increase to the Supplier in the cost of materials (including but not limited to overseas transactions that may increase as a consequence of variations in foreign currency rates of exchange and/or international freight and insurance charges) and labour) will be charged for on the basis of the Supplier's quotation and will be shown as variations on the invoice. Payment for all variations must be made in full at their time of completion.

5.3 5.4

At the Supplier's sole discretion, a non-refundable deposit may be required.

Time for payment for the Goods being of the essence, the Price will be payable by the Client on the date/s determined by the Supplier, which may be: (a) on delivery of the Goods; (b) before delivery of the Goods;

- (c) by way of instalments/progress payments in accordance with the Supplier's payment schedule;
- (d) twenty-eight (28) days following the end of the month in which a statement is posted to the Client's address or address for notices;
- (e) the date specified on any invoice or other form as being the date for payment; or
- (f) failing any notice to the contrary, the date which is seven (7) days following the date of any invoice given to the Client by the Supplier.

Payment may be made by cash, cheque, bank cheque, electronic/on-line banking, credit card (plus a surcharge of up to two and a half percent (2.5%) of the transaction), or by any other method as agreed to between the Client and the Supplier.

Unless otherwise stated the Price does not include GST. In addition to the Price the Client must pay to the Supplier an amount equal to any GST the Supplier must pay for any supply by the Supplier under this or any other agreement for the sale of the Goods. The Client must pay GST, without deduction or set off of any other amounts, at the same time and on the same basis as the Client pays the Price. In addition, the Client must pay any other taxes and duties that may be applicable in addition to the Price except where they are expressly included in the Price.

6. Delivery of Goods

Delivery ("Delivery") of the Goods is taken to occur at the time that:

- (a) the Client or the Client's nominated carrier takes possession of the Goods at the Supplier's address; or
- (b) the Supplier (or the Supplier's nominated carrier) delivers the Goods to the Client's nominated address even if the Client is not present at the address.

At the Supplier's sole discretion, the cost of delivery is either included in the Price or is in addition to the Price.

The Client must take delivery by receipt or collection of the Goods whenever they are tendered for delivery. In the event that the Client is unable to take delivery of the Goods as arranged then the Supplier shall be entitled to charge a reasonable fee for redelivery and/or storage.

Quotation

PO Box 234, Townsville, QLD, 4810

Phone 0412 671 795 - www.liftsnq.com.au

ABN 71 605 411 078 – QBCC 1314109- Electrical Contractors License 80507



The Supplier may deliver the Goods in separate instalments. Each separate instalment shall be invoiced and paid in accordance with the provisions in these terms and conditions.

Any time or date given by the Supplier to the Client is an estimate only. The Client must still accept delivery of the Goods even if late and the Supplier will not be liable for any loss or damage incurred by the Client as a result of the delivery being late.

7. Risk

7.1

Risk of damage to or loss of the Goods passes to the Client on Delivery and the Client must insure the Goods on or before Delivery.

If any of the Goods are damaged or destroyed following delivery but prior to ownership passing to the Client,

the Supplier is entitled to receive all insurance proceeds payable for the Goods. The production of these terms and conditions by the Supplier is sufficient evidence of the Supplier's rights to receive the insurance proceeds without the need for any person dealing with the Supplier to make further enquiries.

If the Client requests the Supplier to leave Goods outside the Supplier's premises for collection or to deliver the Goods to an unattended location, then such Goods shall be left at the Client's sole risk.

The Client warrants that any structures to which the Goods are to be affixed are able to withstand the installation of the Goods and that any electrical or other connections are of suitable capacity to handle the Goods once installed.

8. Dimensions, Plans and Specifications

All customary building industry tolerances shall apply to the dimensions and measurements of the Goods unless the Supplier and the Client agree otherwise in writing.

The Supplier shall be entitled to rely on the accuracy of any plans, specifications and other information provided by the Client.

All Goods shall conform to AS71735 requirements where required.

9. Specifications of Goods

The Client acknowledges that: (a) all descriptive specifications, illustrations, drawings, data, dimensions, ratings and weights stated in the manufacturer's or Supplier's fact sheets, or advertising material, are approximate only and are given by way of identification only. The Client shall not be entitled to rely on such information, and any use of such does not constitute a sale by description, and does not form part of the contract, unless expressly stated as such in writing by the Supplier;

(b) while the Supplier may have provided information or figures to the Client regarding the performance of the Goods, the Client acknowledges that the Contractor has given these in good faith, and are estimates based on prescribed industry estimates.

Quotation

PO Box 234, Townsville, QLD, 4810

Phone 0412 671 795 - www.liftsnq.com.au

ABN 71 605 411 078 – QBCC 1314109- Electrical Contractors License 80507



The Client shall be responsible for ensuring that the Goods ordered are suitable for their intended use.

10. Title

The Supplier and the Client agree that ownership of the Goods shall not pass until:

- (a) the Client has paid the Supplier all amounts owing to the Supplier; and
- (b) the Client has met all of its other obligations to the Supplier.

Receipt by the Supplier of any form of payment other than cash shall not be deemed to be payment until that form of payment has been honoured, cleared or recognised.

It is further agreed that:

- (a) until ownership of the Goods passes to the Client in accordance with clause 10.1 that the Client is only a bailee of the Goods and must return the Goods to the Supplier on request.
- (b) the Client holds the benefit of the Client's insurance of the Goods on trust for the Supplier and must pay to the Supplier the proceeds of any insurance in the event of the Goods being lost, damaged or destroyed.
- (c) the Client must not sell, dispose, or otherwise part with possession of the Goods other than in the ordinary course of business and for market value. If the Client sells, disposes or parts with possession of the Goods then the Client must hold the proceeds of any such act on trust for the Supplier and must pay or deliver the proceeds to the Supplier on demand.
- (d) the Client should not convert or process the Goods or intermix them with other goods but if the Client does so then the Client holds the resulting product on trust for the benefit of the Supplier and must sell, dispose of or return the resulting product to the Supplier as it so directs. (e) the Client irrevocably authorises the Supplier to enter any premises where the Supplier believes the Goods are kept and recover possession of the Goods.
- (f) the Supplier may recover possession of any Goods in transit whether or not delivery has occurred.
- (g) the Client shall not charge or grant an encumbrance over the Goods nor grant nor otherwise give away any interest in the Goods while they remain the property of the Supplier.
- (h) the Supplier may commence proceedings to recover the Price of the Goods sold notwithstanding that ownership of the Goods has not passed to the Client.

11. Security and Charge

The Clients agrees to supply the Supplier with a Deed of Cross Guarantee from their parent Corporation on the return of this agreement

The Client indemnifies the Supplier from and against all the Supplier's costs and disbursements including legal costs on a solicitor and own client basis incurred in exercising the Supplier's rights under this clause.

12. Defects, Warranties and Returns, Competition and Consumer Act 2010 (CCA)

Quotation

PO Box 234, Townsville, QLD, 4810

Phone 0412 671 795 - www.liftsnq.com.au

ABN 71 605 411 078 – QBCC 1314109- Electrical Contractors License 80507



The Client must inspect the Goods on delivery and must within seven (7) days of delivery notify the Supplier in writing of any evident defect/damage, shortage in quantity, or failure to comply with the description or quote. The Client must notify any other alleged defect in the Goods as soon as reasonably possible after any such defect becomes evident. Upon such notification the Client must allow the Supplier to inspect the Goods.

Under applicable State, Territory and Commonwealth Law (including, without limitation the CCA), certain statutory implied guarantees and warranties (including, without limitation the statutory guarantees under the CCA) may be implied into these terms and conditions (NonExcluded Guarantees).

The Supplier acknowledges that nothing in these terms and conditions purports to modify or exclude the Non-Excluded Guarantees.

Except as expressly set out in these terms and conditions or in respect of the Non-Excluded Guarantees, the Supplier makes no warranties or other representations under these terms and conditions including but not limited to the quality or suitability of the Goods. The Supplier's liability in respect of these warranties is limited to the fullest extent permitted by law.

If the Client is a consumer within the meaning of the CCA, the Supplier's liability is limited to the extent permitted by section 64A of Schedule

2.

If the Supplier is required to replace the Goods under this clause or the CCA, but is unable to do so, the Supplier may refund any money the Client has paid for the Goods.

If the Client is not a consumer within the meaning of the CCA, the Supplier's liability for any defect or damage in the Goods is:

- (a) limited to the value of any express warranty or warranty card provided to the Client by the Supplier at the Supplier's sole discretion; (b) limited to any warranty to which the Supplier is entitled, if the Supplier did not manufacture the Goods; (c) otherwise negated absolutely.

Subject to this clause 13, returns will only be accepted provided that:

- (a) the Client has complied with the provisions of clause 13.1; and

12

- (b) the Supplier has agreed that the Goods are defective; and
- (c) the Goods are returned within a reasonable time at the Client's cost (if that cost is not significant); and (d) the Goods are returned in as close a condition to that in which they were delivered as is possible.

^{12.9} Notwithstanding clauses 13.1 to 13.8 but subject to the CCA, the Supplier shall not be liable for any defect or damage which may be caused or partly caused by or arise as a result of:

- (a) the Client failing to properly maintain or store any Goods;
- (b) the Client using the Goods for any purpose other than that for which they were designed;
- (c) the Client continuing the use of any Goods after any defect became apparent or should have become apparent to a reasonably prudent operator or user;
- (d) the Client failing to follow any instructions or guidelines provided by the Supplier; (e) fair wear and tear, any accident, or act of God.

Quotation

PO Box 234, Townsville, QLD, 4810

Phone 0412 671 795 - www.liftsnq.com.au

ABN 71 605 411 078 – QBCC 1314109- Electrical Contractors License 80507



In the case of second hand Goods, unless the Client is a consumer under the CCA, the Client acknowledges that it has had full opportunity to inspect the second hand Goods prior to delivery and accepts them with all faults and that to the extent permitted by law no warranty is given by the Supplier as to the quality or suitability for any purpose and any implied warranty, statutory or otherwise, is expressly excluded. The Client acknowledges and agrees that the Supplier has agreed to provide the Client with the second hand Goods and calculated the Price of the second hand Goods in reliance of this clause 13.10.

The Supplier may in its absolute discretion accept non-defective Goods for return in which case the Supplier may require the Client to pay handling fees of up to twenty percent (20%) of the value of the returned Goods plus any freight costs.

13. Intellectual Property 13.1 Where the Supplier has designed, drawn or developed Goods for the Client, then the copyright in any designs and drawings and documents shall remain the property of the Supplier.
- 13.2 The Client warrants that all designs, specifications or instructions given to the Supplier will not cause the Supplier to infringe any patent, registered design or trademark in the execution of the Client's order and the Client agrees to indemnify the Supplier against any action taken by a third party against the Supplier in respect of any such infringement.
- 13.3 The Client agrees that the Supplier may (at no cost) use for the purposes of marketing or entry into any competition, any documents, designs, drawings or Goods which the Supplier has created for the Client. Any such documentation will be absent of the Client's name and/or address.
14. Default and Consequences of Default 14.1 Interest on overdue invoices shall accrue daily from the date when payment becomes due, until the date of payment, at a rate of two and a half percent (2.5%) per calendar month (and at the Supplier's sole discretion such interest shall compound monthly at such a rate) after as well as before any judgment. 14.2 If the Client owes the Supplier any money the Client shall indemnify the Supplier from and against all costs and disbursements incurred by the Supplier in recovering the debt (including but not limited to internal administration fees, legal costs on a solicitor and own client basis, the Supplier's contract default fee, and bank dishonour fees).
- 14.3 Further to any other rights or remedies the Supplier may have under this contract, if a Client has made payment to the Supplier, and the transaction is subsequently reversed, the Client shall be liable for the amount of the reversed transaction, in addition to any further costs incurred by the Supplier under this clause 15 where it can be proven that such reversal is found to be illegal, fraudulent or in contravention to the Client's obligations under this agreement.
- 14.4 Without prejudice to any other remedies the Supplier may have, if at any time the Client is in breach of any obligation (including those relating to payment) under these terms and conditions the Supplier may suspend or terminate the supply of Goods to the Client. The Supplier will not be liable to the Client for any loss or damage the Client suffers because the Supplier has exercised its rights under this clause.
- 14.5 Without prejudice to the Supplier's other remedies at law the Supplier shall be entitled to cancel all or any part of any order of the Client which remains unfulfilled and all amounts owing to the Supplier shall, whether or not due for payment, become immediately payable if:
- (a) any money payable to the Supplier becomes overdue, or in the Supplier's opinion the Client will be unable to make a payment when it falls due;
- (b) the Client becomes insolvent, convenes a meeting with its creditors or proposes or enters into an arrangement with creditors, or makes an assignment for the benefit of its creditors; or

Quotation

PO Box 234, Townsville, QLD, 4810

Phone 0412 671 795 - www.liftsnq.com.au

ABN 71 605 411 078 – QBCC 1314109- Electrical Contractors License 80507



(c) a receiver, manager, liquidator (provisional or otherwise) or similar person is appointed in respect of the Client or any asset of the Client.

15. Cancellation 15.1 The Supplier may cancel any contract to which these terms and conditions apply or cancel delivery of Goods at any time before the Goods are delivered by giving written notice to the Client. On giving such notice the Supplier shall repay to the Client any money paid by the Client for the Goods. The Supplier shall not be liable for any loss or damage whatsoever arising from such cancellation.

15.2 Cancellation of orders for Goods made to the Client's specifications, or for non-stock list items, will definitely not be accepted once production has commenced, or an order has been placed.

16. Unpaid Seller's Rights 16.1 Where the Client has left any item with the Supplier for repair, modification, exchange or for the Supplier to perform any other service in relation to the item and the Supplier has not received or been tendered the whole of any monies owing to it by the Client, the Supplier shall have, until all monies owing to the Supplier are paid:

(a) a lien on the item; and (b) the right to retain or sell the item, such sale to be undertaken in accordance with any legislation applicable to the sale or disposal of uncollected goods.

16.2 The lien of the Supplier shall continue despite the commencement of proceedings, or judgment for any monies owing to the Supplier having been obtained against the Client.

17. Building and Construction Industry Payments Act 2004

17.1 At the Seller's sole discretion, if there are any disputes or claims for unpaid Goods and/or Services then the provisions of the Building and Construction Industry Payments Act 2004 may apply.

17.2 Nothing in this agreement is intended to have the effect of contracting out of any applicable provisions of the Building and Construction Industry Payments Act 2004 of Queensland, except to the extent permitted by the Act where applicable.

18. General

13

18.1 The failure by the Supplier to enforce any provision of these terms and conditions shall not be treated as a waiver of that provision, nor shall it affect the Supplier's right to subsequently enforce that provision. If any provision of these terms and conditions shall be invalid, void, illegal or unenforceable the validity, existence, legality and enforceability of the remaining provisions shall not be affected, prejudiced or impaired.

18.2 These terms and conditions and any contract to which they apply shall be governed by the laws of Queensland in which the Supplier has its principal place of business, and are subject to the jurisdiction of the courts in Brisbane, Queensland.

18.3 Subject to clause 13, the Supplier shall be under no liability whatsoever to the Client for any indirect and/or consequential loss and/or expense (including loss of profit) suffered by the

Client arising out of a breach by the Supplier of these terms and conditions (alternatively the Supplier's liability shall be limited to damages which under no circumstances shall exceed the Price of the Goods).

18.4 the Client by the Supplier nor to withhold payment of any invoice because part of that invoice is in dispute.

Quotation

PO Box 234, Townsville, QLD, 4810

Phone 0412 671 795 - www.liftsnq.com.au

ABN 71 605 411 078 – QBCC 1314109- Electrical Contractors License 80507



- 18.5 The Supplier may license or sub-contract all or any part of its rights and obligations without the Client's consent.
- 18.6 The Client agrees that the Supplier may amend these terms and conditions upon written acceptance by the Client
- 18.7 Neither party shall be liable for any default due to any act of God, war, terrorism, strike, lock-out, industrial action, fire, flood, storm or other event beyond the reasonable control of either party.

The Client warrants that it has the power to enter into this agreement and has obtained all necessary authorisations to allow it to do so, it is not insolvent and that this agreement create

Quotation

PO Box 234, Townsville, QLD, 4810

Phone 0412 671 795 - www.liftsnq.com.au

ABN 71 605 411 078 – QBCC 1314109- Electrical Contractors License 80507

14.5 REGISTER OF PRE-QUALIFIED SUPPLIERS - TRADE SERVICES

Document Number: 811453
Author: Director Infrastructure Services
Authoriser: Chief Executive Officer
Directorate: Executive Services
Portfolio: Works & Engineering, Water & Sewerage

EXECUTIVE SUMMARY

Pursuant to s232 of the *Local Government Regulation 2012 (Qld)*, it is proposed to establish a Register of Pre-qualified Suppliers (RoPS) for Trade Services, which will enable Council to utilise the required services on an individual basis to perform work throughout the Shire, as and when required.

RECOMMENDATION

THAT Council

Award contract 2023-57 Register of Pre-qualified Suppliers (RoPS): Trade Services, and appoints the list of suppliers provided, for a term of one year commencing on 1 July 2024, with the option of an extension of two, one-year periods at Council's discretion; and

Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter into contracts, negotiate, finalise and execute any and all matters associated with or in relation to this contract/arrangement.

OVERVIEW

The RoPS is a register of suppliers that are pre-qualified and capable of responding to Council's operational requirements in a timely manner; and where Council can either:

- Directly engage a supplier from the RoPS on an as required basis utilising the rates provided within the Schedule of Rates; or
- Request quote(s) from one or more suppliers on the RoPS on an as required basis for fixed term services utilising the rates provided within the Schedule of Rates, or lump sum price as agreed.

Tenders were invited for Contract 2023-57, Register of Pre-qualified Suppliers for Trade Services via the electronic tendering platform, VendorPanel.

At the time of tender close, a total of twenty-two (22) submissions were received from contractors for services covering all twenty-two (22) of the sub-categories requested.

After evaluation, four (4) submissions were deemed non-conforming, with eighteen (18) contractors recommended for appointment to the register. Fourteen (14) of the recommended contractors are local businesses based within Mount Isa City Shire.

Whilst Council encouraged all capable suppliers to tender, Council intends to utilise the RoPS to encourage development of competitive local business and industry. This may result in Council giving preference to local suppliers over non-local suppliers when engaging suppliers from the RoPS.

BACKGROUND

“A pre-qualified supplier is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.”

Council does not currently have a Register of Pre-qualified Suppliers in place for Trades Services. The proposed RoPS will include twenty-two (22) sub-categories of Trades Services:

- 1) Air Conditioning Maintenance & Services
- 2) Building – General Building Works
- 3) Carpentry – General (licensed – QBCC)
- 4) Concreting - General concreting works (licensed - QBCC)
- 5) Electrical – General
- 6) Electrical – Industrial
- 7) Electrical – Testing
- 8) Fencing (licensed – QBCC)
- 9) Fencing (other works)
- 10) Floor Coverings
- 11) Handyperson Services
- 12) Landscaping
- 13) Lift Maintenance
- 14) Locksmith
- 15) Metal Fabrication & Welding (Mobile & Workshop)
- 16) Painting
- 17) Pest Control
- 18) Plumbing
- 19) Plumbing (gas)
- 20) Pressure Cleaning
- 21) Security Services & Monitoring
- 22) Underground Services Locator

The intent of this tender is:

- To obtain value for money
- To ensure open and effective competition
- To ensure timely and efficient supply of services to Council

The use of a Register of Pre-qualified Suppliers (RoPS) complies with legal and procurement policy requirements and reduces administrative load for Council and Contractors.

It also allows Council to utilise suppliers at short notice for various works and engagements with the knowledge that insurance, safety, environment, quality, and due diligence requirements are met.

The benefits of establishing a RoPS are:

- As suppliers on a RoPS have already been subject to a tender process there are increased efficiencies for both parties
- Actively engaging local businesses and contractors
- Schedule of rates obtained through competition of tender
- Enhanced forecasting as schedule of rates are provided by suppliers with their tender
- Increased accountability as invoices can be matched with schedule of rates
- Staff engaging suppliers from RoPS can be confident of their compliance to Council operations.

Inclusion onto the RoPS does not provide any guarantee of work with Council.

Request for Quotations

To establish a Register of Pre-qualified Suppliers, Council must first invite suppliers to tender for inclusion on the register.

Legislation dictates that the invitation for tenders must:

- Be published on the local government's website for at least 21 days, and
- Allow written tenders to be given to the local government while the invitation is published on the website, and
- Also, the Local Government must take all reasonable steps to publish the invitation for tenders in another way to notify the public about the tender process

Tender Process:

The tender was released on Thursday 7 March 2024, and advertised via the below channels:

- VendorPanel public tenders' webpage Thursday 7 March 2024.
- Council's Tenders page on the MICC website Thursday 7 March 2024.
- MICC social media platforms on Thursday 7 March 2024.

An optional tender briefing was also held on Thursday 7 March at the Mount Isa Civic Centre at which sixteen (16) suppliers attended.

The tender closed at 4pm on 4 April 2024.

Tender Evaluation:

Tenders were checked for conformance against the requirements of the request for tender and evaluated in adherence with the sound contracting principles as stipulated in Section 104 of the *Local Government Act, 2009*.

Each tender was assessed against the following criteria:

- Technical capability
- Financial capability
- Managerial Capability
- Local content

Each member of the evaluation panel read and declared that they understood and accepted the probity requirements, which includes a declaration of conflicts of interest and confidentiality.

At the outcome of the evaluation process, it was recommended that eighteen (18) suppliers noted in Attachment One, be appointed to the Register of Pre-qualified Suppliers.

Council may also, at its sole discretion, re-advertise by public tender and/or refresh this Register of Pre-qualified Suppliers during the term of this engagement at any time.

BUDGET AND RESOURCE IMPLICATIONS

N/A

LINK TO CORPORATE PLAN

Theme:	5.	Ethical & Inclusive Governance
Strategy:	5.7	Promote a proactive approach to risk management, including business continuity

CONSULTATION (INTERNAL AND EXTERNAL)

Consultation has occurred with Members of the public (through a community consultation evening) and the Director of Infrastructure and the Department Office of Facilities Services.

LEGAL CONSIDERATIONS

Council had complied with the *Local Government Act 2009* and *Local Government Regulation 2012* for the running of the Tender process.

POLICY IMPLICATIONS

Council must adhere to the requirements of Council's Procurement Policy in relation to the handling of Variations and extensions to this contract.

RISK IMPLICATIONS

TBC

HUMAN RIGHTS CONSIDERATIONS

N/A

ATTACHMENTS

1. **MICC RoPS Trade Services Tender - List of successful Panelled Suppliers** [↓](#) 

MICC RoPS Trade Services Tender – List of Successful Panelled Suppliers

Supplier Name	ABN	Business Address
All Round Solutions Qld Pty Ltd	78 672 155 510	5 Milne Bay Road, Soldiers Hill - Mt Isa , 4825
Arid to Oasis Solutions Pty Ltd T/As Auzscot Constructions	16 122 776 845	Lot 101 Railway Street, Cloncurry QLD 4824
Durack Civil Pty Ltd	35 633 665 380	182 Goonyella Road, Moranbah, QLD, 4744
Elexr Electrical Services	90 119 020 646	11 Salamaua Street, Soldiers Hill, Qld, 4825
Haz-Elec Industries Pty Ltd	77 134 458 923	23 Richardson Rd, Ryan, Qld, 4825
JNR Rural Electrical Pty Ltd	68 616 590 339	22 Breakaway Drive, Mount Isa QLD 4825
Mikkelsen Electrical Contractors Pty Ltd	58 087 696 393	18 MULLAN STREET, MOUNT ISA
Mount Isa Pest Control (ACMJ PTY LTD Tas Mount Isa Pest Control)	95 622 417 136	12 Breakaway Drive, Breakaway, Mount Isa
NQES Industries Pty Ltd	84 651 167 243	17 Richardson Road, Mount Isa 4825
Otis Elevator Company Pty Ltd	56 002 873 065	Level 1, 12 Cribb Street, Milton, QLD, 4064
Outback Pest Control (Northwest) Pty Ltd	15 136 379 176	Shop 2/99 Pamela Street, Mount Isa. QLD 4825
Outback Power Pty Ltd	86 660 355 519	23 Buna Street, Mount Isa, Qld, 4825
Remote Building Solutions Pty Ltd	91 656 161 367	31 Fisher Drive, MOUNT ISA QLD 4825
Specialised Industrial Solutions Pty Ltd	69 636 298 907	25 Ryan Road, RYAN, QLD, 4825
The Trustee for GOS Constructions Unit Trust Tas GOS Constructions Pty Ltd	59 791 018 313	17 Murray Avenue, GREGORY QLD 4830
The Trustee for The Hunter Discretionary Trust	92 297 517 995	113 Camooweal Street, Mount Isa QLD 4825
The Trustee for The Kelleway Neisalu Family Trust TAs Niekel Maintenance and Hire Pty Ltd	13 438 900 425	43 Arline Street, Mount Isa, QLD 4825
Wattworx Pty Ltd	85 670 589 956	4 GOROKA STREET SOLDIERS HILL 4825

14.6 REGISTER OF PRE-QUALIFIED SUPPLIERS - PLANT HIRE (WET & DRY)

Document Number: 811431
Author: Director Infrastructure Services
Authoriser: Chief Executive Officer
Directorate: Executive Services
Portfolio: Works & Engineering, Water & Sewerage

EXECUTIVE SUMMARY

Pursuant to s232 of the *Local Government Regulation 2012 (Qld)*, it is proposed to establish a Register of Pre-qualified Suppliers (RoPS) for Plant Hire (Wet & Dry), which will enable Council to utilise the required services on an individual basis to perform work throughout the Shire, as and when required.

RECOMMENDATION

THAT Council

Award contract 2023-58 Register of Pre-qualified Suppliers (RoPS): Plant Hire (Wet & Dry) Services, and appoints the list of suppliers provided, for a term of one year commencing on 1 July 2024, with the option of an extension of two, one-year periods at Council's discretion; and

Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter into contracts, negotiate, finalise and execute any and all matters associated with or in relation to this contract/arrangement.

OVERVIEW

The RoPS is a register of suppliers that are pre-qualified and capable of responding to Council's operational requirements in a timely manner; and where Council can either:

- Directly engage a supplier from the RoPS on an as required basis utilising the rates provided within the Schedule of Rates; or
- Request quote(s) from one or more suppliers on the RoPS on an as required basis for fixed term services utilising the rates provided within the Schedule of Rates, or lump sum price as agreed.

Tenders were invited for Contract 2023-58, Register of Pre-qualified Suppliers for Plant Hire (Wet & Dry) Services via the electronic tendering platform, VendorPanel.

At the time of tender close, a total of thirty-two (32) submissions were received from contractors for services covering all twenty (20) of the sub-categories requested.

After evaluation, six (6) submissions were deemed non-conforming, with twenty-six (26) contractors recommended for appointment to the register.

Five (5) of the recommended contractors are local businesses based within Mount Isa City Shire.

Whilst Council encouraged all capable suppliers to tender, Council intends to utilise the RoPS to encourage development of competitive local business and industry.

This may result in Council giving preference to local suppliers over non-local suppliers when engaging suppliers from the RoPS.

BACKGROUND

“A pre-qualified supplier is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.”

Council does not currently have a Register of Pre-qualified Suppliers in place for Plant Hire (Wet & Dry) Services. The proposed RoPS will include two (2) sub-categories of Plant Hire Services:

- 1) Wet Hire Services of Plant
- 2) Dry Hire Services of Plant

The intent of this tender is:

- To obtain value for money
- To ensure open and effective competition
- To ensure timely and efficient supply of services to Council

The use of a Register of Pre-qualified Suppliers (RoPS) complies with legal and procurement policy requirements and reduces administrative load for Council and Contractors.

It also allows Council to utilise suppliers at short notice for various works and engagements with the knowledge that insurance, safety, environment, quality, and due diligence requirements are met.

The benefits of establishing a RoPS are:

- As suppliers on a RoPS have already been subject to a tender process there are increased efficiencies for both parties
- Actively engaging local businesses and contractors
- Schedule of rates obtained through competition of tender
- Enhanced forecasting as schedule of rates is provided by suppliers with their tender
- Increased accountability as invoices can be matched with schedule of rates
- Staff engaging suppliers from RoPS can be confident of their compliance to Council operations.

Inclusion onto the RoPS does not provide any guarantee of work with Council.

Request for Quotations

To establish a Register of Pre-qualified Suppliers, Council must first invite suppliers to tender for inclusion on the register.

Legislation dictates that the invitation for tenders must:

- Be published on the local government’s website for at least 21 days, and
- Allow written tenders to be given to the local government while the invitation is published on the website, and

- Also, the Local Government must take all reasonable steps to publish the invitation for tenders in another way to notify the public about the tender process

Tender Process:

The tender was released on Thursday 7 March 2024, and advertised via the below channels:

- VendorPanel public tenders’ webpage Thursday 7 March 2024.
- Council’s Tenders page on the MICC website Thursday 7 March 2024.
- MICC social media platforms on Thursday 7 March 2024.

An optional tender briefing was also held on Thursday 7 March at the Mount Isa Civic Centre at which sixteen (16) suppliers attended.

The tender closed at 4pm on the 4 April 2024.

Tender Evaluation:

Tenders were checked for conformance against the requirements of the request for tender and evaluated in adherence with the sound contracting principles as stipulated in Section 104 of the *Local Government Act, 2009*.

Each tender was assessed against the following criteria:

- Technical capability
- Financial capability
- Managerial Capability
- Local content

Each member of the evaluation panel read and declared that they understood and accepted the probity requirements, which includes a declaration of conflicts of interest and confidentiality.

At the outcome of the evaluation process, it was recommended that all thirty-two (32) suppliers noted in Attachment One, be appointed to the Register of Pre-qualified Suppliers.

Council may also, at its sole discretion, re-advertise by public tender and/or refresh this Register of Pre-qualified Suppliers during the term of this engagement at any time.

BUDGET AND RESOURCE IMPLICATIONS

N/A

LINK TO CORPORATE PLAN

Theme:	5.	Ethical & Inclusive Governance
Strategy:	5.7	Promote a proactive approach to risk management, including business continuity

CONSULTATION (INTERNAL AND EXTERNAL)

Consultation has occurred with Members of the public (through a community consultation evening) and the Director of Infrastructure and the Department Office of Facilities Services.

LEGAL CONSIDERATIONS

Council had complied with the *Local Government Act 2009* and *Local Government Regulation 2012* for the running of the Tender process.

POLICY IMPLICATIONS

Council must adhere to the requirements of Council's Procurement Policy in relation to the handling of Variations and extensions to this contract.

RISK IMPLICATIONS

TBC

HUMAN RIGHTS CONSIDERATIONS

N/A

ATTACHMENTS

1. MICC ROPS Plant Hire Tender - List of successful Panelled Suppliers [↓](#) 

ATTACHMENT:**MICC ROPS Plant Hire Tender - List of successful Panelled Suppliers**

Supplier Name	ABN	Business Address
Addison (Aust) Pty Ltd T/As 1300 Meteor Rentals	38 631 194 440	29 Pilkington St, Garbutt QLD 4814
AG Equip Pty Ltd	60 150 986 913	3 Lyons Street, Gladstone QLD 4680
AMR Equipment Hire Pty Ltd T/As AMR Equipment Hire	66 644 941 524	28 Breakaway Drive, Mount Isa Qld 4825
Arid to Oasis Solutions Pty Ltd T/As Auzscot Constructions	16 122 776 845	Lot 101 Railway Street, Cloncurry QLD 4824
Brooks Hire Service Pty Ltd	20 008 975 988	30 Coulson Way, Canning Vale, WA. 6155
C&R Contractors Pty Ltd	83 626 756 349	63 Piralko Rd, Mount Surround 4809 Qld
Coates Hire Operations Pty Limited	99 074 126 971	Level 1, 201 Coward Street, MASCOT NSW 2020
Durack Civil Pty Ltd	35 633 665 380	182 Goonyella Road, Moranbah, QLD, 4744
Elliott's Transport & Plant Hire Pty Ltd	13 154 585 985	54-56 Ham Street, Cloncurry 4824 QLD
Ellis Profiling QLD Pty Ltd	52 090 899 095	4 Andrew Campbell Drive Narangba QLD 4504
FDH Equip Pty Ltd	79 643 972 892	96R Yorkeys Knob Rd, Yorkeys Knob
Hastings Deering (Australia) Limited T/As Hastings Deering	49 054 094 647	98 Kerry Road, Archerfield QLD 4108
Indiji Enterprises Pty Ltd	19 672 511 661	58 Shannon Drive, Bayview Heights Qld. 4868
IQ Access Pty Ltd	99 640 510 934	121 Duchess Road, Mount Isa QLD 4825
J.J. Richards & Sons Pty Ltd T/As JJ's Waste & Recycling	40 000 805 425	PO Box 235, Cleveland QLD 4163
McConachy Ventures Pty Ltd T/As MAK Diesel & Earthmoving	57 155 111 765	6 Old Mica Creek Road Mica Creek, Qld 4825
Built Tuff Industries Pty Ltd T/As NQ All Terrain Hire	53 641 248 222	735 Woolcock St Mt Louisa Qld 4814
NQES Industries Pty Ltd	84 651 167 243	17 Richardson Road, Mount Isa 4825
Onsite Rental Group Operations Pty Ltd T/As Onsite Rental Group	74 126 102 485	Level 1/83 Egerton Street, Silverwater NSW 2128
Brindell Pty Ltd T/As REMPLOY	76 010 215 335	101 - 107 Duchess Rd Mount Isa Qld 4825
Rollers Australia Pty Ltd T/As Rollers Queensland	50 087 309 091	152 Raglan St Roma QLD 4455
Shore Hire Pty Limited	54 129 593 102	354 Edgar Street Condell Park NSW 2200
Stabilised Pavements of Australia Pty Ltd	90 002 900 736	234 Wisemans Ferry Road, Somersby, NSW, 2250
Tareve Pty Ltd T/As Tareve Plant & Haulage	79 644 039 663	1 Logistics drive, Charlton
The Trustee for GOS CONSTRUCTIONS UNIT TRUST T/As GOS Constructions Pty Ltd	59 791 018 313	17 Murray Avenue, GREGORY QLD 4830
We Construct PTY LTD ATF The XWP Trust T/As We Construct	41 189 618 784	1 Prestwood Rd Georgetown QLD 4871

15 GENERAL BUSINESS

Nil

16 CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS**RECOMMENDATION**

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

16.1 2023 DRFA Restoration Works - Package 1-5 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.

16.2 DRFA Project Management Services

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.

16.3 Regional Economic Futures Fund - Outback at Isa Reptile and Wildlife Park Business Case

This matter is considered to be confidential under Section 254J - (i) 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 a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

16.4 Notice of Intention to Sell Land for Overdue Rates and Charges, Assessments 10004596, 10006039 & 10052546

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.

16.5 Disposal of Council Asset - Waste Management 2 x Portable Containers with Ancilliary Shade

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.

16.6 Disposal of Council Asset - 103 West Street - Assessment 10058485

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.