



HINCHINBROOK
SHIRE COUNCIL

BUDGET 2009 / 2010

ADOPTED AT
COUNCIL SPECIAL BUDGET MEETING
10TH AUGUST, 2009

Hinchinbrook Shire Council's 2009 / 2010 Budget has been prepared in accordance with the *Local Government Act 1993* and the *Local Government Finance Standard 2005*. The period covered by the Budget is for the five years ending 30th June, 2014.

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Councillors, Staff and Guests, as Mayor, it is my duty today to table for Council's consideration and adoption, the 2009 / 2010 Budget.

The format for this year's presentation will be similar to last year's in keeping with legislative requirements. Council's Corporate Plan will be the basis for this Budget presentation.

Council continues to apply a differential rating system to maintain fairness and equity within and across all rating categories. There has been no changes this year to the existing 23 rating categories. After much deliberation and discussion, Council has decided to set an average General Rate increase of 8% across all rating categories. Water Rates and Charges will also increase by an average 8%. Sewerage Rates and Charges, Cleansing Charges and Waste and Environment Levy will increase by an average of 8%. This equates to an increase of \$2.76 per week for a residential property on the average valuation; \$8.90 per week for a cane farm on an average valuation of \$140,619; and \$2.30 per week for a grazing property on an average valuation of \$96,838. A new separate rate has been introduced and will apply over a two year period after which it will cease to be levied to fund the replacement of the Showground Oval Lighting (estimate \$700,000) and the Kelly Theatre seats (\$130,000). All residents in the Shire have the potential of receiving a benefit from replacing these assets. The rate for 2009 / 2010 will be \$75 less 15% discount which equates to \$1.23 per week.

We are mindful of the need to try and contain the rate increase to a minimum; however like all other Queensland Local Governments we are faced with increasing costs particularly in the construction sector as well as increased electricity costs. Council has also been impacted with the State Government's decision to discontinue payment of the road and drainage grant, in our case \$136,875. We are also concerned at the yet to be identified impact of the changes to State Government capital works subsidy programs. This Budget has been framed on the basis that our Council will not be affected by changes to the water and sewerage capital works subsidies.

CORE BUSINESS

Council successfully negotiated a three year Enterprise Bargaining Agreement with our workforce which delivered a 4% wage increase as from the 1st July, 2009 and a further 4% in July, 2010, and 4% or CPI (whichever is greater) in July, 2011. Council recognises that it is important to maintain a skilled workforce and we have to be competitive against remuneration offered by other councils and the private sector. We must also continue to look to resource share with other regional councils to ensure that we can deliver services, particularly in those areas we have difficulty in securing qualified professional staff.

Council is currently undertaking a strategic review of our Information Technology requirements and continues to resource the development of our LGOne corporate system. Council is also implementing the "Guardian" system to manage the administration of community requests for assistance during emergency situations.

Council will finalise a review and community consultation process to produce a new Corporate Plan for 2009 / 2014 and will continue to work with the North Queensland Regional Organisation of Councils to produce a North Queensland Regional Plan.

COMMUNITY LIFESTYLE

Council continues to provide for new and improved community facilities to enhance our lifestyle.

In 2009 / 2010 the following major projects will be undertaken:-

- | | |
|---|-------------|
| • Replace Showground Lights | \$ 700,000 |
| • Replace Kelly Theatre Seats | \$ 130,000 |
| • Cultural Complex (Library Technology Learning Centre & Regional Gallery) ** | \$5,000,000 |
| • Public Open Space (parks, walking track improvements, bus set down) | \$ 595,000 |

** The Cultural Complex has received \$4,000,000 from the Federal Government's Economic Stimulus Program and will be supported by \$1,000,000 loan borrowing by Council.

Council has been unsuccessful on two occasions to secure State Government funding to replace the Showground lights. We have decided that due to continued uncertainty of State Government subsidy funding, we will replace the lights this financial year, and to fund the cost will levy a two year separate rate of \$65 nett or \$1.23 per week on all rateable assessments. This charge will also fund the replacement costs of the Kelly Theatre seats. Both of these assets are well over twenty years old and require replacement and Council believes it is appropriate that the entire community make a special payment over two years to fund these important community assets that are used by all sectors of our community.

Council also continues to fund local organisations, events, and individual achievers in our community and the main items of expenditure for 2009 / 2010 in these categories are as follows:-

• Donations	
- organisations (Hinchinbrook Community Support Centre, Blue Care, etc.)	\$ 71,702
- Coastguard (2 year donation to cost of new vessel)	\$ 12,444
• Festivals / Events	
- organisations (Australian Italian Festival, Car Show, annual Show, Maraka, etc.)	\$173,648
• Herbert Resource Information Centre	\$ 80,000
• Lower Herbert Water Management Authority	\$ 40,000
• Pensioner and Community Organisation Rate Remission	\$253,163.

A new initiative adopted by Council this year introduced free entry for all Shire residents into the Museum of Tropical Queensland. The cost of this is \$5,000 per annum and brings Council into line with residents of Townsville, Burdekin and Charters Towers Councils.

Council continues to provide Building Certification services employing a Building Certifier two days per week and is currently reviewing fees to ensure that this service operates in a surplus position under National Competition Policy.

Council will also carry out the following capital projects:-

• Forrest Glen additional Units (subject to Federal Government funding)	\$603,040
• SES replacement vehicle (\$64,939 State Government funding received)	\$ 79,408
• Seal SES access and car park area (35,000 subsidy)	\$ 50,000

NATURAL & BUILT ENVIRONMENT

Major capital and ongoing operating costs in this area include the following:-

• Herbert River Improvement Trust	\$200,000
• New cell and erosion sediment works - Warren's Hill Waste Facility	\$174,750
• Pest Management	\$385,000
• Environfund Projects – Beach Areas **	\$ 93,660
• Dungeness Spit erosion (consultancy)	\$ 35,000

** (jointly funded Federal Government and Council).

Council has received a Natural Disaster funding allocation to assist local home owners to raise existing low set houses and mitigate against future flood damage and will be promoting this scheme in 2009 / 2010.

ECONOMIC DEVELOPMENT & TOURISM

2009 / 2010 will see the completion of the \$8,000,000 Tyto Q150 and \$2,000,000 Southern Gateway Promenade project. The Queensland Government has funded \$4,000,000 of the Tyto Q150 Project from its Legacy Infrastructure Program and the \$2,000,000 Promenade Project from the Regional Centres Program. Council has contributed \$4,000,000 funding towards the Tyto Q150 Project which will be borrowed this financial year. The Public Opening of this project will occur on Saturday 24th October, 2009.

Council has received State Government Blueprint for the Bush funding of \$20,000 to carry out a Shire Economic Development Strategy. This strategy will contribute towards the development of a North Queensland Regional Economic Development Plan.

Council continues to partner with Townsville Enterprise Limited and Tropical Coast Tourism in the promotion and marketing of our Shire as a "must see" destination for visitors from within Australia and overseas.

INFRASTRUCTURE DEVELOPMENT

Due to the February, 2009 major flood event Council has a significant asset restoration program as well as continuing to deliver improvements to road, drainage, and water and sewerage asset infrastructure. Major capital and flood restoration expenditure in 2009 / 2010 will focus on the following:-

• Flood damage repair and upgrade works	\$18,200,000
• Roadworks / bridge / kerb & channelling / footpaths	\$ 5,600,000
• Ingham Streetscape improvements	\$ 1,000,000
• Plant fleet replacement	\$ 1,100,000
• Airport terminal building completion	\$ 120,000
• Airport runway resealing	\$ 510,000
• Water main replacement new extensions (Forrest Beach)	\$ 2,300,000
• Refurbishment safety upgrades – water towers	\$ 263,500
• Water & Sewerage asset management planning	\$ 100,000
• Sewerage main pumps upgrades refurbishment	\$ 547,945
TOTAL	<u>\$29,741,445</u>

As you can see this is a major Capital Works Program. Fortunately \$17,000,000 of the flood damage repair is funded by the State and Federal Government, \$2,000,000 of the Roadworks Program is funded by the State Government Transport Infrastructure Development Program (TIDS) and Federal Government Roads to Recovery Program, \$837,000 of the Ingham Streetscape improvements is also funded by the State and Federal Governments, and \$235,000 of the airport runway resealing cost is funded by the Federal Government.

Council staff are working very hard to ensure that the flood restoration work is carried out prior to the 2010 wet season and the other annual works program projects are also delivered within the 2009 / 2010 financial year.

CONCLUSION

Councillors, staff and guests, this is of necessity a broad brush reference to the budget and I have attempted to highlight the salient points. I trust that the budget will be well received by our community and that while no one enjoys a rate increase, that the budget will be seen as responsible and responsive. It will be subject to periodic review throughout the financial year and appropriate changes made to reflect progress of works and Government subsidy changes.

A great amount of work goes into preparing a budget and I extend my thanks to the Councillors for their patience and commitment, also to all our Senior Managers who prepared their Departmental budgets.

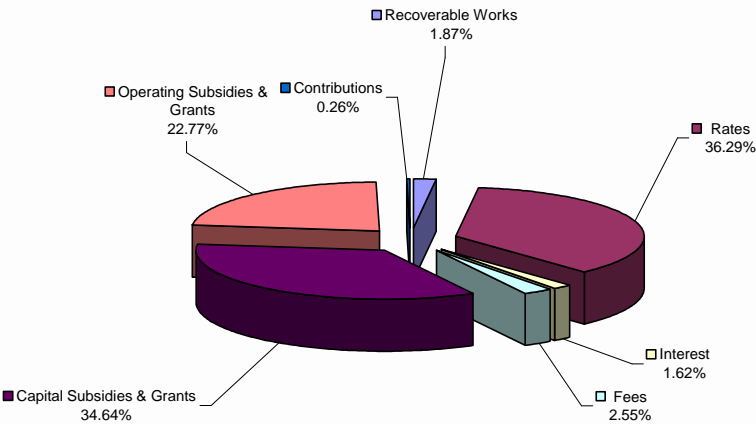
My personal thanks to the Chief Executive Officer, Robert Clark, Finance Manager, Carol Trost, and the Finance Team and all the administrative staff involved with the budget preparation for their hard work and dedication.

I commend the budget to you and formally move for its adoption.

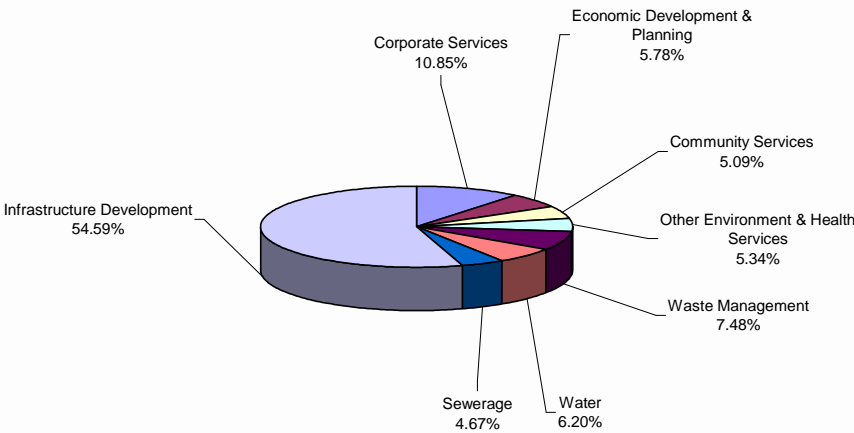
CR. G. GIANDOMENICO,
MAYOR / CHAIRPERSON,
HINCHINBROOK SHIRE COUNCIL.
10th August, 2009.

Sample of Net Rate Comparisons after Discount for 2009-2010 budget					
General Rate Revenue	Valuation	2008-2009 Net (after 15% discount)	2009-2010 Net (after 15% discount)	Annual Increase	Weekly Increase
Residential - Dwelling Land Use 02					
Residential property on minimum rate (approx 2251 rate assessments)	less than \$41,748	\$624.55	\$674.51	\$49.96	\$0.96
Average valuation Ingham area	\$41,686	\$623.62	\$673.23	\$49.61	\$0.95
Average valuation Forrest Beach area	\$86,818	\$857.01	\$925.57	\$68.56	\$1.32
Average valuation Lucinda area	\$133,677	\$1,033.99	\$1,124.89	\$90.90	\$1.75
Average valuation Taylors Beach area	\$95,720	\$857.01	\$925.57	\$68.56	\$1.32
Average valuation Halifax area	\$41,528	624.55	\$674.51	\$49.96	\$0.96
Average valuation Ingham Business CBD Area	\$124,470	\$2,465.13	\$2,666.15	\$201.02	\$3.87
Business located outside CBD Area	\$85,000	\$989.83	\$1,069.30	\$79.47	\$1.53
Rural					
Average Valuation Cane Farming Property	140619	\$5,462.35	\$5,904.59	\$442.24	\$8.50
Average Valuation Grazing Farming Property	96838	\$1,234.68	\$1,333.46	\$98.78	\$1.90
Average Valuation Timber Farming Property	225591	\$8,763.08	\$9,472.57	\$709.49	\$13.64
The overall budget includes a general rate increase of approx 8% across all categories.					
Water Utility Charges - 8% increase					
Annual Levy - base charge 20mm service		\$229.89	\$248.29	\$18.39	\$0.35
Consumption Levy - quarterly invoice		\$0.55	\$0.59	\$0.04	
Average annual consumption 450 kls		\$247.50	\$265.50	\$18.00	\$0.35
Sewerage Utility Charges - 8% increase					
Annual Levy		\$64.79	\$69.97	\$5.18	\$0.10
7 units for a dwelling		\$453.51	\$489.79	\$36.28	\$0.70
Cleansing Charge - 8% increase					
Wheelie Bin Collection Service		\$124.04	\$133.96	\$9.92	\$0.19
Waste and Environmental Levy - 8% increase					
Levy per rateable assessment		\$135.18	\$146.00	\$10.81	\$0.21
Total Rates & Charges					
Annual Rates & Charges - Ingham Area minimum General Rate with all service charges (8% increase)		\$1,814.68	\$1,958.04	\$143.37	\$2.76
Showground Lights & Kelly Theatre Seats Separate Rate (2 years only)					
Levy per rateable assessment			\$63.75	\$63.75	\$1.23

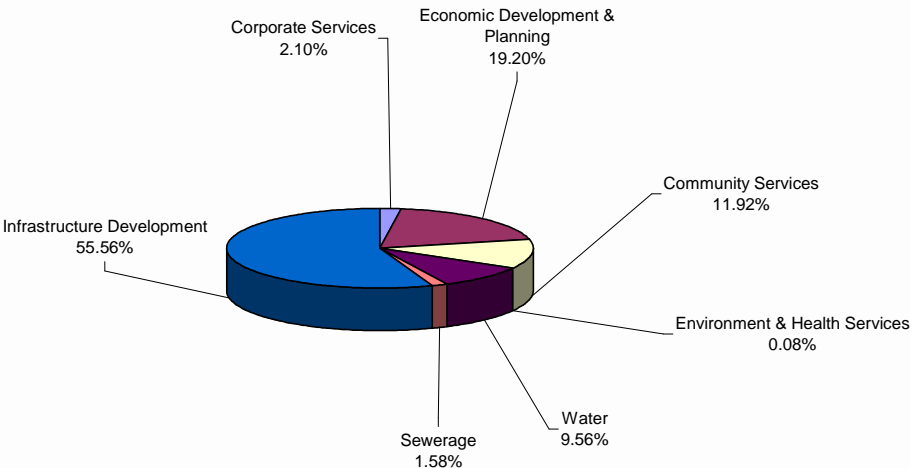
HINCHINBROOK SHIRE COUNCIL 2009/2010 OPERATING REVENUE BUDGET



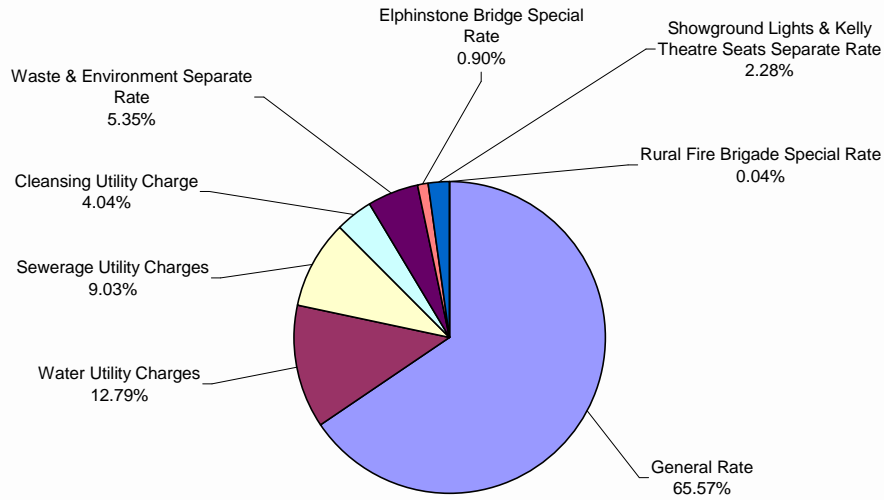
HINCHINBROOK SHIRE COUNCIL 2009/2010 OPERATING EXPENSES BUDGET



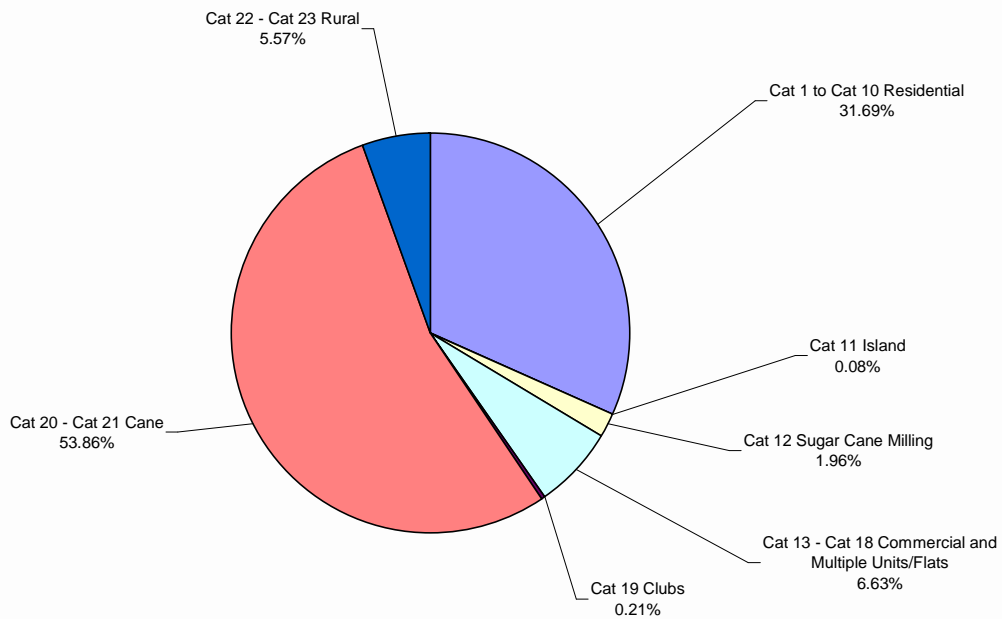
HINCHINBROOK SHIRE COUNCIL 2009/2010 CAPITAL EXPENDITURE BUDGET



Hinchinbrook Shire Council - Rate Revenue 2009/2010 Budget



Hinchinbrook Shire Council General Rate - 2009/2010 Budget



Council Budget 2009-2010 including years 2010-2014

Appropriation Statement

2008-2009 Original Budget \$'000	2008-2009 Revised Budget \$'000		2009-2010 Budget \$'000	2010-2011 Budget \$'000	2011-2012 Budget \$'000	2012-2013 Budget \$'000	2013-2014 Budget \$'000
24254	26964	Operating Revenue	31691	23596	24811	26581	28504
18850	19519	Operating Expenses	24064	17053	16947	17934	18602
5404	7445	Operating Contribution Margin	7627	6543	7864	8647	9902
5112	5048	Depreciation	5516	6168	6359	6770	6851
283	0	Tax and Interest	350	341	332	323	312
8237	6132	Capital Related Revenue	16837	4440	2562	947	400
8246	8529	Operating Capability	18598	4474	3735	2501	3139
-8246	-8529	Appropriations	-18598	-4474	-3735	-2501	-3139
0	0	Surplus / Deficit	0	0	0	0	0

**HINCHINBROOK SHIRE COUNCIL
BALANCE SHEET**

		Original Budget 2008/2009 \$'000	Revised Budget 2008/2009 \$'000	Budget 2009/2010 \$'000	Budget 2010/2011 \$'000	Budget 2011/2012 \$'000	Budget 2012/2013 \$'000	Budget 2013/2014 \$'000
	Note							
Current Assets								
Cash Assets	1	8,730	13,507	8,274	7,143	6,302	9,394	12,413
Receivables	2	300	2,226	2,226	2,226	2,226	2,226	2,226
Inventories	3	320	353	353	353	353	353	353
Other Financial Assets	4	339	357	355	355	355	355	355
Total Current Assets		9,689	16,443	11,208	10,077	9,236	12,328	15,347
Non-Current Assets								
Other Financial Assets	4	578	569	587	573	45	45	45
Property, Plant and Equipment	5	198,713	178,035	221,897	227,560	232,708	232,161	232,325
Total Non-Current Assets		199,291	178,604	222,484	228,133	232,753	232,206	232,370
TOTAL ASSETS		208,980	195,047	233,692	238,210	241,989	244,534	247,717
Current Liabilities								
Payables	6	3,878	4,444	4,539	4,640	4,744	4,851	4,965
Interest Bearing Liabilities	7	104	-	130	139	149	159	171
Provisions	8	988	1,592	1,654	1,719	1,788	1,862	1,939
Other	9	13	20	20	20	20	20	20
Total Current Liabilities		4,983	6,056	6,343	6,518	6,701	6,892	7,095
Non-Current Liabilities								
Payables	6	279	286	297	307	318	330	341
Interest Bearing Liabilities	7	3,800	-	4,748	4,608	4,458	4,299	4,127
Total Non-Current Liabilities		4,079	286	5,045	4,915	4,776	4,629	4,468
TOTAL LIABILITIES		9,062	6,342	11,388	11,433	11,477	11,521	11,563
NET COMMUNITY ASSETS		199,918	188,705	222,304	226,777	230,512	233,013	236,154
Community Equity								
Asset Revaluation Reserve		58,642	46,476	61,476	61,476	61,476	61,476	61,476
Other Reserves	10	2,449	8,819	4,386	4,642	3,208	3,869	6,120
Retained Surplus (Deficiency)		138,827	133,410	156,441	160,659	165,828	167,668	168,556
TOTAL COMMUNITY EQUITY		199,918	188,705	222,303	226,777	230,512	233,013	236,152

HINCHINBROOK SHIRE COUNCIL INCOME STATEMENT

		Original Budget	Revised Budget	Budget	Budget	Budget	Budget	Budget
	Note	2008/2009 \$'000	2008/2009 \$'000	2009/2010 \$'000	2010/2011 \$'000	2011/2012 \$'000	2012/2013 \$'000	2013/2014 \$'000
Revenue from ordinary activities	11	32,491	33,096	48,528	28,036	27,373	27,528	28,904
Expenses from ordinary activities	12	(23,962)	(24,567)	(29,580)	(23,221)	(23,306)	(24,704)	(25,453)
Borrowing costs	13	(283)	-	(350)	(341)	(332)	(323)	(312)
Result from ordinary activities		8,246	8,529	18,598	4,474	3,735	2,501	3,139
Net result		8,246	8,529	18,598	4,474	3,735	2,501	3,139
TOTAL CHANGE IN COMMUNITY EQUITY		8,246	8,529	18,598	4,474	3,735	2,501	3,139

HINCHINBROOK SHIRE COUNCIL

CASH FLOW STATEMENT

		Original Budget 2008/2009	Revised Budget 2008/2009	Budget 2009/2010	Budget 2010/2011	Budget 2011/2012	Budget 2012/2013	Budget 2013/2014
	Note	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Cash flows from operating activities:								
Receipts from customers		31,361	31,990	47,722	27,324	26,661	26,615	28,192
Payments to suppliers and employees		(18,739)	(19,134)	(23,883)	(16,882)	(16,255)	(17,761)	(18,419)
Interest received		1,230	731	757	682	682	682	682
Borrowing costs		(283)	-	(350)	(341)	(332)	(323)	(312)
Net cash inflow (outflow) from operating activities		13,569	13,587	24,246	10,783	10,756	9,213	10,143
Cash flows from investing activities:								
Payments for property, plant and equipment		(22,488)	(13,700)	(34,758)	(12,513)	(11,957)	(7,072)	(7,274)
Proceeds from sale of property plant and equipment		424	292	430	730	500	1,100	310
Net cash inflow (outflow) from investing activities		(22,064)	(13,408)	(34,328)	(11,783)	(11,457)	(5,972)	(6,964)
Cash flows from financing activities:								
Loan proceeds		4,000	-	5,000	-	-	-	-
Repayment of borrowings	7	(97)	-	(122)	(131)	(140)	(149)	(160)
Community Interest Free Loans		(25)	(19)	(29)	-	-	-	-
Net cash inflow (outflow) from financing activities		3,878	(19)	4,849	(131)	(140)	(149)	(160)
Net increase (decrease) in cash held		(4,617)	160	(5,233)	(1,131)	(841)	3,092	3,019
Cash at beginning of reporting period		13,347	13,347	13,507	8,274	7,143	6,302	9,394
Cash at end of reporting period	1	8,730	13,507	8,274	7,143	6,302	9,394	12,413

HINCHINBROOK SHIRE COUNCIL STATEMENT OF CHANGES IN EQUITY

	Original Budget 2008/2009 \$'000	Revised Budget 2008/2009 \$'000	Budget 2009/2010 \$'000	Budget 2010/2011 \$'000	Budget 2011/2012 \$'000	Budget 2012/2013 \$'000	Budget 2013/2014 \$'000
TOTAL							
Balance at beginning of period	185,146	189,578	188,705	222,303	226,777	230,512	233,013
Net result for the period	8,246	8,529	18,598	4,474	3,735	2,501	3,139
Transfers to reserves	6,526	-	15,000	-	-	-	-
Transfers from reserves	-	(9,402)	-	-	-	-	-
Net Assets adjusted against equity	-	-	-	-	-	-	-
Balance at end of period	199,918	188,705	222,303	226,777	230,512	233,013	236,152
Retained surplus (deficit)							
Balance at beginning of period	127,731	128,005	133,410	156,441	160,659	165,828	167,668
Net result for the period	8,246	8,529	18,598	4,474	3,735	2,501	3,139
Transfers to reserves	-	(3,239)	(51)	(296)	(71)	(661)	(2,251)
Transfers from reserves	2,850	115	4,484	40	1,505	-	-
Net Assets adjusted against equity	-	-	-	-	-	-	-
Balance at end of period	138,827	133,410	156,441	160,659	165,828	167,668	168,556
Asset revaluation reserve							
Balance at beginning of period	52,116	55,878	46,476	61,476	61,476	61,476	61,476
Transfers to reserves	6,526	-	15,000	-	-	-	-
Transfers from reserves	-	(9,402)	-	-	-	-	-
Net Assets adjusted against equity	-	-	-	-	-	-	-
Balance at end of period	58,642	46,476	61,476	61,476	61,476	61,476	61,476
Other Reserves (Note 10)							
Balance at beginning of period	5,299	5,695	8,819	4,386	4,642	3,208	3,869
Transfers to reserves	-	3,239	51	296	71	661	2,251
Transfers from reserves	(2,850)	(115)	(4,484)	(40)	(1,505)	-	-
Net Assets adjusted against equity	-	-	-	-	-	-	-
Balance at end of period	2,449	8,819	4,386	4,642	3,208	3,869	6,120

Notes to the Budget	Original	Revised					
	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	2008/2009	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
1. Cash Assets							
Cash at bank and on hand	2	2	2	2	2	2	2
Deposits at call & short term money market instruments	8,728	13,505	8,272	7,141	6,300	9,392	12,411
	8,730	13,507	8,274	7,143	6,302	9,394	12,413
Reconciliation to the statement of cash flows							
Cash at the end of the period as shown in the statement of cash flows is reconciled to the statement of financial position as follows:							
Balance per statement of cash flows	8,730	13,507	8,274	7,143	6,302	9,394	12,413
2. Receivables							
Current							
Rates and utility charges (Interest charged 10%pa)	200	976	976	976	976	976	976
Other debtors	100	1,250	1,250	1,250	1,250	1,250	1,250
	300	2,226	2,226	2,226	2,226	2,226	2,226
3. Inventories							
Current							
Stores and Raw Materials	320	353	353	353	353	353	353
	320	353	353	353	353	353	353
4. Other Financial Assets							
Current portion - to be realised within 12 months:							
Prepayments	334	350	350	350	350	350	350
Community Interest Free Loans	5	7	5	5	5	5	5
	339	357	355	355	355	355	355
Non-current portion - to be held beyond 12 months:							
Prepayments (Library Prepaid Lease Fee)	555	555	542	528	-	-	-
Community Interest Free Loans	23	14	45	45	45	45	45
	578	569	587	573	45	45	45
5. Consolidated Property, Plant and Equipment							
Total Asset Value	305,753	299,502	333,479	344,852	355,897	361,576	368,126
Less Accumulated Depreciation	(107,040)	(106,467)	(111,582)	(117,292)	(123,189)	(129,415)	(135,801)
Less Impairment	-	(15,000)	-	-	-	-	-
Written Down Value	198,713	178,035	221,897	227,560	232,708	232,161	232,325
6. Payables							
Current							
Creditors and accruals	1,191	1,671	1,671	1,671	1,671	1,671	1,671
Annual Leave	1,165	1,178	1,291	1,336	1,383	1,431	1,482
Long service leave	1,472	1,481	1,463	1,519	1,576	1,635	1,698
RDO	35	86	86	86	86	86	86
Time in Lieu	15	28	28	28	28	28	28
	3,878	4,444	4,539	4,640	4,744	4,851	4,965
Non-Current							
Annual Leave	111	178	112	116	120	125	129
Long service leave	168	108	185	191	198	205	212
	279	286	297	307	318	330	341
7. Interest Bearing Liabilities							
Current							
Loans	104	-	130	139	149	159	171
Non Current							
Loans	3,800	-	4,748	4,608	4,458	4,299	4,127
	3,904	-	4,878	4,747	4,607	4,458	4,298
Loan Repayment							
Interest	283	-	350	341	332	323	312
Principal	97	-	122	131	140	149	160
	380	-	472	472	472	472	472

Notes to the Budget

	Original Budget 2008/2009 \$'000	Revised Budget 2008/2009 \$'000	Budget 2009/2010 \$'000	Budget 2010/2011 \$'000	Budget 2011/2012 \$'000	Budget 2012/2013 \$'000	Budget 2013/2014 \$'000
8. Provisions							
Current							
Landfill Remediation	988	1,592	1,654	1,719	1,788	1,862	1,939
Total Provisions	988	1,592	1,654	1,719	1,788	1,862	1,939
9. Other Liabilities							
Current							
Unearned revenue	13	20	20	20	20	20	20
	13	20	20	20	20	20	20
10. Other Reserves							
(a) Reserves held for future capital expenditure:							
(i) Building reserve	5	727	36	36	36	79	1,501
(ii) Constrained works reserve	-	3,230	-	-	-	-	-
(b) Reserves held for future recurrent expenditure:							
(i) Sewerage maintenance reserve	1,547	1,461	1,512	1,691	186	393	678
(ii) Water maintenance reserve	786	3,124	2,734	2,851	2,922	3,333	3,821
(iii) Environmental matters reserve	61	50	50	50	50	50	106
(iv) Constrained works reserve	50	227	54	14	14	14	14
	2,449	8,819	4,386	4,642	3,208	3,869	6,120
11. Ordinary Revenue Activity comprises:							
Operating Income:							
General rates	12,437	12,477	13,474	14,686	16,008	17,449	19,019
Rural Fire Brigade Special Charge	3	3	7	7	7	7	7
Waste Management Levy	1,021	1,024	1,106	1,183	1,266	1,355	1,449
Water Base Charge	1,564	1,564	1,689	1,807	1,934	2,069	2,214
Water Consumption Charge	779	761	822	879	941	1,007	1,077
Water Additional Charge	16	16	16	16	16	16	-
Sewerage	1,730	1,730	1,869	1,999	2,139	2,289	2,449
Sewerage Additional Charge	8	8	8	8	-	-	-
Cleansing Charge	777	773	835	893	956	1,023	1,094
Showground Lights & Kelly Theatre Seats Separate Charge	-	-	477	477	-	-	-
Special Rate Canegrowers	10	10	161	-	-	-	-
	18,345	18,366	20,464	21,955	23,267	25,215	27,309
	(2,465)	(2,357)	(2,621)	(2,831)	(2,992)	(3,244)	(3,512)
	(230)	(219)	(253)	(278)	(297)	(318)	(340)
Net Rates and Utility Charges	15,650	15,790	17,590	18,846	19,978	21,653	23,457
Fees and charges	1,369	1,220	1,232	1,401	1,457	1,498	1,562
Sales contracts and recoverable works	1,113	1,398	909	914	893	898	903
Subsidies and grants	4,754	7,571	11,038	1,656	1,704	1,753	1,802
Contributions	85	125	121	52	52	52	52
Interest received from investments	1,230	731	757	682	682	682	682
Interest from rates and utility charges	14	29	29	30	30	30	31
Other	39	100	15	15	15	15	15
Total Operating Income	24,254	26,964	31,691	23,596	24,811	26,581	28,504
Capital Income:							
Government grants and contributions	8,187	6,254	16,787	4,390	2,512	696	350
Gain (loss) on disposal of capital assets	50	(122)	50	50	50	251	50
Total Capital Income	8,237	6,132	16,837	4,440	2,562	947	400
Total Revenue from Ordinary Activities	32,491	33,096	48,528	28,036	27,373	27,528	28,904

Notes to the Budget

	Original Budget 2008/2009 \$'000	Revised Budget 2008/2009 \$'000	Budget 2009/2010 \$'000	Budget 2010/2011 \$'000	Budget 2011/2012 \$'000	Budget 2012/2013 \$'000	Budget 2013/2014 \$'000
12. Ordinary Expense Activity comprises:							
Operating costs:							
Employee costs	9,983	10,251	14,091	10,463	10,790	11,238	11,811
Materials and services	8,790	9,202	9,907	6,521	6,084	6,619	6,710
Landfill Remediation	50	36	39	41	44	47	50
Depreciation and amortisation	5,112	5,048	5,516	6,168	6,359	6,770	6,851
Bank charges	27	30	27	28	29	30	31
Total Operating Expenses before Interest	23,962	24,567	29,580	23,221	23,306	24,704	25,453
Total Expenses from Ordinary Activities	23,962	24,567	29,580	23,221	23,306	24,704	25,453
13. Borrowing Costs							
Finance costs charged by the Queensland Treasury Corporation	283	-	350	341	332	323	312
Total Borrowing Costs	283	-	350	341	332	323	312
Total Expenses	24,245	24,567	29,930	23,562	23,638	25,027	25,765

Activities to which the Code of Competitive Conduct Applies

WATER						
Original Budget 2008/2009	Revised Budget 2008/2009	Budget 2009/2010	Budget 2010/2011	Budget 2011/2012	Budget 2012/2013	Budget 2013/2014
Revenues for services provided to the local government	103,252	101,897	110,116	117,880	126,175	135,053
Revenues for services provided to clients other than the local government	2,337,034	2,269,754	2,421,149	2,573,519	2,745,224	2,928,914
Community Service Obligations deemed to be revenue	189,223	189,223	200,576	212,611	225,368	238,890
Total Revenues	2,629,509	2,560,874	2,731,841	2,904,010	3,096,767	3,302,857
Less: Expenditure	1,937,941	1,941,659	2,213,428	2,415,959	2,432,300	2,506,601
Surplus/(Deficit)	691,568	619,215	518,413	488,051	664,467	796,256
COMMUNITY SERVICE OBLIGATIONS FOR ACTIVITIES TO WHICH NCP REFORMS HAVE BEEN APPLIED						
Fire Service	37,494	37,494	37,494	39,867	42382	45047
Water Access Concessions	149,689	149,689	161,042	170,705	180947	191804
Uneconomical extensions	2,040	2,040	2,040	2,040	2,040	2,040

SEWERAGE						
Original Budget 2008/2009	Revised Budget 2008/2009	Budget 2009/2010	Budget 2010/2011	Budget 2011/2012	Budget 2012/2013	Budget 2013/2014
Revenues for services provided to the local government	16,233	16,233	17,532	18,759	20072	21477
Revenues for services provided to clients other than the local government	1,622,533	1,632,204	1,699,692	1,806,197	1919816	2049022
Community Service Obligations deemed to be revenue	232,695	232,695	246,657	261,456	277143	293772
Total Revenues	1,871,461	1,881,132	1,963,881	2,086,412	2,217,031	2,364,271
Less: Expenditure	1,495,898	1,515,290	1,654,784	1,783,025	1808281	1895984
Surplus/(Deficit)	375,563	365,842	309,097	303,387	408,750	468,287
COMMUNITY SERVICE OBLIGATIONS FOR ACTIVITIES TO WHICH NCP REFORMS HAVE BEEN APPLIED						
Uneconomical sewerage supply - Lucinda	119,113	119,113	124,047	131,534	139470	147883
Sewerage Access Concessions	112,842	112,842	121,870	129,182	136933	145149
Uneconomical sewerage supply - Dickson St	740	740	740	740	740	740

Activities to which the Code of Competitive Conduct Applies

WASTE						
Original Budget 2008/2009	Revised Budget 2008/2009	Budget 2009/2010	Budget 2010/2011	Budget 2011/2012	Budget 2012/2013	Budget 2013/2014
Revenues for services provided to the local government	75,449	64,772	81,641	105,684	116,989	129,098
Revenues for services provided to clients other than the local government	2,257,922	2,130,328	2,288,066	2,450,668	2,605,175	2,769,878
Community Service Obligations deemed to be revenue	96,555	87,040	68,458	52,549	54,534	56,725
Total Revenues	2,429,926	2,282,140	2,438,165	2,608,901	2,776,698	2,955,701
Less: Expenditure	2,027,867	2,106,418	2,335,994	2,226,104	2,299,524	2,392,411
Surplus/(Deficit)	402,059	175,722	102,171	382,797	477,174	563,290
COMMUNITY SERVICE OBLIGATIONS FOR ACTIVITIES TO WHICH NCP REFORMS HAVE BEEN APPLIED						
Collection of street litter	96,555	96,555	68,458	52,549	54,534	56,725

BUILDING CERTIFICATION						
Original Budget 2008/2009	Revised Budget 2008/2009	Budget 2009/2010	Budget 2010/2011	Budget 2011/2012	Budget 2012/2013	Budget 2013/2014
Revenues for services provided to the local government	-	-	-	-	-	-
Revenues for services provided to clients other than the local government	175,000	94,421	97,254	123,458	128,783	123,102
Community Service Obligations deemed to be revenue	-	-	-	-	-	-
Total Revenues	175,000	94,421	97,254	123,458	128,783	123,102
Less: Expenditure	152,874	118,809	120,648	122,458	127,783	122,102
Surplus/(Deficit)	22,126	(24,388)	(23,394)	1,000	1,000	1,000
COMMUNITY SERVICE OBLIGATIONS FOR ACTIVITIES TO WHICH NCP REFORMS HAVE BEEN APPLIED						

PURPOSE

The purpose of this revenue policy is to set out the principles used by Council in 2009/2010 for:

- A The making of rates and charges
- B The levying of rates
- C The recovery of rates and charges
- D The granting of concessions for rates and charges
- E The setting of miscellaneous fees and charges

A: Principles used for the making of rates and charges

In general Council will be guided by the principles of:-

- user pays in making of rates and charges;
- transparency in the making of rates and charges;
- having in place a rating regime that is simple and inexpensive to administer;
- equity by distributing the revenue burden in a fair manner between landowners and classes of landowners; and
- flexibility to take account of changes in the local economy.

B: Principles used for the levying of rates

In levying rates Council will apply the principles of:-

- making clear what is the Council's and each ratepayers' responsibility to the rating system;
- making the levying system simple and inexpensive to administer;
- timing the levy of rates to take into account the financial cycle of local economic activity, in order to assist smooth running of the local economy; and
- equity through flexible payment arrangements for ratepayers with a lower capacity to pay.

C: Principles used for the recovery of rates and charges

Council will exercise its rate recovery powers in order to reduce the overall rate burden on ratepayers. It will be guided by the principles of:-

- transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;

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- making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- equity by having regard to capacity to pay in determining appropriate arrangements for different sectors of the community;
- providing the same treatment for ratepayers with similar circumstances; and
- flexibility by responding where necessary to changes in the local economy.

D: Principles used in the granting of Concessions for rates and charges

In considering the application of concessions, Council will be guided by the principles of:-

- equity by having regard to the different levels of capacity to pay within the local community,
- the same treatment for ratepayers with similar circumstances;
- transparency by making clear the requirements necessary to receive concessions, and
- flexibility to allow Council to respond to local economic issues.

Consideration may be given by Council to granting a class concession in the event all or part of the council area is declared a natural disaster area by the State Government.

E: Setting of Miscellaneous fees and charges

In setting miscellaneous fees and charges, Council will apply the following guidelines:

- Fees associated with regulatory services will be set at no more than the full cost of providing the service or taking the action for which the fee is charged. Council may choose to subsidise the fee from other sources (eg. General rate revenue)
- Charges for commercial services will generally be set to recover the full cost of providing the service and, if provided by a Business of Council, may include a component for return on Council's investment. Council may choose to subsidise commercial fees that are not provided by a Business of Council from other sources (eg. General rate revenue)

INTENT

Section 56 of the Local Government Finance Standard 2005 requires this statement to include:

- (a) an outline and explanation of the revenue raising measures adopted, including, an outline and explanation of—
 - (i) the rates and charges to be made and levied in the financial year; and
 - (ii) the rebates and concessions to be granted in the financial year;
- (b) whether the local government has made a resolution limiting the increases in rates and charges;
- (c) the extent to which physical and social infrastructure costs for new development are to be funded by charges for the development;
- (d) whether the operating capability of the local government is to be maintained, increased or decreased and, if it is to be increased or decreased, the extent to which it is to be increased or decreased;
- (e) whether depreciation and other non-cash expenses are to be fully funded.

Accordingly, this statement sets out Council's policy in relation to such matters.

(a) **REVENUE**

RATING

1.1 DIFFERENTIAL GENERAL RATES

In accordance with Section 963 of the Local Government Act 1993, Hinchinbrook Shire Council has decided on a system of differential general rating to be applied to rateable land within the shire. In deciding how that revenue is raised, the Council considers the following factors:-

- (a) the rateable value of the land and the rates which would be payable if only one general rate were adopted;
- (b) the level of services to that land and the cost of providing services compared to the rate burden that would apply under a single rate;
- (c) the varying degree of increases in the unimproved valuation of land experienced by different areas of the Shire
- (d) as far as possible ensuring that the rate burden is shared equitably between all areas of the Shire.

“Land Use Codes” means those Land Use Codes used by the Department of Environment and Resource Management to classify land within the Hinchinbrook Shire boundaries during the period of the valuation which becomes effective for rating purposes from 1st July, 2009.

The differential rate categories are:-

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Category	Description	Criteria	Cents in the dollar of unimproved valuation	Minimum General Rate
1	Vacant Residential Land Unimproved Valuation \$0-\$5000	Land use code = 01, 04; and Unimproved Valuation between \$0-\$5000 inclusive ;and Excluding properties with Land Zoning for commercial/industrial purposes. Excluding properties included in categories 12-23 inclusive.	8.77	\$227.44
2	Beach Huts with no road access	Property address of Seaforth Channel, Neames Inlet or Lucinda Road (<i>Gentle Annie</i>); and Land tenure of Permit to Occupy; and Improvements on Council records as Beach Hut only.	4.95	\$227.44
3	Residential Land Unimproved Valuation \$0-\$5000	Land Use code = 02, 05, 06; and Unimproved valuation between \$0-\$5000 inclusive; and Excluding properties included in categories 1 & 2 and 12-23 inclusive.	9.13	\$307.67
4	Residential land Unimproved Valuation \$5001-\$10000	Land Use code = 01, 02, 04, 05, 06; and Unimproved valuation between \$5001 - \$10000 inclusive; and Excluding properties with Land Zoning for commercial/industrial purposes and with land use code = 01 or 04 only; and Excluding properties included in Category 2 and in categories 12-23 inclusive.	7.86	\$503.06
5	Residential land Unimproved Valuation \$0-\$44500	Land Use code 01,02, 04, 05, 06, 08, 09 or 72; and Unimproved value between \$0-\$44500 inclusive; and Area < 10 hectares; and Excluding properties with Land Zoning for commercial/industrial purposes and with land use code = 01 or 04 only; and Excluding properties included in categories 1-4; and Excluding properties included in categories 12-23.	1.90	\$793.54

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Category	Description	Criteria	Cents in the dollar of unimproved valuation	Minimum General Rate
6	Residential land Unimproved Valuation \$44501-\$80000	Land Use code 01,02, 04, 05, 06, 08, 09 or 72; and Unimproved value between \$44501-\$80000 inclusive; and Area < 10 hectares; and Excluding properties with Land Zoning for commercial/industrial purposes and with land use code = 01 or 04 only; and Excluding properties included in categories 12-23.	1.36	\$849.85
7	Residential land Unimproved Valuation \$80001-\$110000	Land Use code 01,02, 04, 05, 06, 08, 09 or 72; and Unimproved value between \$80001-\$110000 inclusive; and Area < 10 hectares; and Excluding properties with Land Zoning for commercial/industrial purposes and with land use code = 01 or 04 only; and Excluding properties included in categories 12-23.	1.10	\$1088.91
8	Residential land Unimproved Valuation \$110001 - \$185000	Land Use code 01,02, 04, 05, 06, 08, 09 or 72; and Unimproved value between \$110001-\$185000 inclusive; and Area < 10 hectares; and Excluding properties with Land Zoning for commercial/industrial purposes and with land use code = 01 or 04 only; and Excluding properties included in categories 12-23.	0.99	\$1219.05
9	Residential land Unimproved Valuation \$185001-\$255000	Land Use code 01,02, 04, 05, 06, 08, 09 or 72; and Unimproved value between \$185001-\$255000 inclusive; and Area < 10 hectares; and Excluding properties with Land Zoning for commercial/industrial purposes and with land use code = 01 or 04 only; and Excluding properties included in categories 12-23.	0.86	\$1832.00

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Category	Description	Criteria	Cents in the dollar of unimproved valuation	Minimum General Rate
10	Residential land Unimproved Valuation > \$255000	Land Use code 01,02, 04, 05, 06, 08, 09 or 72; and Unimproved value > \$255000; and Area < 10 hectares; and Excluding properties with Land Zoning for commercial/industrial purposes and with land use code = 01 or 04 only; and Excluding properties included in categories 12-23.	0.81	\$2203.74
11	Island	All rateable properties situated on Pelorus Island or Orpheus Island.	1.61	\$828.84
12	Sugar Cane Processing	All rateable properties within the Shire that are used for the processing of Sugar Cane including properties used for transport and milling of sugar cane.	13.21	\$828.84
13	Commercial Business District	All properties located within the Council Map defining the Commercial Business District Area; and excluding properties with improvements listed as dwelling only or dwelling and vacant land only	2.52	\$868.31
14	Commercial Unimproved Valuation \$0-\$5000	Land Use code 03, 07 or 10 to 47 inclusive or 49; and Unimproved value between \$0-\$5000 inclusive; or Properties with Land Zoning for commercial/industrial purposes and with land use code = 01 or 04 only; and with Unimproved value between \$0-\$5000. Exclude properties within category 20 & 21.	15.80	\$793.02

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Category	Description	Criteria	Cents in the dollar of unimproved valuation	Minimum General Rate
15	Commercial Unimproved Valuation \$5001 - \$50000	Land Use code 03, 07, 10 to 47 inclusive or Land Use code = 49; and Unimproved value between \$5001-\$50000 inclusive; or Properties with Land Zoning for commercial/industrial purposes and with land use code = 01 or 04 only; and with Unimproved value between \$5001-\$50000 inclusive. Exclude properties within category 20 & 21.	2.46	\$828.84
16	Commercial Unimproved Valuation \$50001-\$355000	Land Use code 03, 07, 10 to 47 inclusive or Land Use code = 49; and Unimproved value between \$50001-\$355000 inclusive; or Properties with Land Zoning for commercial/industrial purposes and with land use code = 01 or 04 only; and with Unimproved value between \$50001-\$355000 inclusive. Exclude properties within category 20 & 21.	1.48	\$1233.22
17	Commercial Unimproved Valuation > \$355000	Land Use code 03, 07, 10 to 47 inclusive; and Unimproved value greater than \$355000; or Properties with Land Zoning for commercial/industrial purposes and with land use code = 01 or 04 only; and with Unimproved value greater than \$355000 Exclude properties within category 20 & 21.	0.95	\$5254.00
18	Commercial - Caravan Parks Only Unimproved Valuation > \$355000	Land Use code = 49; and Unimproved value greater than \$355000; or Exclude properties within category 20 & 21.	0.67	\$4369.49

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Category	Description	Criteria	Cents in the dollar of unimproved valuation	Minimum General Rate
19	Special Uses and Clubs	Land Use code = 48, 50 or 51-59 inclusive or Land Use code = 99.	0.86	\$793.66
20	Cane	All rateable assessments within the Shire that contains land which is used for the purposes of sugar cane growing and the total land area used for cane growing purposes is equal to or greater than 50% of the total land area contained within the assessment. Cane data used is sourced through the Herbert Resource Information Centre.	4.94	\$828.84
21	Cane Composite	All rateable assessments within the Shire that contains land which is used for the purposes of sugar cane growing and the total land area used for cane growing purposes is less than 50% of the total land area contained within the assessment. Cane data used is sourced through the Herbert Resource Information Centre.	3.09	\$828.84
22	Rural	Land Use Code between 60-95 inclusive excluding 72 and 88; Or any property that does not fall within any other category; and Excluding properties included in categories 12-21 and 23.	1.62	\$828.84
23	Timber	Land Use Code 88	4.94	\$828.84

Land Zonings mean zonings within the Hinchinbrook Shire Planning Scheme.

In any case where land is used for more than one purpose, so that the land satisfies the criteria for more than one of the above twenty-three categories, the land shall be deemed to be within whichever of the applicable categories attracts the highest rating basis; unless the Council in a particular case shall determine otherwise.

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1.2 Rebates and Concessions

Council will consider applications for remission of rates in special circumstances.

Pensioner Remission

To alleviate the impact of annual rates and charges on Approved Pensioners, Council will provide a pensioner rate remission scheme and the following terms and conditions shall apply:-

- a) Remission is to be limited to 20% of annual gross rates and charges or a maximum amount of \$180.00
- b) Remission is not payable on water consumption accounts. State Government Pensioner Subsidy is also not applied to water consumption accounts.
- c) The eligibility of all applications must be verified prior to the annual levy each year;
- d) The definitions and eligibility criteria for Council rate remission entitlement shall be the same as the adopted guidelines for the State Government Scheme; and

Remission of General Rates

Council has approved concessions to the following not for profit organisations.

<u>Assessment No.</u>	<u>Owner & Improvement</u>	<u>% Remission</u>
54866	Q.C.W.A. - Halifax/Hall	100%
55912	Q.C.W.A. - Upper Stone/Hall	100%
51545	Q.C.W.A. - Long Pocket/Hall	100%
54482	H.R. Museum Gallery/Museum	100%
55967	Aust. Volunteer Coastguard/Building	100%
50481	St. Vincent Di Paul - Ingham/Shop	100%
54075	Parents Support Group/House	100%
53964	Parents Support Group/House	100%
51974	Parents Support Group/House	100%
54467	Ingham Potters Society Inc/Clubhouse	50%
54241	H.R.S.P.C.A./Animal Shelters	100%
52401	Forrest Beach S.L.S.C./Clubhouse	100%
56346	Ingham Kindergarten Assoc/Kindergarten	100%
55919	Lower Herbert Kindergarten Assoc/Kindergarten	100%

Remission of General Rates (Pensioner Occupied)

Council has approved a concession of 100% of the General rate on the basis that such land is occupied solely by pensioners:-

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<u>Assessment No.</u>	<u>Owner</u>	<u>Address/Improvements</u>
50232	Herbert River Apex	Ingham/Pensioner Units
51075	Lower Herbert/Halifax Lions Club	Halifax/Pensioner Units

Remission of Cleansing Charges (Pensioner Occupied)

Council has approved a concession of 50% of the Cleansing Charges on the basis that the service charges imposed are of a greater level than required :-

<u>Assessment No.</u>	<u>Owner</u>
50232	Herbert River Apex
51075	Lower Herbert/Halifax Lions Club
56802	Forrest Glen Retirement Village

1.3 Rates Instalment Policy with discount

In accordance with the provisions of section 1015 of the Local Government Act Council resolves to accept payment of rates levied at the time of the annual rate levy by instalments in accordance with the following terms and conditions:-

The Rates Instalment with discount is only available on the Main Rate Levy and are not available on supplementary/interim levies.

Main levy 1st Discount Due Date is 30 days from the date of issue.

Main Levy 2nd Discount Due Date is 44 days from date of issue.

1. Fifty per cent (50%) of the total current gross rates and any outstanding arrears must be paid by the 1st discount due date for which ten per cent (10%) discount will be granted on 50% of current rates for which discount is applicable; and
2. The balance fifty per cent (50%) of the total current rates must be paid by the 1st March in the year immediately following the annual levy for which ten per cent (10%) discount will be granted on 50% of current rates and charges for which discount is applicable.
3. Payment of 50% of the total current gross rates and any outstanding arrears must be paid by 2nd Discount Due date to be included in the instalment agreement and no discount will be granted on the 1st instalment payment. The conditions above for the 2nd instalment payment are required to be met to receive 10% discount on the second instalment payment where discount is applicable. This instalment arrangement and discount is only available at the time of the annual levy and is not offered for supplementary rate levies.
4. In accordance with Section 1015 (3) should the ratepayer default by not making the balance 50% payment by 1st March in the following year then the unpaid instalment becomes an overdue rate as from 2nd March in that year.

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5. Council will record the property as being included in the instalment arrangement if payment of an amount equal to or greater than the instalment amount payable within the dates detailed above is received.

1.5 Rates Arrangement to Pay - Instalment with no discount

That in accordance with the provisions of section 1031 of the Local Government Act Council resolves to accept payment of rates by arrangement in accordance with the following terms and conditions:-

Due Dates – Main Levy and Supplementary Levies

Main Levy 1st Discount Due Date - 30 days from date of issue.

Main Levy 2nd Discount Due Date - 44 days from date of issue.

Main Levy Due Date 31st December, 2009.

Interest charges apply on Main Levy current rates and charges from 1st January, 2010 where an instalment arrangement has not been entered.

Supplementary Levy 1st Discount Due Date – 30 days from date of issue.

Supplementary Levy Due Date – 60 days from date of issue if that date is greater than 31st December 2009 or if date is less than 31st December, 2009 the due date is 31st December, 2009.

Interest charges apply on Supplementary Levy current rates and charges from the next day following the due date where an arrangement to pay agreement has not been entered.

Arrangement to Pay Agreement–Main Levy or Supplementary Levy with due date before 31st December, 2009

- (1) All rates and charges in arrears must be paid in full and a signed agreement must be received by Council on or before Main Levy Due Date.
- (2) Payments must be structured and made to reduce the amount of current overdue rates as at 31st March 2010 to 50% or less of current financial year rates;
- (3) Payments must be structured and made to clear all current overdue rates by 30th June 2010.

Arrangement to Pay Agreement - Supplementary Levy due date after Main Levy Due Date

- (1) All rates and charges in arrears must be paid in full and a signed agreement must be received by Council on or before the Supplementary Due Date
- (2) Payments must be structured and made to clear all current rates and charges by 30th June, 2010.

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Default Provisions

Failure to comply with the above terms and conditions will result in compound interest applying as follows:-

- (i) if the ratepayer fails to enter into an instalment agreement on or before the 31st December then compound interest calculated on daily rests will apply on overdue current rates for the period 1st January to 30th June each year; or
- (ii) if ratepayer enters into an agreement and makes an arrangement to pay but does not meet performance criteria of minimum outstanding balance as at 31st March 2010 (if applicable) or fails to clear all outstanding rates and charges by 30th June 2010 then compound interest will apply as from the date of default ie., either 31st March 2010 or 30th June 2010.

1.6 Interest Charges

Due Dates – Main Levy and Supplementary Levies

Main Levy

Main Levy 1st Discount Due Date - 30 days from date of issue.

Main Levy 2nd Discount Due Date - 44 days from date of issue.

Main Levy Due Date 31st December, 2009.

Interest charges apply on Main Levy current rates and charges from 1st January, 2010 where an instalment arrangement has not been entered.

Supplementary Levy

Supplementary Levy 1st Discount Due Date – 30 days from date of issue.

Supplementary Levy Due Date – 60 days from date of issue if that date is greater than 31st December 2009 or if date is less than 31st December, 2009 the due date is 31st December, 2009.

Interest charges apply on Supplementary Levy current rates and charges from the next day following the due date where an arrangement to pay agreement has not been entered.

Water Consumption

Water Consumption Rates and Charges Date – 30 days from issue date.

That in accordance with the provisions of section 1018 of the Local Government Act Council resolves the following:-

- a) Interest on overdue rates shall be 10 per centum (10%) compound interest calculated on daily rests; and
- b) Shall apply as from the day after the due date.

1.7 DISCOUNT

That in accordance with the provisions of section 1019 of the Local Government Act Council resolves that discount for prompt payment of a rate shall be allowed as follows:-

Main Levy - A discount of Fifteen percent (15%) be allowed to any person liable to pay rates and charges, excepting water consumption charges and Special Charges - Rural Fire Services Levy Crystal Creek, Rural Fire Services Levy Bambaroo, Rural Fire Services Levy Seymour and Elphinstone Bridge Charge, who pays the whole of such rates and charges by the 1st Discount Due Date being thirty days after notice is given. A discount of seven point five percent (7.5%) be allowed to any person liable to pay rates and charges, excepting water consumption charges and Special Charges - Rural Fire Services Levy Crystal Creek, Rural Fire Services Levy Bambaroo, Rural Fire Services Levy Seymour and Elphinstone Bridge Charge, who pays the whole of such rates and charges after first discount date and on or before second discount date being after thirty (30) days but within forty-four (44) days after notice is given.

Supplementary Levy - A discount of Fifteen percent (15%) be allowed to any person liable to pay rates and charges, excepting water consumption charges and Special Charges - Rural Fire Services Levy Crystal Creek, Rural Fire Services Levy Bambaroo, Rural Fire Services Levy Seymour and Elphinstone Bridge Charge, who pays the whole of such rates and charges within thirty (30) days after notice is given. There is no second discount period for Supplementary Levies.

DISCOUNT ON PAYMENT OF RATES BY INSTALMENTS

A discount of ten percent (10%) be allowed to any person liable to pay rates and charges, excepting water consumption charges and Special Charges - Rural Fire Services Levy Crystal Creek, Rural Fire Services Levy Bambaroo, Rural Fire Services Levy Seymour and Elphinstone Bridge Charge, who pays the rates and charges within the terms and conditions of the Instalment arrangement with discount.

This instalment arrangement with discount is only available at the time of the annual Main Levy and is not available for supplementary levies or water consumption rates and charges.

DISCOUNT FOR SPECIAL CIRCUMSTANCES

That in accordance with the provisions of section 1021 of the Local Government Act Council resolves that discount will be allowed after the discount closing date in the following circumstances:-

- (a) Payments received through the mail via Australia Post provided the envelope or other package in which the payment is enclosed is clearly marked to show that the payment was posted prior to the normal discount closing date; and

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- (b) Situations of flooding or other natural disaster in which case Council will determine what further period of discount will be allowed to ensure that ratepayers are not prevented by circumstances beyond their control to make payment and obtain discount.

Discount will **not** be allowed on payments made late as a consequence of oversight, forgetfulness, sickness, transport mechanical failure or other personal reason, which is clearly not a circumstance beyond the person's control.

CLEANSING UTILITY CHARGE

A kerbside refuse collection of the equivalent of one 240 litre garbage bin per week and one 240 litre recycling bin per fortnight is provided to all parts of the declared waste area for occupied land used for residential purposes. The services of Council's contractor, Mams Plant Hire Pty Ltd will be used to undertake storage, collection, conveyance of domestic waste and the disposal thereof.

The cost of performing the function of cleansing by the removal of garbage, will be funded by the cleansing utility charge. When determining the pricing level for the garbage collection service consideration is given to a full cost pricing model to recover the cost of the service including overheads and an appropriate return.

In the defined waste collection area, the following domestic waste collection charges shall apply for the 2009/10 financial year:

- (i) Rateable land – A charge of \$157.60 per annum for the provision of a 240 litre "Mobile Garbage Bin" of a domestic waste collection service per week and a 240 litre "Mobile Garbage Bin" recyclable waste collection service per fortnight;
- (ii) Non-Rateable land – 1st service – \$329.36 per annum for the provision of a 240 litre "Mobile Garbage Bin" of a domestic waste collection service per week and a 240 litre "Mobile Garbage Bin" recyclable waste collection service per fortnight;

Additional services - \$157.60 per annum for the provision of a 240 litre "Mobile Garbage Bin" domestic waste collection service per week and a 240 litre "Mobile Garbage Bin" recyclable waste collection service per fortnight;

In accordance with Section 973 sub-section 4 of the Local Government Act the utility charge for non-rateable land includes an additional amount for the cost of disposal of the refuse in addition to the collection service.

- (iii) Additional Services
An additional weekly 240 litre domestic waste collection service only will be provided at a charge of \$107.95 per annum.
An additional fortnightly 240 litre recyclable waste collection service will be provided at a charge of \$49.65 per annum.

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For the purpose of making and levying a cleansing charge under Section 973 of the Local Government Act 1993, and without limiting the meaning of the words “land in actual occupation”, land in the declared waste area shall be deemed to be in actual occupation if:-

- A regular cleansing service was being provided to that land at 1st July, 2009; or
- A regular cleansing service is ordered by the Council or the Authorised Officer to be provided to that land; or
- The Council is requested to provide a regular cleansing service to that land by the owner or occupier; or
- There is a building on such land being rateable land, which in the opinion of the Council or Authorised Officer is adapted for use or occupation.

No reduction or refund of any charge in respect of a regular cleansing service duly made and levied in respect of a year or part of a year shall be made or given by the Council for reason only that the premises are unoccupied for a time.

Where the charge is in connection with any structure, building or place on land which is not rateable under Section 957 of the Local Government Act, the charge shall be levied on the person or body or Commonwealth or State Department which is the beneficiary of the service.

That where multiple residential uses exist on one rateable assessment, a single cleansing service shall be rendered to each use.

In the case of a property located within the Declared Waste Area Map not being able to be provided with a service the property will become exempt from receiving a cleansing service and will not be charged for a service. The property owner will be required to dispose of their domestic waste at the Warrens Hill landfill, Halifax Transfer Station or Mt Fox Transfer Station. Such determination will be made by Council.

Waste and Environmental Levy

That in accordance with Section 972 of the Local Government Act 1993, a separate charge to be known as a Waste and Environment Charge of \$171.76 gross per annum be levied equally on all rateable land.

The amount of the charge will be calculated on the basis of the estimated cost to Council to manage and operate refuse tips including remediation costs, refuse transfer stations, kerbside rubbish collection, green waste processing and the attendant environmental considerations implemented to meet environmental licensing and control standards.

When determining the pricing level for the Waste and Environmental Levy consideration is given to a full cost pricing model to recover the cost of the service including overheads and an appropriate return.

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It is considered to be more appropriate to raise funds by a separate charge rather than from general funds to ensure the community is aware of the Council's commitment to providing a waste and environmental management service that meets a high standard of environmental duty and care and best practice now required. The Council also considers that the benefit is shared by all parcels of land, regardless of their value.

Water Utility Charge

Hinchinbrook Shire Council aims to:-

- Encourage water conservation
- Provide ability for consumers to control costs of service
- Reduce the need for restrictions
- Provide an equitable system of pricing
- Reduce the cost of supplying water
- Defer future costs of supplying water
- Assess charges on a user pays basis.

In order to achieve these objectives Council has introduced a two-part water charge. The base charge is relative to the size of the connection and is priced to generally recover fixed costs of the Water Activity. The consumption charge is per kilolitre and is generally priced to recover the long run marginal costs associated with supplying water. The charge for water service is based on full cost pricing model to recover the cost of the service including overheads and an appropriate return.

That a water charge, pursuant to Section 973 of the Local Government Act 1993, be levied in respect of land, structures and buildings whether rateable under the Local Government Act or not, within the Declared Water Area, for the purpose of defraying the cost of constructing, operating, maintaining and managing the water supply, such charge being calculated in accordance with the following principles and the classification of uses:-

CONSUMPTION CHARGE

A Consumption Charge of 59 cents net per kilolitre (discount for early payment shall not apply) levied on the metered water consumption for all properties in the supply area for water consumption notices issued after 30th September, 2009 with the charge remaining at 55 cents net per kilolitre for the first water consumption notice issued after 30th June, 2009.

Council reserves the right to negotiate the consumption charge for a major consumer who uses in excess of 500,000 kilolitres per annum.

BASE CHARGE COMPONENT

A Base Charge Component of \$292.10 Gross per annum for which the adopted discount for early payment of rates shall apply, shall be levied as follows:-

<u>Situation</u>	<u>Applicable Base charge</u>
Each Separate Parcel of Land without a water connection in the Supply Area	One Base Charge for each separate parcel of land

Each water meter connection according to the following sizes:-

20 mm Meter	=	One Base Charge
25 mm Meter	=	1.5 x Base Charge
32 mm Meter	=	2.5 x Base Charge
40 mm Meter	=	4.0 x Base Charge
50 mm Meter	=	6.5 x Base Charge
80 mm Meter	=	17.0 x Base Charge
100 mm Meter	=	26.0 x Base Charge
150 mm Meter	=	59.0 x Base Charge

Multiple residential uses within one parcel of land for which there are not separately metered connections:-

Each separate residential use	=	One Base Charge per use
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Actual Occupation or Not

The same charging structure shall be levied and be payable whether any structure or building is actually in occupation or not.

CONCESSIONS

(a) Recreation/Sporting /Charitable Consumer

Public sportsgrounds, Golf Club and Bowling Clubs, Band Centre, QWCA, St Vincent De Paul, Salvation Army, Scouts, Girl Guides, Ingham Potters, Blue Haven Aged Persons Complex, Canossa Aged Persons Complex, Apex, Lower Herbert Lions Pensioner Units or like uses approved by Council are to be charged the equivalent of one 20 mm connection base charge irrespective of the meter size and number of connections to the premises, except where Council deems that the organisation obtains substantial income from Licensed Premises on those grounds or premises.

(b) Schools

Schools to be charged on the basis of the number of connections to the school, but for meters sized above 25 mm the charge shall be equivalent to a 25 mm connection base charge.

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(c) Domestic Properties

Properties used for domestic purposes which due to special circumstances require the installation of a larger than normal water meter (eg., 25mm service required due to distance of property from main) are to be charged the equivalent of a 20 mm connection base charge.

Where an additional 20mm base charge is applied for residential uses not separately metered and the meter size may exist due to the number of shared services the meter size base charge shall be assessed taking into consideration the meter size that would apply if the residential uses were separately metered.

(d) Fire Fighting Services

Premises that are required by law to install larger services for Fire Fighting purposes will be charged on the calculated service size required to operate those premises. (For example, premises may be required to install a 150 mm Fire Main and have a 50 mm domestic take off, will only be charged on the basis of a 50 mm connection.)

(e) Cane Farm Definition

Land, whether occupied or unoccupied, which is used for sugar cane growing as a cane farm shall be assessed as one separate parcel of land for the purposes of calculating the Base Charge Component where the separate parcels of land contained within the farm are on one rate assessment. Provided further that each separate connection to the said land or additional residence shall be charged a Separate Base Charge component.

(e) Separate Parcels of land with no access

Rateable assessment that include multiple parcels of land for which there is no legal access to the additional parcel of land will be rated on the basis of one single parcel of land. This does not affect the assessment of rates and charges based on connections or residential uses on the land.

Special Agreements or Arrangements

Nothing contained herein shall prejudice the right or power of the Council to make a separate and different charge for a specified reason or purpose under any special agreement and on such reasonable terms and conditions as may be arranged between the Council and the customer and as specified in the agreement.

Council has entered into the following special agreements:-

L1-2 RP745005 Parish of Cordelia	2 Vacant parcels of land	No charge for this land while the Land remains with the current Ownership details. The owners Previously donated land to Council In the vicinity of the memorial Gardens.
L7 RP804431 Parish of Cordelia	1 parcel of land Grazing land	Council negotiations to acquire a Drainage Easement within this land Resulted in no water charges to this Land.
Valuation 363/0 Farm	10 parcels of land	Council negotiations to acquire a Lease over the Mona Road Boatramp resulted in a 50mm Water connection being installed With no base charge being charged Charges would have been based on 20mm due to larger service required For distance to supply. (consumption is charged).

ACCOUNTS

(a) Meter Reading and Billing Frequency

Each Yearly Rate Notice shall include the Base Charge Component.

The Council at its option shall render accounts for the supply of water to a consumer quarterly, or at such other intervals as appropriate as circumstances warrant. A meter reading program shall be maintained throughout the water area with readings occurring in as consistent a cycle as possible to facilitate the issue of water consumption accounts on at least a quarterly basis to all consumers.

(b) Minimum Account Billing

Where the consumption of water recorded for each meter at any premises in any meter reading period is of such amount that when calculated at the consumption charge equates to less than \$5.00 the minimum charge for that water consumption notice shall be \$5.00. When a property has more than one water meter and the locations of the water meters requires the meters to be read in separate routes, the minimum \$5 will apply to each separate reading route and separate notices will issue.

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(c) Meter Unable to be Read or Registering Inaccurately Etc

Where the meter to any property ceases to register, or registers inaccurately or through damage an accurate reading is unable to be obtained, then Council may estimate the charge for the water supplied to such premises during the period the meter was not in working order by "averaging" of the quantity of water consumed during a corresponding period for the previous year, or upon the consumption over an appropriate period registered by the meter after being adjusted as the Chief Executive Officer deems fit.

Council further adopts the principle of "averaging" where access is denied to the meter by reasons beyond Councils control. For the purposes of benchmarking, an average domestic quantity of water consumed shall be fixed unless otherwise altered at one (1) kilolitre per day.

(d) Water Usage through leaks or damaged infrastructure

Where water is consumed and/or registered through a water meter, and all or part of that water consumption/reading is a consequence of leakage, wastage or other usage through defective water installations, pipework or apparatus which is private ownership, and through negligence or otherwise the consumption or wastage has registered, the property owner at the time shall be liable for the payment of all such water as recorded on the water meter. It shall be the responsibility of the property owner to maintain all internal water fixtures, pipes and apparatus in good working order at all times.

Separate Meter Installations

Separate Connection for Class 1A and Class 2 Buildings (BCA 2006)

That to establish and maintain a more identifiable and practical service to separate consumers, and to facilitate current and future water supply management, all new Class 1a and 2 buildings will be required to provide a separate water connection to each tenement unit.

SPECIAL BENEFITTED WATER AREAS – WATER EXTENSIONS

An additional gross charge of \$175.00 shall apply for each rate assessment in the water extension 2002/2003 scheme to Beatts Road, Forrest Drive, Mona Road and the Smaller Communities Assistance Program for the water supply to the Lower Herbert Region with the following Council Property Numbers:

106782, 100365, 100477, 100488, 100501, 100537, 100667, 100781, 100834, 100901, 100930, 100937, 100949, 100991, 101069, 101128, 101140, 101411, 101446, 101693, 101759, 101834, 101850, 101918, 102008, 102079, 102093, 102244, 102362, 102382, 102396, 102553, 102575, 102714, 102735, 102837, 103118, 103130, 103297, 103365, 103474, 103517, 103611, 103676, 103818, 103960, 103981, 104047, 104121, 104133, 104246, 104255, 104267, 104390, 104557, 104593, 104705, 104724, 104863, 105023, 105066, 105121, 105293, 105357, 105517, 105603, 105667, 105749, 105894, 106057, 106108, 106191, 106307, 106618, 106674, 100042, 100183, 100193, 100219, 100338, 100351

An additional gross charge of \$140.00 shall apply for each vacant land rate assessment in the water extension 2002/2003 scheme to Beatts Road, Forrest Drive, Mona Road and the Smaller Communities Assistance Program for the water supply to the Lower Herbert Region with the following Council Property numbers:

106806, 106807, 106783, 104909, 105208, 105812, 106380, 106496, 106574, 100053, 100634, 100655, 101288, 101600, 101930, 102080, 102165, 102372, 102532, 102680, 102698, 102899, 103012, 103211, 103908, 104411, 104539, 104689, 104711

Properties within the benefitted area had a choice of making an upfront payment or alternative making payments over 10 years.

This charge will cease in 2012/2013.

SEWERAGE UTILITY CHARGE

The sewerage charge is on a unit basis and is priced to recover the costs of constructing, operating, maintaining and managing the sewerage areas of the Shire. The charge for sewerage service is based on full cost pricing model to recover the cost of the service including overheads and an appropriate return.

The sewerage charge, unit basis of charging and the various principles and classification of uses adopted for the Ingham Sewerage Scheme shall also apply to the several properties connected to the Lucinda Sewerage Treatment Plant.

The amount of the charge referred to in the preceding paragraph shall be per annum:-

\$82.32 per unit, if the particular premises are provided with sewerage or the Council is agreeable to accept sewage from such premises.

SPECIAL BENEFITTED SEWERAGE AREAS – SEWERAGE EXTENSIONS

Blackrock:-

An additional gross charge of \$175.00 for each parcel of land shall apply to the listed Council property numbers:-

100147, 100215, 100297, 100440, 100599, 100664, 100811, 100960, 101760, 101870, 102030, 102104, 102191, 102252, 102489, 102563, 102644, 102709, 102748, 102798, 102867, 103022, 103778, 103845, 103929, 103989, 104067, 104129, 104209, 104279, 104358, 104422, 104568, 104650, 104808, 105621, 105772, 105829, 105917, 105942, 105999, 106000, 106149

The Blackrock Sewerage Extension scheme additional charge will cease in 2010/2011.

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Dickson Street

An additional gross charge of \$175.00 shall apply to the listed Council property numbers in the sewerage extension scheme to Dickson Street:

102916, 103071, 104926, 105080

The Dickson Street Sewerage Extension scheme additional charge will cease in 2010/2011.

Concessions

(a) Cane Farm Definition

Land, whether occupied or unoccupied, which is used for sugar cane growing as a cane farm shall be assessed as one separate parcel of land for the purposes of calculating sewerage charges where the separate parcels of land contained within the farm are on one rate assessment. Provided further that each separate connection to the said land or additional residence shall be charged based on the additional applicable sewerage units

(b) Separate Parcels of land with no access

Rateable assessment that include multiple parcels of land for which there is no legal access to the additional parcel of land will be rated on the basis of one single parcel of land. This does not affect the assessment of rates and charges based on connections or residential uses on the land.

Land Use and Classification

Where any land, structure or building is in the separate occupation of several persons each part so separately occupied shall be assessed the same charges as each part would have been liable to be assessed had each such part been a separate parcel of land or a separate building or structure.

Charges shall be due and payable whether the land, structure or building is connected to a sewer or not, but in respect of which the Council is prepared to accept sewage.

The same charge shall be levied and be payable whether the structure or building is actually in occupation or not.

Notwithstanding anything hereinbefore contained, where the use of any new or altered structure or building on land within the sewered area does not in the opinion of the Council, properly accord with a use listed in Schedule 1 hereunder, the Council shall by resolution determine the units of sewerage charge applicable thereto as in its discretion it thinks fair and reasonable according to the circumstances of use.

Special Agreements

Nothing contained herein shall prejudice the right or power of the Council to make a separate and different charge for a specified reason or purpose under any special agreement and on any such reasonable terms and conditions as may be arranged between the Council and the person concerned and specified in such agreement.

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Council has entered into the following special agreements:-

L1-2 RP745005	Parish of Cordelia	2 Vacant parcels of land	No charge for this land while the Land remains with the current Ownership details. The owners Previously donated land to Council In the vicinity of the memorial Gardens.
L10 I22459	Parish of Trebonne	1 vacant parcel of land	Council agreed as part of the Negotiation of sewerage extension to Dickson St, Ingham to not charge sewerage charges to this property as it cannot be sold separately and is physical access to L2 RP717328.

SCHEDULE 1

<u>Use to Which Land is Put Whether Occupied or Not</u>	<u>Number of Units</u>
Aged Persons Complex - per bed	2
Caravan Park	22
Child Day Care Centre/Kindergarten/Respite Centre	14
Church/Hall or Welfare Club	6
Court House	15
Closed Processing Plant	20
Canossa Home	168
Dwelling House	7
Flats each	7
Forestry Administration Centre	14
Hall (ATC Cadets)	10
Hospital	128
Hotel	60
Hotel Accommodation/Backpackers per room	0.5
Ingham TAFE/Library Complex	55
Licensed Social Club	32
Licensed Sporting Club	22
Licensed Nightclub	32
Lucinda Wanderers Holiday Park	74
Medical Centre	28
Motel – small (Rooms < 10)	20
Motel - medium (Rooms 11 - 25)	60
Motel - large (Rooms >25)	70
Multi-tenancy premises - per shop or office	7
Nurses Quarters Complex	47
Police Station Complex	15
Processing/Packaging Plant	50
Rooming House	9
Railway	22
Recreation/Sporting Club	10
Restaurant	14
Racecourse	13
Sawmill - small	22
Sawmill - Large	44
School	
Under 30 pupils	10
Over 30 but under 100 pupils	50
Over 100 but under 400 pupils	60
Over 400 pupils	90
Self Contained Single Bed-Room Accommodation Unit	5
Shop or Office	7
Service Station	10
Supermarket - medium	20
Supermarket - large	60
Theatre	22
Use not otherwise listed	7
Vacant lot of land	5

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Crystal Creek Rural Fire Brigade – Special Rate

In Council's opinion each parcel of rateable land identified on Crystal Creek Rural Fire Brigade Map (produced 13/05/2009 by the Queensland Fire & Rescue Services – GIS Unit) will specially benefit to the same extent from the purchase and maintenance of equipment by the Crystal Creek Rural Fire Brigade.

The Brigade has advised Council that the total cost of implementing the Plan for 2009/2010 budget is \$2,375.00 and has requested Council to levy each parcel of rateable land an amount of \$20.00 per annum. This charge will raise \$900.00 per annum to be contributed to the Crystal Creek Rural Fire Brigade.

Bambaroo Rural Fire Brigade – Special Rate

In Council's opinion each parcel of rateable land identified on Bambaroo Rural Fire Brigade Map (produced 13/05/2009 by the Queensland Fire & Rescue Services – GIS Unit) will specially benefit to the same extent from the purchase and maintenance of equipment by the Bambaroo Rural Fire Brigade.

The Brigade has advised Council that the cost of implementing the Plan for 2009/2010 budget is approximately \$2,250.00 for operational expenses and approximately \$6000 being set aside for the longer term plan to acquire a shed valued at \$25,000 and has requested Council to levy each parcel of rateable land an amount of \$20.00 per annum. This charge will raise \$2,440.00 per annum to be contributed to the Bambaroo Rural Fire Brigade.

Seymour Rural Fire Brigade – Special Rate

In Council's opinion each parcel of rateable land identified on Seymour Rural Fire Brigade Map (produced 13/05/2009 by the Queensland Fire & Rescue Services – GIS Unit) will specially benefit to the same extent from the purchase and maintenance of equipment by the Seymour Rural Fire Brigade.

The Brigade has advised Council that the cost of implementing the Plan for the next year is likely to cost \$3,700 for operational costs and has requested Council to levy each parcel of rateable land an amount of \$25.00 per annum for at least the next year. This charge will raise \$3825 per annum to be contributed to the Seymour Rural Fire Brigade.

Elphinstone Bridge – Special Rate

Council raises revenue from benefited landowners over 8 financial years to contribute towards additional costs to construct Elphinstone Bridge to a higher standard.

Council has by resolution on 10th August, 2009 adopted an overall plan for the recovery of the Elphinstone Bridge project from the benefited landowners. Implementation of the overall plan is an ongoing process and in accordance with the provisions of Section 971 of the Local Government Act Council must adopt an annual implementation plan where the proposed service will not be implemented in one year.

The final payment is levied for the 2009/2010 budget by allocating the total value payable between parcels of land according to cane production over the seven (7) year period. Interest is payable in arrears, so a final special rate includes interest for 2008/2009 also.

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In Councils opinion each parcel of rateable entered into a special agreement with Council will specially benefit by the extent of sugar cane tonnage produced on the benefited land and will be levied on that basis.

Rateable Assessment	Sugar Cane Tonnage Produced	Levy Amount
104984	11231.91	\$4372.81
101575	9760.48	\$3799.95
103743	17218.30	\$6703.44
103891	16725.03	\$6511.40
105875	243672.06	\$122087.67
100911	18760.97	\$7304.03
101588	2111.86	\$3110.33
106397	6531.95	\$2543.02
102998	9808.85	\$3818.79
105586	695.34	\$270.71
TOTAL	412313.75	\$160522.15

The agreement states that payments are due on 1st July, 2009. Rate Levies for this Special Rate will issue on 11th August, 2009 following adoption of the 2009-2010 budget.

Showground lights and Kelly Theatre Seats – Separate Rate

That in accordance with Section 972 of the Local Government Act 1993, a separate charge to be known as a Showground Lights and Kelly Theatre Seats Levy of \$75.00 gross per annum be levied equally on all rateable land.

The amount of the charge will be calculated on the basis of the estimated cost to replace the Showground Lights \$700,000 and the Kelly Theatre Seats \$130,000 levied over two years. Applications for Sport and Recreation Funding towards the cost of the replacement of the Showground Lights has been unsuccessful.

It is considered to be more appropriate to raise funds by a separate charge rather than from general funds to clearly demonstrate to the community transparency of the funds required for this purpose and to only raise that level of funding required through this separate rate over a two year period. Council is committed to maintaining the Shires Infrastructure and Council also considers that the benefit is shared by all parcels of land, regardless of their value.

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Regulatory Fees

The Council has fixed regulatory fees as listed in the register of regulatory fees. The amounts have been either set by legislation or calculated to recover the cost of providing the service. Some regulatory fees may have been set at less than full cost recovery due to other community benefit considerations.

Commercial Fees

The Council has set commercial fees as listed in the register of commercial and other fees. Generally these fees have been set to recover the full cost of providing the service but may not necessarily recover the overhead costs of building space, telephones and electricity. In some circumstances fees may be subsidised by the general rate. Commercial Fees for a Business of Council may include a return on the Council's investment.

(b) LIMITATION OF INCREASE IN RATES AND CHARGES

The Council has not resolved to exercise the powers conferred under Section 1036 of the Local Government Act 1993 – Limitation of increase in rate levied.

(c) PHYSICAL AND SOCIAL INFRASTRUCTURE COSTS FOR NEW DEVELOPMENT

Council generally believes that, where possible, all identifiable physical and social infrastructure costs for new development should be met by the developer, except insofar as such infrastructure may provide for the general good in which case the developer should bear proportional or incremental costs.

(d) OPERATING CAPABILITY

It is proposed that the operating capability of Council is to be increased by an estimated \$13,596,921 as shown in the Council's budget. Council has considered the principles for making rates and charges especially taking into account the local economy. Council will balance the budget by using Reserve funds which had previously been set aside for specific purposes.

(e) **FUNDING OF DEPRECIATION AND OTHER NON CASH EXPENSES**

Council will be fully funding depreciation excluding:-

Road Network Infrastructure

Replacements Assets are partially funded by Capital Subsidies. Depreciation may not be funded to the value of the capital subsidies and contributions being received in the particular financial year. This decision will be reconsidered if the circumstances change.

SES Boats, Boat Trailers, Rescue Trailers, Generators

State Emergency Service issues these assets to the Ingham branch. This decision will be reconsidered if the circumstances regarding issue of these assets from the State Emergency Service alters.

Forrest Beach Retirement Units

Due to management body Forrest Beach Retirement Assoc Inc maintaining cash reserves for the purpose of upgrading and maintaining the building. This decision will be reconsidered if the circumstances alter.

Except where required by statutory provision or by policies of Council, all other non cash expenses may not be funded.

- (f) Significant value for Property Plant and Equipment is set at \$2,000,000. Property plant and equipment valued below this level will be recorded at historical cost.

Purpose

This overall plan:

- Identifies the rateable land to which the Elphinstone Bridge Special Charge applies;
- Describes the Elphinstone Bridge Project;
- States the cost of implementing this overall plan;
- States the estimated time for implementing the overall plan

1. *Rateable Land Identification*

As per the Deed of Agreement between Council and the benefited landholders, each parcel of rateable land identified on Elphinstone Bridge Map 1 will specially benefit from the construction of the high level dual use (road and cane railway) bridge over Elphinstone Creek.

2. *Elphinstone Bridge*

The Council constructed a bridge over Elphinstone Creek to a greater standard than planned to facilitate the cane railway crossing on the bridge. The completion date of the construction of the Elphinstone Bridge and the cane railway line extension was 25th July, 2001.

3. *Cost of implementing this overall plan*

The cost to construct the bridge to the higher standard was \$249,000. Contribution of the planning and design costs of \$16,000 was received from the Herbert River District Canegrowers on 26th September, 1997. The Qld Canegrowers Organisation – Herbert River District also forwarded a payment of \$3,000 to Council on 26th July, 2001. Hinchinbrook Shire Council contributed \$30,000 towards work undertaken at Delta Creek and the balance remaining to be repaid is \$200,000 as per the deed of agreement signed by landowners and Council. Interest will be calculated at 7% per annum and will be levied on the 1st July of each year. Interest only will be repaid over the first seven years with the total debt being repaid in the eighth financial year. The value to be calculated for each rateable assessment is based on the tonnage of sugar cane produced from the parcel of benefited land.

4. *Estimated time for implementing this overall plan*

The final levy to recover these funds will be made 2009/2010.

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Purpose

This annual implementation plan:

- Recognises that the Elphinstone Bridge Project will be recovered over 8 financial years and will not be completed within one financial year; and
- States the cost of implementing this plan in 2009/2010

1. Overall Plan Connection

Council has by resolution on 10th August, 2009 adopted an overall plan for the recovery of the Elphinstone Bridge project from the benefited landowners. Implementation of the overall plan is an ongoing process and in accordance with the provisions of Section 971 of the Local Government Act Council must adopt an annual implementation plan where the proposed service will not be implemented in one year.

2. Cost of implementing this annual plan

The final payment by the landowners for the 2009/2010 budget is \$160522.15 with each rateable land levied based on the apportionment of the tonnage of sugar cane produced on the parcel of land as a percentage of the total tonnage for the entire period of the agreement.

This overall plan:

- Identifies the rateable land to which the Crystal Creek Rural Fire Brigade Special Charge applies;
- Describes the Crystal Creek Rural Fire Brigade Service;
- States the cost of implementing this overall plan;
- States the estimated time for implementing the overall plan

1. Rateable Land Identification

In Councils opinion each parcel of rateable land identified on Map ref RFB1 will specially benefit to the same extent from the purchase and maintenance of equipment by the Crystal Creek Rural Fire Brigade.

2. Crystal Creek Fire Brigade Service

The Crystal Creek Rural Fire Brigade area covers properties in both Hinchinbrook Shire and neighbouring Thuringowa City Council rural areas. The Brigade has a 3 year activity plan which identifies activities such as:-

- To secure new appliance to replace the current aging unit.
- Promote safe and controlled fire management in conjunction with National Parks & Wildlife, Dept of Forestry, QR, Qld Transport, Councils & local land holders.
- Assist in times of community need in conjunction with the SES.
- Erection of a new fire shed to house trucks and equipment;
- Train our volunteer members to carry out their duties with competence and safety of all persons.
- Have an annual community meeting in the first half of the calendar year to discuss public issues such as use of monies.

3. Cost of implementing this overall plan

The Brigade has advised Council that the cost of implementing the Plan for 2009/2010 budget is \$2,375.00 and has requested Council to levy each parcel of rateable land an amount of \$20.00 per annum. This charge will raise \$900.00 per annum to be contributed to the Crystal Creek Rural Fire Brigade.

4. Estimated time for implementing this overall plan

The Council will review the necessity and the level of the charge on an annual basis upon receipt of a projected budget from the Crystal Creek Rural Fire Brigade.

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This annual implementation plan:

- Recognises that the Crystal Creek Rural Fire Brigade Services are an ongoing service that will not be implemented in one financial year; and
- States the cost of implementing this plan in 2009/2010.

1. Overall Plan Connection

Council has by resolution on 10th August, 2009 adopted an overall plan for the implementation of Rural Fire Brigade Services by the Crystal Creek Rural Fire Brigade. Implementation of the overall plan is an ongoing process and in accordance with the provisions of Section 971 of the Local Government Act Council must adopt an annual implementation plan where the proposed service will not be implemented in one year.

2. Cost of implementing this annual plan

The Brigade has advised Council that the cost of implementing the Plan for 2009/2010 budget is \$2,375.00 and has requested Council to levy each parcel of rateable land an amount of \$20.00 per annum. This charge will raise \$900.00 per annum from Hinchinbrook Shire properties to be contributed to the Crystal Creek Rural Fire Brigade.

This overall plan:

- Identifies the rateable land to which the Bambaroo Rural Fire Brigade Special Charge applies;
- Describes the Bambaroo Rural Fire Brigade Service;
- States the cost of implementing this overall plan;
- States the estimated time for implementing the overall plan

1. Rateable Land Identification

In Councils opinion each parcel of rateable land identified on Map ref RFB2 will specially benefit to the same extent from the purchase and maintenance of equipment by the Bambaroo Rural Fire Brigade

2. Bambaroo Fire Brigade Service

The Bambaroo Rural Fire Brigade area covers properties in the locality of Bambaroo in the Hinchinbrook Shire. The Brigade has a 3 year activity plan which identifies activities such as:-

- To have a brigade meeting before the start to our fire season.
- To discuss fire hazards before the season so the hazard reduction scheme is effective.
- To work together & liaise with Qld transport, main roads, Qld Rail, Police & members of the community.
- To erect a new fire shed to house the fire truck and equipment. This will be used as the base communication. (Special funding period, saving annual Rural Fire Levies)
- Training for updating and teaching of level one training and road incident management course (Road Accident Rescue).
- To have a community meeting to discuss levies, maintenance and service for the vehicle. Safety equipment which is needed to keep the brigade going.

3. Cost of implementing this overall plan

The Brigade has advised Council that the cost of implementing the Plan for the next year is likely to cost \$2,250.00 for operational costs with funds set aside of approx \$6000.00 towards longer term plan to purchase a shed valued at \$25,000 and has requested Council to levy each parcel of rateable land an amount of \$20.00 per annum for at least the next year. This charge will raise \$2,440.00 per annum to be contributed to the Bambaroo Rural Fire Brigade.

4. Estimated time for implementing this overall plan

The Council will review the necessity and the level of the charge on an annual basis upon receipt of a projected budget from the Bambaroo Rural Fire Brigade.

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This annual implementation plan:

- Recognises that the Bambaroo Rural Fire Brigade Services are an ongoing service that will not be implemented in one financial year; and
- States the cost of implementing this plan in 2009/2010.

1. Overall Plan Connection

Council has by resolution on 10th August, 2009 adopted an overall plan for the implementation of Rural Fire Brigade Services by the Bambaroo Rural Fire Brigade. Implementation of the overall plan is an ongoing process and in accordance with the provisions of Section 971 of the Local Government Act Council must adopt an annual implementation plan where the proposed service will not be implemented in one year.

2. Cost of implementing this annual plan

The Brigade has advised Council that the cost of implementing the Plan for 2009/2010 budget is approximately \$2,250.00 for operational expenses and approx \$6000 being set aside for the longer term plan to acquire a shed valued at \$25,000 and has requested Council to levy each parcel of rateable land an amount of \$20.00 per annum. This charge will raise \$2,440.00 per annum to be contributed to the Bambaroo Rural Fire Brigade.

This overall plan:

- Identifies the rateable land to which the Seymour Rural Fire Brigade Special Charge applies;
- Describes the Seymour Rural Fire Brigade Service;
- States the cost of implementing this overall plan;
- States the estimated time for implementing the overall plan

1. Rateable Land Identification

In Councils opinion each parcel of rateable land identified on Map ref RFB3 will specially benefit to the same extent from the purchase and maintenance of equipment by the Seymour Rural Fire Brigade

2. Seymour Fire Brigade Service

The Seymour Rural Fire Brigade area is located at the northern end of the Hinchinbrook Shire and is boarded by Girringun National Park to the northwest, the Seymour River to the east and the Herbert river to the south. The Brigade has a 3 year activity plan which identifies activities such as:-

- To discuss hazard reduction and Fire Break Programme. Identify, map and monitor fuel load in the Seymour Rural Fire Brigade area.
- Brigade Training – Ongoing training will be made available from the Division. Also the Brigade will take part in cross training with the Urban Fire Fighters.
- Ongoing costs to maintain and repair and upgrade equipment.
- Response to Wildfires.
- Plan to carry out work on vehicle to allow storage of additional equipment to enhance our abilities to respond to structural and Wildfire incidents.
- Upgrade Communication Equipment – Purchase hand held radios.

3. Cost of implementing this overall plan

The Brigade has advised Council that the cost of implementing the Plan for the next year is likely to cost \$3,700 for operational costs and has requested Council to levy each parcel of rateable land an amount of \$25.00 per annum for at least the next year. This charge will raise \$3825 per annum to be contributed to the Seymour Rural Fire Brigade.

4. Estimated time for implementing this overall plan

The Council will review the necessity and the level of the charge on an annual basis upon receipt of a projected budget from the Seymour Rural Fire Brigade.

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This annual implementation plan:

- Recognises that the Seymour Rural Fire Brigade Services are an ongoing service that will not be implemented in one financial year; and
- States the cost of implementing this plan in 2009/2010.

1. Overall Plan Connection

Council has by resolution on 10th August, 2009 adopted an overall plan for the implementation of Rural Fire Brigade Services by the Seymour Rural Fire Brigade. Implementation of the overall plan is an ongoing process and in accordance with the provisions of Section 971 of the Local Government Act Council must adopt an annual implementation plan where the proposed service will not be implemented in one year.

2. Cost of implementing this annual plan

The Brigade has advised Council that the cost of implementing the Plan for 2009/2010 budget is approximately \$3,700 for operational expenses and has requested Council to levy each parcel of rateable land an amount of \$25.00 per annum. This charge will raise \$3825 per annum to be contributed to the Seymour Rural Fire Brigade.

Purpose

The objective of this policy is to maximise rate recovery within the rating period and to instigate appropriate and timely recovery processes to recover overdue rates and charges.

Background

Council has policies in place to allow flexibility with property owners to repay rates and utility charges. Options for payment are:

- Pay in full by due date and receive 15% discount
- Pay by instalment by the due date with 10% discount
- Arrangement to Pay agreement by 1st January

Council has an obligation to ensure rates and charges are recovered as provided under the *Local Government Act 1993 (as amended)*.

Policy

That Council instigate action commencing in January of every year to recover overdue rates where an acceptable repayment proposal has not been offered and accepted by Council. Action will be taken through solicitors, debt collectors or the magistrate court as appropriate.

Any default on an accepted repayment proposal for overdue rates will result in action commencing to recover the debt through solicitors, debt collectors or the magistrate court as appropriate.

Where Judgement has been obtained on Commercial properties, legislation allows recovery of outstanding rates by Sale of Land proceedings. Council will allow a period of 6 months from date of Judgement to allow the owner to pay their overdue rates in full before considering to proceed with Sale of Land proceedings for recovery of the outstanding rates and charges.

Council also retains the right to deal with special circumstances in their discretion.

Purpose

The objective of this policy is to ensure that Council complies with legislative requirements, as outlined in the Local Government Finance Standard 2005, with regard to an Internal Audit Policy.

Background

Legislation requires Council to determine whether;

- a) An internal auditor for the local government is to be appointed; or
- b) An audit committee of the local government is to be established.

The following factors have been considered in assessing the need for the appointment of a Internal Auditor and a Audit Committee;

- a) The size of the Council has a bearing on whether an internal auditor should be appointed. For example, Councils such as Brisbane, Logan City and Gold Coast City Council would be more likely to have an internal audit function.
- b) Council has a modern computerised Financial Management Information System comprising a General Ledger and a series of integrated subsidiary systems.
- c) There are internal control mechanisms in place to ensure that the systems are in balance.
- d) Council has a clearly defined system of Officers Delegations and Authorities.
- e) Council has a commitment to maintain an Accounting Manual
- f) Council's auditors have a responsibility to review the systems, processes and internal controls that are used by Council in preparing their annual financial statements. Audits to date have not found items of a material or significant nature.
- g) The Annual Financial Statements of the Council are reviewed and approved by Council every year.

After assessing these factors it is considered that the costs associated with the appointment of an internal auditor would outweigh any advantages, and that those funds could be better employed by Council in providing services to the community.

Financial management reporting of the Council's activities are to all members of Council. It would be an unnecessary duplication to establish an Audit Committee when matters are currently dealt with by all Councillors.

Policy

Having regard to the operating environment, Council Meeting structures, existing internal control mechanisms and procedures Council does not believe that it is cost effective or necessary to appoint an internal auditor and an Audit Committee.

Purpose

To comply with the provisions of the Local Government Act and identify the specific reserves Council deems necessary as part of its financial and corporate planning strategies.

Background

A Local Government may establish specific reserves within its operating fund to provide for nominated functions or activities.

This policy identifies each Reserve and the specific purpose for which it is created. The amount of funds allocated to such reserve is contained in the operating budget.

Policy

Reserve Funds

That pursuant to *Section 515 of the Local Government Act 1993* and *Section 33 of the Local Government Finance Standard 2005*, the Council resolves to create the following Reserves as part of its financial and corporate planning strategies, and such Reserves be represented by cash reserve amounts and funds transferred thereto from time to time held in a separately identified bank account.

Reserve Identification

Purpose of Reserve

SEWERAGE RESERVE

To meet the community's future needs for provision of sewerage to areas of the Shire not currently served by a sewerage scheme or to meet ongoing maintenance requirements of the existing sewerage scheme including required upgrades.

WATER RESERVE

To meet the community's future needs by provision of water undertaking to areas of the Shire not currently served by a water scheme or to meet ongoing maintenance requirements of the existing water scheme including required upgrades.

BUILDINGS

To address future community needs for the extension, construction, purchase and acquisition of buildings as required from time to time for community amenities.

ENVIRONMENTAL MATTERS

To provide funds for the implementation of the requirements of the new Environmental Protection Act and future environmental needs of the Shire.

CONSTRAINED WORKS

To hold funds received, particularly grant monies, for projects that is required to be shown as income in the year received for which the corresponding expenditure has not occurred.

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Purpose

The objective of this policy is to ensure that Council complies with the Local Government Act 1993 and the Local Government Finance Standard 2005, with regards to the development of a Policy on Borrowings.

Background

Legislation requires the policy to include;

- (a) New borrowings planned for the current financial year and the next 4 financial years; and
- (b) The purposes of the new borrowings; and
- (c) The time over which it is planned to repay existing and proposed borrowings.

Policy

<u>BORROWINGS PLANNED FOR 2009-2010</u>	-	\$5,000,000
<u>BORROWINGS PLANNED FOR 2010-2011</u>	-	NIL
<u>BORROWINGS PLANNED FOR 2011-2012</u>	-	NIL
<u>BORROWINGS PLANNED FOR 2012-2013</u>	-	NIL
<u>BORROWINGS PLANNED FOR 2013-2014</u>	-	NIL

PURPOSE OF LOAN

To fund capital expenditure primarily for Shire Revitalisation project – Tyto Precinct to promote shire growth and generate employment. State Government funding has been approved \$4,000,000 towards the Q150 project and Council will match this value to deliver an \$8,000,000 project. The Federal Government has approved \$4,000,000 towards the Cultural Complex and Council will contribute \$1,000,000 to deliver this project.

PLANNED LOAN REPAYMENTS

Council plans to repay the loan over a 20 year period and has budgeted annual repayments of \$471,965.

SHORT TERM FINANCE

Council has treasury approval to operate an overdraft facility to the value of \$150,000 for short-term finance for operational cash-flow purposes. Council operates a consolidated account with Commonwealth Bank of Australia, that facilitates this overdraft facility.

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1. Policy on Financial Delegation

- 1.1 Council delegates to the Chief Executive Officer (CEO) the authority to incur financial expenditure on behalf of Council under the following provisions:-
- (a) (i) where expenditure has been provided for in Council's budget; or
 - (ii) before adoption of the budget for the year, but the spending must be provided for in the appropriate budget for the year (section 522 of the LGA refers)
 - (b) in the opinion of the CEO such expenditure is required because of genuine emergency of hardship (Section 483 of the LGA refers)
- 1.2 Other officers may only incur expenditure on behalf of Council if:
- (a) the officer has been granted a financial delegation by the CEO and such delegation is recorded in the Policy Register of Delegations - Purchasing; and
 - (b) expenditure is provided for in Council's budget.
- 1.3 The accountable officer (CEO) must approve financial delegations in writing by recording them in the Policy Register of Delegations - Purchasing.
- 1.4 Any officer incurring expenditure may only do so in accordance with any constraints imposed by Council or the CEO in respect to a financial delegation.

2. Policy on Procurement Delegation

- 2.1 Section 483 of the Local Government Act 1993 refers.
- 2.2 The CEO is authorised to enter into contracts on behalf of Council within the financial delegation.
- 2.3 Other officers can only enter into contracts on behalf of Council (including placing purchase orders) in accordance with a delegation granted by the CEO and recorded in the Policy Register of Delegations - Purchasing.
- 2.4 Subject to 3.8.2, no officer (CEO accepted) may have a procurement delegation for an amount of more than \$150,000.

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2.5 Purchase orders shall only be placed by officers with the appropriate procurement delegation AFTER an officer with the appropriate delegation has authorised the expense.

3. Policy on Purchase of Goods and Services

3.1 In entering into contracts for the carrying out of work, or the supply of goods and services, officers will have regard to the following principles:-

- (a) open and effective competition;
- (b) value for money;
- (c) enhancement of the capabilities of local business;
- (d) environmental protection;
- (e) ethical behaviour and fair dealing.

Certain goods purchased in accordance with this policy are subject to legislative checks and Council procedural requirements. The items with necessary Council purchasing procedure consideration are shown in appendix A.

3.2 Purchases up to \$20.00

3.2.1 Purchases up to \$20.00 may be made out of petty cash where appropriate.

3.2.2 Exceptions may be made whereby petty cash is used for payments above \$20.00 and in these cases the payment must be authorised by an officer with the appropriate delegation for the authorised expense.

3.3 Purchases up to \$800.00

Purchases up to \$800 may be made using a purchasing card, a written purchase order or an authorisation for payment.

3.4 Purchases more than \$800 and up to \$2000.00

3.4.1 Purchases must be made by placing a written purchase order unless a purchasing card or authorisation for payment is used.

3.4.2 Purchases must be undertaken by:

- (a) accessing a Standing Offer Arrangement (SOA); or
- (b) accessing a Preferred Supplier Arrangement (PSA); or
- (c) obtaining at least two verbal prices.

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3.5 Purchases of goods and services of more than \$2000.00 but less than \$15,000.00.

- 3.5.1 Purchases must be made by placing a written purchase order unless a purchasing card or authorisation for payment has been used.
- 3.5.2 Purchases must be undertaken by:
- (a) accessing a Standing Offer Arrangements (SOA); or
 - (b) accessing a Preferred Supplier Arrangement (PSA); or
 - (c) obtaining at least two written quotes, excepting where:
 - (i) sole supplier situations exist, or
 - (ii) only one supplier is able to offer quality of goods or services, which provide value for money.

3.6 Purchases of goods and services of more than \$15,000.00 but less than \$150,000.00.

- 3.6.1 In accordance with Section 485 of the Local Government Act, officers must invite written formal quotations before making a contract for goods and services involving a cost between \$15,000.00 and \$150,000.00.
- 3.6.2 Exceptions to paragraph 3.6.1 must have prior approval of CEO.
- 3.6.3 The invitation must:
- (a) be given to at least three (3) persons that Council considers can meet its requirements at competitive prices.
 - (b) Allow appropriate time (generally 5 days) from the day of invitation for submission of quotations.
- 3.6.4 Records of quotations are to be kept in a register or file.

3.7 Purchases of goods and services of \$150,000.00 or more

3.7.1 In accordance with Section 484 of the Local Government Act, purchases more than \$150,000.00 requires the calling of public tenders to suppliers. The invitation must:

- (a) be an advertisement in a newspaper circulating generally in Council's area; and
- (b) Allow at least twenty-one (21) days from the day of the advertisement for the submission of tenders.

Purchases of goods and services greater than \$150,000.00 must be approved by Council.

3.8 Delegated authority and payment for purchases

3.8.1 Except where otherwise determined by Council, where the estimated cost of purchasing goods and services is likely to be less than \$150,000.00 and where authority has been delegated as per paragraph 1.2 (a) of this document, Council Officers have delegated authority to:

- (a) Call and accept quotations
- (b) Raise any necessary purchase orders, and
- (c) Authorise payment of accounts, up to an amount less than \$150,000.00.

3.8.2 Where the estimated cost of purchasing goods and services is likely to be \$150,000.00 or more, and where authority has been delegated as per paragraph 1.2(a) of this document, Council officers have delegated authority to:

- (a) Call tenders
- (b) Prepare recommendations to Council for acceptance of tenders,
- (c) Authorise payments of accounts, of \$150,000.00 or more, where Council has decided the tender.

4. Policy on Standing Offer Arrangement/Preferred Supplier Arrangement or Panel or Suitable Providers.

Where applicable Council may arrange for commonly used goods or services to be subject to purchase against a:

- (a) Standing Offer Arrangement; or
- (b) Preferred Supplier Arrangement; or
- (c) State Government Standing Offer arrangement.

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Council must ensure there is provision for the evaluation of the arrangements including removal of a person from an arrangement because of the supplier's poor performance.

Council may establish and use a standing offer arrangement or a preferred supplier arrangement if-

- (a) the supply of goods or services is needed in large volumes or frequently; and
- (b) it is able to obtain better value for money by aggregating demand for the goods or services needed and
- (c) the goods or services needed can be stated in terms that would be well understood in the industry concerned.

4.1 Standing Offer Arrangement (SOA)

4.1.1 Goods and services purchased against SOA must comply with the Local Government Finance Standard 2005 Part 3 Division 1.

4.1.2 Council is not required to call for competitive offers when assessing a SOA.

4.2 Preferred Supplier Arrangement (PSA)

4.2.1 Goods and services purchased against PSA must comply with the Local Government Finance Standards 2005 Part 3 Division 1.

4.2.2 PSA may be established as required for the purchase of goods and services as needs are identified by Council.

4.2.3 The selection of a supplier will be made on the basis of the five principles mentioned in Section 3 of this policy.

4.2.4 When formalising and establishing a PSA, provision for the evaluation of a supplier will be clearly provided.

The criteria for the removal of a supplier from a PSA due to poor performance will also be made and included within the terms of the arrangement.

4.3 Panel of Suitable Providers

Where applicable Council may arrange for professional and other services to be provided from persons listed on a Panel of Suitable Providers. (Section 487 LGA)
The Panel shall be compiled from suitable persons qualified to provide the required service.

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4.4 Registers of Pre-qualified Suppliers (PQS)

Council may establish and use a register of pre-qualified suppliers if:-

- (a) it would be costly to prepare and evaluate invitations each time the goods and services were needed; or
- (b) the capability or financial capacity of the supplier is critical; or
- (c) there are significant security considerations; or
- (d) compliance with defined standards is a pre-condition of offer to contract; or
- (e) the ability of local business to supply the goods or services needed by Council needs to be found out or encouraged.

5. Policy on Exceptions to Seek Tenders/Quotations

This policy covers the exception to seek tenders for the supply of goods and services.

5.1 Under Section 486 of the Local Government Act, Council may enter into a contract without complying with Local Government Act 1993 Section 484 (when tenders are required) or Section 485 (when quotations are required) in the following circumstances:-

- (a) accessing a standing offer arrangement or a preferred supplier arrangement;
- (b) accessing a register of pre-qualified suppliers;
- (c) accessing offers received by other governments quotations or tenders through recognised and approved procedures; or

Council resolves:

- (i) that it is satisfied that there is only one supplier reasonably available to it; or
 - (ii) that a genuine emergency exists; or
 - (iii) to obtain second hand goods; or
 - (iv) to purchase goods at an auction.
- (d) the contract is made under an exemption to open competition in Section 486 of the Local Government Act 1993; or
 - (e) the contract is made with, or under an arrangement with or made by:-
 - (i) the State, a Government Entity, the Brisbane City Council or another Local Government, or
 - (ii) another Australia Government, an entity of another Australian Government or a local government of another State or Territory.
 - (f) the contract is made with a person on the panel of suitable providers; or

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- (g) Council resolves that it is satisfied that the services to be supplied are of such a specialised or confidential nature that it would be impracticable or disadvantageous to the local government to invite tenders or quotations.

6. Policy on splitting of orders

Council officers are prohibited from splitting orders for the purposes of acquiring goods and services above their delegated financial and procurement levels, or to avoid the necessity to obtain quotes or call for tenders.

7 Repeat Orders

Council officers must identify and assess the total likely requirements of Council over a period of twelve months. Where repeat orders are required from a single supplier are estimated to be \$15,000 or more consideration must be given to establishing an appropriate purchasing arrangement as per section 4 of this policy.

8 Policy on Council Preference System

Council's policy is to encourage local suppliers to bid for Council purchasing contracts. This policy is to enhance the opportunity for suppliers of goods and services within the Hinchinbrook Shire to be considered for Council purchasing contracts on the basis of merit and value for money. Preference will be given to locally sourced goods and services where price, performance, quality, suitability and other evaluation criteria are comparable.

Council in consultation with the officers will determine the local preference prior to calling public quotations or tenders and will include details of the basis for local preference in the documents at the time of calling the quotations or tenders.

9 Policy on Ethical Behaviour

- 9.1 Officers undertaking a purchasing responsibility must act ethically, in accordance with Council's Code of Conduct and must be seen by all parties involved in a purchasing transaction (internally within Council and externally in the market place) to be acting ethically.
- 9.2 Officers with procurement responsibilities are to behave with impartiality, fairness, independence, openness, integrity and professionalism in their discussions and negotiations with suppliers and their representatives.
- 9.3 Council officers with procurement responsibilities are to advance the interests of Council in all transactions with suppliers' representatives and act in accordance with the policies and procedures contained herein.
- 9.4 Council officers are to attain and maintain a high level of credibility with suppliers and their representatives.

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- 9.5 Where an officer involved in purchasing negotiations or evaluation of offers identifies a conflict of interest the CEO is to be advised in writing as to the conflict and the officer concerned must withdraw from the transaction.
- 9.6 Conflicts of interest include the procurement of goods and service from:
- (a) elected members or companies in which elected members have an interest;
 - (b) relatives or companies in which relatives of the purchasing officer has an interest; and/or
 - (c) friends or companies in which friends of the purchasing officer have an interest.
- 9.7 A statement to the effect that where a tenderer for a contract with Council has a business or other association with a Councillor or Council officer, such that a Councillor or officer has or is likely to have a material interest in the contract being awarded to the tenderer, a declaration to that effect shall be included in the tender documentation.

10 Policy on Release of Information

- 10.1 Purchasing officers must not release information, including names of tenderers to other tenderers, prior to the opening of a tender or quotation, except where release of this information would be in the interest of Council.
- 10.2 Communication should be minimised with suppliers prior to the award of tender except during the course of normal daily work.
- 10.3 Information pertaining to price, technical or performance specifications must not be discussed until after the closing date and time of the tender or quotation.
- 10.4 All tenders will be publicly opened unless otherwise determined by Council.

Appendix A

Item Purchased	Special Requirement
Telephone Equipment	Must be purchased through Council Store or IT Manager.
Computer Hardware & Software	Must be purchased through the IT Manager.
Plant	Must be purchased through the Plant Manager.

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Definitions

Standing Offer Arrangement – for a local government means an arrangement to which the local government is a party with a supplier of goods or services at a fixed price for a stated period.

Preferred Supplier Arrangement – for a local government means an arrangement by the local government with a supplier for the supply of goods or services under agreed pricing conditions for a stated period.

Pre-qualified Supplier – for a local government means 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.

HINCHINBROOK SHIRE COUNCIL
REQUEST FOR EXEMPTION TO THE PURCHASING POLICY

The Hinchinbrook Shire Council Policy for Contracts for Goods and Services states that 3 written quotes must be obtained from more than one supplier for the carrying out of work or the supply of goods and services costing more than \$15,000 and less than \$150,000. Section 3.6.2 of the Purchasing Policy requires CEO approval to seek an exemption to the Purchasing Policy requirements.

I _____ request approval to purchase without following the requirements of the Purchasing Policy for good/services listed below:-

Quotes received:-	Supplier	Value

The reason for requesting this approval is:-

Signed _____

Position _____

Date ____/____/____

Approval is granted as requested above.

Signed: R.W. Clark,
CHIEF EXECUTIVE OFFICER.

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HINCHINBROOK SHIRE COUNCIL
AUTHORISATION FOR PAYMENT

FORWARD TO ACCOUNTS PAYABLE

DIRECTIV

PAYEE: _____

ADDRESS: _____ ***Use 'Item Code' only with Works #**

ACCOUNT/JOB NO.	PAYMENT DETAILS	* ITEM CODE	AMOUNT
CALCULATIONS & EXTENSIONS CHECKED BY:			\$

I hereby certify that the abovementioned goods/services have been received in good order/performed to my satisfaction and that the attached accounts are duly authorised for payment.

SIGNATURE: _____ **DATE:** / / **AUTHORITY:** _____

Purpose

To provide for the control of expenditure on advertisements placed by Council in various media. To meet legislative requirements, ensure appropriate authorisation of advertisements and to ensure value for money in placing advertising.

Background

This policy is mandatory due to provisions within the Local Government Finance Standard 2005. Advertising should be used where the purposes of the Council or the benefit of the community is advanced. It should not be used to promote the particular achievements or plans of particular councillors or groups of councillors. In particular advertising should not be used to influence the voters in an election.

The Local Government Finance Standard 2005 defines *advertising* as “promoting to the public an idea, goods or services by using a medium commonly used for promoting ideas, goods or services and for which a fee is paid. *Examples of mediums commonly used for promoting ideas, goods or services – magazine, newspaper, radio, television*”

This policy applies to any paid advertisement or notice in any media to promote goods or services (including facilities) provided by the Council.

This policy does not apply to:-

- Advertising for employees
- Advertising for acquisition or disposal of property plant & equipment used, or to be used by Council in its business
- Advertising for tenders or expressions of interest under Council's purchasing policy or under the Local Government Act 1993 Chapter 6 part 3.
- Reports published in media where no payment is made for the report.

All press released issued by the Council for which no payment is made must be approved by the Chief Executive Officer prior to release.

Policy

The Council may incur expenditure for advertising only if it:-

- provides information or education to the public and is in the public interest
- advises the public of new or continuing service or facility provided by Council
- advises the public about changes to an existing service or facility provided by Council
- increases the use of a service or facility provided by the Council on a commercial basis with a view to profit
- changes the behaviour of people in the Council area for the benefit of all or some of the community or to achieve the objectives of the Council
- advises the public of the time, place and content of scheduled meetings of the Council
- advises the public of the decisions made by the Council at its meetings
- requests comment on proposed policies or activities of Council
- advertises matters required to be advertised by legislation.

The Council must not:-

- During the period of three months preceding an election of the local government other than a by-election; or during the period after the date of a by-election is advertised until the day of the election:
 1. Place advertisements relating to future plans unless, and only to the extent that those plans have been formally adopted by the Council;
 2. Advertise the activities of the Council otherwise than in the manner and form it is customary for the Council to advertise its activities;
 3. Place advertisements which seek to influence support for particular candidates, groups of candidates or potential candidates in the election; or
- Bear the cost of advertisements featuring one or more councillors or containing quotations to individual councillors. (This does not preclude councillors appearing in unpaid publicity or other publicity where the cost is not borne by the Council.

All expenditure on advertising must be approved by the Chief Executive Officer or the appropriate Department Manager.

The approving officer must ensure that:

- Expenditure is in accordance with the policy
- Cost of the advertisement is appropriate for the number of people it is intended to inform and provides a commensurate benefit to the Council or to the public
- Cost is available in the relevant budget and meets the usual requirements for expenditure approvals.

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A summary of advertising expenditure must be included in the Annual Report.

Department Manager means:-

- Manager of Engineering Services
- Manager of Environmental & Health Services
- Manager of Water & Sewerage Operations
- Manager of Financial Services
- Manager of Corporate and Economic Development.

Purpose

To provide for the control of expenditure on entertainment and hospitality by Council. To meet legislative requirements and ensure appropriate authorisation of entertainment & hospitality expenditure.

Background

This policy is mandatory due to provisions within the Local Government Finance Standard 2005. *entertainment or hospitality service*, for a local government, includes the following:-

- (a) a service provided by the local government for entertaining members of the public for promoting an initiative or project of the local government;
- (b) the provision of food or beverages by the local government-
 - i. to a person visiting the local government in an official capacity; or
 - ii. for a conference or meeting held by the local government for its councillors, employees or other persons; or
 - iii. for a seminar, course, workshop or another forum provided by local ;
- (c) attendance by a councillor or employee of the local government at a function –
 - i. as part of the councillor's or employee's official duties
 - ii for which an amount is charged to the local government for attending the function.

This definition is not intended to be an exclusive definition but is to ensure certain items are included.

Entertainment and hospitality expenditure must be incurred in the public interest. The Councillor or Council officer authorising the expenditure must demonstrate that the expenditure will benefit the public generally or facilitate Council business.+

The amount spent must be reasonable having regard to benefit to Council or the public. The expenditure must be provided for in a budget and must be authorised by an officer with delegated authority. Expenditure incurred by Council which is not reasonable and appropriate (private expenses) must be repaid to Council within 14 days of being paid. Entertainment and hospitality expenditure may only be charged to a corporate credit card if prior authorisation has been obtained.

Policy

The Council may meet the cost of food and non alcoholic drinks provided to employees in the following circumstances:-

- a light meal may be provided for employees who are required to work during a meal time and an alternative meal break is not available. This includes committee and working group meetings and conferences, seminars and training sessions where the cost is met by the Council;
- if the employee is required to attend a meeting or other function attended by non-employees and food and drink is provided for all attendees;
- if the employee is working at premises remote from the normal place of work so that normal arrangements for a particular meal are not available;
- alcoholic drinks may not be provided for employees except where the employee attends a function at which alcoholic drinks are provided for non employees under this policy.

Councillors may claim hospitality costs on the same basis as employees.

Training Courses, meetings and other functions

Courses, meetings or functions arranged by Council may include refreshments. Refreshments must be reasonable in relation to the purpose and nature of the event and expected attendees.

Alcohol may be provided at a function if it has been approved by the Chief Executive Officer. Alcohol must not be provided during meetings or training course provided by the Council. If an employee attends a course, meeting or function not provided by Council at Council cost, the Council may pay for meals (including alcoholic drinks) if they are included in the overall cost for the event or are provided at meals which are an integral part of the event.

Reasonable and appropriate

The following are examples of expenditure which is considered reasonable and appropriate:-

Civic Functions Such as citizenship ceremonies that provide community recognition or a welcome by the Council. The decision as to reasonable and appropriate costs will take into consideration the number of attendees, the timing of the function, the venue and the location within the Shire.

Employee reward and recognition presentations Recognition of Council officers to reward outstanding achievement in the provision of services to the public. This may include official reward and recognition events, length of service presentations and officer farewells. Such expenditure is to be approved by the Chief Executive Officer or Department Manager.

Anzac Day wreaths Recognition of service of war veterans to the community.

Condolence wreaths or floral presentations For the death of or serious injury to a councillor or Council officer or their immediate family. This is in recognition of service and a mark of respect to his/her family.

Visits by overseas delegates These visits occur for cultural or economic development reasons and have the potential to increase investment in the Council area.

Annual Christmas celebration In order to recognise and appreciate Council officers for their dedication and commitment to the provision of Council services to the public.

Where a Department Manager chooses to incorporate the regular department meeting with an opportunity to celebrate Christmas, the time to attend the meeting will be considered normal working hours up to the hours expected for a normal meeting. However, the cost of food and beverages is not to be met by Council.

Meeting within ordinary hours Entertainment and hospitality for meetings held within ordinary working hours should be kept to a minimum. Where Councillors or Council officers are required to work through a meal break or outside normal hours due to the impracticality of holding the meeting at any other time, the relevant meal allowance is to be used as a guide. Such entertainment and hospitality should not be substituted for business meetings that would ordinarily be conducted in the workplace. Examples may include Ordinary meeting of Council, Council committee meetings and management team meetings.

Where there are regular meetings that are similar in nature each time, there will be no need to justify the reasonable and appropriateness of expenditure for each meeting. It will be sufficient if the first meeting passes the public defensibility test.

Associate persons expenditure Only in exceptional circumstances approved by the Chief Executive Officer or Department Manager, and where attendance of an Associate is of demonstrated benefit to the Council, are the entertainment and hospitality costs for such a person to be met by the Council. In these instances, the Associate will be considered an official representative of the Council and will be expected to comply with Council's code of conduct.

Other Hospitality Expenses Other types of expenditure considered reasonable as official hospitality includes the provision of tea, coffee, sugar, milk and morning and afternoon tea for official visitors and appropriate staff.

Not Reasonable and appropriate

Examples of expenditure which is generally considered not to be reasonable and appropriate and are therefore to be treated as private expenditure are:

- tips or gratuities
- Dinners/functions at a private residence of a councillor or Council officer
- Drinks only costs – including hot and cold beverages
- Morning/afternoon tea outside Council premises, where only Councillors or Council officers are attending
- Floral presentations excluding example stated above
- Mini Bar Expenses
- Staff working on Council premises where food and beverages are on sale are not entitled to charge food and beverages to Council in the normal course of their duties

Use of Corporate Credit Cards

Where a credit card is provided to an employee or a councillor, that card may only be used to pay for entertainment and hospitality expenditure where the expenditure has been approved under this policy and the expenditure has been authorised and is within the budget allocation.

Controls

A person cannot authorise their own expenditure. Expenditure must be authorised by the officers superior. Expenditure by the CEO must be authorised by a Department Manager. Expenditure by a Councillor must be authorised by the CEO or Department Manager.

An explanation of the purpose of the expenditure demonstrating that the expenditure complies with this policy and is in the public interest must be included with each authorisation.

Details of Entertainment expenditure must be included in the Annual Report.

Department Manager means:-

- Manager of Engineering Services
- Manager of Environmental & Health Services
- Manager of Water & Sewerage Operations
- Manager of Financial Services
- Manager of Corporate and Economic Development.

Hinchinbrook Shire Council is committed to ensuring the effective implementation of National Competition Policy (NCP) and Council of Australian Governments (COAG) water reform initiatives. This Competition and Water Reform Policy aims to provide a summary of Council's ongoing commitment in meeting such initiatives.

SECTION 1: POLICY FOR IDENTIFYING BUSINESS ACTIVITIES

Activities of Council will be identified as business activities if they trade in goods and services to clients that could potentially be delivered by a private sector firm for the purposes of earning profits in the absence of Council's involvement. They do not include the non-business, non-profit activities of Council.

Each year, Council is required to identify those activities that are business activities and determine whether competition reform needs to be applied to assist in removing anti-competitive conduct, encourage greater transparency in the operation of such activities and improve the allocation of Council's limited resources.

The following business activities are identified as business activities in 2009/2010:

- Water Supply
- Sewerage
- Waste Management
- Building Certification

Council is committed to applying the Code of Competitive Conduct to the above business activities in 2009/2010¹. This means that the pricing practices for each business activity will comply with the principles of full cost pricing such that total revenue, inclusive of community service obligations (CSOs) and net of any advantages and disadvantages of public ownership, should cover the following cost elements:

- Operational and resource costs
- Administration and overhead costs
- Depreciation
- Tax and debt equivalents
- Return on capital

¹ Council's annual report will contain a list of its activities that are business activities during the year, as well as a statement whether the Code of Competitive Conduct is applied or a statement of reasons why the Code is not applied. Should Council resolve the Code should no longer apply to a business activity, a statement of reasons for no longer applying the Code will need to be provided in the annual report.

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SECTION 2: COMPETITIVE NEUTRALITY COMPLAINTS PROCESS

Where the Code of Competitive Conduct is applied to a business activity, the *Local Government Act 1993* requires Council to establish a complaints mechanism to deal with any complaints about whether the activity is being run in accordance with the requirements of the Code. The complaints mechanism is intended to provide both Council and complainants with some degree of certainty about the status and treatment of complaints over competitive neutrality.

A competitive neutrality complaints process exists for all of Council's nominated business activities. No complaints were received in 2008/2009.

SECTION 3: RESPONSIBILITY FOR DAY-TO-DAY OPERATION OF BUSINESS ACTIVITIES

Financial reports are provided monthly to the council for each business activity and the Managers responsible for the business activity provide comments when appropriate with regard to the business performance.

Water Supply – The Water and Sewerage Manager has full budget responsibility and control governed by Council policies. The Finance Manager prepares calculations of Full Cost Pricing, allocation of corporate overheads and costings for CSOs which is reviewed with the Water and Sewerage Manager prior to adoption of the budget by Council. Operationally the Water and Sewerage Manager reports to the Manager Engineering Services. The Water and Sewerage Manager has discretion to make operational decisions based on performing an effective Water and Sewerage Business.

Sewerage – The Water and Sewerage Manager has full budget responsibility and control governed by Council policies. The Finance Manager prepares calculations of Full Cost Pricing, allocation of corporate overheads and costings for CSOs which is reviewed with the Water and Sewerage Manager prior to adoption of the budget by Council. Operationally the Water and Sewerage Manager reports to the Manager Engineering Services. The Water and Sewerage Manager has discretion to make operational decisions based on performing an effective Water and Sewerage Business.

Waste Management – The Environmental Manager has full budget responsibility and control governed by Council Policies. The Finance Manager prepares calculations of Full Cost Pricing, allocation of corporate overheads and costings for CSOs which is reviewed with the Environmental Manager prior to adoption of the budget by Council. Operationally the Environmental Manager reports to the Chief Executive Officer. The Environmental Manager has discretion to make operational decisions based on performing an effective Waste Management Business.

Building Certification – The Manager Engineering Service has full budget responsibility and control governed by Council Policies. Changes in fees for service are recommended by Manager Engineering Services for approval by the Chief Executive Officer. The Finance Manager prepares calculations of Full Cost Pricing, allocation of corporate overheads and costings for CSO's which is reviewed with the Manager Engineering Services prior to adoption by Council. Operationally the Manager Engineering Services reports to the Chief Executive Officer. The Manager Engineering Services has discretion to make operation decisions based on performing an effective Building Certification Services.

SECTION 4: STATEMENT OF ACTIVITIES TO WHICH COMPETITION REFORMS APPLY

Provided in the table below are the results of the full cost pricing analysis for Council's business activities in the 2009/2010 year.

Statement of Activities to Which Competition Reforms Apply

2009/2010 Budget	Water Supply (\$)	Sewerage (\$)	Waste Management (\$)	Building Certification (\$)
Revenues for services provided to the Council	111,513	16,233	81,641	-
Revenues for services provided to external clients	2,419,752	1,592,653	2,294,866	97,254
Community service obligations	200,576	246,657	68,458	-
Total revenue	2,731,841	1,855,543	2,444,965	97,254
Less: Total expenditure	2,093,375	1,625,027	2,384,533	101,722
Surplus/(deficit)	638,466	230,516	60,432	(23,394)
<u>List of Community Service Obligations</u>				
Fire Service	37,494			
Water Access Concessions	161,042			
Uneconomical Service Supply/Extensions	2,040	124,787		
Sewerage Access Concessions		121,870		
Collection of Street Litter			68,458	

The CSO value is determined by Council and represents an activity's costs that would not be incurred if the activity's primary objective was to make a profit. The Council provides funding from general revenue to the business activity to cover the cost of providing non-commercial community services or costs deemed to be CSOs by the Council.

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SECTION 5: MANAGEMENT REPORTING AND PERFORMANCE MEASUREMENT

To comply with the various legislative requirements associated with competition and water reform, this policy is formally adopted by Council during the budget process each year. In addition, Council will disclose the relevant information on its business activities in the annual report.

A number of financial and non-financial key performance indicators (KPIs) have been established by Council to measure the ongoing performance of each business activity on a regular basis, as outlined in the table below. Where possible, the KPIs are benchmarked against industry standards or past performance to determine whether Council business activities are achieving continuous improvement in the provision of goods and services to customers and the community.

Summary of Financial & Non-Financial Key Performance Indicators (KPIs) for Council Business Activities, 2009/10 Forecast

Business Activity	Financial KPIs			Non-Financial KPIs																							
	EBIT	NPAT	Overheads/ Expenditure	Return on Capital (pre-tax)	Return on Turnover																						
Water Supply	518,413	397,090	Achieved = 13% Industry = 19%	Achieved = 7.91% Target = 9.18%	Achieved = 15%	Residential charge at 300kL = \$425 (industry = \$525) Water quality tests meet standards (target = >95%)																					
Sewerage	309,097	216,368	Achieved = 10% Industry = 23%	Achieved = 7.23% Target = 9.18%	Achieved = 11%	Residential charge = \$490 (industry = \$463) Odour complaints / 1,000 connections (target = <10) Blockage complaints / 1,000 connections (target = <5)																					
Waste Management	102,171	37,226	Achieved = 13% Industry = 13%	Achieved = 7.14% Target = 9.18%	Achieved = 2%	Available airspace at Warrens Hill Refuse Tip - target 700,000m3																					
Building Certification	(23,394)	(23,394)			Achieved = 0% Target = 10%	Number of certifications undertaken in Shire = 225																					
						<table><tr><td>New Dwellings</td><td></td><td>35</td></tr><tr><td>Class 10a (Sheds etc)</td><td></td><td>75</td></tr><tr><td>Alterations & Additions</td><td></td><td>55</td></tr><tr><td>Shop Fit Out</td><td></td><td>10</td></tr><tr><td>Commercial</td><td></td><td>15</td></tr><tr><td>Removal / Demolition</td><td></td><td>15</td></tr><tr><td>Swimming Pools</td><td></td><td>20</td></tr></table>	New Dwellings		35	Class 10a (Sheds etc)		75	Alterations & Additions		55	Shop Fit Out		10	Commercial		15	Removal / Demolition		15	Swimming Pools		20
New Dwellings		35																									
Class 10a (Sheds etc)		75																									
Alterations & Additions		55																									
Shop Fit Out		10																									
Commercial		15																									
Removal / Demolition		15																									
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SECTION 6: DIVIDEND POLICY

A proportion of net profit after tax is available to be paid to Council as the shareholder of each business activity through the declaration of dividends. Dividends are only declared once the cash flow requirements of each business activity with respect to the repayment of debt, funds required for future expansion, and funds required for current or future asset replacement have been met.

SECTION 7: COMMUNITY SERVICE OBLIGATION POLICY

Community service obligations (CSOs) arise when a government specifically requires a public enterprise to carry out activities relating to outputs or inputs which it would not elect to do on a commercial basis or, alternatively, would only provide at higher prices. Pursuant to the requirements of the *Local Government Finance Standard 2005*, CSOs are funded by the general fund and provided as revenue to the business activity to which they relate.

CSOs may exist due to a number of factors, including:

- Council considers it desirable that certain goods and services be supplied to users at a uniform or affordable price, regardless of the cost of provision
- Where Council has social welfare objectives to provide concessions to consumers who are considered disadvantaged
- Where Council provides incentives to industry
- Where Council requires business activities to abide by environmental, consumer, cultural heritage or similar policies that may not usually apply to similar businesses in a commercial environment

The process for establishing new CSOs for Hinchinbrook Shire Council is provided below:

1. Determine the specific policy objective of Council to which the CSO is linked
2. Propose the CSO after undertaking research into its validity and delivery
3. Cost the CSO according to an acceptable method (avoidable cost or revenue foregone)
4. Develop a measure of performance for the CSO to measure its effectiveness in achieving policy objectives
5. Present the CSO to Council for review prior to its incorporation in the budget to ensure that an appropriate decision is made on its size and importance
6. Incorporate the CSO into pricing budget as a revenue item funded by general revenue
7. Ongoing negotiation and review of performance and size of CSO

Full detail of existing CSOs, including their description, arrangements for measuring effectiveness, agreed funding levels, costing and payment arrangements, are agreed between the manager of the business activity and Council prior to the commencement of each financial year. As part of this process, the performance of the CSO in achieving policy objectives needs to be reported to Council and the size of the CSO reviewed where appropriate. Council is also committed to disclosing all community service obligations relating to those business activities to which competition reforms have been applied.

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Description, Costing and Evaluation of Community Service Obligations for Hinchinbrook Shire Council's Business Activities

CSO Description	Costing Method	Value 2009/2010	Council Policy Objective	KPI Description	KPI 2009/2010	KPI 2008/2009
Water Supply						
Fire service	Avoidable cost for provision of maintenance to fire hydrants plus the revenue foregone from providing water for fire fighting and testing free-of-charge.	\$37,494	Provision of a safe community	Cost per resident benefiting from these services	\$4.06	\$4.06
Water Access Concessions	Revenue foregone from direct price concessions (in the form of reduced access charges) for a number of users in accordance with the revenue policy for the water business, including Recreation/ Sporting/ Charitable Consumer, Schools, and Domestic Properties with larger connections.	\$161,042	Assistance to community groups	Cost per capita	\$17.45	\$16.22
Uneconomical service supply	Avoidable cost of providing a service to an area where supply is uneconomical in nature and exists, at least in part, to meet community service objectives. The extension actioned in 2003 to the Beatts Rd and Forrest Drive area is recognized as an uneconomical service supply.	\$2,040	Small community assistance	Cost per capita	\$0.22	\$0.22
Sewerage						
Uneconomical service supply	Avoidable cost of providing a service to an area where supply is uneconomical in nature and exists, at least in part, to meet community service objectives. AECeconomics has identified the Lucinda sewerage scheme as uneconomical in nature. Due to the cost of sewerage and the small customer base of these two schemes, it is not viable to charge the full cost of providing the service. The extension actioned in 2003 to Dickson St, Ingham is recognised as an uneconomical service supply.	\$124,047	Small community assistance	Cost per resident in Lucinda	\$1240.47	\$1,191.13
		\$740	Small community assistance	Cost per resident in Ingham	\$0.15	\$0.15
Sewerage Access Concessions	Revenue foregone from providing discounted sewerage charges, which cannot be accurately quantified until a new method of charging is adopted.	\$121,870	Assistance to community groups	Cost per capita	\$19.62	\$18.17
Waste Management						
Collection of Street Litter	Avoidable cost from collection of street litter by waste management business activity.	\$68,458	Community service	Cost per capita	\$5.55	\$7.38

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SECTION 8: POLICY FOR DETERMINING INTERNAL SERVICE CHARGES

Full cost pricing requires the recognition of indirect costs incurred by business activities in their use of Council's administrative and other internal service functions. The following internal service areas are identified within Council:

- Corporate Services - Administration
- Corporate Services – Administration Building
- Corporate Services – Human Resource Management
- Corporate Services – Information Technology
- Corporate Services – Other Financial Services
- Corporate Services – Accounts Payable
- Corporate Services – Payroll
- Corporate Services – Rates/Accounts Receivable
- Economic Development – GIS Projects
- Health Services
- Transport – Communications
- Transport – Depot Administration
- Transport – Ingham Depot
- Transport – Halifax Depot
- Transport – Workshop
- Technical Services – Design
- Technical Services – Engineering
- Technical Services – Quality Assurance
- Technical Services – Survey
- Wet Weather

Selected overhead activities are recovered via direct charges, with the remaining overhead costs distributed to end users via the AEC Group corporate overhead allocation model. The model employs cost drivers as the basis for determining each business activity's relative share of the full costs of each overhead activity (incorporating a return on capital on any assets employed).

Following the allocation of internal service costs to business activities, preliminary internal service charges are determined. Discussions are then undertaken between internal service providers and business managers on a regular basis to clarify the costs of each internal service and to ensure that appropriate methods of cost allocation are employed. Additional feedback on corporate overheads from business managers is encouraged outside of these formal discussions.

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Section 9: Tax Equivalent Policy

To ensure that competitive neutrality exists in the determination of the full cost of Council's business activities, all taxes and charges not paid due to public ownership are identified and included in each business activity's cost base prior to pricing decisions being made. Imputed income tax equivalents are determined in accordance with the application of the relevant company tax rate to the net profit of each business activity. Other material tax equivalents incorporated in the full cost base include payroll tax equivalents, land tax equivalents, and general rate equivalents.

SECTION 10: OTHER COMPETITIVE NEUTRALITY ADJUSTMENT POLICY

Even after taking into account corporate overhead costs and tax equivalents, other competitive neutrality adjustments are made to remove certain other competitive advantages and disadvantages arising from public ownership, including the following labour cost adjustment:

- Additional superannuation paid to local government employees

SECTION 11: RETURN OF CAPITAL POLICY

For all business activities, prices are set to reflect the full funding of depreciation based on assets valued at deprival value (i.e. incorporation of a return of capital component in pricing determinations). For those business activities that are not directly responsible for assets, the overhead charges applied or hire/lease rates are inclusive of depreciation based on assets valued at deprival value.

SECTION 12: RETURN ON CAPITAL POLICY

Commercial business activities seek a return on investment to reflect the return that could have been earned by alternative uses of those funds and/or to reflect the cost of capital employed. In applying the Code of Competitive Conduct, an appropriate commercial return is identified and included in the pricing budget for each of Council's business activities.

For businesses with significant assets, the rate of return on capital is determined in accordance with the Weighted Average Cost of Capital (WACC) invested in physical assets². For business activities with minimal or no physical assets, the rate of return on working capital may be approximated by a percentage of operating expenditure.

² No debt guarantee equivalents are required in the determination of full cost, since a commercial interest rate is incorporated into the WACC equation.

The rate of return on capital is then applied to the depreciated, optimised replacement cost of assets (DORC), such that the value of assets for pricing purposes reflects the current working condition of assets utilised, the removal of redundant assets, adjustments for excess capacity, and takes into account the greater efficiency of newer assets. In addition to asset optimisation, the proportion of contributed assets and assets constructed with grants and subsidies are also removed from the asset base prior to the determination of the return on capital requirement. The return on capital requirement takes into account the revaluation impact on assets by incorporating anticipated capital growth into the total receipts for each business when assessing whether it is recovering full cost.

The table below summarises the target rate of return on capital, optimisation adjustments and contributed asset proportion applied to each business activity. No optimisation adjustments to the asset base are made for water supply, sewerage and waste management because no excess capacity is believed to exist and asset redundancy and inefficiency is not a major issue. However, the proportion of contributed assets and assets constructed with grants and subsidies from other levels of government are removed from the asset base prior to determining the required rate of return.

Summary of Return on Capital Components for Council's Business Activities

Activity	Target Rate of Return	Optimisation Adjustments	Contributed Asset Proportion
Corporate Overheads	9.18% (pre-tax WACC)	Nil	0%
Water Supply	9.18% (pre-tax WACC)	Nil	48%
Sewerage	9.18% (pre-tax WACC)	Nil	52%
Waste Management	9.18% (pre-tax WACC)	Nil	0%
Building Certification	10% (return on opex)	Nil	n.a.

While Council seeks to set prices in accordance with the full cost of providing goods and services, it also has regard to market factors and cycles when setting prices and determining the appropriateness of the achieved commercial return on investment.

SECTION 13: TWO-PART WATER TARIFFS

Universal metering exists for all water schemes in Hinchinbrook Shire. An effective two-part tariff exists which covers connections in all three water supply schemes. Consumption charges are applied to all usage. Council is committed to ensuring that its two-part water tariff is structured in a manner consistent with marginal cost pricing and its demand management objectives. In recent years, Council has increased the proportion of revenue collected through the volumetric charge to more closely reflect the long-run marginal cost of water supply.

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In 2009/2010, it is estimated that the proportion of revenue collected through the fixed access charge will be 64%, with the remaining 36% collected through consumption charges.

SECTION 14: EVALUATION OF WATER AND SEWERAGE CROSS SUBSIDIES

A cross subsidy in the provision of water supply and sewerage potentially exists when a class of consumer pays less than the marginal cost of providing the service, while another consumer class pays more than the marginal cost of providing the service. Pursuant to Section 783 of the *Local Government Act 1993*, Council publishes the results of the cross subsidies evaluation in the annual report. The results of the most recent assessment are provided in the table below.

Water Supply	Domestic	Commercial	Industrial	Other
LRMC (c/KL)	65.93	65.93	65.93	65.93
Revenue Received (c/KL)	134.35	148.46	73.20	169.13
Price Differential (c/KL)	68.42	82.53	7.27	103.21
Cross-Subsidy Received (yes/no)	NO	NO	NO	NO

Sewerage	Domestic	Commercial	Industrial	Other
LRMC (c/KL)	34.02	34.02	34.02	34.02
Revenue Received (c/KL)	103.08	123.53	216.35	168.59
Price Differential (c/KL)	69.05	89.51	182.32	134.57
Cross-Subsidy Received (yes/no)	NO	NO	NO	NO

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The Council resolves, pursuant to Section 793 of the *Local Government Act 1993*, to establish a process for resolving complaints by affected persons about failure to comply with the competitive neutrality principles applying to any business activity to which the Code of Competitive Conduct is applied.

The Council also resolves, pursuant to Section 794 of the *Local Government Act 1993*, that the complaint process include the following elements:

- 1.0 The process for selecting and appointing referees to investigate complaints of any business activity to which the Council has resolved to apply the Code of Competitive Conduct shall be in accordance with the following:
 - (a) William Hugo Pickering has been appointed as referee to investigate all complaints received, unless otherwise directed by the Chief Executive Officer.
 - (b) The Chief Executive Officer may determine the amount of remuneration of the referee, the provision of appropriate insurance cover for the referee and the method of notification of appointment of a referee; and
 - (c) The maximum time period for the conduct of an investigation shall be thirty (30) days, or such longer period as the Chief Executive Officer may determine.
- 2.0 The preliminary procedure, for affected persons to raise concerns about alleged failures of any business activity to comply with the relevant competitive neutrality principles and for clarifying and, if possible, resolving the concerns, shall be in accordance with the following:
 - (a) Receipt of concerns about alleged failures of any business activity to comply with the competitive neutrality principles by front-line staff or an appropriate review officer;
 - (b) Acknowledgment of the receipt of the concerns in writing and advising the complainant that the concerns are being investigated;
 - (c) In undertaking the investigation, the review officer shall seek to establish the facts relating to the expressed concerns, including meeting with affected parties and data collection;
 - (d) The review officer shall prepare a proposed response to the concerns and, within a reasonable period of time, obtain the complainant's views on the proposed response;
 - (e) The review officer shall submit a report to the Chief Executive Officer on the concerns, together with a proposed response and the views of the complainant on the proposed response; and
 - (f) The Chief Executive Officer shall make a response to the affected person, or direct the review officer to make a response.

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- 3.0 All complaints shall be made in writing on the prescribed form, addressed to the Chief Executive Officer, together with the prescribed fee (\$100) and contain the following information in support of the complaint:
- (a) The name, address and telephone number of the applicant;
 - (b) Details of the alleged failure of any business activity to comply with the relevant competitive neutrality principles;
 - (c) How the applicant was adversely affected by the alleged non-compliance;
 - (d) Whether the applicant is, or could be, in competition with any business activity; and
 - (e) A statement that the applicant has made a genuine attempt to resolve his/her concerns with any business activity using the preliminary procedure above.
- 4.0 On receipt of a complaint, the Chief Executive Officer shall acknowledge receipt thereof within two (2) working days, and forward a copy of the complaint to the referee within three (3) working days. The Chief Executive Officer shall advise the relevant business activity to which the complaint refers, as well as advise the complainant and the Council of the appointment of a referee to investigate the complaint.
- 5.0 The records system to record concerns about alleged failures of any business activity to comply with the relevant competitive neutrality principles, all complaints to a referee and the referee's decisions and recommendations shall include:
- (a) Details of complaint process established;
 - (b) Where persons express concerns about the operations of any business activity, to record the concerns and the outcome of the preliminary procedures outlined in 3.0 above;
 - (c) Where persons make a complaint to the Council, details of the complaint;
 - (d) Details of when a complaint is sent to a referee for investigation;
 - (e) Where a person makes a complaint to the Council and the referee has determined not to investigate the complaint, to record the notification issued by the referee pursuant to Section 799.(3) of the *Local Government Act 1993*;
 - (f) Where a person has made a complaint to the Council and the referee has determined to investigate the complaint, to record the investigation notice issued by the referee pursuant to Section 800 of the *Local Government Act 1993*;

- (g) Handling of referee records (e.g. data from finished investigations, taking into account the provisions of Section 804 of the *Local Government Act 1993*);
 - (h) Where the referee has issued a report on the complaint, pursuant to Section 806 of the *Local Government Act 1993*, to record the receipt of the report and any recommendations contained in the report;
 - (i) Where the Council has made a decision on a report by the referee, to record the resolution incorporating the decision, the date of the resolution and any directions to implement the decision that are given to any business activity pursuant to Section 809 of the *Local Government Act 1993*; and
 - (j) Where the Council has advised relevant persons of its decision, to record the notification issued by the Council pursuant to Section 809.(4) of the *Local Government Act 1993*.
- 6.0 The Chief Executive Officer shall ensure that all relevant information is provided to applicants on how to make a complaint about competitive neutrality of any business activity.
- 7.0 A complainant may provide any additional information he/she thinks appropriate to the referee without the referee requesting such information.

Purpose

To provide guidelines by which local residents and groups might be assisted financially to participate in approved competition at the national level and the quantum of such support.

Background

The Council receives requests for assistance/support from time to time from individuals and groups participating in competition at local, state and national level. This support is generally of a financial nature to offset costs of travel and accommodation of competitors visiting southern and overseas venues.

The Council recognises the cost burden that competition brings and the supportive role that local government can play in assisting achievers in their various fields in sport, culture and academic endeavour at the national level. It also recognises the value to the community which encourages people to excel not only for personal achievement, but also as role models for the youth of the Shire, and the demonstration of community spirit that involvement at national level competition exhibits.

Policy

That Council will extend financial support to local individuals selected by recognised sporting, academic and cultural bodies who represent Queensland at national competition level in their respective fields of endeavour.

That the quantum of such support shall apply on the following basis:-

\$250 for individuals;
\$700 for teams of 3 or more people.

That only one entitlement per individual or team meeting these criteria who apply to the Council prior to the event for which assistance is sought shall be considered in any one calendar year.

Purpose

To provide guidelines on which to assess applications for funding requests from local committee/s and clubs / groups for events which occur from time to time in the Shire and to establish a formula for the level of support towards such events.

Background

The Council recognises the benefits to the community of locally conducted events which attract many out of town visitors (participants and spectators) which in turn contributes to the general economy of the area and is a direct benefit to local businesses. The Council has in the past supported events which demonstrate these principles and has given favourable consideration of cash or in-kind support in such circumstances.

Policy

That Council recognises the value added potential of supporting local events which occur from time to time in the Shire, the economic returns to local businesses which such events generate as well as assisting the staging of these events and Shire promotion.

That Council is prepared to provide funding sponsorships of \$250 (excl GST) per event (or such other amount as Council may from time to time determine) to the relevant organisation for the purposes of staging the event or provision of trophies. That only one entitlement per organisation meeting this criteria shall be considered in any one calendar year.

Council will require the applicant to carry out the following in recognition of its annual / ongoing support of events:-

- Display Council's A3 size "Sponsored by Hinchinbrook Shire Council" at event;
- Provide Council with a Letter of Thanks and advice of the outcome of event.
- Display district promotional material at event (where possible);
- Mention Council's support in media / news articles (where possible);
- Display Council logo on programmes / newsletter (where possible);
- Mention Council sponsorship at the event and if applicable, mention Council sponsorship in "Thank you to sponsors" advertisement;

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Purpose

To ensure grants and gifts to community organisations are provided in an equitable and accountable manner to produce the benefits towards which they are aimed.

Background

This policy is mandatory due to provisions within the Local Government Finance Standard 2005. Grants should be provided in an equitable manner. Grants should be provided to achieve an identified benefit to the community generally. The Council should ensure that the benefits are obtained. The process for awarding grants should be open and accountable.

Policy

This policy covers:-

- Direct cash grants to community organisations
- Assets given to community organisations
- Concessions (eg. Rates remissions) for community organisations.

In making grants, donating assets or providing concessions to community organisations the Council will use the following process:-

Include in the budget an amount for the purpose of making grants to community organisations. Requests for grants, donated assets or concessions will be presented at a Council meeting for Council consideration and a resolution will be recorded with details of the decision and the reason for the decision considering the community benefits. Where the application is for Rate Remission there is no requirement for an application to be made in subsequent years. The Revenue Statement which is adopted with the budget each year will provide details of all Rate Remissions granted to community organisations.

The payment will be processed by an officer with delegated authority in the Purchasing Delegations Policy.

This policy supports existing Council policies:-

Support for Achievement

Support for Sporting Events

Revenue Financial Assistance Policy (Interest Free Loans)

Revenue Statement

Details of Community Grants, Donated assets and Concessions must be included in the Annual Report.

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Purpose

To provide funding by an interest free loan to sporting and community organisations to upgrade their facilities. Funds will generally be available for permanent improvements or renovations thereto, or for purchase of appropriate large items of specialised plant greater than \$2,500.

Policy

Eligibility Criteria

1. Applicant must provide evidence of the organisation's strategic plan in relation to the project, budget planning incorporating financial statements, and consultation with members (and proof of endorsement) regarding the proposed improvements and the loan responsibility.
2. Projects are for permanent improvements, items considered to be fixed to a structure or appropriate large items of specialised plant at a value greater than \$2500. The project purpose must enhance the activity of sporting/community organisations within the Hinchinbrook Shire. Structural renovations or improvements of a fixed nature will be funded. Maintenance or minor repairs will not be funded.
3. Applicants must submit an application for funding to other relevant funding programs for the project in the first instance. In relation to this application, the Council may commit to provide a certain level of funding providing the project proceeds. The rationale for this is to maximise funding received from other funding bodies.
4. This funding may be used with other funding programs.
5. Council prefers to be a lender of last resort.
6. Applicants must be an incorporated and not for profit organisation.
7. In respect of projects for permanent improvements or items considered to be fixed to a structure, applicants must demonstrate that they have authority to continue to operate at that location beyond the term of the repayment of the interest free loan. Documentation must also be provided demonstrating support from the owner of the land on which the improvements will be undertaken. Approval of the interest free loan does not have any relevance to the building application approval process which must be followed. Funds will not be released until building approval is granted.
8. In respect of projects for purchase of plant, the applicant must supply appropriate documentation to the Council to verify the ownership and mechanical soundness of the item of plant.
9. Quotes or supporting evidence of the costs of the project must be submitted with the application.
10. Applicant must be able to repay the loan within a maximum period of five (5) years with three (3) years or less being Council's preferred term.

Maximum Value for Interest Free Loan

A maximum value of \$10,000 shall apply to interest free loans granted and only where special circumstances apply shall consideration be given to interest free loans above \$10,000.

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Conditions applying for purchase of plant

The conditions outlined below apply in respect of an interest free loan provided for the purchase of plant for the period of time during which monies are outstanding to the Council.

- (i) The applicant shall keep, repair and maintain the said plant in good repair and condition.
- (ii) That if any monies that are due and payable to the Council are in default, the applicant shall forthwith deliver the item of plant to the Council for any action that it deems fit, including the sale thereof. Where the item of plant is not delivered to Council, Council has the right to collect the item of plant. If the sale proceeds are greater than the monies due and payable to the Council, together with the costs associated with the sale (including any costs to collect the item of plant), the amount of surplus will be returned to the applicant.
- (iii) The applicant indemnifies and agrees to keep indemnified the Council against any claim arising out of or in any connection with this transaction from the date of provision of the interest free loan, or any activity associated with the use of the item of plant (all referred to as "the indemnified acts or omissions") to the extent that the claim arises as a result of any negligent act or omission of the parties, however, any negligent act or omission of one of the parties does not negate the indemnity to the other parties. The applicant releases and discharges the Council from any claim relating to the indemnified acts or omissions.
- (iv) The applicant shall during the term of this agreement until such time as all monies due and payable to the Council have been received by the Council, insure and keep insured in some public insurance office, the item of plant against loss or damage by fire, storm, tempest and theft to its full insurable value and will cause all monies received by virtue of such insurance to be forthwith laid out in re-instating the said item of plant so destroyed or damaged as aforesaid. A copy of the certificate of currency must be supplied to the Council throughout the period of the loan.
- (v) The applicant must have in place a public risk policy of insurance in the amount of \$10,000,000 (\$10 million) in respect of any liability at law, for any loss of or damage to any property or for the injury (including death) to any person arising out of anything done or omitted in respect of the use of the item of plant and against any claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof. A copy of the certificate of currency must be supplied to the Council throughout the period of the loan.
- (vi) The Council shall have the right from time to time personally or by their duly authorised agent or agents to enter upon land occupied by the applicant and all reasonable times to view and examine the condition of the item of plant and may give to the applicant not less than 48 hours notice in writing, specifying any repairs necessary to be done and requiring the applicant forthwith to execute the same and if the applicant shall not proceed diligently with the execution of such repairs, the Council may after the expiration of the period of notice enter upon the said land and execute such repairs and the costs thereof shall be a debt due from the applicant to the Council and be forthwith recoverable by action.

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Budget Allocation

The amount of financial assistance to be circulating at any one time to applicants for interest free loans will be limited to the adopted budget allocation. While the Council reserves the right to determine the budget allocation each year and considering special circumstances, the initial budget allocation at commencement of the policy is \$50,000.

Application & Approval Process

1. Applications can be submitted at any time.
2. Applications must be submitted using the Council application form.
3. Eligibility criteria must be addressed in the application.
4. A copy of the latest audited financial statements for the organisation must be attached.
5. Where the application relates to part of a larger project with other funding applications, Council is to determine the allocation of interest free loan to the applicant so that same may be included in the other applications for funding if applicable. Such allocations shall be committed "in principle" by the Council subject to the project proceeding.
6. Approved interest free loans will be paid to the organisation by electronic funds transfer to the bank account details provided on the application form.
7. The interest free loan must be used for the purpose for which it was given and must be spent within six (6) months from date of payment of the interest free loan, unless otherwise agreed in writing.
8. A statement of expenditure signed by two executive members of the association must be received with copies of invoices and supporting documentation of the expenditure provided within two (2) months of completion date. A progress report may be required at the discretion of the Council.

Authority to Approve Applications

Generally a report of applications received will be prepared for Council consideration to decide which applications are approved. Where timeframes of Council meetings do not allow a decision to be given to the applicant within required timeframes, Council delegates authority to the Finance Manager to make an interim decision on applications which may be ratified at a future Council meeting.

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1. ORGANISATIONAL DETAILS

Name of Organisation:

ABN:

Please P one: GST Registered ☐ - Yes ☐ - No
 Income tax Exempt ☐ - Yes ☐ - No

Bank Account details: BSB ____ / ____ **Account** _____

Postal Address:

Street Address:

Email Address:

Contact Person:
 (For enquiries regarding the application)

Contact Phone No. (Business hours):

Position in Organisation:

Contact Email:

Accountable Officer:
 (The accountable officer should be the President or Chairperson of the Management Committee of the incorporated body)

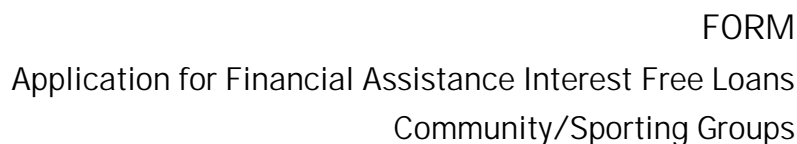
Contact Phone No. (Business hours):

Position in Organisation:

2. PRIMARY PURPOSE GRANT

.....

Please attach additional page, if above space is insufficient.



Please list items for which grant is sought and the cost of each item in priority order. A copy of the selected quotation for each item listed should be attached, and a breakdown of costs for projects must be outlined.

Where other funding has been included provide details:-

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Where the project includes funding from different sources and the funding has not yet been approved, will the project proceed if any of the other funding programs is not successful? YES/NO
If Yes, how will this shortfall be funded?

Is this a request for in principal approval to include in an external funding application?
Yes/No

5. REPAYMENT OF INTEREST FREE LOAN

REPAYMENT PERIOD	TOTAL ANNUAL VALUE REPAID
Year 1	\$
Year 2	\$
Year 3	\$
Year 4	\$
Year 5	\$
TOTAL (must equal total interest free loan amount sought)	\$

Council's preferred repayment timeframe is 3 years or less, but the maximum repayment period is 5 years. Loan repayments must be made Weekly, Fortnightly or Monthly.

SELECT REPAYMENT FREQUENCY :-

☐ Weekly
☐ Fortnightly
☐ Monthly

Electronic version current. Uncontrolled Copy current only at time of printing

Policy Number:

Authorised By: Finance Manager

Document Maintained By: Financial Services

Version No: 1.0
Initial Date of Adoption: 10th August, 2009
Current Version Adopted: 10th August, 2009
Next Review Date: June, 2010

4. OTHER SUPPORTING DOCUMENTATION

- Copy of last audited financial statements are required to be attached
- Copy of the Association's Strategic Plan, Budget planning and consultation with members of the proposed project and loan responsibility.
- Details of applications made for other sources of funding and the outcome of the applications. Eg. unsuccessful funding applications.
- Signed letter of support from the owner of the land which should detail the real property description.
- Documentation proving not for profit status of the organisation.
- Building approvals not required prior to approval of the application but must be provided prior to release of the interest free loan.

5. CERTIFICATION

Declaration of acceptance of Hinchinbrook Shire Council's Interest Free Loan for Community/Sporting Groups terms and conditions:-

If the interest free loan application is approved, your organisation agrees to the following terms and conditions:

1. The interest free loan will be used for the purpose for which it was given and will be spent in accordance with the loan approval within six (6) months, unless otherwise agreed in writing;
2. A simple project completion report including copies of invoices and supporting documentation for goods and/or services purchased will be provided to the Hinchinbrook Shire Council within two (2) months of completion of the project;
3. The Council reserves the right to require a Progress Report on the project to be submitted, which shall include copies of invoices and supporting documentation, at any time prior to project completion, and which shall be provided by the organisation;
4. Unspent funds of \$100 or more will be returned to the Hinchinbrook Shire Council within eight (8) months of the loan being awarded, unless otherwise agreed in writing. Cheques should be made payable to Hinchinbrook Shire Council;
5. If there is to be any delay in spending the loan, a written request will be made seeking approval for the extension of time. This will be done within six (6) months of receiving formal notification of loan approval.
6. The project, or any component of the project forming part of the application, will not be started before formal notification of loan approval by the Hinchinbrook Shire Council. If, for any reason, the project is to be started before notification, the organisation will contact the Hinchinbrook Shire Council before the project starts;
7. It is the responsibility of the organisation to ensure adequate insurance cover for the project;
8. The organisation will acknowledge the contribution of Hinchinbrook Shire Council;
9. Any special conditions that are attached to the loan will be met;
10. Where the project relates to purchase of plant or equipment, the conditions detailed in the policy have been read, understood and agreed;
11. All relevant records of the project will be kept for a period of seven (7) years, and will be made available for audit at any time.

12. If an ABN has not been provided, I declare that the organisation:

- Is not eligible for an ABN because it does not meet the definition of the 'enterprise' for tax purposes; or
- Has 'exempt income' status; or
- Has had its application for ABN rejected by the Australian Taxation Office

I have read and agree to the terms and conditions set above. I certify that all the information provided is current and correct, and I give permission to Hinchinbrook Shire Council to contact any person or organisation in the processing of this application.

Signed for and on behalf of the organisation or sponsor. Only the Chairperson or President, and the Secretary/Treasurer of the organisation which is to receive the loan should sign.

.....
Full name of Accountable Officer

.....
Position in Organisation

.....
Signature

.....
Date

.....
Full name of Secretary/Treasurer

.....
Position in Organisation

.....
Signature

.....
Date

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2009/2010
COMMERCIAL CHARGES, REGULATORY
FEES & OTHER CHARGES

	Unit	GST	2009/2010
Provision of Local Law 1 (25.2)			
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:			
1st September to 31st December - three quarters of the annual fee			
1st January to 31st March - one half of the annual fee			
1st April to 30th June - one quarter of the annual fee			
COMMUNITY SERVICES			
ART & CULTURAL EXHIBITIONS			
Sale of Items from Exhibitions-Council Commission	Per Item	Y	20%
KELLY THEATRE			
A bond will be charged and will be refunded if the Kelly Theatre is left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.			
Bond		Nil	\$300.00
Hire	Per day	Y	\$180.00
Other fees and charges are payable to the Lessee			
LIBRARY			
Joining Fee - Ingham and Halifax Libraries			No charge
Fines - late returns	Per book per day	Nil	\$0.05
Local history index printout	Per A4 page	Y	\$0.22
Family history search	Per request	Y	\$11.00
A4 Black & White photocopy	Per page	Y	\$0.22
A3 Black & White photocopy	Per page	Y	\$0.44
A4 Colour photocopy	Per page	Y	\$2.00
A3 Colour photocopy	Per page	Y	\$2.50
Library Book/Video Replacement	Per item	Y	Value of item + 10%
Sale Of Bags	Per bag	Y	\$2.00
Internet Printout - A4 black and white	Per page	Y	\$0.22
Internet Printout - A4 colour	Per page	Y	\$1.65
Wordprocessing Printouts - A4 black and white	Per page	Y	\$0.22
Wordprocessing Printouts - A4 colour	Per page	Y	\$1.65
Inter-Library Loans (only if charged by lending Library)		Y	Loan charge + 10%
SHIRE HALL			
A bond will be charged and will be refunded if the Shire Hall is left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.			
Bond			
Private Events, e.g. Weddings		Nil	\$425.00
Public Events e.g. paid entry public events		Nil	\$525.00
Auditorium			
Friday/Saturday Nights	Full hall	Y	\$590.00
Weekdays/Nights	Full hall	Y	\$510.00
Preparation Day/Night before			
Friday/Saturday Nights	Full hall	Y	\$360.00
Weekdays/Nights	Full hall	Y	\$255.00
Bar	Full hire	Y	\$56.00
Kitchen (including cold room)	Full hire	Y	\$105.00
Crockery, cutlery & dishwasher	Full hire	Y	\$140.00
Stage	Full hire	Y	\$51.00
Seating for concerts	Per 100 chairs	Y	\$45.50

	Unit	GST	2009/2010
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1st April to 30th June - one quarter of the annual fee			
COMMUNITY SERVICES			
SHOWGROUNDS- INGHAM			
Cleaning is the responsibility of the person using the grounds, however, a cleaning charge will be made if the grounds require cleaning by the Council.			
A bond will be charged and will be refunded if the Showgrounds are left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.			
Bond			
Pavilion		Nil	\$280.00
Showgrounds including oval for Minor Events		Nil	\$280.00
Showgrounds for Major Events e.g. Car Show, AIF & Circus		Nil	\$1,485.00
Seasonal use of showgrounds including use of dressing sheds - Sporting Clubs		Nil	\$500.00
Ground/Amenties Hire			
Ground Hire	Full day	Y	\$140.00
Ground Hire	Per hour	Y	\$14.00
Ground Hire - Circus	Per day	Y	\$330.00
Ground Hire - primary schools sports			
Refreshment Booth - Canteen	Day or night	Y	\$87.00
Main Oval Lights	Per hour	Y	\$8.50
Club Room (four rooms available)	Per each for 1st day	Y	\$15.50
Club Room (four rooms available)	Per each per extra day	Y	\$9.50
Horse or Cattle stalls (with an associated event only)	Minimum period 1 week	Y	\$51.00
Auction Sale	Yard charge per head	Y	\$3.35
Camping with an associated event day Eastern Side (Poultry Club not to be charged)	Per day	Y	\$56.00
Camping with an associated event day Western Side	Per day	Y	\$56.00
Canine Pavilion (Bar) Western Side	Per day	Y	\$113.00
Pavilion			
Minimum charge		Y	\$20.50
Juniors	Per hour	Y	\$20.50
Seniors	Per hour	Y	\$36.00
Day Hire (including spotlights)	Per day	Y	\$255.00
Groups for weekend/special events		Decided on individual basis	
Cover area near Pavilion - Limited availability			
Minimum charge		Y	\$7.70
Hire	Per hour	Y	\$7.70
Hire	Per day	Y	\$85.00

2009/2010
COMMERCIAL CHARGES, REGULATORY
FEES & OTHER CHARGES

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1st April to 30th June - one quarter of the annual fee			
COMMUNITY SERVICES			
SHOWGROUNDS- HALIFAX			
Cleaning is the responsibility of the person using the grounds/hall, however, a cleaning charge will be made if the grounds/hall require cleaning by the Council.			
A bond will be charged and will be refunded if the Showgrounds/Hall are left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.			
Bond			
Showgrounds		Nil	\$280.00
Hall		Nil	\$280.00
Grounds			
Grounds-Intertown football	Daily	Y	\$140.00
Hall Hire			
Hire - Limited hours of use available	Per day/ evening	Y	\$170.00
Minor use	Max of 6 hours	Y	\$87.00
Minor use - Small (<20 persons) Regular Group Meeting	Less than 2 hours	Y	\$10.00

2009/2010
COMMERCIAL CHARGES, REGULATORY
FEES & OTHER CHARGES

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1st April to 30th June - one quarter of the annual fee			
ECONOMIC DEVELOPMENT			
SUBDIVISION (RECONFIGURATION) OF LAND			
State Govt Split Valuation Issue Fee - payable at time of lodging survey plan for Council Per lot sealing (This fee is subject to change by State Government)		Y	\$24.20
Application for access easement		Nil	\$208.00
Application for amalgamation of land or lots (Building Units & Group Titles Development)		Nil	\$105.00
Application for reconfiguration of lot (Re-arrangement of boundaries)		Nil	\$518.50
Application fee for Preliminary or Development Approval			
Application fee for reconfiguring a lot with no road opening		Nil	\$520.00
Application fee for reconfiguring a lot with road opening	Per Application	Nil	\$520.00
	Per lot		\$155.00
Application for Approval of Engineering Plans		Nil	2% of agreed estimated costs [Calculated from estimated costs including GST] as provided by the Developer
Maintenance Bond for Operational Works		Nil	5% of the value of civil works [Calculated from estimated costs excluding GST] as provided by the Developer.
Application for water/sewerage contribution details affecting land		Y	\$42.00
Application fee for consent to plan of survey where previous consent has lapsed		Nil	\$47.00
Headworks Contribution			
Sewerage Headworks contribution	Per additional lot	Nil	\$1,555.00
Water Headworks contribution	Per additional lot	Nil	\$1,555.00
Public Open Space & Recreation Infrastructure Service Contribution	Per additional lot	Nil	\$1,555.00
APPLICATION FOR DEVELOPMENT (INTEGRATED PLANNING ACT)			
Material Change of Use			
Code Assessment Application for Preliminary or Development Approval			
Development <\$100K		Nil	\$830.00
Development >\$100K and up to \$500K		Nil	\$1,040.00
Code assessment involving development work >\$500K		Nil	\$2,075.00
MCU - Code assessment where use is commencing in an existing development		Nil	\$260.00
MCU - Rural Siting Relaxation		Nil	\$105.00

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1st April to 30th June - one quarter of the annual fee			
ECONOMIC DEVELOPMENT			
Code Assessment Application not involving an MCU			
Self assessable use or work requiring code assessment		Nil	\$415.00
Impact Assessment (Advertising required)			
Development <\$100K		Nil	\$1040 + Advert
Development >\$100K and up to \$500K		Nil	\$2075 + Advert
Development >\$500K <\$1M		Nil	\$3110 + Advert
Major Development >\$1M value		Nil	\$5185 + Advert
Major Development >\$1M on land that is inconsistent with zoning (by negotiation with applicant but minimum charge)		Nil	Minimum \$7775 + Advert
OPERATIONAL WORK REQUIRING ASSESSMENT AGAINST THE PLANNING SCHEME (PART E FORM)			
Excavation and Filling			
Application Fee	Per application	Nil	\$200.00
BUILDING WORK NOT ASSOCIATED WITH AN MCU AND REQUIRING ASSESSMENT			
Assessment Triggers			
*Cultural Heritage (Table 10 of IPA Scheme)	First trigger	Nil	\$207.00
*Conservation and Biodiversity Area (Table 12 of IPA Scheme)	Each additional trigger	Nil	\$103.00
*Extractive Industry Resource Area (Table 12 of IPA Scheme)			
*High Hazard Floodway (Table 12 of IPA Scheme)			
*Mount Cordelia Resource Area (Table 12 of IPA Scheme)			
*Hire Hazard Floodway (Table 12 of IPA Scheme)			
*Acid Sulphate Soils (Table 12 of IPA Scheme)			
(*A fee applies if one or more of the above are achieved)			
AMENDMENT OF TOWN PLANNING SCHEME			
Certified (hard) copy of town planning scheme, policies & maps	A4 Colour	Nil	\$145.00
Certified (hard) copy of town planning scheme, policies & maps	A3 Colour	Nil	\$182.00
Non certified CD copy of town planning scheme, policies & maps		Nil	\$30.00
Scheme maps	Per copy - A4	Nil	\$6.50
Scheme maps	Per copy - A3	Nil	\$6.60
TOWN PLANNING NOTICES - FEES FOR COUNCIL TO PREPARE, LODGE AND SERVE			
Notice in newspaper		Y	@cost
Notice to adjoining owner/s & copy of land notice		Y	\$115.00
Additional land notice	Per laminated copy	Y	\$57.00
TOWN PLAN - SHIRE (INTEGRATED PLANNING ACT)			
Town Planning Certificate			
Limited Certificate Fee		Nil	\$47.00
Standard Certificate Fee		Nil	\$88.00
Full Town Plan Certificate Fee		Nil	\$120.00
Change to existing IPA approval (MCU or Reconfiguration)		Nil	\$105.00

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1st April to 30th June - one quarter of the annual fee			
HEALTH , WASTE & ENVIRONMENT			
ANIMALS			
Dog Registration Fees			
All entire dogs over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	As advertised for period during May and June	Nil	\$54.00
All desexed dogs over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	As advertised for period during May and June	Nil	\$15.00
Any dog under the age of 3 months at the time of registration - written proof may be required	Once off only	Nil	No charge
Where owner acquire a dog or move to the shire (with no proof of current dog registration) the fee is pro-rated.			
All entire dogs over 3 months of age (excluding concession)	1st quarter - July to September inclusive	Nil	\$72.00
All entire dogs over 3 months of age (excluding concession)	2nd quarter - October to December inclusive	Nil	\$54.00
All entire dogs over 3 months of age (excluding concession)	3rd quarter - January to March inclusive	Nil	\$36.00
All entire dogs over 3 months of age (excluding concession)	4th quarter - April to June inclusive	Nil	\$18.00
All desexed dogs over 3 months of age (excluding concession)	1st quarter - July to September inclusive	Nil	\$28.00
All desexed dogs over 3 months of age (excluding concession)	2nd quarter - October to December inclusive	Nil	\$21.00
All desexed dogs over 3 months of age (excluding concession)	3rd quarter - January to March inclusive	Nil	\$14.00
All desexed dogs over 3 months of age (excluding concession)	4th quarter - April to June inclusive	Nil	\$7.00
Produce proof of current dog registration from any other Local Government within Australia (Does NOT apply to Restricted Dogs or dogs that have been declared as being a Dangerous Dog)			No Charge
Any dog that is required to be registered and has been declared as being a dangerous dog		Nil	\$150.00

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1st April to 30th June - one quarter of the annual fee			
HEALTH , WASTE & ENVIRONMENT			
Transfer of current registration from one dog to another when original dog becomes deceased and the owner acquires another dog within the current financial year	Each	Nil	\$10.00
Restricted Dog Permit (Does not include dog registration fees when dog is kept in a scheduled township area)		Nil	\$118.00
Guide Dog/Hearing Dog	Exempt from charge		Exempt from charge
Replacement of registration tag	Each	Nil	\$5.50
Animal Impounding			
Prescribed infringement notice will be issued for wandering at large/fail to maintain proper enclosure - 2 Penalty Units @ \$100 per unit = \$200.		Nil	As prescribed
When fine not paid (SPER Lodgement)			As prescribed
Reminder letters for unpaid infringement notices		Nil	\$17.00
Release fee for impounded dog		Nil	\$35.00
Sustenance fee for dogs for each night spent impounded (Monday-Friday)	per night	Nil	\$12.00
Sustenance fee for dogs for each night spent impounded (Saturday, Sunday & Public Holidays)	per night	Nil	\$24.00
Release fee for other impounded animals (eg Cattle) including all costs associated with impoundment		Nil	At cost
Miscellaneous			
Pick up and disposal of deceased animals	per annum	Y	\$300.00
Pick up and disposal of deceased animals	per service	Y	\$25.00
Licence to keep animal/s in a township (other than dogs)	1st quarter - July to September inclusive	Nil	\$72.00
Licence to keep animal/s in a township (other than dogs)	2nd quarter - October to December inclusive	Nil	\$54.00
Licence to keep animal/s in a township (other than dogs)	3rd quarter - January to March inclusive	Nil	\$36.00
Licence to keep animal/s in a township (other than dogs)	4th quarter - April to June inclusive	Nil	\$18.00
Hire of Electronic Barking Collar	per day	Y	\$3.00
Hire of Electronic Barking Collar - Conditional refundable bond		Nil	\$100.00
Hire of Cat or Dog Trap	per week or part thereof	Y	\$10.00
Hire of Cat or Dog Trap - Conditional refundable bond		Nil	\$30.00

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HEALTH , WASTE & ENVIRONMENT			
Wild Dog/Pig Baiting			
Doggone - 12 bait trays	per tray or part thereof	Y	\$22.80
Doggone - 72 bait farm pack	per farm pack	Y	\$134.64
Doggone - 100 bait tub	per tub	y	\$137.28
Doggone - 100 free feed	per tub		\$118.80
Doggone - 300 bait tub	per tub	Y	\$444.00
Doggone - Free feed - tub of 300	per tub	Y	\$444.00
Pigout - 64 free feed tub	per tub	Y	\$176.48
Pigout - 64 bait tub	per tub	Y	\$212.59
CEMETERIES			
*Reserved plots - Once reserved only additional cost in the future will be the actual cost for a burial in an			
Unreserved inground burials in religious denomination areas including Catholic, Anglican, Uniting & Lutheran			
NEW INGHAM CEMETERY			
RSL Division			
Unreserved & Reserved Plot		Y	\$665.00
Single inground for ashes		Y	\$325.00
Lawn Division			
Unreserved & Reserved Plot		Y	\$665.00
Child under 5 years including stillborn		Y	\$485.00
Single inground for ashes		Y	\$325.00
Beam Division			
Unreserved & Reserved Plot		Y	\$665.00
Child under 5 years including stillborn		Y	\$485.00
Single inground for ashes		Y	\$325.00
Vaults			
Catholic, Anglican, Lutheran & Uniting, Non-Denominational			
Unreserved & Reserved Plot		Y	\$665.00
Child under 5 years including stillborn		Y	\$485.00
Single inground for ashes		Y	\$325.00
Inground Burials			
Catholic, Anglican, Lutheran & Uniting, Non-Denominational			
Unreserved & Reserved Plot		Y	\$665.00
Child under 5 years including stillborn		Y	\$485.00
Single inground for ashes		Y	\$325.00
A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.		Nil	\$435.00

2009/2010
COMMERCIAL CHARGES, REGULATORY
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1st April to 30th June - one quarter of the annual fee			
HEALTH , WASTE & ENVIRONMENT			
Inground Burials-Weekend & Public Holidays			
Catholic, Anglican, Lutheran & Uniting, Non-Denominational			
Unreserved & Reserved Plot		Y	\$1,330.00
Child under 5 years including stillborn		Y	\$970.00
Single inground for ashes		Y	\$650.00
A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.		Nil	\$435.00
Discounted Plots			
Single plot in older Division used for interment in a vault only		Y	\$240.00
Columbarium Wall (Council)			
Single Niche		Y	\$135.00
Double Niche		Y	\$270.00
Columbarium Wall (RSL)			
Single Niche		Y	\$27.50
Reservations			
Land for grave 2.4m x 1.2m		Y	\$665.00
Land for grave 2.4m x 2.4m		Y	\$1,330.00
Land for grave 2.4m x 3.6m		Y	\$1,995.00
Columbarium Wall (Council) - Double Niche		Y	\$270.00
Second Interment (Reopening of Plots)			
Inground burials			
Adult		Y	\$665.00
Child under 5 years including stillborn		Y	\$490.00
Single grave for ashes		Y	\$120.00
A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.		Nil	\$435.00
Reopening of vault			
Interment of ashes only		Y	\$120.00
Exhumations			
Exhumation Inground			
Exhumation (if conducted by Council Staff)		Y	At cost
Exhumation (if conducted by others under Council supervision)		Y	\$310.00
Exhumation Vault			
Exhumation (if conducted by Council Staff)		Y	At cost
Exhumation (if conducted by others under Council supervision)		Y	\$310.00

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1st April to 30th June - one quarter of the annual fee			
HEALTH , WASTE & ENVIRONMENT			
HALIFAX CEMETERY			
Lawn Division			
Unreserved & Reserved Plot		Y	\$665.00
Child under 5 years including stillborn		Y	\$490.00
Single inground for ashes		Y	\$325.00
Beam Division (IF/WHEN CONSTRUCTED)			
Unreserved & Reserved Plot		Y	\$665.00
Child under 5 years including stillborn		Y	\$490.00
Single inground for ashes		Y	\$325.00
Vaults			
Catholic, Anglican, Lutheran & Uniting, Non-Denominational			
Unreserved & Reserved Plot		Y	\$665.00
Child under 5 years including stillborn		Y	\$490.00
Single inground for ashes		Y	\$325.00
Inground Burials			
Catholic, Anglican, Lutheran & Uniting, Non-Denominational			
Unreserved & Reserved Plot		Y	\$665.00
Child under 5 years including stillborn		Y	\$490.00
Single inground for ashes		Y	\$325.00
A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.		Nil	\$435.00
Inground Burials-Weekend & Public Holidays			
Catholic, Anglican, Lutheran & Uniting, Non-Denominational			
Unreserved inground burials in religious denomination areas including Catholic, Anglican, Uniting & Lutheran			
Unreserved & Reserved Plot		Y	\$1,330.00
Child under 5 years including stillborn		Y	\$970.00
Single inground for ashes		Y	\$650.00
A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.		Nil	\$435.00
Columbarium Wall (Council)			
Single Niche		Y	\$135.00
Double Niche		Y	\$270.00
Discounted Plots			
Single plot in older Division used for interment in a vault only		Y	\$240.00
Reservations			
Land for grave 2.4m x 1.2m		Y	\$665.00
Land for grave 2.4m x 2.4m		Y	\$1,330.00
Land for grave 2.4m x 3.6m		Y	\$1,995.00

2009/2010
COMMERCIAL CHARGES, REGULATORY
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	Unit	GST	2009/2010
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Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:			
1st September to 31st December - three quarters of the annual fee			
1st January to 31st March - one half of the annual fee			
1st April to 30th June - one quarter of the annual fee			
HEALTH , WASTE & ENVIRONMENT			
Second Interment (Reopening of Plots)			
Inground burials			
Adult		Y	\$665.00
Child under 5 years including stillborn		Y	\$490.00
Single grave for ashes		Y	\$120.00
Reopening of vault			
Interment of ashes only		Y	\$120.00
Exhumations			
Exhumation Inground			
Exhumation (if conducted by Council Staff)		Y	At cost
Exhumation (if conducted by others under Council supervision)		Y	\$310.00
Exhumation Vault			
Exhumation (if conducted by Council Staff)		Y	At cost
Exhumation (if conducted by others under Council supervision)		Y	\$310.00
NEW INGHAM CEMETERY & HALIFAX CEMETERY			
Monuments			
For permission to erect headstone, tomb, tablet, monument or railing		Y	\$77.50
Search Fees and Register Charges			
Complete copy of cemetery register in alphabetical order		Y	At cost
Hire of Shelter			
Monday to Friday ONLY	One per funeral	Y	\$64.00
Monday to Friday ONLY	Both per funeral	Y	\$100.00
Weekends and Public Holidays	One per funeral	Y	\$128.00
Weekends and Public Holidays	Both per funeral	Y	\$200.00
NOT FOR PROFIT COMMUNITY AND CHARITABLE ORGANISATIONS ARE NOT CHARGED FOR LICENCING & REGISTRATION			
ERA Licencing			
Review of Draft EMP (where required)		Nil	\$100.00
Registration Certificate Transfer	Per occurrence	Nil	\$100.00
Poultry Farming more than 1000 to 200000 birds	Yearly	Nil	\$100.00
Poultry Farming more 200000 birds	Yearly	Nil	\$900.00
Asphalt Manufacturing less than 1000 tonne of asphalt in a year	Yearly	Nil	\$100.00
Manufacturing 1000 tonne or more of asphalt in a year	Yearly	Nil	\$3,200.00
Storing between 10m ³ to 500m ³ of Class C1 or C2 under AS1940 or dangerous goods class 3	Yearly	Nil	\$100.00
Plastic Product Manufacturing in a year a total of 50 tonne or more of plastic product other than for ERA 12 (2) 2	Yearly	Nil	\$2,800.00
Plastic Product Manufacturing in a year a total of 5 tonne or more of foam, composite plastics or rigid fibre-reinforced plastics	Yearly	Nil	\$5,400.00

2009/2010
COMMERCIAL CHARGES, REGULATORY
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1st April to 30th June - one quarter of the annual fee			
HEALTH , WASTE & ENVIRONMENT			
Abrasive Blasting	Yearly	Nil	\$800.00
Boilermaking or Engineering for producing in a year between 200 tonne to 10000 tonne of metal product	Yearly	Nil	\$100.00
Boilermaking or Engineering for producing in a year more than 10000 tonne of metal product	Yearly	Nil	\$4,600.00
Metal Forming	Yearly	Nil	\$100.00
Metal Recovery - recovering more than 100 tonne of metal in a day	Yearly	Nil	\$100.00
Metal Recovery - recovering more than 100 tonne of metal in a day or 10000 tonne of metal in a year without using a fragmentiser	Yearly	Nil	\$1,900.00
Metal Recovery - recovering more than 100 tonne of metal in a day or 10000 tonne of metal in a year using a fragmentiser	Yearly	Nil	\$5,100.00
Motor Vehicle Workshop Operation	Yearly	Nil	\$350.00
Printing in a year between 200 tonne and 1000 tonne of materials	Yearly	Nil	\$100.00
Printing in a year between more than 1000 tonne of materials	Yearly	Nil	\$2,200.00
Surface Coating - Anodising, Electroplating, enamelling or galvanising using in a year between 1 tonne to 100 tonne of surface coating materials	Yearly	Nil	\$100.00
Surface Coating - Coating, painting or powder coating, using in a year between 1 tonne to 100 tonne of surface coating materials	Yearly	Nil	\$100.00
Concrete Batching	Yearly	Nil	\$1,500.00
Wooden & Laminated Product Manufacturing - fabricating in a year more than 100 tonne of wooden products	Yearly	Nil	\$100.00
Boat Maintenance or Repair at a boat maintenance facility	Yearly	Nil	\$425.00
Waste Incineration and Thermal Treatment - incinerating waste vegetation, clean paper or cardboard	Yearly	Nil	\$100.00
Flammable & Combustible Liquid Storage Licencing			
- up to 10000 litres	Yearly	Nil	\$120.00
- 10000 litres to 50000 litres	Yearly	Nil	\$150.00
- Above 50000 litres	Yearly	Nil	\$185.00
Food Business Licencing			
Food business licence - low risk	Yearly	Nil	\$130.00
Food business licence - medium risk	Yearly	Nil	\$195.00
Food business licence - high risk	Yearly	Nil	\$280.00
Food business licence - temporary single event	Per event	Nil	\$35.00
Food business licence - temporary multi event	Yearly	Nil	\$75.00
Licencing - Miscellaneous			
Skin penetration	Yearly	Nil	\$185.00
Temporary Home including one inspection	Per occurrence	Nil	\$105.00
Licensing - Administration			
New application processing	Per occurrence	Nil	\$170.00
Transfer or amendment of licence	Per occurrence	Nil	\$70.00

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1st April to 30th June - one quarter of the annual fee			
HEALTH , WASTE & ENVIRONMENT			
MISCELLANEOUS			
Miscellaneous-Flammable & Combustible Liquid Storage			
Plan assessment - Flammable Liquids Storage		Y	\$170.00
Miscellaneous- Food Businesses			
Health Search (Physical inspection and file search for a licensed premise when it is requested by a prospective buyer. Includes a report on the premises condition.)		Y	\$170.00
Plan assessment - Food Premises		Y	\$170.00
Fines for Non Compliance			
Infringement Notice		Nil	As prescribed by legislation
When fine not paid (SPER Lodgement)		Nil	@cost
Reminder letters for unpaid infringement notices		Nil	\$17.00
Footpath use for Commercial Purposes (outdoor dining)			
Renewable Licence	Yearly	Nil	\$105.00
Miscellaneous environmental health services	Per hour	Y	\$95.00
REGULATED PARKING			
Infringement Notice		Nil	As prescribed in LL12
When fine not paid (Registration Search)		Nil	@cost
When fine not paid (SPER Lodgement)		Nil	@cost
Reminder letters for unpaid infringement notices		Nil	\$17.00
Use of parking bay for building work etc	Per day	Nil	\$6.00
WASTE DISPOSAL FEE			
Recyclables			No charge
Commercial/Industrial Waste (general)	Per tonne	Y	\$55.00
Commercial Waste	Min charge	Y	\$5.50
Commercial - Construction and Demolition Waste (unsorted)	Per tonne	Y	\$55.00
Commercial - Clean concrete	Per tonne	Y	\$11.00
Commercial - Greenwaste	Per tonne	Y	\$38.50
Domestic waste (general)	Per ute	Y	\$5.50
Domestic - construction and demolition waste (mixed)	Per ute	Y	\$5.50
Domestic - clean concrete	Per ute	Y	\$5.50
Domestic - Greenwaste			No charge
Sale of Mulch	Per cubic metre	Y	\$11.00
Special Disposal - eg asbestos (commercial and domestic)			
- Handling fee	Each occurrence	Y	\$82.50
- Disposal fee	Per tonne	Y	\$55.00
Cleanfill			
Commercial - car bodies	Per car body		\$33.00
Domestic - car bodies	Per car body		No charge

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1st January to 31st March - one half of the annual fee			
1st April to 30th June - one quarter of the annual fee			
HEALTH , WASTE & ENVIRONMENT			
Metal			No charge
Waste oil			No charge
Gas cylinders (empty)			No charge
Batteries			No charge
Waste disposal fees for Tyres from Commercial/Industrial and Domestic Sources			
Motorbike	Per tyre	Y	\$3.30
Passenger Car	Per tyre	Y	\$6.60
Light Truck	Per tyre	Y	\$8.80
Truck	Per tyre	Y	\$19.80
Super Single	Per tyre	Y	\$49.50
Tractor			
- up to 1000mm	Per tyre	Y	\$79.20
- 1000mm to 2000mm	Per tyre	Y	\$137.50
Earthmoving			
- up to 1000mm	Per tyre	Y	\$110.00
- 1000mm to 1500mm	Per tyre	Y	\$242.00
- 1500mm to 2000mm	Per tyre	Y	\$478.50
- Greater than 2000mm	Per tyre	Y	POA
Other tyres	Per tyre	Y	POA
Various Scrap Rubber	Per tyre	Y	POA
WASTE MANAGEMENT FEE			
Approval to perform waste management works		Nil	\$33.00

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1st April to 30th June - one quarter of the annual fee			
INTERNAL SUPPORT SERVICES			
FINANCIAL REPORTS			
Annual Report/Financial Statements		Nil	\$25.00
FREEDOM OF INFORMATION			
*Application Fee		Nil	\$38.00
Copy	Per A4 page	Nil	\$0.20
Processing Charge	Per 15 mins - where applicable	Nil	\$5.80
Accessing Charge	Per 15 mins - where applicable	Nil	\$5.80
*FOI fees may be amended from time to time to comply with legislative changes as they occur - refer to FOI Regulation 2006			
GIS MAPPING PRODUCTS			
A4 - Black and White	Per page	Y	\$7.70
A4 - Colour	Per page	Y	\$8.70
A4 - Full colour including aerial image	Per page	Y	\$8.70
A3 - Black and White	Per page	Y	\$8.20
A3 - Colour	Per page	Y	\$9.20
A3 - Full colour including aerial image	Per page	Y	\$9.20
A1 - Colour - minimum fee may be extra depending on time involved	Per page	Y	\$58.90
Available products recommended in colour: Flood, Cemetery, Town Plan Zone Maps			
100 Year Flood Certificate		Y	\$26.50
LAMINATING			
A4	Per page	Y	\$0.95
A3	Per page	Y	\$1.65
LOCAL LAWS AND POLICIES			
Proposed and adopted local laws and local law policies	Per page	Nil	\$0.25
PHOTOCOPYING - GENERAL			
A4	Per single sided sheet	Y	\$0.25
A3	Per single sided sheet	Y	\$0.45
A4 - Colour	Per single sided sheet	Y	\$2.00
A3 - Colour	Per single sided sheet	Y	\$2.50
POLICIES AND INFORMATION - COUNCIL			
Copy of Policy/Information	Per page	Nil	\$0.25

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1st April to 30th June - one quarter of the annual fee			
INTERNAL SUPPORT SERVICES			
PROPERTY DATA INFORMATION SERVICE			
Very High User - Average of 12 or more enquires per week	Per year	Nil	\$425.00
High User - Average of 8 to 11 enquires per week	Per year	Nil	\$282.00
Medium User - Average of 6 or 7 enquires per week	Per year	Nil	\$154.00
Low User - Average of 1 to 5 enquires per week	Per year	Nil	\$53.00
RATE BOOK INSPECTION			
Full Search	Per property	Nil	\$70.00
Limited Search	Per property	Nil	\$32.00
Copy of current Rate Notice - Pay in advance	Per notice	Nil	\$5.25
Copy of current Rate Notice - Debited to Account	Per notice	Nil	\$15.50
Copy of Rate Information (per year)	Per hour	Nil	\$47.00

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1st April to 30th June - one quarter of the annual fee			
TECHNICAL SERVICES			
BUILDING BOND			
Bond - Building (Refundable on completion to Building Certifier's requirements. Per application Request for refund must be submitted in writing to Council's Chief Executive Officer.)		Nil	\$6,656.00
Bond - Route (HSC Works Manager & Design Technical Assistant must be notified at least 24 hours prior to the structure being removed/relocated. Cost of any damage to Council's infrastructure resulting from removal/relocation will be deducted from the Route Bond. The remainder of bond will be refunded when the structure has been made safe or left the Shire. Request for refund must be submitted in writing to Council's Chief Executive Officer.)	Per application	Nil	\$2,048.00
Please note:- Building Application fees, Plumbing Application fees and Relocation - Route Inspection Fee are			
BUILDING RELATED APPLICATIONS			
Relocation - Route Inspection (Not refundable)	Up to & including 10kms	Y	\$204.80
Relocation - Route Inspection (Not refundable)	Over 10kms	Y	\$256.00
Building Record Search			
- Domestic		Nil	\$41.00
- Commercial		Nil	\$61.50
Priority Building Record Search (Report provided same day)			
- Domestic		Nil	\$61.50
- Commercial		Nil	\$102.50
Building Record Search incurs an additional fee if inspections are required to provide information due to insufficient records.		Y	
Copy of monthly building statistics	Per annum	Y	\$107.50
BSA Contract Sales	Per contract	Y	\$10.50
Urban Siting Relaxation		Nil	\$128.00
Building Lodgement Fees			
- Class 1		Nil	\$82.00
- Enclosing existing floor areas, such as patios and garages; Construction of awnings and patios [new areas, not enclosed, up to max area of 60m2]		Nil	\$31.00
- Class 10 - up to 12m2		Nil	\$31.00
- Class 10 - 12m2 and over		Nil	\$61.00
- Swimming Pools		Nil	\$31.00
- Class other		Nil	\$128.00
- Shop fitouts		Nil	\$77.00
Building Certification Fees			
New Houses – consisting of one (1) storey, block, concrete slab, pre-constructed / transportable	First 100 sqm sqm after that Minimum cost	Nil	\$1,024.00 \$2.25 \$1,024.00
New Houses – consisting of two (2) storey (any material), timber	First 100 sqm sqm after that Minimum cost		\$1,280.00 \$2.25 \$1,280.00

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TECHNICAL SERVICES			
Relocated Houses – low set	First 100 sqm sqm after that Minimum cost		\$1,024.00 \$2.25 \$1,024.00
Relocated Houses – two (2) storey	First 100 sqm sqm after that Minimum cost		\$1,280.00 \$2.25 \$1,280.00
Duplex / Dual Occupancy (Class 1a only)	First Unit Second unit Minimum cost	@ House Fee @ 70% of first unit cost	 \$1,740.00
Units – Refer to Commercial Price			
House Additions, and Enclosing Underneath as Habitable Area (includes fully enclosed garages attached to the existing house)	First 100 sqm sqm after that Minimum cost		\$1,024.00 \$2.25 \$1,024.00
House Additions - Minor - Structural			\$600.00
Enclosing Under – Non-Habitable			460.80
Decks, Verandahs, Patios (Class 1a – attached to dwelling – not enclosed) (Enclosed – refer to house additions)			486.40
Demolitions and / or Removal – Free Standing House			461.00
Re-roofing - Residential up to 300m ²			461.00
Re-roofing – Residential over 300m ² or Commercial			563.20
Raising and Restumping			512.00
Construction or Removal of Partitions – Residential (Non structural alterations)			358.40
Residential Shade Structures (Pergola, Pool Shade Structure – Non solid roof)			358.00
Gazebos (Solid roof)			486.00
Masonry Block Sheds	First 100 sqm sqm after that Minimum cost		921.00 2.25 921.00
Pre-fabricated Metal Garden Sheds, Lawn Lockers (up to 10m ²)			358.00
Garages, Sheds, Carports (Class 10a – stand alone structures)	First 100 sqm sqm after that Minimum cost		461.00 2.25 461.00
Swimming Pools & Spas – Above Ground			409.60
Swimming Pools & Spas – In Ground			665.60
Fences of Open Construction Over 2m			358.00
Retaining Walls (Masonry block / concrete)			522.24
Signs – Engineered			537.60
Signs – Not Engineered			384.00
Commercial Building Works – Class 2 to 9	Minimum cost		POA
	\$900		
Commercial Shade Structures (Smokers Area)	First 100 sqm sqm after that Minimum cost		\$512.00 \$2.25 \$512.00

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1st April to 30th June - one quarter of the annual fee			
TECHNICAL SERVICES			
Construction or Removal or Partitions – Commercial (including Shop Fit Out) (Non structural alterations)			\$461.00
Amended plans (Minor)			\$75.00
Amended plans (Major)			POA
Temporary Occupancy - to reside in a caravan (Council approval required)-maximum 2 Per year years		Nil	\$154.00
Application to reside in Class 10a - valid 3 months only - pending written permission from HSC granted		Nil	\$123.00
Final inspection of HSC building permit		Y	\$204.80
PLUMBING AND DRAINAGE - DOMESTIC			
SEWERED AREA INSTALLATIONS			
Applications for Compliance Assessment			
DWELLING - <u>New</u> - Regulated Work - Drainage Plan Required			
Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)		Nil	\$450.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan		Y	\$80.00
DWELLING - <u>Existing</u> - Alterations and Additions - Regulated Work - Drainage Plan Required			
Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)		Nil	\$350.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan		Y	\$80.00
DWELLING - <u>Existing</u> - Lesser Regulated Works - No Drainage Plan Required			
Approval of Application for Compliance Assessment and one (1) inspection only. (Includes plumbing & drainage works such as installation of solar water heaters)		Nil	\$145.00
DWELLING - <u>Existing</u> - Lesser Regulated Works - Capping off Sewer Connections			
Approval of Application for Compliance Assessment and one (1) inspection only. (Capping off sewer connections for demolition/removal of dwellings & change to existing fixtures without change to drainage connections) - No Drainage Plan Required		Nil	\$145.00
Class 10a - New Sanitary Installation			
Approval of Application for Compliance Assessment, Plans and Inspections - no more than 3 fixtures		Nil	\$450.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan		Y	\$80.00

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1st April to 30th June - one quarter of the annual fee			
TECHNICAL SERVICES			
PLUMBING AND DRAINAGE - DOMESTIC			
NON - SEWERED AREA INSTALLATIONS			
Applications for Compliance Assessment			
DWELLING - New - Regulated Work - Drainage Plan Required			
Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)		Nil	\$450.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan		Y	\$80.00
DWELLING - Existing - Alterations and Additions - Regulated Work - Drainage Plan Required			
Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)		Nil	\$350.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan		Y	\$80.00
DWELLING - Existing - Lesser Regulated Works - No Drainage Plan Required			
Approval of Application for Compliance Assessment and one (1) inspection only. (Includes plumbing & drainage works such as installation of solar water heaters)		Nil	\$145.00
Class 10a - New Sanitary Installation			
Approval of Application for Compliance Assessment, Plans and Inspections - no more than 3 fixtures		Nil	\$450.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan		Y	\$80.00
PLUMBING AND DRAINAGE - DOMESTIC			
SEWERED OR NON - SEWERED AREA INSTALLATIONS			
Applications for Compliance Assessment			
BACKFLOW Prevention Devices			
Domestic Alterations and additions			
BACKFLOW APPLICATION - includes application fee and 1 inspection per device	Per device	Nil	\$85.00
per additional device on the same applications - includes approval and 1 inspection only	Per additional device		\$55.00
Backflow Annual Licence & Inspection / property	Annual	Nil	\$40.00
Late/overdue fee for overdue test report		Nil	\$55.00
REFUNDS Application for Compliance Assessment			
Prior to issue of permit - plumbing/drainage work not proceeding		Nil	75%
After issue of permit - no inspections carried out		Nil	50%
After inspections of plumbing/drainage work have been carried out			No refund
PLANS Application			
Submit Amended Plans		Nil	\$45.00
Copy of As-constructed Drainage Plan		Nil	\$10.00

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1st April to 30th June - one quarter of the annual fee			
TECHNICAL SERVICES			
INSPECTIONS			
Re-inspection of any plumbing and/or drainage defects or when plumbing and/or drainage works not in sufficient state of readiness when call for by plumbers.	Per inspection	Nil	\$85.00
After hours inspection	Per inspection	Nil	\$150.00
[HSTP] Household Sewerage Treatment Plant Applications			
Approval of Application for Compliance Assessment and Inspections	Per HSTP	Nil	\$85.00
Annual Licence & Inspection Fee	Annual	Nil	\$55.00
Physical inspections required in relation to requests for approval of building over sewers	Per inspection	Nil	\$95.00
PLUMBING AND DRAINAGE - COMMERCIAL			
SEWERED AREA INSTALLATIONS			
Applications for Compliance Assessment			
COMMERCIAL - <u>New</u> - Regulated Work - Drainage Plan Required			
New - Regulated Work - Drainage Plan Required			
Approval of Application for Compliance Assessment, Plans and Inspections	Per fixture	Nil	\$85.00
	Minimum	Nil	\$255.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan		Y	\$80.00
COMMERCIAL - <u>Existing</u> - Alterations and Additions - Regulated Work - Drainage Plan Required			
Approval of Application for Compliance Assessment, Plans and Inspections	Per fixture	Nil	\$85.00
	Minimum	Nil	\$255.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan		Y	\$80.00
COMMERCIAL - <u>Existing</u> - Lesser Regulated Works - No Drainage Plan Required			
Approval of Application for Compliance Assessment and one (1) inspection only. (Includes plumbing & drainage works such as installation of solar water heaters)		Nil	\$145.00
PLUMBING AND DRAINAGE - COMMERCIAL			
NON - SEWERED AREA INSTALLATIONS			
Applications for Compliance Assessment			
COMMERCIAL - <u>New</u> - Regulated Work - Drainage Plan Required			
New - Regulated Work - Drainage Plan Required			
Approval of Application for Compliance Assessment, Plans and Inspections	Per fixture	Nil	\$85.00
	Minimum	Nil	\$255.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan		Y	\$80.00

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1st April to 30th June - one quarter of the annual fee			
TECHNICAL SERVICES			
COMMERCIAL - <u>Existing</u> - Alterations and Additions - Regulated Work - Drainage Plan Required			
Approval of Application for Compliance Assessment, Plans and Inspections	Per fixture	Nil	\$85.00
	Minimum	Nil	\$255.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan		Y	\$80.00
COMMERCIAL - <u>Existing</u> - Lesser Regulated Works - No Drainage Plan Required			
Approval of Application for Compliance Assessment and one (1) inspection only. (Includes plumbing & drainage works such as installation of solar water heaters)		Nil	\$145.00
PLUMBING AND DRAINAGE - COMMERCIAL			
SEWERED OR NON - SEWERED AREA INSTALLATIONS			
Applications for Compliance Assessment			
BACKFLOW Prevention Devices			
COMMERCIAL Alterations and additions			
BACKFLOW APPLICATION - includes application fee and 1 inspection per device	Per device	Nil	\$85.00
per additional device on the same applications - includes approval and 1 inspection c	Per additional device	Nil	\$55.00
Backflow Annual Licence & Inspection / property	Annual	Nil	\$40.00
Late/overdue fee for overdue test report		Nil	\$55.00
REFUNDS Application for Compliance Assessment			
Prior to issue of permit - plumbing/drainage work not proceeding		Nil	75%
After issue of permit - no inspections carried out		Nil	50%
After inspections of plumbing/drainage work have been carried out			No refund
PLANS Application			
Submit Amended Plans		Nil	\$45.00
Copy of As-constructed Drainage Plan		Nil	\$10.00
INSPECTIONS			
Re-inspection of any plumbing and/or drainage defects or when plumbing and/or drainage works not in sufficient state of readiness when call for by plumbers.	Per inspection	Nil	\$85.00
After hours inspection	Per inspection	Nil	\$150.00
[HSTP] Household Sewerage Treatment Plant Applications			
Approval of Application for Compliance Assessment and Inspections	Per HSTP	Nil	\$85.00
Annual Licence & Inspection Fee	Annual	Nil	\$55.00
Physical inspections required in relation to requests for approval of building over sewers	Per inspection	Nil	\$95.00

	Unit	GST	2009/2010
Provision of Local Law 1 (25.2)			
Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:			
1st September to 31st December - three quarters of the annual fee			
1st January to 31st March - one half of the annual fee			
1st April to 30th June - one quarter of the annual fee			
TECHNICAL SERVICES			
PLAIN PAPER PLAN COPIES			
A1	Per copy	Y	\$14.70
A2	Per copy	Y	\$14.65
A3	Per copy	Y	\$14.55
A4	Per copy	Y	\$14.50
A0	Per copy	Y	\$15.00
Scanning costs	Min Charge	Y	\$16.00
	Per Sheet	Y	\$4.16
	Plus CD	Y	\$1.00

2009/2010
COMMERCIAL CHARGES, REGULATORY
FEES & OTHER CHARGES

	Unit	GST	2009/2010
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1st September to 31st December - three quarters of the annual fee			
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1st April to 30th June - one quarter of the annual fee			
TRANSPORT			
AERODROME			
Irregular Usage	Per landing	Y	\$42.50
Irregular Usage	Per day	Y	\$63.75
Irregular Usage	Per annum	Y	\$531.20
Regular Usage (Commercial Light Aircraft)	Per annum	Y	\$743.75
FOOTPATH CONSTRUCTION - COMMERCIAL PREMISES			
Council contribution is calculated on 50/50 basis up to maximum amount of \$72- Per square metre		Y	\$74.50
50/m2 for footpath improvement works. Following satisfactory completion of works & on sighting relevant receipts & receiving tax invoice, Council will forward its contribution.			
A minimum charge of \$20 will apply			
Hire of Equipment			
- Barricade Webbing	Per day / per roll	Y	\$22.05
- Barricade Boards	Per day / each	Y	\$22.05
- Barrier lamps	Per day	Y	\$4.65
- Bollards	Per day / each	Y	\$4.65
- Curly Bell Stands	Per day	Y	\$30.25
- Delineators	Per day	Y	\$3.60
- Multi-user Road Signs	Per week	Y	\$43.55
- Road Signs	Per week	Y	\$16.15
- Mobile Toilet Hire Fee	Per Mobile Toilet hire/day	Y	\$27.00
(Please note that the Service Fee listed below is to be added to the total charge for Mobile Toilet Hire - eg 3 days Mobile Toilet Hire = 3 x \$25 + \$72 = \$147)			
- Mobile Toilet Service Fee	Per Mobile Toilet hire	Y	\$73.75
- Additional Mobile Toilet Service Fee	Per service	Y	\$73.75
- Mobile Toilet - Bond (refundable) to be paid upfront		Nil	\$100.00
NOT FOR PROFIT COMMUNITY AND CHARITABLE ORGANISATIONS ARE NOT CHARGED FOR THE HIRE OF MOBILE TOILET			
SALE OF MATERIAL			
Sale of secondhand Grader Blades	Each used	Y	\$30.75
Residential Invert Construction	Per metre	Y	\$286.75
Commercial Invert Construction	Per metre	Y	\$312.35
Rural Numbering for Numbers Already Allocated			
White on Black Rural Numbering Sticker	Each	Y	\$1.75
Supply of Rural Addressing Module, Post & Numbers	Each	Y	\$45.50
Supply of Rural Addressing Module, Post, Numbers & Installation	Each	Y	\$77.50
Supply of Rural Addressing Module & Numbers	Each	Y	\$27.50

2009/2010
COMMERCIAL CHARGES, REGULATORY
FEES & OTHER CHARGES

	Unit	GST	2009/2010
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1st January to 31st March - one half of the annual fee			
1st April to 30th June - one quarter of the annual fee			
TRANSPORT			
LICENCES AND REGISTRATIONS			
Grids & Public Gates	Annual Licence Fee	Nil	\$100.00
Irrigation Pipe under/on Road	Annual Licence Fee	Y	\$100.00
Application for Approval for Tracked Cane Harvesting Equipment to Cross or Traverse Council's Roads		Nil	\$100.00
Renewal fee Tracked Cane Harvesting Equipment to Cross or Traverse Council's Roads		Nil	\$30.00
YANK'S JETTY			
Usage Charge - Commercial Vessels Only	Per head per visit	Nil	\$2.50
WATER SUPPLY			
Provision of New Service (Connection)			
- 20NB diameter		Nil	\$500.00
- Larger (Deposit of estimated cost required with application)		Nil	@ cost
Separate connections are to be installed for multiple residences			
Repair Broken Service (Damage outside yard)		Nil	\$85.00 + meter
Relocate Water Meter		Nil	@ cost
Interim Reading of Water Meter		Nil	\$25.00
Testing Water Meter Fee - Request by owner (fee refundable if meter faulty)		Nil	\$50.00
Metered hydrant Stems - Bond (refundable) to be paid upfront		Nil	\$250.00
Measured supply through Metered Hydrant	Per k/l		\$1.00
WATER SAMPLES			
Taking each sample and having tested			
- Chemical Test	Each	Y	\$132.00
- Bacterial Test	Each	Y	\$71.50
WATER LOCATION			
Search Fee		Y	\$44.00
Location	Per 15 minutes	Y	\$14.30
TRADE WASTE			
Application for licence or renewal of licence		Nil	\$180.00
Waste delivered to Ingham Plant	Per kl	Nil	\$7.00