



# **HINCHINBROOK**

## **SHIRE COUNCIL**



## **BUDGET**



**2014-2015**



## CONTENTS

### 1.0 2014-2015 BUDGET ADDRESS

Mayor's Budget Address.....	5
Sample of Net Rate Comparisons after Discount for 2014-2015 Budget.....	8
Graphs: Operating Revenue; Total Expenditure; Gross Rate Revenue; General Rate.....	9

### 2.0 FINANCIAL REPORTS

Statement of Income and Expenditure.....	14
Statement of Financial Position.....	16
Cash Flow Statement.....	18
Statement of Changes in Equity.....	20
Long Term Financial Forecast and Measures of Financial Sustainability.....	22
Activities to Which the Code of Competitive Conduct Apply.....	24

### 3.0 POLICY

Investment Policy
Debt
Revenue Policy
Revenue Statement
Rate Recovery Policy
Rate Rebate and Concession Policy
Crystal Creek Rural Fire Brigade Overall Plan
Crystal Creek Rural Fire Brigade Annual Implementation Plan
Bambaroo Rural Fire Brigade Overall Plan
Bambaroo Rural Fire Brigade Annual Implementation Plan
Seymour Rural Fire Brigade Overall Plan
Seymour Rural Fire Brigade Annual Implementation Plan
Stone River Rural Fire Brigade Overall Plan
Stone River Rural Fire Brigade Annual Implementation Plan
Competition and Water Reform Policy
Competitive Neutrality Complaint Process

### 4.0 FEES AND CHARGES

Note: a mid year Budget Review is planned to be conducted around Jan/Feb 2015



## ADOPTED AT COUNCIL SPECIAL BUDGET MEETING 8 JULY 2014

Budget presented to Council on 24 June 2014 for adoption on Tuesday 8 July 2014 by the Mayor, Cr. R. Bow

Hinchinbrook Shire Council's 2014-2015 Budget has been prepared in accordance with the Local Government Act 2009 and the Local Government Regulation 2012. The period covered by the Budget is for the three years ending 30 June 2017.





# **1.0 2014-2015 BUDGET ADDRESS**



## Mayor's Budget Address

My fellow Councillors, members of the public and officers of Council, as Mayor of Hinchinbrook Shire Council, it is my duty today to table for Council's consideration and adoption, the 2014-2015 Hinchinbrook Shire Council Budget.

As Mayor, I am required by the Queensland Local Government Act 2009 to prepare and present the Budget to Council. My strong, ongoing preference has been to prepare this Budget in consultation with my fellow Councillors.

Accordingly this Budget has been prepared following numerous budget meetings and after much discussion between myself, Councillors and officers of Council.

I believe that this proposed Budget provides a good balance between:

- a) the need to maintain our community assets and infrastructure
- b) Council's delivery of services and programs to the community
- c) Council's wider role in the development of the Shire and
- d) the ability of our community to pay for such services, assets and programs.

The challenges Council faces during the next 12 months are not dissimilar to those faced during the last 12 months. These challenges include having a static population base and a local economy that is under a fair degree of stress.

Thankfully, during 2013-2014 we avoided a repeat of any large scale natural disasters that have impacted our Shire in recent years. Accordingly, we hope to finalise all existing NDRRA related work during the coming financial year.

Like Councils everywhere Hinchinbrook Shire is burdened with ever increasing costs and demands. Financially, we are not in a position where we can afford to not increase rates.

However, the proposed 2014-2015 Budget includes some specific measures that have been implemented to help ratepayers navigate these tough times.

I will now highlight some significant aspects of the 2014-2015 income and expenditure.

With regards to rates income, the proposed 2014-2015 Budget incorporates four key changes from the 2013-2014 Budget. The first two of these are significant changes to our rating structure and should provide tangible benefits to the community.

Firstly, the 15% discount that was previously available to ratepayers who paid by certain 'due dates' will, in 2014-2015, be automatically given to all ratepayers. This means that the discount will not be lost by individual ratepayers who pay their rates after the due date has passed.

Secondly, instead of sending out rates notices once a year for a full year's rates, the rates notices will now be halved and sent out twice a year. It is planned to send the first notice in late July, early August, with a due date of 30 September 2014. The second rates notice will be sent in late January, early February, with a due date of 31 March 2015.

Both of these initiatives have been specifically designed to alleviate the pressure some ratepayers feel around August - September each year. Removing the time sensitive aspect of the discount and splitting the amount into two payment periods will provide some relief for numerous ratepayers who live on limited fixed incomes, or who experience ebbs and flows in their farm and business incomes.

These two initiatives came from discussions Council held with stakeholder groups in the lead up to the 2014-2015 Budget being formulated.

It is a direct response to concerns raised through these forums that Council has taken the positive step to respond to the needs of our community. So essentially a ratepayer will now receive two rates notices, one due at the end of September and one due at the end of March. Together these two notices will combine to be the full rates payable for any given year.

So instead of having to pay 100% of their rates bill by 30 September, the ratepayer will be paying 50% or half their bill in September and the other half in March of the following year.

While providing a positive outcome for individual ratepayers, both of these initiatives come at a cost to Council. In 2013-2014 Council received over \$200k in 'discounts foregone' from ratepayers who did not take advantage of the discount. Now that the discount is applied to everyone this amount will not be received by Council.

When Council collected over 80% of rates income by 30 September each year the Council benefited from a positive cash flow situation from October onwards. This generated interest income for Council. Under the new arrangements some of this interest will be lost as only half the rates income will be received by 1 October each year.



Councillors have weighed up the positives and negatives of the existing situation and have come to the conclusion that Council's loss under the new arrangements is a gain worth having for individual ratepayers.

The third change relates to the level of rates charged. In 2014-2015 there will be an across the board 5% increase in net rates. The need to maintain services and respond to existing and arising needs and wants, means that it is hard to see how Council can avoid a rates increase each year.

While there is a 5% rates increase being applied there is only a 3.7% increase in rates income as a whole. This is because Council is now guaranteeing the discount for all ratepayers. Because of this and the splitting of the payment of rates into two periods, the interest income received by Council will be reduced by over \$200k in 2014-2015.

Another change in 2014-2015 is to bring forward the date at which interest starts to be charged on overdue rates accounts. These dates are now 1 October and 1 April. As has been the case in past years interest will be charged on a daily rate using an annual rate of interest of 11% (that is the equivalent of 0.03% per day, and applies on a compounding basis).

These changes are significant so what does this all mean to a family household who had a \$2,000 rates notice in 2013-2014...

If in 2013-2014 they had paid their rates on, say, 15 October they would have paid \$2,000. Had they paid on 29 September, in the discount period, they would have paid \$1,700.

The same family in 2014-2015 will now be paying \$1785.

They will pay half the rates notice, \$892.50 by the end of September. Should they however, make the payment after 30 September, say like last year on 15 October, the charge will be around \$4 higher as 11% interest will be charged from 1 October.

The penalty for late payment is significantly less under the new system (\$4) than it was in 2013-2014 when the family would have lost the 15% discount amount, being \$300.

The family will then pay the second half of their rates, another \$892.50 by the end of March in the next year.

With regards to 2014-2015 income, we expect to receive over \$9m from NDRRA in 'catch up' payments for work already done in 2013-2014.

This year the Federal Government has chosen to freeze assistance funding to all local governments in Australia. So, in real terms, our income from this source has dropped by about \$100k. This has resulted in our rates increase being around 10% higher than it would otherwise have been.

So that is the income side of 2014-2015 Budget. Now some points as to how Council will be spending money in 2014-2015.

The 2014-2015 Budget proposes to spend \$10.34m on capital projects during the year. This figure does not include any expenditure associated with NDRRA works.

We expect to finance this through around \$6.34m of income earned during 2014-2015 and around \$4m from money we have in the bank.

After our three community roundtable meetings and presentations to the Council from stakeholder organisations we have identified some hero projects to address more than just the existing roads, water and sewerage services.

Town water to Forrest Beach has long been discussed by Council as a project that would deliver economic growth opportunities to that community. With the double win of securing potable water supplies to Forrest Beach in prolonged periods of drought, Council has committed to a two year project to deliver reticulated water to Forrest Beach.

Phase one will be executed in 2014-2015 with an investment of \$1.3m. The second phase, another \$1.3m investment, will be allowed for the in 2015-2016 Budget.

Over two years this \$2.6m investment will support future development opportunities at Forrest Beach enabling that community to unlock some of its full potential as a desirable residential environment and wonderful holiday destination.

In our discussions with the community it has been confirmed that our recreational fishing environment continues to be one of the major lifestyle and tourism drawcards to this region.

With that top of mind Council are investing \$200k in the Dungeness facility. Available car and boat parking spaces will be extended and we will reinstate the much loved fishing platform.



Not to forget Taylors Beach boat ramp, Council will be investing \$100k in access management at that facility to improve access for larger boats wishing to launch from Taylors Beach. In addition \$100k will be spent at Taylors Beach repairing the beachside retaining wall.

The development of tourism in Hinchinbrook is seen as some of the solution to our mono economy. In support of this, Council will be renewing the toilets in our premier central Ingham green space - Rotary Park and replacing the toilets in the car park behind Council with a more centrally located CBD facility. In total this is a \$250k investment in crucial visitor and community infrastructure.

Still on the tourism agenda Council is funding an additional \$50k for the TYTO events program. Council has also committed to establishing a conference and events officer position squarely aimed at activating the TYTO precinct further from a meetings, conference attraction and weddings perspective. There is \$20k earmarked for the completion of tourism signage to the beaches.

While still on the economic development agenda Council will employ a senior economic development and tourism officer to work on further development opportunities.

The Ingham CBD is recognised as the retail and commercial hub of our community. With this in mind Council has allocated \$330k for the Ingham CBD Main Street Strategy Refresh and stage one of actions resulting from that process. Plus there is \$10k for a much needed jolt of Christmas cheer by way of the purchase of seasonal decorations for the CBD.

Council has met the request of the Herbert River Improvement Trust to increase the level of funding provided to the Trust from \$220k to \$231k as well as continuing to support the Lower Herbert Water Management Authority and the Herbert Resource Information Centre.

Other key projects budgeted for 2014-2015 are:

- \$1.15m to various sewerage works
- \$805k on various water services works
- \$100k for Halifax Macrossan Street kerb and channel
- \$150k for Gorton Street Trebonne to widen the seal
- \$50k for Kehls Road seal upgrade
- \$100k for kerb and channel replacement at Gardiner Street near the Southern Cross Shopping Centre
- \$100k for improvements to the bus stop and intersection at Exelbys Road
- \$200k for Wallaman Falls Road
- \$122k for Mt Fox Road upgrades
- \$240k for Hawkins Creek Road upgrades
- \$600k for Lannercost Extension Road Bridge works
- \$50k to various footpath works
- \$100k for drainage improvements to Herbert Street

We can only maintain this level of capital project expenditure in future years by regularly increasing rates and carefully managing our operational expenses.

Opportunities to create new sources of income are limited. We need to get to a position where we can fund each year's capital expenditure from that year's rates income. Our forward projections show this being achieved by 2020-2021. Current reserves are sufficient for this to occur over this period.

A key message is that future increases in our income need to exceed future increases in our expenditure to stay as a viable, functioning Council.

Hinchinbrook is not unique in this respect; all Councils walk a fine line between adequate investment, service level delivery and income generation.

A significant amount of work goes into bringing the Budget together. This year, more than ever, as we have struggled with decision making to bring about meaningful change to our rating regime, to intensify our investment focus and still control our expenditure levels.

It is a demanding and onerous process. I extend my heartfelt thanks to the Councillors for their patience and commitment to the task, and to our staff who have spent many hours reviewing, refining and revising aspects of the Budget.

I commend the 2014-2015 Hinchinbrook Shire Council Budget to you and formally move for its adoption.

Councillor R Bow  
MAYOR  
8 July 2014

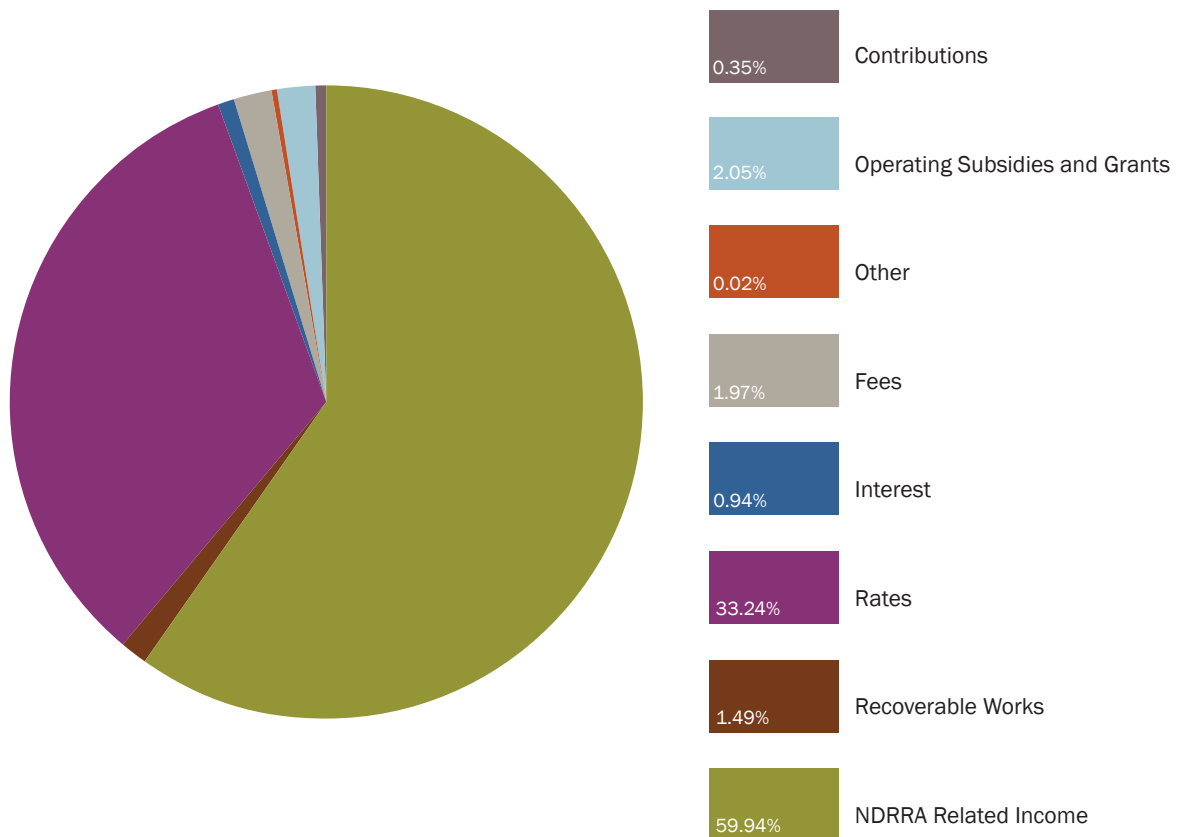


## Sample of Net Rate Comparisons after Discount for 2014-2015 Budget

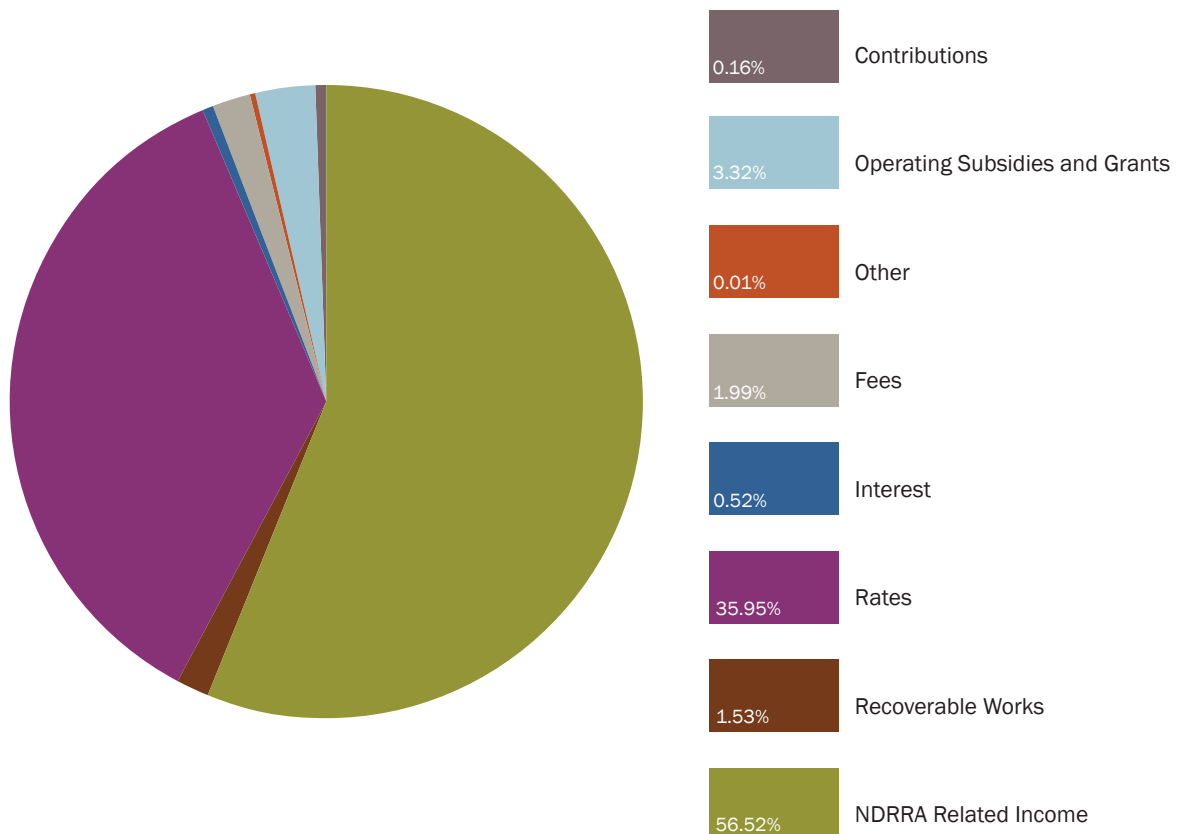
General Rate Revenue	2013-2014 Valuation	2013-2014 Net (after 15% discount)	2014-2015 Valuation	2014-2015 Net	Annual Increase/ Decrease	Weekly Increase/ Decrease	% Increase/ Decrease
<b>Residential</b>							
Residential Property Valuation \$0-\$40,000 minimum rate	\$24,000	\$680.00	\$24,000	\$714.00	\$34.00	\$0.65	5.00%
Residential Property Valuation \$0-\$40,000	\$40,000	\$927.18	\$40,000	\$973.60	\$46.42	\$0.89	5.01%
Residential Property Valuation \$40,000-\$100,000 minimum rate	\$52,000	\$927.35	\$52,000	\$973.70	\$46.35	\$0.89	5.00%
Residential Property Valuation \$40,000-\$100,000	\$90,000	\$958.54	\$90,000	\$1,007.10	\$48.56	\$0.93	5.07%
Residential Property Valuation >\$100,000 minimum rate	\$130,000	\$1,065.05	\$130,000	\$1,118.30	\$53.25	\$1.02	5.00%
Residential Property Valuation >\$100,000	\$250,000	\$2,044.25	\$250,000	\$2,147.50	\$103.25	\$1.99	5.05%
Multi Unit - 2 or 3 Flats	\$118,000	\$1,178.10	\$118,000	\$1,237.00	\$58.90	\$1.13	5.00%
Multi Unit - 4 or 5 Flats	\$130,000	\$1,490.90	\$130,000	\$1,565.45	\$74.55	\$1.43	5.00%
Multi Unit - 6 or more Flats	\$250,000	\$2,783.75	\$250,000	\$2,925.00	\$141.25	\$2.72	5.07%
<b>Commercial and Industrial</b>							
Commercial Property Valuation <\$1,000,000	\$215,000	\$2,545.71	\$215,000	\$2,674.60	\$128.89	\$2.48	5.06%
Industrial Property	\$235,000	\$2,700.62	\$235,000	\$2,836.45	\$135.83	\$2.61	5.03%
<b>Rural</b>							
Cane/Forestry Property Value per ha <1400	\$260,000	\$6,718.40	\$260,000	\$7,053.80	\$335.40	\$6.45	4.99%
Cane/Forestry Property Value per ha 1400-2130	\$590,000	\$18,906.55	\$590,000	\$19,853.50	\$946.95	\$18.21	5.01%
Cane/Forestry Property Value per ha >2130	\$455,000	\$16,359.52	\$455,000	\$17,180.80	\$821.28	\$15.79	5.02%
Grazing Farming Property	\$197,500	\$2,128.65	\$197,500	\$2,233.73	\$105.08	\$2.02	4.94%
Annual Levy - base charge 20mm service		\$318.07		\$334.00	\$15.93	\$0.31	5.01%
Consumption Levy - quarterly invoice		\$0.88		\$0.92	\$0.04		4.55%
Average annual consumption 400kls		\$352.00		\$368.00	\$16.00	\$0.31	4.55%
<b>Sewerage Utility Charges</b>							
Annual Levy - unit charge		\$93.16		\$97.80	\$4.64	\$0.09	4.98%
7 units for a dwelling		\$652.12		\$684.60	\$32.48	\$0.62	4.98%
<b>Cleansing Charge</b>							
Wheelie Bin Collection Service		\$206.17		\$216.50	\$10.33	\$0.20	5.01%
<b>Waste Management Levy</b>							
Levy per rateable assessment		\$131.20		\$137.75	\$6.55	\$0.13	4.99%
<b>Total Rates and Charges</b>							
Annual Rates and Charges - Ingham Area (Valuation \$40,000 - 100,000) minimum General Rate with all service charges		\$2,586.91		\$2,714.55	\$127.64	\$2.45	4.93%



**Operating Revenue 2013-2014 - \$66.8 Million**

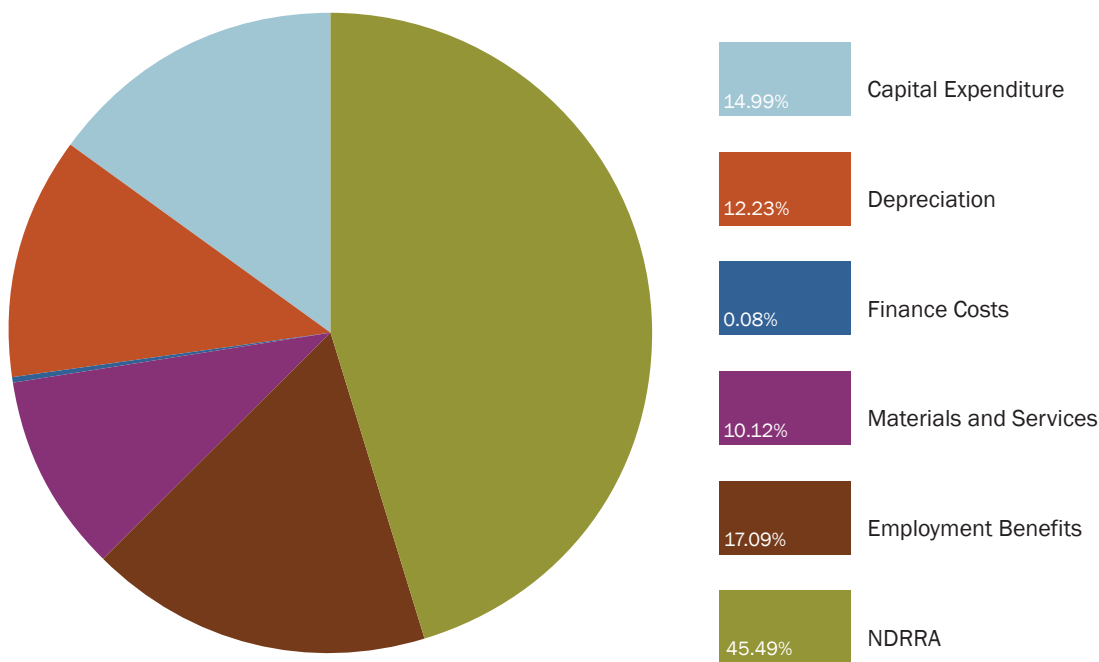


**Operating Revenue 2014-2015 - \$64.2 Million**

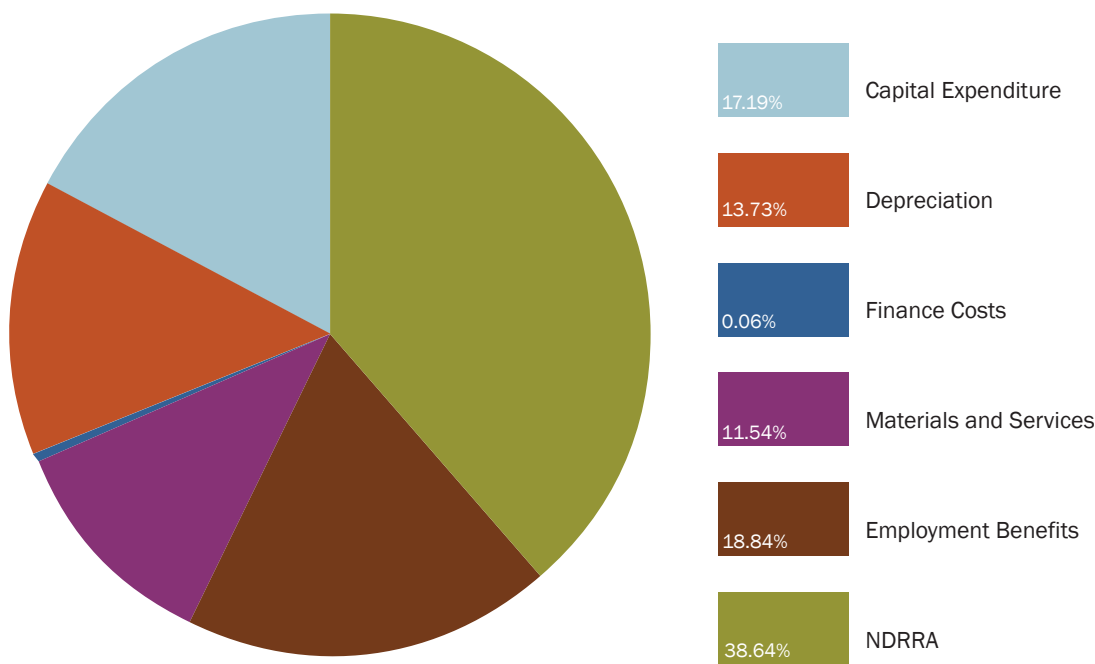




Total Costs 2013-2014 - \$76.1 Million

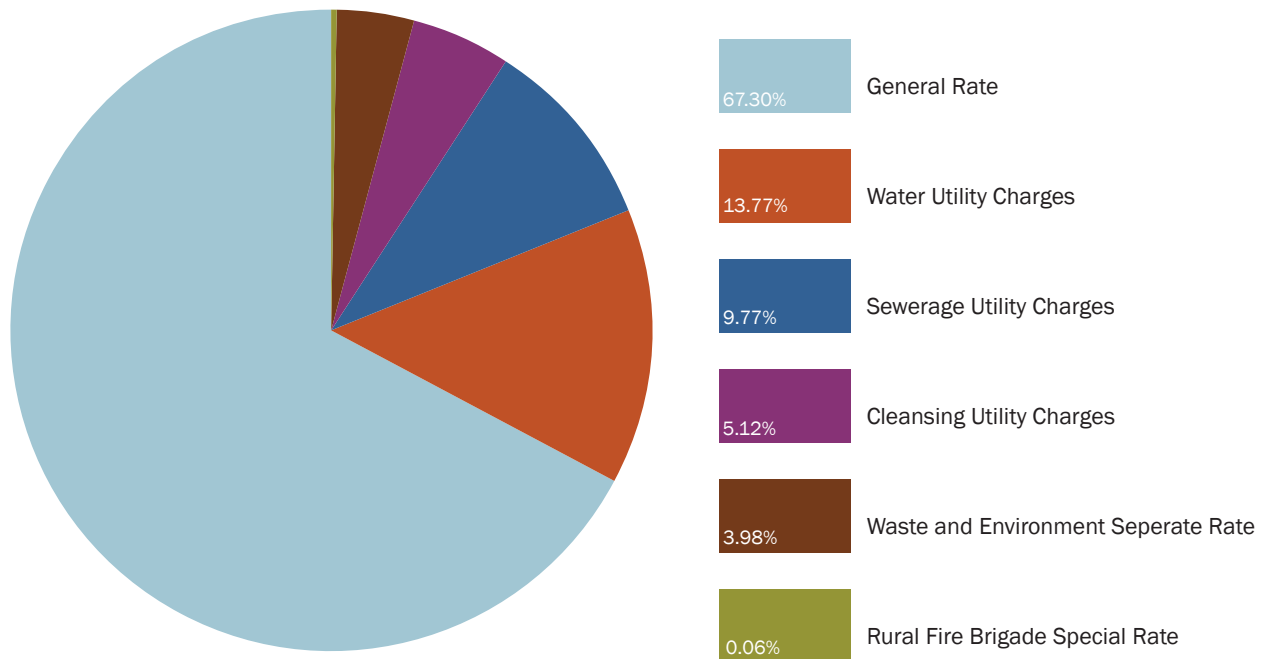


Total Costs 2014-2015 - \$70.9 Million

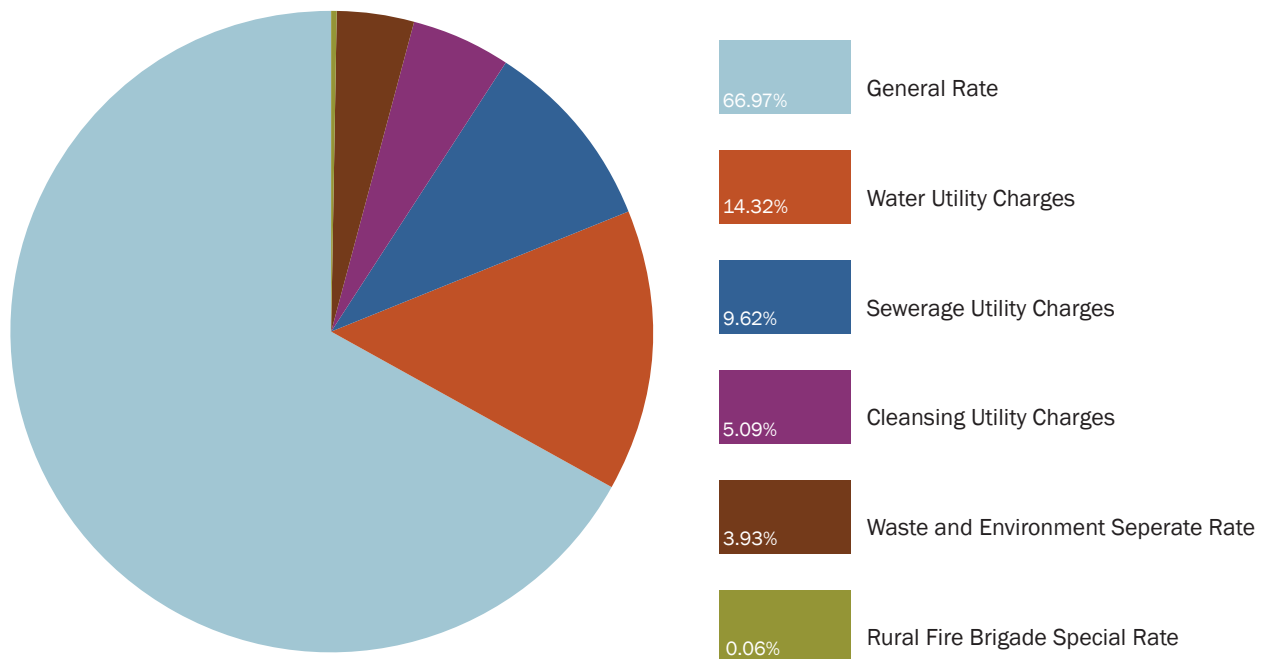




**Gross Rate Revenue 2013-2014 - \$25.8 Million\***



**Gross Rate Revenue 2014-2015 - \$23.4 Million\*\***



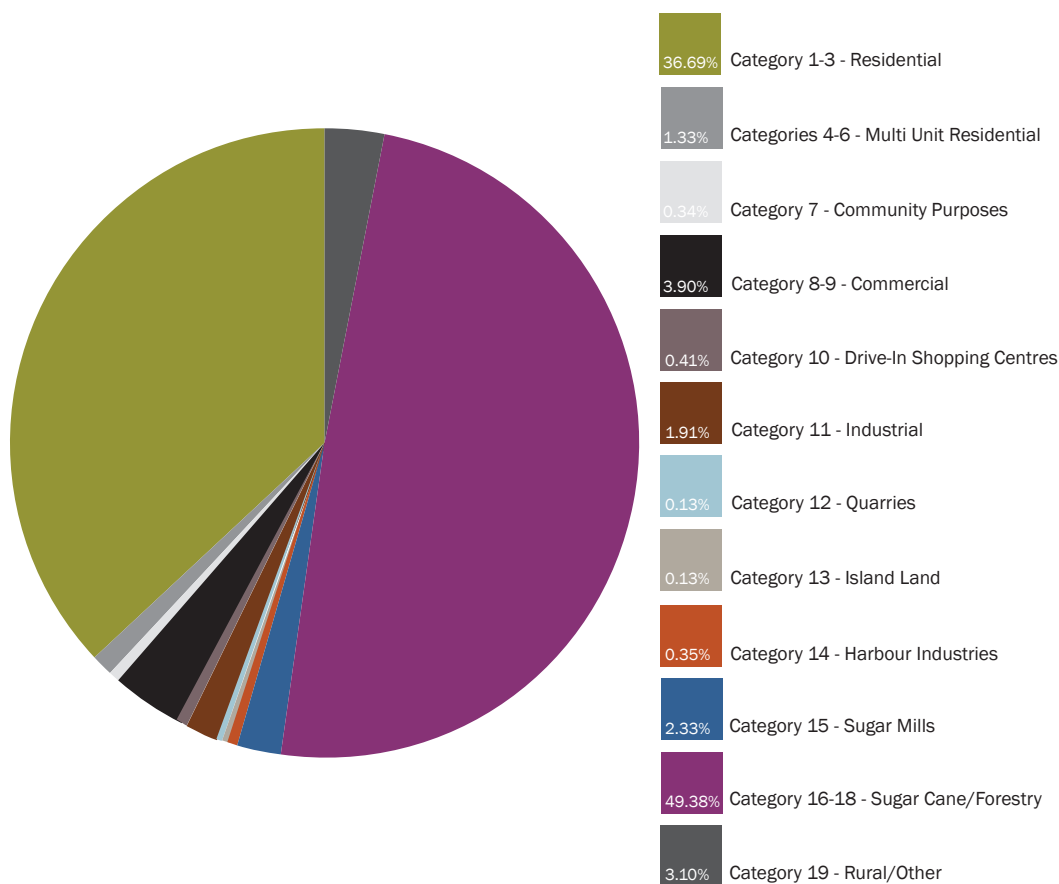
These amounts represent the Gross Amounts due from ratepayers.

\* In 2013-2014 ratepayers were able to receive a discount (10% or 15%) or remission on these amounts so the amount received by Council was around \$22.2m.

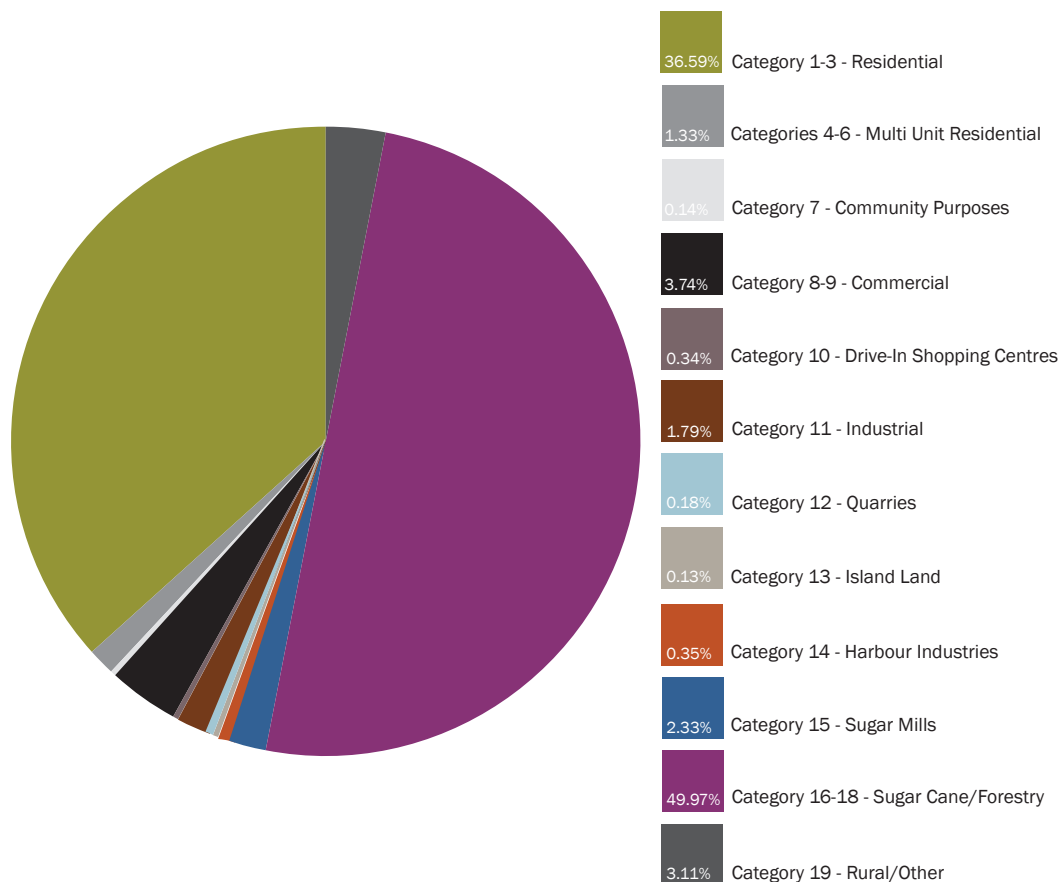
\*\* In 2014-2015 a discount (15%) is being automatically granted to all ratepayers and the amount invoiced to ratepayers is the amount after applying the discount. The amount expected to be received by Council is around \$23.1m.



**Gross General Rate 2013-2014 - \$17.4 Million**



**Gross General Rate 2014-2015 - \$15.7 Million**



The apparent decrease in Gross General Rates is caused by the reasons explained on page 7.





# **2.0 FINANCIAL REPORTS**



## **HINCHINBROOK SHIRE COUNCIL**

### **STATEMENT OF INCOME AND EXPENDITURE – EXPLANATORY NOTES**

The Statement of Income and Expenditure includes budgets/forecasts for 2014-2015 and the following two years. The Budget for 2013-2014 has also been included for reference.

The following commentary should assist in reviewing the Statement of Income and Expenditure:

#### **Rates, Levies and Charges**

Rates, levies and charges include amounts invoiced for general rates, sewerage, water, water consumption, waste management and cleansing. With the exception of water consumption, each of these has previously been subject to a discount if the ratepayer paid by the due date(s). Different discount schemes enabled the ratepayer to benefit from discounts of between 10% and 15%.

Council has decided that, from 2014-2015 these discounts will automatically apply and that only the net amount will be invoiced to ratepayers.

Apart from a number of remissions that remain, this 'budget line' has therefore reduced significantly, as has the Gross rates, levies and charges income amount.

2014-2015 decrease in Gross rates, levies and charges	(9.8%)
2014-2015 increase in Net rates, levies and charges	3.9%

#### **Subsidies and Grants**

These increase mainly because \$900k that used to be paid to us in June is now going to be paid to us after 1 July.

#### **Materials and Services**

2014-2015 Budget includes \$570k of 'special project' funding, identified as part of the capital budget process. (the 2013-2014 budget included \$220k of these items).

#### **Capital Grants**

These are mainly Roads to Recovery and TIDS and have been assumed to continue at their current level for the foreseeable future (the 2013-2014 Budget includes \$550k of NDRRA related funding).

#### **NDRRA Activity**

This is assumed to be finalised during 2014-2015. Council expects to receive 'catch up' payments of around \$9.4m during 2014-2015 in relation to NDRRA activity. The Budget allows a contingency of \$500k for potential complimentary/ineligible works.

#### **Total Surplus Cash Generated/Movement in Cash Position**

Total Surplus Cash Generated is the amount that Council can either spend on capital projects or add to reserves. Where Council spends more than this amount on capital projects the Movement in Cash Position will be negative.

#### **To reverse a negative Net Income figure, future increases in Income must exceed future increases in Expenditure.**

This figure is then used to derive the Net Result (by deducting depreciation - which is the figure reported in the statutory accounts) and the overall Movement in Cash Position (by deducting capital expenditure).



# **HINCHINBROOK SHIRE COUNCIL** **STATEMENT OF INCOME AND EXPENDITURE**

	<b>Budget 2013-2014 \$'000</b>	<b>Budget 2014-2015 \$'000</b>	<b>Forecast 2015-2016 \$'000</b>	<b>Forecast 2016-2017 \$'000</b>
<b>INCOME AND EXPENDITURE - CASH TRANSACTIONS</b>				
<b>Recurrent Operating Income</b>				
Gross rates, levies and charges	25,924	23,384	24,554	25,781
Discounts and remissions	(3,705)	(294)	(309)	(324)
Nett rates, levies and charges	22,219	23,090	24,245	25,457
Fees and charges	1,316	1,280	1,344	1,411
Sales contracts and recoverable works	995	980	1,029	1,080
Subsidies and grants	1,370	2,134	2,241	2,353
Contributions	235	100	105	110
Interest received	630	336	353	370
Other	11	7	7	8
	<b>26,776</b>	<b>27,927</b>	<b>29,324</b>	<b>30,790</b>
<b>Recurrent Operating Expenditure</b>				
Employee benefits	12,986	13,358	13,892	14,448
% of Recurrent Operating Income	48.5%	47.8%	47.4%	46.9%
Materials and services (excl provisions)	7,715	8,178	8,464	8,760
NDRRA Contingency	-	500	-	-
Finance costs	40	40	40	40
	<b>20,741</b>	<b>22,076</b>	<b>22,397</b>	<b>23,248</b>
<b>Surplus Cash Generated From Operational Activities</b>	<b>6,035</b>	<b>5,851</b>	<b>6,927</b>	<b>7,541</b>
<b>Other Income and Expenditure</b>				
Capital grants, subsidies, contributions and donations	1,555	631	631	631
NDRRA related income	40,062	36,300	-	-
NDRRA related expenditure (estimated/notional)	(34,623)	(26,900)	-	-
Capital Income: Specific Projects	-	1,845	-	-
Capital Expenditure: Specific Projects	-	(1,845)	-	-
<b>Total Surplus Cash Generated*</b>	<b>13,029</b>	<b>15,882</b>	<b>7,558</b>	<b>8,172</b>
*This represents the revenue generated during the year available for capital expenditure. Capital expenditure incurred in excess of this amount is required to be funded from reserves or from loans.				
<b>Net Result: Total Surplus Cash Generated Less Depreciation and Other Provisions</b>				
Surplus Operating Cash Generated	13,029	15,882	7,558	8,172
Less Depreciation and amortisation	(9,273)	(9,737)	(10,077)	(10,430)
Other Provisions	(70)	(84)	(85)	(86)
<b>Net Result</b>	<b>3,686</b>	<b>6,062</b>	<b>(2,604)</b>	<b>(2,344)</b>
<b>Movement in Cash Position</b>				
Surplus Operating Cash Generated	13,029	15,882	7,558	8,172
Less Planned Capital Expenditure (own funds)	(11,399)	(10,343)	(10,350)	(10,350)
<b>Net Income (Expenditure)</b>	<b>1,630</b>	<b>5,539</b>	<b>(2,792)</b>	<b>(2,178)</b>



## **HINCHINBROOK SHIRE COUNCIL**

### **STATEMENT OF FINANCIAL POSITION - EXPLANATORY NOTES**

#### **Key Points:**

The Statement of Financial Position includes budgets/forecasts for 2014-2015 and the following two years. As the format of Statement of Financial Position is the same as the format used in the statutory accounts, the actual figures as per the most recent audited Statement of Financial Position has been included for reference.

The vast majority of the figures included in the Statement of Financial Position are contained in Property, Plant and Equipment (PPE).

The value of PPE will change each year for new Capital Expenditure, Depreciation, Disposals and Revaluations. Capital Expenditure and Depreciation are included in the Income and Expenditure Statement. For the purposes of this Budget it has been assumed that all PPE that is disposed of has a zero written down value and for zero proceeds. The alternative is to create a schedule of notional PPE Disposals, with hypothetical written down values and sales proceeds (and 'costs of disposals') – this level of subjectivity has the potential to significantly distort the underlying 'asset management' practices conducted by Council.

For these purposes, it has been assumed that PPE is revalued upwards by \$10m each year.

The second largest figure in the Statement of Financial Position is Cash and Cash Equivalents. As indicated in the Income and Expenditure Statement, once NDRRA activity ceases, the trend is for these balances to start decreasing. This is because the underlying trend is that Council is forecast to spend more than it receives. The Income and Expenditure Statement shows this excess of expenditure over income is forecast to be \$2.79m in 2015-2016.

By keeping Capital Expenditure constant at around \$10.3m per annum, applying an annual 5% increase in rates revenue and applying CPI increases to operating expenses, Council is not expected to reverse this annual deficit until 2020-2021 when, based on these assumptions, its Cash Balance is expected to have fallen to between \$8m and \$9m.

In summary, Council expects its existing cash reserves, including amounts owed by NDRRA, to be sufficient to enable a \$10.35m annual capital expenditure program to be maintained during the period required for its increase to annual revenue to fully fund each year's capital program. During this period (forecast to be 5 years) reserves are expected to fall each year by decreasing amounts ranging between \$2.8m and \$0.1m. At the end of this period, Council expects to have between \$8m and \$9m in the bank.

For these purposes, sundry other balances included on the Statement of Financial Position have been kept relatively constant.



# HINCHINBROOK SHIRE COUNCIL

## STATEMENT OF FINANCIAL POSITION

	Audited Accounts 2012-2013 \$'000	Budget 2014-2015 \$'000	Forecast 2015-2016 \$'000	Forecast 2016-2017 \$'000
<b>Current Assets</b>				
Cash and cash equivalents	15,445	15,665	12,873	10,695
Trade and other receivables	7,801	2,500	2,500	2,500
Inventories	401	400	400	400
<b>Total Current Assets</b>	<b>23,647</b>	<b>18,565</b>	<b>15,773</b>	<b>13,595</b>
<b>Non-Current Assets</b>				
Trade and other receivables	486	456	442	428
Property, Plant and Equipment	242,353	259,336	269,609	279,529
<b>Total Non-Current Assets</b>	<b>242,839</b>	<b>259,792</b>	<b>270,051</b>	<b>279,957</b>
<b>TOTAL ASSETS</b>	<b>266,486</b>	<b>278,358</b>	<b>285,824</b>	<b>293,552</b>
<b>Current Liabilities</b>				
Trade and other payables	6,366	1,450	1,450	1,450
Leave Provisions	1,355	1,450	1,450	1,450
<b>Total Current Liabilities</b>	<b>7,721</b>	<b>2,900</b>	<b>2,900</b>	<b>2,900</b>
<b>Non-Current Liabilities</b>				
Leave Provisions	2,462	2,462	2,462	2,462
Restoration Provisions	1,663	1,733	1,804	1,875
<b>Total Non-Current Liabilities</b>	<b>4,125</b>	<b>4,195</b>	<b>4,266</b>	<b>4,337</b>
<b>TOTAL LIABILITIES</b>	<b>11,846</b>	<b>7,095</b>	<b>7,166</b>	<b>7,237</b>
<b>NET COMMUNITY ASSETS</b>	<b>254,640</b>	<b>271,263</b>	<b>278,658</b>	<b>286,315</b>
<b>Community Equity</b>				
Asset revaluation surplus	94,812	105,000	115,000	125,000
Retained surplus	159,828	166,263	163,658	161,315
<b>TOTAL COMMUNITY EQUITY</b>	<b>254,640</b>	<b>271,263</b>	<b>278,658</b>	<b>286,315</b>



## **HINCHINBROOK SHIRE COUNCIL CASH FLOW STATEMENT - EXPLANATORY NOTES**

### **Key Points:**

The Cash Flow Statement includes budgets/forecasts for 2014-2015 and the following two years. As the format of Cash Flow Statement is the same as the format used in the statutory accounts, the actual figures as per the most recent audited Cash Flow Statement have been included for reference.

### **Receipts from customers**

This includes amounts received from NDRRA and is accordingly expected to significantly decrease from 2014-2015.

Payments associated with NDRRA are either shown within:

- Payment to Suppliers and Employees (2012-2013); or
- Payments for Property, Plant and Equipment (2014-2015)

### **Interest received**

This is expected to reduce as Council moves from invoicing a full year's Rates in July/August to invoicing six Rates in July/August and six months in January/February.

As stated earlier in this document, for the purposes of this Budget it has been assumed that all PPE that is disposed of has a zero written down value and for zero proceeds. The inclusion of any figures to the contrary would be highly subjective and could potentially disguise Council's underlying cash position.

The Cash Flow Statement shows the same trends as the Statement of Income and Expenditure and the Statement of Financial Position: that Council's cash balances should increase in 2014-2015 (due to receipt of 'catch up' NDRRA payments) but then Council will be in a cash negative situation (around \$2.7m in 2015-2016).

**To reverse a negative cash position, future increases in Income must exceed future increases in Expenditure.**



## HINCHINBROOK SHIRE COUNCIL

### CASH FLOW STATEMENT

	Audited Accounts 2012-2013 \$'000	Budget 2014-2015 \$'000	Forecast 2015-2016 \$'000	Forecast 2016-2017 \$'000
<b>Cash flows from operating activities:</b>				
Receipts from customers	100,999	64,522	29,616	31,064
Payments to suppliers and employees	(76,112)	(22,076)	(22,411)	(23,262)
Interest received	525	336	353	370
<b>Net cash inflow (outflow) from operating activities</b>	<b>25,412</b>	<b>42,782</b>	<b>7,558</b>	<b>8,172</b>
<b>Cash flows from investing activities:</b>				
Payments for property, plant and equipment	(17,201)	(37,243)	(10,350)	(10,350)
Proceeds from sale of property plant and equipment	132	-	-	-
<b>Net cash inflow (outflow) from investing activities</b>	<b>(17,069)</b>	<b>(37,243)</b>	<b>(10,350)</b>	<b>(10,350)</b>
<b>Net increase/(decrease) in cash held</b>	<b>8,343</b>	<b>5,539</b>	<b>(2,792)</b>	<b>(2,178)</b>
Cash at beginning of reporting period	7,103	10,126	15,665	12,873
<b>Cash at end of reporting period</b>	<b>15,446</b>	<b>15,665</b>	<b>12,873</b>	<b>10,695</b>



## **HINCHINBROOK SHIRE COUNCIL STATEMENT OF CHANGES IN EQUITY - EXPLANATORY NOTES**

### **Key Points:**

The Statement of Changes in Equity includes budgets/forecasts for 2014-2015 and the following two years. As the format of Statement of Changes in Equity is the same as the format used in the statutory accounts, the actual figures as per the most recent audited Statement of Changes in Equity has been included for reference.

Council has two different Equity accounts:

#### **1. Retained Surplus**

This records the cumulative level of annual accounting surpluses reported by Council.

#### **2. Asset Revaluation Surplus**

This records the cumulative increase to Council's asset base that result from regular asset valuations (which are required for annual reporting purposes).

Collectively, the total of these equity accounts equals the net assets position of Council (see the Statement of Financial Position). Although there are no 'targets' for what the total of these equity accounts should be, a decrease in the overall equity accounts indicates that the asset base of Council would be shrinking.

However, it must be noted that these equity accounts are largely the result of applying accounting standards to Council's activities, assets and liabilities and anomalies sometimes occur in applying these to Councils, especially in the area of asset valuations.



# **HINCHINBROOK SHIRE COUNCIL** **STATEMENT OF CHANGES IN EQUITY**

	<b>Audited Accounts 2012-2013 \$'000</b>	<b>Budget 2014-2015 \$'000</b>	<b>Forecast 2015-2016 \$'000</b>	<b>Forecast 2016-2017 \$'000</b>
<b>TOTAL</b>				
Balance at beginning of period	309,219	255,201	271,263	278,658
Net result for the period	(3,034)	6,062	(2,604)	(2,344)
Transfers to reserves	(57,749)	10,000	10,000	10,000
Net Assets adjusted against equity	6,204	-	-	-
<b>Total comprehensive income for the year</b>	<b>(54,579)</b>	<b>16,062</b>	<b>7,396</b>	<b>7,656</b>
<b>Balance at end of period</b>	<b>254,640</b>	<b>271,263</b>	<b>278,658</b>	<b>286,315</b>
<b>Retained surplus (deficit)</b>				
Balance at beginning of period	156,058	160,201	166,263	163,658
Net result for the period	(3,034)	6,062	(2,604)	(2,344)
Net Assets adjusted against equity	6,204	-	-	-
Transfers from reserves	600	-	-	-
<b>Balance at end of period</b>	<b>159,828</b>	<b>166,263</b>	<b>163,658</b>	<b>161,315</b>
<b>Asset revaluation surplus</b>				
Balance at beginning of period	152,561	95,000	105,000	115,000
Transfers to reserves	(57,749)	10,000	10,000	10,000
<b>Balance at end of period</b>	<b>94,812</b>	<b>105,000</b>	<b>115,000</b>	<b>125,000</b>
<b>Other Reserves</b>				
Balance at beginning of period	600	-	-	-
Transfers to reserves	(600)	-	-	-
<b>Balance at end of period</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## HINCHINBROOK SHIRE COUNCIL LONG TERM FINANCIAL FORECAST AND MEASURES OF FINANCIAL SUSTAINABILITY - EXPLANATORY NOTES

### Long Term Financial Forecast - Key Points:

The Long Term Financial Forecast shows that, based on maintaining its current activity levels, Council expects to:

- increase its cash reserve by \$5.5m in 2014-2015 (due largely to NDRRA making 'catch up' payments)
- reduce its cash reserves in each year between 2015-2016 and 2019-2020 (by a total of \$7.4m)
- return to cash positive position in 2020-2021 when Council will be able to finance an expansion of its current level of operations

Between 2017 and 2020, Council's reserves are expected to fluctuate around \$8m to \$10m. Council may decide to use some of these reserves during this period to increase the level of activity conducted.

Note – these forecasts are based on income growing at around 1% faster than operational expenditure. To the extent that this does not occur, the long term financial outlook of Council will be worse than these forecasts.

### Measures of Financial Sustainability - Key Points:

#### Asset Sustainability Ratio- Target is 90%

As (accounting) Depreciation is growing at a higher rate than our forecast capital expenditure, this ratio will decrease over time.

The Depreciation figure is the result of applying accounting standards to Council's assets. As Council's assets are regularly revalued 'upwards' this figure can grow at a significant rate. We are aware that at least one other large council in SE Queensland calculates, what they consider to be, a more realistic figure for the purpose of this ratio. Their figure is approximately one third of the figure as determined by the accounting standards.

#### Operating Surplus Ratio – Target is between 0% and 10%

This ratio is expected to exceed the Target for 2014-2015 as the Net Result will be inflated for NDRRA 'catch up' payments. Without these payments, this ratio would be negative.

Depreciation has a large impact on this ratio. Council's depreciation has recently grown from \$5.6m (2010) to \$8.75m (2013) (56% increase). Over the same period, Rates revenue has grown from \$18m to \$21.2m (18% increase). This highlights the difficulty Council has in managing this ratio.

However, by increasing future income levels by amounts greater than future expenditure levels, this ratio can become 'positive'.

#### Net Financial Liabilities Ratio – Target is not greater than 60%

This ratio is largely irrelevant for Council as Council's Current Assets exceed its Total Liabilities.



# HINCHINBROOK SHIRE COUNCIL LONG TERM FINANCIAL FORECAST

	Budget 2014-2015 \$'000	Forecast 2015-2016 \$'000	Forecast 2016-2017 \$'000	Forecast 2017-2018 \$'000	Forecast 2018-2019 \$'000	Forecast 2019-2020 \$'000	Forecast 2020-2021 \$'000	Forecast 2021-2022 \$'000	Forecast 2022-2023 \$'000	Forecast 2023-2024 \$'000
Operating Income	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Operating Expenditure	22,076	22,397	23,248	24,138	25,056	26,010	27,005	28,033	29,100	30,208
Capital Income	36,931	631	631	631	631	631	631	631	631	631
Capital Expenditure	37,243	10,350	10,350	10,350	10,350	10,350	10,500	10,600	10,800	11,000
Total Income	64,858	29,955	31,421	32,960	34,577	36,274	38,056	39,928	41,892	43,955
Total Expenditure	59,319	32,747	33,598	34,488	35,406	36,360	37,505	38,633	39,900	41,208
Bank Increase (Decrease)	5,539	(2,792)	(2,178)	(1,528)	(830)	(86)	551	1,295	1,992	2,747
Bank Balance at end of financial year	15,665	12,873	10,695	9,168	8,338	8,253	8,804	10,098	12,091	14,838
Assets	278,358	285,824	293,552	301,566	309,899	318,585	327,654	337,146	347,103	357,566
Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Equity	271,263	278,658	286,315	294,255	302,514	311,125	320,118	329,533	339,412	349,796
Depreciation and Other Provisions	9,821	10,162	10,516	10,882	11,261	11,653	12,059	12,479	12,913	13,363
Depreciation and Other Provisions										
Asset Sustainability Ratio										
Capital Expenditure	37,243	10,350	10,350	10,350	10,350	10,350	10,500	10,600	10,800	11,000
% which is 'replacement' as opposed to 'new'	93%	75%	75%	75%	75%	75%	75%	75%	75%	75%
Capital expenditure on replacement assets	34,636	7,763	7,763	7,763	7,763	7,763	7,875	7,950	8,100	8,250
Depreciation	9,737	10,077	10,430	10,795	11,173	11,564	11,969	12,388	12,821	13,270
Asset Sustainability Ratio	356%	77%	74%	72%	69%	67%	66%	64%	63%	62%
Operating Surplus Ratio										
Net Result	6,062	(2,604)	(2,344)	(2,060)	(1,741)	(1,389)	(1,008)	(584)	(121)	384
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Operating Surplus Ratio	22%	-9%	-8%	-6%	-5%	-4%	-3%	-1%	0%	1%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)	(8,607)	(6,358)	(4,757)	(3,853)	(3,693)	(4,168)	(5,385)	(7,300)	(9,968)
Total Operating Revenue	27,927	29,324	30,790	32,329	33,946	35,643	37,425	39,297	41,261	43,324
Net Financial Liabilities Ratio	-41%	-29%	-21%	-15%	-11%	-10%	-11%	-14%	-18%	-23%
Net Financial Liabilities Ratio										
Total Liabilities	7,095	7,166	7,237	7,311	7,385	7,460	7,536	7,613	7,691	7,770
Current Assets	18,565	15,773	13,595	12,068	11,238	11,153	11,704	12,998	14,991	17,738
Net	(11,470)									



**ACTIVITIES TO WHICH THE CODE OF COMPETITIVE CONDUCT APPLY**

	Water					Sewerage				
	Actual 2012-2013 \$'000	Budget 2013-2014 \$'000	Budget 2014-2015 \$'000	Budget 2015-2016 \$'000	Budget 2016-2017 \$'000	Actual 2012-2013 \$'000	Budget 2013-2014 \$'000	Budget 2014-2015 \$'000	Budget 2015-2016 \$'000	Budget 2016-2017 \$'000
Revenue	3,387	3,521	3,662	3,845	4,037	2,163	2,244	2,334	2,450	2,573
*CSOs deemed to be revenue to which NCP reforms have been applied:										
Fire Service and Water Access Concessions	240	252	262	275	289					
Sewerage Access Concessions						155	162	168	177	186
Total Revenues	3,627	3,773	3,924	4,120	4,326	2,318	2,406	2,502	2,627	2,759
Less Expenditure	2,320	2,228	2,339	2,456	2,579	1,667	1,783	1,872	1,966	2,064
Surplus (Deficit)	1,307	1,545	1,585	1,664	1,747	651	623	630	662	695
	Waste Management					Building Certification				
	Actual 2012-2013 \$'000	Budget 2013-2014 \$'000	Budget 2014-2015 \$'000	Budget 2015-2016 \$'000	Budget 2016-2017 \$'000	Actual 2012-2013 \$'000	Budget 2013-2014 \$'000	Budget 2014-2015 \$'000	Budget 2015-2016 \$'000	Budget 2016-2017 \$'000
Revenue	2,793	2,476	2,575	2,704	2,839	68	81	85	89	94
*CSOs deemed to be revenue to which NCP reforms have been applied:										
Collection of street litter	78	91	95	99	104					
Building Certification - high level admin support						31	22	23	24	25
Total Revenues	2,871	2,567	2,670	2,803	2,943	99	103	108	113	119
Less Expenditure	2,458	2,241	2,353	2,471	2,594	132	138	142	146	150
Surplus (Deficit)	413	326	317	332	349	(33)	(35)	(34)	(32)	(31)

\*CSOs are Community Service Obligations





## **3.0 POLICY**



## **1. Policy Statement**

To set guidelines and boundaries for the investment of Hinchinbrook Shire Council surplus cash balances which meet the requirements of *Statutory Bodies Financial Arrangements (SBFA) Act 1982* and its regulation, support Council's investment and risk philosophy and provide a sequential process to be followed in undertaking investment activities.

## **2. Scope**

This policy applies to the investment of all cash holdings of Hinchinbrook Shire Council.

## **3. Responsibility**

Executive Manager Corporate Services is responsible for ensuring that this policy is understood and followed.

## **4. Definitions**

**Surplus Cash Balances** - For the purpose of this policy, surplus cash balances are Council's cash holdings available for investment at any one time after consideration of the amount and timing of Council's cash flow needs. Surplus cash balances do not include Council's trust account balances which are to be invested with Commonwealth Bank Business Online Saver Account.

**Authorised Investments** - Authorised investments are as permitted under the *SBFA Act 1982*, and in accordance with the Category 1 Investment Powers applicable to Hinchinbrook Shire Council under the *SBFA Regulation 2007*.

**Prescribed Investment Arrangements** - Investments listed at Schedule 6 of the *SBFA Regulation 2007*.

## **5. Policy**

### **Investment Risk Philosophy**

Council maintains a conservative and risk averse investment philosophy for its surplus cash investments. As the custodian of public monies Council chooses to secure its capital base but take the opportunity to produce revenue from asset as far as possible within established risk averse constraints.

### **Objective**

- To maximise earnings with funds not immediately required for financial commitments.
- To invest funds at the most advantageous rate of interest available to it at the time, for that investment type, and in a way that it considers the most appropriate given the circumstances.
- To preserve capital.

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

Policy Number:

Authorised By: Executive Manager Corporate Services

Document Maintained By: Corporate Services

Version No: 3

Initial Date of Adoption: 20 September 2012

Current Version Adopted: 8 July 2014

Next Review Date: July 2015



### **Prudent Person Standard**

Officers responsible for investing local government funds must act with a duty of care, skill, prudence and diligence that a prudent person would exercise when investing and managing their own funds. Conflicts of interest must be recorded and disclosed to the Chief Executive Officer.

### **Range of Investments**

Hinchinbrook Shire Council has Category 1 investment power under the *SBFA Act 1982*.

A Category 1 investor is permitted to invest at call or for a fixed period of no more than one year in the following ways:

- ❖ Deposits with a financial institution;
- ❖ Investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution;
- ❖ Other investment arrangements secured by investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution;
- ❖ Investment arrangements, managed or offered by QIC or QTC, prescribed under a regulation of the *SBFA Act 1982*;
- ❖ An investment arrangement with a rating prescribed under a regulation of the *SBFA Act 1982*;
- ❖ Other investment arrangements prescribed under a regulation of the *SBFA Act 1982*.

All investments must be denominated in Australian Dollars and undertaken in Australia.

The QIC Cash Fund, QTC Capital Guaranteed Cash Fund, QTC Debt Offset Facility, QTC Fixed Rate Deposit (up to 12 months) and the QTC Working Capital Facility are prescribed investment arrangements. Standard and Poor's (Australia) Pty Ltd ratings of A-1+, A-1, Aam or AAAm are prescribed ratings.

### **Assessment of Surplus Cash Balance**

Surplus cash balances must be determined in accordance with the Investment procedure.



## Credit Risk Guidelines

The minimum and maximum invested surplus cash with any line of credit risk must conform with the following:

Table A.

**Table A:**

Long-term credit rating# or financial institution	Short-term credit rating#	Minimum % of total investments or minimum value	Maximum % of total investments or maximum value	Maximum Term
QTC Capital Guaranteed Cash Fund		20%	100%	(At Call)
Commonwealth Bank of Australia Business Online Saver		\$500,000	55%	(At Call)
AAA	A-1+	0	50%	1 year
AA to AA-	A-1+	0	40%	1 year
A+ to A-	A-1	0	30%	6 months
BBB+ to BBB	A-2	0	20%	6 months
BBB-	A-3	0	5%	3 months
Unrated **	Unrated**	0	\$500,000	30 days

# Most recently available credit ratings from Standard & Poor's.

\*\*Most building societies and credit unions are unrated financial institutions.



## **Table A: Credit Risk Guidelines**

- ❖ QTC recommends that caution should be exercised with respect to investing funds with unrated institutions. Hinchinbrook Shire Council may choose to invest with an unrated facility to encourage that facility to remain in the Hinchinbrook Shire. The decision to invest in an unrated facility must be balanced off against the credit worthiness of the institution.
- ❖ The credit worthiness of an unrated financial institution should be assessed with regard to the most recent audited financial statements and Capital Adequacy Disclosure of that institution;
- ❖ Before rollover of existing investments or undertaking new investments the credit rating of the investment institutions used or intended to be used by Council should be assessed.
- ❖ In the event of published economic downturn or instability the credit rating of the investment institutions used by Council should be reassessed and remedial action taken if necessary.
- ❖ Queensland Treasury Corporation may be used to assist with financial institution credit ratings. This information should be available from the relevant financial institution web site.

### **Quotations and Fair Value**

At least three (3) verbal quotations must be obtained and noted from authorised institutions when investing surplus cash however this requirement does not apply to investing within the prescribed investment arrangements.

In general, financial institutions with lower credit ratings have a higher credit risk and therefore, the interest rate received on the investment should be higher reflecting the higher level of risk.

The quotes received should be considered relative to the assessed risk of the financial institution. The fair value calculation provided by QTC may be used to assist with the evaluation.

### **Terms to maturity**

The term to maturity of the surplus cash investment must be determined taking into consideration Council's future cash flow needs, credit risk guidelines and the prevailing outlook regarding interest rates.

The term cannot exceed one (1) year for any investment.

### **Reporting requirements**

Reporting procedures must be established to ensure the investments are being reviewed and overseen regularly.



**6. Legal Parameters**

Statutory Bodies Financial Arrangements (SBFA) Act 1982.

Statutory Bodies Financial Arrangements (SBFA) Regulation 2007.

Local Government Regulation 2012.

**7. Associated Documents**

Investment Procedure.



## **Purpose**

The objective of this policy is to ensure that Council complies with Section 192 of the *Local Government Regulation 2012*, with regards to the development of a Debt Policy.

## **Background**

Legislation requires the policy to include;

- (a) New borrowings planned for the current financial year and the next 9 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**

There are no planned borrowings in 2014-2015 or during the next nine (9) financial years.

## **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.

Council also has Treasury approval for a working capital facility to the value of \$5,000,000 with approval of an additional \$10,000,000 to a maximum of \$15,000,000 subject to approval at each \$5,000,000 step. The purpose of this approval is to minimise risk to Council's cash flow with the significant restoration of asset resulting natural disaster events that have occurred since 2012. The approval of this facility expires 31 March 2015.

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

Policy Number:

Authorised By: Executive Manager Corporate Services

Document Maintained By: Corporate Services

Version No: 7.0

Initial Date of Adoption: 10 August 2008

Current Version Adopted: 8 July 2014

Next Review Date: June 2015



**1. PURPOSE**

The Revenue Policy provides the parameters under which Council develops its annual budget.

**2. SCOPE**

This policy applies to all aspects of making, levying, recovering and granting concessions for rates and utility charges, and setting of cost-recovery fees and infrastructure charges for the Council.

**3. RESPONSIBILITY**

Councillors, the Chief Executive Officer, the Executive Manager Corporate Services and the Financial Services Department are responsible for ensuring that this policy is understood and followed.

**4. DEFINITIONS**

The definitions for the terms rates and charges, concessions and cost-recovery used in this policy can be found in the *Local Government Act 2009* and *Local Government Regulation 2012*.

The definition of developer charges relates to those charges that can be applied by Council on developments as set out in the *Sustainable Planning Act 2009*.

**5. POLICY**

**5.1 General Principles**

The general principles of revenues set by Council are:

- Simple methods of charging that reflect a contribution to services provided; and
- Provide equity of contribution based on the economic situation of the community; and
- Owners and occupiers of the land that are serviced by Council are easily identified; and
- Council can demonstrate the provision of service delivery; and
- Decisions are taken based on the whole of the Council area.

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

Form Number:

Authorised By: Executive Manager Corporate Services

Document Maintained By: Corporate Services

Version No: 6.0

Initial Date of Adoption: 10 August, 2009

Current Version Adopted: 8 July 2014

Next Review Date: June 2015



## **5.2 Principles used for the levying of rates and charges**

While levying rates and charges the Council will seek to achieve financial sustainability while minimising the impact of council rates and charges upon the community, and distributing the burden of payment equitably across the community.

Council accepts that land valuations are an appropriate basis to achieve the equitable imposition of general rates, with differential rating categories determined by land use, ownership, location and development potential.

When levying the rates and charges, the council will:

1. have regard to its long-term financial forecast when setting rates and charges;
2. seek to minimise the revenue required to be raised from rates and charges by:
  - maximising income from available grants and subsidies; and
  - impose cost-recovery fees in respect of services and activities for which it believes cost-recovery is appropriate.
3. having regard to the prevailing local economic conditions, when possible make increases incremental in an attempt to avoid significant price escalation in any one year; and

## **5.3 Principles used for recovering overdue rates and charges**

Council will exercise its rate recovery powers in order to reduce the overall rate burden on ratepayers by:

- making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;
- making the processes used to recover outstanding rates and utility charges clear, simple to administer and cost effective;
- considering the capacity to pay in determining appropriate payment plans for different sectors of the community;
- providing the same treatment for ratepayers with similar circumstances; and
- flexibility by responding when necessary to changes in the local economy.



#### **5.4 Principles used in the granting of Concessions for rates and charges**

The Council will support desirable community objectives by providing concessions for certain categories of land owner and in respect of properties used for certain purposes.

The purpose of these concessions is to:

- reduce the financial burden of rates and charges payable by pensioners;
- support not-for-profit organisations where the land used is considered to contribute to the social, cultural, economic or sporting welfare of the community;
- support entities that provide assistance or encouragement for arts or cultural development;
- encourage the preservation, restoration or maintenance of land that is of cultural, environmental, historic, heritage or scientific significance; and
- provide relief to ratepayers by partially remitting water consumption charges in cases of financial hardship resulting from an undetectable water leak which has occurred on a ratepayers property.

#### **5.5 Setting of cost-recovery fees**

The Council considers that in almost all instances it is appropriate and in the community interest to apply full cost recovery to its Water, Sewerage, and Refuse and Recycling utility charges, which includes obtaining a return on capital for assets used in the delivery of these services. Cost-recovery fees will also be set for other services and activities for which council believes it is appropriate. A return on capital will only be charged where permissible under the *Local Government Act 2009* or *Local Government Regulation 2012*. By imposing charges that accurately reflect the full cost of the provision of services; the council will promote efficiency in both provision and use of the service.

Council may choose to subsidise the charges from other sources (eg. general rate revenue) when the council believes that it is in the community's interest to do so.



## **5.6 Funding of new development**

Council will seek to minimise the impact of infrastructure charges on the efficiency of the local economy. The council will be guided by the principle of user pays in the making of infrastructure charges for new development, to the extent permissible by law. However, the council may choose to subsidise from other sources (e.g. general rate revenue) the charges payable for the development when the council believes that it is in the community's interest to do so.

Council will be guided by the following principles:

- Making clear the obligations of new development and the processes used by council in the making of infrastructure charges;
- making the processes used in setting a infrastructure charging regime that is simple to administer and cost effective;
- considering the different levels of capacity to pay within the local community; and
- flexibility by responding where necessary to changes in the local economy.

## **6. LEGAL PARAMETERS**

*Local Government Act 2009*

*Local Government Regulation 2012*

## **7. ASSOCIATED DOCUMENTS**

Annual Budget

Rate Rebates & Remissions Policy

Water Leak Relief Policy

Revenue Statement 2014/2015



## **1. OVERVIEW**

This statement outlines and explains the revenue raising measures adopted by the Hinchinbrook Shire Council in preparation of its budget for the 2014/2015 financial year.

This statement has been prepared in accordance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

## **2. RESPONSIBILITY**

Executive Manager Corporate Services

## **3. GENERAL RATING**

Council is required to raise sufficient revenue it considers appropriate to maintain general assets and provide services to the community including the costs of governance and administration of the Council.

Pursuant to chapter 4, sections 80 and 81 of the *Local Government Regulation 2012*, Council will adopt a differential general rating scheme.

Differential rating provides equity through recognising:

- (a) Significant variation in valuations and level of rating in the same classes of land resulting from the revaluation of the Shire for local government area;
- (b) The level of services provided to that land and the cost of providing the services compared to the rate burden that would apply under a single general rate;
- (c) The use of land in so far as it relates to the extent of utilisation of Council's services; and
- (d) Relative valuations as between different types of land.

In relation to the table below:-

- 1. The categories into which rateable land is categorised are detailed in column 1;
- 2. The descriptions of those categories are detailed in Column 2;
- 3. The method by which land is to be identified and included in its appropriate category is detailed in Column 3;
- 4. The differential general rates in the dollar for each category are detailed in Column 4;
- 5. The minimum general rates for each category are detailed in Column 5; and
- 6. The limitation on increases for each category are detailed in Column 6.

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

Policy Number:

Authorised By: Executive Manager Corporate Services

Document Maintained By: Corporate Services

Version No: 7.0

Initial Date of Adoption: 30 June, 2010

Current Version Adopted: 8 July 2014

Next Review Date: June 2015



<b>Column 1 - Category</b> (section 81)	<b>Column 2 - Description</b> (section 81)	<b>Column 3 - Identification</b> (sections 81(4) and 81(5))	<b>Column 4 - Rate in the \$</b> (section 80)	<b>Column 5 - Minimum General Rate (\$)</b> (section 77)	<b>Column 6 - Limitation (cap)</b> (section 116)
1. Residential A	Land used, or capable of being used for purpose of a single residential dwelling, which has a rating valuation between \$0 and \$40,000.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.	2.434	714.00	No Limit
2. Residential B	Land used, or capable of being used for purpose of a single residential dwelling, which has a rating valuation between \$40,001 and \$100,000.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.	1.119	973.70	No Limit
3. Residential C	Land used, or capable of being used for purpose of a single residential dwelling, which has a rating valuation greater than \$100,000.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.	0.859	1,118.30	No Limit
4. Multi Unit Residential - A	Land used, or capable of being used, for the purpose of multiple residential units (2 or 3 flats).	Land having the land use code of 3.	0.982	1,237.00	No Limit
5. Multi Unit Residential - B	Land used, or capable of being used, for the purpose of multiple residential units (4 or 5 flats).	Land having the land use code of 3.	1.152	1,565.45	No Limit
6. Multi Unit Residential - C	Land used, or capable of being used, for the purpose of multiple residential units (6 or more flats).	Land having the land use code of 3.	1.17	1,800.20	No Limit
7. Community Purposes	Land used for community purposes, including as a sports club or facility, cemetery, library, educational facility, religious institution, showground, racecourse, airfield, park, garden or for Commonwealth, State or local government purposes.	Land having the land use codes of 48, 50-59.	0.818	1,265.60	No Limit
8. Commercial A	Land used for commercial purposes, which has a rating valuation of less than \$1,250,000 other than land included in category 10.	Land having the land use codes of 01, 04, 07, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 41, 42, 43, 44, 45, 46, 47, 49, 91, 92, 96, 97 or 99.	1.244	1,241.50	No Limit
9. Commercial B	Land used for commercial purposes, which has a rating valuation greater than or equal to \$1,250,000 other than land included in category 10.	Land having the land use codes of 01, 04, 07, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 41, 42, 43, 44, 45, 46, 47, 49, 91, 92, 96, 97 or 99.	0.782	12,410.20	No Limit



<b>Column 1 - Category</b> (section 81)	<b>Column 2 - Description</b> (section 81)	<b>Column 3 - Identification</b> (sections 81(4) and 81(5))	<b>Column 4 - Rate in the \$</b> (section 80)	<b>Column 5 - Minimum General Rate (\$)</b> (section 77)	<b>Column 6 - Limitation (cap)</b> (section 116)
10. Drive-In Shopping Centre	Land used for the purposes of a shopping centre with a gross floor area greater than 3,500 sq. metres.	Land having the land use code of 16.	1.696	26,775.00	No Limit
11. Industrial	Land used for industrial purposes other than land included in category 12, 14 and 15.	Land having the land use codes of 01, 04, 28, 29, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40.	1.207	1,289.65	No Limit
12. Quarries	Land used for the purpose of extractive industries or quarrying licensed for more than 5,000 tonnes of material other than land included in category 11.	Land having the land use code of 40.	3.213	6,247.50	No Limit
13. Island Land	Land located on Pelorus Island or Orpheus Island.		1.794	1,265.60	No Limit
14. Harbour Industries	Land used for the purpose of harbour industries including a bulk sugar terminal with a land area greater than 5 hectares.	Land having the land use code of 39.	4.391	49,087.50	No Limit
15. Sugar Mills	Land used for the purposes of sugar milling operations.	Land having the land use code of 35.	14.272	98,175.00	No Limit
16. Sugar Cane and Forestry A	Land used for the purposes of growing sugar cane, or for forestry or logging, where the valuation per hectare of the land is less than \$1,400.	Land having the land use code of 75 or 88.	2.713	1,265.60	10%
17. Sugar Cane and Forestry B	Land used for the purposes of growing sugar cane, or for forestry or logging, where the valuation per hectare of the land is between \$1,400 and \$2,130.	Land having the land use code of 75 or 88.	3.365	1,265.60	10%
18. Sugar Cane and Forestry C	Land used for the purposes of growing sugar cane, or for forestry or logging, where the valuation per hectare of the land is greater than \$2,130.	Land having the land use code of 75 or 88.	3.776	1,265.60	10%
19. Other Rural Land	Land used for rural purposes, other than land included in category 16, 17, or 18.	Land having the land use codes of 60, 61, 64, 65, 66, 67, 68, 69, 70, 71, 73, 74, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 89, 90, 93, 94, 95.	1.131	1,325.35	No Limit
20. Other Land	Land not included in any of the above categories		1.131	1,325.35	No Limit



For avoidance of doubt:-

- (a) Council delegated to the Chief Executive Officer the power (contained in section 81 (4) and (5) of the *Local Government Regulation 2012*) of identifying the rating category to which each parcel of rateable land belongs. In carrying out this task, the Chief Executive Officer may have regard to the guidance provided by the Column 3 of the table above.
- (b) The reference to “land use codes” in Column 3 of the table above is a reference to the land use codes produced from time to time, by the Department of Natural Resources and Mines.

#### **4 LIMITATION ON INCREASES IN RATES & CHARGES**

As identified in Column 6 of the table above, Council has decided to apply capping to all Cane/Forestry lands which ensures that lands categorised as Category 16, Category 17 and Category 18 as at 1 July 2014 will not exceed the amount of general rates levied for the property for the previous year plus a percentage increase resolved by Council. This is subject to a minimum rate for each category and the provisions set out below.

##### Provisions for capping of general rates

- a) Capping will apply to any land categorised as Cane/Forestry Category 16, Category 17 and Category 18. The concession is not available retrospectively and will only apply from the beginning of a financial year.
- b) Capping will cease to apply on or before 1 July 2015, where ownership of any land to which capping previously applied, is transferred on or after 1 July 2014. Land which is sold during 2014/15 is not eligible for capping in 2015/16. The new owner would be eligible from 1 July 2016.
- c) The purchaser of any uncapped land during 2014/15 will not be eligible for capping until 1 July 2016.

#### **5 SEPARATE CHARGES**

##### **Waste Management Levy**

Council considers that the costs associated with the delivery of Waste Management Services should, in part, be funded by all ratepayers in the local government area through a waste management separate charge.

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, green waste processing and the attendant environmental considerations implemented to meet environmental licensing and control standards.

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

The terms of the resolution are as follows:

*That in accordance with section 103 of the Local Government Regulation 2012, a separate charge, to be known as a Waste Management Levy, of \$137.75 gross per annum be levied equally on all rateable land.*

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 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.



## **6 SPECIAL CHARGES**

### **Crystal Creek Rural Fire Brigade – Special Charge**

Council considers that each parcel of rateable land identified on Crystal Creek Rural Fire Brigade Map ref R12-512 ID. 0435 (produced 09/08/2012 by the Queensland Rural Fire Services) 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 2014/2015 budget is \$3,343.00 and has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$2,580 per annum to be contributed to the Crystal Creek Rural Fire Brigade.

### **Bambaroo Rural Fire Brigade – Special Charge**

Council considers that each parcel of rateable land identified on Bambaroo Rural Fire Brigade Map ref R09-313 ID. 0712 (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 2014/2015 budget is approximately \$2,200 for operational expenses and a longer term plan to acquire a shed. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$3,720 per annum to be contributed to the Bambaroo Rural Fire Brigade.

### **Seymour Rural Fire Brigade – Special Charge**

Council considers that each parcel of rateable land identified on Seymour Rural Fire Brigade Map ref R12-512 ID. 1671 (produced 09/08/2012 by the Queensland Rural Fire Services) 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 2014/2015 budget is approximately \$2,852 for operational costs and with the plan that unused funds be set aside for a replacement vehicle. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$4,770 per annum to be contributed to the Seymour Rural Fire Brigade.



## **Stone River Rural Fire Brigade – Special Charge**

Council considers that each parcel of rateable land identified on Seymour Rural Fire Brigade Map ref R12-512 ID. 2079 (produced 26/06/2012 by the Queensland Rural Fire Services) will specially benefit to the same extent from the purchase and maintenance of equipment by the Stone River Rural Fire Brigade.

The Brigade has advised Council that the cost of implementing the Plan for 2014/2015 budget is approximately \$3,255 for operational costs and a longer term plan to build a shed. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$5,190 per annum to be contributed to the Stone River Rural Fire Brigade.

## **7 UTILITY CHARGES**

### **Water 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 will, pursuant to section 99(2) of the *Local Government Regulation 2012* make and levy a two-part water charge. 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.

The charge consists of two components: a consumption charge based upon the ratepayer's usage of water on a per kilolitre basis, and a base charge which varies depending on the use of the particular land.

### Consumption Readings and Charge

Water meters are read twice per year in October/November (half year reading) and May/June (end of year reading).

### Consumption Charges for Water Consumed in the 2014/2015 Financial Year:

A Consumption Charge of 92 cents per kilolitre levied on the metered water consumption for all properties in the supply area for water consumption notices issued October/November 2014 (half year reading) and May/June 2015 (year end reading).



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

A Base Charge Component of \$334.00 gross per annum for which the adopted discount for early payment of rates shall apply, shall be levied as follows:-

<b>Situation</b>	<b>Applicable Base charge</b>
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
-------------------------------	---	-------------------------

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

### Base Charge for land being used for specific purposes

The following specific base charges will be levied where land is used for the following purposes:-

#### *(a) Recreation/Sporting /Charitable Consumer*

Public sportsgrounds, Golf Club and Bowling Clubs, Band Centre, QCWA, 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.



(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 Farms*

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.

(f) *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 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

- Council negotiations to acquire a Grazing Land Drainage Easement within this land resulted in no water charges to this land.

Valuation 363/0 Farm

10 parcels of land

- Property No. 107354
- 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 bi-annually 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 bi-annual basis to all consumers.

In relation to the reading of water meters, Council will apply section 102 of the *Local Government Regulation 2012*, the terms of the resolution for which are as follows: -

*That in accordance with section 102 of the Local Government Regulation 2012, a water meter is taken to be read during the period that starts two weeks before, and ends two weeks after, the day on which the meter is actually read.*



(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 the minimum charge for that water consumption notice shall be \$5. 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.

(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 Council's 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 can apply to Council for water leak relief on the prescribed application form submitted with an account or letter from a registered Plumber, providing details of the water leak that was repaired.

The Water Leak Relief concessions offered by Council is detailed in Council's Policy, "Water Leak Relief Policy".

Separate Meter Installations

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.



## Sewerage Charge

The sewerage charge is levied 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 list of land uses and the applicable number of units is detailed below.

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 amount of the charge referred to in the preceding paragraph shall be \$97.80 per unit, per annum if the particular premises are provided with sewerage or the Council is agreeable to accept sewage from such premises.

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

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.

Notwithstanding anything hereinbefore contained, where the use of any new or altered structure or building on land within the sewerage 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.

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.



## Land Uses & applicable number of units

<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 10 - 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
30 but under 100 pupils	50
100 but under 400 pupils	60
400 or greater than 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



## Charging methodology applicable to specific land uses

### *Cane Farms*

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

### *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.

## **Cleansing Utility Charge**

Pursuant to section 99(1) of the *Local Government Regulation 2012*, Council will make and levy a utility charge for the provision of a domestic refuse service.

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 2014/15 financial year:

- (i) Rateable land – A charge of \$216.50 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 – 1<sup>st</sup> service – \$354.25 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 - \$216.50 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;

- (iii) Additional Services  
An additional weekly 240 litre domestic waste collection service only will be provided at a charge of \$168.66 per annum.  
An additional fortnightly 240 litre recyclable waste collection service will be provided at a charge of \$47.84 per annum.



For the purpose of making and levying a cleansing charge under section 99 of the *Local Government Regulation 2012*, 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 1 July, 2014; 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 73 of the *Local Government Regulation 2012*, the charge shall be levied on the person or body or Commonwealth or State Department which is the beneficiary of the service. Where multiple residential uses exist on one rateable assessment, a single cleansing service shall be rendered in respect of 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 charge will not be levied on that land. 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.

## **8 COST-RECOVERY AND OTHER FEES AND CHARGES**

It is the intention of Council that, where possible, services provided by Council are fully cost recovered; however, consideration may be given where appropriate to the broad community impact certain fees and charges may have.

In setting cost-recovery and other fees and charges, council will apply the following criteria to be used in deciding the amount of any fee:

- Fees associated with cost-recovery (regulatory) services will be set at no more than the full cost of providing the service 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 be set to recover the full cost of providing the services and, if provided by a Business of Council, may include a component for return on capital.

## **9 ISSUE OF NOTICES**

Notices for the 2014/2015 financial year will be issued biannually.

## **10 TIME WITHIN WHICH RATES MUST BE PAID**

Rates and charges must be paid by the Due Date, with the Due Date being 30 September 2014 and 31 March 2015.



## **11 PERIODIC PAYMENTS**

### **In arrears**

Council will allow landowners who are unable to pay their rates by the due date to enter into an arrangement to make periodic payments in arrears following the levy of the rates and charges. Such arrangements are to be approved by the Chief Executive Officer by way of delegated powers from the Council, with no recovery action being taken while the arrangement is being maintained.

### **In advance**

Council further states that there is no reason landowners cannot make periodic payments in advance of the levy of the rates and charges.

## **12 INTEREST ON OVERDUE RATES AND CHARGES**

It is Council's policy to ensure that the interest of ratepayers are protected by discouraging the avoidance of responsibility for payment of rates and charges when due. To this end, Council will impose interest on rates and charges from the day they become overdue.

The rate of interest to be charged on overdue rates and charges shall be 11% compound interest charged at daily rests. The interest rate will be the maximum rate prescribed in the *Local Government Regulation 2012*.

## **13 RATING CONCESSIONS/REMISSIONS**

The rating concessions offered by Council are in more detail, in Council Policy, "Rate Rebates & Concessions Policy" and Council Policy, "Water Leak Relief Policy".

## **14 RECOVERY OF OVERDUE RATES AND CHARGES**

Council's policy on the recovery of overdue rates and charges is in more detail, in Council Policy, "Rate Recovery Policy".





**1. Policy Statement**

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.

**2. Scope**

This policy applies to all ratepayers with overdue rates and charges levied by Council

**3. Responsibility**

Executive Manager Corporate Services, Financial Accountant and Revenue Supervisor are responsible for ensuring that this policy is understood and followed.

**4. Definitions**

The definitions for the terms rates and charges and overdue rates and charges used in this policy can be found in the *Local Government Regulation 2012*.

**5. Policy**

Council requires payment of rates and charges within the specified period (i.e. by the due date of payment) and will pursue the collection of overdue rates and charges diligently but with due concern for any financial hardship faced by ratepayers. 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 at their discretion.



## **1. PURPOSE**

To identify target groups and establish guidelines to assess requests for rating and utility charge remissions in order to alleviate the impact of local government rates and charges, particularly in relation to not for profit / community organisations and ratepayers who are in receipt of an approved Government pension.

## **2. SCOPE**

This Policy is made pursuant to Chapter 4, Part 10 of the *Local Government Regulation 2012* and sets out the criteria that Council will apply in granting concessions to ratepayers for rates and charges.

## **3. RESPONSIBILITIES**

The Chief Executive Officer is delegated authority to approve or refuse an application in accordance with the criteria set out in this Policy.

## **4. POLICY**

### **A. Pensioner Concession**

#### **Scope**

This concession is made pursuant to section 122(1)(b) of the *Local Government Regulation 2012* and is directed to elderly, invalid or otherwise disadvantaged citizens of in the Shire whose principal or sole source of income is a pension or allowance paid by Centrelink or the Department of Veterans' Affairs and who are the owners of property in which they reside and have responsibility for payment of Council rates and charges thereon.

#### **Conditions of Eligibility**

In order for a ratepayer to be eligible for the pensioner concession, he or she must:-

- (a) hold a pensioner concession card issued by Centrelink or the Department of Veterans' Affairs;
- (b) be in receipt of a pension from Centrelink or the Department of Veterans' Affairs, including a Widow's Allowance;
- (c) be the owner or life tenant (either solely or jointly) of the property which is his or her principal place of residence.



### **Calculation of Concession**

An eligible pensioner will be entitled to a concession of 20% of the gross annual rates and charges payable, up to a maximum concession of \$200.00.

The pensioner concession is not payable on water consumption accounts or on special rates for rural fire purposes.

### **Application process**

The eligibility of all applicants will be verified prior to rates and charges being levied each year (usually in June or July).

Pensioners who are not automatically provided with a concession, and who believe that they meet the relevant criteria, may apply for approval at any time.

## **B. Not for Profit / Charitable Organisations Concessions**

### **Scope**

This concession is made pursuant to section 122(1)(b) of the *Local Government Regulation 2012* and is available to eligible organisations whose objects do not include the making of profit and who provide services to their membership and the community at large.

### **Conditions of Eligibility**

In order for a ratepayer, whose objects do not including the making of a profit, to be eligible for the concession, it must:-

- (a) be located within the Hinchinbrook Shire area;
- (b) have most of its members resident within Hinchinbrook Shire area;
- (c) be an organisations which exists primarily to undertake community service activities and relies mainly on volunteer labour, or alternatively, have a high level of paid labour and a low level of volunteer labour and provide a substantial community benefit;
- (d) have a clause in its constitution which clearly prohibits any member of the organization making a private profit or gain either from the ongoing operations of the organisation or as a result of the distribution of assets of the organisation upon it being wound up;



(e) not be an organisation which:-

- i. receives income from gaming machines and/or from sale of alcohol in an organised manner (e.g. bar with regular hours of operation with permanent liquor licence);
- ii. provides low cost rental accommodation except where the accommodation is provided solely for the aged, short-term respite services, short-term crisis or emergency accommodation or for disabled persons requiring ongoing support;
- iii. is a religious body or entity or educational institution recognised under State or Federal legislation; and
- iv. is a Rural Fire Brigade in receipt of a Rural Fire Levy.

### **Calculation of concession**

#### **General Rate**

An eligible organisation shall be entitled to a concession equal to 100% of the general rates payable by that organisation.

#### **Cleansing Utility Charge**

The eligible organisations shall be entitled to a concession equal to 50% of the cleansing utility charge payable by the organisation. The following are the eligible organisations entitled to 50% concession upon receipt of the application:

<u>Property No.</u>	<u>Owner/Lessee</u>	<u>Improvements</u>
100986	Lower Herbert/Halifax Lions Club	Pensioner Units
106226	Forest Glen Retirement Units	Units
100210	Res Health–Pensioner Home Purp	Units 22

#### **Waste Management Levy**

The eligible organisation shall be entitled to a concession equal to 100% of the Waste Management Levy payable by the organisation. The following are the eligible organisation entitled to 100% concession upon receipt of the application:

<u>Property No.</u>	<u>Owner/Lessee</u>	<u>Improvements</u>
102099	Boy Scouts Association	Vacant Land

#### **Application process**

The eligibility of all applicants will be verified prior to rates and charges being levied each year (usually in June or July).

Organisations which are not automatically provided with a concession, and who believe that they meet the relevant criteria, may apply for approval at any time.



### **C. Application for Rate Relief**

Council will give consideration to a ratepayers request for concession in accordance with section 120 (1) *Local Government Regulation 2012* on the basis of complying with the following criteria:

- (a) The payment of the rates or charges will cause hardship to the land owners; or
- (b) The concession will encourage the economic development of all or part of the local government area; or
- (c) The concession will encourage land that is of cultural, environmental, historic heritage or scientific significance to the local government area to be preserved, restored or maintained; or
- (d) The land is used exclusively for the purpose of a single dwelling house or farming and could be used for another purpose, including, for example, a commercial or industrial purpose; or
- (e) The land is subject to a GHD tenure, mining tenement or petroleum tenure; or
- (f) The land is part of a parcel of land (a parcel) that has been subdivided and –
  - a. The person who subdivide the parcel is the owner of the land; and
  - b. The land is not developed land.



## **1. Policy Statement**

To identify the rateable land to which the Crystal Creek Rural Fire Brigade Special Charge applies. To describe the Crystal Creek Rural Fire Brigade Service and to state the cost and estimated time in implementing the overall plan.

## **2. Scope**

This policy applies to each parcel of rateable land identified on the Crystal Creek Rural Fire Brigade Map ref R12-512 (produced 09/08/2012 by the Queensland Rural Fire Services) that will specially benefit to the same extent from the purchase and maintenance of equipment by the Crystal Creek Rural Fire Brigade.

## **3. Responsibility**

Executive Manager Corporate Services

## **4. Definitions**

**Rateable Land Identification:** Each parcel of rateable land identified on the Crystal Creek Rural Fire Brigade Map R12-512 ID. 0435 (produced 09/08/2012 by the Queensland Rural Fire Services)

## **5. Policy**

### ***Crystal Creek Fire Brigade Service***

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

- ❖ To present "Fire Ed" (primary school package) to educate children at Mutarnee State Primary School.
- ❖ To evaluate fire hazards before the fire season for the implementation of effective hazard reduction schemes.
- ❖ Enhance liaison with/and local hazard reductions plans with the following agencies: Qld National Parks & Wildlife, Dept of Forestry, Q Rail, Department of Transport, Hinchinbrook Shire Council & Townsville City Council.
- ❖ Train all members in level 1 fire fighting on a yearly basis.
- ❖ Have an annual community meeting to discuss the collection of public monies and their use for such items as: Fuel, Tyres, Batteries, Safety equipment and Equipment maintenance etc.

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

Policy Number:

Authorised By: Executive Manager Corporate Services

Document Maintained By: Corporate Services

Version No: 6.0

Initial Date of Adoption: 29 August, 2008

Current Version Adopted: 8 July 2014

Next Review Date: June 2015



***Cost of implementing this overall plan***

The Brigade has advised Council that the cost of implementing the Plan for 2014/2015 budget is \$3,343.00 and has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$2,580 per annum to be contributed to the Crystal Creek Rural Fire Brigade.

***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.

**6. Legal Parameters**

Local Government Regulation 2012  
Management of Rural Fire Brigades in Queensland

**7. Associated Documents**

Crystal Creek Rural Fire Annual Plan  
2014-2015 Revenue Statement



**1. Policy Statement**

The 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 2014/2015.

**2. Scope**

This policy is designed to recognise the cost involved in the Crystal Creek Rural Fire Brigade 12 Month Operational Plan.

**3. Responsibility**

Executive Manager Corporate Services

**4. Definitions**

**Rateable Land Identification:** Each parcel of rateable land identified on the Crystal Creek Rural Fire Brigade Map R12-512 ID. 0435 (produced 09/08/2012 by the Queensland Rural Fire Services)

**5. Policy**

***Overall Plan Connection***

Council has by resolution on 8 July 2014 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 94 Part 6 of the Local Government Regulation 2012 Council must adopt an annual implementation plan where the proposed service will not be implemented in one year.

***Cost of implementing this annual plan***

The Brigade has advised Council that the cost of implementing the Plan for 2014/2015 budget is \$3,343.00 and has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$2,580 per annum from Hinchinbrook Shire properties to be contributed to the Crystal Creek Rural Fire Brigade.

**6. Legal Parameters**

Local Government Regulation 2012  
Management of Rural Fire Brigades in Queensland

**7. Associated Documents**

Crystal Creek Rural Fire Overall Plan  
2014-2015 Revenue Statement

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

Policy Number:

Authorised By: Executive Manager Corporate Services

Document Maintained By: Corporate Services

Version No: 6.0

Initial Date of Adoption: 29 August, 2008

Current Version Adopted: 8 July 2014

Next Review Date: June 2015



## **1. Policy Statement**

To identify the rateable land to which the Bambaroo Rural Fire Brigade Special Charge applies.  
To describe the Bambaroo Rural Fire Brigade Service and to state the cost and estimated time in implementing the overall plan.

## **2. Scope**

This policy applies to each parcel of rateable land identified on the Bambaroo Rural Fire Brigade Map ref RFB2 (produced 13/05/2009 by the Queensland Fire & Rescue Services – GIS Unit) that will specially benefit to the same extent from the purchase and maintenance of equipment by the Bambaroo Rural Fire Brigade.

## **3. Responsibility**

Executive Manager Corporate Services

## **4. Definitions**

**Rateable Land Identification:** Each parcel of rateable land identified on the Bamabroo Rural Fire Brigade Map ref R09-313 ID. 0712 (produced 13/05/2009 by the Queensland Fire & Rescue Services – GIS Unit).

## **5. Policy**

### ***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 keep in touch with fellow brigade members throughout the year.
- ❖ To discuss fire hazards before the season so the hazard reduction scheme is effective.
- ❖ To build a new Brigade shed on land at 11 Bambaroo Rd, Bambaroo Bambaroo to house the fire truck and equipment. This will be used as the base communication.



***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 \$2,200 for operational costs and a longer term plan to acquire a shed. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum for at least the next year. This charge will raise \$3,720 per annum to be contributed to the Bambaroo Rural Fire Brigade.

***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.

**6. Legal Parameters**

Local Government Regulation 2012  
Management of Rural Fire Brigades in Queensland

**7. Associated Documents**

Bambaroo Rural Fire Annual Plan  
2014-2015 Revenue Statement



**1. Policy Statement**

The 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 2014/2015.

**2. Scope**

This policy is designed to recognise the cost involved in the Bambaroo Rural Fire Brigade 12 Month Operational Plan.

**3. Responsibility**

Executive Manager Corporate Services

**4. Definitions**

**Rateable Land Identification:** Each parcel of rateable land identified on the Bambaroo Rural Fire Brigade Map ref R09-313 ID. 0712 (produced 13/05/2009 by the Queensland Fire & Rescue Services – GIS Unit).

**5. Policy**

***Overall Plan Connection***

Council has by resolution on 8 July 2014 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 94 Part 6 of the Local Government Regulation 2012 Council must adopt an annual implementation plan where the proposed service will not be implemented in one year.

**6. *Cost of implementing this annual plan***

The Brigade has advised Council that the cost of implementing the Plan for the next year is likely to cost \$2,200 for operational costs with a longer term plan to acquire a shed. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum for at least the next year. This charge will raise \$3,720 per annum to be contributed to the Bambaroo Rural Fire Brigade.

**7. Legal Parameters**

Local Government Regulation 2012  
Management of Rural Fire Brigades in Queensland

**8. Associated Documents**

Bambaroo Rural Fire Overall Plan  
2014-2015 Revenue Statement

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

Policy Number:

Authorised By: Executive Manager Corporate Services

Document Maintained By: Corporate Services

Version No: 6.0

Initial Date of Adoption: 10 August 2009

Current Version Adopted: 8 July 2014

Next Review Date: June 2015



## **1. Policy Statement**

To identify the rateable land to which the Seymour Rural Fire Brigade Special Charge applies. To describe the Seymour Rural Fire Brigade Service and to state the cost and estimated time in implementing the overall plan.

## **2. Scope**

This policy applies to each parcel of rateable land identified on the Seymour Rural Fire Brigade Map ref R12-512 (produced 09/08/2012 by the Queensland Rural Fire Services) that will specially benefit to the same extent from the purchase and maintenance of equipment by the Seymour Rural Fire Brigade.

## **3. Responsibility**

Executive Manager Corporate Services

## **4. Definitions**

**Rateable Land Identification:** Each parcel of rateable land identified on the Seymour Rural Fire Brigade Map ref R12-512 ID. 1671 (produced 09/08/2012 by the Queensland Rural Fire Services).

## **5. Policy**

### ***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:-

- ❖ Identify, map and monitor fuel load in the Seymour RFB Area. Identified risk areas will have plans developed to reduce risk of uncontrolled wild fires.
- ❖ Brigade Training – Training will be ongoing as is available from Division. Also the Brigade will take part in cross training with the Urban Fire Fighters, including training them in our methods. This is part of the QFRS goal of a better understanding between the two divisions.
- ❖ Ongoing costs to maintain and repair and upgrade equipment.
- ❖ Response to Wildfires.
- ❖ Ongoing maintenance plan for the rural fire vehicle, replacing tyres and batteries as part of ongoing wear and tear. Modification to carry additional equipment is also ongoing.
- ❖ Upgrade Communication Equipment – Purchase hand held radios.
- ❖ Any unused funds will be put into account for vehicle replacement.

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

Policy Number:

Authorised By: Executive Manager Corporate Services

Document Maintained By: Corporate Services

Version No: 6.0

Initial Date of Adoption: 10 August 2009

Current Version Adopted: 8 July 2014

Next Review Date: June 2015



***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 \$2,852 for operational costs, unused funds will be set aside towards future building and maintenance repairs. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum for at least the next year. This charge will raise \$4,770 per annum to be contributed to the Seymour Rural Fire Brigade.

***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.

**6. Legal Parameters**

Local Government Regulation 2012  
Management of Rural Fire Brigades in Queensland

**7. Associated Documents**

Seymour Rural Fire Annual Plan  
2014-2015 Revenue Statement



**1. Policy Statement**

The 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 2014/2015.

**2. Scope**

This policy is designed to recognise the cost involved in the Seymour Rural Fire Brigade 12 Month Operational Plan.

**3. Responsibility**

Executive Manager Corporate Services

**4. Definitions**

**Rateable Land Identification:** Each parcel of rateable land identified on the Seymour Rural Fire Brigade Map ref R12-512 ID. 1671 (produced 09/08/2012 by the Queensland Rural Fire Services).

**5. Policy**

***Overall Plan Connection***

Council has by resolution on 8 July 2014 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 94 Part 6 of the Local Government Regulation 2012 Council must adopt an annual implementation plan where the proposed service will not be implemented in one year.

***Cost of implementing this annual plan***

The Brigade has advised Council that the cost of implementing the Plan for 2014/2015 budget is approximately \$2,852 for operational expenses and has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$4,770 per annum to be contributed to the Seymour Rural Fire Brigade.

**6. Legal Parameters**

Local Government Regulation 2012  
Management of Rural Fire Brigades in Queensland

**7. Associated Documents**

Seymour Rural Fire Overall Plan  
2014-2015 Revenue Statement

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

Policy Number:

Authorised By: Executive Manager Corporate Services

Document Maintained By: Corporate Services

Version No: 6.0

Initial Date of Adoption: 10 August, 2009

Current Version Adopted: 8 July 2014

Next Review Date: June 2015



## **1. Policy Statement**

To identify the rateable land to which the Stone River Rural Fire Brigade Special Charge applies. To describe the Stone River Rural Fire Brigade and to state the cost and estimated time in implementing the overall plan.

## **2. Scope**

This policy is designed to recognise the cost involved in the Stone River Rural Fire Brigade 12 Month Operational Plan.

## **3. Responsibility**

Executive Manager Corporate Services

## **4. Definitions**

**Rateable Land Identification:** Each parcel of rateable land identified on the Stone River Rural Fire Brigade Map ref R12-512 ID. 2079 (produced 26/06/2012 by the Queensland Rural Fire Services)

## **5. Policy**

### ***Stone River Fire Brigade Service***

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

- ❖ Operational Expenditure
- ❖ Vehicle Maintenance
- ❖ Equipment Purchases
- ❖ Build 2 Bay Shed

### ***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 \$3,255 for operational costs. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum for at least the next year. This charge will raise \$5,190 per annum to be contributed to the Stone River Rural Fire Brigade.



*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 Stone River Rural Fire Brigade.

**6. Legal Parameters**

Local Government Regulation 2012  
Management of Rural Fire Brigades in Queensland

**7. Associated Documents**

Stone River Rural Fire Annual Plan  
2014-2015 Revenue Statement



## **1. Policy Statement**

The annual implementation plan recognises that the Stone River 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 2014/2015.

## **2. Scope**

This policy is designed to recognise the cost involved in the Stone River Rural Fire Brigade 12 Month Operational Plan.

## **3. Responsibility**

Executive Manager Corporate Services

## **4. Definitions**

**Rateable Land Identification:** Each parcel of rateable land identified on the Stone River Rural Fire Brigade Map ref R12-512 ID. 2079 (produced 26/06/2012 by the Queensland Rural Fire Services

## **5. Policy**

### ***Overall Plan Connection***

Council has by resolution on 8 July 2014 adopted an overall plan for the implementation of Rural Fire Brigade Services by the Stone River Rural Fire Brigade. Implementation of the overall plan is an ongoing process and in accordance with the provisions of Section 94 Part 6 of the Local Government Regulation 2012 Council must adopt an annual implementation plan where the proposed service will not be implemented in one year.

### ***Cost of implementing this annual plan***

The Brigade has advised Council that the cost of implementing the Plan for 2014/2015 budget is approximately \$3,255 for operational expenses. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$5,190 per annum to be contributed to the Stone River Rural Fire Brigade.

## **6. Legal Parameters**

Local Government Regulation 2012  
Management of Rural Fire Brigades in Queensland

## **7. Associated Documents**

Stone River Rural Fire Overall Plan  
2014-2015 Revenue Statement

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

Policy Number:

Authorised By: Executive Manager Corporate Services

Document Maintained By: Corporate Services

Version No: 3.0

Initial Date of Adoption: 20 September 2012

Current Version Adopted: 8 July 2014

Next Review Date: July 2015



Hinchinbrook Shire Council is committed to ensuring the ongoing compliance with 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 its competition and water reform obligations.

### **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 2014/15:

- Water Supply
- Sewerage
- Waste Management
- Building Certification

Council is committed to applying the Code of Competitive Conduct to the above business activities in 2014/15<sup>1</sup>. 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

---

<sup>1</sup> 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.

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

Policy Number:

Authorised By: Executive Manager Corporate Services

Document Maintained By: Corporate Services

Version No: 5.0

Initial Date of Adoption: 28 August, 2008

Current Version Adopted: 8 July 2014

Next Review Date: July 2015



## **Section 2: Competitive Neutrality Complaints Process**

Where the Code of Competitive Conduct is applied to a business activity, the *Local Government Act 2009* 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 2013/14.

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

**Building Certification** – The Executive Manager Development and Planning has full budget responsibility and control governed by Council Policies. Changes in fees for service are recommended by Executive Manager Development and Planning for approval by the Chief Executive Officer. The Finance Department prepares calculations of Full Cost Pricing; allocation of corporate overheads and costings for CSO's which are reviewed with the Executive Manager Development and Planning. Operationally the Executive Manager Development and Planning reports to the Chief Executive Officer. The Executive Manager Development and Planning 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 for the 2014/15 year.

##### *Statement of Activities to Which Competition Reforms Apply*

2014/15 Budget	Water Supply (\$000)	Sewerage (\$000)	Waste Management (\$000)	Building Certification (\$000)
Revenues for services provided to the Council	181	24	329	0
Revenues for services provided to external clients	3,515	2,336	2,575	83
Community service obligations	262	168	95	23
Total revenue	3,958	2,528	2,998	106
Less: Total expenditure	2,858	1,802	2,658	136
Surplus/(deficit)	1,100	726	341	(30)
<u>List of Community Service Obligations</u>				
Water Fire Services & Access Concessions	262			
Sewerage Access Concessions		168		
Waste - Collection of Street Litter			95	
Building Certification – Generic customer service costs unable to be recovered				23

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.



## **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, 2014/15 Forecast**

Business Activity	Financial KPIs				Non-Financial KPIs		
	EBIT	NPAT	Return on Capital (pre-tax)	Return on Turnover			
Water Supply	\$1,100k	\$770k	Forecast = 11.58% Target = 8.55%	-	Residential charge at 300kL = \$610 (industry = \$944) Water quality tests meet standards (target = >98%)		
Sewerage	\$726k	\$508k	Forecast = 15.7% Target = 8.55%	-	Residential charge = \$685 (industry = \$978) Odour complaints / 1,000 connections (target = <10) Blockage complaints / 1,000 connections (target = <5)		
Waste Management	\$341k	\$238k	Forecast = 13.64% Target = 8.87%	-	Available airspace at Warrens Hill Refuse Tip - target 594,000m3		
Building Certification	(\$30k)	NA		Forecast = -28.3% Target = 10%	Number of certifications undertaken in Shire = 124		
					New Dwellings		19
					Class 10a (Sheds etc)		45
					Alterations & Additions		44
					Shop Fit Out		1
					Commercial Alterations & New		2
					Removal / Demolition		4
					Swimming Pools		6



## **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 Council specifically requires a business activity 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 (Beneficial Enterprises and Business Activities) Regulation*, 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; and
- 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; and
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.



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

CSO Description	Forecast (rounded) 2014/15
<b>Water Supply</b>	
Fire service & Water Access Concessions	\$262,000
<b>Sewerage</b>	
Sewerage Access Concessions	\$168,000
<b>Waste Management</b>	
Collection of Street Litter	\$95,000
<b>Building Certification</b>	
Generic Customer Service Costs unable to be recovered	\$23,000

**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 - Shire Office Building
- Corporate Services - Human Resource Management
- Corporate Services - Information Technology Services
- Corporate Services - Other Financial Services
- Corporate Services - Accounts Payable
- Corporate Services - Payroll
- Corporate Services - Accounts Receivable and Rating
- Risk Management
- Health & Environment - Administration
- Transport - Two Way Communications
- Transport - Ingham Works Depot Administration
- Transport - Ingham Works Depot
- Transport - Workshop
- Technical Services - Design
- Technical Services - Engineering
- Technical Services - Quality Assurance
- Technical Services - Survey
- Transport - Wet Weather
- Corporate Services - Workplace Health & Safety
- Technical Services - Asset Management

Selected overhead activities are recovered via direct charges, with the remaining overhead costs distributed to end users via a 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.



### **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 adjustments:

- Additional superannuation paid to local government employees;
- Debt guarantee charges relating to business borrowings; and
- Differences between Council and industry workers compensation premium rates.

### **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 assets<sup>2</sup>. 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.

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 2014/15 Return on Capital Components for Council's Business Activities**

Activity	Target Rate of Return	Optimisation Adjustments	Contributed Asset Proportion
Corporate Overheads	6.54% (pre-tax WACC)	Nil	0%
Water Supply	8.55% (pre-tax WACC)	Nil	48%
Sewerage	8.55% (pre-tax WACC)	Nil	50%
Waste Management	8.87% (pre-tax WACC)	Nil	0%
Building Certification	10% (return on cost)	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.

---

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



The Council resolves, pursuant to Section 48 of the *Local Government Act 2009*, 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, in accordance with the requirements of the *Local Government (Beneficial Enterprises and Business Activities) Regulation*, that the complaint process includes 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 preliminary 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.

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

Policy Number:

Authorised By: Executive Manager Corporate Services

Document Maintained By: Corporate Services

Version No: 6.0

Initial Date of Adoption: 29 August, 2008

Current Version Adopted: 8 July 2014

Next Review Date: June, 2015




- 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 advising both the complainant and 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 in accordance with the requirements of the *Local Government (Beneficial Enterprises and Business Activities) Regulation*;
  - (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 in accordance with the requirements of the *Local Government (Beneficial Enterprises and Business Activities) Regulation*;
  - (g) Handling of referee records (e.g. data from finished investigations, taking into account the provisions of the *Local Government (Beneficial Enterprises and Business Activities) Regulation*;
  - (h) Where the referee has issued a report on the complaint, in accordance with the requirements of the *Local Government (Beneficial Enterprises and Business Activities) Regulation*, to record the receipt of the report and any recommendations contained in the report;



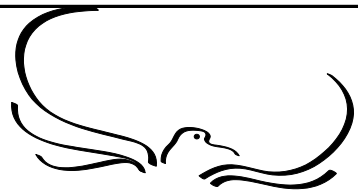
- (i) Where the Council has made a decision on a report by the referee, to record the resolution incorporating the decision, the date of the resolution and any directions to implement the decision that are given to any business activity in accordance with the requirements of the *Local Government (Beneficial Enterprises and Business Activities) Regulation*; and
  - (j) Where the Council has advised relevant persons of its decision, to record the notification issued by the Council in accordance with the requirements of the *Local Government (Beneficial Enterprises and Business Activities) Regulation*.
- 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.





## **4.0 FEES AND CHARGES**





## HINCHINBROOK SHIRE COUNCIL

### 2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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%
LIBRARY					
Joining Fee - Ingham and Halifax Libraries					No charge
Local history index printout			Per A4 page	Y	0.35
Local history / Family history search			Per request	Y	\$20.00
Local history / Family history search			each hour thereafter	Y	\$10.00
A4 Black & White photocopy/internet printouts			Per page	Y	\$0.35
A3 Black & White photocopy/internet printouts			Per page	Y	\$0.60
A4 Colour photocopy /internet printouts			Per page	Y	\$2.40
A3 Colour photocopy/internet printouts			Per page	Y	\$2.85
Library Book/DVD/CD Replacement			Per item	Y	value of item + 10%
Sale of DVD - Our Town, Our History, Our Future			Per DVD		\$10.00
Laminating A4			Per Page	Y	\$0.85
Laminating A3			Per Page	Y	\$1.55
Inter-Library Loans (only if charged by lending Library)				Y	Loan charge + 10%
Sale of The Herbert River Story Book - Retail			Per book	Y	\$39.95
Sale of The Herbert River Story Book - Wholesale ONLY			Per book	Y	\$25.95
LEASE, TRUSTEE LEASE AND TRUSTEE PERMIT APPLICATION FEES					
Lease, Trustee Lease and Trustee Permit Application Fees for Community Groups, Associations and Individuals over Council owned and Council controlled State Land (reserves).			Per lease	N	\$244.40
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	\$490.00
Public Events e.g. paid entry public events				Nil	\$600.00
Auditorium					
Friday/Saturday Nights			Full hall	Y	\$694.00
Weekdays/Nights			Full hall	Y	\$607.00
Preparation Day/Night before					
Friday/Saturday Nights			Full hall	Y	\$428.00
Weekdays/Nights			Full hall	Y	\$306.00
Bar			Full hire	Y	\$65.00
Crockery, cutlery & dishwasher			Full hire	Y	\$163.00
Stage			Full hire	Y	\$60.00
Seating for concerts			Per 100 chairs	Y	\$58.00





## 2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

[illegible]



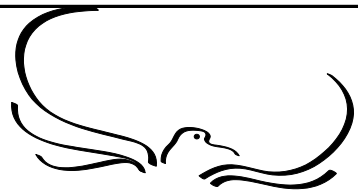


## HINCHINBROOK SHIRE COUNCIL

### 2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
SHOWGROUNDS- HALIFAX					
Cleaning is the responsibility of the person using the grounds/hall, however, a cleaning charge will be made if the grounds/hall requires 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	\$320.00
Hall				Nil	\$320.00
Grounds					
Grounds-Intertown football			Daily	Y	\$165.30
Hall Hire					
Hire - Limited hours of use available			Per day/ evening	Y	\$196.00
Minor use			Max of 6 hours	Y	\$108.50
Minor use - Small (<20 persons) Regular Group Meeting			Less than 2 hours	Y	\$11.80
TYTO CONFERENCE CENTRE					
A bond will be charged and will be refunded if the Meeting Room/Hall are left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
Bond					
Meeting Room - 1, 2 or 3			1 Room only	Nil	\$201.50
Hall or Multiple Rooms				Nil	\$403.00
Auditorium					
Meeting Room 1			1/2 Day (3 hrs)	Y	\$84.70
Meeting Room 1			Full Day	Y	\$164.30
Meeting Room 2			1/2 Day (3 hrs)	Y	\$84.70
Meeting Room 2			Full Day	Y	\$163.00
Meeting Room 3			1/2 Day (3 hrs)	Y	\$124.00
Meeting Room 3			Full Day	Y	\$240.70
Hall			1/2 Day (3 hrs)	Y	\$165.30
Hall			Full Day	Y	\$320.00
Hall, Meeting Rooms 1, 2, 3 & Open Area			1/2 Day (3 hrs)	Y	\$408.00
Hall, Meeting Rooms 1, 2, 3 & Open Area			Full Day	Y	\$805.70
Preparation Day/Night before-Hall, meeting rooms 1,2,3 & Open area			8am - 4pm	Y	\$395.50
Open Area			1/2 Day (3 hrs)	Y	\$23.75
Open Area			Full Day	Y	\$47.50
Computer Training Room			9am - 5pm		
Option One - Includes 5 training computers, Wi-Fi internet, Tables and Chairs, Data projector, Screen, Use of tea making facilities, Air-Con, Hirers set up computers for training (No Council IT Services provided)			1/2 Day (4 hrs)	Y	\$122.00
			Full Day	Y	\$263.40
Option Two - Includes tables and chairs, Data projector, Screen, Use of tea making facilities, Air-Con.			1/2 Day (4 hrs)	Y	\$63.50
			Full Day	Y	\$121.40





## HINCHINBROOK SHIRE COUNCIL

### 2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
DEVELOPMENT & PLANNING SERVICES					
MATERIAL CHANGE OF USE					
Code Assessment Application for Preliminary or Development Approval					
Development <\$100K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$1,020.00
Development >\$100K and up to \$500K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$1,280.00
Code assessment involving development work >\$500K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$2,555.00
MCU - Code assessment where use is commencing in an existing development	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$320.00
Impact Assessment (Advertising required)					
Development <\$100K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$1,270.00
Development >\$100K and up to \$500K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$2,550.00
Development >\$500K <\$1M	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$3,810.00
Major Development >\$1M value	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$6,365.00
Major Development >\$1M on land that is inconsistent with zoning (by negotiation with applicant but minimum charge)	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$9,575.00
TOWN PLANNING NOTICES - FEES FOR COUNCIL TO PREPARE, LODGE AND SERVE					
Notice in newspaper		Sustainable Planning Act, 2009 s.260		Y	\$265.00
Notice to adjoining owner/s & copy of land notice		Sustainable Planning Act, 2009 s.260		Y	\$140.00
Additional land notice		Sustainable Planning Act, 2009 s.260	Per laminated copy	Y	\$65.00
OPERATIONAL WORK REQUIRING ASSESSMENT AGAINST THE PLANNING SCHEME					
Application Fee	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per application	Nil	\$250.00
Scrutiny Fee for Approval of Engineering Plans				Nil	2% of agreed estimated costs [Calculated from estimated costs including GST] as provided by the Developer



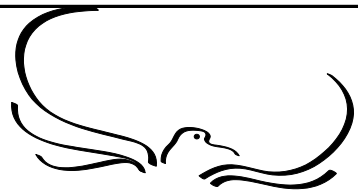


**HINCHINBROOK  
SHIRE COUNCIL**

**2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES**

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
DEVELOPMENT & PLANNING SERVICES					
BUILDING WORK NOT ASSOCIATED WITH AN MCU AND REQUIRING ASSESSMENT AGAINST THE PLANNING SCHEME (BWAP)					
Assessment Triggers					
Building works not associated with an MCU and requiring assessment against the planning scheme zone or use codes (BWAP)	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$160.00
Building works not associated with an MCU and requiring assessment against planning scheme overlay(s)		Sustainable Planning Act, 2009 s.260	First trigger		\$245.00
*Cultural Heritage (Table 10 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260	Each additional trigger	Nil	\$130.00
*Conservation and Biodiversity Area (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260			
*Extractive Industry Resource Area (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260			
*High Hazard Floodway (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260			
*Mount Cordelia Resource Area (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260			
*Acid Sulphate Soils (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260			
(*A fee applies if one or more of the above are achieved)					
CHANGE TO EXISTING DEVELOPMENT APPROVAL					
Extend development approval currency period	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$150.00
Request to change or cancel conditions	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$430.00
Request to change development approval	97(2)(a)	Sustainable Planning Act, 2009 s.260			\$510.00
Request to change development approval - development >\$1m	97(2)(a)	Sustainable Planning Act, 2009 s.260			as determined by the CEO
Unusual request requiring additonal resources	97(2)(a)	Sustainable Planning Act, 2009 s.260			as determined by the CEO
Concurrence Agency Assessment		Sustainable Planning Act, 2009 s.260		Nil	\$635.00
Compliance Assessment		Sustainable Planning Act, 2009 s.260		Nil	\$635.00
Compliance Inspection					
Re-inspection fee		Sustainable Planning Act, 2009 s.260		Nil	\$115.00






## 2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

**HINCHINBROOK**  
SHIRE COUNCIL

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
<b>DEVELOPMENT &amp; PLANNING SERVICES</b>					
<b>RECONFIGURING A LOT</b>					
State Govt Split Valuation Issue Fee - payable at time of lodging survey plan for Council sealing (This fee is subject to change by State Government)			Per lot	Y	\$31.00
Application for access easement	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$255.00
Application for amalgamation of land or lots (Building Units & Group Titles Development)	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$135.00
Application for reconfiguration of lot (Re-arrangement of boundaries)	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$645.00
Application fee for reconfiguring a lot with no road opening	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$645.00
Application fee for reconfiguring a lot with road opening	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per Application	Nil	\$645.00
	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per lot		\$195.00
Scrutiny Fee 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 fee for reconsent to plan of survey where previous consent has lapsed	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$55.00
<b>Headworks Contribution</b>					
Sewerage Headworks contribution	97(2)(a)		Per additional lot	Nil	See Infrastructure Charges Resolution 2013
Water Headworks contribution	97(2)(a)		Per additional lot	Nil	See Infrastructure Charges Resolution 2013
Public Open Space & Recreation Infrastructure Service Contribution	97(2)(a)		Per additional lot	Nil	See Infrastructure Charges Resolution 2013



 <div> <b>HINCHINBROOK</b>  <b>SHIRE COUNCIL</b> </div> <div> <b>2014/2015 COMMERCIAL CHARGES, REGULATORY FEES &amp; OTHER CHARGES</b> </div>					
COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
DEVELOPMENT & PLANNING SERVICES					
SALE OF COPIES OF TOWN PLANNING SCHEME					
Certified (hard) copy of town planning scheme, policies & maps	97(2)(c)	Sustainable Planning Act, 2009 s.724	A4 Colour	Nil	\$175.00
Certified (hard) copy of town planning scheme, policies & maps	97(2)(c)	Sustainable Planning Act, 2009 s.724	A3 Colour	Nil	\$220.00
Non certified CD copy of town planning scheme, policies & maps	97(2)(c)	Sustainable Planning Act, 2009 s.724		Nil	\$32.00
TOWN PLAN - SHIRE (SUSTAINABLE PLANNING ACT)					
Town Planning Certificate					
Limited Certificate Fee	97(2)(a)	Sustainable Planning Act, 2009 s.737		Nil	\$58.00
Standard Certificate Fee	97(2)(a)	Sustainable Planning Act, 2009 s.737		Nil	\$285.00
Full Town Plan Certificate Fee	97(2)(a)	Sustainable Planning Act, 2009 s.737		Nil	\$460.00
Tourism					
TYTO INTEPRETIVE CENTRE					
Brochure Display			Per Year	Y	\$55.00
HEALTH & ENVIRONMENT SERVICES					
ANIMALS					
NEW OR RENEWAL OF DOG REGISTRATION FEES - ANIMALS KEPT IN SCHEDULED TOWNSHIP AREAS					
Renewal of registration for entire dogs over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$64.00
Renewal of registration for desexed dogs over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$18.00
Any dog under the age of 3 months at the time of registration - written proof may be required			Once off only	Nil	\$0.00
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)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$94.00
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$70.50
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$47.00
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$23.50





**HINCHINBROOK  
SHIRE COUNCIL**

**2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES**

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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 & ENVIRONMENT SERVICES					
ANIMALS					
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$35.00
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$26.25
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$17.50
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$8.75
NEW OR RENEWAL OF DOG REGISTRATION FEES - ANIMALS KEPT OUTSIDE SCHEDULED TOWNSHIP AREAS					
Renewal of registration for entire dogs over 3 months of age - <b>DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR</b>	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$41.00
Renewal of registration for desexed dogs over 3 months of age - <b>DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR</b>	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$11.50
Any dog under the age of 3 months at the time of registration - written proof may be required			Once off only	Nil	\$0.00
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)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$58.00
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$43.50
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$29.00
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$14.50
NEW OR RENEWAL OF DOG REGISTRATION FEES - ANIMALS KEPT OUTSIDE SCHEDULED TOWNSHIP AREAS					
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$24.00
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$18.00
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$12.00
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$6.00
Initial registration of animal which currently is registered with any other Local Government within Australia (Does NOT apply to a Regulated Dog). Production of proof of previous registration is required.					\$0.00
Renewal of registration for any dog that has been declared as being a Regulated Dog - Dangerous type	97(2)(a)	Local Law 2		Nil	\$210.00
Renewal of registration for any entire dog that has been declared as being a Regulated Dog - Menacing type	97(2)(a)	Local Law 2		Nil	\$210.00
Renewal of registration for any desexed dog that has been declared as being a Regulated Dog - Menacing type	97(2)(a)	Local Law 2		Nil	\$180.00





**HINCHINBROOK  
SHIRE COUNCIL**

**2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES**

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
<b>HEALTH &amp; ENVIRONMENT SERVICES</b>					
Renewal of registration for any dog that has been declared as being a Regulated Dog - Restricted type	97(2)(a)	Local Law 2			\$145.00
Transfer of current registration from one animal to another when original animal becomes deceased and the owner acquires another same type of animal within the current financial year			Each	Nil	\$12.50
Guide Dog/Hearing Dog	97(2)(a)	Local Law 2			Exempt from charge
Any obedience trained dog that has written certification from an accredited and recognised animal trainer	97(2)(a)	Local Law 2			50% of normal fee
Any dog where an Obedient certificate has been issued by an Approved Trainer recognised by Council.	97(2)(a)	Local Law 2			50% of normal fee
Replacement of registration tag	97(2)(a)	Local Law 2	Each	Nil	\$9.50
<b>Animal Impounding</b>					
Prescribed infringement notice may be issued for alledged breach	97(2)(d)	Local Law 7		Nil	As prescribed
When fine not paid (SPER Lodgement)					As prescribed
Reminder letters for unpaid infringement notices				Nil	\$21.70
Release fee for impounded dog	97(2)(d)	Local Law 7		Nil	\$52.00
Sustenance fee for dogs for each night spent impounded (Monday-Friday)	97(2)(d)	Local Law 7	per night	Nil	\$17.50
Sustenance fee for dogs for each night spent impounded (Saturday, Sunday & Public Holidays)	97(2)(d)	Local Law 7	per night	Nil	\$35.00
Release fee for other impounded animals (eg Cattle) including all costs associated with impoundment	97(2)(d)	Local Law 7		Nil	At Cost
<b>Miscellaneous</b>					
Pick up and disposal of deceased animals			per annum	Y	\$372.00
Pick up and disposal of deceased animals			per service	Y	\$36.15
Licence/Permits to keep animal/s as may be required by Animal Management (Cats & Dogs) Act 2008 or Local Law relating to the keeping or controlling animals	97(2)(d)	Local Law 2	1st quarter - July to September inclusive	Nil	\$94.00
Licence/Permits to keep animal/s as may be required by Animal Management (Cats & Dogs) Act 2008 or Local Law relating to the keeping or controlling animals	97(2)(d)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$70.50
Licence/Permits to keep animal/s as may be required by Animal Management (Cats & Dogs) Act 2008 or Local Law relating to the keeping or controlling animals	97(2)(d)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$47.00
Licence/Permits to keep animal/s as may be required by Animal Management (Cats & Dogs) Act 2008 or Local Law relating to the keeping or controlling animals	97(2)(d)	Local Law 2	4th quarter - April to June inclusive	Nil	\$23.50
Hire of Electronic Barking Collar per day			per day	Y	\$3.60
Hire of Electronic Barking Collar - Conditional refundable bond				Nil	\$135.00
Hire of Cat or Dog Trap per day			per week or part thereof	Y	\$12.00
Hire of Cat or Dog Trap - Conditional refundable bond				Nil	\$62.00
<b>Wild Dog/Pig Baiting</b>					
Doggone - 12 bait trays			per tray or part thereof	Y	\$25.75
Doggone - 72 bait farm pack			per farm pack	Y	\$149.35
Doggone - 100 bait tub			per tub		\$158.50
Doggone - 250 bait tub			per tub	Y	\$375.10
Pigout - 64 free feed tub			per tub	Y	\$200.85
Pigout - 64 bait tub			per tub	Y	\$236.90
Miscellaneous Pest Management Services			per hour	Y	\$87.75





**HINCHINBROOK  
SHIRE COUNCIL**

**2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES**

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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 & ENVIRONMENT SERVICES					
CEMETERIES					
*Reserved plots - Once reserved only additional cost in the future will be the actual cost for a burial in an unreserved plot less the reservation fee paid.					
Unreserved inground burials in religious denomination areas including Catholic, Anglican, Uniting & Lutheran Divisions prohibited, except where a concrete slab over the plot is constructed no later than two years after interment.					
NEW INGHAM CEMETERY					
RSL Division					
Unreserved & Reserved Plot				Y	\$1,240.00
Single inground for ashes including interment fee				Y	\$682.00
Lawn Division					
Unreserved & Reserved Plot				Y	\$1,240.00
Child under 5 years including stillborn				Y	\$905.00
Single inground for ashes including interment fee				Y	\$682.00
Beam Division					
Unreserved & Reserved Plot				Y	\$1,240.00
Child under 5 years including stillborn				Y	\$905.00
Single inground for ashes including interment fee				Y	\$682.00
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved & Reserved Plot				Y	\$1,240.00
Child under 5 years including stillborn				Y	\$905.00
Single inground for ashes including interment fee				Y	\$682.00
Inground Burials					
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved & Reserved Plot				Y	\$1,240.00
Child under 5 years including stillborn				Y	\$905.00
Single inground for ashes including interment fee				Y	\$682.00
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	\$750.00
Inground Burials-Weekend & Public Holidays					
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved & Reserved Plot				Y	\$2,480.00
Child under 5 years including stillborn				Y	\$1,810.00
Single inground for ashes including interment fee				Y	\$1,365.00
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	\$750.00



## 2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
<b>HEALTH &amp; ENVIRONMENT SERVICES</b>					
<b>CEMETERIES</b>					
<b>Discounted Plots</b>					
Single plot in older Division used for interment in a vault only				Y	\$310.00
<b>Columbarium Wall (Council)</b>					
Single Niche				Y	\$248.00
Double Niche				Y	\$496.00
<b>Columbarium Wall (RSL)</b>					
Single Niche				Y	\$30.00
<b>Reservations</b>					
Land for grave - single plot				Y	\$1,240.00
Land for grave - 2 plots side by side				Y	\$2,480.00
Land for grave - 3 plots side by side				Y	\$3,720.00
Columbarium Wall (Council) - Single Niche				Y	\$248.00
Columbarium Wall (Council) - Double Niche				Y	\$496.00
<b>Second Interment (Reopening of Plots)</b>					
<b>Inground burials</b>					
Adult				Y	\$1,240.00
Child under 5 years including stillborn				Y	\$905.00
Single inground for ashes including interment fee				Y	\$228.00
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	\$750.00
<b>Reopening of vault</b>					
Interment of ashes only				Y	\$192.00
<b>Exhumations</b>					
<b>Exhumation Inground</b>					
Exhumation (if conducted by Council Staff)				Y	At cost
Exhumation (if conducted by others under Council supervision)				Y	\$430.00
<b>Exhumation Vault</b>					
Exhumation (if conducted by Council Staff)				Y	At cost
Exhumation (if conducted by others under Council supervision)				Y	\$430.00
<b>HALIFAX CEMETERY</b>					
<b>Lawn Division</b>					
Unreserved & Reserved Plot				Y	\$1,240.00
Child under 5 years including stillborn				Y	\$905.00
Single inground for ashes including interment fee				Y	\$682.00
<b>Beam Division (IF/WHEN CONSTRUCTED)</b>					
Unreserved & Reserved Plot				Y	\$1,240.00
Child under 5 years including stillborn				Y	\$905.00
Single inground for ashes including interment fee				Y	\$682.00
<b>Vaults</b>					
<b>Catholic, Anglican, Lutheran &amp; Uniting, Non-Denominational</b>					
Unreserved & Reserved Plot				Y	\$1,240.00
Child under 5 years including stillborn				Y	\$905.00
Single inground for ashes including interment fee				Y	\$682.00
<b>Inground Burials</b>					
<b>Catholic, Anglican, Lutheran &amp; Uniting, Non-Denominational</b>					
Unreserved & Reserved Plot				Y	\$1,240.00
Child under 5 years including stillborn				Y	\$905.00
Single inground for ashes including interment fee				Y	\$682.00





**HINCHINBROOK  
SHIRE COUNCIL**

**2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES**

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
<b>HEALTH &amp; ENVIRONMENT SERVICES</b>					
<b>CEMETERIES</b>					
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	\$750.00
Inground Burials-Weekend & Public Holidays					
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved inground burials in religious denomination areas including Catholic, Anglican, Uniting & Lutheran Divisions prohibited, except where a concrete slab over the plot is constructed no later than two years after interment.					
Unreserved & Reserved Plot				Y	\$2,480.00
Child under 5 years including stillborn				Y	\$1,810.00
Single inground for ashes including interment fee				Y	\$1,365.00
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	\$750.00
<b>CEMETERIES</b>					
<b>Columbarium Wall (Council)</b>					
Single Niche				Y	\$248.00
Double Niche				Y	\$496.00
<b>Discounted Plots</b>					
Single plot in older Division used for interment in a vault only				Y	\$310.00
<b>Reservations</b>					
Land for grave - single plot				Y	\$1,240.00
Land for grave - 2 plots side by side				Y	\$2,480.00
Land for grave - 3 plots side by side				Y	\$3,720.00
<b>Second Interment (Reopening of Plots)</b>					
<b>Inground burials</b>					
Adult				Y	\$1,240.00
Child under 5 years including stillborn				Y	\$905.00
Single inground for ashes including interment fee				Y	\$682.00
<b>Reopening of vault</b>					
Interment of ashes only				Y	\$192.00
<b>Exhumations</b>					
<b>Exhumation Inground</b>					
Exhumation (if conducted by Council Staff)				Y	At cost
Exhumation (if conducted by others under Council supervision)				Y	\$430.00
<b>Exhumation Vault</b>					
Exhumation (if conducted by Council Staff)				Y	At cost
Exhumation (if conducted by others under Council supervision)				Y	\$430.00
<b>NEW INGHAM CEMETERY &amp; HALIFAX CEMETERY</b>					
<b>Inground Interment Fee</b>					
Inground interments unless specified				Y	\$248.00
Inground interments when conducted at weekends or public holidays unless specified				Y	\$496.00
<b>Monuments</b>					
For permission to erect headstone, tomb, tablet, monument or railing				Y	\$93.00





**HINCHINBROOK  
SHIRE COUNCIL**

**2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES**

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
<b>HEALTH &amp; ENVIRONMENT SERVICES</b>					
<b>CEMETERIES</b>					
<b>Search Fees and Register Charges</b>					
Complete copy of cemetery register in alphabetical order				Y	At cost
<b>Hire of Shelter</b>					
Monday to Friday ONLY			One per funeral	Y	\$80.00
Monday to Friday ONLY			Both per funeral	Y	\$120.00
Weekends and Public Holidays			One per funeral	Y	\$160.00
Weekends and Public Holidays			Both per funeral	Y	\$240.00
<b>ERA Licencing</b>					
<b>NOT FOR PROFIT COMMUNITY AND CHARITABLE ORGANISATIONS ARE NOT CHARGED FOR LICENCING &amp; REGISTRATION</b>					
<b>Food Business Licencing</b>					
Food business licence - low risk		s.85 Food Act 2006	Yearly	Nil	\$218.00
Food business licence - medium risk		s.85 Food Act 2006	Yearly	Nil	\$280.00
Food business licence - high risk		s.85 Food Act 2006	Yearly	Nil	\$383.00
Food business licence - temporary single event		s.85 Food Act 2006	Per event	Nil	\$46.50
Food business licence - temporary multi event		s.85 Food Act 2006	Yearly	Nil	\$98.00
Food business licence - provisional			3 months	Nil	\$95.75
<b>Footpath use for Commercial Purposes (outdoor dining)</b>					
Renewable Licence	97(2)(a)		Yearly	Nil	\$180.00
<b>Roadside Vending incl. footpath dining</b>					
Annual Permit		s.85 Food Act 2006	Yearly	Nil	\$180.00
Weekly Permit (minimum charge)		2006	Weekly	Nil	\$25.00
<b>Miscellaneous- Food Businesses</b>					
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.)	97(2)(a)			Y	\$290.00
Plan assessment				Y	\$238.00
Re-inspection fee (non-compliance/improvement)	97(2)	S31 Food Act 2006	Per occurrence	Y	\$125.00
Inspection fee - justified complaint	97(2)	S31 Food Act 2006	Per occurrence	Y	\$124.00
Licence restoration fee	97(2)(a)	s.73 Food Act 2006	Per occurrence	Nil	\$83.00
<b>Licencing - Miscellaneous</b>					
Skin penetration	97(2)(a)	Public Health (Infection Control for PAS) Act 2003	Yearly	Nil	\$258.00
Temporary Home including one inspection	97(2)(a)		Per occurrence	Nil	\$218.00
<b>Licensing - Administration</b>					
New application processing	97(2)(a)		Per occurrence	Nil	\$300.00
Amendment of food licence	97(2)(a)		Per occurrence	Nil	\$114.00
Replacement Licence or Registration Certificate	97(2)(a)		Per occurrence	Nil	\$31.00





**HINCHINBROOK  
SHIRE COUNCIL**

**2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES**

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
<b>HEALTH &amp; ENVIRONMENT SERVICES</b>					
ERA Licencing					
<b>MISCELLANEOUS</b>					
<b>Fines for Non Compliance</b>					
Infringement Notice	97(2)(d)			Nil	As prescribed by legislation
When fine not paid (SPER Lodgement)				Nil	As prescribed by legislation
Reminder letters for unpaid infringement notices				Nil	\$21.70
<b>Miscellaneous Environmental Health Service Fee</b>			Per hour	Y	\$130.00
Bond - hire of wheelie bins for community events			per occurrence		\$220.00
Sale of No Moz pellets			per packet		\$10.00
<b>APPLICATION FOR APPROVALS UNDER LOCAL LAW</b>					
Application for Approvals issued under a Local Law not otherwise specified	97(2)(d)			Nil	\$217.00
<b>OVERGROWN ALLOTMENT</b>					
Infringement Notice	97(2)(d)	Local Law 13			As prescribed by legislation
When fine not paid (SPER Lodgement)					As prescribed by legislation
Reminder letters for unpaid infringement notices					\$21.70
<b>REGULATED PARKING</b>					
Infringement Notice	97(2)(d)	Local Law 12		Nil	As prescribed by legislation
When fine not paid (Registration Search)				Nil	At cost
When fine not paid (SPER Lodgement)				Nil	At cost
Reminder letters for unpaid infringement notices				Nil	\$21.70
Use of parking bay for building work etc	97(2)(a)	Local Law 12	Per day	Nil	\$7.50
<b>WASTE MANAGEMENT FEE</b>					
Approval to perform waste management works	97(2)(c)			Nil	\$52.00
<b>WASTE DISPOSAL FEES</b>					
Waste transported in vehicles over 1 ton payload will be weighed and charged at the corresponding commercial fee regardless of its source					
Batteries	97(2)(a)		Each	Y	\$0.00
Butchers Waste	97(2)(a)		Per tonne	Y	\$75.00
Butchers Waste - 1/4 in Advance	97(2)(a)		Per quarter	Y	\$180.00
Butchers Waste - EPA Fee only	97(2)(a)		Per tonne	Y	\$0.00
Car Bodies - Commercial	97(2)(a)		Per car body	Y	\$10.00
Car Bodies - Domestic	97(2)(a)		Per car body	Y	\$0.00
Commercial - Clean Concrete	97(2)(a)		Per tonne	Y	\$20.00
Commercial - Clean Fill	97(2)(a)		Per tonne	Y	\$0.00
Commercial - Steel	97(2)(a)		Per tonne	Y	\$0.00
Commercial & Industrial > 1 tonne	97(2)(a)		Per tonne	Y	\$75.00
Commercial & Industrial < 1 tonne	97(2)(a)		Each	Y	\$9.00
Commercial Slurry	97(2)(a)		Per tonne	Y	\$20.00
Construction or Demolition	97(2)(a)		Per tonne	y	\$75.00
Contaminated Soil	97(2)(a)		Per tonne	Y	\$75.00
Dedge Spoil - Flood Mitigation	97(2)(a)		Per tonne	Y	\$75.00
Domestic Clean Concrete	97(2)(a)		Per tonne	Y	\$20.00
Free Dump Day - Domestic	97(2)(a)		Per tonne	Y	\$0.00
Gas Bottles	97(2)(a)		Each	Y	\$0.00





2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

HINCHINBROOK  
SHIRE COUNCIL

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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 & ENVIRONMENT SERVICES					
WASTE DISPOSAL FEES					
Grease Trap Waste	97(2)(a)		Per tonne	Y	\$75.00
Green Waste - Contractor	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	\$50.00
Green Waste - Self Haul < 1 tonne	97(2)(a)	S369 Environmental Protection Act	Each	Y	\$6.00
Green Waste - Self Haul > 1 tonne	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	\$50.00
Municipal Solid Waste - Contractor	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	\$75.00
Municipal Solid Waste - Self Haul > 1 tonne	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	\$75.00
Municipal Solid Waste - Self Haul < 1 tonne	97(2)(a)	S369 Environmental Protection Act	Each	Y	\$9.00
Oil Waste	97(2)(a)		Per ltr	Y	\$0.00
Recyclable Materials	97(2)(a)		Per tonne	Y	\$0.00
Regulated Waste - eg Asbestos	97(2)(a)		Per tonne	Y	\$75.00
Regulated Waste - Handling Fee	97(2)(a)		Per occurrence	Y	\$100.00
Sale of Mulch - For domestic use *	97(2)(a)	S369 Environmental Protection Act	Each	Y	\$0.00
Sale of Mulch - Loading Fee for domestic use *	97(2)(a)	S369 Environmental Protection Act	Each	Y	\$14.00
Sale of Mulch - Commercial	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	\$38.00
<i>* Free Mulch is limited to domestic quantities, being up to 1 ton (ie ute/trailer load). Larger quantities will be considered commercial and charged at the rate of \$38 per tonne regardless whether loaded or not.</i>					
Tyres - Earthmoving 1000mm to 1500mm	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	\$280.00
Tyres - Earthmoving 1500mm to 2000mm	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	\$550.00
Tyres - Earthmoving Up to 1000	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	\$130.00
Tyres - Light Truck	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	\$10.50
Tyres - Motor Cycle	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	\$4.00
Tyres - Passenger Car	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	\$7.50





**HINCHINBROOK  
SHIRE COUNCIL**

**2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES**

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
<b>HEALTH &amp; ENVIRONMENT SERVICES</b>					
<b>WASTE DISPOSAL FEES</b>					
Tyres - Super Single	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	\$60.00
Tyres - Tractor 1000mm to 2000mm	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	\$162.00
Tyres - Tractor Up to 1000mm	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	\$92.00
Tyres - Truck	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	\$24.00
Tyres - Greater than 2000mm	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	POA
Tyres - Other	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	POA
Various Scrap Rubber	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	POA
Waste - Clean Up Australia - Levy Exempt	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	\$0.00
Waste from Charities - Levy Exempt	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	\$0.00
<b>Halifax Transfer Station</b>					
Limited Commercial Waste (general and putrescibles)			Per 240L MGB	Y	\$5.50
			Per ute/trailer	Y	\$39.50
<b>CORPORATE SERVICES</b>					
<b>FINANCIAL REPORTS</b>					
Annual Report/Financial Statements	97(2)(c)	S. 104 (3) Local Government Act 2009		Nil	\$30.00
<b>CORPORATE PLAN</b>					
Hinchinbrook Shire Council Corporate Plan 2010 - 2014	97(2)(c)	S. 104 (3) Local Government Act 2009		Nil	\$15.00
<b>RIGHT TO INFORMATION (RTI)</b>					
*Application Fee	97(2)(c)	S.8 Freedom of Information		Nil	\$41.90
A4 Black & White photocopy			Per page	Nil	\$0.20
Processing Charge			Per 15 mins - where applicable	Nil	\$6.45
Accessing Charge				Nil	Actual cost incurred by Council - where applicable
*RTI fees may be amended from time to time to comply with legislative changes as they occur - refer to RTI Regulation 2009					





**HINCHINBROOK  
SHIRE COUNCIL**

**2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES**

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
CORPORATE SERVICES					
GIS MAPPING PRODUCTS					
A4 - Black and White			Per page	Y	\$25.00
A4 - Colour			Per page	Y	\$41.00
A3 - Black and White			Per page	Y	\$25.00
A3 - Colour			Per page	Y	\$70.00
A2 - Black and White			Per page	Y	\$44.00
A2 - Colour			Per page	Y	\$87.00
A1 - Black and White			Per page	Y	\$50.00
A1 - Colour			Per page	Y	\$146.00
A0 - Black and White			Per page	Y	\$139.00
A0 - Colour Orthophoto including design			Per page	Y	\$266.00
Special Projects - Including Banners etc			Per page	Y	\$545.00
PRINTING OF PLANS FOR COMMERCIAL CLIENTS - ELECTRONIC FILE SUPPLIED AS DWG, DXF, JPEG, TIFF or PDG					
A3 - Including Colour Vectors			Per page	Y	\$29.00
A2 - Including Colour Vectors			Per page	Y	\$45.00
A1 - Including Colour Vectors			Per page	Y	\$50.00
A0 - Including Colour Vectors			Per page	Y	\$139.00
Available products recommended in colour: Flood, Cemetery, Town Plan Zone Maps					
Copy of extract from Hinchinbrook Shire Council's Road and Street Register	97(2)(c)	S. 14 (3) Local Government Regulation 2012		Y	\$75.00
100 Year ARI Flood Certificate/Storm Surge Certificate				Y	\$36.00
LOCAL LAWS AND POLICIES					
Proposed and adopted local laws and local law policies	97(2)(c)	S. 14 (3) Local Government Regulation 2012	Per page	Nil	\$0.35
PHOTOCOPYING - GENERAL					
A4 Black & White Photocopy			Per single sided sheet	Y	\$0.35
A3 Black & White Photocopy			Per single sided sheet	Y	\$0.60
A4 Colour Photocopy			Per single sided sheet	Y	\$2.40
A3 Colour Photocopy			Per single sided sheet	Y	\$2.85
POLICIES AND INFORMATION - COUNCIL					
Copy of Policy/Information	97(2)(c)	Various sections Local Government Act	Per page	Nil	\$0.35
PROPERTY DATA INFORMATION SERVICE					
Verbal Property/Rate information			Per year	Nil	\$315.00
RATE BOOK INSPECTION					
Full Search - 5 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	\$88.00
Urgent Full Rate Search - 2 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	\$131.00
Limited Search - 5 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	\$52.00
Urgent Limited Search - 2 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	\$78.00

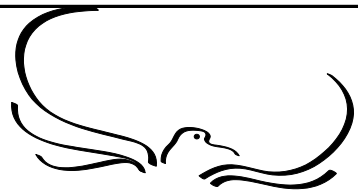




## 2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

[illegible]





## 2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

### HINCHINBROOK SHIRE COUNCIL

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
<b>INFRASTRUCTURE MANAGEMENT</b>					
<b>BUILDING RECORD SEARCH</b>					
- Domestic	97(2)(c)	Public Records Act 2002		Nil	\$52.00
- Commercial	97(2)(c)	Public Records Act 2002		Nil	\$76.00
Priority Building Record Search (Report provided same day)					
- Domestic	97(2)(c)	Public Records Act 2002		Nil	\$76.00
- Commercial	97(2)(c)	Public Records Act 2002		Nil	\$128.00
Building Record Search incurs an additional fee if inspections are required to provide information due to insufficient records.				Y	POA
<b>COPY OF MONTHLY BUILDING STATISTICS</b>			Per annum	Y	\$132.00
<b>QBCC CONTRACT SALES</b>			Per contract	Y	\$13.00
<b>RESIDENTIAL SITING RELAXATION</b>				Nil	\$156.00
<b>BUILDING LODGEMENT FEES</b>					
- Class 1 (and all other classes)				Nil	\$99.00
<b>BUILDING CERTIFICATION FEES</b>					
New Houses – consisting of one (1) storey, block, concrete slab, pre-constructed / transportable			First 100 sqm	Y	\$1,216.00
			sqm after that	Y	\$3.00
New Houses – consisting of two (2) storey (any material), timber			First 100 sqm	Y	\$1,520.00
			sqm after that	Y	\$3.00
Relocated Houses – low set			First 100 sqm	Y	\$1,216.00
			sqm after that	Y	\$3.00
Relocated Houses – two (2) storey			First 100 sqm	Y	\$1,520.00
			sqm after that	Y	\$3.00
Duplex / Dual Occupancy (Class 1a only)			First Unit	Y	@ House Fee
			Second unit	Y	@ 70% of first unit cost
			Minimum cost	Y	\$2,016.00
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	Y	\$1,216.00
			sqm after that	Y	\$3.00
House Additions - Minor - Structural				Y	\$713.00
Enclosing Under – Non-Habitable				Y	\$548.00
Decks, Verandahs, Patios (Class 1a – attached to dwelling – not enclosed) (Enclosed – refer to house additions)				Y	\$579.00
Demolitions and / or Removal – Free Standing House or Shed				Y	\$548.00
Re-roofing - Residential up to 300m <sup>2</sup>				Y	\$548.00
Re-roofing – Residential over 300m <sup>2</sup> or Commercial				Y	\$669.00
Raising and Restumping				Y	\$610.00
Construction or Removal of Partitions – Residential (Non structural alterations)				Y	\$426.00
Residential Shade Structures (Pergola, Pool Shade Structure – Non solid roof)				Y	\$426.00
Gazebos (Solid roof)				Y	\$579.00
Masonry Block Sheds			First 100 sqm	Y	\$1,095.00
			sqm after that	Y	\$3.00
Pre-fabricated Metal Garden Sheds, Lawn Lockers (up to 10m <sup>2</sup> )				Y	\$426.00
Garages, Sheds, Carports (Class 10a – stand alone structures)			First 100 sqm	Y	\$549.00
			sqm after that	Y	\$3.00
<b>DISCONTINUED PERMITS</b>					
Dwellings and Dwellling Extensions				Y	\$564.00
Sheds, Carports, Simple Awnings etc				Y	\$394.00
Swimming Pools				Y	\$403.00
Verandah, Decking Extensions etc				Y	\$350.00
Commercial Building Works – Class 2 to 9				Y	POA





**HINCHINBROOK  
SHIRE COUNCIL**

**2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES**

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
INFRASTRUCTURE MANAGEMENT					
SWIMMING POOLS					
Swimming Pools & Spas – Above Ground				Y	\$487.00
Swimming Pools & Spas – In Ground				Y	\$791.00
Swimming Pool Compliance Inspections / Pool Safety Certificate Fee [Includes two (2) inspections only]			2 inspections only		\$399.00
Fences of Open Construction Over 2m				Y	\$426.00
Retaining Walls (Masonry block / concrete)				Y	\$621.00
Signs – Engineered				Y	\$639.00
Signs – Not Engineered				Y	\$457.00
Commercial Building Works – Class 2 to 9			Minimum cost \$900	Y	POA
			First 100 sqm	Y	\$608.00
Commercial Shade Structures (Smokers Area)			sqm after that	Y	\$3.00
Construction or Removal or Partitions – Commercial (including Shop Fit Out) (Non structural alterations)				Y	\$549.00
Amended plans (Minor)				Y	\$89.00
Amended plans (Major)				Y	POA
Temporary Occupancy - to reside in a caravan (Council approval required)- maximum 2 years			Per year	Nil	\$183.00
Application to reside in Class 10a - valid 3 months only - pending written permission from HSC granted				Nil	\$144.00
Final inspection of HSC building permit				Y	\$244.00
Change of Classification - Class 10a to 1a				Y	\$754.00
Change of Classification - all other classes			POA Minimum cost	Y	\$510.00
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)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$653.30
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)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$529.00
DWELLING - <u>Existing</u> - Lesser Regulated Works - No Drainage Plan Required					
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) - <b>No Drainage Plan Required</b>	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$177.50
CLASS 10a - NEW SANITARY INSTALLATION					
Approval of Application for Compliance Assessment, Plans and Inspections - no more than 3 fixtures	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$653.30





**HINCHINBROOK  
SHIRE COUNCIL**

**2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES**

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
<b>INFRASTRUCTURE MANAGEMENT</b>					
<b>PLUMBING AND DRAINAGE - DOMESTIC NON-SEWERED AREA INSTALLATIONS APPLICATIONS FOR COMPLIANCE ASSESSMENT</b>					
<b>DWELLING - New - Regulated Work - Drainage Plan Required</b>					
Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)	<b>97(2)(a)</b>	Plumbing & Drainage Act 2002		Nil	\$653.30
<b>DWELLING - Existing - Alterations and Additions - Regulated Work - Drainage Plan Required</b>					
Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)	<b>97(2)(a)</b>	Plumbing & Drainage Act 2002		Nil	\$529.00
<b>PLUMBING AND DRAINAGE - DOMESTIC</b>					
<b>NON - SEWERED AREA INSTALLATIONS</b>					
<b>DWELLING - Existing - Lesser Regulated Works - No Drainage Plan Required</b>					
Add New - Replacement of Septic trenches (redrain) 1 inspection and plan					\$238.50
<b>CLASS 10a - NEW SANITARY INSTALLATION</b>					
Approval of Application for Compliance Assessment, Plans and Inspections - no more than 3 fixtures	<b>97(2)(a)</b>	Plumbing & Drainage Act 2002		Nil	\$653.30
<b>PLUMBING AND DRAINAGE - DOMESTIC SEWERED OR NON-SEWERED AREA INSTALLATIONS APPLICATIONS FOR COMPLIANCE ASSESSMENT</b>					
<b>BACKFLOW PREVENTION DEVICES</b>					
<b>DOMESTIC ALTERATIONS AND ADDITIONS</b>					
<b>BACKFLOW APPLICATION</b> - includes application fee and one (1) inspection per device	<b>97(2)(a)</b>	S. 572 Water Act 2000, S53 Standard Water Supply Law	Per device	Nil	\$102.10
<b>Per additional device on the same applications - includes approval and one (1) inspection only</b>	<b>97(2)(a)</b>	S. 572 Water Act 2000, S53 Standard Water Supply Law	Per additional device	Nil	\$70.00
<b>BACKFLOW ANNUAL LICENCE &amp; INSPECTION / PROPERTY</b>	<b>97(2)(a)</b>	S. 572 Water Act 2000, S53 Standard Water Supply Law	Annual	Nil	\$48.20
Late/overdue fee for overdue test report				Nil	\$70.00
<b>REFUNDS Application for Compliance Assessment</b>					
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
<b>PLANS</b>					
Submit Amended Plans				Nil	\$51.85
Copy of As-constructed Drainage Plan				Nil	\$20.75

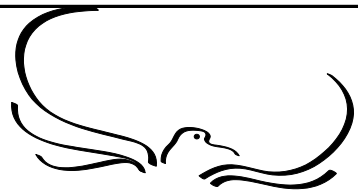




## 2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

[illegible]





## HINCHINBROOK SHIRE COUNCIL

### 2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
INFRASTRUCTURE MANAGEMENT					
NEW - REGULATED WORK - Drainage Plan Required					
			Per fixture	Nil	\$102.10
	97(2)(a)	Plumbing & Drainage Act 2002	Minimum	Nil	\$305.90
Approval of Application for Compliance Assessment, Plans and Inspections					
COMMERCIAL - <u>Existing</u> - Alterations and Additions - Regulated Work - Drainage Plan Required					
			Per fixture	Nil	\$102.10
	97(2)(a)	Plumbing & Drainage Act 2002	Minimum	Nil	\$305.90
Approval of Application for Compliance Assessment, Plans and Inspections					
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)					
97(2)(a) Plumbing & Drainage Act 2002 Nil \$174.20					
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 one (1) inspection per device					
Per device Nil \$102.00					
Per additional device on the same applications - includes approval and one (1) inspection only					
Per additional device \$70.00					
BACKFLOW ANNUAL LICENCE & INSPECTION / PROPERTY					
97(2)(a) Annual Nil \$48.75					
Late/overdue fee for overdue test report					
Nil \$70.00					
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					
Submit Amended Plans					
97(2)(a) Plumbing & Drainage Act 2002 Nil \$51.85					
Copy of As-constructed Drainage Plan					
Nil \$20.75					
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.					
97(2)(a) Sustainable Planning Act, 2009 s.260 Per inspection Nil \$102.10					
After hours inspection					
97(2)(a) Sustainable Planning Act, 2009 s.260 Per inspection Nil \$180.40					
[HSTP] HOUSEHOLD SEWERAGE TREATMENT PLANT APPLICATIONS					
Approval of Application for Compliance Assessment and Inspections					
97(2)(a) Plumbing & Drainage Act 2002 Per HSTP Nil \$102.10					
Annual Licence & Inspection Fee					
97(2)(a) Plumbing & Drainage Act 2002 Annual Nil \$67.40					





**HINCHINBROOK  
SHIRE COUNCIL**

**2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES**

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
INFRASTRUCTURE MANAGEMENT					
BUILDING OVER SEWERS - Physical Inspections required in relation to requests for approval of building over sewers					
	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per inspection	Nil	\$101.65
WATER SUPPLY					
Provision of New Service (Connection)					
- 20NB diameter	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	\$650.00
- Larger (Deposit of estimated cost required with application)	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	At Cost
Separate connections are to be installed for multiple residences					
Relocate Water Meter	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	At cost
Interim Reading of Water Meter	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	\$32.15
Testing Water Meter Fee - Request by owner (fee refundable if meter faulty)	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	\$64.30
Metered hydrant Stems - Bond (refundable) to be paid upfront				Nil	\$290.00
Measured supply through Metered Hydrant	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law	Min Charge	Nil	\$60.00
Measured supply through Metered Hydrant >45KL	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law	Per k/l	Nil	\$1.25
WATER SAMPLES					
Taking each sample and having tested					
- Standard Water Analysis			Each	Y	\$155.00
- Bacterial Test			Each	Y	\$85.00
WATER LOCATION					
Search Fee				Y	\$51.85
Location			Per 15 minutes	Y	\$17.10
TRADE WASTE					
Application for licence to discharge Trade waste	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	\$210.00
Annual renewal of Permit to discharge Trade waste				Nil	\$95.00
Waste delivered to Ingham Plant			Per kl	Nil	\$12.00



## 2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
<b>INFRASTRUCTURE MANAGEMENT</b>					
<b>PLAIN PAPER PLAN COPIES</b>					
A1			Min charge	Y	\$16.00
			per sheet	Y	\$5.20
A2			Min charge	Y	\$16.00
			per sheet		\$5.00
A3			Min charge	Y	\$16.00
			per sheet		\$4.50
A4			Min charge	Y	\$16.00
			per sheet		\$4.20
A0			Min charge	Y	\$16.00
			per sheet	Y	\$5.50
Colour copying based on quotation for each copy.					
Scanning costs			Min Charge	Y	\$16.00
			Per Sheet	Y	\$4.30
			Plus CD	Y	\$1.05
<b>AERODROME</b>					
Landing Fees - Commercial per Business			Per annum	Y	\$885.00
Landing Fees - Recreational per entity			Per annum	Y	\$632.00
Landing Fees - Private per entity			Per annum	Y	\$632.00
Landing Fees Private/Recreational - Irregular per Aircraft			Per landing	Y	Nil
Landing Fees Commercial - Irregular Usage per Aircraft			Per landing	Y	\$11.00
Landing Fees Commercial - Irregular Usage per Aircraft			Per day	Y	\$22.00
<b>FOOTPATH CONSTRUCTION - COMMERCIAL PREMISES</b>					
Council contribution is calculated on 50/50 basis up to maximum amount of \$87.10/m2 for footpath improvement works. Following satisfactory completion of works & on sighting relevant receipts & receiving tax invoice, Council will forward its contribution.			Per square metre	Y	\$87.10
<b>ROAD WORK PERMIT</b>					
Application for Road Work Permit			Per Permit	Y	\$45.30
<b>HIRE OF EQUIPMENT</b>					
<b>A minimum charge of \$20 will apply</b>					
- Barricade Webbing			Per day / per roll	Y	\$25.80
- Barricade Boards			Per day / each	Y	\$25.80
- Barrier lamps			Per day	Y	\$5.45
- Bollards			Per day / each	Y	\$5.45
- Delineators			Per day	Y	\$4.30
- Multi-user Road Signs			Per week	Y	\$51.00
- Road Signs			Per week	Y	\$18.90
<b>HIRE OF MOBILE TOILETS</b>					
- Mobile Toilet Hire Fee (Please note that the Service Fee listed below is to be added to the total charge for Mobile Toilet Hire Fee - eg 1 day Mobile Toilet Hire = \$31.50 + \$86.25 = \$117.75)			Per Mobile Toilet hire/day	Y	\$31.50
- Mobile Toilet Service Fee			Per Mobile Toilet hire	Y	\$86.25
- Additional Mobile Toilet Service Fee			Per service	Y	\$86.25
- Mobile Toilet - Bond (refundable) to be paid upfront				Nil	\$118.10
<b>Please Note: Not for Profit Community and Charitable Organisations are not charged for the Hire of Mobile Toilet/s</b>					





**HINCHINBROOK**  
**SHIRE COUNCIL**

**2014/2015 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES**

COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph or S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2014/2015
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 October 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					
<b>INFRASTRUCTURE MANAGEMENT</b>					
<b>RURAL NUMBERING FOR NUMBERS ALREADY ALLOCATED</b>					
White on Black Rural Numbering Sticker			Each	Y	\$2.50
1 digit module			Each	Y	\$14.00
2 digit module			Each	Y	\$15.50
3 digit module			Each	Y	\$17.00
4 digit module			Each	Y	\$18.50
5 digit module			Each	Y	\$20.00
1 x star picket post			Each	Y	\$6.00
Installation costs			Each	Y	\$31.60
<b>LICENCES AND REGISTRATIONS</b>					
Grids & Public Gates	97(2)(a)	Local Law 3	Annual	Nil	\$158.60
Irrigation Pipe under/on Road			Annual	Y	\$158.60
<b>TRACKED CANE HARVESTING EQUIPMENT TO CROSS OR TRAVERSE COUNCIL'S ROADS</b>					
Application for Approval for Tracked Cane Harvesting Equipment to Cross or Traverse Council's Roads				Nil	\$114.00
Renewal for Approval for Tracked Cane Harvesting Equipment to Cross or Traverse Council's Roads			Renewal	Nil	\$37.70
<b>YANK'S JETTY</b>					
Usage Charge - Commercial Vessels Only			Per head per visit	Nil	\$3.00





**HINCHINBROOK**  
**SHIRE COUNCIL**

25 Lannercost Street Ingham, Queensland, Australia 4850  
07 4776 4600  
[council@hinchinbrook.qld.gov.au](mailto:council@hinchinbrook.qld.gov.au)  
[hinchinbrook.qld.gov.au](http://hinchinbrook.qld.gov.au)