



# BUDGET 2019-2020



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## ADOPTED AT COUNCIL SPECIAL BUDGET MEETING 28 JUNE 2019

Budget presented to Council on 28 June 2019 for adoption on 1 July 2019 by the Mayor, Cr. R. Jayo.

Hinchinbrook Shire Council's 2019-2020 Budget has been prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. The period covered by the Budget is for the 2019-2020 Financial Year in detail and subsequent two years, ending 30 June 2022.





# **1.0 2019-2020 Mayor's Budget Address**

## Mayor's Budget Address 2019-2020

On behalf of Council, I am pleased to present the 2019-2020 Council Budget.

The Budget being proposed is one of optimism, incorporating strategic plans for the future, yet acknowledging the difficult and challenging business environment we operate within.

Councillors and Senior Staff have worked closely in considering a wide range of issues for the upcoming year. In doing so, significant time has been spent assessing the many options and variables.

Fundamentally, the decisions that underpin the 2019-2020 Budget revolved around the following aspects:

- A. Long term sustainability of the Shire;
- B. Liveability of our community;
- C. Recent environmental impacts that have affected our community; and
- D. Importantly, general betterment for our community through diversification of industry and facilitation of alternate economic products.

It was essential that Council considered its core operational expenses and essential services prior to expanding its Budget to include capital projects expenditure. Regional Councils provide a wide range of services that at times exceed or differ significantly to those of our city cousins.

Council undertook an extensive assessment of operational expenses in order to identify saving opportunities whilst ensuring minimal impact on the community.

Council's Operational Budget forms a significant component of the organisations operations as it establishes Council's fundamental services throughout the Shire. It is important to acknowledge that the Operational Budget totals \$27 million. Within the Operational Budget a wide range of services are provided such as, but not limited to the following:

	\$
• Water Services	1,474,427
• Sewerage Services	1,124,225
• Road Management Services	3,747,282
• Asset Management Services	947,825
• State Controlled Roads Maintenance	675,865
• Public Open Spaces Management	1,548,082
• Facilities Management	1,318,562
• Waste Management Services	3,287,205
• TYTO Precinct	924,888
• Economic Development	658,576
• IT Services	1,281,909
• Town Planning Services	237,967
• Community Services	1,927,528
• Environmental Services	1,055,577



Community Services include aspects such as Libraries, Art Gallery, Visitor Information Centre, Community Grants, Animal Management, Local Laws and Cemeteries, whilst Environmental Services include aspects such as Pest Management, Natural Resource Management, Mosquito Control, Environmental Health Licensing and Flying Fox Management.

Council understands the requirement to not only consider long term sustainability, but also the needs that are currently impacting the Shire.

Accordingly, Council acknowledges the impact of recent natural disasters that occurred in March and December 2018 and February 2019 in addition to the prolonged wet weather experienced this year. Such aspects have impacted our tourism market, but also significantly impacted the rural sector, in particular our sugar cane industry.

Therefore the 2019-2020 Budget proposes to utilise financial assistance from the Federal Government for communities affected by recent natural disasters to avoid the need to increase rates. *Importantly, general rates are not proposed to be increased and subsequently remain at the 2018-2019 levels. This policy proposal is also expanded to accommodate no increases in water, sewerage and waste utility charges.* This decision is significant and aims to provide assistance to our ratepayers throughout the Shire to provide some relief on the demands of increasing costs. This initiative is a saving to our Shire wide ratepayers of \$500,000.

Another immediate issue that has impacted our region has been drainage. Council acknowledges the need to improve drainage aspects in its jurisdiction whilst undertaking strong advocacy roles involving State and Federal issues. It is proposed to not only increase Council expenditure, but also to utilise funding via State and Federal programs to improve, maintain and develop better water drainage systems.

This Budget also proposes to continue to provide financial assistance with concessional rates for pensioners, sporting associations and waste disposal vouchers at the Warrens Hill Waste Management Facility for domestic waste. In addition to these established practices, it is also proposed to introduce *a new concession concerning a two year waiver on General Rates for all new residential properties approved for construction from 1 July 2019.* This initiative is aimed at providing economic stimulus throughout our Shire whilst providing an incentive for people to construct new residential dwellings in our Shire. This is an exciting initiative that I am confident will provide financial assistance to those persons wanting to invest in our unique Shire.

Supporting this new initiative is the commencement of a *\$2,000 prize draw for ratepayers who pay their rates in full and by the due date of respective twice yearly rating periods.* The value of the prize is to be spent at businesses located within the Hinchinbrook Shire.

Rural services play an essential role in the continued prosperity of our Shire. Council plans to continue to support the many initiatives implemented previously such as, but not limited to the following:

- Feral Pig Management Plan;
- Natural Resource Management Issues such as Water Quality;
- Pest and Weed Management and Spraying;

- Stormwater Site Drainage Maintenance Program;
- Biosecurity Plan Management;
- Palm Creek Greening Australia Initiative;
- Herbert Cane Productivity Service Limited;
- Herbert River Improvement Trust;
- Lower Herbert Water Management Authority;
- Drum Muster;
- Landcare; and
- Road Maintenance and Road Improvement Projects.

The life blood of any rural industry, such as sugar cane, is an appropriate standard of road network. It is pleasing to advise that Council has been actively pursuing funding opportunities in order to improve our existing road network but also to increase its network of maintained roads. It is also pleasing to advise that an emphasis has been placed on rectifying and improving our road and drainage network.

Accordingly, the following is proposed:

	\$
• Road and Drainage Network Maintenance	3,747,282
• Capital Roads Development	3,060,794
• Flood Damage Civil Construction Works	3,000,000
• Bridge Upgrades	1,578,000

Another initiative Council investigated throughout the budget process was the assessment of fees and charges in order to simplify and reduce these where possible. The aim being to encourage both private and community use of Council assets throughout the Shire. As a consequence the cost to utilise the *Shire Hall and Halifax Hall has been reduced by up to 25% and the Showgrounds Fees have been reduced by up to 50%*. This policy shift is considered essential if we are to reinvigorate these important assets that our Shire is fortunate to own and to support the needs of community organisations.

Again capital funds totalling \$19,557,159 have been allocated to continue our vision of providing a progressive, liveable and diverse Shire. Importantly, these projects also provide a wide range of economic stimulus to our local contractors.

	\$
• Bridges Restoration	1,578,000
• Economic Development Projects	1,232,536
• Drainage Improvements	920,000
• Facilities Upgrades	217,000
• Fleet Management	1,260,000
• IT Services	779,000
• Marine Project	320,000
• Parks Development	320,000
• Pathway Extensions	691,000
• Roads Management	3,060,794
• NDRRA Roads	3,000,000
• Sewerage Projects	830,000
• Waste Projects	1,300,000
• Water Upgrade	4,048,829
<b>Total</b>	<b>19,557,159</b>



Council also understands the need to pursue economic development projects in addition to economic diversification activities.

Council has been successful in obtaining \$2,400,000 from the State Government under its Works for Queensland program to be actioned from July 2019 to June 2021. Council plans to utilise this funding on foreshore improvements at Forrest Beach, Taylors Beach and Lucinda whilst also assessing the needs at Rotary Park, Halifax township and Trebonne township. Council will be seeking ideas from the community and relevant stakeholders prior to finalising design plans. The intent here is to enhance the liveability of our district for locals and to facilitate an aesthetically pleasing environment as part of our destination of choice marketing activities.

Council continues to address long term environmental compliance issues at our Warrens Hill Waste Management Facility. This legacy issue of the past is significant and one that Council is taking seriously. In total \$1,250,000 has been allocated to not only continue remedial works, but also to the capping of relevant areas of the 'tip face'. Council resources are also involved in complying with the introduction of the State Government's Waste Levy. This levy does require changes in how the site is managed. Council continues to assess for opportunities in the ever changing needs of waste management.

Another significant issue addressed in the 2019-2020 Budget is water security/savings initiatives.

The major capital project commenced in the 2018-2019 Budget year, involving the construction of water treatment upgrades and mains extension from a Como Road bore supply, is progressing well. Works are continuing and scheduled for completion in December 2019 at an estimated total cost of \$4,700,000. Upon completion of this project, Ingham will have essential water security for the foreseeable future.

Complimenting this significant infrastructure project is the planned implementation of 'Smart Water Meters' throughout the next two years. This project, at an estimated cost of \$1,300,000, is funded in conjunction with the Australian Government Department of Industry, Innovation and Science, Smart Cities and Suburbs Program. The project aims to minimise the use of water throughout the Shire whilst also providing a self-monitoring ability for residents in real time.

The need to continue supporting our strategic projects that address both liveability aspects and economic opportunities has been supported with \$300,000 for progression of initiatives such as:

- Dungeness dredging and development;
- Cassady Beach boat ramp;
- Agriculture diversification; and
- Motor sport facility.

Such projects will continue to be progressed.

Council is continuing its objective to support local business and the community in general by committing to \$1,232,536 in economic development initiatives. A wide range of initiatives continue to be implemented such as, but not limited to the following:

- CBD Revitalisation – Planter Boxes, Bins and Seats;
- Hinchinbrook Way Wayfinding Signage;
- Community Parkland Circuit;

- Hinchinbrook Way Statement Signage and Drive Signage;
- Halifax Heritage Lighting and Master Plan;
- Visitor Information Centre Refurbishment Design;
- Wallaman Falls and Broadwater Ecotourism Master Plan;
- Hinchinbrook Youth Development Strategy;
- Solar Farm Business Study;
- Dungeness Commercial Wharf Refurbishment;
- Pathway Rehabilitation, Garbutt Park Walkway Circuit;
- Foreshore Refurbishment, Lucinda, Forrest Beach and Taylors Beach;
- Pathway Connectivity – Sir Arthur Fadden and McIlwraith Street; and
- Pump Track Design.

In closing, I consider this Budget strikes the right balance of maintaining services, meeting the needs of our rural and business sector, whilst continuing to assess opportunities to diversify our economy and improve the liveability of the Shire.

We live and work in not only challenging legislative and economic times, but also the ever increasing effects of extreme environmental events such as flooding. Whilst Council cannot control the weather, it will continue to respond to the needs of our community in a sensible and supportive manner. It is important that Council continues to not only work with the community, but also to listen to it.

I am honoured to be Mayor of Hinchinbrook and am proud to lead a team of Councillors and Senior Staff who remain positive and continue to examine ways of developing this great part of Queensland.

I recommend this 2019-2020 Budget for adoption.

Councillor R Jayo  
MAYOR  
28 June 2019

# **2.0**

## **2018-2019**

### **Statement of Estimated Financial Position**

**HINCHINBROOK SHIRE COUNCIL**  
**STATEMENT OF ESTIMATED FINANCIAL POSITION 2018-2019**

	Estimated actual 30 June 2019	Original Budget 2018/19	Revised Budget 2018/19
	\$000	\$000	\$000
<b>Income and Expenditure</b>			
<b>Recurrent Revenue</b>			
Rates, levies and charges	25,580	25,294	25,294
Discounts and Remissions	(313)	(341)	(341)
	25,267	24,953	24,953
Contributions from developers	-	5	5
Fees and charges	866	816	816
Interest received	840	726	726
Rental income	203	130	130
Sales revenue	885	929	929
Other income	368	96	96
Grants, subsidies, donations	6,403	2,770	4,108
<b>Total Recurrent Revenue</b>	<b>34,833</b>	<b>30,425</b>	<b>31,763</b>
<b>Recurrent Expenses</b>			
Employee benefits	(14,956)	(14,956)	(14,956)
Materials and services	(13,059)	(9,668)	(11,239)
Finance costs	(25)	(28)	(28)
Depreciation and amortisation	(8,500)	(8,500)	(8,500)
<b>Total Recurrent Expenses</b>	<b>(36,540)</b>	<b>(33,152)</b>	<b>(34,723)</b>
<b>Net Operating Result</b>	<b>(1,707)</b>	<b>(2,727)</b>	<b>(2,960)</b>
<b>Capital Revenue</b>			
Grants, subsidies, contributions and donations	4,589	2,768	3,054
Contributions from developers	27	-	-
<b>Total Capital Revenue</b>	<b>4,616</b>	<b>2,768</b>	<b>3,054</b>
Capital Income/(expenses)	(236)	(16)	(16)
<b>Net Result</b>	<b>2,673</b>	<b>25</b>	<b>78</b>

**NOTE:** Income and expenditure estimated actual figures for the year to 30 June 2019 include NDRRA amounts of:

Grants, subsidies, contributions and donations operating	2,473
Grants, subsidies, contributions and donations capital	2,156
Employee benefits	(708)
Materials and services	(4,608)
Net income/(expenditure) related to NDRRA	(686)

These items are not reflected in the 2018-2019 original or revised budgets.



**HINCHINBROOK SHIRE COUNCIL**  
**STATEMENT OF ESTIMATED FINANCIAL POSITION 2018-2019 CONT.**

	Estimated actual 30 June 2019	Original Budget 2018/19	Revised Budget 2018/19
	\$000	\$000	\$000
<b>Assets</b>			
<b>Current Assets</b>			
Cash and cash equivalents	29,072	16,500	14,975
Trade and other receivables	5,382	3,215	3,215
Inventories	391	392	392
	34,845	20,107	18,582
<b>Non Current Assets</b>			
Property, plant and equipment	300,861	317,422	320,015
Receivables		-	-
	300,861	317,422	320,015
<b>Total Assets</b>	335,706	337,529	338,597
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and other payables	3,345	3,331	3,331
Provisions	2,047	362	362
	5,392	3,693	3,693
<b>Non Current Liabilities</b>			
Trade and other payables	-	553	553
Provisions	5,175	3,733	3,733
<b>Non Current Liabilities</b>	5,175	4,286	4,286
<b>Total Liabilities</b>	10,567	7,979	7,979
<b>Net Community Assets</b>	<b>325,139</b>	<b>329,550</b>	<b>330,618</b>
<b>Community Equity</b>			
Asset Revaluation Surplus	158,024	163,645	163,645
Retained Surplus / (Deficiency)	167,115	165,905	166,973
<b>Total Community Equity</b>	<b>325,139</b>	<b>329,550</b>	<b>330,618</b>

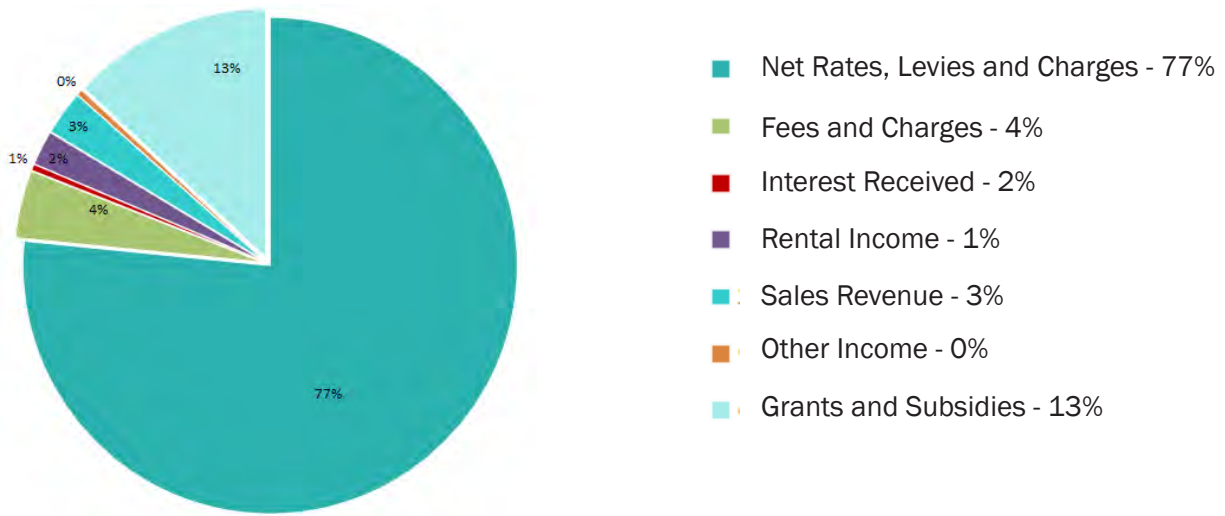


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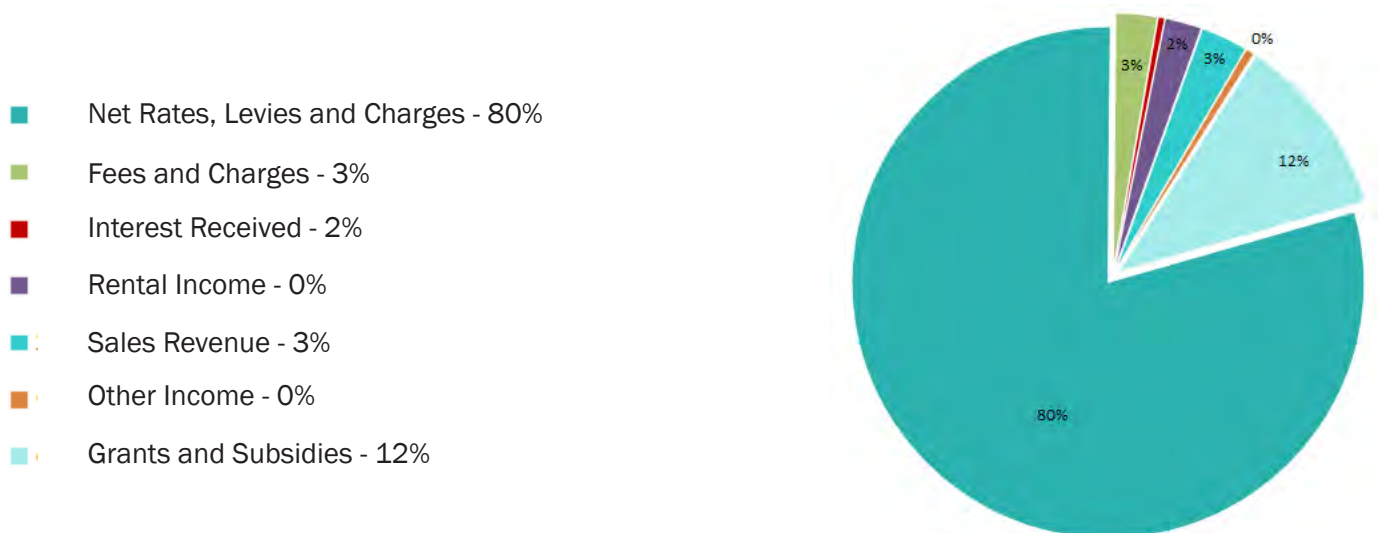
## **2019-2020**

### **Budget at a Glance**

## Operating Revenue 2019-2020 Budget - \$32.6 Million

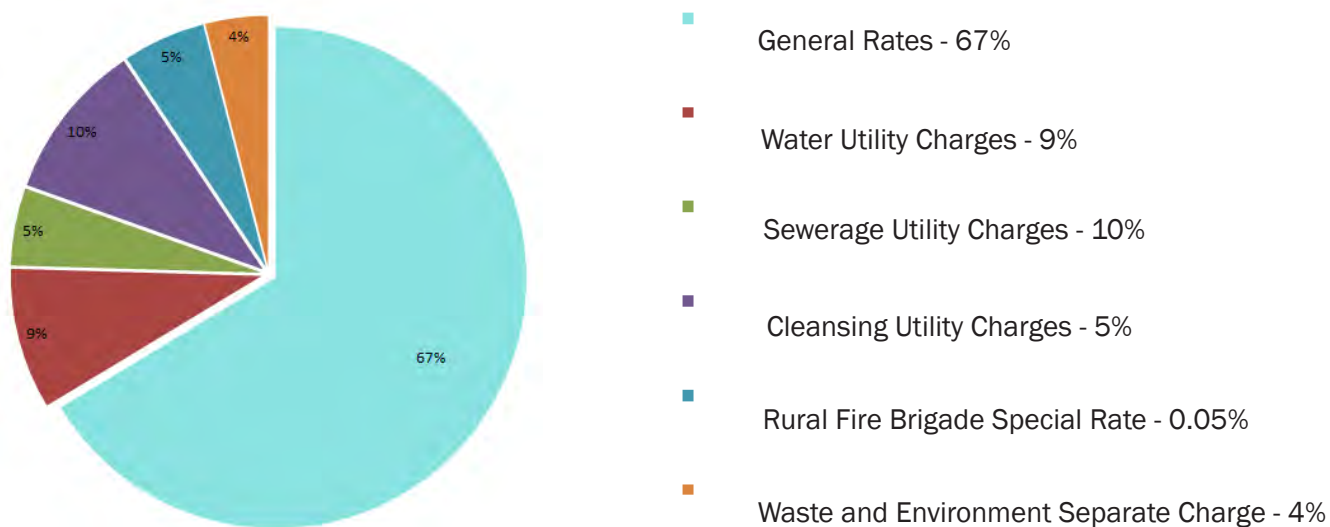


## Operating Revenue 2018-2019 Budget - \$31.7 Million



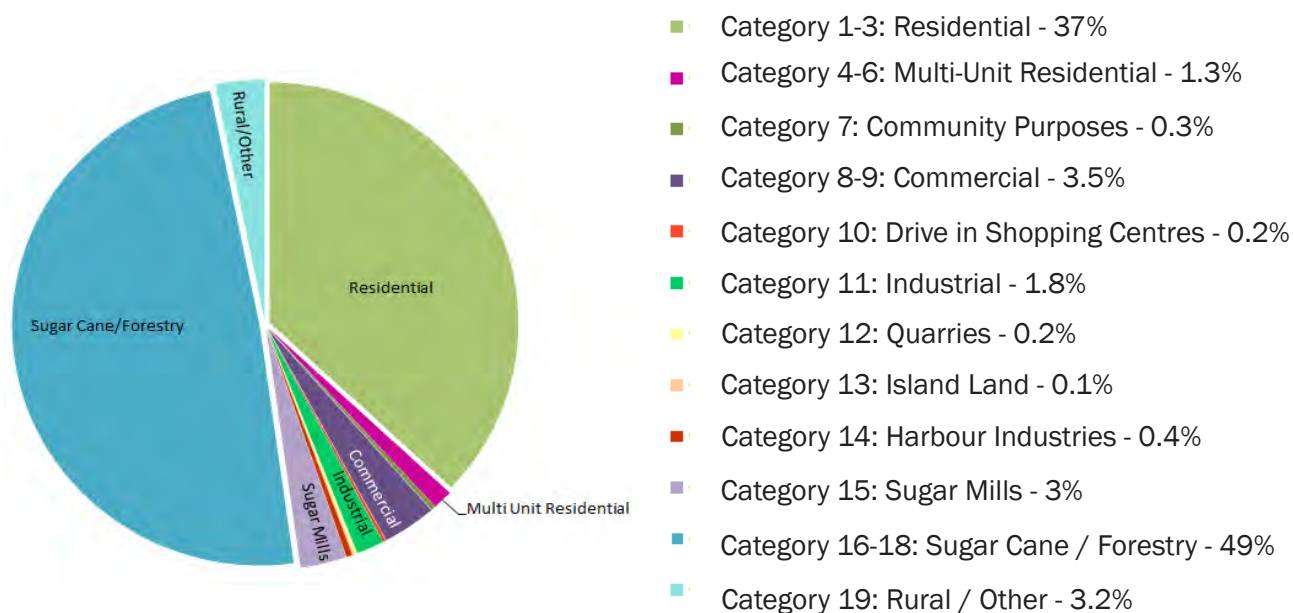


## Gross Rates and Charges Revenue 2019-2020 Budget

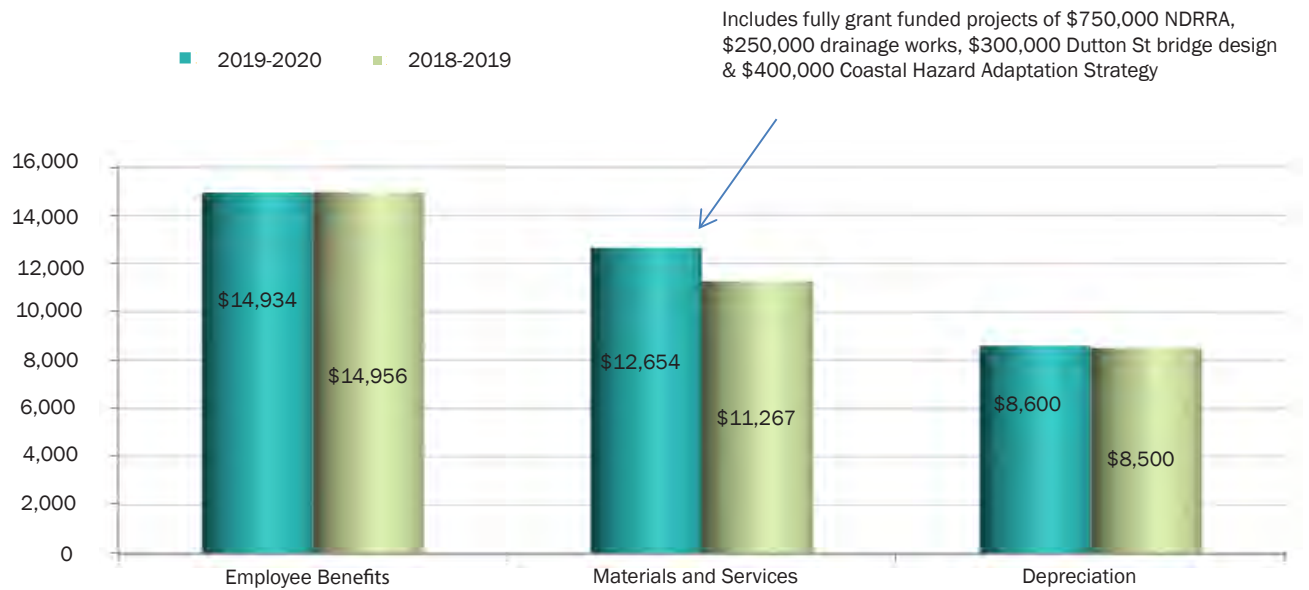


The change in gross rates and utility charges between 2018-2019 budget and 2019-2020 budget is 0%

## Gross General Rate by Category 2019-2020 Budget - \$16.8 Million



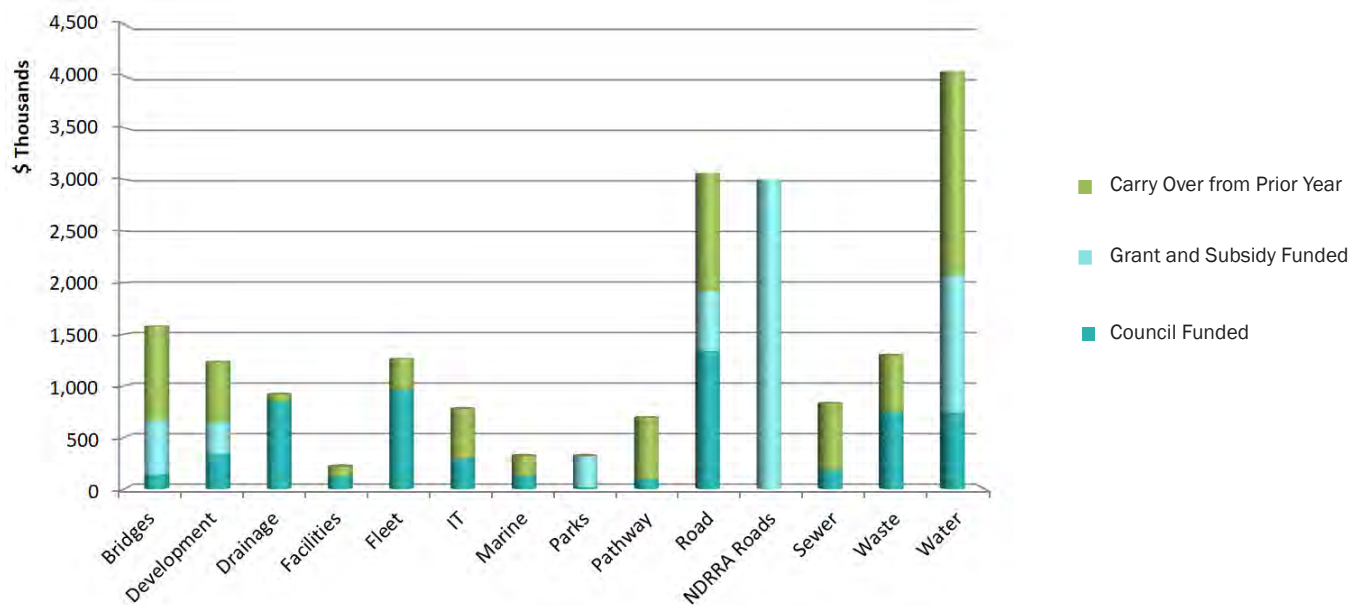
## Operating Expenditure Budget 2019-2020 and Revised Budget



2018-2019 Total Operating Revised Budget \$34.7 Million

2019-2020 Total Operating Expenditure Budget \$36.2 Million

## Capital Expenditure 2019-2020 Budget - \$19.6 Million



# **4.0 2019-2020 Financial Reports**

# HINCHINBROOK SHIRE COUNCIL

## STATEMENT OF INCOME AND EXPENDITURE

	Budget 2018-19 Original \$'000	Budget 2018-19 Revised \$'000	Budget 2019-20 \$'000	Forecast 2020-21 \$'000	Forecast 2021- 22 \$'000
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Gross Rates, levies and charges	25,294	25,294	25,319	26,129	26,651
Discounts and remissions	(341)	(341)	(345)	(356)	(363)
Net rates, levies and charges	24,953	24,953	24,974	25,773	26,288
Contributions from developers	5	5	5	5	5
Fees and charges	816	816	1,427	1,463	1,492
Interest received	726	726	734	734	734
Rental income	130	130	131	134	136
Sales revenue	929	929	941	964	984
Other income	96	96	127	130	133
Grants and subsidies	2,770	4,108	3,103	2,500	2,500
Grants and subsidies NDRRA			1,175	1,250	
<b>Total Operating Revenue</b>	30,424	31,762	32,617	32,953	32,272
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee benefits	(14,956)	(14,956)	(14,934)	(15,000)	(15,300)
Materials and services	(9,668)	(11,239)	(11,880)	(10,930)	(10,930)
NDRRA related	-	-	(750)	(1,250)	-
Finance costs	(28)	(28)	(24)	(24)	(24)
Depreciation and amortisation	(8,500)	(8,500)	(8,600)	(8,600)	(8,600)
<b>Total Operating Expenses</b>	(33,152)	(34,722)	(36,188)	(35,804)	(34,854)
<b>Net Operating Result Profit/(Loss)</b>	<b>(2,728)</b>	<b>(2,961)</b>	<b>(3,571)</b>	<b>(2,852)</b>	<b>(2,583)</b>
<b>Capital Revenue</b>					
Grants and subsidies	2,768	3,054	5,657	8,660	1,240
Contributions from developers	-	-	4	4	4
<b>Total Capital Revenue</b>	2,768	3,054	5,662	8,664	1,244
Capital Income/(Expenses)	(16)	(16)	14	-	-
<b>Net Result</b>	<b>24</b>	<b>77</b>	<b>2,104</b>	<b>5,812</b>	<b>(1,339)</b>
Movement in asset revaluation reserve	6,238	6,238	-	6,243	4,893
<b>Total comprehensive income</b>	<b>6,262</b>	<b>6,315</b>	<b>2,104</b>	<b>12,055</b>	<b>3,554</b>

### Rates, Levies and Charges

Rates, levies and charges include amounts invoiced for general rates, sewerage, water, water consumption, waste management and cleansing. The total value of the change in gross rates and utility charges between the 2018-2019 budget and the 2019-2020 budget is 0%.

To support the local economy, following the Monsoon Trough Event from 25 January to 14 February 2019, Council has resolved to use \$500,000 of \$1 million funding received in the 2018-2019 financial year from the Commonwealth Government. The funding was provided for disaster recovery purposes and will be used to subsidise operating expenses in lieu of a 2% rate increase that would otherwise be required.



**HINCHINBROOK SHIRE COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**

	Original Budget 30 June 2019	Revised Budget 30 June 2019	Budget 30 June 2020	Forecast 30 June 2021	Forecast 30 June 2022
	\$000	\$000	\$000	\$000	\$000
<b>Assets</b>					
<b>Current Assets</b>					
Cash and cash equivalents	16,500	14,539	22,005	20,006	18,712
Trade and other receivables	3,215	3,215	3,262	3,262	3,262
Inventories	392	392	390	390	390
	20,107	18,146	25,657	23,658	22,364
<b>Non Current Assets</b>					
Property, plant and equipment	317,422	320,349	312,151	326,206	331,056
	317,422	320,349	312,151	326,206	331,056
<b>Total Assets</b>	337,529	338,495	337,808	349,864	353,420
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Trade and other payables	3,331	3,331	3,344	3,345	3,345
Provisions	362	362	2,047	2,047	2,047
	3,693	3,693	5,391	5,392	5,392
<b>Non Current Liabilities</b>					
Trade and other payables	553	553	-	-	-
Provisions	3,733	3,733	5,175	5,175	5,175
<b>Non Current Liabilities</b>	4,286	4,286	5,175	5,175	5,175
<b>Total Liabilities</b>	7,979	7,979	10,566	10,567	10,567
<b>Net Community Assets</b>	329,550	330,517	327,242	339,297	342,853
<b>Community Equity</b>					
Asset Revaluation Surplus	163,645	163,645	158,024	164,267	169,160
Retained Surplus / (Deficiency)	165,905	166,872	169,218	175,030	173,693
<b>Total Community Equity</b>	329,550	330,517	327,242	339,297	342,853

# **HINCHINBROOK SHIRE COUNCIL** **CASH FLOW STATEMENT**

	Original Budget 2018-19	Revised Budget 2018-19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22
	\$000	\$000	\$000	\$000	\$000
<b>Cash Flows From Operating Activities:</b>					
Receipts from customers	27,938	31,036	34,003	32,219	31,538
Payments to suppliers and employees	(23,302)	(26,223)	(27,588)	(27,204)	(26,254)
Interest received	715	726	734	734	734
<b>Net Cash Inflow (Outflow) From Operating Activities</b>	<b>5,351</b>	<b>5,539</b>	<b>7,149</b>	<b>5,749</b>	<b>6,018</b>
<b>Cash Flows From Investing Activities:</b>					
Capital Grants, subsidies, contributions and donations	4,818	3,054	5,662	8,664	1,244
Payments for property, plant and equipment	(14,525)	(13,133)	(19,557)	(16,412)	(8,557)
Allowance for further capital carry overs	(4,000)	(9,453)	(500)	-	-
Proceeds from sale of property plant and equipment	-	150	180	-	-
<b>Net Cash Inflow (Outflow) From Investing Activities</b>	<b>(13,707)</b>	<b>(19,382)</b>	<b>(14,215)</b>	<b>(7,748)</b>	<b>(7,312)</b>
<b>Net Increase (Decrease) In Cash And Cash Equivalent Held</b>	<b>(8,356)</b>	<b>(13,843)</b>	<b>(7,067)</b>	<b>(1,999)</b>	<b>(1,294)</b>
<b>Cash And Cash Equivalents At Beginning Of The Financial Year</b>	<b>26,000</b>	<b>28,382</b>	<b>29,072</b>	<b>22,005</b>	<b>20,006</b>
<b>Cash And Cash Equivalents At End Of The Financial Year</b>	<b>17,644</b>	<b>14,539</b>	<b>22,005</b>	<b>20,006</b>	<b>18,712</b>

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

	Original Budget 2018-19	Revised Budget 2018-19	Budget 2019-20	Forecast 2019-20	Forecast 2020-21
	\$000	\$000	\$000	\$000	\$000
<b>Total Equity Movement</b>					
Balance at beginning of period	323,288	307,465	325,138	327,242	339,297
Net Result for the period	24	77	2,104	5,812	(1,339)
Revaluations/Transfers	6,238	6,238	-	6,243	4,893
Total comprehensive income for the year	6,262	6,315	2,104	12,055	3,554
<b>Balance at End of Period</b>	<b>329,550</b>	<b>313,780</b>	<b>327,242</b>	<b>339,297</b>	<b>342,852</b>
<b>Retained surplus/(deficit) Movement</b>					
Balance at beginning of period	165,881	164,264	167,115	169,219	175,031
Net result for the period	24	77	2,104	5,812	(1,338)
<b>Balance at end of period</b>	<b>165,905</b>	<b>164,341</b>	<b>169,219</b>	<b>175,031</b>	<b>173,693</b>
<b>Asset revaluation surplus Movement</b>					
Balance at beginning of period	157,407	157,407	158,024	158,024	164,257
Revaluations/Transfers	6,238	6,238	-	6,233	4,885
<b>Balance at end of period</b>	<b>163,645</b>	<b>163,645</b>	<b>158,024</b>	<b>164,257</b>	<b>169,142</b>

## HINCHINBROOK SHIRE COUNCIL CAPITAL EXPENDITURE PROJECTS 2019-2020

Bid Number	Portfolio	Category	Project Title	Project Type	Council Funded	Grant & Subsidy Funded	Carry Over from Prior Year Budget	Total
					\$000	\$000	\$000	\$000
BID00016	CEO	Development & Parks	Works for Queensland 2019-2021 - Development Program Stage 1	Renew	-	600	-	600
BID00013	CEO	Development & Parks	"Strategic Discretionary funds - may include and not limited to funding support for the following initiatives: - Dungeness Dredging Project - Cassady Creek Boat Ramp Access Improvement - Agriculture Diversification - Motor Sport Facility - Pump Track Design"	Scoping	300	-	-	300
BID00282	CS	Facilities	Covered Fuel Bowser - Works Depot	New	-	-	42	42
BID00281	CS	Facilities	Hinchinbrook Aquatic Centre - Lockable Storage Shed	New	-	-	12	12
BID00122	CS	Facilities	Hinchinbrook Aquatic Centre - Replace Heat Exchanger	Renew	25	-	-	25
BID00304	CS	Facilities	Lannercost Street Office Ventilation Assessment	Scoping	25	-	-	25
BID00014	CS	Facilities	Showgrounds Development Initiatives	Renew	50	-	-	50
BID00232	CS	IT	Computer Server Room Airconditioning - Fan Replacement	Renew	8	-	-	8
BID00229	CS	IT	ECM, Property and Rating Software Upgrade	Renew	20	-	-	20
BID00240	CS	IT	Information Technology Infrastructure Renewal Project including Core Network Switching - Backup Solution	Renew	130	-	471	601
BID00125	CS	Parks	Replace Shade Sails at Borello Park, Lucinda	Renew	20	-	-	20
BID00287	DPES	Development	CBD Revitalisation - Planter Boxes, Rubbish Bins and Seats	Renew	-	-	100	100
BID00288	DPES	Development	CBD Revitalisation - Way Finding Signage	New	-	-	30	30
BID00299	DPES	Development	Community Parkland Wetland Circuit Connector - Stronger Communities Program Round 4 Funding	New	-	-	39	39
BID00289	DPES	Development	Hinchinbrook Way - Statement Signage - Hinchinbrook Visitor Information Lounge	New	-	-	45	45
BID00277	DPES	Development	Halifax Revitalisation - Heritage Lighting Main Street	Upgrade	-	-	70	70
BID00293	DPES	Development	CBD Revitalisation - Lannercost St Laneway Activation - Stage 1	Scoping	-	-	25	25
BID00291	DPES	Development	Hinchinbrook Way Drive - Drive Signage and Towers	Renew	-	-	92	92
BID00292	DPES	Development	Hinchinbrook Visitor Information Lounge - Refurbishment Design	Scoping	-	-	25	25
BID00294	DPES	Development	Wallaman Falls and Broadwater Eco-tourism Master Plan	Scoping	-	-	48	48
BID00118	DPES	Facilities	Animal Pound Shelter - Works Depot	New	10	-	-	10
BID00117	DPES	Facilities	Ingham Cemetery - Storage Shed Extension	Upgrade	-	-	8	8
BID00276	DPES	Facilities	TYTO Development - Conference Centre Kitchen	Upgrade	-	-	30	30
BID00238	DPES	Facilities	TYTO Security - Alarm System	Upgrade	15	-	-	15
BID00214	DPES	Development	Hinchinbrook Youth Development Strategy 2020 - 2025	Scoping	40	-	-	40

**HINCHINBROOK SHIRE COUNCIL**  
**CAPITAL EXPENDITURE PROJECTS 2019-2020 CONT.**

Bid Number	Portfolio	Category	Project Title	Project Type	Council Funded	Grant & Subsidy Funded	Carry Over from Prior Year Budget	Total
					\$000	\$000	\$000	\$000
BID00284	DPES	Development	Recreational Adventure Tourism Plan/ Product Development Business Case	Scoping	-	-	50	50
BID00305	DPES	Pathway	TYTO Wetlands Walks/Tracks	Renew	-	-	40	40
BID00220	DPES	Waste	Warrens Hill Waste Disposal Facility - Landfill Capping	New	750	-	-	750
BID00279	DPES	Waste	Warrens Hill Waste Disposal Facility - Landfill Remediation	Renew	-	-	550	550
BID00019	ISD	Bridges	Baillies Bridge Culvert Replacement (Baillies Road)	Renew	-	-	414	414
BID00260	ISD	Bridges	Dalrymple Creek Bridge Rehabilitation (Hawkins Creek Road)	Renew	-	-	336	336
BID00114	ISD	Bridges	Kirks Bridge Rehabilitation (Liborios Road) - Roads to Recovery Funding	Renew	-	378	-	378
BID00261	ISD	Bridges	Macknade Creek Bridge Rehabilitation (Old Wharf Road)	Renew	-	-	160	160
BID00004	ISD	Bridges	Mount Fox First Bridge Culvert Replacement (Mount Fox Road) - Bridge Renewals Funding	Renew	145	145	-	290
BID00007	ISD	Drainage	Kerb Entry Stormwater Pit Renewal	Renew	20	-	-	20
BID00208	ISD	Drainage	Rural Stormwater Renewal Program	Renew	50	-	-	50
BID00006	ISD	Drainage	Stormwater Drainage Upgrade Program	Upgrade	200	-	-	200
BID00205	ISD	Drainage	Urban Stormwater Renewal Program	Renew	320	-	-	320
BID00191	ISD	Fleet	Designated Equipment Trailer - Water and Sewerage	New	35	-	-	35
BID00128 & BID00275	ISD	Fleet	Fleet Replacement Program	Renew	925	-	300	1,225
BID00285	ISD	Development	Solar Farm	Scoping	-	-	69	69
BID00248	ISD	IT	Implementation of Technology One Strategic Asset Management System	New	130	-	-	130
BID00184	ISD	IT	Water and Sewerage Telemetry	Renew	20	-	-	20
BID00005 & BID00262	ISD	Drainage	Kerb and Channel Rehabilitation Program	Renew	260	-	70	330
BID00066	ISD	Marine	Dungeness Commercial Wharf Fender Pile Replacement	Renew	-	-	145	145
BID00259 & BID00300	ISD	Marine	Lucinda Groynes	Renew	130	-	45	175
BID00290	ISD	Pathway	Cartwright/Herbert Street Footpath	Renew	-	-	130	130
BID00110	ISD	Pathway	Pathway Rehabilitation Program - Garbutt Park Walkway Circuit	Renew	100	-	-	100
BID00308	ISD	Pathway	Pathway Rehabilitation Program - Palm Creek Walkway Boardwalk	Renew	-	-	21	21
BID00269	ISD	Pathway	Sir Arthur Fadden Parade Pathway and McIlwraith Street Connectivity - Building Our Regions Funding	New	-	-	400	400
BID00096	ISD	Road	Annual Bitumen Reseal Program	Renew	400	-	-	400
BID00268	ISD	Road	Cassady Beach Access Road Improvements	Upgrade	-	-	30	30
BID00266	ISD	Road	Culdesac Works - Marina Parade (Dutton Street End)	New	-	-	123	123
BID00267	ISD	Road	Culdesac Works - River Avenue	New	-	-	38	38
BID00100	ISD	Road	Gravel Road Resheeting/Stabilisation Program/Betterment	Renew	150	-	-	150



**HINCHINBROOK SHIRE COUNCIL**  
**CAPITAL EXPENDITURE PROJECTS 2019-2020 CONT.**

Bid Number	Portfolio	Category	Project Title	Project Type	Council Funded	Grant & Subsidy Funded	Carry Over from Prior Year Budget	Total
					\$000	\$000	\$000	\$000
BID00099	ISD	Road	Road Reconstruction Works	Renew	73	-	-	73
BID00302	ISD	Road	Road Reconstruction Works - Atkinson/Haig Street Design	Design	60	-	-	60
BID00298	ISD	Road	Road Reconstruction Works - Insitu Stabilising of Class 5 Roads	Renew	-	-	255	255
BID00263	ISD	Road	Road Reconstruction Works - Lyons Street	Upgrade	-	-	490	490
BID00265	ISD	Road	Road Reconstruction Works - Neilsen Street	Upgrade	-	-	209	209
BID00102	ISD	Road	"Transport Infrastructure Development Scheme (TIDS) - Abergowrie Road Drainage Upgrade - Mount Gardiner Road Gravel to Seal Upgrade - Wallaman Falls Road Reseal - Lannercost Extension Road Drainage Upgrade - Four Mile Road Reseal"	Renew	579	579	-	1,158
BID00188	ISD	Road	Works Depot Security Upgrade - Stage 1	New	75	-	-	75
BID00258	ISD	Roads	"Disaster Recovery Funding Arrangement Works includes, but not limited to: - Nebbias Road - Barbagallos Road - Abergowrie Area (Map 1) - Vass Street Drain"	Renew	-	3,000	-	3,000
BID00273	ISD	Sewer	Duplicate Sewerage Pump Station 1 Rising Main - Planning/Design	Scoping	-	-	50	50
BID00204	ISD	Sewer	Forrest Beach Caravan Park Sewerage - Options Investigation	Scoping	50	-	-	50
BID00175	ISD	Sewer	General Sewerage Pump Replacement	Renew	40	-	-	40
BID00272	ISD	Sewer	Reline 150mm Gravity Sewers	Renew	-	-	250	250
BID00183	ISD	Sewer	Sewer Manhole Refurbishment	Renew	100	-	-	100
BID00271	ISD	Sewer	"Structural Refurbishment/Replacement Sewerage Pump Station (18S-SPSU-R1)"	Renew	-	-	100	100
BID00270	ISD	Sewer	"Structural Refurbishment/Replacement Sewerage Pump Station (19S-SPSU-R1)"	Renew	-	-	240	240
BID00141	ISD	Water	Automatic Meter Reading Equipment Project	New	325	325	-	650
BID00239	ISD	Water	Ingham Water Security Project	New	350	1,000	1,979	3,329
BID00139	ISD	Water	Water Connections	New	30	-	-	30
BID00151	ISD	Water	Water Main Reticulation - Fire Hydrant Replacement Program	Renew	25	-	-	25
BID00152	ISD	Water	Water Main Reticulation - Valve Replacement Program	Renew	15	-	-	15
					<b>6,000</b>	<b>6,027</b>	<b>7,530</b>	<b>19,557</b>

**HINCHINBROOK SHIRE COUNCIL**  
**CAPITAL EXPENDITURE PROJECTS 2019-2020 CONT.**

Bid Number	Portfolio	Category	Project Title	Project Type	Council Funded	Grant & Subsidy Funded	Carry Over from Prior Year Budget	Total
					\$000	\$000	\$000	\$000
<b>DESIGN ONLY ITEMS - FOR CONSIDERATION IN 2020-2021 FINANCIAL YEAR</b>								
BID00307	CS	Facilities	Showgrounds - Design of Electricity Meter for the Oval and Multi Purpose Sports Arena.	Design Only	-	-	-	-
BID00218	DPES	Environmental	Washdown Bay	Design Only	-	-	-	-
BID00233	ISD	Disaster	Dalrymple Creek Bridge (Hawkins Creek Road) Safety and Alert System	Design Only	-	-	-	-
BID00244	ISD	Disaster	New Flood Monitoring Infrastructure	Design Only	-	-	-	-
BID00303	ISD	Drainage	Stormwater Drainage Upgrade Program	Design Only	-	-	-	-
BID00215	ISD	Facilities	Works Depot Storage Shed	Design Only	-	-	-	-
BID00301	ISD	Drainage	Kerb and Channel Rehabilitation Program	Design Only	-	-	-	-
BID00012	ISD	Pathway	Pathway (New) - Davidson Street (McIlwraith St to Palm Tce)	Design Only	-	-	-	-
BID00031	ISD	Pathway	Pathway (New) - Eleanor Street/Cartwright Street	Design Only	-	-	-	-
BID00256	ISD	Pathway	Pathway (New) - Herbert Street Connectivity (Beaumont Tiles to Traffic Lights)	Design Only	-	-	-	-
BID00028	ISD	Pathway	Pathway (New) - Marina Parade	Design Only	-	-	-	-
BID00207	ISD	Pathway	Pathway (New) Davidson Street (Skinner Street to McIlwraith Street)	Design Only	-	-	-	-
BID00254	ISD	Pathway	Pathway (New) Trebonne Footpath Connectivity	Design Only	-	-	-	-
BID00306	ISD	Road	Ingham Schools Car Parking Review	Design Only	-	-	-	-
BID00095	ISD	Road	Insitu Stabilisation of Class 5 Roads	Design Only	-	-	-	-
BID00190	ISD	Road	Road (New) - Helens Hill Road	Design Only	-	-	-	-
BID00035	ISD	Road	Road (New) - Hobbs Road	Design Only	-	-	-	-
BID00023	ISD	Road	Road (New) - Morehead Street	Design Only	-	-	-	-
BID00242	ISD	Road	Road Reconstruction Works - Atkinson Pocket Road Upgrade (QRA Works)	Design Only	-	-	-	-
BID00241	ISD	Road	Road Reconstruction Works - Orient Road Upgrade (QRA Works)	Design Only	-	-	-	-
BID00243	ISD	Road	Road Reconstruction Works - Seymour Road Upgrade (QRA Works)	Design Only	-	-	-	-
BID00212	ISD	Road	Road Widening Seal to Kerb Project	Design Only	-	-	-	-
BID00185	ISD	Sewer	Sewerage Pump Station Switchboard and Pole Replacement	Design Only	-	-	-	-
BID00144	ISD	Water	Water Main Replacement Program - Fraser Street	Design Only	-	-	-	-

**HINCHINBROOK SHIRE COUNCIL**  
**CAPITAL EXPENDITURE PROJECTS 2019-2020 CONT.**

Bid Number	Portfolio	Category	Project Title	Project Type	Council Funded	Grant & Subsidy Funded	Carry Over from Prior Year Budget	Total
					<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>
BID00309	ISD	Road	Road Reconstruction Works (Heard Street and Jabiru Street)	Design Only	-	-	-	-
BID00310	ISD	Road	Transport Infrastructure Development Scheme (TIDS) 2020-2021 Program	Design Only	-	-	-	-
BID00311	ISD	Water	Water Main Extension (New)	Concept Report	-	-	-	-

**DOCUMENT HISTORY AND STATUS**

Action		Name		Position	Signed	Date
		Alan Rayment		CEO		28/06/2019
<b>Version:</b>	1	<b>Document Number:</b>	BUD-201920.01	<b>Current Version Adopted:</b>		28/06/2019
<b>Maintained By:</b>		Corporate Services		<b>Next Review Date:</b>		30/06/2020

# **HINCHINBROOK SHIRE COUNCIL** **LONG TERM FINANCIAL FORECAST**

	Original Budget 2018-19	Budget Revised Feb 2019	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29
\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b><u>Income &amp; Expenditure</u></b>												
<b>Operating income</b>	30,424	31,762	32,617	32,953	32,272	32,941	33,764	34,608	35,473	36,360	37,269	38,015
<b>Operating Expenditure</b>												
Employee costs	(14,956)	(14,956)	(14,934)	(15,000)	(15,300)	(16,110)	(16,351)	(16,597)	(16,845)	(17,098)	(17,355)	(17,702)
Materials and services	(9,696)	(11,267)	(12,654)	(12,204)	(10,954)	(10,290)	(10,444)	(10,601)	(10,760)	(10,921)	(11,085)	(11,307)
Depreciation	(8,500)	(8,500)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)	(8,780)
<b>Total operating Expenditure</b>	(33,152)	(34,723)	(36,188)	(35,804)	(34,854)	(35,000)	(35,396)	(35,797)	(36,205)	(36,619)	(37,040)	(37,789)
<b>Operating Surplus/(Deficit)</b>	(2,728)	(2,961)	(3,571)	(2,851)	(2,582)	(2,059)	(1,631)	(1,189)	(732)	(259)	229	226
Capital Grants and Subsidies	2,768	3,054	5,662	8,664	1,244	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Capital Income/(Expenses)	(16)	(16)	14	-	-	-	-	-	-	-	-	-
<b>Net Result</b>	24	77	2,104	5,813	(1,338)	(559)	(131)	311	768	1,241	1,729	1,726
Movement in asset revaluation reserve	6,238	6,238	-	6,243	4,893	-	-	-	-	-	-	-
<b>Total comprehensive income</b>	6,262	6,315	2,104	12,056	3,555	(559)	(131)	311	768	1,241	1,729	1,726
<b><u>Cash Flow</u></b>												
Operating Revenue	30,424	31,762	34,737	32,953	32,272	32,941	33,764	34,608	35,473	36,360	37,269	38,015
Capital Revenue	2,768	3,054	5,662	8,664	1,244	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Proceeds from sale of assets	150	150	180	-	-	-	-	-	-	-	-	-
Operating Expenditure excluding depreciation	(24,652)	(26,222)	(27,588)	(27,204)	(26,254)	(26,400)	(26,796)	(27,197)	(27,605)	(28,019)	(28,440)	(29,009)
Capital Expenditure	(12,659)	(13,133)	(19,557)	(16,412)	(8,557)	(8,041)	(8,469)	(8,911)	(9,368)	(9,841)	(10,329)	(10,506)
Allowance for capital carry overs	(7,000)	(9,453)	(500)	-	-	-	-	-	-	-	-	-
Bank Increase/(decrease)	(10,969)	(13,842)	(7,067)	(1,999)	(1,294)	-	-	-	-	-	-	-
<b>Bank balance at end of year</b>	16,500	14,539	22,005	20,006	18,712	18,712	18,712	18,712	18,712	18,712	18,712	18,712
<b><u>Financial Position</u></b>												
Assets	337,529	338,597	337,808	349,864	353,420	352,861	352,729	353,040	353,808	355,049	356,778	358,504
Liabilities	7,979	7,979	10,566	10,567	10,567	10,567	10,567	10,567	10,567	10,567	10,567	10,567
Equity	329,550	330,618	327,242	339,297	342,853	342,294	342,162	342,473	343,241	344,482	346,211	347,937

## HINCHINBROOK SHIRE COUNCIL LONG TERM FINANCIAL FORECAST CONT.

### Measures of Financial Sustainability

	Original Budget 2018-19	Budget Revised Feb 2019	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000

#### Operating surplus ratio

Target 0% to 10%

Net operating result divided by total operating revenue

(9.0%)	(9.3%)	(10.9%)	(8.7%)	(8.0%)	(6.3%)	(4.8%)	(3.4%)	(2.1%)	(0.7%)	0.6%	0.6%	0.6%
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**NOTE:** In February 2019 the Commonwealth Government provided Hinchinbrook Shire Council with \$1 million of funding in relation to the North and Far North Queensland Monsoon Trough, 25 January - 14 February 2019. The Commonwealth advised Council that the funding is to be used on priorities related to the event deemed most urgent by Council. On this basis Council has resolved with this budget to allocate \$500,000 towards rate relief and \$250,000 towards drainage maintenance in the 2019-2020 financial year, with the balance being allocated to further drainage works in the 2020-2021 financial year. In order to maintain Council's sustainability capacity and current levels of service in the 2019-2020 financial year Council deemed an increase in all rates and utility charges of 2% as appropriate. The Commonwealth grant funding received will support this 2% rate increase for 2019-2020 rather than add additional burden to ratepayers by increasing the actual rate charges. As the funds were received in the 2018-2019 financial year the current accounting standards require this income to be reported as revenue in the year received and not carried forward to 2019-2020 to be reflected against the nominated expenditure. If the revenue was able to be reported in the 2019-2020 financial year against the expenditure being supported the Operating Surplus ratio would be **(8.5%)**, not the (10.9%) reported above.

#### Asset sustainability ratio

Target greater than 90%

Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	70%	70%	140%	292%	77%	68%	73%	78%	82%	87%	92%	92%
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#### Net financial liabilities ratio

Target not greater than 60%

Total liabilities less current assets divided by total operating revenue	(40%)	(32%)	(46%)	(40%)	(37%)	(36%)	(35%)	(34%)	(33%)	(32%)	(32%)	(31%)
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# 5.0

## 2019-2020 Special Rates and Charges

Bambaroo Rural Fire Brigade Overall Plan 2019-2020
Bambaroo Rural Fire Brigade Area - Map
Brown Lane Special Rate Overall Plan 2019-2020
Crystal Creek Rural Fire Brigade Overall Plan 2019-2020
Crystal Creek Rural Fire Brigade Area - Map
Seymour Rural Fire Brigade Overall Plan 2019-2020
Seymour Rural Fire Brigade Area - Map
Stone River Rural Fire Brigade Overall Plan 2019-2020
Stone River Rural Fire Brigade Area - Map
Toobanna Rural Fire Brigade Overall Plan 2019-2020
Toobanna Rural Fire Brigade Area - Map



## 1. Key Activities

The Bambaroo Rural Fire Brigade area covers properties in the locality of Bambaroo in the Hinchinbrook Shire. The Brigade's key activities/services include:

- To have a brigade meeting before the start to our fire season;
- To keep in touch with fellow brigade members throughout the year; and
- To discuss fire hazards before the season so the hazard reduction scheme is effective.

## 2. The rateable land to which the Special Charge applies:

The special rate will apply to all rateable land situated within the area identified on the map numbered 2019/3.

## 3. Cost of implementing this Overall Plan:

The Brigade has advised Council that the cost of implementing the Plan for 2019-2020 is estimated to cost \$5,315 for operational costs. Unused funds will be set aside towards future building and maintenance repairs.

The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum for at least the next year. This charge will raise \$3,660 per annum to be contributed to the Bambaroo Rural Fire Brigade.

## 4. Estimated time for implementing this Overall Plan:

This Overall Plan covers the 2019-2020 financial year. It is reviewed, and updated as required, on an annual basis.

## 5. Legal Parameters

*Local Government Act 2009*  
*Local Government Regulation 2012*  
*Fire and Emergency Services Act 1990*

## 6. Associated Documents

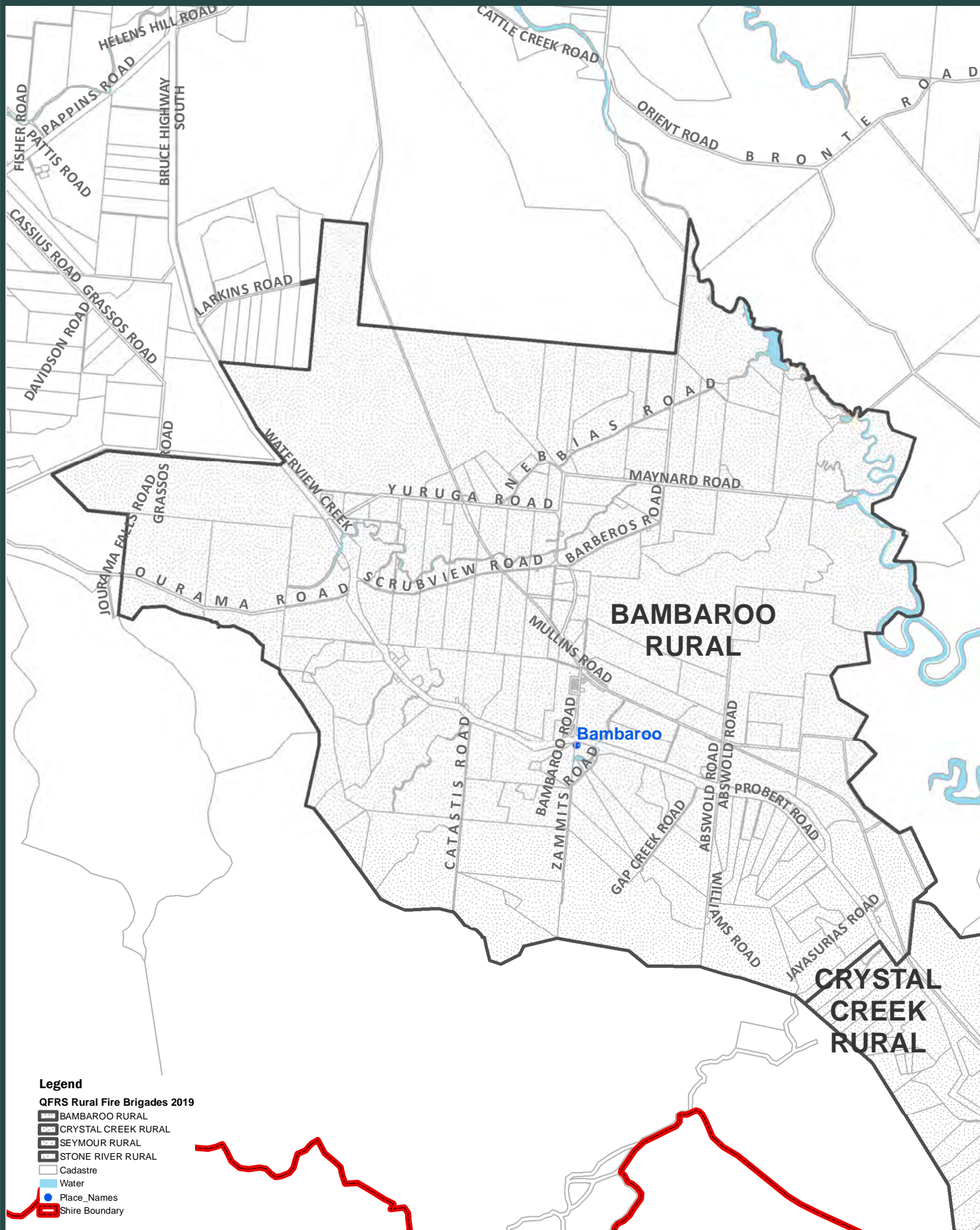
2019-2020 Revenue Statement  
Bambaroo Rural Fire Brigade Area Map 2019/3

DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		Alan Rayment		CEO		28/06/2019
Policy Version:	10	Initial Version Adopted	31/08/2011	Current Version Adopted:		28/06/2019
Maintained By:		Corporate Services		Next Review Date:		30/06/2020
File Location:		E:\Shared Data\Administration\Change\Policies, Procedures & Forms\02. Current Documents				

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

Policy Number: 11  
Authorised By: Chief Financial Officer  
Document Maintained By: Corporate Services  
Next Review Date: 30 June 2020

Version No: 10  
Initial Date of Adoption: 10 August 2009  
Current Version Adopted: 28 June 2019  
Page 1 of 1



## Legend

### QFRS Rural Fire Brigades 2019

- BAMBAROO RURAL
- CRYSTAL CREEK RURAL
- SEYMOUR RURAL
- STONE RIVER RURAL

- Cadastre
- Water
- Place Names
- Shire Boundary

## Data Sources & Acknowledgements

While every care is taken to ensure the accuracy of the data used on this map, the Council nor any data providers make no representation or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability for all expenses, losses, damages and costs which you might incur as a result of the data being inaccurate or incomplete in any way for any reason.

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Cadastral Information sourced from Department of Natural Resources and Mines is current as at 2019, and is accurate 1:50,000. Copyright Department of Natural Resources and Mines 2019

"This map is not to be resold or re-made as part of a commercial product"

## Bambaroo Rural Fire Brigade Area - June 2019/3



0 287.5 575 1,150 1,725 Meters

1:74,508

## 1. Description of Facility to which Overall Plan applies:

This overall plan applies to the construction of Brown Lane as a rear access to the benefitted properties. The construction provides a sealed access with entrance from Euclid Street, culminating in a circular cul-de-sac with the total area of the new road comprising 442 Square Metres.

Prior to construction the benefitted properties have agreed in writing to give-up land identified for the road purposes to Hinchinbrook Shire Council and contribute \$40,000 per property to capital costs of construction to be paid over a 20 year period.

## 2. The rateable land to which the Special Rates apply is:

Lot 1110, SP 272679, Parish Trebonne  
Lot 11, SP 288756, Parish Trebonne  
Lot 12, I 22433, Parish Trebonne  
The rateable land is identified on Brown Lane Map 1.

## 3. Estimated Cost for implementing the Overall Plan:

The agreement with the benefitted property owners for a \$40,000 contribution per owner to the capital costs of construction was based on the estimated cost for carrying out the overall plan of \$120,000. The final construction cost exceeded the estimated amount.

## 4. Estimated time for implementing the Overall Plan:

The construction of Brown Lane was completed and added to the Hinchinbrook Shire Asset Register on 10 July 2015.

A Special Rate adopted in conjunction with this overall plan is payable by the owners of the identified rateable land at \$2,000 per annum over 20 years with the first payment due in 2017/2018 and the last in 2036/2037.

Following adoption of this special rate, formal deeds of agreement will be signed by all parties.

## 5. Legal Parameters

Local Government Act 2009  
Local Government Regulation 2012

## 6. Associated Documents

2019-2020 Revenue Statement  
Brown Lane Area Map 2017/1

DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		Alan Rayment		CEO		28/06/2019
Policy Version:	8.0	Initial Version Adopted	10/08/2009	Current Version Adopted:		28/06/2019
Maintained By:		Corporate Services		Next Review Date:		30/06/2020
File Location:		E:\Shared Data\Administration\Change\Policies, Procedures & Forms\02. Current Documents				

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## 1. Key Activities

The Crystal Creek Rural Fire Brigade area covers properties in both Hinchinbrook Shire and neighbouring Townsville City Council rural areas. The Brigade's key activities/services include:

- To present "Fire Ed" (primary school package) to educate children at Mutarnee State Primary School;
- To evaluate fire hazards before the fire season for the implementation of effective hazard reduction schemes;
- Enhance liaison with/and local hazard reductions plans with the following agencies: Qld National Parks & Wildlife, Department 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; and
- 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.

## 2. The rateable land to which the Special Charge applies:

The special rate will apply to all rateable land situated within the area identified on the map numbered 2019/4.

## 3. Cost of implementing this Overall Plan:

The Brigade has advised Council that the cost of implementing the Plan for 2019-2020 is likely to cost \$2,000 for operational costs. Unused funds will be set aside towards future building and maintenance repairs as well as a longer term plan for a vehicle replacement.

The Brigade has requested Council to levy each parcel of rateable land an amount of \$20 per annum for at least the next year. This charge will raise \$1,600 per annum to be contributed to the Crystal Creek Rural Fire Brigade.

## 4. Estimated time for implementing this Overall Plan:

This Overall Plan covers the 2019-2020 financial year. It is reviewed, and updated as required, on an annual basis.

## 5. Legal Parameters

*Local Government Act 2009*  
*Local Government Regulation 2012*  
*Fire and Emergency Services Act 1990*

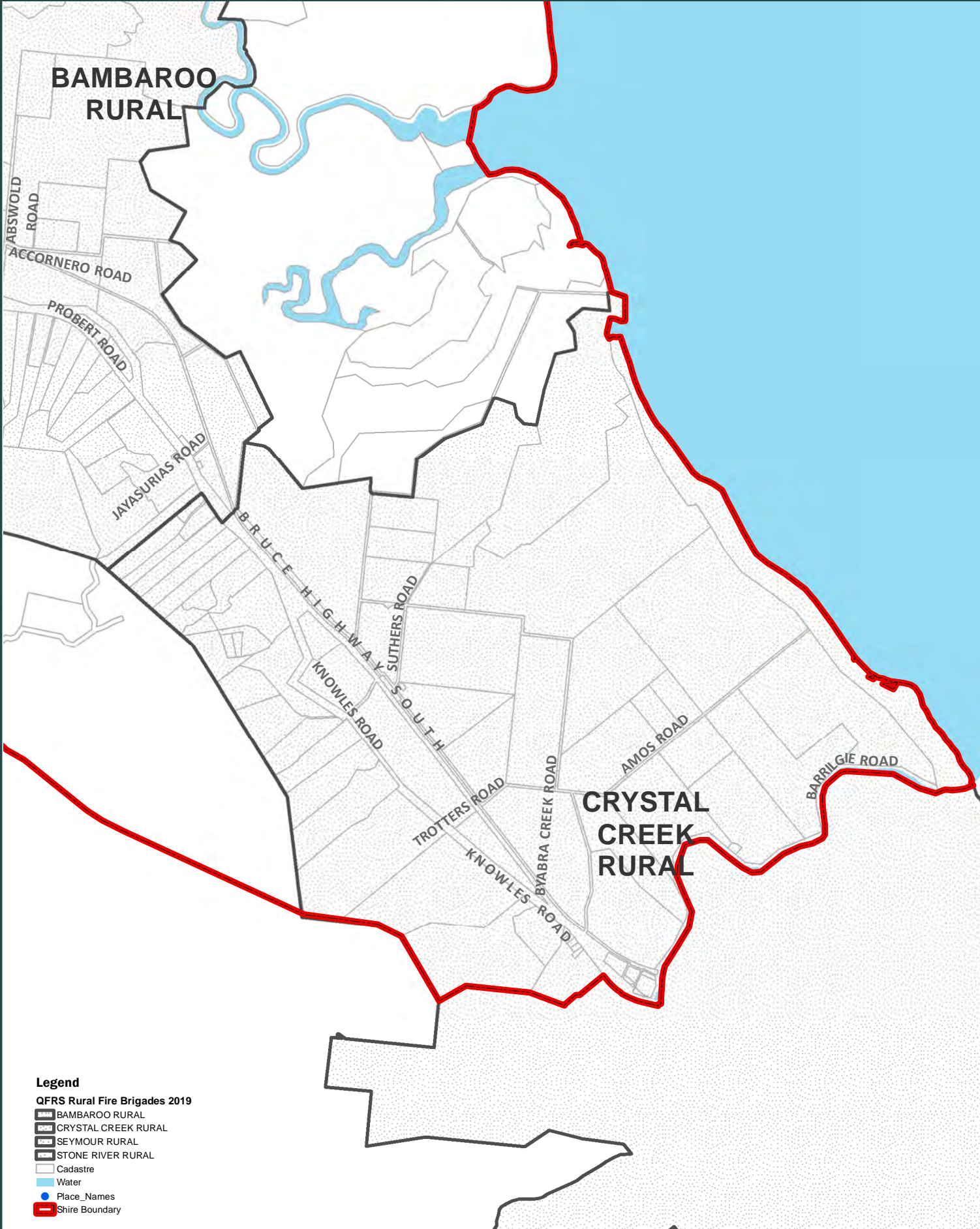
## 6. Associated Documents

2019-2020 Revenue Statement  
Crystal Creek Rural Fire Brigade Area Map 2019/4

DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		Alan Rayment		CEO		28/06/2019
Policy Version:	10	Initial Version Adopted	31/08/2011	Current Version Adopted:		28/06/2019
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Crystal Creek Rural Fire Brigade Area - June 2019/4



0 230 460 920 1,380 Meters

1:59,873



## 1. Key Activities

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's key activities/services include:

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

## 2. The rateable land to which the Special Charge applies:

The special rate will apply to all rateable land situated within the area identified on the map numbered 2019/2.

## 3. Cost of implementing this Overall Plan:

The Brigade has advised Council that the cost of implementing the Plan for 2019-2020 is estimated to cost \$1,886 for operational costs. Unused funds will be set aside towards the longer term plan to build a new Fire Station.

The Brigade has requested Council to levy each parcel of rateable land an amount of \$40 per annum for at least the next year. This charge will raise \$6,280 per annum to be contributed to the Seymour Rural Fire Brigade.

## 4. Estimated time for implementing this Overall Plan:

This Overall Plan covers the 2019-2020 financial year. It is reviewed, and updated as required, on an annual basis.

## 5. Legal Parameters

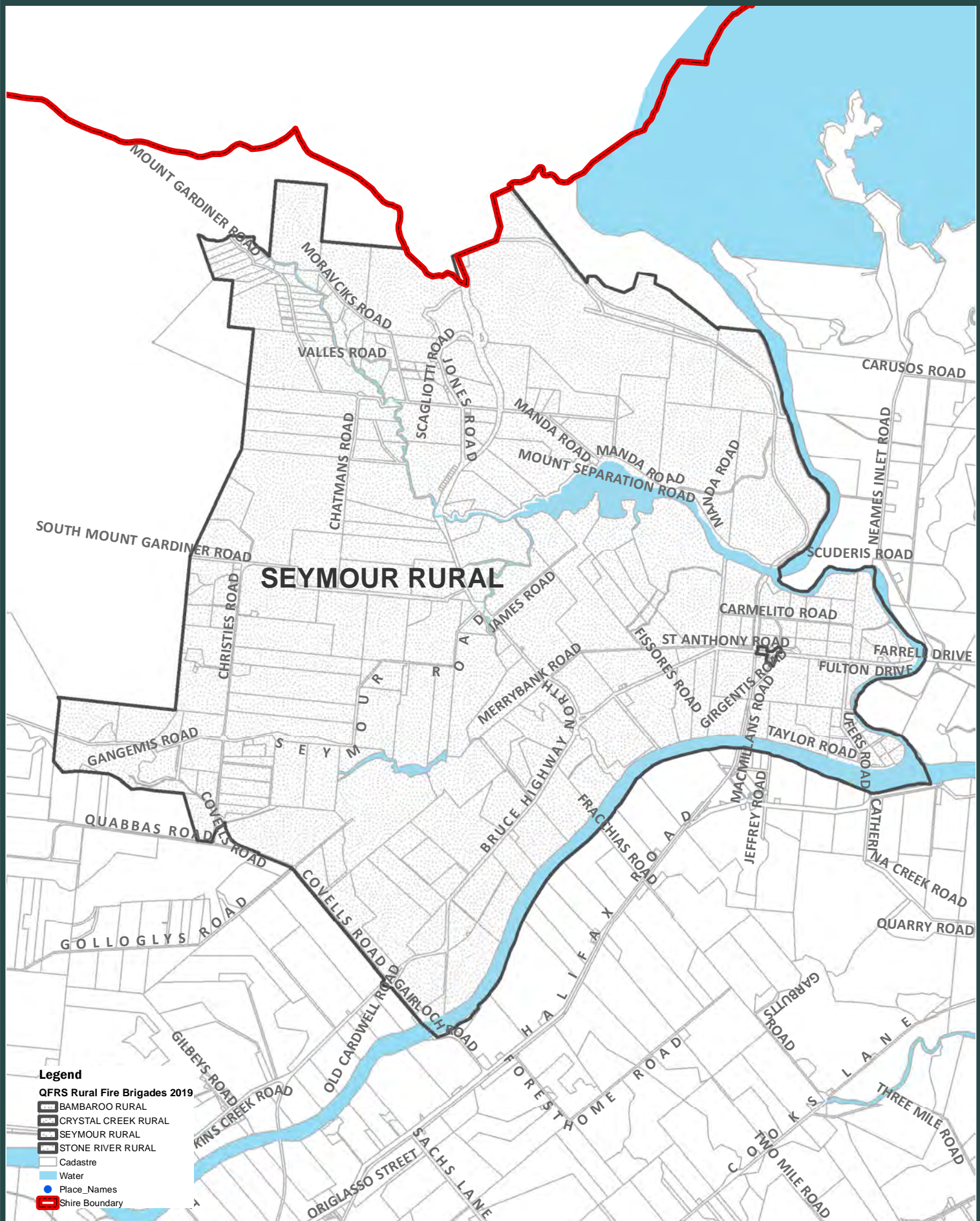
*Local Government Act 2009*  
*Local Government Regulation 2012*  
*Fire and Emergency Services Act 1990*

## 6. Associated Documents

2019-2020 Revenue Statement  
Seymour Rural Fire Brigade Area Map 2019/2

DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		Alan Rayment		CEO		28/06/2019
Policy Version:	10	Initial Version Adopted	10/08/2009	Current Version Adopted:		28/06/2019
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#### Seymour Rural Fire Brigade Area - June 2019/2



0 235 470 940 1410  
Meters  
1:60,756

## 1. Key Activities

The Stone River Rural Fire Brigade area covers properties in the locality of Stone River in the Hinchinbrook Shire. The Brigade's key activities/services include:

- Put in place procedures for future shed maintenance;
- Carry out all necessary training to ensure all active members are up to speed on the use of all equipment;
- Ensure all Brigade equipment is secure;
- Continue to advise new residences of the functions of Brigade; and
- First Officer to liaise with Fire Wardens on areas that need attention.

## 2. The rateable land to which the Special Charge applies:

The special rate will apply to all rateable land situated within the area identified on the map numbered 2019/1.

## 3. Cost of implementing this Overall Plan:

The Brigade has advised Council that the cost of implementing the Plan for 2019-2020 is estimated to cost \$1,860 for operational costs. Unused funds will be set aside towards future building and maintenance repairs as well as a longer term plan to build a concrete driveway & shed loft.

The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum for at least the next year. This charge will raise \$5,220 per annum to be contributed to the Stone River Rural Fire Brigade.

## 4. Estimated time for implementing this Overall Plan:

This Overall Plan covers the 2019-2020 financial year. It is reviewed, and updated as required, on an annual basis.

## 5. Legal Parameters

*Local Government Act 2009*  
*Local Government Regulation 2012*  
*Fire and Emergency Services Act 1990*

## 6. Associated Documents

2019-2020 Revenue Statement  
Stone River Rural Fire Brigade Area Map 2019/1

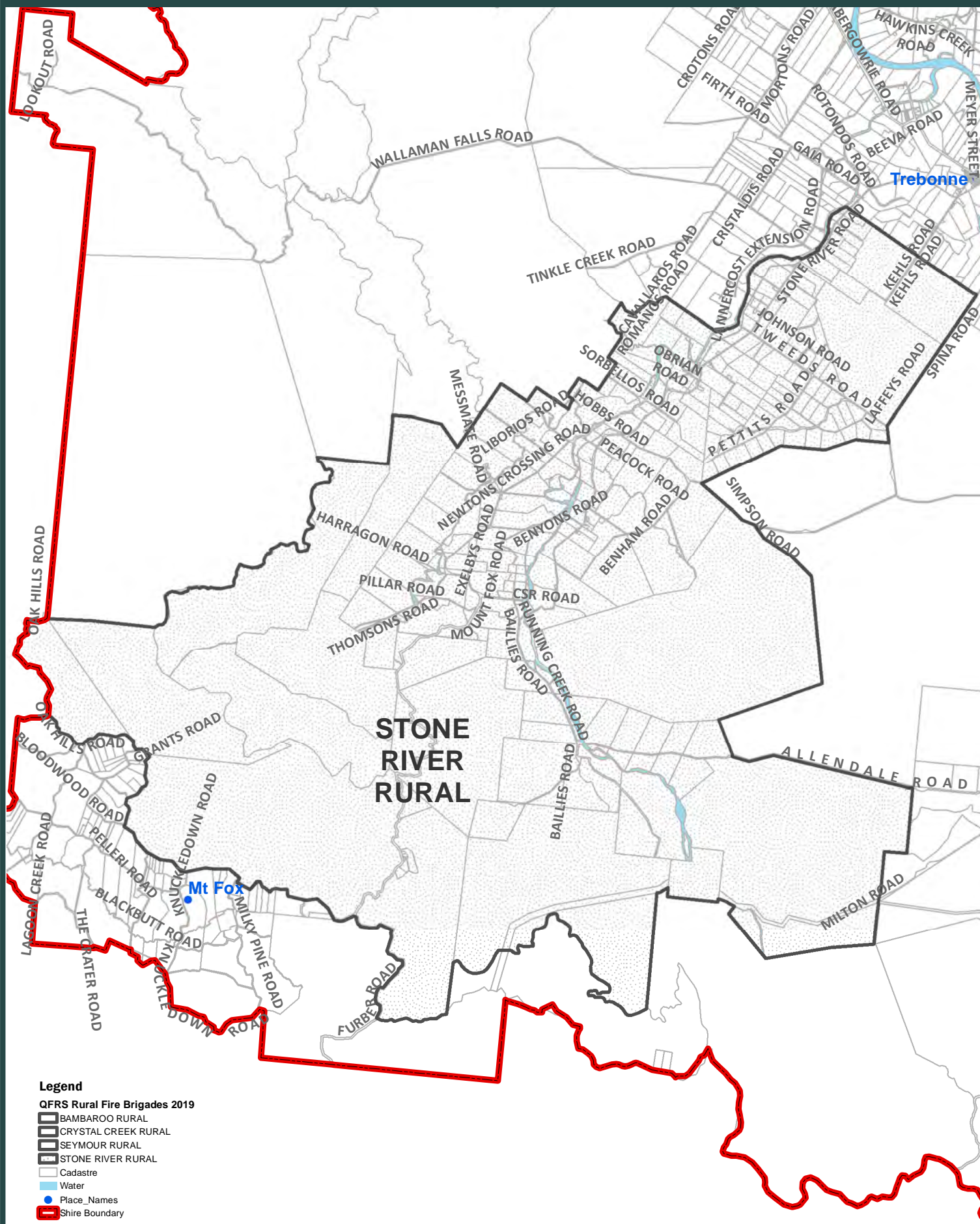
DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		Alan Rayment		CEO		28/06/2019
Policy Version:	10	Initial Version Adopted	10/08/2009	Current Version Adopted:		28/06/2019
Maintained By:		Corporate Services		Next Review Date:		30/06/2020
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Next Review Date: 30 June 2020

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Initial Date of Adoption: 10 August 2009  
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Page 1 of 1





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**Stone River Rural Fire Brigade Area - June 2019/1**



0 550 1,100 2,200 3,300  
Meters

1:155,000

## 1. Key Activities

The Toobanna Rural Fire Brigade area covers properties in the locality of Toobanna in the Hinchinbrook Shire. The Brigade's key activities/services include:

- Fire Prevention;
- Fire Fighting;
- Hazard reduction burning;
- Public awareness and education;
- Assisting the community at times of emergencies and disasters; and
- Such other functions as the Commissioner may direct.

## 2. The rateable land to which the Special Charge applies

The special rate will apply to all rateable land situated within the area identified on the map numbered 2019/5.

## 3. Cost of implementing this overall plan

The Brigade has advised Council that the cost of implementing the Plan for 2019-2020 is estimated to cost \$5,500 for operational costs. Unused funds will be set aside towards future building and maintenance repairs.

The Brigade has requested Council to levy each parcel of rateable land an amount of \$20 per annum for at least the next year. This charge will raise \$6,760 per annum to be contributed to the Toobanna Rural Fire Brigade.

## 4. Estimated time for implementing this overall plan

This Overall Plan covers the 2019-2020 financial year. It is reviewed, and updated as required, on an annual basis.

## 5. Legal Parameters

*Local Government Act 2009*  
*Local Government Regulation 2012*  
*Fire and Emergency Services Act 1990*

## 6. Associated Documents

2019-2020 Revenue Statement  
Toobanna Rural Fire Brigade Area Map 2019/5

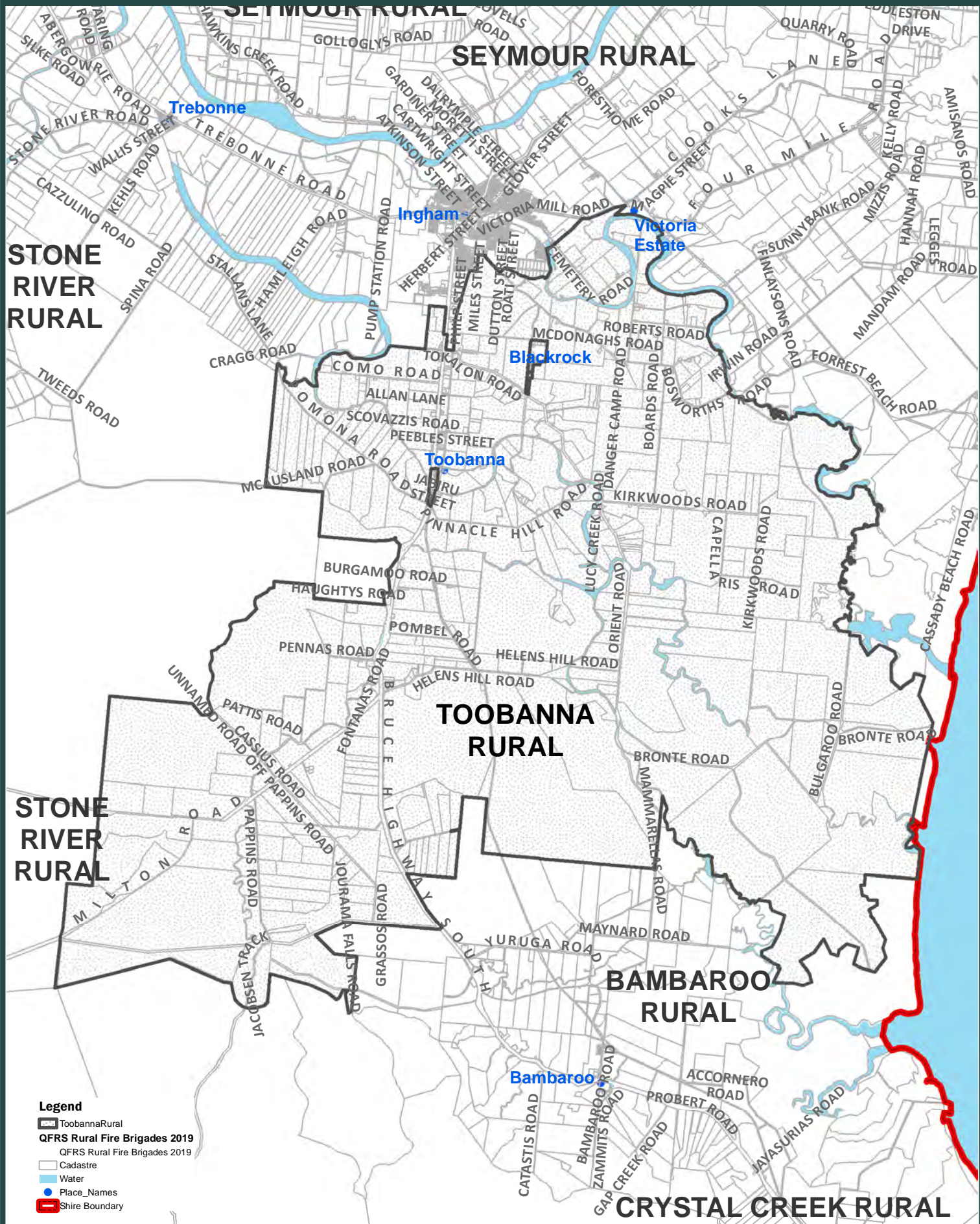
DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		Alan Rayment		CEO		28/06/2019
Policy Version:	2.0	Initial Version Adopted	29/06/2017	Current Version Adopted:		28/06/2019
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Policy Number: 71  
Authorised By: Chief Financial Officer  
Document Maintained By: Corporate Services  
Next Review Date: 30 June 2020

Version No: 2.0  
Initial Date of Adoption: 29 June 2017  
Current Version Adopted: 28 June 2019  
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**Legend**

- Toobanna Rural
- QFRS Rural Fire Brigades 2019
- Cadastre
- Water
- Place Names
- Shire Boundary

**Data Sources & Acknowledgements**

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**Toobanna Rural Fire Brigade Area - June 2019/5**



0 500 1,000 2,000 3,000 Meters

1:136,384

# 6.0

## 2019-2020 Policy Documents

Business Activities Policy  
Debt Policy  
Entertainment and Hospitality Policy  
Fraud and Corruption Policy  
Investment Policy  
Rate Rebates and Concessions Policy  
Rate Recovery Policy  
Related Party Transactions Policy  
Revenue Policy  
Revenue Statement

## 1. 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; and
- The activities are deemed to be significant under the relevant legislation and/or regulations

They do not include the non-business, non-profit activities of Council nor activities that are 'not significant'.

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.

No business activities have been identified for 2019-2020.

## 2. Section 2: Competitive Neutrality Complaints Process

Where business activities have been identified in accordance with Section 1, the Code of Competitive Conduct is applied to those activities. 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.

No business activities were identified by Council during the 2018-2019 financial year and no related complaints were received.

DOCUMENT HISTORY AND STATUS						
Action	Name			Position	Signed	Date
Approved by Council	Alan Rayment			CEO		28/06/2019
Policy Version:	3.0	Initial Version Adopted	30/06/2015	Current Version Adopted:		28/06/2019
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## 1. Policy Statement

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

### BACKGROUND

Legislation requires the policy to include;

- a) New borrowings planned for the current financial year and the next 9 financial years; and
- b) The purposes of the new borrowings; and
- c) The time over which it is planned to repay existing and proposed borrowings.

## 2. Policy

There are no planned borrowings in 2019-2020 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.

DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		Alan Rayment		CEO		28/06/2019
Policy Version:	10	Initial Adopted	Version	10/08/2008	Current Version Adopted:	28/06/2019
Maintained By:	Corporate Services			Next Review Date:		30/06/2020
File Location:	E:\Shared Data\Administration\Change\Policies, Procedures & Forms\02. Current Documents					

## **1. Policy Statement**

Council will ensure that the required standards of accountability and probity, in relation to entertainment and hospitality activity and its related expenditure, are established and maintained.

## **2. Scope**

This Policy applies to all Hinchinbrook Shire Council Councillors, employees and other persons/organisations representing Hinchinbrook Shire Council.

## **3. Responsibility**

- 3.1 The Mayor, Executive Team, Managers and Supervisors are responsible for ensuring that this Statutory Policy is understood and adhered to by all Hinchinbrook Shire Council Councillors, employees and other persons/organisations representing Hinchinbrook Shire Council.
- 3.2 All Hinchinbrook Shire Council Councillors, employees and other persons/organisations representing Hinchinbrook Shire Council have a responsibility for complying with this Policy and for seeking guidance from a more senior officer on any related matter.

## **4. Definitions**

### ***Entertainment and Hospitality***

This includes a wide range of benefits, including but not restricted to:

- Entertaining members of the public in order to promote a local project;
- Providing food or beverages to a Council visitor;
- Providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by Council for its councillors, staff or other persons; and
- Paying for a Councillor or staff member to attend a function as part of their official duties or obligations.

For the purposes of this document, attendance at an evening function that forms part of a conference or similar official event does not constitute Entertainment and Hospitality.

## **5. Policy**

### **5.1 ENTERTAINMENT AND HOSPITALITY EXPENDITURE**

All Entertainment and Hospitality Expenditure must:

- Be for official purposes;
- Be properly documented with the purpose clearly identified;
- Be approved by an officer who is senior to the officer who arranged for the expenditure to be incurred;
- Be available for review by internal audit, external audit and the Finance Department and/or any officer or external body identified by the CEO for this purpose;
- Appear appropriate and reasonable and withstand the public defensibility test;
- Comply with budgetary requirements; and
- Be properly coded to the 'General – Entertainment and Hospitality' natural account (63428).

Supervisors and managers must have regard to these points when approving entertainment and hospitality related claims.

Nothing in this Policy should be interpreted as 'disallowing' the provision of light refreshments/lunches at special staff functions or at internal meetings and workshops (including those meetings and workshops that are held for volunteers and visiting dignitaries).

## **5.2 ACCEPTING HOSPITALITY**

Offers of hospitality gifts or invitations should only be accepted after due consideration of conflict of interest implications. Three different types of conflicts of interest can potentially exist in these situations:

- Actual conflict of interest;
- Potential conflict of interest; and
- Perceived conflict of interest.

Any offer or invitation of entertainment or hospitality (or a gift) should be avoided if the offer or invitation is, or could be perceived as being, or has the potential for being, an incentive or inducement for any decision making.

An entertainment or hospitality benefit may be accepted where it complies with all of the following principles:

- Refusal would offend or cause awkwardness;
- It conforms with standard business custom or other cultural practices of the provider/offeror;
- It does not influence the Councillor/officer's impartiality (i.e. it has no conflict of interest consequences); and
- It is received in the normal course of duty or prior approval has been received.

Offers or invitations of hospitality (or gifts) should only be accepted after due consideration of conflict of interest implications. It is generally advisable for 'one up' approval to be sought prior to accepting any (non trivial) hospitality.

Hospitality, in many circumstances, is an important part of establishing and deepening corporate and professional relationships.



### 5.3 Other

- a) Alcohol may only be provided at an official function if it has been approved beforehand by the Mayor or CEO, as appropriate.
- b) The following types of expenditure also require approval from the CEO:
  - Cost of providing meals at a private residence;
  - Club membership fees;
  - Tips (within Australia); and
  - Staff-only events where the cost per head exceeds \$20.
- c) The key principles of the Procurement Policy must be considered when incurring Entertainment and Hospitality expenditure.
- d) To recognise and appreciate Council employees for their dedication and commitment to the provision of Council services to the public, Council will host an annual Christmas function, including alcoholic beverages in accordance with conditions of the Drug and Alcohol Management Policy and Procedure.

## 6. Legal Parameters

*Local Government Act 2009*

*Local Government Regulations 2012 (S196)*

*Fringe Benefits Tax Assessment Act 1986*

## 7. Associated Documents

Procurement Policy and Procedure

Purchasing Card Policy and Procedure

Drug and Alcohol Management Policy and Procedure

DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		Alan Rayment		CEO		28/06/2019
Policy Version:	2	Initial Version Adopted	27/11/2018	Current Version Adopted:		28/06/2019
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## **1. Policy Statement**

Hinchinbrook Shire Council ("Council") aims to conduct its business with integrity, honesty and fairness and to comply with all relevant laws, regulations, codes, corporate standards and best practice standards.

Council has a zero-tolerance stance on fraud and corruption: it is committed to:

1. The control, identification and elimination of all forms of fraud and corruption; and
2. To create an ethical environment that actively discourages and prevents fraud.

All allegations and suspicions of fraud and corruption will be investigated and all substantiated cases will be dealt with appropriately either by criminal, disciplinary or administrative mechanisms as deemed appropriate by the Chief Executive Officer ("CEO").

## **2. Scope**

This Policy applies to all persons acting on behalf of Council, including Councillors, employees (permanent, temporary, casual), consultants, contractors, volunteers and agents.

## **3. Responsibility**

The CEO is responsible for:

- Creating an honest, ethical and professional culture throughout Council;
- Creating an environment to drive the prevention, control, and minimisation of fraud and corruption across Council;
- Establishing and managing an effective ongoing process to plan, resource, prevent, detect and respond to (including by investigation) fraud and corruption risk across Council. This includes maintaining the training and awareness program; providing relevant support to the investigation of fraud and corruption as required and an auditing process for performance; and
- Notifying the Crime and Corruption Commission (or its equivalent) of any complaint or suspicion of a complaint involving official misconduct in accordance with the Crime and Corruption Act 2001.

All Council employees, Councillors and representatives have the responsibility of identifying, minimising the risk of and reporting fraudulent and corrupt activities.

Specifically, with respect to fraud and corruption, they are required to:

- Actively prevent and report suspected breaches to management;
- Actively identify and report potential deficiencies within the Policy, control procedures or practices to management responsible for monitoring and controlling those activities; and
- Conduct themselves in a manner that will ensure they avoid situations where their actions may be perceived to be fraudulent, corrupt or unduly influenced by a Conflict of Interest; or abet, ignore or condone such breaches.

The Executive Manager of Corporate Services is responsible for conducting and/or coordinating risk assessments in accordance with internal audit and their resultant reviews across all operations.

Executive Managers are responsible for:

- Continuously seeking to identify and prevent potential fraud and corruption;
- Implementation of effective risk prevention and minimisation procedures in day to day operations;
- Ensuring reporting processes are in place to support and protect employees, customers, agents or community in reporting legitimately suspected fraudulent or corrupt behaviour or inappropriate Conflicts of Interest; and
- Promoting high standards of ethics and integrity.

Employees and representatives are responsible for:

- Reporting fraudulent and corrupt activity, when they become aware of such activity, to their Supervisor, Manager or if appropriate, another member of the Executive Team or Internal Audit; and
- Approving transactions, contractual arrangements, purchases, payments, services, agreements, timesheets, leave forms and expenses in accordance with good governance and ethics.

## **4. Definitions**

To assist in interpretation, the following definitions shall apply:

***Conflict of Interest*** shall mean an interest, pecuniary or otherwise, that may unduly influence decisions, conflict with proper performance of duties, or is incompatible with impartial fulfilment of public or professional duties.

***Corruption*** shall mean a dishonest activity in which a Council employee, Councillor, volunteer or contractor acts contrary to the interest of Council and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or organisation.

***Council*** shall mean Hinchinbrook Shire Council.

***Fraud*** shall mean an intentionally dishonest activity causing actual or potential financial loss (or reputation damage) to any person or organisation including theft of money or other property by employees or persons external to Council. Some examples of fraud are (but not limited to):

- Theft and/or misuse of Council's revenue;
- Unauthorised use of Council assets (including plant and equipment and inventory);
- Credit card fraud;
- Forgery or alteration of cheques, invoices, computer records etc;
- Submission of false taxation arrangements for an employee or contractor;
- Submission of fraudulent applications for reimbursement;
- Payments to fictitious employees or supplies (third parties);
- False accounting;
- Maladministration;
- Knowingly and willingly pay artificially inflated prices for goods or services received by Council;
- Knowingly and willingly paying for goods or services not received by Council; and
- Wilfully providing false or misleading information to Council or failing to provide information where there is an obligation to do so.

**Maladministration** shall mean negligent behaviour, which may extend to conduct of a serious nature that is:

- Contrary to law;
- Unreasonable, unjust, oppressive or improperly discriminatory;
- Based upon improper motives; and
- A result of acting outside the parameters of recommended or reasonable practice.

**Public Interest Disclosure** (PID) is a report made in accordance with the Public Interest Disclosure Act. It can be described as a protected disclosure made by anyone who believes a public authority, public officer or a public sector contractor is acting or may be going to act improperly in their capacity as a public body and public official.

**Representatives** are those who conduct business on behalf of Council and/or represent Council in operational and/or strategic affairs. They include contractors, consultants, volunteers and agents.

## 5. Policy

In accordance with established good governance principles, including the Australian Standard AS 8001-2008 Fraud and Corruption Control, Council is committed to the highest possible standards of integrity and accountability in the conduct of all its affairs. This includes controlling and eliminating all forms of fraud and corruption and creating an environment which discourages and prevents fraudulent and/or corrupt activities, eliminates conflicts of interest and ensures adequate systems are in place to deter and/or identify corrupt and fraudulent activities.

The consequences of fraud and corruption can result in a significant drain on community resources and can severely damage Council's reputation. Therefore, Council will enforce all aspects of this Policy to reduce the risk of fraud and corruption. An emphasis on fraud prevention rather than fraud investigation will lead to a reduction of fraudulent activities.

Council will not tolerate fraudulent or corrupt activity and is committed to its control and prevention by:

- (a) Establishing and maintaining an effective system of internal controls and enforcing compliance with those controls;
- (b) Regularly undertaking risk assessments to identify circumstances in which fraud and corruption could potentially occur;
- (c) Implementing fraud and corruption prevention and mitigation strategies in its day to day operations (e.g. separation of duties);
- (d) Establishing formal procedures for the investigation of allegations relating to fraudulent and/or corrupt activity;
- (e) Taking appropriate action in response to allegations of fraudulent and/or corrupt activity including, reporting allegations through appropriate channels and where allegations are substantiated, taking disciplinary action in accordance with Council's Codes of Conduct; Supervisors and managers must have regard to these points when approving entertainment and hospitality related claims.
- (f) Ensuring all employees and representatives of Council are aware of their obligations in regards to the prevention of fraud and corruption;
- (g) Fostering an ethical environment in which dishonest and fraudulent behaviour is actively discouraged; and
- (h) Generating community awareness of Council's commitment to the prevention of fraud and corruption.

It is anticipated that the introduction of this Policy will serve to:

- Protect Council's assets, interests and reputation;
- Ensure a coordinated approach in dealing with suspected fraudulent and corrupt behavior; and
- Where appropriate, safeguard the reputation of individuals subject to the operation of this policy.

## **6. Disclosure**

Council recognises that the decision to report a concern can be difficult because of the fear of reprisal from those involved in the fraudulent/corrupt activity. Council will not tolerate intimidation, harassment, victimisation, assault or any other inappropriate conduct towards a person for any reason, including being due to a suspicion or belief that the person has made, or may make, a PID and Council will take action to protect those who raise a concern. Therefore employee safeguards will be established to encourage employees to raise concerns they may have about suspected fraud or corruption.

The *Public Interest Disclosure Act 2010* provides particular protections in relation to public interest disclosures.

The protection of the Act and/or this Policy does not extend to reports or PIDs that are:

- Intentionally false or misleading;
- Frivolous or vexatious;
- Substantially aimed at interfering with the implementation of lawful Council or local government policy; or
- Made in an attempt to avoid disciplinary action.

If a staff member maliciously makes a PID which they know to be untrue their actions will be regarded as corrupt conduct and dealt with accordingly.

A report or a PID can be made in various ways, including:

- In person to an appropriate person (e.g. line manager); or
- In writing (by letter, email or memo) to Council directly.

While the likelihood of a successful outcome is increased greatly if, when making a disclosure, the person makes their identity known, Council will nonetheless accept disclosures anonymously.

## **7. Related Procedures**

The Chief Executive Officer can approve any Procedures that may be directly associated with this Policy.

## **8. Other: Investigations**

In all cases confidentiality and natural justice will be maintained.

In order to encourage a culture of openness and transparency the CEO will provide a notification to Council's Audit Committee Chairperson regarding all allegations of fraud or corruption. The Audit Committee Chairperson will determine if the matter should be formally tabled at the next available meeting of the Audit Committee and/or if other Audit Committee members should be advised of the allegation (either at all or more urgently). If the claim is regarding the CEO, the Executive Manager Corporate Services will be responsible for the action detailed.

The CEO will be responsible for establishing procedures to investigate allegations of fraud and corruption, appropriate to the circumstances, and in accordance with legislation (e.g. requirement to notify the Crime & Corruption Commission in certain cases).

The CEO will provide a report on completed investigations to Council's Audit Committee detailing the general circumstances, summary of the investigative process, findings and actions being taken to prevent further occurrences (where applicable).

## 9. Legal Parameters

*Crime & Misconduct Act 2001*  
*Local Government Act 2009*  
*Local Government Regulations 2012 (S196)*  
*Public Interest Disclosure Act 2010*  
*Public Sector Ethics Act 1994*

## 10. Associated Documents

Code of Conduct  
 Enterprise Risk Management Plan  
 Australia Standard AS 8001- 2008 Fraud & Corruption Control

DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		Alan Rayment		CEO		28/06/2019
Policy Version:	2	Initial Version Adopted	23/02/2016	Current Version Adopted:		28/06/2019
Maintained By:	Corporate Services			Next Review Date:		30/06/2020
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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 the *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

The Chief Financial Officer is responsible for ensuring that this policy is understood and followed.

## 4. Definitions

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

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

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

## 5. Policy

### INVESTMENT RISK PHILOSOPHY

Council maintains a conservative and risk averse investment philosophy for its surplus cash investments. As the custodian of public monies Council chooses to secure its capital base but take the opportunity to produce revenue from cash assets 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; and
- 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*.

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*; and
- 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:**

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)
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
<b>Table A (cont'd)</b>				
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
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; and
- Queensland Treasury Corporation may be used to assist with financial institution credit ratings. This information should be available from the relevant financial institution web site.

**QUOTATIONS AND FAIR VALUE**

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

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

The quotes received should be considered relative to the assessed risk of the financial institution.

**TERMS TO MATURITY**

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

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

**REPORTING REQUIREMENTS**

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

## 6. Legal Parameters

*Statutory Bodies Financial Arrangements (SBFA) Act 1982*  
*Statutory Bodies Financial Arrangements (SBFA) Regulation 2007*  
*Local Government Regulation 2012*

## 7. Associated Documents

Investment Procedure

DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		Alan Rayment		CEO		28/06/2019
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Page 3 of 3

## **1. Policy Statement**

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

## **2. Scope**

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

## **3. Responsibility**

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

## **4. Policy**

### **A. PENSIONER CONCESSION SCOPE**

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

#### **CONDITIONS OF ELIGIBILITY**

In order for a ratepayer to be eligible for the pensioner concession, they must:

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

#### **CALCULATION OF CONCESSION**

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

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

#### **APPLICATION PROCESS**

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

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

**B. NOT FOR PROFIT / CHARITABLE ORGANISATIONS CONCESSIONS****SCOPE**

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

**CONDITIONS OF ELIGIBILITY**

In order for a not for profit organization to be eligible for the concession, it must:

- (a) Be located within the Hinchinbrook Shire area;
- (b) Have most of its members resident within Hinchinbrook Shire area;
- (c) Exist primarily to undertake community service activities and rely mainly on volunteer labour, or alternatively, have a high level of paid labour and a low level of volunteer labour and provide a substantial community benefit;
- (d) Have a clause in its constitution which clearly prohibits any member of the organization making a private profit or gain either from the ongoing operations of the organisation or as a result of the distribution of assets of the organisation upon it being wound up;
- (e) Not be an organisation which:
  - i. Receives income from gaming machines and/or from sale of alcohol in an organised manner (e.g. bar with regular hours of operation with permanent liquor licence);
  - ii. Provides low cost rental accommodation except where the accommodation is provided solely for the aged, short-term respite services, short-term crisis or emergency accommodation or for disabled persons requiring ongoing support;
  - iii. Is a religious body or entity or educational institution recognised under State or Federal legislation; and
  - iv. Is a Rural Fire Brigade in receipt of a Rural Fire Levy.

**CALCULATION OF CONCESSION  
GENERAL RATE**

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

**CLEANSING UTILITY CHARGE**

Eligible organisations will be entitled to a concession equal to 50% of their cleansing utility charge. The following are the eligible organisations entitled to 50% concession upon receipt of the application:

<u>Property No.</u>	<u>Owner/Lessee</u>	<u>Improvements</u>
100986	Lower Herbert/Halifax Lions Club	Pensioner Units
106226	Forest Glen Retirement Units	Units
100210	Apex Village Retirement Units	Units



#### **WASTE MANAGEMENT LEVY**

Eligible organisations will be entitled to a concession equal to 100% of their Waste Management Levy. The following is the eligible organisation entitled to 100% concession upon receipt of the application:

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

#### **APPLICATION PROCESS**

The eligibility of all applicants will be verified prior to rates and charges being levied each year.

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

#### **C. APPLICATION FOR RATE RELIEF**

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

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

#### **D. APPLICATION FOR GENERAL RATE CONCESSION ON NEW RESIDENTIAL DWELLINGS**

Council may grant a concession to a ratepayer for the general rates component in accordance with section 120 (1) *Local Government Regulation 2012* on the basis of encouraging the economic development of all or part of the local government area. Ratepayers eligible will own rateable property within one of the Hinchinbrook Shire Council Residential A, Residential B, Residential C, Multi Unit Residential A, Multi Unit Residential B or Multi Unit Residential C categories and have constructed a new residential dwelling under the following conditions:

- (a) Construction is for a new residential dwelling;
- (b) The construction of a new dwelling must have been approved for construction after 1 July 2019 and completed (Form 21 issued) prior to an application being made for the remission of general rates. An application must be lodged within six (6) months of the building works being completed;
- (c) A development permit for building works has been approved and a Final Inspection Certificate (Form 21) under the *Building Act 1974* issued;

- (d) Construction must commence after 1 July 2019;
- (e) Construction must be completed and Final Inspection Certificate (Form 21) issued before an application is lodged for consideration; and
- (f) Application for the general rates concession must be made on the approved form.

The maximum period of granted remission of General Rates component only will apply for two (2) years from the date of issue of the Final Inspection Certificate (Form 21) under the *Building Act 1974*.

Residential property owned by Federal Government, State Government, and Local Government entities are not eligible to receive the General Rate Subsidy, as informed in this policy.

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## 1. Policy Statement

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

## 2. Scope

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

## 3. Responsibility

The Chief Financial Officer is responsible for the implementation and maintenance of this Policy.

The Chief Executive Officer is delegated authority to approve or refuse an application outside of the Policy in exceptional circumstances.

## 4. Definitions

**Rates and charges** are as defined in S91 of the *Local Government Act 2009*. Without limiting the detail of the legislation, in general rates and charges are levies that a local government imposes on land and for a service, facility or activity that is supplied or undertaken by the local government or someone on behalf of the local government.

**Overdue rates and charges** are defined in S132 of the *Local Government Regulation 2012*. Without limiting the detail of the legislation, in general overdue rates and charges are rates and charges that are not paid by the due date for payment stated in the rate notice. The rates or charges become overdue on the day after the due date for payment of the rates or charges.

## 5. Policy

### 5.1 SAFEGUARDING COUNCIL'S AND COMMUNITY'S INTERESTS

The Chief Executive Officer or delegate may direct that recovery action for any debt be conducted in a way that differs from the processes set out in this Policy when that is considered to be in the Council's or the community's best interest.

Nothing in this policy binds the Council to precisely follow any process set out in this policy, and a failure to follow any process does not change or relieve a debtor's obligation to pay a debt when due.

### 5.2 RATES AND CHARGES

Legal action for the recovery of outstanding rates and charges may commence any time the rate or charge becomes overdue. Unless there are special circumstances which justify taking an alternative course of action, the Council's usual process to recover overdue rates or charges is set out in this section.

#### STEPS

##### OVERDUE REMINDER LETTER

Council will issue an overdue reminder letter if:

- Seven days after the due date on the rates notice the ratepayer has \$50.00 or more in rates or charges owing to Council; and
- A current payment plan has not been entered into; and
- No other recovery action has been commenced.

**OVERDUE REMINDER PHONE CALL**

Council Finance and Administration Staff will make an overdue reminder phone call if:

- Seven days after the due date on the overdue reminder letter the ratepayer has \$500.00 or more in rates or charges owing to Council; and
- A current payment plan has not been entered into; and
- No other recovery action has been commenced.

**DEMAND LETTER – DEBT COLLECTION AGENCY**

Demand letters are issued via Debt Collection Agency in consultation with Hinchinbrook Shire Council Management Staff to those accounts who fail to either respond to the reminder notice or reminder phone call, and/or fail to abide by a payment commitment from a reminder notice.

Council will issue a demand letter if:

- Seven days after overdue reminder phone call the ratepayer has \$500.00 or more in rates or charges owing to Council;
- A current payment plan has not been entered into; and
- No other recovery action has been commenced.

**CLAIM AND STATEMENT OF CLAIM**

Council legal action via Debt Collection Agency will commence if:

- Seven days after expiry of the demand letter, the amount referred to in the letter has not been paid;
- The ratepayer has \$1000.00 or more in rates or charges owing to Council; and
- There is no current payment plan to pay the outstanding rates, or the payment plan has not been adhered to.

Once the Statement of Claim is served, Council must wait 28 days for the defendant to pay the account or enter into a payment commitment prior to commencing further action.

**PRE JUDGEMENT LETTER**

Pre Judgement Letters are issued to those accounts that have had a Claim issued and served upon them and either:

- Have made no contact or failed to abide by a payment commitment after being served with the Claim; and/or
- Seven days have passed after the 28 day waiting period after service of claim has expired.

**DEFAULT JUDGEMENT**

Default judgements are issued in Court against those ratepayers who have not responded to the pre judgement warning letter or have failed to abide by payment commitments from the pre judgement warning letter.

### **POST JUDGEMENT WARNING LETTER**

Post Judgement Warning Letters are issued to rate payers automatically after default judgment orders are received back from the court. The rate payer is provided with 14 days to either pay the judgement amount or contact the debt collection office for a payment commitment.

### **ENFORCEMENT OF DEFAULT JUDGEMENT**

Council can elect to enforce the judgement debt through the bailiff or court examination of the rate payer or elect to hold account until 3 years to proceed to sale of residential property, or until 1 year to proceed to sale of vacant land or land used solely for commercial purposes.

### **PROPERTIES WITH A PAYMENT PLAN**

If there is a current payment plan in place, Council will commence legal action if:-

- The ratepayer has not fully complied with the terms of the agreed payment plan; and
- The ratepayer has \$1000.00 or more in rates (or charges) owing to Council.

Legal action may be temporarily suspended if the debtor enters into a payment plan satisfactory to Council, which includes the provision for the payment of legal costs.

### **SALE OF LAND – RESIDENTIAL**

Where rates and charges remain unpaid for 3 years and no approved payment plan exists, Council may, by resolution, commence proceedings to sell the property subject to and by virtue of its powers under the Local Government Act 2009 and Regulations.

### **SALE OF LAND – VACANT LAND AND COMMERCIAL PROPERTY**

Where rates and charges remain unpaid on vacant land or land used solely for commercial purpose for 1 year or more and no approved payment plan exists and judgment has been obtained, Council may, upon resolution, and by virtue of its powers under the Local Government Act 2009 and Regulations, commence proceedings to sell the property.

In recognition of individual privacy and to ensure all ratepayers are treated consistently, the list of properties on which Council is required to resolve to commence land sale for rates and/or charges recovery in accordance with this policy is to be presented identifying the property number, property location, and real property description only.

### **5.3 COSTS**

All costs incurred with respect to formal recovery action will be passed on to the ratepayer.

Once formal recovery action has been commenced it will not be discontinued until the amount of the claim and any further interest levied in accordance with the Local Government Act 2009 has been paid in full.

Legal action may be temporarily suspended if the debtor enters into a payment plan satisfactory to Council which includes the provision for the payment of legal costs.



#### 5.4 AGREED PAYMENT PLAN

Council may grant a payment plan for the payment of rates and charges. There is no limitation of the scope of the payment plan that can be provided by the Act. However, due to practical and economic reasons, Council has determined that the arrears, including any additional charges applied in return for Council agreeing to defer payment of rates or charges, should be sufficient to service rates arising in the current financial period, plus a minimum of 20% of the rates in arrears. A financial period represents a half year from 1 July 2019–31 December 2019 and 1 January 2020–30 June 2020.

All payment plans will be confirmed in writing. Failure to meet the agreed payments will result in the cancellation of the payment plan. A broken payment plan letter will be forwarded to the ratepayer upon cancellation of the agreed payment plan. The broken arrangement letter should allow the ratepayer at least 7 days in which to bring the payment plan back into order. In particular circumstances, legal recovery action may commence immediately in the event of default by the ratepayer.

#### 5.5 PENSIONERS

Council recognises that Pensioners as a class may face financial difficulties in meeting their obligations, however, as specific concessions are provided to them, pensioners with arrears are encouraged to take advantage of payment schedules that will ensure that the balance in arrears does not escalate beyond their means. As such, all pensioners who fall into arrears will be subject to Council's usual recovery action for overdue rates, in accordance with this policy.

### 6. Legal Parameters

*Local Government Act 2009*  
*Local Government Regulations 2012*  
*Magistrates Courts Act 1921*

### 7. Associated Documents

Revenue Statement

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Action	Name			Position	Signed	Date
Approved by Council	Alan Rayment			CEO		28/06/2019
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## 1. Policy Statement

From 1 July 2016 the Australian Accounting Standards Board has determined that AASB 124 'Related Party Transactions' will apply to government entities, including local governments.

Council's annual financial statements for 2016/17 and beyond are required to include details of its related party transactions that have occurred throughout the financial year.

This Policy states how Council will comply with the requirements of reporting Related Party Transactions ("RPTs") in its annual audited financial statements.

## 2. Scope

For these purposes, there are three broad types of related party:

1. Persons – Key Management Personnel and Close Family Members of Key Management Personnel;
2. Entities directly related to Council; and
3. Entities indirectly related to Council (controlled or jointly controlled by related persons).

This Policy applies to transactions made between Related Parties and Council. Ordinary Citizen Transactions are exempt from this reporting requirement.

This Policy applies to all those individuals who are either:

1. Required to report their RPTs; or
2. Involved in the process for reporting RPTs.

## 3. Responsibility

The Financial Accountant is responsible for maintaining all RPT records, based on information provided by Key Management Personnel ("KMP") and for ensuring correct disclosure of these RPTs in the annual financial statements.

The Financial Accountant is responsible for maintaining a register of entities that are Related Parties (ie subsidiaries) and for maintaining RPT records for these entities.

The Financial Accountant is to ensure that all formal records associated with this Policy that they maintain are kept in a confidential manner.

KMP are responsible for advising the Financial Accountant in writing, on a timely basis, of all relevant RPTs.

KMP will be required to approve recorded RPTs during, and at the end of, each financial year.

## 4. Definitions

**Close Family Members ("CFM")** are individuals who can reasonably be expected to influence, or be influenced by, a KMP. Examples include spouse/partner, children, dependents, children or dependents of spouse/partner, parents, grandparents, brothers and sisters.

**Entities directly related to Council** includes entities controlled, or jointly controlled, by Councillor over which Council has significant influence. Significant influence can exist in many forms, the most common of which are:

- Council holds, directly or indirectly, 20% of the voting power;
- Board representation;
- Participation in policy making;
- Presence of material transactions;
- Interchange of management personnel; or
- Provision of essential technical information.

**Entities indirectly related to Council** are the same as Entities Directly related to Council but instead of being directly related to Council, these entities are controlled, jointly controlled or those over which significant influence can be borne, by related persons.

**Key Management Personnel** have direct responsibility for the planning, directing and controlling activities of Council. The Mayor, Councillors, CEO and Executive Managers are KMP. Any other officer who occupies any of these positions on a temporary basis for 90 days or more in a financial year is a KMP. The CEO may deem other officers to be KMP based on individual circumstances where that officer plays a significant role in the planning, directing and controlling activities of Council.

**Ordinary Citizen Transactions ("OCT")** are those activities conducted by related parties that are unlikely to be of interest to users of financial statements. These transactions include the use of Council's assets eg swimming pools, parks, gardens, libraries, galleries etc where their use is on 'normal terms'. Where the related party enjoys concessions in the use of these assets then this does not constitute an OCT. Paying 'normal' Council rates and fines is an OCT; paying such amounts that have been specially discounted due to the payee being a related person is NOT an OCT.

**Related Party** includes KMP, their CFM and entities that are related to Council and/or KMP or their CFM.

**Related Party Transactions** is the term used to describe activity between a KMP and Council. The disclosure related to RPTs includes transactions but also includes outstanding balances including commitments.

## **5. Policy**

The Financial Accountant shall maintain a register of KMP for each financial year.

The Financial Accountant will ensure disclose RPT details in each year's annual financial statements.

All KMP shall advise the Financial Accountant of their respective RPTs throughout each financial year.

## **6. Disclosure**

1. The total remuneration paid to KMP must be disclosed; and
2. Generally, Council is only required to disclose any other related party transaction where the transaction is material either in nature or size. For the purposes of this Policy, Council considers that ALL related party transactions are material, regardless of their size.

The format of the Disclosure in the annual financial statements will be similar to the following (nil disclosure is required where there are zero balances):

i. Subsidiaries

The following transactions occurred with subsidiaries (where Council has subsidiaries):

- The amount of grants and subsidies paid to each subsidiaries;
- The total amount of commercial transactions conducted with subsidiaries;
- Any free accommodation, administration services etc provided to subsidiaries; and
- Any 'economic dependency' that exists between a subsidiary and Council.

ii. Key Management Personnel

Total amounts paid to KMP (totals only, and refer to more details being disclosed within the annual report):

- Employment benefits (including vehicles)
- Post employment benefits
- Long term benefits
- Termination benefits

iii. Transactions With Other Related Parties

Total amounts paid to other related parties:

- Fees and Charges charged to associates
- Fees and Charges charged to entities controlled by key management personnel
- Infrastructure contributions from entities controlled by key management personnel
- Employee expenses for close family members of key management personnel (see below)
- Purchase of materials and services from entities controlled by key management personnel (see below)

As Council has determined that, due to their nature, all related party transactions are material, each transaction included in these totals is to be itemised.

The disclosure regarding employment of close family members should be accompanied by a statement that they were engaged through an arm's length process and that they were paid at Award rates or at a rate independently recommended by an independent appropriate external firm.

The disclosure regarding purchase of materials and services from entities controlled by key management personnel should be accompanied by a statement that these purchases were at arm's length and in the normal course of business.

iv. Outstanding Balances

Aggregate total of balances outstanding between Council and any transaction in items (i) to (iv) of this section.

v. Loans and Guarantees to/from related parties

Details of any such loan and/or guarantee.

vi. Commitments to/from related parties

Details of any such commitment.

## 7. Related Procedures

The Chief Executive Officer can approve any Procedures that may be drafted to support this Policy.

## 8. Legal Parameters

*Crime & Misconduct Act 2001*  
*Local Government Act 2009*  
*Local Government Regulations 2012 (S196)*  
*Public Interest Disclosure Act 2010*  
*Public Sector Ethics Act 1994*

## 9. Associated Documents

Code of Conduct  
 Enterprise Risk Management Plan

DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		Alan Rayment		CEO		28/06/2019
Policy Version:	2	Initial Version Adopted	01/08/2016	Current Version Adopted:		28/06/2019
Maintained By:	Corporate Services			Next Review Date:		30/06/2020
File Location:	E:\Shared Data\Administration\Change\Policies, Procedures & Forms\02. Current Documents					



## **1. Policy Statement**

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

## **2. Scope**

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

## **3. Responsibility**

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

## **4. Definitions**

The definitions for the terms rates and charges, concessions and cost-recovery used in this policy can be found in the *Local Government Act 2009*, *Local Government Regulation 2012* and *Land Valuation Act 2010*.

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

## **5. Policy**

### **5.1. General Principles**

The general principles of revenues set by Council are:

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

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

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

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

When levying the rates and charges, Council will:

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

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

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

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

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

Generally, all ratepayers should meet their obligations to Council but Council will support desirable community objectives by providing concessions for certain categories of land owner and in respect of properties used for certain purposes.

The purpose of these concessions is to:

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

## 5.5 Setting of cost-recovery fees

Council recognises the validity of imposing the user pays principle for its Cost-Recovery fees under the *Local Government Act 2009*. Cost-Recovery fees set by Council must not be more than the cost to Council of providing the service or taking the action to which the fee applies.

## 5.6 Funding of new development

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

## 6. Legal Parameters

*Local Government Act 2009*  
*Local Government Regulation 2012*  
*Land Valuation Act 2010*

## 7. Associated Documents

Annual Budget  
 Rate Rebates & Concessions Policy  
 Water Leak Relief Policy  
 Revenue Statement 2019-20

DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		Alan Rayment		CEO		28/06/2019
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## 1. Policy Statement

This statement outlines and explains the revenue raising measures adopted by the Hinchinbrook Shire Council in preparation for its budget for the 2019-2020 financial year.

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

## 2. Responsibility

Chief Financial Officer

The Chief Executive Officer is delegated authority to approve or refuse an application outside of the Policy in exceptional circumstances.

## 3. General Rating

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

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

Differential rating provides equity through recognising:

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

In relation to the table below:

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

Column 1 - Rating Category (section 81)	Column 2 - Rating Category Description (section 81)	Column 3 - Identification (sections 81(4) and 81(5))	Column 4 - Rate in the \$ (section 80)	Column 5 - Minimum General Rate (\$) (section 77)	Column 6 - Limitation (cap) (section 116)
1. Residential A	Land used, or capable of being used for purpose of a single residential dwelling, which has a rating valuation between \$0 and \$30,000.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.	2.581	621.30	No Limit
2. Residential B	Land used, or capable of being used for purpose of a single residential dwelling, which has a rating valuation between \$30,001 and \$70,000.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.	1.671	1009.60	No Limit

Column 1 - Rating Category (section 81)	Column 2 - Rating Category Description (section 81)	Column 3 - Identification (sections 81(4) and 81(5))	Column 4 - Rate in the \$ (section 80)	Column 5 - Minimum General Rate (\$) (section 77)	Column 6 - Limitation (cap) (section 116)
3. Residential C	Land used, or capable of being used for purpose of a single residential dwelling, which has a rating valuation greater than \$70,000.	Land having the land use codes of 01, 02, 04, 05, 06, 08, 09 or 72.	1.192	1,190.70	No Limit
4. Multi Unit Residential - A	Land used, or capable of being used, for the purpose of multiple residential units (2 or 3 flats).	Land having the land use code of 03.	1.362	1,312.90	No Limit
5. Multi Unit Residential - B	Land used, or capable of being used, for the purpose of multiple residential units (4 or 5 flats).	Land having the land use code of 03.	1.701	1,661.50	No Limit
6. Multi Unit Residential - C	Land used, or capable of being used, for the purpose of multiple residential units (6 or more flats).	Land having the land use code of 03.	1.667	1,910.60	No Limit
7. Community Purposes	Land used for community purposes, including as a sports club or facility, cemetery, library, educational facility, religious institution, showground, racecourse, airfield, park, garden or for Commonwealth, State or local government purposes.	Land having the land use codes of 48, 50, 59, 96, 97 or 99.	1.124	1,343.30	No Limit
8. Commercial A	Land used for commercial purposes, which has a rating valuation of less than \$1,250,000 other than land included in category 10.	Land having the land use codes of 01, 04, 07, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 41, 42, 43, 44, 45, 46, 47, 49, 91 or 92.	1.759	1,317.60	No Limit
9. Commercial B	Land used for commercial purposes, which has a rating valuation greater than or equal to \$1,250,000 other than land included in category 10.	Land having the land use codes of 01, 04, 07, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 41, 42, 43, 44, 45, 46, 47, 49, 91 or 92.	0.923	12,976.20	No Limit
10. Drive-In Shopping Centre	Land used for the purposes of a shopping centre with a gross floor area greater than 3,500 sq. metres.	Land having the land use code of 16.	2.246	13,275.30	No Limit



Column 1 - Rating Category (section 81)	Column 2 - Rating Category Description (section 81)	Column 3 - Identification (sections 81(4) and 81(5))	Column 4 - Rate in the \$ (section 80)	Column 5 - Minimum General Rate (\$) (section 77)	Column 6 - Limitation (cap) (section 116)
11. Industrial	Land used for industrial purposes other than land included in category 12, 14 and 15.	Land having the land use codes of 01, 04, 28, 29, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40.	1.756	1,369.30	No Limit
12. Quarries	Land used for the purpose of extractive industries or quarrying licensed for more than 5,000 tonnes of material other than land included in category 11.	Land having the land use code of 40.	3.492	6,630.40	No Limit
13. Island Land	Land located on Pelorus Island or Orpheus Island.		2.106	1,343.30	No Limit
14. Harbour Industries	Land used for the purpose of harbour industries including a bulk sugar terminal with a land area greater than 5 hectares.	Land having the land use code of 39.	5.295	52,096.00	No Limit
15. Sugar Mills	Land used for the purposes of sugar milling operations.	Land having the land use code of 35.	10.569	104,191.80	No Limit
16. Sugar Cane and Forestry A	Land used for the purposes of growing sugar cane, or for forestry or logging, where the valuation per hectare of the land is less than \$1,400.	Land having the land use code of 75 or 88.	2.343	1,340.90	10%
17. Sugar Cane and Forestry B	Land used for the purposes of growing sugar cane, or for forestry or logging, where the valuation per hectare of the land is between \$1,400 and \$2,130.	Land having the land use code of 75 or 88.	2.979	1,340.90	10%
18. Sugar Cane and Forestry C	Land used for the purposes of growing sugar cane, or for forestry or logging, where the valuation per hectare of the land is greater than \$2,130.	Land having the land use code of 75 or 88.	3.153	1,340.90	10%
19. Other Rural Land	Land used for rural purposes, other than land included in category 16, 17, or 18.	Land having the land use codes of 60, 61, 64, 65, 66, 67, 68, 69, 70, 71, 73, 74, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 89, 90, 93, 94, 95.	1.030	1,406.60	No Limit
20. Other Land	Land not included in any of the above categories		1.030	1,406.60	No Limit

For avoidance of doubt:

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

#### **4. Limitation on Increases in Rates and Charges**

As identified in Column 6 of the table above, Council has decided to apply capping to all Cane/Forestry lands which ensures that lands categorised as Category 16, Category 17 and Category 18 as at 1 July 2019 will not exceed the amount of general rates levied for the property for the previous year plus a percentage increase resolved by Council. This is subject to a minimum rate for each category and the provisions set out below.

##### **Provisions for capping of general rates**

- a) Capping will apply to any land categorised as Cane/Forestry Category 16, Category 17 and Category 18. The concession is not available retrospectively and will only apply from the beginning of a financial year;
- b) Land which is sold during 2019-2020 is not eligible for capping in 2020-2021. Capping is then re-applied during 2021-2022; and
- c) Capping does not apply in the year, or the following financial year, where the land use is changed from an ‘uncapped’ category to a ‘capped’ category.

#### **5. Separate Charges**

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

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

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

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

The terms of the resolution are as follows:

That in accordance with section 103 of the Local Government Regulation 2012, a separate charge, to be known as a Waste Management Levy, of \$154.10 gross per annum be levied equally on all rateable land.

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

## **6. Special Charges**

### **Construction of Brown Lane – Special Rate**

In accordance with Section 94 of the Local Government Regulation 2012 Council will levy a \$2,000 special rate per annum to three (3) benefited landowners over 20 financial years to repay capital costs for the construction of a new service road.

Council has by resolution on 28th June, 2019 adopted an overall plan for the recovery of the capital costs of the Brown Lane project from the benefited landowners.

In Council's opinion each parcel of rateable land described as Lot 11 SP288756 (property number 100678), Lot 1110 SP272679 (property number 102726), and Lot 12 I22433 (property number 104735) will specially benefit from the construction of the service road.

This Special Charge will cease 2036/2037.

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

Council considers that each parcel of rateable land identified on Crystal Creek Rural Fire Brigade Area Map 2019/4 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 2019-2020 budget is \$2,000 for operational costs. Unused funds will be set aside towards future building and maintenance repairs as well as a longer term plan for a vehicle replacement. The Brigade has requested Council to levy each parcel of rateable land an amount of \$20 per annum. This charge will raise \$1,600 per annum to be contributed to the Crystal Creek Rural Fire Brigade.

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

Council considers that each parcel of rateable land identified on Bambaroo Rural Fire Brigade Area Map 2019/3 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 2019-2020 budget is approximately \$5,315 for operational costs and with the plan that unused funds be set aside towards future building and maintenance repairs. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$3,660 per annum to be contributed to the Bambaroo Rural Fire Brigade.

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

Council considers that each parcel of rateable land identified on Seymour Rural Fire Brigade Area Map 2019/2 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 2019-2020 budget is approximately \$1,886 for operational costs and with the plan that unused funds will be set aside towards the longer term plan to build a new Fire Station. The Brigade has requested Council to levy each parcel of rateable land an amount of \$40 per annum. This charge will raise \$6,280 per annum to be contributed to the Seymour Rural Fire Brigade.

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

Council considers that each parcel of rateable land identified on Stone River Rural Fire Brigade Area Map 2019/1 will specially benefit to the same extent from the purchase and maintenance of equipment by the Stone River Rural Fire Brigade.

The Brigade has advised Council that the cost of implementing the Plan for 2019-2020 budget is approximately \$1,860 for operational costs. Unused funds will be set aside towards future building and maintenance repairs as well as a longer term plan to build a concrete driveway & shed loft. The Brigade has requested Council to levy each parcel of rateable land an amount of \$30 per annum. This charge will raise \$5,220 per annum to be contributed to the Stone River Rural Fire Brigade.

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

Council considers that each parcel of rateable land identified on Toobanna Rural Fire Brigade Area Map 2019/5 will specially benefit to the same extent from the purchase and maintenance of equipment by the Toobanna Rural Fire Brigade.

The Brigade has advised Council that the cost of implementing the Plan for 2019-2020 budget is approximately \$5,500 for operational costs and with the plan that unused funds be set aside for future building and maintenance repairs. The Brigade has requested Council to levy each parcel of rateable land an amount of \$20 per annum. This charge will raise \$6,760 per annum to be contributed to the Toobanna Rural Fire Brigade.

## **7. Utility Charges**

### **Water Charge**

Hinchinbrook Shire Council aims to:

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

In order to achieve these objectives Council will, pursuant to section 99(2) of the *Local Government Regulation 2012* make and levy a two-part water charge. The charge for water service is based on full cost pricing model to recover the cost of the service including overheads and an appropriate return.

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

#### Consumption Readings and Charge

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

#### Consumption Charges for Water Consumed in the 2019-2020 Financial Year:

A Consumption Charge of \$1.03 per kilolitre shall apply on the metered water consumption for all properties in the supply area. For any rate assessment with more than one (1) meter,

consumption charges shall be calculated individually on the basis of water consumption of each meter with a minimum charge of \$5.00 applying to each meter on the rateable property.

The charge for consumption shall be payable in addition to the water base charge.

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

### Base Charge

A Base Charge Component of \$377.20 gross per annum shall be levied as follows:-

#### ***Situation***

#### ***Applicable Base charge***

Each Separate Parcel of Land without a water connection the Supply Area

One Base Charge for each in separate parcel of land

Each water meter connection according to the following sizes:-

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

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

Each separate residential use = One Base Charge per use

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

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

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

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

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

#### ***(b) Schools***

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



(c) *Domestic Properties*

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

Where more than one domestic property is serviced by one meter, the base charge shall be the residential 20mm base charge multiplied by the number of domestic properties serviced (regardless of the meter size actually used which may be larger than 20mm in size due to the provision of more than 1 service).

(d) *Fire Fighting Services*

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

(e) *Cane Farms*

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

(f) *Separate Parcels of land with no access*

Rateable assessment that include separate 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:-

**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**

**9 parcels of land**

- Property No 107354
- Council negotiations to acquire a Lease over the Mona Road Boat ramp 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 Half 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 six monthly 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 six monthly basis to all consumers.

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

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

### (b) *Minimum Account Billing*

Where the consumption of water recorded for each meter at any premises in any meter reading period is of such amount that when calculated at the consumption charge equates to less than \$5 the minimum charge for that water meter shall be \$5.

### (c) *Meter Unable to be Read or Registering Inaccurately etc*

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

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

### (d) *Water Usage through leaks or damaged infrastructure*

Where water is consumed and/or registered through a water meter, and all or part of that water consumption/reading is a consequence of leakage, wastage or other usage through defective water installations, pipework or apparatus which is private ownership, and through negligence or otherwise the consumption or wastage has registered, the property owner can apply to Council for water leak relief on the prescribed application form submitted with an account or letter from a registered Plumber, providing details of the water leak that was repaired.

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

### Separate Meter Installations

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

### **Sewerage Charge**

The sewerage charge is levied on a unit basis and is priced to recover the costs of constructing, operating, maintaining and managing the 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 list of land uses and the applicable number of units is detailed below.

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

The amount of the charge referred to in the preceding paragraph shall be \$110.50 per unit, per annum if the particular premises are provided with sewerage or the Council is agreeable to accept sewage from such premises.

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

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

Where the use of any structure within the sewered area does not, in the opinion of Council, properly accord with a use listed in Schedule 1 below, 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:-

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 : Land Uses & applicable number of units

<u>Use to Which Land is Put Whether Occupied or Not</u>	<u>Number of Units</u>
Aged Persons Complex - per bed	2
Caravan Park	22
Child Day Care Centre/Kindergarten/Respite Centre	14
Church/Hall or Welfare Club	6
Court House	15
Closed Processing Plant	20
Canossa Home	168
Dwelling House	7
Flats each	7
Forestry Administration Centre	14
Hall (AAFC Cadets)	10
Hospital	168
Hotel/Tavern	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
Vacant lot of land	5
Use not otherwise listed	7
(subject to Council resolving to apply a specific alternative, as per 'Sewerage Charges' above)	

## **Charging methodology applicable to specific land uses**

### *Cane Farms*

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

### *Separate Parcels of land with no access*

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

## **Cleansing Utility Charge**

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

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

The cost of performing the function of cleansing by the removal of garbage will be funded by the cleansing utility charge. When determining the pricing level for the garbage collection service consideration is given to 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 2019-2020 financial year:

- (i) Rateable land – A charge of \$242.20 per annum for the provision of a 240 litre “Mobile Garbage Bin” of a domestic waste collection service per week and a 240 litre “Mobile Garbage Bin” recyclable waste collection service per fortnight;
- (ii) Non-Rateable land – 1<sup>st</sup> service – \$396.30 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 - \$242.20 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 \$191.95 per annum.



An additional fortnightly 240 litre recyclable waste collection service will be provided at a charge of \$50.25 per annum.

For the purpose of making and levying a cleansing charge under section 99 of the *Local Government Regulation 2012*, and without limiting the meaning of the words “land in actual occupation”, land in the declared waste area shall be deemed to be in actual occupation if:-

- A regular cleansing service was being provided to that land at 1 July 2019; or
- A regular cleansing service is ordered by the Council or the Authorised Officer to be provided to that land; or
- The Council is requested to provide a regular cleansing service to that land by the owner or occupier; or
- There is a building on such land being rateable land, which in the opinion of the Council or Authorised Officer is adapted for use or occupation.

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

Where the charge is in connection with any structure, building or place on land which is not rateable under section 73 of the *Local Government Regulation 2012*, the charge shall be levied on the person or body or Commonwealth or State Department which is the beneficiary of the service. Where multiple residential uses exist on one rateable assessment, a single cleansing service shall be rendered in respect of each use.

In the case of a property located within the Declared Waste Area Map not being able to be provided with a service the charge will not be levied on that land. The property owner will be required to dispose of their domestic waste at the Warrens Hill landfill, Halifax Transfer Station or Mt Fox Transfer Station. Such determination will be made by Council.

## **8. Cost Recovery and Other Fees and Charges**

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

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

- Fees associated with cost-recovery (regulatory) services will be set at no more than the full cost of providing the service taking the action for which the fee is charged. Council may choose to subsidise the fee from other sources (e.g. general rate revenue)
- Charges for commercial services will be set to recover the full cost of providing the services and may include a component for return on capital.

## **9. Issue of Rate Notices**

In accordance with Section 107 of the Local Government Regulation 2012, Council Rate Notices will be issued by instalments twice annually. The first Rate Notice will be issued no later than August for the period 1 July 2019 to 31 December 2019. The second Rate Notice will be issued no later than February 2020 for the period 1 January 2020 to 30 June 2020.

## **10. Time Within Which Rates Must Be Paid**

Rates and charges must be paid by the Due Date, with the Due Date being 30 September 2019 and 31 March 2020.

## **11. Periodic Payments**

### **In arrears**

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

### **In advance**

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

## **12. Interest on Overdue Rates and Charges**

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

The rate of interest to be charged on overdue rates and charges shall be 9.83% compound interest charged at daily rests. The interest rate will be the maximum rate prescribed in the *Local Government Regulation 2012*.

## **13. Rating Concessions/Remissions**

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

## **14. Recovery of Overdue Rates and Charges**

Council's "Rate Recovery Policy" provides details of Council's position regarding overdue rates and charges.

## 15. Virtual Waste Disposal Vouchers

Every household within Hinchinbrook Shire is entitled to four (4) domestic virtual waste disposal vouchers each financial year.

Virtual Vouchers entitle households to dispose of four loads of domestic waste (general or green waste, not exceeding one tonne) free of charge each financial year.

Residents are able to access their vouchers by showing their proof of residential address when visiting local waste facilities.

Vouchers can be used any time within the financial year period. Unused vouchers will not carry over in to the next financial year.

Virtual waste disposal vouchers cannot be used for the disposal of Commercial Waste.

## 16. Timely Rates Payment Incentive Scheme

In accordance with *Section 131* of the *Local Government Regulation 2012*, Hinchinbrook Shire Council will offer an incentive, in the form of a cash prize draw to encourage and reward ratepayers for paying their rates on time and in full.

To be eligible for the incentive, ratepayers need to make full payment of all current and arrears of rates and charges by close of business on the due dates as shown on the relevant rates notice.

Eligible ratepayers will be automatically entered into the draw.

A prize draw for \$2,000 worth of voucher expenditure will be held within one month of the close of the due date of each half year rating period. The collection/remittance of the \$2,000 worth of expenditure will include up to five vouchers at nominated businesses within the Hinchinbrook Shire and is to be lodged with and authorised by the CEO.

In order to receive the \$2,000 worth of expenditure, the successful ratepayer must utilise only businesses operating within the Hinchinbrook Shire Council boundaries.

The winners for the prizes will be drawn by random computer selection of valid properties at an open General Meeting of Council.

Prizes can only be won by private and commercial ratepayers. Properties owned by Local, State, and Federal Government Departments and/or Agencies are not eligible to win the Rates Payment Incentive Scheme.

DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		Alan Rayment		CEO		28/06/2019
Policy Version:	10	Initial Version Adopted	30 June 2010	Current Version Adopted:		28/06/2019
Maintained By:		Corporate Services		Next Review Date:		30/06/2020
File Location:	E:\Shared Data\Administration\Change\Policies, Procedures & Forms\02. Current Documents					



## **FEES AND CHARGES 2019-2020**

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# **TYTO Precinct and Facilities**

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
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:					
1 October to 31 December - three quarters of the annual fee					
1 January to 31 March - one half of the annual fee					
1 April to 30 June - one quarter of the annual fee					
<b>TYTO</b>					
<b>TYTO REGIONAL ART GALLERY</b>					
Sale of Items from Exhibitions - Council Commission			Per Item	Y	\$0.20
Sale of Items from Merchandise - Council Commission			Per Item	Y	\$0.20
<b>HINCHINBROOK SHIRE LIBRARY inc Halifax Sub Branch</b>					
Joining Fee - Ingham and Halifax Libraries					No charge
Local history index printout			Per A4 page	Y	\$0.20
Local history / Family history search			Per request	Y	\$20.50
Local history / Family history search			Each hour thereafter	Y	\$20.00
A4 Black & White photocopy / internet printouts			Per page	Y	\$0.20
A3 Black & White photocopy / internet printouts			Per page	Y	\$0.50
A4 Colour photocopy / internet printouts			Per page	Y	\$1.00
A3 Colour photocopy / internet printouts			Per page	Y	\$1.80
Library Book / DVD / CD Replacement			Per item	Y	Value of item + 10%
Laminating A4			Per page	Y	\$1.00
Laminating A3			Per page	Y	\$1.60
Inter-Library Loans (only if charged by lending library)				Y	Loan charge + 10%
Sale of The Herbert River Story Book - Retail			Per book	Y	\$25.00
Sale of The Herbert River Story Book - Wholesale ONLY			Per book	Y	\$25.00
<b>HINCHINBROOK VISITOR INFORMATION LOUNGE inc Wetlands</b>					
Brochure Display - Non Local			Per Year	Y	\$495.00
Tours			Per Person	Y	At Cost +20%
Book Easy			Per Product	Y	At Cost +15%
Sale of Items - Local Merchandise - Council Commission			Per item	Y	\$0.20
<b>TYTO CONFERENCE AND EVENT CENTRE</b>					
A bond will be charged and will be refunded if the Meeting Room / Area is left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
Includes tables and chairs, data projector, screen, whiteboard and Wi-Fi.					
<b>Conference and Events Centre - All Rooms</b>					
Commercial Rate - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$900.00
Commercial Rate - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$450.00

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Not for Profit - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$450.00
Not for Profit - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$225.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	\$500.00
<b>Jacana Room</b>					
Commercial Rate - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$350.00
Commercial Rate - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$175.00
Not for Profit - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$175.00
Not for Profit - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$87.50
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	\$250.00
<b>Whistler Room or Monarch Room</b>					
Commercial Rate - Full Day			8 Hours within Standard Start/ Finish times 6.00am - 6.00pm	Y	\$180.00
Commercial Rate - Half Day			4 Hours within Standard Start/ Finish times 6.00am - 6.00pm	Y	\$90.00
Not for Profit - Full Day			8 Hours within Standard Start/ Finish times 6.00am - 6.00pm	Y	\$90.00
Not for Profit - Half Day			4 Hours within Standard Start/ Finish times 6.00am - 6.00pm	Y	\$45.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	\$250.00
<b>Jabiru Room</b>					
Commercial Rate - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$250.00



COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Commercial Rate - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$125.00
Not for Profit - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$125.00
Not for Profit - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$62.50
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	\$250.00
<b>Garden Terrace</b>					
Commercial Rate - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$55.00
Commercial Rate - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$28.00
Not for Profit - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$28.00
Not for Profit - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$14.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	\$0.00
<b>Wagtail Room</b>					
Commercial Rate - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$125.00
Commercial Rate - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$62.50
Not for Profit - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$62.50
Not for Profit - Half Day			4 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$32.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	\$250.00
<b>TYTO OFFICES</b>					
Office 1 - Full Day			8 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$125.00
Start Up Business Rate - Short Term Hire			Weekly rate for a duration of 6 months or less	Y	\$192.50
Start Up Business Rate - Short Term Hire			Monthly rate for a duration of 6 months or less	Y	\$330.00

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Office 2 - Full Day			9 Hours within Standard Start/ Finish times 6.00am-6.00pm	Y	\$125.00
Short term hire of TYTO Offices 1 & 2 for the use of the office space for the period after the initial 6 month and less than 24 months.			Per month	Y	\$550.00
Bond(Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	\$250.00
<b>TYTO ADDITIONAL ITEMS</b>					
Tea / Coffee / Water Station per person			Per person	Y	\$3.50
Equipment&Decor Hire- This service is not described in TCC's fee schedule, applicable fees would be determined upon discussion with TYTO.					
Residential Rates - 35% off Commercial rate					
E&O - Errors and omissions allows for charges to be presented that were not outlined in the original quote but have been added via the client thereafter.					
Event Co-ordinator 20% of final quote - this does not include staff labour. Includes the event administrative coordination.					
Preparation / packup - Fees calculated on a pro rata basis from full day pricing up to 50% of full day, thereafter fee is a flat 50% of Full Day rate					
<b>TYTO VENUE HIRE</b>					
<b>Amphitheatre or Art Gallery Forecourt</b>			Daily Rate - 24 hour access		
Commercial Rate				Y	\$300.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	\$150.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	\$250.00
<b>Double Daw Creative Studio</b>			Daily Rate Standard Start & Finish times 6.00am-6.00pm		
Commercial Rate				Y	\$250.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	\$125.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	\$250.00
<b>Hinchinbrook Shire Library (Lotus View)</b>					
Commercial Rate				Y	\$300.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	\$150.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	\$250.00
<b>Piazza</b>			Daily Rate - 24 hour access, exclusive use for the hire period		
Commercial Rate				Y	\$300.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	\$150.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	\$250.00

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
<b>Hinchinbrook Visitor Information Lounge (Bower Bird Loft)</b>			Daily Rate Standard Start & Finish times 6.00am-6.00pm		
Commercial Rate				Y	\$300.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	\$150.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	\$250.00
<b>TYTO Parklands Feature Event - Events with over 500 attendees</b>			Daily Rate - 24 hour access		
Commercial Rate				Y	\$1,000.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	\$500.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	\$1000.00
<b>TYTO Parklands Major Event - Events with 200 - 500 attendees</b>			Daily Rate - 24 hour access		
Commercial Rate				Y	\$700.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	\$350.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	\$1000.00
<b>TYTO Parklands Minor Event - Events with up to 200 attendees</b>			Daily Rate - 24 hour access		
Commercial Rate				Y	\$500.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	\$250.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	\$500.00
<b>TYTO - The Paper Grove</b>			Daily Rate - 24 hour access		
Commercial Rate				Y	\$300.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	\$150.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	\$500.00
<b>TYTO Regional Art Gallery</b>			Daily Rate Standard Start & Finish times 6.00am - 6.00pm		
Commercial Rate				Y	\$500.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	\$250.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	\$250.00
<b>TYTO Regional Art Gallery Workshop</b>			Daily Rate Standard Start & Finish times 6.00am - 6.00pm		
Commercial Rate				Y	\$125.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	\$62.50

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	\$250.00
<b>TYTO Wetlands</b>			<b>Daily Rate - 24 hour access</b>		
Commercial Rate				Y	\$300.00
Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	\$150.00
Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	\$250.00
<b>TYTO WEDDING PACKAGES</b>					
<b>TYTO Ceremony Package</b>					
<b>Total Price</b>				Y	\$650.00
<b>Price per person</b>				Y	\$14.00
<b>Inclusions</b>					
2 hour venue hire (Paper Grove/Amphitheatre)					
Signing Table					
2 x Signing Chairs					
Easel + Frame with welcome sign					
Portable PA with microphone & iPod connectivity					
Pre-existing seating					
Bottles water station					
Bump in/ Bump out					
<b>Cocktail Reception</b>					
<b>Total Price</b>				Y	\$6,700.00
<b>Price per person</b>				Y	\$134.00
<b>Total Price Without Food and Beverage</b>				Y	\$3,100.00
<b>Price per person without Food and Beverage</b>				Y	\$62.00
<b>Inclusions</b>					
5hourvenueHire(Piazza,Parklands,PaperGrove,Conference& Events Centre)					
Cocktail tables					
Cocktail table covers					
Easel with framed welcome sign					
Scattered tea light candles in decorative jars/vases					
Clothed cake table					
Clothed gift table					
Wishing well					
Small PA system with iPod connectivity					
Scattered Lounges					
4 Hour basic beverage package					
Selection 4 Canapes					
Antipasto platters served on timber boards					
Event Administration - Pre Wedding					

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Event staff					
Bump in/Bump out					
<b>Reception Package 1</b>					
<b>Total Price</b>				Y	\$8,350.00
<b>Price per person</b>				Y	\$167.00
<b>Total Price Without Food and Beverage</b>				Y	\$3,500.00
<b>Price per person without Food and Beverage</b>				Y	\$70.00
<b>Inclusions</b>					
5 hour venue Hire (Piazza, Parklands, Conference & Events Centre)					
Table and Chair setup on rectangular tables (10pax)					
Tablessetwithwhitelinentableclothsandnapkins,cutleryand glassware					
Easel with framed welcome sign					
Non Floral Basic table centrepieces					
5 hour basic beverage package					
Your choice of buffet or 2 course plated meal					
Silver cake knife					
Clothed cake table					
Clothed gift table					
Cake cut & served on boards to table					
Event Administration - Pre Wedding					
Event staff					
Bump in/ Bump out					
<b>Reception Package 2</b>					
<b>Total Price</b>				Y	\$10,600.00
<b>Price per person</b>				Y	\$210.00
<b>Total Price Without Food and Beverage</b>				Y	\$3,950.00
<b>Price per person without Food and Beverage</b>				Y	\$80.00
<b>Inclusions</b>					
5 hour venue Hire (Piazza, Parklands, Conference & Events Centre)					
Table and Chair setup on rectangular tables (10pax)					
Tablessetwithwhitelinentableclothsandnapkins,cutleryand glassware					
Easel with framed welcome sign					
Non Floral Table centrepieces					
Clothed cake table					
Clothed gift table					
Scattered loose floral in jars					
Vases for bridal party bouquets					
Silver cake knife					
Cake cut & served on boards to table					
5 hour beverage package					

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Your choice of buffet or 3 course plated meal					
Event Administration - Pre Wedding					
Event staff					
Bump in/ Bump out					
<b>Reception Package 3</b>					
<b>Total Price</b>				Y	\$11,500.00
<b>Price per person</b>				Y	\$225.00
<b>Total Price Without Food and Beverage</b>				Y	\$4,210.00
<b>Price per person without Food and Beverage</b>				Y	\$85.00
<b>Inclusions</b>				Y	
5 hour venue Hire (Piazza, Parklands, Conference & Events Centre)					
Table and Chair setup on rectangular tables (10pax)					
Tables set with white linen tablecloths and napkins, cutlery and glassware					
Easel with framed welcome sign					
Premium Non Floral Table centrepieces					
Clothed cake table					
Clothed gift table					
Wishing well					
Vases for bridal party bouquets					
Chefs selection cheese and fruit platter on guest arrival					
5 hour premium beverage package					
Your choice of Buffet or 3 course plated meal					
Votive tea light candles in glass holder					
Table numbers					
Personalised printed table menus					
Cake cut and served on boards to table					
Silver cake knife					
Event Administration - Pre Wedding    Event Staff    Bump in/ Bump out					
<b>COMMUNITY FACILITIES</b>					
<b>SHIRE HALL</b>					
<b>Bond</b>					
Bond Fee - Shire Hall				Nil	\$2,000.00
Bond Fee - Council Chambers				Nil	\$500.00
Bond Fee - Hinchinbrook Meeting Room				Nil	\$500.00
<b>Auditorium</b>					
<i>Items marked with an asterisk require a 50% non-refundable booking fee paid upon lodging an application form. Cancellations due to weather may be entitled to a full refund.</i>				Y	
*Function - Preparation Day, Full Day & Night Hire and Clean up day (Fri/Sat/Sun) - this package combines all Shire Hall hire fees except for the bar.			Full hire excluding bar	Y	\$1,073.00
*Full Day Hire (6hrs or more)			Full hire excluding bar	Y	\$512.00
*Half Day Hire (Less than 6hrs)			Full hire excluding bar	Y	\$332.00



COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Seating(per100 chairs)- Seatingsetupby Councilprior to the event			Per 100 chairs	Y	\$48.00
*Preparation Day/Night before			Fullhireexcluding bar	Y	\$348.00
Bar in conjunction with auditorium hire			Full hire		\$53.00
Bar in conjunction with auditorium hire			Less than 6 hours		\$35.00
Kitchen only (hire includes crockery, cutlery, dishwasher and refrigeration)			Full Hire		\$233.00
Kitchen only (hire includes crockery, cutlery, dishwasher and refrigeration)			Less than 6 hours		\$152.00
<b>SHOWGROUNDS - INGHAM</b>					
<b>Bond</b>					
Pavilion and Multi-purpose Sports Arena			Per Occurance	Nil	\$500.00
Showgrounds including oval for Minor Events			Per Occurance	Nil	\$500.00
Showgrounds for Major Events e.g. Car Show, AIF & Circus			Per Occurance	Nil	\$2,000.00
Seasonaluseofshowgroundsincludinguseofdressingsheds- Sporting Clubs			Per Occurance	Nil	\$500.00
<b>Eastern Side of Ingham Showgrounds</b>					
<i>Items marked with an asterisk require a 50% non-refundable booking fee paid upon lodging an application form. Cancellations due to weather may be entitled to a full refund.</i>					
*Oval 1 (No lighting)			Per day - part thereof	Y	\$93.00
Lighting for Oval 1 - Training 50% Lighting			Per hour	Y	\$15.50
Lighting for Oval 1 - Practice 75% Lighting			Per hour	Y	\$24.50
Lighting for Oval 1 - Game Night 100% Lighting			Per hour	Y	\$32.00
*Multi-purpose Sports Arena			Per day - part thereof	Y	\$93.00 plus electricity
<i>**Ground Hire - per day or part thereof Grounds outside Oval 1 and Multi-purpose Sports Arena"</i>			Per day - part thereof	Y	\$51.00
Club Room			Per room per day - part thereof	Y	\$8.00
*Canteen			Per day - part thereof	Y	\$56.00
Horse or Cattle stalls (with an associated event only)			Per day - part thereof	Y	\$35.00
Auction Sale (Not part of any major event)			Per head	Y	\$4.50
Camping - with an associated event only			Per day - part thereof	Y	\$45.00
Traveller camping with working animals			Per night - part thereof		\$15.00
<i>"Shoulder Period Fee - per day (Access to the Showgrounds on the days prior and post the major event)"</i>			Per day - part thereof	Y	\$16.00
Seasonal use of showgrounds including use of dressing sheds - Sporting Clubs			Per day - part thereof	Y	\$615.50
<i>All inclusive use of Eastern Side of Ingham Showgrounds (Oval 1, Multi-Purpose Sports Arena and Ground Hire)</i>			Per day - part thereof	Y	\$225.00 plus electricity
<b>Western Side of Ingham Showgrounds</b>					

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
<i>* Items marked with an asterisk require a 50% non-refundable booking fee paid upon lodging an application form. Cancellations due to weather may be entitled to a full refund.</i>				Y	
<b>Pavilion</b>					
*Pavilion per day (incl. kitchen & mezzanine floor)			Per day - part thereof	Y	\$167.00
Pavilion per hour (up to 3 hours)			Per hour	Y	\$23.00
Mezzanine Floor			Per hour	Y	\$5.00
<b>Pavilion Shed - Limited availability</b>					
All inclusive use of Western Side of Ingham Showgrounds (Pavilion, Storage Shed, Ground Hire)			Per day - part thereof	Y	\$225 plus electricity
Pavilion shed per day			Per day	Y	\$55.00
Pavilion shed per hour			Per hour	Y	\$5.00
Hire for range of hours 13-40 hrs per week			Per week	Y	\$35.00
<b>HINCHINBROOK MEETING PLACE</b>					
<b>Cleaning is the responsibility of the person using the facility, however, a cleaning charge will be made if the facilities require cleaning by the Council.</b>					
<b>A bond will be charged and will be refunded if the Meeting Place is left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.</b>					
<i>Items marked with an asterisk require a 50% non-refundable booking fee paid upon lodging an application form. Cancellations due to weather may be entitled to a full refund.</i>					
<b>Bond</b>			Per occurrence	Nil	\$250.00
<b>Hall</b>			Per hour	Y	\$20.00
*Hall			Per day	Y	\$89.00
Hall - Minor use < 20 persons - regular group meeting			Per hour	Y	\$10.00
Office			Per hour	Y	\$10.00
<b>Grounds</b>			Per hour	Y	\$14.00
*Grounds			Per day	Y	\$83.00
<b>SHOWGROUNDS - HALIFAX</b>					
<b>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.</b>					
<b>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.</b>					
<i>Items marked with an asterisk require a 50% non-refundable booking fee paid upon lodging an application form. Cancellations due to weather may be entitled to a full refund.</i>					
<b>Bond</b>					
Showgrounds			Per occurrence	Nil	\$250.00
Hall			Per occurrence	Nil	\$250.00
<b>Grounds</b>					
Oval			Daily	Y	\$90.00
<b>Hall Hire</b>					

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
*Hire - Limited hours of use available			Per day/ evening	Y	\$160.00
Minor use			Max of 6 hours	Y	\$89.00
Minor use - Small (<20 persons) Regular Group Meeting			Less than 2 hours	Y	\$10.00
<b>COMMUNITY FACILITIES - MISCELLANEOUS</b>					
Bond - Wheelie Bins for Community Events			Per occurrence		\$230.00
Bond - Temporary Power Boxes			Per occurrence		\$300.00
Bond - Curley Bells			Per occurrence		\$300.00

# Corporate Services

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
<b>CORPORATE SERVICES</b>					
<b>FINANCIAL REPORTS</b>					
Annual Report/Financial Statements	97(2)(c)	S.104 (3) Local Government Act 2009		Nil	\$33.00
<b>CORPORATE PLAN</b>					
Hinchinbrook Shire Council Corporate Plan 2014 - 2019	97(2)(c)	S.104 (3) Local Government Act 2009		Nil	\$20.00
<b>RIGHT TO INFORMATION (RTI)</b>					
*Application Fee	97(2)(c)	S.8 Freedom of Information		Nil	\$50.80
A4 Black & White photocopy			Per page	Nil	\$0.40
Processing Charge			Per 15 mins - where applicable	Nil	\$7.85
Accessing Charge				Nil	Actual cost incurred by Council - where applicable
*RTI fees may be amended from time to time to comply with legislative changes as they occur - refer to RTI Regulation 2009					
<b>GIS GENERATED CUSTOMISED MAPPING PRODUCTS</b>					
Standard Customised Mapping products					
Cadastral Mapping (Cadastral, Property)					
Contour Mapping (0.25m Contours)					
Historical Flood (Data 1967 onwards)					
Zoning					
Aerial Photography (Dated October 2018)					
<b>PAPER SIZE</b>					
A0			Per page	Y	\$40.00
A1			Per page	Y	\$30.00
A2			Per page	Y	\$20.00
A3			Per page	Y	\$15.00
A4			Per page	Y	\$10.00
Copy of extract from Hinchinbrook Shire Council's Road and Street Register	97(2)(c)	S.14 (3) Local Government Regulation 2012		Y	\$80.00
100 Year ARI Flood Certificate/Storm Surge Certificate				Y	\$40.00
<b>LOCAL LAWS AND POLICIES</b>					
Proposed and adopted local laws and local law policies	97(2)(c)	S.14 (3) Local Government Regulation 2012	Per page	Nil	\$0.40
<b>PHOTOCOPYING - GENERAL</b>					
A4 Black & White Photocopy			Per single sided sheet	Y	\$0.40
A3 Black & White Photocopy			Per single sided sheet	Y	\$0.60
A4 Colour Photocopy			Per single sided sheet	Y	\$2.50

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
A3 Colour Photocopy			Per single sided sheet	Y	\$3.00
<b>POLICIES AND INFORMATION - COUNCIL</b>					
Copy of Policy / Information	97(2)(c)	Various sections Local Government Act	Per page	Nil	\$0.40
<b>PROPERTY DATA INFORMATION SERVICE</b>					
Verbal Property / Rate information			Per year	Nil	\$340.00
<b>RATE BOOK INSPECTION</b>					
Full Search - 5 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	\$100.00
Urgent Full Rate Search - 2 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	\$150.00
Limited Search - 5 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	\$60.00
Urgent Limited Search - 2 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	\$90.00
Copy of current Rate/Water Notice - Pay in advance	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per notice	Nil	\$6.00
Copy of current Rate/Water Notice - Debited to Account	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per notice	Nil	\$25.00
Copy of Rate Information (per year)	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per hour	Nil	\$60.00
Change of Ownership Fee (see below for exemptions)	97(2)(b)		Per transfer	Nil	\$55.00
<b>Recording a Change of Ownership</b>					
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;					



COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
(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	\$25.00

# **Development and Planning Services**

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
<b>DEVELOPMENT &amp; PLANNING SERVICES</b>					
<b>TOWN PLANNING SERVICES</b>	<b>S.284(c)</b>	<b>Planning Act, 2016; Planning Regulations 2017</b>			
<b>LAND USE APPLICATIONS</b>					
<b>MATERIAL CHANGE OF USE</b>					
<b>Code Assessment Application for Preliminary or Development Approval</b>					
Code Assessment Material Change of Use (Development permit for preliminary approval) - ALL USES*				Nil	\$1,250.00
MCU - Code assessment where use is commencing in an existing development				Nil	\$355.00
<b>IMPACT ASSESSMENT (ADVERTISING REQUIRED)</b>					
Impact Assessment Material Change of Use				Nil	\$2,500.00
Impact Assessment Material Change of Use - undefined use, inconsistent with the Planning Scheme or a proposal requiring external resources for assessment				Nil	POA
<b>OPERATIONAL WORK REQUIRING ASSESSMENT AGAINST THE PLANNING SCHEME</b>					
Application Fee			Per application	Nil	\$280.00
Maintenance Bond for Operational Works				Nil	2% of agreed estimated costs (calculated from estimated costs including GST) as provided by the developer
<b>RECONFIGURING A LOT</b>					
Application for access easement				Nil	\$282.00
Application for amalgamation of land or lots (Building Units & Group Titles Development)				Nil	\$150.00
Application for reconfiguration of lot			Per application	Nil	\$712.00
			Each lot (with road opening)		\$215.00
<b>BUILDING WORK NOT ASSOCIATED WITH AN MCU AND REQUIRING ASSESSMENT AGAINST THE PLANNING SCHEME (BWAP)</b>					
Code Assessment Material Change of Use (Development permit or preliminary approval) - Dwelling House				Nil	\$172.00
<b>CHANGE TO EXISTING DEVELOPMENT APPROVAL</b>					
Minor Change to a development approval		s81 Planning Act 2016		Nil	50% of the original development application fee
"Other" change to a development approval that involved code assessment		s82 Planning Act 2016			\$1,250.00
"Other" change to a development approval that involved impact assessment		s82 Planning Act 2016	Determined by CEO		\$2,500.00
Written town planning advice / assessment (Exemption certificates, specific advice or confirmation about particular matters)			Determined by CEO		POA

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Concurrence Agency Assessment / Compliance Assessment			Concurrence Referral	Nil	\$690.00
<b>LAND USE COMPLIANCE INSPECTIONS</b>					
Compliance Assessment (eg confirmation of compliance with conditions of approval, or that a use meets accepted development criteria)			Internal Referral	Nil	\$690.00
Re-inspection fee			After first inspection	Nil	\$130.00
<b>PLAN OF SURVEY APPLICATIONS</b>					
State Govt Split Valuation Issue Fee - payable at time of lodging survey plan for Council sealing			Per lot	Y	As per DNRM&E Fees
Application fee for consent to plan of survey where previous consent has lapsed				Nil	\$60.00
<b>ADOPTED INFRASTRUCTURE CHARGES</b>					
Roads, Stormwater, Water, Sewer and Parks and Open Spaces				Nil	AICR No. 1-2018
Variation Request		s50 (3) of the Planning Act 2016			POA
<b>PLANNING GENERAL</b>					
<b>TOWN PLANNING CERTIFICATE</b>					
Limited Certificate Fee				Nil	\$65.00
Standard Certificate Fee				Nil	\$315.00
Full Town Plan Certificate Fee				Nil	\$505.00
<b>SALE OF COPIES OF TOWN PLANNING SCHEME</b>	s.97(2)(e)	Local Government Act 2009, Public Records Act 2002			
Certified (hard) copy of town planning scheme, policies & maps			A4 Colour	Nil	\$195.00
Non certified CD copy of town planning scheme, policies & maps				Nil	\$35.00
<b>DEVELOPMENT &amp; PLANNING SERVICES</b>	s.97(2)(e)	Planning Act, 2016; Planning Regulations 2017			
<b>REFERRAL AGENCY RESPONSE SITING APPLICATIONS</b>					
Referral Agency Assessment (Against QDC or alternative provisions, such as a siting assessment)				Nil	\$170.00
<b>RELOCATION OF HOUSE</b>					
<b>BUILDING BOND</b>					
Bond - Building (Refundable once a Form 21 has been issued by the building certifier. Request for refund must be submitted in writing to Council's Chief Executive Officer.)			Per application	Nil	\$25,000.00
<b>ROUTE BOND</b>					
Relocation - Route Inspection (Not refundable)			Up to & including 10kms	Y	\$290.00
Relocation - Route Inspection (Not refundable)			Over 10kms	Y	\$350.00

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Bond - Route (Refundable once approval has been provided in writing by the Works Engineer. Request for refund must be submitted in writing to Council's Chief Executive Officer.)			Per application	Nil	\$5,000.00
<b>Please note: Building Application fees, Plumbing Application fees and Relocation - Route Inspection Fee re additional to bond charges listed above.</b>					
<b>BUILDING LODGEMENT FEES</b>					
All Classifications				Nil	\$110.00
Extend development approval currency period	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	\$165.00
<b>BUILDING CERTIFICATION FEES</b>					
"New Dwelling - House Additions, and Enclosing Underneath as Habitable Area (includes fully enclosed garages attached to the existing house)			First 100 sqm	Y	\$1,320.00
			sqm after that	Y	\$3.20
Duplex / Dual Occupancy / Units			First unit	Y	\$1,320.00
			Second unit @70% of first unit	Y	\$930.00
			Minimum cost	Y	\$2,200.00
House Additions - Minor - Structural				Y	\$775.00
Enclosing Under – Non-Habitable				Y	\$600.00
Decks, Verandahs, Patios (attached to dwelling – not enclosed) (Enclosed – refer to house additions)				Y	\$630.00
Demolitions and / or Removal – Free Standing House or Shed				Y	\$265.00
Re-roofing				Y	\$600.00
Raising and Restumping				Y	\$670.00
Construction or Removal of Partitions - (Domestic non structural alterations) and Construction, removal of partitions and residential shade structures (pergola, pool shade structure, domestic non structural alterations)				Y	\$470.00
Gazebos (Solid roof)				Y	\$630.00
Masonry Block Sheds			First 100 sqm	Y	\$1,200.00
			Sqm after that	Y	\$3.20
Open Carports				Y	\$470.00
Garages, Sheds (stand alone structures)			First 100 sqm	Y	\$600.00
			Sqm after that	Y	\$3.20
Fences of Open Construction Over 2m					\$470.00
Retaining Walls (Masonry block/concrete)					\$680.00
Signs					\$700.00
Commercial Building Works - Class 2 to 9					POA
Commercial Shade Structures			First 100 sqm		\$670.00
			Sqm after that		\$3.20
Construction or Removal of Partitions - Commercial (including Shop Fit-Out)					\$600.00
Amended Plans					\$100.00
Change of Classification - Commercial					POA

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Change of Classification - Class 1a to 10a					\$575.00
Change of Classification - Class 10a to 1a					\$920.00
Improvements Status Inspection					\$110.00
<b>FINALISATION OF DISCONTINUED PERMITS</b>					
Dwellings and Dwelling Extensions				Y	\$620.00
Sheds and Garages				Y	\$430.00
Swimming Pools				Y	\$440.00
Verandah and Carports				Y	\$385.00
Commercial Building Works – Class 2 to 9				Y	POA
<b>SWIMMING POOLS</b>					
Swimming Pools & Spas – Above Ground				Y	\$530.00
Swimming Pools & Spas – In Ground				Y	\$865.00
Swimming Pool Compliance Inspections / Pool Safety Certificate Fee [Includes two (2) inspections only]			2 inspections only		\$400.00
<b>BUILDING INSPECTIONS - PRIVATE CERTIFICATION</b>					
PRIVATE CERTIFIERS requested Inspections					\$260.00
Reinspection Failed Building work					\$110.00
<b>BUILDING GENERAL</b>					
<b>BUILDING RECORD SEARCH</b>					
- Domestic	97(2)(c)	Public Records Act 2002		Nil	\$60.00
- Commercial	97(2)(c)	Public Records Act 2002		Nil	\$100.00
- Priority Domestic	97(2)(c)	Public Records Act 2002		Nil	\$100.00
- Priority Commercial	97(2)(c)	Public Records Act 2002		Nil	\$150.00
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
Scrutiny Fee for Approval of Engineering Plans				Nil	POA
<b>COPY OF MONTHLY BUILDING STATISTICS</b>			Per annum	Y	\$150.00
<b>PLUMBING SERVICES</b>					
<b>DWELLING AND SHED</b>					
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	\$715.00
<b>DWELLING - Existing - Lesser Regulated Works - No Drainage Plan Required</b>					
Approval of Application for Compliance Assessment and one (1) inspection only (Capping off sewer connections for demolition / removal of dwellings and change to existing fixtures without change to drainage connections) - No Drainage Plan Required	97(2)(a)	Plumbing & Drainage Act 2002		Nil	\$200.00
Replacement of Septic trenches (redrain) 1 inspection and plan					\$265.00
<b>BACKFLOW PREVENTION DEVICES</b>					
NEW 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	\$110.00



COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Per additional NEW 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	\$110.00
Backflow annual licence and inspection (per device)	97(2)(a)	S. 572 Water Act 2000, S53 Standard Water Supply Law	Annual	Nil	\$55.00
Late / overdue fee for overdue test reports (per property)				Nil	\$80.00
<b>PLUMBING PLANS</b>					
Submit Amended Plans				Nil	\$60.00
Copy of As-constructed Drainage Plan				Nil	\$25.00
<b>PLUMBING INSPECTIONS</b>					
Re-inspection of any plumbing and / or drainage defects or when plumbing and/or drainage works not in sufficient state of readiness when called for by plumbers.	97(2)(a)	Plumbing & Drainage Act 2002	Per inspection	Nil	\$110.00
After hours inspection	97(2)(a)	Plumbing & Drainage Act 2002	Per inspection	Nil	\$200.00
<b>HOUSEHOLD SEWERAGE TREATMENT PLANT APPLICATIONS</b>					
Approval of Application for Compliance Assessment and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per HSTP	Nil	\$110.00
Annual Licence & Inspection Fee	97(2)(a)	Plumbing & Drainage Act 2002	Annual	Nil	\$110.00
<b>BUILDING OVER/NEAR SEWERS</b>		Per inspection		Nil	
Inspections required in relation to requests for approval of building over or close to sewers			Per inspection	Nil	\$110.00
<b>COMMERCIAL - New</b>					
Application for Compliance Assessment, Plans and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per fixture	Nil	\$110.00
Minimum Charge	97(2)(a)	Plumbing & Drainage Act 2002	Minimum	Nil	\$335.00
<b>COMMERCIAL - Existing - Alterations and Additions</b>					
Approval of Application for Compliance Assessment, Plans and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per fixture	Nil	\$110.00
<b>LAND DEALINGS SERVICES</b>					
<b>LAND DEALINGS APPLICATIONS</b>					
Standard Fee		Land Act 1994, Land Regulations 2009	Standard	Nil	\$265.00
			Year to Year		\$105.00

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Legal Costs		Land Act 1994, Land Regulations 2009		Nil	\$459.00
<b>PERMITS / LEASES</b>					
Fishing Huts					\$690.00
Agriculture: Grazing					\$385.00
Agriculture: Cane					\$960.00
Groups / Organisations: Community / Not for profit					\$10.00
Groups / Organisations: Sporting Clubs					\$20.00
Telecommunications: Community					\$200.00
Telecommunications: Commercial			Per annum		\$14,100.00
Aerodrome: Hanger Site			m <sup>2</sup>		\$0.30
Commercial: Yanks Jetty			Per annum		\$3,800.00
Tenancy Office Space			m <sup>2</sup>		\$30.50
<b>LICENCE AGREEMENTS</b>					
Agreements					POA
<b>DEVELOPMENT &amp; PLANNING SERVICES - REFUNDS</b>					
<b>REFUNDS BUILDING AND PLUMBING</b>					
<b>REFUNDS Application for Compliance Assessment</b>					
Prior to issue of permit - Building Work not proceeding			% of fee	Nil	75%
After issue of permit - no inspections carried out			% of fee	Nil	50%
After inspections of Building Work have been carried out			No refund		No Refund
<b>REFUNDS PLANNING AND LAND DEALINGS</b>					
<b>REFUNDS Land Use Applications</b>					
Application submitted but not processed			% of fee	Nil	75%
Application processed			% of fee	Nil	60%
Application at Information & Referral Stage			% of fee	Nil	40%
Application at Notification Stage			% of fee	Nil	20%
Application at Decision Making Stage			No refund		No refund
<b>DEVELOPMENT &amp; PLANNING SERVICES - FAST TRACKING</b>					
Building Applications			Standard fee + 60%		Standard fee + 60%
Plumbing Applications			Standard fee + 60%		Standard fee + 60%
Planning Applications			Standard fee + 60%		Standard fee + 60%







# **Waste, Environmental Services and Animals**

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
<b>ANIMAL MANAGEMENT</b>					
<b>DOG REGISTRATION</b>					
<b>Note: If Animal Registration fees are paid within the first thirty (30) days of the registration period, a discount of 50% of the fee will apply.</b>					
Under the age of 3 months at the time of registration - written proof may be required	97 (2) (a)	AM(C&D) Act 2008	Once off only	Nil	Free
Desexed and microchipped	97 (2) (a)	AM(C&D) Act 2008	Per dog/per year		\$20.00
Desexed no microchip	97 (2) (a)	AM(C&D) Act 2008	Per dog/per year		\$120.00
Entire	97 (2) (a)	AM(C&D) Act 2008	Per dog/per year		\$120.00
Assistance or Working Dog in accordance with Animal Management (Cats & Dogs) Act 2008 - written proof may be required	97 (2) (a)	AM(C&D) Act 2008	Per dog/per year		Free
Declared Dangerous or Menacing dog	97 (2) (a)	AM(C&D) Act 2008	Per dog/per year		\$400.00
Replacement registration tag	97 (2) (d)		Each	Nil	\$10.00
<b>ANIMAL IMPOUNDING</b>					
Release fee - first impoundment (dog microchipped and registered)	97 (2) (d)		Each		Free
Release fee - first impoundment (dog not microchipped or registered; or cat )	97 (2) (d)		Each		\$120.00
Release fee - second impoundment (dog or cat)	97 (2) (d)		Each		\$200.00
Release fee - third and subsequent impoundment (dog or cat)	97 (2) (d)		Each		\$300.00
Release fee - all other animals (e.g. Cattle) including all associated costs with impoundment	97 (2) (d)		Each		Cost + 10%
Daily sustenance fee (week day)	97 (2) (d)		Per day/per animal		\$20.00
Daily sustenance fee (weekend or public holiday)	97 (2) (d)		Per day/per animal		\$40.00
<b>Miscellaneous</b>					
Self-surrender (dog or cat)		262 (3) (c)	Per animal		Free
Permit to keep animals as may be required by the Animal Management (Cats and Dogs) Act 2008 related to keeping or controlling animals	97 (2) (d)		Per year		\$150.00
Permit to keep animals as may be required by the Animal Management (Cats and Dogs) Act 2008 related to keeping or controlling animals - Breeder up to 12 animals	97 (2) (d)		Per year		\$200.00
Hire of electronic barking collar		262 (3) (c)	Per day		\$4.00
Hire of electronic barking collar - conditional refundable bond		262 (3) (c)	Per collar		\$140.00
Hire of cat or dog trap		262 (3) (c)	Per week or part thereof		\$15.00
Hire of cat or dog trap - conditional refundable bond		262 (3) (c)	Per trap		\$65.00

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
<b>FOOD BUSINESS LICENSING</b>					
<b>NOT FOR PROFIT COMMUNITY AND CHARITABLE ORGANISATIONS ARE NOT CHARGED LICENSING FEES</b>					
Food business licence - low risk		s.85 Food Act 2006	Yearly	Nil	\$235.00
Food business licence - medium risk		s.85 Food Act 2006	Yearly	Nil	\$300.00
Food business licence - high risk		s.85 Food Act 2006	Yearly	Nil	\$410.00
Food business licence - temporary single event		s.85 Food Act 2006	Per event	Nil	\$55.00
Food business licence - temporary multi event		s.85 Food Act 2006	Yearly	Nil	\$105.00
Food business licence - provisional		s.85 Food Act 2006	3 months	Nil	\$105.00
<b>Miscellaneous - Food Businesses</b>					
Health Search (Physical inspection, file search and report for a licenced premises when requested by a prospective buyer).	97(2)(a)			Y	\$315.00
Plan assessment		262 (3) (c)	Each	Y	\$255.00
Reinspection / Justified Complaint	97(2)	S31 Food Act 2006	Per hour or part thereof	Y	\$140.00
Licence restoration fee (within 60 days of licence lapse)	97(2)(a)	s.73 Food Act 2006	Per occurrence	Nil	\$90.00
Other Business Licencing - Miscellaneous					
Personal appearances business licence	97(2)(a)	Public Health (Infection Control for PAS) Act 2003	Yearly	Nil	\$280.00
Consultancy fee			Per hour or part thereof	Y	\$110.00
<b>Licensing - Administration</b>					
Application Fee	97(2)(a)		Per occurrence	Nil	\$325.00
Amendment of licence / approval	97(2)(a)		Per occurrence	Nil	\$100.00
Replacement licence / approval	97(2)(a)		Per occurrence	Nil	\$15.00
Reminder letter		262 (3) (c)			\$25.00
<b>LOCAL LAWS REGULATORY SERVICES</b>					
<b>OVERGROWN ALLOTMENT</b>					
Administration fee		262 (3) (c)	Per event		\$110.00
Contractor's fee		262 (3) (c)	Per event		Cost + 10%
<b>ABANDONED VEHICLES</b>					
Administration fee		262 (3) (c)	Per event		\$110.00
Towing contractor's fee		262 (3) (c)	Per event		cost + 10%
<b>LOCAL LAWS MISCELLANEOUS</b>					
Application for Approvals issued under a Local Law not otherwise specified	97(2)(d)			Nil	\$230.00
Temporary Home including one inspection	97(2)(a)		Per occurrence	Nil	\$235.00
Temporary Occupancy - with Council building approval to reside in a caravan/other - maximum 2 years			Per year	Nil	\$150.00
Application to reside in Class 10a - valid 3 months only - pending building approval application decision				Nil	\$150.00



COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Use of parking bay for ticket sellers, building work as considered appropriate	97(2)(a)		Per day	Nil	\$10.00
<b>BIOSECURITY MATTERS</b>					
<b>BAITS</b>					
Doggone - 12 bait trays			Per tray or part thereof	Y	\$31.50
Doggone - 72 bait farm pack		262 (3) (c)	Per farm pack	Y	\$188.00
Doggone - 100 bait tub		262 (3) (c)	Per tub		\$220.00
Doggone - 250 bait tub		262 (3) (c)	Per tub	Y	\$520.00
Sale of Bananas for Feral Pig Bait			Per 200 litre drum	Nil	\$16.50
<b>Miscellaneous</b>					
Pick up and disposal of deceased animals		262 (3) (c)	Per service	Y	\$73.00
No Moz pellets		262 (3) (c)	Per packet	Y	\$10.00
Dingo bounty (remittance)		262 (3) (c)	Per scalp	Nil	\$30.00
<b>CEMETERIES</b>					
*Reserved plots - Once reserved no additional plot charges are payable in the future.					
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.					
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	\$800.00
<b>Reservations</b>					
Burial Plot		262 (3) (c)	Each	Y	\$1,400.00
Burial Plot (child under 5 years including stillborn)		262 (3) (c)	Each	Y	\$970.00
Columbarium Niche - Single (Council wall)		262 (3) (c)	Each	Y	\$265.00
Columbarium Niche - Double (Council wall)		262 (3) (c)	Each	Y	\$530.00
Columbarium Niche (RSL wall)		262 (3) (c)	Each	Y	\$35.00
Mausoleum Vault		262 (3) (c)	Each	Y	\$7,855.00
Single Plot in older division used for interment in vault only		262 (3) (c)	Each	Y	\$325.00
<b>IINTERMENTS (includes shelter and chairs)</b>					
Inground Burial		262 (3) (c)	Each	Y	\$750.00
Inground Burial (child under 5 years including stillborn)		262 (3) (c)	Each	Y	\$400.00
Above Ground Vault		262 (3) (c)	Each	Y	\$300.00
Ashes (Columbarium / Vault / Inground)		262 (3) (c)	Each	Y	\$210.00
Columbarium Ashes (RSL wall)		262 (3) (c)	Each	Y	\$205.00
Mausoleum Vault		262 (3) (c)	Each	Y	\$300.00
<b>Weekend and Public Holiday Interment - double the value of standard fee</b>					

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
<b>MISCELLANEOUS</b>					
Application to erect headstone, tomb, tablet, monument or railing		262 (3) (c)	Per item	Y	\$100.00
Cleaning Bond deposit		262 (3) (c)	Per application	N	\$500.00
Bond for inground burial concrete slab (to be placed within 2 years of burial)		262 (3) (c)	Per burial	N	\$800.00
Burial records search		262 (3) (c)	Per name	Y	\$20.00
Complete copy of cemetery burial register in alphabetical order		262 (3) (c)	Per cemetery	Y	\$50.00
Surrender of reservation		262 (3) (c)	Per reservation	N	Refund 75% of reservation fee paid
Exhumation		262 (3) (c)	Each	Y	Cost + 10%
<b>WASTE DISPOSAL</b>					
<b>Mixed loads will be charged at the rate for the highest fee item</b>					
<b>Note: Commercial Waste will not be accepted at Halifax Waste Transfer Station. Recyclable items ONLY to be accepted.</b>					
<b>Note: Free waste disposal vouchers will not be accepted for commercial waste disposal. Free waste disposal vouchers are strictly for domestic use ONLY.</b>					
<b>Note: Operation gate fee to be exempt if there is a State Government Waste Levy.</b>					
<b>COMMERCIAL CUSTOMERS</b>					
Car Bodies - Commercial		92(4)(a)	Per car body	Y	\$60.00
Clean Concrete - Commercial		92(4)(a)	Per tonne	Y	\$55.50
<b>COMMERCIAL AND INDUSTRIAL WASTE &lt; 1 Tonne</b>					
Car Load - Commercial			Per load	Y	\$16.00
Van / Ute Load - Commercial			Per load	Y	\$33.00
Car with Trailer - Commercial			Per load	Y	\$43.00
Van / Ute with Trailer - Commercial			Per load	Y	\$66.00
<b>COMMERCIAL AND INDUSTRIAL WASTE &gt; 1 Tonne</b>					
Commercial and Industrial Waste > 1 Tonne		92(4)(a)	Per tonne	Y	\$170.00
Construction and Demolition Waste		92(4)(a)	Per tonne	Y	\$170.00
<b>GREEN WASTE COMMERCIAL &lt; 1 tonne</b>					
Car Load - Commercial			Per load	N	\$4.00
Van / Ute - Commercial			Per load	N	\$7.00
Car with Trailer - Commercial			Per load	N	\$10.00
Van / Ute with Trailer - Commercial			Per load	N	\$10.00
<b>GREEN WASTE COMMERCIAL &gt; 1 tonne</b>					
Green Waste > 1 tonne		92(4)(a)	Per tonne	Y	\$50.00
<b>REGULATED WASTE</b>					
Asbestos			Per tonne	Y	\$150.00
Regulated Waste - Handling Fee		92(4)(a)	Per occurrence	Y	\$107.00

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
<b>DOMESTIC CUSTOMERS</b>					
Clean Concrete - Domestic		92(4)(a)	Per tonne	Y	\$25.00
Mattresses (any size)		92(4)(a)	Each	Y	\$10.00
<b>GENERAL WASTE SELF - HAUL &lt; 1 tonne</b>					
Car Load - Domestic			Per load	N	\$4.00
Van / Ute - Domestic			Per load	N	\$10.00
Car with Trailer - Domestic			Per load	N	\$10.00
Van / Ute with trailer - Domestic			Per load	N	\$10.00
<b>GENERAL WASTE SELF - HAUL &gt; 1 tonne</b>					
General Waste - Self Haul > 1 tonne		92(4)(a)	Per tonne	N	\$80.00
<b>GREEN WASTE SELF - HAUL &lt; 1 tonne</b>					
Car Load - Domestic			Per load	N	\$4.00
Van / Ute - Domestic			Per load	N	\$7.00
Car with Trailer - Domestic			Per load	N	\$7.00
Van / Ute with trailer - Domestic			Per load	N	\$7.00
<b>GREEN WASTE SELF - HAUL &gt; 1 tonne</b>					
Green Waste - Self Haul > 1 tonne		92(4)(a)	Per tonne	N	\$50.00
<b>FREE DISPOSAL</b>					
<b>Note: Free waste disposal days will coincide with waste levy exemptions for serious local events or declared disasters, where approved by the State Government.</b>					
Hydrocarbon Waste (Oil and Filters)		92(4)(a)	Per litre	N	\$0.00
Batteries		92(4)(a)	Each	N	\$0.00
Car Bodies - Domestic		92(4)(a)	Per car body	N	\$0.00
Clean Fill - Commercial		92(4)(a)	Per tonne	N	\$0.00
Free Dump Day - Domestic		92(4)(a)	Per load	N	\$0.00
Gas Bottles		92(4)(a)	Each	N	\$0.00
Recyclable Materials		92(4)(a)	Each	N	\$0.00
Steel		92(4)(a)	Per load	N	\$0.00
Waste from organised community event with levy exemption approval		92(4)(a)	Per load	N	\$0.00
Waste From Charities with levy exemption approval		92(4)(a)	Per load	N	\$0.00
<b>TYRES</b>					
Tyres - Passenger Car		92(4)(a)	Per tyre	N	\$10.00
Tyres - Passenger car on rim or contaminated		92(4)(a)	Per tyre	N	\$15.00
Tyres - Light Truck		92(4)(a)	Per tyre	N	\$10.00
Tyres - Light Truck on rim or contaminated		92(4)(a)	Per tyre	N	\$25.00
Tyres - Truck (including bobcat and forklift)		92(4)(a)	Per tyre	N	\$25.00
Tyres - Truck on rim or contaminated		92(4)(a)	Per tyre	N	\$60.00
Tyres - Motor Cycle		92(4)(a)	Per tyre	N	\$5.00
Tyres - Motor Cycle on rim or contaminated		92(4)(a)	Per tyre	N	\$9.00
Tyres - Tractor Up to 1000mm		92(4)(a)	Per tyre	N	\$115.00
Tyres - Tractor 1000mm to 2000mm		92(4)(a)	Per tyre	N	\$200.00
Tyres - Other		92(4)(a)	Per tyre	N	POA
<b>Halifax Transfer Station - Domestic prices as above. No Commercial Waste Except Recyclable Items.</b>					

# **Infrastructure and Utilities**

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
<b>INFRASTRUCTURE MANAGEMENT</b>					
<b>WATER SUPPLY</b>					
Provision of New Service (Connection)					
- 20NB diameter	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	\$700.00
- Larger (Deposit of estimated cost required with application)	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	At Cost
<b>Separate connections are to be installed for multiple residences</b>					
Relocate Water Meter	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	At Cost
Interim Reading of Water Meter	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	\$36.00
Testing Water Meter Fee - Request by owner (fee refundable if meter faulty)	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	\$70.00
Metered hydrant Stems - Bond (refundable) to be paid upfront				Nil	\$315.00
Measured supply through Metered Hydrant	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law	Min Charge	Nil	\$65.00
Measured supply through Metered Hydrant > 45KL	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law	Per k/l	Nil	\$1.40
<b>WATER SAMPLES</b>					
Taking each sample and having tested					
- Standard Water Analysis			Each	Y	\$166.00
- Bacterial Test			Each	Y	\$94.00
<b>WATER LOCATION</b>					
Search Fee				Y	\$57.00
Location			Per 15 minutes	Y	\$19.00
<b>TRADE WASTE</b>					
Application for licence to discharge Trade Waste	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	
Annual renewal of Permit to discharge Trade Waste				Nil	

COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
Waste delivered to Ingham Plant			Per kl	Nil	\$12.75
<b>PRINTING / COPYING / SCANNING</b>					
<b>PLAN PRINTING / COPYING (Design Plans, Minimal Colour, Linework) X1 FILE</b>					
A1			Min charge	Y	\$45.00
			Per sheet	Y	\$1.00
			6 - 10 sheets	Y	\$45.00
<b>AERODROME</b>					
Landing Fees - Commercial per Business			Per annum	Y	\$980.00
Landing Fees - Recreational per entity			Per annum	Y	\$700.00
Landing Fees - Private per entity			Per annum	Y	\$700.00
Landing Fees Private / Recreational - Irregular per Aircraft			Per landing	Y	Nil
Landing Fees Commercial - Irregular Usage per Aircraft			Per landing	Y	Nil
Landing Fees Commercial - Irregular Usage per Aircraft			Per day	Y	Nil
Bond			Per Occurance	N	\$500.00
Short term hire fee per week			Per week	Y	\$50.00
Monthly hire fee			Per month	Y	\$100.00
(Hire of space for no longer than six (6) months per organisation or individual					
<b>FOOTPATH CONSTRUCTION - COMMERCIAL PREMISES</b>					
Council contribution is calculated on 50/50 basis up to maximum amount of \$90/m2 for footpath improvement works. Following satisfactory completion of works & sighting relevant receipts & receiving tax invoice, Council will forward its contribution.			Per square metre	Y	\$90.00
<b>ROAD WORK PERMIT</b>					
Application for Private Works in a Road Reserve Permit			Per Permit	Y	\$50.00
Bond - Route (HSC Works Manager & Design Technical Assistant must be notified at least 24 hours prior to the structure being removed/relocated. Cost of any damage to Council's infrastructure resulting from removal / relocation will be deducted from the Route Bond. The remainder of bond will be refunded when the structure has been made safe or left the Shire. Request for refund must be submitted in writing to Council's Chief Executive Officer.)			Per application	Nil	\$5,000.00
<b>Please note: Building Application fees, Plumbing Application fees and Relocation - Route Inspection Fee are additional to bond charges listed above.</b>					
<b>GATE OR GRID PERMIT</b>					
Application for a Gate or Grid Permit			Per application		\$370.00
<b>HIRE OF EQUIPMENT</b>					
<b>A minimum charge of \$20 will apply</b>					
- Barricade Webbing			Per day / per roll	Y	\$30.00
- Barricade Boards			Per day / each	Y	\$30.00
- Barrier lamps			Per day	Y	\$6.00
- Bollards			Per day / each	Y	\$6.00



COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act	Unit	GST	2019-2020
- Delineators			Per day	Y	\$5.00
- Multi-user Road Signs			Per week	Y	\$60.00
- Road Signs			Per week	Y	\$25.00
<b>HIRE OF MOBILE TOILETS</b>					
"- Mobile Toilet Hire Fee (Please note that the Service Fee listed below is to be added to the total charge for Mobile Toilet Hire Fee - eg 1 day Mobile Toilet Hire = \$35.00 + \$95.00 = \$130.00) "			Per Mobile Toilet hire/day	Y	\$35.00
- Mobile Toilet Service Fee			Per Mobile Toilet hire	Y	\$95.00
- Additional Mobile Toilet Service Fee			Per service	Y	\$95.00
- Mobile Toilet - Bond (refundable) to be paid upfront				Nil	\$250.00
<b>Please Note: Not for Profit Community and Charitable Organisations are not charged for the Hire of Mobile Toilet/s</b>					
<b>RURAL NUMBERING FOR NUMBERS ALREADY ALLOCATED</b>					
White on Black Rural Numbering Sticker			Each	Y	\$2.65
1 digit module			Each	Y	\$16.00
2 digit module			Each	Y	\$18.00
3 digit module			Each	Y	\$20.00
4 digit module			Each	Y	\$22.00
5 digit module			Each	Y	\$25.00
1 x star picket post			Each	Y	\$9.00
Installation costs			Each	Y	\$35.00



## CONTACT COUNCIL

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HinchinbrookShireCouncil