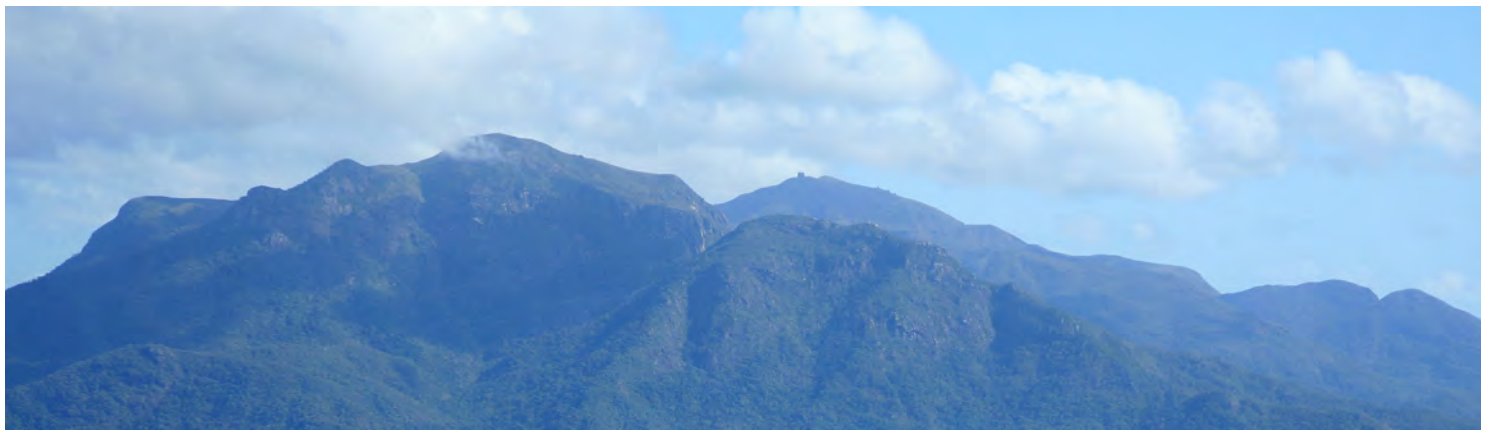




HINCHINBROOK
SHIRE COUNCIL



ANNUAL REPORT



2011 / 2012

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ADDITIONAL COPIES

Further copies of this Annual Report can be obtained by telephoning Council on 4776 4600. A fee of \$25 applies for printed copies or see Council's website www.hinchinbrook.qld.gov.au to download a pdf file.

SHIRE INFORMATION

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Telephone: 4776 4600
Facsimile: 4776 3233
Email: council@hinchinbrook.qld.gov.au
Website: www.hinchinbrook.qld.gov.au

AREA: 2,600 km²
POPULATION: 12,258
RATEABLE PROPERTIES: 6,608
RATE REVENUE : \$20,115,829
NUMBER OF EMPLOYEES: 175.65
COUNCIL BANKER: Commonwealth Bank of Australia
AUDITOR: R.J. Dunstan CA
As Delegate of the
Auditor-General, Queensland
A.B.N.: 46 291 971 168

MISSION STATEMENT

To work in true and principled partnership with our community and all stakeholders to deliver our vision through the efficient delivery of quality services and facilities which support the economic, environmental and social needs of our community.

MAYOR'S MESSAGE

It is indeed a pleasure to present the 2011/2012 Annual Report on Council operations to the community of the Hinchinbrook Shire.

I am honoured to be elected to serve this community as your Mayor. Along with three newly elected Councillors, and three re-elected Councillors, I look forward to leading the Shire for the next four years.

Natural Disaster Relief and Recovery Arrangements are ongoing as our Shire continues to recover from natural disasters experienced since 2009. Council has been working closely with the Queensland Reconstruction Authority since its formation in relation to recovery works, and as a result approximately \$47,000,000 of works has been delivered as at June 30 2012.

Some of the highlights of works completed for 2011/2012 are as follows:

- Completion of the two covered centre island walkways as part of the Lannercost Street Enhancement Project
- Installation of intersection traffic control at Davidson Street/McIlwraith Street
- Kerb Rehabilitation, Pavement and Drainage and Local Area Traffic Management (LATM) at Cooper Street
- Footpath Extension at Tully Street
- Installation of footbridge at Origlasso Street to Alm Street
- Completion of Rotary Park Improvements – Lighting, Pathway and Park Furniture
- Completion of Lannercost Street centre median footpaths as part of Lannercost Street Enhancement Project

Works completed under the Transport Infrastructure Development Scheme (TIDS) in 2011/2012 include:

- Seal Extension and Range Widening at Mt Fox Road
- Log Bridge Creek Pedestrian/Bicycle Crossing and Concrete Footpath Extension
- Victoria Plantation State School Carpark
- Lower Herbert Community Kindergarten Carpark

I take this opportunity to thank the staff of the Hinchinbrook Shire Council who are dedicated and committed in delivering quality customer service to the Hinchinbrook community.

As your elected members, my fellow Councillors and I will work for the betterment of the Hinchinbrook community. My thanks to the Councillors for taking up the challenge to serve the Shire over the next four years and to our dedicated staff who continue to deliver outcomes for our Shire.

Cr. Rodger Bow
MAYOR



Mayor Rodger Bow as Principal of the Ingham State High School for a Day



Child Protection Week at Our Lady of Lourdes

ELECTED REPRESENTATIVES



COUNCILLOR MANSELL (RODGER) BOW

Mayor

Elected 10 May 2012



COUNCILLOR PATRICK LYNCH

Deputy Mayor

First Elected 1997 to 2000

Re-elected 8 April 2008



COUNCILLOR SHERRY KAURILA

First Elected 5 April 2000



COUNCILLOR LAWRENCE MOLACHINO

First Elected 6 April 2004



COUNCILLOR MARC TACK

Elected 10 May 2012



COUNCILLOR WALLIS SKINNER

Elected 10 May 2012



COUNCILLOR DAVID CARR

Elected 10 May 2012

The following people were members of Council until the 2012 Election

COUNCILLOR GIUSEPPANTONIO (PINO) GIANDOMENICO
MAYOR from 6 April 2004 to 9 May 2012

COUNCILLOR ANDREW LANCINI
Member of Council from 6 April 2004 to 9 May 2012
Deputy Mayor from 8 April 2008 to 9 May 2012

COUNCILLOR GEOFFREY GIANOTTI
Member of Council from 6 April 2004 to 9 May 2012

COUNCILLOR MARIA BOSWORTH
Member of Council from 6 April 2004 to 9 May 2012

CEO'S MESSAGE

Editors note: Much of this report was written by Council's past CEO, Robert Clark. Mr Clark retired in August 2012. Council's currently employed CEO is Leanne Mash. As is usual this Report summarises the activities and achievements of Council during the past 12 months ending 30 June 2012 and as such it is appropriate that Mr Clark provided the content. It is to be noted that the achievements reflect the combined efforts of Councillors, staff and volunteers in continuing to deliver projects and services to our community.

The 2009 Local Government Act is largely principle based and is supported by the Local Government (Finance, Plans and Reporting) Regulation 2010 and the Local Government (Operations) Regulation 2010. Being principle based gives each Council choice to make decisions to suit their size, location and administrative circumstances. It clearly articulates consistent integrity, accountability, transparency requirements, and performance in delivering sustainable development and proper management of assets and infrastructure.

The Act requires a sustainability reporting process covering the areas of asset management, governance including financial planning, risk management, community engagement, and financial planning. This process is based on a national framework and requires Council to complete periodic reports on progress in each of these areas and how we compare with similar size Councils.

During 2011/2012 Council continued the Mayor's Expenditure Review Process (MERC). Council adopted a 10 year Community Plan in December 2011 and the challenge now is to implement that plan in the coming years via good community engagement and ownership.

Council continues to partner with our insurer Jardine Lloyd Thompson to implement an enterprise risk management system. Council also established an internal audit process and Audit Committee as required by the Local Government Act 2009. Both processes have commenced and should deliver organisational improvements.

Council continues to attract and retain staff with many long serving employees, however like our Shire population, Council has an ageing workforce. A safe work environment is critical and Council is pleased to report that our workplace continues to have one of the lowest workers compensation premiums of all Queensland Councils due to our excellent record of safety performance.

The wet season of 2012 was kinder to us than 2011 however we were still subject to flooding in the Shire and the March 2012 monsoonal activity was a declared event. Throughout 2011/2012 Council activities focused on rebuilding our road and other assets damaged by the 2011 Cyclone Yasi and associated flooding. This rebuilding will continue during 2012/2013 and is scheduled to complete in late December 2013. The magnitude of such damage has stretched Council resources to administer the reconstruction effort as well as continue with our day to day operations.

This Report continues to present in the format adopted in previous annual reports, whereby the first part is a report card on progress toward achieving Council's Corporate Plan objectives. The second part reports on the operational performance of the various programs and where you will read about the continued delivery of our day to day services by the various areas of Council. I urge you to read about our achievements as it is important to celebrate our successes while not forgetting to learn from those things which did not go so well.

I wish to express my appreciation to the Elected Members and all staff for their support and commitment this year including our former Mayor Councillor Pino Giandomenico who chose not stand for re-election after serving 14 years in the role. I welcome our new Mayor Councillor Rodger Bow and three new councillors who I am sure will work well together with the three returned existing Councillors.

Finally it is with some sadness that I note that after almost 42 years in Local Government, 31 of those being here in Hinchinbrook that I will be retiring from Local Government on 24 August 2012. The past six years as CEO have been challenging but rewarding and I wish the Council and community all the best for the coming years.

Robert Clark MLGMA
CHIEF EXECUTIVE OFFICER (retired at time of publishing)

EXECUTIVE OFFICERS



ROBERT CLARK
CHIEF EXECUTIVE OFFICER



BRUCE LEACH
MANAGER ENGINEERING SERVICES



ROSEMARY PENNISI
MANAGER CORPORATE AND ECONOMIC DEVELOPMENT

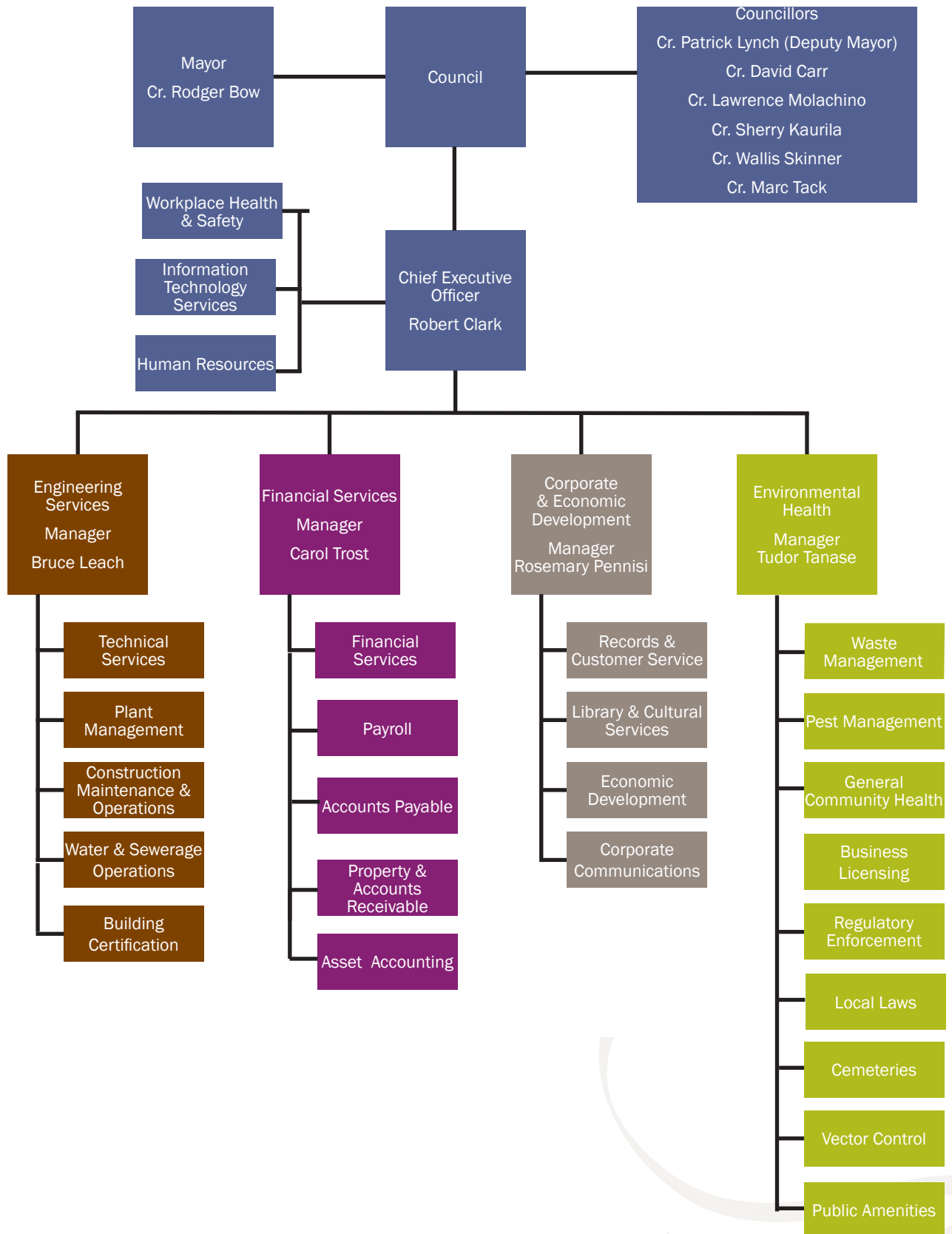


CAROL TROST
FINANCE MANAGER



TUDOR TANASE
MANAGER ENVIRONMENTAL HEALTH SERVICES

ORGANISATIONAL CHART





OUR VISION

A great place to live, work and play.

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CORPORATE PLAN OUTCOMES



1.0 COMMUNITY

A vibrant, inclusive and healthy community with access to services and facilities reflecting the unique character, role and needs of residents throughout the Shire.

Outcome

Progress/Achievement

1.1 A Safe, Active and Healthy Community.

1.1.1 Support and encourage community safety initiatives.

Council continued to support the Building Safer Communities Action Team (BSCAT) initiative by auspicings the BSCAT funding. The committee decided that if any issues became apparent Brad Taylor (Chairman) and Senior Sergeant Geoff Borman would address these issues on behalf of BSCAT. Projects that have been supported by the Hinchinbrook BSCAT since January 2011 to present date: Provided financial assistance to the Halifax Blue light Disco. Purchased glow sticks to be sold at Halifax Blue Light Disco to raise funds for it's continuation. Supported and funded the printing of "Stay out of Flooded Waters" poster produced by Police Liaisons Officer Michelle Gosney. Met with local hotel managers to discuss initiative to prevent intoxicated persons from walking home and becoming potential road victims. Introduced 'Who's Des Tonight' a designated driver program. Funded wristbands and posters for "who's Des Tonight" program. Purchased portable surveillance camera's for Ingham Police to use around the district. Purchased 500 printed Tea Towels with crime prevention information on them to be used at community engagements. Arranged and funded Paul Stanley from the Mathew Stanley Foundation (One Punch Can Kill) to attend schools in Ingham and conduct presentations.

1.1.2 Encourage sporting, arts and cultural activities including the development of facilities to support a range of learning, leisure and recreation programs.

Council provided funding towards a Sport and Recreation Officer to work with local sporting and recreational clubs. The Sport and Recreation Officer has co-ordinated a number of training opportunities for people involved in sport and recreation throughout the year. The Sport and Recreation Officer has also been very successful in applying for funding grants to provide projects such as the Sports Expo Extravaganza. The Council engaged Sporting Advantage to review the Hinchinbrook Shire Sport and Recreation Facilities Study and to develop a Development Plan for the Ingham Showgrounds. Both these processes entailed extensive community consultation and input. Council once again provided funding towards the Regional Arts Development Fund (RADF) in conjunction with ArtsQld to enable and encourage arts and cultural projects and development in the Shire.

1.1.3 Support and develop preventative health programs, response capacity for emerging health issues whilst ensuring the implementation and enforcement of community health regulations.

Inspection program, public education, food safety training, and complaint investigation were carried out successfully.

1.2 Equitable access to relevant services and well maintained facilities.

Outcome	Progress/Achievement
1.2.1 Plan and provide community infrastructure and support services to best meet community needs throughout the Shire.	Council provided assistance to a variety of agencies such as Hinchinbrook Community Support Centre, Meals on Wheels, St. Vincent DePaul, and Ethnic Community Care Links and participated in public health promotion activities such as 10,000 Steps, Cancer Morning Tea and Relay for Life.
1.2.2 Encourage cooperation and maximise benefits to all sporting, public and recreation facilities within the Shire.	The Sport and Recreation Officer worked throughout the year with local sporting groups to increase participation and developed an action plan to progress this objective. There were a number of successful local programs one being participation in the School Holiday Program for youth.
1.2.3 Develop and implement asset management plans for all Council assets.	Progress continues to be made, particularly documentation of existing processes.
<hr/>	
1.3 Shire culture, identity and heritage which is valued, documented and preserved.	
1.3.1 Develop and implement the Shire Cultural Policy and Development Plan.	The Shire Cultural Policy is due for review and the Arts and Cultural Officer is currently assessing Council's achievements of the Policy and investigating the development of a new Policy. The Officer is also looking at developing a Public Art Policy. Council does not have a Social Policy however the Community Plan does identify a number of community and social issues. These will be further considered as part of the Community Plan Steering Committee.
1.3.2 Ensure all public infrastructure acknowledges and enhances local character.	Ongoing. Optimised via public consultation and design processes.
1.3.3 Identify, document and support local heritage preservation.	Council once again provided funding to allow staff to dedicate two full days to the Local History and Kennedy Regiment Collections and preservation of the materials. During the year the Local Family History Association relocated to the Hinchinbrook Library and is available one day per week to assist the public with enquiries relating to local history. Further historical displays in the TYTO Cultural Precinct were installed and the historical cane display was planted.
<hr/>	
1.4 An inclusive community which is motivated and involved in a range of social, cultural and recreation activities.	
1.4.1 Support local community organisations and individuals to conduct social, cultural and recreational activities that enrich lives.	The Council provided financial and in kind assistance to a number of local organisations to assist them with their events, such as the Garden Fest, Australian Italian Festival, Maraka and Ingham Arts Festival. The Sport and Recreation Officer, Arts and Cultural Officer, Community Development Officers, and Library and Cultural Services Manager have assisted many individuals and groups in making applications

Outcome	Progress/Achievement
	<p>for funding for their events and workshops. Council has received funding from the Department of Local Government under the Flexible Funding Program and the Community Recovery Program to employ the Community Development Officers and through this initiative, Council has been proactive in providing support to many local volunteer organisations.</p> <p>1.4.2 Support initiatives and agencies that enhance education and learning opportunities for the benefit of our communities.</p> <p>Council received funding from Skills Qld, under the Jobs Skills Development initiative to employ an officer for 12 months to assist the community recover from the impacts of Cyclone Yasi and increase the skills and work experience of job seekers. The Jobs Skills Development Officer worked on a number of initiatives in partnership with local organisations, such as TAFE and local industry. There is currently a number of funding programs available for skills development.</p> <p>1.4.3 Encourage the participation of volunteers in all community activities.</p> <p>The Tourism Manager, Sport & Recreation Officer, Jobs Skills Development Officer, Library Manager, Art and Cultural Officer, and Community Development Officers, have all been working closely with the community to encourage volunteer participation. A morning tea was held during the year to celebrate and recognise the contribution that Volunteers make to the community, through their assistance in the TYTO Information Centre, TYTO Regional Gallery, and Hinchinbrook Library.</p>
<hr/>	
1.5 Efficient disaster management across the Shire.	
1.5.1 Ensure the Local Disaster Management Plan is current and operational in line with legislative requirements.	Local Disaster Management Plan audited by District Disaster Management Group in 2011 as part of a State Wide Audit. Plan currently being updated.
1.5.2 Ensure Council's organisational response to natural disasters minimise the impact and effect on the community.	The Local Disaster Management Group held a pre-season meeting on 6 December 2011 and leaned forward on 20 March 2012. Considerable staff training was conducted during 2011/2012 with assistance from EMQ with procedures developed around operation of the call centre. EMQ conducted staff training in disaster management procedures, evacuation processes, and food resupply.
1.5.3 Build resilience and capacity in our communities to manage natural or man-made adversity.	Council conducted "Cyclone Sunday" as part of the Raintree Markets in Ingham Rotary Park in December 2011 and also participated at Forrest Beach Markets and Halifax. Community Development Officer's established a window display on "preparedness" in Lannercost Street and participated in features in the Townsville Bulletin "storm and cyclone guide" and a four page wrap around in the Express in December 2011. Council received Highly Commended Award for Local Area Warden System at the Australian Safer Communities Awards in Canberra in December, 2011. Community Development Officers continued to work with the community groups to identify projects that will build resilience.



2.0 ECONOMY

A strong and sustainable economy that supports the growth of new and existing industry and business that enhance local lifestyle and provide long term employment.

Outcome	Progress/Achievement
2.1 Diversified, prosperous and innovative industry and business sectors.	
2.1.1 Ensure policies and strategies acknowledge agriculture as a key industry of our region, while considering the needs of other existing and new business and industries.	The current Shire Planning Scheme supports the dominance of sugar cane in the Shire. This will also be considered in the development and implementation of a new scheme.
2.1.2 Develop innovative economic strategies in a regional planning context.	Council has continued to participate in regional planning through our membership on the North Queensland Development Association (NQDA) and North Queensland Region of Councils (NQROC). Council continued its membership of Townsville Enterprise Ltd (TEL) and has participated in some regional initiatives and workshops.
2.1.3 Collaborate with local regional, state and national stakeholders in the creation of a strong and resilient economy.	Ongoing networking with Hinchinbrook Chamber of Commerce, Regional Development Alliance (RDA), North Queensland Development Association (NQDA), Townsville Enterprise Ltd (TEL) and State Government Agencies.
2.2 Support and facilitation of employment opportunities for the community.	
2.2.1 Develop and implement an Economic Development Strategy.	The Economic Growth Strategy and the Concept Development plan for the airport known as QRDI In-flight Ingham were completed.
2.2.2 Promote and support initiatives designed to enhance increased local employment and training opportunities.	The Jobs Skill Development Officer developed a number of initiatives in conjunction with local organisations to improve the skill levels of local job seekers and employees. One example is the project undertaken by the Job Skill Development Officer to co-ordinate training for prospective employees for the cane harvesting industry which was experiencing a shortage of workers. This initiative was promoted outside the Shire in order to attract people to work in the industry. The project was very successful and enabled all harvesting vacancies to be filled, with some being by people new to the district.
2.2.3 Develop local employment opportunities in liaison with Federal & State Government agencies.	Through the Jobs Skills Development Package offered by Skills Qld, Council employed a Jobs Skills Development Officer for 12 months to engage with the local community, and State and Federal funding programs to provide opportunities to local residents to enhance their skills and take advantage of employment programs, particularly in relation to increased local work after Cyclone Yasi.
2.3 Enhanced sustainable growth facilitated by Council's infrastructure and utilities.	
2.3.1 Develop and implement a priority infrastructure plan and charges schedule that reflect community expectations regarding service levels and ability to pay.	Council adopted and implemented the Priority Infrastructure Plan. Council has continued to keep scheduled charges at the minimum level allowable under State guidelines.

Outcome	Progress/Achievement
2.3.2 Develop partnerships with governments and other stakeholders to enhance the region's capacity for ongoing maintenance and development of its infrastructure.	This is undertaken by the Mayor and CEO through Council's participation in the North Queensland Regional Organisation of Councils (NQROC) and Far North Queensland Regional Organisation of Councils (FNQROC). Also through Officer participation and partnership with other regional organisations such as Townsville Enterprise Ltd and North Queensland Development Alliance.
2.3.3 Support the ongoing maintenance and development of the Shire's local road network.	Undertaken via 10 year and Annual Works Program process.
2.4 An integrated approach to town and regional planning that strengthens local identity and lifestyle.	
2.4.1 Integrate local planning and infrastructure provision with the needs and aspirations of our communities.	Council adopted the Community Plan which reflects the aspirations of the community.
2.4.2 Engage residents and stakeholders in a shared vision of a sustainable Community.	Council commenced implementation of the Community Plan and has held a number of meetings with communities across the Shire, on matters relating to community services, infrastructure and parks. As mentioned above Council also undertook community consultation in regards to the review of the Hinchinbrook Shire Sport and Recreation Facilities Study and the Showgrounds Development Plan.
2.4.3 Contribute to and support a regional plan which strives to protect and enhance the local identity and lifestyle of our communities.	The previous State Government advised that it would not be pursuing the development of a statutory regional plan for the North Queensland Regional Organisation of Councils (NQROC) region. Council has continued to participate in regional planning through the NQROC and state agency workshops on matters such as planning and transport.
2.5 An attractive place to live which encourages a diversity of business investment, development and employment opportunities.	
2.5.1 Undertake urban planning and design to create an attractive place to live, work and play.	As a continuation of the planning undertaken to develop the Our Town Our Future project, Council undertook enhancement works to the TYTO Cultural Precinct, and streetscape works in Lannercost Street.
2.5.2 Increase the Shire's profile through the support for marketing initiatives, events and other community based activities which encourage people to visit and live in our region.	Council continued to promote the Shire's tourism opportunities through the Visitor Information Centre. The Tourism Officer attended various travel shows such as the Dam Fine Rally in Townsville. Council continues to be a member of Townsville Enterprise Limited (TEL) which is the peak tourism marketing and development body for our region and participated in various promotional activities. Council in conjunction with the Hinchinbrook Chamber of Commerce, engaged consultant Colin Balfour to prepare

Outcome	Progress/Achievement
<p>2.5.3 Promote the community's distinctive social and physical assets to support business and industry expansion and attraction.</p>	<p>a Shire Wide Branding Strategy for use by local business. A draft plan and implementation strategy has been completed.</p> <p>Council provided financial support to the Hinchinbrook Chamber of Commerce to provide support to local businesses. The Council continued to support and partner with local sugar industry bodies to fund the Herbert Resource Information Centre. This collaboration provides invaluable support to the local sugar industry and Council also reaps the benefits of having enhanced Geospacial Information Services available for its use.</p>



Streetscape Works in Lannercost Street



3.0 ENVIRONMENT

A sustainable, well managed and healthy environment that provides a balance between the development of built infrastructure and the Shire's diverse natural and cultural resources.

Outcome	Progress/Achievement
3.1 A natural environment that is valued and sustainable.	
3.1.1 Develop and implement natural resource, pest and waste management plans that protect and enhance the natural environment.	The Pest Management Plan has been reviewed. Pest control and revegetation programs have proceeded as planned. Waste management processes have been reviewed to first introduce the State Government levy in December, then phase it out in June. The review of the regional and local waste management and recycling strategic plans have been postponed for 2014.
3.1.2 Encourage best practice management strategies to minimise damage to the environment from agricultural practice, built infrastructure and community activities.	Advice and support have been provided throughout the year both to individuals and groups.
3.1.3 Encourage community involvement in the development and implementation of natural resource management plans and initiatives.	Community involvement in the review of the Pest Management Plan, Tree Planting Day, Hinchinbrook NRM Forum.
3.2 A quality, aesthetically pleasing and well planned built environment that meets basic community needs.	
3.2.1 Promote a built environment that caters for our existing community and is adaptable to meet the changing needs of future generations.	Undertaken via public consultation and ten year Works Program process.
3.2.2 Enable, support and manage our built environment so that it enhances the identity and liveability of the individual communities and reflects their special character.	Undertaken via public consultation and ten year Works Program process.
3.2.3 Promote well planned and integrated land use that encourages the sympathetic integration of the built and natural environments to enhance the liveability, aesthetics and amenity of each community within the Shire.	Undertaken via public consultation and ten year Works Program process.
3.3 The provision of quality infrastructure that supports the Shire's current and future needs.	
3.3.1 Ensure a coordinated and integrated approach to infrastructure planning, implementation, maintenance and renewal.	Undertaken via public consultation, asset condition monitoring, asset management systems and ten year forward programs.
3.3.2 Establish and maintain integrated asset management systems that enable adequate recording maintenance and replacement of community assets.	Undertaken via asset condition monitoring, asset management systems and forward works programs.

Outcome	Progress/Achievement
3.3.3 Use financial sustainability principles in planning, funding, creating and maintaining infrastructure with consideration given to the impacts on future generations.	Undertaken via indexing of works programs, and asset management/whole of life costing approach.
3.4 An empowered community, environmentally educated and aware.	
3.4.1 Involve the community in developing and implementing management plans.	Undertaken via various consultation forums.
3.4.2 Partner with local community groups, schools, organisations and industry to encourage increased awareness and participation in adopting sustainable environmental practices.	Reef Guardian Council program was reviewed.
3.4.3 Develop programs that educate and inform community members about the built and natural environment in which they live.	This was achieved in cooperation with other agencies, stakeholders and interest groups, as well as via our media strategy.
3.5 Minimisation of climate change on our community, natural and built environments.	
3.5.1 Liaise with stakeholders and other levels of government to identify the local impacts of climate.	Limited progress. EHS officers continued to liaise with FNQROC.
3.5.2 Consider, evaluate and communicate the impacts of climate change to our communities.	No progress due to lack of resources.
3.5.3 Apply best practice mitigation principles to minimise impacts.	Ongoing



Tree Planting Day



4.0 GOVERNANCE

A proactive and ethical Shire Council providing best practice service delivery, achieved through responsible policy making and effective management of people, assets, and finances.

Outcome	Progress/Achievement
4.1 Innovative, transparent and accountable local government.	
4.1.1 Establish Council policies in a positive, innovative and transparent manner.	A complete review of Council's Local Laws was completed and in process of final adoption of new suite of Local Laws. Review of Council general policies will commence in late 2012.
4.1.2 Provide strong organisational leadership and a good governance model that provides for the implementation of open, accountable and transparent decision making.	A comprehensive internal induction process was carried out for the incoming 2012 Council complemented by the LGAQ two day Elected Member Workshop in Townsville in June 2012.
4.1.3 Develop strategic policies that assist council in formulating innovative responses to the critical issue of long term sustainability.	Council via the Mayors Expenditure Review Committee (MERC) process continued to assess services levels and costs to ensure long term financial sustainability.
4.2 A committed and responsive customer service focus.	
4.2.1 Provide user-friendly, respectful and proactive customer service delivery, consistent with Council's mission, values and legislation.	Customer service procedures as part of Council's implementation of the OneCouncil Corporate System in 2013.
4.2.2 Ensure quality customer service standards are delivered in a consistent and timely manner.	Service standards are to be developed with asset management system development over the next 12 months.
4.2.3 Develop and implement strategies that are responsive to our community and establish a customer focused organisational culture.	A comprehensive process to link the Community Plan, Corporate Plan and Operational Plan outcomes are a priority for Council including appropriate communication and input from the community.
4.3 Responsible financial management and efficient operations.	
4.3.1 Establish, implement and manage long term financial planning strategies to ensure the future sustainability of Council.	Ten year forecast adopted August 2011. Asset Management Group drafted a form to identify all costs associated with a project aimed to provide more information to Council.
4.3.2 Minimise Council's financial risks while acknowledging the requirements of our communities.	During 2011/2012 there were financial risks associated with NDRRA primarily due to Council's decision to progress works prior to submissions being approved.
4.3.3 Establish effective financial, asset and risk management practices to ensure the efficient and accountable delivery of Council's operations.	Investment Policy and associated procedures adopted 31 August 2011. Audit Committee established with meetings held 9 February 2012 and 31 May 2012. Draft internal audit plan adopted with recommended priorities received from the Audit Committee.

Outcome	Progress/Achievement
4.4 A valued work force committed to the Shire delivering quality services.	
4.4.1 Implement human resources strategies to be an employer of choice.	Position descriptions for all employees in process of being finalised. Recruitment process ensures merit based selection process is adhered to and consistent approach to recruitment of all positions.
4.4.2 Encourage and value employees achieving for innovative, responsible and committed performance.	Annual awards for staff performance and years of service were presented by the CEO and Councillors at the Christmas Dinner function in late November 2011.
4.4.3 Ensure that Council operations comply with industrial relations legislation, awards and regulations.	No industrial issues occurred in the financial year. Negotiation of new EB Agreement has proceeded and is in final stages of conclusion.
4.5 Strong regional advocacy.	
4.5.1 Encourage partnerships within the region to identify opportunities for the enhancement of community wellbeing.	Partnerships continue with local Progress Associations, Chamber of Commerce, Herbert Resource Information Centre, Healthy Hinchinbrook Committee and Government Agencies to enhance community wellbeing.
4.5.2 Collaborate regionally to ensure a unified and strengthened approach when advocating at a National, State or regional level.	Council continues membership of North Queensland Regional Organisation of Councils (NQROC) and Far North Queensland Regional (FNQROC) and participates in North Queensland Development Alliance (NQDA), Local Authority Waste Management Advisory Committee (LAWMAC) and Regional Roads Group (RRG) representations.
4.5.3 Advocate to all levels of government and relevant industry leaders for the provision and enhancement of appropriate services and infrastructure within their jurisdictions.	The role of the RMCN is to engage regional managers from Federal, State and Local Governments to collaborate and co-ordinate delivery of services. The RMCN meets monthly in Townsville and the charter for 2011 focuses on assisting Councils to develop and implement Community Plans.

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OPERATIONAL PLAN OUTCOMES

CORPORATE SERVICES - CORPORATE GOVERNANCE

Records and Customer Service

The Records and Customer Service area of the Hinchinbrook Shire Council provides high quality customer service to the Shire's residents, Government departments and internal Council staff. Staff within the Customer Service section regularly rotate between front counter duties and switchboard operations to ensure experienced and informed service is provided at all times.

In addition to the above duties, Customer Service staff members co-ordinate the use of Council facilities, the Corporate Services fleet vehicles, and provide administrative support to the areas of town planning, Corporate Services, leases, reserves and building services.

In April 2012 the Hinchinbrook Shire Council underwent a major upgrade of its recordkeeping system from RecFind 5 to RecFind 6. The new version is much easier to administer with many functions within the program more streamlined than earlier versions. RecFind 6 has been very well received by Council Staff. RecFind has been the Corporate Recordkeeping System since 1996 and has served the Council very well during this period of time.

Government and community groups and commercial enterprises continue to use Council owned facilities such as the Ingham Showgrounds, Halifax Hall, Shire Hall and TYTO Conference Centre. These activities range from Defence Force training, festivals, balls and dinners through to smaller group meetings.

The Customer Service area is made up of the Records and Customer Service Manager, four part-time Records Officers, five full-time and one casual Customer Service Officers.

Risk Management

Council has continued to work with our insurer Jardine Lloyd Thompson to progress its Enterprise Risk Management Strategy and in November 2011 adopted the Enterprise Risk Management Policy.

An Enterprise Risk Committee was also formed during the year to advance the implementation and maintenance of risk registers for the organisation, ensure provision of appropriated risk management training and to make sure that risk management is included within the planning process of all Council activities.

OPERATIONAL PLAN 2011/2012 UPDATE

Enterprise Risk Management Plan

Responsible Department: Corporate Services and Economic Development

Strategic Outcome: 4.3

Key Performance Indicators:

- Stage two to be implemented by June 2012.

Details:

- Continue with stage two implementation of the Enterprise Risk Management process as promoted by and with the assistance of Jardine Lloyd Thompson.

Progress:

Council adopted a Risk Management Policy and appointed a Risk Management Committee. A risk register of the Corporate Risks has been developed.

Regional Advocacy and Co-operation

Responsible Department: All Departments

Strategic Outcome: 4.5

Key Performance Indicators:

- Continued active engagement.

Details:

- Continue active involvement with relevant regional groups including Far North Queensland Regional Organisation of Councils (FNQROC), North Queensland Regional Organisation of Councils (NQROC), Regional Roads Group (RRG), Townsville Enterprise Limited (TEL), North Queensland Development Alliance (NQDA), Natural Asset Management Advisory Committee (NAMAC), and Local Authority Waste Management Advisory Committee (LAWMAC).

Progress:

Council continues membership of North Queensland Regional Organisation of Councils (NQROC) and Far North Queensland Regional (FNQROC) and participates in North Queensland Development Alliance (NQDA), Local Authority Waste Management

Advisory Committee (LAWMAC) and Regional Roads Group (RRG) representations. Council officers continue to participate in regional projects to achieve regional economies of scale (eg asset management and climate sustainability project FNQROC and Local Laws project with NQROC).

Council Legislation Review

Responsible Department: Corporate Services and Economic Development

Strategic Outcome: 4.1

Key Performance Indicators:

- Policies, Local Laws and Registers are reviewed and align with new Act by 31 December 2011.

Details:

- Review of all Council Policy and Registers to ensure they are in accordance with the provisions of the new Local Government Act 2009 enacted as from 1 July 2011.

Progress:

The policy review was commenced however due to the late timing of Council elections and budgeting the new Council has had little time to progress this process. The Local Law review has been completed resulting in a completely new suite of Local Laws being made by Council. The Local Laws have come into affect having been gazetted on 29 June 2012.

Customer Service Standards

Responsible Department: Corporate Services and Economic Development

Strategic Outcome: 4.2

Key Performance Indicators:

- Standards developed by 31 December 2010 and fully implemented by 30 June 2011.
- To ensure that a consistent standard of service delivery to customers is provided by staff.
- To ensure that telephone and service delivery occurs within an appropriate timeframe.
- Consistent level of service with telephone etiquette and service provision.

Details:

- Development of core customer service standards for all customer interaction by Council Staff.
- Implement training for staff in face to face and telephone techniques.
- Implement staff training in how to manage and diffuse difficult situations and diffuse potential for conflict.

Progress:

Council has implemented some customer standards and has yet to develop core customer service standards across the whole organisation.

In general feedback from members of the public have been favourable with some people taking time to write to Council to congratulate particular officers on their customer service.

Last year, Customer Service staff undertook conflict resolution and stress management training which has assisted them in dealing with difficult situations that arise during their normal work duties.



CORPORATE SERVICES - HUMAN RESOURCE MANAGEMENT

Employee Headcount

As at the end of the financial year our full time equivalent (FTE) headcount was 175.65, which is an increase of 0.79 FTE compared to the previous financial year. FTE numbers include permanent and temporary labour, but exclude casuals. As at year end we had a headcount of 19 casuals, which is a decrease of 2 casuals on last year.

Employee Turnover

This year, 32 people including casuals chose to seek employment elsewhere for reasons outlined in the Voluntary Turnover graph. Unfortunately eight of these left our Shire. The total annual turnover as at the end of the year was 15.6% compared to 19.9% last financial year. It is important to note however that this figure includes the completion of six temporary labourers (3%) remaining from the additional work required as a result of natural disasters.

Our turnover continues to be relatively low compared to many other industries and Councils. While turnover does mean that valuable skills and knowledge leave the organisation, it also provides opportunities for employment within our community and innovation within Council. As a result of the turnover, the community had the opportunity to apply for 39 advertised positions.

Challenges

The challenges associated with attraction and retention at Council have lessened somewhat in the last year. This may be attributed to more extensive advertising of positions, but it may also be attributed in part to the fact that the local government industry in Queensland now is not suffering an overall labour shortage, but a skills shortage of certain positions including Plant Operators, Engineers, Civil Works Foremen, Environmental Health Officers and Plumbers.

Two examples of innovative recruitment practices this year resulted in the sponsoring by Council of two specialised positions at Council from experienced and qualified persons from the United Kingdom. These positions were filled through regional migration sponsoring after being advertised extensively locally and within the Townsville region, and not attracting suitable talent.

The Australian workforce is not growing fast enough to keep up with the demand for labour and the specific skills required by the industry. The labour market is ageing with 37% of the Australian workforce over the age of 45 (LGAQ Workforce Census March 2012). At Hinchinbrook Shire Council we are reasonably well positioned compared to some other Councils with an average age of 43.12 with 11.71% of our employees aged over 60 years old.

A notable resignation received was that of Robert Clark, Chief Executive Officer, received in April 2012. This resulted in Human Resources embarking on the facilitation of a recruitment and selection process to source a new Chief Executive Officer with the Mayor and nominated Councillors. The position was advertised widely and attracted 25 applications from across the country. This goes to show that there are senior managers who recognise our Shire as a desirable location to move to, and bring their families to.

Work Experience

We have been able to accommodate all work experience requests received from local schools this year. We have worked with Ingham High School through the Beacon Foundation Program and Gilroy Santa Maria College to place 13 work experience students in Information Technology, Design, Civil Engineering, Water and Sewerage, Natural Resources Management, Library and the Art Gallery. We are pleased to have been able to provide these students with an insight into their chosen career path and the diverse range of employment opportunities that exist at Council. We were able to offer, through advertisement, the opportunity of two tertiary vocational placements in Engineering Services during the university end of year break.

Work Placements

Where we have adequate supervision, staffing and a meaningful work placement option, we will consider requests for work placements of disadvantaged and/or special needs individuals recommended by local employment agencies in search of a work placement opportunity within Council. During this last financial year we received two simultaneous requests for placements in the same department, and we were able to accommodate one of those placements.

Trainees and Apprentices

Council renewed its focus on employing trainees and apprentices, where possible. Human Resources and the Job Skills Development Officer interviewed Group Training Organisations and engaged TORGAS who specialises in the employment and management of trainees and apprentices.

Through TORGAS, Council engaged one trainee in Conservation and Land Management and one apprentice on a Nursery Wholesale Tradesperson.

Enterprise Bargaining

As at 30 June 2012, Council's Certified Agreement was due to expire. Negotiations with the seven unions who are party to the agreement commenced in February 2012 and are still ongoing as at the end of the financial year.

Throughout the process, Hinchinbrook Shire Council sought to include flexibility gains into the agreement that benefit the operations of Council and employees.

Learning and Development

Unfortunately, the former Productivity Places Program (PPP) administered by the Local Government Association of Queensland ceased at the end of June 2012. Nevertheless, ten employees completed qualifications in Management, Horticulture, Civil Construction Supervision, Business Administration and Water Operations by the deadline. By leveraging the funding available, this resulted in a significant saving to Council while at the same time enabling continuous learning for the employees of the organisation, who are also citizens of our community.

The PPP program was replaced by the Strategic Investment Fund. Currently we have one employee enrolled in a Certificate IV Civil Construction Supervision, partially funded through this program.

Through other funding programs, Human Resources accessed a total of \$60,000 of funds. \$40,000 of this made it financially viable to engage the trainee and apprentice discussed earlier. The remaining \$20,000 enabled Council to place two existing employees on traineeships to gain the necessary certification required under the fluoridation scheme.

Within the Engineering Services Department it is often difficult to attract and retain specialist skills and another strategy designed to address this is the employment of cadets who are financially supported throughout their university studies and who during the term of their tertiary studies, are employed on a full time basis gaining much needed practical experience and skills. Currently we employ two cadets who should finish their cadetship within the next financial year and will be offered permanent employment suited to their qualifications and abilities.

Council continues to invest in its employees and Managers, ensuring they attend a variety of compulsory and beneficial training to ensure we develop and maintain the skills required to keep up with the many legislated changes required of local government.

Human Resources is excited about the prospects of working with a new Chief Executive Officer and newly appointed Council to continue to focus attention on compliance, best practice people management, leadership development and any cultural change deemed necessary.

OPERATIONAL PLAN 2011/2012 UPDATE

Staff Performance Plan

Responsible Department: Corporate and Economic Development

Strategic Outcome: 4.4

Key Performance Indicators:

- Staff Performance Appraisal and development system is implemented by 30 June 2012.

Details:

- Finalise review of all Position Descriptions by 30 September 2011.
- Review, adopt and implement a staff performance appraisal and development plan for all employees based on the revised Position Descriptions by the 30 June 2012.

Progress:

This project had been decided before the appointment of a Human Resources Manager and was put on hold last year due to the many other fundamental Human Resources activities that were identified upon the appointment of that position. Basic fundamental Human Resource practices must be implemented before Council embarks on a project such as this. This project will be considered at a future date.

Workforce Planning and Succession Planning

Responsible Department: Corporate and Economic Development

Strategic Outcome: 4.4

Key Performance Indicators:

- Plan is developed 30 June 2012.

Details:

- Review, adopt and implement a workforce and Succession Plan.

Progress:

The implementation of workforce planning and succession planning can only take place once all other fundamental Human Resources practices are in place including a Human Resources Information System in which to capture information, finalisation of the position description review, leadership development aligned with Council strategies and priorities, and the scoping and implementation of a performance management system. These fundamental activities must be in place and bedded down before Council can embark on a project such as this. This project was put on hold last year and it will be considered at a future date.

Snapshot of Human Resources Activity as at 30 June 2012

The actual headcount of the organization as at year end was 205.03 including all forms of labour.

Because of the uncertain nature of casual employment, casuals are not included in our FTE.

Department	Permanent Full-Time	Permanent Part-Time	Temporary Full Time	Temporary Part Time	Trainees	Total FTE
Corporate Governance	2	0.60	0	0	0	2.60
Corporate Services	17.7	5.55	4	0.03	0	27.28
Financial Services	11	1.49	0	0	0	12.49
Environmental Health Services	17	0	0	0.30	2	19.30
Engineering Services	93	5.42	5	1.21	0	104.63
Human Resources	0	1.39	0	0	0	1.39
Information Technology	4	0	0	0	0	4
Workplace Health & Safety	1.3	0.49	0	0.17	0	1.96
HRIC	0	0	2	0	0	2
Totals	146	14.94	9	1.71	2	175.65

Voluntary Turnover

Retired	1
Relocation	9
Contract Ended	10
Better Career Opportunity	3
Non Specific Reason	9
Total	32

Positions Recruited

Permanent Positions	13
Temporary Positions	11
Casual Positions	12
Total Positions Recruited	36



Council Officers

CORPORATE SERVICES - WORKPLACE HEALTH AND SAFETY

Workplace Health and Safety Management System

Council's safety management system is continuously being developed as needs are identified. This year has been very different as a complete overhaul of the system was required to ensure that Council complies with Queensland new Work Health and Safety Act and Regulation, 2011. To support the new legislation there have been 21 new Codes of Practices developed with a number still to come. Council's relevant procedures, safe work method statements and training materials require updating as each new Code is adopted.

Hinchinbrook Continues to Lead in Safety Performance

Most Local Governments in Queensland are covered by the Local Government Workcare self insurance scheme. Statistics released by our insurer show that Hinchinbrook Shire Council's 2011/2012 Workers Compensation premium remained one of the lowest in the State due to our continued low rate of lost time injuries.

Work Health and Safety Training

Coordinating Council's safety related training program is essential to ensure that workers are appropriately trained and competent to safely complete the work that they are employed to do. We run various in house training courses which this year included:

- Construction Industry Induction (white card)
- Traffic Controller
- Numerous Toolbox talk topics
- Hazardous Substances safety

Council also organised registered training organisations to deliver accredited training in:

- MUTCD Levels 2-4 (Roadwork signage)
- ATV (quad bike) safety
- Load Restraint
- ACDC (safe herbicide application)
- First Aid
- Advanced Resuscitation
- The safety team attended training and a number of workshops to ensure they understood the application of the new legislation.

Consultation, Cooperation and Coordination

Council acknowledges that ongoing and effective safety related consultation is a very important and necessary component of any safety management system. *Queensland Workplace Health and Safety Act, 2011* emphasises a duty to consult, cooperate and coordinate with all other duty holders in regard to Workplace Health and Safety. This includes workers and contractors. Council promotes safety consultation in a number of ways:

- Workplace Health and Safety Inductions;
- Employee participation in risk assessments;
- Safety Committee;
- Tool box talks;
- Pre-start meetings; and
- The Operation Review Committee and the Strategic Management Team are consulted on any safety related matters that require the approval of or input from Management.

Health and Well Being Program

Immunisation Program

To assist with the control of the spread of influenza within the workforce and the community, and to assist with reducing the burden on the health system in flu season, Council provides voluntary flu vaccinations for employees. Council also continues to cover the costs associated with risk based vaccinations such as hepatitis, QFever and tetanus.

Health Monitoring Program

Council coordinates an annual skin cancer check program for employees. Due to this program a number of potentially serious problems have been identified in time to be effectively treated.

A noise monitoring program has been developed for employees who are regularly exposed to noise. Employees will undergo audiometric testing every two years to identify any person with noise induced hearing loss as early as possible.

Health monitoring is also provided for employees who may be exposed to hazardous materials such as asbestos and isocyanates.

Employee Assistance Program

Council continues to fund a confidential counselling service for all employees and their immediate family. The program (PPC Worldwide) provides counselling services and health promotional advice either face to face, over the phone or online via Skype.

Quit Smoking for Life Campaign

Council participated in Queensland Health's Quit Smoking for Life Campaign which combines the provision of nicotine replacement therapy with counselling sessions tailored to suit the individual participants. Eight Council employees enrolled into the program. Congratulations go out to those who are willing to take this step towards improving their health and the health of their families.

Safety and Worker's Compensation Statistics 2011 / 2012 Incident Statistics			
	2009 / 2010	2010 / 2011	2011/2012
New Lost Time Injuries (LTI)	11	13	8
New Medical Treatment Only Injuries	9	8	11
Total New Claims	20	21	19
Lost Time Injury Frequency Rate (#LTI / average hrs worked per mth x # employee)	15.7 (21.4**)	(21.1**)	20.09 (19.8**)
Total Days Lost	61	107	151
Average LTI Duration (Severity) (# days lost / # LTI)	5.5 (17.9**)	8.2 (12.3**)	19.43 (19.3**)
Other Minor Injury / Near Miss Events*	58*	76	30
Compensation Premium	2009 / 2010	2010 / 2011	2011/2012
HSC Scheme Rate***	0.620%	0.620%	0.80%
Premium (to 30/06/2014)	\$78 009	\$82 313	\$99 007
Costs incurred (by LGW)	\$26,820	\$65 553	\$104 300
* Total incident reports received minus Medical Treatment Only and / or lost time injuries. Does not include property damage incidents where no risk of injury.			
** Scheme Average			
*** Rate x total annual wages = Premium payable			

CORPORATE SERVICES - INFORMATION TECHNOLOGY SERVICES

The Information Technology (IT) Department have continued to migrate applications from physical to virtual infrastructure in the Lannercost Street Data Centre. This technology has proven to be cost effective and provide sustainability to Council core business functions.

Council's IT Service Team continues to provide help desk support across all business units to deliver achievable standards on a daily basis.



Help Desk Support Officer repairing Client Infrastructure for an internal department within Council

OPERATIONAL PLAN 2011/2012 UPDATE

IT Infrastructure

Responsible Department: Corporate Services

Strategic Outcome: 4.3

Key Performance Indicators:

- Capital projects implemented within Budget allocation.

Details:

- Finalise investigation and implement (if appropriate) proposal to install Citrix Platform to operate throughout the organisation which will deliver future infrastructure savings.

Progress:

This project is currently being implemented within Council framework. The release date for this activity to be delivered to clients should be by the end of this year.

Corporate IT Systems Software

Responsible Department: Corporate Services

Strategic Outcome: 4.3

Key Performance Indicators:

- Implement new Corporate Management Software System.
- Implement upgrade of Microsoft Office applications.

Details:

- Finalise investigations and appointment of provider of new Corporate Management Software System by 30 September 2011.
- Implement new Corporate Management Software System by 30 June 2012 or other appropriate date depending on timing of such work in conjunction with Council normal operations.
- Implement upgrade to Microsoft Office Plus Suite by 30 June 2012.

Progress:

Some discovery phases have been delayed to the implementation of new Corporate Management Software System project. Currently IT Services are evaluating Data Centre requirements in delivering a solid foundational platform for the Corporate Information Management System to operate within. Once a recommendation is given the associated costs can be given to the Change Management Committee to revise and release actions.

The Microsoft Office upgrade is a part of the new operating environment that will be released to clients by the end of this year.

CORPORATE SERVICES - FINANCIAL SERVICES

The Finance section experienced higher level of activity resulting from Cyclone Olga, Cyclone Tasha/Yasi and March 2012 flooding event. This increased level of activity is expected to continue for next financial year.

* Accounts Payable	NUMBER OF ACCOUNTS PAYABLE TRANSACTIONS TO JOB COSTING			
	2008/2009	2009/2010	2010/2011	2011/2012
	18,863	30,420	34,958	34,398

* Insurance Claims and Subsidy Claims

Insurance claims still in progress for Cyclone Yasi event. Total insurance expenditure 2011/2012 \$211k

Subsidy Claims have been submitted for Cyclone Yasi Event Emergency Works, Counter Disaster Operations and progressive Form 9 Restoration work claims. Cash flow problems increased from November 2011 to June 2012 associated with this significant NDRRA event. Council's decision to progress the restoration works to assist with completing the works within the required timeframes, prior to official approval from Queensland Reconstruction Authority partially contributed to the cash flow problems associated with this NDRRA event.

March 2012 Emergency works claim had not been submitted at 30 June 2012.

* Opening and summarising tenders continued at an increased level of activity resulting from the NDRRA events.

* Payroll processing

Job costing through timesheet entry changed from daily to weekly from September 2011 This change was a result of the Engineering expenditure review committee.

* Increased activity with regard to recoverable works with Council undertaking additional works on Main Roads.

* Review of Finance Section Position descriptions completed

* Audit Committee was established during 2011/2012 with meetings held in February 2012 and May 2012. Mr Keith Parsons, Townsville City Council was appointed as the chairperson of the Audit Committee.

* Pacifica Chartered Accountants were appointed as Council's internal auditor for a period of three years. The internal audit plan was presented to the May 2012 Audit Committee meeting. Internal audit projects planned for 2011-2012 were rescheduled over the remaining two years of the term.

* A contract was signed on 28 February 2012 between Council and Technology One Limited to purchase and implement OneCouncil Solution. Fit gap analysis workshops planned for May 2012 were deferred to September 2012 due to limited resources to commence the project at that time.

* Department of Environment & Resource Management completed a revaluation of the Shire in October 2011 which went on public display and issued to property owners on 28 March 2012.

Council's review of the rating categories resulting in the removal of the cane composite rating category resulted in significant rate increases for approximately sixty property owners. Following deputations with concerned property owners, Council adopted a policy for rate remission for those property owners previously rated in the cane composite rating category on the basis of financial hardship.

Projects that remained outstanding at 30 June due to increased workloads resulting from NDRRA Events:

- Update Delegations register for Finance Section
- Review Purchasing/Procurement Policy
- Completion of Asset Accounting Policy and other Asset Management work involving Asset Management Plans.
- Updating the Qld Treasury Corporation 10 year model and submitting for their independent review.
- Budget not adopted by 30 June 2012. (The Council elections were delayed and combined with a review of Council's rating policies resulted in the budget being adopted in September, 2012)

Due to the delay in adopting Council's budget an extension was required for the completion of the annual financial statements to 15 November 2012. An extension of time was also requested for the adoption of the Annual Report to 31st January 2013 due to requiring the audited financial statements to be included in the Annual Report.

OPERATIONAL PLAN 2011/2012 UPDATE

Long Term Financial Sustainability

Responsible Department: Financial Services

Strategic Outcome: 4.3

Key Performance Indicators:

- Long term financial plan is updated in time for budget consideration in May, 2012.
- The Financial Sustainability Review is conducted by Queensland Treasury Corporation (QTC) by 31st December, 2011.
- Mayor's Expenditure Review Committee (MERC) process continues to prepare for 2012 / 2013 Budgets and beyond.

Details:

- The Council long term financial plan based on the Queensland Treasury Corporation model to be updated and considered during the development of the 2012 / 2013 Budget.
- The Financial Sustainability Review conducted by Queensland Treasury Corporation (QTC) in December, 2006 to be updated.
- The Mayor's Expenditure Review Committee (MERC) process continues to review expenditure and services and develop the 2012 / 2013 Budget and beyond.

Progress:

Review of Council's long term financial plan by QTC was not actioned due to the delay in completing the budget and the impact resulting from Natural Disaster events and the delayed date of the Council election.

The process of reviewing budgets through MERC continued during 2012-2013

Internal Audit Process and External Audit Committee

Responsible Department: Financial Services

Strategic Outcome: 4.3

Key Performance Indicators:

- Audit Committee implemented by 31st December, 2011 in accordance with the Local Government Act 2009.
- Develop internal audit plan by 30th June, 2012.

Details:

Internal Auditor to develop the following priorities:-

- Establish the Audit Committee
- Develop the internal audit plan

Progress:

Audit Committee was established during 2011-2012 with meetings held in February 2012 & May 2012. Mr Keith Parsons, Townsville City Council was appointed as the chairperson of the Audit Committee.

Pacifica Chartered Accountants were appointed as Council's internal auditor for a period of three years. The internal audit plan was presented to the May 2012 Audit Committee meeting. Internal audit projects planned for 2011-2012 were rescheduled over the remaining two years of the term.



ECONOMIC DEVELOPMENT - DEVELOPMENT AND PLANNING

Planning and Development 2011/2012

In January 2012 the Planning Minister approved the \$425,000,000 North Queensland Bio Energy (NQBE) multifunctional sugar mill signalling the commencement of Council's role in ensuring the 154 conditions attached to the Ministers approval are abided by and implemented. The implementation of the Ministers conditions of approval requires the further submission of critical reports and plans by NQBE, which must be considered and approved by Council, and in a number of instances may require further negotiation between Council, NQBE, State Agencies and the Planning Minister.

In June 2012 Council engaged the consultancy services of AECOM to ensure it is in a strong position to provide a robust, fair, transparent and orderly assessment process and continue to deliver a high level of service throughout the entire compliance assessment process.

Planning Services additionally reviewed existing internal development assessment and compliance processes in February 2012 and identified the capacity to significantly improve the delivery of planning services and provide higher levels of customer service. The review has led to the implementation of a simplified assessment process for Building Works Assessable against the Planning Scheme (BWAP), improved the level of information and resources available to applicants and led to several recommendations, including a review of existing delegations, further consideration of streamlined development assessment process and further review of the planning scheme.

Forrest Glen Retirement Village

On the 28 May 2009 Council, in conjunction with the Hinchinbrook Community Support Centre (HCSC), lodged an application to fund an extension of the Forrest Glen Retirement Village currently located at Lot 540 SP101675, Wattle Street, Allingham. Funding was approved through the Australian Government Department of Communities – Nation Building – Economic Stimulus Plan – Social Housing Initiative.

The facility is currently managed by the Hinchinbrook Community Support Centre for Council. The design and construction of the extension to Forrest Glen Retirement Village, is comprised of eight single bedroom units designed to be in line with the existing buildings on site and was chiefly managed by Council's Project Manager, Mr Ray Hoon and Ms Rosemary Pennisi following Mr Hoons retirement in March 2011.

Construction commenced on the project 30 August 2010 and was completed 30 April 2011. However final development approval and tenancy of the units was not achieved until 29 June 2012 due to delays with Department of Environment and Resource Management (DERM) approval for the Household Sewerage Treatment Plant (HSTP) and subsequent installation of the Bio Cycle sewerage system, a four month delay in additional funding approval and three months lost due to Cyclone Yasi and associated floods.

The additional units are designed to meet the needs of marginally housed older and disabled Hinchinbrook residents. The accommodation is long term, with applicants being referred to Hinchinbrook Community Support Centre from the Department of Housing with rents charged in accordance with the Department of Housing - rent ready reckoner.

The approved design of the extension incorporates a number of design principles and concepts in designing, planning and building environmentally responsible dwellings that meet social expectations according to the Acceptable Solutions specified within the design brief attached to the approved funding. The principles and concepts are compliant with; National Building Codes; Queensland Design principles; Smart Housing Principles and the Residential Design Manual – specified in collaboration between the Department of Housing and its housing designers.



Forrest Glen Retirement Village

GIS

Council continues to partner with Sucrogen, Herbert Cane Productivity Services, and Canegrowers Herbert River, Terrain, in the Herbert Resource Information Centre (HRIC), and delivers high level GIS technology and information via this successful collaborative joint venture.

The HRIC IT server technology is housed in the Council IT server room, and provides a web based service delivery of the HRIC data to the community. This encourages greater use of natural resource and productivity data by the sugar industry, and assists in improving farming techniques and efficiencies. Council also benefits by improved community access to its GIS data and information.

Our Town Our Future Revitalisation Strategy - TYTO Development

Visitation to the TYTO Wetlands Information Centre increased from the previous year recording 22,275 visitors for July to June 2012. This slight increase is generally reflected across the state. The majority of the State's tourism businesses and visitor centres are yet to reach their 2009/2010 figures prior to natural disasters of 2010/2011.

Visitor demographics for the year have changed slightly with an increase from the regional area and corresponding decrease from other Australian States and International visitors. This appears to also be a state wide trend. Possibly a combined result of increased local marketing and financial factors.

The Information Centre has had a successful year regarding Tourism Awards, winning NQ Tourism Award for Visitor Centres and Eco Tourism in December 2011 and was a finalist in the Queensland Tourism Awards.

At the TYTO Precinct Historical Sugar Cane Industry Display Council has implemented a Sugar Cane Industry Display that will showcase the regions main agricultural industry utilising both sugar cane plots and historical implements and machinery.

The first stage of the display saw school based trainees from around the district in conjunction with the Cane Productivity Board plant historical and commercial cane. The display will not only create a tourist attraction at the TYTO Precinct but it will also display an industry that has been an integral part of the district for many years.

The cane will create a point of interest for locals and tourists showcasing information regarding the use of the different varieties within the region and the history associated with the industry.



Trainees Planting Cane at TYTO

The second stage of the project will showcase historical cultivation implements which will compliment the sugar cane display. These implements were kindly donated by residents within the district.

The TYTO Conference Centre is located at the award winning TYTO Precinct, located close to Ingham's main Street and is fully equipped with conference friendly acoustics. The Conference Centre can cater for a range of events from small meetings to conferences of up to 100 people, as well as a range of other activities.

The facility has an adaptable variation of set up options and can be configured a number of ways to meet hirers needs and includes an outdoor space, amphitheatre for open air performances, with access to the boardwalk for viewing the precinct and linking to the information centre.

The 2011/2012 financial year saw 62 bookings at the precinct, 12 more than the 2010/2011 period of 50 bookings. The facility is growing in popularity through the provision of good service and pleasant surrounds greatly sought after by businesses and government departments wishing to hold their meetings/training and conferences in an exceptional setting.

Corporate Plan

Council continued to align the Operational Plan and budget with the goals contained in the Corporate Plan 2010-2014. Council regularly measured and reported our performance through the review of our Operational Plan, budget and financial systems. The development of the Community Plan 2022 ratified many of the strategies of the Corporate Plan and strengthened our partnership with our community and our endeavours to improve the liveability of the Shire.

Website and Corporate Identity

A new Hinchinbrook Shire Library website was completed in June 2012. The upgrade to a new and more user friendly site reflects the innovation and technology that is available at the TYTO Technology Learning Centre.

The new website allows for community members to reserve books and request books at home. The latest events and activities of the Library are available to showcase the various actions of the Library.

Staff members who regularly update either the Council, TYTO or Library websites received further training in website maintenance. In June 2012 Resolute IT conducted a two day course for officers to refresh in website maintenance. The training proved beneficial to both new and existing staff members to ensure up to date and effective information for the community members of the Hinchinbrook Shire.

Shire Wide Branding Project

Council commenced the Shire Wide Branding project in 2011, with the aim of creating a brand strategy for the Hinchinbrook Shire. Through the creation of a Hinchinbrook brand, visitors, residents and businesses will be able to easily recognise the area, its attributes and increase economic development within the Shire.

The project will consist of consultations, workshops and the creation of strategy plans. The end result will allow local businesses, residents and Council to market the area under one identifiable brand.

The project commenced with the creation of a steering committee, who will lead the project into its final stages.

Balfour Consulting conducted consultation with local business owners to gauge the level of support, ideas and opinions towards creating a brand. The results of the consultations created a sense of support for the project and its outcomes for the Hinchinbrook Shire.

The first workshop consisting of local business owners and managers took place on the 19 June 2012. Approximately 30 business owners and managers took part in the event to identify the value of the Shire, its identity and the key target markets.

The workshop allowed local business owners to voice opinions, concerns and ideas that will contribute to the branding strategy document. Future workshops and consultations will take place in the next financial year along with the creation of the brand strategy plan.

Once the project is finalised and a brand strategy put into place it is the hope of the Council to hand the project over to the local businesses to continue to market the local area under one brand.

OPERATIONAL PLAN 2011/2012 UPDATE

Regional Economic Growth Strategy

Responsible Department: Corporate Services and Economic Development

Strategic Outcome: 2.1

Key Performance Indicators:

- Action plans developed and endorsed by Council by December 2012.

Details:

- Develop action plans/activities to align with the implementation of The NQ2030 Regional Economic Development Plan.

Progress:

Council has continued to be a member of the North Queensland Development Alliance and work with members to progress economic development initiatives in the region.

Shire Economic Growth Strategy

Responsible Department: Corporate Services and Economic Development

Strategic Outcome: 2.2

Key Performance Indicators:

- Action plans developed and endorsed by Council by December 2012.
- Provide support to local business.

Details:

- Development of action plans/activities to advance Council's Economic Growth Strategy.
- Provide financial support of \$10,000 to the Hinchinbrook Chamber of Commerce to assist them in delivering services to improve local business sustainability.
- Facilitate the employment of a Job Skills Development Officer funded by the Federal Government to assist local business and employment opportunities.

Progress:

In relation to the Economic Growth Strategy, work has commenced on the following priority initiatives: the Ingham aerodrome; HRIC technology development; and the RV motor home parking and facilities.

Financial support was provided to the Hinchinbrook Chamber of Commerce.

Council received funding under the Jobs and Skills Package and subsequently employed a Jobs Skills Development Officer who assisted the community with disaster recovery by co-ordinating a number of projects. For example:

- Re-instigating apprenticeships and traineeships within Council
- Co-ordinating a constructions skills training program through the TAFE Construction Futures Program
- Assisting with the instigation of the Herbert River Men's Shed
- Co-ordinating the Rural Skills Training program.

Priority Infrastructure Plan (PIP) Development

Responsible Department: Corporate Services and Economic Development

Strategic Outcome: 2.3

Key Performance Indicators:

- Priority Infrastructure Plan finalised and approved by 31 December 2011.

Details:

- Finalise the development in accordance with legislative requirements of a Priority Infrastructure Plan (PIP) for the Hinchinbrook Shire and receive State Government approval.

Progress:

The Priority Infrastructure Plan was implemented through the gazetted amendment (Amendment 2012, No.1) to the Hinchinbrook Shire Planning Scheme 2005, incorporating the Priority Infrastructure Plan (PIP) and consequential planning scheme amendments, commencing on 6 March 2012.

Regional Promotions Strategy

Responsible Department: Corporate Services and Economic Development

Strategic Outcome: 2.5

Key Performance Indicators:

- Development and implementation of new regional brand revised marketing strategy by 31 December 2011.
- Continue to promote local festivals and events which encourage visitors to our Shire.

Details:

- Development and implementation of new regional brand revised marketing strategy, including management and maintenance of it and a marketing strategy to focus on all economic outcomes as well as tourism.
- Continue financial and inkind support to major local festivals and other events which attract visitors to our Shire.

Progress:

A steering committee was created to start the Regional Promotions Strategy and ensure progression. Consultations with local business owners have concluded with positive support towards the project. One workshop with local business owners has taken place with key findings including the identity of the Hinchinbrook Shire and the key target markets for the marketing strategy.

ECONOMIC DEVELOPMENT - TOURISM

Visitor numbers were 22,275 for the 2011/2012 financial year which is a slight improvement on the previous year. Indications are the 2012/2013 year will show improvement.

Generally though tourism across the state is facing major challenges with the high Australian dollar and downturn across the country.

Visitor demographics for the year have changed slightly with an increase from the regional area and corresponding decrease from other Australian States and International visitors.

Origin of Visitors	2010/2011	2011/2012
Local	14%	14%
Regional (within 300km of Ingham)	19%	25%
Other Queensland	20%	20%
Other Australia	22%	18%
International	25%	23%

Merchandise sales have increased also. With just over \$22,000 in sales.

Large group visits and tours to the Wetlands, Information Centre and Precinct have also started to increase. There have been return school visits from Annandale State School, Bohlevale State School, Lower Tully State School and St Peters - Halifax. Large groups also included, US Environmental Students studying at James Cook University, Department of Fisheries, Mission Beach Gallery Volunteers, and Innisfail Probus Club.

A number of tourism related businesses in the Shire indicated a mixed year generally with some very poor and others doing quite well. Occupancy rates in motels were quite good in part due to the number of construction and road workers in the area.

Tourism marketing strategies for the year included brochure participation in regional holiday and travel shows in Brisbane, Melbourne, Sydney and Townsville. Bird watching brochures were sent to Annual Bird Fairs in San Diego and the United Kingdom. Local brochures were also sent to various visitor centres and businesses in Queensland.

Council was present at the following travel expos delivering information and brochures:

- Townsville Fishing and Boating Show - **May 2012**
 - Brisbane Camping and Caravan Show - **June 2012**
- Shire and Information Centre advertising participation included: Townsville Region Holiday Guide, Golden Quill Calendar, This Month in Townsville, NQ Fish and Boat, Universal Publishers (UBD) Civic Guides - Town Map Board, Ingham IGA Notice Board and Spirit of Australia (Qantas).
- Hinchinbrook Shire has long been an active supporter of Tropical Coast Tourism (LTO) and Townsville Enterprise (RTO). This support is necessary to promote both Hinchinbrook Shire and the entire Great Green Way Region. Where possible Council staff and/or Councillor Sherry Kaurila attended tourism workshops and meetings with both organisations.
- The centre assists the local tourism industry by producing such publications as: Hinchinbrook Activities and Accommodation Guide: Café and Restaurant Guide. These publications list as a free service all the available accommodation providers, cafes, restaurants and tour operators in the Shire. These are then distributed in the Information Centre, posted out with information packs, sent to other visitor centre's within North Queensland, and distributed at Regional Travel Expos.
- TYTO Wetlands Information Centre entered in the North Queensland and Queensland Tourism Awards in the Visitor Centre Category and was successful in winning North Queensland, and placed as a finalist in Queensland. TYTO Wetlands was successful in winning the Eco Tourism Category for North Queensland Tourism Awards.



TYTO Wetlands Winner of Eco Tourism Category for the North Queensland Tourism Awards

Other successful operators in the region were Mungalla – Winning both North Queensland and Queensland Tourism Awards. This win in the State Awards gave them an automatic entry into the Australian award winning them a Silver Award.

The Visitor Centre Volunteer Program has had a productive and busy year. Two long term volunteers retired, leaving the centre with 46 volunteers. Volunteer activities for the year included family tours of Jourama Falls, Lee's Hotel and Broadwater State Forest, Regional Volunteer Conference in Ingham, and a full day intensive training in all facets of visitor centre operation and customer service.

At the annual volunteer Christmas and awards function, Brian Lynch was awarded Volunteer of The Year; and Ann Poggi, with Most Cheerful Volunteer Award. For the fourth year Council awarded a volunteer with "The Busy Bee Award" recognising the volunteer who has worked the most hours in the Centre for the year. Ann Poggi won this award with 266 hours worked. Runner up was Laurie Firth with 258 hours for the year up to mid November. Overall the volunteers worked over 5,000 hours in the calendar year. This equates to two full time staff which is a significant saving for Council and the community.



Volunteers

There have been a number of staff changes in the past year due to staff on maternity leave and leaving the district.

Tourism Officer – Tiffany Amesbury relocated with her family to the Sunshine Coast in July 2011. Ian Venables commenced work in this position early December 2011.

Tourism Officer – Stacey Pether commenced maternity leave in March 2012 with Ian Venables filling the full time position until her return in October.

OTHER ACTIVITIES FOR THE YEAR INCLUDED:

- Promotional packs given to visiting groups/conferences
- Participation in Northern Exposure Campaign – Radio and Facebook campaign with Mix 103.3 breakfast show
- TYTO Wetlands Open weekend – four Golf Buggies hired for the weekend with 174 locals taking advantage of the opportunity
- Annual Volunteer Conference was a very successful two day conference in Ingham with 80 volunteers from Hinchinbrook, Townsville, Tully, Burdekin and Charters Towers attending
- Visitor Centre Manager attended annual Visitor Centre Conference in Gladstone. Accepted position of secretary with Queensland Information Centres Association (QICA)
- Visitor Centre Manager invited to West Australian Visitor Centre Conference in Kununurra to give presentation on Visitor Centre Management in Queensland on behalf of QICA
- Visitor Centre Manager attended Queensland National Parks Rangers Association Conference in Carnarvon Gorge and gave presentation on Hinchinbrook area and Visitor Centres working co-operatively with National parks and how they could assist each other
- Visitor Centre Manager attended DestinationQ Tourism forum in Cairns
- Visitor Centre Manager received Diploma of Management from TAFE
- A total of 1,808 visitors came into the centre at the 2011 Australian Italian Festival; 70% of these visitors were from Townsville

Council applied for funding through Minor Tourism Infrastructure Grants for two picnic shelters. \$50 000 funding was successful with construction completed July 2011.



Picnic Shelters

COMMUNITY SERVICES - CULTURAL SERVICES

TYTO Regional Art Gallery

Council showed an ongoing commitment to the Arts & Cultural Department with the continued support for the TYTO Regional Art Gallery in 2011/2012. This newly public space, equipped with CCTV, Gallery world standard air conditioning and moveable walls, is still the newest Regional Gallery to open in Queensland.

The past 12 months have seen growth in attendance at the Gallery. In the first six months of opening from May to December 2011, the gallery had approximately 5,000 visitors compared to 1,500 per year in the previous Gallery Hinchinbrook. These numbers show that the gallery and TYTO precinct is a major drawcard for the region.

There was another attendance record broken when over 1,000 visitors were recorded at the Council curated "John Coburn" Beginnings and Beyond exhibition. This Exhibition was organised over 12 months with all art works on loan from private collections throughout the Shire. The main gallery space was also officially named the *John Coburn Room* in honour of this world renowned artist with his son Stephen Coburn flying in from Sydney for this auspicious occasion.

"Hinchinbrook Shire aims to be a culturally dynamic place, rich in diversity and experiences – where ideas and talent are supported; where artistic, cultural and creative pursuits are encouraged; and where the social and economic fabric of the community is enhanced by excellence in creative innovation"

- Sense of Place Photographic Exhibition;
- John Coburn;
- Winsome Board;
- Lloyd Rees; and
- Confessions of a Bibliophile.

The exhibition calendar aims to showcase local artists as per the Council's vision.



African Drumming Event

Exhibitions are being organised, with a balance of local and travelling exhibits. All travelling exhibitions are booked into the gallery in our winter months to avoid our monsoonal climate. There is a large

list of artists wishing to exhibit and the Gallery is currently taking bookings for 2015.



Opening Night 12 Degrees of Latitude

In 2011/2012 the following exhibitions were held:

- 12 Degrees of Latitude;
- 3 Australians;
- Ingham Arts Festival;
- Creating a cultural snapshot;
- Hinchinbrook 33rd Art Awards;
- Ingham State High School;
- Noeme;
- Creative Generations;
- Peter Lawson;
- 2012 – Old Acquisitive Art – Council Collection;
- Qld Quilt Show;
- Shibori Unbound;
- Resiliency Photographic Exhibition;



Mayor Rodger Bow and Stephen Coburn Opening Night John Coburn Exhibit

Several art focussed workshops have been held, including an adult postcard workshop, children's art activities in the gallery including Matisse, Surrealism and School Holiday Activities, including African Drumming. These events are free to attend and is another example of how Council engages with the local community to help develop and build cultural opportunities within the Shire.

Regional Arts Development Fund (RADF)

Council successfully obtained an amount of \$23,333 from Arts Queensland to contribute to the operation of the local Regional Arts Development Fund. Combined with Hinchinbrook Shire Council's contribution of \$10,000, the new funding allocation obtained for 2011/2012 totalled \$33,333 with surplus funds unallocated from the previous year of \$31,840 making \$65,173 in monies available.

The RADF Committee has welcomed new members as existing members completed their three year stints. Council is working towards an increased awareness within the community and will be running a free one day RADF workshop in September 2012 to give anyone with interest in applying for a RADF grant the necessary tools and ideas to be successful.



Children's Art Workshop

This year saw a substantial increase in RADF applications with successful grants being given to the value of \$53,844. These funds were from the previous year that had been unallocated plus the 2011/2012 funds allocated to the following:

Ange Venardos	Artist workshops for emerging artists
Pam Lane	Researching viability of 'Renew Ingham'
Linda McClelland	Celebrating resiliency in Hinchinbrook
Katherine Carr	Unity in Yasi
HSC	Pastel Portraits with Maxine Thompson
Ann Vardanega	Ephemera at TYTO
HSC	Sand Crafting Workshop
Ingham Floral Art Group	Simply Modern
HSC	Drumming Workshops
Bridget Gunn	This is the Place
Elements Studio	Building Cultural Bridges

Community Events

Council supported many events throughout the Shire, including the National Aborigines and Islanders Day Observance Committee (NAIDOC) week. The event was celebrated with a flag raising ceremony, welcome by traditional owners and a cake cutting ceremony. This was held outside the Hinchinbrook Shire Council Office in the main street. Council also hosts several art focussed workshops during the school holidays.

Volunteers

Council would like to acknowledge its volunteers for the wonderful contribution that they make to our community, with over 40 volunteers assisting in the gallery. Without whom it would be difficult to operate as we do. Council provides volunteers with a safe and supportive work environment, special uniforms, badges, and special events like morning teas, excursions and a Christmas party each year.



Annual Thank You Morning Tea

Hinchinbrook Shire Library

The Hinchinbrook Shire Library continues to provide traditional and up-to-date services to the community.

The Library continues its successful childrens activities including the Baby Rhyme Time program and storytelling. The new facility that has been occupied for a full year this financial year has provided the community with the highest quality service and facilities.

The facilities at the Hinchinbrook Library has been increasingly utilised by the community with the Wi-Fi access being very popular with locals and visitors to the district.

The Library also offers assistance two days per week to people researching local history. Both Libraries in Ingham and Halifax have participated in school holiday activities.

The Local Family History Association Group has relocated their collection to the Library. The group meets once a week and offer assistance to people wanting to explore their family history.



Storytime at the Hinchinbrook Library

The new Youth Technology Space equipment fit out was completed in November 2011. Since that time there has been workshops in the space. One particularly popular workshop was conducted by the ABC Open Project, this was a photographic workshop and showed how to edit and upload photos to the internet and photography hints and tips.

OPERATIONAL PLAN 2011/2012 UPDATE

TYTO Technology and Learning Centre Project

Responsible Department: Corporate Services and Economic Development

Strategic Outcome: 1.3

Key Performance Indicators:

- Finalise completion of the project and perform official opening.

Details:

- Complete fitout of digital media production youth space and other capital improvements approved by Council.

Progress:

The fit out of the Youth Technology Centre is complete and the space was used for youth media and recording workshops.

TYTO Technology and Learning Centre Precinct

Responsible Department: Corporate Services and Economic Development

Strategic Outcome: 1.3

Key Performance Indicators:

- Increase usage of the facilities.

Details:

- Instigate and co-ordinate an annual program of activities incorporating the regional gallery, library, digital media production, and youth activities in the TYTO Precinct.
- Develop promotional material for the precinct.

Progress:

A program of activities has commenced, with a school holiday events program for youth which has included activities to be undertaken at the precinct.

Billboard signage advertising the precinct has been installed on the northern and southern approaches to Ingham. A brochure has been created promoting the precinct and the website continues to be updated and enhanced to reflect the wonders of the precinct.

The TYTO Regional Art Gallery has held a variety of exhibitions responding to the communities requests to have more local content. Local artists have been proactive in regards to working with the gallery to hold exhibitions. This has seen a large increase in attendances from the Gallery Hinchinbrook annual visits of 1,500 to TYTO Regional Art Gallery in 2011/2012 seeing a record 5,000 visitors. The Gallery aims to bring a balance of local and travelling exhibitions to the community.

Three months of the year are set aside for local school exhibitions so far the Ingham Kindy, Gilroy Santa Maria College, Abergowrie and Ingham State High School have all held successful exhibitions.

Community engagement has been a focus of the Precinct to gain awareness of the TYTO amphitheatre. Ingham State High School now hold their annual school art exhibition at the same time as their stars under the stars concert at the amphitheatre with over 400 in attendance. School holiday activities have also utilized the amphitheatre venue.

The Library and Gallery commenced a collaborative school holiday activities committee in 2011, this has now become a successful partnership with several community groups and the Hinchinbrook Shire Council working together to deliver a myriad of activities aimed at school age children in the Hinchinbrook Shire. No council budget has been set aside, but funding has been sourced from various grants. Meetings are held on a regular basis and a program of events that includes art, sports, cooking, scrapbooking, photography and craft activities is then created and distributed throughout the community. This program has received positive feedback from the community.

The TYTO Regional Art Gallery has also offered the workshop area located at the back of the main gallery for many activities and meetings that relate to arts and culture. It has been used by several community groups to run artists workshops, craft activities, kids workshops funded by Gallery and Museum Services and many community arts/cultural related meetings.

This year was the first full year of operation at the TYTO Cultural Precinct. A number of infrastructure items have been completed, including landscaping and the steps from the car park to the centre. Completion of the Youth Technology Space equipment fit out was completed in November 2011.

Community Plan

Responsible Department: Corporate Services and Economic Development

Strategic Outcome: 1.1

Key Performance Indicators:

- Community Plan developed by 30 November 2011.

Details:

- Adoption of a Community Plan by 1 December 2011 in accordance with the requirements of the Local Government Act 2009.
- Strategy developed to link Community Plan with Council planning and operations.

Progress:

The community plan was completed and adopted by Council and a strategy developed for its implementation into Council operations.

Development Plan for the Ingham Showgrounds

Responsible Department: Corporate Services and Economic Development

Strategic Outcome: 1.2

Key Performance Indicators:

- Develop a masterplan for the Ingham Showgrounds detailing potential development opportunities within the restrictions of the reserve.

Details:

- Seek funding to develop a plan by 30 June 2012.

Progress:

The Council engaged Sporting Advantage to review the Hinchinbrook Shire and to develop a Development Plan for the Ingham Showgrounds. To date this has entailed extensive community consultation and input. The plan is due to be completed by December 2012.

Shire Sport and Recreation

Responsible Department: Corporate Services and Economic Development

Strategic Outcome: 1.2

Key Performance Indicators:

- Appoint Shire Recreation Development Officer.
- Review of the current Shire Sport and Recreation Plan by 30 June 2012.

Details:

- Appoint Shire Recreation Development Officer.
- Support and facilitate development of sport and recreation clubs, programs and opportunities in the Hinchinbrook Shire.
- Increase participation in sport and recreation and capacity build opportunities for residents to have access to sport and recreation.
- Seek funding to review current Shire Sport and Recreation Plan.
- Appoint a consultant to undertake the review.

Progress:

Council received partial funding from the Local Jobs Plan and appointed a Sport and Recreation Officer in September 2011.

The Sport and Recreation Officer worked throughout the year with local sporting groups to increase participation and develop an action plan to progress this objective. There were a number of successful local programs one being participation in the School Holiday Program for youth.

Council was unsuccessful in obtaining funding to review the Shire Sport and Recreation Plan but decided to fund this itself with savings in other budget areas. The Council engaged Sporting Advantage to review the Hinchinbrook Shire and to develop the plan. To date this has entailed extensive community consultation and input. The plan is due to be completed by December 2012.

Shire Cultural, Sporting and Social Development

Responsible Department: Corporate Services and Economic Development

Strategic Outcome: 1.4

Key Performance Indicators:

- Support provided in accordance with Council Policy.
- Ensure facilities are maintained to provide effective services.

Details:

- Continuation of financial support to a range of cultural, sporting, social events and activities, and individual achievements within the community in accordance with Council's adopted policy.
- Refurbishment of Kelly Theatre air conditioning.
- Provision of improved access and amenities at Ingham Showgrounds.

Progress:

Throughout the 2011/2012 financial year Council has upgraded the Ingham Showgrounds facility to maintain a working venue for various sporting and cultural events available to the wider community. The Showgrounds were upgraded in the following areas to promote and encourage further usage:

- Extend sealed car park behind club house and grandstand;
- Reseal stairs on grandstand;
- Install emergency generator power connection for Pavilion (for use during disaster events);
- Replaced roof on clubhouse;
- Replaced louvers with vermin proof mesh in pavilion;
- Installed concrete under dog arena shelter to alleviate trip hazards caused by tree roots;
- Installed lighting under dog arena shelter; and
- Installed fence to separate dog arena open area and Canine bar area.

Disaster Management

Responsible Department: Corporate Services and Economic Development

Strategic Outcome: 1.5

Key Performance Indicators:

- Support provided in accordance with Council Budget allocation.
- Evacuation Plans completed by 30 June 2012.
- Ensure compliance with State Disaster legislation.
- Ensure Shire recovery process from Cyclone Yasi continues in accordance with adopted Recovery Plan.

Details:

- Continuation of financial support and assistance to the Hinchinbrook SES in accordance with Council Budget allocation.
- Completion of Shire Evacuation Plans for cyclone, flooding and tsunami threats.
- Implementation of Flood Enquiry Recommendations at the local level.
- Complete design of Palm Creek Pedestrian Walkway.
- Facilitation of Community Development Officers employment engagement using funding provided by the State and Federal Government.

Progress:

Council again provided financial support and assistance to the Hinchinbrook SES in accordance with Council Budget allocation and by way of undertaking building works that included the following;

- Automatic Generator Changeover Switch;
- Relocation of some Powerpoints; and
- Completion of Shire Evacuation Plans for cyclone, flooding and tsunami threats.

Council utilises the flood model results from the Herbert River Flood Study and storm surge model results from the Hinchinbrook Shire Storm Surge Study during events such as Cyclone Yasi. Council has commenced works on the development of the Storm Tide Evacuation Guide and associated plans for coastal communities to be utilised during storm surge events.

- Implementation of Flood Enquiry Recommendations at the local level.

Council Officers attending workshop sessions regarding the new state planning policies relating to flooding and it has been determined that the Shire's Planning Scheme is already generally compliant with the state flood mapping requirements.

- Council applied for and received funding through Emergency Management Queensland [EMQ] Disaster Resilience Program to develop a design for a pedestrian footbridge that could be attached to an existing Queensland Rail bridge which would allow pedestrian traffic to pass over Palm Creek in times of floods. Consultants Flanagan's Consulting Group [FCG] were engaged to design the footbridge and consult with Queensland Rail to facilitate the process.
- Two Community Development Officers were engaged part time from September 2011 and full time from January 2012. These Officer have been working closely with the community on a number of initiatives relating to building resilience in the community and disaster preparedness.



Local Area Warden Radio Training

Award For Flood Warden Project

Australian Safer Communities Awards 2011 awarded the Hinchinbrook Shire Council, Local Area Warden System Project for efforts during cyclone and flood events in early 2011.

Emergency Management Australia initiated awards. The project was extensively used during Cyclone Yasi and during major flooding.



Mayor Pino Giandomenico and Chief Executive Officer Robert Clark receive the Australian Safer Communities Award from Director General of Department of Community Safety Kelvin Anderson (left) and Police, Corrective Services and Emergency Services Minister Neil Roberts

Flood Warden System Highly Commended

National Recognition for flood warden system. Australian Safer Community Awards 2011, Mayor and Chief Executive Officer recieved highly commended for National Community Safety Award. Hinchinbrook Shire Council won Local Area Warden System Project award at State finals in September.

At a ceremony at the Australian War Memorial in Canberra the Council was highly commended for the National Community Safety Award.

HEALTH AND ENVIRONMENT SERVICES - HEALTH SERVICES

LICENSED ACTIVITIES

Food

Hinchinbrook Shire Council is committed to protecting public health by promoting high standards of food safety. Regular inspections of fixed, temporary and mobile food premises, investigation of complaints, provision of expert advice to food business operators and food safety specific training are the main responsibilities of Council's Environmental Health Officers.

Inspections of local and visiting food businesses carried out by Council's Environmental Health Officer throughout the year revealed that business operators are generally aware of and compliant with industry standards. Any non-compliances detected were quickly remedied to ensure the business continued to provide quality product to consumers.

The recently constructed Mercer Lane area has been successfully utilised as an outdoor dining area, offering customers the pleasure of enjoying the North Queensland climate.



Mercer Lane

Council has resumed its free food handling courses which aim to both assist local businesses in the sale of safe and suitable food, and also assist community members wanting to enter the food industry to improve their skills and knowledge base.

Council prides itself on working with our local food businesses who contribute to a thriving local economy.

Environmentally Relevant Activities

Protection of the environment is high on Council's list of priorities and the proper conduct of environmentally relevant activities is just one of the many ways to protect our environment.

Businesses in the Hinchinbrook region appreciate the unique and wonderful environment in which we live. Recent inspections of local businesses have helped to identify areas where businesses can continue to undertake cost effective measures to service the local community while having minimal impact on our environment.

Flammables and Combustible Activities

Administration and control of businesses handling flammable and combustible materials and substances was assumed by the State Government in January of this year.

MOSQUITO CONTROL

Once again the year of 2011/2012 was a challenging one for Council's Vector Control Officer with the many creeks and mangrove swamps providing a perpetual population of mosquitoes.

Council continues to conduct daily ground-based vector control activities supported by periodic aerial control in areas that are difficult to access and properly treat from the ground.

Vector control activities and vigilance throughout the community has helped to keep the district free of Dengue Fever, however there have been several confirmed cases of other mosquito borne diseases such as Ross River Virus and Barmah Forest Virus.

TOWN SANITATION AND RECYCLING

Council is pleased to see the community continuing to utilise the public place recycling bins. Recycling of municipal waste both reduces the amount of waste going into landfill and cuts down on resource use and environmental impacts generated in the production or mining of virgin materials.

Council also supports recycling of mobile phones with a mobile phone recycling bin in the reception area of the Lannercost Street office.



REGULATED PARKING

Random parking patrols were conducted during the year. During these patrols approximately 50 parking infringements were issued.

Due to the adoption of a new Parking Local Law there has been a significant increase – in some instances by 100% – in the fines for illegal parking. Fines now reflect the average amounts for offences of this nature throughout the State of Queensland.

Drivers are being encouraged to pay particular attention to signage which shows parking restriction times. Signs showing shorter times than the usual two hour limitations, e.g. ten minutes, should be observed by motorists as failure to comply with the time restriction can result in a parking ticket being issued.

Business owners and their employees are again being encouraged to avoid parking for excessive periods throughout the CBD as this practice uses valuable parking spaces which could be used by their potential shoppers.

Enforcement Officers have also investigated a number of complaints in relation to owners leaving unregistered vehicles abandoned on roads and footpaths. Residents are reminded of the new local law which came into effect in late June 2012 which now creates the offence of leaving unregistered vehicles on roads within the Shire. On-the-Spot fines of \$200 can be issued, and owners can also be charged with all the costs involved in the removal of the vehicle. Residents are reminded to properly dispose of vehicles which can be taken to the Warren's Hill Waste Management Facility and will be accepted free of charge.

CEMETERIES

This Financial Year saw cemetery staff in re-establishment mode after the substantial damage caused to its three cemeteries by Cyclone Yasi. All cemeteries now have newly planted shrubs and small trees replacing those previously lost or damaged and gardens have been replanted. Regrettably, the wet season continued to play some part in not allowing the cemetery crew to attend to some cemetery maintenance matters on a timely basis. This problem was mainly encountered at Halifax and the Old Ingham Cemetery.



New Ingham Cemetery

A conscious decision was made not to place heavy machinery on the cemetery grounds during the wet until it was able to be done without major affect to the surface. Council resorted to engage a tracked machine fitted with a slasher to mow the high grass which had grown during the time of forced neglect. This machine was able to mow the areas in a far quicker response time rather than the conventional machines. Consequent regular maintenance

has now returned to all the cemeteries to a standard expected by local residents.

Council continues to ensure that its cemeteries, which reflect the culture and heritage of the Shire, remain a popular destination for residents, their family and friends, and tourists to visit.

ANIMAL MANAGEMENT

At the end of the 2011/2012 Financial Year our Shire had in the vicinity of 200 cats and 2,000 dogs registered with Council.

This is a significant increase in numbers from past years. This has been mainly due to the requirements of the *Animal Management (Cats and Dogs) Act 2008* which was introduced by the State Government. Generally, this legislation states that all cats and dogs kept in the State of Queensland are to be registered. Also, as a consequence of this legislation, all cats and dogs acquired on or after 1 July 2012 are to be microchipped. Council is required to administer this legislation.

Council supports this requirement as it encourages responsible pet ownership and assists its officers in returning lost and roaming animals back to their rightful owners.

Enforcement Officers attended to an ever increasing number of complaints including 85 barking dog complaints and 157 roaming dog complaints during the current period.

Almost 50 animals, mainly dogs, were placed in Council's pound during the year. Council is now required to keep any impounded animal for a period of no less than three working days. The majority of animals which were placed in the pound were returned to their owners or rehoused. Regrettably, it was necessary for some to be euthanized as they were unsuitable for rehousing or no suitable homes were available.

In June 2012 Council adopted a new model local law in relation to the management of animals in the Shire.

The purpose of the local law is to regulate and manage the keeping and control of animals in the Shire in a way that:

- balances community expectations with the rights of individuals;
- protects the community against risks to health and safety;
- prevents pollution and other environmental damage; and
- protects the amenity of the local community and environment.

This is to be achieved by providing for:

- the regulation of the keeping of animals in terms of how many, what type, how, and where animals can be kept;

- the prescription of minimum standards for keeping animals;
- the proper control of animals in public places and koala conservation areas;
- the management of dangerous or aggressive animals other than dogs;
- the seizure and destruction of animals in certain circumstances; and
- the establishment and administration of animal pounds.

Council continues to encourage responsible pet ownership. In this regard it continues to offer substantial discounts for the registration fees for de-sexed animals. Public awareness of animal management issues is promoted via media releases, community newsletters and one-on-one advice to owners.

OPERATIONAL PLAN 2011/2012 UPDATE

Business Licensing

Responsible Department: Environmental Health Services
Strategic Outcome: 1.1

Key Performance Indicators:

- Implement an efficient and proactive business licensing and inspection program to ensure relevant businesses comply with their public health and environmental protection obligations.

Details:

- Development of business owner/manager education programs;
- Improve communication with business owners and managers.
- Carry out proactive inspection programs.

Progress:

Environmental Health Service Officers have continued to provide advice and assistance to business owners in matters concerning food safety, environmental protection and general best practice. Council's EHO and EHAO have proactively identified and addressed a number of communication issues resulting in better communication and an increased level of customer service. The Food for Thought newsletter was continued, with its contents reflecting the issues identified as being of concern. The Food Handler Training also continued to prove popular. Proactive inspections of licensed businesses were carried out throughout the year.

Reef Guardian Council

Responsible Department: Environmental Health Services
Strategic Outcome: 3.4

Key Performance Indicators:

- Continued qualification as a Reef Guardian Council.

Details:

- Continue and develop Council's Reef Guardian Action Plan, including community engagement via voluntary initiatives and Reef Guardian Schools.

Progress:

Action plan reviewed and being implemented.

Climate Change Adaptation and Sustainability Strategy

Responsible Department: Environmental Health Services
Strategic Outcome: 3.5

Key Performance Indicators:

- Carry out the activities contained in the Climate Change Action Plan and achieve reductions in energy usage and carbon emissions in line with regional targets.

Details:

- Develop and implement the climate change action plan, including actions aimed at increasing the environmental and financial sustainability of Council operations.

Progress:

Continued participation in the FNQROC working group. Further involvement is being reviewed in line with Council's budget review process.

Local Law Review

Responsible Department: Environmental Health Services
Strategic Outcome: 4.1

Key Performance Indicators:

- Review completed by 31 December 2011 and priority Local Laws implemented and amended by 30 June 2012.

Details:

- In conjunction with Townsville City Council and Burdekin Shire Council, review and amend all Council Local Laws in line with the new Local Government Act and introduction of new Model Local Laws by 30 June 2012.

Progress:

Completed successfully.



Council Officer checking for microchip

HEALTH AND ENVIRONMENT SERVICES - ENVIRONMENTAL SERVICES

NATURAL RESOURCE MANAGEMENT PROJECTS

The 2011/2012 financial year proved to be an extremely challenging but also a very productive one for Council's Pest Management and Natural Resource Management (NRM) Team. NRM projects are often carried out in a diverse and somewhat harsh landscape in remote locations throughout the shire.

The varieties of projects undertaken during 2011/2012 include the following:

- Sub catchment aquatic weed management for the Cattle and Palm Creek systems continued with the traditional access issues occurring during the wet season. The works undertaken resulted in over 15 hectares of aquatic weeds being controlled in Upper Cattle Creek system and around 10 more hectares controlled around the Cattle Creek bridge area.



Hymenachne being controlled in Palm Creek

- In the Palm Creek system a further 134.5 hectares of aquatic weeds were also controlled using a variety of ground based equipment and aerial applications of herbicide.
- TYTO Wetland pest management and rehabilitation works continued with good results.

This site once again hosted the National Tree Day activities to which 20 adults and children took part, planting over 850 native trees.

The Shire's Feral Pig Management Program has continued to provide excellent results in reducing the damage to crops, erosion and other issues relating to feral pigs within the landscape. A total of 582 pigs were trapped and 348 were baited during the 2011/2012 financial year.

The NRM team's Nursery and Revegetation operations continued during 2011/2012. The team planted several hectares of native vegetation at Mosquito Creek, Palm Creek, TYTO Wetlands and on Mungalla Station. The maintenance of other existing sites also continued with a number of these sites moving into a self-sustaining stage of

their growth cycle.

Council has continued to foster key partnerships with a number of local and regional stakeholders. These stakeholders include; Terrain NRM, Herbert River Catchment Group, Herbert Cane Productivity Services, Queensland Parks and Wildlife Service, Forestry Plantations Queensland, North Queensland Dry Tropics, Far North Queensland Pest Advisory Forum, Far North Queensland Natural Asset Management Advisory Committee, Main Roads, various community groups and training organisations.

These partnerships are vital if we are to bring our community together with our workforce to achieve positive NRM outcomes into the future.

OPERATIONAL PLAN 2011/2012 UPDATE

Riparian Area Rehabilitation Projects

Responsible Department: Environmental Health Services
Strategic Outcome: 3.1

Key Performance Indicators:

- Continue weed management and revegetation of the Cattle Creek and Palm Creek systems.

Details:

- The Cattle Creek project is aimed at rehabilitating the wetland system, ensuring a healthy ecosystem, cleanwaterways, and promoting a resilient landscape. It is carried out in cooperation with the Herbert River Catchment Group, Terrain NRM and local landowners.
- Utilise National Green Jobs Team to carry out revegetation work in Cattle and Palm Creeks.

Progress:

Environmental Health Services NRM Team have continued to undertake a variety of weed management and revegetation activities throughout the Upper Cattle, Cattle Ck bridge area and Palm Creek systems. These works have been made possible due to the ongoing support we have from the Shire's key stakeholders.

Community Feral Pig Management Program

Responsible Department: Environmental Health Services
Strategic Outcome: 3.1

Key Performance Indicators:

- Feral pig management program is cost effective in reducing feral pig populations.

Details:

- Continue Hinchinbrook community feral pig management program and continuous improvement of community initiatives.

Progress:

Hinchinbrook Shire Council's Feral Pig management officer has continued to work within the community to control feral pigs across the landscape. This work has resulted in pleasing results in relation to the reduction of pig damage reported to in both cane crops and the environment.

HEALTH AND ENVIRONMENT SERVICES - WASTE MANAGEMENT

Waste management operations in 2011/2012 were focused on disaster recovery activities following the natural disasters of early 2011. Most residents benefitted from some form of free disaster waste collection, with this waste being transported to Warrens Hill and disposed of free of charge.

Council managed to obtain an exemption from State Government's waste levy for disaster related waste, and gate charges were also waived until 30 June 2012. This enabled residents to complete cleanups and to dispose of demolition waste at no cost. The incoming waste stream was specific for disaster recovery, with large quantities of demolition waste, concrete and clean fills being brought to the Warrens Hill Waste Management Facility. Segregation of waste streams, stockpiling and recycling ensured that no landfill airspace was wasted. However, due to the sheer volume of waste, airspace usage was still significantly higher than in previous years.



Chipping of cyclone generated greenwaste continued throughout the year, with mulch being made available to residents free of charge

Damage to the waste facilities and especially to internal roads (due to unusually high volume of traffic) was assessed and repaired. Final cover was applied to large areas of the landfill, as well as erosion control measures and general revegetation.

Domestic recycling continued throughout 2011/2012, with the commingled recyclables being taken to Warrens Hill and compressed into a container. This container is then transported to Visy's Materials Recovery Facility in Townsville for processing.

The Shire transfer stations continued to recycle all or some of the following materials:

- Greenwaste is processed into mulch and used on site as day cover and for revegetation.
- Excess mulch is available to residents for gardening purposes.
- Clean fill is used for cover and for revegetation.
- Concrete is segregated and may be used for pad construction and as road base.
- Metal is collected, compacted and transported to metal recyclers.
- Tyres are disposed of by selected tyre recycling contractors.
- Batteries are collected in a purpose built bunded shed and passed on to recyclers.
- Gas cylinders are collected and disposed of by Elgas.
- Waste oil is collected in a dedicated structure.
- Oil filters and mobile phones are also collected and transported to recyclers.
- The drumMUSTER program of chemical container recycling is available on site.

All recycling occurs free of charge, and costs associated with recycling are offset by revenue from non-recyclable waste charges. This generates a permanent incentive to recycle, which compliments our public education initiatives.

Through its Hinchinbrook Community Cleanup program, Environmental Health Services also continued to provide extensive waste management services to the community, including rural cleanup bins, kerbside collection, and supplementary bulk bins at the beaches during peak holiday periods.



Finished areas of the landfill are capped to prevent rainwater ingress, odour and insect nuisance

OPERATIONAL PLAN 2011/2012 UPDATE

Waste Management Strategy

Responsible Department: Environmental Health Services

Strategic Outcome: 3.1

Key Performance Indicators:

- Waste management and recycling are carried out in an environmentally conscientious and cost effective manner, in line with Queensland's Waste Strategy 2010/2020.
- Implementation of Queensland Commercial Waste Levy.

Details:

- Pursue and develop Hinchinbrook's Waste Management Strategy, with emphasis on waste minimisation, recycling and adequate processing.
- Implement Queensland Commercial Waste Levy as from 1 December, 2011.
- Implement Stage two new cell development at Warren's Hill Waste Management Facility estimated cost \$250,000.

Progress:

The Hinchinbrook Community Cleanup components were continued this year. Equally the public education initiatives continued with regular media releases, website update and issuing of the recycling calendar to all households. The waste levy introduction did cost our Council in excess of \$25,000 in staff time and other expenses and created significant workloads. Phasing out of the levy after 30 June 2012 will reduce these costs gradually (reporting is still required well into the new financial year). Stage two works were started but had to be postponed due to the wet season commencing.

Hinchinbrook Community Cleanup

Responsible Department: Environmental Health Services

Strategic Outcome: 3.1

Key Performance Indicators:

- Develop and implement a number of initiatives with the scope of enabling easy, efficient and environmentally sound waste management.

Details:

- Develop and promote the Hinchinbrook Community Cleanup Calendar containing the dates and details of waste collection runs, recycling initiatives and supplementary services, in consultation with the community and with Hinchinbrook's waste management partners.

Progress:

All Hinchinbrook Community Cleanup initiatives were carried out successfully.

ENGINEERING SERVICES - TRANSPORT

MAINTENANCE OF ROAD NETWORK INFRASTRUCTURE

Council's road network received extensive damage following recent flooding events and particularly Cyclone Yasi in early 2011 and the March 2012 monsoonal event. This created a massive task for Council's Engineering and Works operational staff to coordinate and undertake emergency works and restoration so as to reinstate the road network to an acceptable level of safety and utility.

Major restoration works are now progressing well and have been carried out under the Natural Disaster Relief and Recovery Arrangements [NDRRA] with the program due for completion at the end of the 2013 calendar year.

Consequently, maintenance works have concentrated on repair of the network so that a reasonable standard of service is provided to the road user.

OPERATIONAL PLAN 2011/2012 UPDATE

Restoration of Flood Damaged Assets

Responsible Department: Engineering Services

Strategic Outcome: 3.2

Key Performance Indicators:

- Restoration of damaged assets in accordance with Cyclone Yasi Infrastructure Recovery Plan.

Details:

- Repair of assets over a two year period with repair program managed on a contract basis to comply with NDRRA guidelines estimated to cost \$50,000,000 2011/2012 and a further \$50,000,000 in 2012/2013.

Progress:

The expenditure on the programme by the end of June 2012 exceeded \$45,000,000 and was generally on target for completion by June 2013. The 2011/2012 program concentrated on minor to medium projects with contract values between \$100,000 and \$2,500,000 not including supply of materials. Projects were located throughout the Shire with a concentration on rural roads. The persistent wet weather in the latter part of the financial year delayed some projects. Works completed in the early part of the program included parts of Four Mile Road, Tarakan Road, Lee Creek Road, White Street, Gordon Harvey Road, Oak Hills Road, Knuckledown Road, Nebbia's Road, Catasti's Road and many others.



Works that commenced in the 2011/2012 year included significant reconstruction of Palm Avenue, Eleanor Street, Cemetery Road, Dangercamp Road, Beatts Road, Bottlebrush Street, Mt Fox Road and Wallaman Falls Road.

Lyons Road, Abergowrie

As at the end of the financial year, approximately 70% of Grant Applications had been submitted and approximately 40% had been approved. There was still some concern with material supply, bitumen surfacing and general availability of skilled contracting personnel that was being addressed by a range of measures including setting-up Principal paid contracts to reduce the risk on contractors. Throughout the year there was ongoing development of the Natural Disaster Relief and Recovery Arrangements [NDRRA] program to improve work processes, improve communications with the Queensland Reconstruction Authority [QldRA], and to develop relationships with contractors and suppliers.

PLANT FLEET MANAGEMENT

Council continues to set its annual Plant Replacement Program within the framework of its ten Year Plant Replacement Program, and on the basis of fleet needs and whole of life costs. All plant fleet hire rates have been reviewed to reflect internal ownership costs.

TRANSPORT INFRASTRUCTURE DEVELOPMENT SCHEME [TIDS]

Works in this program again focused on Mt Fox Road which continued with the sealing of the gravel section at the bottom of the range from 0 km to 4.8 km.

Council funded 50% of the TIDS works with the balance funded by the Department of Transport and Main Roads [DTMR].

ROADS TO RECOVERY PROGRAM

The focus in the Roads to Recovery Program area was rehabilitation works, pavement widening, drainage, and installation of traffic islands on Marina Parade, Ingham, from Clements Street to the end of the maintained reserve. This work provided improvements to surface drainage and road safety in the area.



Marina Parade, Ingham

CAPITAL WORKS PROGRAM

The Capital Works Program concentrated on rehabilitation and improvements to Council's own road and street networks. The major job undertaken was pavement rehabilitation and widening of Cooper Street, Ingham. The Kerb and Channel Rehabilitation Program continued with this year's works concentrating in Morehead Street and Miles Street.

Footpath sections were constructed in Tully Street, Ingham, and Macrossan Street commercial centre of Halifax. Other work included the construction of Alm Street footbridge in Ingham, to allow connection from Origlasso Street to Alm Street and to provide a pedestrian linkage through to Herbert Street, Ingham.



Cooper Street, Ingham – Pavement Rehabilitation and Widening

OPERATIONAL PLAN 2011/2012 UPDATE

Road Infrastructure Capital Works and Maintenance Program

Responsible Department: Engineering Services

Strategic Outcome: 3.2

Key Performance Indicators:

- Program as identified delivered within the financial year.

Details:

- Maintenance, rehabilitation and new works as set out in Council's 2011/2012 Works Program and involving capital works of approximately \$2,900,000 and road/street maintenance of approximately \$1,400,000.

Progress:

The 2011/2012 Works Program was substantially completed, however the continuing wet weather did delay commencement of some jobs due to unfavourable site conditions.

ENGINEERING SERVICES - INFRASTRUCTURE DEVELOPMENT

AERODROME

Early in the calendar year Council's consultants completed the Ingham aerodrome operations review. This process examined the operation, ongoing costs of operating the aerodrome and opportunities to reduce operational costs.

The airstrip also received quite extensive damage in recent flooding events and particularly to the aprons and taxiway. Submissions have been lodged to the Queensland Reconstruction Authority [QldRA] for restoration works under the Natural Disaster Relief and Recovery Arrangements [NDRRA] provisions.

A significant amount of general maintenance work was carried out to prepare the aerodrome for the "Wings and Wheels Airshow" held in September 2011. This show was regarded as generally successful and showcased the facilities available to current and future aerodrome users. The Council also carried out an upgrade to the access roads servicing facilities at the western end of the hanger area and is continuing an investigation into future drainage improvements in the aerodrome reserve.

OPERATIONAL PLAN 2011/2012 UPDATE

Development Plan of the Ingham Aerodrome

Responsible Department: Engineering Services

Strategic Outcome: 2.5

Key Performance Indicators:

- Completion of master plan by 31 December 2011.

Details:

- Development of a master plan for future sustainable development of the Ingham Aerodrome to encourage further growth in the region.

Progress:

There was progress in relation to the Aerodrome master plan with a draft proposal submitted by Townsville Enterprise. A grant application seeking approximately \$1,700,000 million in rehabilitation funding was submitted for pavement work on the aerodrome. This was reasonably successful with an offer by the Queensland Reconstruction Authority [QldRA] to provide approximately 50% of the claimed amount.

The current Council has reopened consultation with the aerodrome operators to explore options for improvements in maintenance and operational services and to consider development opportunities.



2011 Ingham Wings and Wheels Airshow

UPGRADE OF FLOOD MONITORING SYSTEM

Enhancements to the Flood Monitoring System were consolidated during the year with minor improvements to various alert stations and relocation of the Ingham Pump Station site to avoid damage from an eroding riverbank.

BRIDGE REVIEW

Following the Bridge Review last year RoadTek carried out major upgrades to timber bridges within the Hinchinbrook Shire. A complete replacement of Waterfall Creek Bridge on El Alamein Road was completed during the same visit. The following bridges received extensive repairs or replacement:

- Waterfall Creek, El Alamein Road;
- Macknade Creek, Old Wharf Road;
- Lannercost Creek, Lannercost Extension Road;
- Des Jardine Bridge, Cemetery Road; and
- Kirks Bridge, Liborios Road.

The Bridge upgrades will extend the life of the subject bridges between ten and twenty years. More recently the deck replacement of Stony Creek Bridge near Wallaman Falls was completed. This project commenced early in 2010 and the main beams were supplied in October 2010 however works were delayed due to Cyclone Yasi. In this case Queensland Parks and Wildlife Services acted as the constructing authority and Hinchinbrook Shire Council contributed to the construction costs. Additional inspections are planned for approximately ten bridges constructed in concrete, steel or a composite of the two over the next few years to plan replacement and programmed maintenance works over the next decade.



Des Jardine Bridge, Cemetery Road, Via Ingham



Morehead Street Drainage Upgrade

DRAINAGE INFRASTRUCTURE

The ongoing upgrade of existing grated drainage structures to kerb entry units in urban areas has continued over the last twelve months. In addition, capital upgrade works of the existing drainage on Miles Street and Morehead Street was completed and works commenced on drainage improvements on Four Mile Road adjacent to Three Mile Road.

OPERATIONAL PLAN 2011/2012 UPDATE

Drainage Infrastructure Capital Works and Maintenance Program

Responsible Department: Engineering Services

Strategic Outcome: 3.2

Key Performance Indicators:

- Program as identified delivered within the financial year.

Details:

- Delivery of new works of value \$300,000 as set out in Council's 2011/2012 Works Program
- Urban drainage maintenance \$147,000.

Progress:

The 2011/2012 Works Program was substantially completed, however the continuing wet weather did delay commencement of some jobs due to unfavourable site conditions.

REVIEW OF ROAD REGISTER

An ongoing upgrade of the GIS system has occurred over the last 12 months to improve the accuracy and accessibility of road register information on multiple GIS platforms. The system now provides instant identification of road chainage, photos of significant infrastructure and a web based application for supervisors and other Council staff to record defects of new infrastructure and significant changes in real time.

STORM WATER DRAINAGE DATA TRANSFER

A project that was commenced in May 2009, to locate and import all of the stormwater data into the Hinchinbrook Shire's Geographical Information System [GIS], is continuing. In the last few months this information has been augmented by closed circuit television surveys which will assist in identifying future maintenance and replacement work.

The initial plotting is now close to completion; however field verification of the data is required.

PRIORITY INFRASTRUCTURE PLANNING SCHEME [PIPS]

A requirement to finalise a Priority Infrastructure Planning Scheme proposal and submit a preliminary plan to the Department of Infrastructure and Planning [DIP] resulted in a round of map preparation covering five asset classes and several meetings with DIP staff to fine tune the submission. This work has resulted in a series of indicative maps that will need to be incorporated into the GIS as layers rather than as a presentation.

WEB BASED GIS IMPLEMENTATION

During the year the Herbert River Information Centre [HRIC] has continued working on a web based application to supply relevant GIS data to any authorised user via any browser at any location. The aim is to work towards making all of the basic data sets available to various groups of users via their internet connection regardless of computer platform or physical location.

The background mapping for this application is Google Maps which is readily available and understood by many internet users and reduces the amount of training required to implement the use of this system internally.

TRAFFIC COUNT DATA COLLECTION

There is an ongoing project within the Asset and Infrastructure area to record the traffic volumes for at least one week on every road in the Hinchinbrook Shire network. This project is slowly gathering traffic counts for every road on a systematic basis and over the last three years approximately half of the network has been covered. The information is required for design and funding purposes and is particularly important when preparing submissions for Transport Infrastructure Development Scheme [TIDS] funding and other Government grants.

FIELD ASSESSMENT OF ROAD CONDITION

A condition inspection commissioned last year is being augmented by ongoing condition assessments being carried out as part of the Natural Disaster Relief and Recovery Arrangements [NDRRA] restoration project. The data gathered last financial year to rate the pavement and seal condition has had to be reassessed in light of damage caused by Cyclone Yasi.

At this time, a condition and comments have been assigned to each segment. Council's Assets and Infrastructure also have photographic records of each segment and the road formation, and pavement and seal widths of each segment have been

measured and recorded. This data will provide accurate information for the following:

- Asset Register physical data;
- Accurate life of all road assets;
- Long-term Replacement/Rehabilitation Program;
- Short-term Maintenance Program;
- Accurate data to feed into GIS for road features, signage and the like;
- A Reseal Program for the next five years; and
- Confirmation of road lengths.

CAPITALISATION OF PROJECTS AT COMPLETION

The ongoing task of the Assets and Infrastructure is to provide accurate capital values for all completed new work and rehabilitation projects. These costs are capitalised and the assets are added to the Hinchinbrook Shire Asset Register. Projects are then evaluated and the unit rates determined for each project are cross checked for inconsistencies and special circumstances prior to compilation into a unit rates table which is used for revaluations, estimating and benchmarking work in progress.

PLANNING ASSESSMENTS FOR RECONFIGURATION OF LAND, MATERIAL CHANGE OF USE AND OPERATIONAL WORKS

Engineering Services Staff prepare technical reports on planning matters based on broad planning legislation. The Hinchinbrook Shire Planning Scheme, technical standards and Hinchinbrook's existing infrastructure. This includes reporting on Reconfiguring of Lots, Material Change of Use, Operational Works, Siting Relaxation Applications as well as management of the compliance side.

CHECKING ASSET DATA IN FINANCE SYSTEM

Asset Management Staff have been conducting an ongoing audit of all the asset data held in the Hinchinbrook Shire's finance databases to verify the accuracy of the data and eliminate duplication and omissions.

A multi faceted approach is used including reviewing information gained from external sources such as commercial contracts and reviews of information contained within Council's asset databases. The review process has confirmed the accuracy of data relating to road assets. A review of building assets has commenced and water and sewerage assets will be reviewed over the next twelve months.

OPERATIONAL PLAN 2011/2012 UPDATE

Asset Management Plans

Responsible Department: Engineering Services

Strategic Outcome: 3.3

Key Performance Indicators:

- Plans in place by 30 September 2011 as required by the National Framework.

Details:

- Implementation of Asset Management Plans for those classes of assets as required under the National Framework.
- Investigate and purchase appropriate Strategic Asset Management System Software estimated to cost \$125,000.

Progress:

Asset Management Plans were adopted by Council during 2011/2012. Strategic Asset Management System Software was investigated and ordered during 2011/2012.

FLOOD AND STORM TIDE CERTIFICATES

Engineering Services Staff continue to issue Flood and Storm Tide Certificates based on the relevant flood and storm tide data that the Shire possesses.

ENGINEERING SERVICES - TECHNICAL SERVICES

BUILDING MAINTENANCE

The Infrastructure Maintenance team had a busy year and once again managed to complete the annual Infrastructure Maintenance Program. The overall planned Building Maintenance Program continues to function well. Condition audits commenced on the Hinchinbrook Shire's building assets with first priority being public toilets. When completed, the audit will provide an accurate snapshot of the current condition for each of Council's building assets and the level of work required over the next twenty years.

All works carried out within the program have been based on safety and asset preservation categories.

Major works undertaken within the program included:

- Upgrade of the Shire Hall switchboard;
- IT room upgrade stage I and II; and
- Upgrade of the Ingham Showground lighting.



Upgrade of the Ingham Showground Lighting

Technical investigations were also undertaken in relation to a number of building maintenance concerns which included the Kelly Theatre air-conditioning, Shire Hall air-conditioning, Shire Hall main electrical switchboard, and the Shire Hall internal air-quality.

DESIGN OF ROAD NETWORK AND OTHER INFRASTRUCTURE



Log Creek Pedestrian Footbridge, Ingham

The focus has continued on obtaining cost effective and appropriate treatments based on an individual job basis. Effective public consultation has ensured that the delivery of projects has met with both Council and the Hinchinbrook Shire community's expectations.

During the period, Technical Support drafted approximately 251 CAD drawings, approximately 250 ARC map drawings and received approximately 159 external drawings. The main projects undertaken during the period are as follows:-

- Cooper Street upgrade;
- Log Creek pedestrian footbridge;
- Alm Street pedestrian footbridge;

- Victoria Plantation State School parking;
- Palmer Street upgrade;
- Mt Fox road seal;
- Des Jardine crossing;
- Cartwright/Hardy Street Intersection upgrade;
- Davidson/McIlwraith Street Intersection upgrade;
- Macrossan Street upgrade;
- Trebonne footpath upgrade;
- Ingham Family Medical Centre carpark;
- Hawkins Street kerb accesses;
- Morehead Street kerb and channel; and
- Natural Disaster Relief and Recovery Arrangements [NDRRA].

The Technical Support team also managed the design and construction of the Lannercost Street covered walkways as part of the Our Town Our Future Project. The Technical Support team oversaw the development of conceptual drawings for future work proposals such as the Rotary Park upgrade; Ingham and Halifax entry statements; and foreshore recreational areas at Lucinda, Taylors Beach, and Forrest Beach.

OPERATIONAL PLAN 2011/2012 UPDATE

Ingham Streetscape Project

Responsible Department: Engineering Services

Strategic Outcome: 3.2

Key Performance Indicators:

- Construction is completed by 31 December 2011.

Details:

- Finalise the construction of the Lannercost Street eastern and western pedestrian crossing centre median covered walkways using State Government Rural Living Infrastructure Program (RLIP) funding.

Progress:

Project completed 30 June 2012.

BUILDING CERTIFICATION SERVICES

Comparison of the previous five years.

Total Value of Building Work:

2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
\$23,451,203	\$25,428,772	\$26,958,712	\$21,418,170	\$38,493,663

Amount of Dwellings Approved:

2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
41	37	49	32	51

Amount of Sheds Approved:

2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
72	64	60	70	93

Building approvals for dwellings were marginally lower than previous years, however the building approvals for shed constructions was considerably higher.

ENGINEERING SERVICES - BUILT ENVIRONMENT

PUBLIC OPEN SPACES

Routine maintenance and operation of Public Open Space was undertaken in accordance with accepted standards. The continuing wet weather and associated public demand for mowing/slashing in public areas did place pressure on budgeted maintenance funding.

The main public open spaces projects undertaken this year were the Ingham Streetscape Projects, Lannercost Street Median Shelters and a staged upgrade to Rotary Park. Both projects were completed in accordance with aims set out in the Operational Plan.

Other works completed included :

- Construction of a beach access point at Lucinda;
- Alm Street pedestrian footbridge;
- Construction of a new shelter at the Halifax history sign; and
- Construction of two new shelters at the Tyto Information Centre.



Alm Street Pedestrian Footbridge

OPERATIONAL PLAN 2011/2012 UPDATE

Open Space Capital Works and Maintenance Program

Responsible Department: Engineering Services

Strategic Outcome: 3.2

Key Performance Indicators:

- Program as identified delivered within the financial year.

Details:

- Maintenance, rehabilitation and new works as set out in Council's 2011/2012 Works Program and involving capital improvements and beautification work of approximately \$250,000 and open space maintenance of approximately \$885,000.

Progress:

Open Space Capital Works and Maintenance Program met within budget and allocated timelines.



Halifax History Sign Shelter

Rotary Park – Upgrade

Responsible Department: Engineering Services

Strategic Outcome: 3.2

Key Performance Indicators:

- Construction is to be completed by 31 December 2011.

Details:

- Upgrade to the park comprising lighting and concrete footpaths estimated to cost \$89,000 with funding provided by the Australian Government Regional & Local Community Infrastructure Program (RLCIP).

Progress:

Project completed 31 December 2011.

HERBERT RIVER IMPROVEMENT TRUST

The Trust experienced very considerable difficulties in the processing of its restoration claims for damage to assets incurred in the Yasi and May 2012 flooding events. Additionally, Trusts have been advised that eligibility rules for Natural Disaster Relief and Recovery Arrangements [NDRRA] funding are soon to change such that a considerable proportion of assets will no longer be eligible. The Trust is in the process of working through the impacts that are likely to arise from the change.

The Trust, in conjunction with the Study Team completed the main body of work associated with its Lower Herbert River Levees study. The Study Team in association with Council is now examining how suitable control measures may be best implemented.

OPERATIONS PLAN 2011/2012 UPDATE

River and Riparian Environment

Responsible Department: Engineering Services

Strategic Outcome: 3.2

Key Performance Indicators:

- Management of the assets continue as from July 2012.

Details:

- Await direction from the State Government regarding the integration of the roles and responsibility of the management of Herbert River Improvement Trust and (if necessary) the Lower Herbert Water Management Authority assets into Council operations.

Progress:

Routine maintenance of assets outside of those subject to NDRRA submissions has continued.

OTHER ROADS ACTIVITY

Council continued to undertake maintenance works for the Department of Transport and Main Roads [DTMR] via the Roads Maintenance Performance Contract [RMPC]. A good standard of works was achieved that satisfied target quality standards with the new two year contract awarded. Council undertook a considerable amount of Natural Disaster Relief and Recovery Arrangements [NDRRA] restoration works for DTMR on the State network this year.

ENGINEERING SERVICES - WATER BUSINESS ACTIVITY

This year saw 45 new water connections installed throughout the Shire, nine more than in the previous year. 14 of these new connections were installed in the Ingham area while 24 were installed in Forrest Beach with the rest in the Lower Herbert region.

Council received the go ahead on fluoridating its water supplies from the State Government to comply with the Water Fluoridation Act 2008. Tenders have been called for the construction of the buildings and supply of the dosing equipment. Work is expected to be completed by early in the New Year.

The switchboard at Halifax Water Treatment Plant was replaced early in the year. The project was completed by J.M Switchboards from Cairns. This switchboard was replaced after 37 years of service.

Three new Chlorine Analysers were purchased this year to replace aging units at Council's Water Treatment Plants. These units replaced the current aging analysers and regulate the chlorine residuals in the water supply to help maintain safe water quality. Three further units will be replaced in the coming year to upgrade all of the Shire's analysers.

Contractors finished replacing the old upvc water main supplying Forrest Beach this year. This main had been failing on a regular basis and causing disruptions to the beach's water. Two sections were completed from Grevillea Street to the water tower and the section opposite the Forrest Beach Water Treatment Plant. This work completes the replacement of a main constructed in the mid 1980s.

Consultants have been engaged to look at the underground bore system that supplies water to the Lower Herbert area. Council is required to renew or refurbish most of the bores in Lower Herbert as the originals were constructed in the 1970s.

Council has submitted a Drinking Water Quality Management Plan to the regulator for approval. This plan outlines Council's commitment to ensuring that drinking water quality targets are met and formulates a plan to maintain water quality over the coming years. It also outlines the testing regime required for Council to meet its obligations under the Act.

Routine sampling of the public water supply continued throughout the year, ensuring that the water met safe and acceptable drinking standards. Drinking water quality testing resulted in a 100% e-coli free water supply. Council met its published Customer Service Targets and completed or started preliminary work on most projects listed in the plans.

OPERATIONAL PLAN 2011/2012 UPDATE

Water Infrastructure Upgrades

Responsible Department: Engineering Services

Strategic Outcome: 3.2

Key Performance Indicators:

- Works completed to required standards in line with budget provisions.

Details:

- Installation of Fluoridation Scheme to Shire water supply using capital funding of \$4,500,000 provided by the State Government.
- Apply for State Government subsidy to interconnect the Forrest Beach water supply with the Ingham water supply to guarantee supply in extremely dry periods.

Progress:

Tenders have been called and received for the Fluoridation project. Council is still waiting for final confirmation from the State Government that the project is to still go ahead. Hinchinbrook Shire Council will have to use around \$200,000 of its own money to cover the shortfall in Capital costs and the community will have to fund the operating and maintenance costs of the project which is expected to be in the vicinity of \$460,000.

Council applied to the State Government for funding the interconnecting line to Forrest Beach but was unsuccessful in attracting any money. There was only one round of funding available this year.



Council Workers and Contractors installing the new 250mm OPVC water main at Forrest Beach Water Treatment Plant



Council Workers and Contractors installing the new 250mm OPVC water main at Forrest Beach Water Treatment Plant

ENGINEERING SERVICES - SEWERAGE BUSINESS ACTIVITY

SEWERAGE BUSINESS ACTIVITY

This year saw 11 new properties connect to the sewerage scheme in Ingham.

Sewerage Pump Station 24 in front of the Council Depot has been upgraded. A new switchboard, pipework and pumps have been installed as part of this project. The concrete walls of the pump station were also coated to inhibit the gas attack on the structure. Sewerage Pump Station 20 is still to be refurbished in the coming year.

Underground Assets Services were awarded the tender to reline just under four kilometres of gravity sewers around Ingham. The relining work was mainly made up of 300mm and 375mm trunk sewers. The relining was carried out under the program to rehabilitate Council's underground infrastructure. In the next financial year, Council hopes to complete the relining of its larger trunk sewers.

Replacement pumps have been ordered for Council's three main sewerage stations. These pumps will replace the last of the original pumps at these stations which were installed in the early 1970s.

Council engaged Harrison Grierson Consultants to evaluate the performance and condition of its two sewerage plants at Ingham and Lucinda.

From this report, maintenance work will be programmed over the coming years to ensure that the plants continue to run to licence requirements. The report is due by September 2012 with an amount of money set aside in the coming financial year to commence maintenance works.

Overall, the normal operations of the sewerage scheme performed satisfactorily with minimal blockages or overflows. Sewerage effluent quality tests met the EPA license requirements for most of the year. All operational and maintenance works were completed within budgetary constraints.

OPERATIONAL PLAN 2011/2012 UPDATE

Sewerage Infrastructure Upgrades

Responsible Department: Engineering Services

Strategic Outcome: 3.2

Key Performance Indicators:

- Works completed to required standards in line with budget provisions.

Details:

- Investigate and carry out minor refurbishment of Lucinda Treatment Plant pending a decision on eventual sewerage of the coastal areas.
- Staged sewer relining program continues with current year's allocation for works of value of \$750,000.

Progress:

Consultants Harrison and Grierson have been commissioned to report on the two Shire sewerage plants and provide recommendations on the required maintenance to keep these plants running for the next ten years. A new electrical switchboard has been installed on the Lucinda plant.

Council engaged Underground Asset Services Pty Ltd to reline major trunk gravity sewers this year. Overall 3000 metres of 225mm and larger sewer was relined as well as over 660 of 150mm household sewers.

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LEGISLATIVE INFORMATION

It is the *Local Government (Finance, Plans and Reporting) Regulation 2010* that articulates the requirement for Council to produce an Annual Report. Council must adopt the Annual Report before 30 November in the year after the end of the financial year and provide a copy to the Minister for Local Government. Council received Ministerial approval to adopt the Annual Report by the 31 January 2013 due to the impact to Council resources resulting from Natural Disaster Events, and the delay in adopting Council's budget, a contributing factor was the delay in the Local Government elections.

The Community Financial Report contained within this document is also required.

The Annual Report outlines Council's assessment of its performance in implementing its Corporate and Operational Plans.

In addition, Council is required to comply with specific requirements in numerous other pieces of legislation.

Council has complied with this section of the *Local Government (Finance, Plans and Reporting) Regulation 2010* with the Annual Report being adopted by Council at its General Meeting held on 29 January 2013.

SIGNIFICANT BUSINESS ACTIVITIES AND COMMERCIAL BUSINESSES

Council had no significant business activities and commercial businesses during the 2011/2012 financial year.

EXECUTIVE REMUNERATION

Council has one senior contract employee with a total remuneration package in the range of \$150,000 - \$185,000.

PUBLIC INTEREST DISCLOSURE

Council has not received any public interest disclosures for the financial year.

ELECTED MEMBERS' REMUNERATION

Council, pursuant to section 42(5) of the *Local Government (Operations) Regulations 2010* and in accordance with the Local Government Remuneration and Discipline Tribunal Report 2010, adopted the following resolution on 13 December 2011 at its General Meeting:

That in accordance with section 42(5) of the Local Government (Operations) Regulation 2010 (the Regulation), Council adopt the Tribunal's Report and the following Remuneration Schedule will apply as from the 1 January, 2012:

COUNCILLOR	Remuneration range determined (% of Reference Rate of \$137,149)	Remuneration range (pa)
Mayor	65%	\$89,147
Deputy Mayor	37.5%	\$51,431
Councillor	32.5%	\$44,573

(Crs. Gianotti and Kaurila – Carried unanimously)

ELECTED REPRESENTATIVES**REMUNERATION PAID TO ELECTED MEMBERS**

REMUNERATION PAID TO COUNCILLORS JULY 2011 - JUNE 2012						
COUNCILLOR	MEETINGS & OTHER REPRESENTATIONS				COUNCILLOR'S ALLOWANCE	EMPLOYER SUPER CONTRIBUTION
	COUNCIL MEETINGS / SPECIAL MEETINGS / DEPUTATIONS	MEMBER MEETINGS	CONFERENCES / PROFESSIONAL DEVELOPMENT / TRAINING	OTHER MEETINGS / FUNCTIONS		
BOW (from 10/05/2012)	5 from 5	6	7	40	\$12,665.69	\$1,519.88
CARR (from 10/05/2012)	5 from 5	16	6	6	\$6,332.77	\$832.23
KAURILA	34 from 35	111	11	105	\$41,050.65	\$5,838.92
LYNCH	33 from 35	37	11	25	\$42,025.02	\$5,498.18
MOLACHINO	28 from 35	49	7	19	\$41,050.65	\$5,300.60
SKINNER (from 10/05/2012)	5 from 5	20	6	7	\$6,332.77	\$824.58
TACK (from 10/05/2012)	5 from 5	14	6	9	\$6,332.77	\$813.14
BOSWORTH (to 09/05/2012)	27 from 30	25	2	33	\$34,717.88	\$4,602.56
GIANDOMENICO (to 09/05/2012)	24 from 30	42	6	170	\$70,450.43	\$8,454.06
GIANOTTI (to 09/05/2012)	26 from 30	34	0	17	\$34,717.88	\$4,833.14
LANCINI (to 09/05/2012)	29 from 30	30	1	37	\$40,191.57	\$5,467.02

COUNCILLOR EXPENSES REIMBURSEMENT POLICY

Council at its meeting held on 5 April 2011 adopted a policy which sets out guidelines to determine:

- Reimbursement for Councillors and Mayor of legitimate expenses incurred, or to be incurred; and
- Facilities to be provided for Councillors and Mayor,

whilst carrying out their duties as elected representatives. A copy of this policy can be viewed on the Council's website (Policies) or inspected at the Council office.

During the year expenses were paid to Councillors in accordance with the Expenses Reimbursement Policy as follows:-

COUNCILLOR	Accommodation/ Meals	Travel	Conference/ Professional Development Registration	Communication Allowance	Location Allowance	Computer Consumables Allowance
Mayor Rodger Bow	\$1165	\$1206	\$1000	\$0	\$0	\$0
Patrick Lynch	\$3096	\$1443	\$1300	\$1800	\$1794	\$200
Lawrence Molachino	\$0	\$147	\$0	\$1800	\$1121	\$200
Sherry Kaurila	\$346	\$604	\$227	\$1800	\$5607	\$200
David Carr	\$0	\$0	\$0	\$255	\$318	\$28
Wally Skinner	\$0	\$0	\$0	\$255	\$254	\$28
Marc Tack	\$0	\$0	\$0	\$255	\$159	\$28
Pino Giandomenico	\$1565	\$2570	\$2790	\$0	\$0	\$0
Andrew Lancini	\$678	\$400	\$0	\$1544	\$3651	\$171
Geoffrey Gianotti	\$0	\$0	\$0	\$1544	\$3843	\$171
Maria Bosworth	\$325	\$944	\$527	\$1544	\$1921	\$171

COUNCILLOR CONDUCT

There were no orders or recommendations made under section 180(2) or (4) of the Act which pertains to misconduct by Councillors. There was one order made under section 181 of the Act which pertains to inappropriate conduct by Councillors.

ADMINISTRATIVE ACTION COMPLAINTS

The following report for the 2011/2012 financial year is in accordance with the provisions of the general complaints process as outlined in the *Local Government Act 2009*:

COMPLAINTS MADE TO COUNCIL	0
Complaints resolved under the complaints management process	0
Complaints not resolved under the complaints management process	0
Complaints made in a previous financial year	0
Complaints resolved under the general complaints process	0
Complaints not yet resolved in 2011/2012	0

OVERSEAS TRAVEL

R Delai Manager of Herbert Resource Information Centre - Asia Geospatial Conference October 2011
Meeting with Wilmar International Plantations GIS staff.

The costs associated with this travel were funded by the Herbert Resource Information Centre.

FINANCE PLANS AND REPORTING

One of the driving forces behind Local Government reform in 2008 was the need for Councils to ensure long term financial sustainability. Through section 112 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, the State Government has legislated that Council must include in its Annual Report relevant measures of financial sustainability for the year the annual report has been prepared and the next nine financial years.

Council has developed a long term financial forecast to help monitor and guide its decision-making to ensure the financial sustainability of Council.

Council adopted Asset Mangement Plans for the major classes of assets during 2011/2012.

Council has in place a number of policies to support the management of Council's finances and the achievement of the long term financial forecast. These include but are not limited to:

- Revenue Policy
- Investment Policy
- Debt Policy
- Purchasing Policy
- Investment Policy
- Asset Mangement Policy

Council adopted the Budget including the long term financial forecast at the meeting held on the 20 September 2012.

Due to the increased work associated with Cyclones Tasha and Yasi and available resources, the legislative requirement from 1 July 2012 to annually review the purchasing/procurement policy was not met and the work in progress at December 2012 for the development of an Asset Accounting Policy did not progress any further as at 30 June 2012.

2011-2022 FINANCIAL SUSTAINABILITY RATIOS

SUSTAINABILITY RATIOS	TARGET RATIO	Revised Budget 2011/2012	BUDGET FORECAST									
			2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
ASSET SUSTAINABILITY RATIO												
Expenditure on replacement Assets/ Funded depreciation for the year	>90%	200.84%	210.27%	74.99%	65.81%	52.71%	65.30%	54.11%	48.29%	51.22%	52.99%	61.70%
<i>The extent to which current year replacements are funded from current year depreciation.</i>												
ASSET CONSUMPTION RATIO												
Written down value of infrastructure assets/Replacement cost of infrastructure assets	40%-80%	49.25%	80.83%	79.74%	78.74%	78.15%	77.65%	76.56%	75.25%	73.66%	72.49%	72.08%
<i>The written down current value of Council's depreciable assets relative to their as new value in up to date prices</i>												
INTEREST COVERAGE RATIO												
Net interest expense on debt service/Total Operating Revenue	0%-10%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<i>Indicates the extent to which Council's operating revenues are committed to net interest expense</i>												
NET FINANCIAL LIABILITIES RATIO												
Total liabilities - current assets/ Operating Revenue	<60%	(31.66%)	(17.04%)	(27.13%)	(34.75%)	(38.31%)	(39.44%)	(40.36%)	(48.83%)	(55.48%)	(62.50%)	(67.40%)
<i>Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues</i>												
OPERATING SURPLUS RATIO												
Operating Surplus/ Total Operating Revenue	0%-15%	(3.68%)	(6.09%)	(7.73%)	(9.17%)	(8.57%)	(6.63%)	(6.43%)	(4.79%)	(4.97%)	(3.33%)	(3.57%)
<i>Measures the operating surplus each year as a percentage of total operating revenue</i>												
WORKING CAPITAL RATIO												
Current Assets/ Current Liabilities	1:1 - 4:1	2.2 : 1	2.5 : 1	3.3 : 1	3.4 : 1	3.6 : 1	3.8 : 1	4.0 : 1	4.5 : 1	5.0 : 1	5.5 : 1	5.9 : 1
<i>Measures the extent to which Council has liquid assets available to meet short term financial obligations</i>												

SUPPORTING OUR COMMUNITY

Section 119(f) of the *Local Government (Finance, Plans and Reporting) Regulation 2010* states that Council must include a summary of all concessions for rates and charges granted by Council in its Annual Report.

RATE REMISSIONS		
	2010/2011	2011/2012
Pensioner Remission	\$203,706.35	\$229,341.73
Not for Profit/Charitable Organisation Remission	\$21,183.91	\$46,432.44
Financial Hardship Remission	-	\$126,450.26

Section 117 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* requires Council to report a summary of grants provided to community organisations.

DONATIONS/SPONSORSHIPS - Support for Events and Grants to Community Organisations

Ingham Bowls Club - Invitation Fours Bowling Competition 30th & 31st July, 2011	\$250.00
Children's Cancer Inst of Australia for Medical Research (CCIA) - research for children with cancer - BIG W TSV to Cairns bike ride 2011	\$250.00
Ingham Veterans Golf Social Club - Open Championships 18th - 20th July, 2011	\$250.00
Ingham Junior Golf - Ingham Junior Golf Open 31st July, 2011	\$250.00
Ingham Squash Racquets Assoc - Q Squash Northern Region Qualifier 22nd and 23rd October, 2011	\$200.00
Mutarnee State School P & C Assoc - Seaview Range Sports Day - 16th September, 2011	\$200.00
Qld Blue Light Assoc. Inc. - Lower Herbert Branch - Blue Light Disco at Halifax Hall on 26/11/2011	\$100.00
Qld Blue Light Assoc. Inc. - Lower Herbert Branch - Blue Light Disco at Halifax Hall on 26/11/2011 paid from funding source BSCAT	\$500.00
Hinchinbrook Sportsfishing Club - 40th Anniversary Celebrations - 18/02/2012	\$200.00
Ingham Ladies Bowls Club Inc - Allamanda Fours Bowling Competition on 19/03/2012	\$200.00
NAIDOC (Murri Kids) - NAIDOC Week School Initiatives 1st - 8th July 2012	\$200.00
Ingham Junior Golf - Hinchinbrook Junior Triangular Golf Classic on June 2012	\$200.00
Qld Country Women's Assoc - Regional Meeting on 3rd - 6th July, 2012 at TYTO Centre	\$181.82
HR Orchid & Allied Plant Society Inc. - 47th Tropical Qld Orchid Council Conference at Shire Hall on 8th - 10th June, 2012	\$400.00
M Barrett - Murri Easter Extravaganza at Ingham Showgrounds Pavilion 6th to 9th April 2012	\$200.00
Bambaroo State School P & C Assoc - Primary School Soccer Carnival (Romanello Shield) 27th May, 2012	\$200.00
Ingham Scout Group - 2012 Cu-Joe Games	\$200.00
Ingham Scout Group - Donation - Australia Day Celebrations	\$109.09
Ingham Rod & Reel Club - 18th annual Hinchinbrook Catch & Release Tournament on 18th & 19th May, 2012	\$200.00
Herbert River Gun Club - annual clay target shoot at Ingham on 9th, 10th & 11th June, 2012	\$200.00
Claire Mammino - Tour De Cure 2012 dinner being hosted at TYTO Conference Centre 12/05/12	\$200.00
NAIDOC (Murri Kids) - 2011 NAIDOC week School Initiative competitions	\$250.00
Special Children's Christmas Party - 2011 Special Children's Christmas party on 05/11/11	\$200.00
Ingham State High School - 'The Great Aussie Summer' Alcohol & Drug Awareness Program at KnightClub on 07/09/11	\$200.00
Ingham State High School - Ingham State High School Awards Ceremony 2nd November, 2011	\$40.00
Blue Care - Nursing Service - Annual financial assistance 2011/12	\$4,330.00
Ethnic Community Care Links (ECCLI) - Annual financial assistance 2011/12	\$1,500.00
Herbert River District Band - Annual financial assistance 2011/12	\$1,200.00
Ingham Meals on Wheels - Annual financial assistance 2011/12	\$3,134.00
Hinchinbrook Community Support Centre - Annual financial assistance 2011/12	\$34,195.00
Hinchinbrook Community Support Centre - Out & About in Hinchinbrook Community Transport 2011/2012	\$3,000.00
Tropical Museum of Qld - Annual financial assistance 2011/12	\$5,000.00
The Cancer Council - Townsville Hospice Appeal	\$2,500.00
Camp Beniah - Donation towards access road repairs	\$2,500.00
Hinchinbrook Chamber of Commerce - Annual financial assistance 2011/12	\$10,000.00
Bent Rods Car Club Inc. - Show and Shire Car Show	\$600.00
Halifax Local Ambulance Committee - Annual Morning Tea - Halifax Hall	\$100.00
Hinchinbrook Shire Council facilitated the collection of donations and payment of expenses - Net contribution towards D Ladner Retirement function	\$954.28
Ingham State High School - Great Northern Clean-up	\$50.00
Lions Club of Forrest Beach Inc - Great Northern Clean-up	\$50.00
Taylors Beach Progress Association - Great Northern Clean-up	\$50.00
Donations to Individuals under Council's Support for - Achievement Policy (6 @ \$250)	\$1,500.00
Donations to groups/teams under - Council's Support for Achievement Policy	\$4,300.00

Festival Cash Sponsorship

Herbert River Pastoral Association - Ingham Show July 2011	\$9,000.00
Rotary Ingham Maraka Festival - 2011 Maraka Festival	\$3,600.00
Australian Italian Festival Assoc Inc - Sponsorship of 2012 Australian Italian Festival	\$40,500.00
Ingham Garden & Art Festival	\$1,818.18
Herbert River Rotary Club - Ingham Sugar City Rodeo on 10th September, 2011	\$500.00
Herbert River Jockey Club - 2011 Annual Races 27/08/11 & 26/11/11	\$2,045.44
Lions Club of Ingham Inc - 2011 Hinchinbrook Family Fishing Classic 23rd & 24th September 2011	\$450.00
Ingham Arts Festival	\$900.00

Inkind Support

Ingham Arts Festival	\$231.44
Herbert River Pastoral Association - Ingham Show	\$16,416.54
Rotary Ingham Maraka Festival	\$8,268.55
Bent Rods Car Club Inc. - Show and Shire Car Show	\$153.53
Herbert River Jockey Club - Annual Races	\$1,430.00
Australian Italian Festival Assoc Inc	\$8,102.80
Wings & Wheels Air Show	\$85,923.12
Lions Club of Ingham Inc - 2011 Hinchinbrook Family Fishing Classic 23rd & 24th September 2011	\$349.56
Forrest Beach Lions Club - Forrest Beach Stinger Net opening	\$1,337.75
Claire Mammino - Tour De Cure 2012 use of TYTO Conference Centre 12/05/12	\$200.00
Great Barrier Reef Marine Park Authority - (Networking Meeting) 27/02/2012 use of Tyto Conference Centre	\$136.36
Hands up Hinchinbrook - Volunteer recognition use of Tyto Conference Centre	\$136.36

Youth Council Donations

Jesse Trecco-Alexander - Qld Youth Parliament & Global Youth Leaders Conference	\$600.00
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Other Organisations

Far North Qld Regional Organisation of Council - Natural Asset Management	\$11,550.00
Far North Qld Regional Organisation of Council - Regional Sustainability	\$5,950.00
Herbert River Museum Gallery	\$5,000.00
Lower Herbert Water Management Authority	\$36,000.00
Herbert Resource Information Centre	\$87,825.50
Terrain Natural Resource Management - Contribution towards Herbert Catchment Water Quality Project	\$10,000.00

Regional Arts Development Fund (RADF) Grants

L Plint	\$2,250.00
Ingham State High School	\$3,466.50
A Vardenega	\$3,000.00
K Carr	\$1,800.00
Ingham State High School	\$15,474.00
P Lane	\$4,800.00
Hinchinbrook Community Support Centre	\$7,266.00
Rhythm Culture	\$450.00
L Plint	\$6,020.00
M Thompson	\$2,263.64
B Gunn	\$4,300.00

Ingham State High School received RADF Funding of \$3,850 and in 2011/2012 \$446.36 was returned.

Auspice LEAP Funding

Herbert River Junior Rugby League Club	\$581.82
Herbert River Netball Association	\$160.00
Townsville District Junior Rugby League	\$209.09
Herbert River Junior Rugby League Club	\$127.27
Tully Gym and Ramp Club Inc.	\$103.64
Ingham State High School	\$280.00
Ingham Cutters	\$350.00
Ingham Squash Racquets Assoc	\$145.46
Ingham Gymnastics	\$506.00
Ingham Gymnastics	\$506.00

MAYOR'S DISCRETIONARY FUND

The Mayor was the only Councillor allocated discretionary funds in the 2011/2012 budget. The amount of discretionary funds available was \$4,000, however there was no actual expenditure during the year.

LAND AND ROADS

Section 118 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, requires Council to include a note in its Annual Report regarding:

- >> Land that is a reserve under the Land Act 1994
- >> Roads that the Local Government does not own

Hinchinbrook Shire Council controls 413.5km of sealed roads and 276km of unsealed roads. 181km of roads (Main Roads) is not controlled by Council. Furthermore there is approximately 500km of additional gazetted road not maintained by Council some of which is formed and or paved.

Hinchinbrook Shire Council controls 4,361 ha of reserve land that is a reserve under the Land Act 1994.

JOINT LOCAL GOVERNMENT ACTIVITY

The *Local Government (Finance, Plans and Reporting) Regulation 2010*, requires Council to report details of action taken in relation to, and expenditure on, a service, facility or activity:

- (i) supplied by another Local Government under an agreement for conducting a joint government activity;
- (ii) for which the local government levied special rates or charges for the financial year.

Council had no details to report for the year under this section

CHANGES TO COUNCIL TENDERS

In accordance with section 119(d) of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, Council is required to report the number of invitations to change tenders during the financial year.

Tenderers were invited to change the following tenders to take into account a change in tender specifications during 2011/2012:

HSC 11/51	Kirkwoods Road
HSC 11/56	Road Drain Clearing Works
HSC 11/57	Culvert and Drainage System Clearing Works
HSC 11/106	Geotechnical Slope Stability Works for Multiple Sites on Mt Fox Road and Wallaman Falls Road
HSC 11/110	Supply and Delivery of 2 New 4 Cylinder 2 Wheel Drive Dual Cab Utilities.
HSC 12/08	Protective Coating of Lucinda Reservoir
HSC 12/70	De-Nutting of Coconut Palms
HSC 12/72	Supply & Delivery of One New AWD SUV Diesel Station Wagon

COUNCIL REGISTERS

Council is required to include in its Annual Report a list of Registers kept by Council and open to public inspection. Council's response to section 119(e) of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, is detailed in the table below.

- >> Register of Cats and Dogs
- >> Register of Local and Subordinate Local Laws
- >> Register of Impounded Animals
- >> Register of Mobile Food Vans
- >> Register of Fees and Charges
- >> Register of Councillors' Interests
- >> Register of Councillors' Gifts and Hospitality Benefits
- >> Register of Councillors' Membership of Organisations
- >> Register of Delegations by Local Government

- >> Register of Delegations by Chief Executive Officer
- >> Register of Roads
- >> Register of Development Applications
- >> Register of Burials
- >> Register of Contracts
- >> Register of Conflicts of Interest
- >> Register of Material Personal Interests
- >> Register of Councillor Electoral Gifts

INTERNAL AUDIT

Section 119(g) of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, makes provision for Council to include in its Annual Report a report on the internal audit for the financial year.

Pacifica Chartered Accountants were appointed as Council's internal auditor for a period of three years. The internal audit plan was presented to the May 2012 Audit Committee meeting. Internal audit projects planned for 2011-2012 were rescheduled over the remaining two years of the term.

AUDIT COMMITTEE

Under section 105(2) of the *Local Government Act 2009* a large Local Government is required to establish an audit committee. Subdivision 2 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* provides more legislation regarding the audit committee. Hinchinbrook Shire Council is within the definition of a large Local Government.

Audit Committee was established during 2011-2012 with meetings held in February 2012 and May 2012. Mr Keith Parsons, Townsville City Council was appointed as the chairperson of the Audit Committee. Councillor representatives were Councillor Kaurila and Lynch from prior to election. Post election Councillor Kaurila and Mayor Bow were Councillor representatives of the Audit Committee.

COMMITMENT TO PUBLIC SECTOR ETHICS

Council has a formal policy regarding Code of Conduct for staff which was extensively reviewed and adopted on the 1 July, 2010. This policy details the ethics, principles and obligations under the Public Sector Ethics Act 1994, and is provided to all staff on commencement of employment or at refresher Code of Conduct Sessions held annually for all staff.

The Public Sector Ethics Act 1994 was amended effective 1 January, 2011 and as a result Council is in the process of reviewing its Code of Conduct to incorporate the changes to the legislation.

EQUAL EMPLOYMENT OPPORTUNITY PLAN

All recruitment processes during the year under review were carried out in accordance with the principles of EEO and based on merit.

SHAREHOLDER DELEGATES FOR CORPORATE ENTITIES

In response to section 119(i) of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, Council reports that it has no corporate entities or shareholder delegates for corporate entities to report.

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COMMUNITY FINANCIAL REPORT

The Community Financial Report is a brief summary of the information contained in council's 2011-2012 financial statements and is intended to provide an overview of council's financial position and performance for 2011-2012.

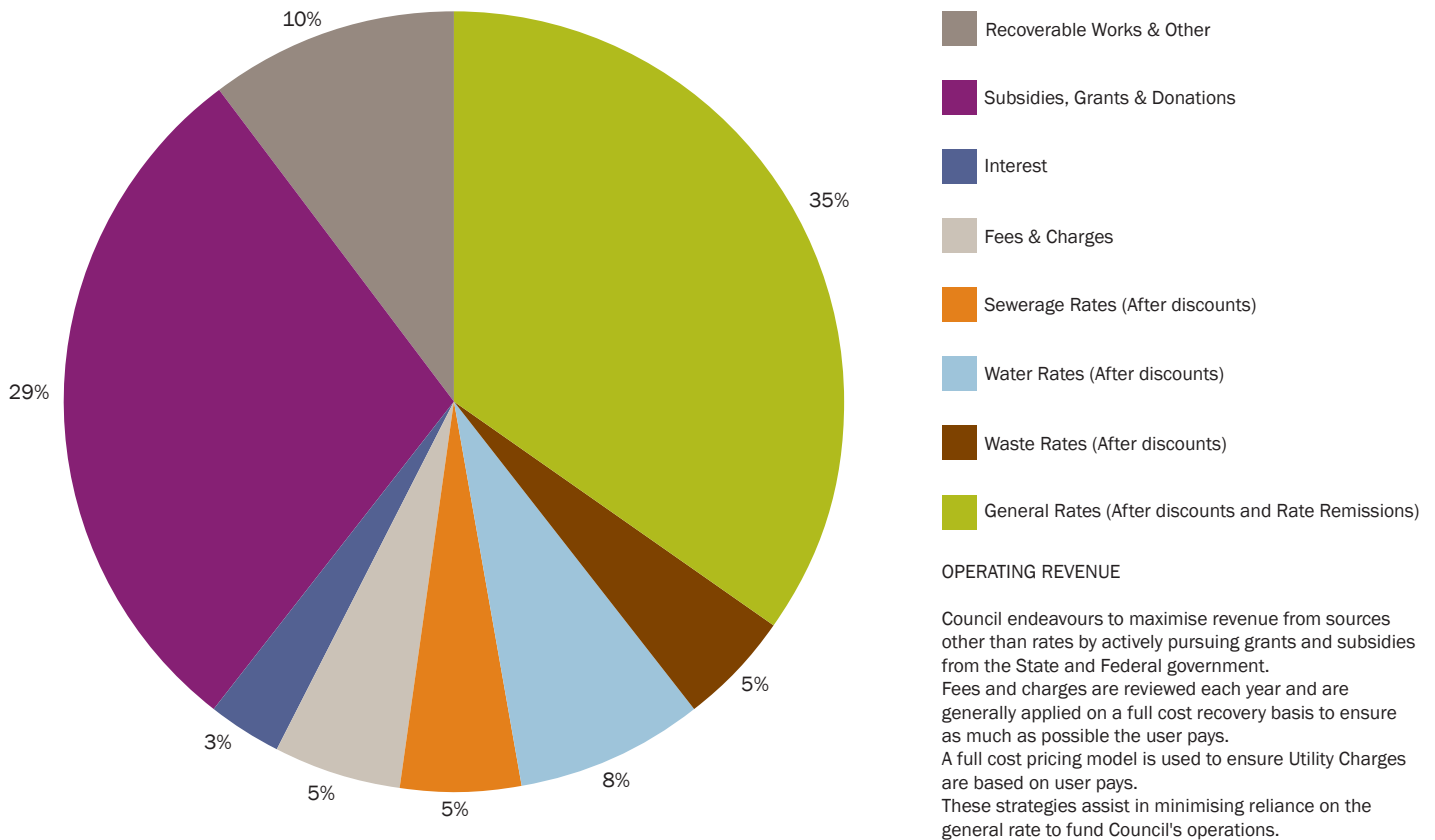
For more detail on council's financial results and financial position please see the detailed financial statements in the next section of this annual report.

SIMPLIFIED INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2012	NATURAL DISASTER RECOVERY RELIEF ARRANGEMENTS FOR EMERGENCY WORKS, COUNTER DISASTER OPERATIONS AND RESTORATION OF ASSETS	OTHER	TOTAL
Operating Revenue	7,991	33,829	41,820
Less Discounts and Remissions		(3,453)	(3,453)
Less Operating Expenses	(11,416)	(27,905)	(39,321)
Surplus/(Deficit) from Operations	(3,425)	2,471	(954)
Add Capital Grants and Contributed Assets			36,215
Less Asset Disposals and Other Capital Expenses			(202)
Net Result for the Period			35,059

SIMPLIFIED BALANCE SHEET AS AT 30 JUNE 2012	\$000
What we have in the bank	7,103
What we own	289,628
Our Total Assets	325,785
What we owe our suppliers and employees	16,566
Our Total Liabilities	16,566
Net Community Assets (Wealth)	309,219

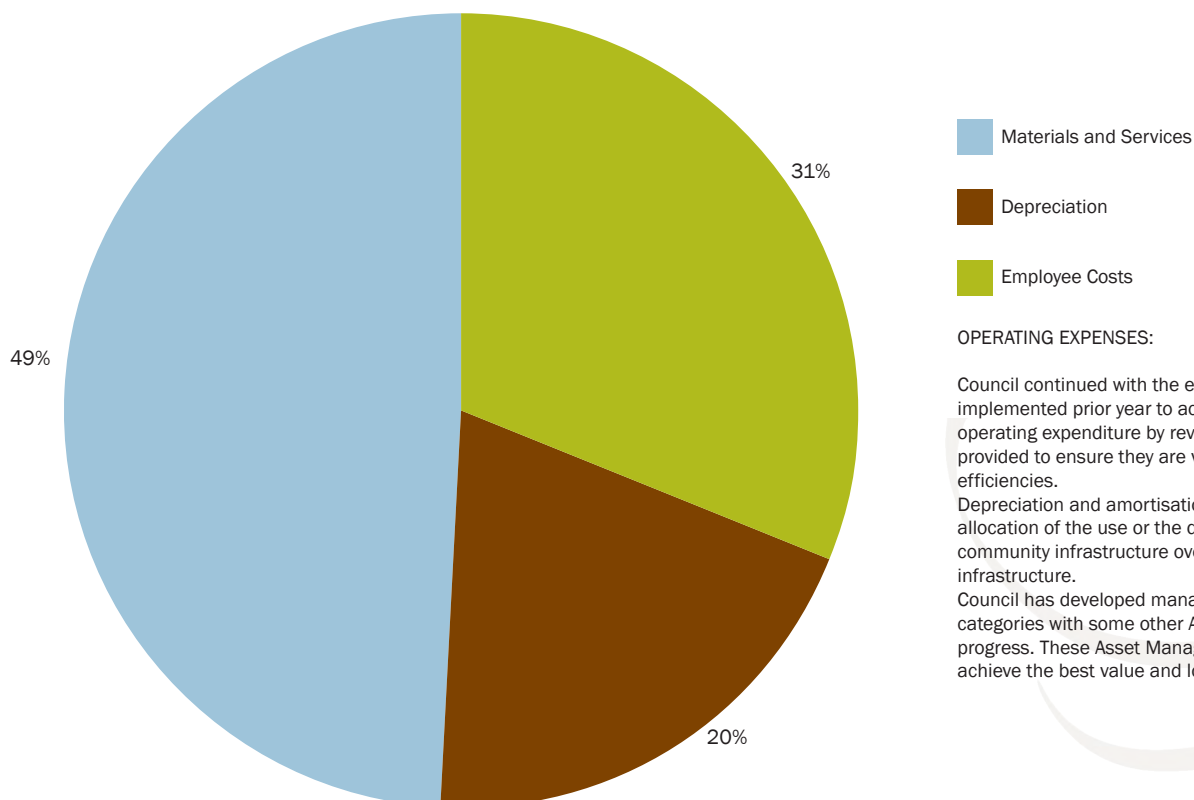
HOW COUNCIL EARNED OUR OPERATING REVENUE:

(\$38,367K after discounts and remissions given includes \$7,991K Natural Disaster Recovery Relief Arrangement funding)



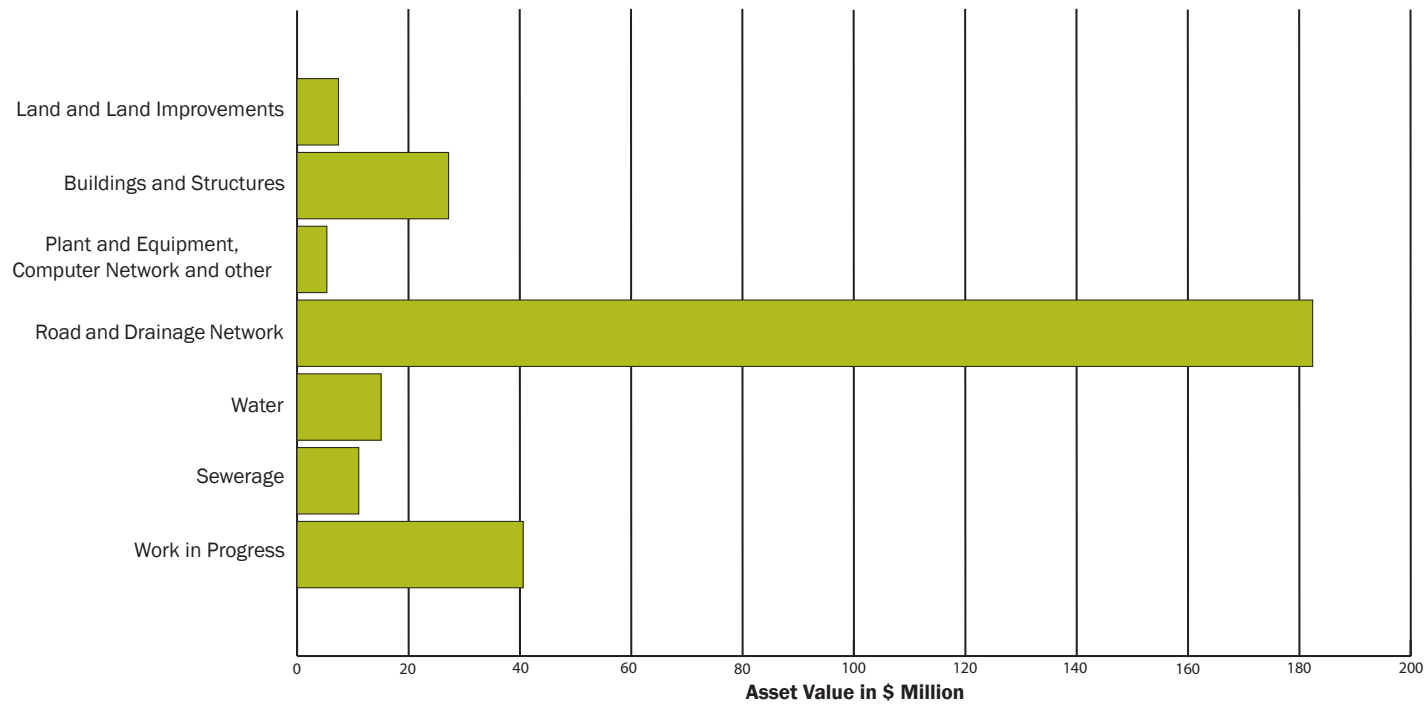
HOW COUNCIL UTILISED OUR OPERATING EXPENSES:

(\$39,177K includes \$11,416K expenditure relating to the Natural Disaster Recovery Relief Arrangement Funding)



THE COMMUNITY INFRASTRUCTURE COUNCIL MANAGES

Community Infrastructure as at 30 June 2012
Total \$289 Million

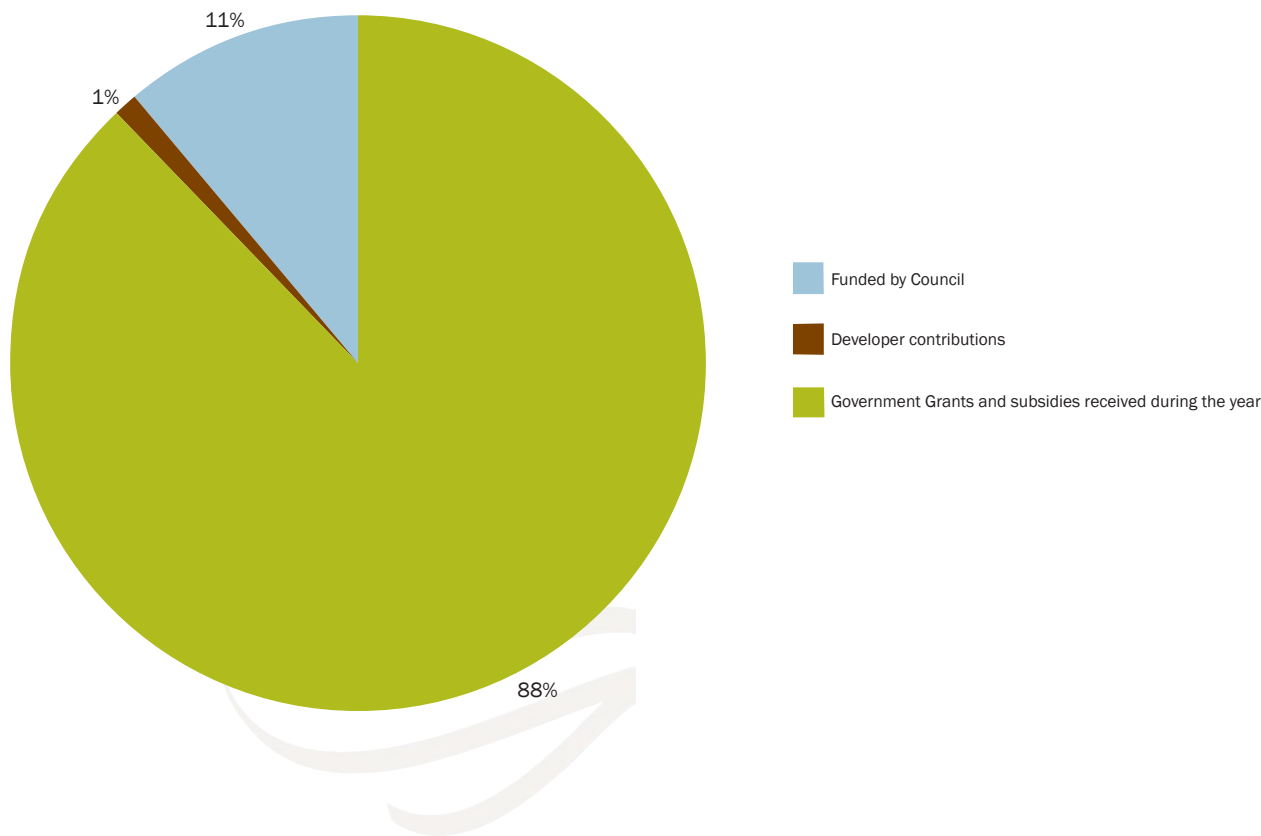


COMMUNITY INFRASTRUCTURE

Council owns and manages \$289M worth of infrastructure provided benefits to the community. The accounting standards require council to ensure that infrastructure assets are recorded at fair value. To achieve this council completed a revaluation of certain classes of assets in 2011-2012 which also included review of remaining lives based on condition assessments taking into account damaged assets from Natural Disaster events. The revaluation resulted in a net increase in asset valuation of \$6.708M, around 3%.

HOW COUNCIL FUNDED INVESTMENT IN COMMUNITY INFRASTRUCTURE

(\$10,856K Total funds invested)



FINANCIAL SUSTAINABILITY INDICATORS

	TARGET RATIO	ACTUAL 2011/2012	ORIGINAL BUDGET 2011/2012
AS AT 30 JUNE 2012			
Asset Consumption Ratio			
Written down value of infrastructure assets/ Replacement cost of infrastructure of assets	40%-80%	60.92%	58.02%
<i>The written down current value of Council's depreciable assets relative to their as new value in up to date prices</i>			
Interest Coverage Ratio			
Net interest expense on debt service/ Total Operating Revenue	0%-10%	0.00%	0.00%
<i>Indicates the extent to which Council's operating revenues are committed to net interest expense</i>			
Net Financial Liabilities Ratio			
Total liabilities - current assets/ Operating Revenue	<60%	(50.79%)	(26.64%)
<i>Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues</i>			
Operating Surplus Ratio			
Operating Surplus/ Total Operating Revenue	0%-15%	(2.49%)	(8.00%)
<i>Measures the operating surplus each year as a percentage of total operating revenue</i>			
Working Capital Ratio			
Current Assets/ Current Liabilities	1:1	2.48:1	2.1:1
<i>Measures the extent to which Council has liquid assets available to meet short term financial obligations</i>			

KEY STATISTICS— 12 YEARS AT A GLANCE

	2000/2001	2001/2002	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
Total Number of Rateable Properties	6,363	6,333	6,332	6,317	6,329	6,423	6,363	6,444	6,521	6,533	6,580	6,608
Total Rate Revenue(net of discount & remission)	10.587M	11.051M	11.433M	11.698M	11.872M	12.830M	13.621M	14.510M	15.921M	17.952M	19,180M	20.116M
*GeneralRate Revenue(excluding pre-paid rates)	8.896M	9.218M	9.386M	9.607M	9.611M	10.031M	10.856M	11.564M	12.529M	13.706M	14.789M	15.908M
% Change in General Rate	0.02%	3.62%	1.82%	2.35%	0.04%	4.37%	8.22%	6.52%	8.34%	9.40%	7.90%	7.57%
*Water Base Charge for 20 mm Service	\$205.00	\$205.00	\$205.00	\$210.00	\$220.50	\$230.40	\$237.35	\$251.59	\$270.46	\$292.10	\$335.92	\$346.00
Water Consumption per kl Rate	35 cents	38 cents	40 cents	42 cents	44 cents	46 cents	48 cents	51 cents	55 cents	59 cents	68 cents	78 cents
*Sewerage Utility Charge for Dwelling	\$340.20	\$350.35	\$385.35	\$396.90	\$416.85	\$435.75	\$457.59	\$485.03	\$533.54	\$576.24	\$662.69	\$695.80
*Garbage Collection Utility Charge	\$66.40	\$73.05	\$80.35	\$82.75	\$91.00	\$113.75 Increase service	\$125.15	\$132.66	\$145.93	\$157.60	\$169.34	\$220.00
*Waste & Environment Levy	\$71.00	\$78.10	\$85.90	\$90.20	\$99.20	\$124.00	\$136.40	\$144.58	\$159.04	\$171.76	\$184.56	\$140.00
Rate Arrears Balance	0.440M	0.518M	0.543M	0.436M	0.207M	0.215M	0.204M	\$0.342M	\$0.983M Adjusted to \$0.512M for levies in June not due until July 2009	\$0.838M	\$1.461M	\$0.580M
Fees & Charges Received	0.552M	0.601M	0.719M	0.710M	0.764M	0.849M	1.121M	1.285M	1.233M	1.403M	\$1.345M	\$1.882M
Operating Revenue	16.513M	17.364M	17.274M	15.760M	16.391M	17.056M	18.779M	21.060M	25.206M	34.458M	51.341M	38.367M
Operating Grants, Subsidies and Contributions	3.249M	3.878M	3.627M	1.975M	1.596M	1.611M	1.760M	2.243M	5.902M	13.058M	26.703M	11.211M
Recoverable Works	1.588M	0.817M	0.781M	0.631M	1.281M	0.807M	1.191M	1.776M	1.285M	1.108M	2.700M	3.645M
Total Assets WDV	112.429M	117.356M	131.517M	132.675M	133.743M	143.957M	172.997M	179.200M	191.085M	194.835M	249.061M	289.232M
Shire Capital	117.599M	122.786M	140.300M	142.726M	144.736M	155.153M	183.315M	189.578M	203.44	209.936M	266.938M	309.219M
Capital Expenditure (Excluding debt repayment but including contributed assets)	6.144M	5.334M	6.480M	5.390M	4.084M	6.691M	6.556M	8.168M	14.122M	15.518M	9.929M	40.857M
Debt Repayment (Principal & Interest)	2.389M	0.432M	0.432M	0.432M	0.432M	0.369M	Nil	Nil	Nil	Nil	Nil	Nil
Loan Balance	1.70M	1.39M	1.04M	0.724M	0.357M	Nil	Nil	Nil	Nil	Nil (\$6M redraw facility QTC)	Nil	Nil
Remaining Term of Debt	2.17 years	1.15 years	2.04 years	1.99 years	0.18 years	Nil	Nil	Nil	Nil	Nil	Nil	Nil



HINCHINBROOK
SHIRE COUNCIL

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HINCHINBROOK
SHIRE COUNCIL

FINANCIAL STATEMENTS

2011/2012

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HINCHINBROOK SHIRE COUNCIL**STATEMENT OF COMPREHENSIVE INCOME****For the year ended 30 June 2012**

	Note	2012 \$	2011 \$
Income			
Revenue			
Recurrent revenue			
Rates, levies and charges	3(a)	20,115,829.23	19,179,783.57
Fees and charges	3(b)	1,881,853.86	1,345,331.98
Rental income	3(c)	145,501.44	117,187.85
Interest received	3(d)	1,167,842.94	1,222,500.23
Sales revenue	3(e)	3,644,622.56	2,699,862.40
Other income	3(f)	200,834.44	73,794.67
Grants, subsidies, contributions and donations	4(a)	11,210,600.05	26,702,930.59
		<u>38,367,084.52</u>	<u>51,341,391.29</u>
Capital revenue			
Grants, subsidies, contributions and donations	4(b)	36,215,053.01	3,159,500.78
		<u>36,215,053.01</u>	<u>3,159,500.78</u>
Total Revenue		<u>74,582,137.53</u>	<u>54,500,892.07</u>
Capital income	5	(201,635.97)	(30,483,326.39)
Total Income		<u>74,380,501.56</u>	<u>24,017,565.68</u>
Expenses			
Recurrent Expenses			
Employee benefits	6	(12,248,885.22)	(12,829,195.71)
Materials and services	7	(19,170,897.19)	(29,004,404.13)
Finance costs	8	(50,018.97)	(103,104.94)
Depreciation and amortisation	9	(7,707,400.01)	(7,308,373.22)
		<u>(39,177,201.39)</u>	<u>(49,245,078.00)</u>
Capital expenses			
Provision for restoration of land	10	(144,095.78)	-
		<u>(144,095.78)</u>	<u>-</u>
Total Expenses		<u>(39,321,297.17)</u>	<u>(49,245,078.00)</u>
Net result		<u>35,059,204.39</u>	<u>(25,227,512.32)</u>
Other comprehensive income			
Increase/(decrease) in asset revaluation surplus	18	6,707,813.17	81,243,333.42
Assets not previously recognised	14	514,469.87	985,374.23
Total other comprehensive income for the year		<u>7,222,283.04</u>	<u>82,228,707.65</u>
Total comprehensive income for the year		<u>42,281,487.43</u>	<u>57,001,195.33</u>

The above statement should be read in conjunction with the accompanying notes and the Summary of Significant Accounting Policies.

HINCHINBROOK SHIRE COUNCILSTATEMENT OF FINANCIAL POSITION
as at 30 June 2012

	Note	2012 \$	2011 \$
Current assets			
Cash and cash equivalents	11	7,102,652.74	27,412,421.72
Trade and other receivables	12	28,554,226.73	4,432,693.42
Inventories	13	396,285.89	367,111.73
		36,053,165.36	32,212,226.87
Total current assets		36,053,165.36	32,212,226.87
Non-current assets			
Trade and other receivables	12	499,801.08	513,716.66
Property, Plant and Equipment	14	289,231,800.03	249,061,405.27
Total Non-Current Assets		289,731,601.11	249,575,121.93
Total assets		325,784,766.47	281,787,348.80
Current liabilities			
Trade and other payables	15	12,783,004.66	11,431,956.81
Provisions	16	1,680,504.76	1,683,683.53
Other	17	65,495.54	12,565.61
Total current liabilities		14,529,004.96	13,128,205.95
Non-current liabilities			
Provisions	16	2,036,643.90	1,721,512.67
Total non-current liabilities		2,036,643.90	1,721,512.67
Total liabilities		16,565,648.86	14,849,718.62
Net community assets		309,219,117.61	266,937,630.18
Community equity			
Asset Revaluation Surplus	18	152,561,366.71	145,853,553.54
Retained Surplus	19	156,057,759.83	105,763,847.62
Other Reserves	20	599,991.07	15,320,229.02
Total community equity		309,219,117.61	266,937,630.18

The above statement should be read in conjunction with the accompanying notes and the Summary of Significant Accounting Policies.

HINCHINBROOK SHIRE COUNCIL**STATEMENT OF CHANGES IN EQUITY****For the year ended 30 June 2012**

	Retained Surplus	Asset revaluation surplus	Other Reserves	Total
	Note 19	Note 18	Note 20	
	\$	\$	\$	\$
Balance at 1 July 2011	105,763,847.62	145,853,553.54	15,320,229.02	266,937,630.18
Net result	35,059,204.39	-	-	35,059,204.39
Other comprehensive income for the year				
Assets not previously recognised	514,469.87	-	-	514,469.87
Increase/(decrease) in asset revaluation surplus	-	6,707,813.17	-	6,707,813.17
Total comprehensive income for the year	35,573,674.26	6,707,813.17	-	42,281,487.43
Transfers to and from reserves				
Transfers to/from capital	230,324.06	-	(230,324.06)	-
Transfer from reserves	14,911,347.07	-	(14,911,347.07)	-
Transfer to reserves	(421,433.18)	-	421,433.18	-
Total Transfers to and from reserves	14,720,237.95	-	(14,720,237.95)	-
Balance at 30 June 2012	156,057,759.83	152,561,366.71	599,991.07	309,219,117.61
Balance at 1 July 2010	139,821,457.75	64,610,220.12	5,504,756.98	209,936,434.85
Net result	(25,227,512.32)	-	-	(25,227,512.32)
Other comprehensive income for the year				
Assets not previously recognised	985,374.23	-	-	985,374.23
Increase/(decrease) in asset revaluation surplus	-	81,243,333.42	-	81,243,333.42
Total comprehensive income for the year	(24,242,138.09)	81,243,333.42	-	57,001,195.33
Transfers to and from reserves				
Transfers to/from capital	5,324,175.61	-	(5,324,175.61)	-
Transfer from reserves	88,905.41	-	(88,905.41)	-
Transfer to reserves	(15,228,553.06)	-	15,228,553.06	-
Total Transfers to and from reserves	(9,815,472.04)	-	9,815,472.04	-
Balance at 30 June 2011	105,763,847.62	145,853,553.54	15,320,229.02	266,937,630.18

The above statement should be read in conjunction with the accompanying notes and the Summary of Significant Accounting Policies.

HINCHINBROOK SHIRE COUNCIL**STATEMENT OF CASH FLOWS****For the year ended 30 June 2012**

	Note	2012 \$	2011 \$
Cash flows from operating activities:			
Receipts from customers		55,472,561.77	57,486,042.12
Payments to suppliers and employees		(36,451,712.88)	(39,732,793.73)
Interest received		1,167,842.94	1,181,546.88
Net cash inflow (outflow) from operating activities	26	20,188,691.83	18,934,795.27
Cash flows from investing activities:			
Payments for property, plant and equipment		(40,584,098.98)	(9,763,291.37)
Proceeds from sale of property plant and equipment	5	85,638.17	139,279.09
Net cash inflow (outflow) from investing activities		(40,498,460.81)	(9,624,012.28)
Net increase (decrease) in cash held		(20,309,768.98)	9,310,782.99
Cash and cash equivalents at beginning of the financial year		27,412,421.72	18,101,638.73
Cash and cash equivalents at end of the financial year	11	7,102,652.74	27,412,421.72

The above statement should be read in conjunction with the accompanying notes and the Summary of Significant Accounting Policies.

1. Summary of Significant Accounting Policies

1(a) Basis of Preparation

These general purpose financial statements for the period 1 July 2011 to 30 June 2012 have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government (Finance, Plans and Reporting) Regulation 2010*. Consequently, these financial statements have been prepared in accordance with all Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements issued by the Australian Accounting Standards Board.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain non-current assets.

1(b) Statement of Compliance

These general purpose financial statements comply with all accounting standards and interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to Council's operations and effective for the current reporting period. Because the Council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, these financial statements do not comply with IFRS. The main impacts are the offsetting of revaluation and impairment gains and losses within a class of assets, and the timing of the recognition of non-reciprocal grant revenue.

1(c) Constitution

The Hinchinbrook Shire Council is constituted under the Queensland Local Government Act 2009 and is domiciled in Australia.

1(d) Date of Authorisation

The financial statements were authorised for issue on the date they were submitted to the Auditor-General for final signature. This is the date the management certificate is signed.

1(e) Currency

The Council uses the Australian dollar as its functional currency and its presentation currency.

1(f) Adoption of new Accounting Standards

In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies.

At the date of authorisation of the financial statements, the Standards and Interpretations listed below were in issue but not yet effective.

	Effective for annual report periods beginning on or after:
AASB 9 <i>Financial Instruments</i> (December 2009)	1 January 2013
AASB 10 <i>Consolidated Financial Statements</i>	1 January 2013
AASB 11 <i>Joint Arrangements</i>	1 January 2013
AASB 12 <i>Disclosure of interests in other entities</i>	1 January 2013
AASB 13 <i>Fair Value Measurement</i>	1 January 2013
AASB 119 <i>Employee benefits</i> (completely replaces existing standard)	1 January 2013
AASB 127 <i>Separate Financial Statements</i> (replaces the existing standard together with AASB 10)	1 January 2013
AASB 128 <i>Investments in Associates and Joint Ventures</i> (replaces the existing standard)	1 January 2013
AASB 1053 Application of Tiers of Australian Accounting Standards	1 July 2013
2009-11 Amendments to Australian Accounting Standards arising from AASB 9 (December 2009)	1 January 2013
AASB 2010-2 Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements	1 July 2013
AASB 2010-7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2010)	1 January 2013
AASB 2010-8 Amendments to Australian Accounting Standards – Deferred Tax: Recovery of Underlying Assets	1 January 2012
AASB 2010-10 Further Amendments to Australian Accounting Standards – Removal of Fixed Dates for First-time Adopters	1 January 2013
AASB 2011-2 Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project - Reduced Disclosure Requirements	1 July 2013
AASB 2011-3 Amendments to Australian Accounting Standards - Orderly Adoption of Changes to the ABS GFS Manual and Related Amendments	1 July 2012
AASB 2011-4 Amendments to Australian Accounting Standards to remove Individual Key Management Personnel Disclosure Requirements	1 July 2013
AASB 2011-6 Amendments to Australian Accounting Standards - Extending Relief from Consolidation, the Equity Method and Proportionate Consolidation - Reduced Disclosure Requirements	1 July 2013
AASB 2011-7 Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards	1 January 2013
AASB 2011-8 Amendments to Australian Accounting Standards arising from AASB 13	1 January 2013
AASB 2011-9 Amendments to Australian Accounting Standards - Presentation of items of Other Comprehensive Income	1 July 2012
AASB 2011-10 Amendments to Australian Accounting Standards arising from AASB 119 (September 2011)	1 January 2013
AASB 2011-11 Amendments to AASB 119 (September 2011) arising from Reduced Disclosure Requirements	1 July 2013
AASB 2011-12 Amendments to Australian Accounting Standards arising from Interpretation 20 (AASB 1)	1 January 2013
AASB 2011-13 Amendments to Australian Accounting Standard - Improvement to AASB 1049	1 July 2012
Interpretation 20 Stripping Costs in the Production Phase of a Surface Mine	1 January 2013

AASB 9 Financial Instruments (effective from 1 January 2013)

AASB 9, which replaces AASB 139 *Financial Instruments: Recognition and Measurement*, is effective for reporting periods beginning on or after 1 January 2013 and must be applied retrospectively. The main impact of AASB 9 is to change the requirements for the classification, measurement and disclosures associated with financial assets. Under the new requirements the four current categories of financial assets stipulated in AASB 139 will be replaced with two measurement categories: fair value and amortised cost and financial assets will only be able to be measured at amortised cost where very specific conditions are met.

Had this requirement been adopted at 30 June 2012, there would have been no financial impact on the 2011/2012 financial statements.

Consolidation Standards

The AASB issued a suite of six related accounting standards which are effective for annual reporting periods beginning on or after 1 January 2013. These standards:

- AASB 10 Consolidated Financial Statements
- AASB 11 Joint Arrangements
- AASB 12 Disclosure of Interests in Other Entities
- AASB 127 Separate Financial Statements
- AASB 128 Investments in Associates and Joint Ventures
- AASB 2011-7 Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards

aim to improve the accounting requirements for consolidated financial statements, joint arrangements and off balance sheet vehicles. The AASB is still considering whether these standards need to be modified for application by not-for-profit entities. Consequently, not-for-profit entities are not currently permitted to apply these standards prior to the mandatory application date. As council is a not-for-profit entity, no assessment has been made of the potential impact. An assessment of the impact will be made when the not-for-profit requirements are finalised.

AASB 13 Fair Value Measurement (AASB 13)

AASB 13 applies to reporting periods beginning on or after 1 January 2013. The standard sets out a new definition of “fair value”, as well as new principles to be applied when determining the fair value of assets and liabilities. The new requirements will apply to all of the Council’s assets and liabilities (excluding leases) that are measured and/or disclosed at fair value or another measurement based on fair value. The potential impacts of AASB 13 relate to the fair value measurement methodologies used, and financial statement disclosures made in respect of, such assets and liabilities.

No significant changes are anticipated, based on the fair value methodologies presently used. Therefore, and at this stage, no consequential material impacts are expected for the Hinchinbrook Shire Council’s property, plant and equipment in 2013-14.

AASB 13 will require an increased amount of information to be disclosed in relation to fair value measurements for both assets and liabilities. To the extent that any fair value measurement for an asset or liability uses data that is not “observable” outside the Council, the amount of information to be disclosed will be relatively greater.

Amendments to AASB 101 Presentation of Financial Statements

The AASB 101 Amendments require council to group items presented in other comprehensive income into those that, in accordance with other standards: (a) will not be reclassified subsequently to profit or loss and (b) will be reclassified subsequently to profit or loss when specific conditions are met. It is applicable for annual periods beginning on or after 1 July 2012. The Council’s management expects this will change the current presentation of items in other comprehensive income; however, it will not affect the measurement or recognition of such items.

Amendments to AASB 119 Employee Benefits

A revised version of AASB 119 Employee Benefits applies from reporting periods beginning on or after 1 January 2013. The revised AASB 119 is generally to be applied retrospectively.

The revised standard includes changed criteria for accounting for employee benefits as “short-term employee benefits”. Had Hinchinbrook Shire Council applied the revised standard this year annual leave currently classified as a “short-term benefit” would have been reclassified as a “long-term benefit”. However, no reported amounts would have been amended as the Council already discounts the annual leave liability to present value in respect of amounts not expected to be settled within 12 months [refer Note 1(t)].

The concept of “termination benefits” is clarified and the recognition criteria for liabilities for terminations benefits will be different. If termination benefits meet the timeframe criterion for “short-term employee benefits”, they will be measured according to the AASB 119 requirements for “short-term employee benefits”. Otherwise, termination benefits will need to be measured according to the AASB 119 requirements for “other long-term employee benefits”. Under the revised standard, the recognition and measurement of employer obligations for “other long-term employee benefits” will need to be accounted for according to most of the requirements for defined benefit plans.

The revised AASB 119 also includes changed requirements for the measurement of employer liabilities/assets arising from defined benefit plans, and the measurement and presentation of changes in such liabilities/assets. Hinchinbrook Shire Council contributes to the Local Government Superannuation Scheme (Qld) as disclosed in note 23. The revised standard will require Hinchinbrook Shire Council to make additional disclosures regarding the Defined Benefits Fund element of the scheme.

The reported results and position of the council will not change on adoption of the other pronouncements as they do not result in any changes to the council's existing accounting policies. Adoption will, however, result in changes to information currently disclosed in the financial statements. The council does not intend to adopt any of these pronouncements before their effective dates.

1(g) Critical accounting judgements and key sources of estimation uncertainty

In the application of Council's accounting policies, management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and ongoing assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

Judgements, estimates and assumptions that have a potential significant effect are outlined in the following financial statement notes:

Valuation of property, plant and equipment - Note 1(n) and Note 14

Impairment of property, plant and equipment - Note 1(q) and Note 14

Provisions - Note 1(v) and Note 1(t) and Note 16

Contingencies - Note 22.

1(h) Revenue

Rates, levies, grants and other revenue are recognised as revenue on receipt of funds or earlier upon unconditional entitlement to the funds.

(i) Rates and levies

Where rate monies are received prior to the commencement of the rating/levying period, the amount is recognised as revenue in the period in which they are received.

(ii) Grants, subsidies and Contributions

Grants, subsidies and contributions that are non-reciprocal in nature are recognised as revenue in the year in which Council obtains control over them. An equivalent amount is transferred from retained earnings to a relevant reserve. Council spends all recurrent grants in the year received and therefore Council has not established a reserve for this purpose.

Where grants are received that are reciprocal in nature, revenue is recognised as the various obligations under the funding agreement are fulfilled. Council does not currently have any reciprocal grants.

(iii) Non-Cash Contributions

Non-cash contributions with a value in excess of the recognition thresholds, are recognised as revenue and as non-current assets. Non-cash contributions below the thresholds are recorded as revenue and expenses.

Physical assets contributed to Council by developers in the form of road works, stormwater, water and wastewater infrastructure and park equipment are recognised as revenue when the development becomes "on maintenance" (ie the Council obtains control of the assets and becomes liable for any ongoing maintenance) and there is sufficient data in the form of drawings and plans to determine the approximate specifications and values of such assets. All non-cash contributions are recognised at the fair value of the contribution received on the date of acquisition.

(iv) Cash Contributions

Developers also pay infrastructure charges for trunk infrastructure, such as pumping stations, treatment works, mains, sewers, water pollution control works. These infrastructure charges are not within the scope of AASB Interpretation 18 because there is no performance obligation associated with them. Consequently, the infrastructure charges are recognised as income when received.

(v) Rental Income

Rental revenue from investment and other property is recognised as income on a periodic straight line basis over the lease term.

(vi) Interest

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

(vii) Sales Revenue

Sale of goods is recognised when the significant risk and rewards of ownership are transferred to the buyer, generally when the customer has taken undisputed delivery of the goods.

The Council generated revenues from services like contracts for road and earthworks. Revenues from contracts and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. Contract revenue and associated costs are recognised by reference to the stage of completion of the contract activity at the reporting date. Revenue is measured at the fair value of consideration received or receivable in relation to that activity. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed.

(viii) Fees and Charges

Fees and charges are recognised upon unconditional entitlement to the funds. Generally this is upon lodgement of the relevant applications or documents, issuing of the infringement notice or when the service is provided.

1(i) Financial Assets and Financial Liabilities

Council recognises a financial asset or a financial liability in its Statement of Financial Position when, and only when, Council becomes a party to the contractual provisions of the instrument.

Hinchinbrook Shire Council has categorised and measured the financial assets and financial liabilities held at balance date as follows:

Financial Assets

Cash and cash equivalents Note 1(j)

Receivables - measured at amortised cost Note 1(k)

Financial Liabilities

Payables - measured at amortised cost Note 1(s)

Financial assets and financial liabilities are presented separately from each other, offsetting has not been applied.

The fair value of financial instruments is determined as follows:

The fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities approximate their carrying amounts and are not disclosed separately.

The fair value of trade receivables approximates the amortised cost less any impairment. The fair value of payables approximates the amortised cost.

Hinchinbrook Shire Council does not recognise financial assets or financial liabilities at fair value in the Statement of Financial Position.

All other disclosures relating to the measurement and financial risk management of financial instruments are included in Note 28.

1(j) Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand, all cash and cheques receipted but not banked at the year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

1(k) Receivables

Trade receivables are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase price / contract price. Settlement of these amounts is required within 30 days from invoice date.

The collectability of receivables is assessed periodically and if there is objective evidence that Council will not be able to collect all amounts due, the carrying amount is reduced for impairment. The loss is recognised in finance costs. The amount of the impairment is the difference between the asset's carrying amount and the present value of the estimated cash flows discounted at the effective interest rate.

All known bad debts were written-off at 30 June. Subsequent recoveries of amounts previously written off in the same period are recognised as finance costs in the Statement of Comprehensive Income. If an amount is recovered in a subsequent period it is recognised as revenue.

Because Council is empowered under the provisions of the *Local Government Act 2009* to sell an owner's freehold property to recover outstanding rate debts, Council does not impair any rate receivables for freehold properties. Council does impair rate receivables where outstanding rates debts apply to leasehold land.

The Council has a policy of making non interest-bearing loans to community not for profit organisations generally repaid over 3 years. This minister has approved in writing Type 1 & Type 2 Financial arrangements.

1(l) Inventories

Stores and raw materials are valued at the lower of cost and net realisable value and include, where applicable, direct material, direct labour and an appropriate portion of variable and fixed overheads. Costs are assigned on the basis of weighted average cost.

Inventories held for distribution are:

- goods to be supplied at no, or nominal charge, and
- goods to be used for the provision of services at no, or nominal, charge.

These goods are valued at cost, adjusted, when applicable, for any loss of service potential.

1(m) Investments

Term deposits in excess of three months are reported as investments, with deposits of less than three months being reported as cash equivalents. At 30 June 2012 Council did not have any term deposits in excess of three months.

1(n) Property, Plant and Equipment

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss. Items of plant and equipment with a total value of less than \$5,000, and infrastructure assets, and buildings with a total value of less than \$10,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

The classes of property, plant and equipment recognised by the Council are:

- Land and improvements
- Buildings and Structures
- Plant and Equipment
- Road and drainage network
- Water
- Sewerage
- Computer Network
- Other assets
- Work in Progress

(i) Acquisition of Assets

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees engineering design fees and all other establishment costs.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value means the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

All asset acquisitions are accounted to work in progress and when completed are transferred from work in progress to the relevant asset class.

(ii) Capital and operating expenditure

Wage and materials expenditure incurred for the acquisition or construction of assets are treated as capital expenditure. Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

(iii) Valuation

Land and improvements, buildings and structures and all infrastructure assets are measured on the revaluation basis, at fair value in accordance with AASB 116 Property, Plant and Equipment. Other plant and equipment and work in progress are measured at cost.

Non-current physical assets measured at fair value are revalued where required so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by comprehensively revaluing these assets at least once every five years with interim valuations, using a suitable index, being otherwise performed on an annual basis where there has been a material variation in the index.

Any revaluation increment arising on the revaluation of an asset is credited to the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus relating to that asset class.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

Separately identified components of assets are measured on the same basis as the assets to which they relate.

Details of valuers and methods of valuations are disclosed in Note 14.

(iv) Major Plant

The Council has determined that plant which has an individual cost in excess of \$500,000 is of high value to the Council. Plant which meets this criteria is major plant if it is prone to a high degree of price fluctuations or in danger of becoming obsolete. The Council does not currently have any plant which meets this criteria.

(v) Capital Work in Progress

The cost of property, plant and equipment being constructed by the Council includes the cost of purchased services, materials, direct labour and an appropriate proportion of labour overheads.

(vi) Depreciation

Land is not depreciated as it has an unlimited useful life. Depreciation on property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to the Council.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the Council or the unexpired period of the lease, whichever is the shorter.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of the annual valuation process for assets measured at depreciated current replacement cost are used to estimate the useful lives of these assets at each reporting date. The estimated useful lives of property, plant and equipment are reviewed annually. Details of the range of useful lives for each class for asset are shown in Note 14.

(vii) Land Under Roads

Land under roads acquired before 30 June 2008 is recognised as a non-current asset where the Council holds title or a financial lease over the asset.

Land under the road network within the Council area that has been dedicated and opened for public use under the Land Act 1994 or the Land Title Act 1994 is not controlled by council but is controlled by the state pursuant to the relevant legislation. Therefore this land is not recognised in these financial statements.

1(o) Intangible Assets

Intangible assets with a cost or other value exceeding \$10,000 are recognised as intangible assets in the financial statements, items with a lesser value being expensed.

Expenditure on research activities relating to internally-generated intangible assets is recognised as an expense in the period in which it is incurred.

Costs associated with the development of computer software are capitalised and are amortised on a straight-line basis over the period of expected benefit to Council.

It has been determined that there is not an active market for any of the Council's intangible assets. Therefore, the assets are recognised and carried at cost less accumulated amortisation and accumulated impairment losses.

1(p) Biological assets

The Council operates a nursery to produce bedding plants and trees for its own use. In view of the immaterial nature of this operation the accounting procedures related to biological assets have not been applied. The costs incurred in this operation are included in Council's general operations as they are incurred.

1(q) Impairment of Non Current Assets

Each non-current physical and intangible asset and group of assets is assessed for indicators of impairment annually. If an indicator of possible impairment exists, the Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss. The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use.

An impairment loss is recognised immediately in the Statement of Comprehensive Income, unless the asset is carried at a revalued amount. When the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus of the relevant class to the extent available.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income, unless the asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation surplus increase.

1(r) Leases

Leases of plant and equipment under which the Council assumes substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are classified as finance leases. Other leases, where substantially all the risks and benefits remain with the lessor, are classified as operating leases.

(i) Finance leases

Finance leases where the council is lessee are capitalised in that a lease asset and a liability equal to the fair value of the leased property (or the present value of the minimum lease payments, if lower) are recorded at the inception of the lease. Lease liabilities are reduced by repayments of principal. The interest components of the lease payments are charged as finance costs. The asset is accounted for on the same basis as other assets of the same class. Contingent rentals are written off as an expense in the accounting period in which they are incurred.

(ii) Operating leases

Payments made under operating leases are expensed in equal instalments over the accounting periods covered by the lease term, except where an alternative basis is more representative of the pattern of benefits to be derived from the leased property.

1(s) Payables

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

1(t) Liabilities - Employee Benefits

Liabilities are recognised for employee benefits such as wages and salaries, annual leave and long service leave in respect of services provided by the employees up to the reporting date. Liabilities for employee benefits are assessed at each reporting date. Where it is expected that the leave will be paid in the next twelve months the liability is treated as a current liability. Otherwise the liability is treated as non-current.

(a) Salaries and Wages

A liability for salaries and wages is recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date. This liability represents an accrued expense and is reported in Note 15 as a payable.

(b) Annual Leave

A liability for annual leave is recognised. Annual leave is measured at the amounts expected to be paid when the liabilities are settled, plus relevant on-costs. Annual leave is recognised as a current liability as Council does not have an unconditional right to defer settlement of the liability for at least twelve months after the reporting period. This liability represents an accrued expense and is reported in Note 15 as a payable.

(c) Sick Leave

Sick leave taken in the future will be met by future entitlements and hence no recognition of sick leave has been made in these financial statements.

(d) Superannuation

The superannuation expense for the reporting period is the amount of the contribution the Council makes to the superannuation plan which provides benefits to its employees. Details of those arrangements are set out in Note 23.

(e) Long Service Leave

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value. The proportion of long service leave that Council does not have an unconditional right to defer settlement of for at least twelve months after the reporting period, is recognised as a current liability. This liability is reported in Note 16 as a provision.

1(u) Borrowings

All borrowing costs are expensed in the period in which they are incurred. No borrowing costs are capitalised on qualifying assets.

1(v) Restoration Provision

A provision is made for the cost of restoration of assets and other future restoration costs where it is probable the Council will be liable, or required, to incur such a cost on the cessation of use of the facility. This liability is provided in respect of Refuse dumps.

The provision is measured at the expected cost of the work required discounted to current day values using an appropriate rate. The current QTC lending rate is considered an appropriate rate.

Refuse dumps may be located on State reserves which the council does not control. The cost of the provisions for restoration of these is therefore treated as an expense in the year the provision is first recognised. Changes in the provision not arising from the passing of time are treated as an expense or income.

Changes to the provision resulting from the passing of time (the unwinding of the discount) are treated as a finance cost.

1(w) Asset Revaluation Surplus

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the asset revaluation surplus.

Increases and decreases on revaluation are offset within a class of assets.

Where a class of assets is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation surplus in respect of that class. Any excess is treated as an expense.

When an asset is disposed of, the amount in the surplus in respect of that assets is retained in the asset revaluation surplus and not transferred to retained surplus.

1(x) Retained Surplus

This represents the amount of Council's net funds not set aside in reserves to meet specific future needs.

1(y) Reserves

(i) Constrained Works Reserve - Capital

The amounts reported in this reserve at balance date correspond to the amount of cash (reported within cash and cash equivalents) which has been received in respect of capital works where the required capital works have not yet been carried out. Where non-reciprocal grants, subsidies and contributions are received for specific capital projects, amounts equivalent to the capital grants received are transferred from retained surplus to the constrained works reserve. When the grant monies are expended on the respective projects, an equivalent amount is transferred out of the constrained works reserve to retained surplus. The Council does not reallocate amounts in this reserve to any other reserve.

(ii) Constrained Works Reserve - Operating

The amounts reported in this reserve at balance date correspond to the amount of cash (reported within cash and cash equivalents) which has been received in respect of operational works where the required operational works have not yet been carried out. Where non-reciprocal grants, subsidies and contributions are received for specific operational works, amounts equivalent to the operational grants received are transferred from retained surplus to the constrained works reserve. When the grant monies are expended on the respective projects, an equivalent amount is transferred out of the constrained works reserve to retained surplus. The Council does not reallocate amounts in this reserve to any other reserve.

1(z) Joint Venture

The Council's interest in joint ventures has been recognised in the financial statements by including its share of any assets, liabilities, revenue and expenses of the joint venture within the relevant items reported in the Statement of Financial Position and Statement of Comprehensive Income where it is considered material. Information about the joint ventures is set out in Note 24.

1(aa) National Competition Policy

The Council has reviewed its activities and has identified four activities that are business activities. Details of these activities can be found in Note 29.

1(ab) Actual and Comparatives Figures

Amounts included in the financial statements have not been rounded.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

1(ac) Trust Funds Held for Outside Parties

Funds held in the Trust Account on behalf of outside parties include those funds from the security deposits lodged to guarantee performance and bonds paid into the Trust Account by the Council. The Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the financial statements.

The monies are disclosed in the notes to the financial statements for information purposes only in Note 25.

1(ad) Taxation

Income of local authorities and public authorities is exempt from Commonwealth taxation except for Fringe Benefits Tax and Goods and Services Tax ('GST'). The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

2. Analysis of results by function

(a) Revenue, expenses and assets have been attributed to the following functions :

Functions	Revenue		Internal Transfers/ Subsidies	Total revenue		Expenses		Internal Transfers	Total Expenditure	Net result for period		Assets	
	Recurrent 2012	Capital 2012		2012	2012	Recurrent 2012	Capital 2012			2012	2012	2012	2012
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Corporate Services	17,393,968.31	(843.89)	(14,053,641.00)	3,339,483.42	(4,854,673.03)	-	412,155.00	(4,442,518.03)	(1,103,034.61)	23,271,739.53	-	23,271,739.53	-
Developmt & Planning Services	800,147.62	(7,080.78)	941,462.00	1,734,528.84	(1,610,576.68)	-	-	(1,610,576.68)	123,952.16	4,746,335.60	-	4,746,335.60	-
Community Services	(26,309.64)	246,168.55	2,037,123.00	2,256,981.91	(2,117,610.88)	-	-	(2,117,610.88)	139,371.03	18,816,993.63	-	18,816,993.63	-
Health & Environment Services	577,946.37	(1,978.32)	860,299.00	1,436,267.05	(1,404,448.29)	-	-	(1,404,448.29)	31,818.76	1,567,309.24	-	1,567,309.24	-
Waste Management	3,008,421.09	-	-	3,008,421.09	(2,113,423.90)	(144,095.78)	(245,755.00)	(2,503,274.68)	505,146.41	4,191,550.92	-	4,191,550.92	-
Engineering Services	11,249,393.25	35,507,785.97	10,214,757.00	56,971,936.22	(24,050,543.42)	-	-	(24,050,543.42)	32,921,392.80	239,389,193.60	-	239,389,193.60	-
Building Certification	100,714.24	-	-	100,714.24	(117,802.99)	-	792.00	(117,010.99)	(16,296.75)	-	-	-	-
Water	3,143,231.43	273,886.27	-	3,417,117.70	(1,487,426.74)	-	(105,984.00)	(1,593,410.74)	1,823,706.96	18,560,675.26	-	18,560,675.26	-
Sewerage	2,119,571.85	(4,520.76)	-	2,115,051.09	(1,420,695.46)	-	(61,208.00)	(1,481,903.46)	633,147.63	15,240,968.69	-	15,240,968.69	-
Total	38,367,084.52	36,013,417.04	-	74,380,501.56	(39,177,201.39)	(144,095.78)	-	(39,321,297.17)	35,059,204.39	325,784,766.47	-	325,784,766.47	-

Functions	Revenue		Internal Transfers/ Subsidies	Total revenue		Expenses		Internal Transfers	Total Expenditure		Net result for period		Assets	
	Recurrent 2011 \$	Capital 2011 \$		2011 \$	2011 \$	Recurrent 2011 \$	Capital 2011 \$		2011 \$	2011 \$	2011 \$	2011 \$		
Corporate Services	15,617,987.13	25,534.93	(13,106,328.01)	2,537,194.05	(4,247,406.00)	-	-	281,261.78	(3,966,144.22)	(1,428,950.17)	20,794,837.65	-	20,794,837.65	
Developmt & Planning Services	404,907.11	-	1,207,034.00	1,611,941.11	(1,047,491.89)	-	-	-	(1,047,491.89)	564,449.22	4,615,734.08	-	4,615,734.08	
Community Services	212,840.94	1,822,064.98	1,542,465.01	3,577,370.93	(1,709,461.57)	-	-	-	(1,709,461.57)	1,867,909.36	18,467,161.84	-	18,467,161.84	
Health & Environment Services	432,646.02	-	965,673.00	1,398,319.02	(1,350,499.13)	-	-	-	(1,350,499.13)	47,819.89	1,528,299.71	-	1,528,299.71	
Waste Management	2,648,011.78	10,000.00	-	2,658,011.78	(1,491,696.10)	-	-	(178,787.78)	(1,670,483.88)	987,527.90	3,875,070.42	-	3,875,070.42	
Engineering Services	27,094,917.97	(29,325,402.25)	9,391,156.00	7,160,671.72	(36,409,512.65)	-	-	-	(36,409,512.65)	(29,248,840.93)	200,448,960.59	-	200,448,960.59	
Building Certification	65,224.49	-	-	65,224.49	(111,166.16)	-	-	(3,676.00)	(114,842.16)	(49,617.67)	-	-	-	
Water	2,855,660.92	118,701.73	-	2,974,362.65	(1,394,123.19)	-	-	(75,322.00)	(1,469,445.19)	1,504,917.46	18,649,532.21	-	18,649,532.21	
Sewerage	2,009,194.93	25,275.00	-	2,034,469.93	(1,483,721.31)	-	-	(23,476.00)	(1,507,197.31)	527,272.62	13,407,752.30	-	13,407,752.30	
Total	51,341,391.29	(27,323,825.61)	-	24,017,565.68	(49,245,078.00)	-	-	-	(49,245,078.00)	(25,227,512.32)	281,787,348.80	-	281,787,348.80	

2. Analysis of results by function

(b) Component Programs/Function

The activities relating to the Council's components reported on in Note 2. (a) are as follows:

Corporate Services

To facilitate the business of Council in a timely and professional manner and to ensure that the financial resources of Council are effectively and efficiently utilised.

Development and Planning Services

To encourage the development of a sound and diverse economic base for the Shire and to facilitate the creation of, and access to, business and tourism opportunities.

Community Services

To provide, promote and market the utilisation of Council and community facilities which contribute to lifestyle choices and the fulfilment of community, social and cultural needs.

Health and Environment Services

To enhance and maintain public health standards in the community and adopt sustainable environmental management practices.

Waste Management

To develop, maintain and promote an environmentally sustainable waste management system.

Engineering Services

To enhance and maintain the quality of life of people in the shire by the provision of engineering services and appropriate infrastructure maintenance and development.

Building Certification Service

To provide a Building Certification Service.

Water

Ensure sustainable management of the Shire's water resources to provide safe and reliable water services.

Sewerage

To provide and ensure safe and reliable environmentally sustainable sewerage systems.

	2012	2011
	\$	\$
3. Revenue Analysis		
(a) Rates, levies and charges		
General rates	15,927,105.80	14,937,503.79
Showground Lighting & Kelly Theatre Seat - Separate Rate	(10.63)	160,693.48
Rural Fire Brigade Special Charge	9,282.85	8,688.15
Waste Management Levy - Separate Rate	930,908.07	1,218,596.66
Water Base Charge	2,105,427.17	2,030,234.67
Water Consumption Charge	1,124,701.80	876,311.96
Sewerage	2,282,129.87	2,157,346.25
Sewerage Additional Charge	-	8,400.00
Cleansing Charge	1,189,573.47	914,827.96
	23,569,118.40	22,312,602.92
Less: Discounts	(3,051,064.74)	(2,907,929.09)
Less: Remissions	(402,224.43)	(224,890.26)
Net Rates and Utility Charges	20,115,829.23	19,179,783.57
(b) Fees and charges		
Animal Registrations	41,660.83	44,518.00
Application Fees	224,964.86	178,884.85
Cemetery Fees	128,811.87	82,610.12
Commission	15,788.27	15,309.46
Facility Hire	54,260.27	36,494.85
Equipment Hire	14,128.89	13,211.37
Licence & Registration Fees	50,214.89	63,378.20
Merchandise Sales	20,508.30	21,050.99
Search Fees	27,583.83	16,506.71
Waste Disposal Fees	974,614.57	611,461.08
Other	329,317.28	261,906.35
	1,881,853.86	1,345,331.98
(c) Rental Income		
Lease Fees	145,501.44	117,187.85
	145,501.44	117,187.85
(d) Interest Received		
Interest received from investments	1,086,971.83	1,117,500.39
Interest from rates and utility charges	80,871.11	104,999.84
	1,167,842.94	1,222,500.23
(e) Sales revenue		
Private Works	2,766,839.21	2,082,105.04
Herbert Resource Information Centre	254,768.20	234,163.50
Herbert River Improvement Trust	623,015.15	383,593.86
	3,644,622.56	2,699,862.40
(f) Other income	200,834.44	73,794.67

	2012 \$	2011 \$
4. Grants, subsidies, contributions and donations		
(a) Operational government grants, contributions and donations are analysed as follows:		
Contributions	188,523.94	194,766.42
Employment Subsidy	553,500.00	116,458.33
Fuel Subsidy	31,398.00	34,198.00
Tids Subsidy	10,689.25	2,791.75
Library Subsidy	61,081.12	62,143.80
SES Subsidy	3,400.00	3,400.00
RADF grant	23,333.00	19,833.00
NDRRA Subsidy	7,991,363.44	24,646,825.72
General Purpose Grants	2,205,592.00	1,584,547.00
Other State Government Subsidies	141,719.30	37,966.57
Total Operational Revenue	11,210,600.05	26,702,930.59
(b) Capital government grants and contributions are analysed as follows:		
Contributions	443,011.70	461,677.28
NDRRA Subsidy	34,333,991.14	27,916.59
Other Federal Government Subsidy	169,174.45	1,900,868.32
Other State Government Subsidy	560,861.09	300,193.63
Roads to Recovery Subsidy	-	196,605.00
TIDS Subsidy	708,014.63	272,239.96
Total Capital Revenue	36,215,053.01	3,159,500.78
(c) Conditions over Contributions		
Contributions and grants which were recognised as revenues during the reporting period and which were obtained on the condition that they be expended in a manner specified by the contributor but had not been expended at the reporting date:		
Grants & contributions for expenditure on infrastructure	421,433.18	15,228,553.06
	421,433.18	15,228,553.06
Contributions and grants which were recognised as revenues in a previous reporting period and were expended during the current reporting period in accordance with the Council's obligations.		
Grants & contributions expended on infrastructure	15,141,671.13	5,413,081.02
	15,141,671.13	5,413,081.02
Net increase (decrease) in restricted asset (cash) at period end	(14,720,237.95)	9,815,472.04

	2012	2011
	\$	\$
5. Capital Income		
Gain (loss) on the Disposal of Non-Current Assets		
Proceeds from the sale of property, plant & equipment	85,638.17	139,279.09
Less: Book value of property, plant & equipment sold	(287,274.14)	(30,622,605.48)
Total Gain (loss) on Disposal of Non-Current Assets	(201,635.97)	(30,483,326.39)
6. Employee Benefits		
Total wages and salaries	9,232,142.00	9,353,837.62
Councillors' remuneration	281,245.77	247,219.61
Annual, sick and long service leave entitlements	1,637,813.53	1,794,370.16
Superannuation	1,527,150.66	1,517,039.79
	12,678,351.96	12,912,467.18
Other employee related expenses	474,806.66	346,061.63
	13,153,158.62	13,258,528.81
Less : Capitalised employee costs	(904,273.40)	(429,333.10)
	12,248,885.22	12,829,195.71
Total Council Employees as at 30 June	2012	2011
Total Staff (FTE)	175.65	174.86
7. Materials and services		
Other Materials and services	1,489,441.91	1,702,365.48
Advertising	73,481.55	52,349.76
Audit services	95,700.00	75,289.06
Consultancies & Professional Services	2,352,572.72	1,686,598.51
Contractors & Hire Expenses	10,796,970.70	14,435,622.53
Donations and contributions	297,394.22	283,457.06
Electricity	955,461.04	922,538.00
Equipment Purchases	156,469.30	89,147.84
Freight	45,155.66	40,415.12
Fuels & Oils	121,078.58	112,953.25
Herbert River Improvement Trust Precept	200,000.00	200,000.00
Insurance	376,649.44	314,420.08
Legal Expenses	49,447.97	31,216.25
Library Books	59,916.84	62,933.78
Memberships/Licences/Subscriptions	187,006.91	203,592.79
Postage	26,647.43	25,566.79
Raw Materials	523,431.31	2,478,274.00
Rural Land Precept	28,442.00	26,910.00
Repay Subsidy	(0.01)	4,273,980.49
Signs	36,754.18	328,717.93
Store Issues	967,733.91	1,340,350.72
Telephone & Internet	208,573.77	189,592.88
Tyres & Tubes	70,563.61	75,542.36
Valuation Fees	52,004.15	52,569.45
	19,170,897.19	29,004,404.13

In February 2011 Hinchinbrook Shire Council sustained damage to assets from Cyclone Yasi and associated flood events. Another Flooding event in March 2012 caused further damaged to assets. Costs associated with emergency clean up and restoration works and counter disaster operations (\$11.416M 2012, \$24.130M 2011) have been included in Employee Costs and Materials and Service Costs. The assessment of further damage and resulting costs is continuing. Road assets were partially disposed in 2010-2011 and revaluation of road assets included reductions in remaining lives of assets that were damaged based on condition assessments undertaken. These damaged road assets are expected to be restored within the next two years.

	2012	2011
	\$	\$
8. Finance Costs		
Bank charges	39,278.00	36,695.63
Bad Debt expense	(10,943.67)	37,090.97
Refuse restoration	21,684.64	29,318.34
Total Finance Costs	50,018.97	103,104.94
9. Depreciation and amortisation		
Depreciation and amortisation was charged in respect of:		
Land & Land Improvements	123,867.34	110,710.61
Buildings & Structures	942,048.96	788,146.15
Plant and Equipment	473,295.77	438,647.07
Road & Drainage Network	4,865,802.96	4,721,444.36
Water	541,774.77	509,227.58
Sewerage	510,404.62	498,073.95
Computer Network	221,019.53	202,487.73
Other	29,186.06	39,635.77
	7,707,400.01	7,308,373.22
10. Capital Expenses		
Provision for restoration of land		
Discount rate adjustment to refuse restoration provision	144,095.78	-
	144,095.78	-
11. Cash and Cash Equivalents		
Cash at bank and on hand	184,287.27	204,881.54
Deposits at call	2,418,365.47	14,343,447.18
Term Deposits	-	5,364,093.00
QTC - Cash Fund	4,500,000.00	7,500,000.00
Balance per cash flow statement	7,102,652.74	27,412,421.72
Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:		
Unspent government grants and subsidies	524,309.28	15,250,565.80
Unspent Council funds restricted for State Emergency Service	75,681.79	69,663.22
Total unspent restricted funds	599,991.07	15,320,229.02

	2012	2011
	\$	\$
12. Trade and other receivables		
Current		
Rates and utility charges	580,397.84	1,460,965.68
Government grants and subsidies	23,104,101.90	181,633.61
GST	1,196,092.99	-
Other debtors	3,447,271.02	2,529,102.53
Less: Provision for doubtful debts	(60,641.49)	(71,585.16)
Prepayments (Library Prepaid Lease Fee)	13,915.58	13,915.58
Prepayments	273,088.89	313,481.18
Community interest free loans	-	5,180.00
	28,554,226.73	4,432,693.42
Non-current		
Prepayments (Library Prepaid Lease Fee)	499,801.08	513,716.66
	499,801.08	513,716.66
Interest is charged on outstanding rates at a rate of 10% per annum. No interest is charged on other debtors.		
Loans relate to interest free advances made to various not for profit community organisations.		
13. Inventories		
Current		
Stores and raw materials	396,285.89	367,111.73
	396,285.89	367,111.73

14a Property, Plant and Equipment

	Land & Land Improvements 2012	Buildings & Structures 2012	Plant and Equipment 2012	Road & Drainage Network 2012	Water 2012	Sewerage 2012	Computer Network 2012	Other 2012	Work in Progress 2012	Total 2012
	Revaluation \$	Revaluation \$	Cost \$	Revaluation \$	Revaluation \$	Revaluation \$	Cost \$	Cost \$	Cost	\$
Basis of measurement										
Asset Values										
Opening gross value as at 1 July 2011	8,766,549.29	34,781,607.92	7,224,009.73	218,317,039.28	30,983,324.82	22,829,826.81	2,013,862.63	677,686.90	9,385,693.01	334,979,600.39
Assets not previously recognised	-	-	-	549,273.54	-	-	-	-	-	549,273.54
Additions	-	-	-	-	-	-	-	-	-	40,856,647.42
Completed Asset transferred from Work in Progress	255,338.41	6,086,485.70	614,272.65	1,417,325.64	368,328.31	666,646.62	224,736.56	-	(9,633,133.89)	-
Transfers between asset groups	-	-	-	-	-	-	-	-	-	-
Disposals	-	(447,711.90)	(326,694.69)	(204,631.42)	(125,010.67)	(986,638.10)	(51,560.93)	-	-	(2,142,247.71)
Revaluation adjustment to asset revaluation surplus	(166,707.57)	487,018.33		566,060.86	(1,759,663.61)	350,800.56	-	-	-	(522,491.43)
Closing gross value as at 30 June 2012	8,855,180.13	40,907,400.05	7,511,587.69	220,645,067.90	29,466,978.85	22,860,635.89	2,187,038.26	677,686.90	40,609,206.54	373,720,782.21
Accumulated Depreciation										
Opening balance as at 1 July 2011	(1,298,316.76)	(13,671,392.51)	(3,415,857.31)	(38,570,384.00)	(14,330,402.87)	(13,464,069.39)	(876,229.09)	(291,543.19)	-	(85,918,195.12)
Assets not previously identified	-	-	-	(34,803.67)	-	-	-	-	-	(34,803.67)
Depreciation provided in period	(123,867.34)	(942,048.96)	(473,295.77)	(4,865,802.96)	(541,774.77)	(510,404.62)	(221,019.53)	(29,186.06)	-	(7,707,400.01)
Depreciation on disposals	-	408,868.03	243,456.52	129,554.81	50,500.94	976,732.34	45,860.93	-	-	1,854,973.57
Impairment adjustment to asset revaluation surplus	-	-	-	-	-	-	-	-	-	-
Revaluation adjustment to asset revaluation surplus	15,764.91	516,919.60	-	5,112,430.44	450,576.42	1,220,751.68	-	-	-	7,316,443.05
Transfers between classes	-	-	-	-	-	-	-	-	-	-
Accumulated depreciation as at 30 June 2012	(1,406,419.19)	(13,687,653.84)	(3,645,696.56)	(38,229,005.38)	(14,371,100.28)	(11,776,989.99)	(1,051,387.69)	(320,729.25)	-	(84,488,982.18)
Book value as at 30 June 2012	7,448,760.94	27,219,746.21	3,865,891.13	182,416,062.52	15,095,878.57	11,083,645.90	1,135,650.57	356,957.65	40,609,206.54	289,231,800.03
Residual Value	-	-	1,834,104.00	123,306,009.04	-	3,415,085.16	-	-	-	128,555,198.20
Land: Not depreciated.										
Range of estimated useful life in years		10 - 100	4 - 25	12 - 100	5 - 100	5 - 70	3 - 15	10 - 75		
Improvements:										
10 - 50										

14b Property, Plant and Equipment Prior Year

	Land & Land Improvements 2011 \$	Buildings & Structures 2011 \$	Plant and Equipment 2011 \$	Road & Drainage Network 2011 \$	Water 2011 \$	Sewerage 2011 \$	Computer Network 2011 \$	Other 2011 \$	Work in Progress 2011 \$	Total 2011 \$
Asset Values										
Opening balance at cost	8,144,479.05	30,598,357.79	6,871,384.25	210,758,887.56	30,123,633.54	22,576,859.58	1,596,155.75	2,539,160.40	6,307,174.05	319,516,091.97
Assets not previously identified	-	692,000.00	-	1,299,983.76	-	-	10,737.00	-	-	2,002,720.76
Additions at cost	-	-	-	-	-	-	-	-	9,929,133.92	9,929,133.92
Completed Asset transferred from Work in Progress	230,564.65	871,657.83	847,377.20	3,185,751.11	687,291.53	181,529.77	846,442.87	-	(6,850,614.96)	-
Transfer between asset groups	362,497.40	1,410,964.98	(5,063.45)	(68,768,655.52)	-	-	53,712.64	(1,822,111.57)	-	-
Disposals	-	-	(489,688.27)	(68,768,655.52)	-	-	(493,185.63)	(39,361.93)	-	(69,790,891.35)
Revaluation adjustment to asset revaluation surplus	29,008.19	1,208,627.32	-	71,841,072.37	172,399.75	71,437.46	-	-	-	73,322,545.09
Closing gross value as at 30 June 2011	8,766,549.29	34,781,607.92	7,224,009.73	218,317,039.28	30,983,324.82	22,829,826.81	2,013,862.63	677,686.90	9,385,693.01	334,979,600.39

Accumulated Depreciation

Opening balance	(1,163,217.69)	(12,360,300.17)	(3,342,913.49)	(79,502,667.60)	(13,894,881.87)	(12,943,115.58)	(1,138,614.66)	(335,838.51)	-	(124,681,549.57)
Assets not previously identified	-	(607,176.56)	-	(406,795.48)	-	-	(3,374.49)	-	-	(1,017,346.53)
Depreciation provided in period	(110,710.61)	(788,146.15)	(438,647.07)	(4,721,444.36)	(509,227.58)	(498,073.95)	(202,487.73)	(39,635.77)	-	(7,308,373.22)
Depreciation on disposals	-	-	364,607.78	38,278,645.60	-	-	486,985.61	38,046.88	-	39,168,285.87
Impairment adjustment to asset revaluation surplus	-	-	-	8,110,363.10	-	-	-	-	-	8,110,363.10
Revaluation adjustment to asset revaluation surplus	(20,694.17)	108,777.94	-	(328,485.26)	73,706.58	(22,879.86)	-	-	-	(189,574.77)
Transfers between classes	(3,694.29)	(24,547.57)	1,095.47	-	-	-	(18,737.82)	45,884.21	-	-
Accumulated depreciation as at 30 June 2011	(1,298,316.76)	(13,671,392.51)	(3,415,857.31)	(38,570,384.00)	(14,330,402.87)	(13,464,069.39)	(876,229.09)	(291,543.19)	-	(85,918,195.12)

Book value as at 30 June 11

	7,468,232.53	21,110,215.41	3,808,152.42	179,746,655.28	16,652,921.95	9,365,757.42	1,137,633.54	386,143.71	9,385,693.01	249,061,405.27
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Residual Value

	-	-	1,716,631.00	119,611,002.87	-	1,240,696.12	-	-	-	122,568,329.99
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Range of estimated useful life in years

	10 - 100	4 - 15	12 - 100	5 - 75	5 - 70	3 - 17	5 - 100	-	-	-
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Land: Not
depreciated.
Improvements:
15 - 50

14c Property, plant and equipment valuations were determined by reference to the following

(i) Land and land improvements

Land has been included at current market value as at 30th June 2010 as determined by AssetVal Pty Ltd. Land improvements have been included at written down current replacement cost as at 30 June 2012 and has been determined internally by Council using current unit rates.

(ii) Buildings

Buildings have been included at their written down current replacement cost as valued internally by Council using ABS Index Number 3020 Non-residential building construction Queensland.

(iii) Network Assets

Water and sewerage infrastructure is included at the written down current replacement cost as at 30 June 2012 and has been determined internally by Council using current unit rates. Road Infrastructure is included at the written down current replacement cost as at 30 June 2012 and has been determined internally by Council using current unit rates.

	2012 \$	2011 \$
15. Trade and Other Payables		
Current		
Creditors and accruals	11,157,019.87	9,866,321.06
Annual leave	1,528,445.79	1,488,285.56
Rostered days off	71,934.62	65,658.17
Time in lieu	25,604.38	11,692.02
	12,783,004.66	11,431,956.81
16. Provisions		
Current		
Long Service Leave	1,680,504.76	1,683,683.53
	1,680,504.76	1,683,683.53
Non-Current		
Ingham Landfill Refuse Restoration	641,164.75	618,884.75
Taylor's Beach Landfill Refuse Restoration	207,853.82	200,630.82
Forrest Beach Landfill Refuse Restoration	132,685.05	128,074.05
Lucinda Landfill Refuse Restoration	98,978.62	95,539.62
Warrens Hill Landfill Refuse Restoration	614,541.87	362,623.00
Long Service Leave	341,419.79	315,760.43
	2,036,643.90	1,721,512.67
Ingham Landfill Refuse Restoration		
Balance at beginning of financial year	618,884.75	592,233.75
Increase in provision due to revised estimate of works	22,280.00	26,651.00
Balance at end of financial year	641,164.75	618,884.75
This is based on an estimate to undertake remediation works at this closed landfill site. Council is continuing monitoring and testing of the site. The remediation works are not planned to be commenced within the next 10 years and Council is continuing to investigate options for remediation works.		
Taylor's Beach Landfill Refuse Restoration		
Balance at beginning of financial year	200,630.82	191,990.82
Increase in provision due to revised estimate of works	7,223.00	8,640.00
Balance at end of financial year	207,853.82	200,630.82
This is based on an estimate to undertake remediation works at this closed landfill site. Council is continuing monitoring and testing of the site. The remediation works are not planned to be commenced within the next 10 years.		
Forrest Beach Landfill Refuse Restoration		
Balance at beginning of financial year	128,074.05	122,559.05
Increase in provision due to revised estimate of works	4,611.00	5,515.00
Balance at end of financial year	132,685.05	128,074.05
This is based on an estimate to undertake remediation works at this closed landfill site. Council is continuing monitoring and testing of the site. The remediation works are not planned to be commenced within the next 10 years.		

	2012 \$	2011 \$
Lucinda Landfill Refuse Restoration		
Balance at beginning of financial year	95,539.62	91,425.62
Increase in provision due to revised estimate of works	3,439.00	4,114.00
Balance at end of financial year	<u>98,978.62</u>	<u>95,539.62</u>

This is based on an estimate to undertake remediation works at this closed landfill site. Council is continuing monitoring and testing of the site. The remediation works are not planned to be commenced within the next 10 years.

Warrens Hill Landfill Refuse Restoration		
Balance at beginning of financial year	362,623.00	333,304.67
Increase in provision due to unwinding of discount	21,684.64	29,318.33
Increase (decrease) in provision due to change in discount rate	144,095.78	-
Increase in Provision adjusted to Asset Revaluation Surplus	86,138.45	-
Balance at end of financial year	<u>614,541.87</u>	<u>362,623.00</u>

This is the present value of the estimated cost of restoring the refuse disposal site to a useable state at the end of its useful life. The projected cost is \$2,023,423 and this cost is expected to be incurred in 2037 after closing the site that year.

Long service leave

Balance at beginning of financial year	1,999,443.96	1,787,655.00
Long service leave entitlement arising	264,431.73	349,775.97
Long Service entitlement extinguished	(73,328.11)	(16,349.12)
Long Service entitlement paid	(168,623.03)	(121,637.89)
Balance at end of financial year	<u>2,021,924.55</u>	<u>1,999,443.96</u>

17. Other Liabilities

Current

Unearned revenue	<u>65,495.54</u>	<u>12,565.61</u>
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18. Asset Revaluation Surplus

Movements in the asset revaluation surplus were as follows:

Balance at beginning of period	145,853,553.54	64,610,220.12
Net adjustment to capital non-current assets at end of period to reflect a change in fair value:		
Buildings	1,003,937.93	1,317,405.26
Road and bridge network	5,678,491.30	79,622,950.21
Water	(1,309,087.19)	246,106.33
Sewerage	1,571,552.24	48,557.60
Land	(150,942.66)	8,314.02
Change in value of future rehabilitation cost:		
Land and improvements	(86,138.45)	-
Balance at the reporting date	<u>152,561,366.71</u>	<u>145,853,553.54</u>

	2012 \$	2011 \$
Asset revaluation surplus analysis		
The closing balance of the asset revaluation surplus comprises the following asset categories:		
Land and improvements	3,151,117.74	3,388,198.85
Buildings	3,767,211.75	2,763,273.82
Road, drainage and bridge network	136,280,847.51	130,602,356.21
Water	5,417,104.58	6,726,191.77
Sewerage	3,945,085.13	2,373,532.89
	152,561,366.71	145,853,553.54
19. Retained Surplus		
Movements in the retained surplus were as follows:		
Retained surplus at the beginning of financial year	105,763,847.62	139,821,457.75
Result from ordinary activities	35,059,204.39	(25,227,512.32)
Transfers (to) from capital reserves for future capital project funding, or from reserve funds that have been expended:		
Constrained works reserve	101,407.07	5,093,851.55
Transfers (to) recurrent reserves for future project funding, or from reserve funds that have been expended:		
Constrained works reserve	14,618,830.88	(14,909,323.59)
Assets not previously identified	514,469.87	985,374.23
Retained surplus at the end of the financial year	156,057,759.83	105,763,847.62
20. Other Reserves		
(a) Reserves held for future capital expenditure:		
(i) Constrained works reserve	128,916.99	230,324.06
(b) Reserves held for future recurrent expenditure:		
(i) Constrained works reserve	471,074.08	15,089,904.96
	599,991.07	15,320,229.02
Reserves held for future capital expenditure:		
(i) Constrained works reserve		
Balance at beginning of period	230,324.06	5,324,175.61
Transfer to retained surplus funds expended in the period.	(230,324.06)	(5,324,175.61)
Transfers from the retained surplus grants, subsidies and contributions, constrained for capital purposes, received in period.	128,916.99	230,324.06
Balance at the reporting date	128,916.99	230,324.06
Reserves held for future recurrent expenditure:		
(i) Constrained works reserve		
Balance at beginning of period	15,089,904.96	180,581.37
Transfer of funds to the statement of appropriations	(14,911,347.07)	(88,905.41)
Transfer from statement of appropriations for future expenditure	292,516.19	14,998,229.00
Balance at the reporting date	471,074.08	15,089,904.96

	2012 \$	2011 \$
21. Commitments for Expenditure		
(a) Contractual Commitments		
Contractual commitments at balance date but not recognised in the financial statements are payable as follows:		
Contract for refuse disposal over 11 years expires 30 June 2016	670,359.08	666,563.09
NDRRA Works 11/49 Minor Pavement Repairs	313,680.31	-
NDRRA Works 11/48 Geotechnical Services	3,311,682.40	-
NDRRA Works 11/38 Survey Services	457,228.05	-
NDRRA Works 11/56 Drain Cleaning	134,798.25	-
NDRRA Works 11/57 Culvert Cleaning	76,106.56	-
NDRRA Works 11/79 Drain Cleaning # 2	207,660.00	-
Tender 11/05 Management of Cyclone Yasi NDRRA Process - 6 - 8% of project expenditure		
	5,171,514.65	666,563.09
(b) Capital Commitments		
Commitment for the construction of the following assets contracted for at the reporting date but not recognised as liabilities, payable:		
NDRRA Works 11/40 Abergowrie, Atkinsons Pkt and Celottos Rd	73,712.77	-
NDRRA Works 11/53 Lyons, Knox, Gordon Harvey and Tarakan Roads	12,402.40	-
NDRRA Works 11/54 Cemetery Road	490,871.58	-
NDRRA Works 11/55 Challands, Industrial, Market	1,960,716.48	-
NDRRA Works 11/64 Series Road	181,092.71	-
NDRRA Works 11/67 - Rural Road Reconstruction	197,171.97	-
NDRRA Works 11/67 - Urban Road Reconstruction	1,427,548.07	-
NDRRA Works 11/70 Carrig Dhowan, Crotons and Gap Creek Rd	87,770.65	-
NDRRA Works 11/73 Repairs to Milton Road	216,721.89	-
NDRRA Works 11/75 Palm Avenue	377,551.24	-
NDRRA Works 11/77 Danger Camp, Warrens Hill and Eleanor St	8,083,445.79	-
	13,109,005.55	-

22. Contingent Liabilities

Details and estimates of maximum amounts of contingent liabilities are as follows:

Local Government Workcare

The Hinchinbrook Shire Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise.

The Council's maximum exposure to the bank guarantee is:	160,386.56	144,012.59
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2012	2011
\$	\$

Local Government Mutual

(c) The Hinchinbrook Shire Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or being unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect of any year that a deficit arises.

As at 30 June 2011 the financial statements reported an accumulated surplus and it is not anticipated any liability will arise.

23. Superannuation

The Hinchinbrook Shire Council contributes to the Local Government Superannuation Scheme (Qld) (the scheme). The scheme is a Multi-employer Plan as defined in the Australian Accounting Standard AASB119 *Employee Benefits*.

The Queensland Local Government Superannuation Board, the trustee of the scheme, advised that the local government superannuation scheme was a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation.

The scheme has two elements referred to as the Defined Benefits Fund (DBF) and the Accumulation Benefits Fund (ABF). The ABF is a defined contribution scheme as defined in AASB 119. Council has no liability to or interest in the ABF other than the payment of the statutory contributions as required by the *Local Government Act 2009*.

The DBF is a defined benefit plan as defined in AASB119. The Council is not able to account for the DBF as a defined benefit plan in accordance with AASB119 because the scheme is unable to account to the Council for its proportionate share of the defined benefit obligation, plan assets and costs.

Any amount by which either fund is over or under funded would only affect future benefits and contributions to the DBF, and is not an asset or liability of the Council. Accordingly there is no recognition in the financial statements of any over or under funding of the scheme.

The audited general purpose financial report of the scheme as at 30 June 2011 (the most recent available) which was not subject to any audit qualification, indicates that the assets of the scheme are sufficient to meet the vested benefits.

The amount of superannuation contributions paid by the Council to the scheme during the period for the benefit of employees and Councillors was:

1.527.150,66	1.517.039,79
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24. Joint Venture

(a) Herbert Resource Information Centre

The Council has a one sixth share (2011 - one sixth share) joint venture interest in Herbert Resource Information Centre, the principal activity is a GIS facility providing improved access to a range of information to organisations and individuals to assist better resource planning and management in the Herbert River Catchment.

The Council's share in the joint venture is not included in the financial statements as it is not considered material and the Council does not have a controlling interest.

Share of joint venture revenue, expenses:

Ordinary revenues

Ordinary expenses

Share of net result

Share of joint venture assets and liabilities:

Assets

Cash

Debtors

Property Plant and Equipment

Liabilities

Leave Liabilities

Creditors

Net assets

	2012 \$	2011 \$
1/6th Share		
Ordinary revenues	125,709.19	91,305.50
Ordinary expenses	(98,675.69)	(83,148.96)
Share of net result	27,033.50	8,156.54
1/6th Share		
Assets		
Cash	97,677.25	74,041.79
Debtors	14,110.11	823.30
Property Plant and Equipment	17,406.82	25,986.91
Liabilities		
Leave Liabilities	16,641.90	14,068.48
Creditors	8,870.84	8,778.09
Net assets	103,681.44	78,005.43

(b) Hinchinbrook Community Wetlands

The Council has a 50% share joint venture interest in the Hinchinbrook Community Wetland, the principal activity is develop and maintain a wetland to treat waste water.

Ordinary revenues

Ordinary expenses

Net result

Constrained Works Reserve

Sewerage Infrastructure Assets 50% only

	12,500.00	12,500.00
	(36,806.05)	(33,606.40)
Net result	(24,306.05)	(21,106.40)
Constrained Works Reserve	(18,536.46)	-
Sewerage Infrastructure Assets 50% only	538,669.32	545,791.50

25. Trust Funds

Monies collected or held on behalf of another entity yet to be paid out to or on behalf of that entity

	239,885.03	197,349.80
	239,885.03	197,349.80

The Hinchinbrook Shire Council performs only a custodial role in respect of these monies, and because the monies cannot be used for Council, they are not brought to account in these financial statements.

	Note	2012 \$	2011 \$
26. Reconciliation of Result from Ordinary Activities to Net Cash Inflow (Outflow) from Operating Activities			
Result from ordinary activities		35,059,204.39	(25,227,512.32)
Non-cash operating items :			
Depreciation and amortisation	9	7,707,400.01	7,308,373.22
Contributed Assets		(272,548.44)	(165,842.55)
Decrease in provision to Asset Revaluation Surplus		(86,138.45)	-
		7,348,713.12	7,142,530.67
Investing and development activities :			
Net (profit) loss on disposal of non current assets	5	201,635.97	30,483,326.39
		201,635.97	30,483,326.39
Changes in operating assets and liabilities :			
(Increase) decrease in receivables		(24,107,617.73)	(637,996.69)
(Increase) decrease in inventories		(29,174.16)	15,725.82
Increase (decrease) in creditors and accruals		1,351,047.85	6,917,755.88
Increase (decrease) in provisions		311,952.46	286,027.30
Increase (decrease) in other liabilities		52,929.93	(45,061.78)
		(22,420,861.65)	6,536,450.53
Net cash inflow from operating activities		20,188,691.83	18,934,795.27

27. Correction of error

Significant damaged occurred as a result of Cyclone Yasi during 2010-2011 financial year. The revaluation of Council's Road infrastructure assets at 30 June 2011 took into account the condition of the road assets. A correction has been made to adjust 2010-2011 financial statements to show a significant value of the assets being disposed in 2010-2011 financial statements. The adjustment effects the 30 June 2011 balances only.

	As at 30 June 2011	As at 1 July 2010
Gross value of roads - Asset Disposal	(66,267,924.68)	-
Gross value of roads - Asset Revaluation adjustment	(10,732,617.97)	-
Gross value of roads	(77,000,542.65)	-
Accumulated depreciation - Asset Disposal	37,358,257.76	-
Accumulated depreciation - Asset Revaluation adjustment	39,642,284.89	-
Accumulated depreciation	77,000,542.65	-
Net value of Property Plant & Equipment	-	-
Changes in Community Equity		
Retained Surplus - Loss on disposal of Road Assets	28,909,666.92	-
Asset Revaluation Surplus	(28,909,666.92)	-
Total Change in Community Equity	-	-

28. Financial Instruments

Hinchinbrook Shire Council's activities expose it to a variety of financial risks including interest rate risk, credit risk and liquidity risk.

The Council minimises its exposure to financial risk in the following ways:

Investments in financial assets are only made where those assets are with a bank or other financial institution in Australia. The Council does not invest in derivatives or other high risk investments.

When the Council borrows, it borrows from the Queensland Treasury Corporation unless another financial institution can offer a more beneficial rate, taking into account any risk. Borrowing by the Council is constrained by the provisions of the *Statutory Bodies Financial Arrangements Act 1982*.

Hinchinbrook Shire Council measures risk exposure using a variety of methods as follows:

Risk Exposure	Measurement method
Interest Rate risk	Sensitivity Analysis
Liquidity Risk	Maturity Analysis
Credit Risk	Ageing Analysis

(i) Credit Risk

Credit risk exposure refers to the situation where the Council may incur financial loss as a result of another party to a financial instrument failing to discharge their obligations.

In the case of a rate receivable, the Council has the power to sell the property to recover any defaulted amounts. In effect this power protects the Council against credit risk in the case of these debts.

In other cases, the Council assesses the credit risk before providing goods and services and applies normal business credit protection procedures to minimise risk.

The Council is exposed to credit risk through its investments with the Queensland Treasury Corporation (QTC) and deposits held with banks or other financial institutions. The QTC Cash Fund is an asset management portfolio that invests with a wide variety of high credit rating counterparties. Deposits are capital guaranteed. Other investments are held with regulated banks and financial institutions and whilst not capital guaranteed the likelihood of a credit failure is remote.

By the nature of the Council's operations, there is a geographical concentration of risk in the Council's area. Because the area is largely sugar cane growing, there is also a concentration in the sugar cane sector.

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is the gross carrying amount of those assets inclusive of any provisions for impairment.

No collateral is held as security relating to the financial assets held by the Council.

The following table represents the Council's maximum exposure to credit risk:

Financial Asset	30/06/2012	30/06/2011
Cash and Cash equivalents - QTC	4,500,000	7,500,000
Cash and Cash equivalents - Bank	2,600,963	19,910,732
Cash and Cash equivalents - Other	1,690	1,690
Receivables - Rates	580,398	1,460,966
Receivables - Other	27,686,824	2,644,331
Total	35,369,875	31,517,718
Other Credit Exposures		
Guarantee	160,387	144,013

Past due or impaired

No financial assets have had their terms renegotiated so as to prevent them from being past due or impaired, and are stated at the carrying amounts as indicated.

The following table represents an analysis of the age of the Council's financial assets that are either fully performing, past due or impaired:

Receivables	Fully Performing	Past Due	Impairment	Total
2012	25,563,628	2,764,235	(60,641)	28,267,222
2011	2,715,916	1,460,966	(71,585)	4,105,297

(ii) Liquidity Risk

Liquidity risk refers to the situation where the Council may encounter difficulty in meeting obligations associated with financial liabilities. The Council is exposed to liquidity risk through its trading in the normal course of business and borrowings from the Queensland Treasury Corporation for capital works.

Council manages its exposure to liquidity risk by maintaining sufficient undrawn facilities, both short and long term, to cater for unexpected volatility in cash flows.

The following table sets out the liquidity risk of financial liabilities held by the Council. The amounts disclosed in the maturity analysis represent the contractual cash flows at balance date:

Financial Liabilities	0-1 Year	1-5 Years	Over 5 years	Total
2012	11,222,515	-	-	11,222,515
2011	9,878,887	-	-	9,878,887

The outflows in the above table are not expected to occur significantly earlier and are not expected to be for significantly different amounts than indicated in the table.

Unrestricted access was available at balance date to the lines of credit listed below:-

	2012	2011
	\$	\$
Bank overdraft facility	150,000	150,000

Interest Rate Risk

The Council is exposed to interest rate risk through its borrowings and investments held with financial institutions.

The risk in borrowing is effectively managed by borrowing from Queensland Treasury Corporation and having access to a mix of floating and fixed funding sources such that the desired interest rate risk exposure can be constructed. Interest rate risk in other areas is minimal.

The Council does not undertake any hedging of interest rate risk.

Interest Rate Sensitivity Analysis

The following sensitivity analysis depicts the outcome to profit and loss should there be a 1% increase in market interest rates. The calculations assume that the rate would be held constant over the next financial year, with the change occurring at the beginning of the year. It is assumed that interest rates on overdue rates would not change. If the rates decreased by 1% the impact would be equal in amount in the reverse direction.

	Net Carrying Amount		Profit		Equity	
	30/06/2012	30/06/2011	30/06/2012	30/06/2011	30/06/2012	30/06/2011
Financial Assets	7,102,653	27,412,422	71,027	274,124	71,027	274,124
Financial Liabilities	-	-	-	-	-	-

29. National Competition Policy

29.(a) Activities to which the code of competitive conduct applies

A “business activity” of a local government is divided into two categories :

(a) Roads business activity means

(i) the construction or maintenance of State controlled roads for which the local government submits an offer to carry out work in response to a tender invitation other than through a sole supplier arrangement; or

(ii) submission of a competitive tender for construction or road maintenance on the local government’s roads which the local government has put out to tender, or called for by another local government.

(b) Business activity means

(i) trading in goods and services to clients in competition with the private sector; or

(ii) submission of a competitive tender in the local government’s own tendering process in competition with others for the provision of goods and services to itself.

Excluded activities are (a) library services, (b) an activity or part thereof prescribed by legislation.

These business activities are referred to as type 3 activities.

Local governments may elect to apply a Code of Competitive Conduct (CCC) to their identified business activities. This requires the application of full cost pricing, identifying the cost of community service obligations (CSO) and eliminating the advantages and disadvantages of public ownership within that activity. The application of the CCC to the roads business activity is compulsory.

The Council has resolved to apply the CCC to the following activities.

Water

Sewerage

Waste Management

Building Certification

29.(b) Financial performance of activities subject to competition reforms

	Water	Sewerage	Waste Management	Building Certification
	Actual	Actual	Actual	Actual
	\$	\$	\$	\$
Revenue for services provided to the Council	155,107.00	21,163.00	450,149.40	-
Revenue for services provided to external clients	3,181,217.43	2,074,105.15	3,008,421.09	100,714.94
* Community service obligations	228,316.00	147,159.00	58,178.00	21,217.00
	3,564,640.43	2,242,427.15	3,516,748.49	121,931.94
Less : Expenditure	(2,329,669.72)	(1,642,456.49)	(2,807,977.19)	(135,025.07)
Surplus / (deficiency)	1,234,970.71	599,970.66	708,771.30	(13,093.13)

Community Service Obligations

Water Supply - Fire Services & Access Concessions	228,316.00			
Sewerage Access Concessions		147,159.00		
Collection of street litter			58,178.00	
Building Certification - High Level Admin Support				21,217.00

HINCHINBROOK SHIRE COUNCIL

MANAGEMENT CERTIFICATE

For the year ended 30 June 2012

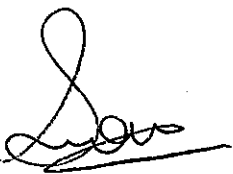
These general purpose financial statements have been prepared pursuant to Section 102 of the Local Government (Finance, Plans and Reporting) Regulation 2010 (the Regulation) and other prescribed requirements.

In accordance with Section 161 of the Regulation we certify that these general purpose financial statements:

- (i) have been prepared in accordance with the relevant accounting documents; and
- (ii) accurately reflect the local government's financial performance and position for the financial year.

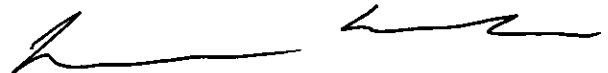
In addition we certify that, in our opinion:

- (i) the prescribed requirements of the Local Government Act 2009 and associated Regulations for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages 3 to 39, have been prepared in accordance with Australian accounting standards (including Australian Accounting Interpretations and other authoritative pronouncements issued by the Australian Accounting Standards Board); and
- (iii) the general purpose financial statements present a true and fair view of the Council's financial position as at 30 June 2012 and of its financial performance and cash flows for the financial year ended on that date.



MR Bow
Mayor

Date: 23/01/2013



LE Mash
Chief Executive Officer

Date: 23/01/2013

INDEPENDENT AUDITOR'S REPORT

To the Mayor of Hinchinbrook Shire Council

Report on the Financial Report

I have audited the accompanying financial report of Hinchinbrook Shire Council, which comprises the statement of financial position as at 30 June 2012, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and certificates given by the Mayor and Chief Executive Officer.

The Council's Responsibility for the Financial Report

The Council is responsible for the preparation of the financial report that gives a true and fair view in accordance with prescribed accounting requirements identified in the *Local Government Act 2009* and *Local Government (Finance, Plans and Reporting) Regulation 2010*, including compliance with Australian Accounting Standards. The Council's responsibility also includes such internal control as the Council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control, other than in expressing an opinion on compliance with prescribed requirements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

The *Auditor-General Act 2009* promotes the independence of the Auditor-General and all authorised auditors. The Auditor-General is the auditor of all Queensland public sector entities and can be removed only by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

Opinion

In accordance with s.40 of the *Auditor-General Act 2009* –

- (a) I have received all the information and explanations which I have required; and
- (b) in my opinion -
 - (i) the prescribed requirements in relation to the establishment and keeping of accounts have been complied with in all material respects; and
 - (ii) the financial report presents a true and fair view, in accordance with the prescribed accounting standards, of the financial performance and cash flows of Hinchinbrook Shire Council for the financial year 1 July 2011 to 30 June 2012 and of the financial position as at the end of that year.

Other Matters - Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial report of Hinchinbrook Shire Council for the year ended 30 June 2012. Where the financial report is included on Hinchinbrook Shire Council's website the Council is responsible for the integrity of Hinchinbrook Shire Council's website and I have not been engaged to report on the integrity of Hinchinbrook Shire Council's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements or otherwise included with the financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

These matters also relate to the presentation of the audited financial report in other electronic media including CD Rom.



Roger Dunstan CA
(as Delegate of the Auditor-General of Queensland)

Townsville

Dated: 15 JANUARY 2013

PURPOSE

The purpose of this revenue policy is to set out the principles used by Council in 2011/2012 for:

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

A: Principles used for the making of rates and charges

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

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

B: Principles used for the levying of rates

In levying rates Council will apply the principles of:-

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

C: Principles used for the recovery of rates and charges

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

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

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

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

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

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

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

E: Setting of Miscellaneous fees and charges

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

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

1. Objective

This statement outlines and explains the revenue raising measures adopted by the Hinchinbrook Shire Council in preparation of its budget for the 2011/2012 financial year.

This statement has been prepared in accordance with the requirements of *Local Government (Finance, Plans & Reporting) Regulation 2010*.

2. Legislative Requirements

The revenue raising measures adopted in this statement apply to the 2011/2012 financial year.

Section S107 requires that a revenue statement must state –

- (a) if the local government levies differential general rates:-
 - (i) the rating categories for rateable land in the local government area ; and
 - (ii) a description of each rating category; and
- (b) if the local government levies special rates or charges for a joint government activity – a summary of the terms of the joint government activity ; and
- (c) if the local government fixes a cost-recovery fee – the criteria used to decide the amount of the cost-recovery fee; and
- (d) if the local government conducts a business activity on a commercial basis – the fees the local government receives for the activity.

3. Responsibility

Finance Manager

4. Definitions

Land Use Codes – means those Land Use Codes used by the Department of Environment and Resource Management to classify land within the Hinchinbrook Shire boundaries.

POLICY
Revenue Statement

LAND USE CODES

01 Vacant Urban Land	25 Professional Offices	49 Caravan Park	78 Rice
02 Single Unit Dwelling	26 Funeral Parlours	50 Other Clubs (Non Business)	79 Orchards
03 Multi Unit Dwelling (Flats)	27 Hospitals, conv, homes (Medical care)(Private)	51 Religious	80 Tropical Fruits
04 Large Home Site-Vac	28 Warehouse & Bulk Stores	52 Cemeteries	81 Pineapples
05 Large Home Site - Dwelling	29 Transport Terminal	55 Library	82 Vineyards
06 Outbuildings	30 Service Station	56 Showground, Racecourse, Airfield	83 Small Crops & Fodder Irrig
07 Guest House/Private Hotel	31 Oil Depot & Refinery	57 Parks, Gardens	84 Small Crops & Fodder Non Irrig
08 Building Units - Primary use only	32 Wharves	58 Educational include Kindergarten	85 Pigs
09 Group Title - Primary use only	33 Builders yard, contractors	60 Sheep Grazing - Dry	86 Horses
10 Comb. Multi Dwelling & Shops	34 Cold Stores - Ice Works	61 Sheep Breeding	87 Poultry
11 Shop Single	35 General Industry	64 Breeding	88 Forestry & Logs
12 Shops - group (more than 6 shops)	36 Light Industry	65 Breeding & Fattening	89 Animal Special
13 Shopping group (2 to 6 shops)	37 Noxious/Offensive Industry	66 Fattening	90 Stratum
14 Shops - Main Retail (Central Business District)	38 Advertising-Hoarding	67 Goats	91 Transformers
15 Shops - Second Retail (Fringe central business presence of service ind)	39 Harbour Industries	68 Milk - Quota	92 Defence Force Estab
16 Drive in shopping centre	40 Extractive	69 Milk - No Quota	93 Peanuts
17 Restaurant	41 Child care ex Kindergarten	70 Cream	94 Vacant Rural Land (Excl 01 & 04)
18 Special Tourist Attraction	42 Hotel/Tavern	71 Oil Seed	95 Reservoir, dam, bores
19 Walkway	43 Motel	72 Section 25 Vain	96 Public Hospital
20 Marina	44 Nurseries (Plants)	73 Grains	97 Welfare Home/Institution
21 Residential Institution (Non-Medical care)	45 Theatres Cinemas	74 Turf Farms	99 Community Protection Centre
22 Car Parks	46 Drive-in Theatre	75 Sugar Cane	
23 Retail Warehouse	47 Licensed Club	76 Tobacco	
24 Sales area outdoor (Dealers, boats, cars)	48 Sports Clubs/Facilities	77 Cotton	

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5. STRUCTURE OF GENERAL RATING CATEGORIES

5.1 Differential General Rates

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.

Council will use a system of differential rating for 2011/12. 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 and
- (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; and
- (c) The use of land in so far as it relates to the extent of utilization of Council's services; and
- (d) Relative valuations as between different types of land.

The Council has identified on the rate notice the category in which your land is included. The following are the various categories, which have been adopted by Council.

POLICY

Revenue Statement

Category	Description	Criteria	Cents in the Dollar	Minimum General Rate
1	Permit to Occupy	Land which has been identified by the Department of Environment and Resource Management with a Land tenure of Permit to Occupy; and Site/Unimproved Valuation between \$0-\$100,000 inclusive.	0.90	\$475
2	Residential Land Valuation less than or equal to \$100,000.	Land which has been identified by the Department of Environment and Resource Management by the following land use codes; 01, 02, 04, 05, 06, 08, 09, or 72; and Site/Unimproved Valuation between \$0-\$100,000 inclusive; and not greater than 10 hectares; and land not included in Category 1.	1.15	\$950
3	Residential Land Valuation greater than \$100,000.	Land which has been identified by the Department of Environment and Resource Management by the following land use codes; 01, 02, 04, 05, 06, 08, 09, or 72; and Site/Unimproved Valuation greater than \$100,000; and not greater than 10 hectares.	0.70	\$1,150
4	Residential Multi Unit	Land which has been identified by the Department of Environment and Resource Management by the land use code; 03.	0.80	\$1,200
5	Special Uses	Land which has been identified by the Department of Environment and Resource Management by the following land use codes; 48, 50, 51, 52, 55, 56, 57, or 58.	0.80	\$1,275
6	Commercial Valuation less than \$1,000,000.	Land with a Site/Unimproved Valuation less than \$1,000,000 and identified by the Department of Environment and Resource Management by the following land use codes; <ul style="list-style-type: none"> 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; or 01, 04 or 06 and with Land Zoning for commercial purposes. 	1.25	\$1,275
7	Commercial Valuation equal to or greater than \$1,000,000.	Land with a Site/Unimproved Valuation equal to or greater than \$1,000,000 and identified by the Department of Environment and Resource Management by the following land use codes; <ul style="list-style-type: none"> 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; or 01, 04 or 06 and with Land Zoning for commercial purposes. 	0.69	\$12,500
8	Drive In Shopping Centres	Land which has been identified by the Department of Environment and Resource Management by the land use code; 16.	1.42	\$1,275
9	Industrial	Land which has been identified by the Department of Environment and Resource Management by the following land use codes; <ul style="list-style-type: none"> 28, 29, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40; or 01, 04 or 06 and with Land Zoning for industrial purposes. Excludes rateable properties included in Categories 11 and 12.	1.00	\$1,275
10	Island	All rateable properties situated on Pelorus Island or Orpheus Island.	1.70	\$1,275
11	Harbour Industries	All rateable properties with land area greater than 5 hectares and which has been identified by the Department of Environment and Resource Management by land use code; 39.	2.66	\$40,000
12	Sugar Mills	Land which has been identified by the Department of Environment and Resource Management by the land use code; 35 that is used for Sugar Mill operations.	14.19	\$105,500
13	Sugar Cane	Land which has been identified by the Department of Environment and Resource Management by the land use code; 75 (Primary or Secondary land use code)	3.40	\$1,275
14	Forestry	Land which has been identified by the Department of Environment and Resource Management by the land use code; 88.	3.76	\$1,275
15	Rural & Other	All rateable properties which have not been included in Categories 1 to 14.	1.00	\$1,275

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

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5.2 Special Rates for Charges for Joint Government Activities

No special rates or charges are planned to be levied in respect to Joint Government Activities.

5.3 Limitation on increases on Rates and Charges

Council has not made a resolution to limit increases in rates and charges.

5.4 Levy of Separate Charges

Waste Management Levy

Council is of the opinion 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 Levy.

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

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

That in accordance with Section 37 Chapter 2 Part 8 Separate rates and charges of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, a separate charge to be known as a Waste Management Levy of \$140 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.

5.5 Levy of Special Charges

Crystal Creek Rural Fire Brigade – Special Rate

In Council's opinion each parcel of rateable land identified on Crystal Creek Rural Fire Brigade Map ref RFB1 (produced 13/05/2009 by the Queensland Fire & Rescue Services – GIS Unit) will specially benefit to the same extent from the purchase and maintenance of equipment by the Crystal Creek Rural Fire Brigade.

The Brigade has advised Council that the total cost of implementing the Plan for 2011/2012 budget is \$4,320.40 and has requested Council to levy each parcel of rateable land an amount of \$20 per annum. This charge will raise \$920 per annum to be contributed to the Crystal Creek Rural Fire Brigade.

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Bambaroo Rural Fire Brigade – Special Rate

In Council's opinion each parcel of rateable land identified on Bambaroo Rural Fire Brigade Map ref RFB2 (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 2011/2012 budget is approximately \$5,280 for operational expenses and approximately \$3,500 being set aside for the longer term plan to acquire a shed valued at \$35,000 and has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$3,690 per annum to be contributed to the Bambaroo Rural Fire Brigade.

Seymour Rural Fire Brigade – Special Rate

In Council's opinion each parcel of rateable land identified on Seymour Rural Fire Brigade Map ref RFB3 (produced 11/06/2010 by the Queensland Fire & Rescue Services – GIS Unit) will specially benefit to the same extent from the purchase and maintenance of equipment by the Seymour Rural Fire Brigade.

The Brigade has advised Council that the cost of implementing the Plan for the next year is likely to cost \$5,389.15 for operational costs and has requested Council to levy each parcel of rateable land an amount of \$25 per annum for at least the next year. This charge will raise \$4,075 per annum to be contributed to the Seymour Rural Fire Brigade.

5.6 Levy of Water Utility Charge and Policy Application

Hinchinbrook Shire Council aims to:-

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

In order to achieve these objectives Council has introduced a two-part water charge. The base charge is relative to the size of the connection and the consumption charge is based on per kilolitre usage. The charge for water service is based on full cost pricing model to recover the cost of the service including overheads and an appropriate return.

That a water charge, pursuant to Section 33 Chapter 2 Part 7 Utility Charges of the Local Government (Finance, Plans and Reporting) Regulation 2010, be levied in respect of land, structures and buildings whether rateable under the Local Government Act or not, within the Declared Water Area, for the purpose of defraying the cost of constructing, operating, maintaining and managing the water supply, such charge being calculated in accordance with the following principles and the classification of uses:-

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CONSUMPTION CHARGE

A Consumption Charge of 78 cents per kilolitre (discount for early payment shall not apply) levied on the metered water consumption for all properties in the supply area for water consumption notices issued after 30th September, 2011 with the charge remaining at 68 cents per kilolitre for the first water consumption notice issued after 30th June, 2011.

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

BASE CHARGE COMPONENT

A Base Charge Component of \$346 Gross per annum for which the adopted discount for early payment of rates shall apply, shall be levied as follows:-

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

Each water meter connection according to the following sizes:-

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

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

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

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

CONCESSIONS

(a) Recreation/Sporting/Charitable Consumer

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

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(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 Farm Definition

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

(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 Vacant parcels of land	No charge for this land while the Land remains with the current Ownership details. The owners previously donated land to Council in the vicinity of the Memorial Gardens.
L7 RP804431 Parish of Cordelia	1 parcel of land	Council negotiations to acquire a Grazing Land Drainage Easement within this land resulted in no water charges to this land.
Valuation 363/0 Farm Property No. 102361	10 parcels of land	Council negotiations to acquire a Lease over the Mona Road Boatramp resulted in a 50mm water connection being installed with no base charge being charged. Charges would have been based on 20mm due to larger service required for distance to supply. (consumption is charged).

ACCOUNTS

(a) Meter Reading and Billing Frequency

Each Yearly Rate Notice shall include the Base Charge Component.

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

(b) Minimum Account Billing

Where the consumption of water recorded for each meter at any premises in any meter reading period is of such amount that when calculated at the consumption charge equates to less than \$5 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.

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

(d) Water Usage through leaks or damaged infrastructure

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

Separate Meter Installations

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

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

SPECIAL BENEFITTED WATER AREAS – WATER EXTENSIONS

An additional gross charge of \$175 shall apply for each rate assessment in the water extension 2002/2003 scheme to Beatts Road, Forrest Drive, Mona Road and the Smaller Communities Assistance Program for the water supply to the Lower Herbert Region with the following Council Property Numbers:

106782, 100365, 100477, 100488, 100501, 100537, 100667, 100781, 100834, 100901, 100930, 100937, 100949, 100991, 101069, 101140, 101411, 101446, 101693, 101759, 101834, 101850, 101918, 102008, 102079, 102093, 102362, 102382, 102396, 102553, 102575, 102714, 102735, 102837, 103118, 103130, 103297, 103365, 103474, 103517, 103676, 103818, 103960, 103981, 104047, 104121, 104133, 104246, 104255, 104267, 104390, 104557, 104593, 104705, 104724, 104863, 105023, 105066, 105121, 105293, 105357, 105517, 105603, 105667, 105894, 106057, 106108, 106191, 106307, 106618, 106674, 100042, 100183, 100193, 100338, 107045, 106829, 106830, 106782, 107224, 107252

An additional gross charge of \$140 shall apply for each vacant land rate assessment in the water extension 2002/2003 scheme to Beatts Road, Forrest Drive, Mona Road and the Smaller Communities Assistance Program for the water supply to the Lower Herbert Region with the following Council Property numbers:

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

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

This charge will cease in 2012/2013.

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5.7 Levy of Sewerage Utility Charges and Policy Application

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

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

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

\$99.40 per unit, if the particular premises are provided with sewerage or the Council is agreeable to accept sewage from such premises.

Concessions

(a) Cane Farm Definition

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

(b) Separate Parcels of land with no access

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

Land Use and Classification

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

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

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

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

Special Agreements

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

Council has entered into the following special agreements:-

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

SCHEDULE 1

<u>Use to Which Land is Put Whether Occupied or Not</u>	<u>Number of Units</u>
Aged Persons Complex - per bed	2
Caravan Park	22
Child Day Care Centre/Kindergarten/Respite Centre	14
Church/Hall or Welfare Club	6
Court House	15
Closed Processing Plant	20
Canossa Home	168
Dwelling House	7
Flats each	7
Forestry Administration Centre	14
Hall (ATC Cadets)	10
Hospital	128
Hotel	60
Hotel Accommodation/Backpackers per room	0.5
Ingham TAFE/Library Complex	55
Licensed Social Club	32
Licensed Sporting Club	22
Licensed Nightclub	32
Lucinda Wanderers Holiday Park	74
Medical Centre	28
Motel – small (Rooms < 10)	20
Motel - medium (Rooms 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

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5.8 Levy of Garbage Collection Charges and Policy Application

CLEANSING UTILITY CHARGE

In accordance with Chapter 2, Part 7 of the *Local Government (Finance, Plans & Reporting) Regulation 2010* Council will levy garbage collection charges as follows:

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 2011/12 financial year:

- (i) Rateable land – A charge of \$220 per annum for the provision of a 240 litre "Mobile Garbage Bin" of a domestic waste collection service per week and a 240 litre "Mobile Garbage Bin" recyclable waste collection service per fortnight;
- (ii) Non-Rateable land – 1st service – \$360 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 - \$220 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 \$150.70 per annum.
An additional fortnightly 240 litre recyclable waste collection service will be provided at a charge of \$69.30 per annum.

For the purpose of making and levying a cleansing charge under Section 33 Chapter 2 Part 7 Utility Charges of the Local Government (Finance, Plans and Reporting) Regulation 2010, and without limiting the meaning of the words "land in actual occupation", land in the declared waste area shall be deemed to be in actual occupation if:-

- A regular cleansing service was being provided to that land at 1st July, 2011; 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

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- 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 7 Chapter 2 Part 2 Land exempt from rating of the Local Government (Finance, Plans and Reporting) Regulation 2010, the charge shall be levied on the person or body or Commonwealth or State Department which is the beneficiary of the service.

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

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

5.9 Regulatory and Commercial Fees and charges

Regulatory Fees

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

Commercial Fees

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

5.10 Issue of Notices

Notices for the 2011/2012 financial year will be issued annually.

The due date for payment is forty five (45) days from the date of issue of the rate notice.

5.11 Discount

That in accordance with the provisions of section 64, Chapter 2, Part 11 Paying Rates and Charges of the Local Government (Finance, Plans and Reporting) Regulation 2010.

Council resolves that discount for prompt payment of a rate shall be allowed as follows:-

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Main Levy - A discount of fifteen percent (15%) be allowed to any person liable to pay rates and charges, excepting water consumption charges and Special Charges - Rural Fire Services Levy Crystal Creek, Rural Fire Services Levy Bambaroo, and Rural Fire Services Levy Seymour, who pays the whole of such rates and charges by the 1st Discount Due Date being forty five (45) days after notice is given. A discount of seven point five percent (7.5%) be allowed to any person liable to pay rates and charges, excepting water consumption charges and Special Charges - Rural Fire Services Levy Crystal Creek, Rural Fire Services Levy Bambaroo and Rural Fire Services Levy Seymour, who pays the whole of such rates and charges after first discount date and on or before second discount date being after forty-five (45) days but within fifty-nine (59) days after notice is given.

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

DISCOUNT ON PAYMENT OF RATES BY INSTALMENTS

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

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

DISCOUNT FOR SPECIAL CIRCUMSTANCES

That in accordance with the provisions of section 64 (9) Chapter 2, Part 11 Paying rates and Charges of the Local Government (Finance, Plans and Reporting) Regulation 2010 Council resolves that discount will be allowed after the discount closing date in the following circumstances:-

- (a) Payments received through the mail via Australia Post provided the envelope or other package in which the payment is enclosed is clearly marked to show that the payment was posted prior to the normal discount closing date; and
- (b) Situations of flooding or other natural disaster in which case Council will determine what further period of discount will be allowed to ensure that ratepayers are not prevented by circumstances beyond their control to make payment and obtain discount.

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

5.12 Paying rates and charges by instalment with discount

In accordance with the provisions of section 63, Chapter 2, Part 11 Paying Rates and Charges of the Local Government (Finance, Plans and Reporting) Regulation 2010 Council resolves to accept payment of rates levied at the time of the annual rate levy by instalments in accordance with the following terms and conditions:-

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

Main levy 1st Discount Due Date is 45 days from the date of issue.

Main Levy 2nd Discount Due Date is 59 days from date of issue.

1. Fifty percent (50%) of the total current gross rates and any outstanding arrears must be paid by the 1st discount due date for which ten percent (10%) discount will be granted on 50% of current rates for which discount is applicable; and
2. The balance fifty percent (50%) of the total current rates must be paid by the 1st March in the year immediately following the annual levy for which ten percent (10%) discount will be granted on 50% of current rates and charges for which discount is applicable.
3. Payment of 50% of the total current gross rates and any outstanding arrears must be paid by 2nd Discount Due date to be included in the instalment agreement and no discount will be granted on the 1st instalment payment. The conditions above for the 2nd instalment payment are required to be met to receive 10% discount on the second instalment payment where discount is applicable. This instalment arrangement and discount is only available at the time of the annual levy and is not offered for supplementary rate levies.
4. In accordance with Section 66 (1) (a) (i), Part 12 Overdue Rates and Charges should the ratepayer default by not making the balance 50% payment by 1st March in the following year then the unpaid instalment becomes an overdue rate as from 2nd March in that year.
5. Council will record the property as being included in the instalment arrangement if payment of an amount equal to or greater than the instalment amount payable within the dates detailed above is received.

5.13 Rates Arrangement to Pay - Instalment with no discount

That in accordance with the provisions of section 62, Chapter 2, Part 11 Paying Rates and Charges of the Local Government (Finance, Plans and Reporting) Regulation 2010 Council resolves to accept payment of rates by arrangement in accordance with the following terms and conditions:-

Due Dates – Main Levy and Supplementary Levies

Main Levy 1st Discount Due Date - 45 days from date of issue.

Main Levy 2nd Discount Due Date - 59 days from date of issue.

Main Levy Due Date 31st December, 2011.

Interest charges apply on Main Levy current rates and charges from 1st January, 2012 where an instalment arrangement has not been entered.

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

Supplementary Levy Due Date – 60 days from date of issue if that date is greater than 31st December, 2011 or if date is less than 31st December, 2011 the due date is 31st December, 2011.

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

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Arrangement to Pay Agreement–Main Levy or Supplementary Levy with due date before 31st December, 2011

- (1) All rates and charges in arrears must be paid in full and a signed agreement must be received by Council on or before Main Levy Due Date.
- (2) Payments must be structured and made to reduce the amount of current overdue rates as at 31st March 2012 to 50% or less of current financial year rates;
- (3) Payments must be structured and made to clear all current overdue rates by 30th June 2012.

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

- (1) All rates and charges in arrears must be paid in full and a signed agreement must be received by Council on or before the Supplementary Due Date
- (2) Payments must be structured and made to clear all current rates and charges by 30th June, 2012.

Default Provisions

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

- (i) if the ratepayer fails to enter into an instalment agreement on or before the 31st December, 2011 then compound interest calculated on daily rests will apply on overdue current rates commencing 1st January, 2012; or
- (ii) if ratepayer enters into an agreement and makes an arrangement to pay but does not meet performance criteria of minimum outstanding balance as at 31st March 2012 (if applicable) or fails to clear all outstanding rates and charges by 30th June 2012 then compound interest will apply as from the date of default ie., either 31st March 2012 or 30th June, 2012.

5.14 Interest Charges

Due Dates – Main Levy and Supplementary Levies

Main Levy

Main Levy 1st Discount Due Date - 45 days from date of issue.

Main Levy 2nd Discount Due Date - 59 days from date of issue.

Main Levy Due Date 31st December, 2011.

Interest charges apply on Main Levy current rates and charges from 1st January, 2012.

Interest charges do not apply on outstanding balances where the amount outstanding is within an approved instalment payment option offered on the Main Levy notice or are within an approved arrangement to pay agreement.

Supplementary Levy

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

Supplementary Levy Due Date – 60 days from date of issue if that date is greater than 31st December, 2011 or if date is less than 31st December, 2011 the due date is 31st December, 2011.

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Interest charges apply on Supplementary Levy current rates and charges from the next day following the due date. Interest charges do not apply on outstanding balances where the amount outstanding is within an approved arrangement to pay agreement.

Water Consumption

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

Council will charge interest at the rate of 10% per annum compounding on daily rests on all applicable overdue rates and charges.

5.15 Rate Concessions

Remission of Rates – (Appendix A)

Refer to Council Policy "Rate Rebates & Remission Policy"

5.16 Rate Recovery– (Appendix B)

Refer to Council Policy "Rate Recovery Policy"

6. Legal Parameters

Local Government Act 2009

Local Government (Finance, Plans and Reporting) Regulation 2010

7. Associated Documents

2011-2012 Overall Plan Bambaroo Rural Fire Brigade

2011-2012 Overall Plan Crystal Creek Rural Fire Brigade

2011-2012 Overall Plan Seymour Rural Fire Brigade

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 RFB1 (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 Crystal Creek Rural Fire Brigade.

3. Responsibility

Responsible Officer: Finance Manager

4. Definitions

Rateable Land Identification: Each parcel of rateable land identified on the Crystal Creek Rural Fire Brigade Map ref RFB1 (produced 13/05/2009 by the Queensland Fire & Rescue Services – GIS Unit).

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: Old 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.

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Cost of implementing this overall plan

The Brigade has advised Council that the cost of implementing the Plan for 2011/2012 budget is \$4,320.40 and has requested Council to levy each parcel of rateable land an amount of \$20 per annum. This charge will raise \$920 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 (Finance, Plans and Reporting) Regulation 2010
Management of Rural Fire Brigades in Queensland

7. Associated Documents

Crystal Creek Rural Fire Annual Plan
2011-2012 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 2011/2012.

2. Scope

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

3. Responsibility

Responsible Officer: Finance Manager

4. Definitions

5. Policy

Overall Plan Connection

Council has by resolution on 31st August, 2011 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 28 Part 6 of the Local Government (Finance, Plans and Reporting) Regulation 2010 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 2011/2012 budget is \$4,320.40 and has requested Council to levy each parcel of rateable land an amount of \$20 per annum. This charge will raise \$920 per annum from Hinchinbrook Shire properties to be contributed to the Crystal Creek Rural Fire Brigade.

6. Legal Parameters

Local Government (Finance, Plans and Reporting) Regulation 2010
Management of Rural Fire Brigades in Queensland

7. Associated Documents

Crystal Creek Rural Fire Overall Plan
2011-2012 Revenue Statement

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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

Responsible Officer: Finance Manager

4. Definitions

Rateable Land Identification: Each parcel of rateable land identified on the Seymour Rural Fire Brigade Map ref RFB2 (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 work together & liaise with Qld transport, main roads, Police & members of the community.
- ✓ To acquire leased land in Bambaroo so the brigade can erect a new fire shed to house the fire truck and equipment. This will be used as the base communication.
- ✓ Training for updating and teaching of level one training and road incident management course (Road Accident Rescue).
- ✓ To have a community meeting to discuss levies, maintenance and service for the vehicle. Safety equipment which is needed to keep the brigade going.

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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 \$5,280 for operational costs which includes funds set aside of \$3,500.00 towards longer term plan to purchase a shed valued at \$35,000 and 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 \$3,900 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 (Finance, Plans and Reporting) Regulation 2010
Management of Rural Fire Brigades in Queensland

7. Associated Documents

Bambaroo Rural Fire Annual Plan
2011-2012 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 2011/2012.

2. Scope

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

3. Responsibility

Responsible Officer: Finance Manager

4. Definitions

5. Policy

Overall Plan Connection

Council has by resolution on 31st August, 2011 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 28 Part 6 of the Local Government (Finance, Plans and Reporting) Regulation 2010 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 2011/2012 budget is approximately \$5,280 for operational expenses and approx \$3,500 being set aside for the longer term plan to acquire a shed valued at \$35,000 and has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$3,690 per annum to be contributed to the Bambaroo Rural Fire Brigade.

6. Legal Parameters

Local Government (Finance, Plans and Reporting) Regulation 2010
Management of Rural Fire Brigades in Queensland

7. Associated Documents

Bambaroo Rural Fire Overall Plan
2011-2012 Revenue Statement

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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 RFB3 (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 Seymour Rural Fire Brigade.

3. Responsibility

Responsible Officer: Finance Manager

4. Definitions

Rateable Land Identification: Each parcel of rateable land identified on the Seymour Rural Fire Brigade Map ref RFB3 (produced 13/05/2009 by the Queensland Fire & Rescue Services – GIS Unit).

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.
- ✓ Plan to carry out work on vehicle to allow storage of additional equipment to enhance our abilities to respond to structural and Wildfire incidents. A need to replace tyres and batteries as past of ongoing wear and tear.
- ✓ Upgrade Communication Equipment – Purchase hand held radios.
- ✓ Any unused funds will be put into account for vehicle replacement.

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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 \$5,389.15 for operational costs and has requested Council to levy each parcel of rateable land an amount of \$25 per annum for at least the next year. This charge will raise \$4,075 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 (Finance, Plans and Reporting) Regulation 2010
Management of Rural Fire Brigades in Queensland

7. Associated Documents

Seymour Rural Fire Annual Plan
2011-2012 Revenue Statement

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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 2011/2012.

2. Scope

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

3. Responsibility

Responsible Officer: Finance Manager

4. Definitions

5. Policy

Overall Plan Connection

Council has by resolution on 31st August, 2011 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 28 Part 6 of the Local Government (Finance, Plans and Reporting) Regulation 2010 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 2011/2012 budget is approximately \$5,389 for operational expenses and has requested Council to levy each parcel of rateable land an amount of \$25 per annum. This charge will raise \$4,075 per annum to be contributed to the Seymour Rural Fire Brigade.

6. Legal Parameters

Local Government (Finance, Plans and Reporting) Regulation 2010
Management of Rural Fire Brigades in Queensland

7. Associated Documents

Seymour Rural Fire Overall Plan
2011-2012 Revenue Statement

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Purpose

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

Background

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

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

Council has an obligation to ensure rates and charges are recovered as provided under the *Local Government (Finance, Plans and Reporting) Regulations 2010*. The Principles used for recovery of rates and charges are set out in Council's Revenue Policy.

Policy

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

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

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

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

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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 2011/12:

- Water Supply
- Sewerage
- Waste Management
- Building Certification

Council is committed to applying the Code of Competitive Conduct to the above business activities in 2011/12¹. This means that the pricing practices for each business activity will comply with the principles of full cost pricing such that total revenue, inclusive of community service obligations (CSOs) and net of any advantages and disadvantages of public ownership, should cover the following cost elements:

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

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

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Section 2: Competitive Neutrality Complaints Process

Where the Code of Competitive Conduct is applied to a business activity, the *Local Government Act 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 2011/12.

Section 3: Responsibility for Day-to-Day Operation of Business Activities

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

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

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

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

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

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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 2011/12 year.

Statement of Activities to Which Competition Reforms Apply

2011/12 Actual	Water Supply (\$)	Sewerage (\$)	Waste Management (\$)	Building Certification (\$)
Revenues for services provided to the Council	155,107	21,163	450,149	-
Revenues for services provided to external clients	3,181,217	2,074,105	3,008,421	100,715
Community service obligations	228,316	147,159	58,178	21,217
Total revenue	3,564,640	2,242,427	3,516,748	121,932
Less: Total expenditure	2,329,670	1,642,456	2,807,977	135,025
Surplus/(deficit)	1,234,971	599,971	708,771	(13,093)
<u>List of Community Service Obligations</u>				
Water Fire Services & Access Concessions	228,316			
Sewerage Access Concessions		147,159		
Waste - Collection of Street Litter			58,178	
Building Certification – Generic customer service costs unable to be recovered				21,217

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

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Section 5: Management Reporting and Performance Measurement

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

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

Summary of Financial & Non-Financial Key Performance Indicators (KPIs) for Council Business Activities, 2011/12

Business Activity	Financial KPIs					Non-Financial KPIs		
	EBIT	NPAT	Overheads/ Expenditure	Return on Capital (pre-tax)	Return on Turnover			
Water Supply	1,234,971	1,112,587	Achieved = 23.03% Industry = 15-20%	Achieved = 14.08% Target = 9.42%	-	Residential charge at 300kL = \$528 (industry = \$844) Water quality tests meet standards = 100% (target = >95%)		
Sewerage	599,971	419,979	Achieved = 22.65% Industry = 15-20%	Achieved = 12.47% Target = 9.42%	-	Residential charge = \$591 (industry = \$571) Odour complaints / 1,000 connections = 1.42 (target = <10) Blockage complaints / 1,000 connections = 1.06 (target = <5)		
Waste Management Building Certification	708,771 (13,093)	496,140 (13,093)	Achieved = 12.55% Industry = 15-20% Achieved = 17.82% Industry = 10-15%	Achieved = 23.31% Target = 9.74%	- Achieved = -9.7% Target = 10%	Available airspace at Warrens Hill Refuse Tip = Achieved 635,683 m3 target 660,583m3 Number of certifications undertaken in Shire = 181(Target 119)		
							New Dwellings	14 25
							Class 10a (Sheds etc)	72 40
							Alterations & Additions	68 35
							Shop Fit Out	- 2
							Commercial	7 2
							Removal / Demolition	14 10
							Swimming Pools	6 5

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Section 6: Dividend Policy

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

Section 7: Community Service Obligation Policy

Community Service Obligations (CSOs) arise when 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.

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

CSO Description	Achieved 2011/12
Water Supply Fire service & Water Access Concessions	228,316
Sewerage Sewerage Access Concessions	147,159
Waste Management Collection of Street Litter	58,178
Building Certification Generic Customer Service Costs unable to be recovered	21,217

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

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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.

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Section 12: Return on Capital Policy

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

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

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 2011/12 Return on Capital Components for Council's Business Activities

Activity	Target Rate of Return	Optimisation Adjustments	Contributed Asset Proportion
Corporate Overheads	8.98% (pre-tax WACC)	Nil	0%
Water Supply	9.42% (pre-tax WACC)	Nil	48%
Sewerage	9.42% (pre-tax WACC)	Nil	50%
Waste Management	9.74% (pre-tax WACC)	Nil	0%
Building Certification	10% (return on cost)	Nil	n.a.

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

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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.

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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.
- 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:

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- (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*;

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- (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.

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.

SCOPE

The Council grants remission of rates and charges to properties which meet the criteria set out in this Policy pursuant to *Chapter 2, Part 10, Section 54, of the Local Government (Finance, Plans and Reporting) Regulation 2010*.

RESPONSIBILITIES

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

POLICY

1. Pensioner Remission

1. An application must be made by the ratepayer requesting remission of rates and charges.
2. As outlined in *Chapter 2, Part 10, Section 54, of the Local Government (Finance, Plans and Reporting) Regulation 2010*, the applicant must be an approved Pensioner.

Approved Government Pensioners

Rate remissions / subsidies are available to approved Pensioners, who are in receipt of a Pension for entitlements from Centrelink or the Department of Veterans' Affairs or Widow's Allowance.

The scheme is directed to the elderly, invalid or otherwise disadvantaged citizens of the community 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.

Remission is to be limited to 20% of annual gross rates and charges or a maximum amount of \$200.00. The Pensioner Remission is not payable on water consumption accounts or on special rates for rural fire purposes. The State Government Pensioner Subsidy is also not applied to water consumption accounts or special rates for rural fire purposes.

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The eligibility of all applicants will be verified prior to the annual levy each year. The definitions and eligibility criteria for Council rate remission entitlement shall be the same as the adopted guidelines for the State Government Scheme.

Approved Pensioner – A person who:

- is and remains an eligible holder of a Queensland “Pensioner Concession Card” issued by Centrelink or the Department of Veterans’ Affairs, or a Queensland “Repatriation Health Card” – For All Conditions” issued by the Department of Veterans’ Affairs; and
- is the owner or life tenant (either solely or jointly) of the property which is his / her principal place of residence; and
- has, either solely or jointly with co-owner, the legal responsibility for the payment of rates and charges which are levied in respect of the property.

Close of Applications

Eligibility for a remission will be assessed by Council on an annual basis prior to issue of the first rate notice each financial year (generally June / July). Pensioners who are not automatically provided with a remission, and who believe that they meet the relevant criteria, may apply for approval at any time.

2. Rate Remission Not for Profit / Charitable Organisations

1. An application must be made by the ratepayer / organisation requesting remission of rates and charges.
2. As outlined in *Chapter 2, Part 10, Section 54, of the Local Government (Finance, Plans and Reporting) Regulation 2010*, the applicant must be an entity whose objectives do not include the making of profit.
3. The applicant will be assessed against the eligibility criteria set out in this Policy.
4. The Chief Executive Officer is granted authority to approve or refuse the application in accordance with the criteria set out in this Policy.

Not for Profit / Charitable Organisations

Rate Remissions are available to approved organisations whose objectives do not include the making of profit and who provide services to their membership and the community at large.

Eligibility

Not-for-Profit Community, Recreation and Sporting Organisation means:-

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1. Is located within the Hinchinbrook Shire area and the majority of its members reside in the Council area.
2. A not for profit organisation charging a commercial fee may not be eligible.
3. A not for profit organisation which exists primarily to undertake community service activities and relies mainly on volunteer labour; or
4. A not for profit organisation which has a high level of paid labour and a low level of volunteer labour however a substantial community benefit is provided; or
5. Land that is owned by, or vested in, a community based, not for profit childcare and kindergarten association.
6. Land that is owned by, or vested in, not-for-profit community housing / accommodation will only be eligible if the facility is:-
 - Multiple units with specific criteria to be rented only to the aged;
 - Facilities that are used to provide short term respite services;
 - Facilities that are used to provide short term crisis or emergency accommodation;
 - Facilities that have specific criteria to be rented to the disabled with ongoing support;Low cost rental accommodation is not eligible; or
7. A not for profit organisation which undertakes sporting or recreational activities and relies on player fees and community fundraising only; or
8. If its constitution clearly prohibit any member of the organisation making a private profit or gain either from the ongoing operations of the organisation or as a result of the distribution of assets if the organisation is wound up;
9. Does not receive 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 license).
10. Is the owner, lessee or life tenant of the property and which is the incorporated bodies main ground / base / club house or residence.
11. Has, either solely or jointly with a co-owner, the legal responsibility for the payment of rates and charges which are levied in respect of the property; and
12. Is not a religious body or entity or educational institution recognised under State or Federal statute or law.
13. Is not a Rural Fire Brigade in receipt of a Rural Fire Levy.

Should an applicant only have part ownership of the property the Council remission would be similarly reduced. Council remission is allowed only in respect of the current budget year.

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(a) Category One (1) Life Saving Organisations

<u>Property No:</u>	<u>Owner & Improvements</u>	<u>Rate/Charge</u>	<u>% Remission</u>
102218	Forrest Beach S.L.S.C / Clubhouse	General	100%
105522	Aust. Volunteer Coastguard / Building	General	100%

(b) Category Two (2) Community Based Not-for-Profit Childcare and Kindergarten Associations

<u>Property No:</u>	<u>Owner & Improvements</u>	<u>Rate/Charge</u>	<u>% Remission</u>
105873	Ingham Kindergarten Assoc / Kindergarten	General	100%
105478	Lower Herbert Kindergarten Assoc / Kindergarten	General	100%
103322	Ingham Family Centre Inc / Child Care Centre	General	100%

(c) Category Three (3) Charitable Organisations Benefiting the Aged/Disadvantaged

<u>Property No:</u>	<u>Owner & Improvements</u>	<u>Rate/Charge</u>	<u>% Remission</u>
100210	Herbert River Apex-Ingham / Pensioner Units	General	100%
		Cleansing	50%
100986	Lower Herbert / Halifax Lions Club	General	100%
	- Halifax / Pensioner Units	Cleansing	50%
106226	Forest Glen Retirement Units/Units	General	100%
		Cleansing	50%

(d) Category Four (4) An entity that provides assistance or encouragement for arts or cultural Development or to preserve and/or promote the Shire History

<u>Property No:</u>	<u>Owner & Improvements</u>	<u>Rate/Charge</u>	<u>% Remission</u>
104138	H.R. Museum Gallery / Museum	General	100%
104125	Ingham Potters Society / Clubhouse	General	100%

(e) Category Five (5) Community Halls

<u>Property No:</u>	<u>Owner & Improvements</u>	<u>Rate/Charge</u>	<u>% Remission</u>
104494	Q.C.W.A.- Halifax / Hall	General	100%
105472	Q.C.W.A.- Upper Stone / Hall	General	100%
101418	Q.C.W.A.- Long Pocket / Hall	General	100%
102028	Crystal Ck Comm Sport/Res Ass	General	100%

(f) Category Six (6) All Other Not-for-Profit/Charitable Organisations

<u>Property No:</u>	<u>Owner & Improvements</u>	<u>Rate/Charge</u>	<u>% Remission</u>
100431	St. Vincent Di Paul - Ingham / Shop	General	100%
103774	Ingham Parents Support Group / House	General	100%
103674	Ingham Parents Support Group / House	General	100%
101821	Ingham Parents Support Group / House	General	100%
103923	H.R.S.P.C.A / Animal Shelters	General	100%

(g) Category Seven (7) Community & Sporting Bodies

<u>Property No:</u>	<u>Owner & Improvements</u>	<u>Rate/Charge</u>	<u>% Remission</u>
100804	Ingham Golf Club Inc / Golf Course	General	100%
101068	Herbert River Pony Club Inc / Clubhouse	General	100%
102135	Herbert River Cricket Ass Inc / Clubhouse	General	100%
104021	Herbert River Gun Club Inc / Clubhouse	General	100%
101280	Ingham Tennis Ass / Tennis Courts & Hall	General	100%
104402	HR Amateur Swimming Club	General	100%

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(h) Category Eight (8) Scout & Girl Guides Associations			
Property No:	Owner & Improvements	Rate/Charge	% Remission
100792	Girl Guides Assoc of QLD / Hall	General	100%
		Waste Management Levy	100%
102099	Boy Scouts Association / Vacant Land	General	100%
		Waste Management Levy	100%

Close of Applications

Eligibility for a remission will be assessed by Council on an annual basis prior to issue of the first rate notice each financial year (generally June / July). Organisations who are not automatically provided with a remission, and who believe that they meet the relevant criteria, may apply for approval at any time.

3. Rate Remission Financial hardship due to combination of removal of Cane Composite Category and increase in valuations

1. An application must be made by the ratepayer requesting remission of rates and charges.
2. As outlined in *Chapter 2, Part 10, Section 54, of the Local Government (Finance, Plans and Reporting) Regulation 2010*, the payment of rates and charges will cause hardship to the land owner
3. The applicant will be assessed against the eligibility criteria set out in this Policy.
4. The Chief Executive Officer is granted authority to approve or refuse the application in accordance with the criteria set out in this Policy.

Eligibility

Ratepayers who had a general rate increase in excess of 30% and meeting the criteria below may make application for Council's consideration of a rate rebate due to the financial hardship resulting. Separate applications are to be submitted for separate rateable assessments.

Individual applications will be assessed based on:-

- The general rate increase applicable to the rateable assessment being in excess of 30%; and
- The property was rated in category 21 – Cane Composite for the 2010-2011 financial year; and
- The rateable assessment details for 2011-2012 would have met the criteria for the Cane Composite Category that existed in 2010-2011; and

All rateable assessments within the Shire that contains land which is used for the purposes of sugar cane growing and the total land area used for cane growing purposes is less than 50% of the total land area contained within the assessment.

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- Every applicant must attach evidence to their application of the current area used for cane growing purposes for each separate parcel of land contained on the rateable valuation.

No rate rebate will be processed until finalisation of any pending objections to valuation or other valuation dealings.

The rebate consideration is due to the quantum of the increase in rates from the prior year causing financial burden due to the valuation increase and the change in rating category.

The calculation for the rate rebate will be:-

If B is less than A, then rate rebate will be $C - A$ otherwise the rate rebate will be $C - B$

Where:

A = 2010-2011 general rate value increased by 30%

B = Current valuation multiplied by 2 cents in the dollar

C = 2011-2012 general rate levied

The above calculation will be adjusted for any applied discounts.

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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

Finance Manager.

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.

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*.

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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.

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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.

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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 (Finance, Plans and Reporting) Regulation 2010.

7. Associated Documents

Investment Procedure.

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Next Review Date: [June 2012]

Purpose

The objective of this policy is to ensure that Council complies with Section 133 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, 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 2011-2012 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.

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

Policy Number:

Authorised By: Finance Manager

Document Maintained By: Financial Services

Version No: 4.0

Initial Date of Adoption: [10th August, 2008]

Current Version Adopted: [31st August, 2011]

Next Review Date: [June, 2012]

Purpose

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

Background

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

Policy

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

That Council is prepared to provide funding sponsorships of \$200 (excl GST) per event (or such other amount as Council may from time to time determine) to the relevant organisation for the purposes of staging the event or provision of trophies. That only one entitlement per organisation meeting this criteria shall be considered in any one calendar year. **Organisations receiving a general rate remission entitlement will not be eligible for support under this Policy.**

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

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

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

Policy Number:

Authorised By: Manager Corporate & Economic Development

Document Maintained By: Corporate Services

Version No: 2.0

Initial Date of Adoption: [21st May, 2009]

Current Version Adopted: [31st August, 2011]

Next Review Date: [June, 2012]

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2011/2012
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%
KELLY THEATRE					
A bond will be charged and will be refunded if the Kelly Theatre is left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
Bond				Nil	\$335.00
Hire			Per day	Y	\$205.00
Other fees and charges are payable to the Lessee					
LIBRARY					
Joining Fee - Ingham and Halifax Libraries					No charge
Fines - late returns			Per book per day	Nil	\$0.10
Local history index printout			Per A4 page	Y	\$0.25
Family history search			Per request	Y	\$12.00
A4 Black & White photocopy			Per page	Y	\$0.25
A3 Black & White photocopy			Per page	Y	\$0.50
A4 Colour photocopy			Per page	Y	\$2.20
A3 Colour photocopy			Per page	Y	\$2.50
Library Book/Video Replacement			Per item	Y	value of item + 10%
Sale Of Bags			Per bag	Y	\$2.50
Internet Printout - A4 black and white			Per page	Y	\$0.25
Internet Printout - A4 colour			Per page	Y	\$1.85
Inter-Library Loans (only if charged by lending Library)				Y	Loan charge + 10%
SHIRE HALL					
A bond will be charged and will be refunded if the Shire Hall is left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
Bond					
Private Events, e.g. Weddings				Nil	\$465.00
Public Events e.g. paid entry public events				Nil	\$567.00
Auditorium					
Friday/Saturday Nights			Full hall	Y	\$636.00
Weekdays/Nights			Full hall	Y	\$556.00
Preparation Day/Night before					
Friday/Saturday Nights			Full hall	Y	\$390.00
Weekdays/Nights			Full hall	Y	\$280.00
Bar			Full hire	Y	\$60.00
Kitchen (including cold room)			Full hire	Y	\$112.00
Crockery, cutlery & dishwasher			Full hire	Y	\$150.00
Stage			Full hire	Y	\$55.00
Seating for concerts			Per 100 chairs	Y	\$50.00

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2011/2012
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:					
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1st April to 30th June - one quarter of the annual fee					

COMMUNITY SERVICES

SHOWGROUNDS- INGHAM

Cleaning is the responsibility of the person using the grounds, however, a cleaning charge will be made if the grounds require cleaning by the Council.

A bond will be charged and will be refunded if the Showgrounds are left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.

Bond

Pavilion		Nil		\$300.00
Showgrounds including oval for Minor Events		Nil		\$300.00
Showgrounds for Major Events e.g. Car Show, AIF & Circus		Nil		\$1,600.00
Seasonal use of showgrounds including use of dressing sheds - Sporting Clubs		Nil		\$540.00

Ground/Amenities Hire

Ground Hire	Full day	Y		\$155.00
Ground Hire	Per hour	Y		\$15.50
Ground Hire - Circus	Per day	Y		\$350.00
Ground Hire - primary schools sports				No Charge
Refreshment Booth - Canteen	Day or night	Y		\$93.00
Main Oval Lights - "Training" Level (50% Lighting)	Per hour	Y		\$13.00
Main Oval Lights - "Practice" Level (75% Lighting)	Per hour	Y		\$20.50
Main Oval Lights - "Game Night" Level (100% Lighting)	Per hour	Y		\$27.00

Club Room (four rooms available)	Per each for 1st day	Y		\$16.50
Club Room (four rooms available)	Per each per extra day	Y		\$10.30

Horse or Cattle stalls (with an associated event only)	Minimum period 1 week	Y		\$57.00
	Yard charge per head	Y		\$3.60

Auction Sale				
Camping with an associated event day Eastern Side (Poultry Club not to be charged)	Per day	Y		\$62.00

Camping with an associated event day Western Side	Per day	Y		\$62.00
Canine Pavilion (Bar) Western Side	Per day	Y		\$124.00

Pavilion

Minimum charge		Y		\$22.00
Juniors	Per hour	Y		\$22.00
Seniors	Per hour	Y		\$39.00
Day Hire (including spotlights)	Per day	Y		\$280.00

Groups for weekend/special events

Cover area near Pavilion - Limited availability

Minimum charge		Y		\$8.20
Hire	Per hour	Y		\$8.20
Hire	Per day	Y		\$93.00

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		\$305.00
Hall		Nil		\$305.00

Grounds

Grounds-Intertown football	Daily	Y		\$150.00
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Hall Hire

Hire - Limited hours of use available	Per day/ evening	Y		\$180.00
Minor use	Max of 6 hours	Y		\$93.00

Minor use - Small (<20 persons) Regular Group Meeting	Less than 2 hours	Y		\$10.80
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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2011/2012
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:					
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1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					

COMMUNITY SERVICES

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	\$187.00
Hall or Multiple Rooms		Nil	\$375.00

Auditorium

Meeting Room 1	1/2 Day (3 hrs)	Y	\$75.00
Meeting Room 1	Full Day	Y	\$150.00
Meeting Room 2	1/2 Day (3 hrs)	Y	\$75.00
Meeting Room 2	Full Day	Y	\$150.00
Meeting Room 3	1/2 Day (3 hrs)	Y	\$112.00
Meeting Room 3	Full Day	Y	\$225.00
Hall	1/2 Day (3 hrs)	Y	\$150.00
Hall	Full Day	Y	\$300.00
Hall, Meeting Rooms 1, 2, 3 & Open Area	1/2 Day (3 hrs)	Y	\$375.00
Hall, Meeting Rooms 1, 2, 3 & Open Area	Full Day	Y	\$750.00
Preparation Day/Night before-Hall, meeting rooms 1,2,3 & Open area	8am - 4pm	Y	\$364.00
Open Area	1/2 Day (3 hrs)	Y	\$21.50
Open Area	Full Day	Y	\$43.00

Computer Training Room

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	\$110.00
	Full Day	Y	\$242.00
Option Two - Includes tables and chairs, Data projector, Screen, Use of tea making facilities, Air-Con.	1/2 Day (4 hrs)	Y	\$55.00
	Full Day	Y	\$110.00

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Provision of Local Law 1 (25.2)					
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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		\$890.00
Development >\$100K and up to \$500K	97(2)(a)	Sustainable Planning Act, 2009 s.260	Nil		\$1,115.00
Code assessment involving development work >\$500K	97(2)(a)	Sustainable Planning Act, 2009 s.260	Nil		\$2,225.00
MCU - Code assessment where use is commencing in an existing development	97(2)(a)	Sustainable Planning Act, 2009 s.260	Nil		\$280.00
MCU - Siting Relaxations [with the exception of residential siting relaxations - please refer to Technical Services - Building]	97(2)(a)	Sustainable Planning Act, 2009 s.260	Nil		\$140.00
Code Assessment Application not involving an MCU					
Self assessable use or work requiring code assessment	97(2)(a)	Sustainable Planning Act, 2009 s.260	Nil		\$560.00
Impact Assessment (Advertising required)					
Development <\$100K	97(2)(a)	Sustainable Planning Act, 2009 s.260	Nil		\$1115.00 + Advert
Development >\$100K and up to \$500K	97(2)(a)	Sustainable Planning Act, 2009 s.260	Nil		\$2225.00 + Advert
Development >\$500K <\$1M	97(2)(a)	Sustainable Planning Act, 2009 s.260	Nil		\$3330.00 + Advert
Major Development >\$1M value	97(2)(a)	Sustainable Planning Act, 2009 s.260	Nil		\$5560.00 + Advert
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		\$8350.00 + Advert
TOWN PLANNING NOTICES - FEES FOR COUNCIL TO PREPARE, LODGE AND SERVE					
Notice in newspaper		Sustainable Planning Act, 2009 s.260		Y	AT COST
Notice to adjoining owner/s & copy of land notice		Sustainable Planning Act, 2009 s.260		Y	\$120.00
Additional land notice		Sustainable Planning Act, 2009 s.260	Per laminated copy	Y	\$60.00
OPERATIONAL WORK REQUIRING ASSESSMENT AGAINST THE PLANNING SCHEME (PART E FORM)					
Application Fee	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per application	Nil	\$220.00
Application 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

2011/2012 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2011/2012
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					
BUILDING WORK NOT ASSOCIATED WITH AN MCU AND REQUIRING ASSESSMENT AGAINST THE PLANNING SCHEME (PART E FORM)					
Assessment Triggers					
*Cultural Heritage (Table 10 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260	First trigger	Nil	\$220.00
*Conservation and Biodiversity Area (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260	Each additional trigger	Nil	\$110.00
*Extractive Industry Resource Area (Table 12 of Hinchinbrook Shire Planning Scheme)					
*High Hazard Floodway (Table 12 of Hinchinbrook Shire Planning Scheme)					
*Mount Cordelia Resource Area (Table 12 of Hinchinbrook Shire Planning Scheme)					
*Hire Hazard Floodway (Table 12 of Hinchinbrook Shire Planning Scheme)					
*Acid Sulphate Soils (Table 12 of Hinchinbrook Shire Planning Scheme)					
(*A fee applies if one or more of the above are achieved)					
CHANGE TO EXISTING DEVELOPMENT APPROVAL					
Extend relevant period for an approval				Nil	\$130.00
Request to change or cancel conditions				Nil	\$375.00
Unusual request requiring additional resources				as determined by the CEO	
Concurrence Agency Assessment				Nil	\$550.00
Compliance Assessment				Nil	\$550.00
Compliance Inspection					
Re-inspection fee				Nil	\$100.00
RECONFIGURING A LOT					
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	\$24.20
Application for access easement	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$225.00
Application for amalgamation of land or lots (Building Units & Group Titles Development)	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$115.00
Application for reconfiguration of lot (Re-arrangement of boundaries)	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$560.00
Application fee for reconfiguring a lot with no road opening	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$565.00
	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per Application	Nil	\$565.00
Application fee for reconfiguring a lot with road opening	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per lot		\$170.00

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2011/2012
Provision of Local Law 1 (25.2)					
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1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES					
RECONFIGURING A LOT					
Application for Approval of Engineering Plans				Nil	2% of agreed estimated costs [Calculated from estimated costs including GST] as provided by the Developer
Maintenance Bond for Operational Works				Nil	5% of the value of civil works [Calculated from estimated costs excluding GST] as provided by the Developer.
Application fee for reconsult to plan of survey where previous consent has lapsed	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$50.00
Headworks Contribution					
Sewerage Headworks contribution	97(2)(a)		Per additional lot	Nil	\$1,635.00
Water Headworks contribution	97(2)(a)		Per additional lot	Nil	\$1,635.00
Public Open Space & Recreation Infrastructure Service Contribution	97(2)(a)		Per additional lot	Nil	\$1,635.00
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	\$155.00
Certified (hard) copy of town planning scheme, policies & maps	97(2)(c)	Sustainable Planning Act, 2009 s.724	A3 Colour	Nil	\$195.00
Non certified CD copy of town planning scheme, policies & maps	97(2)(c)	Sustainable Planning Act, 2009 s.724		Nil	\$30.00
Scheme maps	97(2)(c)	Sustainable Planning Act, 2009 s.724	Per copy - A4	Nil	\$0.25
Scheme maps	97(2)(c)	Sustainable Planning Act, 2009 s.724	Per copy - A3	Nil	\$0.45
TOWN PLAN - SHIRE (SUSTAINABLE PLANNING ACT)					
Town Planning Certificate					
Limited Certificate Fee	97(2)(a)	Sustainable Planning Act, 2009 s.737		Nil	\$50.00
Standard Certificate Fee	97(2)(a)	Sustainable Planning Act, 2009 s.737		Nil	\$250.00
Full Town Plan Certificate Fee	97(2)(a)	Sustainable Planning Act, 2009 s.737		Nil	\$400.00
Tourism					
TYTO INTEPRETIVE CENTRE					
Brochure Display			Per Year	Y	\$55.00

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2011/2012
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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					
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	\$57.00
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	\$15.50
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	\$83.00
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$62.25
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$41.50
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$20.75
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$31.00
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$23.25
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$15.50
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$7.75

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2011/2012
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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					
NEW OR RENEWAL OF CAT REGISTRATION FEES - ANIMALS KEPT IN SCHEDULED TOWNSHIP AREAS					
Renewal of registration for entire cats over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$12.50
Renewal of registration for desexed cats over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$8.30
Any cat 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 cat or move to the shire (with no proof of current cat registration) the fee is pro-rated.					
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$20.80
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$15.60
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$10.40
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$5.20
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$12.40
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$9.30
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$6.20
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$3.10
NEW OR RENEWAL OF DOG REGISTRATION FEES - ANIMALS KEPT OUTSIDE 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	\$36.30
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	\$10.30
Any dog under the age of 12 weeks 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	\$52.00
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$39.00
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$26.00
All entire dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$13.00



HINCHINBROOK SHIRE COUNCIL

2011/2012 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

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1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
ANIMALS					
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	\$20.80
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$15.60
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$10.40
All desexed dogs over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$5.20
NEW OR RENEWAL OF CAT REGISTRATION FEES - ANIMALS KEPT OUTSIDE SCHEDULED TOWNSHIP AREAS					
Renewal of registration for entire cats over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$8.30
Renewal of registration for desexed cats over 3 months of age - DISCOUNTED PERIOD FOR FORTHCOMING FINANCIAL YEAR	97(2)(a)	Local Law 2	Up to and including 31st July	Nil	\$6.20
Any cat under the age of 12 weeks at the time of registration - written proof may be required			Once off only	Nil	\$0.00
Where owner acquire a cat or move to the shire (with no proof of current cat registration) the fee is pro-rated.					
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$16.60
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$12.45
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$8.30
All entire cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$4.15
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	1st quarter - July to September inclusive	Nil	\$8.40
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	2nd quarter - October to December inclusive	Nil	\$6.30
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	3rd quarter - January to March inclusive	Nil	\$4.20
All desexed cats over 3 months of age (excluding concession)	97(2)(a)	Local Law 2	4th quarter - April to June inclusive	Nil	\$2.10
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



HINCHINBROOK SHIRE COUNCIL

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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2011/2012
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					
Renewal of registration for any dog that has been declared as being a Regulated Dog - Dangerous type	97(2)(a)	Local Law 2		Nil	\$182.00
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	\$182.00
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	\$155.00
Renewal of registration for any dog that has been declared as being a Regulated Dog - Restricted type	97(2)(a)	Local Law 2			\$128.00
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	\$11.00
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 Obredient certificate has been issued by an Approved Trainer recognised by Council.	97(2)(a)	Local Law 2			
Replacement of registration tag	97(2)(a)	Local Law 2	Each	Nil	\$8.00
Animal Impounding					
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	\$18.40
Release fee for impounded dog	97(2)(d)	Local Law 7		Nil	\$42.00
Sustenance fee for dogs for each night spent impounded (Monday-Friday)	97(2)(d)	Local Law 7	per night	Nil	\$15.60
Sustenance fee for dogs for each night spent impounded (Saturday, Sunday & Public Holidays)	97(2)(d)	Local Law 7	per night	Nil	\$31.20
Release fee for other impounded animals (eg Cattle) including all costs associated with impoundment	97(2)(d)	Local Law 7		Nil	At cost
Miscellaneous					
Pick up and disposal of deceased animals			per annum	Y	\$325.00
Pick up and disposal of deceased animals			per service	Y	\$30.00
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	1st quarter - July to September inclusive	Nil	\$83.00
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	\$62.25
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	\$41.20
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	\$20.75
Hire of Electronic Barking Collar			per day	Y	\$3.15
Hire of Electronic Barking Collar - Conditional refundable bond				Nil	\$115.00
Hire of Cat or Dog Trap			per week or part thereof	Y	\$10.40
Hire of Cat or Dog Trap - Conditional refundable bond				Nil	\$35.00
Wild Dog/Pig Baiting					
Doggone - 12 bait trays			per tray or part thereof	Y	\$25.00
Doggone - 72 bait farm pack			per farm pack	Y	\$145.00
Doggone - 100 bait tub			per tub	Y	\$150.00
Doggone - 100 free feed			per tub		\$128.00
Doggone - 250 bait tub			per tub	Y	\$355.00
Doggone - Aquatex gate signs 50/carton			50 signs		\$189.00
Pigout - 64 free feed tub			per tub	Y	\$195.00
Pigout - 64 bait tub			per tub	Y	\$230.00
Pigout - A3 Gate signs corflute (hard signs)			50 signs		\$189.00
Miscellaneous Pest Management Services					
			per hour		\$80.00



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2011/2012
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		\$830.00
Single inground for ashes including interment fee			Y		\$457.00
Lawn Division					
Unreserved & Reserved Plot			Y		\$830.00
Child under 5 years including stillborn			Y		\$606.00
Single inground for ashes including interment fee			Y		\$457.00
Beam Division					
Unreserved & Reserved Plot			Y		\$830.00
Child under 5 years including stillborn			Y		\$606.00
Single inground for ashes including interment fee			Y		\$457.00
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved & Reserved Plot			Y		\$830.00
Child under 5 years including stillborn			Y		\$606.00
Single inground for ashes including interment fee			Y		\$457.00
Inground Burials					
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved & Reserved Plot			Y		\$830.00
Child under 5 years including stillborn			Y		\$606.00
Single inground for ashes including interment fee			Y		\$457.00
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		\$675.00

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2011/2012
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					
Inground Burials-Weekend & Public Holidays					
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved & Reserved Plot			Y		\$1,660.00
Child under 5 years including stillborn			Y		\$1,212.00
Single inground for ashes including interment fee			Y		\$914.00
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		\$675.00
Discounted Plots					
Single plot in older Division used for interment in a vault only			Y		\$300.00
Columbarium Wall (Council)					
Single Niche			Y		\$168.00
Double Niche			Y		\$336.00
Columbarium Wall (RSL)					
Single Niche			Y		\$28.50
Reservations					
Land for grave - single plot			Y		\$830.00
Land for grave - 2 plots side by side			Y		\$1,660.00
Land for grave - 3 plots side by side			Y		\$2,490.00
Columbarium Wall (Council) - Single Niche			Y		\$168.00
Columbarium Wall (Council) - Double Niche			Y		\$336.00
Second Interment (Reopening of Plots)					
Inground burials					
Adult			Y		\$830.00
Child under 5 years including stillborn			Y		\$606.00
Single inground for ashes including interment fee			Y		\$150.00
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		\$675.00
Reopening of vault					
Interment of ashes only			Y		\$150.00



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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					
Exhumations					
Exhumation Inground					
Exhumation (if conducted by Council Staff)				Y	At cost
Exhumation (if conducted by others under Council supervision)				Y	\$387.50
Exhumation Vault					
Exhumation (if conducted by Council Staff)				Y	At cost
Exhumation (if conducted by others under Council supervision)				Y	\$387.50
HALIFAX CEMETERY					
Lawn Division					
Unreserved & Reserved Plot				Y	\$830.00
Child under 5 years including stillborn				Y	\$606.00
Single inground for ashes including interment fee				Y	\$457.00
Beam Division (IF/WHEN CONSTRUCTED)					
Unreserved & Reserved Plot				Y	\$830.00
Child under 5 years including stillborn				Y	\$606.00
Single inground for ashes including interment fee				Y	\$457.00
Vaults					
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved & Reserved Plot				Y	\$830.00
Child under 5 years including stillborn				Y	\$606.00
Single inground for ashes including interment fee				Y	\$457.00
Inground Burials					
Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
Unreserved & Reserved Plot				Y	\$830.00
Child under 5 years including stillborn				Y	\$606.00
Single inground for ashes including interment fee				Y	\$457.00
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	\$675.00



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	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2011/2012
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1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
CEMETERIES					
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	\$1,660.00
Child under 5 years including stillborn				Y	\$1,212.00
Single inground for ashes including interment fee				Y	\$914.00
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	\$675.00
Columbarium Wall (Council)					
Single Niche				Y	\$168.00
Double Niche				Y	\$336.00
Discounted Plots					
Single plot in older Division used for interment in a vault only				Y	\$300.00
Reservations					
Land for grave - single plot				Y	\$830.00
Land for grave - 2 plots side by side				Y	\$1,660.00
Land for grave - 3 plots side by side				Y	\$2,490.00
Second Interment (Reopening of Plots)					
Inground burials					
Adult				Y	\$830.00
Child under 5 years including stillborn				Y	\$606.00
Single inground for ashes including interment fee				Y	\$457.00
Reopening of vault					
Interment of ashes only				Y	\$150.00
Exhumations					
Exhumation Inground					
Exhumation (if conducted by Council Staff)				Y	At cost
Exhumation (if conducted by others under Council supervision)				Y	\$387.50
Exhumation Vault					
Exhumation (if conducted by Council Staff)				Y	At cost
Exhumation (if conducted by others under Council supervision)				Y	\$387.50



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2011/2012 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2011/2012
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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					
NEW INGHAM CEMETERY & HALIFAX CEMETERY					
Inground Interment Fee					
Inground interments unless specified				Y	\$225.00
Inground interments when conducted at weekends or public holidays unless specified				Y	\$450.00
Monuments					
For permission to erect headstone, tomb, tablet, monument or railing				Y	\$83.50
Search Fees and Register Charges					
Complete copy of cemetery register in alphabetical order				Y	At cost
Hire of Shelter					
Monday to Friday ONLY			One per funeral	Y	\$70.00
Monday to Friday ONLY			Both per funeral	Y	\$108.00
Weekends and Public Holidays			One per funeral	Y	\$140.00
Weekends and Public Holidays			Both per funeral	Y	\$216.00
NOT FOR PROFIT COMMUNITY AND CHARITABLE ORGANISATIONS ARE NOT CHARGED FOR LICENCING & REGISTRATION					
ERA Licencing					
Review of Draft EMP (where required)				Nil	\$130.00
Registration Certificate Transfer			Per occurrence	Nil	\$100.00
ERA 4 - Poultry Farming more than 1000 to 200000 birds			Yearly	Nil	\$110.00
ERA 4 - Poultry Farming more than 200000 birds			Yearly	Nil	\$990.00
ERA 6 - Asphalt Manufacturing less than 1000 tonne of asphalt in a year			Yearly	Nil	\$110.00
ERA 6 - Manufacturing 1000 tonne or more of asphalt in a year			Yearly	Nil	\$3,520.00
ERA 8 (3) (a) Storing between 10m ³ to 500m ³ of Class C1 or C2 under AS1940 or dangerous goods class 3			Yearly	Nil	\$110.00
ERA 12 - Plastic Product Manufacturing in a year a total of 50 tonne or more of plastic product other than for ERA 12 (2) 2			Yearly	Nil	\$3,080.00
ERA 12 - Plastic Product Manufacturing in a year a total of 5 tonne or more of foam, composite plastics or rigid fibre-reinforced plastics			Yearly	Nil	\$5,940.00
ERA 17 - Abrasive Blasting			Yearly	Nil	\$880.00
ERA 18 - Boilermaking or Engineering for producing in a year between 200 tonne to 10000 tonne of metal product			Yearly	Nil	\$110.00
ERA 18 - Boilermaking or Engineering for producing in a year more than 10000 tonne of metal product			Yearly	Nil	\$5,060.00
ERA 19 - Metal Forming			Yearly	Nil	\$110.00
ERA 20 - Metal Recovery - recovering less than 100 tonne of metal in a day			Yearly	Nil	\$110.00
ERA 20 - Metal Recovery - recovering more than 100 tonne of metal in a day or 10000 tonne of metal in a year without using a fragmentiser			Yearly	Nil	\$2,090.00
ERA 20 - Metal Recovery - recovering more than 100 tonne of metal in a day or 10000 tonne of metal in a year using a fragmentiser			Yearly	Nil	\$5,610.00
ERA 21 - Motor Vehicle Workshop Operation			Yearly	Nil	\$385.00
ERA 37 - Printing in a year between 200 tonne and 1000 tonne of materials			Yearly	Nil	\$110.00
ERA 37 - Printing in a year between more than 1000 tonne of materials			Yearly	Nil	\$2,420.00
ERA 38 - Surface Coating - Anodising, Electroplating, enamelling or galvanising using in a year between 1 tonne to 100 tonne of surface coating materials			Yearly	Nil	\$110.00
ERA 38 - Surface Coating - Coating, painting or powder coating, using in a year between 1 tonne to 100 tonne of surface coating materials			Yearly	Nil	\$110.00
ERA 43 - Concrete Batching			Yearly	Nil	\$1,650.00
ERA 48 - Wooden & Laminated Product Manufacturing - fabricating in a year more than 100 tonne of wooden products			Yearly	Nil	\$110.00
ERA 49 - Boat Maintenance or Repair at a boat maintenance facility			Yearly	Nil	\$467.50
ERA 61 - Waste Incineration and Thermal Treatment - incinerating waste vegetation, clean paper or cardboard			Yearly	Nil	\$110.00



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Provision of Local Law 1 (25.2)					
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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					
ERA Licencing					
Flammable & Combustible Liquid Storage Licencing					
- up to 10000 litres	97(2)(a)	Flammable & Combustible Liquids Regulations 1994	Yearly	Nil	\$170.00
- 10000 litres to 50000 litres	97(2)(a)	Flammable & Combustible Liquids Regulations 1994	Yearly	Nil	\$200.00
- Above 50000 litres	97(2)(a)	Flammable & Combustible Liquids Regulations 1994	Yearly	Nil	\$230.00
Food Business Licencing					
Food business licence - low risk	97(2)(a)	Hygiene Regulation 1989	Yearly	Nil	\$190.00
Food business licence - medium risk	97(2)(a)	Hygiene Regulation 1989	Yearly	Nil	\$250.00
Food business licence - high risk	97(2)(a)	Hygiene Regulation 1989	Yearly	Nil	\$340.00
Food business licence - temporary single event	97(2)(a)	Hygiene Regulation 1989	Per event	Nil	\$40.00
Food business licence - temporary multi event	97(2)(a)	Hygiene Regulation 1989	Yearly	Nil	\$85.00
Miscellaneous- Food Businesses					
Health Search (Physical inspection and file search for a licensed premise when it is requested by a prospective buyer. Includes a report on the premises condition.)	97(2)(a)	Hygiene Regulation 1989		Y	\$260.00
Plan assessment - Food Premises				Y	\$210.00
Re-inspection fee (non-compliance/improvement)	97(2)	S31 Food Act 2006	Per occurrence	Y	\$110.00
Inspection fee - justified complaint	97(2)	S31 Food Act 2006	Per occurrence	Y	\$110.00
Licence restoration fee	97(2)(a)	Food Act 2006	Per occurrence	Nil	\$75.00
Licencing - Miscellaneous					
Skin penetration	97(2)(a)	Hygiene Regulation 1989	Yearly	Nil	\$230.00
Temporary Home including one inspection	97(2)(a)	Hygiene Regulation 1989	Per occurrence	Nil	\$190.00
Licensing - Administration					
New application processing	97(2)(a)	Hygiene Regulation 1989	Per occurrence	Nil	\$270.00
Transfer or amendment of licence	97(2)(a)	Hygiene Regulation 1989	Per occurrence	Nil	\$100.00
Replacement Licence or Registration Certificate	97(2)(a)	Hygiene Regulation 1989	Per occurrence	Nil	\$25.00



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1st January to 31st March - one half of the annual fee					
1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
ERA Licencing					
MISCELLANEOUS					
Miscellaneous-Flammable & Combustible Liquid Storage					
Plan assessment - Flammable Liquids Storage	97(2)(a)	Flammable & Combustible Liquids Regulations 1994		Y	\$210.00
Fines for Non Compliance					
Infringement Notice	97(2)(d)	Hygiene Regulation 1989		Nil	As prescribed by legislation
When fine not paid (SPER Lodgement)				Nil	At cost
Reminder letters for unpaid infringement notices				Nil	\$19.50
Footpath use for Commercial Purposes (outdoor dining)					
Renewable Licence	97(2)(a)	Hygiene Regulation 1989	Yearly	Nil	\$160.00
Miscellaneous Environmental Health Service Fee			Per hour	Y	\$110.00
Bond - hire of wheelie bins for community events			per occurrence		\$200.00
OVERGROWN ALLOTMENT					
Infringement Notice	97(2)(d)	Local Law 13		Nil	As prescribed by legislation
When fine not paid (SPER Lodgement)				Nil	At cost
Reminder letters for unpaid infringement notices				Nil	\$18.40
REGULATED PARKING					
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	\$18.40
Use of parking bay for building work etc	97(2)(a)	Local Law 12	Per day	Nil	\$6.75

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1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES					
WASTE DISPOSAL FEE					
Recyclables					No charge
Butcher's Waste - prepaid quarterly payment	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	\$147.50
Commercial/Industrial Waste (general)	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	\$60.00
Commercial Waste	97(2)(a)	S369 Environmental Protection Act	Min charge	Y	\$6.50
Commercial - Construction and Demolition Waste (unsorted)	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	\$60.00
Commercial - Clean concrete	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	\$15.00
Commercial - Greenwaste	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	\$42.00
Domestic - construction and demolition waste (mixed)	97(2)(a)	S369 Environmental Protection Act	Per ute/trailer	Y	\$6.50
Domestic waste (general)	97(2)(a)	S369 Environmental Protection Act	Per ute/trailer	Y	\$6.50
Domestic - Clean concrete	97(2)(a)	S369 Environmental Protection Act	Per ute/trailer	Y	\$6.50
Domestic - Greenwaste	97(2)(a)	S369 Environmental Protection Act	Per ute/trailer		\$4.00
Waste transported in vehicles over 1 ton payload will be weighed and charged at the corresponding commercial fee regardless of its source	97(2)(a)	S369 Environmental Protection Act			
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 \$12.00 per cubic metre (equivalent to \$36/ton) regardless whether loaded or not.	97(2)(a)	S369 Environmental Protection Act			
Sale of Mulch-(Self Load trailer)	97(2)(a)	S369 Environmental Protection Act	Per cubic metre	Y	free
Sale of Mulch (Warrens Hill Only, loaded by Council)	97(2)(a)	S369 Environmental Protection Act	Per cubic metre	Y	\$12.00



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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 FEE					
Special Disposal - eg asbestos (commercial and domestic)					
- Handling fee	97(2)(a)	S369 Environmental Protection Act	Each occurrence	Y	\$90.00
- Disposal fee	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	\$60.00
Cleanfill	97(2)(a)	S369 Environmental Protection Act			
Commercial - car bodies	97(2)(a)	S369 Environmental Protection Act	Per car body		\$37.00
Domestic - car bodies	97(2)(a)	S369 Environmental Protection Act	Per car body		No charge
Metal	97(2)(a)	S369 Environmental Protection Act			No charge
Waste oil	97(2)(a)	S369 Environmental Protection Act			No charge
Gas cylinders (empty)	97(2)(a)	S369 Environmental Protection Act			No charge
Batteries	97(2)(a)	S369 Environmental Protection Act			No charge
Waste disposal fees for Tyres from Commercial/Industrial and Domestic Sources					
Motorbike			Per tyre	Y	\$3.70
Passenger Car			Per tyre	Y	\$7.00
Light Truck			Per tyre	Y	\$9.50
Truck			Per tyre	Y	\$22.00
Super Single			Per tyre	Y	\$55.00
Tractor					
- up to 1000mm			Per tyre	Y	\$85.00
- 1000mm to 2000mm			Per tyre	Y	\$150.00
Earthmoving					
- up to 1000mm			Per tyre	Y	\$120.00
- 1000mm to 1500mm			Per tyre	Y	\$260.00
- 1500mm to 2000mm			Per tyre	Y	\$510.00
- Greater than 2000mm			Per tyre	Y	
Other tyres			Per tyre	Y	
Various Scrap Rubber			Per tyre	Y	
WASTE MANAGEMENT FEE					
Approval to perform waste management works	97(2)(c)			Nil	\$45.00



HINCHINBROOK SHIRE COUNCIL

2011/2012 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2011/2012
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					
FINANCIAL REPORTS					
Annual Report/Financial Statements	97(2)(c)	S. 104 (3) Local Government Act 2009		Nil	\$25.00
CORPORATE PLAN					
Hinchinbrook Shire Council Corporate Plan 2010 - 2014	97(2)(c)	S. 104 (3) Local Government Act 2009		Nil	\$5.00
RIGHT TO INFORMATION (RTI)					
*Application Fee	97(2)(c)	S.8 Freedom of Information		Nil	\$39.00
A4 Black & White photocopy			Per page	Nil	\$0.20
			Per 15 mins - where applicable	Nil	\$6.00
Processing Charge				Nil	Actual cost incurred by Council - where applicable
Accessing Charge				Nil	
*RTI fees may be amended from time to time to comply with legislative changes as they occur - refer to RTI Regulation 2009					
GIS MAPPING PRODUCTS					
A4 - Black and White			Per page	Y	\$23.20
A4 - Colour			Per page	Y	\$38.80
A3 - Black and White			Per page	Y	\$24.00
A3 - Colour			Per page	Y	\$65.10
A2 - Black and White			Per page	Y	\$40.60
A2 - Colour			Per page	Y	\$80.50
A1 - Black and White			Per page	Y	\$46.50
A1 - Colour			Per page	Y	\$136.20
A0 - Black and White			Per page	Y	\$130.40
A0 - Colour Orthophoto including design			Per page	Y	\$247.50
Special Projects - Including Banners etc			Per page	Y	\$506.90
GIS MAPPING PRODUCTS					
PRINTING OF PLANS FOR COMMERCIAL CLIENTS - ELECTRONIC FILE SUPPLIED AS DWG, DXF, JPEG, TIFF or PDG					
A3 - Including Colour Vectors			Per page	Y	\$27.20
A2 - Including Colour Vectors			Per page	Y	\$41.90
A1 - Including Colour Vectors			Per page	Y	\$46.50
A0 - Including Colour Vectors			Per page	Y	\$130.50
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. 16 (3) Local Government (Operations) Regulation 2010		Y	\$72.50
100 Year ARI Flood Certificate/Storm Surge Certificate				Y	\$35.00
LOCAL LAWS AND POLICIES					
Proposed and adopted local laws and local law policies	97(2)(c)	S. 16 (3) Local Government (Operations) Regulation 2010	Per page	Nil	\$0.25



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1st April to 30th June - one quarter of the annual fee					
CORPORATE SERVICES					
PHOTOCOPYING - GENERAL					
A4 Black & White Photocopy			Per single sided sheet	Y	\$0.25
A3 Black & White Photocopy			Per single sided sheet	Y	\$0.50
A4 Colour Photocopy			Per single sided sheet	Y	\$2.20
A3 Colour Photocopy			Per single sided sheet	Y	\$2.50
POLICIES AND INFORMATION - COUNCIL					
Copy of Policy/Information	97(2)(c)	Various sections Local Government Act	Per page	Nil	\$0.25
PROPERTY DATA INFORMATION SERVICE					
Verbal Property/Rate information			Per year	Nil	\$280.00
RATE BOOK INSPECTION					
Full Search - 5 day turn around	97(2)(c)	S.88 (5) Local Government (Finance, Plans & Reporting) Regulation 2010	Per property	Nil	\$78.00
Urgent Full Rate Search - 2 day turn around	97(2)(c)	S.88 (5) Local Government (Finance, Plans & Reporting) Regulation 2010	Per property	Nil	\$117.00
Limited Search - 5 day turn around	97(2)(c)	S.88 (5) Local Government (Finance, Plans & Reporting) Regulation 2010	Per property	Nil	\$46.00
Urgent Limited Search - 2 day turn around	97(2)(c)	S.88 (5) Local Government (Finance, Plans & Reporting) Regulation 2010	Per property	Nil	\$69.50
Copy of current Rate/Water Notice - Pay in advance	97(2)(c)	S.88 (5) Local Government (Finance, Plans & Reporting) Regulation 2010	Per notice	Nil	\$5.25
Copy of current Rate/Water Notice - Debited to Account	97(2)(c)	S.88 (5) Local Government (Finance, Plans & Reporting) Regulation 2010	Per notice	Nil	\$15.50



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1st April to 30th June - one quarter of the annual fee					
CORPORATE SERVICES					
RATE BOOK INSPECTION					
Copy of Rate Information (per year)	97(2)(c)	S.88 (5) Local Government (Finance, Plans & Reporting) Regulation 2010	Per hour	Nil	\$47.00
Change of Ownership Fee (see below for exemptions)	97(2)(b)	S.88 (5) Local Government (Finance, Plans & Reporting) Regulation 2010	Per Transfer	Nil	\$41.50
Recording a Change of Ownership The types of change of ownership dealings which qualify the purchaser/s for an exemption from the charge are listed below (a) to (l) (a) Purchases made in respect of first home transfer, only, as indicated on the Form OSR-D2.1 (Home/First Home Transfer Duty Concession) or purchases made in respect of Constructing and occupying your first home, only, as indicated on the Form OSR-D2.7 (Transfer duty concession first home vacant land); (b) Change of name on title deed as a result of marriage or deed poll; (c) Transfer to, or inclusion of a spouse/de facto/partner as a result of an amalgamation or separation of assets on the principal place of residence; (d) Transmission to surviving joint tenant/s on death of other joint tenant/s; (e) A residential transfer involving a natural person/s, only, where no money is exchanged; (f) A residential transfer involving a natural person/s, only, as a result of a gift or through natural love and affection; (g) A residential transfer by consent/direction. (Please provide copies of Forms 18 and 20 from the Department of Environment and Resources Management); (h) Fixing error in an earlier conveyance; (i) Pursuant to a will or intestacy; (j) Public Trustee/Other – (1) recording a death of an owner/joint owner or a property (adding 'Estate of'), (2) transmission to 'as Personal Representative', (3) transmission by death 'Pursuant to a will' to a spouse; (k) Transfers of occupancy from long-term leases to freehold title of their units for residents of Retirement Villages registered as such with the Queensland Justice Department; (l) ALL purchases made by – (1) Hinchinbrook Shire Council; (2) The Crown in right of the State of Queensland, the Commonwealth, another State or a Territory or any body representing the Crown in any of those capacities. Exemption from the charge, in particular dealing (a), must be established by the purchaser or his Agent by presenting one of the following documents (or a copy of) to the Council for assessment and audit purposes. (1) A copy of Form OSR-D2 (Home/First Home Transfer Duty Concession) which has been lodged with Office of State Revenue indicating First Home Transfer or; (2) A copy of the Form OSR-2.7 (transfer duty concession first home vacant land) which has been lodged with Office of State Revenue indicating Constructing and occupying your first home or; (3) A Statutory Declaration witnessed by a Justice of the Peace, Commissioner for Declarations or a Solicitor declaring the purchase was a first home transfer. Note, the following dealings are NOT EXEMPT from the charge (1) Purchases made in respect of home transfer; (2) Purchases made in respect of vacant land; (3) Purchases made in the name of a Trust, a Firm, a Company and non-owner occupied property; (4) Purchases not included under (a) to (l) above.					
Dishonour Fees - Cheque & Direct Debit			Per cheque/ direct debit	Y	\$17.00



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1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
BUILDING BOND					
Bond - Building (Refundable on completion to Building Certifier's requirements. Request for refund must be submitted in writing to Council's Chief Executive Officer.)			Per application	Nil	\$7,137.90
Bond - Route (HSC Works Manager & Design Technical Assistant must be notified at least 24 hours prior to the structure being removed/relocated. Cost of any damage to Council's infrastructure resulting from removal/relocation will be deducted from the Route Bond. The remainder of bond will be refunded when the structure has been made safe or left the Shire. Request for refund must be submitted in writing to Council's Chief Executive Officer.)			Per application	Nil	\$2,193.90
Please note:- Building Application fees, Plumbing Application fees and Relocation - Route Inspection Fee are additional to bond charges listed above.					
BUILDING RELATED APPLICATIONS					
Relocation - Route Inspection (Not refundable)			Up to & including 10kms	Y	\$226.60
Relocation - Route Inspection (Not refundable)			Over 10kms	Y	\$283.25
BUILDING RECORD SEARCH					
- Domestic	97(2)(c)	Public Records Act 2002		Nil	\$45.50
- Commercial	97(2)(c)	Public Records Act 2002		Nil	\$68.00
Priority Building Record Search (Report provided same day)					
- Domestic	97(2)(c)	Public Records Act 2002		Nil	\$68.00
- Commercial	97(2)(c)	Public Records Act 2002		Nil	\$113.50
Building Record Search incurs an additional fee if inspections are required to provide information due to insufficient records.	97(2)(c)	Public Records Act 2002		Y	POA
COPY OF MONTHLY BUILDING STATISTICS			Per annum	Y	\$118.45
BSA CONTRACT SALES			Per contract	Y	\$11.00
RESIDENTIAL SITING RELAXATION				Nil	\$140.00
BUILDING LODGEMENT FEES					
- Class 1				Nil	\$90.85
- Enclosing existing floor areas, such as patios and garages; Construction of awnings and patios [new areas, not enclosed, up to max area of 60m2]				Nil	\$34.00
- Class 10 - up to 12m2				Nil	\$34.00
- Class 10 - 12m2 and over				Nil	\$66.95
- Swimming Pools				Nil	\$34.00
- Class other				Nil	\$142.15
- Shop fitouts				Nil	\$85.50
BUILDING CERTIFICATION FEES					
New Houses – consisting of one (1) storey, block, concrete slab, pre-constructed / transportable			First 100 sqm	Y	\$1,133.00
			sqm after that	Y	\$2.50
			Minimum cost	Y	\$1,100.00
			First 100 sqm	Y	\$1,416.25
			sqm after that	Y	\$2.50
			Minimum cost	Y	\$1,375.00
			First 100 sqm	Y	\$1,133.00
			sqm after that	Y	\$2.50
			Minimum cost	Y	\$1,100.00
			First 100 sqm	Y	\$1,416.25
			sqm after that	Y	\$2.50
			Minimum cost	Y	\$1,375.00
			First Unit	Y	@ House Fee
			Second unit	Y	@ 70% of first unit cost
			Minimum cost	Y	\$1,870.00
Duplex / Dual Occupancy (Class 1a only)					
Units – Refer to Commercial Price					



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1st January to 31st March - one half of the annual fee				
1st April to 30th June - one quarter of the annual fee				
INFRASTRUCTURE MANAGEMENT				
BUILDING CERTIFICATION FEES				
House Additions, and Enclosing Underneath as Habitable Area (includes fully enclosed garages attached to the existing house)		First 100 sqm	Y	\$1,133.00
		sqm after that	Y	\$2.50
House Additions - Minor - Structural		Minimum cost	Y	\$1,100.00
Enclosing Under – Non-Habitable			Y	\$664.35
Decks, Verandahs, Patios (Class 1a – attached to dwelling – not enclosed)			Y	\$509.85
(Enclosed – refer to house additions)			Y	\$538.70
Demolitions and / or Removal – Free Standing House			Y	\$509.85
Re-roofing - Residential up to 300m ²			Y	\$509.85
Re-roofing – Residential over 300m ² or Commercial			Y	\$623.15
Raising and Restumping			Y	\$567.55
Construction or Removal of Partitions – Residential (Non structural alterations)			Y	\$396.55
Residential Shade Structures (Pergola, Pool Shade Structure – Non solid roof)			Y	\$396.55
Gazebos (Solid roof)			Y	\$538.70
		First 100 sqm	Y	\$1,019.70
		sqm after that	Y	\$2.50
Masonry Block Sheds		Minimum cost	Y	\$990.00
Pre-fabricated Metal Garden Sheds, Lawn Lockers (up to 10m ²)			Y	\$396.55
		First 100 sqm	Y	\$510.90
		sqm after that	Y	\$2.50
Garages, Sheds, Carports (Class 10a – stand alone structures)		Minimum cost	Y	\$496.00
DISCONTINUED PERMITS [Thuringowa Building Certifiers - TBC]				
Dwellings and Dwelling Extensions			Y	\$525.00
Sheds, Carports, Simple Awnings etc			Y	\$275.00
Swimming Pools			Y	\$375.00
Verandah, Decking Extensions etc			Y	\$325.00
Commercial Building Works – Class 2 to 9			Y	POA
SWIMMING POOLS				
Swimming Pools & Spas – Above Ground			Y	\$453.20
Swimming Pools & Spas – In Ground			Y	\$736.50
Swimming Pool Compliance Inspections / Pool Safety Certificate Fee [Includes two (2) inspections only]		2 inspections only		\$330.00
Fences of Open Construction Over 2m			Y	\$396.55
Retaining Walls (Masonry block / concrete)			Y	\$577.85
Signs – Engineered			Y	\$595.35
Signs – Not Engineered			Y	\$425.40
		Minimum cost		
Commercial Building Works – Class 2 to 9		\$900	Y	POA
		First 100 sqm	Y	\$566.50
		sqm after that	Y	\$2.50
Commercial Shade Structures (Smokers Area)		Minimum cost	Y	\$550.00
Construction or Removal of Partitions – Commercial (including Shop Fit Out) (Non structural alterations)			Y	\$510.90
Amended plans (Minor)			Y	\$82.40
Amended plans (Major)			Y	POA
Temporary Occupancy - to reside in a caravan (Council approval required)- maximum 2 years		Per year	Nil	\$170.00
Application to reside in Class 10a - valid 3 months only - pending written permission from HSC granted			Nil	\$136.00
Final inspection of HSC building permit			Y	\$226.60
		POA		
Change of Classification		Minimum cost	Y	\$475.00



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1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
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	\$490.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan	97(2)(a)	Plumbing & Drainage Act 2002		Y	\$87.00
DWELLING - <u>Existing</u> - Alterations and Additions - Regulated Work - Drainage Plan Required					
Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$380.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan	97(2)(a)	Plumbing & Drainage Act 2002		Y	\$87.00
DWELLING - <u>Existing</u> - Lesser Regulated Works - No Drainage Plan Required					
Approval of Application for Compliance Assessment and one (1) inspection only (Includes plumbing & drainage works such as installation of solar water heaters)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$157.00
DWELLING - <u>Existing</u> - Lesser Regulated Works - Capping off Sewer Connections					
Approval of Application for Compliance Assessment and one (1) inspection only (Capping off sewer connections for demolition/removal of dwellings & change to existing fixtures without change to drainage connections) - No Drainage Plan Required	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$157.00
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	\$490.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan	97(2)(a)	Plumbing & Drainage Act 2002		Y	\$87.00
PLUMBING AND DRAINAGE - DOMESTIC					
NON - 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	\$490.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan	97(2)(a)	Plumbing & Drainage Act 2002		Y	\$87.00
DWELLING - <u>Existing</u> - Alterations and Additions - Regulated Work - Drainage Plan Required					
Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$380.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan	97(2)(a)	Plumbing & Drainage Act 2002		Y	\$87.00



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INFRASTRUCTURE MANAGEMENT					
PLUMBING AND DRAINAGE - DOMESTIC					
NON - SEWERED AREA INSTALLATIONS					
DWELLING - Existing - Lesser Regulated Works - No Drainage Plan Required					
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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	\$490.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan	97(2)(a)	Plumbing & Drainage Act 2002		Y	\$87.00
PLUMBING AND DRAINAGE - DOMESTIC					
SEWERED OR NON - SEWERED AREA INSTALLATIONS					
APPLICATIONS FOR COMPLIANCE ASSESSMENT					
	97(2)(a)	Plumbing & Drainage Act 2002			
BACKFLOW PREVENTION DEVICES					
DOMESTIC ALTERATIONS AND ADDITIONS					
BACKFLOW APPLICATION - includes application fee and one (1) inspection per device	97(2)(a)	S. 572 Water Act 2000, S53 Standard Water Supply Law	Per device	Nil	\$92.00
Per additional device on the same applications - includes approval and one (1) inspection only	97(2)(a)	S. 572 Water Act 2000, S53 Standard Water Supply Law	Per additional device	Nil	\$60.00
BACKFLOW ANNUAL LICENCE & INSPECTION / PROPERTY	97(2)(a)	S. 572 Water Act 2000, S53 Standard Water Supply Law	Annual	Nil	\$44.00
Late/overdue fee for overdue test report				Nil	\$60.00
REFUNDS Application for Compliance Assessment					
Prior to issue of permit - plumbing/drainage work not proceeding				Nil	\$0.75
After issue of permit - no inspections carried out				Nil	\$0.50
After inspections of plumbing/drainage work have been carried out					
PLANS					
Submit Amended Plans				Nil	\$49.00
Copy of As-constructed Drainage Plan				Nil	\$11.00



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1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT					
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)	Plumbing & Drainage Act 2002	Per inspection	Nil	\$92.00
After hours inspection	97(2)(a)	Plumbing & Drainage Act 2002	Per inspection	Nil	\$161.00
[HSTP] HOUSEHOLD SEWERAGE TREATMENT PLANT APPLICATIONS					
Approval of Application for Compliance Assessment and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per HSTP	Nil	\$92.00
Annual Licence & Inspection Fee	97(2)(a)	Plumbing & Drainage Act 2002	Annual	Nil	\$60.00
BUILDING OVER SEWERS - Physical Inspections required in relation to requests for approval of building over sewers			Per inspection	Nil	\$100.00
PLUMBING AND DRAINAGE - COMMERCIAL					
SEWERED AREA INSTALLATIONS					
APPLICATIONS FOR COMPLIANCE ASSESSMENT					
COMMERCIAL - <u>New</u> - Regulated Work - Drainage Plan Required					
NEW - REGULATED WORK - Drainage Plan Required					
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan	97(2)(a)	Plumbing & Drainage Act 2002	Per fixture Minimum	Nil	\$92.00 \$104.00
COMMERCIAL - <u>Existing</u> - Alterations and Additions - Regulated Work - Drainage Plan Required					
Approval of Application for Compliance Assessment, Plans and Inspections	97(2)(a)	Drainage Act 2002	Per fixture Minimum	Nil	\$92.00 \$276.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan	97(2)(a)	Plumbing & Drainage Act 2002		Y	\$104.00
COMMERCIAL - <u>Existing</u> - Lesser Regulated Works - No Drainage Plan Required					
Approval of Application for Compliance Assessment and one (1) inspection only (Includes plumbing & drainage works such as installation of solar water heaters)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$157.00
PLUMBING AND DRAINAGE - COMMERCIAL					
NON - SEWERED AREA INSTALLATIONS					
APPLICATIONS FOR COMPLIANCE ASSESSMENT					
COMMERCIAL - <u>New</u> - Regulated Work - Drainage Plan Required					
NEW - REGULATED WORK - Drainage Plan Required					
		Plumbing & Drainage Act 2002	Per fixture	Nil	\$92.00
Approval of Application for Compliance Assessment, Plans and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Minimum	Nil	\$276.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan	97(2)(a)	Plumbing & Drainage Act 2002		Y	\$104.00



HINCHINBROOK SHIRE COUNCIL

2011/2012 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES

	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2011/2012
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					
COMMERCIAL - <u>Existing</u> - Alterations and Additions - Regulated Work - Drainage Plan Required					
			Per fixture	Nil	\$92.00
Approval of Application for Compliance Assessment, Plans and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Minimum	Nil	\$276.00
Preparation of Drainage Plan - Council's Plumbing Inspector to prepare Drainage Plan	97(2)(a)	Plumbing & Drainage Act 2002		Y	\$104.00
COMMERCIAL - <u>Existing</u> - Lesser Regulated Works - No Drainage Plan Required					
Approval of Application for Compliance Assessment and one (1) inspection only (Includes plumbing & drainage works such as installation of solar water heaters)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$157.00
PLUMBING AND DRAINAGE - COMMERCIAL					
SEWERED OR NON - SEWERED AREA INSTALLATIONS					
APPLICATIONS FOR COMPLIANCE ASSESSMENT					
BACKFLOW PREVENTION DEVICES					
COMMERCIAL ALTERATIONS AND ADDITIONS					
BACKFLOW APPLICATION - includes application fee and one (1) inspection per device			Per device	Nil	\$92.00
Per additional device on the same applications - includes approval and one (1) inspection only			Per additional device		\$60.00
BACKFLOW ANNUAL LICENCE & INSPECTION / PROPERTY	97(2)(a)		Annual	Nil	\$44.00
Late/overdue fee for overdue test report				Nil	\$60.00
REFUNDS Application for Compliance Assessment					
Prior to issue of permit - plumbing/drainage work not proceeding				Nil	\$0.75
After issue of permit - no inspections carried out				Nil	\$0.50
After inspections of plumbing/drainage work have been carried out					
PLANS					
Submit Amended Plans	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$49.00
Copy of As-constructed Drainage Plan				Nil	\$11.00
INSPECTIONS					
Re-inspection of any plumbing and/or drainage defects or when plumbing and/or drainage works not in sufficient state of readiness when call for by plumbers.	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per inspection	Nil	\$92.00
After hours inspection	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per inspection	Nil	\$161.00



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INFRASTRUCTURE MANAGEMENT					
[HSTP] HOUSEHOLD SEWERAGE TREATMENT PLANT APPLICATIONS					
Approval of Application for Compliance Assessment and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per HSTP	Nil	\$92.00
Annual Licence & Inspection Fee	97(2)(a)	Plumbing & Drainage Act 2002	Annual	Nil	\$60.00
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	\$104.00
INSTALLATION OF SOLAR WATER HEATERS & HEAT PUMP HOT WATER SYSTEMS				Nil	\$60.00
WATER SUPPLY					
Provision of New Service (Connection)					
- 20NB diameter	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	\$575.00
- 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					
Repair Broken Service (Damage outside yard)	97(2)(a)			Nil	
Relocate Water Meter	97(2)(a)			Nil	At cost
Interim Reading of Water Meter	97(2)(a)	S.995 Local Government Act		Nil	\$27.00
Testing Water Meter Fee - Request by owner (fee refundable if meter faulty)	97(2)(a)			Nil	\$54.00
Metered hydrant Stems - Bond (refundable) to be paid upfront				Nil	\$260.00
Measured supply through Metered Hydrant			Min Charge	Nil	\$50.00
Measured supply through Metered Hydrant >45KL			Per k/l	Nil	\$1.10
WATER SAMPLES					
Taking each sample and having tested					
- Chemical Test			Each	Y	\$142.00
- Bacterial Test			Each	Y	\$78.00
WATER LOCATION					
Search Fee				Y	\$48.00
Location			Per 15 minutes	Y	\$15.50
TRADE WASTE					
Application for licence or renewal of licence	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	\$195.00
Waste delivered to Ingham Plant			Per kl	Nil	\$10.50



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INFRASTRUCTURE MANAGEMENT					
PLAIN PAPER PLAN COPIES					
A1			Per copy	Y	\$15.30
A2			Per copy	Y	\$15.25
A3			Per copy	Y	\$15.15
A4			Per copy	Y	\$15.10
A0			Per copy	Y	\$15.60
Colour copying based on quotation for each copy.					
Scanning costs					
			Min Charge	Y	\$16.65
			Per Sheet	Y	\$4.30
			Plus CD	Y	\$1.05
AERODROME					
Irregular Usage			Per landing	Y	\$46.50
Irregular Usage			Per day	Y	\$68.00
Irregular Usage			Per annum	Y	\$570.00
Regular Usage (Commercial Light Aircraft)			Per annum	Y	\$798.00
FOOTPATH CONSTRUCTION - COMMERCIAL PREMISES					
Council contribution is calculated on 50/50 basis up to maximum amount of \$79.85/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	\$79.85
APPLICATION FOR APPROVAL TO UNDERTAKE WORKS IN COUNCIL CONTROLLED ROAD RESERVE					
				Y	\$41.50
HIRE OF EQUIPMENT					
A minimum charge of \$20 will apply					
- Barricade Webbing			Per day / per roll	Y	\$23.60
- Barricade Boards			Per day / each	Y	\$23.60
- Barrier lamps			Per day	Y	\$5.00
- Bollards			Per day / each	Y	\$5.00
- Delineators			Per day	Y	\$3.90
- Multi-user Road Signs			Per week	Y	\$46.70
- Road Signs			Per week	Y	\$17.30
HIRE OF MOBILE TOILETS					
- 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 = \$28.85 + \$79.00 = \$107.85)					
			Per Mobile Toilet hire/day	Y	\$28.85
- Mobile Toilet Service Fee			Per Mobile Toilet hire	Y	\$79.00
- Additional Mobile Toilet Service Fee			Per service	Y	\$79.00
- Mobile Toilet - Bond (refundable) to be paid upfront				Nil	\$108.15
Please Note: Not for Profit Community and Charitable Organisations are not charged for the Hire of Mobile Toilet/s					
SALE OF MATERIAL					
Sale of secondhand Grader Blades			Each used	Y	\$33.00
Residential Invert Construction			Per metre	Y	\$307.50
Commercial Invert Construction			Per metre	Y	\$335.65



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INFRASTRUCTURE MANAGEMENT					
RURAL NUMBERING FOR NUMBERS ALREADY ALLOCATED					
White on Black Rural Numbering Sticker			Each	Y	\$1.90
Supply of Rural Addressing Module, Post & Numbers			Each	Y	\$48.80
Supply of Rural Addressing Module, Post, Numbers & Installation			Each	Y	\$83.05
Supply of Rural Addressing Module & Numbers			Each	Y	\$29.50
LICENCES AND REGISTRATIONS					
Grids & Public Gates	97(2)(a)	Local Law 3	Annual	Nil	\$150.00
Irrigation Pipe under/on Road			Annual	Y	\$150.00
TRACKED CANE HARVESTING EQUIPMENT TO CROSS OR TRAVERSE COUNCIL'S ROADS					
Application for Approval for Tracked Cane Harvesting Equipment to Cross or Traverse Council's Roads				Nil	\$110.00
Renewal for Approval for Tracked Cane Harvesting Equipment to Cross or Traverse Council's Roads			Renewal	Nil	\$36.50
YANK'S JETTY					
Usage Charge - Commercial Vessels Only			Per head per visit	Nil	\$2.70